

February 3, 2025

The Municipal Council for the Municipality of the County of Pictou met in the Council Chambers of the Municipal Administration Building by videoconference and teleconference on Monday, February 3, 2025, at 7:00 p.m.

**PRESENT**

**Dist:**

- 1 Clr. Joe MacDonald
- 2 Clr. Deborah Wadden
- 3 Clr. Darla MacKeil
- 4 Clr. Ronald Baillie
- 5 Deputy Warden Wayne Murray
- 6 Warden Robert Parker
- 7 Clr. Donald Parker
- 8 Clr. Larry Turner
- 9 Clr. Peter Boyles
- 10 Clr. Randy Palmer
- 11 Clr. Andy Thompson
- 12 Clr. Chester Dewar

**IN ATTENDANCE**

Brian Cullen, CAO Municipal Clerk-Treasurer  
Sueann Musick, Director of Corporate Services/Deputy Clerk  
Karen Cornish, Deputy Municipal Treasurer  
Logan McDowell, Director of Public Works & Development (videoconference)  
Evan Hale, Director of Emergency Services  
Shellie Pettipas, Administrative Assistant  
Adam MacInnis, Communications Officer

**ABSENT**

Rhiannon McNair, Director of Operations, Broadband Initiative

**CALL TO ORDER & LAND ACKNOWLEDGEMENT**

Warden Parker called the meeting to order and invited Councillors to pray or reflect, as may be their preference, to help Council focus and properly do the work of the Municipality and to remember our Indigenous communities. He acknowledges that we are on the ancestral territorial lands of the Mikmaq people and would like to thank the Mikmaq people today for their ancestors sharing these precious lands with all our ancestors, whether they arrived here 400 years ago or four years ago. May we all live in peace and harmony together.

Warden Parker acknowledged the passing of former Councillor Jim Turple and extended condolences to the family.

Warden welcomed new MLA for Pictou Centre, Danny MacGillivray, assistant to Minister Lohr.

## **AGENDA**

It was moved by Clr. Boyles and seconded by Clr. Turner that the agenda be approved as presented. **Motion Carried**

## **EMERGENCY RESOLUTIONS**

There were no emergency resolutions.

## **ERRORS AND OMISSIONS/CORRECTION OF MINUTES**

Warden Parker asked if there were any errors, omissions, or corrections in the minutes for the January 6, 2025, Council Meeting. The minutes of the January 6, 2025, Council Meeting were reviewed by the Municipal Council. Warden Parker proclaimed the minutes of the meeting of January 6, 2025, as the official record of the meeting.

Clr. Turner noted that the letter sent to the Health Authority regarding increased security should state that it was Clr. Thompson, that was a nay vote and not Clr. Turner.

## **CORRESPONDENCE**

- a. The Municipality of Chester regarding Code of Conduct Concerns
- b. Minister of Emergency Management Kim Masland: Moving Towards Consistent and Impactful Emergency Response.
- c. Minister of Transport and Internal Trade Anita Anand: Response to MOPC letter stating concerns about the local ferry service.
- d. Nova Scotia Power – Evergreen IRP Updated Action Plan and Roadmap.

## **MUNICIPALITY OF CHESTER CODE OF CONDUCT CONCERNS**

### **MOTION**

It was moved by Clr. MacDonald and seconded by Clr. Boyles that a letter be written to Minister Lohr in support of the Municipality of Chester regarding Clause 14(2) of the Model Code of Conduct for Municipalities and that this be rectified.

**Motion Carried**  
**Nay Votes: Clr. MacKeil**  
**Clr. Turner**  
**Clr. Wadden**

Clr. Turner noted that the clause states that council members must not give special consideration or involvement to the group and not that a Councillor can't participate.

Clr. Boyles said this discussion came up at the NSFM, and there is genuine concern about it. Clr. Boyles said there would be no harm in sending the letter of support.

Clr. MacKeil said that Councillors should not be giving special consideration to an organization or group. Clr. MacKeil said there needs to be clarity around the language used but does not support sending the letter.

Clr. Palmer noted it was said that Councillors might have to step away from volunteer groups, and everybody was concerned about that. Clr. Palmer said the NSFM is taking it back and looking at it further.

Clr. Thompson said there are Councillors on Council supported boards and questioned if this would have different protection. CAO Cullen noted that Council members appointed to boards would eliminate that conflict.

Clr. Baillie agrees with the letter and believes this does raise concerns. Clr. Baillie said the letter should ask what their definition of special consideration is.

Clr. Wadden thought there was concern about this last week that a person would have to use their common sense. The NSFM is trying to clarify the position on that item, and clarification is to come from the NSFM and the lawyer.

Clr. Dewar spoke in favour of the motion and said too many people are putting too much together. Clr. Parker said it is a good idea to support the motion and that there are Councillors on Fire Departments and felt this Council should send support.

#### **MINISTER OF EMERGENCY MANAGEMENT KIM MASLAND**

Clr. MacKeil asked for Mr. Hale's input regarding the letter received from Minister Masland. Mr. Hale commented that this is not currently the procedure that is followed but that it makes sense for a more cohesive work environment. Mr. Hale stated having no concerns with the letter and being in support.

#### **PEI FERRY SERVICE**

Warden Parker said the letter received regarding the ferry service between Nova Scotia and Prince Edward Island was a positive response. A study was initiated to examine the problems over the last two years.

#### **DANGEROUS AND UNSIGHTLY HEARING – 142 CONDON ROAD, SCOTSBURN**

Mr. Hale said the complaint regarding 142 Condon Road, Scotsburn, was initially received on September 28, 2023. There was a site visit on September 29, 2023, and there was a considerable amount of garbage and structural issues with the property.

Mr. Hale said that notice was sent to the property owner on November 1, 2023. At that time, the property owner cleared out some of the items throughout the yard until February 11, 2024, and there has been no communication with the owner since then. The property continues to disintegrate, and Mr. Hale is asking for the council's support in demolishing the dangerous and unsightly property. Deputy Warden Murray agreed that the property has been an eyesore for a couple of years and feels it is a danger to the community.

### **MOTION**

It was moved by Deputy Warden Murray and seconded by Clr. MacKeil that Council finds the property located at 142 Condon Road, Scotsburn (Tax Account #02785994) dangerous and unsightly. **Motion Carried**



### **RESOLUTION**

**BE IT RESOLVED** by the Municipal Council for the Municipality of the County of Pictou that Council finds that the property located at 142 Condon Road, Scotsburn (Tax Account #02785994), and further described in the attached Order is dangerous and unsightly;

**AND BE IT RESOLVED** that Council, pursuant to Section 346 of Part 15 of Chapter 18 of the Acts of 1998, the *Municipal Government Act*, make an Order in the form attached hereto and forming part of this resolution, the said Order to be signed and issued forthwith on behalf of the Council by the Chief Administrative Officer of the Municipality or his designate.

**DATED** at Pictou, N. S. this 3rd day of February 2025

(Sgd.)

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**Motion Carried**  
**Deputy Warden Wayne Murray**  
**Clr. Darla MacKeil**

### **PROCLAMATIONS**

**a. African Heritage Month in Nova Scotia**



**PROCLAMATION  
AFRICAN HERITAGE MONTH**

WHEREAS Nova Scotia has more than 50 historic African Nova Scotian communities with a long, deep and complex history dating back more than 400 years.

WHEREAS Nova Scotia is home to 52 historic African Nova Scotian communities, with a rich and complex history that spans more than 200 years. African Heritage Month is a time to honor this heritage and celebrate the culture, achievements, and contributions of Black Nova Scotians—both past and present. It is a moment to recognize the strength of our shared legacy and the brilliance that continues to inspire future generations.

WHEREAS This year, African Heritage Month embraces the provincial theme, **“Legacy in Action: Celebrating Black Brilliance.”** The theme celebrates the enduring legacy of Black Nova Scotians, paying tribute to the community’s resilience, achievements, and impact throughout history. It reflects the brilliance within the community: the stories we share, the lessons passed down by our elders, the rhythms that drive progress, and the powerful ability to honor the past while shaping the future.

The theme also aligns with the culmination of the second United Nations’ International Decade for People of African Descent (2025–2034). Over the past decade, this global initiative has emphasized empowerment, leadership, and increased awareness of the contributions of people of African descent worldwide. The decade’s focus on justice, recognition, and development mirrors the progress and presence of African Nova Scotians in all facets of society.

THEREFORE BE IT RESOLVED that the Municipality of the County of Pictou proclaim February as African Heritage Month and we encourage all residents to partake in events and celebrations taking place throughout the county and province.

Dated the 3rd day of February 2025 in Pictou, NS.

Sgn \_\_\_\_\_

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**b. Women's Institute Month in Nova Scotia**

Warden Parker was joined by Representatives of the Women's Institutes in Pictou County to sign a proclamation recognizing Feb. 16 to Feb. 22, 2025, as Women's Institute Week in the Municipality of Pictou County. The Warden thanked members for their many contributions to the community.

**PROCLAMATION**

***WHEREAS*** the first Women's Institute in Nova Scotia was formed in 1913 in Salt Springs, Pictou County and

***WHEREAS*** for 112 years, the Women's Institutes have provided Nova Scotia women with opportunities to improve the quality of life for families in their local and global communities through community service and involvement, education, and personal and leadership development.

***THEREFORE, BE IT RESOLVED,*** that I Robert Parker, Warden for the Municipality of the County of Pictou, do hereby proclaim the week of Feb 16-22, 2025 as Women's Institute Week in Pictou County.

***DATED*** at Pictou, this the 3<sup>rd</sup> day of February 2025

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**Robert Parker, Warden**

**BUSINESS ITEMS NOT REQUIRING ACTION**

**NEW SCOTLAND BUSINESS INC. JANUARY REPORT**

The New Scotland Business Inc. report for the month of January 2025 was received as presented.

**BUSINESS ITEMS OR ITEMS REQUIRING ACTION**

**TAX SALE UPDATE**

Clr. Boyles requested an update on the tax sale and said there was supposed to be an update at the end of January. Clr. Boyles feels that a different answer is given each time the question is asked when the tax sale will occur and that people keep asking when this will happen.

CAO Cullen said a legislative process must be followed, and the process is the same. CAO Cullen said a batch was returned from title searches, moved along, and is at the point of 60-day notices being sent out. CAO Cullen said more properties were identified and sent for the title search.

Clr. Boyles said a date for a tax sale should be given, and this should be moved along.

**VIOLA'S PLACE STRATEGY**

CAO Cullen said the Grants Committee reviewed the proposal to support the study and recommends that the Council support this project and contribute 1/6 of the cost of the study to be paid in the 2025/26 fiscal year.

Warden Parker said there have been some difficulties with some of the neighbours and the Town of New Glasgow represents those residents as well as faces significant costs. It has been suggested that the cost should be shared with some of the other municipalities. The proposed study will be looking at how to share those costs as a region and hopefully will bring a better way of doing things.

**MOTION**

It was moved by Deputy Warden Murray and seconded by Clr. Turner that Council support the study for Viola's Place and that a contribution of \$2,491.66 which is 1/6 of the cost of the study to be paid in the 2025/26 fiscal year.

**Motion Carried**  
**Nay Vote: Clr. Peter Boyles**

**NAMING OF OYSTER ISLAND**

It was moved by Clr. MacDonald and seconded by Clr. Wadden to approve the renaming of District 1 Island in Merigomish.

**Motion Carried**



**RESOLUTION**

**BE IT RESOLVED** that the Municipality of the County of Pictou approve the following Geographic Feature Name Change.

Island, located in District 1, Merigomish (Lat/Long 45.6317902-62.4700451) to Oyster Island.

**DATED** at Pictou, N.S. this 3rd day of February 2025.

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**Motion Carried**  
**Clr. Joe MacDonald**  
**Clr. Deborah Wadden**

**MUNICIPAL SERVICE GRANT DISTRICT 3**

**MOTION**

It was moved by Clr. MacKeil and seconded by Deputy Warden Murray to approve the following District 3 Municipal Service Grant: **Motion Carried**



**RESOLUTION**

**BE IT RESOLVED** that the Municipality of the County of Pictou approve the following Municipal Service Grant:

**District 3 – Bayview Community Hall - \$900.00 – General Expenses**

**DATED** at Pictou, N.S. this 3rd day of February 2025.

(Sgd.)

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**Motion Carried**  
**Clr. Darla MacKeil**  
**Deputy Warden Murray**

**PROPERTY TAX WRITE-OFF**

**MOTION**

It was moved by Clr. Wadden and seconded by Clr. Baillie to approve the following tax write-offs. **Motion Carried**





**RESOLUTION**

**BE IT RESOLVED** that the Municipality of the County of Pictou approve the following write-off on taxes, the same having been reviewed and approved by the Financial Services Committee:

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>	<u>REASON</u>
08249237	Martin Derek	\$ 86.47	Mobile home removed
01544691	Foshner Gerald H	\$ 565.54	PVSC Account deleted and mobile home removed
0935436	Mason Robert	\$271.17	Account error
10563951	Unknown Owner	\$1362.62	Account error
10816556	Boudreau Chad	\$469.24	PVSC has no information on what happened to mobile home.
09156011	Bonin Billy Jospheh	<u>\$208.01</u>	Mobile relocated
	<b>TOTAL</b>	<b>\$2963.05</b>	

DATED at Pictou, N.S. this 3rd day of February 2025.

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**Motion Carried**  
**Clr. Deborah Wadden**  
**Clr. Ronald Baillie**

**TAX EXEMPTION POLICY UPDATE**

**MOTION**

It was moved by Clr. Baillie and seconded by Clr. Wadden to approve the following Tax Exemption Policy Update: **Motion Carried**

**RESOLUTION**

**BE IT RESOLVED** that the Municipality of the County of Pictou adopt the following policy with respect to tax exemption and tax reduction:



## MUNICIPALITY OF THE COUNTY OF PICTOU TAX EXEMPTION & TAX REDUCTION POLICY

1. This Policy shall be known as the Tax Exemption & Tax Reduction Policy.
2. This Policy shall apply to the properties listed in Schedules "A" and "B" and "C" commencing April 1, 2019.
3. Pursuant to section 71(1) of the *Municipal Government Act*, the properties listed in Schedule "A" to this Policy shall be, subject to sections 4 and 9 of this Policy, exempt from real property taxation.
4. The tax exemption provided in section 3 shall apply to general tax only and shall only apply to the portion of the property specified in Schedule "A".
5. Pursuant to section 71(2) of the *Municipal Government Act*, the real property tax payable with respect to the properties listed in Schedule "B" to this Policy shall be, subject to sections 6 and 9 of this Policy, reduced to the tax that would otherwise be payable if the property were residential property, inclusive of area rates.
6. The tax reduction provided in Section 5 shall apply only to that portion of the property specified in Schedule "B".
7. Pursuant to section 71(1) of the *Municipal Government Act*, the properties listed in Schedule "C" to this Policy shall be, subject to sections 8 and 9 of this Policy, exempt from real property taxation.
8. The tax exemption provided in section 7 shall only apply to general taxes and shall only apply to the portion of the property specified in Schedule "C", exclusive of sewer user charges and fire rates.
9. When a property listed in Schedule "A", "B", or "C" ceases to be owned or occupied by the owner indicated in the schedule, or if the property ceases to be occupied for the purpose, which pursuant to section 71(1) and 71(2) of the *Municipal Government Act* enabled the Municipality of the County of Pictou to include the property in this Policy, the tax exemption or reduction shall cease and the owner(s) of the property shall immediately be liable for the normal real property tax on such property for the portion of the taxation year then unexpired.

### SCHEDULE A

AAN	OWNER	PROPERTY	EXTENT OF APPLICATION	CHARITABLE #
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00615196 08253005 04326997	Camp Geddie & Trustees Board of the Presbyterian Church in Canada	Lands & Buildings at 3555 & 3581 Shore Rd., Merigomish, and at Lower Barney's River	The whole of the lands & buildings at the Ponds, Merigomish of the owner	0085803-37-04
04564014	Trustees Kenzieville District Community Club	Lands & Buildings at 11677 No. 4 Highway, Kenzieville	The whole of the lands & buildings at Kenzieville of the owner	0476218-56-03
04682696	Trustees Barney's River Station Community Club	Lands & Buildings at 12507 No. 4 Highway, Barney's River	The whole of the lands & buildings at Barney's River of the owner	0484527-56-03
03757609	Piedmont Valley Community Club	Lands & Buildings at 1419 Piedmont Valley Road, Piedmont	The whole of the lands & buildings at Piedmont of the owner	0537647-56-03
04682483	Merigomish & Area Recreation & Social Association	Lands & Buildings at 1682 Shore Road, Merigomish	The whole of the lands & buildings at Merigomish of the owner	
03051633	Marshy Hope Hall	Lands & Buildings at 14432 No. 104 Highway, Marshy Hope	The whole of the lands & buildings at Marshy Hope of the owner	
04560221 04033523	Roman Catholic Episcopal Corporation	Lands & Buildings at 4699 Shore Road, Lismore & 15 Lighthouse, Ponds	The whole of the lands & buildings at Lismore & Ponds	
05388767	Presbyterian Congregation of Barney's River & Marshy Hope	Lands & Buildings at 11590 No. 4 Highway, Barney's River	The whole of the lands & buildings at Barney's River of the owner	
09702725 09702768	Trustees Board of the Presbyterian Church in Canada	Land & Buildings at 3581 Shore Road, Ponds	The whole of the lands & buildings at Ponds of the owner	0085803-37-04
03819736	Trustees St. Paul's Presbyterian Church	Lands & Buildings at 2264 Shore Road, Merigomish	The whole of the lands & buildings at Merigomish of the owner	
00220973	Trustees Kenzieville Cemetery	Lands & Buildings at Kenzieville	The whole of the lands & buildings at Kenzieville of the owner	
04683188	Trustees Little Harbour Community Centre	Lands & Buildings at 4892 Little Hbr. Rd., Little Harbour	The whole of the lands & bldgs. at Little Harbour of the owner	0430116-56-30
09089195	Sinclair's Island Fishermen's Society	Lands & Buildings at Chance Harbour and Sinclair's Island	The whole of the lands & buildings at Chance Harbour	

			and Sinclair's Island of the owner	
00759015	Royal Canadian Naval Association – Adm. Murray Bch.	Lands & Buildings at Pictou Landing	The whole of the lands & buildings at Pictou Landing of the owner	
02567555	Pictou Co. Volunteer Ground Search & Rescue	Lands & Buildings at 8333 Pictou Landing Road, Little Harbour	The whole of the lands & buildings at Little Harbour of the owner	
01577166	Little Harbour Fire Department	Lands & Buildings at 8328 Pictou Landing Road, Little Harbour	The whole of the lands & buildings at Little Harbour of the owner	
03757269 08832404 04496167 03388328	Pictou Island Community Association	Lands & Buildings at 781, 785 & 1380 Pictou Island Road & 53 Wharf Road, Pictou Island	The whole of the lands & buildings at Pictou Island of the owner	
03757242	Pictou Island Hall	Lands & Buildings at 819 Pictou Island Road, Pictou Island	The whole of the lands & buildings at Pictou Island of the owner	
03388336 09858776	Harbour Authority of Pictou Island	Lands & Buildings at 53 Wharf Road & Pictou Island Road, Pictou Island	The whole of lands & buildings at Pictou Island of the owner	
09095659 09095667 10507472	Little Entrance Fisherman's Wharf Society	Lands & Buildings at 125 Simpson Rd., Braeshore & Simpson Rd., Caribou	The whole of lands & buildings at Braeshore & Caribou of the owner	
04681886	Trustees Caribou River Community Hall	Lands & Buildings at 5725 No. 6 Highway, Caribou River	The whole of the lands & buildings at Caribou River of the owner	
04681738	Trustees Bayview Community Hall	Lands & Buildings at Bayview Road, Bayview	The whole of the lands & buildings at Bayview of the owner	
05518784	Riverview Home Corporation	Lands & Buildings at 4933 River John Road, Three Brooks	The whole of the lands & buildings at Three Brooks of the owner	
04683714	Trustees Melville-Seafoam Community Hall	Lands & Buildings at 3629 No. 6 Highway, Seafoam	The whole of the lands & buildings at Seafoam of the owner	0917351-56-03
04684435	Toney River Community Club	Lands & Buildings at 4854 No. 6 Highway, Toney River	The whole of the lands & buildings at Toney River of the owner	

03970833	River John & Area Recreation & Development Assoc.	Lands & Buildings at 2582 River John Station Road, River John	The whole of the lands & buildings at River John of the owner	
03819388	Presbyterian Church Manse of Canada	Lands & Buildings at 15 River John Road, River John	The whole of the lands & buildings at River John of the owner	
04715462	United Church Manse of Canada	Lands & Buildings at 20 River Road, River John	The whole of the lands & buildings at River John of the owner	
03970892	River John Voluntary Fire Department (1996)	Lands & Buildings at Mountain Road, River John	The whole of the lands & buildings at River John of the owner	
02716011	Friends of the River John Library Society	Lands & Buildings at 2725 River John Station Road, River John	The whole of the lands & buildings at River John of the owner	
01403192	Elmfield Community Club	Lands & Buildings at 446 Millsville Road, Elmfield	The whole of the lands & buildings at Elmfield of the owner	
04873394	West Branch Community Hall	Lands & Buildings at 31 West Branch Road, West Branch	The whole of the lands & buildings at West Branch of the owner	
04682475	Trustees Meadowville Community Club	Lands & Buildings at 2015 Black River Road, Meadowville	The whole of the lands & buildings at Meadowville of the owner	
03819795	Presbyterian Church of Canada Manse	Lands & Buildings at 1159 Campbell Hill Road, Scotsburn	The whole of the lands & buildings at Scotsburn of the owner	
05972329	Trustees of the Durham Presbyterian Church	Lands & Buildings at 721 No. 376 Highway, Durham	The whole of the lands & buildings at Durham of the owner	
01345486	Durham Hall	Lands & Buildings at 984 No. 376 Highway, Durham	The whole of the lands & buildings at Durham of the owner	
02632837	Lyon's Brook Community Hall	Lands & Buildings at 2399 No. 376 Highway, Lyon's Brook	The whole of the lands & buildings at Lyon's Brook of the owner	
04684494	Trustees Union Centre Community Hall	Lands & Buildings at 1 Salter Rd., Union Centre	The whole of the lands & buildings at Union Centre of the owner	0501189-56-03

05856469	Station Road Recreation Centre	Lands & Buildings at 49 Sylvester Rd., Sylvester	The whole of the lands & buildings at Sylvester of the owner	
03228711	Middle River Community Club	Lands & Buildings at 72 E Fraser Cross Road, Rocklin	The whole of the lands & buildings at Rocklin of the owner	0542365-56-03
05239508	Trustees Salem Athletic	Lands & Buildings at 109 Salem Loop, Salem	The whole of the lands & buildings at Salem of the owner	0874461-56-03
01345443	Durham Community Hall	Lands & Buildings at 4479 West River East Side Road, Durham	The whole of the lands & buildings at Durham of the owner	09904490-59-03
03235076	Millbrook Community Club	Lands & Buildings at 1731 Millbrook Rd., Millbrook	The whole of the lands & buildings at Millbrook of the owner	0484444-56-03
04828046	Watervale Snowmobile Recreation Club	Lands & Buildings at 118 Cove Road, Watervale	The whole of the lands & buildings at Watervale of the owner	
10628385	West River Fire Department	Lands & Buildings at Gates Road, Central West River	The whole of the lands & buildings at Central West River of the owner	
04681614 04682637	Abercrombie Community Centre	Lands & Buildings at 1571 & 1589 Granton Abercrombie Road, Abercrombie	The whole of the lands & buildings at Abercrombie of the owner	0488767-56-03
04881028	Westville Road Youth Association	Lands & Buildings at Westville Road	The whole of the lands & buildings at Westville Rd. of the owner	0561944-56-03
05190762	NS Society for the Prevention of Cruelty – Pictou Co. Branch	Lands & Buildings at 3504 Granton Abercrombie Road, Granton	The whole of the lands & buildings at Granton of the owner	0488379-54-03
01532979 02560267 02560259	Linacy Community Association	Lands & Buildings at 6735, No. 4 Highway, Linacy	The whole of the lands & buildings at Linacy of the owner	
03400298	Hillside Community Society	Lands & Buildings at Chance Harbour Road, Hillside	The whole of the lands & buildings at Hillside of the owner	
08833974	Their Light Shall Always Shine Memorial Park Society	Lands & Buildings at Walkerville Road, Priestville	The whole of the lands & buildings at Priestville of the owner	
04564022	Trustees Priestville Community Improvement Project	Lands & Buildings at Walkerville Road, Priestville	The whole of the lands & buildings at	

			Priestville of the owner	
00762504	Churchville Community Club	Lands & Buildings at 1054 Irish Mtn. Rd. Churchville	The whole of the lands & bldgs. at Churchville of the owner	0483057-59-03
03776948	Plymouth Community & Recreation Association	Lands & Buildings at 2340 River Road, Plymouth	The whole of the lands & buildings at Plymouth of the owner	0514638-56-03
03972046	Riverton Community Hall	Lands & Buildings at 5678 Stellarton Trafalgar Road, Riverton	The whole of the lands & buildings at Riverton of the owner	0534316-56-03
08835284	Town of New Glasgow	Lands & Buildings at 3720 East River East Side Road, Churchville	The whole of the lands & buildings at Churchville of the owner	
02602792	Lorne Community Club	Lands & Buildings at 847 Lorne Station Road, Lorne	The whole of the lands & buildings at Lorne of the owner	0540807-56-03
02069504 02069482	Hopewell Recreation Association	Lands & Buildings at Elgin Road & Stellarton Trafalgar Road, Hopewell	The whole of the lands & buildings at Hopewell of the owner	
08272557	Eureka Community & Recreation Club	Lands & Buildings at Ash Street, Eureka	The whole of the lands & buildings at Eureka of the owner	
01237896 01238027 01322435 01322443	District 13 Recreation & Planning Commission	Lands & Buildings at 31 New Row, Arena Road & Marsh Road, Thorburn	The whole of the lands & buildings at Thorburn of the owner	0405134-56-03
02968347	MacPherson's Mills Community Hall	Lands & Buildings at 49 Grist Mill Loop, MacPherson's Mills	The whole of the lands & buildings at MacPherson's Mills of the owner	0521385-52-03
04601076	Freedom Bible Church	Lands & Buildings at 1121 Thorburn Road, Sutherland's River	The whole of the lands & buildings at Sutherland's River of the owner	89126978 RR0001
03400395	Trustees Sutherland's River & District Association	Lands & Buildings at 1458 Thorburn Road, Sutherland's River	The whole of the lands & buildings at Sutherland's River of the owner	
04562968	Presbyterian Church of Canada	Lands & Buildings at 757 Marsh Road, Thorburn	The whole of the lands & buildings at Thorburn of the owner	
01890646	Trustees of Union Presbyterian Church	Lands & Buildings at 745 Marsh Road, Thorburn	The whole of the lands & buildings at Thorburn of the owner	

04074777	Thorburn & District War Veteran's Association	Lands & Buildings at Thorburn Road, Thorburn	The whole of the lands & buildings at Thorburn of the owner	
08270783	Trustees Dist. 17 & Area Recreation Association	Lands & Buildings at Simpson Road, French River	The whole of the lands & buildings at French River of the owner	
04684206	Springville Presbyterian Church	Lands & Buildings at 2560 East River East Side Road, Springville	The whole of the lands & buildings at Springville of the owner	0086850-37-03
04564405	MacLellan's Brook & Area Community Association	Lands & Buildings at 2271 Brookville Rd., MacLellan's Brook	The whole of the lands & buildings at MacLellan's Brook of the owner	0510297-59-03
01639218	Garden of Eden Community Hall	Lands & Buildings at 28 Garden of Eden Church Loop, Garden of Eden	The whole of the lands & buildings at Garden of Eden of the owner	0514653-56-03
04682459	Trustees MacLellan's Brook Community Hall	Lands & Buildings at Brookville Road, MacLellan's Brook	The whole of the lands & buildings at MacLellan's Brook of the owner	0621466-56-03
00888214	East River St. Mary's Community Hall Association	Land & Buildings at 822 Sherbrooke Road, East River St. Mary's	The whole of the lands & buildings at East River St. Mary's of the owner	0730358-56-03
04681789	Trustees Bridgeville Community	Lands & Buildings at 21 Elgin Road, Bridgeville	The whole of the lands & buildings at Bridgeville of the owner	
04018427	Rocky Mountain Community Hall	Lands & Buildings at 1935 Sherbrooke Road, Rocky Mountain	The whole of the lands & buildings at Rocky Mountain of the owner	
04682971	Trustees Glencoe Community Hall	Lands & Buildings at 957 East River East Side Road, Glencoe	The whole of the lands & buildings at Glencoe of the owner	
04683099 04684966	Trustees Knox Presbyterian Church	Lands & Buildings at 1684 Tower Road & Sherbrooke Road, Blue Mountain	The whole of the lands & buildings at Blue Mountain of the owner	
03757226	Pictou County Snowmobile Club	Lands & Buildings at 944 Brookville Road, Brookville	The whole of the lands & buildings at Brookville of the owner	
02636638	Sunny Brae War Memorial Society	Lands & Buildings at 2382 East River West Side Road, Sunny Brae	The whole of the lands & buildings at Sunny Brae of the owner	



01308734	East River Valley Recreation	Lands & Buildings at 2770 East River East Side Road, Springville	The whole of the lands & buildings at Springville of the owner	
10610524	Pictou County Snowmobile Club	Lands & Buildings at Brookville Road, Brookville	The whole of the lands & buildings at Brookville of the owner	
03292304	Moore Lodge IOOF	Lands & Buildings at Thorburn Road, Thorburn	The whole of the lands & buildings at Thorburn of the owner	
04683064	Trustees of Rebekah Lodge No. 108	Lands & Buildings at 2411 East River West Side Road, Sunny Brae	The whole of the lands & buildings at Sunny Brae of the owner	
04683013	Trustees IOOF Hall	Lands & Buildings at 2488 East River East Side Road, Springville	The whole of the lands & buildings at Springville of the owner	
02443775	River John Lions Club	Lands & Buildings at 2724 West Branch Road, River John	The whole of the lands & buildings at River John of the owner	
02146533	IOOF Hall	Lands & Buildings at 2747 River John Station Road, River John	The whole of the lands & buildings at River John of the owner	
02131455 10593751	Scotsburn Recreation Club	Lands and Buildings at 4136 and 4116 Scotsburn Road.	The whole of the lands and buildings at Scotsburn of the owner.	
02050579	River John 4-H Club	Lands and Buildings at 309 Hedgeville Road, Hedgeville.	The whole of the lands and buildings at Hedgeville of the owner.	

**SCHEDULE B**

AAN	OWNER	PROPERTY	EXTENT OF APPLICATION	CHARITABLE #

**SCHEDULE C**

AAN	OWNER	PROPERTY	EXTENT OF APPLICATION	CHARITABLE #

02155869	Pictou County Wellness Centre Building Authority Incorporated	Lands & Buildings at 2756 Westville Road, Westville Road	The whole of the lands & buildings at Westville Road of the owner	
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DATED at Pictou, NS this 3rd day of February, 2025.

(Sgd.)

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**Motion Carried**  
**Clr. Deborah Wadden**  
**Clr. Ronald Baillie**

**HOSPITALITY POLICY**

**MOTION**

It was moved by Clr. Turner and seconded by Clr. Thompson to adopt the following Hospitality Policy: **Motion Carried**

**RESOLUTION**

**BE IT RESOLVED** that the Municipality of the County of Pictou adopt the following policy with respect to hospitality:



**Hospitality Policy**

**POLICY #2025-02-04**

**1. Purpose**

- a. The Municipality of the County of Pictou (“Municipality”) 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.
- b. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council member, Chief Administrative Officer (“CAO”) and Municipality employee hospitality claims.

**2. Policy Objectives**

- a. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the Municipality's objectives.
- b. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
- c. To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

**3. Hospitality and Hospitality Events**

- a. A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Municipality. Hospitality may be offered under the following circumstances in accordance with this policy:
  - i. Hosting foreign dignitaries;
  - ii. Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;
  - iii. Sponsoring or hosting conferences;
  - iv. Hosting ceremonies / recognition events; and
  - v. Other official functions, as approved by the CAO, their designate or Municipal Council.

**4. Signing Authority**

- a. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Member of <b>Municipal Council</b>	CAO or designates AND Audit Committee Chair or Vice-Chair
CAO	Warden or designate AND Audit Committee Chair or Vice-Chair
Municipal Employees	Immediate Supervisor or designate AND CAO or designate

- b. The designation of a signing authority shall be in writing and filed with the CAO

and shall state the name and position of the designate.

- c. A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

**5. Prior Authorization**

- a. Subject to this policy, all hospitality events require prior authorization.
- b. A request for prior authorization for hospitality events requires the following information:
  - i. rationale/purpose of the event;
  - ii. estimated numbers of attendees and their respective affiliations;
  - iii. if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;
  - iv. estimated itemized costs including gratuities and supplementary expenses.
- c. Requests for hospitality events shall be reviewed by either the CAO or their designate, or Council, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
- d. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

**6. Serving of Alcohol**

- a. While the standard for hospitality is the provision of 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. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or their designate, or Council.
- b. The Municipality, its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
- c. The Municipality will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.

- d. If alcohol is provided at a hospitality event, food must be served.

**7. Gifts**

- a. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00 is sometimes appropriate.
- b. Any giving of gifts requires prior approval by either the CAO or their designate, or Council.

**8. Claims for Reimbursement of Hospitality Expenses**

- a. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.
- b. Hospitality expense claims must include the following:
  - i. A copy of the signed prior authorization for the hospitality event for which the expense was incurred;
  - ii. The names and positions of the guests at the hospitality event;
  - iii. The business objective for the expense;
  - iv. A detailed itemized receipt for the expense.
- c. In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph 8F and an explanation of why prior approval was not possible.
- d. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
- e. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
- f. No hospitality expense claim shall be paid unless the claim is first approved for payment by two Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
  - i. the claim is consistent with this policy;

- ii. the expenses claimed were necessarily incurred in the performance of municipal business;
  - iii. appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed;
  - iv. the expenses claimed have appropriate justification; and
  - v. all requirements, as determined by the municipal audit committee, have been fulfilled.
- g. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
- h. The use of petty cash to pay a hospitality expense claim is prohibited.

**9. Reporting Requirements**

- a. Pursuant to s. 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
  - i. Within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Municipality's website that describes all the hospitality expenses incurred by the Municipality, including purchases of alcohol, during the quarter;
  - ii. By September 30<sup>th</sup> of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

**10. Review Requirements**

- a. The Municipality Audit Committee shall review the hospitality annual summary report by October 31<sup>st</sup> of each year.
- b. By the January 31<sup>st</sup> 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 the policy and adopt the policy as amended.

DATED at Pictou, NS this 3<sup>rd</sup> day of February 2025.

(Sgd.) \_\_\_\_\_

\_\_\_\_\_  
**Motion Carried**  
**Clr. Larry Turner**  
**Clr. Andy Thompson**

## **COUNCIL EXPENSE POLICY**

### **MOTION**

It was moved by Clr. Wadden and seconded by Clr. Baillie to adopt the following Council Expense Policy: **Motion Carried**

### **RESOLUTION**

**BE IT RESOLVED** that the Municipality of the County of Pictou adopt the following policy with respect to conference, seminar, training attendance and expense reimbursement:



## **Conference/Seminar/Training Attendance & Expense Reimbursement Policy**

**2025-02-06**

### **Policy Statement**

1. This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer ("CAO"), and Municipality of the County of Pictou ("Municipality") employees in relation to Municipality business.

### **Signing Authorities**

2. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Member of Council	CAO or designate AND Warden or Deputy Warden
CAO	Warden and Deputy Warden
Management Employees	CAO or designate AND Warden or Deputy Warden
Employees	Immediate Supervisor or designate AND CAO or designate

3. A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.
4. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

**Individual Responsibilities**

5. Everyone who incurs an expense in relation to **Municipality** business is responsible for:
- (1) familiarizing themselves and complying with the provisions of this policy;
  - (2) completing and submitting expense claims with necessary supporting documentation;
  - (3) exercising reasonable diligence and care in incurring expenses prudently and responsibly; and
  - (4) with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as



teleconferencing and videoconferencing.

### **Permitted Expenses**

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or an employee are eligible for reimbursement:
  - (1) Authorized travel within Nova Scotia, including transportation, accommodation and meal costs;
  - (2) Pre-approved out-of-province travel, including transportation, accommodation and meal costs;
  - (3) Pre-approved training or continuing education costs.
7. Members of the Nova Scotia Government and General Employees Union shall be reimbursed in accordance with the terms of Collective Agreement between the Union and the Municipality of the County of Pictou.

### **Authorized Travel**

8. Council members shall be reimbursed for the reasonable expenses incurred in attending:
  - (1) The annual meeting of the Nova Scotia Federation of Municipalities;
    - (a) All members of Council shall be permitted to attend the annual meeting of the Nova Scotia Federation of Municipalities.
  - (2) meetings or conferences at which the Council member's attendance is authorized or requested by Council;
    - (a) The Warden shall be permitted to use his or her discretion with respect to the number of seminars or conferences attended on behalf of the Municipality.

- (b) Elected officials shall be permitted to attend a maximum of (4) seminars and conferences of his or her choice.
- (3) Council and Committee of Council meetings;
- (4) a meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
- (5) in the case of the **Warden and Deputy-Warden**, attendance at functions, meetings or conferences involving less than **[\$100]** in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Warden or Deputy-Warden not to attend;
- (6) in the case of a Councillor, attendance on behalf of the Municipality at a function identified in the previous subsection of this policy, involving less than **[\$100]** in reimbursable expenses.
- (7) a training or continuing education event in accordance with the provisions of this policy concerning training and education.
- (8) The Warden or their designate shall be entitled to attend the Annual Conference of the Federation of Canadian Municipalities each year
- (9) Notwithstanding clause 8(8), the Maximum number of elected delegates permitted to attend the conference in any given year shall be set at 4.
  - (a) Applications for attendance shall be submitted to the Financial Services Committee in December for the purpose of determining delegates.

- (b) If required a random draw shall be made to select the delegates should the number wishing to attend the conference exceed four (4).
  - (c) Any Council member not attending a conference previously during the current Council term shall be given precedence over a member who has already attended.
  - (d) When the Annual Conference of the Federation of Canadian Municipalities is held in Nova Scotia, New Brunswick or Prince Edward Island, all councilors shall be eligible to attend.
- (10) Where an elected official fails to attend a conference and or seminar for which the Municipality has paid registration fees and or hotel deposits or guarantees for reasons other than those listed in Section 5 of the Council Remuneration Policy and penalties are incurred for all or a portion of those costs, the elected officials will be financially responsible for those penalties and/or costs.
9. The CAO, including an employee of the municipality delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*, shall be reimbursed for the reasonable expenses incurred in attending:
- (1) the annual meeting of the Association of Municipal Administrators, Nova Scotia;
  - (2) The annual meeting of the Nova Scotia Federation of Municipalities;
  - (3) The Annual Conference of the Federation of Canadian Municipalities.
  - (4) meetings or conferences at which the CAO's attendance is authorized or is requested by Council;
  - (5) attendance at a meeting of any Board, Commission, Committee or other organization to which the CAO has been appointed by Council, except that

no reimbursement shall be provided by the Municipality if the CAO is entitled to reimbursement of expenses directly from the applicable organization;

- (6) attendance at functions, meetings or conferences involving less than **[\$100]** in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the CAO not to attend; and
  - (7) a training or continuing education event in accordance with the provisions of this policy concerning training and education.
10. An employee of the Municipality shall be reimbursed for the reasonable expenses incurred in attending:
- (1) the annual meeting of the Association of Municipal Administrators, Nova Scotia;
  - (2) meetings or conferences at which the employee's attendance is authorized or is requested by the CAO;
  - (3) attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Municipality if the employee is entitled to reimbursement of expenses directly from the applicable organization;
  - (4) attendance at functions, meetings or conferences involving less than **[\$100]** in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless the CAO has specifically directed the employee not to attend; and
  - (5) at a training or continuing education event in accordance with the provisions of this policy concerning training and education.

## **Out-of-Province Travel Authorization**

11. All requests for out-of-province travel shall be made in writing and shall contain the following information:
  - (a) the purpose and duration of the trip;
  - (b) the location(s) to be visited;
  - (c) the dates and times of arrival and departure;
  - (d) any pre-paid transportation, meals, or accommodation; and
  - (e) any other anticipated expenses.
12. All requests for out-of-province travel by Council members shall be reviewed by the CAO and Warden, who shall consider the necessity for travel based on the information provided.
13. When two or more out-of-province travel requests are made by Council members for the same purpose, the CAO in discussion with the Warden shall determine the appropriate number of persons necessary to represent Municipality.
14. All requests for out-of-province travel by the CAO shall be reviewed by the Warden, who shall follow the same guidelines established for Council members.
15. All requests for out-of-province travel by a Municipality employee shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.
16. If a request for out-of-province travel is approved, and the Claimant not Municipality pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

## **Training and Continuing Education**

17. If the Municipality has established a training and education budget expense item, a member of Council, the CAO, or a Municipality employee may apply to the applicable Signing Authorities in advance for approval to incur expenses out of this budget for training or education, provided that:
- (1) the request is made in writing, and includes an estimate of all costs that will be incurred, including the course or enrollment fee and all required transportation, accommodation and meal costs;
  - (2) the training or education course, meeting or conference, is related to municipal government;
  - (3) in the case of a Council member, the course, meeting or conference is completed prior to the next municipal election date;
  - (4) the budget for training and education for the year has not been exhausted and would not be exceeded by authorizing the request;
  - (5) the Claimant shall reimburse the Municipality for the cost of all or, alternatively the pro-rated cost of a portion, of any enrollment fees in the event of failure to attend all, or alternatively some, of the event without reasonable justification; and
  - (6) a brief written summary is provided by the Claimant describing the nature and benefits of the training and education at the time of submitting an expense claim for reimbursement.
18. If both applicable Signing Authorities approve an application to incur expenses in relation to training or education, and the Claimant (not the Municipality) pays all or some of the pre-approved expenses, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

### **Limits on Reimbursement of Expenses**

19. Notwithstanding any other provision of this Policy, the following limits shall apply to the reimbursement of expenses:

- (1) A Claimant shall only be reimbursed for costs that they have incurred;
- (2) The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Municipality;
- (3) Airplane travel should be booked by Municipal staff or shall only be reimbursed at the lowest rate which would have been available Municipal staff had booked the airfare;
  - (a) Should the claimant decide to use their own automobile to travel to a conference/seminar rather than flying; the Municipality shall reimburse the claimant for their actual mileage up to the average cost of airfare the other members of Council attending the conference plus equivalent mileage that would have been paid for the trip to the airport.
- (4) Hotel accommodations shall not exceed the cost of a standard room, double occupancy, except when hotel accommodation has been booked by Municipal staff for out of province hotels. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements including, but not limited to, wheel chair accessibility;
- (5) Reimbursement of only one personal long-distance phone call shall be permitted for each night of overnight travel;
  - (a) Maximum length of the call shall be 30 minutes;
- (6) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy;
- (7) The cost of any alcoholic beverages shall not be reimbursed;

- (8) Fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
- (9) When personal and Municipality travel is combined, only documented expenses directly related to the Municipality portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
- (10) Reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
- (11) There shall be no reimbursement of travel and related expenses for individuals other than a Council member, the CAO, or an employee of the Municipality;
- (12) There shall be no reimbursement for travel by a Council member within their own district of the Municipality because such travel is deemed to be included in the part of the Council member's salary or remuneration.

### **Travel Advances**

20. Advances are intended to cover out of pocket expenses incurred during travel. The following limits shall apply to the use of advances:
  - (1) all advances must be approved by the CAO;
  - (2) advances will only be issued where an overnight stay is required;
  - (3) advances will not be made for less than \$200;
  - (4) the CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;



- (5) upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to Municipality within 10 days of completing the travel.

### **Use of Municipality Credit Cards**

21. The following limits shall apply to the use of Municipality credit cards:
  - (1) the use of travel advances is prohibited if the Claimant has a Municipality credit card;
  - (2) Municipality credit cards shall only be used for expenses that are permitted under this policy, and without limited the generality of the foregoing, shall not be used for cash advances or personal expenses;
  - (3) reimbursement for interest incurred on a Municipality credit card is prohibited.

### **Per Diem Meal Allowances**

22. For each day or part day when overnight accommodation forms part of an authorized expense, the Claimant shall be paid a meal allowance for each meal for which the Claimant is required to pay in the amount of **[\$15.00] for breakfast, [\$25.00] for lunch, and [\$40.00] for supper**. This allowance includes gratuities and taxes.
23. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware that appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, the claimant shall be paid a meal allowance for that meal.

### Kilometrage

24. The kilometrage allowance reimbursed for Claimants using personal vehicles for authorized travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
25. Where several Council members, the CAO, and/or employees of the Municipality or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

### Vehicle Rentals

26. The cost of rental of a vehicle shall be a reimbursable expense in instances where:
  - (1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
  - (2) two or more Council members, the CAO, and/or employees of the **Municipality**, or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
27. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle, or a compact, economical vehicle is unavailable.
28. For the protection of the Claimant and the Municipality, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

### Expense Claims

29. Expense claims must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.
30. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
  - (1) claims for per diem meal allowances;
  - (2) incidental expenses of less than **\$15.00** for reasonable tips, bridge tokens, parking meters or coffee;
  - (3) claims for personal vehicle kilometrage for authorized travel.
31. If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.
32. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
33. No expense claim shall be paid unless the claim is first approved for payment by two Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
  - (1) the claim is consistent with this policy;
  - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
  - (3) appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed;
  - (4) the expenses claimed have appropriate justification; and
  - (5) all requirements, as determined by the municipal audit committee, have been fulfilled.

34. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
35. The use of petty cash to pay an expense claim is prohibited.

### **Timeframe**

36. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
37. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.
38. Claimants who charge for goods or services in a fiscal year must have received the goods or services from the vendor in that fiscal year.

### **Fraud, Misuse or Misappropriation of Municipal Funds**

39. Fraudulent irregularity, misuse or misappropriation of Municipality funds may result in disciplinary action up to and including termination of employment.
40. Suspicious activity and potential misuse of funds must be reported to the CAO for investigation.

### **Reporting Requirements**

41. Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
  - (1) Within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Municipality website for the Warden, CAO (including an employee of the Municipality delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal*

*Government Act*) and each member of Council on their expenses regarding the following:

- (a) Travel and travel related expenses, including transportation, accommodation and incidentals;
  - (b) Meals;
  - (c) Training and education.
- (2) By September 30<sup>th</sup> 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, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

#### **Review Requirements**

42. The Municipality's Audit Committee shall review the expense annual summary report by October 31<sup>st</sup> of each year.
43. By the January 31<sup>st</sup> 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 the policy and adopt the policy as amended.

#### **Repeal**

44. All former policies and/or practices with respect to Conference/Seminar/Training Attendance & Expense Reimbursement, including Policy #2017-02-21, are hereby repealed.

**DATED** at Pictou, NS this 3<sup>rd</sup> day of February 2025.

(Sgd.) \_\_\_\_\_

**Motion Carried**  
**Clr. Deborah Wadden**  
**Clr. Ronald Baillie**

**APPOINTMENT TO PICTOU WATERSHED COMMITTEE**

**MOTION**

It was moved by Deputy Warden Murray and seconded by Clr. MacKeil to approve the following appointment to the Pictou Watershed Committee: **Motion Carried**



**RESOLUTION**

**BE IT RESOLVED** that the Municipality of the County of Pictou approve the following appointment to the Pictou Watershed Committee:

**Robert Langille - District 3**

**DATED** at Pictou, N.S. this 3rd day of February 2025.

Sgn \_\_\_\_\_

**Motion Carried**  
**Deputy Warden Murray**  
**Clr. Darla MacKeil**

**FIRST READING OF MUNICIPALITY OF THE COUNTY OF PICTOU'S LAND USE BYLAW AND MUNICIPAL LAND USE STRATEGY**

**Motion**

It was moved by Clr. Turner and seconded by Clr. MacKeil that the Land Use Bylaw be presented to Council for second reading on March 3, 2025.

**Motion Carried**

**Nay Votes: Clr. Chester Dewar  
Clr. Donald Parker  
Clr. Peter Boyles**



**RESOLUTION  
First Reading**

TAKE NOTICE that the following by-law will be presented to Council for second reading on March 3, 2025.

BE IT RESOLVED that the Municipality of the County of Pictou adopt the following Land Use By-Law and Municipal Planning Strategy.

DATED at Pictou, N.S. this 3rd day of February 2025.

(Sgd.)

Mr. Ian Watson, Upland Planning + Design said that the drafts were taken for public consultation for a chance for feedback. The feedback was put into a report titled "What We Heard". Mr. Watson said the Planning Advisory Committee considered the draft feedback and made some changes to that draft. Mr. Watson said the recommended changes were made, and the draft was presented to Council.

Mr. Watson said some typos were corrected and clarity added to the documents. One of the significant changes was regarding a new mixed-use rural G2 zone, which will provide a transition between rural general areas and more developed communities and apply between sewer-serviced areas.

Mr. Watson said there was a request from the Town of New Glasgow to consider providing more protection for the Forbes Lake watershed, and the Planning Advisory Committee recommended applying shoreline zoning to that lake.

Clr. Turner said that the Abercrombie community has many suburban areas, and residents are concerned about urban creep. Clr. Turner said residential portions in the district need to be protected, including Abercrombie, Westville Road and Granton.

Mr. Watson said the planning team contacted neighbouring municipalities to invite feedback on shared interests. Along with the feedback heard from the Town of New Glasgow, feedback was received from the Town of Pictou with concerns around the well fields. The Town of Pictou would like stronger protection for the well field and suggested applying the shoreline zone to that area.

### **Motion**

It was moved by Clr. MacKeil and seconded by Clr. Baillie to amend the documents to reflect the request from the Town of Pictou for the protection of the well fields.

**Motion Carried**

Clr. Palmer said that after reviewing the plans there were concerns around the inconsistency in the S1 zone along the shoreline and said this would have to be addressed if there were to be coastal protection measures.

### **MOTION**

It was moved by Clr. Palmer and seconded by Clr. MacDonald to remove S1 zone for all areas except for the watershed areas in the Town of New Glasgow and Pictou and for coastal erosion to be addressed at future meetings.

**Motion Carried**

**Nay Votes: Clr. Larry Turner  
Clr. Deborah Wadden**

Clr. Parker said that residents of District 7 were very much against this bylaw and were not interested in people telling them what they could do with their land. Clr. Parker will not support the bylaws... Warden Parker said the province obligated the municipality to implement the land use bylaws; otherwise, they would probably not be implemented.

### **Motion**

It was moved by Clr. Palmer and seconded by Clr. MacKeil to remove the signage section from the Land Use Bylaw and Municipal Planning Strategy.

**Motion Carried**

Clr. MacKeil stated that when the exercise first started, it was determined that minimal planning would be done and asked Mr. Watson if it was minimal planning. Mr. Watson said it is the most minimal while still meeting the provincial requirements.

Clr. MacKeil asked if there were any changes that were of concern for provincial approval. Mr. Watson said the change made regarding the Pictou watershed would strengthen the case.

Clr. Boyles voiced not being in support of this and said it was attempted years ago and veterans put the run to them and said it seems like what was fought for is being taken away.



Warden Parker said there will be feedback and opposition but it is a requirement from the province. The Warden said that the team provided answers to residents' concerns and that Council must try to do the best for all citizens.

**CONSIDERATION OF DEFERRED BUSINESS**

There was no deferred business.

**COMMUNITY ANNOUNCEMENTS**

Community announcements were given.

**MOTIONS OF RECONSIDERATION**

There were no motions of reconsideration.

**ADJOURN**

There being no further business to come before the meeting, the Warden declared the meeting adjourned at 9:50 p.m.

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WARDEN

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MUNICIPAL CLERK