



# Municipality of the District of St. Mary's

Regular Council Meeting  
Monday, June 14<sup>th</sup>, 2021

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## 1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday at 4:00pm. *All present attended virtually using Microsoft Teams.*

## 2. Attending:

Warden Wier                                      Councillor Malloy  
Deputy Warden Fuller                      Councillor Zinck  
Councillor Harpell

## Also Attending:

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

## Absent with Regrets

Councillor Baker  
Councillor Mailman

## 3. Additions to the Agenda:

- No additions

## 4. Approval of Agenda:

*On motion of Councillor Harpell and seconded by Deputy Warden Fuller, Council approved the agenda as presented.*

***Motion approved.***

## 5. Approval of Minutes:

*On motion of Councillor Malloy and seconded by Councillor Zinck, Council approved the minutes of the Regular Council Meeting held May 10<sup>th</sup>, 2021.*

***Motion approved.***

## 6. Business Arising from the Minutes:

- No business arising.

## 7. Recommendations from Committee Of The Whole:

COTW Meeting- May 19<sup>th</sup>, 2021:

*On motion of Deputy Warden Fuller and seconded by Councillor Harpell, Council agree to write a letter supporting the designation of Sherbrooke River as a Heritage River.*

***Motion approved.***

*On motion of Councillor Zinck and seconded by Councillor Malloy, Council agreed to write a letter to the Minister of Communities, Cultures, and Heritage and the Minister of Municipal Affairs to ask for clarification on the ECRL portion of the 12 Months Letter.*

***Motion approved.***

On motion of Councillor Harpell and seconded by Deputy Warden Fuller, Council agreed hold all council meetings at 4:00pm for the next four months on a trial basis.

**Motion approved.**

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council agreed to add the Port Hilford/Indian Harbour Lake Women's Institute to the Non-Profit Organization Property Tax Exemption schedule.

**Motion approved.**

On motion of Deputy Warden Fuller and seconded by Councillor Zinck, Council agreed to send a letter to the ECRL to inform them about the clarification letter to the Ministers and request an in-person meeting when COVID restrictions have been lifted.

**Motion approved.**

On motion of Councillor Harpell and seconded by Councillor Malloy, Council agreed to proceed with the repaving of Main Street from Court Street to Trunk 7 (0.2km).

**Motion approved.**

COTW Meeting- June 2<sup>nd</sup>, 2021:

On motion of Deputy Warden Fuller and seconded by Councillor Harpell, Council agreed to approve the Stillwater Community Club as an additional non-profit organization for the Property Tax Exemption-Schedule A.

**Motion approved.**

On motion of Councillor Zinck and seconded by Councillor Malloy, Council approved the Climate Change Resilience Committee Policy.

**Motion approved.**

On motion of Councillor Harpell and seconded by Councillor Malloy, Council award the tender for the Port Bickerton Lighthouse Road to G.F. MacDonald & Sons Ltd for the amount of \$14,700 plus HST.

**Motion approved.**

**8. CAO Report:**

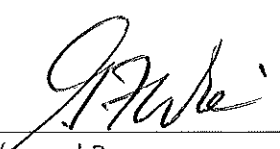
- Please see attached report.

**10. Adjournment**

On motion of Councillor Zinck and seconded by Deputy Warden Fuller there being no further matters of business, Council adjourned at 4:12pm.

**Motion approved.**

  
Recorded By  
Municipal Clerk/Special Projects Coordinator

  
Approved By  
Warden Wier



# Municipality of the District of St. Mary's

Recommendations from COTW  
Regular Council Meeting- June 14<sup>th</sup>, 2021

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## COTW Meeting- May 19<sup>th</sup>, 2021:

*On recommendation of Deputy Warden Fuller and seconded by Councillor Baker, Council agree to write a letter supporting the designation of Sherbrooke River as a Heritage River.*

**Recommendation adopted.**

*On motion of Councillor Mailman and seconded by Councillor Harpell, Council agreed to write a letter to the Minister of Communities, Cultures, and Heritage and the Minister of Municipal Affairs to ask for clarification on the ECRL portion of the 12 Months Letter.*

**Recommendation adopted.**

*On motion of Councillor Malloy and seconded by Deputy Warden Fuller, Council agreed hold all council meetings at 4:00pm for the next four months on a trial basis.*

**Recommendation adopted.**

*On recommendation of Councillor Harpell and seconded by Councillor Baker, Council agreed to add the Port Hilford/Indian Harbour Lake Women's Institute to the Non-Profit Organization Property Tax Exemption schedule.*

**Recommendation adopted.**

*On recommendation of Councillor Harpell and seconded by Councillor Baker, Council agreed to send a letter to the ECRL to inform them about the clarification letter to the Ministers and request an in-person meeting when COVID restrictions have been lifted.*

**Recommendation adopted.**

*On recommendation of Councillor Harpell and seconded by Councillor Baker, Council agreed to send a letter to the ECRL to inform them about the clarification letter being sent to the Ministers and to request an in-person meeting when COVID restrictions have been lifted.*

**Recommendation adopted.**

*On recommendation of Councillor Baker and seconded by Councillor Harpell, Council agreed to proceed with the repaving of Main Street from Court Street to Trunk 7 (0.2km).*

**Recommendation adopted.**

## COTW Meeting- June 2<sup>nd</sup>, 2021:

*On recommendation of Deputy Warden Fuller and seconded by Councillor Mailman, Council agreed to approve the Stillwater Community Club as an additional non-profit organization for the Property Tax Exemption-Schedule A.*

**Recommendation adopted.**

*On recommendation of Councillor Mailman and seconded by Councillor Zinck, Council approved the Climate Change Resilience Committee Policy.*

***Recommendation adopted.***

*On recommendation of Deputy Warden Fuller and seconded by Councillor Harpell, Council award the tender for the Port Bickerton Lighthouse Road to G.F. MacDonald & Sons Ltd for the amount of \$14,700 plus HST.*

***Recommendation adopted.***



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

**CAO Report – June 14, 2021**

**CAO:**

- Preparation of materials for and attended Council and COTW meetings by MS Teams
- Awarded tender for Armour Rock and Roadway Repairs on the Port Bickerton Light House Road
- Sought federal and provincial funding for the Port Bickerton Light House Road project
- Researched and advised Council on municipal matters
- Telephone meetings with TIR regarding J-Class Road Program and potential inclusion of sidewalk for Main Street Sherbrooke
- HR matters including filling the positions for the Economic Development Officer and the maternity leave replacement for the Active Living Coordinator
- Worked with staff on projects and tasks as listed under each department summary provided below

**Finance:**

- Meetings – Attended all COTW, Council and Staff meetings for the month of May.
- Tax Arrears/Tax Sale – Continued the process for the 2021 tax sale. The sealed tax sale is set for June 29<sup>th</sup>, 2021. Letters have been sent to interest/liens holders and final notices to property owners. Prepared and updated accordingly tax sale advertisement. Answered various inquires and assisted public with questions regarding the tax sale and properties listed.
- 2021/2022 Tax Bills – Completed tax billing process (process includes multiple steps of review and balancing) and bills were mailed out the third week of May.
- Financial Statements – Completed monthly bank reconciliations/ financials and prepared reports. Prepared information for monthly newsletter regarding passing of annual budget.
- Human Resources – Completed bi-weekly and monthly payroll procedures, including a monthly STATS-can survey along with staff scheduling and monthly vacation/sick/til tracking summaries. Completed ROE's for staff as required. Continuation of assisting with job posting for Physical Activity mat leave, Economic Development Officer and CAO positions, including attending interviews and question preparation.
- Inter-municipal IT Project – Continuation of work on IT project, will be presented to council at COTW in June.

## **Community Development & Recreation:**

May programming & events were cancelled due to the provincial lock down. All participants and parents were notified as well as posted on social media and our website.

### Looking into June Programming

If permitted the following is planned:

Pickle ball

Virtual Canada Day Event

Intermural Sports for ages 5-12

StoneWall Park Family Bingo Hike

## Grant's

In May the following grants were applied for:

- Municipal Wellness Grant
- CPRA Grant for Summer Students

In May we received approval of the following:

- \$600 Participaction Better Communities Challenge

## Other

- Municipal Newsletter.
- Kaytland Smith started for the Clean Leadership Intern Job: Climate Change Action Coordinator.
- Worked on Participaction Better Communities Challenge
- Worked on Canada Day Planning
- Worked on Summer Planning
- Job ad for Summer Rec Leaders
- Play box was sent to Liscomb Playground for the month of June.
- Mallory Fraser was offered the MPAL Maternity Leave Position (1 year term). Maggie created a Maternity Leave binder to support the work of the new MPAL. This binder explains the job, programming and important contacts and deadlines.
- We met with Rae Gunn and Eric Lumsden to discuss our new ACF 2021-22 application which will be submitted in mid-July.
- Maggie took part in a Healthy Minds- Healthy Life webinar along with the other MPAL's.

## **Public Works:**

- The new aeration equipment installed at the Sewage Treatment Plant
- Commissioning of the new UV light treatment system at the Sewage Treatment Plant completed
- Continued operations at Water Treatment Plant and Sewage Treatment Plant.
- Continued operations of the Transfer Station

## **Municipal Clerk & Special Projects:**

### Attended Regular Meetings:

- Regular Council Meeting- May 10<sup>th</sup>, 2021
- Staff Meeting- May 7<sup>th</sup>, 2021
- Staff Meeting- May 14, 2021

- COTW Meeting- May 19<sup>th</sup>, 2021
- Meeting with LAMNS Reps- May 31, 2021

Prepared the agendas and supporting documentation for all above meetings, recorded minutes throughout the meetings and posted the appropriate agendas and minutes online to the Municipal Website.

#### Alert Systems Project (Voyent Alert):

- Water Utility List uploaded
- Caller ID Set Up Appointment- May 5<sup>th</sup>, 2021
- Pre-Launch Meeting- May 10<sup>th</sup>, 2021
- Marketing Strategy & Posts

#### Fire Area Rates- Property Tax Invoices:

- Used Geoprocessing Model to generate all accounts within Municipal Fire Boundaries.
- Further filtered accounts based on each fire districts criteria for charging area rate (ex. residential vs commercial, dwelling vs no dwelling).
- Compared this years Fire Area Rate accounts to those in diamond system currently.
- Manually entered new accounts to corresponding list in diamond system and removed those that did not belong in a particular district.

#### Regular Office Duties:

- Folding and mailing property tax invoices.
- Nova Scotia Civic Addressing Database editing & updating
- Municipal newsletter submissions and updating online municipal calendar.
- Updating municipal website and Facebook page with current content.
- Water Utility work orders, arrears, and invoicing.
- Filing

### **Economic Development & Planning:**

- The Economic Development Officer position was accepted by Marissa Jordan. She has agreed to continue to fill her current role as Clerk/Special Projects until we can post and fill that position.

### **Climate Change Coordinator:**

- Internship began May 17<sup>th</sup> and will run for 15 weeks
- Draft terms of references for the committee was prepared and presented to COTW for feedback/approval
  - Recommendation made at COTW; TOR being carried over to Council Meeting for consideration



- Advertised committee on website/social media, application close date June 14<sup>th</sup>
- Began preliminary work on the plan; including, gathering information, drafting pieces, and requesting data
- Completed orientation, training, and mentorship sessions as required under the Clean Foundation Leadership program