



# Municipality of the District of St. Mary's

Committee Of The Whole (COTW) Meeting

Wednesday –January 15<sup>th</sup>, 2020

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## 1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, January 15<sup>th</sup>, 2020 at 1:00pm in the Council Chambers Sherbrooke, N.S

## 2. Attending:

Warden Mosher	Councillor Smith
Councillor Findlay	Councillor Malloy
Councillor Kaiser-Kirk	

## Also Attending:

Marvin MacDonald, CAO	Marissa Jordan, Municipal Clerk
Marian Fraser, Director of Finance	

## Absent with Regrets:

Deputy Warden Dort  
Councillor Baker

## 3. Approval of Agenda:

*On motion of Councillor Malloy and seconded by Councillor Findlay, Council approved the agenda with the following additions:*

- 7c. Protected Areas*
- 7d. Library*

***Motion carried.***

## 4. Approval of Minutes:

*On motion of Councillor Kaiser-Kirk and seconded by Councillor Malloy, Council approved the minutes of the COTW Meeting held Wednesday, January 2<sup>nd</sup>, 2020.*

***Motion carried.***

## 5. Business Arising from the Minutes:

### Office Generator:

- The timeline for receiving and installing the generator has not changed but the CAO contacted them and they said they will contact the supplier to see if they can move up the delivery date.

### Sherbrooke Library- Heating:

- The heat pump is now in and expected to be installed on January 22<sup>nd</sup>, 2020.

## 6. Presentations:

### a. Tourism Guysborough County Association- Ann Marie Bagnall & Stephen Flemming:

- Ms. Bagnall (Chair) and Mr. Flemming (Vice Chair) informed Council that this presentation was to provide an overview of the recently formed Tourism Guysborough County Association and brief Council on their activities.

*Marian Fraser, Director of Finance, joined the meeting at 1:04pm*

- The association was formed for many reasons including the Eastern Shore being the least travelled part of Nova Scotia, the Ivany Report goal of doubling NS tourism revenues to \$4 billion by 2024 and the desire to create a central voice of tourism for this shore. The main goals for this association moving forward are:
  1. Proudly promoting our collective identity, achieving booming tourism growth
  2. Regional tourism experiences clearinghouse is the one-stop source of what's happening in Guysborough County
  3. Executing a powerful and effective marketing strategy that also maximizes partner contributions.
  4. Delivering targeted local training to develop all into tourism ambassadors and to hone skills to become the best providers of tourism experiences
  5. Offering a rich suite of natural coastal, marine and cultural experiences within warm and welcoming communities
  6. Visitors experience smooth, scenic and serviced drives with clarity of place while meeting their expected levels of social connectedness
  7. Create a tourism association/board to be the legal entity and voice for tourism operators and organizations.
- Ms. Bagnall asked for the support of St. Mary's Municipality by having the CAO and one councillor participate on the Board as ex-officio members.
- Council asked how often the association would be meeting and Ms. Bagnall said most likely once a month.
- Council asked how this association would differentiate itself from Destination Eastern And Northumberland Shores (DEANS). Ms. Bagnall said they will not be replicating DEANS and will clearly set out their differences but will work closely with DEANS and utilize this organization as a main resource. DEANS is also not able to advocate on behalf of tourism, but this association will be looking to do that.
- Council discussed the options of having members of staff and Council to sit on the board. They agreed that the CAO should remain on the board.

*On recommendation of Councillor Kaiser-Kirk and seconded by Councillor Smith, Council agreed to support Tourism Guysborough County Association by having Councillor Malloy sit on the board as an ex-officio member.*

***Recommendation adopted.***

## **7. Other Matters of Business:**

### a. Policy Review

- Councillor Smith submitted three suggestions for additions to the Code of Conduct Policy.

Addition 1. Under “Responsibilities”- Elected officials and municipal employees shall treat every person respectfully, with dignity, and refrain from behaviours that could be considered as discrimination, bullying and harassment, or intimidation.

Addition 2. Under “Reporting Breaches of the Policy”- Concerns shall be made in writing and must include a date, signature, as well as any supporting documentation. A copy of the complaint and supporting documentation shall be provided to the elected official or employee whose conduct is in question with a request for a written response to be provided within 10 days.

Addition 3. Under “Corrective Action Violation of this Policy”- After an investigation of the complaint is completed Chief Administrative Officer and/or Warden shall provide a written report of findings and suggested actions to both the complainant and elected official or employee.

- Council discussed the additions and considered if there was a need to further explain who staff or Council would report to when there was a breach of policy.
- Council agreed before approving any additions to take more time to look at the possible additions and have staff review the policy. The policy will be added to COTW meeting February 5<sup>th</sup>, 2020 for further review.

### b. Assessment Roll Comparison

- Marian Fraser, Director of Finance, updated Council on changes to the 2020/2021 assessment role. In comparison to the previous 2019/2020 year, the assessment results in an increase in residential revenues of \$41,601, an increase in resource revenues of \$705 and a decrease in commercial revenues of \$39,268. The major change in commercial revenue is due to a large decrease in the 2020 assessment value for Liscombe Lodge.
- Council asked how Property Valuation Services Corporation (PVSC) knows when a new commercial business becomes active in order to be assessed commercially. The Director of Finance explained that building permits are the trigger for the assessment office and then checks of the property are done periodically by the assessment officer through PVSC.

### 7c. Protected Areas

- The CAO updated Council on the Department of Environment’s news release on January 10<sup>th</sup>, 2020 about Archibald Lake being considered as a possible wilderness protected area.
- The CAO contacted Nova Scotia Environment and asked what their guidelines are for choosing a particular area as wilderness.
- The answer from NS Environment explained this particular site includes extensive old forest and quality aquatic habitat within St. Mary’s River watershed.

- The Department of Environment is looking for public input and has asked various community groups for opinions. Written comments are being accepted until March 9<sup>th</sup>, 2020.
- Council expressed concern that if this legislation goes through, the affects if may have on the three leased properties around the lake as well as the ATV trails.

#### 7d. Library

- Councillor Smith provided an update on responses from Laura Emery with the Eastern County Regional Libraries. There is an upcoming meeting for the ECRL where these topics will be discussed, Jan 23<sup>rd</sup>.
- Councillor Smith asked Council to review the information on the changes to the funding formula that ECRL has developed in order to bring any concerns to the upcoming meeting.
- The Director of Finance asked Councillor Smith to seek clarification on the mandatory amount that the Municipality is required to submit with the new funding formula.

***On motion of Councillor Smith and seconded by Councillor Malloy, Council moved into an in camera session for personnel matters at 2:41pm.***

***On motion of Councillor Malloy, Council reconvened to regular session at 3:07pm.***

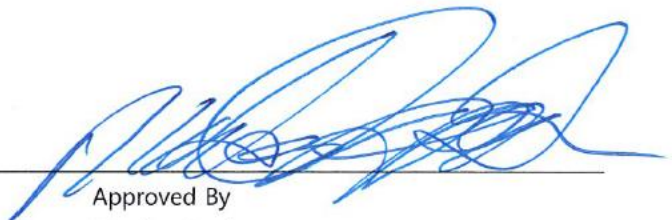
#### **Adjournment**

*On motion of Findlay there being no further matters of business, council adjourned at 3:07pm.*



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Recorded By  
Municipal Clerk/Special Projects Coordinator



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Approved By  
Warden Mosher