

**Town of Annapolis Royal
 Council Meeting
 Approved Minutes
 December 17, 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 (virtual), Councillor Heather Sadkowski, Councillor Lynn Myers (virtual), Director of Finance (DoF) Melony Robinson (left at 7:10 pm), CAO Sandi Millett-Campbell (virtual) and Recording Secretary Kim Dunning Member of the Public: Roger Lindala (who waived the live streaming notice) Presentation: Gerry Isenor and Blaine Rooney (left at 7:10 pm)
3. Regrets	None
4. Absents	None
5. Additions to Agenda	Reports from Committee, Boards and Commissions 14. vii. Annapolis Valley Regional Library Report
6. Approval of Agenda	MOTION #C2025-12-17-01 The agenda was approved with the above addition by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #C2025-12-17-02 The Council Minutes of November 19, 2025 were approved by unanimous consent.

9. Presentations
 None

10. Public Input
 None

11. New Business

i. Annapolis Royal Water Rate Study

Gerry Isenor and Blaine Rooney gave an overview of the process and a review the highlights of the Water Rate Study. Blaine Rooney advised that the Council has to approve the water rates before they go to the Board. The last Water Rate Study was completed in 2008, and the last rate increase was on April 1, 2010. They advised that the Board would approve water rates for up to three years. There are slightly over 400 metered customers, no long-term debt, and a fairly healthy depreciation fund. The rate increase is high for the first year.

Gerry Isenor reviewed the Water Rate Study document:

- Page 7 – all expenses are projected for the three years to show what would happen without a water rate study.
- Page 8 – summarises all the revenue required. Mayor Boyer asked about the \$2,000 in earnings for the year 2028/29 that is being requested to pay down the projected deficit of \$3,820 at the end of current year 2025/26. Gerry Isenor advised that the remaining \$1,820 will be included in the following year.
- Pages 9-10 – the consultants worked with staff and used their budget numbers. The consultants raised the cost of bulk water from the County of Annapolis since it has not completed a Water Rate Study in recent years (i.e. the last five years). Councillor Sadkowski asked if there an average of what other municipalities do. Gerry Isenor advised that if you are just making a small amount of money, it is recommended to complete a Water Rate Study. Blaine added that the need for a water rate study also depends on growth and how much repair need to be completed. Mayor Boyer asked if the financial losses in 2021 are included in this, rate study and Gerry Isenor responded no.
- Pages 11-14 – this section deal with capital part and calculates the depreciation on those items. \$857,000 is the best estimate.
- Page 19 – this section calculates how much the Town owes the Town for the fire hydrants, using the Town's

fixed assets. 60% is allocated to fire protection and 40% to water distribution.

- Page 23 – calculates the fire protection charges. Mayor Boyer suggested updating the policy to include more definitions.
- Page 25 – outlines the split between the base charge and the commodity charge. In 2026-27, based on discussions with DoF Robinson, the base rate was calculated to go down slightly, and by manipulating the percentages, this allows the Town to change the rate gradually to smooth out the rate over time.
- Page 26 – Meter counts are aggregated by meter size to determine the capacity ratio of the meters. Mayor Boyer asked if they knew which properties the one-inch meters belonged to, and Gerry Isenor responded that they don't have access to this information and would suggest asking DoF Robinson for this information. Councillor Sadkowski why the 2026-27 number of services changes from 368 to 374; this was due to growth information supplied from staff.
- Page 27 – this section shows the base charge and the customer charge.
- Page 28 – this section shows how much water was and is projected to be sold in 2025-26. The amount is expected to go down a bit, a building has been taken over by the County of Annapolis, and a meter has been removed.
- Page 29 – this section calculates the consumption rate, including how much water is sold and delivered.
- Page 32 – impact on the average customer by meter size. Councillor MacDonald added that if there had been rate increases, it would have amounted to approximately six cents per year. Mayor Boyer added that this rate study was long overdue and there will be a need to provide residents with appropriate messaging.
- Page 33 – if everything comes out as predicted, there should be a profit of \$2,000 in the year 2028/29.
- Schedules have been updated.
- Page 38 – the sprinkler rate will move from \$320 to \$350.
- All charges are in one area, to make it easier to find.

- Page 48 – the Utility can charge the base rate for seasonal customers year-round.
- The Board ruled that the pay back for overbilling is five years.
- Page 50 – meter testing was \$25 and is now \$100 (not used very often).
- Page 52 – added a clause for dangerous collections, and the language for service pipes has been expanded for clarity.
- Page 53 – added a clause to Repairs to Services.
- Page 54 – added more information to Private Fire Protection regarding responsibilities. Addition prohibiting reselling of water.
- Page 55 – expanded the language for Sprinkler Services and added language re extensions. Curb stops and water conservation directives have been included.

The last page included in the meeting package outlined the current water rates for the Town of Annapolis for information purposes.

Gerry Isenor shared a list of the water rates for other municipalities for Council to review. Mayor Boyer responded that this might be something that can be shared with residents.

Councillor MacDonald added that there were three things missing from this document – no glossary or summary and the headers were not clear. Deputy Mayor Skinner-Robertson added that this would be good for transparency. Councillor Myers added that there may be need to have a session on water conservation. DoF Robinson has reviewed the Water Rate Study and supports the assumptions and results.

MOTION #C2025-12-17-03

It was regularly moved and seconded that the Town of Annapolis Water Utility apply to the Nova Scotia Regulatory and Appeals Board for changes in its rates for water and water service, and fire protection for the Town of Annapolis Royal as well as changes to its rules and regulations for customers

served by the Utility, as set out in the Water Rate Study prepared by G.A Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited. **Motion carried.**

12. Unfinished Business
None

13. Recommendations from Committees, Boards and Commissions

MOTION C#2025-12-17-04

It was regularly moved and seconded that Council approve the repeal of Employee Wellness Policy #2008-05 and its replacement with Employee Wellness Policy # 2025-16 dated December 2025. **Motion carried.**

MOTION C#2025-12-17-05

It was regularly moved and seconded that Council approve 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 **Motion carried.**

MOTION C#2025-12-17-06

It was regularly moved and seconded that Council approve the Occupational Health and Safety Policy #2001-1 for the 2026 calendar year. **Motion carried.**

14. Reports from Committees, Boards and Commissions

i. Mayor's Report

Attached. Mayor Boyer added that she had a meeting earlier today regarding the Tidal Project and advised that various representatives attend the meeting (Marco McLean, Ministerial Assistant to the Minister of Energy, Brianna Faulkner, Special Advisory to the Minister of Energy/ Chris d'Entremont, MP/ and David Bowlby MLA). She thanked MLA David Bowlby for initiating the meeting and inviting her MP to attend.

ii. CAO Report

Reviewed.

iii. Planning Services Report
Reviewed.

iv. Water Report
Reviewed.

v. Valley Regional Services Board of Directors Interim Board
Reviewed.

vi. Friends of The Annapolis Pool Society
Attached.

vii. Annapolis Valley Regional Library (AVRL)
Councillor MacDonald had shared this report via email and advised that tentative dates for AVRL to meet with the Board and Municipalities is in January 2026. There have been concerns raised regarding people smoking too close to the library, and the Board has received complaints. As there isn't any signage, they need to know who to contact. CAO Millett-Campbell advised that no smoking is allowed on the property. It was agreed for Mayor Boyer to bring this up at the Condo Board meeting tomorrow (Thursday, December 18, 2025).

15. Correspondence

None

16. In-camera

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

MOTION #C2025-12-17-07

It was regularly moved and seconded that Council move into camera to approve the in-camera minutes of November 19, 2025 at 7:15 pm.

Motion carried.

MOTION #C2025-12-17-09

It was regularly moved and seconded that Council move out of camera at 7:22 pm. **Motion carried.**

17. Next Meeting

January 21, 2026

18. Adjournment

The meeting was adjourned at 7:23 pm.



Mayor
Amery Boyer



Recording Secretary
Kim Dunning

Mayor's Report, December 10, 2025

- Nov 13, 2025 attended meeting with property owner and CAO re the Living Shoreline Project

attended meeting with Minister of Municipal Affairs, Council and the CAO
- Nov 14, 2025 lunch with Town Provincial Award Nominee Steve Hawboldt, the CAO and Director of Recreation Noah Scanlan

attended Condo Volunteer Recognition event
- Nov 19, 2025 attended Valley Regional Services Board meeting

attended Public Engagement Session on Joint Community Climate Action Plan at the Fire Hall
- Nov 20, 2025 attended regular Condo Board meeting
- Nov 24, 2025 attended Town Public Engagement Session on communications and Living Shoreline Project
- Nov 26, 2025 attended regular Annapolis County Inter-Municipal meeting
- Nov 27, 2025 attended virtual meeting with Town Solicitor and CAO to discuss a legal matter
- Nov 28, 2025 attended a wonderful Parade of Lights event
- Dec 8, 2025 attended the marking of the Acadian Deportation at Fort Anne with a walk to Queen's Wharf – 14 people attended including two from New Brunswick and one from Halifax
- Dec 11, 2025 plan to attend virtual IDEA Governance meeting
- Dec 12, 2025 plan to attend Council and staff Christmas Party at the Wine Bar
- Dec 14, 2025 plan to attend Celebration of Life for John Bottomley
- Dec 17, 2025 plan to attend virtual Valley Regional Services Board meeting

plan to attend briefing session on Annapolis Royal Tidal Power Project requested by MLA David Bowlby with him and Ministerial Assistant for Energy, Marco MacLeod on Annapolis Royal Tidal Project

- Dec 18, 2025 plan to attend regular Condo Board meeting
- Jan 1, 2026 plan to attend New Year's Day levee at the Legion
- Jan 20, 2025 plan to attend virtual planning meeting for 2026 Spring NSFM Conference
- Feb 23, 2026 planned public engagement session at the Legion

Valley Regional Services Board

See separate IMSA Minute report. The next regular meetings will be on Wednesday, December 17.

Condominium Board

The Condo Volunteer Recognition event on November 14 was very well received. Volunteers enjoyed a lovely pizza supper with hors d'oeuvres and dessert and were given gift cards in appreciation for all of the work they have done over the past year. The next meeting of the Condo Board will be at 4:00 pm on December 18.

ACIMWG¹

The last regular meeting was held on Wednesday, November 26 at the County offices in Annapolis Royal.

Amery Boyer

¹ Annapolis County Inter-Municipal Working Group

Friends of the Annapolis Pool Society

November 11, 2025

The Pool Committee met as scheduled. The annual finances were reviewed and overall, the pool finances have been well managed with a healthy surplus.

The Certified Pool Operator provided an update and suggested that due to moisture and humidity in the summer, the committee explore other storage options for the pool chemicals and other accessories. This could also help with deliveries of pool supplies as well. Several options were discussed and will be explored in the future. This will be the CPO's first year closing the pool and he will get some guidance from others that have done so in past years.

Recertifications for lifeguards happen throughout the winter months so it's encouraged that anyone that is interested in lifeguarding reach out to the Pool Committee.

The by-laws are in the process of being updated and will be presented to the committee in the coming months.

Annapolis Valley Regional Library

- The Friends of the Library are financially stable and are doing even better than what they had budgeted for.
- The Giant Used Book Sale had sales of \$7,789. After expenses, their profit was \$6,454. 760 people attended over two days.
- Some concern has been raised about people smoking too close to the library entrance. Nova Scotia provincial guidelines state no smoking within 4 metres of doors, opening windows, or air intakes. Signs might be helpful and will be explored.
- FoL will contribute \$500 to The Academy condo board to help offset the cost of repairing the outside light on the wall above the Library doors. Patrons of the library and Hub had complained about how dark that area was.

- FoL will discuss with AVRL the process for FoL to donate interactive audio materials for young readers and to learn what format is acceptable.
- New Lego Robotics program for young students is starting up. It's being run by parents of students who wanted to participate in Lego First. FoL will reach out to determine how open this group will be for other participants outside those family units. For FoL to provide financial support the group must be inclusive.
- the FoL AGM will be held in March and a nominating committee has been formed.

