

**Municipality of the District of St. Mary's
Regular Council Meeting
Monday May 13, 2019**

Meeting, Date & Time:

The regular meeting of the St. Mary's Municipal Council was called to order on Monday, May 13th, 2019 at 7:00 in the Council Chambers Sherbrooke, N.S.

Attending:

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

Also Attending:

Marian Fraser, Director of Finance
Marissa Jordan, Municipal Clerk/Special Projects Coordinator

Absent with Regrets:

Marvin MacDonald, CAO

Approval of Agenda:

On motion of Deputy Warden Dort and seconded by Councillor Malloy Council approved the agenda with the following amendments:

- Council agreed to move Firefighters Presentation ahead of the Business Arising from Minutes.
- Councillor Smith asked to have the approval of the Code of Conduct Policy and Social Media policy postponed based on MGA- Part 3 Section 48 (1) which states:
Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.
- Council agreed to have this discussion later in the agenda under the "Recommendations from Committee of the Whole" Section.

Motion Carried

Approval of Minutes:

On motion of Councillor Dort and seconded by Councillor Baker Council approved the minutes of the Regular Council Meeting held on April 8, 2019.

Motion Carried

On motion of Councillor Smith and seconded by Councillor Malloy Council approved the minutes of the Special Council Meeting held on May 1, 2019.

Motion carried

On motion of Councillor Baker and seconded by Councillor Smith Council approved the minutes of the Emergency Council Meeting held on May 8, 2019.

Motion carried

Presentations:

- Volunteer Fire Department Initiative – Seaside Communications/Sea Shore VDF
 - Keith Horton and Ellis Kaiser accepted the donated cheque from Seaside Communications representative, Angela Bresson.

Business Arising from the Minutes:

- Regular Council Meeting -April 8, 2019:
 - Surplus land-
 - Sale of surplus land is in the final stages of completion.
 - Marian will follow up with lawyer.
- Special Council Meeting -May 1, 2019:
 - No business arising from minutes
- Emergency Council Meeting- May 8, 2019:
 - No business arising from minutes

New Business:

- Warden Mosher stated this heading was to be removed from future agendas unless there is a specific agenda item.

Recommendations from Committee Of The Whole:

- Code of Conduct Policy & Social Media Policy:
 - Councillor Smith noted that there was not enough notice given to pass the new policies on the agenda as per the MGA- Part 3 Section 48 (1) which states:
Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.
 - Councillor Smith was also speaking to Ron Dauphine from Municipal Affairs and his interpretation of the Act was that a written copy needed to be received.

On motion of Deputy Warden Dort and seconded by Councillor Findlay the Code of Conduct Policy and the Social Media Policy are to be tabled until the next council meeting.

Motion carried.

- Hospital Road
On motion of Councillor Malloy and seconded by Councillor Baker Council approved the cost share option made by the province for repairs to Hospital Road at the estimated cost of \$67,500 plus HST as presented.

Motion Carried

Outside Committee Reports:


- Solid Waste – Councillor Malloy
 - Nothing to report on Community Health Board

CAO Report:

- See attached report
- Economic Development Committee:
 - Council asked if there are still active members
 - Marian stated it was her understanding that yes, there are still existing members but there has been no recent meeting.

Adjournment

On Motion of Deputy Dort there being no further matters of business, council adjourned at 7:22pm.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Mosher



Report to Council

Member of Council: Councillor Malloy

Board/Agency/Organization: Solid Waste

Date Attended: March 21 and April 23/19
Guysborough

Location: _____

Agenda Items Discussed:

Key Highlights:

Work by Regional Chairs on EPR (Extended Producers Responsibility) continues.

A proposal is being prepared for the minister.

The committee is purchasing 100 safety vests to loan to volunteers participating in litter clean-ups. Bags and gloves will also be available.

The committee approved the RE-Collect program again for the fiscal year. This app is being well used. It's important for the municipalities to continue to promote this app.

The Litter Incentive Funding and Community Bin Funding Programs continue for 2019/20. Applications available at the municipal office.

Kevin O'Handley reported on two illegal dumpsites in St. Marys. Visits were made and re-checks scheduled.



MUNICIPALITY OF THE DISTRICT OF ST.MARY'S
P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

CAO Report – May 13, 2019

CAO:

- Meetings with NS Environment regarding the Water Treatment Plant April 10th to 12th
- Budget Open House preparations and attended Open House on April 15th
- EMO Committee meeting on April 16th
- Discussions with TIR staff regarding Gravel Roads Programs and prepared letter for Warden regarding the municipal priorities under the program
- CoTW on April 17th
- RecPlex public meeting in evening of April 17th – review of last years activity and ideas for potential changes that would generate increased usage of the RecPlex facility
- Arranged and attended meeting with council and representatives from Energy and Mines on April 18th
- Met with Municipal Advisor and Provincial Fire Marshall regarding fire services in the Municipality on April 23rd
- Conducted interviews and hired Municipal Clerk/Special Projects
- Chaired the Fire Services Committee meeting on April 25th
- Attended booth at Saltscapes Expo on April 28th
- Meeting with solicitor regarding upcoming hearings on land expropriation matter April 30th
- CoTW meeting on May 1st
- Met with Port Bickerton & Area Planning Association re Light House property May 7th
- Staff Meeting May 8th
- Attended Federal announcement of funding for the St. Mary's River Association project May 8th
- Council meeting on May 13th

Community Development & Recreation Department Report:

Economic Development & Planning:

April 2019

- Beautification & Streetscaping
 - Provincial Funding Application Submitted April 29
 - Next Steering Committee Meeting sometime in May
- Guysborough County Tourism Strategy Committee Workshop #5 held April 17 in Sherbrooke
 - Refined goal statements – started objectives

- Expecting a draft strategy to be ready by mid-spring/early Summer
- Drafting report on all tourism projects/committees currently in process for our area (WITAP, Guysborough County, other DEANS projects, RICHES, Beautification and Streetscaping)
 - How are they all working together/overlap
 - What is our plan for engaging the public while not over-burdening them with meetings and workshops on the "same" issues
 - This item is currently being included in the presentation portion of the Streetscape Plan public engagement. It is important that the public be aware of the various initiatives that are happening in and around the Municipality and understand how they are linked and work together. We will lose public interest if the initiatives seem to be working in silos with little integration.
- Engage Economic Development Committee members and resume meetings
 - Have been in contact with some businesses – but very little uptake on gathering information
- Local Business Directory
 - Need to find a way to ensure the businesses that are operating within St.Mary's are accounted for and we have a way of engaging them/contacting them. This could look like full district mail-out; a winter event; an open call through media and social media; a review of business licensing and property assessments. Again – still proving difficult to get up to date information.
- Kerri and Kelly organized and worked Saltscapes booth
 - Theme was camping/river/nature
 - Budget was quite tight and may need to be reviewed for 2020 Saltscapes due to Sherbrooke Village 50th Anniversary – need to capitalize on that milestone and maybe rebrand St.Mary's tourism – new info, new, materials, new marketing material
 - Kerri and Kelly will be preparing a report outlining things to consider for 2020 booth
- Receiving some inquiries on development opportunities
 - Need to look into putting together some sort of Development/Business Opportunities Package template (zoning, permits, surrounding uses, services available, funding/grant opportunities, tax information, assessment information, past uses, etc)

May 2019

- Saltscapes – Recommendation report for 2020
- Streetscape Draft Concept Plan Expected late-May
- Beautification project selection – to come out of Streetscape Draft Concept Plan
- Façade Improvement Program draft outline – to provide two 'options' to the Steering Committee
- Open call economic development committee members
- Prepare for a council presentations in May and June 2019 regarding:
 - Application process & Public Engagement (Rezoning, Plan amendment, etc)
 - Municipal Planning Strategy proposed outline (both product and process)
 - Tourism efforts (WITAP, Guysborough County Tourism Strategy, RICHES, TIANS, etc)
- Need to start thinking about further funding opportunities for projects under Streetscaping and Beautification
 - Review of draft Streetscape plan prioritization
 - Select elements to proceed with once the plan has been finalized and supported by Council

- Need to get meetings with corporations like Sobeys and Shoppers Drug Mart and RBC to discuss the Streetscape plan and how they can contribute to implementation
- Guysborough Tourism Strategy Workshop #6 (final) – to be held May 13 in Canso
- Need to draft process charts for council approval (what does a rezoning process/MPS amendment look like)
 - This is important to have in place well in advance of Atlantic Gold planning applications so we are not figuring out or tailoring a process to meet their needs but rather adopting a consistent process that meets the needs of the municipality and services the public interest
 - This is especially important given public perception at this time. Transparency into the processes of development stages and when the public is engaged is vital to a transparent process
- The need for a public meeting will soon be upon us for the Planning Document rewrite. It may be prudent to have a pre-public meeting to discuss the need for new planning documents, the need for public participation, how planning works in the province and the country. Legislative requirements vs municipal policy.

Finance:

- Attended and organized staff training on Diamond Municipal Software on April 5th
- Attended annual information update on Municipal Blue Cross health benefits program and put together an information package for staff
- Annual audit initial testing preparations on April 16th and preparation of full audit documents for the week of May 13th
- Attended and prepared documents for the budget open house on April 15th
- Attended and prepared for interviews of Municipal Clerk position

Public Works:

- High turbidity readings at the Water Treatment Plant required Boil Order being put in place from April 10th to 12th. Worked with NS Environment to rectify the situation.
- New valve and associated plumbing installed at the water treatment plant to allow the use of the second filter.
- Ongoing operations at sewer treatment plant
- Problems with sewer pumps clogging in the lift station in the Village.
- Ongoing operations at Transfer Station
- Drafted tender of wood for sale for stumpage to clear approximately 25 acres of land at transfer station for expansion of C&D site.

Municipal Clerk & Special Projects:

- Updating website (Council minutes & agendas, latest news, events, Council expenses, tenders, employment opportunities, events calendar, etc)

- Municipal newsletter – receiving and editing material, layout design, coordinating printing, stapling and mail out with the receptionist.
- Records management – ongoing maintenance and shredding tracking.
- Agenda and meeting minutes (Council, COTW, Audit Committee, Fire Services)
- Water accounts - Print & mail quarterly bills. Adjusted system for water rate increase effective April 1, 2019
- Verify deposits.
- Attended (teleconference) Diamond training session - Smartlists
- Work with GeoNova on Fire Services maps.
- Attended Audit Committee meeting
- Attended Fire Services meeting
- Assist with preparations for Budget Open House
- Policy work –Social Media & Code of Conduct Policies. Prepared first draft of amended Presentations to Council Policy.
- Preparations for handover of duties to new Clerk.
- Marissa Jordan started in the position on May 6, 2019