

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 19th, 2017 5:30pm

Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Owen McCarron
- 2) Approval of Agenda
- 3) Approval of November 21st, 2017 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
 - a. Interest on Property Taxes Response
- 5) Financial Update
- 6) Recreation / MPAL Planning
- 7) AT Action Plan Timeline
- 8) Legacy 150 Pavilion Update
- 9) HR Policy (Policy #5) Updates
- 10) In Camera – Acquisition, Sale, Lease, and Security of Municipal Property
- 11) Adjournment

TO: COMMITTEE MEMBERS
FROM: STAFF
SUBJECT: *COMMITTEE OF THE WHOLE MEMO*
DATE: DECEMBER 19TH, 2017

FINANCIAL UPDATE

Finance Department Staff will be providing a financial update at the meeting.

RECREATION / MPAL PLANNING

Antigonish County Recreation Staff along with Recreation & Health personnel from Paq'tnkek are in the process of finalizing an RFP to obtain consultant services for the development of a Recreation & Physical Activity Plan. The end result will be:

- A municipal recreation operation plan with a physical activity plan embedded in the overall plan.
- A physical activity plan for Paq'tnkek
- All plans will align the Shared Strategy for Advancing Recreation in Nova Scotia
- Areas of common interest and partnership opportunities between the municipal recreation department and Paq'tnkek recreation will be identified.

AT ACTION PLAN TIMELINE

The Active Transportation Advisory Committee has been working diligently over the past several months to create a list of AT goals to present to Municipal Council. The next step in the process is to present the goals to municipal council for review and prioritization. To that end, recreation staff is planning an AT priority setting session for mid-January for council and members of the AT Advisory committee..

LEGACY 150 PAVILION UPDATE

Construction on the 150 Community Pavilion is slated to begin in the near future. A call for tenders was issued in November and four contractors submitted bids. A low bidder was identified, however all four bidders came in over budget. Options for moving forward are currently being explored. A full overview of the tender process along with potential options will be presented at the December 19th meeting.

HR POLICY (POLICY #5) UPDATES

Staff has prepared a number of updates to the Human Resources policy, as outlined in the attached memo.

IN-CAMERA –ACQUISITION, SALE, LEASE, AND SECURITY OF MUNICIPAL PROPERTY

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. Materials will follow.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting was held Tuesday, November 21st, 2017 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Warden Owen McCarron, Chair
 Deputy Warden Hughie Stewart
 Councillor Mary MacLellan
 Councillor Donnie MacDonald
 Councillor Vaughan Chisholm
 Councillor Rémi Deveau
 Councillor John Dunbar
 Councillor Gary Mattie
 Councillor Neil Corbett
 Councillor Bill MacFarlane

 Glenn Horne, Municipal Clerk/Treasurer
 Beth Schumacher, Deputy Municipal Clerk
 Shirlyn Donovan, Strategic Initiatives Coordinator

Regrets: None

CALL TO ORDER

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 5:40pm.

APPROVAL OF AGENDA

The following items were added to the agenda:

- Request for waiver of property tax interest
- Streetlight Concern

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

APPROVAL OF MINUTES

Warden McCarron called three times for any errors or omissions in the November 14th Committee of the Whole minutes.

Moved by Councillor MacDonald and seconded by Councillor Deveau that the Committee of the Whole minutes of November 14th be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

NORTHUMBERLAND AND EASTERN SHORE AREA GUIDE ADVERTISING REQUEST

Members of Council were provided with copies of the previous edition of the Northumberland and Eastern Shore Area Guide, and a copy of the advertising request was a part of the agenda package. Discussion followed.

Moved by Deputy Warden Stewart and seconded by Councillor MacDonald that the Committee recommends that Municipal Council deny the request to purchase an advertisement in the 2018 edition of the Northumberland & Eastern Shore Area Guide. Motion carried.

CONSIDERATION OF A COMMUNITY SIGNAGE INITIATIVE

Ms. Donovan provided the committee with an overview of the Request for Direction report included in the agenda package. Discussion followed about the cost of the program, the distribution of signage, and logistics. The Committee provided staff with direction to look at the expense of installing smaller County signs on secondary highways into the community (7, 245, 316, 16), and a status quo approach will be taken regarding smaller community signs.

FOLLOW-UP – COMMITTEE APPOINTMENTS

Further to previous discussion, the Committee was asked to review the list of proposed changes to Councillor appointments to Municipality Advisory Committees and Inter-Municipal/Legislated Boards.

Moved by Deputy Warden Stewart, seconded by Councillor MacLellan that the Committee recommends that Municipal Council approve the changes to Councillor appointments to Municipal Advisory Committees and Inter-Municipal/Legislated Boards, as discussed. Motion carried.

COUNCIL STIPEND REVIEW

Mr. Horne reviewed the Memo for Decision report included in the agenda package, which provided background information about the comparison of Councillors stipends and benefits. This memo included options for the Committee to consider. Members of the Committee were in agreement that Option 2, which sets stipends at the average of comparator municipalities, was the best option to pursue. Discussion followed.

Moved by Councillor MacFarlane and seconded by Councillor MacDonald that the Committee recommends to Municipal Council that the Council Remuneration Policy be amended to reflect Option #2 in the staff report. Motion carried.

Moved by Councillor MacDonald and seconded by Councillor Dunbar that the Committee recommends to Municipal Council that the Council Remuneration Policy (Policy #14) be amended by adding the following clause:

“3.8 Municipal Council remuneration shall be reviewed in conjunction with the market assessment conducted for municipal staff.”

Motion carried.

Staff Reports

Mr. Horne reviewed the staff reports section of the meeting memo, and made particular note of an upcoming review of Municipal Policy #5 (Human Resources Manual for Employees) to provide some updates on topics that were “pending” when the document was approved in 2016. Further, Mr. Horne noted a note from the Recreation Department regarding a request that had been received from the student Gaelic trip for a Recreation Grant, which did not meet the criteria for that particular program.

REQUEST FOR WAIVER OF PROPERTY TAX INTEREST

Councillor Dunbar brought forward a request from a resident, who is looking for a waiver of property tax interest. Mr. Horne asked Councillor Dunbar to forward the request to the Finance Team, who will look into the circumstances of that situation and provide a follow-up.

STREETLIGHT CONCERN

Councillor Deveau brought up a concern regarding the streetlight that was left at the location of the old intersection when TIR realigned the intersection of Highway 104 and the Dagger Woods Road. Staff was asked to look into this further.

ADJOURNMENT

Moved by Councillor Deveau and seconded by Councillor Mattie that the Committee of the Whole meeting be adjourned at 6:59pm. Motion carried.

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer

REQUEST FOR DIRECTION

TO: Committee of the Whole
FROM: Beth Schumacher, Deputy Clerk
SUBJECT: *Amendments to Municipal Policy #5 – Human Resources Administrative Manual for Employees*
DATE: December 19, 2017

SUMMARY

Staff is proposing amendments to specific sections of Municipal Policy #5 – Human Resources Administrative Manual for Employees, as outlined in the following staff report.

BACKGROUND

In July 2016, Municipal Council approved significant updates to Municipal Policy #5 – Human Resources Administrative Manual for Employees. In the interest of bringing this document forward to Council in a timely manner, several policies that required further discussion and research within this document were approved with placeholders, noting that further consultation with the Staff Engagement Committee (SEC) and Senior Leadership Team (SLT) was to occur.

Further, some housekeeping items in the document have been identified by staff as the policy has been applied over the past year. Staff has prepared a number of proposed changes to specific sections of the policy for the Committee's consideration.

CONSIDERATIONS

The following table outlines the section of the policy document that is proposed to be modified, with a brief summary of what change is being made. These sections are also attached to this staff report, as proposed for amendment, for the Committee's review.

Document Policy Reference #	Title	Change Made
02:002	Pension Benefits	Updated to include pension rates and scale. New scales and procedures proposed to be effective on April 1 st , 2018, to allow proposed changes to be reflected in budget
02:009	Employee Recognition	Updated to include information provided by staff regarding options based on community scan, discussed by the Staff Engagement Committee and Senior Leadership Team
02:010	Employee Wellness	Reference to new Municipal Policy 42 – Employee and Council Wellness
03:004	Vacations	Reverted to old policy wording for service levels in order to correct an unintentional interpretation issue (service year start vs. anniversary). Also provided clarification in the wording regarding "renewal" vs. "used for

		calculations” in procedure, to avoid confusion with use of start date vs. April 1 st vacation allowance renewal
03:011	Parental Leaves	Wording included to provide for 5 day “supportive-parental leave”, formatted to avoid confusion with the EI-sanctioned “parental leave”
07:010	Salary Determination	Table with pay levels/amounts removed, as these change with CPI and could cause confusion
06:004	Overtime	Clarification added regarding management OT calculation on public holidays
03:016	Compassionate Leave	Modification re: Definition of Family
03:008	Health Care Appointments	Modification re: Definition of Family

BUDGET IMPLICATIONS

The updates to the Pension Benefits, Employee Recognition, and Supportive-Parental Leave will all have direct financial implications for the Municipality:

Supportive-Parental Leave: The impact of this leave will be in the amount of five (5) paid days of leave for staff members who elect to utilize it.

Employee Recognition: Budget implications of this change are expected to be at an amount around \$1,000 a year. For 2017, this expense amounts to \$650. In 2018, barring any retirements, this expense is anticipated to be \$900.

Pension Benefits: Calculations done by staff anticipates an impact in the 2018/2019 fiscal year of approximately \$24,215.00. This figure could decrease if some staff members elected to not take advantage of any available contribution increases, as per the proposed policy.

NEXT STEPS

Once approved by Council, all changes noted above will come into effect, with the exception of the Pension Benefits, which will not be in effect until April 1, 2018.

PENSION BENEFITS

Administrative Policy Focus: Benefits	Policy: 02:002
Issuing Authority: Municipal Clerk Treasurer	Effective: July 2016 Effective April 1, 2018

Administrative Policy:

Permanent full-time employees of the Municipality are required to join the Municipality's Pension Plan after completing one year of service with the Municipality.

Procedure:

- Employees will receive detailed information from the Municipality's Pension Plan Administrator.
- Automatic deductions will be taken from the employees' paycheque to cover plan premiums.

Year of Service	Employee Contribution	Employer Contribution
Year 2-5	5% of their annual salary	5% of the employee's annual rate of earnings
Year 6-10	7% of their annual salary	7% of the employee's annual rate of earnings
Year 11-20	9% of their annual salary	9% of the employee's annual rate of earnings
Year 21+	7% of their annual salary	11% of the employee's annual rate of earnings

- The contribution increases by both employee & employer through the years of Service graduated table increase on the employee's date of hire anniversary for years of service 2, 6, 11 & 21.
- The increases in employee pension contributions based on the years of service graduated table are voluntary. If for any reason the employee does not wish to step up to the next contribution level (based on their years of service anniversary), then the employee can elect to decrease their pension contribution to a previous contribution level, with a minimum contribution of 5%. The County will match the employee's contribution at the reduced percentage amount.
 - A request for a contribution increase deferral, rollback, and any reversion back to the regular schedule of increase, must be provided to the Clerk-Treasurer by January 1st in any year, and will not take effect until the subsequent April 1st.
 - An employee cannot "buy back" any deferred contributions.

EMPLOYEE RECOGNITION

Administrative Policy Focus: Benefits	Policy: 02:009
Issuing Authority: Municipal Clerk Treasurer	Effective: July 2016 Modified December 2017

Administrative Policy:

The Municipality of the County of Antigonish is committed to providing a positive and appreciative work environment for its employees at all municipal work sites. A program of recognition is to celebrate the service accomplishments of staff as public servants striving to represent Municipality in service to our community.

Procedure:

- An annual recognition event will be planned by the Staff Engagement Committee (SEC) and others as desired.
- A budget will be approved each fiscal year based on service award levels to be recognized for that year.
- The Warden and Council will acknowledge staff service milestones and retirements as they arise through the calendar year at the appropriate monthly Council meeting.
- Staff will be recognized at the service milestones outlined in the table below:

Years of Service Completed	Award / Monetary Value of Recognition
5	Certificate & gift valued at \$50
10	Certificate & gift valued at \$100
15	Certificate & gift valued at \$150
20	Certificate & gift valued at \$200
25	Certificate & gift valued at \$250
30	Certificate & gift valued at \$400
35	Certificate & gift valued at \$500
40	Certificate & gift valued at \$500

- Retirement from the Municipality will be acknowledged at the next available milestone based on the employee's years of service;
 - e.g., if an employee retires after completing 12 years of service with the Municipality, they will be recognized with an award/gift at the "15 years of service completed" level.

EMPLOYEE WELLNESS

Administrative Policy Focus:	Policy:
Benefits	02:010
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Modified December 2017

Administrative Policy:

A healthy workplace leads to improved satisfaction, employee morale, and a more effective workplace. The Municipality has created a policy, known as the *Workplace Health and Wellness Policy* (Policy #42), which was passed by Council on October 17, 2017. The intent of this policy is to encourage, support and offer health related programs that will assist employees and elected officials in improving their own physical, mental and emotional wellbeing.

A copy of this Policy can be found on the Municipality's website, or alternatively, can be provided by the Municipal Clerk-Treasurer/Designate upon request.

VACATIONS

Administrative Policy Focus:	Policy:
Leaves and Absences	03:004
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016

Administrative Policy:

Employees are entitled to vacation time.

Procedure:

The vacation year is April 1st to March 31st. Entitlement for full time employee in the first year of employment is calculated on a pro-rated basis from start date until the next March 31st as follows: (Days are accumulated at 1.25 days per month).

- Subject to any variation in an employee's contract of employment, entitlement to vacation after the first March 31st following the date of hire is normally calculated as follows:
 - Less than five (5) years of service on April 1: one and one-quarter ($1\frac{1}{4}$) days per month vacation for each month of service to accumulate to a maximum of fifteen (15) working days.
 - More than five (5) years of service but less than ten (10) years of service on April 1: one and two-thirds ($1\frac{2}{3}$) days per month vacation for each month of service to a maximum of twenty (20) working days.
 - More than ten (10) years of service but less than twenty five (25) years of service on April 1: two and one-tenth ($2\frac{1}{10}$) days per month vacation for each month of service to a maximum of twenty-five (25) working days.
 - More than twenty (25) years of service on April 1: Plus one day for each additional year beyond the 25 to a maximum of 30 working days.
- The Employee's start date is the date from which the annual vacation allotments are calculated. The vacation entitlement will be accrued on a pro-rate basis.

Example: Employee had 5th anniversary of employment on July 3rd. In that year, they will receive 3 months accrued at the 1-4 year rate and 9 months accrued at the 5-9 year rate.

$$3 \times 1.25 = 3.75$$

$$9 \times 1.67 = 15$$

Therefore, that employee would be entitled to 18.75 days of vacation during the year where they celebrated their 5th anniversary of employment.

- Seniority shall not apply when vacation leave has been approved in advance.

- If two persons apply for the same dates of vacation leave at the same time, the senior staff person will get priority in regards to vacation leave scheduling.
- Long standing practice at the Municipality is that all administrative employees reserve three (3) days of vacation time to be taken between December 25th and January 1st, the Municipal Administration Centre will then be closed for those days.
- Employees will be required to submit prior to May 1 of each year their vacation request. The request will specify the dates that vacations will be taken for the period ending March 31.
- All but five (5) days must be specified on this schedule. No changes will be made to this schedule unless approved the Clerk Treasurer/Designate. The remaining five (5) days can be taken as required provided sufficient notification is given to the employee's supervisor.
- Vacation schedules are not official until they have been approved by the Clerk Treasurer in consultation with the Senior Leadership Team no later than May 15.

PARENTAL LEAVES

Administrative Policy Focus:	Policy:
Leaves and Absences	03:011
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Modified December 2017

Administrative Policy:

The Clerk-Treasurer / Designate shall comply with the Nova Scotia Legislative Guidelines regarding Parental Leave.

Procedure:

- The Clerk Treasurer/Designate shall comply with the Nova Scotia Legislative Guidelines Regarding Parental Leave.
- While off on parental leave, employees will contribute their share of the Long Term Disability, Life Insurance, Accidental Death and Dismemberment and Dependent Life Premiums as per *Administrative Policies 2:003 and 2:006*.
- Employees have the ability to put their Medical and Dental Benefits plan on hold during their time off.

Supportive-Parental Leave

The Municipality values the time and commitment of employees to their position and to their family. Work-life balance is important, and this includes providing time for permanent full-time employees who are not giving birth to provide support when introducing a new child to the family, either through birth or adoption.

- As a parent of a new child, you may take up to five (5) paid days leave in support of a new child coming into your family (through birth or adoption)
- Notification of an employee intending to take this supportive-parental leave should be given at least two weeks prior to the intended absence if possible, and must be approved by the Clerk-Treasurer / designate.
- This supportive-parental leave must be taken within one (1) month of the arrival of a new child (through birth or adoption).

SALARY DETERMINATION

Administrative Policy Focus:	Policy:
Conditions of Employment	07:010
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Modified December 2017

Administrative Policy:

The Clerk Treasurer is ultimately responsible for determining the amount of the employees' salaries. Although certain factors are used to help determine salaries, the Clerk Treasurer will apply the approved County scale.

Procedure:

- There will be an annual practice of movement within the approved step range for each level based on performance as measured through the employee's professional development plan.
- These practices recognize the annual performance gain of the individual as they move from a new employee in a range to one with five years of experience.
- The outcome is to recognize the increased contribution in 5 years of experience.
- For "acting" assignments where the staff is expected to be fully needed and trained and accountable the best practice is to move staff to a first step in the new level of the position they are working in
- A review of market position on ranges and salaries will be conducted every 3-5 years.
- A policy of cost of living increases based on annual increases in the consumer price index (CPI) is also applied to keep salaries and ranges accurate.
- Employees who reach Step 5 in their respective level will receive CPI increases for each year of service.

OVERTIME

Administrative Policy Focus:	Policy:
Hours of Work	06:004
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Modified December 2017

Administrative Policy:

In order to promote employee wellbeing, overtime is generally discouraged. It is intended that employees will be able to carry out to their responsibilities in normal working hours. However, staff may be required to work overtime.

Procedure:

Non-Management Employees:

- Any prior approved time over 31 minutes after the regular workday is considered overtime.
- Any scheduled time which exceeds 37.5-42.5 hours in a week (Sun – Sat) is considered overtime.
- The Clerk Treasurer/Designate must authorize any overtime hours in advance.
- To ensure employee well-being, the Clerk Treasurer/Designate and the employee shall make every reasonable effort to avoid overtime.
- An employee shall be compensated at a rate of 1.5 their regular rate of pay for overtime worked. The employee may request to bank the hours for additional time off, which shall be referred to as banked time. The decision is at the discretion of the Clerk Treasurer/Designate.

Management Employees:

- Overtime shall be compensated at straight time as time in lieu when pre-approved by the Municipal Clerk Treasurer/Designate.
 - Notwithstanding the preceding statement, overtime worked during public holidays referenced in policy 06:002 shall be compensated at the rates provided for in that policy.

COMPASSIONATE LEAVE

Administrative Policy Focus:	Policy:
Leaves and Absences	03:016
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016

Administrative Policy:

Each full-time staff member is entitled to a compassionate leave. Leave on full pay shall be granted to an employee on account of:

- The Death of a partner/significant other, child, parent, legal guardian, ward, grandparent, or sibling of the employee.
- The death of a child, parent, legal guardian, grandparent, or sibling of the employee's partner/ significant other.
- The death of a chosen family member, this includes an individual with whom you have such a close relationship that the individual has become immediate family, equal in status in your life to those identified above or equal in status with whom you share a legal or blood relationship.

Extended illnesses that require staff member absence should be considered for such immediate relatives. Other aspects of this policy may be applied with discretion upon consideration of the circumstances by written application of the employee.

Procedure:

- The Clerk Treasurer/Designate in conjunction with the Clerk Treasurer shall approve a paid leave for a period of five working days. The days are normally to be taken consecutively, however, the employee may request permission from the Clerk Treasurer/Designate, not to take the days consecutively. This may be granted at the discretion of the Clerk Treasurer/Designate.
- The employee shall suffer no loss of regular earnings for the time that would otherwise have been worked during this period.
- If a staff member is requesting any further leave, this matter will be at the discretion of the Clerk Treasurer and Clerk Treasurer/Designate considering the circumstances.
- The Clerk Treasurer/Designate may approve a paid leave for period of one (1) day for family members of the employee other than those listed in the above Administrative Policy.
- Compassionate care leave is an unpaid, maximum eight-week leave for an employee whose personal care is required for a seriously ill family member, including a spouse (including common-law), child (including child of common-law spouse), father, mother, brother, sister, step-child, mother-in-law, father-in-law, son-in-law, daughter-in-law, or

any family member living in his or her domicile, who has a high risk of dying within 26 weeks. An employee must have been employed by the Municipality for more than three months before becoming eligible for compassionate care leave.

- A request for compassionate care leave must be made to the Clerk Treasurer in writing, as far in advance as possible. Failure to make such a request may result in permission being denied, or the requested start date being delayed. An employee requesting compassionate care leave may be required to provide a medical certificate from a qualified practitioner, stating that the employee's family member is seriously ill and requires personal care.

Employees who take all compassionate care leave at once may qualify for a six-week compassionate care leave benefit under the federal government's EI program.

HEALTH CARE APPOINTMENTS

Administrative Policy Focus:	Policy:
Leaves and Absences	03:008
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016

Administrative Policy:

The Municipality recognizes the need for staff to visit health care professionals during office working hours, from time to time. However, in arranging these appointments, both the best interest of the Municipality as well as the best interests of the employees shall be considered. There may be instances where an employee is unable to arrange an appointment outside normal working hours, therefore, employees should be granted time-off for health-care appointments.

Procedure:

- Whenever possible, employees are requested to arrange such appointments at times other than during normal working day hours.
- Where repeated appointments are necessary, it is anticipated that the Clerk Treasurer/Designate and the employee shall schedule appointments so as to minimize the disruption of the working day.
- When approved by the Clerk Treasurer/Designate, sick time may be used for health care appointments. Sick time used for this purpose shall be coded to identify it as time taken for a health care appointment.
- Employees are entitled to thirty (30) hours per year for medical appointments. Anything over and above this is deducted from accrued sick time.
- Employees are entitled to twenty two and one half (22.5) hours per year for family illness/medical appointments. Anything over and above this is deducted from accrued sick time.
 - For the purposes of this section, a family member or a relative includes a range of loved ones, parents, significant others (spouses, common-law partner, long term partner), siblings, children, grandparents, and close friends. This includes chosen family; an individual with whom you have such a close relationship that the individual has become family, equal in status in your life to those you share a legal or blood relationship.