

Committee of the Whole (CoW)
AGENDA
June 2, 2026 at 5:00 pm

1. CALL TO ORDER
2. PRESENT
3. REGRETS
4. ABSENTS
5. ADDITIONS TO AGENDA
6. APPROVAL OF AGENDA
7. DISCLOSURE OF CONFLICT OF INTEREST ISSUES
8. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES
 - i. Committee of the Whole – May 5, 2026 (**TAB 1**)
9. PRESENTATIONS
10. PUBLIC INPUT
11. NEW BUSINESS
 - i. Request for Decision – Acting Pay (**TAB 2**) **DM**
 - ii. Request for Decision – Salary Administration (**TAB 3**) **DM**
 - iii. Request for Decision – Low Income Tax Exemption (**TAB 4**) **DM**
 - iv. Request for Decision – Police Agreement (**TAB 5**) **DM**
 - v. IDEA Committee Appointment (**TAB 6**) **DM**
 - vi. Nomination for Persons of National Historical Interest (**TAB 7**)
 - vii. Build Communities Strong Fund
12. UNFINISHED BUSINESS
 - i. Communications Task Team (**TAB 8**) **DM**
13. CORRESPONDENCE

14. IN CAMERA

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

Approval of Minutes

- i. Committee of the Whole May 5, 2026 In-camera (**TAB A**)

Business Items

- i. Plans to buy, sell or lease property
- ii. Personnel matters **DM**
- iii. Labour relations and contract negotiations

15. ADJOURNMENT

NEXT MEETINGS:

Planning and Heritage Advisory Committee	Jun 1 @ 4:00 pm
Environment Advisory Committee	Jun 10 @ 3:00 pm
Valley Regional Services Board of Directors	Jun 17 @ 10:00 am
Interim Board	
Council	Jun 17 @ 6:00 pm
Board of Police Commissioners	Jun 18 @ 10:00 am
Council Engagement Session (Legion)	Jun 22 @ 4:30 pm
Strategic Planning	Jul 6 @ 5:00 pm
Annapolis County Inter-Municipal Working Group (Town of Annapolis Royal)	Jul 16 @ 6:30 pm



**Committee of the Whole Meeting
 Unapproved Minutes
 May 5, 2026 at 5:00 pm**

1. Call to Order	Mayor Amery Boyer called the meeting to order at 5:05 pm
2. Present	<p>Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, CAO Sandi Millett-Campbell, Director of Finance (DoF) Melony Robinson (left at 5:38 pm) and Recording Secretary Kim Dunning</p> <p>Presenters: Lesley Hodder and Martin-Henri Villeneuve (left at 5:16pm)</p> <p>Member of the public: Roger Lindala</p> <p>Mayor Boyer quoted from the Annapolis Spectator on Thursday, April 4, 1957: “Numerous complaints have been received regarding the so-called “Sea Breeze” hotel property, Lower St. George Street (present Sinclair Inn). It was stated that the property constituted a fire menace and was being used for immoral purposes. In this connection the Town Clerk was instructed to write the owner, requesting that the rear entrance be properly secured”.</p>
3. Regrets	None
4. Absents	Deputy Mayor Sybil Skinner-Robertson – leave of absence
5. Additions to Agenda	<p>In-camera v. Plans to buy, sell and lease property</p> <p>In-camera vi. Personnel matters</p>
6. Approval of Agenda	<p>MOTION #CoW2026-05-05-01</p> <p>It was regularly moved and seconded to approve the agenda as presented by unanimous consent.</p>

7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #CoW2026-05-05-02 The April 7, 2026 minutes were approved as presented by unanimous consent.

9. Presentation

Extension of Pump House – Friends of the Annapolis Pool Society

Lesley Hodder advised that they are trying to make the pool more accessible and as efficient as possible. Their chemicals take up a lot of space and therefore they need to order more regularly as they currently do not have sufficient storage available. They added that shipping costs have been going up due to the increase in cost of fuel and their last order was for 84 units of bleach and the cost, including shipping, was over \$500.

They would like to construct an extension to the current building. The solution that they came up with is a 20-foot-long extension directly coming off the existing building. Martin-Henri Villeneuve added that the bleach does need to be stored inside, and the biggest issue is due to the volume that they need. Lesley Hodder added that having somewhere to store the chemicals would save them money every summer in shipping costs. Martin-Henri Villeneuve added that 5700 pounds was delivered last time.

Councillor Myers asked if they could store the chemicals over the winter, and Lesley Hodder responded yes, if they have somewhere to store the chemicals (bleach doesn't freeze). Councillor Myers asked if there is sufficient security installed

and Lesley Hodder responded that they do have security cameras installed on the property.

Mayor Boyer asked if this extension has been budgeted for, and Lesley Hodder responded that they had put money aside for this project in the capital budget, and it has also been included in the budget. They would prefer to use grants/funding but have money available for the fall.

10. Public Input
None

11. New Business

i. Q4 Operating Budget

DoF Robinson gave an overview of the Operating Budget for the fourth quarter. They added that one revenue item hasn't been booked for Valley Waste, about \$4,500. They also added that this has not been audited. A \$45,000 surplus is expected which will be moved into the operating reserve.

ii. Q4 Capital Budget

DoF Robinson gave an overview of the Capital Budget for the fourth quarter. They added that this hasn't changed much since the previous report, and the large variance is for the Shoreline and the Chapel Street Forcemain Extension projects that will be happening over the next few years.

iii. Q4 Water Utility Budget

DoF Robinson gave an overview of the Water Utility Budget for the fourth quarter. They advised that they have received a utility review board invoice and the document has been updated to reflect this. They added that the end of year shows a negative \$40,000, which was expected.

iv. Request for Decision - Non-for-Profit Properties Tax Reductions

MOTION #CoW2026-05-05-03

It was regularly moved and seconded to recommend approval of the tax rebate/reduction for the following not-for-profit properties for the 2026 year:

roll #00479993 in the amount of \$2,311.50,
roll #02355256 in the amount of \$4,188.00,
roll #00092428 in the amount of \$768.00,
roll #02045486 in the amount of \$208.50,
roll #02045494 in the amount of \$2932.50,
roll #03611957 in the amount of \$1,339.50,
and roll #1033204 in the amount of \$1,452.00. **Motion carried.**

- v. Request for Decision – Town Owned Properties
MOTION #CoW2026-05-05-04

It was regularly moved and seconded to recommend the write-off of roll #00092398 and roll #04997409 interim taxes in the amounts of \$878.24 and \$3,956.01 respectively for Town owned properties. **Motion carried.**

- vi. Request for Decision – Seasonal Tax Reductions
MOTION #CoW2026-05-05-05

It was regularly moved and seconded to recommend approval of the provincially mandated Seasonal Business Reduction for 2026 for the following properties: roll #1408402 an amount of \$591.69 and roll #4542975 an amount of \$5,656.10. **Motion carried.**

- vii. Request for Decision – Repeal and Replace Non-Profit Organization Property Tax Reduction By-law #205
MOTION #CoW2026-05-05-06

It was regularly moved and seconded to recommend t First Reading of the Non-Profit Organization Property Tax Reduction By- Law #205 dated June 2026. **Motion carried.**

MOTION #CoW2026-05-05-07

It was regularly moved and seconded to recommend to setting the date for Second Reading on June 17, 2026 at 6:00 pm.

Motion carried.

- viii. Extension of Pump House – Friends of the Annapolis Pool Society

MOTION #CoW2026-05-05-08

It was regularly moved and seconded to recommend approval of the design for the extension to the pump house providing the requirements of the Land Use By-law are met and necessary permits are obtained. **Motion carried.**

- ix. Capital Projects of the Valley Waste Budget

MOTION #CoW2026-05-05-09

It was regularly moved and seconded to recommend approval of the Temporary Borrowing Resolution (TBR) for Valley Waste with the Town of Annapolis Royal's share for the 2026-2027 capital budget at 0.84% in the amount of \$20,098. **Motion carried.**

1. Community Climate Adaption Fund (CCAF)

Mayor Boyer stated that this is regarding a grant application for the fabrication and testing of a small-scale tidal power turbine designed by Bill Crossman. This is an internal Dalhousie University application involving a Dalhousie research team and Dalhousie's Ocean Frontier Institute in the amount of \$30,000.

MOTION #CoW2026-05-05-10

It was regularly moved and seconded to recommend that Council proceed with the CCAF application for the Small-Scale Community Tidal Project. **Motion carried.**

- x. Strategic Plan Annual Review

Mayor Boyer advised that it is now time to complete a review of the Strategic Plan and Councillor Sadkowski added that this would be a good time to get everyone together to discuss the communication strategy. Councillor Myers added that this would be an ideal time to update some of the Town's goals, priorities, etc. Mayor Boyer asked for dates, and Councillor Sadkowski suggested waiting for Deputy Mayor Skinner-Robertson to be back. CAO Millett-Campbell stated Deputy

Mayor Skinner-Robertson was away until the end of June. After further discussion, it was agreed to hold the meeting on July 6, 2026, from 5:00 pm to 7:00 pm, after the Planning and Heritage Advisory Committee meeting on the same day. Mayor Boyer suggested that everyone could start preparing before then and she will share an email with some of the items already suggested and deferred to the strategic planning process. Councillor MacDonald asked if this would be open to the public, and CAO Millett-Campbell responded that previously they had a working group and then a public input session afterwards. It was agreed to discuss this during the discussion on the Engagement Session and Communication Plan under Unfinished Business.

xi. IDEA Committees

Mayor Boyer stated that there will be two committees instead of one, and that not all Councils have to send a representative to these meetings. Councillor MacDonald was a bit confused regarding the ToR as it states they could appoint a Councillor for one/or both meetings with an alternate, or the Town can appoint a citizen for one/or both who would report back to Council, and not that the Town couldn't have any representation on one/or both. CAO Millett-Campbell responded that there will be six community members and up to four councillors on each committee. There is the option of having an elected official. Given that the Town is so small, it isn't mandated that we must have a representative at every meeting. The next meeting is on May 7, 2026 (this Thursday). Councillor MacDonald responded that they could make it to most of the meetings, but not all of them, and CAO Millett-Campbell added that these will be changed to quarterly meetings with the location is rotated between the County of Annapolis, and the Town of Middleton, and there is the option of virtual attendance. Councillor MacDonald will put their name forward but with a caveat that they cannot attend 100%.

MOTION #CoW2026-05-05-11

It was regularly moved and seconded to recommend that Council support the change to the IDEA format under two

separate committees (Joint Annapolis County Accessibility Advisory Committee and the Annapolis County Equity, Diversity, and Inclusion Advisory Committee). **Motion carried.**

MOTION #CoW2026-05-05-12

It was regularly moved and seconded to recommend approval of the Terms of Reference (ToR) for the Joint Annapolis County Accessibility Advisory Committee and the Annapolis County Equity, Diversity, and Inclusion Advisory Committee as presented. **Motion carried.**

MOTION #CoW2026-05-05-13

It was regularly moved and seconded to recommend the appointment of Councillor MacDonald as the Town's representative for the Joint Annapolis County Accessibility Advisory Committee and the Annapolis County Equity, Diversity, and Inclusion Advisory Committee. **Motion carried.**

- xii. Request for Decision – Provincial Volunteer of the Year 2026
CAO Millett-Campbell advised that a list of names has been included for nomination in the agenda package. Councillor MacDonald asked if there is a need to complete a rank ballot from one to three, to save time, and it was agreed to rank one to three on the ballot. Councillors completed their ballot, and they were handed to Recording Secretary Dunning. Councillor MacDonald asked if there would be a motion and CAO Millett-Campbell advised that the motion will be added to the Council agenda, as a decision is needed before the end of May.

ACTION: Add to May's Council agenda

NAME: Recording Secretary Dunning

DUE: May 11, 2026

12. Unfinished Business

- i. Council Engagement Session – Next Date
CAO Millett-Campbell advised that the strategic plan could be a topic at the next Engagement Session. Councillor Sadkowski added that when the Strategic Plan was ready, it was shared

with the public. Councillor MacDonald has concerns regarding delaying this as there aren't any meetings in August and that means that the Plan would not be updated until September. Councillor Myers added that it will also get a bit complicated with people taking holidays. After further discussion, it was agreed to have the next Council Engagement Session on June 22, 2026, from 4:30 pm to 6:00 pm at the Annapolis Royal Legion. Councillor Myers added that they will see if Brian Orde from REMO is able to attend.

ACTION: Book Annapolis Royal Legion
NAME: Recording Secretary Dunning
DUE: May 11, 2026

- ii. Communication Plan
Mayor Boyer advised that a group needs to be established to look at this, and asked members of Council how they wished to proceed. Councillor MacDonald suggested creating a task team and inviting community members who have some experience in communications, PR and marketing. Mayor Boyer added that the group would need to create a Term of Reference (ToR) and CAO Millett-Campbell advised that the Plan would need to align with the Communication policy, so it was suggested looking at both at the same time. Councillor Myers advised that they know someone who is an accessibility support worker who has extensive IT experience and is willing to provide support. The question was asked about how many people should be on the task team, including members of the public and Council members. They suggested including a notice in the Town Crier Newsletter for people to either sign up or be invited to join. Councillor Sadkowski added that they feel this is something all councillors should be involved with. CAO Millett-Campbell advised that a task team would not involve staff. Councillor MacDonald suggested that if more/all Councillors wish to join perhaps that could be left open and only set the number for citizens who want to participate. CAO Millett-Campbell responded that if you have too many participants it can be hard to make decisions. Councillor Sadkowski suggested three and Councillor Myers suggested

three to five. Mayor Boyer suggested that another option is to call for expressions of interest to see who responds, and CAO Millett-Campbell recommended having a number from the start. Councillor MacDonald suggested five and Mayor Boyer responded that five could possibly be too many. CAO Millett-Campbell advised that they need a deadline, and information could be shared via mailchimp, website or Facebook. It was agreed for the deadline to be end of May. Councillor Myers asked if they needed to be a resident of the Town, and CAO Millett-Campbell responded no.

13. Correspondence

- i. Friends of the Annapolis Royal Library 2025 Report
Councillor MacDonald is very happy that this report is available. It is very clear, simple and easy to read.
- ii. Request for Five-Year Freeze on Power Rates and Exploration of Public Ownership of Nova Scotia Power
For information only.
- iii. Letter to Municipalities – Legislative Amendments
For information only.
- iv. Thank You Letter – Noah Scanlan
Mayor Boyer stated that it was a lovely letter for Noah Scanlan.
- v. Letter to Ministers – Fire Services Modernization
For information only.

14. In-camera

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

MOTION #CoW2026-05-05-14

It was regularly moved and seconded to move in camera at 6:08 pm to approve the in-camera minutes of April 7, 2026, and to discuss two plans to sell, buy or lease property, two labour relations and contract negotiations, and two personnel matters. **Motion carried.**

MOTION #CoW2026-05-05-16

It was regularly moved and seconded to move out of camera at 7:15 pm.
Motion carried.

MOTION #CoW2026-05-05-17

It was regularly moved and seconded that Council approve the attendance of CAO Millett-Campbell and Mayor Boyer at an awards event on May 27, 2026. All costs associated with receiving this award will be covered by the Town of Annapolis Royal. **Motion carried.**

Note: The announcement of the award will not be announced until after the event on May 27, 2026. The Town has been asked to maintain confidentiality until after the announcement is made.

15. Next Meeting
June 2, 2026

16. Adjournment
The meeting was adjourned at 7:20 pm.

Mayor
Amery Boyer

Recording Secretary
Kim Dunning



REQUEST FOR DECISION

TOPIC: Low Income Tax Exemption

DATE: June 2, 2026

PROPOSED BY: DFO Robinson

TAB # & REFERENCES	Low Income Tax Exemption Policy
BACKGROUND	Subject to the other provisions of this Policy, the Town of Annapolis Royal hereby grants on an annual basis an exemption from taxation, operating as a reduction in the taxes otherwise payable to the Town of Annapolis Royal in respect of a property in the amount of \$500.00 for owners of property whose income is less than \$31,000.00. The exemption shall only apply to owners who occupy the property as that owner's principal residence
PROPOSAL	To follow the policy and approve the two applications.
BENEFITS	Applicants will be pleased to know their applications have been approved as this provides some tax relief for low-income families
DISADVANTAGES	None perceived
COSTS & SOURCE OF FUNDING	\$2000.00 as per budget (in the past few years there have been two applicants) GL 01-21151Z
STAFF COMMENTS	To continue to honor this policy
CAO REVIEW/ COMMENTS	Agree with staff recommendations and following current policy.
DRAFT MOTION/ RECOMMENDATION	... to recommend that Council approve the low-income tax exemption of \$500 each for roll numbers 04572319, 10790786 & 03622673, provided the accounts are in good standing.

CAO'S INITIALS: smc

TARGET DECISION DATE: June 2026

Attachments:

- 1) Low Income Tax Exemption Policy
- 2) Tax Reduction Form 2026-2027

Town of Annapolis Royal Policy

TITLE: Low Income Tax Exemption	
POLICY NO.: 2025-12	SUPERSEDES: 2005-3, 2008-2, 2017-4, 2022-03
EFFECTIVE DATE: September 18, 2025	APPROVED BY COUNCIL MOTION NO.: MOTION #C2025-09-17-07

Policy Statement:

1. Purpose

The purpose of this Policy is to provide partial tax relief of current taxes on primary residences for low-income property owners.

2. Authority

This policy is enacted pursuant to Part IV, Section 69 of the Municipal Government Act, as amended.

3. Definitions

In this policy:

- 3.1. "Family" includes persons related by blood or marriage, common law spouses, registered domestic partners and persons related through adoption;
- 3.2. "Income" means a person's total income from all sources for the calendar year preceding the fiscal year of the Town of Annapolis Royal excluding any pension paid pursuant to the *Pension Act* (Canada) and includes the income of all other members of the same family residing in the same household;
- 3.3. "Owner" includes:
 - 3.3.1. the person assessed for the property;
 - 3.3.2. a person who holds title including a part owner, joint owner, tenant in common, or joint tenant of the property;
 - 3.3.3. a person having the care or control of the property through adverse possession; and
 - 3.3.4. a person with a life interest in the property.

- 3.4. "Principal Residence"¹ includes the ordinary place of residence of an owner who is in a hospital or nursing care facility, unless that person has not slept at the property for a period of [2] years or more, or unless the property has been rented to paying tenants, in either of which events, the property shall be deemed to cease being the owner's ordinary place of residence;
- 3.5. "Taxes" has the same meaning as in the *Municipal Government Act* and, to the extent permitted by law, includes all rates, charges or taxes of the Town of Annapolis Royal prescribed by Statute as a lien on real property OR means [specify the particular taxes, rates and charges which are intended to be exempted pursuant to the Policy];

Exemption

4. Subject to the other provisions of this Policy, the Town of Annapolis Royal hereby grants on an annual basis an exemption from taxation, operating as a reduction in the taxes otherwise payable to the Town of Annapolis Royal in respect of a property in the amount of \$500.00 for owners of property whose income is less than \$31,000.00. The exemption shall only apply to owners who occupy the property as the owner's principal residence.
5. Where a property is assessed to more than one owner [other than persons whose income is included in the calculation of income pursuant to this Policy] any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the assessment for the property, but where the different interests are not separate, then to that portion determined by the Director of Finance, whose determination is final.
6. Notwithstanding any other provision of this Policy, no exemption shall exceed 50% of the taxes payable on any property.
7. In any fiscal year in which the total exemption applications from qualified applicants exceed the budgeted amount for the tax exemption, the exemption amounts shall be reduced *pro rata* to conform the aggregate of such exemptions to the budgeted amount.
8. In order to be eligible for an exemption, the applicant property owner shall submit to the Director of Finance a Low Income Tax Exemption Application Form (Appendix A) complete with the signed affidavit attached by the Director of Finance by May 31 of the fiscal year for which the exemption is sought.
9. The Director of Finance may ask for documentary verification of income from any source or confirmation of income from third parties and may reject an application which, in the Director of Finance's opinion, is not adequately verified or substantiated.

Enforcement Charges Not Exempted

10. Notwithstanding any other provision of this policy, no exemption is conferred from obligations to remedy unsightly or dangerous premises or any other infractions against a statute, regulation or bylaw, and any charges imposed upon a property arising from enforcement of such provisions shall not be subject to a tax exemption pursuant to this policy.

¹ section 69(4)(a) of the *Municipal Government Act*.

11. **Repeal and Replace**

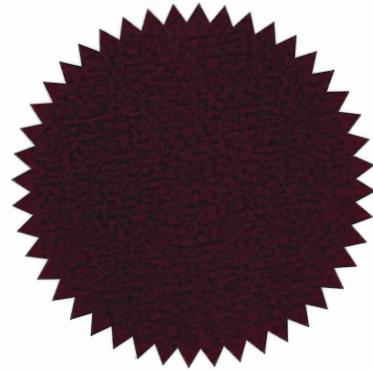
A policy, known as the Policy on Low Income Tax Exemption, Policy #2022-03 adopted by Town Council on the 1st April 2022, is hereby repealed.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 17th day of September 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the 18 day of September 2025.



Sandi Millett-Campbell
Chief Administrative Officer





Nomination of Chief Membertou and Pierre Dugua de Mons as persons of national historical importance.

Link to Nomination Process:

[Submit a nomination - National historic designations](#)