



NOTICE

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

DATE: Wednesday, December 5th, 2018

TIME: 9:00am

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

Please advise if unable to attend

Dated: November 28, 2018

Marvin MacDonald, CAO

**Municipality of the District of St. Mary's
Committee of the Whole
Wednesday, December 5th, 2018**

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Committee Meeting held November 21st, 2018
5. Business Arising from Minutes
6. Other Matters of Business
 - a. St. Mary's River Association Request
 - b. Grants to Organization Process
 - c. Planning Session Date
 - d. Engage St. Mary's Report
 - e. Meeting Procedures (handheld electronics)

Adjournment

**Municipality of the District of St. Mary's
Committee of the Whole
Wednesday, December 5th, 2018**

Meeting, Date & Time

The Committee of the Whole meeting of St. Mary's Council was called to order on Wednesday, December 5th, 2018 at 9:00 am in the Council Chambers Sherbrooke, N.S.

Attending

Warden Mosher
Deputy Warden Dort (Arrived 10:20am)
Councillor Kaiser-Kirk
Councillor Baker
Councillor Smith
Councillor Findlay
Councillor Malloy

Also Attending

Marvin MacDonald, CAO
Marian Fraser, Director of Finance
Denise Sawlor, Municipal Clerk/Special Projects Coordinator

Approval of Agenda

On motion of Councillor Findlay and seconded by Councillor Malloy that Council approve the agenda with the following additions.

- 6. Other Matters of Business
 - f. Deed Transfer Tax
 - g. Recplex
 - h. In-Camera
 - i. Tourism Workshop
 - j. Develop NS

Motion carried.

Approval of Minutes

On motion of Councillor Smith and seconded by Councillor Baker that Council approve the minutes of the Committee Of The Whole held November 21st, 2018

Motion carried.

Business Arising From Minutes

- General Education Development (GED)
 - A working group has been formed through the federal Associate Deputy Minister (ADM) committee responsible for GED.
 - A Request for Interest (RFI) for the development of a Canadian owned Assessment of High School Equivalency has been sent out.
 - The purpose of the RFI is to see if there are any other options available for a computer-based high school equivalency assessment.

- Ambulance Service
 - A response from the Minister of Health & Wellness was received. See attached.
 - Council will be provided a copy of the letter.
 - Marvin will contact the operations people to determine if any immediate plans are in place for a move.
- Tax Sale
 - Marian has created a binder which contains all the tax sale property information.
 - The binder is available for viewing at the Municipal office.
- Atlantic Gold
 - There hasn't been any response to the questions asked during their presentation on November 21st, 2018.
- Main Street Cross-cut
 - An overview of the current deficiencies has been compiled.
 - Marvin will be providing the project Engineers with the information. The Engineers will coordinate repairs with the contractor.

Other Matters of Business

- St. Mary's River Association (SMRA) Requests
 - SMRA requested
 1. Municipality cost share on hiring Ann Maest to do an independent assessment on Atlantic Gold's Environmental Impact Statement (EIS).
 2. That Council establish a by-law prohibiting open-pit mining within eight kilometers of the St. Mary's River.
 - Solicitor has indicated that cost sharing on the consultant at this point in the process may limit Council's ability to consider other options at a later date.
 - SMRA has a single mandate where the Municipality has a broader mandate.
 - A by-law of this nature (land use) would require an approval process with Department of Municipal affairs (DMA).
 - Mining, pits and quarries are under provincial jurisdiction.
 - If the DMA were to approve the by-law it would most likely be challenged in court by the mining industry.
 - The Colchester County example brought forward during the SMRA presentation is a source water protection designation for the Tatamagouche drinking water system.
 - Council requested that Marvin contact the Solicitor to get legal advice on both requests.
 - Marvin will contact Scott Beaver to clarify the role of the consultant.
- Grants to Organization (GTO) Process
 - During budget deliberations earlier this year Council indicated they would like some changes to the current GTO process.
 - Council provided a few ideas for changes to the policy and application procedure.
 - Staff will look into these changes.
 - Any additional ideas may be sent to Staff.
- Planning Session Date
 - Meeting Dates will be:
 1. COTW – January 2 & 16 at 1pm
 2. Planning Session – January 3 (time and place TBD)
 3. Council – January 14 at 7pm
 4. Tax Sale – January 17 at 11am

- Engage St. Mary's Report
 - The report by Engage NS about the Engage St. Mary's event has been published. It is available on our website and Facebook.
 - Council will need to discuss the next course of action.
 - This will be added to the planning session agenda.
- Meeting Procedures
 - Council is in favour of creating a policy to address meeting procedures in regards to cell phones and internet access.
 - Staff will do some research on the topic and bring it back to Council.
- Deed Transfer tax
 - The October 2018 property sale list that Marian receives indicated a \$0 deed transfer tax amount for the Smokehouse properties in Sherbrooke. Deed transfer tax is 1.25% of the sale price. Sale price for the Smokehouse properties was listed as \$0.
 - Marian did some research and the MGA states that the Treasurer can reject the stated property sale amount. The property owners have an opportunity to adjust the amount but if an amount is not agreed on then the issue goes to the Assessment Appeals Court. The Court will review the case and make a decision which will be final.
On recommendation of Councillor Findlay and seconded by Councillor Baker that the municipality appeal the deed transfer tax affidavit submitted for the Smokehouse properties.

Recommendation adopted.

- Recplex
 - Two quotes were received for addressing the mold removal and repair in the Recplex sprinkler room.
 - Both companies did a site visit.
 - A solution to the issue may require installing filters, exhaust fans, etc.
On recommendation of Councillor Findlay and seconded by Councillor Malloy that council award SystemCare the contract to fix the mold issue at the Recplex for the cost of \$5842.50 plus HST. \$1,000 to be paid through the Recplex maintenance budget and the remainder through the Roy Steed Fund.

Recommendation adopted.

Break 9:54am – 10:07am

- In-Camera
On recommendation of Councillor Baker and seconded Councillor Findlay that council moved into an in-camera session to discuss a confidential matter.

On recommendation of Councillor Findlay council reconvened to regular session at 11:34am.

On recommendation of Councillor Findlay and seconded by Councillor Baker that a sealed tender bid be put out for PIDs 37530094, 35179746, 37530128 as one consolidated parcel for the minimum bid of \$47,000 plus HST and expenses.

Recommendation adopted.

- Tourism Workshop
 - Councillor Smith attended the tourism workshop in Larry's River which was organized in conjunction with the REN. The workshop discussed the tourism strategy for Guysborough County.

On recommendation of Deputy Warden Dort and seconded by Councillor Baker that Councillor Smith be reimbursed for travel expense related to attending the tourism workshop.

Recommendation adopted.

- Develop NS
 - Develop NS is holding an information session in Guysborough on Friday for Council and Staff.
 - The purpose of the session is to provide attendees with information on broadband funding so they can better answer questions from the public.
 - Denise and Councillor Findlay will be attending.
 - Marvin may be attending.
- Betty MacDonald
 - Betty MacDonald, NSFM Deputy Director will be retiring.
 - A card from Warden, Council and Staff will be sent.
- Marine Protected Area
 - The Marine Protected Area Advisory Committee is asking for a representative from St. Mary's.

Adjournment

On Motion of Councillor Findlay there being no further matters of business, Council adjourned at 11:50am.

Recorded By
Municipal Clerk

Approved By
Warden Mosher



Health and Wellness
Office of the Minister

PO Box 488, Halifax, Nova Scotia, Canada B3J 2R8 • Telephone 902 424-3377 Fax 902 424-0559 • Health.Minister@novascotia.ca

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

NOV 23 2018

Dear Warden Mosher,

Thank you for your letter of Sept 25, 2018 and for bringing to my attention your concern regarding location of the ambulance base in your area. I apologize for the delay in responding.

The Department of Health and Wellness continues to monitor the EHS operating environment on Nova Scotia's Eastern Shore, and I understand EHS Operations met with council in February 2017 to describe the factors that influence decisions on ambulance deployment.

The current station in Sherbrooke is for sale by the landlord, and the building design no longer meets EHS Operations requirements. As a result, it is necessary for EHS to evaluate options to ensure optimal continued service for the Sherbrooke area.

EHS Operations will contact the Warden and council to update you about ambulance coverage and station location for the District of St. Mary's before any changes are finalized.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Delorey".

Randy Delorey, MLA
Minister of Health and Wellness



Municipality of the District of St. Mary's

General Government Grants Policy

Purpose

The purpose of this policy is to provide Council, Municipal Staff and the public with a framework by which Municipality grants will be applied for, reviewed and awarded.

General Stipulations to Policy

- General Government Grants are not to exceed 1.5% of the current year's operational budget minus any transfer needed from surplus.
- During an Municipal election year District Grants (#1) cannot be allocated or spent three months prior to the election date and only 50% of the total district grant can be spent per Councillor by such date

Grant Categories

The Municipality may provide three types of grants through this policy:

1. *District Grants* - Each Municipal Councillor will have an equal amount of funds per district to be allocated at their discretion in accordance with the policy throughout the fiscal year.
2. *Grants to Organizations* – During annual budget deliberations Council will review completed applications and allocate grants.
3. *School Scholarships* – A grant provided to St. Mary's Academy for scholarships to students who are residents of the Municipality graduating grade 12 planning to further their post-secondary education.

Description of Grant Category & Criteria

1. *District Grants* --
 - A demonstrated need must be shown to exist, and shall be the deciding factor for approval. Need shall be defined as a situation where applicant does not have sufficient resources to carry out a particular activity, task or service to the community.
 - Grants are meant to be of a specific nature and shall not be construed as being a regular or annual occurrence.
 - Funds are not to be used for any personal gain or for any commercial or private enterprise.

- Community Centers and Religious Organizations are not eligible unless for a specific event or purpose benefiting residents of the Municipality.
2. *Grants to Organizations* -
 - A demonstrated need must be shown to exist, and shall be the deciding factor for approval. Need shall be defined as a situation where applicant does not have sufficient resources to carry out a particular activity, task or service to the community.
 - Grants are meant to be of a specific nature and shall not be construed as being a regular or annual occurrence.
 - Anyone group or project cannot exceed funding of more than 50% of the total funds allocated in the Grants to Organizations category.
 - Funds are not to be used for any personal gain or for any commercial or private enterprise.
 - Grants to Organizations focus on capital projects, program costs are eligible as long as they are not ordinary operating costs of an organization.
 3. *School Scholarships*
 - School Administrations at St. Mary's Academy administers the criteria for municipally sponsored scholarships.

Eligible Applicants

1. *District Grants* – Nonprofit Organizations/Community Groups must be within the Municipality or serve/benefit residents within the Municipality, examples include but are not limited to; Students (St. Mary's Education Centre/Academy), Sport Groups, Provincial/National Recognition, Community Groups, Youth groups.
2. *Grants to Organizations* - Organizations must be active with registry of joint stocks - or – Provide evidence of incorporation under the Societies Act of Nova Scotia and identify how long the applicant organization has existed, or if co-sponsored similar proof from the co-sponsoring organization. Organization must be within the Municipality or serve/benefit residents within the Municipality.
3. *School Scholarships* – School Administration at St. Mary's Academy administers eligible applicants.

Application Process

1. *District Grants* - All grant requests should be received in writing and are to be approved at the discretion of the district Municipal Councillor in consultation with the CAO and/or Finance Officer in accordance with this policy. A Councillor can approve a grant without having it in writing from the organization providing the Councillor supplies the grant requests to municipal administration in writing. District grants can be requested throughout the year providing funds are still available.

2. *Grants to Organization* – Organizations must complete an application form, see attached form. Deadline for completed application form must be received by February 15th each year for the upcoming fiscal year. Financial information must be included as outlined in application form.
3. *School Scholarships* - School Administration at St. Mary's Academy administers the application process.

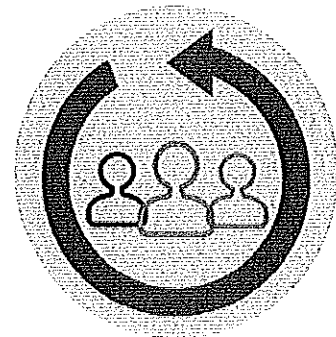
Reporting Requirements

1. *District Grants* - No reporting requirements exist.
2. *Grants to Organization* – Requests over \$5,000 require the organization/group to make a presentation to Council. If an organization receives \$1,000 or greater they must complete a Grants to Organization Funding Evaluation form on how the money was spent by February 15th of the current year. (See attached form). If the form is not completed the organization/group will not be eligible a grant in the following fiscal year.
3. *School Scholarships* - School Administration at St. Mary's Academy administers reporting requirements.

Council Approval of Policy

The amount for general government grants will be considered as part of the Municipality annual budget process. Council may allocate funds over and above the amount approved in the budget process when request for grants of an emergency or pressing nature are received that exceed the budget. Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the guidelines set out in this policy.

Revisiting our *Shared Future*



engage
st. mary's

“A strong, responsible Municipal Government that provides services and leadership through believing in our communities, facilitating growth and development while enhancing our quality of life and preserving the beauty of our surroundings.”

- St. Mary's 2026, A Ten Year Strategic Plan

Summary

On September 22nd, 2018, over 40 community members of the Municipality of the District of St. Mary's came together to discuss our shared future with three themes in mind:



Population

Economic Development

Public Engagement



**We
identified...**



**Our Current
Assets**



**Ideas and
Actions**

Population

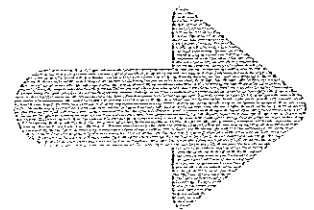
Why do people move here and stay here now?



- A great place to retire or start a family
- Close-knit community with opportunities to collaborate!
- Sense of community belonging
- Friendly, safe, and fun for our kids
- All the services in a small place (good hospital, good school)
- “Relaxed doesn’t mean boring”
- Opportunities to buy: land, homes, businesses

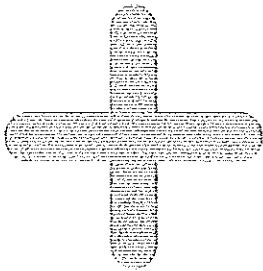
What changes are needed to make it more attractive for people to stay and come here?

- Increased awareness of all we have to offer
- Opportunities for youth: education, entertainment, enterprise
- Increased broadband connectivity
- Change "old ways" mentality
- Foster entrepreneurship: connect business owners, provide incentives to start a business, help promote businesses
- Long-term opportunities from short term business (i.e. gold mine; reinvest profits to have sustainable impact)
- Develop Winter tourism: trails, skiing, snow-shoeing
- Greater online presence: Community information needs to be more readily available and easily accessible
- Encourage St. Mary's to be a thriving place for the arts and trades: attract builders, artists, artisans



Economic Development

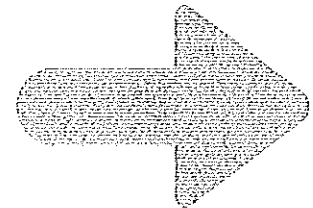
What are the district's economic development assets and advantages now?



- Natural beauty and ecotourism
- Seasonal living and working opportunities
- Inspiring place for craftspeople
- Beautiful towns: Sherbrooke, Port Bickerton, etc.
- Inexpensive land and properties
- Natural resources
- Amenities in rural setting: hospital, nursing homes, schools, etc.
- Community's central Nova Scotia location has the potential to be an economic hub

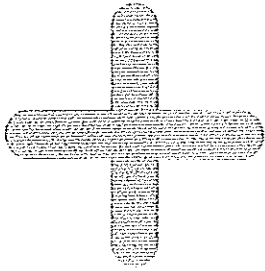
What action, policy, or change will increase economic development in the future?

- Online presence: blogs, new and updated websites, social media presence
- Connectivity: broadband, internet, cell phone coverage
- Sustainable energy opportunities: wind, solar, tidal
- Economic incentives to attract trades and crafts people
- Develop all networks and sectors: trails, entrepreneurs, restaurants, artists
- More signage and self-promotion in the district as well as bigger city centres like Sydney, Antigonish and Halifax



Public Engagement

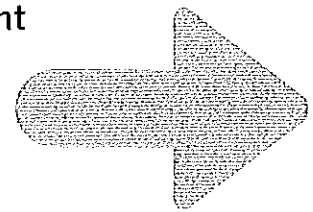
How do you get your municipal information now?



- Newsletter: extremely important for rural and senior population
- Facebook and other social media platforms
- Local bulletins: drug store, grocery store, post office etc.
- Councillors, word of mouth

What actions, policies, or changes would engage you better in municipal issues?

- Councillors/Warden to visit other areas of the municipality more often
- Community events and roundtables with Warden and Councillors
- When it comes to decision-making, find out what people want first
- Sherbrooke as a hub, host events there
- Question period: online and in-person
- Increased use of technology as an engagement tool
- Email newsletter re: events, updates, ways to get involved, new provincial programs, etc.
- Encourage an approachable municipal office
- Live calendar on website that shares updates as events, programs and opportunities arise



Aligning our conversations with the St. Mary's 2026 Strategic Plan

Goal 1

To Increase Population
of St. Mary's by 5% by
2021

- Change "old ways" mentality
- Market ourselves (increased online presence)
- Opportunities for youth
- Increase connectivity
- Places to rent

Goal 2

Increase Commercial
Assessment by 5% and
Reduce Unemployment
Rate by 2026

- Focus on trades and crafts people
- Marketing our current assets
- Capitalize on rural appeal
- Develop more visitor information
- Create chamber of commerce/
network of businesses

Strategy

Enhance community
engagement and
communication

- Increase online engagement
- Councillor/Warden visits to rural communities
- Longer question period at Council meetings
- Updated municipal calendar (online)
- Frequent email newsletter

Thank you!

