

**Town of Annapolis Royal  
 Council Meeting  
 Approved Minutes  
 July 16, 2025 at 6:00 pm**

<b>1. Call to Order</b>	Mayor Boyer called the meeting to order at 6:00 pm.
<b>2. Present</b>	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, Councillor Lynn Myers, CAO Sandi Millett-Campbell, Director of Finance (DoF) Melony Robinson (left at 6:38 pm) and Recording Secretary Donna Neath Member of the Public: Roger Lindala
<b>3. Regrets</b>	None
<b>4. Absents</b>	None
<b>5. Additions to Agenda</b>	New Business vii. Appointment of Animal Control Officer In-camera New Business ii. Labour relations and contract negotiations
<b>6. Approval of Agenda</b>	<b>MOTION #C2025-07-16-01</b> The agenda was approved with the above additions by unanimous consent.
<b>7. Disclosure of Conflict of Interest Issues</b>	Heather Sadkowski – PHAC motion
<b>Edits to the Minutes</b>	None
<b>8. Approval of Minutes</b>	<b>MOTION #C2025-07-16-02</b> The Council Minutes of June 18, 2025 were approved by unanimous consent. <b>MOTION #C2025-07-16-03</b> The Special Council Minutes of June 23, 2025 were approved by unanimous consent. <b>MOTION #C2025-07-16-04</b> The Emergency Council Minutes of June 25, 2025 were approved by unanimous consent.

**9. Presentations**  
None.

**10. Public Input**  
Roger Lindala provided brief comments regarding the strategic plan which appear later in these minutes.

**11. New Business**  
 i. Q1 Operating Budget  
 DoF Robinson advised that the report shows nothing unexpected. Explanations for revenue being down relate to timing of report or can be identified specifically. It was discussed that Triton Criminal Check Reports are down year-to-date over budgeted amount. Mayor Boyer

noted that Triton Revenue being down would reflect in lower expenses associated with performing criminal checks.

ii. Q1 Capital Budget

DoF Robinson advised that nothing unexpected is reflected in this report. Councillor Myers asked about broadband work and meeting budget in the Capital Budget. CAO Millett-Campbell explained there is some outstanding work and that they are currently working hard to stay within budget. DoF Robinson confirmed that the Gas Tax money is being allocated to this project.

iii. Q1 Water Utility Budget

DoF Robinson advised that nothing unexpected is reflected in this report.

iv. 2022-23 Municipal Report for Town of Annapolis Royal

DoF Robinson advised that the report is for 2022-2023 and that this report does not reflect the Town's current position. They added that this review is outdated as of date of release.

v. Valley Waste Temporary Borrowing Resolution (TBR)

**MOTION #C2025-07-16-05**

It was regularly moved and seconded that Council approve the Temporary Borrowing Resolution (TBR) for Valley Waste with the Town of Annapolis Royal's share for the 2025-2026 capital budget at 0.84% in the amount of \$12,347. **Motion carried.**

vi. Provincial Capital Assistance Program (PCAP)

CAO Millett-Campbell advised that the actual amount awarded was \$150,000, and was less than the anticipated amount of \$158,000, increasing the town portion to \$167,478.

**MOTION #C2025-07-16-06**

It was regularly moved and seconded that Council proceed with PCAP project Chapel St Force Main Extension at a cost of 317,478, with the Town covering \$167,478 and PCAP contributing \$150,000. **Motion carried.**

**MOTION #C2025-07-16-07**

It was regularly moved and seconded that Council amend the 2025-2026 Capital Budget to include the Chapel Street Force Main Extension for an overall budget total of \$1,698,605. **Motion carried.**

vii. Appointment of Animal Control Officer

CAO Millett Campbell advised that the Manager of Protective Services, Robert Bruce has requested to be appointed as our Animal Control person.

**MOTION #C2025-07-16-08**

It was regularly moved and seconded that Council appoint Robert Bruce as the Animal Control Officer for the Town of Annapolis Royal for the term ending December 31, 2025. **Motion carried.**

**12. Unfinished Business**  
None.

**13. Recommendations from Committees, Boards and Commissions**

**Committee of the Whole**

**MOTION #C2025-07-16-09**

It was regularly moved and seconded that Council rescind the Establishing the Waterfront Development Committee Policy #2015-1 dated May 2015. **Motion carried.**

**MOTION #C2025-07-16-10**

It was regularly moved and seconded that Council rescind the Establishing the Municipal Effectiveness Advisory Committee Policy #2015-4 dated October 2015. **Motion carried.**

**MOTION #C2025-07-16-11**

It was regularly moved and seconded that Council repeal the existing Fines and Fees Policy and replace it with Fines and Fees Policy #2025-10 dated July 2025. **Motion carried.**

**MOTION #C2025-07-16-12**

It was regularly moved and seconded that Council approve the attendance of Christine Igot at the International Town Crier Competition in New Glasgow on September 18 to 21, 2025 at a cost of \$890.00 from GL 01-27261Z. **Motion carried.**

**Public Input Regarding Strategic Plan**

Member of the Public Roger Lindala spoke regarding the Communications part of Strategic Plan; they would like Council to consider allowing public input prior to developing the Communications Plan called for in the Strategic Plan.

**MOTION #C2025-07-16-13**

It was regularly moved and seconded that Council approve the Strategic Plan dated July 2025. **Motion carried.**

Councillor Sadkowski left the meeting at 6:50 pm due to a conflict of interest relating to the motion below.

**MOTION C32025-07-16-14**

It was regularly moved and seconded that Council give heritage approval to the applicant at 238 St Anthony Street to rebuild a small rear deck (in the same material/style as the Planning and Heritage Advisory Committee (PHAC) approved for the front steps), as detailed in application 25-15-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Councillor Sadkowski returned at 6:52 pm.

**MOTION #C2025-07-16-15**

It was regularly moved and seconded that Council approve second reading and passing of Town of Annapolis Royal Dog By-law #206. **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 mentioned the upcoming Shoreline Public Meeting that will be held on July 22, 2025.
- iii. Planning Services Report  
As presented.
- iv. Water Report  
As presented.
- v. REMO  
Attached.
- vi. Board of Police Commissioners  
Attached.
- vii. IMSA Interim Board  
Attached.

**15. Correspondence**

None

**MOTION #C2025-07-16-16**

It was regularly moved and seconded that Council move into camera to approve the in-camera minutes of June 18, 2025, discuss legal advice and labour relations and contract negotiations at 7:03 pm. **Motion carried.**

**MOTION #C2025-07-16-19**

It was regularly moved and seconded that Council move out of camera at 7:18 pm.  
**Motion carried.**

**16. Next Meeting**

September 17, 2025

**17. Adjournment**

The meeting was adjourned at 7:28 pm.



---

Amery Boyer, Mayor



---

Donna Neathy, Recording Secretary

## Mayor's Report, July 9, 2025

June 11, 2025	attended IMSA <sup>1</sup> special meeting
June 13, 2025	attended pool opening  attended opening of art exhibit on Poutrincourt's 1607 Mill Site Quest at Lower Granville Hall
June 16, 2025	met with professor Lorn Sheehan of Dalhousie University re Resilient Tourism Research Project with Dalhousie University (MES candidate Abbey Vickers)
June 17, 2024	attended Natal Day meeting
June 18, 2025	attended IMSA meeting in person
June 19, 2025	met virtually re Resilient Tourism Research Project with Dalhousie University MES candidate Abbey Vickers and her professor Lorn Sheehan
June 20, 2025	took Daniela Siggia-Beasant out for lunch with CAO to thank her for her term with the Town
June 23, 2025	attended at Deportation Monument at Fort Anne to welcome Secord Strategies  attended Nova Scotia Public Service Superannuation Plan (NSPSP) via Zoom
June 25, 2025	attended provincial call for Mayors and CAOs re policing review results
June 27, 2025	conducted exit interview with Daniela Siggia-Bezant at CAO's request
June 30, 2025	meeting with Karen Gregor to go over Condo Declaration
July 1, 2025	attended Canada Day flag raising and gave brief speech
July 3, 2025	attended virtual meeting of Mayors and CAOs re policing review results called by David Mitchell, Mayor of Bridgewater
July 5, 2025	walked in Pride Parade
July 7, 2025	drafted response to County resident re concern re restaurant days and hours of operation in Town  Incorporated comments from Director of Finance into key success indicators for financial strategy into draft strategic plan

---

<sup>1</sup> Inter Municipal Services Agreement Interim Board

- July 8, 2025           attended Shoreline Restoration Project meeting with property owners along boardwalk
- July 10, 2025        plan to attend meeting with Police Chief and CAO re provincial policing review
- July 16, 2025        plan to attend Valley Regional Services Board meeting
- July 22, 2025        plan to attend 2<sup>nd</sup> Shoreline Restoration project public engagement meeting
- Aug 2, 2025         plan to attend opening ceremonies for Natal Days
- Aug 4, 2025         plan to walk in Natal Day Parade
- Aug 26, 2025        plan to attend Mapannapolis event at Fort Anne

**IMSA**

See separate IMSA Minute report. The new name of this organization is now Valley Regional Services Board. The next regular meeting will be on July 16, 2025.

**Condominium Board**

The Condo Board meeting was held on June 19, 2025. The next meeting will be held on July 17, 2025.

**ACIMWG<sup>2</sup>**

The next joint Council dinner will be held on July 18, 2025 from 5:00 to 7:00 pm in Lawrencetown. The next meeting of the Working Group will be on September 25, 2025 at the Municipality of the County of Annapolis offices.

---

<sup>2</sup> Annapolis County Inter-Municipal Working Group

## REMO Meeting Notes June 9, 2025

### I. Nova Scotia Department of Emergency Management (DEM) Update- Dominic Fewer

- **New Provincial Structure:** Nova Scotia is the first province in Canada to establish a dedicated Department of Emergency Management, making it a national focus. This move was prompted by recent major events like Hurricane Fiona and the floods, with the Premier advocating for a single, centralized department.
  - **Mandate:** The DEM will have broad involvement in all aspects of larger incidents, with the authority to move and control resources.
  - **Operations:**
    - Six (6) regional centers are being established.
    - A 24/7/365 Provincial Coordination Centre (PCC) will be operational.
    - The closest regional center to our town (Annapolis Royal) is in Kentville, over an hour away.
    - Decisions will be evidence-based.
    - Information on all incidents will be shared, intelligence gathered, and decisions made regarding provincial intervention.
    - Regional Operations and Infrastructure will be responsible for event communications.
  - **Key Initiatives:**
    - Modernization of the Disaster Financial Assistance Program (DFAP).
    - New comprehensive website for emergency information (alert-ready and Alertable).
    - Focus on balancing support for "have-not" communities and building overall community resilience through education and fostering community networks.
    - Acknowledgment of the vulnerability of emergency services in rural areas.
    - A full provincial threat assessment is underway to prioritize efforts.
    - Dedicated Minister and Deputy Minister for Emergency Management.
    - Staffing is ongoing for the six regional centers.
    - Engagement with the Nova Scotia Guard (1000 volunteers provincially) for deployment as needed.
      - Annapolis County has 21 Nova Scotia Guard volunteers.
      - Digby, Annapolis Royal, and Kings counties collectively have 93 volunteers.
      - Background checks and vetting for volunteers are in progress.
    - **Alertable App:** Alerts will be sent via Wi-Fi if internet is available, ensuring broader reach.
    - Six (6) Community Engagement Officers are being hired to promote preparedness at local events (parades, exhibitions).
    - Funding will soon be announced for municipalities to enhance their emergency management programs.
    - Emergencies will continue to be managed at the local level.
    - A new regulatory framework for emergency management is forthcoming, with CAOs receiving a full briefing session in July.

### II. REMO Operations & Training- Brian Orde

- **REMO Intern:** The REMO intern position has been filled by an individual with prior experience with FEMA in the US. The intern will focus on public outreach, including banners, brochures, and promoting the Alertable app.
- **Transition & Training:**
  - The timeline for the full implementation of provincial changes is still uncertain, pending the CAOs' feedback session in July.
  - **Salvation Army MOU:** The Memorandum of Understanding with the Salvation Army has been approved by all three councils, and they have already been active in supporting communities with positive feedback.
  - **Upcoming Training & Activities:**
    - Brian will attend a conference next week to share plans and ideas at the county office.
    - Toured RCMP Headquarters.
    - "Nova Charlie" event attended (21 municipalities, 100 attendees) focused on inter-agency collaboration under the new provincial structure.
    - Planned training sessions include:
      - Ham radio training (ongoing, last Tuesday of each month).
      - ICS 200.
      - Community evacuation training.
      - Basic Emergency Management for all three municipal units (mid-to-late September), open to council members.
      - WebEOC training for town and county staff.
      - "Exercise Handshake."
      - Exercises with NSH Community Health Center.
    - **Comfort Centers:**
      - A new comfort center has been established in Centrelea.
      - Parker's Cove and Bear River are exploring options to create facilities (supported by generator grant program).
- **Public Information & Alerts:**
  - Public engagement and Alertable app registrations are increasing.
  - An Alertable event took place on May 31st in Port Royal, attended by the Minister of EM.
  - Brian is conducting community sessions in towns like Lawrencetown and Maitland Bridge.

### III. Seasonal Outlook

- **2025 Hurricane Season Forecast:**
  - 13-19 named storms anticipated.
  - 6-10 hurricanes.
  - 3-5 major hurricane events possible.
- **Wildfire Information:**
  - Live wildfire information is available on the "Wildfire of Nova Scotia Viewer" website.

Submitted by Councillor Myers

June 13th, 2025

The Board reviewed the current budget and the Chief advised that they are currently under budget. The police have had an increase in calls (domestic, drugs, etc.) which use a lot of police resources. At this time there is no additional funding from the Treasury Board, however, a request for additional funding will be submitted next year.

The Board reviewed the notes from the Police Board Community Engagement Session and discussed next steps. Topics that were discussed included: parking and biking. The Chief continues to look for community policing initiatives and have been asked by the Town of Kentville to share information about how our town police run our cadet program. The Board will present the police strategic plan at the next council engagement session planned for the fall.

The frequency of the police board meetings was discussed and while the meetings continue to remain quarterly, meetings could be called if the board felt it was necessary.

Chair Stagg also advised that the Nova Scotia Association of Police Governance (NSAPG) released a report that calls for standardizing the police boards across the province. The timeline is two years and Chair Staggs name was put forward to the Department of Justice.

Chief Kane reported that one of their officers will get training on Immigration and Customs Enforcement (ICE). The police continue to meet with the Pride and Natal Day organizers. The police have also had an impression wall installed with solar lights. Lastly, the cadet graduation will be completed on June 26th, 2025.

The next meeting is scheduled for September 10th, 2025.

