

**Committee of the Whole Meeting
Approved Minutes
December 3, 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 and Erin Todd advised that the live streaming notice was not required to be read.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, Councillor Lynn Myers, CAO Sandi Millett-Campbell, DMO/D Ken Knox (left at 6:10 pm) and Recording Secretary Kim Dunning, members of the Public: Roger Lindala and Erin Todd <u>Ad hoc</u> Deputy Mayor Skinner-Robertson would like to thank the organizers of the Parade of Lights and the Natal Day Fireworks, and it was agreed to send a thank you letter to them both. Deputy Mayor Skinner-Robertson also acknowledged that it has been a year since this Council has been in its role for the Town of Annapolis Royal. ACTION: Send a thank you letter to Natal Day/Parade of Lights NAME: Mayor Boyer DUE: December 17, 2025
3. Regrets	None
4. Absents	None
5. Additions to Agenda	In-camera New Business ii. Public safety In-camera New Business iii. Personnel matters

6. Approval of Agenda	MOTION #CoW2025-12-03-01 It was regularly moved and seconded to approve the agenda as presented with the above additions.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #CoW2025-12-03-02 The November 5, 2025 minutes were approved as presented by unanimous consent.

9. Presentation

i. Service Award

Mayor Boyer would like to thank Director of Municipal Operations and Development (DMO/D) Ken Knox for their five years of outstanding service for the Town of Annapolis Royal. The Town appreciates all they have done. DMO/D Knox thanked everyone for this acknowledgement.

10. Public Input

None

11. New Business

i. Annual Reappointments

Council reviewed the annual reappointments for the Town of Annapolis Royal.

MOTION #CoW2025-12-03-03

It was regularly moved and seconded that Council appoint Dale Roberts as the Valley Waste-Resource Management By-law Enforcement Officer for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-04

It was regularly moved and seconded that Council appoint Ashley Gervais and Amanda Lewis as the Animal Control Officers for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-05

It was regularly moved and seconded that Council appoint Hank Sawchuck as Town of Annapolis Royal Fire Inspector for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-06

It was regularly moved and seconded that Council appoint Mark Jamieson as the Town of Annapolis Royal Building Inspector for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-07

It was regularly moved and seconded that Council appoint Donna Neath as the Occupational Health and Safety Representative for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-08

It was regularly moved and seconded that Council appoint Ken Knox as the Overall Director Responsible Charge for the Town's water and wastewater systems as per the Environment Act until December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-09

It was regularly moved and seconded that Council appoint Chris Millier as the Town of Annapolis Royal Planner for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-10

It was regularly moved and seconded that Council appoint Christine Connolly as Town Crier for Annapolis Royal for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-11

It was regularly moved and seconded that Council appoint Martin-Henri Villeneuve, Lesley Hodder and Kendall Burtch to the Pool Committee for a term of one year until December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-12

It was regularly moved and seconded that Council appoint Gillian Kerr to the Environment Advisory Committee for a term of two years ending on December 31, 2027. **Motion carried.**

MOTION #CoW2025-12-03-13

It was regularly moved and seconded that Council appoint Ken Knox as the Civic Addressing Coordinator for the Town of Annapolis Royal for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-14

It was regularly moved and seconded that Council appoint Chief Mark Kane as the Traffic Authority for the Town of Annapolis Royal for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-15

It was regularly moved and seconded that Council appoint Ken Knox as the Development Officer for the Town of Annapolis Royal for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-16

It was regularly moved and seconded that Council appoint Deputy Mayor Sybil Skinner-Robertson and Councillor Heather Sadkowski to the Board of Police Commissioners for the term ending December 31, 2026.

MOTION #CoW2025-12-03-17

It was regularly moved and seconded that Council appoint Mayor Amery Boyer and Councillor Heather Sadkowski as the

Natal Day Committee member back-ups for a staff member for the Town of Annapolis Royal for the term ending December 31, 2026. **Motion carried.**

MOTION #CoW2025-12-03-18

It was regularly moved and seconded that Council appoint Deputy Mayor Skinner-Robertson as the Twinning Committee member for the Town of Annapolis Royal for the term ending December 31, 2026. **Motion carried.**

- ii. Repeal and Replace Employee Wellness Policy
CAO Millett-Campbell advised that the current policy wasn't up-to-date, and this new policy includes options for employee retention. Council Sadkowski has concerns with #4. Responsibilities and suggested changing the wording to make it sound less like a requirement and giving it as an option. They also suggested moving #5.1.3. to #4.5. as this is a better fit for the context and includes carpooling. CAO Millett-Campbell added that they are also including a request for the budget to provide two wellness lunches each year.

The changes are:

- 4.1. include the word "healthy" before work environment that will foster employee health and well-being.
- 4.3. include the word "may" before participate
- 4.4. include the word "may" before build their knowledge
- 5.1.3. move paragraph to 4.5

The policy will be updated and included in the Council meeting package.

ACTION: Change the policy to include the above list.

NAME: Recording Secretary Dunning

DUE: December 5, 2025

MOTION #CoW2025-12-03-9

It was regularly moved and seconded to recommend to Council the repeal of Employee Wellness Policy #2008-05 and

its replacement with Employee Wellness Policy # 2025-16 dated December 2025 with the changes noted. **Motion carried.**

1. Repeal and Replace Accounts Receivable Policy For Non-Tax and Non-Water Utility Revenue
CAO Millett-Campbell advised that the definitions and the credit card option (online only) have been included. Councillor Sadkowski asked to add that a third-party processing fee will apply, as this only shows when you go online to pay by credit card. Mayor Boyer was confused regarding #3.4. Credit Balance and after further discussion it was agreed to remove the words after "in an account", as the remainder wasn't needed.

Changes are:

- 3.4. Remove wording after "in an account".
- 5.3.4. Include "a third-party processing fee will apply".

ACTION: Change the policy to include the above changes.

NAME: Recording Secretary Dunning

DUE: December 5, 2025

MOTION #CoW2025-12-03-20

It was regularly moved and seconded to recommend to Council the repeal of Accounts Receivable Policy for Non-Tax and Non-Water Utility Revenue #2013-05 and its replacement with Accounts Receivable Policy for Non-Tax and Non-Water Utility Revenue #2025-18 dated December 2025 with the changes noted. **Motion carried.**

- iii. Review OH&S Policy
CAO Millett-Campbell advised that every year the OH&S policy has to be reviewed and approved by Council.

MOTION #CoW2025-12-03-21

It was regularly moved and seconded to recommend to Council review and approval of Occupational Health and Safety Policy #2001-1 for the 2026 calendar year. **Motion carried.**

- iv. **Repeal and Replace Anti-violence and Harassment Policy**
CAO Millett-Campbell advised that they attended a Harassment workshop in October, and the Town currently only has a harassment policy and needs to have an anti-violence one. After discussions with the County of Kings, the County of Annapolis and the Town's leadership team, it was agreed that one policy covering both is preferred. Councillor Sadkowski has concerns regarding the policy itself and would like the policy to be separated into two policies. Councillor MacDonald added that the Province does see harassment as violence as they are connected. Concerns were raised regarding 5.2. Complaint involving a Councillor or the CAO who is either the complainant or respondent. Mayor Boyer added that all complaints must be documented. Councillor MacDonald suggested taking a step back and have Council reexamine the Policy. It was agreed that Council will work together to update the policy and this will be reviewed at the CoW meeting in January 2026.

ACTION: Update the policy as needed

NAME: Council

DUE: December 15, 2025

MOTION

It was regularly moved and seconded to recommend to Council the repeal of the Anti-Violence in the Workplace policy #2019-05 and its replacement with the Anti-Violence and Harassment in the Workplace Policy # 2025-19 dated December 2025.

Motion deferred.

- v. **Water Budget**
CAO Millett-Campbell advised that while working on the water rate study it was found that some of the amounts used for estimating the budget were incorrect. They added that there will be a presentation on the water rate study at the December Council meeting.

MOTION #CoW2025-12-03-22

It was regularly moved and seconded that Council rescind Motion #C2025-19-03 and that Council approve the Revised Water Utility budgets 2026-2027 for \$477,060, 2027-2028 for \$489,408, and 2028-2029 for \$502,128. **Motion carried.**

MOTION #CoW2025-12-03-23

It was regularly moved and seconded that Council approve the Revised Water Utility budgets 2026-2027 for \$477,060, 2027-2028 for \$527,488 and 2028-2029 for \$542,089. **Motion carried.**

12. Unfinished Business

2. Truth and Reconciliation Discussion/Strategic Plan

CAO Millett-Campbell wanted to confirm if Council wants to discuss this at the Strategic Plan meeting, and it was agreed with this suggestion. Mayor Boyer added that Council needs to consider what the Town can do for with respect to the Truth and Reconciliation report. The CAO also suggested sending a letter of congratulations to Chief Potter on her third term as Chief for Bear River First Nation.

ACTION: Send a letter of congratulations to Chief Potter

NAME: CAO Millett-Campbell

DUE: December 15, 2025

i. Council Engagement Session – Update

CAO Millett-Campbell asked how the session went and whether the stats were included in the newsletter. They added that there seems to be a bit of confusion about what Mailchimp is and asked what the next steps should be. Councillor MacDonald responded that it went well and the consensus was to have an online survey via email, with the option for residents to come into Town Hall to complete it if needed. Councillor Myers asked about including a paper copy in the water bill mailing, and CAO Millett-Campbell responded that this does take a lot of time for staff, as using an online survey is quicker and does the work for you. Mayor Boyer also agreed that she was happy with the results from this engagement session. It was agreed to provide an online survey with the option for residents to come to Town

Hall. The next engagement session will be held on February 23, 2026, from 4:30 pm to 6:30 pm at the Annapolis Royal Legion.

ACTION: Book Annapolis Royal Legion
NAME: Recording Secretary Dunning
DUE: December 15, 2025

ACTION: Create an online survey
NAME: CAO Millett-Campbell
DUE: January 2, 2025

13. Correspondence
None.

14. In-camera
Under Section 22(2) of the Municipal Government Act:

MOTION #CoW2025-12-03-24

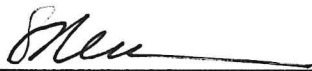
It was regularly moved and seconded to move into camera at 7:03 pm to approve the in-camera minutes of November 5, 2025, and to discuss labour relations and contract negotiations, public safety and personnel matters. **Motion carried.**

MOTION #CoW2025-12-03-26

It was regularly moved and seconded to move out of camera at 7:20 pm. **Motion carried.**

15. Next Meeting
January 7, 2026

16. Adjournment
The meeting was adjourned at 7:22 pm.



Deputy Mayor
Sybil Skinner-Robertson



Recording Secretary
Kim Dunning