

November 1, 2021

The Municipal Council for the Municipality of the County of Pictou met in the Council Chambers of the Municipal Administration Building ,and by video-conference, on Monday, November 1, 2021 at 7:00 p.m.

**PRESENT**

Dist.	1	Clr. Don Butler
	2	Clr. Deborah Wadden
	3	Clr. Darla MacKeil
	4	Clr. Mary Elliott
	5	Deputy Warden Murray
	6	Warden Robert Parker
	7	Clr. David Parker
	8	Clr. Larry Turner (by video-conference)
	9	Clr. Peter Boyles
	10	Clr. Randy Palmer
	11	Clr. Andy Thompson
	12	Clr. Chester Dewar

**IN ATTENDANCE**

Brian Cullen, CAO, Municipal Clerk-Treasurer  
Karen Cornish, Deputy Municipal Treasurer  
Carolyn MacIntosh, Deputy Municipal Clerk  
Sueann Musick, Communications Officer  
Logan McDowell, Director of Public Works & Development (by Video Conference)  
Jane Johnson, Recording Secretary

**BY APPOINTMENT**

NS Mass Casualty Commission: Sidney Patton, Community Liaison Coordinator  
Maureen Wheller, Community Liaison Director  
Barbara McLean, Director of Investigation

Abercrombie Fire Department: Sandy MacPherson, Fire Chief  
Anna Svenson, President. Board of Directors

**CALL TO ORDER & LAND ACKNOWLEDGEMENT**

Warden R. 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 acknowledged that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

With the approach of Remembrance Day, Warden R. Parker read the poem "In Flanders Fields" by John McCrae.

**AGENDA**

It was moved by Clr. Turner and seconded by Clr. Thompson that the agenda be approved as circulated.

Motion carried.

## **MINUTES**

It was moved by Clr. D. Parker and seconded by Clr. MacKeil that the minutes of October 4, 2021 be approved with the following correction:

Corr. Pg. 4: "John Lahr" should read "John Lohr".

Motion carried.

## **CORRESPONDENCE**

There was no correspondence.

## **MASS CASUALTY COMMISSION BRIEFING (7:10 P.M.)**

Ms. Wheller and Ms. MacLean presented a PPP to Council as follow:

Hello/Bonjour:

Before we begin, we acknowledge that we are joining you today from Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq.

### **AGENDA**

- Introducing the Commission
- Our Team & Approach
- Our Mandate
- Our Work
- What to Expect
- Wellness Supports
- Stay Connected

The Commission's role as a public inquiry is not to determine guilt or whether damages should be awarded. Instead, the Commission is focused on:

- investigating what happened
- understanding the broader context and related issues that may have contributed to the events
- to provide meaningful recommendations to help protect Canadians in the future

### **Introducing the Commission**

The Mass Casualty Commission is the **independent public inquiry** examining the April 18-19, 2020 mass casualty in Nova Scotia and working to provide meaningful recommendations to help protect Canadians in the future.

### **WHY MASS CASUALTY?**

The events in April 2020 took the lives of many innocent people and left others with serious physical and emotional injuries. The scale of the loss and trauma caused fear, anger and grief in our communities, province and country. There were many types of harms over a wide geographic area. This is why we are using the term "mass casualty".

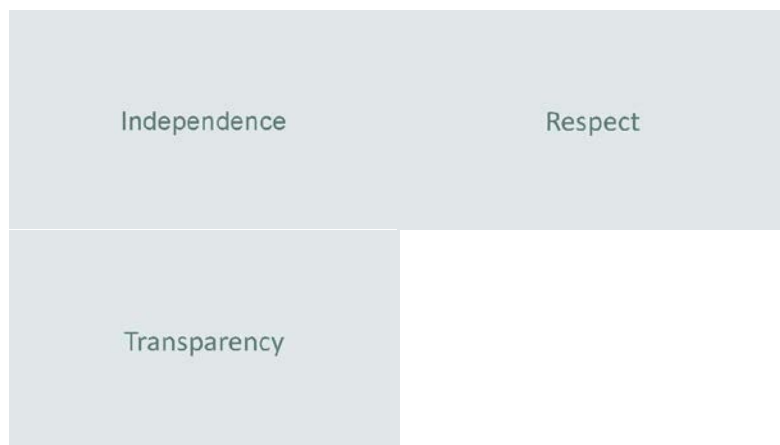
**FAQs:** You can find the answers too many frequently asked questions at [masscasualtycommission.ca/FAQ](http://masscasualtycommission.ca/FAQ)

## WHY MASS CASUALTY?

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**FAQs:** You can find the answers to many frequently asked questions at [masscasualtycommission.ca/faq](https://masscasualtycommission.ca/faq)

## Our Team & Approach



The Commission is led by three independent Commissioners, supported by a team of experts focused on investigations, legal counsel, research, policy and public engagement.

The Commission team is committed to our values:



The Commissioners  
 Honourable J. Michael MacDonald  
 Leanne J. Fitch (Ret. Police Chief, M.O.M.)  
 Dr. Kim Stanton

## Our Mandate

The Commission's mandate assigns specific tasks to guide its work and to let the public know what to expect.

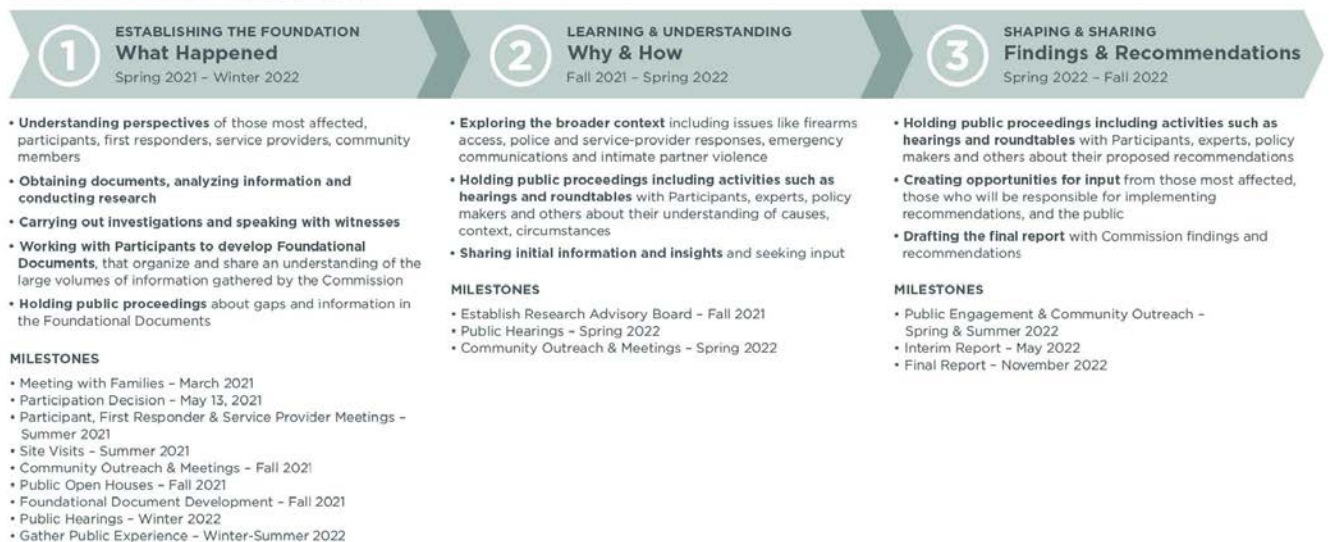
The Commission is required to **establish what happened** leading up to, during and after the mass casualty of April 18 and 19, 2020 in Nova Scotia. The Commission must also **review certain defined issues** that provide context to understand why and how the mass casualty occurred, including those listed below. Finally, the Commission must **produce a report** that includes these findings, lessons and resulting recommendations to help keep Canadian communities safer in the future.

To view the full mandate as described in the Orders in Council visit [masscasualtycommission.ca/about/mandate](https://masscasualtycommission.ca/about/mandate).

1 ESTABLISH WHAT HAPPENED	Causes, context and circumstances giving rise to the mass casualty	Emergency responses of police, including RCMP, municipal police forces and the Alert Ready program	Steps taken to inform, support and engage victims, families and affected citizens
	Communications between and within agencies and services	Communication with the public	Firearms access
2 EXPLORE RELATED ISSUES	Gender-based and intimate partner violence	Perpetrator interactions and relationship with police and social services	Police actions, policies, procedures, and training
	3 PRODUCE A REPORT		
Findings, lessons and recommendations			

## Our Work

Our work involves a series of overlapping key steps:



We will update this overview as our work advances. Every step of our work will be guided by our values of independence, respect and transparency. Stay up-to-date with our work and opportunities to take part via our social media and website: [masscasualtycommission.ca](https://masscasualtycommission.ca)

## Our Work

### Underway

- Analyzing thousands of documents, conducting witness interviews and site visits, to determine what happened on April 18 and 19, 2020, and produce Foundational Documents.
- Reviewing feedback, input, and information gathered from our recent Open Houses in Debert, Truro, Millbrook and Wentworth.
- Working with Participants to review and gather input on draft Foundational Documents.

## Coming Up

### Coming Up

- Community engagement will continue through November and we will be gathering information on methods for the public to share their experience.
- Public proceedings will begin January 26, 2022, at the Halifax Convention Centre.
- As always, we continue to gather information from the public. No piece of information is too small. If you think you have something that may contribute to our work, please contact us.

## Wellness Supports

As we work together to understand what happened, why and how through the Commission's Foundational Documents, public hearings and other proceedings, we recognize that sometimes reading or hearing about a distressing or emotionally overwhelming experience can be upsetting and disturbing.

If you or anyone you know needs help at any point in the Commission's process, the Commission's Mental Health team is here to help:

- Connect you with mental health services and other support providers
- Share information on ways to continue to build your resiliency

Wellness and support resources are posted on the Commission's website: [masscasualtycommission.ca/support](https://masscasualtycommission.ca/support)

You can also contact our Mental Health team anytime by calling 902.407.7532 (local) or 1.833.635.2501 or emailing [info@masscasualtycommission.ca](mailto:info@masscasualtycommission.ca)

Stay Connected

## **SPEAK UP**

If you have information about the mass casualty to share with the Commission, please do not hesitate to get in touch.

Also, please consider completing the brief survey on our website about if and how you would prefer to share your experience of the mass casualty.

Visit us online: [MassCasualtyCommission.ca](https://MassCasualtyCommission.ca)

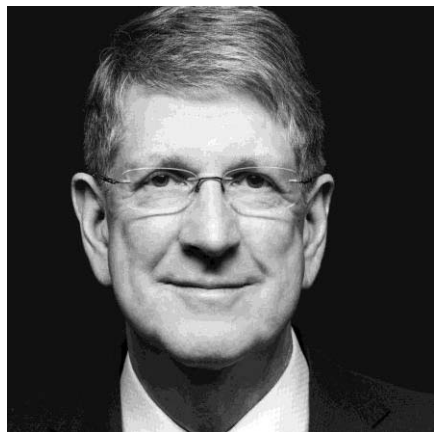
Email: [info@MassCasualtyCommission.ca](mailto:info@MassCasualtyCommission.ca)

Call: 902.407.7532 (local) or 1.833.635.2501

Facebook: [facebook.com/masscasualtycommission](https://facebook.com/masscasualtycommission)

Twitter: [twitter.com/NSMassCasualty](https://twitter.com/NSMassCasualty)

For regular and reliable information updates:



The Honourable J. Michael MacDonald served as Chief Justice of Nova Scotia until his retirement in 2019. As Chief Justice, he led and championed several judicial outreach initiatives with Nova Scotia's Mi'kmaw and Black communities. He also led initiatives to enhance diversity on Nova Scotia's benches.

He was a member of the Canadian Judicial Council for 20 years and chaired several of its committees. After retiring from the bench, he joined Stewart McKelvey as counsel. In that capacity, he promotes similar initiatives through the firm's Diversity and Inclusion Committee.



Dr. Kim Stanton is a lawyer at Goldblatt Partners LLP in Toronto. Commissioner Stanton spent a year in West Africa working at the Ghana Centre for Democratic Development before returning to practice law in Vancouver. A former Legal Director of the Women's Legal Education and Action Fund (LEAF), she worked with community-based organizations and built coalitions across the country to advance equality rights and improve access to justice for marginalized people in areas spanning criminal law, human rights law, socioeconomic rights, reproductive justice, and violence against Indigenous women and girls.



Leanne J. Fitch (Ret. Police Chief, M.O.M.) retired from 34 years in municipal policing in 2019 after serving seven years as Chief of Police for the Fredericton Police Force. She served as chair and vice chair for the Criminal Intelligence Service New Brunswick Provincial Executive Committee. Commissioner Fitch is the past co-chair of the Canadian Association of Chiefs of Police Crime Prevention, Community Safety, and Wellbeing Committee, and she completed a one-year term as vice-chairperson of the inaugural RCMP Management Advisory Board.

### **Commission Team**

**Ronda Bessner**  
Senior Legal Advisor

The Commissioners are supported by a team of experts focused on investigations, legal counsel, research, policy and public engagement. Senior team members include:

**Thomas Cromwell**

Commission Counsel Director

**Dr. Emma Cunliffe**

Research and Policy Director

**Christine Hanson**

Executive Director and Chief

**Mary Pyche**

Mental Health Director

**Maureen Wheller**

Community Liaison Director

**Sarah Young**

Chief Engagement Officer

Warden R. Parker asked who they report to when they finish the report and Ms. McLean replied it will go to the provincial and federal governments.

Clr. Boyles asked how the residents in the area react to seeing an RCMP vehicle in the area and Ms. Wheller replied it has an impact that will be ongoing for a long time.

Clr. D. Parker asked if they have spousal employment with the RCMP and Ms. McLean replied no one has worked with the RCMP and that was done intentionally. She wants people who are dedicated to public service. Clr. D. Parker reported there were residents in that community who were concerned with the procedures and his other concern was the make up of the commission. He does not like the committee to be made up of the law-and-order community.

Warden R. Parker thanked the ladies for the presentation and excused them from the balance of the meeting. (7:30 p.m.)

**CERTIFICATE OF RECOGNITION – ABERCROMBIE FIRE DEPT. (7:30 P.M.)**

Warden R. Parker thanked the Abercrombie Fire Department for leading the effort to get the round about in Abercrombie.

Clr. Turner commented on behalf of the residents of District 8 he thanked the Abercrombie Fire Department for all their hard work in getting the round about. The toll it takes on the mental health of those first responders and this round about is going to save lives. This is a welcome change for the residents of the area and thanked them for their contribution.

Warden R. Parker and Clr. Turner presented a plaque to the Abercrombie Fire Department.

**RESOLUTION – 4-H MONTH**

Warden R. Parker presented a proclamation to Council as follows:



**SHOW YOUR 4-H COLOURS DAY**  
**Wednesday, November 3, 2021**

**WHEREAS** Monday, November 1, 2021 kicks off National 4-H month across Canada as we join 4-H members, volunteer leaders, alumni and supporters in wearing green and “Showing Our 4-H Colours”; and

**WHEREAS** 4-H in Canada has a Positive Youth Development Formula that builds responsible, caring and contributing young people that are empowered to be successful through a supportive structure; and

**WHEREAS** 8,500 volunteers give close to 23,500 young people across Canada an opportunity to benefit from the skill development and personal growth that 4-H offers.

**THEREFORE** I, Robert Parker, Warden for the Municipality of Pictou County, do hereby proclaim Wednesday, November 3, 2021 to be **Show Your 4-H Colours Day** in **Pictou County** and urge all **Pictou County** residents to wear green and celebrate the many contributions of 4-H and the important role that the 4-H program plays in the leadership development of Canadian youth.

**PICTOU COUNTY TRANSGENDER DAY**

Warden R. Parker read the following:

What is Transgender Day of Remembrance?

Transgender Day of Remembrance (TDOR) was started in 1999 by transgender advocate Gwendolyn Ann Smith as a vigil to honor the memory of Rita Hester, a transgender woman who was killed in 1998. The vigil commemorated all the transgender people lost to violence since Rita Hester's death, and began an important tradition that has become the annual Transgender Day of Remembrance.

**What can You Do?**

Pictou County Rainbow Community is pleased to provide a Transgender Flag for your municipality/council to raise the week of **November 13 – 19** to help raise the visibility about transgender people and address issues members of the community face.

**BROADBAND PROJECT UP-DATE**

The CAO gave a brief update on the highlights of the broadband project. The service is preparing to launch in Q4 2021 and internet service is now provided to the administration building. They started testing speeds and we are seeing some good results through the Halifax Internet Exchange. The preparation of construction work and make ready being managed is about a week behind. The number of towers have been identified, co-location agreements are being worked through and private sites are being drafted. Supply chains are a major issue so that is being managed. The make ready has been slow so that continues to be an issue and it is being worked through at present. Since April the project is a \$53 million project and it is a 20 year repayment of the project. Phase 1 is at the point of getting ready for construction which is expected to take 5 – 5 weeks to complete. Overall the wireless project is \$1 million under the original estimate.

Warden R. Parker reported that he is disappointed the make ready is going so slow.

Clr. Boyles asked if there was fiber in Blue Mountain to be hooked up and the CAO replied Bell ran fiber but it is backbone fiber so it will not serve homes.

Clr. Palmer reported that he was at that announcement where it was said homes would be hooked up to the fiber.

Clr. Thompson reported that people on the other side of the county line have high speed internet. It does not make sense to build over someone else's fiber and it is not fair to the taxpayer.

Clr. Wadden asked about using the map and the CAO responded there are some breaks in the data but it will be fixed.

Clr. Wadden asked about ongoing work with New Glasgow and the CAO replied that the Point of Presence (POP) was to be at the library, so conversations were had on getting fiber into the building. The POP will be moved to the Town Hall so the Town may switch over to the Municipality's internet.

Clr. Wadden asked what are we using for financial information and the CAO replied 40 – 50% and that is fairly conservative.

Clr. Butler asked how many towers have been approved and the CAO replied there are 7 that have passed the community engagement process. There are several co-location towers throughout the county.

Clr. Butler asked when we can expect to see some of these towers going up and the CAO responded that the low bidder will start that work in the next week. The first towers are expected to arrive the last week of November and they only take a day to be installed.

Clr. Palmer asked if the administration building is going to be the headquarters for the internet and the CAO replied there will be some items located here. Once the internet is up and running, are we going to contract it out and the CAO replied outside of this building would be contracted out. The connections to the home would be done through the ISP and if there is a break in the fiber line it will be contracted out. On the inside it will be municipally staffed but we are still working on how many staff will be required.

Clr. Thompson asked about the tower located on the MacGregor property and the CAO replied it is being relocated to a neighboring property.

Clr. Thompson asked why Annapolis County is selling their project to private interest and the CAO replied it was a different model and a single operator.

Clr. Thompson asked about the cost to hook up and is there going to be a provincial program that will pay the capital cost of that service.

Clr. Elliot asked who is going to be looking at the sales of the project and marketing and the CAO replied that is the next phase of the project. Over the next week we will be looking at that aspect and how the roll out will go to the customers. The communications will be a contract to a media firm so they are working with Sueann on that issue. The CAO reported they are hoping to move forward in the next few weeks and have everything coordinated to work together.

Clr. MacKeil asked about Rock Nova and the CAO replied that they are still the Phase 1 contractor.

Clr. MacKeil advised that she has a concern about the delay of the project and hopefully it will not run into Christmas and the New Year.

Clr. Turner reported he has been encouraged about the reports Council has been receiving in the last few months.

### **VALLEY VIEW VILLA REPORT**

Clr. Butler reported that an update on the operations at Valley View Villa as circulated in advance of the meeting and asked if Council had any questions at this time.

Clr. Boyles asked if the facility will be accredited and Clr. Butler replied that while COVID has slowed the process, the home is working towards that goal.

Clr. Boyles asked about equipment that went missing and Clr. Dewar replied that the Solicitor informed them it was going to cost more to look into the situation than what went missing. All new equipment information is kept on the computer for future reference.

### **RESOLUTION – MUNICIPAL GRANTS**

Clr. Elliott presented a resolution to Council as follows:

#### **RESOLUTION**

**BE IT RESOLVED** by the Municipal Council for the Municipality of the County of Pictou that Council approve the payment of the following Municipal Grants:

Municipal Services:

D04	RJ & Area Historical Society	\$	1,800.00	Operating Expenses
	Toney River Community Hall		<u>500.00</u>	Sign
		\$	2,300.00	

DATED at Pictou, NS this 1<sup>st</sup> day of November, 2021.

(Sgd.) Mary Elliott  
Darla MacKeil

**MOTION**

It was moved by Clr. Elliott and seconded by Clr. MacKeil that the preceding resolution be adopted as presented.

Motion carried.

**RESOLUTION – CAPITAL IMPROVEMENT PLAN POLICY AMEND.**

Clr. D. Parker presented a resolution to Council as follows:

RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council adopt the following Capital Improvement Plan Policy:



**POLICY #2021-11-48**

**CAPITAL IMPROVEMENT PLAN POLICY**

**1. Preamble**

- 1.1. A **Capital Improvement Plan (CIP)** is a blueprint for planning the municipality's capital expenditures. It coordinates the planning fiscal capacity and physical development and will be used as a management tool for the budget and planning process.
- 1.2. The CIP represents the Municipal Council's best judgement at that time; however, future needs, financial constraints and grant opportunities may result in programmatic changes over the life of the plan.

**2. Legal**

- 2.1. Municipal Government Act Section 87
- 2.2. Federal Gas Tax Agreement

**3. Purpose**

- 3.1. To provide a clear defined process for considering capital projects.

- 3.2. The basic function of a CIP is to provide a formal mechanism for decision making, a link to long range plans, a financial management tool and a reporting document.
- 3.3. To facilitate coordination between capital needs and the Municipality's operating budgets.
- 3.4. To identify the most economical means of financing capital projects, including identifying other sources of funding from federal or provincial programs.
- 3.5. Relates municipal infrastructure to other public and private development and redevelopment policies and plans.
- 3.6. Focuses the attention on community objectives and fiscal capacity.
- 3.7. Informs the public about future needs and projects.
- 3.8. Coordinates the activities of neighboring and overlapping units of local government to reduce duplication.
- 3.9. Encourages careful project planning and design to avoid costly mistakes and help a community reach desired goals.

#### **4. Capital Improvement Plan**

- 4.1. The Municipality will make all capital improvements in accordance with an adopted capital improvement plan (CIP).
- 4.2. The Municipality will develop a five year plan for capital improvements and update it annually.
- 4.3. The Municipality will enact an annual capital budget based on the multi-year capital improvement plan.
- 4.4. The Municipality will coordinate development of the capital improvement budget with development of the operating budget.
  - 4.4.1. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
- 4.5. The Municipality will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and priorities, and the operating and maintenance costs have been included in operating budget forecasts.
- 4.6. The Municipality will maintain all its assets at a level adequate to protect the Municipality's capital investment and to minimize future maintenance and replacement costs.
- 4.7. The Municipality, as part of its capital planning process, will project its equipment replacement and maintenance needs for the next several years and will update this projection each year.
  - 4.7.1. From this projection, a maintenance and replacement schedule will be developed and followed.

- 4.8. The Municipality will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
- 4.9. The Municipality will determine the least costly financing method for all new projects.

## **5. Capital Projects**

- 5.1. Capital Projects and improvements are major non-recurring assets and projects including:
  - 5.1.1. Replacements and improvements greater than or equal to \$25,000;
  - 5.1.2. Equipment and construction projects greater than or equal to \$25,000 and a useful life of at least five years.
  - 5.1.3. Any project that proposes to use Federal Gas Tax Funds must be included in the CIP.
- 5.2. The Municipality is responsible to maintain existing assets, and the Municipality has a responsibility to maintain the level of service to the community and bring capital assets, facilities and infrastructure into compliance with local, provincial and federal laws.

## **6. Capital Improvement Plan Process**

- 6.1. The Chief Administrative Officer in conjunction with Department Heads shall be responsible for coordinating the CIP process.
- 6.2. The Capital Improvement Plan has two distinct parts:
  - 6.2.1. The Capital Budget: Year 1 Projects
  - 6.2.2. The CIP: Year 2-5
- 6.3. Projects should generally be foreseen ahead of time (preferably 2 + years to allow time for planning long-term financing strategies or methods).
- 6.4. Departments shall close or update prior year capital projects and identify new capital or funding needs (Internal).
- 6.5. Identify and develop new capital projects based upon identification by Citizens, Council and administration priorities and regional issues (**External**).
  - 6.5.1. To be included in CIP deliberations for the subsequent fiscal year externally identified projects must be submitted in writing to the Chief Administrative Officer by November 30<sup>th</sup>.
  - 6.5.2. The submission shall provide a narrative with information to include specific information regarding the dimensions, characteristics, quantities, any unusual conditions and any other useful information to explain the project.
  - 6.5.3. If a councillor submits more than one project by the deadline, the councillor should identify the priority of the projects.

- 6.6. Upon submission of a project, the Chief Administrative Officer shall prepare a project evaluation report. The report should address or identify:
- 6.6.1. Fiscal Impacts: Total Capital Cost, Impact on operating budgets, Impact on tax rates and user fees and potential sources of senior levels of government.
  - 6.6.2. Legal Mandate: is the project required to meet provincial or federal regulations
  - 6.6.3. Health and Safety Impacts: Will the project improve the health and or safety of residents in a measurable way.
  - 6.6.4. Environmental, Aesthetics and Social Impacts: Will the project reduce pollution levels, and greenhouse gas emissions, improve appearance of neighbourhoods or ensure community values are achieved.
  - 6.6.5. Economic Development Impacts: Does the project promote the economic vitality of the community.
  - 6.6.6. Project feasibility: Does the project demonstrate that it can be implemented without constraints. What is the timing or phasing that could be reasonably expected. Is there demonstrated public support for the project?
  - 6.6.7. Distributional Effects: Who benefits from the proposed project?
  - 6.6.8. Disruption: How much disruption or inconvenience is caused by the project?
  - 6.6.9. Impact of Deferral: What are the implications of deferring the project?
  - 6.6.10. Risk Assessment: What degree of risk or uncertainty is inherent in acquiring the asset (demand, obsolescence)
  - 6.6.11. Inter-municipal Effects: does the project impact relationships with other municipal units, is there an opportunity for inter-municipal cooperation.
  - 6.6.12. Relationship to other projects: are there advantages from this project accruing to other projects.
- 6.7. The report shall provide a recommendation that classifies the project as:
- 6.7.1. Essential: High priority projects that are necessary for the municipality. These include projects that are required to complete a major public improvement; projects that address an emergency or remedy a condition dangerous to public health, welfare or safety; projects that will produce a measurable reduction in greenhouse gas emissions; projects that would provide facilities for a critically needed community plan.
  - 6.7.2. Desirable: High priority projects that should be addressed as funding becomes available.
  - 6.7.3. Acceptable: Worthwhile projects to be considered if funding available. These are projects that are adequately planned, but not absolutely required and could be deferred to a subsequent year if budgets reductions are necessary.

- 6.7.4. Deferrable: projects which are desirable but not essential and can be postponed without detriment to the provision of other services.
- 6.8. Prior to the considering its annual operating budget, the Financial Services Committee shall convene to review the Capital Projects Evaluation Report.
- 6.9. The Financial Services Committee will evaluate the CIP Evaluation Report and determine final decisions on projects to recommend to Council.
  - 6.9.1. The Financial Services Committee shall determine the priority of projects by ranking each project contained in the evaluation report.
  - 6.9.2. A project must receive at least an average 75 percent of the overall ranking to be included in the CIP.
- 6.10. The Financial Services Committee decisions shall provide the Chief Administrative Officer with direction to proceed with formulating the annual CIP and with inclusion of the first year CIP items within the recommended fiscal year budget.
  - 6.10.1. The Chief Administrative Officer may request that the Chair of the Financial Services Committee reconvene a meeting of the Committee to review proposed CIP prior to a recommendation to Council being finalized.
- 6.11. Approval of the CIP is not a commitment to finance approved projects, but is a statement of policy regarding the Municipality's approach to meeting its future capital needs.
- 6.12. The Municipal Council shall be way of resolution approve the Capital Budget and CIP. The capital budget approved by Council establishes the spending authority for a capital projects contained in year 1 of the document only.
- 6.13. In-year amendments / adjustments to the approved Capital Budget and Plan that defer, accelerate or change the scope of an approved capital project, or add a new capital project require Council approval.
  - 6.13.1. A separate report requesting approval to adjust the approved capital budget and / or capital plan must be submitted to Council. At a minimum, the report must include details of projects being added, accelerated, requiring increased funding along with details of projects being decelerated as well as the associated change in total project costs, or otherwise adjusted in order to ensure that the Council approved 5-year capital budget and plan for the requesting City Program or Agency remain unchanged.

## **7. Financing**

- 7.1. Area Rates/Local Improvement Charges: A capital project may be supported by creating a new area rate to cover capital charges or by area rates established already established in bylaw or policy.
- 7.2. Federal or Provincial Funds: Upper levels of government will often make funds available for a specific project or type of project. The Municipality for the most part has no direct control over the amount of money received.

- 7.3. Developer Contributions: The Municipality may partner with a developer to complete a project where municipal funds are not available to complete the improvements.
- 7.4. Capital Funding: Funds for capital projects budgeted in the General Operating Fund Budget, General Operating Reserve or Capital Reserve Fund.
- 7.5. Debt Financing: Proceeds from the issuance of debentures with the debt service paid from the General Operating Fund.
- 7.6. Sewer User Fees: Funding for wastewater rehabilitation projects may be financed from annual maintenance charges levied against the users of the service.

## **8. Debt Management**

- 8.1. Prior to the issuance of long term debt, the Municipality must seek the approval of the Minister of Municipal Affairs in accordance with Section 88 of the Municipal Government Act.
- 8.2. Debt will be considered for capital projects under the following circumstances:
  - 8.2.1. The capital item is a long term asset with a useful life of more than 5 years.
  - 8.2.2. The asset has a useful life expectancy that equals or exceeds the length of debt financing.
- 8.3. The Municipality will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
- 8.4. On all debt-financed projects, the Municipality will make a down payment of at least **10 percent** of the total project cost from current revenues.
- 8.5. Total debt service for general obligation debt will not exceed 15 percent of total annual locally generated operating revenue.
  - 8.5.1. The Municipality will strive to achieve a limit of 3.5% on a municipality's debt-to-uniform-assessment ratio.
- 8.6. Total general-obligation debt will not exceed that provided for by the Department of Municipal Affairs.
- 8.7. The Municipality will not use long-term debt for current operations.

## **9. Repeal**

- 9.1 All former policies and/or practices of Council with respect to capital improvement planning are hereby repealed.

DATED at Pictou, NS this 1<sup>st</sup> day of November, 2021.

(Sgd.) David Parker  
Mary Elliott



## **MOTION**

It was moved by Clr. D. Parker and seconded by Clr. Elliott that the preceding resolution be adopted as presented.

Motion carried.

## **RESOLUTION – PROCUREMENT POLICY AMENDMENTS**

Clr. Turner presented a resolution to Council as follows:

### **RESOLUTION**

**BE IT RESOLVED** by the Municipal Council for the Municipality of the County of Pictou that Council adopt the following policy with respect to procurement:

**POLICY #2021-11-37**



### **MUNICIPALITY OF THE COUNTY OF PICTOU PROCUREMENT POLICY**

#### **Purpose and Objectives**

1. To provide guidelines for the procurement of all goods, services, construction and facilities for the Municipality of the County of Pictou based on sound management and public procurement practices. Procurement methods shall be open, fair, transparent and consistent, while being both efficient and effective; procurement methods should reflect the need to make timely decisions and make best use of staff time to reach defensible procurement decisions.
2. The Municipality of the County of Pictou (“Municipality”) is committed to:
  - a. Providing for the procurement of goods, services, construction and facilities in a fair, open, consistent, and transparent manner resulting in best value
  - b. Encouraging competition, innovative ideas and solutions, while respecting all Legislative and trade agreement obligations
  - c. Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations
  - d. Ensuring that qualified suppliers have equal opportunity to bid on the Municipality’s procurement activity
  - e. Being accountable for procurement decisions
  - f. Ensuring that procurement decisions contribute to the goal of net-zero municipal operations by 2030.

## Definitions

3. *Alternative Procurement Circumstances* means “the circumstances detailed in Appendix 1 where procurement activity may be carried on, absent a public tender”.
4. *Alternative Procurement Practice* means “procurement activity conducted without a public tender process in a situation where Alternative Procurement Circumstances exist.”
5. *Atlantic Standard Terms & Conditions* means “Standard instructions that support public tenders issued by the four Atlantic Provinces for goods and services. Supplements may be added if and when required”.
6. *Best Value* means “Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental considerations (including greenhouse gas emissions) and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.”
7. *Bid* means “A supplier response to a public tender notice to provide goods, services, construction or facilities.”
8. *Construction* means “The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.
9. *Construction Contract Guidelines* means “Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.”
10. *Goods* means “Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Municipality for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.
11. *Facilities (also referred to as Building Leases)* means “All building lease requirements covering the conveyance of the right to use tangible building property for a specified period of time in return for rent.”
12. *Procurement Activity* means “The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.”
13. *Procurement Value* means “The value of the total contract excluding taxes but including all options whether exercised or not. For Facilities this value is determined by the monthly lease/rent times the term of the contract.”
14. *Procurement Web Portal* means “The public website maintained by the Province of Nova Scotia where all public tender notices are posted.”
15. *Public Advertisement* means “Advertising a public tender notice on the procurement web portal.”
16. *Public Procurement Act (PPA)* means the *Public Procurement Act*, S.N.S. 2011, c.12, as amended from time to time.

17. *Public Tender means* “Procurement for goods, services, construction, or facilities obtained through public advertisement. (See appendix 2 for an outline of the various tools that can be used for public tender.)”
18. *Public Tender Notice means* “Notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.”
19. *Services means* “services required by the Municipality for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.”
20. *Standing Offer means* “A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an ‘as required’ basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.”
21. *Supplier means* “a person carrying on the business of providing goods, services, construction and facilities.”
22. *Sustainable Procurement means* “Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:
  - a. Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction
  - b. Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy
  - c. Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

### **Application**

23. This policy applies to all procurement activity of the Municipality.
24. The Chief Administrative Officer is responsible for ensuring compliance with this policy.
25. All Municipality personnel who have responsibility for the procurement of goods, services, construction, or facilities must adhere to this policy.

### **Directives**

26. *Low Value Procurement means* procurement for:
  - a. Goods valued up to \$25,000
  - b. Services valued up to \$50,000
  - c. Facilities valued up to \$50,000
  - d. Construction valued up \$100,000
27. Except when using an alternative procurement practice, accessing a publicly tendered standing offer, or as otherwise provided below, for all low value procurement activity, with a procurement value as outlined above (excluding taxes), the Municipality’s personnel are expected to, as far as practicable, attempt to obtain at least three quotes and award to the supplier offering best value.

- a. Purchases of goods and services under \$1000 do not require three quotes. They should be purchased under a standing offer if:
  - i. one exists; and
  - ii. it provides best value.

Department heads must approve such purchases and appropriate documentation (e.g. receipts, invoices) must be kept.

- 28. When selecting the list of suppliers to be provided the opportunity to quote, the Municipality's personnel will make every effort to ensure a fair and open process is followed. While the Municipality's personnel are expected to invite only qualified suppliers, they are not to consistently invite bids from only one or a select group of suppliers. Invitations and bidding opportunities are to be equitably distributed among all potential bidders in an area, and all interested and qualified suppliers are to be evaluated on a consistent and equitable basis. Where increased competition is appropriate, the Municipality's personnel may choose to publicly tender for goods, services, construction or facilities that fall within the above thresholds.
- 29. *High Value Procurement* means procurement of:
  - a. Goods valued at \$ 25,000 or greater
  - b. Services valued at \$ 50,000 or greater
  - c. Facilities valued at \$ 50,000 or greater
  - d. Construction valued at \$100,000 or greater
- 30. All procurement activity with a procurement value over the high value thresholds (excluding taxes) outlined above must be obtained through a public tender. See appendix 2 of this Policy for an outline of some of the various tools that can be used for public tender.
  - a. The only exception to this would be when the Municipality's personnel are using alternative procurement practice, or are accessing a publicly tendered standing offer.
  - b. All public tender opportunities must be posted on the Province of Nova Scotia Procurement Web Portal.
  - c. The Municipality's personnel may wish, where appropriate, to also advertise in local, provincial, or national media; however, there is no obligation to do so.
  - d. In addition, a notice of tender opportunity may be sent to selected suppliers where required to ensure an adequate degree of competition.

### **Alternative Procurement Practices**

- 31. In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, alternative procurement circumstances have been developed. Where alternative procurement circumstances exist, alternative procurement activities may be used. Alternative procurement practices must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use, each

circumstance must be documented by The Municipality personnel stating the rationale permitting the alternative procurement practice, and signed by the Chief Administrative Officer, or as otherwise indicated in Appendix 1. All documents must be filed and maintained for audit purposes. See Appendix 1 for a list of the alternative procurement circumstances, as well as further requirements on documentation.

## **Bid Opening, Evaluation, and Award**

### **32. Bid Opening**

- a. Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.

### **33. Bid Evaluation**

- a. All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

### **34. Award**

- a. The winning bidder and contract award amount for all high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal.
- b. After contracts have been awarded, routine access to information at the vendors' request shall be provided in the following areas:
  - i. Bidders list
  - ii. Name of winning bidder
  - iii. Award price excluding taxes of the winning bidder
- c. Access to tender documents or other proprietary information is subject to the provisions of the *Municipal Government Act*, S.N.S. 1998, c.18, as amended, Part XX Freedom of Information and Protection of Privacy.

### **35. Supplier Debriefing**

- a. At the request of a supplier who submitted a bid, The Municipality's personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. At this session:
  - i. Suppliers can find out how their proposal scored against published criteria
  - ii. obtain comments on their bid, and
  - iii. gather information on how future bids may be improved

iv. Bids are not compared to others, nor will information on other bids be provided.

36. Supplier Complaint Process (SCP)

- a. When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as set out in the *Public Procurement Act*. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

**Fair Treatment for Nova Scotia Suppliers**

37. Based on the principle of best value for the Municipality and when deemed to be in the Municipality's best interest, the Municipality's personnel may apply a preference for goods valued up to \$25,000 that are manufactured or produced in Nova Scotia.

38. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the Chief Administrative Officer.

39. Municipality personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low value procurement thresholds to Nova Scotia suppliers.

40. Any decision made by The Municipality personnel should be based on budget considerations, and shall be approved by the Chief Administrative Officer.

41. At or below the low value procurement thresholds, the Municipality's personnel may give preference to purchasing goods, services, construction and facilities from local businesses in accordance with the following:

- a. In evaluating which goods or services offer best value to the Municipality, the Municipality may apply a preference of 5% to the price offered by a local business as compared with non-local businesses, such that the price offered by the local business is adjusted lower by 5% for the purposes of evaluating which goods or services offer best value.
- b. All requests for quotations and notices of public tender for these low value procurements must state that a local preference applies to the procurement.

**Other Considerations**

42. Cooperative Procurement

- a. The Municipality's personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, natural gas, telecommunications, etc.

43. Standing Offers

- b. The Municipality personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for the Province should the Municipality's personnel wish to make use of the savings opportunities.

**Obligations under the *Public Procurement Act***

44. In addition to the areas already covered by this Policy, the following are additional obligations of the *Public Procurement Act* that the Municipality personnel are required to adhere to with their Procurement practices:

a. Terms and Conditions

- i. Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

b. Posting Tender Notices and Awards

- ii. All opportunities subject to a public tender must be advertised on the Province of Nova Scotia Procurement Web Portal. The Municipality personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

c. Code of Ethics

- iii. The Municipality personnel and Council must ensure their conduct in relation to procurement activity is consistent with the "duties of public sector entity employees" in the *Public Procurement Act*. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

d. Other

iv. Policy Posting

- 1. The Municipality's personnel will ensure this policy is posted on the Municipality's web site.

v. Supplier Development Activities

- 1. The Municipality personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat.

vii Regulations

- 1. The Municipality personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the *Public Procurement Act*.

## Repeal

45. All former policies with respect to procurement are hereby repealed.

DATED at Pictou, NS this 1<sup>st</sup> day of November, 2021.

(Sgd.) Larry Turner  
Peter Boyles

## APPENDIX 1

### 1. **Alternative Procurement Approval, Consultation, and Reporting Process**

- a. Only those holding the appropriate role/position within the Municipality may delegate signing authority.
- b. *Low Value:*
  - i. The Chief Administrative Officer may delegate signing authority for low value alternative procurement practice transactions to the head of a given business area. No further approvals will be necessary.
  - ii. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions and that all procurement activities by the Municipality's personnel are properly documented and filed for follow up and audit.
  - iii. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement practices.
- c. *High Value:*
  - i. The Municipality personnel wishing to make use of a high value alternative procurement practice (with the exception of an emergency) must consult with the Chief Administrative Officer to obtain his or her approval and identify the most appropriate means by which to proceed.
  - ii. If in agreement, the Chief Administrative Officer may direct the Municipality's personnel to proceed with the procurement.
  - iii. The Chief Administrative Officer may wish to confer with provincial government procurement officials for discussion, validation, and/or alternative options.
  - iv. The Chief Administrative Officer may delegate signing authority for high value alternative procurement transactions to an Acting Chief Administrative Officer in his or her absence. All appropriate documentation will be maintained on file for audit purposes.



- v. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement practices.

## **Alternative Procurement Circumstances**

### **2. *No Threshold Restrictions***

- a. The Municipality's personnel may use alternative procurement practices for the procurement of goods, services, construction or facilities, with no threshold restrictions in the following circumstances:
  - i. Where an unforeseeable situation of urgency exists and the goods, services, or construction cannot be obtained in time by means of open procurement procedures. The Municipality's personnel must ensure inadequate planning does not lead to inappropriate use of this exemption.
  - ii. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
  - iii. Where compliance with the open tendering provisions set out in this Policy would interfere with the Municipality's ability to maintain security or order, or to protect human, animal, or plant life or health.
  - iv. In the absence of compliant tenders in response to an open or selective tender.
  - v. For the procurement of goods intended for resale to the public.
  - vi. For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.
  - vii. For the procurement from a public body or a non-profit organization.
  - viii. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.
  - ix. Procurement of services that in the Province of Nova Scotia may, by legislation or regulation, be provided only by any of the following licenses professional: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries.
  - x. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt, compound and pre-mixed concrete for use in the construction or repair of roads.

### **3. *One Supplier***

- a. Where only one supplier is able to meet the requirements of a procurement, the Municipality's personnel may use alternative procurement practices for the procurement of goods, services, construction or as follows:

- i. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- ii. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
- iii. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- iv. For the purchase of goods on a commodity market.
- v. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- vi. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- vii. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- viii. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- ix. For the procurement of original works of art.
- x. For the procurement of subscriptions to newspapers, magazines, or other periodicals.
- xi. For the procurement of real property.

#### **Threshold Restrictions**

- 4. The Municipality's personnel may use alternative procurement practices up to the high value thresholds of this Policy in the following circumstances:
  - a. For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases.
  - b. For procurement that fosters the development of minority businesses.

#### **APPENDIX 2**

- 1. Below is an outline of some of the various tools available for use when issuing a public tender:
  - a. *Request for Proposal (RFP)*
    - i. Used when a supplier is invited to propose a solution to a problem, requirement, or objective.

- ii. Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria.
  - iii. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution.
  - iv. Negotiations with suppliers may be required to finalize any aspect of the requirement.
- b. *Request for Construction (RFC)*
- i. Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work.
  - ii. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project.
  - iii. Suppliers are requested to submit a response (bid) in accordance with predefined criteria.
  - iv. The selection of the successful proposal is based on a number of factors as described in the tender documents.
  - v. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.
- c. *Request for Quotation (RFQ)*
- i. A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specification. An RFQ does not normally, but may sometimes, include evaluation criteria.
- d. *Request for Standing Offer (RSO)*
- i. A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.
- e. *Request for Expression of Interest (REI)*
- i. The Request for the Expression of Interest is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem.
  - ii. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process.
  - iii. The short listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.

## **MOTION**

It was moved by Clr. Turner and seconded by Clr. Boyles that the preceding resolution be adopted as presented.

Motion carried.

## **RESOLUTION – MUNICIPAL VEHICLES POLICY AMENDMENTS**

Clr. Palmer presented a resolution to Council as follows:

### **RESOLUTION**

**BE IT RESOLVED** by the Municipal Council for the Municipality of the County of Pictou that Council adopt the following policy with respect to Municipal Vehicles:



POLICY #2021-11-08

### MUNICIPALITY OF THE COUNTY OF PICTOU MUNICIPAL VEHICLES POLICY

## **PURPOSE**

To establish a uniform policy for the purchase and disposition of municipal vehicles and the use of those vehicles by municipal staff.

## **Acquisition of Vehicles**

1. It shall be the policy of Municipal Council to consider the acquisition of vehicles required to carry out the day-to-day activities of the Municipality where, in the opinion of the Financial Services Committee and Management, the payment of mileage to municipal employees for the use of their private vehicle(s) has become cost-prohibitive to the Municipality.
2. Public tenders for the purchase of municipal vehicles will be called by the Municipal Treasurer in accordance with the Municipality's Municipal Officers Policy. The Municipal Treasurer will provide all prospective bidders with a list of specifications for the vehicles required. The specifications will include preference for zero greenhouse gas emission vehicles, unless operational requirements for the vehicle clearly exclude this specification.
3. All tenders will be reviewed by the Financial Services Committee to determine conformity with the specifications and a recommendation will be submitted by the Committee to Council for the acceptance of one or more tenders.

## **Staff Use of Vehicles**

4. At the completion of the work day, all municipal vehicles will remain securely locked in the parking lot of the Municipal Administration Building. For the purposes of this policy, the Public Works & Development Department is considered to be an essential service and, therefore, one vehicle will

remain available for emergency service at the discretion of the Public Works & Development Director.

5. Municipal vehicles shall be used for authorized day trips, subject to availability and shall be picked up at (and returned to) the Municipal Administration Building.
6. Where municipal vehicles are not available for this purpose, mileage shall be authorized for the use of personal vehicles at the rate set in the Collective Agreement for unionized employees, and at the rate set by Council for non-unionized employees. Mileage for the use of personal vehicles shall be paid for the total round-trip distance travelled from the Municipal Administration Building to the destination for which the vehicle is being used.

#### **Disposition of Surplus Vehicles**

7. Unless otherwise determined by Council, municipal vehicles will normally be replaced on the recommendation of the Director of Public Works & Development. Upon the replacement of those vehicles, the Municipal Treasurer will advertise surplus vehicle(s) "FOR SALE BY TENDER". All tenders will be reviewed by the Financial Services Committee and the Committee shall submit a recommendation to Council for the acceptance of one or more tenders.

#### **Repeal**

8. All former policies with respect to municipal vehicles are hereby repealed.

DATED at Pictou, NS this 1<sup>st</sup> day of November, 2021.

(Sgd.) Randy Palmer  
Andy Thompson

#### **MOTION**

It was moved by Clr. Palmer and seconded by Clr. Thompson that the preceding resolution be adopted as presented.

Motion carried.

#### **RESOLUTION – MUNICIPAL GRANTS PGM. POLICY AMEND.**

Deputy Warden Murray presented a resolution to Council as follows:

#### **RESOLUTION**

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council adopt the following Municipal Grants Program Policy:



**MUNICIPALITY OF THE COUNTY OF PICTOU  
MUNICIPAL GRANTS PROGRAM POLICY**

1) **PURPOSE**

- a) To establish equitable guidelines for Council Members and Municipal Staff for the distribution of funds to the not-for-profit sector and charitable organizations in the community.
- b) For the Municipality to recognize and support the efforts of community organizations to provide cultural, social, environmental, heritage, economic, recreation programs, facilities and events to the benefit of municipal residents.

2) **AUTHORITY**

- a) Authority is provided under Section 65, Municipal Government Act, as amended.

3) **OBJECTIVES**

- a) To identify on an annual basis the amount of funding that the Municipality will provide in grants.
- b) To establish a process for applying for grant money which is fair and consistently applied, as well as a process by which the Municipality will consider grant requests.
- c) To identify criteria upon which grant applications will be evaluated.

4) **GENERAL POLICY STATEMENTS**

- a) The Grants Program is limited in its ability to respond to large requests with short notice, therefore Council considers it is essential for an organization planning an expensive multi-year project to give the Municipality as much notice as possible (usually at least one year) so that it can be considered within the Municipality's fiscal framework well in advance.
- b) The Municipal Council shall determine annually as part of its budget deliberations the amount of funds to be provided to support the various grant programs and subsidies.
- c) Grants shall not be awarded to individuals, businesses, industry or sole proprietorship.
- d) Only one application can be submitted by an organization per fiscal year.
- e) Applicants must agree to recognize the Municipality for its contribution. This may include a banner, public statement, sign or other method agreed to by the Municipality.
- f) Letters shall be sent to all grant recipients, noting program reporting requirements and any restrictions.
  - i) Awards may be issued in full or can be paid in installments.
- g) Letters shall be sent to any unsuccessful applicants of grant applications.

- h) The Municipality shall publish at least annually a list of all grants paid on its website. The notice shall include the organization name, amount of the grant and the purpose of the funding.
- i) The applicant shall be in good standing with the County of Pictou and shall not have a debt or legal claim outstanding.
- j) All grant applications shall be submitted on a form specified by the Municipality. The form may include but not limited to a request to disclose financial statements of the organization, organizational structure, proposed budget and sources funding.

5) **ELIGIBILITY**

a) The applicant must be:

- i) a federally registered charity;
- ii) non-profit society registered and active with the Nova Scotia Registry of Joint Stocks;
- iii) A society within the meaning of the Children and Family Services Act;
- iv) A mental health clinic in receipt of financial assistance from the Province;
- v) An exhibition held by an educational institution in the Municipality;
- vi) A club, association or exhibition within the meaning of the Agriculture and Marketing Act;
- vii) Any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province;

- Board of Directors must consist of three or more members.

b) The applicant must provide a service to residents of the Municipality of the County of Pictou or that the residents may access.

6) **FUNDING AGREEMENTS**

a) The Municipal Council may enter into special funding agreements with groups or organizations to provide multi-year commitments.

- i) The agreement will be ratified by Municipal Council by way of motion.
- ii) The agreement shall define the base level of funding to be provided for in each of the fiscal years.
- iii) No agreement shall exceed a term that extends beyond the subsequent council term.

b) Once an agreement is in executed the organization will not need to apply for funding during the term of the agreement and the funding will be processed through the annual budget process not the grant program.

7) **GRANTS**

a) The Municipal Council may grant funds to community organizations from its annual operating fund for:

- i) Annual Operating Fund Grant: Assists with the general operating expenses of an organization or a specific program.
    - The grant shall not be used to fund a deficit or funding shortfall.
    - The grant shall not be used to fund debt of the organization.
  - ii) Community Events Grant: To support hosting and or delivering an event within the Municipality of the County of Pictou or proximity that are significant to the Municipality.
  - iii) Major Community Capital: to assist with the creation expansion or improvement of a community facility generally in excess of \$10,000.
    - Manses are not eligible for this grant.
    - Church halls may be considered for funding if the hall:
      - operates primarily for community, culture and diversity benefit;
      - provides programs that serve a broader community and not strictly the organization's membership.
      - Applicants must demonstrate the use of these types of spaces through demonstrated calendar bookings, event flyers, etc.
    - The Municipality may provide up to 40 percent of the project cost, which do not include in-kind.
    - If the organization has not received funding in the previous three (3) years.
  - b) Community Economic Development: To assist a community organization with the promotion of the area and foster community development.
  - c) The intent is to invest local resources in local initiatives and build residents' organizational capacity, not to supplement campaigns developed and delivered into the region through international, national or provincial organizations.
  - d) The grant program will not consider requests received as part of general (mass) mailing or telemarketing campaigns.
  - e) The grant program will not consider requests received that serves primarily the membership or purpose of religious or political organizations.
- 8) **REPORTING AND ACCOUNTABILITY**
- a) All grant recipients have until January 31<sup>st</sup> to submit their reporting form and documentation to demonstrate the grant was spent and in accordance the terms of funding.
  - b) The applicant will keep accounting records for all receipts and expenditures relating to the grant allocation.



- c) The applicant will make available for inspection by the Municipality or its Auditors all records and books of accounts of the applicant upon request of the Municipality.
- d) In the event that the project is completed without requiring the full use of the grant allocated by the Municipality, then the unspent portion shall be returned to the Municipality.
- e) Failure to report may result in ineligibility for further grant funding.
- f) In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.

9) **APPLICATION and REVIEW PROCESS**

- a) The deadline for applications for the April 1<sup>st</sup> to March 31<sup>st</sup> fiscal year is the last working day of February of the preceding fiscal year.
- b) In January of each year, the Municipality shall advertise in a local newspaper the Grants Program, indicating details of the program and the deadline for applications to be submitted for consideration.
- c) Additional information may be requested by the Grants Review Committee or the Financial Services Committee, if the application is incomplete, an incomplete application shall not be considered late.
- d) The Grants Review Committee shall submit a report to the Financial Services Committee explaining the rationale for the recommendations.
- e) The Grants Review Committee shall consist of the Warden and Deputy Warden and four additional members of Council.
- f) All Grants shall be approved by the Municipal Council by way of resolution at a duly called meeting of Council.

10) **EVALUATION CRITERIA**

- a) The Grants Review Committee shall review each application against the following:
  - i) Application is consistent with Council's Strategic Priorities, Recreation Master Plan, Capital Improvement Plan or other formal documents approved by Council.
  - ii) Promote and enhance the wellbeing of the Municipality and its citizens
  - iii) Ensures that the service, activity of program is open to the community.
  - iv) Encourage more active involvement in the community organization, programs and activities
  - v) Ensures that the funds will be administered by a competent body and that there is an adequate administrative system of review and oversight implemented with groups and activities.
  - vi) Actively seeking additional sources of funding.
  - vii) Quality of management (established track record)
  - viii) Evidence of financial need.
  - ix) Evidence of clear goals and expected outcomes.
  - x) Demonstrated need to the community.
  - xi) Demonstrated uniqueness of the service or program.

11) **REPEAL**

a) All former policies with respect to municipal grants are hereby repealed.

DATED at Pictou, NS this 1<sup>st</sup> day of November, 2021.

(Sgd.) Wayne Murray  
Don Butler

**MOTION**

It was moved by Deputy Warden Murray and seconded by Clr. Butler that the preceding resolution be adopted as presented.

Motion carried.

**RESOLUTION – PACE BY-LAW (1<sup>st</sup> READING)**

Clr. Boyles presented the first reading of the PACE By-Law as follows:

RESOLUTION  
(First Reading)

TAKE NOTICE that the following by-law will be presented to Council for consideration on Monday, December 6, 2021.

DATED at Pictou, NS this 1<sup>st</sup> day of November, 2021.

(Sgd.) Peter Boyles, Chair  
Climate Change Advisory Committee



**MUNICIPALITY OF THE COUNTY OF PICTOU**  
**PROPERTY ASSESSED CLEAN ENERGY PROGRAM (PACE) BY-LAW**

**1. Title and Purpose**

- 1.1. This By-law shall be known as the Property Assessed Clean Energy Program By-law and may be referred to as the PACE By-law.
- 1.2. The purpose of this By-law is to allow the Municipality of the County of Pictou to create a financing program to support the installation of solar photovoltaic panel systems on private properties, with the consent of property owners. Property owners will make payments on the solar panels through a charge levied on the property.
- 1.3. This By-law does not exempt any person from complying with the requirements of other by-laws or regulations in force within the Municipality of the County of Pictou and from obtaining any licence, permission, permit, authority, or approval as otherwise required by the Municipality, the Province of Nova Scotia, Nova Scotia Power, or the Government of Canada.

- 1.4 This By-law shall apply only to solar photovoltaic panel systems installed through the Solar PACE Program.

## **2. Definitions**

- 2.1. In this by-law, words used in the present tense include the future; words in the singular number include the plural; words in the plural include the singular; and the word shall be mandatory and not permissive. All other words carry their customary meaning except for those as defined in this section.
- 2.2. For the purposes of this Bylaw:
  - 2.2.1. *CAO* means the Chief Administrative Officer for the Municipality, or his or her designate.
  - 2.2.2. "Certification of Completion" means a municipally issued form completed and signed by the Solar Contractor, and counter-signed by the property owner, stating that installation of Solar Equipment has been completed on the property.
  - 2.2.3. *Deputy Municipal Treasurer* means the Manager of Finance for the Municipality, or his or her designate.
  - 2.2.4. *Municipality* means the Municipality of the County of Pictou.
  - 2.2.5. *PACE Customer Agreement* means the written, signed Property Assessed Clean Energy Program Customer Agreement between the owner of a Qualifying Property and the Municipality for purchasing, installing, and potentially financing of Solar Equipment.
  - 2.2.6. *PACE Charge* means the Property Assessed Clean Energy improvement tax levied on the property pursuant to s.81A of the Nova Scotia Municipal Government Act.
  - 2.2.7. *PACE Program* means a program established by the Municipality under which owners of qualifying properties may obtain financing for solar photovoltaic panel installations.
  - 2.2.8. *Qualifying Property* means a property located within the Municipality of Pictou defined as eligible in the Solar PACE Policy and subject to any land use or building-type restrictions contained in the Solar PACE Policy or the Participant Agreement.
  - 2.2.9. "Solar Equipment" means a solar photovoltaic panel system, and accessory equipment, that the Solar Contractor will install on private property with consent from property owners.

## **3. Administration**

- 3.1. The owner of a Qualifying Property may apply to have their property evaluated for suitability by the Solar Contractor and receive a cost estimate for the project.
- 3.2. The owner of a Qualifying Property wishing to proceed with the Solar Program must sign a Solar PACE Participant Agreement. Before signing the Agreement, the property owner must:
  - 3.2.1. sign a contract with the Solar Contractor agreeing to the cost estimate provided; and

- 3.2.2. submit a deposit to the Municipality as set out in the Municipal Fees Policy approved by Council, which will be deducted from the final project cost at completion or applied to the first payment.
- 3.3. The owner of the Qualifying Property shall sign the Solar PACE Participant Agreement, agreeing to either:
  - 3.3.1. pay the full cost of the project upon completion; or
  - 3.3.2. finance the project through a Solar Energy Improvement Charge.
- 3.4. The property owner may opt for Municipal financing for the installation of Solar Equipment on the property. Financing shall be subject to the written approval and agreement of the CAO, or designate, on behalf of the Municipality, and the execution of a Solar PACE Participant Agreement by the owner of the Qualifying Property. The conditions that must be met for approval include:
  - 3.4.1. the owner of the Qualifying Property is not in default of any municipal taxes, rates, or charges;
  - 3.4.2. the owner has paid the application fee and/or required deposit;
  - 3.4.3. any additional conditions specified in the Solar PACE Participant Agreement are met.

#### **4. Solar Energy Improvement Charge**

- 4.1. The Solar Contractor shall submit to the Project Administrator, who in turn will submit to the Director of Corporate Services, a copy of the signed Solar PACE Participant Agreement and Certification of the Completion of the Solar Equipment installation.
- 4.2. The Solar Energy Improvement Charge shall become payable upon submission of the Certificate of Completion by the Solar Contractor. The Solar Energy Improvement Charge shall be calculated on the basis of the total cost of the project less any federal, provincial, or other funding, such as the Solar Homes rebate from Efficiency Nova Scotia.
- 4.3. The Solar Energy Improvement Charge may consist of:
  - 4.3.1. the cost of the Solar Equipment, including all labour costs for installation, permitting fees, and applicable taxes;
  - 4.3.2. applicable PACE Program service fees; and
  - 4.3.3. interest accrued on the charge including any additional interest arising due to any default of payment.
- 4.4. The Solar Energy Improvement Charge shall be paid in equal instalments over a period of 10 years, on which interest shall be payable as set out in Section 6 and in the Solar PACE Participant Agreement. Property owners may elect to make larger contributions and pay off the Charge at an earlier date.
- 4.5. In the event of a default of any payment under the Solar PACE Participant Agreement, the outstanding balance shall be immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default.

4.6. The Deputy Municipal Treasurer shall maintain a separate account of all monies due for the Solar Energy Improvement Charge pursuant to this By-law and identifying, for the subject property:

4.6.1. the names of the property owners, property assessment and AAN, PID, and civic address;

4.6.2. the amount of the Solar Energy Improvement Charge levied; and

4.6.3. the amount paid on the Solar Energy Improvement Charge.

4.7. Wherein any property assessment list prepared pursuant to this Section, a property has been omitted by error or has been assessed in error or has been assessed for a Solar Energy Improvement Charge for a greater amount or a lesser amount than the property should have been assessed, the Deputy Municipal Treasurer may at any time amend the property assessment list to correct the error and adjust the assessment.

## **5. Lien**

5.1. A solar Energy Improvement Charge may be levied against the property upon completion of the project to secure all costs incurred by the Municipality to reimburse the Solar Contractor.

5.2. The lien provided for in this By-law shall become effective on the date on which a Certificate of Completion is filed with the Deputy Municipal Treasurer stating that the installation has been completed.

5.3. Where the owner of a Qualifying Property opts for instalment payments, the portion of the Solar Energy Improvement Charge payable annually shall be equal to the total Charge divided by 10, less the required deposit under Section 3.2.

5.4. A Solar Energy Improvement Charge imposed pursuant to this By-law constitutes a first lien on the property and has the same effect as rates and taxes under the Assessment Act and the Municipal Government Act.

5.5. A Solar Energy Improvement Charge pursuant to this By-law is collectible in the same manner as rates and taxes under the Municipal Government Act. The Charge will be invoiced on the tax bills clearly indicating the charge is separate from Municipal property taxes.

5.6. The lien provided for in this By-law shall remain in effect until the total charge, including any accrued interest, has been paid in full.

## **6. Interest**

6.1. Interest will be payable on any balance owing on the Solar Energy Improvement Charge at a rate set out in the Solar PACE Policy.

6.2. Interest shall accrue on any Solar Energy Improvement Charge or portion thereof which remains outstanding from the date of billing.

6.3. Interest is payable annually on the amount outstanding, whether or not the owner has elected to pay by instalments.

## 7. No Municipal Liability

- 7.1. The Municipality is not responsible for the quality of the Solar Equipment, or the quality of the work carried out by the Solar Contractor and as a result, the Municipality shall not be liable for any damage, direct or consequential, loss or liability or injury caused by the supply of Solar Equipment, its installation, or use by the owner.

### **RESOLUTION – 2021/22 NOMINATIONS**

Clr. MacKeil presented a resolution to Council as follows:

#### RESOLUTION

**BE IT RESOLVED** by the Municipal Council for the Municipality of the County of Pictou that Council approve the following appointments to standing committees and outside boards for the 2021/22 term:

<b>STANDING COMMITTEES</b>	
Financial Services	Full Council
Property Services	Full Council
Committee of Council as a Whole	Full Council
Executive	Full Council
<b>OUTSIDE BOARDS</b>	
Accessibility Advisory Committee	Peter Boyles, Larry Turner, Rae Gun (to Nov/23), Susan Matheson (to Nov/23), Rick Parker (to Nov/23), Grace Maxner (to Nov/23)
Ad Hoc Road Committee	Randy Palmer, Peter Boyles, Andy Thompson, Darla MacKeil, Mary Elliott
Age Friendly Communities Committee	Peter Boyles, Andy Thompson
144 Construction Engineering Flight	Peter Boyles, Dave Freckelton (to Nov/23)
Climate Change Advisory Committee	David Parker, Larry Turner, Peter Boyles, Mary Elliott, Dominic Boyd (to Nov/22), Reg Brightman (to Nov/23), Ed & Diane Kennedy (to Nov/23)
Community Grant Review Committee	Robert Parker, Wayne Murray, Darla MacKeil, David Parker, Randy Palmer, Chester Dewar
Cruise Ship Committee	Peter Boyles
deCoste – Pictou Library Feasibility Oversight	Robert Parker
Eastern Mainland Housing Authority	Shelley Curtis-Thompson (to Nov/23)
Fences Arbitration Committee	Joyce Roode (to Nov/24)
Fire Liaison Committee	Larry Turner, Don Butler, Peter Boyles, Mary Elliott
Friends of the River John Library Board	Mary Elliott
Hector Arena Commission	Darla MacKeil, Mary Elliott, Ken Pettipas (to Nov/22)
Heritage Advisory Committee	Don Butler, Deborah Wadden, Peter Boyles, Wayne Murray, Larry Turner
Ivor MacDonald Memorial Rink	Don Butler, Randy Palmer, Andy Thompson
Municipal Alcohol Project (MAP)	Deborah Wadden
Municipal Audit Committee	Robert Parker, Wayne Murray, Darla MacKeil, David Parker, Deborah Wadden, Richard Feehan (to Nov/22), 1 Non-Elected TBD
New Scotland Business Park	Larry Turner, Randy Palmer, David Parker
Noise Committee	Warden, Deputy Warden & Clr. for area with Complaint

Northumberland Fisheries Museum & Heritage Association Board	Darla MacKeil
NRHS School Advisory Council	David Parker
NSFM Delegates	Full Council
Pictou-Antigonish Regional Library Board	Deborah Wadden
Pictou Co. Genealogy & Heritage Society	Peter Boyles
Pictou County Shared Services Authority	Robert Parker
Pictou Co. Sports Heritage Hall of Fame	Larry Turner
Pictou Co. Wellness Centre Bd. Authority	Robert Parker
Pictou Landing Harbour Authority	Deborah Wadden
Pictou-North Colchester Exhibition	Darla MacKeil, Chester Dewar
Planning Advisory Committee	Don Butler, Wayne Murray, David Parker, Randy Palmer, Earle Cameron (to Nov./22), 1 Non-Elected TBD
Police Advisory Board	Wayne Murray, Andy Thompson, Randy Palmer, Gordon Gillis(to Nov/22), Gwen Savage (to Nov/22), 1 Non-Elected TBD + DOJ Appointment (Frances Watling to Jun/24)
REMO: Unified Command Group	Robert Parker, Wayne Murray
REN Liaison Oversight Committee	Wayne Murray
Riverton Guest Home Corporation	Don Butler, Larry Turner, Chester Dewar, Earle Cameron (to Dec. 31/22), Bonnie Allan (to Dec. 31/23)
Riverview Home Corporation	David Parker
Ship Hector Society	Mary Elliott
Sinclair Island Fishermen's Association	Deborah Wadden
Source Water Protection Comm - New Glasgow	Andy Thompson
Source Water Protection Comm - Pictou	Darla MacKeil, Wayne Murray
Source Water Protection Comm. - Trenton	Deborah Wadden, Peter Boyles
West Pictou School Advisory Committee	Wayne Murray
<b>OFFICERS</b>	
Relief Building Inspector	Mike Thompson
Interim Fire Inspector	Manny Withrow
Development Officer (Subdivision By-Law)	Jeffery Turnbull
Development Officer (Wind Energy LUB)	Jeffery Turnbull
Dog Control Officer	Anne MacCarthy
Relief Dog Control Officer	John Fillier
Poundkeepers (Dogs)	Pictou County SPCA & Dog Control Officer/Relief DCO
Poundkeepers (Animals @ Large)	Wally Ross
Returning Officer	Josephine MacDonald (to Nov/23) Donna MacLean, Dep RO (to Nov/23)

DATED at Pictou, NS this 1<sup>st</sup> day of November, 2021.

Sgd.) Darla MacKeil  
Mary Elliott

**MOTION**

It was moved by Clr. MacKeil and seconded by Clr. Elliott that the preceding resolution be adopted as presented.

Motion carried. (1 Nay Vote: Clr. Boyles)

**RESOLUTION – PROOF OF VACCINATION POLICY**

Clr. Wadden presented a resolution to Council as follows:

**RESOLUTION**

**BE IT RESOLVED** by the Municipal Council for the Municipality of the County of Pictou that Council adopt the following proof of vaccination policy with respect to COVID-19:



**POLICY #2021-11-56**

**MUNICIPALITY OF THE COUNTY OF PICTOU  
COVID-19 PROOF OF VACCINATION POLICY**

**1. Purpose**

- 1.1. The Municipality of the County of Pictou believes in safeguarding the health and wellbeing of Members of Council, citizen appointees, employees, and members of the public.
- 1.2. The Municipality of the County of Pictou (the Municipality) recognizes the role COVID-19 vaccinations have in reducing risks of contracting and spreading SARS-CoV-2, and preventing severe illness, hospitalization, and death.
- 1.3. The Municipality recognizes its responsibility to adhere to all applicable occupational health and safety laws, human rights laws, privacy laws, and its duty to accommodate up to the point of undue hardship.
- 1.4. The Municipality also recognizes its legal obligation to not discriminate against those individuals who have not received a COVID-19 Vaccine in accordance with this Policy for any reason protected by human rights laws.

**2. Scope**

- 2.1. This Policy applies to all Members of Council, citizen appointees to Committees of Council, and of the Municipality of the County of Pictou.

**3. Definitions**

- 3.1. COVID-19: the infectious disease caused by the SARS-CoV-2 virus as named by the World Health Organization.
- 3.2. Essential Programs, Services, or Facilities matters essential to preserving life, health, public safety, and basic societal functioning; includes, but is not limited to, accessing permits, paying taxes or fees, and attending meetings of Council or committees.
- 3.3. Non-Essential Programs, Services, or Facilities: discretionary matters not related to preserving life, health, public safety, or basic societal functioning; includes, but is not limited to, recreation activities and social events.



- 3.4. COVID-19 Test: a test recognized by Nova Scotia Public Health as providing an acceptable means of detecting the presence or possible presence of SARS-CoV-2, such as a PCR test or a rapid antigen test.
- 3.5. SARS-CoV-2: severe acute respiratory syndrome corona virus 2 as named by the International Committee on Taxonomy of Viruses.
- 3.6. Vaccine: a biological preparation used to stimulate production of antibodies against an infectious disease.

#### **4. Policy Statements Requirements for Members of Council and Citizen Appointees**

- 4.1. All Members of Council and citizen appointees to Committees of Council shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.
- 4.2. Members of Council and citizen appointees to Committees of Council shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.3. Members of Council and citizen appointees to Committees of Council may also be required to wear masks and practice physical distancing while attending any services, programs, or facilities of the Municipality. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.
- 4.4. Should a Member of Council misrepresent their vaccination status or testing results, they shall be subject to provisions of the Council Code of Conduct.

#### **Requirements for Members of the Public**

- 4.5. Members of the public accessing any Essential Programs, Services, or Facilities of the Municipality may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.
- 4.6. Members of the public accessing any Non-Essential Programs, Services, or Facilities of the Municipality shall be required to be fully vaccinated and may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.

#### **Acceptable Vaccines & Proof of Vaccination**

- 4.7. The Municipality shall consider an individual fully vaccinated 14 days after they have received the recommended Vaccine doses of any Vaccine or combination of Vaccine doses approved by Health Canada (currently two doses of one or more of the Pfizer, Moderna, or AstraZeneca Vaccines or a single dose of the Janssen (Johnson & Johnson) Vaccine).
- 4.8. If Health Canada requires or recommends that boosters of any of these Vaccines or other supplemental Vaccines are required, the Municipality shall provide notice to both (a) Council and citizen appointees, and (b) employees of any booster or supplemental Vaccine requirements.

4.9. Those Vaccines approved by another government and not duly approved by Health Canada shall not be considered acceptable.

4.10. Those subject to this Policy shall monitor their vaccination status to understand the extent of their immunity to COVID-19.

#### **Duty to Accommodate and Human Rights Laws**

4.11. The Municipality recognizes its duty to accommodate to the point of undue hardship any individual subject to this Policy that cannot be vaccinated, wear a mask, or be tested for COVID-19 for a reason protected by the Nova Scotia Human Rights Act and, upon request, shall engage in a collaborative process with the individual concerned to determine whether an accommodation is possible without undue hardship.

#### **Confidentiality of Health Information**

4.12. The Municipality shall not retain copies of vaccination records and shall only collect the minimal amount of personal health information possible to adhere to this Policy.

4.13. The Municipality shall maintain any personal information collected by cause of this Policy confidential in accordance with Part XX, Municipal Government Act.

4.14. This Policy shall be considered temporary, though fully in force until such time it is repealed by Council. This Policy is subject to revision or amendment in accordance with the evolving nature of the COVID-19 pandemic. This Policy shall remain in effect for only as long as it is required as to ensure the health and safety of Members of Council, committee appointees, and employees. Epidemiology and advice from Public Health shall inform any recommendation to repeal this Policy.

DATED at Pictou, NS this 1<sup>st</sup> day of November, 2021.

Sgd.) Deborah Wadden  
Larry Turner

#### **MOTION**

It was moved by Clr. Wadden and seconded by Clr. Turner that the preceding resolution be adopted as presented.

Clr. Boyles asked if Council will be required to get a third vaccine and Warden R. Parker replied that Council would take the advice of the Chief Public Officer.

Motion carried.

#### **RESOLUTION – LIBRARY HUB PROJECT FUNDING**

Clr. Wadden presented a resolution to Council as follows:

## RESOLUTION

WHEREAS, by resolution dated October 7, 2019 Municipal Council confirmed its support for new library facilities in the Town of Pictou with the development of a cultural hub in partnership with the deCoste Performing Arts Centre;

WHEREAS Council has agreed to commit \$275,000 towards this project;

WHEREAS funding for the project from the Federal, Provincial and Community partners has recently been finalized;

THEREFORE BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council approve the transfer of \$275,000 from the General Operating Reserve to the General Operating Fund to allow for the payment of a grant representing the Municipality's financial commitment to this project.

DATED at Pictou, N.S. this 1<sup>st</sup> day of November, 2021.

Sgd.) Deborah Wadden  
Larry Turner

## MOTION

It was moved by Clr. Wadden and seconded by Clr. Turner that the preceding resolution be adopted as presented.

Clr. D. Parker asked how much the provincial and federal governments will be contributing to the project and the CAO replied that there will be \$2 million from the province and remainder from the Federal government.

Clr. Wadden reported this is project is long overdue and will provide to the waterfront of Pictou as well as the deCoste Center.

Clr. Boyles pointed out the taxpayers of Pictou County put a lot of tax dollars into other municipalities.

Warden R. Parker reported a lot of people in Pictou County use the Pictou library.

Clr. MacKeil reported as a resident of Pictou West the library is so beneficial and provides other services as well. Some of these facilities may not be in our district but are used by many families in Pictou County.

Motion carried.

## HECTOR ARENA LETTER OF SUPPORT

Clr. MacKeil informed Council the Hector Rink Manager was presented with an award from Recreation Nova Scotia. He does a lot of work for the arena and works very hard. Many rinks are facing ice aging plants and have to move onto different ice making machinery. The Hector Arena has been very well maintained and the condition of the ice. We need to get prepared to change the ice making equipment so they would like to apply for funding for a capital project of \$150,000.

## MOTION

It was moved by Clr. MacKeil and seconded by Deputy Warden Murray that Council provide a letter of support for the Hector Arena to receive funds from the Department of Communities Culture Tourism & Heritage to assist in cost to purchase new ice making equipment.

Clr. Palmer reported he already looked into the price of a new ice equipment at the Thorburn Arena at a cost of \$750,000. It is unfortunate that these companies are taking advantage of these rinks so there will be some that will have to close because of the high costs.

Motion carried.

### **HEDGEVILLE RD. MAINTENANCE**

Clr. Elliott informed Council the residents who live on the Hedgeville Road want the road repaved because it is unsafe and it is the main link to River John. It was included in the 5 year plan and it was listed as a dirt road in the TIR system. She would like to have the road paved.

### **MOTION**

It was moved by Clr. Elliott and seconded by Clr. MacKeil that Council sent a letter to Minister of Public Works with copies to the Area Manager Bible Hill, MP Sean Fraser and the local MLA requesting the Hedgeville Road be paved.

Motion carried.

Warden R. Parker asked that items 11 – 13 be moved to the Financial Services agenda to allow for sufficient discussion time.

Clr. Wadden asked for feedback on the items from Council before Friday before the Rural Caucus of the NSFM meets.

The CAO referred to the Deed Transfer Tax and there was a meeting last week, one of these concerns is with the Treasury Board.

Clr. Palmer reported it is trying to keep the costs down for residents of Nova Scotia.

The CAO pointed out there is too much unknown about the Deed Transfer Tax increase.

Clr. Wadden reported this is specifically geared towards people who do not pay income tax in Nova Scotia.

Clr. MacKeil reported other provinces have been dealing with this issue but something should be done.

Clr. Palmer reported the Noise By-Law is a download by the province so it should stay with the province.

### **COMMUNITY ANNOUNCEMENTS**

Dist. 4, Toney River Hall, seafood chowder take out, Saturday, November 6<sup>th</sup>.

Dist. 9, Hillside Community Society, craft sale from 8 am to 2 pm, \$2 admission. November 20<sup>th</sup>.

### **EMERGENCY RESOLUTIONS**

There were no emergency resolutions.

### **REFERRALS TO COMMITTEES & COUNCIL**

Clr. Turner asked to have a discussion on funding from the province and the CAO replied they received the money on Friday. The CAO reported he will circulate copies of the correspondence.

Clr. Boyles asked when the Accessibility Committee will meet and the Deputy Municipal Clerk replied she should have a date in the next few days.

Clr. Thompson referred to the tender award for Blue Acres, advising that he would like to move forward on this project.

The CAO replied that we are waiting on a decision for funding from the province before awarding this contract so that all expenses will be eligible for cost-sharing.

Clr. Wadden asked about the status of the Capital Budget and the CAO advised that it should be coming soon, once costs related to the broadband project are finalized.

**ADJOURN**

It was moved by Clr. MacKeil and seconded by Clr. D. Parker that the meeting adjourn.  
Motion carried. (10:00 p.m.)

Robert Parker  
Warden

Brian Cullen  
Municipal Clerk