Town of Annapolis Royal
Council Meeting
AGENDA
November 18, 2026 at 6:15 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 – October 21, 2026 **(TAB 1)**
ii. Special Council Minutes – November 9, 2026 **(TAB 2)**

9. PRESENTATIONS

i. None

10. PUBLIC INPUT

11. NEW BUSINESS

i. Q2 Operating Budget (**TAB 3)**
ii. Q2 Capital Budget **(TAB 4)**
iii. Q2 Water Utility Budget **(TAB 5)**

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Committee of the Whole

MOTION #1 (TAB 6)
…that Council approve the second and final reading of Streets and Sidewalks By-law #209 dated November 2026.

MOTION #2 (TAB 7)
…that Council approve the second and final reading of Sewer By-law #210 dated November 2026.

MOTION #3 (TAB 8)
… that Council write off the outstanding balances of Assessment Account Number (AAN) 05347882 in the amount of $1,716.43, AAN 09154639 in the amount of $368.63, AAN 07009070 in the amount of $30.91 and AAN 07009038 in the amount of $42.26

MOTION #4 (TAB 9)
… that Council write-off roll #00092398 and roll #04997409 final taxes in the amounts of $878.24 and $3,956.01 respectively for the Town owned properties.

MOTION #5 (TAB 10)
…that Council to approve Fines and Fees Policy #2026-11.

MOTION #6 (TAB 11)
…that Council to approve Code of Conduct for Elected Officials Policy #2026-12.

MOTION #7
…that Council appoint Councillor Sybil Skinner-Robertson as the Deputy Mayor of the Town of Annapolis Royal from January 1, 2027 to October 31, 2028.

MOTION #8
…that Council appoint Mayor Amery Boyer and Deputy Mayor Sybil Skinner-Robertson as an alternate to the Valley Regional Services Board of Directors Interim Board from January 1, 2027 to October 31, 2028

MOTION #9
…that Council appoint Mayor Amery Boyer and Deputy Mayor Sybil Skinner-Robertson to the Annapolis County Inter-Municipal Working Group from January 1, 2027 to October 31, 2028.

MOTION #10
…that Council appoint Councillor Adele MacDonald to the Annapolis Valley Regional Library Board from January 1, 2027 to October 31, 2028.

MOTION #11
…that Council appoint Deputy Mayor Sybil Skinner-Robertson and Councillor Lynn Myers to the REMO Advisory Committee from January 1, 2027 to October 31, 2028.

MOTION #12
…that Council appoint Councillor Lynn Myers to the Water Source protection Agency from January 1, 2027 to October 31, 2028.

MOTION #13
…that Council appoint Mayor Amery Boyer to the Condo Board from January 1, 2027 to February 28, 2027.

MOTION #14
…that Council appoint Deputy Mayor Sybil Skinner-Robertson to the Lawrencetown Community Development Co-operative Board of Directors from November 18, 2026 to October 31, 2028.

MOTION #15
…that Council appoint Mayor Amery Boyer as the alternate to Staff to the Natal Days Committee from January 1, 2027 to October 31, 2028.

MOTION #16
…that Council appoint Deputy Mayor Sybil Skinner-Robertson to the Twinning Committee from January 1, 2027 to October 31, 2028.

MOTION #17
…that Council appoint Councillor Lynn Myers and Councillor Heather Sadkowski to the Audit Committee from January 1, 2027 to October 31, 2028.

MOTION #18
…that Council appoint Deputy Mayor Sybil Skinner-Robertson and Councillor Heather Sadkowski to the Board of Police Commissioners from January 1, 2027 to October 31, 2028.

MOTION #19
…that Council appoint Councillor Heather Sadkowski to the Environmental Advisory Committee from January 1, 2027 to October 31, 2028.

MOTION #20
…that Council appoint Councillor Lynn Myers and Councillor Adele MacDonald to the Planning and Heritage Advisory Committee from January 1, 2027 to October 31, 2028.

MOTION #21
…that Council appoint Councillor Heather Sadkowski and Councillor Adele MacDonald to the HR Committee from January 1, 2027 to October 31, 2028.

MOTION #22
…that Council appoint Councillor Heather Sadkowski to the Friends of the Pool Committee from January 1, 2027 to October 31, 2028.

MOTION #23
…that Council appoint Dale Roberts as the Valley Waste-Resource Management Bylaw Enforcement Officer for a one-year term ending December 31, 2027.

MOTION #24
…that Council appoint Ashley Gervais and Amanda Lewis as the Animal Control Officers for a one-year term ending December 31, 2027.

MOTION #25
…that Council appoint Hank Sawchuck as Town of Annapolis Royal's Fire Inspector for a one-year term ending December 31, 2027.

MOTION #26
…that Council appoint Mark Jamieson as the Town of Annapolis Royal's Building Inspector for a one-year term ending December 31, 2027.

MOTION #27
…that Council appoint Donna Neath as the Occupational Health and Safety Representative for a one-year term ending December 31, 2027.

MOTION #28
…that Council appoint Ken Knox as the Overall Director Responsible Charge for the water and wastewater system as per the Environment Act for a one-year term ending December 31, 2027.

MOTION #29
…that Council appoint Chris Millier as the Town of Annapolis Royal Planner for a one-year term ending December 31, 2027.

MOTION #30
…that Council appoint Ken Knox as the Civic Addressing Coordinator for the Town of Annapolis Royal for a one-year term ending December 31, 2027.

MOTION #31
…that Council appoint Chief Elizabeth Montgomery as the Traffic Authority for the Town of Annapolis Royal for a one-year term ending December 31, 2027.

MOTION #32
…that Council appoint Ken Knox as the Development Officer for the Town of Annapolis Royal for a one-year term ending December 31,

2027.

MOTION #33
…that Council appoint Christine Connolly as the Town Crier for Annapolis Royal for a one-year term ending December 31, 2027.

MOTION #34
…that Council appoint Martin-Henri Villeneuve, Lesley Hodder and Kendall Burtch to the Friends of the Pool Committee for a one-year term ending December 31, 2027.

MOTION #35
…that Council appoint Mike Bernard and Rod Whale to the Planning and Heritage Advisory Committee for a two-year term ending December 31, 2028.

MOTION #36
…that Council appoint Mike Bernard, Stephen Hawboldt and Geraldine Kenny to the Environmental Advisory Committee for a two-year term ending December 31, 2028.

Planning and Heritage Advisory Committee
No recommendations for Council.

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 12)**
ii.	Planning Services Report	For Council Review **(TAB 13)**
iii.	Water Report	For Council Review **(TAB 14)**
iv.	Communications Task Team	For Council Review **(TAB 15)**
v.	Valley Regional Services Board	Mayor Boyer **(TAB 16)**
vi.	Friends of the Pool	Councillor Sadkowski **(TAB 17)**

14. CORRESPONDENCE

i. Transition House Association of Nova Scotia (THANS) - Shine The Light Campaign **(TAB 18)**

15. IN CAMERA

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

Approval of Minutes

i. Council Meeting In-camera minutes of October 21, 2026 **(TAB A)**
ii. Special Council Meeting In-camera minutes – November 9, 2026 **(TAB B)**

Business Items

i. Contract Negotiations **(TAB C)**

16. ADJOURNMENT

NEXT MEETINGS

Public Meeting Wharf	Nov 23 @ 6:00 pm
Committee of the Whole	Dec 2 @ 4:00 pm
Planning and Heritage Advisory Committee	Dec 7 @ 5:00pm
Environment Advisory Committee	Dec 9 @ 3:00 pm
Board of Police Commissioners	Dec 9 @ 11:30am
Valley Regional Services Board of Directors	Dec 16 @ 10:00 am

Town Hall will be closed starting December 24, 2026 and will reopen with regular hours on Monday, 4, 2027.

Town of Annapolis Royal
Council Meeting
Unapproved Minutes
October 21, 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-Campbell, and Recording Secretary Laura Bright Members of the Public: Roger Lindala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	**11. New Business** v. Rescind Motion #C2026-09-23-06 and approve a new motion **14. In Camera** v. Personnel Matter
6. Approval of Agenda	**MOTION #C2026-10-21-01** The agenda was approved as presented with the above additions by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	**MOTION #C2026-10-21-02** The Council Minutes of September 23, 2026 were approved as presented by unanimous consent.

9. Presentations

None.

10. Public Input

None.

11. New Business

i. Procedure regarding verbal reports from Boards and Committee Meetings

CAO Millett-Campbell stated that Councillor Myers requested that this matter be added to the agenda for consideration.

Councillor Myers shared that they had brought this forward in an effort to improve Council's operational efficiencies and respect everyone's time. They noted that Council packages are distributed well in advance of meetings and Councillors arrive fully briefed. They proposed that Council accept the written reports as read and limiti the time spent on summaries so that speakers can focus on core findings and action items. They proposed that setting a time limit on verbal reports would allow Council to focus on important business, robust debate and decision making.

MOTION #C2026-10-21-03
It was regularly moved and seconded that Council adopt a policy that all distributed written reports be accepted as read and that any subsequent oral summaries or presentations be limited to a maximum of two minutes unless extended by a majority vote of council.

Mayor Boyer opened the floor for discussion and questions.

CAO Millett-Campbell asked if Councillor Myers wishes to incorporate the proposed time limit for verbal reports into the existing Meetings, Procedures and Presentation Policy or create a stand-alone policy. Councillor Myers confirmed that if the motion passed, then the existing policy should be updated.

Councillor MacDonald stated that they are not comfortable with the two-minute time limit as they consider it would be very limiting. Councillor Sadkowksi noted that the motion allows for Council to extend the limit under certain circumstances. Councillor MacDonald acknowledged the option to extend and noted that

having to go through a voting process each time could potentially increase the amount of time spent on discussion.

Deputy Mayor Skinner-Robertson clarified that the motion from Councillor Myers is to set time limits on verbal summaries of written reports and not to set limits on debate or discussions about a motion on the floor.

Mayor Boyer responded that Robert's Rules contains limits on speaking and suggested that the rules be reviewed to see if there is something specific about presentations of reports. Councillor Myers agreed to review Robert's Rule and will bring the proposal and motion back to a future meeting.

Mayor Boyer asked Councillor Myers if they would like to amend or withdraw the motion on floor.

Councillor Myers withdrew **Motion #C2026-10-21-03** from the floor.

ii. Council Appointments to Boards and Committees

CAO Millett-Campbell advised that the two-year appointments to Committees and Boards are expiring at the end of 2026. Each Council member will need to decide which board or committee they would like to be appointed to starting in January 2027. The appointments will run until the end of October 2028.

CAO Millett-Campbell advised that recommendations on Council appointments will be on the agenda for Committee of the Whole in November.

Councillor MacDonald asked if there was a way to identify which of the appointments are only for the Mayor and Deputy Mayor. They also noted that the current appointment to the HR Committee says Councillor Myers and Councillor Sadkowski but that the appointment is Councillor MacDonald not Councillor Myers. CAO Millett-Campbell will ask Staff to make the updates and corrections

to the Council Appointments document and will resend it to Council.

ACTION: Update the Council Appointments document and reissue it to Council
NAME: CAO Millett-Campbell
DATE: October 22, 2026

Deputy Mayor Skinner-Robertson asked if the Twinning Committee is a standing committee as they are currently the only member of the committee. CAO Millett-Campbell responded that the Twinning Committee is a Committee of Council. They advised Deputy Mayor Skinner-Robertson to advertise Committee openings in the Town's newsletter.

iii. Request for Decision – Integrate HR Policies into Police Agreement

MOTION #C2026-10-21-04
It was regularly moved and seconded that Council approve the Police Agreement dated October 2026. **Motion carried.**

iv. Appoint Member to LCDC Board

CAO Millett-Campbell advised that Council will need to decide who to appoint to the Lawrencetown Community Development Co-op Board of Directors.

Councillor Sadkowski asked how often the LCDC Board meets and if there is a virtual option for meetings. CAO Millett-Campbell replied that meetings are monthly, usually on Mondays starting at 6:30 pm and are held in-person in Lawrencetown.

Councilor Sadkowski expressed interest in the appointment but had reservations about the timing of the meetings. Deputy Mayor Skinner-Robertson also expressed interest in the appointment and offered to be a backup.

CAO Millett-Campbell advised that the decision will need to be

made by November so there is time for members of Council to discuss this among themselves.

v. **Rescind Motion #C2026-09-23-06 and approve a new motion**
CAO Millett-Campbell advised that two late invoices were received for work on the Chapel Street Force Main Project.

MOTION #C2026-10-21-05
It was regularly moved and seconded that Council rescind Motion #C2026-09-23-06 whereby Council approved 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.**

MOTION #C2026-10-21-06
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 $89,160 from the general capital account. **Motion carried.**

12. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2026-10-21-07
It was regularly moved and seconded that Council approve the Accessible Ramps on Town Property Lease Agreement. **Motion carried.**

MOTION #C2026-10-21-08
It was regularly moved and seconded that Council approve first reading of the Streets and Sidewalks By-law #209. **Motion carried.**

MOTION #C2026-10-21-09
It was regularly moved and seconded that Council set the Public Hearing for the Streets and Sidewalks By-law #209 for Wednesday November 18, 2026 at 6:00 pm. **Motion carried.**

MOTION #C2026-10-21-10
It was regularly moved and seconded that Council approve first reading of Sewer By-law #210. **Motion carried.**

MOTION #C2026-10-21-11
It was regularly moved and seconded that Council set the Public Hearing for Sewer By-law #210 for Wednesday November 18, 2026 at 6:00 pm. **Motion carried.**

MOTION #C2026-10-21-12
It was regularly moved and seconded that Council approve Fines and Fees Policy #2026-09. **Motion carried.**

MOTION #C2026-10-21-13
It was regularly moved and seconded that Council approve Human Resources Procedures and Policy #2026-10. **Motion carried.**

MOTION #C2026-10-21-14
It was regularly moved and seconded 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. **Motion carried.**

Planning and Heritage Advisory Committee

MOTION #C2026-10-21-15
It was regularly moved and seconded 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 application 26-19-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

Environment Advisory Committee

Deputy Mayor Skinner-Robertson shared that 12 people had attended the Emergency Preparedness Information Session on October 17. Although the turnout was smaller than hoped for, they noted that the presentations were well received and there were a lot of good discussions. Deputy Mayor Skinner-Robertson brought the extra materials that Red Cross provided so they can be made available to anyone who comes into Town Hall.

Deputy Mayor Skinner-Robertson advised that they plan to propose that EAC host a FireSmart assessments of homes in Town so that members of the public can learn about the offering.

Board of Police Commissioners
None.

13. Reports from Committees, Boards and Commissions

i. Mayor's Report
Reviewed.

ii. Chief Administrative Officer
Reviewed.

Councillor Myers asked if the Joint Economic Development Coordinator was going to meet with Council. CAO Millett-Campbell advised that Joy O'Neill will be reaching out to Council to set up one-on-one meetings.

iii. Planning Services Report
Reviewed.

iv. Water Report
Reviewed.
Mayor Boyer noted that there was a week of tests missing and Staff advised that this was because the testing date coincided with the National Day of Truth & Reconciliation.

v. Communications Task Team
Reviewed

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

Reviewed.

vii. Joint Equity, Diversity & Inclusion Committee

Reviewed.

14. In-camera

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

MOTION #C2026-10-21-16
It was regularly moved and seconded that Council move into camera to approve the Council in-camera minutes of September 23, 2026, and to discuss two personnel matters, one legal advice matter, one buy, sell and lease land matter and one contract and negotiations matter at 6:27 pm. **Motion carried.**

MOTION #C2026-10-21-18
It was regularly moved and seconded that Council move out of camera at 7:34 pm. **Motion carried**.

15. Next Meeting

November 18, 2026 at 6:00 pm

16. Adjournment

The meeting was adjourned at 7:37 pm.

_____	_____
Mayor Amery Boyer	Recording Secretary Laura Bright

Town of Annapolis Royal
Special Council Meeting
Unapproved Minutes
November 9, 2026 at 4:30 pm

1. Call to Order	Mayor Boyer called the meeting to order at 4:31pm
2. Present	Mayor Amery Boyer, Deputy Mayor Sybil Skinner-Robertson, Councillor Adele MacDonald, CAO Sandi Millett-Campbell, and Recording Secretary Laura Bright
3. Regrets	Councillor Lynn Myers Councillor Heather Sadkowski
4. Absents	None
5. Additions to Agenda	None
6. Approval of Agenda	**MOTION #C2026-11-09-01** The agenda was approved as presented with the above additions by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None

8. Presentations

None.

9. Public Input

None.

10. In-camera

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

MOTION #C2026-11-09-02
It was regularly moved and seconded to move in camera at 4:32 pm to discuss a personnel matter. **Motion carried.**

MOTION #C2026-11-09-03
It was regularly moved and seconded that Council move out of camera at 4:35 pm. **Motion carried**.

MOTION #C2026-11-09-04
It was regularly moved and seconded that Council appoint Dawn Campbell as the Interim Chief Administrative Officer for the Town of Annapolis Royal effective November 13, 2026.

11. Adjournment

The meeting was adjourned at 4:36 pm.

_____	_____
Mayor	Recording Secretary
Amery Boyer	Laura Bright

Town of Annapolis Royal
Income Statement

30-Sep-26

AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
REVENUE						
TAXES	$ -	$ 942,959	$ 984,266	95.80	$ 890,162	$ 1,928,180
GRANTS IN LIEU OF TAXES	$ -	$ 527,779	$ 459,510	114.86	$ 461,828	$ 482,719
SERVICE PROVIDED TO OTHER GOV	$ 150	$ 2,198	$ 3,800	57.84	$ 6,267	$ 72,600
CONDITIONAL TRANSFERS FED PROV	$ -	$ -	$ -	0.00	$ -	$ 121,000
LICENCES AND PERMITS	$ 218	$ 3,813	$ 4,050	94.14	$ 2,793	$ 8,100
FINES	$ 300	$ 2,431	$ 3,000	81.02	$ 3,597	$ 6,000
RENTALS/LEASES/SALES	$ 3,847	$ 22,784	$ 23,150	98.42	$ 24,011	$ 46,300
RETURN ON INVESTMENTS	$ 1,277	$ 9,545	$ 10,000	95.45	$ 11,591	$ 20,000
PENALTIES & INT ON TAXES	$ 876	$ 10,225	$ 6,000	170.42	$ 9,732	$ 12,000
CONCESSIONS AND FRANCHISES	$ 13,473	$ 82,675	$ 76,810	107.64	$ 104,344	$ 143,160
UNCOND. TRANS. OTHER GOV	$ 10,489	$ 120,978	$ 120,978	100.00	$ 120,978	$ 191,956
RECREATION	$ 31,105	$ 57,302	$ 54,000	106.11	$ 50,109	$ 70,500
MARKETING	$ 32,715	$ 44,670	$ 2,160	2068.04	$ 60,863	$ 14,504
TOTAL REVENUE	$ 94,450	$ 1,827,357	$ 1,747,724	104.56	$ 1,746,272	$ 3,117,019

AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
EXPENSES						
GENERAL GOVERNMENT SERVICES						
LEGISLATIVE	$ 5,423	$ 85,223	$ 100,309	84.96	$ 83,902	$ 174,682
GENERAL ADMINISTRATIVE	$ 20,359	$ 122,692	$ 132,363	92.69	$ 123,037	$ 266,197
TAXATION	$ 774	$ 39,556	$ 53,051	74.56	$ 8,457	$ 84,598
OTHER GENERAL ADMINISTRATIVE	$ 1,670	$ 20,585	$ 26,209	78.54	$ 18,660	$ 41,681
Totals	$ 28,226	$ 268,057	$ 311,932	85.93	$ 234,055	$ 567,158
PROTECTIVE SERVICES						
POLICE PROTECTIONS	$ 43,273	$ 236,643	$ 280,468	84.37	$ 260,111	$ 566,470
LAW ENFORCEMENT	$ 6,684	$ 8,529	$ 7,525	113.34	$ 1,112	$ 15,050
FIRE PROTECTION	$ 117,645	$ 150,023	$ 156,473	95.88	$ 145,647	$ 186,445
EMERGENCY MEASURES	$ -	$ -	$ -		$ -	$ 7,787
TREES/ANIMALS	$ 5,127	$ 28,666	$ 44,012	65.13	$ 33,173	$ 56,385
Totals For:	$ 172,730	$ 423,860	$ 488,478	86.77	$ 440,043	$ 832,137
TRANSPORTATION SERVICES						
COMMON SERVICES	$ 12,942	$ 99,893	$ 103,808	96.23	$ 76,407	$ 196,845
ROAD TRANSPORT	$ 1,304	$ 131,401	$ 137,283	95.72	$ 86,777	$ 253,440
Totals For:	$ 14,247	$ 231,294	$ 241,090	95.94	$ 163,184	$ 450,285
ENVIRONMENTAL HEALTH SERVICES						
SEWERAGE & HEALTH SERVICES	$ 7,535	$ 75,526	$ 90,974	83.02	$ 89,232	$ 185,590
GARBAGE COLLECTION & DISPOSAL	$ 445	$ 47,039	$ 44,217	106.38	$ 53,810	$ 68,270
Totals For:	$ 7,980	$ 122,565	$ 135,191	90.66	$ 143,043	$ 253,860
RECREATION & MARKETING SERVICE						
RECREATION FACILITIES	$ 3,985	$ 49,890	$ 55,551	89.81	$ 45,411	$ 104,698
MARKETING	$ 1,056	$ 18,836	$ 19,224	97.98	$ 41,437	$ 35,928

AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
Totals For:	**$ 5,041**	**$ 68,726**	**$ 74,775**	**91.91**	**$ 86,847**	**$ 140,626**
CULTURAL SERVICES	**$ 1,891**	**$ 16,712**	**$ 16,260**	**102.78**	**$ 12,806**	**$ 29,379**
ECONOMIC DEVELOPMENT	**$ 13,445**	**$ 74,125**	**$ 81,690**	**90.74**	**$ 91,779**	**$ 137,486**
FISCAL SERVICES	**$ 241**	**$ 32,125**	**$ 32,246**	**99.63**	**$ 16,680**	**$ 59,491**
TRANSFER TO OWN RESERVES	**$ -**	**$ -**	**$ -**	**0.00**	**$ -**	**$ 322,500**
UNCONDITIONAL TRANSFERS OTHER	**$ 30,035**	**$ 154,271**	**$ 152,796**	**100.97**	**$ 140,655**	**$ 320,096**
TOTAL INCOME	$ 94,450	$ 1,827,357	$ 1,747,724	104.56	$ 1,746,272	$ 3,117,019
TOTAL EXPENSES	$ 273,835	$ 1,391,733	$ 1,534,459	90.70	$ 1,329,092	$ 3,113,019
TOTAL TO DATE	**-$ 179,385**	**$ 435,624**	**$ 213,265**	**13.86**	**$ 417,181**	

Town of Annapolis Royal
Fiscal Year Period April 01,2026 To September 30, 2026
FUND04 - General Capital and FUND03 Water Capital

Account	Account Name	Actual	Budget
04-44111Z	TCA - Recreation Facilities - Washrooms @ Academy	$17,665	$400,000*
04-36111Z	TCA - 1 Ton Truck	$82,409	$ 175,000
04-38111Z	TCA - Police Car	$77,439	$ 85,000
04-39111Z	TCA - Website upgrade	$11,380	$ 50,000
04-40111Z	Local Leadership for Climate Adaptation	$0	$ 1,158,024
04-31111Z	Chapel Street Forcemain Extension (left over from previous year)	$225,638	$ 175,959
03-34361Z	Water Resevoir Relining	$6,076	$ 15,000
03-34520Z	Mains Transmission - Value Exerciser	$10,360	$ 15,000
		$430,966	**$2,073,983**

*AMENDED

Town of Annapolis Royal

Fiscal Year Period April 01,2026 To September 30,2026
FUND02 - Water Operating

Income & Expense Statement

Printed: 4:24:35PM 11/09/2026

		AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
INCM	**REVENUE**							
I002	**FUND 2 - INCOME**							
I	02-11100Z	Metered Sales Residential	$ 49,127.54	$ 91,593.42	$ 84,000.00	109.04	$ 87,088.68	$ 168,000.00
I	02-11200Z	Metered Sales Commercial	$ 37,074.10	$ 63,482.20	$ 52,500.00	120.92	$ 55,585.23	$ 105,000.00
I	02-13100Z	Public Fire Protection Hydrant	$ 117,645.00	$ 117,645.00	$ 110,130.00	106.82	$ 110,130.00	$ 110,130.00
I	02-14000Z	Sprinkler Service	$ 437.50	$ 837.50	$ 800.00	104.69	$ 800.00	$ 1,600.00
I	02-16000Z	Interest on Sales Accounts	$ 41.75	$ 672.05	$ 799.98	84.01	$ 800.20	$ 1,600.00
I	02-18500Z	Non-Operating Revenue	$ 387.50	$ 637.50	$ 750.00	85.00	$ 200.00	$ 1,500.00
I	02-19500Z	Interest Income - Bank	$ 95.64	$ 891.54	$ 4,000.02	22.29	$ 2,369.23	$ 8,000.00
Totals For:	**I002**		**204,809.03**	**275,759.21**	**252,980.00**	**109.00**	**256,973.34**	**395,830.00**
Totals For:	**INCM**		**204,809.03**	**275,759.21**	**252,980.00**	**109.00**	**256,973.34**	**395,830.00**
EXPN	**EXPENSES**							
X002	**FUND 2 - EXPENDITURES**							
E	02-21430Z	Main Source of Supply	$ 0.00	$ 0.00	$ 0.00	0.00	$ 0.00	$ 3,693.76
E	02-21500Z	Share Oper. Maint. Costs (Well Field)	$ 0.00	$ 29,201.44	$ 55,000.00	53.09	$ 58,951.52	$ 110,000.00
E	02-22400Z	Pumping Expense - NS Power	$ 0.00	$ 0.00	$ 1,249.98	0.00	$ 414.52	$ 2,500.00
E	02-22900Z	Other Pumping (Propane) Expense	$ 0.00	$ 233.73	$ 124.98	187.01	$ 186.84	$ 250.00
E	02-23000Z	Water Treatment - Chemicals	$ 221.34	$ 602.81	$ 250.02	241.10	$ 236.92	$ 500.00
E	02-23400Z	Customer Meter Repairs/Replace	$ 0.00	$ 0.00	$ 250.02	0.00	$ 0.00	$ 500.00
E	02-23500Z	Chrlorine Plant Repairs & Maintenance	$ 0.00	$ 0.00	$ 124.98	0.00	$ 58.14	$ 250.00
E	02-23600Z	Water Treatment Plant Building Repairs	$ 0.00	$ 0.00	$ 325.02	0.00	$ 0.00	$ 650.00
E	02-23601Z	Lequille Water Storage Tower	$ 0.00	$ 0.00	$ 0.00	0.00	$ 72.70	$ 0.00
E	02-23699Z	Water Safety Regulations	$ 0.00	$ 0.00	$ 375.00	0.00	$ 27.09	$ 750.00
E	02-23700Z	Water Testing Expenses	$ 442.01	$ 3,721.04	$ 7,249.98	51.32	$ 7,465.83	$ 14,500.00
E	02-23800Z	Water Lines Maintenance Expens	$ 58.04	$ 16,056.19	$ 3,750.00	428.17	$ 428.76	$ 7,500.00
E	02-23801Z	Fire Hydrant Maintenance	$ 264.42	$ 2,106.33	$ 1,200.00	175.53	$ 38.42	$ 1,200.00
E	02-23802Z	SCADA Water Treatment Monitoring	$ 0.00	$ 126.59	$ 499.98	25.32	$ 868.22	$ 1,000.00
E	02-23900Z	Tools/Equipment Purchase and R	$ 350.00	$ 543.14	$ 349.98	155.19	$ 0.00	$ 700.00
E	02-24100Z	Public Works Salary Expense	$ 3,989.04	$ 23,920.50	$ 28,722.00	83.28	$ 31,992.92	$ 57,443.99
E	02-24101Z	Public Works - EI	$ 82.82	$ 496.84	$ 499.98	99.37	$ 638.16	$ 1,000.00
E	02-24102Z	Public Works - CPP	$ 223.92	$ 1,343.17	$ 1,500.00	89.54	$ 1,700.33	$ 3,000.00
E	02-24104Z	Public Works - Medical	$ 27.75	$ 167.13	$ 1,150.02	14.53	$ 84.08	$ 2,300.00
E	02-24105Z	Public Works - Pension	$ 305.52	$ 1,848.72	$ 1,401.00	131.96	$ 1,307.39	$ 2,802.03
E	02-24106Z	Public Works - Life/LTD	$ 46.44	$ 313.67	$ 325.02	96.51	$ 339.11	$ 650.00
E	02-24107Z	Public Works - WCB	$ 124.06	$ 798.18	$ 799.98	99.77	$ 967.84	$ 1,600.00

		AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
E	02-24108Z	Public Works - Training Expens	$0.00	$1,099.87	$1,750.00	62.85	$89.78	$ 3,250.00
E	02-24200Z	Public Works - Gen Office Expe	$339.84	$1,662.28	$919.02	180.88	$891.00	$ 1,838.00
E	02-24300Z	Public Works - Equipment Expen	$0.00	$419.19	$982.50	42.67	$480.09	$ 1,965.00
E	02-24400Z	Public Works - General Shop Ex	$110.97	$1,824.81	$4,917.48	37.11	$1,363.20	$ 9,835.00
E	02-24410Z	Public Works - Building Insura	$0.00	$182.00	$166.00	109.64	$166.00	$ 166.00
E	02-24411Z	Public Works - Tank Insurance	$0.00	$859.00	$831.00	103.37	$831.00	$ 831.00
E	02-24500Z	Public Works - Truck Expense	($428.09)	$2,797.01	$3,169.00	88.26	$2,263.32	$ 4,929.00
E	02-25100Z	Admin - Salaries	$6,642.20	$41,379.28	$43,888.86	94.28	$41,311.24	$ 87,777.76
E	02-25111Z	Admin - EI	$99.05	$829.10	$656.52	126.29	$825.63	$ 1,313.00
E	02-25112Z	Admin - CPP	$356.98	$2,308.83	$1,811.52	127.45	$2,291.35	$ 3,623.00
E	02-25113Z	Admin - Life/LTD	$114.35	$685.98	$611.52	112.18	$655.59	$ 1,223.00
E	02-25114Z	Admin - Pension	$467.54	$2,803.78	$3,083.88	90.92	$2,697.92	$ 6,167.79
E	02-25115Z	Admin - Medical	$239.24	$1,433.73	$550.02	260.67	$1,063.30	$ 1,100.00
E	02-25116Z	Admin - WCB	$206.57	$1,389.43	$1,050.00	132.33	$1,313.70	$ 2,100.00
E	02-25200Z	Admin - General Office Expense	$1,096.81	$11,792.32	$9,269.00	127.22	$11,207.27	$ 14,271.00
E	02-25211Z	Admin - Other Expense Building	$416.83	$21,299.48	$24,224.34	87.93	$4,553.53	$ 25,346.00
E	02-25300Z	Auditor Expense	$201.16	$201.16	$0.00	0.00	$0.00	$ 3,329.99
E	02-25310Z	Legal Expense	$0.00	$0.00	$250.02	0.00	$0.00	$ 500.00
E	02-25320Z	Professional Services	$0.00	$6,668.75	$5,000.00	133.38	$0.00	$ 10,000.00
E	02-25330Z	Board of Public Utilities Regu	$0.00	$0.00	$0.00	0.00	$0.00	$ 870.00
E	02-26000Z	Depreciation	$0.00	$0.00	$0.00	0.00	$0.00	$ 64,383.16
E	02-27000Z	Taxes	$0.00	$173.78	$0.00	0.00	$0.00	$ 0.00
E	02-29220Z	CMHC Principal May 2010	$0.00	$0.00	$0.00	0.00	$7,853.89	$ 7,853.89
E	02-29221Z	CMHC Interest May 2010	$0.00	$0.00	$0.00	0.00	$325.94	$ 323.93
Totals For:	**X002**		**15,998.81**	**181,289.26**	**208,278.62**	**87.04**	**185,962.54**	**465,786.30**
Totals For:	**EXPN**		**15,998.81**	**181,289.26**	**208,278.62**	**87.04**	**185,962.54**	**465,786.30**

Total Income:	$ 204,809.03	$ 275,759.21	$ 252,980.00	109.00	$ 256,973.34	$ 395,830.00
Total Expenses:	15,998.81	181,289.26	$ 208,278.62	87.04	185,962.54	465,786.30
Totals:	**$ 188,810.22**	**$ 94,469.95**	**$ 44,701.38**	**21.96**	**$ 71,010.80**	**$(69,956.30)**

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.

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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

3.1. "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;

3.2. "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;

3.3. "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;

3.4. "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;

3.5. "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;

3.6. "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;

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

3.8. "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;

3.9. "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;

3.10. "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

3.11. "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

4.1. 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;

4.2. 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.

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

5. SECURITY

5.1. 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.

5.2. 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

6.1. 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.

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

7. MOVING BUILDING ON STREETS

7.1. 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;

7.2. 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;

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

8. REMOVAL OF SNOW

8.1. 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:

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

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

9. PARTICULAR ENCROACHMENTS

9.1. 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.

9.2. 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;

- 9.2.1. payment of a permit fee as defined in the “Fines and Fees Policy";
- 9.2.2. 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;
- 9.2.3. determination by the DPW that the encroachment does not significantly impede pedestrian er wheelchair traffic on a sidewalk or vehicular traffic on a roadway;
- 9.2.4. determination by the Traffic Authority that the encroachment does not pose a traffic hazard having regard to sight lines or otherwise;

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

9.3. 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.

9.4. 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:

9.4.1. To provide for wheelchair access in accordance with all relevant building codes and accessibility standards
9.4.2. To alleviate an existing or future problem relating to access to Town infrastructure
9.4.3. To provide access to Town infrastructure
9.4.4. To improve pedestrian or vehicular flow
9.4.5. To replace an existing structure

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

10. TEMPORARY SIDEWALK LEASES

10.1. 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

11.1. 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:

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

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

12. ENCROACHING VEGETATION

12.1. 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:

12.1.1. from interfering with pedestrian traffic on a sidewalk;

12.1.2. 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

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

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

13.1. 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:

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

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

13.1.3. In areas where no grass median exists, abutters shall trim weeds growing between buildings and the sidewalk; and

13.1.4. Collect and remove litter or waste.

14. PENALTIES

14.1. 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";

14.2. 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	Interim 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
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

Interim 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:	

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Write off old tax accounts

DATE: October 19, 2026 **PROPOSED BY: DFO Robinson**

TAB # & REFERENCES	
BACKGROUND	The Town currently has four derelict accounts some of which date back more than 20 years. The next of kin or ownership cannot be located. On October 5th, while at the annual Association of Municipal Tax Collectors, staff from PVSC advised these accounts could be deactivated following the write offs.
PROPOSAL	Council to write off the four derelict tax accounts. To clean up these old accounts (some dating back to more than 20 years old). They will be taken off our books. Some have as many pages as 77 of interest over the years.
BENEFITS	This would clean up uncollectible accounts that have been on our books for a substantial amount of time.
DISADVANTAGES	$2,158.23 in tax write offs
COSTS & SOURCE OF FUNDING	This would not cost anything but would be a debit against revenue income.
STAFF COMMENTS	For many years DFO Robinson has tried to find a way to remove these four accounts from thetooks. This would clean up these accounts.
STRATEGIC PLAN INITIATIVE	Good governance to keep records correct and up to date.
CAO REVIEW/ COMMENTS	One of the benefits of attending conferences is getting valuable information and coming back to the office and implementing the information. Over the years many staff hours have been put into these four accounts. Once written off the accounts can be deactivated.
DRAFT MOTION/ RECOMMENDATION	… to recommend to Council to write off the outstanding balances of Assessment Account Number (AAN) 05347882 in the amount of $1,716.43, AAN 09154639 in the amount of $368.63, AAN 07009070 in the amount of $30.91 and AAN 07009038 in the amount of $42.26.

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

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Write off property taxes for Town Owned properties

DATE: October 28, 2026 **PROPOSED BY: DFO Robinson**

TAB # & REFERENCES	
BACKGROUND	Both parties have a lease agreement with the Town outlining as it is Town owned property, the Town will be responsible for the taxes. The Town has written off the two properties taxes since the agreements went into effect.
PROPOSAL	Write off the taxes as per the lease agreements.
BENEFITS	Working with the tenants financially to sustain their ongoing continuation.
DISADVANTAGES	None perceived
COSTS & SOURCE OF FUNDING	$4,834.25 as per budget
STAFF COMMENTS	To continue with covenants of lease agreements
CAO REVIEW/ COMMENTS	Honouring the original lease agreements.
DRAFT MOTION/ RECOMMENDATION	…to recommend to Council to write-off roll #00092398 and roll #04997409 final taxes in the amounts of $878.24 and $3,956.01 respectively for the Town owned properties.

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

Town of Annapolis Royal
POLICY

TITLE: **Fines & Fees Policy**	
POLICY NO.: **2026-11**	SUPERSEDES: **2026-09 – October 21, 2026** **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	$750
Application Fee for a Development Agreement or amendment to a Development Agreement, pursuant to the Town of Annapolis Royal Land Use By-law and the Municipal Government Act	$750 + Registry fees

Deregistration of a Municipal Heritage Property	$100 administration fee + 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	$450 + 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
Accessibility Ramp Agreement	One Dollar ($1.00) per year.
Sidewalk Lease Agreement	Two Dollars ($2.00) per square foot

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 subject to Public Works approval) (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	A person who is alleged to have violated this By-law and is given notice of the alleged violation may pay a

under the Orderly and Peaceful Conduct By-law	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 #2026-09 that was adopted by Council on the 21st day of October 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 18th day of November 2026.

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

_____

Dawn Campbell
Interim 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: **Code of Conduct for Elected Officials**	
POLICY NO: **2026-12**	SUPERSEDES: 2024-13 December 19, 2024 2008-08 November 17, 2008 2002-03 October 21, 2002
EFFECTIVE DATE	APPROVED BY COUNCIL MOTION NO.: **MOTION #**

1. Authority for Policy

Section 520(1), Municipal Government Act

2. Definitions

In this policy, the following definitions apply:

2.1. *Act* means the Municipal Government Act

2.2. *CAO* means Chief Administrative Officer

2.3. *Closely connected* to a Council member, means any of the following:

i. a family member of the Council member,
ii. an agent of the Council member,
iii. a business partner of the Council member,
iv. an employer of the Council member

2.4. *Code* means the Code of Conduct for Elected Officials of the Town of Annapolis Royal

2.5. *Complaint* means a complaint regarding an alleged breach of the Code

2.6. *Confidential information* includes any information in the possession of the Town that the Town is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the Town and is generally considered to be of a confidential nature, including information about any of the following:

i. the security of the Town's property,
ii. a proposed or pending acquisition or disposition of land or other property,
iii. a tender that has or will be issued but that has not been awarded,

iv. contract negotiations,
v. employment and labour relations,
vi. draft documents and legal instruments, including reports, policies, by-laws and resolutions, that have not been deliberated in a meeting open to the public,
vii. law enforcement matters,
viii. litigation or potential litigation, including matters before administrative tribunals,
ix. advice that is solicitor-client privileged.

2.7. *Council* means the Council of the Town of Annapolis Royal

2.8. *Discrimination* has the same meaning as in the Human Rights Act

2.9. *Elected official* means any Council member, including the mayor

2.10. *Family member* means in relation to a person, any of the following, and includes a step-family member:
i. spouse,
ii. parent or guardian,
iii. child,
iv. sibling,
v. sibling of a parent,
vi. child of a sibling,
vii. grandchild,
viii. grandparent,
ix. parent-in-law,
x. sibling-in-law,
xi. spouse of a child

2.11. *Harass* has the same meaning as in the *Human Rights Act*

2.12. *Investigator* means a person or entity appointed by the Town under subsection 23C(l) of the *Act* to receive and investigate complaints

2.13. *Mayor* means the Council member elected at large to be the chair of the Council

2.14. *Poisoned environment* means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person' s work environment

2.15. S*exual harassment* has the same meaning as in the *Human Rights Act*

2.16. *Town* means the Town of Annapolis Royal.

3. General purpose

3.1. The purpose of this code is to set out the expectations for the behaviour of members elected to Council in carrying out their functions and making decisions that benefit the constituents in the Town.
3.2. Nothing in this code is intended to prevent elected officials from sharing or expressing dissenting opinions.

4. Interaction with laws and policies

4.1. This code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the Act, the *Municipal Conflict of Interest Act* and any other applicable legislation.
4.2. This code is intended to operate together with, and as a supplement to, the other by-laws and policies of the Town.
4.3. This code prevails in any conflict between the Code and any Town resolution, policy or by-law.

5. Guiding principles

The following are the guiding principles for Council members' conduct:

5.1. Collegiality: Council members must work together to further the best interests of the Town in an honest and honourable way.
5.2. Honesty: being truthful and open.
5.3. Integrity: Council members must act lawfully and adhere to strong ethical principles by prioritizing the Town's interests over individual interests.
5.4. Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in Council activities.
5.5. Respect: Council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the Town or tarnishes the Town’s reputation.
5.6. Responsibility: Council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must

demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

5.7. Transparency: Council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

6. General conduct

6.1. A Council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.

6.2. A Council member must show respect for chairs of Council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during Council meetings or other meetings of the Town.

6.3. A Council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.

6.4. A Council member must conduct Council business and all duties in an open and transparent manner, other than for those matters that Council is authorized by law to carry out in private.

6.5. A Council member must not be impaired by alcohol or drugs while attending any Council meeting or other meetings of the Town.

6.6. A Council member must comply with any sanction imposed under this code, and failing to comply with a sanction imposed is considered a breach of the Code.

7. Confidential information

7.1. A Council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the Council to do so.

7.2. A Council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.

7.3. A Council member must not access or attempt to access confidential information in the custody of the Town unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Town.

7.4. A Council member must not discuss any matters relating to an active investigation under the Code with anyone other than the Investigator or their own legal counsel, unless required by law.

8. Gifts and benefits

8.1. A Council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:

i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
ii. a suitable memento of a function honouring the Council member;
iii. sponsorships and donations for community events organized or run by a Council member or by a third party on behalf of a Council member;
iv. compensation authorized by the Town.

8.2. A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a Council member, with the Council member's knowledge, is deemed to be a gift to the Council member.

9. Use of Town property, equipment and services

9.1. A Council member must not use, or request the use of, any Town property, including surplus material or equipment, for personal convenience or profit, unless the property meets one of the following:

i. it is generally available for use by the public and the Council member is receiving no special preference in its use;
ii. it is made available to the Council member in the course of carrying out Council activities and duties, and is used for purposes connected with the discharge of Town duties.

9.2. A Council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the Town.

9.3. A Council member must not use information, or attempt to use information, gained in the course of their duties that is not

available to the general public for any purposes other than carrying out their official duties.

9.4. A Council member, or a person closely connected to a Council member, must not tender on the sale of surplus Town property, including old or extra equipment.

10. Building, development, planning, or procurement proposals before Council

A Council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before Council.

11. Improper use of influence

A Council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

12. Business relations

12.1. A Council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the Town.

12.2. A Council member must not borrow money from any person who regularly does business with the Town, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

12.3. A Council member must not act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the Town.

13. Employment of persons closely connected to Council members

13.1. A Council member must not attempt to influence any Town employee to hire or promote a person closely connected to the member.

13.2. A Council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

14. Fairness

14.1. A Council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.

14.2. A Council member must not give special consideration, treatment or advantage to an organization or group because the Council member, or a person closely connected to the member, is involved with the organization or group.

15. Adherence to policies, procedures, by-laws and other laws

15.1. Council members must adhere to all applicable federal and provincial legislation.
15.2. Council members must adhere to the procedures, resolutions, policies and bylaws of the Town.
15.3. Council members must adhere to the expense and hospitality policy of the Town.

16. Respect for Council as a decision-making body

16.1. A Council member must abide by, and act in accordance with, any decision made by Council, whether or not the member voted in favour of the decision.
16.2. A Council member must not encourage non-compliance with any legislation, regulation, by-law, resolution, policy or procedure.

17. Communicating on behalf of Council

17.1. A Council member, other than the Mayor, must not claim to speak on behalf of Council unless the Council member is authorized to do so.
17.2. The Mayor, or an individual designated by Council may speak on behalf of Council and must make every effort to convey the intent of Council's decision accurately.

18. Interaction of Council with staff and service providers

18.1. A Council member must respect the role of the CAO as head of the administrative branch of the Town’s government and must not involve themselves directly in the administration of the affairs of the Town, including, without limitation, the administration of contracts.
18.2. A Council member must not direct, or attempt to direct, the CAO other than through a direction provided by the Council as a whole.
18.3. A Council member must be respectful of the role of the CAO and Town employees to advise based on political neutrality

and objectivity and without undue influence from any individual member or group of the Council.

18.4. A Council member must not direct or influence, or attempt to direct or influence any Town employees in the exercise of their duties or functions, unless Council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless Council as a whole has provided direction regarding same.

18.5. If a CAO has been appointed under Section 28 of the Act a Council member must not direct Town employees except through the CAO.

18.6. Contractors, tenderers, consultants or other service providers to the Town must not be issued instructions by Council members

i. if a CAO has been appointed under Section 28 of the Act; or

ii. unless Council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and Council as a whole has provided direction regarding same.

18.7. A Council member must not require or request that a Town employee undertake personal chores or tasks for the member that are unrelated to Town business.

18.8. A Council member must not make public statements that are critical of specific or identifiable Town employees or service providers.

19. Respectful interactions

19.1. A Council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.

19.2. A Council member must not sexually harass any person.

19.3. A Council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

20. Appointment of Investigator by Town

20.1. The Town must hire an Investigator to receive and adjudicate complaints. This person must be knowledgeable in applying the principles of natural justice and procedural fairness.

20.2. The Investigator's contact information must be available to Council via the Town's Sharepoint site.
20.3. The Town must ensure that no conflict of interest exists between the Investigator and the parties involved in a complaint.
20.4. The Investigator must protect confidentiality of parties involved in a complaint to the greatest extent possible.
20.5. The Town shall appoint an investigator who has experience conducting investigations and applying natural justice and procedural fairness. The Town shall ensure there is no conflict of interest between the investigator and the parties to a complaint and shall arrange an independent replacement if a conflict arises. Council shall ensure the appointment mechanism does not allow a respondent or complainant to select or control the investigator for their own case.

21. Complaint and Investigation Process

21.1. A complaint must be made to an Investigator no later than six (6) months after the date that the complaint is discovered.
21.2. An Investigator must notify the Chief Administrative Officer whenever a complaint is received.
21.3. The Investigation shall be conducted in accordance with timelines and procedures provided in *Municipal Government Act* and *Regulations Respecting a Code of Conduct for Municipal Elected Officials*.
21.4. After receiving the Investigator's report and hearing submissions from any Council member who is the subject of the complaint, Council must determine if a breach occurred.

22. Formal Complaints

22.1. Only a current Council member of the Town may make a formal Code complaint concerning another Town Council member. A Council member may not submit a complaint on behalf of another person or entity. Members of the public, employees and organizations may raise concerns through other appropriate Town or external channels, but those communications are not formal Code complaints under the Regulations.
22.2. A formal complaint must be made directly to the appointed investigator no later than six months after the complaint is

discovered. Discovery has the meaning in subsection 7(4) of the Regulations: ordinarily the date the complainant first knew or ought reasonably to have known of a potential breach; for continuous conduct, when the conduct ceases; and for repeated conduct, the date of the last conduct or action in the series. Where timing is uncertain, the Council member should contact the investigator promptly; only the legal rules determine timeliness.

22.3. A Council member may send the investigator a written account of the alleged conduct, dates or period, persons involved, potentially relevant Code provisions, and information or documents available (Refer to Appendix B Pre-Complaint Checklist & Preparation Procedure). This is guidance only, not an additional admissibility requirement. The investigator determines what is needed. The Town will not require submission to the CAO or a meeting with Town staff before a complaint is made.

22.4. If staff receive a communication apparently intended as a formal Code complaint, they shall promptly give the sender the investigator's direct contact information and explain that delivery to staff does not itself constitute submission to the investigator or stop the six-month clock. Subject to law and records obligations, staff shall not assess its merits or circulate its allegations unnecessarily. If necessary, staff may assist the sender in the transmission of it.

23. Independent investigation

23.1. The investigator shall notify the CAO whenever a complaint is received and shall decide whether it has merit under section 9 of the Regulations and subsection 23C(3) of the Act. Where dismissed in accordance with the Act, the investigator shall notify the CAO. If the complaint has merit, the investigator shall notify the respondent that it is proceeding, begin the investigation, and notify Council in camera of that fact.

23.2. The investigator shall consolidate complaints about the same subject matter except where consolidation would compromise natural justice or procedural fairness. The investigator shall protect the confidentiality of the complainant, respondent and others involved to the greatest extent possible while maintaining natural justice and procedural fairness.

23.3. Subject to statutory exceptions or an extension granted by Council in exceptional circumstances, the investigator shall present the report required by the Act to Council no later than six months after the complaint is made. The respondent must have an opportunity to review and respond to the information in the investigator's report and to make submissions to Council before determination by Council.

23.4. For a complaint brought forward between nomination day and ordinary polling day, no investigation is to occur until the election is concluded. An investigation underway on nomination day continues but may be paused during that period; it does not continue if the respondent is not re-elected. These provisions shall be applied as set out in section 8 of the Regulations.

24. Limited role of the CAO and staff

24.1. The CAO and staff may provide published process information, maintain investigator contact information, make administrative arrangements, receive the notifications required by the Regulations, secure municipal records and legal advice where appropriate, and administer Council's lawful decisions. They shall not make merit findings, investigate a Code complaint in place of the investigator, determine that the Code was breached, or impose a Code sanction.

24.2. The CAO shall take reasonable steps to avoid conflicts, improper disclosure and interference with the investigator. If the CAO is implicated in a matter, Council shall arrange independent administrative support without compromising the investigator's independence or statutory reporting requirements.

24.3. An administrative reminder about general policy expectations is not a reprimand, formal warning, breach finding or sanction under the Code; staff shall not describe or record it as one.

25. Optional early resolution

25.1. Before filing a formal complaint, Council members may voluntarily consider direct dialogue, a neutral facilitated conversation, mediation or a written voluntary undertaking, if appropriate to the circumstances and acceptable to all participants. No party must participate or remain in the

process, and no admission or finding of a Code breach is required for a voluntary outcome. (Refer to Appendix C: Information Resolution Process)

25.2. Early resolution is not an intake, screening, investigation or sanction stage under the Act or Regulations. It does not postpone the six-month complaint deadline, prevent contact with the investigator, bar later use of the formal process, or bind the investigator or Council. No Town official may require a Council member to pause or withdraw a formal complaint in exchange for facilitation.

25.3. This voluntary, optional early resolution procedure shall not be available in situations where allegations involve threats, violence, reprisal, sexual harassment, discrimination, serious harassment, substantial financial wrongdoing, serious misuse of confidential information, a significant power imbalance, or a credible concern for participant safety or fairness. By definition, this is an optional process. A person is not compelled to use it. They may use other applicable reporting channels, including emergency services, without using this policy.

25.4. If requested to do so by the parties involved and if in the opinion of the CAO it is appropriate to do so, the CAO may arrange a qualified neutral facilitator. The CAO shall not personally facilitate a dispute where the CAO, staff or Town administration is implicated or if doing so would risk perceived bias. Participation and any proposed outcome shall be freely agreed in writing. A record of a voluntary outcome should be limited to what is necessary for lawful administration and records retention; it shall not state that a breach was proved. This clause does not guarantee that records are privileged or exempt from disclosure under law.

25.5. A participant may terminate the early resolution process at any time. Similarly, the CAO may stop Town-supported facilitation where it becomes inappropriate, unsafe, unfair or impracticable, but cannot terminate or foreclose access to the formal investigator process.

26. Council Determination, Sanctions and Public Record

26.1. After receiving the investigator's report and hearing the respondent's submissions, Council shall determine whether a breach occurred and, if so, any appropriate sanction in

accordance with sections 13, 17 and 18 of the Regulations and section 23D of the Act. Before imposing a sanction, Council shall consider all criteria in section 17. Only sanctions authorized by law may be imposed. A member found to have breached the Code must complete the additional Code training required by subsection 18(2).

26.2. A complainant or respondent present when Council considers the complaint shall comply with section 14 of the Regulations: withdraw from their place as a Council member, leave a closed meeting or move to the public area of an open meeting or leave it, as applicable, and not vote on the complaint. The Town shall obtain procedural advice where additional conflict-of-interest or meeting requirements apply.

26.3. After Council arrives at a decision regarding a complaint, it shall create a public record stating the Code section under which the complaint was made, the investigator's recommendations, Council's determination and any sanction imposed. Council's determination is final and binding under section 16 of the Regulations, subject to any applicable law. Personal information beyond what the Regulations require shall not be disclosed without lawful authority.

26.4. Council must consider all of the following criteria before imposing a sanction on a Council member for contravention of *Code*:

i. the nature of the contravention;
ii. the length or persistence of the contravention;
iii. whether the Council member’s contravention was intentional;
iv. whether the Council member has taken steps to remedy the contravention;
v. whether the Council member has previously contravened the *Code*;
vi. any external factors that are relevant to the Council member’s contravention, including personal and health issues;
vii. the resources necessary to fulfilling the Council member’s responsibilities as a Council member.

26.5. Sanctions to be imposed by Council are in accordance with Section 23(D) of the *Act* and may include one or more of the following:

i. letter of formal reprimand or warning;
ii. requirement that the Council member provide a letter acknowledging their contravention and an apology no later than 15 days after the date that Council imposed the sanction;
iii. requirement that the Council member attend training appropriate to address action of conduct that contravened the *Code*;
iv. public censure;
v. limit on Council member's access to certain local government facilities, equipment or property;
vi. suspension or removal of Council member as Deputy Mayor of Council or chair of any committee;
vii. suspension or removal of Council member, for a period of no longer than six (6) months, from some or all Town committees or boards;
viii. limit Council member's participation on behalf of the Town;
ix. limit Council member's travel or expense reimbursement on behalf of the Town;
x. fine of up to $1,000 per contravention of the *Code* that must be paid no later than six (6) months after date Council imposes the sanction;
xi. reduction in Council member's remuneration for a period no longer than six (6) months;
xii. requirement that the Council member repay any direct monetary loss realized by the Town as a result of the Council member's contravention in an amount determined by Investigator;
xiii. requirement the Council member to repay any direct monetary gain they obtained as a result of their contravention in an amount determined by the Investigator.

26.6. A Council member who is determined by Council to have contravened the Code must complete additional Code of Conduct training.

27. Reprisals

27.1. Council members must not discuss matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law. The investigator's statutory confidentiality duty is described in

section 10 of the Regulations. This policy does not guarantee absolute confidentiality, create legal privilege, or exclude otherwise relevant evidence.

27.2. Council members must not undertake or threaten reprisals against a complainant in a Code matter or a person providing relevant information. Relevant Town records shall be preserved in accordance with applicable law and municipal records rules. Access shall be limited to persons whose duties require it.

A Council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this code or any person providing relevant information in relation to a matter under this code.

28. Compliance with Code

Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Mayor and Councillors are required to sign a “Statement of Commitment to the Code” (Appendix A) within seven (7) days of taking the Mayor and Councillors oath pursuant to section 147 of the Municipal Elections Act, R.S.N.S 1989, c.300.

29. Repeal

A policy known as the Code of Conduct for Elected Officials #2024-13 as adopted by Council on December 19, 2024 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 18th day of November 2026.
GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the _____ day of _____ 2026.

_____

Dawn Campbell
Interim Chief Administrative Officer

APPENDIX A

STATEMENT OF COMMITMENT TO CODE OF CONDUCT FOR ELECTED OFFICIALS

I, _____ declare that as a Mayor/Councillor of the Town of Annapolis Royal, I acknowledge and support the Code of Conduct for Elected Officials.

Signed: _____

Dated: _____

Witness:

_____
Chief Administrative Officer

APPENDIX B

Pre-Complaint Checklist & Preparation Procedure
For the use of Councillors/Complainants

1. **Verify Timeline:**
   Ensure the incident occurred or was discovered within the last 6 months.

2. **Identify Specific Sections Violated:**
   Match the respondent's actions directly against specific clauses in the Code.

3. **Gather Supporting Evidence:**
   Organize documents chronologically into a single, labeled bundle to present during your meeting:
   - Emails, text messages, or written communications.
   - Meeting minutes, agendas, or official recordings.
   - Witness statements or contact details of individuals present.

4. **Document Impact & External Factors:**
   Note any immediate operational impact on the Town, along with any relevant context or external factors that support the complaint.

5. **Complete Conflict of Interest Checks**
   Confirm with the CAO that the appointed Investigator listed on the Town website has no conflict of interest with any involved parties.

6. **Meeting Agenda Template:**
   - 6.1. **Overview & Scope**: Brief statement of the incident date, respondent name(s), and primary Code section(s) involved.
   - 6.2. **Key Evidence Review**: Walk through the core supporting documents chronologically.
   - 6.3. **Confidentiality Check**: Confirm communication protocols so that active investigation details remain confidential as required.
   - 6.4. **Next Steps & Filing**: If you have by-passed the Voluntary resolution option and have filed your complaint with the investigator, be prepared to provide the investigator with your prepared evidence package. If you have chosen to try the

voluntary resolution option first, you may provide the package to the CAO. If the matter is going directly to the investigator, the investigator will provide the package to the CAO in any event.

7. Key Policy Safeguards to Keep in Mind

7.1. **Protection Against Reprisal:** Elected officials are prohibited from taking or threatening acts of reprisal against a complainant or witness.

7.2. **Confidentiality Rules:** Once the process moves forward, you must not discuss active investigation details with anyone other than the Investigator or your legal counsel.

APPENDIX C
Informal Resolution Process
The information resolution process is designed to attempt an early, in-house resolution before triggering a formal investigation. The informal resolution process is voluntary and is administered by the CAO.

Step & Action	Details & Objective	Target Timeline
1. Interpersonal resolution	Make a reasonable attempt to resolve the concern informally amongst the involved parties.	1-7 days
2. Written Concern Description	Should the concern not be resolved in Step 1, the individual making the complaint should compose a description of the situation using the 'Pre-Complaint Checklist & Preparation Procedure' and submit it to the CAO.	3 months prior to the end of the 6-month window for formal reporting process
3. Triage & Jurisdictional Review	The CAO reviews the concern description submission to confirm it falls under the Code of Conduct and does not involve criminal allegations or direct statutory conflicts.	Within 3 Business Days of receipt of the written concern description
4. Informal Resolution Assessment	The CAO assesses whether the concern has merit in full or in part and whether it can be safely resolved in-house (e.g., minor conduct breaches, miscommunication, procedural misunderstandings) without full adjudication.	Within 5 Business Days of receipt of the written concern description

Step & Action	Details & Objective	Target Timeline
5. Voluntary Consent & Intake Meeting	The CAO meets separately with all parties to offer voluntary participation in an informal resolution path. CAO informs the parties of the outcome of the assessment of merit in full or in part. If merit is found, all parties must agree in writing to pause formal submission to the Investigator while the in-house informal resolution process is ongoing.	Within 10 Business Days of receipt of the written concern description
6. Facilitated In-House Resolution	The CAO facilitates a resolution mechanism based on the severity of the concern: **Direct Mediation**: Facilitated conversation to reach a mutual agreement. **Voluntary Undertaking**: The respondent agrees in writing to specific remedies (e.g., written apology, voluntary training, or modified interaction protocols). **Administrative Caution / Warning**: Issuing a written administrative reminder or informal warning regarding policy expectations.	Within 14 Business Days
7. Closure or Escalation	**If Resolved**: A brief Summary of Informal Resolution is signed by both parties and kept on file. The matter is closed. **If Unresolved**: If either party declines informal resolution, or if informal resolution does not appear possible, the individual with the concern may choose to file the complaint with the appointed Independent Investigator to initiate formal proceedings.	Within 2 Business Days (following Step 4)

Important Safeguards for the Internal Resolution Process

Preserving Statutory Timelines
Engaging in informal resolution does not waive the statutory requirement that formal complaints must be made within 6 months of discovery.

Severe Conduct Exceptions
Allegations involving severe harassment, sexual harassment, discrimination, or serious financial breaches should bypass informal resolution and move directly to the Independent Investigator.

Strict Confidentiality
If the parties involved are entering into an agreement to attempt voluntary resolution, the agreement shall include a provision that any admissions, compromises and discussions during the informal attempts to conclude the matter are not to be referred to in the formal investigation process as admissions of any sort.

External advice to CAO
The CAO reserves the right, as part of any voluntary resolution process, to obtain outside advice or counsel as deemed necessary by the CAO, at the expense of the Town.

CAO Management of the Process
The CAO has the right to end the voluntary resolution process if it seems futile, in the opinion of the CAO, to proceed.

Mayor's Report, November 2026

Oct 19, 2026	attended a 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	attended Prevention Academy Peer Dialogue session
Oct 21, 2026	attended Strategic Plan Review meeting to review public input
	attended Valley Regional Services Board regular meeting
Oct 24, 2026	attended Centenary Dinner at the Legion
Oct 26, 2026	attended Council Engagement session on the strategic plan update
Oct 27, 2026	attended Prevention Academy Peer Dialogue with guest from the City of Edmonton
Oct 28, 2026	attended NSFM By-law Information Session
Oct 29, 2026	attended Joint ACIMWG training session on REMO at the Port Royal Legion
Nov 3-6, 2026	attended NSFM Fall Conference in Halifax including in person Board of Directors meetings on Nov 3 and 6
Nov 7, 2026	attended AVRFD annual banquet and awards presentation
Nov 9, 2026`	attended short briefing session on citizen engagement with Erin Todd for members of Council
Nov 11, 2026	plan to attend the annual Remembrance Day ceremonies at the Legion
Nov 12, 2026	plan to attend virtual Prevention Academy Module 5 on Multi-Level Partnerships – National, provincial and municipal collaboration
Nov 18, 2026	plan to attend public hearing
Nov 23, 2026	plan to attend Public Meeting on wharf update at the Legion

Valley Regional Services Board (VRSB)
The next regular meeting is on Wednesday, November 18, 2026 at 10:00 am.

Condominium Board
The next meeting of the Condo Board will be on Thursday, November 19, 2026 at 4:30 pm.

ACIMWG

The next meeting will be on January 28, 2027 at 6:30pm at the Town of Middleton.

Amery Boyer

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

Number of Building Permits		Building Value
OCT	1	$350,000.00
YTD 2026-2027:	6	$831,800.00

2026-7 Total Dev/Building Permit Fees	
OCT	$2,950.00
Total Fees YTD	$4,423.00

Civic Address	27 Church
Permit	26-21
Type	Development Permit
Construction	Signage
Fee	$50.00
Est. Value	$300.00

Civic Address	5 St Anthony
Permit	26-23
Type	Development Permit
Construction	Solar
Fee	$50.00
Est. Value	$163,650.00

Civic Address	152 Victoria
Permit	26-22
Type	Building Permit
Construction	Single Unit residence
Fee	$2,850.00
Est. Value	$350,000.00

Civic Address	
Permit	
Type	
Construction	
Fee	
Est. Value	

Total Permit Summary					
		Current Month	Fiscal YTD	Prev. Year Month	Prev Yr. YTD
Residential / Institutional	New	1	2	1	3
	Reno/Addition	0	4	1	4
	Accessory	1	4	0	4
Other (Signs, Occupancy, etc.)		1	6	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 OCT:	1	2	0
	2026/7	**2025/6**	**2024/5**
Total Estimated Value OCT:	$350,000.00	$750,000.00	$0.00
	2026/7	**2025/6**	**2024/5**
Total Build Permits YTD:	6	6	10
	2026/7	**2025/6**	**2024/5**
Total Estimated Value YTD:	$831,800.00	$1,880,500.00	$1,499,938.00

ANNAPOLIS ROYAL FIRE INSPECTION REPORT 2025/6

	Address	INSP DATE	Type of Letter	DEF REP DATE	STATUS UPDATE	DEF CORR	COMP. LET. DATE
Oct	198 St George	1-Oct-26	DEF		30 DAY NOTICE		
	200 St George	1-Oct-26	COMP		COMPLETE		1-Oct-26

Water Tests: October 2026

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
10/6/2026	Absent	0.66	Absent	0.9	Absent	1.19
10/14/2026	Absent	0.69	Absent	1.05	Absent	0.72
10/20/2026	Absent	0.58	Absent	1.14	Absent	1.28
10/27/2026	Absent	0.79	Absent	1.07	Absent	1.22

Communications Task Team
Update for November 2026 Council

CAO Millett-Campbell attended the November 4 meeting of the Communications Task Team committee. The committee shared their feedback of the Town's new website. Overall, the review was excellent, but a few items were identified where a small change or clarification action would be helpful. After discussion with the CAO, the necessary updates have been made.

VALLEY REGIONAL SERVICES BOARD OF DIRECTORS

Summary based on the October 21, 2026, Valley Regional Services Board Meeting at 10:00 am in the Valley Waste-Resource Management Board room with virtual attendance option

TIDAL TRANSIT AUTHORITY

Under the leadership of General Manager Meg Hodges, the following items are underway:

Buses & Fuel:

- Diesel prices remain 76% above this time last year, reflecting ongoing geopolitical uncertainty.
- Three of the five used NOVA buses purchased from GRT are in service with a fourth bus is expected to enter service by December 2026. Bus 67 is undergoing additional refurbishment through Baseline Funding.

Ridership:

- September ridership totaled 21,576, compared with 24,186 in September 2025.
- Staff expect continued ridership growth with the new schedule, tracking technology, and route signage increases.

Operations:

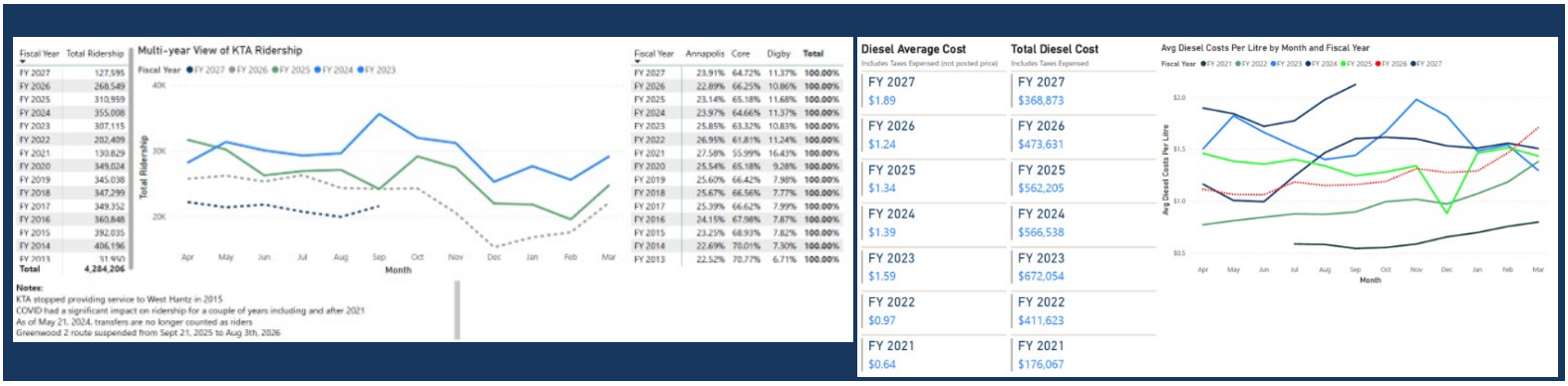
- Driver recruitment continues through job fairs, online advertising, and development of an internal driver licensing progression program.
- Tidal Transit will participate in the New Minas Truck or Treat event on October 23.

ICIP Project Update:

- The scope change reducing the hybrid bus purchase from seven vehicles to six was approved on September 23.
- Staff are awaiting ministerial approval of the Temporary Borrowing Resolution (TBR) submission.

Monthly Activities:

- The GM joined the County of Kings delegation to the INMC conference in Cuneo, Italy, from October 5–9. The conference provided a valuable opportunity to learn about Italian public transit systems and collaboration.
- The TripSpark contract and implementation is underway and expected to be fully operational by January 2027.
- Provincial Transit Collaboration: TTA continues to work with the LinkNS fixed-route transit working group to support joint ventures, procurement, long-term funding, and shared technology platforms.
- Work continues with Sunset Tides Development toward opening the new transfer station in Cornwallis Park.
- Final approval for Baseline funding has been received, and the contribution agreement has been submitted.



VALLEY WASTE - RESOURCE MANAGEMENT

Under the leadership of General Manager Andrew Garrett, the following items are underway:

Administration & Regional Coordination

- The Policy Review Project is progressing. ATN consultants led a meeting with staff, and CAOs to discuss key governance, human resources, and finance matters. Draft policies are being prepared for review.
- Two new employees have been hired to fill vacant Education and Inspection positions. Increased emphasis will be placed on transfer station and curbside inspections to improve compliance with solid waste regulations and enhance screening for hazardous materials.
- An Open House at the Eastern Management Centre will be held on October 24, 12:00-2:00pm for Waste Reduction Week and will include facility site tours and public information sessions.
- Illegal dumping reports remain consistent with 2025 levels, while other bylaw complaints have declined by approximately 30% year to date.

Capital Projects & Operations

- Staff continue to work with insurance adjustors on the damaged Western Management Centre in Lawrencetown and are reviewing temporary service alternatives.
- Demand for green carts remains high, with approximately 1,300 carts issued or replaced this year. Inventory has been depleted and more than 200 requests are awaiting delivery.
- The Eastern Management Centre transfer facility expansion remains on schedule, with the concrete floor planned for October 30. Exterior painting at the Eastern Management Centre is nearing completion.
- The Western Management Centre warehouse and Household Hazardous Waste Facility projects remain on hold pending a new development agreement.

Q2 Tonnage Report

Waste volumes remain above previous year's levels across most operational areas.

- Curbside collection tonnages remained elevated through the summer months.
- Customer-delivered material increased by nearly 1,000 tonnes, driven largely by garbage and mixed construction and demolition debris.
- Outgoing tonnages increased due to higher volumes received and the removal of 1,200 tonnes of ground wood.

BOARD DECISIONS

The Valley Regional Services Board of Directors made the following decisions:

Tidal Transit Authority

- **Approved the purchase of one (1) Heavy-Duty Tire Balancer and one (1) Heavy-Duty Tire Changer for $60,559 (plus non-refundable HST) with 40% funding through CPTF Baseline Funding and 60% through Tidal Transit Authority capital reserves as outlined in this report.**

Valley Region Solid Waste-Resource Management Authority

- **Approved the Valley Region Solid Waste-Resource Management Authority Safety Policy, AAP-08, as presented, and authorizes the Chair and General Manager to execute the Policy for and on behalf of the Valley Region Solid Waste-Resource Management Authority.**

HEALTH RECREATION COMMUNITY
THE ANNAPOLIS COMMUNITY POOL

2026 Season Report

Prepared for Town of Annapolis Royal

Registered/Paid Member of:
Lifesaving Society of Nova Scotia, renewal June 2026
Recreation Facilities of Nova Scotia, renewal January 2026
Member of:
Monthly working group of Aquatic Facilities in Western Nova Scotia
Canada Revenue Agency - Official Charitable Organization
853885614RR0001
Nova Scotia - Registry of Joint Stocks Companies
Registry ID 3220053 (Renewal July 2026)

Links
annapolispool.org
facebook.com/annapolispool
instagram @annapolispool
canadahelps.org/en/charities/friends-of-the-annapolis-pool-society/

Mission
Aiming to bring together neighbours, families, and visitors of all ages under the banners of community, health, and recreation. We strive to do this at minimal cost to all visitors, allowing for a barrier free environment for aquatic recreation, education, and play.

Volunteer Board of Directors and Representatives
L. Hodder, K. Burtch, R. Skinilus, J. D'Anna ,A. Barr, S. Anson, E. Wight, J. Montgomery, E. Melanson, M. Villeneuve

2026 Season

8965 visits to the pool/units of use in 2026

2026 Facility Report

MAJOR PURCHASES / BUILDS
- major renovation to yard; excavation, installing new drainage system, grade and topsoil, resodding
- purchased final seating needs - two more picnic tables
- new plumbing in the pumphouse; updating and installing new exterior pumphouse hose for facility maintenance and CPO needs
- new electrical in pumphouse for splash pad
- replaced several staff and facility needs - floatation devices such as pool noodles and aquafit equipment, first aid and spinal board equipment, lifeguard required individual first aid equipment and guard uniforms
- new office equipment needed for staff assigned to admin work; work station
- new metal doors on the main pool house, installed and painted
- painted the pool house inside including washrooms and dressing rooms, excluding the accessible washroom

2026 Staff

- Certified Pool Operator - Martin-Henri Villeneuve (paid by contract)
- 7 Lifeguards/ Swim Instructors (full-time)
- 5 Shadow Guards (volunteer)

STAFF FUNDING - All full-time staff were supported by various funding support programs. Shadow guards (part-time) were paid an honorarium for volunteer service.

2026 Season Fundraisers / Donations

June Business Sponsorships - sponsors donated $250-500 to sponsor with a business sign on the facility fence all season long
July Movie night fundraiser - Pirates of the Caribbean movie - Kings Theatre
August Pool Fun-raising Events
- Ping Pong Pool Relay race & Ice cream sundaes
- Pool Bingo & BBQ
- Volleyball and BBQ

June to August - Pool Canteen
Donations - we received several small donations and a few donations in the amount of $1000 and one $2000. These donations essentially cover the cost of our CPO contract which is $5000 seasonally

2026 Grants

Received approximately $58,000

Federal - Canada Student Jobs	Subsidizing lifeguard wages - 6 positions - approximately $30,000 approx
NS Gov - Summer Skills Incentive	Subsidizing lifeguard wages - 1 positions $3,000 approx
County of Annapolis	Open Swims donation $1,000
Town of Annapolis Royal	General Operational support $8,000
Annapolis West Health Foundation	Free Group Swim Lessons $16,000

GENERAL SCHEDULE

June - School field trips, afternoon open swim, lane swimming
July 1 - Aug 30 - lane swims, aquafit, group lessons, private lessons, private rentals, free swims (daytime, evening & weekend)
September - AWEC school event (boat races)

FREE GROUP SWIM LESSONS

Sponsored by Annapolis West Health Foundation.
154 Free swim lesson packages. (8 lessons per)

PRIVATE SWIM LESSONS

68 private lesson packages delivered. (5 lessons per)

ADVANCED GROUP (PRE-LIFEGUARD) SWIM LESSONS

7 advanced lesson packages delivered. (8 lessons per)

ALL SWIM LESSONS TOTAL

Group + Private = **228 swim total lesson packages provided to the community**.

AQUAFIT

July & August - Average of 4 hours a week. **Free.**

- 1 hour a day four of the five days a week

LANE SWIMMING

June - offered five hours a week for four weeks. **Free.**
July & August - offered 15 hours a week of free lanes. **Free.**

- 3 hours a day at various times of the day including morning, midday, and evening

FREE SWIMS

Free afternoon open swims were offered in June thanks to local business sponsors. Not all the costs were met by sponsorships, but we needed to see the demand for June programming. What a DEMAND it was. We met capacity three times in June, that is 150 patrons inside the fenced area of the pool perimeter. Demand for June aquatic recreation needs have shown a huge demand. This was the first time ever that the Pool was opened for the entire month of June- five days a week.

In **July & August free open swims** were offered weekday afternoons and evenings, and Saturdays afternoons thanks in part to the County of Annapolis funding. But, the majority of costs were shouldered by the Friends of the Annapolis Pool Society's fundraising and other donations/grants. In July & August, we offered afternoon open swim and evening open swim totalling **20 hours of free open swim hours per week**, totalling 174 hours of free open swim in these two months.

OTHER

- School Trips in June & September
- Private Pool rentals twice a day on Saturdays in July & August
- YMCA day camp 4x a week in July and 2x a week in August - they did not pay a fee this year, but have agreed that it should be a fee based separate session 2 times a week next year, due to the large amount of campers that flooded the afternoon open swim hour

COURSES

We hosted an official Lifesaving Society Swim Instructor course. This course had three individual Regional Pool's staff attend. Typically these courses are only offered in other areas of Nova Scotia hours from our rural area. Our Pool was able to certify our remaining staff who needed this instructor certification allowing for our entire staff to be Instructor certified for the first time ever.

2026 Incidents Report

ZERO WATER RELATED INCIDENTS 2026

We had no incidents that needed reporting to the Town due to events happening at the pool not due to aquatic incidents. We did have a woman that was taken to hospital by ambulance

but the staff at the pool didn't call the ambulance, the daughter of the person affected called. The staff did facilitate the EMT with the person while she was assisted, but the event was not due to something that was directly related to the Pool or the staff surveillance.

Thank you to the Town for your continued support.

THANS

Mayor Amery Boyer
285 St. George Street, PO Box 310
Annapolis Royal, NS
B0S 1A0

October 29, 2026

Re: Shine the Light Campaign from November 25 to December 10

Dear Mayor Amery Boyer ,

The Transition House Association of Nova Scotia (THANS) invites the Town of Annapolis Royal to illuminate your local Town Hall or other local monument in purple from November 25 to December 10, marking the 16 Days of Activism Against Gender-Based Violence. Your participation would send a visible message of solidarity to survivors and affirm your community's commitment to ending violence against women.

THANS is the provincial umbrella association of 14 organizations working to address violence against women, including Chrysalis House in Kentville. Our members provide emergency shelter and community-based support to women and children experiencing violence.

The 16 Days of Activism is an annual international campaign beginning on November 25, the International Day for the Elimination of Violence Against Women, and ending on December 10, Human Rights Day. These dates reinforce that freedom from violence is a fundamental human right. The campaign calls on communities to raise awareness and take action to prevent gender-based violence.

Our request builds on THANS' participation in the national *Shine the Light* campaign, led by the London Abused Women's Centre. The campaign turns communities purple throughout November to raise awareness of violence against women and stand in solidarity with survivors. By extending our local illumination efforts through the 16 Days of Activism, we hope to carry that message into this international call for action.

Illuminating your local Town Hall or other monument in purple would help bring an issue too often experienced in isolation into public view. It is an opportunity to honour survivors, remember those whose lives have been taken by violence, and draw attention to support available locally through Chrysalis House.

We would welcome your participation for the full November 25-December 10 period, or for a portion of that time if more feasible. To confirm your participation or discuss arrangements, please contact Jayme Mutchmor at administrative@thans.ca. More information about THANS and our member organizations is available at www.thans.ca.

Thank you for considering this request and for supporting efforts to end gender-based violence in your community.

Sincerely,

Ann de Ste Croix
Executive Director

Transition House Association of Nova Scotia
221B - 6169 Quinpool Rd.
Halifax, NS B3L 4P8