

**Town of Annapolis Royal
Committee of the Whole Meeting
Approved Minutes
September 1, 2026 at 5:15 pm**

1. Call to Order	Mayor Amery Boyer called the meeting to order at 5:18 pm
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Town Planner Chris Millier (left at 5:27pm), Director of Municipal Operations and Development (DMO/D) Ken Knox (left at 5:38pm), CAO Sandi Millett-Campbell, Recording Secretary Laura Bright <i>Members of the Public:</i> Roger Lindala Shelley Dyet
3. Regrets	Deputy Mayor Sybil Skinner-Robertson, Councillor Heather Sadkowski
4. Absents	None
5. Additions to Agenda	11. New Business vi. Meeting with Minister of Culture, Communities, Tourism and Heritage (CCTH)
6. Approval of Agenda	MOTION #CoW2026-09-01-01 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 #CoW2026-09-01-02 The July 7, 2026 minutes were approved as presented by unanimous consent.

9. Presentation

i. Land Use By-law Amendment to Rezone 52 St. Patricks Lane

Town Planner Chris Millier provided an overview of the application to rezone 52 St. Patricks Lane from Residential Single Unit (RSU) to Residential Two Unit (RTU). They noted that Council had held a formal Public Hearing earlier that day and that no written submissions had been received and there was no public input during the Public Hearing.

Town Planner Millier highlighted that the application was assessed against both development and general criteria. This includes looking at parking and traffic, infrastructure, access to community services and environmental suitability. The application met all the criteria to support the rezoning and the recommendation to Council is to amend the Land Use By-law to rezone 52 St. Patricks Lane.

There were no questions from Council.

10. Public Input

None

11. New Business

i. Land Use By-law Amendment to Rezone 52 St. Patricks Lane – Council Decision

MOTION #CoW2026-09-01-03

It was regularly moved and seconded that Council amend Schedule A – Zoning Map of the Town of Annapolis Royal Land Use By-law to rezone lands of Annapolis Royal located at 52 St. Patricks Lane (PID 05000328) from Residential Single Unit (RSU) to Residential Two Unit (RTU). **Motion carried.**

Town Planner Millier left the meeting at 5:27pm.

ii. Annapolis Royal Water Tank – 2026 Inspection

Director of Municipal Operations and Development (DMO/D) Ken Knox advised that the Annapolis Royal Water Tank is in very good condition according to the inspection report. There was also a recommendation to have the inspection take place every five years rather than every ten years as is the current requirement. The Town has accepted the recommendation and will ensure that the water tank is inspected every five years.

iii. NSFM Fall 2026 Conference (November 3-6, Halifax)

CAO Millett-Campbell asked Council who plans to attend the conference. Mayor Boyer is planning to attend as a member of the NSFM Nominations Committee.

Councillor MacDonald would like to go to the conference but will defer to anyone else as they have previously attended the conference. Councillor Myers is unable to attend due to work. CAO Millett-Campbell offered to connect with the Council members not in attendance to see if either of them would like to attend the conference. CAO Millett-Campbell will advise Councillor MacDonald of their responses.

ACTION: Contact Councillor Sadkowski and Deputy Mayor Skinner-Robertson to see if either would like to attend and confirm with Councillor MacDonald.

NAME: CAO Millett-Campbell

DUE: September 11, 2026

iv. Moving Council Meeting to September 23, 2026

CAO Millett-Campbell advised Council that the Mayor and CAO will be attending the Clean Foundation Climate Capacity Summit in Cape Breton from September 16 to 18. The September Council meeting is currently scheduled for September 16. They can try to attend remotely but that has been challenging in the past. They are asking if Council would agree to move the meeting to Wednesday, September 23.

Council agreed to move the date of the meeting to Wednesday, September 23.

Councillor Myers requested that the Audit Committee meeting still happen on September 16 as planned. CAO Millett-Campbell confirmed that the Audit Committee will meet on September 16, and the auditors will also attend the Council meeting on September 23.

v. Annapolis Royal Volunteer Fire Department – Update

Mayor Boyer advised that she and CAO Millett-Campbell met with First Deputy Chief Alex Cranton and Second Deputy Chief David Wright of the Annapolis Royal Volunteer Fire Department. Mayor Boyer shared the following updates from the meeting:

- The roof at the fire hall does not need to be replaced and with a small repair they are ready to move forward with installing solar panels.
- The new truck requires additional work before it can be delivered.
- The Fire Department thanked the town for the repaving of part of the parking lot.
- The Fire Department is pleased with the relationship with the Town and the existing agreement.
- There are concerns about the inability to train officers with the closing of the Fire School, but they recognize that this is a provincial matter.

CAO Millett-Campbell reported that the volunteer numbers are up, but again they are concerned about the lack of training opportunities.

Councillor MacDonald asked if there was any update about the fire school. CAO Millett-Campbell reported that there were no updates provided at the most recent meeting.

vi. Meeting with Minister of Communities, Culture, Tourism and Heritage (CCTH)

Mayor Boyer advised that CCTH Minister David Ritcey will be at Annapolis Royal Town Hall on Friday, September 5 at 11:45am to meet with Council and Staff. The meeting is in response to questions about library and museum funding that Council had sent previously. All Council and Staff are welcome to join the meeting but are asked to let CAO Millett-Campbell know if they plan to attend. Minister Ritcey will be accompanied by MLA Bowlby and staff from the MLAs office.

Roger Lindala inquired if the meeting was also open to the public. Mayor Boyer responded that she was not sure but would follow up with the Minister's office.

12. Unfinished Business

i. Chapel Street Force Main Extension

DMO/D Knox advised that there were two main variances to the Chapel Street Force Main Extension project that caused it to go over budget.

The first variance was to replace the lift chamber which had deteriorated from the time the project was first priced to when work started. It was more cost-effective to replace the lift chamber as part of the project as the teams were already in place and the chamber was exposed.

The second variance was purchasing clean fill as the material that was dug out could not be reused. Other costs were the results of delays and acquiring emergency parts.

All invoices were reviewed by the engineers and deemed to be appropriate. The project also identified two additional weaknesses in the system that have been repaired. Since completion, there have been several major rain events, and the repairs held as intended.

MOTION #CoW2026-09-01-04

It was regularly moved and seconded to recommend that Council approve the additional expenses for the 2026-2027 Chapel Street Force Main Project in the amount of \$78,402 from the general capital account. **Motion carried.**

Councillor Myers asked if Public Works has an inventory of replacement parts readily available. DMO/D Knox confirmed that there is a supply of parts that are used most often for repairs.

DMO/D Knox left the meeting at 5:38pm

ii. Community Engagement Session

CAO Millett-Campbell advised Council that the October 26 Public Engagement Session date had been converted to REMO training for the Joint Annapolis County Inter-Municipal Working Group. They asked Council to pick a new date and confirm the topic for the Public Engagement Session.

Council suggested Monday, October 19, starting at 4:30 pm and confirmed that the topic should be the Strategic Plan.

ACTION: Contact Councillor Sadkowski and Deputy Mayor Skinner-Robertson to advise them of the new date.

NAME: CAO Millett-Campbell

DUE: September 11, 2026

13. Correspondence

i. Annapolis County MLA Bowlby – Recognition of Gulf of Maine Award

Mayor Boyer acknowledged the letter from MLA Bowlby that was sent to Council.

ii. PVSC 2025-2026 Annual report

Mayor Boyer asked if there were any questions about the Annual Report. There were no questions.

14. In-camera

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

MOTION #CoW2026-09-01-05

It was regularly moved and seconded to move in camera at 5:54 pm to approve the in camera minutes of July 7, 2026, and to discuss a buy, sell, lease property matter, a personnel matter, a security issues matter and two matters related to contract negotiations. **Motion carried.**

MOTION #CoW2026-09-01-07

It was regularly moved and seconded to move out of camera at 6:39 pm. **Motion carried.**

MOTION #CoW2026-09-01-08

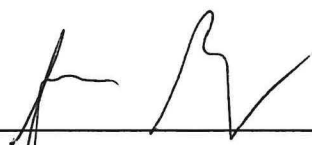
It was regularly moved and seconded that Council approve increasing the Gym Accessibility Renovation Project budget to \$400,000 with the understanding that Staff are seeking approval to redirect the Growth and Renewal for Infrastructure Development (GRID) funding to this accessibility project. If successful, GRID will cover 50% of the project up to a maximum of \$280,000. **Motion carried.**

15. Next Meeting

October 6, 2026

16. Adjournment

The meeting was adjourned at 6:43 pm.



Mayor
Amery Boyer

Recording Secretary
Laura Bright

