



Municipality of the District of St. Mary's

Regular Council Meeting
Tuesday, November 14th, 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, November 14th, 2022, at 7:00 pm at the Ecum Secum Fire Hall, 24 Wharf Loop, Ecum Secum, N.S.

2. Attending:

Warden Wier	Deputy Warden Fuller
Councillor Baker	Councillor Malloy
Councillor Zinck	

Also Attending:

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

Absent with Regrets:

Councillor Harpell
Councillor Mailman

3. Additions to the Agenda:

- There were no additions to the agenda

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Zinck and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held October 11th, 2022.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Malloy, Council approved the minutes of the Special Council Meeting / Public Hearing held October 18th, 2022.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council approved the minutes of the Special Council Meeting held October 18th, 2022.

Motion approved.

On motion of Councillor Malloy and seconded by Deputy Warden Fuller, Council approved the minutes of the Emergency Council Meeting held October 25th, 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- October 19, 2022 (No absences)

On motion of Councillor Malloy, and seconded by Councillor Zinck, Council approve the purchase of Tech Savvy Seniors equipment from Staples for a total cost of \$9,418.78 plus HST.

Motion approved.

On motion of Councillor Baker, and seconded by Councillor Zinck, Council approve the Asset Retirement Obligations Policy as presented.

Motion approved.

On motion of Councillor Fuller, and seconded by Councillor Malloy, Council approve the Asset Management Policy as presented.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Zinck, Council approve the St. Mary's Fish & Game Association application under the Municipal Non-Profit Organization Property Tax Exemption.

Motion approved.

Committee of the Whole- November 9, 2022 (No absences)

On motion of Councillor Baker, and seconded by Deputy Warden Fuller, Council approved the partnership with the Strait Regional Center for Education (SRCE) and approve the purchase and installation of the Key Fob Security System at the St Mary's Fitness Center for a total cost of \$8,645.45 plus HST payable to the SRCE with funding provided by through the Active Communities Fund Grant.

Motion approved.

On motion of Councillor Zinck, and seconded by Councillor Baker, Council approve the agreement with HRM to route the exchanges allocated to the community of Ecum Secum to the HRM Customer Contact Center via the 311 3-digit dial.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Baker, Council approve the upgrade to the VTSCADA system for the Sherbrooke Water Utility and the purchase and installation of all necessary equipment through Lynk for \$8,360.00 plus HST with the expense to be allocated from the Municipal Gas Tax budget.

Motion approved.

8. External Board / Committee Reports

a. Eastern Counties Regional Library – Councillor Mailman

- See the attached report.

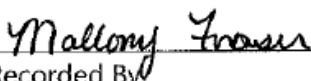
9. CAO Report:

- The CAO highlighted ongoing projects including the Municipal Electoral Boundary Review. The in-person consultation sessions will be held this week. The first session will be held at Liscomb Legion on Tuesday, November 15th at 7:00 pm, the second session will be held at the Indian Harbour Lake – Jordanville Community Centre on Wednesday, November 16th at 7:00 pm and the final session will be held at the Greenfield Oldsters Club on Thursday, November 17th at 7:00 pm. The information gathered at these sessions will be taken into consideration by Council when deciding electoral boundary lines.
- MPS / LUB passed second reading. Sent to the province. Waiting for approval, amendments.
- The Municipal Planning Strategy and Land Use By-Law passed Second Reading at a Special Council Meeting on October 18th. The documents have been sent to the provincial department of planning for approval. A decision to approve, amend or reject the documents will be received within 90 days of the documents being submitted.
- The Sherbrooke Streetscapes Project is on-going. Most of the sidewalks have been poured. Paving of Main Street & the 16 Main Street parking lot will be paved, and there will be work in completed in front of the library.
- The EV Chargers at 16 Main Street and Port Bickerton have been installed. The chargers will be connected to a network in December.
- Council asked if the 16 Main Street Parking Lot will have lines painted. The CAO advised that lines will be painted in the parking lot. There will be designated spots for the EV charges.
- The Recplex season started on November 8th. On-going programs at the Recplex include Curling, Learn to Skate, Adult Hockey, and the 50+ Adult Hockey League.

Adjournment:

On motion of Councillor Malloy, and seconded by Councillor Baker, 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: October 20, 2022 **Location:** Mulgrave

Agenda Item:

- Equity, Diversity, and Inclusion Training-Jake Maclsaac

For nearly two decades, much of Jake Maclsaac's work has centered around taking a restorative approach in leading facilitated responses to incidents of crime. For several years, he led a team that oversaw hundreds of referrals from justice system stakeholders to a community based justice program.

Since 2011, Jake's passion and vision for restorative justice has expanded to facilitating processes where stakeholders can hear from each other to examine what needs to change within their systems and organizations to effect a real and sustained cultural shift.

Whether on-campus with the security and student conduct teams, or through broader conversations on public safety and justice transformation with police services, Jake's principled approach to restorative process design and facilitation allows participants to consistently show up in proactive and problem-solving ways.

Jake Maclsaac is the Assistant Director with Dalhousie University Security Service. In this role he's leads a team of public safety professionals who strive to promote inclusive community through restorative approaches. The philosophical shift in service delivery from an enforcement squad to a people-first relational model using an equity, diversity, and inclusion lens has had tremendous impact on employee morale, recruitment, and retention.

Jake is the co-host of a podcast, "The Disorienting Dilemma" which explores what it looks like to adopt the mindset of an inclusive society.

ADMINISTRATION DEPARTMENT

2022 Municipal Electoral Boundary Review:

Phase one of the Municipal Boundary Review has been completed. At a Council Meeting on October 11th, 2022, Council approved the motions for the Municipality to remain under the Warden System and to approve the recommendation from Upland Planning & Design Studio to reduce the council size and polling districts to five. The next phase of the Municipal Boundary Review will focus on determining the boundaries for polling districts. Preliminary boundary options will be released on "Social Pinpoint", an online mapping platform. This will allow residents to place map-based feedback on the options to help identify areas where tweaks to the boundaries could improve the effectiveness of the districts or the clarity or "intuitiveness" of their boundaries. Consultants will then present the results of the entire review at three public meetings throughout the Municipality to inform residents of the results and receive any feedback on the options. These meetings have been scheduled for the follow dates and locations:

- November 15 @ 7pm - Liscombe Legion- 31 MacKinley Point Rd , Spanish Ship Bay
- November 16 @ 7pm - Indian Harbour Lake/Jordanville Community Centre- 29 H-MacDonald Loop , Indian Harbour Lake
- November 17 @ 7pm - Greenfield Oldsters Club- 7575 Highway 348 , Melrose

Municipal Planning Strategy & Land Use By-Law Update:

On October 18th, 2022, the Council of the Municipality of the District of St. Mary's held a Public Hearing to hear presentations on the proposed MPS / LUB. Following the Public Hearing a Special Council Meeting was held, and Council passed the motion to give Second Reading and approve the draft Municipal Planning Strategy and Land Use Bylaw, dated October 18, 2022. Non-substantive amendments included renaming "hobby livestock" to "homestead livestock"; inserting the word "permanent" before the word "dwelling" in Section 4.5; adding a definition for "fowl" and; minor edits in content and form. The next step in the process is to send the documents to the Provincial Director of Planning for approval by the Minister of Municipal Affairs & Housing. Within 90 days of receiving the documents the Minister may approve all or part of the document; approve the documents with amendments; or refuse to approve the documents. Upon approval written notice will be given advising that the documents are in effect, stating where the documents may be reviewed.

Sherbrooke Streetscaping:

The Streetscapes project started on October 17, 2022 and is expected to continue for 4-6 weeks. The project includes updating storm water infrastructure, paving of Main Street, paving of 16 Main Street Parking Lot, sidewalks on the Clover Farm side of Main Street and beautification to the Sherbrooke Public Library.



Land Development Committee:

The Land Development Committee had their first meeting on October 24, 2022. In the next few meetings, the committee will hear perspectives identified in the Land Development Committee Policy as views that should be considered in land development decisions. 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:

On October 26-27 approximately 80 people came together to consider forming a Nova Scotia Non-Profit Housing Association (NSNPHA). A clear desire to move forward as an association of non-profit housing providers and housing groups, networks and coalitions that support the work of the non-profit housing sector was expressed. With this energy and vision, discussions continued on the 27th and an interim board of directors was formed.

The GCHN has two members on the board of the newly forming Nova Scotia Non-Profit Housing Association (NSNPHA). The interim NSNPHA board is extending an invitation to anyone who wishes to join them in laying the groundwork for a strong member-based organization. Joining in this effort will likely require 1-2 meetings per month with some tasks to complete between meetings. Smaller committees may also form to take on particular tasks and every effort will be made to engage people based on their strengths and interests. A preliminary workshop will be held with collaborative team members and the interim board to develop concrete action plans for the next five and half months from 10:00 AM – 12:00 PM, Friday, November 18 via Zoom. Please contact Pauline MacIntosh to participate.

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).

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. The pilot project has now wrapped up and feedback and reporting will be available in January 2023.

Small Business Week:

Small Business week was October 17-23, 2022. The Small Business Appreciation Breakfast was held Thursday, October 20 at 8:30am at the Lion's Club Hall in Sherbrooke. On display at the event



was student artwork from Grades 2-6 attending St. Mary's Education Centre/ Academy showcasing their favourite business in St. Mary's or a business they would like to start when they grow up. Speakers included (in-person) Gordon MacDonald, Economic Development Officer, MODG, Deputy Warden Fuller and (virtual) MLA Lisa Lachnace for Halifax Citadel-Sable Island and the NDP Economic Development Critic; Hon. Derek Mombourquette MLA for Sydney-Membertou and the Liberal Economic Development Critic; Hon. Greg Morrow, Minister of Agriculture and MLA for Guysborough-Tracadie, Hon. Susan Corkum-Greek, Minister of Economic Development and MLA for Lunenburg; Hon. Tim Houston, Premier of Nova Scotia and Hon. Sean Fraser, Member of Parliament for Central Nova and Minister of Immigration, Refugees and Citizenship.

The annual award recipients for 2022 were Best New Business: Forgotten Shores Farm; Best Customer Service: Forgotten Shores Farm; Best Community Impact: Forgotten Shores Farm; Best Long-Standing Business: Sherbrooke Garage Ltd.

EV Charging Stations:

Cost-shared funding from NRCAN - ZEVIP (Zero Emission Vehicle Incentive Program) has been received to install two Level 2 Charging Stations in St. Marys. Agreements are in place, the units have been received and installation has been completed at locations in Sherbrooke and Port Bickerton. The Charging Stations will be available for use in the coming weeks.

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 St. Mary's to become an accessible community that complies with Nova Scotia's Accessibility Act.

- The survey deadline was extended & staff requested Council's help to collect survey responses due to lack of response from the public.

FINANCE DEPARTMENT

Property Taxation:

Preliminary tax sale notices were sent out the first of October with an end of October due date. These notices were the final notice prior to tax sale charges being placed on their accounts for legal searches and advertisements. The tax sale date has been set for March 7th, 2023, the public listing of tax sale accounts will not be realized until mid-December. Participated in a Property Valuation Corp. consulting meeting to provide feedback on PVSC's services. Attended the Association of Municipal tax collectors annual conference sessions which provide training, education and shared knowledge amongst all municipal units in Nova Scotia regarding tax sale process and collections.

Taxes Collected:

By fiscal year as of October 31st, 2022

2022-2022 Taxes – 92.92% Collected

2021-2022 Taxes – 96.99% Collected

2020-2021 Taxes – 98.56% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required. Annual provincial 2021/22 financial return information has been completed and submitted. The 2022/23 Federal Grant in Lieu of property taxes have been completed and submitted. The second quarter HST remittance has been completed and submitted. Prepared 2nd Quarter financial statements and report, reviewed with CAO and directors.

Committee/Policy Work:

Continued preparation works for the asset management and the asset retirement obligation. Prepared 2nd quarter financials reports and documentation for the next audit committee meeting.

PUBLIC WORKS DEPARTMENT

Human Resources:

The Director of Public Works is 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 has been working diligently to try and increase the efficiency of the Water Treatment Facility. The installation of a draw down cylinder has been completed in order to see visually exactly how much polymer is being used in the system. Public works has also been working to prepare the Water Treatment facilities for the upcoming winter months.

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 installed the ice surface for the upcoming Recplex season. Public Works has also cleaned the entirety of the Recplex to ensure a high standard for when programs begin. The ice plant has had the annual start up commissioning completed and all plant equipment is in excellent working condition.



Transfer Station:

Public Works staff has barricaded off two buildings at the Transfer Station as a result of severe damage which occurred during hurricane Fiona. Public Works is still working with the public to ensure that normal operation of the facility occurs while we await further direction of where we go with the buildings.

Department of Environment 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 and Annual Report for the Transfer Station.

COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

Recreation Master Plan

UPLAND Planning & Design and REConsulting are developing a Master Plan for the Community Development & Recreation Department. The draft plan has been through two rounds of edits by staff and is scheduled to be presented to council in November.

Before and After Care Program

The Before and After Program (BAP) is a provincially funded program offering child care in the after school time period. BAP continued to run smoothly in the month of October and averaged around 10 children per day. The Municipality is only offering after care services; there has been no demand for the before care option.

Seeds of Literacy Program

The Seeds of Literacy program is a mobile literacy program for youth. A Coordinator has been hired for the program and services will begin to be offered in November.

Fitness Centre Accessibility Project

Staff continued to work with counterparts at the Strait Regional Centre for Education to discuss the Fitness Centre Accessibility Project and how the installation work will be done at the facility. The Municipality has received funding from the Active Communities Fund to install equipment to make the facility more accessible to the public.

Recplex Programming

Program planning for the St. Mary's Recplex continued in the month of October with programs slated to begin in November. A Recplex Leader has been hired to help with the delivery of a variety of programs at the Recplex. The Community Development and Recreation Department has taken



over the organization and delivery of the Adult Hockey League program. Work is underway to get the program organized in order to start playing in early November.

Fright Night

Fright Night at the Sherbrooke Village took place on October 31st. The Municipality handed out roughly 300 treat bags.

Program Delivery

The Community Development and Recreation Department offered the following programs in October: Happy Feet After School Running Program (concluded October 27th), Kickboxing (continuing in November), Yoga (Continuing in November).

House League Hockey

The House League Hockey Committee has reconvened and is working towards offering their slate of programs at the Recplex for the 2022-23 season. The Committee is working on updating their terms of reference document. A number of new coaches have come forward this year to help deliver programming, the committee is working on having all new coaches and volunteers trained. The program will start in November.

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. Development of the next draft of this program is currently on hold.

Age Friendly Communities Project

Planning is underway for the Age Friendly Communities programming that will take place throughout St. Mary's. Each community organization that hosts socials have been contacted and coordination for what will take place in each community is underway.

November 14, 2022

Date

A handwritten signature in blue ink that reads "Marissa Jordan".

Marissa Jordan, CAO