

**Committee of the Whole Meeting
Approved Minutes
November 5, 2025 at 6:00 pm**

1. Call to Order	Deputy Mayor Sybil Skinner-Robertson called the meeting to order at 6:00 pm. Roger Lindala advised that the live streaming notice was not required to be read.
2. Present	Mayor Amery Boyer (virtual), Councillor Adele MacDonald (virtual), Councillor Lynn Myers, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, CAO Sandi Millett-Campbell (virtual), Director of Finance (virtual) (left at 6:21 p.m.) and Recording Secretary Kim Dunning Two members of Council and CAO attended virtually due to a NSFM conference Member of the Public: Roger Lindala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	In-camera New Business ii. Personnel matters In-camera New Business iii. Labour relations and contract negotiations
6. Approval of Agenda	MOTION #CoW2025-11-05-01 It was regularly moved and seconded to approve the agenda 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 #CoW2025-11-05-02 The September 3, 2025 minutes were approved as presented by unanimous consent.

9. Presentation

None.

10. Public Input

None.

11. New Business

- i. Q2 Operating Budget
DoF Robinson gave an overview of the Q2 Operating Budget.
- ii. Q2 Capital Budget
DoF Robinson gave an overview of the Q2 Capital Budget.
Councillor Myers asked about the remainder for internet tower completion and DoF Robinson responded that the remainder will be spent when parts arrive.
- iii. Q2 Water Utility Budget
DoF Robinson gave an overview of the Q2 Water Utility Budget.
- iv. Town Owned Properties
CAO Millett-Campbell advised that there is a request for Council to write off final taxes for Town-owned properties.

MOTION #CoW2025-11-05-03

It was regularly moved and seconded to recommend Council approval of the write-off for roll #00092398 and roll #04997409 final taxes in the amounts of \$856.24 and \$3,956.01 respectively for tr Town-owned properties. **Motion carried.**

- v. Water Credit
CAO Millett-Campbell advised that this credit has been on the town's books for a number of years and Finance staff are tidying up accounts payable.

MOTION #CoW2025-11-05-04

It was regularly moved and seconded to recommend to Council write off of the credit balance of \$160.00 of H.R.1001, absorbing it into income. **Motion carried.**

- vi. Water Utility Receivable Collection Procedure Policy
CAO Millett-Campbell advised that the changes are formatting, removal of the cost of the on-off provision as this is now included in the Fines and Fees Policy, and the Town is currently working on updating policies.

MOTION #CoW2025-11-05-05

It was regularly moved and seconded to recommend to Council the repeal of Water Utility Receivables Collection Policy 2024-4 and its replacement Utility Receivables Collection Policy #2025-17 dated November 2025. **Motion carried.**

- vii. 2023-24 FCIs
For information only.

- viii. Annapolis Royal Clean Up
CAO Millett-Campbell stated that the Annapolis Royal Fall clean-up will be held on November 8, 2025 at 10:00 am, meeting at the Market Square.

- 1. Clean Foundation Engagement Session
CAO Millett-Campbell advised that there is an engagement session at the Annapolis Royal Fire Hall on Wednesday, November 19, 2025 from 1:00 pm.

12. Unfinished Business

- 2. Council Engagement Session – November 24, 2025 (4:15 pm to 6:30 pm)
CAO Millett-Campbell advised that the Shoreline Restoration Project will have a table at the Engagement Session. Deputy Mayor Skinner-Robertson advised that they will not be able to attend. CAO Millett-Campbell added that staff and the Project Lead will be there to answer any questions on this project, and that this will not be a presentation. Mayor Boyer asked

about the communications plan and where we are, as this was previously discussed. It was agreed to include the communications plan for the Engagement Session. Councillor MacDonald suggested getting more information from the public, a list of all of the communications channels that are active, etc. Councillor Myers added that a paper survey could be an idea, and Councillor MacDonald suggested putting up a poster to get residents involved. Recording Secretary Dunning asked how many people they are expecting to attend, and it was agreed to order for 30 people. Staff will work on the communications plan.

ACTION: Book coffee/snacks for engagement session

NAME: Recording Secretary Dunning

DUE: November 7, 2025

ACTION: Work on current channels of communication

NAME: CAO Millett-Campbell

DUE: November 17, 2025

13. Correspondence

i. The Academy – Thank You Letter

For information only. Town of Annapolis Royal has received a thank you letter regarding the planting of trees on the St. George Street lawn.

ii. Property Assessment and the *Municipal Modernization Act* (Bill No. 141)

For information only. The Town has received an update on the Property Valuation Services Corporation (PVSC) and the Municipal Modernization Act (Bill No. 141).

14. In-camera

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

MOTION #CoW2025-11-05-06

It was regularly moved and seconded to move into camera at 6:32 pm to approve the in-camera minutes of September 3, 2025, to discuss labour

relations and contract negotiations and personnel matters. **Motion carried.**

MOTION #CoW2025-11-05-08

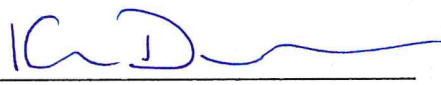
It was regularly moved and seconded to move out of camera at 7:03 pm.
Motion carried.

15. Next Meeting
December 3, 2025

16. Adjournment
The meeting was adjourned at 7:04 p.m.



Deputy Mayor
Sybil Skinner-Robertson



Recording Secretary
Kim Dunning

