

AGENDA
POLICY & STRATEGY COMMITTEE MEETING

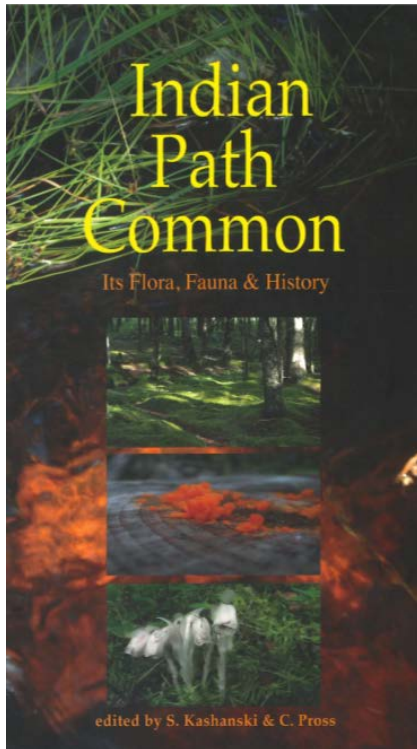
Bridgewater, NS
Tuesday, January 16, 2018 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA (as circulated)
5. APPROVAL OF MINUTES – December 19, 2017 (as circulated)
6. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS – Nil
7. PRESENTATIONS
 - 7.1 Matt Keith, Chair of Indian Path Common Committee
re: Indian Path Common Committee 1-1 9:15 a.m.
8. STAFF REPORTS
 - 8.1 Administration Department
 - 8.1.1 Public Participation Strategy Development Workplan 2-2
9. MAYOR’S/DEPUTY MAYOR’S/COUNCILLOR’S MATTERS
 - 9.1 Clarification for Message to Fire Departments and Organizations
re Opening of fire halls, community halls, and comfort centres (L. Nauss)
 - 9.2 Clarification on the Guidelines for the Tax-Free Portion of Councillor’s Salary (M. Ernst)..... 3-6
 - 9.3 Clarification from DOTIR for confirmation and description of the public
right-of-way along the coast from Broad Cove to Green Bay (E. Hustvedt)7
10. IN CAMERA - Nil
11. NEXT MEETING – February 20, 2018 – 9:00 A.M.
12. ADJOURNMENT

Report to Council January 16th, 2018

Indian Path Commons Committee of Council



The IPC Committee is interested in pursuing a reprint of the successful 2010 interpretive book, This new edition would make books available to be sold to the public that provides an updated map to reflect the addition to the trail system, the new parking area and signage as well as new interpretive information on the variety of species found in the commons.

It is our intent that the quality of the reprint would match the quality of the previous edition, and that any funds realized above the overall costs would be used to help maintain the IPC property.

The IPC Committee would ask that the District of Lunenburg provide the funds for this endeavor on a cost-recovery basis with the intent to fully refund the costs within 2 years.

The costs would be approximately:

Cost of reprint: \$4116 +15% HST= **\$4733.40**

The reprint will include updates to the maps to include the new Blue trail extension.

Assuming we allow for 40 books as gifts/given away we need to recoup money with resale of 460 books.

4733.40/460 is cost **\$10.29** per book.

Our plan is that commercial vendors such as local bookstores will take \$5 from each sale.

If we sell at 17.50 per copy we potentially raise \$5750 meaning a profit of **\$1016.60**

If we sell at 17.00 per copy we potentially raise \$5520 meaning a profit of **\$786.60**

We expect that it would be reasonable to anticipate that it will take no more than two years to sell the books copies and recoup the costs to MODL.

The potential vendors are: Lexicon Books, Lunenburg Bound, Lahave Bakery, Biscuit Eater, Rose Bay General Store, Petite Riviere General Store. There are other vendors and possibilities including having a guest booth at the Lunenburg Farmers Market and sales from interest on the new Facebook page being designed currently.

Respectfully Submitted by:

Matt Keith, Chair, Indian Path Commons Committee

Public Participation Strategy Development Workplan

2017-2020 Strategic Communications Plan

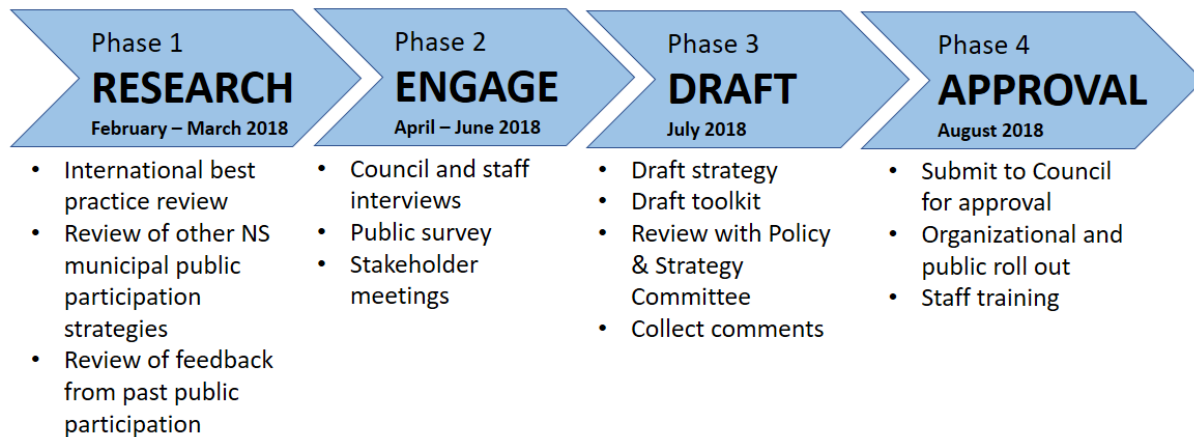
Objective 2.0 Develop an engaged community that participates in the Public Participation process.

Action: Explore best practices in Public Participation and develop a Public Participation Strategy to guide the public consultation process and create consistency throughout the organization.

The Municipality of the District of Lunenburg believes that inviting the public to participate in meaningful conversations about decisions that affect them facilitates improved decision making. Therefore, the Municipality is undertaking a Public Participation Strategy Development project. We recognize the importance of engaging residents on a wide range of issues, projects and services to ensure our governance is aligned with the desires of the public.

From February to August 2018, the project will draw on both international best practices and local engagement to create a Public Participation Strategy that will guide how the Municipality develops, implements and evaluates its public participation activities. Feedback from residents, businesses, community groups, Council, committees and staff will be essential in developing a comprehensive strategy and toolkit. The resulting strategy and toolkit will establish clear processes and guidelines to improve and increase public participation in municipal decision making.

The strategy will not replace existing processes legislated by the Municipal Government Act, but will support municipal staff in meeting or exceeding legal public participation requirements. It's important to note that public participation will not result in all stakeholders being satisfied with our decisions. Our people is to ensure all voices are heard and considered in the decision-making process. Effective public participation involves not just listening to the public, but engaging them in meaningful discussions where all stakeholders collaborate to improve their understanding of an issue.



The budget for the project will come from the existing Public Participation budget.

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

POLICY

Title: Council Members' Remuneration & Expenses	
Policy No. MDL-03	
Effective Date: May 10, 2011	Amended Date:

1.0 REMUNERATION

1.1 Mayor – MGA Section 23(1)(d)(i)

The annual remuneration to be paid to the Mayor shall be as approved by motion of Council in the Annual Budget Approval per Schedule A, of which one-third will be a tax free allowance for expenses incidental to the discharge of the Mayor's duties.

1.2 Deputy Mayor – MGA Section 23(1)(d)(ii)

The annual remuneration to be paid to the Deputy Mayor shall be as approved by motion of Council in the Annual Budget Approval per Schedule A, of which one-third will be a tax free allowance for expenses incidental to the discharge of the Deputy Mayor's duties.

1.3 Councillors – MGA Section 23(1)(d)(iii)

The annual remuneration to be paid to Councillors shall be as approved by motion of Council in the Annual Budget Approval per Schedule A, of which one-third will be a tax free allowance for expenses incidental to the discharge.

2.0 TRAVEL EXPENSES WHILE ON MUNICIPAL BUSINESS

2.1 Annual Budget

Council shall establish an annual Travel Budget for each Council Member, including the Mayor and Deputy Mayor. This amount shall be established based upon past experience and available budget. Each member of Council, including the Mayor and Deputy Mayor, shall be accountable for the usage of this funding and make travel decisions based upon their individual budget available.

Councillors, the Mayor and the Deputy Mayor are considered, through their 1/3 officers allowance, 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 and for which they may choose to attend.

2.2 Eligible Travel Expenses

Councillors, the Mayor and Deputy Mayor who utilize their personal vehicles on travel assignments, which shall include:

- Attendance at a meeting of the Council or a Committee or Board of Council or a Committee or Board in which an appointment of a Councillor, Mayor or Deputy Mayor has been made by Council;
- Council business outside of their District but within Lunenburg County;
- Council business outside of Lunenburg County but within Nova Scotia as approved by the Mayor; or,
- Council business outside of Nova Scotia, as approved by the Council.

2.3 Non-Local Travel

If travel to an event involves choice between vehicle travel and air or some other form of travel, the Councillor will be reimbursed for the lowest cost option, regardless of the option they have used.

All forms of transportation will be economy class.

If an elected official, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

2.4 Mileage Rate

The rate per kilometer as a travelling allowance for all elected officials shall be approved by motion of Council as per Schedule "A".

3.0 EXPENSES – MGA, Section 23(3)

3.1 Annual Expense Budget

Council shall establish an annual Expense Budget for each Council Member, including the Mayor and Deputy Mayor. This amount shall be established based upon past experience and available budget. Each member of Council shall be accountable for the usage of this funding and make expense decisions based upon their individual budget available.

Councillors, including the Mayor and Deputy Mayor, are considered, through their 1/3 officers allowance to have been compensated for expenses incurred related 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, and for which they may choose to attend.

3.2 Eligible Expenses

Council members, including the Mayor and Deputy Mayor, are entitled to reimbursement of expenses incurred which are incidental to the discharge of their duties, which shall include:

- Attending Council or a Committee or Board of Council meeting or other Council business within Lunenburg County.
- Council business outside Lunenburg County but within Nova Scotia as approved by the Mayor.
- Council business outside of the Province of Nova Scotia as approved by Council.

Expenses eligible for reimbursement include:

- Meals
- Accommodations for business outside of the Municipality.
- Registration fees for conferences, seminars or courses, which are incidental to or facilitate the discharge of a Council member's duties or Council business.

Seminars, courses and conferences shall meet the following criteria in order for reimbursement of expenses associated with the same:

- Request must be made in writing. The Councillor, Mayor or Deputy Mayor must provide a written brief outlining the benefits of the course, conference or seminar;
- The course, conference or seminar must be related to Municipal Government.
- The course must be completed prior to the next Municipal Election date.
- Budget funds must be sufficient to cover the costs of training.

UNSM and FCM conferences or seminars are eligible for reimbursement.

Councillors who are required to attend more than one meeting a day at a meeting site and choose not to travel from the meeting site to their place of residence in between meetings are eligible for a meal reimbursement. For clarification, lunch time meals (noon) for Council and Committee of the Whole meetings are not eligible for reimbursement.

3.3 Expense Claim Procedure

Expenses shall be reimbursed in accordance with the Personnel Policy, Policy MDL-51, including claim forms and limits.

4.0 OTHER EXPENSES

The Mayor and Deputy Mayor shall be provided with a Municipally-owned Electronic Device (i.e. BlackBerry, I-Phone) during his or her term as Mayor and/or Deputy Mayor. The Municipality will absorb the capital and operating expense of the Electronic Device (i.e. BlackBerry, I-Phone). If the Mayor or Deputy Mayor chooses to have a personal Electronic Device (i.e. BlackBerry, I-Phone) and use it for municipal purposes, the Municipality will reimburse them an amount equivalent to the rate the Municipality would incur if the Electronic Device (i.e. BlackBerry, I-Phone) were municipally owned.

5.0 REPEAL OF POLICY MDL-03 – REMUNERATION, EFFECTIVE NOVEMBER 6, 2008

Policy MDL-03, Remuneration, effective November 6, 2008, is hereby repealed.

Clerk’s Annotation for Official Policy Book	
Date of Adoption	<u>May 10, 2011</u>
Date of Notice to Council Members off Intent Repeal and Consider	<u>April 27, 2011</u>
I certify that this MDL-03 “Council Members’ <i>Remuneration and Expenses</i> ” policy was adopted by Council as indicated above.	
Municipal Clerk	Date

SCHEDULE “A”

- 1) Annual Councillor’s Remuneration (November 2008)

Councillor	*\$21,489.00
Deputy Mayor	*\$28,672.00
Mayor	*\$40,960.00

*Remuneration includes tax free expenses and is adjusted accordingly for CPI

- 2) Travel Allowance 44 cents per kilometer

From: Eric Hustvedt
Sent: Wednesday, January 10, 2018 4:23 PM
To: Alex Dumaresq
Cc: Tina Robichaud-Bond
Subject: Re: Policy & Strategy Committee meeting - January 16, 2017

POLICY & STRATEGY MEETING

Date: January 16, 2018
Item No: 9.3
Authorization: K. Malloy

Hi, Alex,

The old shore road between Broad Cove and Green Bay has been popular for hiking and ATV use for many years. The Broad Cove Community Association has been interested in keeping the right-of-way clear for this use and to help insure that travelers don't wander onto private property. In support of this effort I propose the following resolution:

That Policy and Strategy Committee recommend to Council that Council write to DOTIR for confirmation, description and detailed map of the public right-of-way along the coast from Broad Cove to Green Bay.

Respectfully submitted,

Eric Hustvedt