Town of Annapolis Royal
Council Meeting
AGENDA
October 21, 2026 at 6:00 pm

1. CALL TO ORDER

2. PRESENT

3. REGRETS

4. ABSENTS

5. ADDITION TO AGENDA

6. APPROVAL OF AGENDA

7. DISCLOSURE OF CONFLICT OF INTEREST ISSUES

8. APPROVAL OF MINUTES

i. Council Minutes – September 23, 2026 **(TAB 1)**

9. PRESENTATIONS

i. None

10. PUBLIC INPUT

11. NEW BUSINESS

i. Procedure regarding verbal reports from Boards and Committee Meetings
ii. Council Appointments to Boards and Committees **(TAB 2)**
iii. Request for Decision – Integrate HR Policies into Police Agreement **(TAB 3)**
iv. Appoint Member to LCDC Board

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Committee of the Whole

MOTION #1 (TAB 4)
…that Council approve the Accessible Ramps on Town Property Lease Agreement.

MOTION #2 (TAB 5)
…that Council approve first reading of the Streets and Sidewalk By-law #209.

MOTION #3
…that Council set the Public Hearing for the Streets and Sidewalk By-law #209 for Wednesday November 18, 2026 at 6:00pm.

MOTION #4 (TAB 6)
…that Council approve first reading of the Sewer By-law #210.

MOTION #5
…that Council set the Public Hearing for the Sewer By-law #210 for Wednesday November 18, 2026 at 6:00pm.

MOTION #6 (TAB 7)
… that Council approve Fines and Fees Policy #2026-09.

MOTION #7 (TAB 8)
…that Council approve Human Resources Procedures and Policy #2026-10.

MOTION #8 (TAB 9)
…that Council 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

Planning and Heritage Advisory Committee

MOTION #9 (TAB 10)

… that Council grant the applicant at 222 St Anthony Street heritage approval to change the verandah window material from wood to vinyl keeping the same pattern and to change the door from wood to metal as detailed in the application 26-19-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Environmental Advisory Committee

No recommendations for Council.

Board of Police Commissioners

No recommendations for Council.

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

i.	Mayor's Report	Mayor Boyer **(TAB 11)**
ii.	Chief Administrative Officer	CAO Millett-Campbell **(TAB 12)**
iii.	Planning Services Report	CAO Millett-Campbell **(TAB 13)**
iv.	Water Report	For Council Review **(TAB 14)**
v.	Communications Task Team	**(TAB 15)**
vi.	Annapolis Valley Regional Library and Friends of the Library	Councillor MacDonald **(TAB 16)**
vii.	Joint Equity, Diversity & inclusion Committee	Councillor MacDonald **(TAB 17)**

14. IN CAMERA

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

Approval of Minutes

i. In-camera minutes of September 23, 2026 **(TAB A)**

Business Items

i. Personnel item **(TAB B)**
ii. Legal item **(TAB C)**
iii. Buy Sell and Lease Land
iv. Contract and Negotiations **(TAB D)**

15. ADJOURNMENT

NEXT MEETINGS

Planning and Heritage Advisory Committee	Nov 2 @ 4:00 pm
Committee of the Whole	Nov 2 @ 5:00 pm
Environment Advisory Committee	Nov 4 @ 3:00 pm
Board of Police Commissioners	Nov 10 @ 11:30am
Valley Regional Services Board of Directors	Nov 18 @ 10:00 am
Public Hearing	Nov 18 @ 6:00 pm
Council Meeting	Nov 18 @ 6:15pm

Town of Annapolis Royal
Council Meeting
Unapproved 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 in 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 Summitt.

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

APPOINTMENT (Role, Board or Committee)	NAME	TERM	DATE APPOINTED	END OF TERM	MOTION #
Deputy Mayor	Sybil Skinner-Robertson	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-07
Inter Municipal Service Agreement (IMSA)	Amery Boyer	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-13
Inter Municipal Service Agreement (IMSA)	Sybil Skinner-Robertson	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-13
Annapolis County Inter-Municipal Working Group (ACIMWG)	Amery Boyer	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-14
Annapolis County Inter-Municipal Working Group (ACIMWG)	Sybil Skinner-Robertson	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-14
Annapolis Valley Regional Library Board	Adele MacDonald	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-16
REMO Advisory Committee	Sybil Skinner-Robertson	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-17
REMO Advisory Committee	Lynn Myers	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-17
Water Source Protection Agency	Lynn Myers	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-18
Condo Board	Amery Boyer	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-19
LCDC Board	CAO Sandi Millett-Campbell	2 Years	4-Dec-2024	31-Oct-2027	CoW2024-12-04-15
Joint Accessibility Advisory Committee	Adele MacDonald	2 Years	20-May-2026	31-Oct-2028	C2026-05-26-15
Joint EDI Advisory Committee	Adele MacDonald	2 Years	20-May-2026	31-Oct-2028	C2026-05-26-15
Natal Days Committee	Heather Sadkowski	1 Year	3-Dec-2025	31-Dec-2026	CoW2025-12-03-17
Natal Days Committee	Amery Boyer	1 Year	3-Dec-2025	31-Dec-2026	CoW2025-12-03-17
Twinning Committee	Sybil Skinner-Robertson	1 Year	3-Dec-2025	31-Dec-2026	CoW2025-12-03-18
Audit Committee	Councillor Lynn Myers	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-08
Audit Committee	Councillor Heather Sadkowski	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-08
Board of Police Commissioners	Heather Sadkowski	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-12
Board of Police Commissioners	Sybil Skinner-Robertson	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-12
Environment Advisory Committee	Sybil Skinner-Robertson	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-09
Planning & Heritage Committee	Lynn Myers	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-11
Planning & Heritage Committee	Adele MacDonald	2 Years	20-Nov-2024	31-Dec-2026	C2024-11-20-11
HR Committee	Heather Sadkowski	1 Year		31-Dec-2026	
HR Committee	Lynn Myers	1 Year		31-Dec-2026	

APPOINTMENT (Role, Board or Committee)	Required Representatives	Meeting Frequency
Inter Municipal Service Agreement (IMSA)	2	Monthly
Annapolis County Inter-Municipal Working Group (ACIMWG)	2	Quarterly
Annapolis Valley Regional Library Board	1	Monthly
REMO Advisory Committee	2	Quarterly
Water Source Protection Agency	1	Semi-Annual
Condo	1	Monthly
Joint Accessibility Advisory Committee	1	Quarterly
Joint EDI Advisory Committee	1	Quarterly

*Reps for IMSA and ACIMWG **must be** the Mayor and Deputy Mayor

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Integrate Applicable HR policies to Police Agreement

DATE: 06Oct26 **PROPOSED BY:** CAO Millett-Campbell

TAB # & REFERENCES	Police Agreement – October 2026
BACKGROUND	Staff have identified a number of standalone HR policies that are being integrated into the HR Procedures & Policy (2026-10) and then the standalone policies will be rescinded. Similar updates are required to the Police Agreement to ensure the HR policies are incorporated where applicable. Housekeeping of the agreement to address formatting and automate the Table of Contents.
PROPOSAL	That Council approves updating the Police Agreement to ensure the applicable HR policies are incorporated before they are rescinded
BENEFITS	Aligns the Police Agreement and HR policy without duplication.
DISADVANTAGES	none
STRATEGIC PLAN INITIATIVE	Governance and Make policies and pass resolutions and by-laws on behalf of the Town (MGA Sections 47-49)
COSTS & SOURCE OF FUNDING	none
STAFF REVIEW/ COMMENTS	Chief Montgomery reviewed and approved the updates.
CAO REVIEW/ COMMENTS	This is the same process used for the administrative HR policy. Keeping all the documents in one location to reduce errors and omissions.
DRAFT MOTION/ RECOMMENDATION	… that Council approve the Police Agreement dated October 2026.

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

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 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	**LESSEE**
_____	_____
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 Officer 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.

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. 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. "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;

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 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 DPW for permission to do so and hereafter obtaining-permission by way of a Street Excavation Permit;

4.4. The 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.

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 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 DPW to safely move a building over or along a public Street. The DPW 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 "Fines and Fees Policy"

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 DPW and the DPW may issue such permit upon determination by the DPW that the encroachment was made in error;

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

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

9.4.3. determination by the 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 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. 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. 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 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.

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 “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.

_____	_____
MAYOR	CAO

FIRST READING:	October 21, 2026
"NOTICE OF INTENT" PUBLICATION:	October 30, 2026
SECOND READING:	November 18, 2026
MINISTERIAL APPROVAL:	
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	
FORWARDED TO TOWN WEBSITE:	

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);

   (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.);

(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) “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.

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, 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;

(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;

(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) and obtaining the appropriate permit or letter of permission from the DPW to do so; and

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

(c) obtaining information from DPW, or authorized staff representative of 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 DPW or authorized staff representative of the 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 DPW or representative a certificate of approval authorizing the actual connection.

10. In the event that the said 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 signed off by the DPW of the Town.

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 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.

16. (a) If required by the 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 DPW.

(b) Where the owner of a property is notified by the 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 DPW may cause to be done all work necessary for compliance with the notice.

(c) The 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 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 DPW or Council lawfully directs that anything be done pursuant to this By-law and it is not done, the DPW or Council may cause it to be done at the expense of the person in default.

    (b) Where the DPW or Council lawfully causes work to be done pursuant to the 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.

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:	October 21, 2026
"NOTICE OF INTENT" PUBLICATION:	October 30, 2026
SECOND READING:	November 18, 2026
MINISTERIAL APPROVAL:	N/A
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	
FORWARDED TO TOWN WEBSITE:	

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, pursuant to the Town of Annapolis Royal Land	$500 + Advertising ($500 deposit credited toward actual

Use By-law and the Municipal Government Act	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
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	$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 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 $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: 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.

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 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

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 _____ 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

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

TOWN OF ANNAPOLIS ROYAL
POLICY

Title: Policy on Staff Training
Policy No.: 2007-4 **Supersedes:** N/A

Effective Date: October 15, 2007 **Approval By Council Motion No.:** 4

Definitions:

Voluntary Course: a course that the employee is not required to take by the Town.

Policy Statement:

The Town is committed to ongoing staff development and will cover the cost of tuition for courses taken voluntarily or as required that will:

a) enhance staff knowledge, skills and ability relevant to their position or the Town's succession plans and/or

b) enable the Town to meet required certification or designation

In return, the staff member concerned is required to attend the course. In the event, the employee decides not to take a voluntary course for any reason other than sudden illness, or the sudden illness or death of a family member, the employee shall make every attempt to seek reimbursement. If this is not possible, the employee will be required to reimburse the Town for the expense via payroll deductions.

All courses require the prior approval of the CAO.

TOWN OF ANNAPOLIS ROYAL
POLICY

Title:
Policy on vacation carryover

Policy No.:
2003-6

Supersedes: N/A

Effective Date: April 23, 2003

Approval By Council Motion No.: 10

Purpose:

To provide for orderly and timely liquidation of vacation entitlement for employees who have not been able to schedule all of their vacation entitlement within any fiscal year.

Definitions:

N/A

Policy Statement:

Employees are encouraged to take all of their vacation entitlement annually to ensure that they get a break from employment. Where it is not possible to do so for whatever reason, employees must notify the CAO as soon as possible to arrange for approval of carry-over into the next year. Such approval will not be unreasonably witheld. Where carry-over is approved, employees will notify the CAO of their plans to liquidate such vacation carry-over within a six month period. Under no circumstances can vacation be carried over for a period in excess of six months.

Mayor	***Chief Administrative Officer***
Date	***Date***

TOWN OF ANNAPOLIS ROYAL
POLICY

Title: Policy on Flex Hours

Policy No.:
2005-1

Supersedes: N/A

Effective Date: February 3, 2005

Approval By Council Motion No.: 8

Purpose:

To allow staff the flexibility to work around appointments, etc.

Policy Statement:

1. Staff may use their discretion to work through lunch, and to start work ½ hour early/later in exchange for taking time as required. For instance time could be taken on a Friday afternoon or when staff have appointments, etc.
2. This will be done in accordance with a schedule which does not include random time off.
3. The policy would not apply when the office would be short staffed as a result of scheduled meetings and/or vacations.
4. There will always be someone in the office from 8:30 a.m. to 4:30 p.m. daily. The schedule will rotate between the Director of Finance and the administrative staff reporting to this position.
5. The Director of Finance will be responsible for keeping track of lieu time and time taken off on a weekly basis.

_____ _____

Mayor ***Chief Administrative Officer***

_____ _____

Date ***Date***

TOWN OF ANNAPOLIS ROYAL
POLICY

Title: Lieu Time Policy

Policy No.: 2016-01 **Supersedes:** ***NIA***

Effective Date: April 18, 2016 **Approval by Council Motion No.:**

Purpose: To provide clarification and rules surrounding accumulation and elimination of lieu time for all non-unionized employees of the Town of Annapolis Royal.

Definitions: Lieu time is defined as straight time off for time worked above normal hours of work, unless otherwise approved. The policy applies to non-union employees. It is understood that non-union employees regularly work outside their normal working hours to assist the Town, committees and Council. The Town recognizes this contribution and will compensate each non-union employee with time off in lieu of this time.

Objective:

The objectives of the Lieu Time Policy will be to:

1. Authorize when staff can bank lieu time

2. provide timelines for **using** lieu time

3. Define what is compensable

Policy Statement:

It shall be the policy of the Town of Annapolis Royal to permit permanent staff to bank lieu time in the event of mandatory attendance at evening meetings. **Other requests for approved lieu time must be made to the CAO.** There are times when working through lunch may be required in order to meet a deadline or when working alone. These lunch times are the exception. Working through lunch to accommodate afternoon appointments is not considered lieu time, but may happen from time to time. No lieu time shall be accumulated to attend training sessions or conferences. Flexibility is expected for travel. **Travel time will be made available.** Travel time is not compensable.

It is the preference of the Town for employees to leave work early the **day of or** start work later the **following day,** when required to attend evening meetings. In this way, it ensures the Town's employees are well rested for work each day.

The Supervisor shall sign off on all banked lieu time on a monthly basis and this will then be

given to the Director of Finance. The Director of Finance is responsible for administering the tracking of both banking and **using** of lieu time.

Subject to the approval of the Department Head, employees may be allowed to bank lieu time to a maximum of sixty (60) hours. Such lieu time shall be accumulated from April 1 to March 31 of each year. Each March 31st the employee will be given notice of the amount banked and it is to be used up by September 30th of each year.

Lieu time will be granted as leave with pay to compensate non-union employees for working outside their normal working hours. **Whenever possible, management will endeavor to ensure when lieu time is used, it will in no way incur overtime.**

Lieu time cannot be claimed for any period ofless than 30 minutes in a workday. In order for for the employee to be eligible to accumulate as lieu time, an employee's immediate supervisor must authorize all time outside normal working hours before it is worked. This accumulated lieu time may be taken in time off whenever it is mutually agreeable to the employee and their immediate supervisor. The time must be documented for payroll purposes.

Employees and their Managers must ensure earned days are scheduled well in advance to ensure any lieu time balances can be utilized wit• t calendar year.

Mayor	***ChiefAdmmistrative Officer***
Date May 1/2016	***Date*** April 25 2016

TOWN OF ANNAPOLIS ROYAL

POLICY

Title: **Travel Policy**	
Policy No: **2024-07**	Supersedes: 2019-6
Effective Date : **June 20, 2024**	Date approved by Council Resolution: **MOTION #C2024-06-19-07**

Purpose:

To set out a policy of the Town of Annapolis Royal to reimburse any authorized individual who is required to travel on Town business. An authorized individual could be an employee, elected official, appointed committee member or anyone appointed to travel for town business on behalf of the Town. All expense submissions must be submitted in the fiscal year in which they are incurred. All reimbursement for travel and professional development will be paid in the form of a cheque.

Definitions:

N/A

Policy Statement:

The following travel expenses will be eligible for reimbursement from the Town, provided such expense is incurred in the course of carrying out duties and responsibilities associated with their employment and duly authorized by the Department Head or CAO. In an effort to minimize travel costs, car-pooling is encouraged when possible. Prior Approval Form (Schedule B) is required for out of Province travel and where travel is outside of any budgeted travel. Schedule D expense reimbursement is to be used by all staff.

1. **Town-owned Vehicle –** Upon approval of the Department Head, and if a Town-owned vehicle is available for Town business for the Public Works or Police Department, the employee will use this vehicle for their travel needs. Persons authorized to drive Town-owned vehicles must have a valid driver's license. Employees shall not use Town-owned vehicles for personal travel. Any variance to this can only be done upon approval by the CAO.

2. **Privately Owned Vehicle** – The Town will reimburse any authorized individual for the use of privately owned vehicles on Town business. Reimbursement will be made using the Mileage Rate for the Province of Nova Scotia (Section A – Regular Rates) in effect on the date of travel.

3. **Insurance** – To ensure that any authorized individual is adequately protected, privately owned vehicles used for Town business shall, as a minimum, have basic insurance coverage. The authorized individual is responsible for payment of their respective insurance and liability premiums. The Town assumes no financial responsibility beyond payment of the authorized kilometre rate and that, in the event of an accident, the Town assumes no responsibility for the deductible amounts related to comprehensive or collision coverage. In the event the authorized person does not have adequate coverage, the Town does not assume responsibility.

4. **Accommodation** – Authorized individuals will be reimbursed for actual accommodation costs incurred while on Town business. Authorized individuals should request government rates whenever possible. Receipts are required for all accommodation charges. Only room accommodations are covered. Room amenities such as use of the mini-bar, movies, and etc., are not covered.

Authorized individuals who use private accommodations while on Town business will be reimbursed $30 per night. No receipt is required.

5. **Meals** – For each full day of travel, an authorized individual shall be reimbursed the total allowance shown on Schedule A for meals. Alcohol is not an eligible expense item.

   For partial days, the authorized individual shall be reimbursed at the separate meal allowance rates. Related amounts for partial days of travel shall be prorated according to the current meal breakdown. In order to claim for a full day, the employee/elected official must leave at 7:00 am or prior and return later than 7:00 pm using the Incidental and Meals Per Diem Rates (Section A – Reimbursement Rates) in effect on the date of travel.

   Reimbursement for meals shall not be claimed where meals are included as a part of registration fees for conferences or seminars, etc.

   It is expected that from time to time Senior Management and elected officials may incur costs to facilitate the conduct of official Town business. Such costs may include conference room rentals, equipment rentals, hospitality and other related service costs. Such costs shall be reimbursed and all such claims shall state the purpose of the costs and the number of persons involved. The persons' names should be written on the back of all receipts. Receipts must be submitted and, where costs are more than $100, prior approval is required by the CAO.

6. **Air Travel** – The Town will reimburse for air travel and related fees (receipt required) at the economy rate to scheduled service airport nearest destination. Pre-approval is required.

7. **Car Rental** – Reimbursement will be made for rental of car at destination. Attempts should be made to acquire economy type of transportation. Additional Insurance must be purchased (including $2M Liability). (Receipts required.)

8. **Taxi/Shuttles** – Taxi/shuttle fares to and from accommodation to place of business as well as from airport to accommodation, etc. (Receipts required.)
   Bus fares are covered under incidentals.

9. **Parking/Tolls** – Highways and bridge tolls, parking fees. Receipts required if charges are over $10 per day. Meter based parking are covered under incidentals.

10. **Incidentals -** Where an authorized individual is travelling on the Town's business and overnight accommodations have been authorized and used; the authorized individual will be reimbursed an allowance as set out in Schedule A per overnight stay to cover miscellaneous out-of-pocket expenses. This includes telephone calls, bus fares, etc..

11. **Registration fees** – Expenditures for conference registration, etc. (Receipt required.)
    Excursions or personal type entertainment fees are not eligible for reimbursement.

12. **Travel Advance** – The Town does not routinely issue travel advances. If there are extenuating circumstances, a minimum advance of $200 may be approved by the CAO or Director of Finance when anticipated costs equal $200 or greater. (Schedule C)

13. **Spouses** – The Town of Annapolis Royal is not responsible for the costs of travel, lodging, meals,

registration, etc. of the spouses when they are accompanying the employee to a conference or meeting. Exceptions related to reimbursements of costs will be considered for events at which a spouse is normally expected to attend and prior approval of the CAO is obtained.

14. Any violations under Municipal/Federal/Provincial acts or statues will not be reimbursed. Fraudulent irregularity, misuse or misappropriation of funds may give rise without limitation disciplinary action not excluding termination.

    All authorized individuals must adhere to this documented policy and report any suspicious activity or potential misuse of funds.

15. All former policies with respect to Travel are hereby repealed and this policy is substituted therefore.

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 2024.

GIVEN under the hand of the CAO and under the seal of The Town of Annapolis Royal the day of 2024.

_____

Sandi Millett-Campbell, Chief Administrative Officer

SCHEDULE A

SCHEDULE OF ALLOWABLE MILEAGE, INCIDENTALS AND MEALS PER DIEM RATES

Mileage: Province of Nova Scotia Regular Rates – roundest to nearest ½ cent

Incidentals: $10 per overnight stay.

Meals: In order to claim breakfast, travel must commence before 7:00 am.

In order to claim dinner, travel must end after 7:00 pm.

Breakfast	$18.00
Lunch	$25.00
Dinner	$35.00
Maximum daily allowance	$78.00

The above amounts are inclusive of all taxes and gratuities.

SCHEDULE B

PRIOR APPROVAL FORM

1. Applicant's Name: _____
2. Present Position: _____
3. Department: _____
4. Proposed Conference, Course, Seminar: _____

   _____
5. Location: _____
6. Date: _____
7. I certify that I, as a minimum, will always have basic motor vehicle insurance coverage and that if for whatever reason I do not have insurance coverage; I will notify the Town in writing.

   (Signature) _____
8. Approved: _____
9. Rejected: _____
10. Subject to the following conditions, if any:

    _____

    _____

If this application is approved, expenses may be claimed in accordance with the Town's Travel Policy.

SCHEDULE C

TRAVEL ADVANCE REQUEST FORM

Name ……

Department ……

Destination ……

Purpose of Request ……

……

……

Dates Involved ……

Estimated Expenses: Registration …….. $

Travel …… $

Accommodations …….. $

Meals ……. $

ADVANCE REQUESTED …….. $

Account no.: …… Requested by: ……

Approved by: …….. Date: ……..……

TOWN OF ANNAPOLIS ROYAL
POLICY

TITLE: **Pension Policy**	
POLICY NO.: **2025-14**	SUPERSEDES: **June 19, 2025**
EFFECTIVE DATE: **September 18, 2025**	APPROVED BY COUNCIL MOTION NO.: **MOTION #C2025-09-17-10**

Policy Statement:

1.0 Purpose
The purpose of this policy is to establish and maintain a group pension plan for employees of the Town of Annapolis Royal. Terms and conditions of the plan shall be as stipulated in the plan documents and as revised from time to time.

2.0 Authority
Section 45 of the *Municipal Government Act* states:

a. *The council shall establish a pension plan to provide pensions for full-time employees in such manner as the council shall, by policy, determine.*

b. *The council may, by policy, establish pension plans to provide pensions for some or all other employees of the municipality in such manner as the council may, by policy, determine.*

c. *A pension plan may include employees of a board, commission or other body corporate established by the municipality alone or jointly with other municipalities.*

d. *The council may, by policy, establish a pension plan to provide a pension for the mayor or councillors or both.*

e. *The municipality, the employees and, where a pension plan is established for the mayor or councillors, those for whom the pension plan is established, shall make contributions to the plan's cost.*

f. *A pension plan may provide for annual increases in the pensions paid pursuant to the plan, but the increases shall not exceed the lesser of six per cent; or the percentage increase in the cost of living in the preceding year, as measured by the change in the Consumer Price Index for Canada prepared by Statistics Canada.*

g. *The Pension Benefits Act applies to a pension plan established pursuant to this Section. 1998, c. 18, s. 45.*

3.0 Definitions
Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

4.0 General Provisions

4.1 All eligible employees must join the pension plan immediately upon hire. Eligible service includes:

a. full-time and permanent part-time employment;
b. part-time employment of 30 hours a week.

4.2 The pension plan is a defined benefit plan.

4.3 Ordinary contributions shall be made in equal amounts by the Town and all participating employees. The employee's contribution shall be deducted at source from each pay. The pension benefit amounts shall be as provided in the plan documents.

4.4 Staff contribute based on a formula of gross earnings (does not include overtime, standby, or Saturday/Holiday checks) with the employer providing matching contributions, unless otherwise stipulated in a union contract.

4.5 Normal retirement date for full pension benefit shall be 65 years of age. Reduced pension benefit in the event of earlier retirement is available to the extent and on the terms outlined in the plan documents.

5.0 Duties

5.1 The Director of Finance (DoF), shall perform, inter alia, the following duties:

a. The Director of Finance (DoF) shall keep and submit a list of all employees making contributions under the policy, which list shall set out the name and age of each employee, the time when they or them entered the service of the Town, a cumulative record of their service, the amount of their salary or wages from time to time, the name, address, age and relationship of each beneficiary nominated by them or they under the policy and his or her normal retirement age;

b. The Director of Finance (DoF) shall keep such other statistical and other records relative to the policy as may be required.

6.0 Repeal and Replace

6.1 The policy, know as the Pension Policy #2025-09 adopted by Town Council on June 19th, 2025, 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 17th day of September 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the day of 2025.

_____

Sandi Millett-Campbell
Chief Administrative Officer

Town of Annapolis Royal
Policy

TITLE: **Employee Wellness**		
POLICY NO.: 2025-16		SUPERSEDES: **2008-5**
EFFECTIVE DATE: **December 18, 2025**	APPROVED BY COUNCIL MOTION NO.: **C#2025-12-17-04 December 17, 2025**	

Policy Statement:

1. **Purpose**
   The purpose of this Policy is to encourage support and offer health related programs that will assist employees in improving their own physical, mental and emotional wellbeing.

2. **Definitions**
   In this policy:
   2.1. "Town" means the Town of Annapolis Royal.
   2.2. "Employee" means any permanent member of staff (full-time and part-time).

3. **Objectives**
   The object of this policy is to guide the provision of programs and incentives to support employee wellness both in and outside the workplace:
   3.1. The organization is committed to ensuring that all wellness programs and resources are accessible, inclusive, and supportive of every employee's wellbeing.
   3.2. Accessibility is a core principle of our wellness policy, ensuring all employees have equitable opportunities to participate in and benefit from wellbeing initiatives.
   3.3. Our wellness policy promotes an inclusive environment where all employees can access the resources and support necessary to maintain their health and wellbeing.
   3.4. The organization upholds accessibility within all wellness initiatives to foster a supportive and inclusive culture of

wellbeing for every employee.

4. **Responsibilities**

Management

4.1. Provide a healthy work environment that will foster employee health and well-being.

4.2. Support health initiatives and the development of health-related programs and incentives for employees.

Employees

4.3. May participate in programs and incentives for employees.

4.4. May build their knowledge, skills and abilities to take control over their well-being.

4.5. Employees are encouraged, whenever feasible, to utilize active modes of transportation (such as walking or cycling) or to carpool when travelling to and from the workplace or work-related events.

5. **Workplace Guidelines**

5.1. To facilitate this policy the Workplace Guidelines will:

5.1.1. Offer each “employee” one day off per fiscal year to participate in an individual wellness initiative, whether it be for mental and/or physical health;

5.1.2. Staff members are eligible for a 50% fee reduction on all active programs provided through the Town Recreation Department as well as a 50% fee reduction on membership fees for Town-owned recreation facilities. The rebate for active programs provided by the Town Recreation Department may also be extended to immediate family members of employees. This incentive can be applied to programs and facilities that currently exist as well as programs and facilities that may be created in the future.

6. Council will determine the budget allocation for employee wellness through the Town’s annual budget process. This allocation will include funding for two employee wellness lunches each year. All expenditures from the wellness budget will require approval from the CAO.

7. **Employee Assistance Program**
Employee Assistance Program (EAP) is one of the largest national Employee Assistance Program providers in Canada. They are recognized for responding to ever changing needs of organizations and can adapt and design programs to meet specific requirements. To access the confidential Employee Assistance Program, call 1-800-268-7708.

8. **Repeal and Replace**
A policy, known as the Employee Wellness Policy #2008-5 adopted by Town Council on June 16, 2008, 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 _____ 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the _____ day of _____ 2025.

_____

Sandi Millett-Campbell
Chief Administrative Officer

To: Planning Heritage Advisory Council

From: Ken Knox, DMO/D

Date: Sept 29, 2026

RE: Request for Alteration to a Registered Heritage Building

Applicant: [redacted]

Location: 222 St. Anthony Street

Requested Action: That PHAC consider the request and make a recommendation to Council.

Background: The applicant is seeking permission to change window materials on the front verandah, changing from wood to vinyl, but keeping the same pattern. Applicant also requests to change the door material from wood to metal, keeping the appearance as similar as possible

Description of Property: The King House is a one-and-one-half storey wood frame structure built in the Classical Revival style. The house sits adjacent to the road in an area of other designated heritage buildings of similar age. Unlike the majority of other houses on this street, the gable end does not face the road. Both the house and the surrounding property are included in the municipal heritage designation.

Historic Value:
During the French period before 1710, St. Anthony Street (or rue St-Antoine) was the second major street in town and met St. George Street at Fort Anne and the original government wharf. By the early 1800s, as activity gravitated to the waterfront, this part of the town was used as farmland, and known as the "Cooper Field." With the coming of the railway in 1869, the numerous houses that had occupied the Church of England Glebe land were removed to make way for a railyard. Some of these dwellings were relocated to St. Anthony Street and the newly created St. James Street, both of which saw new construction as well. A portion of this house may have been moved from St. Luke's Glebe in 1869 and remodeled circa 1880. It was purchased by school teacher James Monaghan in 1882, and from 1894 until 1911 it was owned by the family of William W. Clarke, a conductor with the Windsor & Annapolis Railway. In 1911, the house was purchased by William J. and Charlotte King, merchant, and remained in the King family until 1979.

Architectural Value:
The King House is a modified example of the Classical Revival style as it was interpreted in Annapolis Royal. From the street, the dominant feature of this building is the partially enclosed front verandah. Other than this verandah there are few decorative elements but this lack or ornamentation is appropriate for this house

Character-defining Elements
Character-defining elements of the King House relate to its Classic Revival style and include:

- large partially enclosed front verandah;
- wooden clapboard cladding with wooden endboards;
- plain boxed cornice;
- one-and-one-half storey ell;

- medium pitch gable roof;
- double hung two-over-two wooden sash windows;
- entablature over windows in main section.

Analysis: The request seeks to alter a character defining element and must be given careful consideration. The applicant is maintaining the amin aspect, that is a partially enclosed front verandah. They seek to only eliminate the "wrap-around" portion. If all other aspects of the verandah are maintained, staff recommends that the committee approve the alteration as it will not substantially impact the heritage nature of the building.

Draft Recommendation 1: "*...that PHAC recommends to Council that the applicant at 222 St Anthony Street be given heritage approval change the verandah window material from wood vinyl keeping the same pattern and to change the door from wood to metal as detailed in the application 26-19-HER, providing the requirements of the Land Use By-Law are met.*"

Town of Annapolis Royal

Application for Changes to Heritage Property

Note: No development may occur prior to issuance of heritage approval, development and/or building permits

Applicant/Owner:	
Address:	222 St.Anthony Street
Phone Number:	

General description of work:

Reason for proposed work: Stabilization of front porch due to delapidation

Exterior Changes	Yes	No	Explanation of changes—please include colour references and material to be used
Siding (Please specify material and colour)	Y		Timber boarding to match other side of porch
Windows (Please specify material e.g., wood, vinyl, etc)	Y		Vinyl with opening option, same panel configuration
Doors, Storm Doors, etc. (Please specify material e.g., metal , aluminum or wood and colour)	Y		Steel door similar to existing wooden one
Roof (Please specify material e.g., asphalt, metal, etc and colour)		N	
Other (Please describe)			If, as expected, the walls are rotten they will be replaced

Signs

__ free standing __hanging __attached to a building __other, please specify_____

Approximate size:_____ Proposed colours:_____

Please include a picture, diagram or sketch with your application

For planned alterations or repairs that are not specifically indicated on this application, please describe:

_____

_____

Please include any other information you feel is relevant to this application:

Depending on what is discovered once the flooring is removed extra supports to the roof maybe required.

Date: 16th September 2026 Signature:_____

Please note:

Your application will be reviewed by the Planning and Heritage Advisory Committee at its next monthly meeting. Any approvals received will be valid for work as indicated on this application. If you begin a project and additional work is necessary or planned you must submit another application indicating the additional work. If you have any questions about this application form or its approval please call 532-2043.

Mayor's Report, October 2026

Sep 16 & 17, 2026	attended Community Climate Capacity Summit with CAO in Membertou
Sep 17, 2026	attended Prevention Academy Peer Dialogue Digital Literacy Workshop
Sep 24, 2026	attended Prevention Academy Module 3: Countering Online Hate: Current and Future Trends, Practices and Levers for Municipalities on Harm Prevention
	Interview with Le Réveil regarding impact of recent report on tourism in the Valley
	Attended Regular Condo Board meeting
Sep 25, 2026	lunch with Brenda MacDonald to find out what grants are available to businesses for accessibility
Sep 28, 2026	meeting with members of the Condo Board re proposed Property Manager position
Sep 29, 2026	attended Prevention Academy Peer Dialogue session
Sep 30, 2026	chaired my first and last Condo Board AGM
Oct 8, 2026	lunch with CAO and Donna Neath to thank them for their work on the Living Shoreline Project
Oct 13, 2026	declined interview with Le Réveil on the subject of traffic cameras, but provided a response from Chief Montgomery instead (essentially, we do not use cameras, but our Police Department is doing a very good job when it comes to dealing with speeding).
Oct 6, 2026	attended virtual NSFM Nominating Committee meeting
Oct 7, 2026	work on media release re departure of CAO
Oct 8 to 14, 2026	assisted in updating CAO position description and putting information together for Council review for the next meeting of Council
Oct 19, 2026	plan on attending virtual meeting with Julian Danailov-Benguernane, a Grade 10 student from Hanoi to discuss the Town's climate plan and flood-risk assessment as a concrete starting point

	for a question running through his research: what helps people remain safely at home while longer-term protection takes shape?
Oct 20, 2026	plan to attend Prevention Academy Peer Dialogue session
Oct 21, 2026	plan to attend Strategic Plan Review meeting to review public input
Oct 24, 2026	plan to attend Centenary Dinner at the Legion
Oct 26, 2026	plan to attend Council Engagement session on the strategic plan update
Oct 27, 2026	plan to attend Prevention Academy Peer Dialogue with guest from the City of Edmonton
Oct 28, 2026	plan to attend NSFM By-law Information Session
Nov 3-6, 2026	registered to attend NSFM Fall Conference in Halifax including in person Board of Directors meetings on Nov 3 and 6
Nov 7, 2026	plan to attend AVRFD annual banquet and awards presentation

Valley Regional Services Board (VRSB)
Deputy Mayor Sybil Skinner-Robertson attended the September 16 VRSB meeting in my absence. The next regular meeting is on Wednesday, October 21, 2026 at 10:00 am.

Condominium Board
The Condo AGM was October 1, 2026. There was lively discussion about the pros and cons of having a Property Manager. A full Board (7 members) is now in place. Jean Johnston, Erin Wilson Cindy Young were nominated and acclaimed. Cheryl Mootoo agreed to act as President for the first six months.

The next meeting of the Condo Board will be on Thursday, October 22, 2026 at 4:30 pm.

ACIMWG

There will be a Joint ACIMWG training session on REMO at the Port Royal Legion on October 29, 2026.

Amery Boyer

TOWN OF ANNAPOLIS ROYAL
PERMIT REPORT
Figures based on Fiscal Year April to March

Number of Building Permits		Building Value
SEP	1	$17,000.00
YTD 2026-2027:	5	$481,800.00

2026-7 Total Dev/Building Permit Fees	
SEP	$318.00
Total Fees YTD	$1,473.50

Civic Address	52 St Patricks
Permit	26-18
Type	Development Permit
Construction	Change of Use
Fee	$50.00
Est. Value	$0.00

Civic Address	208 St George
Permit	26-20
Type	Development Permit
Construction	Signage
Fee	$50.00
Est. Value	$200.00

Civic Address	222St Anthony
Permit	26-19
Type	Building Permit
Construction	Structural Renovation
Fee	$218.00
Est. Value	$17,000.00

Civic Address	
Permit	
Type	
Construction	
Fee	
Est. Value	

Total Permit Summary

		Current Month	Fiscal YTD	Prev. Year Month	Prev Yr. YTD
Residential / Institutional	New	0	1	0	1
	Reno/Addition	1	4	1	2
	Accessory	0	3	1	3
Other (Signs, Occupancy, etc.)		4	5	0	0
Commercial	New	0	0	0	0
	Reno/Addition	0	0	0	0
	Accessory	0	0	0	0

3-Year Comparative Data

	2026/7	2025/6	2024/5
Total permits for SEP:	1	3	1
	2026/7	**2025/6**	**2024/5**
Total Estimated Value SEP:	$17,000.00	$588,500.00	$581,000.00
	2026/7	**2025/6**	**2024/5**
Total Build Permits YTD:	5	4	10
	2026/7	**2025/6**	**2024/5**
Total Estimated Value YTD:	$481,800.00	$1,130,500.00	$1,094,130.00

SEP	198 St George	15-Sep-26	DEF		30 DAY NOTICE		
	294-298 StGeorge	15-Sep-26	DEF		30 DAY NOTICE		
	132 St Anthony	15-Sep-26	COMP		COMPLETE		15-Sep-26
	643 St George	15-Sep-26	COMP		COMPLETE		15-Sep-26
	208 St George	15-Sep-26	COMP		COMPLETE		15-Sep-26

Water Tests 2026 **From: 9/15/2026** **To: Oct/6/2026**

Date Collected	Date Tested	9094 Hwy 8 Lequille		5 St. Anthony		144 Victoria Street	
		Water Present/ Absence	Chlorine Residual	Water Present/ Absence	Chlorine Residual	Water Present/ Absence	Chlorine Residual
9/15/2026	9/15/2026	Absent	0.57	Absent	0.92	Absent	1.17
9/22/2026	9/22/2026	Absent	0.54	Absent	1.02	Absent	1.15
9/29/2026	9/29/2026	**cancelled		**cancelled		**cancelled	
10/06/2026	10/06/2026	Absent	0.66	Absent	0.9	Absent	1.19

** samples not tested - Truth and Reconciliation -Lab Closed

Communications Task Team Report Oct 21,2026

Overall, the committee is impressed by the Town's new website. The group continues its review and will provide feedback shortly. The committee is also determining a set of work products which it can produce which are meant to facilitate effective messaging to stakeholders.

Prepared by Ken Knox

AVRL and FRIENDS of the LIBRARY REPORT to COUNCIL – Oct. 14, 2026

AVRL meeting 2026-09-17

This was the first meeting held since the special meeting on July 13, 2026, at which time the restructuring plan was paused.

Updates were received on the state of all branches - the biggest challenge right now has remained staffing. The pause in the restructuring plan created unique challenges with filling positions temporarily.

Updates were provided on the fundraising efforts by Rachel Reid and how long that funding might be able to extend the pause. It will definitely allow all 10 branches to remain operational until March 31, 2027, the end of the fiscal year. We will be updated in November about how much further into 2027 the funds may be able to be used - it may be as far as late Spring / early summer. However, it was determined that we must start the process for re-examining the restructuring plan because without a permanent increase in provincial funding, the one-time increases from the municipalities and the one-time major donation will not allow AVRL to continue operating 10 branches with equitable service levels.

At our October 6th Committee of the Whole meeting, I shared a verbal update with respect the AVRL's financial reports from the September 17th meeting. I'm including that verbal update as part of this report - it's also in the minutes of the October 6th meeting. The update was as follows:

Included are the notes for the 2026-27 income statement, the income statement, and the deferred revenue statement.

The deferred revenue statement shows revenue that can be used only for designated locations or purposes. This list includes bequests, donations, and government grants. The abbreviations are by branch – AR is Annapolis Royal, AVRL applies to the whole region, BE is Berwick, BR is Bridgetown, HA is Hantsport, KE is Kentville, KI is Kingston, LA was Lawrencetown, WI is Windsor, and WO is Wolfville.

Also attached is the update from Terry Miller, CFP, CPA CA, of Evangeline Wealth Management. Terry manages the investment portfolio of AVRL. The particular portion of the update relevant to AVRL's Annapolis Royal branch is the Evan's Bequest which started out with $ 1,231,897.08 in late 2022 and has accrued an additional $379,000 to September, 2026 (approximately 3.5 years of investment). There have been two withdrawals from the bequest to date – one for heat pumps for the Library of approximately $35,000 in 2024, and the second of $96,000 to cover the wages for the remained of the 26/27 year. Two additional withdrawals are planned – 27/28 for wages of $153,000 and 28/29 for wages of $176,000.

The anticipated expenditures by the end of 2029 exceed CURRENT investment revenue by $78,000. However, the bequest is averaging over $100,000/year in interest revenue. It is unlikely that any of the principal of the bequest will be needed to cover the current approved expenses between now and 2029. There are currently no expenses approved for beyond 2029. The AVRL board at the time of receipt of the bequest in 2022 indicated the revenue from investments would be dedicated to securing the future, funding special projects, and expanding programs for the Annapolis Royal Branch. At this point, it appears the first two out of those three goals are being met.

Note: the 2026/27 budget is being updated to reflect revenue and expense changes and a draft 2027/28 budget is being prepared for the November AVRL board meeting.

AVRL's next board meeting is expected to be November 19th in Berwick at 5:30 PM.

FOL meeting 2026-10-06

AVRL CEO, Julia Merritt, was invited to attend this meeting to get a direct update from FOL, provide an update on ongoing changes with AVRL, and answer questions where possible.

FOL financial conditions are good.

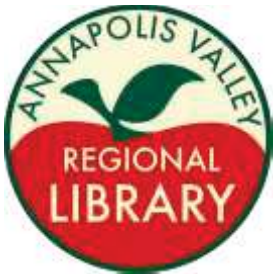
Two fundraisers (Shrek and The Librarians documentary) both well attended.

Giant Used Books Sale is happening Nov 7-8. Two tons of books moved from the storage unit located on Public Works property over to Gym for sale - moved by volunteers. Advertising has been done. Slight change this year - on Sunday, books are free but donations will be gratefully accepted.

Innovation Lab Update:
FOL wanted to know how it can help library patrons who are trained to use the Innovation Lab, to get access as soon as possible. AVRL has been prioritizing just keeping library doors open and the Innovation Lab has been kept closed while staffing situations are sorted out - our branch is still in need of a permanent staff member. No answer on when AR patrons can have access but solution is being worked on. Suggestions were made to Julia and FOL has offered their assistance - Julia will follow up after speaking with library staff about the situation.

Respectfully submitted by Councillor Adele MacDonald

Report



To: AVRL Board

From: Julia Merritt, CEO

Date: September 17, 2026

Re: Income Statement April – August 2026

This report is presented for information.

Notes on the Income Statement April – August 2026, 41.6% YTD

General Note: although this budget was altered in June 2026 to reflect the decisions of the Board and the information available at the time, additional changes to need to be made to reflect the updated decisions of the funding municipal partners, the extension of service at all ten branches with corresponding staffing costs, etc. The updates will be made for the November AVRL Board meeting.

Revenue

- 4020 Provincial Revenue: $58,000 from the reallocated Library Development Fund is reflected here. The Library Development Fund is a $500,000 application-based grant fund for Nova Scotia's public libraries that is already part of the government's budget and which was reallocated to the libraries' operational expenses in 2026-27.

- 4030 Municipal Revenue: as noted above, some of these budget estimates need to be updated in response to the municipal funding decisions.

- 4703 Grant Revenue: The estimated revenue of $76,200 is made up of the revenue received from the Library Development Fund in 4020 Provincial Revenue, and the postage grant from the One Card Library Alliance listed in 4100. The postage grant funds were from 2025-26 funding but were not sent to the OCLA libraries until the 2026-27 fiscal year.

- 4991 Transfer from Restricted Fund: the withdrawal from the Evans fund for the staffing at the Annapolis Royal Branch has been completed and is reflected on the Income Statement.

Expenses

- 6400 Salaries and Wages: this is slightly lower than forecast due to the resignation of two senior managers in May and June. This budget line will need to be adjusted to reflect service at all ten branches being extended through March 2027.

- 6900 Extraordinary Expenditures:

    - 6910 Severance Costs: all severance payments for layoffs have been completed.

- 6920 Restructuring Costs: this includes the amount paid to the facilitators for the Board's April and May meetings, as well as additional shelving for the Administration office to take on the collection from the Lawrencetown Branch, and to make better use of the space now that the Administration staff has been reduced by over 50%.

- Further expenses under 6900 are expected to be minimal. Some of these funds will be able to be redirected to 2027-28 operations if the Board chooses to do so. Further updates on this item will be available as the fiscal year progresses and the budget estimates for 2027-28 begin.

Deferred Revenue April – June 2026

Note that this report is current as of June 30, 2026, prior to any withdrawals from the Evans fund for the Annapolis Royal Branch. This report will be updated for the November Board meeting.

Board Reporting

Annapolis Valley Regional Library
For the period ended August 31, 2026

Prepared by
MNP Ease Cloud Accounting

Prepared on
September 11, 2026

Management Reports - Internal:Budget vs. Actuals FY27

April 2026 - March 2027

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
4010 Revenue - Lost Books	650.40		650.40	
4020 Revenue - Province	1,018,000.00	1,919,600.00	-901,600.00	53.03 %
4030 Revenue - Municipal				
4031 Annapolis County	73,845.50	147,691.00	-73,845.50	50.00 %
4032 Annapolis Royal	2,550.00	5,100.00	-2,550.00	50.00 %
4033 Berwick	10,875.00	21,750.00	-10,875.00	50.00 %
4034 Kentville	21,400.00	16,050.00	5,350.00	133.33 %
4035 Kings County	207,250.00	414,500.00	-207,250.00	50.00 %
4036 Middleton	3,075.00	3,075.00	0.00	100.00 %
4037 West Hants	67,200.00	134,400.00	-67,200.00	50.00 %
4039 Wolfville	17,119.50	34,239.00	-17,119.50	50.00 %
Total 4030 Revenue - Municipal	**403,315.00**	**776,805.00**	**-373,490.00**	**51.92 %**
4100 Revenue - One Card Library Alliance	20,783.38		20,783.38	
4105 Revenue - Printing	14,918.90	27,000.00	-12,081.10	55.26 %
4701 Revenue - Book Sales	975.50		975.50	
4702 Revenue - Donations	352,949.29	20,000.00	332,949.29	1,764.75 %
4703 Revenue - Grants	8,031.32	76,200.00	-68,168.68	10.54 %
4704 Revenue - Misc	489.80		489.80	
4705 Revenue - Wages External Funding	1,015.42		1,015.42	
4706 Revenue- Donation Specific	1,222.00		1,222.00	
4901 Revenue - Interest	9,562.69	20,000.00	-10,437.31	47.81 %
4990 Funds transfer				
4991 Transfer from Restricted Funds	96,000.00	96,000.00	0.00	100.00 %
Total 4990 Funds transfer	**96,000.00**	**96,000.00**	**0.00**	**100.00 %**
Total Income	**1,927,913.70**	**2,935,605.00**	**-1,007,691.30**	**65.67 %**
GROSS PROFIT	**1,927,913.70**	**2,935,605.00**	**-1,007,691.30**	**65.67 %**

				Total
	Actual	Budget	over Budget	% of Budget
EXPENSES				
5000 Capital purchases				
5001 Books, Periodicals & related costs		340,000.00	-340,000.00	
5010 Book Processing Expenses	10,630.49		10,630.49	
5015 Books Purchases	78,806.67		78,806.67	
5016 DVD & Digital Purchases	50,154.42		50,154.42	
5035 Periodical Purchases	5,679.80		5,679.80	
Total 5001 Books, Periodicals & related costs	**145,271.38**	**340,000.00**	**-194,728.62**	**42.73 %**
5020 Equipment Purchases		5,500.00	-5,500.00	
5025 Furniture Purchases		3,000.00	-3,000.00	
5026 Capital Purchases - Other	207.71		207.71	
Total 5000 Capital purchases	**145,479.09**	**348,500.00**	**-203,020.91**	**41.74 %**
6005 Advertising & Promotion	1,053.02		1,053.02	
6010 Bank Charges	963.40	2,500.00	-1,536.60	38.54 %
6560 VISA Charges	120.00		120.00	
Total 6010 Bank Charges	**1,083.40**	**2,500.00**	**-1,416.60**	**43.34 %**
6015 Communication & Internet Expenses	2,731.19	7,000.00	-4,268.81	39.02 %
6017 Computer Application & Service Costs	7,129.60		7,129.60	
6020 Dues, Fees, & Memberships	102.82		102.82	
6040 Insurance	7,430.40	19,500.00	-12,069.60	38.10 %
6050 Miscellaneous Expenses		500.00	-500.00	
6055 Office Expenses	12,030.28	40,000.00	-27,969.72	30.08 %
6060 Postage	16,524.01	30,000.00	-13,475.99	55.08 %
6065 Professional Fees	61,242.75	95,000.00	-33,757.25	64.47 %
6200 Program Costs				
6201 Advertising & Marketing	815.07	6,000.00	-5,184.93	13.58 %
6205 Misc	1,377.55		1,377.55	
6207 Staffing Expenses	6.17		6.17	
6209 Supplies	1,393.82	11,000.00	-9,606.18	12.67 %
Total 6200 Program Costs	**3,592.61**	**17,000.00**	**-13,407.39**	**21.13 %**

				Total
	Actual	Budget	over Budget	% of Budget
6300 Rent	28,909.11	69,550.00	-40,640.89	41.57 %
6305 Repairs & Maintenance	1,059.91		1,059.91	
6350 Service Contracts		35,000.00	-35,000.00	
6351 Alliance	29,812.54	63,300.00	-33,487.46	47.10 %
6352 Photocopying	2,103.86		2,103.86	
Total 6350 Service Contracts	**31,916.40**	**98,300.00**	**-66,383.60**	**32.47 %**
6400 Salaries & Wages	830,315.70	2,115,214.00	-1,284,898.30	39.25 %
6401 Blue Cross Expenses	14,911.89		14,911.89	
6403 CPP Expense	42,159.64		42,159.64	
6405 EI Expense	18,379.30		18,379.30	
6406 Payroll Service Chrg	4,112.03	12,000.00	-7,887.97	34.27 %
6407 Pension Expense	42,671.30		42,671.30	
6408 Union Dues	0.00		0.00	
6410 WCB Expense	8,707.58		8,707.58	
Total 6400 Salaries & Wages	**961,257.44**	**2,127,214.00**	**-1,165,956.56**	**45.19 %**
6600 Vehicle Expenses		22,000.00	-22,000.00	
6601 Fuel	2,793.54		2,793.54	
6603 R&M	886.32		886.32	
Total 6600 Vehicle Expenses	**3,679.86**	**22,000.00**	**-18,320.14**	**16.73 %**
6650 Board Expenses	117.34	1,700.00	-1,582.66	6.90 %
6651 Meals & Ent	530.69		530.69	
Total 6650 Board Expenses	**648.03**	**1,700.00**	**-1,051.97**	**38.12 %**
6700 Staff Expenses		30,000.00	-30,000.00	
6455 Staff Training/Conferences	952.65	750.00	202.65	127.02 %
6701 Meals & Ent	275.71		275.71	
6702 Travel	1,476.60		1,476.60	
6703 Misc	3,062.77		3,062.77	
Total 6700 Staff Expenses	**5,767.73**	**30,750.00**	**-24,982.27**	**18.76 %**
6900 Extraordinary expenditures				
6910 Severance Costs	132,511.83	231,200.00	-98,688.17	57.31 %

				Total
	Actual	Budget	over Budget	% of Budget
6920 Restructuring Costs	43,492.92	100,000.00	-56,507.08	43.49 %
Total 6900 Extraordinary expenditures	**176,004.75**	**331,200.00**	**-155,195.25**	**53.14 %**
Total Expenses	**1,467,642.40**	**3,240,714.00**	**-1,773,071.60**	**45.29 %**
NET OPERATING INCOME	**460,271.30**	**-305,109.00**	**765,380.30**	**-150.85 %**
NET INCOME	**$460,271.30**	**$ -305,109.00**	**$765,380.30**	**-150.85 %**

Annapolis Valley Regional Library

Deferred Revenue Report - Detailed

March 31, 2024-June 30, 2026

Item class	2600 Deferred Revenue
AR- Bequest (Evans Estate)	1,231,897.08
AR- General	564.80
AR-Innovation-Lab	0.00
AR- Peter Mansour Donation	168.77
AVRL-Adaptive Equipment	4,105.17
AVRL- BookBikes - Libracycle	0.00
AVRL- Bookclub in a Bag	2,422.33
AVRL- Bridge Funding	0.00
AVRL- Cancer Resources	734.27
AVRL- CFUW	3,835.23
AVRL- CPI Trainer	882.91
AVRL- CTNet 150 Makers	689.95
AVRL- Curtis Chipman	11,072.99
AVRL- FLIEF	4,292.54
AVRL-Food Security Init	0.00
AVRL- General	1,023.10
AVRL-Grant-Tax	0.00
AVRL-LDF-Comm Consultation	0.00
AVRL-LDF-Comm with Library	0.00
AVRL-LDF-Sharing NS	1,352.64
AVRL-LDF-Staff Training	858.37
AVRL- Moving Through Grant	2,034.14
AVRL- Period Poverty	24,865.48
AVRL- SERAD	3,369.79
AVRL- Teen Zone	29,804.07
BE- Harry Potter	2,201.08
BE-Library Fund	4,080.81
BE- Outdoor Reading Room	334.34
BE- Programming	2,177.56
BR- Anonymous Funds	2,158.90
BR- Book Sales	294.71
BR- Expansion	605.07
BR-Friends-Fund	491.08
BR-Friends-Programming	91.74
BR-Roberta White	10,000.00
BR- Wellness	136.53
HA- Book Sales	18.00
HA- Donations	13.55
HA-Program Room	46.23
KE- Book Sales	1,331.69
KE- Computer Classes	2,418.64
KE- Valerie Goldin Donation	7,454.92
KI- Book Sales	1,011.42
KI- Canada Helps Building	2,078.43
KI- Canada Post	8,247.68
KI- General	53,621.08
Ki-Grant-Tax	1,594.96
KI- Programming	160.65
LA- Book Sales	678.30

Item class	2600 Deferred Revenue
LA- General	0.00
LA- Literacy	61.67
MI- Book Sales	1,299.31
MI- Estate of C Harvey	1,357.75
MI- Estate of David Arthur Ritchie	86,905.43
MI-Friends-Programming	495.38
PW- Book Sales	488.20
PW-Friends-Donations	3,670.24
WI- Book Sales	1,835.16
WI- General	1,607.18
WI-Nordic Walking Poles	72.66
WO- eBikes	441.34
WO- General	7,331.99
WO-General-Donations	50.00
WO-Hammett Donations	3,971.48
WO-Innovation-Lab	9,035.54
WO-New Building	175,342.86
WO- NS Tech	42.96
	0.01
Total	**1,719,230.16**

Evangeline Wealth Management
Since 1964

iA Investia Financial Services Inc.

September 14, 2026

Report to the Board of Trustees

Annapolis Valley Regional Library

A current investment statement and investment performance statement are attached. The current value of the consolidated account is $2,017,106. Annualized return from inception is 6.03%

The accounts have seen a $68,159 increase in market value during this fiscal year from April 1/26 – 3.0%

There were two cash withdrawals from the account in July. $220,000 from the working capital account leaving a current balance of $88,000. That account has a $108,000 increase in value from inception.

The second withdraw was from the endowment fund for $96,000 on July 22. This account has seen $379,000 from inception.

Fixed income markets have been stressed due to global geopolitical and fiscal debt concerns. This has impacted balanced portfolios as fixed income has been a negative drag on the account this fiscal year. The 3% year to date return has come entirely from the equity side of the account.

Respectfully submitted

Terry Miller, CFP, CPA CA

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Portfolio Listing For ANNAPOLIS VALLEY REGIONAL LIBRARY

Client ID: 398202127
Rate of Return Method: IRR
Market value as of: 11-Sep-2026
ROR Timeframe: - 6. MONTHS.

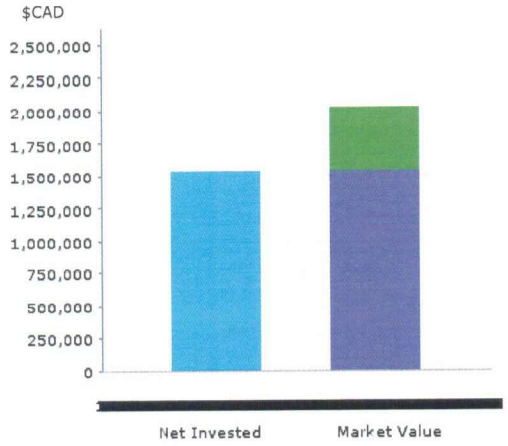
Portfolio is grouped by: Plan, then Investment Type, then Manager

Description			% Portfolio	Net Invested	Book Value	Market Value	RoR %
SD Open / Non-Registered, Investia Financial Services Inc. (INV) (Plan Acct # 398208899)			4.38	-20,051.78	74,507.92	88,329.46	4.94
Cash Management Account			0.04	8,947.46	870.76	870.76	
Investia Financial Services Inc. (Cash)			0.04	8,947.46	870.76	870.76	
Cash Control Account (CAD)	INVXCCA	NL 398179816		8,947.46	870.76	870.76	
Mutual Fund			4.34	-4,222.04	73,637.16	87,458.70	5.48
Dynamic Funds (DYN)			0.00	-23,948.45	0.00	0.00	5.44
Dyn. Asset Allocation Private Pool Series F	DYN3912	FCL 458672326		-23,948.45	0.00	0.00	5.44
Fidelity Investments			4.34	27,001.04	73,637.16	87,458.70	5.52
Fid. Conservative Income Private Pool Series F	FID2706	FCL 108206802		55,267.30	73,637.16	87,458.70	3.12
Fid. Asset Allocation Private Pool Series F	FID135	FCL 108206802		-28,266.26	0.00	0.00	6.25
Northwest and Ethical Investments L.P. (NWT)			0.00	-7,274.63	0.00	0.00	0.76
NEI Conservative Yield Portfolio Series F	NWT599	FCL 65929137		-475.08	0.00	0.00	
SD Open / Non-Registered, Investia Financial Services Inc. (INV) (Plan Acct # 405486940)			95.62	1,549,976.28	1,892,021.43	1,928,776.06	3.03
Cash Management Account			0.00	20,506.45	0.00	0.00	
Investia Financial Services Inc. (Cash)			0.00	20,506.45	0.00	0.00	
Cash Control Account (CAD)	INVXCCA	NL 405486941		20,506.45	0.00	0.00	
High Interest Savings Account			11.04	153,605.72	222,704.66	222,704.66	1.05
Dynamic Funds (DYN)			10.51	147,191.88	211,942.67	211,942.67	1.05
Dyn. BNST Corporate Tiered Investment Savings Account	DYN5002	NL 460934615		77,191.88	106,311.39	106,311.39	1.05
Dyn. BNS Corp. Tiered Investment Savings Account	DYN6002	NL 460934615		70,000.00	105,631.28	105,631.28	1.05
Home Trust Company (HOM)			0.53	7,163.83	10,761.99	10,761.99	1.05
HOM. Home Trust High Interest Saving Account	HOM100	NL 150345001		7,163.83	10,761.99	10,761.99	1.05
Mutual Fund			84.58	1,421,368.26	1,669,316.77	1,706,071.40	3.68
AGF Investments Inc.			3.13	60,000.00	70,178.03	63,176.30	10.74
AGF Global Select Series F	AGF808	FCL 51851127		60,000.00	70,178.03	63,176.30	10.74
BMO Investments Inc. (BMO)			4.08	73,100.00	85,456.15	82,367.66	15.22
BMO Global Equity Series F	BMO95743	FCL 102664345		80,231.39	85,456.15	82,367.66	
BMO Concentrated Global Equity Series F	BMO95213	FCL 102664345		-7,131.39	0.00	0.00	12.44
Dynamic Funds (DYN)			4.48	68,100.00	89,843.04	90,302.81	5.28
Dyn. Global Dividend Series F	DYN1131	FCL 460934615		68,100.00	89,843.04	90,302.81	5.28
Fidelity Investments			8.74	-3,730.92	122,397.64	176,194.59	12.34
Fid. Canadian Disciplined Equity Series F	FID624	FCL 117077766		124,800.00	122,397.64	176,194.59	12.34
IA Clarington Investments Inc. (CCM)			15.60	314,345.35	327,395.54	314,765.49	0.44
IA Clarington Agile Global Total Return Income Series F	CCM5604	FCL 2116694001		314,345.35	327,395.54	314,765.49	0.44
Lysander Funds Limited (LYZ)			15.43	314,345.34	327,467.12	311,139.29	-0.26
Lysander-Canso Corporate Value Bond Series F	LYZ801F	FCL 1631260		314,345.34	327,467.12	311,139.29	-0.26
Mackenzie Investments (MFC)			17.41	291,800.00	315,072.30	351,111.78	6.14
Mack. Bluewater Canadian Growth Series F	MFC091	FCL 78052129		239,300.00	255,345.25	273,404.45	4.68
Mack. Global Dividend Series F	MFC2422	FCL 78052129		52,500.00	59,727.05	77,707.33	11.61
PIMCO Canada Corp. (PMO)			15.72	314,439.66	331,506.95	317,013.48	-0.46
PIMCO Monthly Income (Canada) Series M (F)	PMO505	FCL 101680263001		314,844.72	331,506.95	317,013.48	-0.46
		Total*	**100.00**	**1,529,924.50**	**1,966,529.35**	**2,017,105.52**	**3.25**

PortfolioINSIGHTS - Portfolio Overview For ANNAPOLIS VALLEY REGIONAL LIBRARY

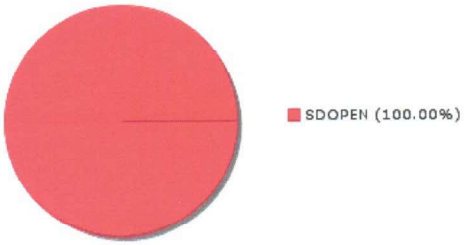
Client ID: 398202127
Rate of Return Method: IRR

Net Invested and Market Value
Inception Date: 31-Jan-2022



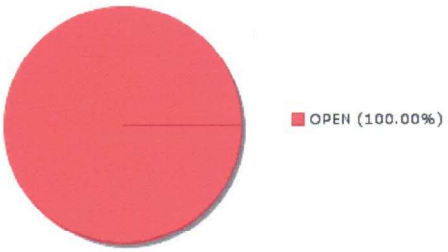
Market Value	**$2,017,105.52**
Net Invested	**$1,529,924.50**
Invested	$2,079,037.79
Withdrawn	-$549,113.29
Gain	**$487,181.02**

Assets by Plan Type



Group By: Plan Type

Assets by Plan Group



Group By: Plan Group

Performance (IRR)							
1-month	3-month	6-month	1-year	3-year	5-year	10-year	Inception
-1.66	-0.88	3.25	2.48	7.17	-	-	6.03

Calendar Performance (IRR)										
2026 (YTD)	2025	2024	2023	2022	2021	2020	2019	2018	2017	Prior
1.79	6.26	10.16	7.10	-	-	-	-	-	-	-

Disclaimer: "This is an unofficial record for information purposes only."

JEDI Committee 2026-09-17

1.) Did not have quorum so no chair or vice chair was appointed.

2.) Reviewed Terms of Reference - may need to adjust how quorum is described by changing it to 50% plus 1.

3.) Reviewed the Joint IDEA Plan. Acknowledged that the first year's review will need to involve removing the references to the IDEA Committee and making it clear that the committees and plans are separate now.

4.) Citizen representatives would prefer evening meetings. It was suggested that maybe we could try for a compromise to late-day meetings. Committee will be surveyed about availability.

5.) Meetings will normally be quarterly, however due to no quorum for this meeting and the next regularly scheduled meeting to be in busy December, the next meeting will be in November and then go every three months from there.

Respectfully submitted by Councillor Adele MacDonald