

**Committee of the Whole Meeting
 Approved Minutes
 September 4, 2024 at 6:00 pm**

1. Call to Order	Deputy Mayor Tompkins gave the land acknowledgement, read the live stream statement and called the meeting to order at 6:00 pm
2. Present	Deputy Mayor Michael Tompkins, Mayor Amery Boyer, Councillor Holly Sanford, Councillor Paula Hafting, Councillor Paul Wear, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning Active Living Coordinator Noah Scanlan left at 6.47 pm Director of Municipal Operations and Development (DMO/D) Ken Knox left at 7.44 pm Members of Public: Brenda and Tomas Escribano left at 7:44 pm
3. Regrets	None
4. Additions to Agenda	Correspondence v. MLA Summer Newsletter
5. Approval of Agenda	MOTION #CoW2024-09-04-01 It was regularly moved and seconded to approve the agenda with the above addition. Motion carried.
Edits to the Minutes	None
6. Approval of Minutes	MOTION #CoW2024-09-04-02 It was regularly moved and seconded to approve the July 3, 2024 minutes as presented by unanimous consent. Motion carried.

7. Presentations

i. Staff Recognition

Director of Municipal Operations and Development (DMO/D) Knox presented a certificate for Bill Brown’s 22 years of service through Public Works with the Town of Annapolis. Unfortunately, Bill Brown was unable to attend the meeting and DMO/D Knox will pass their certificate onto them.

ii. Municipal Elections 2024

CAO Millett Campbell shared their presentation on Municipal Elections 2024, and this included information on who is needed for Town Council. This includes four councillors and a mayor. They provided an overview of what is involved, and what the eligibility requirements are. An important date to remember is September 10 for Nomination Day. CAO Millett-Campbell advised on council’s role and that of the CAO. They also explained the voting process is. Any other questions can be forwarded by email to CAO Millett-Campbell.

8. Public Input

Brenda Escribano wanted to ensure that Council is aware of the road conditions on Upper St George Street, since the road was repaired. They added that there is significant damage to their walls, etc. and wanted to know if anything can be done.

9. Unfinished Business

i. Annapolis Royal Fire Department Aerial Truck Request

CAO Millett-Campbell advised that the request for an aerial truck was previously submitted to Council and that the Fire Department would like to follow-up. They added that the agreement states that the Town will fund a truck, and Deputy Mayor Tompkins added that the Town is responsible for a certain level of truck. Mayor Boyer stated that if this is their requirement, there is the option of them arranging funds for the remaining amount needed. Councillor Wear had concerns regarding the age of the aerial truck. Deputy Mayor Tompkins suggested offering the funds allocated to them and letting them decide how they wanted to proceed. CAO Millett-Campbell added that in the agreement, it is stated that a front-line engine is what the Town is responsible for providing. They added that if the current vehicle the Fire Department has passes recertification, it doesn't need to be replaced, and in the past, the Town has put \$20,000 aside each year. This figure seems to be low and will be investigated later. CAO Millett-Campbell asked how Council wishes to move forward and stated that the Municipality of the County of Annapolis has advised them that there is a ladder fire truck in Lawrencetown and Digby, so they don't need one. There are only three units in the Town that would need a ladder truck, and it was agreed to have further discussions with the Fire Department looking at options for funding the remainder needed for the aerial truck.

ACTION: Discuss suggestions with Fire Department

NAME: CAO Millett-Campbell

DUE: September 18, 2024

ii. Wharf Update

CAO Millett-Campbell asked if everyone had reviewed the Structural Assessment and Condition Report for the Wharf and if there were any comments. Councillor Sanford was concerned that there weren't any figures on what it would cost for their recommendations. DMO/D Knox added that there are some things that can easily be done (removing ladders), as there is a portable ladder that is available there if needed. CAO Millett-Campbell advised that there is nothing in the budget for the wharf, and the concerns remain the same as last year. The Town doesn't make any money on this and there is a boat at the wharf that the bill hasn't been paid for (docking fees), which doesn't help. They asked everyone to review page 13 of the report on required maintenance and inspection as there are safety issues that need to be dealt with. Recommendation for DMO/D Knox to get estimates for the safety issues and report back to Council. The other items can be placed on hold until the Town figures out the direction in which it is going with the wharf. Councillor Hafting asked about vehicles parking on the wharf, and CAO Millett-Campbell responded that this question would need to go to the Police Department to answer.

ACTION: Request various estimates/quotes for the safety issues for the wharf

NAME: DMO/D Knox

DUE: September 23, 2024

- iii. Wharf Survey Update
Mayor Boyer asked if the survey results can be distinguished by County and Town respondents, and CAO Millett-Campbell responded that unfortunately, they can't. Councillor Wear added that it is important for the Town to understand that when/if the money is spent on the wharf, other priorities may not be dealt with. CAO Millett-Campbell advised that this was a private survey so no one can see other people's responses, and they are continuously checking for grants to see if any are relevant for this project. Councillor Wear asked if the Town was following policy for grants, and CAO Millett-Campbell responded that they are using the Strategic Plan for reference. They also added that all grants are brought to Council's attention to review. Mayor Boyer added that applying for grants is a competition and if you don't ask you don't get. CAO Millett-Campbell advised that the Town hasn't applied for any grants for which the Town has confirmed match/support funding.
- iv. Joint Economic Development Coordinator
CAO advised this was one of the grants that the Town had applied for and the amount in the motion is what the Town will need to contribute. This position is until March 31, 2025, and this position will include a business inventory, identification of gaps, workshops, collaborations, etc.

MOTION #CoW2024-09-04-03

It was regularly moved and seconded to recommend to Council approval of a Town of Annapolis Royal contribution of \$2,231 of the \$59,493 budget with the County of Annapolis and the Town of Middleton for an Economic Development Coordinator for the area. **Motion carried.**

- v. Municipally Owned Trunks and Routes Cost-Shared Program for fiscal year 2024-25
CAO advised that the Town applied for a grant and received approval for \$205,000 for paving Upper St. George Street. They added that the Town does need to match the amount, and they have spoken to the Director of Finance, Robinson, to confirm that the Town has money available from last year. DMO/D Knox provided a review of what the grant will cover and stated that this work must be completed by February 2025, and with the weather, realistically it needs to be finished by November 2024. They have contacted three contractors, and one has responded with a quote for the milling and patching approach. The other two have suggested a different approach (profiling) and they are waiting for a third quote. They advise that they are looking at the second option as this will improve drainage. Councillor Sanford asked if this would help the residents with the vibrations, and DMO/D Knox responded that the entire surface will be smoother, but they can't control the speed that vehicles travel along the road. The project should also help with subsidence. Brenda Escribano added that whatever the Town can do to improve the situation would be appreciated.

MOTION #CoW2024-09-04-04

It was regularly moved and seconded to recommend that Council match the funding contribution of \$205,439 from the operating reserve for paving funds received from the Municipally Owned Trunks and Routes Cost-Shared Program for fiscal year 2024-25. This will

amend the 2024-2025 operating budget to reflect additional funds coming in at \$410,878 with additional expenditures of \$410.878. **Motion carried.**

- vi. Paving Concern
This was previously discussed under v. Municipally Owned Trunks and Routes Cost-Shared Program for fiscal year 2024-25.
- vii. 2024-25 Provincial Capital Assistance Program (PCAP) Application – Update
CAO Millett-Campbell advised that the Town had applied for two grants (Wharf Lift Station Extension Project and Emergency Water Source Project) and has received confirmation that these were not approved. DMO/D Knox added that the Nova Scotia Liquor Corporation is currently working on improvements to its parking lot and has agreed to divert all the water drainage away from the sanitary line. The Town is still investigating concerns/issues around drainage in that area.

2. NEW BUSINESS

- i. Discussion: Council appointments to all Committees
CAO Millett-Campbell would like to suggest having only one Council member on each committee, to try and reduce the time commitment for Councillors, as the Mayor can attend any meetings as ex-officio. They would like to know Council's opinion on this, as they have experienced attending meetings during their time here. Councillor Hafting stated that having two Councillors at each meeting allows coverage for when one of them is away as this allows a back-up. CAO Millett-Campbell will ask the new Council members what their preference is later.
- ii. Appoint Occupational Health and Safety Representative
MOTION #CoW2024-09-04-05
It was regularly moved and seconded to recommend to Council the appointment of Danny Young as the Occupational Health and Safety (OH&S) representative for the term ending December 31, 2024. **Motion carried.**
- iii. Annapolis Royal Tennis Club (ARTC) Memorandum of Understanding
CAO Millett-Campbell advised that during recent months, it has been brought to the Town's attention that there isn't a clear definition of who is responsible for what, and this updated Memorandum of Understanding includes the update. Active Living Coordinator Scanlan added that the Annapolis Royal Tennis Club is aware of this, and if they register as a not-for-profit group, this will allow them to apply for grants. Mayor Boyer advised that this is the Town's responsibility, and it is the Town's responsibility to provide a safe environment. Councillor Wear asked about who's responsible for the surface and CAO Millett-Campbell advised that it is the Town's court. Councillor Wear asked how the tennis court is different from the pool and Deputy Mayor Tompkins responded that the Friends of the Annapolis Pool Society are running the pool, and the pool is a separate issue. CAO Millett-Campbell added that the ARTC have their own specific times which they ask for and the Town has times outside of these bookings. ARTC has been allocated 16 hours a week. Councillor Hafting asked about the \$600 fee and Active Living Coordinator Scanlan advised that this is new, and would add that ARTC have provided lessons, etc. and there is the opportunity for the fee being waved due to their contribution of lessons, etc. CAO Millett-Campbell added that there are concerns that the

membership money is going into a personal bank account and Deputy Mayor Tompkins added that it would be beneficial for ARTC to set itself up as a not-for-profit organization. Councillor Wear stated that it looks like the Town is taking on more responsibilities and would this include washroom facilities. CAO Millett-Campbell advised that they don't have insurance, and the Town is just trying to get everything on paper. Councillor Hafting asked who is responsible for resurfacing the courts and Active Living Coordinator Scanlan responded that it is the Town's responsibility, and it is normally replaced every 10 years. CAO Millett-Campbell added that Active Living Coordinator Scanlan applies for the resurfacing grant.

Mayor Boyer asked if a porta-potty could be provided when the pool is closed and Active Living Coordinator Scanlan responded that there is the option of a three-way partnership between the Town, ARTC and the Soccer group for this. Recommendation for Active Living Coordinator Scanlan to report back to the ARTC on the above discussion and report back to Council.

ACTION: Discuss Memorandum of Understanding and recommendations with ARTC

NAME: Active Living Coordinator Scanlan

DUE: September 23, 2024

iv. Recreational Structure Fee

CAO Millett-Campbell advised that Active Living Coordinator Scanlan has submitted a Request for Decision to adjust the fee structure for the Annapolis Royal Sport and Recreation Program:

From \$100 for 1x/wk to \$130 for 1x/wk

From \$120 for 2x/wk to \$160 for 2x/wk

From \$160 for 3x/wk to \$200 for 3x/wk

Active Living Coordinator Scanlan has tried to keep the costs down. Councillor Hafting has concerns on increasing the fees and asked if there is another way to do this. Councillor Wear agreed with Councillor Hafting's comments and asked if the recreation revenue has gone up, is there a need to increase fees. Active Living Coordinator Scanlan responded that yes, usage has gone up, but costs have also increased. CAO Millett-Campbell added that the Town does have budget concerns, and we want to be fair and inclusive, but we still must balance the budget. Mayor Boyer advised that the money from the County went to a different facility and Active Living Coordinator Scanlan advised that yesterday, they had received confirmation that some money will be given to the gym from the County. Deputy Mayor Tompkins added that this facility is a user pay facility and it does need to have a structured fee schedule. With any gym you are using, there are fees, and our prices are very reasonable. Councillor Hafting asked if the pickleball has increased revenue, why is there a need to increase the fees? Deputy Mayor Tompkins responded that even though there is an increase in revenue, there will be increases to cleaning, electricity, etc.

Active Living Coordinator Scanlan thanked everyone for providing both points of view.

MOTION #CoW2024-09-04-06

It was regularly moved and seconded to recommend to Council approval of the fee schedule as recommended effective January 1, 2025, \$130 for 1 session per /wk (\$65 half year where offered) \$160 for 2 sessions/ wk (\$80 half year) \$200 for 3 session /wk (\$100 half year), as presented. **Motion carried. 2 nay**

v. Fines and Fees Policy

CAO Millett-Campbell advised that the Provision of Taxation Information By-law has been changed and that the Fines and Fees Policy needs to reflect the changes made in the By-law.

MOTION #CoW2024-09-04-07

It was regularly moved and seconded to recommend to Council approval of the Fines and Fees Policy #2024-11 dated September 2024 as presented. **Motion carried.**

vi. Appoint New Member for Accessibility Advisory Committee

MOTION #CoW2024-09-04-08

It was regularly moved and seconded to recommend to Council approval of the appointment of Sheila Redden-Smith to the Accessibility Advisory Committee for the term ending December 31, 2024. **Motion carried.**

vii. NS Business Hall of Fame Invitation and Request

CAO Millett-Campbell presented a request to sponsor a table at the NS Business Hall of Fame event in October to induct Rose Fortune. Councillor Wear asked who would be attending as this was not mentioned, and CAO Millett-Campbell advised that the invitation was originally sent to Mayor Boyer who shared it with them for Council to review. It was agreed to not sponsor a table as the Town doesn't have the funding.

viii. Communications Policy

CAO Millett-Campbell had a previous discussion with our Municipal Advisor, Jason Haughn, with respect to whether the Town had a procedure for dealing with any complaints received. Upon further investigation, it was found that the Town's current Communications policy doesn't include a procedure for complaints. CAO Millett-Campbell also added that the new complaint section is an addition and not a change.

MOTION #CoW2024-09-04-09

It was regularly moved and seconded to recommend to Council approval of the Communication policy #2024-12 dated September 2024 as presented. **Motion carried.**

3. CORRESPONDENCE

i. Annapolis Royal Wharf

For information only. A Digby business has some concerns regarding the future of the wharf and has sent in a letter.

ii. Events 1929

After review, it was agreed that this should go to the Annapolis Historical Society (AHS).

ACTION: Share documentation with AHS

NAME: Mayor Boyer
DUE: September 30, 2024

- iii. Canada Community-Building Fund (CCBF)
For information only. The Province has signed a new 10-year agreement with the Federal Government under the CCBF.
- iv. Proposal for Place Port-Royal or Port Royal Place
Mayor Boyer gave a brief overview of the request, and upon further discussion it was confirmed that there isn't anything the Town can do, and perhaps it should go to AHS. The only concern is that AHS doesn't have anyone who can read/speak French, but there it may be possible to suggest that a committee be formed under AHS. CAO Millett-Campbell added that they didn't see how the Town could take this on and it was agreed to send this to AHS for its review.

ACTION: Share Proposal for Place Port-Royal or Port Royal Place with AHS

NAME: Mayor Boyer
DUE: September 30, 2024

- v. MLA Summer Newsletter
Mayor Boyer had received an MLA Summer Newsletter, and it included an excellent section on the status of healthcare in town. They will share it with Council.

ACTION: Share newsletter with Council
NAME: Mayor Boyer
DUE: September 30, 2024

10. IN-CAMERA

Under Section 22(2) of the Municipal Government Act:

MOTION #CoW2024-09-04-11

It was regularly moved and seconded to move in camera at 8:08 pm to approve the in-camera minutes of July 3, 2024 and discuss Labour relations and contract negotiations, Personnel matters and Labour relations and contract negotiations. **Motion carried.**

MOTION #CoW2024-09-04-12

It was regularly moved and seconded to move out of camera at 8:37 pm. **Motion carried.**

11. Next Meeting

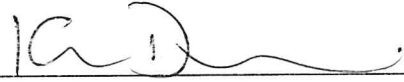
October 4, 2024

12. Adjournment

The meeting was adjourned at 8:38 pm.



Michael Tompkins, Deputy Mayor



Kim Dunning, Recording Secretary