



Municipality of the District of St. Mary's

Committee Of The Whole Meeting

Wednesday, June 26th, 2019

Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, June 26th, 2019 at 11:00am in the Council Chambers Sherbrooke, N.S

Attending:

Warden Mosher

Deputy Warden Dort

Councillor Findlay

Councillor Kaiser-Kirk

Councillor Baker

Councillor Smith

Councillor Malloy

Also Attending:

Marvin MacDonald, CAO

Marissa Jordan, Municipal Clerk/Special Projects Coordinator

Approval of Agenda:

On motion of Councillor Findlay and seconded by Councillor Malloy, Council approved the agenda as presented.

Motion carried.

Approval of Minutes:

On motion of Councillor Smith and seconded by Councillor Baker, Council approved the minutes of the COTW Meeting held Wednesday, June 12, 2019.

Motion carried.

Business Arising from the Minutes:

a. Boundary Review Update:

- CAO informed council that the 9 month timeline for a boundary review only applies if the Municipality is changing from a Warden System to a Mayor System.
- CAO informed council that Ron Dauphinee, NS Municipal Advisor, recommends making the UARB aware of any possible changes first to ensure that they have enough time to look over the application.

- As per the MGA the application to the UARB must be submitted within the same year that the study is conducted.
- Staff will refer to Election NS for the most up to date statistics.
- Councillors discussed the time needed before the application is to be submitted to the UARB and at what point the public would be involved.
- CAO informed council that the following timeline would be as follows:
 1. Staff to conduct study for the Boundary Line Review.
 2. Council would hold a public meeting for comments/questions from constituents.
 3. Council would make any adjustments needed to the application.
 4. Council would apply to the UARB (within the same year the study is conducted).
 5. UARB makes their decisions on any changes. Any changes would come into effect for the next regular municipal election.
- CAO stated that whether council decided that changes were needed or that the boundaries remain the same, once a study has been initiated then an application must be submitted to the UARB.
- Council expressed their concern about the amount of time needed to conduct the process.
- Council discussed if they should proceed with the Boundary Line Review.
- Council asked the CAO to get a legal opinion on the interpretation of the timeline and whether or not the MGA refers to a fiscal year or calendar year for the timeline of the Boundary Line Review.

On recommendation of Councillor Smith and seconded by Councillor Baker, staff is to proceed with the Boundary Line Review and the possible reduction in Council seats.

Recommendation Adopted.

Presentations:

a. EDO- Municipal Planning Documents & Façade Improvement Program Update:

- EDO updated council on the draft Façade Improvement portion of the Streetscapes Plan.
- Staff recommended that the flyer for residential and commercial applicants should go out this week to all property owners on Main Street.
- Council expressed concern about the application being open to residential property owners on Main Street instead of solely commercial property owners.
- EDO stated that because of the majority of the property owners on Main Street are residential owners, it would be hard to only accept commercial applicants.

- Council asked if there needed to be proof of income supplied as an applicant and how the money was dispersed to the applicant.
- EDO stated that there did not need to be proof of income. However, the work on the property would need to be done first and then the property owner would be reimbursed.

On Recommendation of Councillor Findlay and seconded by Councillor Smith, council accepted Draft #2 of the Façade Improvement Program.

Recommendation Adopted.

(3 Nays- Warden Mosher, Councillor Kaiser-Kirk and Councillor Dort)

Council dismissed at 12:28pm for lunch.

Council reconvened at 1:00pm.

b. Recreation Coordinator- Summer Programming:

- The Recreation Coordinator updated Council on the changes to the Summer Programming specifically the Day Camps.
- Council asked about the procedure for contacting parents when a Day Camp is cancelled or moved. The Recreation Coordinator stated that they employ all forms of contact including phone calls and social media. The procedure is also listed in the parent handbook.
- Council asked what the emergency practices are for Day Camps. The Recreation Coordinator stated that all staff has First Aid training and they are looking to add more training in about UV Awareness, Tick Awareness as well as procedures specific to different Facilities that are used.

Correspondence:

a. Transportation and Infrastructure Renewal- Priority Gravel Roads:

- CAO to draft a thank you letter to TIR in response.

Other Matters of Business:

a. Strategic Plan Review:

- CAO asked council if they would like to set up a meeting to review the Strategic Plan Review.
- Council made the date: September 4th 10am for the Strategic Plan Review. COTW to follow at 1pm.

b. Grants to Organization Process:

- CAO asked for more direction for staff in relation to the Grants to Organization portion of the General Governments Grant Policy.
- CAO asked if Council would consider creating a new bursary for a member of the Youth Advisory Committee under the School Scholarships portion of the General Governments Grant Policy. This would create an incentive for students to apply to the YAC.
- Council discussed that there are difficulties when awarding District Grants and the Grants to Organizations.
- Council would like to review the General Governments Grants Policy.
- CAO to put together new options for the General Governments Grants Policy in order for Council to review.

c. Stumpage Tender:

- One bid was submitted to Municipality by E&R Langille Contracting for the Stumpage Tender for the St. Mary's Municipal Transfer Station.
- Once awarded, the work could begin the following week.

On recommendation of Councillor Smith and seconded by Councillor Baker, council awarded the Stumpage Tender for the St. Mary's Municipal Transfer Station to E & R Langille Contracting.

Deputy Dort declared a Conflict of Interest

Recommendation Adopted.

d. Dry Hydrant Tender:

- Two bids, Wilson's Cove Excavation and Trucking & Steve Pinkham Excavation Inc., were submitted to the Municipality for the Dry Hydrant Tender (St. Mary's River/Sonora Area).
- The lowest bid was with Steve Pinkham Excavation Inc. for \$5,250.
- July/August will be the preferred time to carry out the tender.

On motion of Councillor Dort, council moved In-Camera for contract negotiations at 1:44pm

On motion of Councillor Malloy, council moved reconvened to regular session at 1:49pm.

On Recommendation of Councillor Kaiser-Kirk and seconded by Deputy Warden Dort, Council awarded the Dry Hydrant Tender (St. Mary's River/Sonora Area) to Steve Pinkham Excavation Inc for \$5,250.

Recommendation Adopted.

e. Port Hawkesbury Airport Matter:

- The Mayor of Port Hawkesbury is asking for a letter of support from St. Mary's Municipality as well as other municipalities.
- Council discussed and directed the CAO to draft a letter of support on behalf of the Municipality.

On motion of Deputy-Warden Dort there being no further matters of business, council adjourned at 1:57pm.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Moshier