

**Committee of the Whole Meeting
Approved Minutes
January 7, 2026 at 6:00 pm**

1. Call to Order	Deputy Mayor Sybil Skinner-Robertson called the meeting to order at 6:01 pm.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, Councillor Lynn Myers, DMO/D Ken Knox (left at 6:18 pm), CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning
3. Regrets	None
4. Absents	None
5. Additions to Agenda	Removal of 9. Presentations i. Annapolis Royal Fire Department – Fire Area Rate 11. New Business i. Review Fire Area Rate
6. Approval of Agenda	MOTION #CoW2026-01-07-01 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 #CoW2026-01-07-02 The December 3, 2025 minutes were approved as presented by unanimous consent.

9. Presentation
None

10. Public Input

None

11. New Business

i. Repeal and Replace Building By-law

CAO Millett-Campbell advised that Director of Municipal Operations and Development (DMO/D) Knox has attended this meeting to answer any questions. The by-law has been updated to state that work over \$10,000 requires permits.

Councillor Myers asked why the changes were to \$10,000, and DMO/D Knox advised that although there isn't a lot of room for new development in the Town, there are residents adding buildings to their property, etc. and these do need to meet the requirements of the Building Code.

Councillor MacDonald asked if the \$10,000 limit that has been added is a similar amount to other municipalities as this seems low. DMO/D Knox responded that they did check with other municipalities and found that \$10,000 is the highest amount and represents the current trend.

CAO Millett-Campbell added that these motions for the public hearing dates will need to change if the CoW/Council meetings are moved to a different day.

MOTION #CoW2026-01-07-03

It was regularly moved and seconded to recommend first reading of Building By-law #108. **Motion carried.**

MOTION #CoW2026-01-07-04

It was regularly moved and seconded to recommend that Council set the public hearing for Building By-law #108 for the February Council meeting, at 6:00 pm. **Motion carried.**

ii. Repeal and Replace Vending By-law

CAO Millett-Campbell advised that the Vending By-law has been updated to include an increase to \$2,000,000 for the insurance amount, and removal of the information currently included in the Appendix.

MOTION #CoW2026-01-07-05

It was regularly moved and seconded to recommend to Council first reading of Vending By-law #208. **Motion carried.**

MOTION #CoW2026-01-07-06

It was regularly moved and seconded to recommend that Council set the public hearing of Vending By-law #208 for the February Council meeting, at 6:00 pm. **Motion carried.**

1. Review and Approve Appendix C of Equipment Replacement Policy

CAO Millett-Campbell advised that Appendix C is reviewed on an annual basis and that staff have updated the retail prices.

MOTION #CoW2026-01-07-07

It was regularly moved and seconded to recommend to Council pre-approval of Appendix C of the Vehicle Replacement Policy so that staff can go out to tender in January and have equipment ready for purchase by the new fiscal year budget. **Motion carried.**

iii. Request to Purchase Salt

DMO/D Knox advised that the Town previously purchased salt from the Department of Highways but that there were issues with supplying the Town last year. This year, there are two locations that are used for the purchase of salt, and there is a 24-hour turnaround time for order/delivery. Councillor Myers asked if this will be the last purchase of salt for the season, and DMO/D Knox responded that if this winter follows last year's forecast, it could be but they can't guarantee it. Councillor MacDonald was asked why salt is used and not sand and DMO/D Knox responded that sand doesn't melt and is very messy (gets in the storm drains), but there are still times when it is required for traction

MOTION #CoW2026-01-07-08

It was regularly moved and seconded to recommend that Council approve an increase in budget line GL 01-23237Z in

the amount of \$25,000 for the purchase of salt. **Motion carried.**

- iv. Repeal and Replace Board of Police Commissioners By-law
CAO Millett-Campbell advised that the only change in this By-law is the change the word "*Department*" in the Annapolis Royal Police Department and replace it with the word "*Service*".

MOTION #CoW2026-01-07-09

It was regularly moved and seconded to recommend to Council first reading of Board of Police Commissioners By-law #116.
Motion carried.

MOTION #CoW2026-01-07-10

It was regularly moved and seconded to recommend that Council set the public hearing for Board of Police Commissioners By-law #116 for the February Council meeting, at 6:00 pm. **Motion carried.**

- v. Change Committee of the Whole (CoW) and Council meetings
CAO Millett-Campbell advised that they have received a request to change the days for these meetings from Deputy Mayor Skinner-Robertson due to a conflict with Fire Department training sessions. Various options were discussed including changing only one of the days, and also the start time of the meetings. Deputy Mayor Skinner-Robertson will check which Wednesdays do not work for them, and this will be added to the next Council agenda for further discussion.

ACTION: Add to Council agenda

NAME: Recording Secretary Dunning

DUE: February 14, 2026

- vi. IDEA Plan
CAO Millett-Campbell advised that a lot of work has gone into this plan and that the Governance Committee has approved it; it will be sent to the Province for its review/approval.

MOTION #CoW2026-01-07

It was regularly moved and seconded to recommend that Council accept the Equity Diversity and Inclusion Plan for 2026-2029. **Motion carried.**

12. Unfinished Business

- i. Repeal and Replace Anti-violence and Harassment Policy
CAO Millett-Campbell advised there have been changes recommended by Councillor Sadkowski and asked if there are any other changes needed. Mayor Boyer advised that Section 3.7 was missing a word (as) to be included, and that in 3.7.1, the term "characteristics" was used three times in one sentence (removal of *to the following characteristics*). She also added that there was a need for other minor edits.

MOTION #CoW2026-01-07-12

It was regularly moved and seconded to recommend to Council the repeal of Anti-Violence in the Workplace policy #2019-05 and its replacement with Anti-Violence and Harassment in the Workplace Policy #2026-01 with the changes mentioned.

Motion carried.

13. Correspondence

None.

14. In-camera

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

MOTION #CoW2026-01-07-13

It was regularly moved and seconded to move in-camera at 6:33 pm to approve the in-camera minutes of December 3, 2025, and to discuss two labour relations and contract negotiations, and personnel matters. **Motion carried.**

MOTION #CoW2026-01-07-15

It was regularly moved and seconded to move out of camera at 6:53 pm. **Motion carried.**

MOTION #CoW2026-01-07-16

It was regularly moved and seconded that Council award the tender for Adaptive Reuse of Wharf Structure to Josh + Architects in the amount of \$29,440 plus HST. **Motion carried.**

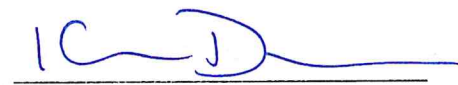
15. Next Meeting

February 4, 2026

16. Adjournment

The meeting was adjourned at 6:55 pm.



Deputy Mayor
Sybil Skinner-Robertson

Recording Secretary
Kim Dunning