



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, July 12, 2021

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, July 12, 2021 at 4:08pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Also Attending:

Marvin MacDonald, CAO
Marian Fraser, Director of Finance
Donna-lynn Provost, Municipal Clerk/Special Projects Coordinator

Absent with Regrets

Councillor Baker

3. Additions to the Agenda:

- Addition to the agenda-8a., Eastern Regional Solid Waste Management Committee

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Deputy Warden Fuller and seconded by Councillor Zinck, Council approved the minutes of the Regular Council Meeting held June 14th, 2021.

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council approved the minutes of the Special Council Meeting held June 24th, 2021.

On motion of Councillor Harpell and seconded by Deputy Warden Fuller, Council approved the minutes of the Special Council Meeting held on June 28th, 2021

Motion approved.

6. Business Arising from the Minutes:

- No business arising from minutes

7. Recommendations from Committee Of The Whole:

COTW Meeting-June 16, 2021:

On motion of Councillor Harpell and seconded by Deputy Warden Fuller, Council agreed to add the Greenfield Oldsters Club to the Non-Profit Organization Property Tax Exemption Schedule A.

Motion approved

On motion of Councillor Mailman and seconded by Councillor Harpell, the Council approved the application of the Sherbrooke Riverside Cemetery Association to register as a municipal heritage property.

Motion approved

On motion of Deputy Warden Fuller and seconded by Councillor Harpell, the council approved the application for de-registration of the Kirk Memorial United Church as a municipal heritage property.

Motion approved

On motion of Councillor Malloy and seconded by Councillor Zinck, that Council move forward with the proposed Phase 3 recommendations and apply for the 2021 Beautification Streetscaping Program.

Motion approved

COTW Meeting July 7, 2021:

On the motion of Councillor Harpell and seconded by Councillor Deputy Warden Fuller, Council agreed to put to tender a Dry Hydrant for the Sea Shore Volunteer Fire Dept at Fishermans Harbour Lake

Motion approved

On motion of Deputy Warden Fuller and seconded by Councillor Zinck to have Sean Ashe Forestry Management perform pre commercial thinning to PID 37507662 at no cost to the municipality, resulting in the remaining in forest production for 10 years.

Motion approved

On motion of Councillor Malloy and seconded by Councillor Zinck, council authorized no more than \$7500 to replace the Brine pump pipe at the Recplex.

Motion approved

On motion of Councillor Harpell and seconded by Councillor Malloy to accept TAT tender package for sidewalks on Main Street and paving Main Street.

- *Amendment to 16 Main street parking lot, not paving Main Street.*

**Motion approved
with Amendment**

8. Outside Committee Appointment Reports:

a) Eastern Region Solid Waste Management Committee: Councillor Harpell provided a highlighted report from Eastern Regional Solid Waste Management Committee, see attachment.

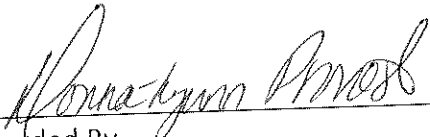
9. CAO Report:

- Please see attached report.

10. Adjournment

On motion of Councillor Malloy and seconded by Councillor Harpell there being no further matters of business, council adjourned at 4:21.

Motion approved.


Recorded By
Municipal Clerk/Special Projects Coordinator


Approved By
Warden Wier

Eastern Region Solid Waste Management Committee

Members from the Five Municipal Councils in Antigonish & Guysborough Counties

REDUCE - REUSE- RECYCLE-COMPOST

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Highlights June 2021

ERSWM Meeting – Thursday, June 24, 2021

Extended Producer Responsibility (EPR) for Printed Paper and Packaging (PPP): The Regional Chairs held a meeting with Minister Keith Irving, NS ECC to discuss the urgency for this program. NB has released draft regs for a 30 day consultation with plans to launch in 18 months. The differences between the proposed plan for NS and the NB regulations are under review. The initial analysis identified some improvements and a couple concerns. The Minister recognized the urgency; the plan is to fast track EPR. In the meantime, NS Environment staff will work through Regional Chairs and others to identify any concerns. We hope to hear more next week on plans for targeted consultation. (Pending the election call)

ERSWM Committee is encouraging each Council to schedule the EPR presentation and review the fact sheet available through Nicole H.

Sustainable Development Goals Act – Consultation is open to July 26, 2021. Much of this discussion is linked to EPR, especially the section on Circular Economy. Comments were shared from a waste management perspective to CAOs for consideration if commenting on the document. Full details and tools to help with planned discussions are found at <https://cleanfuture.ca/>

Divert NS – New Municipal Funding Programs – \$400,000 is total funds available to assist with making a waste program more efficient within a municipality or region. Or to adopt a program from another area that is considered a best management practice.

Forms are available at <https://divertns.ca/funding/municipal-funding>.

Next ERSWM Meeting is Thursday, September 30, 2021.



Municipality of the District of St. Mary's

Council Meeting- Monday, July 12, 2021

Recommendations from Committee of the Whole (COTW)

June 16, 2021

On recommendation of Councillor Baker and seconded by Councillor Zinck, Council agreed to add the Greenfield Oldsters Club to the Non-Profit Organization Property Tax Exemption Schedule A.

Recommendation adopted

On recommendation of Councillor Mailman and seconded by Councillor Harpell, the committee approved the application of the Sherbrooke Riverside Cemetery Association to register as a municipal heritage property.

Recommendation adopted

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Recommendation adopted

On recommendation of Councillor Malloy and seconded by Councillor Zinck, that Council move forward with the proposed Phase 3 recommendations and apply for the 2021 Beautification Streetscaping Program.

Recommendation adopted

July 7, 2021

On the recommendation of Councillor Harpell and seconded by Councillor Malloy, Council agreed to put to tender a Dry Hydrant for the Sea Shore Volunteer Fire Dept at Fishermans Harbour Lake.

Recommendation adopted

On recommendation of Councillor Baker and seconded by Councillor Zinck to have Sean Ashe Forestry Management perform pre commercial thinning to PID 37507662 at no cost to the municipality, resulting in the remaining in forest production for 10 years.

Recommendation adopted

On recommendation of Councillor Zinck and seconded by Councillor Harpell, council authorized no more than \$7500 to replace the Brine pump pipe at the Recplex.

Recommendation adopted

On recommendation of Councillor Baker and seconded by Councillor Harpell to accept TAT tender package for sidewalks on Main Street and paving Main Street.

Recommendation adopted



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

CAO Report – July 12, 2021

CAO:

- Preparation of materials for and attended Council and COTW meetings
- Researched and advised Council on municipal matters
- Telephone meetings with TIR regarding J-Class Road Program and potential inclusion of sidewalk for Main Street Sherbrooke
- Worked with staff on projects and tasks as listed under each department summary provided below

Finance:

- Meetings – Attended COTW June 16th, and Council June 14th, Special Council Meetings June 24th & 28th.
- Tax Arrears/Tax Sale – Continued the process for the 2021 tax sale. Prepared and updated accordingly tax sale advertisement. Answered various inquires and assisted public with questions regarding the tax sale and properties listed. Opened all sealed tax sale tenders on June 29th, 2021. Contracted successful bidders and prepared follow up documentation along with report to council.
- 2021/2022 Tax Bills – Continuation with processing appeals from PVSC as received.
- Provincial and Municipal Low-Income Grant – staff have continued to process Municipal Low income grants as received. The provincial property tax rebate for seniors is now available and staff have been assisting residents complete the forms. If additional information is requested on either of these rebates please contact the Municipal Office for assistance, the deadline for both rebates is December 31st, 2021.
- Reporting – Completed Annual Gas Tax Expenditure report for province. Completed cash flow survey for capital project funding through department of Municipal Affairs.
- 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 ROE's for staff as required and annual year end pension reporting to the Province and pension provider. Continuation of assisting with job posting for, CAO and Municipal Clerk positions, including attending interviews, preparing interview questions, and contract preparations.
- Inter-municipal IT Project – Continuation of work on IT project with neighboring municipalities, presented to council at COTW in June.

- Housing NS Authority Net Operating Loss – attended meeting on June 18th – meeting reviewed Housing NS structure. Housing NS is working to provide timely financials to municipalities. If council would like additional information or a copy of the slides provided please contact the Director of Finance.

Community Development & Recreation:

June Programming & Events Overview

May programming & events were cancelled due to the provincial lock down. Towards the end of June we were permitted to begin hosting programs again. We had intramurals for youth on Tuesdays and Wednesdays.

Looking into July Programming

If permitted the following is planned:

Day Camps at Recplex

Pickle Ball at Recplex

Golden Age Games at Recplex

Soccer

Safe Bike Zone

Youth & Teen Drop In

St. Mary's Nature Club

Canada Day- Cancelled

Port Hilford Beach Party

Summer Scavenger Hunt

Other

- Kerri Penney returned from Maternity Leave on June 28th
- Municipal Newsletter.
- Kaytland Smith (Climate Change Action Coordinator) held first meeting. It was successful and stayed on task.
- St. Mary's participated in the Participaction Better Communities Challenge
- Worked on Canada Day Planning
- Worked on Summer Planning
- Hired Summer Recreation Leaders. Full timers are Miranda Bezanson, Ciara Mills & Jimin Lee. Part timers Olivia Lively & Matthew Peters
- Play box is being sent to Port Bickerton for the month of July
- Mallory Fraser has transitioned into the role of MPAL.
- Completed training, webinars, and mentorship sessions as required under the Clean Foundation Leadership program
- Struck CCRC – two meetings completed to date – weekly meetings planned for the month of July
- Weekly community education piece posted on social media
- Prepared and presented at COTW surround SDGA and Provincial engagement period pertaining to goals
- Hosting a community feedback session for SDGA July 15th 2021, 5pm
- Work continues of the plan including work on municipally owned infrastructure and property

Public Works:

- Continued operations at Water Treatment Plant and Sewage Treatment Plant.
- Continued operations of the Transfer Station
- Port Bickerton Light House Road upgrades slated to start today, July 12th

Municipal Clerk & Special Projects:

Attended Regular Meetings:

- COTW Meeting- June 2nd, 2021
- Regular Council Meeting- June 14th, 2021
- COTW Meeting- June 16th, 2021
- Heritage Advisory Committee Meeting- June 10th, 2021

- Special Council Meeting- June 24th, 2021
- Special Council Meeting- June 28th, 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.

Other Meetings Attended:

- Guysborough County Housing Network Meeting- June 17th, 2021
- Municipal Finance Officers (MFO) Session- June 9th, 2021
- Meeting with Minister- June 2nd, 2021

Atlantic Canada Certified Sites Meeting- June 11th, 2021:

- Held discussion on the Atlantic Canada Site Certification Designation. This program is delivered by the Atlantic Association of Community Business Development Corporations and partners with provincial and federal government. This program certifies sites across Atlantic Canada as development ready, creating a roster of quality properties for investors.
- The goal is to provide investors with immediate access to data and other property information to bring attention and focus to development-ready, high-quality sites across Atlantic Canada that are primed for investment opportunities. This would include properties owned by municipalities.

Municipal Clerk Interviews & Work Plan:

- June 15th and June 16th, 2021.
- Assisted in preparation of interview, conducted interviews, and created work plan for new position.

NSPI Introductory Meeting:

- Met virtually with representative of NS Power to discuss potential partnering opportunities and assistance in programs including the Community Buildings Retrofit Program, FCM's Community Buildings Retrofit (CBR). This initiative helps to optimize the energy performance and reduce greenhouse gas (GHG) emissions of community buildings owned by municipalities and not-for-profit organizations.

Regular Office Duties:

- Nova Scotia Civic Addressing Database editing & updating
- Municipal newsletter submissions and updating online municipal calendar.
- Updating municipal website and Facebook page with current content.
- Water Utility work orders, arrears, and invoicing, notifications.
- Filing

Economic Development:

Marissa Jordan started in June as Economic Development and Planning Officer. Working on the Planning documents update.