

NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: Monday, September 14, 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

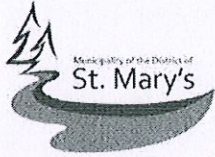
Regular Meeting of Council
Monday, September 14, 2020

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Council Meeting held Monday, August 10, 2020
5. Business Arising from Minutes
6. Recommendations from Committee of the Whole
7. Outside Committee Appointment Reports
 - a. Accessibility Advisory Committee- Councillor Smith
 - b. Community Health Board- Councillor Malloy
8. CAO Report

Adjournment

10 minute question and answer period pertaining to agenda items.

****Please note that as per the NS Public Health guidelines, Council, staff and pre-registered members of the public that are attending the meeting will be asked to wear a mask upon entering/exiting the building and during the meeting.***



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, September 14th, 2020

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, September 14th, 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 Kaiser-Kirk and seconded by Councillor Baker, Council approved the agenda with the following additions:

- 9. a- Aspen Dry Hydrant
- 9. b-Recommendation from Audit Committee

Motion approved.

4. Approval of Minutes:

On motion of Councillor Smith and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held August 10th, 2020.

Motion approved.

5. Business Arising from the Minutes:

- Councillor Smith asked if there are any updates on the sale of Lot-14. The CAO said the agreement of purchase and sale is complete, and he is currently working with the solicitor on the migration of the land. The closing will be 5 days after completion of migration. The CAO stated that there is an agreement with the lender that the Municipality will have the option for first right of refusal.
- Councillor Kaiser-Kirk asked for an update on the dangerous and unsightly property located on Old Road Hill. The CAO stated that he issued a timeline in which the property owner was provided time to clean up property. The property owner still has a blue tarp and tent which is allowed, the garbage has been bagged up and the vehicles have been removed.
- Councillor Findlay asked about lack of bathroom facilities on the property. The CAO said that the Building Inspector inquired with the Department of Environment (DOE), but the DOE does not inspect outhouses. Councillor Kaiser-Kirk asked if there was a civic for the property, staff said no there is not but there is an agreement with Eastern Shore Cartage to pick up bagged garbage at roadside.

6. Recommendations from Committee of The Whole:

On motion of Councillor Malloy and seconded by Councillor Findlay, Council awarded the historic lighting bid to Suburban Electric in the amount of \$14,703.81 plus HST.

Motion approved.

On motion of Councillor Findlay and seconded by Councillor Malloy, 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.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Findlay, Council agreed to approve the quote from Cimco to perform routine maintenance for the ice plant start up in the amount of \$2,941.43 plus HST and approve the quote from Cimco to perform the repairs to the ice plant condenser in the amount of \$7,423.18 plus HST.

Motion approved.

7. Outside Committee Appointment Reports:

a. Accessibility Advisory Committee- Councillor Smith

- Please see attached report.

b. Community Health Board- Councillor Malloy

- Please see attached report.
- Councillor Smith asked what Spark the Connection is. Councillor Malloy said that it is a meeting with guest speakers discussing the impacts of social isolation due to COVID-19.

8. CAO Report:

- Please see attached report.
- Councillor Smith asked about the engage seminar on quality of life and if this was related to the initial study. The CAO said yes that it was done through Nova Scotia Federation of Municipalities and Association of Municipal Administrators of NS had an overview on the outcome of the study and discussed next steps and interest across the Province.
- Councillor Findlay asked the outcome of the meeting with Atlantic Gold. The CAO said the meeting was set to meet the new consultant at the office and to discuss their internet hiring platform.
- Councillor Kaiser-Kirk asked if Atlantic Gold recently finished a report. CAO said they completed and Economic Impact Report, but he has not seen the report and the report encompassed all of their operations not just the Cochrane Hill site.
- Councillor Smith asked when the completion of the Return to Play Plan will be done. The CAO said there will an upcoming meeting with the curling club to discuss changes and adaptations. There has been enough interest from kid's hockey and adult hockey, so the plan will continue to be implemented if there is not another wave of COVID-19. The Director of Finance also pointed out that there will be a new position in the newsletter for a COVID part time/casual worker at the rink for the Return to Play Plan. This position will be funded through the recreation budget due to the decrease in summer staff this year.
- Councillor Smith asked when the draft copy of the Municipal Planning Strategy and Land Use By-Law will be complete by Fathom Studios, the CAO said around the end of October.

9. Other Matters of Business:

a. Aspen Dry Hydrant

- The Municipality included a dry hydrant for the Aspen area in the budget for this fiscal year
- The dry hydrant was designed by Ed MacDonald, EDMAR Ltd. For the specific location on McKeen Crescent, as agreed to by the St. Mary's District Fireman's Association (local area VFD)
- Tenders for the supply and installation of a dry hydrant on McKeen Crescent in Aspen closed at 1:00 PM on Friday September 11, 2020. Two bids were received, George F. MacDonald & Sons Ltd for \$4,450.00 plus HST and Wilsons Cove Excavation & Trucking \$4,136.00 plus HST.
- Both Bidders provided the required proof of insurance, WCB letter of clearance and the 10% Bid Bond.

On recommendation of Councillor Baker and seconded by Councillor Kaiser-Kirk, Council award the Aspen Dry Hydrant contract to Wilsons Cove Excavation & Trucking Ltd for \$4,136.00 plus HST.

- Warden Mosher asked if Ed MacDonald would be overseeing the project, the CAO said yes he will be.
- Councillor Findlay asked if there was currently water at the site, the CAO said yes there was.

Recommendation adopted.

b. Recommendation from Audit Committee

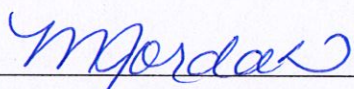
On recommendation of Councillor Kaiser-Kirk and seconded by Councillor Findlay, Council approve the 2019/2020 audited financial statements as presented.

Recommendation adopted.

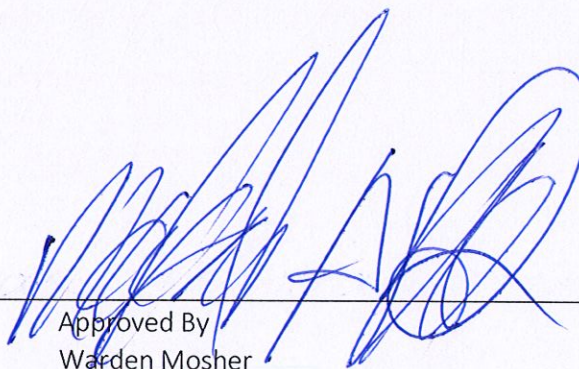
10. Adjournment

On motion of Councillor Malloy, Baker there being no further matters of business, Council adjourned at 7:25pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Mosher



Municipality of the District of St. Mary's

Regular Meeting of Council
Monday, September 14th, 2020

Recommendations from Committee of the Whole (COTW):

COTW Meeting- August 20th, 2020:

On recommendation of Councillor Smith and seconded by Councillor Baker, Council awarded the historic lighting bid to Suburban Electric in the amount of \$14,703.81 plus HST.

Recommendation adopted.

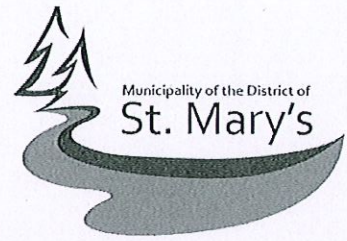
COTW Meeting- September 2nd, 2020:

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.

Recommendation adopted.

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.

Recommendation adopted.



Report to Council

Member of Council: Kaytland Smith

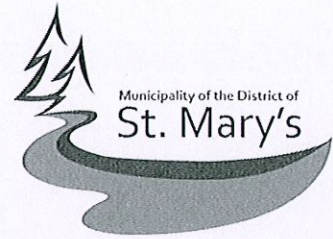
Board/Agency/Organization: Accessibility Advisory Committee

Date Attended: August 31st 2020

Location: Sherbrooke, NS

Agenda Items Discussed:

- Discussion was held around appointment of Chair/Vice-Chair
 - Conclusion was found to elect an interim Chair/Vice-Chair and to revisit following further recruitment efforts
 - Interim Chair Kaytland Smith Interim Vice-Chair Mallory Fraser
- Reviewed Accessibility Advisory Committee Policy
- Reviewed Provincial Accessibility Advisory Board message, vision statement, and annual report
- Hannah MacDonald led the group in discussion around developing our Accessibility Plan
 - Went over what has happened to date and proposed timeline for completion
 - Next steps being to perform site audits
 - Discussed the breakdown of the site audits and agreed to send out a poll to determine which date/time works for the majority of the group for each visit
 - Hannah MacDonald will develop a check list and comment paper for audits
 - The group will reach out to those in the community who are differently-abled and ask for their input and guidance on challenges in each site
 - A survey for the public will be developed
 - This will be used in tandem with the site audit information
 - Possibly with a scannable code or posting to go up at each location for the public to give feedback
 - Distributed in newsletter, website, social media
- Discussed the Rick Hansen Certification
 - Will pass on the information to relevant parties
 - Decided that a member would not be taking the training at this time, but open to the idea again in the future
- Next meeting and site audit dates to be determined



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: Sept.9/2020

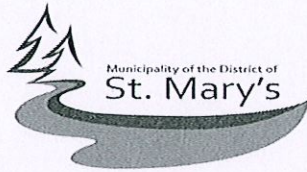
Location: Web-Ex Meeting

Information has been sent to all Community Groups inviting them to attend the Wellness Fund Proposals on Sept. 10/2020 online.

There are no applications received to date as many groups and organizations are not meeting because of COVID-19. The groups that received funding last year were granted an extension to move forward at a later date.

Received information on how to start having face to face meetings with Covid-19 criteria.

There is an online seminar being held on Spark A Connection on Sept.17/2020 running from 8.30 to 4.30.



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

CAO Report – September 14, 2020

CAO:

- Prepared background material for and participated in Committee of the Whole meetings on August 5, August 20 and September 2 and Council meeting on August 10.
- Participated in NSFM and Engage Nova Scotia webinar on the Quality of Life study findings
- Prepared and posted Request for Quotes for installation of dry hydrant in Aspen
- Request for Proposals for Sherbrooke Sewage Collection Inflow and Infiltration study closes on September 11, 2020
- Reviewed and signed contract with Intelivote as well as worked with Returning Officer and Intelivote on Voter Information letters and web ballot drafts
- Attended the Business and Public workshops on the Municipal Planning Strategy and Land Use By-law
- Met with Atlantic Gold representative regarding their Sherbrooke office operations
- Attended Accessibility Committee Meeting on August 31st
- Telephone meetings with Strait Engineering to award contracts for sewage treatment upgrades and Ultraviolet Disinfection system and review of shop drawings
- Discussing Municipal Election matters with Returning Officer and Director of Finance
- Staff meeting on August 12
- Worked with Public Works staff obtaining prices for phase 2 of the Streetscape project
- Worked with staff on projects and tasks as listed under each department summary below

Finance:

- August 5th COTW, August 10th Regular Council Meeting
- Taxes Collected by fiscal year as of August 31st, 2020
 - 2020-2021 Taxes – 87.51% Collected
 - 2019-20 Taxes – 95.3% Collected
 - 2018-19 Taxes – 97.3% Collected
- Tax Arrears notices are being sent out monthly
- Prepared documents for sealed tax sale tender and posted ads in municipal newsletter and Guysborough Journal
- Attended Nova Scotia Assessment Appeal Trial Training

- Attended Returning Officer election training and Intelivote Training
- Completed Statscan monthly payroll reporting
- Worked with staff on Recplex return to play discussions for the 2020/2021 season
- Annual Fire Department Grant cheques have been completed. Fire tax levy cheques will be distributed at the end of September.
- Assisted in preparation of staff report for council on phase 2 – 16 Main Street streetscapes project

Community Development & Recreation Department / Active Living Coordinator Report:

- *Summer Programming Update*

Summer programs have come to a close. We had a successful month, with good turnouts at the majority of our camps and activities. We finished the summer with a Sports Day which we had approximately 20 participants.

- *Fall Programming Update*

Fall programs are currently being planned. A call for Student Leaders was put in the September's newsletter. We are using September to offer a variety of different options such as roller blading and spin classes to determine community interest. We are also offering T-Ball and Softball skills for youth.

- *Before and After Program*

The Before and After Program is scheduled to begin on Monday, September 14th 2020. It is being advertised in our September's newsletter. I am also creating a poster to send to the coordinator of 4Plus to send home with her students.

- *Volunteer Awards*

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.

- *Covid-19 Recplex Planning*

A Saint Mary's Recplex Return to Winter Play Plan has been drafted and under review by staff.

- *Fitness Center*

The Fitness Center will remain closed until further notice.

- *Active Communities Fund*

Stonewall Park

Improvements to Stonewall Park completed under the Active Communities Fund include fixing all three look offs and railings where required. 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.

Pioneer Park

We held a contest to have applicants design an Entrance Sign to Pioneer Park. 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 being installed.

- *Playbox*

All materials for the Playbox have been purchases, with the exception of paint. The decals have been ordered as well games and supplies for inside the box.

MPAL- Recreation

- Summer 2020 successfully came to an end, I had posted a 5 question summer programming survey on facebook for parents/ guardians to give feedback on how recreation programming, staff and all other aspects were met or any questions they may have.
- We had posted the job application for recreation student leaders for the 2020/2021 school year. The job application deadline will be 4pm September 9, 2020.
- **The 2019-2020 Active Communities Fund (ACF) remaining funds have been spent (\$6400)**
Stone Wall Park upgrades – Lookoffs, walkways, railings, lookoff view, solar lighting, signage, and mapping. Sherbrooke Village donated and delivered 2 benches to go towards this project.
Pioneer Park- Upgrades to gazebo and picnic areas, and the Sign contest- the sign contest was posted for the community to come up with a new sign for Pioneer Park, We will be choosing our top 2 signs and hosting a community vote, whoever the community chooses will have their design posted as the park heading.
Community Playbox- this project is in the final stages of completion, I have purchased all the equipment, I will be painting the box soon and I have ordered Stickers to go on the box as well, as for the written planning I am working on completing that- this planning will involve where the box will go, how long it will stay and the proper measures on how it will work.
- **Recreation events coming up are:**
Tball- all school ages (SMECA Soccer field)
Fit4Women- a all women group that will have a different activity each night (yoga, running, dance/Zumba, paint/ exercise class etc) –held in the Recplex
Spin Class- co-ed held in the Recplex
Rollarblading event- ages 10-18

Open Gym- held in the recplex once a week until the ice goes in – all ages

Pickleball- continuing in September, all ages \$5 per person

Please note these activities are only taking place in the Recplex due to not being allowed back into the school during this time. All of our programming is pre-registration only to ensure proper social distancing measures.

- I am working on the 2020-2021 ACF to result in more money to cover the new Recplex programming and not as much money in the “in person” programming.

Public Works:

- Located and repaired major water leak on Fourth Street (Sonora Road)
- Undertook additional leak detection work to address performance issues at the water treatment plant
- Engaged TerraPure to collect Household Hazardous waste at the Transfer Station
- New gate delivered to the Transfer Station
- Ordered materials for repairs to the look-offs at Stonewall Park
- Scrapped and painted steel girders on the back side of the RecPlex
- Obtained quotes for streetlighting and concrete curbs and sidewalks at 16 Main Street Parking Lot under phase 2 of the Streetscaping project
- Mowing and yard work at municipal sites
- Ongoing operations and sampling/testing at water and wastewater treatment plants

Municipal Clerk & Special Projects:

August 2020

- Attended Meetings/Events:
 - August 5- COTW Meeting
 - August 5- Firefighters Engagement Session
 - August 5- Intelivote Training- List of Electors Module
 - August 6- Returning Officer Training
 - August 10- Council Meeting
 - August 12- Staff Meeting
 - August 11- Returning Officer Training
 - August 20- COTW Meeting
- Regular Duties:
 - Council and COTW agenda and minutes, post audio files and minutes on website
 - Elections:
 - Returning Officer Training
 - Completed Amended List of Electors
 - Nomination ads in Guysborough Journal
 - Nomination notices posted in two public places in each district

- Nominations by Appointment August 27-Sept 8
- Prepared Procedures and Forms for Alternative Methods of Voting
- Posting for Election Staff
- Work with Intelivote
 - Voter Information Letter drafts
 - Web Ballot drafts
- NSCAF editing & updating
- Municipal Newsletter Submissions
- Annual Fire Services Grants- Letter and cheques sent out to departments that have their previous year financials submitted.
- Updating Website with current content
- Datacall- gathered information for reporting Transfer Station revenue/expenses and tonnage for materials.
- Updating COVID-19 Information on website
- Year End Filing and File Room Reorganization
- Running Water Utility Billing/Arrears
- Day to day office duties

Economic Development & Planning:

Accessibility Advisory Committee:

- Held the first accessibility committee meeting August 31st. Current membership is made up from 3 representatives from SHOPS and two Council representatives along with municipal staff.
- Councilor Smith is the Interim Chair and Mallory Fraser is Interim Vice Chair of the committee and once we have more members join, we will vote in a new Chair and Vice Chair
- We have chosen dates to conduct accessibility audits on all of the Public Municipal buildings and outdoor spaces and will have those completed by the end of October
- Hannah will get started right away on the draft plan
- First audit to take place Sept 9th at Pioneer Park and Stonewall Park
- Getting a bar code set up for general public to be able to do surveys on the public spaces and let us know what they think of the accessibility of the spaces

Municipal Planning Strategy and Land Use By-Law

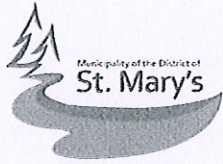
- Had a very successful business and community workshops with Fathom Studios on August 19th. A total of 24 participants as well as councillors and staff attended the workshops
- Fathom is working on the first draft of the MPS and LUB
- The first Draft will be discussed with Municipal Affairs Planning staff to determine if gaps exist that must be addressed to ensure complete compliance with provincial legislation

Age Friendly Grant

- Working on a grant to fund an event for our seniors this Christmas to help with the isolation and mental health during the holidays.

Small Business Week

- Started planning our small business week appreciation event for October 19th- 23rd



Staff Report to Council

Date: September 11, 2020

From: Marvin MacDonald, CAO

Subject / Issue: Dry Hydrant - Aspen

Current Situation:

- Tenders for the supply and installation of a dry hydrant on McKeen Crescent in Aspen closed at 1:00 PM on Friday September 11, 2020.
- Two bids were received:
 - George F. MacDonald & Sons Ltd \$4,450.00 plus HST
 - Wilsons Cove Excavation & Trucking \$4,136.00 plus HST
- Both Bidders provided the required proof of insurance, WCB letter of clearance and the 10% Bid Bond

Background:

- The Municipality included a dry hydrant for the Aspen area in the budget for this fiscal year
- The dry hydrant was designed by Ed MacDonald, EDMAR Ltd. For the specific location on McKeen Crescent, as agreed to by the St. Mary's District Fireman's Association (local area VFD)

Recommendation:

- That the Municipality of the District of St. Mary's award the Aspen Dry Hydrant contract to Wilsons Cove Excavation & Trucking Ltd for the amount of \$4,136.00 plus HST

Signature: