

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 10, 2024, 5:30pm

Council Chambers

Municipal Administration Building

285 Beech Hill Road

Beech Hill, NS B2G 0B4

1. Call to Order – Chair, Warden Nicholas MacInnis
2. Approval of Agenda
3. Approval of November 25, 2024 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Delegations
 - a. Susie Doucet – Community Physician Navigator
6. Continuing Business
 - a. Municipal Code of Conduct
 - b. Committee Representation by Council
7. New Business
 - a. Antigonish Skateboard Park Community Partnership Grant
 - b. Highway 337 and Mount Cameron Crosswalk Request
 - c. Water and Sewer Discussion
8. Staff Reports
9. Community Events

This item provides Councillors with an opportunity to briefly bring to the attention of Council events that are taking place in their communities.
10. Additions to the Agenda
11. In-Camera Items
 - a. Personnel Matters
12. Adjournment

STRATEGIC PRIORITIES CHART (amended October 2022)

COUNCIL PRIORITIES	
<p><u>NOW</u></p> <ol style="list-style-type: none"> 1. WATER UTILITY DEVELOPMENT <ol style="list-style-type: none"> a. Expansion & Renew Aging Infrastructure b. Securing Long-Term Source Water c. Long-Term Financial Plan 2. DEVELOP & IMPLEMENT AN EVENTS & TOURISM PLAN 3. CONNECTIVITY – CELLULAR AND BROADBAND 4. RENEWABLE ENERGY 5. NEXT GEN SOLID WASTE MANAGEMENT 	
<p><u>NEXT</u></p> <ul style="list-style-type: none"> • ASSET MANAGEMENT PLAN: Update & Implementation • ACTIVE TRANSPORTATION PLAN: Implementation • COMMUNITY HUBS: Plan & Implementation 	<p><u>ADVOCACY/PARTNERSHIPS</u></p> <p><i>Connectivity Funding (Prov & Feds)</i> <i>TIR Service Provision (Prov)</i> <i>Long-Term Care Facility Funding (Prov)</i> <i>Aging In Place Program (Prov)</i> <i>Accessible/Affordable Housing</i></p>
ADMINISTRATION	FINANCE
<ol style="list-style-type: none"> 1. CELLULAR & BROADBAND CONNECTIVITY 2. EVENTS & TOURISM 3. ASSET MANAGEMENT 	<ol style="list-style-type: none"> 1. INFRASTRUCTURE FUNDING: Plan & Implementation - Ongoing
PUBLIC WORKS	RECREATION
<ol style="list-style-type: none"> 1. WATER UTILITY DEVELOPMENT 2. NEXT GEN SOLID WASTE MANAGEMENT 	<ol style="list-style-type: none"> 1. ACTIVE TRANSPORTATION 2. COMMUNITY HUBS
SUSTAINABILITY	PLANNING
<ol style="list-style-type: none"> 1. RENEWABLE ENERGY <ul style="list-style-type: none"> • LCC • COMMUNITY SOLAR PROJECT 	<ol style="list-style-type: none"> 1. MANDATORY MINIMUM PLANNING: Development & Implementation 2. EASTERN ANTIGONISH PLANNING STRATEGY & BYLAW: Complete Review

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Committee of the Whole Meeting Minutes

Monday November 25, 2024, 5:30pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were: Warden Nicholas MacInnis
Deputy Warden John Dunbar
Councillor Mary MacLellan
Councillor Adam Baden-Clay
Councillor Richelle MacLaughlin (by Zoom)
Councillor Shawn Brophy
Councillor Wayne Melanson
Councillor Gary Mattie
Councillor Harris McNamara
Councillor Sterling Garvie

Regrets: None

Staff Present: Shirlyn Donovan, CAO
Beth Schumacher, Deputy Clerk
Allison Duggan, Director of Finance
Tammy Feltmate, Director of Sustainable Communities
John Bain, Director, EDP
Meghan MacGillivray-Case, Legal

Others Present: Kyle Musial, MNP
Gallery

Call to Order – Chairman, Warden Nicholas MacInnis

The meeting of the Committee of the Whole was called to order by the Chair, Warden MacInnis, at 5:31 pm.

Approval of Agenda

Warden MacInnis called for any additions or deletions to the agenda.

Moved and Seconded

That the agenda be approved presented.

Motion Carried

Approval of October 8, 2024 Committee of the Whole Minutes

Warden MacInnis called for any errors or omissions in the Committee of the Whole minutes of October 8, 2024.

Moved and Seconded

That the minutes of October 8, 2024 be approved as presented.

Motion Carried

Business Arising from the Minutes

There was no business arising from the minutes.

Delegations

C. April Stewart, Paul Smith – Maintenance Concerns with Dunmaglass-MacArras Brook Road

Ms. Stewart spoke to concerns of the residents along the Dunmaglass- MacArras Brook Road regarding maintenance and the road conditions. A video of the condition of the roadway was shown for the benefit of the Committee. Ms. Stewart noted that the road was graded in October, but no gravel was added. She asked that Antigonish County Council assist with advocacy with the province or another appropriate organization to ensure that the provincial published standard of road maintenance is followed. She also asked for better communication from the Province to residents along the roadway.

Questions from Council to the delegation followed, regarding whether they had spoken to their MLA Michelle Thompson? They noted that they had not, but did write to Premier, the Minister of the provincial Department of Public Works, and Deputy Director of the provincial Department of Public Works, but had not heard back from any of those parties.

Discussion followed regarding the Pictou/Antigonish line and difference in conditions of the roadway on either side of the boundary, the nature of the work being done on the roadway now, and the delegation noted that they were looking for information about who is making decisions and doing the maintenance.

Moved and Seconded

The Committee recommends that Municipal Council send a letter to Provincial Department of Public Works, the Antigonish MLA, and the Provincial Minister of

the Department of Public Works, asking for immediate help regarding the condition and maintenance of the Antigonish part of the Dunmaglass-MacArras Brook Road.

Motion Carried

MNP Presentation of Financial Statements

Kyle Musial from MNP presented his audit report for the benefit of the Committee, followed by a presentation of the non-consolidated financial statements for the 2022/2023 fiscal year and the March 31, 2023 consolidated financial statements for the municipality. Discussion followed. Members of the Committee had an opportunity to ask questions of Mr. Musial and Mrs. Duggan regarding the budget. Members of the Committee thanked Mr. Musial and Mrs. Duggan for their work on the statements.

Moved and Seconded

The Committee recommends that Municipal Council approves the March 31, 2023 audited consolidated financial statements for the Municipality of the County of Antigonish.

Motion Carried

Continuing Business

There is no continuing business.

New Business

Planning Consultation for Housing Density Increase, Zoning, and By-law Review Tender Award

Mr. Bain presented on behalf of Ms. Dunn regarding a request for proposals for consultants to undertake a review of the municipality's planning documents regarding opportunities for density increases. Members of the Committee took an opportunity to ask Mr. Bain questions regarding the scope of the study that is expected.

Moved and Seconded

*The Committee recommends that Municipal Council award **UPLAND Planning + Design consultants** the contract for "Planning Consultation for Housing Density Increase, Zoning and Bylaw Review" for the Town of Antigonish and the Municipality of the County of Antigonish as part of their responsibilities under the Federal Housing Accelerator Fund, at the bid price of \$39,900 + HST for a total of \$45,885.*

Motion Carried

Compensation Review Tender Award

Mrs. Donovan provided a brief background on the last compensation review done and adopted by Council in 2016. She noted that as part of that 2016 review, a commitment was included to review compensation every three to five years. An RFP was issued earlier in the fall, and eight submissions were received. She noted that the timing of the review would allow for implementation of any recommendations in the 2025/2026 budget. Staff is recommending that the tender for the compensation review be awarded to KBRS.

Moved and Seconded

The Committee recommends that Municipal Council engage KBRS for Compensation Review Services for the total cost of \$26,100 + HST.

Motion Carried

Winter Parking Regulations

Ms. Schumacher provided an overview for the reason and history of the winter parking regulations that are applied to roads and streets under the jurisdiction of the Municipality. Discussion followed regarding whether the municipality should explore establishing a by-law officer position to facilitate the enforcement of these winter parking regulations, in addition to the enforcement of other by-laws. Ms. Schumacher noted that the Committee did request that staff explore that possibility during a discussion at their October 8th meeting, and staff will begin work on that assignment in the new year.

Moved and Seconded

The Committee recommends that Municipal Council approve the signing of the Order for Winter Parking Regulations for 2024-2025, setting out the period from December 1, 2024 to April 15, 2025 as the time in which Winter Parking Regulations will be in effect on roads/streets under the jurisdiction of the County of Antigonish.

Motion Carried

SPCA Officer Appointments

Ms. Schumacher reviewed a request for the Committee to appoint a number of SPCA Investigators as By-law Enforcement Officers for the County for the purpose of enforcing the dog by-law, now that the SPCA was handling dog control services for the municipality. The appointments would be through the Department of Justice. She explained that the number of SPCA staff members being appointed was to provide coverage in the event of illness or vacations.

Moved and Seconded

The Committee recommends that Municipal Council appoint the following SPCA staff members as By-law Enforcement Officer for the Municipality of the County of Antigonish for the purpose of enforcing the By-Law Respecting the Responsible Ownership of Dogs: Tanner Howatt, Paul Hunter, Jennifer Nolan, Kevin Strooband, Janice Mills, Heather Woodin, and Karen DeWolfe.

Motion Carried

Recess of Meeting

Moved and Seconded

That the Committee of the Whole meeting be recessed at 7:25pm and reconvene after the Municipal Council meeting.

Motion Carried

Call to Order

Moved and Seconded

That the Committee of the Whole meeting be reconvened at 8:08pm.

Motion Carried

New Business Continued

Municipal Code of Conduct

Ms. Schumacher provided the Committee with an overview of the changes made to the Municipal Government Act (MGA) and regulations regarding Code of Conduct. The timelines of required by the regulations for the implementation of a code of conduct, as well as the need for the appointment of an investigator were reviewed. A copy of the model code of conduct found in the provincial regulations was included with the staff report for the Committee's review, along with the municipality's hospitality and expense policies, which require review and a motion of Council before January 31, 2025. Discussion followed, and staff was directed to have the Code of Conduct on the December 10th agenda.

Committee Representation by Council Discussion

Ms. Schumacher introduced the Standing Committees chart, which lists the members of Council and the public that sit on standing, advisory, and inter-municipal or external boards. Vacancies following the election were highlighted, and the floor was opened to the Committee to discuss how they would like to look at filling those vacancies.

A suggestion was made to look at filling non-time sensitive positions at the December 10th, 2024 Committee of the Whole meeting. Time sensitive appointments were discussed, being the appointments for the Arena Association Management Board, Eastern District Planning Commission Board, and the Eastern Region Solida Waste Management Committee, and names. Names were put forward for those roles so that they could be filled as soon as possible.

Members of the Committee were asked to consider what committees they would like to be involved in, and the appointments would be formalized at the December 10th Committee meeting. Staff offered to find out any information about meeting frequency and timing if those details were missing from the committee summaries supplied to Council.

Strategic Priorities Discussion

Mrs. Donovan introduced the option of having a consultant undertake a strategic priorities session with Council to assist their development of priorities for the upcoming Council term. Discussion followed. Staff was provided with direction by consensus of the Committee to reach out to Gord MacIntosh to enquire about his availability and to look at dates in January.

Community Events

- Deputy Warden Dunbar shared that the Heatherston Group Home Holiday Event will be taking place this weekend.
- Councillor MacLellan noted that a Chair Yoga program underway in Arisaig.
- Councillor Mattie shared that a senior event is taking place at the Parish Hall in Tracadie, being a dinner and Rock-a-Thon.
- Councillor McNamara noted that on December 7th a Santa Light Tour is planning to take place in Havre Boucher, and on December 14 and 15 Santa's Workshop is planned in the community with an auction with funds raised going to charity. A Food Drive is being organized on December 10th by the Volunteer Fire Departments in the district. A variety of sports are underway, and a senior's dance is organized for November 30th.
- Councillor Melanson shared that on Sunday December 1st a hot turkey for seniors is planned.
- Councillor MacLaughlin noted that the St. Joseph's Community Centre is planning on December 8th for an afternoon of performances with donations collected for local charities. The Santa Tour in St. Joseph's is upcoming as well.

- Councillor Baden-Clay shared that the Mini Trails Community Centre has a number of activities listed online.
- Councillor Brophy –asked about when the Christmas Parade has been rescheduled to take place. Staff noted that the parade, cancelled on the 23rd due to weather, has been rescheduled for Saturday December 7th.
- Warden MacInnis – noted that the Saint Andrews Senior’s Housing Association (SASHA) tree lighting is planned to take place on Friday December 6th.

Additions to the Agenda

There were no additions to the agenda

In-Camera Business

There was no in-camera business.

Adjournment

Moved

That the Committee of the Whole meeting be adjourned at 9:03pm.

Motion Carried

Warden Nicholas MacInnis

Shirlyn Donovan, CAO

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

STAFF REPORT

TO: Committee of the Whole
FROM: Beth Schumacher, Deputy Clerk
SUBJECT: Code of Conduct for Elected Officials
DATE: 25/11/2024

RECOMMENDATION

Staff is putting forward the following recommendation for consideration by the Committee:

The Committee recommends that Municipal Council adopts the model Code of Conduct for Municipalities prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998, the Municipal Government Act, as outlined in Schedule A of N.S. Regulation 219/2024.

BACKGROUND

In August 2024, the Minister of Municipal Affairs and Housing sent correspondence to all Nova Scotia elected officials and Chief Administrative Officers and Village Clerks to provide an update on the province's work on developing a code of conduct framework for use across the province. The province's work on this effort began with the establishment of a working group in early 2022 and included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

The Minister noted that he would be accepting all 25 of the recommendations presented by the working group. A copy of this correspondence was shared with Council at their meeting on September 10, 2024, and was provided to each individual submitting nomination papers for the 2024 Municipal Election.

N.S. Reg. 219/2024, effective October 20, 2024, was posted in the Royal Gazette Part II Issue on November 1, 2024. These regulations outline the obligation of municipalities to adopt the model code of conduct on or before December 19, 2024. A copy of these regulations is appended to this memo.

Updates to the Municipal Government Act (MGA) made in October to provide for a code of conduct can be found in subsections 23A through 23E. Direction is provided in these sections that each municipality shall adopt a code of conduct that must:

- Include a requirement for compliance with the expense policy and the hospitality policy for the municipality;
- Consist of the model code of conduct prescribed by the regulations, if one has been prescribed;
- Apply to the mayor or warden, councillors and positions prescribed by the regulations; and
- Comply with the regulations.

DISCUSSION

The regulations provide an overview of when the code of conduct applies, outlines the complaint and investigation process, and gives direction on sanctions and sanction framework. Schedule A of these regulations is a model code of conduct for municipalities to use, which outlines guiding principles, and covers topics including:

- Handling confidential information
- Gifts and benefits
- Improper use of influence
- Respect for Council as a decision-making body
- Communicating on behalf of Council
- Interactions of Council with staff and service providers
- Respectful interactions

In order to maintain compliance with the requirements of the MGA and the new regulations, the following are put forward for Council's information and consideration:

- Municipal Council will need to consider and make a decision on the adoption of the model code of conduct within the timeline noted by the regulations, being on or before December 19, 2024.
- Subsection 23C of the MGA notes that each municipality shall appoint a person or entity other than a council member or an employee of the municipality to receive and investigate complaints regarding alleged breaches of the municipality's code of conduct. An investigator will need to be sourced and retained for this role.
- Subsection 23(7) of the MGA also requires that by January 31st immediately following a regulation election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one of both of the policies and adopt the policies as amended. Copies of these policies are included with this memo for the Committee's information for consideration at an upcoming meeting.

The Department of Municipal Affairs and Housing offered a training session about the code of conduct at their sessions in Halifax on November 4 & 5, 2024. A mandatory online training module will be released in the new year. Further to this, the Nova Scotia Federation of Municipalities (NSFM) will be holding in-person training on Friday, January 17th, 2025 from 9:00 a.m. – 11:00 a.m. at the Civic Centre in Port Hawkesbury.

Code of Conduct for Municipal Elected Officials Regulations
made under Section 520 of the
Municipal Government Act
S.N.S. 1998, c. 18
N.S. Reg. 219/2024 (effective October 20, 2024)

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Please note: this table of contents is provided for convenience of reference and does not form part of the regulations.

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Interpretation

Citation

- 1 These regulations may be cited as the *Code of Conduct for Municipal Elected Officials Regulations*.

Definitions

- 2 In these regulations,
 - “Act” means the *Municipal Government Act*;
 - “complaint” means a complaint regarding an alleged breach of the code of conduct;
 - “elected official” means [a] council member, mayor or warden;
 - “investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;
 - “model code of conduct” means the model code of conduct prescribed in Schedule “A”.

Code of Conduct

Application

- 3 (1) The code of conduct referred to in these regulations is a code of conduct established under Section 23A of the Act.
 - (2) The code of conduct applies to elected officials at all times and in all locations.

Adoption of code of conduct and notice to Minister

- 4 (1) A municipality must adopt the model code of conduct on or before December 19, 2024.
 - (2) A municipality must report to the Minister and provide a notice confirming adoption of the model code of conduct on or before December 19, 2024.

When code of conduct applies

- 5 (1) The code of conduct applies to each council member from the time that they are declared elected until the earliest of the following:
 - (a) the date of their resignation;
 - (b) the date they are disqualified from office;
 - (c) the date their successor is sworn into office, or the date of the meeting at which a successor would have been sworn into office if there is no successor.
- (2) The code of conduct does not apply to action or conduct that occurred before the earlier of the following dates:
 - (a) date that the code is adopted by a municipality;
 - (b) December 19, 2024.

Complaint and Investigation Process

Appointment of investigator by municipality

- 6 (1)** An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
- (2)** A municipality must include an investigator's contact information on its publicly accessible website.
- (3)** A municipality must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

Timeline for complaints

- 7 (1)** A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- (2)** For the purposes of this Section, a complaint is discovered on the following applicable date:
 - (a)** the date that the complainant first knew or ought reasonably to have known that the council member's conduct or action was potentially in breach of the code of conduct;
 - (b)** for conduct or an action that is continuous, the date that the council member's action or conduct ceases;
 - (c)** for conduct or a series of actions that is repeated, the date that the council member's last act or conduct in the series occurs.

Complaints during elections

- 8 (1)** A complaint brought forward during a municipal election period, from nomination day until ordinary polling day, must not be investigated until the election is concluded.
- (2)** An investigation in progress on an election's nomination day must continue, but may be paused between nomination day and election day.
- (3)** An investigation in progress for a complaint made about the conduct of an elected official will not continue if the official is not re-elected.

Initial complaint process

- 9 (1)** An investigator must notify the Chief Administrative Officer whenever a complaint is received.
- (2)** An investigator must determine if there is merit to a complaint and then take 1 of the following actions:
 - (a)** notify the Chief Administrative Officer that it is dismissed in accordance with subsection 23C(3) of the Act;
 - (b)** if the investigator finds that the complaint has merit, the investigator must
 - (i)** notify the council member who is the subject of the complaint that a complaint has been made about them, and that it is proceeding to an investigation, and

- (ii) begin their investigation and notify council in camera of the fact that a complaint is proceeding to the investigation phase.

Confidentiality

- 10** An investigator must protect the confidentiality of all of the following to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness:
- (a) the complainant;
 - (b) all persons who are the subject of the complaint;
 - (c) all persons involved in the investigation.

Reporting on investigation

- 11 (1)** Except as provided in subsection (2), the report on the investigation required by subsection 23C(2) of the Act to be presented to council must be presented no later than 6 months after a complaint is made.
- (2)** Council may grant an investigator additional time to present a report in exceptional circumstances, including a delay caused by a municipal election period.
- (3)** A council member who is the subject of a complaint must be given an opportunity to review and respond to the information in an investigator's report, and to make submissions to council before the council determines whether there was a breach of the code of conduct.

Investigator report on failing to comply with sanction

- 12** Despite Sections 9, 10 and 11, if a council member fails to comply with a sanction as required by the code of conduct, the investigator is not required to conduct an investigation but must present a report to council with a recommendation on an appropriate sanction.

Determinations

- 13** After receiving the investigator's report and hearing any submissions from any council member who is the subject of the complaint, council must determine if a breach occurred and any appropriate sanctions to impose in accordance with Sections 17 and 18. [sic]

Conflict of interest—council member present at meeting

- 14** If a council member who is the subject of a complaint or who has made a complaint under the code of conduct is present at a council meeting at which the complaint is discussed, the council member must
- (a) withdraw from their place as a council member and take 1 of the following applicable actions while the complaint is being considered:
 - (i) for a closed meeting, leave the room where the meeting is held,
 - (ii) for a meeting that is open to the public, either
 - (A) leave the room where the meeting is held, or
 - (B) attend only in part of the room set aside for the general public; and
 - (b) not vote on any issue related to the complaint.

Public record

15 After council's determination of a complaint, the council must make a record that is open to the public outlining all of the following:

- (a) the section of the code of conduct under which the complaint was made;
- (b) the investigator's recommendations;
- (c) the council's determination and any sanction imposed.

Council determination final

16 A council's determination regarding a complaint is final and binding on all parties.

Sanctions and Sanction Framework

Sanctions framework

17 A council must consider all of the following criteria before imposing a sanction on a council member for a contravention of the code of conduct:

- (a) the nature of the contravention;
- (b) the length or persistence of the contravention;
- (c) whether the council member's contravention was intentional;
- (d) whether the council member has taken any steps to remedy the contravention;
- (e) whether the council member has previously contravened the code of conduct;
- (f) any external factors that are relevant to the council member's contravention, including personal issues and health issues;
- (g) the resources necessary to fulfilling the council member's responsibilities as a council member.

Sanctions for contravention of code of conduct

18 (1) The sanctions to be imposed by Council under Section 23D of the Act may include 1 or more of the following prescribed sanctions:

- (a) a letter of formal reprimand or warning;
- (b) a requirement that the council member provide a letter acknowledging their contravention and an apology no later than 15 days after the date the council imposes the sanction;
- (c) a requirement that the council member attend training that is appropriate to address the action or conduct that contravened the code of conduct;
- (d) a public censure;
- (e) limiting the council member's access to certain local government facilities, equipment or property;
- (f) suspending or removing the council member as deputy head of council or the chair of any committee;

- (g) suspending or removing the council member, for a period [of] no longer than 6 months, from some or all municipal committees or boards;
 - (h) limiting the council member's participation on behalf of a municipality;
 - (i) limiting the council member's travel or expense reimbursement on behalf of a municipality;
 - (j) a fine of up to \$1000 per contravention of the code of conduct, that must be paid no later than 6 months after the date that council imposes the sanction;
 - (k) reducing the council member's remuneration, for a period [of] no longer than 6 months;
 - (l) requiring the council member to repay any direct monetary loss realized by a municipality as a result of the council member's contravention, in an amount determined by the investigator;
 - (m) requiring the council member to repay any direct monetary gain they obtained as a result of their contravention, in an amount determined by the investigator.
- (2)** A council member who is determined by council to have contravened the code of conduct must complete additional code of conduct training.

Schedule “A”—Model Code of Conduct for Municipalities
prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act*

Title

- 1** The title of this code of conduct is the *Code of Conduct for Elected Officials of the [insert name of municipality]*.

Definitions

- 2** In this Code, the following definitions apply:

“Act” means the *Municipal Government Act*;

“CAO” means chief administrative officer;

“clerk” means the clerk of the municipality;

“closely connected” to a council member, means any of the following:

- (i) a family member of the council member,
- (ii) an agent of the council member,
- (iii) a business partner of the council member,
- (iv) an employer of the council member;

“Code” means the *Code of Conduct for Elected Officials of the [insert name of municipality, as in title]*;

“complaint” means a complaint regarding an alleged breach of the Code;

“confidential information” includes any information in the possession of the municipality that the municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the municipality’s property,
- (ii) a proposed or pending acquisition or disposition of land or other property,
- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (ix) advice that [is] solicitor-client privileged;

“council” means the council of the municipality;

“discrimination” has the same meaning as in the *Human Rights Act*;

“elected official” means any council member, including the mayor or warden;

“family member” means, in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,
- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,
- (xi) spouse of a child;

“harass” has the same meaning as in the *Human Rights Act*;

“investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

“mayor” means the council member elected at large to be the chair of the council;

“municipality” means the regional municipality, town or county or district municipality, except where the context otherwise requires;

“poisoned environment” means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person’s work environment;

“sexual harassment” has the same meaning as in the *Human Rights Act*;

“warden” means the council member chosen by the council to be the chair of the council.

General purpose

- 3 (1)** The purpose of this Code is to set out the expectations for the behaviour of members elected to council in carrying out their functions and making decisions that benefit the constituents in their municipality.
- (2)** Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

Interaction with laws and policies

- 4 (1)** This Code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the Act, the *Municipal Conflict of Interest Act* and any other applicable legislation.

- (2) This Code is intended to operate together with, and as a supplement to, the other bylaws and policies of a municipality.
- (3) This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

Guiding principles

5 All of the following are the guiding principles for council members' conduct:

Collegiality: council members must work together to further the best interests of the municipality in an honest and honourable way.

Respect: council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality's reputation.

Integrity: council members must act lawfully and adhere to strong ethical principles by prioritizing the municipality's interests over individual interests.

Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.

Transparency: council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

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

General conduct

- 6 (1) A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
- (2) A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during council meetings or other meetings of the municipality.
- (3) A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
- (4) A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
- (5) A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the municipality.
- (6) A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

Confidential information

- 7 (1) A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.
- (2) A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.
- (3) A council member must not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the bylaws or policies of the municipality.
- (4) A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

Gifts and benefits

- 8 (1) A council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
- (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a suitable memento of a function honouring the council member;
 - (c) sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
 - (d) compensation authorized by the municipality.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

Use of municipal property, equipment and services

- 9 (1) A council member must not use, or request the use of, any municipal property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
- (a) it is generally available for use by the public and the council member is receiving no special preference in its use;
 - (b) it is made available to the council member in the course of carrying out council activities and duties, and is used for purposes connected with the discharge of municipal duties.
- (2) A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the municipality.
- (3) A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.

- (4) A council member, or a person closely connected to a council member, must not tender on the sale of surplus municipal property, including old or extra equipment.

Building, development, planning, or procurement proposals before council

- 10 A council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before council.

Improper use of influence

- 11 A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

Business relations

- 12 (1) A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- (2) A council member must not borrow money from any person who regularly does business with the municipality, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) A council member must not act as an agent of a person or entity before council or a committee of council or any agency, board or committee of the municipality.

Employment of persons closely connected to council members

- 13 (1) A council member must not attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- (2) A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- 14 (1) A council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.
- (2) A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

Adherence to policies, procedures, bylaws and other laws

- 15 (1) Council members must adhere to all applicable federal and provincial legislation.
- (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the municipality.
- (3) Council members must adhere to the expense and hospitality policy of the municipality.

Respect for council as a decision-making body

- 16 (1) A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favour of the decision.

- (2) A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

Communicating on behalf of council

- 17 (1) A council member, other than the mayor or warden, must not claim to speak on behalf of council unless the council member is authorized to do so.
- (2) The mayor, warden or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

Interactions of council with staff and service providers

- 18 (1) A council member must respect the role of the CAO as head of the administrative branch of the municipality's government and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- (2) A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
- (3) A council member must be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.
- (4) A council member must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions, unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding [the] same.
- (5) If a CAO has been appointed under Section 28 of the Act, a council member must not direct municipal employees except through the CAO.
- (6) Contractors, tenderers, consultants or other service providers to the municipality must not be issued instructions by council members
 - (a) if a CAO has been appointed under Section 28 of the Act; or
 - (b) unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding [the] same.
- (7) A council member must not require or request that a municipal employee undertake personal chores or tasks for the member that are unrelated to municipal business.
- (8) A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

Respectful interactions

- 19 (1) A council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2) A council member must not sexually harass any person.
- (3) A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

Reprisals

- 20** A council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.
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MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Policy on Municipal Council and CAO Expense Reimbursement
POLICY NUMBER:	23
DATE APPROVED:	March 15, 2016
DATE REVISED:	September 20, 2016 (Min#2016-119) March 19, 2019 (Min#2019-036) December 2020 14, 2020 (Min#2020-173)

1. TITLE

1.1 This Policy may be cited as the “Council and CAO Expense Reimbursement Policy”

2. PURPOSE

2.1. The purpose of this policy is to provide guidelines for the reimbursement of expenses when members of Municipal Council (including the Warden and Deputy-Warden) and the CAO are required to travel on Municipal business, and for conference-related expenses.

3. INTERPRETATION

3.1. In this Policy:

3.1.1. “Municipal Council” means the Council of the Municipality of the County of Antigonish;

3.1.2. “Municipality” means the Municipality of the County of Antigonish;

3.1.3. “CAO” means the CAO or designate of the Municipality of the County of Antigonish;

3.1.4. “Designated Signing Officer” means those who are authorized to sign financial and legal documents on behalf of the Municipality; and,

3.1.5. All other words used have the same meaning as that used in governing provincial or municipal legislation or subordinate legislation from time to time, unless the context indicates otherwise.

4. INDIVIDUAL RESPONSIBILITIES

4.1. Everyone who incurs and expense in relation to Municipal business is responsible for:

4.1.1. Familiarizing themselves and complying with the provisions of this policy;

4.1.2. Completing and submitting expense claims with necessary supporting documentation;

4.1.3. Exercising reasonable diligence and care in incurring expenses prudently and responsibly; and,

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

5. ELIGIBLE EXPENSES

5.1. Municipal Council members shall be reimbursed for the reasonable expenses incurred in attending:

5.1.1. The Nova Scotia Federal of Municipalities (NSFM) annual meeting and spring workshop;

5.1.2. The Federation of Canadian Municipalities (FCM) annual meeting once per term, except the Warden, who may attend each year;

- 5.1.3. Any meetings, conferences, or events at which the member's attendance is authorized or requested by Municipal Council;
- 5.1.4. Attendance at any Municipal Council, or Committee of Council meeting;
- 5.1.5. Attendance at a meeting of any Board, Commission, or other organization to which the member has been appointed by Municipal Council, except that no reimbursement shall be provided by the Municipality if the member is entitled to reimbursement of expenses directly from the applicable organization;
- 5.2. The CAO shall be reimbursed for reasonable expenses incurred in attending:
 - 5.2.1. The Association of Municipal Administrators of Nova Scotia (AMANS) annual meeting and spring workshop;
 - 5.2.2. Any meetings, conferences, or events at which the CAO's attendance is authorized or requested by Municipal Council;
- 5.3. Travel expenses include, but are not limited to, accommodations, airfare, rail, ferry transport, mileage, per diems, taxi fares, parking, and other applicable tolls;
- 5.4. Other eligible expenses include, but are not limited to, registration for conference and events;
 - 5.4.1. For members of Municipal Council, phone and Internet stipends are also considered other eligible expenses.
- 5.5. Only actual incurred expenses that are considered eligible under the terms of this policy will be authorized for reimbursement.

6. INELIGIBLE EXPENSES

- 6.1. Expenses incurred by a member of Municipal Council or the CAO in attending or participating in a political activity or political event are not reimbursable by the Municipality.
- 6.2. The expenses of a Municipal Council member for political activity associated with election or re-election is not reimbursable by the Municipality.
- 6.3. Fees, deposits, interest, and surcharges incurred on a personal credit card shall not be reimbursed.
- 6.4. The cost of any alcoholic beverages or cannabis shall not be reimbursed. Please refer to the Hospitality Policy for further detail.
- 6.5. Any fees or expenses incurred by a spouse, family-member or travelling companion will not be reimbursed by the Municipality. However, any fees or expenses associated with the courtesy booking arrangements for an individual travelling with member of Municipal Council or the CAO must be reimbursed to the Municipality within thirty (30) days of the expense being incurred. If the expense is not reimbursed within the thirty (30) day time allotment, the expense will be withdrawn from the Municipal Councillor's monthly stipend / the CAO's bi-weekly remuneration.
- 6.6. When personal and Municipal travel is combined, only documented expenses directly related to the Municipal portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense.

6.7. Reimbursement shall not be provided for loss of personal effects (e.g. lost luggage, clothing, and other personal belongings), or for personal services (e.g. dry cleaning, haircuts, valet services, etc.).

6.8. Members of Municipal Council and the CAO are prohibited from claiming reimbursement for anyone other than themselves.

7. REQUIREMENT FOR RECEIPTS

7.1. Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for all expenses except:

7.1.1. Claims for per diem meal allowances; and,

7.1.2. Claims for personal vehicle mileage.

8. AUTHORIZATION FOR REIMBURSEMENT

8.1. Designated Signing Officers may authorize reimbursement of expenses and mileage. The individual claiming the expense reimbursement is prohibited from authorizing their own reimbursement claim.

8.2. Directives with respect to the use of municipal credit cards are outlined in the Municipal Credit Card Policy.

9. PER DIEM MEAL ALLOWANCE

9.1. Councillors and the CAO will be given an allowance for meals during conference/training attendance, not to include meals that are provided as part of the registration fee. Allowances inclusive of gratuity will be paid as follows:

Meal	Rate (per day)
Incidental	\$10.00
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$36.00
Total	\$81.00

10. MILEAGE

10.1. The mileage allowance reimbursed for Municipal Council members and the CAO 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 mileage rate for its employees.

10.1.1. Those claiming mileage are expected to take the most direct route of travel reasonably possible.

10.2. In order for the Municipality to consider mileage reimbursement for members of Municipal Council from their home to the Municipal Office for meetings as a non-taxable benefit, the following must be satisfied:

10.2.1. The Municipality must maintain that there is no available space at the Municipal Office for the Councillors to have an office to work out of; and,

10.2.2. As a result of clause 10.2.1, Councillors must use a designated area of their homes to perform a substantial portion of the work related to the Municipality and their elected official duties (e.g. check email, answer phone calls, have meetings, etc).

10.3. Mileage reimbursement for the CAO is from the Municipal Administrative Office to the meeting, conference, or event location.

10.4. Where several Municipal Council members attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

11. LIMITS ON REIMBURSEMENT OF EXPENSES

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

11.1.1. Airplane travel shall be booked by Municipal staff or shall only be reimbursed at the lowest rate that would have been available if Municipal staff had booked the airfare;

11.1.2. Hotel accommodations shall be booked by Municipal staff or shall only be reimbursed at the lowest rate that would have been available if Municipal staff had booked the accommodations;

11.1.3. Reimbursement of only one personal long distance phone call shall be permitted for each night of overnight travel;

11.1.4. Travel will be reimbursed at the most economical fare available (e.g. airfare, mileage).

11.2. Requests to attend any seminar and/or conference outside of the Atlantic Region shall be considered on an individual basis by the Committee of the Whole, which shall make a recommendation to Municipal Council with respect to attendance.

12. ADMINISTRATION

12.1. Expense claims must be submitted on the form provided on a monthly basis to the CAO's Office and shall be signed by the claimant before receiving their reimbursement.

12.1.1. The CAO may reject any reimbursement claim not in compliance with this Policy, but the claimant shall have a right of appeal to Municipal Council.

12.1.2. The Warden will authorize the CAO's reimbursement claims, and the CAO has the same right of appeal to Municipal Council if the Warden deems the CAO's claim to be non-compliant.

12.2. 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.

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

12.4. The use of petty cash to pay an expense claim is prohibited. Travel advances will not be provided.

13. SPECIAL CLAIMS

- 13.1. Municipal Council, by majority approval, may approve reimbursement of expense claims that do not comply with the requirement of this Policy, except that no variance shall be allowed with respect to subsections 6.1 and 6.2.

14. REPORTING REQUIREMENTS

- 14.1. Pursuant to Section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
 - 14.1.1. Within 90 days of the end of each fiscal quarter, prepares and posts an expense report of the Municipal website for the Warden, the CAO (including an employee of the Municipality delegated any of the responsibilities or power of the Clerk Treasurer pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Municipal Council on their expenses regarding the following:
 - a) Travel and travel-related expenses, including transportation, accommodation, and incidentals;
 - b) Meals;
 - c) Training and education.
 - 14.1.2. By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, which is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

15. REVIEW REQUIREMENTS

- 15.1. The Municipal Audit Committee shall review the expense annual summary report at least once each fiscal year.
- 15.2. By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion from Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Municipal Hospitality Policy
POLICY NUMBER:	44
DATE APPROVED:	November 19, 2019 (Min# 2019-148)
DATE REVISED:	December 14, 2020 (Min#2020-174)

1. TITLE

1.1 This Policy may be cited as the “Hospitality Policy”

2. PURPOSE AND OBJECTIVES

2.1. The 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 promotion, or advocacy.

2.2. This policy establishes uniform standards and procedures respecting Municipal Council members, the CAO, and municipal employee hospitality claims.

2.3. The object of this policy is to:

2.3.1. Provide direction and guidance with respect to the appropriate reporting of necessary hospitality expenses;

2.3.2. Ensure hospitality is offered in an accountable, economical, and consistent; and,

2.3.3. Ensure public funds are used prudently and transparently.

3. INTERPRETATION

3.1. In this Policy:

3.1.1. “Municipal Council” means the Council of the Municipality of the County of Antigonish;

3.1.2. “Municipality” means the Municipality of the County of Antigonish;

3.1.3. “Municipal” means the business or property of the Municipality of the County of Antigonish;

3.1.4. “Signing Authority” means an individual authorized to sign on behalf of the Municipality.

3.1.5. “Claimant” means the individual submitting the expense claim for the items listed in this policy.

4. HOSPITALITY AND HOSPITALITY EVENTS

4.1. A hospitality event is a reception, ceremony, conference, meal or other event that involves hosting individuals from outside the Municipality. Hospitality may be offered under the following circumstances in accordance with this policy:

4.1.1. Hosting foreign dignitaries;

4.1.2. Engaging in official municipal business matters with representatives from other governments, business, industry or labour leaders, or other municipal or community leaders;

4.1.3. Sponsoring or hosting conferences;

4.1.4. Hosting ceremonies and/or recognition events; and,

4.1.5. Other official functions, as approved by the CAO, their designate, or Municipal Council.

5. SIGNING AUTHORITIES

5.1. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

6. PRIOR AUTHORIZATION

6.1. Subject to this policy, all hospitality events in require prior authorization.

6.2. A request for prior authorization for hospitality events requires the following information:

6.2.1. Rationale / purpose of the event;

6.2.2. Estimated numbers of attendees and their respective affiliations;

6.2.3. If alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and,

6.2.4. Estimated itemized costs including gratuities and supplementary expenses.

6.3. Requests for hospitality events shall be reviewed by Municipal Council, which shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.

6.4. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide details outlined above and include a document outlining the reasons prior approval was not possible.

7. SERVING OF ALCOHOL

7.1. 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, promotion or 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 Designate, or Municipal Council.

7.2. The Municipality, its employees, and Members of Council are expected to act responsibly in the use of public funds and in the care of well-being of themselves, other employees, and their respective guests with respect to the serving of alcohol.

7.3. The Municipality will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.

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

8. GIFTS

8.1. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government is sometimes appropriate. Any giving of gifts requires prior approval by the CAO if the monetary value does not exceed \$250, or Municipal Council if it does.

9. CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

9.1. 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.

9.2. Hospitality expense claims must include the following:

- 9.2.1. A copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - 9.2.2. The names, titles and organizations of the guests at the hospitality event;
 - 9.2.3. The business objective for the expense; and,
 - 9.2.4. A detailed itemized receipt for the expense.
- 9.3. In instances where prior approval of the hospitality event was not possible, the hospitality expense must also include the information required in section 6.4.
- 9.4. 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.
- 9.5. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
- 9.6. No hospitality expense claim shall be paid unless the claim is approved for payment by two Signing Authorities. Before approving an expense claim, a Signing Authority must ensure that the claim is consistent with this policy.
- 9.7. In considering a hospitality expense claim for payment, a Signing Authority may be request additional explanations, documentation, or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy. In such an instance the claim may be withdrawn or shall be referred to Municipal Council.
- 9.8. The use of petty cash to pay a hospitality expense claim is prohibited.

10. REPORTING REQUIREMENTS

- 10.1. Pursuant to Section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
 - 10.1.1. Within 90 days of the end of each fiscal quarter, prepares and posts a hospitality report of the Municipal website that describes all the hospitality expenses incurred by the Municipality, including purchases of alcohol, during the quarter.
 - 10.1.2. 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, which is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

11. REVIEW REQUIREMENTS

- 11.1. The Municipal Audit Committee shall review the hospitality annual summary report by October 31st of each year.
- 11.2. By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion from Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

2024-25 STANDING COMMITTEE LIST

Standing Committees

Committee of the Whole. Chair: Warden McCarron	OHS & Wellness
All Members of Council	
	(Alt) Councillor Harris McNamara
Asset Management. Chair: Councillor MacFarlane	
All Members of Council	

Advisory Committees

Accessibility Advisory (Staff: T. Feltmate)	Planning Advisory (Staff: J. Bain)
Councillor Gary Mattie (Chair)	Councillor Mary MacLellan (Chair)
Councillor Sterling Garvie	
Tammy Feltmate, Staff Member	Deputy Warden John Dunbar
Daryl Myers, Staff Member	Mike MacEachern, External Member (4Y, 01/21-01/25)
Carleton MacNeil, External Member (3Y term, 04/21-04/24)	Colleen Briand, External Member (4Y, 01/21-01/25)
Amanda Casey, External Member (3Y term, 04/21-04/24)	Morgan Peters, External Member (4Y, 01/21-01/25)
James T. Williams, External Member (2Y term, 04/21-04/23)	
Tiffany MacNeil, External Member (2Y term, 04/21 - 04/23)	
John Rodgers, External Member (2Y term, 07/21-07/23)	Audit Advisory (Staff: A. Duggan)
	(Chair)
Joint Town/County Police Advisory (Staff: S.Donovan)	Councillor Harris McNamara
(Co-Chair)	Councillor Gary Mattie
Councillor Shawn Brophy	Warden Nicholas MacInnis
Fred Bell, County External Member	Robert (Bobby)Mattie, External Member (1Y, 04/24-04/25)
Carroll MacAdam, County External Member	
Deputy Mayor, Dianne Roberts	Antigonish Regional Emergency Management Advisory (Staff: B. MacDonald)
Town Mayor, Sean Cameron	(Co-Chair)
Russell Nicol, Town External Member	Warden Nicholas MacInnis
Vern Barnett, Town External Member	Shirlyn Donovan, County CAO
Matthew Whitehead, Provincial Appointee	Mayor Shawn Cameron
	Town Councillor
Town/County Joint Council Advisory (Staff: B. Schumacher)	Randy Delorey, Town CAO
All members of County and Town Council	

Inter-Municipal & Legislated Boards

Antigonish Heritage Museum Board	Fence Arbitration Board
	Warden Nicholas MacInnis
Deputy Warden John Dunbar	
Colin MacDonald, External Member	Pictou/Antigonish Regional Library Board
	Councillor Mary MacLellan
Arena Association Management Board	
Councillor Sterling Garvie	R.K. MacDonald Nursing Home Board (3 Year Term)
Deputy Warden John Dunbar	Councillor Shawn Brophy (2023-2026)
Angus Bowie	Councillor Harris McNamara (2023-2026)
Mike Stewart	
	Fran Haley, External Member (2024-2027)
Eastern District Planning Commission Board	
Councillor Harris McNamara	Eastern Region Solid Waste Management Committee
Councillor Adam Baden-Clay	Councillor Sterling Garvie
(Alt) Councillor Richelle MacLaughlin	
	Community Navigation and Physician Retention Service Assoc.
Paqtnkek-County Joint Steering Committee	
Warden Nicholas MacInnis	Warden Nicholas MacInnis
Deputy Warden John Dunbar	

External Community Boards

ACALA	Antigonish Community Transit
Councillor Mary MacLellan	Councillor Gary Mattie
Antigonish Affordable Housing Society	

Jason Mason
Antigonish Skatepark Association
17 James Street
Antigonish, NS
jason@nextlevelskateboards.com
902-863-4758

Nov. 4, 2024

Shirlyn Donovan
Chief Administrative Officer at The Municipality of the County of Antigonish
Antigonish, Nova Scotia

Hi Shirlyn,

I hope this letter finds you well.

I am writing regarding the event proposal I submitted to The Municipality of the County of Antigonish. Due to time constraints, it was unfortunately not feasible to host the event as planned.

I have not received the cheque from the County but it is held for me at the county offices, and I would like to inquire about the best way to proceed. Specifically, I am wondering if it would be permissible to use the 2024 funding to host the event in 2025, or if it would be more appropriate to return the cheque and reapply for funding for 2025.

Additionally, if I am permitted to use the 2024 funding for a 2025 event, would I still be eligible to apply for County funding to host an event in 2026? Having confirmed funding a year in advance would greatly aid in the planning and execution of a successful event.

Thank you for considering these questions, and I look forward to your guidance on the matter.

Warmest regards,
Jason Mason

MEMO FOR INFORMATION

TO: Committee of the Whole
FROM: SHIRLYN DONOVAN, CAO
SUBJECT: DECEMBER STAFF REPORT
DATE: 05/12/2024

ADMINISTRATION DEPARTMENT

- Megan MacInnis has been hired as the Strategic Initiatives Coordinator for the County. She began her role on December 2.
- The Internet for Nova Scotia Initiative through Build Nova Scotia is largely complete in our area. Bell is still waiting on NSP to replace two poles on Addington Forks Rd so that they can finish that area.
- CAO Shirlyn Donovan along with seven councillors attended the Department of Municipal training for new and returning elected officials in Halifax on November 4 & 5th.
- CAO Shirlyn Donovan, along with three councillors attended the Nova Scotia Federation of Municipalities Conference in Halifax November 26-29. Sessions included:
 - Shaping Nova Scotia's Energy Future
 - Exploring Policing Models and Municipal Roles in Nova Scotia
 - How the NSFMB Benefits Program Supports Elected Officials and Municipal Employees
 - Networking Tables
 - FCM Updates
 - Out of the Frying Pan and Into the Flood: Re-thinking the Impacts of Disasters to Create Future Resilience
 - A Welcoming, Inclusive Community Approach to Change: Advancing Equity in Municipalities with Plans to Dismantle Racism and Hate, and Support Accessibility.
 - NSFMB Annual General Meeting
 - Good Governance
 - Grant Application Strategies for Elected Officials: Tools for Success
 - Ensuring Safe Workspaces: Why Municipalities Need a Robust Safety System
 - Cyber Security in Action: Practical Strategies for Elected Officials
 - Making Meetings Matter: A Practical Guide to Robert's Rules of Order
 - Partnering with the Community – Presenting Sponsor Nova Scotia Power
 - Update on Coastal Land Use
- On November 22, the Antigonish Emergency Management Team participated in a Regional Exercise (mock scenario), which involved flooding, evacuations, and emergency shelter activation. There was a representative from the Provincial

Coordination Centre on site during the exercise and staff received great feedback on their actions.

- Emergency Shelter Updates:

CACL/Royal Canadian Legion – The generator at the Legion is currently in the commissioning phase. There have been two new showers installed, rooms still being modified with minor electrical and drywall work. Shelter supplies (Cots/ Blankets/ Pillows/ Hygiene supplies) are onsite.

Heatherton – The generator for the emergency generator is commissioned and fully functional.

- Housing Accelerator Fund: work is ongoing related to the Antigonish Community Transit review with Happy Cities (consultants hired by the Nova Scotia Community Transit Network. The work for the Planning Consultation for Housing Density Increase, Zoning, and Bylaw Review RFP will be starting soon.
- The Santa Tour was very successful this year with great turnout throughout the County. The Municipality provided grants of \$150 to each community to host an event along with the tour. Thank you to the community groups and fire departments who assisted with the events.
- The Municipal Office will be closing at 12pm on Tuesday, December 24th and will reopen on Thursday, January 2 for the Holidays.
- Director of Sustainable Communities attended and spoke at the inaugural Municipal Equity, Anti-hate, Anti-racism Symposium in Wolfville, overview included.
- Energy - Net Zero Community Buildings Project is wrapping up, still working on insulation installation at 2 locations, and final inspections for commissioning at 3 and solar installations at one. Full report with photos at January meeting.
 - Solar field repairs completed in November at solar installation at 285 Beech Hill Rd. Once we have a few months data the energy review and performance of solar will be completed, Feb 2025.
 - Energy Management Plan- finishing up lighting installs, additional lights needed for outside, safety. Ordered, installation to come asap.
- OHS & W
 - Annual safety day moved to January, date confirmation to come. This is to accommodate activities and inclusion of new Councillors and new additions to staff team.
 - Concrete on front step replaced.
 - OHS& W meetings occurred, no incidents to report. Next meeting December 11th at noon (only OHS & W that has a lunch component.)
- Staff has met with Paqtnkek Mi'kmaw Nation & Town of Antigonish to plan shared training in new year and tri council meeting; from this we will rejuvenate working committees.

- Staff is in the process of developing training, engagement and writing schedule for Equity, Anti hate and Anti racism plan due April 1, 2025. Will provide an overview to Council in January.
- Deputy Clerk attended a Coastal Protection Act focus group session in Port Hawkesbury on October 23rd.

FINANCE DEPARTMENT

- Canada Post Service disruption has impacted the County's ability to mail communications such as tax reminder notices, water utility billing and cheque payments. The Canada Postal Service disruption has also impacted our ability to receive invoices for goods and or services that were procured and receive payments from our ratepayers on their accounts. Media has stated that CUPW and Canada Post called off talks on November 28th,2024 but are hopeful that they will be returning to the bargaining table soon. The County has asked the public to contact the County office to discuss payment options during the Canada Post Service disruption. At this point, the County has been calling local businesses where possible to facilitate cheque pickups and using courier services for some more immediate payments that are outside of Antigonish. We have noticed an increase in phone calls from our water utility customers or other customers that want to make payments. At this time, we are recommending payments to be made in person, online through their banking institution or over the phone with a credit card.
- Approximately 1,800 Water bills have been prepared and stuffed in envelopes waiting to be mailed.
- Two Finance department attended the Municipal Finance Officers meeting the AMANS Fall Conference
- Two Finance department staff are board members on the County's Occupational Health and Wellness committee which meet monthly.
- Finance department is on the AMTC board and is sharing responsible for maintenance of their website.
- Tax Sale happened on November 6, 2024. 152 properties were included in the preliminary tax sale process for the F2024/25 tax sale and were whittled down to eight properties up for auction the day of the sale.
- Ongoing day to day operations (collections, reconciliations, payroll, property tax and utility customer maintenance, bill payments, monthly HST remittances, etc.).
- Member of the Finance Department is a board member for Strait IT. Board meetings occur monthly.
- Finance staff support the Antigonish Arena in the role of financial accounting (day to day accounting, year end audit preparation, HST remittances, reconciliations, etc.).

- Finance staff working with a total nine municipal units through an intermunicipal partnership to assess current hosting solution of the County's property taxation, utility billing, financial software program.
- Finance staff participated in a NS EMO exercise held at the county office.
- Audited Financial Statements were presented and approved by Council.

RECREATION DEPARTMENT

Active Transportation

- The Multi-Use Path (MUP) at St. Martha's is now complete. We will plan some communications on this soon.
- Phase 3 (Church St. Roundabout) of the Trunk 4 Active Transportation Corridor is expected to go to tender in the new year.

Antigonish Scotiabank Mini-Pitch

- The mini-pitch structure has been assembled except for the basketball hoops which will be in place by early next week. Signage and communications re usage guidelines are being prepared to inform the public that it will be available for use.
- An official opening and community celebration of the mini pitch will be held next spring.

Other Programs and Services

- Indoor walking opportunities are now being promoted through MYMA.
- We Are Back in the Pool! Swim lessons resumed in November, and we are in week 4 of an 8 week program. We can now resume our regular offering of swim lessons four times per year (Spring, Summer, Fall, & Winter)
- Work continues with St.FX Aquatics Supervisor to host more Lifesaving Courses in new year to train more swim instructors for pool.
- Antigonish Sport Hub – The facility scheduling component of the sport hub is being used regularly. Community use bookings on this module has been getting positive feedback from users – being able to view the schedule online. Also being able to use administrative functions within Sport Hub such as direct invoicing are working well.
- The annual Recreation Nova Scotia (RNS) Conference was hosted for the first ever in Antigonish in October. Antigonish County Recreation personnel along with their colleagues in the region and RNS staff played a key role in the delivery of the conference.

EDIA Navigator Initiatives

- Hosted engagement sessions with Community Sport Organizations and community service groups and school representatives to provide an overview of the Mini-Pitch, and also seek feedback on ways non-traditional groups can host sport and recreation programming in Antigonish.

- Supporting Ringette NS in hosting a Come Try Ringette program at the Arena.
- Continuing conversations with YMCA, YREACH School Settlement Support Worker and the DrJ Health Centre coordinator on ways to implement Department of Community Services funding for at-risk youth.
- Supported Sport Nova Scotia's Regional Sport Consultant in hosting local coaches at a coach's roundtable with Canada Sport Institute - Atlantic. Keynote address by local sport nutritionist Melissa Hardy.
- Continue to advise local groups on key issues of safe sport, coach certification, insurance and navigating use of local facilities.

PUBLIC WORKS DEPARTMENT

- The Public Works Team is ready for seasonal snow removal services.
- All construction projects undertaken in 2024 have been completed.

Antigonish County

Building Permits (January 1 - October 31, 2024)

	Permits		Value	
	2024	2023	2024	2023
Residential				
New	38	37	\$ 22,547,517	\$ 19,461,425
Mobile Homes	21	21	4,533,000	4,188,198
Additions, Alterations and Renovations	24	34	3,129,000	4,075,058
Garages and Accessory Buildings	54	44	2,563,027	1,525,241
Multiple Units	7	1	6,286,655	9,433,000
	144	137	\$ 39,059,199	\$ 38,682,922
Agricultural, Commercial or Industrial				
Agricultural	1	1	\$ 75,000	\$ 100,000
Commercial	8	15	3,772,000	2,962,144
Industrial	1	0	8,500	-
	10	16	\$ 3,855,500	\$ 3,062,144
Institutional Buildings				
New	0	1	\$ -	\$ 2,300,000
Additions and Alterations	0	0	-	-
	0	1	\$ -	\$ 2,300,000
Other				
	33	21	\$ 976,439	\$ 485,007
Total	187	175	\$ 43,891,138	\$ 44,530,073

