



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, January 10th, 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 Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, January 10th, 2022 at 4:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Deputy Warden Fuller Councillor Malloy
Councillor Baker Councillor Mailman

Absent with Regrets:

Warden Wier
Councillor Zinck
Councillor Harpell

Also Attending:

David Hutten, CAO
Mallory Fraser, Clerk
Marian Fraser, Director of Finance
Marissa Jordan, Economic Development Officer & Deputy CAO

3. Additions to the Agenda:

- a) Update on Covid-19 Recreation Programming
- b) Correspondence - #1792 Project

4. Approval of Agenda:

On motion of Councillor Malloy and seconded by Councillor Mailman , Council approved the agenda with additions.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Baker and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held December 13th, 2021.

Motion approved.

6. Additions to the Agenda

a) Update on Covid-19 Rec Program

- After the previous Committee of the Whole, the Director of Community Development and Recreation followed up with a question surrounding recreation programs other than those attended by youth .

- A consensus was made that staff would explore what other neighboring municipalities were doing. It was found that surrounding Municipalities have cancelled all recreation programs for the time being and are being reviewed on a regular basis. The Director of Community Development and Recreation asked if Council would discuss and provide direction for staff to proceed with recreation programming.

On motion of Councillor Malloy and seconded by Councillor Baker, Council agreed to suspend all recreation programs and review periodically at COTW Meetings.

Motion approved.

b) Correspondence -#1792 Project

- The #1792 Project is a grassroots initiative that extends throughout this anniversary year beginning on January 15, 2022 marking the 230th anniversary of a remarkable exodus that can claim not only to be the first, but the largest single exodus of African descendants returning to the continent of Africa. The #1792 Project have requested Council to recognize this historic occasion and to amplify this history in any way council can.
- Council discussed a statement being issued to recognize the project.

On motion of Councillor Mailman and seconded by Councillor Baker, Council agreed to recognize the #1792 Project in an appropriate manner.

Motion approved.

7. Business Arising from the Minutes:

- Council asked about progress relating to the planning documents and the contract with the consulting company. Staff stated that the contract has been signed and the first meeting commenced January 7th, 2022. They have provided an updated timeline that suggests the documents will be ready for the approval process at the beginning of April 2022.

8. Recommendations from Committee of The Whole:

December 15, 2021

On motion of Councillor Mailman and seconded by Councillor Baker, Council approved the amendments as presented to the Public Participation Program & Engagement Policy.

Motion approved.

On motion of Councillor Mailman and seconded by Councillor Malloy, Council agreed to suspend all municipal recreation programs involving youth and reassess on January 5th at the next COTW.

Motion approved

On motion of Councillor Mailman and seconded by Councillor Baker, Council awarded the contract for planning services to Upland Planning & Design Studio in the amount of \$15,620 plus HST for final review of the planning documents.

Motion approved.

On motion of Councillor Mailman and seconded by Councillor Baker Council agreed to have staff implement the "Seeds of Growth" Youth Literacy Program as a pilot project.

Motion approved.

January 5, 2022

On motion of Councillor Malloy and seconded by Councillor Baker, Council agreed to continue to pause youth recreation programs and re-evaluate on a 2-3 week basis.

Motion approved.

On motion of Councillor Mailman and seconded Councillor Baker, Council agreed to proceed with the Recreation Master Plan project and have staff issue a request for proposals.

Motion approved.

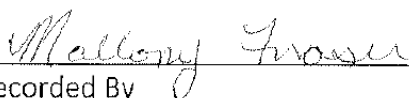
9. CAO Report:

- Please see attached report.

10. Adjournment:

On motion of Councillor Mailman and seconded by Councillor Baker there being no further matters of business, Council adjourned at 4:15pm.

Motion approved.



Recorded By
Mallory Fraser, Municipal Clerk



Approved By
Deputy Warden Fuller



MUNICIPALITY OF THE DISTRICT OF ST.MARY'S

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

CAO Report – Month of December 2021

CAO:

With the final Month of 2021 we had another busy month. Again the year ended on a COVID related note with an increase in cases and complications for office and program administration. As we move forward we work continually for the safety of the community, and also look forward to advancing in opportunity to open back to our regular program and community opportunities.

Also, as the year completes we have a note related to upcoming CAO reports, staffing, and a geared focus toward development and growth opportunities – we can report that we have been preparing for strengthened focus that also continues or current services. We look forward to the year ahead and the many challenges that we can meet in stride, and the opportunities that we can work on to expand services, population, economy and growth in our Municipality.

Meetings in December:

Council COTW Meetings – Wednesday, December 1, 2021

Wednesday, December 15, 2021

Council Meeting - Monday, December 13, 2021

Other Notable Meetings: Wednesday, December 1, 2021 – Literacy / Community Grant Review

Thursday, December 9, 2021 - Warden / CAO meeting and review

Wednesday, December 15, 2021 – Meeting with St. Barbara, Atlantic Gold

Thursday, December 16, 2021 – Meeting with WSP, Charles Vinnick

Internal reviews of financial, administrative, and public works / Environment were conducted as per status quo.

Finance:

- Attended the following meetings –
 - COTW Meetings – December 1st and 15th
 - Regular Council meeting – December 13th

- St. Barbara Atlantic Gold – December 15th
- Whale Sanctuary – December 16th
- Property Valuation Allowance Corporation - Reminder- The 2022 Assessment Notices will be mailed out to property owners on January 10th, 2022. Instructions along with timeline information will be provided on the notices for any property owner who does not agree and wishes to appeal.
- Tax Arrears/Tax Sale – Monthly arrears notices have been sent out to property owners. Preliminary tax sale notices have been sent to approximately 38 account owners. Payment or payment arrangements must be made by January 28th, 2022 if not accounts will proceed to tax sale later in the year.
- Taxes Collected by fiscal year as of December 31st, 2021
 - 2021-2022 Taxes – 92.41% Collected
 - 2020-2021 Taxes – 96.8% Collected
 - 2019-20 Taxes – 98.1% Collected
 - 2018-19 Taxes – 99.1% Collected
- Financial Statements – Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required.
- Grants in Lieu of Taxes – Submitted grant in lieu of taxes to CBC Corp.
- Municipal Holiday Community Grant – Successful community groups have been notified and received their grants.
- Human Resources – Completed bi-weekly and monthly payroll procedures, remittances, ROE, and calendar year end pension remit. Completed staff schedules and timesheet summaries. Began year end balancing for t-4 preparations. Attended a webinar on December 7th hosted by the NSFMB benefit plan regarding Desjardins early LTD claims, processes, and procedures.

Public Works:

Regular maintenance and tests were completed.

Two leaks in the Sherbrooke Water System were dealt with, and repaired.

Environmental reports were completed, and the annual sampling plan was submitted to the provincial department of environment for review and completion.

Community Development & Recreation:

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

Programming – All of our fall programs concluded in November. We supported a number of community Christmas activities over the month of December.

Grants – In December, I submitted a grant proposal through the New Horizons for Senior’s program (federal) to start a seniors technology education program for St. Mary’s. I also assisted the Ecum Secum Playground Committee to submit a proposal for their community space project through the New Horizons program. I also applied for a Community Recreation Development Grant to assist us in the development of a Recreation Master Plan. I applied for the Queen’s Platinum Jubilee Grant for the Municipality and assisted the Ecum Secum group in applying for that grant as well.

Ecum Secum Playground Project – I attended a meeting at the site of the Ecum Secum Playground with playground designer, Garnet MacLaughlin of Cobequid Trails. The team is hopeful to work with Garnet in designing their space. It was a positive meeting with lots of idea generation and excitement.

Recplex programming – Programs continued for December, and were postponed due to the Omnicron Outbreak of Covid19.

Meetings – In addition to the above mentioned meetings, I also attended a meeting with SHOPS to discuss partnership opportunities and a Highland Region Recreation Coordinators meeting.

Pioneer Park – We officially signed and completed the Pioneer Park Lease.

Look ahead to January 2022

Recreation Facility Development Grant – We are hoping to apply for an RFD for the Recplex. I will also be assisting the Ecum Secum Playground Committee in applying for this grant for their project.

Winter Programs – we hope to be able to launch our winter programs this month, COVID pending. If Covid continues to be an obstacle, we will look at some temporary technology based programs/challenges.

Recreation Master Plan – hope to kick this project into high gear in January with the issuing of an RFP to hire a consultant.

Economic Development & Planning:

Attended Regular Meetings/Training:

- ArcGIS Training- “GIS Basics”- December 1st
- ArcGIS Training- “Essential GIS Workflows”- December 1st
- Council Meeting- December 13th
- COTW Meeting- December 15th
- Meeting with St. Barbara- December 15th
- Tourism Guysborough County Association Board Meeting- December 15th
- Whale Sanctuary Project Call- Mr. Vinick- December 16th

Build Together Project:

Extension and the Community Housing Transformation Centre (the Centre) are working in partnership to engage with the community housing sector in Nova Scotia – to share successes, recognize strengths, address challenges and barriers, identify gaps, and discover new ways of working together for greater collective impact. This project completed its draft plan after numerous consultations with specific groups and members of the public. After reading the draft plan, I submitted comments and suggestions on behalf of St. Mary's.

Claiming the Right to Housing in Atlantic Canada Worksop- (December 2nd):

This webinar was to discuss the systemic housing issues faced by renters across Atlantic Canada, and how communities can claim their right to housing under the National Housing Strategy Act.

DEANS- Strategic Planning Session- (December 7th):

Participated in a facilitated session hosted by Destination Eastern and Northumberland Shores (DEANS) our regional tourism association, that focused on the strategic direction for the next 3-5 years. Discussion was lead on the association's four main pillars, Destination Marketing, Visitor Services, Events and Strategic Partnerships, and how to advance tourism.

Youth-Focused Community of Practice Meeting- (December 15th):

The Centre for Employment Innovation (St. FX) and Teamwork Cooperative have initiated a Community of Practice within the employment and career supports eco-system in Nova Scotia after recent and ongoing conversations with employment and career service providers across Nova Scotia. There has been a common theme around a desire to better support young people, who are ready to enter the workforce, access useful, supportive, and meaningful employment services. This group will be meeting monthly to facilitate conversations relating to youth employment.

Clerk:

I started in my new role as Municipal Clerk on December 20th, 2021.
I have started working on water utility for the end of the 3rd quarter.
Prepared Agenda for January 5th COTW.
Maintenance to Website & Facebook page

MPAL Update

The following are projects related to the Active Living Coordinator

- Attended House League Hockey Meetings & completed Agenda & Minutes
- December Newsletter
- Hosted Active Living Strategy Consultations in each district.

- Started drafting of Active Living Strategy
- Planned for Accessibility Advisory Committee Meeting
- Attended Physical Activity Practitioners Exchange Meeting: focus was on indoor and outdoor walking opportunities.
- Drafted Seeds of Growth Program Outline
- Prepared for Learning to Master Healthy Meals Program – Program is postponed due to Covid-19.
- Prepared Covid-19 test kits