

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 29, 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 October 15, 2019 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Delegations
There are no scheduled delegations.
6. Continuing Business
 - a. Consideration of a Hospitality Policy
 - b. Physician Recruitment Discussion
7. New Business
 - a. Assessment Concerns - Church Street
8. Reports from Inter-Municipal Boards, Committees and Commissions
 - a. Antigonish Heritage Museum Board
 - b. Antigonish Arena Association
 - c. Antigonish Crime Prevention
 - d. Eastern District Planning Commission
 - e. Eastern Regional Solid Waste Management Committee
 - f. County – Paqtnkek Joint Steering Committee
 - g. Pictou Antigonish Regional Library
 - h. RK MacDonald Nursing Home
9. 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.
10. Staff Reports
11. Additions to the Agenda
12. In Camera Items
13. Adjournment

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Committee of the Whole Meeting Minutes

Tuesday, October 15, 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: Beth Schumacher, Deputy Clerk
Shirlyn Donovan, Strategic Initiatives Coordinator
Vera Rhynold, Assistant to the Director of Finance

Also Present: Meghan MacGillivray, EMM Law

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 5:34pm

Approval of Agenda

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

The following items were added to the agenda:

- Discussion on Pictou County Internet
- Community Signage

Moved By Councillor MacLellan
Seconded By Deputy Warden Stewart

That the agenda be approved as amended.

Motion Carried

Approval of October 1, 2019 Committee of the Whole Minutes

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

Moved By Councillor MacDonald
Seconded By Councillor Corbett

That the Committee of the Whole minutes of October 1, 2019 be approved as presented

Motion Carried

Business Arising from the Minutes

There was no business arising from the minutes.

In Camera Items

Moved By Councillor Deveau
Seconded By Councillor MacFarlane

That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss the Acquisition, Sale, Lease, and Security of Municipal Property and Contract Negotiations at 5:38pm

Motion Carried

Moved By Councillor Dunbar
Seconded By Councillor Corbett

That the In-Camera session be adjourned at 6:17

Motion Carried

Continuing Business

a. Antigonish Farmers Market

Deputy Warden Stewart brought up that he is disappointed that the Farmers Market bid was awarded without going to tender, a \$1.4 million project. Contractors have been calling Councillors complaining that they didn't have the opportunity to bid on the project.

The Municipality did not stipulate on our contribution that it had to be tendered. Ms. MacGillivray suggested to the Committee that the funding has been committed.

The Committee wishes to have the Board in to have a discussion, and requested that staff make arrangements.

b. Private Roads Maintenance Discussion

Councillor MacFarlane asked to further the discussion on Private Road Maintenance. The Committee would like staff to create a toolbox for private road residents to use for maintenance. Mrs. Schumacher has been in touch with planning and is currently working on a first draft.

c. Proposed Hospitality Policy Discussion

Mrs. Schumacher reviewed the hospitality policy and how it was developed. If there are any questions or comments, please send along to Mrs. Schumacher. The Committee did not feel it necessary for the Municipal Advisor to come to the next meeting.

d. Tax Sale by Tender

Ms. Rhynold reviewed the tenders that were sent out for 13 properties. Bids were received for 12 of the properties, and staff provided an overview of those bids. The remaining property is recommended to be brought into the Municipality. Discussion followed.

Moved By Councillor Deveau

Seconded By Councillor Corbett

The Committee recommends that Municipal Council accept all bids on the tax sale by tender that closed on October 4th, 2019 as presented, with the exception PID 01282219, which will be bought into the Municipality, and further recommends that the Municipality accept the write-offs for the Tax Sale Expense and Unsightly Premises as outlined.

Motion Carried

New Business

a. Request for Travel Voucher Assistance - Aqua Arthritis - Aging Well in Antigonish Town and County

Mrs. Schumacher reviewed the request from Aqua Arthritis - Aging Well in Antigonish Town and County. They are looking for funding to help support transportation for attendees in the amount of \$500. Councillor Corbett recommends that they apply through the Community Partnership Grants program. Staff will send a letter back to the group.

b. **NSHA Living With Mental Illness and Addiction Conference**

Mrs. Schumacher reviewed the conference details and asked if any Councillors would like to attend to contact Joyce.

c. **Streetlight Requests**

Deputy Warden Stewart and Councillor Chisholm both spoke to requests received from constituents for streetlights in their districts.

Moved By Deputy Warden Stewart

Seconded By Councillor Chisholm

The Committee recommends that Municipal Council approve the installation of streetlights at:

- Keppoch Road where it intersects with St. Josephs Road
- In the cul-de-sac of Brookside Way

Motion Carried

d. **Sale of Tractor by Tender**

Staff reviewed the report and recommendation included in the agenda package.

Moved By Councillor MacFarlane

Seconded By Councillor Dunbar

Staff recommends that the Committee accept the bid from Mr. Gary Chisholm of \$2311.00 for the 1998 JOHN DEERE TRACTOR – MODEL 4200 that was advertised for sale by Tender.

Motion Carried

e. **Antigonish Arena Association Board Vacancy**

A public member of the Arena Association Board has stepped down after relocating for employment. Staff requested permission from the Committee to proceed with advertising the vacancy in order to find a new board member.

Moved By Councillor Deveau

Seconded By Councillor MacFarlane

The Committee recommends that Municipal Council approve advertising a vacancy on the Antigonish Arena Association.

Motion Carried

Additions to the Agenda

a. Discussion on Pictou County Internet

Councillor Dunbar shared a headline from Pictou County regarding their community-owned network for high-speed Internet. Mrs. Donovan provided an update on the provincial RFP for high-speed Internet, and that Pictou County was approved by the province as a qualified supplier as part of that RFP process. The financial risks of the municipality taking on such a project were raised; discussion followed.

b. Community Signage

Councillor Corbett brought forward a request from Havre Boucher residents who wanted to know if they could put up notification and directional signs on Nova Scotia Power Poles for their Remembrance Day Ceremonies. Mrs. Schumacher noted that she would ask staff to contact Councillor Corbett to discuss.

Reports from Inter-Municipal Boards, Committees and Commissions

a. Antigonish Heritage Museum Board

Next meeting October 28

b. Antigonish Arena Commission

Discussions have been taking place on the following topics:

1. George Arsenault's letter
2. Antigonish Minor Hockey has a request for more ice time
3. What will be done after May 31; will the ice remain in.

c. Antigonish Crime Prevention

Committee is thankful for the Municipality for providing a refurbished laptop.

d. Eastern District Planning Commission

No update.

e. Eastern Regional Solid Waste Management Committee

No Update.

f. County – Paqtnkek Joint Steering Committee

Staff are waiting until after the elections before scheduling a meeting.

g. Pictou Antigonish Regional Library

Had an emergency meeting last Thursday regarding one card for all of Nova Scotia. Pictou Antigonish Regional Library agreed to take on ownership.

h. RK MacDonald Nursing Home

Councillor MacLellan Provided a brief update on the operations at the RK, and the success of the family council that has been established.

Community Events

- October 27 - Pomquet Community Breakfast PJ Baccardax Hall
- October 18 - Jimmy the Janitor Heatherton and Area Community Centre
- November 3 - Arisaig Christmas Bazaar
- November 3 - Havre Boucher Remembrance Day Ceremony.
- November 2 - Merchandise Bingo Monsignor Donnelly Hall

Staff Reports

a. EDPC Building Permit Report Jan 1 - Sept 30 2019

The building permit report was received for information.

13. Adjournment

That the Committee of the Whole meeting be adjourned at 7:34pm.

Warden Owen McCarron

Beth Schumacher, Deputy Municipal Clerk

REQUEST FOR DIRECTION

TO: COMMITTEE OF THE WHOLE
FROM: BETH SCHUMACHER, DEPUTY CLERK
SUBJECT: *PROPOSED HOSPITALITY POLICY*
DATE: October 1, 2019

RECOMMENDATION

THAT the Committee receive the proposed Hospitality Policy for review and consideration for approval at a future meeting.

BACKGROUND

In 2017, the Province made changes to the reporting requirements for the expenses of Municipal elected officials and head administrators, as well as hospitality-related expenses. Earlier this year, Council approved amendments to the Council Expense Policy. This proposed Hospitality Policy addresses expenses incurred when hosting events, dignitaries, or providing gifts on behalf of the Municipality.

Major Highlights of the Hospitality Policy

- Outlining the kinds of events and circumstances that would qualify to be expensed as “hospitality” events, as well as the kinds of expenses that are permitted
- Outlining required authorizations and signing authorities
- Stating the process, expectations, and restrictions of hospitality expense claims to formalize practices that are already observed
- Outlining reporting requirements

WORK PLAN CONSIDERATIONS

Over the past year, staff from the Finance Team made modifications to the ways in which they report and file expenses from Municipal Council, allowing them to individually track and publically post these expenses as required by the Province. Hospitality expenses are expected to be tracked and reported in a similar fashion.

BUDGET IMPLICATIONS

Staff has already made updates to the budget structure (expense coding) to accommodate these policy changes. No additional expenses are anticipated.

NEXT STEPS

Once approved, the amended and new policies will be posted on the Municipal website and circulated to staff and Council. Staff are already posting Council and Clerk Treasurer expense requirements and will begin posting expenses covered under the hospitality policy in a similar fashion.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC: Municipal Hospitality Policy
POLICY NUMBER:
DATE APPROVED:
DATE REVISED:

1. TITLE

1.1 This Policy may be cited as the “Hospitality Policy”

2. PURPOSE AND OBJECTIVES

2.1. The Municipality recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development, or promotion, or advocacy.

2.2. This policy establishes uniform standards and procedures respecting Municipal Council members, the Municipal Clerk Treasurer, and municipal employee hospitality claims.

2.3. The object of this policy is to:

2.3.1. Provide direction and guidance with respect to the appropriate reporting of necessary hospitality expenses;

2.3.2. Ensure hospitality is offered in an accountable, economical, and consistent; and,

2.3.3. Ensure public funds are used prudently and transparently.

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” means the business or property of the Municipality of the County of Antigonish;

3.1.4. “Signing Authority” means an individual authorized to sign on behalf of the Municipality.

3.1.5. “Claimant” means the individual submitting the expense claim for the items listed in this policy.

4. HOSPITALITY AND HOSPITALITY EVENTS

4.1. A hospitality event is a reception, ceremony, conference, meal or other event that involves hosting individuals from outside the Municipality. Hospitality may be offered under the following circumstances in accordance with this policy:

4.1.1. Hosting foreign dignitaries;

4.1.2. Engaging in official municipal business matters with representatives from other governments, business, industry or labour leaders, or other municipal or community leaders;

- 4.1.3. Sponsoring or hosting conferences;
- 4.1.4. Hosting ceremonies and/or recognition events; and,
- 4.1.5. Other official functions, as approved by the Municipal Clerk Treasurer, their designate, or Municipal Council.

5. SIGNING AUTHORITIES

- 5.1. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

6. PRIOR AUTHORIZATION

- 6.1. Subject to this policy, all hospitality events in require prior authorization.
- 6.2. A request for prior authorization for hospitality events requires the following information:
 - 6.2.1. Rationale / purpose of the event;
 - 6.2.2. Estimated numbers of attendees and their respective affiliations;
 - 6.2.3. If alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and,
 - 6.2.4. Estimated itemized costs including gratuities and supplementary expenses.
- 6.3. Requests for hospitality events shall be reviewed by Municipal Council, which shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.
- 6.4. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide details outlined above and include a document outlining the reasons prior approval was not possible.

7. SERVING OF ALCOHOL

- 7.1. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development, promotion or advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the Municipal Clerk Treasurer or Designate, or Municipal Council.
- 7.2. The Municipality, its employees, and Members of Council are expected to act responsibly in the use of public funds and in the care of well-being of themselves, other employees, and their respective guests with respect to the serving of alcohol.
- 7.3. The Municipality will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
- 7.4. If alcohol is provided at a hospitality event, food must be served.

8. GIFTS

- 8.1. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government is sometimes appropriate. Any giving of gifts requires prior approval by the Municipal Clerk Treasurer if the monetary value does not exceed \$250, or Municipal Council if it does.

9. CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

- 9.1. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.
- 9.2. Hospitality expense claims must include the following:
- 9.2.1. A copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - 9.2.2. The names, titles and organizations of the guests at the hospitality event;
 - 9.2.3. The business objective for the expense; and,
 - 9.2.4. A detailed itemized receipt for the expense.
- 9.3. In instances where prior approval of the hospitality event was not possible, the hospitality expense must also include the information required in section 6.4.
- 9.4. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
- 9.5. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
- 9.6. No hospitality expense claim shall be paid unless the claim is approved for payment by two Signing Authorities. Before approving an expense claim, a Signing Authority must ensure that the claim is consistent with this policy.
- 9.7. In considering a hospitality expense claim for payment, a Signing Authority may be request additional explanations, documentation, or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy. In such an instance the claim may be withdrawn or shall be referred to Municipal Council.
- 9.8. The use of petty cash to pay a hospitality expense claim is prohibited.

10. REPORTING REQUIREMENTS

- 10.1. Pursuant to Section 65A of the *Municipal Government Act*, the Clerk Treasurer shall ensure that the Municipality does the following:
- 10.1.1. Within 90 days of the end of each fiscal quarter, prepares and posts a hospitality report of the Municipal website that describes all the hospitality expenses incurred by the Municipality, including purchases of alcohol, during the quarter.
 - 10.1.2. By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality 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.

11. REVIEW REQUIREMENTS

- 11.1. The Municipal Audit Committee shall review the hospitality annual summary report by October 31st of each year.
- 11.2. 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.

DRAFT