

**Town of Annapolis Royal
Council Meeting
Approved Minutes
September 23, 2026 at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:00 pm
2. Present	Mayor Amery Boyer, Deputy Mayor Sybil Skinner-Robertson, Councillor Adele MacDonald, Councillor Heather Sadkowski, Councillor Lynn Myers, CAO Sandi Millett-Cambell, Director of Finance (DoF) Melony Robinson (left at 6:29 pm), and Recording Secretary Laura Bright Presenters: Andy Forse, Kent and Duffett Chartered Professional Accountants (left at 6:25 pm) Members of the Public: Roger Lindala Jason Haughn
3. Regrets	None
4. Absents	None
5. Additions to Agenda	11. New Business iv. Request for Decision – Emergency Water Line Repairs 12. Updates & Reports xii. Annapolis Valley Tourism Networking Event
6. Approval of Agenda	MOTION #C2026-09-23-01 The agenda was approved as presented with the above additions by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
8. Edits to the Minutes	None
9. Approval of Minutes	MOTION #C2026-09-23-02 The Council Minutes of July 22, 2026 were approved as presented by unanimous consent.

10. Presentations

i. Audited Financial Statements

Auditor Andy Forse of Kent & Duffett Chartered Professional Accountants provided an overview of the 2025-26 audit process and presented the Audited Financial Statements. Auditor Forse recognized that the audit process can be time consuming for staff, and thanked Town staff for their assistance and support throughout the process.

Auditor Forse advised that the 2025-26 audit included a review of the Town's internal control processes to prevent and detect errors, and an evaluation to ensure that the controls are operating as intended. The audit findings were that there were zero departures from the controls.

Auditor Forse reported that the audit opinion is that the Financial Statements for the Town of Annapolis Royal have been presented fairly.

Auditor Forse advised that the Town had a strong financial performance in 2025-26 and as a result is in a very healthy financial position. There has been consistent revenue over the past two years, there is very little long-term debt, the non-cash assets are robust and expenditures are down.

Auditor Forse advised that the one recommendation was to revisit the Water Rates to ensure that the rates can cover the costs of operating the utility. However, they noted that the Town had proactively taken steps to address this and that new rates are being implemented now.

Councillor Sadkowski advised that the Audit Committee had noted that the report references the "Gas Tax" and had requested that this be updated to the Canada Community-Building Fund (CCBF).

Mayor Boyer thanked Auditor Forse for the report and summary and DoF Robinson, CAO Millett-Campbell and Town Staff for their efforts in support of the audit.

Auditor Forse left the meeting at 6:25pm.

11. Public Input

None

12. New Business

ii. Council Decision – Audited Financial Statements

MOTION #C2026-09-23-03

It was regularly moved and seconded that Council approve the consolidated financial statements dated March 31, 2026 as presented by Kent & Duffett Chartered Professional Accountants.

Motion carried.

iii. Request for Decision – Combining Capital Water and Capital Water Reserve Accounts

MOTION #C2026-09-23-04

It was regularly moved and seconded that Council approve merging the Capital Water Reserves bank account into the Capital Water Project Bank account as recommended by our Client Relations Manager at the Bank of Nova Scotia. **Motion carried.**

iv. Workers' Compensation Board – 2027 Rates

CAO Millett-Campbell advised that the 2027 rates for both the Town and Police Service for Worker's Compensation had been received.

Mayor Boyer noted that the Town is in a merit position and thanked Occupational Health & Safety Representative Donna Neath for their efforts.

DoF Robinson left the meeting at 6:29 pm

v. Request for Decision – Emergency Water Line Repairs

MOTION #C2026-09-23-05

It was regularly moved and seconded Council approve the overage in the amount of \$15,000 to GL02-23800Z to cover emergency repairs to water lines.

vi. 2026 Wharf Structural Assessment & Condition Report

CAO Millett-Campbell advised that ABLE Engineering had submitted the annual Wharf Structural Assessment and Condition Report. ABLE reported that the 2026 wharf measurements have remained stable in comparison to the previous year, and that deterioration of the steel sheet piling continues. ABLE documented their recommendations for maintenance and noted that inspections of the wharf should continue annually.

Councillor Myers noted that there are no costs outlined in the report for the recommended maintenance items.

CAO Millett-Campbell advised that the report is to inform Council of the recommendations and the current structural integrity of the wharf. They noted that Council has not wanted to spend any money on repairs over the last two years until there was a specific direction for the future of the wharf.

Councillor MacDonald responded that by not doing anything to maintain the structural integrity of the wharf, it increases the risk of collapse which will result in an even higher cost to deal with afterwards.

CAO Millett-Campbell advised that east side of the wharf would be addressed through Phase 2 of the shoreline project. They noted that the rest of the wharf would still need to be repaired and stabilized, which also requires a decision on the direction of the wharf.

Deputy Mayor Skinner-Robertson noted that in last year's report, there was no recommendation to repair the ladders but now this year there is a concern about safety. They asked if there were any impacts on insurance as a result of this notation in the report. CAO Millett-Campbell replied that Occupational Health & Safety had approved the use of the rings over the ladders, which satisfied the insurance company.

Councillor Myers noted that a severe storm could take out the north-end of the wharf and once that happens the wharf is lost entirely. They stated that it would be better to try to save what is there now while at the same time work towards a decision on the direction of the wharf.

Council directed CAO Millett-Campbell to provide a prioritized list of repairs as identified in the report and the associated costs.

13. Unfinished Business

i. Communications Task Team – Terms of Reference

CAO Millett-Campbell advised that the Communications Task Team have accepted the Terms of Reference as drafted.

Mayor Boyer asked if Council had any objections to accepting the Terms of Reference. Councillor MacDonald noted that the Task Team had made one request for duration of meetings to be limited to "no more than 2 hours". CAO Millett-Campbell will ask staff to make the change to the Terms of Reference.

ACTION: Ask Staff to update the Communications Task Team terms of Reference

NAME: CAO Millett-Campbell

DATE: October 2, 2026

Council accepted the Terms of Reference for the Communications Task Team subject to the noted change.

ii. Hub Comfort Centre Volunteers

Mayor Boyer advised that the volunteer list for the HUB Comfort Centre had been updated including members of Council and a resident of the Condo.

CAO Millett-Campbell advised that REMO and/or the CAO would provide instructions and directions to the volunteers in the event that the Comfort Centre had to be opened.

14. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2026-09-23-06

It was regularly moved and seconded 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.

Board of Police Commissioners

MOTION #C2026-09-23-07

It was regularly moved and seconded that Council co-sign with the Board of Police Commissioners a joint letter of thanks to the Bridgewater and Truro Police Services, and that Council approve \$500 to be dispersed between the two services as a gesture of appreciation for their support. **Motion carried.**

MOTION #C2026-09-23-08

It was regularly moved and seconded that Council approve hiring an administrator to provide 4 hours of support per week starting in October 2026 to assist Chief Montgomery with addressing the findings of the Department of Justice 2026 Inspection. **Motion carried.**

Councillor MacDonald asked if the support role would be hired externally. CAO Millett-Campbell replied that it could be an external hire, or a part-time staff member. They noted that the ideal candidate would have some working knowledge of policing to support Chief Montgomery with some of the tasks related to policy reviews.

Planning and Heritage Advisory Committee

None.

Environment Advisory Committee

None.

15. Reports from Committees, Boards and Commissions

i. Mayor's Report

Reviewed.

ii. Chief Administrative Officer

Reviewed.

CAO Millett-Campbell reported that they had made a number of connections with Membertou First Nations during the Community Climate Capacity Summit.

iii. Planning Services Report

Reviewed.

iv. Water Report

Reviewed.

i. Communications Task Team

Reviewed

ii. Board of Police Commissioners

Reviewed.

iii. Annapolis Valley Regional Library (AVRL) and Friends of the Library (FOL)

Councillor MacDonald provided an update by mail following the September 16 AVRL meeting. They advised that AVRL Chair Janet Ness had resigned from the Board effective immediately at the end of the meeting. As per the AVRL By-laws, Vice Chair Chrystal Remme will serve as Chair until the next AGM in June

2027. Councillor MacDonald was nominated and accepted the role of AVRL Vice Chair effective immediately

Councillor MacDonald shared the following financial update from Evangeline Wealth Management on the status of the Evans Bequest to the AVRL Annapolis Royal Branch:

- Initial investment of \$1,231,897.09 in late 2022
- Which has accrued \$379K in 3.5 years of investment and interest
- Two withdrawals to date: \$35K for heat pumps (2024) and \$96K to cover wages for the remainder of 2026-27
- Additional withdrawals are planned to cover wages for 2027-26 (\$153K) and 2028-29 (\$176K)
- Anticipated expenditures to the end of 2029 exceed investment revenue by \$78K but the bequest is averaging over \$100K a year in interest revenue. Unlikely that the principal of the bequest will be required to cover expenses to the end of 2029.
- At the time of the bequest AVRL Board indicated investment revenue would be dedicated to (1) securing the future, (2) funding special projects and (3) expanding programs for the Annapolis Royal Branch. To date it appears that the first two goals are being met.

iv. Joint Accessibility Committee and Joint Equity, Diversity and Inclusion Committee

Reviewed.

v. Regional Emergency Management Advisory Committee

Reviewed.

vi. Environment Advisory Committee

Reviewed.

vii. Valley Regional Services Board of Directors Interim Board

Reviewed.

viii. Annapolis Valley Tourism Network Event

Councillor MacDonald reported that they had attended the Annapolis Valley Tourism Network Event for a half hour before coming to the Council Meeting. The event was co-hosted by the Valley Regional Enterprise Network (REN), and the Municipality of the County of Annapolis. There were over 60 people in attendance, including some representation from County staff and Council, but the majority were business and tourism owners and operators.

Councillor MacDonald shared that the Tourism Infrastructure & Services Gaps Analysis Report identified that the loss of accommodations is the biggest issue facing tourism for the Valley. They also reported that Valley REN is in the process of launching TheAnnapolisValley.ca website and is building a formal destination management organization for the entire Valley.

Councillor MacDonald reported that the Tourism Industry Association of Nova Scotia (TIANS) and the NS Tourism Human Resource Council (NSTHRC) have offered to meet with municipal staff to review the report. Both organizations are also offering training that would be suitable for members of the public and Town staff. Some training would result in certifications upon completion.

16. Correspondence

i. Friends of the Library

For Information Only.

17. In-camera

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

MOTION #C2026-09-23-09

It was regularly moved and seconded that Council move into camera to approve the Council in-camera minutes of July 22, 2026, and to

discuss two personnel matters and one legal advice matter at 7:07pm.
Motion carried.

MOTION #C2026-09-23-11

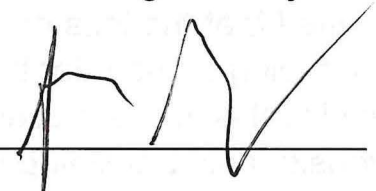
It was regularly moved and seconded that Council move out of camera
at 7:52pm. **Motion carried.**

18. Next Meeting

October 21, 2026 at 6:00 pm

19. Adjournment

The meeting was adjourned at 7:54 pm.



Mayor
Amery Boyer



Recording Secretary
Laura Bright