



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: Monday, June 8th, 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

Council Meeting, Monday, June 8th, 2020

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes
 - a. Council Meeting held Monday, May 11th, 2020
 - b. Special Council Meeting held Monday, May 14th, 2020
5. Business Arising from Minutes
6. Recommendations from Committee of the Whole
7. Outside Committee Appointment Reports
 - a. Community Health Board (May 13, 2020) – Councillor Malloy
 - b. Community Health Board (May 26, 2020) – Councillor Malloy
 - c. Sherbrooke Village (May 8, 2020) - Councillor Findlay
 - d. Sherbrooke Village (May 27, 2020) - Councillor Findlay
8. CAO Report
9. Adjournment



Municipality of the District of St. Mary's

Regular Council Meeting-Monday, June 8th, 2020

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, June 8th, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S

2. Attending:

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

Also Attending:

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

Absent with Regrets

Deputy Warden Dort

3. Approval of Agenda:

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

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 May 11th, 2020.

Motion carried.

On motion of Councillor Malloy and seconded by Councillor Baker, Council approved the minutes of the Special Council Meeting held May 14th, 2020.

Motion carried.

5. Business Arising from the Minutes:

Minutes from Regular Council Meeting, Monday, May 11th, 2020:

- No business arising

Minutes from Special Council Meeting, Thursday, May 14th, 2020:

- No business arising

6. Recommendations from Committee Of The Whole:

Recommendations from COTW Meeting, May 20th, 2020:

1. *On motion of Councillor Kaiser-Kirk and seconded by Councillor Baker, Council agrees to support the submission of the application for the Provincial Capital Assistance Program funding to undertake an inflow and infiltration study of the Sherbrooke Sewer Collection and Treatment System.*

Motion approved.

2. *On motion of Councillor Findlay and seconded by Councillor Baker, Council agrees to proceed with the sale of Lot 14-1 to Megan Bingley with a price of \$20,000 plus HST subject to the original terms.*

Motion approved.

3. *On motion of Councillor Malloy and seconded by Councillor Kaiser-Kirk, Council agrees to allow for the easement as requested for 76 Dean Settlement Road.*

- Councillor Findlay asked if this easement was supposed to include wording that the Municipality would not be responsible for the upkeep of that road.
- CAO MacDonald relayed that the granting of right away agreement was amended to include this as well as a better description of the road and area covered and to provide indemnity to the Municipality if any liability issues were to arise.

Motion approved.

Recommendations from COTW Meeting, June 3rd, 2020:

1. *On motion of Councillor Baker and seconded by Councillor Malloy, Council approve the Alternative Voting By-Law and continue with the first reading of the By-Law at the June 8th, 2020 Council Meeting.*

- The Municipality of the District of St. Mary's has drafted a new By-Law called the Alternative Voting By-Law. This By-Law is being considered by Council to complete the necessary requirements if Council were to choose to implement alternative methods of voting for future elections.
- This By-Law is a model By-Law from the Association of Municipal Administrators and was presented to Council on June 3rd, 2020 at the Committee of the Whole meeting. At this time, a resolution was made to present the first reading of the By-Law at today's meeting of Council, June 8th, 2020.
- The second reading and motion to approve the By-Law is set for the next meeting of Council on July 13th, 2020. Prior to this, notice of the By-Law will be advertised in the Guysborough Journal as well as the Municipal Newsletter for public consideration. A copy of the By-Law will also be made available online.

Motion approved.

7. Outside Committee Appointment Reports:

a. Community Health Board (May 13, 2020) – Councillor Malloy

- Please see attached report

b. Community Health Board (May 26, 2020) – Councillor Malloy

- Please see attached report

c. Sherbrooke Village (May 8, 2020) - Councillor Findlay

- Please see attached report

d. Sherbrooke Village (May 27, 2020) - Councillor Findlay

- Please see attached report

8. CAO Report:

- Councillor Findlay asked if there had been any change about the recyclables going to Guysborough or is the Municipality able to send them to the Colchester Facility now.
- The CAO said they are still being sent to Guysborough, but he did receive a report today from Nicole Haverkort with Eastern Region Solid Waste Management that said the Colchester Facility is working on changing the layout and process to their plant in preparation to reopen but are still not currently open.

Adjournment

On motion of Councillor Baker and seconded by Councillor Findlay there being no further matters of business, Council adjourned at 7:14pm.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Mosher



Municipality of the District of St. Mary's

Council Meeting- Monday, June 8th, 2020

Recommendations from Committee of the Whole (COTW):

COTW Meeting, May 20th, 2020:

1. *On recommendation of Councillor Kaiser-Kirk and seconded by Councillor Baker, Council agrees to support the submission of the application for the Provincial Capital Assistance Program funding to undertake an inflow and infiltration study of the Sherbrooke Sewer Collection and Treatment System.*
Recommendation adopted.
2. *On recommendation of Councillor Findlay and seconded by Councillor Baker, Council agrees to proceed with the sale of Lot 14-1 to Megan Bingley with a price of \$20,000 plus HST subject to the original terms.*
Recommendation adopted.

3. *On recommendation of Councillor Smith and seconded by Councillor Kaiser-Kirk, Council agrees to allow for the easement as requested for 76 Dean Settlement Road.*

Recommendation adopted.

COTW Meeting, June 3rd, 2020:

1. *On recommendation of Councillor Smith and seconded by Councillor Malloy, Council approve the Alternative Voting By-Law and continue with the first reading of the By-Law at the June 8th, 2020 Council Meeting.*

Recommendation adopted.



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: May13/20

Location: Zoom Meeting

Membership and Recruitment on hold because of the pandemic.

Well Fund Projects will be contacted to see what is happening with their grants. There will different options for them to use because of the pandemic.

Health boards are planning a template for the whole Province which can be used to report back to the communities. It will make it easier to roll all the CHB'S work into one report.

A check for \$1000 was sent out to both Guysborough and St. Mary's food bank from the 2019 budget.

Presentations that were to be held are: Poverty Coalition, Spark the Connection and Grant Expo are put on hold because of the pandemic.

Key Highlights:



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: May26/20

Location: Zoom Meeting

Engage4health—LETS' BOUNCE FORWARD

This was a discussion with the different Health Boards on how to bounce forward in this pandemic times.

There were 4 questions to guide our discussions:

- 1) What is the way forward that embraces what we have learned during this crisis about the things that can and should be different.
- 2) How do we bounce forward rather than bounce back.
- 3) What action can we take now to help lessen the impacts of the next crisis on ourselves, our families and communities.
- 4) Do you have any resources to recommend on building community resilience to help us Bounce Forward
We broke out into groups to discuss these issues and then reconvened to give our notes. When these notes are compiled and sent to the board members I will be able to share them with you.

Report to Council



Member of Council: Debbie Findlay

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

Date May 6, 2020 Location: _____

Agenda Items Discussed:

The minutes of the previous meeting on March 25, 2020 were approved.

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 accepted by the Commission

The financial report was presented and accepted. A revised budget is partially prepared and will be submitted for the next meeting.

There was not any correspondence

An HR report was not presented. The terms of the members of the HR committee have expired and therefore cannot present. At present there are 4 names waiting for Commission approval by the Province.

The Chair reported that he was updating the Policy Manual.

There was much discussion about the cost of keeping the horses and it was decided that the horse are an important part of the Village presentation and will remain.

Meeting adjourned

Debbie Findlay

Report to Council



Member of Council: Debbie Findlay

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

Date May 27, 2020 Location: _____

Agenda Items Discussed:

The minutes of the previous meeting on May 6, 2020 were approved.

The Executive Director presented his report which resulted in much discussion regarding the up-coming season and the COVID-19 virus. The Executive Director provided example of how we could open some buildings and have more open-air presentations. He also reported on how we could possibly celebrate our 50th Anniversary. Executive Director's report was accepted by the Commission.

The financial report was presented and accepted. Two revised budgets were presented, one depicting not opening at all and one with limited opening. No approval was forthcoming because the Provincial restrictions have not been set yet.

There was not any correspondence.

An HR report was not presented. The approval of the members with the expired terms and new applicants has not been received by the Province. As well, there are 2 more new potential members on the list.

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 – June 8, 2020

CAO:

- Prepared background material for and participated in Committee of the Whole and Council meetings, Council on May 11th and Special Council Meeting on May 14th
- Weekly staff meetings on MS Teams
- Conference call meeting with Fathom Studios to initiate the MPS & LUB Review and Update on May 25th
- Worked with Strait Engineering to finalize the RFP packages for the supply of Ultraviolet Disinfection Unit and supply of aeration equipment for the Sherbrooke Sewage Treatment plant
- Posted the two FRPs on the Provincial Procurement Tenders site
- Submitted application under Provincial Capital Assistance Program (PCAP) for funding to assist in completing an Inflow and Infiltration (I&I) study for the sanitary sewer collection system for the Sherbrooke Sewage Treatment Plant
- Participated in Zoom meetings with NSFM and AMANS on municipal issues
- Telephone and email discussions with municipal solicitor regarding potential land transactions
- Contacted Bell regarding the high speed internet project announced for the Goshen area under the Provincial Connectivity program
- Backup office generator was commissioned and staff trained on its operation
- Completed water withdrawal application for the water treatment and distribution system and received Nova Scotia Environment approval for ten year period ending June 5, 2030
- Worked with staff on projects and tasks as listed under each department summary below

Finance:

- May 20th COTW, May 11th Regular Council Meeting, May 14th Special Council Meeting
- Assisted in preparation of final Covid19 Property Tax Financing Plan Policy and supporting documents for council
- Participated in the review of Request for Proposals from consultants for the Land Use Bylaw and Municipal Planning Strategy with co-workers. Participated in the start-up phone meeting with Fathom Studios
- Completed 2020/2021 Tax Billing Preparations, all tax bills were mailed out on May 19th and 20th. The various payment methods are listed on the back of tax bill, along with Covid19 Property tax financing plan information.

- Assisted with preparations of COVID19 related material for office reopening plan and integrating staff back into the office. Attended webinar on strategies for return to work plans and COVID19.
- Continuation of virtual audit and year end producers
- Assisted in the completion of NSFM revenue loss survey due to COVID 19
- 2020 Election – attended webinar on Electronic Voting and met with co-workers to discuss alternative voting methods
- Donation to Recplex, in April the St. Mary's Recplex received a \$2,000 donation from the estate of Clarence Wentworth Anderson, this donation will be recognized in the next municipal newsletter
- Followed up on Canada Good Food Grant information with partnering organization.

Community Development & Recreation Department / Activing Living Coordinator Report:

- Created and distributed 40 Seniors Activity Kits through Mulgrave and Area Medical Centre \$2500 funding, also received the 2 ipads, (Hospital and Nursing home) - waiting on the cases to then deliver them.
- Sent out one Job opportunity for a Summer Municipal Maintenance/ Recreation Staff (Student position. This position will be assisting with general maintenance with public works as well as working alongside of recreation to complete and delivery day camp take home kits.
- Sent Eric and Rae the MPAL 2019/20 Final Report.
- In the midst of completing the final report of the Active Communities Fund for 2019/20. Then making a new application.
- BAP – Donna Lynn tied up all loose ends regarding the Before and After Program.
- Heartwood Craft kits will be mailed next week. Which then will be distributed with the take home day camp kits.
- Completed June Newsletter.
- Cancelled all Recreation Programming, rentals, special events... etc.

Public Works:

- Ongoing operations of the Transfer Station and the Water and Wastewater treatment plants
- Water and sewer connected to the new washroom at 16 Main Street as part of the Streetscapes upgrades
- Detected leaks in laterals at two locations and oversaw the repairs on private property to ensure compliance with the Water Utility standards
- Oversaw connection of water and sewer at the new EHS ambulance building on Hospital Road
- Continue to work with Strait Engineering on design of the UV disinfection system and plant upgrades for the sewage plant

Municipal Clerk & Special Projects:

- Attended Meetings/Events:
 - May 1st- Staff Check –In Meeting
 - May 5th- PVSC Webinar on SAI Portal
 - May 5th- Meeting to review proposals for Municipal Planning Strategy and Land-Use Bylaw documents.
 - May 6th- COVID-19 Planning Session
 - May 6th- COTW Meeting
 - May 8th- Staff Check –In Meeting
 - May 11th- Council Meeting
 - May 14th - Special Council Meeting
 - May 20th- COTW Meeting
 - May 20th- Webinar- Municipal Operating Loan Program Information Session
 - May 21st- Webinar- Unionized workplace amid COVID-19
 - May 22nd- Staff Check –In Meeting
 - May 27th- Webinar-Electronic Voting
 - May 28th- Webinar- Effective return to work plan amid COVID-19
 - May 29th- Webinar- RBC Training for Pre-authorized payments.
 - May 29th- Teleconference Meeting with previous Municipal Elections Officer
- Regular Duties:
 - Council and COTW agenda and minutes, post audio files and minutes on website
 - Assisted with preparing and folding property tax bills.
 - Assisted with preparation of COVID-19 Property Tax Financing Plan Policy and supporting documents.
 - Elections- Establishing timelines & reviewing Elections Act.
 - NSCAF editing & updating
 - Updated Solid Waste schedule for Summer/Fall 2020
 - ArcGIS Project-Fire Districts & Tax Accounts
 - Fire Services- Reviewing Boundary Maps. Gathering data to fix 2 boundaries in order to work with
 - Geomatics to reprint maps.
 - Municipal Newsletter Submissions
 - Updating Website with current content
 - Updating COVID-19 Information 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:

- Prepping for first meeting – date/time undetermined yet

Municipal Planning Strategy and Land Use By-Law

- Working closely with Rob LeBlanc at Fathom Studios preparing for the next steps in the review and update of the MPS and LUB

Social Media Campaign:

- Researching the way other areas advertise local attractions and creating posts for our district on how to travel locally and stay safe while still getting out in your own community