

AGENDA
POLICY & STRATEGY COMMITTEE MEETING

Bridgewater, NS

Tuesday, June 18, 2019 - 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA – Added Items
5. APPROVAL OF MINUTES – May 21, 2019 (as circulated)
6. BUSINESS ARISING FROM MINUTES – NIL
7. PRESENTATIONS - NIL
8. STAFF REPORTS
 - 8.1 Administration Department
 - 8.1.1 Your Government Your Ideas Dates 1-2
 - 8.1.2 Draft Gifts & Hospitality Policy 3-14
 - 8.1.3 Strategic Priorities Update June 2019 15-18
 - 8.1.4 Proposed Amendments to Policy MDL-51 Personnel Policy 19-23
9. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
 - 9.1 Extension of Office Hours During Tax Collection Period (Councillor Ernst)24
 - 9.2 Request to OCEARCH to Hold a Public Meeting (Councillor Ernst)25
 - 9.3 Potential Policy-Related Information & Ideas from FCM Annual 26-29
Conference (Councillor Hustvedt)
10. ADDED ITEMS - NIL
11. IN CAMERA
 - 11.1 Contract Negotiations re Municipal Services Building under Section 22(2)(e) of the MGA
 - 11.2 Contract Negotiations re Develop Nova Scotia under Section 22(2)(e) of the MGA
12. NEXT MEETING – July 16, 2019 – 9:00 A.M.
13. ADJOURNMENT



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Policy & Strategy Committee

SUBMITTED BY: Sarah Kucharski, Communications Officer

DATE: Tuesday, June 18, 2018

RE: Your Government, Your Ideas Dates

RECOMMENDATION

Move that the Policy and Strategy Committee direct staff to implement the Your Government, Your Ideas plan as presented.

BACKGROUND

During this Council's term, Your Government, Your Ideas meetings were used in 2017 and 2018 as an opportunity to inform strategic priority setting and provide an opportunity for residents to ask questions of Council and staff in an open, transparent manner. The event includes a presentation, a Q&A and an opportunity for open discussion.

DISCUSSION

In 2017 and 2018 combined, we held meetings in all 10 Districts, plus two meetings on Big Tancook Island. Previously, we did not hold Your Government, Your Ideas meetings in an election year, as the elected members of Council will have spent considerable time in the community talking to residents about what's important to them.

With this in mind, staff suggest we hold five Your Government, Your Ideas meetings in 2019, with each meeting being as close as possible to the boundary between paired Districts. Suggestions from Council would be appreciated. This will ensure each Councillor has had one meeting in their District, and one shared meeting either in, or very close to, their District, during the current term.

In addition, as a result of Council feedback last year, staff would like direction from Council on whether to hold the Tancook meeting on Big or Little Tancook this year, and if it should be a daytime or evening meeting.

District Pair	Recommended Venue
Cathy Moore (5) & Wade Carver (7)	
John Veinot (4) and Lee Nauss (3)	
Martin Bell (2) & Eric Hustvedt (1)	
Claudette Garland (6) & Michael Ernst (8)	
Reid Whynot (9) and Errol Knickle (10)	

BUDGET IMPLICATIONS

Tactic	Cost
Newspaper ads	\$1,000
Radio ads	\$2,500
Facebook ads	\$200
Community posters	\$50
Hall rental	\$400
Transportation	\$200
Refreshments	\$200
Total	\$4,550

ALTERNATIVES

Approve the plan with revisions.

OR

Direct staff to prepare an alternative plan based on feedback.

CONCLUSION

Effective public participation results in representative government, as decisions have been informed and negotiated through dialogue with the public. Open, transparent communication is a part of this Council's commitment to leadership and partnership and involving the public in this decision is aligned with this value. The Your Government, Your Ideas meeting series is a key tactic used by the Municipality to drive citizen engagement.

Department: Administration

Report Prepared By: Sarah Kucharski Date: June 18, 2019

Report Approved By: _____ Date:

Reviewed By CAO: _____ Date:



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Policy & Strategy Committee

SUBMITTED BY: Sherry Conrad, Municipal Clerk

DATE: June 18, 2019

RE: Draft Gifts and Hospitality Policy MDL-77

RECOMMENDATION

“that the Policy & Strategy Committee recommends to Council that Municipal Council adopt Policy MDL-77 Gifts and Hospitality, as presented, and, hereby, gives 7 days’ notice of its intention to adopt Policy MDL-77 at the June 25, 2019 Council Meeting”.

EXECUTIVE SUMMARY

Subsection 23(3) of the *Municipal Government Act* was repealed and new subsections added. Subsection 23(3) was amended to require that each municipality shall adopt an expense policy and a hospitality policy. New Subsection 23(5) was added to require that a hospitality policy must: a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense; b) establish the approval process for authorizing hospitality expenses; c) establish the scope and applicability of the policy; and, d) comply with the regulations”. A new Subsection (6) specified that “An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy. Subsection (7) requires that by January 31st immediately following a regular election, the council shall review the expense and hospitality policies and, by motion, either re-adopt the policies or amend the policies and adopt them as amended.

The issue of giving and receiving gifts has been brought up at meetings in the past. Staff felt that including gifts in the hospitality policy was appropriate.

DISCUSSION

With the requirement that a municipality shall adopt a hospitality policy, staff drafted a Gifts and Hospitality Policy for the Committee’s review and comment. The Draft policy considers each new subsection of the amendments to the *Municipal Government Act*.

The draft policy outlines the definitions of gifts and hospitality, the purpose of the policy, the application of who the policy applies, policy directives, accountabilities, monitoring, reporting of expenses and a review of the policy.

BUDGET IMPLICATIONS

N/A

STRATEGIC PLAN

N/A

WORK PLAN

N/A

ALTERNATIVES

Amend draft policy.

CONCLUSION

The *Municipal Government Act* requires the Municipality to adopt a hospitality policy. The Committee needs to review the policy and approve as presented, make amendments or direct staff to redraft after discussion at the meeting.

Department: Administration	
Report Prepared By: Sherry Conrad, Municipal Clerk	Date: May 28, 2019
Report Approved By: Alex Dumaresq, Deputy CAO	Date:
Reviewed By CAO: Kevin Malloy, CAO	Date: June 11, 2019

MUNICIPALITY OF THE DISTRICT OF LUNENBURG POLICY

Title: Gifts and Hospitality	
Policy No. MDL-77	
Effective Date:	Amended Date:

Preamble

The Municipality of the District of Lunenburg (MODL) recognizes that gifts and hospitality-related activities are, at times, appropriate and legitimate expenses supporting the effective conduct of municipal business. The offering of gifts and hospitality will be done in such a manner to reflect the prudent stewardship of public funds and should be a reasonable expense based on the circumstances.

1.0 DEFINITIONS

Gifts:

Items to be given on behalf of MODL to both individuals and groups from outside the organization. Gifts should be appropriate and reflect the communities, culture and heritage of MODL and be readily identifiable as being from MODL. This can include items such as craft items, locally produced alcohol beverages and other items as per the Municipal Gifts & Promotional Items Operational Policy. MODL will purchase and manage a stock of items to be used as Municipal gifts and promotional purposes.

Hospitality:

Expenses incurred while hosting individuals from outside of municipal government and for municipal purposes that support the effective conduct of municipal business including receptions, ceremonies, conferences, business meetings, performances or other group events. Allowable expenses may include meals, non-alcoholic beverages or other event-related items.

2.0 PURPOSE

- 2.1 To provide direction and guidance to the Chief Administrative Officer (CAO) or designate with respect to the appropriate expenditure of hospitality expenses that support MODL's objectives.
- 2.2 To ensure gifts and hospitality are offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, recognition, business development or promotional advocacy.

- 2.3 To provide guidelines for the distribution of items to be used as municipal gifts and for promotional purposes.
- 2.4 To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

3.0 APPLICATION

This policy applies to Council members and staff who incur hospitality expenses while conducting government business or giving of a gift on behalf of MODL.

4.0 POLICY DIRECTIVES

Offering of Gifts and Hospitality

Gifts are most often given by the Mayor, a Councillor or a senior staff member, however, any staff member can submit a request for an item. The procedure for requesting a gift and the guidelines to be used when selecting an appropriate gift are outlined in the Municipal Gifts and Promotional Items Operational Procedure.

Hospitality may be offered under the following circumstances in accordance with this Policy:

- Hosting dignitaries;
- Engaging in official public matters with representatives from other governments, business, industry/labour leaders or other community leaders;
- Sponsoring conferences;
- Hosting ceremonies / recognition events; or
- Other official functions, as approved by the Council or the CAO or designate.

Acceptance of Gifts, Hospitality and Other Benefits

No Council member or municipal employee shall show favouritism or bias toward any vendor, contractor, or others doing business with MODL and shall not accept any gifts, hospitality or other benefits that may have a real, apparent or potential influence on their objectivity in carrying out their official duties and responsibilities or that may place them under obligation to the donor.

The acceptance of gifts, hospitality and other benefits is permissible if they are infrequent and of minimal value, within the normal standards of courtesy or protocol, arise out of activities or events related to their official duties, and do not compromise or appear to compromise their integrity or the integrity of MODL.

Gifts, tokens of hospitality or other benefits that are accepted shall be declared in a register kept indicating the gift, date and the name of the recipient and donor. This register will be maintained by the Clerk's office.

Authorization

All hospitality events require prior authorization by Council or the CAO or their designate and require that a “Request and Approval to Incur Hospitality Expenses” Form be completed and submitted to the CAO or designate for approval. In authorizing the hospitality event, the request should be reviewed in consideration of the value and benefit of the proposed event in relation to its cost. Any request for prior authorization for hospitality events requires the following detail:

- Rationale / purpose of event
- Estimated numbers of attendees and their respective affiliations; and,
- Estimated itemized costs including gratuities and supplementary expenses.

A copy of the signed prior authorization must accompany the claim for reimbursement.

In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

Business Meetings

Under this Policy, the Mayor, CAO, Deputy CAO and Director of Business Development, Tourism and infrastructure will have the authority to expend funds in a municipally-beneficial prudent manner; and, from time to time, other Department Managers approved by the CAO or designate and the Deputy Mayor or a Councillor as approved by Council.

Serving of Alcohol and Cannabis Products

No alcoholic beverages or cannabis products will be provided at municipal hospitality events.

5.0 ACCOUNTABILITIES

Mayor and Councillors are responsible for:

- Overseeing hospitality-related expenses for the CAO or designate, hospitality expenses that are approved by the CAO or designate, and, approving hospitality events that Council sees as warranted under this Policy.
- Ensuring compliance with the requirements established by this Policy with respect to hospitality expenses.
- Consistent application of this Policy.

CAO or designate is responsible for:

- Using discretion to make decisions and choices with some degree of flexibility while maintaining compliance with this Policy. When exercising discretion, the following factors must be considered:
 - Ensuring all appropriate hospitality events and related expenses that are initiated or incurred by a Department Manager are approved; and,
 - Approving appropriate requests and claims for hospitality-related expenses for Department Managers and in instances where the actual cost of the hospitality event exceeds the estimated cost.
- When a situation arises and discretion needs to be exercised, the CAO or designate should consider whether the request is:
 - Able to stand up to scrutiny by auditors and members of the public;
 - Properly explained and documented;
 - Fair and equitable;
 - Reasonable; and,
 - Appropriate

Employees are responsible for:

- Acting in accordance with this Policy.

The Finance Department is responsible for:

- Providing advice and assistance to Council, CAO or designate regarding the application of this Policy;
- Monitoring hospitality expenses for appropriate usage and consistency with Policy directives; and,
- Processing hospitality-related claims.

6.0 CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

Claims for reimbursement of hospitality expenses must be submitted on the form provided and shall be signed by the Claimant.

Hospitality expense claims must include the following:

- A copy of the signed prior authorization form for the hospitality event for which the expense was incurred; and,
- A detailed itemized receipt for the expense.

In instances where prior approval of the hospitality event was not possible, the expense claim must provide the information requested on the Request and Approval to Incur Hospitality Expenses Form and an explanation of why prior approval was not possible.

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.

Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for who those expenses were incurred.

No hospitality expense claim shall be paid unless the claim is approved for payment by the CAO or their designate. Before approving an expense claim, the CAO or their designate must ensure that:

- The claim is consistent with this Policy;
- The expenses claimed were necessarily incurred in the performance of municipal business;
- Appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and,
- The expenses claimed have appropriate justification.

In considering a hospitality expense claim for payment, the CAO or their designate may 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 CAO or their designate decides is unreasonable or not in compliance with this Policy.

The use of petty cash to pay a hospitality expense claim is prohibited.

7.0 MONITORING

The Finance Department shall monitor the effectiveness and consistent application of this Policy including coordinating periodic reviews of hospitality expenses to ensure compliance. The CAO or designate shall provide documentation deemed necessary to conduct any reviews of this Policy.

8.0 REPORTING OF EXPENSES

Gift Expenses

Gift expenses are tracked through the budget process.

Hospitality Expenses

In accordance with Section 65A of the *Municipal Government Act*, Hospitality Expense Reports must be completed within 90 days of the end of each fiscal quarter and shall be posted on the Municipal Website quarterly and an annual summary report of expenses must be filed with the Minister of Municipal Affairs by September 30th of each year.

9.0 REVIEW REQUIREMENTS

The Municipality's Audit Committee shall review the hospitality annual summary report by October 31st of each year.

Council shall review this Policy by January 31st immediately following a regular election held under the *Municipal Elections Act* and make a motion to re-adopt or amend the policy.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members

Date of Passage of Current Policy:

Date of Notice to Council Members of Intent to Consider Amendments:

Date of Passage of Amendments:

I certify that this "Policy MDL-____" was adopted by Council as indicated above.

Municipal Clerk

Date



Municipality of the District of Lunenburg

Request and Approval to Incur Hospitality Expenses

All hospitality-related expenses require prior authorization and must be supported by itemized receipts. Refer to Policy MDL-77 Gifts and Hospitality for further information.

Destination & Purpose

Date of Request	
Department	
Name of Applicant	
Title	
Destination	
Date of Event	
Purpose of Event or Activity	

Cost Assignment

Assignment of Costs	
Account Number	

Estimated Hospitality Expense Details

Number of Attendees & Affiliations	
Meal & Non-alcoholic Beverage Costs	
Meeting Space Costs	
Gratuities	
Gift Costs	
Other Expenses	

Applicant:

 Name & Title

 Date
Approval:

 Council or CAO/Designate

 Date

Please include this document as part of the reimbursement process and forward to Accounts Payable.

Municipality of the District of Lunenburg OPERATIONAL PROCEDURE

Municipal Gifts and Promotional Items	
Policy No. REC-01	
Effective Date: April 7, 2015	Amended Date:

Statement: There are many occasions in which it is appropriate for a gift to be given on behalf of the Municipality of the District of Lunenburg to both individuals and groups from outside the organization. These gifts should be appropriate and reflect the communities, cultural and heritage of the Municipality and be readily identifiable as being from the Municipality of the District of Lunenburg.

Purpose: To provide guidelines for the distribution or give away of items to be used as municipal gifts and for promotional purposes. The Municipality of the District of Lunenburg will purchase and manage a stock of items to be used as Municipal gifts and for promotional purposes.

1.0 Funding

1.1 \$2,500.00 will be budgeted annually for this purpose.

2.0 Procedure

- 2.1 Gifts are most often given by the Mayor, a Councillor or a senior staff member, however, any staff member can submit a request for an item. Staff and Councillors are to request an item or items for an occasion or an event by emailing the Recreation Secretary at recreation@modl.ca a few weeks prior to the date for which the item is needed.
- 2.2 Recreation Department staff will source and purchase items for the three value categories (up to \$10.00; \$10 - \$20; and \$20 - \$50). The items should be locally made and produced products reflecting the character, cultural or heritage of the Municipality. Items may include the Municipal logo and/or website address. If no logo or name is printed on the item, a label, tag or cards should be added stating "with compliments of the District of Lunenburg" or similar note.
- 2.3 The Recreation Department will manage the storage and distribution of the stock.

The following are general guidelines to be used when selecting a gift.

Category 1 – value up to \$10.00 – smaller items for conferences, tournaments, possibly small token for an individual

Category 2 - value \$10 - \$20 – items for special recognition gifts

Category 3 - value \$20 - \$50 – items for dignitaries, elite athletes, Outstanding Achievement, conferences/professional associations, etc.

2.4 The items are not intended for general community fundraisers.

MEMORANDUM

TO: Policy and Strategy Committee

FROM: Alex Dumaresq, Deputy CAO

DATE: June 11, 2019

RE: Strategic Priorities update – June 2019

Background

Council approved the 2019/20 Strategic Priorities Chart on January 22, 2019. The chart reflects input received by Council members during the 2016 election and the feedback received during the 2018 Your Government Your Ideas meeting series. The Chart identifies major initiatives for the Municipality in this fiscal year and Council term.

Strategic Priorities Chart 2019/20

Project Highlights

Rural High-Speed Internet:

- Council passed a multi-year connectivity strategy for the Municipality; the strategy focuses on expanding coverage of reliable high-speed internet by leverage funding from private sector and other governments, while limiting risks to the Municipality.
- Based on this strategic direction Council is pursuing multiple avenues for expanding internet service:
 - Pursuing the execution of Federal Connect To Innovate Projects:
 - Finalizing contracts and funding agreements for eastlink backhaul and full wired service to Hemford, service expected to be operational by Fall of 2019;
 - Service Level Agreement now signed for TNC Fixed wireless project north of the 103, siting for first towers begun and construction expended in summer 2019);
 - directly procuring private sector partnerships to install fixed wireless service in Whynotts Settlement and Tancook Islands (Contract awarded to TNC; siting approval process underway; construction to occur in summer 2019); and
 - Continuing to develop relationships with Funders (e.g. NS internet Trust) and possible ISPs who have interest in expanding in Lunenburg County. Update at PSC today regarding the Develop Nova Scotia RFP process.

Five-Year Financial Strategy

- Council has completed and adopted the 5-year financial strategy. The Strategy documents have now been used in the development of the 2018/19 & 2019/20 Municipal Budgets. The model underlying the strategy is updated regularly and will continue to be a valuable tool for Council when making decisions on capital projects, reserves and tax policy. Council is on track to achieve the goals of the strategy; namely, to be debt free by 2021 while maintaining stable tax rates and contributions to reserves.

LaHave River Straight Pipes

- MODL has been successfully reducing the number of non-responding property owners, of more than 1700 properties, all 70 property owners have been in contact with program staff to confirm the existence of a system, enroll in the program or are identified for the inspection program.
- Owners for 192 properties have signed agreements enrolling them in the replacement program. Designs have been completed for 155 of those properties and 109 systems have been installed. Pricing for system installations remains below project estimates, due in part to the design of the procurement program and the ability to increase early season tenders in the second year of the program.
- Inspections are underway with over 80 inspections complete to date. Approximately 1/3 of inspections currently completed have been determined to be straight pipes requiring replacement. Plans are underway to increase volume of inspections to complete at least 50% of required inspections in 2019.

Expand Recreational Infrastructure

- Council continues to aggressively pursue expansions to the network of public parks and trails. The proposed 2019/20 budget includes funding for trails and active transportation, as well as \$320,000 for construction in the lower portion of River Ridge Common. The Sherbrooke Lake Water Quality report has been received from the committee, and testing on the lake will continue in 2019/20.

Roads Strategy

- The proposed 2019/20 budget includes over \$1 million in funding for paving of cost-shared provincial roads, should provincial approval be granted. MODL's Paving cost-shared paving allocation includes roads in Stonehurst, LaHave and Pentz.
- Council has reviewed the existing petition bylaws and staff are preparing an options report on revisions that will make passing petitions easier for residents. In conjunction with this policy work, engineering staff are completing assessments and preparing pre-design work for possible upgrade and paving projects on existing municipal roads in the 2020 construction season.

Fire Services Recruitment and Retention

- The FESC on June 11, 2019 Council approved the final draft of the Recruitment and Retention Strategy, completing an exhaustive development and consultation process.
- Council has included \$58,800 in funding for the implementation of recruiting and retention tactics, which will be led by individual departments, as well as fire services and communications staff of the municipality.

Accessibility Plan

- The Province has passed accessibility legislation which will create higher standards for accessibility for all public facilities, websites and other services. The legislation requires municipalities to establish accessibility committees with expertise and at large members representing communities with different accessibility requirements. MODL spearheaded the creation of a county-wide committee, to make best use of resources and ensure we are able to adequately populate and support the committee.
- The Committee has held their inaugural meeting and are now in the process of recruiting and selecting at large members from stakeholder communities.

LCLC Governance

- The LCLC Board and both partner Councils have approved a revised short term strategic plan for the facility. The first priority of the plan is to secure an independent review of the operations, recommendations on regionalizing programming, and short term operations oversight. The RFP requesting submissions for these tasks was issued and the board is working through the selection of proponent(s) and launch of this work.

Lyme Disease Response

- MODL continues to work with the Public Health Agency of Canada on the deer bait station research project: Year 2 of the 3 year data collection project is currently underway as temperatures are now above 4 degrees Celsius.
- The second year of the public education component of the project is underway as well. This year will see the continuation of outreach booths, print and radio ads, and educational posters and material, all designed to raise awareness of how to protect against the contraction of Lyme disease.
- Staff were also advised of an opportunity for an educational exhibit to be installed in the LCLC this summer. The exhibit was created by the Federal public health agency and provides information on ticks and health protection strategies.
- The 2019/20 budget also includes funding to support a proposed conference on Lyme disease in the fall of 2019. The conference is being planned by community members who have requested financial and in-kind support from the Municipality. A decision on financial support will be discussed at a Finance Committee meeting following budget approval.

Municipal Services Building

- In March of 2019, Council authorized the release of tenders for the construction of a new municipal services building to replace the current administration facilities. The tender for sitework was awarded and completed. The general construction tender has also closed and will be finalized at the June 25th Council meeting. Construction will commence in late June with project completion planned for March of 2020

Flood Mitigation

- MODL now has completed LIDAR data for the entire Municipality, and is in the process of converting the data into elevation maps showing floodplains for a range of storms.
- This data is already in being used for multiple applications by MODL and stakeholders. For example, this information is assisting in the planning and completion of the flood mitigation study of the petite riviere watershed being completed in partnership with the Village of Hebbville.
- The Province has indicated that municipalities will be required to have land-use planning in place across the entire Municipality in the near future, though specific requirements with respect to what must be included in the bylaw is not currently available
- The floodplain mapping will be necessary to have an informed discussion on the type and of development controls in a new municipal-wide Land-use bylaw, and what is an appropriate level of planning for Lunenburg County.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Policy & Strategy Committee

SUBMITTED BY: Kevin Malloy, CAO

DATE: June 18, 2019

RE: **Proposed Amendments to Policy MDL-51 Personnel Policy**

RECOMMENDATION

“that the Policy & Strategy Committee recommend to Council that Municipal Council approve the proposed amendments to Sections 10 and 12 of the Personnel Policy MDL-51, as presented, and hereby gives seven days’ notice that Council will be considering the proposed amendments at the June 25, 2019 Council meeting”.

EXECUTIVE SUMMARY

Two amendments are required to the Personnel Policy. Section 10.1 would amend the kilometrage allowance to be the same as was approved for Council in Policy MDL-03 Council Members’ Remuneration and Expenses.

The second amendment is the addition of 12.09 which relates to on-call remuneration for Wastewater Operators.

BACKGROUND

Policy MDL-03 specifies “The rate per kilometer as a travelling allowance for all elected officials shall be approved at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees”. The proposed amendment to the Policy MDL-51 is to keep the kilometrage rate the same for elected officials and staff.

At present, the Wastewater Operators are on-call but do not receive any compensation for same.

DISCUSSION

The proposed amendment to Section 12 for an on-call compensation of \$200 per week is comparable to the on-call compensation that is received for the position at other municipalities.

At present, there is no compensation for being on-call. There has to be someone on-call

BUDGET IMPLICATIONS

There was \$10,000 added to the current year budget to address the possible compensation changes for Wastewater Operators.

STRATEGIC PLAN

N/A

WORK PLAN

N/A

ALTERNATIVES

- 1. Approve another rate.
- 2. Do not provide compensation for being on-call.

CONCLUSION

The proposed amendment to Subsection 10.1 is to bring the staff kilometrage rate to par with the rate paid to elected officials.

It is necessary for one Wastewater Operator to be on-call after normal working hours at all times in order to answer any issues that arise at the Wastewater Treatment Plants. There are responsibilities that must be committed to when on call and, therefore, compensation should be provided above their normal salary. The proposed rates identified in the proposed amendments are reflective of the current market.

Department: _____	
Report Prepared By: _____	Date
Report Approved By: _____	Date
Reviewed By CAO: _____	Date

ARTICLE 10 - TRAVEL AND MEAL ALLOWANCE

- 10.01 Any employee authorized to use their own vehicle for employment purposes shall be paid a kilometrage allowance ~~of \$0.44 per kilometre, or as may be approved by motion of Council.~~ at the rate stipulated, from time to time, by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
- 10.02 Kilometrage is paid from a staff person's residence or normal place of employment, whichever is less, if travelling on municipal business.
- 10.03 An employee must request authorization from the CAO or Department Manager, in order to use their private vehicle and claim kilometrage amounts for business outside of the Province. In determining whether that authorization will be granted, the Municipality shall take into account the nature of the function performed by the employee and whether travel can be effected more economically without substantial impairment of efficiency by such other means as rental vehicle, public transportation, or employee carpooling.
- 10.04 Travel and meal allowances that qualify as taxable benefits under the *Income Tax Act* will be shown on the employee's T4.
- 10.05 Where the CAO or Department Manager determines that it is more cost effective to use a rental vehicle or public transportation, an employee shall be required to do so.
- 10.06 Where practical and available, the CAO or Department Manager may require its employees to carpool if more than one employee is required to travel for the same employment purpose.
- 10.07 Where a Municipal-owned vehicle is provided to an employee, primarily for business use, there is a Travel Allowance Benefit to that employee and this benefit shall be shown on that employee's T4 as a taxable benefit as required by the *Income Tax Act*.
- 10.08 Any employee who is required to attend any program shall be reimbursed for transportation, lodging and meals, in accordance with rates approved by Council.
- 10.09 An employee required to travel on business for the Municipality may claim reimbursement for meals, plus gratuity of a maximum of 15% and delivery charges in respect of meals that are not otherwise provided, in accordance with the following:
- (a) **Breakfast:** Maximum \$15.00 per day may be claimed when the employee has been traveling on the Municipality's business for more than one hour before the recognized time for the start of the day's work.
 - (b) **Lunch:** Maximum \$15.00 per day
 - (c) **Dinner:** Maximum \$25.00 per day may be claimed when the employee is not expected to return to their residence before 6:30 p.m.

Itemized receipts must be submitted for reimbursement.

- 10.10 Reimbursement of amounts in excess of the amounts set out in this article will be solely at the discretion of the CAO or Department Manager.
- 10.11 Employees required to work overtime shall be compensated for meals as noted in Article 12.03.

ARTICLE 12 - OVERTIME

- 12.01 Overtime shall be all hours worked in excess of the employee's ordinary work week, as determined pursuant to Article 11, and authorized in advance by the Department Manager, or their designate, prior to the scheduled overtime shift.
- 12.02 Employees may choose to be compensated for overtime worked in the following ways:
- (a) All employees shall be paid at the rate of one and one-half times the employee's normal rate of pay expressed as an hourly rate. When an employee works on a holiday as defined in this policy, the employee shall be paid at a rate of two times the employee's regular hourly rate;
 - (b) The employee may opt to bank all overtime as straight time, up to a maximum of five (5) working days. As banked overtime is utilized, it may be replenished;
 - (c) Banked overtime used as time off shall be scheduled with the mutual agreement of the employee and Department Manager or supervisor;
 - (d) When an employee takes banked overtime off, the employee can only take time off in a minimum of half-hour increments;
 - (e) If an employee chooses to bank overtime as straight time, as opposed to being paid at one and one-half or two times their hourly rate, the employee must decide to do so when the overtime is worked.
- 12.03 When an employee is required to work three or more consecutive hours before or after their regular shift, the employee shall be entitled to reimbursement for meals as outlined in Article 10.09 (a), (b) and (c).
- 12.04 All employees who are called back to work shall be paid for kilometrage or a meal except on Saturdays, Sundays and holidays, at which time employees shall be entitled to receive both kilometrage and reimbursement for meals, subject to the terms set out in this policy.
- 12.05 When an employee is called back to work or required to respond to a security alarm or wastewater alarm and required to attend municipal facilities outside the employee's scheduled working hours, the employer shall pay the employee the greater of:
- a) three (3) hours at the employee's regular rate, three (3) hours banked time or time actually worked at 1.5 times the employee's actual wage rate; or
 - b) when the call back is on a Sunday or Holiday, three (3) hours at the employee's regular rate or time actually worked at two (2) times the employee's actual wage rate.
- 12.06 Wastewater Treatment Plant Operators shall be paid one and one-half (1.5) hours at their regular rate when called to log-on after regular working hours to perform work necessary for the operation of the Wastewater Treatment Plant and collection systems. Any additional alarms or log-ons that occur during that 1.5 hours will constitute the same log-on call. If the problem cannot be resolved remotely and a call-out is warranted, the call-out commences at the time of the initial call and the compensation will then fall under Article 12.05.
- 12.07 All authorized overtime worked must be completed on the appropriate form and submitted to the employee's Department Manager or supervisor.
- 12.08 For the purpose of this Article the following definitions apply:
- a) Scheduled Overtime – Overtime approved in advance by the employee's immediate supervisor, which is required to meet a deadline and which cannot normally be accomplished within standard work hours.

- b) Unscheduled Overtime – Overtime required to remediate an existing emergency which cannot be accommodated within standard work hours. Approval is normally received after the overtime is incurred.
- c) Callback – A call-back occurs where an employee is required to report for work during a period outside scheduled working hours, which is not continuous to the beginning or ending of a regularly scheduled workday. If an employee has been given notice of the need to report for work at least 24-hours in advance or by the end of the previous shift, then the time worked outside the normal working hours is considered overtime.

12.09 The Municipality will pay an employee of the Wastewater Operation two-hundred dollars (\$200) per week for performing on-call.

On-call means assigned to be on standby and available to log in to the SCADA system and/or report to the worksite in response to alarms or emergencies as a part of the scheduled on-call rotation of the Wastewater Operation.

On-call compensation shall be based on a seven (7) calendar day schedule for coverage during non-working hours.

Compensation for on-call may be pro-rated to a daily rate in the event that the period of on-call performed by an employee is less than seven calendar days.

If, during the on-call shift, the employee must log-in using the SCADA system and/or report to the worksite, compensation will be in accordance with Article 12.06 of the Personnel Policy.

The rate of compensation for on-call shall be subject to an annual CPI adjustment in accordance with Municipality's Salary Administration Policy. The CAO may also direct staff to conduct a periodic market review for the purpose of determining whether an adjustment to the rate is warranted.

Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer
FROM: Michael Ernst
DATE: June 11, 2019

1. Agenda Item
Extension of office hours during tax collection period

2. On what agenda do you want the item placed?
PSC

3. Do you have written material to circulate with the agenda? Yes No

If you do, please attach it to this form. If you do not, please explain.
Verbal request from resident

4. What is its relevance to Council or the committee?
Convenience to those who may find it difficult to pay taxes during working hours.

5. What outcome(s) are you seeking?
Consideration of this service provision similar to that given to contractors for building permits

Michael S. Ernst


Councillor's Signature

June 11, 2019
Date

Approval for agenda: Yes No

Reason for Denial:


Mayor or Chair of Committee

June 13/19
Date

Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer
FROM: Michael Ernst
DATE: June 11, 2019

1. Agenda Item
Request to Ocreach to hold a public meeting in the MoDL area, and give notification of research

research

2. On what agenda do you want the item placed?
PSC June 18, 2019

3. Do you have written material to circulate with the agenda? Yes No

If you do, please attach it to this form. If you do not, please explain.

This is a follow up to a presentation at Council by Ocreach.

4. What is its relevance to Council or the committee?
This topic is of interest to many coastal residents.

5. What outcome(s) are you seeking?
This is a request, and an opportunity for Ocreach to build positive relations with residents.

Michael s. Ernst

Michael Ernst
Councillor's Signature

June 11, 2019
Date

Approval for agenda: Yes No

Reason for Denial:

[Signature]
Mayor or Chair of Committee

June 13/19
Date

Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer
FROM: Councillor Eric Hustvedt
DATE: June 11, 2019 re: June 18, 2019 PSC

1. Agenda Item
Potential policy-related information and ideas from FCM Annual Conference

2. On what agenda do you want the item placed?
PSC June 18, 2019

3. Do you have written material to circulate with the agenda? Yes No

If you do, please attach it to this form. If you do not, please explain.
Am attaching a barebones Conference schedule. I can discuss other options, including a smaller brochure, an electronic copy of the full seven (?) conference pages or a link.

4. What is its relevance to Council or the committee?
Attending Mayor, Councillors and CAO can connect their FCM Conference experience with current and future Council priorities and problem-solving.

5. What outcome(s) are you seeking?
A positive connection between FCM delegates' experience and Council business.

E O Hustvedt E. O. Hustvedt
Councillor's Signature

June 11, 2019
Date

Approval for agenda: Yes No

Reason for Denial:

[Signature]
Mayor or Chair of Committee

June 13/19
Date



MAY 30 - JUNE 2, 2019 • QUEBEC CITY, QC

Annual Conference and Trade Show



BUILDING BETTER LIVES

PROGRAM
AT A GLANCE

FCM.CA/AC
🐦 #FCM2019

PROGRAM

For up to date information, download the "FCM Conference" app from the Play Store or the App Store.

- Simultaneous interpretation
 Rural stream
 Plenaries
 Workshops
 Study tours

THURSDAY, MAY 30

8 a.m. - 3 p.m.	Exhibitor registration and move-in	Main hall / 400
8 a.m. - 7 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>	Main hall
8:30 a.m. - 5:30 p.m.	Big City Mayors' Caucus Meeting	206
10:30 a.m. - 7 p.m.	Childcare services	Verrière
1 - 4 p.m.	Blanket exercise: Reconciliation through learning <i>Sponsored by Nuclear Waste Management Organization</i>	205-A
1 - 3:30 p.m.	<ul style="list-style-type: none"> Videotron Centre: An innovative model for equipment acquisition - Loggia Preserving our built heritage through original reconversion - Loggia 	
1:30-3:30 p.m.	<ul style="list-style-type: none"> Quebec City libraries: Community hubs, models of efficiency - Loggia Putting smart mobility to use for citizens: Connecting 311 and the traffic manager - Loggia Energy recovery and the environment: The Quebec City biomethanation plant project - Loggia Quebec City, where public art is part of everyday life - 302-B 	
2 - 3:30 p.m.	<ul style="list-style-type: none"> Restoring public access for an active and healthy city - Loggia Assistance for people in vulnerable or crisis situations: Cooperation between police and frontline workers - Loggia 	
3 - 3:45 p.m.	Orientation session for first-timers	2000-C
4 - 5 p.m.	Regional meetings <ul style="list-style-type: none"> Atlantic Provinces - 2000-A British Columbia - 2000-B Ontario - 2000-D Prairies and Territories - 2000-C Quebec - 205-B 	
5 - 7 p.m.	Official trade show opening and reception <i>Sponsored by Port of Vancouver</i>	400

FRIDAY, MAY 31

7 a.m. - 5:30 p.m.	Childcare services	Verrière
7 a.m. - 2:30 p.m.	Exhibitor registration	Main hall
7 a.m. - 6 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>	Main hall
7 - 8 a.m.	Breakfast on the trade show floor	400
7 a.m. - 2:30 p.m.	Trade show <i>(Companions access 9 - 11 a.m.)</i>	400
7 a.m. - 2:30 p.m.	Tech Bar	400
7:30 a.m. - 2:30 p.m.	Community Safety and Well-Being Zone <i>Presented by Motorola Solutions</i>	
8 - 9 a.m.	Opening ceremony <i>Sponsored by Canadian Tire Jumpstart Charities</i>	200
9 - 9:30 a.m.	Political keynote	200
9:30 - 10:30 a.m.	President's Forum: Looking ahead to Election 2019 <i>Sponsored by Cement Association of Canada</i>	200
10 a.m. - 2:30 p.m.	Connected Lab <i>Sponsored by Shaw Communications</i>	400
10:30 - 11 a.m.	Coffee break in the trade show	400

10:45 a.m. - 1:15 p.m. <i>(lunch provided)</i>	<ul style="list-style-type: none"> Videotron Centre: An innovative model for equipment acquisition - Loggia Preserving our built heritage through original reconversion - Loggia 	
11 a.m. - 1 p.m. <i>(lunch provided)</i>	<ul style="list-style-type: none"> Quebec City libraries: Community hubs, models of efficiency - Loggia Putting smart mobility to use for citizens: Connecting 311 and the traffic manager - Loggia Energy recovery and the environment: The Quebec City biomethanation plant project - Loggia Quebec City, where public art is part of everyday life - 302-B 	
11:15 a.m. - 12:45 p.m. <i>(lunch provided)</i>	Study tours <ul style="list-style-type: none"> Restoring public access for an active and healthy city - Loggia Assistance for people in vulnerable or crisis situations: Cooperation between police and frontline workers - Loggia 	
11 a.m. - 12:30 p.m.	<ul style="list-style-type: none"> Modernizing our fiscal toolbox in Election 2019 - 206 <i>Sponsored by FortisBC</i> Public transit, today and tomorrow - 2000-C <i>Presented by Bombardier Transportation</i> Procuring low-carbon solutions - 2000-B <i>Presented by Cement Association of Canada</i> How asset management builds climate-resilient communities - 2000-A 5G in Canadian municipalities: Not just another G - 2000-D <i>Presented by Shaw Communications</i> 	
12:30 - 1:45 p.m.	Lunch on trade show floor <i>Sponsored by Nuclear Waste Management Organization</i>	400
2 - 2:30 p.m.	Third Vice-President candidate presentations	200
2:30 - 3 p.m.	Political keynote	200
3:15 - 5:45 p.m.	<ul style="list-style-type: none"> Preserving our built heritage through original reconversion - Loggia 	
3:15 - 5:15 p.m.	<ul style="list-style-type: none"> Quebec City libraries: Community hubs, models of efficiency - Loggia Putting smart mobility to use for citizens: Connecting 311 and the traffic manager - Loggia Energy recovery and the environment: The Quebec City biomethanation plant project - Loggia Quebec City, where public art is part of everyday life - 302-B 	
3:30 - 5 p.m.	<ul style="list-style-type: none"> Restoring public access for an active and healthy city - Loggia Assistance for people in vulnerable or crisis situations: Cooperation between police and frontline workers - Loggia 	
3:15 - 3:45 p.m.	Coffee break in workshop rooms <i>Sponsored by Rogers Communications</i>	
3:15 - 4:45 p.m.	<ul style="list-style-type: none"> Breaking down barriers: Building parity on council - 2000-B Managing snow and water levels for safer communities - 2000-D <i>Presented by Campbell Scientific</i> Media and communications: Spreading our message - 206 Stronger together: Building partnerships for reconciliation - 2000-A <i>Sponsored by Forest Products Association of Canada</i> Rural Town Hall: Driving tomorrow's growth - 2000-C 	
5:30 - 6:30 p.m.	VIP Sponsors Reception (by invitation only) <i>Sponsored by Municipal Information Network</i>	Hilton Québec, Villeray Room
5:15 - 7 p.m.	Indigenous-Municipal Collaboration Reception (by invitation only) <i>Co-hosted by Cando, and sponsored by Forest Products Association of Canada</i>	205-C
6:30 - 8:30 p.m.	Mayor's Welcome Reception	200

SATURDAY, JUNE 1

7:30 a.m. - 5:30 p.m.	Childcare services	Verrière
7:30 a.m. - 2 p.m.	Exhibitor registration	Main hall
7:30 a.m. - 2:30 p.m.	Trade show (Companions access 9 - 11 a.m.)	400
7:30 a.m. - 2:30 p.m.	Tech Bar	400
7:30 a.m. - 6 p.m.	Delegate registration Sponsored by Municipal Information Network	Main hall
7:30 - 8:30 a.m.	Breakfast on the trade show floor	400
7:30 a.m. - 2:30 p.m.	Community Safety and Well-Being Zone Presented by Motorola Solutions	400
7:30 a.m. - 1:45 p.m.	Connected Lab Sponsored by Shaw Communications	400
8 - 9 a.m.	Resolutions Plenary	200
9 - 10 a.m.	Rural Plenary: Building vibrant rural economies Sponsored by Forest Products Association of Canada	200
10 - 10:30 a.m.	Political keynote	200
10:30 - 11 a.m.	Coffee break in the trade show	400
10:45 a.m. - 1:15 p.m. (lunch provided)	<ul style="list-style-type: none"> Videotron Centre: An innovative model for equipment acquisition - Loggia Preserving our built heritage through original reconversion - Loggia Urban Forest Tour, presented by Tree Canada - Loggia 	
11 a.m. - 1 p.m. (lunch provided)	<ul style="list-style-type: none"> Quebec City libraries: Community hubs, models of efficiency - Loggia Quebec City, where public art is part of everyday life - 302-B 	
11:15 a.m. - 12:45 p.m. (lunch provided)	<ul style="list-style-type: none"> Restoring public access for an active and healthy city - Loggia (lunch box available at host city desk) Assistance for people in vulnerable or crisis situations: Cooperation between police and frontline workers - Loggia 	
11 a.m. - 12:30 p.m.	<ul style="list-style-type: none"> Building local solutions to the global plastics challenge - 2000-A Smart cities, better lives - 2000-B Presented by Bell Legalized cannabis: How municipalities are adapting - 206 Festivals and other community events: Risks and rewards - 2000-C Presented by Frank Cowan Company and Partnership Group - Sponsorship Specialist® Forestry solutions for urban and rural communities - 2000-D Presented by Forest Products Association of Canada 	
12:30 - 2 p.m.	Lunch on the trade show floor Sponsored by Lidstone & Company	400
1:45 - 2:15 p.m.	Trade show prize draw	400
2:30 - 5 p.m.	Preserving our built heritage through original reconversion - Loggia	
2:45 - 4:45 p.m.	<ul style="list-style-type: none"> Quebec City libraries: Community hubs, models of efficiency - Loggia Quebec City, where public art is part of everyday life - 302-B 	
2:45 - 4:15 p.m.	<ul style="list-style-type: none"> Restoring public access for an active and healthy city - Loggia Assistance for people in vulnerable or crisis situations: Cooperation between police and frontline workers - Loggia 	
2:30-2:45 p.m.	Coffee break with workshops	Foyer 2000
2:30 - 4 p.m.	<ul style="list-style-type: none"> Northern and Remote Forum: Harnessing the potential of technology - 2000-B Municipalities and the affordable housing crisis - 2000-A Presented by Canadian Union of Public Employees Youth Forum: Engagement tactics for the 21st century - 2000-C Responding to the drug crisis in our communities - 206 	
3 - 6 p.m.	The Global Supply chain: Waterside tour of the Port of Quebec - Loggia Presented by CN and the Port of Quebec	

3 - 3:30 p.m.	FCM/Tree Canada Legacy Project	Place d'Armes (depart from the Loggia)
4 - 5 p.m.	Youth reception	205-C
6 - 7:30 p.m.	Francophone reception (by invitation only) Sponsored by Campbell Scientific	Hilton Québec, DeTournay Room
6:30 - 8:30 p.m.	CEO's reception for international delegates (by invitation only)	Hilton Québec, Beaumont Room

SUNDAY, JUNE 2

7 a.m. - 4:30 p.m.	Childcare services	Verrière
7 a.m. - 4 p.m.	Delegate registration Sponsored by Municipal Information Network	Main hall
7 - 8:15 a.m. (Breakfast provided)	Powering Canada through energy development	2000-C
7 - 8:15 a.m.	Taking our seat at the table: Scholarship Breakfast Fundraiser Sponsored by Canadian Labour Congress	206
7:30 - 8:30 a.m.	Breakfast	2000-A
8:30 - 10:45 a.m.	Annual General Meeting and Elections	200
10:45 - 11:15 a.m.	Political keynote	200
11:15 - 11:45 a.m.	Coffee break served with boxed lunches	Foyer 2000
11:45 a.m. - 2:15 p.m.	Selection of candidates for Board of Directors, Regional Chairs and PTA Executive Representatives - working lunch	
	Provinces:	
	<ul style="list-style-type: none"> Alberta - 2000-B British Columbia - 2000-D Manitoba - 2000-C New Brunswick - 205-B Newfoundland and Labrador - 2105 Nova Scotia - 206-A Ontario - 2000-A Prince Edward Island - 203 Quebec - 206-B Saskatchewan - 205-C Territories - 205-A 	
	Regional Chairs:	
	<ul style="list-style-type: none"> Atlantic - 206-A British Columbia - 2000-D Ontario - 2000-A Prairies and Territories - 2000-C Quebec - 206-B 	
2:15 p.m.	Followed by election of PTA representatives	
12 - 2:30 p.m. (for non-elected officials - lunch provided at the venue)	Preserving our built heritage through original reconversion - Loggia	
12 - 1:30 p.m. (for non-elected officials - lunch box provided at the host city desk)	Restoring public access for an active and healthy city - Loggia	
2 - 2:45 p.m.	Coffee Break	Foyer 2
2:45 - 3:15 p.m.	FCM 2019-2020 Board Member - Election results	200
3:15 - 4:30 p.m.	Closing Plenary and Final Remarks DIALOG presents The Walrus Talks: Well-being	200
6 - 11:30 p.m.	Host City Reception and Closing Dinner	400

