



Municipality of the District of St. Mary's

Regular Council Meeting
Thursday, February 16th, 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 Thursday, February 16th, 2023, at 7:00 pm in Council Chambers.

2. Attending:

Warden Wier

Councillor Malloy

Councillor Baker

Councillor Zinck

Councillor Harpell

Councillor Mailman

Also Attending:

Marissa Jordan, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Absent with Regrets:

Deputy Warden Fuller

3. Additions to the Agenda:

- 10. Municipal Acknowledgement

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Baker, and seconded by Councillor Harpell, Council approved the minutes of the Regular Council Meeting held January 9th, 2023.

Motion approved.

On motion of Councillor Mailman, and seconded by Councillor Malloy, Council approved the minutes of the Special Council Meeting held January 12th, 2023.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Zinck, Council approved the minutes of the Special Council Meeting held January 25th, 2023.

Motion approved.

6. Business Arising from the Minutes

- Council asked if any correspondence was received regarding the proposed electoral boundary changes submitted to the Nova Scotia Utility and Review Board. The CAO updated Council that there are no updates at this time.

7. Recommendations from Internal Committees of Council

Committee of the Whole- February 1st, 2023 (Absent: Councillor Malloy)

On motion of Councillor Baker, and seconded by Councillor Zinck, Council agreed to award the proposal of the System Assessment Report (SAR) for the Sherbrooke Water Utility to R.V Anderson Associates Limited in the amount of \$24,920.00 plus HST from the capital/gas tax reserve, less any potential applicable grants through the Province of Nova Scotia.

Motion approved.

On motion of Councillor Mailman, and seconded by Councillor Harpell, Council agreed to change the COTW Meeting date from March 15th, 2023 to March 8th, 2023.

Motion approved.

Joint Occupational Health and Safety Committee – February 4th, 2023

On motion of Councillor Harpell, and seconded by Councillor Baker, Council agreed to that the Municipality become a member of Safety Services Nova Scotia at a cost of \$400 + HST on an annual basis.

Motion approved.

Emergency Management Operations Advisory Committee – February 7th, 2023

On motion of Councillor Zinck, and seconded by Councillor Baker, Council approved the updated Emergency Management Plan.

Motion approved.

Audit Committee- February 7th, 2023

On motion of Councillor Malloy, and seconded by Councillor Harpell, Council approved the transfer of any 2022/2023 operating surplus above \$5,000 to the municipal capital reserve fund.

Motion approved.

8. External Board / Committee Reports

a. November 2022 Guysborough Adult Learning Association – Deputy Warden Fuller

- See the attached report.

9. CAO Report:

- The CAO highlighted ongoing projects.
- Staff have been working on many policies including the Fire Services Administration Policy, the Comfort Center Policy, and Standard Operating Procedures for staff which will become apart of the Municipal Human Resources Policy.
- There is a Tax Sale coming up on March 7th, 2023. All available information is available at the front desk at the Municipal Office and online.
- The Seeds of Literacy Program is on-going at various locations throughout the Municipality. The Program Coordinator is working to increase attendance for the program which includes a partnership with the Librarian at the Saint Mary's Education Center / Academy.

- The Active Living Coordinator position has been filled by Tobias Clark, starting at the end of January.
- Council asked if there was an update on the Community Free Little Library boxes. The CAO updated Council that the call for proposals is still open for submissions.

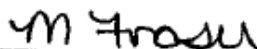
10. Municipal Acknowledgement

- Council acknowledged the passing of former Municipal Solicitor of 20 years Robin Archibald and sent their sympathies to his family.

Adjournment:

On motion of Councillor Harpell, and seconded by Councillor Malloy, there being no further matters of business, Council adjourned at 7:13 pm.

Motion approved.



Recorded By
Mallory Fraser, Municipal Clerk



Approved By
Warden Wier

**Guysborough County Adult Learning Association
Board Meeting GALA Office & via Zoom
Tuesday, November 8th, 2022**

Present: Edmund LeBlanc – *Chairperson* (via Zoom)
Barry Potter – *Secretary/Treasurer* (via Zoom)
Donna Jackson – *Adult Learner Rep* (GALA office)
Sandi Potter – *Community Market Manager* (via Zoom)
Rob Haywood – *Member at Large* (GALA office)
James Fuller – *Deputy Warden for the District of St. Mary's* (GALA office)
Donna Hochman – *NS Works Career Practitioner* (via Zoom)

Non – Voting: Natalie Brenson, Donna Casey (GALA office)

Regrets: Fin Armsworthy – *Municipality of the District of Guysborough*
Liz MacIntosh – *Schools Plus Facilitator for Guysborough County*
Reverend Heather Manuel – *Vice-chair*

Call to order: Edmund called the meeting to order at 10:00 a.m.

Approval of Agenda: Agenda circulated. Sandi asked to add “Rafflebox” under “New Business”. Barry made motion to accept agenda with additional item. Seconded by James. Motion carried.

Approval of Previous Minutes: Minutes of October 11th, 2022 meeting circulated. Donna J. made motion to accept minutes as circulated. Seconded by Sandi. Motion carried.

Status of Strategies: **a) ED’s Report:** Natalie gave this report. Registration numbers are increasing. LaMPSS reporting system is becoming more detailed. LaMPSS training is ongoing. Natalie and Donna are providing service to John’s learners at this time as he is not back to work yet. Discussion about possibility of him working from home once he has enough learners. Discussion around programming. NSSAL financial monitor to be submitted before November 18th. Laptop lending library still being developed. Formalizing DCS project – hope to start by November 21st. Donna and Natalie completed online courses. Natalie spoke with our AEC regarding Rafflebox – we can fundraise but not during NSSAL hours. Classes are very busy. Donna doing well with new bookkeeping role. Early Years meeting this month. Natalie shared an article from The Casket regarding Shamrock Club in which GALA was mentioned.

Community Engagement – The Community Development Presentation (the presenter is to talk about dying communities) @ Chedabucto Lifestyle Complex has been postponed. Natalie will attend this free presentation and look for his book – 13 Ways to Kill a Community.

Policies: **Lending Library – Policy Review Meeting**

Did not meet. Natalie will send out possible meeting dates today. Maybe have a Zoom meeting? Sandi will join this group. Discussed how this will work

Financial Stewardship: (a) **Barry Update of Financials** – Barry gave this update. Financial statements sent out – as of October 31st, 2022. Will be applying for GST Recoverable – \$1700. Government payroll deductions and WSB paid to end of October. Current earnings – overspent last year. NSSAL only paid for 32.5 hrs per week. GALA paid for additional 2.5 hrs. GALA requires employees to have cellphone and internet so we gave staff \$60 per month compensation to help with costs. NSSAL increased workload but not hours. GALA does not have the money to increase hours this time so they are back to 32.5 NSSAL hrs. per week. NSSAL Tech support program so employees now get \$80 per month for cellphone/internet support at no cost to GALA. Will look at projects to supplement additional hours. Money provided for bookkeeper and admin assistance. Reviewed Income Statement. Year end rollover on Thursday – will balance. Barry made motion to accept the financial statement as presented. Seconded by Donna H. Motion carried.

Human Resources: N/A.

Board Education: a) **Stewardship** – N/A.

Old Business: N/A.

New Business: a) **Non-Bake Sale Fundraiser** – Natalie explained how this works. Ask people to give donation instead of baking something for a bake sale.
b) **Next Meeting Date:** Next meeting on January 17th @ 10 am with AGM to follow at 11 am. Will do this in person at GALA office and via Zoom. Edmund's last board meeting.
c) **Rafflebox:** Sandi gave information about this. Have to be a non-profit and need a raffle number. Can take 10 days for license. People can donate via credit card, etc. Tickets are sold thru email and social media. Will need to set up a separate email for this. Tracks donators. It's a 50/50 draw. Winner gets half and GALA will get half then GALA would be charged a fee but does not tell you what the charges are – will need to look more into this. Sandi will look more into this fundraiser and how to set up – will need some help. Discussion around fundraising and selling tickets. Use GALA Facebook page and website to advertise. Rafflebox will also advertise as new raffle. Barry made motion for Sandi to set up email and proceed to start process. Donna J seconded. Motion carried.

Adjournment: Consensus to adjourn at 11:13 am.

ADMINISTRATION DEPARTMENT

Policy Development

Administration worked on the following policies and procedures during January with the intention to include the SOP's into the future HR Policy:

- Work From Home SOP
- Time in Lieu Accumulation and Usage SOP
- Inclement Weather/Snow Day SOP
- Internal Committee Meetings SOP
- Communication SOP
- Fire Services Policy
- Comfort Centre Policy
- EMO Policy

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 January staff explored ways to increase accessibility on the municipal website and have been preparing the first draft for the committee to review in February with the intention for Council to review in March.

Eastern Shore Flood Line Mapping

The Nova Scotia Department of Municipal Affairs and Housing is supporting municipalities with flood mapping projects under their Municipal Flood Line Mapping program. The St. Mary's Municipal Flood Line Mapping Project RFP issued in December 2023 has been awarded to CBCL Engineering and Design Services in January. The project area with measuring, modeling and hazard mapping will encompass the coastline of the Eastern Shore from Ecum Secum to the Canso Causeway.

At the kick-off meeting held on January 24, 2023, staff identified a key area of concern in Port Hilford and one of the monitoring stations has been shifted to this area from a lower risk location for more accurate data and modeling of the effects of Flooding and Sea Level Rise. Stakeholder and Rights-holder engagement is expected between January 13 – February 20. Water Level Monitoring is expected between January 30 – February 27. Coastal Analysis and Modelling is expected between February 6 – March 13 while Technical Reporting and Mapping is expected to be complete by April 24. CBCL has projected the Final Report completed by May 8, 2023.

Sherbrooke Streetscaping

The Streetscapes project started on October 17, 2022 and was expected to continue for 4-6 weeks. Due to weather and unforeseen construction issues the project continued into the first week of January 2023. The new redesigned storm water infrastructure, Main Street and 16 Main Street grading and paving, and sidewalks and curbing are complete (including the connecting of private and commercial walkways to sidewalk). The Sherbrooke Public library entryways and gathering space stonework is complete and the final stages of beautification to the parking lot and the library will commence as weather warms.

EV Charging Stations

Cost-shared funding from NRCAN - ZEVIP (Zero Emission Vehicle Incentive Program) has been received to install two Level 2 Electric Vehicle Charging Stations in St. Marys. The Charging Stations are available for use and have been added to widely used Charge Station Apps with information about surrounding amenities. Local public postings with Charging Station information and etiquette will be shared in February.

Fire Services Committee

As per the MGA (Part 10, Section 293) the Municipality may maintain and provide fire and emergency services by providing the service, assisting others to provide the service, working with others to provide the service or a combination of means. In January, staff sent correspondence to municipally registered fire departments regarding the Fire Underwriters Survey and Emergency Health Services. Also sent to Fire Association of St. Mary's (FAST) was an updated draft of the Fire Services Administration Policy with the intention for the Committee to review in February.

EMO Advisory Committee

Staff made changes to the draft EMO plan, reviewed comments, and made final edits. The policy will be brought back to the EMO Committee and then Council for approval in February. The EMC and CAO participated in two day training for the Incident Command System (ICS) 200. EMO training has been booked for staff and Council for the upcoming months. Further work on contingency plans, communications plans and table-top exercises will be happening in the upcoming months.

Land Development Committee

The Land Development Committee held their third and fourth meetings on January 16, 2023 and January 30, 2023. The committee heard feedback as per the Land Development Committee Policy regarding perspectives considered in land development decisions. Perspectives heard in the January meetings include Affordable Housing, Coastal, Marine and Sustainability-Biodiversity. Staff will no longer be entering into a project with Dalhousie University, School of Planning's Dr. Eric Rapport, and his upcoming master's in planning student group to create tools to assist the Land Development Committee in decisions regarding municipal owned land as the projects were

not selected. A good standing relationship remains with Dalhousie University, School of Planning and staff will continue to explore future teaming opportunities. The Committee will meet two (2) times in February to allow additional time for receiving feedback and perspectives from communities identified in the Land Development Committee Policy. March will return to the one (1) meeting monthly schedule.

FINANCE DEPARTMENT

Property Taxation

Reminder to council, staff and residents that the 2023 property assessment notices were sent out in January with appeal deadline being early February 2023. If a property owner has not received their assessment notice, please direct them to phone PVSC at 1 800 380 7775. Additional information regarding assessment notices and appeal dates are on the municipal website or pvsc.ca The 2023 CAP rate for eligible residential property owners is 7.7%.

Municipal Property Tax Sale, March 7th, 2023

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 of the Tax Sale has been posted on the municipal website, social media, municipal newsletter and in the Guysborough Journal. Notice of tax sale are also being posted physically on properties. An information sheet on the process for the tax sale has been updated and is posted on the municipal website. 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. The binder is available to be reviewed at the municipal front office.

Property Taxes Collected

By fiscal year as of January 31st, 2023

- 2022-2023 Taxes – 96.46% Collected
- 2021-2022 Taxes – 97.40% Collected
- 2020-2021 Taxes – 98.7% Collected

Financial Statements and Reporting

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required. Continued preliminary budget work for the 2023-2024 capital and operating budgets with the CAO and Directors. A reminder to council and community organizations that 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. Completed NS conservation grant in lieu of taxes application, 3rd quarter HST remittances and a review of the 2023 property assessments.

Committee/Policy Work

Prepared 3rd quarter finance report and package for the Audit Committee, including reviewing and providing feedback on St. Mary's financial conditions index to the province. Staff participated in the third 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. Prepared information for submitting municipal t-4's for 2022.

PUBLIC WORKS DEPARTMENT

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 Distribution Water flow meter which was previously purchased. Public Works is now able to know how much flow is going out to the distribution system. Public Works has also repaired a leak on the main distribution line within the plant with an outside contract on site to complete the repairs. Public Works has also had the PC and SCADA upgraded at the Water Treatment Plant.

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 debris that are being introduced to the plant from improper disposal by utility customers.

Recplex Facility

Public Works staff are currently working within the Recplex to ensure the ice is at the best quality possible. Public Works have now replaced the wash water pump for the Zamboni. It had been previously burnt out from previous operators. 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. Public Works has also been able to install new studs in the tires of the Zamboni. This prevents the need for new tires and allows better control of the Zamboni while flooding the ice.

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 Annual Report for the Transfer Station, Cross Connection Control Plan have been completed. Staff will be focusing on collaborating with the consultants to develop the System Assessment Report for the Sherbrooke Water Utility over the next few months as per the Approval to Operate.

COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

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.

Tech Savvy Seniors Program

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. This program has been consistently well attended. Based on the request of participants and seniors in the community, this program will be separated from the Seeds of Literacy Program and will be offered throughout the Municipality at facilities with internet.

Seeds of Literacy

The Seeds of Literacy program is a mobile literacy program for youth that takes place on Saturday's throughout St. Mary's. Attendance at this has been consistently low. The program coordinator is working on creative ways to increase attendance at this program, including developing a partnership with the Librarian at St. Mary's Education Centre Academy. This program will continue into February. A Call for Quotes has been posted to receive quotes to build six community Library boxes. This is a project through the Seeds of Literacy Funding from the Province through the Department of Communities, Culture, Tourism and Heritage.

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.

Recplex Programming

Programs continued to take place at the Recplex in January. A Junior Curling program was added to the schedule on Tuesday's from 2:30-4pm for students in grades 7-12. This is a partnership with volunteers from the St. Mary's Curling Club. Regular programs also continued in January.

CAO Report

January 2023



Program Delivery

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

- Kickboxing
- Yoga
- Seeds of Literacy
- Tech Savvy Seniors
- Female Fun & Fitness
- Family Open Gym

Fitness Centre Accessibility Project

The new security system for the St. Mary's Fitness Centre was installed in January. The purchase order was missing fobs, so final training on the system will take place in February when fobs arrive. Staff are working on developing the Accessibility Program, including waivers, registration forms, training, cleaning and safety procedures. The grand re-opening of the facility is expected to take place in February.

St. Mary's Volunteer of the Year Program

The Municipality received 5 nominations for Volunteer of the Year in 2022. The process was open for all organizations and residents to nominate individuals. Emails were sent to organizations and the program was advertised in the newsletter and online. Organizations were also called directly. The event was well attended, with roughly 30 people. There was a large presence from the organization that submitted the nomination for the Volunteer of the Year. There is no date set for Volunteer of the Year nominations for 2023, but Municipal Council will need to consider what format to use this year for choosing a Volunteer of the Year for St. Mary's that may generate more participation from the community.

Joint Occupational Health and Safety Committee

The JOHS Committee met on January 4th and focused on completing a site inspection report for the Water Treatment Plant. The Committee is working with administration to fine tune the inspection process. The Committee is also working on the completion of the JOHS Committee Policy.

Active Living Coordinator Position

Tobias Clarke joined the Community Development and Recreation Department at the end of January. Tobias is a welcomed addition to the team and has many ideas for programs and projects for the community.

February 13th, 2023

Date

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

Marissa Jordan, CAO