



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting
Wednesday, September 2nd, 2020

1. Meeting, Date & Time:

The COTW Meeting of the St. Mary's Municipal Council was called to order on Wednesday, September 2nd, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Also Attending:

Marvin MacDonald, CAO
Marian Fraser, Director of Finance
Marissa Jordan, Municipal Clerk & Special Projects Coordinator

3. Approval of Agenda:

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

- 7c. Recording and Streaming Meetings
- 7d. Streetscapes Phase 2
- 7e. Recplex- Cimco Quotes for Seasonal Startup Work and Condenser Repairs

Motion approved.

4. Approval of Minutes:

On motion of Councillor Smith and seconded by Councillor Malloy, Council approved the minutes of the COTW meeting held Thursday, August 20th, 2020.

Motion approved.

5. Business Arising from the Minutes:

Weatheradio Canada-Transmitter Decommission

- Councillor Kaiser-Kirk relayed that she had spoken to fisherman from her area regarding the transmitter and stated that these residents are not using the transmitter anymore.
- Councillor Malloy also spoke to fisherman in her area which said they are not using it either.
- The CAO will send a letter back to Weatherradio Canada reflecting these comments from residents.

6. Presentation

Recreation & Community Development Program Updates- Mallory Fraser

- Mallory Fraser introduced herself as the new Recreation & Community Development Coordinator for the maternity leave position.
- Summer programs have ended. It was a slow start for us due to Covid-19. At the beginning of the summer and didn't think that staff would be able to host camps at all. Although camps weren't

able to be held, recreation staff put together Day Camp Kits to distribute to youth throughout the municipality. The recreation department also put together senior's kits for seniors throughout the municipality, which were very well received. Restrictions were eased and we were able to have camps for youth on Thursdays in August at the Recplex following Covid-19 Guidelines laid out by the province. We also partnered with Kids First & the Whale Sanctuary Project to provide activity days for children throughout the municipality.

- Fall programs are currently being planned. A call for Student Leaders was put in the September newsletter. Recreation staff will be using September to offer a variety of different options of activities such as roller blading and spin classes to determine community interest. T-Ball and Softball will also be offered for youth.
- Staff are extremely busy preparing for this school year and have been working to get BAP ready as well. The government has given us the go ahead and we have collected all the required information to set a start date. The Before and After Program is scheduled to begin on Monday, September 14th 2020. It is being advertised in the September newsletter. A poster has been created and sent to the coordinator of 4Plus to send home with her students. The procedures and parent handbook have been updated to reflect Covid-19 guidelines issued by the Province of Nova Scotia. Registration packages will be ready to be picked up tomorrow, Thursday, Sept. 3rd.
- The 2020 Volunteer Awards Ceremony has been replaced with a virtual celebration on September 28th, starting at 11:45 am which will be able to be streamed from the Nova Scotia Facebook Page. To show appreciation of the volunteers, staff have made the decision to create gift bags for all nominated individuals. A special gift bag will be made for Lewis Macintosh, the winner of the volunteer awards.
- A Saint Mary's Recplex Return to Winter Play Plan has been drafted. Staff reviewed the plan and a tentative plan is in place if the decision is made to open the Recplex. Meetings are being set to meet with the individuals in charge of the committees who use the Recplex to determine if they still have a membership.
- The Fitness Center will remain closed until further notice. Opening will be reassessed for January.
- Improvements to Stonewall Park to be completed under the Active Communities Fund include fixing all three look offs and railings where required, having the trail and its features mapped, the removal of the old boardwalk and clearing limbs. There will also be the addition of two new benches built and donated by Sherbrooke Village. Solar lights are being installed to increase trail visibility and accessibility in the dark. There will also be a playhouse installed in the common area of the park to provide opportunities for outdoor play. Public Works Staff are currently working to clear limbs blocking the views from the look offs and repairing rails.
- Recreation staff held a contest to have applicants design an Entrance Sign to Pioneer Park. It closes on September 4th. Once a design is selected by the community via Facebook Poll, the sign will be created and installed at Pioneer Park. A tetherball poll is also going to be installed.
- All materials for the Playbox have been purchased, with the exception of paint. The decals have been ordered as well games and supplies for inside the box.
- A grant through the Climate Change Mitigation Sub Stream of Investing in Canada Infrastructure Program is available for 1 Million +. Municipalities can receive 73.33 percent of eligible project costs. The projects must be complete by 2027. The deadline for applications is September 9th, 2020. The Recreation & Community Development Coordinator has proposed that the Municipality complete an application in hopes to receive funding to place sidewalks in Sherbrooke. In addition to sidewalks, bike racks will be added throughout Sherbrooke and crosswalks with light up signs will be installed. If successful the funds will also be used to put a

boat launch in Pioneer Park, add four car charging stations (one at the Recplex, two at 16 Main Street and one at the municipal office and add boardwalks and improve trail accessibility at the Port Bickerton Lighthouse and to improve trail accessibility at Stonewall Park. Staff is also hoping to receive funding to change the power source of the Recplex to solar power.

- Councillor Kaiser-Kirk asked about the rectangular stones by Stonewall Park came from 16 Main Street. Staff said yes, they were.
- Councillor Smith asked when staff was given notice by the province that the Before and After Program was to proceed this school year. Staff said the informal notification was given from the province a couple of weeks ago. It was then up to the Municipality to contact the school to determine if the space was available and the details for COVID planning.
- Councillor Findlay inquired about the plan this school year for the Fitness Centre. She stated that Council had decided to try the swipe card this year and was wondering if this was to be implemented this year. Staff relayed to Council that because of the COVID-19 outbreak that plans were on hold because conversation regarding access to the school were unable to occur. Staff has recently spoken to the school and it was relayed that the school will not be using the Fitness Centre this year so the cleaning of the facility would be up to the Municipality. Recreation staff will work on the procedures and budget considerations for implementing these changes.

7. Other Matters of Business

a. Council IT

- In preparation of the 2020 Municipal Elections, staff updated Council on the upcoming maintenance that is needed for the Council iPads.
- Councillors that are not re-offering and plan to purchase their iPads as per the Council Technology Purchase Policy, staff would need to know by September 28th, 2020 to order new ones. If any iPad needs to be serviced for any reason, they must be returned by October 19th, to have IT service them on October 20th.
- Councillor Findlay asked if, in addition to being serviced, they would be getting cleaned as well. Staff said yes, they would be.

b. Sherbrooke Water Utility

- In August, the Municipality experienced a major water leak that was difficult to locate due to the nature of the problem. A failed rubber gasket on a lateral saddle at Civic # 4249 on Fourth Street caused the leak. The fault was equipment related as opposed to an installation problem
- Due to the location of the failure (at the connection to the main line) it was impossible to pinpoint by closing the curb stop and trying to isolate the cause to that particular lateral.
- The leak was significant enough that leaving the Fourth St. isolation valve open for any length of time would cause the water plant to lose the critical volume in the clear well and cause issues for the entire system. Therefore, that section of the distribution system was out of service for several days, with planned service for short periods of time each day to allow residents to store water during those times.
- A temporary connection was provided to High Crest from a residence on Court Street. Additional resources (overtime hours) were employed to locate and repair the leak as quickly as possible.
- The estimated cost to the Water Utility for the repair is \$14,000 which includes excavation, gravel, piping and fittings, asphalt repair and costs for labour.
- Future upgrades to the distribution system should consider additional isolation valves in long stretches of waterline (such as Fourth Street) to improve leak detection and location options.

- Councillor Kaiser-Kirk asked if the failed rubber gasket installed by the company was under warranty. The CAO stated the warranty on the new line was only for one year.

c. Recording and Streaming Meetings

- Councillor Smith was contacted by several residents that expressed their disappointment when the recordings of Council meetings stopped once COVID-19 restrictions were lifted and Council was able to meet in person again. Residents also mentioned that these recordings supported one of the objectives in the Municipal Strategic Plan that stated, “create a public engagement strategy to improve communications in the municipality”.
- Another resident also mentioned that they used the recordings as a tool to better understand the process and formalities of Council meetings and helped them to decide to run in the upcoming election.
- Councilor Smith asked some of her colleagues that are currently doing live streaming of Council meetings and said they had an uptake from 5-10 residents attending in chambers to 200 residents that tuned into a live stream with audio only. Councillor Smith stated she realized with our municipality’s connectivity issues this may be a future goal to work towards.
- Councillor Smith asked that Council discuss implementing a new policy for recorded minutes and possible live streaming meetings when connectivity is better.
- Councillor Malloy asked if this should wait until new council is finalized. Councillor Smith stated she believed that if it what is best for citizens, it would not matter if it was implemented with existing or new Council.
- Councillor Kaiser-Kirk requested that Council consider placing this topic on a future COTW meeting so other councillors had the opportunity to research the topic as well.
- Council directed staff to add this to a future COTW meeting.

d. Streetscapes Phase 2

- Funding for the second phase of the Streetscapes project was announced in August. The budget for the second phase is \$58,724 which includes \$25,724 for curbs and sidewalks at 16 Main St. lot.
- The Municipality requested quotes from four contractors for sidewalks and curbs on the second phase of the Streetscape project. Only one contractor submitted a quote, BD Clifton Contracting submitted a quote of \$23,750.10 plus HST for the work.
- The CAO requested a recommendation from Council to award the curbs and sidewalks contract to B D Clifton Contracting.

On recommendation of Councillor Baker and seconded by Councillor Findlay, Council approve the award of the curbs and sidewalks contract for 16 Main St. Parking Lot to B D Clifton Contracting of Antigonish in the amount of \$23,750.10 plus HST.

- Councillor Kaiser-Kirk asked where these sidewalks would be installed. The CAO stated they would be along the entrance of the parking lot excluding the entrance and exit points to the parking lot as well as a sidewalk going into Pioneer Park.
- Council was shown a rendering image of the proposed work.
- Councillor Smith asked where there was only one quote received, would this cover the municipality under the procurement. The CAO said that, under the Atlantic Procurement Agreement, projects under \$100,000 only need to request quotes from three (3) companies.
- Staff also informed Council that the lighting for 16 Main Street has been ordered.

Recommendation adopted.

e. Recplex- Cimco Quotes for Seasonal Startup Work and Condenser Repairs

- The CAO updated Council that work before the refrigeration unit can be tuned on for the start-up of the Recplex, routine maintenance as well as some repairs will need to be completed.
- Staff received a quote from Cimco, the company who routinely performs maintenance on the system, to have the oil changed, the required inspection performed and the initial start-up of the ice plant complete. This quote was in the amount of \$2941.43 plus HST.
- Staff received a second quote from Cimco in the amount of \$7423.18 plus HST to repair the condenser fan and vent louvers on the cooling tower.
- These are services and repairs that need to be completed before the rink can be used. The Director of Finance said there is money available from the Recreation Facility Development Grant from the province as well as \$7000 remaining in the Roy Steed Fund to help cover these costs without affecting the 2020/2021 operating budget.

On recommendation of Councillor Findlay and seconded by Councillor Kaiser-Kirk, Council agreed to approve the quote from Cimco to perform routine maintenance for the ice plant start up in the amount of \$2941.43 plus HST and approve the quote from Cimco to perform the repairs to the ice plant condenser in the amount of \$7423.18 plus HST.

- Councillor Smith asked if staff was previously aware that the condenser needed repair. Staff indicated that this was known at the end of the last rink season.

Recommendation adopted.

8. Adjournment

On motion of Malloy and seconded by Councillor Baker there being no further matters of business, Council adjourned at 7:43pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Mosher