TOWN OF LOCKEPORT
COUNCIL MEETING
FRIDAY JANUARY 10, 2025, AT 1:00 P.M.
AGENDA (REVISED)

1. **Call to order**

2. **Silence Electronic Devices**

3. **Conflict of Interest**

4. **Approval of Agenda, including additions or deletions**

Staff Suggested Motion – That Council approve the agenda for the January 10, 2025, meeting as presented.

5. **Approval of Minutes**

- Regular Council Meeting Minutes December 13, 2024

Staff Suggested Motion – That Council approve the Minutes from the Regular Council Meeting of December 13, 2024.

- Special Meeting Minutes December 20, 2024

Staff Suggested Motion – That Council approve the Minutes from the Special Meeting of December 20, 2024.

6. **Business arising from Previous Minutes**

There was no business from the previous meeting.

7. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes
- The resident is to speak directly to Council
- There will be no interaction by Council at this time
- If questions are posed by residents the question will be recorded to be researched

8. Presentations

- SouWest Nova Transit Association (Kevin Curry) (Page 1-12)

9. Finance

- List of invoices already paid in the amount of $169,390.33 (Page 13)
- Region 6 Budget Report 2025-2026 (Page 14-26)

Staff Suggested Motion – That Council approve the 2025-2026 budget for Region 6 as presented.

10. Other Business

- Re-adoption of Hospitality and Expense Policy (Page 29-40)

Staff Suggested Motion – That per section 23(7) of the Municipal Government Act, Council re-adopt the Town of Lockeport Hospitality Policy as presented/with the following changes.

Staff Suggested Motion – That per section 23(7) of the Municipal Government Act, Council re-adopt the Town of Lockeport Travel reimbursement Policy as presented/with the following changes.

- Washrooms at Seacaps Park (Page 41)
- Seacaps Playground
- Joint Municipal Fire Services Committee (Page 42)
- Tim Rhyno rezoning application

11. Council Reports

- Mayor Derek Amalfa (Page 43)
- Deputy-Mayor Anna Chetwynd (Page 44)
- Councillor Craig Hillen (Page 45)
- Councillor Kevn Chetwynd (Page 46)
    - Region 6 Summary 2024-2025 (Page 47)
- Councillor Candace Malik (Page 48)
    - Western Counties Regional Library (Page 49-57)

12. Correspondence

- Letter from the Honourable John Lohr, Municipal Affairs regarding adopting the legislated Code of Conduct (Page 58)

13. Information Only

- Email from Ian Morrison, Director of Operations and Communications, NSFM regarding insurance trends for 2025 (Page 59-60)

14. Date of next meeting

- January 24, 2025, at 1:00 p.m.

15. "In Camera"

16. Adjournment

Regular Council Meeting 01102025.agd

1

June Harding

From: Kevin Curry <kevin@souwestnovatransit.ca>
Sent: Monday, December 16, 2024 4:00 PM
To: June Harding
Subject: FY 25/26 Roadmap

Good afternoon June:
I trust you are doing well, council has settled in and you're ready for the holiday season!

As a follow-up to our previous meeting, I would like to request the opportunity to present the Sou'West Nova Transit Roadmap to Council prior to submitting our financial request. This presentation would provide Council with a comprehensive understanding of our organization's mandate, future plans, and financial overview, allowing for any questions or concerns to be addressed in a timely manner.

Could you please advise if it would be possible to schedule this presentation on the agenda for the January Council meeting?

If we don't connect this week, have a very Merry Christmas and a Happy New Year!!

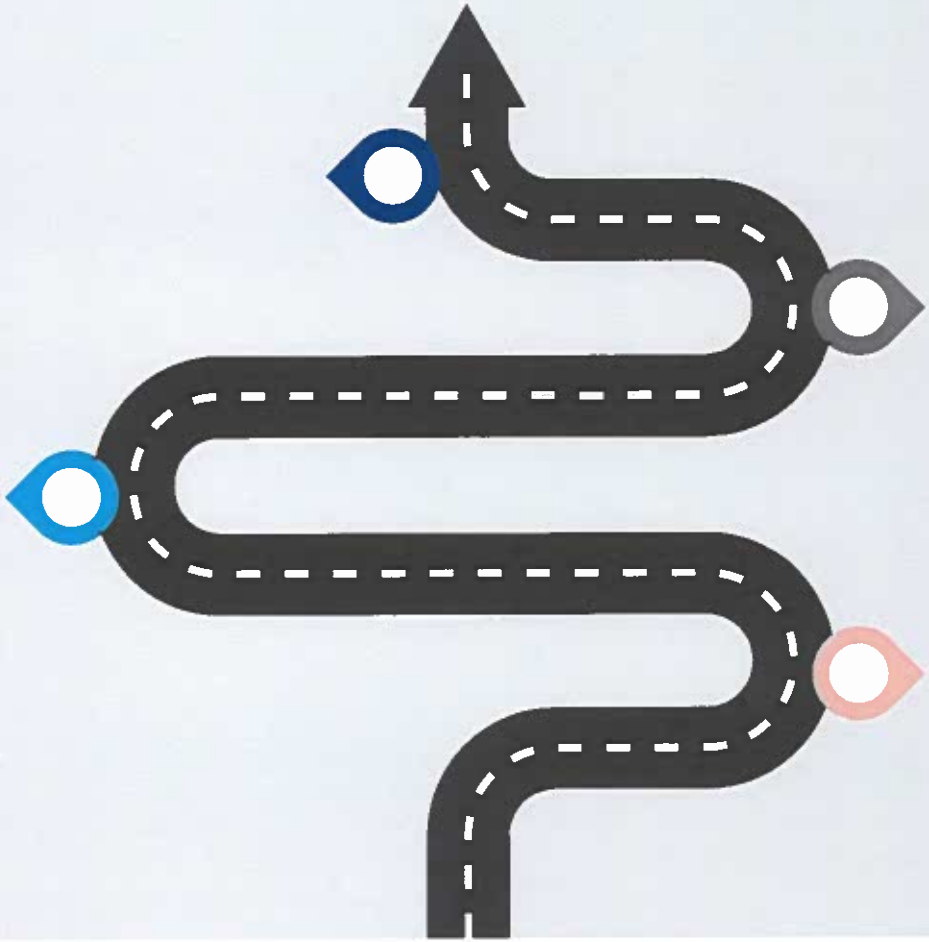
--

Kevin Curry, Executive Director
Sou'West Nova Transit Association
www.souwestnovatransit.ca
Toll Free: (844) 637-2572
Cell: 902-619-9420

This email message may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any distribution, copying or disclosure is strictly prohibited unless expressly requested or done so within the limitations of the Sou'West Nova Transit Association's privacy and confidentiality policies. If you are not the intended recipient of this message, please reply to the sender via email, confirming deletion of the original message along with any attachment.

Sou'West Nova Transit Roadmap

Planning Our Path Forward



Sou'West Nova Transit

We are a nonprofit, door-to-door, scheduled transit alternative for all residents in Shelburne County, placing a priority on helping those with transportation barriers related to age, health, mobility, finances and lack of support structures accessing essential services.

We facilitate connections for essential needs, from medical appointments and grocery shopping to community programs and social interaction

3

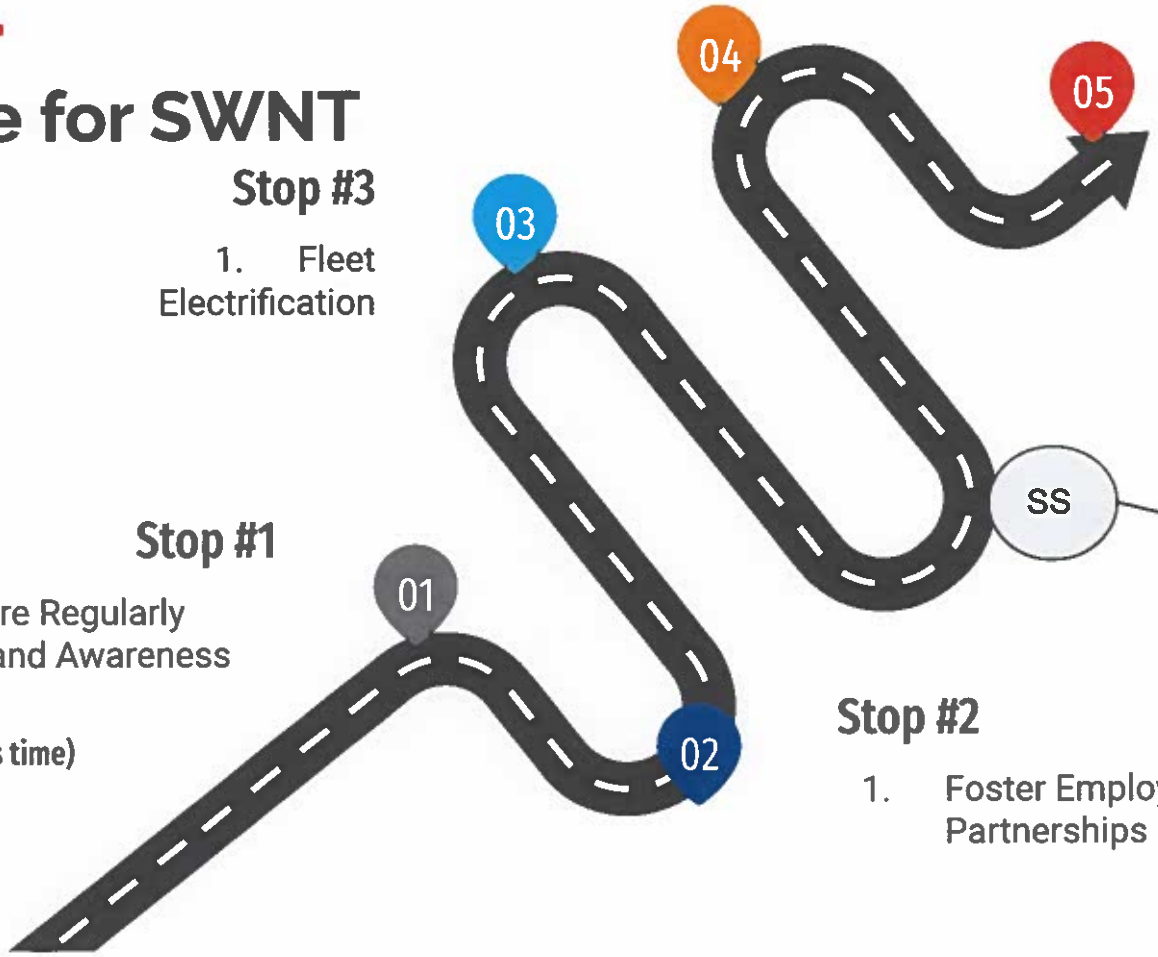
We were formed in 2009 and our first trips were in 2012.

Our ridership has gone from 1,484 trips in our first year to a projected 5,944 this year.

We will drive over 300,000kms this year (7.5 times around the earth) making sure our residents get to where they need to go, such as, but not limited to Halifax, Yarmouth, Kentville, Bridgewater as well as anywhere in-county.

We have a fleet of 5 non-accessible vehicles and two accessible ones.

Route for SWNT



Stop #1

1. Engage more Regularly
2. Education and Awareness

Inadvisable (at this time)

1. Carpooling
2. Car Sharing
3. On-Demand
4. Taxi

Stop #2

1. Foster Employer Partnerships

Stop #3

1. Fleet Electrification

Stop #4

1. 103 Flex/Fix

Stop #5

1. Transit Plan
2. Regional Connector

Supply Stop

1. Extended Capacity / Hours

INADVISABLE

5

1. Carpooling
2. Car sharing
3. ON-Demand
4. Taxi

1. We currently don't see a role for SWNT in carpooling or car sharing as these are predominantly individual vehicle based options.
2. On-Demand and Taxi services would potentially require 24/7 operations and dedicated fleet/drivers.This would also change our purpose and Provincial designation.

Stop #1
- Already in Motion

1. Engage more regularly
2. Education and Awareness

1. Part of my mandate is to engage our government, community and business leaders/partners. This is currently underway and feedback has been very positive
2. As part of our engagement mandate, we are looking to make ourselves available to attend events, do presentations. We are also leveraging social media via Facebook to ensure the SWNT name is more widely recognized
3. Work with various local groups to determine opportunities to provide information sessions.

Costs: Minor cost for promotional material. Other cost is ED time
Timeline: In motion

Stop #2 Initiated

1. Foster Employer Relations

1. We are currently working on a business list in order to engage the business community about providing transit solutions for their staff.
   a. This includes employer sponsored activities as well as employee ones.

Costs: <$1,000
We believe we have capacity for these trips as most would occur on the weekend. If demand outstrips supply, we may need to bring on a new vehicle. Costs: $65,000 one time. $13,000 on-going.
Timeline: Initiated

Stop #3
Short Term

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1. Extend Business Operation Hours

1. We are looking to add hours to our operating schedule
   a. Weekdays will be 9-5:30PM
   b. Saturdays will be 9-2PM

   Rational:
   - More medical appts/ essential trips are happening until early evening and on Saturdays.

Costs: $45,000
We currently require one dispatcher and two drivers to build out this capacity. Driver costs partially offset by fares and subsidies.

Timeline: Q4 24/25

Stop #4
Medium Term

1. Hwy 103 Flex/Fix Connector
2. Charter Service

1. The Hwy 103 Flex-Fix connector will be a pre-booked door-to-door service via the 103.
   a. This will allow for stops along the way no more than 5kms off the hwy.
   b. We will go to Yarmouth 1 day/week and to Bridgewater another day/week
2. The Charter service would backfill gaps in the Hwy 103 fixed route schedule, allowing us to take advantage of vehicle downtime.

This will require an additional vehicle/driver to ensure we do not impact current activities. As demand grows, so to will our requirement for vehicles/drivers.

Projected Capital Costs: ~$175,000
Projected Annual Costs: ~$45,000
Target Date: Q3 25/26

Stop #4 Medium-Long Term

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1. Fleet Electrification

1. We have already started on this journey with 2 Hybrid vehicles and an EV on the way next spring.
2. This is a multi-year journey and therefore it remains on our strategic plan to continue driving this green initiative.

Current costs are supported by RTSF Capital Project. Any future conversions will need to be supported by Government funding, grants, and fundraising.

Costs: SWNT Costs: <$1,200 (mobile chargers)
Timeline: Present>2027

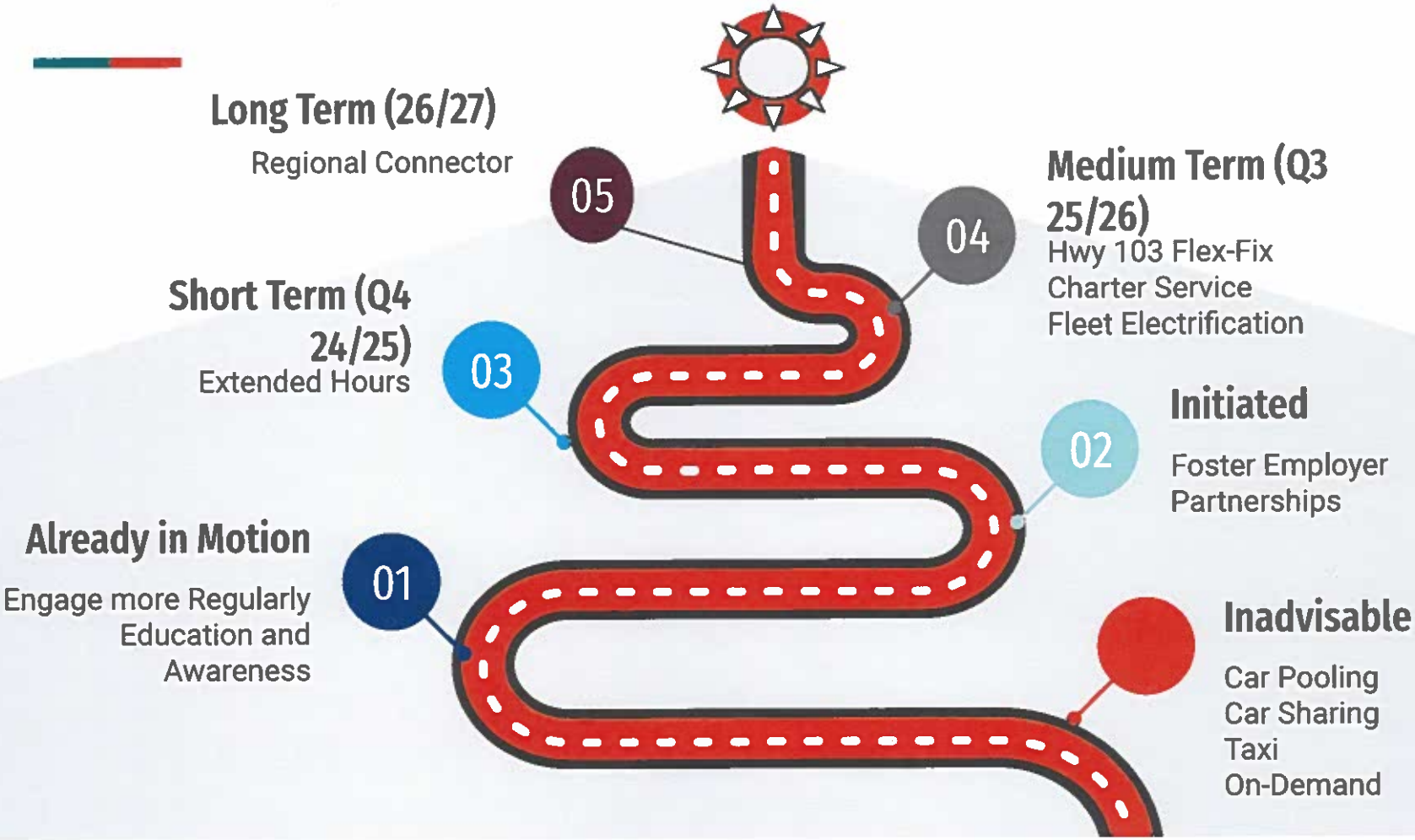
Stop #5
Long Term

1. Transit Plan
2. Regional Connector

1. Transit Plan will need to be a joint effort across local governments as well as regional transit providers. This would be on-going South Shore initiative. SWNT would play a role, TBD.
2. The Regional Connector would require a scheduled point-to-point service running between Yarmouth and Halifax. We would play a role, but this would require collaboration and cooperation from multi partners to work.

These would require significant investment in time and potentially capital depending on SWNT's role.
Costs: Unknown
Timeline: 26/27+

SWNT Roadmap



LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
JANUARY 10, 2025 MEETING		
AGAT LABATORIES	SEWER WATER TESTS	357.08
BALISH, MICHAEL	REPAIRS ON BOARDWALK	2,885.00
BELL ALIANT	FIRE DEPARTMENT	69.44
BELL ALIANT	BEACH CENTRE	114.86
BELL MOBILITY	STREETS, REC., GEN GOV'T	276.19
CHETWYND, KEVIN	MILEAGE FOR DECEMBER 2024	70.87
HARDING, JUNE	MILEAGE FOR DECEMBER 2024	36.78
LINDSAY CONSTRUCTION	PROGRESS APPLICATION #1 - WASTEWATER UPGRADES	123,499.25
LOCKEPORT TOWN MARKET	DISH SOAP FOR REC CENTRE, GARLIC BREAD AND TIN FOIL FOR MYML EVENT	11.52
MANULIFE	EMPLOYEE PENSION FUND	1,747.28
MARK WILLIAMS	TRUCKING SALT FROM PUGWASH, LOAD OF GRAVEL TO TREATMENT PLANT, HOIST ROTOR OUT OF TREATMENT PLANT LAGOON	1,925.48
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	TIPPING FEES	10.00
NICKERSON, CORY	GOLD DESK PLATE	30.00
NOVA SCOTIA POWER	UV SYSTEM	439.92
NOVA SCOTIA POWER	STREET LIGHTS, PLAYGROUND, TREATMENT PLANT	2,930.78
NOVA SCOTIA POWER	BOARDWALK	129.61
PAYROLL	NOV 30 - DEC 13, 2024	14,229.58
PAYROLL	DEC. 14 - DEC. 27, 2024	14,887.57
REGION OF QUEENS	TIPPING FEES	4,024.92
SCOTT, FRANCES	MILEAGE CLAIM FOR NOV. 2024	161.71
SEEBLICK PRINTING	SIGN FOR MEDICAL CENTRE	552.00
SHELBURNE COUNTY ARENA	1.5 HR OF ICE RENTAL FOR SKATING PARTY	207.00
UNCLE SID'S	SR. BINGO PRIZES	16.84
VERNON d'EON FISHING SUPPLIES	BLACK ELECTRICAL TAPE AND WHITE TIES FOR SEWER DEPARTMENT	35.51
XTR FOSS NATIONAL LEASING	GAS FOR TOWN OWNED VEHICLES	741.14
	TOTAL	169,390.33

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Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304
Mahone Bay, NS B0J 2E0

Phone: 902-624-1339
E-mail: Christine.McClare@Region6SWM.ca

June Harding
Town of Lockeport
26 North St.
PO Box 189
Lockeport, NS B0T 1L0

December 16, 2024

RE: Budget Approval 2025-26

Dear Ms. Harding,

On Friday, December 6, 2024, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2025 – March 31, 2026.

The following motion was passed:

MOTION: to recommend approval of the 2025-26 Region 6 Inter-Municipal Committee Budget to member units, as circulated. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

"34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.

35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.

36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.

37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.

38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.

39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council."

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Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304 Phone: 902-624-1339

Mahone Bay, NS B0J 2E0 E-mail: Christine.McClare@Region6SWM.ca

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2025 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Kacy DeLong at 902-930-3065.

If you require my attendance at the council meeting when the budget is up for discussion, please feel free to contact me by phone or email.

Regards,

Christine H. McClare

Christine H. McClare BA Psych
Regional Coordinator

encl. Region 6 2025-26 Budget Report and R6 Coordinator Annual Report for 2024.

Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304
Mahone Bay, NS B0J 2E0

Phone: 902-624-1339
E-mail: Christine.McClare@Region6SWM.ca

REVENUE	2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget
Contracts/Service Agreements			
Education Contract	80,392	80,392	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Sub-total	$ 213,103	$ 213,103	$ 213,103
Stewardship/Incentives			
Dairy Stewardship	90,000	90,000	53,000
Diversion [1]	350,000	350,000	350,000
Municipal Approved Programs	80,500	80,500	80,000
Interest	22,467	0	0
Sub-total	$ 542,967	$ 520,500	$ 483,000
Municipal Contribution			
Municipal Billing [2]	152,921	152,921	129,858
Sub-total	$152,921	$152,921	$129,858
TOTAL	**$ 908,991**	**$ 886,524**	**$ 825,961**

EXPENSES	2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget
OPERATING EXPENSE			
Admin Salaries and Benefits	105,220	105,220	108,025
Administration (host)	9,390	9,390	9,390
Travel	2,363	3,000	2,500
Training and conference	1,356	2,200	2,000
Office Rental	9,198	9,675	9,500
Office supplies/computer	5,114	9,900	8,300
Insurance	4,050	3,900	4,050
Legal & Auditor	9,907	9,500	10,325
Sub-total	$ 146,599	$ 152,785	$ 154,090
EDUCATION			
Education salaries and benefits	84,170	84,170	87,030
Education travel	13,886	14,000	14,000

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Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304 Phone: 902-624-1339

Mahone Bay, NS B0J 2E0 E-mail: Christine.McClare@Region6SWM.ca

EXPENSES	2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget
Program materials [4]	4,712	4,000	4,000
Advertising	0	1,000	1,000
R6 Recycles	12,820	12,780	13,500
Inter-Municipal program expenses [3]	0	0	0
Sub-total	$ 115,588	$ 115,950	$ 119,530
PAYMENTS TO UNITS			
Enforcement Contract	89,425	89,425	89,425
Dairy Agreement	90,000	90,000	53,000
Diversion [1]	350,000	350,000	350,000
Municipal Approved Program	80,500	80,500	80,000
Sub-total	$ 609,925	$ 609,925	$ 572,425
TOTAL	**$ 872,112**	**$ 878,660**	**$ 846,045**
Revenue/Expenditure	$ 36,879	$ 37,864	-$ 20,084

Notes to BUDGET:

1. Dairy Credits - Dairy containers marketed is down from 130 tonnes to 71t. Queens has stockpiled
2. Diversion Credits - $6.6 million expected Provincially, down from $7.6 million available last year.
3. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the surplus for 2023-24 which is subtracted from the first line resulting in the subtotal, showing the required Municipal Billing (see below).

TABLE 1: **Municipal billing 2025-26**

Municipal Area Serviced:	*2021 Population*	*% of Region*	*2025-26*
Shelburne Shared Services	6,456	6.99%	$ 9,083.22
Town of Bridgewater	8,790	9.52%	$ 12,367.03
Town of Mahone Bay	1,064	1.15%	$ 1,496.99
Municipality of Lunenburg	25,545	27.68%	$ 35,940.35
Municipality of Barrington	6,523	7.07%	$ 9,177.49
Town of Clark's Harbour	725	0.79%	$ 1,020.03
Municipality of Chester	10,804	11.71%	$ 15,200.61
Town of Lunenburg	2,396	2.60%	$ 3,371.03
Region of Queens Municipality	10,486	11.36%	$ 14,753.20
West Hants Regional Municipality	19,509	21.14%	$ 27,448.05
Total	**92,298**	**100.00%**	**$ 129,858.00**

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BUDGET REPORT 2025-26

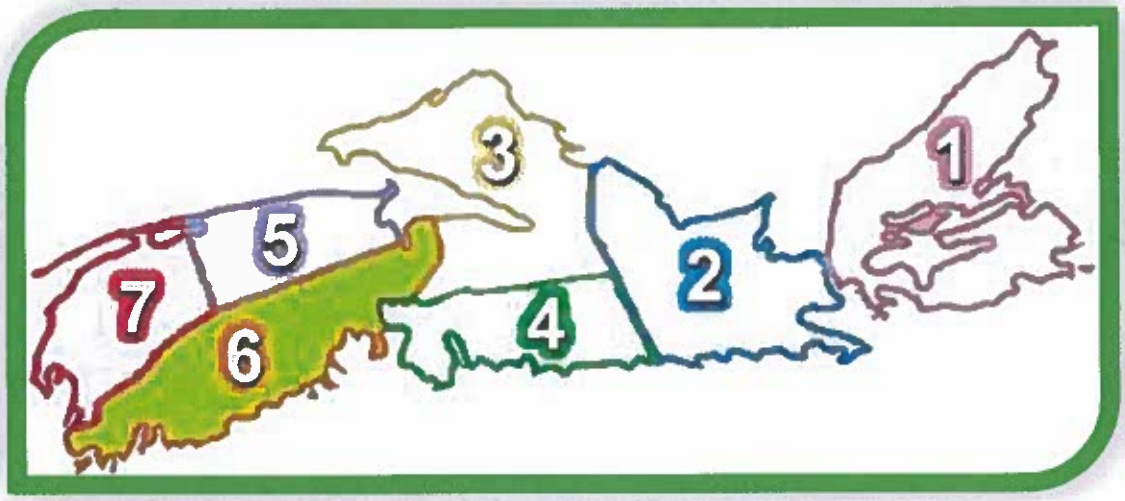
Region 6
SOLID WASTE MANAGEMENT

Christine McClare, Regional Coordinator
Region 6 Solid Waste Management
December 2024
Christine.McClare@Region6SWM.ca

MUNICIPAL DETAILS:

Region 6 Solid Waste-Resource Management serves 12 municipalities.

- Town of Clark's Harbour
- Municipality of the District of Barrington
- Municipality of the District of Shelburne
- Town of Shelburne
- Town of Lockeport
- Region of Queens Municipality
- Municipality of the District of Lunenburg
- Town of Bridgewater
- Town of Mahone Bay
- Town of Lunenburg
- Municipality of the District of Chester
- West Hants Regional Municipality



Facilities:

Within our jurisdiction, we have:

- 3 second generation municipal solid waste landfills
- 1 compost facility
- 1 material recovery facility (processes blue bags)
- 1 Construction and Demolition (Only) landfill
- 2 organics transfer stations
- 2 construction and demolition transfer stations
- 1 waste transfer station

Presented for information only as Region 6 has no responsibility in operations or administration of the facilities.

ADMINISTRATION:

1. Distribute funds Regionally:
   a. Diversion Credits
   b. Dairy Stewardship
   c. Enforcement
   d. Hazardous Waste grant
   e. Municipal Approved Program

2. Datacall – Assist with Municipal data input and output to Nova Scotia Environment/Divert NS
3. R6RECYCLES – Manage and maintain ReCollect waste app
4. @Region6SWM – Manage and maintain social media
5. Voice on provincial initiatives:
   a. Divert Nova Scotia –
      i. Municipal Approved Programs
      ii. Enforcement
      iii. Municipal Adoption Funding
      iv. Municipal Efficiency Funding
   b. Nova Scotia Environment –
      i. Policy review, Act review, Regulations review
      ii. Materials markets
      iii. Stewardship liaison
      iv. Packaging/Extended Producer Responsibility
      v. 300 kg/capita goal

EDUCATION:

1. Deliver the Divert Nova Scotia Contract (this is the funding source for our education programs)
   Complete required focus area delivery to:
   a. Institutions – Schools, hospitals and colleges
   b. Offices
   c. Food Services – Grocery stores, farm markets, restaurants
   d. Specific initiatives (such as waste reduction campaign)
      i. Other: Community Halls, business visits, compliance promotion, public spaces, information booths, council presentations, community group presentations
      ii. Special Events – Waste Reduction Week, Compost Awareness Week, Environment Week
2. Maintain existing programs:
   a. Schools – Compliance promotion (are they sorting properly? do they have bins/signs?), curriculum-based presentations, how to sort properly presentations, composting presentations, presentations at staff meetings
   b. Public spaces – checking for types of containers in public spaces and the signage on the containers, working with municipal/provincial and federal parks,
   c. Public Relations – Newspaper ads, Education/outreach, webinars, contests, media outreach
   d. Ongoing support to Municipal outreach –assisting in the delivery of tailored education messages to whomever our stakeholders want

FINANCES

Region 6 has several goals outlined in the Inter-Municipal Agreement (Sept 2018). Two of these goals:

> *"To strive for an optimum balance between maximizing the long-term benefits achievable by diversion from disposal and minimizing Costs, both operating and capital, associated with implementation of the SWRM system;"*
>
> AND
>
> *"To conduct its operations equitably and in a fiscally responsible manner."*

Revenues

Coordinator Funds	**ABOUT** Each region is provided a stipend in exchange for contract services that support the role of a liaison on behalf of the Region and partners; Nova Scotia Environment, Divert Nova Scotia, Stewards and other regions and municipalities. **FROM** Divert Nova Scotia **HOW IS IT CALCULATED** An equal amount per year. Currently at $43,286. This money offsets some of the costs associated with employing a coordinator, the office, travel and other overhead expenses. **WHEN AND HOW OFTEN** A new 3-year contract (2022-2025) has been signed. Quarterly deposits are made to the Region 6 account.
Education Funds	**ABOUT** Each region must deliver a set amount of program deliverables engaging residents, businesses and schools on proper waste management and promoting its environmental benefits. A portion of the contract is reserved for provincial strategic areas. In F2022, the agreed upon stipend for provincial activities was an extra $20,000. **FROM** Divert Nova Scotia **HOW IS IT CALCULATED** Deliverables to specific target areas, which are revised annually, are required to be completed. An approved work plan includes an allowance for Region specific goals. Current contract is $78,709. **WHEN AND HOW OFTEN** A plan is submitted in April for approval. The contract is drafted and issued with a 15% advance in May each year. The remainder is released based on meeting contract obligations for deliverables; 50% mid-year and 35% at year end.

Municipal Approved Programs (MAP)	**ABOUT** Solid Waste-Resource Regulations Section 8(1) (b) *paying out of the Fund money to provide financial assistance and incentives under an approved program.* **FROM** Divert Nova Scotia **HOW IS IT CALCULATED** Distributed based on population and eligible only towards program costs that keep waste from going to landfill. This money is not permitted to be used to offset any costs associated with the disposal of waste. The estimated revenue issued to member units is approximately $0.75 per person. **WHEN AND HOW OFTEN** An amount is advanced to Region 6 following the AGM for Divert Nova Scotia and is distributed after the final contribution is made in February/March.
Diversion Credits	**ABOUT** Solid Waste-Resource Regulations Section 8(1) (a) *paying a minimum of 50% of the net revenues in the Fund to provide financial support, to be divided between or among municipalities or regions based on the solid waste diverted by the municipality or region;* **FROM** Divert Nova Scotia **HOW IS IT CALCULATED** Based on the solid waste diverted by the member municipal units. Some areas share services; in these cases, the total is paid to the service area, i.e. Municipal Joint Services, Shelburne Shared Services. Three-year average = $16.67 per tonne diverted **WHEN AND HOW OFTEN** Diversion payments are made to each area following final confirmation of the datacall numbers to Nova Scotia Environment. Typically, after January.
Dairy	**ABOUT** A voluntary stewardship agreement that was developed in 2001 and has been renegotiated between the Atlantic Dairy Council and the Municipalities (Chairman of Regional Chairs) every year since **FROM** Atlantic Dairy Council **HOW IS IT CALCUALTED** Based on the total tonnes of fluid milk containers[1] sent to market each year. Three-year average = $737 per tonne **WHEN AND HOW OFTEN** The amount is negotiated each June (based on previous year data) and a cheque issued in August or early September

[1] Fluid milk – yogurt, ice cream, butter and other similar containers are not part of the program. Likewise, soy, almond and milk replacement products are also not part of the program.

Enforcement Fund	**ABOUT** This program began in 2009 in response to the increasing demand for support to help fund compliance outreach as more enforcement was required to supplement the education programs. Several employees within Region 6 are partially paid using this fund. **FROM** Divert Nova Scotia. **HOW IS IT CALCULATED** The region receives between $88-$89,000 based on a stipend (base funding plus a % for our portion of provincial population plus a percent for our portion of the land area). Within the region, it is distributed based on regional population. Each unit must demonstrate meeting the contract eligibility requirements to release the funds both from Divert Nova Scotia and within the region. Deliverables of how many complaints were followed up on and warnings or tickets issued as well as proof of expenditures for staff and equipment to complete the contract deliverables. **WHEN AND HOW OFTEN** A progress report must be submitted mid-year and a final report at year-end after which funds are released to area participants based on eligible expenses.
Inter-Municipal Fund	**ABOUT** This account was generated on the inception of Region 6 with $100,000 grant from the province. That money was used to pay for a study and support the formation of the region. Since that time, a few grants had been earned (based on surplus at the RRFB at the time) and added to the account. This is a reserve fund and can be accessed based on motion of the Inter-Municipal Committee. **FROM** Region 6 - Reserves **WHEN AND HOW OFTEN** On an as needed basis and only on motion of the Inter-Municipal Committee. Past uses: Public Bins Program, Compost transport and Processing study, R6RECYCLES waste app

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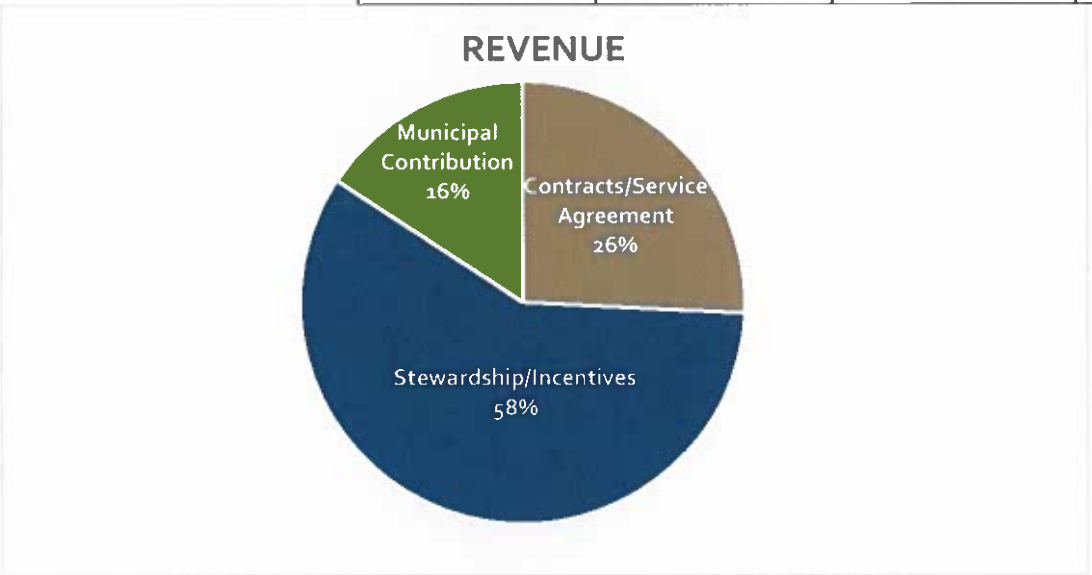
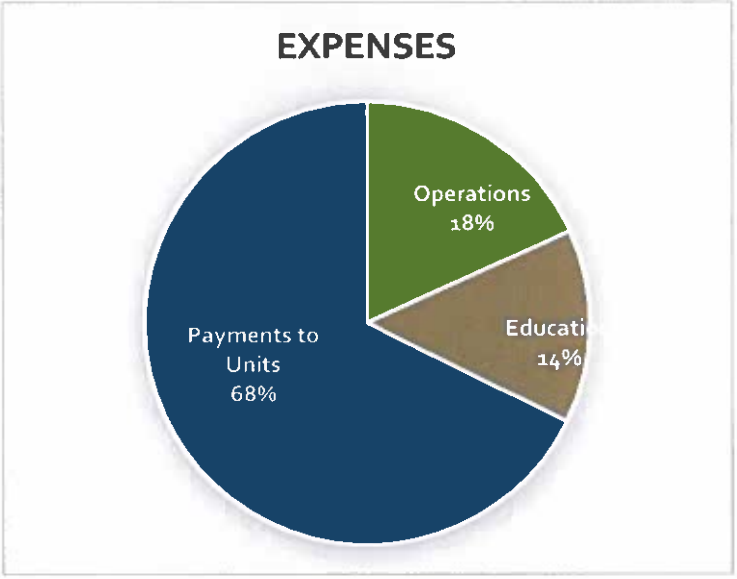
BUDGET (Summary)

REVENUE SUMMARY	2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget	% of Revenue
Contracts/Service Agreement	$213,103	$213,103	$213,103	26%
Stewardship/Incentives	$542,967	$520,500	$483,000	58%
Municipal Contribution	$152,921	$152,921	$129,858	16%

EXPENSE SUMMARY	2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget	% of Expenses
Operations	$146,599	$152,785	$154,090	18%
Education	$115,588	$115,950	$119,530	14%
Payments to units	$609,925	$609,925	$572,425	68%





BUDGET (Revenue)

REVENUE	2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget
Contracts/Service Agreements			
Education Contract	80,392	80,392	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Sub-total	$ 213,103	$ 213,103	$ 213,103
Stewardship/Incentives			
Dairy Stewardship	90,000	90,000	53,000
Diversion [1]	350,000	350,000	350,000
Municipal Approved Programs	80,500	80,500	80,000
Interest	22,467	0	0
Sub-total	$ 542,967	$ 520,500	$ 483,000
Municipal Contribution			
Municipal Billing [2]	152,921	152,921	129,858
Sub-total	$152,921	$152,921	$129,858
TOTAL	**$ 908,991**	**$ 886,524**	**$ 825,961**

EXPENSES	2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget
OPERATING EXPENSE			
Admin Salaries and Benefits	105,220	105,220	108,025
Administration (host)	9,390	9,390	9,390
Travel	2,363	3,000	2,500
Training and conference	1,356	2,200	2,000
Office Rental	9,198	9,675	9,500
Office supplies/computer	5,114	9,900	8,300
Insurance	4,050	3,900	4,050
Legal & Auditor	9,907	9,500	10,325
Sub-total	$ 146,599	$ 152,785	$ 154,090
EDUCATION			
Education salaries and benefits	84,170	84,170	87,030
Education travel	13,886	14,000	14,000
Program materials [4]	4,712	4,000	4,000
Advertising	0	1,000	1,000
R6 Recycles	12,820	12,780	13,500
Inter-Municipal program expenses [3]	0	0	0
Sub-total	$ 115,588	$ 115,950	$ 119,530

PAYMENTS TO UNITS			
Enforcement Contract	89,425	89,425	89,425
Dairy Agreement	90,000	90,000	53,000
Diversion [1]	350,000	350,000	350,000
Municipal Approved Program	80,500	80,500	80,000
Sub-total	$ 609,925	$ 609,925	$ 572,425
TOTAL	**$ 872,112**	**$ 878,660**	**$ 846,045**
Revenue/Expenditure	$ 36,879	$ 37,864	-$ 20,084

Notes to BUDGET:

1. Dairy Credits - Dairy containers marketed is down from 130 tonnes to 71 tonnes. Queens material has been stockpiled.

2. Diversion Credits - $6.6 million expected Provincially, down from $7.6 million available last year.

3. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the surplus for 2023-24 which is subtracted from the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

TABLE 1: **Municipal billing 2025-26**

Municipal Area Serviced:	*2021 Population*	*% of Region*		*2025-26*
Shelburne Shared Services	6,456	6.99%	$	9,083.22
Town of Bridgewater	8,790	9.52%	$	12,367.03
Town of Mahone Bay	1,064	1.15%	$	1,496.99
Municipality of Lunenburg	25,545	27.68%	$	35,940.35
Municipality of Barrington	6,523	7.07%	$	9,177.49
Town of Clark's Harbour	725	0.79%	$	1,020.03
Municipality of Chester	10,804	11.71%	$	15,200.61
Town of Lunenburg	2,396	2.60%	$	3,371.03
Region of Queens Municipality	10,486	11.36%	$	14,753.20
West Hants Regional Municipality	19,509	21.14%	$	27,448.05
Total	**92,298**	**100.00%**	**$**	**129,858.00**

(29)

June Harding

From: CAO <cao-bounces@municipal-website-venture.com> on behalf of Kim Ramsay <kramsay@easthants.ca>
Sent: Wednesday, December 18, 2024 8:37 PM
To: 'CAO Mailing List'
Subject: [CAO] Review of Policies
Attachments: CRS Expense and Hospitality Policy Review 2024.pdf

CAOs,

Just a reminder that the Municipal Government Act now states that by the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.

The report I prepared for my Council is attached if it helps anyone out.

Thanks
Kim

Kim Ramsay CPA, CMA
Chief Administrative Officer
Municipality of East Hants
902-883-6225
www.easthants.ca

EAST HA

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TOWN OF LOCKEPORT
POLICY STATEMENT

GG-036

Hospitality Policy	Effective Date: March 8, 2021	Revision Date: March 7, 2024

Policy Statement

1. The **Town of Lockeport** recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.

2. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council member, Town Clerk/Treasurer and **Town of Lockeport** employee hospitality claims.

Policy Objectives

3. To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support the **Town of Lockeport's** objectives.

4. To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.

5. To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

Hospitality and Hospitality Events

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

(1) Hosting foreign dignitaries;

(2) Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;

(3) Sponsoring or hosting conferences;

(4) Hosting ceremonies / recognition events; and

(5) Other official functions, as approved by the Town of Lockeport Council.

Signing Authority

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

Position	Signing Authority
Council Member	Town Clerk/Treasurer or designate
Town Clerk/Treasurer	Mayor or designate
Employees	Immediate Supervisor and Town Clerk/Treasurer

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

Prior Authorization

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

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

    a) rationale/purpose of the event;
    b) estimated number of attendees and their respective affiliations;

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

d) estimated itemized costs including gratuities and supplementary expenses.

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

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

Serving of Alcohol

13. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval from Council.

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

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

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

Gifts

17. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed **$100.00**) is sometimes appropriate. Any giving of gifts requires prior approval by Council or the Town Clerk/Treasurer.

Claims for Reimbursement of Hospitality Expenses

18. Hospitality expense claims must include the following:

    (1) A copy of the signed prior authorization for the hospitality event for which the expense was incurred;

    (2) The names and positions of the guests at the hospitality event;

    (3) The business objective for the expense;

    (4) A detailed itemized receipt for the expense.

19. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.

20. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.

21. No hospitality expense claim shall be paid unless the claim is first approved for payment by a Signing Authority who has authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:

    (1) the claim is consistent with this policy;

(2) the expenses claimed were necessarily incurred in the performance of municipal business;

(3) appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed;

(4) the expenses claimed have appropriate justification; and

(5) all requirements, as determined by the Town of Lockeport audit committee, have been fulfilled.

22. In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense which did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.

23. The use of petty cash to pay a hospitality expense claim is prohibited.

Reporting Requirements

24. Pursuant to s. 65A of the *Municipal Government Act*, the Town Clerk/Treasurer shall ensure that the **Town of Lockeport** does the following:

(1) Within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the **Town of Lockeport's** website that describes all of the hospitality expenses incurred by the **Town of Lockeport** during the quarter;

(2) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

Review Requirements

25. The **Town of Lockeport** Audit Committee shall review the hospitality annual summary report by September 30th of each year.

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

Town Clerk/Treasurer's Annotation for Official Policy Book

Date of Passage of Current Policy: March 8, 2021

I certify that this Policy was adopted by Council as indicated above.

June Harding — Nov. 19, 2024

Town Clerk/Treasurer — Date

March 7, 2024
Revision Date

REQUEST FOR APPROVAL TO INCUR HOSPITALITY EXPENSES

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy #GG~036 for further information.

REQUESTED BY

Date of Request: _____

Employee/Councillor Name: _____

Department: _____

Event Location: _____

Event Date: _____

Purpose of Event/Activity: _____

COSTS AND ACCOUNTS

Estimated Number of Attendees: _____

Meal & Beverage Costs: _____

Gratuities: _____

Gift Costs: _____

Other Expenses (provide details): _____

_____

_____

_____ _____

Signature of Applicant Date

APPROVAL

_____ _____

Authorized Signature Date

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TOWN OF LOCKEPORT
POLICY STATEMENT

Policy #GG-001

TRAVEL	**Effective Date:** **July 11, 2005**	**Revision Date:** **February 11, 2013** **November 19, 2023**

Purpose

To establish guidelines for the reimbursement of travel expenses incurred by an employee or Councillor while conducting municipal business away from the Town Offices.

Objectives

The objectives of the Travel Policy will be to:

1. Identify circumstances that dictate travel;
2. Identify travel expenses that will be eligible for reimbursement;
3. Provide authorization to travel; and
4. Procedure to claim travel expenses.

Policy

The Town of Lockeport shall reimburse employees and Councillors for all reasonable and appropriate expenses for travel, meals and accommodation incurred in the course of carrying out their duties and responsibilities and attending courses, seminars and conferences approved by the Town.

Note: When booking a hotel room outside the "Conference Block" we do not get benefit of conference package deals. If a Councillor/Staff chooses to book a hotel room outside the "Conference Block", that individual will be responsible for the additional costs.

The mode of transportation chosen, air or by car, should be that which enables the employee to conveniently meet scheduled appointments, minimizes the amount of working time spent in travelling and is the most cost effective means of transportation.

Travel Expenses Eligible For Reimbursement

*******Receipts are required for reimbursement of all travel expenses unless stated otherwise below.*******

TOWN OF LOCKEPORT
POLICY STATEMENT

Policy #GG-001

TRAVEL	**Effective Date:**	**Revision Date:**
	July 11, 2005	**February 11, 2013** **November 19, 2023**

Car Travel

Where car travel is indicated as the most suitable mode of transportation, an employee/Councillor may use their own car and be reimbursed at the Provincial rate.

Employees/Councillors are responsible for their own insurance while using their vehicle on Town business. Employees/Councillors choosing to use their own car when air travel is clearly the most cost effective mode, must do so on their own time and will be reimbursed to the maximum of the equivalent economy air fare plus the usual cost of local transit. In these instances, en route meals and motel accommodations are **not** reimbursable.

Employees/Councillors should endeavour to travel in one car when two or more employees/Councillors are scheduled for the same destination at the same time.

All employees/Councillors claiming car travel expense shall provide the Town with a copy of their insurance liability card.

All travel expense claims must be submitted to the Town Office at least once a month if there is an amount to be claimed, and cheques will be issued within seven days. Late claims WILL NOT be approved for payment.

Car Rental

Reimbursement will be made for rental of economy type cars at destination. Rental of car requires prior approval of Council.

Air Travel

Employees/Councillors will be reimbursed at the economy fare rate for air travel unless emergency air travel is approved by Council.

Accommodations

Single room accommodation rate will be reimbursed. Double room accommodation rate will be reimbursed if two or more employees or Councillors share the same room.

TOWN OF LOCKEPORT
POLICY STATEMENT

Policy #GG-001

TRAVEL	**Effective Date:**	**Revision Date:**
	July 11, 2005	**February 11, 2013** **November 19, 2023**

Meals

The employee's reasonable out-of-pocket costs will be reimbursed for personal meals while travelling on town business. Tips and gratuities, to a maximum of 15% of the meal cost prior to taxes, will be reimbursed (no receipt is required for tips and gratuities). Alcoholic beverages are not eligible for reimbursement.

Telephone

All telephone expenses for town business purposes will be reimbursed. Reasonable and necessary personal calls occasioned by absence from home will be reimbursed.

Taxi Fares

Taxi or transportation services required to travel to and from accommodation to place of business as well as from airport to accommodation, etc. will be reimbursed. Receipts are not required for fares less than $10.00.

Parking and Toll Expenses

All parking expenses and bridge/road tolls will be reimbursed by the Town. Receipts for tolls are not required.

REIMBURSEMENT OF TRAVEL EXPENSES

Claims for mileage and meals while attending business meetings shall be submitted using the Town's Expense Claim Form to the Clerk/Treasurer. The places travelled from and to, the reason for the travel, distance travelled and any other related expenses incurred must be reported with all receipts attached.

TOWN OF LOCKEPORT
POLICY STATEMENT

Policy #GG-001

TRAVEL	**Effective Date:**	**Revision Date:**
	July 11, 2005	**February 11, 2013** **November 19, 2023**

TRAVEL ADVANCES

When the estimated travel, meal and accommodation expense (in respect of courses, seminars or conferences) exceeds $150.00, an advance of seventy-five (75%) percent of the estimate may be advanced to the employee/Councillor. When the employee/Councillor returns, they must turn in the receipts supporting the expenses to the Clerk/Treasurer. If the actual expenses are less than the advance, the balance must be paid immediately. Expenses greater than the advance will be reimbursed.

When the estimated expense is less than $150.00, there will be no advance.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Passage of Current Policy: February 11, 2013

I certify that this Policy was adopted by Council as indicated above.

Jane Harding
Town Clerk/Treasurer

November 19, 2023
Date

(41)

June Harding

From: Anna Chetwynd <annachetwyndlockeport@gmail.com>
Sent: Sunday, December 29, 2024 10:34 AM
To: Derek Amalfa; June Harding; craighillenlockeport@gmail.com; candacemaliklockeport@gmail.com; kevin Chetwynd; annachetwyndlockeport@gmail.com
Subject: Public washroom at Lighthouse building

It has come to my attention that the public washroom at the Lighthouse building is becoming a problem. Earlier this month the lights were left on and the door was found flapping in the wind, luckily there was no damage.

More concering is Kevin/Wayne have, on two separate occasions, found issues recently.
* earlier this week cigarette butts were found
* today the heat was found to be jacked up as far as it would go.

Both are potential fire hazzards. With the heaters up that high it would only take someone dropping a cloth, paper towel, or plastic to start a fire.
Also, the electric bill comes off the MFR budget during the winter months.

The washroom was a trial aimed at persons with specific health concerns...not as a warming station or hangout (or whatever else they are doing).

Wayne advises they have turned the heat back to an acceptable level, he has locked the door, and has contacted June to let her know.

It is my opinion that these two recent incidents are serious enough that we should lock the washroom for the winter months.

Anna

Get Outlook for Android

(42)

Invite to Join Joint Municipal Fire Services Committee

1 message

Wesley Petite <WPetite@nsfm.ca> Fri, 3 Jan 2025 at 10:14 am
To: derekamalfalockeport@gmail.com <derekamalfalockeport@gmail.com>

Hello, Mayor Amalfa, I hope you had a refreshing holiday.

Given Lockeport's remote location and proximity to the historic wildfire in Barrington, you came to mind as I attempt to promote the below opportunity. Would there be any interest among your council in joining this committee? If so, please let me know by January 10th. I acknowledge that this is a tight timeline, but it would be great to get representation of Lockeport on this committee.

Joint Municipal Fire Services Committee

Number of Vacancies: 2 elected officials

About the Joint Municipal Fire Services Committee:

This Committee will provide the forum for the stakeholders to explore issues and challenges, identify opportunities for improvement, make recommendations and implement initiatives that will lead to stronger fire services throughout the province

Committee members should have an awareness of fire services governance or pertinent legislation.

How to apply: Submit a brief statement outlining your relevant skills and qualifications including an explanation of how your participation would benefit the committee to: wpetite@nsfm.ca **by January 10th**

Thanks and talk soon,

Wesley Petite, PhD | Policy Advisor

Nova Scotia Federation of Municipalities

T: 902-943-7930

1809 Barrington Street

Halifax NS B3J 3K8

Explore our new Funding Database: nsfm.ca/grants

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NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Council Status Report

Mayor Amalfa December 2024

Meetings Attended:

Date	*Committee*	*Notes*
Dec 6	Region 6 Solid Waste Management	
Dec 13	Regular Council	
Dec 16	Shelburne Area Committee	
Dec 18	Recreation Committee	
Dec 20	Planning Advisory	

Other Business:

- Municipality of Shelburne LUB Public Consultation
- Lockeport Christmas Tree Lighting
- Senior Services Holiday Meal Delivery
- Shelburne Guild Hall Miracle on Dock St.

Overview:

December concluded 2024 with significant progress in Council initiatives and a celebration of Lockeport's vibrant community spirit. The Christmas festivities on town served as a testament to our residents' and volunteers dedication, fostering a shared sense of unity, pride and holiday cheer.

During December, Council had its inaugural strategic planning session, focusing on defining key priorities and establishing a strategic roadmap to guide our term. This collaborative effort provided an initial framework for setting actionable objectives and aligning our resources to meet community needs. In parallel, council members participated in professional development activities, enhancing governance capabilities and leadership proficiency to ensure effective public service.

December 2024

Deputy Mayor A CHETWYND

02 RCMP this was an online meeting however we were not provided the link so by the time I was able to get logged on they were in closing statements. They have said, if we wanted, they could come and deliver the information.

06 Santa Pary/Tree Lighting. This community event was well received by all ages. Santa arrived on the Fire Truck, did the countdown to the tree lighting, and then made his way to the Fire Hall where he met with all the children, listened to their wishes and provided them with a treat bag.

11 LEHS Pad Replacement Meeting. The teachers have identified a need to have the pad replaced. The Recreation Committee and other concerned citizens met to identify issues that were stalling this project.

13 Regular Council Meeting

12 LEHS Christmas Concert. Attended the Elementary P-6 Concert. The children did a great job and put their own Lockeport spin on it making it very unique.

18 Recreation Committee

20 Special Council Meeting to approve payment for this phase of the sewer upgrade project.

20 Planning Advisory Meeting

23 Free Skate. Attended the free skate sponsored be Lockeport Make your Move at the Shelburne Arena. It was well attended and everyone had a great time.

Month of December Councillor C. Hillen

Dec 3, 2024 - Policing Standards Virtual- Unable to connect technical difficulties

Dec 3, 2024 - Accessibility Committee Meeting

Dec 4, 2024- Coastal Protection & Strategic Development Plan Municipality of Shelburne

Dec 11,2024- Elementary School Meeting-re: Proposal for Play Pad replacement

Dec 13,2024- Regular Council Meeting

Dec 20,2024- Planning Advisory Council

Other

Drafted joint unit correspondence for Minister of Justice requesting financial support for Accessibility Coordinator position

Councillor Kevin Chetwynd

Meeting and events attended

Dec 6 - R6 solid waste committee

Dec 6 Tree lighting & Santa event

Dec 12 Christmas concert LRHS

Dec 13 Regular council meeting

Dec 20th Special council meeting / Planning advisory meeting.

Region 6 Activities Summary 2024-25

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Collaboration continues with various partners on litter reduction in Parks, at schools, public event spaces, along roads, on beaches and coastlines.
- Use of social media posts and videos (What Goes Where, Let's Be Clear Litter Doesn't Belong Here and many more) aim to reduce litter, improve sorting and educate on proper waste management. Many specific training videos have been created for municipal/business use.
- In preparation for Extended Producer Responsibility (EPR) for Printed Paper and Packaging (PPP), the Queens Recyclables facility has made a transition to a 2 Bag System for sorting whereby paper products go in one bag and all other recyclables in another bag. This impacted the sorting for all Shelburne County units. Outreach continues to educate the residents on the new sorting requirements.

Enforcement

Many By-Laws have been updated to reflect new sorting requirements (2 bag recycling). Other areas touched on are privacy bags, bag limits and preparations for EPR for PPP.

Administration

- The annual fee increase in 2024 for our ReCollect Waste App was too high and after a successful adjustment, the cost was reduced and a $,280.52 savings was recognized.
- Work continues to implement EPR for PPP with every municipality registering for the program. Next steps are for municipalities to decide whether to continue collecting residential recyclables and be compensated by the Producers or have them manage their products. Collection contract adjustments are being prepared, where necessary.
- Other EPR programs launched over the summer for Batteries, Lightbulbs and additional electronics. Work continues to make these programs convenient and accessible for all.
- Regulations for the management of pressure treated lumber and C&D Site Permit requirements, are being met or are in progress.
- Getting to 300kg/person/year disposed (garbage) consultation has been on-hold until EPR for PPP is under control. Feedback to the province has been to maximize diversion while minimizing negative impacts to our funding. No funding level changes have been discussed
- Work continues to help lessen the impact of waste generated by natural disasters (Wildfire and Flooding). Pre-planning allows faster mobilization and reduces waste going to landfill.

Christine H McClare, Regional Coordinator - Dec 17, 2024

Councillor Candace Malik

December 2024 Meetings and Events

5th - Roseway Manor Board meeting (regrets due to illness)

6th - Tree Lighting Ceremony, assisted Town Market with distribution of hot chocolate

8th - Senior Services Holiday Meal Delivery

10th - Canada Day Committee Meeting

11th - LES for Pave the Pad (regrets due to out of town)

12th - Library Board meeting (virtual)

13th - Regular Council meeting

20th - Planning Meeting with Council

Western Counties Regional Library

Board Meeting Minutes

September 19, 2024

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, September 19, 2024 in the Community Room of the Izaak Walton Killam Memorial Library building in Yarmouth, Nova Scotia.

Present:

Councillor Sherry Thorburn Irvine, Board Chair, Municipality of Shelburne.

Councillor Kathy Bourque, Municipality of Argyle.

Councillor Carl Deveau, Municipality of Clare.

Councillor Patti Durkee, Municipality of Yarmouth.

Mayor Ben Cleveland, Town of Digby.

Councillor Elizabeth Acker, Town of Shelburne.

Councillor Belle Hatfield, Town of Yarmouth.

Erin Comeau, Secretary – Treasurer.

Present via Zoom:

Councillor Kent Balish, Town of Lockeport.

Patrice Simpson – Province of Nova Scotia.

Regrets:

None

Absent:

Councillor Shaun Hatfield, Municipality of Barrington.

Councillor George Manzer, Municipality of Digby.

Councillor Louann Link, Town of Clark's Harbour.

Ellen Burton - Yarmouth Public Library & Museum.

Province of Nova Scotia – vacant position.

1. **Call to Order.**

The Board Chair, Sherry Thorburn Irvine called the meeting to order at 1:00 pm. and welcomed everyone to today's meeting.

2. **Adoption of the Agenda.**

Carl Deveau moved and Belle Hatfield seconded the adoption of the agenda.

Motion carried.

3. **Minutes of the Previous Meetings.**

The minutes of the June 20, 2024 board meeting were circulated. There being no errors or omissions, Elizabeth Acker moved and Kathy Bourque seconded the approval of the June 20, 2024 board meeting minutes.

Motion carried.

4. **Business Arising from the Minutes.**

There was no Business Arising from the Minutes.

5. **Chair's Report.**

Board Chair Sherry Thorburn Irvine felt that the leadership by Erin and her library staff show that library business continues with importance on prioritization. She thanked Erin for all the work she is doing on accessibility.

6. **Director's Report.**

Director Erin Comeau indicated that the Management Activities Report was circulated. She pointed out that the branch managers and herself are often stretched to their limit with all the work that is to be done. She is hoping that we can hire a 1 year term position to help with accessibility items. The Staff website is being totally revamped to make it easier for staff to search for documents. It is hoped to launch the website to staff by the end of March 2025.

7. **Financial Statement.**

The August 31, 2024 Financial Statement was circulated. Erin was asked whether she had purchased a replacement vehicle. She noted that she is still looking but that she is

now waiting to see what the required specs for a new vehicle will be once the library changes their delivery system to accommodate the larger plastic bins. Ben Cleveland moved and Kathy Bourque seconded the approval of the August 31, 2024 Financial Statement.

Motion carried.

8. HR and Governance Committee Report.

HR and Governance Committee Chair Belle Hatfield presented the September 9, 2024 meeting report.

8.1 Approval of the Management Employees Conditions of Employment and Procedures. Patti Durkee moved and Carl Deveau seconded that the Management Employees Conditions of Employment and Procedures be approved as presented. Motion carried.

8.2 Approval of the Municipal Councillor Booklet. All felt that this Municipal Councillor Booklet was very well presented and most will share it with their CAO and other organizations. Ben Cleveland moved and Kathy Bourque seconded that the Municipal Councillor Booklet be accepted as presented.

Motion carried.

8.3 Approval of the draft Sponsorship Agreement between Shannon Raynard and WCRL. Erin indicated that Shannon can apply for a MLIS course in January 2025 for the September 2025 term. If accepted into the program, Erin will work with a consultant to draft and sponsorship agreement between Shannon and the Board. Kathy Bourque moved and Ben Cleveland seconded that the draft sponsorship agreement be accepted as presented.

Motion carried.

8.4 Approval of the policy for casual employees and shift cancellations. Patti Durkee moved and Carl Deveau seconded that the Casual Employees and Shift Cancellations policy be approved as presented.

Motion carried.

9. Policy Review and Recommendations

9.1 Approval of the Resignation and Retirement policy. Elizabeth Acker moved and Kathy Bourque seconded that the Resignation and Retirement policy be approved as presented.

Motion carried.

9.2 Approval of the Vacation Time policy. Ben Cleveland moved and Belle Hatfield seconded that the Vacation Time policy be approved as presented.

Motion carried.

9.3 Vehicle Use Policy and Form. Carl Deveau moved and Kathy Bourque seconded that the Vehicle Use Policy and Form be approved as presented.

Motion carried.

9.4 Credit Card Use. Patti Durkee moved and Kathy Bourque seconded that the Credit Card Use policy be approved as presented.

Motion carried.

9.5 Photocopying and Printing Fees. This policy was updated because the library updated its mobile printing services and is now using a different mobile printing software that requires specific information on printing costs. Elizabeth Acker moved and Kathy Bourque seconded that the Photocopying and Printing Fees policy be approved as presented.

Motion carried.

10. New Business.

10.1 LBANS. Erin indicated that she attended a CORL meeting where the dissolution of LBANS (Library Boards Association of Nova Scotia) was discussed. LBANS has some financial matters that need to be resolved before they can dissolve the association. All regions meeting to make this happen. Kathy Bourque moved and Belle Hatfield seconded that WCRL reinstate its membership with LBANS, effective immediately.

Motion carried.

Belle Hatfield moved and Patti Durkee seconded that Carl Deveau be appointed to represent WCRL on the LBANS board.

Motion carried.

10.2 Library Funding Review Committee (LFRC). Erin and Ben updated the Board on the status of the Library Funding Review. On August 29, the Library Funding Review Working Group presented four options that prioritize higher wages for library staff, increased investment in library collections and technology, and new investment in cybersecurity. The options are supported by the research and allow for greater sustainability and growth for libraries into the future. Moving forward, the library funding review process will shift from the LFRC to government, where department staff will build on the work done by the LFRC and develop library funding recommendations for government consideration.

11. Other.

No other.

12. Around the Table.

Patti Durkee indicated that she was re-offering as Councillor in the October municipal elections, but if she isn't successful, she wanted to thank Erin for being so organized and for making it easy to be a library board member. Elizabeth Acker agreed with Patti, and also thanked Yvonne for all her work supporting the board.

Ben Cleveland was thanked for being a library board member as he is not re-offering.

13. Next Meeting.

The next quarterly board meeting will be held on Thursday, December 12, 2024 at 1:00 pm in the Community Room of the Izaak Walton Killam Memorial Library.

14. Adjournment.

The meeting adjourned at 2:15 pm on a motion from Ben Cleveland.

Western Counties Regional Library

December 2024

Library Report

Compiled by Ian White

What does it take to adopt-a-book?

It is exciting to see new books on display at your local library during Western Counties Regional Library's Adopt-A-Book campaign (AAB).

By the end of the two-month campaign on Nov. 30, people donated $21,362.75, adopting 690 books.

But, what does it take to get that book on display and available to the public during this vital fundraiser?

"About four months before the start of the campaign, much of my time is spent updating the staff binders, containing posters, procedures, forms, and various supplies," says Office Manager Yvonne LeBlanc. "These are sent to all 10 library branches before the start of the campaign, along with the new books available to be adopted."

Before the campaign begins, Collections Manager Lydia Hunsberger and Acquisitions Clerk Karen Doucet meet. They work together to ensure the branches have the books they need for the campaign.

Yarmouth library clerk River Clairmont places an Adopt-A-Book bookplate in the front of a newly adopted book. Library clerks play a critical role in the campaign's success.

Six-Month Head Start

"I start thinking about Adopt-A-Book about six months in advance," says Hunsberger. "I make sure we have our supplies. I work with our (book) vendors to make sure things arrive more or less ready to go. I review all of our internal staff procedures to make sure the campaign runs as smoothly as possible."

"Most people probably don't realize purchasing for Adopt-A-Book is largely done by one person," she says. "It's a big job."

Doucet has to get the items into the library catalogue. This can affect the processing and circulation of other items.

The Adopt-A-Book items are more labour intensive. Doucet has to create labels and bookplates, and confirm pricing for the tags on the outside of the books that are to be adopted.

Once the books are ready, they need to go through a four-step process to be added to the library catalogue.

"This is very time consuming and is often the stage in which errors will occur," she says.

On the front lines, the library clerks play a critical role in the campaign's success.

Some of the library branch staff organize fundraisers for AAB.

Continued on next page

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Branch Adopt-A-Book supporting fundraisers allows everyone to help

Continued from Page 1

"We spent a lot of time on the Adopt-A-Book Chance Auction fundraiser," says Digby library clerk Cindy Hazel. The staff gather donations, set up prize packs and prepare publicity for the auction.

"We also have to prepare a display for the books to be adopted," adds fellow Digby clerk Jadyn Samson.

Samson says the auction allows those who might not be able to adopt a book still contribute by buying a ticket. All funds raised buys new books for the library.

The library's Clare and Weymouth branches ran 50/50 fundraisers during the campaign.

Some library branches create mini-fundraisers in support of the Adopt-A-Book campaign such as the chance auction at the Digby library. They allow people who may not be able to afford a bigger donation support the cause.

People Get to Choose Books

Samson and Hazel say people get excited about the fundraiser because they choose the books.

Hunsberger loves ordering and selecting the books, but she has to ensure each branch gets the right mix of books.

"I need to make sure all the branches have a diverse selection of books. I also need to be aware of trends and demand for certain items, which can be a challenge," she says. "It makes me happy when I can send out a book that I know patrons will be excited to see on the shelves."

Doucet is a bit removed from the excitement the campaign generates in the branches. She is always buoyed by news of people's generosity.

"I enjoy learning about the incredible donations that come through, such as Y-Con and Friends of the Library groups," she says. "It is very heartwarming when I witness the overwhelming support and appreciation extended to the library."

> **"It is very heartwarming when I witness the overwhelming support and appreciation extended to the library."**
> — Acquisitions Clerk Karen Doucet

LeBlanc is also impressed with how library users respond to the campaign.

"The thing I enjoy the most about Adopt-A-Book is seeing how many of the same patrons donate to every Adopt-A-Book campaign," she says. The campaign began in 1996 and happens every two years.

"I feel that the public want to help their library by donating to the fundraiser," says LeBlanc. "It is a way of saying 'thank you' for the library service they receive."

Samson and Hazel agree.

"The public seems to respond well to the fundraiser," Hazel says. "They want to help the library as they appreciate all that we do."

Hunsberger knows how expensive the books are and how difficult things are in today's economic environment.

"I think it's amazing that folks are coming out and showing support for their library," she says.

"Books are not cheap, and I've noticed a big increase in cost over the past year. With costs rising in all other areas of life, the fact that people are still willing to come out and adopt a book to support their library is incredible."

Around the Branches

Headquarters

Staff gathered for an in-service on Nov. 15. The valuable, day-long training session covered a wide-range of topics, including Naloxone training, pictured above.

Headquarters long-time volunteer Mark Pitman, seated, enjoys his birthday celebration in the boardroom with Headquarters staff and management on July 10. His birthday was July 11. He started volunteering at the library in 1991.

Clare

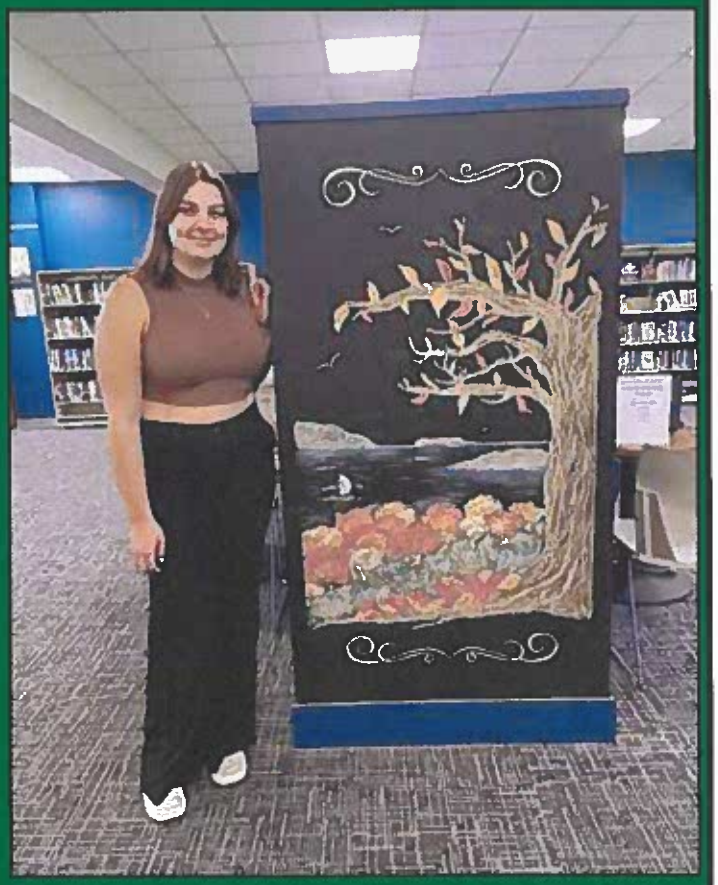
Effective Jan. 1, 2025, the new hours for the Clare library will be:

- Tuesday 12:30 – 8 p.m.
- Wednesday 12:30 – 5 p.m.
- Thursday and Friday 9:30 a.m. – 12:30 p.m. and 1:30 – 5 p.m.
- Saturday 10 a.m. – 1 p.m.

Barrington

Barrington library staff are preparing to launch a seed library in the spring of 2025.

Digby



This visiting artist from British Columbia volunteered to create a fall scene on the Digby library chalk board on Aug. 29.

Around the Branches

Lockeport

Friends of the Lockeport Library contributed $1,000 toward the cost of the new coat of paint to brighten the walls of the library. The top two photos are before and the bottom two are after the work.

Shelburne

This Primary class from Hillcrest Academy visited McKay Memorial Library on Nov. 14. Look at all the great books they borrowed during their time at the library.

Children and parents mingle and share stories during Shelburne library's Family Fun program on Friday mornings. Above, a little one is being read to by his mom and a new friend. The program provides socialization, reading and creativity skills for young families.

Weymouth

A library user with visual impairment and a friend visited the Weymouth branch because she was having trouble using Libby, the library's digital collection app. The clerks helped the pair learn how to use Libby and both can now read/listen to their favourite authors.

A three-session painting class for beginners with library clerk Michelle Doucette, right, introduced mixing paint colours and using different pallets such as wood, canvas and plastic ornaments. It also allowed older adults to socialize while learning a new skill.

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NOVA SCOTIA
Municipal Affairs
Office of the Minister

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

December 30, 2024

Dear Mayors, Wardens and Councillors:

I am writing today to commend all municipalities for successfully adopting the legislated Code of Conduct within the required timeline. Province wide adoption of this essential framework reflects a shared commitment to fostering respectful and constructive dialogue at the Council table.

The development of the Code of Conduct framework illustrates the significant collaboration between municipal governments and the Government of Nova Scotia. I would like to express my appreciation to the members of the Code of Conduct Working Group for their commitment and hard work over the past three years in developing and recommending a model that will effectively serve all 49 municipalities and 21 villages.

I would like to highlight that the Working Group recommended reviewing the Code three years after its implementation. This thoughtful approach underscores the importance of continuous evaluation and improvement to ensure that the Code continues to effectively support respectful and constructive conduct at the Council table.

Thank you, once again, for your commitment to the new municipal Code of Conduct. I am confident that this new standard will create a more positive work environment for municipal elected officials across Nova Scotia.

I look forward to our ongoing collaboration in the New Year as we engage in projects that will have meaningful impact on our communities.

Sincerely,

Honourable John A. Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers

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June Harding

From: Ian Morrison <IMorrison@nsfm.ca>
Sent: Friday, December 20, 2024 7:31 AM
To: Ian Morrison
Subject: Insurance Trends for 2025

Good Morning,

Understanding insurance trends is critical because it allows municipal units to adapt to changing market dynamics, expectations, technological advancements, and regulatory landscapes, ultimately enabling preparation for changing risk management requirements. This is also important to maintain financial stability in a rapidly evolving environment. Essentially, staying informed about trends helps municipal leaders and staff stay ahead of potential risks and capitalize on new opportunities. This is necessary to a proactive risk management strategy.

Looking ahead to 2025, here are **five key trends** in commercial insurance:

1. Rising Importance of Cyber Liability Insurance

Cyberattacks pose an ever-increasing risk to organizations of all kinds. From data breaches and ransomware attacks to email scams, these risks pose an ever-evolving danger that threatens financial losses, irreparably harms reputations, or disrupts operations. This makes coverage essential. For this reason, this policy has emerged as an invaluable aid for coping with expenses related to incidents including the following:

- customer notifications
- data recovery
- forensic investigations
- legal fees

2. An Era of Tailored Insurance Solutions

As insurers transition toward tailored solutions for individual businesses, generic commercial policies are becoming less appealing. Due to data growth, industry diversification, and increasing business complexity, this trend will only continue.

3. Climate Risk Coverage Gains Momentum

Global warming has evolved beyond an abstract concern for organizations, especially municipalities; it has become an immediate reality they must navigate when conducting operations. Extreme weather events cause property damage more frequently and significantly than ever, disrupting operations and supply chains. Insurance providers have responded accordingly, creating policies designed specifically to assist organizations in mitigating such risks.

4. The Influence of Artificial Intelligence and Big Data Analytics

These advanced tools have revolutionized commercial insurance. Insurance companies use AI-powered apps like Workbot or Watson AI-enhanced risk evaluation processes and tailor their coverage offerings precisely to individual customer needs. AI technology makes analyzing vast datasets easier, enabling insurers to predict risks more precisely while pricing policies more accurately.

5. Adopting the Circular Economy

Organizations adopting circular economy models prioritize resource recovery and waste reduction through practices such as using recycled materials, designing products with longevity in mind, repairability features built-in, closed-loop supply chains, and closed-loop supply networks. These moves toward sustainability pose both opportunities and challenges, impacting commercial insurance considerations along the way.

On these and other issues, your broker is always available to assist you in your risk evaluation to ensure that your risk is managed as reasonably as possible. Looking ahead to the holidays and to 2025, best wishes to you and your family for a wonderful holiday season!

This notification is a monthly communique to update and provide information of relevance to participating organizations in the **NSFM Municipal Insurance Program**.

Participating municipal units are reminded that access is available to the **Intact Public Entities Centre of Excellence**:

- An online hub of constantly updated articles, checklists, templates, and tips to assist municipal units with implementation of a comprehensive risk management strategy
- The site can be accessed here: https://www.intactpublicentities.ca/centre-of-excellence

Members and participating organizations will continue to be updated on the activities of the Committee on a regular basis.

Please advise if you require any further information.

Ian Morrison | Director of Operations and Communications
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

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NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities who have been here for over 400 years.