



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting
Wednesday, February 3rd, 2021

1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, February 3rd, 2021 at 7:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Also Attending:

Marvin MacDonald, CAO
Marian Fraser, Director of Finance (DOF)
Marissa Jordan, Municipal Clerk & Special Projects Coordinator

3. Additions to the Agenda:

- No additions

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Malloy and seconded by Councillor Baker, Council approved the minutes of the COTW Meeting held Wednesday, January 20th, 2021.

Motion approved.

6. Business Arising from the Minutes:

Library Funding:

- Staff updated Council that an email was received from the Chief Librarian of the Eastern Counties Regional Library stating that at a meeting of the Council of Regional Librarians that the mandated funding increase for Municipal units will not be implemented in the 2021-2022 budget year.
- The CAO apologized for the confusion at the last meeting about the Tourism Guysborough Country Association board representative. Councillor Zinck was appointed at a previous meeting of Council, so Councillor Baker will not be needed at on that Board this time.

7. Correspondence:

a. Port Hawkesbury Paper-Forest Stewardship Council (FSC) Surveillance Audit:

- Staff received a letter notifying Council that SAI Global services has been retained to conduct a Forest Stewardship Council (FSC®) Forest Management audit on the area under the Forest Utilization License Agreement (FULA) on Nova Scotia Crown Lands. This audit is scheduled for March 9 to 12, 2021.

- To assist with the audit SAI Global is asking for input in this process. If Council has any comments or concerns regarding the forest management activities that they would like SAI Global to address, they may contact the lead auditor Dominic Lessard.
- Council asked how many acres of crown land there are in the Municipality that are under License Agreement. The CAO said he can get the figure from the Department of Lands and Forest and pass on to Council.

b. St. Mary's Shooter Association- Thank You:

- Staff received a letter on behalf of the St. Mary's Shooter Association thanking Council for the grant distributed through Council's District Funds and will be used to help pay for emergency range repairs.

8. Other Matters of Business:

a. Regional Shared IT Services- Municipal Innovation Program Application:

- Staff explained to Council that the Municipality in conjunction with the Municipality of the County of Antigonish, Town of Antigonish, Municipality of the County of Inverness, Town of Port Hawkesbury, and the Municipality of the County of Victoria has been in discussion for a shared model for IT services.
- The Group Action plan and municipal IT assessments completed in 2020 describes a shared service model for IT services and provides a three-phase action plan to address specific gaps in the partners' existing services. Costing and timeline estimates are also provided. This information is helpful; however, additional information is being sought by the Partnership so that each participating municipality can consider its options and make an informed decision concerning the provision of IT services and funding formula.
- The province has also put out a new funding program called the Municipal Innovation Program to promote municipalities working together to improve shared services with funding that could cover up to 25-90% of a project. The group would like to apply for this funding to help cover the cost of the Advisory Services which would be the next stage of the process.
- Council asked what the cost of this would be. The DOF explained that this initial phase of the project, advisory services, could have a potential total cost of \$12,500. In this phase, the approved proponent would be given the plans that were developed March of last year that included the assessments of each Municipal unit. The Municipality's share of this advisory service phase could be around \$1,500-\$1,800.
- If Council supports this phase of the project a letter of support including a recommendation from each municipal unit's council will be sent with the application for the Municipal Innovation Program.

On recommendation of Councillor Malloy and seconded by Councillor Baker, given that the Municipality of the County of Antigonish, Town of Antigonish, Municipality of the County of Inverness, Town of Port Hawkesbury, Municipality of the District of St. Mary's and the Municipality of the County of Victoria would like to consider the establishment of an inter-municipal information technology (IT) service, and the Municipal Innovation Program is intended to support such regional initiatives, it is recommended that the Municipality of St. Mary's supports the application for funding under this program to obtain advisory services to develop a formal three-year start-up plan that will facilitate a final decision on participation by the partnering municipalities. It is noted that the St. Mary's participation is contingent on the development of an acceptable funding formula between the partnering municipalities.

Recommendation adopted.

b. Sealed Tax Sale Tender:

- Sealed bids were opened on February 3rd, 2021 at 9:05am with CAO Marvin MacDonald, DOF Marian Fraser, Municipal Clerk Marissa Jordan and Cashier/Receptionist Melanie Mills present. All bids were dated when received and opened in that order. The 10 bids ranged from \$5500-\$12,000.

On recommendation of Deputy Warden Fuller and seconded by Councillor Baker, Council accept bid #8 from Kevin Cruickshank of Enfield in the account of \$12,000 for sealed tax sale by tender on AAN#01026712 and to write off the remaining balance of taxes on AAN#01026712 in the amount of \$7,613.30.

Recommendation adopted.

c. Recplex Recreation Facility Development (RFD) Grant:

- Last year, staff applied for the Recreation Facility Development Grant to replace the chiller unit at the Recplex. The total project cost was \$92,000 and the application was approved allowing the Municipality to receive 1/3 funding. To date, the Municipality has spent over \$81,000 of this project but there is still one item in the system that remains outstanding for maintenance and repair which is the brine pump.
- A quote was received from Cimco for the amount of \$9,473.56 plus HST which would allow for the remainder of the grant to be used.

On recommendation of Councillor Zinck and seconded by Councillor Mailman, Council agreed to purchase and install a new brine pump and motor from Cimco in the amount of \$9473.56 plus HST.

- Council asked what will happen with the old model if it could be refurbished and kept as a spare. The CAO said that it will be kept as a spare.

Recommendation adopted.

d. Guysborough County Tourism Association (GCTA)- Atlantic Canada Opportunities Agency (ACOA)

Application:

- The CAO said that GCTA has been in discussion with ACOA to establish a brand and promotional work for the association. There are commitments from the Municipality of the District of Guysborough and the Municipality of the District of St. Mary's in the amount of \$2,500 from last year and that amount has been carried in the budget since but has not yet been given due to timing during the COVID pandemic.
- The CAO stated that he indicated to GCTA that this amount will still be put towards the project.

10. Adjournment

On motion of Councillor Malloy and seconded by Councillor Zinck, there being no further matters of business, Council adjourned at 7:27pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Wier