



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: February 18th, 2020

TIME: 7:00 pm

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

Please advise if unable to attend



Municipality of the District of St. Mary's

Council Meeting

Monday-February 18th, 2020

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Council Meeting held Monday, January 13th, 2020
5. Business Arising from Minutes
6. Presentations
 - a. Government FOCUS- Mayor Boucher & Mayor Chisholm-Beaton
7. Recommendations from Committee of the Whole
8. Outside Committee Appointment Reports
 - a. Eastern Counties Regional Library (ECRL)- Councillor Smith
 - b. Guysborough Adult Learning Association (GALA)- Councillor Smith
 - c. GALA Annual General Meeting- Councillor Smith
9. CAO Report

Adjournment

10 minute question and answer period pertaining to agenda items



Municipality of the District of St. Mary's

Regular Council Meeting
Monday- February 18th, 2020

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, February 18th, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S

2. Attending:

Warden Mosher	Councillor Malloy
Councillor Baker	Councillor Findlay
Councillor Kaiser-Kirk	

Also Attending:

Marvin MacDonald, CAO	Marian Fraser, Director of Finance
Marissa Jordan, Municipal Clerk	

Absent with Regrets

Deputy Warden Dort
Councillor Smith

3. Approval of Agenda:

On motion of Councillor Baker and seconded by Councillor Malloy, Council approved the agenda with the following amendments:

Remove 6. Presentation- Government FOCUS -This presentation will be rescheduled for a future meeting.
Add 10. In Camera- personnel matters

Motion carried.

4. Approval of Minutes:

On motion of Councillor Kaiser-Kirk and seconded by Councillor Findlay, Council approved the minutes of the Regular Council Meeting held January 13th, 2020.

Motion carried.

5. Business Arising from the Minutes:

Municipal Office Generator- Nothing new to update on. The generator is scheduled to be delivered March 9th, 2020.

7. Recommendations from Committee Of The Whole:

COTW Meeting January 15th, 2020:

On motion of Councillor Kaiser-Kirk and seconded by Councillor Baker, Council agreed to support Tourism Guysborough County Association by having Councillor Malloy sit on the board as an ex-officio member.

Motion approved.

COTW Meeting February 5th, 2020:

On recommendation of Councillor Findlay and seconded by Councillor Malloy, Council agree to have staff proceed with the quote from Tate's Construction in the amount of \$7644.00 plus HST for the added security features to the main reception desk area.

Motion approved.

On motion of Councillor Findlay and seconded by Councillor Baker, Council approve for Councillor Smith to attend the 2020 FCM Annual Conference Trade Show from June 4th, 2020 to June 7th, 2020.

Motion approved. (1 nay vote, Councillor Kaiser-Kirk)

On motion of Councillor Malloy and seconded by Councillor Kaiser-Kirk, Council nominate Lewis Macintosh as the Provincial Municipal Volunteer of the Year.

Motion approved.

8. Outside Committee Appointment Reports:

- a. Eastern Counties Regional Library (ECRL)- Councillor Smith
- b. Guysborough Adult Learning Association (GALA)- Councillor Smith
- c. GALA Annual General Meeting- Councillor Smith

9. CAO Report:

Eastern Strait Regional Enterprises Network

- The CAO updated Council that he met with representatives from the former ESREN. The audit is complete and all wind down activities of the ESREN should be complete by the end of the fiscal year. The Municipality will be receiving a refund of \$6200 from that project.

10. In Camera-Personnel Matters

On motion of Councillor Malloy and seconded by Councillor Baker, Council moved into an in camera session for personnel issues at 7:12pm.

On motion of Councillor Findlay, Council reconvened to a regular session at 7:42pm.

Adjournment

On motion of Councillor Baker, there being no further matters of business, Council adjourned at 7:42pm.


Recorded By

Municipal Clerk/Special Projects Coordinator


Approved By

Warden Mosher



Municipality of the District of St. Mary's

RECOMMENDATIONS from COTW

Council Meeting, Monday, February 10th, 2020

Recommendations from Committee of the Whole (COTW):

January 15th, 2020:

1. *On recommendation of Councillor Kaiser-Kirk and seconded by Councillor Smith, Council agreed to support Tourism Guysborough County Association by having Councillor Malloy sit on the board as an ex-officio member.*

Recommendation adopted.

February 5th, 2020:

1. *On recommendation of Councillor Baker and seconded by Councillor Kaiser-Kirk, Council agreed to have staff proceed with the quote for the added security features to the main reception desk area.*

Recommendation adopted.

2. *On recommendation of Councillor Findlay and seconded by Councillor Baker, Council approved for Councillor Smith to attend the 2020 FCM Annual Conference Trade Show from June 4th, 2020 to June 7th, 2020.*

Recommendation adopted. (1 nay vote, Councillor Kaiser-Kirk)

3. *On recommendation of Councillor Malloy and seconded by Councillor Kaiser-Kirk, Council provided direction to the Director of Community Development and Recreation to follow up with the individual nominated for the municipal volunteer of the year.*

Recommendation adopted.



Report to Council

Member of Council: Kaytland Smith

Also in attendance: Director of Finance – Marian Fraser

Board/Agency/Organization: Eastern Counties Regional Library Board

Date Attended: January 23rd 2020

Location: Mulgrave, NS

Agenda Items Discussed:

- Canso Library Insurance Issue –The insurance agents met on the phone and solved the insurance problem. The insurance will cover ECRL with this solution in place.
- Richmond County Library Review – Municipal funding
 - The Council of Richmond County is withdrawing all voluntarily funding to ECRL
- NSLA Conference 2021 – The Board has sent official notice that they will not be hosting the conference. A training or summit is being considered
- Approved the Annual Report 2017-2018
- Transition to Gsuite (Gmail)
 - Due to a defect in the current email system the Province has advised ECRL that the system may fail, and suggested they transfer over to the Gsuit system
 - The Board requested clarification on if Library Boards are considered Public Bodies under the Act
 - If ECRL does fall in the Act as Public Bodies then we would need assurances that all information would be stored on servers inside of Canada, as prescribed by the Act
 - A follow-up from CEO will be expected at the next meeting
- Financial Statements presented
- Facility Issues – Head Office, Mulgrave
 - After a change in insurance providers a site visit was scheduled. During the visit an evaluation was performed and recommendations given, and an EIA was requested. The CEO began working through the list and encountered various problems:
 - The wiring in the building is copper with aluminum cover
 - 90% of the building is not properly grounded
 - The heating system is failing, and needs replacing
 - There was a lengthy discussion on the best process moving forward. A motion was made and approved to strike a Building/facility Committee (that group will begin meeting right away)
 - It was stressed the need to develop a terms of reference and documentation for this committee, staff will begin drafting
 - The Board discussed various funding options and was informed there is approximately \$75,000.00 in the Capital Reserve that could be accessed for this project.
 - There was discussion surrounding long term use and viability of the building, and the insurance liabilities resulting from the above mentioned issues. Board was assured that as long as an action plan is developed to address these issues Insurance is provided

- Discussion was held around procedures for work orders
- A plan of action will be developed by the committee and presented to the Board in the immediate future.
- Passed the Annual Operating Budget Principals
- Funding/Budgeting
 - The Board discussed and decided on February 13th 2020 to hold a meeting to discuss funding, budgeting for the 2020-2021 year.
 - One of the major points of discussion will be surrounding how to achieve equality for its Municipal funding partners.

ECRL – Eastern Counties Regional Libraries

NSLA – Nova Scotia Library Association



Report to Council

Member of Council: Kaytland Smith

Board/Agency/Organization: GALA

Date Attended: January 14th 2020

Location: Guysborough, NS

Agenda Items Discussed:

- Current enrolled Learners: Canso-9, Sherbrooke-12, Guysborough-17
- NSSAL has approved 5 hours a week of non-contact E3 preparation of supports in the form of research, lesson development and learner support resources, bringing staff up to 40 hours a week
- AGM preparations are underway
- There is ongoing consideration and development of the E3 program, the hope is for it to become a Certificate program for participants
- Financial statement approved
- Policy committee will be working on a communication/teleconference policy
- Book Keeping position-still under consideration by the Province. They requested a labor market summary, and was sent. Expected a response in the next couple of weeks
- RBC is being engaged to come in and do some volunteer work, and provide funding
- First books program is still being pursued, and also looking into alternative options
- Next board meeting will also include a training on the GALA Guidelines
- Next meeting date – February 4th 2020

GALA-Guysborough Adult Learning Association

NSSLA-Nova Scotia Adult Learning Association

LAE-Labor and Advance Education

ECRL-Eastern Counties Regional Library



Report to Council

Member of Council: Kaytland Smith

Board/Agency/Organization: GALA Annual General Meeting (AGM)

Date Attended: January 14th 2020

Location: Guysborough, NS

Agenda Items Discussed:

- Previous AGM minutes read and approved
- Election of Officers
 - Chair Person: Edmund LeBlanc
 - Vice-Chair Person: Heather Manuel
 - Treasurer: Barry Potter
- Chair Persons Report read by Edmund – approved
- Coordinators Report read by Natalie – approved
- Treasurers Report read by Heather – approved
- Audited Financial Statements – approved
- Presentation of a poem of appreciation – Natalie and Donna
- Adjournment and lunch served by SHOPS

GALA-Guysborough Adult Learning Association

NSSLA-Nova Scotia Adult Learning Association

LAE-Labor and Advance Education



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

CAO Report – February 2020

CAO

- Committee of the Whole meetings on January 2nd, and January 15th and Council meeting January 13th. EMO committee meeting on January 15th.
- Various meetings with the Director of Finance and Department Heads working on year end 2019/20 projections and budget 2020/2021
- Met with representatives from the former ESREN. The audit is complete and all wind down activities of the ESREN should be complete by the end of the fiscal year.
- Hired Hannah MacDonald for the term position of Development Project Coordinator until the end of 2020. This position is funded 50% through the community works provincial grant program
- Worked with staff on the items outlined below

Finance

- January 2nd, 2020-COTW Meeting, January 13th, 2020-Council Meeting, January 15th, 2020-COTW Meeting
- Worked with Staff throughout the month on the following items; community works grant/development project coordinator position, interviews, follow up. Saltscapes planning and streetscapes/beautification projects. Various budget planning meetings throughout the month.
- Attended Eastern Counties Regional Library meeting on January 23rd with Councillor Smith (see outside committee report for additional detail)
- Inter-municipal Group IT Project – Attended kick off meeting January 15th, assisted in completing initial computer and email scans. Next steps include asset inventory.
- See attached sheet showing outstanding taxes as of January 31st, 2020
- 2019-20 Tax Sale Update – 16 Properties remain on the tax sale listing. Tax sale is scheduled for February 25th, 2020 at 11am. The listing has been posted in the monthly newsletter and online. Information on properties is available for public viewing at the municipal office.
- Completed 47 T-4's for 2019 Income tax return and completed 3rd Quarter HST returns

Municipal Clerk/Special Projects

- Attended Meetings/Events:
 - January 2nd, 2020-COTW Meeting, January 13th, 2020-Council Meeting, January 15th, 2020-COTW Meeting
 - January 13th, 2020- Saltscapes Meeting- Went through current budget and list of things to accomplish before the event. Sourced out quotes for new background sign and update to the image sign.

- January 16th, 2020- Met with CAO and Director of Finance to discuss upcoming timelines for Elections (including Municipal Returning Officer job posting), Accessibility Committee as well as timelines for the Development Project Coordinator position and Director of Community Development and Recreation mat leave position.
- January 23rd, 2020- Met with CAO to review Fire Department Boundary Maps
- January 23rd, 2020- Met with CAO, Director of Finance and Director of Community Dev. & Rec. to review interview questions for Development Project Coordinator interview.
- January 24th, 2020- Conducted interviews with the Director of Finance for Recreation's employment opportunity- Program Coordinator.
- January 28th, 2020 - Conducted interviews with Department heads for the Development Project Coordinator Position.
- January 28th, 2020- Collaboration meeting for Saltscapes
- January 28th, 2020- Met with Public Works Facility Operator and Director of Finance to discuss options for Phase One of the Streetscapes plan and budget.
- January 29th, 2020- Participated in a teleconference meeting for the IT Shared Services Project
- January 30th, 2020- Participated in a teleconference meeting for the IT Shared Services Project- Interview about high level needs for IT in our Municipality.
- Office Duties - Council and COTW agenda and minutes, NSCAF editing & updating, Municipal Newsletter- Prepare, edit and send out. Updating website. Running Water Utility Billing/Arrears. Day to day office duties. Annual Sewer Invoicing

Community Development & Recreation/Physical Activity

- **Before and After Care Program Update** - We have 19 children registered in the program, with 10 of those being regulars. We have three children who are approved through the provincial subsidy program. Families have a portion of their fee covered each time they attend the program. Since the New Year, we are seeing consistent numbers attending the program each day and are hearing good reviews from parents and children who attend the program.
- **Highland Region Recreation Coordinators** - In January, I chaired a conference call meeting due to weather. Planning is underway for our annual HRRC Summit. Each year, the association hosts a summit on a different topic that the group would like to learn more about. This year we have partnered with Engage Nova Scotia to host a summit focused on the Nova Scotia Quality of Life Index. This was a project done by Engage Nova Scotia to survey the province. The survey included 230 questions ranging from a number of different topics including Recreation and Culture services. Our summit will focus on the Recreation focused data and will take place on February 19th. The HRRC will also be hosting a KAIROS Blanket exercise on February 13th for all Highland Region Recreation Staff in Antigonish. The KAIROS Blanket Exercise program is a unique, participatory history lesson – developed in collaboration with Indigenous Elders, knowledge keepers and educators – that fosters truth, understanding, respect and reconciliation among Indigenous and non-indigenous peoples.
- **Engage Nova Scotia Local Leadership Team** - As a result of this HRRC summit with Engage Nova Scotia, it was learned that there was only one representative on the local leadership team from the County of Guysborough, and this individual was from the District of Guysborough. There was

an opportunity for me to join the LLT for a short period before my maternity leave to bring a St. Mary's perspective as well as a Recreation lens. The next meeting will be in February.

- **Saltscapes 2020** - Planning is underway for our Saltscapes booth for 2020. Saltscapes will take place from April 24th-26th.
- **Experiential Tourism Development Project** - I took part in a two day session at the Sherbrooke Village designed to help wrap up the Experiential Tourism Project that the Village spearheaded for the Nova Scotia Museums Conference held in September. We focused on fine tuning and pricing two experiences that were developed as part of this project that will launch this year. The two experiences are "St. Mary's River of Dreams" – the history of the St. Mary's River Punt and a boat building exercise hosted by Brad Burns and "Sherbrooke Village, Steeped in Time", a hike of the Stamp Mill Trail that ends in freshly brewed tea made with ingredients found in our local forest. We hope to highlight both of these experiences as well as some additional local experiences at our booth at Saltscapes.
- Attended Monthly **House League Hockey** Meetings, prepped for Keith Jordan Memorial tournament. Total profit for the tournament was \$2,322 in support of house league. \$2,000 from Bonvie MacDonald Rinks to Links was used toward the purchase of new NHL regulation hockey nets, Sportfund grant also contributed toward the purchase. New training equipment was purchased through Sportfund funding as well. (\$2,700 in grant funding will be used from Sportfund for training equipment and coach training courses.)
- Booked ARK – Meetings and activities. **ARK** is a female physical activity/creativity focused group that meets after school to get active and get creative, for girls aged 12-17. This group is supported through funding from CCH (Active Communities fund). Group activities will continue in February, with a closing event in March during March Break. \$600 Ruth Goldbloom Educational bursary was granted to ARK – for our closing group activity which is a trip to Halifax, with a walking tour of notable art galleries. We will be visiting the Art Gallery of Nova Scotia and Pier 21 Immigration Museum. We will also be walking the waterfront to have dinner. This is a very exciting event and the \$600 will go a long way toward providing this event to girls for a very low cost. About \$20 each will be the cost for each participant.
- Held meetings with Denise Burns regarding a new **Volleyball team** which will be Volleyball Nova Scotia registered. They plan to enter competitive play next season, once they have developed their team and structure. Three volunteers have agreed to become VNS certified Volleyball coaches.
- Posted a new position for a **Community Program Coordinator** which is funded through CCH (Active Communities Fund) which is a part time position to support ARK – female focused activity group. Interviews were held and the position has been filled. Planning for our upcoming activities and closing event.
- Planning for **March Break Day Camps** is complete. Locations and days/times are booked. Registration information will go out this week.
- **Kidfit** is starting up Feb. 3, 20, in Port Bickerton and Ecum Secum, and Feb. 4, in Sherbrooke. Planning for activities, preparing equipment and scheduling was completed in January.
- Partnered with **St. Mary's and District Vol Fire Dept** for their 1st annual winter carnival – staff and equipment was provided for activities.

Public Works

- All operations are running as normal for the Water/Wastewater facilities.
- Continuing to monitor Sewer System for the Sewer UV project. Data will soon be complete for the development of the RFP
- Transfer Station operations are operating as normal. Backhoe tires was been repaired and staff are developing a plan to reorganize the household hazardous waste building and operations.
- Recplex – Public Works Facility Operator has begun training and courses for ice plant operations. Both the end year Adult Hockey and Curling tournaments have been scheduled for the end of March.

2019-20 Tax Receivables												
	April	May	June	July	August	September	October	November	December	January	February	March
2019-20	(60,875)	2,488,333	2,115,888	534,667	320,342	264,336	218,524	197,759	171,370	151,930		
2018-19	172,395	162,916	152,616	144,269	139,736	120,110	110,967	105,705	102,107	99,786		
2017-18	86,453	86,355	81,963	75,249	74,509	70,298	63,708	63,106	61,342	60,542		
2016-17	61,685	62,006	61,848	61,409	60,155	57,072	53,829	52,441	50,914	265,788		
2015-16 +	211,226	211,659	212,521	212,896	213,093	213,927	212,838	213,931	214,254	-		
Total	470,884	3,011,269	2,624,836	1,028,490	807,836	725,744	659,866	632,943	599,986	578,046		
<i>Interest (included in total)</i>	148,704	150,799	151,963		156,762	157,942	172,660	174,009	169,808	172,322		
Total without interest	322,180	2,860,470	2,472,873	1,028,490	651,074	567,802	487,206	458,934	430,178	405,723		

2018-19 Tax Receivables												
	April	May	June	July	August	September	October	November	December	January	February	March
2018-19	(54,480)	2,423,168	1,992,477	491,739	339,601	251,062	236,095	217,551	192,006	169,327	146,232	125,179
2017-18	171,451	163,130	148,567	141,442	134,010	118,024	110,355	106,029	102,580	96,269	88,867	86,563
2016-17	111,511	106,605	102,498	101,816	99,662	85,565	83,876	82,889	81,997	70,329	67,156	62,220
2015-16 +	55,856	54,063	52,118	51,590	50,270	42,209	41,081	40,338	39,871	244,030	242,269	211,052
2014/15 +	213,832	214,104	214,739	215,464	216,303	212,596	213,475	214,134	215,021	-		
Total	498,170	2,961,070	2,510,400	1,002,051	839,846	709,456	684,881	660,941	631,476	579,955	544,524	485,015
<i>Interest (included in total)</i>	155,862	157,301	156,055	158,148	164,254	157,178	174,917	177,790	177,699	160,227	159,382	145,649
Total without interest	342,308	2,803,769	2,354,345	843,903	675,592	552,278	509,964	483,151	453,777	419,728	385,141	339,366