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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Monday, November 10, 2025

10:00 a.m.



PAGES	1.	ROLL CALL
	2.	DISCLOSURE OF INTEREST
	3.	APPROVAL OF AGENDA
	4.	APPROVAL OF MINUTES
3-5	4.1	2025-10-14 Regular COTW
	5.	CORRESPONDENCE
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59-72	6.8	SR2025-107 <i>Policy 137 Respectful Workplace</i>
73-76	6.9	SR2025-108 <i>Policy 130 Occupational Health and Safety</i>
77-87	6.10	SR2025-109 Tender to Demolish Dangerous Structure – Deep Brook
	7.	NEW BUSINESS
	8.	ADJOURNMENT

Minutes of the regular Committee of the Whole meeting held on Tuesday, October 14, 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 via Teams
- District 8 – Nile Harding, present
- District 9 – Gidget Oxner, absent with unanimous consent
- District 10 – Brian “Fuzzy” Connell, present
- District 11 – Diane Le Blanc, Warden, present

Also Present: CAO Rob Frost; Deputy Clerk Kelly Kempton; Strategic Initiatives Coordinator Alyssa Blais; Deputy CAO Dawn Campbell; Bylaw Enforcement Officer Ashley Gervais; Communications Coordinator Nadine McCormick; Manger of Information Technology Ben Olsen; Director of Community Development Debra Ryan; Director of Finance Paul Wills; Director of Municipal Operations Jim Young and 1 member of the public.

Disclosure of Interest

None

Order of the Day

Approved as circulated

Minutes

Re: 2025-09-09 Committee of the Whole

Approved, no errors or omissions

Information/Staff Reports

Re: SR2025-94 Guarantees for Valley Region Solid Waste – Resource Management Authority Capital Spending
That Municipal Council approve the Valley Region Solid Waste – Resource Management Authority Guarantee Resolution in the amount of \$307,328 to cover its guaranteed portion of 2025-2026 capital expenditures of \$1,465,000 for the Authority.

Moved: Councillor Cranton

Seconded: Councillor Welch

Motion carried

Re: IR2025-95 Dangerous and Unsightly Premises

Bylaw Enforcement Officer Ashley Gervais presented a summary of currently outstandings dangerous and unsightly files.

Re:IR2025-96 Wildfire Update

CAO Rob Frost presented a summary and key facts of the West Dalhousie wildfire response.

Re: IR2025-97 Wildfire Financial Update – verbal report

Director of Finance Paul Wills presented a verbal report on the financials to date in regards to the West Dalhousie wildfire response.

Re: SR2025-98 Amend S2 Building Bylaw

That Committee of the Whole recommend Municipal Council give first reading to amend *S2 Building Bylaw*.

Moved: Deputy Warden Enslow

Seconded: Councillor Parsons-Saltzman

Motion carried

New Business

Re: Police Advisory Board Report

Councillor Harding presented an update from the Police Advisory Board to inform Council of recent developments stemming from the Province of Nova Scotia's 2025 Comprehensive Policing Review.

Recess

Warden Le Blanc called a brief recess at 11:08 a.m.

The meeting resumed at 11:16 a.m. with all councillors present as prior to the recess.

Presentation

Re: Nova Scotia Community Solar Program

Tracy Zheng from Trimac Engineering gave a presentation relating to a proposed Annapolis County Solar Project.

New Business continued

Re: Remembrance Day – Attendance & Number of Wreaths Discussion

Council agreed to buy one wreath for each of the following services:

Royal Canadian Legion – Bear River

Royal Canadian Legion - Bridgetown

Royal Canadian Legion – Lawrencetown

Royal Canadian Legion – Clementsport

Royal Canadian Legion – Annapolis Royal

Royal Canadian Legion – Middleton

Springfield United Baptist Church

Brickton Community Hall Councillor Hare to confirm if they hold a service.

Council agreed for the following services to be attended by:

Councillor Parsons-Saltzman to attend the service at Middleton

Councillor Hare to attend the service at Brickton if they are having one

Deputy Warden Enslow to attend the service at Bridgetown

Councillor Cranton to attend the service at Clementsport
Councillor Longmire to attend the service at Annapolis Royal
Councillor Welch to attend the service at Bear River
Councillor Agombar to attend the service at Bridgetown
Councillor Harding to attend the service at Annapolis Royal
Councillor Oxner to attend the service at Middleton
Councillor Connell to attend the service at Springfield & Lawrencetown
Warden Le Blanc to attend the service at Middleton

Re: November Date for COTW Discussion

It was agreed to hold the November COTW on Monday, November 10, 2025.

In-Camera (11:54 a.m.)

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

Moved: Deputy Warden Enslow

Seconded: Councillor Parsons-Saltzman

Motion carried

The meeting resumed at 12:48 p.m. with all councillors present as prior to the in-camera session.

Order of the Day

It was agreed by unanimous consent to amend the order of the day by adding “Payout of Overtime related to Wildfire Response” to the agenda under New Business.

Re: Payout of Overtime related to Wildfire Response

That Committee of the Whole recommend that Municipal Council authorize the payout of overtime for Management related to the West Dalhousie Wildfire as described in the In-Camera Request for Decision dated October 14, 2025.

Moved: Deputy Warden Enslow

Seconded: Councillor Welch

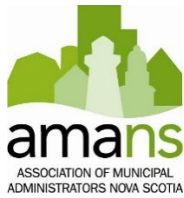
Motion carried

Adjournment

The Warden declared the meeting adjourned at 12:49 p.m.

Warden

Recording Secretary, Deputy Clerk



October 22, 2025

(sent by email)

RE: AMANS Professional Service Fee

Dear Mayors/Wardens/Councillors,

On behalf of the Board of Directors, staff, and members of the Association of Municipal Administrators of Nova Scotia (AMANS), we are writing to provide an important update regarding the AMANS Professional Service Fee and to thank you for your continued support of our work.

This fee is a recognition of the support AMANS provides to municipalities across Nova Scotia and to the advocacy work of the Nova Scotia Federation of Municipalities (NSFM) through joint committees and ad hoc working groups. The depth of experience and knowledge held by those working on the ground in municipalities supports the work of NSFM in managing complex relationships with provincial departments, the Government of Nova Scotia as a whole, and to some degree, with Government of Canada initiatives.

Professional Fees Billing Update

Since the 2017-2018 fiscal year, municipalities have paid an AMANS Professional Service Fee as part of the NSFM billing process. This fee was originally set at 25% of NSFM rates. While NSFM rates have increased over the past five years, the AMANS fee has remained unchanged.

In 2025, the NSFM Board of Directors decided that the organization will no longer bill or collect this fee on behalf of AMANS. The invoice you received from NSFM in February 2025 covers the period until the end of the calendar year (December 31, 2025). Beginning January 1, 2026, and going forward, AMANS will bill municipalities directly for this Professional Service Fee. This means municipalities will receive separate invoices from AMANS and NSFM. Importantly, the AMANS Professional Service Fee for the 2026 calendar year will remain unchanged.

Attached to this letter is an example of what the previous bill with the AMANS Professional Service Fee looked like in past years, as well as an example of what the invoice may look like from AMANS going forward.

The Value of AMANS

Your continued investment in AMANS ensures municipalities have access to professional services, policy expertise, training, and shared solutions. Some of the key ways AMANS supports municipalities include:

- **Policy and Program Support:** Development of model bylaws, policy templates, and resources such as the AMANS Records Management Manual.
- **Shared Municipal Services:** Code of Conduct investigator services, the biannual Municipal Salary Survey, and leadership in the Safe Restart Funding program that delivered \$67 million to municipalities.
- **Committee and Advocacy Work:** Representation on provincial and municipal committees including Emergency Management, Code of Conduct, Financial Indicators, the MGA Review and Service Exchange.
- **Programs for Municipalities**
 - **The Municipal Wellness Program:** supporting healthy workplaces across Nova Scotia.
 - **The Municipal Equity, Anti-Racism and Accessibility Support Program:** assisting municipalities in developing local plans to meet requirements in the *Accessibility Act* and the *Dismantling Racism and Hate Act*.
 - **The Municipal Website Venture:** improving local government websites across the province.

Education & Professional Development and Networking

AMANS recognizes the value of education, training, development and networking and the importance of ensuring municipal government staff and elected officials have the capacity to meet today's challenges. To address current and future needs, AMANS is continually assessing the professional development requirements of key positions across Nova Scotia municipalities.

Working with subject matter experts and curriculum developers, we designed Municipal Management Modules to build the capacity of established and aspiring municipal leaders in core areas such as:

- Leadership
- Strategic Planning
- Legislation and Policy
- Financial Management

- Stakeholder Engagement
- Human Resource Management

Through workshops, conferences, and CAO forums, AMANS continues to provide training opportunities that strengthen local government capacity across the province.

Policy Support

AMANS also plays a central role in supporting and advising on matters of policy development that impact municipalities. Working closely with NSFM and the Department of Municipal Affairs, AMANS provides objective, non-partisan expertise that ensures a municipal administration lens is reflected in government initiatives.

Our collaborative approach positions AMANS as a trusted advisor and educator—reinforcing the role of municipal administrators as the “municipal experts.” This work helps build functional working relationships with government partners, ensuring municipal voices are included in shaping legislation, policies, and best practices.

Thank You

We want to express our sincere appreciation to you, your Council, and your staff for your ongoing support and participation in AMANS programs, meetings, and conferences. Without the partnership of municipal governments, we could not achieve our mission of advancing excellence in local government administration in Nova Scotia.

If you have any questions please reach out to our Executive Director, David Campbell, at (902) 423-2215 Ext. 8 or by email at dcampbell@amans.com.

Regards,

A handwritten signature in cursive script that reads "Victoria Brooks".

Victoria Brooks
President, AMANS



Nova Scotia Federation of Municipalities
 Suite 1304, 1809 Barrington St
 Halifax, Nova Scotia B3J 3K8
 Canada

Invoice No.: [REDACTED]
 Date: 01/25/2024
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:
 [REDACTED]

Ship to:
 [REDACTED]

Business No.: 108150616

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
1			NSFM Membership Dues 2024	H	14,550.86	14,550.86
1			AMANS Professional Services to NSFM 2024	H	2,361.53	2,361.53
			H - HST 15%			
			HST			2,536.86
Nova Scotia Federation of Municipalities HST: #108150616						
Shipped By: Tracking Number:					Total Amount	19,449.25
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	19,449.25

Association of Municipal Administrators, Nova Scotia

1 Kingswood Drive, Unit 211
Hammonds Plains, Nova Scotia B4B 0P4, Canada
info@amans.ca

INVOICE

Invoice No.: 9897 (Example)

Date: 10/06/2025

Sold to:



Item No.	Description	Unit Price	Amount
1	AMANS Professional Fees	\$2,500.00	\$2,500.00
		HST (14%)	\$350.00
		Total Amount	\$2,850.00

This is an example invoice for demonstration purposes only.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Jim Young, P.Eng, Director of Municipal Operations.
Report Number: SR2025-100 Department of Natural Resources Easement Agreement
Subject: Department of Natural Resources – Easement Agreement to Sign

RECOMMENDATION(S):

That Municipal Council authorize the Warden and Clerk to sign the attached Easement Agreement over Crown Lands between Deep Brook and Cornwallis Park for access to the Municipal Sanitary Sewer System. The agreement is between the Province of Nova Scotia represented by the Department of Natural Resources and the Municipality of the County of Annapolis.

LEGISLATIVE AUTHORITY

Municipal Government Act s. 61(1,2)

BACKGROUND

The sanitary sewer system was constructed in Deep Brook 2009-2011. The wastewater is collected and transported for treatment in Cornwallis Park along the Department of Natural Resources right-of-way (old railbed). The easement is for the purpose of accessing, using, maintaining, repairing and replacing sanitary sewer pipelines, manholes and a lift-station. Original discussions of an easement agreement started in 2011 with Department of Natural Resources and the Municipality.

DISCUSSION

The survey drawings in the agreement include the Municipality's complete infrastructure for Deep Brook sanitary sewer system that is installed in the Department of Natural Resources property have been adjusted and the documents are attached. These documents have been reviewed by the Municipal solicitor.

FINANCIAL IMPLICATIONS

The province has a one-time charge for use of the easement. The per hectare fee for municipal purposes is \$1,869.43, with a minimum one-time fee of \$747.83. The fee to the Municipality for this easement is \$6,924.26

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

- There are no practical alternative options as the sewer system was installed on Provincial Property.

NEXT STEPS

If approved, staff will prepare the documents to be ready for signature.

ATTACHMENTS

- Easement Agreement
- Survey Documents
- Letter From DNR

Prepared by: Jim Young, P.Eng, Director of Municipal Operations

Approved by:

Approval Date:



Nov 4, 2025

Rob Frost, Chief Administrative Officer

(Date)

THIS EASEMENT AGREEMENT made on the day of , 2025

BETWEEN: **HIS MAJESTY THE KING** in right of the Province of Nova Scotia, represented in this behalf by the Minister of Natural Resources for the Province of Nova Scotia, pursuant to the *Crown Lands Act* and subsection 5(1) of the *Lands and Forestry Ministerial Land Transactions Regulations*

(hereinafter called the **Grantor**)

OF THE FIRST PART

- and- **THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**, a Municipality incorporated pursuant to the laws of the Province of Nova Scotia, having its head office at Annapolis Royal, County of Annapolis, Province of Nova Scotia,

(hereinafter called the **Grantee**)

OF THE SECOND PART

WHEREAS the Grantor is the owner of certain lands situate at Deep Brook, Annapolis County, Province of Nova Scotia, currently shown on Property Online as a portion of PID 05091921.

AND WHEREAS the Grantee operates a sewage utility.

AND WHEREAS the Grantor has agreed to grant an easement to the Grantee, in common with the Grantor, so that the Grantee may operate its sewage utility.

NOW THIS INDENTURE WITNESSES that in consideration of the sum of \$1 of lawful money of Canada and other good and valuable consideration to the Grantor by the Grantee, the receipt whereof is hereby acknowledged, the Grantor hereby grants to the Grantee, its administrators or approved successors and assigns, an easement, in common with the Grantor, His heirs, successors and assigns, for the purpose described herein in clause 1 only, across the Lands being a portion of PID 05091921, more particularly described in Schedule "A" and shown outlined in bold on a plan of Survey Field Plot P-004/24 recorded on April 14, 2025, as document number 125686411 and marked as Schedule "B" (the Easement), both Schedules attached to and forming part of the Agreement.

The Easement is subject to the following terms and conditions:

1. The Easement is for the purpose of using, maintaining, repairing and replacing a sewage pumping station and pipeline on the Crown Lands, and for no other purpose.
2. The Easement is to be used in common with the Grantor, His heirs, successors, assigns, agents, servants, workmen, guests, invitees and licensees
3. The Grantee shall not interfere with or impede others who have co-existing rights with respect to the Crown Lands or those who obtain such co-existing rights in the future.
4. The Grantor shall not be responsible for any costs associated with the use, maintenance, repair and replacement of any infrastructure within the Crown Lands for the purpose described in clause 1.
5. The Grantee shall be responsible for any damage to the Easement which is caused by the use, maintenance, repair or replacement of any infrastructure within the Easement by the Grantee or its agents, contractors, employees or invitees. The Grantee shall carry out any work necessary to repair such damages at its sole expense and to the satisfaction of the Grantor.

6. The Grantee may, subject to any environmental and other required approvals, disturb the soil of the Easement from time to time to perform work associated with the purpose described in clause 1. The Grantee shall restore the Easement to a condition acceptable to the Grantor where any such disturbance occurs. All costs associated with the restoration of the Easement shall be borne by the Grantee.

7. The Grantee shall not commence any work on the Easement without providing five business days advance notice to the Area Manager, Department of Natural Resources, at (902) 679-6097.

8. The Grantee is responsible to obtain any authorizations required from the Nova Scotia Department of Environment and Climate Change (NSECC) for work in and around any watercourses or wetlands.

9. The Grantee shall be responsible for obtaining any permissions from private landowners whose land rights may be impacted.

10. The Grantee shall be solely responsible for placing and maintaining at its own expense any signs, structures or warning devices necessary to ensure the safety of the public within the Easement.

11. The Grantor shall not be liable for property damage or personal injury (including death) related to the use of the Easement by the Grantee, its administrators or approved successors and assigns or their respective servants, agents, guests and the general public whether their presence is authorized or not.

12. The Grantee shall at all times indemnify and save harmless the Grantor, His officers, employees or agents from and against any claims, demands, losses, costs, debts, damages, including personal injury or death, actions or other proceedings attributable in any way to the use, maintenance, repair and replacement of any infrastructure within the Easement by the Grantee or its servants, agents, guests and the general public whether their presence is authorized or not.

13. The Grantor reserves the right now and in the future to grant a right of way, rights of way or easement with respect to the Crown Lands to any other party or parties, including, but not restricted to, persons, companies, organizations, municipalities or any other government department.

14. The Grantor reserves the right now and in the future to grant an easement or easements for utility lines or other purposes with respect to the Crown Lands to any other party or parties, including, but not restricted to, persons, companies, organizations, municipalities or any other government department.

15. The Grantor reserves the right at any time to transfer title to the Easement to any other party or parties, including, but not restricted to, persons, companies, organizations, municipalities or any other government department.

16. The Grantor may terminate the Easement if the Grantee fails to correct a breach of any term of the Easement within thirty (30) days of having been given notice of said breach and also if the Grantee fails to use the Easement or uses the Easement for an unauthorized purpose. Failure of the Grantee to obtain and keep current any required permits and authorizations will be considered a breach of the Easement.

17. The Grantor makes no representations or warranties as to the suitability or fitness of the Easement for the intended use by the Grantee.

18. It is the Grantee's responsibility to obtain all authorizations required for the Grantee's intended use of the Easement. By signing the Easement, the Grantee indemnifies and holds harmless the Grantor, His Heirs, ministers, officers, employees, agents and all other persons acting under the authority of the Grantor from any and all liability arising from the failure to obtain such permits, authorizations and approvals, including any approvals required

from the Grantor in relation to other aspects of the Project. The Grantor does not, by the act of issuing the Easement, covenant or provide any assurance that any other required permits, authorizations or approvals will be issued by any other body.

19. The Grantee acknowledges that the Grantee has had the opportunity to obtain independent legal advice regarding the Easement.

20. The Easement is governed by, and will be construed and interpreted in accordance with, the laws of Nova Scotia and Canada, as applicable. Any and all disputes arising between the parties in respect of the Easement shall attorn to the courts of Nova Scotia.

21. Any provision of the Easement which is held to be void, illegal or unenforceable shall be separate and severable from the remaining provisions of the Easement, which shall remain in full force and effect.

22. The Grantee must register the Easement within two weeks of the Easement being delivered. The Grantee is solely responsible for all legal fees and other costs associated with recording the Easement at the appropriate Land Registration Office.

23. This Agreement shall be binding upon and enure to the benefit of the Grantor, His heirs, successors and assigns and the Grantee, its administrators or approved successors and assigns for the duration of this Easement.

IN THIS AGREEMENT the singular includes the plural and the masculine includes the feminine, with the intent that this Agreement shall be read with all appropriate changes of number and gender.

IN WITNESS WHEREOF the Grantor and Grantee have executed this Agreement the day and year first above written.

SIGNED, SEALED AND DELIVERED
In the presence of

Witness

Witness

) **HIS MAJESTY THE KING IN RIGHT**
) **OF THE PROVINCE OF NOVA SCOTIA**
)
)
)
)
)
)
)
) _____
) Minister of Natural Resources
) for the Province of Nova Scotia
)
)
) **MUNICIPALITY OF THE COUNTY**
) **OF ANNAPOLIS**
)
)
) _____
) Per:
) Title:
)
)
) _____
) Per:
) Title:

PROVINCE OF NOVA SCOTIA

COUNTY OF ANNAPOLIS

On this day of , 2025, before me the subscriber personally came and appeared , a subscribing witness to the foregoing Easement, who having been by me duly sworn, made oath and said that the **Municipality of the County of Annapolis**, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereto affixed by the hands of , its and , its , the proper officers duly authorized in that behalf and in the subscribing witness's presence.

**A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA**

SCHEDULE "A"

PORTION OF PID: 05091921.

Location: Cornwallis Park to Deep Brook

Municipality/County: Annapolis County

Designation of Parcel on Plan: P-093/24

Title of Plan: Plan of Survey Showing Parcel P-004/24, Utility Easement Over Crown Land,
Cornwallis Park to Deep Brook, Deep Brook, Annapolis County, NS

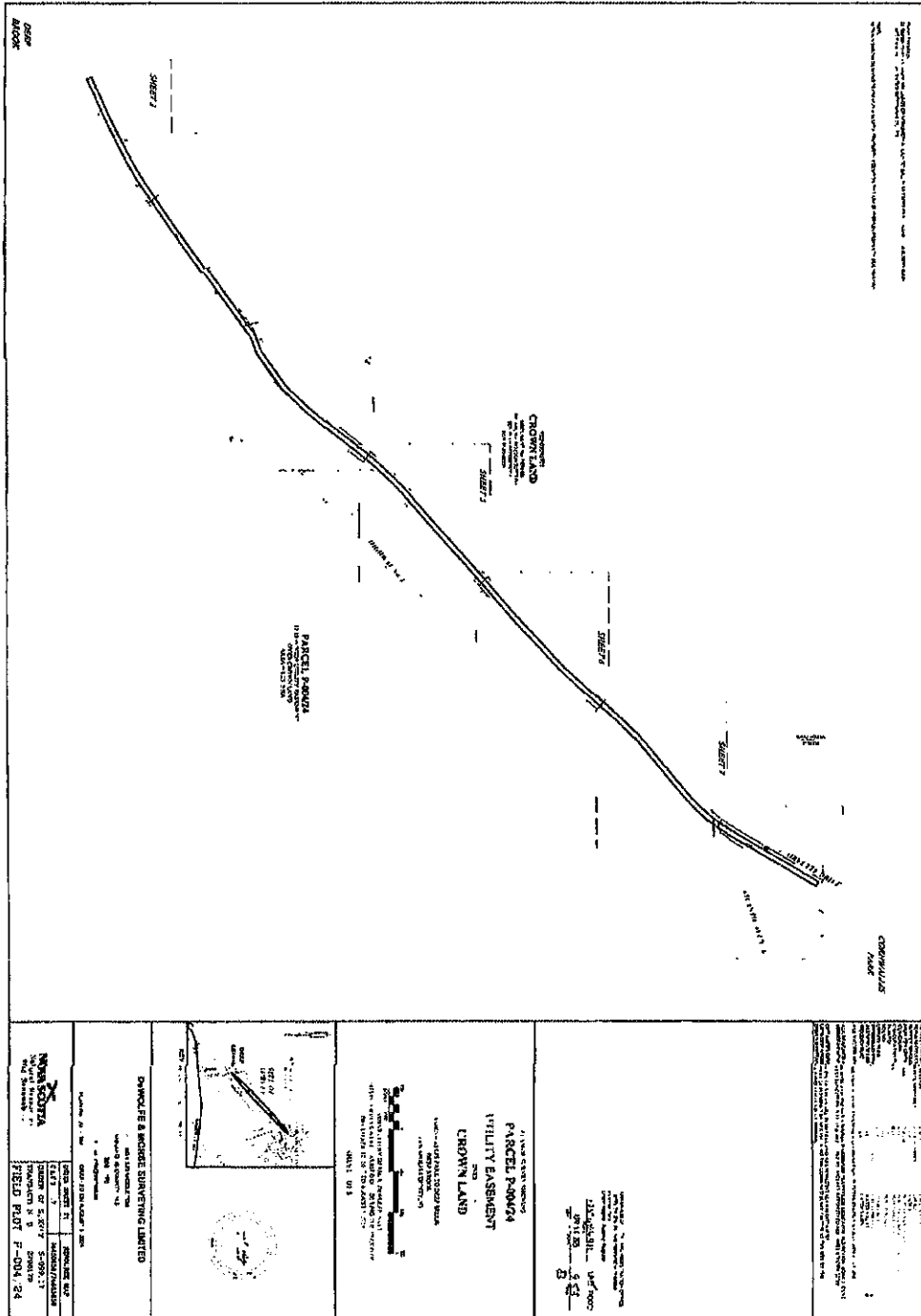
Field Plot: P-004/24

Registration District: Annapolis

Registration Reference of Plan: 125686411

Registration Date of Plan: April 14, 2025

Schedule "B"



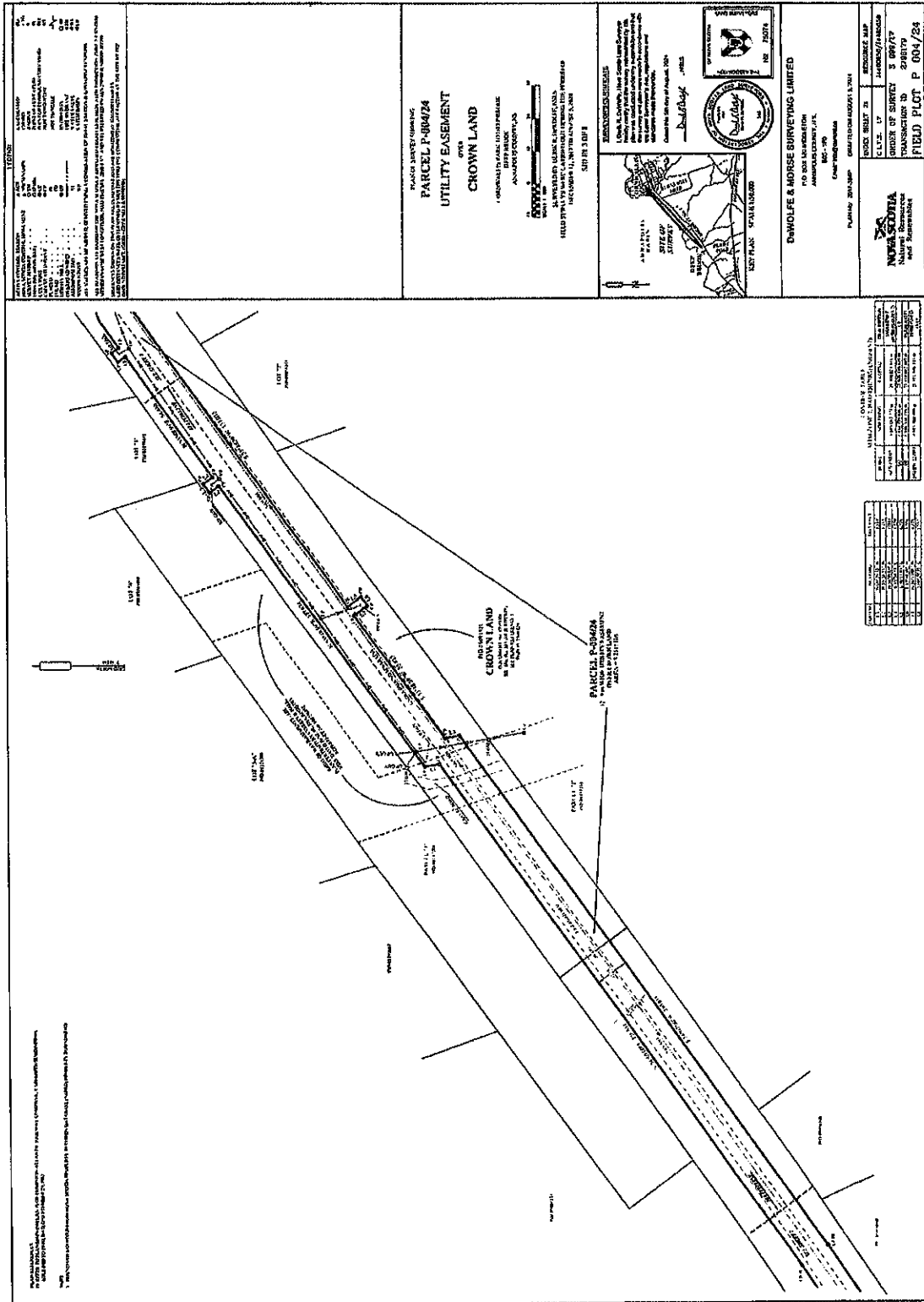
I, the undersigned, being a duly qualified and licensed Surveyor in the Province of Ontario, do hereby certify that the above is a true and correct copy of the original plan as filed in my office, and that the same is a true and correct copy of the original plan as filed in my office, and that the same is a true and correct copy of the original plan as filed in my office.

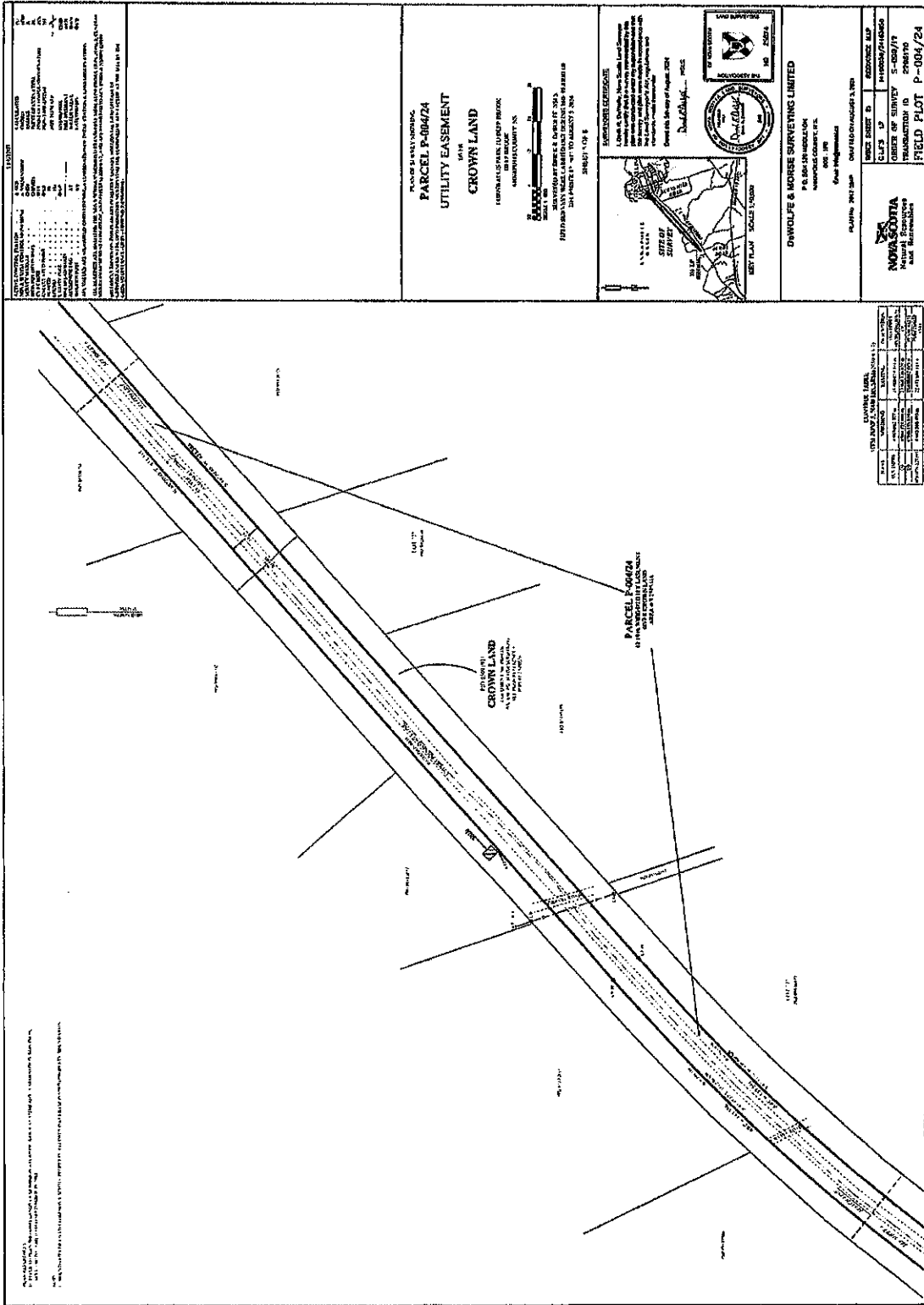
PARCEL PORTION
 VEHICLE EASEMENT
 CROWN LAND

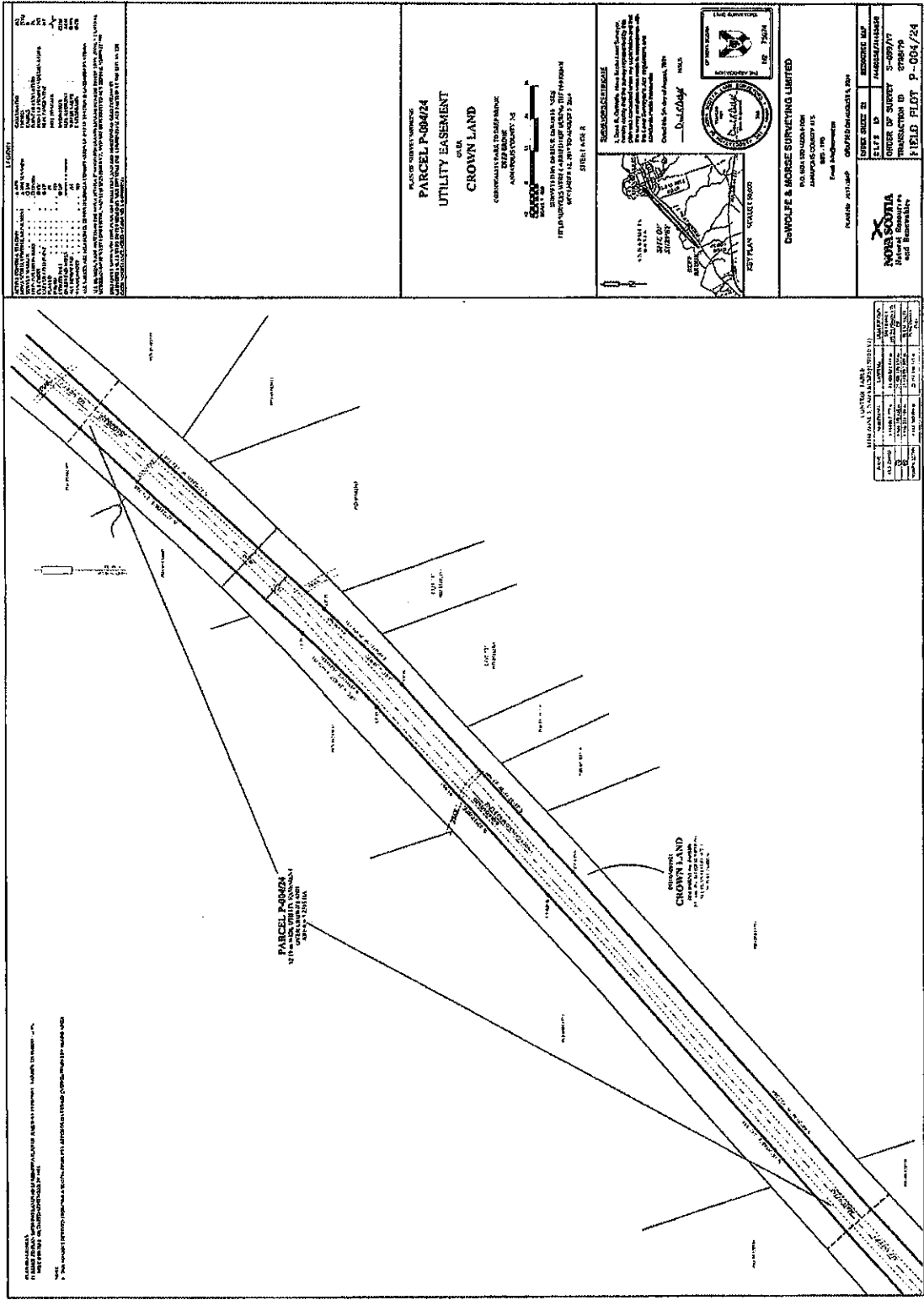
PARCEL PORTION
 VEHICLE EASEMENT
 CROWN LAND

DYNOLFE & BROSIE SURVEYING LIMITED
 1000 SHEPPARD AVENUE EAST
 SUITE 100
 SCARBOROUGH, ONTARIO M1S 1T5
 TEL: (416) 291-1111
 FAX: (416) 291-1112
 WWW.DYNOLFE.COM

NINA SCOTIA
 1000 SHEPPARD AVENUE EAST
 SUITE 100
 SCARBOROUGH, ONTARIO M1S 1T5
 TEL: (416) 291-1111
 FAX: (416) 291-1112
 WWW.NINASCOTIA.COM







SCHEDULE "A"

PORTION OF PID: 05091921.

Location: Cornwallis Park to Deep Brook

Municipality/County: Annapolis County

Designation of Parcel on Plan: P-004/24

Title of Plan: Plan of Survey Showing Parcel P-004/24, Utility Easement Over Crown Land,
Cornwallis Park to Deep Brook, Deep Brook, Annapolis County, NS

Field Plot: P-004/24

Registration District: Annapolis

Registration Reference of Plan: 125686411

Registration Date of Plan: April 14, 2025



Natural Resources
Land Services Branch
Acquisitions and Disposals

PO Box 698
1701 Hollis Street
3rd Floor
Halifax, NS B3J 2T9

Phone: (902) 424-6885

June 27, 2025

Transaction ID 2796179

Municipality of the County of Annapolis
Att: Amy Barr
752 St George Street
PO Box 100
Annapolis Royal NS B0S 1A0

Dear Amy:

Re: Easement in favour of the the Municipality of the County of Annapolis, over Crown Lands at Cornwallis Park to Deep Brook (portion of PID 05091921)

Enclosed is the easement agreement in favour of the the Municipality of the County of Annapolis, for access over Crown lands, at Cornwallis Park to Deep Brook, Annapolis County. The document must be signed, witnessed and the witnesses signature commissioned by a Commissioner of Oaths or Lawyer.

Please note: the witness cannot be the same person as the Commissioner of Oaths.

Please do not date the front page. This is to be left blank, with the date to be completed when signed by the Minister of Natural Resources (DNR).

The fee for the easement is as follows (as per the current provincial government user fees):

\$6,075.65 (\$1,869.43 per hectare x 3.25 hectares)

\$850.59 (14% HST)

Total: \$6,926.24

Please return the signed and sworn easement documents and stat decs, together with a cheque or bank draft in the amount of **\$6,926.24**, payable to "Minister of Finance", and to my attention.

Once the executed document and fee has been received, the easement document will be forwarded for the Minister of NRR for signature and then returned to you to be recorded by a lawyer at the Land Registration Office for Annapolis County.

Should you have any questions, please do not hesitate to contact me.

Regards,



Arin Tupper
Land Administration Officer

Encl



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Paul Wills, Director of Finance
Report Number: IR2025-101 Variance Report Q2
Subject: 2025-2026 Variance Report Q2

ORIGIN

This report is prepared as a financial update on the 2025-2026 operating budgets for information purposes.

LEGISLATIVE AUTHORITY

There is no specific legislative authority that governs variance reporting.

BACKGROUND

Responsible governance includes reviewing performance data as it relates to the annual budget. As financial information and reporting is caught up, staff are committing to both internal and external reporting going forward, and this is the first quarter report as it relates to the 2025/2026 fiscal year.

The Audit Committee policy includes this information as part of its meetings and met on October 27, 2025.

DISCUSSION

All data provided is as of September 30, 2025, to allow for financial analysis and meeting internal deadlines for Agenda preparation. This report covers six months of operations with many of the financial transactions taking place after the property taxation due date of June 30, 2025.

Revenues represent the amounts billed for property taxation and sewer bills but does not reflect the amount collected. Annually the Municipality's collection rates are over 95%, but funds are received throughout the year as part of the collections process.

Any surplus remaining at the end of the fiscal year is transferred to the operating reserve, per the Section 3(1)(a)(iv)(D) of *Financial Reporting and Accounting Manual (FRAM)*.

Typically, each quarter it would be expected that approximately 25% of the budget is expended. This logic must be adjusted for items that are paid/received in lump sums, and other timing differences (ex. Insurance).

Revenue Analysis:

Total pro-rated revenues	\$25,229,049
Revenues billed/collected	\$25,603,893
Variance	\$ 374,844

The pro-rated budget column for revenues has been adjusted to reflect revenue recognition timing. Taxation and County sewer bills are billed annually. The assumption for the remainder of the revenues for Q2 is 50%. As this report reflects up to September 30th there are some quarterly revenues that are not yet received, however, revenues are in line with budget expectations, and no adverse impacts are anticipated as of the second quarter.

This variance is primarily due to the deed transfer tax coming in higher than the same period last year and the Town’s Foundation Grant not being included in the Unconditional Grants budget for the Municipal Financial Capacity Grant.

Budget Item	Analysis
Deed Transfer Tax	Pro-rated budgeted is \$750,000; Actual received by September 30 th , \$1,048,302. The full years budget is \$1,500,000. Compared to 2024 this year’s deed transfer tax is higher than over the summer months than last year.
Municipal Financial Capacity Grant	Town Foundation Grant not included in budget documents.

Expense Analysis:

The pro-rated budget for expenses has been adjusted to be 40-50% of total budget; however, debt charges and other annual expenses have been adjusted to reflect this nature.

Total pro-rated budget	\$13,306,574
Total expenses	\$12,182,845
Variance	\$ 1,123,729

The majority of this variance is a result of the second quarter RCMP invoice was not paid until period 7 (October).

Budget Item	Analysis
RCMP Contract	Second Quarter bill not paid until period 7 (October) \$1,026,825

Cost centres were changed during the budget process for 2025-2026 but various items continued to be charged to old cost centres. Staff will work to clean this up for the next quarterly report to be better reflect how actuals are when compared to budget.

Overall, we are on budget barring any surprises over the next six months.

FINANCIAL IMPLICATIONS

Rates collected for remittance for the Village of Lawrencetown have been remitted and the 50% of Fire Operating Grants collected have been remitted following the property taxation deadline at the Municipality of June 30, 2025. The process for remitting the Fire Operating Grants were changed from last year that require each fire department to provide proof of registration and financial statements to receive the remaining 50%. The separate Fire Rates for the Kingston Fire Department, although billed, has not been remitted.

There are no adverse financial impacts to report at this time, details can be found in the attached file "Variance Report Quarter2".

POLICY IMPLICATIONS

There are no policy impacts resulting from this report.

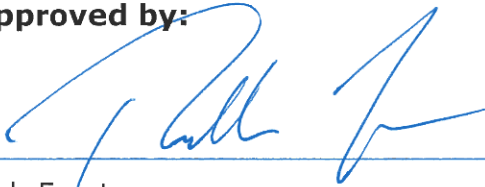
ATTACHMENTS

Q2 Budget Variance Report

Prepared by: Paul Wills, CPA, CMA
Director of Finance

Approved by:

Approval Date:



Nov. 4, 2025

Rob Frost
Chief Administrative Officer

(Date)

Municipality of the County of Annapolis

Quarter 2 Report

Revenues	25/26 Budget	Pro-Rated Budget As of September 30	Pro-Rated Actual As of September 30	Variance	Variance Percentage	Explanation
Property Taxation	24,040,013	23,096,675	23,431,946	335,271	1.5%	Deed Transfer Tax higher than expected
Grants in Lieu	1,207,989	824,785	812,491	- 12,294	-1.5%	
Conditional Grants	110,980	-	3,020	3,020	0.0%	
Unconditional Grants	958,842	578,214	631,877	53,664	9.3%	Town Foundation Grant not budgeted for
Collections for Other Governments	431,213	431,213	415,719	- 15,494	-3.6%	
User Fees	26,800	15,000	17,651	2,651	17.7%	
Other Own Source Revenues	528,738	283,162	291,189	8,027	2.8%	
Total Revenues	27,304,576	25,229,049	25,603,893	374,844	1.5%	
Expenditures	25/26 Budget	Pro-Rated Budget As of September 30	Pro-Rated Actual As of September 30	Variance	Variance Percentage	Explanation
General Government Services						
Council	1,225,780	838,390	842,241	3,851	0.5%	
Boards & Committees	20,500	10,250	1,969	- 8,281	-80.8%	
CAO	257,973	128,487	74,602	- 53,884	-41.9%	CAO Vacancy for several months underbudget by salary 40k
Clerk	296,326	147,888	101,762	- 46,126	-31.2%	Salary variance due to empty position and long term illness 43k underbudget
Finance	1,737,187	1,073,125	1,024,254	- 48,871	-4.6%	Salary variance 13.8k underbudget, contract agreements overbudget by 15.5k, tax exemptions/write offs underbudget by 56k
IT	425,504	205,402	199,021	- 6,381	-3.1%	
HR	140,056	70,028	60,141	- 9,887	-14.1%	
Corporate Services (previous Legal)	805,016	514,424	623,958	109,534	21.3%	Salaries are 58.8k overbudget, Office Supplies are 13.1k overbudget, Insurance overbudget by of 52.8k due to Fleet insurance allocation not completed, Professional Services/Contracts are 14.4k underbudget.
Administration Building	176,500	29,220	22,530	- 6,690	-22.9%	
Middleton Satellite Office	25,710	12,800	12,999	199	1.6%	
AVRCE	5,394,247	2,697,124	2,685,456	- 11,668	-0.4%	
Transfers to Other Governments	418,277	287,829	287,541	- 288	-0.1%	
	10,923,077	6,014,966	5,936,475	- 78,491	-1.3%	

Expenditures	25/26 Budget	Pro-Rated Budget As of September 30	Pro-Rated Actual As of September 30	Variance		Explanation
Protective Services						
Fire	2,565,010	568,063	512,271	- 55,792	-9.8%	Salary variance of 46.8k underbudget (fire services coordinator was only recently filled)
Police	4,391,648	2,195,824	1,042,058	- 1,153,766	-52.5%	Q2 billing missed cutoff for reporting but was incurred in period 7
Building & Fire Inspection	462,544	233,272	196,432	- 36,841	-15.8%	Salary variance of 28.6k underbudget
Animal Control	113,016	57,308	42,359	- 14,949	-26.1%	Salary variance underbudget by 16.7k.
Bylaw	180,705	91,777	102,069	10,292	11.2%	Salary variance overbudget by 30.4k.
REMO	119,244	59,622	65,569	5,947	10.0%	
	7,832,167	3,205,867	1,960,757	- 1,245,110	-38.8%	
Transportation Services						
Roads & Traffic Control	365,425	106,350	146,605	40,255	37.9%	Salary variance of 9.9k overbudget, Contracts underbudget by 37k
Transit	824,927	557,213	556,979	- 234	0.0%	
Streetlights	214,335	42,774	39,920	- 2,854	-6.7%	
Admin	816,744	411,372	601,630	190,258	46.2%	Salary variance of 184.1k overbudget.
Public Works Facilities	180,180	139,965	133,374	- 6,591	-4.7%	
Fleet	277,000	162,500	90,099	- 72,401	-44.6%	Insurance variance of \$49.9k underbudget as allocation not made to Fleet, 18.1k underbudget for fuel
	2,678,611	1,420,174	1,568,607	148,433	10.5%	
Environmental Health Services						
County Sewer Admin	630,972	40,878	2,432	- 38,446	-94.1%	Salary variance of 37.1k underbudget
County Sewer Treatment	449,431	225,090	292,345	67,254	29.9%	Salary variance of overbudget
County Sewer Collection	173,693	86,847	95,588	8,742	10.1%	
BT Sewer Admin	123,060	39,978	34	- 39,944	-99.9%	No salary allocations made to date
BT Sewer Treatment	64,589	47,294	44,093	- 3,201	-6.8%	
BT Sewer Collection	199,028	97,264	6,610	- 90,654	-93.2%	Salary variance of 85k underbudget
Solid Waste	1,988,748	994,374	1,291,170	296,796	29.8%	Overbudget by 296.8k contracts/agreements with Valley Waste
	3,629,520	1,531,725	1,732,272	200,547	13.1%	
Environmental Development Services						
Planning and Development	728,692	364,346	330,208	- 34,138	-9.4%	Salary variance 15.4k overbudget, contracts agreement underbudget 40k

Expenditures	25/26 Budget	Pro-Rated Budget As of September 30	Pro-Rated Actual As of September 30	Variance		Explanation
Recreation & Cultural Services						
Community Development	922,828	437,414	342,132	- 95,282	-21.8%	Salary variance 5.1k underbudget, Community Events underbudget by 18.4k, Contracts and Agreements underbudget 42.5k, Strategic Initiatives 12k underbudget
Raven Haven	57,484	52,234	42,082	- 10,152	-19.4%	Salary variance 7k underbudget
Sports Hub	66,500	33,250	50,025	16,775	50.5%	
Bridgetown Arena	63,014	41,257	68,479	27,222	66.0%	
Bridgetown Pool	8,000	8,000	5,000	- 3,000	-37.5%	
Parks & Trails	240,157	120,079	76,082	- 43,997	-36.6%	Salary variance 29.2k underbudget, Operational Tools/Materials overbudget 12.1k, Strategic Initiatives underbudget 25k
Library Services	154,526	77,263	70,726	- 6,537	-8.5%	Library contribution remained at same cost as last year budget was increased
	1,512,509	769,496	654,526	- 114,971	-14.9%	
Total Expenditures	27,304,576	13,306,574	12,182,845	- 1,123,729	-8.4%	



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Angela Anderson, CPA, Director of Finance
Paul Wills, CPA, CMA, Director of Finance
Report Number: SR2025-102 Policy 136 Municipal Investments
Subject: Policy 136 Municipal Investments

RECOMMENDATION(S):

That Municipal Council approve Policy 136 Municipal Investments as circulated [7-day notice].

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 100 Investment of Funds

100 (1) Funds in a sinking fund, capital reserve fund, utility, depreciation fund or other fund of a municipality of village shall be

- (a) deposited in an interest-bearing account at a bank doing business in the Province;*
- (b) investments pursuant to an investment policy adopted by the council or village commission, as the case may be, and approved by the minister; or*
- (c) invested in investments in which a trustee is permitted to invest pursuant to the Trustee Act.*

BACKGROUND

The municipality has not had an investment policy in the past and all funds have been held in interest-bearing bank accounts, per Section 100(1)(a) above. While the interest received by the municipality is at a strong interest rate there have been opportunities to invest in Guaranteed Investment Certificates in the past as well on a short-term basis (less than one year).

Staff have provided a draft investment policy for Council's consideration and approval to establish investment objectives to ensure security of public funds, while maximising potential returns on investment.

The nature of the investment market does not allow for staff to procure quotations and go through the regular approvals process, which is the purpose of this policy. Establishment of governance for management to work within.

DISCUSSION

The most important part of the policy is the investment objectives to protect the principal investment and public funds. The objectives are as follows:

1. Preservation of capital – ensuring the safety and minimized risk of the initial investment
2. Liquidity – the ability to liquidate the investment in the event there is an unexpected event requiring cash flow
3. Competitive return on investment – the benefits of the investment must be forecasted to outweigh the cost of the investment (interest otherwise earned in the bank account)
4. Investment Diversification – maximize insurance protections and other economic conditions beyond the municipality's control
5. Legislative Compliance – ensure all investments are per the MGA, and this policy
6. Deposit Insurance – All investment should be covered by the Canadian Deposit Insurance Corporation (CDIC) that is offered by all major financial institutions

The only investments for surplus funds of the Municipality are bonds, bills, Guaranteed Investments Certificates, deposits accounts, or other money market, fixed income or debt instruments of the following institutions or corporations:

- (a) Government of Canada;
- (b) Province of Nova Scotia;
- (c) other Provincial governments of Canada with a minimum AA credit rating;
- (d) chartered banks, trust companies and credit unions having a DBRS Morningstar rating of "R-1 Mid" or higher;
- (e) credit unions covered by the Nova Scotia Credit Union Stabilization Fund;
- (f) for medium or long-term surplus funds only, Canadian companies having a Bond rating of "A" and a Commercial Paper rating of "R1 Medium" or better from the Dominion Bond Rating Service; and/or
- (g) investment pools approved by the Minister.

For clarity, the investment in equity investments and private placements are not permitted.

All investments will be reported on a quarterly basis to the Audit Committee for review and transparency with a full policy review, at minimum, following every municipal election. Should the Audit Committee or municipal Council request a review, this can take place as needed.

FINANCIAL IMPLICATIONS

With an investment policy, there is increased potential for investment income. It is critical to maximize all income streams to support ageing infrastructure and provision of services while responding to rising cost pressures.

In 2024/25 fiscal year, the municipality invested in a Principal Protected Note which is essential a GIC with a rate of return tied to that of the equity markets. These relatively new instruments opened the municipality to the upside of equity investing without subjecting the principal investments funds to risk.

The resulting income derived in 24/25 for this PPN investment was \$712,040 in two years with a cumulative annualized return of 6.30%. This was higher than any interest-bearing account or GIC available on the market at the time. This was approximately \$210,000 greater than what would've been received in the interest-bearing bank account.

There are no direct financial impacts as a result of the establishment of this policy.

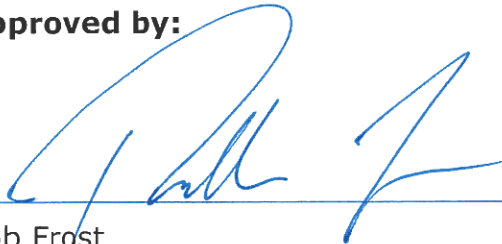
ATTACHMENTS

Policy 136 Municipal Investments

Prepared by: Angela Anderson, CPA, Director of Finance
Paul Wills, CPA, CMA, Director of Finance

Approved by:

Approval Date:



Nov 4, 2025

Rob Frost
Chief Administrative Officer

(Date)

Subject
Municipal Investments

PURPOSE

1. To ensure compliance, first and foremost, with Section 100 of the Municipal Government Act, and to identify decision-making criteria to ensure protection of public funds and maximize return on investments.

AUTHORITY

2. Section 100 of the *Municipal Government Act*, as amended

Investment of Funds

100(1) Funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of the municipality or village shall be

(a) Deposited in an interest-bearing account at a bank doing business in the Province;

(b) Invested pursuant to an investment policy adopted by the council or village commission, as the case may be, and approved by the Minister; or

(c) Invested in investments in which a trustee is permitted to invest pursuant to the Trustee Act.

(2) Income arising from the investment of a fund is part of that fund unless the council or village commission otherwise provides

DEFINITIONS

3. Except as defined 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 Canadian language.

(a) "Risk" is the possibility that the Municipality will lose some or all of its original investment.

(b) "Liquidity" is the ability to convert the investment to cash.

(c) "Preservation of capital" means the protection of the principal investment and indicates insured funds.

(d) "Public funds" indicate monies that belong to the public by way of goods and services offered through the Municipality; typically collected via property taxation and rates.

(e) "Return on investment" is the interest or return received based on the principal and other terms upon maturity.

(f) "Equity markets" are based on the stock exchanges and are publicly traded and subject to volatile gains and losses.

Subject
Municipal Investments

SCOPE

4. This policy applies to all investments for the following Municipal Funds:
- General Operating
 - General Capital
 - Reserves and Reserve Funds
 - County of Annapolis Water Utility – Operating and Capital Funds
 - Bridgetown Water Utility – Operating and Capital Funds

This policy does not apply to pension plan assets or trust funds.

CONFLICT OF INTEREST

5. All actions and decisions of the Audit Committee shall be made with due consideration of the *Municipal Conflict of Interest Act*. No member of the Committee shall participate in any discussions regarding policies, recommendations or actions under consideration by the Committee, prior to, during or after consideration by the Committee when such discussions may relate to the pecuniary or non-pecuniary interest of a member according to the Municipal Conflict of Interest Act or the Municipality's Policy 120 Code of Conduct.
6. Employees, while not subject to the Municipal Conflict of Interest Act, shall exhibit a high degree of ethics and shall recuse themselves as if the Act applies to them.

INVESTMENT OBJECTIVES

7. **Preservation of Capital**

All investments shall ensure full principal protection to ensure safety and security of public funds. Therefore, the Municipality will not engage in equity investments where there is no principal protection.

8. **Liquidity**

All investments must bear the option of liquidity ensuring the ability to respond to operating conditions and unexpected events.

9. **Competitive Return on Investment**

All investments must be made ensuring that the return on investment is greater than that of the general bank account.

Subject
Municipal Investments

10. **Investment Diversification**

To ensure protection of investments and minimize impact of economic conditions.

11. **Legislative Compliance**

To ensure compliance with all internal policies as well as Provincial and Federal legislation as it exists and/or changes.

12. **Deposit Insurance**

All investments shall be made at institutions with Canadian Deposit Insurance Corporation (CDIC) insurance, or equivalent. This is a standard offered at all major financial institutions in Canada. Diversification is encouraged to maximize deposit insurance and preservation of capital.

ELIGIBLE INVESTMENTS

13. The only investments for surplus funds of the Municipality are bonds, bills, Guaranteed Investments Certificates, deposits accounts, or other money market, fixed income or debt instruments of the following institutions or corporations:

- (a) Government of Canada;
- (b) Province of Nova Scotia;
- (c) other Provincial governments of Canada with a minimum AA credit rating;
- (d) chartered banks, trust companies and credit unions having a DBRS Morningstar rating of "R-1 Mid" or higher;
- (e) credit unions covered by the Nova Scotia Credit Union Stabilization Fund;
- (f) for medium or long-term surplus funds only, Canadian companies having a Bond rating of "A" and a Commercial Paper rating of "R1 Medium" or better from the Dominion Bond Rating Service; and/or
- (g) investment pools approved by the Minister.

Subject
Municipal Investments

13.1 The maximum term and total investment of short-term excess funds and their minimum credit rating shall be as follows:

Security (section 13)	Max Non-Redeemable Term*	Max Investment Limits		DBRS
		Individual	Aggregate	Credit Quality
(a) Government of Canada	1 year	--	100%	N/A
(b) Province of Nova Scotia	1 year	--	100%	N/A
(c) Other Provincial governments of Canada	1 year	100%	100%	R-1 (mid)
(d) Chartered banks, trust companies & credit unions	1 year	100%	100%	R-1 (mid)
(g) investment pools approved by the Minister	1 year	100%	100%	

*- i.e. could include a GIC with a term of more than the time limit above if the GIC was redeemable within the time limit above.

13.2 The minimum credit rating of medium or long-term surplus funds shall be as follows:

Security (section 13)	DBRS	Max Investment Limits	
	Credit Quality	Individual	Aggregate
(a) Government of Canada	N/A	--	100%
(b) Province of Nova Scotia	N/A	--	100%
(c) Other Provincial governments of Canada	AA	50%	100%
(d) Chartered banks, trust companies & credit unions	A	50%	100%
(f) Canadian companies	A	10%	20%
(g) investment pools approved by the Minister		100%	100%

13.3 For clarity, the investment in equity investments and private placements are not permitted.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 136
<p style="text-align: center;">Subject Municipal Investments</p>	

AUTHORITY

- 14. The Director of Finance with the assistance of the Finance Team shall be responsible for cash flow monitoring and forecasting to ensure availability of funds for investment.
- 15. Investment decisions shall be made by the Director of Finance/Municipal Treasurer, in consultation with the Chief Administrative Officer, as investments are time sensitive in nature and are unable to go through the governance approvals process. All decisions will be made with full consideration of all the guidelines and objectives set out in this Policy.
- 16. It shall be the responsibility of the Director of Finance to bring recommendations to the Audit Committee to strengthen investment objectives and address changes in the economic conditions.
- 17. The Audit Committee shall review the Investment Policy, at minimum, biennially. The Audit Committee shall also be responsible for reviewing quarterly investment reports, as detailed below.

REPORTING

- 18. Quarterly investment reporting is required and will be presented to the Audit Committee including types of investments, projected returns, and conditions of investments. Any decision criteria considered with new investments shall be communicated to the Audit Committee.

INTERNAL CONTROLS

- 19. A formalized set of internal controls shall be established and documented to ensure compliance to this Policy as presented and protection of public funds. These internal controls shall be reviewed, at minimum, biannually with the Audit Committee.
- 20. All investment decisions will be thoroughly documented and analysed to ensure compliance and protection of public funds.

ACCOUNTING METHOD

- 21. All investments shall be recorded at cost, pursuant to PSAS.
- 22. Investment income shall be accrued and/or recognized quarterly, except for investments acquired and matured within the fiscal year. In those circumstances, interest will be recognized when received (cash basis).
- 23. In the event that returns are variable, interest will be recognized upon maturity.

Subject
Municipal Investments

REVIEW OF POLICY

- 24. This Policy shall be reviewed by the Audit Committee no later than January following a regular election and at least every two years thereafter. All recommendations shall be made to Council from the Audit Committee.

Annotation for Official Policy Book

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

Seven (7) Day Notice..... **PENDING**
 Council Approval **PENDING**

Rob Frost

Chief Administrative Officer

PENDING

Date

At Annapolis Royal, Nova Scotia



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Paul Wills, Director of Finance
Report Number: IR2025-103 Initial Tax Sale
Subject: 2026-2027 Initial Tax Sale

ORIGIN

This report is prepared to provide Council with a timeline for the 2026-2027 Tax Sale.

LEGISLATIVE AUTHORITY

Section 134 of the Municipal Government Act states:

"(1) Property may be sold for taxes if the taxes with respect to the property are not paid in full for the taxation year immediately preceding the year in which the tax sale proceedings are commenced, but the proceedings shall not commence before June 30th in the year immediately following that taxation year.

(2) Property shall be put up for tax sale if taxes are in arrears for the preceding three fiscal years.

(3) The council may defer tax sale proceedings for a property for up to two years.

(4) A municipality is not required to put a property up for tax sale

(a) if the solicitor for the municipality advises that a sale of the property would expose the municipality to an unacceptable risk of litigation;

(b) if the amount of taxes due is below the collection limit established by the council, by policy;

(c) if the property has been put up for sale three times in the preceding three years and no satisfactory offer has been made with respect to it;

(d) if the taxes have been deferred pursuant to a by-law; or

(e) if the municipality and the taxpayer have entered into a tax arrears payment arrangement and the taxpayer is in compliance with the agreement."

BACKGROUND

It has been the practise of the County to proceed with a tax sale when a property owes the current year taxes plus one full year taxes in arrears.

DISCUSSION

Due to the number of properties on the preliminary list, properties owing less than \$100 have been excluded from this year’s tax sale until a Tax Sale Policy is put in place later this year. The preliminary list started with 120 properties and currently sits (as of Oct 27, 2025) at 100. The scheduled date for the tax sale is March 5, 2026.

Council is reminded that unless a property meets one of the five points in section 134(4), a property cannot be removed from the tax sale unless the full amount of taxes have been paid before the tax sale date.

FINANCIAL IMPLICATIONS

The financial implications of a municipal tax sale include the collection of unpaid property taxes, the potential for surplus funds, and the risk of legal issues if the process is not followed correctly. Municipalities must adhere to strict legislative requirements to avoid significant legal consequences. The process involves several steps, including public notice, redemption, and the handling of surplus funds.

POLICY IMPLICATIONS

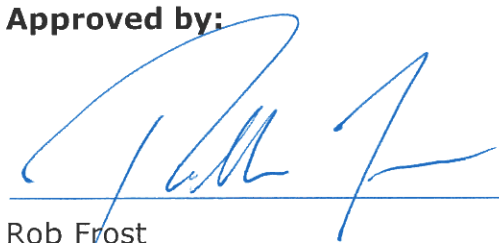
There are no policy impacts resulting from this report.

ATTACHMENTS

N/A

Prepared by: Paul Wills, CPA, CMA
Director of Finance

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:

NOV 4, 2025

(Date)



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Paul Wills, Director of Finance
Report Number: IR2025-104 Budget Timeline
Subject: 2026-2027 Budget Timeline Report

ORIGIN

This report is prepared, to provide Council with a preliminary timeline of the 2026-2027 Operating, Capital and Water Budgets.

LEGISLATIVE AUTHORITY

Section 451(1) the *Municipal Government Act* states:

Prescription of accounting methods

451 (1) The Minister may prescribe the

- (a) system of accounting to be used by municipalities and the form in which records shall be kept and funds accounted for;
- (b) information to be provided by municipalities to the Minister and when it shall be provided;
- (c) manner in which municipal accounts are to be audited and the reports to be provided by municipal auditors;
- (d) circumstances and manner in which a report or submission to the Minister is to be certified by an auditor;
- (e) minimum information to be included in a management letter;
- (f) form to be used for a type of report or submission to the Minister.

(2) The exercise by the Minister of the authority contained in subsection (1) is regulations within the meaning of the Regulations Act.

(3) The Minister may prescribe different systems for different classes of municipality.

Section 2.4 of the Financial Reporting and Accounting Manual – Department of Municipal Affairs establishes the latest date for reporting:

Section 2(4) Minimum Standards for Financial and Statistical Reporting Requirement

(a) Section 451(1)(b) of the Municipal Government Act states that the Minister may prescribe the information to be provided by the municipalities and villages to the Minister and when it shall be provided.

(b) Municipalities and villages must submit the following reports on or before the following dates:

Report	Required Date for Submission
6. Statements of Estimates (A and B) – see Section 4(5)	September 30

BACKGROUND

Over the past several years, the County has approved the operating budget in either March or April of each year. To achieve this timeline, the process must begin in mid-November.

DISCUSSION

Although the Province doesn't mandate the filing of the County's operating budget until September 30th of its current fiscal year, early budget approval is crucial for several reasons:

- Early approval ensures that the budget aligns with the County's strategic objectives and priorities, preventing misalignment and ensuring that resources are allocated effectively.
- It fosters transparency and accountability, as it requires justifications and documentation of assumptions and projections, which helps prevent errors and misuse of funds.
- Early approval provides the opportunity to evaluate the feasibility and effectiveness of the proposed budget, supporting informed decision-making and planning.
- By engaging early, the budget approval process can identify and address potential errors or misuse of funds before they occur.

Early budget approval is a critical step in the financial management process that ensures the County's resources are being used efficiently and effectively, contributing to its overall continued success and sustainability.

FINANCIAL IMPLICATIONS

The financial implications of early budget approval can be significant, as it may lead to a more streamlined and efficient budgeting process. Early approval can result in quicker decision-making and resource allocation, which can be beneficial for both the government and the public.

POLICY IMPLICATIONS

There are no policy impacts resulting from this report.

ATTACHMENTS

N/A

Prepared by: Paul Wills, CPA, CMA
Director of Finance

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:

Nov 4, 2025
(Date)



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Budget Timelines 2026- 2027

Key Concepts

- Consumer Price Index (CPI) – staff increase report December 2025. CPI to be determined
- Total budget management
- Expense coding
- Service costing
- Allocations

Timeline

Task	Time Frame	Notes
Initial Meeting with Department Heads	Early November	Preliminary tax estimates and other large monetary value items
Departmental Templates Distributed to Department Heads	By end of November	
Department Submissions	January 9, 2026	Submission to finance
Finance – Draft Budget	Mid - Late January / Early February	Meetings with Department Heads to refine
COTW – Special budget meeting(s)	As needed	
COTW – Special budget meeting	3 rd week of February	
Council Approval	March 2026	Final budgets approved by March 31, 2026 (operating, capital, and water utilities)

Operating Budget Items

- Templates, including sample worksheet for backup
- Assessment caps
- Centralized services (facilities, fleet, etc.)
- Special initiatives / projects / grants
- Any new positions request and justification, on worksheet
- Salary Budget (Finance will provide)
- Meet with individual directors to review their departments

Capital Budget Items

- Capital projects for the next five years (required for Capital Investment Plan (CIP) submission)
- Breakdown of Funding (Specific)
- Any carry forward Items

Water Operating Budget Items

- Templates, including worksheet for backup
- Centralized services allocations (facilities, fleet, etc.)
- Salary Budget (Finance to provide)
- Any new position requests and justification on worksheet
- Meet with Municipal Operations to discuss

Water Capital Budget Items

- Capital projects for the next five years (required for CIP submission)
- Breakdown of Funding (Specific)
- Any carry forward Items



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Rob Frost, Chief Administrative Officer
Report Number: SR2025-105 Community Solar Program
Subject: Letter of Support for 4650800 Nova Scotia Limited's Application to Nova Scotia Community Solar Program

RECOMMENDATION

That Committee of the Whole recommend to Council that the Municipality provide a conditional letter of support to 4650800 Nova Scotia Limited in support of their application to the Province of Nova Scotia for a Community Solar Project on lands of PIDs # 05148788, and 05200464, Granville Street, Bridgetown, Annapolis County.

BACKGROUND

As per the presentation received by CotW on October 14th, 2025, the numbered company listed above (also known as Powerbank), is looking for support to develop a solar project through the Community Solar Program. As mentioned during the presentation, the government of Nova Scotia has set renewable energy targets for 2030.

DISCUSSION

Representatives from Powerbank Corp, presented their project to CotW in October, and are requesting a letter of support. This is similar to the letter of support provided by the Municipality for another project in May of 2024. As there is need for a zoning change, it is suggested that CotW only recommend conditional support of the project should the zoning be changed to allow in the future.

Powerbank is proposing to build a 2.5 Mega Watt (MW) solar garden on lands in Bridgetown, Annapolis County that are privately owned and being leased to the company for a period of 25-years. Proponents must bid on the Community Solar Project offer and only those selected will be given the opportunity to enter in Power Purchase

Agreements (PPA's) with Nova Scotia Power to buy the power from the solar farm company. Sites have been selected based on their closeness to a high-power grid system nearby to connect into.

This proposal would allow local "subscribers" to register to become users of the solar system and then receive a 2-cent reduction in their power rate without any cost or investment from the land owner subscribing.

Solar panels are considered a power utility property use and are therefore permitted use in all zones within the municipality's new Land Use Bylaw.

LEGISLATIVE AUTHORITY

Section 9A of the *Municipal Government Act* states that the purposes 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.

Section 47(1)(2) of the *Municipal Government Act* states that council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law, and that the council may exercise any of its powers and duties by resolution unless a policy or a by-law is required by an enactment.

ATTACHMENT

- Proposed letter of support to the Department of Energy

Prepared by:

Rob Frost, Chief Administrative Officer



Nov 4, 2025



Municipality of the County of Annapolis

752 St. George Street, PO Box 100
Annapolis Royal, Nova Scotia, Canada B0S 1A0
Phone: (902) 532-2331 Fax: (902) 532-2096
Website: AnnapolisCounty.ca

November 18th, 2025
Honourable Tim Houston
Premier/ Minister of Department of Energy
Department of Energy
PO Box 2664
Halifax, NS B3J 3P7
sharesolar@novascotia.ca

Re: Community Solar Program

Dear Premier Houston:

I am pleased on behalf of municipal council for Municipality of the County of Annapolis today to share our conditional support for 4579183 Nova Scotia Limited's application to Nova Scotia Department of Energy's Community Solar Program for a Community Solar Project on lands of on Granville Street, Bridgetown, Annapolis County, bearing PIDs #05148788, and 05200464.

Annapolis County is working cooperatively with the Town of Annapolis Royal and Town of Middleton on a joint Climate Change Action Plan and solar is expected to play a key role in our plans. Therefore, it is imperative that our community take advantage of provincial funding for such initiatives and leverage private sector funding to develop these important community energy projects. Additionally, the monetary benefits to our residents and businesses with reduced power rates for this proposed 2.5MW solar project will continue into the future.

Before the project proceeds, the company will need to work with our Planning Department for all related zoning and permits as per any development, and the company is aware of this process.

We sincerely request that if zoning requirements are met that you support this application and approve it for the greater good of all Nova Scotia and our environment.

Yours sincerely,

Diane Le Blanc
Warden, Municipality of the County of Annapolis

cc. Municipal Council
David Bowlby, Annapolis MLA



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Dawn Campbell, Deputy CAO
Report Number: SR2025-106 *Policy 106 Municipal Traffic Authority*
Subject: Approve *Policy 106 Municipal Traffic Authority*
(7 day notice)

RECOMMENDATION(S):

That Committee of the Whole recommend Municipal Council approve *Policy 106 Municipal Traffic Authority Policy* as circulated.

(7 day notice)

LEGISLATIVE AUTHORITY

Section 299, *Municipal Government Act*, as amended
Section 86, *Motor Vehicle Act*, as amended

BACKGROUND

This amended policy will update the traffic authority appointments in accordance with the requirements of the *Municipal Government Act* and the *Motor Vehicle Act*.

DISCUSSION

For reference, excerpts from the *Municipal Government Act* and *Motor Vehicle Act* are attached.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

No other legal options are apparent

NEXT STEPS

In accordance with Sub-section 48 (1) of the *Municipal Government Act*, seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed.

ATTACHMENTS

AM-1.4.22 Traffic Authority Policy

Excerpt from Municipal Government Act

Excerpt from Motor Vehicle Act

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

<p>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p>Policy 106</p>
<p>Subject Municipal Traffic Authority</p>	

APPOINTMENT OF TRAFFIC AUTHORITY

BE IT ENACTED by the Council of Municipality of the County of Annapolis, under the authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, and *Motor Vehicle Act* of Nova Scotia, as follows:

This policy shall be known as Policy Number 106 and may be cited as the “*Traffic Authority Policy*”.

POLICY PURPOSE

Municipality of the County of Annapolis, in this policy, does hereby confirm its existing practice of appointing an individual to act as Traffic Authority for the Municipality of the County of Annapolis pursuant to the applicable provisions of the *Municipal Government Act* and the *Motor Vehicle Act*.

In furtherance of the purposes of this policy, the Municipality also hereby states its intention to appoint an alternate individual to act as Traffic Authority in the absence or inability of the Traffic Authority.

AUTHORITY

Section 311 of the *Municipal Government Act* provides that:

- 1) In this Section, “highway” and “Provincial Traffic Authority” have the same meaning as in the *Motor Vehicle Act*.
- 2) The council may, by policy, appoint a traffic authority for all or part of the municipality.
- 3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the *Motor Vehicle Act*.
- 4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.
- 5) Where there is no traffic authority appointed by a council, the Minister of Public Works may appoint a traffic authority to hold office until the council appoints a traffic authority.
- 6) Where it appears to the Minister of Public Works that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Public Works may cancel the appointment of the traffic authority.
- 7) The Provincial Traffic Authority has, with respect to (a) highways vested in Her Majesty in right of the Province; (b) highways in areas of a municipality for which there is no traffic authority; and (c) highways in a municipality that have been designated by the Minister of Public Works as main travelled or through highways, the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*.
- 8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 106
Subject Municipal Traffic Authority	

SCOPE

This policy shall apply to all streets within Bridgetown, and any other streets owned by the Municipality of the County of Annapolis.

POLICY INTENT

PURSUANT to Section 311 of the *Municipal Government Act*, Chapter 18 of the Statutes of Nova Scotia 1998, as amended from time to time **the** Director of Municipal Operations is hereby designated as Municipality of the County of Annapolis' Traffic Authority.

AND FURTHER that in the absence of **the Director of Municipal Operations**, ~~James Young, Municipal Engineer, Paula Bromley~~ **the Chief Administrative Officer** shall act as Traffic Authority for Municipality of the County of Annapolis.

REPEAL

Policy 106 Municipal Traffic Authority, adopted by the Council of Municipality of the County of Annapolis on the **15th day of July 2025**, is hereby repealed.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice.....	PENDING
Council Approval	PENDING
_____	<u>PENDING</u>
Municipal Clerk	Date
<i>At Annapolis Royal Nova Scotia</i>	

Excerpt from Municipal Government Act regarding Traffic Authority

Traffic authority

311 (1) In this Section, “highway” and “Provincial Traffic Authority” have the same meaning as in the *Motor Vehicle Act*.

(2) The council may, by policy, appoint a traffic authority for all or part of the municipality.

(3) A traffic authority has, within the municipality, the powers of a traffic authority of a city or town pursuant to the *Motor Vehicle Act*.

(4) The clerk shall notify the Provincial Traffic Authority of the appointment of a traffic authority.

(5) Where there is no traffic authority appointed by a council, the Minister of Public Works may appoint a traffic authority to hold office until the council appoints a traffic authority.

(6) Where it appears to the Minister of Public Works that a traffic authority appointed by the council is not performing the duties and functions of a traffic authority, the Minister of Public Works may cancel the appointment of the traffic authority.

(7) The Provincial Traffic Authority has, with respect to

- (a) highways vested in Her Majesty in right of the Province;
- (b) highways in areas of a municipality for which there is no traffic authority; and
- (c) highways in a municipality that have been designated by the

Minister of Public Works as main travelled or through high- ways,

the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*.

(8) The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the *Motor Vehicle Act*. 1998, c. 18, s. 311; O.I.C. 2007-553; O.I.C. 2021-56; O.I.C. 2021-209.

Excerpt from *Motor Vehicle Act* regarding Municipal Traffic Authority:

Traffic authorities

86 (1) The Registrar or a person appointed by the Minister shall be the Provincial Traffic Authority.

(2) The Minister may appoint a person in the public service to be Deputy Provincial Traffic Authority who shall perform such functions and duties as are prescribed by the Minister.

(2A) The Minister may appoint district traffic authorities who shall perform such functions and duties and have such powers and authorities as are pre- scribed by the Minister.

(3) In the absence or incapacity of the Provincial Traffic Authority, or when the office of Provincial Traffic Authority is vacant, the Deputy Provincial Traffic Authority shall perform the functions and duties and shall have the powers and authorities of the Provincial Traffic Authority.

(4) The Deputy Provincial Traffic Authority may, upon the direction of the Minister or the Provincial Traffic Authority, perform the functions or duties or exercise the powers and authorities of the Provincial Traffic Authority.

(5) A document which purports to be signed by the Deputy Provincial Traffic Authority shall be received in evidence without proof of the signature or the official character of the person appearing to have signed the document.

(6) The council of a city or town may, from time to time, appoint the city or town manager, the chief of police, or some other official of the city or town, to be the traffic authority for the city or town.

(7) The council of a city or town may, from time to time, appoint a member of the police force, or some other official of the city or town to be deputy traffic authority who, in the absence or incapacity of the traffic authority or in the event of his death or ceasing to hold the office, shall perform the duties and have all the authority of the traffic authority of the city or town.

(8) The clerk of a city or town shall forthwith send to the Provincial Traffic Authority any resolution of the council passed under subsection (6) or (7).

(9) When there is no traffic authority and no deputy traffic authority for a city or town the Minister may appoint a traffic authority to hold office until the council has appointed a traffic authority.

(10) If it is made to appear to the Minister that the traffic authority of a city or town is not carrying out his duties or performing his functions under this Act, the Minister, by letter to the mayor or clerk of the city or town, may cancel the appointment of the traffic authority.

(11) The Provincial Traffic Authority shall have, with respect to all provincial highways and highways within a city or town for which there is no traffic authority and no deputy traffic authority, all the powers conferred upon a traffic authority by or under this Act.

(12) Subject to subsection (13), the traffic authority for a city or town shall have, with respect to all highways within the city or town, all the powers conferred upon a traffic authority by or under this Act.

(13) When the Minister has determined that a highway or part of a highway within a city or town is a main travelled or through highway, the traffic authority for the city or town shall not exercise any powers as a traffic authority with respect to that highway or part without the approval of the Provincial Traffic Authority. R.S., c. 293, s. 86; 1995-96, c. 23, s. 2.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Dawn Campbell, Deputy CAO
Report Number: SR2025-107 *Policy 137 Respectful Workplace*
Subject: Approve *Policy 137 Respectful Workplace*

RECOMMENDATION

That Committee of the Whole recommend Municipal Council approve *Policy 137 Respectful Workplace* as circulated [7-day notice].

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.

Sub-section 48(3) of the *Municipal Government Act* further states:

In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

Part 27.2 (1) of the *Workplace Health and Safety Regulations (Occupational Health and Safety Act)*:

27.2 (1) An employer must establish and implement a written workplace harassment prevention policy that includes . . .

BACKGROUND

The County initially approved a “Harassment Policy” in 1993. It was updated to a “Respectful Workplace Policy” in 2015. Subsequent legislative changes (new requirements under Occupational Health & Safety), as well as legal precedent, necessitate the County to significantly update the policy. The new policy also follows the new numbering system.

DISCUSSION

In accordance with the *Workplace Health and Safety Regulations*, this policy must be reviewed at least every three years to ensure it meets legal requirements. It is recommended that the policy be renewed annually in November to coincide with annual review of *Policy 130 Occupational Health and Safety*.

Concurrent changes will also be necessary for *Policy 120 Code of Conduct for Elected Officials*. These changes will be prepared for review at Committee of the Whole in December.

Summary of changes as marked in revised policy attached:

- The term “*offensive behaviour*” has been replaced with “*workplace harassment*” throughout the document in accordance with Part 27 of the *Workplace Health and Safety Regulations* (the *Regulations*);
- The definition of “*harassment*” has been removed and definition for “*workplace harassment*” added;
- In **Section 4**, the definition of “*complainant*” has been revised to include employees, or third parties (who may be volunteers, citizen appointees, members of the public, council or contractors). Additionally, the definition of “*respondent*” has been revised to include only employees and, in limited circumstances, volunteers.
- In **Section 5**, several principles have been included that are required by section 27.2(1) of the *Regulations*. The principles mirror the clauses in the *Regulations*, but adding additional language to this section is permissible, as these clauses are only the minimum requirements pursuant to the legislation.
- In **Section 8**:
 - Clarified that the complaint process pursuant to the policy is not the only avenue for resolution. Employees may file a complaint with the Human Rights Commission, report the incident to Police, file complaint with the Workers' Compensation Board and/or file a grievance if part of a bargaining unit.
 - Stated that all complaints of workplace harassment will be investigated.
 - Outlined the process for when third parties may be complainants in a workplace harassment complaint.
 - Clarified that volunteers will be respondents to a workplace harassment complaint in limited circumstances, and that respondents will typically be limited to employees.
 - Provided that complaints should be submitted to the CAO if an employee is experiencing workplace harassment from their manager or director and provided an avenue for filing a complaint if the complaint is against the CAO.
- **Section 9** was added stating Part XX of the *Municipal Government Act* (Freedom of Information and Protection of Privacy) applies to the Policy.

FINANCIAL IMPLICATIONS

Should a complaint require the services of an external investigator, fees may be incurred.

ALTERNATIVES / OPTIONS

- None

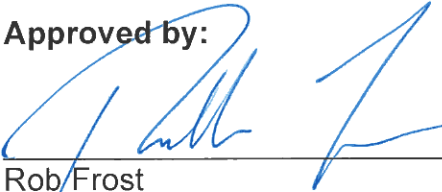
COMMUNICATION

Normal statutory requirements:

- 7-day notice to approve policy [provided at Committee of the Whole per Sub-section 19(d)(1) of *Policy 116 Council Procedures and Committees*]
- Approval by Municipal Council 7 days or more after notice is provided

ATTACHMENTS

Policy 137 Respectful Workplace (proposed changes as marked)

Approved by:


Rob Frost
Chief Administrative Officer

Approval Date:
Nov. 4, 2025
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 137
Subject	
Respectful Workplace Policy	

1. APPLICATION

This policy applies to all employees of the Municipality of County of Annapolis (the "Municipality"), including all managers and bargaining unit employees. **This policy does not apply to councillors.**

2. PURPOSE

The Municipality is committed to a healthy, safe and supportive workplace and is committed to providing a work environment that values diversity and where all persons are treated with respect and dignity. Harassment, sexual harassment, and discrimination (referred to collectively as "**workplace harassment**") affect the workplace and the well-being of individuals in the workplace. Workplace harassment will not be tolerated in the workplace.

This policy seeks to:

- provide a work environment that is free from all forms of **workplace harassment**;
- educate employees and create understanding as to what is considered **workplace harassment**;
- provide a mechanism to have **workplace harassment** addressed and eliminated from the workplace.

Any allegation of **workplace harassment** is significant and will be taken seriously. The Municipality has an obligation to take appropriate action to protect their employees in the workplace and to put a stop to any workplace harassment they are aware of, whether or not a complaint has been filed.

Employees have an obligation to treat all persons with respect and dignity and are encouraged to take appropriate action to ensure workplace harassment is not tolerated or condoned. Violations of the Respectful Workplace Policy will result in disciplinary action, up to and including termination of employment.

3. AUTHORITY

This policy is enacted pursuant to sub-section 48(3) of the *Municipal Government Act*, as amended, and in accordance with Part 27 of the *Workplace Health and Safety Regulations* (the "*Regulations*") under section 82 the *Occupational Health and Safety Act*.

4. DEFINITIONS

- a) **COMPLAINT** - A written allegation of workplace harassment.
- b) **COMPLAINANT** - An employee or **third party (excluding councillors)** who has brought forward or filed a complaint under this policy alleging that workplace harassment has occurred.

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- c) **DISCRIMINATION** - Nova Scotia's *Human Rights Act* defines discrimination as follows: a person discriminates where the person makes a distinction, whether intentional or not, based on age; race; colour; religion; creed; sex (gender, including pregnancy); sexual orientation; gender identity; gender expression; physical disability or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family status; marital status; source of income; political belief, affiliation or activity; association with another individual or class of individuals having characteristics named above, that has the effect of imposing burdens, obligations or disadvantages on an individual or a class of individuals not imposed upon others or which withholds or limits access to opportunities, benefits and advantages available to other individuals or classes of individuals in society.
- d) **EMPLOYEE** – Means any person directly employed by the Municipality (excluding councillors, citizen appointees, volunteers and contractors).
- e) **INVESTIGATOR** – A neutral individual(s) appointed by the Chief Administrative Officer to investigate, through fact finding, complaints of workplace harassment.
- f) **MEDIATION** - A voluntary process used to resolve conflict by having a neutral person help the parties to the dispute attempt to arrive at a mutually acceptable solution.
- g) **“REASONABLY TO BE KNOWN”** - The “reasonably to be known” standard refers to an objective assessment of how a specific behaviour might generally be viewed by a reasonable person in roughly the same situation as the Complainant.
- h) **RESPONDENT** - An employee (excluding councillors, members of the public and contractors) against whom allegations of workplace harassment are made.
- i) **SEXUAL HARASSMENT** - Means sexual harassment as legislated under the *Human Rights Act*. Sexual harassment includes comments, gestures or physical conduct of a sexual nature, or actions or comments with a sexual connotation or component that are directed at no person in particular but that create an intimidating, demeaning or offensive work environment, where an individual knows or ought to reasonably know that the behaviour is unwelcome and offensive. Examples of conduct that fall within the definition of sexual harassment are:
- inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or sexual orientation;
 - inappropriate, lewd, or sexually offensive written, graphic or behavioural displays;
 - inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance, particularly, but not limited to, where the individual making the sexual solicitation or advance is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made;

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- any implied or expressed reward for complying with a sexually-oriented advance or request;
- a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.

j) THIRD PARTIES - Persons who are engaged in work activities at a county workplace who are not direct employees of the county. They include, but are not limited to, volunteers, citizen appointees, members of the public and contractors.

k) WORKPLACE - Any place occupied by an employee as part of their employment which includes, but is not limited to, county offices and sites, county-owned vehicles, work-related social gatherings, work-related functions or other locations where an employee is engaged in activity associated with their employment or conducting county business.

l) WORKPLACE HARASSMENT – Part 27.1 of the *Regulations* defines workplace harassment as a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace, including bullying, that, whether intended or not, degrades, intimidates or threatens, and includes all of the following, but does not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace:

i. workplace harassment or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to the following characteristics in clauses 5(1)(h) to (v) of the *Human Rights Act*: age; race; colour; religion; creed; sex (gender, including pregnancy); sexual orientation; physical disability or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family status; marital status; source of income; political belief, affiliation or activity; association with another individual or class of individuals having characteristics named above.

ii. inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact.

m) WORKPLACE RESTORATION - Promoting and/or restoring positive work environment and respectful workplace relationships.

5. POLICY PRINCIPLES

a) All employees are entitled to employment that is free of workplace harassment;

b) The Municipality will ensure, so far as is reasonably practicable, that no employee will be subjected to workplace harassment;

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- c) All employees have an obligation to not engage in workplace harassment;**
- d) All employees are encouraged to report incidents of workplace harassment; and**
- e) All employees will be trained with respect to the implementation of this Policy.**

Creation of an environment that is free from workplace harassment is achieved through awareness and training. Councillors, the Chief Administrative Officer, Directors and Managers shall lead by example and take reasonable measures to ensure a work environment that is free from workplace harassment. If the Chief Administrative Officer is made aware of a violation of this policy, they required to take action even in the absence of a complaint.

It is the intent of this policy to promote employee involvement in resolving situations as appropriate to the circumstance. The use of resolution options, including mediation, is encouraged at any stage of this policy. Resolution to a situation should be sought as soon as possible and must occur within twelve (12) months of the workplace harassment. In extenuating circumstances the Chief Administrative Officer may consider complaints beyond twelve (12) months. Nothing in this policy shall be deemed to restrict the authority of the Chief Administrative Officer, Directors, Managers or Supervisors in performance management, counselling, disciplinary action or other appropriate interactions between employees and their supervisors.

6. CONFIDENTIALITY

Subject to any limits or disclosure requirements imposed by law or required by this Policy, any and all information, oral and written, gathered, received or compiled through the course of a complaint is to be treated as confidential by the Employer, the Respondent and Complainant, their representatives, and witnesses. Where an Employee is named in a Complaint, the Complaint and the results of any investigation will only form part of the Employee’s personnel file if the complaint is substantiated.

Information obtained in relation to a complaint of workplace harassment will also only be disclosed if necessary for the purposes of investigating the Complaint or necessary for the purposes of taking corrective action with respect to the Complaint.

7. ADVISORY SERVICES

Employment Assistance Program (EAP) Consultants shall be available to provide information and support to employees on a confidential basis. This service will be accessible to employees who need not identify themselves when requesting advice.

8. COMPLAINTS PROCESS & RESOLUTION OPTIONS

The following resolution options are available to all employees, **and third parties in limited circumstances.**

- a) Informal Complaint – Made directly to the person or manager or director;**

Subject

Respectful Workplace Policy

- b) Written Complaint – Submitted in writing directly to the Chief Administrative Officer or their designate.**

The foregoing options are not the only avenues for resolution that an employee may take. This policy is not intended to discourage, prevent or preclude a complainant from exercising other legal rights under any other law. The choice to file a complaint therefore does not supersede or eliminate the right of an Employee to:

- file a complaint with the Nova Scotia Human Rights Commission;
- report the incident to the Police where there is an indication that a criminal offence has been committed;
- file a complaint with the Workers’ Compensation Board; and/or
- file a grievance, if the employee is a member of a bargaining unit.

Additionally, the Municipality is committed to investigating all complaints of workplace harassment.

a) Parties to Complaints

Complainant

- All Employees and third parties may file a complaint against an employee in appropriate circumstances.

Respondent – Informal (Municipality will not conduct an investigation)

- All Employees and third parties may be Respondents to an informal complaint made by another employee or third party in appropriate circumstances.

Respondent – Formal (Municipality will conduct an investigation)

- In terms of who may be a respondent to a workplace harassment complaint, it is typically limited to employees.
- However, where a **volunteer or citizen appointee** is clearly acting in a manner or role consistent with that of an employee, a volunteer or citizen appointee may be a respondent in a workplace harassment complaint, and the following sections apply accordingly.
- Where a third party or any other individual does not qualify as a respondent (e.g., a contractor) the Municipality **will not conduct an investigation**. Complainants are encouraged to pursue their complaint elsewhere and will be referred to the appropriate forum by the Municipality to file their complaint.

<p style="text-align: center;">MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p style="text-align: center;">Policy 137</p>
<p>Subject</p> <p style="text-align: center;">Respectful Workplace Policy</p>	

b) Informal Complaint: *Communicating concerns directly to the person*

- All Employees and third parties may initiate an informal complaint by communicating their concerns directly to the person.
- Employees and third parties who believe they are experiencing workplace harassment should keep a written record of the date, time, location, nature of the behaviour and names of any witnesses. This summary of events and circumstances should be prepared as soon as possible after the event so that accurate details are recorded for future reference.
- Employees and third parties who believe they are experiencing workplace harassment may choose to speak directly with the person(s) and inform them that their behaviour is unwelcome and must stop.
- If done in person, the Employee or third party may want to be accompanied by another person.
- The Employee or third party should document any discussion with the person(s) concerned and keep a record of any written correspondence.
- A matter dealt with to the Employee's or third party's satisfaction is considered resolved.

c) Informal Complaint: *Communicating concerns to Manager or Director*

- Employees and third parties who believe they are experiencing offensive behaviour and do not feel comfortable speaking directly with the person(s) regarding their behavior may choose to approach their Manager or Director, and ask for their assistance in resolving the situation.
- If the discussion is done in person, the Employee or third party may find it helpful to be accompanied by another person.
- The Employee or third party should document any discussion they have with the Manager or Director and keep a copy of any correspondence.

Complaint against contractor and / or contractor's employee

- If a complaint is made by an Employee or third party against a contractor and / or contractor's employee, the Municipality **will not investigate** the complaint. Instead, within ten (10) working days of being informed of the situation, the Municipality will inform the contractor of the complaint and advise that it expects the contractor to take the appropriate steps.
- Depending on the nature and seriousness of the complaint, the matter may be brought to the attention of the Police or other relevant authority.

Subject

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- In addition to that step, the Municipality may choose not to renew the contract of the contractor.

Complaint against Employee

- Within ten (10) working days of being informed of the situation, the Manager or Director shall consider the Employee's concerns and take steps to resolve the situation in accordance with this policy. This may include requesting the Complainant to submit a written complaint to the Chief Administrative Officer.
- The Manager or Director may ask the Chief Administrative Officer for assistance in resolving the situation. This may include the Chief Administrative Officer intervening directly to mediate or investigate the matter, or the Chief Administrative Officer designating another employee to do so.
- An Employee or third party has the option to submit a written complaint to the Chief Administrative Officer if the above resolution options are not effective in resolving the situation to the satisfaction of the Employee, or if the Employee prefers to file a written complaint immediately.
- An Employee or third party should also submit a written complaint to the Chief Administrative Officer if the Employee is experiencing workplace harassment from their Manager or Director, and therefore, do not feel comfortable making a complaint to their Manger or Director.

d) **Written Complaint**

Filing a Complaint

- Employees and third parties who believe they are experiencing workplace harassment may choose to submit a written complaint to the Chief Administrative Officer. Written complaints must be signed by the Complainant and delivered to the Chief Administrative Officer in an envelope marked "Personal & Confidential".
- If an Employee or third party believes the workplace harassment they are experiencing is being perpetrated by the Chief Administrative Officer, the same process applies, but the complaint is submitted to, and reviewed by, the Warden or a designated Councillor.
- If the Warden is unable to review the complaint, the same process applies, whereas the complaint is submitted to, and reviewed by, the Deputy Warden or a designated Councillor.
- Upon receipt of the complaint, the Chief Administrative Officer will inform the Director of the service group(s) of the Complainant and the Respondent that a complaint has been filed and that the Chief Administrative Officer (or designate) will be conducting a preliminary investigation. The Director or Manager and the Respondent shall be provided with a copy of the complaint.

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Subject <p style="text-align: center;">Respectful Workplace Policy</p>	

- Within ten (10) working days of the written complaint being received, the Chief Administrative Officer (or designate) shall review the complaint and if necessary, seek additional information to determine whether the allegations, if proven, are workplace harassment. At the discretion of the Chief Administrative Officer, this time period may be extended if required and reasonable according to the circumstances.
- If the Chief Administrative Officer determines that the allegations are well founded but do not constitute workplace harassment, the Complainant, the Respondent, and the Director shall be so informed in writing by the Chief Administrative Officer. The Chief Administrative Officer may redirect the Complainant to other appropriate avenues of recourse or may suggest other means of resolving the situation.
- If the Chief Administrative Officer determines that the allegations are well founded and do constitute workplace harassment, the option of mediation may be offered to the Complainant and the Respondent. Both parties must agree to the mediation in order for the process to begin.
- Within twenty (20) working days of initiating the mediation process, the Complainant and the Respondent will have resolved the situation or the mediation will be suspended. A report will be provided by the mediator to the Chief Administrative Officer indicating the results of the mediation.
- If mediation fails to resolve the situation, or the parties do not agree to mediation, or the Chief Administrative Officer determines that formal investigation is the more appropriate action to be taken, the Chief Administrative Officer will inform the Director, the Complainant, and the Respondent that an investigation will be conducted. The Chief Administrative Officer may carry out the investigation or assign an investigator(s).
- The Chief Administrative Officer will inform the Complainant and the Respondent that they have the option of being accompanied during the investigation interview by a union official (if a bargaining unit employee), a co-worker or other support person.

e) Formal Investigation

- The Investigator will interview the Complainant, the Respondent, and any witnesses, and will review all relevant **documentation and evidence**.
- The Investigator must complete the investigation and file a report of their findings to the Chief Administrative Officer within thirty (30) working days of being assigned the complaint for investigation.

f) Decision / Discipline

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- Within **twenty (20)** working days of receiving the Investigator's report, the Chief Administrative Officer on the basis of the Investigator's report will determine whether the Complaint is valid and what disciplinary action, if any, is to be taken up to and including termination.
- The Complainant and Respondent will each receive, in writing, a letter advising of the Chief Administrative Officer's decision in regard to resolving the Complaint.

g) Withdrawal of Complaint

- If at any time after filing a complaint, the Complainant wishes to abandon the complaint, he or she must communicate this in writing to the Chief Administrative Officer. However, depending on the circumstances, it may be necessary for the County to continue investigating the complaint. The Chief Administrative Officer will determine whether the investigation is to be continued.

9. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Part XX of the *Municipal Government Act*, which addresses Freedom of Information and Protection of Privacy, still applies with full force and effect to information collected in an investigation. However, personal and/or confidential information shared in such an investigation will not be disclosed pursuant to sections 480 and 481 of the *Municipal Government Act*.

10. RETALIATION

Retaliation against anyone who has reported workplace harassment or participated in an investigation is prohibited. Retaliation shall result in disciplinary action, up to and including termination.

10. BAD FAITH COMPLAINTS

Complaints should be undertaken with great care because they may result in damage to the respondent's reputation and disruptions in the workplace. Complaints made which are frivolous, vexatious or in bad faith may result in disciplinary action, up to and including termination.

No disciplinary action will be taken against a complainant who makes a workplace harassment complaint in good faith and exercises his or her rights under this Policy, even if the complaint cannot be verified or is not workplace harassment pursuant to this Policy.

11. REPRESENTATION

During the interview process employees have the option of being accompanied by a union official (in the case of bargaining unit employees). Employees who are excluded

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from bargaining units may seek legal counsel. The cost of such legal representation will be borne by the employee.

12. TIMELINES

In most cases, the procedural steps will be completed within the timelines outlined above. However, at the request of any of the parties, the Chief Administrative Officer may agree to extend the time limits specified at any stage of the process. The Chief Administrative Officer will ensure that the appropriate parties are notified of any time limit extensions.

13. WORKPLACE HARASSMENT BY EMPLOYEES TOWARD THIRD PARTIES OR CUSTOMERS

Though third parties and customers cannot access the complaint process described in the Policy, Managers are to ensure that their employees do not act offensively toward these parties. In addressing these situations Managers are expected to abide by the spirit of the Policy and ensure that where internal procedures exist to deal with the complaint they are followed.

14. ACCOUNTABILITY

Directors and Managers are responsible for:

- ensuring all employees are provided with an opportunity to attend respectful workplace training;
- being familiar with the requirements of this Policy and all other relevant policies and procedures;
- taking steps to create and maintain an environment free from workplace harassment;
- setting a good example and maintaining a high standard of conduct in all dealings with others;
- assisting the Chief Administrative Officer in determining appropriate disciplinary action;
- take action to address workplace harassment, even if no complaint has been made;
- setting a positive example;
- taking action to protect employees and others from workplace harassment;
- responding to allegations of workplace harassment;
- maintaining confidentiality wherever possible.

Employees are responsible for:

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- attending respectful workplace training;
- treating all persons with respect and dignity;
- intervening and/or reporting instances of workplace harassment;
- co-operating fully with any and all investigations under this Policy.

Human Resources staff are responsible for:

- evaluating the effectiveness of this policy;
- educating employees about harassment and workplace harassment;
- providing advice as required to the Chief Administrative Officer and Directors;
- providing policy advice to Municipal Council as authorized or requested by the Chief Administrative Officer;
- responding to employees and managers inquiries;
- providing referrals to EAP Advisory Services.

The Chief Administrative Officer is responsible for:

- reviewing and processing all written complaints;
- assigning mediators and / or investigators;
- providing advice or direction as required to Directors on workplace restoration actions.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice	_____, 2025
Council Approval	_____, 2025
_____	_____, 2025
Municipal Clerk	Date
At Annapolis Royal Nova Scotia	



STAFF REPORT

Report To: Committee of the Whole
Prepared By: Dawn Campbell, Deputy CAO
Date: November 10, 2025
Report Number: SR2025-108 *Policy 130 Occupational Health and Safety*
Subject: *Approve Policy 130 Occupational Health and Safety*

RECOMMENDATION

To recommend that Municipal Council approve *Policy 130 Occupational Health and Safety* as circulated (7-day notice).

LEGISLATIVE AUTHORITY

Sub-section 27(1) of the *Occupational Health and Safety Act* states:

27 (1) Where

- (a) *five or more employees are regularly employed by an employer other than a constructor or contractor;*
- (b) *five or more employees are regularly employed directly by a constructor or contractor, not including employees for whose services the constructor or contractor has contracted;*
- (c) *the regulations require an occupational health and safety policy; or*
- (d) *an officer so orders,*

the employer shall prepare and review, at least annually, a written occupational health and safety policy, in consultation with the committee or representative, if any.

Sub-section 48(3) of the *Municipal Government Act* further states:

In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

BACKGROUND

This purpose of this policy is to confirm the County's commitment to providing a safe work environment for all employees. The County has an Occupational Health and Safety Plan developed in 2022 with the assistance of external consultants. The Plan identifies and assesses specific areas of risk as required by statute. It also establishes procedures to:

- minimize risks;
- report unsafe conditions; and
- report / analyze / investigate workplace incidents, accidents or near misses.

The Joint Occupational Health and Safety Committee (JOSH) has responsibility for ongoing review of the Plan to recommend updates and additions. The Committee also conducts annual inspections of all worksites.

The County's past practice has been for the Joint Occupational Health and Safety Committee to annually review and recommend changes. The policy was reviewed by the Occupational Health and Safety Committee at their October meeting and a motion was passed that no changes were necessary or recommended.

DISCUSSION

The Committee of the Whole may consider or recommend additional changes to the policy. However, in accordance with Sub-section 27 (1) of the *Occupational Health and Safety Act*, such changes should be reviewed by the Joint Occupational Health and Safety Committee (JOSH) prior to being presented to Municipal Council.

FINANCIAL IMPLICATIONS

There are no known financial implications.

ALTERNATIVES / OPTIONS

The Committee of the Whole may recommend council approve the policy as circulated. The Committee of the Whole could suggest or recommend further changes for review and recommendation by the Joint Occupational Health and Safety Committee.

COMMUNICATION

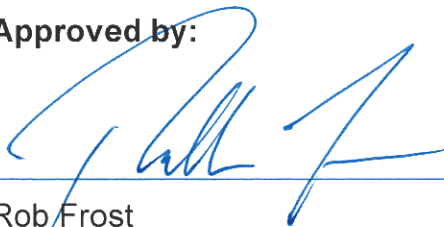
Normal statutory requirements:

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

ATTACHMENTS

Policy 130 Occupational Health and Safety

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

Subject

Occupational Health and Safety**1. APPLICATION**

This policy will apply to all employees of the Municipality of the County of Annapolis.

2. AUTHORITY

Section 27 of the *Occupational Health and Safety Act*, as amended
Subsection 48 (3) of the *Municipal Government Act*, as amended

3. TERMS OF POLICY

The personal health and safety of each employee of the Municipality of the County of Annapolis is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary. To the greatest degree possible, management will provide all the mechanical and physical facilities required for personal safety and health in keeping with appropriate standards.

The County will maintain a health and safety program conforming to the acceptable practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all health and safety matters, not only between supervisor and employee, but also between each employee and their co-workers. Only through such a cooperative effort can a safety program be established and preserved in the best interest of all concerned.

Our objective is a health and safety program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our health and safety will include:

- (1) Providing mechanical and physical safeguards reasonable and appropriate to the circumstances.
- (2) Conducting an ongoing program of health and safety inspections to protect employees by identifying and eliminating unsafe working conditions and practices.
- (3) Controlling health hazards, and complying fully with the health and safety standards for every job.
- (4) Training all employees in good health and safety practices.
- (5) Providing necessary personal protective equipment (PPE's) and instructions for its use and care.
- (6) Developing and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment, recognizing that the responsibilities for health and safety are shared.

- (7) Reporting near misses and investigating every accident and near miss, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not reoccur.
- (8) The employer accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- (9) Supervisors and those in charge of workers are responsible for developing the proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- (10) Employees are responsible for wholehearted, genuine cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practising safety while performing their duties.
- (11) The safety information in this policy does not take precedence over the *Nova Scotia Occupational Health and Safety Act* and Regulations.
- (12) The Joint Occupational Health and Safety Committee shall annually review this policy and, if deemed appropriate or necessary, provide recommendations for changes or updates.

4. REPEAL

Policy 130 Occupational Health and Safety Policy, re-adopted on December 17, 2024, is hereby repealed.

Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice.....	Pending
Council Approval	Pending

Municipal Clerk	<u>PENDING</u> Date
At <u>Annapolis Royal</u> Nova Scotia	



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: November 10, 2025
Prepared By: Cheryl Mason, Manager of Protective Services
Report Number: SR2025-109 Tender to Demolish Dangerous Structure – Deep Brook
Subject: Tender to Demolish Dangerous Structure – Deep Brook

RECOMMENDATION(S):

That Committee of the Whole authorize the Administrator under Dangerous and Unsightly Premises to proceed with the process to call a tender regarding the building located at Highway 1, Deep Brook, Property Identification 05303003, Assessment Account Number 10349427 to demolish the dilapidated building on the property, have the demolition debris removed to an approved C & D site, and level the ground to make it safe.

LEGISLATIVE AUTHORITY

Municipal Government A, Chapter 18, PATY XV, Section 346
County of Annapolis Policy 134, Unsightly and Dangerous Premises

BACKGROUND

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

The initial complaint came forward in May of 2024 and staff have been sending letters right up to November 8, 2025. To date, the owner has made no attempt to contact staff nor remedy the dangerous structure.

Nova Scotia Department of Public Works has confirmed that the building is within their right-of-way and is a threat to traffic and needs to be removed.

DISCUSSION

Should the property owner wish to make an appeal of the order from the Administrator to Committee of the Whole within seven (7) days of the date of the order issued November 8, 2025, this matter shall come to Committee of the Whole on December 9, 2025, for the matter to be reviewed.

Should no contact be made by that date, the approval hereby requested by the Administrator will begin the process of calling a public tender and awarding as per the established process.

FINANCIAL IMPLICATIONS

Any costs associated with the work are the responsibility of the property owner. Costs are applied to the property taxes associated with the property and collectable per the Municipal Government Act including the tax sale process if applicable.

POLICY IMPLICATIONS

No legal action can be taken against the Municipality of the County of Annapolis as per the Municipal Government Act PART XV 353.

ALTERNATIVES / OPTIONS

Due to the deteriorated condition, there is no other option than to proceed with the tender process to demolish the dilapidated structure, remove the demolition debris to an approved C & D site and level the lands to make it safe.

NEXT STEPS

A tender will be called and submissions reviewed from any contractor who meets the necessary requirements for insurance and ability to complete the project within the timeframe stipulated. The Municipality of the County of Annapolis will submit a demolition application for approval.

ATTACHMENTS

- 1- Chronology of Complaint Process
- 2 - Pictures taken on May 10, 2024, June 17, 2024, September 26, 2025 and November 7, 2025
- 3 - Policy 134 Unsightly and Dangerous Policy

Prepared by:

Cheryl Mason, Administrator under Dangerous & Unsightly Premises

Reviewed by:

Dawn Campbell, Deputy Chief Administrative Officer

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:

Nov 4, 2025
(Date)

FILE CHRONOLOGY

DUP File No. 2024/25-010

Timeline of this file:

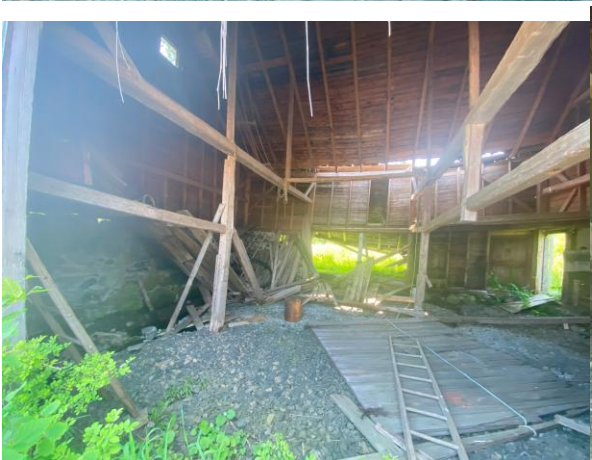
May 9, 2024	Complaint made in-person to the office.
May 10, 2024	Staff visited the property to confirm it is dangerous and unsightly and pictures were taken
May 15, 2024	Administrator sent 1 st 30 day Order to contact the office to discuss how the owner would remedy the matter
June 17, 2024	No response had been received from the owners of the property. Staff visited the property to provide up to date pictures to confirm whether any action had taken place.
June 21, 2024	Administrator reviewed the pictures and determined the property remained in a dangerous condition. A 2 nd 30-day Order was then sent.
August 8, 2024	Staff attended the property to update the file with pictures – no change.
July 16, 2025	Staff attended the property to update the file with pictures – no change.
September 26, 2025	A review of the files found that the matter had not been followed up and staff visited the property to confirm whether any action had taken place. Pictures were provided.
October 8, 2025	The pictures of September 26, 2025 were reviewed and it was noted that there had been no progress by the owner to remedy the dangerous structure. A 30-day Formal Notice was prepared and posted on the structure and posted on the home of the owner.
October 29, 2025	Administrator received confirmation from Nova Scotia Department of Public Works that the building is dangerous, is within their right of way and needs to be removed.
November 7, 2025	Staff to visit the property to confirm whether any action has taken place on the property and provide pictures. A 14-day Order will be posted on the building and the letter will be posted on the home of the owner as well as sent by Registered Mail.
November 7, 2025	Staff Report prepared to go to November 10, 2025 Committee of the Whole to request approval to proceed with actions should the owner not request to appeal the decision of the Administrator and staff confirm the owners have not made an attempt to remedy the matter. The owners may submit an appeal to the Municipal Clerk’s office 7 days after receipt of the 14-day Order. Should the owner appeal the decision of the Administrator, the matter will then be presented to the December 9, 2025 Committee of the Whole for the owner to appeal the Order. Should there be no request to appeal, approval by Committee of the Whole herein the Staff Report, a tender will be called to proceed with the demolition immediately.

Attachment 2 to Staff Report – Tender to Demolish Dangerous Structure – Deep Brook
Committee of the Whole, November 10, 2025

Pictures taken May 10, 2024



Pictures taken June 17, 2024



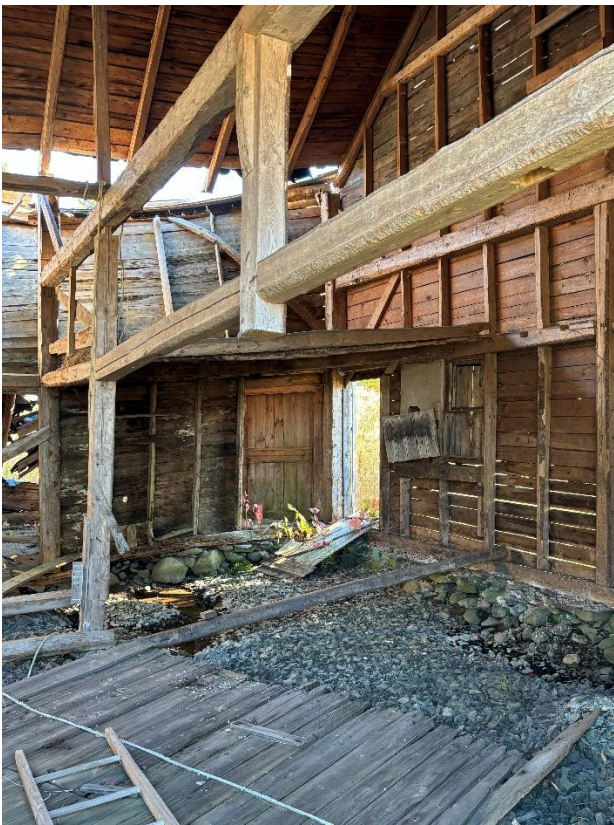
Pictures of August 8, 2024



Pictures taken July 16, 2025



Pictures taken September 26, 2025



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.

Unightly and Dangerous Premises

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Unsightly and Dangerous Premises

8. Demolition Orders

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

9. Court Orders

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

10. Charges and Penalties

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

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

11. Notifications to Councillors

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

12. REPEAL

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

Annotation for Official Policy Book

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

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

Chris McNeill

Chief Administrative Officer

May 20, 2025

Date

At Annapolis Royal, Nova Scotia