

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

1. Call to Order	Deputy Mayor Sybil Skinner-Robertson called the meeting to order at 6:00 pm acknowledging that the meeting was being live streamed and was taking place in the ancestral territory of the Mi'kmaq People
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, CAO Sandi Millett-Campbell, Director of Municipal Operations and Development (DMO/D) Ken Knox (left at 6:46 pm) and Recording Secretary Kim Dunning Presentation: CEO, Julia Merritt (left at 6:17 pm) Member of the Public: Ms. Lynne Le Blanc (left at 6:22pm) and Roger Lindala (left at 7:31 pm)
3. Regrets	None
4. Absents	None
5. Additions to Agenda	8. Presentations ii. Acknowledge receipt of plaque 13. In-camera vi. Labour relations and contract negotiations
6. Approval of Agenda	MOTION #CoW2024-12-04-01 It was regularly moved and seconded to approve the agenda with the above additions by unanimous consent. Motion carried.
Edits to the Minutes	Mayor Boyer asked for the name Ms. Lynne Le Blanc be added and the wording 'they' be removed from the Public Input discussion
7. Approval of Minutes	MOTION #CoW2024-12-04-02 It was regularly moved and seconded to approve the November 6, 2024 minutes with the above changes by unanimous consent. Motion carried.

- 8. Presentations**
- i. Annapolis Valley Regional Library – CEO, Julia Merritt
 CEO Julia Merritt gave a brief overview of the library operations, governance and finance. Councillor MacDonald asked when the next meeting for the library will be held, and CEO Merritt responded that the date hadn't been set up. They asked for Councillor MacDonald's contact information to share the date when available. Mayor Boyer asked what a 'gap position' meant, and CEO Merritt responded that this is a position that is currently being held and hasn't been eliminated or filled and is vacant.

ACTION: Share email address for Councillor MacDonald with CEO Merritt
NAME: Recording Secretary Dunning
DUE: December 5, 2024

- ii. CAO Millett-Campbell would like to thank Bill MacDonald on behalf of Council for the plaque acknowledging the Landmark Swearing-in of Annapolis Royal's first-ever, all-female Town Council. CAO Millett-Campbell would like to acknowledge receipt of this recognition, and it is greatly appreciated.

9. Public Input

Ms. LeBlanc would like to discuss the previous CoW meeting and has outlined her concerns regarding the minutes. Ms. LeBlanc also asked for any reference to her name in the minutes recorded as Ms. Le Blanc. Ms. LeBlanc gave CAO Millett-Campbell documentation on this and the previous concern.

10. Unfinished Business

i. Wharf Repair

CAO Millett-Campbell advised that they had asked DMO/D Knox to attend this meeting to answer any questions and that he would need to leave at a set time due to another commitment. Mayor Boyer asked for an explanation on the anodes and DMO/D Knox explained that the anodes are made of zinc, and these only work when in water (50% of the time approximately). Councillor MacDonald asked if Public Works would install them or would this need to be contracted out, and DMO/D Knox responded that these would not be installed by the Town. Councillor Myers asked if the remedy is for the next five years what the additional costs would be later. DMO/D Knox responded that even using anodes, there isn't a 100% guarantee for five years, but this would slow down any issues. They also added that this doesn't fix or guarantee the wharf but does slow down the decay of the wharf, and there needs to be significant funding allocated. Councillor MacDonald asked if there was any funding in the budget for this, and CAO Millett-Campbell answered that the previous Council did not want to spend money on timber, and it was recommended to use rocks and concluded that there isn't any money in the budget for this project. It was agreed that the safety issue needs to be dealt with and then a bigger decision needs to be made for the wharf. CAO Millett-Campbell added that there are safety concerns that have been brought to Council attention, and now Council will be held liable for any accidents. The safety issues revolve around the boards and ladders. Mayor Boyer added that the Town did apply for a grant in April 2024, but it was not successful, and that various options to find money through grants, etc. have not been successful. It was suggested that a fundraising activity might be a good idea. CAO Millett-Campbell added that the safety concerns need to be dealt with and asked if the wharf should be temporarily closed until a public consultation had been arranged. Deputy Mayor Skinner-Robertson advised that they have heard of incidents of people entering places at their own risk when closed off to the public, and Councillor Myers asked if cars parking were causing any problems, and Councillor MacDonald responded that this isn't an issue. DMO/D Knox added that the biggest issue with closing the wharf is posting notices, and they could easily use barriers or rocks to stop access. CAO Millett-Campbell added that the previous Council had used rocks, instead of ordering wood, and it was determined by the engineers that this wasn't appropriate. Councillor MacDonald added that the Town needs to involve the public to make the bigger decision, and Mayor Boyer responded that every effort was made to share the information of the wharf with

residents. Councillor MacDonald added that they had received a lot of criticism regarding the survey in that the questions were not neutral enough. Both Councillor Sadkowski and Councillor Myers agree that the safety part needed to be dealt with.

MOTION #CoW2024-12-04-03

It was regularly moved and seconded to recommend to Council to move forward with the wooden curb stops for the wharf to a maximum of \$20,000 including HST out of the operating budget 2024-25 for the safety issues as noted in the inspection report in the engineering report of 2025. **Motion carried. 1 nay**

Councillor MacDonald suggested that most of the wood is not the issue, as the conditions have existed for some time, and they have checked and there hasn't been an incident of a car going off the wharf, and they think the amount of discomfort to close the wharf isn't enough reason to close this time. Councillor Sadkowski asked if there would be winter closures for the wharf and is there any impact with cars parking during snowstorms. CAO Millett-Campbell responded that the Town is not allowed to pile snow on the wharf. Councillor MacDonald asked if there would be any concerns for boats offloading their equipment as closing the wharf would impact them. Recommendation for DMO/D Knox to investigate further and report back at the next Council meeting on December 18, 2024 regarding the haul-up part and welding for the brackets. DMO/D Knox advised that the ladder part will be done in-house (Public Works).

ACTION: Establish what the haul-up uses the wharf for, and ask for a quote for welding the brackets for the curbing

NAME: DMO/D Knox

DUE: December 12, 2024

MOTION #CoW2024-12-25

It was regularly moved and seconded to recommend to Council temporary closure of the wharf with physical barriers until such time as the repairs are complete. **Motion deferred until December 18, 2024**

11. New Business

i. Strategic Plan – Plan Date for Review

Mayor Boyer gave a brief overview of what was done in prior years, there is a preliminary review between Mayor Boyer and CAO Millett-Campbell, and this would highlight any obvious changes, etc. Deputy Mayor Skinner-Robertson agreed that the first steps would be updating and reviewing the document. It was recommended to split this into two one-hour meetings, and CAO Millett-Campbell added that this could be tagged onto another meeting (before or after) if this was an easier option. Everyone agreed to have the first meeting at 5:00 pm after the Planning and Heritage Advisory Committee (PHAC) Meeting on Monday, January 6, 2025, and it would be for two hours.

ACTION: Arrange a preliminary review between Mayor and CAO

NAME: CAO Millett-Campbell

DUE: January 2, 2025

ii. Reappointments

MOTION #CoW2024-12-04-04

It was regularly moved and seconded that Council appoint Dale Roberts as the Valley Waste-Resource Management Bylaw Enforcement Officer for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-05

It was regularly moved and seconded that Council appoint Ashley Gervais and Zachary Cromwell as the Animal Control Officer for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-06

It was regularly moved and seconded that Council appoint Hank Sawchuck as Town of Annapolis Royal's Fire Inspector for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-07

It was regularly moved and seconded that Council appoint Mark Jamieson as the Town of Annapolis Royal's Building Inspector for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-08

It was regularly moved and seconded that Council appoint Danny Young and Donna Neath as the Occupational Health and Safety Representative for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-09

It was regularly moved and seconded that Council appoint Brian Reid as the Overall Director Responsible Charge for the water and wastewater system as per the Environment Act until December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-10

It was regularly moved and seconded that Council appoint Chris Millier as the Town of Annapolis Royal Planner for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-11

It was regularly moved and seconded that Council appoint Anna Kate Newman, Lesley Hodder and Kendall Burtch-Skinulis to the Pool Committee for a term of one year until December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-12

It was regularly moved and seconded that Council appoint Stephen Hawboldt, and Mike Bernard to the Environment Advisory Committee for a term of two years ending on December 31, 2026. **Motion carried.**

MOTION #CoW2024-12-04-13

It was regularly moved and seconded that Council appoint Daniella Siggia-Beasant, Anne Crossman, and Spencer Reynolds to the Marketing & Economic Development Committee

for a term of one year for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-14

It was regularly moved and seconded that Council appoint Anne Crossman, Rod Whale and Mike Bernard to the Planning and Heritage Advisory Committee for a term of two years ending on December 31, 2026. **Motion carried.**

MOTION #CoW2024-12-04-15

It was regularly moved and seconded that Council appoint Chief Administrative Officer Sandi Millett-Campbell to the Lawrencetown Community Development Cooperative Board for a term of two years ending October 2027. **Motion carried.**

MOTION #CoW2024-12-04-16

It was regularly moved and seconded that Council appoint Roy Stagg, Michael Tompkins and Paul Kellogg to the Board of Police Commissioners for a term of three years ending December 31, 2027. **Motion carried.**

MOTION #CoW2024-12-04-17

It was regularly moved and seconded that Council appoint Ken Knox as the Civic Addressing Coordinator for the Town of Annapolis Royal for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-18

It was regularly moved and seconded that Council appoint Chief Mark Kane as the Traffic Authority for the Town of Annapolis Royal for the term ending December 31, 2025. **Motion carried.**

MOTION #CoW2024-12-04-19

It was regularly moved and seconded that Council appoint Ken Knox as the Development Officer for the Town of Annapolis Royal for the term ending December 31, 2025. **Motion carried.**

- iii. Annapolis West Education Centre (AWEC) Students request Mock Council Meeting
CAO Millett-Campbell advised that Annapolis West Education Centre (AWEC) has reached out to Mayor Boyer regarding setting up a mock Council meeting. The plan is for half of the students to be staff, and the remainder will be Council members. CAO Millett-Campbell would like to know if Council would like to arrange a mock meeting. Mayor Boyer also added that there was a plan to provide a tour of Town Hall and a meeting with the Mayor and Town Crier for the younger students. They also added that this does align with the Strat Plan, and CAO Millett-Campbell added that this would not happen until next year. Councillor Sadkowski added that if this was during the day, they are not sure of their availability, and CAO Millett-Campbell responded that this would occur during the day as the Town is dealing with students. Councillor Sadkowski also asked if this would be held at Town Hall or at AWEC, and CAO Millett-Campbell responded that they are not sure as this hasn't been discussed. Deputy Mayor Skinner-Robertson added that they thought this was a good idea. Councillor MacDonald advised that they could attend but would not be available to set it up. Deputy Mayor Skinner-Robertson agreed to take the

lead and Mayor Boyer offered their assistance if needed. Councillor Myers added that they would prefer this to happen during the evening.

ACTION: Arrange a mock Council meeting with AWEC

NAME: Deputy Mayor Skinner-Robertson

DUE: January 2, 2025

iv. Code of Conduct

Deputy Mayor Skinner-Robertson advised that this policy needs to be in place by December 19, 2024. Councillor MacDonald asked why there was a difference in order and CAO Millett-Campbell responded that the one that the Town is using has the same layout as the one the County of Annapolis is using. Councillor MacDonald asked about line 15, and CAO Millett-Campbell responded that this would be repetitive as once someone has signed it, they are adhering to it. They also asked about lines 22/23: who would give the training and what would qualify for follow-up training if needed, and CAO Millett-Campbell responded that the Town would hire someone to give the training, and the other part would depend on what the violation was. CAO Millett-Campbell added that training has been set up (in person) and an additional online session would be arranged later. Councillor MacDonald asked about the appendices and where they could be located, and CAO Millett-Campbell responded that this would be included with the policy. Mayor Boyer concluded that this policy has been brought in for a very good reason, as there have been serious issues that have gone unchecked.

MOTION CoW#2024-12-20

It was regularly moved and seconded to recommend to Council to approve the Code of Conduct for Elected Officials of the Town of Annapolis Royal Policy #2024-13 dated December 2024. **Motion carried.**

v. Committee of the Whole and Council January Meetings – change to January 8 and 22, 2025

MOTION CoW#2024-12-21

It was regularly moved and seconded to recommend to Council to move the Committee of the Whole meeting to January 8, 2025, and the Council meeting to January 22, 2025. **Motion carried.**

vi. Current Grants Update

CAO Millett-Campbell gave a brief overview of all the grants that the Town has applied for including those which were unsuccessful.

vii. Meet and Greet Update

CAO Millett-Campbell asked if Council would like to have another event. Deputy Mayor Skinner-Robertson said that it was a nice way to find out how residents feel about the Town. Councillor Myers added that every time Council meets (CoW and Council meetings) this is a 'meet and greet, and Councillor MacDonald added that there isn't an opportunity for conversation at these meetings. Councillor Myers added that once Council members start attending their meetings there would need to be a discussion on

how often they should occur, and Deputy Mayor Skinner-Robertson agreed that they would need to decide on the frequency. Councillor Myers added that there is a need for accessibility for our older population. It was agreed to discuss this later.

CAO Millett-Campbell advised that as Canada Post is on strike, there is the option for residents to phone Town Hall and leave an email address for water bills to be sent. There is also the option of residents coming to the Town Hall to receive a printed copy of the bill. They added that there will not be any changes to the hours the doors are unlocked. Information will be shared through Mailchimp, Facebook and included on the website. The bills will be printed on December 20, 2024, and there is the option to pick up/email on December 20 and 23, 2024. Town Hall Administrative Office will be closed from December 24, 2024, to January 1, 2025. They also added that the bills will need to be paid by the end of January, and interest will be charged from February 1, 2024 for any outstanding bills.

12. Correspondence

i. The Annapolis Community Pool – Final Report 2024

For information only. Council has reviewed the report, and Councillor MacDonald asked about the certified pool operator, and, if the County of Annapolis had their own, could the Town share them. Councillor Sadkowski has attended a Friends of the Pool (FAPS) meeting, and they are currently exploring options for this position.

13. In-camera

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

MOTION #CoW2024-12-22

It was regularly moved and seconded to move in camera at 7:46 pm to approve the in-camera minutes of November 6, 2024 and discuss four labour relations and contract negotiation, personnel matters and legal advice. **Motion carried.**

MOTION #CoW2024-12-24

It was regularly moved and seconded to move out of camera at 8:23 pm. **Motion carried.**

14. Next Meeting

January 8, 2025

15. Adjournment

The meeting was adjourned at 8:24 pm.



Deputy Mayor Sybil Skinner-Robertson



Recording Secretary Kim Dunning

