



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: March 8th, 2021

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
March 8th, 2021- 7:00pm

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from Council Meeting held Monday, February 10th, 2021
6. Business Arising from Minutes
7. Recommendations from Committee of the Whole
8. In Camera Session- Contract Negotiations
9. Outside Committee Appointment Reports:
 - a. Eastern County Regions Library- Councillor Baker
10. CAO Report
11. Adjournment



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, March 8th, 2021

1. Meeting, Date & Time:

The Regular meeting of the St. Mary's Municipal Council was called to order on Wednesday, March 8th, 2021 at 7:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Wier	Councillor Mailman
Deputy Warden Fuller	Councillor Malloy
Councillor Baker	Councillor Zinck
Councillor Harpell	

Also Attending:

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

Absent with Regrets:

Marvin MacDonald, CAO

3. Additions to the Agenda:

- Staff asked to have "Port Bickerton Lighthouse Association Correspondence" added to the agenda. Item was added as 11 and adjournment to 12.

4. Approval of Agenda:

On motion of Councillor Harpell and seconded by Councillor Zinck, Council approved the agenda with the above addition.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Mailman and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held February 10th, 2021.

Motion approved.

6. Business Arising from the Minutes:

- No business arising.

7. Recommendations from Committee of The Whole:

COTW Meeting February 17th, 2021:

On motion of Deputy Warden Fuller and seconded by Councillor Harpell, Council agreed to purchase a new sewer pump for the cost of \$6,106.97 plus HST.

Motion approved.

COTW Meeting March 3rd, 2021:

On motion of Councillor Malloy and seconded by Councillor Zinck, Council agreed to transfer \$5,000 of the Provincial COVID relief funding from the general operating to the water utility due to associated additional expenses cause by COVID19.

Motion approved.

On motion of Deputy Warden Fuller and seconded Councillor Harpell, Council agreed to AAN 01515373, write off all outstanding taxes in the amount of \$18,952.57 due to account being deemed inactive by PVSC.

Motion approved.

On motion of Councillor Zinck and seconded by Councillor Mailman, Council agreed to AAN 00103527, write off all outstanding taxes in the amount of \$3,785.26 due to account being deemed inactive by PVSC.

- Deputy Warden Fuller stated that these are all accounts that were deemed inactive by a provincial body and the only thing the Municipality had to do with these amounts was that was being carried on the books due to their error.

Motion approved.

On motion of Councillor Harpell and seconded by Councillor Zinck, Council agreed to Council transfer any operating surplus for 2020/2021 above \$5,000 into the capital reserve on March 31st, 2021.

Motion approved.

On motion of Councillor Mailman and seconded by Deputy Warden Fuller, Council agreed to have Gabriele Schupbach as the 2021/2022 Municipal Volunteer of the Year.

Motion approved.

8. In Camera Session- Contract Negotiations

On motion of Councillor Malloy and seconded by Councillor Harpell, Council moved into an in camera session for contract negotiations at 7:08pm.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Harpell, Council reconvened to regular session at 7:23pm.

Motion approved.

- After discussing the Shared Services Agreement with the Municipality of the District of Guysborough, Council made the following motion.

On motion of Councillor Harpell and seconded by Deputy Warden Fuller, Council approve the Shared Services Agreement with MODG with respect to dog control. subdivision processing, land use planning and building inspection services as per the updated schedule of fees for the period of April 1st, 2021- March 31st, 2026.

Motion approved.

9. Outside Committee Appointment Reports:

a. Eastern County Regional Library (ECRL)- Councillor Baker

- Warden Wier received notice from Councillor Baker of his resignation from the ECRL Board. Council thanked him for his service on this board. Councillor Mailman said she would like to represent the Municipality on the board with Councillor Harpell as the alternate.
- Correspondence from ECRL was received today stating that library service levels at ECRL branches will be adjusted, beginning April 2021, to the level than can be supported by their corresponding Municipal funding contributions. In the 2021-2022 budget year, the Municipality's current

contribution of \$16,927 to ECRL will fund 15 staffed library hours per week at the Sherbrooke Library. These new hours would take effect April 6, 2021.

- Council discussed and agreed that it didn't seem feasible that for the past two years the library service was 25 hours at the current contribution, and now the ECRL is asking for an extra \$10,000 to continue at those hours.
- Councillor Mailman will attend the upcoming meeting on March 18th, 2021 to find out more information. Council also asked if some of the funds that are being requested of the Municipality are going directly to headquarters. Councillor Mailman asked if Council had any other questions that they would like asked at the next board meeting.

10. CAO Report:

- The Director of Finance highlighted portions of the CAO report.
- Council asked for clarification on the Inflow & Infiltration Study. The Director of Finance stated that the company provided the study in the appropriate amount of time as per the contract.
- Please see attached report.

11. Addition:

Port Bickerton & Area Planning Association Correspondence:

- Staff received correspondence from President Donald Dodge of the Port Bickerton & Area Planning Association expressing concern over the current state of the municipal road that leads to the Port Bickerton Lighthouse.
- Council asked that staff invite Mr. Dodge of the Port Bickerton & Area Planning Association to an upcoming council meeting to further discuss the matter.

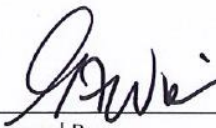
12. Adjournment

On motion of Councillor Malloy and seconded by Councillor Mailman there being no further matters of business, council adjourned at 7:51pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Wier



Municipality of the District of St. Mary's

Council Meeting- Monday, March 8, 2021

Recommendations from Committee of the Whole (COTW):

COTW Meeting February 17th, 2021:

On recommendation of Councillor Malloy and seconded by Councillor Baker, Council agreed to purchase a new sewer pump for the cost of \$6,106.97 plus HST.

Recommendation adopted.

COTW Meeting March 3rd, 2021:

On recommendation of Councillor Harpell and Deputy Warden Fuller, Council agreed to transfer \$5,000 of the Provincial COVID relief funding from the general operating to the water utility due to associated additional expenses cause by COVID19.

Recommendation adopted.

On recommendation of Councillor Baker and Councillor Malloy, Council agreed to AAN 01515373, write off all outstanding taxes in the amount of \$18,952.57 due to account being deemed inactive by PVSC.

Recommendation adopted.

On recommendation of Councillor Baker and Councillor Harpell, Council agreed to AAN 00103527, write off all outstanding taxes in the amount of \$3,785.26 due to account being deemed inactive by PVSC.

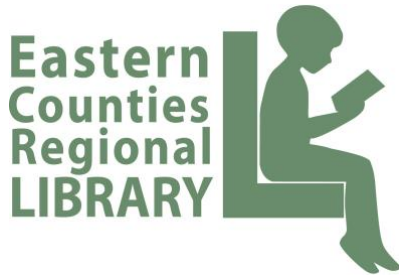
Recommendation adopted.

On recommendation of Councillor Malloy and Councillor Baker, Council agreed to Council transfer any operating surplus for 2020/2021 above \$5,000 into the capital reserve on March 31st, 2021.

Recommendation adopted.

On recommendation of Councillor Mailman and seconded by Deputy Warden Fuller, Council agreed to have Gabrielle Schupbach as the 2021/2022 Municipal Volunteer of the Year.

Recommendation adopted.



P.O. Bag 2500
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Mulgrave, NS B0E 2G0
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www.ecrl.library.ns.ca

Warden Greg Wier
Municipality of the District of St. Mary's
P.O. Box 296
Sherbrooke, NS
Canada
B0J 3C0

March 5, 2021

Dear Warden Greg Wier and Council,

I am writing on behalf of Eastern Counties Regional Library (ECRL) to advise Council that library service levels at ECRL branches will be adjusted, beginning April 2021, to the level that can be supported by their corresponding Municipal funding contributions. This practice is being implemented in the 2021-2022 budget to ensure the equitable treatment of all of ECRL's Municipal funders. The ECRL Board passed the following motion at the February 18th, 2021 meeting to express this commitment.

Motion 28: Approved with one opposed. Rankin/MacQuarrie. Whereas the mandated contributions to ECRL by the Municipal partners has, historically, not seen equitable service in those Municipalities; therefore, be it resolved, that staff be authorized to assess the energies of the Library and reallocate them to the Municipal areas to reflect an equitable return on contribution.

ECRL staff have begun taking the necessary operational steps to follow the Board's direction at the start of the new budget year in April 2021. In the 2021-22 budget year, the Municipality of the District of St. Mary's current contribution of \$16,927 to ECRL will fund 15 staffed library hours per week at the Sherbrooke Library. These new hours would take effect April 6, 2021.

We respect that it is Council's role to determine community priorities. If the Municipality wishes to make an additional voluntary contribution, ECRL will commit to directing those funds specifically to library service in the District of St. Mary's. Historic service levels of 25 staffed library open hours per week could be maintained for an additional \$11,840 per year. When the increase in provincially mandated Municipal funding for libraries comes into effect, the District of St. Mary's total required contribution of \$18,800 would fund 17 staffed library open hours per week.

Thank you for consideration of this matter.

Sincerely,

A handwritten signature in black ink, enclosed in a light blue oval. The signature reads "Shirley McNamara" in a cursive script.

Shirley McNamara
ECRL Board Chair

Cc. Council of the Municipality of the District of St. Mary's
Mr. Marvin MacDonald, CAO of the Municipality of the District of St. Mary's
ECRL Board Members



MUNICIPALITY OF THE DISTRICT OF ST.MARY'S

P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

CAO Report – March 8th, 2021

CAO/Admin

Prepared material and attended COTW and Council Meetings

Met with Municipal Advisor

Reviewed and provided comments on draft MPS & LUB prepared by Fathom Studios

Discussion with Subdivision / Development Officer regarding permitted land use in rural zone

Developed Brush clearing tender for transfer station road, received 3 bids and awarded tender to Wilson's Cove Excavation

Ordered Brine Pump for Recplex and Sewer Pump for Sewer Utility

Worked with staff on projects and tasks as listed under each department summary below

Finance

Meetings – COTW Meeting- February 3, 2021, Priorities and Planning Session- February 3, 2021, MPS Review with Council- February 4, 2021, Regular Council Meeting- February 10, 2021, Staff Meeting- February 17, 2021, Committee of the Whole Meeting- February 17, 2021, Budget Session- Draft #1- February 17, 2021

Taxes Collected by fiscal year as of February 28th, 2021 – see attachment.

Tax Arrears/Tax Sale - Tax Arrears notices have been run and sent out the first week of February. Accounts with taxes owing three years and older were sent registered tax sale notices at the end of February providing owners with 30 days to make payment arrangements before accounts are sent to legal for title searches to be completed. The sealed tax sale is set for June 29th, 2021. Reviewed uncollectable accounts for Municipality and presented recommendations to council.

Sealed Tax Sale Tender – Completed sealed tax sale process for AAN 01026712, prepared tax sale certificate of sale and documentation to be registered with the registry of deeds along with correspondence to purchaser, previous landowner and legal.

Financial Statements – Completed monthly bank reconciliations and financials with year end projections as of early February. Met with CAO to prepare 1st draft of 2021/2022 budget to present to council.

Human Resources – Completed bi-weekly and monthly payroll procedures, including a monthly STATS-can survey along with staff scheduling and monthly vacation/sick/TIL tracking summaries. Completed

employment letters for staff as requested. Provided and assisted staff with pension eligibility and enrollment options.

T-4's – Completed all reporting requirements and submission of T-4's to the Canada Revenue Agency, 47 T-4's were processed.

Provincial Grant Claims – Completed and submitted documentation for claims on the Sewer Treatment Plant Upgrades (UV System) and the Sewer Utility I&I study.

BAP Year-end Financial Reporting – Completed financial reporting for BAP year end reports and submitted to Communities Culture and Heritage.

Recreation Facilities Development Grant (RFD) – Assisted in providing financial information for the final claim for the RFD grant through Community Culture and Heritage; Recplex Chiller application.

HST Offset 2021/2022 Grant Application – Completed and submitted HST offset grant application for the 2021/2022 fiscal year to the Department of Municipal Affairs.

Community Works Grant- Developed job description, job posting, interview questions and conducted interviews for an Accessibility Coordinator with remaining funds from grant.

Land -Use Bylaw/Municipal Planning Strategy – Reviewed progress draft documents from Fathom and met with consultants and staff regarding edits/potentials changes.

Municipal Insurance RFP – Assisted Municipal Clerk and CAO in reviewing/preparing Municipal Insurance RFP and answering associated questions from potential providers.

Council Pension Plan – Completed final training for RBC councillor savings and pension plan and processed first contributions.

Inter-municipal IT Project – Continuation of work to establishment of an inter-municipal information technology service and apply for funding under the Provincial Municipal Innovation Fund. Reviewed RFP's from consultants in collaboration with partnering municipalities.

St. Mary's Asset Management Committee – Assisted in the start up of the Asset Management committee, prepared agenda, coordination of materials and recording of minutes.

Municipal Clerk & Special Projects:

Attended Regular Meetings: COTW Meeting- February 3, 2021, Priorities and Planning Session- February 3, 2021, MPS Review with Council- February 4, 2021, Regular Council Meeting- February 10, 2021, Staff Meeting- February 17, 2021, Committee of the Whole Meeting- February 17, 2021, Budget Session- Draft #1- February 17, 2021

Prepared the agendas and supporting documentation for all above meetings, recorded minutes throughout the meetings and posted the appropriate agendas and minutes online to the Municipal Website.

Municipal Insurance RFP: Researched and prepared a Request for Proposals for Municipal Insurance. Posted the RFP to the Provincial Procurement and Municipal Website as well as social media. The submission deadline is scheduled for March 19 at 4:00pm at which time the proposals will be evaluated by staff.

Fire Boundaries/GIS: February 10, 2021- Virtual Meeting with David Pitcher of Spatial Metrics to discuss discrepancies between existing Fire District Boundaries as well as all existing PID's that have no AAN.

Discussed these discrepancies with the departments at the Fire Services meeting and will be following up to verify boundaries with each department.

Alert Systems Project: Completed the contract and questionnaires with Voyent Alert and have scheduled administrative training for March 18, 2021. This program will hopefully be advertised in April/May of 2021.

Council Chamber IT: Had a virtual meeting with representative from 3D Audio Visual Solutions to review the options for the council chamber IT update/service. The company will use this information to prepare a quote with multiple options and should have a quote by first of March.

MPS/LUB: Reviewed the draft MPS and LUB documents. Participated in session with the CAO, Director of Finance, and Development Officer regarding the Land Use By-Law and prepared discussion points and documents for Council as a tool for the second draft review session. Prepared documents (MPS Policies Table) for Rob Leblanc from outcome of Council sessions and discussion. Prepared LUB talking points and suggested changes after session with CAO and DOF. Had a meeting Rob Leblanc from Fathom on February 25, 2021 to discuss Council's changes and questions for both the MPS and LUB.

Telus Business Solutions Meeting- February 26, 2021 Attended a virtual meeting with the CAO and a representative from Telus to explore what Telus had for options for business solutions.

Regular Office Duties: NSCAF editing & updating, Municipal newsletter submissions and updating online municipal calendar. Updating municipal website and municipal Facebook page with current content. Water Utility work orders, arrears, and invoicing. Filing.

Public Works

Sherbrooke Sewer Utility Inflow and Infiltration (I&I) Study – Staff have received the draft final report from the consultants CBCL. The next step is to review the report with the Engineers and consultants and bring recommendations forward to council.

Sherbrooke Sewer UV Project – The UV installation has been completed. Once weather permits the aeration system will be installed and commissioned. This project should be completed by the end of April 2021.

Sherbrooke Sewer Force Main Repair – Repair is located in Sherbrooke Village and is near completion. Still needs to have backfilling completed.

Sherbrooke Sewer/Water Utility – Routine water/sewer sampling and ongoing maintenance.

General Grounds Maintenance – Snow removal/salt, etc at all municipal properties.

Transfer Station – Household Hazardous Waste building has had remainder material cleaned up and disposed of by a proper disposal company.

Water Treatment Plant – Continuation of work on duplicate chlorine system at WTP as required by NS Environment Regulations.

Community Development & Recreation Department / Active Living Coordinator Report

February Programming & Events Overview- Rec 3-on-3 Hockey, Fit4Women, Free Skate, Learn to Skate, Art Night, St. Mary's Walking Club, Explore our Trails, Soul Sisters resumed February 23rd once Covid-19 restrictions allowed.

Looking into March Programming - All programs may be subject to change due to Provincial Covid-19 Regulations; St. Mary's Walking Club, Happy Feet, 3-on-3 Rec Hockey, Fit4Women, Free Skate, Learn to Skate, Explore our Trails, Soul Sisters, Dodgeball, Art Night, Winter Fun Fest, March Break Camps.

March Recplex Programs

Sunday			
Monday	Curling		
Tuesday	Curling		
Wednesday	Kids Rec Hockey	Adult Hockey	
Thursday	Free Skate	House League	50+ Adult Hockey
Friday	Learn to Skate	Adult Hockey	
Saturday	House League	Free Skate	

***A curling Bonspiel will occur on March 19th & 20th.

Grant Writing - In February, the following grants were applied for: Recreation Facility Development grant from Communities, Culture & Heritage and Participation: Better Communities Challenge

Other Projects -

Received confirmation that we will receive \$650.00 from the Celebrate Canada grant to put towards a Canada Day Celebration.

Received confirmation that we have been approved for funding under the Clean Leadership Program for the Climate Change Action Plan Coordinator. We accepted the funding.

Wrote letter in support of St. Mary's Trail Association Development Plan.

Notified Gabriella Shupbauch that she is the 2021/2022 Municipal Volunteer of the Year.

Received word that we are still a potential candidate to receive funding from Low-Carbon Communities Fund (Applied for funding for sidewalks, but need to adjust application to reflect multi-use trails instead).

Posted job ad for Recreation Leader(s)

Submitted final report for 2020-21 RFD.

Met with Rae Gunn and Eric Lumsden from Communities, Culture and Heritage. We discussed RFD, ACF, & BAP.

We will be hosting an International Women's Day Event at the IHL Community Centre for our Soul Sisters group- March 8th.

Completed March 2021 Municipal Newsletter.

Working on Completing the ACF Grant – spending and reporting on the ACF 2020-21 by March 31st.

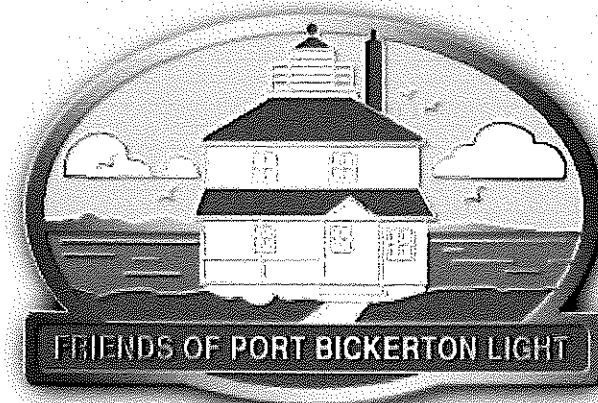
Applying for the new ACF 2021-22 by mid-April.

Report Respectfully Submitted by:

Marian Fraser, DOF on behalf of and in collaboration with Municipal Administration

2020-2021 Tax Receivables												
	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>
2020-21	(62,074)	(105,332)	1,640,485	567,836	329,180	266,808	201,295	157,842	146,930	124,734	108,019	
2019-20	175,902	174,607	164,279	149,811	140,373	120,021	116,383	109,982	106,621	103,847	99,151	
2018-19	89,754	89,836	87,308	83,817	80,556	70,298	70,571	65,276	64,081	62,426	59,448	
2017-18	56,521	56,965	55,349	54,268	51,858	57,072	48,277	45,366	44,342	269,558	233,794	
2016-17 +	256,945	258,111	258,792	259,395	245,796	213,731	228,711	226,023	226,689	-	-	
Total	517,049	474,185	2,206,212	1,115,126	847,763	727,931	665,237	604,488	588,664	560,565	500,411	-
<i>Interest (included in total)</i>	<i>166,596</i>	<i>171,752</i>	<i>172,779</i>	<i>173,638</i>	<i>169,921</i>	<i>157,789</i>	<i>159,535</i>	<i>157,249</i>	<i>159,963</i>	<i>159,903</i>	<i>145,451</i>	
Total without interest	350,453	302,433	2,033,434	941,489	677,842	570,141	505,702	447,239	428,701	400,662	354,960	-

2019-20 Tax Receivables												
	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>
2019-20	(60,875)	2,488,333	2,115,888	534,667	320,342	264,336	218,524	197,759	171,370	151,930	142,180	126,338
2018-19	172,395	162,916	152,616	144,269	139,736	120,110	110,967	105,705	102,107	99,786	97,197	92,037
2017-18	86,453	86,355	81,963	75,249	74,509	70,298	63,708	63,106	61,342	60,542	58,484	57,197
2016-17	61,685	62,006	61,848	61,409	60,155	57,072	53,829	52,441	50,914	265,788	264,479	256,650
2015-16 +	211,226	211,659	212,521	212,896	213,093	213,927	212,838	213,931	214,254	-		
Total	470,884	3,011,269	2,624,836	1,028,490	807,836	725,744	659,866	632,943	599,986	578,046	562,340	532,222
<i>Interest (included in total)</i>	<i>148,704</i>	<i>150,799</i>	<i>151,963</i>	<i>151,765</i>	<i>156,762</i>	<i>157,942</i>	<i>172,660</i>	<i>174,009</i>	<i>169,808</i>	<i>172,322</i>	<i>171,964</i>	<i>165,076</i>
Total without interest	322,180	2,860,470	2,472,873	876,725	651,074	567,802	487,206	458,934	430,178	405,723	390,376	367,146



Donald Dodge
Port Bickerton & Area Planning Association

February 22, 2021

Marvin MacDonald, CAO
Municipality of the District of St. Mary's
P.O. Box 296,
Sherbrooke, N.S. B0J 3C0

Dear Marvin,

Today I'm writing to you to address the problem with the municipal road that leads to the Port Bickerton Lighthouse. On January 2nd, 2019 our area was struck with a powerful storm that did severe damage to the road in the area of the sand cove. Since that time we have experienced a couple of strong storms that has eaten away at the damage and will continue to do so unless action is taken in the very near future.

We are at a loss as to what can be done. Is the municipality able to step up and do something to preserve the road? We have discussed going to the province with a grant request to repair the road. This doesn't make sense to us considering the road became property of the the municipality obtained in a swap with the province. I make this last statement based on information given to me by our MLA, Lloyd Hines.

Over the years our association has spent money to try and maintain the road. Each year we have T.I.R. grade the road at a cost of 280.00 per hour. On several occasions we have purchased class A gravel to build up the base. When the NDP were in power they spent money replacing culverts (7) and re-positioned large amounts of armor stone to help protect the road.

During the last 25 years tens of thousands of dollars have been invested into the lighthouse project. This was done through municipal grants, federal grants, donations, fund raising by our association, and thousands of volunteer hours of labour. With the beluga sanctuary on the horizon it would be a big loss if our project was to cease at this time. We feel these two projects will compliment each other and offer a better tourist experience in our region.

If you have any questions or concerns please contact me at 902-364-2967 or by e-mail at onthetickle@ns.sympatico.ca. We are requesting a meeting to discuss this matter at a mutually agreed time.

Sincerely;

A handwritten signature in cursive script that reads "Don Dodge". The signature is written in black ink and is positioned above the printed name.

Donald Dodge
President

Cc Greg Wier, Warden
James Harpell, councillor district 8