



## NOTICE

MEETING: St Mary's Municipal Council  
Regular Council Meeting

DATE: Monday, August 10<sup>th</sup>, 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, August 10<sup>th</sup>, 2020

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1. Call to Order
2. Roll Call
3. Remembering the late Deputy Warden Dort
4. Approval of Agenda and Any Additions
5. Approval of Minutes from Council Meeting held Monday, July 13<sup>th</sup>, 2020
6. Business Arising from Minutes
7. Correspondence
  - a. Thank You Letter
8. Recommendations from Committee of the Whole
9. Outside Committee Appointment Reports
  - a. Community Health Board- Councillor Malloy
  - b. Sherbrooke Village June 24, 2020- Councillor Findlay
  - c. Sherbrooke Village July 27, 2020- Councillor Findlay
10. CAO Report
11. Adjournment

*10 minute question and answer period pertaining to agenda items*

***\*Please note that as per the NS Public Health guidelines, Council, staff and pre-registered members of the public that are attending the meeting will be asked to wear a mask upon entering/exiting the building and during the meeting.***



# Municipality of the District of St. Mary's

Regular Council Meeting- Monday, August 10<sup>th</sup>, 2020

## 1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, August 10<sup>th</sup>, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S.

## 2. Attending:

Warden Mosher                      Councillor Kaiser-Kirk  
Councillor Baker                  Councillor Malloy  
Councillor Smith

## Also Attending:

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

## Absent with Regrets

Councillor Findlay

## Remembering the late Deputy Warden Dort

### Moment of Silence

- Council and staff observed a moment of silence in memory of the late Deputy Warden Dort.

### Reading of Condolences

- Warden Mosher read out condolences from neighboring municipal units.

### Years of Service Recognition

- A plaque in recognition of Deputy Warden's 19 years of service was presented to the family.

### Presentation of Bursary

- A bursary was presented called the "Deputy Warden Dort Bursary". This \$200 bursary will be given out once a year for the next 19 years to a graduating student of District 6. In Deputy Warden Dort's honor, the successful recipient must exemplify qualities of volunteerism, community involvement, and leadership.

*On motion of Councillor Smith, Council recessed at 7:11pm.*

***Motion approved.***

*Council reconvened at 7:16pm.*

## 3. Approval of Agenda:

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Baker, Council approved the agenda as presented.*

***Motion approved.***

## 4. Approval of Minutes:

*On motion of Councillor Smith and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held July 13<sup>th</sup>, 2020.*

***Motion approved.***

## 5. Business Arising from the Minutes:

- No business arising.

## 6. Correspondence

- A member of the public sent a thank you letter to the Municipality for the gift cards that were received as apart of the Good Food Access Grant.

## 7. Recommendations from Committee Of The Whole:

### COTW- July 15<sup>th</sup>, 2020:

*On motion of Councillor Smith seconded by Councillor Baker, Council approve the Accessibility Advisory Committee Policy subject to the changes as recommended.*

***Motion approved.***

*On motion of Councillor Baker and seconded by Councillor Kaiser-Kirk, Council approve the award of the Aeration Equipment Supply contract to ENV Treatment Systems Inc for the cost of \$19,985 + HST.*

***Motion approved.***

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Baker, Council approve the award of the UV Disinfection Unit Selection/supply to Atlantic Purification Systems for the cost of \$29,186 + HST.*

***Motion approved.***

### COTW- August 5<sup>th</sup>, 2020:

*On motion of Councillor Malloy and seconded by Councillor Baker, Council approve the Council Procedural Policy.*

***Motion approved.***

*On motion of Councillor Baker and seconded by Councillor Kaiser-Kirk, Council approve the following amounts for the 2020 Municipal Elections staff of \$15/hour for the Deputy Returning Officer, \$14/hour for the Polling Clerk and \$16/hour for the Systems Elections Officer.*

***Motion approved.***

## 8. Outside Committee Appointment Reports:

### a. Community Health Board- Councillor Malloy

- Please see attached report.
- Councillor Kaiser-Kirk asked if there were any applicants from our municipality that had applied for funding. Councillor Malloy said they have had no applicants.

### b. Sherbrooke Village June 24, 2020- Councillor Findlay

- Please see attached report.

### c. Sherbrooke Village July 27, 2020- Councillor Findlay

- Please see attached report.

## 9. CAO Report:

- The CAO updated Council that they have received funding in the amount of \$21,250 for Streetscapes and will be moving into phase two of the Streetscapes Plan. Funding was also received from the Investing in Canada Infrastructure Program for the Inflow and Infiltration Study of the Sewage Treatment Plant.
- A new staff member, Mallory Fraser, was hired to fill the Community Development & Recreation maternity leave position.
- Councillor Smith asked when the tax sales information will be made public and the Director Of Finance said the information will be going in the September Newsletter. Councillor Smith also asked if there has been re-registration for the upcoming Fathom Planning meeting on August 19, 2020. The CAO said there has not been as many, but there will be a reminder email sent out this week.
- Councillor Baker asked if there are any new updates on the negotiations with Mrs. Megan Bingley and the purchasing of Lot-14. The CAO said the Purchase Agreement was still under negotiations for minor changes but should be completed soon.

- Councillor Malloy asked if there was any progress on the dangerous and unsightly property on Old Road Hill. The CAO said that the owners were sent a letter stating that they have until Aug 18<sup>th</sup>, 2020 to act.
- Council discussed upcoming meeting dates and decided to meet August 20<sup>th</sup> at 7pm for a COTW meeting.

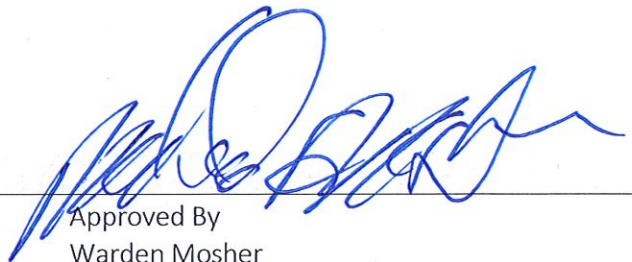
## 10.Adjournment

*On motion of Councillor Malloy and seconded by Councillor Baker there being no further matters of business, Council adjourned at 7:35pm.*

***Motion approved.***



Recorded By  
Municipal Clerk/Special Projects Coordinator



Approved By  
Warden Mosher

To St. Mary's Municipality  
I feel so appreciated and  
cared for.

A heartfelt thanks for everything.

Thank you so much for  
your thoughtful, helpful  
gifts: the P.C. gift cards, and  
the delightful bag of goodies  
delivered by Bryan.

Gratefully

Iris Hayes



# Municipality of the District of St. Mary's

Council Meeting- Monday,

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

July 15<sup>th</sup>, 2020:

*On recommendation of Councillor Smith and seconded by Councillor Baker, Council approve the Accessibility Advisory Committee Policy subject to the changes as recommended.*

*Recommendation adopted.*

*On recommendation of Councillor Baker and seconded by Councillor Findlay, Council approve the award of the Aeration Equipment Supply contract to ENV Treatment Systems Inc for the cost of \$19,985 + HST.*

*Recommendation adopted.*

*On recommendation of Councillor Findlay and seconded by Councillor Baker, Council approve the award of the UV Disinfection Unit Selection/supply to Atlantic Purification Systems for the cost of \$29,186 + HST.*

*Recommendation adopted.*

August 5<sup>th</sup>, 2020:

*On recommendation of Councillor Smith and seconded by Councillor Baker, Council approve the Council Procedural Policy.*

*Recommendation adopted.*

*On recommendation of Councillor Baker and seconded by Councillor Findlay, Council approve the following amounts for the 2020 Municipal Elections staff of \$15/hour for the Deputy Returning Officer, \$14/hour for the Polling Clerk and \$16/hour for the Systems Elections Officer.*

*Recommendation adopted.*



# Report to Council

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**Member of Council:** Beulah Malloy

**Board/Agency/Organization:** CHB by Webex

**Date Attended:** July23/2020

**Location:** \_\_\_\_\_

**A WebEx meeting was held by Aron Ashton from NS Health Board concerning the upcoming Wellness Funds.**

Discussion was held around the Wellness Fund Proposals that will be in place for 2020/2021. Proposals for projects in the amount of 10,000 will be accepted until October 15/2020.

For more information visit: [www.communityhealthboards.ns.ca/wellness-funds](http://www.communityhealthboards.ns.ca/wellness-funds). Or your local Community Health Board. More information will be coming at a future date.



# Report to Council

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Member of Council: Debbie Findlay

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

Date June 24, 2020

Location: Exhibit Centre

## Agenda Items Discussed:

The minutes of the previous meeting on May 27, 2020 were approved.

The Commission approved the reduction from \$1000 to \$500 in the scholarship for St. Mary's Academy.  
Reason – Covid-19.

The Audited Financial Statements were presented and accepted.

There was not any correspondence.

The Executive Director asked for the re-activation of the HR Committee. This will be done as soon as the 3 new members receive their approval. A query will be made regarding the hold-up. An HR report was not presented.

The stimulus package for the refurbishing of Sherbrooke Village in the amount of \$1,000,000 has been approved and work has started. The PNS site manager joined the meeting and explained the procedure for funding. All work must be complete by March 31, 2021 and all materials purchased by Dec 31, 2020. These funds are for both interior and exterior work.

The updating of the policy manual has begun.

Meeting adjourned

Debbie Findlay

# Report to Council

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Member of Council: Debbie Findlay

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

Date July 27, 2020 Location: Exhibit Centre

## Agenda Items Discussed:

The minutes of the previous meeting on June 24, 2020 were approved.

The first quarter Financial Statements were presented and accepted.

The executive Director's report was presented and accepted.

There was not any correspondence.

The Commission received verbal approval of three members and there are another three waiting for approval. Therefore, the HR committee was re-established, a vice-chair was elected, and another member was added to the finance committee.

An update was given on the work which has been completed through the stimulus package.

The updating of the policy manual has begun.

Meeting adjourned

Debbie Findlay



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

**CAO Report – August 10, 2020**

**CAO:**

- Prepared background material for and participated in Committee of the Whole meetings on July 2, July 15, and Council on July 13.
- Corresponded with Municipal Affairs & Housing regarding PCAP funding approval for the Inflow & Infiltration Study for the wastewater collection system in Sherbrooke
- Consulted with Council, staff and Fathom to rescheduled public workshops for the Municipal Planning Strategy and Land Use By-law
- Municipal Election planning and preparation work with the Returning Officer
- Continued work on Dangerous and Unsightly properties
- Streetscape planning for phase two of the initiative
- Worked with staff on projects and tasks as listed under each department summary below

**Finance:**

- July 2<sup>nd</sup> COTW, July 13<sup>th</sup> Regular Council Meeting, July 15<sup>th</sup> COTW
- Various meetings with municipal administration for policy work
- Completed first quarter HST remittance
- Completed municipal audit with external auditors onsite July 9<sup>th</sup> and 10<sup>th</sup>
- Prepared tax sales letter for accounts included in the sealed tax sale tender
- Prepared and presented 1<sup>st</sup> Quarter Finance Report at COTW
- Completed year end financial reporting for the Before and After Program
- Prepared and distributed a report to the Municipal Audit Committee
- Prepared orientation package for mat leave position of Director of Community Development and Recreation
- Prepared memo to staff regarding COVID19 mask guidelines
- Attended NSFAM Webinar on how to create Municipal Action Plans for Ending Racism and Discrimination
- Finance and admin staff have assisted in filling out various Provincial Property Tax Rebate for Seniors application forms. 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.

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

- Hosted numerous activities and programs such as:  
Safe Bike Zone (2 nights a week partnered with Sherbrooke Village)  
Pickleball  
Port Bickerton Lighthouse Walk  
Drop N Play (Free Playground opportunity for all ages)  
Soccer  
Stonewall Park Day  
Science Day  
Art in Motion Day  
(Great Participation numbers, Staff ensured covid 19 protocols were met including social distancing and proper cleaning measures were followed. Parents were happy to have an opportunity for children to socially interact while being physically active.)
- Partnered with Kids 1<sup>st</sup> on 4 separate occasions to provide physical activity and a healthy snack to families within St. Mary's. (We have had great participation at each event because we are moving to different communities for each day.)

### **Covid 19 Seniors Support Grant Updates**

- Staff delivered the remainder of the seniors kits.
- Delivered the iPads to the St. Mary's Memorial Hospital and Sherbrooke High Crest Nursing home.
- Collected data, and reported on the grant. Sent to Jocelyn (Contact person for the grant).
- Started working on Active Communities Fund grant for the year 2020/2021- Some ideas covered by the grant will include but not limited to: Free Skates, Parent and Tot exercise program, and girls group Ages 12-18.
- Day Camp Kits 15 left to be picked up- Great Feedback.
- Purchasing equipment for the community playbox.

### **Public Works:**

- Maintenance work continued on Pioneer Park and other municipal proprieties
- Repairs made to quonset building at the Transfer Station
- Ongoing operations of water treatment and sewage treatment system
- New gate ordered for the entrance to the Transfer Station

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

- Attended Meetings/Events:
  - July 2<sup>nd</sup> - COTW Meeting
  - July 6<sup>th</sup>- Policy Session- Accessibility & Council Procedure

- July 8<sup>th</sup>- Online Conference Call- Elections Update
- July 13<sup>th</sup>- Council Meeting
- July 15<sup>th</sup>- COTW Meeting
- July 28<sup>th</sup>- Webinar on Requirements to Wear Masks- Dr. Strang
- July 30<sup>th</sup>- NSCAF Meeting with David Pitcher
- Regular Duties:
  - Council and COTW agenda and minutes, post audio files and minutes on website
  - Elections:
    - Preparing List of Electors and Information section to website
    - Met with Councillors to go over revisions to Preliminary List.
    - Prepared Candidate Information Packages
    - Developed Advertisements for Revisions to List of Electors & Nomination Advertisements
    - Worked with Intelivote- Municipal Configuration File & Draft Voter Letter
  - NSCAF editing & updating
  - Policy/By-Law reviews and writing:
    - Non-Profit Organization Property Tax Exemption Policy
    - Council Procedural Policy
    - Accessibility Policy
    - Updated Website/Binder with Alternative Voting By-Law and filed with the Minister
  - 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
  - Day to day office duties

## **Economic Development & Planning:**

- Continuing to work with Fathom on the MSP/LUB update. Reaching out to people to remind them to pre- register for the workshops on Wednesday August 19th. 4pm for businesses and 6:30pm for public.
- Researched and compiled information for the first AAC meeting - hoping to have that in the next two weeks, will send out an email early this week with all the details to the AAC members.
- Contacting people on the business directory to get updated information and making sure our website has the accurate information for people and their businesses.
- Researching tourism advertisements for the municipality to attract people in our own province to remind them what we have to offer in St. Mary's municipality.