



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, January 9th, 2023

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

1. Meeting, Date & Time:

Warden Wier called the Regular Council meeting of the St. Mary's Municipal Council to order on Monday, January 9th, 2023, at 7:00 pm at the Seashore Volunteer Fire Department, 4874 Highway 211, Port Bickerton, NS.

2. Attending:

Warden Wier

Councillor Baker

Deputy Warden Fuller

Councillor Mailman

Councillor Harpell

Councillor Malloy

Also Attending:

Marissa Jordan, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Mallory Fraser, Municipal Clerk

Absent with Regrets:

Councillor Zinck

3. Additions to the Agenda:

- There were no additions to the agenda.

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 Baker, and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held December 12th, 2022.

Motion approved.

6. Business Arising from the Minutes

- There was no business arising from the minutes.

7. Recommendations from Internal Committees of Council

Emergency Management Operations Advisory Committee – December 14, 2022

On motion of Councillor Baker, and seconded by Councillor Malloy, Council agreed to approve the Emergency Management Operations (EMO) Plan with non-substantive changes.

- The CAO updated Council that staff had complete a review of the EMO Plan and found that there are substantive changes required for the plan such as appointing positions to perform specific

roles and duties. The CAO requested that Council table the plan for staff to make substantive changes.

On motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council agreed to table the Emergency Management Operations Plan until February for staff to make required substantive changes.

Motion approved.

Committee of the Whole- January 4, 2023 (Absent – Councillor Harpell)

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agreed to provide \$4016.34 to DEANS for their annual grant.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Baker, Council recommended to send a letter to Province & local MLA, Greg Morrow advocating for an increase in museum funding.

*Councillor Mailman declared a conflict of interest and abstained from voting.

Motion approved.

8. External Board / Committee Reports

a. Eastern Counties Regional Library Board – Councillor Mailman

- See the attached report.
- Council discussed the attached report.
- Canso Library is requesting additional staff. The CEO Laura Emery said they couldn't have volunteers or hire casual staff for a minimal number of hours due to the learning required to use the system and how it changes. The CEO said that Richmond County have more staff because they have more money.
- It was asked if other libraries are having the same issues that St. Mary's is having with Samepage. The CEO responded that other libraries are also finding the workload heavy.

9. CAO Report:

- The CAO highlighted ongoing projects.
- The Electoral Boundary Review Final Report was submitted to the Nova Scotia Utility and Review Board. Staff are now waiting to receive a date for the public hearing. Council asked if there is a date for NSUARB Boundary Review Hearing. The CAO informed Council that NSUARB sets the date and will update Council as soon as they have a date.
- The Streetscapes project is complete. Staff are working to finish grant writing and reporting for this project. As soon as staff have final figures for this project they will provide an update to Council, as there were some project changes mostly due to the NS Department of Public Works and required components of their contract.
- The Sherbrooke Water Utility: under the NS Department of Environment Approval to Operate included is a directive to complete a systems assessment report (SAR) on the water utility. The Municipality will be issuing a tender beginning this week. To complete the report usually requires three to four month process and an external consultant must complete the work. There will be an expense associated with this work, staff will present to Council for approval of the expense,

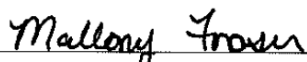
through the capital budget. The SAR must be complete by May 1st, 2023 as per the directive from the NS Department of Environment.

- The Transfer Station buildings damaged during Hurricane Fiona are not salvageable. Staff received this information from the insurance provider today, January 9th. Based on that information, there will be a lot of work to be completed in the spring. The CAO will update Council on the next steps as they receive more information from the insurance provider.
- Council asked about the brush at the Transfer Station from trees damaged as a result of Hurricane Fiona. The CAO provided Council with an update that the brush is going to be chipped. Staff will submit the cost to the Province to have it covered under Fiona Disaster relief. Council asked if the chips be available to the public for mulch. The CAO responded that following the *Transfer Station Material Recovery Policy* individuals may submit a *St. Mary's Transfer Station Material Recovery Waiver Form* to the Municipal Office for consideration.
- Council asked for an update on the Fitness Center Project. The CAO updated Council that work to install the fob system is occurring this month.

Adjournment:

On motion of Councillor Harpell, and seconded by Councillor Malloy, there being no further matters of business, Council adjourned at 7:17 pm.

Motion approved.



Recorded By

Mallory Fraser, Municipal Clerk



Approved By

Warden Wier



ADMINISTRATION DEPARTMENT

2022 Municipal Electoral Boundary Review:

Staff submitted the "Final Report" to the NS Utility and Review Board and will await correspondence regarding the public hearing date conducted by the UARB. Copies of the documents related to the Municipal Electoral Boundary Review can be requested from the Municipal Office or be found on the municipal website.

Sherbrooke Streetscaping:

Construction for the Streetscapes was completed in December. Staff have minor projects elements to complete in the spring due to weather considerations and will wrap up the project reporting once invoices have been received.

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.

- The Municipal Accessibility Survey closed at the end of December.

Policy Development

Staff reviewed comments and edits to the Joint Occupational Health and Safety Policy and updated the policy. The policy will be presented to the Joint Occupational Health and Safety Committee.

FINANCE DEPARTMENT

Property Taxation:

The 2023 property assessment notices will be sent out in January with appeals being due in February 2023, resident's should watch for assessment notices from PVSC. Additional information regarding assessment notices and appeal dates will be on the municipal website and Facebook page after January 10th, information will also be in the February municipal newsletter. The 2023 CAP rate for eligible residential property owners in 7.7%.

Municipal Property Tax Sale, March 7th, 2023:

Title searches for tax sale accounts were received back from municipal legal. Registered tax sale notices, statement of account, payment options and a cover letter were sent to all tax sale property owners, their spouses and any registered lien/interest holders. The full advertisement was listed in the January 2023 newsletter and is available on the municipal website. The advertisement will be updated as properties are removed from the listing. An information sheet on the process for



the tax sale is being updated and will be posted on the municipal website in January. A full tax sale binder has been prepared listing all properties that are for live public auction along with their schedule "A" property description and a map of the property.

Property Taxes Collected:

By fiscal year as of December 31st, 2022

- 2022-2023 Taxes – 95.23% Collected
- 2021-2022 Taxes – 97.24% Collected
- 2020-2021 Taxes – 98.61% Collected

Financial Statements and Reporting:

Monthly bank reconciliations/financials were completed and reports prepared along with processed accounts payable as required. Continued preliminary budget work for the 2023-2024 capital and operating budgets with the CAO and Directors. The 2023-2024 grants to organizations application have been emailed out to organizations and the deadline to apply is February 15th, 2023, application form can also be found the municipal website.

Committee/Policy Work:

Staff participated in the second session of a series of webinars for training on asset retirement obligations in relation to the Municipal ARO policy developed and provincially mandated.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules, timesheet summaries as needed. Participate in medical benefit training.

PUBLIC WORKS DEPARTMENT

Human Resources

Currently training staff in the water utility and wastewater sections with the intention that staff obtain additional certificates/credentials in the field.

Sherbrooke Water Utility

Public Works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public works has installed a new Raw Water flow meter which was previously purchased. Public Works is now able to measure how much flow is coming into the plant, which is a key step into having the proper water chemistry to assist in efficiency. Public Works has also repaired a significant leak on the school hill line. When trying to find the shutoff for the dwelling, Public Works found that previous excavation had removed the curb stop for the dwelling. It has been replaced and the current run times of the water plant has significantly improved.



Sherbrooke Sewer Treatment

Public Works continues to monitor the equalization pumps at the sewer treatment facility. The pumps have been tripping on overloads daily due to the extensive number of rags that are being introduced to the plant from improper disposal by utility customers. Public works has also pumped out the main street lift station to ensure it is clean of any debris and working properly leading into the winter months.

Recplex Facility

Public Works staff are currently working within the Recplex to ensure the ice is at the best quality possible. Public Works are now working on replacing the wash water pump for the Zamboni which was previously burnt out. The wash water pump cleans the ice before flooding but more importantly, it mixes the water with the snow from the ice and fills in any cracks or damage to the ice before the flooding water goes over ensuring optimal quality of the ice surface.

Transfer Station

Public Works staff has barricaded off two buildings at the Transfer Station as a result of severe damage which occurred during hurricane Fiona. Public Works is still working with the public to ensure that normal operation of the facility occurs while we await further direction of where we go with the buildings.

Department of Environment Annual Directives

Staff continues to work on submitting directives to the DOE. Over the past month the Wastewater Annual report and the Operator Transition Plan has been submitted to DOE. The Annual Report for the Transfer Station, Cross Connection Control Plan and Source Water Protection Plan is nearing completion.

COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

Recreation Master Plan

The St. Mary's Recreation Master Plan was accepted by council by motion at the December 12th, 2022 Regular Meeting of Council. Over the next three months, the document will be used to direct the development a workplan for the Community Development and Recreation Director for the 2023-24 fiscal year and help with budget conversations.

Before and After Care Program

The Before and After Program (BAP) is a provincially funded program offering childcare in the after-school time period. BAP continued to run smoothly in the month of November and averaged around 10-12 children per day. Staff continue to participate in Before and After Training that is being provided by the province. The Municipality is only offering after care services at this time; there has been no demand for the before care option.



Seeds of Literacy & Tech Savvy Seniors Program

The Seeds of Literacy program is a mobile literacy program for youth. The Tech Savvy Seniors program is designed to give seniors throughout St. Mary's an opportunity to access technology and learn more about using different forms of technology. These two programs are held at the same time on a rotating schedule throughout St. Mary's by a program coordinator. Dates are booked based on facility availability and can always be found in the Newsletter.

Fitness Centre Accessibility Project

A purchase order for the equipment needed for the new entry system at the St. Mary's Fitness Centre and the company installing the system is booking into January for installs. In the mean time, staff is working on the procedures and policies that will go along with this new system.

Recplex Programming

Programs offered in December were: Drop in curling, Curling Club Games, Adult Hockey League, House League Hockey, 55+ Hockey, Adult Hockey Drop in, Learn to Skate and Community Free Skates. Some additional programs will begin in January such as Junior Curling, After School Hockey and Adult Only Skates.

Program Delivery

The Community Development and Recreation Department offered the following programs in December (in addition to Recplex Programs):

Kickboxing

Yoga

Seeds of Literacy

Tech Savvy Seniors

Female Fun & Fitness

Age Friendly Communities Project

Seniors socials are underway in communities throughout St. Mary's. Annual senior social funding has been sent to organizations and planning for additional activities such as guest speakers, special activities or equipment purchases are underway.

Active Transportation Plan

A draft of the Active Transportation Plan Request for Proposals was developed, with staff working towards a final document.

January 9th, 2023

Date

A handwritten signature in blue ink that reads "Marissa Jordan".

Marissa Jordan, CAO