

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 13, 2018, 7:30 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 October 16th Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Continuing Business

- a. Revised Appointments for EDPC Staff

Mr. John Bain of the Eastern District Planning Commission has provided a request asking that Council appoint Mr. Sean Donovan and Mr. Johnathan Martin as Special Constables for matters related to Dangerous and Unsightly Premises, Building Inspection, and Municipal Land Use By-laws.

6. New Business

- a. Special District Grants

Summaries of grant expenditures will be provided to councillors for their information.

It has been five years since the Special District Grant Policy was established. A staff review has recently been completed of the policy, with recommendations for amendments attached. There are also areas of the policy that will benefit from a committee discussion. Please see the policy and proposed revisions attached.

- b. Preliminary Discussion about AirBnB's

Councillor MacDonald recently received an inquiry regarding AirB&B's. This is an opportunity for general discussion of the Committee regarding this topic.

- c. R.K. Nursing Home Board Appointments

The R.K. Nursing Home Foundation has requested Council's endorsement of the following Antigonish County residents to represent the County on the R.K. Nursing Home Foundation Board:

- Gordon Morrison
- Gordon Brenton
- Connie Beaton

7. 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.

8. Staff Reports

a. Administration

- The accessibility upgrades at the front of the Administration Office are awaiting final inspection and sign-off before being opened to the public.

b. Finance

- Director of Finance, Allison Duggan, is now a member of the AMANS Board.

c. Public Works

- The Public Works Team is working at connecting the Municipal Administration Office and Public Works Building to the sanitary and water lines that were installed earlier this year.

9. In-Camera

10. Additions to the Agenda

11. Adjournment

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

Committee of the Whole Meeting Minutes

Tuesday, October 16, 2018, 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 Neil Corbett
Councillor Bill MacFarlane

Regrets: Councillor Gary Mattie

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

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 5:33pm.

2. **Approval of Agenda**

Moved By Councillor MacLellan
Seconded By Councillor Deveau

That the agenda be approved as amended.

Motion Carried

3. **Approval of October 2nd Committee of the Whole Minutes**

Marlene Melanson joined the meeting at 5:35 pm.

Moved By Councillor MacDonald
Seconded By Councillor MacLellan

That the Committee of the Whole minutes of October 2, 2018 be approved as presented

Motion Carried

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. New Business

a. Recreation Registration Program

Ms. Melanson reviewed the current Recreation Department online booking system, which is being discontinued by the company (Central Squares Technology). The Municipality's contract is expiring at the end of the year, with the software coming offline in June 2019, and alternative programs are being explored by staff for implementation before the winter recreation registrations in December. Staff will be bringing forward a recommendation for the Committee's consideration in the near future.

Councillor Dunbar joined the meeting at 5:36 pm.

b. St. Andrews Junior School Playground Equipment Fundraising Request

Ms. Melanson brought forward a letter that was received from the Junior School, requesting assistance with fundraising efforts for the construction of playground equipment at the school. A review of how similar requests in the community have been handled in the past was also provided. Discussion followed.

c. Draft Dog By-law Public Consultation Plan

Mrs. Schumacher reviewed the draft Dog By-law that has been prepared over the past year. Staff is looking to take the document to the public for comment and review before bringing it back to the Committee for formal consideration. The Committee had the opportunity to ask some questions for clarification, and was invited to provide further comments to staff in the upcoming weeks. Members of the Committee were also invited to share the draft document with any of their constituents who may be interested in providing feedback on the document.

d. Discussion About Council Stipend Review & Tax Changes

Mr. Horne introduced the upcoming tax changes, and noted that a detailed memo providing information will be coming forward to the Committee for consideration at a future date. Discussion followed.

e. Discussion About Municipal Authority to Set Speed Limits

Warden McCarron brought forward the subject for discussion by the group in advance of preparing a formal response. Discussion followed. Warden

McCarron will take the information discussion and prepare a formal response to the NSFM.

f. Interim Appointment of Members to the Arena Corporation

Mr. Horne requested new appointments to the Antigonish Arena Association, as part of the dissolution of the old corporation and establishment of the new association. Regular committee appointments are expected to take place in November, so these are interim appointments.

Moved By Councillor Deveau

Seconded By Councillor MacLellan

The Committee recommends that Municipal Council appoint the following members to the Antigonish Arena Association to formalize the establishment of the new structure:

- Warden Owen McCarron
- Deputy Warden Hughie Stewart
- Councillor John Dunbar

Motion Carried

6. Reports from Inter-Municipal Boards, Committees and Commissions

a. Antigonish Heritage Museum Board

Nothing to report.

b. Antigonish Arena Commission

A meeting is scheduled to take place on Thursday October 18th. The audit and financial review are wrapping up, and advertisements are posted for community members.

c. Antigonish Crime Prevention

AGM is scheduled to take place on October 18th at 6pm at the St. FX Keating Centre.

d. Eastern District Planning Commission

Nothing to report.

e. Eastern Regional Solid Waste Management Committee

Nothing to report.

f. Eastern-Strait Regional Enterprise Network

Nothing to report.

g. Pictou Antigonish Regional Library

Nothing to report.

h. RK MacDonald Nursing Home

The facility held their 60th anniversary celebration this past month.

7. Community Events

- Chase the Ace (St. Andrews on Thursday, St. Josephs and Havre Boucher on Fridays)
- Hip of Beef Dinner on Nov 4th 1130-430 Mini Trail
- Arisaig Bazaar Nov 4th
- Pickle Ball has started in Pomquet

8. Additions to the Agenda

a. Streetlight Request

Request to put the light back at Dagger Woods where the roadway was moved. Staff was requested to look into getting it replaced.

b. Seaside Internet Upgrade Concerns

Deputy Warden Stewart spoke to an email received by a constituent regarding concerns with Seaside's Internet services in the James River area of the community.

Moved By Deputy Warden Stewart

Seconded By Councillor Deveau

The Committee recommends that Municipal Council send a letter to Seaside sharing constituent concerns with service in parts of the community.

Motion Carried

c. Road Issue in Middleton

A constituent in District 3 has brought forward a concern with accessing property due to brush along the roadway. Staff was requested to prepare a letter noting these concerns to local transportation and the Minister of Transportation.

Moved By Deputy Warden Stewart

Seconded By Councillor MacLellan

The Committee recommends that Municipal Council prepare a letter sharing constituent concerns with brush maintenance in Middleton with the local Transportation office as well as the Minister of Transportation.

Motion Carried

d. Greenhouse Gas Emissions

Councillor MacFarlane brought forward a suggestion for the Municipality to explore partnerships for becoming more carbon neutral on municipal properties and operations. Warden McCarron reviewed projects and applications that the Municipality has applied for over the past two years, but has not had success with securing funding in any of the programs offered.

Staff continues to explore options that are available, and are willing to more aggressively pursue opportunities if desired by Council. Warden McCarron also noted an upcoming energy fair, being held in conjunction with Paqtnkek. A suggestion was made to consider holding this discussion at an upcoming Joint Town and County Council meeting.

10. Adjournment

Moved By Councillor Deveau

That the Committee of the Whole meeting be adjourned at 7:05pm

Motion Carried

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer



Eastern District Planning Commission

32 Paint St., Unit 4, Port Hawkesbury NS B9A 3J8
Tel : 902-625-5364
Fax : 902-625-1559
1-888-625-5361

John D. Bain
Director
jdbain@edpc.ca

October 30, 2018

Mr. Glenn Horne, Municipal Clerk
Municipality of the County of Antigonish
285 Beech Hill Road
Beech Hill, Nova Scotia B2G 0B4

Reference: Revised Appointments (2018-2019)


Dear Mr. Horne,

Further to my correspondence of February 20, 2018 asking that Council appoint District Planning staff to various Municipal positions. I would ask that the following additional appointments (effective immediately) be made by Council:

- Special Constables – Sean Donovan and Jonathan Martin
 - Dangerous and Unsightly Premises
 - Building Inspection
 - Municipal Land Use Bylaws

If you have any questions or concerns about these appointments please do not hesitate to contact me.

Yours truly,



John D. Bain
Director

/jb

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Council Special District Grants Policy
POLICY NUMBER:	34
DATE APPROVED:	November 19, 2013 (#2013-147)
DATE REVISED:	November 20, 2018

TITLE:

This Policy may be cited as the “Council Special District Grant Policy” of the Municipality of the County of Antigonish.

PREAMBLE:

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed.

Councillor's often receive requests for assistance from individuals and local community groups that are either ineligible, too small or time-sensitive to be handled in an effective manner by Community Partnership Grants, administered by the Municipality of the County of Antigonish (*herein referred to as the Municipality*). Flexibility is required to address such local requests. Therefore, an amount is allocated in the Budget for Council Special District Grants (*herein, referred to as “Grants” or “Grant”*), to provide a simple, effective method of providing funding for use within each district.

This policy is intended to assist members of Council and staff in the appropriate expenditure, record-keeping and reporting of expenses related to *Grants*.

POLICY:

1.0 Purpose

- 1.1 Generally, *Grants* focus on local activities related to social welfare; culture; community development, engagement or support; charitable fund-raising by a recognized institution or community group; civic events; environmental protection; and, community-based educational initiatives.
- 1.2 In all cases, *Grants* can only be used for the intended purpose for which it was authorized.

2.0 Parameters for Awarding Grants:

- 2.1 The amount allocated to *Grants* will be established annually through the Municipal budget.
- 2.2 The fiscal year starts April 1 and ends March 31. No expenses shall be claimed or reimbursed after March 31 for the ending fiscal year.
- 2.3 There shall be no *Grant* over-expenditures.

- 2.4 *Grant* funding may be carried forward to future fiscal years.
- 2.5 Multi-year commitments of *Grants* are not permitted.
- 2.6 Any *Grant* request in excess of \$2000 shall be approved by consensus of all members of Council.
- 2.7 *Grants* may be awarded to individual persons or families in emergency situations only.
- 2.8 Any *Grants* to parishes, individual churches or religious groups shall be approved by consensus of all members of Council.
- 2.9 Staff is not to encourage individuals or groups in lobbying members of Council. If a request for *Grant* funding is received, staff are expected to relay the request to members of Council. Such information should be relayed in writing.
- 2.10 *Grants* are not intended for use in fund-raising activities that are of direct benefit to a department, program, project or service of the Municipality of the County of Antigonish.
- 2.11 Funding requests for individuals participating in sporting, cultural or educational events shall be referred to the Recreation Department for consideration under the Community Partnership Grants for Travel Assistance or Leadership Development.
- 2.12 *Grants* expenditures shall be suspended 3 months prior to Nomination Day in an election held pursuant to Section 54(4) of the Municipal Elections Act. Once an incumbent has officially declared their candidacy in a government election, their use of *Grants* shall cease. Spending shall resume upon the day a candidate is officially sworn into office as an elected representative.
- 2.13 *Grants* shall not be spent on election related costs.
- 2.14 In the event of an incumbent's acclamation to Council, access to *Grants* shall not be suspended.

3.0 Accountability Requirements:

- 3.1 Each member of Council is responsible for making a clear determination if expenditures are permissible and shall be expected to award all *Grants* in accordance with this policy.
- 3.2 Written authorization shall be required for all *Grant* expenditures in the form of an invoice, fax, email, letter or cheque requisition. Where written authorization cannot be provided in advance of the expenditure, the councillor awarding the *Grant* shall sign the cheque requisition.
- 3.3 Written authorization for *Grant* expenditures shall include the name of the recipient, the amount supported by an invoice or receipt and a clear and concise description of the purpose of the *Grant*.
- 3.4 A donation to a registered charitable organization or event shall be recognized with a receipt. Members of Council shall receive no personal tax benefit. All receipts for such

donations are to be written out to the Municipality of the County of Antigonish and submitted to the Finance Department.

- 3.5 In the case of uncertainty, the authority and responsibility for the determination of a permissible award is that of the Committee of the Whole. The Committee's determination is final.
- 3.6 *Grants* are included in the annual audit. Any audit shall check for complete and appropriate documentation, compliance with policy, the fair and consistent application of policy, accurate reporting, and any other issues determined relevant by the audit team.

4.0 Reporting Requirements:

- 4.1 The Finance Department shall be responsible for processing *Grant* awards, the maintenance of financial records including all original receipts, invoices, and cheque requisitions, and shall oversee the auditing of accounts as required.
- 4.2 Staff shall prepare for Municipal Council a quarterly, itemized report of *Grant* expenditures by electoral district, recipient and amount. A clear and concise rationale for the expenditure shall also be provided. An example of this report can be found in Annex A.

5.0 Policy Review:

- 5.1 This policy shall be assessed after one (1) year of implementation to evaluate its scope, relevance and effectiveness. Thereafter, the policy shall be reviewed:
 - 5.1.1 Every five (5) years, or
 - 5.1.2 Upon request of Council, or
 - 5.1.3 To reflect substantive changes in legislation.

Annex A

Council Special District Grants
Report to Council

District	Recipient	Amount	Date	Rationale

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Council Special District Grants Policy
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TITLE:

This Policy may be cited as the “Council Special District Grant Policy” of the Municipality of the County of Antigonish.

PREAMBLE:

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed.

Councillor's often receive requests for assistance from individuals and local community groups that are either ineligible, too small or time-sensitive to be handled in an effective manner by larger General Operating Cultural & Recreation Grants, administered by the Municipality of the County of Antigonish (*herein referred to as the Municipality*). Flexibility is required to address such local requests. Therefore, an amount is allocated in the Budget for Council Special District Grants (*herein, referred to as “Grants” or “Grant”*), to provide a simple, effective method of providing funding for use within each district.

This policy is intended to assist members of Council and staff in the appropriate expenditure, record-keeping and reporting of expenses related to *Grants*. This policy also applies to grant monies received from St. Francis Xavier University, for which Councillors have authority to award.

POLICY:

1.0 Purpose

- 1.1 Generally, *Grants* focus on local activities related to social welfare; culture; community development, engagement or support; charitable fund-raising by a recognized institution or duly registered community group; civic events; environmental protection; and, community-based educational initiatives.
- 1.2 In all cases, *Grants* can only be used for the intended purpose for which it was authorized.

2.0 Parameters for Awarding Grants:

- 2.1 The amount allocated to *Grants* will be established annually through the Municipal budget.
- 2.2 The fiscal year starts April 1 and ends March 31. No expenses shall be claimed or reimbursed after March 31 for the ending fiscal year.
- 2.3 There shall be no *Grant* over-expenditures.

- 2.4 *Grant* funding may be carried forward to future fiscal years for projects identified as a priority by the majority of Council. Councillors seeking to identify projects in their districts as a priority for the purpose of *Grant* funding shall present these projects to the Municipality of the County of Antigonish Finance Committee (herein referred to as the *Finance Committee*) for approval prior to the end of the first fiscal year in which they are seeking to allocate funding. Presentations shall outline an approximate timeline, associated cost and benefit to the local community.
- 2.5 *Grant* funding not awarded, or identified for a specific purpose by the process described in section 2.4, by the end of the fiscal year shall not be carried forward to the following fiscal year. The balance of *Grant* funding that has not been awarded or identified shall become part of the Municipality's operating revenue.
- 2.6 Any *Grant* request in excess of \$2000 shall be approved by the Finance Committee prior to being awarded.
- 2.7 *Grants* may be awarded to individual persons or families in emergency situations only.
- 2.8 Any *Grants* to parishes, individual churches or religious groups shall be awarded solely by the *Finance Committee*.
- 2.9 Staff is not to encourage individuals or groups in lobbying members of Council. If a request for *Grant* funding is received, staff are expected to relay the request to members of Council. Such information should be relayed in the form of a written memorandum.
- 2.10 *Grants* are not intended for use in fund-raising activities that are of direct benefit to a department, program, project, service, or individual of the Municipality of the County of Antigonish.
- 2.11 Funding requests under \$250 for individuals participating in a sporting event shall be referred to the Director of Recreation for funding under the Financial Assistance Program for Non-Profit Organizations.
- 2.12 *Grants* expenditures shall be suspended 3 months prior to Nomination Day in an election held pursuant to Section 54(4) of the Municipal Elections Act. Once an incumbent has officially declared their candidacy in a government election, their use of *Grants* shall cease. Spending shall resume upon the day a candidate is officially sworn into office as an elected representative.
- 2.13 *Grants* shall not be spent on an incumbent's election related costs.
- 2.14 In the event of an incumbent's acclamation to Council, access to *Grants* shall not be suspended.

3.0 Accountability Requirements:

- 3.1 The authority and responsibility for appropriate expenditure of *Grants* is that of each member of Council. Each member of Council is responsible for making a clear determination if expenditures are permissible and shall be expected to award all *Grants* in accordance with this policy.

- 3.2 Written authorization shall be required for all *Grant* expenditures in the form of an invoice, fax, email, letter or cheque requisition. Where written authorization cannot be provided in advance of the expenditure, the councillor awarding the *Grant* shall sign the cheque requisition.
- 3.3 Written authorization for Grant expenditures shall include the name of the recipient, the amount and a clear and concise rationale.
- 3.4 A donation to a registered charitable organization or event shall be recognized with a receipt. Members of Council shall receive no personal tax benefit. All receipts for such donations are to be submitted to the Municipality of the County of Antigonish Finance Department.
- 3.5 In the case of uncertainty, the authority and responsibility for the determination of a permissible award is that of the Finance Committee. Any dispute regarding the appropriate expenditure of funds shall be mediated by Chair of the Finance Committee.
- 3.6 *Grants* are included in the annual audit. Any audit shall check for complete and appropriate documentation, compliance with policy, the fair and consistent application of policy, accurate reporting, and any other issues determined relevant by the audit team.

4.0 Reporting Requirements:

- 4.1 Staff shall be responsible for processing *Grant* awards, the maintenance of financial records including all original receipts, invoices, and cheque requisitions, and shall oversee the auditing of accounts as required.
- 4.2 Staff shall prepare for the Finance Committee a semi-annual, itemized report of *Grant* expenditures by electoral district, recipient and amount. A clear and concise rationale for the expenditure shall also be provided. An example of this report can be found in Annex A.

5.0 Policy Review:

- 5.1 This policy shall be assessed after one (1) year of implementation to evaluate its scope, relevance and effectiveness. Thereafter, the policy shall be reviewed:
 - 5.1.1 Every five (5) years, or
 - 5.1.2 Upon request of Council or the Finance Committee, or
 - 5.1.3 To reflect substantive changes in legislation.
- 5.2 Responsibility for policy review and revision shall be that of the Finance Committee. Recommended changes to policy shall be forwarded to Municipal Council for approval.

Annex A

Council Special District Grants
Report to Finance Committee

District	Recipient	Amount	Date	Rationale