

Yarmouth-Argyle-Barrington
District Planning Commission Meeting
October 8, 2008

Present: Warden Bryan Smith, Warden Louise Halliday, Alain Muise-CAO and recorder, Brian Holland-Clerk-Treasurer, Connie Saulnier-CAO, Larry Stewart-PAC Chairman, Gilles Robichaud-PAC Chairman, Simon LeBlanc PAC Chairman, Brad Fulton-Planner, Ken Moses, CAO

The meeting was called to order at 7:02 pm by Chairman Bryan Smith.

Agenda:

Moved by Louise Halliday and seconded by Gilles Robichaud to accept the agenda as circulated.

Motion carried

Minutes:

Moved by Louise Halliday and seconded by Gilles Robichaud that the minutes of the June 17th, 2008 meeting be approved.

Motion carried

Business arising from the minutes:

Production and sale of maps: Mr. Fulton reports that the District Planning Commission cannot compete with the Province of NS as it relates to the sale of maps produced in house, unless it enters a formal agreement with the Province. This agreement would allow for the sale, with royalties flowing to the Province. According to our Senior Planner, this agreement is complex and would not be practical to undertake. Mr. Fulton also addresses the fact that the Commission does not have a policy in place for the production of maps. In absence of a policy, any organization can request the Commissions' mapping services, which is a time consuming exercise. Mr. Fulton recommends that a policy be implemented to restrict the production to municipal use

Moved by Louise Halliday and seconded by Gilles Robichaud that Mr. Fulton and the four CAO's meet to prepare a formal map production policy and present to the DPC at a future meeting.

Motion carried

Presentation of audited financial statements:

CAO Alain Muise presents the financial statements of the District Planning Commission, comparing the actual statement of operations to budget. The Commission had budgeted to utilize

the prior year surplus, but in reality, due primarily to the vacant Senior Planner position, the DPC did not require the surplus of the prior year. The Commission has revenues in excess of expenditures of \$27,666 compared to a budgeted loss of \$39,106. CAO Muise explains that the surplus at the end of the 2008 fiscal year was used to reduce each Municipal unit's contribution to the Commission in 2008-09. The balance sheet was also presented, with cash slightly above \$70,000 at year end. The Commission also has an equipment reserve of \$16,157.

Moved by Gilles Robichaud and seconded by Louise Halliday to approve the audited financial statements for the 2007-2008 fiscal year.

Motion carried

Administrative Assistant:

Senior Planner Brad Fulton reminds the Commission that Marsha Amiro, our previous secretary-Treasurer, has resigned. Mr. Fulton and Mr. Muise arranged to advertise the position, and of eight applicants, three were interviewed. Mr. Fulton has recommended the hiring of Ms Pam Surette for the vacant position, citing her experience in similar work.

Moved by Louise Halliday and seconded by Simon LeBlanc to accept the recommendation of our Senior Planner to hire Pam Surette as our new Administrative Assistant, to start in October, with a firm date to be determined by Mr. Fulton.

Motion carried

Signing Authority:

Senior Planner Brad Fulton explains to the Commission that new signing authority is required due to the transition of staff. CAO Muise reminds the Commission of the discussion in a previous meeting respecting the desire to have a Commission board member as signing authority.

Moved by Louise Halliday and seconded by Gilles Robichaud that the new signing authority be issued as follows: Brad Fulton, Alain Muise, Patsy Scoville, Aldric d'Entremont. Two of the four signatures are required

It was further moved that any cheque exceeding \$1,000 must be approved and signed by Aldric d'Entremont as board member.

Motion carried

Future staffing and the Integrated Community Sustainability Plan (ICSP):

Senior Planner Brad Fulton reports on his progress respecting the revision of Municipal Planning Strategies and the preparation of an ICSP as mandated by the Province. Mr. Fulton had met with the four CAO's and Mr. Graham Fisher from the Province. It was determined that there is a need for additional planning services to complete these tasks. Mr. Fisher and Mr. Fulton have since determined that it would be most useful to combine our MPS revision requirements with our

ICSP requirements, as both require public participation and have similar processes. Senior Planner Fulton strongly recommends that the documents be completed together. Fulton also recommends that we hire a planner on a contract basis to assist in this process. CAO Connie Saulnier recommends that we also consider hiring a consulting firm to complete this task, as in her experience, they have performed well. Given the time deadlines, the firm may be more effective. The Commission agreed that additional resources are required, support the addition of a contracted planner, or a consulting firm.

Moved by Gilles Robichaud and seconded by Simon LeBlanc that the four CAO's and the Senior Planner determine the cost of hiring a planner on contract versus a consulting firm, and recommend the proper course of action to the Commission.

Motion carried

Proposal for GIS data support

With the addition of Pam Surette, Mr. Fulton recognizes an opportunity to offer additional mapping/GIS services to the units. Brad Fulton explains that working with the development officers in each participating unit, the Commission could arrange a data exchange. This data would be inputted in the Commission's GIS systems with the goal to offer more useful mapping information to each unit. The Commission agrees that this would be a useful exercise. Brad will be contacting the Development Officers in each of the units to analyze the data systems now in place in their offices with the intention of determining steps needed to establish a data exchange protocol with the DPC.

Any other business: CAO Muise informs the Commission that with the decision to hire a consulting firm or consultant to meet our provincial mandates, that all municipal units should be paying the entire \$35,000 amount. Those units that have held back funds should now be billed for the difference. Chair Bryan Smith suggests the Senior Planner arrange billing at the consensus of the Commission.

Next Meeting date: With the impending municipal election, no meeting date was set at this time

Adjournment: Moved by Gilles Robichaud and seconded by Louise Halliday that the meeting be adjourned. Meeting was adjourned at 8:02pm.