Town of Annapolis Royal
Committee of the Whole Meeting
Approved Minutes
July 7, 2026 at 5:00 pm

1. Call to Order	Deputy Mayor Skinner-Robertson called the meeting to order at 5:00 pm
2. Present	Deputy Mayor Skinner-Robertson, Mayor Boyer (arrived 5:09), Councillor Adele MacDonald, Councillor Lynn Myers (remote), Councillor Heather Sadkowski, CAO Sandi Millett-Campbell, Recording Secretary Donna Neath Member of the public: Roger Lindala Dwayne Dukeshire Erin Todd
3. Regrets	None
4. Absents	None
5. Additions to Agenda	Removal of New Business v. International Town Crier Competition Addition of New Business vii. Letter of Support for FODAR Addition of In Camera Contract Negotiations to In Camera
6. Approval of Agenda	**MOTION #CoW2026-07-07-01** It was regularly moved and seconded to approve the agenda with the above additions by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None

8. Approval of Minutes	**MOTION #CoW2026-07-07-02** The June 2, 2026 minutes were approved as presented by unanimous consent.

9. Presentation

None

10. Public Input

Member of the Public Dwayne Dukeshire spoke regarding the addition of the outdoor patio in front of Annapolis Brewing Company. They expressed concerns about the loss of parking spaces and indicated that there were several residents who were also against the new patio. They are prepared to start a petition to have the patio removed.

Deputy Mayor Skinner-Robertson thanked Dwayne Dukeshire for attending the meeting and sharing their concerns.

11. New Business

i. Request for Decision – Heat Pump and Solar Panel Policy
CAO Millett-Campbell advised that there is an existing policy in place to manage the installation of solar and heat pumps and the original intent was to add heritage properties. Staff recommended creating a new policy for clarity, and the new policy also allows for businesses to use window decals that will not affect heritage proprieties and can be easily removed.

Councilor MacDonald asked for clarification regarding heat pumps and solar under this new policy. CAO Millett-Campbell clarified that solar has no restrictions and heat pumps will only have to go through PHAC if the installation is on the front of the building. This new policy helps streamline processes for businesses and residents.

MOTION #CoW2026-07-07-03
It was regularly moved and seconded to recommend that Council rescind the Heat Pump and Solar Panel Policy #2022-07 dated July 2022. **Motion carried.**

MOTION #CoW2026-07-07-04
It was regularly moved and seconded to recommend that Council approve the Non-Substantive Changes to Heritage Properties Policy #2026-07 July 2026. **Motion carried.**

ii. Request for Decision – Vacation Pay
CAO Millett-Campbell advised that the section being added is for one additional day each year to a maximum of 6 weeks after 20 years of service. This change was put forward during negotiations with CUPE and would ensure that all non-union and unionized staff have the same vacation benefits.

MOTION #CoW2026-07-07-05
It was regularly moved and seconded to recommend to Council that Council approve the Human Resources Procedures and Policy #2026-08 dated July 2026. **Motion carried.**

iii. Town Statement regarding AVRL
Councillor MacDonald advised that AVRL has requested all its member municipalities publish a statement affirming support for AVRL and the ongoing commitment of the Town to work through the current challenges.

Councillor Sadkowski asked where the statement would be posted. Council agreed to post the statement on both the Town's website and social media. Councillor Myers requested that the focus of the statement should be on the future of AVRL and not take any specific sides.

ACTION: Draft new statement for social media
NAME: CAO Millett-Campbell
DUE: July 10, 2026

Councillor MacDonald brought forward a second request for a letter for the AVRL Board. Mayor Boyer offered to draft the letter and share it with Council for input.

ACTION: Draft letter for AVRL Board
NAME: Mayor Boyer
DUE: July 17, 2026

iv. Wharf Adaptive Re-Use Report
CAO Millett Campbell advised that the report is ready for the public to view and would like Council's direction on next steps.

Councillor Sadkowski suggested adding this to Strategic Planning. Mayor Boyer agreed and added that Council should continue to seek funding opportunities while discussions are ongoing.

Councillor MacDonald noted that some of the costed options seem inflated but that the contingencies would allow for unknowns. There are six options ranging in price from $2.86M to $7.28M.

There was discussion about what options should be presented to the public, and it was agreed that all options would be presented including advantages and disadvantages of each and that a public consultation would be arranged as part of Strategic Planning.

v. Move July Council Meeting to July 22
CAO Millett-Campbell advised that if the Council meeting were to be moved to Wednesday July 22, it would add a week between the Committee of the Whole and Council and give adequate time for Staff to prepare the agenda and materials.

Council agreed to move the meeting to July 22.

vi. Appointment of Traffic Authority

MOTION #CoW2026-07-07-06
It was regularly moved and seconded to recommend that Council appoint Chief Elizabeth (Liz) Montgomery as the Traffic Authority for the Town of Annapolis Royal for the term

ending December 31, 2026. **Motion carried**

vii. Letter of support for FODAR
Deputy Mayor Skinner-Robertson advised that FODAR has requested a letter of support from Council in response to funding cuts.

Councillor MacDonald clarified that the Province has cut 30% and that Arts Nova Scotia has cut 100% of funding for FODAR. They shared a note from Randy Glenn, FODAR organizer, that provided additional details of the value of the festival and its economic impact on the Town of Annapolis Royal. Mayor Boyer advised the Town had sent a similar letter of support in 2025.

Council agreed to send a letter of support for FODAR.

Action: Send letter of support for FODAR
Name: CAO Millett-Campbell
Due: July 17, 2026

12. Unfinished Business

i. Council Engagement Session – Update & Next Steps
CAO Millett-Campbell asked Council for direction on whether they wish to continue hosting the Community Engagement sessions.

Council agreed there is value in continuing to host the sessions. Councillor Sadkowski suggested October would be a good time for the next Community Engagement session and that it would be a good opportunity to gather public input on the Wharf Adaptive Re-Use report.

CAO Millett-Cambell suggested Monday, October 26 from 4:30pm to 6:30pm for the next Community Engagement session. Council agreed to this date.

1. Re-evaluate Committee of the Whole Meeting date and time
Council agreed to keep the Committee of the Whole Meetings

to the first Tuesday of the month starting at 5:00 pm.

13. Correspondence
None

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

MOTION #CoW2026-07-07-07
It was regularly moved and seconded to move in camera at 5:35 pm to approve the in-camera minutes of June 2, 2026, and to discuss two personnel matters, and a contract negotiations matter. **Motion carried.**

MOTION #CoW2026-07-07-09
It was regularly moved and seconded to move out of camera at 6:01 pm. **Motion carried.**

15. Next Meeting
September 1, 2026

16. Adjournment
The meeting was adjourned at 6:02 pm.

Mayor Amery Boyer	For Recording Secretary Donna Neath