

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, March 19, 2019, 7:00 pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

1. Call to Order – Deputy Warden Hughie Stewart
2. Approval of Agenda
3. Approval of March 12, 2019 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Delegations
6. Continuing Business
 - a. There is no continuing business
7. New Business
 - a. Housekeeping Policy Amendments - Human Resources Administrative Policy Manual
Following the updates to the Council Expense Policy, staff has prepared a housekeeping update to the Human Resources Policy Manual for Employees.
8. Reports from Inter-Municipal Boards, Committees and Commissions
 - a. Antigonish Heritage Museum Board
 - b. Antigonish Arena Commission
 - c. Antigonish Crime Prevention
 - d. Eastern District Planning Commission
 - e. Eastern Regional Solid Waste Management Committee
 - f. Eastern-Straight Regional Enterprise Network
 - g. Pictou Antigonish Regional Library
 - h. RK MacDonald Nursing Home
9. Staff Reports
 - a. RCMP Monthly Report
10. Community Events
This item provides Councillors with an opportunity to briefly bring to the attention of Council events that are taking place in their communities.
11. Additions to the Agenda
12. In Camera Items
13. Adjournment

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Committee of the Whole Meeting Minutes

Tuesday, March 12, 2019, 5:30 pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were: Warden Owen McCarron
 Deputy Warden Hugh Stewart
 Councillor Mary MacLellan
 Councillor Donnie MacDonald
 Councillor Vaughan Chisholm
 Councillor John Dunbar
 Councillor Neil Corbett
 Councillor Bill MacFarlane

Regrets: Councillor Remi Deveau
 Councillor Gary Mattie

Staff Present: Glenn Horne, Clerk-Treasurer
 Beth Schumacher, Deputy Clerk
 Marlene Melanson, Director of Recreation

Also Present: Stephanie Spencer, Community Sport Lead, Sport Nova Scotia

1. Call to Order – Chairman, Warden Owen McCarron

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 5:33 pm.

2. Approval of Agenda

Warden McCarron called for any additions or deletions to the agenda. The following items were added:

- Green Energy
- Community Sport Tourism Award Ceremony

Moved By Councillor Corbett
Seconded By Councillor MacLellan

That the agenda be approved as amended.

Motion Carried

3. Approval of March 5, 2019 Committee of the Whole Minutes

Warden McCarron called for any errors or omissions in the minutes.

Moved By Councillor Corbett
Seconded By Deputy Warden Stewart

That the Committee of the Whole minutes of March 5, 2019 be approved as presented.

Motion Carried

4. Business Arising from the Minutes

There was no business arising from the minutes.

Councillor Chisholm joined the meeting at 5:41 pm.

5. Delegations

a. Antigonish Community Sport Collective

Stephanie Spencer provided a presentation to the Committee regarding the Antigonish Community Sport Club, which is being created to develop enhanced partnerships between community sports groups and municipal recreation departments. The intent is to take the multi-sport program and expand it to an overall service delivery model. The goal of the program is to increase recreational programming opportunities and ease of access to programs, by creating a central hub for information, facility booking, and registrations.

The request of \$30,000.00 is being made of the Town and County Councils is to assist with funding a staff position to assist with the establishment and operation of this proposal. Discussion followed. Ms. Spencer was thanked for her presentation. Mr. Horne asked that any further questions come to himself or Ms. Melanson, as Council considers the financial request in the near future. Further discussion took place.

6. Continuing Business

a. Consideration of Amendments to the Council Expense Policy

Mr. Horne brought forward the proposed amendments to the Council Expense policy, for further discussion and questions. The Committee went through the draft document, as introduced and provided at the March 5th Committee of the Whole meeting, with discussion.

Mr. Horne noted that at future meetings, staff would be bringing forward a draft Hospitality Policy, as well as parameters for establishing an Audit Committee.

Moved By Deputy Warden Stewart

Seconded By Councillor Corbett

The Committee recommends that Municipal Council approve the proposed amendments to the Council Expense Policy.

Motion Carried

b. PARL 2019/20 Funding Request

Mr. Horne spoke to the notice received from the Province regarding the 2020/2021 funding changes regarding libraries. The request before the Committee tonight is from PARL directly, to provide a cost-of-living raise to their staff for the 2019/2020 fiscal year. Councillor MacLellan provided further background on the request. Discussion followed.

Moved By Councillor MacFarlane

Seconded By Councillor MacLellan

The Committee recommends that Municipal Council provide the requested cost-of-living increase to PARL for the 2019/2020 fiscal year.

Motion Carried

c. Community Partnership Grants

Mr. Horne provided background on the establishment of a limit to use when considering Community Partnership Grants. This year, staff are seeking consensus from Council to use a limit of \$347,000 when reviewing the grant requests received this year. Consensus was provided.

7. New Business

a. R.K. MacDonald Nursing Home Board By-law Approval

Mr. Horne brought forward the RK MacDonald Board by-laws, for consideration and approval by the Committee. These by-laws were reviewed in detail in late 2018 by the Town and County administrators, legal counsel, and the RK MacDonald Board.

Moved By Councillor MacLellan

Seconded By Councillor Chisholm

The Committee recommends that Municipal Council approve the amended by-laws for the RK MacDonald Board.

Motion Carried

b. Write-Offs for Inactive Accounts

Mr. Horne reviewed the table provided by the Finance Department, of the accounts deemed Inactive for write-off requests totaling \$10, 863.27.

Moved By Councillor MacDonald

Seconded By Councillor Dunbar

That the Committee recommend that Municipal Council approve inactive account write-offs in the amount of \$10,863.27.

Motion Carried

c. Strait of Canso Port Development Project Request

The Strait of Canso working group has brought together stakeholders in the Strait Region to identify factors to prime the area for development and are now at a point where they are proposing to develop and strategy and business tools for business development. The working group is looking for funds from area municipalities and partners and have approached the Municipality with a request for \$5,000. Discussion followed. Members of the Committee asked for representatives to come in to present to Council in advance of making a decision.

8. Additions to the Agenda

a. Green Energy

Councillor MacFarlane brought forward a discussion about looking at utilizing more green energy resources, both for environmental and fiscal reasons. Mr. Horne noted that this was identified as a Strategic Priority by Council, and staff has already started to look into partnership opportunities.

b. Canadian Sport Tourism Alliance - Sport Tourism Awards

Warden McCarron provided the Committee with information about the Canadian Sport Tourism Alliance and their Sport Tourism Awards taking place in Ottawa next week. Representatives from the Town of Antigonish and St. FX will be going, and Warden McCarron is looking for consensus from the Committee to attend. The Committee agreed that Warden McCarron should be in attendance at the event.

Moved By Councillor MacLellan

Seconded By Councillor Corbett

The Committee recommends that Municipal Council approve Warden McCarron representing the County at the Canadian Sport Tourism Alliance Sport Tourism Awards in Ottawa on March 19, 2019.

Motion Carried

10. **In Camera Items**

These subject matters fall 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

Seconded By Councillor Corbett

That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss Contract Negotiations at 8:39pm.

Motion Carried

Moved By Councillor Dunbar

Seconded By Deputy Warden Stewart

That the In-Camera session be adjourned at 9:18 pm.

Motion Carried

Moved By Deputy Warden Stewart

Seconded By Councillor Dunbar

The Committee recommends that Municipal Council approve the proposed amendments to the contract with Terrapure Environmental.

Motion Carried

11. **Adjournment**

Moved By Councillor Chisholm

That the Committee of the Whole meeting be adjourned at 9:19 pm.

Motion Carried

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer

STAFF REPORT

TO: Committee of the Whole
FROM: BETH SCHUMACHER, DEPUTY CLERK
SUBJECT: **HOUSEKEEPING UPDATES TO HUMAN RESOURCES POLICY MANUAL FOR EMPLOYEES**
DATE: 19/03/2019

MOTION

Staff is recommending that the Committee consider the following motion:

That the Committee recommends that Municipal Council approve updates to the Human Resources Policy Manual for Employees.

SUMMARY

Following the updates to the Council Expense Policy, staff has prepared a housekeeping update to the Human Resources Policy Manual for Employees.

BACKGROUND

At their meeting on March 12, 2019, the Committee of the Whole considered and approved an amendment to the policy speaking to Expenses for Municipal Councillors and the Municipal Clerk-Treasurer; this included an update to the per-diem rates permitted in an expense claim. This housekeeping update looks to make the same changes to the per diem rates in the human resources manual for municipal employees.

While this policy is before the Committee for updates, staff is also bringing forward the addition of a clause to Policy 07:012, to reference the Municipal Clerk Treasurer's expenses being addressed in the Policy on Municipal Council and Municipal Clerk Treasurer Expense Reimbursement.

Staff has included excerpted pages from the impacted pages of the document for reference.

NEXT STEPS

Following approval by Committee and Council, staff will make the appropriate updates to the Human Resources Policy Manual for Employees.

TRAVEL

Administrative Policy Focus: Conditions of Employment	Policy: 07:003
Issuing Authority: Municipal Clerk Treasurer	Effective: July 2016 Amended March 2019

Administrative Policy:

Upon prior approval from the Clerk Treasurer/Designate employees shall receive compensation for travel expenses.

Procedure:

- Reimbursement for travel expenses is only available for job related activities, and with prior approval of the Clerk Treasurer/Designate
- Employees 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	\$15.00
Lunch	\$20.00
Dinner	\$36.00
Total	\$81.00

- Per-Diem meal allowances will be pro-rated based on the length of the day.
- Incidentals can only be claimed when employees travel for a full day.
- The mileage allowance reimbursed for employees 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 employee shall be expected to take the most direct route of travel reasonably possible.
- Where several employees attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.
- Expense claims are to be submitted to the Clerk Treasurer/ Director for approval by the end of each month.

EXPENSE CLAIMS

Administrative Policy Focus: Conditions of Employment	Policy: 07:012
Issuing Authority: Municipal Clerk Treasurer	Effective: July 2016 Amended March 2019

Administrative Policy:

Employees who incur expenses while conducting business related to their duties at the Municipality should be reimbursed for these expenses in a timely fashion.

Procedure:

- Where practical, prior approval should be obtained from the Clerk Treasurer/Designate
- The employee shall submit an expense claim to the Clerk Treasurer/Designate with receipts for approval by the end of the month in which it is incurred.
- For further direction regarding expense claims made by the Municipal Clerk Treasurer, please refer to the ***Policy on Municipal Council and Municipal Clerk Treasurer Expense Reimbursement.***

Antigonish RCMP Monthly Report – 2019/02/01-2019/02/28

Submitted by Sgt. Warren McBeath – 2019/03/04

Occurrence and Crime Reporting

Type of File	Town	County	Paqtnkek	Totals
Crime against Person	22	20	8	50
Crime against Property	18	12	1	31
Impaired Driving	2	4	0	6
Traffic Collisions	9	16	1	26
Traffic Offences	8	68	0	76
Checkpoints	2	1	0	3
911 Act-Offences Only	5	14	1	20
Other Municipal	4	0	0	4
Other Provincial	18	5	2	25
Other Criminal Code	0	2	0	2
Assist Other Gov't Agency	4	0	0	4
Assist GP/Crime Prevention	26	30	2	58
Total Calls for Service	118	172	15	305

Upcoming Events:

Antigonish District Police Advisory Board Meeting March 7th at 5pm.

International Women's Day March - March 8th @ noon, Antigonish Main Street.

Public School March Break - March 18-22.

Human Resources:

S/Sgt. Holly Glassford remains on an indefinite assignment to the Northeast Nova District Office since September 11, 2017.

Cst. John Donaldson from Port Hawkesbury Detachment has been identified as the incoming Constable in the Street Crime Enforcement Unit. No date has been set for his transfer, although it should be by June 1st.

Two Constables remained off duty on Medical Leave in February due to duty-related injuries.

As always, I am available at any time to meet or make presentations to your respective Council.

Regards,



Sgt. Warren McBeath

Acting District Commander

Antigonish RCMP

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