

Town of Berwick Council Meeting

September 9, 2025

Town of Berwick Council Chambers

6:30 pm

AGENDA

1. Call to Order

2. Approval of the Agenda

3. Approval of the Minutes

a. Public Hearing Minutes, July 7, 2025

b. Council Minutes, July 8, 2025

4. Review of Action Items

5. New Business

a. RFD028-2025: 2025/26 Sewer Fees

b. RFD029-2025: Winter Maintenance Contract Award

c. Proposed NSFM Bylaw Changes

d. Strategic Planning Update

e. Don Regan Dedication

6. Mayor's Report

7. Adjournment

Meeting Date	Action Item	Status	Comments
2025-04-22	Schedule VCFN to present to Council.	Completed	Scheduled for November Council Meeting
2025-04-08	Arrange for KTA and Valley Waste to present to Council.	Completed	Valley Waste - December Council KTA - January Council
2024-12-10	Appoint an independent investigator into the Code of Conduct.	In-Progress	CAO has narrowed down the list of investigators and is requesting quotes for service. Expected to be secured by end of September at the latest.
2025-01-14	Number of fines written by RCMP and how does it get directed to Town of Berwick revenue.	In-Progress	Initial information was provided to the Police Advisory Board. Still more information to gather.
2025-01-14	Planning Fee review and determine whether changes to the MPS will change our planning services fees, whether a staff person makes sense and look at similar size MU for comparison on changes to MPS vs. costs.	In-Progress	Will be reviewed following the MPS Review.
2025-01-14	Is there revenue from VCFN that is returned to the owner parties?	In-Progress	VCFN has been asked at the presentation to Council and the question can be asked at that time.
2025-04-22	Develop a process to report incidents to RCMP and what the escalation and resolution process is for remedy the situation with the individuals.	In-Progress	All incidents will be reported to the RCMP. Staff are developing an internal process to ensure any evidence is identified and proper records are completed, retained and destroyed properly. Draft one will be completed and reviewed prior to September Council
2025-03-25	What is the useful life of the STORHUB batteries packs.	In-Progress	
2025-06-10	Identify what rate the County of Kings Deed Transfer Tax rate will be and prepare a list of neighbouring municipalities.	In-Progress	The Municipality of Kings will bring forward recommendations on October 7, 2025
2025-06-27	Arrange for a Key Fob for DM Lutz	In-Progress	Key Fob has been completed; however, a physical key is required for front door.
2025-06-10	Survey Committee members to see what they think about meetings, content, reporting, etc.	In-Progress	Survey will be shared with committee members week of August 25.
2024-12-10	Reach out to other municipalities to understand how they are assessing the Code of Conduct criteria for establishing	Not Started	
2024-12-10	Electricity Regulations, educational materials to provide to Council on the Council SharePoint site.	Not Started	
2025-02-11	Review Snow Removal Policy prior to next winter plowing season with input from Accessibility and Active	Not Started	
2025-06-10	Set budget for charity event participation policy	Not Started	
2025-04-08	Can staff look at an efficiency audit for the entire organization?	Other	Discuss during strategic planning.
2025-08-26	MacIntosh Street - get a quote and understand what the cost and how to finance. Communicate when it would happen.	Other	The MacIntosh quote is estimated to be \$80,000. This level of funding is a capital expense and staff recommend deferring this to 2026/27 budget and use the remaining paving budget to patch other areas of town.

Request for Decision

RFD028-2025: 25/26 Sewer Fees



To: Town Council
From: Director of Finance
Date: September 9th, 2025
Subject: 2025/26 Sewer Fees

References/Attachments

- 2025/26 Approved Operating Budget
- 2025/26 Approved 5-Year Capital Budget

Legislation

- MGA Section 49

Recommendations

That Council approves the 25/26 Sewer Fees as presented in RFD 028-2025.

Background

Within the 2025/26 budget deliberations, Council had many in-depth discussions regarding the budgeting requirements associated with the operating and capital needs for Berwick's wastewater functions.

Through approval of the 2025/26 budgets, Council approved the required increase to revenue requirements for the wastewater department.

The sewer fees for basic users have not been reviewed or changed since 2017. Best practice is to adjust these fees on an annual basis to ensure the Town is collecting the revenue required to properly function. Moving forward, this approval process will be presented immediately following the budget approval.

The approved revenue requirement has resulted in an average increase of 27% or approximately \$38.00 per year, for the single-family dwelling. The rates required to meet the revenue requirements are as follows:

Request for Decision

RFD028-2025: 25/26 Sewer Fees



Property Class		2025/26 Charge	Previous Rate	Change
Single Family Dwelling		\$ 183.35	\$ 144.37	\$ 38.98
Duplex/Multiplex (each side or unit)		\$ 178.29	\$ 140.38	\$ 37.91
Vacant Lot		\$ 20.24	\$ 15.96	\$ 4.28
Mobile Home		\$ 110.01	\$ 86.63	\$ 23.38
Apartment	Base charge for first unit, plus	\$ 183.35	\$ 144.37	\$ 38.98
	Charge for each additional unit	\$ 126.05	\$ 99.25	\$ 26.80
Basic Commercial Service	Base charge - up to five (5) employees, plus	\$ 240.81	\$ 189.63	\$ 51.18
	Charge for each additional group of up to five employees	\$ 207.77	\$ 163.61	\$ 44.16
Funeral Home		\$ 302.53	\$ 238.21	\$ 64.32
Aliant Telecom		\$ 392.08	\$ 308.73	\$ 83.35
Service Station		\$ 330.36	\$ 260.35	\$ 70.01
Service Club		\$ 571.17	\$ 449.77	\$ 121.40
Service Club (limited activity)		\$ 262.56	\$ 206.87	\$ 55.69
Barber/Hairdresser		\$ 302.53	\$ 203.60	\$ 98.93
Grocery Store	Base charge for the first 1,000 square feet, plus	\$ 672.85	\$ 529.71	\$ 143.14
	Charge for each additional 1,000 square feet	\$ 538.28	\$ 423.76	\$ 114.52
Arena		\$ 3,384.52	\$ 3,117.42	\$ 267.10
Fire Hall		\$ 692.32	\$ 545.20	\$ 147.12
Church		\$ 571.17	\$ 449.77	\$ 121.40
Nursery School/Daycare		\$ 481.62	\$ 379.26	\$ 102.36
Curling Club		\$ 358.18	\$ 282.09	\$ 76.09
Laundromat		\$ 851.94	\$ 670.75	\$ 181.19
Campground		\$ 1,099.83	\$ 866.65	\$ 233.18
Restaurant	Base charge for the first 10 seats, plus	\$ 515.52	\$ 405.90	\$ 109.62
	Charge for each additional 20 seats	\$ 364.25	\$ 286.80	\$ 77.45
Hospital		\$ 3,521.09	\$ 3,945.23	\$(424.14)
School		\$ 1,436.26	\$ 1,131.51	\$ 304.75
Car Wash		\$ 784.15	\$ 617.46	\$ 166.69
Convenience Store		\$ 364.25	\$ 286.80	\$ 77.45
Boarding House	Base charge for first unit, plus	\$ 183.35	\$ 144.37	\$ 38.98
	Charge for each additional unit	\$ 71.65	\$ 56.42	\$ 15.23
Bed & Breakfast		\$ 275.03	\$ 216.56	\$ 58.47

**Request for Decision
RFD028-2025: 25/26 Sewer Fees**



Approval is required to ensure the proper amount is included on the final property tax bill and provide the Town with the revenue to meet the wastewater department’s operating and capital requirements.

Financial Implications

As approved within the 2025-26 Operating budget, the additional revenue from basic users is \$44,541. The increase relates to required funding for critical infrastructure replacement and ensuring annual reserve transfers are made to plan for future capital investments.

Priority Alignment

Check Applicable	Strategic Area	Priority	Comments
X	Economic		
X	Environmental		
X	Social		
X	Cultural		

Community Engagement/Communication

The revenue requirements for the 2025/26 sewer budget were discussed and approved in the 2025/26 Operating Budget.

CAO Comments

I support the recommendation of staff.

CAO Initials: JB

Target Decision Date: September 9, 2025

REQUEST FOR DECISION

RFD029-2025: Winter Maintenance Services



To: Council
From: Director of Public Works
Date: 09 Sept 2025
Subject: Winter Maintenance of Streets, Sidewalks, Parking Lots, Trails.

References/Attachments

- RFP BER2025-003A Winter Maintenance Services: Roads and Parking Lots
- RFP BER2025-003B Winter Maintenance Services: Sidewalks, Pathways, Trails
- RFP Bid Responses (4)

Recommendation

That council award the work scopes as outlined in BER2025-003A and BER2025-003B to Rick Balsor Welding per occurrence as follows:

Priority 1 Ice Treatment	986.84
Priority 1 Snow & Ice Treatment	1,263.16
Priority 2B Ice Treatment	385.97
Priority 2B Snow & Ice Treatment	824.56
Priority 3 Ice Treatment	986.84
Priority 3 Snow & Ice Treatment	1,263.16
Priority 2A Ice Treatment	885.96
Priority 2A Snow & Ice Treatment	1,425.44
Priority 4 Plowing & Snow Blowing	486.84

And an annual increase of 5% be applied for 2026/27, 2027/28, 2028/29 and 2029/30.

Background

The Town of Berwick issued RFP BER2025-003A and 003B on 31 July 2025 seeking bids from qualified proponents for winter maintenance services. The RFP closed on 28 August 2025 and four (4) tender responses were received.

All requirements within the RFP were fulfilled in 3 of the 4 submissions. One submission did not provide all of the information requested.

The recommendation is to award the work to the lowest bidder relative to an estimated work scope of 70 snow / ice occurrences in a winter season. Based on 70 occurrences, the anticipated and cumulative contracted amount is between \$250,000 and \$300,000.

A summary of pricing and RFP requirements is included as an appendix to this recommendation.

REQUEST FOR DECISION

RFD029-2025: Winter Maintenance Services



Financial Implications

Although this work scope was not budgeted as a contracted work scope, this work is within the anticipated financial expectation. As presented to Council, the operational impact to contracting the service is not anticipated to have an operational savings. The variance to the operational budget could be between \$50,000 and \$100,000 based on the winter work scope model of 70 occurrences. However, depending on the number of actual occurrences, this could be lower.

Staff can provide an update in the monthly department report on the number of occurrences in the previous month and any anticipated overages.

Priority Alignment

Check Applicable	Strategic Priority Area	Comments
X	Economic	
X	Environmental	
	Social	
	Cultural	

Alternatives

N/A

Community Engagement/Communication

The public will be given notice of the contractor and how to provide feedback. This will occur prior to the end of September.

CAO Comments

I support the staff recommendation.

CAO Initials: JB

Target Decision Date: 8 Sept 2025

REQUEST FOR DECISION

RFD029-2025: Winter Maintenance Services



Appendix

Summary of the technical and commercial scoring based on the information contained in each response:

003A		Max Points	Maritime Utility Services Ltd	MacDonald Construction Ltd	Gillespie Horticulture Services	Rick Balsor Welding
Technical Score	Experience	10	0	7	9	9
	Qualifications	10	0	7	8	9
	Personnel	10	0	9	7	9
	Equipment Resources	30	24	25	29	27
Pricing Score		40	0	8	14	40
		100	24	56	67	94

003B		Max Points	Maritime Utility Services Ltd	MacDonald Construction Ltd	Gillespie Horticulture Services	Rick Balsor Welding
Technical Score	Experience	10	0	7	9	9
	Qualifications	10	0	7	8	9
	Personnel	10	0	9	7	9
	Equipment Resources	30	25	25	27	27
Pricing Score		40	0	15	14	40
		100	25	63	65	94

REQUEST FOR DECISION
RFD029-2025: Winter Maintenance
Services



Summary of pricing included in the responses:

003A		Maritime Utility Services Ltd	MacDonald Construction Ltd	Gillespie Horticulture Services	Rick Balsor Welding
Ice Treatment	Year 1	none	\$ 4,200.00	\$ 1,900.00	\$ 986.84
	Year 2	none	\$ 4,326.00	\$ 2,100.00	\$ 1,036.18
	Year 3	none	\$ 4,456.00	\$ 2,300.00	\$ 1,087.99
	Year 4	none	\$ 4,590.00	\$ 2,500.00	\$ 1,142.39
	Year 5	none	\$ 4,728.00	\$ 2,700.00	\$ 1,199.51
ow + Ice Treatment	Year 1	none	\$ 12,300.00	\$ 3,100.00	\$ 1,263.16
	Year 2	none	\$ 12,669.00	\$ 3,300.00	\$ 1,326.32
	Year 3	none	\$ 13,049.00	\$ 3,500.00	\$ 1,392.63
	Year 4	none	\$ 13,440.00	\$ 3,700.00	\$ 1,462.27
	Year 5	none	\$ 13,843.00	\$ 3,900.00	\$ 1,535.38
Ice Treatment	Year 1	none	\$ 2,050.00	\$ 1,100.00	\$ 385.97
	Year 2	none	\$ 2,112.00	\$ 1,200.00	\$ 405.27
	Year 3	none	\$ 2,176.00	\$ 1,300.00	\$ 425.53
	Year 4	none	\$ 2,242.00	\$ 1,400.00	\$ 446.81
	Year 5	none	\$ 2,309.00	\$ 1,500.00	\$ 469.15
ow + Ice Treatment	Year 1	none	\$ 4,100.00	\$ 1,800.00	\$ 824.56
	Year 2	none	\$ 4,223.00	\$ 2,000.00	\$ 865.79
	Year 3	none	\$ 4,350.00	\$ 2,200.00	\$ 909.08
	Year 4	none	\$ 4,480.00	\$ 2,400.00	\$ 954.53
	Year 5	none	\$ 4,614.00	\$ 2,600.00	\$ 1,002.26
Ice Treatment	Year 1	none	\$ 2,800.00	\$ 3,100.00	\$ 986.84
	Year 2	none	\$ 2,884.00	\$ 3,300.00	\$ 1,036.18
	Year 3	none	\$ 2,970.00	\$ 3,500.00	\$ 1,087.99
	Year 4	none	\$ 3,059.00	\$ 3,700.00	\$ 1,142.39
	Year 5	none	\$ 3,151.00	\$ 3,900.00	\$ 1,199.51
ow + Ice Treatment	Year 1	none	\$ 6,800.00	\$ 6,150.00	\$ 1,263.16
	Year 2	none	\$ 7,004.00	\$ 6,350.00	\$ 1,326.32
	Year 3	none	\$ 7,214.00	\$ 6,530.00	\$ 1,392.63
	Year 4	none	\$ 7,430.00	\$ 6,750.00	\$ 1,462.27
	Year 5	none	\$ 7,653.00	\$ 6,950.00	\$ 1,535.38

REQUEST FOR DECISION
RFD029-2025: Winter Maintenance
Services



003B		Maritime Utility Services Ltd	MacDonald Construction Ltd	Gillespie Horticulture Services	Rick Balsor Welding
Ice Treatment	Year 1	none	\$ 2,300.00	\$ 2,500.00	\$ 885.96
	Year 2	none	\$ 2,369.00	\$ 2,800.00	\$ 930.26
	Year 3	none	\$ 2,440.00	\$ 3,000.00	\$ 976.77
	Year 4	none	\$ 2,513.00	\$ 3,200.00	\$ 1,025.61
	Year 5	none	\$ 2,588.00	\$ 3,400.00	\$ 1,076.89
ow + Ice Treatme	Year 1	none	\$ 4,550.00	\$ 4,200.00	\$ 1,425.44
	Year 2	none	\$ 4,686.00	\$ 4,400.00	\$ 1,496.71
	Year 3	none	\$ 4,827.00	\$ 4,600.00	\$ 1,571.55
	Year 4	none	\$ 4,972.00	\$ 4,800.00	\$ 1,650.12
	Year 5	none	\$ 5,121.00	\$ 5,000.00	\$ 1,732.63
ving / Snow Blow	Year 1	none	\$ 1,300.00	\$ 1,150.00	\$ 486.84
	Year 2	none	\$ 1,339.00	\$ 1,200.00	\$ 511.18
	Year 3	none	\$ 1,379.00	\$ 1,250.00	\$ 536.74
	Year 4	none	\$ 1,420.00	\$ 1,300.00	\$ 563.58
	Year 5	none	\$ 1,463.00	\$ 1,350.00	\$ 591.76

REQUEST FOR DECISION

RFD029-2025: Winter Maintenance Services



Assumed workscope used for evaluation of the responses:

		Nov	Dec	Jan	Feb	Mar	Apr	Total Days	% of Days		
		30	31	31	28	31	20	171	100%		
										Comments	
Year 1	Ice Treatment	Connector Streets salted XX times						45	26%		
		Parking Lots						36	21%	e.g. 80% of Connector Streets	
		Other Streets						36	21%	e.g. 80% of Connector Streets	
		Sidewalks						54	32%	e.g. 120% of Connector Streets	
	Snow + Ice Treatment	Connector Streets plowed XX times						25	15%		
		Parking Lots						25	15%	e.g. same as Connector Streets	
		Other Streets						20	12%	e.g. 80% of Connector Streets	
		Sidewalks						25	15%	e.g. same as Connector Streets	
		Trails snow-cleared						5	3%	e.g. 20% of Connector Streets	

Summary of anticipated costs for this workscope:

	Maritime Utility Services Ltd	JM MacDonald Construction Ltd	Gillespie Horticulture Services	Rick Balsor Welding
003A Contract (5 years)	\$ -	\$ 4,829,328	\$ 2,748,600	\$ 946,459
003B Contract (5 years)	\$ -	\$ 1,297,745	\$ 1,410,850	\$ 474,718
cumulative spend (5 years)	\$ -	\$ 6,127,073	\$ 4,159,450	\$ 1,421,177
avg cumulative per year	\$ -	\$ 1,225,415	\$ 831,890	\$ 284,235

From: NSFM Communications <communications@nsfm.ca>
Sent: August 19, 2025 9:00 AM
Subject: Notice: Annual General Meeting & Proposed By-law Changes
Attachments: By-Law Changes Document - November 6 2025.pdf; 2024_NSFM By-Laws Amended.pdf

Good Morning,

This correspondence is addressed to all elected municipal officials.

At the June 27 meeting of the Board of Directors, the Board discussed a series of prospective by-law changes. These proposed changes will be presented for the membership's consideration at the upcoming **Annual General Meeting:**

November 6, 2025 @ 1:30 pm
Commonwealth Board Room
The Westin Nova Scotian Hotel
1181 Hollis Street, Halifax, Nova Scotia

Article 10 – By-Law Amendments of the NSFM By-laws provides for the following:

- a) These by-laws may be amended at the Annual General Meeting or a Special Meeting, on a motion passed by two thirds (2/3) of votes cast or, in the event of a motion proposed by way of E-Voting, on a motion passed by two thirds (2/3) of the votes cast by way of E-Voting subject to the satisfaction of the requirements of Art. 6.6 (d)(ii).*
- b) Notice of proposed amendments to the by-laws must be provided at least twenty-eight (28) days prior to the date on which they are to be discussed.*

Pursuant to subsection 10 (b) of the By-laws, **this information provides a minimum 28-days notice period of the proposed by-law changes**, for which there are sixteen (16) separate Motions being proposed.

Summary of Changes

The attached **By-law Changes Document** outlines in detail the changes being proposed. The vast majority are designed to clarify, simplify, or update the by-laws.

One change we would like to draw your attention to is **Motion #5** which will change the composition of the Board of Directors by removing the representative of the Association of Municipal Administrators Nova Scotia (AMANS) and reducing the size of the Board from 17 to 16. The reasons the Board is proposing this are:

- AMANS and NSFM are separate and distinct organizations and this is a structure that no longer makes sense, given their unique roles
- The NSFM Board feels there are better avenues and more effective ways to utilize to communicate and strengthen our relationship with AMANS
- The Executives of both organizations have discussed this and are committed to work on a path forward for collaboration, communication, and cooperation

Online Information Session

NSFM will be hosting an online **Information Session** on **Tuesday September 16 @ 4:00 pm** to review the prospective by-law changes with the membership. A meeting invite will be sent to you in the near future.

Please find attached the following:

- Motions #1 through #16 for each proposed by-law change
- A copy of the current NSFM by-laws illustrating all changes being proposed

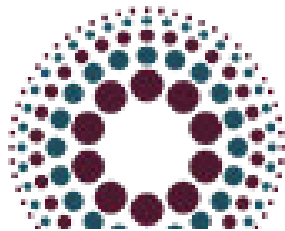
Motions will be moved, seconded, and discussed prior to a vote. Any questions, please contact imorrison@nsfm.ca.

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +902.423.8331

info@nsfm.ca

nsfm.ca | [facebook](https://www.facebook.com/nsfm.ca) | [twitter](https://twitter.com/nsfm_ca) | [linkedin](https://www.linkedin.com/company/nsfm-ca) | [instagram](https://www.instagram.com/nsfm.ca)



**NOVA SCOTIA FEDE
OF MUNICIPALITIES**

NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. 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.

Verified virus free by MessageLabs

**By-law Changes Document
For Annual General Meeting
November 6, 2025**

Motion #1: Amending definition of Member's Meeting in Definitions

Be it resolved that NSFM amend the definition of "Members' Meeting" of its by-laws as follows:

"Members' Meeting" refers to any meeting of all the members of the Federation, including but not limited to, ~~the Annual Conferences,~~ Annual General Meetings, and Special Meetings.

Motion
Seconded

Motion #2: Deletion of three definitions in Definitions

Be it resolved that NSFM delete the following definitions of its by-laws: "Regional Municipality", "Rural Municipality", and "Town":

~~"Regional Municipality" means a regional municipality established by, or continued pursuant to, the Municipal Government Act;~~

~~"Rural Municipality" means a county or district municipality;~~

~~"Town" means an incorporated town;~~

Motion
Seconded

Motion #3: Deletion of 3.6 (c) in Right of Members

Be it resolved that NSFM delete Section 3.6 (c) of its by-laws as follows and renumber accordingly:

~~may send municipal staff to Members' Meetings as advisors to Elected Municipal Officials. Staff advisors shall not have voting rights but shall be entitled to speak at such meetings;~~

Motion
Seconded

Motion #4: Amendment to 3.7 (a) in Elected Municipal Officials

Be it resolved that NSFM amend 3.7 (a) iii. of its by-laws as follows:

shall be eligible for election ~~appointment~~ to the Board in accordance with these by-laws and the Federation's "Elections Policy" .

Motion
Seconded

Motion #5: Amendment to 5.2 (a) in Composition

Be it resolved that NSFM amend 5.2 (a) of its by-laws as follows:

The Board of Directors consists of ~~sixteen~~ ~~seventeen~~ (16~~7~~) members:

- i. the President,
- ii. the Vice President,
- iii. the Past President,
- iv. two (2) Regional Representatives from the Cape Breton-Strait Electoral Region,
- v. two (2) Regional Representatives from the Cumberland-Colchester-Pictou-East Hants Electoral Region,
- vi. two (2) Regional Representatives from the Valley Electoral Region,
- vii. two (2) Regional Representatives from the Southwestern Electoral Region,
- viii. two (2) Regional Representatives from the Southern Shore Electoral Region,
- ix. two (2) Regional Representatives from Halifax Regional Municipality,
- x. one (1) Regional Representative from Cape Breton Regional Municipality,
- ~~xi. a representative appointed by the Association of Municipal Administrators.~~

Motion

Seconded

Motion #6: Amendment to 5.2 (d) in Composition

Be it resolved that NSFM delete 5.2 (d) of its by-laws as follows:

~~The representative appointed by the Association of Municipal Administrators shall be an employee of a Member Unit.~~

Motion

Seconded

Motion #7: Amendment to 5.5 (c) in Executive Committee

Be it resolved that NSFM amend 5.5 (c) of its by-laws as follows:

~~When appointing the two Regional Representatives, the Board shall give preference to interested Board members who are from Electoral Regions.~~ ~~Executive Committee members appointed by the Board shall be from Electoral Regions other than:~~

- i. The Electoral Regions represented by Officers of the Federation; and
- ii. Each other.

Motion

Seconded

Motion #8: Amendment to 5.7 (a) in Removal of a Board Member

Be it resolved that NSFM amend 5.7 (a) of its by-laws as follows:

A Board member, who without excuse satisfactory to the President Board, is absent from three (3) consecutive meetings of the Board, is deemed to have resigned from the Board.

Motion
Seconded

Motion #9: Amendment to 5.8 (a) in Code of Conduct & Conflict of Interest

Be it resolved that NSFM amend 5.8 (a) of its by-laws as follows:

The Board of Directors NSFM Code of Conduct adopted by the Board applies to all Directors, Officers and members of Committees of the Federation.

Motion
Seconded

Motion #10: Amendment to 5.8 (b) in Code of Conduct & Conflict of Interest

Be it resolved that NSFM amend 5.8 (b) of its by-laws as follows:

All Board members shall sign the Board of Directors NSFM “Code of Conduct Policy” in order to assume responsibilities as a Board Member.

Motion
Seconded

Motion #11: Amendment to 5.10 (c) in Vacancies

Be it resolved that NSFM amend 5.10 (c) of its by-laws as follows:

In the event that a Board member’s position becomes vacant ~~or is left vacant following a regular Board election by reason of 5(10) (a) or if any other Board member resigns or becomes ineligible to serve~~, the vacancy is to be filled by a replacement elected from that member’s Electoral Region. If the vacancy is not filled within sixty (60) days, the Board must make a reasonable effort to appoint an eligible replacement. Service as a replacement is not considered a term for purposes of calculating term limits.

Motion
Seconded

Motion #12: Amendment to 6.1 (b) in Board of Directors

Be it resolved that NSFM amend 6.1 (b) of its by-laws as follows:

Immediately following the election of the Board Annual General Meeting, the Board must meet in order to set the dates for its future meetings, make any necessary appointments and conduct any matters that must be considered by the Board.

Motion
Seconded

Motion #13: Amendment to 6.2 (c) in Annual Conference

Be it resolved that NSFM delete 6.1 (c) vi. of its by-laws as follows and renumber accordingly:

~~Declare the new Board members, who shall assume office immediately upon the adjournment of the Annual Meeting; and~~

Motion
Seconded

Motion #14: Amendment to 6.4 (e) in Quorum

Be it resolved that NSFM amend 6.4 (e) of its by-laws as follows:

Executive Committee: A quorum of the Executive Committee is ~~four (4)~~ three (3) Executive members.

Motion
Seconded

Motion #15: Amendment to 6.4 (h) in Quorum

Be it resolved that NSFM amend 6.4 (h) of its by-laws as follows:

Committees: The quorum of such Committees shall be a majority of the Committee members serving, from time to time. ~~A quorum for a Committee is half the appointed membership of the Committee.~~

Motion
Seconded

Motion #16: Amendment to 7 (h) in Committees

Be it resolved that NSFM delete 7 (h) of its by-laws as follows and renumber accordingly:

~~The quorum of such Committees shall be a majority of the Committee members serving, from time to time.~~

Motion
Seconded



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

NSFM By-laws

LEGISLATION

The Nova Scotia Federation of Municipalities, formerly the Union of Nova Scotia Municipalities, was incorporated in 1981 under the Act to Incorporate the Union of Nova Scotia Municipalities (attached as Appendix A to these by-laws). The Act was amended on May 22, 2003.

DEFINITIONS

In these by-laws:

“Act” means Chapter 103 of the Acts of 1981, An Act to Incorporate the Union of Nova Scotia Municipalities;

“Annual Conferences” means the fall annual conference and spring annual conference;

“Board” means the Board of Directors of the Federation;

“Director” means a Member of the Board;

“Elected Municipal Official” means a person who holds an elected office in a Member Unit;

“Electoral Region” means a geographic area specified pursuant to the NSFM Elections Policy;

“E-Voting” refers to votes made by members of the Federation through electronic means in relation to business that would otherwise be conducted in an in-person, virtual, or hybrid meeting pursuant to Article 6.7;

“Federation” means the Nova Scotia Federation of Municipalities, formerly called the Union of Nova Scotia Municipalities;

“Good Standing” means a Member Unit's annual membership dues are paid in full;

“Local government” includes a town, a regional municipality, a municipality of a county and a municipality of a district;

“Members’ Meeting” refers to any meeting of all the members of the Federation, including but not limited to ~~Annual General Meetings and Special Meetings;~~

Deleted: the Annual Conferences

“Member Unit” means a Municipal Unit that is a member in good standing of the Federation;

“Municipal Unit” means a regional municipality, incorporated town, a municipality of a county, or a municipality of a district;

“Past President” means the person who held the office as President prior to the most recent election of officers, and who is still an Elected Municipal Official;

“Policy” means a document, approved by the Board that is on file at the Federation office, that contains statements of principle, procedures or protocols directing how certain work of the Federation is to be performed;

▼ Deleted: “Regional Municipality” means a regional municipality established by, or continued pursuant to, the Municipal Government Act;

▼ Deleted: “Rural Municipality” means a county or district municipality;

“Special Meeting” means a meeting called by the Board or Member Units pursuant to Article 6.3;

▼ Deleted: “Town” means an incorporated town;

ARTICLE 1 – NAME

The name of the organization is the Nova Scotia Federation of Municipalities (NSFM).

ARTICLE 2 - OBJECTIVES

The objectives of the Federation, as outlined in Section 4 of the Act, are to:

- a) represent the interests of municipal governments in the province, and to act as the advocate for Member Units on all such matters as are properly within the jurisdiction of the government of the Province;
- b) carry out, or cause to be carried out, such research activities as will assist in the betterment and encourage a higher degree of efficiency of local government in the province;
- c) act as a clearing house for the collection, exchange and dissemination of statistical data and general information on all matters of municipal practices and procedures;
- d) hold Annual Conferences for information, discussion and resolutions, and to hold a general workshop and discussion sessions at each Annual Conference to give delegates an opportunity to present problems of concern;

- e) promote and strengthen what is best in local government and service;
- f) protect the rights and privileges of responsible government in municipal affairs;
- g) further municipal interests by encouraging cooperation between Municipal Units;
- h) undertake such activities on its own or in concert with others as may be in the best interests of local government in the province; and
- i) to do all such other acts and things as are incidental or conducive to or consequential upon the attainment of the objects in the exercise of the powers of the Federation.

ARTICLE 3 - MEMBERSHIP

3.1 Conditions of Membership

Every Nova Scotia Municipal Unit is eligible for membership in the Federation.

3.2 Fees

- a) A Member Unit shall pay the annual membership fee and upon payment it becomes or remains a Member Unit.
- b) Membership fees payable by Member Units shall from time to time be fixed by resolution of the Board.

3.3 Resignation

- a) Member Units may apply to the Board to resign by providing written notice directed to the Chief Executive Officer (CEO).
- b) A resignation by a Member Unit is not effective until accepted by a resolution of the Board.

3.4 Termination of Membership

Member Units cease to be members upon:

- a) dissolution of the Member Unit;
- b) failure to pay the annual membership fee in the year in which the fee is due; or
- c) approval of the Member Unit's application to resign.

3.5 Reinstatement of Membership

A former Member Unit may not apply to be reinstated to membership unless it has deposited with the CEO a sum equivalent to its membership fee for the current year. This sum will be applied to the membership fees if the application is accepted.

3.6 Rights of Members

A Member Unit

- a) must be sent notice of Members' Meetings by email through their municipality's Chief Administrative Officer (CAO) or Clerk;
- b) may send Elected Municipal Officials from their municipal council to attend Members' Meetings.
- c) ~~may send municipal staff to Members' Meetings as advisors to Elected Municipal Officials. Staff advisors shall not have voting rights but shall be entitled to speak at such meetings;~~
- d) may inspect the annual financial statements, minutes of Board meetings and other books and records of the Federation, that are not confidential;
- e) Any request for inspection pursuant to paragraph (d) above must be in writing, addressed to the President or CEO.

Deleted: may send municipal staff to Members' Meetings as advisors to Elected Municipal Officials. Staff advisors shall not have voting rights but shall be entitled to speak at such meetings;

3.7 Elected Municipal Officials

- a) Every Elected Municipal Official:
 - i. may attend any Members' Meeting of the Federation held pursuant to Art. 6.2 and 6.3;
 - ii. may vote at any Members' Meeting of the Federation or participate in any E-Voting, as applicable;
 - iii. shall be eligible for election to the Board in accordance with these by-laws and the Federation's "Elections Policy".
- b) An Elected Municipal Official shall not be paid by or receive any personal benefit from the Federation, other than the President's stipend pursuant to section 5.9 c), and reimbursements or per diem allowances authorized by the Federation's "Travel and Expense Reimbursement Policy".
- c) Only Elected Municipal Officials are eligible to be elected to the Board.

Deleted: appointment

ARTICLE 4 – OFFICERS

4.1 Officers

- a) The Officers of the Federation are the President, Vice President and Past President.
- b) The Officers are subject to the control, direction, and policies established by the Board.
- c) The President and Vice President of the Federation are elected at-large by Elected Municipal Officials annually.

- d) Officers serve a one-year term or until their successors are elected.

4.2 Powers and Duties of Officers

- a) The President:
 - i. is responsible for the general direction of the affairs of the Federation;
 - ii. chairs all meetings of the Board, Executive Committee, and Special Meetings;
 - iii. performs any duty as assigned by the Board;
 - iv. may vote in proceedings of the Board; and
 - v. serves as an ex officio non-voting member of all Federation Committees.
- b) The Vice President:
 - i. exercises the authority of the President in the absence or incapacity of the President;
 - ii. performs other duties as assigned by the Board; and
 - iii. serves as an ex officio non-voting member of all Federation Committees.
- c) The Past President:
 - i. chairs the Nominations Committee;
 - ii. performs other duties as assigned by the Board.

4.3 Chief Executive Officer

- a) The Board must appoint a Chief Executive Officer.
- b) The Chief Executive Officer, under the direction of the Board, is responsible for the management and coordination of all phases of the operation, administration, finances, organization, supervision and maintenance of all activities of the Federation.
- c) Specific duties of the Chief Executive Officer are outlined in the Federation's "Chief Executive Officer Policy".
- d) In the absence of a Chief Executive Officer the Board must appoint a person to serve as interim Chief Executive Officer.

4.4 Execution of Contracts

Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Federation by any two (2) of the President, Vice-President and the CEO, or as otherwise prescribed by resolution of the Board.

ARTICLE 5 - BOARD OF DIRECTORS

5.1 Powers

The powers governing the Board of Directors are granted by *An Act to Incorporate the Union of Nova Scotia Municipalities* (1981) as amended.

5.2 Composition

- a) The Board of Directors consists of sixteen, (16) members:
 - i. the President,
 - ii. the Vice President,
 - iii. the Past President,
 - iv. two (2) Regional Representatives from the Cape Breton-Strait Electoral Region,
 - v. two (2) Regional Representatives from the Cumberland-Colchester-Pictou-East Hants Electoral Region,
 - vi. two (2) Regional Representatives from the Valley Electoral Region,
 - vii. two (2) Regional Representatives from the Southwestern Electoral Region,
 - viii. two (2) Regional Representatives from the Southern Shore Electoral Region,
 - ix. two (2) Regional Representatives from Halifax Regional Municipality,
 - x. one (1) Regional Representative from Cape Breton Regional Municipality,
- b) Regional Representatives serve a two (2) year term or until their successor is elected.
- c) In all Electoral Regions and Municipal Units that have two (2) Regional Representatives, the terms of the Regional Representatives will be staggered so that one (1) is elected each year. In elections in which both Regional Representatives in an Electoral Region or Municipal Unit need to be elected, the Regional Representative nominee receiving the second most votes, will serve a one (1) year term as specified in the Federation’s “Elections Policy”.

Deleted: seventeen

Deleted: 7

Deleted: <#>a representative appointed by the Association of Municipal Administrators.¶

5.3 Elections

- a) The Board shall be comprised of members elected by Elected Municipal Officials.
- b) Elections shall be held in accordance with the Federation’s “Elections Policy”, attached as Appendix B to these by-laws.

Deleted: <#>The representative appointed by the Association of Municipal Administrators shall be an employee of a Member Unit.¶

5.4 Indemnification

- a) The Federation must maintain Officers and Directors Insurance that indemnifies the Directors for actions in the normal course of their duties.
- b) Directors or Officers may rely on the accuracy of any statement or report prepared by the Federation’s auditor.

- c) The Federation indemnifies each Director against all costs and charges resulting from any act done as a Director for the Federation, except for acts of fraud, dishonesty, or bad faith.
- d) No Director is liable for:
 - i. the acts of any other Director, Officer or employee;
 - ii. any loss or damage as a result of acting on that statement or report of the Federation’s Auditor;
 - iii. any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm, or corporation dealing with the Federation;
 - iv. any loss due to an oversight or error in judgement; or
 - v. an action when acting as a Director or Officer, unless the act is fraud, dishonesty, or bad faith.

5.5 Executive Committee

- a) The Executive Committee consists of the President, Vice President, Past President, and two Board members appointed annually by the Board .
- b) The appointment of the Executive Committee members as per 5.5 (a) shall occur at the first meeting of the Board following the election held pursuant to 5.3 (b).
- c) When appointing the two Regional Representatives, the Board shall give preference to interested Board members who are from Electoral Regions, other than:
 - i. The Electoral Regions represented by Officers of the Federation; and
 - ii. Each other.

Deleted: Executive Committee members appointed by the Board shall be from Electoral Regions

5.6 Term Limits

- a) A Board Member may serve seven (7) consecutive years on the Board.
- b) A Board Member who serves seven (7) consecutive years on the Board must wait one year before being reappointed or re-elected to the Board.
- c) Article 5.6 (a) and (b) does not apply if:
 - i. a new member does not come forward to replace a Board member who has reached the term limit; and
 - ii. a Board Member becomes Vice President in their sixth or seventh consecutive year on the Board.

5.7 Removal of a Board Member

- a) A Board member, who without excuse satisfactory to the President, is absent from three (3) consecutive meetings of the Board, is deemed to have resigned from the Board.
- b) If a Board member is determined by the Board to have breached the NSFM Code of Conduct, that Board member may be removed from the Board by a motion passed by two thirds (2/3) of Board members taking part in the vote.

Deleted: Board

5.8 Code of Conduct & Conflict of Interest

- a) The Board of Directors Code of Conduct adopted by the Board applies to all Directors, Officers and members of Committees of the Federation.
- b) All Board members shall sign the Board of Directors Code of Conduct, in order to assume responsibilities as a Board Member.
- c) The Municipal Conflict of Interest Act applies to all Federation meetings. No Elected Municipal Official is entitled to vote or be present at the portion of a meeting where matters being discussed or presented (as the case may be) may create a conflict of interest for that Elected Municipal Official. If such a matter arises, the affected person shall immediately declare a conflict. A conflict of interest shall be as described in the Municipal Conflict of Interest Act.

Deleted: NSFM

Deleted: NSFM "

Deleted: Policy"

5.9 Board Expenses

- a) With the exception of the President's stipend, Board members serve without remuneration and may not receive any profit from their positions, including the receipt of loans, loan guarantees or advance funds to any Director.
- b) The Federation reimburses all Board members for reasonable expenses incurred while undertaking Federation business and provides a per diem allowance to each Board member. Such expense reimbursement and per diem allowances are governed by the Federation's "Travel and Expense Reimbursement Policy".
- c) The President receives an annual stipend as determined by the Board in recognition of their time commitment.

5.10 Vacancies

- a) If the President or Vice President resigns or becomes ineligible to serve as a member of the Board, the Board must appoint an eligible replacement from the Board to serve as President or Vice-President for the remainder of the term.
- b) If the Past President is no longer an Elected Municipal Official, the Past-President position is to be assumed by the most recent Past-President still holding elected

municipal office in Nova Scotia who is willing to fill the position.

- c) In the event that a Board member position becomes vacant or is left vacant following a regular Board election, the vacancy is to be filled by a replacement elected from that member's Electoral Region. If the vacancy is not filled within sixty (60) days, the Board must make a reasonable effort to appoint an eligible replacement. Service as a replacement is not considered a term for purposes of calculating term limits.
- d) In the event that a replacement is required as per Article 5.10 (c), the Board must call for nominations from Elected Municipal Officials of the Electoral Region and may utilize E-Voting to fill the position.

Deleted: 's

Deleted: by reason of 5(10)(a) or if any other Board member resigns or becomes ineligible to serve

5.11 Guiding Principles

- a) The Board shall establish Guiding Principles for NSFM and review them from time to time as necessary.

ARTICLE 6 - MEETINGS

6.1 Board of Directors

- a) The Board must meet at least six (6) times per year.
- b) Immediately following the election of the Board, the Board must meet in order to set the dates for its future meetings, make any necessary appointments and conduct any matters that must be considered by the Board.
- c) Notice of regular Board meetings are to be given by the CEO or their designate to all directors at least one week before the meeting.
- d) The Board may establish a "Policy on Meetings" that, among other matters allows a vote on a motion via email.

Deleted: Annual General Meeting

6.2 Annual Conference

- a) The Board shall set the time and place of the Annual Conference to be held in the fall of each year.
- b) The CEO shall provide Member Units with written notice of the fall Annual Conference and the Annual General Meeting at least thirty-one (31) days before the meeting.
- c) The Annual General Meeting will take place during the fall Annual Conference and must conduct the following business:
 - i. Consider and approve the minutes of the previous Annual General Meeting and any Special Meetings held since the previous Annual General Meeting;

- ii. Consider and approve the audited financial statements;
 - iii. Appointment of Auditors for the fiscal year;
 - iv. Consider and approve any proposed amendments to the by-laws;
 - v. Consider and approve any borrowing resolution proposed by the Directors; [and](#)
 - vi. Any other business properly brought before the Meeting.
- d) All other procedural issues relating to meetings of the Federation (Regular, Special, Board, Executive Committee, and Annual General Meeting) are outlined in the Federation's "Rules of Order Policy".

Deleted: Declare the new Board members, who shall assume office immediately upon the adjournment of the Annual Meeting; and

6.3 Special Meetings

- a) Special Meetings of the Federation may be called by the Board or upon written request signed by Elected Municipal Officials of at least one-third of the Member Units with at least three (3) Electoral Regions represented.
- b) Special Meetings must be called within thirty (30) days of such request.
- c) Subject to Article 10), the CEO must give written notice to all Member Units at least seven (7) days prior to a Special Meeting specifying:
 - i. the date, place and time of the meeting;
 - ii. the nature of business; and
 - iii. the non-receipt of such notice by any Member Unit shall not invalidate the proceedings.
- d) Notice by e-mail to the address used by the Federation for communication with Members Units constitutes written notice.
- e) No other business shall be conducted at Special Meeting without the unanimous consent of those present.

6.4 Quorum

- a) No business may be transacted at a Board meeting or at Members' Meetings unless a quorum of Elected Municipal Officials is present.
- b) If within thirty (30) minutes from the time appointed for the meeting a quorum is not present, the meeting can only be convened by those gathered for the sole purpose of setting the date for another meeting.
- c) Where a meeting begins with the requisite quorum and such quorum is lost before the conclusion of the meeting, no more business may be conducted until

- a quorum is resumed.
- d) Board of Directors: A quorum of the Board of Directors is a majority of the Board positions that are currently filled.
 - e) Executive Committee: A quorum of the Executive Committee is ~~three (3)~~ Executive members.
 - f) Annual General Meeting: A quorum for the Annual General Meeting is twenty-five (25) Elected Municipal Officials including at least one Elected Municipal Official, who is not a member of the Board, from three (3) of five (5) NSFM Regions as specified in the Federation's "Regional Meeting Policy".
 - g) Special Meeting of the Federation: A quorum for Special Meetings is the same as the Annual General Meeting.
 - h) Committees: ~~The quorum of such Committees shall be a majority of the Committee members serving, from time to time,~~

Deleted: four

Deleted: A quorum for a Committee is half the appointed membership of the Committee.

6.5 Mode of Undertaking Business

- a) Any and all business of the Federation to be transacted pursuant to these By-laws or the Act, including, without limitation, Members' Meetings, or meetings of the Board or any Committees, may be conducted through one of the following modes:
 - i. In-person meeting;
 - ii. Virtual meeting, including through the use of telephonic, electronic or other communication facilities;
 - iii. Hybrid of virtual and in-person meeting; or
 - iv. E-Voting in accordance with Art. 6.6

provided always that any proceedings set out in Art. 6.5(a)(i), (ii) and (iii) utilize such communication facilities that allow all Elected Municipal Officials in attendance to communicate adequately with each other during the meetings.
- b) A virtual meeting or hybrid meeting shall be deemed an in-person meeting for the purposes of any law of the Province of Nova Scotia including the Act and these by-laws.
- c) An Elected Municipal Official who is entitled or permitted to participate and attend any of the meetings and does so via telephonic, electronic, or other telecommunication facility is deemed present at the meeting, including for the purposes of establishing quorum.

6.6 E-Voting

Notwithstanding any provision to the contrary herein:

- a) The President or the CEO may, at the recommendation of the Board, authorize the use of E-Voting to transact any business of the Federation pursuant to these By-laws or the Act.
- b) The following rules will apply to any utilization of E-Voting:
 - i. A notice of motion to be decided by E-Vote will be provided no less than seven (7) business days in advance of the E-Voting period;
 - ii. The E-Voting period shall be no less than two (2) business days;
 - iii. The identity of any voter must be verified and protected; and
 - iv. The E-Voting procedures must be reliable, sufficiently safeguarded, and recorded for the purposes of an audit of results if one is requested.
- c) Without limiting the generality of Art.6.6(a), and for greater clarity, E-Voting may be held:
 - i. in the place of any Members' Meeting;
 - ii. in place of Committee meetings;
 - iii. in place of Board meetings;
 - iv. for all purposes prescribed in the Federation's "Elections Policy", including the election of the Board.
- d) A question or matter raised by way of E-Voting is answered affirmatively if, at the end of the E-Voting period:
 - i. the number of votes cast by way of E-Voting in support of the question would suffice if such question or matter was raised in a duly constituted meeting called pursuant to these By-laws; and
 - ii. the total number of votes cast by way of E-Voting satisfies the prescribed quorum requirements in respect of decisions to be undertaken at the respective meetings set out in Art. 6.4 above such that:
 - 1) for any matter to be considered by the Board, more than nine (9) Directors cast their vote by E-Voting in respect of such matter;
 - 2) for any matter to be considered by the Executive Committee, more than four (4) Executive members cast their vote by E-Voting in respect of such matter;
 - 3) for matters to be considered in a Members' Meeting, more than 25 Elected Municipal Officials with at least one Elected Municipal Official from three (3) of five (5) NSFM Regions as specified in the Federations "Regional Meeting Policy" cast their vote by E-Voting in respect of such matter;

- 4) for matters to be considered by a Committee formed pursuant to these Bylaws, more than half of the appointed Committee members cast their vote by E-Voting; and
- 5) for any other matters to be considered for decision pursuant to these By-laws, the number of votes cast by E-voting is equal to or greater than the number of participants that must be present to achieve quorum at the meeting of the Federation having the authority to make such decision.

ARTICLE 7 - COMMITTEES

- a) The Board shall from time to time, on an as needed basis, establish, and maintain Committees as appropriate to conduct the business of the Federation. In addition to the Standing Committees referred to hereafter, the Board may, from time to time, appoint any *ad hoc* committee(s) as it deems necessary or appropriate for such purposes and with such powers as the Board shall see fit.
- b) The work of all Committees shall be subject to the review, supervision, and approval of the Board.
- c) Each Committee shall provide the Board with periodic reports.
- d) The Chair of each Committee, or their designate, shall make themselves available to the Board for discussion of issues that arise within the scope of its mandate and, if necessary, present the Board with recommendations for resolution.
- e) Subject to the specifics governing the Standing Committees set forth below, each Committee shall hold regular meetings at a time and place agreed to by the members of the Committee.
- f) Attendance at Committee meetings will be limited to members of the Committee and invited guests.
- g) Committee members shall serve for such term as the Board may, from time to time, determine.
- h) The Standing Committees of the Federation include:
 - i. Executive Committee
 - ii. Nominations Committee
 - iii. Audit Committee
 - iv. Advisory Committees on Areas of Municipal Interest, the operation of which is established in sections 6 and 7 of the NSFM "Advocacy Identification and Prioritization Policy".

Deleted: <#>The quorum of such Committees shall be a majority of the Committee members serving, from time to time.¶

ARTICLE 8 - AUDIT OF ACCOUNTS

- a) The Auditor of the Federation is appointed by resolution at the Annual General Meeting.
- b) At each Annual General Meeting the Auditor must provide a written report to the Member Units of the results and conclusions of its audit.
- c) At least every three (3) years the Board must review the performance of the Auditors and present the results of that review at the Annual General Meeting

ARTICLE 9 - PARLIAMENTARY AUTHORITY

The rules contained in the 12th edition of Robert's Rules of Order Newly Revised (RONR) shall govern the Federation's proceedings, except as otherwise addressed in any special procedural rules policy that the Federation may adopt.

ARTICLE 10 – BY-LAW AMENDMENTS

- a) These by-laws may be amended at the Annual General Meeting or a Special Meeting, on a motion passed by two thirds (2/3) of votes cast or, in the event of a motion proposed by way of E-Voting, on a motion passed by two thirds (2/3) of the votes cast by way of E-Voting subject to the satisfaction of the requirements of Art. 6.6 (d)(ii).
- b) Notice of proposed amendments to the by-laws must be provided at least twenty-eight (28) days prior to the date on which they are to be discussed.

Approved: October 15, 2003
Amended: November 6, 2019
Amended: January 26, 2023
Amended: November 28, 2024

CHAPTER 103-ACTS OF 1981

An Act to Incorporate

**the Union of Nova Scotia Municipalities
(As amended up to and including May 2003)**

Be it enacted by the Governor and Assembly as follows:

1 This Act may be cited as the Union of Nova Scotia Municipalities Act.

Definitions

2 In this Act,

(aa) "former member unit" means a municipal unit that was, immediately prior to the coming into force of this Act, a member of the unincorporated Union;

(b) "member unit" means a municipal unit that is a member of the Union;

(c) "municipal unit" means a regional municipality, town or municipality of a county or a municipality of a district; (1996)

(ca) "regional municipality" means a municipal unit incorporated as a regional municipality by or pursuant to an Act of the Legislature; (1996)

(d) "unincorporated Union" means the Union of Nova Scotia Municipalities prior to the incorporation of the Union;

(e) "Union" means the Union of Nova Scotia Municipalities incorporated by this Act.

3 The former member units and such municipal units which become members of the Union in accordance with the provisions of this Act and by-laws made thereunder are hereby created a body corporate under the name of the "Union of Nova Scotia Municipalities".

4 The objects of the Union are,

(a) to represent the interests of local governments in the Province, and to act as the advocate for member units on all such matters as are properly within the jurisdiction of the government of the Province;

(b) to carry out, or cause to be carried out such research activities as will assist in the betterment and encourage a higher degree of efficiency of local government in the Province;

Appendix A of NSFM By-laws: Act of Incorporation

- (c) to act as a clearing house for the collection, exchange and dissemination of statistical data and general information on all matters of municipal practices and procedures;
- (d) to hold Annual Conferences for information, discussion and resolutions, and to hold a general workshop and discussion sessions at each Annual Conference to give delegates an opportunity to present problems of concern;
- (e) to promote and strengthen what is best in local government and service;
- (f) to protect the rights and privileges of responsible government in municipal affairs;
- (g) to further municipal interests by encouraging cooperation between municipal units;
- (h) to undertake such activities on its own or in concert with others as may be in the best interests of local government in the Province; and
- (i) to do all such other acts and things as are incidental or conducive to or consequential upon the attainment of the objects in the exercise of the powers of the Union.

Powers

- 5 The Union may exercise such powers and engage in such activities as are necessary or conducive to the attainment of its objects and, without restricting the generality of the foregoing, may
- (a) purchase, acquire by gift or otherwise, take, lease, hold and enjoy real and personal property or any other interest by ownership, lease or otherwise and use and apply the same to the realization of the objects of the Union;
 - (b) raise money for the purposes of the Union;
 - (c) draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, cheques and other negotiable and transferable instruments;
 - (d) borrow on the security of its real and personal property, or either of them, or on any other security, or without any security whatever, all such money as it shall deem necessary, and mortgage, pledge or otherwise charge its real and personal property or any part thereof for the purpose of securing any sum or sums so borrowed;
 - (e) improve, enlarge, repair, erect and maintain any building or buildings suitable for the purposes of the Union;

Appendix A of NSFM By-laws: Act of Incorporation

(f) mortgage, lease, sell or otherwise dispose of, or deal with any of the assets of the Union as it may deem expedient; and

(g) do all such other things as may be necessary or incidental to the attainment of the objects and purposes of the Union.

- 6 (1) There shall be a Board of Directors of the Union.
- (2) The Board of Directors shall be elected or appointed by representatives of member units in accordance with the by-laws of the Union.
- (3) The Board of Directors may, subject to the by-laws of the Union,
- (a) exercise the powers of the Union; and
 - (b) appoint committees and delegate to committees such powers and duties as the Board of Directors considers necessary or desirable.
- (4) Notwithstanding subsection (2),
- (a) the members of the Executive Committee of the Union holding office immediately before the coming into force of this Section are the first Board of Directors and hold office until a Board of Directors is elected or appointed in accordance with that subsection; and
 - (b) the officers of the Union holding office immediately before the coming into force of this Section continue to hold office until their successors are elected in accordance with the by-laws of the Union.

By-laws

- 7 (1) The Board of Directors may make by-laws not inconsistent with this Act or contrary to law providing for the conduct and management of the affairs, business and property of the Union, and for the exercise of its objects, and without restricting the generality of the foregoing may make by-laws.
- (a) prescribing the terms and conditions of membership in the Union, and suspension or expulsion therefrom;
 - (b) prescribing the fees payable by member units;
 - (c) prescribing the rights and obligations of membership;
 - (d) regulating and governing the appointment, functions, duties, remuneration, suspension and removal of employees.

Appendix A of NSFM By-laws: Act of Incorporation

- (e) regulating the calling, holding and conduct of meetings and conferences of the Union, the Board of Directors and other committees;
- (ea) respecting the election of officers and members of the Board of Directors and members of committees and prescribing the duties thereof; (1994-95, c.34, s.6)
- (eb) respecting the right to vote and the manner of voting by delegates at any meeting of the Union; (1994-95, c.34, s.6)
- (f) any matter incidental or necessary for the carrying out and management of the objects and affairs of the Union.

Signing Officers

- 8. The Union, by such signing officers as are authorized by its by-laws, may make and execute under the corporate seal of the Union deeds, leases in which the Union is either landlord or tenant, mortgages and other conveyances of the real and personal property or any interest therein held by the Union.

Non-Profit Organization

- 9. Any profits derived from carrying out the affairs and business of the Union shall be devoted and applied solely in promoting and carrying out its objects and exercising its powers and shall not be divided among its member units.

Not Personally Liable

- 10. No officer or employee of the Union shall be personally liable for any debt, liability or obligation of the Union unless he specifically renders himself liable in his individual capacity.

Successor

- 11. Upon the passing of this Act all property belonging to or held in trust or by the unincorporated Union hereby vests in and belongs to the Union, and the Union shall be the successor to the unincorporated Union.

Additional Powers

- 12. In addition to the power by law vesting in a body corporate and without limiting the generality of any powers conferred by this Act, the Union shall have, for the purpose of carrying out its objects, the power to:

Appendix A of NSFM By-laws: Act of Incorporation

- (a) Contract with any person respecting any matter within the power or objects of the Union and to do all such acts, deeds and things and to execute all such documents as may be considered expedient in the attainment of the objects of the Union and
- (b) enter into agreements with
 - i. the Government of the Province,
 - ii. any department, board, commission, corporation or agency of Her Majesty in the right of the Province, and
 - iii. any municipal unit or department, board, commission, corporation or agency thereof.

to carry out the purpose of this Act and may by such an agreement establish intergovernmental or other committees to co-ordinate or implement programs relating to the objects of the Union.

Tax Exemptions

13. The Union and its property are exempt from taxation under or pursuant to any enactment of the Legislature.

Union Deemed Municipality

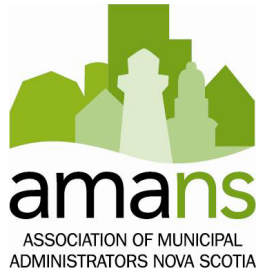
14. For the purpose of
- (a) any enactment conferring upon a municipal unit a tax exemption of property, and
 - (b) any enactment providing for a grant or assistance to be paid to a municipal unit,

the Union shall be deemed to be a municipality.

By-laws, Rules and Regulations

15. All by-laws, regulations and rules of procedure of the unincorporated Union remain in force and apply to the Union until they are amended or repealed by the Union.

NOTE: The headings in bold type have been inserted for convenience only and are not part of the Act.



Main Office

211-1 Kingswood Drive
Hammonds Plains, NS
B4B 0P4
T (902) 423-2215
F (902) 425-5592
E info@amans.ca
W www.amans.ca

August 19, 2025

To: Chief Administrative Officers

RE: Proposed Changes to the NSFM By-Law

Dear Colleagues:

Earlier today, a communication went out to the membership of the Nova Scotia Federation of Municipalities (NSFM) with proposed changes to its by-law that would remove the AMANS representative on its Board of Directors. The NSFM Executive Committee notified the AMANS Executive Committee of this decision earlier this spring. The AMANS Board of Directors has also been informed and is aware of the proposed by-law change.

Under Section 5.2 a) xi. in the current version of the NSFM by-law, there is “a representative appointed by the Association of Municipal Administrators” as part of its seventeen-member Board. The AMANS representative is an employee of an NSFM member unit and is typically the Past President of the AMANS Board of Directors. Mike Dolter, CAO, Town of Truro has been serving in this role to date.

There is a reciprocal position for a representative from the NSFM Board of Directors on the AMANS Board. Under Section 6.3 b) of the current version of the AMANS By-Laws, it states “a member of NSFM Board of Directors may be appointed by the AMANS Board on the recommendation of the NSFM Board to serve on the AMANS Board as a full voting member. An alternate may also be appointed to attend meetings in their absence. The NSFM Representative on the Board will be granted Full Member rights for the duration of their term.” Brenda Chisholm-Beaton, Mayor of the Town of Port Hawkesbury and Past President of NSFM is this current representative on the AMANS Board.

It is important to point out that while notification of the proposed by-law change was received by the AMANS Executive Committee, a rationale on how this change would advance the interests of NSFM has not yet been provided. Also, an alternative means of achieving the intended benefits of the current reciprocal arrangement has not been provided by the NSFM Executive Committee.

The AMANS Board of Directors values NSFM representation on its Board and does not support the proposed by-law change that would remove the AMANS representative on the NSFM Board. That said, we will respect the NSFM Board's decision to proceed with the proposed changes as well as the official vote on this matter at the next NSFM AGM.

We strongly believe that the presence of a municipal administrator at NSFM Board meetings can enhance the Federation's decision making, and subsequent representation of municipal interests, by the NSFM Board.

At the same time, AMANS is not proposing a similar change to its by-laws as the Board believes the reciprocal arrangement benefits local governments in Nova Scotia and makes the municipal sector stronger. The seat will still be available for a member of the NSFM Board of Directors should they wish to continue serving on our Board, participate on critical discussions of interest to municipal administration in Nova Scotia, and pose questions to AMANS Board members and staff that may help advance mutual priorities of both organizations.

We believe that increased collaboration can assist us in further leveraging the benefits of the current reciprocal arrangement. In fact, if this arrangement had not previously been established, it would undoubtedly be identified now for consideration as an effective means for both organizations to enhance their collective impact in achieving common interests.

AMANS is committed to working with NSFM in any manner that continues to grow our relationship and make municipal government in Nova Scotia the best it can be. We will keep members updated as this matter evolves.

Sincerely,



Kim Ramsay

President

AMANS

cc. Pam Mood, President, NSFM

Juanita Spencer, CEO, NSFM

MAYOR'S REPORT

FROM Aug 27/25 TO Sept 9/25

Date	Lead	Purpose
Aug 27	Gala days	Opening ceremonies
Aug 30	Gala Days	Children's Parade
Aug 30	Gala Days	Pie eating contest
Sept1	Gala Days	Mullet contest
Sept 2	Pat Joudrie	Public Safety initiatives
Sept 2	AREA	CAO check in
Sept 4	Strategic Planning	Interview consultant
Sept 4	Eden Valley	Meet new general manager
Sept 5	Strategic Planning	interview
Sept 5	Don Regan ceremony	Planning meeting
Sept 6	Berwick Food bank exec	Discuss power bill program
Sept 6	Council	Regular meeting