

NOTICE

MEETING: St Mary's Municipal Council
Committee of the Whole

DATE: Wednesday, July 21 , 2021

TIME: 4:00pm

PLACE: St. Mary's Municipality
Council Chambers, Sherbrooke, NS

Please advise if unable to attend



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting
Wednesday, July 21, 2021

1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, July 21, 2021 at 4:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Wier	Councillor Mailman
Councillor Malloy	Councillor Zinck
Councillor Baker	Deputy Warden Fuller via zoom
Councillor Harpell	

Also Attending:

Marvin MacDonald, Interim CAO
Marian Fraser, Director of Finance
Donna-lynn Provost, Municipal Clerk & Special Projects Coordinator
Kaytland Smith, Climate Change Action Plan Coordinator
Marrisa Jordan, Economic Development Officer
Mallory Fraser, Active Living Coordinator
Kerri Penney, Director, Community Development and Recreation

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, July 7, 2021.

Motion approved.

6. Business Arising from the Minutes:

a. Provincial Feedback SDGA & Goals- Kaytland Smith, Climate Change Action Plan Coordinator

Council were provided with a variety of items (not limited to) for their feedback surrounding Sustainable Development Goals Act and Climate Change Goals, in response to the question what could the province do to support St. Mary's. Council are to email Mrs. Smith their feedback via email by Friday, July 23, 2021.

- Flood mapping

- Climate Change Coordinator – shared service
- EPR legislation (Extended Producer Responsibility)
- Litter collection program
- Assistance in energy efficiency upgrades cost
- Accessibility to programs for small municipalities
- Cell/internet connectivity
- Shoreline reinforcing program
- Climate proofing roadways, power/phone lines, and infrastructure
- EMO funding to meeting climate change challenges

7. Correspondence:

a. Old Fashioned Christmas:

- Council received a letter from Old Fashioned Christmas, asking for a donation for the 25th Anniversary of OFC.
 - *Council will each look at the possible use of their Municipal District Grants*

b. Port Hawkesbury Paper:

- Council received a letter from Andrew Fedora, Sustainability & Outreach Leader: Port Hawkesbury Paper LP; asking for a meeting with Council regarding a customizable approach to culturally appropriate consultation and engagement on social, environmental and economic issues relating to our forest management activities.
 - *Council will send invitation to Mr. Fedora to present to Council.*

Kerri Penney arrived at 4:13pm

c. Costal Protection Act

- David MacDonald, Coastal Protection Act Lead by Environment and Climate Change. Inviting Council to provide input on the development of regulations for the Coastal Protection Act. Council agreed to put this item on a future COTW to further discuss.

d. Atlantic Gold:

- Registering a site modification for Touquoy Project site
- Council are very aware and will follow this as it develops as it could be useful information in the future as the proposal for the Cochrane Hill project proceeds

8. Other Matters of Business:

Kaytland Smith left the meeting at 4:18pm

a) **Recreation Update, Kerri Penney, Director of Community Development & Recreation, Mallory Fraser, Active Living Coordinator.**

- **Day Camp;** held Monday, Tuesday, Thursday and Friday, work with special presentations with Sherbrooke Village, the RCMP and the Sherbrooke Library.
 - 10-20 campers per day and no longer needing to wear masks.

- **Multiculturalism Day:** On August 28, 2021, with events of children’s lunch with story time cultural workshops, outdoor movie and fireworks.
 - Use of Heritage Day funds.
- **Accessibility Plan:**
 - Fitness Centre, developing an accessibility plan for Council consideration regarding the Fitness Centre. The plan will take into consideration the current budget for that facility.
 - Tennis courts have damage, and are unable to be used at this time. Working SRCE to fix
 - Stonewall Park: Green Wall Grant, 50% funding for 16 weeks
- **Before and After School Program:** Funding approved for this year.
- **Active Living Plan** being updated, using telephone surveys from 2019/2020. The Plan needs to be updated every 5 years.
- **Active Transportation Plan** – revamp the project to be more realistic to the Municipality of St. Mary’s.
- **Indigenous Education:** Final report will be presented in September 2021
- **Community Partnership:**
 - River Days – Taking place on August 14th
 - Guysborough County 55+ Games – Cancelled for 2021, Planning committee members planning to meet with Lodge GM in the Fall
 - Kids First – partnering on programming every Wednesday
 - Old Fashioned Christmas, November 26th to 28th, 2021.
- **Trail Development:** Would like to look at Municipal Land and the opportunity for trail development.

b) 1st Quarter Finance Report, Marian Fraser, Director of Finance/Treasurer:

Municipal Operating Budget:

- Property tax bills were sent out the middle of May. All assessment appeals are being completed from as received by PVSC and weekly address and name changes are up to date. Taxes for 2021/2022 were 37% collected as of mid-July, due date July 31st. An update of percentage collected will be provided again after the due date.
- All provincial and federal grants in lieu and prov/fed area rates revenues will be applied by the deadline of September 30th, 2021
- 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 2021/22 monthly education amount.
- Deed Transfer Tax – see breakdown below, budget est. for 2021-2022 is \$75,000

1st Quarter Deed Transfer Tax Revenue Comparison

	2019-2020	2020-2021	2021-2022
April	6,718	3,188	18,132
May	2,878	9,738	21,797
June	<u>4,946</u>	<u>8,798</u>	<u>24,158</u>
Total	14,541	21,724	64,088

- Correction Services expense - 1st quarter invoice has not yet been received, generally billed every quarter
- Deficit from Regional Housing Authority – The 2020/21 invoice for housing was \$9,911, the current years expense will not be available until March 2022.
- Building permits – 17 permits, est. of \$1.6 million in assessment were issued in the 1st quarter, a formal report from building official will be forwarded to council when received.
- General government services expenditures -
Council expenses are under budget to date due to hosting online meetings during April and May. General Administration/employee expense – savings was realized in this category due not contracting an outside agency to perform the employment search for the CAO position. This savings will help offset the expense of a community works grant engineering internship the Municipality applied for. Solicitor expense includes first quarter billing for annual retainer and expense incurred by current court case appeal. The solicitor expense will be over budget for the year. Property valuation services expense includes both the first and second quarter payments to PVSC
- Protective Services - Annual grants and training grants to fire departments will be released after July 31st
- RCMP – policing, actual 2021/2022 expense will be \$513,392 vs budget of \$493,911: \$19,481 over budget. Any overage in deed transfer tax revenue will help offset this shortfall.
- Property inspection – building inspections – shared service with Guysborough Municipality for building inspector services, did not receive any invoices for services during first quarter.
- Planning and Subdivision – only expense incurred to date is for annual mapping/planning license fee
- Cultural services; Sherbrooke Library – minimal expense for library services during the first quarter of 2021/22

Department of Community Development and Recreation:

- Recreation & Community Development –
 - Healthy Meals Project – \$5,000 grant received through the department to host events and programs this fall.
 - Summer Staff Grants & Expense – The municipality did not receive summer staff grant this year therefore the department will be working within the budget allotted to hire summer staff and put programs on.
 - Volunteer Awards minimal expense was incurred for virtual event
 - Canada Day – only expense is for fireworks which were ordered/received before celebrations were cancelled, expense will show on next quarterly update.
 - Parks & Trails – a portion of this line item will be used to fund the position of a summer maintenance staff.
 - Fitness Center – no funds have been budgeted for 2021/22 to operate the fitness center.

- St. Mary's Recplex – Seasonal operation, some maintenance/cleaning/painting will be done over the summer. Currently pickleball and day camps are being hosted by the Municipality at the facility.

Department of Economic Development:

- The Economic Development officer has been recently hired therefore this budget will become more active throughout the year.
- Main Street Project – continuation of main street beautification project, landscaping, flowers, etc.
- Tourism Promotion/Saltscapes/DEANS- 2021/22 Saltscapes event cancelled again for the year but tourism promotional ads are being worked on.

Notes to Department of Public Works:

- Municipal Transfer Station – All other operations at the transfer station are on track for the first quarter. Brush clearing on the transfer station roadway has been completed. Ground water testing has been completed for the spring. It is projected the C&D will be tendered for burial this fall. Currently in the final year for the garbage/recyclable collection contract. This contract should be put out to tender for another 5-year term no later than 6 months before fiscal year end.
- Sherbrooke Sewer Utility – No major items in sewer utility to report, all items in budget are on track for first quarter. The UV system is now operational therefore during the next quarterly update a change may be seen in the power consumption, therefore less chemicals.
- Sherbrooke Water Utility – All expenses appear to be on track for the first quarter. Chemicals are ordered in large batches for the year.

c) Economic Development Update, Marissa Jordan, Economic Development Officer:

- Thanked Council for the opportunity to update them on new role as Economic Development Officer.
- Just beginning this role fully in the last week because as was also maintaining the municipal clerk job duties until we filled the position.
- Highlight some of the main projects that have been assigned to for this year under the work plan so council has an idea of what we will be working on over the next few months.
- Some of the main component of the work plan include:
 - Continued work on the Accessibility Plan, due April 2022.
 - Begin working on an Economic Development Plan that will include establishing an Economic Development committee.
 - Look at establishing a Chamber of Commerce for the area.
 - MPS/LUB updates.
 - currently in draft form
 - Mrs. Jordan, suggested to Council to have a Planning session to go through the LUB and MPS documents for potential changes to the zoning maps.
 - Warden Wier, addresses the new Costal Act, Mrs. Jordan as well as CAO, Marvin MacDonald, responded to with the wording of the documents being that

Provincial and Federal legislation and documents will override any Municipal documents.

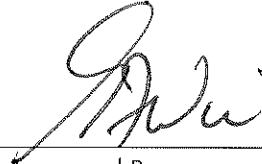
10. Adjournment

On motion of Councillor Malloy, and seconded by Councillor Harpell there being no further matters of business, council adjourned at 4:54pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Wier