Town of Annapolis Royal
Committee of the Whole (CoW)
AGENDA
October 6, 2026 at 5:00 pm

1. CALL TO ORDER

2. PRESENT

3. REGRETS

4. ABSENTS

5. ADDITIONS TO AGENDA

6. APPROVAL OF AGENDA

7. DISCLOSURE OF CONFLICT OF INTEREST ISSUES

8. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

i. Committee of the Whole – September 1, 2026 **(TAB 1)**
ii. Public Hearing – September 1, 2026 **(TAB 2)**

9. PRESENTATIONS

None

10. PUBLIC INPUT

None

11. NEW BUSINESS

i. Request for Decision – Ramp Lease Agreement and Streets and Sidewalk By-law #209 **(TAB 3) DM**
ii. Request for Decision – Sewer By-law #210 **(TAB 4) DM**
iii. Request for Decision – Fines and Fees Policy #2026-09 **(TAB 5) DM**
iv. Request for Decision – Update Human Resources Policy and Procedures #2026-10 **(TAB 6) DM**
v. Date for Wharf Public Engagement

vi. November Committee of the Whole – Date Change

12. UNFINISHED BUSINESS

None

13. CORRESPONDENCE

i. NSFM – Office of the Foreign Influence Commissioner of Canada **(TAB 7)**

14. IN CAMERA

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

Approval of Minutes

i. Committee of the Whole – In-camera - September 1, 2026 **(TAB A)**

Business Items

i. Personnel
ii. Legal Advice **(TAB B)**

15. ADJOURNMENT

NEXT MEETINGS:

Environment Advisory Committee	Oct 7 @ 3:00 pm
Valley Regional Services Board of Directors Interim Board	Oct 21 @ 10:00 am
Council Public Engagement	Oct 19 @ 4:30 pm
Council Meeting	Oct 21 @ 6:00 pm
Annapolis County Inter-Municipal Working Group Meeting	Oct 29 @ 6:30 pm
Planning & Heritage Advisory Committee	Nov 2 @ 4:00 pm
Board of Police Commissioners	Nov 10 @ 11:30 am

Town of Annapolis Royal
Committee of the Whole Meeting
Unapproved 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 *Members of the Public:* 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 Millet-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

Town of Annapolis Royal
Public Hearing
Unapproved Minutes
September 1, 2026 at 5:00 pm

1. Call to Order	Mayor Boyer called the meeting to order at 5:05 pm
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Town Planner Chris Millier, Director of Municipal Operations and Development (DMO/D) Ken Knox, CAO Sandi Millett-Campbell, and Recording Secretary Laura Bright *Members of the Public:* Shelley Dyet Roger Lindala
3. Regrets	Deputy Mayor Sybil Skinner-Robertson, Councillor Heather Sadkowski
4. Absents	None
5. Additions to Agenda	None
6. Approval of Agenda	**MOTION #PH2026-09-01-01** The agenda was approved as presented by unanimous consent.

7. Meeting Opening

Mayor Boyer opened the meeting and provided an overview of the process for the public meeting.

8. Application for 52 St Patricks Lane

i. Application to rezone 52 St Patricks Land

Town Planner Chris Millier presented the request to amend the Land Use By-law to rezone 52 St. Patricks Lane (PID 05000328) from Residential Single Unit (RSU) to Residential Two Unit (RTU) and permit the development of a dwelling unit within an existing accessory structure pursuant to the application, site plan and building design details dated June 3, 2026.

Town Planner Millier provided an overview of the application and highlighted the following:

- That the plan is to convert an existing structure to allow for residency and that there are no plans to enlarge the structure.
- There is adequate space for parking.
- The development is compatible with the surrounding area which is low density residential and recreation.
- Existing infrastructure can accommodate the proposed development.
- The lot is centrally located with access to fire protection and municipal services.
- The existing road network can accommodate the proposed development.
- There are no environmental constraints for this development.

Town Planner Millier noted that the application was submitted with site plans and all required details.

ii. Written Submissions Received
CAO Millett-Campbell and DMO/D Knox confirmed that there were no written submissions.

iii. Public Input
There was no input from the public.

9. Adjournment

The meeting was adjourned at 5:18 pm.

_____	_____
Mayor Amery Boyer	Recording Secretary Laura Bright

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Accessible Ramps Lease and Streets & Sidewalks By-law

DATE: 4SEP26 **PROPOSED BY:** DMO/D Knox

TAB # & REFERENCES	Draft Lease Draft Streets and Sidewalk By-law #209
BACKGROUND	As the 2030 compliance date for all business to be accessible approaches, these establishments will seek to install accessibility ramps either voluntarily, or as a requirement pursuant to change of use or other factors. For businesses along St. George Street, this will require a degree of encroachment onto the Town's sidewalk. A further complicating factor is that most of these businesses are registered heritage properties. The attached agreement seeks to provide a mechanism which allows the Town to work with this business to provide accessible entrances, maintain standards, and deal with liability issues. Housekeeping in the By-law to update the current title for the public works position, the correct name of the Fines and Fees policy,etc. Adding Section 13 to clarify the responsibility in 13.3.3 and 13.3.4.
PROPOSAL	That Council approve the agreement and allow businesses to install accessibility ramps. That Council update the Streets and Sidewalk By-law to include the options to allow accessible ramps and the housekeeping updates in the By-law.
BENEFITS	This agreement will allow businesses to meet accessibility standards and serve the public good.
DISADVANTAGES	The leases are to be renewed annually. This will require oversight.
STRATEGIC PLAN INITIATIVE	Good governance
COSTS & SOURCE OF FUNDING	The only cost is staff time and is therefore part of operational budgets.
STAFF REVIEW/ COMMENTS	This agreement will allow businesses with little or no private area in front of their entrances to meet

	accessibility standards, while still ensuring the sidewalk remains accessible as well.
CAO REVIEW/ COMMENTS	This will have a procedure in place for when the changes start to become more evident. Currently there is one business that needs the ramp to be in compliances with the building code. Also to attend to the housekeeping of the By-law when the changes are requested.
DRAFT MOTION/ RECOMMENDATION	…to recommend to Council to approve the Accessible Ramps on Town Property Lease Agreement. …to recommend to Council to approve first reading of the Streets and Sidewalk By-law #209. …to recommend to Council to set the Public Hearing for the Streets and Sidewalk By-law #209 for Wednesday November 18, 2026 at 6:00pm.

CAO'S INITIALS: smc **TARGET DECISION DATE:** October 2026

TOWN OF ANNAPOLIS ROYAL
STREETS AND SIDEWALKS BY-LAW #209

1. This By-law is entitled the *Streets and Sidewalks By-law #209*. This By-law applies only to streets, sidewalks, and other property owned by the Town and to activities or conditions affecting such Town streets, sidewalks, and property. It is intended to be applied together with the Town's Land Use By-law.

2. CONTENTS

3. Definitions
4. Cuts and Excavations
5. Security
6. Temporary Closing of Streets
7. Moving Buildings on Streets
8. Removal of Snow
9. Particular Encroachments
10. ~~Sidewalk Cafes and Restaurants~~ Temporary Sidewalk Leases
11. Vegetation in Street Right-Of-Way
12. Encroaching Vegetation
13. Vegetation and Litter in Street Right-Of-Way (North of Traffic Signals)
14. Penalties
15. Repeal
16. Effective Date

3. DEFINITION

3.3. "abutter" means the owner, lessee or occupier of any premises or lot in the Town which abuts a Town street, and where the premises or lot has been registered as a condominium under the *Condominium Property Act.* includes the condominium corporation which manages the premises or lot;

3.4. "crosswalk" means that portion of a Town roadway ordinarily included within the prolongation or connection of curb lines or

the edge of a roadway and property lines at intersections or any portion of a roadway clearly indicated for pedestrian crossings by lines or other markings on the road surface;

3.5. "~~Regional~~ Director of Public Works" (~~R~~DPW) means the individual appointed as the ~~Regional Head~~ Director of Public Works or Director of Municipal Operations and Development for the Town of Annapolis Royal and includes a person acting under the supervision, and direction of the ~~R~~DPW;

3.6. "roadway" means that portion of a Town street between the curb lines or the traveled portion of a street designed for vehicular traffic and, except where the context indicates otherwise, includes a crosswalk;

3.7. "sidewalk" means that portion of a Town street between the curb line and adjacent property linc or any part of the street especially set aside for pedestrian travel and separated from the roadway;

3.8. "street" means a Town street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full right-of-way width;

3.9. "Town" means the Town of Annapolis Royal:

3.10. "Town infrastructure" includes infrastructure that supports the provision of Town services as well as water services, and without restricting the generality of the foregoing includes public trees, street lighting, traffic lights, traffic signs and other Town signs;

3.11. "Town sewer or water system" means a sewer or water system owned and operated by the Town or by a water utility

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owned by the Town;

3.12. "utility" includes any person or corporation that provides water, electric power, telecommunications service, natural gas or other gas intended for use as fuel to the public, except a water utility owned by the Town

3.13. "utility facilities" includes any pole, pole lines (including braces and anchors), aerial cables, manholes, conduits, underground cables, pipes for the carriage of gas or liquids, and associated apparatus for the provision of utility services, including amplifiers, connection panels, transformers, valves and other fittings or equipment.

4. CUTS AND EXCAVATIONS

4.3. No person shall install a culvert in any street right of way or cut into or excavate any part of a sidewalk, curb or street within the Town without first applying to the ~~R~~DPW for permission to do so and hereafter obtaining-permission by way of a Street Excavation Permit;

4.4. The ~~R~~DPW shall be responsible for supplying application forms for Street Excavation Permits and for signing Street Execution Permits, on behalf of the Town Council.

4.5. The fee for a Street Excavation Permit shall be defined in the “Fees and Fines Policy".

5. SECURITY

5.3. Every applicant for a Street Excavation Permit shall, as part of the application, sign an Undertaking acknowledging responsibility for costs associated, with the respective project. This includes costs related to completion of the project by the Town of Annapolis Royal should this become necessary due to delay or substandard work.

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5.4. Every applicant carrying out work pursuant to a Street Excavation Permit shall be responsible for maintaining his or her own insurance liability coverage and shall be responsible for fulfilling all safety requirements so as to give notice to the traveling public of such excavation, including, but not limited to barricades, signage, lighting, road signalers etc.

6. TEMPORARY CLOSING OF STREETS

6.3. Notwithstanding Town Council's right to close any street or part thereof, the ~~Regional Director of Public Works~~ DPW, may temporarily close any street or part thereof while work related to the Public Works function is being done thereon.

6.4. No person shall travel on any portion of a street which has been temporarily closed.

7. MOVING BUILDING ON STREETS

7.3. No person shall move a building over or along a public street in the Town without first applying to the Town Council for permission to do so and thereafter obtaining permission by way of a Street Transport Permit;

7.4. The applicant shall submit in writing all information required by the ~~R~~RDPW to safely move a building over or along a public Street. The ~~R~~RDPW shall be responsible for the relevant Street Transport Permits and for signing Street Transport Permits, on behalf of the Town Council, once permission to issue such a Permit has been given by a positive motion from Town Council;

7.5. The fee for a Street Transport Permit shall be defined in the "~~Fees and Fines~~ Fines and Fees Policy"

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8. REMOVAL OF SNOW

8.3. Occupiers, owners. or persons in charge of houses, stores, lots, and pieces of land situate on that portion of St. George Street in the Town extending northerly from and including the property at 324 St George Street on the one side and from the Town Hall Building at 285 St George Street on the other side to the Town Wharf, shall, after every snowfall, clear away the snow from the sidewalks adjoining their respective properties as follows:

8.4. When the snow ceases falling during the day within four (4) hours after it has ceased falling; and

8.5. When the snow ceases falling during the night, within four hours after daylight on the following day.

9. PARTICULAR ENCROACHMENTS

9.3. When any part of a street or other Town property has been built upon, the encroachment may be authorized to continue upon obtaining an Encroachment Permit.

9.4. Application for an Encroachment Lease shall be made to the ~~R~~DPW and the ~~R~~DPW may issue such permit upon determination by the ~~R~~DPW that the encroachment was made in error;

9.4.1. payment of a permit fee as defined in the "~~Fees and Fines~~ Fines and Fees Policy";

9.4.2. submission of an application in writing, on such form as may be specified by the ~~R~~DPW from time to time, and signed by the person applying therefore;

9.4.3. determination by the ~~R~~DPW that the encroachment does not significantly impede pedestrian er wheelchair traffic on a sidewalk or vehicular traffic on a roadway;

9.4.4. determination by the Traffic Authority that the encroachment does not pose a traffic hazard having

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regard to sight lines or otherwise;

9.4.5. provision of an acknowledgement that the permission of the own to encroach may be withdrawn without payment of any compensation.

9.5. Notwithstanding the issuance of an Encroachment Permit, no person shall permit or cause a further or renewed encroachment once the original encroaching structure is demolished, destroyed or removed to the extent of 75% or more.

9.6. Notwithstanding sections 9.1 to 9.3, Council may by Agreement, authorize an encroachment or the continuation of an encroachment upon under or over a street for such period of time and upon at least one of the following conditions:

9.6.1. To provide for wheelchair access in accordance with the National Building Code of Canada

9.6.2. To alleviate an existing or future problem relating to access to Town infrastructure

9.6.3. To provide access to Town infrastructure

9.6.4. To improve pedestrian or vehicular flow

9.6.5. To replace an existing structure

9.7. Sections 9.1 to 9.4 do not apply to utility facilities.

10. ~~SIDEWALK CAFES AND RESTAURANTS~~ TEMPORARY SIDEWALK LEASES

10.3. The Town may enter into leases, containing such terms and conditions as it deems appropriate, for the seasonal or temporary use of a sidewalk or other suitable Town property. ~~as a sidewalk cafe or restaurant~~. Nothing in this section limits any other authority of Council or the Chief Administrative Officer to make leases of other Town property.

11. VEGETATION IN STREET RIGHT-OF-WAY

11.3. Except in areas designated by Council resolution as exempt from this requirement, abutters shall maintain any grass between the ~~curb~~ edge of the roadway and a sidewalk abutting their property, except in areas designated by Council's resolution as exempt from this requirement including:

11.3.1. clipping, cutting, or mowing the grass to a height of not greater than 8 cm;

11.3.2. raking and renewing grass as necessary in order to maintain a neat and tidy appearance; ~~and~~

11.3.3. ~~collecting and removing litter or waste~~.

12. ENCROACHING VEGETATION

12.3. Abutters shall trim the branches of trees, hedges, bushes, or other shrubbery which encroaches from the abutting property over a street so as to prevent such tree, hedge, bush, or other shrubbery:

12.3.1. from interfering with pedestrian traffic on a sidewalk;

12.3.2. from interfering with, or affecting the sight lines of any person on a bicycle or in a motor vehicle travelling on the roadway, from the ground up to a minimum height of 2.25 meters; or

12.3.3. from interfering with any structure on or in a street.

13. VEGETATION AND LITTER IN STREET RIGHT-OF-WAY (NORTH OF TRAFFIC SIGNALS)

13.3. Except in areas designated by Council resolution as exempt from this requirement, abutters north of the traffic signals on St. George Street, shall maintain any grass between the edge of the roadway and a sidewalk abutting their property, except in areas designated by Council's resolution as exempt from this requirement including:

13.3.1. clipping, cutting, or mowing the grass to a height of not greater than 8 cm;

13.3.2. raking and renewing grass as necessary in order to maintain a neat and tidy appearance

13.3.3. In areas where no grass median exists, abutters

shall trim weeds growing between buildings and the sidewalk; and

13.3.4. Collect and remove litter or waste.

14. PENALTIES

14.3. Any person who contravenes any provision of this By-law is punishable on summary conviction by a fine as defined in the Town's "~~Fees and Fines~~ Fines and Fees Policy";

14.4. Any person who contravenes any provision of this By-law and who is given notice of the contravention may pay to the Town, at the place specified in the notice, 50% of the minimum fine specified, pursuant to the Town's Payment in Lieu of Prosecution Policy within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

15. REPEAL

A By-law titled Streets and Sidewalks, adopted by Town Council on February 15, 2023 is hereby repealed.

16. EFFECTIVE DATE

This By-law shall be effective on the date of publishing.

THIS IS TO CERTIFY that the foregoing is a true copy of a By-law duly passed at a duly called meeting of the Town Council of the Town of Annapolis Royal held on the _____ day of _____ 2026.

GIVEN under the hand of the Town CAO and under the seal of the Town of Annapolis Royal this _____ day of _____ 2026.

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MAYOR CAO

FIRST READING:	
"NOTICE OF INTENT" PUBLICATION:	
SECOND READING:	
MINISTERIAL APPROVAL:	
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	
FORWARDED TO TOWN WEBSITE:	

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AGREEMENT BETWEEN

THE TOWN OF ANNAPOLIS ROYAL
AND
_____(business owner's name)
CARRYING ON BUSINESS AS _____(business name)

Town Council, grant privileges for you to utilize a portion of the sidewalk area in front of _____ _____(civic address), for an accessibility ramp, subject to the following conditions:

{a} that the Town of Annapolis Royal shall lease the section measuring _____ situated_____, at _____ (address) for the sum of One Dollars ($1.00) per annum.

{b} that _____(owner's name) will ensure that a satisfactory clearance for pedestrian traffic will be maintained (5' of sidewalk).

{c} that the ramp design shall hall conform to all relevant regulations and codes, notably the Nova Scotia Building Code Regulations.

{i} while conforming to all relevant regulations and codes, the ramp must conform to the design guidelines found in Schedule A

{ii} that the ramp be maintained in a condition compliant with all relevant codes, regulations, and Town guidelines, to include snow removal and maintenance as required.

{d} where multiple businesses have doors which are close together, or share the same landing, ramp design should endeavour to be such that one ramp may serve all businesses.

{e} where one (1) ramp serves multiple businesses, all parties shall be signatories to this agreement and share equal responsibility for compliance to all conditions.

{f} That _____ (owner's name), carrying on business as _____ (business) hereby covenant to agree to:

{i} save harmless the Town of Annapolis Royal from any liability of the Town to the public or otherwise, as a result of the operation of the business on the property of the Town and to indemnify the Town in respect of any claim which may be brought against the Town which the Town either in a court of law is ordered to pay or alternatively deems advisable to pay, at the sole discretion of the Town:

{ii} provide proof of appropriate liability insurance with a limit not less than $1,000,000 covering operations of _____(business) in a form satisfactory to the Town:

{iii} include the Town as an additional insured interest with respect to the business operations extending onto the property of the Town; and

{iv} subject to a review on the 31st day of March annually

{g} that this agreement expires on the 31 day of March 2027. Renewal of this lease shall not be unreasonably withheld if the above conditions are met. If the lease is not renewed, the ramp must be removed within 30 days and the sidewalk restored to its original condition at the signatories' expense.

DATED at Annapolis Royal, N.S. this ____ Day of _____2026.

SANDI MILLETT-CAMPBELL, CAO	**LEASEE**
WITNESS TO SIGNATURES	**WITNESS TO SIGNATURES**

SCHEDULE A: Ramp Design Guidelines

Due to the heritage nature of the buildings along St. George street, all proposed ramps must be designed in compliance with the following guidelines in order to qualify for a sidewalk lease.

1. Ramp designs must conform to the Nova Scotia Building Accessibility guidelines
2. Ramps must be constructed of such materials and in such manner so as to minimize possible impact on sidewalks
3. Where possible, ramp design should incorporate the slope (if any) of the sidewalk in order to minimize ramp rise (and therefore length).
4. While meeting the above criteria, ramp design should be sympathetic to the architecture of the building. The Planning Coordinator will review the application. If the design does not compromise the heritage value of the building, the Planning Coordinator can approve the application. The approved application will then be sent to the Development and Building Officers for final approval.

If the Planning Coordinator deems that the design is potentially compromising to the building's heritage value, then the application will go to the next PHAC meeting for the Committee's consideration and recommendation to Council. Upon approval by Council, the application will be reviewed by the Development and Building Officers for compliance.

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Updating Sewer By-law

DATE: 23SEP26 **PROPOSED BY:** DMO/D Knox

TAB # & REFERENCES	Sewer System By-law #210
BACKGROUND	Current Town practice is to remove fees from By-laws to allow for faster updates. This RfD is in support of that practice by removing fees related to permits and hooking up to the Town's sewer system. These fees are already in the Fines and Fees Policy. Housekeeping in the By-law to update the current title for the public works position and reformatting for accessibility.
PROPOSAL	Removing fees form the Sewer By-law
BENEFITS	This aligns By-law with practice.
DISADVANTAGES	none
STRATEGIC PLAN INITIATIVE	Good Governance
COSTS & SOURCE OF FUNDING	none
STAFF REVIEW/ COMMENTS	This change reduces possible confusion regarding fees.
CAO REVIEW/ COMMENTS	Housekeeping updates.
DRAFT MOTION/ RECOMMENDATION	…to recommend to Council to approve first reading of the Sewer By-law #210. …to recommend to Council to set the Public Hearing for the Sewer By-law #210 for Wednesday November 18, 2026 at 6:00pm.

CAO'S INITIALS: smc **TARGET DECISION DATE:** October 2026

Town of Annapolis Royal
Sewer By-law #210

Part I – General

Definitions

1. In this By-law:

    (a) "Biochemical Oxygen Demand" (hereinafter abbreviated as B.O.D) means the quantity of oxygen, expressed in milligrams per litre, utilized in the biochemical oxidation of organic matter contained in sewage, over a period of five (5) days in twenty degrees centigrade, as determined in accordance with the latest edition of "Standard Methods";

    (b) Building service connection means a piping system that conveys sewage, liquid waste, stormwater or surface runoff from a property to a Town sewer.

    (c) "CAO" means the Chief Administrative Officer of the Town of Annapolis Royal;

    (d) "Chemical Oxygen Demand" (hereinafter abbreviated as C.O.D.) means the measure of chemically decomposable materials in domestic or industrial sewage as represented by the oxygen utilized as determined in accordance with the latest edition of "Standard Methods";

    (e) "Combined sewer" means a sewer owned by the Town and intended to function simultaneously as a storm sewer and sanitary sewer;

    (f) "Council" means the Council of the Town of Annapolis Royal;

    (g) "Equivalent dwelling unit" means a single family home or a commercial or institution that has five or less plumbing fixtures (or one equivalent unit for each five fixtures or part thereof);

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(h) “pH” means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion activity of the solution in accordance with the latest edition of “Standard Methods”;

(i) “Private drain” means any means of regulating or controlling or channeling the flow of water, stormwater, wash water, floor drain water or effluent, domestic sewage or commercial sewage and which is located on privately-owned property and which is not owned by the Town;

(j) “Public stormwater system” means a system which makes use of any combination of pipes, ditches, drains, or swales owned and maintained by the Town and which system includes laterals to private property boundaries and which system is designed to gather and transport natural surface water;

(k) “Sanitary sewer” means a sewer receiving and carrying liquid and water-carried wastes and to which storm, surface, or groundwaters are not intentionally admitted;

(l) “Sewage” means the combination of liquid and water-carried wastes from buildings, containing animal, vegetable, or mineral matter in suspension or solution, together with such groundwater, surface water or stormwater as might be present;

(m) “Sewer lateral” means that portion of a sewer system leading from a main public sewer collector line to the boundary of the private property which adjoins or abuts the land in which the main public sewer collector is installed;

(n) “Standard Methods” means the procedures, with amendments applicable at the date of testing, as set out in a publication titled “Standard Methods for Examination of Water and Waste Water” which is published by the American Public Health Association and the Water Pollution Control Federation, or an equivalent procedure which has received the approval of the Department of Environment (N.S.);

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(o) “Stormwater” means water from precipitation of all kinds and includes water from the melting of snow and ice, groundwater discharge and surface water;

(p) ~~“Superintendent of Public Works Supervisor” means that staff person who is given the responsibility for, among other things, the Town’s wastewater facilities, stormwater systems and combined systems and is the Town’s Engineer as designated by the CAO;~~ “Director of Public Works"(DPW) means the individual appointed as the Director of Public Works or Director of Municipal Operations and Development for the Town of Annapolis Royal and includes a person acting under the supervision, and direction of the DPW;

(q) “Town” means the Town of Annapolis Royal;

(r) “Wastewater facilities” means the structures, pipes, devices, equipment, process or things used, or intended, for the collection, transportation, pumping or treatment of sewage and disposal of the effluent.

2. Any person who owns a property upon which, or under which, a private drain is installed shall be responsible to maintain and repair such private drain.

3. Every owner of a dwelling or equivalent dwelling unit shall maintain the sewage building service connection to the Town’s wastewater facilities. Any dwelling or equivalent dwelling unit that has flow in excess of 720 imperial gallons (3,273 litres) per day will be deemed to have excessive infiltration and must be repaired and/or replaced at the owner’s expense.

4. Excluding the amount of infiltration, should the Town through its investigations determine that a dwelling sewage building service connection is damaged, the dwelling owner shall repair or replace the sewage building service connection immediately, at the owner’s expense.

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5. No person shall connect a private drain, carrying domestic sewage or effluent or commercial sewage or effluent, to a public stormwater system.

Part II – Protection of Public Sewers

6. (1) In relation to the Town's wastewater facilities, the Town's stormwater system or a combined system, no person shall:

(a) damage or remove any manhole cover, catch basin, flag, vent, shaft, French drain, grating or any other item forming part of any such system; or

(b) obstruct or interfere with the flow of water or effluent or material in any such system.

(2) No person shall discharge, or cause or permit the discharge, into any part of the Town's wastewater facilities, or a stormwater system, or building service connection connecting with the Town's wastewater facilities or stormwater system of the Town, the following:

(a) sewage of a temperature in excess of sixty-five degrees Celsius (65C) (150F);

(b) any inflammable or explosive matter such as, but not limited to, gasoline, benzene, naptha, fuel oil or acetone;

(c) any quantity of matter capable of obstructing the flow in, or interfering with the proper operation of any part of such system such as, but not limited to, ashes, underground garbage, sand, gravel, straw, mud, shavings, metal, glass, rags, feathers, plastic, wood or cellulose;

(d) sewage having a pH of less than five and one-half (5.5) or greater than ten and one-half (10.5) or having any other corrosive characteristic which renders it hazardous to any such system or to personnel working with any such system such as, but not limited to, battery plating waste,

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battery acid wastes, copper sulphate, chromium salts, chromium compounds or brine;

(e) sewage which emits an offensive odour or foam or which otherwise causes a nuisance, such as, but not limited to, sewage containing hydrogen sulphide, n-Butyl-Mercaptan, carbon disulphide, ammonia, trichloroethylene, sulphur dioxide, formaldehyde, chlorine, bromine or pyridine;

(f) sewage containing fish, animal or human offal or containing pathological or medical waste;

(g) sewage in which the concentration of any of fats, wax, grease, mineral or vegetable oil in the liquid or solid form exceeds one hundred (100) milligrams per litre in the case of sewage of animal or vegetable origin, or exceeds fifteen (15) milligrams per litre in the case of sewage of mineral origin;

(h) sewage containing herbicides, pesticides, xenobiotics, including polychlorinated biphenols (PCB's), or radioactive materials that are not approved for disposal in a sanitary sewer by the Atomic Energy Control Board of Canada;

(i) sewage which results in an unacceptable level of discoloration such as, but not limited to, dry wastes or tanning solutions;

(j) sewage in which the concentration of suspended solids exceeds three hundred (300) milligrams per litre;

(k) sewage in which the concentration of B.O.D. exceeds three hundred (300) milligrams per litre;

(l) sewage in which the concentration of C.O.D. exceeds one thousand (1,000) milligrams per litre;

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(m) sewage in which the concentration of any of the substances listed in the table below exceeds the allowable concentration noted and expressed in milligrams per litre;

Substance	Allowable Concentration
Aluminum	50.0
Antimony	5.0
Arsenic	1.0
Barium	5.0
Bismuth	5.0
Cadmium	1.0
Chloride	1500.0
Chromium	5.0
Cobalt	5.0
Copper	2.0
Cyanide	2.0
Fluorides	10.0
Iron	0.0
Lead	2.0
Manganese	5.0
Mercury	0.1
Molybdenum	5.0
Nickel	2.0
Phenol	1.0
Phosphorus	10.0
Selenium	5.0
Silver	1.0
Sulphate	1500.0
Tin	5.0
Titanium	5.0
Vanadium	5.0
Zinc	2.0

(n) sewage consisting of the contents of septic tanks or holding tanks, sludge from a sewage treatment plant or wastes from marine vessels or vehicles;

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(o) sewage containing substances for which special treatment or disposal practices are required by Provincial or Federal legislation.

Part III – Connections - General

7. No person shall:

(a) permit stormwater, surface water, ground water, roof runoff, subsurface drainage, cooling water or industrial process waters to be discharged into a sanitary sewer;

(b) connect a sump pump to a sanitary sewer;

(c) discharge sewage anywhere except into a municipal sewer, private on-site sewage system or central sewage collection and treatment system;

(d) permit any contents of a septic tank or cesspit to be discharged into a Town sewer or watercourse.

8. No person shall begin work to connect any building service connection to the Town's wastewater facilities stormwater system or combined system without:

(a) filling out an application and paying the applicable fee (refer to Fines and Fees Policy) ~~of $50.00~~ and obtaining the appropriate permit or letter of permission from the ~~Superintendent of Public Works~~ DPW to do so; and

(b) if necessary, filling out an application and paying the applicable fee ~~of $50.00~~ and obtaining the appropriate permit or letter of permission from the ~~Superintendent of Public Works~~ DPW to break up the soil and pavement of a Town street;

(c) obtaining information from the ~~Public Works Supervisor~~ DPW, or authorized staff representative of the ~~Public Works Supervisor~~ DPW as to appropriate size, design, rate of

descent, materials and other specifications applicable to the proposed work.

9. No person shall make the actual connection of a private drain to a building service connection to the Town's wastewater facilities, stormwater system or combined system, without:

   (a) ensuring that the ~~Superintendent of Public Works~~ DPW or authorized staff representative of the ~~Superintendent of Public Works~~ DPW, is contacted and has an opportunity to make an inspection of the building service connection as constructed and of the proposed connection to such system so as to determine that the work is in compliance with the requirements of the By-law; and

   (b) receiving from the ~~Superintendent of Public Works~~ DPW s or representative a certificate of approval authorizing the actual connection.

10. In the event that the said ~~Superintendent of Public Works~~ DPW or representative is unable to authorize the actual connection, the person wishing to make the connection shall be informed of such refusal and the reason therefore, in writing, within four (4) business days of the date of the inspection.

11. Any person refused permission to so connect a building service connection may appeal to Town Council within fourteen (14) days of receipt of the refusal provided under Section 7.

12. If no sanitary sewer lateral is in place to receive the connection of the building service connection and carry it to the main sanitary sewer collector line, the cost of installing such sanitary sewer lateral shall be borne by the person wishing to make connection of the building service connection to the main sanitary sewer collector line even though the said sanitary sewer lateral will be installed. All such work shall be carried out in accordance with the National Plumbing Code of Canada and only if the authorized in writing by the ~~Superintendent of Public Works~~ DPW of the Town.

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13. Any person constructing a building service connection, or connecting a building service connection to the Town's wastewater facilities or stormwater system or a combined system, shall do so in accordance with the National Plumbing Code of Canada which, by reference in Part 7 of the National Building Code of Canada, applies in the Town of Annapolis Royal as a result of the Town's Building By-law.

Part IV – Compulsory Connection

14. Every owner of property, the nearest part of which is not more than one hundred (100) feet (approx.30.48 metres) from any portion of a Town sewer, when served with a notice in writing by the ~~Superintendent of Public Works~~ DPW, shall;

    (a) construct a building service connection to the Town sewer no later than thirty (30) days from the service of the notice, whether by personal service or registered mail addressed to the last known address of that person; and

    (b) The property owner shall pay the Town a lump sum of $1,500 per lateral and the Town will install a gravity sewer lateral from the Town's sewer main to the property line and the property owner shall install and pay for the lateral from the property line to the building.

    (c) follow Part III of this By-law as regards obtaining any required permits and permissions or approvals; and

    (d) connect the building service connection to the Town sewer according to the provisions of this By-law.

15. Council may exempt any such owner from the requirements of Section 14 if it appears to Council that the subject property:

    (a) is adequately served with sewer and drainage; or

    (b) would not be adequately served by connection with the Town sewer.

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16. (a) If required by the ~~Superintendent of Public Works~~ DPW pursuant to a notice given under Section 14, the owner shall cause any septic tank, cesspool, privy or private on-site sewage disposal system on the property to be abandoned and removed or filled with suitable material in a manner acceptable to the ~~Superintendent of Public Works~~ DPW.

(b) Where the owner of a property is notified by the ~~Superintendent of Public Works~~ DPW pursuant to a By-law or an enactment, to remove or close up a cesspit, septic tank, privy or private on-site sewage disposal system on the property, and the owner fails to comply with the notice, or where the owner of a property fails to comply with a notice requiring the construction of a building service connection in accordance with this By-law, the ~~Superintendent of Public Works~~ DPW may cause to be done all work necessary for compliance with the notice.

(c) The ~~Superintendent of Public Works~~ DPW may require, as part of the work necessary for compliance, the installation of a suitable water closet and its connection with a Town sewer.

17. The ~~Superintendent of Public Works~~ DPW shall not give any notice under this Part unless and until the Town sewer, to which the property is to be connected, has been in place for at least one (1) year.

Part V – Penalties

18. (a) When the ~~Superintendent of Public Works~~ DPW or Council lawfully directs that anything be done pursuant to this ~~Bylaw~~ By-law and it is not done, the ~~Superintendent of Public Works~~ DPW or Council may cause it to be done at the expense of the person in default.

(b) Where the ~~Superintendent of Public Works~~ DPW or Council lawfully causes work to be done pursuant to the ~~Bylaw~~ By-law, the rest of the work, with interest at the rate of 12% from the completion of the work until the date of payment is a first lien on the property on the property upon which, or for the benefit of which the work was done.

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Part VI – Repeal

19. A By-law titled Sewer, adopted by Town Council on July 17, 2006 is hereby repealed.

3. EFFECTIVE DATE

This By-law shall be effective on the date of publishing.

THIS IS TO CERTIFY that the foregoing is a true copy of a By-law duly passed at a duly called meeting of the Town Council of the Town of Annapolis Royal held on the _____ day of _____ 2026.

GIVEN under the hand of the Town CAO and under the seal of the Town of Annapolis Royal this _____ day of _____ 2026.

MAYOR

CAO

FIRST READING:	
"NOTICE OF INTENT" PUBLICATION:	
SECOND READING:	
MINISTERIAL APPROVAL:	
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	

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FORWARDED TO TOWN WEBSITE:	

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Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Updating Water On/Off Charge in the Fines and Fees Policy

DATE: 23SEP26 **PROPOSED BY:** DMO/D Knox

TAB # & REFERENCES	Fines and Fees Policy 2026-09
BACKGROUND	Changes to the Water Rates were approved by the UAB in July 2026 and took effect on July 1, 2026. The Fines and Fees Policy needs to be updated to reflect the new water on / off charges.
PROPOSAL	That the Fines and Fees Policy be updated to reflect the July 1, 2026 approved rates for water on/off charges.
BENEFITS	Ensures the policy reflects the current approved rates.
DISADVANTAGES	none
STRATEGIC PLAN INITIATIVE	Good Governance
COSTS & SOURCE OF FUNDING	none
STAFF REVIEW/ COMMENTS	This change reduces possible confusion regarding water on/off charges
CAO REVIEW/ COMMENTS	Housekeeping from the most recent water rate study hearing.
DRAFT MOTION/ RECOMMENDATION	"…that Council to approve the updates to the Fines and Fees Policy 2026-09."

CAO'S INITIALS: smc **TARGET DECISION DATE:** October 2026

Town of Annapolis Royal
POLICY

TITLE: **Fines & Fees Policy**	
POLICY NO.: **2026-09**	SUPERSEDES: **2026-03 – April 16, 2026** **2025-10 – July 17, 2025** **September 18, 2024**
EFFECTIVE DATE:	APPROVED BY COUNCIL MOTION NO.: **MOTION #C**

1. This Policy is entitled “Fines and Fees Policy”.

2. This Policy applies except to the extent of any conflict with applicable provincial legislation, and, where the fee amounts in this Policy differ from those set out in a By-law, Recorded Resolution, Policy or Resolution of the Town of Annapolis Royal in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

3. The fees to be paid to the **Town of Annapolis Royal** for each of the following licences, inspections, permits, applications, approvals, animal impoundments, or services are set in, or amended to, the respective amounts shown in the following tables:

Fees in Relation to Planning, Subdivision, Development, Building, and Tax Certification

Description of License, Inspection, Permit, Application, Approval, or Service	**Fee**
Application Fee for a Land Use By-law Amendment, pursuant to the Town of Annapolis Royal Land Use By-law and the Municipal	$500 + Advertising ($500 deposit credited toward actual advertising fees)
Application Fee for a Development Agreement or amendment to a Development Agreement,	$500 + Advertising ($500 deposit

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pursuant to the Town of Annapolis Royal Land Use By-law and the Municipal Government Act	credited toward actual advertising fees) + Registry fees
Deregistration of a Municipal Heritage Property	$50 administration fee + Advertising ($500 deposit credited toward actual advertising fees) + Registry fees
Application Fee for a Development Permit, pursuant to the Town of Annapolis Royal Land Use By-law	$50
Application Fee for Variance, pursuant to the Town of Annapolis Royal Land Use By-law and the Municipal Government Act	$400 + Advertising ($500 deposit credited toward actual advertising fees) + Registry fees
Application Fee for Subdivision Approval, including additions, consolidations and repeals pursuant to the Town of Annapolis Royal Subdivision By-law and the Municipal Government Act	Tentative: $200 + Registry fees Final: $300 + Registry fees
Building Permit Application and Inspection Fees of all sorts, and at all stages of construction or readiness for occupancy for new construction, additions, renovations, and demolitions, occupancy pursuant to the Town of Annapolis Royal Building By-law and the Building Code Act	As set out in Schedule A to this Policy
Tax Certificates, pursuant to the Municipal Government Act	$30.00 per Certificate
Zoning Confirmation Letters pursuant to s. 79 of the Municipal Government Act	$100 per Letter

Fees in Relation to Particular Businesses or Business Activities

Description of License, Inspection, Permit, Application, Approval, or Service	**Fee**
Vending fees, pursuant to the Town of Annapolis Royal's Vending By-law	As set out in Schedule B to this Policy

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Taxi License, pursuant to the Town of Annapolis Royal's Taxi By-law and pursuant to the Motor Vehicle Act	$25.00 per licensed taxicab per year and $15.00 per licensed driver

Fees in Relation to Other Matters

Description of license, Inspection, Permit, Application, Approval, Animal Impoundment, or Service	**Fee**
Animal Control Fees pursuant to the Town of Annapolis Royal's Animal Control Contract with the Municipality of the County of Annapolis	As set out in Schedule C to this Policy
Provision of Tax account information to a financial institution pursuant to the Town of Annapolis Royal's Taxation Information By-law	$25.00
Newsletter Advertisement	Small $15 per edition Large $30 per edition Minimum order of 3 editions, but the ad can vary in each edition.
Business Sandwich Boards or Off-Premises Sign on Town Property pursuant to the Town of Annapolis Royal's policy on Sandwich Boards	$25.00 per year OR $50.00 for 3 years
Landfill Tipping Fees, pursuant to the Town of Annapolis Royal's Solid Waste By-law	As set out in Schedule D to this Policy
Water On/Off as per Annapolis Royal's Water Utility	~~$20.00~~ $50.00
Water Connection Fees	1.Opening and closing ground trench to receive connection (Owners responsibility) (Including Traffic Control) 2. Supplying and laying 3/4" water pipe and fittings from main water pipe to property line (including

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	materials and labour) (Water Utilities Responsibility) 3. Supplying and laying 3/4" water pipe and fittings from property line to building (including materials and labour) (Owners Responsibility)
Street Excavation permit pursuant to the Town of Annapolis Royal's Streets and Sidewalks By-law	$300.00
Street Transport Permit (for moving a building on streets) pursuant to the Town of Annapolis Royal's Streets and Sidewalks By-law	$50.00
Encroachment Permit pursuant to the Town of Annapolis Royal's Streets and Sidewalks By-law	$50.00
Cuts and Excavation as per the Town of Annapolis Royal's Streets and Sidewalks By-law	$300.00
Connection to any Building Services connection to the Town's Wastewater Storm water system pursuant to the Town of Annapolis Royal's Sewer By-law	$50.00
File application and obtain permit and permission from Superintendent of Public Works as per Sewer By-law	$50 administration fee plus $2300 or total material cost, whichever is greater, per lateral.
Applicant for more than one lot in areas subject to the By-law, the following shall apply:	Where security is provided under Section 7. by an Applicant for more than one lot in areas subject to the By-law, the following shall apply: • for up to five lots at any one time, the maximum total security shall be

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	$5,000. • for more than five lots but less than twenty-five lots at any one time, the maximum total security shall be $10,000. • For more than twenty-five lots at any one time, the maximum total security shall be $15,000.
Police Criminal Record Check (PCRC) or Police Vulnerable Sector Check (PVS)	Employment $38.95 + HST Volunteer 38.95 + HST Volunteer Current Resident of Annapolis Royal 8.95 + HST
Parking Infraction	$25.00 if paid in 60 days, $57.96 after 60 days
Summary Offense Tickets	Fines and Fees are collected and determined by the Department of Justice and are determined by the Summary Offence Ticket Act. https://www.novascotia.ca/just/regulations/sots/NSSOTbooklet.pdf
Application for exemption under Orderly and Peaceful Conduct By-law	$50.00, applicant may request Council to waive said fee.
Routine Access Policy Must verify if approved, Must find approved copy, approved with amendments Feb 2014, not on website	There is a mandatory Five Dollars ($5.00) application fee for access to general records. If the application is for access to general records of the Town, you will also be charged:

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	The cost of staff time to locate and retrieve information at a cost of $15.00 per staff person per hour; The cost of staff time to prepare the records at a cost of $15.00 per staff person per hour; and Photocopying at a cost of $0.20 per page and postage fees at actual costs and if applicable fax charges at actual costs.
After Hours Public Works Emergency Call-in	Any Public Works emergency call-in that occurs after normal operating hours of 8:00am - 4:30pm Monday through Fridays will be a fee of $150.00.
Facility Short Term Rental Rates	As set out in Schedule “F” to this Policy

Penalties and Fines for By-law and Policy infractions

Penalty under the Lot Grading and Drainage By-law	A person who violates any provision of this By-law or any agreement made pursuant to this By-law is guilty of an offence and is liable on summary conviction to a fine of not less than one hundred dollars ($100.00) and not exceeding five thousand dollars ($5,000) and in default of payment to imprisonment for a term not exceeding six (6) months and in case of a continuing offence to a further fine not exceeding five hundred dollars (500.00) for each day during which the offence continues and in default of payment to imprisonment for a term not exceeding thirty (30) days.

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Violation of Orderly and Peaceful Conduct By-law	Any person who violates any section of this By-law is guilty of an offence and shall, on summary conviction be liable to a fine of not less than one hundred dollars ($100) and not more than one thousand dollar ($1,000) or imprisonment for a period of not more than ninety (90) days, including the imposition of a minimum fine. Each event that constitutes a violation of this By-law is a separate offence; and if a violation is a continuing one, each day during which it continues constitutes a separate offence.
Option of payment in lieu of prosecution under the Orderly and Peaceful Conduct By-law	A person who is alleged to have violated this By-law and is given notice of the alleged violation may pay a penalty in the amount of $125.00 to an official designated by the Chief Administrative Officer, which official and place of payment shall be designated on the notice, provided that said payment is made within a period of fourteen (14) days following the day on which the alleged violation was committed and where the said notice so provides for payment in this manner, and such payment shall be in full satisfaction, releasing and discharging all penalties and imprisonments incurred by the person for said violation. If a person violates the same provision of this By-law twice within one six-month period, the minimum penalty for the second such violation is $200.00.
Outdoor Fire By-law Penalty offences and penalty	Any person who contravenes or fails to comply with any of the provisions of this By-law shall be liable to a penalty no less than $250 and not exceeding $5,000 for each offence, as per Schedule A attached.
Option of Payment in lieu of prosecution under Outdoor Fire By-law	Any person who is given notice of the contravention may pay the Town of Annapolis Royal at the place specified in the notice; the minimum sum provided under the Town's Payment in Lieu of Prosecution Policy, within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.
Fire and Intruder Alarm By-law violation	Any person who violates section 4 of this By-law is guilty of an offence punishable on summary conviction by a fine of not less than $250 per occurrence. Any

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	person who violates any other provision of this By-law is guilty of an offence punishable on summary conviction by a fine of not less than $250 per occurrence.
Minimum Housing and Maintenance Standards By-law	In addition to any other remedy provided for in this By-law, any person who contravenes any provision of this By-law is punishable on summary conviction by a fine of not less than $250 and not more than $1,000. Failure to remedy the violations described in the notice provided for in Section 9(1) within the period of time fixed in the notice shall constitute an offence. In any prosecution or proceeding in respect of any contravention of, or failure to comply with any provision of this By-law, which contravention of or failure to comply continues from day to day, the Court before whom the matter of such contravention of or failure to comply is heard, may, in addition to the penalty imposed for such contravention or failure to comply, impose a further penalty not exceeding $100 for each day during which such contravention or failure to comply has been continued.
Solid Waste Management By-law	Schedule D
Off Road Vehicles By-law	Any person who contravenes any provision of this By-law is punishable on summary conviction by a fine of not less than $100.00 and not more than $10,000.00 and imprisonment of not more than ninety (90) days in default of payment thereof.
Vending By-law	As set out in Schedule “B” to this Policy

1. A policy known as Fines and Fees Policy #2026-03 that was adopted by Council on the 16th day of April 2026 is hereby repealed.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the ___ day of _____

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2026.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the ____ day of _____ 2026.

_____
Sandi Millett-Campbell
Chief Administrative Officer

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Schedule A Building By-law

Building Permits: New Construction & Additions Note: All Building Permits require a Development Permit	**Fee**
Single detached residential dwellings, community centres, cottages, and churches.	$100 + $0.25 / sq. ft. (based on all useable floor areas of new construction or additions) + $0.15 / sq. ft for unfinished basement areas
Other residential buildings not otherwise specified.	$50 / unit + $0.25 / sq. ft. (based on all useable floor areas of new construction or additions)
Commercial, industrial & other buildings not otherwise specified.	0 – 2,500 sq. ft.: $300 + $0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 2,501 – 10,000 sq. ft.: $500 + $0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 10,001 – 45,000 sq. ft.: $2,500 + $0.25 / sq. ft. (based on all useable floor areas of new construction or additions) 45,001 + sq. ft.: $5,000 + $0.25 / sq. ft. (based on all useable floor areas of new construction or additions)
Sheds, decks, shell storage buildings, garages, barns and forestry or fishing buildings not designed for human occupancy.	Finished Interiors: $50 + $0.35 / sq. ft (based on all useable floor areas of new construction or additions) Covered Decks: $50 + $0.20 / sq. ft (based on all useable floor areas of new construction or additions) Other: $50 + $0.10 / sq. ft (based on all useable floor areas of new construction or additions)

Building Permits: Repairs, Renovations & Alterations	Fee
Single detached residential dwellings, community centres, cottages, and churches.	$100 + $4 / $1000 of estimated value of construction
Other residential buildings not otherwise specified.	$50 / unit + $4 / $1000 of estimated value of construction
Commercial, industrial & other buildings not otherwise specified.	$150 + $6 / $1000 of estimated value of construction
Existing buildings not designed for human occupancy.	$15 + $4 / $1000 of estimated value of construction

Building Permits: Other	Fee
Location or re-location of an EXISTING STRUCTURE or MOBILE HOME.	$50
Construction or location of SWIMMING POOL including required fencing.	$25
RENEWAL of an approved permit.	$25
DEMOLITION of building or structure.	$25

Square footage for the purpose of building permits shall be calculated as follows:

1. buildings intended for human occupancy shall include all useable floor space (finished);
2. buildings not intended for human occupancy shall be based on the area of the main floor.

Value of construction is based on contract.
If no suitable written contract price is submitted with the application, the fee shall be based on $60.00 / sq.ft to establish the value of construction.

Permit fees shall be refunded in situations and proportions as follows:

1. applications never completed, retained fee $25, balance refunded;
2. permit denied, retained fee $25, balance refunded;
3. permit revoked or abandoned before work commenced, 50% of fee refunded;
4. permit revoked or abandoned after work commenced, no refund.

Schedule B Vending By-law

	One Year Permit	Seasonal Permit	Occasional Permit
Mobile Canteen	$500.00	$250.00	$125.00
Stand	$200.00	$100.00	$50.00
Flea Markets	$25.00	$15.00	$10.00

Definitions: as per Section 17(3)(a)(b) and (c) of the Vending By-law - 2026
One Year Permit: January 1 to December 31 in any year
Seasonal Permit: May 1 to October 31 in any year
Occasional Permit: For one or more occasions or less than 3 days in any year

Schedule C Pets

Description	Fee	Details
Dog Licenses (Dog By-law)	One-time fee, for life of dog Neutered $15.00 Un-neutered $30.00	
Animal Complaints (for each on- site visit to pick up the animal, obtain information, take pictures and/or leave a dog/cat trap	$80.00	As Per Contract Agreement For Animal Control Services
Impounding Dogs	$35.00	As Per Contract Agreement For Animal Control Services
Board Fee Dogs	$20.00	As Per Contract Agreement For Animal Control Services
Transporting Animals to a vet for euthanasia and disposal		As Per Contract Agreement For Animal Control Services
Posting Notices	$10.00 (in two places within Town)	As Per Contract Agreement For Animal Control Services

Schedule D Solid Waste By-law (enforced by Valley Waste) Fines and Penalties for shall be as follows:

1. Any person who violates any of the following sections of this By-law:
   (a) section 27 (illegal burning)
   (b) section 28a(depositing provincially banned material)
   (c) section 32 (accumulation of waste-resources)
   (d) section 33 (unauthorized placing of waste for curbside collection)
   (e) section 34 (failure to source-separate)
   (f) section 37 (improper container placement)
   (g) section 38 (improper set-out time)
   (h) section 39 (failure to remove uncollected containers or material)
   (i) section 40 (improper collection container)
   (j) section 44 (failure to fulfill occupant's responsibilities)
   (k) section 45a (1) (interfering with collection)

   is guilty of a summary offense and liable to a fine of not less than one hundred dollars ($100) and not more than five hundred dollars ($500) and, in default of payment thereof, to imprisonment for a period of not more than ninety (90) days.

2. Any person who violates any of the following sections of this By-law:
   (a) section 26 (illegal dumping)
   (b) section 29 (removal or export of residual waste)
   (c) section 35 (failure to source-separate, IC&I users)
   (d) section 36 (source-separation, public waste)
   (e) section 43 (failure to fulfill property owner's responsibilities)
   (f) section 45a(2) (illegal collection)
   (g) section 45a(3) (removal of waste containers)
   (h) section 46 (IC&I waste-resource removal)
   (i) section 47 (improper commercial containers)

   is guilty of a summary offence and liable to a fine of not less than one hundred dollars ($100) and not more than ten thousand dollars ($10,000) and, in default of payment thereof, to imprisonment for a period of not more than two (2) months.

3. Any person found in violation of Sections 52 and 53 of this By-law is guilty

of a summary offence and is subject to a fine of not less than one hundred dollars ($100) and not more than ten thousand dollars ($10,000) and, in default of payment thereof, to imprisonment for a period of not more than two (2) months.

4. Subject to Sections 1, 2, 3 any person who violates any provision of this By-law is guilty of a summary offense and liable to a fine of not less than one hundred dollars ($100) and not more than five thousand dollars ($5,000) and, in default of payment thereof, to imprisonment for a period of not more than ninety (90) days.

SCHEDULE E: Town Facilities

Facility	Not-For-Profit/Community Groups /Schools[1] / Other Governments	Partnered Fitness & Sports Leaders	Private/Corporate/For-Profit Organizations
Gymnasium	$10.00/hr	$20.00/hr	$30.00/hr $100.00 1/2 day $225.00 full day
Farmers' Market Square	$10.00/hr	$20.00/hr	$30.00/hr $100.00 1/2 day $225.00 full day
Amphitheatre (pre-booked only)	$10.00/hr	$20.00/hr	$50.00/hr
Meeting Rooms (Upper Level Board Room & Library Programming Rooms)	$10.00/hr	$20.00/hr	$40.00/hr
Janitorial Costs			
	$30.00/hr	$30.00/hr	$30.00/hr
Key Costs			
Any client that requires the use of keys will be required to pay a $20 refundable deposit. Failure to return keys by an agreed-upon date will result in the loss of your deposit and full key replacement costs in addition to possible denial of any future bookings.			

[1] Subject to the annual usage agreement between the Town of Annapolis Royal and the Annapolis West Education Centre

Office of the
Foreign Influence
Commissioner of Canada

Commissariat à
l'influence étrangère
du Canada

Ottawa, Canada
K1A 0P8

David Mitchell
Nova Scotia Federation of Municipalities
1809 Barrington Street, Suite 1304, Halifax, NS, B3J 3K8, Canada

Dear Mr. Mitchell,

I am pleased to inform you that the *Foreign Influence Transparency and Accountability Act* (FITAA) came into force on August 4, 2026. FITAA establishes an obligation for individuals or organizations to register any arrangements with foreign principals intended to influence a political or governmental process in Canada. The Act applies to processes at all levels – municipal, provincial\territorial, and federal. Those that register their arrangements demonstrate their commitment to operating openly and transparently.

As the Foreign Influence Transparency Commissioner, I am responsible for administering and enforcing the Act, including maintaining the public registry of foreign influence arrangements, monitoring compliance, and increasing public awareness of foreign influence activities in Canada. This work complements the mandates of national security, intelligence, law enforcement and other agencies that deal with malicious and non-transparent foreign influence activities.

The registry ensures that activities aimed at influencing political and governmental processes are visible to people in Canada. Ensuring foreign influence activities are conducted openly and transparently will help to make our democratic institutions more resilient. It also acts as a deterrent to those who may want to undertake influence activities covertly.

I am acutely aware that in the coming weeks and months, various elections will occur across Canada. The registry may be of value in informing municipal officials and the public, especially during an election. It may also be of value to candidates in your local elections, and I encourage you to share this information with them.

To learn more about the regime, I would like to invite you to information sessions for municipalities on October 6th (English) and October 7th (French). I encourage you to share this invitation with your members.

For further information about FITAA and our mandate, I encourage you to visit our website. You may also contact me directly at anton.boegman@oficc-ciec.gc.ca if you wish to discuss further, or collaborate on areas of mutual interest.

Canada

Office of the
Foreign Influence
Commissioner of Canada

Commissariat à
l'influence étrangère
du Canada

Ottawa, Canada
K1A 0P8

I look forward to working with you to support transparency in our democratic processes.

Yours sincerely,

Anton Boegman
Foreign Influence Transparency Commissioner

Canada