

**Town of Annapolis Royal
Council Meeting
Approved Minutes
June 18, 2025 at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:07 pm and acknowledging that this meeting was unable to be livestreamed due to technical issues.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, Councillor Lynn Myers, CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning Julia Merritt and Andrew Tolson (left at 6:23 pm) Elizabeth Akin (arrived at 6:21 pm left at 6: 30 pm)
3. Regrets	None
4. Absents	None
5. Additions to Agenda	New Business 11. iii. Response - Property Tax Interest
6. Approval of Agenda	MOTION #C2025-06-18-01 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 #C2025-06-18-02 The Council Meeting Minutes of May 21, 2025 were approved by unanimous consent.

9. Presentations

- i. Innovation Lab – CEO Julia Merritt / Andrew Tolson
CEO Julia Merritt and Andrew Tolson gave a presentation on the Annapolis Valley Regional Library & Innovation Lab Board. Andrew Tolson advised that the Annapolis Royal Innovation Lab Board will be disbanding and transferring management of the Lab to the Annapolis Valley Regional Library (AVRL). The Annual General Meeting will be held next week to confirm the disbanding of the Board. CEO Merritt added that the draft Memorandum of Understanding transfers the Innovation Lab responsibilities to AVRL and that it will continue with existing staffing.
- ii. Property Tax Interest
Elizabeth Akin stated that they were late in paying their taxes and would like Council to consider amending the current policy regarding late fees on taxes. They would like Council to also consider a grace period.

10. Public Input
None.

11. New Business

i. Deer Task Team

Deputy Mayor Skinner-Robertson advised that the Task Team had its meeting on May 8, 2025, and had a discussion on how the project should go forward. The Task Team would like to better understand what the people of the Town want and would like to have a survey shared with residents for their input. They added that the Province is looking at legislation and policies on animal control, so this could have an effect going forward. The Task Team would also like to reconsider the terms of reference for the Task Team. CAO Millett-Campbell advised that there are two options: one is to not move forward as the Task Team have done its best or go forward with a survey for residents. Councillor MacDonald suggested that the Task Team create an education package that could be shared on the website. It was agreed not to proceed further with this, and for Deputy Mayor Skinner-Robertson to compose an email for the Task Team members thanking for the work they had done and letting them know that should they want to proceed on their own, they could present to Council at any time.

ii. Request for Support from Farmer's Market of Nova Scotia

CAO Millett-Campbell advised that the Town has received a request for support from Council. Deputy Mayor Skinner-Robertson stated that supporting local food supply is very important. Councillor MacDonald added that a letter of support is a simple thing for the Town to do, as they aren't asking for money or additional time. It was agreed by Council to send the letter of support.

ACTION: Draft a letter of support

NAME: Recording Secretary Dunning

DUE: June 26, 2025

iii. Property Tax Interest

Councillor MacDonald advised that as the tax bills go out twice a year, and are normally sent out approximately a month before they are due, this is technically a grace period that is already built in. CAO Millett-Campbell added that this happens at the same time every year and advised that the current system that the Town has installed is not set up for sending emails out, and that staff would have to manually send these out, which does take additional time. Councillor Sadkowski asked if there is a way to send reminders out via email, and as previously stated the system isn't set up for this. Councillor Myers asked if other municipalities sent out reminders, and the response was no, not that the Town is aware of. Deputy Mayor Skinner-Robertson suggested sending a letter out to Elizabeth Akin saying that the Town does note their concerns, adding that there are tools that can be used for reminders (calendar on phones, etc.). We should also include that this is the procedure that the Town is required to carry out under the Municipal Government Act (MGA). Mayor Boyer will draft a letter. It was also agreed to include a notice in the monthly Town Crier newsletter with information regarding payments of bills going forward.

ACTION: Draft a response to resident

NAME: Mayor Boyer

DUE: June 30, 2025

12. Unfinished Business

- i. Repeal and Replace Non-profit Organization Property Tax Reduction By-law #205
CAO Millett-Campbell

MOTION #C2025-06-18-03

It was regularly moved and seconded that Council approve second reading and passing of the Non-profit Organization Property Tax Reduction By-law #205 dated June 2025. **Motion carried.**

- ii. Repeal of Pension By-law #207
CAO Millett-Campbell advised that the Pension By-law will be replaced with a policy.

MOTION #C2025-06-18-08

It was regularly moved and seconded that Council approve second reading and passing of the repeal of the Pension By-law #207. **Motion carried.**

13. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2025-06-18-05

It was regularly moved and seconded that Council approve the Water Utility Budget 2025-2026 for \$460,788.30, 2026-2027 for \$459,240.31 and 2027-2028 for \$470,098.05. **Motion carried.**

MOTION #C2025-06-18-06

It was regularly moved and seconded that Council approve the Water Capital Budget 2025-2026 for \$32,000, for 2026-2027 for \$25,000 and 2027-2028 for \$35,000. **Motion carried.**

MOTION #C2025-06-18-07

It was regularly moved and seconded that Council approve the low-income tax exemption for roll numbers 10790786 & 10790662 both at \$500, and for roll number 04572319 in the amount of \$476.00, provided the accounts are in good standing. **Motion carried.**

MOTION #C2025-06-18-04

It was regularly moved and seconded that Council approve Pension Policy #2025-09 dated June 2025. **Motion carried.**

MOTION #C2025-06-18-09

It was regularly moved and seconded that Council approve First Reading of the Repeal and Replace Dog By-Law #206 dated June 2025. **Motion carried.**

MOTION #C2025-06-18-10

It was regularly moved and seconded that Council set the date of July 16, 2025 for the Second Reading. **Motion carried.**

MOTION #C2025-06-18-11

It was regularly moved and seconded that Council approve the Memorandum of Understanding (MOU) with the Town of Annapolis Royal and Annapolis Valley Regional Library (AVRL) to establish and operate an Innovation Lab-/Maker Space without prejudice to any discussions that the Town and AVRL will have with respect to the existing relationship. **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 they have been very busy with all the projects for the Town. Public Works has begun painting around the Town, and Councillor MacDonald asked if the rainbow crosswalk will be painted before the Pride event happening at the beginning of July. CAO Millett-Campbell responded that this will be completed before the event and that the Pride Committee are aware of this.
- iii. Planning Services Report
As presented.
- iv. Water Report
As presented.
- v. Planning and Heritage Advisory Committee
Attached. Mayor Boyer asked about the discussion on unkempt buildings and CAO Millett-Campbell responded that any resident with a concern regarding an unsightly property should contact them directly.
- vi. Board of Police Commissioners
Councillor Sadkowski advised that this will be included in the next Council package, as the meeting happened on June 13, 2025.
- vii. Library Report
Attached.
- viii. IMSA Interim Board
Attached.
- ix. Friends of the Annapolis Pool Society
Attached.

15. Correspondence

None

MOTION #C2025-06-18-12

It was regularly moved and seconded that Council move into camera to approve the in-camera minutes of April 16, 2025, discuss four labour relations and contract negotiations, and plans to buy, sell and lease property at 7:04 pm. **Motion carried**

MOTION #C2025-06-18-14

It was regularly moved and seconded that Council move out of camera at 7:28 pm. **Motion carried.**

MOTION #C2025-06-18-15

It was regularly moved and seconded that Council approve the Police Agreement between the Town of Annapolis Royal and the Annapolis Royal Police Department dated June 2025. **Motion carried.**

MOTION #C2025-06-18-16

It was regularly moved and seconded that Council ratify the electronic vote that was emailed out on June 11, 2025 that Council approve the contract for the Living Shoreline – Salt Marsh Monitoring to CB Wes Ltd in the amount of \$88,084.35 plus HST. **Motion carried.**

MOTION #C2025-06-18-17

It was regularly moved and seconded that Council ratify the electronic vote that was emailed out on June 12, 2025 that Council approve the contract for the Living Shoreline – Fish Monitoring to Clean Annapolis River Project in the amount of \$64,866 plus HST. **Motion carried.**

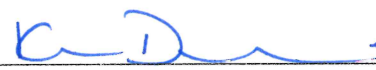
16. Next Meeting

July 16, 2025

17. Adjournment

The meeting was adjourned at 7:34 pm.



Amery Boyer, Mayor

Kim Dunning, Recording Secretary

Mayor's Report, June 9, 2025

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

May 28, 2025 attended 1714 Royal Canadian Army Cadet Ceremonial Review 28 May 2025 at Branch 21 Royal Canadian Legion as Reviewing Officer for the Parade and delivered brief speech. Captain William Montgomery expressed a desire for the Cadets and the Town to consider how they could work together. I asked about Natal Day weekend, but the Cadets are only together when schools are in session.

May 30, 2025 attended Playground opening and delivered brief speech.

May 31, 2025 attended Army Cadet fundraising dinner

June 4, 2025 planned meeting of Condo Board to discuss succession planning for Condo Corporation Board (to be rescheduled)

June 9, 2025 planned meeting to review input to strategic plan
working on welcome for Natal Day booklet

June 11, 2025 plan to attend IMSA¹ special meeting

June 12, 2025 plan to attend REMO meeting

June 13, 2025 plan to attend IMSA meeting in person
plan to attend pool opening

plan to attend opening of art exhibit on Poutrincoourt's 1607 Mill Site Quest at Lower Granville Hall

June 23, 2025 plan to attend Nova Scotia Public Service Superannuation Plan (NSPSP)

IMSA

In my absence, Deputy Mayor Sybil Skinner-Robertson attended the meeting as my alternate. The next meetings are on June 11 and 18.

Condominium Board

Did not attend May meeting. The next meeting is on June 19.

ACIMWG²

In my absence, Deputy Mayor Sybil Skinner-Robertson attended the meeting as my alternate.

¹ Inter Municipal Services Agreement Interim Board

² Annapolis County Inter-Municipal Working Group

AVRL and Friends of Library Report to Council

There was no AVRL board meeting in May – the next board meeting is June 19th and will include the AGM.

On June 4th CAO Millett-Campbell submitted our Council motion for NSFM to consider adopting library funding as an advocacy issue.

In follow-up to the collegial meeting held May 13th between the Town, AVRL, and the Innovation Lab, an MOU was drafted by CAO Millett-Campbell and CEO Merritt to remove the Innovation Lab association and continue standard operations between the Town and AVRL. The MOU was presented at Committee of the Whole and recommended to move forward to Council on June 18th.

The Innovation Lab and AVRL will present to Council on June 18th with a bit of a history, wrap-up, and what the future operations will look like.

I was unable to attend the June Friends of the Library (FoL) meeting.

I anticipate the next FoL meeting is July 2nd but will confirm.

Friends of the Annapolis Pool Society

The Pool Committee met on May 22, 2025. The new Certified Pool Operator was present and completed the course that was held in last month. All lifeguard staff and co-managers have been hired and are excited to start the season.

We were provided with a grant update and are still awaiting a decision on some grant requests. All three changing hut plaques were purchased within 24 hours (\$3,000) and installation of the huts have been completed! Three security cameras will be/have been installed prior to pool opening. They will **not** be in operation while the pool is in use.

Invitations have been sent out for the grand pool opening party on Friday June 13th 5-7pm. It will be a great time to kick off the pool season with free hot dogs and cupcakes!

The website is now open to register for group swim lessons, private swim lessons and pool rentals. The July and August pool schedule has also been posted. For more information and to register:
www.annapolispool.org

