



## **NOTICE**

**MEETING:** St Mary's Municipal Council  
Regular Council Meeting

**DATE:** Tuesday, April 14<sup>th</sup>, 2020

**TIME:** 1:00 pm

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

**Please advise if unable to attend**



# Municipality of the District of St. Mary's

Regular Council Meeting  
Tuesday- April 14<sup>th</sup>, 2020

---

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from:
  - a. Regular Council Meeting held Monday, March 9<sup>th</sup>, 2020
  - b. Annual General Meeting of Council held Wednesday March 25<sup>th</sup>, 2020
5. Business Arising from Minutes
6. Recommendations from Committee of the Whole
7. CAO Report
8. Adjournment



# Municipality of the District of St. Mary's

Regular Council Meeting, Tuesday April 14<sup>th</sup>, 2020

## 1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Tuesday, April 14<sup>th</sup>, 2020 at 1:00pm in the Council Chambers Sherbrooke, N.S

## 2. Attending:

Warden Mosher

Councillor Malloy (via teleconference)

Councillor Smith (via teleconference)

Councillor Kaiser-Kirk (via teleconference)

Councillor Findlay (via teleconference)

## Also Attending:

Marvin MacDonald, CAO

Marian Fraser, Director of Finance

Marissa Jordan, Municipal Clerk

## Absent with Regrets:

Deputy Warden Dort

Councillor Baker

## 3. Approval of Agenda:

*On motion of Councillor Smith and seconded by Councillor Kaiser-Kirk, Council approved the agenda with the following additions:*

*6 b. Leadership School for Women Motion*

*Motion carried.*

## 4. Approval of Minutes:

*On motion of Councillor Malloy and seconded by Councillor Kaiser-Kirk, Council approved the minutes of the Regular Council Meeting held March 9<sup>th</sup>, 2020.*

*Motion carried.*

*On motion of Councillor Findlay and seconded by Councillor Malloy, Council approved the minutes of the Annual General Meeting of Council held Wednesday, March 25<sup>th</sup>, 2020.*

*Motion carried.*

## 5. Business Arising from the Minutes:

### Regular Council Meeting-March 9<sup>th</sup>, 2020:

- Municipal Generator- Councillor Findlay asked about the status of the generator. The CAO said the generator is at the equipment distributor in Truro and they are still awaiting the weather shroud that protects it from the elements. Once received, possibly 2-3 weeks, the company will install the generator.
- Government Focus- Councillor Smith updated Council that the Leadership School that was scheduled for May 1<sup>st</sup> & 2<sup>nd</sup>, 2020 has been postponed due to the COVID-19 pandemic and a new date will be announced when appropriate.

### Annual General Meeting-March 25<sup>th</sup>, 2020:

- No business arising.



## 6a. Recommendations from Committee Of The Whole (COTW):

COTW, March 18<sup>th</sup>, 2020:

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Findlay, Council approve the Before and After Program Policy and Incident Form with the addition of a line for any known allergies or medication of a participant.*

*Motion approved.*

*On motion of Councillor Malloy and seconded for Councillor Kaiser-Kirk, Council agreed to grant medical leave for Deputy Warden Dort (deputy status) as long as a medical condition exists or until the election.*

*Motion approved.*

*On motion of Councillor Findlay and seconded by Councillor Malloy, Council deem Lot 21-1 with PID #35215847 as surplus by the Municipality and available for sale for the purposed business development of a daycare.*

*Motion approved.*

COTW, April 8<sup>th</sup>, 2020:

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Findlay, Council agreed to apply no interest on fourth quarter water utility bill until the next billing is due (first week of August).*

*Motion approved.*

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Smith, Council agreed not to accept the Cost Sharing J-Class Streets Provincial Program at this time due to the high cost in access of the amount budgeted for this fiscal year.*

- Councillor Findlay made the following statement:

"I'm disappointed that Council has voted against proceeding with the chip sealing of the three sections of f series roads in Sherbrooke which were recently approved by the province under a cost sharing agreement. It was my understanding that this was a project that was wanted by all of Council since we have been waiting for the opportunity for several years. I know the last price quoted was much higher than we anticipated. We could have upgraded the first portion of Cameron road, which is in terrible condition, or one of the two shorter streets with the capital expenditure which we approved three weeks ago. Capital Reserves cannot be used for operating expenses even though there may be other issues that affect our operating budget, therefor the funds will sit until another project comes along and we have lost the opportunity for the 50/50 sharing with the province."

*Motion approved (1 nay-Councillor Findlay).*

*On motion of Councillor Findlay, Council agreed to write a letter to the Minister in support of changing funeral homes to an essential service if, upon further investigation, there is no apparent reason for funeral homes to be excluded as an essential service.*

- This motion was moved by Councillor Findlay. Warden Mosher called for a seconder, but no seconder came forth so the motion did not go to a vote and the motion was not passed.

## 6b. Leadership School for Women Motion

- Councillor Findlay proposed to have a previous motion from the March 9<sup>th</sup>, 2020 Council meeting be amended to add "from St. Mary's Municipality"

*On motion of Councillor Findlay and seconded by Councillor Malloy, Council agreed to make an amendment to the Leadership School for Women motion from the March 9<sup>th</sup>, 2020 Council to add "from St. Mary's Municipality".*

Councillor Smith declared a conflict of interest.

- Councillor Findlay said that in the original talks that the funds were said to be going for participants from St. Mary's Municipality and she wanted the motion to reflect this.

*Motion approved.*

## 7. CAO Report:

- Councillor Malloy asked if there was any new information from the NSFM on the COVID-19 concerns. The CAO said the conference meetings through Zoom are ongoing and the NSFM have had a number of things on their upcoming agenda including the provincial program for the tax deferral strategy. There also was a letter sent to the province in regards to the upcoming election and there have been no updates on either item to date.

## Adjournment

*On motion of Councillor Malloy there being no further matters of business, Council adjourned at 1:19pm.*



Recorded By  
Municipal Clerk/Special Projects Coordinator



Approved By  
Warden Mosher





# Municipality of the District of St. Mary's

Council Meeting

Monday,

---

## Recommendations from Committee of the Whole (COTW):

March 18<sup>th</sup>, 2020:

*On recommendation of Councillor Findlay and seconded by Councillor Kaiser-Kirk, Council approve the BAP Policy and Incident Form with the addition of a line for any known allergies or medication of a participant.*

**Recommendation adopted.**

*On recommendation of Councillor Smith and seconded for Councillor Kaiser-Kirk, Council agreed to grant medical leave for Deputy Warden Dort (deputy status) as long as a medical condition exists or until the election.*

**Recommendation adopted.**

*On recommendation of Councillor Findlay and seconded by Councillor Baker, Council deem Lot 21-1 with PID #35215847 as surplus by the Municipality and available for sale for the purposed business development of a daycare.*

**Recommendation adopted.**

April 8<sup>th</sup>, 2020:

*On recommendation of Councillor Findlay and seconded by Councillor Kaiser-Kirk, Council agreed to apply no interest on fourth quarter water utility bill until the next billing is due (first week of August).*

**Recommendation adopted.**

*On recommendation of Councillor Kaiser-Kirk and seconded by Councillor Malloy, Council agreed not to accept the Cost Sharing J-Class Streets Provincial Program at this time due to the high cost in access of the amount budgeted for this fiscal year.*

**Recommendation adopted.**

*On recommendation of Councillor Findlay and seconded by Councillor Baker, Council agreed to write a letter to the Minister in support of changing funeral homes to an essential service if upon further investigation there is no apparent reason for funeral homes to be excluded as an essential service.*

**Recommendation adopted.**



MUNICIPALITY OF THE DISTRICT OF ST.MARY'S  
P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

---

**CAO Report – April 14, 2020**

**CAO:**

- Committee of the Whole meetings on March 4 and 18<sup>th</sup> and Annual General Meeting March 25<sup>th</sup>.
- Investigated and consulted with Department Municipal Affairs, Nova Scotia Federation of Municipalities (NSFM), Association of Municipal Administrators (AMANS) and our solicitor on appropriate protocol for conducting virtual council and committee meetings during the Covid-19 pandemic.
- Worked with Council and staff to select the appropriate technology for conducting council and committee meetings
- Consulted with other CAO's and Public Works officials from Municipalities and First Nations communities in the Eastern/Strait region to develop a shared operations agreement for water and wastewater activities
- Participated along with the Warden in two Zoom meetings with NSFM and AMANS regarding municipal issues related to Covid-19 concerns
- Worked with staff on the items outlined below

**Finance:**

- March 4<sup>th</sup> COTW, March 18<sup>th</sup> COTW, and Annual General Meeting on March 25<sup>th</sup>, 2020
- Worked throughout the month with staff on the following items; 2020/2021 budget deliberations preparations, saltscapes, streetscapes and IT-inter municipal group project. The IT-inter Municipal group project final project report will be presented to the group of municipalities within the next couple weeks. Once it has been presented to the group council will then be informed of the findings and recommendations.
- Work has begun on preparations for year end and annual audit
- Call has been put back out in the Municipal newsletter for community member to join the Municipal Audit committee; no responses to date.



## **Community Development & Recreation Department / Activating Living Coordinator Report:**

**Social media course** – I started an 8 week social media course being hosted at the Sherbrooke Village. The course is focusing on the mechanics of various social media platforms. The course is currently on hold for the time being.

**Highland Region Recreation Coordinators** – I chaired a HRRC meeting on March 12<sup>th</sup> in Antigonish. We had a presentation on a Recreation staff human resources tool by the Recreation Director of Antigonish County and reviewed our schedule for Summer Staff training that takes place in June.

**School Advisory Meeting** – I attended a school advisory meeting on March 5<sup>th</sup>. Someone from the Recreation Department attends meetings as a community partner (not a voting member). Meeting was short, group approved their annual grants and the principal gave an update.

**Programming** – all programming at the Recplex came to an end a couple of weeks earlier than anticipated, but overall it was a great season at the rink. All recreation programs are cancelled until further notice.

**Volunteer Reception** – planning was underway for our Volunteer Brunch scheduled for May 2<sup>nd</sup> at the Exhibit Centre. Invitations have not gone out yet, as we are waiting to see what is happening regarding Covid-19 and gathering in groups. The provincial reception has been postponed until September and we are now looking at a local event in early October.

**Canada Day** – Planning is underway for Canada Day 2020.

**Summer programming** – summer programming planning is underway. The Canada Summer Jobs grant has been applied for. Dates have been chosen for swimming lessons.

**Winter Fun Fest** – Ashley planned and led this community wide activity day on March 7<sup>th</sup>. The weather did not cooperate for sledding, but all other activities went off well and were well attended.

## **Public Works:**

- Ongoing operations of the Transfer Station and the Water and Wastewater treatment plants
- Colchester Materials Recovery facility closed on March 23<sup>rd</sup> due to Covid-19
- Negotiated agreement with the Guysborough Waste Management Facility to accept recyclables and hold until decision is given by NS Environment regarding variance allowing landfilling or trans-shipment to another facility
- Continued to collect flow data at waste water treatment plant for design of the UV light treatment.
- Rec Plex closed and ice removal in progress. Painting and other maintenance work on the building is planned

## **Municipal Clerk & Special Projects:**



- Attended Meetings/Events:

- March 3<sup>rd</sup>, 2020- Staff Meeting
- March 4<sup>th</sup>, 2020- Draft 2 Budget Meeting
- March 4<sup>th</sup>, 2020- COTW Meeting
- March 5<sup>th</sup>, 2020- Inter-Municipal Project Meeting- Risk Report Review
- March 5<sup>th</sup>, 2020- Civic Addressing Meeting- David Pitcher
- March 9<sup>th</sup>, 2020- Council Meeting
- March 11<sup>th</sup>, 2020- Inter-Municipal Project Status Meeting
- March 18<sup>th</sup>, 2020- COTW Meeting
- March 18<sup>th</sup>, 2020- Inter-Municipal Project Status Meeting (ABM Scan Review)
- March 25<sup>th</sup>, 2020- Inter-Municipal Project Status Meeting
- March 25<sup>th</sup>, 2020- Annual General Council Meeting
- March 26<sup>th</sup>, 2020- Staff Meeting

- Regular Duties:

- Council and COTW agenda and minutes
- Teleconference/Videoconference prep with Council and staff
- Updated annual budget summary posters.
- Completed amendments to the Strategic Plan Review
- NSCAF editing & updating
- Municipal Newsletter- Prepare, edit and send out.
- Updating website
- Running Water Utility Billing/Arrears
- Day to day office duties

## **Economic Development & Planning:**

### **SaltScapes planning:**

Has been postponed until further notice

### **Accessibility Advisory Committee:**

- Posted the three main documents; Call out form, Application form and terms of reference on the Municipal website, Facebook and in the newsletter to get people in the community's attention.
- Prepping for first meeting – date/time undetermined yet
- Application deadline is April 15<sup>th</sup>.

### **Municipal Planning Strategy:**

- Have edited the first copy of MPS RFP – just waiting on dates for starting and completing the project

### **Communities in Bloom:**

- Looking into teaming up with the garden club and participating in the "Friendly" category