



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, January 13th, 2025

TIME: 6:00 pm

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, January 13th, 2025

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 from:
 - a. Council meeting held: December 9th, 2024
 - b. Special Council held: December 23rd, 2024
6. Business Arising from Minutes
7. Recommendations from Committees of Council:
 - a. COTW held: January 2nd, 2024
8. Outside Committee Reports:
 - a. Tourism Nova Scotia – November 2024
 - b. Eastern Region Solid Waste Management – December 2024
9. Other Matters of Business: N/A
10. CAO Report
11. In Camera: Legal

Adjournment

A 10-minute question and answer period pertaining to agenda items.



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, December 9th, 2024

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

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, December 9th, 2024 at 6:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden James Fuller
Deputy Warden Beulah Malloy
Councillor Emma Tibbo
Councillor Dana O'Connell
Councillor Scott Beaver

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Jadzia Rudolph, Municipal Clerk

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Beaver and seconded by Councillor Tibbo, Council approved the minutes from the Regular Council meeting held November 12th, 2024,

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor O'Connell, Council approved the minutes from the Special Council meeting held November 18th, 2024,

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – Wednesday November 20th, 2024.

On motion of Councillor O'Connell and seconded by Councillor Beaver, 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.

Motion approved.

On motion of Councillor O'Connell and seconded by Councillor Beaver Council agree to send all of council and CAO to attend NSFM Code of Conduct training.

Motion approved.

On motion of Councillor O'Connell and seconded by Councillor Beaver Council repeal the Code of Conduct Policy adopted on June 10th, 2019.

Motion approved.

On motion of Councillor O'Connell and seconded by Councillor Beaver Council approve the Municipal Code of Conduct Policy as presented.

Motion approved.

On motion of Councillor O'Connell and seconded by Councillor Beaver Council agree to appoint Warden Fuller to the Fire Services Advisory Committee.

Motion approved.

Committee of the Whole – Wednesday December 4th, 2024

On motion of Deputy Warden Malloy and seconded by Councillor Beaver, Council recommend that the Municipality of the District of St. Mary's on behalf of the Sherbrooke Water Utility, apply to the Nova Scotia Utility and Review Board for changes in its rates for the water and water services and changes to its rules and regulations for customers serviced by the Utility, as set out in the Water Rate Study prepared by G.A Isenor Consulting Ltd in association with Blaine S. Rooney Consulting Ltd.

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor Beaver Council agree to direct staff to apply to the Growth and Renewal for Infrastructure Development Program through DMAH for the Sherbrooke Sewer Utility Inflow and Infiltration Phase 3 project including, repair by chemical grouting and remedy of manhole deficiencies of lateral connections located on Sonora R./Hwy 7 with the Municipal share funded through the 2025/26 Capital Budget.

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor Beaver Council agree to direct staff to apply to the Growth and Renewal for Infrastructure Development Program through DMAH for a Wastewater Treatment Plant Automatic Screen at the Sherbrooke Sewer Plant with the Municipal share funded through the 2025/26 Capital Budget.

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor Beaver Council approve Eastern Trenchless Ltd. the I&I Chemical Grouting Tender in the amount of \$90,000 + HST, being funded through the 2024/2025 capital budget with confirmed 50% cost share between the Municipal Capital Growth Fund and the Canada Community Building Fund.

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor Beaver, Council supports the business strategy of creating a three-to-five-year service agreement with an engineering firm for municipal engineering design needs subject to council's approval of the proponent business award.

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor Beaver Council agreed to reschedule the COTW meeting from January 1, 2025, to January 2nd, 2025.

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor Beaver Council directs staff to execute the following actions regarding construction and demolition (C&D) service management:

- 1.) To tender the removal of the existing C&D material on site at the transfer station to a suitable long-term storage facility.*
- 2.) To coordinate with and receive applicable approvals from the department of the environment.*

Motion approved.

8. Signing of Municipal Code of Conduct Policy

- All members of Council have signed the new Municipal Code of Conduct Policy.

9. Outside Committee Reports

- a. Port Bickerton & Area Planning Association – November 25th, 2024
 - Please see the Agenda/Package for the report.
- b. Sherbrooke Restoration Commission – November 27th, 2024
 - Please see the Agenda/Package for the report.

10. Other Matters of Business

- There was no Other Matters of Business.

11. CAO Report:

- See the Agenda/Package for the report.
- Doug Patterson, Chief Administrative Officer (CAO) informed the Council of the highlights included in the report. Doug Patterson, CAO updated Council on enhanced messaging to the public to make it easier to book time and events at the Recplex.

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 6:15 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



SCHEDULE B-CODE OF CONDUCT STATEMENT OF COMMITMENT

COUNCIL MEMBER NAME Emma Tibbo

DECLARED DATE December 9th / 2024

DISCLOSURE

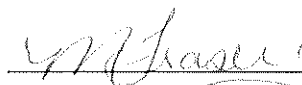
I declare that as a Councillor for the Municipality of the District of St. Mary's, I acknowledge that I have read and support the Council's Code of Conduct Policy in its entirety.

SIGNATURE Emma Tibbo

Emma Tibbo
Name Printed

Emma Tibbo
Signature

Witnessed Before me:



CAO, Clerk or Treasurer



SCHEDULE B-CODE OF CONDUCT STATEMENT OF COMMITMENT

COUNCIL MEMBER NAME

DANA O'Connell

DECLARED DATE

9 Dec 2024

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

D O'Connell
Name Printed

[Signature]
Signature

Witnessed Before me:

[Signature]
CAO, Clerk or Treasurer



SCHEDULE B-CODE OF CONDUCT STATEMENT OF COMMITMENT

COUNCIL MEMBER NAME

James Follin

DECLARED DATE

9 December 2024

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

James Follin
Name Printed

[Signature]
Signature

Witnessed Before me:

[Signature]
CAO, Clerk or Treasurer



SCHEDULE B-CODE OF CONDUCT STATEMENT OF COMMITMENT

COUNCIL MEMBER NAME

Deputy Warden Benlak D'Alloof

DECLARED DATE

December 9/2024

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

Benlak D'Alloof
Name Printed

Benlak D'Alloof
Signature

Witnessed Before me:

[Signature]
CAO, Clerk or Treasurer



SCHEDULE B-CODE OF CONDUCT STATEMENT OF COMMITMENT

COUNCIL MEMBER NAME Scott Beaver

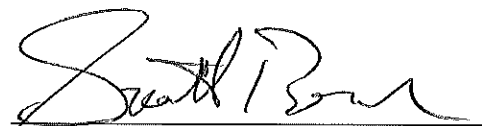
DECLARED DATE Nov 09 2024

DISCLOSURE

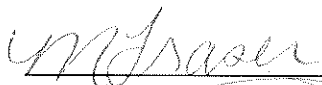
I declare that as a Councillor for the Municipality of the District of St. Mary's, I acknowledge that I have read and support the Council's Code of Conduct Policy in its entirety.

SIGNATURE

Scott Beaver
Name Printed


Signature

Witnessed Before me:


CAO, Clerk or Treasurer



Municipality of the District of St. Mary's

Special Council Meeting
Monday, December 23rd, 2024

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

1. Meeting, Date & Time:

The Special Council meeting of the St. Mary's Municipal Council was called to order on Monday, December 23rd, 2024 at 6:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden James Fuller
Deputy Warden Beulah Malloy
Councillor Emma Tibbo
Councillor Dana O'Connell

Absent with Regrets:

Councillor Scott Beaver

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Teddy Stevens, Director of Public Works

3. Approval of Agenda:

On motion of Councillor Tibbo and seconded by Councillor O'Connell, Council approved the agenda as presented.

Motion approved.

4. Other Matters of Business

a. Construction & Demolition (C&D) Award for material removal

- 5 bids were submitted. Lowest bid received was from Nova Construction who meet all the bid criteria and will have the project completed by mid January 2025.

On motion of Deputy Warden Malloy and seconded by Councillor O'Connell that municipal council approve the Nova Construction Ltd, to remove the current accumulation of construction and demolition (C&D) debris from the St. Mary's Transfer Station for the price of \$182,450 plus HST.

Motion approved.

Adjournment

There being no further matters of business Warden Fuller adjourned the meeting at 6:05 p.m.

Motion approved.

Recorded By
Marian Fraser, Director of Finance

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Monday, January 13th, 2025
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – January 2nd, 2025

On recommendation of Councillor Beaver and seconded by Councillor O'Connell Council write a letter in support of the NS Association of Municipal Administrators position on the FOIPOP Act Review Working Group recommendations to William Trask, Chair of the Working Group.

Recommendation adopted.

On recommendation of Deputy Warden Malloy and seconded by Councillor Tibbo, Council readopts the Mileage/Expense policy as presented.

Recommendation adopted.

On recommendation of Councillor O'Connell and seconded by Deputy Warden Malloy, Council readopts the Hospitality policy with amendments.

Recommendation adopted.

On recommendation of Deputy Warden Malloy and seconded by Councillor Tibbo, Council approves the selection and installation of a dry hydrant to Liscomb Volunteer Fire Department as per the Fire Services Administration Policy.

Recommendation adopted.

On recommendation of Councillor Tibbo and seconded by Councillor O'Connell, Council recommends setting the 2025 2026 Annual General Meeting date as Wednesday, April 2nd, 2025, at 7:00pm.

Recommendation adopted.



Report to Council

Member of Council: Scott Beaver

Board/Agency/Organization: Tourism Guysborough County Association

Date Attended: November 15 2024

Location: Teams virtual

Agenda:

Key Highlights:

Attendees: Emmy Alcorn, Brian Gary, Scott Beaver, Stephen Flemming, Cindy MacKinnon, Ann Marie Bagnall

Regrets: Jack Leonard, Bill MacMillan, Marilyn Pellerin

This meeting was a continuation of a discussion started October 18, relating to where we are as an organization and where should /can we go from here. The operations of the Association have been significantly affected over the summer of 2024 due to limited time available – like many other volunteer organizations, we are struggling with time and an ability to dedicate sufficient resources to move our objectives forward.

Currently, there are only two officer positions filled with the recent resignation of Lanny Boyer due to competing time commitments. Stephen's time available is significantly curtailed due to other commitments. Administrative obligations fell behind during the summer; they are now being brought back into line. Our ACOA proposal of hiring a part time coordinator role was not supported; rather it needed to be reframed in terms of specific projects. Co-funding is also an issue.

It was decided at the October 18 meeting to review the ACOA proposal which also captured specific action items arising from our winter TGCA meeting and see what parts individual Board members or groups would be able to take on. It has been included as Appendix A for reference.

During this meeting, there were two main discussion/action areas that we identified as a priority to tackle:



Report to Council

1. Engagement of operators in the organization and adoption of the regenerative tourism model and TGCA
2. Active advocacy to ensure developments in Guysborough County do no harm to our industry

With respect to engagement, it was acknowledged that there is a lack of understanding or interest by operators of the role of the various tourism organizations in our area – TGCA, DEANS or Coastal NS, NS tourism, TIANS, GDBP in MODG – leading generally to a lack of operator engagement. It was felt that key to getting operators engaged is having them understand what is in it for them – why is involvement and support of these organizations of benefit? Value has to outweigh the cost of participation. Specific action items to be further explored:

- Communication – when we are undertaking various activities, we need to seize every opportunity to add value, link in people's minds the activity to value added to them, and identify the organization involved. As an association, we need to actively communicate what we are doing – facebook is a great vehicle, direct e-mail, etc.
- We need to communicate simply our tourism framework. It needs to live and breathe off the paper. What does this look like? Municipalities need to truly adopt.
- Utilize the DEANS discovery nights in early May to not only get the community more familiar with operators, but operators more familiar with who TGCA and DEANS are, our vision for tourism in Guysborough County – what does regenerative tourism mean, as well as each other. Needs to be County wide. Operators need to understand what is offered in our own area in order to market this as a product to our visitors – to partner with each other.
- Creation of itineraries to include on visitguysborough.ca (Cindy was to explore funding). Consider here Emmy's question of how we get small tours down to our area
- Revisitation of the Eastern Shore maps produced by DEANS to facilitate whole shore packaging.
- Fostering package development, marketing efforts
- Embellish visitguysborough.ca – concrete linking of our vision of tourism to the website and have tourism operators more actively engaged on using this as a marketing tool.

On the advocacy front, we need to encourage everyone to take a bigger viewpoint and consider the cumulative environmental impact of projects on our industry's product. Part of a project's evaluation process needs to take into account the tourism industry and ensure that any harm on this industry is minimized, mitigated or avoided. We should be considered as a party to consult with similar to any other industry, for example fisheries. We need to develop an active voice on behalf of the tourism industry in Guysborough County and be part of the consultation process. Our various levels of government involved in project assessment need to ensure that the impact on the tourism industry is considered.

In the immediate future, Stephen will be attending the open house on the new project being proposed in Goldboro/Country Harbour area and will report at our next meeting. We will look to arrange an opportunity to speak with them as an industry.



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: ERSWM

Date Attended: Dec.17/2024

Location:ZOOM

- ERSWM Chair and Vice Positions
- Neil Decoff has taken the role of Chair and Beulah Malloy has taken Vice Chair of the ERSWN Committee
- **EPR-Important dates**
- December 2nd, 2024-Municipality collection agreements are released
- December 20th-2024 Municipalities provide questions and feedback to NSOperations@circularmaterials.ca
- January17/2024 Circular Materials to provide responses
- January 31st 2025 Municipalities provide clear written intent to opt in-or opt- out
- April 18th 2025 Municipalities to confirm council/board approval of opt-in decision
- **Welcoming New Committee Members**
- **Sterling Garvie-Councillor for the Municipality of the County of Antigonish**

Leon MacLellan-Councillor for the town of Antigonish

Joanne Maas Latimer-Councillor for Mulgrave

ERSWN BUDGET 2025-2026

- **The budget for the 2025-2026 was approved by the committee**
- **Tanya (Regional Coordinator) will send the Budget to all CAOs of the municipalities**
- **A copy of the budget was also emailed to all committee members**

Next regular ERSWM meeting will be February 27th, 2025

Finance Department

Property Taxation:

Interest on overdue accounts was applied in the beginning of December. The municipality has received notice that the Capped Assessment Program (CAP) rate for the 2025 Assessment Roll will be 1.5% which is based on the Nova Scotia Consumer Price Index.

Staff have prepared a report for Committee of the Whole based on the information received from Property Valuation Services Corporation (PVSC) on the total 2025 assessment roll. The report showed analysed St. Mary's assessment data year over year comparisons and associated revenue. Assessment notices will be mailed out to property owners on January 13th, 2025. Communication on assessment notices and the appeal periods will put in the monthly municipal newsletter and posted on the municipal website and Facebook pages.

Property Taxes Collected:

By fiscal year as of December 31st, 2024

- 2024-2025 Taxes – 93.56% Collected
- 2023-2024 Taxes – 96.00% Collected
- 2022-2023 Taxes – 98.09% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Assisted staff with grant applications for the two GRID (Growth and Renewal for Infrastructure Development Program) applications including the budgeting and financial components. Assisted staff with construction and demolition tender and award budgeting process/reports. Continued to work with consultants for the Sherbrooke Water Utility - Water Rate Study. Completed review of capital projects related to federal accessibility grants in accordance with the grants terms and conditions. Completed of St. Mary's 2025-26 Uniform Assessment and produced a staff report for council in relation to the effect and the increase of the 2025-26 Education expense. Met with Clean Foundation representatives and CAO to provide budget forecasting support for current and upcoming fiscal year.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators (AMA). Completed training hosted by the AMANS on meeting rules of order and processes/procedures. Completed audit committee package information/report and finance report for

the period ending November 30th which was also presented at the COTW on January 2nd. Completed a review along with a staff report, recommendations and changes for the Mileage/Expense Policy and the Hospitality policy.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Reviewed staff schedules, timesheet summaries, ROE's, confirmed/prepared letter of offers, new employee orientation binders, and participated in interview as needed/required. Completed a detailed review of the NS Association of Municipal Administrators salary survey.

Community Development & Recreation Department

Programs

50+ Hockey

50+ Hockey is underway at the St. Mary's Recplex on Thursday evenings from 8-9pm.

Before & After School Program

The Before and After Program is well underway with an average of 8 daily participants. BAP Staff have been participating in various trainings and submitting for fee reduction grants and subsidy claims.

St. Mary's House League Hockey

The St. Mary's House League Hockey is underway! The House League Hockey Committee hosted a Christmas Party for the participants of the program. There was an adult versus kids' game, lunch for everyone and a visit from Santa with the gift of a draw string bag for each House League Hockey participant.

St. Mary's Recreation Adult Hockey

St. Mary's Recreation Adult Hockey is underway on Wednesday evenings at the St. Mary's Recplex from 7-9 pm.

Santa Letters

Due to the Canada Post Strike staff helped Santa gather letters and distribute the responses back to the children.

Events

St. Mary's Merry & Bright Holiday Trip

On December 13, 2024, 54 women aged 19-84 boarded a motor coach bus and went to Mic Mac Mall in Dartmouth and Glow Gardens in Halifax. Each participant enjoyed the trip, were thankful for the opportunity and suggesting another trip in the summer.

Facilities

St. Mary's Fitness Centre

Completed orientation for two new users.

St. Mary's Recplex

The Recplex is open for the winter season, booking instructions and special instructions for holiday bookings were advertised during the month of December. There were four private rentals over this period.

Committee's

Accessibility Advisory Committee

The Accessibility Advisory Committee met on December 12, 2024. The Committee identified priorities from the Municipal Accessibility Plan for staff to work towards.

Human Resources

Active Living Coordinator Employment Opportunity

The Municipality is currently hiring for an Active Living Coordinator. The job advertisement has been updated to include a negotiable signing bonus. Applications are being accepted until the position is filled. For more information about the position visit <https://www.saint-marys.ca/active-living-coordinator.html>

Grants

Municipal Community Social Funding

[The Department distributed the approval letters and cheques for the Municipal Community Social Funding.](#)

Diversity & Community Capacity Fund

[Staff submitted the final report for this grant.](#)

Rink Revitalization Fund

[Staff submitted proof of progress for this grant.](#)

Public Works Department

Sherbrooke Water Utility

Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public Works have now had the new DAF saturation tank system electrically wired and plumbed into the system. Sansom Equipment will be on site within the coming week to commission. Public Works along with Nova Arc will be installing the access hatches on Filter #2 January 9, 2024. This project will allow Public Works access to the collection portion of the filter so that old filter media and debris can be removed and increase the efficiency of operation and cleaning of the filter. Public Works has now received the automatic transfer switch and surge protector for the Water Plant generator. Installation of these components will take place in the coming weeks.

Sherbrooke Sewer Treatment Utility

Public Works continues to monitor the equalization pumps at the sewer treatment facility. Public Works has sources a new

power supply for equalization pump #1. This supply had been damaged in previous year and prevented the pump from working properly. Public Works along with Eastern Trenchless has completed the chemical grouting aspect of Phase 1&2 of the Inflow and Infiltration project. This has made a great reduction in the flows to the sewer treatment plant. Public Works are currently sourcing the replacement of the manhole covers for this project.

We are seeing significant success from the grouting work to prevent water infiltration. As a result of the recent work the plant has gone from 100,000 litres of water per day in volume processed to 50,000 litres or less. This will translate into significant savings in power usage, labour support and reduced wear on plant equipment.

St. Mary's Recplex

Public Works staff along with KVS electric are working diligently to finish the installation of the generator at the Recplex. Irving has now installed the second tank. Public Works are now waiting for the gas connections to be made by Irving. This is scheduled to take place on January 20, 2025. Once the connections are made, the generator can be commissioned.

Public Works had to make an emergency repair on the main header for the ice surface at the Recplex. Public Works team swiftly addressed the issue and has repaired the leak.

St. Mary's Transfer Station

Public Works has tendered the removal of the Construction and Demolition Debris from the St. Mary's Transfer Station. Nova Construction Co Ltd has been awarded the tender to remove these materials. On January 7, 2025, Nova Construction Co Ltd started to remove the materials from the Transfer Station.

General Public Works

Public Works are working diligently to complete the accessibility upgrades within the Municipal buildings. Admiral Sign will start the upgrades at the Sherbrooke Library on January 13, 2025. During this time the Sherbrooke Library will be closed to the public for the safety of everyone.

Economic Development Department

Source Water Protection Plan:

Undertaking thorough review of the documentation for the SWPP. Review of provincial requirements in the 5-step process, the gap analysis and past committee meeting minutes.

Compiled a list of deliverables agreed upon in the committee meetings and cross referenced the draft SWPP document.

Drafting risk analysis framework for review and completion with SWPP committee at upcoming meeting.

Tourism NS

Applied for Digital Marketing with Tourism Nova Scotia (TNS) for social media exposure. Tourism Nova Scotia's Digital Content Marketing Program provides Nova Scotia tourism businesses and organizations the opportunity to partner with Tourism Nova Scotia (TNS) to promote their products and/or services in key markets using digital marketing tactics. TNS will work with selected partners to develop mutually beneficial objectives and to customize and implement a unique digital marketing campaign that will best deliver on these objectives. Tactics may include social media advertising, search engine marketing, and display and video advertising, including the use of TNS remarketing lists. The minimum partner investment is \$7,500, plus a 15% media buying fee (\$8,625 total investment). TNS will match the partner investment and media buying fee. Digital marketing campaigns will be scheduled and billed between April 1, 2025 and March 31, 2026.

Research is also actively underway for service providers for tourism content creation and additional digital tourism exposure.

Infrastructure Grants

Review of municipal needs reports and researching opportunities for additional potential funding applications is ongoing. Two funding applications have been submitted via the Growth and Renewal for Infrastructure Development Program (GRID) for upgrading of storm and wastewater infrastructure to support additional housing growth. These applications are outline below.

Phase 3 I&I

Sewer Inflow and Infiltration (I&I) Phase 3 - Sonora Rd/HWY 7- Repair/Replacement of Manhole Structures and Covers, Repair of Lateral Connections

Phase 3 of the I&I study includes repair/replacement of manhole structures and/or covers, repair of lateral connections located on Sonora R./Hwy 7, to include chemical grouting of structure, replacement of grade rings with new thoroughly sealed grade rings, replacement of manhole covers with watertight cover and/or regrading interface to direct runoff away from cover. This project would be preventing ground water from entering the sewer system. Ground and storm water infiltration is a problem because we then must treat this added water needlessly.

Wastewater Treatment Plant Automatic Screener

The project consists of installation of an automatic screener at the wastewater plant. The main purpose of automatic wastewater screening equipment is to remove solid materials from the wastewater system to increase overall plant efficiency.

Municipal Clerk

Civic Addressing:

The Municipal Clerk has been working on Civic Addressing with the building inspector. Staff have been working with the building inspector to update civic addresses and PID's on the Nova Scotia Civic Address Finder (NSCAF) website.

Council/COTW Meetings:

The Municipal Clerk has been attending all Council and Committee of the Whole Meetings, documenting all recommendations and motions on an Excel sheet to keep track of all recommendations, motions, and contracts and whom they pertain to. The clerk also records minutes throughout the meetings, posts the appropriate agendas and minutes online to the Municipal Website and Facebook Page, and sets up all IT needed for meetings. Agendas, Minutes, and Audio files can be found by visiting: <https://www.saint-marys.ca/council-agendas-and-minutes.html>

Water Utility:

The clerk has been updating and filing all water utility bills, arrears reports, interest and meter reads on the Municipal website. Water Utility is to be updated every quarter.

Electronic Content/ Advertising:

Updating the Municipal Website with current content, agendas and minutes, policies, by-laws, expense sheets, and information. Updating the Municipal Facebook Page with current content for all departments, such as Community Events, Programs, and Activities the Municipality is holding and supporting.

Training/Educating:

The Municipal Clerk attended the Guysborough Tax Sale on December 17th, 2024, at the Municipality of the District of Guysborough, Municipal Office. The Clerk has been attending training webinars and sessions to stay up to date on all systems and websites that the Municipality deals with. Familiarization with the municipality's policies, procedures, records management and code of conduct. Ensured that all resolutions and ordinances passed by council were documented, filed, and published as required by law.

Newsletter:

The Municipal Clerk has been the point of contact for residents, organizations, and council members to include submissions into the monthly newsletter. The monthly newsletter can be found at: <https://www.saint-marys.ca/residents/newsletter.html>

Public Relations:

Serve as a liaison between the municipality and the public, responding to inquiries and disseminating information. Manage public notices and announcements in accordance with legal requirements.

Committees:

Accessibility Advisory, Fire Services, JOHS, Audit, EMO, etc.

Scheduling and attending Committee meetings, along with creating agendas and recording the minutes for the different Committees of the Municipality.

Emergency Management Office:

Municipal Clerk is the Emergency Management Coordinator for the Municipality and has been learning about the Emergency Management Plan and the Emergency Management Committees, and contacting different departments to gather all documentation needed. Revisions to the Emergency Management Plan and Municipal Contingency plans will be ongoing as needed.

Street Light Request:

The clerk has been working with Nova Scotia Power to get residents' streetlights erected where needed.

Assisting Where Needed:

Helping with the gathering and coordination of the different departments of the Municipality, as well as the distribution of agendas, packages, calendar appointments, etc. helping wherever needed.

Municipality of the District of St. Mary's

Mileage/Expense Policy



1. Purpose

The purpose of this policy is to provide guidelines for the reimbursement of expenses when municipal staff or councillors (including Warden and Deputy Warden), are required to travel on Municipal business on behalf of the Municipality of the District of St. Mary's.

2. Authority

This policy derives its authority from section 47 of the *Municipal Government Act* (MGA) of the Province of NS.

3. Definitions

- 3.1 CAO - means the Chief Administrative Officer for the Municipality of the District of St. Mary's.
- 3.2 *Directors* - refers to the Director of Community Development and Recreation, Director of Public Works and/or the Director of Finance (DOF).
- 3.3 *Employee or Staff* - means an employee of the Municipality of the District of St. Mary's.
- 3.4 *Designated Signing Officer* - means those who are legally authorized to sign financial or legal documents on behalf of the Municipality.
- 3.5 *Municipal Council* - means the Council of the Municipality of the District St. Mary's, consisting of the Warden, Deputy Warden, and Councillors.
- 3.6 *MGA* - means the Municipal Government Act of the Province of NS.

4. Responsibility

Municipal Council, CAO and all employees who incur an expense in relation to municipal business is responsible for:

- 4.1 Familiarizing themselves and complying with the provisions of this policy; and
- 4.2 Ensuring they clearly understand the Municipality's cost control objectives when travelling on municipal business; and
- 4.3 Completing and submitting expense claims with necessary supporting documentation; and
- 4.4 Exercising reasonable diligence and care in incurring expense prudently and responsibly; and

- 4.5 With respect to travel, cancelling reservations as required and considering alternatives to travel such as teleconferencing and video conferencing.

5. Eligible Travel Expenses for Warden and Municipal Council

- 5.1 The Nova Scotia Federation of Municipalities (NSFM) spring workshop may be attended annually by the Warden or designate plus one additional councillor, providing adequate annual operating budget and by motion of Council.
- 5.2 The Nova Scotia Federation of Municipalities (NSFM) annual fall conference may be attended by all Council members providing adequate annual operating budget.
- 5.3 The Federation of Canadian Municipalities (FCM) annual meeting may be attended by the Warden or designate plus one or two additional councillor(s) annually, providing adequate annual operating budget and by motion of council. Preference for council member attendance will be given based on previous years' attendance and it is encouraged that each council member attend one FCM during their elected term.
- 5.4 Council members' attendance at a meeting of Council, Committee of the Whole, or an internal or external Committee or Board in which an appointment of a Councillor is made by Council or as per the *External Boards Policy*.
- 5.5 Expenses associated with attendance by the Warden or designate at regional meetings of the Strait Area Mayors and Wardens.
- 5.6 Expenses associated with attendance by the Warden or designate at meetings of the Rural Caucus.
- 5.7 Council member's attendance at public consultation meetings or workshops set by the Municipality or in conjunction/partnership with the Municipality. Council is generally notified of such consultations by email and/or staff reports from the CAO.
- 5.8 When representing Council and with prior approval of the CAO and/or by Council consensus; eligible expenses may also include travel to community events and any committee or board meetings that are non-Council or Committee of Council related, or for which they have not been appointed by Council to attend.
- 5.9 Mileage is based on actual mileage traveled, shortest route encouraged and beginning from the councillor's place of residence in their elected district but no greater than.

6. Eligible Travel Expenses for Chief Administrative Officer

- 6.1 The Association of Municipal Administrators of Nova Scotia (AMANS) annual fall meeting/conference and spring workshop.
- 6.2 The Nova Scotia Federation of Municipalities (NSFM) spring and/or fall meeting/conference may be attended by the CAO, providing adequate annual operating budget and by Council motion.
- 6.3 The Federation of Canadian Municipalities (FCM) annual meeting may be attended by the CAO annually, providing adequate annual operating budget and by Council motion.
- 6.4 Expenses associated with attendance by the CAO at meetings of the Rural Caucus.
- 6.5 Attendance at a meeting of any Board, Commission, Committee, or other organization to which the CAO has been appointed to by Council.
- 6.6 Expenses associated with attendance of the CAO for the Strait Region CAO's quarterly meetings.
- 6.7 Workshops, training and/or conferences associated with training on municipal software or training directly related to municipal government hosted/provided by the department of Municipal Affairs or DAL Continuing Education program.
- 6.8 When representing the Municipality and with prior approval by the Warden (via email); duties may also include travel to community events and any committee or board meetings that are non-Council or Committee of Council related, or for which they have not been appointed by Council to attend.
- 6.9 Mileage is based on actual mileage traveled, shortest route encouraged and beginning and ending from their place of employment at 8296 Hwy 7, Sherbrooke, Municipal Office.

7. Eligible Travel Expenses for Directors and Municipal Employees

- 7.1 Staff requests to travel must be made through the employees' direct supervisor by way of email, stating the purpose of travel and be within departmental operating budget.
- 7.2 Staff members attending municipal business outside of Nova Scotia as approved by direct supervisor and CAO and be within departmental operating budget.
- 7.3 Travel for program or event supplies will be planned and combined with travel for meetings when possible. Staff are generally not permitted to travel for program and/or events supplies

more than once per month. When travelling for supplies the cost of travel and staff time must be taken into consideration in relation to the purchases.

- 7.4 Mileage is based on actual mileage traveled, shortest route encouraged and beginning and ending from their place of employment at 8296 Hwy 7, Sherbrooke, Municipal Office.

8. General Eligible Travel Expenses/Conditions

- 8.1 Travel expenses include but are not limited to accommodations, air fare, rail or ferry transport, mileage (kilometers driven), meals, taxi, parking, bridge tolls and Municipality of the District of St. Mary's related phone calls and faxes.
- 8.2 The Municipality of the District of St. Mary's will pay for conference and meeting registration fees.
- 8.3 For Warden and Municipal Councillors, actual mileage claimed is to be no greater than from the Council members' place of residence to the meeting location.
- 8.4 Only actual incurred expenses that are considered eligible under the terms of this policy will be authorized for reimbursement.
- 8.5 If an individual is unable to attend a meeting and/or conference due to weather conditions, travel expenses incurred if attempted to attend, are considered an eligible expense.
- 8.6 It is understood by both council members and municipal employees that if they are already travelling for non-municipal related reasons to a location/area on the same day as a previously approved meeting, conference, or gathering municipal supplies, the mileage/expense will not be claimed to ensure fiscal responsibility.

9. Ineligible Travel Expenses

- 9.1 Political activities – the expense of a council member for political activity associated with election or re-election is not reimbursable.
- 9.2 The Municipality is not responsible for the costs of spouses when they are accompanying the Staff or council members on municipal business.
- 9.3 There shall be no reimbursement for alcohol or other controlled substances.
- 9.4 Fees, deposits, interest, and surcharges incurred on a personal credit card shall not be reimbursed.

- 9.5 There will be no reimbursement for meals already provided at the meeting or conference unless dietary restrictions apply and have not been accommodated.
- 9.6 For the CAO and employees' meetings hosted at the Municipal Office, such as Council and Committee Meetings, expense will not be eligible for reimbursement.
- 9.7 There will be no reimbursement for expenses related to boards, commissions, or committees which the applicant is directly reimbursed from the applicable organization.
- 9.8 Members of Council, CAO or employees are prohibited from claiming reimbursement for anyone other than themselves.

10. Cancellation Fees & Meetings

- 10.1 The Municipality of the District of St. Mary's will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO. Examples are but not limited to; illness (personal or immediate family), weather conditions, travel or municipal emergencies, or other reason approved by Council, CAO or designate upon request.
- 10.2 When an elected official, or municipal employee fails to attend a conference and/or seminar for which the Municipality has paid a registration fee and/or hotel deposit for other than reasons listed in 10.1, all expenses incurred will be the financial responsibility of the elected official or employee.
- 10.3 Council and employees who are present to attend a meeting and/or conference which is forced to be cancelled due to unforeseen circumstances or because there is no quorum, shall be entitled to payment for travel and expenses.

11. Administration

- 11.1 Warden and Council are responsible to monitor their expense/travel budget accordingly for each fiscal years' operating budget to ensure no unapproved budget overages are incurred. Approved travel, expenses, and training are dependent on yearly operating budget.
- 11.2 The CAO is responsible to monitor their own expense/travel budget accordingly for each fiscal years' operating budget to ensure no unapproved budget overages are incurred. Travel, expenses, and training are dependent on yearly operating budget.
- 11.3 Directors are responsible to monitor department expense/travel budgets accordingly for each fiscal year's operating budget.

11.4 The CAO may reject any reimbursement claim of a municipal staff or councillor if not in compliance with this policy. The Warden may reject any reimbursement claim of the CAO if not in compliance with this policy.

11.5 In considering an expense claim for payment, the Designated Signing Officer may request additional explanation, documentation, or justification from the claimant, and may direct any claim or expense that the Designated Signing Officer feels is irregular or not in compliance with this policy to either the CAO for employees, or to the Municipal Council for councillors.

12. Payment Terms

12.1 Council members, the CAO and staff are responsible for filling out monthly municipal expense claims and submitting them with signature to the Municipal Office for processing within ten business days following month end. Cheques will be prepared for distribution no later than ten business days following the submission of the expense claim.

12.2 If claims are not received in accordance with 12.1, zero-dollar claims will be completed by the Municipal Clerk and filed/posted accordingly, with no reimbursement given.

12.3 All Council and CAO expense claims will be posted on the Municipal website after they are processed.

12.4 Expense reports for staff members may be reported after each expense or on a monthly basis.

12.5 Two Designated Signing Officers, one municipal council member and one municipal administrator, shall process approved reimbursement of expenses and mileage in accordance with this policy. The individual claiming the expense reimbursement is prohibited from processing their own reimbursement claim.

12.6 All rules respecting the use of municipal credit cards as outlined in the *Municipal Credit Card Policy* must be followed.

12.7 Mileage rates and meal per diems are as approved annually by resolution at the Annual General Meeting of St. Mary's Municipal Council.

13. Policy Review and Reporting Requirements

13.1 By January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend it and adopt the policy as amended.

13.2 The Municipal Audit Committee shall review the expense annual summary report at least once each fiscal year.

13.3 Pursuant to Section 65A of the MGA, the CAO shall ensure that the Municipality does the following:

13.3.1 Within 90 days of the end of each fiscal quarter, all monthly expense reports will be prepared and posted on the Municipal Website for each the Warden, Councillors and CAO on their expense regarding travel and travel related expenses, including transportation, accommodations, and incidentals; Training and education; and meals.

13.3.2 By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, which is compliant with the requirements set out in the Financial Reporting and Accounting Manual.

Mallory Fraser
Municipal Clerk

April 4, 2023
Date of Approval



SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date
1	Original Policy	Council	April 9th, 2018
2	Amendment	Council	March 11th, 2019
3	Amendment	Council	October 11th, 2022
4	Amendment to section 5.4 to reference the <i>External Boards Policy</i>.	Council	April 4, 2023

Hospitality Policy



1. Purpose

The purpose of this policy is to provide guidance to staff and elected officials with respect to the appropriate expensing of necessary hospitality expenses that support government objectives. The Municipality of the District of St. Mary's recognizes that hospitality related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.

2. Authority

This policy derives its authority from Section 23, (2) 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 *Hospitality* – Expenses incurred while hosting individuals for reasons outlined above including receptions, ceremonies, conferences, performances, business meetings or other group events. Allowable expenses may include meals, beverages or other approved items. These expenses are not connected to an individual's travelling expenses while on municipal business.

4. Procedures

- 4.1 The Warden ~~and CAO and Economic Development and Planning Officer~~ will have the authority to incur hospitality expenses. Other staff approved by the CAO or designate; and the Deputy Warden or a Councillor as approved by Council, may incur hospitality expenses.
- 4.2 The offering of hospitality shall be done in such a manner as to reflect the prudent stewardship of public funds.
- 4.3 Hospitality may be offered under the following circumstances
- 5.3.1 Hosting foreign dignitaries
 - 5.3.2 Engaging in official public matters with representatives from other governments
 - 5.3.3 Hosting business, industry and labour leaders; or other community leaders
 - 5.3.4 Sponsoring conferences
 - 5.3.5 Hosting prestigious ceremonies/recognition events
 - 5.3.6 Other official functions, upon approval
 - 5.3.7 Costs associated with Municipality of St. Mary's staff and/or council events such as retirement ceremonies, holiday gatherings or office social events
- 5.4 Gratuities up to 20% will be eligible for reimbursement.
- 5.5 All hospitality events require prior authorization. Authorization requests must be submitted using the Hospitality Expense Preauthorization form (Appendix A).
- 5.6 A copy of the signed Hospitality Expense Preauthorization form must accompany the claim for reimbursement (Appendix B).
- 5.7 Claims for reimbursement must be accompanied by sufficient supporting documentation to validate the expenses (i.e. receipts and invoices detailing the expense)
- 5.8 While the standard for hospitality is the provision on non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Alcohol is not an allowable expense for council or staff members on travel status.
- 5.9 Serving alcohol at events hosted by the municipality requires prior approval.
- 5.9.1 When hosting municipal events, the hosts of the event will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered. Preference will be given to wine, beer and spirits produced in Nova Scotia. All laws must be observed.

- 5.9.1 For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts is deemed appropriate. Any giving of gifts requires prior approval.
- 5.9.2 Staff and elected officials are responsible for acting in accordance with this policy and all other relevant municipal policies with respect to the acceptance of gifts and hospitality.
- 5.9.3 Any breach of this policy shall result in corrective or disciplinary action in accordance with the Municipal Human Resources policy for staff and under the Code of Conduct for elected officials.

5. Accountabilities

- 6.1 Warden and Council are responsible for:
- 6.2 Overseeing and ensuring compliance of hospitality-related expenses for the CAO or designate and hospitality expenses that are approved by the CAO or designate; and approving hospitality for events that Council see as warranted under this policy.
- 6.3 Consistent application of this policy
- 6.4 CAO or designate is responsible for:
 - 6.4.1 Using discretion to make decisions and choices with some degree of flexibility while maintaining compliance with this policy. When exercising discretion, the following factors must be considered.
 - 6.4.2 Ensuring all hospitality events and related expenses initiated or incurred are in compliance with this policy.
 - 6.4.3 Approving requests and claims for hospitality-related expenses in instances where the actual cost of the hospitality event exceeds the estimated cost.

The CAO or designate should consider whether the request is:

 - 1. Defendable under audit
 - 2. Properly documented
 - 3. Fair and equitable
 - 4. Reasonable
 - 5. Appropriate
- 6.5 Employees are responsible for:
 - 6.5.1 Acting in accordance with this policy.
- 6.6 The Finance Department is responsible for:
 - 6.6.1 Providing advice and assistance to Council, CAO or designate regarding the application of this policy
 - 6.6.2 Monitoring hospitality expenses for appropriate usage and consistency with policy directives

6.6.3 Processing hospitality-related expense claims and ensuring compliance with this policy.

7. Policy Review

No later than January 31st following an election year, Council shall formally review this policy as well as the Mileage/Expense Policy, by way of motion, to ensure that the contents of the policies are in accordance with provincial legislation and best practices.

Municipal Clerk

Date

Schedule A – Policy Amendments

Version	Amendment Description	Approved By	Approval Date
1	Approve Original Policy	Council	October 9, 2018

Appendix A

**Municipality of the District of St. Mary's
Hospitality Expense Preauthorization Form**

Department

Name	Title

Event

Date of Event		
Purpose of Event		
Estimated Number of Attendees		
Estimated Itemized Costs Including Gratuities	Item	Cost

Signature

Date

Approved By

Date

**Municipality of the District of St. Mary's
Hospitality Expense Form**

Department

Name	Title

Purchases

Date	Description	Amount	Budget Line Item
Total			

Summary

Budget Line Item	Amount
Total	

Authorization

☐ Preauthorization form attached

If preauthorization not obtained please complete the following:

Reason preauthorization was not possible: _____

Purpose of Event: _____

Number of Attendees: _____

Signature

Date

Approved By

Date