



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, November 16th, 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 COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, November 16th, 2022, at 4:00 pm in the Council Chambers, Sherbrooke, N.S.

2. Attending:

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

Also Attending:

Marissa Jordan, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Mallory Fraser, Municipal Clerk
Kerri Jack, Director of Community Development & Recreation (DOCD&R)

3. Additions to the Agenda:

- 7.d. C&D Regulation Amendment Feedback

Approval of the Agenda:

On motion of Deputy Warden Fuller and seconded by Councillor Harpell, Council approved the agenda with the addition.

Motion approved.

4. Approval of Minutes:

On motion of Councillor Harpell and seconded by Councillor Malloy, Council approved the minutes of the COTW Meeting held Wednesday, November 9th, 2022.

Motion approved.

5. Business Arising from the Minutes:

- There was no business arising from the minutes.

6. Presentations:

a. Rec Master Plan Draft Presentation – REConsulting Group, Carol Davis-Jamieson & Max Chauvin

- See the attached presentation.

CAO, Marissa Jordan left the meeting at 4:07 pm.

CAO, Marissa Jordan entered the meeting at 4:08 pm.

- Council asked if the recommendations within the plan are recommended guidelines rather than items that must be completed, the consultants advised that included in the plan are recommendations on how to move forward and Council will have to complete an analysis of what items within the plan are reasonable to complete.

- Council brought attention to section 10.9 of the plan which states to “introduce outdoor skills training in activities such as wilderness canoeing, hiking, sea kayaking, archery, fishing and hunting.” Council felt there are currently organizations who prioritize and offer these activities that struggle to retain volunteers. Council asked if the plan recommends having professionals come into provide these types of training. The consultants explained not to duplicate what is already occurring within the Municipality, that if an organization is already doing these activities, the Municipality could support them to provide opportunities for novices to try. Staff could also connect with provincial organizations to see what novice programs and services they can bring to St. Marys. If there is enough interest, then it could be decided to organize a formal group.
- Council brought attention to Section 8 where it states “the Municipality should support organizations with the recruitment and retention of volunteers” and that this is a huge struggle occurring here in the Municipality. The consultant advised that the next generation of volunteers do not want to volunteer under the same structure of previous generations and volunteer recruitment and retention requires rethinking. The type of support that the Municipality could offer is helping organizations consider how they can restructure their volunteer programs.
- Council asked if there are any examples of other places that are excelling with volunteer recruitment or resources that can be utilized. The consultants advised to inquire with Volunteer NS and to connect with Volunteer Canada and they can provide more examples and case studies to review.
- Council noted that it’s odd that there is a photo of a four-wheeler in the plan, but the map does not indicate where the active ATV clubs are located. The Director of Community Development & Recreation has advised that they will add it to her list of edits to be included in the document.
- Council asked if the plan is a living plan that gets updated yearly. The consultants advised that it can be reviewed annually, with amendments made to keep the plan active.

On recommendation of Councillor Mailman and Councillor Zinck, Council recommended approving the Rec Master Plan with non-substantive changes including removing the 5-year timeline for the plan.

Recommendation adopted.

7. Other Matters of Business:

a. Second Quarter Finance Report

- The Director of Finance provided an overview of the Second Quarter Finance Report.
- Deed transfer tax has surpassed budgeted expectations and surpassed what was budgeted for this fiscal year.
- The DOF brought attention to the Building Permit information for Council to take into consideration for the next fiscal years assessments.
- The interest on bank accounts has been gaining revenue due to the prime rate increase.
- The general insurance expense is over budget due to quote for Cyber Insurance being over anticipated amount. It is a newer item added to the insurance portfolio, but it is very important.
- All the expenses incurred due to Hurricane Fiona have been recorded separately. There are provincial grants that can be applied to for these expenses.

- Staff have been tracking the Eastern Shore Cartage contract regarding the fuel surcharge. This item is currently over what has been anticipated and is directly related to diesel prices. For the first six to seven months of this fiscal year, this item is \$13,800 over what was anticipated.
- Scrap metal prices are currently down. Staff are watching the price of scrap metal, when the cost starts to increase staff will make the recommendation to have the scrap metal processed.
- The expense allocated under the Public Works Maintenance line is related to the snow plowing and salting contract from April of this fiscal year. The remainder of this budget item will be for snow plowing and salting for the remainder of this fiscal year.
- Under the capital budget \$2,000 was allocated for the deposit for the EV chargers. It was originally communicated that this was 25 percent, but it is 50 percent of the Municipality's cost and 25 percent of the total cost of the project. Utilizing the Switch & Natural Resources Canada Program was a huge benefit to the Municipality. This project has come in under the anticipated budget.
- Council asked for an update on the portion of deficit that the Municipality is responsible for, for the regional housing authority. The DOF advised that this item is expected to be over budget of what has been allocated this fiscal year and the previous fiscal year. Staff have been in communication with provincial representatives and are still in the process of gathering information. The DOF will update Council once the information has been gathered.

b. Wire Trap Collection - Update

- The CAO provided an update on the partnership between Council and the Fishing Gear Coalition of Atlantic Canada. The Municipal Transfer Station is currently accepting wire traps, rope and netting free of charge until February 28th, 2023.

c. December COTW Dates

- The CAO advised that the COTW for December fall on December 7th & 21st. Council discussed Council meetings for the month of December. Council agreed to cancel the December 21st COTW Meeting.

d. C&D Regulation Amendment Feedback

- The NS Department Environment and Climate Change (NSDECC) is amending the Construction and Demolition (C&D) Waste regulations to address how C&D waste is managed at approved facilities in Nova Scotia. Treated wood will be banned and approvals will be required for facilities that process, transfer, and store C&D waste. The regulation changes will come into effect on July 5, 2023. The (NSDECC) has begun targeted engagements. Staff participated in an engagement session today, November 16th, 2022. NSDECC Looking for feedback by December 9th, 2022. Staff will provide Council with background information on the changes, how it will impact the facility, and put it back on the agenda for December 7th for Councils discussion and feedback to be submitted on December 9th.
- Council asked where the treated wood will go. The CAO advised that it was shared in the engagement session that the wood could be transferred to a facility that accepts it or re-sold.
- Council asked if the ban included all treated wood. The CAO advised that the ban includes all chemically treated wood, painted wood is not included in the ban.

- Council asked if there will be any funding available to help offset the additional costs of these regulations. The CAO advised that staff asked that question during the engagement session and were told that NSDECC could not speak to any funding that they were aware of.

Adjournment

On motion of Deputy Warden Fuller, and seconded by Councillor Mailman, there being no further matters of business, Council adjourned at 4:53 pm.

Motion approved.

Mallory Fraser

Recorded By
Mallory Fraser, Municipal Clerk

Wier

Approved By
Warden Wier

Recreation Master Plan



November 16, 2022



UPLAND

REConsulting Group

INTRODUCTION

The Recreation Master Plan is a roadmap and framework for the Municipality to guide its recreation activities for the next five years.

PROCESS REVIEW

A three-phase work plan:

1. Discovery + Analysis

- › Interim Report #1: State of Recreation
- › Submitted Friday April 22, 2022

2. Community Consultation

- › Interim Report #2: What We Heard
- › Submitted Tuesday May 31, 2022

3. Planning

- › Recreation Master Plan
 - › Submitted Monday October 31, 2022
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VISION, MISSION, AND GUIDING PRINCIPLES

St. Mary's has thriving, connected, and engaged communities where residents and visitors have access to diverse opportunities, experiences, and pursuits that foster active living, creative enrichment, and community vitality.

VISION, MISSION, AND GUIDING PRINCIPLES

The Municipality of the District of St. Mary's Community and Recreation Department provides leadership, support, and guidance for the development and delivery of sustainable public recreation and community development services. It does this in cooperation with communities and partners to enhance the quality of life of residents, and to support safe and livable communities. The department achieves this through providing:

- + Residents and visitors with the knowledge, tools, and resources for self-directed recreation pursuits;
 - + Safe and welcoming facilities and outdoor spaces; and
 - + Quality service delivery leadership.
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VISION, MISSION, AND GUIDING PRINCIPLES



Quality Recreation Service Delivery

- + All interactions and experiences with St. Mary's citizens and participants are of the highest quality, citizen and customer oriented and evaluated for continual improvement.



Community Engagement

- + St. Mary's recreation service delivery engages citizens, Council and other district departments in ensuring its citizens can volunteer, gather, celebrate, and participate in activities that promote individual and community wellbeing.



Sustainability

- + St. Mary's recreation service delivery meets the needs of its citizens while respecting fiscal, community and environmental resources and ensures the ability of future generations to fulfill their recreation needs.



Environmental Stewardship

- + St. Mary's respects, protects and preserves its green spaces and places to ensure its citizens have continued access and connections to nature.
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VISION, MISSION, AND GUIDING PRINCIPLES



Equity

- + Access and inclusion underscore all aspects of St. Mary's recreation service delivery.



Rural Identity

- + Residents enjoy and celebrate the rural way of life in St. Mary's.



Collaboration

- + St. Mary's values and nurtures mutually beneficial partnerships with the private sector and all levels of government.



THEMES OVERVIEW

The recommendations within the Plan are categorized into the following four sections:

- + Places and Spaces,
 - + Community Collaboration,
 - + Enhancing Department Capacity, and
 - + Program Delivery
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PLACES AND SPACES

Municipal Roles

- + The Municipality should acquire, maintain, and promote natural spaces to ensure residents and visitors have a wide variety of outdoor recreation opportunities in their community.
 - + The Municipality should encourage and support community-managed recreation places and spaces.
 - + The Municipality should build and maintain recreation infrastructure that could not exist without their ownership.
 - + The Municipality should promote recreation and all opportunities to recreate to residents and visitors.
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PLACES AND SPACES

Sample Recommendations:

- + 7.10: Explore and implement year-round, intergenerational, and universally accessible hiking programs, especially for novices.

PLACES AND SPACES

Sample Recommendations:

- + 7.1 1: Complete a life cycle planning exercise on the Recplex, sport fields, playgrounds, and other municipality-owned facilities to develop long-term capital plans to ensure their sustainability and longevity. This process should include reviewing facility energy audit completed in 2021 and a heating, ventilation and air conditioning (HVAC) review of the Recplex.
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PLACES AND SPACES

Sample Recommendations:

- + 7.23: Advocate for the development of a provincial or federal camping site within St. Mary's.

COMMUNITY COLLABORATION

Municipal Roles

- + The Municipality should help community organizations coordinate their efforts and maximize the effectiveness of their work.
 - + The Municipality should support community organizations in the recruitment and retention of volunteers.
 - + The Municipality should offer support to help community organizations remain sustainable.
 - + The Municipality should develop a shared marketing and promotion strategy for related or mutually supportive programs and services.
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COMMUNITY COLLABORATION

Sample Recommendations:

- + 8.1: Design an annual or biannual engagement process that provide opportunities for organizations, residents, and visitors to provide meaningful input into the future decisions of the municipality's recreation and community services department. This process should be part of the annual planning process. This includes a yearly survey process to measure resident satisfaction with recreation programs and services.
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COMMUNITY COLLABORATION

Sample Recommendations:

- + 8.5: Develop a marketing and promotion strategy to include recreation services run by the Municipality and community organizations. This strategy must include off-line tactics as not all residents have satisfactory internet service. This strategy should also include opportunities outside the municipality that are either more advanced than current offerings or simply unavailable within the Municipality of the District of St. Mary's.
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COMMUNITY COLLABORATION

Sample Recommendations:

- + 8.6: The recruitment, training and development of program leaders is a challenge for the Municipality and community groups. The Municipality should support training and development opportunities for community organizations to increase the number of qualified program leaders generally available in the community. This would include supporting access to resources such as Volunteer Nova Scotia, Volunteer Canada, or Charity Village and offering workshops and coaching around key topics.
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ENHANCING DEPARTMENT CAPACITY

Municipal Roles

- + The Municipality should ensure that municipal recreation operations have sufficient resources (human, fiscal, and administrative) to support the delivery of quality, safe, and inclusive recreation opportunities;
 - + The Municipality should develop policies and procedures that define and guide the delivery of recreation services.
 - + The Municipality should continue to enhance communication and promotion efforts related to recreation opportunities and benefits.
 - + The Municipality should implement an ongoing process for data collection to inform decision making.
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ENHANCING DEPARTMENT CAPACITY

Sample Recommendations:

- + 9.4: Improve the electronic registration and participant tracking system for recreation services.

ENHANCING DEPARTMENT CAPACITY

Sample Recommendations:

- + 9.9: Develop a formal Inclusion Policy that ensures recreation facilities, programs and activities are accessible, welcoming and culturally inclusive.

ENHANCING DEPARTMENT CAPACITY

Sample Recommendations:

- + 9.10: Develop a Fee and Subsidization Policy with cost recovery ratios and a revenue generation strategy to ensure fees and charges are appropriate, transparent, fair and inclusive.

PROGRAM DELIVERY

Municipal Roles

- + The Municipality should become an enabler in creating an environment that makes accessing recreation easy, safe, inclusive and equitable for all its residents and visitors.
 - + The Municipality should continue to support the provision of recreation opportunities through a combination of direct, indirect and third party private/public sector delivery methods.
 - + The Municipality should optimize the unique natural assets of the municipality and connect residents and visitors to nature-based programming, skill development, and environmental education.
 - + The Municipality should support the development of significant community-wide events.
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PROGRAM DELIVERY

Sample Recommendations:

- + 10.9: Introduce outdoor skills training in activities such as wilderness canoeing, hiking, sea kayaking, archery, fishing and hunting.

PROGRAM DELIVERY

Sample Recommendations:

- + 10.17: Adopt a base level of service for programming that ensures all residents have access to unstructured programs, introductory skill development training, and recreation activity sampling at low or no cost.

PROGRAM DELIVERY

Sample Recommendations:

- + 10.22: Create a youth advisory committee to guide programming decisions.
 - + 10.23: Expand youth leadership opportunities by working more closely with the school and linking youth to sport, recreation and cultural organizations.
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