



## NOTICE

**MEETING:** St. Mary's Municipal Council

**DATE:** Monday January 14<sup>th</sup>, 2019

**TIME:** 7:00pm

**PLACE:** St. Mary's Municipal Office  
Council Chambers, Sherbrooke, NS

**Please Advise If Unable To Attend**

Dated: *Jan 7, 2019*

Marvin MacDonald  
CAO

# Municipality of the District of St. Mary's

Meeting of Council

Monday, January 14<sup>th</sup>, 2019

## AGENDA

1. Call to order
2. Roll call
3. Approval of agenda and any additions
4. Approval of minutes of Regular Council Meeting held December 10<sup>th</sup>, 2018
5. Business arising from minutes
6. New Business
  - a. Women in Politics – Councillor Smith
7. Correspondence
  - a. Thank You – S.H.O.P.S
8. Recommendations from Committee of the Whole
9. Outside committee appointment reports
  - a. Port Hawkesbury Paper Forest Advisory – Councillor Kaiser-Kirk
  - b. Community Health Board – Councillor Malloy
  - c. GALA – Councillor Smith
10. CAO report
11. Solicitor report

Adjournment

- ***10 minute question and answer period pertaining to agenda items***

**Municipality of the District of St. Mary's  
Regular Council Meeting  
Monday, January 14<sup>th</sup>, 2019**

**Meeting, Date & Time:**

The regular meeting of the St. Mary's Municipal Council was called to order on Monday, January 19<sup>th</sup>, 2019 at 7:00pm in the Council Chambers Sherbrooke, N.S.

**Attending:**

Warden Mosher  
Deputy Warden Dort  
Councillor Malloy  
Councillor Findlay  
Councillor Kaiser-Kirk  
Councillor Baker  
Councillor Smith  
Adam Rodgers, Solicitor

**Also Attending:**

Marvin MacDonald, CAO  
Marian Fraser, Director of Finance  
Denise Sawlor, Municipal Clerk/Special Projects Coordinator

**Approval of Agenda:**

*On motion of Deputy Warden Dort and seconded by Councillor Malloy Council approved the agenda as presented.*

*Motion carried.*

**Approval of Minutes:**

*On motion of Councillor Baker and seconded by Deputy Warden Dort Council approved the minutes of the Regular Council Meeting held on December 10<sup>th</sup>, 2018.*

*Motion carried.*

**Business Arising from the Minutes**

- Replex sprinkler room repairs are expected to be completed today.
- The tender for the land in Ecum Secum will be in the February newsletter.

**New Business**

- Women in Politics – Councillor Smith
  - See attached update

**Correspondence**

- Thank You – S.H.O.P.S
  - See attached

### Recommendations from Committee Of The Whole

- Economic Impact Study  
*On motion of Councillor Smith and seconded by Councillor Findlay that the Municipality prepare a request for proposals for an economic impact study that includes the positive and negative effects of the proposed gold mine at Cochrane Hill.*  
  
*Motion carried.*
  
- Funding Submission  
*On motion of Councillor Findlay and seconded by Councillor Kaiser-Kirk that Council approve a submission to the Invest in Canada Infrastructure Program for the purpose of providing ultraviolet light treatment and other improvements at the Sherbrooke Waste Water Treatment Plant.*  
  
*Motion carried.*
  
- Postdated Cheques Policy  
*On motion of Deputy Warden Dort and seconded by Councillor Malloy that Council accept the amendments to the Postdated Cheques policy.*  
  
*Motion carried.*
  
- Electronic Devices Policy  
*On motion of Councillor Malloy and seconded by Councillor Baker that Council accepts the Meetings of Council – Electronic Devices policy.*  
  
*Motion carried.*
  
- Sherbrooke Streetscape Plan  
*On motion of Councillor Findlay and seconded by Councillor Kaiser-Kirk that Council approve awarding the Sherbrooke Streetscape Plan contract to Upland Planning & Design Studio for the amount of \$40,000.00 plus HST.*
  - There were eight submissions.
  - Each submission was comprised of different components and all were in a close price range.*Motion carried.*

### Outside Committee Reports

- Port Hawkesbury Paper Forest Advisory – Councillor Kaiser-Kirk
- Community Health Board – Councillor Malloy
- GALA – Councillor Smith

### CAO Report

- See attached report.

- The deadline for the submission to the Invest in Canada infrastructure Program is January 18, 2019
- Periodic updates of the tax sale list are posted on the municipal website.

**Solicitor Report**

- The filing date for the land expropriation case is tomorrow. The Nova Scotia Department of Justice has indicated verbally that they won't be involved.
- Adam is now practicing with Mac, Mac & Mac law firm in the Antigonish location. There will be a news release tomorrow.

**Adjournment**

***On Motion of Councillor Findlay there being no further matters of business, council adjourned at 7:29pm.***

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Recorded By  
Municipal Clerk/Special Projects Coordinator

Approved By  
Warden Mosher

December 12th 2018  
Women in Politics  
Conference Call

- Created a social media page to engage women, offer information, and ask the community questions pertaining to the upcoming session
- The session will offer a Friday night social (music, snacks, cocktail), with sessions running all day the following Saturday
- Day will consist of both group speakers and breakout sessions. Perhaps round tables
- Childcare will be offered during the Saturday sessions. Hoping for there to be no cost associated
- Planning to have 120 attendance. With a hope of 5 people attending from each partner.
- Opening prayer and smudge planned for Saturday
- Tentative date of October 25/26
- Mayor Brenda is in the process of putting together a draft budget
- Centre for the status of women are holding an information sessions
- We also acknowledged the need to further engage our First Nations partner. Possibly attend the weeklong pow-wow, set up an information table that the group could take turns manning.
- Jack Novac, a Professor with Dalhousie University has expressed interest, and could be a possible speaker. Group to come up with other possible speaker list.
- Working on a social media, media, communication, strategy for the group

Moving forward we plan to complete budget, prepare a presentation for partners, pursue funding, create sub-groups to deal with various parts of the event, and put a focus on engaging our First Nation Sisters.

If anyone has any questions please do not hesitate to contact myself or Mayor Chisholm Beaton  
Kaytland Smith  
Councilor District 3/5  
Municipality of the District of St. Mary's  
C. (902)833-2039  
P. (902)522-2049

Brenda Chisholm Beaton  
Mayor  
Town of Port Hawkesbury  
Cell: (902) 302-9371  
Email: bchisholmbeaton@townofph.ca

THANK  
YOU

Municipality of the District of St Marys.

Thank you to all the councillors for  
your donation to SHOPS, this  
has helped SHOPS purchase a  
new security graded shredder.

Thank You  
Lyndsay Keith  
SHOPS Manager.

Municipality of the District of St. Mary's  
**Postdated Cheques Policy**

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**Preamble:**

It shall be a policy for staff to accept postdated cheques for taxes receivable and utility services.

**Terms:**

Staff shall accept postdated cheques for taxes receivable and utilities.

The postdated cheque shall be filed by staff and shall be processed on the date that appears on the cheque. There shall not be any arrangements made by staff to hold the cheque from processing after the date on the cheque.

If the postdated cheque is returned by the bank as NSF (Non-Sufficient Funds) the Municipality shall charge an administration fee of \$25.00 per cheque to the account for which the cheque was to be applied.

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Municipal Clerk

Date

Date Adopted: January 13<sup>th</sup> 2003  
Date Amended:

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# Meetings of Council - Electronic Devices Policy

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## **Purpose:**

The purpose of this policy is to provide guidance to elected officials, municipal staff and the public with respect to the appropriate use of electronic devices during meetings of council.

## **Scope:**

This policy applies to meetings of St. Mary's municipal council and committees of council.

## **Conduct of meeting attendees:**

Elected officials and municipal staff shall:

- Turn off all cellular phones and electronic devices, except those in use to facilitate the meeting, or otherwise set them so as not to emit any audible sound during the meeting.
- Not respond to phone calls, emails or text messages while the meeting is in session.
- Not in any way record or photograph proceedings.
- Disable all internet connections for all electronic devices during in-camera meetings except those in use to facilitate the in-camera meeting.

Members of the public shall:

- Not bring into council chambers cellular phones or electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.
- Not in any way record or photograph proceedings.

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Municipal Clerk

Date

Date Adopted:



# Report to Council

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**Member of Council:** Peggy Kaiser-Kirk

**Board/Agency/Organization:** Port Hawkesbury Paper Forest Advisory Committee

**Date Attended:** Dec. 12, 2018

**Location:** PHP Mill Site

## **Agenda Items Discussed:**

Introduction of new member, Nathan Rankin PHP Yard Supervisor, who gave a report: 1 and ¼ million trees planted this past summer. Less than previous summer. Difficulty getting workers to do this based on low pay. Bio-Mass fueled by field chips for NS Power. A year ago the bio-mass boiler was deemed un-essential, but it is now going full steam.

Cameron MacNeil gave a report on Tech & Data Sharing done by PHP. Cameron is a staff member of PHP AND HAS A BSc. In Geography with advanced GIS Diploma. 4 + years working in Forestry Resources with PHP Woodlands. He spoke on Systems integration of all GIS related activities & how it goes into the Land Resource Manager. All information is collected the same way by different collectors. It collects tabular & spatial information. It provides map overlays, similar to DNR, but PHP owns its own system. Using a Lidar Analysis Tool, digital elevation levels can be calculated. Currently, a data set is being utilized on a roads project top improve PHP Roads. PHP lacked a road layer, but now can integrate with their hauling spreadsheet and reduce user related errors; move away from Excel; data collection storage & store data for future data analysis. Currently trialing MESA2 Tablets & are moving toward cloud storage. Moving away from chips and laptops.

Discussion was held on what the PHP FAC Committee might look like in 2019. Is it still relevant? Are members still finding it useful? What can we do to improve? A good discussion was held with all members being asked for their opinion.

It was decided no further meetings until Spring due to winter weather.



# Report to Council

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**Member of Council:** Beulah Malloy

**Board/Agency/Organization:** CHB

**Date Attended:** Dec.11/18

**Location:** Days Gone Bye Guys.

## **Agenda Items Discussed**

### **Key Highlights:**

At our regular monthly meeting which was held at Days Gone Bye restaurant a hot turkey supper with all the trimmings was served.

The Agenda items were deferred to the next meeting in January 2019.

There was a discussion held to have the the Wellness grants to organization on Jan.23<sup>rd</sup> at 3pm at the Guysborough academy to present the checks to the different organizations with our monthly meeting to follow.



# Report to Council

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**Member of Council:** Kaytland Smith

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**Board/Agency/Organization:** GALA AGM

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**Date Attended:** December 13<sup>th</sup> 2018

**Location:** Guysborough, NS

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## Agenda Items Discussed:

- Chairperson's Report
  - Included welcome to this years new members: Donna Hochman, Nova Scotia Public works; Sandi Potter, Community Market; Sargent Dave Simpson, RCMP.
  - Thanks and good wishes to Grail on her upcoming retirement
- Executive Directors Report
  - Department of Labour and Advanced Education has moved into the third phase of the NSSAL review
  - GALA has been selected as one of four community learning groups to continue the E3 pilot. The purpose of the E3 program is to focus on the skillsets that are needed to directly allow a learner to enter the workforce.
  - Grail Sangster thanked staff, learners, and board members, both past and present, for being here with her on this 20 year journey. She looks forward to her retirement in March, and feels the community will be in good hands.
- Financial statements presented-approved
- Auditors report presented-approved
- Presentation and celebration of the Cloud 9 program.
  - Program consisted of 8 participants.
  - Their focus was on technical and Cloud based studies.
  - Each participant presented their final project, 7 completed an interactive slideshow on a topic of their choosing, and one learner made a website.
  - They also put together a presentation showing the growth the group had over their weeks together.
  - The group also made a book: Christmas on Cloud 9.
    - The book consists of short stories, recipes, and puzzles. All fully written and assembled by the Cloud 9 learners.

GALA-Guysborough Adult Learning Association

NSSLA-Nova Scotia Adult Learning Association

AGM-Annual General Meeting



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

**CAO Report – January 14, 2019**

**CAO:**

**Meetings and Other:**

- Meeting with representatives from Zhongshou Group December 21/18
- COTW Meetings December 19/18 and January 2/19
- Council Planning Session January 3/19
- Council Meeting January 14/19
- Staff meeting January 9/19
- Budget meetings with staff
- Tour of Atlantic Gold's Touquoy Mine in Moose River January 11/19

**Community Development & Recreation Department Report**

**Recreation Programming:**

Programs that took place in December were:

Open Gym Tuesday's 6-7pm at SMECA

Yoga Tuesday's 6:00-7:30pm at SMECA

Chinese Stretching Wednesdays 6:00-7:30pm at SMECA

Active Start Fundamentals for Kids Thursdays 5:30-6:30pm at SMECA

Recreation Hockey Thursdays 3-4pm

Christmas Party at Sherbrooke Lions Hall December 9th 3-5pm

Recreation programs were again well attended in December. Open Gym and Active Start Fundamentals for Kids will continue into January and we will be introducing new programs in January and February. Yoga and Chinese Stretching have finished up, attendance has been an issue with both programs. This past year we have done classes in the spring and fall with very little uptake as of late. We were lucky enough to have a Yoga instructor from Asana Yoga in Antigonish, George Cotsomitis, who is a fantastic instructor, but the numbers have dropped off since we have started from 15 to about 1 or 2 each time. George and I agreed that we wouldn't continue both Yoga and Chinese Stretching because of

attendance, it simply wasn't worth the drive for George to come and teach the classes when no one was showing up.

We held a Recreation Family Christmas Party at the Sherbrooke Lions Hall on Saturday December 8<sup>th</sup> from 3-5pm. Families socialized by playing games and doing crafts there was also snacks and hot chocolate served. Recreation youth staff put on the event and we had roughly 15-20 people participate. Santa Claus also stopped in for a visit to give out candy canes and asked each child what they wanted for Christmas.

### **Upcoming Programs/Events:**

Open Gym

Free Skates

Learn to Skate/ Learn to Play Hockey

Craft Program

Recreation Hockey

Active Start for Kids

Kid Fit

Planning for Winter Fun Fest in Mid-February

### **Community Development**

#### **Volunteer Awards Preparation**

In mid-December, I sent a letter and nomination form to each volunteer group in St. Mary's inviting them to nominate a volunteer for consideration for the Annual St. Mary's Volunteer Awards which take place each spring. I also attached a nomination form in the municipal newsletter and uploaded the form to the municipal website as well. This way community members can access the forms in a number of ways. The deadline for nominations will be January 28<sup>th</sup>. I will need to send in information and set up the details around sending our provincial volunteer of year by mid-February to the provincial awards committee. I decided to continue with the different categories this year of community, firefighter, senior, youth and rookie volunteers of the year. I think this worked well last year and it was great to see a number of great volunteers rewarded last year. Nominations will be attached for council to pick the category winners in February. The Provincial Volunteer Awards will take place on April 1<sup>st</sup> this year in Halifax.

#### **SMECA Student Advisory Committee**

Maggie and I were invited to be a part of the newly reformed School advisory council at SMECA by the Principal. School advisory councils (SAC) are advisory bodies to individual school principals, as well as the regional centres for education (RCEs) or Conseil scolaire acadien provincial (CSAP). They provide recommendations on a variety of issues related to their local school and the overall school system. SACs help the RCEs and CSAP ensure that public schools and RCE- and CSAP-related services are

meeting the needs of their communities and regions. SACs also support strong relationships between schools and families because research shows that when families are involved in a student's education, students do better.

Generally, individual SACs will serve only one school. However, schools also have the option to combine their resources and have one SAC for multiple schools. For example, two schools within one community or a family of schools (e.g., elementary, junior high, and high schools) may choose to share an SAC. The SMECA council will meet approximately 5 or 6 times a year and it will include community members, school staff, students and other outside groups such as the RCMP.

### **Facilities:**

- **Recplex**

There was a lot of action at the Recplex in December. To start the month off, the Annual Keith Jordan Memorial Hockey Tournament was held from November 30<sup>th</sup>- December 2<sup>nd</sup>. This year's tournament featured 7 teams from various places in the province. The tournament is used as a fundraiser for the Friday night youth learn to skate/learn to play hockey program. The Island Lake All Stars from Brookfield won for the third year in a row. The tournament raised \$3,335.60 for the learn to skate program. The learn to skate program itself continues to be very successful as well an average for 20-30 youth aged 3-8 participate in the program on a weekly basis.

Both league play and drop in curling continues on Monday and Tuesday evenings. Free Skates on Wednesdays and Saturdays continue to be well attended with over 20 people per skate. The four team adult hockey league continues play on Wednesday and Friday nights. While adult hockey is being played on Friday nights the Craft Program takes place in the warm room with roughly 5-10 youth participating from week to week.

Maggie and I invited SMECA students and staff to participate in a Christmas Free Skate, Thursday December 13<sup>th</sup>. Students and staff walked from school to the Recplex for an hour skate. The grades primary-3 went from 9-10am, grades 4-7 went from 11-12pm and grades 8-12 went from 1-2pm. Each student and staff was asked, if they were able too, bring a non-perishable food item for the food bank. SMECA then donated the food items to the food bank. The day could not gone better I was really pleased with the participation of students and staff, everyone was glad to get out of school for a bit! Staff from SMECA also mentioned that they would like to see more skates at least once a month for students to become more physically active.

### **Update on Mold Removal at the Recplex**

System Care began work on the mold removal in the sprinkler room at the Recplex on January 2<sup>nd</sup>. It is anticipated the work of removing the mold and putting in the new drywall for the ceiling will be completed on January 14th.

## **Grant from Nova Scotia Health Authority Community Health Boards**

We recently received a grant from the Nova Scotia Health Authority Guysborough County Community Health Board for \$1100.00. In October I applied for funding from CHB in hopes of receiving funding to help with our Recplex programming, specifically after school recreation hockey. Money will go towards general equipment needs for the program, as well as assisting youth in the community who want to participate in the program but are unable to afford equipment to participate.

## **Upcoming Professional Development/Meetings:**

Highland Region Recreation Directors Meeting Thursday January 10<sup>th</sup> at the Town of Antigonish

## **Economic Development & Planning:**

- Continued Review of Planning Documents
  - Discussions with province on amendments to MGA awaiting proclamation (expected spring 2019) which will lead to provincial regulations pertaining to planning documents
  - Report with Recommendations on go-forward to be finalized in January
  - Attend MGA sessions on Planning Regulations (January 21 session in Port Hawkesbury)
- Beautification & Streetscaping
  - RFP for Streetscape Plan went out on Dec 6 and deadline was Dec 21
  - 8 Proposals received and reviewed by Steering Committee
  - Recommendation – Upland Planning + Design Studio
  - Upon Council approval award contract & schedule start up meeting
  - MP Sean Fraser funding announcement January 14/19
  - Steering Committee 2019 workplan
- Attended Guysborough County Tourism Strategy Committee Workshop in Sherbrooke Village
  - Goal Statements and priorities
  - Next workshop in February 2019 in Guysborough

## **Finance:**

### **Finance Department:**

- Tax Sale Update –Thursday, January 17<sup>th</sup>, 2019 at 11am– to date six properties have been removed from tax sale, leaving 13 remaining.
- Tax Arrears listing to December 31<sup>st</sup>, 2018 – see attached
- 2019 Assessment Roll General Information:
  - 2019 property assessments are based on market valuation as of January 1, 2018 and a property's physical condition as of December 1, 2018.
  - The Capped Assessment Program (CAP) rate is based on the Nova Scotia Consumer Price Index as published in November. For 2019 assessments the CAP rate is 2.9%.



- Property owners are encouraged to review their property details online at [www.pvsc.ca](http://www.pvsc.ca) or contact us at 1-800-380-7775 if they have questions
- Assessment notices will be mailed out to property owners on January 14<sup>th</sup>, 2019.
- 31 day inquiry and appeal period is January 14, 2019 –midnight, February 14, 2019
- Property owners can appeal their assessment by filling out the appeal form on the bottom of their notice and returning it to PVSC by mail, fax, email a signed and scanned copy or in-person at one of the office locations
  - Bridgewater: 135 North Park St. (Lunenburg Co. Lifestyle Centre)
  - Dartmouth: Suite 200, 238A Brownlow Ave.
  - Port Hawkesbury: 606 Reeves St. (Port Hawkesbury Civic Centre)
  - Sydney: Suite 230, 500 George St.
  - Truro: Suite 1A, 664 Prince St.
  - Tusket: 4111 Highway 308
  - Wolfville: 24 Harbourside Dr.
- Assessors are available to discuss assessments by contacting 1-800-380-7775
- Began preliminary 2019/2020 budget deliberations process with CAO and department representatives.
- Prepared reports for councils consideration on the following topics: (1) Grants to Organizations and (2) Mileage/Expense Policy & Councillor Honorariums
- Attended Streetscapes committee meetings and reviewed/scored eight RFP's
- Attended a Group of 9 – Municipal Directors of Finance IT/Diamond Meeting - training and discussion held in Richmond County, January 11<sup>th</sup>.
- Deed transfer tax – St. Mary's River Smokehouse property – a letter was sent to True North Salmon Co. Ltd. rejecting their Deed Transfer Tax Affidavit of Value, in accordance with the Municipal Government Act (MGA), section 105. They were asked to reply to the Municipality by January 11<sup>th</sup>, 2019 of the direction the company wished to take in this matter. True North replied by phone call in early January and was asked to send a written response. To date the letter has not been received. Next steps – contacted Municipal Advisor to provide guidance on the issue.

## **Public Works:**

- Prepared application for Investing in Canada Infrastructure fund for installing Ultra Violet (UV) Lights and upgrades at the Sherbrooke Sewage Treatment Plant
- Ongoing operations at the water treatment plant
- Ongoing operations at sewer treatment plant
- Ongoing operations at Transfer Station

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

### Municipal Clerk/Special Projects Report January 2019

- Updating website (Council minutes & agendas, latest news, events, Council expenses, etc)
- Municipal newsletter – receiving and editing material, layout design, coordinating printing, stapling and mail out with the receptionist
- Records management – ongoing maintenance and shredding tracking
- Agenda and meeting minutes (Council, COTW)

- Work on new website – coordinating with AMA on new design, launch date January 7, 2019
- Apply water account interest, print & mail bills.
- Process Quarterly water bills, print & mail bills.
- Verify deposits.
- Attended DevelopNS teleconference meeting regarding broadband funding.
- Assist with preparations for delegation visit.
- Compile data from transfer station log regarding use of facility
- File streetlight outage reports with NS Power
- Continued investigation on Fire Services maps
- Policy work – develop electronic devices policy, update postdated cheques policy, assist with proposed changes to General Government Grants Policy and District Grants application form
- Resident meeting – Create map, gather property data, create mailing list and assist with mailing of invitation.
- Review/evaluate data from municipal broadband survey.
- Investigate options for office door entry.