Annapolis Royal
Nova Scotia

Town of Annapolis Royal
Committee of the Whole Meeting
Approved Minutes
October 6, 2026 at 5:00 pm

1. Call to Order	Deputy Mayor Skinner-Robertson called the meeting to order at 5:00 pm
2. Present	Mayor Amery Boyer, Deputy Mayor Sybil Skinner-Robertson, Councillor Heather Sadkowski, Councillor Adele MacDonald, CAO Sandi Millett-Campbell and Recording Secretary Laura Bright *Members of the Public:* Roger Lindala
3. Regrets	Councillor Lynn Myers
4. Absents	None
5. Additions to Agenda	In Camera iii) Personnel
6. Approval of Agenda	**MOTION #CoW2026-10-06-01** 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
8. Edits to the Minutes	None
9. Approval of Minutes	**MOTION #CoW2026-10-06-02** The September 1, 2026 Committee of the Whole Meeting minutes were approved as presented by unanimous consent. **MOTION #CoW2026-10-06-02** The September 1, 2026 Public Hearing minutes were approved as presented by unanimous consent.

10. Presentation
None

11. Public Input
None

12. New Business

i. Request for Decision – Ramp Lease Agreement and Streets and Sidewalk By-law #209

CAO Millett-Campbell advised that the Town needs to have a mechanism to support businesses in their efforts to become compliant with the accessibility requirements by 2030. They advised that Staff identified a simple solution to introduce an annual Ramp Lease Agreement which will allow businesses to install accessibility ramps, maintain heritage standards and deal with liability issues. CAO Millett-Campbell advised that the proposed solution requires that the Streets and Sidewalk By-law be updated at the same time.

Councillor MacDonald asked if adding ramps will impact the accessibility of the sidewalks. CAO Millett-Campbell responded that the Town's sidewalks are wider than required, so there will not be any issues when installing ramps.

CAO Millett-Campbell advised that Mr. Mersereau submitted written feedback on the Strategic Plan which included some suggestions about vegetation on sidewalks. Staff incorporated the suggestions into a new Section 13 in the By-law making it the businesses' responsibility to address littering outside their establishments.

MOTION #CoW2026-10-06-03
It was regularly moved and seconded to recommend to Council to approve the Accessible Ramps on Town Property Lease Agreement. **Motion carried.**

MOTION #CoW2026-10-06-04
It was regularly moved and seconded recommend to Council to approve First Reading of Streets and Sidewalk By-law #209. **Motion carried.**

MOTION #CoW2026-10-06-05
It was regularly moved and seconded to recommend to Council to set the date for Second Reading of Streets and Sidewalk By-law #209 to be November 18, 2026 at 6:00pm. **Motion carried.**

ii. Request for Decision – Sewer By-law #210
CAO Millett-Campbell advised that Staff had identified several fees that were still listed in the Sewer By-law in addition to the Fines and Fees Policy. They noted that the Town has adopted the best practice of maintaining the list of fees centrally in the Fines and Fees Policy. They also noted that Staff took the opportunity to complete some housekeeping in the document to reflect the current title for the Director of Public Works, and formatting for accessibility.

MOTION #CoW2026-10-06-06
It was regularly moved and seconded to recommend to Council to approve First Reading of Sewer By-law #210. **Motion carried.**

MOTION #CoW2026-10-06-07
It was regularly moved and seconded to recommend to Council to set the date for Second Reading of Sewer By-law #210 to be November 18, 2026 at 6:00pm. **Motion carried.**

iii. Request for Decision – Fines and Fees Policy #2026-09
CAO Millett-Campbell advised that the Fines and Fees Policy was updated to reflect the new water on/off charges that went into effect on July 1, 2026. They noted that this policy will be brought back to Council in November to include the accessibility ramp fees when the Streets and Sidewalk By-law #209 passes second reading.

MOTION #CoW2026-10-06-08
It was regularly moved and seconded recommend to Council to approve Fines and Fees Policy #2026-09. **Motion carried.**

Councillor Sadkowski noted that there had been a discussion about the fees related to false alarms and asked if those would be addressed in the Policy. CAO Millett-Campbell advised that a decision had been made to wait until the existing policy is enforced to better understand what changes are needed.

iv. Request for Decision – Update Human Resources Policy and Procedures #2026-10

MOTION #CoW2026-10-06-09
CAO Millett-Campbell advised that Staff had identified seven standalone policies related to human resource matters. They advised that best practice is to have one central HR policy to reduce duplication, eliminate contradictory policies and make it easier to maintain going forward.

Staff have reconciled the policies and updated Human Resource Policy and Procedures #2026-10 to integrate these other policies. As a result of this work, the following policies are no longer relevant and should be rescinded: Staff Training Policy #2007-04, Vacation Carryover Policy #2003-6, Flex Hours Policy #2005-1, Lieu Time Policy #2016-01, Travel Policy #2024-07, Pension Policy #2025-14, and Employee Wellness Policy #2025-16.

Councillor MacDonald asked if the stand-alone policies would be removed completely from the website once they are rescinded so they no longer appear in searches. CAO Millett-Campbell confirmed that Staff will delete the policies from the website once they are rescinded.

It was regularly moved and seconded to recommend to Council to approve Human Resources Procedures and Policy #2026-10. **Motion carried.**

MOTION #CoW2026-10-06-10
It was regularly moved and seconded to recommend to Council to rescind Staff Training Policy # 2007-04 dated October 15, 2007; Vacation Carryover Policy #2003-6 dated April 23, 2003; Flex Hours Policy #2005-1 dated February 3, 2005; Lieu Time Policy #2016-01 dated April 18, 2016; Travel Policy #2024-07 dated June 20, 2024; Pension Policy #2025-14 dated September 18, 2025; and Employee Wellness Policy #2025-16 dated December 17, 2025. **Motion carried.**

Mayor Boyer asked if the Human Resources Procedures and Policy would need to be updated if the rates for travel such as mileage and meal allowances changed. CAO Millett-Campbell confirmed that the Policy would need to be revised as the rates are outlined in Schedule B.

v. Date for Wharf Public Engagement
CAO Millett-Campbell asked Council to consider setting a date for the Public Engagement session about the wharf.

Deputy Mayor Skinner-Robertson suggested Monday, November 23, 2026 which worked for all Council. CAO Millett-Campbell asked if Council would like to have Harry Jost and ABLE Engineers attend the session.

ACTION: Confirm availability of Harry Jost and ABLE Engineers to attend the session on November 23.
NAME: CAO Millett-Campbell
DUE: October 16, 2026

Deputy Mayor Skinner-Robertson noted that Council will need to have a clear outline of the public engagement session to

manage expectations. CAO Millett-Campbell suggested inviting Erin Todd to come and meet with Council to plan how to host the Public Engagement session.

ACTION: Invite Erin Todd to meet with Council to plan out the public engagement session
NAME: CAO Millett-Campbell
DUE: October 16, 2026

Deputy Mayor Skinner-Robertson asked if there was a Strategic Planning meeting for Council to discuss the public input. CAO Millett-Campbell advised that to date they had received one written submission from the public. Councillor MacDonald asked if Council should meet after the Council Engagement session on October 19th to incorporate community feedback. Council agreed to set a Strategic Plan meeting for Wednesday, October 21 at 5:00pm.

vi. **November Committee of the Whole – Date Change**
CAO Millett-Campbell advised that the next Committee of the Whole meeting is scheduled for Tuesday, November 3 which coincides with the first day of the NSFM Fall Conference in Halifax. They suggested that Council consider moving the Committee of the Whole meeting to Monday, November 2, starting at 5:00pm.

Council agreed to move to Monday, November 2 at 5:00 pm.

13. **Unfinished Business**
None.

14. **Correspondence**
i. **NSFM – Office of the Foreign Influence Commissioner of Canada**
For information only.

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15. In-camera

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

MOTION #CoW2026-10-06-11
It was regularly moved and seconded to move in camera at 5:24 pm to approve the in-camera minutes of September 1, 2026, and to discuss a personnel matter and a legal advice matter. **Motion carried.**

MOTION #CoW2026-10-06-13
It was regularly moved and seconded to move out of camera at 5:45 pm. **Motion carried.**

16. Next Meeting

Monday, November 2, 2026 starting at 5:00 pm.

17. Adjournment

The meeting was adjourned at 5:46 pm.

Mayor
Amery Boyer

Recording Secretary
Laura Bright