



MUNICIPAL COUNCIL

Monday, February 3, 2025 @ 7 p.m.

COUNCIL CHAMBERS/YOUTUBE STREAMING CHANNEL

1. Call to Order
2. Moment of Silence
3. Land Acknowledgement
4. Approval of Agenda
5. Emergency Resolutions
6. **Errors and Omissions/Corrections to Minutes**
 - a. Council Meeting January 6, 2025
7. **Correspondence** (Information Enclosed)
 - 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.
8. **Public Hearing** (Information Enclosed)
 - a. Dangerous and Unsightly Hearing – 142 Condon Road, Scotsburn
9. **Proclamations** (Information Enclosed)
 - a. African Heritage Month in Nova Scotia
 - b. Women’s Institute Month in Nova Scotia
10. **Business Items Not Requiring Action** (Information Enclosed)
 - a. New Scotland Business Inc January Report

11. Business Items or Items Requiring Action (Information Enclosed)

- a. Request for Tax Sale Update – Clr. Boyles
- b. Viola's Place Strategy -CAO Cullen
- c. RESOLUTION – Naming of Oyster Island – Clr. MacDonald
- d. RESOLUTION – MSG District 3 – Clr. MacKeil
- e. RESOLUTION - Property Tax Write Off – Clr Wadden
- f. RESOLUTION - Tax Exemption Policy Update – Clr. Baillie
- g. RESOLUTION – Hospitality Policy – Clr. Turner
- h. RESOLUTION – Council Expense Policy – Clr. Wadden
- i. RESOLUTION - Appointment to Pictou Watershed Committee - DW Murray
- j. RESOLUTION - First Reading of Municipality of the County of Pictou's Land Use Bylaw and Municipal Land Use Strategy. – Clr. Palmer (Information sent via email on Tuesday, January 28th)

12. Consideration of Deferred Business

13. Community Announcements

14. Motions of Reconsideration

15. Adjournment

January 6, 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, January 6, 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
Evan Hale, Director of Emergency Services
Shellie Pettipas, Administrative Assistant
Adam MacInnis, Communications Officer

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 Mikmaqi people and would like to thank the Mikmaqi 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.

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

The minutes of November 6, 2024, Council Meeting were reviewed by the Municipal Council. Warden Parker proclaimed the minutes of the meeting of December 2, 2024, as the official record of the meeting.

CORRESPONDENCE

- a. Nova Scotia Association of Realtors letter congratulating Council on election.

Clr. Wadden said requesting a presentation from the Nova Scotia Association of Realtors would be a good idea. Warden Parker said the lineup of presenters could be looked at and this could be considered.

PRESENTATION – RURAL COMMUNITIES FOUNDATION OF NOVA SCOTIA

Mr. Hugh MacKay, Rural Communities Foundation of Nova Scotia (RCFNS), presented to Council to describe the foundation's community efforts throughout rural Nova Scotia.

Mr. MacKay said that Dave Gunning took over the foundation following Bruce Guthro's passing. With the presentation, the hope is to raise awareness by sharing information throughout communities and through social media posts. Mr. MacKay said that food insecurity is a huge problem.

Clr. Boyles questioned the difference between this program and the breakfast and backpack programs in the schools. Mr. MacKay said the programs are similar and are not competitive to those.

Clr. Parker said the RCFNS is a great initiative and asked if there were contributions made to Northumberland Regional High School. Mr. MacKay said there were over 80 applications this year, and the board tries to ensure coverage throughout the province. The schools not receiving help last year will move up the list the following year.

Clr. MacDonald asked if the funds raised in Pictou County stay here, and Mr. MacKay said that when a concert is held here, the money raised stays in the county.

Clr. Wadden expressed appreciation for the work being done to help children with nutrition. Clr. Wadden said having worked with the Pictou East Food Bank, the problems with child poverty are scary.

Warden Parker said that Pictou County is a strong supporter of Dave Gunning and expressed congratulations and thanks for the efforts made for the people across the province.

BUSINESS ITEMS NOT REQUIRING ACTION

CLIMATE CHANGE ADVISORY COMMITTEE COMMUNITY MEETINGS

Clr. Turner said the Climate Change Advisory Committee's Action Plan Subcommittee is going to the communities to hold citizen engagement meetings in January. The meetings will be held in River John, Caribou, Merigomish, Eureka, Durham, Hillside, Little Harbour and Abercrombie to seek community input.

Mr. Kennedy explained that he got involved in the committee because of concerns about what life would be like for his grandchildren. A slideshow was presented to discuss ten impacts of climate change.

Mr. Kennedy said that the municipality was selected as one of 19 municipalities in the province to join the Community Capacity Program through the Clean Foundation, which provides access to climate change experts. This will provide access to funding opportunities to support these ideas.

Based on the research, Pictou County faces the most significant risks from erosion, flooding, and wildfires in the province. The Department of Natural Resources now has some coastal data available, but not at the level that allows people to compute the risk accurately.

Mr. Kennedy said the committee wants to communicate the message, invite feedback from the communities, and integrate that feedback as the plan's development continues.

BUSINESS ITEMS OR ITEMS REQUIRING ACTION

MUNICIPAL SERVICE GRANT

MOTION

It was moved by Clr. Dewar and seconded by Clr. Thompson to approve a \$3,000.00 Municipal Service Grant for the Eureka Fire Department for District 12.



RESOLUTION

BE IT RESOLVED by the Municipality of the County of Pictou that the following Municipal Service Grant be approved:

- 1. District 12 Eureka Fire Department - \$3000.00 – Ongoing projects at the fire hall.

DATED at Pictou NS this 6th day of January 2025.

Sgd _____

**Motion Carried
Clr. Chester Dewar
Clr. Andy Thompson**

ANTI-LITTER AWARENESS COMMITTEE

MOTION

It was moved by Clr. Wadden and seconded by Clr. MacDonald to approve the following citizen appointments to the Anti-Litter Awareness Ad-Hoc Committee:



RESOLUTION

BE IT RESOLVED by the Municipality of the County of Pictou that it approve the following citizen appointments to the Ad-Hoc Anti-Litter Awareness Committee:

**Monica Rivers, Abercrombie
Larry Tyldsley, Plymouth Park**

DATED at Pictou NS this 6th day of January 2025.

Sgd _____

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

MOPC GRANTS REVIEW COMMITTEE

MOTION

It was moved by Deputy Warden Murray and seconded by Clr. MacDonald to approve the following appointment to the Grants Review Committee:



RESOLUTION

BE IT RESOLVED by the Municipality of the County of Pictou that it approve the following appointment to its Grants Review Committee:

Clr. Larry Turner

DATED at Pictou NS this 6th day of January 2025

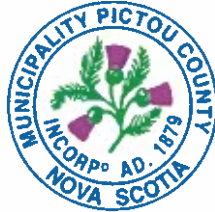
Sgd _____

**Motion Carried
Deputy Warden Murray
Clr. Joe MacDonald**

AFFORDABLE ACCESS PLAN

MOTION

It was moved by Clr. Turner and seconded by Clr. Boyles to approve the Affordable Access Plan Policy:



BE IT RESOLVED by the Municipality of the County of Pictou that it adopt the following policy:

Affordable Access Plan Policy

Policy # 2025-01-06

1. Purpose

To ensure affordable high-speed internet access for individuals and households with limited financial resources, promoting digital inclusion and equal opportunities.

2. Benefits of an Affordable Access Plan

- **Bridging the Digital Divide:** Increases internet access for low-income communities, improving opportunities for education, employment, and healthcare.
- **Enhanced Quality of Life:** Provides access to essential services such as telehealth, e-learning, and e-commerce.
- **Economic Mobility:** Promotes equal access to economic opportunities, including job searching, remote work, and small business development.

3. Eligibility Criteria

- Must reside within an area served by an MOPC Network service
- Have a gross household income per the attached table each year
- Property must be your primary residence and property taxes are paid in full at time of application
- Must be the registered owner or co-owner of the property
- The Affordable Access Plan does not reimburse individuals who have already paid for service

- MOPC reserves the right to limit access when deemed necessary

4. Required Documentation

- Completed AAP application annually
- Valid personal identification (NS Provincial ID or Driver's License)
- Notice of Assessment showing total income on line 15000 for all adult members of the household over 18 years of age & Canadian Child Benefit for children and youth under 18 years showing the named children if applicable.

5. Service Package & Pricing

- Free Standard Installation as per policy
- Speed: Up to 1Gbps for fibre-served areas
- Speed: Up to 25 Mbps for wireless served areas
- Price: \$34.99/month
- Additional WIFI mesh units available at regular price if required

6. Important Information

1. Once an application has been approved, the Affordable Access Plan is applied to the customer account for one calendar year from the approval date.
2. Application to the program can be made anytime and must be completed on an annual basis.
3. Customers must comply with all other applicable MOPC policies and terms of service.
4. MOPC commits to providing a minimum 6-month notice before any significant modifications or termination of this policy.
5. Incomplete applications will be automatically denied.

7. Program Evaluation and Feedback

- MOPC will conduct annual surveys of program participants to gather feedback and assess the program's effectiveness.
- Key performance indicators (KPIs) will be established to measure the program's success, including:

- Number of households served
- Internet usage patterns
- Customer satisfaction rates
- Impact on educational and employment outcomes
- An annual report on the program's performance will be published and made available to the public.
- A feedback mechanism will be implemented to allow participants to provide ongoing input and suggestions for improvement.

8. Implementation and Outreach

- A dedicated support team will be available to help applicants navigate the application process and answer questions.
- This policy is effective immediately and will be reviewed annually or as needed.

For further information or clarification, please contact MOPC Customer Service.

Table A: Income Eligibility Thresholds

MOPC Network - Affordable Access Plan				
Table A	Income Threshold	Qualifying AAP Plan		
Program Year	Per Household	Fibre	Wireless	AAP Price
2024-25	\$30,000	1Gbps	25Mbps	\$34.99/mth

REPEAL

All former policies and or practices of Council with respect to the Affordable Access Plan are repealed.

DATED at Pictou NS this 6th day of January 2025.

Sgd _____

Motion Carried
Clr. Larry Turner
Clr. Peter Boyles
Nay Vote: Clr. Peter Boyles

Clr. Dewar asked if there was an idea of the number of people who would be involved. CAO Cullen said there were 250 applicants for the tax exemption program, and it could be expected to be the same as that program.

Clr. Boyles questioned that the residents of Hillside are not getting the internet, but now there will be breaks for low-income residents. Clr. Boyles said something is desperately wrong with this and must be remedied. Clr. Boyles feels this is discrimination. Warden Parker explained that to receive the federal and provincial funding, the unserved areas had to be completed first.

Clr. MacDonald asked if renters could be included in this program. CAO Cullen said they are not eligible as renters.

ISED FUNDING

At the last meeting with the internet group, one of Clr. Wadden's concern was the inability to read the maps and the legends well. Clr. Wadden said that a copy of the map was distributed, making it easier to see where the internet would be run. Clr. Wadden said it was a surprise that all Pictou Landing and Pictou Landing First Nations were left out for Phase I. Clr. Wadden noted that other areas of District 2 were also left out.

Clr. Wadden is very concerned and does not feel this is fair; there is fibre that runs through Pictou Landing, and they are being treated as a served area, but they are not served. Clr. Wadden suggested writing a letter to the Federal Minister that looks after ISED to let them know the concerns with who is considered served and who is not served with this project.

Clr. Wadden said that following a discussion with CAO Cullen, information was shared that new wireless technology is being considered for this project and that, hopefully, those areas will get service. Clr. Wadden wanted to make all Councillors aware of this and asked each council member to look at the maps and see what areas that were thought to be getting it in Phase I and what areas would not be.

Warden Parker said the government sets rules for funding, and there are many communities like those with fibre lines running through, with no way to get service off them. The people who are doing the work for the project are consultants. Warden Parker said that once the work that must be done under the program is completed and the money is spent, the hope is to return to those other communities. Clr. Wadden said that if the

Councillors had been made aware of the discrepancies in the ISED mapping, it may have been easier to understand.

LETTER TO NOVA SCOTIA HEALTH AUTHORITY FOR INCREASED SECURITY

Clr. Boyles said that with every shift change, the healthcare workers must walk out to the back of the hospital, which has very poor lighting, and if something happens, nobody is there.

MOTION

It was moved by Clr. Boyles and seconded by Clr. Baillie to write a letter to the Nova Scotia Health Authority requesting that security be in the area where employees park at the rear of the hospital 15 minutes before and 15 minutes after shift changes to ensure their safety.

Motion Carred

Nay Votes: Clr. Baillie

Clr. Wadden

Clr. Palmer

Clr. Turner

Clr. Palmer asked if Clr. Boyles was approached and asked to do this. Clr. Boyles has not had anybody come directly to bring this request but feels this should be looked at and it could save somebody from getting hurt.

Clr. Thompson said he feels it is an operational item for the hospital and the Town Police.

Clr. Wadden said this is overstepping the role of Councillors, and if this is done for one business, then it would have to be done for others. This is a concern for the hospital, staff, and union and is not a place for Council.

Clr. Parker said it is good to be proactive and request this issue be looked at.

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 8:34 p.m.

WARDEN

MUNICIPAL CLERK



THE MUNICIPALITY OF
CHESTER

Office of the Warden
The Municipality of Chester
151 King St, PO Box 369
Chester, NS B0J 1J0

Phone: (902) 275-3554
Fax: (902) 275-4771
www.chester.ca

[/ChesterMunicipality](#)
[@chestermun](#)

January 17, 2024

Minister John Lohr
Department of Municipal Affairs and Housing
14th Floor North, Maritime Centre
1505 Barrington Street
P.O. Box 216
Halifax NS B3J 2M4

Dear Minister Lohr:

On behalf of the Municipality of the District of Chester, I am writing to seek further clarification regarding Clause 14(2) of the Model Code of Conduct for Municipalities, which states:

A Council member must not give special consideration, treatment or advantage to an organization or group due to the Council member, or person closely connected to the Council member, being involved with the organization or group.

This clause raises questions regarding the permissible extent of involvement or membership that Council members may have with local organizations or groups, as well as the practical implications for their role in municipal decision-making.

Based on our current understanding a Council member must declare a conflict of interest and recuse themselves from deliberation and decision-making if they are involved with or a member of an organization or group that could benefit from Council decisions. Alternatively, they could choose to refrain from involvement or membership with such organizations or groups altogether to avoid potential conflicts of interest.

While we have adopted the Code of Conduct as required by the legislation, our concerns with the implication of this clause remain. We feel it is imperative that we express our objection to the restriction. The implications of this requirement are significant, particularly in small communities where Council members often play vital roles in local organizations, whether as volunteers or active members. These connections are often integral to maintaining close ties with the community and supporting its growth and development. The perceived restriction on membership or involvement with local organizations could discourage Council members from maintaining valuable community connections.

Additionally, we strongly disagree with the notion that Council members should be unable to participate in discussions related to community groups to which they belong. These discussions are often critical in representing community interests and ensuring informed

NOVA SCOTIA'S TREASURE

decision-making. Excluding Council members from such discussions could inadvertently limit their ability to fulfill their duties effectively and to advocate for the needs of their communities.

The requirement to declare a conflict of interest and recuse oneself from deliberations was seen as potentially limiting elected officials' ability to represent community interests effectively.

While the principles of transparency, fairness, and avoiding improper influence are essential, we respectfully request further clarification on the definition of "involvement" and the scope of recusal required under the clause to ensure proper interpretation and application of Clause 14(2).

We appreciate the province's commitment to ensuring accountability and integrity among elected officials and fully support the principles underlying the Code of Conduct. However, greater clarity on this clause will help ensure its consistent application and prevent unintended barriers to community engagement by elected officials.

We kindly request your response at your earliest convenience.

Thank you for your attention to this matter. We look forward to your guidance and further clarification.

Sincerely,



Allen Webber
Warden

CC NS Municipal Units (via email)
MLA Danielle Barkhouse





**Emergency Management
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

January 17, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

Re: Moving towards Consistent and Impactful Emergency Response

Over the last few years Nova Scotia has endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve. That is why in the Spring 2024 the Government established the Department of Emergency Management and the Nova Scotia Guard.

In the short time I have been in the role as Minister for the Department of Emergency Management, there have been two activations of the Provincial Coordination Centre (PCC). I have witnessed how important our emergency management planning and response is to the safety of our citizens. I also know the importance of reflecting on lessons learned after each event. To this end, I am requesting that municipalities put the following protocols in place during an emergency response.

Activation of Emergency Operations Centres

Effective emergency management requires a common tiered response across all levels of government to ensure roles and accountabilities are clear. With that in mind, I felt it would be helpful to highlight how the PCC supports its various emergency management partners through its different levels of activation.

- At level 1, the PCC is **monitoring** an emergency or developing situation that may move beyond the ability of local responders to address at the municipal level. We have key staff and partners engaged so that if needed we can respond to an emergency.
- At level 2, the PCC is at **partial activation** when there is a moderate event expected, or if a current situation escalates to the point where it involves more communities or a greater risk to the public.
- At level 3, the PCC enters **full activation** when a major event involving multiple locations is happening or anticipated. At this point, many agency and government representatives are involved.

To ensure a consistent response across the Province we are requesting the following:

When the PCC activates to a level 2; municipalities in the affected area(s) also activate their local Emergency Operations Centres.

- By doing so, we can ensure that municipalities and the province are well positioned to respond rapidly and effectively to unfolding events. Recent experience has demonstrated that cell



**Emergency Management
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

phones and other means of communication can be interrupted during emergency events necessitating use of the redundant communications systems found in our emergency operations centres. Best practice dictates that activation at Level 2 cannot be virtual.

When the EOC is activated, a monitored phone number is available to citizens for the duration of the activation

- When a level 2 activations occurs, it means residents may be in greater need of support that is of an important but non-urgent nature. This may include requests for help with snow removal, receiving medications or checking in on loved ones. To support residents with these types of requests it is important that they have access to a 24-hour local municipal phone number during an emergency. Any requests that cannot be met at the local level can be elevated through a Request for Assistance through the PCC. The municipal emergency contact number will be shared with our partners at 211 Nova Scotia, in the event they receive requests, and can redirect them accordingly.
- Urgent requests for immediate threat to life and property (fire/police/medical) should continue to be directed to the provincial 911 system.

Over the coming months, the department will be opening Regional Emergency Operation Centres which will support municipal REMOs through collaborative planning, training, exercising and community outreach. By introducing the protocols above, we take a step forward in building a collaborative and enhanced emergency management response across the province. My staff are available to discuss the above points with you should you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Masland".

Kim Masland
Minister of Emergency Management

Minister of Transport
and Internal Trade



Ministre des Transports
et du Commerce intérieur

Ottawa, Canada K1A 0N5

January 17, 2025

Brian Cullen
Chief Administrative Officer
Municipality of the County of Pictou
Brian.Cullen@munpict.ca

Good day:

Thank you for your correspondence of November 25, 2024, regarding the ferry service between Wood Islands, Prince Edward Island, and Caribou, Nova Scotia. I have noted your comments.

This Government recognizes that the Wood Islands–Caribou ferry service is a vital transportation link that is critical to the regional economy, including tourism.

I want to assure you that Transport Canada is committed to ensuring a two-vessel ferry service between Wood Islands and Caribou. The situation with the *MV Confederation* this operating season was very unfortunate. I recognize the challenges that this issue created for businesses, users, and communities, as well as the need for predictable and reliable service going forward.

As you know, repairs to the *MV Confederation* are now complete, and the vessel returned to service on December 4, 2024. Conversion and refit work on the new vessel have been completed, and the vessel is now sailing to Canada and is expected to be ready for service when the new operating season starts.

Departmental officials are also working closely with the ferry operator to minimize the potential for a prolonged service outage going forward. The combination of the *MV Confederation* and the new second vessel next season will help to ensure safe, reliable, and predictable two-vessel service for years to come.

Thank you for reaching out.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Anita Anand".

The Honourable Anita Anand, P.C., M.P.
Minister of Transport and Internal Trade

Canada

c.c. The Honourable Lawrence MacAulay, P.C., M.P.
Minister of Agriculture and Agri-Food

The Honourable Sean Fraser, P.C., M.P.
Central Nova

January 24, 2025

Ms. Crystal Henwood
Regulatory Affairs Officer/Clerk
Nova Scotia Utility and Review Board
1601 Lower Water Street, 3rd Floor
P.O. Box 1692, Unit "M"
Halifax, NS B3J 3S3

Re: M11307 - Evergreen IRP Updated Action Plan and Roadmap – Schedule Update

Dear Ms. Henwood:

In the Nova Scotia Utility and Review Board's (NSUARB, Board) letter of May 23, 2024 regarding the above noted matter, the Board provided the following direction to Nova Scotia Power Inc. (NS Power, Company):

The Board directs NS Power to file its next Evergreen IRP Update no later than January 31, 2025.¹

Following the NSUARB's direction of May 23, 2024, the Company complied with NSUARB direction and provided Evergreen IRP update materials on June 21, 2024. This update included updates on the IRP Action Plan items identified in the most recent Evergreen IRP. Following publication of the update, a stakeholder webinar was held on June 24, 2024. This webinar focused on updates regarding the Reliability Tie project and NS Power's Demand Response programming. NS Power also responded to questions from stakeholders on other Action Plan Items and published the corresponding presentation to stakeholders.² Following the workshop, NS Power also responded to various stakeholder questions received via email.

Subsequent to the publication of the June 2024 IRP Action Plan Update, many of the Evergreen IRP action plan and roadmap items were updated in NS Power's *The Path to 2030* report, submitted to the Board with the 2025 ACE Plan on December 9, 2024.

As directed by the Board in its Decision letter, and subsequently in its Decision regarding the 2024 10-Year System Outlook report of January 16, 2025 (M11764), NS Power has

¹ NSUARB Letter, Re: M11307 - Evergreen IRP Updated Action Plan and Roadmap – 2023, May 23, 2024, p.6.

² https://www.nspower.ca/docs/default-source/irp/irp-action-plan-update-2024.pdf?sfvrsn=182bf323_1

January 24, 2025
C. Henwood

continued to execute on the IRP Action Plan items identified in the Evergreen IRP. In order to provide a comprehensive update to stakeholders on progress since the updates provided in *The Path to 2030* report, NS Power would like to inform the Board it anticipates providing its 2025 IRP Action Plan update by April 30, 2025.

Kind regards,

A handwritten signature in black ink, appearing to read 'M. Peachey', with a stylized flourish at the end.

Mark Peachey, LL.B.
Manager, Regulatory System Planning & Innovation



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.)

IN THE MATTER OF: Section 346(3) of Chapter 18 of the Acts of 1998, The
Municipal Government Act, Part XV – Dangerous or Unsightly
Premises

-and-

IN THE MATTER OF: Matthew Lloyd MacIntosh; 142 Condon Road, Scotsburn, Nova
Scotia; (the “Property”, with Tax Account Number 02785994 and
PID # 00838565

NOTICE OF OPPORTUNITY TO ATTEND COUNCIL

TAKE NOTICE that the Council for the Municipality of the County of Pictou, Nova Scotia (“The Council”) may issue an Order against you under Section 346 of the Municipal Government Act which, along with other things, may require demolition of a structure or structures located on the property. The Order may be in the form attached (“the proposed Order”), or to the like effect, together with such amendments or changes as may be removed and adopted by Council.

AND FURTHER TAKE NOTICE

THAT the proposed Order will be considered at the Council meeting to be held at the Administration building, 46 Municipal Drive, Pictou, Nova Scotia on **Monday February 3rd, 2025, at 7:05 pm**, or as soon thereafter as the matter may be considered.

THAT before the proposed Order is made, you, as an owner of the property, are hereby notified that you have, and hereby are offered, an opportunity to attend at the Council meeting and to be heard before any Order is made; and

THAT the Council may proceed to consider the proposed Order, and may make the proposed Order, or may make any variation thereof at the Council meeting, whether you appear at the Council meeting to address Council.

This notice is served upon you as the owner(s) of the property as defined in Section 3 (ay) of the Municipal Government Act.

A copy of part XV of the Municipal Government Act, Dangerous or Unsightly Premises, is attached hereto.

DATED AT Pictou, Nova Scotia, to be effective the 16th day of January 2025.

A handwritten signature in blue ink, appearing to read 'Evan Hale', written over a horizontal line.

Evan Hale, Director of Emergency Services,
Administrator of Dangerous and Unightly
Premises

TO: Matthew Lloyd MacIntosh
PO Box 375 Scotsburn, NS
B0K 1R0

macintoshmatt3@gmail.com

ORDER

MUNICIPAL GOVERNMENT ACT, STATUTES OF NOVA SCOTIA, 1998, CHAPTER 18 ORDER REQUIRING DEMOLITION

TO: Matthew Lloyd MacIntosh
PO Box 375 Scotsburn, NS
B0K 1R0

macintoshmatt3@gmail.com

TAKE NOTICE that pursuant to Section 346 of *The Municipal Government Act*, The Council of the Municipality of the County of Pictou ("the Council" and "the County") has determined that the property located at 142 Condon Road, Scotsburn, Pictou County, Nova Scotia, associated with Tax Account #02785994 and PID #00838586, which lands are included in those more particularly described in Schedule "A" hereto attached and forming a part hereof ("the Property") is dangerous or unsightly.

AND FURTHER TAKE NOTICE that the Council orders you to remedy these conditions by doing all of the following work, acts or things ("the work") on the property, that is to say:

Complete all required work to the property as listed below:

- (1) Demolish all buildings and structures which are in a ruinous or dilapidated condition, leaving the site in a safe condition.
- (2) Remove all derelict vehicles, vehicle parts and various equipment.
- (3) Remove all debris and garbage.

THE WORK IS TO BE COMPLETED AND DONE WITHIN THIRTY (30) DAYS OF THE DATE OF SERVICE OF THIS ORDER.

AND FURTHER TAKE NOTICE

THAT in the event of failure by you to comply with the requirements of this Order within Thirty (30) days after its date of service, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in this Order;

THAT the cost of the work, with interest at the rate determined by the Council, from the date of the completion of the work until the date of payment:

- (a) Is the first lien on the property upon which the work was done and that the property is liable to be sold in a tax sale in accordance with *The Municipal Government Act*, and;
- (b) May at any time be sued for and recovered in an action in the name of the County.

THAT after this Order is served; any person who permits or causes a dangerous or unsightly condition, continues to permit or cause a dangerous or unsightly condition or fails to comply with the terms of the Order is liable, on summary conviction, to a penalty of not less than One Hundred (\$100.00) Dollars, and not more than Five Thousand (\$5000.00) Dollars, and, in default of payment, to imprisonment for not more than three (3) months;

THAT every day during which the condition is not remedied is a separate offence.

DATED at Pictou, Nova Scotia, this 3rd day of February 2025.

Evan Hale
DIRECTOR OF EMERGENCY SERVICES

Schedule "A"

PID 00838565

ALL that certain piece, parcel, or lot of land situate, lying and being in the district of Scotsburn, in the County of Pictou "In the County of Pictou", and Province of Nova Scotia, and being located on the south side of the Public Road leading easterly from the Scotsburn Creamery, and more fully described as follows, that is say:

BEGINNING at a post marking the point where the south line of the Public Road is intersected by the east line of lands of Sanford Gammon;

THENCE south 50 degrees east along the east line of Sanford Gammon and continuing in the same direction along the east line of other lands of James MacKenzie, 5 chains and 57 links more or less or until it comes to the northern edge of the brook;

THENCE easterly and northeasterly along the said edge of the said brook and the several courses thereof, 8 chains and 60 links more or less or until it comes to the south line of the public road first above mentioned;

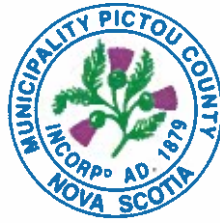
THENCE approximately south 67 degrees west along the south line of the said road and the several courses thereof, 9 chains and 82 links more or less to the place of beginning.

CONTAINING 2.0 acres, more or less.

*** Municipal Government Act, Part IX Compliance ***

Not Subject To:

The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.



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 _____

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 3rd day of February 2025*

Robert Parker, Warden



New Glasgow
flourish

BUSINESS DEVELOPMENT REPORT

January 2025

East River Business Park

- Ongoing work with the company pursuing Lot 5C and a letter of intent has been submitted to purchase one acre. The due diligence period is set to expire on February 24th.
- Working with group from outside of Pictou County interested in expanding their presence in the area for the remaining ½ acre available in Lot 5C. Also reached out to another company who expressed an interest in the parcel in the past.
- Lot A-1 and abutting 1.4 acre parcel now have a signed purchase and sale agreement in place signed by both parties. Construction of a multi-unit building is set to start in the Spring/Summer of 2025.
- Land purchase is moving ahead with current business owner on East River Road related to the purchase of lands parcels from the Town of New Glasgow and NSBDI. Plan of survey/subdivision has been submitted to the Land Registry Officer and awaiting registration. Once this is completed, the closing of Lot A1 and the abutting 1.4 acres lot can close.

Other Activities:

- Continued communication with National Senior Director, Real Estate Development of international organization regarding surplus property and potential for sale and/or development opportunities.
- Ongoing communication and meetings with the Director of Development for a major commercial retail/service company and site visits are being planned for potential development locations.
- Working with local residential builders on a variety of potential development projects in the area.

Memo

To: Municipal Council
From: Brian Cullen, Chief Administrative Officer
cc: Senior Managers
Date: January 22, 2025
Re: **Viola's Place Strategy**

Background

At a recent meeting of the Mayors and Warden Committee a presentation was made by Viola's Place concerning the development of a Housing and Homelessness Strategy across Pictou County.

Viola's Place received a proposal from Org Code in December to address this issue. Viola's Place Board of Directors are satisfied with the proposal and have asked the municipal units to fund this study. The Mayors and Warden Committee said that they would bring the issue back to the respective councils for a decision to fund the study. It was agreed that the units would request each of the Council's to pay 1/6 of the study cost.

The issue was brought to a recent Community Grants Review Committee meeting, and it was agreed to recommend to Council that the Municipality support the project.

Recommendation

That the Council support the study and a contribution of 1/6 of the cost of the study to be paid in the 2025/2026 fiscal year.

A Service Offer for Viola's Place

Creating a Regional Strategy to Address Housing & Homelessness Needs across Pictou County



Service Offer Prepared on December 10, 2024, for:

Dwayne Wright & Lisa Deyoung
Viola's Place Board Chair and Executive Director

Service Offer Prepared by:

Tracy Flaherty-Willmott
Associate Director

ABOUT ORGCODE

OrgCode is an Ontario-based, international consulting firm that focuses exclusively on helping communities and organizations effectively respond to homelessness with housing focused solutions. Our clients include First Nations, non-profit organizations, municipal governments, regional governments, provincial governments, state governments, and federal governments, as well as national and international organizations such as the Canadian Alliance to End Homelessness, the National Alliance to End Homelessness, and the Australian Alliance to End Homelessness. We are thought leaders, content generators, media commentators, conference speakers and keynote speakers on matters related to homelessness. We are lifelong learners in the pursuit of preventing and ending homelessness.

In operation for over 30 years, OrgCode has dedicated its resources and expertise since 2010 on all aspects of reducing the inflow of households into homelessness and ensuring that the back door out of homelessness is open and focused on achieving reductions to chronic homelessness. OrgCode team members are identified as experts in the following areas of work:

- Assessment of housing and support needs for people experiencing homelessness as creators of the [Service Prioritization Decision Assistance Tool \(SPDAT\)](#);
- Co-creators of the [Reaching Home Coordinated Access Guide](#);
- Subject matter experts and authors of the [Diversion and Housing Loss Prevention Guide](#) for the Canadian Alliance to End Homelessness
- Researchers and innovators for housing based case management practices, strategies and tools;
- Pioneers in Low Barrier, [Housing-Focused Shelter](#) and essential contributors to the Canadian Shelter Transformation Network;
- Innovators in Impactful Street Outreach and Encampment Responses in Canada and the United States;
- Committed to the incorporation of people with lived/living experience in all aspects of the work of preventing and ending homelessness.

Given OrgCode's experience in the sector and the subject matter expertise of its team members, we are confident that we have the knowledge, the engagement approaches and the commitment to assist Viola's Place and its regional partners in developing a regional plan to prevent and reduce homelessness in its communities.

UNDERSTANDING OF THE PROJECT AND OUR APPROACH

As the service and economic hub for Pictou County, it is expected that the impacts of severe shortages of affordable housing, woefully inadequate income assistance rates and the rising cost of living are becoming visible for the Town of New Glasgow. As seen in all regional service hubs across the Province and the country, the increased demand for supports and services to address housing crises and homelessness have been witnessed within New Glasgow and across Pictou County. Agencies such as Viola's Place are working diligently to meet the increasing requests for service from local households while also recognizing that a regional and collaborative approach to reduce homelessness is warranted. Just as no one agency can be solely responsible for the multitude of programs and services required to address housing instability, no one community can be expected to address the housing and support needs of the entire County.

With a quest to create a regional momentum of collaboration and communication regarding the housing and support needs of the residents of Pictou County, Viola's Place leadership connected with OrgCode Consulting Inc. for support in developing a regional strategy that ensures that local Pictou County residents have access to the services needed to prevent and reduce homelessness. Although many Canadian communities believe that the increased visibility of people experiencing homelessness and housing crises is due to the movement of people into the area from other communities, pan-Canadian research continues to demonstrate the vast majority of people served by local agencies have formal connections in the communities where they are accessing service¹. The belief that other communities are bussing people experiencing homelessness into the community has been refuted for the majority of communities addressing homelessness and housing concerns – including neighbouring urban and suburban communities with well-developed transportation systems. In addition to this misunderstanding impacting local action to proactively address housing and homelessness issues, it must also be recognized that the root causes of homelessness – structural and systemic failures at all levels of public policy and investment – are often ignored and remain unaddressed in favour of viewing homelessness as an individual's poor decision making, character flaws or moral failings. Such a “blame the victim” approach ensures the creation of siloes and barriers instead of local momentum to

¹ In the 2020-2022 National Point in Time Count Report, an exploration of mobility between communities again identified that the majority of folks experiencing homelessness had lived in the community forever or for a minimum of 5 years prior to experiencing homelessness. Respondents were asked about where they had previously stayed and also about the duration of time within the current community. Those who have always lived in the community represented 13% of respondents. The remaining respondents had either come to the community within the last 5 years (44%) or had reported moving more than 5 years ago (43%). Of those who did move, many identified first experiencing homelessness more than a year after moving to the community (40%) or more than a year prior to their move (43%). A smaller proportion first experienced homelessness within a year of their move (16%). Source: https://housing-infrastructure.canada.ca/homelessness-sans-abri/reports-rapports/pit-counts-dp-2020-2022-results-resultats-eng.html#toc_6.1

harness the opportunity to prevent and reduce homelessness through evidence informed policies and practices.

Recognizing that financial resources for this project are limited, the following activities are recommended to develop a Regional Plan to Address Housing Insecurity and Homelessness in Pictou County:

1. **Data and Documentation Analysis:** Using available housing and homelessness information, OrgCode will investigate current realities facing communities in Pictou County to meet the housing and support needs facing local residents. This will include identifying local service organizations that address social support needs as well as accessing readily available datasets via HIFIS and/or service-based counts.
2. **County-wide Housing and Homelessness Survey for local Community Partners:** With support from Viola's Place and their partners, OrgCode will co-design a community survey to identify the primary housing and support concerns facing the County and to identify recommendations on how such concerns should be addressed (and by whom). Viola's Place will be relied upon to distribute this survey to community partners throughout the County to assist in ensuring geographic coverage in gathering input from partners.
3. **Key Informant Interviews with County Leaders:** It is recommended that semi-structured interviews be facilitated with leaders from each of the six municipalities located in Pictou County as well as key provincial, community and service partners that have knowledge of local needs and resources. Viola's Place, together with its local partners, will provide a list of key contacts that should participate in these discussions to identify housing and homelessness issues impacting communities throughout the County as well as recommended approaches to meet the housing and support needs of local households. OrgCode will complete a maximum of 12 key informant interviews.
4. **Development & Finalization of Final Regional Housing and Homelessness Plan:** OrgCode will generate a draft report that synthesizes the insights and findings gleaned from the data and document analysis, the county-wide survey, and the key informant interviews. This report will also highlight the recommendations for addressing the local housing and homelessness needs. Viola's Place (and their identified partners) will provide edits and suggestions which will be incorporated into the final report.

Normally, OrgCode would also include such important activities as on-site engagement with people with lived and living experiences of housing instability and/or homelessness as well as presentations of the report to identified municipal, county and community-based partners but to keep costs down, the above activities provide the minimum standards for the development of such a Regional Strategy.

BUDGET CONSIDERATIONS

As shared previously, OrgCode is open to keeping costs manageable by optimizing projects already happening in the Province and by completing the majority of the activities, whenever possible, remotely. The above four activities can be completed for a cost of **\$13,000 CAD plus HST**. OrgCode is committed to helping communities address their housing and homelessness realities while also ensuring that our costs are covered. We are open to negotiating the scope of the project and the required costs, if required.

CONCLUDING THOUGHTS

The OrgCode team would be honoured to assist Viola's Place and its community partners in developing a regional strategy to address housing and homelessness concerns within the County. We look forward to connecting with you again soon.

Respectfully,



Tracy Flaherty-Willmott
Associate Director
OrgCode Consulting, Inc.



RESOLUTION

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

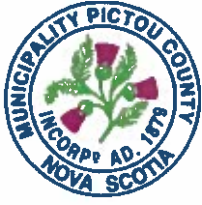
Island, located in District 1, Merigomish (Lat/Long 45.6317902-62.4700451) to Oyster Island

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

Sgn _____

Municipality of Pictou County

PO Box 910, 46 Municipal Dr
Pictou, NS B0K 1H0



Geographic Feature Naming Form

Name of Requester: Jason Lee Hatfield

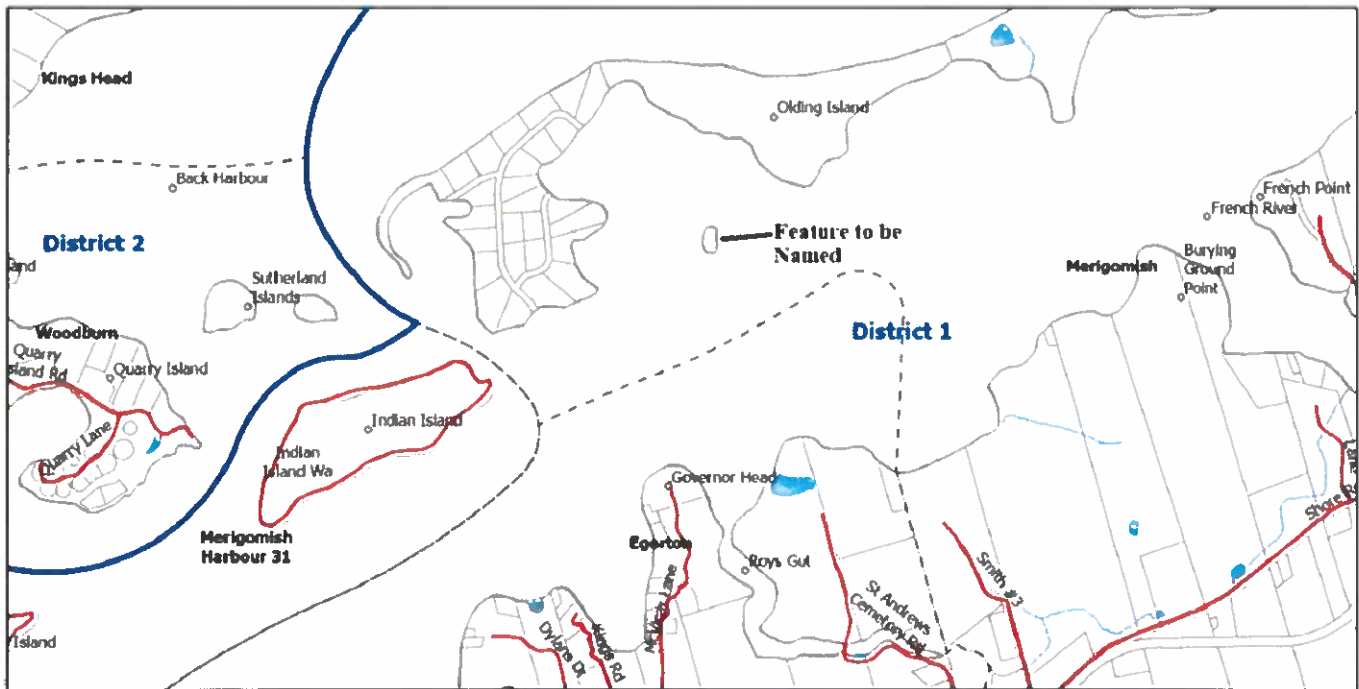
Phone: 902-928-1265

Email: hatfieldfamily@protonmail.com

Details

Type of Feature to be Named: Island Proposed Feature Name: Oyster Island

Community: Merigomish District: 1 Lat / Long: 45.6317902 -62.4700451



Petition

We, the undersigned, hereby petition to have the above feature named:

NAME (Please Print)	CIVIC	AGREE	DISAGREE	DATE	SIGNATURE
Jason Hatfield		X		Oct. 15, 2024	



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.)



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:

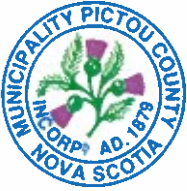
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>	<u>REASON</u>
08249237	Martin Derek	\$ 86.47	Mobile home removed
01544691	Foshner Gerald H	\$ 565.54	PVSC Account delated and mobile home removed
0935436	Mason Robert	\$271.17	Account error
10563951	Unknown Owner	\$1362.62	Account error
10816556	Boudreau Chad	\$469.24	PVSC has no information on what happened to mobile home.
09156011	Bonin Billy Josphe	<u>\$208.01</u>	Mobile relocated
	TOTAL	\$2965.05	

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

Sgn _____

RESOLUTION

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



POLICY # 2025-02-03

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 #
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

02050579	River John 4-H Club	Lands & Buildings at 309 Hedgeville Road, Hedgeville	The whole of the lands & buildings at Hedgeville of the owner	
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	Elmfied 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	

02131455 10593751	Scotsburn Recreation Club	Lands & Buildings at 4136 & 4116 Scotsburn Road	The whole of the lands & buildings at Scotsburn of the owner	889407193R0001
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 Athletice	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
02512297 02512254 02512246	John David Lees (Leased to Lansdowne Outdoor Rec. & Development Assoc.	Lands & Buildings at 1480 Gairloch Road, Lansdowne & lands at New Lairg, Lansdowne	The whole of the lands & buildings at Lansdowne of the owner	0761809-56-03
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 &	The whole of the lands & buildings at	

		Sherbrooke Road, Blue Mountain	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	

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	

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

(Sgd.)

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 Municipal Council	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 30th 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 31st of each year.
- b. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

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

(Sgd.) _____

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
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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 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, 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

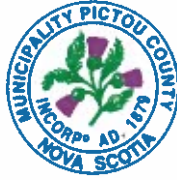
42. The Municipality's Audit Committee shall review the expense annual summary report by October 31st of each year.
43. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend 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 3rd day of February 2025.

(Sgd.)



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 _____



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.)
