

**Town of Annapolis Royal
Council Meeting
Approved Minutes
May 21, 2025 at 6:00 pm**

1. Call to Order	Deputy Mayor Skinner-Robertson called the meeting to order at 6:00 pm
2. Present	Councillor Adele MacDonald, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, Councillor Lynn Myers, Director of Finance (DoF) Melony Robinson (left at 6:30 pm), CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning
3. Regrets	Mayor Amery Boyer
4. Absents	None
5. Additions to Agenda	In-camera New Business ii. Plans to buy, sell or lease property
6. Approval of Agenda	MOTION #C2025-05-21-01 The agenda was approved with the above addition by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #C2025-05-21-02 The Council Meeting Minutes of April 16, 2025 were approved by unanimous consent.

9. Presentations
None.

10. Public Input
None.

11. New Business

i. Quarterly Finances Updates

a. Q4 General Operating

DoF Robinson gave an overview of General Operating, and added that this is unaudited, so there may be some changes.

b. Q4 Capital

DoF Robinson gave an overview of Capital and noted that this includes water capital and general capital.

c. Q4 Water Utility Results

DoF Robinson gave an overview of the Water Utility results and advised that a Water Rate Study will need to be completed for the Town.

MOTION #C2025-05-21-19

It was regularly moved and seconded that Council move in camera to discuss Labour relations and contract negotiations 6:17 pm. **Motion carried**

MOTION #C2025-05-21-20

It was regularly moved and seconded that Council move out of camera at 6:30 pm.
Motion carried.

iii. Strategic Plan – Meeting Update

CAO Millett-Campbell wanted to add this to the agenda as the draft plan has been shared. They would like directions regarding next steps Councillor MacDonald asked if there was an option to share this out through the Town Crier newsletter asking for feedback, including a date to respond by. It was agreed to send an email out via Mailchimp with a due date of June 6, 2025 for responses. CAO Millett-Campbell requested a date for the follow-up meeting and June 9, 2025, at 4:00 pm was selected.

ACTION: Send an email out via Mailchimp letting everyone know that the Strategic Plan is available on the website for everyone to review

NAME: Donna Neath

DUE: May 22, 2025

iii. Annapolis Royal Volunteer Fire Department Draft Agreement

Deputy Mayor Skinner-Robertson asked a question regarding funding. CAO Millett-Campbell explained that the reason that the year 2050 was included was that this is the year when it is expected that the next fire truck might be purchased. They added that the Town is putting \$30,000 a year into the capital fire truck purchase for a new truck. Councillor Sadkowski added that there was a typo on 4.3.1, which will be corrected.

MOTION #C2025-05-21-03

It was regularly moved and seconded that Council approve the Services Agreement between the Town of Annapolis Royal and the Annapolis Royal Volunteer Fire Department. **Motion carried.**

iv. Nova Scotia Federation of Municipalities (NSFM) – Library Motion

CAO Millett-Campbell advised that this is the new process for NSFM, and they have asked for all municipalities to consider this motion. Councillor Myers asked when this reaches the board are these new committees. Adele responded no, the request comes into NSFM through staff and the CEO and the Board will delegate the request to the appropriate advocacy priority.

MOTION #C2025-05-21-04

WHEREAS:

Public libraries provide collections, programs and services, on behalf of the Town of Annapolis Royal and the Province of Nova Scotia, that contribute financially to the health and wellbeing of the citizens of Nova Scotia;

AND

Public libraries in Nova Scotia can no longer successfully sustain said collections, programs and services due to rising costs, and are unable to provide living wages for the majority of library staff;

AND

The current funding formula for public libraries in Nova Scotia does not account for Municipal contributions for capital costs, and the funding formula has now expired;

AND

Funding for public libraries in Nova Scotia is currently under review by the provincial government;

It was regularly moved and seconded that the issue of adequate and sustainable funding for public libraries in Nova Scotia be brought forth to the Nova Scotia Federation of Municipalities Board for consideration as an advocacy priority. **Motion carried.**

12. Unfinished Business

i. Wharf Update

CAO Millett-Campbell advised that hopefully everything should be in place by next Friday. The wooden bumpers may not be completed, but the wharf can still be opened on May 30, 2025. If this isn't completed by May 30, 2025, it will be open by June 6, 2025. Councillor MacDonald asked about the boulders at the benches: "will there be more rocks?". CAO Millett-Campbell responded no to rocks, and the Town will work on a layout that works and is safe for everyone. Deputy Mayor Skinner-Robertson would like to thank staff for working to get the wharf back open.

13. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2025-05-21-05

It was regularly moved and seconded that Council approve the provincially mandated Seasonal Business Reduction for 2025 for the following properties: roll #92274 an amount of \$5,749.83; roll #1408402 an amount of \$1,083.95 and roll #4542975 an amount of \$4,520.81. **Motion carried.**

MOTION #C2025-05-21-06

It was regularly moved and seconded that Council approve the write-off of roll #00092398 and roll #04997409 interim taxes in the amounts of \$856.24 and \$3,956.01 respectively for the Town of Annapolis Royal for the Town owned properties. **Motion carried.**

MOTION #C2025-05-21-07

It was regularly moved and seconded that Council approve the tax rebate/reduction for the following not-for-profit properties for the 2025 year:
roll #00479993 in the amount of \$2,311.50,
roll #02355256 in the amount of \$3,525.00,

roll #00092428 in the amount of \$768.00,
roll #02045486 in the amount of \$199.50,
roll #02045494 in the amount of \$2,341.50,
roll #03611957 in the amount of \$1,315.50,
and roll #1033204 in the amount of \$1,143.00. **Motion carried.**

MOTION #C2025-05-21-08

It was regularly moved and seconded that Council approve the First Reading of the Repeal and Replace Non-Profit Organization Property Tax Reduction By-Law #205 dated May 2025. **Motion carried.**

MOTION #C2025-05-21-09

It was regularly moved and seconded that Council approve to set the date for the Second Reading on June 18, 2025. **Motion carried.**

MOTION #C2025-05-21-10

It was regularly moved and seconded that Council approve First Reading of Repeal of Pension By-Law #82 dated April 2025. **Motion carried.**

MOTION #C2025-05-21-11

It was regularly moved and seconded that Council approve to set the date for the Second Reading for June 18, 2025. **Motion carried.**

MOTION #C2025-05-21-12

It was regularly moved and seconded that Council approve to repeal Human Resources Policy and Procedures #2024-08 dated June 2024 and replace it with Human Resource Policy and Procedures #2025-08 dated May 2025. **Motion carried.**

MOTION #C2025-05-21-13

It was regularly moved and seconded that Council approve the appointment of Councillor Sadkowski and Councillor MacDonald to the Human Resources Committee for a term of two-years until December 31, 2026. **Motion carried.**

MOTION #C2025-05-21-14

It was regularly moved and seconded that Council approve to rescind Policy Establishing the Marketing and Economic Development Committee #2019-02 dated January 21, 2019. **Motion carried.**

MOTION #C2025-05-21-16

It was regularly moved and seconded that Council approve to rescind Policy on Computer Purchase #2004-3 dated October 18, 2004. **Motion carried.**

MOTION #C2025-05-21-15

It was regularly moved and seconded that Council approve to rescind COVID-19 Property Tax Financing Program Policy #2020-02 dated June 4, 2020. **Motion carried.**

MOTION #C2025-05-21-17

It was regularly moved and seconded that Council approve the Memorandum of Understanding between the Salvation Army Emergency Disaster Services and

Annapolis Regional Emergency Management Organization (Annapolis REMO). **Motion carried.**

Planning and Heritage Advisory Committee

MOTION #C2025-05-21-18

It was regularly moved and seconded that Council give heritage approval to the applicant at 154 St George Street to change the window material, keeping the same pattern (25-09-HER), providing the requirements of the Land Use By-law are met.

Motion carried.

14. Reports from Committees, Boards and Commissions

- i. Mayor's Report
Attached.
- ii. Chief Administrative Officer's Report
As presented. CAO Millett-Campbell added that the plan is to have the playground open on May 30, 2025. A new picket white fence is being replaced and installed next week. A couple of pieces will be added for the low sensory area and may not be installed before the opening.
- iii. Planning Services Report
As presented.
- iv. Water Report
As presented.
- v. Planning and Heritage Advisory Committee
Attached.
- vi. Library Report
Any questions should be directed to Councillor MacDonald. CAO Millett-Campbell advised that there is a meeting planned with the Annapolis Valley Regional Library (AVRL) to discuss the Memorandum of Understanding (MOU).
- vii. IMSA Interim Board
Attached.
- viii. Environment Advisory Committee
Attached.
- ix. Academy Condo Board
Included in Mayor's report.
- x. Friends of the Annapolis Pool Society
Attached. Councillor Sadkowski added that a certified pool operator for the 2025-2026 has been found, and specialized training will be held in Truro. Certification is good for four years, and June 13, 2025 is the opening date for the pool.

15. Correspondence

None

MOTION #C2025-05-21-21

It was regularly moved and seconded that Council move in camera to approve the in-camera minutes of April 16, 2025 and discuss 'Plans to buy, sell and lease property' at 7:04 pm. **Motion carried**

MOTION #C2025-05-21-23

It was regularly moved and seconded that Council move out of camera at 7:12 pm.
Motion carried.

MOTION #C2025-05-21-24

It was regularly moved and seconded that Council approve to spend \$2,750.00 on a zoom meeting to move the pension plan to the Nova Scotia Public Service Superannuation Plan (PSSP). **Motion carried.**

16. Next Meeting

June 18, 2025

17. Adjournment

The meeting was adjourned at 7:14 pm.



Sybil Skinner-Robertson, Deputy Mayor



Kim Dunning, Recording Secretary

Mayor's Report, May 2025

Apr 9, 2025 Radio Canada interview

Interview for video by Province on shoreline restoration project; the lead on this is Elizabeth MacDonald, the Director of Communications for NS-Environment and Climate Change. Spider Video Tv is handling the video.

Interview with Abbey Vickers, MES Candidate, School for Resource and Environmental Studies, Dalhousie University for her research project: "Support for Resilient Tourism Research Project in Annapolis Royal".

Apr 14, 2025 Public Meet and Greet with Council at the Legion from 4:15 to 6:15 pm with refreshments. Approximately 19 or 20 people were in attendance.

Apr 16, 2025 Attended IMSA¹ and meeting virtually. Missed regular meeting of Condo Board due to scheduling conflict with CoW.

Apr 17, 2025 Attended IDEA² Governance Committee meeting virtually.

Apr 24, 2025 Attended ACIMWG³ meeting at Town Hall. It was agreed that a register would be established for correspondence between the group and the Province to ensure follow-up on matters of interest.

Apr 25, 2025 Attended General Meeting for the Condo Corporation followed by social event.

Apr 27, 2025 Attended Condo General Meeting.

Apr 28, 2025 Intermunicipal dinner with members of Council from Annapolis County, and the towns of Middleton and Annapolis Royal. The Town of Annapolis Royal hosted the event St Luke's Church.

May 2, 2025 CBC interview on Shoreline Project

May 4-9, 2024 Assisted Natal Day Chair with confirming rain venues for Natal Day weekend events

May 5, 2025 Completed required Code of Conduct training for elected officials

May 6, 2025 Attended Twinning Committee meeting.

May 9, 2025 Met with CAO to go over list of AVRL documents and chronology of events regarding the Evans bequest.

May 19 to 23 Planned stay at home vacation with three visiting tourists (aka sisters)

May 20, 2025 The Board of Police Commissioners is hosting a community meeting on the subject of policing from 6:00 to 7:00 pm at the Music Room at the Hub

¹ Inter Municipal Service Agreement – Interim Board of Directors

² Inclusion, Diversity, Equity and Accessibility

³ Annapolis County Inter-Municipal Working Group

May 28, 2025 Plan to attend 1714 Royal Canadian Army Cadet Ceremonial Review 28 May 2025 at Branch 21 Royal Canadian Legion 1830hrs as Reviewing Officer for the Parade. This is the graduation ceremony for the Army Cadet individual achievements made over the 2024-2025 year. It consists of a Marching Parade followed by a few short speeches from invited guests and dignitaries. After the parade, the cadets each do a short presentation on a lesson they have learned to parents and guests. . The Cadets are between the ages of 12-18 years old and come from communities spanning from Granville to Bear River.

IMSA

A meeting was held on April 16. Meeting minutes to follow. The next meeting will be on May 22. at 10:00 am.

Condominium Board

The Condo Board held a brief general meeting on Friday, April 25 followed by a social event to honour the Condo's 7th anniversary. Members present expressed their satisfaction for how things are going. There were compliments about how well the new building maintenance staff and contractors are doing. A combination yard and bake sale was announced for Saturday, May 10 to raise funds for social gatherings. The event was sold out of baked goods with only a few items remaining from the yard sale and a found set of keys. The next Board meeting is on May 15.

ACIMWG

The intermunicipal dinner hosted by the Town on April 28 was well attended and went very well. Four representatives were there from Lawrencetown. The dinners is planned for Monday, October 27 in Middleton.

Need to draft a letter to the Province to follow up on the assessment of the structural integrity of the causeway for the next meeting.

Amery Boyer

Planning and Heritage Advisory Committee

We spoke about a more thorough review of the character-defining elements, noting that there are numerous inconsistencies. Ken clarified that, despite these inconsistencies, the elements are not prohibitive, and each case can still be brought forward to the committee for thoughtful consideration. Property owners—especially those with historic homes—should feel welcome and supported in making changes or improvements. The intention is not to discourage updates, but to ensure they align with the unique character of our town while allowing flexibility and dialogue.

Town Crier for June: focusing on topics that are timely with new businesses coming in, directing residents and new residents to our webpage. June – Lynn Myers will do a write up re signage. Due May 23rd.

Next meeting June 2 @4:00 pm.

Environment Advisory Committee Meeting

The committee welcomed its newest member, Myriah Robertson.

Clean Foundation reviewed the results of the Survey that was recently conducted across Annapolis Royal, Middleton and Annapolis County to gather public input on climate risks community priorities and policy preferences. Its purpose was to inform municipal climate action planning and support the development of a Joint Regional Climate Action Plan (JRCAP) tailored to local needs. Twenty-two (22) out of the 152 responses gathered were from Annapolis Royal. Respondents were mainly older (+ 55 years). The majority were from the county. The largest number (16/22) of Annapolis Residents rated themselves as knowledgeable or very knowledgeable about climate change risks and actions. And 18/22 indicated that they were somewhat (6) or very concerned (12) about the effects of climate change on the community. The most frequently identified top 3 concerns for Annapolitans were storm surges/extreme weather, increased flooding and coastal erosion. Drought was the lowest. The top 5 actions that the respondent thought the town should take were protect/restore wetlands and habitats (16 respondents); build flood protection infrastructure (15 respondents); emergency preparedness and planning (14 respondents) and support farmers to adapt to climate change and expand renewable energy (12 respondents each). People indicated that they were willing to volunteer in a variety of ways and that inclusiveness was important to them in any action taken. Further details are available in the CLEAN Foundation presentation in EAC package for May 8, 2025. Further engagement will be conducted in developing the Joint Climate Action Plan.

Deputy Mayor Skinner Robertson presented a summary of some of the key environment-related information from the Spring Nova Scotia Federation of Municipalities.

The Committee has put Clean Foundation and AWEC in contact. CLEAN provides educational programs which may be of use to the staff and students as they study environmental issues.

CLEAN Foundation asked whether the town would be interested in having 'Your Next Ride' come to town, they provide EV demonstrations in. The committee proposed that it could occur around the time that the EV chargers being installed near the Skate Park area are completed, as a bit of a celebration. The CLEAN Foundation representatives will follow up to see if the timing will work.

The committee proposed holding a town clean up just before the Natal Days Weekend (end of July).

Friends of the Annapolis Pool Society Committee

The committee met on April 24th, 2025. It was announced that a Certified Pool Operator has been hired for the 2025-2026 season. The individual will be attending a CPO training in mid-May. This is wonderful news. Additionally, interviews for lifeguards were completed and offers have been sent out. They were very fortunate to receive wage subsidy support for all positions. The Annapolis West Health Foundation has also committed to free swim lessons again for the season.

Pool cleaning was also completed on April 26th and they since have started filling up the pool!

There will be a Thank you and Pool Reopening event, scheduled for Friday June 13th, 2025 at the pool. Invitations will follow.