

March 5, 2019

The Municipal Council for the Municipality of the County of Pictou met in the Council Chambers of the Municipal Administration Building on Tuesday, March 5, 2019 at 7:10 p.m.

PRESENT

Dist.	1	Clr. Don Butler
	2	Clr. Deborah Wadden
	3	Clr. Darla MacKeil
	4	Clr. Ronald Baillie
	5	Deputy Warden Murray
	6	Warden Robert Parker
	7	Clr. David Parker
	8	Clr. Larry Turner
	9	Clr. Peter Boyles
	10	Clr. Randy Palmer
	11	Clr. Andy Thompson
	12	Clr. Chester Dewar

IN ATTENDANCE

Donn Fraser, Solicitor, MacIntosh, MacDonnell & MacDonald
Brian Cullen, CAO/Municipal Clerk-Treasurer
Karen Cornish, Deputy Municipal Treasurer
Carolyn MacIntosh, Deputy Municipal Clerk
Sueann Musick, Communications Officer
Jane Johnson, Recording Secretary

BY INVITATION

Bill MacEachern, resident from District 12

CALL TO ORDER

Warden R. Parker called the meeting to order and requested that Councillors stand and take a moment in silence to pray or simply reflect, as may be their preference, to help Council focus and properly do the work of the Municipality.

AGENDA

It was moved by Clr. Dewar and seconded by Clr. Turner that the agenda be approved as circulated.

Motion carried.

MINUTES

It was moved by Clr. MacKeil and seconded by Clr. D. Parker that the minutes of February 4, 2019 be approved as circulated.

Motion carried.

CORRESPONDENCE

Correspondence was received and acknowledged from the following:

- (a) Health Pictou County – Summarizing efforts to date to attract and retain medical staff and students in Pictou County.
- (b) East Hants – Enclosing a copy of a letter sent to the Minister of Municipal Affairs expressing displeasure with the tight timelines around the consultation sessions on minimum planning sessions which do not allow for elected officials to make the necessary arrangements to be able to attend these events.
- (c) The Epilepsy Association of NS – Asking that Council Proclaim March as “Epilepsy Awareness Month” in the Municipality and that members of Council wear purple ribbons throughout the month in support of constituents who live with epilepsy.

RESOLUTION – PURPLE DAY

Deputy Warden Murray presented a resolution to Council as follows:

RESOLUTION PURPLE DAY FOR EPILEPSY PROCLAMATION

WHEREAS Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine year old girl from Nova Scotia, who wanted people to know that if you have epilepsy, you are not alone, and

WHEREAS epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada, and

WHEREAS the public is often unable recognize the common seizure types, or how to respond with appropriate first aid, and

WHEREAS Purple Day will be celebrated on March 26th annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally,

THEREFORE BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council proclaim March 26, 2019 “Purple Day” in the Municipality in an effort to raise epilepsy awareness everywhere.

DATED at Pictou, NS this 5th day of March, 2019.

(Sgd.) Wayne Murray
Don Butler

MOTION

It was moved by Deputy Warden Murray and seconded by Clr. Butler that the preceding resolution be adopted as presented.

Motion carried.

RECOGNITION OF INDIVIDUALS & GROUPS – BILL MACEACHERN

Clr. Dewar introduced Bill MacEachern who is a resident of Lorne and is marking 20 years since he has been participating in the polar swim and another milestone in the near future of running in 100 marathons. On November 17, 2015 Bill MacEachern donated a Christmas tree on his property to Boston in remembrance of the Halifax Explosion. Clr. Dewar thanked Mr. MacEachern for all he has done for District 12 and the Municipality.

Warden R. Parker and Clr. Dewar presented Bill MacEachern with a certificate of recognition on behalf of the Municipality.

COMMUNITY ANNOUNCEMENTS

There were no community announcements.

FINANCIAL SERVICES COMMITTEE REPORT

Clr. D. Parker presented the report of the Financial Services Committee as follows:

FINANCIAL SERVICES COMMITTEE REPORT

For information purposes the Financial Services Committee submits the following report on the activities of the Committee for the month of February:

1. Observed a moment of silence and reflection on the devastating loss of lives due to a house fire in Halifax earlier in the day.
2. Reviewed the reports of the Recreation Coordinator and Communications Officer.
3. Considered several applications for financial assistance. (Resolution to follow)
4. Selected Jim Crawford of LORDA as the 2019 Volunteer of the Year.
5. Agreed on recommendations for committee appointments. (Resolution to follow)
6. Considered a request from the Hillside Community Society for assistance with the group's efforts to raise funds for the construction of a community hall. (Resolution to follow)
7. Considered an administrative recommendation for the write-off of taxes on a property that involved a duplicate assessment. (Resolution to follow)
8. Reviewed material from the Department of Communities Culture & Heritage providing 12 months' notice of a change in the funding formula for libraries.
9. Reviewed a draft Expense Policy. (Resolution to follow)
10. Reviewed the list of Accounts Paid for January.

DATED at Pictou, N.S. this 5th day of March, 2019.

(Sgd.) David Parker
Ronald Baillie

MOTION

It was moved by Clr. D. Parker and seconded by Clr. Baillie that the preceding report be adopted as presented.

Motion carried.

Clr. Boyles informed Council that the Volunteer of the Year chosen this year is from the Town of Westville and the other person who was nominated is a resident of the County. Every municipal unit in Pictou County picks a Volunteer of the Year and we should not pick someone from a town when we have lots of volunteers in the County. We should have at least 12 volunteers nominated because each Councillor should make sure a resident from each area is nominated.

Warden R. Parker commented that there are no guidelines for Volunteer of the Year and he pointed out that both people have done a lot for the County.

The Deputy Municipal Clerk reported that over the years there have been 3 or 4 individuals from the towns who have been honored by the Municipality for their volunteerism.

Warden R. Parker reported that we will have to look at guidelines at a committee level going forward but the nominee's name has already sent into the Province to meet filing deadlines.

The Deputy Municipal Clerk informed Council that the Province has 3 categories of volunteers they honor. We submit on the category for individuals and there are categories for families and youth. She advised that the deadline for the individual was February 28th. The nominee has received his invitation to attend the Provincial event.

Motion carried. (1Nay Vote: Clr. Boyles)

PROPERTY SERVICES COMMITTEE REPORT

PROPERTY SERVICES COMMITTEE REPORT

For information purposes the Property Services Committee submits the following report on the activities of the Committee for the month of February:

1. Reviewed the reports of the Building Inspector, By-Law/Dog Control Officer and Warden for the month of January.
2. Reviewed the status of on-going projects. The MacLellan's Brook Watermain Replacement remains inactive until construction resumes in the spring. Demolition of the former Linacy School building is expected to be completed by end of month. Work on an assessment of the former Westville Road School building has begun which will give Council reliable information on the structural, electrical and mechanical integrity of the building as it considers options for the disposition of the property.
3. Reviewed an update from the Development Officer on the current status of discussions on minimum planning standards.

DATED at Pictou, NS this 5th day of March, 2019.

(Sgd.) Andy Thompson
Chester Dewar

MOTION

It was moved by Clr. Thompson and seconded by Clr. Dewar that the preceding report be adopted as presented.

Motion carried.

RIVERVIEW ADULT RESIDENTIAL CENTRE

Clr. D. Parker informed Council that the Riverview Adult Residential Centre has hired a new CEO who is working out quite well, although the facility does run a deficit of \$1.5 million. The deficit is almost entirely due to accrued sick days and long service days paid out at retirement. In 2012 there was report from the Province on closing these types of homes and moving everyone into small option homes. We have 3 smaller homes on-site that house 8 clients which are grandfathered and we also operate 3 off-site group homes. This has been ongoing for 6 – 7 years to try and find a model so these residents to become a part of the community. The center will be having a presentation on March 21, 2019, 1:00 p.m., Randy Aker from the Department of Community Services will be talking about the transitional process to move these people from the home in Riverton to other facilities in Pictou County.

MAP COMMITTEE

Clr. Wadden informed Council that she has sent out the latest minutes from the MAP Committee meeting. If you have any questions please get back to me.

Constable Ken MacDonald from the New Glasgow Regional Police Services is now attending our meetings when available and he is a very valuable asset to this committee. He visits schools regularly and is keeping us informed on what they are seeing happening in our local schools, even our elementary schools. The new vaping devices are a major concern, not just the fact they are using them but the health risks involved. He and Dr Somers are huge assets to our committee for the work they are doing in trying to gather data or make sure the right data is being gathered and how we can use that information to help our committee to do its work. Nova Scotia has the unfortunate distinction of having many children living in poverty and also one of the provinces with the highest consumers of alcohol and drugs. These are not what we want to be known for.

We continue to have no representation from the Town of Trenton which is very unfortunate as all other units are represented.

The minutes are pretty straight forward so if there are any questions or concerns or even ideas you can recommend that can help us on this committee please let me know.

REPORT – REN LIAISON COMMITTEE

Clr. Turner reported that there is a new CEO for the Regional Enterprise Network; her name is Sara MacIntosh Wiseman. Graham MacNeil, Board member says she is a perfect fit for this role through her practice as a lawyer at Mac Mac & Mac and her extensive local and provincial volunteer work. She has a very strong sense of the strengths of our community and the areas where more support or innovative approaches may be needed. She has a clear vision of their economic opportunities and how we can grow stronger together but also appreciates the importance of recognizing the unique needs of each municipal unit.

RESOLUTION – MUNICIPAL GRANTS

Clr. MacKeil presented a resolution to Council as follows:

RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council approve the payment of the following Municipal Grants:

Municipal Services:

D11 Churchville Community Hall	\$ 1,500.00	Extension of Deadline to spent Grant Amount to Mar. 31/20
D11 Springville Church Hall	<u>1,000.00</u>	Extension of Deadline to spent Grant Amount to Mar. 31/20
	\$ 2,500.00	

Recreation:

Bridgeville Community Club	\$ 1,000.00	Capital Gt. – Power Assisted Doors
PC Athletics Track & Field	1,000.00	Capital Gt. – Shelter for Officials
D13 Rec/Plan Commission	1,000.00	Capital Gt – Electrical Surge Protect.
SNAP	350.00	Start-Up Gt. – Photography Skills

Highland District Derby	350.00	Start-Up Gt. – Jr. Roller Derby
French River Community Ctr.	150.00	D01 Clr. Allotment – Operating Exp.
Seniors Outreach	150.00	D02 Clr. Allotment – Lunch & Learn
Pictou Island Community Hall	150.00	D03 Clr. Allotment – Operating Exp.
Toney Riv. Community Hall	150.00	D04 Clr. Allotment – St. Light Costs
Scotsburn Recreation	150.00	D05 Clr. Allotment – General Exp.
Friends of Greenhill Park	150.00	D06 Clr. Allotment – Pavilion
Middle River 4-H Club	150.00	D07 Clr. Allotment – Club Expenses
Hillside Community Society	150.00	D09 Clr. Allotment – Community Proj.
D13 Rec. & Planning Commission	150.00	D10 Clr. Allotment – Summer Rec. Pgm.
Bridgeville Community Club Hardware	150.00	D11 Clr. Allotment – Washroom
Northumberland Karate	255.00	Programming
Kanokai Judo Club	165.00	Programming
Stellarton & Area Minor Girls Softball	765.00	Programming
Highland District Derby	120.00	Programming
PC Invasion Volleyball Club	262.50	Programming
East Pictou Silver Blades	440.00	Programming
Mariposa East Skating Centre	420.00	Programming
Pictou County Minor Hockey Ass.	6,320.00	Programming
Heather Bowling Centres	500.00	Tournament Hosting Exp.
Sunrise Trail 4-H Club	1,300.00	Exchange Pgm. Expenses
Dr. W A MacLeod Band & Choir	<u>1,000.00</u>	Musical Instruments Purchase
	\$ 16,747.50	

Council

Chignecto East Reg. Science Fair	250.00	Event Expenses
New Glasgow Music Festival	<u>500.00</u>	Event Expenses
	\$ 750.00	

GRAND TOTAL: \$ 17,497.50

DATED at Pictou, N.S. this 5th day of March, 2019.

(Sgd.) Darla MacKeil
Deborah Wadden

MOTION

It was moved by Clr. MacKeil and seconded by Clr. Wadden that the preceding resolution be adopted as presented.

Clr. Wadden commended Council for the hard work they did and due diligence they showed to make sure they covered all these grants in our budget. She wished we had shown the same due diligence when we decided to give ourselves a wage increase and it is disappointing we did not do the same type of program.

Motion carried.

RESOLUTION – NOMINATIONS

Clr. Palmer presented a resolution to Council as follows:

RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council approve the following appointments for the 2018/19 term:

OUTSIDE BOARDS	
Police Advisory Board	Sally Fraser (to Nov./21)
West Pictou Consolidated School Advisory Council	Wayne Murray

DATED at Pictou, N. S. this 5th day of March, 2019.

(Sgd.) Randy Palmer
Andy Thompson

MOTION

It was moved by Clr. Palmer and seconded by Clr. Thompson that the preceding resolution be adopted as presented.

Motion carried.

RESOLUTION – TAX WRITE-OFF

Clr. Thompson presented a resolution to Council as follows:

RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council approve the following write-off on taxes, the same having been reviewed and approved by the Financial Services Committee:

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>	<u>REASON</u>
06474861	Earl & Judith Perry	\$ 48.50	Property is Double Assessed

DATED at Pictou, N.S. this 5th day of March, 2019.

(Sgd.) Andy Thompson
Chester Dewar

MOTION

It was moved by Clr. Thompson and seconded by Clr. Dewar that the preceding resolution be adopted as presented.
Motion carried.

RESOLUTION – EXPENSE POLICY

Clr. Wadden presented a resolution to Council as follows:

RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council adopt the following policy with respect to conference, seminar, training attendance and expense reimbursement:

2019-03-21



**CONFERENCE/SEMINAR/TRAINING ATTENDANCE & EXPENSE
REIMBURSEMENT POLICY**

Policy Statement

1. This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (“CAO”), and **Municipality of the County of Pictou** (“Municipality”) employees in relation to Municipality business.

Signing Authorities

2. The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Member of Council	CAO or designate AND Warden or Deputy Warden
CAO	Warden and Deputy Warden
Management Employees	CAO or designate AND Warden or Deputy Warden
Employees	Immediate Supervisor or designate AND CAO or designate

3. A Signing Authority may designate a second signing authority. The designation of a secondary

signing authority shall be in writing and shall state the name and position of the designate.

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

Individual Responsibilities

5. Everyone who incurs an expense in relation to **Municipality** business is responsible for:
 - (1) familiarizing themselves and complying with the provisions of this policy;
 - (2) completing and submitting expense claims with necessary supporting documentation;
 - (3) exercising reasonable diligence and care in incurring expenses prudently and responsibly; and
 - (4) with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

Permitted Expenses

6. Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or an employee are eligible for reimbursement:
 - (1) Authorized travel within Nova Scotia, including transportation, accommodation and meal costs;
 - (2) Pre-approved out-of-province travel, including transportation, accommodation and meal costs;
 - (3) Pre-approved training or continuing education costs.
7. Members of the Nova Scotia Government and General Employees Union shall be reimbursed in accordance with the terms of Collective Agreement between the Union and the Municipality of the County of Pictou.

Authorized Travel

8. Council members shall be reimbursed for the reasonable expenses incurred in attending:
 - (1) The annual meeting of the Nova Scotia Federation of Municipalities;
 - (a) All members of Council shall be permitted to attend the annual meeting of the Nova Scotia Federation of Municipalities.
 - (2) meetings or conferences at which the Council member's attendance is authorized or requested by Council;
 - (a) The Warden shall be permitted to use his or her discretion with respect to the number of seminars or conferences attended on behalf of the Municipality.
 - (b) Elected officials shall be permitted to attend a maximum of (4) seminars and conferences of his or her choice.

- (3) Council and Committee of Council meetings;
 - (4) a meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
 - (5) in the case of the **Warden and Deputy-Warden**, attendance at functions, meetings or conferences involving less than **[\$100]** in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Warden or Deputy-Warden not to attend;
 - (6) in the case of a Councillor, attendance on behalf of the Municipality at a function identified in the previous subsection of this policy, involving less than **[\$100]** in reimbursable expenses.
 - (7) a training or continuing education event in accordance with the provisions of this policy concerning training and education.
 - (8) The Warden or their designate shall be entitled to attend the Annual Conference of the Federation of Canadian Municipalities each year
 - (9) Notwithstanding clause 8(8), the Maximum number of elected delegates permitted to attend the conference in any given year shall be set at 4.
 - (a) Applications for attendance shall be submitted to the Financial Services Committee in December for the purpose of determining delegates.
 - (b) If required a random draw shall be made to select the delegates should the number wishing to attend the conference exceed four (4).
 - (c) Any Council member not attending a conference previously during the current Council term shall be given precedence over a member who has already attended.
 - (d) When the Annual Conference of the Federation of Canadian Municipalities is held in Nova Scotia, New Brunswick or Prince Edward Island, all councilors shall be eligible to attend.
 - (10) Where an elected official fails to attend a conference and or seminar for which the Municipality has paid registration fees and or hotel deposits or guarantees for reasons other than those listed in Section 5 of the Council Remuneration Policy and penalties are incurred for all or a portion of those costs, the elected officials will be financially responsible for those penalties and/or costs.
9. The CAO, including an employee of the municipality delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*, shall be reimbursed for the reasonable expenses incurred in attending:
- (1) the annual meeting of the Association of Municipal Administrators, Nova Scotia;
 - (2) The annual meeting of the Nova Scotia Federation of Municipalities;

- (3) The Annual Conference of the Federation of Canadian Municipalities.
 - (4) meetings or conferences at which the CAO's attendance is authorized or is requested by Council;
 - (5) attendance at a meeting of any Board, Commission, Committee or other organization to which the CAO has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the CAO is entitled to reimbursement of expenses directly from the applicable organization;
 - (6) attendance at functions, meetings or conferences involving less than **[\$100]** in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the CAO not to attend; and
 - (7) a training or continuing education event in accordance with the provisions of this policy concerning training and education.
10. An employee of the Municipality shall be reimbursed for the reasonable expenses incurred in attending:
- (1) the annual meeting of the Association of Municipal Administrators, Nova Scotia;
 - (2) meetings or conferences at which the employee's attendance is authorized or is requested by the CAO;
 - (3) attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Municipality if the employee is entitled to reimbursement of expenses directly from the applicable organization;
 - (4) attendance at functions, meetings or conferences involving less than **[\$100]** in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless the CAO has specifically directed the employee not to attend; and
 - (5) at a training or continuing education event in accordance with the provisions of this policy concerning training and education.

Out-of-Province Travel Authorization

11. All requests for out-of-province travel shall be made in writing and shall contain the following information:
- (a) the purpose and duration of the trip;
 - (b) the location(s) to be visited;
 - (c) the dates and times of arrival and departure;
 - (d) any pre-paid transportation, meals, or accommodation; and
 - (e) any other anticipated expenses.

12. All requests for out-of-province travel by Council members shall be reviewed by the CAO and Warden, who shall consider the necessity for travel based on the information provided.
13. When two or more out-of-province travel requests are made by Council members for the same purpose, the CAO in discussion with the Warden shall determine the appropriate number of persons necessary to represent Municipality.
14. All requests for out-of-province travel by the CAO shall be reviewed by the Warden, who shall follow the same guidelines established for Council members.
15. All requests for out-of-province travel by a Municipality employee shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.
16. If a request for out-of-province travel is approved, and the Claimant not Municipality pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

Training and Continuing Education

17. If the Municipality has established a training and education budget expense item, a member of Council, the CAO, or a Municipality employee may apply to the applicable Signing Authorities in advance for approval to incur expenses out of this budget for training or education, provided that:
 - (1) the request is made in writing, and includes an estimate of all costs that will be incurred, including the course or enrollment fee and all required transportation, accommodation and meal costs;
 - (2) the training or education course, meeting or conference, is related to municipal government;
 - (3) in the case of a Council member, the course, meeting or conference is completed prior to the next municipal election date;
 - (4) the budget for training and education for the year has not been exhausted and would not be exceeded by authorizing the request;
 - (5) the Claimant shall reimburse the Municipality for the cost of all or, alternatively the pro-rated cost of a portion, of any enrollment fees in the event of failure to attend all, or alternatively some, of the event without reasonable justification; and
 - (6) a brief written summary is provided by the Claimant describing the nature and benefits of the training and education at the time of submitting an expense claim for reimbursement.
18. If both applicable Signing Authorities approve an application to incur expenses in relation to training or education, and the Claimant (not the Municipality) pays all or some of the pre-approved expenses, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

Limits on Reimbursement of Expenses

19. Notwithstanding any other provision of this Policy, the following limits shall apply to the reimbursement of expenses:

- (1) A Claimant shall only be reimbursed for costs that they have incurred;
- (2) The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Municipality;
- (3) Airplane travel should be booked by Municipal staff or shall only be reimbursed at the lowest rate which would have been available Municipal staff had booked the airfare;
 - (a) Should the claimant decide to use their own automobile to travel to a conference/seminar rather than flying; the Municipality shall reimburse the claimant for their actual mileage up to the average cost of airfare the other members of Council attending the conference plus equivalent mileage that would have been paid for the trip to the airport.
- (4) Hotel accommodations shall not exceed the cost of a standard room, double occupancy, except when hotel accommodation has been booked by Municipal staff for out of province hotels. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements including, but not limited to, wheel chair accessibility;
- (5) Reimbursement of only one personal long-distance phone call shall be permitted for each night of overnight travel;
 - (a) Maximum length of the call shall be 30 minutes;
- (6) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy;
- (7) The cost of any alcoholic beverages shall not be reimbursed;
- (8) Fees, deposits, interest and surcharges incurred on a personal credit card shall not be reimbursed;
- (9) When personal and Municipality travel is combined, only documented expenses directly related to the Municipality portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
- (10) Reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services;
- (11) There shall be no reimbursement of travel and related expenses for individuals other than a Council member, the CAO, or an employee of the Municipality;
- (12) There shall be no reimbursement for travel by a Council member within their own district of the Municipality because such travel is deemed to be included in the part of the Council member's salary or remuneration.

Travel Advances

20. Advances are intended to cover out of pocket expenses incurred during travel. The following limits shall apply to the use of advances:

- (1) all advances must be approved by the CAO;
- (2) advances will only be issued where an overnight stay is required;
- (3) advances will not be made for less than \$200;
- (4) the CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;
- (5) upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to Municipality within 10 days of completing the travel.

Use of Municipality Credit Cards

21. The following limits shall apply to the use of Municipality credit cards:
 - (1) the use of travel advances is prohibited if the Claimant has a Municipality credit card;
 - (2) Municipality credit cards shall only be used for expenses that are permitted under this policy, and without limited the generality of the foregoing, shall not be used for cash advances or personal expenses;
 - (3) reimbursement for interest incurred on a Municipality credit card is prohibited.

Per Diem Meal Allowances

22. For each day or part day when overnight accommodation forms part of an authorized expense, the Claimant shall be paid a meal allowance for each meal for which the Claimant is required to pay **in the amount of [\$15.00] for breakfast, [\$25.00] for lunch, and [\$40.00] for supper**. This allowance includes gratuities and taxes.
23. Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware that appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, the claimant shall be paid a meal allowance for that meal.

Kilometrage

24. The kilometrage allowance reimbursed for Claimants 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 kilometrage rate for its employees.
25. Where several Council members, the CAO, and/or employees of the Municipality or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

Vehicle Rentals

26. The cost of rental of a vehicle shall be a reimbursable expense in instances where:

- (1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or
 - (2) two or more Council members, the CAO, and/or employees of the **Municipality**, or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.
27. Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle, or a compact, economical vehicle is unavailable.
28. For the protection of the Claimant and the Municipality, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

Expense Claims

29. Expense claims must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.
30. The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:
- (1) claims for per diem meal allowances;
 - (2) incidental expenses of less than **\$15.00** for reasonable tips, bridge tokens, parking meters or coffee;
 - (3) claims for personal vehicle kilometrage for authorized travel.
31. 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.
32. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
33. No expense claim shall be paid unless the claim is first approved for payment by two Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
- (1) the claim is consistent with this policy;
 - (2) the expenses claimed were necessarily incurred in the performance of municipal business;
 - (3) appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed;
 - (4) the expenses claimed have appropriate justification; and

- (5) all requirements, as determined by the municipal audit committee, have been fulfilled.
- 34. In considering an expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.
- 35. The use of petty cash to pay an expense claim is prohibited.

Timeframe

- 36. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
- 37. Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.
- 38. Claimants who charge for goods or services in a fiscal year must have received the goods or services from the vendor in that fiscal year.

Fraud, Misuse or Misappropriation of Municipal Funds

- 39. Fraudulent irregularity, misuse or misappropriation of Municipality funds may result in disciplinary action up to and including termination of employment.
- 40. Suspicious activity and potential misuse of funds must be reported to the CAO for investigation.

Reporting Requirements

- 41. Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
 - (1) Within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Municipality website for the Warden, CAO (including an employee of the Municipality delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Council on their expenses regarding the following:
 - (a) Travel and travel related expenses, including transportation, accommodation and incidentals;
 - (b) Meals;
 - (c) Training and education.
 - (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, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

Review Requirements

42. The Municipality's Audit Committee shall review the expense annual summary report by October 31st of each year.
43. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

Repeal

44. All former policies and/or practices with respect to Conference/Seminar/Training Attendance & Expense Reimbursement, including Policy #2017-02-21, are hereby repealed.

DATED at Pictou, NS this 5th day of March, 2019.

(Sgd.) Deborah Wadden
Don Butler

MOTION

It was moved by Clr. Wadden and seconded by Clr. Butler that the preceding resolution be adopted as presented.

Motion carried.

RESOLUTION – HILLSIDE CHARITABLE RECEIPTS

Clr. Boyles presented a resolution to Council as follows:

RESOLUTION

WHEREAS the Municipality of the County of Pictou is registered with the Canada Revenue Agency as a qualified donee;

WHEREAS the Income Tax Act permits qualified donees to issue official donation receipts for income tax purposes;

WHEREAS the Hillside Community Society has requested that the Municipality receive donated funds for the Hillside Community Hall Construction Project and issue charitable tax receipts to respective donors;

WHEREAS the Financial Services Committee supports this request and recommends that the Municipality's charitable tax number be used for that purpose;

THEREFORE BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council authorize the collection of charitable donations to the Hillside Community Hall Construction Project and the issuance of charitable tax receipts for same.

DATED at Pictou, NS this 5th day of March, 2019.

(Sgd.) Peter Boyles
Larry Turner

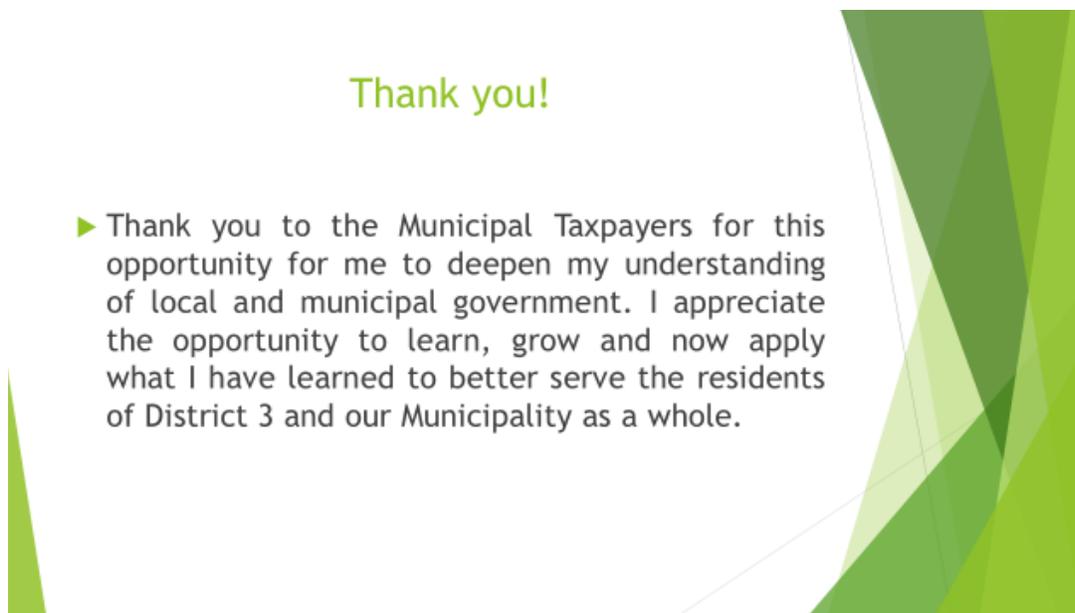
MOTION

It was moved by Clr. Boyles and seconded by Clr. Turner that the preceding resolution be adopted as presented.

Motion carried.

EXECUTIVE CERTIFICATE IN LOCAL GOVERNMENT REPORT

Clr. MacKeil presented a Power Point Presentation to Council as follows:



Program was facilitated by Dr. Gordon McIntosh

- ▶ Dr. Gordon McIntosh has 40 years experience in executive, consultant and educator roles in local, regional and First Nation government.
- ▶ He has delivered over 1,300 sessions for over 140,000 participants in Canada and all over the world.
- ▶ He received his doctorate in Philosophy in the Department of Public Administration from the University of Victoria in 2009.
- ▶ He offered facilitation to our Council in 2017 and offered a session at our NSFAM fall conference in 2016.



Executive Certificate in Local Government - What is it?

- ▶ This intensive program offered by Dalhousie University, provides you with the strategic skills to design effective policy and build comprehensive plans that consider the full range of stakeholders inside and outside of government. (Dalhousie University)
- ▶ Delivered entirely online, the executive certificate gathers senior municipal administrators and councillors across Canada.
- ▶ You will graduate from the program with advanced planning skills informed by your peers and a network you can turn to for advice and council throughout your career.
- ▶ The program is offered annually with a limit of 25 spaces. The program ran from October 9, 2018 and was completed January 31, 2019.
- ▶ I applied the end of September which was an application and essay and was accepted.

Course Material

- ▶ **Preparation Material:** 'Local Government in Canada' By R. Tindal
- ▶ **Course Introduction:** Introductions of participants and our reasoning for taking the course.
- ▶ **Evolution of Local Government:** Organizational Reform, Reform efforts and the paradox of efficiencies and effectiveness of local government.
- ▶ **Political/Administration Duality:** Core Functions model of strategy, policy, service and systems and the role each play.
- ▶ **Political Realm:** Strategy, policy and public interest, responsibilities and leadership strategies for elected official behaviours.
- ▶ **Administrative Realm:** Roles, responsibilities and competencies
- ▶ **Political/Administrative Interface:** Managing the grey area and proactive and reactive continuum
- ▶ **Leading at the Apex:** Roles of Mayors/Wardens and the relationship between the CAO and Warden and the influence, behavioral complexity and situational leadership of the CAO.

Course Material Cont'd.

- ▶ **External Strategic Alignment:** Strategic thinking, Community Engagement and Public Consultation.
- ▶ **Internal Strategic Alignment:** Strategic planning, organizational culture
- ▶ **Service Capacity:** Organizational capacity, service reviews and performance measurement
- ▶ **Amalgamation/Regional Collaboration:** Government models and historical and contemporary efforts
- ▶ **Midterm paper:** What are the causes of five of the most significant political/administrative interface dilemmas you have seen or experienced and what preventive strategies might have avoided them and, what remedial strategies are recommended to fix them?
- ▶ **Final paper:** Using a conceptual framework (model), demonstrate how effectiveness and efficiency perspectives impact the political/administrative interface for a specific local government contemporary challenge.

Course Schedule

- ▶ Each Saturday afternoon/evening course material for the week was released.
- ▶ Each weekly package included two or three required readings, civic leader interviews (videos), introductions on the different topics by Gordon and references and optional readings.
- ▶ We had a deadline of each Wednesday to post in the online classroom your answer to the question that was posed related to the topic of the week.
- ▶ You then had to post a minimum of two times on other participants posts which created and encouraged conversations between participants.

My Personal Takeaways

- ▶ Very educational course and I highly recommend it to other councillors and administration.
- ▶ Deeper understanding of roles, responsibilities and the complexities of the relationships and expectations of and between Councillors, Council, CAO and Administration.
- ▶ The necessity and importance of the training and education of elected officials.
- ▶ My outlook moving forward that I gained from the training and conversations with other participants.
- ▶ Respectfully submitted, Darla MacKeil

EMERGENCY RESOLUTIONS

There were no emergency resolutions.

REFERRALS TO COMMITTEES & NOTICES OF MOTION

Clr. Boyles asked if there were any updates on improvements to the Trenton Connector and Warden R. Parker replied that this issue will be added to a future Property Services Committee agenda.

Warden R. Parker read a letter he received from the Abercrombie Fire Department as follows:

“On behalf of the executive of the Abercrombie Fire Department I would like to thank you for attending our recent meeting. As you are aware Abercrombie has a very dangerous intersection. As our Warden I know you are just as concerned as us about the loss of life and limb that occurs at this intersection. A petition has been presented to the Provincial Government signed by multiple members of our local community. As you saw a recent meeting held at our local fire hall with the Department of Transportation & Infrastructure saw over 70 people present to voice their concerns. I have attached a follow-up letter sent to the members of TIR who attended our meeting that showed the high volume of traffic that travels through this intersection on a daily basis. We know you will continue to facilitate the process to fix this hazardous problem.

Anna Svensen,
President, Executive of Abercrombie Fire Dept.”

Warden R. Parker advised that there was another letter sent from the Abercrombie Fire Department to Mr. Greg Chisholm, Area Manager, TIR regarding the same issue.

Clr. Turner informed Council that he planned to follow-up with Greg Chisholm in the next month and will report back to Council.

Clr. Butler reported that there will be a request for funding assistance from the EPRH Together Forever Hosting Committee and he would like to add this to the Financial Services Committee agenda.

Clr. D. Parker pointed out that Council needs clear guidelines for Volunteer of the Year so he would like this item added to a future Financial Services Committee agenda. He commented that they need to review and draft a policy so the guidelines are clearer.

CLOSED SESSION

Council met in closed session at 8:20 p.m. to discuss matters relating to contract negotiations.

OPEN SESSION

Council resumed in open session at 10:05 p.m.

MOTION – DEVELOP NS APPLICATION

It was moved by Clr. MacKeil and seconded by Clr. Butler that Council apply to Develop Nova Scotia for funding to move the Rural Internet & Cellular Service Program forward using the Consortium model.

Motion carried.

Clr. Wadden informed Council that she asked numerous times for Committee reports and this is a perfect example of not getting information to Councillors so we will know what is going on at these Committees.

Clr. MacKeil agreed with Clr. Wadden, however the Ad Hoc Communications Committee only received this information a week ago so it is all new to them as well.

ADJOURN

It was moved by Clr. MacKeil and seconded by Clr. D. Parker that the meeting adjourn.

Motion carried. (10:05 p.m.)

Robert Parker
Warden

Carolyn MacIntosh
Deputy Municipal Clerk