



NOTICE

MEETING: St. Mary's Municipal Council

DATE: Monday March 11th, 2019

TIME: 7:00pm

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

Please Advise If Unable To Attend

Dated: *March 4, 2019*

Marvin MacDonald
CAO

Municipality of the District of St. Mary's

Meeting of Council

Monday, March 11th, 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 February 11th, 2019
5. Approval of minutes of Emergency Council Meeting held February 26th, 2019
6. Business arising from minutes
7. Volunteer Fire Department Initiative - Seaside Communications/Sea Shore VFD
8. New Business
9. Recommendations from Committee of the Whole
10. Outside committee appointment reports
 - a. Community Health Board – Councillor Malloy
 - b. Port Bickerton & Area Planning Association – Councillor Kaiser-Kirk
11. CAO report
12. 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, March 11th, 2019**

Meeting, Date & Time:

The regular meeting of the St. Mary's Municipal Council was called to order on Monday, March 11th, 2019 at 7:02pm 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 with the following additions:

10. Outside Committee Reports
 - c. Guysborough Tourism Strategy - Councillor Findlay & Malloy

Motion carried.

Approval of Minutes:

On motion of Councillor Malloy and seconded by Councillor Baker Council approved the minutes of the Regular Council Meeting held on February 11th, 2019.

Motion carried.

On motion of Deputy Warden Dort and seconded by Councillor Malloy Council approved the minutes of the Emergency Council Meeting held on February 26th, 2019.

Motion carried.

Business Arising from the Minutes

- None

Volunteer Fire Department Initiative - Seaside Communications/Seashore VFD

- Postponed due to unforeseen circumstances

New Business

- None

Recommendations from Committee Of The Whole

- Mileage/Expense Policy:
On motion of Councillor Kaiser-Kirk and seconded by Deputy Warden Dort that accept the amended Mileage/Expense Policy as presented.
Motion carried.
- Inactive Assessment Accounts:
On motion of Councillor Findlay and seconded by Deputy Warden Dort to write off inactive assessment accounts and current balances as presented which were deemed inactive accounts by Property Valuation Service Corporation.
Motion carried.
- Surplus Land:
On motion of Councillor Findlay and seconded by Councillor Baker that the Municipality accept the bid from Persy Projects Ltd. for the Ecum Secum surplus land tender in the amount of \$51,500 CDN plus HST.
Motion carried.
- Land:
On motion of Councillor Kaiser-Kirk and seconded by Deputy Warden Dort that the land with PID 37546447 not be deemed as surplus at this time.
Motion carried.

Outside Committee Reports

- Community Health Board – Councillor Malloy
- Port Bickerton & Area Planning Association – Councillor Kaiser-Kirk
- Guysborough Tourism Strategy - Councillor Findlay & Malloy

CAO Report

- See attached report.

Solicitor Report

- The deed for the land that the Municipality vested at the January 2019 tax sale has been prepared.
- Land Expropriation Case
 - Next step is filing of briefs.
 - Hearing is set for early May 2019.

Adjournment

On Motion of Deputy Warden Dort there being no further matters of business, council adjourned at 7:15pm.

Recorded By
Municipal Clerk/Special Projects Coordinator

Approved By
Warden Mosher

MILEAGE/EXPENSE POLICY



Purpose:

The purpose of this policy is to provide guidelines for the reimbursement of expenses when Municipal Staff or Councillors (including Warden and Deputy Warden), are required to travel on Municipal business for the Municipality of the District of St. Mary's.

Eligible Travel Expenses:

The Municipality of the District of St. Mary's shall reimburse councillors and staff for all reasonable and appropriate expenses for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities. Duties include attending meetings, seminars and conferences approved by the Municipal Council for Council members or by the Chief Administrative Officer (CAO) for Staff members. When representing Council and with prior approval by CAO and/or Council; duties may also include travel to community events and any committee or board meetings that are non-Council or Committee of Council related, or for which they have not been appointed by Council to attend.

Legitimate District of St. Mary's business travel includes:

- Council members' attendance at a meeting of Council, Committee of the Whole of Council or an outside Committee or Board in which an appointment of a Councillor is made by Council. *Actual mileage claimed to be no greater than from the Council members' place of residence to the meeting location.*
- Meetings or conferences at which the Council members' attendance is authorized by Council or the CAO.
- Meetings or conferences at which the Staff members' attendance is authorized by the CAO.
- Council members attending Council business outside of the Municipality of the District of St. Mary's as approved by Council or the CAO.
- Staff members attending Municipal business outside of the Municipality of the District of St. Mary's as approved by the CAO.
- Travel expenses include but are not limited to accommodations, air fare, rail or ferry transport, mileage (kilometers driven), meals, taxi, parking, bridge tolls and Municipality of the District of St. Mary's related phone calls and faxes.
- The Municipality of the District of St. Mary's will pay for conference and meeting registration fees.

- Meals will be reimbursed as per the per-diem rates set in the schedule of rates approved annually. Receipts do not need to be submitted.
- There will be no reimbursed for meals already provided at the meeting or conference unless dietary restrictions apply and are not accommodated.

Non-Eligible Travel Expenses:

There will be no reimbursement for the following activities/meetings:

- Political activities – the expense of a council member for political activity associated with election or re-election is not reimbursable.
- The Municipality is not responsible for the costs of spouses when they are accompanying the Staff or Council members on municipal business.
- There shall be no reimbursement for alcohol or other controlled substances.

Cancellation Fees:

The Municipality of the District of St. Mary’s will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO.

Cancelled Meetings:

Council and Staff members, who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or because there is no quorum, shall be entitled to payment for travel and expenses.

Payment Terms:

Council members are responsible for filling out monthly Municipal expense claims and submitting them with signature to the Municipal Office for processing within five business days following month end. Cheques will be prepared for distribution no later than five business days following the submission of the expense claim. All Council and CAO expense claims will be posted on the Municipal website after they are processed.

Staff members are responsible for filling out an expense report form and submitting it to the Municipal Office with signature for processing. Expense reports for Staff members may be reported after each expense or on a monthly basis.

All rules respecting the use of municipal credit cards as outlined in the Municipal Credit Card Policy must be followed.

Authorization for reimbursement:

Individuals who may authorize reimbursement of expenses and mileage include CAO, DOF and department heads.

Individuals are not permitted to authorize their own reimbursement.

Policy Review:

By January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend it and adopt the policy as amended.

Municipal Clerk

Date

Move to write off the following inactive assessment accounts and current balances which were deemed inactive accounts by Property Valuation Service Corporation.

832642	\$2,811.49
1572571	\$1,645.99
2380307	\$8,198.78
4697413	\$854.22
4829719	\$2,799.54
5546834	\$1,502.15
7116535	\$0.96
7118465	\$2,825.54
7133324	\$855.18
7140061	\$21.50
7142129	\$4,235.36
7144385	\$2,787.29
7144598	\$2,759.55
7150849	\$3,940.02
9841792	\$28.83
1233505	\$108.32
3148394	\$142.87
10068258	\$151.25
	\$35,668.84

Totalling \$35,668.84, of which \$21,387.86 will be funded through the reserve for uncollectable taxes and balance through the current years valuation allowance expense.



Report to Council

Member of Council: Beulah malloy

Board/Agency/Organization: CHB

Date Attended: Feb19/19

Location: Guys. Academy

Agenda Items Discussed:

Key Highlights:

CHB meeting was held on Feb. 19th as the one on 13th was cancelled due to a storm.

Early Years videos project are edited and will launch at 1pm on April 1st at the Chedabucto Lifestyle Centre.

The wellness funds have been distributed.

Phone numbers have been distributed to the CHB for teleconference if needed in the winter months.

A conversation on food security will be held on the Mobile Food truck project that is ongoing in Halifax. This will take place April 1st at the fire hall in Sherbrooke.

CHB will be working on the ongoing Action Planning which includes Poverty, Early Childhood Development, Food Security, and Social Inclusion.

CHB has three new members and their orientation has been completed.



Report to Council

Member of Council: Peggy Kaiser-Kirk

Board/Agency/Organization: Port Bickerton & ASrea Planning Ass'n (Lighthouse Committee)

Date Attended: Feb. 26, 2019

Location: Port Bickerton

Agenda Items Discussed:

AGM was held first & slate of officers elected for the coming year. Financial Report adopted. Mtg adjourned.

Regular Monthly Meeting was held next:

Minutes from previous mtg read & approved. Financial report explained & adopted.

Wilda Kaiser gave an update on the Artist In Residence Program, as well as upcoming rentals for the bungalow.

Several grant applications for student hires were sent & we are awaiting the results from them.

Fund Raiser – There will be a Prize Bingo held on March 23rd. Prizes are currently being collected.

Waiting for quotes from 3 companies for repairs on the Lighthouse road.

The Lighthouse quilt will be ready for quilting by the end of April. Will look into using the Community Centre.

Key Highlights:

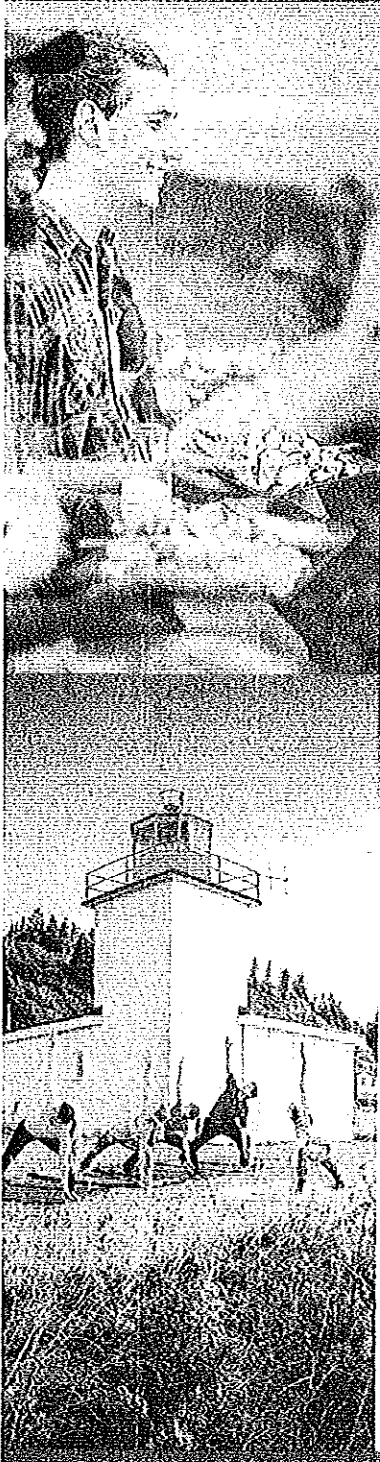
Member of Council: Debbie Findlay and Beulah Malloy DATE: February 26, 2019

ORGANIZATION: Guys Co Tourism Strategy at Guys Cedabucto Complex, Guysborough

Beulah and I did not attend until after lunch. The presentation by the Dept of Tourism was most interesting and the attached flyer covers their topics and more information can be obtained on line through <https://tourismns.ca>. Cindy MacKinnon gave an update on WITAP and basically they are waiting for the approval from ACOA on the funding they requested in November. We were told that Stephen Flemming's presentation in the morning was very well received. Below is the agenda for the day.

10:00 – 10:15	Welcome and opening remarks	Ann Marie Bagnall, Chair of Tourism Strategy Committee
10:15 – 11:00	Rural Institute for Cultural Heritage and Environmental Sustainability (RICHES) – training and other opportunities	Stephen Flemming, Executive Director, Sherbrooke Village
11:00 – 11:45	Tourism Industry Association of Nova Scotia – training programs available	Lisa Dahr, Nova Scotia Tourism Human Resource Council (NSTHRC) Manager, Professional Development & Industry Relations
11:45-12:45	Lunch	
12:45 – 2:00	Tourism Nova Scotia – marketing and partner programs plus visitor exit survey results	Michele Saran, CEO Joann Fitzgerald, Chief Marketing Officer Darlene MacDonald, Director Sector Development Anna Moran, Director Research and Policy Kelli MacDonald, Director Communications
2:00-2:30	Destination Eastern and Northumberland Shores (DEANS) - Wild Islands Tourism Advancement Partnership (WITAP) and federal funding available	Cindy MacKinnon, Managing Director Wes Surrett, President / General Manager, Pictou Lodge Beachfront Resort
2:30-3:00	Wrap-up & next steps	Stephen Flemming

Moderator: John Beaton, CEO, Eastern Strait Regional Enterprise



Tourism Nova Scotia is the provincial marketing organization responsible for attracting high-spending, first-time leisure travellers to Nova Scotia. Our objective is to enhance Nova Scotia's competitiveness as a global travel destination, and to help the tourism industry reach the goal of \$4 billion in tourism revenues by 2024.

We offer a number of programs and services to help tourism businesses create quality travel experiences and market their businesses to national and international travellers.

SECTOR DEVELOPMENT

Tourism Nova Scotia's sector development team works with new and existing tourism operators to identify business opportunities, to provide visitor research, coaching and business resources. We also work with businesses to develop world-class experiences.

The following are some of the resources available on our corporate website, tourismns.ca

Business Development Guides: A variety of helpful guides, including *A Guide to Marketing Your Nova Scotia Tourism Business* and *A Guide to Starting and Operating an Accommodation Business*, available at:

<https://tourismns.ca/development/business-development/business-resources>

Experience Nova Scotia: A Toolkit: Workbook and planning worksheets help you create, price, and sell a visitor-focused, hands-on tourism experience:

<https://tourismns.ca/development/experience-development/experience-toolkit>

Atlantic Canada Travel Trade Readiness Program: A toolkit and resources to help you prepare your business to work with the international travel trade:

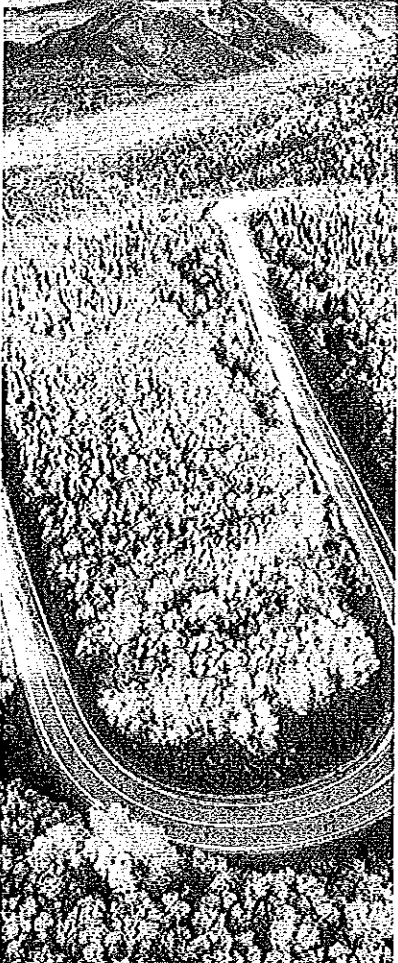
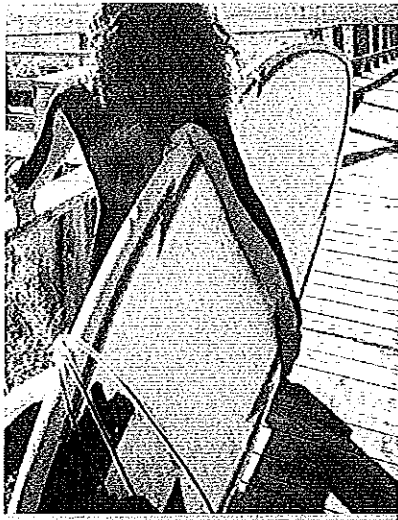
<https://tourismns.ca/travel-trade-toolkit>

Tourism Research: Tourism Nova Scotia conducts and shares research on Nova Scotia's tourism activity, including where visitors are coming from, what parts of NS they visit, and what activities they take part in. For the latest research reports, visit: <https://tourismns.ca/research>

Explorer Quotient® (EQ): Destination Canada's EQ market segmentation tool goes beyond visitor demographics and identifies why and how people travel, including preferred activities. Tourism Nova Scotia has identified our target EQ segments as Authentic Experiencers, Cultural Explorers, and Free Spirits. Learn more about EQ at:

<https://tourismns.ca/development/experience-development>

TOURISM
NOVA SCOTIA



Travel Trade and Travel Media: Our market development team promotes Nova Scotia's most competitive and market-ready experiences through tour operator buyers and travel media in our target markets, by attending trade shows/marketplaces, and by hosting clients on familiarization (FAM) tours and media visits. To learn more, visit: <https://tourismns.ca/marketing/travel-trade-travel-media>

Visitor Information Centres: Tourism Nova Scotia's visitor services team offers trip planning assistance and first-hand knowledge of Nova Scotia's attractions and experiences to visitors while they are in Nova Scotia. Tourism businesses have the opportunity to display brochures and travel guides in the six provincial visitor information centres, as well as to advertise on digital video screens. More information is available at: <https://www.tourismns.ca/marketing/visitor-information-centres>

Social Media: Operators can use #VisitNovaScotia to be featured in Nova Scotia tourism posts on Facebook, Instagram, Twitter, and YouTube.

Barberstock: Free access to Tourism Nova Scotia's video and photo assets, and a database where operators can share their digital assets. For details, see: <https://www.tourismns.ca/marketing/photo-video-assets>

PARTNERSHIP OPPORTUNITIES

Tourism Nova Scotia's industry partner programs are designed to help businesses develop and grow. For information about current programs, visit: <https://tourismns.ca/programs/partner-programs>

Digital Content Marketing Program: Nova Scotia tourism businesses and organizations can partner with Tourism Nova Scotia to create marketing assets and to promote their products or services in Ontario, Quebec and Northeastern United States, using digital marketing tactics.

World Class EXCELLerator Program: Operators can collaborate in developing experiences that create a buzz and inspire first-time visitors to travel to Nova Scotia. Participants benefit from one-on-one coaching, research insights, professional development, photo and video production, and more.

Tour Operator Partnership Program: Provides opportunities for Nova Scotia-based tour operators to partner in the strategic marketing of packaged Nova Scotia products in key markets.

STAY IN TOUCH

Subscribe to Tourism Nova Scotia's inTouch e-newsletter and blog for our latest tourism research, programs, partnership opportunities, resources, and industry updates: <https://tourismns.ca/news-events/intouch-blog>

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**TOURISM
NOVA SCOTIA**



MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

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

CAO Report – March 11, 2019

CAO:

Meetings and Other:

- February 12th and 16th Public meetings on Cochrane Hill Gold Mine proposal
- Staff meeting on policy development
- Budget preparation meeting with Director of Finance
- February 20th Budget meeting and Committee of the Whole
- February 21st meeting with Maryse Belanger, Atlantic Gold
- March 6th Budget Meeting and Committee of the Whole
- Met with Peter Fraser and Wendy Sinclair of Gallagher Insurance to discuss Insurance needs for 2019/20
- Meetings with Town and County of Antigonish regarding ESREN
- Mayors & Wardens meeting on March 11/19

Community Development & Recreation Department Report:

- Kerri returned to work on February 14th.
- Volunteer Appreciation Night will take place on April 9th at the Lion's Hall with the Lion's Catering. A guest speaker has been confirmed for the event. A Bio will be sent out this week.
- Kerri & Maggie attended a leadership workshop in Antigonish on March 6th.
- Kerri had a meeting with SMECA Principal Mike MacIsaac on March 6th.
- Preparation for Canada Day activities has begun
- An AT committee posting has been put on social media and our website. The AT committee needs at least 3 new members. A short application will be developed. Applicants will be reviewed by Kerri & Marvin as well as the current AT committee members.
- Preparations for Saltscapes has begun. Kerri and Kelly are working on creating a plan for this years event which is April 26-28th.
- Maggie attended a Highland Connect Workshop on February 12th in Antigonish.
- Maggie attended a School Advisory Council meeting at St. Mary's Education Centre/ Academy on February 27th. Kerri will be attending these meetings until Maggie is back from Maternity Leave. Next meeting is April 11th, 2019.

- The Recreation Department have partnered with KidsFirst to host a parent group on February 28th. This program will be held once a month to discuss family issues/trends/ matters. Recreation Staff will host an open gym to entertain/ engage the school aged children in physical activities while the parents are in a separate room discussing certain topics with the KidsFirst Staff.
 - Maggie and Kerri have created an MPAL Maternity Leave binder which outlines responsibilities of the MPAL Term position.
 - Recreation Hockey every Thursday, and the craft program on Friday at the Recplex have come to an end.
 - Interviews were held for the ALC term position on Feb. 21st. There were no successful candidates. We have reposted the position. Application deadline is March 11th.
-

Economic Development & Planning:

- Continued Review of Planning Documents
- Beautification & Streetscaping
 - Public Engagement Open House held on Feb 25 at the Exhibit Centre from 6-8pm. Included both a presentation and a workshop element
 - Base mapping provided at the municipality (municipal office) where people can continue to offer input into what they would like to see or what issues they are facing along the Main Street project area
 - In process of doing similar exercise with the High School students
- Attended Guysborough County Tourism Strategy Committee Workshop in Guysborough – Feb 26
- DEANS booth at Saltscapes – met with other co-workers to develop plan for Saltscapes booth

Finance:

- Attached is a tax receivable listing to February 28th 2019
- Completed draft #2 & #3 of 2019/2020 budget deliberations process in collaboration with CAO, including work on expense/mileage policy
- Prepared inactive assessment accounts report for COTW
- Attended PVSC training webinar session on February 19th
- Attended Streetscapes public meeting on February 25th
- Attended Gold Mine Public meetings, February 12th and 16th
- Assisted with recreation interviews on February 21st
- Met with Peter Fraser of Fraser & Hoyt to review annual insurance on March 7th
- Submitted 2018/19 Conservation Grant in Lieu
- Submitted 2018/19 CBC Grant in Lieu
- Submitted HST offset application for 2019/20

Public Works:

- Ongoing operations at the water treatment plant
- Ongoing operations at sewer treatment plant
- Ongoing operations at Transfer Station

Municipal Clerk & Special Projects:

- Updating website (Council minutes & agendas, latest news, events, Council expenses, tenders, employment opportunities, events calendar, 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)
- Water accounts - maintenance, interest, print & mail bills.
- Verify deposits.
- Attended (teleconference) PVSC training session.
- Work on Fire Services maps.
- Attended Broadband Committee meeting.
- Two public mine meetings – Assist with preparations and inquires. Compile meeting notes and written public comments.
- Security Committee - Office door entry system installation, muster sign
- NSCAF work with David Pitcher on civic addressing issues
- Policy work – meeting (Mileage/Expense Policy)
- IT – renewal of software licenses, assist with iPad issues, investigate offsite backup options

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	
2017-18	171,451	163,130	148,567	141,442	134,010	118,024	110,355	106,029	102,580	96,269	88,867	
2016-17	111,511	106,605	102,498	101,816	99,662	85,565	83,876	82,889	81,997	70,329	67,156	
2015-16 +	55,856	54,063	52,118	51,590	50,270	42,209	41,081	40,338	39,871	244,030	242,269	
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	
Interest (included in total)	155,862	157,301	156,055	158,148	164,254	157,178	174,917	177,790	177,699	160,227	159,382	
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	

2017-2018 Tax Receivables												
	April	May	June	July	August	September	October	November	December	January	February	March
2017-18	(44,934)	(151,571)	1,842,240	546,621	399,826	276,298	236,549	195,389	179,261	157,670	146,529	123,679
2016-17	193,324	177,313	157,500	161,871	153,076	138,969	126,090	122,380	118,819	117,064	115,377	112,716
2015-16	84,097	80,948	75,698	71,992	69,806	67,133	63,188	62,118	61,927	60,913	57,086	56,063
2014-15	52,929	52,023	46,414	44,586	42,199	39,890	34,744	35,060	34,788	218,042	216,235	215,700
2013/14 & Oll	217,646	217,308	215,436	214,839	214,260	212,221	177,863	178,769	182,597	-	-	-
Total	503,062	376,020	2,337,287	1,039,908	879,166	734,510	638,434	593,716	577,392	553,689	535,228	508,158
Interest (included in total)	140,885	142,312	143,554	156,270	160,903	159,029	142,991	145,332	151,102	153,484	154,517	155,898
Total without interest	362,177	233,707	2,193,733	883,637	718,264	575,482	495,442	448,384	426,290	400,205	380,711	352,261