



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, February 21st, 2024

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

1. Meeting, Date & Time:

Warden Wier called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, February 21st, 2024, at 4:00 p.m. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Warden Greg Wier

Councillor Everett Baker

Deputy Warden James Fuller

Councillor Courtney Mailman

Councillor Charlene Zinck

Councillor Beulah Malloy

Absent with Regrets:

Councillor James Harpell

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Jadzia Graham, Interim Municipal Clerk

3. Additions to the Agenda:

- Addition to 8. Other Matters of Business item G. NSFPM Spring Conference

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

Omission of previous COTW minutes held February 7th, 2024, Item g. Vulnerable Person's Registry, remove "Council discussed that the Municipality should put in the Municipal Newsletter, website, and Facebook Page that if residents would like to self-proclaim as a vulnerable person and wish to be checked on during bad weather conditions, the Municipality will keep a spreadsheet of there contact information and follow up during bad weather."

On the motion of Councillor Mailman, and seconded by Councillor Zinck, Council approved the minutes of the COTW Meeting held February 7th, 2024 with the correction of item "8. Other matters of Business item G. Vulnerable Persons Registry" be stated as a council request for staff to investigate a vulnerable person registry process and other municipal practices.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

- There was no correspondence.

8. Other Matters of Business:

a. Finance Operating Budget Update

- See the attached staff report.
- Director of Finance (DOF) Marian Fraser gave Council an update on the Draft 1 of the Municipal Operating Budget.
- Some highlights included in the report are the increase and decrease of budget for departments.
- Operating Fund: increase to residential taxes, decrease in licenses/permits, increase in fines, increase in interest on investments, unconditional and conditional budgets are similar to last year, increase to the municipal election budget, increase to RCMP/policing, and an increase to fire services.
- Environmental Development Services: increase to planning and subdivision. Total of \$176,683.
- Recreation and Cultural: increase to the Department of Community Development and Recreation, decrease to Sherbrooke Library and the same amount for Eastern Counties Regional Library. Total of \$488,964
- Transfer Station: increase salaries, decrease to the universal collection of waste and recyclables, increase to Household Hazardous Waste, increase to groundwater testing/ wells. Total of \$293,744.
- Sewer Utility: decrease in wages. Total of \$87,215.
- Economic Development: salary increase, increase on the main street project, increased tourism/digital assets, increase to climate change. Total of \$168,183.
- Community Development and Recreation: increase to Volunteer Awards, Canada Day same, increase to parks and trails for maintaining, increase to facility plans (\$10,000 grant). Total of \$129,415.
- Active Living: increase to summer grant, ACF grant remains the same. Total of \$57,997.
- Recplex Operating: decrease in private rentals, increase in employee wages, increase in power, and an increase in phone bills. Total of \$66,735.

b. Memorandum of Understanding ECRL

- See the attached staff report.
- Guided by the assistance of the consulting firm Davis Pier, the Municipality and the Eastern Counties Regional Library have worked together to write a proposed memorandum of understanding to facilitate the ongoing coordination and cooperation between the parties for the benefit of the users of the service provided by the Sherbrooke Library
- Key features of the Memorandum:
 - Define Guiding Principles that support responsiveness to the evolving needs of the community.
 - Support and call for effective communication and sharing of information between both parties.
 - Facilitate future joint planning with a call for participation of both parties.

- Defines minimum frequency for ongoing work defined by the MOU.
- Dispute Resolution criteria.
- Schedule C: This section defines Additional Service Hours.
- Defines Insurance coverage responsibilities for each party.

On motion of Councillor Baker, and seconded by Councillor Mailman, Council adopt the new Memorandum of Understanding between Eastern Counties Regional Library and the Municipality of the District of St. Mary's.

Recommendation adopted.

c. Recplex Generator and Project

- See the attached staff report.
- The Municipality, in partnership with Mulgrave and Guysborough applied for Atlantic Canada Opportunities Agency (ACOA) funding to create emergency shelter facilities.
- The project actions for St Mary's are to provide upgrades to the Municipal Recplex to enable the facility to house people on a 24-hour basis during a local emergency.
- Warden, Greg Wier asked staff what capacity is the generator going to run at when hooked up, Marian Fraser, Director of Finance (DOF) informed Warden, Greg Wier that it would be running at 50% when connected.

On motion of Deputy Warden Fuller, and seconded by Councillor Zinck, Council approved the award for the new Back Up Generator for the Recplex to KV Electrical Ltd. For \$89,500.00 Plus HST.

Recommendation adopted.

d. New Streetlight

- See the attached staff report.
- Council approved the erection of a new streetlight at Old Country Harbour Rd and the 316 intersections at the Council meeting held October 10th, 2023. Staff originally thought that we needed to add a street light when staff contacted Nova Scotia Power they went out to the area to assess whether or not we needed a pole installed.
- Nova Scotia Power recommended that the Municipality install a pole and light on the corner of the intersection, total cost for the project will be \$1403.62 (HST included).

On motion of Councillor Malloy, and seconded by Councillor Mailman, Council approve the \$1403.62 (HST included) to be paid to Nova Scotia Power to install a new pole and streetlight on the corner of Old Country Harbour Rd and 316 intersection.

Recommendation adopted.

e. Build Nova Scotia – Cellular Service

- See the attached staff report.
- Warden Greg Wier, CAO, Doug Patterson and EDO, Denise Dunn met with the President and CEO of Build Nova Scotia, David Benoit, and Senior Advisor to the CEO, Michael Shoveller to ensure the lack of coverage in St. Mary's is recognized and a key consideration in the Build Nova Scotia Cellular for Nova Scotia Program.

- The project is a two-phased approach:
 - The first phase, the Request for Proposals (RFP), is now closed and under review. The RFP sought innovative and cost-effective proposals to install cellular equipment on existing provincially owned towers and other existing towers and/or infrastructure identified by proponents to expand cell coverage in underserved areas. The focus is on more immediate innovative solutions.
 - The second phase will include an additional RFP to seek solutions for the remaining gap areas.

f. Municipal Election Planning

- The 2024 Municipal Election will be held in October for all Nova Scotia Municipalities. Voting will be completed, and winners will be announced on the third Saturday in October 2024. This will be October 19, 2024.
- The first step in the 2024 election will be the council selection of the Returning Officer and the assistant returning officers.
- **4 (1)** The council shall appoint a returning officer, who may be the clerk, another municipal employee or another person who is not a municipal employee, to conduct all regular and special elections required under this Act.
- **(1A)** The council may appoint one or more assistant returning officers who shall assist the returning officer in carrying out the returning officer's duties and who shall act in the place and in the stead of the returning officer when the returning officer is absent or at the request of the returning officer.
- **(1B)** The council shall appoint the returning officer for a regular election on or before the fifteenth day of March of the regular election year.
- **(1C)** The council may delegate its powers of appointment pursuant to this Section to the clerk or chief administrative officer.
- **(2)** The returning officer and the assistant returning officer shall, before entering upon the duties of office, take the oath in prescribed form.

On motion of Councillor Baker, and seconded by Councillor Malloy, Council appoints CAO Doug Patterson to assume the additional duties and responsibilities of the Municipal Returning Officer for the 2024 Municipal Election. Further, the Municipal Council appoints Interim Clerk Jadzia Graham, Clerk Mallory Fraser, and Receptionist Melanie Mills to assume the additional duties and responsibilities of the Municipal Assistant Returning Officer for the 2024 Municipal Election.

Recommendation adopted.

On motion of Deputy Warden Fuller, and seconded by Councillor Baker, to add an addition to the Agenda item G. NSFM Spring Conference.

Recommendation adopted.

g. NSFM – Spring Conference

- Nova Scotia Federation of Municipalities (NSFM) Spring Conference is May 8th -10th in Baddeck.
- Council decided that 2 members of Council and Cao are to attend, it was decided that Deputy Warden Fuller, Councillor Mailman, and CAO, Doug Patterson will be attending.
- Council advised staff to start the registration process as soon as possible to ensure hotel bookings.

9. In-Camera: Legal

On motion of Councillor Baker, and seconded by Councillor Malloy, Council agree to go In-Camera for legal matters at 5:30 p.m.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Zinck, Council agree to reconvene to regular session at 5:54 p.m.

Motion approved.

Adjournment

On motion of Deputy Warden Fuller, and seconded by Councillor Mailman, there being no further matters of business, Council adjourned at 5:55 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk


-Approved By
Warden Wier