



NOTICE

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

DATE: Wednesday, July 16th, 2025

TIME: 5:15pm (Immediately following the Council meeting)

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, July 16th, 2025

We acknowledge that we are gathering in Mi'kmaq 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 of the Committee of the Whole held July 2nd, 2025
6. Business Arising from Minutes
7. Correspondence
 - a. Department of Justice – Comprehensive Policing Review
 - b. Emergency Services Provider Fund - Regional Fire Fund
 - c. Thank You Card – Ursula Riviera
8. Presentation; Provincial Library Funding Update - Laura Emery, Eastern Counties Regional Library
9. Other Matters of Business
 - a. Staff Report – Proposed Flag Policy Amendments
 - b. Staff Report – Guysborough County Regional Emergency Management Office (REMO)
10. In-Camera: Contract Negotiations

Adjournment



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, July 2nd, 2025, at 5:00pm. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

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

Also Attending:

Marian Fraser, Director of Finance/Acting CAO
Keren Ruller, Director of Economic Development

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

The Warden called for errors or missions, hearing none, Council approved the minutes of the COTW Meeting held June 18th, 2025.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

- a. CBDC – Guysborough County's Annual Report 2024-2025
- Please see the Agenda/Package for the correspondence.

8. Other Matters of Business:

- a. Transfer Station Policy
 - Please see the Agenda/Package for the report.
 - An overview of a new policy for the Municipal Transfer Station Policy for the Municipality of the District of St. Mary's.

- The policy aims to establish procedures and regulations for the acceptance, handling, and transfer of various waste materials at the St. Mary's Municipal Transfer Station located at 150 Cape Gegogan Road, Goldenville, Nova Scotia.
- The policy clarifies access requirements, accepted and prohibited materials, introduces public safety and enforcement measures.
- Councillor O'Connell asked about hours of operation. Staff are monitoring and reviewing the transfer station usage and will keep council updated if any changes are required.

On recommendation of Deputy Warden Malloy seconded by Councillor Beaver Council adopt the Municipal Transfer Station Policy as presented at the Committee of the Whole on July 2nd, 2025.

Recommendation adopted.

b. Water Treatment Plant Heating & Cooling System – Capital Project

- Please see the Agenda/Package for the report.
- It has been identified by Public Works that the heating system within the Sherbrooke Water Plant is reaching the end of life.
- It has also been identified that that level of humidity within the water plant in the summer months could cause damage to the sensitive instruments which the water plant relies on to operate.

On recommendation of Councillor Beaver seconded by Councillor Tibbo, Council approve Leading Technology to supply and install all components the heating and cooling system at the Sherbrooke Water Treatment Plant as outlined in their quote at the cost of \$15,850 plus HST funded through the Canada Community Building Fund.

Recommendation adopted.

9. In-Camera: Contract Negotiations

On motion of Councillor O'Connell seconded by Deputy Warden Malloy, Council agree to move In-Camera for Contract Negotiations at 5:15pm.

Motion approved.

On motion of Councillor Tibbo seconded by Deputy Warden Malloy, Council agree to reconvene to regular session at 5:20pm.

Motion approved.

Adjournment

On motion of Warden Fuller, there being no further matters of business, Council adjourned at 5:20pm.

Motion approved.

Recorded By
Marian Fraser, Director of Finance/Acting CAO

Approved By
Warden Fuller



**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 1T0 • Telephone 902 424-4044 • JustMin@novascotia.ca

June 25, 2025

Via email: james.fuller@saint-marys.ca

Dear Warden James Fuller,

Today marks a pivotal moment for the future of policing in Nova Scotia. Following an extensive and inclusive process that began in September 2023, the Government of Nova Scotia is releasing the outcomes of the Comprehensive Policing Review (the “Review”). I write to you in your role as Warden of Municipality of the District of St. Mary’s to share details of the Review, including the Report from Deloitte and Government’s response entitled, Shaping the Future: Policing in Nova Scotia, [here](#).

This Review represents one of the most significant evaluations of our policing system in recent history, and I want to express my deepest gratitude to the more than 6,900 Nova Scotians who participated directly, as well as the hundreds of police officers, municipal leaders, and system partners who generously contributed their time, insights, and lived experiences.

As you know, in Nova Scotia, the responsibility for policing is shared. Municipalities are responsible for funding and maintaining an adequate, efficient and effective police service within their jurisdiction, including staffing, equipment and facilities. The Province is responsible for setting policing standards and oversight.

The result of the Review is clear and compelling: the status quo is not an option. Citizens have a right to feel safe in their communities and they are demanding more. They are right: under-resourcing and inconsistent policing levels across the Province cannot continue.

We are committed to working collaboratively with municipalities to build a stronger system of public safety where every Nova Scotian—regardless of where they live—has access to high-quality, modern policing services.

Deloitte has recommended a path forward that will ensure policing in Nova Scotia is consistent, responsive, community-focused and equipped to meet evolving needs. Based on extensive research and analysis, Deloitte recommends the implementation of foundational changes and the expansion of the provincial police, being the RCMP. Deloitte didn’t take this process lightly and their detailed report lays out the reasons for their recommendations. All Nova Scotians

deserve to have safe communities, supported by visible officers who can respond promptly and effectively to the full spectrum of public safety issues.

The province intends to adopt six foundational recommendations that will serve as the cornerstone of a renewed policing model in Nova Scotia. We will be taking immediate actions to address each one and we will increase our investment in provincial systems to support these changes, as well as make the necessary changes to the Nova Scotia *Police Act*.

The foundational changes are:

1. **Unified Records Management System:** A single, province-wide records management system for all police agencies to improve data sharing, coordination, and oversight, and to support evidence-based decision-making.
2. **Enhanced Police Resourcing:** Ensuring that police services across the province are adequately resourced to increase visibility, responsiveness, and meaningful engagement with the communities they serve.
3. **Layered Policing Model:** Introducing deployment of Community Safety Officers and Special Constables allowing for more effective responses to a range of public safety needs, while enabling sworn officers to focus on core policing duties.
4. **Establishment of Community Safety Boards:** Providing civilian oversight and governance across the full spectrum of public safety services, including law enforcement, Community Safety Officers and Special Constables, enhancing transparency, accountability and community trust.
5. **Provincial Policing Standards:** Augmenting existing standards and introducing new ones to ensure consistent, high-quality service delivery across Nova Scotia. New standards will also include training requirements for all officers in cultural competency and the experiences of vulnerable populations.
6. **A New Billing Framework:** We will implement a revised billing framework for municipalities served by the RCMP, promoting financial sustainability, transparency, and enabling reinvestment into local, community-driven safety initiatives for municipalities policed by the RCMP.

Deloitte has also recommended an expansion of the provincial police service. We know that there are many communities in which the RCMP detachment is under-resourced. A plan to appropriately resource detachments will be supported by the establishment of a new billing framework and working collaboratively with 'H' Division and municipalities to assess current need.

This vision of policing in Nova Scotia will require both provincial and municipal action. We are committed to working collaboratively with the RCMP and municipalities to build a stronger system of public safety where every Nova Scotian—regardless of where they live—has access to high-quality, modern policing services.

This summer, I will be meeting with you to discuss your municipality's role in policing and how we can work together to align with the new provincial framework. These conversations will help us chart a path that reflects local needs and realities without compromising public safety. I look

forward to these conversations and to building a stronger, safer Nova Scotia together.

Thank you for your continued leadership and dedication to public safety.

With respect and appreciation,

A handwritten signature in blue ink, appearing to read 'B. Druhan', with a long horizontal flourish extending to the right.

Becky Druhan
Attorney General and Minister of Justice

Emergency Services Provider Fund

Application Guidelines 2025-2026

Introduction

The Emergency Services Provider Fund (ESPF) is a program intended to assist first responder organizations in Nova Scotia with the purchase of equipment used directly in response to a fire or emergency situation. Fire Departments, Ground Search and Rescue and HAZMAT organizations play an integral role in assisting emergencies, assisting in recovery and ensuring the safety of Nova Scotians. The Department of Emergency Management is now administering the ESPF and has implemented a number of important changes.

NEW! The ESPF has been increased from \$1,000,000 to \$4,000,000.

NEW! Applicants can now apply every two years.

NEW! Two funding calls in 2025-26; Spring and Fall:

Emergency Service Individual Organization Funding

- Supported to a maximum of \$30,000 will accept applications beginning June 15, 2025 and close July 30, 2025.

Emergency Service Regional Funding

- Supported to a maximum of \$200,000 will accept applications beginning September 1, 2025 and close October 14, 2025.

NEW! Projects will be supported to a maximum of 90%.

ESPF Spring 2025-26

Emergency Service Individual Organization Funding

Emergency Service Individual Organization Funding: applications costing a maximum of \$30,000 will be accepted beginning June 15, 2025 and close July 30, 2025.

Emergency Service Individual Organization Funding will be awarded to a specific emergency service organizations. This funding supports independent initiatives tailored to the individual organization's operational needs, equipment, or programs aimed at enhancing their emergency response capabilities within the program scope.

ESPF Fall 2025-26

Emergency Service Regional Funding

Emergency Service Regional Funding: will be supported to a maximum of \$200,000. Applications will be accepted beginning September 1, 2025 and close October 14, 2025.

Emergency Service Regional Project Funding will be awarded to a first responder organization in partnership with a municipality to support emergency services across a broader geographic area. This funding will address the collective needs of multiple emergency response organizations responsible for the region, ensuring coordinated, region-wide preparedness, response and recovery efforts that benefit an entire region.

Eligible Recipients – Both Streams

- Fire departments;
- Ground search and rescue organizations;
- HAZMAT organizations, and
- Other first responder organizations in Nova Scotia who did not receive funding in 2024-25.

Organizations must be in compliance with all reporting requirements prior to application, including fire incident reports.

Eligible Costs – Emergency Service Individual Organization Funding

Funding will be used for equipment used directly in the response to a fire or emergency situation. Eligible equipment must fall into the following categories. Equipment outside of these categories will not be funded.

- Personal Protective Equipment (PPE) & Self-Contained Breathing Apparatus (SCBA);
- Communications equipment;
- Miscellaneous fire fighting equipment;
- Rescue equipment;
- Water supply and suppression equipment;
- HAZMAT equipment; and
- Emergency power for building

A detailed listing of eligible equipment can be found in the application.

Eligible project costs must be incurred from application approval date to March 31, 2026.

The recipient must secure the necessary insurance and permits prior to the commencement of the Project (e.g. emergency power).

Eligible Costs – Emergency Service Regional Funding

- Major equipment and specialized vehicles/trailers to support options across a region;
- Regional training facility
- Shared equipment pool (SCBA Cascade Trailer/Location, Drones, Rope or Swift Water Kits, Remote Rescue Kits, Rehab Units)
- Regional mobile command unit
- Multi-purpose UTVs/ATVs for wildland and SAR missions
- Regional hazard and vulnerability analysis to assist in building protection strategies
- Regional risk reduction strategies and public education projects
- Regional exercise and training program with AAR to inform regional capabilities improvements
- Regional fire smart program enhancements
- Mental health resiliency programs

Ineligible Costs

- Operating and administrative costs;
- Firefighting apparatus and typical passenger vehicles;
- Vehicle upgrades;
- New construction or upgrades to facilities; and
- Equipment not used directly in the response to a fire or emergency situation.

Application Submission

To download the ESPF application for 2025–26, please visit the website: <https://beta.novascotia.ca/apply-funding-buy-equipment-thats-used-directly-response-fire-or-emergency-emergency-services-provider-fund>

You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'ESPF Nova Scotia'.

If you are having difficulties downloading the application online, please contact the Department of Emergency Management and we will provide assistance.

Completed applications and any supporting documents are to be submitted by email to ESPF@novascotia.ca. If you are unable to submit electronically, please contact DEM.

An acknowledgement email will be sent to you once your application is received.

Review and Approval Process

Applications submitted to DEM will be reviewed to ensure the requirements outlined in these guidelines have been met. Incomplete applications and/or late submissions may result in your project not being considered for funding.

As part of the review and approval process, DEM may request information from your municipalities related to the financial support they provide your organization.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program. If the project is approved; it is possible that the approval will not match the full level of funding requested in the application.

Payment

Successful applicants will receive an approval letter and Terms and Conditions (T&Cs) outlining the requirements of the approval. DEM will release 100% of the payment upon receiving the signed T&Cs.

If your organization has received previous funding through the ESPF and the final report is overdue, no funds can be released for any subsequent grants approved through the ESPF until the overdue report has been received

Project Completion

The project must be complete and all invoices must be dated no later than March 31, 2026.

DEM has the right to require the return of any unspent funds or any funds that have been spent on items that were not part of the Agreement.

Final Reporting

The Recipient must submit a Statement of Expenditures to DEM within 60 days of project end date. DEM will provide the required reporting templates to successful recipients.

The Statement of Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, or copies of electronic payment documentation.

Communications

Funding approvals must be kept confidential until DEM has coordinated a public program announcement.

The contribution by DEM must be recognized in any project promotion or communication.

A list of successful project applicants may be made public after the process is completed.

For More Information

Emergency Services Provider Fund (ESPF)
Department of Emergency Management

ESPF@novascotia.ca

Proposed Grant Request

Submitted by Warden Fuller

Through the upcoming Emergency Services Provider Grants (September 2025) there is a provision that a regional authority, such as the Municipality, can apply in partnership with our existing eight fire departments.

I would propose that the Municipality submit a grant request for the acquisition of two specialized drones for use by our emergency service providers. These would be outfitted with thermal cameras that would be useful for wildfires in identifying hotspots, as well as search and rescue operations. The drones can be stationed at strategic location in the municipality where they could be accessed quickly and efficiently.

One important caveat of this proposal is that any operator must be certified as an Advanced (or higher) Drone Pilot. This would require any department wanting to use a drone in the event of an emergency to ensure a properly trained and licenced individual operates the equipment either their own or by means of mutual aid.

Based on investigation with a supplier/training company located within Canada the cost of these instruments would be approximately \$40,000 with an additional \$10,000 on training and licensing.

I would propose that the Municipality request a grant in cooperation with all the volunteer fire departments to obtain this valuable equipment for all our use.



RMUS Canada
2160 Dunwin Drive, Unit 5
Mississauga, Ontario L5L 5M8
Canada

Bill To

Municipality of the District of St. Mary's
P.O. Box 296
Sherbrooke, Nova Scotia B0J 3C0
Canada

Ship To

Municipality of the District of St. Mary's
P.O. Box 296
Sherbrooke, Nova Scotia B0J 3C0
Canada

Quote Date : 2025/07/08

Expiry Date : 2025/08/07

Sales person : Eric Bloemendal

Attention : James Fuller

#	Item & Description	Qty	Rate	Discount	Amount
Hardware					
1	DJI Matrice 4TD(DJI RC Plus 2 Enterprise (NA) SP Plus DJI Matrice 4TD DJI 240W Power Adapter DJI Matrice 4D Series 240W Charging Hub DJI RC Plus 2 DJI Matrice 4D Series Carrying Case Care	2.00 EA	11,519.00	5.00%	21,886.10
2	DJI Matrice 4D Series Battery 4D Series Single Battery	10.00 EA	459.00	5.00%	4,360.50
3	DJI Matrice 4 AS1 Speaker Speaker × 1 Spare Adapter Bracket × 1 Hex Key × 1	2.00 EA	309.00	5.00%	587.10
4	DJI Matrice 4 AL1 SpotLight Spotlight × 1 Spare Screw × 2 Hex Key × 1	2.00 EA	459.00	5.00%	872.10
Software					

#	Item & Description	Qty	Rate	Discount	Amount
5	DJI FlightHub 2 Professional Version (12-Month Plan) 2,000 minutes of livestream time per month 500GB of cloud storage 3,000 mapping images per month Unlimited project quantity Supports live annotations One-tap panorama sync 100% cloud-based	1.00 EA	1,359.00	0.00	1,359.00
Training					
6	RMUS Training 2 Days of Onsite Training	2.00 EA	1,750.00	0.00	3,500.00
7	RMUS Training Travel Expenses	1.00 EA	1,500.00	0.00	1,500.00
Services					
8	RMUS System Calibration and Inspection - small aircraft Aircraft Setup: -Localization of the GUI to customer language and time zone -Update all component firmware to latest -Test all components of the kit -Check kit for completeness (accessories, cables, etc) -Thoroughly test fly aircraft and test all onboard sensors and functions (INS, GPS, obstacle avoidance, cameras, thermals, motors, gimbal function, zoom function, etc. -Cleaning, packing kit -Complete, sign and include QA declaration	1.00 EA	130.68	100.00%	0.00
9	RMUS Onboarding Onboarding: -Intro to RMUS customer service and support team -Explanation of the resources RMUS provides to customers -Explanation of how to leverage resources RMUS provides -Brief exploration of customer use case -Walkthrough of how to get started with the system -An opportunity for both parties to get to know each other and ask any outstanding questions	1.00 EA	250.00	100.00%	0.00
Sub Total					34,064.80
Shipping charge (NS (14%))					125.00
NS (14%)					4,786.57
Total					\$38,976.37

Notes

Looking forward for your business.

Terms & Conditions

Payment due prior to shipment, unless payment terms have been established. Some special order times may require a deposit for purchase. All sales are final. Returns of unopened items, in the original packaging are subject to a 20% restocking fee.

Dear St. Mary's Municipality,

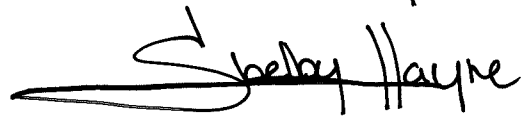
I would like to thank you
for the District of St. Mary's
award. I gratefully appreciate
your support. I just wanted
to write this to say that
your kindness does not go
un-noticed.

All the best,

Ursula R.

To Municipality of the District
of St. Mary's,

I greatly appreciate the
Scholarship towards my
degree at dalhousie.

Thank you,
 Shelby Hayne



Eastern Counties Regional Library Funding Outlook

BOUNDLESS INSPIRATION.

Funding Background

- Regional libraries in Nova Scotia are funded by operating grants from the Nova Scotia Government (Department of Communities, Culture, Tourism and Heritage) and municipal governments. In the 8 rural regions (non-HRM), the split is 71% Provincial 26% Municipal, 3% Library Board. The amount each pays, and the total, is determined by the provincial government in a 5-year Funding Formula. The most recent formula was for April 1, 2020 – March 31, 2025. The formula does not include any annual increases for inflation or other service increases. Since the implementation of the formula in 2020, one-time relief grants have been provided in 2023, 2024 and 2025.
- Eastern Counties Regional Library's (ECRL) annual operating funding under this formula includes \$952,100 in provincial funding and \$297,300 in Municipal funding. We strive every year to increase this base amount through grants and fundraising efforts.

Working Towards a Solution

- In 2024 the province formed a new Library Funding Review Committee to bring forward recommendations for an updated formula. The Committee was comprised of government officials (CCTH and Municipal Affairs), Library Board members, Municipal Councillors, Municipal CAO's, and Regional Library CEOs from across the province. Research was carried out in the top priority areas of salaries, collections, and technology. An independent consulting firm was hired to compare the job duties and education/skills of Nova Scotia library salaries to those in government and other libraries, across Nova Scotia and Canada.
- I served on this committee as did the Keith MacDonald, CAO for the Municipality of the County of Inverness. It was an excellent opportunity for local input into solving the library funding problem.

Critical findings

Category	ECRL Salaries		NS Library Salary Averages		Cdn. Salary Averages	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
Branch Library Assistant	\$19.10	N/A (work less than 35hrs/week)	\$21.98	\$40,006	\$29.17	\$53,086
Regional Library Assistant	\$24.58	\$44,732	\$26.36	\$47,966	\$32.03	\$58,291
Senior Manager	\$37.09	\$67,500	\$45.65	\$83,088	\$73.76	\$134,243

The Current Situation

- The Province did not implement a new funding formula for April 2025.
- Regional Library Systems did not receive a funding increase in the provincial budget.
- Regional Library Systems successfully lobbied and received the same one-time grant as in 2024.
- Regional Library Systems requested additional short-term funding to prevent further service decline while a new library funding formula is developed. We are waiting on an answer.

Funding Challenges

- Sustainable compensation and living wages for our staff for their incredible work.
- Collection development, including the purchase of books in multiple formats and Digital Services, which has already seen a reduction in service due to financial constraints.
- Internet and technology access is a high priority for the public. Many of our libraries require new Wi-Fi technology and computers.
- Infrastructure maintenance and capital purchasing are enormous challenges. The province has been very supportive of our efforts to repair our Regional Office Facility. Unfortunately, over the past year, more building issues have been discovered. The Board is considering the sale of the building to reduce costs and liabilities but without a provincial library funding formula in place, they can't assess whether we can afford to operate the building into the future. We'll likely have to deplete our financial reserves to address these facility issues, and we needed those savings for the purchase of a replacement vehicle for branch visits.

ECRL Efficiency

Public Library Region	Total hours open	Total staff (FTE)	Number of employees	Staff expense per hour
Annapolis Valley Regional Library	18,230.00	39.90	77	\$107.66
Cape Breton Regional Library	21,708.75	54.70	62	\$111.91
Colchester-East Hants Public Library	8,086.50	30.90	58	\$216.77
Cumberland Public Libraries	10,225.00	21.50	25	\$100.31
Eastern Counties Regional Library	14,226.75	17.35	24	\$66.45
Halifax Public Libraries	37,452.50	304.85	360	\$532.97
Pictou-Antigonish Regional Library	14,316.00	42.10	59	\$122.73
South Shore Public Libraries	8,825.50	17.00	27	\$136.72
Western Counties Regional Library	13,058.00	26.80	46	\$112.00

ECRL also has the second lowest level of annual operating funding of any Public Library Region. ***The 14,226.75 provided in public library open hours is a tremendous return in service for this investment.***

What is needed

- Nova Scotia's public libraries are essential, cost-effective community hubs that ***urgently need a modernized, sustainable funding model*** to continue delivering vital services and supporting government priorities across the province.

Next Steps

- Public services will remain stable in the 2025-2026 budget.
- ECRL needs our Municipal partners to help prioritize the library funding formula with the provincial government.
- We will be working hard to prevent service declines in 2026-2027 by advocating with the provincial government and engaging with our Municipal partners.

Questions?

Amendments to the Flag Policy

Department of Community Development & Recreation

SUMMARY

The Flag Policy outlines clear procedures for the display of flags on municipal flagpoles within the Municipality of the District of St. Mary's. Upon review, staff identified that the existing policy was not operationally effective. As a result, substantial revisions have been made to improve clarity, consistency, and functionality. To fully understand the scope of the changes, review the updated policy in conjunction with the original. The original policy, adopted on July 8th, 2024 by Municipal Council and can be found at <https://www.saint-marys.ca/municipal-documents/2988-flag-policy-st-mary-s-approved-july-8-2024/file.html>.

MAJOR CHANGES BY SECTION

1. **Section 2 – Authority**

A new section outlining the authority under which the policy is established has been added.

2. **Section 3 – Scope**

A new section has been included to clarify the scope of the policy and identify to whom and what it applies.

3. **Section 4 – Definitions**

Definitions for *Commercial Entities*, *Political Parties*, and *Religious Organizations* have been added to provide greater clarity and consistency throughout the policy.

4. **Section on “Honouring Equity”**

This section has been renamed **“Requests for Raising Flags.”** Content related to flag flying protocols has been moved to the updated **Section 5 – Flag Flying Protocol**, while specific approved flag raisings have been relocated to **Schedule A – Approved Flag Raisings**.

5. **Section titled “The Municipality of the District of St. Mary’s Shall Not Fly the Following Flags”**

This section has been removed. Its content has been incorporated into **Section 5 – Flag Flying Protocol** for better alignment and clarity.

CONSIDERATIONS

Council is asked to review the flags listed in *Appendix A – Approved Flags* and consider whether any flags should be added or removed to ensure alignment with the values and intent of the Flag Policy.

RECOMMENDATIONS

That Municipal Council approve the amendments to the Flag Policy as presented at the Committee of the Whole on July 16th, 2025.

1. Purpose

The purpose of this policy is to establish clear practices regarding flags to be flown on municipal properties and the procedures for flying flags.

2. Authority

This policy derives its authority from section 48 (3) of the *Municipal Government Act (MGA)*.

3. Scope

This policy applies to all flags flown on municipally owned flag poles.

4. Definitions

- 4.1 *CAO* – the Chief Administration Officer of the Municipality of the District of St. Mary's.
- 4.2 *Commercial Entities* – for profit organizations or businesses that are not affiliated with government bodies, non-profits, or community groups and whose primary purpose is commercial activity such as selling goods or services.
- 4.3 *Council* – the Council of the Municipality of the District of St. Mary's.
- 4.4 *Equity Seeking Group* – groups that identify barriers to equal access, opportunities and resources due to disadvantage and discrimination and actively seek social justice and reparation.
- 4.5 *Political Parties* – organized groups of people who share similar political beliefs, values, or goals and work together to influence public policy, win elections, and govern.
- 4.6 *Religious Organizations* – groups or organizations formed around shared beliefs, practices and systems of faith or worship.

5. Flag Flying Protocol

- 5.1 Only one flag is to be displayed per municipal flag pole.
- 5.2 The Canadian Flag should be given the place of honour and as such no flag should be flown or displayed above the Canadian Flag. The Canadian Flag shall be flown on the 30-foot pole located at 8296 Highway 7, Sherbrooke, Nova Scotia. The Canadian Flag on this pole shall not be substituted for any other flag.
- 5.3 Flags should be the standard size of three feet by five feet.
- 5.4 The St. Mary's Municipal Flag shall always be flown on the municipal flagpole located at the intersection of Old Road Hill and Highway 7.

5.5 One additional flag may be flown at the second flagpole located at the intersection of Old Road Hill and Highway 7.

5.6 The Municipality of the District of St. Marys shall not fly the following flags that are:

- 5.6.1 Political or partisan in nature including political parties and organizations,
- 5.6.2 Promote hatred, racism, violence, or discrimination of any kind, or
- 5.6.3 Represent religious organizations or commercial entities.

6. Procedure for Flying Flags at Half Mast

6.1 Flags flown on municipal flag poles will be flown at half mast to mark the passing of specific individuals for a period beginning when the Municipality is notified of the individual's death until sunset on the day of funeral or if there is to be a memorial service the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

6.2 Flags on all Municipal Flagpoles will be lowered to half-mast on the day of passing until sunset on the day of the funeral, in memory of the following people:

- 6.2.1 The sovereign or a member of the sovereign's immediate family,
- 6.2.2 The Governor General of Canada,
- 6.2.3 The Prime Minister of Canada,
- 6.2.4 A former Prime Minister of Canada,
- 6.2.5 The Lieutenant Governor of the Province of Nova Scotia,
- 6.2.6 The Member of Parliament for the Municipality of the District of St. Mary's,
- 6.2.7 The current member of the Legislative Assembly of Nova Scotia who represents the Municipality of St. Mary's,
- 6.2.8 A current or former municipal councillor of the Municipality of the District of St. Mary's,
- 6.2.9 An individual who is or was an employee of the Municipality for a period of at least 5 years, upon their passing,
- 6.2.10 A member of the Canadian Armed Forces whose life is lost while on active duty, and
- 6.2.11 A First Responder who dies in the line of duty.

In keeping with the Federal and Provincial protocol, flags will be lowered to half-mast on the occasions provided annually by the Province of Nova Scotia Protocol and Honours Secretariat.

7. Requests for Raising Flags

7.1 Individuals and organizations may request to hold a flag raising and to have a flag raised on the municipal flagpole on a one-time basis or an annual basis. Approved flags will be added to *Schedule B* of this policy.

- 7.2 Flag raising ceremonies may be held at the flagpole located at the intersection of Old Road Hill and Highway 7.
- 7.3 Requests shall be made using *Form A - Application for Flying a Flag*. The form must be submitted to the Municipal Office a minimum of 60 days prior to the flag raising event. Staff will review applications for approval and notify the applicant within 10 business days of receiving the application.
- 7.4 Those that make an application for flying a flag and are successful shall be responsible for providing the appropriate flag to the Municipality in the standard size of three feet by five feet prior to the flag raising.
- 7.5 The Municipality will notify the community of honour flag raising. Details will be shared publicly through the Municipality's website and official social media platforms.
- 7.6 The Municipality reserves the right to reject any request that does not comply with the Municipality's policies or bylaws.

8. Policy Review & Amendments

This policy shall be reviewed by Council at least once every four years. All amendments to this policy shall be recorded using *Schedule A- Policy Amendments*.

Municipal Clerk

Date

SCHEDULE A

POLICY AMENDMENTS

Version #	Amendment Description	Approved By	Approval Date
1	Adoption of Policy	Council	July 8 th 2024
2	Amendments to Sections 2, 3,4, 5, 6 & 7	Council	

DRAFT

APPENDIX B APPROVED FLAGS

Date	Recognition	Flags
Last Week of May starting on the last Sunday	Access Awareness Week	Access Awareness Flag
August 1	Emancipation Day	Pan African Flag
June	Pride Month	Progress Pride Flag
November 13-19	Transgender Awareness Week	Transgender Flag
March 31	International Transgender Day of Visibility	Transgender Flag
February	African Heritage Month	Pan African Flag/African Nova Scotia Flag
September 30	National Day for Truth and Reconciliation	Mi'kmaq Grand Council Flag
June 21	National Aboriginal Day	Mi'kmaq Grand Council Flag
October	Mi'kmaq History Month	Mi'kmaq Grand Council Flag
August 15	National Acadian Day	Acadian Flag

FORM A

APPLICATION FOR FLYING A FLAG ON A MUNICIPAL FLAGPOLE

Please note: To have an application considered by Council, this form must be submitted at least 60 days prior to the date requested. Once a decision has been reached, you will be advised through the contact information you provide below. Approved applicants must provide the flag noted in their application at least two business days prior to the date of the flag being flown and will be requested to provide a jpg/png file of the flag, along with promotional text/media release information.

Applicant Name & Organization if Applicable

Flag to be Flown

Significance of the Flag. If additional space is required, please attach information to the application form. This information may be used in St. Mary's social media posts regarding the flag being flown.

Do you plan on having a flag raising ceremony? If yes, please share the details.

Contact Person: Please provide first and last name, email and phone number.

Signature of Applicant

Date

DRAFT

Guysborough County Regional Emergency Management Organization

New Shared Regional Service

SUMMARY

The Province of Nova Scotia has brought forward new legislation that requires all regions within the province to form and operate a REMO (regional emergency management organization). On June 18th, 2025 administrative representatives from all municipal units within Guysborough County met with the Provincial EMO representatives to assist the three municipal units in complying with the new legislation and develop a regional REMO.

BACKGROUND

There are three municipal units within Guysborough County, Municipality of Guysborough, Municipality of St. Mary's and the Town of Mulgrave. Currently each municipal unit operates their own emergency management offices.

As part of the legislation and act changes a capacity grant will be provided by the Department of Emergency Management to help municipalities form a REMO and support sustainable municipal emergency management operations. The objectives of the capacity grant is to support REMOs, meet provincial standards for regional emergency management planning and response, increase local capacity for emergency management coordination, encourage sustainable project and staff models, and promote regional collaboration through shared project and staff arrangements.

The capacity grant will be in place for four years and requires municipalities (REMOs) to contribute up to 25% of the total cost of the project in year one and two, 50% in year three and 75% in year four. Based on preliminary information provided by the Department of Emergency Management the Guysborough REMO could be eligible for up to \$60,000 in years one and two, \$30,000 in year three and \$15,000 in year four.

CONSIDERATIONS

Next steps moving forward;

1. Apply for the provincial REMO capacity grant – Due date September 15th, 2025
2. Develop an intermunicipal agreement for the new emergency management organization - October 2025 - The intermunicipal agreement will outline the host municipality, the structures of the executive committee and REMO planning committee, REMO staffing, budget/funding allocations, etc.
3. Draft REMO Bylaw – Fall 2025

Staff Report



4. Draft job description - Fall 2025
5. Hire REMO staff January 1st, 2026
6. Work on regional EMO plan – January -March 2026

RECOMMENDATIONS

This report is for information purposes only at this time. Additional information will be provided to Council at upcoming meetings where recommendations may be required.