

May 21, 2024

The Financial Services Committee for the Municipality of the County of Pictou met in the Council Chambers of the Municipal Administration Building by videoconference and teleconference on Monday, May 21, 2024, at 7:00 p.m.

**PRESENT**

- 1 Clr. Don Butler
- 2 Clr. Deborah Wadden
- 3 Clr. Darla MacKeil
- 5 Deputy Warden Wayne Murray
- 6 Warden Robert Parker
- 7 Clr. David Parker
- 8 Clr. Larry Turner
- 9 Clr. Peter Boyles
- 11 Clr. Andy Thompson
- 12 Clr. Chester Dewar

**ABSENT**

- 4 Clr. Mary Elliott
- 10 Clr. Randy Palmer

**IN ATTENDANCE**

- Brian Cullen, CAO, Municipal Clerk-Treasurer
- Sueann Musick, Director of Corporate Services/Deputy Clerk
- Karen Cornish, Deputy Municipal Treasurer
- Evan Hale, Director of Emergency Services
- Adam MacInnis, Communications Officer
- Logan McDowell, Director of Public Works & Development
- Shellie Pettipas, Administrative Assistant

**CALL TO ORDER & LAND ACKNOWLEDGEMENT**

Clr. MacKeil, Chair of the Financial Services Committee called the meeting to order and acknowledged that we are on the ancestral territorial lands of the Mikmaq people.

**AGENDA**

It was moved by Clr. Boyles and seconded by Clr. Parker that the agenda be approved as presented. **Motion Carried**

## **EMERGENCY RESOLUTIONS**

There were no emergency resolutions.

## **MINUTES**

Clr. MacKeil asked if there were any errors, omissions, or corrections in the minutes for April 15, 2024. The members of the Committee entered no errors, omissions, or corrections. The Chair proclaimed the minutes of the meeting on April 15, 2024, as the official record of the meeting. **Motion Carried**

## **REPORTS**

### **COMMUNICATION REPORT**

The Communication Report for the month of April 2024 was received as presented.

### **RECREATION REPORT**

The Recreation Report for the month of April 2024 was received as presented.

### **WARDEN'S REPORT**

The Warden's Report for the month of April 2024 was received as presented.

### **AUDIT COMMITTEE REPORT**

Clr. Wadden said that the Audit Committee met on April 23, 2024 and continued work on the tax sale pending list. Tax sale notices went out to 100 accounts for a total of 1.3 million in unpaid taxes. Nine accounts have been paid in full and 16 accounts have set up payment plans. Title searches have been requested for 75. There are three full-time searchers involved. Staff are now working on the next 150 letters to go out.

Clr. Wadden said that there has been no new hire in the finance department yet but short-term help has been retained. The audit committee is concerned about succession planning and hopes to see steps taken for a smooth conversion as retirements for key personnel will take effect. Clr. Wadden said that the Audit Committee had to go In-Camera to discuss a potential litigation within the municipality and the impact on the financial reporting.

Clr. Parker asked if a date has been set up for a tax sale. CAO Cullen responded that a date has not yet been set. Clr. Parker said that 75% of the notices sent out did not even receive a response. Clr. Parker said that shows that there is a problem and it will take work to convince people that they need to pay their taxes. Clr. Parker is pleased to see this process started but is concerned that there are not enough staff to get this done effectively.

## **MOTION**

It was moved by Clr. Thompson and seconded by Clr. Turner to go to In-Camera Session to discuss the litigation matter that Clr. Wadden spoke of in the Audit Committee Report. **Motion Carried**

## **MOTION**

It was moved by Clr. Wadden and seconded by Clr. Parker to go out of camera. **Motion Carried**

## **TAX COLLECTION UPDATE**

CAO Cullen said that title searches have been sent off. Some may come back with a recommendation not to proceed for reasons such as issues with the title, survey or other issues that could flag the property. CAO Cullen said that the title searches are completed and it is expected that will be received soon, they just need to be signed off by the lawyers.

Clr. Boyles asked if the tax sale process would be done by bidding or tender process. CAO Cullen said the tender process is the way it is felt it would be done, and most municipalities do it that way now.

## **TAXES RECEIVABLE REPORT**

The Taxes Receivable Report for the month of April 2024 was received for information purposes.

## **DEED TRANSFER TAX**

The Deed Transfer Tax for the month of April 2024 was received as presented.

## **ACCOUNTS PAID – MARCH 2024**

It was moved by Clr. Wadden and seconded by Clr. Parker that the Accounts Paid Report for the month of April 2024 be received as presented. **Motion Carried**

## **BUSINESS ITEMS REQUIRING ACTION:**

### **MUNICIPAL SERVICE GRANTS**

It was moved by Clr. Butler and seconded by Clr. Dewar to approve the following Municipal Service Grants for District 1: **Motion Carried**

#### **a. District 1**

Lismore Community Hall	\$2000.00	Hall Maintenance
Lismore Dist. Recreation Committee	\$2000.00	Summer Rec Program Assistance
Kenzieville District Comm. Centre	\$2000.00	Operating Expenses
Kenzieville Cemetery	\$2000.00	Monument Restoration]
Kenzieville Comm. Action Group	\$1500.00	Start-Up Funds for Kick-off Event
MARSA	\$2500.00	Install Basement Emergency Door
Merigomish Cemetery Company	\$2300.00	Maintenance
District One Development Society	\$1700.00	Newsletter Expenses
Barney's River Fire Department	\$750.00	Install AED Outside @LBR Gas Bar
Barney's River Station School Mus.	\$1500.00	Replace Ramp at Museum
Sutherland's River Comm. Centre	\$960.00	Design of Centre's Addition(1/2 cost)
Sutherland's River Pioneer Cem.	\$975.00	Maintenance
Telford Cemetery Assoc.	\$300.00	Maintenance
St. Andrew's Cemetery, Egerton	\$1200.00	Maintenance
French River Cemetery Society	\$2500.00	Maintenance
Old School Cooperative Merchants	\$2000.00	Market Set Up & Maintenance
Thorburn War Memorial	\$500.00	Maintenance Memorial
Merigomish School House St. Light	\$40.00	Yearly Cost
<b>Total</b>	<b>\$26725.00</b>	

It was moved by Clr. Parker and seconded by Clr. Turner to approve the following Municipal Service Grants for District 3: **Motion Carried**

**b. District 3:**

Bayview Community Hall	\$40.00	Yearly Cost of Street Light at Hall
Caribou River Community Hall	\$2800.00	Maintenance and Hall Expenses
Caribou River Upper Cemetery	\$2500.00	Maintenance
Central Caribou Cemetery	\$5000.00	Maintenance
Caribou Island Cemetery	\$500.00	Maintenance
Waterside Cemetery	\$2000.00	Maintenance
Seaboard Cemetery	\$2000.00	Maintenance
St. James Mill Dam Cemetery	\$3600.00	Maintenance
Haliburton- Pictou Cem. Company	\$2000.00	Maintenance
<b>Total</b>	<b>\$20440.00</b>	

It was moved by Clr. Parker and seconded by Clr. Boyles to approve the following Municipal Service Grants for District 7: **Motion Carried**

**c. District 7**

Union Centre Community Hall	\$3000.00	Fix Well and Dig New Well
Forest Hill Cemetery	\$3000.00	Maintenance
Friends of the Caledonia Cemetery	\$1000.00	Maintenance
Middle River – Birch Hill Cemetery	\$2000.00	Maintenance
Mill Brook Cemetery	\$2600.00	Maintenance
Mill Brook and Area Comm. Centre	\$4294.00	New Stairs, Exterior Drain, Sign
Carpool Lot Street Light	\$450.00	Yearly Cost

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**Total                    \$16344.00**

It was moved by Clr. Parker and seconded by Clr. Dewar to approve the following Municipal Service Grants for District 10: **Motion Carried**

**d. District 10**

Thorburn & Dist. War Vet Assoc.	\$1500.00	Cenetaph Maintenance
MacPhersons Mills Community Hall	\$4000.00	Hall Maintenance
District 13 Rec. and Planning Comm.	\$4000.00	Facility Maintenance
Union Presbyterian Church	\$2500.00	New Siding and Paint Foundation
Thorburn & District Fire Dept.	\$3000.00	Construct Training Structure
Thorburn Cemetery Assoc.	\$2500.00	Cemetery Maintenance
The Mountain Cem. (McLellan's Mtn)	\$3000.00	Cemetery Maintenance
MacPhersons Mills Cemetery	\$2000.00	Cemetery Maintenance

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**Total                    \$22500.00**

**TAX WRITE OFFS**

It was moved by Clr. Dewar and seconded by Clr. Wadden to approve the following tax write offs: **Motion Carried**

<b>2. Tax Write Offs:</b>	<b>Amount</b>	<b>AAN</b>	<b>Description</b>
a. Arlene Robertson Et Al	\$154.40	10862965	Land Hwy 4
b. Mary J and Edward Rankin	\$515.33	02916339	Land Thorburn
c. Allen Peter Dunn	\$9.94	01339044	Land Little Hbr.Rd
d. Beverly MacMillan	\$457.17	02916029	Land West Branch
e. Helen Fraser	\$4.88	02807998	Sherbrooke Rd
<b>Total</b>	<b>\$1141.72</b>		

**2024-25 GRANT REVIEW**

It was moved by Clr. Parker and seconded by Deputy Warden Murray to approve the 2024-25 Council Grants. **Motion Carried**  
**Nay Vote: Clr. Peter Boyles**

**MOTIONS OF RECONSIDERATION**

There were no motions of reconsideration.

**ADJOURNMENT**

There was no further business before the meeting, so the Chair declared the meeting adjourned at 7:51 p.m.

CHAIRPERSON

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MUNICIPAL CLERK