



MUNICIPALITY OF THE DISTRICT OF ARGYLE
EXECUTIVE COUNCIL MEETING MINUTES
THURSDAY, OCTOBER 26, 2023

Council Members Present: Warden Danny Muise, Councillor Richard Donaldson, Councillor Glenn Diggdon, Councillor Ted Saulnier, Councillor Guy Surette, Councillor Calvin d'Entremont, and Councillor Kathy Bourque.

Absent with Regrets: Deputy Warden Nicole Albright, and Councillor Gordon Boudreau

Staff Present: Chief Administrative Officer Alain Muise, Deputy Chief Administrative Officer Scott Surette, and Executive Assistant Chantalle Newell

1. **Call Meeting to Order**

Warden Danny Muise called the meeting to order at 6:31 p.m. and indicated that there are regrets from Deputy Warden Nicole Albright and Councillor Gordon Boudreau.

2. **Invitation to Stand and Move**

Warden Danny Muise reminded Council that they are permitted to stand and move as they need to during the meeting. This is an initiative by Argyle Recreation which normalizes movement in meetings.

3. **Approval of Agenda**

By consensus, the agenda was approved as presented.

4. **Adoption of Minutes**

a. **Regular Council Meeting Minutes – October 12, 2023**

By consensus, the Regular Council Meeting minutes of October 12, 2023 are approved as presented.

5. **Department Head Report – Director of Finance, Marsha d'Eon**

Director of Finance, Marsha d'Eon was present prior to the meeting to provide council with an update on the financials until September 30, 2023. At the end of September 2023, there is a surplus of \$147,289 excluding sewers and utilities.

It is MOVED by Councillor Guy Surette and SECONDED by Councillor Kathy Bourque to accept the Financial Report until September 30, 2023.

MOTION CARRIED UNANIMOUSLY



6. Capital Investment Plan

a. Tusket Treatment Plant Expansion

CAO Muise explained this request. The Tusket Sewer Treatment Plant is currently operating above its peak flow capacity during rain events which is causing some issues. The Department of Operational Services is requesting that the Tusket Sewer Treatment Plan expansion be put as a priority for Capital Investment Planning.

It is MOVED by Councillor Richard Donaldson and SECONDED by Councillor Guy Surette to approve the addition of the Expansion of the Tusket Sewer Treatment Plant to the Capital Investment Plan.

MOTION CARRIED UNANIMOUSLY

7. For Decision and Discussion

a. Article P8 - Holidays

It is MOVED by Councillor Richard Donaldson and SECONDED by Councillor Kathy Bourque to approve the amendments to Article P8 – Holidays Policy as presented.

MOTION CARRIED UNANIMOUSLY

b. Article P12 – Leave for Blood Donation

It is MOVED by Councillor Glenn Diggdon and SECONDED by Councillor Guy Surette to approve the amendments to Article P12 – Leave for Blood Donation Policy as presented.

MOTION CARRIED UNANIMOUSLY

c. Joint Police Advisory Commission Community Representative

It is MOVED by Councillor Kathy Bourque and SECONDED by Councillor Glenn Diggdon to appoint Janine Muise as the Municipality of Argyle’s community representative on the Joint Police Advisory Commission.

MOTION CARRIED UNANIMOUSLY

d. Short Term Accommodation By-Law Request

Yarmouth and Acadian Shores Tourism Association is requesting the Municipalities of Yarmouth and Argyle, and the Town of Yarmouth to implement a levy rate for short term accommodations at a rate of 3%.

It is MOVED by Councillor Calvin d’Entremont and SECONDED by Councillor Ted Saulnier to direct staff to prepare a Short-Term Accommodation By-Law.

MOTION CARRIED UNANIMOUSLY

8. Correspondence and For Information

a. Correspondence to NSFM from Shelburne re: Cellphone Coverage



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The Municipality of Shelburne wrote a letter to the NSFM regarding their concerns for Cellphone Coverage.

b. **NSFM Policing**

Council received correspondence from NSFM regarding what they heard for Policing.

c. **Municipal Reform Act**

Council received correspondence from the NSFM President, a letter to the CAOs, a response back from CAO Muise, and a letter to NSFM from the Department of Municipal Affairs and Housing regarding the Municipal Reform Act.

d. **Sustainable Communities Challenge Fund for YIAC Letter of Support**

Council was asked to provide a letter of support to the Yarmouth International Airport Corporation for their application to the Sustainable Communities Challenge Fund.

9. **Financial Requests**

a. **District Community Grant Request – West Side Improvement Society - \$500**

It is MOVED by Councillor Glenn Diggon and SECONDED by Councillor Calvin d'Entremont to provide a District Community Grant in the amount of \$500 to the West Side Improvement Society.

MOTION CARRIED UNANIMOUSLY

10. **Agenda Topics for the next meeting/Notice of Motion by Councillors**

11. **Question Period – None.**

12. **In-Camera – None.**

13. **Adjournment**

There being no further business, the meeting was adjourned at 7:01 p.m.



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November 23/2023
Date Approved

Muir
Chair

Chenell
Clerk/Recorder

FINANCIAL REPORT AT SEPTEMBER 30, 2023

REVENUES	<u>2023-2024 BUDGET</u>	<u>PRORATED BUDGET SEPT 30, 2023</u>	<u>UNAUDITED ACTUALS TO SEPT 30, 2023</u>	<u>VARIANCE ACTUAL TO PRORATED</u>
TAXES				
Residential	\$5,936,000	\$2,968,000	\$2,965,902	(\$2,098)
Commercial (Regular)	\$1,358,000	\$679,000	\$672,275	(\$6,725)
Commercial (Seasonal Businesses)	\$22,005	\$11,003	\$10,232	(\$771)
Commercial (Special Tax Agreement/Wind Turbine Legislation)	\$220,737	\$110,369	\$110,369	\$0
Resource	\$447,064	\$223,532	\$223,163	(\$369)
Resource (Recreation)	\$14,333	\$7,167	\$7,528	\$362
Forestry Acreage	\$10,021	\$5,011	\$5,011	\$0
	\$8,008,160	\$4,004,080	\$3,994,480	(\$9,600)
Fire Area Rates	\$535,832	\$267,916	\$266,919	(\$997)
Other Area Rates	\$379,630	\$189,815	\$190,644	\$829
	\$915,462	\$457,731	\$457,563	(\$168)
Aliant Telecom	\$32,000	\$16,000	\$16,000	\$0
Nova Scotia Power	\$34,316	\$17,158	\$17,158	\$0
HST Rebate	\$23,500	\$11,750	\$9,947	(\$1,803)
Deed Transfer Tax	\$235,000	\$117,500	\$135,306	\$17,806
	\$324,816	\$162,408	\$178,411	\$16,003
TOTAL TAXATION REVENUE	\$9,248,438	\$4,624,219	\$4,630,454	\$6,235
GRANTS IN LIEU OF TAXES				
Federal Government	\$11,400	\$5,700	\$5,443	(\$257)
Provincial Government	\$185,132	\$92,566	\$92,568	\$2
	\$196,532	\$98,266	\$98,011	(\$255)
SERVICES PROVIDED TO OTHER GOVTS.				
Local Government	\$128,086	\$64,043	\$77,630	\$13,587
SALES OF SERVICES				
Sale of Electricity	\$77,000	\$38,500	\$49,681	\$11,181
REVENUE FROM OWN SOURCES				
Licenses & Permits	\$21,600	\$10,800	\$21,467	\$10,667
Fines	\$2,800	\$1,400	\$2,194	\$794
Rentals & Leases	\$3,000	\$1,500	\$1,500	\$0
Return on Investments	\$97,100	\$48,550	\$44,367	(\$4,183)
Penalties & Interest on Taxes	\$79,511	\$39,756	\$52,961	\$13,205
Other Extraordinary Revenue	\$109,380	\$54,690	\$39,394	(\$15,296)
Miscellaneous Revenue	\$1,315	\$658	\$654	(\$4)
	\$314,706	\$157,353	\$162,537	\$5,184
UNCONDITIONAL TRANSFERS FROM OTHER GOVTS.				
Provincial Government	\$162,218	\$81,109	\$81,111	\$2
	\$162,218	\$81,109	\$81,111	\$2
CONDITIONAL TRANSFERS FROM OTHER GOVTS.				
Federal Government	\$21,392	\$10,696	\$11,633	\$937
Provincial Government	\$58,310	\$29,155	\$39,156	\$10,001
	\$79,702	\$39,851	\$50,789	\$10,938
TRANSFERS FROM OWN RESERVES	\$420,411	\$210,206	\$210,206	\$1
Non Rate Revenue	\$2,886,029	\$1,443,015	\$1,499,078	\$56,063
TOTAL REVENUES	\$10,627,093	\$5,313,547	\$5,360,418	\$46,872

FINANCIAL REPORT AT SEPTEMBER 30, 2023

EXPENDITURES	<u>2023-2024 BUDGET</u>	<u>PRORATED BUDGET SEPT 30, 2023</u>	<u>UNAUDITED ACTUALS TO SEPT 30, 2023</u>	<u>VARIANCE ACTUAL TO PRORATED</u>
LEGISLATIVE				
Legislative - Council	\$281,907	\$140,954	\$138,015	\$2,938
GENERAL GOVERNMENT SERVICES				
Administration and CAO	\$496,898	\$248,449	\$234,026	\$14,423
Interest on Debt	\$109,023	\$54,512	\$54,449	\$62
Finance	\$540,350	\$270,175	\$264,235	\$5,940
Financial Audit	\$42,000	\$21,000	\$21,000	\$0
Taxation	\$220,500	\$110,250	\$108,416	\$1,834
Common Office Expense	\$166,040	\$83,020	\$74,908	\$8,112
Conferences and Memberships & Training	\$25,750	\$12,875	\$7,728	\$5,147
Grants to organizations	\$481,532	\$240,766	\$238,716	\$2,050
Assessment Recovery Costs-PVSC	\$193,300	\$96,650	\$96,650	\$0
	\$2,275,393	\$1,137,697	\$1,100,128	\$40,507
PROTECTIVE SERVICES				
Police Protection	\$1,242,402	\$621,201	\$621,201	\$0
Transfer to Correctional Services	\$102,000	\$51,000	\$51,000	\$0
Law Enforcement - DNA costs	\$13,050	\$6,525	\$6,525	\$0
Fire Protection - Operational Grants & Support	\$544,490	\$272,245	\$265,912	\$6,333
Fire Protection Area Rates	\$535,832	\$267,916	\$266,915	\$1,001
Regional Emergency Management Organization	\$107,600	\$53,800	\$63,826	(\$10,026)
Other Protection - Operational Services	\$383,810	\$191,905	\$188,958	\$2,947
Other Protection - Protective Services	\$296,800	\$148,400	\$151,256	(\$2,856)
Animal Control	\$29,645	\$14,823	\$14,823	(\$1)
GIS	\$84,250	\$42,125	\$39,883	\$2,242
Senior Safety	\$68,800	\$34,400	\$36,264	(\$1,864)
	\$3,408,679	\$1,704,340	\$1,706,564	(\$2,602)
TRANSPORTATION SERVICES				
Road Transport and Active Transportation	\$55,571	\$27,786	\$27,488	\$298
Air Operational Support	\$190,000	\$95,000	\$95,000	\$0
	\$245,571	\$122,786	\$122,488	\$298
ENVIRONMENTAL HEALTH SERVICES				
Sewage Collection & Disposal-(West Pubnico)	\$291,000	\$145,500	\$129,371	\$16,129
Sewage Collection & Disposal-(Tusket)	\$55,921	\$27,961	\$29,873	(\$1,913)
Sewage Collection & Disposal-(Wedgeport)	\$10,920	\$5,460	\$2,052	\$3,408
East Pubnico Water Utilities	\$55,000	\$27,500	\$21,454	\$6,046
	\$412,841	\$206,421	\$182,750	\$23,670
Garbage Collection & Disposal	\$775,982	\$387,991	\$386,706	\$1,285
Other - Unsanitary & Dangerous Premises	\$2,000	\$1,000	\$8	\$992
	\$777,982	\$388,991	\$386,714	\$2,277
TOTAL ENVIRONMENTAL HEALTH SERVICES	\$1,190,823	\$595,412	\$569,464	\$25,947
PUBLIC HEALTH SERVICES				
Medical Clinic Operations & Doctor Recruitment	\$59,000	\$29,500	\$25,750	\$3,750
ENVIRONMENTAL DEVELOPMENT SERVICES				
Planning and Zoning	\$46,000	\$23,000	\$20,322	\$2,678
Economic Development and Housing	\$108,588	\$54,294	\$54,188	\$106
Business & Residential Parks	\$3,500	\$1,750	\$219	\$1,531
Regional and Local Tourism Support	\$116,250	\$58,125	\$57,636	\$489
	\$274,338	\$137,169	\$132,365	\$4,804
RECREATION & CULTURAL SERVICES				
Recreation and Active Living	\$330,390	\$165,195	\$149,463	\$15,732
Cultural Bldg & Facilities-Pubnico Library	\$32,550	\$16,275	\$9,040	\$7,235
Cultural Bldg & Facilities-Tusket Courthouse/Museum	\$168,100	\$84,050	\$79,680	\$4,370
Regional Library	\$63,900	\$31,950	\$31,950	\$0
	\$594,940	\$297,470	\$270,134	\$27,336
EDUCATION				
Tri-County Regional School Board Operations	\$1,793,863	\$896,932	\$896,932	(\$1)

FINANCIAL REPORT AT SEPTEMBER 30, 2023

	<u>2023-2024</u> <u>BUDGET</u>	<u>PRORATED</u> <u>BUDGET</u> <u>SEPT 30, 2023</u>	<u>UNAUDITED</u> <u>ACTUALS TO</u> <u>SEPT 30, 2023</u>	<u>VARIANCE</u> <u>ACTUAL TO</u> <u>PRORATED</u>
TRANSFERS				
Transfers to Reserves & own funds	\$502,580	\$251,290	\$251,290	\$0
TOTAL EXPENDITURES	\$10,627,094	\$5,313,547	\$5,213,129	\$100,040
REVENUES	\$10,627,093	\$5,313,547	\$5,360,418	\$46,872
EXPENDITURES	\$10,627,094	\$5,313,547	\$5,213,129	\$100,040
SURPLUS	(\$1)	(\$1)	\$147,289	\$146,912

Unrestricted Surplus as at SEPT 30, 2023	\$147,289
<i>less Wedgeport Sewer Surplus</i>	\$3,496
<i>less West Pub. Sewer Surplus</i>	\$18,357
<i>less Tusket Sewer Surplus (deficit)</i>	(\$5,141)
<i>less Middle / Lower East Pubnico Water Utility Surplus</i>	\$6,046
Operating Fund Surplus	\$124,532

NOTES:

A = ACTUALS to SEPT 30, 2023

E = ESTIMATED Amount by using the Budgeted Amount

P = PRORATED Amount -Total Paid for the full year & prorated for 6 months-to SEPT 30, 2023