

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, September 6, 2016 @ 5:30 pm

Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of Agenda
- 3) Approval of July 26th, 2016 Committee of the Whole Minutes
- 4) Approval of the August 16th, 2016 Committee of the Whole Minutes
- 5) Business Arising from the Minutes
 - a. Staff were asked to find out the Goshen VFD rate and number of households in County – 238 Households are served and subject to a levy of \$40 per household (total collection of \$9520.00)
- 6) Sylvan Valley Sanitary Sewer
- 7) Water Meter Update
- 8) Awarding of Tender for Courthouse Exterior Repairs
- 9) Acquisition, sale, lease and security of municipal property (in-camera)
- 10) Personnel matters (in-camera)
- 11) Consideration of Policy Updates Related to Municipal Council
- 12) Tax exemption requests
 1. Heatherton Development Culture and Wellness Association,
 2. Livingstons Cove Harbour Authority
- 13) Request for “No Litter” Sign in Livingston’s Cove
- 14) Viewing of Municipal Vignettes
- 15) Adjournment

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

TO: MUNICIPAL COUNCIL
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: *COMMITTEE OF THE WHOLE MEMO*
DATE: SEPTEMBER 6TH, 2016

SYLVAN VALLEY SANITARY SEWER (For Decision)

SNC Lavalin has provided the Municipality with a proposal and scope of work for engineering services related to the sanitary sewer in the Sylvan Valley area. The Municipality requested an analysis the feasibility of options related to the abandonment of a section of a gravity sanitary collection sewer currently running adjacent to the Cape Breton and Central Nova Scotia Railway near Sylvan Valley. Should this section of gravity sewer be abandoned, two small lift stations would be required to service existing dwellings and future development in that area.

The principle objective of the study was to determine the feasibility of abandoning the section of gravity sewer. A copy of the proposal as submitted is attached for the Committee's consideration.

WATER METER UPDATE (For Information)

As of August 25th, about 70% of the water meter installations are complete and a further 20% are scheduled. There are still have about 10% of the residents that have not booked appointments yet, even after three contacts from Neptune to do so.

Public Works have taken upon themselves to follow-up with their own letter to these 10% of residents, or have directly contacted them to arrange an appointment; however, some have still not responded to these requests. At this point, Public Works is looking to give a final notice letter, which will reference a cancelation of water service to the resident. This is a standard practice and is anticipated to prompt a response for a booking. Staff will provide further updates at the meeting.

AWARDING OF TENDER FOR COURTHOUSE EXTERIOR REPAIRS (For Decision)

On August 10th, staff re-issued a tender for exterior repairs at the Antigonish County Court House, with an addendum being issued on August 18th. The list of repairs that staff requested quotes on included all or any of the following four items:

1. Repainting the exterior of the Court House, including repairs to clapboard, frieze boards, fascia and soffits (scraping, cleaning, patching, painting)
2. Repairing the trim and sills of windows (scraping, replacing damaged components, painting, caulking)
3. Repairing the main Court House exterior doors (stripping, repairing, staining, sealing)

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

4. Repairing the Court House Portico and Steps (removal of decking, repair/replacement of concrete, repairing/replacement of ramp)

Two bids were received upon the tender closing on September 1st at 2pm. Staff is recommending that the Committee accept the bid of Keltic Painters and Repair, for three (3) of the four (4) parts noted in the bid, as follows:

Part One/Two – completely strip and treat the Court Street side of the building, prime and paint (peaks, windows, frames, sills, clapboards, casings). Paint the corner posts and rear of building. Remove loose paint and cover and seal exposed wood on the other sides of the building to protect for the winter season.

Part Three – remove, repair, sand, stain and seal the front doors of the Court House and panels above.

The total cost of this bid is \$17,650.00 plus HST.

Staff notes that this bid addresses some of the most critical and visible of repairs required to the building in advance of the winter, given the tight timeline until weather no longer permits efficient outdoor painting. A new tender will need to be issued over the winter for the remainder of the necessary repairs to the building exterior, including detailed woodworking, additional painting, and repairs and improvements to the front steps.

LEGAL ADVICE ELIGIBLE FOR SOLICITOR-CLIENT PRIVILEGE (*In-Camera*)

This subject matter falls within Section 22(2) of the Municipal Government Act as a matter that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session. Materials will follow.

PERSONNEL MATTERS (*In-Camera*)

This subject matter falls within Section 22(2) of the Municipal Government Act as a matter that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session. Materials will follow.

CONSIDERATION OF POLICY UPDATES RELATED TO MUNICIPAL COUNCIL (*For Decision*)

As part of an overall policy review, staff has reviewed and are providing specific recommendations to update groups of related policies.

The modifications proposed represent opportunities for policy consolidations or general information updates such as changes to names and titles, cross-references to new policies, and/or updating figures to current numbers. This is the first group of policies and is related to Municipal Council, specifically policies 2, 12, 14, 23, and 26. These policies are proposed to be updated at this time to allow staff to present a current package in the orientation materials for elected officials following the 2016 Municipal Election in October.

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

A future update will address Policy 37 – *Rules of Order, Proceedings and Committees*.

Please see the attached memo for description and recommendations.

REQUEST FOR PLOUGH SERVICE AT RIVERVIEW LANE (For Decision)

A request has been received by Councillor MacFarlane to extend plough services to the residents of Riverview Lane, an existing private road running between Trunk 4 and South River Road. Two residents live on the south end of the lane (Trunk 4), two more on the north (South River Road). This service has been requested to keep municipal fire hydrants accessible during the winter months. Councillor MacFarlane will provide further description at the meeting.

In consideration of this request councillors are directed to the Municipality's Private Roads & Municipal Waste Collection Policy, which states:

2.0 Ownership of Private Roads:

2.1 The Municipality of the County of Antigonish shall not assume ownership of a private road.

2.2 Municipal Council may consider assuming ownership of a private road only if the road is designed and constructed to a public road standard, as outlined in the Municipality's Subdivision Bylaw.

2.3 The Municipality shall not provide nor fund road maintenance or road repairs on private roads.

This policy is available online at <http://www.antigonishcounty.ns.ca/municipal-policies-2/>.

TAX EXEMPTION REQUESTS (For Decision)

- 1) Heatherton Development Culture and Wellness Association – The organization has a policy tax exemption for its property in Heatherton. There are two different pieces of land associated with the centre, and one of them is not currently listed in the tax exemption policy - AAN# 10637635; PID #10123883.
- 2) The Livingston's Cove Harbour Authority received a tax bill in 2016 where it had not previously. Upon investigation it was determined that PVSC had incorrectly exempted this property. The property is owned by the federal government and leased to the Harbour Authority – AAN# 10110211; PID 01266014

Both properties meet the criteria outlined in the Tax Exemption Policy for Non-Profit Organizations; staff recommends that both be considered for exemption by Council. This policy is available online at <http://www.antigonishcounty.ns.ca/municipal-policies-2/>.

It is further recommended that the 2016 balances be written off.

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

LITTER SIGN IN LIVINGSTON'S COVE (For Discussion)

A resident is requesting the Municipality erect a "No Littering" sign at Livingston's Cove. Councillor MacLellan will provide further description.

MUNICIPAL VIGNETTES (For Discussion)

A series of five short videos will be played for the Committee at the meeting. Early 2016 we engaged videographers Leah Johnston and Jeff Babineau to tell a series of municipal stories. The goal was to produce engaging short videos (vignettes; 2 – 3.5 minutes) that would provide staff and council with an additional tool to enhance municipal awareness. Basically, we wanted to demonstrate the role of local government in our community.

The result is five vignettes. Areas of focus include;

- Following the Tax Dollar,
- Water and Waste Water;
- Solid Waste Management;
- Active Community Recreation; and
- An Overview on Municipal Services and Antigonish County.

Through this process we have learned we still have a lot of stories to share and that video is one medium that is dynamic and attractive. This is a start, albeit an important one on developing and exploring new ways to engage with our community, educate on our role, and create dialogue.

Staff is seeking feedback on how and where you would like to see the vignettes shared. Municipal staff will be viewing the vignettes within the next week, and will be asked the same question.

In general they will be shared with schools, placed on our website, showcased in the front lobby, highlighted during Municipal Awareness Week in November and used as opportunities arise at UNSM, AMANS, conferences, trade shows and open houses.

Feedback is encouraged and appreciated.

COMMITTEE OF THE WHOLE MEETING

A Special Committee of the Whole Meeting was held Tuesday, July 26th, 2016 at 6:00pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Warden Russell Boucher, Chair
 Councillor Mary MacLellan
 Councillor Rémi Deveau
 Councillor Bill MacFarlane
 Councillor Hughie Stewart
 Councillor Pierre Boucher
 Councillor Donnie MacDonald
 Glenn Horne, Municipal Clerk/Treasurer

Regrets: Deputy Warden Owen McCarron
 Councillor Vaughan Chisholm
 Councillor Angus Bowie

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher, at 6:06pm.

APPROVAL OF AGENDA

Staff requested to add as item 11(f) on the agenda a summary prepared by staff regarding the Highway Twinning Feasibility Study, released by the Nova Scotia Department of Transportation and Infrastructure Renewal on July 14, 2016.

Moved by Councillor MacDonald and seconded by Councillor MacLellan that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Staff indicated that an error in the June 21st minutes had been located and corrected; an incorrect description had been used as a header for a paragraph regarding fire hydrant access.

Moved by Councillor MacFarlane and seconded by Councillor Deveau that the Committee of the Whole minutes for June 21st, 2016 be approved as amended. Motion carried.

BUSINESS ARISING FROM THE MINUTES

Councillor MacFarlane asked whether there was anything further to report regarding his question about fire hydrant access on Riverview Lane. Mr. Horne noted that he did not have an update available at this time.

A general update was provided regarding the status of the grant cheque for Strait Area Ground Search and Rescue. The cheque was cut, and was anticipated to be available by the end of the week.

CONTRACT NEGOTIATIONS (IN-CAMERA)

This subject matter falls within Section 22(2) of the Municipal Government Act as matters that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session.

Moved by Councillor MacDonald and seconded by Councillor Deveau that the Committee of the Whole Meeting be adjourned to an In-Camera Session at 6:12pm to discuss contract negotiations. Motion carried.

MOVED by Councillor Stewart, SECONDED by Councillor MacFarlane, that the Committee recommends that Municipal Council:

- 1. Postpone the Card Lake Wind Project and move forward with Phase One of the Wind Project at Ellershouse subject to:
 - a. An Expression of Interest from AREA respecting the purchase of power at the generation rate proposed; and,*
 - b. A Letter of Offer being obtained from Enercon for the purchase and installation of the wind turbines.**
- 2. Authorize the expenditure of funds required for Phase One equal to its share of \$240,000.00 less funds to be transferred from Card Lake Phase One, up to a deposit of \$33,333.00 to NSPI and up to a cash expenditure of \$29,667.00; and,*
- 3. Authorize the negotiation of a Power Purchase Agreement or other acceptable contractual arrangement with AREA as per the terms presented in-camera.*

Motion carried.

Moved by Councillor MacLellan and seconded by Councillor Deveau that the In-Camera session be adjourned 6:38pm. Motion carried.

CONSIDERATION OF THE MUNICIPAL EMPLOYEE PERSONNEL POLICY REVISIONS

Mr. Horne provided a brief introduction to the revisions made to the Municipal Employee Policy, citing the summary included in the agenda package outlining the policies that were new or revised from the current Policy 5 Employee Handbook. A brief discussion followed. Mr. Horne commended staff for the work that had gone into the collaborative effort to update the personnel policy, with particular mention to Shirlyn Donovan for her work with project coordination and document editing.

MOVED by Councillor MacLellan, SECONDED by Councillor Deveau, that Municipal Council adopt the Municipal Employee Policy as proposed, and repeal Policy 5 Employee Handbook. Motion carried.

CONSIDERATION OF A WATER METER POLICY

Mrs. Schumacher provided a brief background regarding the intent of the proposed Water Meter Policy as outlined in the Committee of the Whole Memo, and handouts were provided to Council with information on the status of water meter installations with figures from July 25th. Mr. Horne provided some clarification on the term “soft refusal” to be customers that had not responded to the contact attempts made to date.

Councillor Deveau requested clarification regarding how many meters were being installed on a property if it were to have multiple residences (e.g. a house with a tenant unit in the basement). Mr. Horne answered that properties that had one municipal connection for water were being provided with one meter to measure that service, and that landlords could look at their own metering to measure tenant water use if they chose to do so.

Councillor MacFarlane noted that he has heard from constituents that the broadness of a four-hour appointment window has been a concern. Mr. Horne noted that this concern has been brought up with Neptune, and they have noted the challenge with predicting how long an appointment might take because plumbing circumstances could differ from house to house.

A question was asked regarding the number of hard refusals received to date. Mr. Horne noted that none were known of yet, but that Neptune usually encountered an average of 1.5% to 2% with similar projects.

MOVED by Councillor MacDonald, SECONDED by Councillor Deveau, that Municipal Council adopt the Water Meter Policy as proposed. Motion carried.

CONSIDERATION OF A FUNDING REQUEST FROM THE ANTIGONISH SPECIAL HAZARDS RESPONSE UNIT (ASHRU)

Mr. Horne noted that a decision was needed for the long-term funding request made by ASHRU earlier this year. Council decided by consensus that the request would be denied.

PRELIMINARY DISCUSSION OF A CONTRIBUTION TO THE PURCHASE OF A NEW TOWN OF ANTIGONISH VFD TANKER TRUCK

Mr. Horne noted that, at a recent joint meeting of Town and County Municipal Councils, the Town of Antigonish gave the Municipality notice that it will be soliciting a contribution for the purchase of a new tanker truck. A formal request and business case are expected. Discussion followed with questions regarding the levies being applied to different districts for fire protection, and what caps exist in different departments. Staff was requested to find out the cap in place and number of County residents for the area of Lochaber served by the Goshen VFD.

PRELIMINARY DISCUSSION OF CANADA DAY 150 EVENT PLANNING

Mr. Horne noted that staff has already begun the planning process for the municipal Canada Day celebration for 2017, in part due to the funding deadlines in place for special Canada 150 grant sources and programs. Council was asked to brainstorm ideas for projects that could be done by the County to commemorate the occasion for residents.

STAFF REPORTS

Mr. Horne read through the Committee of the Whole memo, providing a brief overview of the status of the solar PV system installation, an update on the plan to address the NSE inspection report of the Beech Hill Solid Waste Resource Management Facility, the twelve month notice letter from the Minister of Municipal Affairs, and an update on the status of the sale of the

former correctional facility. Mrs. Schumacher provided a brief update on the status of the funding applications for the Courthouse repairs and tender status.

A brief discussion was then held regarding the results of the local improvements letters for proposed curb and gutter work. The summary of responses provide by staff noted that there were no responses of the eight (8) letters that were sent to property owners on Appleseed Drive, and of the eleven (11) property owners contacted on Harbour View Drive / Mount Cameron Circle, six (6) responses were in favour, three (3) were against, and two (2) were non-responses, which was short of the 2/3rds approval rate necessary for the project to continue.

Councillor MacDonald expressed concern that some residents may have misplaced the response sheet or may have wanted to submit a response but had not yet had a chance, and requested an extension. The Committee agreed by consensus to provide a two week extension for responses to the letters regarding the proposed local improvements.

Mrs. Schumacher provided a brief overview of the summary prepared by staff regarding the Highway Twinning Feasibility Study, released by the Nova Scotia Department of Transportation and Infrastructure Renewal on July 14, 2016.

ADJOURNMENT

Moved by Councillor Boucher and seconded by Councillor MacLellan that the Committee of the Whole meeting be adjourned at 7:30 pm. Motion carried.

Warden Russel Boucher

Glenn Horne, Municipal Clerk/Treasurer

COMMITTEE OF THE WHOLE MEETING

A Special Committee of the Whole Meeting was held Tuesday, August 16th, 2016 at 5:00pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Warden Russell Boucher, Chair
 Deputy Warden Owen McCarron
 Councillor Mary MacLellan
 Councillor Vaughan Chisholm
 Councillor Rémi Deveau
 Councillor Bill MacFarlane
 Councillor Hughie Stewart
 Councillor Pierre Boucher
 Councillor Donnie MacDonald
 Councillor Angus Bowie
 Glenn Horne, Municipal Clerk/Treasurer

Regrets: None

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher, at 5:04pm.

APPROVAL OF AGENDA

Moved by Councillor MacDonald and seconded by Councillor Deveau that the agenda be approved. Motion carried.

DISCUSSION OF THE ANTIGONISH ARENA COMMISSION DECISION TO GIVE NOTICE TO THE EASTERN NOVA SCOTIA EXHIBITION TO CHANGE THE DATE OF THE 2017 EVENT.

Warden Boucher provided background and context from the Antigonish Arena Commission (AAC) meeting at which the decision was taken to provide the following notice to the Eastern Nova Scotia Exhibition:

August 10, 2016

To: Eastern Nova Scotia Exhibition Board:

There was an Arena Commission meeting held on Wednesday, August 3, 2016. The result from the meeting was a motion that was made by the Arena Commission to give notice to the ENSE Board advising them that they will have to change the dates for the Eastern Nova Scotia Exhibition for the 2017 year and future years as a result of the loss of money from ice rentals at the arena during this period. The Arena Commission is offering the exhibition any two consecutive weeks between the period of July 1st and August 15th. The Arena Commission is willing to contribute, for one year only, the income received from ice rentals from the last week of August and the first week of September in 2017 to support the Eastern Nova Scotia Exhibition towards a building for future years on the grounds owned by the Federation of Agriculture or to relocate to an area of their choice. This was a unanimous vote by the Commission.

James Barter, Arena Commission Chair

The main concerns of the AAC related to the loss of revenue suffered due to the ice being unavailable during two high-demand weeks.

Deputy Warden McCarron provided further context and discussed a meeting held in March, 2016, between the Warden and Deputy Warden, Mayor and Deputy Mayor of Antigonish and the Federation of Agriculture / Exhibition Committee at which the municipal representatives requested the Exhibition officials contact the other exhibitions across the province to determine if a change of date were possible. Nothing was heard from the Exhibition officials until July 27 at the urging of the Municipality. Exhibition officials only contacted the South Shore Exhibition, which declined to change its date. No other exhibitions were contacted.

Other councilors shared their thoughts and comments they have received from constituents regarding the situation. Next steps were discussed.

It was agreed that the AAC ought to meet with the Exhibition officials to determine what plans are being made to meet the one-year timeline presented in the letter. The Committee would support encouragement for the Exhibition officials to consider further development of the exhibition grounds as outlined in the Antigonish Exhibition Grounds Master Plan. The Committee also requested additional information, specifically:

- The Arena needs to demonstrate through ice rental confirmations that the two weeks currently used by the ENSE can be rented to other parties.
- A list of directors/officers for the Federation of Agriculture and the ENSE as well as its governance model.
- Have arrangements been made to measure the elevation of the new floor to determine if there is any settlement before and after the 2016 Exhibition?

ADJOURNMENT

Moved by Councillor Deveau and seconded by Deputy Warden McCarron that the Committee of the Whole meeting be adjourned at 6:25pm. Motion carried.

Warden Russel Boucher

Glenn Horne, Municipal Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

STAFF REPORT

TO: COMMITTEE OF THE WHOLE
FROM: BETH SCHUMACHER, DEPUTY CLERK
SUBJECT: ***POLICY REVIEW OMNIBUS 2016 – COUNCIL POLICIES***
DATE: SEPTEMBER 6, 2016

RECOMMENDATION

THAT Council adopt the proposed updated versions of Policies 2 (Position of Warden / Deputy Warden), 12 (Committee of the Whole), 14 (Council Remuneration), and 23 (Council Expense Policy), and,

THAT Council rescind Policies 26 (Council Expense Allowance) and 33 (Council Meeting and Mileage Reimbursement as a Non-Taxable Benefit)

BACKGROUND

As part of an overall policy review, staff is looking at updating groups of related policies in an omnibus format. The modifications proposed represent opportunities for policy consolidations or general information updates such as changes to names and titles, cross-references to new policies, and/or updating figures to current numbers. The first omnibus of policies includes those related to the function of our Council, specifically policies 2, 12, 14, 23, and 26. A future update will address Policy 37 – Rules of Order, Proceedings and Committees. These policies are proposed to be updated at this time to allow staff to present a current package in the orientation materials for elected officials following the 2016 Municipal Election in October.

PROPOSED CHANGES

All of the policies identified for updates in this omnibus have been reformatted, including fonts and layout, including numbering.

Policy 2- Position of the Warden and Deputy Warden (to be updated)

Staff has modified the wording of this policy to read more directly from the Municipal Government Act (MGA), and have included references to specific sections of the MGA where relevant. Staff removed the requirement to review this policy once each calendar year, as it seemed redundant to review the policy on an annual basis when it is appointing individuals for a four-year term.

Policy 12 – Committee of the Whole (to be updated)

The number formatting of this policy has been updated; no changes were made to the content of this policy.

Policy 14 – Council Remuneration and Expenses (to be updated)

In early 2016, Council approved an updated policy regarding councillor expenses (Policy 23 noted below) that repealed all former existing policies speaking to council expenses, with specific reference to Sections 6 through 13 of Policy 14. As such, a large section of this policy as written is no longer in effect and is proposed to be removed to reduce any potential confusion. All references to the MGA within the document have also been updated accordingly.

Further, the policy as written provided 2001 compensation amounts with a formula to direct annual increases to this amount based on the Consumer Price Index. Staff has updated these compensation figures to reflect the 15 years of updates that have taken place.

Policy 23 – Council Member Reimbursement for Attending Meetings and Conferences (to be updated)

This policy is to be updated by removing the final clause rescinding all former policies and/or by-laws with respect to Council expenses, with specific mention of Policy 14, sections 6-13 (discussed above). As those other policies referenced are being updated or rescinded as part of this housekeeping update, this clause is no longer necessary.

Further, a clause has been added to Part 9 (mileage), speaking to the criteria for mileage reimbursement for Councillors to and from meetings (from home) as a non-taxable benefit. This clause summarizes current Policy 33 (Councillor Meeting Mileage Reimbursement as a Non-Taxable Benefit Policy), streamlining the intent of the policy and incorporating where it is most relevant instead of being a stand-alone entity.

Policy 26 – Council Expense Allowance Policy (to be rescinded)

Staff is proposing to rescind this policy, as it speaks specifically to the calendar year 2004. Further, the “resolution” that comprises the body of this policy and speaks to one third of Council’s remuneration being declared as an allowance for expenses is already found within the existing (and updated) Policy 14.

Policy 33 – Council Meeting and Mileage Reimbursement as a Non-Taxable Benefit (to be rescinded)

As discussed above, this policy has been summarized into a clause that has been added to Policy 23 (Council Member Reimbursement for Attending Meetings and Conferences). As such, a separate stand-alone policy is no longer required, and is proposed to be rescinded.

MUNICIPAL GOVERNMENT ACT

Each updated policy now makes reference to the sections of the Municipal Government Act (MGA) that provide for the creation of that policy.

WORK PLAN IMPLICATIONS

The updates proposed to these policies are considered “housekeeping”, and were included as part of the regular policy review duties of the Deputy Municipal Clerk. With the exception of updating the policy records in the office, with Council, and online, no additional workload is expected as a result of this housekeeping update.

BUDGET IMPLICATIONS

No budget implications are expected from this housekeeping update.

ALTERNATIVES

Council may proceed with all or any of the changes as proposed, or may choose to leave the existing policies as they are.

COMMUNICATION CONSIDERATIONS

Once the policies have been updated or rescinded as recommended, the changes will need to be communication via updates to the listed policies on the municipal website, and updates made to any hard copy collections of policies at the Municipal Office, with members of Council, or held in other public locations for general reference.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Position of the Warden and Deputy Warden
POLICY NUMBER:	2
DATE APPROVED:	January 17, 1989
DATE REVISED:	November 2000, September 2016

1.0 TITLE:

1.1 This Policy may be cited as the “Position of Warden and Deputy Warden Policy” of the Municipality of the County of Antigonish.

2.0 PURPOSE:

2.1 The purpose of this policy is to establish the terms of the positions of Warden and Deputy Warden as provided for in Sections 12(1) and 16(1), respectively, of the Municipal Government Act (MGA), being Chapter 18 of the Revised Statutes of Nova Scotia, 1998.

3.0 POLICY:

3.1 The Warden shall be selected in accordance with Section 12 of the MGA.

- i. Notwithstanding the provisions of Section 12(7), the term of the position of Warden shall be four (4) years.

3.2 The Deputy Warden shall be awarded as per the democratic process to the individual who secures the majority of support of their fellow Councillors at the first regular meeting of Council following a Municipal Election.

3.3 In accordance with Section 16(2) of the MGA, the term of the position of Deputy Warden shall be four (4) years.

3.4 In the event that the position of Deputy Warden becomes vacant during the four (4) year term, the position will be filled for the remainder of the term as per the provisions noted in section 3.3 of this policy.

3.5 In accordance with Section 16(5) of the MGA, the Deputy Warden has all the power and authority, and shall perform all the duties for the Warden when the Deputy Warden is notified that:

- i. The Warden is absent or unable to fulfil the duties of Warden; or,
- ii. The office of Warden is vacant.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Establishing the Committee of the Whole as a Standing Committee of Municipal Council
POLICY NUMBER:	12
DATE APPROVED:	December, 2014
DATE REVISED:	September 2016

1.0 TITLE:

1.1 This Policy may be cited as the “Committee of the Whole Policy” of the Municipality of the County of Antigonish.

2.0 SCOPE:

2.1 The purpose of this policy is to provide a procedure and mandate for a standing committee within the Municipality of the County of Antigonish and is adopted under authority of Section 23 (1)(c) and Section 24 of the Municipal Government Act.

3.0 POLICY:

3.1 Municipal Council hereby establishes the “Committee of the Whole” as a standing committee of Municipal Council.

3.2 Mandate of the Committee of the Whole (the Committee)

3.2.1 To discuss, consider, advise and make recommendations to Municipal Council concerning the affairs of the Municipality that may come before it, in advance of Municipal Council making decisions or taking action on such matters, except where it determines that consideration by the Committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Municipal Council without having been forwarded to the Committee for its recommendations:

- a. Reports and recommendations from other committees of Municipal Council;
- b. Planning matters and public meetings as required by the public participation program concerning the preparation of planning documents;
- c. First or second reading of by-law enactments, amendments or repeals; and
- d. Matters which are the subject of statutory hearing by Municipal Council.

3.2.2 To take action on such matters as are lawfully delegated to it by the Municipality’s by-laws and policies.

- 3.2.3 To take such other steps not inconsistent with this policy that the Committee reasonably deems necessary to carry out its mandate.

3.3 Membership

- 3.3.1 The Committee consists of all members of Municipal Council and membership on the Committee automatically extends to members without the necessity of formal appointment. Membership automatically terminates upon termination of a person's status as Municipal Council member.

- a. All Municipal Council members are voting members of the Committee
- b. The Chair of the Committee is the Warden.
 - i. In the absence of the Warden the Deputy Warden shall so serve.
 - ii. In the absence of both the Warden and Deputy Warden the Committee may appoint a chairperson from the members present.

- 3.3.2 The Secretary is the Municipal Clerk Treasurer or designate, who shall arrange for full minutes to be kept of all discussions and recommendations of the Committee.

3.4 Meetings

- 3.4.1 A quorum of the Committee shall be the same as that which applies to Municipal Council pursuant to provincial legislation with any necessary changes for context.

- 3.4.2 Meetings of the Committee of the Whole shall be open to the public, unless the Committee moves into an In-Camera session which complies with the Municipal Government Act (Section 22(2)).

- 3.4.3 Unless otherwise specified, regular meetings of the Committee shall be held:

- a. In the Municipal Council Chambers, Municipal Administration Centre, 285 Beech Hill Road, Antigonish, Nova Scotia.
- b. Dates and times are noted on the annual schedule of Municipal Council and Committee Meetings as approved by Municipal Council.

- 3.4.4 Regular meetings of the Committee may be rescheduled, relocated or cancelled, and/or additional or special meetings convened in the same manner and with the same notice to Municipal Council members and the public as apply to meetings of Municipal Council with any necessary changes for the context.

3.5 Committee Resources

- 3.5.1 Subject to any resolution of Municipal Council, the resources which may be utilized by the Committee of the Whole include:

- a. Advice and support of the Municipal Clerk Treasurer or designate;
- b. Use of external services reasonably necessary to discharge the Committee's mandate, through the Municipal Clerk Treasurer or designate;
- c. Such other resources as may reasonably be required.

3.6 Miscellaneous

- 3.6.1 All meeting minutes and records for the Committee shall be open to the public except as expressly authorized by law.
- 3.6.2 The policy establishing standing committees for Recreation, Operational Services and Finance are hereby repealed.

DRAFT

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Council Remuneration
POLICY NUMBER:	14
DATE APPROVED:	April 20, 1999
DATE REVISED:	September 2016

1.0 TITLE:

1.1 This Policy may be cited as the “Council Remuneration Policy” of the Municipality of the County of Antigonish.

2.0 PURPOSE:

2.1 The purpose of this policy is to establish the annual remuneration to be paid to the Warden, Deputy Warden, and Councillors as provided for in Section 23(d) of the Municipal Government Act (MGA), being Chapter 18 of the Revised Statutes of Nova Scotia, 1998.

3.0 POLICY:

3.1 Commencing on April 1, 2016, elected officials shall be compensated for their services to the Municipality at the following annual rates:

i.	Warden	\$39,434.00
ii.	Deputy Warden	\$24,478.00
iii.	Councillors (excluding Warden & Deputy Warden)	\$20,946.00

3.2 Compensation for elected officials shall be increased annually by the Consumer Price Index as determined by Human Resources Development Canada with respect to the Canada Pension Plan.

3.3 One-third of the annual remuneration shall be considered an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the Municipality.

3.4 Elected official missing more than three Council or Committee meetings in a year shall be subject to a deduction of \$60 for each meeting missed.

3.5 Notwithstanding section 3.4 of this policy, an elected official shall not be considered to be absent from a meeting under any of the following circumstances:

- i. They are attending another Committee/Commission/Board meeting, or conference/seminar that is being held simultaneously;
- ii. Illness and/or medical appointments of the elected official;

- iii. Bereavement as a result of the death of a relative, including a grandparent, parent, spouse, child, in-law, or any other relative living in the same household;
- iv. Attendance at Court;
- v. When leave from the meeting has been granted by the Municipal Council;
- vi. If the elected official has not been given at least 72 hours prior notice of the intention to hold a meeting;
- vii. Inclement weather conditions; or,
- viii. Employment-related responsibilities.

3.6 The elected official shall notify the Municipal Clerk/Treasurer or Deputy Municipal Clerk prior to the meeting that they will be absent from, in order that the minutes will reflect the reason for the absence.

3.7 Compensation for other expenses shall be paid in accordance with *Council Member Reimbursement for Attending Meetings and Conference Policy #23*.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Policy on Council Member Reimbursement for Attending Meetings and Conferences.
POLICY NUMBER:	23
DATE APPROVED:	March 15, 2016
DATE REVISED:	September 2016

1.0 TITLE:

1.1 This Policy may be cited as the “Council Expense Policy” of the Municipality of the County of Antigonish.

2.0 POLICY:

2.1 The purpose of this policy is to provide direction to Members of Council on allowable business and conference related expenses including the forms, documentation and approvals required for reimbursement

3.0 DEFINITIONS:

3.1 “Municipal Council” means the Council of the Municipality of the County of Antigonish;

3.2 “Majority approval” for the purposes of this Policy means fifty per cent (50%) plus one (1).

3.3 “Municipality” means the Municipality of the County of Antigonish.

3.4 “Municipal Clerk Treasurer” means the Municipal Clerk Treasurer or designate of the Municipality of the County of Antigonish.

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

4.0 REIMBURSEMENT OF EXPENSES

4.1 Council members shall be reimbursed for the reasonable expenses incurred in attending:

4.2 The annual meeting of the Union of Nova Scotia Municipalities;

4.3 Meetings or conferences at which the Council member’s attendance is authorized or requested by Council;

4.4 Attendance at any Council or Committee of Council meeting;

4.5 Attendance at a meeting of any Board, Commission or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member is entitled to reimbursement of expenses directly from the applicable organization;

4.6 In the case of the Warden and Deputy- Warden, attendance at functions,

meetings or conferences involving less than \$500 in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Warden or Deputy-Warden not to attend;

4.7 In the case of a Councillor, attendance on behalf of the Municipality at a function identified in the previous subsection of this Policy, involving less than \$500 in reimbursable expenses provided that such attendance is either:

- i. at the request of the Warden or Deputy-Warden to attend in lieu of the Warden or Deputy-Warden;
- ii. at the request of the Warden or Deputy-Warden to attend as a Councillor for a district which has a special interest in, or connection with the subject of the meeting or conference or because of special knowledge and experience of the Councillor relative to the subject of the meeting or conference.

5.0 CONFERENCE ATTENDANCE

5.1 With the exception of the Warden, a council member shall be permitted to attend a maximum of two (2) seminars and/or conferences for their choice in the Atlantic Region during any fiscal year.

- i. For the purpose of this policy the annual meeting of the Union of Nova Scotia Municipalities shall not apply.

5.2 The Warden shall be permitted to use their discretion with respect to the number of seminars and/or conferences attended on behalf of the Municipality.

5.3 Notwithstanding Clauses 5.1 and 5.2, requests to attend any conference and/or seminar outside of the Atlantic Region shall be considered on an individual basis by the Committee of the Whole, which shall make a recommendation to Municipal Council with respect to attendance.

6.0 NO REIMBURSEMENT FOR POLITICAL OR DISTRICT ACTIVITIES

6.1 The expenses of a Council member for political activity associated with election or reelection is not reimbursable by the Municipality.

6.2 A council member shall not be reimbursed for meetings with constituents, individual electors, complainants, because the expenses incurred in the discharge of these duties are deemed to be included in the part of the Council member's salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers.

7.0 REQUIREMENT FOR RECEIPTS

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

- i. claims for per diem meal allowances;
- ii. claims for personal vehicle mileage;

8.0 PER DIEM MEAL ALLOWANCE & INCIDENTAL RATE

8.1 Councillors will be given an allowance for meals during conference/training attendance not to include meals that are provided as part of the registration fee. This is the maximum allowed under the Income Tax Act without provision of receipts. Allowances inclusive of gratuity will be paid as follows:

Meal	Rate (per day)
Incidental	\$10.00
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$27.00
Total	\$65.00

8.2 Hospitality costs beyond the approved per diem rate shall be approved by Municipal Council prior to an event.

9.0 MILEAGE

9.1 The mileage allowance reimbursed for Council members using personal vehicles for travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum mileage rate for its employees and the Council member shall be expected to take the most direct route of travel reasonably possible.

9.2 In order for the Municipality to consider mileage reimbursement for Councillors to and from meetings (from home) as a non-taxable benefit, the following must be satisfied:

- i. The Municipality must maintain that there is no available space at the Municipal Office for the Councillors to have an office to work out of; and,
- ii. As a result of Clause 9.2.i, Councillors must use a designated area of their homes to perform a substantial portion of the work related to the County and their elected official duties (e.g. check emails, answer phone calls, have meetings, etc.).

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

10.0 LIMITS ON REIMBURSABLE EXPENSES

10.1 Notwithstanding any other provision of this Policy, the following limits shall apply

to reimbursement of expenses:

- i. airplane travel shall be booked by Municipal staff or shall only be reimbursed at the lowest rate which would have been available if Municipal staff had booked the airfare;
- ii. hotel accommodations shall be booked by Municipal staff or shall only be reimbursed at the lowest rate which would have been available if Municipal staff had booked the accommodations;
- iii. Reimbursement of only one personal long distance phone call shall be permitted for each night of overnight travel;
- iv. the cost of any alcoholic beverages shall not be reimbursed or included with a meal expense claim;
- v. any expenses incurred by a spouse, family-member or traveling companion;
- vi. the cost of dry-cleaning, laundry or haircuts.

11.0 USE OF FORM REQUIRED

11.1 Expense claims must be submitted on the form provided from time to time by the Municipality and shall be verified by the Council member.

11.2 Expense claims are to be submitted on a monthly basis to the Municipal Clerk Treasurer's Office.

11.3 The Municipal Clerk Treasurer may reject any reimbursement claim deemed unreasonable or not in compliance with this Policy, but the Council member shall have a right of appeal to Council.

12.0 SPECIAL CLAIMS

12.1 Council, by majority approval, may approve reimbursement of expense claims that do not comply with the requirements of this Policy, except that no variance shall be allowed in respect of Section 6.

12.2 All former policies and/or by-laws with respect to Council expenses are hereby repealed.