



## NOTICE

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

**DATE:** Monday, March 12<sup>th</sup>, 2018

**TIME:** 7:00pm

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

**Please Advise If Unable To Attend**

Dated: *March 5<sup>th</sup>, 2018*

Marvin MacDonald  
CAO

**Municipality of the District of St. Mary's**

Meeting of Council

Monday, March 12<sup>th</sup>, 2018

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda and any additions
4. Approval of minutes of Regular Council Meeting held February 12<sup>th</sup>, 2018
5. Business Arising from Minutes
6. Recommendations from Committee of the Whole
7. Correspondence
  - a. Thank You – St. Mary's District Food Bank
8. Outside Committee Appointment Reports
  - a. Economic Development – Councillor Smith
  - b. Eastern Region Solid Waste Management – Deputy Warden Dort
  - c. Guysborough County home Support – Deputy Warden Dort
  - d. Community Health Board – Councillor Malloy
  - e. Port Bickerton & Area Planning Association – Councillor Kaiser-Kirk
9. CAO Report
10. Solicitor Report
11. Other Matters of Business
  - a. Councillor Roundtable
12. Adjournment

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

**Municipality of the District of St. Mary's  
Regular Council Meeting  
Monday, March 12<sup>th</sup>, 2018**

**Meeting, Date & Time:**

The regular meeting of the St. Mary's Municipal Council was called to order on Monday, March 12<sup>th</sup>, 2018 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 Baker Council approved the agenda as presented.*

*Motion carried.*

**Approval of Minutes:**

*On motion of Deputy Warden Dort and seconded by Councillor Malloy Council approved the minutes of the Regular Council Meeting held on February 12<sup>th</sup>, 2018.*

*Motion carried.*

**Business Arising From Minutes:**

- None

### Recommendations from Committee Of The Whole

- St. Mary's Audit Committee Policy  
*On motion of Councillor Smith and seconded by Councillor Baker Council approved the St. Mary's Audit Committee Policy.*
  - Committee appointments will be made at the annual meeting.

*Motion carried.*

### Correspondence

- Thank You – St. Mary's Food Bank

### Outside Committee Reports

- Economic Development – Councillor Smith
  - Councillor Findlay attended Sherbrooke Village Meetings but did not submit report. Meetings were in-camera.
- Eastern Region Solid Waste Management – Deputy Warden Dort
- Guysborough County home Support – Deputy Warden Dort
- Community Health Board – Councillor Malloy
- Port Bickerton & Area Planning Association – Councillor Kaiser-Kirk

### CAO Report

- See attached report.
- Economic Development
  - Marvin has a meeting with Engage Nova Scotia this Friday.
- Waterline Replacement Project
  - Test holes were dug. Results show there is still a foot of frost in the ground and it is very wet.
- Welcome Signs
  - The tender went out for the installation of the five remaining municipal welcome signs.
  - The locations are: Country Harbour Lake, Nine Miles Woods, Caledonia - Pictou County line, Sanctuary Rd - Pictou County line and New Chester Road.
- Tax Workshop
  - Through the senior's age friendly work, a workshop has been arranged for March 28<sup>th</sup>.
  - The workshop is free and focus' on business tax traps to avoid.

### Solicitor Report

- No legal issues arose in the last month to report on.

### Other Matters of Business

- Councillor Roundtable
  - Councillor Smith
    - Economic Development Committee Meeting

- Atlantic Gold
- Councillor Baker
  - Nothing To Report
- Deputy Warden Dort
  - Eastern Region Solid Waste Management Committee Meeting
  - Guysborough County Home Support
  - Atlantic Gold
- Councillor Malloy
  - Strove Tuesday in Port Bickerton
  - Budget Meeting
  - Heart and Stroke Luncheon at the Lion's Club
  - Appreciation day for Keith Horton at Port Bickerton Community Centre
  - Atlantic Gold Meeting
  - SMECA Community Space Official Opening
- Councillor Findlay
  - Heart and Stroke Luncheon at the Lion's Club
  - Active Transportation Meeting
  - Appreciation day for Keith Horton at Port Bickerton Community Centre
  - Lion's Speak Out
  - Atlantic Gold
  - SMECA Community Space Official Opening
- Councillor Kaiser-Kirk
  - Active Transportation Meeting
  - Women's Institute Social
  - Appreciation day for Keith Horton at Port Bickerton Community Centre
  - Lighthouse Meeting
  - Port Bickerton Green Space Meeting
  - SMECA Community Space Official Opening
- Warden Mosher
  - Appreciation day for Keith Horton at Port Bickerton Community Centre
  - SMECA Community Space Official Opening
  - Atlantic Gold Meeting
- Atlantic Gold
  - There will be a public meeting regarding the Cochrane Hill project at the Lion's Club on March 29<sup>th</sup>, 2018.

**Adjournment**

***On Motion of Councillor Baker there being no further matters of business, council adjourned at 7:24pm.***

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Recorded By

Approved By

Municipal Clerk/Special Projects Coordinator

Warden Mosher

## **ST. MARY'S AUDIT COMMITTEE POLICY**



### **Purpose:**

The purpose of the Audit Committee is to provide advice to Municipal Council on the matters relating to auditing of finances of the Municipality. The Committee fulfills the legislative requirements as outlined in Section 44 of the Municipal Government Act (MGA).

### **Committee Composition & Appointment**

The committee will consist of all elected officials for the Municipality of the District of St. Mary's, and up to two individuals appointed by council who are residents of the Municipality but not members of council or employees of the Municipality. The appointed citizens shall possess knowledge and understanding of financial and accounting matters.

The committee, including the outside appointments shall be appointed annually at the Annual Meeting of St. Mary's Municipal Council. Outside appointments to the committee may serve three consecutive terms (fiscal year). At that time the Municipality will advertise for outside appointments for the next three terms.

All committee members are eligible for reimbursement of travel expenses for meetings from their place of residence.

Municipal Staff are not considered committee members but the CAO, Director of Finance (DOF) and Municipal Clerk will provide administrative support for the committee.

### **Citizen Appointment Requirements**

- Must be a current resident of the Municipality of St. Mary's,
- Cannot be an immediate family member of a member of council or an employee of the Municipality,
- Cannot be an employee of the Municipality (full time, casual, part time, term or seasonal),
- be at least 18 years of age (legal voting age)
- complete an application form and describe any personal/professional experience in accounting, finance, municipal government or relevant/related fields

Date Adopted:

**Duties & Responsibilities**

The committee is responsible for the following functions;

1. Periodically review requests for proposals and tenders for external audit services; recommend the appointment of the external auditor to council.
2. Review in detail the audited financial statements of the Municipality with the auditor and management; recommend approval to council
3. Review the internal control management letter with the auditor and CAO/DOF; recommend any changes to Council, as required
4. Review the yearly FCI's (Financial Condition Indicators)

**General Administration**

The Audit Committee will meet on the same day as a regular Committee of the Whole meeting of council and a minimum of twice per fiscal year. The committee will be chaired by the Warden of the Municipality. There will be no limit on the number of meetings; the committee shall convene whenever circumstances demand.

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Municipal Clerk

Date

Date Adopted:

# Application for Appointment to the St. Mary's Audit Committee



## Section A Contact Information

<b>Name</b>
<b>Home Address</b>
<b>Mailing Address</b>
<b>Telephone Number(s):</b>
<b>E-mail:</b>

## Section B Eligibility (Please check Yes or No)

<b>Are you a resident of the Municipality of St. Mary's?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you 18 years of age or older?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you an employee of the Municipality? (Full time, Part time, Casual, Term)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you the spouse (including common law), sibling, child or parent of a Member of Council or of an employee of the Municipality?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No





**IMPORTANT NOTICE TO ALL APPLICANTS:** Please be aware that the names of the candidates recommended for appointment to the Audit Committee will be submitted to Council as a public document.

**Applications can be directed to:**

Marvin MacDonald, CAO  
Municipality of St. Mary's  
PO Box 296  
Sherbrooke, NS B0J 3C0

Telephone: 902-522-2432  
Fax: 902-522-2309  
E-mail: Marvin.macdonald@saint-marys.ca

**I certify that the information contained in this application form is accurate.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



Dear Councillors:

We are grateful for your donations to our Food Bank. The hungry can be fed only when we receive donations such as yours.

Sincerely

Marcia Anderson



# Report to Council

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**Member of Council:** Kaytland Smith

Also present: Warden Michael Mosher

**Board/Agency/Organization:** Economic Development

**Date Attended:** February 15<sup>th</sup> 2018

**Location:** Sherbrooke, NS

## **Agenda Items Discussed:**

- Marvin MacDonald CAO will be leading the Economic Development Committee
- Action Plan to date
  - Continue to gather and engage community
  - Will retain current information
  - Develop clearly defined goals
- Round table

## **Key Highlights:**

- Engage NS
  - Discussion was held around looking into having Danny Graham with Engage NS come in and hold a community meeting as a part of community engagement and information gathering for Action Plan.
  - Discussion held around the intention of a possible meeting
- Marvin will look into making a change in the terms of references to fit the committee needs
- Recruitment of new members
  - Brain storm around ways to encourage new members to apply
  - Group will come back with ideas for the next meeting
- Communication
  - Strategy for dealing with this issue



# Report to Council

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**Member of Council: Deputy Warden Jackie Dort**

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**Board/Agency/Organization: Eastern Region Solid Waste Management Committee**

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**Date Attended: February 22, 2018**

**Location: Boylston, N.S.**

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## **Agenda Items Discussed:**

- Single Use Bag Ban Resolution
- Diversion Credit Stabilization
- Diversion Credits
- Paint Program Update
- Potential Programs
- Letter of Support
- Litter Incentive & Community Bin Funding
- Compliance Officer's Report

## **Key Highlights:**

- Motions from three councils have approved support for the ERSWMC resolution on the single use bag ban. Two other councils haven't made formal motions yet, however there was consensus of support for the resolution. The resolution for the ERSWMC will be on the next agenda.
- Divert NS will consider it they have the ability to stabilize the diversion credit funding over a three year period. This would assist some units with budgeting.
- Nicole Haverkort reported on the diversion credit funding. Guysborough County had a negative balance. A great deal of discussion took place on this matter. Part of the funding formula uses a comparison of waste disposed numbers from 1989 to current year. These 1989 numbers were based on information available at the time as not all units had data of waste disposed in 1989. A negative balance should not happen as all units are diverting waste through programs. The issue is basically a flaw in the formula. Low population along with C&D being considered as waste affects this formula as well. So for this year, Guysborough County was brought to zero from a negative number. The remaining funds that came into the ERSWMC will be divided according to the funding formula between the Town and County of Antigonish. The funding formula will be reviewed during the next fiscal year by the ERSWMC to determine if there is a better formula that can be used at the committee level. Regional Chairs are aware of this issue and are putting an effort towards having the formula reviewed at the Divert NS level.

- A new agreement with “Product Care” will eventually allow empty paint cans to be recycled. They must submit a plan for this by the end of the year.
- NS Environment is working on changes to the regulation to include new programs. This still requires approval but if approved it would see oil containers, oil filters and antifreeze jugs recycled.
- ERSWMC approved a letter of support for a student from SFX. The student was requesting to do a research study of marine shoreline area litter. This student required a letter of support for the study from a local organization that had an interest in the research. This request was not for financial support. Data from the study will be shared with the committee.
- Litter Incentive & Community Bin Funding will continue in 18/19.
- The Compliance Officer reported on an illegal dumpsite in St. Mary’s and that he will be following up on that report.

Other Information:

- Divert NS now has a collection of free lesson plans on their website ([www.divertns.ca/education/lesson-plans](http://www.divertns.ca/education/lesson-plans)). These lesson plans connect recycling and waste diversion activities to a variety of school subjects such as social studies, science and English language arts. There are a total of 25 lessons plans and are individually recommended for various grade levels P-6.
- Divert NS is offering \$20,000 in scholarships again this year. There are six \$2,500.00 regional scholarships and one \$5,000.00 provincial scholarship with a deadline of April 22, 2018. Information on how to qualify can be found on their website ([www.divertns.ca/education/scholarship-competition](http://www.divertns.ca/education/scholarship-competition)).



# Report to Council

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**Member of Council:** Deputy Warden Jackie Dort

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**Board/Agency/Organization:** Guysborough County Home Support  
**Agency**

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**Date Attended:** February 28, 2018      **Location:** Conference Call

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## **Agenda Items Discussed:**

- CCA Course Guysborough
- Regular Business Meeting

## **Key Highlights:**

- The next CCA Course will begin March 5, 2018 in Guysborough
- During the regular business meeting five policies were reviewed and the updated policies were approved.



# Report to Council

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**Member of Council: Councillor Beulah Malloy**

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**Board/Agency/Organization: Community Health Board**

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**Date Attended:, February 18 2018**

**Location: Guysborough, N.S.**

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## **Agenda Items Discussed:**

- Chairperson's Report
- Recruitment Committee Report
- Communication
- Guest Speaker
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## **Key Highlights:**

- The Chairperson reported:
  - No response to the letter sent to the Premiers office concerning the distribution of cannabis.
- The Recruitment Committee reported they continue to look for new members .
- Communications Committee is pursuing a strategy that will relay to the general public of what we are and what we stand for.
- Guest speaker Colleen Cameron with the Antigonish Poverty Reduction Coalition spoke about approaches to engage Communities. One of the topics discussed was improving Community Health using an approach such as PATH People Assessing Their Health.





# Report to Council

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

**Board/Agency/Organization:** Port Bickerton & Area Planning Ass'n

**Date Attended:** Feb. 27/18

**Location:** Home of Chair Don Dodge

## **Agenda Items Discussed:**

AGM & Election of Officers mtg held. No change in elected officers.

Regular Mtg held:

- Minutes/Treasurer's Report
- Plans discussed for upcoming Prize Bingo
- Update on the Artist-In-Residence Program by Wilda Kaiser. Artist chosen for the 2018 summer residence. Nova Scotia painter chosen. She will be here from July 21-August 3.
- Discussion on the road & damage caused by last storm, which was significant. Pinkham hired to fix the road.
- Trails- Discussion on fallen trees & repairs required to fix trails. The lower Parking Lot is no passable at present due to tree falls.
- Lighthouse quilt top is finished. It will be put in the community centre to be quilted. Centre asking for a donation. Will book.
- Annual Roast Beef Dinner will be held Sept. 29<sup>th</sup>, Pending booking.
- Time for Friends of the Light registrations. Ron will look after.

## **Key Highlights:**

Discussion held on a number of costly projects required.



## **MUNICIPALITY OF THE DISTRICT OF ST.MARY'S**

P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

### **CAO Report – March 12, 2018**

#### **Economic Development:**

- The Economic Development Committee is continuing to meet and have agreed to refocus, including the need to recruit additional members for the Committee.
- Discussions are under way with Stephen Flemming at Sherbrooke Village and the ESREN regarding areas/projects for cooperation between the Village and the Municipality.
- Consulting with the public is considered an important component of moving forward with economic development initiatives for the area. We are exploring means to encourage more effective public engagement in developing economic development plan.

#### **Water line Replacement Project:**

- The project has been put on hold until ground conditions improve. Funding and completion date has been extended to June 30, 2018. We have started talking to Engineering Consultants and the Contractor regarding the earliest start up options.

#### **2018/19 Budget Process:**

- The 2018/19 budget process is well under way with three draft budgets with a number of revenue/expense scenarios presented to council for discussion. The AGM is scheduled for March 27/18 at which time the Budget will be presented for Council approval.

#### **SHOPS / Community Space at the School:**

- The Municipality took ownership of the Community Space at the St. Mary's Education Centre/Academy at the event held in the SHOPS room on March 6/18.

- Working with SHOPS to develop an agreement containing the terms & conditions for their use of the SHOPS space.
- Similar Agreement may be considered with the Kids Firs Program to ensure consistency and clear understanding of terms & conditions of usage of community space at the school.

#### **Policy Work:**

- Staff is working on policy development and updates of existing policies.
- To date we have completed the Audit Committee policy in order to comply with the new provincial requirements introduced under Bill 10.
- Also completing work on the Mileage/Expense Claims Policy, new Credit Card Policy, and new Human Resource Policy.
- We will continue with ongoing policies updates throughout the year.

#### **Financial Condition Indicators Rating 2016/17:**

- Preliminary FCI numbers for fiscal year have been sent to municipalities for their review.
- Municipal Affairs completed a five year review of the FCI and some of the Indicators have been redefined and thresholds changed to enhance the effectiveness and reliability of the indicators.
- Preliminary numbers for District of Saint Mary's show 10 Green, 3 Yellow and 0 Red for FY 2016/17.

#### **Tender Calls:**

- Tender call issued for installing asphalt shingles on the Library roof. Closes March 15<sup>th</sup> at 4:00 pm.
- Tender call issued for the installation of 5 Welcome to Municipality of St. Mary's signs. Closes March 16<sup>th</sup> at 12:00 noon.

#### **Land/Assessment Accounts Project:**

- Below are Sheena's findings thus far with the research she's been doing in regard to land tax accounts in the Municipality of the District of St. Mary's:

- These numbers are not final, I will be doing more work with-in each district to solve as many as I can. I've been recruiting the help of Rury Skinner of PVSC, Amanda Squires of POL, and local knowledge of everyone in the building.

<u>District 2</u>	<u>Original</u>	<u>Solved</u>	<u>Remaining</u>
No Records found	42	5	37
Missing AAN	54	20	34
Owner Unknown	6	4	2
Municipal owned	5		

<u>District 7</u>	<u>Original</u>	<u>Solved</u>	<u>Remaining</u>
No Records found	45	10	35
Missing AAN	47	18	29
Owner Unknown	9	3	6
Municipal owned	2		

<u>District 1</u>	<u>Original</u>	<u>Solved</u>	<u>Remaining</u>
No Records found	93	6	86
Missing AAN	30	9	21
Owner Unknown	3	1	2
Municipal Owned	11		

District 1 contains all of the Sherbrooke Village properties which are included in the 93 'No Records Found' above. The village is going to be more difficult to figure out than all the other districts have been so I am saving these for the end. I hope I will be able to amend these numbers to be more favorable after I have put all my efforts into it.

<u>District 4</u>	<u>Original</u>	<u>Solved</u>	<u>Remaining</u>
No Records found	50	2	48
Missing AAN	39	13	26
Owner Unknown	5	1	4
Municipal Owned	1		

<u>District 8</u>	<u>Original</u>	<u>Solved</u>	<u>Remaining</u>
No Records found	17	2	15
Missing AAN	31	1	30
Owner Unknown	3	0	3
Municipal Owned	10		