



## NOTICE

**MEETING:** St. Mary's Municipal Council

**DATE:** Monday, April 9<sup>th</sup>, 2018

**TIME:** 7:00pm

**PLACE:** St. Mary's Municipal Office  
Council Chambers, Sherbrooke, NS

**Please Advise If Unable To Attend**

Dated: *April 3<sup>rd</sup>, 2018*

Marvin MacDonald  
CAO

**Municipality of the District of St. Mary's**

Meeting of Council

Monday, April 9<sup>th</sup>, 2018

**AGENDA**

1. Call to Order
  2. Roll Call
  3. Approval of Agenda and any additions
  4. Approval of minutes of Regular Council Meeting held March 12<sup>th</sup>, 2018
  5. Approval of minutes of Council Annual General Meeting held March 27<sup>th</sup>, 2018
  6. Approval of minutes of Emergency Council Meeting held March 29<sup>th</sup>, 2018
  7. Business Arising from Minutes
  8. Recommendations from Committee of the Whole
  9. Correspondence
  10. Outside Committee Appointment Reports
    - a. GALA – Councillor Smith
    - b. Community Health Board – Councillor Malloy
  11. CAO Report
  12. Solicitor Report
  13. Other Matters of Business
  14. Adjournment
- *10 minute question and answer period pertaining to agenda items*

**Municipality of the District of St. Mary's  
Regular Council Meeting  
Monday, April 9<sup>th</sup>, 2018**

**Meeting, Date & Time:**

The regular meeting of the St. Mary's Municipal Council was called to order on Monday, April 9<sup>th</sup>, 2018 at 7:00pm in the Council Chambers Sherbrooke, N.S.

**Attending:**

Warden Mosher  
Deputy Warden Dort  
Councillor Malloy  
Councillor Findlay  
Councillor Kaiser-Kirk  
Councillor Baker  
Councillor Smith  
Adam Rodgers, Solicitor

**Also Attending:**

Marvin MacDonald, CAO  
Marian Fraser, Director of Finance  
Denise Sawlor, Municipal Clerk/Special Projects Coordinator

**Approval of Agenda:**

*On motion of Deputy Warden Dort and seconded by Councillor Kaiser-Kirk Council approved the agenda as presented.*

*Motion carried.*

**Approval of Minutes:**

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Malloy Council approved the minutes of the Regular Council Meeting held on March 12<sup>th</sup>, 2018.*

*Motion carried.*

*On motion of Councillor Findlay and seconded by Councillor Baker Council approved the minutes of the Council Annual General Meeting held on March 27<sup>th</sup>, 2018.*

*Motion carried.*

*On motion of Councillor Findlay and seconded by Councillor Baker Council approved the minutes of the Emergency Council Meeting held on March 29<sup>th</sup>, 2018.*

*Motion carried.*

### Business Arising From Minutes:

- Kevin Pye has accepted the position on the Audit Committee.

### Recommendations from Committee Of The Whole

- Road Name  
*On motion of Deputy Warden Dort and seconded by Councillor Kaiser-Kirk that Council accept the renaming of the Cheese Factory Road end of Forbes Branch Road in Argyle to Tower Lane.*  
  
*Motion carried.*
- Councillor Roundtable  
*On motion of Councillor Baker and seconded by Deputy Warden Dort that Council remove the Councillor's Roundtable from the agenda of the regular meeting of council.*  
  
*Motion carried.(2 Nay – Councillor Findlay and Councillor Malloy)*
- Land  
*On motion of Councillor Findlay and seconded by Councillor Baker that Council move that the CAO negotiate an easement with DNR for water supply purposes.*  
  
*Motion carried.*
- Mileage/Expense Policy  
*On motion of Councillor Smith and seconded by Councillor Malloy that Council approve the updated Mileage/Expense Policy.*
  - Marian distributed an updated expense report form.  
*Motion carried.*
- Municipal Credit Card Policy  
*On motion of Deputy Warden Dort and seconded by Councillor Baker that Council approve the new Municipal Credit Card Policy.*  
  
*Motion carried.*
- Library Roof Tender  
*On motion of Councillor Kaiser-Kirk and seconded by Councillor Findlay that Council award a contract to Terry Croft for an amount of \$5,260.00 plus HST for the library roof shingling project.*  
  
*Motion carried.*

- Welcome Sign Installation Tender  
*On motion of Councillor Malloy and seconded by Councillor Smith that Council award a contract to Liscomb Trucking & Backhoe Services for an amount of \$2,300.00 plus HST for the installation of five municipal welcome signs.*

*Motion carried.*

- Grants To Organizations  
*On motion of Councillor Findlay and seconded by Councillor Baker that Council approve the grants to organizations, district grant and school scholarship amounts in the total of \$34,000 as presented.*

*Motion carried. (2 Nay – Warden Mosher and Councillor Smith)*

#### Outside Committee Reports

- GALA – Councillor Smith
- Community Health Board – Councillor Malloy
  - Recruitment of new board members has been difficult.
  - There is possibly a new member from St. Mary's.

#### CAO Report

- See attached report.
- Warden Mosher was unable to attend the provincial volunteer event in Halifax this morning due to bad weather.

#### Solicitor Report

- Mr. Rodgers is on the provincial board of Engage Nova Scotia.
- Engage Nova Scotia is holding an event this Thursday evening in Antigonish. Their previous event was very informative, everyone is welcome to attend.
- Eastern Strait Regional Enterprise Network (ESREN)
  - St. Mary's has submitted their intention to withdraw notice to ESREN. There is still the option of withdrawing the notice.
- The Right Honourable Beverley McLachlin, former Chief Justice of Canada, delivered a lecture on Canadian Politics at St. Francis Xavier University in Antigonish.
- There are changes coming to the Canadian criminal justice system in regards to jury selection, police evidence, bail, preliminary inquiries, etc.

#### Adjournment

*On Motion of Deputy Warden Dort there being no further matters of business, council adjourned at 7:30pm.*

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Recorded By  
Municipal Clerk/Special Projects Coordinator

Approved By  
Warden Mosher



# Report to Council

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**Member of Council:** Kaytland Smith

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**Board/Agency/Organization:** GALA

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**Date Attended:** March 20<sup>th</sup> 2018      **Location:** Guysborough, NS

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## **Agenda Items Discussed:**

- Treasures Report
- Family literacy-books and family literacy packages are still being distributed
- COME IN (New Horizons grant)-Directory is finished, printed and being distributed
- 150 forward (Canada 150 grant)-Book has launched and copies are available at local libraries contributors and key partners
- MODG-request was sent for representative from GALA, Barry will attend

## **Key Highlights:**

- Enrolment to Date
  - Guysborough:6 Sherbrooke:9 Canso:8
- 6 learners in the E3 ongoing pilot program
  - Program is focus program on work place skills
- One year reprieve to extend the computer based writing of the GED in NS had been negotiated. GED writing will now be available until December 2019 under current model
- NSSAL funding will now be a two year agreement
- 1% salary increase was awarded to all staff funded by NSSAL
- CCRA & WCB remittances have been submitted to end of February 2018
- Policies
  - Planned meeting for April 17<sup>th</sup> to work on Financial and Social Media policies
- Board Recruitment
  - Contact will be made with local Health rep and RCMP to see if there is interest in membership
- Decision was made to sign on to an other 2 year lease at current location with no rent changes
- Board approved a 10% to EDO salary effective next pay cycle
- Board made a motion to conduct a assessment of EDO, to be completed prior to AGM each year



# Report to Council

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**Member of Council: Councillor Beulah Malloy**

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**Board/Agency/Organization: Community Health Board**

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**Date Attended: March 20/14      Location: Upper Big Tracadie**

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## **Agenda Items Discussed:**

- Spring Wellness Fund Project
- Chairperson's Report
- Recruitment Committee Report
- Canso Food Bank Project

## **Key Highlights:**

- This event to be discussed next meeting.
- The Chairperson reported:
  - Recruitment was the main issue at all the boards at the teleconference.
  - Interview process is too complicated.
  - Clarification of what CHB stands for and looking for one definition across the province.
  - Wellness funds should be easier to apply for and promote grants earlier.
  - CHB conference to take place in Halifax Nov 2nd and 3rd.
- The Recruitment Committee reported that 3 people have shown interest and one is from St. Mary's District.
- New Business
- Support for the Canso project will take place at the Lions Club in Canso on April 22nd from 10-4



## **Grant Categories**

Municipality of the District of St. Mary's  
For the Year April 1, 2018 - March 31, 2019

1. *District Grants* - Each Municipal Councillor will have an equal amount of funds per district to be allocated at their discretion in accordance with the policy throughout the fiscal year.

**Amount Granted:**

\$ 2,500 per district (7) \$ 17,500

2. *Grants to Organizations* – During annual budget deliberations Council will review completed applications and allocate grants.

**Amount Granted:**

St. Mary's Education Centre/Academy PTA – Playground	\$3,500
Port Bickerton Planning Association	\$2,500
Sherbrooke Village Old Fashioned Christmas	\$2,500
Heritage Goldenville Society	\$1,000
St. Mary's District Food Bank	\$1,000
St. Mary's Education Centre/Academy – Music Program	\$1,000
St. Mary's River Association	\$1,000
St. Mary's Memorial Hospital Foundation	\$500
St. Mary's Shooters Association	<u>\$500</u>
<b>Total</b>	<b>\$13,500</b>

3. *School Scholarships* – A grant provided to St. Mary's Academy for scholarships to students who are residents of the Municipality graduating grade 12 planning to further their post-secondary education.

**Amount Granted**

St. Mary's Academy School Scholarships **\$ 3,000**

**Total General Government Grants for 2018/19 \$34,000**

*Approved by St. Mary's Municipal Council on this 17<sup>th</sup> Day of April 2018.*



## **MILEAGE/EXPENSE POLICY**



### **Purpose:**

The purpose of this policy is to provide guidelines for the reimbursement of expenses when Municipal Staff or Councillors (including Warden and Deputy Warden), are required to travel on Municipal business for the Municipality of the District of St. Mary's.

### **Annual Budget/Remuneration – MGA Section 23 Allowance for expenses:**

Councillors, through their 1/3 officers allowance are considered to have been compensated for travel to community events and any committee or board meeting that is non-Council or Committee of Council related, or for which they have not been appointed by Council to attend. In addition, one third of the annual remuneration will be exempt when calculating taxable income, in accordance with section 81 (3) of the Income Tax Act.

### **Eligible Travel Expenses:**

The Municipality of the District of St. Mary's shall reimburse councillors and staff for all reasonable and appropriate expenses for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities. Duties include attending meetings, seminars and conferences approved by the Municipal Council for Council members or by the Chief Administrative Officer (CAO) for Staff members. Legitimate District of St. Mary's business travel includes:

- Council members' attendance at a meeting of Council, Committee of the Whole of Council or an outside Committee or Board in which an appointment of a Councillor is made by Council. *Actual mileage claimed to be no greater than from the Council members' place of residence to the meeting location.*
- Meetings or conferences at which the Council members' attendance is authorized by Council or the CAO.
- Meetings or conferences at which the Staff members' attendance is authorized by the CAO.
- Council members attending Council business outside of the Municipality of the District of St. Mary's as approved by Council or the CAO.
- Staff members attending Municipal business outside of the Municipality of the District of St. Mary's as approved by the CAO.
- Travel expenses include but are not limited to accommodations, air fare, rail or ferry transport, mileage (kilometers driven), meals, taxi, parking, bridge tolls and Municipality of the District of St. Mary's related phone calls and faxes.

- The Municipality of the District of St. Mary's will pay for conference and meeting registration fees.
- Meals will be reimbursed as per the per-diem rates set in the schedule of rates approved annually. Receipts do not need to be submitted.
- There will be no reimbursed for meals already provided at the meeting or conference unless dietary restrictions apply and are not accommodated.

**Non-Eligible Travel Expenses:**

There will be no reimbursement for the following activities/meetings:

- Political activities – the expense of a council member for political activity associated with election or re-election is not reimbursable.
- A Council member shall not be reimbursed for meetings with constituents, individual electors, or complainants, because the expenses incurred in the discharge of these duties are deemed to be incidental to the discharge of duties and included in regular remuneration and allowance.
- The Municipality is not responsible for the costs of spouses when they are accompanying the Staff or Council members on municipal business.
- There shall be no reimbursement for alcohol or other controlled substances.

**Cancellation Fees:**

The Municipality of the District of St. Mary's will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO.

**Cancelled Meetings:**

Council and Staff members, who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or because there is no quorum, shall be entitled to payment for travel and expenses.

**Payment Terms:**

Council members are responsible for filling out monthly Municipal expense claims and submitting them with signature to the Municipal Office for processing within five business days following month end. Cheques will be prepared for distribution no later than five business days following the submission of the expense claim. All Council and CAO expense claims will be posted on the Municipal website after they are processed.

Staff members are responsible for filling out an expense report form and submitting it to the Municipal Office with signature for processing. Expense reports for Staff members may be reported after each expense or on a monthly basis.

All rules respecting the use of municipal credit cards as outlined in the Municipal Credit Card Policy must be followed.

**Authorization for reimbursement:**

Individuals who may authorize reimbursement of expenses and mileage include CAO, DOF and department heads.

Individuals are not permitted to authorize their own reimbursement.

**Policy Review:**

By January 31<sup>st</sup> 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 it and adopt the policy as amended.

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Municipal Clerk

Date

Municipality of the District of St. Mary's  
**Municipal Credit Card Policy**

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**Purpose:**

The purpose of this policy is to provide guidelines for the use of Municipal credit cards and to ensure Council and Staff are responsible and accountable in regards to Municipal credit card purchases.

**Allocation of Municipal Credit Cards:**

The Municipality of the District of St. Mary's may only issue credit cards to members of Council, Chief Administrative Officer (CAO) and Directors of departments unless otherwise recommended by the CAO. A motion from Council is required in order to issue a municipal credit card. The following conditions shall apply to Municipal credit cards:

- Each Municipal credit card will be issued to a specific person, who will remain personally accountable for the use of the card. Each cardholder will sign the attached declaration (Appendix A).
- Credit cards may be used by municipal staff on a temporary basis and shall be returned to the appropriate director immediately following the specified use. Temporary card users must sign the attached declaration (Appendix B).
- No more than one Municipal credit card shall be issued per cardholder. The exception being the case where a second card may be issued to the DOF or CAO that may be used temporarily by other staff members.
- Maximum credit card limits are set up to the following:
  - Warden \$5,000
  - Council Member \$2,000
  - CAO \$5,000
  - Director \$5,000
  - CAO/DOF (second card) \$1,500
- Any person eligible to be issued a Municipal credit card may decline and instead complete a Municipal Expense Form and submit all supporting documentation of transactions made on behalf of the Municipality to the DOF for direct reimbursement.

**Acceptable Use of Municipal Credit Cards:**

The objectives of the Municipal credit cards are to simplify travel arrangements, facilitate record keeping and to provide a means of payment when a purchase order or invoicing protocol cannot be facilitated.

Date Adopted:

Municipal credit card holders shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (i.e. receipts and invoices detailing the expense) and complete the credit card expense form (Appendix C).
- Immediately notify the CAO and DOF if:
  - The card is lost or stolen.
  - Any unauthorized transaction is detected or suspected.
- Notify the DOF of any change in name or contact details.
- Take adequate means to ensure the security of the card.
- Return the card to the DOF if the cardholder's employment is terminated with the employer.
- Be aware that the CAO will determine if there is no longer need for a cardholder to retain their Municipal credit card.
- Notify the DOF if their card is cancelled by the Financial Institution.
- Be personally responsible for any unauthorized transaction unless the card is stolen, lost or subject to fraud on some part of a third party.

Municipal credit card holders shall not:

- Exceed the maximum credit limit set on their Municipal credit card.
- Increase the maximum credit limit set on their Municipal credit card.
- Obtain personal cash advances, money orders, bank drafts, etc. through the Municipal credit card.
- Use the Municipal credit card for any illegal purchases.
- Use the Municipal credit card for any personal purchases.
- Make direct payment on their municipal credit card account for personal purchases made in error, payment is to be provided to the Municipality. If there are repeated instances of personal purchases made in error, card use shall be reviewed and may result in loss of card privileges.
- Authorize their own expenses as stated in the Municipal Mileage/Expense Policy.
- Claim double allowances (i.e. request reimbursement for an expense already paid by the card or on an expense claim).
- Save municipal credit card information within online user accounts (i.e. Vista Print, Paypal, Staples, etc.).

**Finance Services:**

The DOF shall:

- Review the monthly statements of each Municipal credit card.
- Sign each monthly statement to verify that each transaction has been accounted for.
- Follow up as appropriate to investigate unusual transactions.
- Act immediately upon receipt of advice that abuse or irregularities are known or suspected.
- Maintain records of all cardholders.
- Cancel a card when a cardholder's employment with the Municipality is terminated or a Council member's term ends.
- Follow up with the Financial Institution on lost or stolen cards to confirm the card is cancelled.
- The monthly statement for the DOF shall be signed off by the CAO.

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Municipal Clerk

Date

## Municipality of the District of St. Mary's Municipal Credit Card Holder Declaration

Department	Credit Card Number

Cardholder Name	Title

Although this card is issued in your name, it is the property of the Municipality of the District of St. Mary's and must be used in accordance with the Municipality's policies and procedures.

By signing this declaration you acknowledge that you have received the card indicated above, reviewed the Municipal Credit Card and Mileage/Expense Policies and agree to comply with the following terms and conditions:

- This card is provided to you based upon your need to purchase business-related goods and services in the course of employment with the Municipality. This card may be revoked at any time and is not an entitlement nor is it reflective of your title or position.
- This card is for business-related purchases only. Any use of this card for purchases of a personal nature is strictly prohibited.
- Any unauthorized use of this card will be considered an improper use of municipal funds and will be subject to appropriate disciplinary action.
- This card must be used in accordance with all municipal policies and procedures. Municipal policies and procedures may from time to time be issued and amended.
- Employee cards must be returned to the Director of Finance immediately upon request and, in the event, upon your resignation, retirement or dismissal. Councillor cards must be returned to the Director of Finance immediately upon the end of your term as Councillor. Once a card has been returned no further use of this card will be authorized.

As the holder of this card, you are responsible for its protection and safekeeping. If this card is lost or stolen you are required to immediately advise the Chief Administrative Officer and the Director of Finance.

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

Date Adopted:

## Municipality of the District of St. Mary's Temporary Municipal Credit Card User Declaration

Name	Title

Although all municipal credit cards are issued in the name of the cardholder, they are the property of the Municipality of the District of St. Mary's and must be used in accordance with the Municipality's policies and procedures.

By signing this declaration you acknowledge that you have reviewed the Municipal Credit Card and Mileage/Expense Policies and agree to comply with the following terms and conditions:

- A card may be temporarily provided to you based upon your need to purchase business-related goods and services in the course of employment with the Municipality. This card may be revoked at any time and is not an entitlement nor is it reflective of your title or position.
- This card is for business-related purchases only. Any use of this card for purchases of a personal nature is strictly prohibited.
- You are responsible for all charges made against the card while it is in your care.
- Any unauthorized use of this card will be considered an improper use of municipal funds and will be subject to appropriate disciplinary action.
- This card must be used in accordance with all municipal policies and procedures. Municipal policies and procedures may from time to time be issued and amended.
- The card must be returned to your Director or the Director of Finance immediately following the specified use with supporting documentation of purchases made. Once a card has been returned no further use of this card will be authorized.

As the temporary holder of a municipal credit card, you are responsible for its protection and safekeeping. If a card is lost or stolen you are required to immediately advise the Chief Administrative Officer and the Director of Finance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

Date Adopted:



Appendix C – Credit Card Expense Form

## Municipality of the District of St. Mary's Credit Card Expense Form

<b>Department</b>	<b>Credit Card Number</b>

<b>Cardholder Name</b>	<b>Title</b>

**Purchases**

Date	Description	Amount	Budget Line Item
<b>Total</b>			

**Summary**

Budget Line Item	Amount
<b>Total</b>	

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

Date Adopted:



## **MUNICIPALITY OF THE DISTRICT OF ST.MARY'S**

P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

### **CAO Report – April 9, 2018**

#### **Economic Development:**

- Ongoing work on the ESREN model with municipal partners
- Preparing for the St. Mary's booth at Saltscapes show
- Held initial meeting with Engage Nova Scotia to determine the opportunity for an "Engage" event here in the District of St. Mary's
- Atlantic Gold Open House held on March 29<sup>th</sup> with approximately 130 people attending.

#### **Water line Replacement Project:**

- Contractor started back on the job on April 3, 2018 and is conducting pressure testing and disinfection of the main line. Scheduled to start installing service laterals this week, contingent on all testing meeting the standards

#### **2018/19 Budget Process:**

- The 2018/19 budget passed at the AGM on March 27/18.
- Budget Open House is scheduled for April 16, 2018 from 6:30 to 8:00 pm.

#### **Finance:**

- Audit committee has been revamped according to the new Provincial Legislation requiring at least one member from the public. Will be holding a meeting of the Committee within a couple weeks. Auditors are expected to be in the office for an initial meeting later this week.
- Tax bills expected to be ready by late May for mail out.
- Low Income Tax Exemption application forms were included in the April Newsletter.

**Tender Calls:**

- Tender call issued for installing asphalt shingles on the Library roof. Closed March 15<sup>th</sup> at 4:00 pm. One bid received.
- Tender call issued for the installation of 5 Welcome to Municipality of St. Mary's signs. Closed March 16<sup>th</sup> at 12:00 noon. Five bids received.

**Land/Assessment Accounts Project:**

- Initial research for all districts is complete and problem accounts sent to PVSC and Land Registry for assistance in resolving the issues.

**Volunteer Appreciation:**

- Provincial event in Halifax on Monday April 9, 2018
- St. Mary's event is scheduled for April 10<sup>th</sup> at the Lion's Hall in Sherbrooke

**Recreation:**

- Curling and hockey season wrapped up for this year and the ice removed from the RecPlex in early April.
- After school programs and fitness center continuing during school year.
- Preparing for summer recreation and day camp activities.