



# Municipality of the District of St. Mary's

Regular Council Meeting  
Wednesday, May 9, 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, May 9<sup>th</sup>, 2022 at 4:00 pm in the Council Chambers Sherbrooke, N.S.

## **2. Attending:**

Warden Wier	Deputy Warden Fuller
Councillor Mailman	Councillor Malloy
Councillor Baker	

## **Absent with Regrets:**

Councillor Harpell  
Councillor Zinck

## **Also Attending:**

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

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

- There were no additions to the agenda.

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

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

***Motion approved.***

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

*On motion of Councillor Malloy and seconded by Councillor Mailman, Council approved the minutes of the Annual General Meeting of Council Meeting held April 11, 2022.*

***Motion approved.***

*On motion of Councillor Baker and seconded by Deputy Warden Fuller, Council approved the minutes of the Regular Council Meeting held April 11, 2022.*

***Motion approved.***

*On motion of Councillor Mailman and seconded by Councillor Malloy, Council approved the minutes of the Emergency Council Meeting held May 3, 2022.*

***Motion approved.***

*On motion of Deputy Warden Fuller and seconded by Councillor Baker, Council agreed to rescind the recommendation to send a letter to the Premier, Tim Houston and MLA, Greg Morrow opposing the Non-Resident Property Tax & Deed Transfer Tax.*

*Motion approved.*

## **7. Recommendations from Committee of The Whole:**

April 27, 2022 – No absences

*On motion of Councillor Baker, and seconded by Councillor Malloy, Council agreed to provide \$500 to support the Fishing Gear Coalition of Atlantic Canada Wire Trap Collection & Recycling Project.*

*Motion approved.*

*On motion of Deputy Warden Fuller and seconded by Councillor Baker, that Council award the quote to Xylem in the amount of \$6,755.83 plus HST for the replacement of the sewage pump at the municipal lift station located on Sonora Road with the expense to be allocated from 2022/2023 Capital Budget.*

*Motion approved.*

## **8. Outside Committee Reports**

### a. Eastern Solid Waste Management Committee – Councillor Malloy

- Please see the attached report.

### b. Eastern Counties Regional Library (ECRL)– Councillor Mailman

- Please see the attached report.
- Council asked why the ECRL board often goes in camera for unnecessary purposes. Council's representative on the ECRL Board will address this at the next ECRL meeting as Council & the public should be aware of service updates.

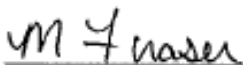
## **9. CAO Report:**

- CAO, Marissa Jordan highlighted ongoing projects including the housing consultation with Guysborough County Housing Network being held on May 26<sup>th</sup> at 7:00 pm at SHOPS. The draft of the planning documents has been received. The first reading is going to be scheduled for June. The application for funding submitted to the EV Boost Program was not approved, a debrief session will be held for informational purposes that the CAO will attend.

## **Adjournment:**

*On motion of Councillor Baker and seconded by Councillor Malloy, there being no further matters of business, Council adjourned at 4:11 pm.*

*Motion approved.*



Recorded By  
Mallory Fraser, Municipal Clerk



Approved By  
Warden Wier



# Report to Council

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**Member of Council:** Beulah Malloy

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

**Date Attended:** April 27/2022

**Location:** Guysborough

ERSWM Meeting – Thursday, April 28, 2022

Fishing Gear Coalition

- Committee agreed that that an email should be sent to Sonia Smith to clarify what she means by “Would the transfer/waste facilities covered under the Eastern Region Solid Waste department be interested in providing in-kind support in way of working with us to help coordinate the collection of the PVC – coated wire mesh and PVC – coated wire lobster cages, oyster cages and shrimp pots”

EPR – Municipal Consensus Response

- The Municipal Response to Engagement on Extended Producer Responsibility for Printed Paper and Packaging in Nova Scotia was emailed to the Honourable Tim Halman, Minister of Environment & Climate Change.

Black Garbage Bags

- Letter was sent to the Minister of Environment and MLAs regarding making a mandate about black bags the same province wide.

Sick Pay Policy

- The Committee agreed to defer this matter as they wanted more clarification from Warden Pitts (Absent from todays meeting)
- Councillors agreed to get more information from their municipal units on this matter.

Scotian Shores May 8th clean up.

- An email was sent out to Warden McCarron with the Hon. Greg Morrow copied on April 4th regarding a leader needed for the Antigonish County area clean up that will be taking place on May 8th, 2022. Councillor Donnie MacDonald was to investigate this matter further as he may have someone for this.

### Clean Leadership

- Ashley Lansley accepted the position for the Clean Leadership student for the summer. She will be starting on May 16th, 2022
- Ashley is a third year STFX student taking a BSc. Aquatic Resources and Earth Science.

### Municipal Updates

- A motion was made by the committee to remove the Municipal Updates from the agenda.

Next regular ERSWM meeting will be held on May 26th, 2022.



# Report to Council

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**Member of Council: Courtney Mailman**

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

**Date Attended: April 28, 2022**

**Location: Mulgrave**

## **Agenda Items Discussed:**

Special Meetings-April 6<sup>th</sup> & 11<sup>th</sup> (Via Zoom)

- Discussion regarding St. Mary's letter to the Minister of Communities, Culture, and Heritage and whether or not the ECRL would send a letter to the same.
- No letter was sent

Regular Library Board Meeting-April 28<sup>th</sup>

- ECRL Insurance follow up
- Recording of board meetings policy update-board voted to create a policy and to continue recording meetings which will be made available to the public
- ILS implementation update
- Environmental Sustainability policy-revision
- Code of Conduct Policy-revision, voted to accept as a working document
- Audit 2021-2022
- Equity, Diversity, & Inclusion-consultant update-In Camera
- Budget 2022-2023-In Camera
- Staff compensation packages-In Camera
- Sherbrooke service update-In Camera  
Motion out of camera to give Sherbrooke 3 more hours of service during the week.
- ECRL review provincial correspondence-In Camera

Library reports-no updates

LBANS

Next meeting date: TBD

## **Key Highlights:**

### CHIEF ADMINISTRATIVE OFFICER

#### Attended Meetings:

- COTW Meetings –April 6<sup>th</sup> and 27<sup>th</sup>
- Annual General Meeting – April 6<sup>th</sup>
- Regular Council Meeting– April 11<sup>th</sup>
- St. Barbara Meeting- April 11<sup>th</sup>
- Dept of Municipal Affairs training session – April 11<sup>th</sup>
- Department of Environment- April 13<sup>th</sup>
- Budget Open House- April 27<sup>th</sup>
- NSFM Provincial Tax Session- April 27<sup>th</sup>

#### Public Works Technician:

Performed interviews for the Public Works Technician position as well as hired and initiated work plan. This position will be managed remotely and will work on main directives under the Department of Environment's Approval to Operate for the Water Utility including a cross connection control plan as well as updating the municipal Source Water Protection Plan.

#### CAGFO CAO Networking Group:

Attended initial meeting for the CAGFO CAO Networking Group. This is a Virtual Networking Group for Chief Administrative Officers, Deputy Chief Administrative Officers, Assistant Chief Administrative Officers, Interim Chief Administrative Officers and City Managers that will take place monthly to discuss different municipal items and make connections across Canada.

#### St. Mary's Housing Consultation:

Met with Nancy O'Regan with the Guysborough Count Housing Network to plan for a public consultation in St. Mary's regarding housing. The session is scheduled for May 26<sup>th</sup> at 7:00pm.

#### Planning Documents:

Continued coordination with Upland consultants and performed internal review of draft documents and mapping. First reading is scheduled for the beginning of June.

#### RCMP Consultations:

Met with representatives from the Department of Justice to further explore options for review of the current structure and service of RCMP officers in St. Mary's Municipality. Further details will be provided from the department regarding the two different avenues that may be available.

#### Sherbrooke Library:

In conjunction with the Warden, met with the Deputy Minister of Communities, Culture, Tourism and Heritage, Justin Huston, regarding the concerns surrounding the services from the Eastern Counties Regional Library (ECRL) for the Sherbrooke Library. It was suggested that their

departmental staff to develop a plan for an external review of ECRL service levels. The review will provide recommendations that will help address the situation and seek sustainable and equitable solutions going forward.

### EV Boost Program:

This program funding aims to increase the number of electric vehicle chargers to the public in Nova Scotia. The application to this program was submitted on March 17th for the installation of two charging stations, one at the Main Street Parking lot and one at the Port Bickerton Lighthouse.

- Correspondence was received stated that St. Mary's was unsuccessful in their application.
- Staff will take part in a debrief session to find out more information regarding this decision.

### 2022 Municipal Electoral Boundary Review:

Completed contract with successful consultants, Upland Planning and Design Studio, for the contract to conduct the Municipal Electoral Boundary Review. The kick off meeting with the consultants is planned for the beginning of May to discuss the project.

### Economic Development Officer:

Developed questions and interviewed for the 8-month term Economic Development Position. The successful applicant will be notified with a start date of early June.

## FINANCE DEPARTMENT

### Attended Meetings:

- COTW Meetings –April 6<sup>th</sup> and 27<sup>th</sup>
- Annual General Meeting – April 6<sup>th</sup>
- Regular Council Meeting– April 11<sup>th</sup>
- Dept of Municipal Affairs training session – April 11<sup>th</sup>
- Budget Open House- April 27<sup>th</sup>

### Tax Arrears/Tax Sale:

Ran interest and sent out monthly arrear's notices to property owners. Several preliminary tax sale property owners have made arrangements on or before April 29<sup>th</sup>, 2022, for properties which no arrangements or payment were made on they will proceed to the next step of the tax sale process in May.

### Taxes Collected:

By fiscal year as of April 30<sup>th</sup>, 2022:

- 2021-2022 Taxes – 94.45% Collected
- 2020-2021 Taxes – 97.4% Collected
- 2019-20 Taxes – 98.4% Collected

### Financial Statements:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required. Met with CAO several times throughout the month working on draft budgets for 2022/2023 and prepared documentation, budgets, and presentations the AGM. Assisted Rec Master plan consultants with review of department finances over the last several years.

### Annual Audit:

Prepared documentation for the annual audit performed by external auditors MNP. On April 22<sup>nd</sup>, 2022, the initial testing day occurred and multiple samples for a/p, a/r, je's, tax, water utility and payroll were obtained and reviewed. The main annual audit will be occurring the first week of May.

### Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules and timesheet summaries. Provided staff with yearly vacation, TIL, sick, salary, annual updates. Assisted CAO with reviewing job review templates, job descriptions, interviews, and letter of offers. Participated in annual staff performance reviews. Assisted Director of Community Development and Recreation with department staff interviews.

### Other Meetings/Projects:

Completed 4<sup>th</sup> quarter HST remittance. Participated in joint IT meeting with neighboring Municipalities for accounting software on April 6<sup>th</sup>.

## **PUBLIC WORKS DEPARTMENT**

### Sherbrooke Library:

Completed upgrades to roof on back portion of the Library as well as other maintenance within building.

### Water/Wastewater Treatment Plant:

No major changes/concerns.

### Transfer Station:

The commercial grade garage door was ordered and once the area is frame in the door will be installed.

### Recplex:

Due to the season wrapping up, Public Works staff commenced the shut down of the ice plant and completed the process of removing the ice. The facility will be cleaned/maintained in preparation for new light installation as well as future spring/summer recreation programming.



### COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

#### Attended Meetings:

- Meeting with Gabby Schupbach regarding the Sherbrooke Market April 1<sup>st</sup>
- Sherbrooke Saturday Market Public Meeting April 6<sup>th</sup>
- Sherbrooke Community Transit Consultation April 6<sup>th</sup>
- Greenfield Community Transit Consultation April 7<sup>th</sup>
- Highland Region Recreation Coordinators Meeting April 13<sup>th</sup>
- Youth Programming Manager Interviews April 13<sup>th</sup>/14<sup>th</sup>
- Sherbrooke Market Society Meeting April 21<sup>st</sup>
- Guysborough County 55+ Games Meeting April 28<sup>th</sup>

#### Recreation Master Plan:

The development of the Municipality's first ever Recreation Master Plan continues to make progress and is on schedule to be completed in June. In April, our community consultation took place in the form of online surveys and 1-on-1 phone interviews. The engagement will wrap up on May 4<sup>th</sup> when the survey's close. A virtual public session will be held on May 2<sup>nd</sup>.

#### St. Mary's Community Transit:

Work to develop a business plan for community transit in St. Mary's continued in the month of April. Community consultations were held throughout St. Mary's on April 6<sup>th</sup> and 7<sup>th</sup>, with a design session held on April 26<sup>th</sup>. One more public session will be held to review the draft plan before it is presented to the management team and then council. A submission through the Rural Transit Solutions Fund was made on April 7<sup>th</sup>.

#### Sherbrooke Saturday Market:

Three meetings were held to assist the Sherbrooke Saturday Market becoming a registered non-profit to allow them to seek event insurance for the season. A public meeting was very well attended with roughly 40 residents. A board was developed and non-profit status was approved.

#### Before and After Care Program:

A needs assessment was sent to parents at St. Mary's Education Centre and Academy over the month of April. Responses indicated there was a need for after care for students in grades Pre-primary to six. Staff will continue to explore hosting this program at SMECA starting in September.

#### Fitness Centre Accessibility Project:

The Municipality is now accepting resumes from interested volunteers who would be willing to undergo training to open the facility to allow for public access. A volunteer program will be developed to guide the project. Staff continue to wait on information from Strait Regional Centre for Education staff in regards to the installation of a swipe card system.

### Programming:

Programs that took place in April were: Female Fun & Fitness, Open Gym, Happy Feet and After School Intermurals. An Easter Egg hunt was held on April 16<sup>th</sup> in the Sherbrooke Village and a municipal wide scavenger hunt was held from April 9<sup>th</sup> to 17<sup>th</sup> with eggs hidden in communities and residents able to follow clues to find them.

### Youth Employment Experience:

We were successful in our application for funding through Canadian Parks and Recreation Association's Youth Employment Experience. This is a 100% funding opportunity to hire and mentor a youth in our community. The position of Youth Programming Manager has been filled by Emma Tibbo. Emma is studying Human Kinetics at StFX University and will be a great addition to the department.

### Guysborough County 55+ Games:

The Guysborough County 55+ Games are scheduled to take place on August 17-18<sup>th</sup> at the Liscombe Lodge. Planning is underway for the event.

### Canada Day:

Planning for St. Mary's Canada Day celebrations is underway.

### Earth Day 2022:

The Municipality gave away free white spruce saplings to help celebrate Earth Day.

## MUNICIPAL CLERK

### Attended Meetings:

- COTW – April 6<sup>th</sup> & 27<sup>th</sup>
- Council – April 11<sup>th</sup>
- Annual General Meeting – April 6<sup>th</sup>
- St. Mary's Transportation Project Meeting – April 26<sup>th</sup>
- Council Meeting – April 11<sup>th</sup>
- St. Mary's Transportation Meeting – April 6<sup>th</sup> & 19<sup>th</sup>
- Department of Municipal Affairs Training – April 11<sup>th</sup>
- Budget Open House
- Rec Master Plan Interview – April 28<sup>th</sup>
- Engaging with Persons with Disabilities Workshop – April 28<sup>th</sup>
- Seeds of Literacy Coordinator Interview – April 29<sup>th</sup>
- Rec Master Plan Interview – April 29<sup>th</sup>

### Trainings & Professional Development

- Rules of Order and Meeting Processes Workshop

### Seeds of Literacy Program:

The Seeds of Literacy program The Seeds of Literacy Program is a mobile book program for youth. On Saturday's a story will be read to youth, and they will have the opportunity to borrow books and participate in activities with friends.

- Developed catalogue of books.
- Conducted interview for Seeds of Literacy Program Coordinator.

### Fire Services Committee:

As per the MGA (Part 10, Section 293) the Municipality may maintain and provide fire and emergency services by providing the service, assisting others to provide the service, working with others to provide the service or a combination of means.

- Gathered information on the process for Volunteer Fire Fighters to submit WCB Claim.
- Gathered information regarding WCB Claims for Fire Fighters over the age of 65.

### Heritage Advisory Committee:

As per the MGA (Part 23, section 12) the Municipality Heritage Advisory Committee: As per the Heritage Property Act (Section 12) the Municipality may by by-law establish a municipal registry of heritage property & provide for the establishment of a heritage advisory committee.

- Gathered information on current process for Heritage Property Designation.

### Regular Administrative Duties:

- Updated Facebook Page, Website and sent Voyent Alerts as required.
- Provided Municipal news items for the Newsletter.
- Completed water utility billing interest & arrears notices.
- Provided ongoing support to staff and council relating to IT concerns.
- Prepared agenda's, packages, and recorded minutes for Council, COTW, EMO & Accessibility Advisory Committee Meetings.
- Assigned Civic Numbers as required.
- Prepared documents, agenda, packages and recorded for Annual General Meeting.
- Collected & submitted Councillors Expense Claims
- Booked space & catering for Community Housing Consultation