



Municipality of the District of St. Mary's

Council Meeting

Monday-November 12th, 2019

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, November 12th, 2019 at 7:00pm in the Council Chambers Sherbrooke, N.S

2. Attending:

Warden Mosher

Deputy Warden Dort via teleconference

Councillor Findlay

Councillor Kaiser-Kirk

Councillor Baker

Councillor Smith

Councillor Malloy

Also Attending:

Marvin MacDonald, CAO

Marian Fraser, Director of Finance

Marissa Jordan, Municipal Clerk/Special Projects Coordinator

3. Approval of Agenda:

On motion of Councillor Baker and seconded by Councillor Findlay, Council approved the agenda with the following additions:

9.e Eastern Counties Regional Library Board- Councillor Baker

Motion carried.

4. Approval of Minutes:

On motion of Councillor Kaiser-Kirk and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held October 7th, 2019.

Motion carried.

5. Business Arising from the Minutes:

- Council asked if there have been any updates on the Fences and Arbitration Committee. Nothing has been received as of yet, CAO will follow up on.

6. Approval of Minutes:

On motion of Councillor Findlay and seconded by Councillor Malloy, Council approved the minutes of the Emergency Council Meeting held October 25th, 2019.

Motion carried.

7. Business Arising from the Minutes:

- Council asked if they had started making the ice. CAO informed Council that they are putting in ice and the estimated open date is November 22nd, 2019.

8. Recommendations from Committee Of The Whole:

October 16th COTW Meeting:

On motion of Councillor Findlay and seconded by Councillor Kaiser Kirk, Council submit a priority list for pricing to TIR for Cameron Road, Restoration Drive and Bennett's Loop for double chip seal if they meet TIR standards.

Motion carried.

On motion of Councillor Kaiser-Kirk and seconded by Deputy Warden Dort, Council agreed to hire Liscomb Backhoe & Trucking for the burial of C&D material at the Transfer Station for a price of \$58,000 plus HST, work to be completed by November 20th, 2019.

- Council asked how the progress was going with the C&D disposal. The CAO said the large C&D pile has been buried and needs to be covered. The pile of brush has been removed.

Warden Mosher declared a conflict of interest and will not be voting as a relative works for the company.

Motion carried.

October 30th COTW Meeting:

On motion of Councillor Kaiser-Kirk and seconded by Councillor Malloy, Council awarded the Snow Plowing and Salting contract to Richard Pace based on quoted pricing in tender per occurrence per location.

Motion carried.

9. Outside Committee Appointment Reports:

- a. Solid Waste- Councillor Malloy
- b. Community Health Board- Councillor Malloy
- c. Port Bickerton & Area Planning Association- Councillor Kaiser-Kirk
- d. GALA- Councillor Smith
- e. Eastern Counties Regional Library Board- Councillor Baker

10. CAO Report:

- Council asked if the green jobs will be different than the one from the summer. Staff said there are differences. The new person was hired and the amount of hours worked will be at most 10hrs per week and not focused on maintenance but more focused on outdoors.

- Council asked how the Pioneer Park meeting went last week. The CAO said it went well and when the Recreation Coordinator has her report completed he will pass it along to Council.

Adjournment

On motion of Councillor Kaiser-Kirk there being no further matters of business, council adjourned at 7:12pm.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Moshier



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: Oct 24/2019

Location: Guys. Waste

Management Facility

Key Highlights

- Provincial Plastic Ban:
 - 1) Bill 152 is an act to Reduce the use of Plastic bags and other single use products is ready for the 3rd reading. The goal for the ban to come into effect is September 2020.

- Litter Incentive funding:

2) Checks have been sent out to:

Waternish Cemetery Roadside for 214. 29.

Port Bickerton Planning Assoc. 328.57.

ATV Club 328.57.

Lions Club 328.57.

- **Mobis Environmental Awards of Excellence:**

3) This award is through Divert Nova Scotia and was presented to Sisters of St. Martha's who was recognized for Institution of the Year for the excellent effort requiring the destruction of Bethany House and their ongoing commitment to Stewardship of the environment.

- **Used Oil Management Association Program:**

4) Each of the waste management facilities have signed up to be an official collection site for the program. The program will start January 1, 2020

- **Electronics Products Recycling Association Program:**

5) The electronics that will also be collected are microwaves, external hard drives and gaming gear. They are currently visiting each of the sites to provide updated signage for the program. Full details can be found at RecycleMyElectronics.ca/NS/



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: Oct 9 2019

Location: Chedabucto Education

Center Guys.

Agenda Items Discussed:

Key Highlights:

Wellness fund workshops have been completed. They were held in Sherbrooke, Guys., Canso and Mulgrave. There were 20 to 25 people attending. Many more have inquired since then.

There will be a Conference on Living with Mental Illness on November 7, 2019 at the Royal Canadian Legion Antigonish.

There will be a CHB Development Day "Share and Learn" on November 2nd at the Wagmatcook Cultural Center.



Report to Council

Member of Council: Peggy Kaiser-Kirk

Board/Agency/Organization: Port Bickerton & Area Planning Association (Lighthouse Committee)

Date Attended: Oct. 28, 2019

Location: Port Bickerton

Agenda Items Discussed:

- Adoption of Agenda & Minutes from the last mtg.
- Treasurer's Report – Consignment sales were \$2,547. Profit realized of \$1613.
- Next fundraiser is Nov. 10th at the CC. A Christmas Basket fundraiser and Christmas items for sale & a chance to win bags of household items. All members asked to contribute a \$10 gift for the Christmas bags.
- Update on Trails activities. The Boardwalk to excess public washrooms has been changed. Discussion on signage.
- Upcoming fundraiser of the yearly cottage raffle. Tickets given out to those willing to sell them.
- Round Table topics were:- cleaning of the heat pump; Wildlife signs; Obtaining a large "OPEN" flag; Boardwalks need to be made – work weekend; Artist in Residence applications will end Jan. 26th.
- Donation of \$650.00 from Councillor Kaiser-Kirk. Some ideas were Motion sensor lights for the cottage and the Interpretive Centre to enhance safety for renters or lumber for the extra 10 feet of ramp needed for the new walkway.
- Meeting adjourned.

Report to Council



Member of Council: Kaytland Smith

Board/Agency/Organization: GALA

Date Attended: October 8th 2019

Location: Guysborough, NS

Agenda Items Discussed:

- Current Enrolment: Canso-9 Sherbrooke-11 Guysborough-16 Total-36
- Book Keeper Position - Still awaiting for from NSSAL on funding before moving forward
- Ongoing space issues with Canso Library. A written request from Laura Emery will be required for information she requested
- 3 funding proposals going in to: Wellness Funding, IT Funding, and Heritage and Culture Funding grants
- Wellness Journaling workshop is concluding, and report will be submitted along with new proposal
- Computers for Schools donated 6 laptops
- Natalie Benson will be representing GALA at the Literacy NS Conference speaking on Inclusive Teaching Practices. Louise will also be attending and speaking on the E3 Program
- Updates to the GALA brochure and marketing information are underway. The hope is to have the new documents reflect the new activities and changes made to the program

GALA-Guysborough Adult Learning Association

NSSLA-Nova Scotia Adult Learning Association



Report to Council

Member of Council: Everette Baker

Also in attendance: Kaytland Smith

Board/Agency/Organization: Eastern Counties Regional Library Board

Date Attended: October 30th 2019 Location: Mulgrave, NS

Agenda Items Discussed:

- Professional development day is planned for November 7th, unconscious bias training
- Canso Library Insurance Issue – The ECRL have been made aware of parties being given access to and using the facilities outside of regular operating hours. This practice of using the facility without a ECRL employee present is a violation of the current insurance policy and opens up the ECRL to liabilities. After a vigorous discussion among the Board at a previous meeting Laura Emery took this past month to investigate options moving forward.
 - Requests were made to the entities using the facility in off hours to present their insurance showing they are covered in the event of an incident.
 - A letter was received from the ECRL insurance provider outlining the issue, and the willingness of the provider to work with ERCL to find solution. The provider also stated that access to the space would need to be controlled by ERCL in order for these solutions to work.
 - Ms.Emery met with reps from MODG to review the issue and try to come to a conclusion. The Board still requires clarification from MODG as to who manages and monitors access to the site. Ms.Emery will continue working on this issue.
 - The Board agreed a meeting with ECRL, MODG, and insurance providers would be beneficial for all parties.
 - The Board agreed that a letter would be sent to MODG outlining the issues to date and the plan moving forward, for information and communication purposes.
- Sherbrooke branch mold – An update was given outlining the work done by MODSM and ECRL, and the plan to completion.
 - There was also a discussion on the heating source for the library. The Board was assured this is an issue MODSM is working diligently on.
- Richmond County Library Review – Municipal funding
 - The Council of Richmond County is in the process of reviewing the services provided by ECRL and costs associated.
- NSLA Conference 2021 – The next conference falls on the ECRL to plan. The Board feels there are a few viable options for locations to host the event. Ms. Emery will do some research on the possible locations and provide options for the Board to consider at upcoming meetings.
- Passed the Donation Policy and Interlibrary Policy
- Prescribed Public Sector Bodies – Accessibility Planning

- The Accessibility act, which was passed in 2017, outlines the actions and requirement of public bodies to address the rights and needs of those in our community with disability. Libraries now fall under that act as well.
- Ms.Emery is in the process of looking into this information and what changes may be needed in order to comply with the new standards. There was also discussion of some funding options
- It is also a goal to have an ECRL member on each Municipal partners Accessibility Committee.

ECRL – Eastern Counties Regional Libraries

MODG – Municipality of the District of Guysborough

MODSM – Municipality of the District of St.Mary’s

NSLA – Nova Scotia Library Association



CAO Report – November 12, 2019

CAO:

- Committee of the Whole meetings on October 16th and October 30th and Council meeting October 7th
- Attended meeting of the Guysborough County Housing Network to discuss housing needs in all of Guysborough County
- Inspection of Sherbrooke Library regarding mold issues
- Joint Occupational Health and Safety Meeting
- Attended Nova Scotia Gold Show
- Fire Services Meeting on October 24th
- Met with ACOA and Sherbrooke Village to discuss STEP options specific for Sherbrooke and surrounding area
- Meeting with Warden and MLA on November 6th
- Tenders closed for C&D Disposal and for Snow and Ice Control in October – reviewed and prepared reports for Council
- Attended NSFMA annual conference November 6 – 8th
- Worked with staff on the items outlined below

Community Development & Recreation Department Report:

Community Development & Recreation Director

Attended a Guysborough County Tourism Steering Committee Meeting on October 18th. The group met with a consultant who is hired by DEANS through grant funding from ACOA to develop a branding strategy for Guysborough County. The strategy should be completed by the end of November. The group will be meeting in November to start the process of creating a Guysborough County Tourism Association.

Assisted in the delivery of the Small Business Week Reception held on October 22nd at the Sherbrooke Village Exhibit Centre.

Attended the annual Recreation Nova Scotia Conference from October 23rd – 24th.

Halloween Parties took place in four locations this year. We assisted a party at the Port Bickerton Community Centre and we hosted parties in Goshen, Liscomb and Ecum Secum. The parties included crafts, coloring, games and prizes, dancing and a treat bag to take home with mainly non-food items.

Green Jobs Initiative – Applied for and received funding for a new Youth Green Leader Position for the Rec/Community Development Dept. Interviews for this position will take place Oct. 30th. An offer will be made in early November.

Preparation for Old Fashioned Christmas is underway. The Recreation Dept. will be supporting the outdoor activities and craft activities for children, and delivering an Amazing Santa Race for which we are planning now. The Municipality will also decorate a door, window and participate in the Parade. All assistance with the making of the parade float and walking in the parade would be greatly appreciated.

Before and After Program continued to run in October.

Feedback was collected on the Streetscapes plan with an Open House coming up in November.

MPAL – Active Living Coordinator

October 2nd began with Walk to school day. This was organized by Recreation along with the school, school staff, principal and the local fire dept. It was well attended and went off without any problems.

There was a House League Hockey golf tournament on Oct. 5th, which was coordinated with the House League Committee. I attended the event and operated the “Hole in One” contest. The committee secured many donations and sponsorships and had a successful day fundraising.

Trailblazers, Trailblazers for Kids, Happy Feet and Open Gym are some programs that are currently running. These programs will run into November, where only Open Gym will continue, with a short break before Christmas and beginning again in the new year. Five recreation staff have been hired to run these programs this year.

Grants/funding applied for – Sportfund on behalf of the House League Hockey Committee. Rinks to Links Community Funding on behalf of the House League Committee. CHB Wellness Funds on behalf of Community Development (YAC).

Hosted a House League Registration Night at the Municipal office. 17 children were registered and their parents had the opportunity to ask questions or apply for subsidy. A few parents were assisted in the application process for Jumpstart.

Workplace Walking Challenge – Started up on the 11th of Oct. and has seven teams involved. Participation has been great so far and teams are competitive. I’ve been notified that the teams are inspiring others to step it up, and have handed out a couple of pedometers to others as well as team participants. The challenge ends in Nov. with the winners receiving a healthy lunch, yoga mat and water bottle.

Completed an inventory of hockey equipment at the Recplex and office. Packed up and had all the jerseys and shirts washed that had been stored in the small room at the back of the Recplex where Minor Hockey stuff was kept for use of the House League Team.

Attended RNS conference in Truro on the 22nd, 23rd, and 24th.

Oct. 29th the Women's Institute had a meeting/PD day with a guest speaker on Alzheimer's. I was asked to provide an intermission/activity break so I attended and spoke with the members on the benefits of walking, getting the proper amount of physical activity, and the benefits of play. In the spirit of play, we kicked the ball around, played hula hoop games, and learned how to floss.

Finance:

Finance Department:

- Percentage of outstanding taxes collected as of October 31, 2019
 - 2019-20 Taxes – 91.13%
 - 2018-19 Taxes – 96.17%
 - 2017-18 Taxes – 97.78%
- 2019-20 Tax Sale Update – Title searches have been submitted to legal and another round of tax sale notifications have been sent out to property owners. Tax sale is scheduled for February 25th, 2020 at 11am. The listing of properties will be made available to the public in early January 2020.
- Participated in Public Work Facility Operator Interviews on October 7th, assisted in developing schedules and work plans
- Attended Council meeting on October 7th
- Attended Association of Municipal Tax Collectors Conference, October 8-11th
- Attended JOHS meeting on October 16th
- Attended COTW meetings on October 2nd, 16th, and 30th (Prepared and presented second quarter finance update)
- Attended Staff meeting on October 21st
- Attended Small Business Week Event on October 22nd
- Attended Emergency Council Meeting on October 25th and prepared information/coordinator with CIMCO for Recplex repairs
- October 28th, Municipal Diamond Software version update
- Completed and filed 2nd quarter HST claims/remittances
- November 4th – Met with Inter Municipal IT group (Antigonish Town & County, St Mary's, Town of Port Hawkesbury, Inverness and Victoria County) to review five proposals for the asset inventory, assessment and action plan. The group has narrowed down to three proposals and have set up interviews with companies for later on in November.
- Attended Remembrance Day Service at school on November 7th

Public Works:

- Ongoing operations of the Water Treatment and Wastewater Treatment Plants.
- Installed new Flow Meter to collect data for design of the Ultra Violet (UV) Lights system at the Wastewater Treatment Plant
- Worked with CIMCO in the installation of the new chiller and piping at the rink and ice making was started on November 7th
- Plowing and Ice Control tender closed on October 21, 2019
- C&D waste disposal is underway at the Transfer Station

Municipal Clerk & Special Projects:

- Attended Meetings/Events:
 - Assisted with Recreation Staff Interviews- October 1st, 2019
 - COTW Meeting- October 2nd, 2019
 - Council Meeting- October 7th, 2019
 - Attended AMANS Conference,- October 16th-October 18th, 2019
 - Staff Meeting- October 21st, 2019
 - Small Business Week Reception- October 22nd, 2019
 - Fire Services Meeting- October 24th, 2019

- Office Duties:
 - Council and COTW agenda and minutes
 - NSCAF editing
 - Municipal Newsletter- Prepare, edit and send out.
 - Updating website
 - Running Water Utility Billing/Arrears
 - Day to day office duties
 - Policy Work- Donations