

**JANUARY 27, 2020**  
**STELLARTON, NOVA SCOTIA**

**MEETING**

A meeting of the Stellarton Committee of the Whole was held on Monday, January 27, 2020 at 5:30 p.m. in Council Chambers.

**PRESENT**

Chair Deputy Mayor S. Campbell, Mayor D. MacGillivray, Coun. S. Lawand, Coun. B. Knight, and Coun. G. Pentz. Also present was the Town Clerk S. Higdon.

**AGENDA**

The Agenda was approved on motion by Coun. B. Knight, seconded by Coun. G. Pentz.  
**Motion Carried.**

**APPROVAL OF PREVIOUS MINUTES**

The Minutes of November 25, 2019 were approved on motion by Coun. B. Knight seconded by Coun. S. Lawand. **Motion Carried.**

**BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**CORRESPONDENCE**

- a. Dream Candy Organization Re: 3-way Stop Sign – Town Clerk S. Higdon read letter received from the Dream Candy Organization, thanking the Town for installing the 3-way Stop Sign at the corner of Foord Street and Jubilee Avenue; safety has been improved.
- b. Transportation and Infrastructure Renewal Re: Response to letter sent from the Town – Town Clerk S. Higdon re motion made at previous meeting for a letter to be sent to Transportation and Infrastructure Renewal addressing lighting at Ext 24; S.Higdon read letter for the record; this area was reviewed by NSTIR Staff and advised that it is in accordance to their standards; other lighting would be the municipality's responsibility. Comments: Mayor D. MacGillivray re costs for lighting to consider during budget deliberations. Mayor D. MacGillivray made motion to recommend to Council to ask staff to look into the cost of lighting for budget consideration, seconded by Coun. B. Knight. **Motion Carried.**

**DRAFT OUTDOOR CAFES AND EATING BYLAW**

Town Clerk, S. Higdon reported that this Bylaw has been recommended by the Planning Advisory Committee that the Town should consider implementing for Outdoor Cafes and Eating; for Committee's consideration; it will go to Council in February for first reading.

**RFP – AUDIT SERVICES**

Town Clerk S. Higdon re Audit Services and proposals; it has been 8 years since new services; three proposals were submitted: MGM at \$15,000.00; MacDonald and Murphy was \$16,800.00; and Grant Thornton was \$19,000.00. The proposals were scored and researched thoroughly by Town's Financial Accountant, B. MacKay; the recommendation is to go with Grant Thornton.

Questions/Comments:

Coun. B. Knight supports recommendation.

Coun. S. Lawand comments re audit services for the last 8 years; "quality and clarity" score difference between proposals. B. MacKay re RFP requirements, "External Audit Proposal Requirements", specific areas to be addressed; she explained the scoring results. Coun. S. Lawand agreed with recommendation.

Mayor D. MacGillivray re legalities and lowest bids. Town Clerk S. Higdon replied that determination is for best interest of the Town, not necessarily the lowest bid. B. MacKay added some comments; the request is for proposals, not Tenders. She took the content from the RFP, assessed every one of the points, and gave it a score accordingly (from 1 to 5); furthermore she added that there were two steps; one was review of the RFPs, which is the details: then using the responses, the evaluation summary. The evaluation includes: Firm Profile; Technical and Professional Qualifications; Audit Approach; Additional Services; Quality and Clarity of Proposal; and Fees. B. MacKay looked at other municipal units' audit examples; fact-based analysis, not an opinion. Coun. B. Knight made motion to accept recommendation and move forward to Council, Grant Thornton for Audit Services, seconded by Coun. G. Pentz. **Motion Carried.**

#### **OPEN FORUM**

No one spoke at Open Forum.

**NEXT MEETING DATE: February 24, 2020 at 5:30 p.m.**

**ADJOURNMENT** on motion Coun. G. Pentz.