



## **NOTICE**

**MEETING:** St Mary's Municipal Council  
Regular Council Meeting

**DATE:** Monday, January 11, 2021

**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 Council Meeting  
Monday, January 11<sup>th</sup>, 2021

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1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from Council Meeting held Monday, December 14<sup>th</sup>, 2020
6. Business Arising from Minutes
7. Recommendations from Committee of the Whole
8. Outside Committee Appointment Reports
  - a. Community Health Board- Deputy Warden Fuller
  - b. Sherbrooke Village Commission- Deputy Warden Fuller
9. CAO Report
10. Adjournment

***10 minute question and answer period pertaining to agenda items***



# Municipality of the District of St. Mary's

Regular Council Meeting  
Monday, January 11<sup>th</sup>, 2021

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## 1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, January 11<sup>th</sup>, 2021 at 7:00pm in the Council Chambers Sherbrooke, N.S.

## 2. Attending:

Deputy Warden Fuller	Councillor Malloy
Councillor Baker	Councillor Zinck
Councillor Mailman	

## Also Attending:

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

## Absent with Regrets

Warden Wier

## 3. Additions to the Agenda:

- No additions to the agenda

## 4. Approval of Agenda:

*On motion of Councillor Baker and seconded by Councillor Mailman, Council approved the agenda as presented.*

**Motion approved.**

## 5. Approval of Minutes:

*On motion of Councillor Malloy and seconded by Councillor Baker, Council approved the minutes of the Regular Council Meeting held December 14<sup>th</sup>, 2020.*

**Motion approved.**

## 6. Business Arising from the Minutes:

- No business arising

## 7. Recommendations from Committee of The Whole:

*On motion of Councillor Baker and seconded by Councillor Zinck, Council agree to re-adopt the Mileage/Expense Policy as presented.*

**Motion approved.**

*On motion of Councillor Baker and seconded by Councillor Mailman, Council adopt the Councillor Pension Plan Policy as presented.*

**Motion approved.**

*On motion of Councillor Malloy and seconded by Councillor Zinck, Council agree to have staff send a letter to owners of property with PID 37530516 and property with PID 37530532 and ask that the owners outline a plan to clean up the properties.*

**Motion approved.**

*On motion of Councillor Zinck and seconded by Councillor Baker, Council approve draft #1 of the Heritage Property By-Law.*

**Motion approved.**

## 8. Outside Committee Appointment Reports:

### a. Community Health Board- Deputy Warden Fuller:

- Please see attached report.

### b. Sherbrooke Village Commission- Deputy Warden Fuller

- Please see attached report.

## 9. CAO Report:

- Please see attached report.
- Council asked how the extended provincial COVID restrictions have had an impact on the programming at the RecPlex. Staff stated that there are still no spectators permitted at any of the programs and a limit of 25 people per program. Staff is continuing to look at new ways to implement a better flow of traffic during drop of and pick up times of the programs.

## 10. Adjournment

*On motion of Councillor Malloy and seconded by Councillor Baker there being no further matters of business, council adjourned at 7:15pm.*

***Motion approved.***



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Recorded By  
Municipal Clerk/Special Projects Coordinator



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Approved By  
Deputy Warden Fuller



# Municipality of the District of St. Mary's

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## **Recommendations from Committee of the Whole (COTW):**

### **COTW December 16, 2020:**

*On recommendation of Councillor Baker and seconded by Deputy Warden Fuller, Council agree to re-adopt the Mileage/Expense Policy as presented.*

***Recommendation adopted.***

*On recommendation of Councillor Mailman and seconded by Councillor Zinck, Council adopt the Councillor Pension Plan Policy as presented.*

***Recommendation adopted.***

*On recommendation of Councillor Baker and seconded by Councillor Zinck, Council agree to have staff send a letter to owners of property with PID 37530516 and property with PID 37530532 and ask that the owners outline a plan to clean up the properties.*

***Recommendation adopted.***

### **COTW January 6, 2021:**

*On recommendation of Deputy Warden Fuller and seconded by Councillor Baker, Council approve draft #1 of the Heritage Property By-Law.*

***Recommendation adopted.***



# Report to Council

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**Member of Council:** Deputy Warden James Fuller

**Board/Agency/Organization:** Community Health Board

**Date Attended:** 9 December 2020

**Location:** Via Zoom

## **Agenda Items Discussed:**

- Discussed recent grant approvals submitted by various organizations (ostensibly to promote health and safety of local communities.)
- Desire for new community members to become members of the CHB.
- Discussed how the mission of the CHB is not widely known.

## **Key Highlights:**

- Of 19 grant requests submitted, 5 were accepted as qualifying under current criteria, 14 were not accepted as they did not meet one or more criteria.
- All grant monies for 2020 were expended.
- All meeting will be via Zoom for the foreseeable future.



# Report to Council

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**Member of Council:** Deputy Warden James Fuller

**Board/Agency/Organization:** Sherbrooke Village Commission

**Date Attended:** 9 December 2020

**Location:** Sherbrooke Village

## **Agenda Items Discussed:**

- Terms of service (length) for commission members.
- Reports from Finance and Director
- Updates on refurbishment and construction within the village.
- Updates on RICHES program.
- Election of new officers of the commission.

## **Key Highlights:**

- There is a nine-year limit of service within the commission. Chairman Grant and Commission Member Legge will be stepping down in January 2021.
- Elected were Marg Harpell, Chair, and Keith Gallant, Vice Chair.
- Financial Report indicates that all budgets are in place and Village is in sound shape.
- Director's report indicated that most repairs on Village buildings have been completed or are in the final stages. He also is looking for more financial resources for his RICHES program.
- Construction of a new gazebo has started for the village green.



## **CAO Report – January 11, 2021**

### **CAO:**

- Preparation of materials for Council and COTW meetings
- Meeting with Development Officer and staff and provided comments on draft MPS & LUB prepared by Fathom Studios
- Email and telephone meetings with Lands & Forestry representative and municipal solicitor regarding land matter
- Meeting with private developer regarding land access for a proposed residential development
- Prepared and sent correspondence on dangerous & unsightly property
- Worked with staff on projects and tasks as listed under each department summary provided below

### **Finance:**

- Meetings – Dec 2<sup>nd</sup> Audit Committee and COTW (attended and prepared minutes), DMHA Financial Statements/Reports Training Dec 4<sup>th</sup>, DMHA Monitoring Budgets Training Dec 7<sup>th</sup>, Regular Council Meeting Dec 14<sup>th</sup>, COTW Dec 16<sup>th</sup>
- Taxes Collected by fiscal year as of December 31<sup>st</sup>, 2020
  - 2020-2021 Taxes – 94.36% Collected
  - 2019-20 Taxes – 96.4% Collected
  - 2018-19 Taxes – 97.87% Collected
- Tax Arrears/Tax Sale - Tax Arrears notices have been run and sent out the first week of December. Many of the property owners who received formal tax sale letters the first of November have made payments or payment arrangements. Those accounts that have not will receive the next tax sale notice mid- January 2021. The tax sale is scheduled for June 29<sup>th</sup>, 2021 yet to be determined if it will be a public live auction or sealed bids due to COVID-19.
- Sealed Tax Sale Tender – Continuation of sealed tax sale process for AAN 01026712. Several sealed tenders have been received to date.



- Financial Statements – Completed monthly bank reconciliations and began 3<sup>rd</sup> quarter financials with year end projections. Began comparisons on 2021 assessments/potential revenues compared to 2020.
- Human Resources – Completed bi-weekly and monthly payroll procedures, including a monthly STATS-can survey along with staff scheduling and monthly vacation/sick/til tracking summaries and ROE's completed. Work has begun for preparations of tax year end and T-4's. New payroll system and tax tables loaded for 2021. Completed 2020 payroll salary survey for the Association of Municipal Administrators, therefore providing the municipality with access to the final report produced by the AMANS.
- Community Works Grant- Worked in conjunction with the Development project Coordinator to submit the final report for the grant through the province.
- Heritage Properties Bylaw- reviewed draft bylaw with staff and met regarding potential edits/changes.
- Land -Use Bylaw/Municipal Planning Strategy – Reviewed progress draft documents from Fathom and met with consultants and staff regarding edits/potentials changes.
- Council Pension Plan -prepared draft policy for councils review at COTW on December 18<sup>th</sup>.

**Community Development & Recreation Department / Active Living Coordinator Report:**

December Programming & Events Overview

Rec Hockey	Free Skate	Virtual Book Club
Rec Drop In	Soul Sisters	Art Night
Fit4Women	Learn to Skate	

St. Mary's Food Drive: Throughout December, members of the community dropped off non-perishable food donations to the municipal office and Feltmate and Son's Enterprise in Goshen. On December 14<sup>th</sup> the food was collected and weighed by the Soul Sisters group. We raised approximately 350 pounds of food, which was donated to the St. Mary's District Food Bank.

Saint Mary's Christmas Seniors Social: We had 18 people registered, but only 11 showed up and participated. We did a craft, had lunch and played some card games. A good time was had by everyone who attended.

St. Mary's Christmas Party: We had approximately 40 participants. We had carnival style games, a coloring station and story time station. The Whale Sanctuary volunteered and worked the Story Time Station. The Soul Sisters Group also volunteered and worked stations. We ended with a Candy Cane hunt. Each child got to find a candy cane with their name on it.

Fireworks: We had 36 vehicles attend, with approximately 130 individuals in attendance. We blocked the two driveways closest to the ball field, many car had arrived before we did. Our staff went car to car wearing a mask to collect contact information. We had five groups pre-register for caroling, but did not show up.

Drive In Movie: On December 8<sup>th</sup> a student from SMECA student council approached Sherbrooke Village. They wanted to host a Christmas event for the students of the school. The principal would not allow this to happen. This student took it upon himself to make it happen with or without the schools support and it turned into a community event. The idea was to host an outdoor Drive In Christmas movie. Sherbrooke Village contacted us to see if we would be interested in helping make it happen. We jumped on board along with the Whale Sanctuary project to help support the project financially. We also took the registrations for the even. There were approximately 50 vehicles in attendance and the feedback was very positive.

Holiday Light Extravaganza: We had four residential entries & one non-profit entry.

The winners of this event were Pete Provost and the Department of Transportation & Infrastructure Renewal.

### Looking into January Programming

Rec Hockey

Rec Kids Drop In

Fit4Women

Free Skate

Soul Sisters

Learn to Skate

Virtual Book Club

Art Night

St. Mary's Walking Club

## BAP

BAP attendance has been very low.

## Recplex Advertisement Campaign

One new business had a sign made to put up in the Recplex. It is currently being made.

## Recplex

Curling on Mondays & Tuesday's

House League on Thursdays & Saturdays

Men's Hockey on Wednesdays & Fridays

Free Skates on Thursdays and Saturdays.

## Regulations

Effective January 21<sup>st</sup>- 10<sup>th</sup> the following regulation are in place for the Recplex:

- Gathering limit without social distancing for participants and officials in organized sports - participants and officials in performing arts and sports (recreational, amateur and professional) can gather in groups of up to 25 people without social distancing for practices and rehearsals; competitions, games, tournaments, performances and spectators are not permitted.
- No spectators are permitted.

These restrictions will be assessed on January 9<sup>th</sup> based on the Provincial Press Conference.

We will be making more Covid-19 signs that state the wearing of masks and we will have disposable masks available at each of our programs and facilities.

Policy to support Active Living in the workplace -This policy will be written to ensure staff get a physical activity break once a day (if desired). When completed this policy will be open for adoption for all workplaces within St. Mary's. It falls under the St. Mary's Active Living Strategy through community targeting within recreation.

Active Communities Fund Update: As I mentioned previously, we applied for \$8,920 and were successful. We have until March to utilize these funds and this is how we will be spending them to ensure we follow the ACF Guidelines.

Facility rentals- \$5,000, Each year we offer programs free of charge and pay the facility rentals by using this grant money.

Seniors Socials- \$3,000, Each year we offer specific funding to each Community Centre for them to host socials for as many seniors in each area as possible.

Girls Group "Soul Sisters"- \$3,000, We set out this amount of funding because there is a dire

need to host all girls groups (ages 12-18) within recreation at this time, also it doubles as a requirement in our Active Living strategy to focus on this group.

Outdoor Play/ Introduction to camping- \$800, This funding is to make all St. Mary's residents aware of how important outdoor play is. We partner with Nimrods Campground and Kids 1<sup>st</sup> to host a Camping adventure and make it free to everyone willing to participate.

Paddle Boards- \$1,700, We are purchasing 2 paddle boards and all the supplies to enhance our loan out program. Paddle boards have been a popular way to enjoy local bodies of water/waterways and get active. Maggie is discussing the best possible options for durability and long lasting boards with fellow MPALs that made paddle boards a part of their loan programs. They will be available in Summer 2021.

Program Promotion- \$500

As you can see the Funds add up to 16,000 in total. We have a partner/ municipal contribution of 7,080 to put forward along with the ACF grant money that makes up that total. Maggie will be reporting on these Funds before March 2021.

Municipal Newsletter- Maggie has been working on the Newsletter each month, she has been trying out different formats/ layouts to make the newsletter easier to navigate to reduce time spent on it.

MPAL Meeting- Maggie will be joining the MPAL meeting (via Zoom) on Thursday, January 28<sup>th</sup> from 1-3 to catch up with the Highland Region MPALs along with the Communities Culture and Heritage Office with the discussion around Programming/ Events during the Pandemic.

#### **Public Works:**

- Continued operations at water and sewer treatment plants
- Continuing work at the sewer treatment plant for UV lighting system and aeration equipment upgrades
- I&I study with CBCL ongoing
- Dealing with transportation /courier issues for sending samples to labs for testing

#### **Municipal Clerk & Special Projects:**

##### Attended Regular Meetings:

- Regular Council Meeting- December 14<sup>th</sup>, 2020
- Committee of the Whole Meeting- December 16<sup>th</sup>, 2020

Prepared the agendas and supporting documentation for all above meetings, recorded minutes throughout the meetings and posted the appropriate agendas and minutes online to the Municipal Website.

##### Special Election- District 8:

- Developed nomination packages for potential candidates to pick up in office as well as posted the information to the Municipal Website for residents to access.
- Booked appointments with candidates and filed nomination appointments.
- Worked with Intelivote to start draft Voter Letter.
- Drafted Municipal Election Information Letter.
- Held Nomination Appointments
- Generated Poll Advertisements as per the *Municipal Elections Act*

External Council Orientation- December 7<sup>th</sup>, 2020:

- AMANS Virtual Training- Municipal Finance for Elected Officials- Part 3

Drafting Policies and By-Laws Virtual Workshop- December 10<sup>th</sup>, 2020:

- This session provided information on how to write municipal bylaws and policies that are effective, understandable, lawful and enforceable.

Regular Office Duties:

- NSCAF editing & updating
- Drafted new Heritage Property By-Law
- Completed Alert System Project
- Municipal newsletter submissions and updating online municipal calendar
- Updating municipal website and municipal Facebook page with current content
- Water Utility work orders, arrears, and invoicing.
- Filing

**Economic Development & Planning:**

Accessibility Advisory Committee:

- Continuing work on draft of the Accessibility plan.

Municipal Planning Strategy and Land Use By-Law

- Fathom Studios finalizing revisions to the draft
- Preparing presentation to Council for January 20<sup>th</sup>