



Municipality of the District of St. Mary's

Committee Of The Whole (COTW) Meeting
Wednesday, July 15th, 2020

1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, July 15th, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Mosher (via teleconference)	Councillor Kaiser-Kirk (via teleconference)
Councillor Baker (via teleconference)	Councillor Smith (via teleconference)
Councillor Findlay (via teleconference)	Councillor Malloy (via teleconference)

Also Attending:

Marvin MacDonald, CAO (via teleconference)
Marian Fraser, Director of Finance (via teleconference)
Marissa Jordan, Municipal Clerk (via teleconference)
Hannah MacDonald, Development Project Coordinator (via teleconference)

Absent with Regrets:

Deputy Warden Dort

3. Approval of Agenda:

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

Motion approved.

4. Approval of Minutes:

On motion of Councillor Findlay and seconded by Councillor Malloy, Council approved the minutes of the COTW Meeting held Wednesday, July 2nd, 2020.

Motion approved.

5. Business Arising from the Minutes:

Non-Profit Organization Tax Exemption Policy

- Councillor Malloy suggested that Council have more discussion on this policy due to COVID-19 and the possibility that the community centers may not be able to host events which is one of the criteria for eligibility under this policy.
- Warden Mosher said that this can be put on a future COTW agenda.

Training

- Councillor Malloy noted that on July 23rd, 2020 Nova Scotia Federation of Municipalities (NSFM) will be hosting an online session on "Ending Racism and Discrimination in the Workplace" and may be a good opportunity for Council to take part.

6. Other Matters of Business:

a. Accessibility Advisory Committee Policy

- Hannah MacDonald introduced a new policy called the Accessibility Advisory Committee Policy. The purpose of this policy is to establish and govern an Accessibility Advisory Committee (AAC) that will provide advice to Council on identifying, preventing, and eliminating barriers for people with disabilities in municipal services, initiatives, and facilities. The committee plays an essential role in helping the

Municipality of the District of St. Mary's become a barrier free community and ensuring accountability is met under An Act Respecting Accessibility in Nova Scotia (2017).

- Councillor Smith asked where the terminology came from within the policy. Mrs. MacDonald said that the terminology came from an example policy from Wolfville as they were the only Municipality in Nova Scotia that had already created a policy and are open to sharing their work.
- Councillor Smith pointed out a duplicate sentence in the policy under section 1.5 and 1.6. Councillor Smith also suggested that section 3.7 of the policy should be changed from "shall host" to "host as needed". Mrs. MacDonald stated she would make those changes.
- CAO MacDonald said that staff is also looking for 2 appointments from Council to sit on the committee so staff can hold the first committee meeting in August and start performing audits of municipal facilities as required by the timeline.
- Council agreed by consensus to appoint Warden Mosher and Councillor Smith to the Accessibility Advisory Committee.

On recommendation of Councillor Smith and seconded by Councillor Baker, Council approve the Accessibility Advisory Committee Policy subject to the changes as recommended.

Recommendation adopted.

b. Nova Scotia Building Code Regulations- Proposed Amendments

- CAO MacDonald stated that staff received correspondence from the NS Building Code Coordinator regarding the proposed amendments to the Nova Scotia Building Code Regulations. The proposed amendments will require all new restaurants and spaces within existing buildings that are converted to restaurants and ensure they are constructed completely barrier-free in accordance with the *Nova Scotia Building Code Regulations*. These changes began in March 2020 but they were put on hold due to COVID-19 and are now engaging in a 45 day public notice period that allows for written comments to be submitted and this period expires on August 12th, 2020.
- These recommendations are in line with the NS Accessibility Act and were brought forward from the September 6, 2018 decision by the Nova Scotia Human Rights Tribunal requiring washrooms located within restaurants to be accessible to persons in wheelchairs.
- Councillor Kaiser-Kirk asked if this information will be put in the August Newsletter. CAO MacDonald said the notice and contact information will be in August Newsletter.

c. Council Procedural Policy

- CAO MacDonald introduced a new policy called the Council Procedural Policy that staff has been working on over the last year and believed it was timely to introduce this policy now with the potential for new council members in the fall. This Council Procedural Policy outlines the operating principles and procedures for the municipal council and council committees of the Municipality of the District of St. Mary's. The procedural requirements in this Policy are intended to complement and supplement, not to replace, the requirements contained in the Municipal Government Act (MGA).
- Council discussed the policy and offered suggestions and direction on certain sections within the policy. Staff said they will further review and revise the policy and make the suggested changes. The policy will be added again to the next COTW meeting for Council's review.

d. Municipal Elections Update

- The Municipal Returning Officer, Marissa Jordan, took part in a conference call for all Returning Officers with the Department of Municipal Affairs and Housing last Wednesday July 8th, 2020. They updated that they believe they have a potential candidate for the Municipal Elections Officer position, but this person has not been officially appointed. Once that person is appointed, they will proceed with training for the Returning Officers.

- The Service Agreement to implement electronic and telephone voting with Intelivote Systems Inc. was signed and sent to them this week. Mrs. Jordan said she will be working with them over the next few months to provide the information they need to set up the system for the 2020 Elections.
- The List of Electors was received today, July 15th, 2020, from Elections NS and the Preliminary List will be prepared by July 31st. There will be two advertisements placed in the Guysborough Journal stating how electors can check if their name is on the preliminary list and when and where the Returning Officer will receive applications to revise the list. This will also be going in the August Newsletter.
- Nomination day will be September 8th, 2020. Alternatively, candidates can file their nomination papers by appointment with myself during office hours 7 business days preceding nomination day. The first day for nominations by appointment would be August 27th. Two advertisements for the Notice of Nominations will be in the Guysborough Journal in August as well as the August Newsletter.

e. 2020-2021 First Quarter Finance Review

- The Director of Finance provided an update to Council on the 2020-2021 First Quarter Finance Review and the following was taken from report:

Notes to Municipal Operating Budget:

- (1) Property tax bills were sent out May 19th and 20th and revenue will appear on the financial statements after July 31st, 2020. All assessment appeals have been completed from PVSC and weekly address and name changes are up to date.
- (2) All provincial and federal grants in lieu revenues will be applied by the deadline of September 30th, 2020
- (3) Appropriation to Regional School - Education expense – April through June invoices have been paid at last years education rate, assumption next invoice will be adjusted to new 2020/2021 monthly education amount.
- (4) Deed Transfer Tax – despite covid19 deed transfer tax is up; see breakdown below

1st Quarter Deed Transfer Tax Revenue Comparison		
	2019-2020	2020-2021
April	6,718	3,188
May	2,878	9,738
June	4,946	8,798
Total	14,541	21,724

- (5) Correction Services expense - 1st quarter invoice has not yet been received, generally billed every quarter
- (6) Deficit from Regional Housing Authority – the 2019/20 actual expense payable to Housing NS was \$12,919 (originally \$8,000 budgeted). This was up from the 2018/19 payable of \$8,812. Requested additional information from Housing NS, see attached. They also projected for 2020/21 payable to be between \$11,538-\$12,721
- (7) Once report on 1st quarter building permit detail is received from building inspector it will be forwarded onto council for review. Information received from the Development Officer (Ms. Torrey) stated that last year January to July the Municipality has 5 homes/cottages and the total value of

permits for all permits was \$1,739,000. This year January to July 2020 the Municipality is currently at 11 new homes/cottages and the total value is at \$2,252,500.

- (8) Interest on Investments – due to the drop in the prime rate interest gained on the municipal bank account will be under the projected budgeted revenue for the year by at least half. This equals a shortfall of approximately \$10-12k.
- (9) General government services expenditures appear to be on track for the first quarter.
- (10) Janitor expense will be over budget this fiscal year due to the increased cleaning demands of COVID19. Estimated cost overrun for the year of \$5K.
- (11) Council and staff expenses will be under budget due to COVID19 and no meeting travel expenses, conferences or training. This change could result is upwards of \$10k in savings for the fiscal year.
- (12) Solicitor expense includes first quarter billing for annual retainer.
- (13) Property valuation services expense includes both the first and second quarter payments to PVSC
- (14) Valuation allowance – once sealed tenders are completed expenses will be realized to this budget line item.
- (15) Protective Services - Annual grants and training grants to Fire departments will be released after July 31st
- (16) RCMP – policing, actual 2020/2021 expense will be \$489,295 vs budget of \$482,542: \$6,753 over budget
- (17) Property inspection – building inspections – shared service with Guysborough Municipality for building inspector services, did not receive any invoices for services during first quarter
- (18) Planning and Subdivision – funds to cover Fathom Studio contract, part from 2019/2020 and part from 2020/2021 budget
- (19) Cultural services; Sherbrooke Library – minimal expense for library services during the first quarter of 2020/21

Notes to Department of Community Development and Recreation:

- (1) Recreation & Community Development –
 - a. Before & After Program – partial grant has been received for the program to continue
 - b. Active Community Fund & Community Use of School Grants are remainders and carry over from last fiscal year
 - c. Salary for Director of Community Development and Recreation is under budget due to vacant position. Interviews will take place soon to fill this position.
 - d. Travel, conferences, & TD will be under budget this fiscal year
 - e. Summer Staff expense will be very minimal as 100% funding was received for two full time positions. Two casual positions were hired for the summer to help assist in programs, this will result in a \$1,500 expenditure, overall savings of approximately \$14,400 for this line item
 - f. Volunteer Awards has been postponed until the fall
 - g. Canada Day – only expense is for fireworks which were ordered/received before celebrations were cancelled.
 - h. Parks & Trails – a portion of this line item will be used to fund the position of a summer maintenance staff.
- (2) Fitness Center – The fitness center continues to be closed
- (3) St. Mary's Recplex – Seasonal operation, some maintenance will be done over the summer. Yearly insurance is slightly higher than budgeted.

Notes to Department of Economic Development:

- (1) Main Street Project – Phase 1 balance of funding \$4,972, plus the \$2,500 budgeted for the current year, totaling \$7,472 left in budget for phase 1 to June 30/20. Phase 2 application is still under review from the province for the streetscape and beautification grant.
- (2) Tourism Promotion/Saltscapes- 2020/21 saltscapes event cancelled for the year, therefore approximately \$4,000 savings.

Notes to Department of Public Works:

- (1) Municipal Transfer Station –All other operations at the transfer station are on track for the first quarter. Blue bag tipping fee will be under budget, but solid waste tipping fee will be slightly overbudget due the current disposal arrangements. Ground water testing has been completed for the spring. It is projected the C&D will be tendered for burial this fall.
- (2) Sherbrooke Sewer Utility – No major items in sewer utility to report, all items in budget are on track for first quarter.
- (3) Sherbrooke Water Utility – All expenses appear to be on track for the first quarter. Chemicals are ordered in large batches for the year. This fall the utility should begin the process of a rate study to occur in early fiscal 2021/2022.

Capital Reserves:

- (1) General Capital
 - a. Recreation Facility Grant – The full \$30,600 was received from the Recreation Facility Development Fund Grant. The balance of this grant to be spent is \$7,734 which will assist with additional repairs at the Recplex.
 - b. Dry Hydrant –. Aspen location is scheduled to be installed this year
 - c. Office Generator – Generator has been purchased and installed
 - d. J-Class Roads – \$45,000 budgeted but not proceeded with for this fiscal
 - e. UV System for sewer – engineering design for system
 - f. Streetscapes – Still waiting to hear from the funding application submitted for Phase 2.
- (2) Gas Tax Reserve
 - a. Revenue for the year has already been advanced, slightly lower than budgeted
 - b. Water and Sewer gas tax projects for this year are currently underway
- (3) Roy Steed Fund
 - a. A \$2,000 donation has been received, making the balance of the fund \$7,000
 - b. Outside Repairs- work is being completed throughout the summer; painting, replacing rotten outside siding, roofs above doors, etc.

Covid-19 Property Tax Financing Plan Policy Update

- 1) Despite several forms of advertisement of the program there has been no applications and the deadline for the program is up.
- Councillor Kaiser-Kirk asked why the actuals to June 30th 2020 seemed low under the Municipal Transfer Station compared to the total yearly budget. The Director of Finance explained that this only represented two months of expenses and was just because of timing with invoices.

f. Sewage Treatment Plant Tender Results

- The Municipality received funding under the Investing in Canadian Infrastructure Program to install an Ultraviolet treatment system and undertake upgrades to the Sherbrooke Sewage Treatment Plant. CAO MacDonald explained that as a part of the Sewage Treatment Plan upgrades the Municipality had Strait Engineering prepare an RFP for the design and supply of an appropriate Ultraviolet light system to treat sewage at the Sherbrooke treatment plant. Strait also prepared a separate RFP for the supply of aeration equipment for the Sherbrooke Sewage Treatment Plant
- Both RFP's are now closed and Strait reviewed and provided summaries of the submissions (4 submissions for the UV System and 2 submissions for supply of aeration equipment). In both cases SEL are recommending the lowest bid based on the proposed equipment functionality and price (value for money)

- Councillor Findlay asked if it was possible to give both contracts to the same company. The CAO stated the RFP's fall under two different areas of work and all the companies had the opportunity to bid on both RFP's. Councillor Findlay also asked where the money is coming from to pay for the engineers. The Director of Finance explained that \$55,000 was the Municipality's portion of the capital and the rest of the funding is through the Investing in Canadian Infrastructure Program (ICIP) of \$139,641. The amount for the engineering company would be worked into the total budget of the project which is a cost share agreement with the provincial and federal government.

On recommendation of Councillor Baker and seconded by Councillor Findlay, Council approve the award of the Aeration Equipment Supply contract to ENV Treatment Systems Inc for the cost of \$19,985 + HST.

Recommendation adopted.

On recommendation of Councillor Findlay and seconded by Councillor Baker, Council approve the award of the UV Disinfection Unit Selection/supply to Atlantic Purification Systems for the cost of \$29,186 + HST.

Recommendation adopted.

g. August Meeting Dates

- Council agreed to have a regular Council Meeting on Monday, August 10th, 2020 at 7:00pm
- Council agreed to have COTW meetings on August 5th, 2020 at 7:00pm and a possible meeting on August 19th, 2020 at 7:00pm if the need arises.

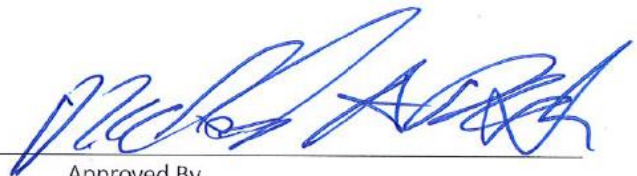
7. Adjournment

On motion of Councillor Baker and seconded by Councillor Malloy there being no further matters of business, Council adjourned at 8:22pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Moshier