



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: May 11th, 2020

TIME: 7:00 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 –Monday, May 11th, 2020

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Council Meeting held Tuesday, April 14th, 2020
5. Business Arising from Minutes
6. Recommendations from Committee of the Whole
7. Outside Committee Appointment Reports
 - a. Sherbrooke Village-Councillor Findlay
8. CAO Report

Adjournment

10 minute question and answer period pertaining to agenda items



Municipality of the District of St. Mary's

Regular Council Meeting-Monday, May 11th, 2020

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, May 11th, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S

2. Attending:

Warden Mosher (via teleconference) Councillor Baker (via teleconference)
Councillor Smith (via teleconference) Councillor Kaiser-Kirk (via teleconference)
Councillor Malloy (via teleconference)

Also Attending:

Marvin MacDonald, CAO (via teleconference) Marissa Jordan, Municipal Clerk (via teleconference)
Marian Fraser, Director of Finance (via teleconference)

Absent with Regrets

Deputy Warden Dort
Councillor Findlay

3. Approval of Agenda:

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

Motion carried.

4. Approval of Minutes:

On motion of Councillor Smith and seconded by Councillor Baker, Council approved the minutes of the Regular Council Meeting held Tuesday, April 14th, 2020

Motion carried.

5. Business Arising from the Minutes:

- No business arising.

6. Recommendations from Committee Of The Whole:

- Recommendations from COTW held May 6th, 2020.

On motion of Councillor Baker and seconded by Councillor Kaiser-Kirk, Council approve that the Warden and CAO be authorized to sign the new Cost Share Agreement # 2020-020.

Motion carried.

On motion of Councillor Baker and seconded by Councillor Smith, Council agree to appoint Dana O'Connell to the St. Mary's Audit Committee.

Motion carried.

On motion of Councillor Smith and seconded by Councillor Baker, Council agree to award the contract to review and update the Municipal Planning Strategy and Land-Use Bylaw to Fathom Studio for the amount of \$54,720 + HST.

Motion carried.

7. Outside Committee Appointment Reports:

a. Sherbrooke Village- Councillor Findlay

- See attached report

8. CAO Report:

- See attached report
- CAO MacDonald updated Council on the status of the municipal office generator that arrived last Thursday, May 7th, 2020. KVS Electrical has started to make the connections in order to commission the generator, which should be done by the end of the week.
- Councillor Kaiser-Kirk asked if there was an update on the Eastern Region Solid Waste Management Teleconference meeting. CAO MacDonald said that was a meeting to discuss primarily the bluebag situation and what could be done with that since the Colchester facility was closed down. A variance was issued by the Department of Environment to allow Guysborough to take the blue bags and deal with those until such time that the COVID restrictions are lifted and Colchester comes back online.
- Councillor Kaiser-Kirk asked about the water leak issue with the Sherbrooke Water Utility and if there has been a solution for it. CAO MacDonald stated that a number of laterals were investigated and one leak was found at the Sherbrooke Historic Village. There are still leaks in other areas that are expected to be in laterals along Main Street and these are currently being investigated.
- Councillor Smith asked if there were any updates in regards to the Before and After Program and if the Municipality would be presented with the option to sign on for another year. CAO MacDonald stated that Staff is anticipating that they will ask the Municipality to continue with the program next year, but with the COVID situation that hasn't been presented at this point in time. CAO MacDonald expects to hear from them as early as this week on how Health and Wellness and the Department of Education intend to move forward on that for next year.

Adjournment

On motion of Councillor Kaiser-Kirk there being no further matters of business, Council adjourned at 7:11pm.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Moshier



Municipality of the District of St. Mary's

Council Meeting- Monday, May 11th, 2020

Recommendations from Committee of the Whole (COTW):

May 6th, 2020- Committee of the Whole Meeting:

1. *On recommendation of Councillor Baker and seconded by Councillor Findlay, Council approve that the Warden and CAO be authorized to sign the new Cost Share Agreement # 2020-020.*

Recommendation adopted.

2. *On recommendation of Councillor Malloy and seconded by Councillor Smith, Council agree to appoint Dana O'Connell to the St. Mary's Audit Committee.*

Councillor Findlay declared a conflict of Interest.

Recommendation adopted.

3. *On recommendation of Councillor Smith and seconded by Councillor Baker, Council agree to award the contract to review and update the Municipal Planning Strategy and Land-Use Bylaw to Fathom Studio for the amount of \$54,720 + HST.*

Recommendation adopted.



Report to Council

Member of Council: Debbie Findlay

Board/Agency/Organization: Sherbrooke Village Commission/held via tele-conference

Date March 25, 2020 Location: Village Board Room

Agenda Items Discussed:

The minutes of the previous meeting on were approved.

Business arising from the minutes – The Chair congratulated the Executive Director and his team on the procurement of the Whale Sanctuary. The Chair asked that a letter be sent to Clarence Humber thanking him for his service. Clarence had submitted his letter of resignation to the Commission. He has since passed away.

The Executive Director presented his report which resulted in much discussion regarding the up-coming season and the COVID-19 virus.

Executive Director's report was presented and approved by the Commission

The financial report was presented and accepted. It was decided that a revised budget must be prepared.

There was not any correspondence or an HR report.

The Chair reported that he was updating the Policy Manual.

Meeting adjourned

Debbie Findlay



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

CAO Report – May 11, 2020

CAO:

- Prepared background material for and participated in Committee of the Whole and Council meetings
- Participated in Eastern Region Solid Waste Management teleconference meeting with Councillor Malloy
- Teleconference meeting with Eastern Strait area CAOs
- Weekly staff meetings on MS Teams
- Prepared tender package for replacing the asphalt roof shingles on the Water Treatment Building
- Reviewed proposals for the Municipal Planning Strategy and Land Use By-law review and update
- Reviewed the Draft RFP prepared by Strait Engineering and provided comments for the Sherbrooke Sewer Treatment upgrade and ultra violet light treatment system. That RFP is due to go out this week
- Participated in Zoom meetings hosted by NSFM and AMANS on municipal issues
- Worked with the Director of Finance and Municipal Clerk in preparing St. Mary's Property Tax Finance Plan consistent with the proposed provincial plan
- Answered questions on land purchasing requests and engaged a professional appraiser to conduct appraisal on a municipal property under consideration for sale
- Teleconference meeting with Department of Health and Wellness and our Active Living Coordinator regarding the Before and After Program
- Arranged delivery of Office generator and commissioning schedule
- Continued planning for the streetscapes project and work on installing public washroom at 16 Main St municipal building
- Worked with staff on the projects and tasks as listed under each department summary below

Finance:

- April 8th COTW and April 14th Regular Council Meeting
- Attended virtual meetings with Nova Scotia Federation of Municipalities and Association of Municipal Administrators regarding Covid 19 Property Tax Financing Plan
 - Assisted in drafting and tailoring policy for the municipality of St. Mary's for council to review, along with general policy information, and application forms.
- April 17th – Took part in Diamond Municipal Accounting Software “what's new” training
- Completed HST offset annual application and 2019-2020 4th Quarter HST filing

- Consulted with other Director of Finance's in the strait region regarding the impacts of Covid-19 on the economy/municipal budgets and annual audits.
 - Prepared information for council regarding budget/financial concerns due to Covid-19 along with non-financial considerations
- Assisted in the preparation of Beautification funding application through Dept. of Municipal Affairs for phase 2 of 16 main street upgrades
- Consulted with bank provider to research and begin the process of offering automatic withdraw payment options for residents.
- Reminder that Low Income Property Exemption application forms were distributed in the municipal monthly newsletter for May. Application form can be found on the municipal website or by contacting the office.
- Worked throughout the month with staff on the following items; year-end/audit preparation, 2020/21 tax billing preparations/procedures, assisted in preparation of request for proposals and review of submitted proposals for the Municipal Planning Strategy and Land Use bylaw.

Community Development & Recreation Department / Activing Living Coordinator Report:

Community Services Project-

- Created a proposal and a list of contact numbers/emails
- Contacted all community organizations/services
- Asked 5 interview questions regarding issues and impacts of covid-19
- Compiled all information gathered from the short questionnaire

Post findings/ support on social media and in the newsletter when discussed with Marvin and Marian

Before and after school program meeting with Marvin, Eric and Rae. Rae presented a slideshow explaining the BAP to me to be able to fill in for Kerri, and to get me for familiar with the program.

Participated in several webinars from the **Community Sector Council of Nova Scotia** regarding Effects of Covid-19 on businesses, and different aspects of work.

SPIN Meeting (SchoolsPlus Interagency Network) we discussed potential networking and supports for families and communities at this time.

Kerri and I planned the **Seniors Grant funding project** which was applied for approved to receive \$2500 (Maybe more) from the Mulgrave and area Medical Centre. This grant will be used to purchase 2 ipads (High Crest Nursing home and Sherbrooke Hospital) to give seniors access to contact family. It will also be used to provide support for medication, grocery pickup, comfort calls, create home kits for seniors in our municipality to improve mental wellbeing by utilizing community volunteers (which we will be supplying an incentive such as a gas card or a small token of appreciation to them through this grant.

Currently working on the MPAL report due May 31st.

Kerri had applied for the Food Grant which all included totals \$20,000, when we receive the status on the grant I will then contact the food bank to discuss the projects funds and how we want them to distribute those.

Staff Wellness Project- I have sent out weekly staff challenges to engage our municipal staff through physical and mental wellbeing. One staff that participated in all challenges during the week wins a \$5 local gift card.

Heartwood Art packages- These will be take home art kits of (clay, water color or friendship bracelets) that we will order through heartwood and St. Marys residents can register through our Rec department for us to deliver to their kids. (Early stages of planning Estimated budget \$1000)

Public Works:

- Installed water and sewer lines to 16 Main Street municipal building for new public washroom
- Investigating water leakage issue which appears to be a lateral(s) problem
- Continued operations of the water treatment and sewer treatment plants
- Continued operations of the Transfer Station – ground water sampling completed as per annual requirement by NS Environment and results show no contamination of the ground water

Municipal Clerk & Special Projects:

- Attended Meetings/Events:
 - April 2, 2020- GIS/Civic Addressing Meeting- David Pitcher (via teleconference)
 - April 3, 2020- Inter-Municipal Project Meeting- Risk Report Review
 - April 8, 2020- COTW Meeting
 - April 14, 2020- Regular Council Meeting
 - April 17, 2020- Diamond System Meeting/Update
 - Staff Check In
 - Inter-Municipal Project Meeting- Group Action Plan Review Internal
 - April 22, 2020- Inter-Municipal Project Meeting- Group Action Plan Review with IMP
 - April 24, 2020- Staff Check In
 - April 29, 2020- Property Tax Financing Program Meeting
- Regular Duties:
 - Council and COTW agenda and minutes, post audio files and minutes on website
 - Elections- Establishing timelines & reviewing Elections Act.
 - NSCAF editing & updating
 - ArcGIS Project-Fire Districts & Tax Accounts
 - Municipal Newsletter- Edit, email to subscribers, post on website, file.
 - Updating Website with current content

- Created COVID-19 Page/Content on Website
- Year End Filing and File Room Reorganization
- Running Water Utility Billing/Arrears
- Water Utility Procedures Binder
- Day to day office duties

Economic Development & Planning:

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
- Received an application from SHOPS – with 3 peoples name for the committee

Municipal Planning Strategy and Land Use By-Law

- Posted RFP, received 3 proposals back from Upland, Stantec and Fathom Studio.
- Evaluated the proposals and Fathom came out on top
- Reference check was great – they stayed on budget and within their timeline. Handled community engagements very well, was super easy to work with and very accommodating. Up to date on all of the latest technology.