



## **NOTICE**

**MEETING:** St Mary's Municipal Council  
Committee of the Whole

**DATE:** Wednesday, February 20<sup>th</sup>, 2019

**TIME:** 1:00pm

**PLACE:** St. Mary's Municipality  
Council Chambers, Sherbrooke, NS

**Please advise if unable to attend**

Dated: February 13, 2019

Marvin MacDonald, CAO

**Municipality of the District of St. Mary's  
Committee of the Whole  
Wednesday, February 20<sup>th</sup>, 2019**

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Committee Meeting held February 6<sup>th</sup>, 2019
5. Business Arising from Minutes
6. Presentation – John Beaton, Chief Executive Officer - Eastern Strait Regional Enterprise Network
7. Other Matters of Business
  - a. ESREN Report
  - b. Guysborough County Tourism Workshop #3
  - c. Inactive Assessment Accounts
  - d. Library Services
  - e. Legal Matter (In-Camera)

Adjournment

**Municipality of the District of St. Mary's  
Committee of the Whole  
Wednesday, February 20<sup>th</sup>, 2019**

**Meeting, Date & Time**

The Committee of the Whole meeting of St. Mary's Council was called to order on Wednesday, February 20<sup>th</sup>, 2019 at 1:00 pm in the Council Chambers Sherbrooke, N.S.

**Attending**

Warden Mosher  
Deputy Warden Dort  
Councillor Kaiser-Kirk  
Councillor Baker  
Councillor Smith  
Councillor Findlay  
Councillor Malloy

**Also Attending**

Marvin MacDonald, CAO  
Marian Fraser, Director of Finance  
Denise Sawlor, Municipal Clerk/Special Projects Coordinator

**Approval of Agenda**

*On motion of Councillor Baker and seconded by Deputy Warden Dort that Council approve the agenda with the following additions and changes.*

- Remove:
  - 7.b Guysborough County Tourism Workshop #3
- Add:
  - 7. Other Matters of Business
    - b. Mileage/Expense Policy

*Motion carried.*

**Approval of Minutes**

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Malloy that Council approve the minutes of the Committee Of The Whole held February 6<sup>th</sup>, 2019*

*Motion carried.*

**Business Arising From Minutes**

- Sewer
  - The April municipal newsletter will contain information regarding the discharge of unsuitable items into the sewer.
  - Some customers have been spoken to directly and there has been an improvement.
- Fences and Arbitration Committee
  - Marvin has a call in to the Department of Agriculture and is waiting to hear back.
  - Marvin is also waiting to hear back from our Enforcement Officer.
- Roads
  - An agenda item will be added to a future COTW meeting so Council can create a prioritized list of gravel and paved roads in the municipality that require work.

- The Whale Sanctuary Project
  - Stephen Flemming has written to the Whale Sanctuary Project expressing interest in pursuing the project for this area.

#### Other Matters of Business

- Eastern Strait Regional Enterprise Network (ESREN) Report
  - See attached report.
  - There is a broadband committee meeting this Friday with Tom Wilson, Director of Recreation & Tourism for Victoria County.
  - Eastlink and Bell are still in the process of mapping the trouble spots in St. Mary's.
  - ESREN is working to create a new confidentiality agreement with local businesses so more in-depth reports can be provided to Council.
  - The job fair has been rescheduled to March 6<sup>th</sup>.
  - Maria Ludlow is assisting Kelly Greenland with the Street Beautification project.
  - There seems to be a need in the area for education on how to start a new business.
  - John Beaton suggested writing letters to various government departments regarding broadband concerns in St. Mary's.

#### Presentation – John Beaton, Chief Executive Officer - ESREN

- Discussion on changes for ESREN in the coming fiscal year.
- Some changes include:
  - Board participation
    - Council will receive notices and minutes for the meetings
    - Council can send a representative to the meetings (representative can't vote)
    - There are 6 members now, 8-12 are needed.
    - There is currently no one on the board from St. Mary's.
  - Sending operation reports to Council.
  - Department of Municipal Affairs is increasing funding to \$236,000/year.
  - May be hiring an additional Economic Development Officer.
  - Creating a strategic plan for the next three years. Plan should be completed early in the 2019-20 fiscal year.
  - New business plan will contain three larger scale initiatives for each partner.
- Provide \$5,000 for an economic impact study for the District of St. Mary's related to the proposed gold mine at Cochrane Hill.
- ESREN has been working with the Municipality on the bloodworm project.
- Council requested that John come speak to Council every quarter.

#### Other Matters of Business

- Mileage/Expense Policy
 

*On recommendation of Deputy Warden Dort and seconded by Councillor Kaiser-Kirk that the Council accept the amended Mileage/Expense Policy as presented.*

***Recommendation adopted.***
- Inactive Assessment Accounts
  - Inactive accounts are deemed by Property Valuation Services Corporation (PVSC) to have no current assessment and therefore are not taxable and any arrears outstanding are considered uncollectable.

- Marian presented a list of inactive accounts to be considered for write off.  
*On recommendation of Councillor Smith and seconded by Deputy Warden Dort that the inactive accounts presented be written off.*

***Recommendation adopted.***

- Library Services
  - There is a new library funding formula.
  - The province is proposing to put more money into library services and municipalities are being asked to contribute more as well.
  - There would be an increase of approximately \$5,000 for St. Mary's.
  - Library services will be added to the March 20, 2019 COTW agenda so more information can be gathered.

*Break 1:56pm – 2:03pm*

- In-Camera

*On recommendation of Councillor Baker and seconded by Deputy Warden Dort that Council moved into an in-camera session to discuss a legal matter.*

*On recommendation of Deputy Warden Dort Council reconvened to regular session at 3:29pm.*

**Adjournment**

*On Motion of Deputy Warden Dort there being no further matters of business, Council adjourned at 3:30pm.*

---

Recorded By  
Municipal Clerk

Approved By  
Warden Mosher



**ESREN**  
EASTERN STRAIT  
REGIONAL ENTERPRISE NETWORK

in partnership with



## Municipality of the District of St. Mary's

Local Representative: Maria Ludlow, Economic Development Officer  
(reporting to John Beaton, CEO)  
February 2019

---

### Regionally Significant Projects

Strait of Canso Economic Zone Project  
Tourism  
Investment Readiness  
Broadband  
Regional First Nation / Municipal Economic Development Forum  
Eastern-Strait Connector Program

#### Strait of Canso Economic Zone Project (Lead: Misty MacDonald)

- **Current-** Final stakeholder interviews to be completed and data is currently being compiled from interviews. One of two funding applications submitted regarding the implementation of GOAL 3: The Strait of Canso economic zone has a focused strategy for business recruitment.
- **February 28, 2019** – next gathering of lead stakeholder group – invites currently being sent.
- **Discussions with CAO's** – Two meetings to date with CAO's to discuss project, further meetings being scheduled.

#### Regional Tourism (Lead: Maria Ludlow, EDO)

The committee working "Towards a Guysborough County Tourism Strategy" held a public session on January 14<sup>th</sup> in Sherbrooke, hosted by the Sherbrooke Village Museum. It was attended by 27 people who brainstormed to define strategic goals and then work towards objectives and actions. The next workshop will be held in Mulgrave (date & location TBD). On February 26<sup>th</sup> a public information session will also feature presenters from Tourism NS, TIANS, DEANS, RICHES. This will take place in Guysborough at the CLC.

By spring 2019, an outline of a strategic document is projected to be completed, and some of the forecasted first actions will be in place.

Investment Readiness (Lead: John Beaton, CEO)

**Invest Eastern-Strait Project:** <https://www.esren.ca/esren-map/>

**Phase 2: Investment Report Card:** Pending. This project will see ESREN working alongside an investment consultant to assess investment potential of each municipality and develop a work plan for making each municipality more investment ready. Included in this work will be a multi-year workplan for ESREN to assist partner municipalities with improvement projects. Improvements may include (but not limited to) investment areas such as lead handling, infrastructure improvements, taxation structures, process for investment responses, promotion, investment response teams, etc.

**Note:** This project will launch upon notice of ESREN's continuation.

Broadband (Lead: Maria Ludlow, EDO)

Maria Ludlow had a phone meeting on January 22<sup>nd</sup>, 2019 with service provider Bell Aliant representative's Richard Jordan, Regional Access Planner and John Swantee to discuss Bell's coverage in our region.

Bell indicated that they would over the next 3 weeks prepare potential coverage plans for our area based on current infrastructure and need. They stressed the need for us to attempt to acquire additional funding to help service the areas in which there is no business case for them or for NS broadband trust funds. We also discussed cellular coverage and potential funding streams. Once Bell has completed the information it will be presented to the Connect Eastern-Strait Committee.

Regional First Nation/Municipal Economic Development Forum

(Lead: Misty MacDonald, EDO)

Planning and development for regional forum resulting as a sub-project of the joint economic partnership between P'aqtnekek First Nation, the Municipality of the County of Antigonish, and ESREN. The Steering Committee for this initiative meets regularly to discuss progress on action items, next meeting will be held in early February.

## Eastern Strait Connector Program (Lead: Maria Ludlow, EDO)

As of January 31<sup>st</sup>, 2019; the Connector Program has made 30 Connectees and 31 Connectors. There are several community events taking place in February for both employers and employees. For the first year, with the support through partnerships, several networking events and community-based activities have taken place.

Some of these projects include; Antigonish Employer Support Forum partnership with NS Works and ISANS, Guysborough Employer Support Forum partnership with NS Works and ISANS, Connect @ X partnership with St. FX departments, Business Summit/Career Fair, guest speaker for Antigonish business connect, many NSCC/ St. FX networking 101 presentations, labour pool development. Openness, collaboration, transparency and sharing of information with other connector communities and stakeholders have ensured stronger alignment to regional goals.

The Connector Program will benefit Eastern-Strait region and newcomers alike by facilitating intercultural communication and creating personal connections based on both shared interests and community members' desire to make Eastern Nova Scotia a more welcoming and connected city. To help build these community connections the connector program has attending many community events, work directly with local businesses, organization and partners, hosted networking events, and business visits to our neighbourhood organizations, and participating in public dialogue.

For more updates please visit our website:

[www.esren.ca](http://www.esren.ca)



## **LOCAL Projects**

This report represents local projects only for your Municipality. If you wish to view the projects pertinent to the other Municipalities, please advise and we can forward those reports as well.

Municipality of the District of St. Mary's

### **BusinessNow!**

Met with two businesses since last report, did land value research and referred to CBDC for SEB program. Will help review business plan and make further referrals as business develops.

### **ESREN Guysborough Business Support Forum**

Cultural Workshop Placement- February 28<sup>th</sup> will be held at CLC in Guysborough, partnering with ISANS and NSW.

### **Small Business Needs Assessment Survey**

Working on a small Business needs assessment survey to go out to all St.Mary's businesses. Once completed the survey will be shared with all businesses in St.Mary's With this information we can better understand the business needs and priorities. The survey has a potential completion date of mid-February, with results for March Council report.

### **CBDC/ESREN Training Strategy**

Potential partnering with CBDC Guysborough county to offer training opportunities for St.Mary's businesses. Questions referring to this specifically will be part of the Needs Assessment survey. Plan to start a business training workshop series.

### **Committees**

Sherbrooke Beautification & Streetscaping Steering Committee meetings January 29th

ESREN Regional Broadband steering Committee meetings January 22<sup>nd</sup>

Guysborough County Tourism Strategy Committee meeting January 17th

## **Events**

- Antigonish Business Summit / Job Fair- Feb 13 at Claymore Inn, Antigonish partnering with ISANS (Immigration Services Association of Nova Scotia) and Nova Scotia Works (NSW), featuring employers and employees from all the Eastern-Strait region.
- Business Support Forum – Cultural Workshop Placement – Mulgrave and Guysborough February 28<sup>th</sup> held at CLC in Guysborough, partnering with ISANS and NSW
- Business Network Curling Bonspiel – early March, Chedabucto Curling Centre

## **Governance Events**

ESREN Board Meeting – January 23<sup>rd</sup>, 2019, held in Antigonish

ESREN LOC Meeting – January 30<sup>th</sup>, 2019 held in Port Hawkesbury

## MILEAGE/EXPENSE POLICY



### **Purpose:**

The purpose of this policy is to provide guidelines for the reimbursement of expenses when Municipal Staff or Councillors (including Warden and Deputy Warden), are required to travel on Municipal business for the Municipality of the District of St. Mary's.

### **Eligible Travel Expenses:**

The Municipality of the District of St. Mary's shall reimburse councillors and staff for all reasonable and appropriate expenses for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities. Duties include attending meetings, seminars and conferences approved by the Municipal Council for Council members or by the Chief Administrative Officer (CAO) for Staff members. When representing Council and with prior approval by CAO and/or Council; duties may also include travel to community events and any committee or board meetings that are non-Council or Committee of Council related, or for which they have not been appointed by Council to attend.

Legitimate District of St. Mary's business travel includes:

- Council members' attendance at a meeting of Council, Committee of the Whole of Council or an outside Committee or Board in which an appointment of a Councillor is made by Council. *Actual mileage claimed to be no greater than from the Council members' place of residence to the meeting location.*
- Meetings or conferences at which the Council members' attendance is authorized by Council or the CAO.
- Meetings or conferences at which the Staff members' attendance is authorized by the CAO.
- Council members attending Council business outside of the Municipality of the District of St. Mary's as approved by Council or the CAO.
- Staff members attending Municipal business outside of the Municipality of the District of St. Mary's as approved by the CAO.
- Travel expenses include but are not limited to accommodations, air fare, rail or ferry transport, mileage (kilometers driven), meals, taxi, parking, bridge tolls and Municipality of the District of St. Mary's related phone calls and faxes.
- The Municipality of the District of St. Mary's will pay for conference and meeting registration fees.

- Meals will be reimbursed as per the per-diem rates set in the schedule of rates approved annually. Receipts do not need to be submitted.
- There will be no reimbursed for meals already provided at the meeting or conference unless dietary restrictions apply and are not accommodated.

**Non-Eligible Travel Expenses:**

There will be no reimbursement for the following activities/meetings:

- Political activities – the expense of a council member for political activity associated with election or re-election is not reimbursable.
- The Municipality is not responsible for the costs of spouses when they are accompanying the Staff or Council members on municipal business.
- There shall be no reimbursement for alcohol or other controlled substances.

**Cancellation Fees:**

The Municipality of the District of St. Mary's will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO.

**Cancelled Meetings:**

Council and Staff members, who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or because there is no quorum, shall be entitled to payment for travel and expenses.

**Payment Terms:**

Council members are responsible for filling out monthly Municipal expense claims and submitting them with signature to the Municipal Office for processing within five business days following month end. Cheques will be prepared for distribution no later than five business days following the submission of the expense claim. All Council and CAO expense claims will be posted on the Municipal website after they are processed.

Staff members are responsible for filling out an expense report form and submitting it to the Municipal Office with signature for processing. Expense reports for Staff members may be reported after each expense or on a monthly basis.

All rules respecting the use of municipal credit cards as outlined in the Municipal Credit Card Policy must be followed.

**Authorization for reimbursement:**

Individuals who may authorize reimbursement of expenses and mileage include CAO, DOF and department heads.

Individuals are not permitted to authorize their own reimbursement.

**Policy Review:**

By January 31<sup>st</sup> immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend it and adopt the policy as amended.

---

Municipal Clerk

Date