



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: Monday, July 13th, 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 Meeting of Council
Monday, July 13th, 2020

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Council Meeting held Monday, June 8th, 2020
5. Business Arising from Minutes
6. Other Matters of Business
 - a. Alternative Voting By-Law- Second Reading
7. Recommendations from Committee of the Whole
8. Outside Committee Appointment Reports
 - a. Community Health Board, June 10th, 2020- Councillor Malloy
 - b. Community Health Board, June 16th, 2020- Councillor Malloy
 - c. Community Health Board, June 18th, 2020- Councillor Malloy
9. CAO Report
10. Adjournment



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, July 13th, 2020

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, July 13th, 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 Malloy, Council approved the agenda as presented.

Motion approved.

4. Approval of Minutes:

On motion of Councillor Smith and seconded by Councillor Baker, Council approved the minutes of the Regular Council Meeting held Monday, June 8th, 2020.

Motion approved.

5. Business Arising from the Minutes:

Lot 14-1:

- Councillor Findlay asked if the sale of Lot 14-1 to Megan Bingley had been finalized. CAO MacDonald stated a purchase agreement was prepared and sent to her solicitor. Mrs. Bingley's had asked to a change and staff is working with the Municipal solicitor to see if the changed can be accommodated while still meeting the requirements under which Council approved the sale.

76 Dean Settlement Road- Request for Right of Way:

- Councillor Findlay asked if the easement for 76 Dean Settlement had been completed and CAO MacDonald said that the document was signed and is now in place.

6. Other Matters of Business

a. Alternative Voting By-Law- Second Reading

- Warden Mosher stated that the Municipality of the District of St. Mary's has drafted a new By-Law called the Alternative Voting By-Law. This By-Law has been considered by Council to complete the necessary requirements for Council to choose to implement alternative methods of voting for the 2020 Municipal Elections and 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 which time, a resolution was made to approve the first reading, which commenced at the meeting of Council on June 8th, 2020.
- This was the second and final reading of the By-Law and Warden Mosher asked for a motion from Council to formally approved the Alternative Voting By-Law.

On motion of Councillor Kaiser Kirk and seconded by Councillor Malloy, Council approved the Alternative Voting By-Law.

Motion approved.

7. Recommendations from Committee Of The Whole:

On motion of Councillor Smith and seconded by Councillor Baker, Council recommended to implement alternative methods of voting with Intelivote eVoting Solution Inc. for the amount of \$2.45 per elector plus administration fees and HST for the 2020 Municipal Elections.

Motion approved.

On motion of Councillor Kaiser-Kirk and seconded by Councillor Malloy, Council recommended that Saturday October 10th, 2020 be the date for the first advance poll for the 2020 Municipal Elections.

Motion approved.

On motion of Councillor Kaiser-Kirk and seconded by Councillor Smith, Council to approve the Non-Profit Organization Property Tax Exemption policy with the application form amended to reflect the comments from Council.

Motion approved.

On recommendation of Councillor Baker and seconded by Councillor Kaiser-Kirk, that Council write off all taxes owing on assessment account number 03470814 assessed to Stanley Naugle due to Property Valuation Services Corporation determining the account to be inactive and deleted, funds to be taken from the allowance for uncollectable taxes reserve.

Motion approved.

On recommendation of Councillor Findlay and seconded by Councillor Malloy, that Council write off all taxes owing on assessment account number 01515373 assessed to Neil Langille due to Property Valuation Services Corporation determining the account to be inactive and deleted, funds to be taken from the allowance for uncollectable taxes reserve.

Motion approved.

On recommendation of Councillor Findlay and seconded by Councillor Malloy, that Council write off all taxes owing on assessment account number 00103527 assessed to Andrew Archibald due to Property Valuation Services Corporation determining the account to be inactive and deleted, funds to be taken from the allowance for uncollectable taxes reserve.

Motion approved.

On recommendation of Councillor Smith and seconded by Councillor Baker, that Council set the minimum bid for the sealed tax sale tender at \$3500 for AAN 02084341 and \$2500 for AAN 00991082. Sealed tenders will be due October 7, 2020 at 9:00am.

Motion approved.

8. Outside Committee Appointment Reports:

- Community Health Board, June 10th, 2020- Councillor Malloy
 - Please see attached report.

- b. Community Health Board, June 16th, 2020- Councillor Malloy
 - Please see attached report.
- c. Community Health Board, June 18th, 2020- Councillor Malloy
 - Please see attached report.

9. CAO Report:

- CAO MacDonald mentioned the work being done for the review of the Municipal Planning Strategy and Land Use By-Law with Fathom Studios. The kick-off meeting occurred between Fathom and Council and the micro-site dedicated the review of these documents is now online. The public can access this site and provide comments and ask questions. There will also be two workshops, one for businesses and one for the general public set up for July 23rd, 2020 and will be advertised in the Chronicle Herald and the Guysborough Journal.
- The CAO stated that the Municipal auditors were in the office for two days last week to conduct their audit. Prior to this visit, the Director of Finance provided them with documents and information by email or mail so they could conduct their audit remotely as much as possible. The audit should be completed within the timeline set out by the provincial government.
- The Municipality received funding for the Good Food Grant and have partnered with the Food Bank to continue to work on this project.
- Recreation staff delivered a virtual Canada Day celebration which has received great feedback from the public. With funding through the federal Summer Job Program, the Municipality has hired two students to help deliver modified summer programming to the public.
- The newly installed public bathroom at 16 Main Street Sherbrooke is now complete and open to the public.
- Councillor Kaiser-Kirk asked if Council should refrain from attending the planning workshops on July 23, 2020 with Fathom Studios to keep numbers down and allow for appropriate social distancing. The CAO stated since the workshops are at the Recplex, there should be enough room and encouraged Council to attend.
- Councillor Findlay asked if there was any update on the unsightly premises. The CAO stated that he received a recommendation from the municipal solicitor regarding the property on New Chester Road that Council set a time limit and send a letter asking that the property be cleaned up. The CAO said he is still waiting on reports from the building inspector as well as letters that need to be drafted. The letter drafted for the unsightly premises on Court Street was received and the property owners stated that the outbuilding has been demolished and they are still planning on making repairs to the house.
- Councillor Baker stated that the new updated park benches in Sherbrooke looked nice. The CAO stated that the benches were given a fresh coat of paint and there is also maintenance being done at Pioneer Park.

10. Adjournment

On motion of Councillor Baker and seconded by Councillor Malloy there being no further matters of business, Council adjourned at 7:25pm.

Motion approved.



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):

COTW- June 17th, 2020

On motion of Councillor Smith and seconded by Councillor Baker, Council recommended to implement alternative methods of voting with Intelivote eVoting Solution Inc. for the amount of \$2.45 per elector plus administration fees and HST for the 2020 Municipal Elections upon the approval of the Alternative Voting By-Law.

Recommendation adopted.

On motion of Councillor Kaiser-Kirk and seconded by Councillor Malloy, Council recommended that Saturday October 10th, 2020 be the date for the first advance poll for the 2020 Municipal Elections.

Recommendation adopted.

COTW- July 2nd, 2020

On motion of Councillor Kaiser-Kirk and seconded by Councillor Smith, Council to approve the Non-Profit Organization Property Tax Exemption policy with the application form amended to reflect the comments from Council.

Recommendation adopted.

On recommendation of Councillor Baker and seconded by Councillor Kaiser-Kirk, that Council write off all taxes owing on assessment account number 03470814 assessed to Stanley Naugle due to Property Valuation Services Corporation determining the account to be inactive and deleted, funds to be taken from the allowance for uncollectable taxes reserve.

Recommendation adopted.

On recommendation of Councillor Findlay and seconded by Councillor Malloy, that council write off all taxes owing on assessment account number 01515373 assessed to Neil Langille due to Property Valuation Services Corporation determining the account to be inactive and deleted, funds to be taken from the allowance for uncollectable taxes reserve.

Recommendation adopted.

On recommendation of Councillor Findlay and seconded by Councillor Malloy, that council write off all taxes owing on assessment account number 00103527 assessed to Andrew Archibald due to Property Valuation Services Corporation determining the account to be inactive and deleted, funds to be taken from the allowance for uncollectable taxes reserve.

Recommendation adopted.

On recommendation of Councillor Smith and seconded by Councillor Baker, that council set the minimum bid for the sealed tax sale tender at \$3500 for AAN 02084341 and \$2500 for AAN 00991082. Sealed tenders will be due October 7, 2020 at 9:00am.

Recommendation adopted.



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: June 10/2020 **Location:** Conference Call

Special guest Aron Ashton, Manager of Eastern Zone Public Engagement and CHB Support joined the meeting.

Wellness mid-year reviews were completed and all that required change of grant forms now have them.

Board members were asked to start thinking about how we would like to engage with the community to complete a new Community Health Plan. A planning session will be held on June 16/2020.

Work is being done on our wellness projects and they will be selecting them to feature on the Facebook site to ensure information is up to date on what CHB is doing.

Aron reported that there is a Provincial working group working on tools for CHB recruitment and writing a recruitment strategy for all CHBS. He also reported that some changes to this years Wellness Grant Programs and we will know more after a session to be held next week with other zones managers



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB Planning Session

Date Attended: June 16/2020 **Location:** Conference Call

A planning session was held on June 16/2020 by Conference Call to discuss the action plan for the next 3 to 5 years.

The 4 Priorities that were discussed were

- 1) Poverty-Increase knowledge of the Board and the Community on Liveable Income Initiatives by 2021.
- 2) Early Childhood-To increase the awareness for parents to better address early childhood needs. To increase our communities knowledge of the Early Childhood indicators.
- 3) Food Security-To increase awareness, knowledge and skills in local producing, Preparing and consuming of health Foods. To support "School Food" Provincial and National Programs.
- 4) Social Inclusion-To build capacity, engage and advocate leverage networks to improve the wellness of the community? To increase the community's awareness of opportunity to socialize, develop and connect with other community members.



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB Basecamp Training

Date Attended: June 18/2020 **Location:** Conference Call

A Basecamp training session was held on June 18/2020 hosted by Lisa Garand to teach us how to navigate through the different stages.

This is an App. That is being used by all CHBS.

Guys. Community Health board has their own Basecamp to post meetings or other notifications.

The tutorial showed how to navigate all the components of Basecamp from the home page.



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

CAO Report – July 13, 2020

CAO:

- Prepared background material for and participated in Committee of the Whole meetings on June 3rd and June 17th, Council on June 8th
- Corresponded with Municipal Solicitors on land requests
- Participated in Planning session with Council and Fathom Studios on Municipal Planning Strategy and Land Use By-law review
- Researched Dangerous & Unsightly Property complaints and arranged for Building Inspector to investigate the specific properties
- Consulted with Municipal Solicitor on course of action on dangerous and unsightly property
- Attended funding announcement for capital improvements at the Historic Sherbrooke Village Museum
- Consulted with TIR staff and engineering consultants on Sherbrooke Streetscapes plans
- Worked with Strait Engineering Limited to proceed with Sherbrooke Sewage Treatment Upgrade project and developed signage for the project as required under the Federal funding program
- Reviewed policy updates with staff in preparation for presentation to Council
- Ongoing research and preparation for the October 17th municipal election
- Review of tax accounts with Director of Finance
- Discussion with Auditors who were in the office on July 9th and 10th
- Worked with staff on projects and tasks as listed under each department summary below

Finance:

- June 3rd COTW, June 15th Regular Council Meeting, June 17th COTW, June 30th Planning Session with Council/Fathom Studios
- June 23rd Participated in webinars with Dept of Municipal Affairs focusing on code of conduct, accessibility, local elected officials running for other elected offices and affordable housing
- Various meetings with municipal administration for policy work
- Partnered with St. Mary's Food Bank to distribute Good Food Access Grant
- Met with CAO and Recreation staff regarding summer programming/staffing
- Met with CAO, Recreation staff and Province representative regarding 2020-2021 Before and After Program
- Met with CAO and Eastern Counties Regional Library Staff regarding reopening of Sherbrooke Library

- Completed Gas Tax Reserve Reporting for Province
- Prepared 2020-2021 Tax Sale report for council
- The Provincial Property Tax Rebate for Seniors application forms are now available. The Property Tax Rebate for Seniors helps low-income seniors with the cost of municipal residential property taxes up to 50% of the previous last year's property taxes, up to a maximum of \$800. Application deadline December 31st, 2020.

Community Development & Recreation Department / Active Living Coordinator

Report:

- Planned, advertised and held a virtual Canada Day online through Facebook. We had many local musical talents, prizes, 35 Family Canada day kits were available before hand, children's activities, and adult Trivia. We had lots of uptake during this day and all positive feedback.
- Summer Day Camp Kits are almost ready to go, Student Staff alongside of the MPAL (Maggie) will be putting these kits together in place of weekly day camps and delivering them to each community centre where the parents will come and grab them. We have 57 children registered so far.
- We partnered with Kids First in doing free activity days for families throughout many locations in St. Mary's. We are hosting 3 events for July and hoping to do 4 events in August. These events are pre-register only to ensure social distancing.
- In the process of planning the Summer Schedule, confirming days, ideas, and events with staff.
- The second round of seniors activity kits have been starting to leave the office. We have approximately 20 kits left to deliver. The seniors loved this initiative!
- We started a new "Safe Bike Zone" partnered with Sherbrooke Village- this program is family based. The village will be responsible to close the gates every Tuesday and Thursday between 6-8 to ensure participants stay safe from vehicles while being supervised by our student staff.
- We hired two new student staff for 35 hours a week- for 7 weeks, along with two spare staff which will work up to 6 hours a week.

Public Works:

- Repair work and painting gazebos, benches and other items at Pioneer Park and Highway 7 park area and removed debris from Stonewall Park
- Work continued on the 16 Main Street Parking lot – washrooms and landscaping
- Ongoing operations of the Transfer Station, Water and Wastewater treatment plants
- Installed ICIP signage at the Sherbrooke Sewage Treatment Plant
- Cleaned bushes and blown down trees around back yard of the Municipal Administration Building
- Staff participated in safety training on excavation & trenching, fall protection and traffic control

Municipal Clerk & Special Projects:

- Attended Meetings/Events:
 - June 3rd- COTW Meeting
 - June 8th- Council Meeting
 - June 17th- COTW Meeting
 - June 18th- E-voting Webinar
 - June 23rd- Webinar- NSFM/DMAH- Policy discussions on changes that may impact municipalities.
 - June 29th- Planning Session- Fathom Studios
- Regular Duties:
 - Council and COTW agenda and minutes, post audio files and minutes on website
 - Elections- Establishing timelines & reviewing Elections Act.
 - NSCAF editing & updating
 - Policy reviews and writing- Non-Profit Organization Property Tax Exemption Policy, Council Procedural Policy.
 - Fire Services- Boundary Files for Geomatics
 - 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
- Draft Policy completed, going to COTW soon
- Working on a timeline for accessibility plan
- Researching the Rick Hansen Accessibility Certification Course
- Research Wolfville's information on accessibility since they are the only Municipality with a committee and plan in place currently
- No set guidelines or specifications from the Province yet for committees, and those will be released come the fall

Municipal Planning Strategy and Land Use By-Law

- Working closely with Fathom Studios preparing for the next steps in the review and update of the MPS and LUB
- Had first planning session with Council on June 29th

- Worked on confirming dates and other details for the first site visit along with the community workshops
- Sent Fathom Studios information and photos for website