



## NOTICE

**MEETING:** St Mary's Municipal Council  
Regular Council Meeting

**DATE:** November 8, 2021

**TIME:** 4:00 PM

**PLACE:** St. Mary's Municipality  
Council Chambers, Sherbrooke, NS

**Please advise if unable to attend**



# Municipality of the District of St. Mary's

November 8<sup>th</sup>, 2021, 4pm

We acknowledge that we are gathering in Mi'kmaq the traditional unceded territory of the Mi'kmaq people.

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from
  - a. Council Meeting – Monday, October 18, 2021
  - b. Special Council Meeting – Monday, October 25, 2021
6. Business Arising from Minutes
7. Recommendations from Committee of the Whole
8. Committee Reports
  - a. Eastern Counties Regional Library Board - Councillor Mailman
  - b. Eastern Region Solid Waste Management Committee - Councillor Malloy
  - c. EMO Committee – October 13, 2021
  - d. Sherbrooke Village Commission – Wednesday, October 27, 2021
  - e. Fire Services Committee – Wednesday, October 27, 2021
  - f. JOHS Committee– Thursday, October 28, 2021
9. CAO Report

Adjournment

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



# Municipality of the District of St. Mary's

Regular Council Meeting  
Monday, November 8, 2021

## 1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday at 4:00pm in the Council Chambers Sherbrooke, N.S.

We acknowledge that we are gathering in Mi'kmaqi the traditional unceded territory of the Mi'kmaq people.

## 2. Attending:

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

## Also Attending:

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

## Absent with Regrets

## 3. Additions to the Agenda:

No additions

## 4. Approval of Agenda:

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

***Motion approved.***

## 5. Approval of Minutes:

*On motion of Deputy Warden Fuller and seconded by Councillor Mailman, Council approved the minutes of the Regular Council Meeting held October 18, 2021.*

***Motion approved.***

*On motion of Councillor Malloy and seconded by Councillor Zinck, Council approved the minutes of the Special Council Meeting held October 25, 2021.*

***Motion approved.***

## 6. Business Arising from the Minutes:

- No business arising

## 7. Recommendations from Committee Of The Whole:

On motion of Deputy Warden Fuller and seconded by Councillor Baker, Council agreed to free equipment rental during Covid-19, while maintaining the damage deposit.

**Motion approved.**

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council agreed to accept the 3 year service contract for \$16,900 (\$5633.33 annually) plus HST with Cimco.

**Motion approved.**

On motion of Councillor Malloy and seconded by Councillor Harpell, Council accepted the Workplace Health and Wellness Policy as presented.

**Motion approved.**

On motion of Councillor Malloy and seconded by Councillor Mailman, Council agreed that they would plant a tree in recognition of the 25th Anniversary of Old Fashioned Christmas.

**Motion approved.**

On motion of Deputy Warden Fuller and seconded by Councillor Baker, Council agreed to amend the Covid-19 Vaccination Policy to include elected or acclaimed officials.

**Motion approved.**

On motion of Councillor Harpell and seconded by Councillor Baker, Council agreed to repeal the old PDC Policy.

**Motion approved.**

On motion of Councillor Baker and seconded by Councillor Zinck, Council agreed to postpone the Main Street paving and sidewalk project, including drainage issues until spring.

**Motion approved.**

On motion of Councillor Zinck and seconded by Councillor Mailman, Council accepted the Equipment Rental Policy as it stands.

**Motion approved.**

On motion of Councillor Harpell and seconded by Councillor Malloy, Council agreed when the information coming in from Extended Producer Responsibility, the CAO and Staff will get the letter out as quickly as possible.

**Motion approved.**

## 8. Outside Committee Appointment Reports:

a. Eastern Counties Regional Libraries:

- See attached report

b. Eastern Regional Solid Waste Management Committee:

- See attached report

c. EMO committee:

- Started regular scheduled meetings

- Next meeting scheduled for November 10, 2021

d. Sherbrooke Village Commission:

- Deputy Warden Fuller stated there is nothing to report at this time, as there is an issue with the minute taking from the last meeting.

e. Fire Service:

- Started regular scheduled meetings
- Working on mapping with civic numbers

f. JOHS:

- Started regular scheduled meetings
- Training for new member and current staff that may have expired.

**9. CAO Report:**

See attached.

**10. Adjournment**

*On motion of Councillor Zinck and seconded by Councillor Harpell there being no further matters of business, council adjourned at 4:15.*

***Motion approved.***

*M Jordan Casper*

Recorded By  
Municipal Clerk/Special Projects Coordinator

*J Wier*

Approved By  
Warden Wier



# Municipality of the District of St. Mary's

Council Meeting- Monday, November 8, 2021

---

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

### October 20, 2021

1. On recommendation of Councillor Baker and seconded by Councillor Zinck, Council agreed to free equipment rental during Covid-19, while maintaining the damage deposit.
2. On recommendation of Councillor Zinck and seconded by Councillor Baker, Council agreed to accept the 3 year service contract for \$16,900 plus HST with Cimco.

### November 3, 2021

3. On recommendation of Deputy Warden Fuller and seconded by Councillor Baker, Council accepted the Workplace Health and Wellness Policy as presented.
4. On recommendation of Councillor Baker and seconded by Deputy Warden Fuller, Council agreed that they would plant a tree in recognition of the 25th Anniversary of Old Fashioned Christmas.
5. On recommendation of Councillor Harpell and seconded by Councillor Malloy, Council agreed to amend the Covid-19 Vaccination Policy to include elected or acclaimed officials.
6. On the recommendation of Deputy Warden Fuller and seconded by Councillor Baker, Council agreed to repeal the old the PDC Policy.
7. On recommendation of Councillor Baker and seconded by Councillor Malloy, Council agreed to postpone the Main Street paving and sidewalk project, including drainage issues until the spring.
8. On recommendation of Councillor Zinck and seconded by Councillor Baker, the Council accept the Equipment Rental Policy as it stands.
9. On recommendation of Councillor Malloy and seconded by Councillor Harpell, Council when the information comes in from Extended Producer Responsibility, the CAO and staff will get the letter out as quickly as possible.



# Report to Council

---

**Member of Council:** Beulah Malloy

**Board/Agency/Organization:** Solid Waste Guysborough

**Date Attended:** Oct28/2021

## Key Highlights:

Nicole Havercourt <sup>ks</sup> noted that the letter inviting an "Invitation to meet" to Hon. Greg Morrow, Hon. Michelle Thomas and Hon. Tim Holman (Minister of Environment) have received no reply as yet. The Committee discussed the importance of MLAs understanding the meaning and proposed plan for EPR (Extended Producer Responsibility) and for PPP (Printed Packaging PPP) in plain language.

Bill 25 had its first reading October 19/2021 focusing on the proposed EPR for PPP plan submitted by Municipalities. Bill 57 was introduced by Environment and Climate Change Minister Tim Holman called the Environment Goals and Climate Change Reduction Act.

Compliance Officer Kevin O'Hanley reported that Dalhousie Agriculture Campus Agriculture Club students conducted a Beach cleanup. In the Aulds Cove area and they picked up a great deal of garbage. They couldn't get it all with this one clean up so will consider doing it again next year.



# Report to Council

---

**Member of Council:** Courtney Mailman

**Board/Agency/Organization:** Eastern Counties Regional Library

**Date Attended:** September 16, 2021    **Location:** Headquarters, Mulgrave

## **Agenda Items Discussed:**

- Employee long-term service awards
- National Truth and Reconciliation Day  
Board voted to close libraries to recognize National Truth and Reconciliation Day
- Branch Manager Job Description  
Branch Manager Amanda Campbell's title has been changed to Public Services Manager
- Employee Vaccination Policy  
Can be found on ECRL website
- Financial Report  
Mostly underspent due to COVID

## **Chief Librarian/CEO Report**

- Phase 5 service update-Proof of vaccination implementation  
Updated by email after the meeting that proof of vaccination no longer required as libraries have been deemed an essential service
- ECRL Board Code of Conduct  
Deferred until the next meeting
- Municipal Council Presentations  
Laura Emery updated the board on her presentation to the Municipality of the District of St. Mary's and a date to meet with the Municipality of the District of Guysborough to be set after Ms. Emery returns from vacation
- ECRL Overview Information  
Document required by the Province perhaps after complaints from St. Marys, Guysborough, and Inverness
- Community Technology Grant update  
Novel Branch in the works for Port Hawksberry

- Cheticamp Library update  
Facilities issue which has pushed back the opening
- Rebranding/website update  
New website will launch early March
- Accessibility update/Accessible Collections Policy
- Board vacancies for provincial appointees  
Waiting on the province which is taking longer due to a change in government
- Library Reports
- LBANS-Ms. MacNamara  
LBANS to remain solvent with Halifax choosing to leave the association
  
- Next Meeting Date: November 18th  
No meeting in October due to Ms. Emery being on vacation.

## **Key Highlights:**



## **MUNICIPALITY OF THE DISTRICT OF ST.MARY'S**

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

### **CAO Report – Month of October, 2021**

#### **CAO**

- October 6, 2021 – Meeting Re: Compliance for Environmental Report, Public Works
- October 7, 2021 – Staff Meeting Re: Communications
- October 7, 2021 – Policy Review Meeting, PoV
- October 8, 2021 – Interviews for Staff Openings
- October 12, 2021 – Meeting, Guysborough Municipal Office
- October 12, 2021 – Meeting, PVSC (Community Room)
- October 13, 2021 – EMO Committee Meeting
- October 14, 2021 – Staff Meeting Re: Departmental Task and Operations Update
- October 20, 2021 – Conference Call Re: St. Mary's Development Opportunities
- October 21, 2021 – Meeting with Engineers for Environmental Compliance Update
- October 25, 2021 – Transfer Station Site Visit Re: Environmental Review, C & D Site Analysis
- October 27, 2021 – Visit to Salmon Release at Silver's Pool, attended with Warden
- October 27, 2021 – Fire Services Committee Meeting, Chamber
- October 28, 2021 – PVSC Meeting
- October 28, 2021 – Joint Occupational Safety Committee Meeting
- October 29, 2021 – Whale Sanctuary Grand Opening of Visitor Centre
- October 29, 2021 – Budget Review with Financial Director

A busy month for all staff in the Municipal office. We have been progressing on some of the larger projects and documents, meeting requirements for our compliance standards for Environmental needs and reports, and have been busy with programs, activities and development preparations. Also an exciting month to witness the opening of the Whale Sanctuary, an exceptional addition to our local landscape with the Visitor Information Centre, and an exciting step toward further growth in terms of this project guided by Charles Vinick.

Committees have been meeting to get updated as to current standpoints, and what is next steps. We have started Emergency Measures, Fire Services and Joint Occupational Health & Safety Committee

meetings again, and will continue with regular interval meetings on these, including additional meetings in November to get caught up in terms of where things were left off this summer.

A collective effort was made by all staff, and different demands of each day were taken in stride. It was a good and productive month, and we anticipate the same for November.

#### Finance:

- Attended the following meetings –
  - COTW Meetings - Oct 6<sup>th</sup> and Oct 20<sup>th</sup>
  - Regular Council meeting - October 18<sup>th</sup>
  - Special Council Meeting Oct 25<sup>th</sup>
  - Municipal Finance Officers Session – October 5<sup>th</sup> – Presentations reviewed the Municipal Finance Corporation and temporary borrowing resolutions process through the NS Department of Municipal Affairs. Various stats-can stats and trends in housing, employment and demographics was also presented and the impacts by regions throughout the province.
  - Staff Meetings – Oct 14<sup>th</sup> and 26<sup>th</sup>
  - Policy Meetings – Attended policy meetings on Oct 7<sup>th</sup> and 19<sup>th</sup> along with CAO and Clerk to review various existing policies and new policy development.
  - Property Valuation Allowance Corporation – Attended meetings with representatives from PVSC on Oct 12<sup>th</sup> and 28<sup>th</sup> along with CAO and Economic Development Officer. These meetings reviewed upcoming assessment roll information, building permits, demos permit, commercial accounts, sales, and CAP rates. Information was also provided on keys assessment roll dates. The 2022 Assessment Notices will be mailed out to property owners on January 10<sup>th</sup>, 2022. Instructions along with timeline information will be provided on the notices for any property owner who does not agree and wishes to appeal.
  - Oct 29<sup>th</sup> – Attended the Whale Sanctuary Grand Opening of visitor center with CAO and Economic Development Officer.
- Tax Arrears/Tax Sale – Began the initial 2022 tax sale process by stamping “potential tax sale account” on appropriate overdue notices. A copy of these notices has been kept on file and will be used in determining the next round of tax sale warning notices to property owners. Notices were sent out the first week of October.
- Taxes Collected by fiscal year as of October 31<sup>st</sup>, 2021
  - 2021-2022 Taxes – 89.7% Collected
  - 2020-2021 Taxes – 96.5% Collected

- 2019-20 Taxes – 98% Collected
- 2018-19 Taxes – 99% Collected
- Financial Statements – Completed monthly bank reconciliations/ financials and prepared reports and processed accounts payable as required. Completed internal review of financial statements in detail with CAO on Oct 29<sup>th</sup>. Completed 2<sup>nd</sup> quarter HST remittance to the Canada revenue agency.
- Human Resources – Completed bi-weekly and monthly payroll procedures, remittances, and pension remits. Developed job advertisements for vacant public works position. Participated in staffing interviews, employment offer and orientation package. Completed staff schedules and timesheet summaries. Participated along with CAO in individual staff position reviews throughout the month.

### **Economic Development Officer- CAO Report- October 2021**

#### **Attended Meetings:**

- External Communications Meeting- October 7, 2021
- POV Policy Review Meeting- October 7, 2021
- ICS Training Online- October 8, 2021
- Staff Meeting- October 14, 2021
- Guysborough County Housing Network Meeting- October 20, 2021
- COTW Meeting- October 20, 2021

#### **Property Valuation Services Corporation (PVSC)- October 12, 2021:**

Attended meeting with representatives of PVSC as well as the CAO and DOF. Discussed the assessment roll in general and potential trends for the 2022 roll.

#### **Career Connections Meeting- October 13, 2021:**

Met with Laura Boyd, Employer Engagement Specialist from Career Connections to make introductions and discuss different services Career Connections offers for employees and businesses. Also discussed provincial programming available to businesses and employees.

#### **Small Business Appreciation Night- October 19, 2021:**

Planned for and hosted Small Business Appreciation Night for businesses during Small Business Week. The night consisted of a supper served by the Sherbrooke Lions, a speech from entrepreneur Michael Hatt owner of The Medicine Shoppe in Port Hawkesbury, and the presentation of the first annual Small Business Awards. Coordinated with teachers and students from SMECA to draw pictures depicting their favorite local business or a business they would like to operate in the future. These drawings were showcased at the event and on Facebook.

#### Light it Up Campaign- October 21, 2021:

Participated in this event by lighting up the Municipal Office purple lights and invited all St. Mary's businesses to participate to help continue the conversation about the benefits and importance of disability inclusion in the workplace. Light It Up is a one-night, national co-ordinated special lighting event in recognition of National Disability Employment Awareness Month (NDEAM); and the many ways people who have a disability contribute to businesses and communities across Canada, and help companies be successful and competitive.

#### Whale Sanctuary- October 29, 2021:

Attended the grand opening of the Whale Sanctuary Information Center and continued communication with Mr. Vinick regarding permits and zoning for the Whale Sanctuary Property.

#### Continued Work:

- Updates/revisions to the MPS and LUB
- Assisting with water utility billing/issues
- Coordinating with contractors for Streetscapes construction/implementation

#### **Community Development & Recreation Update**

*The following are projects related to the Community Development and Recreation Director*

Programming – Programs continued for the month of October. We offered Softball Skills, Eco Explorers and Happy Feet.

Fright Night – Fright Night took place on October 30<sup>th</sup> this year, a day earlier than planned due to weather. We had staff on three entry ways checking POV, which worked well. There was a great turn out from the community. There was not a lot of uptake on the Pumpkin Carving event, timing was most likely the issue. Our Halloween Free Skate (and first free skate of the year) was well attended on Halloween Day.

Old Fashioned Christmas – I attended several meetings of the OFC committee. The Municipality is partnering to help host this event again this year. We will be taking a leadership role in organizing the Proof of Vaccination requirements. The event will take place on November 26-28<sup>th</sup>.

Grants – We received the grant for the Carbon Surcharge Program (Bike Friendly Community Project).

POV Policy – The Province's Proof of Vaccination Policy came into effect on October 4<sup>th</sup>. Municipal staff have been meeting with community partners to ensure that they are comfortable with the policy and assist them in any way we can to ensure that programs can continue to be offered.

Ecum Secum Playground Project – I was invited to attend a meeting of community members in Ecum Secum who would like to work toward fixing up their playground. I am going to assist them moving forward with their grant writing and organizational documents.

RNS Innovation Award – The Municipality submitted a nomination for the St. Mary's Curling Club/Municipality Partnership through Recreation Nova Scotia's annual awards program – and we won! The Award will be presented during a virtual ceremony in November.

### **MPAL Update**

*The following are projects related to the Active Living Coordinator*

- Received approval for ACF: Applied for Facility Access for Free Skates at the Recplex, a Playbox, Walking/Cycling Program, Fitness Centre Swipe Card System & a Parent & Tot Program. The total ask was \$18181. We must contribute 25%.
- Attended House League Hockey Meetings completed Agenda & Minutes
- Girls Group Planning
- Presented Workplace Wellness Policy to Council
- Received funding approval for Gender Equity in Recreational Sport Grant: Female Fun & Fitness Program
- November Newsletter
- Workplan for Active Living Strategy
- Workplan for Accessibility Plan
- Drafted, Completed & circulated St. Mary's Community Guide to Phase 5

Currently working on drafting a Volunteer Policy

### **Clerk / Special Projects:**

- I have been very busy attending COTW meetings on October 6<sup>th</sup> and 20<sup>th</sup>, we had Council on October 25<sup>th</sup>, I was out for the October 18<sup>th</sup> Council meeting. I had an afternoon training with David Pitcher on October 7<sup>th</sup> for NSCAF, we also had an EMO meeting on October 13<sup>th</sup> as well a Fire Services on October 27<sup>th</sup> and JOHS on October 28<sup>th</sup>, as well as a Policy meeting on October 19<sup>th</sup> and Staff meetings on October 14<sup>th</sup> and 26<sup>th</sup> I have done the minutes for all the mentioned meetings. In the background while attending these meeting, and composing the minutes, I have composed our newly approved Covid-19 Vaccination Policy, as well as the Service Excellence Policy, Communication Policy, Equipment Rental Policy as well as others.