

**Town of Annapolis Royal
Council Meeting
Unapproved Minutes
September 17, 2025 at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:00 pm. The Requirement for notice on livestreaming to be waived by Roger Lindala.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Deputy Mayor Sybil Skinner-Robertson, Councillor Lynn Myers, CAO Sandi Millett-Campbell, Director of Finance (DoF) Melony Robinson (left at 6:14 pm) and Recording Secretary Kim Dunning Presenting: Andy Forse – Kent and Duffett Chartered Professional Accountants (left at 6:14 pm) Member of the Public: Roger Lindala
3. Regrets	Councillor Heather Sadkowski
4. Absents	None
5. Additions to Agenda	12. Unfinished Business: i. Update on fire In-camera New Business iii. Personnel matters
6. Approval of Agenda	MOTION #C2025-09-17-01 The agenda was approved with the above additions by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #C2025-09-17-02 The Council Minutes of July 16, 2025 were approved by unanimous consent. MOTION #C2025-09-17-03 The Special Council Minutes of August 7, 2025 were approved by unanimous consent.

9. Presentations

- i. Audited Financial Statements – Kent & Duffett Chartered Professional Accountants
Andy Forse from Kent and Duffett Chartered Professional Accountants gave an overview of the 2024-2025 Town of Annapolis Royal Financial Statements that was reviewed at the Audit Committee and recommended for approval as presented. Mayor Boyer asked about condominium corporations, if there is a \$50,000 threshold, and what the Town's responsibilities may be with respect to HST obligations. Auditor Forse advised that they received an email yesterday, and that they will provide a letter regarding her questions in the next week. Regarding the audit, Auditor Forse stated that he was impressed with how stable the Town of Annapolis Royal is financially, and the strength of the financial management process. They added that even though the Town doesn't have a large finance team, the results demonstrate how strong performance at every level the organization. "It is a clean audit report, and the results speak for themselves". Councillor

MacDonald wanted to thank the Auditors for their efforts and stated that it is nice to hear this about the work that is being done by Town Administration. Councillor Myers thanked DoF Robinson for taking Council through a clear budget process which provided a good understanding of the workings of the Town. Deputy Mayor Skinner-Robertson is very pleased with the quality of work that goes into making the Town fiscally responsible. Mayor Boyer agreed that the results also reflect the work of previous Councils and administrations and stated that defensive work has been done over the years to prepare for the anticipated loss of revenues from the tidal plant. She thanked Auditor Forse and DoF Robinson for their work on the audit.

10. Public Input

- i. Mayor Boyer advised that Christine Igot, the Town Crier, is going to New Glasgow to attend the New Glasgow 150 International Town Criers' Competition from September 18 to 21, 2025.

11. New Business

- i. Audit Financial Statements
Discussed during the presentation part of the meeting.

MOTION #C2025-09-17-04

It was regularly moved and seconded by Council to accept the 2024-2025 financial statements as prepared and presented by the Auditors. **Motion carried.**

- ii. Workers' Compensation Board (WCB) Rates 2026
CAO Millett-Campbell advised that the Town is now in a better position. Councillor MacDonald asked what the previous year's numbers were. The CAO will contact DoF Robinson for this information and share it with Council.

ACTION: Share previous WCB rates with Council

NAME: Recording Secretary Dunning

DUE: September 18, 2025

- iii. Joint Housing Working Group
CAO Millett-Campbell advised that there a meeting was recently held between the Town and the County and that during the meeting, it was agreed to set up a working group. They have tried to find out if there is a set day/time for these meetings and will find out more information at an upcoming meeting. Councillor MacDonald is interested in participating and it was agreed to appoint them to the working group. Once a day/time has been set, another Councillor will be able to put their name forward.

MOTION #C2025-09-17-05

It was regularly moved and seconded by Council to appoint Councillor MacDonald to join the Joint Housing Working Group on behalf of the Town of Annapolis Royal for the term ending December 31, 2026. **Motion carried.**

- iv. Nova Scotia Federation of Municipalities (NSFM) Valley Community Representative
Mayor Boyer advised that NSFM is calling for people to be nominated for NSFM Valley Community Representative. Councillor MacDonald indicated they could continue, and

Mayor Boyer would be willing to put her name forward also. Mayor Boyer added that there is a need to include the ongoing discussions regarding the provincial policing review., Deputy Mayor Skinner-Robertson added that this subject is very important, and Councillor MacDonald might have a conflict of interest on this subject. Councillor MacDonald supported putting Mayor Boyer's name forward and would encourage other Councillors to put their name forward also for committee work, as NSFM is the Town's elected official advocacy organization. It was agreed for Mayor Boyer to proceed with the nomination.

MOTION #C2025-09-17-06

It was regularly moved and seconded to support Mayor Amery Boyer as the Nova Scotia Federation of Municipalities Valley Community Representative nominee. **Motion carried.**

12. Unfinished Business

i. Fire Situation Update

Mayor Boyer attended an update meeting on the Long Lake Fire. The area of the fire is still around 85 km² and there are more than 6 hot spots that are 60 ft underground. The Incident Command Post has been moved back to where it was, and there has been a decrease in equipment (7 water tanks and a de-icing unit). Currently there are 45 DNR firefighters and 70 other personnel. Food is still being catered for the fire-fighters, and the Comfort station is moving to the Curling Club at Bridgetown from 12:00 pm to 7:00 pm. Nova Scotia Guard is currently not required but will be called back in if needed. The County of Annapolis has arranged for water sampling kits if needed, and there is a big issue with garbage collection from the fire area. Site visits will start tomorrow for permanent residents only (not seasonal). There have been donations of water from Sobeys, Tim Hortons and others, and the Salvation Army is launching a fridge program. Deputy Mayor Skinner-Robertson added that the volunteer fire department has also stood down. CAO Millett-Campbell advised that there is a fundraiser this Friday at the "O", and Councillor MacDonald added that there was a collection last Friday for the West Dalhousie evacuees. Mayor Boyer added that the Baptist church also recently held a fundraiser.

13. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2025-09-17-07

It was regularly moved and approved that Council approve Low-Income Tax Policy #2025-12 dated September 2025. **Motion carried.**

MOTION #C2025-09-17-08

It was regularly moved and approved that Council approve Tax Collection Policy #2025-15 dated September 2025. **Motion carried.**

MOTION #C2025-09-17-09

It was regularly moved and approved that Council approve Human Resources Procedures and Policy #2025-13 dated September 2025. **Motion carried.**

MOTION #C2025-09-17-10

It was regularly moved and approved that Council approve Pension Policy #2025-14 dated September 2025. **Motion carried.**

Planning and Heritage Advisory Committee

MOTION #C2025-09-17-11

It was regularly moved and approved that Council give the applicant at 154 St. George Street heritage approval to add an accessory structure (garage) at the rear of the property as detailed in application 25-20-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 advised that they and DoF Robinson will be attending the AMANS conference next week and working on the relationship with CAO Frost of the Municipality of the County of Annapolis. They attended the Terry Fox Walk last weekend and thanked Public Works for their quick response on the water failure. They also wanted to thank all staff on completing the audit. Councillor MacDonald asked about the tower for the internet, and when people can apply. CAO Millett-Campbell responded that once it is connected and everything is in place, the next stage will be allowing residents to apply, and names/addresses can be taken down from now on. At the last Lawrencetown Community Development Co-Operative (LCDC) meeting, it was noted that everything must be up and running by the end of October because after that, they will not be able to access the tower from November on due to weather. If anyone is interested, they can contact Town Hall and someone from LCDC will visit the property to ensure line-of-sight. A notice will be included in the Town Crier newsletter. CAO Millett-Campbell added that this is a co-operative, and this isn't the Town's internet, and everything will go through LCDC and not the Town. Mayor Boyer thanked the Lawrencetown Community Development Co-Operative (LCDC) for setting this up.

ACTION: Add information to Town Crier Newsletter

NAME: Recording Secretary Dunning

DUE: September 26, 2025

- iii. Planning Services Report
As presented.
- iv. Water Report
As presented.

- v. Valley Regional Services Board of Directors Interim Board
Attached. CAO Millett-Campbell advised that Kings Transit has changed its name to Tidal Transit. Mayor Boyer added that they are unable to vote as the Town is not a member of Kings Transit for these meetings, but she is able to comment. She advised that there needs to be discussions on special resolutions for Tidal Transit/Valley Waste to assist in an emergency, and that REMO is aware of this. CAO Millett-Campbell stated that there is provision for this in the recent agreement. They gave a couple of examples Digby gives out free bus services during Christmas and special events, and Digby should compensate for the free passes so that the cost is not passed on to everyone else.
- vi. Board of Police Commissioners
Attached. Mayor Boyer added that the Board of Police Commissioners needs to coordinate its response about the provincial policing review with Council. Recent reports from the National Police Federation which represents RCMP members include financial information on the provincial and federal costs of policing with no reference to municipal costs borne by municipal units in Nova Scotia. Deputy Mayor Skinner-Robertson added that they are planning to ensure citizens/residents are aware of what's happening. There is discussion of plans to invite the MLA to meet residents and discuss this. Councillor MacDonald said there may be more information available at the next Annapolis County inter-municipal meeting. Mayor Boyer added that there will be an effect on morale for the various municipal police departments.
- vii. Twinning Committee
Deputy Mayor Skinner-Robertson advised that they have been very busy, and a total of 11 people will be participating in the upcoming trip to Royan, France. They added that all attendees are funding their own expenses, except for the two students and family member (there has been a fundraiser through Canada Helps contributions on their behalf. So far, just under \$4,000 has been raised and there is a target of approximately \$7,000 in total). The students are currently applying to the Parker Mountain Turbine for a grant and drafting a thank you letter for the donations received for the Town Crier Newsletter. The next Committee meeting will be during the first week in October, and everyone has been given a task to create a 5-minute presentation on a topic to be presented at the next meeting on October 7, 2025. Mayor Boyer thanked Deputy Mayor Skinner-Robertson for all they have done to prepare for this trip to Royan.
- viii. Planning and Heritage Advisory Committee
Attached.
- ix. Annapolis Valley Regional Library
Attached. Councillor MacDonald advised that a full report will be available at the next Council meeting.

Deputy Mayor Skinner-Robertson asked if there was an option to move the reports to Committee of the Whole (CoW) meetings as some of the reports aren't available until after the Council meeting. CAO Millett-Campbell responded that these reports are for information only and including these in Council and not CoW balances out both meetings.

15. Correspondence

Mayor Boyer advised that they have sent a letter to Mayor Nancy Dicks from the Town of New Glasgow congratulating the Town on its 150th anniversary and expressing the Town of Annapolis Royal's support for Town Crier Christine Igot's participation in the International Town Crier competition.

16. In-camera

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

MOTION #C2025-09-17-11

It was regularly moved and seconded that Council move into camera to approve the in-camera minutes of July 16, 2025 and the Special in-camera minutes of August 7, 2025, discuss plans to buy, sell or lease property, labour relations and contract negotiations, and personnel matters at 6:54 pm. **Motion carried.**

MOTION #C2025-09-07-14

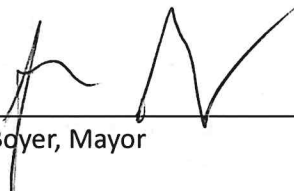
It was regularly moved and seconded that Council move out of camera at 7:28 pm. **Motion carried.**

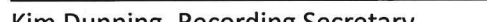
17. Next Meeting

October 1, 2025

18. Adjournment

The meeting was adjourned at 7:30 pm.



Amery Boyer, Mayor

Kim Dunning, Recording Secretary

Mayor's Report, September 11, 2025

Note: since the break out of the fire on August 13, attended ongoing virtual briefings and monitored events with Deputy Mayor and Councillor Lynn Myers

July 10, 2025	attended meeting with Police Chief and CAO re provincial policing review
July 14, 2025	attended flag raising event for Bastille Day
July 16, 2025	attended Valley Regional Services Board meeting
July 17, 2025	attended Condo Board meeting
July 22, 2025	attended 2 nd Shoreline Restoration project public engagement meeting
July 24, 2025	attended Condo Board meeting on building maintenance schedule
July 28, 2025	attended unveiling of donor recognition panel for the Acadian Odyssey Monument and gave brief speech Gave brief Radio Canada interview in French on impact of recently announced cuts to tolls on the Confederation Bridge and fares for interprovincial ferries in Atlantic Canada and Quebec to Francois Lacroix for Radio-Canada Nova Scotia. Attended quarterly dinner with the councils of the County and Middleton and the members of the Village of Lawrencetown Commission and provided an overview of Town projects
July 29, 2025	attended meeting at the County offices re in-camera item
Aug 1, 2025	attended and spoke at FOL ¹ tribute to Pat Power at Library Garden Attended and spoke at opening ceremonies for Natal Days
Aug 4, 2025	walked in Natal Day Parade Responded to email from Steve Hays, a longtime resident of Annapolis, Maryland, and a good friend of Mayor, Gavin Buckley. He was currently staying at Acadia University and planned to bike into Annapolis Royal in the coming days. He requested an opportunity to briefly meet us and present us with an Annapolis Blues FC jersey as a small gesture of connection between our two "sister" cities. Nothing formal—just a friendly exchange to honor the warm ties between our communities.

¹ Friends of the Library

Aug 7, 2025	interview with Radio Canada re effects of ongoing drought in our area, closing of trails, etc. attended lunch with Deputy Mayor and Steve Hays of Annapolis, Maryland attended Special Council meeting
Aug 13, 2025	scheduled meeting with Minister of Justice and Attorney General Durham re policing review
Aug 14, 2025	attended police review meeting in Halifax – the meeting was very disappointing
Aug 15, 2025	showed up at start time for Acadian Day event at Fort Anne, but nothing appeared to be happening
Aug 26, 2025	attended Mapannapolis event at Fort Anne – it was well attended and very interesting
Sep 2, 2025	Completed Agricultural Land survey attended Twinning meeting
Sep 3, 2025	had lunch with Middleton Mayor Gail Smith
Sep 4, 2025	attended regular Condo Board meeting
Sep 6, 2025	delivered surveys to four business owners on behalf of Abbey Vickers for her Resilient Tourism Research project went to Middleton multicultural event, but nothing appeared to be happening at the time – a concert was scheduled for 7:30 pm
Sep 9, 2025	attended meeting at the County offices re in-camera item
Sep 10, 2025	attended Town Crier's practice cries at the wharf in preparation for international competition in New Glasgow from September 18 to 20, 2025
Sep 16, 2025	plan to attend Royan logistics meeting
Sep 12, 2025	plan to attend community Pop-up Rain event at the O'
Sep 29, 2025	plan to attend intermunicipal dinner in Middleton
Oct 6, 2025	invited to attend United Church Men's Group dinner and to give a brief talk – perhaps on the Living Shoreline Project?
Oct 7, 2025	plan to attend Twinning meeting

Valley Regional Services Board

See separate IMSA Minute report. The next regular meeting will be on September 17, 2025.

Condominium Board

The Condo Board meeting was held on September 4, 2025. The AGM will be held on September 25, 2025. Revisions to the Condo By-laws and Declarations to be voted on. This meeting will conflict with the meeting below.

ACIMWG²

The next regular meeting will be held on September 25, 2025 at the Municipality of the County of Annapolis offices.

² Annapolis County Inter-Municipal Working Group

Board of Police Commissioners

The Board of Police Commissioners met and discussed the following topics:

Budget review: It was noted that the revenues from the police background checks are drastically down and that salaries are up due to the need to fill sick leaves in the department.

Policing Strategy: The policing strategy developed by Chief Kane will be compared by the members of the BoPCs to the feedback received from the community and suggestions to update will be made.

Justice Department Representative: A Justice department representative has been appointed after years of requests from the Town to the Department of Justice. We now comply with the Police Act.

Performance Review for the Chief of Police: Comments on the Chief's review will be accepted by the members of the BoPCs and reviewed and incorporated by Sept 30th. ▪ Sybil will review the Performance Document, select relevant questions for Police Department staff, and send them to the BoPCs for approval. Sandi will then circulate to the relevant staff.

Report from the Chief of Police: ▪ Chief Kane was not available to give the report.

Nova Scotia Comprehensive Policing Review: ▪ A letter from the Nova Scotia Association of Police Governance was included as correspondence, that letter and several others submitted to the provincial government on the topic were discussed.

- The BoPC is concerned that this very important report which could have significant implications for the Annapolis Royal community may be under the radar for many citizens.
- The committee would like to summarise and review the issues of main concern and find ways to communicate to the broader community about them, including a discussion with our MLA, an article in The Town Crier, potentially posts on Face book. Sybil will make a first attempt and circulate to the committee for review.
- We would also like to hold a community meeting, inviting the MLA to be present to make sure that he is aware of the implications for Annapolis Royal and rural communities is Nova Scotia.

Planning & Heritage Advisory Committee

Heritage advisory committee New Business

One of the houses under renovation is wanting to add a garage at the back of his property using wood clapboard being used exclusively as a garage. Motion was carried.

Electronic votes for 238 St Anthony Street and 396 St. George Street that were voted electronically were ratified.

Planning Report from Ken Knox – solar panels on one house on St George; a renovation.

Brainstorming future talks - Wilfred proposed at next meeting that we will explore recommendations from Wilfred's letter to the Town regarding the Strategic Plan that were more pertinent to PHAC. Wilfred will sift through those and will create a list.

Next meeting Oct 6th @ 4pm.

Annapolis Valley Regional Library

The next AVRL board meeting is on September 18th in Berwick so, very little to report until October. Their summer reading challenge was a huge success with over 2 million hours of reading logged by participants.

The FoL board met on September 3rd. They had a full agenda which included acknowledgment of a number of successful initiatives in recent months.

They had a well-attended Drag Queen story-time event in partnership with Annapolis Royal Pride. That event included a give-away of kids books to anyone who wanted to take them.

The event to honour Pat Powers was well-attended and Pat's family was touched by the effort FoL went to and by the attendance of so many of the current and past Council members.

The Natal Days Parade went well for them and they are interested in growing their parade entry for 2026.

The grade 5 book give-away was a big success again – they provide a free new book to each of the grade 5 students at the end of the school year. 63 books were purchased through Mad Hatter Book Store.

The annual Giant Used Book Sale (GUBS) is scheduled for November 15th and 16th at The Community Hub gym.

FoL and staff from the AR branch will be putting together their ideas about how they think the Evan's Bequest could be used in a more broad way. The plan is to have that information back to me in October that it might be used to inform the discussions between AR and ARVL about the policy around how those funds are used.

The next FoL meeting is October 1st.

