

**Town of Annapolis Royal
Council Meeting
Approved Minutes
November 19, 2025 at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:00 pm
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Deputy Mayor Sybil Skinner-Robertson, Councillor Heather Sadkowski, Councillor Lynn Myers, CAO Sandi Millett-Campbell, Chief Mark Kane (left at 6:10 p.m.) and Recording Secretary Kim Dunning Member of the Public: Roger Landala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	In-camera New Business ii. Labour relations and contract negotiations In-camera New Business iii. Labour relations and contract negotiations
6. Approval of Agenda	MOTION #C2025-11-19-01 The agenda was approved with the above additions by unanimous consent.
7. Disclosure of Conflict of Interest Issues	Recommendation from Planning and Heritage Advisory Committee – Deputy Mayor Skinner-Robertson
Edits to the Minutes	None
8. Approval of Minutes	MOTION #C2025-11-19-02 The Council Minutes of October 1, 2025 were approved by unanimous consent.

9. Presentations

i. Service Award

Mayor Boyer would like to thank Chief Kane for his five years of outstanding service for the Town of Annapolis Royal. The Town appreciates all the changes that have been implemented and are proud of the Town's Police Department. Chief Kane thanked everyone for the opportunity that the Town has provided them.

10. Public Input

None

11. New Business

i. Truth and Reconciliation Discussion

Mayor Boyer advised that the documentation that was shared was previously reviewed by a different Council, and asked what Council would like to do going forward. Councillor Sadkowski suggested including it in the Strategic Plan discussion next year. It was agreed to include it on the Committee of the Whole agenda for further discussion.

ACTION: Add to Committee of the Whole meeting in December

NAME: Recording Secretary Dunning

DUE: November 26, 2025

ii. Water Utility Budget

CAO Millett-Campbell advised that the Town is in the middle of a water rate study and has received the first draft from the contractor. The Town needs to supply a three-year budget. The plan is for the contractor to provide a presentation to Council in December.

ACTION: Add to December agenda

NAME: Recording Secretary Dunning

DUE: November 25, 2025

MOTION #C2025-11-19-03

It was regularly moved and seconded that Council approve the Revised Water Utility Budget 2026-2027 for \$477,060, 2027-2028 for \$489,408 and 2028-2029 for \$502,128. **Motion carried.**

MOTION #C2025-11-19-04

It was regularly moved and seconded that Council approve the Revised Water Capital Budget 2026-2027 for \$90,000, 2027-2028 for \$67,000 and 2028-2029 for \$40,000. **Motion carried.**

iii. Annapolis Royal Police Services

CAO Millett-Campbell advised that Chief Kane has requested changing the name from Annapolis Royal Police Department to Annapolis Royal Police Service; this is to align with all the other municipalities. Chief Kane advised that this was noticed during the police audit as there were references to both titles, and the reason for changing it is organizational.

MOTION C#2025-11-19-09

It was regularly moved and seconded that Council agree to proceed with changing the name of the Annapolis Royal Police Department to Annapolis Royal Police Service. **Motion carried.**

12. Unfinished Business

None

13. Recommendations from Committees, Boards and Commissions

MOTION C#2025-11-19-05

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

MOTION C#2025-11-19-06

It was regularly moved and seconded that Council approve to write off the credit balance of \$160.00 of H.R.1001 and absorb into income. **Motion carried.**

MOTION C#2025-11-19-07

It was regularly moved and seconded that council approve the repeal of Water Utility Receivables Collection Policy 2024-4 and replace it with Water Utility Receivables Collection Policy #2025-17 dated November 2025. **Motion carried.**

Deputy Mayor Skinner-Robertson declared a conflict of interest for this discussion and left the table at 6:12 pm.

MOTION C#2025-11-19-08

It was regularly moved and seconded that Council give heritage approval to the applicant at 499 St George Street to add a deck and privacy screen at the rear of the property as detailed in the application 25-24-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Deputy Mayor Skinner-Robertson returned to their seat at 6:13 pm.

14. Reports from Committees, Boards and Commissions

- i. Mayor's Report
Attached.
- ii. CAO Report
Reviewed.
- iii. Planning Services Report
Reviewed.
- iv. Water Report
Reviewed.
- v. Valley Regional Services Board of Directors Interim Board
Mayor Boyer advised that these minutes are a month behind as their meeting is the same day as Council.
- vi. Planning and Heritage Advisory Committee
Attached.
- vii. Annapolis Valley Regional Library (AVRL)
CAO Millett-Campbell asked about the book sale that happened over the weekend, and Councillor MacDonald responded that they haven't received the actual amount raised. They added that the AVRL Board meeting is tomorrow. Attached.

viii. Twinning Committee

Councillor Myers asked if they had received any feedback from the students who attended, and Deputy Mayor Skinner-Robertson responded that they have received good feedback from them. Attached.

ix. Environment Advisory Committee
Attached.

15. Correspondence

i. Municipality of East Hants – Bill 141 (69B)

Mayor Boyer asked if Council would like to respond, it was agreed that Council would take the matter to the Annapolis County Intermunicipal-Group for discussion/input.

ii. Research Study on Relocation Due to Climate Change

Mayor Boyer, for information only. She advised that a student from Dalhousie University is asking for people's input regarding relocation due to climate change.

16. In-camera

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

MOTION #C2025-11-19-10

It was regularly moved and seconded that Council move into camera to approve the in-camera minutes of October 1, 2025 at 6:22 pm.

Motion carried.

MOTION #C2025-11-19-12

It was regularly moved and seconded that Council move out of camera at 7:21 pm. **Motion carried.**

17. Next Meeting

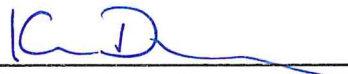
December 17, 2025

18. Adjournment

The meeting was adjourned at 7:22 pm.

A handwritten signature in black ink, appearing to be 'A Boyer', written over a horizontal line.

Mayor
Amery Boyer

A handwritten signature in blue ink, appearing to be 'K Dunning', written over a horizontal line.

Recording Secretary
Kim Dunning

Planning and Heritage Advisory Committee
October 6, 2025

The applicant at 83 Victoria Street was given heritage approval to replace change roofing materials from asphalt shingle to metal.

Wilfred proposed we focus on three strategies:

1. Update and complete the list of heritage properties on the Town's website and simplify the template.

It was stated that we require a volunteer that would be qualified to complete this task.

2. Provide the town's website a "Guide for Heritage Property Owners".

It was stated that we already have this information for property owners on the town's website.

3. Incorporate recent heritage articles that have appear in the Town Crier into the Website.

The town crier is in PDF format and our "Search" ability does not accommodate for this at this time.

Permit reports were reviewed.

Next meeting November 3, 2025

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November 3, 2025

Conflict of interest issues made clear to the committee.

Wilfred will not be renewing on our committee in January. We thanked Wilfred for serving on the committee.

One heritage approval - the applicant at 83 Victoria Street given heritage approval to replace change roofing materials from asphalt shingle to metal as detailed in application 25-21-HER as long as the requirements of the Land-Use By-law are met. Motioned passed.

No development report because members were away in France.
Next meeting December 1, 2025 @4:00 pm.

Submitted by Lynn Myers, Councillor

AVRL and Friends of Library Report to Council

November 12, 2025

The next AVRL board meeting is November 20th from 5:30pm to 8:30pm in Berwick.

Since my last report, AVRL's CEO has met with all of the CAO's from our region to update them on the current financial challenges. The CEO also sent out letters to the relevant Friends of the Library groups in the region. The next step is to begin making the public aware and providing them with ways they can help meet this challenge.

I was unable to attend the FoL meeting on November 5th and I have not received draft minutes for that meeting.

The annual Giant Used Book Sale (GUBS) is happening this weekend on November 15th and 16th.

The next FoL meeting is December 3rd.

Respectfully submitted by Councillor Adele MacDonald