



## NOTICE

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

**DATE:** Monday April 8<sup>th</sup>, 2019

**TIME:** 7:00pm

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

**Please Advise If Unable To Attend**

Dated: *April 1, 2019*

Marvin MacDonald  
CAO

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

Meeting of Council  
Monday, April 8<sup>th</sup>, 2019

**AGENDA**

1. Call to order
2. Roll call
3. Approval of agenda and any additions
4. Approval of minutes of Regular Council Meeting held March 11<sup>th</sup>, 2019
5. Approval of minutes of Special Council Annual General Meeting held March 29<sup>th</sup>, 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, April 8<sup>th</sup>, 2019**

**Meeting, Date & Time:**

The regular meeting of the St. Mary's Municipal Council was called to order on Monday, April 8<sup>th</sup>, 2019 at 7:00pm in the Council Chambers Sherbrooke, N.S.

**Attending:**

Warden Mosher  
Deputy Warden Dort  
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

**Absent with Regrets:**

Councillor Malloy

**Approval of Agenda:**

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

The Volunteer Fire Department Initiative presentation was postponed due to weather.

*Motion carried.*

**Approval of Minutes:**

*On motion of Councillor Findlay and seconded by Councillor Baker Council approved the minutes of the Regular Council Meeting held on March 11<sup>th</sup>, 2019.*

*Motion carried.*

*On motion of Deputy Warden Dort and seconded by Councillor Findlay Council approved the minutes of the Special Council Annual General Meeting held on March 29<sup>th</sup>, 2019.*

*Motion carried.*

**Business Arising from the Minutes**

- Surplus Land Sale – Ecum Secum
  - Marian has completed the paperwork on her end and Adam has one more step to complete in the process.
  - The documents that Marian sent to the buyer by registered mail were returned and she will forward them to the buyer's lawyer.

**New Business**

- None

**Recommendations from Committee Of The Whole**

- **Economic Impact Analysis:**  
*On motion of Deputy Warden Dort and seconded by Councillor Smith to award Jozsa Management & Economics the contract for an Economic Impact Analysis of the proposed Gold Mine for Cochrane Hill at the cost of \$26,087 plus HST.*

*Motion carried.*

- **Video Conferencing & Teleconferencing Policy:**  
*On motion of Councillor Findlay and seconded by Councillor Baker to adopt the Video Conferencing & Teleconferencing Policy as presented.*

*Motion carried.*

**Outside Committee Reports**

- Community Health Board – Councillor Malloy
  - Councillor Findlay reported that 10-12 people attended the April 1<sup>st</sup> food security meeting at the Sherbrooke Fire Hall.
- Port Bickerton & Area Planning Association – Councillor Kaiser-Kirk

**CAO Report**

- See attached report.
- The green jobs grant would apply to both Stonewall and Pioneer Parks.
- Nova Scotia Civic Addressing File (NSCAF)
  - It was suggested that a public education piece on civic addressing be included in an upcoming municipal newsletter.

**Solicitor Report**

- Land Expropriation Case
  - Briefs will be filed tomorrow.
  - Hearing is set for May 9 & 10 2019.
- Municipal Vested Property
  - Deed was recorded last week.

**Farewell**

On behalf of Council, Warden Mosher thanked the Municipal Clerk for her time with the Municipality.

**Adjournment**

*On Motion of Deputy Warden Dort there being no further matters of business, council adjourned at 7:20pm.*

  
Recorded By  
Municipal Clerk/Special Projects Coordinator

  
Approved By  
Warden Mosher



# Report to Council

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**Member of Council:** Beulah Malloy

**Board/Agency/Organization:** CHB

**Date Attended:** Mar 13/19

**Location:** Chedabucto Academy

## **Agenda Items Discussed:**

Invitations for the launch of the Early Years Project will be sent out.

Food Security meetings have been set for the following locations:

Chedabucto Academy March 26<sup>th</sup> @6.pm

Sherbrooke Fire Hall April 1 @6.pm

Canso Lions Club April 29 @ 6pm

The Chair noted the following:

Recent announcement regarding a new Dalhousie University research project on using genetics to diagnose bi-polar disorder.

A new hospice residence has been opened in Halifa

The Co-ordinator participated in a Lunch and Learn in Antigonish around the Federal Food for Schools Campaign

Nourish Nova Scotia is campaigning for a federal Contribution to the Provinces to fund a healthy lunch program

## **Key Highlights:**



# Report to Council

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

**Board/Agency/Organization:** Port Bickerton & Area Planning Assn (Lighthouse)

**Date Attended:** March 26, 2019

**Location:** Port Bickerton

## **Agenda Items Discussed:**

- Minutes of the Feb. General Mtg distributed & reviewed. No errors or omissions. Treasurers report reviewed & adopted.
- Wrap up of the Prize Bingo reported a good crowd with a profit after payment of the hall rental of \$70. There has been no response received yet from the Prov. & Fed. Grant application for summer students. Discussion around looking at possible different ways to staff the lighthouse museum.
- Discussion on the quote received for the repairs to the lighthouse road section (1,110 feet of road). Awaiting another quote.
- Next fundraiser will be a Lobster Raffle. Tickets are currently being made. The annual Lighthouse quilt will most likely be put in the bars for quilting around the end of April. We will put it in the Community Centre & give a donation to the centre. It is expected to be in 5 days.
- Round Table: Peggy announced the AGM will be held for the Municipal Budget tomorrow at 3 pm; Ted has offered to take over 'The Friends Of The Light' campaign to see if the numbers can be increased. The Goal is to have 500 people subscribe and 100 Corporate subscriptions. Don stated the application form will go in the Newsletter next month; Mary brought up ongoing discussion regarding washroom accessibility. Don has a grant which may fit the requirements for us to be able to apply.
- Meeting adjourned.



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

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

### **CAO Report – April 8, 2019**

#### **CAO:**

- Participated in several meetings regarding the Eastern Strait Regional Network and organizing a controlled wind down of the organization. Liaison & Oversight Committee appointed the CAO's of the member municipalities as the interim board to facilitate the close out of ESREN, which has begun.
- Attended the Mayors & Wardens meeting in Antigonish with the Warden on March 11/19.
- Attended the Atlantic Gold Open House on Fifteen Mile Stream that was held in Sheet Harbour. The Open House was setup in the same format that Atlantic Gold is planning for the Cochrane Hill when the draft Environmental Impact Statement is ready.
- Met with John Jozsa to kick off the Economic Impact Study for the municipality regarding the proposed Cochrane Hill Gold Mine.
- Worked with staff preparing the final budget documents for the AGM which was held on March 27/19.
- Attended the Area of Interest (AOI) Advisory Committee of the Eastern Shore Marine Protected Area (MPA). The advisory committee is large and has a number of representatives from the fishing industry, several of which continue to question the need for a MPA on the Eastern Shore. DFO chair the meetings and provide technical support for the group. One of the main initiatives they are working on is a risk assessment for various activities within the MPA.
- Worked with staff on Policy updates for Council's consideration.
- Met with Nova Scotia Environment on April 2/19 regarding water treatment plant and the transfer station operations.
- Attended Atlantic Gold's Open House (official opening of their local office) in Sherbrooke on April 4/19.
- Prepared documents and participated in Council Meeting and Committee of the Whole meetings.

#### **Community Development & Recreation Department Report:**

- Staffing – Ashley MacLennan started the position of Active Living Coordinator on March 27<sup>th</sup>.
- Recplex – Programming at the Recplex ended on March 26<sup>th</sup>. The department sponsored SMECA to participate in a Sledge Hockey Demonstration. It was a great partnership where we are looking at expanding next season. We are looking to host a Recplex Wrap-up Meeting in the next few weeks partnered with an online survey to determine successes, challenges and opportunities for Recplex programming.
- Volunteer Awards – Councillor Findlay and I attended the Provincial Volunteer Awards in Halifax at Casino Nova Scotia on April 1<sup>st</sup>. It was a great event and we were very happy to celebrate our Volunteer

of the Year, Heather Laybolt. We will continue to celebrate all volunteers at our event on Tuesday, April 9<sup>th</sup> at the Lion's Hall.

- Walk to Work Day – As a part of a workplace wellness initiative, office staff walked to work on April 5<sup>th</sup> to celebrate Walk to Work Day. The department will continue to encourage new work place wellness initiatives moving forward.
- Active Transportation – the committee will be meeting in the next number of weeks. We are still working on recruiting new members.
- Green Jobs Grant – The Municipality has been approved for a grant to cover 50% wages for a Green Jobs position for the summer. We will be hiring a Green Projects Leader who will do upkeep work in Stonewall Park and lead outdoor activities such as hiking and outdoor activities at day camps.
- Upcoming programs – Easter Egg Hunt, Saltscapes (coordination of project shared with ED), Pickleball.

Beginning Wednesday, March 27<sup>th</sup> as the MPAL I have been:

- Maintaining the status quo on programs already up and running as per Maggie
  - Kidfit (ending April 9<sup>th</sup>)
  - Trailblazers (beginning April 15<sup>th</sup>)
  - Trailblazers for kids (beginning April 16<sup>th</sup>)
  - Happy Feet (beginning April 11<sup>th</sup>)
- Running the Couch to 5K program beginning Monday April 8<sup>th</sup>
- Currently focused on summer programs (Meeting with Kerri to discuss)
- Familiarizing myself with the St. Mary's Active Living Action Plan, the Let's Get Moving Nova Scotia Action Plan and the Shared Strategy for Advancing Recreation in Nova Scotia.
- Researching/laying down foundations for future programs that meet the objectives and goals set out in the Active Living Action Plan
  - Meeting with grades 10-12 re: after school programming (escape room) April 10th
  - Girl on Fire – Yoga for teen girls (fall program)
  - Researching programs for gr. 6-9 (girls in particular)

## **Economic Development & Planning:**

March 2019

- Beautification & Streetscaping
  - Library Coffee and Conversations presentation and mini workshop on Streetscape
  - School mini workshop (April 1)
  - ACOA and NSMA claim/project reports submitted up to March 31
- Guysborough County Tourism Strategy Committee Workshop #4 held March 29 in Mulgrave
  - Refined goal statements
  - Expecting a draft strategy to be ready by mid-spring
- Draft report on all tourism projects/committees currently in process for our area (WITAP, Guysborough County, other DEANS projects, RICHES, Beautification and Streetscaping)
  - How are they all working together/overlap



- What is our plan for engaging the public while not over-burdening them with meetings and workshops on the “same” issues
- This item is currently being included in the presentation portion of the Streetscape Plan public engagement. It is important that the public be aware of the various initiatives that are happening in and around the Municipality and understand how they are linked and work together. We will lose public interest if the initiatives seem to be working in silos with little integration.
- Engage Economic Development Committee members and resume meetings
  - Have been in contact with some businesses – but very little uptake on gathering information
- Local Business Directory
  - Need to find a way to ensure the businesses that are operating within St.Mary’s are accounted for and we have a way of engaging them/contacting them. This could look like full district mail-out; a winter event; an open call through media and social media; a review of business licensing and property assessments. Again – still proving difficult to get up to date information.
- Kerri and Kelly are putting together the Saltscapes booth
  - Theme is camping/river/nature
  - Budget is quite tight and may need to be reviewed for 2020 Saltscapes due to Sherbrooke Village 50<sup>th</sup> Anniversary – need to capitalize on that milestone and maybe rebrand St.Mary’s tourism – new info, new, materials, new marketing material
- Need to draft process charts for council approval (what does a rezoning process/MPS amendment look like)
  - This is important to have in place well in advance of Atlantic Gold planning applications so we are not figuring out or tailoring a process to meet their needs but rather adopting a consistent process that meets the needs of the municipality and services the public interest
  - This is especially important given public perception at this time. Transparency into the processes of development stages and when the public is engaged is vital to a transparent process

## **Finance:**

- 2019/2020 budget preparations & AGM
- Completed federal interim reporting on Streetscape project
- Completed Provincial Capital Assistance interim and final reporting for sewer treatment plant system assessment report
- Completed tax receivables tax year end procedures
- Attended start up meeting with consultants for Economic Impact Study re: Gold Mine
- Prepared package for successful bidder on sale of Municipal Surplus property; Ecum Secum

## **Public Works:**

- Ongoing operations at the water treatment plant

- Ongoing operations at sewer treatment plant
- Ongoing operations at Transfer Station
- NS Environment conducted a site inspection at the water treatment plant and the Transfer Station on April 3, 2019 and will be providing a report in the next couple weeks.

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

### **Municipal Clerk/Special Projects Report April 2019**

- 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, year-end maintenance
- 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.
- Public mine meetings – Compile meeting notes and public comments.
- Security Committee – Dealing with Difficult Customers Policy work, building exit strategy research.
- NSCAF work with David Pitcher on civic addressing issues
- Policy work – Video Conferencing/Teleconferencing, Social Media & Code of Conduct Policies

# Video Conferencing & Teleconferencing Policy

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## Purpose:

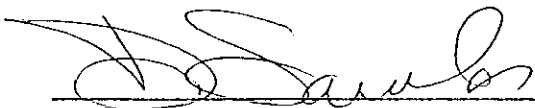
The purpose of this policy is to allow a member of Council or municipal Staff to participate in council or committee meetings by means of a communication facility including via telephone/ tele-conference or an internet-based video conferencing system when they are unable to attend in person because of a short-term illness or other temporary condition that prevents them from attending the meeting. The policy may not be used to facilitate a scheduled extended leave from the Municipality of the District of St. Mary's during vacations or unexcused leaves of absence.

## Procedures:

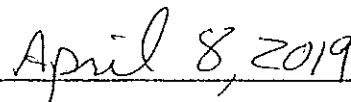
- A council or committee meeting may employ the use of communication facilities, if a member of Council or Staff is unable to attend, if:
  - proper notice has been given of the meeting whether the meeting is a regular meeting of council or not;
  - for a public meeting, the facilities enable all the public to watch or listen to the meeting at a place specified in the meeting notice;
  - The individual who participates in a meeting by use of a communication facility is considered present at the meeting and will be recorded as in attendance.
- An in-camera council or committee meeting may not employ the use of communication facilities.
- If technological problems prevent participation, the individual shall be marked as absent.
- If connection is lost during the meeting and cannot be reconnected, the minutes shall reflect when the individual left the meeting.
- Agenda packages will be made accessible to participating

meeting members through electronic means.

- A maximum of two councillors may attend a meeting by use of communication facilities.
- A quorum for the meeting must be met by the councillors physically present at the meeting.
- Except for cause due to illness or emergency, no Councillor shall attend more than two meetings through virtual means within a one year period (Fiscal Year).
- A Councillor who wishes to participate in a meeting by means of a communication facility shall notify the Chief Administrative Officer as soon as reasonably possible. Except in a declared emergency, a Councillor shall provide such notice no less than two days before the meeting in question.
- Communication facilities shall permit participants in the meeting to hear and be heard by all other participants in the meeting.
- The communication facilities shall be provided in such a way that the rules governing conflict of interest of members are complied with.
- During meetings that are closed to the public, individuals who are participating in the meeting through the use of communication facilities will ensure that confidentiality is maintained at all times.
- Individuals participating through the use of communication facilities shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves.
- A Councillor who is participating in a meeting by means of a communication facility must place all their votes verbally.
- A Councillor must be physically present at a meeting to be sworn in.



Municipal Clerk



Date