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**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**  
**COMMITTEE OF THE WHOLE AGENDA**

Tuesday, June 10, 2025  
10:00 a.m.



<b>PAGES</b>	<b>1.</b>	<b>ROLL CALL</b>
	<b>2.</b>	<b>PRESENTATION</b>
<b>3-6</b>	<b>2.1</b>	NS Power – Relicensing of Lequille and Paradise Hydro Systems
	<b>3.</b>	<b>DISCLOSURE OF INTEREST</b>
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<b>7-11</b>	<b>5.1</b>	2025-05-13 Regular COTW
	<b>6.</b>	<b>INFORMATION/STAFF REPORTS</b>
<b>12-44</b>	<b>6.1</b>	SR2025-62 Annapolis County Anti-Poverty and Inclusion Initiative
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<b>95-102</b>	<b>6.9</b>	SR2025-70 Approve <i>Bylaw 9 Repeal of C3 Water Supply Program Bylaw and C4 Clean Energy Program Bylaw</i>
<b>103-105</b>	<b>6.10</b>	IR2025-72 Tax Billing Due Dates
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<b>109-112</b>	<b>6.12</b>	SR2025-74 Temporary Borrowing Resolution
	<b>7.</b>	<b>NEW BUSINESS</b>
	<b>8.</b>	<b>IN-CAMERA</b>
	<b>8.1</b>	In accordance with Section 22(2)(e) contract negotiations of the <i>Municipal Government Act</i>
	<b>8.2</b>	In accordance with Section 22(2)(f) litigation or potential litigation of the <i>Municipal Government Act</i>
	<b>9.</b>	<b>ADJOURNMENT</b>

May 29, 2025

Attention:

**Re: Renewal of the Operating Approval for the Lequille, and Paradise Hydro Systems**

Nova Scotia Power (NS Power) is beginning the process of renewing operating approvals for the Lequille Hydro System. As part of this process, we would like to share the following information and initiate a discussion about the upcoming relicensing process.

Nova Scotia Power generates 95% of the province’s electricity and serves about 540,000 residential, commercial, and industrial customers. As part of the energy mix, we operate 32 generating stations on 15 hydroelectric (hydro) systems in Nova Scotia, providing almost 10% of the province’s clean electricity.

Each hydro system is operated in accordance with a Water Approval for Storage/Withdrawal of Water under the Nova Scotia Environment Act, administered by Nova Scotia Environment and Climate Change. Several hydro systems have ten-year approvals, which are coming up for renewal over the next few years; this includes the Lequille Hydro System (Approval #2008-060756-01), and Paradise Hydro System (Approval # 2008-061078-01) both in Annapolis, NS.

The Lequille Hydro System Approval will expire on November 30, 2025, while the Paradise Hydro Approval will expire on April 30, 2026. Applications will be submitted in 2025 (**Table 1**).

**Table 1** Approval application deadlines.

	Expiry	Application Deadline
Lequille Hydro System	November 30, 2025	September 1, 2025
Paradise Hydro System	April 30, 2026	January 30, 2026

**Relicensing Process**

In preparing to relicense a system, NS Power gathers information on the hydro system, including details about Mi'kmaw cultural heritage and resources, and conducts studies on water quality, fish and fish habitat and species of conservation concern. It is important for Mi'kmaw communities and organizations, regulators, non-Indigenous community members, and any other watershed user to participate in the relicensing process. It is also important to have a means to provide valuable information about the system's ongoing operation. As part of this process, communities and other watershed users are invited to provide feedback. All the information and feedback are combined into a report and provided to Nova Scotia Environment and Climate Change as part of the relicensing application.

### **Lequille Hydro System**

The Lequille Hydro System is located in Annapolis County, Nova Scotia, approximately 153 km west of Halifax (**Figure 1**). The hydro system comprises of one generating station, two storage reservoirs, and a headpond. The system utilizes a drainage area of approximately 135.5 km<sup>2</sup>, including Dargie Reservoir, Grand Reservoir, and the Lequille Headpond. A power canal carries water from Lequille Headpond to the Lequille generating station. The Lequille Hydro System has been operational since 1967 and has a total available hydroelectric generating capacity of 13 megawatts (MW).

### **Paradise Hydro System**

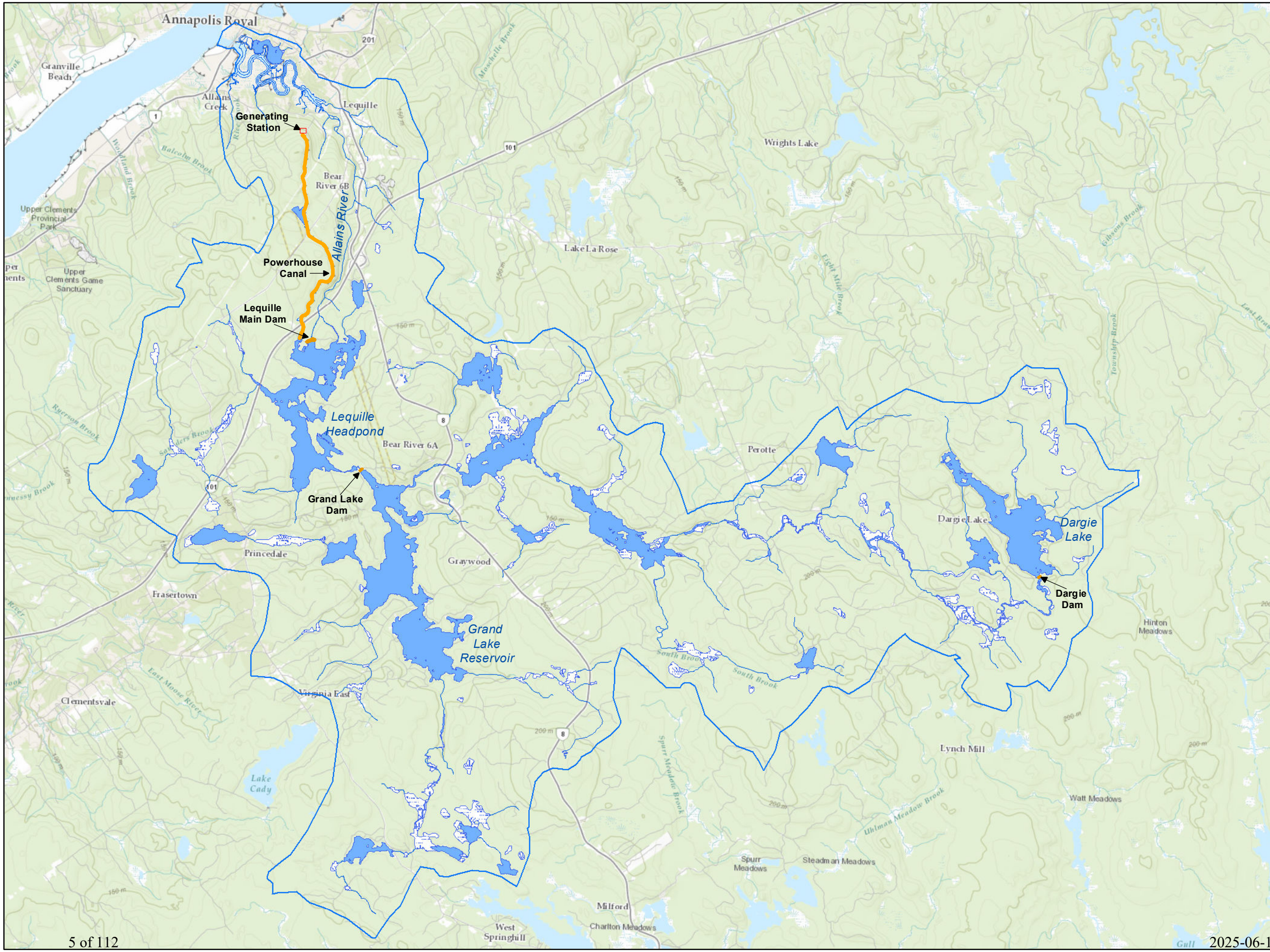
The Paradise Hydro System is located in Annapolis County, 131 km west-northwest of Halifax (**Figure 2**). The total available hydroelectric generating capacity of the system is approximately 5.0 megawatts (MW), which is provided by the main storage reservoir at Paradise Reservoir and the Saunders Headpond. Additional storage is provided by Dalhousie Reservoir (also known as Nieves Reservoir) and Corbett Reservoir on Bloody Creek via an interbasin transfer. The Paradise Hydro System has been in operation since 1952 and produces on average of 20.4 gigawatt hours (GWh) per year.

We welcome discussion on the renewal of the operating approval for either Hydro System discussed here as well as any questions related to the general relicensing process. Please contact me if you have any questions or would like to schedule a meeting to discuss further at [hydrorelicensing@nspower.ca](mailto:hydrorelicensing@nspower.ca).

Yours truly,



Erica Gillis  
Hydro Relicensing Project Manager

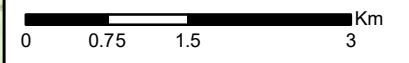


**Lequille Hydro System**



- Hydro Features
- Lequille Watershed

Date: January, 2025  
 CRS: UTM NAD83 CSRS Zone 20  
 Scale: 1: 70,000  
 Source: NSPI, NSTDB

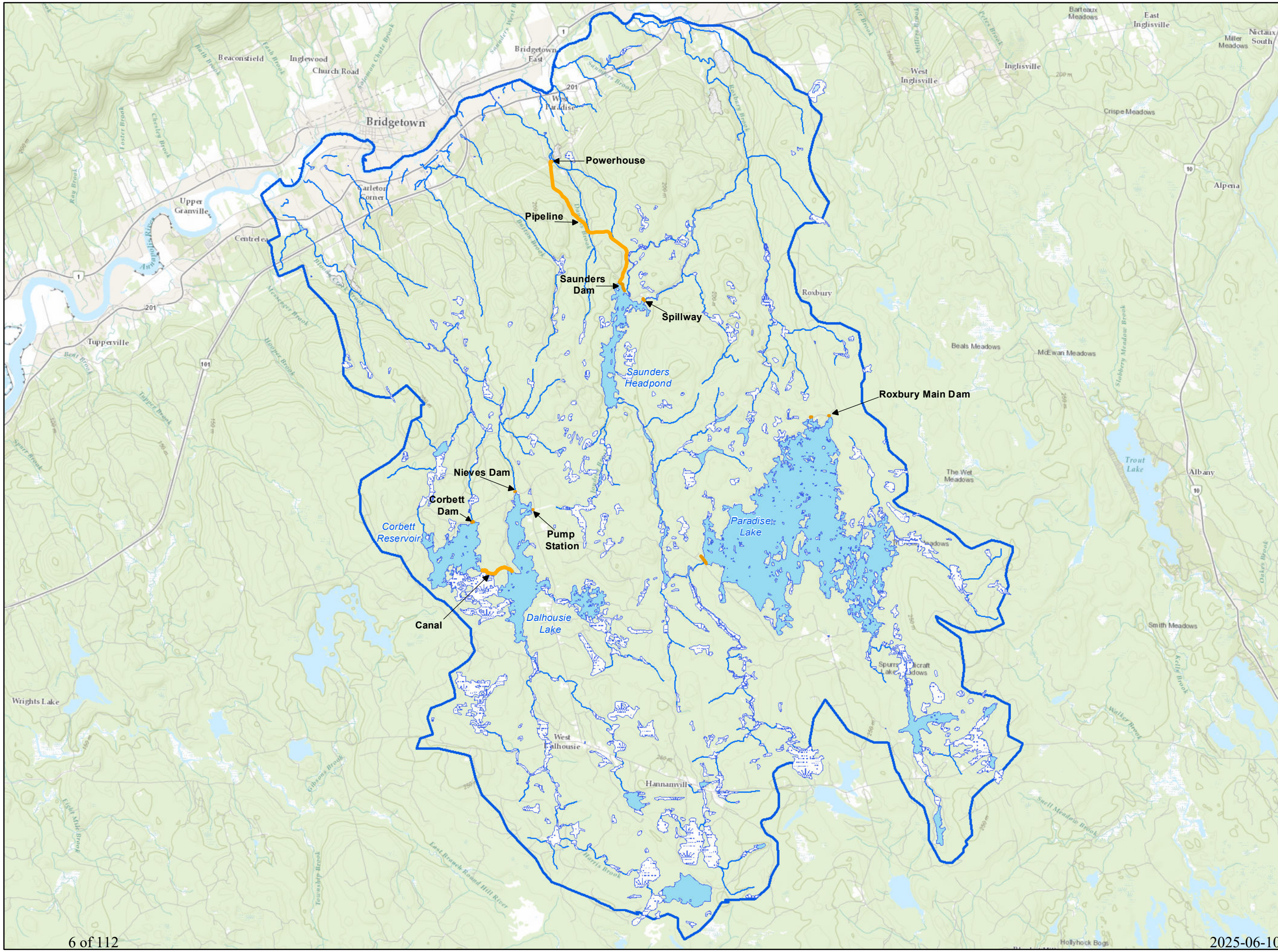


Service Layer Credits: Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community  
 Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



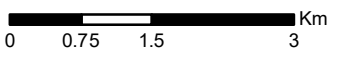
**Figure 1**

Paradise Hydro System



- Hydro Features
- Lequille Watershed

Date: January, 2025  
 CRS: UTM NAD83 CSRS Zone 20  
 Scale: 1: 80,000  
 Source: NSPI, NSTDB



Service Layer Credits: Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community  
 Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



Figure 2

Minutes of the regular Committee of the Whole meeting held on Tuesday, May 13, 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, present
- 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; Student Cherron Baker; Director of Planning and Inspection Services Linda Bent; Strategic Initiatives Coordinator Alyssa Blais; Director of Finance Angela Anderson; Director of Corporate Services / Deputy CAO Dawn Campbell; Development Officer Ali Comeau; Administrative Clerk – Corporate Services Tina Halliday; Communications Coordinator Nadine McCormick; Manger of Information Technology Ben Olsen; REMO Coordinator Brian Orde; Director of Community Development Debra Ryan; Director of Municipal Operations Jim Young and 2 member of the public.

**Disclosure of Interest**

Councillor Parsons-Saltzman disclosed a conflict of interest in item 5.5 Community Grants – Annapolis County 4-H Leaders Council as she is a member of the executive.

**Order of the Day**

Approved as circulated

**Minutes**

Re: 2025-04-08 Committee of the Whole

Approved, no errors or omissions

**Information/Staff Reports**

Re: SR2025-54 Memorandum of Understanding with The Salvation Army

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

Moved: Councillor Longmire

Seconded: Councillor Oxner

Motion carried

Re: SR2025-55 Appointment of Development Officer

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.

Moved: Councillor Cranton

Seconded: Councillor Parsons-Saltzman

Motion carried

Re: Dangerous and Unsightly Premises Report

Reviewed for information.

Re: SR2025-56 Capital Funding – Emergency Generators

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.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Cranton

Motion carried

Declaration of Interest

Having previously disclosed an interest in the following item, Councillor Parsons-Saltzman left the table at 10:35 a.m. and did not participate in any discussion or subsequent decision.

Re: SR2025-57 Community Grants – Annapolis County 4H Leaders Council

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*.

Moved: Councillor Welch

Seconded: Councillor Connell

Motion carried

Re: SR2025-57 Community Grants – Annapolis County Trails Society

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*.

Moved: Councillor Hare

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2025-57 Community Grants – Bridgetown Curling Club

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*.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

**Recess**

Meeting recessed at 10:50 a.m. and resumed at 11:03 a.m. following a fire drill. All Councillors were present as prior to the recess.

**Re: SR2025-57 Community Grants – Cottage Cove and District Wharf Society**

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*.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Hare

Motion carried

**Re: SR2025-57 Community Grants – Inglisville Community Hall**

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*.

Moved: Councillor Connell

Seconded: Councillor Parsons-Saltzman

Motion carried

**Re: SR2025-57 Community Grants – Lawrencetown Youth Arena**

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*.

Moved: Councillor Oxner

Seconded: Councillor Parsons-Saltzman

Motion carried

**Re: SR2025-57 Community Grants – Margaretsville Shore Society**

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*.

Moved: Councillor Hare

Seconded: Councillor Cranton

Motion carried

**Re: SR2025-57 Community Grants – Middleton Railway Museum**

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*.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Agombar

Motion carried

**Re: SR2025-57 Community Grants – Oakdene Centre**

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*.

Moved: Councillor Harding

Seconded: Councillor Welch

Motion carried

Re: SR2025-57 Community Grants – Paradise Community Hall

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*.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2025-57 Community Grants – Port Wade Hall

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*.

Moved: Councillor Longmire

Seconded: Councillor Parsons-Saltzman

Motion carried

Re: SR2025-57 Community Grants – Round Hill & District Recreation Commission

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*.

Moved: Councillor Cranton

Seconded: Councillor Harding

Motion carried

Re: SR2025-57 Community Grants – Ste Anne’s Anglican Youth Camp

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*.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2025-57 Community Grants – Three Rivers Community Centre

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*.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Connell

Motion carried

Re: SR2025-57 Community Grants – Clean Annapolis River Project

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*.

Moved: Deputy Warden Enslow

Seconded: Councillor Harding

Motion carried

Re: SR2025-57 Community Grants – Mapannapolis (Age Advantage Association)

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*.

Moved: Councillor Longmire

Seconded: Councillor Welch

Motion carried

Re: SR2025-57 Community Grants – Thalia Barn Cat Rescue

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*.

Moved: Councillor Longmire

Seconded: Councillor Welch

Motion carried

Re: SR2025-58 Approve Policy 134 Unsightly and Dangerous Premises

That Municipal Council approve *Policy 134 Unsightly and Dangerous Premises* as circulated, seven-day notice.

Moved: Councillor Welch

Seconded: Councillor Longmire

Motion carried

**New Business**

**In-Camera (11:31 a.m.)**

To meet in-camera in accordance with Section 22(2)(e) contract negotiations and Section 22(2)(c) personnel matters of the *Municipal Government Act*.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Longmire

Motion carried

The meeting resumed at 12:43 p.m.

**Adjournment**

The Warden declared the meeting adjourned at 12:44 p.m.

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Warden

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Recording Secretary, Administrative Clerk –  
Municipal Clerk Office



# STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Alyssa Blais, Strategic Initiatives Coordinator  
**Report Number:** SR2025-62 Annapolis County Anti-Poverty and Inclusion Initiative  
**Subject:** Annapolis County Anti-Poverty and Inclusion Initiative

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## RECOMMENDATION

That Council of the Municipality of County of Annapolis support the proposed three commitments of the Anti-Poverty and Inclusion Initiative.

## LEGISLATIVE AUTHORITY

### *Municipal Government Act – Purposes of a municipality*

9(A) The purpose of a municipality are to

- (a) provide good government;
- (b) provide services, facilities and other things that, in the opinion of the council, are necessary or desirable for all or part of the municipality; and
- (c) develop and maintain safe and viable communities. 2019, c. 19, s.2.

## BACKGROUND

In late 2024, an online survey in Annapolis County gathered 229 responses from residents regarding poverty-related issues. Respondents consistently highlighted that poverty in the region is often hidden, experienced quietly and privately, yet is rising. Many individuals reported being employed but still unable to meet their basic needs, such as food and housing. They described making difficult choices between paying rent, buying groceries, and keeping their homes heated.

The survey showed that 85% reported experiencing financial difficulties either personally or through someone close to them in the past year. Key themes from the responses included a shortage of affordable housing, a lack of living-wage jobs, limited access to mental health services, and geographic barriers to transportation and healthcare. Residents emphasized the significant impact of inflation, noting that essential expenses often exceed their income. These challenges are particularly severe for seniors, families, and individuals living with disabilities.

The experiences shared in the survey are supported by real-time service request data from 211 Nova Scotia, a confidential referral service. In 2024, the most common needs reported in Annapolis County, based on 211 calls, included mental health counselling (13%), housing and shelter (12%), food support (9%), and health-related services (6%). Additionally, requests for utility support were notable, accounting for 6% of the calls. These data points reinforce the urgent, unmet needs highlighted by residents.

Moreover, the 211 data revealed significant gaps in service availability. Housing and shelter represented 21% of unmet needs, followed by food support at 18% and temporary financial

assistance at 12%. These gaps show the limitations of existing support systems and highlight the necessity for targeted responses, such as emergency housing support, income-based programs, and coordinated community navigation services.

Community feedback and 211 Nova Scotia data paint a clear picture of poverty in Annapolis County, showing structural barriers, inadequate services, and rising living costs that undermine residents' well-being. Key challenges include housing instability, food insecurity, low wages, limited access to services, and stigma.

## **DISCUSSION**

Municipalities have a decisive role to play. While many poverty-related policies fall under provincial and federal jurisdiction, the Municipal Government Act in Nova Scotia empowers local governments to promote resident well-being, deliver key services, and build sustainable communities.

To further our efforts, an Anti-Poverty and Inclusion Working Group (APIWG) is proposed to be formed and bring together key partners from various sectors, as well as representatives from marginalized populations, including Indigenous communities, low-income families, persons with disabilities, and those with lived experience of mental illness. The APIWG group will be responsible for developing a 10-year Community Action Plan to reduce poverty rooted in equity and inclusion, focusing on creating long-term systemic change.

Staff are proposing the following three commitments to guide the work:

The first commitment is to listen to people with lived experience, recognizing the importance of placing the voices of individuals who have experienced poverty at the center of our decision-making processes. Staff recommend establishing a special advisory group providing guidance and insights to facilitate this. Members of this group will receive support and compensation for their time, acknowledging the value of their stories and perspectives in shaping our work.

Secondly, we tackle stigma and build understanding around poverty. The stigma associated with poverty can be as damaging as poverty itself. To address this issue, staff propose launching a public campaign to raise awareness and create opportunities for individuals to connect across differences to reduce social isolation and transform the perception of poverty within our communities.

The last commitment is to make services easier for those in need. Many individuals find it challenging to locate and navigate available services, particularly in rural areas. To combat this, staff recommend testing out a Volunteer-led Community Navigator program to assist individuals in finding the resources they require. Additionally, we will collaborate with partners to enhance the coordination of housing, food, health, and job support services, ensuring that help is more readily available to those who need it most.

## **FINANCIAL IMPLICATIONS**

The initial phases of this work, which include community engagement and planning, will be supported by existing resources. As the Community Action Plan progresses toward implementation, it may be necessary to consider future budgeting to support coordination, pilot initiatives, and community partnerships. Staff will present any funding requirements through the annual budgeting process.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **NEXT STEPS**

The County's 2024 Poverty Survey and 211 service data have revealed urgent concerns: the rising cost of living, a lack of affordable housing, food insecurity, limited transportation options, and challenges in accessing health and mental health services.

Addressing poverty requires both immediate action and a long-term strategy that focuses on root causes and includes the perspectives of those who have experienced it firsthand. With the formation of the Anti-Poverty and Inclusion Working Group (APIWG), they will guide the creation of a 10-year Community Action Plan (2026–2036) based on the following pillars:

- Housing Stability
- Living-Wage Employment
- Access to Services
- Transportation Equity
- Food Security
- Mental Health and Social Inclusion
- Lived Expertise Engagement
- Advocacy and Systems Change

To facilitate a participatory and phased approach, the work will be carried out in three stages:

### **Phase 1: Community Engagement & Visioning**

Timeline: Summer 2025 - Fall 2025

- Form the Anti-Poverty and Inclusion Working Group.
- Establish a Lived Experience Advisory Circle.
- Conduct community dialogues and sessions with residents.

### **Phase 2: Plan Development and Review**

Timeline: Fall 2025 - Winter 2026

- Draft and validate goals and actions in collaboration with residents and partners.
- Identify service gaps and explore partnership opportunities.

### **Phase 3: Finalization & Launch**

Timeline: Winter 2026 - Summer 2026

- Present the draft plan to Council and public.
- Revise and finalize the implementation plan.
- Begin the rollout of the 2026 - 2036 Poverty Reduction Plan.

Grounded in equity, co-creation, and systemic change, the community action plan will aim to transform local responses to poverty, incorporate lived expertise, and promote action across various sectors.

## **ATTACHMENTS**

SR2024-68 Annapolis County Anti-Poverty and Inclusion Initiative  
Poverty Survey Report

211 Data Report

**Prepared by:** Alyssa Blais, Strategic Initiatives Coordinator

**Reviewed by:** Debra Ryan, Director of Community Development

**Approved by:**

**Approval Date:**



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Chris McNeill  
Chief Administrative Officer

JUNE 3, 2025

(Date)



# STAFF REPORT

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**Report To:** Municipal Council  
**Meeting Date:** October 15, 2024  
**Prepared By:** Alyssa Blais, Strategic Initiatives Coordinator  
**Report Number:** SR2024-68 Annapolis County Anti-Poverty and Inclusion Initiative  
**Subject:** Concept Paper Annapolis County Anti-Poverty and Inclusion Initiative

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## Background

Annapolis County has approximately 21,252 residents as of the 2021 Census (including the Towns of Annapolis Royal and Middleton). The population faces unique challenges due to its aging demographic and rural nature. Nearly 30% of residents are over the age of 65, and the largest age group is between 60 and 69 years, leading to increased demand for health services, social support, and age-appropriate housing.<sup>1</sup> Additionally, the county's remote areas often lack access to essential services and infrastructure, which worsens social and economic disparities.

Annapolis County has a higher-than-average unemployment rate of 12.3%, which is significantly above the provincial average. Many residents struggle to secure stable, long-term employment. The local economy relies on seasonal industries such as fishing, tourism, and agriculture, which leads to precarious employment conditions. Additionally, Annapolis County has a median after-tax income of \$28,800, which is well below the provincial average, showing a widespread struggle to achieve financial security.<sup>2</sup>

The living wage for Annapolis County, as calculated for 2023, is approximately \$25.40 per hour (\$49,530 annually). This amount is significantly higher than the provincial minimum wage of \$15.20.<sup>3</sup> The difference emphasizes how current wages are insufficient to cover basic living expenses, especially for families and low-income households. Many working individuals still struggle to earn enough to pay for housing, childcare, and food.

The housing market in Annapolis County is a critical factor contributing to poverty and inequality. Approximately 13% of households are in core housing need, which means they spend more than 30% of their income on housing.<sup>4</sup> This, combined with increasing rental costs and a shortage of affordable homes, creates a significant burden for low-income families, single-parent households, seniors, and people with disabilities. Additionally, there is a limited availability of rental units in the region, particularly accessible and affordable housing for seniors and persons with disabilities.

The social determinants of health, which include the conditions in which people are born, grow, live, work, and age, are significantly impacted by the socioeconomic challenges in Annapolis

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<sup>1</sup> [Census Profile, 2021](#)

<sup>2</sup> [Census Profile, 2021](#)

<sup>3</sup> [Atlantic Low Wage Workers](#)

<sup>4</sup> [Municipal Housing Needs Report Annapolis County](#)

County. Residents in rural areas often struggle to access healthcare, educational opportunities, and community support services. The level of educational attainment is relatively low, with 21.5% of the population aged 25-64 having no certificate, diploma, or degree.<sup>5</sup> This educational gap hampers residents' ability to secure higher-paying jobs and contributes to long-term cycles of poverty.

Annapolis County's rural and remote location limits access to healthcare facilities, requiring many residents to travel long distances for essential medical services. This lack of accessibility leads to poorer health outcomes for vulnerable groups, including low-income families, the elderly, and individuals with chronic conditions or disabilities. Inadequate access to healthcare and economic insecurity are critical factors that contribute to poorer health outcomes, emphasizing the need for improved social and healthcare support in such underserved areas.<sup>6</sup>

### **Current Situation**

Annapolis County Community Food Conversation took place on May 31, 2023, at the Bridgetown Fire Hall. The event brought together over 40 participants from various sectors, including farming, non-profits, municipalities, food advocacy groups, and healthcare professionals. It was organized by SchoolsPlus Annapolis County, the Annapolis and Kingston-Greenwood Community Health Boards, and Public Health professionals to deepen understanding of community food security and explore actionable solutions.

During the consultation, concerns were raised about increasing gaps in affordable housing, sustainable employment, and access to essential services among Annapolis County residents. Partners stressed the need for a coordinated, multi-sector approach to address these pressing issues and emphasized the importance of developing inclusive, long-term strategies that prioritize equity and access for all residents, particularly those who are most vulnerable.

Annapolis County has several initiatives to help reduce poverty, including local food banks, and social programs for community members (refer to Appendix A). However, these initiatives often operate independently, resulting in gaps in service provision. This lack of coordination means that many residents are not receiving the support needed to achieve long-term stability. For instance, while the Annapolis Community Health Board (CHB) has undertaken projects focusing on community health and wellness, there remains a pressing need for a unified strategy to tackle the root causes of poverty and inequality in the region.

On a broader scale, there is increasing acknowledgment at both provincial and federal levels that effective poverty reduction demands a collaborative, multi-sector approach. Initiatives such as the Atlantic Canadians Need a Raise campaign<sup>7</sup> and the federal government's National Housing Strategy<sup>8</sup> align with the objectives of this strategic priority. Annapolis County is positioned to benefit from these resources by establishing a group that would ensure that local needs are addressed while also leveraging provincial and national support. It also signifies a proactive approach to promoting collaboration, utilizing resources, and ensuring that all residents can access the support and opportunities needed for an improved quality of life.

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<sup>5</sup> [Census Profile, 2021](#)

<sup>6</sup> [Social Determinants of Health - The CDN Facts](#)

<sup>7</sup> [Atlantic Canadians need a raise: One-third of Workers Earn Less than \\$20 an hour | Canadian Centre for Policy Alternatives](#)

<sup>8</sup> [Canada's National Housing Strategy | CMHC \(cmhc-schl.gc.ca\)](#)

## Discussion

The challenges facing Annapolis County - high poverty rates, economic instability, inadequate housing, food insecurity, and limited access to essential services - highlight the urgent need for a comprehensive and multi-sector response. Building upon this, the County will establish an Anti-Poverty and Inclusion Working Group (APIWG) to respond to the specific challenges. The APIWG will take a holistic approach, addressing poverty, equity, and the social determinants of health by bringing together key partners from various sectors, as well as representatives from marginalized populations, including Indigenous communities, low-income families, persons with disabilities, and those with lived experience of mental illness. The APIWG will serve as a platform to develop cross-sector solutions addressing poverty, promoting equity, and supporting resident well-being.

The main goal of the APIWG is to create actionable solutions, through a community action plan, that promotes equity and prosperity for all. Once formed, the group will outline key objectives, which may include advocating for affordable housing, better wages, and improved social services. Additionally, the APIWG will engage the community through workshops aimed at building residents' skills and capacities. To maximize its impact, the group will also foster collaboration with local businesses, community organizations, and provincial and national agencies.

By establishing the Anti-Poverty and Inclusion Working Group, Annapolis County is taking a critical step toward breaking the cycle of poverty and building a more inclusive, equitable community where all residents have the opportunity to thrive.

## Legislation

### *Municipal Government Act – Purposes of a municipality*

9(A) The purpose of a municipality are to

- (a) provide good government;
- (b) provide services, facilities and other things that, in the opinion of the council, are necessary or desirable for all or part of the municipality; and
- (c) develop and maintain safe and viable communities. 2019, c. 19, s.2.

As part of the County of Annapolis' 2023-2027 Strategic Plan, Strategic Priority 4 – Investing in Our People, the development of an Anti-Poverty and Inclusion Working Group, in keeping with Section 9(A), Subsections b and c, will help build a more inclusive and equitable community where all residents have the opportunity to thrive.

## Opportunity

Creating a vibrant, inclusive community in Annapolis County is essential as poverty affects every aspect of life - health, education, employment, housing -and disproportionately impacts the most vulnerable groups.<sup>9</sup> Addressing poverty in Annapolis County requires addressing immediate needs and implementing a long-term strategy to tackle root causes. To foster lasting change, a

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<sup>9</sup> [Poverty in Canada](#)

coordinated and inclusive approach is essential. In response, the Municipality is establishing the **Anti-Poverty and Inclusion Working Group** (APIWG), which will bring together leaders from various sectors, including education, health, employment, housing, social services, and community organizations. The group's primary goal is to develop a comprehensive **Community Action Plan** that addresses the root causes of poverty, coordinates active solutions across sectors, and ensures that all residents have access to the necessary resources and opportunities to thrive.

**Next Steps**

1. Develop the terms of reference for the APIWG for the County of Annapolis.
2. Form the APIWG and identify key partners.
3. Develop a community action plan that collaboratively drafts a comprehensive plan including short-term and long-term goals, and outlines key initiatives aimed at lifting residents out of poverty and fostering equity.
4. Engage with residents of Annapolis County to gather input on short- and long-term goals, ensuring ongoing community involvement and feedback throughout the process.

**Recommendation**

That Municipal Council endorses the concept paper for the development of an Anti-Poverty and Inclusion Working Group as part of the County of Annapolis' 2023-2027 Strategic Plan. This initiative falls under Strategic Priority 4 – Investing in Our People, Priority No. 4.

© Municipality of the County of Annapolis, October 2024

**Approved by:**

**Approval Date:**



OCTOBER 10, 2024

Chris McNeill  
Chief Administrative Officer

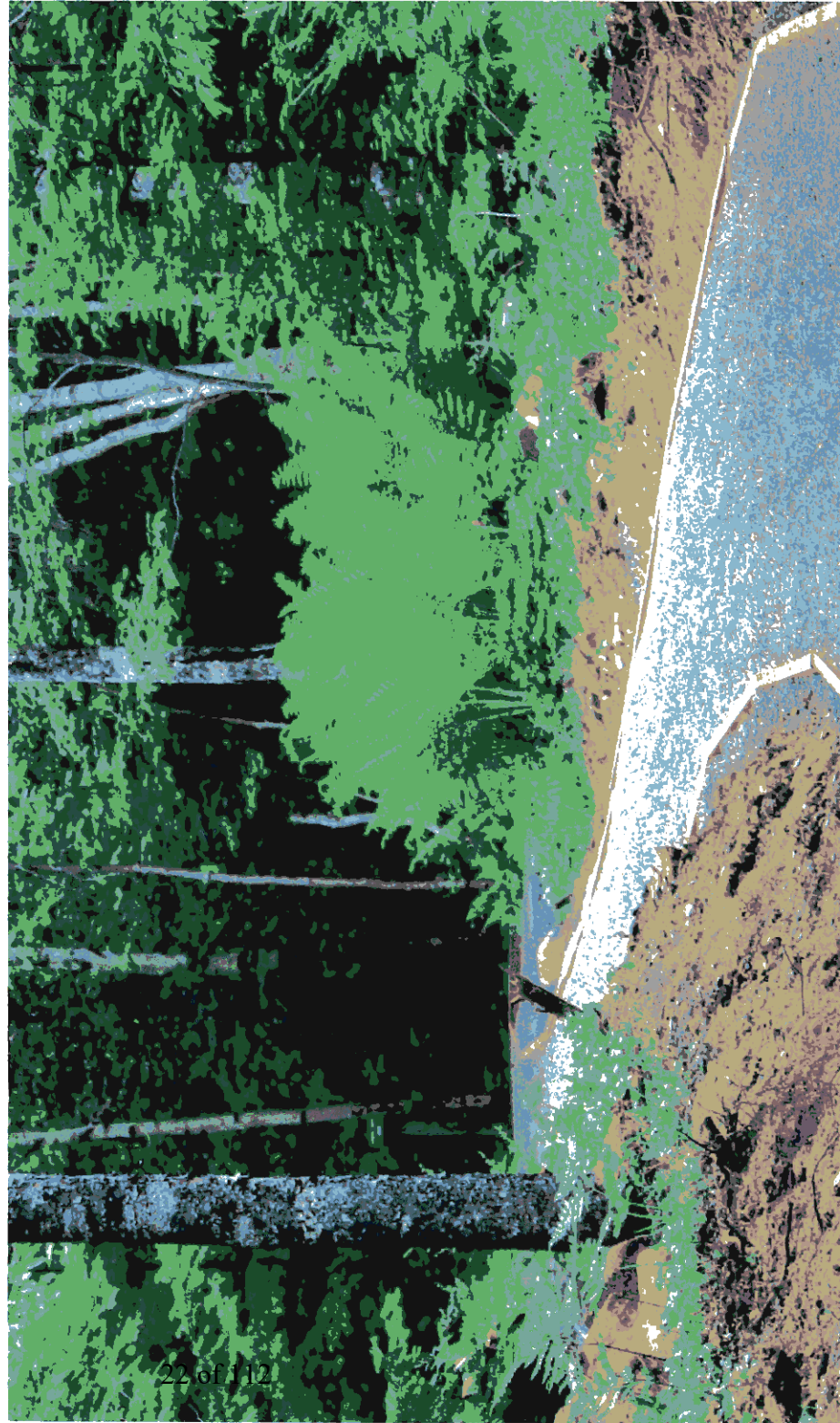
(Date)

## Appendix A

(More organizations to be added as research continues)

Organization	Contact/Dept
Annapolis Valley Regional Centre for Education	Cathy Rafuse
Nova Scotia Works Centre	Julie Bibby-MacNabb
Nova Scotia Non-Profit Housing Association	Trish McCourt
Nova Scotia Western Region District	Child Welfare Services, ESIA & General Inquiries
Nova Scotia Western Region District	Income Assistance & Employment Support, Housing
Nova Scotia Legal Aid	
Nictaux Baptist Church	Community Housing Insecurity
The Woman's Place Resource Centre	
Bear River First Nation	Carol Dee Potter
Schools Plus Annapolis County	Patricia Cornwall, MSW, RSW
Annapolis Valley Frugal Moms Society	Monica Williams
Twelve Baskets Food Bank	Volunteer-led
Bridgetown & Area Food Bank	David Graves
Humble Harvest Food Bank	Volunteer-led
Annapolis Community Health Board	Anjeanette LeMay
RCMP	Adam Burns
Salvation Army	Rosalie Byers
Annapolis County Family Resource Center	Denise Naugler
Big Brothers Big Sisters of the Annapolis Valley	Jessica Atwell
NSCC Middleton	
Centre of Rural Aging and Health (CORAH)	Jennifer Wesman
Annapolis County Special Olympics	
Carleton Road Industries Association	
Annapolis Royal Pride Association	
Canadian Mental Health Association Southwest	Ann Jones
Annapolis Valley Food Hub	Sarah McDonald
Public Health Nutritionist Healthy Communities Team, Western Zone	Becca Green-LaPierre MSc, RD
West Dalhousie Community Centre	
Kings Transits	Dwight Whynot
Tri-County Transportation Society	

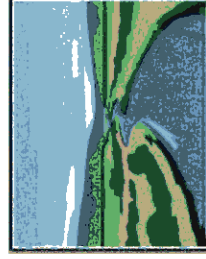
Kings County Community Food Council	Sarah McDonald
Sunrise Village	Harry McKenzie
Family Matters (Lawrencetown Education Center)	
Kentville Housing and Community Partnerships Coordinator	Alisha Christie



March 2025

# POVERTY SURVEY REPORT

Prepared By  
Alyssa Blais  
Strategic Initiatives Coordinator



COUNTY *of* ANNAPOLIS

NATURALLY ROOTED



# INTRODUCTION

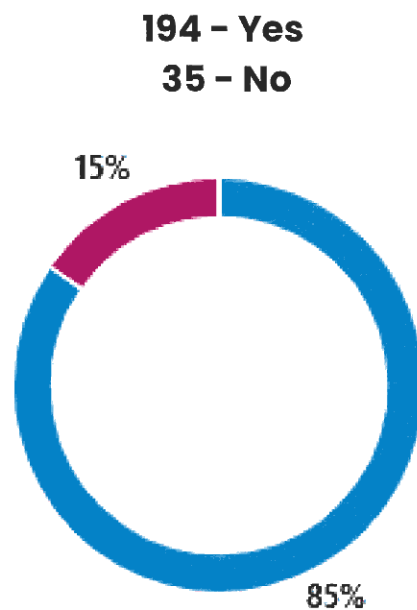
This report shares the results of an online survey about poverty in Annapolis County, which received responses from 229 people. This survey was conducted between November 01, 2025, and February 28, 2025 and aimed to understand better the specific needs and challenges faced by residents in Annapolis County concerning poverty. The survey highlighted key issues such as the high cost of housing, lack of access to food, limited job availability, and insufficient basic services. The feedback gives us a better understanding of what residents are experiencing and suggests ways to help.

When discussing poverty in Annapolis County, residents often describe it using terms such as “shameful,” “poor,” and “moderate.” Many emphasized the visibility—or lack thereof—of poverty within the community. As one respondent noted, “*It’s significant but often invisible—people are struggling quietly.*” Others highlighted the harsh reality faced by individuals, with one saying, “*Poverty here means working full-time but still not being able to afford food or rent.*” A common theme among responses was that poverty, while widespread, is not always easy to see, particularly for those not directly affected. It impacts a wide range of groups, including people who are employed but don’t earn enough and seniors living on fixed, limited incomes. “*It is more pervasive than most people are aware of. Because of pride, people often keep this to themselves and don’t always ask for help,*” one respondent shared. Another added, “*Poverty is increasing. We have more people relying on food banks and school meals than ever before.*” Many described it as a “*hidden epidemic*” that exists everywhere but doesn’t receive the attention it deserves and is often “*swept under the rug.*”

An overwhelming 85% (194 respondents) shared that they or someone close to them had faced financial difficulties in the past year. One respondent shared, “*I never thought I’d be in this situation, but with rising costs, I can barely keep up.*” The biggest concerns for low-income residents in Annapolis County revolve around the cost of living, housing, and access to employment. Many respondents pointed to the rising cost of housing and a lack of full-time, well-paying jobs, with one stating, “*Most jobs that are available don’t pay enough to keep up with inflation.*”

Others emphasized that even affordable rentals are often in remote areas, making it difficult to access food, jobs, and healthcare without reliable transportation. *“Finding housing, which is safe, close to bus routes, and ‘affordable’—meaning not more than 30% of their income”* was a common concern. Additionally, respondents noted that the county needs to create more job opportunities that provide living wages, with one stating, *“Employment opportunities that provide reasonable wages and room for advancement.”* Many also stressed that rising property taxes and heating costs further push families to the financial brink.

## Have you or someone you know had financial troubles in the last year?



The feedback provides a clearer insight into residents' experiences and suggests ways to help. Below, I outline the most urgent concerns identified through the survey results.

# KEY CHALLENGES FACED BY RESIDENTS

In Annapolis County, respondents identified several key drivers of poverty, with housing costs being the most significant factor, mentioned 181 times, which accounts for 39.6% of the responses. Following closely was the lack of job opportunities, cited 148 times (32.5%), and access to healthcare, noted 81 times (17.7%).

Education also emerged as a notable concern, mentioned 86 times (18.8%). Other factors also contributed to the discussion, receiving 108 mentions, representing 23.6% of the overall feedback.

***"I'm choosing between paying the rent and buying food for my kids. How are we supposed to get ahead when every month feels like we're just barely scraping by?"***

**- community resident**

## **Housing Affordability Crisis**

The rising cost of living is most evident in housing, which remains the most pressing concern for respondents. Eighty-nine percent of respondents (204 individuals) report difficulty in finding affordable housing. The common barriers include high rents, low supply, and a lack of options within 30% of household income. One respondent shared, *"Every housing offer is well above \$2,000 plus utilities—who is making over \$6,000 per month to afford this?"* Seniors on fixed incomes are particularly affected. One person noted, *"Seniors on fixed incomes are struggling. There's nowhere for us to go."* Many affordable rentals are located far from essential services, creating challenges for families without access to reliable transportation. *"Affordable rentals are in remote or rural areas, making accessing food, jobs, etc., difficult for single (or no) car families."*

## **Job Market and Wages**

Housing problems are closely related to the lack of good, steady jobs, which makes it even harder for people to manage their finances. Ninety-four percent (215 respondents) indicated that there are not enough living-wage jobs in the region and that job opportunities are often limited to low-paying, unstable positions, leaving many families struggling to make ends meet. One person wrote, *"I have multiple jobs, and I'm still barely getting by. There's no stability."* Many jobs don't pay enough to cover the rising cost of living. One respondent pointed out, *"Most jobs that are available don't pay enough to keep up with inflation."*

6

## Access to Basic Services

Residents are experiencing considerable challenges when accessing essential services, with a striking 74% of respondents indicating that they find this process difficult or very difficult. In contrast, only 5% described their experiences as easy or very easy, while 21% felt that their access was neither easy nor difficult. Among the 169 respondents who reported difficulties in accessing essential services like healthcare, many cited geographic isolation and limited resources. As one respondent noted, *"I drive two hours just to see a doctor because there's no local healthcare."* Mental health and addiction services are also notably lacking, with one respondent commenting, *"Access to mental health and addiction treatment is a crucial but missing piece."*

Many respondents also shared that public transportation is unreliable or unavailable, particularly outside the main corridors, highlighting that *"due to the rural aspect of the county, the lack of transportation outside of the Highway 1 is a barrier."* Without a car, many individuals find it nearly impossible to reach work or appointments, making transportation a significant barrier for families trying to access essential services like healthcare. As one respondent stated, *"Public transit isn't a luxury. It's a necessity for rural families trying to get ahead."* The lack of reliable and affordable public transport creates challenges for residents, especially those in remote areas, in meeting their basic needs.

## **Food Security**

One common concern was the struggle between paying for housing and food, with one respondent sharing, *"I have to choose between rent and food some months. It's exhausting."* Food banks offer some assistance, but many respondents emphasized that they are not a sustainable solution. One person stated, *"Food banks help, but they're not the answer. We need solutions that let people afford food without relying on handouts."* Another expressed, *"People shouldn't have to choose between heating their home and buying groceries."*

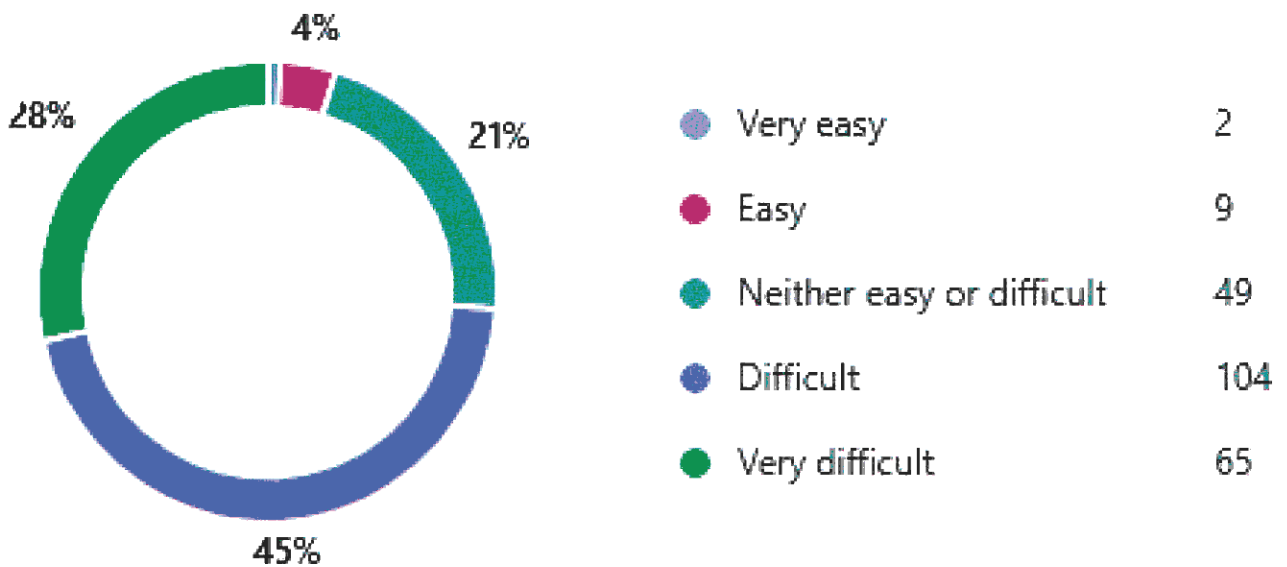
## **Social and Structural Barriers**

Many respondents expressed frustration with their community's slow, inaccessible, and often mismanaged government support services. One person pointed out, *"These options should not be ranked. They are all very impactful issues that the county has proved incapable of resolving."* This sentiment reflects a broader discontent with local leadership, highlighting the government's failure to address the needs of the constituents who elected them.

Another concern raised by respondents was the lack of adequate mental health and addiction services. As one participant articulated, *"If you're struggling to make ends meet, you can't afford therapy. But stress, anxiety, and depression don't wait until you have money,"* highlighting the need for accessible mental health resources, especially for individuals facing financial hardships.

Additionally, themes of social exclusion and isolation were prevalent in the comments. Many expressed concerns about the lack of opportunities for community integration. One respondent noted the deficiency of programs aimed at helping individuals become more self-sufficient, stating, “There is a lack of programs to help them connect the dots to become more responsible for their own needs—rather than depending on ‘someone’ (the government) fixing their problem(s).”

## How hard is it to get basic services like healthcare, education, food, and housing in your area?



# SURVEY SHOWS

The survey shows many challenges faced by low-income residents in Annapolis County. The main problems are finding affordable housing, having enough food, getting good job opportunities, and accessing necessary services. These issues are made worse by being isolated geographically, the high cost of living, and not having enough social support.

In conclusion, the following quotes from residents highlight the significant impact of these financial challenges:

- *"I wake up every day stressed about whether I'll be able to pay my bills or buy groceries. It feels like I'm constantly falling behind."*
- *"The cost of living has gone up so much, I don't know how I'm supposed to survive on the little I earn. It's a daily struggle to make it to the next paycheck."*
- *"I'm choosing between paying the rent and buying food for my kids. How are we supposed to get ahead when every month feels like we're just barely scraping by?"*
- *"Transportation is a huge barrier. I can't get to work or take my kids to school without worrying about how much gas or a bus fare will cost me."*
- *"I want to be able to buy fresh food and feed my family properly, but I have to buy whatever's cheapest, even if it's not what we really need."*

# CHALLENGES IN *HOUSING AVAILABILITY*

## **Affordable Housing**

Affordable housing has emerged as a significant concern in Annapolis County and the survey included three essential questions for residents: Have you or someone you know had trouble finding affordable housing in Annapolis County? What were the challenges? What was difficult? Do you think it is easy to find affordable housing in our community? People are facing a severe housing crisis. Rent prices are going up, wages aren't increasing, and there aren't enough homes available. As a result, many residents struggle to afford housing, often spending much of their income just to have a place to live.

## **Housing Costs Outpacing Wages**

Many respondents highlighted the growing disparity between rental prices and local wages. A significant number of people noted that rent is consuming an ever-larger portion of their income, with one resident commenting, *"Rents are high—a high percentage of income goes to housing."* For many residents, this leaves little room for other essentials like food or healthcare. Many respondents pointed out that rising rental costs far exceed local wages, making it nearly impossible for many residents to afford stable housing. Another resident stated, *"Rent is too expensive for minimum wage jobs."*

Similarly, many noted that home prices have also skyrocketed, making homeownership unattainable for many. As one resident put it, *"Housing prices soared between 2020 and 2022. A house that was purchased 10 years ago for \$65,000 is now nearly \$300,000."*

### **Lack of Available Housing Units**

While there is a shortage of housing, the impact on vulnerable populations is particularly severe. A significant issue highlighted by respondents is the lack of available, affordable housing. Many mentioned long waitlists and a growing number of people unable to secure a place. One resident noted, *"There is simply just not enough homes for everyone in need."* Another respondent remarked, *"The waitlists at Housing in Middleton are long!"* The severe shortage of rental properties, especially in desired areas, makes it difficult for families to find affordable options. Some residents also pointed out that people have resorted to living in campers or tents, with one person saying, *"Every second house, if not every single one, has a camper trailer in the lawn because people are living in them year-round."*

### **Impact on Vulnerable Populations**

The housing crisis is especially tough on seniors, low-income individuals, and vulnerable families. Many respondents expressed concern about seniors on fixed incomes, with one stating, *"The housing is more than a senior makes in a month."*

# AFFORDABILITY

Residents have voiced a strong need for practical solutions to the housing affordability crisis. They emphasize the necessity of intervention to make housing sustainable for everyone, advocating for measures such as rent caps, government assistance, and income-based rent models. Suggestions included government-backed affordable housing construction and incentives for private developers to create more affordable units.

Additionally, citizens highlighted the role municipalities could play by encouraging smaller home construction, addressing the financial burden of building codes and high utility costs, and repurposing vacant buildings for housing. There is strong support for tenant protections, rent subsidies, and cooperative housing models that foster community. Overall, the call for greater public investment reflects the belief that housing is a fundamental human right, with respondents stressing the need for collaboration between local and provincial governments to prioritize long-term affordable housing initiatives.

## ● **Short-Term Recommendations**

1. Implement rent caps to help alleviate immediate cost pressures on renters.
2. Strengthen tenant protections to ensure secure housing for vulnerable groups.
3. Provide rent subsidies to reduce financial burdens on low-income households.

## ● Long-Term Recommendations

1. Focus on government-backed affordable housing projects to address the growing demand for affordable homes.
2. Offer incentives to private developers to create more affordable units.
3. Promote income-based rent models that would keep housing costs manageable for families.
4. Encourage local and provincial government collaboration for long-term housing initiatives.

### The following quotes highlight key perspectives from survey participants:

- *“Intervention is necessary to make housing sustainable for everyone.”*
- *“Government-backed affordable housing construction is crucial.”*
- *“We need incentives for private developers to build affordable units.”*
- *“Income-based rent models would keep housing costs manageable for families.”*
- *“Municipalities should encourage developers to build smaller homes.”*
- *“The financial burden of building codes and high utility costs increases home ownership costs.”*
- *“Vacant buildings should be repurposed into housing.”*
- *“Stronger tenant protections and rent subsidies are essential.”*
- *“Cooperative housing models promote a sense of community.”*
- *“Housing is a fundamental human right.”*
- *“Local and provincial governments must work together to prioritize long-term affordable housing initiatives.”*

# LIVING WAGE

## Employment Opportunities

A living wage is the hourly amount required for a household to cover its basic needs and live healthily within the community. The survey suggests that in Annapolis County, there is a significant disparity between available job opportunities and the wages needed to maintain a comfortable standard of living. Despite the presence of jobs, many wages do not meet the basic needs of workers, leaving them to struggle financially.

Recent survey findings indicate a clear sentiment among residents regarding job opportunities in the area. When asked if there are enough job opportunities that pay a living wage, a substantial majority responded negatively, with only 14 saying "yes" and 215 saying "no." This data suggests that most residents do not believe job opportunities align with the requirements for a living wage.

One of the key issues identified is insufficient wages. As one resident put it, *"The problem isn't finding a job; it's that we work full-time and still can't afford the cost of living comfortably."* Many respondents voiced that even full-time employment does not provide enough income to cover the rising costs of living. Although jobs are available, they often do not offer sufficient pay for individuals to meet their basic needs, such as housing and food.

Another significant concern is the lack of high-paying, year-round employment opportunities. As another resident noted, *“Seasonal work isn’t enough to live on.”* Many community members have echoed this sentiment and highlighted the inadequacy of seasonal work for sustaining a stable and comfortable life year-round.

The respondents have expressed a strong need for programs to create jobs, boost the local economy, and offer more opportunities for stable, well-paying employment. Several key recommendations have emerged, focusing on skill development, support for local businesses, and improvements to infrastructure.

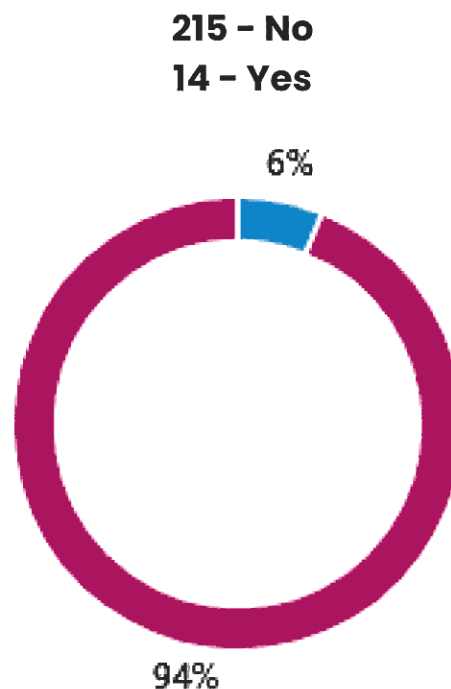
## ● **Short-Term Recommendations**

1. Provide practical training and free education to help people gain the necessary skills for available jobs. Many people highlighted that hands-on training in trades is crucial. One resident pointed out, *“We need more trade jobs, not just university paths.”*
2. Support small businesses by offering grants, tax breaks, and help through business incubators. People have mentioned that small businesses struggle, especially with high rent. One person said, *“We need to help small businesses so they can keep running, especially when rent is so expensive.”*
3. Organize more job fairs and connect job seekers with available positions. People in the community want more help finding jobs that pay enough to live on. One resident said, *“Helping with job searches is good, but it doesn’t matter if the jobs don’t pay enough.”*

## ● Long-Term Recommendations

1. Support local businesses and create good-paying jobs that last all year.
2. Improve infrastructure and training programs to help the economy grow and create more jobs.
3. Invest in education that teaches skills for in-demand jobs.

**Do you think there are enough job opportunities in Annapolis County that pay a living wage?**



**The community is speaking out about the important need for programs that will help create jobs and boost the economy.**

# COMMUNITY-DRIVEN *POVERTY REDUCTION*

To reduce poverty effectively, the Municipality can take several important steps by collaborating with the community and creating opportunities for engagement.

Below is a summary of suggestions from residents:

## ● **Increase Community Engagement**

1. Host Forums and Workshops: Create spaces for residents to share ideas and become active participants. *"It's important to listen to residents and include them in decisions about the future."*
2. Encourage Volunteering: Offer programs where residents can assist with initiatives like food banks and affordable housing.



## ● **Improve Accessibility**

1. Flexible Meeting Times: Schedule meetings in the evenings and consider virtual options to include everyone. *“Evening meetings would allow working people to be part of the conversation.”*
2. Provide Support and Educational program: Introduce courses on life skills, budgeting, and tax preparation to help residents navigate available resources. Train people on how to access programs that can help alleviate poverty. *“Educating people about what resources are available can help them find support when they need it.”*

## ● **Create a Transparent and Collaborative Environment**

1. Open Council Meetings: Increase transparency and encourage public input during municipal meetings. *“The council needs to be open to hearing from the community, not just talking at them.”*
2. Foster Local Partnerships: Work with businesses and non-profits to enhance services and resources. Encouraging local businesses to hire residents and pay living wages is vital. *“Support local businesses that prioritize community impact over profit.”*

## ● Financial Support and Incentives

1. Tax Breaks and Grants: Consider providing incentives for businesses paying living wages, as well as support for home repairs. *"Tax breaks for businesses would help encourage growth and job creation in our community."*
2. Focus on Affordable Housing: Explore affordable housing solutions and encourage housing developments that integrate diverse income levels for better social cohesion and reduce stigma. *"Support the creation of affordable housing communities, such as tiny homes," says a local resident.*

## ● Build Mental Health Support

1. Improve Social Infrastructure: Enhance support for marginalized individuals to promote mental well-being and reduce isolation. *"The community needs to feel more connected and supported to improve mental health outcomes."*
2. Promote Local Initiatives: Support Community Projects: Encourage initiatives like community gardens and soup kitchens that provide essential resources. *"Promoting local solutions like community kitchens and gardens can help people feel connected."*

## ● **Advocate for Change**

1. Engage with Higher Governments: Advocate for better resources and policies to address the root causes of poverty, such as income inequality.  
*“We need a stronger voice at the provincial and federal levels to make real changes.”*

## ● **Enhance Strategies for Poverty Reduction**

1. Data-Driven Decisions: Collect data to identify local needs and prioritize effective interventions.
2. Workforce Development: Expand programs that provide job training and apprenticeships while also supporting fair wages. “Pay a living wage, not minimum wage. People need to afford their basic needs,” was another suggestion made by residents.
3. Affordable Childcare: Address the need for affordable options to help parents enter or return to the workforce.
4. Streamline Government Assistance: Make access to government programs clearer and more transparent.
5. Sustainable Solutions: Integrate environmental sustainability into poverty reduction efforts, such as energy-efficient homes and local food production.



# BUILDING AN INCLUSIVE FUTURE

By focusing on these strategies and fostering community involvement, the Municipality can create a comprehensive approach to combat poverty and build a more inclusive community for everyone. The responses provide a range of practical interventions and systemic changes to address poverty in Annapolis County. A coordinated, inclusive approach that engages both the local community and higher levels of government is essential for creating long-term solutions that tackle both the symptoms and root causes of poverty.

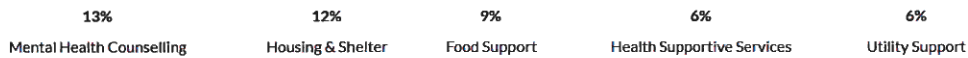
# 211 Nova Scotia Data Report Outcomes Report for 2024



## Annapolis

### Top Needs Identified for Annapolis County

Annapolis County accounted for 1% of all identified 211 Nova Scotia contacts handled in 2024. On average, residents of Annapolis County received 1.63 referrals per contact.



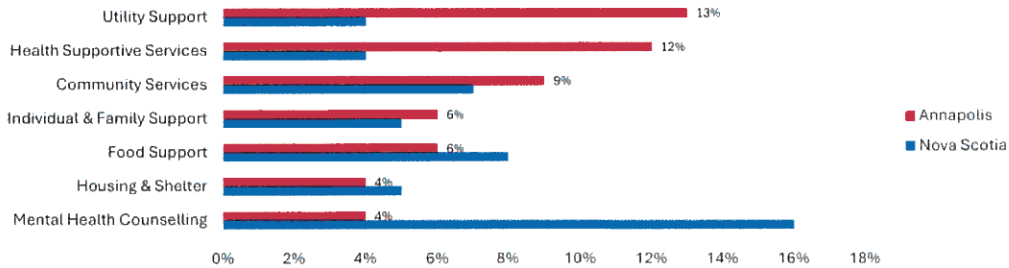
### Unmet Needs Identified for Annapolis County

In 2024, 4% of the total referrals for people located in Annapolis County were recorded as being unmet. Of the recorded unmet needs, the following categories had the highest rate of frequency.

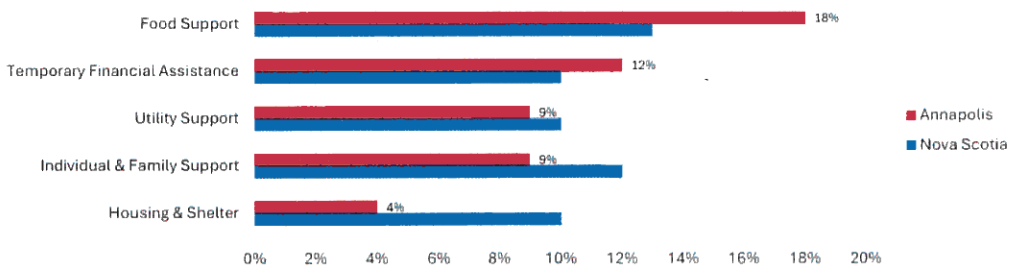


### Provincial Comparison

Provincial Comparison of Top Needs - Annapolis County



Provincial Comparison of Unmet Needs - Annapolis County



Referenced resource: [Data Report | 211 Nova Scotia | Nova Scotia](#)



# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2024  
**Prepared By:** Emma Waterman, Financial Analyst  
**Report Number:** SR2025-63 BRCS Trust Award Payments  
**Subject:** 2025 Bridgetown Regional Community School Trust Award Payments

## RECOMMENDATION(S):

That municipal council authorize payment from the Bridgetown School Trust to the Bridgetown Regional Community School in the amount of \$8,893; and

That municipal council authorize payment up to \$2,800 for scholarships recipients upon confirmation of attendance at a post-secondary institution.

## LEGISLATIVE AUTHORITY

Section 65A(1)(c) of the *Municipal Government Act*

## BACKGROUND

The former Bridgetown School Commission entrusted the school trust funds to the former Town of Bridgetown. This trust was inherited by the county upon dissolution and the distribution of funds remains the responsibility of the county, per the original trust agreement.

The institution submits requests for various awards and scholarships for the graduating class annually. Staff verify compliance with the trust and request authorization from council disbursement.

Fiscal Year	Awards	Scholarships	Total
2020/21	\$4,791	\$2,800	\$7,591
2021/22	\$5,015	\$2,800	\$7,815
2022/23	\$5,415	\$2,800	\$8,215
2023/24	\$5,365	\$2,800	\$8,165
2024/25	\$8,893	\$2,800	\$11,693

## DISCUSSION

The 2025 requests are attached to this report and detail the scholarships and awards to be disbursed for a total of \$11,693.

The first part of the recommendation represents the request for award disbursement on graduation night. The municipality will transfer the funds directly to the school, who will in turn disburse the individual amounts.

The second request is for scholarships for students attending post-secondary institutions and is payable to the institution directly upon enrolment confirmation.

Scholarships will be carried over for one year, in the case of a student not attending school immediately following graduation. If, after the second year, they do not attend the post-secondary institution, the commitment will be voided.

Finally, one of the trusts, disburses monies annually to the school directly for \$2,584.

**FINANCIAL IMPLICATIONS**

There is no impact to the existing operational or capital budgets as trust funds are excluded from regular municipal financial activities. Trust funds are invested and earn interest and/or dividends which are then disbursed as per the establishment and intent of the trust.

**POLICY IMPLICATIONS**

There are no related policies as this is governed by the establishment of the trust funds.

**ATTACHMENTS**

2025 BRCS Distribution of School Trust Funds.


**Prepared by:** Emma Waterman, Financial Analyst

**Reviewed by:** Angela Anderson, CPA, Director of Finance

**Approved by:**

**Approval Date:**

  
Chris McNeill  
Chief Administrative Officer

  
(Date)

## 2025 Distribution of School Trust Funds

Award / Scholarship	#	Amount	Total Paid
BRCS Awards			
* Biology 12	1	\$100	\$100
* Calculus 12	1	\$100	\$100
* Chemistry 12	1	\$100	\$100
* Co-Op 12	1	\$100	\$100
* English 12	1	\$100	\$100
* English Communications 12	1	\$100	\$100
* Film and Video 12	1	\$100	\$100
* Geo Planetaire 12	1	\$100	\$100
* Global Geography 12	1	\$100	\$100
* Global History 12	1	\$100	\$100
* Integrated French 12	1	\$100	\$100
* Learning Strategies 12	1	\$100	\$100
* Math 12	1	\$100	\$100
* Math at Work 12	1	\$100	\$100
* Music 12	1	\$100	\$100
* Physical Education 12	1	\$100	\$100
* Physics 12	1	\$100	\$100
* Pre-Calculus 12	1	\$100	\$100
* Production Technology 12	1	\$100	\$100
* Psychology 12	1	\$100	\$100
* Sociology 12	1	\$100	\$100
* Visual Arts 12	1	\$100	\$100
<i>BRCS Awards</i>			<i>\$2,200</i>
French Oral Prize	1	\$200	\$200
French Written Prize	1	\$200	\$200
BRHS Staff Prize	1	\$200	\$200
Fraser English Prize	1	\$200	\$200
Beeler English Prize	1	\$300	\$300
McIsaac Memorial Bursary	1	\$100	\$100
Highest Standing NUP	1	\$200	\$200
Lance Allen Prize (Grade 11)	1	\$75	\$75
JT Archibald Prize (Grade 11)	1	\$50	\$50
Iris MacDonald Arts & Letter Scholarship (Grade 8-12) \$2584	2	\$1,292.00	\$2,584
<b>Awards to be paid out to students</b>			<b>\$6,309</b>
Iris MacDonald Arts & Letter - school	-	\$2,584	\$2,584
<b>Total School Payouts</b>			<b>\$8,893</b>
Max Young Scholarship	3	\$200	\$600
Mary Willett Scholarship	2	\$250	\$500
Minnie Bent Scholarship	3	\$400	\$1,200
RJ Messenger Award	1	\$500	\$500
<b>Scholarships</b>			<b>\$2,800</b>
<b>2025 School Trust Funds to be Disbursed</b>			<b>\$11,693</b>



## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2025-64 Approve *Bylaw 7 Dogs*  
**Subject:** Approve *Bylaw 7 Dogs*

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### RECOMMENDATION

To recommend that Municipal Council give first reading to approve *Bylaw 7 Dogs*.

### BACKGROUND

The County of Annapolis has had a dog bylaw for more than a decade and it has been amended and updated several times, most recently in 2022.

### DISCUSSION

The bylaw requires review and updating to reflect current best practices and evolving case law. Changes proposed in the new bylaw include:

- remove definitions redundant with *Municipal Government Act*;
- update locations dog tags may be purchased;
- add confidentiality practices (Section 9);
- expand explanation of excessive barking as a bylaw infraction (Sections 11-13).

### LEGISLATIVE AUTHORITY

The new bylaw adheres to requirements in the *Municipal Government Act* and specifically exercises the authority provided under Sections 175 to 179.

### BUDGET IMPACTS

The new bylaw imposes no new financial or budget impacts.

## STATUTORY REQUIREMENTS

Requirements for all bylaw approvals:

- Pass first reading;
- Notice of council's intent to consider 2<sup>nd</sup> reading published in a newspaper circulating in the municipality or posted on the municipality's website at least 14 days before read for 2<sup>nd</sup> time. Notice must state the object of the bylaw, date and time it will be considered and how a copy of the proposed bylaw may be inspected;
- Pass 2<sup>nd</sup> reading;
- Receive ministerial approval if required (not required for this bylaw);
- Notice published in a newspaper circulating in the municipality stating object of the bylaw and place where it may be read;
- Certified copy of the bylaw filed with Minister of Municipal Affairs.

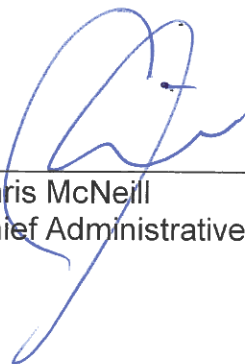
## ATTACHMENTS

*Bylaw 7 Dogs (proposed new bylaw)*

*Comparison of Changes – Current and Proposed Bylaws*

**Approved by:**

**Approval Date:**



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Chris McNeill  
Chief Administrative Officer

June 3, 2025  
(Date)

## Bylaw 7 Dogs

**BE IT ENACTED** by the Council of the Municipality of the County of Annapolis, under authority of Sections 175-179 of the *Municipal Government Act*, Chapter 18 of the Acts of Nova Scotia 1998, as amended:

### Title

1. This Bylaw may be cited as the "Dog Bylaw."

### Definitions

2. Except as provided below, 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:
  - (1) "at large" means:
    - (a) off the premises of the owner without being on a leash or under the effective care and control at all times of a responsible and capable person; or
    - (b) on a tether of sufficient length to permit the dog to wander beyond the property boundaries of the premises of the owner.
  - (2) "extraordinary expense" means any expense incurred by Municipal Staff in relation to a dog except for provision of food and shelter;
  - (3) "fierce or dangerous dog" means any dog:
    - (a) that, in the absence of a mitigating factor as defined herein, has attacked or injured a person;
    - (b) that, in the absence of a mitigating factor as defined herein, has attacked or injured a domestic animal;
    - (c) that, in the absence of a mitigating factor as defined herein, approaches any person or domestic animal in an apparent attitude of attack upon streets, sidewalks, any public grounds or places, or on private property other than the property of the owner;
    - (d) trained or used for dog fighting; or
    - (e) that is rabid or appears to be rabid or exhibiting symptoms of canine madness.
  - (4) "mitigating factor" means a circumstance that may excuse the dangerous behaviour of a dog and, without limiting the generality of the foregoing, may include:
    - (a) aggressive behavior while acting in defense of an attack by a person or domestic animal;
    - (b) aggressive behaviour while acting in defense of its young;
    - (c) aggressive behavior as a reaction to a person or domestic animal trespassing on the property of its owner;
    - (d) aggressive behaviour resulting from being teased, provoked, or tormented;
    - (e) aggressive behavior caused by the complainant leaving food or attractants of any type out of doors;
    - (f) the dog is a professionally trained dog lawfully engaged in law enforcement duties under the control of a law enforcement officer.
  - (5) "Municipality" means the Municipality of the County of Annapolis;

- (6) "Municipal Staff" means a municipal employee designated by the Chief Administrative Officer (CAO) to act on the Municipality's behalf for the purpose of enforcing this Bylaw.

### **Registration**

3. County residents have the option to register their dog and receive a dog tag on a volunteer basis for a one-time fee as set by Municipal Council from time to time by policy or motion.
4. The registration can be transferred to a subsequent dog, with the registration information updated.
5. A fee as set by Municipal Council from time to time by policy or motion is required for a replacement tag.
6. Residents may register their dog and receive a tag at the Annapolis Royal or Middleton Municipal Offices.

### **Administration of Bylaw**

7. Municipal Staff shall be responsible for the enforcement of this Bylaw.
8. Municipal Staff shall collect on behalf of the Municipality any impounding fees, daily pound fees and any other additional expenses, charges or fees as are authorized in this Bylaw.
9. Municipal Staff shall protect the confidentiality of all persons involved in an investigation to the greatest extent possible, except as may be required to be disclosed for court prosecution and in accordance with Part XX, *Municipal Government Act* (Freedom of Information and Protection of Privacy).

### **Contravention of Bylaw**

10. Every owner:
- (1) whose dog runs at large; or
  - (2) whose dog has attacked or injured a person; or
  - (3) whose dog has attacked or injured a domestic animal; or
  - (4) who fails to comply with a notice to muzzle, securely leash, and ensure that the dog is under the control of a person not under 18 years of age when the dog is off the property of the owner the dog; or
  - (5) who fails to comply with a notice to keep the dog securely restrained either indoors or inside an escape-proof enclosure that does not allow the dog to jump, climb or dig its way out; or
  - (6) who fails to remove the feces of their dog from public property or private property other than the owners; or
  - (7) whose dog persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise; or
  - (8) who owns, keeps or harbours a fierce or dangerous dog
- is guilty of an offence under this Bylaw. Each contravention is a separate offence and subject to a separate charge.

### **Dogs Barking**

11. No dog shall be permitted to persistently disturb the quiet of a neighbourhood by barking, howling or otherwise making noise to a degree beyond what the Bylaw Enforcement Officer determines to be normal.
12. In determining what is "normal" in the context of this section, the Bylaw Enforcement Officer shall consider one or more, but not limited to, the following factors:
  - a) The time of day that the dog is reported as disruptive.
  - b) The frequency and duration of the reported disruptive behaviour.
  - c) The proximity of neighbours and population density of the neighbourhood.
13. The owner of a dog which persistently disturbs the quiet of a neighbourhood within the meaning of this part commits an offence under this Bylaw. If the Bylaw Enforcement Officer determines, upon reasonable grounds, that a dog is being disruptive, as defined in this section, the Bylaw Enforcement Officer shall give a written warning to the dog owner before taking any other action under this Bylaw

### **Dogs at Large**

14. Municipal Staff may, without notice to or complaint against the owner, impound any dog that runs at large contrary to this Bylaw.
15. When a dog is impounded, Municipal Staff shall check for a tag or electronic identification device. If a tag or electronic identification device is found, Municipal Staff shall make at least one attempt to contact the owner of the dog. However, it remains the responsibility of the owner of a missing dog to contact Municipal Staff to ascertain whether the dog has been impounded.
16. Any dog which has not been recovered by its owner at the expiry of a period of 72 hours after being impounded may be given away or humanely euthanized.
17. Whenever the 72 hours of impounding time expires on a weekend or holiday, Municipal Staff shall hold such dog until the expiry of the first business day following the weekend or holiday to permit the owner to recover the dog.
18. Where a dog is injured, ill or diseased before or after being impounded such that in the opinion of Municipal Staff and on the advice of a veterinarian it should be euthanized without delay for humane reasons, the dog may be euthanized in a humane manner without giving notice to the owner or permitting any person to recover the animal.
19. Where a dog is injured, ill or diseased before or after being impounded such that in the opinion of Municipal Staff it should receive veterinary treatment without delay for humane reasons, the dog may receive treatment without giving notice to the owner or permitting any person to recover the animal prior to receiving treatment.
20. Upon verification of proof of ownership, the owner of a dog which has been impounded for being at large may recover the dog after making payment (or satisfactory arrangements for payment) of:
  - (1) an impounding fee (as set by Municipal Council from time to time by policy or practice);
  - (2) a daily pound fee (as set by Municipal Council from time to time by policy or practice);
  - (3) all travel expenses incurred by the Municipality;
  - (4) all necessary veterinary costs incurred to care for the dog;
  - (5) reimbursement for any extraordinary expenses incurred by Municipal Staff in relation to the dog; and

(6) a mandatory registration fee (tag and / or microchip at the discretion of Municipal Staff).

21. If a dog is not released to its owner, the fees, expenses and costs payable in Section 16 may be recovered by the Municipality from the owner as a debt.
22. In a circumstance that previous warnings or tickets have been given to the owner of a dog which has been at large, Municipal Staff may refuse to permit the owner to recover the dog. Any dog which is not permitted to be recovered by its owner may be given away or humanely euthanized.

### **Fierce or Dangerous Dogs**

23. If a dog is fierce or dangerous, Municipal Staff may do any one or a combination of the following:
- (1) impound the dog;
  - (2) issue the owner a notice to muzzle, securely leash, and ensure that the dog is under the control of a person not under 18 years of age when the dog is off the property of the dog owner;
  - (3) issue the owner a notice to keep the dog securely restrained either indoors or inside an escape-proof enclosure that does not allow the dog to jump, climb or dig its way out.
24. If in the opinion of Municipal Staff a dog is an imminent threat to the safety of humans or domestic animals, Municipal Staff may have the dog destroyed without permitting the owner to recover it and issue a notice to the owner informing that the dog has been destroyed.
25. If a notice has been issued to the owner in accordance with Section 19, the owner may recover the dog after making payment (or satisfactory arrangements for payment) of:
- (1) an impounding fee (as fixed by policy or motion);
  - (2) a daily pound fee (as fixed by policy or motion);
  - (3) all travel expenses incurred by the Municipality;
  - (4) all necessary veterinary costs incurred to care for the dog; and
  - (5) reimbursement for any extraordinary expenses incurred by Municipal Staff in relation to the dog;
  - (6) a mandatory registration fee.
26. Where a dog impounded in accordance with Section 19 is injured, ill or diseased before or after being impounded such that in the opinion of Municipal Staff it should be destroyed without delay for humane reasons, the dog may be euthanized in a humane manner without giving notice to the owner or permitting any person to recover the animal.
27. If a dog is euthanized, the fees, expenses and costs payable in Section 21 may be recovered by the Municipality from the owner as a debt.
28. The failure of the owner to comply with any notice issued in accordance with Section 19 shall be an offence under this Bylaw.

### **Penalty**

25. Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$200.00 and not more than \$1,000 for a first offence; and not less than \$300.00 and not more than \$1,000 for a second offence; and not less than \$400.00 and not more than \$1,000 for a third or subsequent offence.

**Repeals**

26. *A1 Dog Bylaw*, adopted by the Municipality of the County of Annapolis on the 27<sup>th</sup> day of January 2022, is hereby repealed.

<b>Clerk 's Annotation for Official Bylaw Book</b>	
Date of First Reading	PENDING
Date of Advertisement of Notice of Intent to Consider	PENDING
Date of Second Reading	PENDING
Date of advertisement of Adoption of Bylaw	PENDING *
I certify that this Bylaw was adopted by Municipal Council and published as indicated above.	
Carolyn Young	<b>PENDING</b>
Municipal Clerk	Date
<i>*Effective date of the Bylaw unless otherwise specified.</i>	

# Overview of Changes

## ~~A1 Dog~~ Bylaw 7 Dogs

### The Municipal

**BE IT ENACTED** by the Council of the Municipality of the County of Annapolis, under the authority vested in it by Sections 175-179 of the *Municipal Government Act*, enacts, Chapter 18 of the Acts of Nova Scotia 1998, as follows amended:

### Title

~~(1)2.~~ This Bylaw may be cited as ~~A1 Dog Bylaw,~~ the “Dog Bylaw.”

### Definitions

2. ~~In Except as provided below, terms used in this Bylaw words and phrases policy shall~~ have the same meaning as in the *Municipal Government Act*, or as ~~provided below their context applies according to a dictionary of the English language:~~

•~~(7)~~ “at large” means:

(a) off the premises of the owner without being on a leash or under the effective care and control at all times of a responsible and capable person; or

(b) on a tether of sufficient length to permit the dog to wander beyond the property boundaries of the premises of the owner.

~~(7) “destroy” means kill;~~

~~(8) “dog” has the same meaning as in the Municipal Government Act or successor legislation from time to time;~~

~~(9) “domestic animal” includes pets and farm animals;~~

•~~(8)~~ “extraordinary expense” means any expense incurred by Municipal Staff in relation to a dog except for provision of food and shelter;

•~~(9)~~ “fierce or dangerous dog” means any dog:

•~~(f)~~ that, in the absence of a mitigating factor as defined herein, has attacked or injured a person;

•~~(g)~~ that, in the absence of a mitigating factor as defined herein, has attacked or injured a domestic animal;

•~~(h)~~ that, in the absence of a mitigating factor as defined herein, approaches any person or domestic animal in an apparent attitude of attack upon streets, sidewalks, any public grounds or places, or on private property other than the property of the owner;

•~~(i)~~ trained or used for dog fighting; or

•~~(j)~~ that is rabid or appears to be rabid or exhibiting symptoms of canine madness.

~~(10) “impound” means to seize and hold in custody;~~

•~~(10)~~ “mitigating factor” means a circumstance that may excuse the dangerous behaviour of a dog and, without limiting the generality of the foregoing, may include:

~~2-(g)~~ aggressive behavior while acting in defense of an attack by a person or domestic animal;

~~3-(h)~~ aggressive behaviour while acting in defense of its young;

~~4-(i)~~ aggressive behavior as a reaction to a person or domestic animal trespassing on the property of its owner;

~~5-(j)~~ aggressive behaviour resulting from being teased, provoked, or tormented;

~~6-(k)~~ aggressive behavior caused by the complainant leaving food or attractants of any type out of doors;

~~7-(l)~~ the dog is a professionally trained dog lawfully engaged in law enforcement duties under the control of a law enforcement officer.

•~~(11)~~ "Municipality" means the Municipality of the County of Annapolis;

•~~(12)~~ "Municipal Staff" means a municipal employee designated by the Chief Administrative Officer (CAO) to act on the Municipality's behalf for the purpose of ~~this Bylaw or a peace officer designated to act on the Municipality's behalf for the purpose of this Bylaw;~~enforcing this Bylaw.

~~(11)(13)~~ "owner" has the same meaning as in the Municipal Government Act or successor legislation from time to time.

## Registration

~~1-5.~~ County residents have the option to register their dog and receive a dog tag on a volunteer basis for a one-time fee as set by Municipal Council from time to time by policy or motion.

~~2-6.~~ The registration can be transferred to a subsequent dog, with the registration information updated.

5. A fee as set by Municipal Council from time to time by policy or motion is required for a replacement tag.

6. Residents may register their dog and receive a tag at the ~~Lawrencetown, Bridgetown or~~ Annapolis Royal or Middleton Municipal Offices.

## Administration of Bylaw

29. Municipal Staff shall be responsible for the enforcement of this Bylaw.

30. Municipal Staff shall collect on behalf of the Municipality any impounding fees, daily pound fees and any other additional expenses, charges or fees as are authorized in this Bylaw.

31. Municipal Staff shall protect the confidentiality of all persons involved in an investigation to the greatest extent possible, except as may be required to be disclosed for court prosecution and in accordance with Part XX, Municipal Government Act (Freedom of Information and Protection of Privacy).

## Contravention of Bylaw

~~31-32.~~ Every owner:

(1) whose dog runs at large; or

(2) whose dog has attacked or injured a person; or

(3) whose dog has attacked or injured a domestic animal; or

- (4) who fails to comply with a notice to muzzle, securely leash, and ensure that the dog is under the control of a person not under 18 years of age when the dog is off the property of the owner the dog; or
  - (5) who fails to comply with a notice to keep the dog securely restrained either indoors or inside an escape-proof enclosure that does not allow the dog to jump, climb or dig its way out ~~of while it is on the property of the owner~~; or
  - (6) who fails to remove the feces of ~~his / her~~ their dog from public property or private property other than the owners; or
  - (7) whose dog persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise; or
  - (8) who owns, keeps or harbours a fierce or dangerous dog
- is guilty of an offence under this Bylaw. Each contravention is a separate offence and subject to a separate charge.

### **Dogs Barking**

33. No dog shall be permitted to persistently disturb the quiet of a neighbourhood by barking, howling or otherwise making noise to a degree beyond what the Bylaw Enforcement Officer determines to be normal.

34. In determining what is "normal" in the context of this section, the Bylaw Enforcement Officer shall consider one or more, but not limited to, the following factors:

- a) The time of day that the dog is reported as disruptive.
- b) The frequency and duration of the reported disruptive behaviour.
- c) The proximity of neighbours and population density of the neighbourhood.

35. The owner of a dog which persistently disturbs the quiet of a neighbourhood within the meaning of this part commits an offence under this Bylaw. If the Bylaw Enforcement Officer determines, upon reasonable grounds, that a dog is being disruptive, as defined in this section, the Bylaw Enforcement Officer shall give a written warning to the dog owner before taking any other action under this Bylaw

### **Dogs at Large**

~~32-36.~~ Municipal Staff may, without notice to or complaint against the owner, impound any dog that runs at large contrary to this Bylaw.

~~33-37.~~ When a dog is impounded, Municipal Staff shall check for a tag or electronic identification device. If a tag or electronic identification device is found, Municipal Staff shall make at least one attempt to contact the owner of the dog. -However, it remains the responsibility of the owner of a missing dog to contact Municipal Staff to ascertain whether the dog has been impounded.

~~34-38.~~ Any dog which has not been recovered by its owner at the expiry of a period of 72 hours after being impounded may be given away or ~~destroyed~~ humanely euthanized.

~~35-39.~~ Whenever the 72 hours of impounding time expires on a weekend or holiday, Municipal Staff shall hold such dog until the expiry of the first business day following the weekend or holiday to permit the owner to recover the dog.

~~36.40.~~ Where a dog is injured, ill or diseased before or after being impounded such that in the opinion of Municipal Staff and on the advice of a veterinarian it should be ~~destroyed~~euthanized without delay for humane reasons, the dog may be ~~destroyed~~euthanized in a humane manner without giving notice to the owner or permitting any person to recover the animal.

~~37.41.~~ Where a dog is injured, ill or diseased before or after being impounded such that in the opinion of Municipal Staff it should receive veterinary treatment without delay for humane reasons, the dog may receive treatment without giving notice to the owner or permitting any person to recover the animal prior to receiving treatment.

~~38.42.~~ Upon verification of proof of ownership, the owner of a dog which has been impounded for being at large may recover the dog after making payment (or satisfactory arrangements for payment) of:

~~(1)(7)~~ \_\_\_\_\_ an impounding fee (as set by Municipal Council from time to time by policy or practice);

~~(2)(8)~~ \_\_\_\_\_ a daily pound fee (as set by Municipal Council from time to time by policy or practice);

~~(3)(9)~~ \_\_\_\_\_ all travel expenses incurred by the Municipality;

~~(4)(10)~~ \_\_\_\_\_ all necessary veterinary costs incurred to care for the dog;

~~(5)(11)~~ \_\_\_\_\_ reimbursement for any extraordinary expenses incurred by Municipal Staff in relation to the dog; and

~~(6)(12)~~ \_\_\_\_\_ a mandatory registration fee (tag and / or microchip at the discretion of Municipal Staff).

~~39.43.~~ If a dog is not released to its owner, the fees, expenses and costs payable in Section 16 may be recovered by the Municipality from the owner as a debt.

~~40.44.~~ In a circumstance that previous warnings or tickets have been given to the owner of a dog which has been at large, Municipal Staff may refuse to permit the owner to recover the dog. Any dog which is not permitted to be recovered by its owner may be given away or ~~destroyed~~humanely euthanized.

### **Fierce or Dangerous Dogs**

~~41.45.~~ Where~~if~~ a dog is fierce or dangerous, Municipal Staff may do any one or a combination of the following:

~~(7)(4)~~ \_\_\_\_\_ impound the dog;

~~(8)(5)~~ \_\_\_\_\_ issue the owner a notice to muzzle, securely leash, and ensure that the dog is under the control of a person not under 18 years of age when the dog is off the property of the dog owner~~the dog~~;

~~(9)(6)~~ \_\_\_\_\_ issue the owner a notice to keep the dog securely restrained either indoors or inside an escape-proof enclosure that does not allow the dog to jump, climb or dig its way ~~out of while it is on the property of the owner~~;

~~(10)46.~~ If in the opinion of Municipal Staff a dog is an imminent threat to the safety of humans or domestic animals, Municipal Staff may have the dog destroyed without permitting the owner to recover it and issue a notice to the owner informing that the dog has been destroyed.

~~42.~~ Where a dog poses an imminent danger to a person or a domestic animal, Municipal Staff may:

~~(1)~~ have the dog destroyed on sight; or

~~(2)~~ have the dog destroyed after capture.

~~43.47.~~ If a notice has been issued to the owner in accordance with Section 19, the owner may recover the dog after making payment (or satisfactory arrangements for payment) of:

~~(f)(7)~~ an impounding fee (as fixed by policy or motion);

~~(g)(8)~~ a daily pound fee (as fixed by policy or motion);

~~(h)(9)~~ all travel expenses incurred by the Municipality;

~~(i)(10)~~ all necessary veterinary costs incurred to care for the dog; and

~~(j)(11)~~ reimbursement for any extraordinary expenses incurred by Municipal Staff in relation to the dog;

~~(7)(12)~~ a mandatory registration fee.

~~44.48.~~ Where a dog impounded in accordance with Section 19 is injured, ill or diseased before or after being impounded such that in the opinion of Municipal Staff it should be destroyed without delay for humane reasons, the dog may be ~~destroyedeuthanized~~ in a humane manner without giving notice to the owner or permitting any person to recover the animal.

~~45.49.~~ If a dog is ~~destroyedeuthanized~~, the fees, expenses and costs payable in Section 21 may be recovered by the Municipality from the owner as a debt.

~~46.50.~~ The failure of the owner to comply with any notice issued in accordance with Section 19 shall be an offence under this Bylaw.

### Penalty

~~1.27.~~ Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$200.00 and not more than \$1,000 for a first offence; and not less than \$300.00 and not more than \$1,000 for a second offence; and not less than \$400.00 and not more than \$1,000 for a third or subsequent offence.

### Repeals

~~27. Any previous Dog(s) Bylaws and amendments thereto are repealed upon coming into force of this bylaw.~~

~~28. A1 Dog Bylaw, adopted by the Municipality of the County of Annapolis on the 27<sup>th</sup> day of January 2022, is hereby repealed.~~

<b><u>Clerk 's Annotation for Official Bylaw Book</u></b>	
Date of First Reading	<del>December 14, 2021</del> <u>PENDING</u>
Date of Advertisement of Notice of Intent to Consider	<del>December 23, 2021</del> <u>PENDING</u>
Date of Second Reading	<del>January 18, 2022</del> <u>PENDING</u>
Date of advertisement of Adoption of Bylaw	<del>January 27, 2022</del> <u>PENDING</u> *
I certify that this Bylaw was adopted by Municipal Council and published as indicated above.	
Carolyn Young	<del>January 28, 2022</del> <u>PENDING</u>
Municipal Clerk	Date
<i>*Effective date of the Bylaw unless otherwise specified.</i>	



# STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Linda Bent, Director of Planning & Inspection Services  
**Report Number:** SR2025-65 Appointment of Development Officer  
**Subject:** Appointment of Ning Liang as Development Officer, Municipality of the County of Annapolis

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## RECOMMENDATION(S)

That Municipal Council appoint Ning Liang 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 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 Ning Liang as Development Officer for the Municipality.

## DISCUSSION

By appointing Ning Liang as a Development Officer for the Municipality of the County of Annapolis, Council grants him the ability to administer the Municipality's Land Use Bylaws and Subdivision Bylaw. This 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. It is common for the municipal planner be appointed as development officer in most municipal units.

**FINANCIAL IMPLICATIONS**

None Known.

**POLICY IMPLICATIONS**

None Known

**ALTERNATIVES / OPTIONS**

The options available to Municipal Council are to appoint or not appoint Ning Liang 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:**



\_\_\_\_\_  
Chris McNeill  
Chief Administrative Officer

**Approval Date:**

\_\_\_\_\_  
JUNE 2, 2025

(Date)



## STAFF REPORT

COUNTY of ANNAPOLIS  
NATURALLY BOUND

**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2025-66 Animal Control Agreements  
**Subject:** **Animal Control Agreements with  
Towns of Annapolis Royal and Middleton**

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### RECOMMENDATION(S):

That Municipal Council authorize an agreement for the County of Annapolis to provide dog control services to the Town of Annapolis Royal starting July 1, 2025, and ending March 31, 2030.

That Municipal Council authorize an agreement for the County of Annapolis to provide animal control services to the Town of Middleton starting July 1, 2025, and ending March 31, 2030.

### LEGISLATIVE AUTHORITY

Section 61 of the *Municipal Government Act* states:

- 61 (1)** *A municipality or a village may agree with any person for the provision of a service or a capital facility that the municipality or village is authorized to provide.*
- (2)** *An agreement made pursuant to subsection (1) may allow for the lease, operation or maintenance of the facility or provision of the service by a person, including the sale or disposition to that person of property of the municipality or village that continues to be required for the purposes of the municipality or village, as the case may be.*

### BACKGROUND

The County of Annapolis has been providing animal control to the Towns of Annapolis Royal and Middleton for many years (decades). The previous contracts ended March 31, 2025. It is the wish of the Towns to continue this shared service. Their call volumes are relatively low and do not warrant hiring personnel or setting up a pound facility. Enforcement services are provided in accordance with each Town's bylaw. Fees are based on cost recovery. The County is sharing its new Dogs Bylaw with the Towns. It is likely the Towns will modify and adopt the new bylaw for their use.

## DISCUSSION

The previous agreement was for a period of two years. There is consensus between the County and the Towns that the new agreements could be for a period of five years. Either party may terminate the agreement at any time based upon notice of thirty days.

The agreements are identical except:

- Town of Annapolis Royal currently has “Dog Bylaw” / Town of Middleton currently has “Animal Control Bylaw”;
- Town of Annapolis Royal’s past practice has been a 7-day reclaim period for an impounded dog;
- Town of Middleton bylaw currently requires an animal be held for 3 days for re-claim by owner.

## FINANCIAL IMPLICATIONS

The agreement provides a schedule of fees for services. The fees for responding to a call and impounding of dogs have increased to reflect increased costs to provide the service.

## POLICY IMPLICATIONS

It has been the County’s past practice for all agreements with other agencies of more than one year duration to be approved by Municipal Council.

## ALTERNATIVES / OPTIONS

- Option 1 – Extend provision of the service under a new agreement
- Option 2 – Not extend the service and give written notice to the Towns

## NEXT STEPS

Manager of Protective Services will advise the Towns of Council’s decision. CAO’s for the Towns will apprise the Manager once their councils have approved the agreements.

## ATTACHMENTS:

Copy of Agreement – Town of Annapolis Royal

Copy of Agreement – Town of Middleton

Approved by:



Chris McNeill  
Chief Administrative Officer

Approval Date:

JUNE 2, 2025

(date)

This Agreement is made in duplicate and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025.

BETWEEN:

**Municipality of the County of Annapolis**  
hereafter called "the County"  
OF THE FIRST PART

AND:

**Town of Annapolis Royal**  
hereafter called "the Town"  
OF THE SECOND PART

WHEREAS:

- The County owns and operates an Animal Control Facility (the "Pound"); and
- The County employs Bylaw Enforcement Officers appointed as Special Constables in accordance with Section 88 of the *Police Act* who are responsible for enforcement of bylaws in the County of Annapolis; and
- The Town wishes to enter into an agreement with the County to provide animal control services and enforce the Town's *Dog Bylaw*.

NOW THEREFORE, the parties agree as follows:

### 1. Services

The County, through its Bylaw Enforcement Officers, agrees to respond to and enforce the provisions of the Town's *Dog Bylaw* (or subsequent revised bylaw), specifically in relation to the following:

- Dog registration (optional subject to arrangement);
- Dog running at large;
- Dog attacking or injuring a person or domestic animal;
- Owner failing to comply with notice to muzzle, securely leashing, or ensure a dog is under the control of a person not under 18 years of age when off the property of the owner;
- Owner failing to comply with notice to keep a dog securely restrained either indoors or in an escape-proof enclosure;
- Owner failing to remove feces of their animal from public or private property other than the owner's;
- Dog persistently disturbing the quiet of the neighborhood;
- Owner keeping or harbouring a fierce or dangerous dog.

## 2. Fees

The Town agrees to compensate the County for services provided as follows:

Type of Service	Details	Fee
<b>Respond to Animal Complaints</b>	Regardless of outcome, each complaint received which results in follow-up investigation or picking up a dog	\$80 Per Call
<b>Impound / Board Dog</b>	Costs will be recovered from owner prior to release of dog  If dog is not released / claimed by the owner, the Town will pay the County	\$35 impound fee  \$20 per day boarding fee
<b>Travel Costs</b>	Mileage required in response to a complaint regardless of the outcome of the call	The County uses the provincial mileage rate
<b>Extraordinary Costs</b>	This could be relating to veterinarian care, as deemed necessary	Full cost recovery either the owner (if claimed) or the Town if not claimed

## 3. Appointment and Compliance

The Town shall annually appoint the County's Bylaw Enforcement Officers as its Animal Control Officer(s).

The Town shall provide the County with a current copy of the *Dog Bylaw* and notify the County promptly of any amendments.

The County shall promptly notify the Town of any personnel changes necessitating changes to appointment of Animal Control Officer(s).

## 4. Impound Duration

The County agrees to hold an impounded dog for not less than seven (7) days from the date of notice to the owner, in accordance with the Town's Bylaw, prior to making arrangements for release to a rescue organization, adoption or euthanization (for humane reasons upon recommendation of a veterinary professional).

**5. Dog Registration**

At the option of the Town, the County may assume responsibility for dog registration and issuance of tags within the Town on a cost recovery basis. The County will sell and distribute dog tags, retain all associated fees, and maintain a record of all tags issued. Registration records will be shared / updated with the Town at least twice per year.

**6. Term and Termination**

This Agreement shall be effective as of the date of signing by both parties and shall remain in effect until March 31, 2030, unless terminated earlier. Either party may terminate this Agreement with thirty (30) days written notice by either party.

**IN WITNESS WHEREOF**

The parties hereto have executed this Agreement by their duly authorized officers as of the date first above written.

_____	)	_____
Witness for the Town	)	<b>Town of Annapolis Royal</b>
_____	)	_____
Witness for the Town	)	<b>Town of Annapolis Royal</b>
_____	)	_____
Witness for the County	)	<b>Municipality of the County of Annapolis</b>
_____	)	_____
Witness for the County	)	<b>Municipality of the County of Annapolis</b>

This Agreement is made in duplicate and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025.

BETWEEN:

**Municipality of the County of Annapolis**  
hereafter called "the County"  
OF THE FIRST PART

AND:

**Town of Middleton**  
hereafter called "the Town"  
OF THE SECOND PART

WHEREAS:

- The County owns and operates an Animal Control Facility (the "Pound"); and
- The County employs Bylaw Enforcement Officers appointed as Special Constables in accordance with Section 88 of the *Police Act* who are responsible for enforcement of bylaws in the County of Annapolis; and
- The Town wishes to enter into an agreement with the County to provide animal control services and enforce the Town's Animal Control *Bylaw*.

NOW THEREFORE, the parties agree as follows:

### **1. Services**

The County, through its Bylaw Enforcement Officers, agrees to respond to and enforce the provisions of the Town's *Animal Control Bylaw*, specifically in relation to the following:

- Dog registration (optional subject to arrangement);
- Animals at large;
- Dog attacking or injuring a person or domestic animal;
- Owner failing to comply with notice to muzzle, securely leashing, or ensure a dog is under the control of a person not under 18 years of age when off the property of the owner;
- Owner failing to comply with notice to keep a dog securely restrained either indoors or in an escape-proof enclosure;
- Owner failing to remove feces of their animal from public or private property other than the owner's;
- Dog persistently disturbing the quiet of the neighborhood;
- Owner keeping or harbouring a fierce or dangerous dog.

## 2. Fees

The Town agrees to compensate the County for services provided as follows:

Type of Service	Details	Fee
<b>Respond to Animal Complaints</b>	Regardless of outcome, each complaint received which results in follow-up investigation or picking up a dog	\$80 Per Call
<b>Impound / Board Dog</b>	Costs will be recovered from owner prior to release of dog  If dog is not released / claimed by the owner, the Town will pay the County	\$35 impound fee  \$20 per day boarding fee
<b>Travel Costs</b>	Mileage required in response to a complaint regardless of the outcome of the call	The County uses the provincial mileage rate
<b>Extraordinary Costs</b>	This could be relating to veterinarian care, as deemed necessary	Full cost recovery either the owner (if claimed) or the Town if not claimed

## 3. Appointment and Compliance

The Town shall annually appoint the County's Bylaw Enforcement Officers as its Animal Control Officer(s).

The Town shall provide the County with a current copy of the *Dog Bylaw* and notify the County promptly of any amendments.

The County shall promptly notify the Town of any personnel changes necessitating changes to appointment of Animal Control Officer(s).

## 4. Impound Duration

The County agrees to hold an impounded animal for not less than three (3) days from the date of notice to the owner, in accordance with the Town's Bylaw, prior to making arrangements for release to a rescue organization, adoption or euthanization (for humane reasons upon recommendation of a veterinary professional).

**5. Dog Registration**

At the option of the Town, the County may assume responsibility for dog registration and issuance of tags within the Town on a cost recovery basis. The County will sell and distribute dog tags, retain all associated fees, and maintain a record of all tags issued. Registration records will be shared / updated with the Town at least twice per year.

**6. Term and Termination**

This Agreement shall be effective as of the date of signing by both parties and shall remain in effect until March 31, 2030, unless terminated earlier. Either party may terminate this Agreement with thirty (30) days written notice by either party.

**IN WITNESS WHEREOF**

The parties hereto have executed this Agreement by their duly authorized officers as of the date first above written.

_____	)	_____
Witness for the Town	)	<b>Town of Middleton</b>
_____	)	_____
Witness for the Town	)	<b>Town of Middleton</b>
_____	)	_____
Witness for the County	)	<b>Municipality of the County of Annapolis</b>
_____	)	_____
Witness for the County	)	<b>Municipality of the County of Annapolis</b>



# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Ben Olsen, Manager of Information Services  
**Report Number:** SR2025-67 Budget Approval – Cyber Security Insurance  
**Subject:** Out of Budget Approval – Cyber Security Insurance

## RECOMMENDATION(S):

That Municipal Council authorize funding from the Operating Reserve Fund, in the amount of \$10,130.00, to cover the costs of cyber security insurance with a liability limit of \$2,000,000.

## LEGISLATIVE AUTHORITY

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

## BACKGROUND

The Municipality of the County of Annapolis has never purchased cyber security insurance before. This is a new expense.

## DISCUSSION

Provisions were not made for this in the 2025-2026 Corporate Services IT budget as it was uncertain what the cost of this insurance may be. In addition, many IT projects were underway that would have potentially lowered the cost of the insurance. Due to the threat of ransomware and other cybersecurity threats, especially those targeting Canadian and Nova Scotian services, it was determined that cyber security insurance would be an important protection to cover the costs associated with a breach.

## FINANCIAL IMPLICATIONS

As this is a new expense and has not been provisioned for the 2025-2026 Corporate Services IT budget, the funds to purchase cyber security insurance would need to be allocated from the Operating Reserve Fund. It is expected that in the next, and following budgets, the funds for cyber security insurance would be included in the Corporate Services IT budget.

Current balance of operating reserve	\$3,690,000
Less: Cyber security ins	\$ 10,130
Remaining operating reserve funds	\$3,679,870

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

**POLICY IMPLICATIONS**

None

**Prepared by:** Ben Olsen, Manager of IT

**Approved by:**

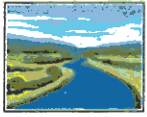
**Approval Date:**



JUNE 2, 2025

Chris McNeill  
Chief Administrative Officer

(Date)



# INFORMATION REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Ashley Gervais Bylaw Enforcement Officer  
**Report Number:** IR2025-68 Dangerous and Unsightly Premises Report  
**Subject:** Dangerous and Unsightly Premises Report

## ORIGIN

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

## LEGISLATIVE AUTHORITY

*Municipal Government Act Part XV 345(3)*  
*Policy 134 Unsightly and Dangerous Premises*

## BACKGROUND

### Dangerous and Unsightly Premises that are currently outstanding files

File No.	DIST	Date of Complaint	Property location	Dangerous	Unsightly	Comments /Status
<b>2025/26</b>						
2025/26-001	3	10-Apr-25	Clarence Road, Central Clarence		x	Active
2025/26-002	3	10-Apr-25	Elliott Road, Clarence East		x	Complete
2025/26-003	3	10-Apr-25	Granville St, Bridgetown	x		Complete
2025/26-004	4	25-Apr-25	Highway 201, Lequille			Active
<b>2024/25</b>						
2024/25-001	10	2-Apr-24	Brickton		x	Complete
2024/25-002	5	2-Apr-24	Parkers Cove		x	Active
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	Highway 8, Maitland Bridge	x	x	Active
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	Active
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	Clementsvale Rd, Clementsvale		x	Active
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	Highway 201, Meadowvale		x	Active
2024/25-020	8	Nov 12 2024	Greenland Road		x	Active
2024/25-021	10	Nov 12 24	Lawrencetown Lane		x	Active
2024/25-022		22-Nov-24	Granville St Bridgetown			Complete
2024/25-023	11	20-Nov-24	East Torbrook Road		x	Active
2024/25-024	10	13-Nov-24	Inglisville Rd, Inglisville		X	Active
2024/25-025	7	19-Dec-24			x	Active
2024/25-026	8	20-Aug-24	West Dalhousie Clementsvale Rd, Clementsvale		x	Active
2024/25-027	3	17-Mar-25	Jeffery St, Bridgetown		x	Active
2024/25-028	5	26-Mar-25	Granville Road	x		Active
<b>2023/24</b>						
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	Clementsvale 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	Active
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	Shore Road, Litchfield	x		Active
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	Active
<b>2022/23</b>						
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 provides to Committee of the Whole an update on the currently active / outstanding dangerous and unsightly properties.

**Prepared by:** Ashley Gervais Bylaw Enforcement Officer

**Reviewed by:** Robert Bruce, Manager of Protective Services and Dawn Campbell, Director of Corporate Services

**Approved by:**

**Approval Date:**



JUNE 2, 2025

Chris McNeill  
Chief Administrative Officer

(Date)

**Unightly 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.

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.

**Unsightly and Dangerous Premises**

**5. Reports of Dangerous or Unsightly Properties (Step 1)**

Any resident or ratepayer may report a dangerous or unsightly 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 Unsightly 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 unsightly.

If the administrator determines a property is not dangerous or unsightly, 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 unsightly, 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 unsightly 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 unsightly 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 unsightly premises.

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

If a dangerous or unsightly 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 unsightly 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.

**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.





## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2025-69 Approve *Bylaw 8 Noise*  
**Subject:** Approve *Bylaw 8 Noise*

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### RECOMMENDATION

To recommend that Municipal Council give first reading to approve *Bylaw 8 Noise*.

### BACKGROUND

The County of Annapolis has had a noise bylaw since 2009. Up until 2015 it was called the "*Peaceful and Orderly Conduct Bylaw*." In its early years, the bylaw additionally regulated other "disorderly" conduct such as loitering. The bylaw has been amended several times, with most recent revisions in 2018.

### DISCUSSION

The bylaw requires review and updating to reflect current best practices and evolving case law. Changes proposed in the new bylaw include:

- remove definitions redundant with *Municipal Government Act*;
- clarify in Section 7 "prima facie" evidence (per Section 172(1) (I)(viii) below);
- add confidentiality practices (Section 6);
- add officer discretion for written warning before taking any other action (Section 9);
- add clarity for assisting complainants to follow-up with senior government regarding authorized projects e.g., forestry contracts (Sub-section 11(b));
- add additional criteria for exempted operation of refrigeration truck (Sub-sections 11(j)(2) & (3)) .

### LEGISLATIVE AUTHORITY

The new bylaw adheres to requirements in the *Municipal Government Act* and specifically exercises the authority provided under Section 172.

## Prima Facie per *Municipal Government Act* Section 172(1)

**172 (1)** A council may make by-laws, for municipal purposes, respecting ...

(I) the enforcement of by-laws made under the authority of a statute, including ...

(viii) providing, with respect to a by-law, that in a prosecution for violation of the by-law, evidence that one person is disturbed or offended is *prima facie* evidence that the public, or the neighbourhood, is disturbed or offended.

In the old bylaw, the “prima facie” section was implied that if one person complained, charges were automatically warranted without substantiation or further investigation. This has been very problematic for Bylaw Enforcement Officers. The decision whether charges are warranted should always be based on results of investigation. I believe you will see from the excerpt above that the intent is facilitating prosecutions in court when it is determined by the officers that charges are warranted. It would enable only one witness / complainant being required to attend court to give evidence along with the officers. Therefore, the wording in the new bylaw more closely reflects the specific authority provided in the *Municipal Government Act*.

## BUDGET IMPACTS

The new bylaw imposes no new financial or budget impacts.

## STATUTORY REQUIREMENTS

Requirements for all bylaw approvals:

- Pass first reading;
- Notice of council's intent to consider 2<sup>nd</sup> reading published in a newspaper circulating in the municipality or posted on the municipality's website at least 14 days before read for 2<sup>nd</sup> time. Notice must state the object of the bylaw, date and time it will be considered and how a copy of the proposed bylaw may be inspected;
- Pass 2<sup>nd</sup> reading;
- Receive ministerial approval if required (not required for this bylaw);
- Notice published in a newspaper circulating in the municipality stating object of the bylaw and place where it may be read;
- Certified copy of the bylaw filed with Minister of Municipal Affairs.

## ATTACHMENTS

*Bylaw 8 Noise* (proposed new bylaw)

*Comparison of Changes – Current and Proposed Bylaws*

Approved by:



Chris McNeill  
Chief Administrative Officer

Approval Date:

JUNE 2, 2025  
(Date)

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**  
**BYLAW 8 NOISE**

**Short Title**

1. This Bylaw shall be known as the "*Noise Bylaw*."

**Legislative Authority and Intent**

2. This Bylaw has been prepared in accordance with the provisions of the *Municipal Government Act*, S.N.S. 1998, c.18 and amendments thereto. Section 172 provides that Municipal Council may make bylaws respecting nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise.
3. This Bylaw shall apply within the boundaries of the Municipality of the County of Annapolis.

**Definitions**

4. Except as provided below, 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:
  - (a) "construction" includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;
  - (b) "construction equipment" means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment;
  - (c) "motor vehicle" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power, except a motorized wheelchair, a vehicle running only upon rails, a farm tractor or a self-propelled implement of husbandry, and an off highway vehicle as defined from time to time in the *Off-highway Vehicles Act*;
  - (d) "Municipality" means the Municipality of the County of Annapolis;

- (e) "point of reception" means any point on **premises containing a dwelling unit** where sound, originating from other premises, including other dwelling units, is received;
- (f) "public address system" means any system comprised of one or more of the following and in any combination: loudspeaker, amplifier, microphone, turntable, reproducer, receiver or tuner, where such equipment is part of a system used to reproduce or amplify sound;
- (g) "recreational vehicle" means an off-highway vehicle as defined in the *Off-Highway Vehicles Act*.

### **Administration of Bylaw**

- 5. Municipal Staff shall be responsible for the enforcement of this Bylaw.
- 6. Municipal Staff shall protect the confidentiality of all persons involved in an investigation to the greatest extent possible, except as may be required to be disclosed for court prosecution and in accordance with Part XX, *Municipal Government Act* (Freedom of Information and Protection of Privacy).

### **Prohibitions and Interpretations**

- 7. No person shall engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood.
- 8. Without limiting the generality of the activities or noises listed in *Schedule "A"* during the proscribed times as set out therein are deemed to be activities which are likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood if the sound resulting from the activity is audible at a point of reception.
- 9. Any person who, in the opinion of the Bylaw Enforcement Officer, unreasonably disturbs the quiet of a neighbourhood commits an offence under this Bylaw. If the Bylaw Enforcement Officer determines, upon reasonable grounds, that an activity is contravening this bylaw, the Bylaw Enforcement Officer may give a written warning before taking any other action under this Bylaw as they deem appropriate.
- 10. With respect to prosecution of this bylaw once charges have been laid, evidence that one person is disturbed is *prima facie* evidence that the public, or the neighbourhood, is disturbed.

### **Fixed Exemptions**

- 11. This Bylaw does not apply to:
  - (a) emergency services engaged in the execution of their duties; or
  - (b) persons acting at the request of emergency response personnel during an actual or apparent emergency condition; or

(c) persons involved in the repair of essential services such as electrical power, sewer systems, water distribution and telecommunications services.

and, without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution.

12. Notwithstanding any other provisions of this Bylaw, this Bylaw shall not apply to or proscribe:

(a) the emission of sound in connection with any organized traditional, festive or religious activity to recognize:

- New Year's Eve; or
- Victoria Day; or
- Canada Day; or
- Natal Day; or
- Remembrance Day; or
- cultural / religious holidays.

(b) noise caused by the Municipality, the Government of Canada, the Province of Nova Scotia, the Nova Scotia Power Corporation, and telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties. Should complaints be received regarding such activities, the complaints shall be forwarded by staff to the appropriate senior government department or the caller shall be provided with contact information so they may contact the department directly with their concerns;

(c) noises in connection with organized athletic or recreational activities in municipal or public park areas, arenas or community centres;

(d) noise from the organized and scheduled activities and events of festivals, parades, street dances, rallies, or other community activities funded, sponsored or licensed by the Federal or Provincial government or the Municipality (including Annapolis Valley Exhibition);

(e) noises emitted by audible pedestrian signals;

(f) reasonable noise caused by lawful operation of power generating equipment;

(g) reasonable noise caused by lawful forestry, fishing or agricultural activity;

(h) reasonable noise caused by construction activity pursuant to a valid building permit;

(i) noises from the lawful operation of off-highway vehicles on designated trails in accordance with the *Off-Highway Vehicles Act* or *Off-Highway Vehicles Regulations*;

(j) noises resulting from the operation of any refrigeration unit which is attached to a refrigeration truck if:

(1) the refrigeration truck is parked in an approved area pursuant to one of the County's land-use bylaws; or

- (2) the refrigeration truck is located in a commercial or industrial area; or
- (3) the refrigeration truck is parked on private property within 30 metres of a dwelling, the owner of which has granted approval and the refrigeration is required to be maintained for the purposes of safe food transport and storage.

### **Grant of Exemptions by Municipal Council**

13. Municipal Council may, at their discretion, grant an exemption from any of the provisions of this Bylaw with respect to the emission of noise from an industrial, institutional, commercial, or community activity which might otherwise be prosecuted. Any exemption so granted shall:
  - (a) specify a time period of not greater than six (6) months during which the exemption shall be effective; and
  - (b) be confirmed to the applicant in writing by the Manager of Protective Services or Bylaw Enforcement Officer before becoming effective; and
  - (c) include such terms and conditions as Municipal Council deems appropriate.
14. In deciding whether or not to grant an exemption, Municipal Council shall give consideration to the social or commercial benefit of the proposed activity, the views of adjacent residents or property owners concerning the request, the proposed hours of operation of the proposed noise making activity, the proposed duration of the subject activity and the type of noise anticipated to be generated by the activity.
15. Applications for exemptions must be submitted to the Manager of Protective Services at least sixty (60) days prior to the commencement of the activity.
16. Applications for an exemption must be accompanied by a letter of support from the owner of each property which contains a building located within 150 meters of the property upon which the activity or event being considered for exemption will occur.
17. Any contravention of the terms or conditions of an exemption shall constitute a contravention of this bylaw. In addition to any other available remedies for such contravention, the Manager of Protective Services OR Bylaw Enforcement Officer may, on reasonable and probable grounds, suspend an exemption for a period of up to (thirty) 30 days pending Municipal Council review of the exemption.
18. Any exemption shall be reviewable by Municipal Council at any time upon advance notice to the applicant granted the exemption; and Municipal Council is free to revoke, suspend or restrict the exemption with or without cause.

### **Penalty**

19. Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$200.00 and not more than \$1,000 and to imprisonment of not more than three months in default of payment thereof.

### **Repeals**

20. *S5 Noise Bylaw*, adopted by the Municipality of the County of Annapolis on the 21<sup>st</sup> day of August 2018, is hereby repealed.

**Clerk 's Annotation For Official Bylaw Book**

Date of First Reading	PENDING
Date of Advertisement of Notice of Intent to Consider	PENDING
Date of Final Reading	PENDING
Date of advertisement of Adoption of Bylaw	PENDING *
I certify that this Bylaw was adopted by Municipal Council and published as indicated above.	
	PENDING
Chief Administrative Officer	Date
<i>*Effective date of the Bylaw unless otherwise specified.</i>	

### **Schedule "A"**

**Prohibited on week days and Saturdays before 7:00 a.m. or after 11:00 p.m.; on a Sunday or Holiday before 9:00 a.m. and after 11:00 p.m.:**

1. The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding one (1) hour unless:
  - (a) being used as the source of electricity for a home or business;
  - (b) operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to, operation of ready mixed concrete trucks, lift platforms and refuse compactors;
  - (c) weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers or animals, or the preservation of perishable cargo, and where the vehicle is stationary for purposes of delivery or loading;
  - (d) prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine.
2. The operation of a recreational vehicle within 150 meters of a dwelling unit without the consent of an adult occupant of the dwelling unit;
3. The detonation of fireworks;
4. The operation of a combustion engine which is used in or intended for use in a toy or a model or replica of any device, which model or replica has no function other than amusement or which is not a conveyance;
5. The operation in the outdoors of any power tool for domestic purposes other than snow removal or gardening;
6. The loading or unloading of any containers, products, materials or refuse with the exception of private household effects;
7. The use or operation of any commercial vacuuming equipment such as rug cleaning equipment;
8. The operation of any public address system, television set, disc player, tape deck, phonograph, or radio in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted;
9. The operation of any motorized conveyance other than on a street or other place intended for its operation;
10. The use or operation of construction equipment, except where such equipment is used or operated on any highways;
11. The operation of a power assisted hang glider, parafoil or hot-air balloon;
12. Construction and the operation of any equipment in connection with construction;
13. All selling or advertising by shouting or outcry or amplified sound.

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**  
**S5-BYLAW 8 NOISE BYLAW**

**Short Title**

5. This Bylaw shall be known as the ~~S5 Noise Bylaw and may be cited as the~~ "Noise Bylaw."

**Legislative Authority and Intent**

6. This Bylaw has been prepared in accordance ~~to~~with the provisions of the *Municipal Government Act*, S.N.S. 1998, c.18 and amendments thereto. Section 172 provides that Municipal Council may make bylaws respecting nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise.
7. This Bylaw shall apply within the boundaries of the Municipality of the County of Annapolis.

**Definitions**

8. ~~In this Bylaw words and phrases have the same meaning as in the *Municipal Government Act* or as provided below: Except as provided below, 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:~~
- (h) "construction" includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;
- (i) "construction equipment" means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment;
- ~~(j) "emergency response personnel" includes police, fire departments or brigades, registered emergency services providers, search and rescue personnel, provincial, regional or municipal emergency management organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;~~
- ~~(k)(i)~~ (i) "motor vehicle" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power, except a motorized wheelchair, a vehicle running only upon rails, a farm tractor or a self-propelled implement of husbandry, and an off highway vehicle as defined from time to time in the *Off-highway Vehicles Act*;
- ~~(k)~~ (k) "Municipality" means the Municipality of the County of Annapolis;

~~(m)~~(l) "point of reception" means any point on **premises containing a dwelling unit** where sound, originating from other premises, including other dwelling units, is received;

~~(n)~~(m) "public address system" means any system comprised of one or more of the following and in any combination: loudspeaker, amplifier, microphone, turntable, reproducer, receiver or tuner, where such equipment is part of a system used to reproduce or amplify sound;

(n) "recreational vehicle" means an off-highway vehicle as defined in the *Off-Highway Vehicles Act*.

### Administration of Bylaw

21. Municipal Staff shall be responsible for the enforcement of this Bylaw.

22. Municipal Staff shall protect the confidentiality of all persons involved in an investigation to the greatest extent possible, except as may be required to be disclosed for court prosecution and in accordance with Part XX, Municipal Government Act (Freedom of Information and Protection of Privacy).

### Prohibitions and Interpretations

~~22.23.~~ No person shall engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. ~~For the purpose of this section, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.~~

24. Without limiting the generality of ~~Section 5~~, the activities or noises listed in *Schedule "A"* during the proscribed times as set out therein are deemed to be activities which are likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood if the sound resulting from the activity is audible at a point of reception.

25. Any person who, in the opinion of the Bylaw Enforcement Officer, unreasonably disturbs the quiet of a neighbourhood commits an offence under this Bylaw. If the Bylaw Enforcement Officer determines, upon reasonable grounds, that an activity is contravening this bylaw, the Bylaw Enforcement Officer may give a written warning before taking any other action under this Bylaw as they deem appropriate.

26. With respect to prosecution of this bylaw once charges have been laid, evidence that one person is disturbed is prima facie evidence that the public, or the neighbourhood, is disturbed.

### Fixed Exemptions

~~23.27.~~ This Bylaw does not apply to:

- (d) ~~emergency response personnel~~ emergency services engaged in the execution of their ~~emergency response~~ duties; or
- (e) persons acting at the request of emergency response personnel during an actual or apparent emergency condition; or

- (f) persons involved in the repair of essential services such as electrical power, sewer systems, water distribution and telecommunications services.

and, without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution.

24.28. Notwithstanding any other provisions of this Bylaw, this Bylaw shall not apply to or proscribe:

- (k) the emission of sound in connection with any organized traditional, festive or religious activity to recognize:
- New Year's Eve; or
  - Victoria Day; or
  - Canada Day; or
  - Natal Day; or
  - Remembrance Day; or
  - cultural / religious holidays.
- (l) noise caused by the Municipality, the Government of Canada, the Province of Nova Scotia, the Nova Scotia Power Corporation, and telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties. ~~between 6:00 a.m. and 11:00 p.m. in the day~~ Should complaints be received regarding such activities, the complaints shall be forwarded by staff to the appropriate senior government department or the caller shall be provided with contact information so they may contact the department directly with their concerns;
- (m) noises in connection with organized athletic or recreational activities in municipal or public park areas, arenas or community centres;
- (n) noise from the organized and scheduled activities and events of festivals, parades, street dances, rallies, or other community activities funded, sponsored or licensed by the Federal or Provincial government or the Municipality (including ~~Upper Clements Park and~~ Annapolis ~~County Valley~~ Exhibition);
- (o) noises emitted by audible pedestrian signals;
- (p) reasonable noise caused by lawfully operation of power generating equipment;
- (q) reasonable noise caused by lawful forestry, fishing or agricultural activity;
- (r) reasonable noise caused by construction activity pursuant to a valid building permit;
- (s) noises from the lawful operation of off-highway vehicles on designated trails in accordance with the *Off-Highway Vehicles Act* or *Off-Highway Vehicles Regulations*;
- (t) noises resulting from the operation of any refrigeration unit which is attached to a refrigeration truck if:
- (4) the refrigeration truck is parked in an approved area pursuant to one of the County's land-use bylaws; or

- (5) the refrigeration truck is located in a commercial or industrial area; or
- (6) the refrigeration truck is parked on private property within 30 metres of a dwelling, the owner of which has granted approval ~~and does not disturb the peace and quiet of persons in any adjacent residence~~ and the refrigeration is required to be maintained for the purposes of safe food transport and storage.

### **Grant of Exemptions by Municipal Council**

25-29. Municipal Council may, at their discretion, grant an exemption from any of the provisions of this Bylaw with respect to the emission of noise from an industrial, institutional, commercial, or community activity which might otherwise be prosecuted. Any exemption so granted shall:

- (d) specify a time period of not greater than six (6) months during which the exemption shall be effective; and
- (e) be confirmed to the applicant in writing by the Manager of Protective Services or Bylaw Enforcement Officer before becoming effective; and
- (f) include such terms and conditions as Municipal Council deems appropriate.

26-30. In deciding whether or not to grant an exemption, Municipal Council shall give consideration to the social or commercial benefit of the proposed activity, the views of adjacent residents or property owners concerning the request, the proposed hours of operation of the proposed noise making activity, the proposed duration of the subject activity and the type of noise anticipated to be generated by the activity.

27-31. Applications for exemptions must be submitted to the Manager of Protective Services at least sixty (60) days prior to the commencement of the activity.

28-32. Applications for an exemption must be accompanied by a letter of support from the owner of each property which contains a building located within 150 meters of the property upon which the activity or event being considered for exemption will occur.

29-33. Any contravention of the terms or conditions of an exemption shall constitute a contravention of this bylaw. In addition to any other available remedies for such contravention, the Manager of Protective Services OR Bylaw Enforcement Officer may, on reasonable and probable grounds, suspend an exemption for a period of up to (thirty) 30 days pending Municipal Council review of the exemption.

30-34. Any exemption shall be reviewable by Municipal Council at any time upon advance notice to the applicant granted the exemption; and Municipal Council is free to revoke, suspend or restrict the exemption with or without cause.

### **Penalty**

31-35. Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$200.00 and not more than \$1,000 and to imprisonment of not more than three months in default of payment thereof.

### **Repeals**

~~32-36. The S5 Orderly and Peaceful Conduct Bylaw and amendments thereto are repealed upon coming into force of this bylaw. S5 Noise Bylaw, adopted by the Municipality of the County of Annapolis on the 21<sup>st</sup> day of August 2018, is hereby repealed.~~

**Clerk 's Annotation For Official Bylaw Book**

Date of First Reading	PENDING
Date of Advertisement of Notice of Intent to Consider	PENDING
Date of Final Reading	PENDING
Date of advertisement of Adoption of Bylaw	PENDING *
I certify that this Bylaw was adopted by Municipal Council and published as indicated above.	
	PENDING
Chief Administrative Officer	Date
<i>*Effective date of the Bylaw unless otherwise specified.</i>	

### **Schedule "A"**

**Prohibited on week days and Saturdays before 7:00 a.m. or after 11:00 p.m.; on a Sunday or Holiday before 9:00 a.m. and after 11:00 p.m.:**

14. The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding one (1) hour unless:
  - (e) being used as the source of electricity for a home or business;
  - (f) operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to, operation of ready mixed concrete trucks, lift platforms and refuse compactors;
  - (g) weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers or animals, or the preservation of perishable cargo, and where the vehicle is stationary for purposes of delivery or loading;
  - (h) prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine.
15. The operation of a recreational vehicle within 150 meters of a dwelling unit without the consent of an adult occupant of the dwelling unit;
16. The detonation of fireworks;
17. The operation of a combustion engine which is used in or intended for use in a toy or a model or replica of any device, which model or replica has no function other than amusement or which is not a conveyance;
18. The operation in the outdoors of any power tool for domestic purposes other than snow removal or gardening;
19. The loading or unloading of any containers, products, materials or refuse with the exception of private household effects;
20. The use or operation of any commercial vacuuming equipment such as rug cleaning equipment;
21. The operation of any public address system, television set, disc player, tape deck, phonograph, or radio in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted;
22. The operation of any motorized conveyance other than on a street or other place intended for its operation;
23. The use or operation of construction equipment, except where such equipment is used or operated on any highways;
24. The operation of a power assisted hang glider, parafoil or hot-air balloon;
25. Construction and the operation of any equipment in connection with construction;
26. All selling or advertising by shouting or outcry or amplified sound.



## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2025-70 Approve *Bylaw 9 Repeal of C3 Water Supply Program Bylaw and C4 Clean Energy Program Bylaw*  
**Subject:** Repeal of *C3 Water Supply Program / C4 Clean Energy Program Bylaws*

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### RECOMMENDATION

To recommend that Municipal Council give first reading to *Bylaw 9 Repeal of C3 Water Supply Program Bylaw and C4 Clean Energy Program Bylaw*.

### LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:  
*The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.*

### STATUTORY REQUIREMENTS (Part VII, Sections 168 and 169 MGA)

- Bylaw must be read twice;
- Following first reading and at least 14 days before the bylaw is read for 2<sup>nd</sup> time, notice of council's intent to consider 2<sup>nd</sup> reading published in a newspaper circulating in the municipality or posted on the municipality's website. Notice must state the object of the bylaw, date and time it will be considered and how a copy of the proposed bylaw may be inspected;
- Bylaw read 2<sup>nd</sup> time and approved;
- Notice published in a newspaper circulating in the municipality stating object of the bylaw and place where it may be read;
- Certified copy of the bylaw filed with Minister of Municipal Affairs.

### BACKGROUND

Regarding *C3 Water Supply Program Bylaw*: In the summer and autumn of 2018, Nova Scotia was experiencing a significant drought, particularly in the southwest region. As an emergency, short-term response the province empowered municipalities to create programs for financing of water supply upgrades to qualifying residential properties.

Regarding *C4 Clean Energy Program Bylaw*: In 2017, energy efficiency was identified as a strategic priority for the province and municipalities. As a short-term, preliminary response

the province empowered municipalities to create programs for financing of energy efficiency upgrades to qualifying residential properties.

## DISCUSSION

These programs were intended as short-term solutions. Better options are now available through senior government programs. Over the past several years no budget allocations have been recommended for these programs as there has been little demand for them. In consultation with the Director of Finance, reasons to discontinue these programs include:

- Programs infrequently used;
- Costs to administer the programs are high;
- Default of one payment results in total debt being payable;
- Liens are placed on properties enabling them to be put on tax sales to recover the debt;
- Payment terms usually not advantageous compared to bank loans or senior government programs.

There are no outstanding loans under these programs. All previously approved loans have been paid.

## BUDGET IMPACTS

Repeal of these bylaw will not reduce repayment revenue or create future financial obligations.

## ALTERNATIVES / OPTIONS

Council may approve the bylaw as circulated.  
Council could consider further changes.

## ATTACHMENTS

*Bylaw 9 Repeal of C3 Water Supply Program Bylaw and C4 Clean Energy Program Bylaw* (proposed)

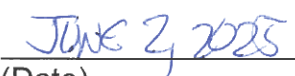
*C3 Water Supply Program Bylaw* (proposed for repeal)

*C4 Clean Energy Program Bylaw* (proposed for repeal)

**Approved by:**

  
\_\_\_\_\_  
Chris McNeill  
Chief Administrative Officer

**Approval Date:**

  
\_\_\_\_\_  
(Date)

**BYLAW 9**  
**Repeal C3 Water Supply Program Bylaw and C4 Clean Energy Program Bylaw**

**BE IT ENACTED** by the Council of the Municipality of the County of Annapolis, under authority of the *Municipal Government Act*, Chapter 18 of the Acts of Nova Scotia 1998, as amended:

1. *C3 Water Supply Program Bylaw*, adopted by Council of the County of Annapolis on the 16<sup>th</sup> day of October, 2018; and thereafter published as being in effect on the 25<sup>th</sup> day of October, 2018, is hereby repealed.
2. *C4 Clean Energy Program Bylaw*, adopted by Council of the County of Annapolis on the 17<sup>th</sup> day of January, 2017; and thereafter published as being in effect on the 25<sup>th</sup> day of January, 2017, is hereby repealed.

<b>Bylaw Adoption</b>	
First Reading:	PENDING June 17, 2025
Notice of Consideration:	PENDING
Second Reading:	PENDING
Final Publication and Effective Date:	PENDING

SIGNATURE

Chief Administrative Officer

## **C3 Water Supply Program (WSP) Bylaw**

The Municipal Council of the Municipality of the County of Annapolis under the authority vested in it by Subsections 65(acb) and 81A(1)(b) of the *Municipal Government Act*, enacts as follows:

### **Title**

1. This Bylaw shall be known as “C3 Water Supply Program (WSP) Bylaw.”

### **Purpose**

2. The purpose of this Bylaw is to enable financing of water supply upgrades to qualifying residential properties within the Municipality of the County of Annapolis.

### **Definitions**

3. In this Bylaw words and phrases have the same meaning as in the *Municipal Government Act* or as provided below:
  - (a) **CAO** means the Chief Administrative Officer for the Municipality, or his/her designate;
  - (b) **event of default** includes any one of the following occurrences of any of the property owners:
    - (i) bankruptcy;
    - (ii) arrears of property taxes, sewer charges or area rates in excess of one year;
    - (iii) missed scheduled payment if not remedied within 90 days.
  - (c) **lending agreement** means the written, signed agreement between the owner of a Qualifying Property and the Municipality for financing of a Water Supply Upgrade;
  - (d) **municipality** means the Municipality of the County of Annapolis;
  - (e) **qualifying property** means an owner-occupied residential property located within the Municipality but does not include multi-unit residential or non-profit owned buildings, new construction or business/ industrial premises OR properties located within an existing municipally-owned and regulated water utility;
  - (f) **maximum eligible amount** means a general financing cap set by the Municipality. The Municipality of Annapolis’s maximum eligible amount is \$10,000.00;
  - (g) **water supply upgrade loan** means the local improvement charge levied on the property pursuant to section 81A of the *Nova Scotia Municipal Government Act*, and is equal to the value of the approved eligible upgrade(s), up to the Maximum Eligible Amount;
  - (h) **water supply upgrade** means a construction of a new dug or drilled well, or an upgrade to an existing well that is required to source water for the property. Upgrades may include the installation of equipment related thereto.

### **Administration**

4. An owner of a Qualifying Property within the Municipality may apply on a prescribed form to the Municipality for financing of a Water Supply Upgrade to the property.
5. Lending shall be subject to the approval of Municipal Council which shall be subject to the sole discretion of the Municipality and the execution of a Lending Agreement. The conditions that must be met for approval include that:
  - (a) the owner of the qualifying property is not in default of any municipal taxes, rates or charges and has not been so for up to the past three years;
  - (b) water supply upgrades must comply with applicable provincial and/or federal regulations;
  - (c) the contractors must have a valid Department of Environment license to carry out a water supply upgrade;
  - (d) other conditions as indicated in the Lending Agreement that may be modified from time to time.

6. The Water Supply Upgrade Loan shall become payable on the completion of the contract for the installation of the Water Upgrade in accordance with the Lending Agreement. The Water Upgrade Loan may consist of:
  - (a) the cost of the Water Supply Upgrade, including all labour costs, permit fees and applicable taxes;
  - (b) interest charges, including any additional interest arising due to any default of payment.
7. The owner of a Qualifying property may elect to pay the Water Supply Upgrade loan by equal installments over a period of not more than 10 years, on which interest shall be payable as set out in the Water Supply Upgrade Lending Agreement.
8. The Municipality shall not be responsible for ongoing maintenance and operating costs of the Water Supply Upgrade; the Water Supply Upgrade is owned and maintained by the owner of the Qualifying property.
9. In the Event of Default of any payment under the Lending Agreement, the outstanding balance shall be immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default.
10. The Municipality shall maintain a separate account of all monies due for the Water Supply Upgrade Loan, identifying, for the subject property:
  - (a) the names of the property owners, assessment account number, PID and civic addresses;
  - (b) the original amount of the Water Supply Upgrade Loan advanced; and
  - (c) the annual amounts paid to the Municipality to repay the Water Supply Upgrade loan, said amounts to distinguish between principal amounts and interest amounts.

#### **Lien**

11. On completion of a Water Supply Upgrade pursuant to the Lending Agreement, the Water Supply Upgrade Loan shall become a lien levied against the property in accordance with the *Municipal Government Act*.
12. The portion of the annual repayment of the Water Supply Upgrade Loan shall be equal to the total loan outstanding divided by the number of years remaining, with applicable interest, subject to Section 7 of this Bylaw.
13. The Water Supply Upgrade Loan advanced pursuant to this bylaw constitutes a first lien on the property and has the same effect as rates and taxes under the *Assessment Act*.
14. A Water Supply Upgrade Loan is collectable collectible in the same manner as rates and taxes under the *Municipal Government Act*, and is collectable at the same time and by the same proceedings as taxes upon an event of default.
15. The lien provided for in this Bylaw shall become effective on the date on which the Treasurer receives confirmation that the agreed improvement has been completed as evidenced by the Certificate of Completion.
16. The lien provided for in this Bylaw shall remain in effect until the total Water Supply Upgrade Loan, including any accrued interest, has been paid in full.

**Interest**

- 17. Interest shall accrue on any Water Supply Upgrade Loan which remains outstanding.
- 18. Interest shall begin accruing on a Water Supply Upgrade loan on the earlier of:
  - (a) Certificate of Completion date, or
  - (b) 30 days from the date of the last submitted invoice for payment.
- 19. Interest is charged at the rate of the municipal cost of borrowing, including any additional interest arising due to any default of payment.

**Administration Fee**

- 20. A one-time administration fee of \$300.00 plus applicable taxes will form part of the application process.
- 21. If paid at the time of application, the administration fee will be refundable at a rate of 80% if the lending agreement does not get executed.
- 22. The administration fee may be included as part of the final water supply upgrade loan amount.

**Repeals**

- 23. Any previous Water Supply Program (WSP) Bylaws and amendments thereto are repealed upon coming into force of this bylaw.

<b>Clerk 's Annotation For Official Bylaw Book</b>	
Date of First Reading	September 18, 2018
Date of Advertisement of Notice of Intent to Consider	September 27, 2018
Date of Second Reading	October 16, 2018
Date of advertisement of Adoption of Bylaw	October 25, 2018*
I certify that this Bylaw was adopted by Municipal Council and published as indicated above.	
Carolyn Young	October 25, 2018
Municipal Clerk	Date
<i>*Effective date of the Bylaw unless otherwise specified.</i>	

## **C4 Clean Energy Program (CEP) Bylaw**

The Municipal Council of the Municipality of the County of Annapolis under the authority vested in it by Subsections 65(aca) and 81A(1)(a) of the *Municipal Government Act*, enacts as follows:

### **Title**

24. This Bylaw shall be known as “C4 Clean Energy Program (CEP) Bylaw.”

### **Purpose**

25. The purpose of this Bylaw is to enable financing of energy efficiency upgrades to qualifying residential properties within the Municipality of the County of Annapolis.

### **Definitions**

26. In this Bylaw words and phrases have the same meaning as in the *Municipal Government Act* or as provided below:

- a) “Chief Administrative Officer” means the Chief Administrative Officer of the Municipality;
- b) “Director of Finance” means the Director of Finance of the Municipality;
- c) “Energy Efficiency Upgrade” means an installation that is permanently affixed to the property and which
  - i. Will result in improved energy efficiency and substantially reduced energy use;
  - ii. Meets or exceeds applicable energy efficiency standards established or approved by the Municipality; and
  - iii. Involves heat pumps or solar panels meeting specifications or having ENERGY STAR ® certification, air sealing, insulating, ENERGY STAR ® windows and doors, or such other energy efficiency upgrades as are approved and agreed in writing by the Municipality.
- d) “Municipality” means the Municipality of the County of Annapolis;
- e) “CEP Customer Agreement” means the written, signed Property Assessed Clean Energy Efficiency Program Customer Agreement between the owner of a qualifying property and the Municipality for financing of an Energy Efficiency Upgrade to the property.
- f) “CEP Charge” means the Property Assessed Clean Energy improvement tax levied on the property pursuant to s.81A of the *Municipal Government Act*.
- g) “CEP Program” means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Energy Efficiency Upgrades.
- h) “Qualifying Property” means an owner-occupied residential property located within the Municipality, but does not include multi-unit residential or non-profit owned buildings and does not include business or industrial premises.

### **APPLICATION AND APPROVAL**

27. An owner of a Qualifying Property within the Municipality who is not otherwise in default of any municipal taxes, rates or charges, may apply for Municipal financing of Energy Efficient Upgrades to the property.

28. Financing shall be subject to Municipal approval and execution of a CEP Customer Agreement with the owner of the Qualifying Property.

### **PAYMENT OF CHARGE**

29. The CEP charge shall become payable in full on completion of installation of the Energy Efficiency Upgrade in accordance with the CEP Customer Agreement.

30. The Director of Finance shall maintain a separate account of all monies due for CEP charges levied pursuant to this Bylaw, identifying:
- a) The names of the property owners and assessment, PID and civic address information of the subject property;
  - b) The amount of the CEP charge levied on the property;
  - c) The amount paid on the CEP charge.

**LIEN**

31. On completion of an Energy Efficiency Upgrade pursuant to a CEP Customer Agreement, the CEP Charge shall be levied against the property.
32. A CEP Charge imposed pursuant to this Bylaw constitutes a first lien on the subject property and has the same effect as rates and taxes under the *Assessment Act*.
33. A CEP Charge pursuant to this Bylaw is collectable in the same manner as rates and taxes under the *Assessment Act* and, at the option of the Director of Finance, is collectable at the same time and by the same proceedings as taxes.
34. The lien provided for in this Bylaw shall become effective on the date on which the Chief Administrative Officer files with the Director of Finance a certificate that the agreed improvement has been completed.
35. The lien provided for in this Bylaw shall remain in effect until the total charge, plus interest, has been paid in full.

**INTEREST**

36. Interest will be charged on CEP Charges at a rate of Municipal cost of borrowing plus one percent (1%) per annum.
37. Interest shall accrue on any CEP Charge or portion thereof which remain outstanding from the date of billing.
38. Interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by installments.

**INSTALLMENT PAYMENTS**

39. The owner of a Qualified Property may elect to pay the CEP Charge by equal installment payments over a period or not more than 10 years, as set out in the CEP Customer Agreement.
40. In the event of default of any installment payment under the CEP Customer Agreement, the entire outstanding balance shall be immediately due and payable.

<b>Clerk 's Annotation For Official Bylaw Book</b>	
Date of First Reading	December 20, 2016
Date of Advertisement of Notice of Intent to Consider	January 11, 2017
Date of Second Reading	January 17, 2017
Date of advertisement of Adoption of Bylaw	January 25, 2017 *
I certify that this Bylaw was adopted by Municipal Council and published as indicated above.	
	January 25, 2017
Municipal Clerk	Date
<i>*Effective date of the Bylaw unless otherwise specified.</i>	



# INFORMATION REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Angela Anderson, CPA, Director of Finance  
**Report Number:** IR2025-72 Tax Billing Due Dates  
**Subject:** **Tax Billing Due Dates**

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## ORIGIN

Council requested information regarding implementation of two property tax bill due dates rather than one. This report addresses the staff impacts and costs of this potential change.

## LEGISLATIVE AUTHORITY

*Municipal Government Act, Section 117 – Tax Bills*

## BACKGROUND

Council approves a motion as part of the budget process that indicates the taxation due date of June 30 annually. There has been a request for more information on two tax billings, throughout the 25/26 budget process.

Two tax billings would consist of an interim and final billing for residents to spread the tax burden over time.

## DISCUSSION

Foregone interest on the balance in the bank would be roughly \$105,000 assuming 50% of property taxes collected approximately three months later. This is based on the current interest rate of 3.15%, but this rate is variable going forward. RBC Prime (RBP) less 1.80%, per the current agreement. This applies to all options below.

### Option 1: Interim and Final Property Tax Billing (2 mailings)

This option would result in an interim billing of 50% of the total taxes owing to the municipality, followed by a final bill containing any adjustments and remaining property taxes owing.

This would result in approximately 44,000 bills being printed and mailed to the residents annually. The cost of this option is expected to double from \$26,000 to \$52,000. There is also a significant increase in staff time as the billing system is very manual. Revenues staff spend approximately 140 hours to complete 1 billing, assuming this would increase by approximately 50 hours, as it would be predominantly manual review.

This option would require the software provider to adjust the process internally as well as new templates. It cannot be done in house and is estimated to cost approximately \$10,000 (40 hours +/-).

Option 2: One Billing with Bill Perforation (1 mailing)

This option would result in one tax billing for 100% of the current year taxes on a legal sized bill with two perforated "stubs" including two due dates. Example, if the bill was \$2,000 each stub would contain \$1,000 with an attached interim and final due date (June 30 and October 31 as an example).

The upfront cost in our existing software would be approximately 200 +/- customization hours for a cost of approximately \$50,000. Additionally, we would be required to purchase the paper for the bills accordingly increasing the supplies cost by approximately \$3,000 per year. The staff time required for this process may include 7-14 hours of additional review time to ensure accuracy at first. Efficiencies would be created in the future.

Any adjustments or interest accumulated on accounts would not be reflected in the property tax bills, however statements of accounts reflecting these items are sent each time an adjustment is processed for the residents to manage the balance owing, as is the case at present.

Option 3: New Software

This option assumed the completion of a new financial software conversion. Staff have inquired as to this during the demos received throughout the evaluation process. There would be no additional cost for the setup of the bills at the time of implementation, and the customization process in the future is much simpler and cost effective.

The cost associated with this would be the increase in paper costs to accommodate perforation. The billing process will be more automated and less time consuming than the current process enabling the efficiencies to counter the cost of the increase in paper. Depending on the new billing process, it is possible that this could take place in house rather than contracted out.

New financial software enables Council to direct staff to modify the taxation billing procedures at minimal cost. It is also presumed that new software will enable staff to perform e-billing, which has been highly requested since the Canada Post issues over the past year. It is anticipated that there would be a reduction in postage costs that will potentially offset the cost of either a second mailout or a single mailout with interim and final due dates.

Should Council wish to have an interim and final due date for property tax bills this can more easily, and cost effectively be accommodated with a change in software. An analysis of the ability to process in house versus contracted will be performed regardless as there is a cost per the photocopier contracts and capacity restrictions with existing mailing machine(s).

**FINANCIAL IMPLICATIONS**

Summary of the options:

	Option 1 – two billings	Option 2 – bill perforation	Option 3 – New Software + bill perforation
Printing/mailling impact	\$52,000	\$26,000	Max. \$26,000 – in house becomes an option
Increased paper cost	- (included above)	\$3,000	\$3,000 (approx.)
Increased staff time	Approx. 50 hours	7-14 hours	Minimized

Software Customization	\$10,000	\$50,000	-
Foregone interest	\$105,000	\$105,000	\$105,000
Estimated Cost Impact	\$167,000 + 50 hours staff time	\$184,000	\$134,000

Overall, the most efficient course of action would be for Council to direct staff to either stick with one due date or move to an interim/final billing model with the roll out resulting from the implementation of new financial software. The timing for this would either be the 26/27 or 27/28 fiscal year.

**POLICY IMPLICATIONS**

NA


**ATTACHMENTS**

NA

**Prepared by:**

Angela Anderson, CPA, Director of Finance

**Approved by:**



Chris McNeill  
Chief Administrative Officer

**Approval Date:**

JUNE 2, 2025  
(Date)



# STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Angela Anderson, CPA, Director of Finance  
**Report Number:** SR2025-73 General Operating Line of Credit  
**Subject:** **General Operating Line of Credit**

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## RECOMMENDATION(S):

That Municipal Council authorize a general borrowing resolution in the amount of \$2 million with Royal Bank of Canada to meet current expenditures for the Municipality of the County of Annapolis for the year ending March 31, 2026.

## LEGISLATIVE AUTHORITY

Section 84 of the *Municipal Government Act* – Borrowing Limits

84(A) "A municipality may borrow to cover the annual current expenditure of the municipality that has been authorized by the council, but the borrowing shall not exceed fifty per cent of the combined total of the taxes levied by the municipality for the previous fiscal year and the amounts received, or to be received, by the municipality from His Majesty in right of Canada or in right of the Province or from an agency of His Majesty. 1998, c. 18, s. 84."

## BACKGROUND

The municipality currently holds \$3 million in overdraft protection on the general bank account with Royal Bank of Canada. This ensures that there are provisions for unexpected circumstances and cash flow situations. Typically, this is either utilized minimally or not at all.

Planning and discussions regarding strategy have taken place in conjunction with municipal advisors from the province to ensure flexible, adequate funding sources for the commitments in the near future.

Other municipalities, as part of their budget process, obtain a motion similar to the one proposed here to maintain a line of credit. It is recommended that Council authorize this strategy in advance as the process to secure it when needed is time consuming.

## DISCUSSION

The proposed general operating line of credit is not anticipated to act as an overdraft or cash flow protection, but to be utilized as a construction line of credit. There are several large capital projects the municipality intends to undertake over the next few fiscal years, and this line of credit would ensure operational cash flows are protected.

The line of credit will enable a temporary financing method during construction and upon completion when the criteria for a debenture are met through the Finance and Treasury Board, the municipality will secure long-term debt financing in its place.

Some of the large capital projects include the following, from the 2025/26 capital investment plan (approximate debt requirements):

- Administration Building Renovations \$500,000
- Multi-purpose Recreation Complex \$6,000,000 (proposed)
- Bridgetown Sewage Lagoon \$752,266
- West Paradise Public Works Facility \$400,000
- Granville St. Reconstruction \$1,300,000 (multi-year)
- Bridgetown Pool \$4,000,000 (proposed in 28/29)

The list above shows the projects or forecasted projects in the most recent capital investment plan. This line of credit is intended to support the municipality in whatever direction Council authorizes moving forward. It will ensure a proactive cash flow approach with the intention of securing appropriate debt and minimizing the impact to ratepayers. Withdrawals from the line of credit will only occur when/if necessary.

### **FINANCIAL IMPLICATIONS**

The proposed line of credit is a financial instrument that is available to the municipality only IF it is required. Its existence does not require unnecessary borrowing. The line of credit has a variable interest rate that consists of approximately prime less 0.75%, subject to change as a result of negotiations and market conditions.

Repayment of the line of credit consists of monthly interest payments, to be reflected in the annual budget. Upon completion of the project a long-term debenture will be obtained and the line of credit repaid in full.

Another financial consideration is if Council wishes to move towards two tax billings. Currently staff manage cash flow with the expectation that all taxes are billed and due June 30. Cash flow management changes if 50% of taxes are collectible June 30 and the remainder post-construction season (late fall). The line of credit will act as a bridge between these options as well.

Per section 84 of the MGA, the borrowing shall not exceed 50% of the taxes levied for the prior fiscal year.

24/25 Taxes Levied	\$23,366,581
50% Max.	\$11,683,291

Therefore, the \$2 million requested is within these limits.

### **POLICY IMPLICATIONS**

NA

### **ATTACHMENTS**

**Prepared by:** Angela Anderson, CPA, Director of Finance

**Approved by:**

**Approval Date:**



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Chris McNeill  
Chief Administrative Officer

JUNE 3, 2025

(Date)



# STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 10, 2025  
**Prepared By:** Angela Anderson, CPA, Director of Finance  
**Report Number:** SR2025-74 Temporary Borrowing Resolution  
**Subject:** **Temporary Borrowing Resolution**

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## RECOMMENDATION(S):

That Municipal Council authorize the submission of a temporary borrowing resolution (TBR) to the Minister in the amount of up to \$1,570,000 for capital financing.

## LEGISLATIVE AUTHORITY

*Municipal Government Act 1998, c. 18, s. 88; 2000, c. 9, s. 39; 2001, c. 35, s. 10; 2020, c. 16, s. 1.*

*Section 88 (1) "No money shall be borrowed by a municipality..., pursuant to the provisions of this Act or another Act of the Legislature until the proposed borrowing has been approved by the minister."*

Financial Reporting and Accounting Manual – Department of Municipal Affairs and Housing

Section 3(3)(e ) Temporary Borrowings – Capital Projects

*(i) Approved Requirement – Projects that will be funded with debt financing require temporary borrowing approval by the Minister of Municipal Affairs and Housing*

*(ii) Submission Requirement – Temporary borrowing requests should be submitted prior to commencing the project and must be submitted prior to project completion.*

## BACKGROUND

All capital projects to be financed using long-term debt require Ministerial approval annually through a temporary borrowing resolution. This process takes time to obtain approval with the local Council, Minister approval, and timing with the spring and fall offerings via the Finance and Treasury Board, formerly the Municipal Finance Corporation.

Financing through the Finance and Treasury Board enables a pool of municipal projects to be financed assuming economies of scale resulting in optimal interest rates. The most recent offering was still estimating approximately 5.5% per annum.

**DISCUSSION**

The approval of this request to submit a TBR is to submit the request to the Minister for consideration. Upon approval of the TBR, staff are able to negotiate debentures with the Finance and Treasury Board as capital projects are completed. The TBR is attached to this report.

The amounts financed will be actual costs and only the portion that require external debt financing. The listing below is a forecast of the capital projects over the next few fiscal years that are proposed for debt financing.

<b>Capital Project</b>	<b>Forecasted Debt Financing Cost</b>
Administration Building Renovations	\$410,000
Bridgetown Sewage Lagoon Upgrades	\$760,000
West Paradise PW Facility	\$400,000
Total Forecasted Capital Financing	1,570,000

Only the capital projects completed, and monies spent will be financed through this TBR. The purpose of approving one large TBR to work within will enable efficiencies administratively as well as optimize timing of obtaining the debentures as needed.

**FINANCIAL IMPLICATIONS**

There are no direct financial implications as a result of this report. The outcome is a recommendation to submit a TBR request to the Minister for approval. Council will be kept informed of all the debenture processes as they unfold.

**POLICY IMPLICATIONS**

NA

**ATTACHMENTS**

Temporary Borrowing Resolution

**Prepared by:** Angela Anderson, CPA, Director of Finance

**Approved by:**

**Approval Date:**



JUNE 3, 2025

Chris McNeill  
Chief Administrative Officer

(Date)

**MUNICIPAL COUNCIL OF THE**  
**Municipality of the County of Annapolis**  
**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,570,000

Capital Projects: Detailed in Schedule "A"

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Municipality of the County of Annapolis, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the Municipality of the County of Annapolis has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

**WHEREAS** the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Municipality of the County of Annapolis borrow a sum or sums not exceeding one million five hundred and seventy dollars Dollars (\$ 1,570,000 ) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

**THAT** the sum be borrowed by the issue and sale of debentures of the Council of the Municipality of the County of Annapolis to such an amount as the Council deems necessary;

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding one million five hundred and seventy dollars Dollars (\$ 1,570,000 ) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of approval of the Minister of Municipal Affairs of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Municipality of the County of Annapolis held on the \_\_\_\_ day of \_\_\_\_\_, 2025.

**GIVEN** under the hands of the Clerk and under the seal of the Council of the Municipality of the County of Annapolis this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Clerk

**MUNICIPAL COUNCIL OF THE  
Municipality of the County of Annapoli:  
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,570,000

Capital Projects: Detailed in Schedule "A"

**SCHEDULE "A"  
CAPITAL PROJECTS**

		<b>Estimates \$</b>
<b>Heading / Category:</b> Administration Building Renovations		
<b>Item</b>	24-25 Administration Building Renovations	380,000
<b>Item</b>	25-26 Accessible Washroom Admin Building Renovations	30,000
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>410,000</b>
<b>Heading / Category:</b> Bridgetown Sewage Lagoon		
<b>Item</b>	25-26 Environmental Upgrades - BT Sewage Lagoon	760,000
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>760,000</b>
<b>Heading / Category:</b> West Paradise Public Works Facility		
<b>Item</b>	West Paradise Public Works Facility	400,000
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>400,000</b>
<b>Heading / Category:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading / Category:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading / Category:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>1,570,000</b>