



Municipality of the District of St. Mary's

Regular Council Meeting
Tuesday, October 11th, 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 Tuesday, October 11th, 2022, at 7:00 pm at the Greenfield Oldsters Club, 7571 Highway 348, Melrose, N.S.

2. Attending:

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

Also Attending:

Marissa Jordan, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Mallory Fraser, Municipal Clerk

3. Additions to the Agenda:

- 10. Election of Warden & Deputy Warden

4. Approval of Agenda:

On motion of Councillor Malloy and seconded by Councillor Baker, Council approved the agenda with the addition.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Baker and seconded by Deputy Warden Fuller, Council approved the minutes of the Regular Council Meeting held September 12th, 2022.

Motion approved.

On motion of Councillor Malloy and seconded by Councillor Zinck, Council approved the minutes of the Special Council Meeting held September 21st, 2022.

Motion approved.

6. Business Arising from the Minutes

- There was no business arising from the minutes.

7. Recommendations from Internal Committees of Council

Committee of the Whole- September 14, 2022 (No absences)

On motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council agreed that the NSFM Fall Conference be attended by available councillors.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agreed to reschedule the Committee of the Whole meeting scheduled for November 2nd, 2022, to November 9th, 2022.

Motion approved.

On motion of Councillor Harpell, and seconded by Councillor Mailman, Council directed staff to move forward with Switch on the application for funding to NRCAN for EV Chargers previously approved through the capital budget and moving the location for one EV Charger from the Port Bickerton Lighthouse to Seashore Volunteer Fire Department.

Motion approved.

Committee of the Whole- October 5, 2022 (No absences)

On motion of Councillor Harpell, and seconded by Councillor Malloy, Council agreed that the Municipality of the District of St. Mary's remain under the Warden System.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Zinck, Council approve the recommendation from Upland Planning & Design Studio to reduce the Municipality of the District of St. Mary's council size and polling districts to five.

Motion approved (2 nays, Councillor Malloy & Councillor Harpell).

On recommendation of Councillor Baker, and seconded by Councillor Malloy, Council approve the Mileage and Expense Policy as presented.

Motion approved.

On motion of Councillor Mailman and seconded by Councillor Harpell that Council agree not to award the 2022-2025 Municipal Snow Removal & Ice Control Services Tender and to have staff re-issue another tender with an adjusted scope.

Motion approved.

8. External Board / Committee Reports

a. Eastern Counties Regional Library – Councillor Mailman

- See the attached report.

9. CAO Report:

- The CAO highlighted ongoing projects including Small Business Appreciation Week which is being held from October 17 to 23. The Municipality is hosting a breakfast and holding the St. Mary's Small Business Awards. The EV Charging stations should be complete by the end of October. The Seeds of Literacy Program was officially launched in September. The job position was posted, and interviews have been complete for the Seeds of Literacy Program. The CAO advised Council that during Hurricane Fiona the only damage sustained to municipal property was at the Transfer Station. The insurance adjuster and structural engineer will be visiting the site to determine the next course of action. The area is currently cordoned off. The Transfer Station cannot currently accept electronics and household hazardous waste. Staff will be working on a temporary storage solution for the winter.
- Deputy Warden Fuller commented that he was questioned if there is any thought for electronic bikes. The CAO advised that she would pass the comment along to the Director of Community Development & Recreation.

- Councillor Mailman asked if the data collected by the Guysborough County Housing Network is available to Council. The CAO advised they would request the information from the Guysborough County Housing Network.

10. Election of Warden & Deputy Warden

The Municipal Clerk assumed the role of the chair.

- The two-year term for Warden and Deputy Warden has come to an end. The Municipal Clerk made three calls for nominations for Warden.

On motion of Councillor Malloy and seconded by Councillor Fuller, Council nominated Councillor Greg Wier as Warden.

Motion approved.

- Councillor Wier accepted the nomination.
- There being only one nomination for Warden, Councillor Wier was acclaimed as Warden.

Warden Wier assumed the role as chair.

- Warden Wier made three calls for nominations for Deputy Warden.

On motion of Councillor Harpell, and seconded by Councillor Mailman, Council nominated Councillor Fuller for Deputy Warden.

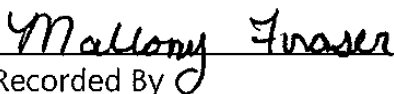
Motion approved.

- Councillor Fuller accepted the nomination.
- There being only one nomination for Deputy Warden, Councillor Fuller was acclaimed as Deputy Warden.

Adjournment:

On motion of Councillor Mailman, and seconded by Councillor Malloy, there being no further matters of business, Council adjourned at 7:17 pm.

Motion approved.



Recorded By
Mallory Fraser, Municipal Clerk



Approved By
Warden Wier



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: September 15, 2022

Location: Mulgrave

Agenda Items Discussed:

1. Welcome
2. Approval of agenda
3. Minutes of the June 6, 2022
4. Business arising
 - a) Treasurer appointment-It is permitted within the ECRL bylaws to appoint a community member. Board agreed to have Laura post an advertisement requesting community applications.
 - b) Personnel committee member-see above
 - c) Provincial appointees-Laura has asked the province whether there has been any movement on provincial appointees and there is no movement provincially. The process seems to be stalled in other boards as well.
5. Financial update
 - a) Annual audit report-Municipal units have been sent copies
 - b) Income statement-still being prepared (waiting for audit to be completed)
 - c) Summer financial monitoring of larger expenditures (Shirley has been reviewing)
6. ECRL Review-Interim findings discussion
Interim findings of review have been delayed. Board will have a special meeting when findings are released.
7. CEO report
 - a) Draft board meeting schedule
 - b) Same page workload update
 - Large amounts of books coming and going
 - Expensive for mail and staff time-Alliance received a grant for postage
 - Requested books don't come from the local/nearest branch first
 - Cost is shared amongst all library boards (except Halifax Regional Library Board)
 - People who prefer a more traditional library experience of browsing miss out on new books because they are being sent out immediately to people who have requested them.
 - Bugs still being worked out

- c) Cheticamp collection set up and progress report-opening in October 3rd.
- d) Cheticamp grand opening planning-November
- 8. EDI
 - a) Presentation October 20
 - b) Training videos
- 9. Library reports
- 10. LBANS
 - Two board members and two staff members

ADMINISTRATION DEPARTMENT

2022 Municipal Electoral Boundary Review:

Consultants completed all Council interviews. They also developed the Council Size Analysis and submitted the report to Council and staff. Early this coming month the consultants will meet with Council to discuss Council size and then develop boundary scenarios and release them as an online map for people to provide comments. Public meetings will be scheduled in November.

Municipal Planning Strategy & Land Use By-Law Update:

Consultants visited the Municipality to hold the First Reading and schedule a Public Hearing. Over the next month they will have the Public Hearing and Second Reading with the intention to complete the documents.

Sherbrooke Streetscaping:

Staff received confirmation that the project will be completed this fall and is awaiting the date for the first project start up meeting.

Land Development Committee:

Council has approved the Land Use Development Committee Policy and has selected members from the public via Applicant Package at the July 20, 2022, COTW Meeting. The first meeting of this committee is expected to be held at the end of October 2022 (as opposed to September) due to Hurricane Fiona delay. Staff is entering into a project with Dalhousie University, School of Planning's Dr. Eric Rapport, and his upcoming master's in planning student group to create tools to assist the Land Development Committee in decisions regarding municipal owned land.

Guysborough County Housing Network:

The workshop "Planning for our Future" hosted by GCHN will was held September 16, at the Guysborough Legion. Topics explored included the future focus and continuation of the network now that the data and research objectives are wrapping, pathways to funding, the upcoming new housing association and needs assessment.

At the next regular meeting, the GCHN will appoint a member to join the newly forming Nova Scotia Non-Profit Housing Association. The founding meeting for the new association will be held Oct 26 and 27 at St. F.X. University campus.

Nova Scotia Housing Needs Assessment survey is now live. This survey is part of a province-wide housing needs assessment that will help identify gaps in current and projected housing requirements and guide future housing policy and initiatives. All members of public, service providers, businesses and municipal government are requested to complete this survey. [Nova Scotia Housing Needs Assessment \(nshousingneeds.ca\)](https://nshousingneeds.ca)



Bike Friendly Business Program:

The Municipality of the District of St. Mary's has received funding through NS Federation of Municipalities Carbon Surcharge Fund to support local, small-scale initiatives that help municipalities reduce greenhouse gas emissions. St. Mary's has partnered with Sanctuary Shore General Store co-located with the Soap Company of Nova Scotia to provide a Cyclist Rest Area that encourages both active transportation and reduction of emissions in our community. Cyclists, local or tourist, can stop by 8000 Hwy 7, Sherbrooke, for free water and a snack. A small cycling repair tool-kit is onsite and available for use. It's kindly asked that cyclists provide their name and feedback to help improve benefits for cyclists in the area.

Small Business Week:

Small Business week is October 17-23, 2022. The Small Business Appreciation Breakfast is planned for Thursday, October 20 at 8:30 am at the Lion's Club Hall in Sherbrooke. Voting for business awards will be held online during the week of October 11-16 with an opportunity to pick up a paper copy of the ballots at the office.

EV Charging Stations:

Cost-shared funding has been received to install two Level 2 Charging Stations in St. Marys. Agreements are in place and the units have been ordered. Installation is anticipated to be complete by October 28, 2022 at locations in Sherbrooke and Port Bickerton.

Accessibility Plan:

The Accessibility Advisory Committee provides advice to the municipal council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the Municipality of Saint Mary's to become an accessible community that complies with Nova Scotia's Accessibility Act.

- Staff began the rough draft of the plan.

Datacall:

Datacall collects waste management information such as tonnage and financial information from Municipal Units and Private Sector facilities in Nova Scotia. Information from Datacall has been historically used by NSECC to calculate waste diversion in the seven solid waste regions in Nova Scotia. Divert NS then uses these waste diversion calculations to allocation Waste Diversion credit funding to the seven solid waste regions.

- Staff collected and input data for Datacall.

FINANCE DEPARTMENT

Property Taxation:

Efforts were spent this month working with property owners who received friendly tax sale reminders to make payments arrangements and plans. Property owners who have not complied with end of September deadline will now received formal preliminary tax sale notices. These notices are the final notice prior to tax sale charges being places on their accounts for legal searches and advertisements. Those formal letters will be sent out early October and the tax sale date has been set for March 7th, 2023. Attended training sessions with PVSC regarding the launch of their new website (www.pvsc.ca). The changes made to their new website are very user friendly, including the ability to easily search accounts, assessments, and mapping. Various forms and guides can easily be found on their site, including address changes, appeals, etc.

Taxes Collected: By fiscal year as of September 30th, 2022

- 2022-2022 Taxes – 90.81% Collected
- 2021-2022 Taxes – 96.42% Collected
- 2020-2021 Taxes – 98.20% Collected

Financial Statements and Reporting:

Staff completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required. The audited financial statements for the year ending March 31st, 2022, have been passed by Council and submitted to the Provincial Department of Municipal Affairs. Annual provincial reporting including 2022-2023 statements of budget estimates, 2022-2023 statements of estimates provincial grant in lieu, and 2022-2023 capital investment plan have been completed and submitted. Staff attended the Provincial Municipal Finance Officers Session as part of the Association of Municipal Administrators where changes to the accounting financial reporting framework for municipalities was presented. These changes will have little effect on St. Mary's Financial Statements in the future. Met with representatives from Housing Nova Scotia along with the CAO to review their capital projects, budget projections and how they effect the cost share arrangement with the Municipality.

Committee/Policy Work:

Staff continued follow up work for the draft municipal expense and mileage policy which was presented to council in September. Revisions were made to the Municipal Working Policy (new HR Policy) for Municipal Staff in conjunction with the CAO. This is a large policy with multiple components, it is anticipated the draft will take several months to develop in its entirety.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules and timesheet summaries.

PUBLIC WORKS DEPARTMENT

Human Resources:

Currently training staff in the water utility and wastewater sections with the intention that staff obtain additional certificates/credentials in the field.

Sherbrooke Water Utility:

Public works detected and repaired 3 leaks within the distribution system. There was a leak on Third Street in a residence's basement, a faulty valve on Main Street and a faulty Valve on the #7 highway North of the bridge. Public works monitored the Water Treatment facility during and after hurricane Fiona. The generator was in operation for 5 days with no interruptions to the distribution system.

Sherbrooke Sewer Treatment:

Public Works continues to monitor the equalization pumps at the sewer treatment facility. The pumps have been tripping on overloads daily due to the extensive number of rags that are being introduced to the plant from improper disposal by utility customers.

Recplex Facility:

Public Works staff have started on the maintenance of the Recplex, include repairing and replacing the siding, in order to be prepared for the upcoming season. Public Works will be starting the ice plant on October 11, 2022 for the season.

Sherbrooke Library:

Public Works removed fallen trees from the Library as a result of hurricane Fiona. A local contractor removed two fallen trees from the roof of the library. There was no damage done to the roof as a result of the fallen trees.

Transfer Station:

Public Works staff have barricaded off two buildings at the Transfer Station as a result of severe damage which occurred during hurricane Fiona. Administration have contacted the insurance company and an adjuster has been assigned to look at remaining building and its structural integrity.

Department of Environment (DOE) Annual Directives:

Staff continues to work on submitting directives to the DOE including the Cross Connection Control Plan and the Source Water Protection Plan under the Water Treatment Facility and additional annual documents required for the Municipal Transfer Station. Staff have submitted the Annual Sampling Plan to DOE.

COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

Recreation Master Plan

UPLAND Planning & Design and REConsulting are developing a Master Plan for the Community Development & Recreation Department. The first draft of the plan was completed in September with staff providing a number of revisions. The next draft of the plan should be ready in October.

Before and After Care Program

The Before and After Program began in September. Currently the Municipality is only offering after care services; there has been no demand for the before care option. The program averaged 8 children per day in its first two weeks, with roughly 25 children registered. Staff took orientation training for BAP on September 15th.

Seeds of Literacy Program

The Seeds of Literacy program is a mobile literacy program for youth. An official launch event was held for the Seeds of Literacy program on September 8th. There were roughly 11 children that attended the event. A job posting for a program coordinator was made in September, with the intention to hire a coordinator to run this program starting in October.

Fitness centre Accessibility Project

Staff continues to work with counterparts at the Strait Regional Centre for Education to discuss the Fitness Centre Accessibility Project. The Municipality has received funding from the Active Communities Fund to install equipment to make the facility more accessible to the public. There is no update on this project for the month of September, the next step will be to receive quotes for the work and approve a contractor.

Recplex Programming

Program planning for the St. Mary's Recplex season has begun. Meetings with users of the facility have started to take place and a schedule for programming is starting to come together.

Fright Night

Planning for the annual St. Mary's Fright Night is underway in the Community. The Municipality will once again partner with Sherbrooke Village for this event and host a doorstep to give out treats. The event will take place on Halloween night, October 31st.

Program Planning

Meetings were held with local instructors to plan new program offerings coming up in October. Yoga will be held on Thursday's in the SHOPS room and Kickboxing try-it sessions will take place over two Tuesday's in October.



Active Living Strategy

The 1st draft of the Active Living Strategy was presented to council. A number of edits were recommended by staff at Communities Culture, Tourism and Heritage. The next draft presentation will take place on November 2nd.

Active Communities Fund

St. Mary's Application for the ACF was submitted to the province. The initiatives include Development of Community Sports in St. Mary's, Facility Access, Improving Accessibility of Equipment Loan, Increasing Physical Activity Opportunities for young families, Equipment upgrades for the St. Mary's Fitness Centre.

Programming

Happy Feet is a free after school running program that takes place on Thursday's for children in grades P-5 and will take place over 6 weeks.

Community Playboxes

A Municipal playbox is located outside the court in Sherbrooke on the SMECA property. It is an opportunity for all residents to utilize equipment 24/7 and is monitored by recreation staff.

St. Mary's Active Transportation (AT) Plan

Staff met with Ben Hammer from the Ecology Action Centre in regards to AT plans within Nova Scotia. Ben was able to provide information that will be helpful in the development of an Request For Proposal (RFP) for the AT Plan. Example RFP's have been researched by staff who plan to have an RFP done by the end of October to go to Council.

House League Hockey

A start up meeting was held on September 15th. Staff assisted the group by taking minutes and will be assisting the committee with tasks such as creating Bottle Drive Posters, writing criminal record check letters, setting a date for the pre-registration night, and updating registration forms etc.

October 11, 2022

Date

A handwritten signature in blue ink, appearing to read "M. Jordan", is written over a horizontal line.

Marissa Jordan, CAO