



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, July 11th, 2022

We acknowledge that we are gathering in Mi'kma'ki the traditional unceded territory of the Mi'kmaq people.

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, July 11th, 2022, at 7:00 pm at the Goshen Community Centre, Goshen, N.S.

2. Attending:

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

Absent with Regrets:

Councillor Harpell

Also Attending:

Marissa Jordan, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Mallory Fraser, Municipal Clerk

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Deputy Warden Fuller and seconded by Councillor Zinck, Council approved the minutes of the Regular Council Meeting held June 13th, 2022.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Malloy, Council approved the minutes of the Special Council Meeting held July 4th, 2022.

Motion approved.

6. Business Arising from the Minutes

- There was no business arising from the minutes.

7. Recommendations from Internal Committees of Council

Committee of the Whole, June 22, 2022 – No absences

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council adopted the Workplace Harassment & Discrimination Policy with the amendment to section 4.6.

Motion approved.

Committee of the Whole, July 6, 2022 – Absent: Councillor Harpell

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agreed to repeal the Video Conferencing & Teleconferencing Policy and adopt the Virtual Meetings Policy as presented.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agreed to submit Cameron Road, Bennett's Loop, and Restoration Drive for paving to the Province's Department of Public Works for consideration for the 2023/2024 J-Class Roads Cost Share Agreement Program.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agreed to move the September 21st, 2022, Committee of the Whole Meeting to September 14th, 2022.

Motion approved.

8. External Board / Committee Reports

a. Eastern Region Solid Waste Management Committee (ERSWM) – Councillor Malloy

- Please see the attached report.
- Council asked if ERSWM will donate to the Fishing Gear Coalition of Atlantic Canada (FGCOAC). Councillor Malloy updated Council that the ERSWM will make an in-kind donation to the FGCOAC.
- Councillor Malloy highlighted from their report that the Jackie Dort Memorial Bursary was presented by Councillor Diane Roberts to Sara Stewart from the Town of Antigonish on their graduation day.

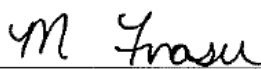
9. CAO Report:

- CAO, Marissa Jordan highlighted ongoing projects including the Municipal Electoral Boundary review. Consultants have submitted a draft of a background report to staff to review, they have begun booking interviews with staff and council and they will be conducting a public survey in the coming months.
- The Municipality has received a grant for bike friendly business pilot project to partner with a local business within Sherbrooke to provide a location for biker to stop and refill their water bottles.
- The Before and After Care Program will be starting up in September, this program provides childcare before and after school.
- The Recplex lighting upgrade has been complete, new energy efficient LED lights have been installed.
- The Active Living Coordinator has begun work to the Active Living Strategy, which is due to be updated, drafts will be coming to Council in September.

Adjournment:

On motion of Councillor Malloy, and seconded by Councillor Zinck, there being no further matters of business, Council adjourned at 7:10pm.

Motion approved.



Recorded By
Mallory Fraser, Municipal Clerk



Approved By
Warden Wier



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: June 30/2022

Location: Guys. Waste

Management

ERSWM Meeting – Thursday, June 30, 2022

Fishing Gear Coalition

- Committee agreed that we should provide in-kind support to the Fishing Gear Coalition in that we would provide 1 hour monthly or less via phone or email to support the coordination of the collection of traps. What this means is that myself the Regional Coordinator or Kevin would call Sonia Smith to let her know the quantities so that they can keep a record and arrange for they're recycler to collect the traps when required.
- Tanya sent an email to Sonia Smith about what the Committee agreed upon and she was very grateful for the help.
- Sonia is going to send myself (Tanya) and Bruce Avery who is the Site Supervisor at the Waste Management Facility a list of ropes that they can accept as they now have a processor/recycler for the fishing rope.

Divert NS Fiscal 2023

- Regional Agreements (Fiscal year 2023) for the Coordinator, Education and Enforcement has been completed and signed by Divert NS.

ERSWM Committee Moving in August

- Eastern Regional Solid Waste Management Committee will be moving to the Guysborough Municipal Building sometime in August.

Terms of Reference

- The Terms of Reference will be updated at our next ERSWM Committee Meeting on September 29th,2022

Litter Clean Up Incentive Funding

- Tanya gave an update to the Committee as to how many clean-ups have taken place in each Municipality.

Jackie Dort Memorial Bursary

- Sara Stewart was chosen as our applicant for the Jackie Dort Memorial Bursary.
- Councillor Diane Roberts presented Sara the Cheque and letter on graduation day

which was held in the Auxiliary Gym at ST.FX on June 28th,2022.

Next regular ERSWM meeting will be held on September 29th,2022

ADMINISTRATION DEPARTMENT

2022 Municipal Electoral Boundary Review:

In the end of June, consultants submitted a draft of the background report to staff for review, as well as completed an internal draft of the survey and began the process of booking staff and Council interviews. These interviews as well as the public survey will take place in July/August.

Municipal Planning Strategy & Land Use By-Law Update:

Consultants submitted the draft documents and then attended the Committee of the Whole Meeting on June 22nd, 2022 to present the drafts with the intention of First Reading. After discussion and consideration Council tabled the First Reading until the July 4th, 2022 Committee of the Whole when updates to the draft would be reflected. This will allow for a Public Hearing on the July 20th, 2022 Committee of the Whole.

Human Resources:

Staff participated in various departmental meetings to discuss program management as well as budgetary considerations for current initiatives, programs, grants and plans taking place over this fiscal. Interviews were also conducted for the Public Works Operator with no successful candidate, but the posting for the position will remain until it is filled.

Policy Work:

Staff drafted the Workplace Harassment & Discrimination Policy for consideration at the June 22nd, 2022 Committee of the Whole. Staff also drafted amendments to the Teleconferencing & Videoconferencing Policy for consideration at the July 6th, 2022 Committee of the Whole.

Accessibility Plan:

The Accessibility Advisory Committee provides advice to the municipal council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the Municipality of Saint Mary's to become an accessible community that complies with Nova Scotia's Accessibility Act. In June the Municipal Accessibility Community Survey draft was developed & reviewed and edited with the Accessibility Advisory Committee.

St. Mary's Community Transportation Project:

This project is led by Common Good Solutions, in partnership with the Municipality of the District of St. Mary's and the Department of Public Works and is being administered by the Nova Scotia Community Transportation Network. The purpose of this project is to talk to community members to identify transportation needs in the Municipality of the District of St. Mary's, work together to brainstorm solutions, work together to pick the most promising idea, and develop a business plan for a community transportation service based on that idea. In June the first draft of the St. Mary's Community Transit Businesses Plan was reviewed, and feedback and edits were provided to the advisory team.

Land Development Committee:

Staff are currently in the process of creating the Land Use Development Committee policy and Applicant Package for committee selection. The policy and package will be presented at the July 20, 2022 Committee of the Whole Meeting with the first meeting of this committee expected to be held in September.

Guysborough County Housing Network:

Staff are meeting with Nancy O'Reagan (Guysborough County Housing Network) and Pauline MacIntosh (St. FX University) to connect, discuss and explore opportunities regarding housing solutions in Guysborough County early July.

Bike Friendly Business Program:

Background and materials review is underway to assess scope, scale, metrics and start time of project.

FINANCE DEPARTMENT

2022/2023 Tax Billing:

Continued work on assessment appeals from PVSC, name, and title changes for 2022/23 tax billings. Residents are reminded that the provincial property tax rebate for seniors is now open for applications. Municipal staff can help assist residents with application and if eligible applicants can receive 50% rebate of residential municipal property taxes paid for 2021 up to \$800.

Taxes Collected:

By fiscal year as of June 30th, 2022

- 2022-2022 Taxes - 27.92% Collected
- 2021-2022 Taxes – 95.37% Collected
- 2020-2021 Taxes – 97.71% Collected
- 2019-20 Taxes – 98.7% Collected

Financial Statements:

Staff completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required. Meetings were held in conjunction with the CAO to review financial statements and account in detail to date. Provincial/federal gas tax reporting including annual expenditure report for 2021/22 and 2022/23 pre-construction report was completed. The Director of Finance also attended provincial Municipal Finance Officers meeting on June 15th hosted by the Municipal Finance Corp and the AMA. This session included information and upcoming financial statements changes regarding asset retirement obligations (ARO). Information on impacts of ARO will be provided to the Audit Committee and then onto the Asset Management Committee to complete work required.

Committee/Policy Work:

Staff continued follow up work from St. Mary's Audit Committee. Researched and revised a draft municipal expense and mileage policy and along the St. Mary's Audit committee policy both to be reviewed at the next St. Mary's Audit Committee meeting.

Human Resources:

Bi-weekly and monthly payroll procedures and remittances were completed as well as staff schedules and timesheet summaries. Yearly vacation, TIL, sick, salary, annual updates were generated and provided to staff. Staff assisted with job recruitment processes and employee orientation information.

PUBLIC WORKS DEPARTMENT

Human Resources:

Interviews were performed in conjunction with the COA and Director of Finance for the Public Works Operator employment opportunity. Staff worked to complete and submit the Annual Report for the Water Treatment Plant and are currently working on the Cross Connection Report and the backflow incident response forms.

Facility Maintenance/Repairs:

Staff preformed daily routines at facilities along with routine repairs. The installation of a loaned recycle pump from Mulgrave was completed to assist the water plant operations until the new recycle pumps arrive. Although this is not the ideal pump for the application it is helping with sludge removal from the raw water. The new recycle pumps are scheduled to arrive in early July.

COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

Recreation Master Plan:

The Municipality is working with a consultant team at UPLAND Consulting and REConsulting to develop the first ever Recreation Master Plan for St. Mary's. The plan continues to make progress. A draft will be nearing completion in July with the final presentation to council expected in September.

Before and After Care Program:

The Municipality has signed a contract with the Province and St. Mary's Education Centre/Academy to offer the Before and After Care program once again in the 2022-23 season. The program was officially announced in June and two BAP employment positions were posted, a supervisor and a leader. A site visit was completed with the BAP Manager with the Strait Regional Centre for Education on June 9th. Work towards developing a registration package will take place in July.

Programming:

Programs that took place in June were: After School Internurals, Open Gym, Badminton, Eco Explorers, Drop-in Volleyball, Happy Feet and Yoga. All programs came to a close the week of June 20th. A bowling trip was also planned through funding from the Rainbow Club. On June 4th, a recreational fishing derby was held at Nimrod's Campground. The largest trout of the day was a 2.2lb trout caught by 10-year-old Audrey-Lee Schanz Jack.

Summer Program Planning:

The Municipality's Youth Program Manager spent the month of July scheduling, promoting and planning for Summer Day Camps. Day Camps are free for youth ages 4-12 and will take place at the St. Mary's Recplex Monday to Thursday from 8:00am to 4:30pm. Interviews were held for camp councillor positions and all positions were filled. Pre-registration numbers for day camps hit the 50 children mark, which is very high compared to past years.

Guysborough County 55+ Games:

The Guysborough County 55+ Games are scheduled to take place on August 17-18th at the Liscombe Lodge. The contract with the Liscomb Lodge was finalized at a meeting with Lodge staff on June 16th. Registration is open until July 15th.

Canada Day:

Planning for Canada Day took place in June. The event is scheduled to start with a street parade in Sherbrooke and continue with family activities, entertainment and food in the Sherbrooke Village. A firework display will end the day.

St. Mary's Recplex Lighting Upgrade:

The installation of new energy efficient LED lights was completed in the month of June. This project was funded in part through the province's Rink Revitalization fund.

Sherbrooke Saturday Market:

The Sherbrooke Market Society received their signed MOU back with the Sherbrooke Village and chose July 9th as the opening day for the Market. Thanks to support from Municipal Councillors, they were able to pay their insurance in full. The Market is receiving support from the Tourism Guysborough County Association who received funding from ACOA's Rediscover Main Street Grant. The funding will support an artist in residence program and marketing efforts for the market.

Ecum Secum Community Park Project:

The Ecum Secum Community Park Committee is working with their playground designer to order equipment for construction of the new park. The group hopes construction will start in the late summer, early fall.



Active Living Strategy Plan:

The Active Living plan is a living document that is designed to improve physical activity levels in St. Mary's. This is a five-year plan that will act as a guide for staff in the Community Development and Recreation Department as well as community, regional and provincial partners. In June community data was analyzed including the Physical Activity Community Survey, Lets Get Moving Nova Scotia, and the Municipal Recreation Master Plan Survey. From this data staff have begun to draft the content to create the new 5-year plan.

Kids First Programming:

Staff started planning in June for the Parent/ Tot programming that will be happening at various locations of St. Mary's. This partnership between the recreation department and the kids first manager requires planning and leading every Wednesday of July and August to enhance both social and physical aspects. In June staff met with the Kids First Manager to plan related activities and set dates to host summer programming which was advertised with programs beginning July 6th on each Wednesday until the end of August.

Walking Challenge:

Staff developed this program in June to enhance self directed physical activity in residents' own communities. This challenge has 32 participants registered so far. Staff developed program information, set dates, ordered prizes and advertised for the program which will run from July 9th- August 27th.

July 7th, 2022

Date

A handwritten signature in blue ink, appearing to read "M. Jordan", is written over a horizontal line.

Marissa Jordan, CAO