



Municipality of the District of St. Mary's

Committee Of The Whole (COTW) Meeting

Wednesday –December 18th, 2019

1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, December 18th, 2019 at 1:00pm in the Council Chambers Sherbrooke, N.S

2. Attending:

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

Also Attending:

Marvin MacDonald, CAO	Marissa Jordan, Municipal Clerk
Marian Fraser, Director of Finance	

3. Approval of Agenda:

On motion of Councillor Kaiser-Kirk and seconded by Councillor Malloy, Council approved the agenda with the following additions:

7g. Contract Negotiations- In camera

Motion carried.

4. Approval of Minutes:

On motion of Councillor Findlay and seconded by Councillor Baker, Council approved the minutes of the COTW Meeting held Wednesday- December 4th, 2019.

Motion carried.

5. Business Arising from the Minutes:

Streetscapes:

- Council asked if there was news about the meeting to discuss paving HWY 7, CAO said the meetings will be set in the near future.

Volunteer of the Year Award:

- Council asked for the new revised nomination form to be sent to Council as well as put in the January newsletter.

Development Coordinator:

- Council asked if there was any news on the grant for the Development Coordinator, staff said not at this time.

6. Presentations:

a. Home Warming (An Efficiency NS Program)-Jennifer Hickey

- Jennifer Hickey presented to Council on the Home Warming Program which provides free home energy assessments and free home upgrades to approved applicants. She handed out packages to councillors that included applications and additional information.
- Ms. Hickey stated that when applicants qualify, they are not responsible for any financial aspect of the assessment, renovation or upgrade.
- Staff asked about instances where the resident is living in a home that is owned by another family member such as a son or daughter or ex-spouse. Ms. Hickey said they should still apply and provide information proving they are financially responsible for the home.
- Council mentioned that filling out the application can be a barrier. Ms. Hickey said that the application is very simple, but because there are only three staff doing this work they don't offer a service to help fill out the applications.
- Ms. Hickey will send a social media package of information in order to put in the newsletter and on the website.

7. Other Matters of Business:

a. Office Generator:

- The CAO updated Council on the six bids received in response to the Request For Proposals (RFP) for an Office Generator which closed on December 17th, 2019. Bids ranged from \$39,156-\$68,000.
- Council reviewed all proposals from the RFP.

Marian Fraser left the meeting at 1:27pm.

Deputy Warden Dort and Marian Fraser joined the meeting at 1:31pm.

- Council made the point that with propane you would also need a vaporizer. A fuel tank for the diesel will attach right on the generator. Council agreed that diesel and a 40kw would be the best option.

On recommendation of Councillor Baker and seconded by Councillor Malloy, Council agreed to award KVS Electrical the contract to install a 40kw generator for the Municipal office at \$39,942.15.

Recommendation adopted.

b. Sherbrooke Library- Heating:

- The CAO presented all of the quotes that were received to install a heat pump at the Sherbrooke Library.
- Council reviewed all options. Council also asked where the heat pump would be placed. Staff explained to Council that it was recommended to be placed on the wall next to the post office and would blow towards the kitchen and main room of the library.

On recommendation of Councillor Smith and seconded by Councillor Kaiser Kirk, Council agreed to award KV Electrical the contract to install a 15,000 BTU heat pump for the Sherbrooke Library at \$5,805.00.

Recommendation adopted.

c. Library Review:

- Council had questions after speaking to Laura Emery (Eastern County Regional Public Libraries) from the previous COTW meeting December 4th, 2019. Ms. Emery later contacted staff to provide information regarding a potential budget shortfall which could mean a reduction in hours at the Sherbrooke Library. She further contacted staff to give specifics on the revenue and expenses for libraries in other municipalities.
- Council stated that if the municipality is giving supplementary funding to Eastern Counties Regional Library (ECRL), it should be going towards our local library services, not general revenue for ECRL.
- Staff pointed out that the Sherbrooke Library is not the only library that has a deficit and of those that do have a deficit, Sherbrooke Library is one of the lower costs to ECRL. Staff relayed to Laura Emery that a reduction in hours at the Sherbrooke Library is a concern.
- The next meeting of the ECRL is in January where this matter will be discussed. Councillor Baker and Councillor Smith will be attending and will report back to Council.
- DKI has quoted the removal of the insulation in the Sherbrooke Library floor. Staff will proceed with hiring DKI for the removal.

d. Municipal Building- Reception Area Upgrades:

- Staff generated an internal plan for revisions to the reception area for security purposes.
- Office Interiors and Tate's Construction have been contacted to provide an assessment/quote.
- Staff also spoke to Antigonish County to see if they would make any revisions to their existing reception area which is very similar to what staff is considering.

e. Surplus Equipment:

- Staff would like to have the tractor and Zamboni attachment from the Recplex, which has been replaced with the Zamboni, deemed surplus equipment and a minimum price decided on by Council.

On recommendation of Councillor Smith and seconded by Councillor Baker, Council deemed the Recplex tractor and Zamboni attachment as surplus equipment.

Recommendation adopted.

- Council discussed different pricing for the surplus equipment and where this equipment would be posted for sale.

On recommendation of Deputy Warden Dort and seconded by Councillor Baker, Council set the minimum bid for the Recplex tractor and Zamboni attachment at \$4500.

Recommendation adopted.

f. 10 Year Municipal Update:

- Staff presented Council with documents they would like to include in January 2020's issue of the newsletter that gives a financial overview from the last ten years.

Councillor Smith left the meeting at 2:20pm.

- Council agreed that this shows how fiscally responsible the municipality has been.
- The Seaside Tower in Spanishship bay should be added to the Capacity Building in St. Mary's. Council would like to add a timeline to this as well.

Councillor Smith returned to the meeting at 2:24pm.

- Council would like to put the three documents in the newsletter one month at a time. First to be the 10 Year Operating Financial Review, then the Capacity Building in St. Mary's, followed by the Financial Indicators Graph.

g. Economic Development Negotiations:

On motion of Deputy Warden Dort and seconded by Councillor Kaiser Kirk, Council moved into an in camera session for contract negotiations at 2:32pm.

On motion of Deputy Warden Dort, Council reconvened to regular session at 3:20pm.

- Council discussed the upcoming COTW meeting and decided to hold it on January 2nd, 2019 at 1:00pm.

Adjournment

On motion of Councillor Baker there being no further matters of business, Council adjourned at 3:21pm



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Mosher