



Municipality of the District of St. Mary's

Regular Council Meeting

Wednesday, February 16th, 2022

We acknowledge that we are gathering in Mi'kma'ki the traditional unceded territory of the Mi'kmaq people.

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Wednesday, February 16th, 2022 at 3:30 pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Wier	Councillor Zinck
Deputy Warden Fuller	Councillor Mailman
Councillor Baker	
Councillor Malloy	
Councillor Harpell	

Also Attending:

Marissa Jordan, CAO
Marian Fraser, Director of Finance
Mallory Fraser, Municipal Clerk

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

On motion of Councillor Harpell and seconded by Councillor Baker, Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Malloy and seconded by Councillor Baker, Council approved the minutes of the Regular Council Meeting held January 10th, 2022.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Harpell, Council approved the minutes of the Special Council Meeting held January 24th, 2022.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council approved the minutes of the Emergency Council Meeting held January 24th, 2022.

Motion approved.

On motion of Councillor Zinck and seconded by Councillor Harpell, Council approved the minutes of the Emergency Council Meeting held January 26th, 2022.

Motion approved.

On motion of Councillor Malloy and seconded by Councillor Deputy Warden Fuller, Council approved the minutes of the Special Council Meeting held February 7th, 2022.

Motion approved.

7. Recommendations from Committee of The Whole:

January 19, 2022

On motion of Councillor Malloy and seconded by Councillor Zinck, Council agreed to re-start recreation programs and continue to review the situation at future COTW Meetings.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Harpell, Council agreed to approve the District #6 Volunteer Fire Department's application under the Non-Profit Organization Property Tax Exemption Policy.

Deputy Warden declared a conflict of interest and abstained from voting.

Motion approved.

On motion of Councillor Zinck and seconded by Councillor Baker, Council agreed to submit payment for the invoice from Dylan's Tractor Services in the amount of \$6,840.96 for maintenance to the Transfer Station backhoe.

Motion approved.

On motion of Councillor Malloy and seconded by Councillor Harpell, due to an error Council agree to amend the previous motion to contribute \$5,988.67 to DEANS and agreed to contribute \$4016.34 as it is the correct figure from DEANS.

Motion approved.

February 2, 2022

On motion of Councillor Harpell and seconded by Councillor Malloy, Council agreed to set the threshold for the annual income for Low Income Property Tax Exemption at \$22,600.00 per household to receive an exemption of \$150.00.

Motion approved.

On motion of Councillor Baker, seconded by Councillor Harpell, Council agreed to award the municipal Snow Clearing & Traction Control contract to SuperDuty Snow Removal for a monthly retainer of \$4,495.00 plus HST and other fees as specified in the agreement.

- The CAO, Marissa Jordan proposed an amendment to the motion to use the parent company of SuperDuty Snow Removal, Ryan's Fancy Fisheries as the contractor's name as supplied on the invoice.

On motion of Councillor Baker, seconded by Councillor Harpell, Council agreed to award the municipal Snow Clearing & Traction Control contract to Ryan's Fancy Fisheries for a monthly retainer of \$4,495.00 plus HST and other fees as specified in the agreement.

Motion approved with amendment.

8. Outside Committee Reports

a. Eastern Solid Waste Management Committee – Councillor Malloy

- Please see attached report.

9. CAO Report:

- CAO, Marissa Jordan highlighted the ongoing projects including sessions relating to different grants looking at solar potentials to be prepared for options funding.

10. Adjournment:

On motion of Councillor Malloy and seconded by Deputy Warden Fuller there being no further matters of business, Council adjourned at 3:43pm.

Motion approved.



Recorded By
Mallory Fraser, Municipal Clerk



Approved By
Warden Wier



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: January 24/2022

Location: Zoom

Extended Producer Responsibility for Printed Paper and Packaging

- 90 day targeted consultation began January 10, 2022
- There will be a presentation to the Facility Manager & Directors/Regional Coordinators (Thurs.Jan. 26) and Regional Chairs (Fri. Jan. 27)
- Regional Chairs through the Priorities Group and working towards a joint municipal response to the department from Regional Chairs, NSF,AMA,Mayors & Warden
- Let Nicole know if you have any questions.

Clean Intern Application

- Submitted for a 15-week position 'Waste-Resource Compliance Promotion Officer' (100% salary funded by Divert NS)
- Target areas:proper sorting, waste reduction, litter and illegal dumping

Regional Coordinator/Education Position

- In the process of hiring, interviews this week, aim is to start the transition Jan 31 to Feb. 24,2022



Municipality of the District of St. Mary's

CAO Report – January 2022

Deputy CAO & Economic Development & Planning:

- Attended Schedule Meetings:

- COTW- Jan. 5th
- Council Meeting- Jan. 10th
- Staff Meetings- Jan. 11th, Jan. 24th, Jan. 27th
- EMO Committee Meeting- Jan. 11th
- Guysborough County Housing Network Meeting- Jan. 19th
- COTW- Jan. 19th
- Special Council Meeting- Jan. 24th
- Emergency Council Meeting- Jan. 26th
- Fire Services Meeting- Jan. 26th

- Municipal Personal Development Training:

- Gender & Sexuality and Creating Affirming Spaces for 2SLGBTQIA+ Community- Jan. 12th
- Part 1: Building High Performing Resilient Municipal Government Teams- Jan. 26th
- Enrolled in online course-Municipal Law 1, through Dalhousie University as part of the certificate in Local Government Administration.

- Grant Information Sessions:

EV Boost Session- Jan. 18th- Attended an information session that outlined a new grant opportunity. EV Boost will bring more Level-2 EV chargers to eligible organizations in the province. Through funding provided by Natural Resources Canada (NRCan)'s Zero-Emission Vehicle Infrastructure Program (ZEVIP), Clean Foundation will help to support the deployment and installation of up to 250 EV chargers. NRCan will fund up to 50% of Total Project Costs, to a maximum of \$5,000 per connector and applications will be due March 18th, 2022.

FCM- Community Building Retrofit Fund Session- Jan. 19th- Met with a representative regarding this fund through the Federal of Canadian Municipalities (FCM). This is an initiative that supports local governments and not-for-profit organizations in retrofitting public buildings to improve energy performance, lower operating and maintenance costs, and transition to cleaner energy solutions over time.

Recreation Facility Development Grant Session- Jan. 21st- This Program assists community groups, municipalities and other 'not-for-profit' organizations to develop facilities in order to increase public participation in sport and physical recreation. Facilities may include: Recreation centres and halls, pools, arenas, athletic field, parks and playgrounds and trails.



Municipality of the District of St. Mary's

- All-net Municipal Solutions Website Demo:

Had a start up call on Jan. 3rd to learn more about All-net offered regarding municipal websites. Set up and attended a demonstration with the Municipal Clerk of their website solutions and services on Jan. 13th.

- Recreation Master Plan RFP Evaluation:

Reviewed and evaluated proponent responses on Jan. 27th for the Recreation Master Plan RFP with the Director of Finance and Director of Community Development & Recreation.

- Guysborough County Housing Network Meeting:

Met with Nancy O'Regan on Jan. 30th, member of the Housing Network, to discuss the timeline and project ideas for the potential co-hosting opportunity for a community consultation session in St. Mary's surrounding housing needs.

- Dangerous & Unsightly Premises:

Discussed ongoing dangerous and unsightly property concerns with the Building Inspector.

- MPS/LUB:

Had initial start up meeting with Upland consultants on Jan. 7th. In January they have completed the review of existing documents and completed a large portion of the review of the current draft planning documents, while taking initial steps towards completing the abutting municipalities engagement were taken. In early February they plan to finalize the review of the draft planning documents and develop a list of recommendations as well as schedule their site visit and staff consultation.

Finance:

- Attended the following meetings:

- COTW Meetings – January 5th and 19th
- Regular Council Meeting – January 10th
- Special/Emergency Council Meeting – January 24th and January 26th

- 2022/2023 Assessment Roll:

Uploaded and balanced new assessment roll from Property Valuation Service Corporation into municipal software. Provided detailed listings of all municipal, provincial and federal assessment accounts to the CAO for land review. Reviewed all municipal assessment accounts to match AANs to PIDs, from there submitted inquiries to land registration and PVSC regarding unmatched accounts.

- Tax Arrears/Tax Sale:

Ran interest and sent out monthly arrear's notices to property owners. Processed tax sale deeds and inquires for 6-month redeemable properties relating to the July 2021 tax sale.

- Taxes Collected by fiscal year as of January 31st, 2022

- 2021-2022 Taxes – 93.38% Collected
- 2020-2021 Taxes – 97.02% Collected
- 2019-20 Taxes – 98.25% Collected



Municipality of the District of St. Mary's

- Financial Statements:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required. Began working on 3rd quarter finance report to present to council at COTW in February.

- Low Income Property Tax Exemption Form:

Updated form for the 2022/23 fiscal year. Once approved through council form will be included in the next municipal newsletter. Reminder that applications forms for General Government Grants for the 2022/23 fiscal year are located on the municipal website and are due by February 15th, 2022

- Grants in Lieu of Taxes:

Submitted 21/22 Conservation land grant in lieu of taxes

- 3rd Quarter HST Remittance:

Prepared and submitted remittance for both the Municipality and Sherbrooke Water Utility

- Human Resources:

Completed bi-weekly and monthly payroll procedures, remittances, staff contract details and ROE's. Completed staff schedules and timesheet summaries. Completed, submitted and distributed t-4's for 2021 to all staff and council members.

- Additional training:

Attended Gender and Sexuality training on January 12th and part 1 of Building High Performing teams on January 26th

Community Development & Recreation:

- Programming:

Started to host programming again in January under provincial COVID19 restrictions. Also launched a Winter Walking Challenge with over 40 participants.

- Ecum Secum Community Park Project: Continued to provide assistance to the Ecum Secum Community Park Committee. We received the final draft of the site design in January. I had a meeting with the Department of Communities, Culture, Tourism and Heritage regarding this project ahead of the submission of a Recreation Facility Development Grant. Grant work continued for this project.

- Replex programming: Programs resumed in January under restrictions. Programs include: Adult Hockey, Free Skates and House League Hockey.

- Meetings: Attended the following meetings/sessions: Highland Region Recreation Coordinators meeting, Youth Focused Community of Practice.



Municipality of the District of St. Mary's

Look ahead to February 2022:

• Programming:

New winter programs will begin in February including: Rainbow Club & Female Fun & Fitness. Reconnect with Winter Kits are being created for children to take home. Recreation Playboxes are being updated.

• Recreation Master Plan:

The Department was successful in our grant application for our Recreation Master Plan. Work will be commencing in February on this project.

• Community Transit:

A consultant team has been hired to develop a business plan for community transit in St. Mary's. A management team is being developed and work will commence on this project in February.

• Training:

Enrolled in Principals of Healthy Aging Trainer training in February. This will be training that will benefit organizations in the community who offer programs to seniors.

Public Works:

• Sherbrooke Library- Completed repairs to the rear roof of the library.

• Training- Public works staff continued to enroll in water courses through World Water Operator Training Company Inc. (WWOTC) and ice management courses through Recreation Facility Association of Nova Scotia (RFANS)

Municipal Clerk:

• Attended the following meetings:

- Council Meeting on January 10, 2022
- COTW Meetings on January 19 & February 2, 2022
- Special Council Meetings on January 29, 2022
- Emergency Council Meetings on January 24 & 26, 2022
- EMO Committee Meeting on January 11
- Fire Services Meeting on January 26
- Staff meetings on January 11, 24 & 27

• Participated in the following professional development:

- Introduction to gender and sexuality and use the second hour to talk about creating affirming spaces for the 2SLGBTQIA+ community on January 12, 2022.
- Building High Performing Resilient Municipal Government Teams in 2022 on January 26th, 2022.



Municipality of the District of St. Mary's

- Completed the following Administrative Duties & Projects:

- Attended demonstration for All-Net Solutions & Townfolio on January 13, 2022
- Applied for Clean Foundation Internship for Climate Change Action Plan Coordinator
- Applied for Building Vibrant Communities grant to fund Building Seeds of Growth Literacy Project
- Updated Facebook Page, Website and sent Voyent Alerts as required.
- Updated AMANS Memberships
- Set up Maintenance Agreement with Carmichael's for office heating system.
- Provided Municipal news items for the Newsletter
- Provided Greenfield Oldsters with information on Recreation Nova Scotia AED Grant Program
- Completed and submitted Final Report for Community Recreation Capital Grant for Recplex Repairs
- Set up login for NSCAF account
- Wrote a Statement of Recognition for #1792 Project
- Received approval of Wellness Fund Grant from the Community Health Board for Rainbow Club Program
- Completed Quarter 3 Water Billing
- Distributed Expense Cheques and posted claims to website.