

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, March 5, 2019, 6:30 pm

Council Chambers

Municipal Administration Building

285 Beech Hill Road

Beech Hill, NS B2G 0B4

-
1. Call to Order – Chairman, Warden Owen McCarron
 2. Approval of Agenda
 3. Approval of the February 19, 2019 Committee of the Whole Minutes
 4. Business Arising from the Minutes
 5. Delegations
 - a. Antigonish Highland Society
 6. Continuing Business
 7. New Business
 - a. Review of Draft Expense Policy
In preparation for the requirement for the Municipality to publicly post expenses incurred by members of Municipal Council and the Municipal Clerk Treasurer, a review of the existing Policy on Expense Reimbursement has been undertaken. A copy of the draft is included for the Committee's consideration, for further discussion at an upcoming Committee meeting.
 8. 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.
 9. Additions to the Agenda
 10. In Camera Items
This subject matter falls within Section 22(2) of the Municipal Government Act as that which a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session to discuss Contract Negotiations. Materials will follow.
 11. Adjournment

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Committee of the Whole Meeting Minutes

Tuesday, February 19, 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 Remi Deveau
 Councillor John Dunbar
 Councillor Gary Mattie
 Councillor Neil Corbett
 Councillor Bill MacFarlane

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

Also Present: John Beaton, ESREN

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 5:36pm.

Approval of Agenda

Warden McCarron called for any additions or deletions to the minutes.

Moved By Deputy Warden Stewart
Seconded By Councillor MacLellan

That the agenda be approved as presented.

Motion Carried

Approval of January 22, 2019 Committee of the Whole Minutes

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

Moved By Councillor MacDonald

Seconded By Councillor Mattie

That the Committee of the Whole minutes of January 22, 2019 be approved as presented

Delegations

Local Department of Transportation Team

Mr. Basil Pitts, Area Manager, provided members of the Committee with an update on upcoming tenders and paving work in the area, as well as gravel work upcoming in the capital program for gravel work. Councillors had the opportunity to ask about specific roads and areas of concern in their districts. Discussion followed. Mr. Pitts was thanked for coming to the meeting.

Councillor Dunbar joined the meeting at 6:04 pm.

Continuing Business

MPAL Plan Approval

Ms. Melanson provided members of the Committee with a final copy of the "Communities in Movement: A recreation and physical activity plan for Antigonish". This plan was reviewed in detail with Council at a session on January 29, 2019. Members of the Committee were provided with an opportunity for any final questions or comments on the plan.

The Recreation team was thanked for all of the work that was done to develop the plan.

Moved By Councillor Deveau

Seconded By Councillor Corbett

The Committee recommends that Municipal Council adopt "Communities in Movement: A recreation and physical activity plan for Antigonish County".

Motion Carried

New Business

Financial Update

Mrs. Duggan reviewed the PVSC Capped Assessments for the municipality, providing a summary of figures from 2016-2019, with a detailed review of 2018 over preliminary 2019 figures. Discussion followed regarding changes in the assessments, anticipated appeals, and anticipated increases to mandatory costs.

Mrs. Duggan then reviewed the year-to-date actual statements for the 2018-2019 fiscal year. Discussion followed. Mrs. Duggan was thanked for the work that she did in preparing the financial update.

Pickleball Sponsorship Request

Mr. Horne reviewed a request from the Arisaig Pickleball Club and Antigonish Pickleball Club, asking for the Municipality to consider sponsoring a tournament being held at the Keating Centre in May 2019. The event will be an all-ages provincial event, and the amount requested from the Municipality will be \$3,000. The total budget for the event is expected to be \$20,000.

Moved By Deputy Warden Stewart

Seconded By Councillor MacLellan

The Committee recommends that Municipal Council provide a sponsorship in the amount of \$3,000 to the Arisaig Pickleball Club and Antigonish Pickleball Association for the 2019 Provincial Pickleball Championships.

Motion Carried

Request for Municipal Contribution Increase from the PARL Board

Mr. Horne reviewed information received from Communities, Culture and Heritage regarding recommended changes to the funding formula for libraries in the province. Communities, Culture and Heritage is looking to bring forward additional funding to libraries, with a potential impact of this funding on Municipalities.

The funding formula is intended to take effect in 2020, and is anticipated to be included in the 12 month letter issued by DMA in the coming months. Mr. Horne reviewed the figures included in the CCH presentation that was included in the agenda package.

Councillor MacLellan provided further details regarding the consultations that have taken place with the provincial library associations and boards, and the feedback from municipalities as the consultations continue with them. Consensus from the Committee was to support the new formula.

Moved By Councillor MacLellan

Seconded By Councillor Corbett

The Committee recommends that Municipal Council write a letter expressing support for the proposed library funding formula.

Staff Reports

ESREN Staff Report

Mr. Beaton reviewed the report that was included in the agenda package, and provided several updates to the Committee regarding ESREN operations. Discussion followed

regarding the broadband/cellular coverage advocacy. Mr. Beaton was thanked for his time and update.

Adjournment for Council Meeting

Moved By Councillor Deveau

That the Committee of the whole meeting be adjourned at 7:32 pm, to be reconvened after Council.

Motion Carried

Warden McCarron called the meeting back to order at 8:35pm

In Camera Items

Moved By Deputy Warden Stewart

Seconded By Councillor Deveau

That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss Personnel Matters and Contract Negotiations at 8:35 pm.

Motion Carried

Moved By Councillor Dunbar

Seconded By Deputy Warden Stewart

That the Committee adjourn the In-Camera Session at 9:21pm

Motion Carried

Moved By Councillor Deveau

Seconded By Councillor Dunbar

The Committee recommends that Municipal Council approve hiring Linda Arsenault for the term position of Receptionist.

Motion Carried

13. Adjournment

Moved By Councillor MacLellan

That the Committee of the Whole meeting be adjourned at 9:22pm.

Motion Carried

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Policy on Municipal Council and Municipal Clerk Treasurer Expense Reimbursement
POLICY NUMBER:	23
DATE APPROVED:	March 15, 2016
DATE REVISED:	September 20, 2016 (Min#2016-119)

1. TITLE

1.1 This Policy may be cited as the “Council and Municipal Clerk Treasurer Expense Reimbursement Policy”

2. PURPOSE

2.1. The purpose of this policy is to provide guidelines for the reimbursement of expenses when members of **Municipal Council (including the Warden and Deputy-Warden) and the Municipal Clerk Treasurer** are required to travel on Municipal business, and for conference-related expenses.

3. INTERPRETATION

3.1. In this Policy:

3.1.1. “Municipal Council” means the Council of the Municipality of the County of Antigonish;

3.1.2. “Municipality” means the Municipality of the County of Antigonish;

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

3.1.4. “Designated Signing Officer” means those who are authorized to sign financial and legal documents on behalf of the Municipality; and,

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

4. INDIVIDUAL RESPONSIBILITIES

4.1. Everyone who incurs an expense in relation to Municipal business is responsible for:

4.1.1. Familiarizing themselves and complying with the provisions of this policy;

4.1.2. Completing and submitting expense claims with necessary supporting documentation;

4.1.3. Exercising reasonable diligence and care in incurring expenses prudently and responsibly; and,

4.1.4. With respect to travel, cancelling reservations as required and considering alternatives to travel such as teleconferencing and video-conferencing.

5. ELIGIBLE EXPENSES

5.1. Municipal Council members shall be reimbursed for the reasonable expenses incurred in attending:

5.1.1. The Nova Scotia Federal of Municipalities (NSFM) annual meeting and spring workshop;

- 5.1.2. The Federation of Canadian Municipalities (FCM) annual meeting once per term, except the Warden, who may attend each year;
- 5.1.3. Any meetings, conferences, or events at which the member's attendance is authorized or requested by Municipal Council;
- 5.1.4. Attendance at any Municipal Council, or Committee of Council meeting;
- 5.1.5. Attendance at a meeting of any Board, Commission, or other organization to which the member has been appointed by Municipal Council, except that no reimbursement shall be provided by the Municipality if the member is entitled to reimbursement of expenses directly from the applicable organization;
- 5.2. The Municipal Clerk Treasurer shall be reimbursed for reasonable expenses incurred in attending:
 - 5.2.1. The Association of Municipal Administrators of Nova Scotia (AMANS) annual meeting and spring workshop;
 - 5.2.2. Any meetings, conferences, or events at which the Municipal Clerk Treasurer's attendance is authorized or requested by Municipal Council;
- 5.3. Travel expenses include, but are not limited to, accommodations, airfare, rail, ferry transport, mileage, per diems, taxi fares, parking, and other applicable tolls;
- 5.4. Other eligible expenses include, but are not limited to, registration for conference and events;
 - 5.4.1. For members of Municipal Council, phone and Internet stipends are also considered other eligible expenses.
- 5.5. Only actual incurred expenses that are considered eligible under the terms of this policy will be authorized for reimbursement.

6. INELGIBLE EXPENSES

- 6.1. Expenses incurred by a member of Municipal Council or the Municipal Clerk Treasurer in attending or participating in a political activity or political event are not reimbursable by the Municipality.
- 6.2. The expenses of a Municipal Council member for political activity associated with election or re-election is not reimbursable by the Municipality.
- 6.3. A Municipal Council member shall not be reimbursed for meetings with constituents, individual electors, or complainants because the expense incurred in the discharge of these duties are deemed to be included in the part of the Council member's remuneration.
- 6.4. Fees, deposits, interest, and surcharges incurred on a personal credit card shall not be reimbursed.
- 6.5. The cost of any alcoholic beverages or cannabis shall not be reimbursed. Please refer to the Hospitality Policy for further detail.
- 6.6. Any fees or expenses incurred by a spouse, family-member or travelling companion will not be reimbursed by the Municipality. However, any fees or expenses associated with the courtesy booking arrangements for an individual travelling with member of Municipal Council or the Municipal Clerk Treasurer must be reimbursed to the Municipality within thirty (30) days of the

expense being incurred. If the expense is not reimbursed within the thirty (30) day time allotment, the expense will be withdrawn from the Municipal Councillor's monthly stipend / the Municipal Clerk Treasurer's bi-weekly remuneration.

6.7. When personal and Municipal travel is combined, only documented expenses directly related to the Municipal portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense.

6.8. Reimbursement shall not be provided for loss of personal effects (e.g. lost luggage, clothing, and other personal belongings), or for personal services (e.g. dry cleaning, haircuts, valet services, etc.).

6.9. Members of Municipal Council and the Municipal Clerk Treasurer are prohibited from claiming reimbursement for anyone other than themselves.

7. REQUIREMENT FOR RECEIPTS

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

7.1.1. Claims for per diem meal allowances; and,

7.1.2. Claims for personal vehicle mileage.

8. AUTHORIZATION FOR REIMBURSEMENT

8.1. Designated Signing Officers may authorize reimbursement of expenses and mileage. The individual claiming the expense reimbursement is prohibited from authorizing their own reimbursement claim.

8.2. Directives with respect to the use of municipal credit cards are outlined in the Municipal Credit Card Policy.

9. PER DIEM MEAL ALLOWANCE

9.1. Councillors and the Municipal Clerk Treasurer will be given an allowance for meals during conference/training attendance, not to include meals that are provided as part of the registration fee. 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

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

10. MILEAGE

- 10.1. The mileage allowance reimbursed for Municipal Council members and the Municipal Clerk Treasurer using personal vehicles for authorized 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.
 - 10.1.1. Those claiming mileage are expected to take the most direct route of travel reasonably possible.
- 10.2. In order for the Municipality to consider mileage reimbursement for members of Municipal Council from their home to the Municipal Office for meetings as a non-taxable benefit, the following must be satisfied:
 - 10.2.1. 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,
 - 10.2.2. As a result of clause 10.2.1, Councillors must use a designated area of their homes to perform a substantial portion of the work related to the Municipality and their elected official duties (e.g. check email, answer phone calls, have meetings, etc).
- 10.3. Mileage reimbursement for the Municipal Clerk Treasurer is from the Municipal Administrative Office to the meeting, conference, or event location.
- 10.4. Where several Municipal Council members attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

11. LIMITS ON REIMBURSEMENT OF EXPENSES

- 11.1. Notwithstanding any other provision of this Policy, the following limits shall apply to the reimbursement of expenses:
 - 11.1.1. Airplane travel shall be booked by Municipal staff or shall only be reimbursed at the lowest rate that would have been available if Municipal staff had booked the airfare;
 - 11.1.2. Hotel accommodations shall be booked by Municipal staff or shall only be reimbursed at the lowest rate that would have been available if Municipal staff had booked the accommodations;
 - 11.1.3. Reimbursement of only one personal long distance phone call shall be permitted for each night of overnight travel;
 - 11.1.4. Travel will be reimbursed at the most economical fare available (e.g. airfare, mileage).
- 11.2. Requests to attend any seminar and/or conference 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.

12. ADMINISTRATION

- 12.1. Expense claims must be submitted on the form provided on a monthly basis to the Municipal Clerk Treasurer's Office and shall be signed by the claimant before receiving their reimbursement.
 - 12.1.1. The Municipal Clerk Treasurer may reject any reimbursement claim not in compliance with this Policy, but the claimant shall have a right of appeal to Municipal Council.

12.1.2. The Warden will authorize the Municipal Clerk Treasurer's reimbursement claims, and the Municipal Clerk Treasurer has the same right of appeal to Municipal Council if the Warden deems the Municipal Clerk Treasurer's claim to be non-compliant.

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

12.3. In considering an expense claim for payment, the Designated Signing Officer may request additional explanations, documentation, or justification from the claimant, and may direct any claim or expense that the Designated Signing Officer feels is irregular or not in compliance with this policy to Municipal Council for consideration.

12.4. The use of petty cash to pay an expense claim is prohibited. Travel advances will not be provided.

13. SPECIAL CLAIMS

13.1. Municipal Council, by majority approval, may approve reimbursement of expense claims that do not comply with the requirement of this Policy, except that no variance shall be allowed with respect to subsections 6.1 and 6.2.

14. REPORTING REQUIREMENTS

14.1. Pursuant to Section 65A of the *Municipal Government Act*, the Municipal Clerk Treasurer shall ensure that the Municipality does the following:

14.1.1. Within 90 days of the end of each fiscal quarter, prepares and posts an expense report of the Municipal website for the Warden, the Municipal Clerk Treasurer (including an employee of the Municipality delegated any of the responsibilities or power of the Clerk Treasurer pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Municipal Council on their expenses regarding the following:

a) Travel and travel-related expenses, including transportation, accommodation, and incidentals;

b) Meals;

c) Training and education.

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

15. REVIEW REQUIREMENTS

15.1. The Municipal Audit Committee shall review the expense annual summary report at least once each fiscal year.

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