



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: January 13th, 2020

TIME: 7:00 pm

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

Please advise if unable to attend



Municipality of the District of St. Mary's

Council Meeting

Monday- January 13th, 2020

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Council Meeting held Monday, November 12th, 2020.
5. Business Arising from Minutes
6. Recommendations from Committee of the Whole
7. Outside Committee Appointment Reports
 - a. Guysborough Adult Learning Association (GALA)- Councillor Smith
 - b. Community Health Board (CHB)- Councillor Malloy
8. CAO Report

Adjournment

10 minute question and answer period pertaining to agenda items



Municipality of the District of St. Mary's

Council Meeting

Monday-January 13th, 2020

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, January 13th, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S

2. Attending:

Warden Mosher

Deputy Warden Dort (via teleconference)

Councillor Baker

Councillor Smith

Councillor Kaiser-Kirk

Councillor Findlay

Councillor Malloy

Also Attending:

Marvin MacDonald, CAO

Marian Fraser, Director of Finance

Marissa Jordan, Municipal Clerk

3. Approval of Agenda:

On motion of Councillor Malloy and seconded by Councillor Baker, Council approved the agenda with the following additions.

7c. Sherbrooke Village Commission- Councillor Findlay

7d. Wild Islands Tourism Association- Councillor Findlay

Motion carried.

4. Approval of Minutes:

On motion of Councillor Kaiser-Kirk and seconded by Deputy Warden Dort, Council approved the minutes of the Regular Council Meeting held November 12th, 2019 with the following amendments:

Move line "Warden Mosher declared a conflict of interest and will not be voting as a relative works for the company" **and put under** "motion to hire Liscomb Backhoe & Trucking for the burial of C&D material at the Transfer Station...".

This conflict of interest was meant for the motion to hire Liscomb Backhoe & Trucking.

Motion carried.

5. Business Arising from the Minutes:

- Fences and Arbitration- Council inquired if there has been further communication around Fences and Arbitration. The CAO stated he has not heard back but will be contacting municipal affairs this week.

Councillor Findlay joined the meeting at 7:04pm.

9. Recommendations from Committee Of The Whole:

December 4th, 2019- COTW Meeting:

1. *On motion of Councillor Findlay and seconded by Councillor Baker, Council approved the request to have the road located in Smithfield on route 348 named Blue Charm Lane.*

Motion adopted.

2. *On motion of Councillor Findlay and seconded by Councillor Malloy, Council agreed for staff to begin working on a possible lease with Osprey Gold for property PID #37536174 and to proceed to seek legal advice on the matter.*

- The request for the lease was withdrawn at a previous date.

Motion adopted.

December 18th, 2019- COTW Meeting:

1. *On motion of Councillor Baker and seconded by Councillor Kaiser-Kirk, Council agreed to award KVS Electrical the contract to install a 40kw generator for the Municipal office at \$39,942.15 plus HST.*

Motion adopted.

2. *On motion of Councillor Malloy and seconded by Councillor Findlay, Council agreed to award KVS Electrical the contract to install a 15,000 BTU heat pump for the Sherbrooke Library at \$5,805.00 plus HST.*

Motion adopted.

3. *On motion of Councillor Malloy and seconded by Councillor Findlay, Council deemed the Recplex tractor and Zamboni attachment as surplus equipment.*

Motion adopted.

4. *On motion of Deputy Warden Dort and seconded by Councillor Baker, Council set the minimum bid for the Recplex tractor and Zamboni attachment at \$4500.*

Motion adopted.

10. Outside Committee Appointment Reports:

- a. Guysborough Adult Learning Association (GALA)- Councillor Smith
- b. Community Health Board (CHB)- Councillor Malloy
- c. Sherbrooke Village Commission- Councillor Findlay
- d. Wild Islands Tourism Advancement Partnership (WITAP)- Councillor Findlay

11. CAO Report:

- Guysborough Tourism Strategy Session- Council inquired what happened at this session. The CAO stated the session was primarily around selecting a logo and advertising information. Guysborough

Tourism Strategy also discussed meeting with municipalities and have set up a presentation for COTW on January 13th, 2020.

Adjournment

On motion of Councillor Baker there being no further matters of business, Council adjourned at 7:13pm.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Mosher



Municipality of the District of St. Mary's

Council Meeting- RECOMMENDATIONS

Monday, January 13th, 2020

Recommendations from Committee of the Whole (COTW)

December 4th, 2019- COTW Meeting:

1. *On recommendation of Councillor Findlay and seconded by Councillor Baker, Council approved the request to have the road located in Smithfield on route 348 named Blue Charm Lane.*

Recommendation adopted.

2. *On recommendation of Councillor Findlay and seconded by Councillor Malloy, Council agreed for staff to begin working on a possible lease with Osprey Gold for property PID #37536174 and to proceed to seek legal advice on the matter.*

Recommendation adopted.

December 18th, 2019- COTW Meeting:

1. *On recommendation of Councillor Baker and seconded by Councillor Malloy, Council agreed to award KVS Electrical the contract to install a 40kw generator for the Municipal office at \$39,942.15 plus HST.*

Recommendation adopted.

2. *On recommendation of Councillor Smith and seconded by Councillor Kaiser Kirk, Council agreed to award KV Electrical the contract to install a 15,000 BTU heat pump for the Sherbrooke Library at \$5,805.00 plus HST.*

Recommendation adopted.

3. *On recommendation of Councillor Smith and seconded by Councillor Baker, Council deemed the Recplex tractor and Zamboni attachment as surplus equipment.*

Recommendation adopted.

4. *On recommendation of Deputy Warden Dort and seconded by Councillor Baker, Council set the minimum bid for the Recplex tractor and Zamboni attachment at \$4500.*

Recommendation adopted.



Report to Council

Member of Council: Kaytland Smith

Board/Agency/Organization: GALA

Date Attended: December 17th 2019

Location: Guysborough, NS

Agenda Items Discussed:

- Book keeper position funding request has been sent it off to Province for final approval
- Ongoing space issues with Canso Library (ECRL)- Issue has been resolved. We have received written conformation from all parties that insurance is no longer an issue, and GALA is fully covered
- Planning for AGM, January 14th 2020, 11am
 - Discussion was held on location, guest list, community invite/callout, and structure
- LAE framework for the NSSAL review is completed and rollout/training is underway.
- The next two year funding agreement is scheduled to be in place for July 1st 2020. The Board and Staff will begin planning and discussions to determine the needs and programming direction for the upcoming funding years. Further discussion and planning to follow
- Safe Zone training has been offered to various groups, and been well received.
- GALA Facebook page has been very active, and have seen a significant increase in integration on the page. Active hits are ranging from 34-40 a day.
- A refresh of the GALA Brochure is underway. Board members have been given a copy of the mock-up to review, and will be discussing at the next meeting.
- There will be a Board development day in the New Year. We will be focusing on inclusion, leadership, and GALA Guidelines. – Date to be determined at January meeting
- Funding opportunity through RBC is available. Staff is working on a plan for access these funds
- CHB funding was denied
- Next board meeting – January 17th 2020, 10am

GALA-Guysborough Adult Learning Association

NSSLA-Nova Scotia Adult Learning Association

LAE-Labor and Advance Education

ECRL-Eastern Counties Regional Library



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: Nov 13/2019/Dec11/19
Chedabucto Academy

Location: _____

Key Highlights:

Reviewed the Wellness Applications that were received.

Did not attend the Dec.11/2019 due to a snowstorm.

Report to Council



Member of Council: Debbie Findlay

Board/Agency/Organization: Sherbrooke Village Commission

Date Oct 30, Nov 6 and Nov 27, 2019 Location: Village Board Room

Agenda Items Discussed:

Oct 30/19 –

The minutes of the previous meeting on Oct 2, 2019 were approved.

The Lease Agreement between Sherbrooke Village and Transportation, Infrastructure Renewal has not been finalized. The lease will cover the next 25 years of the buildings in Sherbrooke Village.

Both the Financial and Executive Director's reports were presented and approved by the Commission

There was discussion regarding human resource issues

Meeting adjourned

Nov 6 – The budget for the 2020/22 year was presented and was approved by the Commission members with minor changes.

Meeting adjourned

Nov 27

Minutes of the Oct 30 and the Nov 6 meetings were approved as presented.

Remainder will be reported after Minutes are approved at the next meeting.

Debbie Findlay

Report to Council



Member of Council: Debbie Findlay

Board/Agency/Organization: WITAP – Wild Islands

Date Attended: Nov 21, 2019 **Location:** Sheet Harbour Legion

It was an open meeting with members and public attending – basically a discussion on accomplishments and the way forward.

Accomplishments:

1. GIS – based database of all islands
2. On-site detection of many previously occupied, archaeological sites
3. Workshops, like this one, for local people and businesses
4. An inventory of local visitor services
5. A master plan for the next stage

What the next proposed steps will be:

1. Entry signs in Musquodoboit, Sheet Harbour and Sherbrooke
2. Establishing 10 view planes along the Eastern Shore
3. Building island viewing kiosks with telescopes and information
4. Preparing an atlas of all marine travel service facilities
5. Holding many training workshops for local people and business
6. Review work performed on “previously occupied islands”
7. Identifying partners to cost-share in the construction of 3 pilot washrooms
8. Develop and implement an eastern shore Tourist guide for Smart Phones

The workshop was well attended and plenty of inter-action between group. Lots of suggestions.

Next meeting - Jan 13' 2020

Debbie Findlay



MUNICIPALITY OF THE DISTRICT OF ST. MARY'S
P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

CAO Report – January 13, 2020

CAO:

- Committee of the Whole meetings on December 4th, December 18th and January 2nd and Council meeting December 9th
- Attended the Guysborough County Tourism Strategy meeting on December 12th
- Participated in review of Inter-Municipal IT proposals with other eastern region municipalities
- Release of the Economic Impact Analysis for the proposed Cochrane Hill Gold Mine
- Resumed discussions with potential Developers and consultants regarding opportunity for projects in St. Mary's
- Joint Occupational Health and Safety Meeting
- Prepared Tender for Backup Generator for the Municipal Office – reviewed bids and prepared report for Council
- Met with Commercial Tax Assessor from PVSC to review updates on commercial assessment accounts in St. Mary's.
- Researched e-voting options and cost estimates for St. Mary's to use e-voting in conjunction with polling station voting
- Worked with staff on the items outlined below

Community Development & Recreation Department Report:

Community Development & Recreation Director

- I attended the Greenfield Oldsters Annual Christmas Dinner on December 10th. The event was well attended and great to be able to catch up with the members of the club.
- Chaired the December meeting of the Highland Region Recreation Coordinators Association on December 12th at the Antigonish County Municipal Building.
 - Planning is underway to restructure our annual summer staff leadership training, this will include a refresher of an HR document that was developed in 2018 to assist in the hiring and employment of student staff. A discussion surrounding our associations membership was had, as currently there are vacancies in three municipal units. No changes will be made, but the organization will make time during the year to come together with all municipal staff to do some planning and discussion around active projects and opportunities to work together.

- Attended a Joint Occupational Health and Safety Meeting on December 18th. Site visit of municipal transfer station done and regular meeting.
- Before and After Program took place from December 2nd – 20th and did not take place during the holiday break. To December 20th, we have had 101 visits at the program.
- Volunteer of the Year Nomination packages were sent to organizations by the end of December. The nomination process was included in the January Newsletter and is being promoted on social media and our website.

Activing Living Coordinator

- The Keith Jordan Memorial Hockey Tournament was rescheduled for January 18th, 2020

Attended a Community Grant writing workshop with Rae Gunn from CCH

- Session was attended by 17 community organization members. Rae outlined the available grants, eligibility requirements, general information on what the grants were intended to do and best practices for applying. She also gave out contact information and provided examples.
- Attended House League Hockey Meeting Dec. 3rd
 - Committee arranged a Christmas treat for the team
 - I presented the approval of the Sportfund grant application I submitted, for the amount of \$2,700
 - MacDonald-Bonvie Rinks to Links Classic Community Fund has also granted us \$2,000 as per an application I submitted on behalf of the committee
 - Purchased craft supplies for the House League Kids to use while at the rink.
- Christmas parties took place in Dec. at Indian Harbour Lake, Ecum Secum and Port Bickerton. We provided staff, crafts and games at the locations. Ecum Secum seems to have lots of young kids, as 30 showed up to the party. We will keep this in mind when planning future activities such as kidfit, which starts in February.
- Free Skate and Craft program started in Dec. so I restocked and organized the craft supplies.
- I have continued to assist with Tumblebugs at the school on Thursdays for pre-primary students.
- I organized a "winter trailblazers" which did not succeed. No students attended. It's possible that we will try this again in February when we have more snow. We had planned a hike with hot chocolate. Next time I will ask for more assistance from school for advertising.
- Dec. 17th we held our first Girls Group Activity in the SHOPS room, which was a getting to know you event that included a painting portion. The girls participated in a survey as well, that will help me in designing the program going forward.

Finance:

- See attached sheet showing outstanding taxes as of December 31st, 2019
- 2019-20 Tax Sale Update - Tax sale is scheduled for February 25th, 2020 at 11am. Tax sale notices were sent out to property owners and to all lien holders identified from title searches. The listing has been posted in the monthly newsletter and online. Information on properties is available for public viewing at the municipal office.
- 2020 Notice of Assessment will be mailed out to property owners on January 13th, 2020. The appeal date will be listed on the notices; the 2020 CAP rate is 1%.
- Attended conference call with representatives from PVSC to provide suggestions on the reports they provide to all municipal units on the assessment role. Suggestions are currently being implemented by PVSC for this year.
- Along with CAO, met with the Commercial representative from PSVC to review updates on commercial assessment accounts in St. Mary's.
- Inter Municipal IT group (Antigonish Town & County, St Mary's, Town of Port Hawkesbury, Inverness and Victoria County) update from group:
 - The purpose of the initiative is to develop and inter-municipal IT service for the participating municipalities. The first step is to inventory and assess current equipment and programs and develop an action plan to establish this service. In September, the Municipality signed an MOU to work with five other Strait area municipalities to explore the establishment of an Inter-Municipal IT Service. That MOU outlined a three-phase process; the first phase was to issue an RFP to complete to assess the information technology needs of each party and develop options for the establishment of an inter-municipal information technology service. Specifically, the Partnership is soliciting proposals to:
 - Inventory and audit all existing information technology and systems;
 - Identify associated risks and opportunities for improvement;
 - Provide reports describing the state of information technology and systems for each partner; and
 - Provide a group action plan for addressing the associated risks and opportunities for improvement including costed options for an operational inter-municipal service delivery model.
 - This RFP closed on October 25, 2019, and five proposals were received.
 - Representatives from each municipal unit reviewed each proposal and short listed three proponents. The Proposals were then provided to an external technical evaluator who reviewed the three short-list proposals and provided a recommendation to the group based proposal responses and a technical assessment of the proponent's ability to complete the project. The external advisor also provided a series of follow-up questions that were provided to the top two proponents who were given a week to respond. These responses were then assessed by another technical evaluator who confirmed the external advisor and municipal representative's first choice: IMP Solutions.

- The next meeting of this group will be held January 15th, 2020 and will be the kick off meeting for this phase of the project.
- Worked in collaboration with Dir. of Community Develop/Recreation on Before and After Program grant requirements.
- In collaboration with the Director of Community Development and Recreation completed the Community works grant application. Grant was submitted to Municipal Affairs on November 13th
- Prepared the 10 year Municipal Operating Financial Operating review for distribution in Municipal newsletter
- Attended Streetscapes public open house event on November 14th
- Attended COTW on November 20th
- Attended ArchGIS Mapping training on November 28th & 29th
- Attended COTW on December 4th
- Attended staff meeting on December 11th
- Attended COTW on December 18th
- Attended COTW on January 2nd

Public Works:

- Ongoing operations of the Water and Wastewater treatment plants
- Monitoring of in-line turbidity meter readings and issues with condensation in the meter with lower water temperatures
- Worked with Strait Engineering Ltd to complete an Operations and Maintenance Manual for the Water Treatment Plant and Distribution system
- Completed upgrades of the freezer unit and the Zamboni at the Recplex and started operations of the rink

Municipal Clerk & Special Projects:

- Attended Meetings/Events:
 - COTW Meeting- December 4th, 2019
 - Staff Meeting- December 11th, 2019
 - NSCAF Meeting- December 12th, 2019
 - JOHS Meeting- December 18th, 2019
 - COTW Meeting- December 18th, 2019
- Office Duties:
 - Council and COTW agenda and minutes
 - NSCAF editing & updating
 - Municipal Newsletter- Prepare, edit and send out.
 - Updating website

- Running Water Utility Billing/Arrears
- Day to day office duties
- Sourced quotes for Sherbrooke Library Heat Pump