



## **NOTICE**

**MEETING:** St Mary's Municipal Council  
Committee of the Whole

**DATE:** Wednesday, November 15<sup>th</sup>, 2017

**TIME:** 11:30am

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

**Please advise if unable to attend**

Dated: November 6, 2017

Marvin MacDonald, CAO

**Municipality of the District of St. Mary's  
Committee of the Whole  
Wednesday, November 15<sup>th</sup>, 2017**

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Committee Meeting held November 1<sup>st</sup>, 2017
5. Business Arising from Minutes
6. Recreation/Community Development Report
  - a. Volunteer Recognition
  - b. MPAL
7. Other Matters of Business
  - a. Website Update
  - b. Sherbrooke Waterline Project Update
  - c. Outside Committee Reports Discussion
8. Finance Report
  - a. 2<sup>nd</sup> Quarter Report
  - b. Expense Report Policy
9. Adjournment

Municipality of the District of St. Mary's

Committee of the Whole

Wednesday, November 15<sup>th</sup>, 2017

**MEETING, DATE & TIME:**

The Committee of the Whole meeting of St. Mary's Council was called to order on Wednesday, November 15<sup>th</sup>, 2017 at 11:37 am in the Council Chambers Sherbrooke, N.S.

**ATTENDING:**

Warden Mosher  
Deputy Warden Dort  
Councillor Malloy  
Councillor Findlay  
Councillor Kaiser-Kirk  
Councillor Baker  
Councillor Smith

**ALSO ATTENDING:**

Marvin MacDonald, CAO  
Marian Fraser, Director of Finance (Left meeting at 2:39pm)  
Denise Sawlor, Municipal Clerk/Special Projects Coordinator (Left meeting at 2:39pm)  
SMECA Grade 11 class in recognition of Municipal Awareness Week

**APPROVAL OF AGENDA:**

*On motion of Councillor Baker and seconded by Councillor Malloy that Council approve the agenda with the following additions:*

- 7. d) EMO Plan
- 7.e) Recognition Certificate
- 7.f) UNSM Name Change
- 8.c) Financial Condition Indicators Preliminary Results
- 8.d) Legal Matter (In-Camera)

*Motion carried.*

**APPROVAL OF MINUTES:**

*On motion of Councillor Kaiser-Kirk and seconded by Deputy Warden Dort that Council approve the minutes of the Committee Of The Whole held November 1<sup>st</sup>, 2017*

*Motion carried.*

## BUSINESS ARISING FROM MINUTES:

- None

## RECREATION/COMMUNITY DEVELOPMENT REPORT - Kerri Penney, Director of Community Development and Recreation

- Volunteer Recognition
  - See attached presentation
  - Suggestions included
    - Keeping the Open House format, door prizes and gifts.
    - Bringing in a guest speaker
    - Possibly partnering with Sherbrooke Village and their Volunteer Recognition event
    - Outreach work to remind people of the program, ask for input on process, etc.
    - 40-50 organizations get the nomination notice. Instead of using Champions to distribute a portion of the notices it may be better if we distribute all of them.
    - Create our own Municipal recognition streams (Youth Volunteer of the Year, Firefighter of the Year, Senior Volunteer of the year, etc.).
    - As done previously, include contact notes (are you the correct person, do you know another organization) with the nomination forms.
    - Make the nomination packages less formal
    - Make it optional to have the nominee's name forwarded onto the provincial level
    - More recognition of the nominees that were not selected for Volunteer of the Year.
  - There has been positive feedback regarding the decorating of the hall and the pamphlets
  - Kerri will send the address list of organizations to council for review.
- Municipal Physical Activity Leadership Program (MPAL)
  - Kerri has been in contact with Rae Gunn, Regional Manager for Nova Scotia Department of Communities Culture and Heritage.
  - The Memorandum of Understanding (MOU) is currently under review by the province.
  - The provincial MPAL program is very stable
  - Kerri will send Marvin a copy of the MOU to send to Council
  - In the past the MPAL position was not considered a "programming" position. There has since been feedback as to how this limits the areas. The Province has now loosened the restrictions and programming is allowed as long as it can be linked to the Municipal's Active Living Plan.
  - The current MOU is up at the end of March 2018
  - It is recommended by Kerri that Council consider signing a new five year term stating that the position is contingent on provincial funding.
  - Council agreed to have it on a future COTW agenda as a budget deliberation item.

- Youth Advisory Council (YAC)
  - Kerri has sent a request to the SMECA Student Council President to meet and discuss the YAC.
  - Still hoping to send out a press release regarding the YAC during Municipal Awareness Week

### Other Matters of Business

- Website Update
  - Staff is moving forward with redeveloping the Municipal website through the Municipal Website Venture (MWV).
  - Cost for redevelopment through the MWV is \$500.
  - Still too early in the process to give a timeline for completion.
  - A few changes have been made to the current website to improve usability.
    - “Latest News” has been cleaned up and older items removed
    - The event calendar has been removed since it was not functional
    - The items in “Quick Links” and the menu headings have been put in alphabetical order
    - The link to the newsletter page has been relocated to under “Living in St. Mary’s”
    - Under the “Council” heading
      - Agendas now have their own page
      - The main Council page now includes meeting date information
      - The Council photo under “Meet Council” has been labelled with the Councillors names
      - On the “Minutes” page the files have been listed in chronological order

**Break at 12:23pm**

**Return at 1:03pm**

- Sherbrooke Waterline Project Update
  - There was a site meeting last week (Nov 10, 2017)
  - 85% of the work on Old Road Hill is complete. Laterals still need to be done and they are waiting to hear if the line will be extended to the Recplex
  - Approximately 900m of waterline complete
  - Work is slightly ahead of schedule
  - The grant funding extension to June 31, 2018 has been approved.
  - Only concern so far is the amount of unsuitable material (boulders/large rock) being found
  - Extending the existing line on Old Road Hill to Recplex would be 75% funded through the current grant. Decision would need to be made soon.
  - The line extension could open up development opportunities in that area. It would also ensure water to the Recplex (well ran dry this year when putting in ice)
  - Council requested that Marvin provide more information on the land in the area of the possible waterline extension
  - Project is progressing well and another site meeting is scheduled prior to the next COTW.

- Outside Committee Reports Discussion
  - Outside Committee reports will now be published online with the meeting minutes.
  - A General Council Reporting form was brought forward. It would be a place for the Councillors to report the events they have attended which would then provide more time during the Round Table discussion to focus on other matters.
  - Council decided not to adopt the new reporting form
  
- EMO Plan
  - Current EMO plan is dated October 2015
  - The plan is a good start but needs more work.
  - There are concerns that the current plan may not be very helpful in case of a serious emergency
  - Marvin will arrange an EMO meeting to address the issues.
  
- Recognition Certificate
  - There is to be a recognition dinner for the Fire Chief in Goshen.
  - Deputy Warden Dort would like Council's consent to add the Municipal logo to the certificate she will be presenting.
  - Council supports the addition of the logo to the certificate
  
- UNSM Name Change
  - The Warden will be sending a letter to express the Council's displeasure of the decision to change the UNSM name to "Federation of Nova Scotia Municipalities".
  - There are two issues with the new name
    - The word federation is too close to federal
    - The acronym FNSM, when pronounced, does not sound appropriate

### Finance Report

- 2<sup>nd</sup> Quarter Report
  - Deferred to next COTW due to time constraints
  
- Expense Report Policy
  - The current policy is a few years old and needs to be updated. The format also needs updating to our new standard.
  - Under "Eligible Travel Expenses"
    - would like to add that the CAO can approve meeting and travel expenses for situations where there are time constraints
    - Add that 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
  - Discussed the option of adopting a hospitality policy that would cover meals with business associates
  - Under "Non-Eligible Travel Expenses"
    - Add no reimbursement for liquor
  - Under "Payment Terms"

- Reword to read: Councillors are responsible to fill out the monthly municipal expense claims electronically and submit with signature to the Municipal Office for processing within five business days following month end...
    - The councillor's signature is needed before the expense claim is completely processed and posted on the website.
  - It was suggested that a training session be held with Council on how to fill out the new expense form
  - The individuals signing the expense cheque would also approve the expense form
  - Marian will bring an adjusted policy for Council to review.
- Financial Condition Indicators Preliminary Results
    - The preliminary numbers show improvements for the Municipality
    - The final draft will be released within the next few weeks.

**Legal Matter (In-Camera)**

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Findlay Council moved into an in-camera session to discuss a legal matter at 2:35pm.*

*Denise and Marian left the meeting at 2:39pm. Marvin recorded the remainder of the meeting minutes.*

*On motion of Councillor Malloy council reconvened to regular session at 2:54pm*

**Adjournment**

*On Motion of Deputy Warden Dort there being no further matters of business, Council adjourned at 2:55pm.*

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Recorded By

Municipal Clerk/Special Projects Coordinator

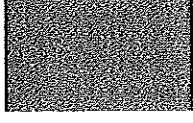
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Approved By

Warden Mosher

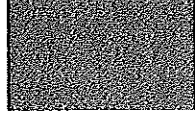
# Volunteer Recognition

NOVEMBER 15<sup>TH</sup>, 2017





# What is Volunteer Recognition?



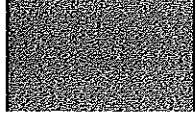
- ▶ Allows the Municipality to celebrate the achievements of volunteers throughout the Municipality on an annual basis
- ▶ Encourages more volunteerism in our community
- ▶ Opportunity for Municipality to connect with community organizations
- ▶ Takes place in April, either on or near Volunteer Week (April 15-21<sup>st</sup>, 2018)
- ▶ Municipality also nominates one Volunteer of the Year that represents St. Mary's at a provincial award ceremony in Halifax

## In the past...

- ▶ Over the past 5 years, volunteer recognition has been done in two different forms
- ▶ The Municipality used to host a banquet dinner. Nominations for volunteers would go out to organizations and they would nominate someone. That person would represent their organization at our banquet dinner. The nominee would bring a guest as well as a representative of their organization. The banquet would be for roughly 150 people.
- ▶ Council would use the nominations to choose their Volunteer of the Year.
- ▶ It was noticed that many volunteers were no longer enjoying the sit down meal and therefore organizations were no longer nominating anyone for recognition.

## In the past...

- ▶ For the past three years, we switched up our methods of recognition to try and boost participation.
- ▶ In order to find a nominee for Volunteer of the Year, we still host a nomination period for organizations.
- ▶ From those nominations, we choose our Volunteer of the Year
- ▶ Instead of a sit down dinner, we now host an open house event for all volunteers. We have a special presentation for our Volunteer of the Year and also a printed program that highlights the other nominated volunteers. We also have gifts for all volunteers as well as a door prize.
- ▶ Since this switch, we have seen a low amount of nominations come in for Volunteer of the Year



# Moving forward...

- ▶ How would the municipality like to recognize volunteers moving forward?
- ▶ Does council like the Open House format?
- ▶ Would council like to return to a banquet dinner?
- ▶ How can we increase the amount of volunteers being nominated?
- ▶ Ideas? Questions?

