



NOTICE

MEETING: St Mary's Municipal Council
Committee of the Whole

DATE: Wednesday, November 20th, 2024

TIME: 6:00 pm

PLACE: St. Mary's Municipality
Council Chambers, Sherbrooke, NS

Please advise if unable to attend



Municipality of the District of St. Mary's

Committee of the Whole Meeting Agenda
Wednesday, November 20th, 2024, at 6:00pm

We acknowledge that we are gathering in Mi'kmaqi the traditional unceded territory of the Mi'kmaq people.

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes: COTW held November 6th, 2024
6. Business Arising from Minutes
7. Correspondence: N/A
8. Presentation: Sherbrooke Hospital
9. Other Matters of Business
 - a. November 30 Tree Lighting Event: Verbal update for council.
 - b. Sherbrooke Fire Department—September 18th COTW: Follow up discussion for council.
 - c. Construction & Demolition (C&D) Waste Services Update.
 - d. Extended Producer Responsibility (EPR) Recycling Program Update.
 - e. Councillor Code of Conduct Policy.

Adjournment



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, November 6th, 2024,

We acknowledge that we are gathering in Mi'kma'ki the traditional unceded territory of the Mi'kmaq people.

1. Meeting, Date & Time:

Warden Fuller called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, November 6th, 2024, at 6:00 p.m. in the Council Chambers, Sherbrooke, N.S.

2. Attending

Warden James Fuller

Deputy Warden Beulah Malloy – *Via virtual attendance*

Councillor Dana O'Connell

Councillor Scott Beaver

Councillor Emma Tibbo

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Jadzia Rudolph, Municipal Clerk

Mallory Fraser, Director of Community Development and Recreation

3. Additions to the Agenda:

- Addition to #9. Other Matters of Business, Item c. Recplex- Fill the Rink

4. Approval of the Agenda:

On the motion of Councillor O'Connell and seconded by Deputy Warden Malloy the Council approved the agenda with the addition.

Motion approved.

5. Approval of Minutes:

On the motion of Councillor Beaver and seconded by Councillor Tibbo, the Council approved the minutes of the COTW Meeting held October 16th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- Councillor O'Connell brought forward the correction that needed to be made on #9 Other Matters of Business agenda item "E" Fire Services Capital Needs, from October 16th, 2024, COTW bullet point 2 in the minutes is not a complete sentence. The clerk will make the amendment and add "Fire Departments" at the end of the sentence.

7. Correspondence:

- There was no correspondence.

8. Presentation:

- There was no presentation.

9. Other Matters of Business:

a. Code of Conduct

- Doug Patterson, Chief Administration Officer (CAO) informed Council of the provincial update to the Code of Conduct. The province is accepting all 25 recommendations put forward by the Code of Conduct Working Group.
- The Code of Conduct needs to be accepted within 60 days following the municipal election and to provide notice of the adoption.
- Staff will be working on updating the existing Code of Conduct to implement the new recommendations, when complete a draft will be brought to Council for approval.

b. Internal/External Committees of Council

- Council discussed which internal and external committees of Council they can attend. Council members appointed the following:

IN HOUSE COMMITTEES	2023-24	2024-25 (New Council)
Accessibility Advisory Committee	Deputy Warden Fuller Alternate:	Warden Fuller
Audit Committee	<i>Open to all Councillors</i>	
Fences and Arbitration Committee	Councillor Baker Alternate: Warden Wier	Warden Fuller Alternate: Councillor Tibbo
Fire Services Advisory Committee	<i>Open to all Councillors</i>	<i>Deputy Warden Malloy Alternate: Councillor O'Connell</i>
Joint Occupational Health & Safety Committee	Councillor Harpell Alternate: Councillor Malloy	Deputy Warden Malloy Alternate: Warden Fuller
Source Water Protection Advisory Committee	Councillor Mailman Alternate: Councillor Harpell	Councillor O'Connell Alternate: Councillor Beaver
OUTSIDE BOARDS/AGENCIES	2023-24	2024-25 (New Council)
Eastern Counties Regional Library Board	Councillor Mailman Alternate: Councillor Harpell	Warden Fuller Alternate: Councillor Tibbo
Eastern Region Solid Waste Management	Councillor Malloy Alternate: Warden Wier	Deputy Warden Malloy Alternate: Councillor Tibbo
Guysborough Adult Learning Association	Deputy Warden Fuller Alternate: Councillor Baker	Warden Fuller Alternate: Councillor Beaver
Guysborough Community Health Board	Deputy Warden Fuller Alternate:	Councillor Tibbo Alternate: Councillor Beaver

Tourism Guysborough County Association	Councillor Zinck Economic Dev. Officer	Councillor Beaver Alternate: Councillor O'Connell
Guysborough County Home Support Agency	Councillor Harpell Alternate: Councillor Malloy	Councillor O'Connell Alternate: Councillor Tibbo
S.V. Old Fashioned Christmas Association*	Warden Wier Councillor Zinck	Tabled until further notice*
Port Bickerton & Area Planning Association	Councillor Harpell Alternate:	Deputy Warden Malloy Alternate: Warden Fuller
Sherbrooke Restoration Commission	Deputy Warden Fuller	Councillor O'Connell Alternate: Warden Fuller
Community First: Guys. County Housing Assoc.	Warden Wier Alternate:	Warden Fuller Alternate: O'Connell

- c. Recplex – Fill the Rink
- Mallory Fraser, Director of Community Development and Recreation informed Council of the new event for this winter. Staff planned an event which is scheduled to be held on November 16, 2024, with and includes a Rural Hockey League exhibition game with puck drop at 7:00 pm. and the doors opening on at 6:30pm. The event plan includes a beer garden, concessions, 50/50 draw and a "chuck the puck" competition at half time.
 - Council acknowledged the one-time plan to have an event where alcohol is served.

10. In-Camera: Legal

On motion of Councillor O'Connell and seconded by Councillor Tibbo, Council agree to move In-Camera for legal matters at 6:42 p.m.

Motion approved.

On motion of Councillor O'Connell and seconded by Councillor Tibbo, Council agreed to return to regular session at 7:55 p.m.

Motion approved.

Adjournment

On motion of Councillor O'Connell and seconded by Councillor Tibbo, there being no further matters of business, Council adjourned at 7:56 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



Sherbrooke Volunteer Fire Department Presentation

Fire Hall Members
Dana O'Connell
Laura Banks

Presentation to District of the Municipality of St Mary's
Council 18 September 2024

The purpose of today's presentation is to:

Firstly - bring Council up to date on Sherbrooke's Volunteer Fire Department: who we are, what we do and the importance of having a volunteer fire department;

Secondly - to inform council of some pressures facing the Department and how we are dealing with one of these pressures; and

Thirdly - request financial commitment and administrative support in the procurement of a new Pumper Truck.

Notes: throughout the presentation:

“Department” refers to Sherbrooke Volunteer Fire Department; and

“Committee “ refers to the Sherbrooke Volunteer Fire Department advisory committee assessing the Fire Department's Fleet of Vehicles

Who we are and What we do

Who we Are

- 35 Volunteer Members (some retired mostly working)

What We Do

- Fire Protective Services
- Vehicle Accidents
- Forest Fire Management
- Medical First Responders
- Water Rescue
- Life Flights
- Mutual Aid

Sherbrooke Fire Hall



Apparatus

Pumper Truck #2



Pressures Facing the Department

1. A lack of young recruits:

Recruitment numbers for young volunteers are low. The majority of the Department is made up of Fire Fighters/MFRs (Medical First Responders) who are over 50 years of age and have served more than 20 years.

If this trend continues our fire fighter capability could become critical as many of the current fire fighters will be retiring in the coming years.

Pressures Continued

2. Response Times:

Within 10 minutes of a 911 call the first fire truck is en route to the site of the emergency.

In some cases a full response to a structure fire (12 members) is not always achievable within 10 minutes. This is not unusual in a rural community where most of the fire fighters are either at work or out of the area or just not available to respond.

Pressures Continued

3. **Mutual Aid:**

Recently mutual aid calls have increased.

As responses to mutual aid increase the likely hood of an emergency in Sherbrooke at the same time also increases.

In the event that this happens Sherbrooke protective services could be compromised.

Pressures Continued

4. **An Aging Fleet of Vehicles:**

Every F/T in the department's fleet is over 20 years old.

The National Fire Protection Association has set the maximum service age for front line fire fighting vehicles at 15 years but there is a process in place to extend the life to 25 years.

An advisory committee within the department was formed to assess the Fleet of vehicles and determine it's operational capability and report these findings to the Department members with options to proceed.

Committee Findings

Tanker #1 is 38 years old - it is still considered reliable and should perform well for the foreseeable future.

Pumper Truck # 1 is 29 years old..... it will need to be retired within the next 10 years;

Pumper Truck # 2 is 37 years old. It's reliability is questionable and will need to be retired within the next 18 -36 months.

As a result of Pumper Truck #2's condition the Committee assessed the operational capability of the department 's Fleet as **Yellow.** (operationally capable with concerns)

In view of the status of Pumper #2 the Committee submitted **3 options** as a way ahead:

Recommendations

Option 1 “Status Quo” Do Nothing

“Status Quo” would see the Department Retiring Pumper # 2 within the next 2 -3 years.

This would see the Department operating only #1 Pumper Truck. This level of operation would decrease the Department’s Fleet capability rating to **Red.** (operational capability severely limited) requiring other departments to be on standby

Note #1 Pumper truck is 29 years old and will be retiring in the coming years.

Committee Findings and Recommendations

Option 2 “Buy a Used Pumper Truck”

It is almost impossible to find a newer Fire Truck (10 - 15 years old) F/Ds are simply not retiring vehicles that early many departments are adding years to the vehicle life cycle as most departments are facing the same procurement issues. Long lead Times and increasing prices.

Any newer vehicle for sale would have a price tag between 200 - 250K with no guarantee or warranty and would potentially have to retrofit it to meet the departments needs

Committee Findings and Recommendations

Option 3 “Buy a New Pumper Truck to Replace Pumper Truck #2”

Although Option 3 is the most costly it is considered the most cost effective and fiscally prudent use of funds.

The purchase of a new Pumper Truck to replace Pumper Truck #2 would put the department's Fleet capability at **Green.** (operationally capable)

Note * Pumper Truck #1 will need to be replaced within the next 10 years

Recommendation

Option 1 - “Status Quo” was considered the least favorable option as it would result in the continued decline of the Department’s capability.

Option 2 - buying a used F/T was considered both unachievable and subject to too much risk as purchasing second hand vehicles has dependability and reliability issues.

Option 3 - purchasing a new F/T was considered the best option as it achieves the department’s main objectives: Serviceability; Reliability and Longevity and operationally capable.

By a unanimous vote the Department members voted in favor of proceeding with Option 3 “Buy a New Pumper Truck” replacing Pumper #2

Discussion – Rationale For New” Procurement

Purchasing a new F/T is not something that can be done “off the shelf” All new F/Ts are custom built to each Department’s specific needs

The lifespan of a F/T can vary widely depending on several factors including the type of truck it’s usage, maintenance and the environment which it operates. Generally F/Ts are designed to last between 15 - 30 years.

Older F/Ts may be retired earlier due to advancements in technology or safety standards. Many F/Ds also assess their fleet regularly to determine when it is time to replace vehicles based on performance and **reliability**.

Reliability is the Departments biggest concern. Pumps are aging, valves and other parts are getting hard to source and the frame of the F/T is also wearing with age.

Discussion Continued

Its not only a matter of wear and tear. Newer models are simply better than the older models. At some point it is a more responsible use of the tax payers dollars to replace an old truck than spend money retro fitting it to current needs and standards.

As previously mentioned the National Fire Protection Association has set the maximum service age for front line fire fighting vehicles at 15 years but there is a process in place to extend the life to 25 years.

Discussion Continued

The committee narrowed it's decision down to 2 companies quotes; METALFAB from New Brunswick and a company from Manitoba. Through an assessment process the committee recommended procurement proceed with METALFAB.

METALFAB requires a 10% down payment as soon as it receives the Chassis (approx 8 months after the initial order). Full cost of the F/T is required on delivery.

The next slide is a picture of the F/T chosen



Discussion Continued

As mentioned the Fire Pumper Truck chosen meets all the departments requirements and comes in at a full cost of 725K (today's price). In considering the cost of Fire Pumpers this particular configuration is on the low side. Most new Pumper Trucks cost well over \$1 million

The Committee determined that prices of F/Ts are increasing at a very high rate. In 1 year the price of this F/T has risen by over 100K. In view of this trend it would seem likely that the 725K cost will increase. The committee considered tendering the procurement of a F/T but determined that this would only add time to the process.

Procurement Notes

Ideally the ordering of the the F/T will occur within the next 6 months. If that is achieved delivery could happen 12 months after the order date.

An amortization of 10 years with an interest rate of 4% is our goal however, any amortization beyond 10 years would impact the Department's ability to procure a pumper truck needed to replace Pumper #1

Presently the Department is committing 100K of our capital account towards the purchase of the new F/T. Prior to the placement of the order the Department intends to raise an additional 50K through various fund raising activities.

The Department is also actively sourcing grants and soliciting local businesses and donors for funding. Today's presentation to council is part of this process.

Procurement Strategy

The placement of the order for our new F/T will occur when a minimum commitment of 400K of the 725K purchase price is achieved.

The Fire Services Levy may need to be increased to help pay any loan.

* Note By increasing the Levy by \$30 an additional 18K/year (approximately) could be used to service the loan.

If the Department has a loan it will request the loan be guaranteed and administered through the municipality with the Department making the required payments.

The following slide shows depicts our fund raising strategy;

Sherbrooke Fire Department Fund Raising goal

Over the next 18 months the Goal of the Department is to raise an additional 625K to purchase a New Pumper Truck (note * the 725K purchase price could increase before the order is placed) Sources include:

100K	Fire Department Current Commitment; (from capital account)
50K	Fire Department Future Fund Raising;
??K	Municipal Contribution;
??K	Provincial / Federal Grants;
25K	Major Businesses and Stake Holders within the area; and Private donations.
??K	Sale of Pumper Truck #2

Annual Operating Budget *note The Department has 150K Capital Account

Revenues

Fire Services Levy	40,852.333300	
Municipal Grant	5,2734.00	
Total		46,126.00

Expenses

Operating Expenses	580.00	
New Equipment /Protective Clothing	36,500.00	
Building Utilities Power/Propane/Water/Electricity	7,290.00	
Training	1,000.00	
Vehicles Maintenance	5,000.00	
Fuel -Vehicles	2,500.00333	
Insurance Vehicles/Building	12,000.00	3333
Total		33333334,870.00
Surplus		11,256.00 (capital account)

Procurement options - 4% - 10 year term (725K)

- Down Payment / Loan / Monthly Payment

• 100K	625K	\$6320
• 125K	600K	\$6065
• 175K	550K	\$5560
• 275K	450K	\$4550
• 325K	400K	\$4040
• 375K	350K	\$3540
• 475K	250K	\$2530
• 525K	200K	\$2020
• 575K	150K	\$1515
• 625K	100K	\$1010
• 675K	50K	\$505

Importance of Maintaining a High Level of Capability within the Sherbrooke Fire Department

Sherbrooke Fire Department is located near many of the essential services within the Municipality. The loss of any of these services due to a fire could have a serious impact on the entire area. These services include:

St Mary's Hospital/Nursing Home
School/ Municipal Centre
Drug Store;
Water Treatment/Sewage Facility;
RCMP Station;

Recreation Centre
Museum/Grocery Store
Banking/Postal Services
DoT/DoF/DNR
Seniors Complex

Conclusion

In conclusion, I hope this presentation has brought to Council's attention some pressures facing Sherbrooke F/D. Most importantly the serious nature and continuing degradation of its Fleet's operational capability and the need to purchase a new F/T.

It is a challenge to maintain fire apparatuses, they are expensive, require continued maintenance and need extensive performance inspections. Lead times for procurement have increased and costs are rising at a very high rate. Our apparatuses are old and although the Department has maintained them at a high level of operational capability they need to be retired at some point.

Conclusion

Through prudent use of our operating revenue we have made provisions to replace them. Unfortunately with escalating prices, the Department is not in a position to fund the procurement of a new Pumper Truck on its own.

As mentioned the Department is in the early stages of fund raising for a new F/T. Before the order is placed, a minimum commitment of 400K is needed. We anticipate this milestone can be achieved in 6 months time. As delivery times are at best 1 year after an order is placed expenditure of funds would be required in 12 to 18 months.

Conclusion

The Department needs to assure it's residents and local businesses that there is adequate fire protective services ready and operationally capable to effectively manage fire emergencies.

Therefore, the Department is requesting Council consider the commitment of 250K in support of the procurement of a new pumper truck and further request municipal support guaranteeing the loan with the Department making regular payments.



Thank you for your time

Questions Please

Presentation to District of the Municipality of St Mary's
Council 18 September 2024



St. Mary's Sparkle & Skate HOLIDAY CELEBRATION

You are invited to kick off the holiday season
with an evening full of fun & cheer!

SATURDAY, NOVEMBER 30, 2024

5pm: Tree Lighting at Maple Manor,
followed by Caroling to the St. Mary's
Recplex.

5:30-6:30pm: Skate & Social at St. Mary's
Recplex with Hot Chocolate & Cookies
provided by the St. Mary's District Lion's
Club



7pm: Fireworks at Sherbrooke Village
Parking Lot

Fun & Activities for All Ages!



Construction and Demolition Waste (C&D) Update

SUMMARY

Challenges and Current Status of C&D Services:

- 1.) Significant regulatory changes interrupted past practices and as a result the municipality does not have a current public C&D waste disposal service solution in operation. Work and research efforts continue to find new solutions.
- 2.) Currently there is a large accumulation of C&D material on hand at the municipal transfer station that was collected in calendar years 2022 and 2023. Environmental regulatory changes initiated in July 2023 made this material both costly and logistically difficult to dispose of. However, it is a problem that stands to benefit from ongoing time being spent to seek the most cost-effective options for the permanent disposal of the material.
- 3.) Environmental standards have increased in complexity and costs are higher.

BACKGROUND

Prior to January 2024 the municipality offered a broad commercial and residential C&D disposal service at no cost to users. The volumes received were high resulting in an estimated 4500 cubic yards currently on-hand awaiting a permanent disposal solution.

New environmental standards that came into existence in July 2023 prevented continued use of existing lower cost storage cell designs the municipality had experience in employing. The Municipality contracted engineer services and made requests for exemptions or other assistance and advice from the Provincial Department of the Environment and Climate Change but did not find a cost-effective solution. As a result, C&D disposal services were suspended.

CONSIDERATIONS

On-Going Work, Possibilities and Options:

- 1.) **Low Volume Residential Bin Service:** The municipality could post bins at the transfer station to receive C&D waste. Some site development would need to be performed to create an elevated ramp with a level stopping place where customers could drive up and over to drop material into bins. The bins would be periodically taken away by a service provider who would dispose of the materials at a long-term C&D storage facility which would be located outside of the Municipality.

The Bin Option Would Require:

- a. Staff on site support for users- currently there is a staff member in attendance when the transfer station is open.
- b. Consideration for a fee structure, e.g. flat rate or weigh scale.
- c. Work with and approvals from the Department of the Environment.
- d. A bin and transport business provider and a completed cost plan. Current anticipated minimum cost is estimated at \$30,000.00 per year depending on volume and frequency of need to transport the material to its final storage site. It is important to note that for the 2024-2025 fiscal year no C&D operational expense has been budgeted.

Special Considerations and Pro's/Con's of the Bin Approach:

- a. This service could be effective for a residential service only due to reduced volume that can be held in bins vs. in ground cells.
- b. Transfer station logs indicate that most of the C&D material we receive is delivered via contractor dump trucks. This may be considered a commercial service. In all other areas of waste services, the municipality only offers a residential service.
- c. Bins eliminate long-term cell storage on site which means no future environmental costs or impacts that the municipality would have direct responsibility for.

- 2.) **On-Site Storage Cells:** Staff have continued to seek solutions and consult with provincial officials. Staff have undertaken work begun in September 2024 to further examine the transfer station property and to perform additional test pit digging and soil sample examination. This work is ongoing, and results are not yet known. The goal is to see if more suitable locations exist on the same property for storage cell construction. If soil sampling indicates possible cell locations, then the next steps would be to begin dialogue and an application for a storage cell with the Department of the Environment and to open a tender process for the hiring of an engineer to design a cell to meet current standards.

The viability of this approach, precise timelines, and costs are currently unknown. There are two main purposes for the service if the Municipality is successful in developing a plan for the on-site C&D storage cell:

- A. Disposal of the current on hand C&D materials
- B. A long-term solution to re-start services via on site, long-term cell storage of C&D materials.

Other Considerations:

1. Review hours of operation at Municipal Transfer Station to accommodate a new C&D service if needed.

Staff Report



2. Any renewed C&D service would need to be accompanied by additional public and staff education. E.g. pressure treated wood is not allowed in C&D.
3. Consideration would need to be given to fees and possible weigh station equipment as part of future solutions.
4. Transport the current stockpile of C&D material to an existing C&D facility as a one-time option instead of building a cell.
5. The Municipality also stopped accepting brush. Is there a need to reconsider this service? It is both costly and difficult to find chipping services or other means to prevent the accumulation from being a fire hazard. If reinstated, a key question is whether it is a residential only service.

RECOMMENDATIONS

That Municipal Council direct staff to continue work to provide a cost-effective residential C&D service and to identify the lowest cost option for the final disposal of the existing C&D waste still on hand at the transfer station.

Extended Producer Responsibility (EPR) in Nova Scotia

SUMMARY

This report is a review of what EPR is and a progress update

The critical concern for the municipality is that we can expect to see some or even complete relief from our curbside collection costs applicable to recycling since a producer-funded collection program will come into being in Nova Scotia by December 2025. We can expect and have input into ensuring that a high-quality service is provided for our residents.

Reference Material: <https://www.circularmaterials.ca/epr-in-canada/>

Reference Material: Attached November 12, 2024, Municipal Working Group Presentation from Circular Materials

BACKGROUND

What is EPR? There is an important change coming to recycling in Nova Scotia where producers of recyclable material have a responsibility to ensure their recyclables are collected and that the producer also has the responsibility to cover the costs of recycling collection programs. All provinces are in various stages of updating their recycling programs to an EPR approach.

A not-for-profit entity owned by the producer industry called Circular Materials will take over the operation of recycling collection in Nova Scotia.

There are multiple reasons and expectations why EPR regulations are coming into place in Nova Scotia to reduce waste. New program goals include better, more complete capture of recyclable materials, less waste, less cost to taxpayers in recycling collection.

CONSIDERATIONS

Key Current Facts:

1. We will negotiate directly with Circular Materials for items involving cost/savings implications to the Municipality. We have had a consultation with Circular Materials in October 2024. Key decisions will be made by council.

Staff Report



2. We will soon see the collection agreements and have a choice on whether we wish to receive payments or whether we support Circular Materials in leading the recycle program.
3. Exact saving potential, options for collection processes, who will pick up recycling, where recycling will go and what will be eligible under the new program have yet to be discovered.
4. December 1, 2025: A new producer-based recycling collection plan comes into effect in Nova Scotia.

RECOMMENDATIONS

FYI



Nova Scotia First Nations and Municipal Working Group

November 12, 2024

Land Acknowledgement



About this Meeting

Presentation:

- Shared prior to this meeting.

Questions:

- Raise hand and ask verbally.
- Type in 'Chat' box.



Introductions



Allen Langdon
Chief Executive Officer



Sherry Arcaro
VP, National
Supply Chain
Operations



Andrew Philopoulos
Managing Director,
Atlantic Canada



Nadine Duguay-Lemay
Director, Marketing and
Media Relations, Atlantic
Canada

Agenda

- Background
- Readiness Report
- Engagement with Mi'kmaq First Nations
- Collection Service Delivery Approach
- Promotion and Education
- Wrap Up



Background



About This Meeting

- We are committed to working with communities, regional coordinators and the Mi'kmaq First Nations to foster a collaborative environment and deliver recycling services that meet the needs of Nova Scotia residents.
- These meetings provide an open forum to discuss program plans, share feedback, raise questions and directly engage with the Circular Materials team.



About Us

- National not-for-profit organization created and governed by producers.
- Support producers in meeting obligations under extended producer responsibility (EPR) regulations.
- Building efficient and effective recycling systems to:
 - Advance innovation
 - Increase performance
 - Deliver improved environmental outcomes

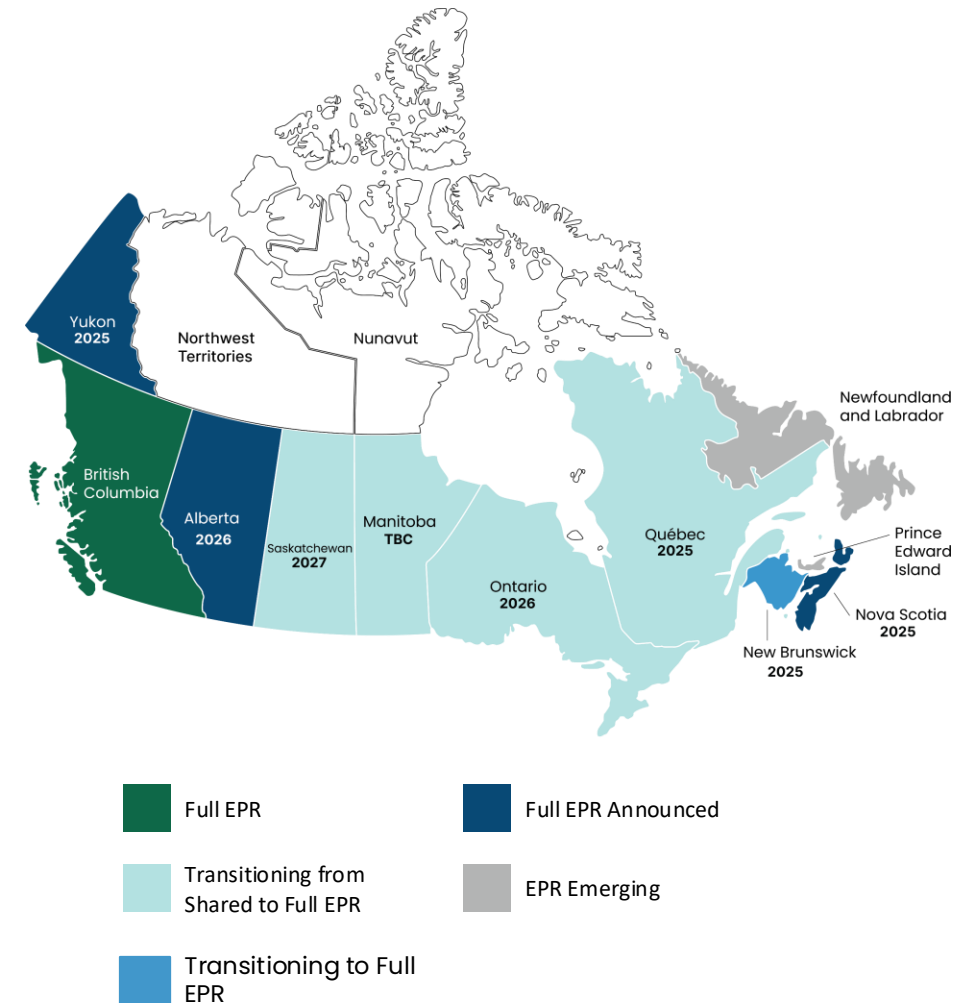


Our Founders



Extended Producer Responsibility (EPR) Across Canada

- EPR is gaining momentum across Canada.
- Transition to EPR successfully underway in New Brunswick and Ontario.
- Manitoba preparing to move from a shared-responsibility stewardship program to full EPR.
- Saskatchewan will transition from a shared responsibility model to full EPR on December 1, 2024.
- Alberta, Nova Scotia and the Yukon preparing for EPR to be rolled out in 2025.



Partnerships

Collaborate with partners to identify gaps and opportunities in current recycling infrastructure





EPR for PPP in Nova Scotia

- The new extended producer responsibility (EPR) for packaging, paper products and packaging-like products (PPP) regulations sets out industry responsibilities for the operational and financial management of certain recyclable materials.
- EPR is recognized as one of the most effective mechanisms to improve recycling rates and advance a circular economy where materials can be collected, recycled and returned to producers for use as recycled content in new products and packaging.
- In Nova Scotia, EPR for PPP will include materials commonly found in the blue bag system.

Readiness Report

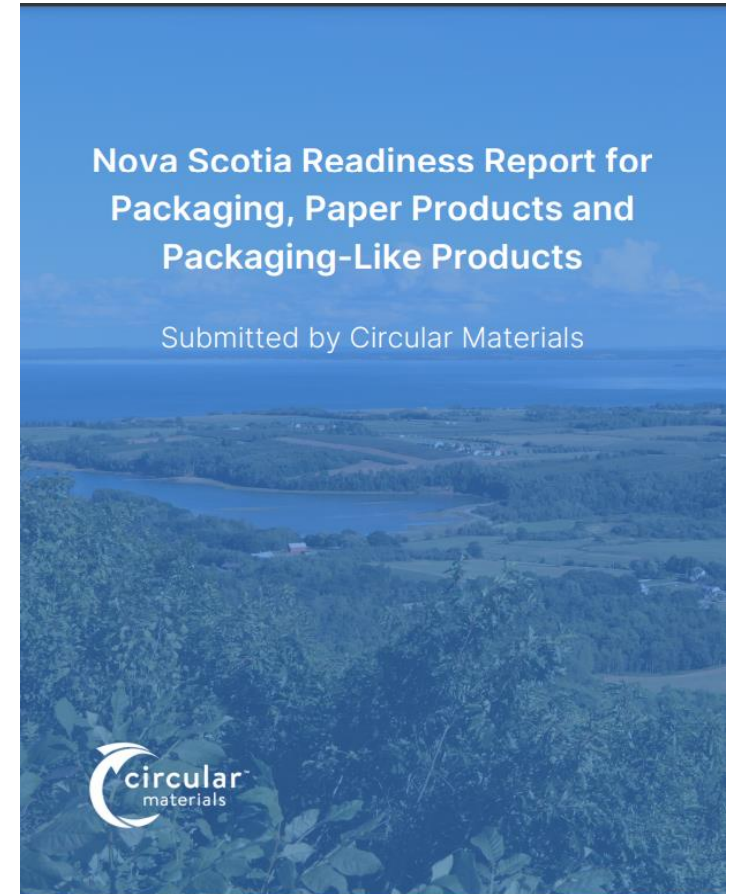
Consultation & Engagement on the Readiness Report

- Circular Materials launched a comprehensive consultation process with communities, producers and service providers to consult on its draft Readiness Report for PPP in Nova Scotia.
- Initial engagement sessions with municipalities took place between March – April 2024, with second sessions taking place in June 2024.
- Engagement with Mi'kmaq First Nations was facilitated through an Indigenous consultant from Indigivisor Nova Scotia who made introductions to key contacts at The Union of the Nova Scotia Mi'kmaq (UNSM) and the Confederacy of Mainland Mi'kmaq (CMM).



Readiness Report Update

- Revised Readiness Report submitted to Divert NS on October 1, 2024.
- In process of being reviewed by Divert NS.
- Revised plan includes more details such as with respect to workplan, curbside vs depot collection, non-PPP/IC&I sources, and promotion and education (P&E).





Engagement with Mi'kmaq First Nations

Ongoing Engagement & Collaboration

Offering a Common Collection System

- Circular Materials is continuing to engage with the Union of Nova Scotia Mi'kmaq (UNSM) and the Confederacy of Mainland Mi'kmaq (CMM).
 - Both organizations indicated they would like to introduce EPR and present the Readiness Report to the communities, ultimately being the ones to present collection service offers to the community.
- As per the Regulation, Circular Materials must extend collection offers 6 months before the implementation date.
- All offers will be aligned with Collection Design Principles.
- Firm commitment to productive, continuous relationships.

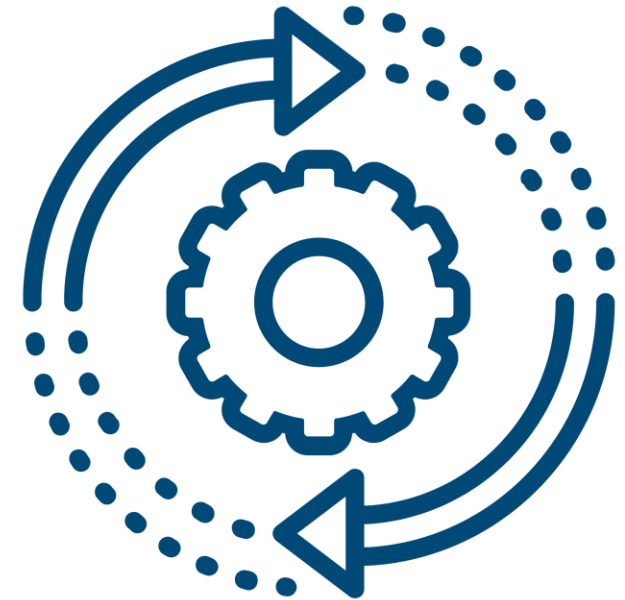


Collection Service Delivery Approach



Service Delivery Approach

- Current focus is on working with communities and representative organizations to determine interest in continuing to provide collection and post-collection services.
- Post-collection approach will be completed as a separate process with updates to be provided at future working group meetings.
 - Currently reviewing post-collection infrastructure.
- First Nation communities will be following similar process – timelines are yet to be determined.

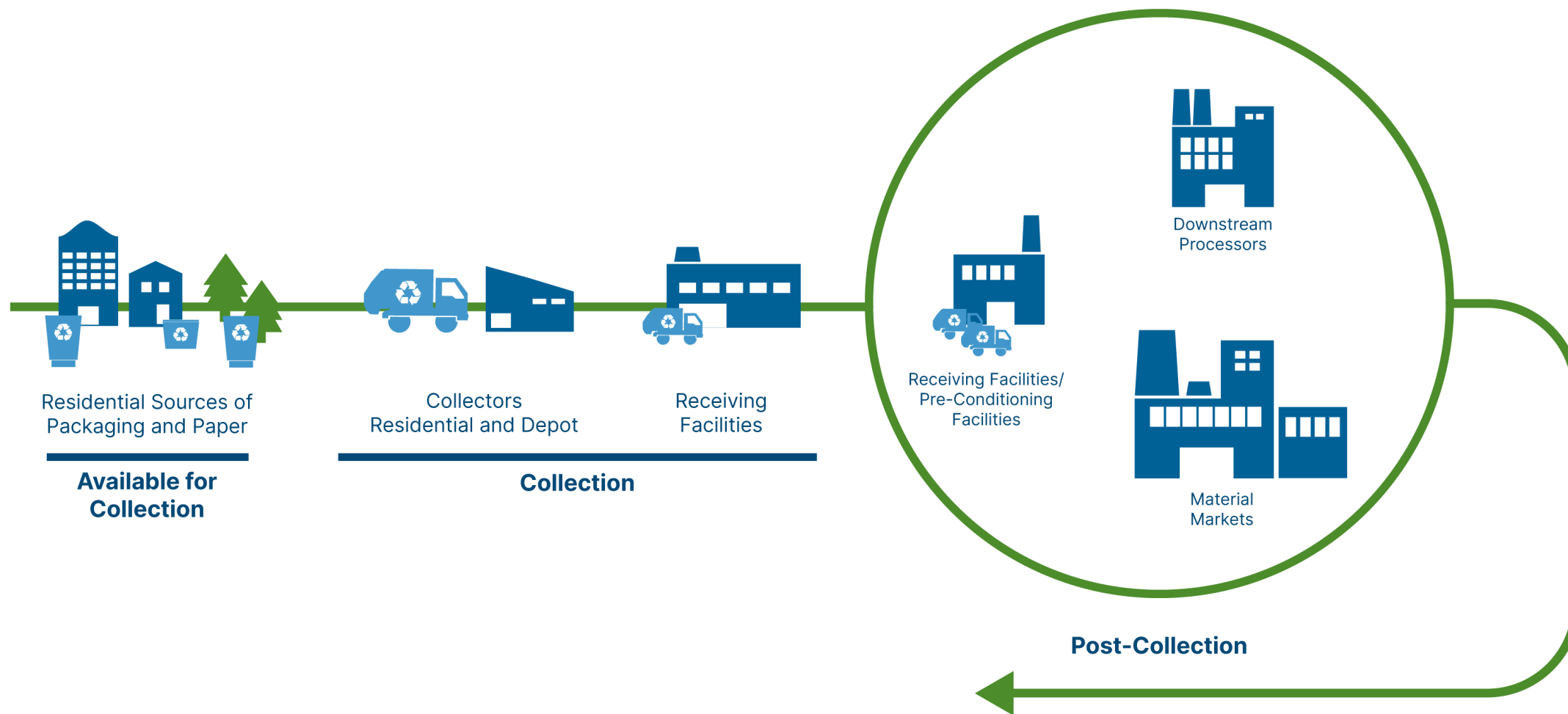


Consultations & Collaboration

- All Nova Scotia municipalities that registered with Divert NS by the end of 2023 are to be included in the EPR program.
- Using the dataset provided by each municipality to Divert NS, Circular Materials has been engaging directly with municipalities to learn about current collection and post-collection system, operations, and challenges.



Nova Scotia Provincial Operations Plan



Transition Model Options

OPT-IN SERVICE MODEL

Community will continue managing current **recycling collection**.

Payment provided by Circular Materials based on a **cost per stop**.

Community will manage **customer service** under **current contract**.

Community will continue to **manage P&E** with support from Circular Materials, and a top-up will be provided for P&E and contract administration.



OPT-OUT SERVICE MODEL

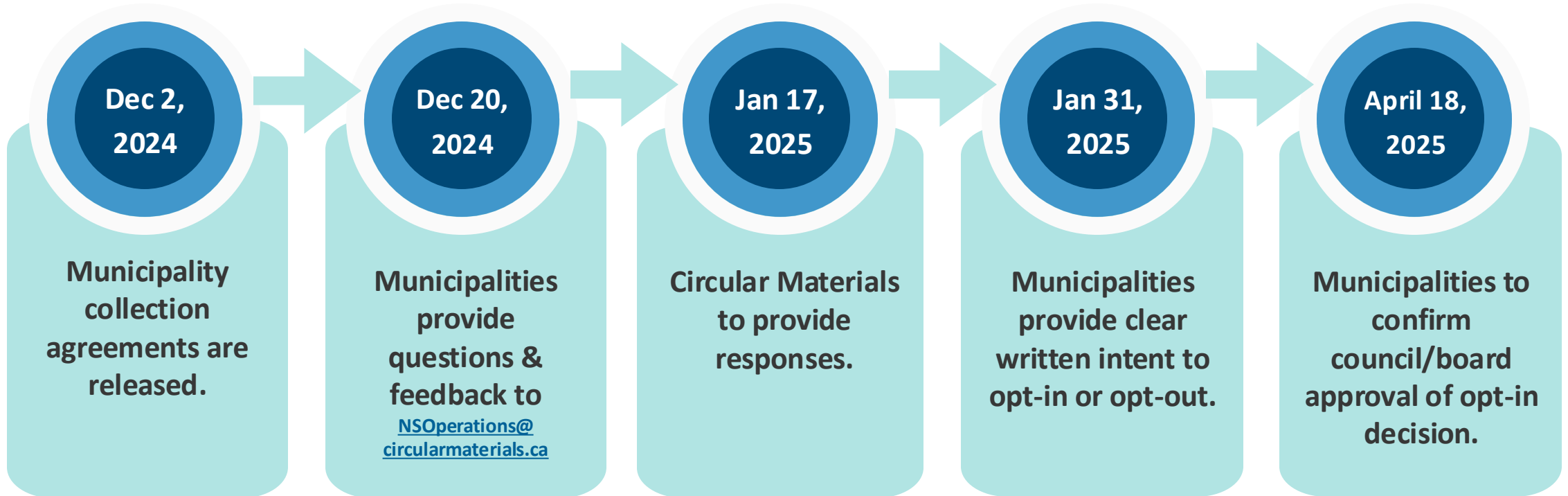
Circular Materials will manage **collection** for the recycling program.

Circular Materials will negotiate directly with a **collection service provider** and administer the **collection contract**.

The **collection service provider** will be responsible for **customer service**, with escalated inquiries managed by Circular Materials.

Circular Materials will directly **lead P&E** in **collaboration with the community**.

Community Collection Agreements Next Steps



Financial Offers

During collection agreement review, Circular Materials will make financial offers:

- Consist of cost per stop for eligible sources.
- Include consideration for administration, P&E, and customer service.
- Basis includes financial data provided by municipalities to Divert NS and through commercial discussions with individual municipalities.



Materials List for Nova Scotia Blue Bag Program

Curbside Collection (Status Quo)

- Dual-stream bag system
- Uniform sort list
- Similar Plastic/Glass/Metal list
 - Plastic Film (e.g., bags)
 - Glass food containers
- Similar Fiber List
 - Paper
 - Boxboard/Corrugated Cardboard

New items

- Polystyrene
- Plastic Laminates (e.g., frozen juice)
- Flexible Plastics (e.g., pouches, chip bags, candy wrappers)
- Non-hazardous aerosols

Items that will be removed

- Books
- Textiles
- Pots/Pans

Any material changes to the collection service will be communicated to affected eligible sources, where possible, at least three months before the change takes effect.

IC&I sources and materials are not part of the Nova Scotia's PPP EPR program.

Promotion and Education



Promotion and Education Objectives



Meet P&E Regulation Requirements

Available on a publicly accessible website and in print, and available upon request by an eligible source.



Seamless Transition for Residents

Support and maintain, with plans to enhance, recycling-related P&E residents received prior to program roll-out.



Increase Recycling Rates

Use education to positively influence behaviour, increase recycling participation rates, and reduce contamination.

Inputs: Promotion and Education Development

Circular Materials collects data from many inputs to develop promotion and education materials and tactics that will meet its objectives and drive behaviour change.

Research

Through focus groups, collect data on perceptions around recycling, motivators, challenges, and test promotion and education creative.

One-on-one meetings

Conduct one-to-one meetings with communities to learn about their current P&E initiatives, best practices and learnings.

Webinars

Host webinars with transitioning communities to gain feedback on promotion and education plans and creative.

Audit data

Collect local audit data to determine common challenges, contaminates and issues on a micro and macro scale.

Resident call centre

Through a robust CRM tool, track metrics on common questions/challenges to target local P&E strategies and tactics.

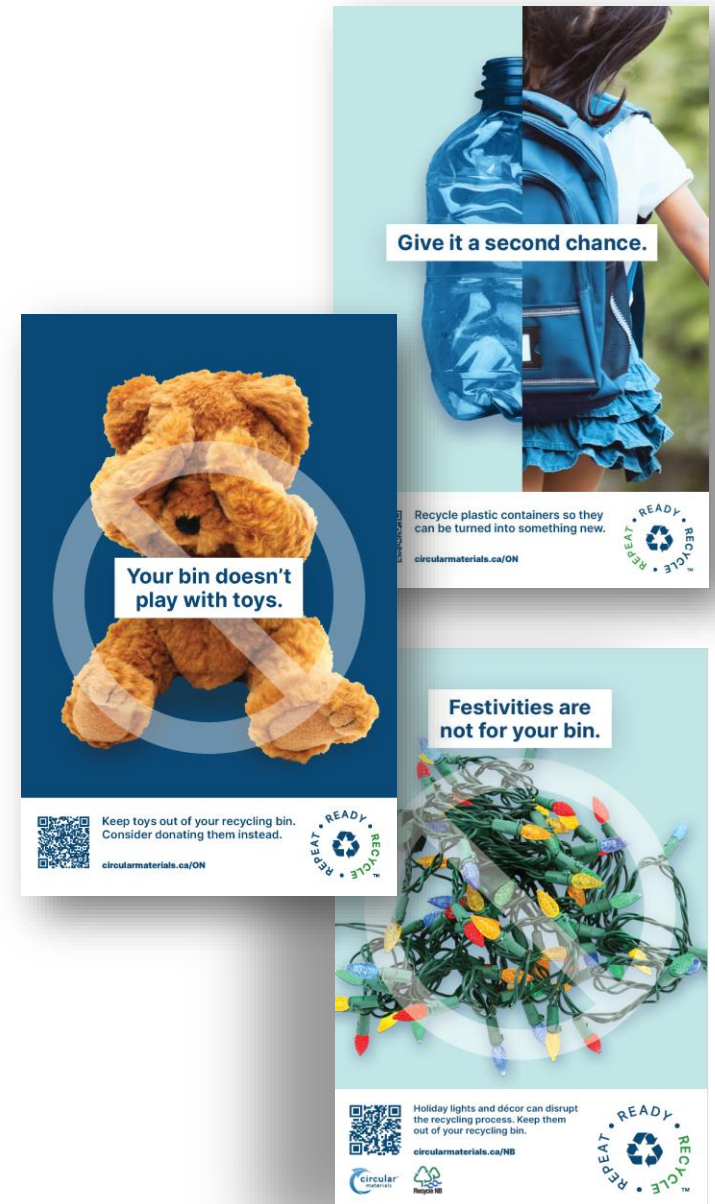
Opt-in P&E Approach

- Community continues to manage P&E with support from Circular Materials.
- Supporting P&E assets made available to communities to customize and use on their channels.
- Ongoing engagement with Circular Materials to ensure P&E is meeting objectives.
- Continue current process for recycling-related customer service inquiries.



Opt-out P&E Approach

- Circular Materials leads P&E in collaboration with the community.
- P&E is tailored to local community and strategically utilizes various tactics to meet its objectives and the needs of Nova Scotia residents.
- Plans are tailored to each community and based on their P&E prior to transition, local audit data and discovery meeting learnings.
- Ongoing engagement with Circular Materials to ensure P&E is meeting objectives.
- Contractor manages customer service with escalation process to Circular Materials.



P&E Timeline

DATE	MILESTONE
Q4 2024	• Planning and creative development. • Explore partnerships as extension of P&E program (e.g. school programming).
Q2 – Q3 2025	• Community webinars for communities to review P&E approach and provide feedback. • P&E finalized.
October 2025	• Distribution of communications' toolkits to communities.
December 1, 2025	• P&E program launches in communities.

Wrap Up



Meeting Series

- Moving forward, meetings will be held on the second Tuesday of every month from 11 a.m. – 121 p.m. AST.
- To register, please click [here](#).
- Once registered, click the link on your Zoom confirmation email to add the meeting series to your calendar.
- Your meeting link is unique to you.
- Presentation will be sent in advance of each meeting.



Closing

- Thank you for your continued support as we prepare to deliver collection services that meet the needs of Nova Scotia residents.
- We encourage you to provide input and topic suggestions for the First Nations and Municipal Working Group meetings.
- Questions can be sent to NSoperations@circularmaterials.ca.
- **Next meeting:** December 10, 2024 from 11 a.m. – 12 p.m. AT.





Questions?



circularmaterials.ca

info@circularmaterials.ca



circularmaterials.ca

info@circularmaterials.ca

Council Code of Conduct Policy

SUMMARY

Legislative provisions require municipalities and villages to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations. Based on recommendations from the Minister of Municipal Affairs and Housing (Minister) municipal staff complied a new Council Code of Conduct Policy for Municipal Council's review. The Municipality must adopt the model code of conduct ("policy") within 60 days following the October election and provide confirmation of their notice of adoption to the Minister of Municipal Affairs.

BACKGROUND

Municipal Council received correspondence from the Office of the Minister of Municipal Affairs and Housing stating that a Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework, which included content to include in the code, sanctions that may be imposed if a breach occurred, and options for an investigator model for all municipalities in the province. This collaborative working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

Significant consultation with municipalities was held on the code of conduct framework and the Code of Conduct Working Group developed 25 recommendations for consideration by the Minister which were all adopted.

Should a municipality or village fail to meet the above requirements, municipal funding will be withheld pursuant to the *Municipal Grants Act*.

SECTIONS WITHIN POLICY TO CONSIDER

The approved content provided by the Minister of Municipal Affairs and Housing on August 9, 2024 is included in its entirety. The sections of purpose, authority, terms/definitions, policy review, policy amendments and schedule B have been added to support the ministerial content and complete the policy.

1. [Section 3: Terms/Definition](#) – Staff complied a list of various terms throughout the policy and provided definitions for each. Within the recommendation from the Minister, it referenced the term "person closely connected". Staff have provided a definition associated with that term, which

Staff Report



is used in sections 7.5 and 11. Are there further terms/definition council feel should be considered within this policy?

2. [Section 19: Complaint and Investigator Process](#) – Please note that the Association of Municipal Administrators is working to develop a request for proposals in order to provide municipalities with a list of investigators to use for Code of Conduct compliance.
3. [Section 20: Training](#) – The recommendations from the Minister stated training within 30 days of being sworn into office. The registration is now open for the current Municipal Code of Conduct in Person Training Sessions. Nova Scotia Federation of Municipalities encourages all municipal elected officials to attend the in-person Code of Conduct training sessions scheduled for January 2025. These sessions offer valuable supplementary information on the Code of Conduct. Please note that a mandatory online training module will be available in early 2025. Additional details on the online module will be provided in the coming weeks. Date: Friday, January 17th, 2025 - Time: 9:00 a.m. – 11:00 a.m. - Location: Civic Centre, Port Hawkesbury - Registration Deadline January 10th, 2025
4. [Links to other Municipal Policy](#) – Throughout this policy reference is made to other approved municipal policies.

After a recommendation to approve the policy at a Committee of the Whole, Council must be provided with the final copy of the policy at least seven days prior to a Council Meeting, therefore this policy could have final approval at the Regular Council Meeting on December 9th, 2024.

RECOMMEDATION

1. Recommendation that Municipal Council approve the Municipal Code of Conduct Policy as presented.
2. Recommendation that Municipal Council repeal the Code of Conduct Policy adopted on June 10th, 2019.

1. Purpose

The purpose for code of conduct as per the Municipal Government Act Section 23A: "23A

- (1) Each municipality shall adopt a code of conduct.
- (2) A code of conduct must
 - (a) include a requirement for compliance with the expense policy and the hospitality policy for the municipality;
 - (aa) consist of the model code of conduct prescribed by the regulations, if one has been prescribed;
 - (b) apply to the mayor or warden, councillors and positions prescribed by the regulations; and
 - (c) comply with the regulations. 2017, c. 13, s. 3; 2021, c. 13,"

Code of Conduct shall apply to elected officials from the time that they are declared elected until:

- a) their resignation;
- b) their disqualification while in office; or
- c) their successor is sworn into office, or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor

The guiding principles are:

- a. Collegiality – members of council will work together to further the best interests of the municipality in an honest and honourable way.
- b. Respect – members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- c. Integrity – members of council are expected to act lawfully and adhere to strong ethical principles by giving the municipality or village interests priority over private individual interests.
- d. Professionalism – members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, and supporting and encouraging others to participate in council activities.
- e. Transparency – members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.

f. Responsibility – members of council are responsible for the decisions that they make and must be held accountable for their actions and outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

2. Authority

This policy derives its authority from section 23A of the *Municipal Government Act* (MGA) of the Province of Nova Scotia.

3. Terms/Definitions

3.1 *Chief Administrative Officer (CAO)*- Means head of administration for the Municipality of the District of St. Mary's as appointed by Council.

3.2 *Council or Councillor* – Means elected officials for the Municipality of the District of St. Mary's.

3.3 *Municipality* – means the Municipality of the District of St. Mary's.

3.4 *Warden or Deputy Warden* – means the council member chosen by the council of a county or district municipality to be the chair of the council.

3.5 *Immediate Family* – The Municipality may employ relatives of municipal employees and elected officials. For the purpose of this section, a "relative" includes parent, spouse, (including common-law), child, sibling or half sibling, grandparent, grandchild, niece, nephew or any of those by way of marriage ("in law" or "step" relatives).

3.6 *In Camera Meetings or Closed Meetings*- Committee and council meetings, or portions thereof, may be held in camera only in accordance with section 22 of the *Municipal Government Act*, as may be amended from time to time.

3.7 *Censure*- Censure is the public reprimanding of a public official or political party representative for inappropriate conduct or voting behaviour.

3.8 *Person Closely Connected* – means a family member, an agent a business partner or an employee of the member.

4. General Conduct

4.1 Members of Council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.

4.2 Members of Council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the municipality.

4.3 Members of Council will adhere to procedure and direction of presiding officers in respect to rules of procedure.

4.4 Members of Council must conduct Council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.

4.5 Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the municipality.

5. Confidential Information

5.1 No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.

5.2 No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.

5.3 Members of Council should not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.

5.4 Members of council must not discuss any matters relating to an active investigation under this Code of Conduct with anyone other than the investigator or their own legal representative, unless required by law.

6. Gifts and Benefits

6.1 No Member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:

- i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- ii. a suitable memento of a function honouring the member of Council;

iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council;

iv. compensation authorized by the municipality.

6.2 A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

7. Use of Municipal Property, Equipment and Services

7.1 No Member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:

- i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
- ii. made available to the member of Council in the course of carrying out council activities and duties.

7.2 No Member of Council shall use, or request the use of, for personal purpose any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.

7.3 No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.

7.4 No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.

7.5 No Member of Council, or person closely connected of a member, shall tender on such items such as the sale of older and extra equipment.

8. Building, Development, Planning, or Procurement Proposals before Council

8.1 No Members of Council shall solicit or accept support in any form from an individual, group or corporation, with any building, development, planning, or procurement proposal before Council.

9. Improper Use of Influence

9.1 No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

10. Business Relations

10.1 No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.

10.2 No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

10.3 No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

11. Employment of Persons Closely Connected to Members of Council

11.1 No Member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.

11.2 No Member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

12. Fairness

12.1 No Member of Council shall give special consideration, treatment or advantage to any individual or entity beyond that which is accorded to all.

12.1 No Member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

13. Adherence to Policies, Procedures, Bylaws and Other Laws

13.1 Members of Council will adhere to the Code of Conduct.

13.2 Members of Council will adhere to the applicable national and provincial legislation.

13.3 Members of Council will adhere to the procedures, policies and bylaws of the municipality.

13.4 Members of Council will adhere to the *Mileage/Expense Policy* and *Hospitality Policy*.

14. Respect for Council as a decision-making body

14.1 A Member of Council must abide by and act in accordance with any decision made by Council, whether or not the member voted in favour of the decision.

14.2 Members of Council must not encourage non-compliance with a statute, regulation, bylaw, policy or procedure.

15. Communicating on behalf of Council

15.1 A Member, other than the Warden, must not claim to speak on behalf of Council unless the member has been authorized to do so.

15.2 The Warden may speak on behalf of Council and must make every effort to convey the intent of Councils' decision accurately.

16. Interactions of Council with Staff and Service Providers

16.1 Members of Council must respect the role of the CAO as head of the administrative branch of government of the municipality and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.

16.2 No Member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.

16.3 Members of Council shall be respectful of the role of CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.

16.4 Members of Council must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.

16.5 Council cannot direct municipal employees except through the CAO.

16.6 Members of Council are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.

16.7 No Member of Council shall require or request that a municipal employee undertake personal chores or tasks for the Council member unrelated to municipal business.

16.8 Members of council shall refrain from making public statements that are critical of specific and/or identifiable municipal employees and/or service providers.

17. Respectful Interactions

17.1A Member of Council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.

17.2 A Member of Council must not sexually harass any person as per the *Workplace Harassment and Discrimination Policy*.

17.3 A Member of Council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

18. Reprisal

18.1 A Member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

19. Complaint and Investigator Process

19.1 Municipality will appoint a person or entity other than a Council Member or an employee of the municipality to receive and investigate complaints.

a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.

b. Municipalities must include the investigator's contact information on their publicly accessible website.

19.2 A complaint must be submitted to the investigator no later than 6 months from discoverability.

a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.

19.3 When a complaint is received by the investigator, the investigator shall notify the CAO of the fact that a complaint has been received.

19.4 Investigator will determine if there is validity to the complaint. If no validity, then complaint can be dismissed.

19.5 If the investigator finds that the complaint is valid, the investigator shall notify the member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.

19.6 The investigator will begin their investigation and notify Council/the Commission through a confidential email or in camera of the fact that a complaint is proceeding to the investigation phase.

19.7 The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.

19.8 The investigator shall present a report to Council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.

- a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue;
- b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances, including a delay during a municipal election period;
- c. Council is able to discuss the investigators report in camera; and
- d. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.

19.9 Council determines if a breach occurred and determines the sanction(s) to impose. If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:

- a. In the case of a closed meeting, leave the room in which the meeting is held
- b. In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
- c. Refrain from voting on any question relating to the matter

19.10 Any breach of the code determined by councils shall automatically retrigger the required Code of Conduct training.

19.11 The section under the Code of Conduct the complaint was lodged and the investigators recommendations are made public.

19.12 The decision or penalty of Council on a Code of Conduct matter is final and binding on all parties.

20. Training

20.1 Elected officials should be required to complete the online *Municipal Code of Conduct training* within 30 days of being sworn into office and failure to do so is considered a breach of the code itself and may go to council without an investigation.

20.2 Any breach of the code determined by council shall result in additional code of conduct training for the person who committed the breach.

20.3 Training to be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.

21. Sanctions Process

If following an investigation, a breach of the code of conduct is found then Council shall consider all of the following criteria prior to imposing a sanction or sanctions:

1. The nature of the code contravention;
2. The length or persistence of the code contravention;
3. If the member intentionally contravened the code of conduct;
4. Has the member taken any steps to remedy the contravention;
5. If the member previously contravened the code of conduct;
6. Any external factors that exist to the member's contravention (e.g. family situation, mental health); and
7. The resources the member will need to complete their job.

22. Sanctions

22.1 Member will receive a letter of formal reprimand or warning, as directed by council.

22.2 Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.

22.3 Require the member to attend training, appropriate to the incident, as directed by council.

22.4 Censure the member publicly.

22.5 Limit the member's access to certain local government facilities, equipment and/or property.

22.6 Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.

22.7 Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.

22.8 Impose a limit on the member's participation on behalf of the municipality.

22.9 Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.

22.10 Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.

22.11 Impose an appropriate reduction in remuneration to the member for no longer than 6 months.

22.12 Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.

22.13 Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

23. Policy Review

A review on the code of conduct shall begin 3 years post implementation to consider the effectiveness for municipal elected officials. Review the Municipal Elections Act (MEA) to see if there is potential to reduce the gap between the sanctions in the code of conduct and the Municipal Elections Act.

SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date

DRAFT

SCHEDULE B-CODE OF CONDUCT STATEMENT OF COMMITMENT

COUNCIL MEMBER NAME

DECLARED DATE

DISCLOSURE

I declare that as a Councillor for the Municipality of the District of St. Mary's, I acknowledge that I have read and support the Council's Code of Conduct Policy in its entirety.

SIGNATURE

Name Printed

Signature

Witnessed Before me:

CAO, Clerk or Treasurer