

**Committee of the Whole Meeting
Approved Minutes
June 2, 2026 at 5:00 pm**

1. Call to Order	Mayor Amery Boyer called the meeting to order at 5:00 pm
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, CAO Sandi Millett-Campbell, Recording Secretary Laura Bright and Kim Dunning Member of the public: Roger Lindala
3. Regrets	None
4. Absents	Deputy Mayor Sybil Skinner-Robertson – leave of absence
5. Additions to Agenda	Removal of New Business v. IDEA Committee Appointment Addition of In Camera iv. Labour relations and contract negotiations v. Personnel matters
6. Approval of Agenda	MOTION #CoW2026-06-02-01 It was regularly moved and seconded to approve the agenda with the above removal and addition by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #CoW2026-06-02-02 The May 5, 2026 minutes were approved as presented by unanimous consent.

9. Presentation
None

10. Public Input
None

11. New Business

- i. Request for Decision – Acting Pay
CAO Millett-Campbell advised that the changes to the Human Resources Procedures and Policy were requested by the Director of Finance to provide clarity around Acting Pay in the absence of the Chief Administrative Officer. The change aligns with policy in other similar organizations.

MOTION #CoW2026-06-02-03

It was regularly moved and seconded to recommend to Council to repeal and replace the Human Resources Procedures and Policy #2026-04 dated June 2026. **Motion carried.**

- ii. Request for Decision – Salary Administration
CAO Millett-Campbell advised that there were discrepancies identified between the Human Resources Procedures and Policy, the Salary Administration Policy and the Police Agreement regarding non union part-time employees. The proposed changes will align all three documents.

MOTION #CoW2026-06-02-04

It was regularly moved and seconded to recommend to Council to repeal and replace the Salary Administration Policy #2026-05 dated June 2026. **Motion carried.**

- iii. Request for Decision – Low Income Tax Exemption
CAO Millett-Campbell advised that the five properties listed all meet the eligibility criteria for the low-income tax exemption.

MOTION #CoW2026-06-02-05

It was regularly moved and seconded to recommend to Council to approve the low-income tax exemption of \$500 each for roll numbers 04572319, 03163458, 10790662, 10790786 and 03622673, provided the accounts are in good standing. **Motion carried.**

- iv. Request for Decision – Police Agreement
CAO Millett-Campbell advised that one of the changes will align the Police Agreement with the Salary Administration Policy. The other changes are to clarify the casual employee Consumer Price Index (CPI) adjustment and eligibility of part-time employees for the Pension Plan.

MOTION #CoW2026-06-02-06

It was regularly moved and seconded to recommend to Council to update the Police Agreement dated June 2026. **Motion carried.**

- v. Nomination for Persons of National Historical Interest
CAO Millett-Campbell advised that Mayor Boyer had brought this item forward and was suggesting nominating Chief Membertou and Pierre Dugua de Mons.

Councillor MacDonald asked if this would be a joint nomination or would it be two separate nominations. Mayor Boyer confirmed that it would be two separate nominations. She advised that of May 2027 and she is seeking Council's support for the nominations before any action is taken.

ACTION: Proceed with nominations for Persons of National Historical Interest

NAME: Mayor Boyer

DUE: September 2026.

- vi. Build Communities Strong Fund
CAO Millett-Campbell reported that Atlantic Canada Opportunities Agency (ACOA) has funding available and is looking for projects with a quick-turn around and where the money would be spent within the fiscal year. The one project that immediately came to mind was the covering for the Farmer's Market Square. This would allow for the space to be used for an extended period of time, help to keep rain off and provide shade. They asked if Council would be supportive of moving forward with the idea.

Councillor Myers asked what percentage of the project would be covered by the funding and the total cost for the tent. CAO Millett-Campbell advised that ACOA is offering 50% reimbursement and the previous amount quoted was \$80,000 but the updated quote is for \$140,750.

Councillor Sadkowski asked if the tent was a permanent structure. CAO Millett-Campbell said yes, that Jost Architects had provided the original concept design years ago, and that engineers had designed it specifically to handle the wind.

Councillor Sadkowski asked if there was a maximum budget amount for projects. CAO Millett-Campbell said no but that ACOA was looking for projects that could move forward quickly. They also noted that the revised quote was much higher than anticipated, and this would mean that the Town would have to cover \$70,000.

Council agreed that any projects involving the Market will require the Market's input and buy-in. Council decided that this project is too costly to move forward with at this time.

12. Unfinished Business

i. Communications Task Team

CAO Millett-Campbell advised that Council had not determined the composition, terms of reference or process for the Communications Task Team. The advertisement and call for volunteers were put out on social media, the website and the newsletter. They are looking for direction from Council on how many Councillors will be involved, the number of citizen members, and setting the first meeting date.

Councillor MacDonald put their name forward. Councillor Myers asked if there was a minimum of two Councillors. Mayor Boyer replied that there was no minimum set. Councillor Sadkowski said that there should be at least two Councillors.

Councillor Sadkowski suggested that there should be a minimum of three citizen members. Councillor MacDonald suggested the maximum be five citizen members.

CAO Millett-Campbell advised that the standard Task Team procedure would be used including that meetings are no longer than two hours, there is no agenda or minutes from Staff, and the Task Team has an advisory role only with no decision-making powers. They recommended that the Chair be a member of Staff.

Council agreed that the Communications Task Team will be made up of 3 to 5 citizen members and 2 Council members, and that any Council member may attend if they are available. Council confirmed that the Chair will be an appointed member of Staff, that meetings will not be longer than two hours, and that there will not be any administrative support provided by Staff for agendas or minutes.

ACTION: Contact citizen members of the Communications Task Team

NAME: CAO Millett-Campbell

DUE: June 26, 2026

13. Correspondence
None

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

MOTION #CoW2026-06-02-07

It was regularly moved and seconded to move in camera at 5:25 pm to approve the in-camera minutes of May 5, 2026, and to discuss plans to sell, buy or lease property, two personnel, and two labour relations and contract negotiation matters. **Motion carried.**

MOTION #CoW2026-06-02-09

It was regularly moved and seconded to move out of camera at 6:00 pm.

Motion carried.

MOTION #CoW2026-06-02-10

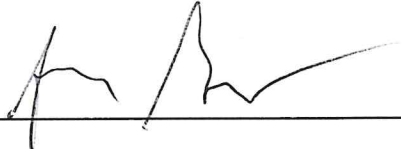
It was regularly moved and seconded that Council appoint Inspector Bruce Lake as the Interim Chief of the Annapolis Royal Police Service effective Wednesday June 3, 2026 to Friday June 19, 2026. **Motion carried.**

15. Next Meeting

July 8, 2026

16. Adjournment

The meeting was adjourned at 6:01 pm.



Mayor
Amery Boyer

Recording Secretary
Laura Bright