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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 13, 2025
10:00 a.m.



PAGES	1.	ROLL CALL
	2.	DISCLOSURE OF INTEREST
	3.	APPROVAL OF THE ORDER OF THE DAY
	4.	APPROVAL OF MINUTES
3-6	4.1	2025-04-08 Regular COTW
	5.	INFORMATION/STAFF REPORTS
7-14	5.1	SR2025-54 Memorandum of Understanding with The Salvation Army
15-16	5.2	SR2025-55 Appointment of Development Officer
17-21	5.3	Dangerous and Unightly Premises Report
22-23	5.4	SR2025-56 Capital Funding – Emergency Generators
24-29	5.5	SR2025-57 Community Grants
30-38	5.6	SR2025-58 Approve <i>Policy 134 Unightly and Dangerous Premises</i>
	6.	NEW BUSINESS
	7.	IN-CAMERA
	7.1	In accordance with Section 22(2)(e) contract negotiations of the <i>Municipal Government Act</i>
	7.2	In accordance with Section 22(2)(c) personnel matters of the <i>Municipal Government Act</i>
	8.	ADJOURNMENT

Minutes of the regular meeting of Committee of the Whole held on Tuesday, April 08, 2025, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

- District 1 – Karie-Ann Parsons-Saltzman, absent
- District 2 – Jesse Hare, present
- District 3 – Dustin Enslow, Deputy Warden, present
- District 4 – Charles “Chuck” Cranton, present
- District 5 – Lynn Longmire, present
- District 6 – Jon Welch, present
- District 7 – Ted Agombar, present
- District 8 – Nile Harding, present
- District 9 – Gidget Oxner, present
- District 10 – Brian “Fuzzy” Connell, present
- District 11 – Diane Le Blanc, Warden, present

Also Present: CAO Chris McNeill; Administrative Clerk - Municipal Clerk Office Kelly Kempton; Director of Planning and Inspection Services Linda Bent; Strategic Initiatives Coordinator Alyssa Blais; Director of Corporate Services / Deputy CAO Dawn Campbell; GIS and Civic Addressing Technician Adam Hack; Legislative/Safety Clerk Tina Halliday; Accounts Receivable Manager Shelly Hudson; Communications Coordinator Nadine McCormick; Manger of Information Technology Ben Olsen; Director of Community Development Debra Ryan; and Director of Municipal Operations Jim Young.

Disclosure of Interest

Councillor Harding disclosed a conflict of interest in item 5.5 Community Grants – Port Royal Legion Branch 21 as he sits on the executive as Vice President.

Order of the Day

Approved as circulated

Minutes

Re: 2025-03-11 Committee of the Whole

Approved, no errors or omissions

Information/Staff Reports

Re: SR2025-43 *Bylaw 4 Repeal of Mobile Home Park Bylaw (P1)*

To recommend that Municipal Council give first reading to *Bylaw 4 Repeal Mobile Home Park Bylaw (P1)*.

Moved: Councillor Welch

Seconded: Councillor Cranton

Motion carried

Re: SR2025-44 *Approve Policy 102 Personnel*

That Municipal Council approve *Policy 102 Personnel* as circulated, seven-day notice.

Moved: Councillor Longmire

Seconded: Councillor Oxner

AMENDMENT

To amend the Recognition of Significant Life Events section 109 to “A card shall be sent to a **union or non-union** employee or council member experiencing a significant life event such as birth or adoption of a child; marriage; death of a relative; or other significant life event deemed appropriate.”

Moved: Councillor Harding

Seconded: Deputy Warden Enslow

Motion carried

Question was called on the original motion

Motion carried

Re: SR2025-45 Approve Policy 109 Tax Exemption and Reduction

That Municipal Council approve *Policy 109 Tax Exemption and Reduction*, seven-day notice.

Moved: Councillor Harding

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2025-48 Road Naming Process for Shared Access Road

That Municipal Council approve the road name “Voyager Lane” for the shared access road in Granville Ferry, on PID 05131842.

Moved: Councillor Longmire

Seconded: Councillor Cranton

Motion carried

Re: SR2025-49 Community Grant – Bridgetown & Area Historical Society

That Municipal Council approve a grant to Bridgetown & Area Historical Society – James House Museum in the amount of \$20,000, to do an electrical upgrade for the James House Museum to be used safely in accordance with *Policy 101 Community Grants*.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2025-49 Community Grant - Port Royal Legion Branch 21

Having previously disclosed an interest in this item, Councillor Harding left the table at 10:36 a.m. and did not participate in any discussion or subsequent decision.

That Municipal Council approve a grant to Port Royal Legion Branch 21 in the amount of \$5,000 to help support the purchase and installation of heat pumps in accordance with *Policy 101 Community Grants*.

Moved: Councillor Oxner

Seconded: Councillor Cranton

Motion carried

Re: SR2025-49 Community Grant – Annapolis Valley Exhibition Society

That Municipal Council approve a grant to Annapolis Valley Exhibition Society in the amount of \$20,000 to help support electrical upgrades and repairs in accordance with *Policy 101 Community Grants*.

Moved: Councillor Welch

Seconded: Councillor Connell

Motion carried

Re: SR2025-49 Community Grant – Paradise Historical Society

That Municipal Council approve a grant to Paradise Historical Society in the amount of \$9,800 to help create an accessible washroom in accordance with *Policy 101 Community Grants*.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2025-49 Community Grant – Maitland Bridge Community Hall

That Municipal Council approve a grant to Maitland Bridge Community Hall in the amount of \$18,644.68 to help install a new electrical panel and heat pumps in accordance with *Policy 101 Community Grants*.

Moved: Councillor Harding

Seconded: Councillor Welch

Motion carried

Re: SR2025-49 Community Grant – South Shore Annapolis Valley Recreational Trail Association

That Municipal Council approve a grant to South Shore Annapolis Valley Recreational Trail Association in the amount of \$10,000 to help support trail upgrades to improve trail users' safety in accordance with *Policy 101 Community Grants*.

Moved: Councillor Hare

Seconded: Councillor Harding

AMENDMENT

To amend the motion to "That Municipal Council approve a grant to South Shore Annapolis Valley Recreational Trail Association in the amount of **\$15,000** to help support trail upgrades to improve trail users' safety in accordance with *Policy 101 Community Grants*."

Moved: Councillor Hare

Seconded: Councillor Connell

Motion defeated, 3 in favour

Question was called on the original motion

Motion carried

Re: SR2025-49 Community Grant – West Dalhousie Community Hall Association

That Municipal Council approve a grant to West Dalhousie Community Hall Association in the amount of \$15,257.62 to improve the heating system, emergency exit and roof in accordance with *Policy 101 Community Grants*.

Moved: Councillor Agombar

Seconded: Councillor Harding

Motion carried

Re: SR2025-49 Community Grant – Bear River Board of Trade

That Municipal Council approve a grant to Bear River Board of Trade in the amount of \$10,000 to improve the Bear River Waterfront Park in accordance with *Policy 101 Community Grants*.

Moved: Councillor Welch

Seconded: Councillor Harding

Motion carried

Re: SR2025-49 Community Grant – Valley Regional Hospital Foundation

That Municipal Council approve a grant to Valley Regional Hospital Foundation in the amount of \$5,000 to help reduce financial barriers and burdens for financially compromised patients receiving treatment, in accordance with *Policy 101 Community Grants*.

Moved: Councillor Longmire

Seconded: Councillor Oxner

Motion carried

Re: SR2025-49 Community Grant – Cats for Keeps Rescue Society

That Municipal Council approve a grant to Cats for Keeps Rescue Society in the amount of \$5,000 to help with veterinary care and medication, in accordance with *Policy 101 Community Grants*.

Moved: Councillor Longmire

Seconded: Councillor Welch

Motion carried

New Business

In-Camera (11:08 a.m.)

To meet in-camera in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act* for two items.

Moved: Councillor Connell

Seconded: Councillor Welch

Motion carried

The meeting resumed at 1:14 p.m. with all members present as prior to the in-camera.

Adjournment

The Warden declared the meeting adjourned at 1:14 p.m.

Warden

Recording Secretary, Administrative Clerk –
Municipal Clerk Office



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: Tuesday, May 13, 2025
Prepared By: Brian Orde, Regional Emergency Management Coordinator
Report Number: SR2025-54 Memorandum of Understanding with The Salvation Army
Subject: Memorandum of Understanding with The Salvation Army

RECOMMENDATION(S):

That municipal council approve the Memorandum of Understanding between The Salvation Army Disaster Services, Atlantic Division AND the Annapolis Regional Emergency Management Organization (Annapolis REMO), as recommended by the Annapolis REMO Advisory Committee.

LEGISLATIVE AUTHORITY

Section 10(2) of the *Emergency Management Act*.

BACKGROUND

Section 10(1) the *Nova Scotia Emergency Management Act*

Within one year after the coming into force of this Act, each municipality shall

- (a) subject to the approval of the Minister, establish and maintain a municipal emergency by-law;
- (b) establish and maintain a municipal emergency management organization;
- (c) appoint a co-ordinator of the municipal emergency management organization and prescribe the duties of the co-ordinator which shall include the preparation and co-ordination of emergency management plans for the municipality;
- (d) appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans; and
- (e) prepare and approve emergency management plans.

(2) The municipality may

- (a) pay the reasonable expenses of members of the organization or members of the committee appointed pursuant to clause (b) or (d) of subsection (1);
- (b) enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans;**
- (c) enter into an arrangement or agreement with any other municipality respecting a common organization, plan or program;
- (d) appropriate and expend sums approved by it for the purpose of this Section.

The three municipalities in Annapolis County (Municipality of the County of Annapolis, Towns of Annapolis Royal and Town of Middleton) have adopted an Intermunicipal Emergency Services

Agreement to provide for regional emergency services when necessary to the residents of all three municipal units. Under this Agreement, municipalities share the responsibilities of emergency preparedness, planning, response and recovery when possible and appropriate as the Annapolis Regional Emergency Management Organization (Annapolis REMO).

The purpose of the MOU is to assist the efforts of Annapolis County with resources for a comprehensive approach in responding to and reducing the impacts of an emergency.

DISCUSSION

The Annapolis REMO Advisory Committee has reviewed and recommends that all Annapolis County REMO councils approve this MOU.

FINANCIAL IMPLICATIONS

The MOU states that all expenses incurred by The Salvation Army Emergency Disaster Services (EDS) must be specifically authorized in writing by the Annapolis Regional Emergency Management Organization (REMO) before they are incurred. Cost estimates for services are not predetermined and will be negotiated on a case-by-case basis. Additionally, The Salvation Army will be reimbursed for the full grocery costs related to emergency response, based on receipts provided, regardless of the number of meals served.

POLICY IMPLICATIONS

None known.

ATTACHMENTS

Appendix A. - Memorandum of Understanding between Memorandum of Understanding between The Salvation Army Disaster Services, Atlantic Division AND the Annapolis Regional Emergency Management Organization (Annapolis REMO)

Prepared by: Brian Orde, Regional Emergency Management Coordinator

Reviewed by: Dawn Campbell, Director of Director of Corporate Services

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

MAY 5, 2025

(Date)



MEMORANDUM OF UNDERSTANDING

BETWEEN:

**THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA
ON BEHALF OF
THE SALVATION ARMY EMERGENCY DISASTER SERVICES,
ATLANTIC DIVISION**

**(“The Salvation Army EDS”)
AND**

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS, TOWN OF ANNAPOLIS ROYAL and TOWN OF MIDDLETON,
being the participating municipal units of the municipal emergency management organization known as the
Annapolis County Regional Emergency Management Organization (“Annapolis REMO”)**

BACKGROUND and PURPOSE:

- A. During a municipally declared state of emergency, collaboration among Annapolis REMO and local agencies and service providers is critical to protecting the property, health, safety, and welfare of the public.
- B. The Salvation Army Emergency Disaster Services (EDS) has experience meeting the physical, emotional, and spiritual needs of individuals and communities experiencing local declarations of emergency and would like to collaborate with Annapolis REMO in responding to local declarations of emergency.
- C. This MOU provides a framework for collaboration between Annapolis REMO and The Salvation Army EDS during a local declaration of emergency.

1. MUTUAL UNDERSTANDING

- a. Annapolis REMO is responsible to direct and control a municipal emergency response to protect the property, health, safety, and welfare of the public during a local declared or non-declared emergency.
- b. Annapolis REMO will call upon The Salvation Army EDS on an as-needed basis.

- c. The Salvation Army EDS' assistance will be requested by following the activation protocol set out in Schedule "A" to this MOU.
- d. The Salvation Army EDS will provide, to the best of its ability, the services and support described in Schedule "B" as requested by Annapolis REMO. Despite this, both parties understand and agree there may be times when The Salvation Army EDS is unable to meet all requests due to the magnitude and/or duration of the request or emergency.
- e. The Salvation Army EDS may give immediate notice at any time during a declared emergency that it will withdraw or reduce services in the event conditions are such that The Salvation Army EDS is unable to provide services without compromising the health, safety, and well being of its staff and/or volunteers. In the event that services are withdrawn or reduced, The Salvation Army EDS will advise Annapolis REMO of the same within twenty-four hours of any decision being made.
- f. Due to the highly variable circumstances under which supplies are needed, calculation of cost estimates for the services provided under this agreement is not practical, and the parties agree to negotiate such costs on a case-by-case basis.
- g. All expenses incurred under this agreement will be specifically authorized in writing by Annapolis REMO before The Salvation Army EDS incurs the expense. However, nothing in this agreement restricts The Salvation Army EDS from providing additional services at its own expense, in the absence of notification by Annapolis REMO. Costs incurred by the Salvation Army will be compensated in accordance with this MOU, and any applicable legislation, regulation, and policies of Annapolis REMO.
- h. Both parties understand and agree that the specific supplies, services and support, and availability may vary from one emergency to another.
- i. The Salvation Army will be reimbursed the full grocery costs related to the emergency response based on the request in b) regardless of how many meals are served on scene. Reimbursement costs will equal the amount of receipts provided from The Salvation Army to the signing party, which may exceed the initial request in b).

2. KEY CONTACT

Each party shall designate a Key Contact person who will ensure regular and effective communication between the parties, timely activation of and response to emergencies and the resolution of any disagreements that may arise. The contact information for each party's Key Contact and alternates is set out in Schedule "A".

3. TERM, RENEWAL AND TERMINATION

- a. This MOU will be in effect for a period of 3 years beginning on the date shown below unless terminated earlier by either party.
- b. This MOU may be renewed for an additional period of 3 years on mutual written agreement of the parties.
- c. Either party may terminate this MOU in whole or in part at any time and for any reason on 30 days' written notice to the other. Notice of termination shall be sent to the Key Contact identified in Schedule A.

4. ANNUAL REVIEW

The parties shall meet annually on or near the anniversary date of the effective date of this MOU to review the terms of this MOU and make any changes they consider desirable or necessary. All changes to this MOU must be in writing and signed by both parties.

5. INDEMNIFICATION

Each Party shall, during the Term and after the termination of this Agreement, indemnify and save harmless the other from any loss, damage, claim, cost, expense or liability whatsoever that the other may incur, suffer or be required to pay pursuant to any claim, demand, action, suit, litigation, charge, complaint, prosecution or other proceeding that may be made or asserted against or affect the Party indemnified by reason of a wrongful or negligent act or omission on the part of the indemnifying Party, its employees, servants, agents, subcontractors or volunteers in the performance or rendering of Services.

6. INSURANCE

The three participating municipalities shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement public liability insurance covering all acts and omissions of its employees and volunteers (with the exception of The Salvation Army) in respect of loss by or injury to third parties with a limit of at least Ten Million Dollars (\$10,000,000) per incident, or such lesser amount as is approved by The Salvation Army EDS. The policy will include The Salvation Army as an additional insured and will contain a cross liability and severability of interest clause. Certificates of insurance will be delivered promptly to The Salvation Army EDS, on request, throughout the Term.

The Salvation Army EDS shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement public liability insurance covering all acts and omissions of its employees and volunteers in respect of loss by or injury to third parties with a limit of a least Ten Million Dollars (\$10,000,000) per incident, or such lesser amount as is approved by Annapolis REMO. The policy will include the three participating municipalities as an additional insured and will contain a cross liability and severability of interest clause. Certificates of insurance will be delivered promptly to Annapolis REMO, on request, throughout the Term.

7. LEGAL STATUS OF THIS MOU AND THE PARTIES

- a. With the exception of the obligation to indemnify one another as set out in section 5 of this MOU, and the obligation to take out and maintain the insurance policies as set out in section 6 of this MOU, this MOU is not intended to be legally binding or to give rise to a legal obligation that Annapolis REMO request the Services or that The Salvation Army EDS deliver the Services described in Schedule B.

- b. This MOU does not create a partnership, joint venture, or agency relationship between the parties.

ENTERED INTO AND EFFECTIVE AS OF THIS DAY OF , 2025.

Annapolis REMO- Municipal Representatives:

Town of Annapolis Royal

Amery Boyer, Mayor
Town of Annapolis Royal

Date

Town of Middleton

Gail Smith, Mayor
Town of Middleton

Date

Municipality of the County of Annapolis

Diane LeBlanc, Warden
Municipality of the County of Annapolis

Date

The Governing Council of The Salvation Army in Canada on behalf of The Salvation Army Emergency & Disaster Services, Atlantic Division Representative:

Martina Stephens,
Emergency Disaster Services Specialist – NB, PEI & NS

Date

SCHEDULE A

ACTIVATION OF SERVICES

Upon becoming aware of an emergency in which The Salvation Army's EDS assistance may be required, Annapolis REMO's Key Contact will immediately contact The Salvation Army EDS Key Contact.

Upon notification by Annapolis REMO's Key Contact, The Salvation Army EDS will, to the best of its ability, mobilize its team to provide the services described in Schedule B.

During an emergency activation, the parties will work together to identify the quantities and duration of supplies, services, and support necessary to assist the residents of Annapolis REMO during that emergency.

Annapolis REMO will provide The Salvation Army EDS access to the emergency evacuation centre, warming centre, cooling centre, registration centre or other facility to provide the services under this MOU.

Key Contacts for Activation of Emergencies

The Key Contact(s) for the Annapolis REMO are:

Brian Orde, Regional Emergency Management Coordinator)
Chris McNeill, CAO, County of Annapolis
Sandi Millet-Campbell, CAO, Town of Annapolis Royal
Ashley Crocker, CAO, Town of Middleton

The Key Contact(s) for The Salvation Army are:

Martina Stephens
John Bignell
Divisional Director of Emergency Disaster Services, Atlantic Division

Key Contacts for Termination of MOU

If The Salvation Army EDS wishes to terminate, a notice of termination must be sent to Annapolis REMO at:

Brian Orde, Regional Emergency Management Coordinator
Chris McNeill, CAO, County of Annapolis
Sandi Millet-Campbell, CAO, Town of Annapolis Royal
Ashley Crocker, CAO, Town of Middleton

If Annapolis REMO wishes to terminate this MOU, a notice of termination must be sent to The Salvation Army at:

Martina Stephens
John Bignell
Divisional Director of Emergency Disaster Services Atlantic Division

SCHEDULE B

SALVATION ARMY EDS SERVICES

The Salvation Army EDS will provide, to the best of its ability, the following supplies, and services in such quantities and for such time period, and for such costs as Annapolis REMO specifies in writing:

a) Food Services

- Includes provision of food and/or beverage service at an emergency evacuation centre, warming or cooling centre, registration centre or any other public facility specified by Annapolis REMO. As needed, a Salvation Army Canteen will be deployed from an appropriate Salvation Army ministry unit.

b) Emergency Clothing

- Includes the provision of a voucher to be redeemed at any Salvation Army Thrift Store for clothing and other personal items that may be needed by individuals and families affected by the emergency.

c) Emotional & Spiritual Support

- Includes emotional support and spiritual care that may be required by individuals affected by the emergency.
- Critical Incident Stress Management (CISM) either assisting Individuals in crisis or/and group crisis intervention.

d) Other Services

- The Salvation Army is open to providing other services, based on required needs to the best of its ability.
- The Salvation Army will prepare volunteers for deployments throughout the province through related training courses and exercises.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 13, 2025
Prepared By: Linda Bent, Director of Planning & Inspection Services
Report Number: SR2025-55 Appointment of Development Officer
Subject: Appointment of Ali Comeau as Development Officer, Municipality of the County of Annapolis

RECOMMENDATION(S)

That Municipal Council appoint Ali Comeau as Development Officer for the Municipality of the County of Annapolis to administer the Municipality’s Land Use Bylaws and Subdivision Bylaw.

LEGISLATIVE AUTHORITY

MGA Section 243 (1)

BACKGROUND

Under the *Municipal Government Act (MGA)* Council must appoint Development Officers to administer their Land Use Bylaws and Subdivision Bylaw. Only an appointed Development Officer can review, grant, refuse or discharge a development permit, variance, site-plan, tentative or final plan of subdivision or concept plan. It is the opinion of staff that with the completion of the County Wide MPS and LUB review and updates to the secondary planning documents this has resulted in a significant increase in the amount of development permits the municipality receives.

As set out in Section 245 of the *MGA* a municipality must assess a development permit for completeness and give notification of incompleteness within fourteen (14) days and approved within thirty (30) days or they are deemed rejected. If a development permit is deemed rejected due to a failure of the municipality to meet the deadlines set out within the *MGA*, the applicant can appeal the rejection through the Utility and Review Board. An appeal process will require the municipality to file a complete appeal record with the Board, and any other person as the Board may require, within fourteen (14) business days of the municipality being notified by the Board of the appeal, followed by a hearing (Section 247 (3): Appeals to the Board).

It is the opinion of staff that to ensure the municipality can process the increase in development permits and prevent any financial and time costs due to avoidable hearings with the Utility and Review Board, Council should appoint Ali Comeau as Development Officer for the Municipality.

DISCUSSION

By appointing Ali Comeau as a Development Officer for the Municipality of the County of Annapolis, Council grants her the ability to administer the Municipality’s Land Use Bylaws and Subdivision Bylaw. This full-time position appointment will increase the number of appointed Development Officers and will allow the Municipality to review, grant, refuse or discharge a larger number of development permits, variances, site-plans, tentative or final plans of subdivision or concept plans more quickly.

FINANCIAL IMPLICATIONS

None Known.

POLICY IMPLICATIONS

None Known

ALTERNATIVES / OPTIONS

The options available to Municipal Council are to appoint or not appoint Ali Comeau as Development Officer for the Municipality to assist in administration the County-Wide Municipal Planning Strategy and Land Use Bylaw and accompanying secondary plans.

Another option available to Council is the continued reliance on the current Development Officers to administer the Land Use Bylaws and Subdivision Bylaw. The number of development permit applications have increased due to the adoption of the County Wide Planning Documents and relying on staff who have other responsibilities could result in development permits failing to be approved within the time limits set out within the *Municipal Government Act*.

NEXT STEPS

Once appointed by Council, a Development Officer can begin the process of reviewing, granting, refusing or discharging a development permit, variance, and site-plan, tentative or final plan of subdivision or concept plan received by the municipality.

ATTACHMENTS

N/A

Prepared by:

Linda Bent, Director of Planning & Inspection Services

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

MAY 5, 2025

(Date)



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: May 13, 2025
Prepared By: Ashley Gervais, Bylaw Enforcement Officer
Subject: Dangerous and Unsightly Premises Report

ORIGIN

Report to Committee of the Whole for the period ending April 30, 2025

LEGISLATIVE AUTHORITY

Municipal Government Act Part XV 345(3)
AM-1.4.15 Dangerous and Unsightly Premises Policy

BACKGROUND

Dangerous and Unsightly Premises that are currently outstanding files

File No.	DIST	Date of Complaint	Property location	Dangerous	Unsightly	Comments /Status
2025/26						
2025/26-001	3	10-Apr-25	Clarence Road, Central Clarence		x	Pending Officer inspection
2025/26-002	3	10-Apr-25	Elliott Road, Clarence East		x	Pending Officer inspection
2025/26-003	3	10-Apr-25	Granville St, Bridgetown	x	x	30 Day Notice sent April 11/25
2024/25						
2024/25-001	10	2-Apr-24	Brickton		x	Complete
2024/25-002	5	2-Apr-24	Parkers Cove		x	First 30-day order sent April 15/24 Reminder Notice sent March 03/25
2024/25-003	6	1-Apr-24	Deep Brook		x	Complete
2024/25-004	11	1-Apr-24	Meadowvale		x	Complete
2024/25-005	3	12-Apr-24	Clarence East		x	Complete
2024/25-006	9	12-Apr-24	Nictaux			Complete
2024/25-007	8	22-Apr-24	Maitland Bridge	x	x	30 Day Order sent April 23/24 Reminder Notice sent March 03/25
2024/25-008	2	24-Apr-24	Shore Road East, Mount Hanley		x	Complete
2024/25-009	10	29-Apr-24	Ridge Road, Falkland Ridge		x	Complete
2024/25-010	6	8-May-24	Highway 1 Deep Brook	x	x	1 st 30-Day order sent May 15/24 2nd 30 Day order sent Jun 21/24 Reminder Notice sent Mar 03/25
2024/25-011	8	4-Jun-24	Chute Road, Bear River		x	Complete
2024/25-012	5	19-Jun-24	Highway 1, Upper Granville	x	x	Complete
2024/25-013	7	19-Jun-24	Morse Road	x	x	Complete
2024/25-014	11	24-Jul-24	Maple Ave , Jefferson Subd		x	Complete

2024/25-015	8	19-Aug-24	Clementsvalle rd, clementsvalle		x	Reminder Spring Clean up notice sent March 03/25
2024/25-016	10	Oct 7 2024	Main Street Lawrencetown		x	Complete
2024/25-017	6	5-Nov-24	Highway 1 Deep Brook	x	x	Complete
2024/25-018	2	15-Nov-24	Highway 1 Brickton		X	Complete
2024/25-019	11	Nov 12 24	hwy 201, Meadowvale		x	Reminder Spring Clean up notice sent March 08/25
2024/25-020	8	Nov 12 2024	Greenland Road		x	Reminder Spring Clean up notice sent March 08/25
2024/25-021	10	Nov 12 24	Lawrencetown Lane		x	Reminder Spring Clean up notice sent March 08/25
2024/25-022		22-Nov-24	Granville St Bridgetown			Complete
2024/25-023	10	20-Nov-24	East Torbrook Road		x	Reminder Spring Clean up notice sent March 08/25
2024/25-024		13-Nov-24	Inglisville Rd, Inglisville		X	Reminder Spring Clean up notice sent March 08/25
2024/25-025	7	19-Dec-24	West Dalhousie Road		x	Reminder Notice sent March 08/25 30 Day Notice sent April 16/25
2024/25-026	8	20-Aug-24	Clementsvalle Rd, Clementsvalle		x	Reminder Notice sent March 08/25 30 Day Notice sent April 16/25
2024/25-027		17-Mar-25	Jeffery St, Bridgetown		x	Reminder Notice sent on March 19/25
2024/25-028	5	26-Mar-25	Granville Road	x	x	30 Day Notice sent April 11/25
2023/24						
2023/24-001	5	11-Apr-23	Parkers Cove		x	Complete
2023/24-002	10	12-Apr-23	Crisp Road, Inglisville	x	x	Complete
2023/24-003	10	17-Apr-23	Lawrencetown Lane, Lawrencetown		x	Complete
2023/24-004	9	18-Apr-23	Toyota Drive, Nictaux		x	Complete
2023/24-005	6	20-Apr-23	Highway #1, Upper Clements		x	Complete
2023/24-006	6	20-Apr-23	Highway #1, Upper Clements		x	Complete
2023/24-007	11	24-Apr-23	Oak Drive, Meadowvale (Jefferson Pines)		x	Complete
2023/24-008	8	25-Apr-23	Clementsvalle Road, Princedale		x	Complete
2023/24-009	10	26-Apr-23	Highway #10, Springfield		x	Complete
2023/24-010	10	3-May-23	Inglisville Road, East Inglisville	x	x	Complete
2023/24-011	3	3-May-23	Granville Street, Bridgetown		x	Complete
2023/24-012	5	21-Apr-23	Granville Road, Port Wade		x	Complete
2023/24-013	5	21-Apr-23	Granville Road, Port Wade		x	Complete
2023/24-014	5	21-Apr-23	Granville Road, Port Wade		x	Complete
2023/24-015	4	10-May-23	Highway 201, Mochelle			Complete
2023/24-016	2	19-May-23	Seaman Street, Margaretsville		x	Complete
2023/24-017	10	30-May-23	Highway #10, New Albany		x	Complete
2023/24-018	10	30-May-23	Zwickers Lake Road, New Albany		x	Complete
2023/24-019	7	18-May-23	Highway #1, Paradise	x		Complete
2023/24-020	5	1-Jun-23	Granville Road, Karsdale		x	Complete
2023/24-021	5	1-Jun-23	Granville Road, Granville Beach		x	Complete
2023/24-022	5	1-Jun-23	Granville Road, Karsdale		x	Complete
2023/24-023	5	1-Jun-23	Granville Road, Port Royal		x	Complete
2023/24-024	5	1-Jun-23	Granville Road, Port Royal		x	Complete

2023/24-025	5	1-Jun-23	Granville Road, Port Royal		x	Complete
2023/24-026	5	1-Jun-23	Granville Road, Granville Beach		x	Complete
2023/24-027	11	15-Jun-23	Weltons Lane, Meadowvale			Complete
2023/24-028	9	29-Jun-23	Nictaux Falls Road, Nictaux Falls		x	Complete
2023/24-029	7	6-Jul-23	Granville Street, Bridgetown		x	Complete
2023/24-030	2	25-Jul-23	Seaman Street, Margaretsville		x	Complete
2023/24-031	11	25-Jul-23	Main Street, Meadowvale		x	Complete
2023/24-032	6	17-Aug-23	Cote Des Neiges, Cornwallis Park			Complete
2023/24-033	9	1-Aug-23	Highway 10, Nictaux South		x	Complete
2023/24-034	6	21-Aug-23	Taylor Drive, Clementsport			Complete
2023/24-035	9	14-Sep-23	Highway 201, Nictaux			Complete
2023/24-036	11	17-Oct-23	Alexander Campbell, South Farmington		x	Complete
2023/24-037	10	22-Oct-23	Main Street, Lawrencetown			Complete
2023/24-038	8	22-Oct-23	West Dalhousie Road, Lequille	x	x	Complete
2023/24-039	3	23-Oct-23	Granville Street, Bridgetown		x	Complete
2023/24-040	3	23-Oct-23	Granville St., Bridgetown		x	Complete
2023/24-041	7	23-Oct-23	Granville Road, Bridgetown		x	Complete
2023/24-042	3	23-Oct-23	Arlington Road, Mount Rose		x	30 Day order sent Nov 07/23 Reminder Notice sent on Mar 19/25
2023/24-043	5	30-Nov-23	Parker Mountain Road, Granville Ferry	x	x	Complete
2023/24-044	6	21-Dec-23	Shady Lane, Cornwallis Park	x	x	Complete
2023/24-045	6	8-Jan-24	Spinnaker Drive, Cornwallis Park	x	x	Complete
2023/24-046	6	8-Jan-24	Highway #1, Clementsport	x	x	Complete
2023/24-047	6	9-Jan-24	Atlantic Avenue, Cornwallis Park		x	Complete
2023/24-048	5	11-Jan-24	Litchfield	x		Demolition permit has been issued on October 8/24-check with planning if signed off on Nov 8/24- Planning Department will let us know when permit is complete
2023/24-049	7	17-Jan-24	Granville St., Bridgetown		x	Complete
2023/24-050	6	1-Feb-24	South Broadway, Cornwallis Park	x		Complete
2023/24-051	10	26-Mar-24	Highway 10, New Albany	x	x	Complete
2023/24-052	10	26-Mar-24	Highway 10, New Albany	x		Complete
2023/24-053	10	26-Mar-24	Eves Road, New Albany		x	30 Day order sent May 3, 2024 Reminder notice sent March 19/25
2022/23						
2022/23-001	9	Apr-22	Nictaux Falls		x	Complete
2022/23-002	2	13-Apr-22	Port George	x	x	Complete
2022/23-003	7	09-May-22	Hwy #1, Paradise		x	Complete
2022/23-004	7	11-May-22	West Dalhousie Rd., West Dalhousie		x	Complete
2022/23-005	7	03-May-22	Highway #1, Paradise			Complete
2022/23-006	10	11-May-22	Main Street Lawrencetown	x	x	Complete

2022/23-007	10	11-May-22	Main Street Lawrencetown		x	Complete
2022/23-008	10	11-May-22	Main Street Lawrencetown		x	Complete
2022/23-009	10	11-May-22	Crisp Road, Inglisville		x	Complete
2022/23-010	11	13-May-22	Clarence Road, Beaconsfield			Complete
2022/23-011	7	17-May-22	Round Hill		x	Complete
2022/23-012	11	16-May-22	Old Mill Road, South Farmington			Complete
2022/23-013	3	27-May-22	Clarence Road, Beaconsfield	x	x	Complete
2022/23-014	3	09-Jun-22	Granville Street, Bridgetown		x	Complete
2022/23-015	7	16-Jun-22	Morse Road, Carleton Corner	x	x	Complete
2022/23-016	6	27-Jun-22	Atlantic Ave, Cornwallis Park	x	x	Complete
2022/23-017	6	27-Jun-22	Bonaventure St., Cornwallis Park	x	x	Complete
2022/23-018	3	02-Aug-22	Clarence Road, Beaconsfield		x	Complete
2022/23-019	8	12-Aug-22	Purdy Road, Bear River	x	x	Complete
2022/23-020	11	17-Aug-22	Torbrook Rd., Meadowvale	x	x	Complete
2022/23-021	6	22-Aug-22	Shady Lane, Cornwallis Park	x	x	Complete
2022/23-022	6	30-Aug-22	Highway #1, Clementsport	x	x	Complete
2022/23-023	5	27-Aug-22	oungs Mountain Road, Youngs Cove	x	x	Complete
2022/23-024	5	27-Aug-22	Parker Mountain Road, Granville Ferry	x		Complete
2022/23-025	1	04-Oct-22	Pleasant Street, Melvern Square		x	Complete
2022/23-026	4	01-Oct-22	West Dalhousie Road, Lake LaRose		x	Complete
2022/23-027	3	25-Oct-22	Clarence Road, Clarence		x	Complete
2022/23-028	5	30-Sep-22	Hollow Mountain Rd., Delaps Cove		x	Complete
2022/23-029	5	28-Oct-22	Shore Road., Litchfield	x		Complete
2022/23-030	5	01-Dec-22	Shore Road, Hillsburn		x	Complete
2022/23-031	9	05-Dec-22	Middle Road, Nictaux		x	Complete
2022/23-032	5	13-Dec-22	Granville Road, Granville Beach	x	x	Complete
2022/23-033	11	13-Dec-22	Hwy 201, South Farmington			Complete
2022/23-034	2	03-Jan-23	Ben Phinney Road, Forest Glade		x	Complete
2022/23-035	7	04-Jan-23	Granville Street, Bridgetown	x	x	Complete
2022/23-036	7	04-Jan-23	Granville Street, Bridgetown		x	Complete
2022/23-037	3	04-Jan-23	Granville Street, Bridgetown		x	Complete
2022/23-038	7	04-Jan-23	Hwy #1, Paradise		x	Complete
2022/23-039	3	04-Jan-23	Church Street, Bridgetown		x	Complete
2022/23-040	10	06-Jan-23	Inglisville Road, Inglisville		x	Complete
2022/23-041	9	10-Jan-23	Highway 10, Nictaux South		x	Complete
2022/23-042	6	17-Jan-23	Hwy #1, Deep Brook			Complete
2022/23-043	6	27-Jan-23	Hwy #1, Upper Clements	x	x	Complete
2022/23-044	9	17-Feb-23	Nictaux Falls	x		Complete
2022/23-045	9	23-Feb-23	Nictaux Falls	x	x	Complete
2022/23-046	11	13-Mar-23	Meadowvale		x	Complete
2022/23-047	9	14-Mar-23	Nictaux			Complete

2022/23-048	11	20-Mar-23	E. Torbrook		x	Complete
2022/23-049	11	27-Mar-23	E. Torbrook			Complete
2022/23-050	5	29-Mar-23	Port Royal		x	Complete
2022/23-051	3	29-Mar-23	Mount Hanley Road, Clarence East			Complete

DISCUSSION

This information report is to provide an update on the currently active/outstanding Dangerous and Unightly properties to Committee of the Whole.

Prepared by: Ashley Gervais, Bylaw Enforcement Officer

Reviewed by: Dawn Campbell, Director of Corporate Services

Approved by:

Approval Date:



MAY 5, 2025

Chris McNeill
Chief Administrative Officer

(Date)



STAFF REPORT

Report To: Committee of the Whole

Meeting Date: May 13, 2025

Prepared By: Angela Anderson, Director of Finance
Jim Young, Director of Operations

Report Number: SR2025-56 Capital Funding – Emergency Generators

Subject: Capital Funding – Emergency Generators

RECOMMENDATION(S):

That municipal council authorize additional funding from the CCBF reserve fund, in the amount of \$148,281, to cover the costs of the 2024-25 Emergency Generators project.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65(A)(4) – Authorized Municipal Expenditures

BACKGROUND

The approved capital budgets for emergency generators have been as follows, with funding coming from Canada Community Building Fund (CCBF; formerly known as gas tax):

	Budget	Actual	Surplus (Deficit)
2023/2024	\$250,000	\$102,567	\$147,433
2024/2025	\$250,000	\$398,281	(\$148,281)

DISCUSSION

Generators are ordered approximately one year in advance to provide for manufacturing, shipping and delivery. Provisions were not made for this in 2023/24 which resulted in a surplus in that fiscal year and a deficit in 2024/25. The receipt and installation of a generator at the Cornwallis Waste Water Treatment Plant (CWWTP) was ordered the previous year but received in May of 2024.

Additionally, the cost of fuel and fuel tanks for the generators was greater than expected due to economic and market conditions.

FINANCIAL IMPLICATIONS

Overall, the surplus from the prior year is very close to the deficit for the most recent year and therefore, the impact on the reserves is minimal.

Current balance of CCBF reserve	\$4,394,036
Less: Generator Funding	\$148,281
Remaining CCBF Funds	\$4,245,755

Note that this is a *forecast* as the full fiscal year has not yet been reconciled.

POLICY IMPLICATIONS

None

Prepared by: Angela Anderson, CPA, Director of Finance
Jim Young, Director of Operations

Approved by:

Approval Date:



MAY 5, 2025

Chris McNeill
Chief Administrative Officer

(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 13, 2025
Prepared By: Alyssa Blais, Strategic Initiatives Coordinator
Report Number: SR2025-57 Community Grants
Subject: Community Grants

RECOMMENDATION(S):

Community Facilities Recommended Motions:

That Municipal Council approve a grant to Annapolis County 4H Leaders Council in the amount of \$8,855 to do a roof replacement in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Annapolis County Trails Society in the amount of \$10,000 to help support trail improvements in Lawrencetown in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Bridgetown Curling Club in the amount of \$5,000 to help support critical repairs, including resurfacing the driveway and maintaining essential ice-making equipment in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Cottage Cove and District Wharf Society in the amount of \$10,000 to assist in repairs of the community wharf in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Inglisville Community Hall in the amount of \$6,026.80 to help install a new heat pump in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Lawrencetown Youth Arena in the amount of \$12,400 to help replace west-end sheathing and insulate the canteen in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Margaretsville Shore Society in the amount of \$17,800 to improve Margaretsville Shore Park through shoreline protection work in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Middleton Railway Museum in the amount of \$3,000 to provide a G-scale outdoor railway as an additional attraction suitable for running their 1:24 scale trains in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Oakdene Centre in the amount of \$4,525 to replace their fire alarm in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Paradise Community Hall in the amount of \$20,000 to support a roof replacement due to structural damage in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Port Wade Hall in the amount of \$4,665 to replace 3 windows, a new oil tank and fix a wheelchair ramp in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Round Hill & District Recreation Commission in the amount of \$10,000 to update Bishop Park, playground structure and accessible bathroom in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Ste Anne's Anglican Youth Camp in the amount of \$5,000 to support the cost of adequate refrigeration in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Three Rivers Community Centre in the amount of \$8,873.85 to help install a new heat pump in accordance with Policy 101 Community Grants.

Community Projects Recommended Motions:

That Municipal Council approve a grant to Clean Annapolis River Project in the amount of \$4,000 to help support Annapolis River Festival in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Mapannapolis (Age Advantage Association) in the amount of \$5,000 to support a new project to update Acadian settlement maps and Garrison Graveyard in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Thalia Barn Cat Rescue in the amount of \$4,400 to support their spay and neuter program in accordance with Policy 101 Community Grants.

LEGISLATIVE AUTHORITY

Section 65A, *Municipal Government Act* and *Policy 101 Community Grants*.

BACKGROUND

The *Community Grants Policy* allows registered not for profit/charitable organizations to apply for funding to support their facilities, programs, and initiatives. There are two categories under which they can apply, and each outlines the criteria for the application.

Applications listed below follow policy requirements and are eligible for approval by Municipal Council. Other applications are:

- still in progress.
- not recommended for approval; or
- previously approved by the CAO for amounts of \$2,500 or less.

DISCUSSION

Grant Applications listed by category.

Community Facilities – Projects that support enhancement and development of public use for new or existing facilities in Annapolis County. The facility must be used for activities of a recreational, educational, environmental, cultural, community, or social nature and be accessible for use by the general public. Operational costs are not supported under this category (i.e., oil, power, insurance, etc.).
 Maximum grants shall not exceed \$20,000. Applicants must be able to demonstrate a minimum 1/3 contribution to the total project cost.

Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Annapolis County 4H Leaders Council	\$8,855.00	\$12,650.00	\$8,855.00	Roof replacement.
Annapolis County Trails Society	\$10,000.00	\$39,000.00	\$10,000.00	Trail improvements in Lawrencetown include fence replacement and trail upgrades.

Bridgetown Curling Club	\$8,536.74	\$12,741.40	\$5,000.00	Resurfacing driveway and maintaining ice-making equipment.
Cottage Cove and District Wharf Society	\$14,500.00	\$21,618.00	\$10,000.00	Upgrade and repairs of the community wharf.
Inglisville Community Hall	\$6,026.80	\$9,038.00	\$6,026.80	Heat pump and ramp upgrade.
Lawrencetown Youth Arena	\$12,420.00	\$37,262.60	\$12,400.00	Replace west-end exterior sheathing and insulate the canteen.
Margaretsville Shore Society	\$17,890.00	\$26,700.00	\$17,800.00	To maintain and enhance the Margaretsville Shore Park through shoreline protection work.
Middleton Railway Museum	\$20,000.00	\$50,098.00	\$3,000.00	Provide a G-scale outdoor railway.
Oakadene Centre	\$4,548.49	\$9,048.49	\$4,525.00	Replacement of Fire Alarm.
Paradise Community Hall	\$20,000.00	\$33,295.00	\$20,000.00	Roof replacement.
Port Wade Hall	\$5,000.00	\$7,000.00	\$4,665.00	Replace three windows, install a new oil tank, and fix the wheelchair ramp.
Round Hill & District Recreation Commission	\$20,000.00	\$31,056.03	\$10,000.00	Update Bishop Park, playground structure & accessible bathroom
Ste Anne's Anglican Youth Camp	\$10,016.52	\$15,176.55	\$5,000.00	Update refrigeration in the industrial kitchen.
Three Rivers Community Centre	\$8,873.85	\$13,310.78	\$8,873.85	Install a heat pump.

Community Projects – Assistance to initiate or continue to develop events and/or structured programs to support the enhancement of community well-being and quality of life for Annapolis County residents and visitors.

Maximum grants shall be up to 50% of the program cost to a maximum of \$5,000. Grant applicants must be able to demonstrate active fundraising efforts to support the continuation of the program, if applicable.

Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Clean Annapolis River Project	\$5,000.00	\$34,485.00	\$4,000.00	Support Annapolis River Festival.
Mapannapolis	\$5,000.00	\$39,000.00	\$5,000.00	Support new project involving COGS students to update Acadian settlement maps and Garrison Graveyard.
Thalia Barn Cat Rescue	\$7,500.00	\$44,000.00	\$4,400.00	Spay and neuter program.

Community Grants Policy - Summary

Total Amount Requested/Recommended	\$184,167.40		\$139,545.65	
Total cost of projects/programs impacting Annapolis Co.		\$435,479.85		
Available remaining in budget				\$143,807.48
Budget remaining for fiscal year based on recommendations above				\$4,261.83

FINANCIAL IMPLICATIONS

There is \$168,153.33 remaining in the budget to implement Policy 101 Community Grants program. In addition, \$24,345.85 has been approved by the CAO since the last update (of amounts \$2,500 or less), leaving the remaining budget of \$143,807.48. If the above recommendations are approved, \$4,261.83 will remain for the remainder of the fiscal year.

POLICY IMPLICATIONS

Recommended funding is in accordance with current policies.

ALTERNATIVES / OPTIONS

Council can approve the recommendation(s).
 Council could decide a different amount(s); or
 Council could decide not to approve the applications.

NEXT STEPS

Issue grants as approved and inform applicants of Council's decisions regarding their applications.

ATTACHMENTS

None

Prepared by: Alyssa Blais, Strategic Initiatives Coordinator

Reviewed by: Debra Ryan, Director of Community Development

Approved by:

Approval Date:



MAY 5, 2025

Chris McNeill
Chief Administrative Officer

(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: May 13, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-58 Approve *Policy 134 Unsightly and Dangerous Premises*
Subject: Approve *Policy 134 Unsightly and Dangerous Premises*

RECOMMENDATION

That Municipal Council approve *Policy 134 Unsightly and Dangerous Premises* as circulated. (7-day notice)

BACKGROUND

AM-1.4.15 Unsightly and Dangerous Premises Policy was initially adopted on October 16, 2012. It was updated in 2016 and 2022. Its purpose was primarily to:

- delegate council's authority to the administrator and Committee of the Whole; and
- create transparency of processes.

DISCUSSION

The proposed policy should be easier for the public to understand. It does not change:

- delegations of authority (administrator and Committee of the Whole);
- timelines;
- reporting to councillors.

It does:

- provide and explain expanded role of investigators as provided under the *MGA*;
- reduce the number of reports to Committee of the Whole to quarterly rather than monthly (more reasonable, particularly during the winter months).

LEGISLATIVE AUTHORITY

Sub-section 3(a) of the *Municipal Government Act* defines "administrator":

"administrator" means the employee of a municipality or other person designated by the chief administrative officer to be responsible for the provisions of this Act respecting dangerous or unsightly premises, except where the context otherwise requires, and includes a person acting under the supervision and direction of the administrator;

Sub-section 3(r) of the *Municipal Government Act* defines "dangerous or unsightly":

"dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing

- (i) *ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or machinery, or bodies of these or parts thereof,*
- (ii) *an accumulation of wood shavings, paper, sawdust, dry and inflammable grass or weeds or other combustible material,*
- (iia) *an accumulation or collection of materials or refuse that is stockpiled, hidden or stored away and is dangerous, unsightly, unhealthy or offensive to a person, or*
- (iii) *any other thing that is dangerous, unsightly, unhealthy or offensive to a person, and includes property or a building or structure with or without structural deficiencies*
- (iv) *that is in a ruinous or dilapidated condition,*
- (v) *the condition of which seriously depreciates the value of land or buildings in the vicinity,*
- (vi) *that is in such a state of non-repair as to be no longer suitable for human habitation or business purposes,*
- (vii) *that is an allurements to children who may play there to their danger,*
- (viii) *constituting a hazard to the health or safety of the public,*
- (ix) *that is unsightly in relation to neighbouring properties because the exterior finish of the building or structure or the landscaping is not maintained,*
- (x) *that is a fire hazard to itself or to surrounding lands or buildings,*
- (xi) *that has been excavated or had fill placed on it in a manner that results in a hazard, or*
- (xii) *that is in a poor state of hygiene or cleanliness;*

Section 41 of the *Municipal Government Act* provides that the chief administrative officer may designate a county employee to be the administrator responsible for dangerous and unsightly premises provisions of the Act:

The chief administrative officer shall designate an employee of the municipality or other person to be the administrator responsible for the dangerous and unsightly premises provisions of this Act.

Part XV of the *Municipal Government Act* provides authority for:

- Council to delegate its authority for acting in circumstances of unsightly and dangerous premises, except authority to order demolition;
- Orders to be issued to remedy dangerous or unsightly conditions and how they are provided to property owners;
- Undertaking the work to remedy conditions if the property owner does not act and to recover the costs;
- Fines to be imposed on property owners permitting dangerous or unsightly conditions;
- Requiring an unsafe property to be vacated;
- Administrator to enter and inspect properties;
- Twice yearly reports to council; and
- Property owners to appeal an order of the administrator to council.

FINANCIAL IMPLICATIONS

The recommended policy imposes no new or additional financial or budget impacts.

POLICY IMPLICATIONS

There is no impact to other policies created by this new policy.

ALTERNATIVES / OPTIONS

Council may approve the policy as circulated.

Council could require further changes.

COMMUNICATION

Normal statutory requirements:

- 7-day notice to approve policy (normally Committee of the Whole).
- Approval by Municipal Council 7 days or more after notice is provided.

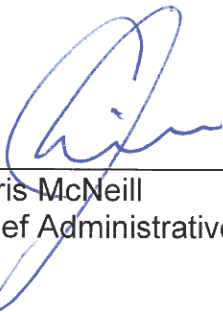
ATTACHMENTS

Policy 134 Unsightly and Dangerous Premises (proposed for approval)

AM-1.4.15 Unsightly and Dangerous Premises Policy (for repeal)

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

MAY 5, 2025

 (Date)

Unsightly and Dangerous Premises**1. Purpose**

Every property in the Municipality shall be maintained so as not to be dangerous or unsightly. This policy describes the delegation of authority and processes to carry out municipal responsibilities for unsightly and dangerous properties as provided in the *Municipal Government Act*.

2. Authority

Sub-section 3(r) of the *Municipal Government Act* defines "dangerous or unsightly."

Section 41 of the *Municipal Government Act* provides that the chief administrative officer may designate a county employee to be the administrator responsible for dangerous and unsightly premises provisions of the Act.

Part XV of the *Municipal Government Act* provides authority for:

- Council to delegate its authority for acting in circumstances of unsightly and dangerous premises, except authority to order demolition;
- Orders to be issued to remedy dangerous or unsightly conditions and how they are provided to property owners;
- Undertaking the work to remedy conditions if the property owner does not act and to recover the costs;
- Fines to be imposed on property owners permitting dangerous or unsightly conditions;
- Requiring an unsafe property to be vacated;
- Administrator to enter and inspect properties;
- Twice yearly reports to council; and
- Property owners to appeal an order of the administrator to council.

3. Definitions

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

4. Delegation

Council delegates its authority to act regarding dangerous and unsightly premises to the administrator, except the authority to order demolition.

Council delegates its authority to hear appeals and order demolition of dangerous or unsightly premises to the Committee of the Whole.

Unightly and Dangerous Premises

When public safety requires immediate action, the administrator may act as necessary to eliminate danger as quickly as possible including removal of a dangerous structure or condition. Such circumstances do not require Council to issue an order for demolition.

5. Reports of Dangerous or Unightly Properties (Step 1)

Any resident or ratepayer may report a dangerous or unightly property. Each report will be recorded on a form for this purpose and followed up with an initial inspection within fourteen (14) days.

Complaints shall be considered confidential but are subject to Part XX of the *Municipal Government Act*, Freedom of Information Protection of Privacy.

6. Investigations and Notices Regarding Dangerous or Unightly Properties (Step 2)

The administrator or investigator shall determine, based upon the site inspection report prepared by an investigator or by personal inspection, whether the property is dangerous or unightly.

If the administrator determines a property is not dangerous or unightly, no action will be taken.

If the administrator determines a property is unsafe, the administrator may make an order to have the property vacated.

If the administrator determines a property is dangerous or unightly, they shall advise the property owner by notice delivered by mail, courier, posting or personal service (or combination). The notice shall state what is required to remedy the unightly or dangerous condition and require them to contact the administrator or an investigator within thirty (30) days of the date of the notice.

The administrator or an investigator shall advise of the action taken on a complaint to the complainant who reported the dangerous or unightly condition.

At least quarterly, an information report shall be submitted by the administrator to Committee of the Whole summarizing complaints, actions taken, and status with respect to dangerous or unightly premises.

7. Issuing Orders Regarding Dangerous or Unightly Properties (Step 3)

If a dangerous or unightly condition has not been remedied in accordance with a notice as provided above, the administrator or investigator may issue an order requiring the owner to remedy the unightly or dangerous condition within thirty (30) days. The order shall be posted on the property with a copy provided to the property owner by courier or registered or mail.

A property owner may appeal an order from the administrator to Committee of the Whole within seven (7) days of the date of the order.

Unsightly and Dangerous Premises

8. Demolition Orders

When the administrator is proposing council issue an order for demolition, at least seven (7) days' notice shall be provided to the property owner specifying the date, time and place of the meeting at which the order will be considered. The property owner(s) shall be given the opportunity to appear and be heard before any order is issued.

9. Court Orders

Notwithstanding any other provisions of this policy, the municipality may apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and / or an order requiring necessary work to remedy the condition.

10. Charges and Penalties

When a property owner fails to comply with an order and the administrator determines it is necessary for the municipality to carry out the specified work, the costs (plus interest) shall be recovered from the property owner in the manner provided under the *Municipal Government Act* and as may be amended from time to time (currently section 507).

When the property owner fails to comply with an order within the specified time, the owner may be charged a penalty pursuant to the powers granted under the *Municipal Government Act* and as may be amended from time to time (currently sub-section 348(4)).

11. Notifications to Councillors

The administrator shall notify the councillor of the area by phone or email (as appropriate) prior to issuing a notice or order. A copy of all correspondence shall also be provided to the councillor.

12. REPEAL

AM-1.4.15 Unsightly and Dangerous Premises Policy, adopted by Municipal Council of the County of Annapolis on October 25, 2022, is hereby repealed.

Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice **PENDING May 13, 2025**
Council Approval **PENDING May 20, 2025**

Chris McNeill

Chief Administrative Officer

At Annapolis Royal, Nova Scotia

PENDING

Date

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.15
Section MUNICIPAL SERVICES	Subject Dangerous and Unightly Premises Policy

Proposed for Repeal

1.0 Purpose

It is the desire of Municipal Council that every property in the Municipality be maintained such that the property is not dangerous or unsightly. This policy defines the practices to be followed in a circumstance whereby a property is alleged to be dangerous or unsightly.

2.0 Authority

This policy is enacted pursuant to Subsection 345 (1) of the Municipal Government Act, as amended.

3.0 Definitions

Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

4.0 Delegation

- 4.1 Municipal Council delegates its authority to act in regard to dangerous and unsightly premises to the Administrator, except the authority to order demolition.
- 4.2 Municipal Council delegates its authority to order demolition of a dangerous or unsightly premise to the Committee of the Whole.
- 4.3 Notwithstanding Subsection 4.2, in circumstances where public safety may be an issue, the Administrator may take immediate necessary action to prevent danger or to remove a dangerous structure or condition.
- 4.4 Municipal Council delegates its authority to hear appeals or orders made by the Administrator to the Committee of the Whole.

5.0 Report of Dangerous or Unightly Condition

5.1 The reporting of a dangerous or unsightly property can be made by a resident or ratepayer of the Municipality. Each report of dangerous or unsightly property will be duly recorded on a form for this purpose, and within fourteen (14) days of receiving complete and required information, will be followed up by an initial site inspection and subsequent inspection report prepared by / under the supervision of the Administrator.

6.0 Report of Dangerous or Unightly Condition

- 6.1 In preparation of the initial site inspection report, the Administrator will determine whether the property is dangerous or unsightly.
 - (a) If the Administrator determines that the property is not dangerous or unsightly, no action will be taken.
 - (b) If the Administrator determines that the property is unsafe, the Administrator may make an order to have the property vacated.
 - (c) If the Administrator determines public safety requires immediate action, the Administrator may make take action to prevent damage or may remove the dangerous structure or condition.
 - (d) If the Administrator determines that the property is dangerous or unsightly, the Administrator shall so advise the property owner by mail or personal service, of what is required to remedy the unsightly or dangerous condition within thirty (30) days of the date the letter was registered or served (*letter requesting condition be remedied*).
 - (e) Where an alleged dangerous or unsightly property has been reported by a resident or ratepayer, the Administrator shall advise the reporting person of the action taken.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.15
Section MUNICIPAL SERVICES	Subject Dangerous and Unsightly Premises Policy

Proposed for Repeal

(f) A monthly summary of all reports made, actions taken, ~~current status with respect to the~~ dangerous or unsightly premises will be submitted to the Committee of the Whole by the Administrator.

7.0 Order

7.1 In the event that the dangerous or unsightly condition has not been remedied in accordance with a notice given pursuant to Subsection 6.1, the Administrator may issue an order requiring the owner to remedy the unsightly or dangerous condition within thirty (30) days. The order shall be posted on the property and a copy shall be sent to the owner by registered or regular mail.

7.2 An order made by the Administrator may be appealed to the Committee of the Whole if such appeal is registered within seven (7) days after the order is delivered.

8.0 Demolition

8.1 In the event that the Administrator determines that the property is dangerous or unsightly and he / she is of the opinion that to remedy the condition demolition is necessary, the owner shall be given not less than seven (7) days' notice of the date, time and place of the Committee of the Whole Meeting at which the making of such an order will be considered.

9.0 Court Order

9.1 Notwithstanding any other provisions of this policy, the Municipality may also apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and for an order requiring the work to be done to remedy the condition.

10.0 Charges

10.1 Where the owner fails to comply with an order made pursuant to this policy and the Administrator determines that it is necessary for the Municipality to carry out the work specified in an order, such costs to carry out the work (plus interest) shall be recovered from the property owner as provided under Subsection 507 of the *Municipal Government Act*.

10.2 Where the owner fails to comply with an order made herein within the specified time, the owner may be charged a penalty pursuant to the powers granted under the *Municipal Government Act* and as may be amended from time to time; as such, any person who fails to comply with the terms of an order is liable, on summary conviction, to a penalty of not less than one hundred dollars and not more than five thousand dollars, and in default of payment to imprisonment for not more than three months.

11.0 Notification to Councillors

11.1 The Administrator shall notify the councillor of the area by phone or email (*as appropriate to the circumstance*) prior to issuing a letter requesting a condition be remedied or a thirty day notice to comply. A copy of all correspondence shall also be provided to the councillor.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<i>October 18, 2022</i>
<i>Council Approval</i>	<i>October 25, 2022</i>
<u><i>Carolyn Young</i></u>	<u><i>October 26, 2022</i></u>
Municipal Clerk	Date
<i>At Annapolis Royal Nova Scotia</i>	

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.15
Section MUNICIPAL SERVICES	Subject Dangerous and Unsightly Premises Policy

Proposed for Repeal

Amendments:

2016-07-19 Deleted the words “*be referred to*” in Sub-section 5.2

AND

ADDED 10.2 *Where the owner fails to comply with an order made herein within the specified time, the owner may be charged a penalty pursuant to the powers granted under the Municipal Government Act and as may be amended from time to time; as such, any person who fails to comply with the terms of an order is liable, on summary conviction, to a penalty of not less than one hundred dollars and not more than five thousand dollars, and in default of payment to imprisonment for not more than three months.*

2018-01-16 - added the words “*or regular*” in Sub-section 7.1

Amended 2022/10/25:

- deleted Sub-section 5.2: *As councillors may ultimately be required to serve as “jury” in a dangerous or unsightly premises appeal, all residents or ratepayers wishing to register a complaint in regard to an unsightly or dangerous premises matter should contact the Administrator.*