



## **NOTICE**

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

**DATE:** Wednesday, July 4<sup>th</sup>, 2018

**TIME:** 1:00pm

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

**Please advise if unable to attend**

Dated: June 6, 2018

Marvin MacDonald, CAO

**Municipality of the District of St. Mary's  
Committee of the Whole  
Wednesday, July 4<sup>th</sup>, 2018**

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Committee Meeting held June 20<sup>th</sup>, 2018
5. Business Arising from Minutes
6. Correspondence
  - a. Letter – Town of Shelburne
7. Other Matters of Business
  - a. St. Mary's Genealogy Research Centre Request
  - b. Council Update for Newsletter
  - c. Waterline Replacement Project Financial Report
  - d. Dangerous & Unsightly Property Update
  - e. Development Opportunity (In-Camera)

Adjournment

**Municipality of the District of St. Mary's  
Committee of the Whole  
Wednesday, July 4<sup>th</sup>, 2018**

**Meeting, Date & Time**

The Committee of the Whole meeting of St. Mary's Council was called to order on Wednesday, July 4<sup>th</sup>, 2018 at 1:00pm in the Council Chambers Sherbrooke, N.S.

**Attending**

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

**Also Attending**

Marvin MacDonald, CAO  
Marian Fraser, Director of Finance

**Approval of Agenda**

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

7. Other Matters of Business
  - f. Notice of Consultation – DMA - Coastal Protection, Planning Requirements
  - g. ESREN –Letter from LOC/Board
  - h. ESREN – AGM – July 11<sup>th</sup>, 2018
  - i. Canso Lions Club – 42<sup>nd</sup> Annual Provincial Seamen's Memorial – Aug 12<sup>th</sup> 2pm
  - j. Leading in the Municipal Sector Workshop– September 5<sup>th</sup> & 6<sup>th</sup>
8. Presentation: Taxation Research & Records Management – Sheena MacDonald
9. Fire Damaged Property – Tax Reduction Policy

*Motion carried.*

**Approval of Minutes**

*On motion of Deputy Warden Dort and seconded by Councillor Baker that Council approve the minutes of the Committee Of The Whole held June 20<sup>th</sup>, 2018*

*Motion carried.*

**Business Arising From Minutes**

- Streetscape application has been submitted to the Province.
- No date yet to meet with MLA Hines.

### Correspondence

- Letter – Town of Shelburne is reaching out to other municipal units across Nova Scotia to hear what issues and potential solutions are common across the province in hopes of taking advantage of the new Disaster Mitigation and Adaptation fund.

### Other Matters of Business

- St. Mary's Genealogy Research Centre Request - all items were researched and any privacy issue material has been separated, other information that does not have privacy issues is ok to release to the Genealogy Research Centre. All information has been recorded regarding disposal and what will be given to the Research Centre.

*On recommendation of Councillor Deputy Warden Dort and seconded by Councillor Baker that any records from the school board that does not have privacy issues can be released to the Genealogy Centre.*

*Recommendation adopted.*

- Council Update for Newsletter – Staff is still working on information and therefore item deferred to a future COTW meeting.
- Waterline Replacement Project Financial Report – Staff presented a report on the waterline project budget. See Attached.

*On recommendation of Deputy Warden Dort and seconded by Councillor Findlay that staff send a request to the provincial government requesting addition funds for the project through grants and to have staff analyze the impact of interest payments of money; borrowing vs internal financing.*

*Recommendation carried.*

- Dangerous & Unsightly Property Update – Staff presented information on several dangerous and unsightly properties –see attached. Based on the reports from the Building Inspector, Council agrees to send letters regarding four of the properties and have two properties further investigated. There were questions regarding properties/structure that had been burnt and the roll the Fire Marshal and provincial jurisdiction plays. Staff will speak with Building Inspector regarding this matter.
- Development Opportunity (In-Camera)

*On recommendation of Deputy Warden Dort and Seconded by Councillor Findlay that council moved into an in-camera session for contractual negotiations.*

*On recommendation of Deputy Warden Dort and seconded by councillor Findlay council reconvened to regular session.*

- Notice of Consultation– DMA – Coastal Protection, Planning Requirements – DMA and Department of Environment are holding consultations on sections of the MGA related to planning (proposed coastal protection legislation) and powers to expend money. Session being held on Friday, July 13<sup>th</sup>, 2018. Council recommended that Councilor Kaiser-Kirk attended the session along with a staff member.

- ESREN – Letter from LOC/Board – Council reviewed the three recommendations put forth by the LOC/Board.
  1. The Province of NS increase its funding to a full operational level;
  2. The Province of NS and ESREN Member Municipalities support a new governance structure that combines both the LOC and the Board of Directors into one new board structure. The new board will include majority of business/industry positions (8-12members); six Municipal positions (one from each of the Member Municipalities); and 1-2 Provincial positions.
  3. The Province of NS and each member municipality commit to a three-year funding agreement.

***On recommendation of Councillor Smith and seconded by Deputy Warden Dort that a letter be sent in support of the first two recommendations contained in the June 29<sup>th</sup>, 2018 letter from the ESREN Liaison and Oversight Committee.***

***Recommendation adopted.***

- ESREN – AGM – July 11<sup>th</sup>, 2018 – Council agreed that Councilor Smith, Deputy Warden Dort, Warden Mosher and Councillor Malloy will attend. The office will RSVP on their behalf.
- Canso Lions Club – Annual Seaman’s Memorial – Council agreed that the Warden should attend and the office will make arrangements for him to do so.
- Leading in the Municipal Sector Workshop – September 5<sup>th</sup> & 6<sup>th</sup> – Council agreed that although it is a worthwhile session it is too expensive for councillors to attend.
- Presentations: Taxation Research & Records Management – Sheena MacDonald
  - See attached presentations.
- Fire Damaged Property – Tax Reduction Policy – Staff reviewed the proposed policy and its terms with Council. The purpose of the policy is to allow for the reduction of the taxes payable with respect to a property that a building situated on it has been destroyed by fire and the assessment does not reflect the reduction. Section 69(A) of the Municipal Government Act allows Council, by policy, to provide the reduction, where appropriate, of taxes owing or paid by a property owner. Council suggested three small changes to wording of the policy.

***On recommendation of Councillor Smith and seconded by Councillor Baker that council accept the Fire Damaged Property – Tax Reduction Policy with the proposed amendments.***

***Recommendation adopted.***

**Adjournment**

***On Motion of Councillor Malloy there being no further matters of business, Council adjourned at 3:53pm.***

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Recorded By  
Director of Finance

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Approved By  
Warden Mosher



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[www.town.shelburne.ns.ca](http://www.town.shelburne.ns.ca)

June 7<sup>th</sup>, 2018

Town of Amherst  
Town of Annapolis Royal  
Town of Antigonish  
Town of Berwick  
Town of Bridgewater  
Town of Clark's Harbour  
Town of Digby  
Town of Kentville  
Town of Lockeport  
Town of Lunenburg  
District of Chester  
District of Digby  
District of West Hants

Town of Mahone Bay  
Town of Middleton  
Town of Mulgrave  
Town of New Glasgow  
Town of Oxford  
Town of Pictou  
Town of Port Hawkesbury  
Town of Stellarton  
Town of Stewiacke  
District of Yarmouth  
District of Clare  
District of Guysborough

County of Inverness  
County of Kings  
District of Lunenburg  
County of Pictou  
Region of Queens Municipality  
County of Richmond  
District of Shelburne  
District of St. Mary's  
County of Victoria  
Town of Trenton  
County of Colchester  
Halifax Regional Municipality

Town of Truro  
Town of Westville  
Town of Windsor  
Town of Wolfville  
Town of Yarmouth  
County of Annapolis  
County of Antigonish  
District of Argyle  
District of Barrington  
Cape Breton RM  
County of Cumberland  
District of East Hants

Dear Municipal Units of Nova Scotia,

The Government of Canada has recently launched a new Disaster Mitigation and Adaptation Fund to help reduce the impacts of climate change and better protect Canadians against natural disasters. This 10-year national program will invest \$2 billion in projects and will support large-scale infrastructure projects with a minimum cost of \$20 million.

The Town of Shelburne has experienced the effects of storm surges along our coastline and proposes that Nova Scotia municipalities take advantage of this program to implement a regional solution. The Town Council is reaching out to other municipal units across Nova Scotia to hear what issues and potential solutions are common across the province in hopes of taking advantage of this funding opportunity.

If you have interest in this discussion, please reply to the Town Clerk, Julie Ferguson, at [clerk@town.shelburne.ns.ca](mailto:clerk@town.shelburne.ns.ca).

Sincerely,

Karen Mattatall  
Mayor, Town of Shelburne

CC: Ahmad Shahwan, Betty MacDonald

# East Side Water Line Project



July 4, 2018

## Financial Update

	Budget	Projected Actual	Over/(Under)
Project Management	\$65,000	\$58,497	-\$6,503
Design / Engineering	\$130,000	\$113,034	-\$16,966
Construction	\$1,369,840	\$1,725,115	\$355,275
Contingency	\$150,000	\$0	-\$150,000
Water Rate Study	<u>\$11,000</u>	<u>\$11,313</u>	<u>\$313</u>
<b>TOTAL</b>	<b>\$1,725,840</b>	<b>\$1,907,959</b>	<b>\$182,119</b>

## Breakdown of Construction Costs

<b>Capital Construction</b>				
	<u>Budget</u>	<u>Actual</u>	<u>Over/(Under)</u>	<u>Notes/Description</u>
Water System	801,684	804,747	3,063	Main line connections
Services	136,748	364,398	227,650	Lateral lengths
Street Construction	246,889	189,555	(57,334)	Gravel/paving/landscraping
Additional Items	91,269	350,502	259,233	Rock & unsuitable material
Environmental Protection	8,250	8,250	-	Lump sum cost
Contingency	85,000	7,662	(77,338)	Contaminated soil
<b>Total</b>	<b>\$ 1,369,840</b>	<b>\$ 1,725,115</b>	<b>\$ 355,275</b>	

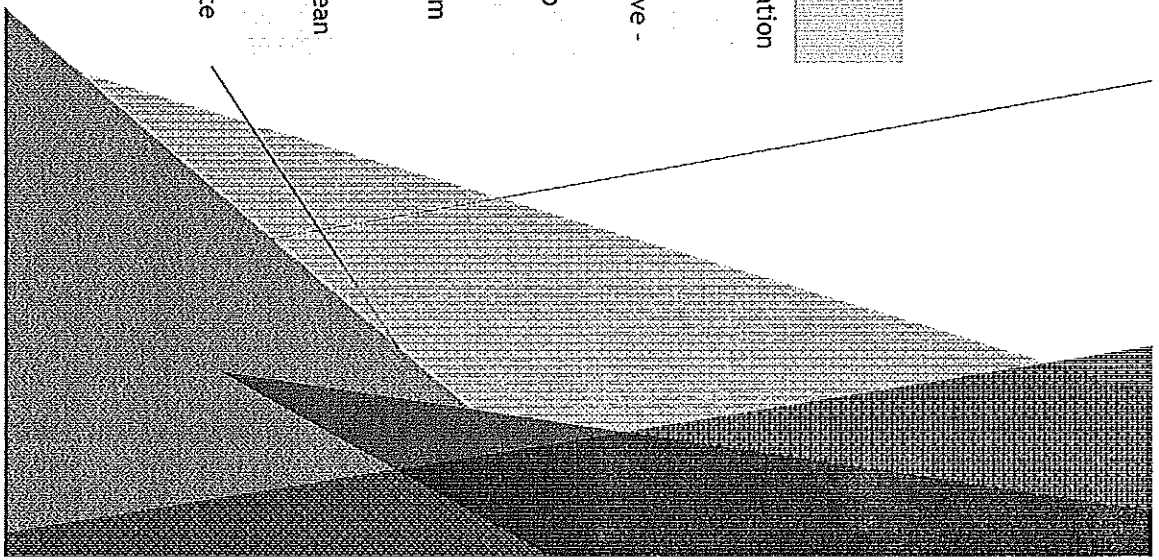
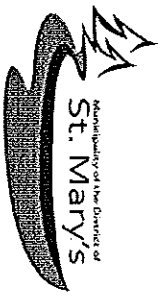
## Options for funding \$182,119 shortfall:

1. Request additional grants through either; PCAP or CWWF
2. Water Utility Debt financing through Municipal Finance Corp- would require another water rate study (already debt financing \$281,460 through MFC)
3. Municipal debt (MFC) for 10 or 20 years
  - a) 10 Years - \$18,211 plus interest per year
  - b) 20 Years - \$9,106 plus interest per year
4. Accumulated Municipal Operating Surplus, est balance to March 31/19 \$1,694,919
5. Municipal Capital Reserve, est. balance to March 31/19 - \$447,702
  - a) Forgivable loan
  - b) Create a repayment schedule through Municipal Operating (i.e. 10 or 20 Yrs)
6. Request permission from the URB to use Water Depreciation cash fund of \$37K this may trigger another hearing

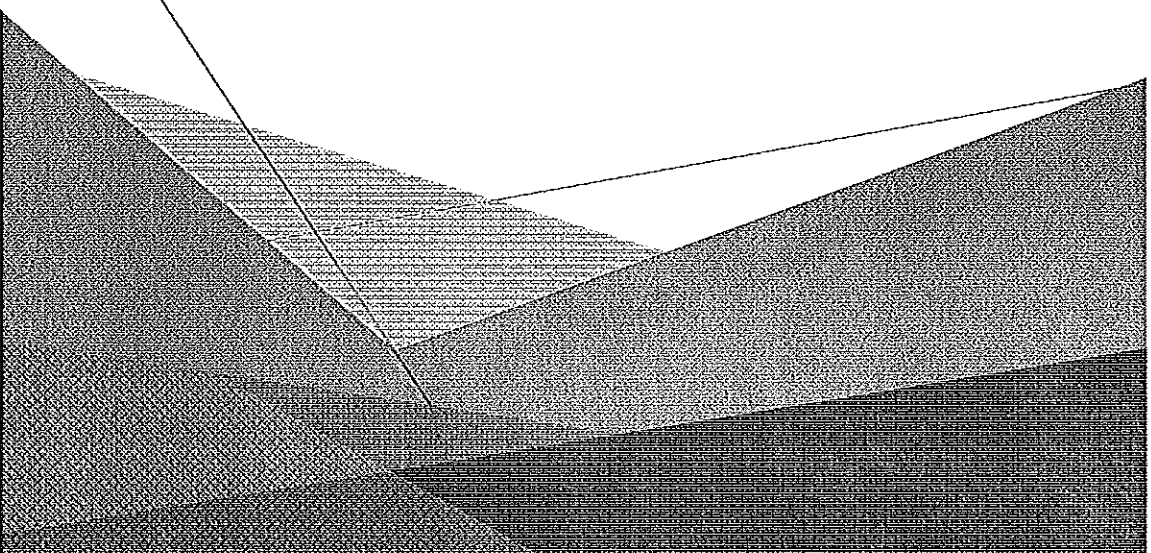
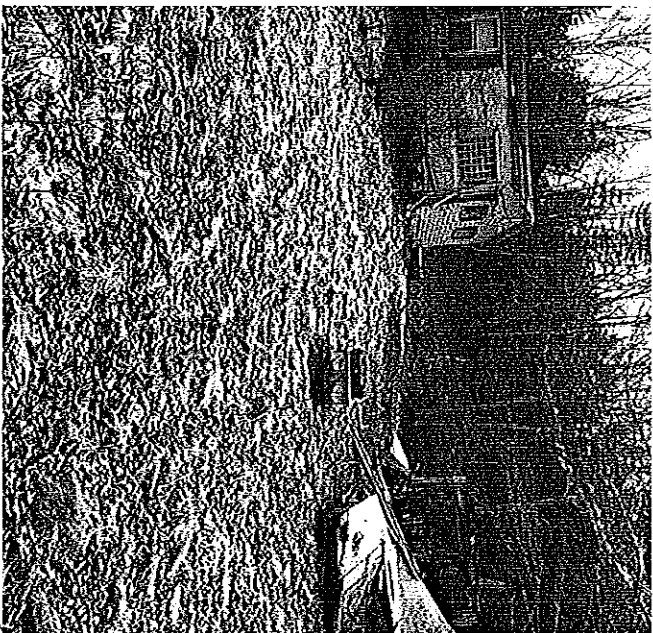
# Dangerous & Unsightly Properties

June 29, 2018

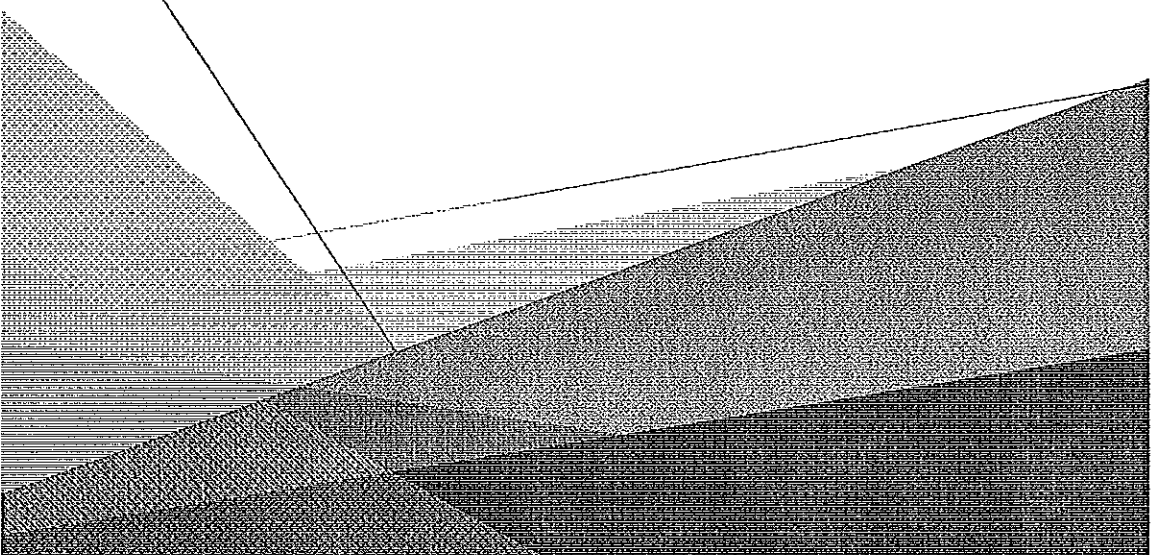
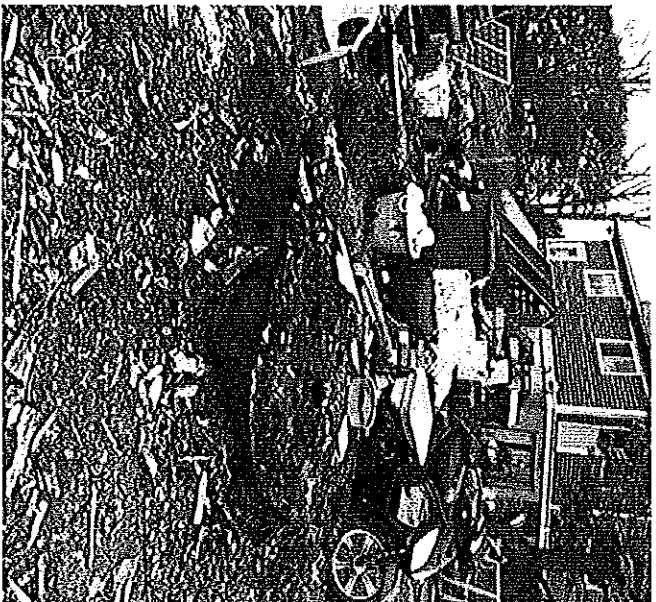
Location	Complaint	Action Requested
300 New Chester Rd.	Fire Damage - Exterior appears sound but interior may not be structurally sound	Letter to owner requesting information on their intentions - timelines
520 Highway 211	House and garage beyond repair - Destroy & clean site	Owner agreed to destroy and remove - requested extension to end of Dec.
79 Sonora South Rd.	House and yard maintained - derelict vehicles filled with garbage in yard	Letter to owner requesting them to remove the derelict vehicles
12361 Hwy 347 - Aspen	Yard in extremely messy and unsightly condition	Letter to the owner requesting them to clean up the property
141 Harpell Rd, Harpellville	Home destroyed by fire in January 2018 - Site has not been cleaned up	Letter to owner requesting they clean up the property
4551 Hwy 7 - Spanish Ship Bay	Complaint regarding unsightly	Request Building Inspector to do site inspection



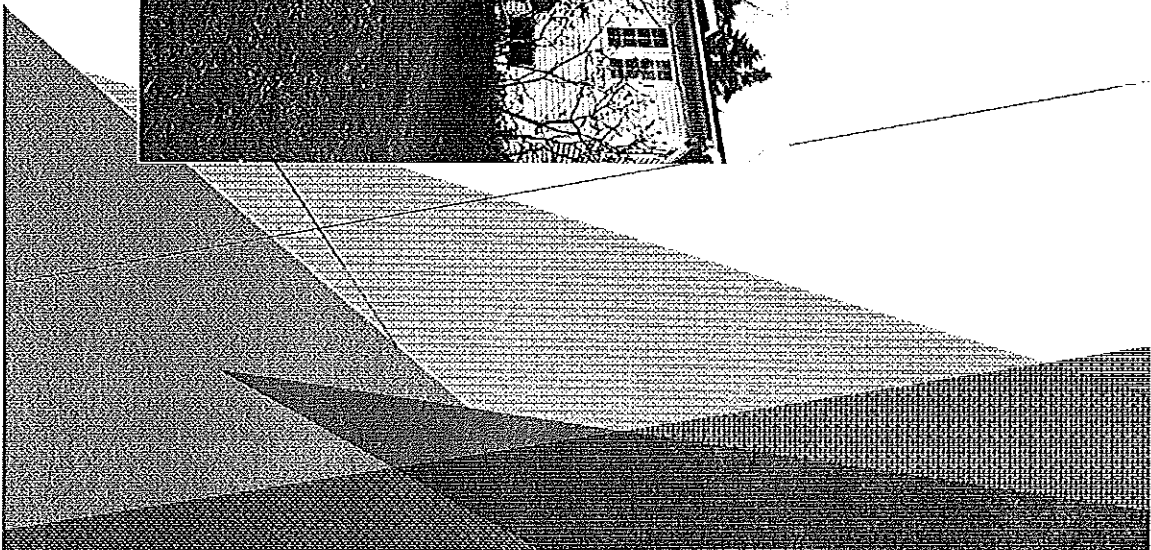
# Hwy 211 Property



# Aspen Property



# Sonora Property



## Marian Fraser

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**From:** Amyoony, Jocelyn T <Jocelyn.Amyoony@novascotia.ca>  
**Sent:** June 27, 2018 1:51 PM  
**To:** AMA Maritime List Serve  
**Subject:** Notice of Consultation  
**Attachments:** 18-47031 Coastal Protection Consultation French.pdf; 18-47031 Coastal Protection Consultation English.pdf; Regional Sessions Planning Framework June 2018.pdf

This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members. To reply privately to the sender - please delete the [amans@lists.gov.ns.ca](mailto:amans@lists.gov.ns.ca) e-mail from the To: Make sure you only have the person you wish to see the message in the To: e-mail address.

### Notice of Consultation

The Department of Municipal Affairs and Department of Environment would like to invite you to consultation sessions this summer. Municipal Affairs is beginning consultations on sections of the *Municipal Government Act* (the Act) related to planning and powers to expend money. In addition, the Department of Environment is beginning consultations on proposed coastal protection legislation (please see attached documents in English and French).

You are invited to attend one of five regional sessions designed for municipal councillors and staff. These sessions will cover three separate agenda items: coastal protection, municipal powers to expend money, and planning requirements in Nova Scotia. The sessions will be hosted as follows:

- Monday, 9<sup>th</sup> July, 1:00 p.m. – 5:00 p.m.: The Rodd, Yarmouth
- Tuesday, 10<sup>th</sup> July, 1:00 p.m. – 5:00 p.m.: Lunenburg County Lifestyle Centre, Bridgewater
- Wednesday, 11<sup>th</sup> July, 1:00 p.m. – 5:00 p.m.: Holiday Inn, Truro
- Thursday, 12<sup>th</sup> July, 1:00 p.m. – 5:00 p.m.: Old Orchard Inn, Wolfville
- Friday, 13<sup>th</sup> July, 10:00 a.m. – 2:30 p.m.: Port Hawkesbury Civic Centre, Port Hawkesbury

Please consider attending with any relevant staff including public works directors, development officers, etc. where appropriate. All are asked to RSVP to Kathy Zanth, Admin Support, ([Kathy.Zanth@novascotia.ca](mailto:Kathy.Zanth@novascotia.ca)) by Wednesday, **July 4, 2018**, indicating choice of regional session, name(s) of attendees, and any special requirements. An agenda will be sent out prior to the date.

Changes to the planning framework in the province have the potential to affect your municipality, even if you are not undertaking land use planning at this time, and we are eager to have your input. Specifically related to planning, the Department is consulting on:

1. Mandatory planning for all lands within a municipal unit and all municipalities
2. The development of minimum planning requirements
3. Municipal cooperation on planning including requiring municipalities to consult with adjacent/impacted municipalities when adopting or amending a municipal planning strategy and/or land use by-law

Changes to municipalities' authority to expend money are being considered to ensure municipalities are enabled to invest in broadband initiatives. The Department will be consulting on opportunities to provide greater flexibility to how municipalities can expend money, so that the Act is adaptable to changes in technology and service expectations.

Nova Scotia Environment will also share its proposed approach to coastal protection legislation.

Information received during these sessions will be used to shape the legislative framework in Nova Scotia. If you have any questions related to planning, please contact Gordon Smith, Provincial Director of Planning at [Gordon.Smith@novascotia.ca](mailto:Gordon.Smith@novascotia.ca) or Shannon Bennett, Executive Director at [Shannon.Bennett@novascotia.ca](mailto:Shannon.Bennett@novascotia.ca) with questions related to powers to expend money. John Somers, of the Department of Environment, can be reached at [John.Somers@novascotia.ca](mailto:John.Somers@novascotia.ca) for any questions related to coastal protection.

We look forward to seeing you at one of these sessions.

Sent on behalf of Mark Peck, Executive Director, Municipal Affairs

You are currently subscribed to amans as: [marian.fraser@saint-marys.ca](mailto:marian.fraser@saint-marys.ca)  
To unsubscribe send a blank email to [leave-630093-4953741.e7870aec6fbf9390d6b2a8aea4421713@lists.gov.ns.ca](mailto:leave-630093-4953741.e7870aec6fbf9390d6b2a8aea4421713@lists.gov.ns.ca)

## Planning Framework Backgrounder for Regional Sessions

### The What

The Department of Municipal Affairs (DMA) is looking for your input to shape the planning framework in Nova Scotia. Specifically, DMA is soliciting input focused on:

1. Mandatory planning for all municipalities and lands within a municipal unit
2. The content requirements of municipal planning strategies
3. Municipal cooperation on land use including having municipalities consult with adjacent municipalities or those impacted when adopting or amending a Municipal Planning Strategy (MPS) and Land-use By-law (LUB)

Municipal land-use planning documents take the form of a MPS and LUB. A Municipal Planning Strategy's purpose is to provide statements of policy to guide the development and management of the municipality. This policy is implemented through a municipality's LUB. Clauses 212 to 214, 217, 219 and 220 are the key related sections of the current *Municipal Government Act* describing the intent and possible contents of these documents.

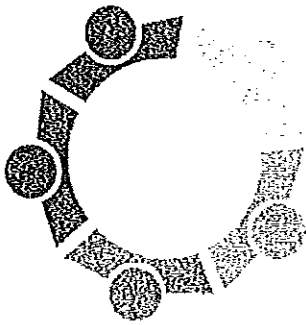
One of DMA's considerations is minimum planning requirements that would require all municipalities address the Statements of Provincial Interest. The Statements of Provincial Interest are focused on agricultural land, flooding, housing, piped infrastructure, and drinking water. They are regulations of the *Municipal Government Act* and recognize that land and water resources are fundamental to our physical, social, and economic well-being. The following are the goals of the Statements of Provincial Interest:

- To protect agricultural land for the development of a viable and sustainable agriculture and food industry
- To protect public safety and property and to reduce the requirement of flood control works and flood damage restoration in floodplains
- To provide housing opportunities to meet the needs of all Nova Scotians
- To make efficient use of municipal water supply and municipal wastewater disposal systems
- To protect the quality of drinking water within municipal water supply watersheds

We would like your input on these topics as well as your thoughts on other potential topics that should be addressed in the MPS such as statements of policy on public consultation, settlement patterns and general future land use plans, transportation, future infrastructure investments, environmental protection, etc.

### The Why

This consultation, and its focus, is in response to repeated calls for change from municipalities. This includes a recent Statement of Municipal Concern from the Nova Scotia Federation of Municipalities as well as 14 calls for change during the input process of the *Municipal Government Act* review. The Department of Municipal Affairs is seeking input to shape the legislative planning framework in Nova Scotia.



# ESREN

## EASTERN STRAIT

### REGIONAL ENTERPRISE NETWORK

June 29, 2018

Mayor Laurie Boucher, Town of Antigonish  
Warden Owen McCarron, Municipality of the County of Antigonish  
Warden Vernon Pitts, Municipality of the District of Guysborough  
Mayor Ralph Hadley, Town of Mulgrave  
Warden Michael Mosher, Municipality of the District of Saint Mary's

Dear Member Municipalities;

We are writing on behalf of the Liaison and Oversight Committee (LOC) and the Board of Directors for the Eastern Strait Regional Enterprise Network (ESREN) representing our six Municipal partners from the Town of Antigonish, the Municipality of the County of Antigonish, the Municipality of the District of Guysborough, the Town of Mulgrave, the Municipality of the District of Saint Mary's and the Town of Port Hawkesbury.

Considering a strong and sustainable future for our ESREN has led to multiple conversations from the membership of both the LOC and the Board. Ultimately, there was a sense that status quo would not be an option going forward. To continue, the LOC and the Board members feel that changes are needed with regards to governance and financing in order to improve ways to work collaboratively and to strengthen communication for all stakeholders, including our six member Municipalities.

On May 4, 2018, the Chief Administrative Officers representing the member Municipalities met. Recommendations were brought forward and adopted at a meeting of the LOC on June 8, 2018, and later at a joint meeting of the LOC and the Board on June 22, 2018. The recommendations are:

1. The Province of Nova Scotia increase its funding to a full operational level;
2. The Province of Nova Scotia and ESREN Member Municipalities support a new governance structure that combines both the LOC and the Board of Directors into one new board structure. This new board will include a majority of business/industry positions (8-12 members); six Municipal positions (one from each of the Member Municipalities); and 1-2 Provincial positions.

3. The Province of Nova Scotia and each member municipality commit to a three-year funding agreement.

The *first recommendation* is straight forward. The Province of Nova Scotia and the Member Municipalities were to fund the ESREN 50-50, with a three year ramp-up to full operational funding. The Province has frozen its funding part way through this ramp-up period, this needs to be changed.

The *second recommendation*, combining both the LOC and the Board of Directors, will create a more streamlined governance model that will improve communications, reduce redundancy, and allow for a higher level of participation of our elected board members to work directly with business and industry leaders, contribute to strategic planning and budget formation, and to have a more direct hand in developing our Eastern Strait Region. We do not want to lose sight of the importance of our industry and business leaders leading the charge in regional economic development; therefore, it was agreed that our six elected members will be voting members but will not hold any executive offices (chair, vice-chair, etc.).

The *third recommendation*, a three-year funding agreement between the Province of Nova Scotia and the Member Municipalities, is based on a few factors. It is difficult to gage long-term success on a short-term basis. The ESREN is still relatively new, and a three-year period will better determine the long-term success of ESREN projects, as it allows for more stability for growth, and a much more palatable time-frame to pursue our strategic plan. Another advantage of a 3-Year Term is with ESREN staff retention and attraction. If we want to attract excellence and keep excellent staff, we will be better able to do so.

The economic development of our Eastern Strait Region is so important. We are stronger when we work together as elected officials and as neighboring Municipalities – especially when we have the opportunity to work collaboratively with business and industry leaders. Regional Enterprise Networks are different all over the Province of Nova Scotia, mainly because all regions are different. This new proposed ESREN model will set us apart from all the others even more so, and perhaps even allow our Eastern Strait Region to be trailblazers in regional economic development. We can create a REN model that works best for us, and in turn, that works best for our region, our municipalities, and our citizens.

The Town of Port Hawkesbury met June 28, 2018 in a Special Public Meeting and adopted by motion of council all of the above recommendations. Doing the same in each of your Municipalities will allow the LOC and the Board to go forward and negotiate with the Province of Nova Scotia and to meet directly with the Minister of Municipal Affairs, Derek Mombourquette, and Municipal Affairs staff.

Ultimately the final decision, pending the outcome of negotiations with the Province, will once again go to each council for consideration to enter into a 3-Year Term as a Member Municipality in the Eastern Strait Regional Enterprise Network (ESREN).

We would ask at this time, that you consider accepting our three recommendations, so that we can go forward in our negotiations with the Province of Nova Scotia. Please do not hesitate to contact us should you have any questions or require additional information.

Sincerely;

Brenda Chisholm-Beaton  
Chair, ESREN Liaison and Oversight Committee

Andrew Beckett  
Chair, ESREN Board of Directors

CC: CAO, Jeffrey Lawrence  
Municipal Clerk/Treasurer, Glenn Horne  
CAO, Barry Carroll  
CAO, Jim Davis  
CAO, Marvin MacDonald  
CAO, Terry Doyle



Canso Lions Club  
PO Box 264  
Canso NS  
B0H 1H0

Warden Michael Mosher  
Municipality of the District of St. Mary's  
PO Box 296  
Sherbrooke, NS  
B0J 3C0

Warden Michael Mosher,

The Canso Lions Club is preparing for the Annual Provincial Seamen's Memorial Service. The 42<sup>nd</sup> Memorial Service will be held on Sunday, August 12, 2018 at 2 p.m. The interfaith service will highlight the importance of the fishery and the sacrifices often made by Nova Scotians who rely on the sea to make a living.

I wish to extend to you an invitation to attend this year's Seamen's Memorial Service and bring greetings from the Municipality of the District of St. Mary's and to lay a wreath or make a donation in memory of lost fishermen. Wreaths can be ordered from Rose's Garden of Gifts in Guysborough (1-902-533-2555). Groups, individuals, and Business who wish to donate or are buying a wreath are asked to contact Catherine at 366-2721 or [derabbie@ns.sympatico.ca](mailto:derabbie@ns.sympatico.ca) on or before Monday, August 6<sup>th</sup>, 2018 if you wish to have your name read during the service as making a donation or laying a wreath.

Please call Ray White at 366-2785 or [ray714@bellaliant.net](mailto:ray714@bellaliant.net) if you require any additional information. We look forward to your visit to our community and attendance to the Memorial Service.

Sincerely,

Lion Catherine DeRabbie  
Secretary Canso Lions Club

Lion Ray White  
Coordinator Seamen's Memorial

**In this world nothing  
can be said to be certain,  
except death and taxes.**

**— Benjamin Franklin**

# Taxation Research

ENSURING MAPPING AND ASSESSMENT ACCURACY

## Initial Findings

- ▶ 210 known properties (PID) with no Assessment Accounts Numbers (AAN) assigned.
- ▶ 344 Known AANs with no properties attached.

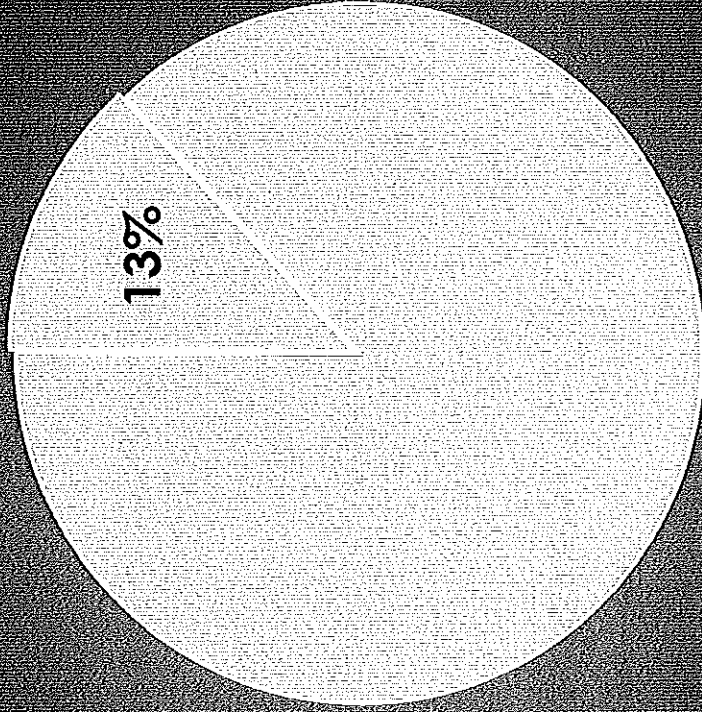
Plus another 83 properties I was able to match up using different methods of research.  
(Need to be confirmed by NS Land Registry and PVSC)

The previous mentioned accounts plus  
the *Owner Unknown* accounts brings us  
to a grand total of...

**690**



# Land Tax Accounts



■ Inaccurate Accounts   ■ Tax Bills Sent Out

“Whoa! We need to collect on those accounts.” Right?

We are collecting on some of them.

There are situations where an AAN without a PID matches with a PID without an AAN and they simply haven't been confirmed.

IT'S NOT CLEAR, JUST YET, WHICH ARE WHICH, BUT THIS IS PART OF WHAT WE ARE WORKING ON.

## Owner Unknown

There are a number of properties in St. Mary's that are identified as *Owner Unknown*.

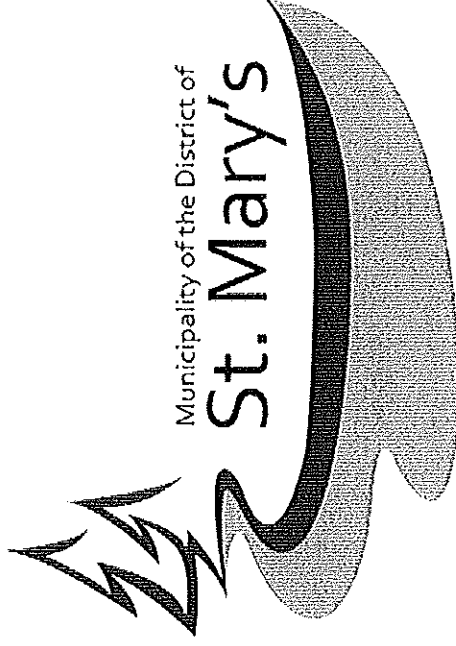
We are working with the Nova Scotia Land Registry Office to determine the correct owners so we can send the bill to the correct owner & address.


This will be a slow but worthwhile process.

# Municipality of the District of St. Mary's

The Municipality owns 37 properties in the district

- ▶ Of these 37 properties only 28 have PIDs and can be mapped correctly.
- ▶ Of these 37 properties, only 24 have AANs and values placed on them.
- ▶ These properties are scheduled to be sent to Land Registry and PVSC in August.





While executing this research, I was also able to identify possible boundary line and civic addressing issues. I passed this information on to Denise who is now working with Nova Scotia Civic Addressing File (NSCAF) to have these issues fixed.

## UPDATE: JUNE 28, 2018

- ▶ In a meeting/conference call with PVSC and Nova Scotia Land Registry Office on June 28, 2018 we learned that 26 of the 83 PIDs and AANs I matched up were confirmed and 66 appeared correct and simply need to be confirmed.

# The Plan

St. Mary's and PVSC decided on the idea to implement a plan for the next 12 months.

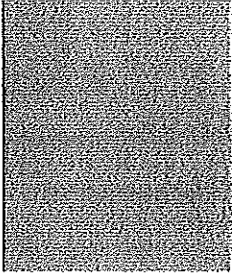
To start we will send our highest priority accounts to be reviewed and corrected. (Accounts in arrears 3 years or more)

Following that we will choose other priority accounts. (arrears less than 3 years, oddities, inquiries from clients, etc)

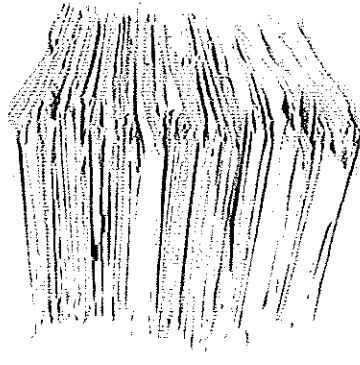
Then all the others

# Records Management

The ultimate organization

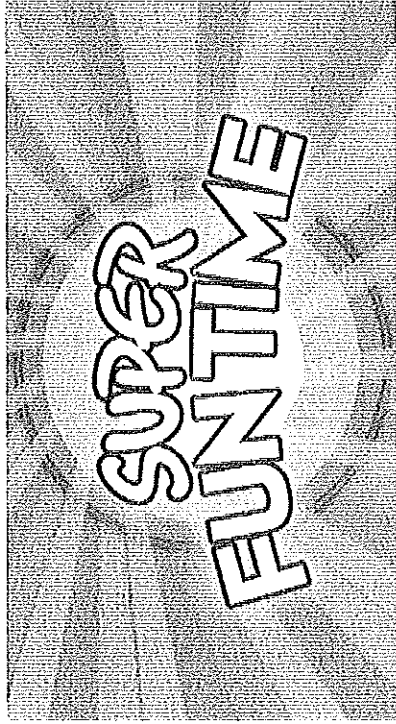
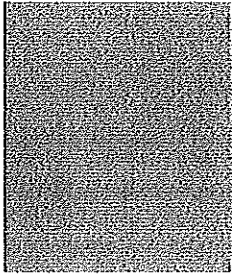


**Using the AMANS Records Management  
Manual Denise and I organized 90% of  
the Municipal Office in Sherbrooke.**





# Yay! Records Management



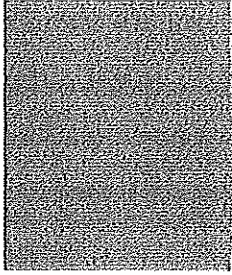
Some people are really bad at  
filing...

# Jokes

Not really though

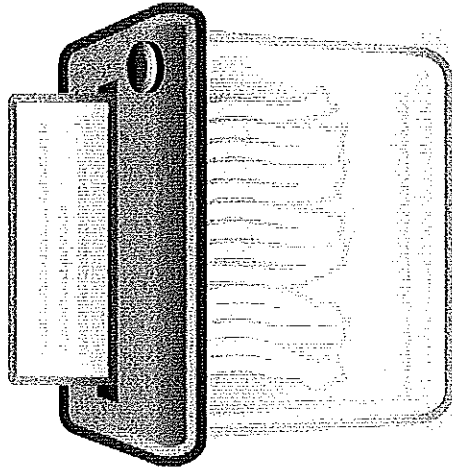


We have confidently disposed  
of 62 boxes of old and not  
needed files & papers



UP NEXT

# SHRED!



We will be contacting a professional shredding company to shred all those 62 boxes.

We don't just recycle it because it may contain some sensitive information.

**FIRE DAMAGED PROPERTY – TAX REDUCTION POLICY**



**Purpose:**

The purpose of this policy is to allow for the reduction of the taxes payable with respect to a property that a building situated on it has been destroyed by fire and the assessment does not reflect the reduction.

Section 69(A) of the Municipal Government Act allows Council, by policy, to provide the reduction, where appropriate, of taxes owing or paid by a property owner.

**Terms of the Policy**

1. For the purpose of this Policy, "taxes" includes all applicable area rates which are calculated by reference to assessed value.
2. A taxpayer may submit a written request to the Municipality asking for a reduction in, or reimbursement of, their taxes, if their property has been destroyed by an undeliberate fire and property has been cleaned up from dangerous/unsightly debris. The request must be made within 120 days from the date of the fire and include a sworn declaration confirming the date, cause and extent of the destruction, the location of the property (including AAN) and eligibility pursuant to this policy.
3. The reimbursement or reduction shall only apply to owners who have no intention of repairing the structure within 6 months of the application date.
4. The Municipality upon written request of the taxpayer will request Property Valuation Service Corporation (PVSC) to value the property for the purpose of this policy to assist in the calculation of any reduction or overpayment.
5. Upon confirmation of assessment from PVSC and the Building Inspectors report the Treasurer for the Municipality shall reduce the amount of the taxes on the building(s) by pro-rating the reduction of assessed value over the balance of the taxation year from the date of destruction.
6. Proof by sworn affidavit will be required that no insurance claim for property tax payment loss has been or will be made in respect to the loss by fire for the current tax year. Subsequent years will be dealt with through Assessment Appeal.
7. If the owner of the property or tenant is found guilty of arson, either civilly or criminally, the taxes shall not be rebated/reduced.
8. The Treasurer may revoke any tax reduction granted pursuant to this policy if any aspect of the Declaration made is found to be inaccurate or is not adhered to, in which case the

full amount of taxes which would otherwise have been payable shall become due and payable forthwith, plus interest.

9. Each request will be considered and reviewed on an individual basis.

Date Adopted: