



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, July 8th, 2024

TIME: 4:00 pm

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, July 8th, 2024

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

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from:
June 17th, 2024 – Council Meeting
6. Business Arising from Minutes
7. Recommendations from Committees of Council:
COTW held Wednesday, May 15th, 2024.
COTW held Wednesday, June 19th, 2024.
COTW held Wednesday, July 3rd, 2024.
8. Outside Committee Reports:
N/A
9. Other Matters of Business
N/A
10. CAO Report

Adjournment

A 10-minute question and answer period pertaining to agenda items.



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, June 17th, 2024

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, June 17th, 2024 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier	Councillor Courtney Mailman
Councillor Charlene Zinck	Councillor Beulah Malloy
Councillor Everett Baker	

Absent with Regrets:

Deputy Warden James Fuller
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:

- There were no additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Zinck and seconded by Councillor Mailman, Council approved the minutes from the AGM meeting held April 15th, 2024

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Baker, Council approved the minutes of the Regular Council meeting held May 13th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – May 29th, 2024 (Absent Councillor Harpell)

On recommendation of Councillor Mailman and seconded by Councillor Zinck, Council approve to give \$500.00 from the Tourism/Recreation Budget, and for 6 Councillors to give \$100.00 from their district funds in support to have the Stan Rogers Folk Festival in Sherbrooke.

Recommendation adopted.

Amendment: *On motion of Councillor Mailman, and seconded by Councillor Zinck, Council approve to give \$500.00 from the Tourism/Recreation Budget, and for 6 councillors to give \$100.00 from their district funds in support of having the Stan Rogers Folk Festival Event in Sherbrooke.*

Amendment adopted.

On recommendation of Councillor Baker and seconded by Councillor Zinck, Council approve the tender bid from Admiral Glass and Signs Ltd., to replace the doors and install automatic openers to ensure a barrier-free path of travel and accessible facilities for both the St. Mary's Recplex and the Sherbrooke Library for \$54,806.15. plus HST. Plus the related electrical work be awarded to Suburan Electrical Ventilation for \$5,507.90 plus HST.

Recommendation adopted.

On recommendation of Councillor Malloy and seconded by Councillor Mailman, Council request that staff:

- 1. Create and launch a survey for the public to assess if the Municipality's requests for a Neighbour Concept design meet the current and future needs for St. Mary's.*
- 2. Create and launch a Request for Proposal, integrating feedback from the public survey, for the design of a Neighbourhood Concept for PID#37501095*
- 3. Write a letter to the provincial Minister of Health, the Honourable Michelle Thompson, to officially offer 6 acres of land for the new 48-bed long-term care facility within PID# 37501095.*

Recommendation adopted.

On recommendation of Councillor Malloy and seconded by Councillor Baker, Council accepts the new agreement between the Municipality of the District of St. Mary's and the Municipality of the County of Colchester. Further, that council approves and requests that the Warden sign the agreement on the Municipality's behalf.

Recommendation adopted.

8. Outside Committee Reports

a. Eastern Counties Regional Library – May 18th, 2024

- See the Agenda/Package for the report.

b. Eastern Regions Solid Waste Management – May 30th, 2024

- See the Agenda/Package for the report.
- Councillor Malloy informed Council of the ERSWM Committee meeting held on May 30th, 2024.
- Highlights included were Circular Material webinars are going to be held June 3rd and June 12th, the committee asked if they could register.
- The auditing project at the Material Facility in Kemptown, for contaminating or health and safety concerns.

- Tanya Williams (Regional Coordinator) is working with Brad Skinner (product Care Recycling Representative) to create and implement a “light bulb collection program”.
- Tanya Williams is working on getting insurance on the new truck they purchased in 2023.

9. Other Matters of Business

- There was no Other Matters of Business.

10. CAO Report:

- See Agenda/Paclage for the report.
- Doug Patterson, CAO informed the Council of the highlights included in the report which are Recplex upgrades are ongoing to convert the Recplex into an “Emergency Shelter”, an on-demand hot water tank is currently being installed, as well as a generator, Guysborough Municipality purchased cots and bedding and is willing to work with the Municipality.
- Accessibility upgrades are being done at the Recplex and Sherbrooke Library, such as accessible doors.
- Doug Patterson, Chief Administrative Officer (CAO) informed Council of the many great applications, cover letters, and resumes being submitted for the Director of Economic Development position.

Adjournment

On motion of Councillor Baker, and seconded by Councillor Mailman, there being no further matters of business, the Council adjourned at 4:20 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Monday, July 8th, 2024
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – May 15th, 2024.

On recommendation of Councillor Harpell and seconded by Councillor Baker, Council agree that the levy be investigated by Council with appropriate consultation conducted with all fixed-roof accommodation providers.

Recommendation adopted.

On recommendation of Councillor Baker and seconded by Councillor Malloy, Council agrees to select Ray Jordan as the 2024 St. Mary's Municipal Volunteer of the Year.

Recommendation adopted.

Committee of the Whole – June 19th, 2024. (Absent Councilor Harpell)

On recommendation of Councillor Baker and seconded by Councillor Mailman, Council approve the quote of \$3,947.84 plus HST from Suburban Electric Ltd, to replace the transformer to ensure a safe and reliable power source for the Water Treatment Plant.

Recommendation adopted.

On recommendation of Councillor Malloy, and seconded by Councillor Zinck, Council approve the award of the Hospital Lift Station repair to Partners Construction, Further, the municipal council approve the award of the lift station preparation and cleaning to BL Environmental. Further, that the total approved funds for the repair shall be quoted joint totals of \$14,000 plus a maximum contingency of an additional \$10,000 for a maximum of \$24,000 with any additional amounts beyond the approved capital budget to be charged to the Capital Reserve Fund.

Recommendation adopted.

On recommendation of Councillor Baker, and seconded by Councillor Zinck, Council award "Phase 2 Recplex Revitalization" tender to A.T. Home Construction in the amount of \$77,000 plus HST with any unexpected additional repairs at a cost of \$1,500 per 10 X 10 square foot and in accordance with the terms outlined in the request for proposal document and specified on the bid form.

Recommendation adopted.

On recommendation of Councillor Zinck, and seconded by Councillor Mailman, Council approve the additional quote of \$4,750 plus HST to the original tender approved at the COTW on May 29th from Admiral Glass and Sign Ltd. to further upgrade the main doors of the St. Mary's Recplex.

Recommendation adopted.

On the recommendation of Councillor Baker, and seconded by Councillor Malloy, Council agree to purchase and install a new 25-foot flagpole for the location as stated in the Flag Policy section 3.2.5.

Recommendation adopted.

Deputy Warden Fuller – Nay

On recommendation of Councillor Malloy, and seconded by Councillor Mailman, Council agree to adopted the Flag policy as presented.

Recommendation adopted.

On the recommendation of Deputy Warden Fuller, and seconded by Councillor Baker, Council approve and support the application for the 2024 Low Carbon Communities grant to conduct a community solar feasibility study with funding for the project to be allocated from the Capital Reserve Fund.

Recommendation adopted.

On the recommendation of Councillor Zinck, and seconded by Councillor Mailman, Council accepts the new Memorandum of Agreement with the Nova Scotia Museum & Sherbrooke Village Restoration Commission, operating Sherbrooke Village and the Municipality of the District of St. Mary's as presented. Further the municipal council authorizes Warden Greg Wier to sign the agreement on behalf of the Municipality.

Recommendation adopted.

On recommendation of Councillor Malloy, and seconded by Deputy Warden Fuller, Council agree to reschedule the July 17th, 2024 COTW meeting to July 31st, 2024, and to have no meetings in the month of August for a summer recess.

Recommendation adopted.

Committee of the Whole – July 3rd, 2024. (Absent Councilor Harpell)

On recommendation of Deputy Warden Fuller and seconded by Councillor Baker, Council agree to resubmit Cameron Road and Bennetts Loop together as one road, and Restoration Drive as a separate road to the minister of J-Class roads.

Recommendation adopted.

On recommendation of Deputy Warden Fuller and seconded by Councillor Malloy, Council approve the bid in the amount of \$10,401.43 plus HST from Suburban Electric Ltd to install the automatic switch gear and surge protection at the water treatment facility to provide an undisturbed water supply to consumers and to protect the sensitive equipment within the water treatment facility.

Recommendation adopted.

FINANCE DEPARTMENT

Property Taxation:

Interest on overdue accounts was applied in the beginning of June. The municipal low-income property tax exemption form is available online and the provincial tax rebate forms are now available, and staff have begun assisting residents with completion.

Staff continued to process updates received from PVSC regarding address changes and property title changes. The appeal process will take place over the next couple months where any property owners who have appealed their assessments could potentially be contacted by an accessor with PVSC. Staff processed and completed all the steps to have the 2024/25 tax bills printed. The tax bills were mailed out to property owners the last week of May and are due July 31st, 2024. Residents requiring assistance with various payment options and contact information for PVSC are directed to the back side of their tax bill for that information.

Property Taxes Collected:

By fiscal year as of June 30th, 2024

- 2024-2025 Taxes – 23.69 Collected
- 2023-2024 Taxes – 94.29% Collected
- 2022-2023 Taxes – 97.4% Collected
- 2021-2022 Taxes – 98.7% Collected
- 2020-2021 Taxes – 96.12% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Assisted staff with various staff reports to council and provided budgeting detail. Completed annual reporting for Canada Capacity Building fund along with quarterly reporting for the provincial program - Sustainable Service Growth Fund.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators. Completed grant application for a Provincial Community Works position, deadline for applications was mid-June.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Reviewed staff schedules, timesheet summaries, ROE's, confirmed/prepared letter of offers, participated in interviews and prepared material as needed/required.

RECREATION DEPARTMENT

New Hire - Director of Community Development & Recreation

Mallory Fraser has been hired as the Director of Community Development & Recreation.

Active Living Coordinator Employment Opportunity

The Municipality is currently hiring for an Active Living Coordinator. Applications are being accepted until the position is filled. For more information about the position visit <https://www.saint-marys.ca/active-living-coordinator.html>

St. Mary's Canada Day Celebration

Staff planned and prepared for the annual Canada Day celebration.

Day Camp

Staff planned and prepared for Summer Day Camp.

Summer Program Planning

Staff worked to plan and prepare for summer recreation programs. Programs being offered in July include:

- Youth Floor Hockey
- Adult Floor Hockey
- Day Camp
- Multi-sport

For more information about these programs, please visit <https://www.saint-marys.ca/programs-and-activities.html>

Meetings & Professional Development

- Highland Region Recreation Coordinators Meeting
- Met with Heather Brennan, *Before and After Program Manager Strait Regional Centre for Education*
- Staff attended Leadership Camp

PUBLIC WORKS

Human Resources

The public works operator role opening has been filled. The person has started on July 2.

Capital and Maintenance Projects

The following capital projects have been awarded in June and are set to begin:

- 1.) Work has been awarded to bidder Admiral Glass and sign ltd. to complete and accessibility replacement and upgrade to public doors at RecPlex and The Library.

Work will be completed in July. The Recplex work will be completed first followed by work at the Library.

- 2.) Work has been awarded to bidder A.T Home Construction to complete the RecPlex Phase 2 for the replacement to the RecPlex Siding. Work is set to be completed by October 1, 2024.
- 3.) Repairs to the Hospital Road wastewater Lift Station repair work has been awarded to bidder Partners Construction. Further that, the award of the LIFT station preparation and cleaning has been awarded to BL Environmental. Work is expected to be completed in early July.
- 4.) Water Treatment Plant: the building's main transformer has been identified as failing. Suburban Electric was awarded to perform the replacement work. As of the date of this report in early July, the replacement transformer has been received and has been installed.
- 5.) RecPlex Emergency Shelter Capability: The on demand hot water supply has been installed. The full back up generator is on order and is expected for installation in July.

ECONOMIC DEVELOPMENT

Housing

The next stages of a neighbourhood concept are in development

- 1.) RFP for the of an architect/planning provider for the concept plan is finished. Bids are due back in Late July.

Climate Change Action Planning

Municipal staff began work with the Clean Nova Scotia Foundation on a three-year program to support the municipal climate change action plan.

CAO Report June 2024



Steps under way:

1. Analysis of gaps and work plan
2. Examination of funding opportunities
3. Prepare for a presentation to council on July 31.

Hire Director of Economic Development:

Work is underway way to fill the vacant director role.

MUNICIPAL CLERK

Council/COTW Meetings:

The Municipal Clerk has been attending all Council and Committee of the Whole Meetings, documenting all recommendations and motions on an Excel sheet to keep track of all recommendations, motions, and contracts and whom they pertain to. The clerk also records minutes throughout the meetings, posts the appropriate agendas and minutes online to the Municipal Website and Facebook Page, and sets up all IT needed for meetings.

Civic Addressing:

The Interim Municipal Clerk has been working the month of April on Civic Addressing with the building inspector. Staff have been working with the building inspector to update and assign civic addresses and PID's on the Nova Scotia Civic Address Finder (NSCAF) website.

Committees:

Accessibility Advisory, Fire Services Advisory, JOHS, Audit, etc.
Scheduling and attending Committee meetings, along with creating agendas and recording the minutes for the different Committees of the Municipality.

Electronic Content/ Advertising:

Updating the Municipal Website with current content, agendas and minutes, policies, by-laws, expense sheets, tenders and information. Updating the Municipal Facebook Page with current content for all departments, such as Community Events, Programs, and Activities.

Election 2024:

Learning about the Municipal Election, taking training sessions/webinars, and preparing materials and documents for candidates, and electors.

Assisting Where Needed:

Creating and editing Newsletter submissions. Assisting with the Volunteer Appreciation Event. Gathering documentation and information for the different departments of the Municipality, helping wherever needed.

CAO Report June 2024



Water Utility:

The clerk has been updating and filing all water utility bills, arrears reports, interest and meter reads on the Municipal website. Water Utility is to be updated every quarter.

Training:

The clerk has been attending training webinars and sessions to stay up to date on all systems and websites that the Municipality deals with. Familiarization with the municipality's policies, procedures, records management and code of conduct.

Public Relations:

Serve as a liaison between the municipality and the public, responding to inquiries and disseminating information. Manage public notices and announcements in accordance with legal requirements.

Street Light Request:

The clerk has been working with Nova Scotia Power to erect residents' streetlights where needed.