



# Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting  
Wednesday, November 4<sup>th</sup>, 2020

## 1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, November 4<sup>th</sup>, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S.

## 2. Attending:

Warden Wier	Councillor Mailman
Deputy Warden Fuller	Councillor Malloy
Councillor Baker	Councillor Zinck

## 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 Fuller and seconded by Councillor Malloy, Council approved the agenda with the following additions:*

7.i – In camera session- Tax Sale

***Motion approved.***

## 4. Approval of Minutes:

*On motion of Councillor Baker and seconded by Councillor Malloy, Council approved the minutes of the COTW Meeting held Wednesday, October 7<sup>th</sup>, 2020.*

***Motion approved.***

## 5. Business Arising from the Minutes:

- No business arising.

## 6. Presentation

### a. 2nd Quarter Finance Review

- The Director of Finance presented the 2<sup>nd</sup> Quarter Finance Review.
- The Municipality received a Safe Restart Agreement Grant of \$67,115 through the province today, November 4<sup>th</sup>, 2020 from the result of staff filling out surveys disclosing details on loss revenue due to COVID-19. This grant is to help offset the costs of COVID-19 such as extra janitorial expenses, lost of revenue from interest on bank account, extra staff hired for monitoring COVID guidelines, RecPlex and Fitness Centre closing early and the increase of bids on tenders.
- The Director of Finance went through the Detail of Revenue- Operating Fund. Currently the Municipality's taxes are 9% uncollectable compared to 23% uncollectable five years ago.
- Deed Transfer tax- 2020/2021 budget is \$55,000, as of September 30<sup>th</sup>, 2020 the Municipality has received \$62,412 to date due to a larger number of property sales in the Municipality.
- Revenue from licences/permits has been budgeted at \$3,500 for the 2020/2021 year, as of September 30, 2020 the Municipality has received \$2,504 for licences and permits.
- The Director of Finance went through the General Government Services, Protective Services, Transportation Services, Environmental Health Services, Solid Waste, Environmental Development Services, and the Recreation and Cultural Services sections of the expenditure details of the budget.

- Most expenses related to council or staff travel costs will be under budget for this fiscal due to COVID-19.
- The Director of Finance reviewed the individual budgets for each service that is listed as an expenditure in the Municipal Budget.

*On motion of Councillor Malloy and seconded by Councillor Mailman, Council recessed at 8:36pm.*

***Motion approved.***

*Council reconvened at 8:44pm.*

- The Director of Finance continued to update Council on the remaining budgets for services listed as expenditures in the Municipal Budget.
- General Operating Accumulated Surplus balance as of March 31<sup>st</sup>, 2020- \$1,731,190
- Water Utility Depreciation Fund March 31<sup>st</sup>, 2020- \$39,521
- Water Operating Deficit balance as of March 31<sup>st</sup>, 2020- \$71,922

## **7. Other Matters of Business:**

### a. Recording Meetings

- Council discussed the possibility of both audio and visual recordings for future council meetings.
- Staff said that to invest in an audio recording device that would allow for the room capacity of the council chambers as well as adequate storage and ease of transferring the file to a computer could be between \$250-500. An audio/visual device and additional set up equipment could potentially be \$1500 or more.
- Staff informed Council that whether they choose audio or audio/visual as a means of recording, these files will most likely need to be uploaded by a third party because of the Municipality's low internet quality at a potential cost of \$800/year.
- Council discussed and agreed that once an audio device has been purchased for recording, then Council will begin to audio record council meetings.

*On recommendation of Councillor Zinck and seconded by Deputy Warden Fuller, Council agreed to begin to audio record all Council Meetings once an audio recording device has been purchased.*

***Recommendation adopted.***

### b. J-Class Roads

- Staff informed Council that the choice of potential roads to pave, repave or double chip-seal for the Cost Share Agreement 2020-020 through Transportation and Infrastructure Renewal (TIR) for the 2021/2022 construction season and municipal budget and must be submitted to TIR before November 30<sup>th</sup>, 2020.
- Council discussed the road options.

*On recommendation of Councillor Baker and seconded by Councillor Malloy, Council agreed to put Main Street (from Trunk 7 to Court Street) on the J-Class Roads list for the Cost Share Agreement 2020-020.*

- Council asked if there can be more discussion on other potential roads at another COTW meeting.
- The CAO stated that there could more discussion, but a special meeting of Council would then need to be called in order to meet the deadline of November 30<sup>th</sup>.

***Recommendation adopted.***

### c. Formal Committee Appointment Recommendations

- As per the Council Procedural Policy, appointment of councillors to internal and external committees takes place by consensus of council at the first regular meeting. Councillors will hold a term of one year with the option for reappointment at the Annual General Meeting of Council.
- Councillors discussed the committees and were appointed by consensus to the following committees until April 1<sup>st</sup>, 2021:

Table 1. Internal Committees/Boards:

<b>Committee</b>	<b>Councillor</b>	<b>Alternate</b>
Accessibility Committee	Warden Wier & Deputy Warden Fuller	No Alternate
Active Transportation Committee	Councillor Malloy & Councillor Mailman	No Alternate
Audit Committee	All Councillors	N/A
Emergency Measure Organization (EMO) Committee	Warden Wier & Deputy Warden Fuller	No Alternate
Fences Arbitration Committee	Councillor Baker	Councillor Zinck
Fire Services Committee	All Councillors	N/A
Occupational Health and Safety Committee	Councillor Malloy & Warden Wier	No Alternate

Table 2. External Committees/Boards:

<b>Committee</b>	<b>Councillor</b>	<b>Alternate</b>
Eastern Counties Regional Library (Board Member)	Councillor Baker	Councillor Mailman
Region #2 Solid Waste	Councillor Malloy	Deputy Warden Fuller
Sherbrooke Village Commission (Board Member)	Councillor Mailman	No Alternate
Guysborough Adult Learning Association (Board Member)	Deputy Warden Fuller	Councillor Baker
Port Hawkesbury Paper Forest Advisory Committee	Warden Wier	Councillor Mailman
Wild Islands Tourism Advancement Program	Councillor Zinck	No Alternate
Port Bickerton Lighthouse Association	Councillor Malloy	No Alternate
Guysborough Community Health Board	Deputy Warden Fuller	No Alternate
Guysborough County Tourism Board	Councillor Zinck	No Alternate

#### d. Municipal Awareness Week

- Municipal Awareness Week is from November 16<sup>th</sup> to November 20<sup>th</sup>, 2020. There was a community wordsearch put in the municipal newsletter for a chance to win a municipal prize. There will also be municipal information and trivia released on the Facebook page and website throughout Municipal Awareness week to keep residents informed with the potential for residents to win a prize.
- Council suggested writing an education piece for consecutive newsletters with definitions and duties of councillors and staff to inform residents. Council also suggested doing staff member or councillors bios as an educational piece for Municipal Awareness Week.

#### e. Remembrance Day

- Some local legions will be holding Remembrance Day ceremonies on November 11<sup>th</sup>, 2020 while respecting COVID-19 guidelines. The Municipality will be represented by wreaths laid at both the Liscomb service and Sherbrooke service.
- Warden Wier will lay a wreath at the Sherbrooke service on behalf of the Municipality, Councillor Baker will lay a wreath at the Liscomb service on behalf of the Municipality.
- Deputy Warden Fuller stated that the Goshen Community Centre will be holding a service on Sunday Nov 8<sup>th</sup>. Deputy Warden Fuller will contact the Community Centre for details and will contact staff if a wreath can be ordered on behalf of the Municipality.

#### f. Sewage Treatment Plant Upgrades

- The low bid of \$235,000 plus HST for general contracting for the Sherbrooke STP Upgrade/UV System was submitted by Tate Construction Ltd. That bid was approximately \$78,000 over budget for the project so Strait Engineering (Consultants for the project) and municipal staff met with Tate Construction on October 30<sup>th</sup> to determine if a scope change could be made to the project to bring it within the budget range.
- By eliminating the sandblasting and refinishing the tanks and the replacement of the tank cover & insulation the cost for the general contracting portion of the project is lowered to \$157,779, which also includes the cost for the aeration equipment and 80% of the UV system.

- At that, the total project is estimated to cost \$199,411 and an additional \$5,000 to vacuum pump and clean the Equalization tank (See attached budget estimate for the project). In total the Municipality is approximately \$10,000 over the estimated cost for the project
- The work on the tanks can be deferred until the next couple years and can be done by municipal staff for less cost to the municipality.
- The UV System and the new aeration equipment is required to bring the plant back into operation and to meet the effluent quality standards set by Nova Scotia Environment. Options to cover the cost overrun are to use the Capital Reserve and to replace it from potential operating surplus at the end of the fiscal year.
- Staff recommended that Council approves the award of the general contracting component of the Sherbrooke Sewer Treatment Plant upgrade/UV System project to Tate Construction Ltd. for \$157,779 plus HST.
- Staff recommended that the cost overrun to be taken from the Municipal Capital Reserve and that the Municipality defer the tankage cleaning, refinishing, and replacing covers and insulation until the next couple years and the work to be completed by municipal staff.

*On recommendation of Councillor Baker and seconded by Councillor Zinck, Council approves the award of the general contracting component of the Sherbrooke Sewer Treatment Plant upgrade/UV System project to Tate Construction Ltd. for \$157,779 plus HST and that the cost overrun to be taken from the Municipal Capital Reserve and that the Municipality defer the tankage cleaning, refinishing, and replacing covers and insulation until the next couple years and the work to be completed by municipal staff.*

**Recommendation adopted.**

#### g. Special Election- District 8

- Staff informed Council that as per the Municipal Elections Act, Council must conduct a Special Election for District 8 due to the vacancy. The day chosen for the special election has to be a Saturday not more than eleven weeks after the meeting of Council at which the ordinary poll day was named, which will be at the November 9<sup>th</sup> Regular Council meeting.
- Staff recommended that Council make formal recommendations on the following special election items tonight so that they can go forth to the Regular Meeting of Council on Monday November 9<sup>th</sup> for formal motions:
  1. Set the dates for ordinary poll and advance poll:
    - Staff recommended January 16<sup>th</sup>, 2021 as the ordinary poll day for the Special Election of District 8. This then means that Nomination Day would be on December 22<sup>nd</sup>, 2020.

*On recommendation of Councillor Malloy and seconded by Councillor Zinck, Council agreed to set the date of the Special Election for Saturday, January 16<sup>th</sup>, 2021 and the 1<sup>st</sup> Advance Poll Date for Saturday, January 9<sup>th</sup>, 2021.*

**Recommendation adopted.**

2. Choose the method of administering the election (electronic voting, paper ballot voting, or a hybrid) including the location.
  - Council discussed the options for administering the election and the implications due to COVID-19, financial impact as well as comparing methods of voting that were utilized by electors in the previous election.

*On recommendation of Councillor Malloy and seconded by Councillor Mailman, Council agreed to use electronic voting to administer the Special Election for District 8.*

**Recommendation adopted.**

3. Appoint the Municipal Returning Officer:
  - Council discussed appointing the former returning officer as the returning officer for the Special Elections.

On recommendation of Councillor Baker and seconded by Councillor Zinck, Council agreed to appoint Municipal Clerk, Marissa Jordan as the Municipal Returning Officer for the Special Election for District 8.

**Recommendation adopted.**

4. Choose to use the List of Electors from Elections NS as the Preliminary List:
  - Normally during a regular election, the Municipality signs a contract with Elections NS to obtain the List of Electors to use as the Preliminary List for an Election. The Municipal Clerk spoke to Elections NS and there is no need to enter a new contract where the list was so recently revised.
  - Staff recommended using this list again.

On recommendation of Councillor Malloy and seconded by Councillor Baker, Council agreed to use the List of Electors from Elections NS as the Preliminary List for the Special Election for District 8.

**Recommendation adopted.**

5. Set the tariff of fees for Election Staff:
  - Staff recommended that Council agree to the previous wages for Election Staff as set for the regular election on October 17, 2020.

On recommendation of Councillor Baker and seconded by Councillor Zinck, Council agreed to set the Systems Election Officer at \$16/hr.

**Recommendation adopted.**

#### h. Meeting Dates/Times:

##### i. Regular & COTW Meetings

- Council discussed options for Regular Council and COTW Meeting dates and times.
- Council agreed by consensus to set the Regular Council meetings on the second Monday of the month at 7:00pm and the COTW meetings on the first and third Wednesday of the month at 7:00pm.

##### ii. Orientation Training

- Staff updated Council on the upcoming dates for training through the Department of Municipal Affairs and Housing (DMAH) as well as the Association of Municipal Administrators of NS (AMANS).
- Staff also suggested November 9<sup>th</sup> from 3:30-6pm and November 24<sup>th</sup> from 1pm-4pm for internal municipal training.
- Legal Orientation with solicitor Peter Rodgers was suggested for November 20<sup>th</sup> from 10am- 11am followed by an introductory meeting with Lloyd Hines from noon-1pm.
- Council agreed to the dates suggested.

##### iii. Priorities and Planning Session

- Staff asked that Council consider a date for a Priorities and Planning Session. Council discussed and chose December 16<sup>th</sup> at 3:30pm as a potential date.

#### 7.i – In camera session- Tax Sale:

On motion of Deputy Warden Fuller and seconded by Councillor Zinck, Council moved into an in-camera session for the subject of Tax Sale at 10:42pm

**Motion approved.**

On motion of Councillor Malloy and seconded by Councillor Zinck, Council reconvened to regular session at 11:02pm.

**Motion approved.**

## **8. Adjournment**

On motion of Deputy Warden Fuller and seconded by Councillor Malloy there being no further matters of business, council adjourned at 11:02pm.

**Motion approved.**

Recorded By  
Municipal Clerk/Special Projects Coordinator



Approved By  
Warden Wier

