

**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, March 21st, 2017 @ 5:30 pm**

**Municipal Administration Centre**

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of Agenda
- 3) Approval of March 7, 2017 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Canada 150 Update
- 6) Review of Non-Profit Tax Exemptions & Grant Funding
- 7) Northumberland & Eastern Shore Area Guide Advertising Request
- 8) Staff Reports
- 9) In-Camera: Acquisition, sale, lease and security of municipal property (Exhibition Grounds)
- 10) Adjournment

**TO:** COMMITTEE MEMBERS  
**FROM:** STAFF  
**SUBJECT:** *COMMITTEE OF THE WHOLE MEMO*  
**DATE:** MARCH 21<sup>ST</sup>, 2017

**CANADA 150 UPDATE**

Further to the discussion at the March 7, 2017 Committee of the Whole meeting, Marlene Melanson, Director of Recreation, will provide further details regarding timelines and funding opportunities recommended by staff for a potential Canada 150 legacy project. Materials will be provided at the meeting.

**REVIEW OF NON-PROFIT TAX EXEMPTIONS & GRANT FUNDING (For Decision)**

As staff prepare the 2017/18 operating budget for Municipal Council’s consideration, guidance is required pertaining to Community Partnership Grants and other community financial support. Specifically:

- What percentage (%) of tax revenue will Council allocate to Community Partnership Grants?
- Will the \$500,000 contribution to the St. Martha’s Foundation (\$50,000 each year for 10 years) be funded within or outside the Community Partnership Grant?

***Percentage of Tax Revenue for Community Partnership Grants***

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed. The Municipality has created the Community Partnership Grants Policy to inform the intake, consideration and awarding of public funds to community organizations that apply for financial assistance under any established grant categories. These grants are of significant value to the community as they encourage involvement in community groups and civic events.

An informal poll of municipal contributions to non-profit organizations in the past year revealed that across the province municipal units are contributing between 1% and 4% of tax revenue. As you can see from the table below, the Municipality of the County of Antigonish is on the high end at 4%. Many municipalities, including the Town of Antigonish, have a target of 3% or less.

<b>Financial Contribution</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Council Grant	\$382,261	\$435,569	\$371,173	\$336,473	\$398,987
Recreation Grants	\$36,152	\$34,095	\$32,223	\$38,347	NA*
Tax Exemption	\$88,940	\$90,628	\$97,011	\$125,781	\$119,637
<b>TOTAL</b>	<b>\$507,353</b>	<b>560,292</b>	<b>500,407</b>	<b>500,601</b>	<b>518,624</b>
Tax Revenue	\$8,588,304	\$8,918,380	\$9,230,876	\$9,621,420	\$9,819,674
Grants % of Tax Revenue	4.9	5.2	4.3	3.9	4.1
Grants & Exemptions % of Tax Revenue	5.9	6.3	5.4	5.2	5.3
<b>Number of Grant / Exemptions</b>					
Council Grant	44	43	34	34	47
Tax Exemption	49	49	50	52	53
<b>Total</b>	<b>93</b>	<b>92</b>	<b>84</b>	<b>86</b>	<b>100</b>
*Recreation Grants were rolled into Council Grants					

In 2014/15 Municipal Council tied grant expenditures to tax revenue by policy:

*3.2. On an annual basis, Municipal Council shall identify an amount to be allocated for community grants & sponsorships.*

*3.2.1. The amount identified by Municipal Council shall not be greater than four percent (4%) of tax revenue for general municipal purpose minus mandatory contributions.*

Once the policy was put into practice it was realized that the deduction of mandatory contributions (policing, education, etc...) was not a realistic formula. As a housekeeping amendment, it is recommended that the red, underlined reference to “minus mandatory contributions” be removed from the policy.

This target of 4% has had the impact of controlling growth in grant expenditures. However, it does not take into consideration the financial impact of tax exemptions for non-profit organizations. Growth in tax exemptions has also remained stable, but when factored into the overall contribution

While grant funding has remained consistent around 4% of tax revenue for the past three years, the Committee may wish to consider lowering the percentage to be more in line with other municipal units. At the moment we include a number of contributions that could be considered indirect municipal services within this grant number. As a matter of accounting, the following contributions could be removed from the grant total:

- **Antigonish Heritage Museum (\$31,500 in FY 2016/17)** – The funding process for this organization is outlined in “An Act to Incorporate the Antigonish Heritage Museum Board,” The Museum Board must submit a budget to the Municipality & Town in February of each year for review and approval. Additionally, not later than January 31 in each year, legislation requires the submission of an audited financial statement.
- **Antigonish Community Transit (\$28,000 in FY 2016/17)** – Public Transportation can be viewed as a municipal responsibility under Section 55 of the Municipal Government Act, making it reasonable to commit funding to supporting its activities. Moreover, moving it outside the Community Grant Program and considering longer-term funding may facilitate more sustainable management decision-making and planning. Across other municipalities outside Halifax, the method of funding (grant vs regular budget line) varies.
- **Antigonish Senior Safety Coordinator (\$5000 in FY 2016/17)** – The Municipality has an on-going commitment to Antigonish Crime Prevention to support the salary for the position by using revenue from RCMP’s Criminal Record Checks. Additionally, our policy does not permit the Municipality to cover salaries.
- **Destination Eastern and Northumberland Shores (\$15,373 in FY 2016/17)** – DEANS works on behalf of the 12 municipal units to market and promote the tourism product within each respective municipality. Community promotion and sector development can be viewed as a municipal responsibility under Sections 56 & 57, respectively, of the Municipal Government Act, making it reasonable to commit funding to supporting its activities. Additionally, our policy does not permit the Municipality to cover salaries.

The sum of the FY 2016/17 municipal contributions to these organizations is almost \$80,000. Removing these organizations from the grant total reduces it to 3.2% of tax revenue. In addition to assisting the Municipality

in meeting its target, accounting for these items outside the Community Partnership Grant program will also provide a more appropriate reporting relationship between the organization and the Municipality.

***St. Martha's Foundation Contribution; Within or Outside the Community Partnership Grant?***

The Municipality's policy on Community Partnership Grants does not permit multi-year contributions. This long-term contribution will also have specific accounting requirements beyond those applied to annual grants. Also, the Town of Antigonish has determined that its previous multi-year commitment to the St. Martha's Foundation will not be counted within its 3% for community grants.

Staff is seeking guidance from the Committee how this grant will be handled by the Municipality.

**NORTHUMBERLAND & EASTERN SHORE AREA GUIDE ADVERTISING REQUEST (For Decision)**

Ross Hamid is requesting that the County purchase an advertisement in the Northumberland & Eastern Shore Area Guide. The Municipality purchased an advertisement in this publication's 2015 edition at a \$389.00 + tax, but elected not to purchase advertising in the 2016 edition. A copy of the advertising request is attached for your information and decision.

**STAFF REPORTS (For Information)**

**Administration**

CEDI – staff is currently involved in planning for next CEDI work visit with Cando and FCM; looking at the week of April 5,6 and 7<sup>th</sup>. This workshop will help create the path and actions for moving along with this project.

OHS – staff is working on a Safety Manual overhaul, and identifying training needs and opportunities. Further, work is being done to create an accessibility plan for the Municipal Administration building and County infrastructure, along with identifying funding opportunities for any identified improvements. On the engagement and education side, staff is exploring holding an accessibility challenge for May 26<sup>th</sup> (tentative date), and are awaiting a response regarding availability from MP Fraser and Minister Delorey's respective offices, and are working on this with Councillor Mattie.

Saltscapes – staff is working on presentation/ display materials for this event, happening April 21-23, 2017.

**Recreation**

Recreation personnel are consolidating all recreation-related material from the Municipality's main website and the online registration platform onto the sub-domain "[recreation.antigonishcounty.ns.ca](http://recreation.antigonishcounty.ns.ca)". Residents and visitors will be able to click on this link and find out about recreation activities, programs and services throughout the county. This updated site will contain information about the Recreation Department's offerings, online registration options, active living opportunities throughout the county, community happenings, employment opportunities, and more. Consolidation is expected to be complete by Friday, March 24, 2017.

**ACQUISITION, SALE, LEASE AND SECURITY OF MUNICIPAL PROPERTY - EXHIBITION GROUNDS (In-Camera)**

This subject matter falls within Section 22(2) of the Municipal Government Act as a matter that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session. Materials will follow.

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**COMMITTEE OF THE WHOLE MEETING MINUTES**

A Committee of the Whole Meeting was held Tuesday, March 7<sup>th</sup>, 2017 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were:           Warden Russell Boucher, Chair  
                              Councillor Mary MacLellan  
                              Councillor Donnie MacDonald  
                              Councillor Hughie Stewart  
                              Councillor Vaughan Chisholm  
                              Councillor Rémi Deveau  
                              Councillor John Dunbar  
                              Councillor Gary Mattie  
                              Councillor Bill MacFarlane  
                              Glenn Horne, Municipal Clerk/Treasurer  
                              Beth Schumacher, Deputy Municipal Clerk  
                              Marlene Melanson, Director of Recreation

Regrets:                 Deputy Warden Owen McCarron

Gallery:                 Casey Van de Sande, Casey's Vegetables (Antigonish Farmer's Market)  
                              John Quinn, Quinn Farm (Antigonish Farmer's Market)  
                              Margaret Cornect, Cornect Family Farm (Antigonish Farmer's Market)  
                              André Lafrenière, Antigonish Farmer's Market

**1. CALL TO ORDER**

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher, at 5:24pm.

**2. APPROVAL OF AGENDA**

Mr. Horne noted that item 10 on the agenda was to be removed, and noted an addition to be inserted as item 8(b). Councillor Deveau requested that an item be added; it was placed as item 8(c).

*Moved by Councillor MacDonald and seconded by Councillor Dunbar that the agenda be approved as amended. Motion carried.*

**3. APPROVAL OF MINUTES**

*Moved by Councillor Deveau and seconded by Councillor Stewart that the Committee of the Whole minutes of February 21, 2017 be approved as presented. Motion carried.*

**4. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**5. ANTIGONISH FARMER'S MARKET PRESENTATION**

Members of the Antigonish Farmer's Market provided members of the Committee with some preliminary building elevations and a site plan of a proposed year-round market building, as a means of

bringing the Municipality into the loop of efforts by the group to develop a year-round structure. The group gave a brief history of the Antigonish Farmer's Market, and a summary of the efforts to date in the design of the permanent market structure. It was noted that the preliminary plans provided today will be used to develop tender documents that will further inform the project budget, and depending on those figures and the availability of funding, the Market is hoping to have the building started in the next year.

Questions were received from the Committee regarding timelines, funding partners and the anticipated funding mix, what arrangements were to be made regarding Exhibition Week, and Market Vendors (where from, memberships). The group from the Farmer's Market was thanked for their presentation.

## **6. UPDATE ON CANADA 150 CELEBRATION**

Mrs. Melanson provided the Committee with a handout memo and gave a brief summary on staff efforts to date regarding the planning and budgeting of the Municipality's Canada Day celebrations. Further, an update was provided regarding the proposed "legacy" project to commemorate the 150<sup>th</sup> anniversary of Confederation. A list of funding applications, both completed and available for such a project was reviewed with the Committee. Mrs. Melanson also gave an update on the potential timing of a legacy project, noting that the timing of the funding availability makes it more likely that an announcement of a legacy project would happen on Canada Day, as opposed to an unveiling. Details will need to be worked out with the School Board regarding ownership, maintenance and liability if the proposed legacy structure project were to proceed. Mrs. Melanson will provide another update with a staff recommendation at the next Committee meeting.

## **7. CAPITAL IMPROVEMENTS**

Mr. Horne reviewed draft letters for the proposed Somers Road and North Grant water projects, as well as the responses from a survey of other Municipal units that were included in the agenda package. With respect to the survey, Mr. Horne summarized the responses received from the Municipalities of Cumberland, Inverness, Kings and Pictou regarding their Capital Improvements By-laws and experiences. Mr. Horne explained that the draft letters presented were similar to those utilized for past Capital Improvement projects, with the exception of these letters being sent to every "property" in the subject area, as opposed to "residents".

Questions were received from the Committee regarding the timing of the distribution of these letters how future subdivisions would be addressed, the timing of when capital improvement fees are applied when land is subdivided, and how the fees are handled if a property owner sells their lot during the repayment period. Mr. Horne noted that staff would proceed with the distribution of the letters for the two projects identified.

## **8. (a) STAFF REPORTS**

Mr. Horne reviewed the tax sale summary provided in the memo, and Mr. Horne and the Committee commended Vera Rhynold, Assistant to the Director of Finance, for all of her efforts over the past six months in coordinating the Municipality's tax sale.

Mr. Horne noted that, with respect to the Town's water rate application, the UARB Hearing is set for April 19<sup>th</sup>, and the County has Intervenor status in this hearing. Regarding the Provincial MGA review, Mr. Horne noted that Antigonish County's request to have the policy language regarding the application of a Change in Use Tax was referred to the review committee for consideration. Finally, Mr. Horne

noted that there were no updates regarding the ongoing property standards complaint in West River, but with the March 31<sup>st</sup> deadline approaching, Mr. Horne would coordinate with EDPC to ensure everyone is ready to act once that deadline comes due.

**(b) REQUEST TO COVER COSTS ASSOCIATED WITH ROAD D-38 TRANSFER**

Further to the e-poll that was circulated to the Committee on March 1<sup>st</sup>, the Municipality has been requested to cover the survey and sales costs associated with the transfer of the road to the Municipality. Mr. Horne noted that this was not something that would typically be covered by the Municipality in similar circumstances; it would be considered to be the responsibility of the other party, but the request was being brought forward for the Committee's consideration. Members of the Committee noted that if they were to make an exception for this particular case, a precedent could be set. Consensus of the Committee was to proceed in the usual fashion, and not cover the expenses as requested.

**(c) PETITION FOR INTERNET SERVICE**

Councillor Deveau spoke to a petition that he had received from Chelsea Ash, who resides on Provincial Pomquet Beach Road, on behalf of the residents of that road and surrounding area requesting that an Internet service provider in Antigonish (Eastlink or Bell Aliant) provide a Digital Subscriber Line (DSL) on Provincial Pomquet Beach Road. Councillor Deveau read aloud the letter from Ms. Ash that accompanied the petition, and requested that Municipal staff prepare a letter supporting this resident request, to be sent to the service providers mentioned in the petition.

**9. ACQUISITION, SALE, LEASE AND SECURITY OF MUNICIPAL PROPERTY (IN-CAMERA)**

**11. CONTRACT NEGOTIATIONS (IN-CAMERA)**

These subject matters fall within Section 22(2) of the Municipal Government Act as matters that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session.

*Moved by Councillor Chisholm and seconded by Councillor Deveau that the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss the Acquisition, Sale, Lease and Security of Municipal Property and Contract Negotiations at 6:48pm. Motion carried.*

*Moved by Councillor MacLellan and seconded by Councillor MacFarlane that the In-Camera session be adjourned at 7:08pm. Motion carried.*

**12. ADJOURNMENT**

*Moved by Councillor Deveau and seconded by Councillor Chisholm that the Committee of the Whole meeting be adjourned at 7:09pm. Motion carried.*

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Warden Russell Boucher

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Glenn Horne, Municipal Clerk/Treasurer

THE NORTHUMBERLAND AND EASTERN SHORE AREA GUIDE-2017 EDITION

**Reach out to an Expanded Market Coverage: Five Counties!**

Your One Stop Area Guide for:

Cumberland, Colchester, Pictou, Antigonish & Guysborough Counties

What do Visitors, Motorists, New Home Owners, Seasonal Residents & Recreational Enthusiasts frequently ask? INFORMATION! on the local area...

*The Guide has it all, at your Finger Tips. No Pages to turn!*

The Year round Area Guide With a Difference! It includes information such as:

- **Directions** - Local Maps & Trans Canada Exits.
- **Shopping Information** - Shopping Guide with quick referral phone numbers
- **Guide to Advertisers** - Advertiser location by easy locator numbers
- **Festivals, Events, Walking Trails, Provincial Parks, Beaches** & more.. Quick Info Guides.
- **Back ground Information on local Area** - Profile on the Local Communities.
- **Accommodation, Dining, Attractions & Tours** - Quick referral guides.
- **Public Services** - Directory of local Public, Regional & Emergency Services.

It is an ideal handout for your Guests, Customers, Visitors as well as out of province inquires.

We are currently booking orders for advertising space for the 2016 Edition. The rates are as follows:

# - Reg. Business Card Ad: \$389.00 - Dbl Size Cd.Ad. 535.00

Single Card Ad (Back Cover): \$439.00 - Double Card Ad (Back Cover): \$575.00

HST extra. NOTE: You will only be invoiced in April 2017

Space is limited - Reserve your promotional space early.

*Hamco Direct Marketing & Communications* takes this opportunity to thank you in advance for your consideration and look forward to hearing from you at your earliest convenience.

*Information please contact **Ross Hamid** Hamco Direct Marketing - Ph: 902-752-1144 – Fax 902-695-2521  
email: [hamid.hamco@eastlink.ca](mailto:hamid.hamco@eastlink.ca)*

Yes \_\_\_\_ We, would like to take advantage of this advertising opportunity. (Please confirm/fax your insertion order indicated below to reserve your space. You will only be invoiced next **April 2017**).

Advertising Insertion Order:

Mail/Fax to: *Hamco Direct Marketing & Communications* - Attention: Ross Hamid

423 Essex Drive, New Glasgow, NS B2H 5M6 - **Fax No: 695-2521**- email: [hamid.hamco@eastlink.ca](mailto:hamid.hamco@eastlink.ca)

Renew Current Ad or Book Space NewAd Size: \_\_\_\_\_ Name of Official: \_\_\_\_\_

Name of Company & Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

\* ----- Enclosed your previous Promotional material/ (Please Indicate any changes required).