



**MEETING:** St Mary's Municipal Council  
Committee of the Whole Meeting

**DATE:** Wednesday, March 16, 2022

**TIME:** 4:00 pm

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



# Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting  
Wednesday, March 16<sup>th</sup>, 2022,

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

## **1. Meeting, Date & Time:**

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, March 16<sup>th</sup>, 2022, at 4:00 pm in the Council Chambers Sherbrooke, N.S.

## **2. Attending:**

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

## **Also Attending:**

Marissa Jordan, CAO  
Marian Fraser, Director of Finance  
Mallory Fraser, Municipal Clerk

## **3. Additions to the Agenda:**

- Remove 8c. Transfer Station – General Repairs
- Add 8c. Age Friendly Communities Grant

## **4. Approval of the Agenda:**

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

***Motion approved.***

## **5. Approval of Minutes:**

*On motion of Councillor Baker and seconded by Deputy Warden Fuller, Council approved the minutes of the COTW Meeting held Wednesday, March 2<sup>nd</sup>, 2022.*

***Motion approved.***

## **6. Business Arising from the Minutes:**

- There is no business arising from the minutes.

## **7. Presentations**

### **a. Recreation Master Plan Update – REConsulting**

- Carol Davis-Jamison & Max Chauvin from REConsulting Group introduced themselves.
- REConsulting Group will be working on the Recreation Master Plan in partnership with Upland.
- The workplan for the project includes three phases. Phase one is Discovery; phase two is community consultation; phase three is drafting the plan.
- Phase one includes: Start Up; Site Visit; Council Introduction; Information Gathering; Program, Facilities, Trails Inventory; Policy & Document Review; Rural Recreation Trends; SWOT Analysis; Volunteer Roles; and Financial Review.
- Phase two includes: Engagement Strategy; Engagement Collateral; Project Launch; Recreation User Survey; Staff & Council Interviews; Recreation & Community Group Interviews; Stakeholder Meetings; and Engagement Summary.
- Phase three includes: Recreation Vision & Mission; Programs, Facilities, & Trails Action Plan; Program & Service Development Recommendations; Community Engagement Strategy; Partnerships; Policy

Recommendations; Funding Recommendations; Recreation Facility Maintenance Plans; Draft Plan & Presentation; Draft Plan Engagement; Final Plan & Presentation; and Wrap Up.

## **8. Other Matters of Business:**

### a. Municipal Recreation Programming & Covid Regulations Update

- Council agreed to review Covid-19 restrictions at COTW meetings.
- The CAO, Marissa Jordan provided an update to restrictions.
- We are currently in phase 2 of the provincial re-opening plan. Meeting and training capacity will increase from 50% to 75%. Sports remain at a maximum of sixty people indoor and outdoors. Mask requirements and social distancing are still in place.
- On March 21<sup>st</sup> phase 3 is scheduled to begin; there will be no gathering limits, social distancing, or masks.
- This phased approach is based on ongoing epidemiology and hospitalizations.

### b. Rural Transit Solution Fund

- The Rural Transit Solutions Fund seeks to help Canadians living in rural and remote areas get around their communities more easily day-to-day and connect with nearby communities.
- Eligible applicants can apply for up to \$3 million to help cover capital costs (e.g., purchase of a vehicle or digital platforms); and up to \$5 million to support zero-emission transit solutions (e.g., for the purchase of a zero-emission vehicle(s)).
- The Municipality is eligible to receive 80% of a project's capital expenses from the federal government, with the potential for the provincial government to pay the remaining 20%.
- Applications for the fund are accepted until midnight on April 7<sup>th</sup>, 2022.
- Staff are going to apply for this funding in anticipation of the Transit Plan being completed this spring.

### c. Age Friendly Communities Grant

- CAO, Marissa Jordan updated Council that the Municipality was awarded provincial funding through the Age Friendly Grant Program in the amount of \$16 500.00.
- The funding is to support community organizations host socials throughout the year, host guest speakers; various recreation programs; and to develop an informational resource for seniors.
- Deputy Warden Fuller asked if the funding was for all ages or just for seniors. The CAO, Marissa Jordan is going to ask staff for clarification and report back to Council.

### d. Appointment of Building Inspector & Fire Marshall

- In the past two years we have had a new staff member from the Municipality of the District of Guysborough acting as our Building Inspector and Municipal Fire Inspector.

*On recommendation of Deputy Warden Fuller, seconded by Councillor Baker, Council appointed Glenn Stirling as Municipal Fire Inspector in accordance with the provisions of the Fire Safety Act of Nova Scotia, Chapter 6 of the Acts of 2002, article 19 (1) (b) thereof, and shall carry out fire inspections within the Municipality of the District of Saint Mary's in accordance with the said Act and any regulations made thereafter.*

### ***Recommendation adopted.***

*On recommendation of Councillor Baker, seconded by Councillor Harpell, Council appointed Glenn Stirling as Municipal Building Inspector in accordance with the provisions of the Building Code Act of Nova Scotia, Chapter 46 of the Revised Statutes, 1989, article 5 (2) thereof, and shall carry out building inspections within the Municipality of the District of Saint Mary's in accordance with the said Act and any regulations made thereafter.*

***Recommendation adopted.***

e. Federation of Canadian Municipalities (FCM) Conference

- The annual FCM Conference is being held June 2<sup>nd</sup> to 5<sup>th</sup> in Regina in person and online.
- By joining in person, you will get the full conference experience, from interactive workshops and engaging speakers to more than one hundred Trade Show exhibitors, five on-site study tours, and the networking opportunities.
- By joining virtually, you will have access to key features of the conference, including live plenary sessions that will include political leaders and other keynote speakers, the elections and workshop recordings that will be made available after each day.
- Typically, two Councillors attend this conference.
- Council directed staff to sign up Councillor Malloy, Councillor Harpell, Deputy Warden Fuller & CAO, Marissa Jordan for virtual participation for the conference.

f. In House & Outside Committee Appointments

- Councillor Warden Wier and Deputy Warden Fuller will sit on the Accessibility Advisory Committee.
- Councillor Malloy and Councillor Mailman will sit on the Active Transportation Committee.
- Warden Wier and Councillor Harpell will sit on the Asset Management Committee.
- The Audit Committee is open to all Councillors.
- Warden Wier and Deputy Warden Fuller will sit on the Emergency Measures Operations Committee.
- Councillor Baker and Councillor Zinck will sit on the Fences & Arbitration Committee.
- Fire Services Committee is open to all Councillors.
- Deputy Warden Fuller and Councillor Harpell will sit on the Heritage Advisory Committee.
- Warden Wier and Councillor Harpell will sit on the Joint Occupational Health & Safety Committee.
- Warden Wier, Deputy Warden Fuller and Councillor Malloy will sit on the Land Development Committee.
- Councillor Mailman and Councillor Harpell will sit on the Eastern Counties Regional Library as a board member.
- Deputy Warden Fuller and Councillor Baker will sit on the Guysborough Adult Learning Association as a board member.
- Deputy Warden Fuller will sit on the Guysborough Community Health Board.
- Councillor Zinck will sit on the Guysborough County Tourism Board.
- Councillor Harpell will sit on the Port Bickerton Lighthouse Association.
- Warden Wier and Councillor Mailman will sit on the Port Hawkesbury Paper Forest Advisory Committee.
- Councillor Malloy and Councillor Harpell will sit on the Eastern Region Solid Waste Committee.
- Deputy Warden Fuller will sit on the Sherbrooke Village Commission as a board member.
- Councillor Zinck will sit on the Wild Islands Tourism Advancement Program Committee.
- Councillor Mailman and Councillor Harpell will sit on the Guysborough Home Support Committee.

*On recommendation of Councillor Baker, and seconded by Councillor Malloy, that Council approve the in house and outside committee appointments for the 2022-23 fiscal year as presented.*

***Recommendation adopted.***

g. 2022-23 Operating and Capital Budget Draft

- Marian Fraser, Director of Finance reviewed the draft budget for the 2022-23 fiscal year.
- Under the revenue section of the Municipal Operating Budget:
  - Assessments and tax revenue are shown in draft budget as presented at the COTW on March 2<sup>nd</sup>.

- No tax rate increase is reflected in this budget. The CAP rate as set by PVSC on residential assessments is 5.4% for 2022/23.
- Street Light area rate to remain the same as 2021/22.
- Fire rates are to be set by departments.
- Deed transfer tax revenue budgeted at \$120,000 based on sales trends.
- All grant in lieu of taxes revenue has been budgeted based on 2021/22 actuals.
- Licenses/permits & fine revenue remains approximately the same
- Interest on taxes remains the same
- All transfers, including equalization, HST Offset and NSP are budgeted similar as 21/22 actuals
- The total revenue for the whole operating budget is \$3.4 million.
- Under the expenditure section of the Municipal Operating Budget:
  - Under General Government Services included in legislative services, Stats-can cost of living for December to December is 4.8%. For this draft budget it is proposed that a 2.5% COL be applied to all salaries and remunerations.
  - Minimum wage is increasing on April 1, 2022, to \$13.35 from \$12.95.
  - Mileage, conference, and training budgets have been increased back to pre-Covid as they were reduced over the last two years.
  - Solicitor fees are budgeted to remain at \$40,000.00.
  - Insurance fees budgeted to increase by \$3,500.00 from the 2021/22 budget.
  - Under Protective Services Policing/RCMP is budgeted at a \$76,479.00 increase from the 21/22 budget or a \$56,699.00 increase from 21/22 actuals. The significant increase is due to a new collective agreement with the RCMP, at present these increases are budget estimates and staff are working on obtaining information to ensure accuracy. New information received this week, indicates an 11.04% increase to expenses which does not include retro payments.
  - The EMO budget includes funds for the coordinator, the ground search and rescue annual grant, and training exercises and supplies. This item's total budget is \$12,311.00.
  - Annual grants to the Volunteer Fire Departments are to remain the same, including the training grants.
  - Under Transportation Services the roads expense and street light budgets remain unchanged for 2022/23.
  - Under Recreation and Cultural Services:
    - The Eastern Counties Regional Library mandatory contribution is \$18,800.00.
    - Sherbrooke Library budget has \$18,800 budgeted to cover operations and maintenance throughout the year.
    - General Government Grants are reflected in the budget as discussed at the COTW on March 2<sup>nd</sup>.
    - There is \$4000.00 budgeted for the Port Bickerton Lighthouse yearly maintenance grant.
    - The Community Hall tax exemptions budget is remaining the same; only non-profit organizations who have submitted their applications will be included in the exemption.

- For the Fitness Center funds have been budgeted to assist a grant received to install a swipe card system at the fitness center and preform preventative maintenance on the equipment.
    - Education has a slight increase, and it budgeted at \$606,000.00.
    - Public Health Services is estimated at \$15,000.00.
  - The total expenditures equal \$3,462,8324.00.
- Under the Transfer station:
  - Revenue includes:
    - Solid Waste Area Rate is remaining the same at \$99.82.
    - Scrap metal and tipping fees budgeted at \$18,000
  - Expenditures include:
    - Staffing: New Universal Solid Waste Collection budgeted at \$345,000.00, which is a \$22,000.00 increase; C&D burial budgeted at \$12,000.00; Household Hazardous Waste disposal fees are budgeted at \$3,000.00; Tipping fees, including a \$3,000.00 increase to recycling fees; General repairs \$8,500.00; Eastern Region Solid Waste Management fees are budgeted at \$7,000.00; Ground water testing is budgeted \$8,000.00.
  - The total cost of the Transfer Station to the Municipality is \$264,122.00.
- Under Community Development & Recreation:
  - Under the Recplex:
    - Revenue was budgeted on a full year of rentals. There is no increase to rates.
    - Expenditures include power at \$29,00.00 and salaries at \$31,500.00.
    - General operating expenses are budgeted at \$16,000.00.
    - The total cost to the Municipality for the Recplex is \$47,150.00.
  - Under the St. Mary's Fitness Center there are funds budgeted to assist a grant received to install a swipe card system and to conduct preventative maintenance.
    - The total budgeted cost to the Municipality for the Fitness Center is \$3,500.00.
  - Also included in the Community Development & Recreation Budget is Items such as salary, travel allowance, and professional development; Volunteer awards; Volunteer awards; Guysborough Co. Seniors' games; Community development projects; Parks & Trails budgeted at \$3,500 to assist with maintenance of green spaces; Health and Wellness Policy Fund; and Tourism/DEANS.
  - The total cost to the Municipality for Community Development & Recreation is \$100,109.00.
- Under the Municipal Physical Active Living (MPAL) Budget:
  - Revenue relies heavily on securing grants and external funding such as provincial cost share funding for MPAL Position, the Active Communities Fund and hiring student incentives.
  - Expenditures for the MPAL Budget include MPAL salary, benefits & travel; summer staff expenses; and seniors socials budgeted at \$5000.00.
  - The total cost to the Municipality for MPAL is \$82, 893.00.
- Under the Economic Development / Planning section of the budget
  - Expenses include Planning and Subdivision is budgeted at \$7,500.00; Salary and expenses of the Economic Development Officer; Economic Development Projects is budgeted at

\$15,000.00; and Small Business Week / Municipal Awareness Week are budgeted at \$1,500.00.

- The total cost for Economic Development & Planning to the Municipality is \$78,200.00.
- Under St. Mary's Public Works:
  - Under the Sherbrooke Water Utility:
    - The rates and revenue remain the same as fiscal year 2021/22.
    - Main components of the expenditures of Sherbrooke Water Utility includes water testing, power, salary, chemicals, and general maintenance, the total budgeted expense for fiscal year 2022/23 of \$163,700.00.
  - Under Sherbrooke Sewer Utility:
    - Rates and revenue remain the same as fiscal year 2021/22.
    - Major expenses include salaries, maintenance, and power.
    - The total budgeted expense is \$83,644.00.
- There are 18 capital projects. They include:
  - Inflow & Infiltration Study Recommendations, this project will take place in fiscal year 2023-24; Recplex Lighting Upgrades costing \$22,113.00 from capital and grant funds; Street Scapes – Phase 3, 16 Main Street Parking Lot/ Library costing \$90,000 coming from capital and grant funds; Dry Hydrant – Fisherman's Harbour / Port Bickerton costing \$8,000.00 from capital funds; Dry Hydrant – Sherbrooke, this project will take place in the 2023-24 fiscal year, costing \$8,000.00 from capital funds; Recplex Solar, this project will occur in 2023-24; Sherbrooke Sidewalk costing \$183,000.00 from Gas Tax and grant funds; J Class Roads – Main Street costing \$110,00 from capital and grant funds; Main Street Storm Sewer Drains costing \$100,000.00 from capital and grant funds; J Class Road – Cameron Road, cost to be determined; J Class Road – Bennett's Loop, cost to be determined; J Class Road – Restoration Drive, cost to be determined; Admin Building Payment – MFC Loan, costing \$130,481.00 from gas tax funds; EV Charging Station – Sherbrooke, costing \$13,000.00 from capital and grant funds; EV Charging Station – Port Bickerton, costing \$13,000.00 from capital and grant funds; Scada System Upgrade, costing \$10,000.00 from gas tax funds; Sewer Pump – Sonora Rd / 4<sup>th</sup> Street, costing \$6,000.00 from capital funds; and Monitoring Well at the Transfer Station, costing \$10,000.00 from capital funds.
  - 2022-23 will have an estimated \$696,594.00 worth of capital projects.

h. In Camera Session: Tax Sale

*On motion of Councillor and seconded by Councillor, Council moved into an in-camera session for tax sale matters at 5:00 pm.*

***Motion approved.***

*On motion of Councillor Harpell and seconded by Councillor Fuller, Council reconvened to regular session at 5:31 pm.*

***Motion approved.***

## **10. Adjournment**

*On motion of Councillor Malloy and seconded by Councillor Harpell, there being no further matters of business, Council adjourned at 5:32 pm.*

***Motion approved.***

" *Mallory Fraser*

Recorded By  
Mallory Fraser, Municipal Clerk

*GW*

Approved By  
Warden Wier