



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, August 5th, 2020

1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, August 5th, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Mosher

Councillor Kaiser-Kirk

Councillor Baker

Councillor Smith

Councillor Findlay

Councillor Malloy

Also Attending:

Marvin MacDonald, CAO

Marissa Jordan, Municipal Clerk

Marian Fraser, Director of Finance

3. Approval of Agenda:

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

7.c- In Camera Session- Taxes

Motion approved.

4. Approval of Minutes:

On motion of Councillor Kaiser-Kirk and seconded by Councillor Findlay, Council approved the minutes of the COTW Meeting held Wednesday, July 15th, 2020.

Motion approved.

5. Business Arising from the Minutes:

2020-2021 First Quarter Finance Review

- Building permits were received from the building inspector and the information will be sent out to Council.

6. Correspondence

a. Government FOCUS

- Due to the Covid-19 pandemic, Government FOCUS sent a letter to update Council on some changes that have occurred for the Leadership School.
- The original dates for the school were postponed due to Covid 19, and have been rescheduled to occur this summer, on August 21st/22nd 2020. They are working with two venue possibilities for Membertou and Port Hawkesbury for those dates, and their planning will include adherence to Provincial health guidelines around social gatherings as well as social distancing protocols at both "in person" venues. They are also exploring virtual options to connect women as well, both "between" our two venues locations and to the learning day more generally.

b. Seamen's Memorial Service

- Mrs. DeRabbie, Secretary of the Canso Lions Club, sent a letter stating that the Canso Lions Club is preparing for the Annual Provincial Seamen's Memorial Service. The 44th Memorial Service will be held on Sunday, August 9, 2020 at 2pm The Service will reflect on the recommendations of the Nova Scotia

Health Authorities due to Covid-19. The length of the service will be shortened and anyone attending is asked to bring their own chairs if required.

- They extended an invitation to Council to attend this year's Seamen's Memorial Service and bring greetings from the Municipality of the District of St. Mary's and to lay a wreath or make a donation in memory of lost fishermen.
- Council agreed to have Warden Mosher attend to lay a wreath in memory.

7. Other Matters of Business:

a. Council Procedural Policy

- Staff brought the draft Council Procedural Policy back to Council to review after making the suggested changes from the COTW meeting on July 15, 2020.
- Councillor Smith suggested adding "and seconded" to section 2.3.1.2 and adding "majority vote of council" to section 7.3.1. Council agreed with these suggestions and asked staff to make the changes.

On recommendation of Councillor Smith and seconded by Councillor Baker, Council approve the Council Procedural Policy.

Recommendation adopted.

b. Municipal Elections

- Municipal Returning Officer updated Council on the progress of the 2020 Municipal Elections.
- Returning Officer Training is scheduled for, August 6th as well as August 11th. This training will be done remotely through Zoom. Training with Intelivote, the company that will be implementing the electronic and telephone voting system, was done today August 5th on one module of their system and we will have further training in September on additional modules.
- Members of the public that are interested in running as a Councillor for the elections can now pick up a "Potential Candidate" package and the package is also available on the municipal website. This package includes important information and dates regarding the election as well as Nomination Forms. Nomination Day is September 8th, 2020 but appointments can also be made with the Municipal Returning Officer 7 business days preceding Nomination Day. Nominations can be made as early as August 27th by calling the Municipal Office to make an appointment.
- There will be more information posted on the municipal website, Facebook and in the newsletter this August regarding information about the List of Electors as well as Nominations.
- There will be advertisements in the September Newsletter for elections staff to work the central polling location on the advance poll days as well as election day. Positions advertised will be a Deputy Returning Officer as well as a Polling Clerk. In addition to those positions, a System Elections Officer must be hired for the purpose of auditing and monitoring the performance of the system of voting now that electronic and telephone voting is being implemented.
- The rates being recommended for these positions are \$15/hour for the Deputy Returning Officer, \$14/hour for the Polling Clerk and \$16/hour for the Systems Elections Officer.
- Councillor Smith asked if there is any documentation for candidates regarding campaigning with COVID-19 guidelines. The Returning Officer said that the Department of Municipal Affairs is working on a document and when it is complete it will be available on the municipal website or to be picked up at the municipal office.

On recommendation of Councillor Baker and seconded by Councillor Findlay, Council approve the following amounts for the 2020 Municipal Elections staff of \$15/hour for the Deputy Returning Officer, \$14/hour for the Polling Clerk and \$16/hour for the Systems Elections Officer.

Recommendation adopted.

c. In Camera Session -Taxes

On motion of Councillor Malloy and seconded by Councillor Findlay, Council moved into an in-camera session for Taxes at 7:23pm.

Motion carried.

On motion of Councillor Malloy, Council reconvened to regular session at 7:35pm.

Motion carried.

8. Adjournment

On motion of Councillor Smith and seconded by Councillor Kaiser-Kirk there being no further matters of business, Council adjourned at 7:35pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Mosher