



# Municipality of the District of St. Mary's

Committee Of The Whole (COTW) Meeting

Wednesday –October 30<sup>th</sup>, 2019

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## 1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, October 30<sup>th</sup>, 2019 at 1:00pm in the Council Chambers Sherbrooke, N.S

## 2. Attending:

Warden Mosher  
Deputy Warden Dort  
Councillor Findlay  
Councillor Kaiser-Kirk  
Councillor Baker  
Councillor Smith  
Councillor Malloy

## Also Attending:

Marvin MacDonald, CAO  
Marian Fraser, Director of Finance

## 3. Approval of Agenda:

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Baker Council approved the agenda with the following additions:*

- 6d. Letter of congratulation to MP Fraser*
- 6e. Remember Day Services.*

***Motion carried.***

## 4. Approval of Minutes:

*On motion of Councillor Findlay and seconded by Councillor Malloy, Council approved the minutes of the COTW Meeting held Wednesday, October 16<sup>th</sup>, 2019, with the following corrections:*

- The date on page 4 to read work to be completed by November 20<sup>th</sup>*

***Motion carried.***

## 5. Business Arising from the Minutes:

- Road Submission has been submitted to TIR and confirmation has been received
- Public Streetscapes Plan Open House date, November 14<sup>th</sup> from 7-8 at the Sherbrooke Fire Hall, has been confirmed with the consultant. Kerri will begin advertisements for the open house.
- Unsightly Business Road Signs - CAO has not yet been in contact with Paul Flynn, TIR, but will do so in the near future

- Andrea Fedora? with Port Hawkesbury Pulp and Paper (PHP) has been contacted regarding the request for a letter of support from Marvin Hudson. PHP is concerned that the province is cherry picking certain parts of the report and are implementing certain parts without looking at the economical and ecological impacts. Province is not taking into account the ecology of the site and the stand according to PHP get Council requested a formal letter form PHP explaining the impact. Council feels they do not know enough about the situation in order to send a letter supporting PHP stand on the situation.
- A letter has been drafted for the Warden to review regarding the Protected Areas.

## 6. Other Matters of Business:

- a. Director of Finance- 2<sup>nd</sup> Quarter Finance Review

### Municipal Operating Budget:

#### Revenue:

- Property tax bills were sent out at the end of May. - Variances in residential and commercial tax revenue vs budget estimates are due to assessment appeals through PVSC. All appeals have been completed and the last of the changes due to appeals will be reflected in the revenue during the 3<sup>rd</sup> Quarter update.
- All provincial and federal grants in lieu revenues have been submitted and revenues will be reflected in the 3<sup>rd</sup> Quarter update.
- Deed transfer tax is projected to be over budget for revenue. Deed transfer tax for August was \$16,425 shown in September revenue. Deed transfer tax for September was \$9,024 but not reflected until October revenue.
- Appropriation to Regional School - No change from 1<sup>st</sup> Quarter update
- Correction Services expense - No change from 1<sup>st</sup> Quarter update
- Interest on investments is projected to be over the budgeted revenue for 19/20.
- HST Offset – under the projected budgeted revenue
- MPAL grant – 80% received

#### Expenditures:

- General government services expenditure appear to be on track for the second quarter. Valuation allowance will discussed during tax sale discussions.
- Solicitor expense for the second quarter remains unchanged from first quarter.
- Property valuation services expense includes 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter payments to PVSC
- Protective Services - Annual grants and training grants to Fire departments have been released
- RCMP – no change from 1<sup>st</sup> quarter update
- Planning and Subdivision – \$21,000 available for updating of planning documents. To date expenses covered ArchGIS software annual expense and training costs. Municipal Clerk and Director of Finance are being trained in mapping software.
- Eastern Counties Regional Library – expense represents 1<sup>st</sup> quarter billing

**Department of Community Development and Recreation:**

- Summer Grant final reporting was completed in September and revenue will be reflected in 3<sup>rd</sup> quarter
- Community Use of Schools grants has been carried over from last fiscal year.
- The Friends of Stonewall Park money remains from last fiscal at \$5,311 this money is being used to leverage a green jobs grant for the summer. – final reporting for the green summer job was completed in September and will be reflected in 3<sup>rd</sup> quarter update
- Welcoming signs expense will cover the expense to fix the Municipal Office sign destroyed by the hurricane
- Seniors socials – funding has been released to community centers and socials will take place throughout the winter months
- All other programming is on track for the second quarter. Year round programming appears to be high but the majority of planned programming has already occurred for the year. Other programs will be covered community use of schools funding.
- Fitness Center – Area of concern, staff will develop a go forward for the rest of the year.
- St. Mary's Recplex – Seasonal operation, some maintenance has been done over the summer. Sherbrooke Day Camps are held at the Recplex over the summer. Pickle ball is also being held throughout the summer on Monday evenings, revenue from pickle ball is shown under miscellaneous Recplex revenue. Chiller unit replacement is underway.

**Department of Economic Development:**

- The position of Economic Development and Planning Officer has been advertised with no successful applicants. Staff are currently working on a plan to move forward with this position
- Main Street Project - Consists of Streetscape plan, façade and beautification. Approximately \$27,000 remains to be expensed and \$15,000 in grants remain to be collected after final reporting.
- Economic Impact Study - \$20,000 in grants remain for payment of study
- Economic Development Projects - Environmental Impact Study - funds are budgeted within the economic development project to have the study completed – RFP has been sent out to several consultants but no responses to date
- Tourism Promotion/Saltscapes- 2019/20 Saltscapes event took place in April. Additional promotional items have been purchased in September and will be reflected in 3<sup>rd</sup> quarter update.
- DEANS funding remains in budget – presentation by DEANS will be done in near future at COTW

**Department of Public Works:**

- Municipal Transfer Station – Scrap metal - \$10,117 revenue collected. Stumpage contact was awarded and work performed, only part of the revenue for stumpage has been received to date (12K remaining to be received). The RFP for the disposal of C&D has been awarded and work has been

started, will be completed by end of November (15K over budget after stumpage revenue is considered). General repairs – budget remains for backhoe tires. All other items appear to be on budget at transfer station

- Sherbrooke Sewer Utility – Sewer utility rates increased in 2019/20. The utility lost revenue from a few customers due to change in use of properties. All other items in budget are on track for second quarter – no major changes since 1<sup>st</sup> quarter update. Sonora road lines are scheduled to be flushed this fiscal year.
- Sherbrooke Water Utility – Revenue appears to be right on budget for 2<sup>nd</sup> quarter. Water testing – over budget due to a 5 year water analysis testing that had to be completed for DOE (\$6,750). Chemicals appear to be slightly over budget for the year but should have almost enough to last the rest of the fiscal year

d. Letter of Congratulation to MP Sean Fraser – council agree not to send a letter of congratulations but rather congratulate MP Fraser the next time he comes to meet with council

e. Remembrance Day Services – council reviewed the services throughout the Municipality and who are able to attend on behalf of council.

***On motion of Councillor Baker and seconded by Deputy Warden Dort, Council moved into an in camera session for b. Tender- Snow Plowing and Ice Control & c. Negotiation for Business Development at 2:04pm.***

***On motion of Deputy Warden Dort, Council reconvened to regular session at 2:51pm.***

*On recommendation of Councillor Kaiser-Kirk and seconded by Deputy Warden council awarded the Snow Plowing and Salting contract to Richard Pace based on quoted pricing in tender per occurrence per location.*  
***Recommendation adopted.***

## **Adjournment**

*On motion of Councillor Findlay there being no further matters of business, council adjourned at 2:51pm.*



Recorded By  
Director of Finance



Approved By  
Warden Moshier