



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: May 10th, 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

Council Meeting
May 10th, 2021
7:00pm

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes:
 - a. Council Meeting- Monday, April 12th, 2021
 - b. Special Council Meeting- Monday, April 26th, 2021
6. Business Arising from Minutes
7. Recommendations from Committee of the Whole
8. Outside Committee Reports
 - a. Sherbrooke Village Commission- Deputy Warden Fuller
 - b. Eastern Counties Regional Library- Councillor Mailman
9. CAO Report
10. Non-Profit Organizations Tax Exemption Applications
11. Adjournment



Municipality of the District of St. Mary's

Regular Council Meeting

Monday, May 10th, 2021

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, May 10th, 2021 at 7:00pm in the Council Chambers Sherbrooke, N.S.

All participants attended virtually using Microsoft Teams.

2. Attending:

Warden Wier	Councillor Mailman
Deputy Warden Fuller	Councillor Malloy
Councillor Baker	Councillor Zinck
Councillor Harpell	

Also Attending:

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

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

On motion of Deputy Warden Fuller and seconded by Councillor Baker, Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Harpell and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held April 12th, 2021.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council approved the minutes of the Special Council Meeting held April 26th, 2021.

Motion approved.

6. Business Arising from the Minutes:

- No business arising.

7. Recommendations from Committee of The Whole:

COTW Meeting- April 21st, 2021

On motion of Councillor Baker and seconded by Councillor Mailman, Council agree to write a letter to Mr. Charles Vinick of the Whale Sanctuary to convey the concerns of the residents of Wine Harbour.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Zinck, that Council will send the letter to Pictou County to investigate other avenues for Library Services prior to meeting with Ms. Emery.

Motion approved.

On motion of Councillor Mailman and seconded by Councillor Malloy, Council agreed to provide communication regarding the Sherbrooke Library in the Municipal Newsletter and on Social Media.

Motion approved.

On motion of Councillor Baker and seconded by Deputy Warden Fuller, Council agreed to write a letter to property owners of PID# 37545738, PID# 37527868, PID# 37544822 with 60 days for action regarding dangerous and unsightly properties.

Motion approved.

On motion of Councillor Malloy and seconded by Deputy Warden Fuller, Council agreed to develop a tender package for repairs to the Port Bickerton Lighthouse Road.

Motion approved.

On motion of Councillor Harpell and seconded by Councillor Baker, that Council post the CAO position advertisement as soon as possible.

Motion approved.

8. Outside Committee Appointment Reports:

a. Sherbrooke Village Commission- Deputy Warden Fuller:

- Please see attached report.
- Deputy Warden Fuller highlighted that the accessible ramp at the Temperance Hall in Sherbrooke Village was agreed to be repaired.

b. Eastern Counties Regional Library- Councillor Mailman:

- Please see attached report.

9. CAO Report:

- Please see attached report.
- The CAO highlighted that Municipal Cyber Insurance has been put into place. Also, the tender package for the Port Bickerton Lighthouse Road will be completed at the end of this week.
- Councillor Baker commented that the beautification upgrades to 16 Main Street are looking great.

10. Non-Profit Organizations Property Tax Exemption Applications:

- Two additional applications were received for the Property Tax Exemption: Queen's Lodge #34 and Heritage Goldenville Society.
- Council discussed and agreed to approve them under the Non-Profit Organizations Property Tax Exemption Policy.

On motion of Councillor Baker and seconded by Councillor Zinck, Council agreed to add the Queen's Lodge #34 and the Heritage Goldenville Society to the Non-Profit Organizations Property Tax Exemption schedule.

Motion approved.

11. Adjournment

On motion of Councillor Malloy and seconded by Deputy Warden Fuller, there being no further matters of business, council adjourned at 7:18pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Wier



Recommendations from Committee of the Whole (COTW):

COTW Meeting- April 21st, 2021

On recommendation of Councillor Mailman and seconded by Councillor Zinck, Council agree to write a letter to Mr. Charles Vinick of the Whale Sanctuary to convey the concerns of the residents of Wine Harbour.

Recommendation adopted.

On recommendation of Councillor Harpell and seconded by Councillor Malloy, that Council will send the letter to Pictou County to investigate other avenues for Library Services prior to meeting with Ms. Emery.

Recommendation with amendment adopted.

On recommendation of Councillor Harpell and seconded by Councillor Mailman, Council agreed to hold a special council meeting and invite Ms. Laura Emery, ECRL Chief Librarian on May 3, 2021 at 1:00pm.

Recommendation adopted.

On recommendation of Councillor Zinck and seconded by Councillor Harpell, Council agreed to provide communication regarding the Sherbrooke Library in the Municipal Newsletter and on Social Media.

Recommendation adopted.

On recommendation of Councillor Zinck and seconded by Councillor Baker, Council agreed to write a letter to property owners of PID# 37545738, PID# 37527868, PID# 37544822 with 60 days for action regarding dangerous and unsightly properties.

Recommendation adopted.

On recommendation of Councillor Harpell and seconded by Councillor Baker, Council agreed to develop a tender package for repairs to the Port Bickerton Lighthouse Road.

Recommendation adopted.

On motion of Councillor Malloy and seconded by Councillor Zinck, that Council post the CAO position advertisement as soon as possible.

Recommendation adopted.



Report to Council

Member of Council: James Fuller

Board/Agency/Organization: Sherbrooke Village Commission

Date Attended: 31 March 2021 **Location:** Sherbrooke Village

Agenda Items Discussed:

Minutes attached

Key Highlights:

SHERBROOKE RESTORATION COMMISSION
MINUTES OF MEETING

March 31, 2021 at Masonic Hall
All COVID-19 protocols observed.

Present: Commissioners: Marg Harpell, Chair; Ruth Legge, Secretary; Keith Gallant, Vice Chair; Denise Sawlor; Rennie Beaver; Meghann Jack; Stephen Flemming, Executive Director and recording secretary, Lisa Myers.

Late Arrival: James Fuller

Guest: Marlis Lade

Present by Teams Conference: Stephanie Smith, Executive Director, Archives, Libraries & Museums.

Call to Order: 1:00 by Marg Harpell, Chair

Marg Harpell thanked everyone for attending and arranging the governance presentation on March 24, 2021. The Chair reminded everyone of and read the Commission's Mission Statement.

Agenda: Motion to approve agenda for March 31, 2021 was moved by Rennie Beaver and seconded by Ruth Legge. Motion Carried.

Minutes: Motion to approve the Minutes of February 24, 2021 was moved by Ruth Legge and seconded by Rennie Beaver. Motion Carried.

Minutes March 3, 2021 Special Meeting: Motion to approve the Minutes of March 3, 2021 was moved with amendments by Ruth Legge and seconded by Rennie Beaver. Motion Carried.

Business Arising from the minutes:

It was agreed to revisit the St. Mary's Education/Academy scholarship funding amount in the spring and will increase if funding is available.

Action Plan of February 24, 2021 meeting was reviewed and discussed.

Ruth Legge noticed that the posting of name of park in Community newsletter said that the Executive Director would approve the name of park. This was posted without the Executive Directors knowledge and the Executive Director agreed that the Commission and NS Museums have the final approval.

Executive Director's Report:

Stephen Flemming, Executive Director, presented Directors Report by way of paper and email. During Directors report the Executive Director highlighted the progress regarding Strategic Plan.

Questions arising from Director Report.

Marg Harpell, Chair asked how the Commission could help with working together on a regional signage plan to position Sherbrooke Village as gateway community for the museum and Wild Islands project. Stephen Flemming, Executive Director stated that marketing is key to the success of the museum we must work together with Guysborough Tourism, St. Mary's Municipality and Wild Islands Project by way of location, information, and design of signage. Commission agreed with proceeding with discussions with local partners.

Stephanie Smith added that Stephen Flemming has provided the Commission with a lot of great information and objectives. She wanted to share that other M8 museums have Indigenous content that could be shared.

NS Museums have approved funding to develop an online store. Lisa Myers reported that Sherbrooke Village will be taking part and we are just waiting for approval to continue the process from NS Museums.

Stephanie Smith agreed with Marg Harpell's comment at beginning of meeting: we must work together as one team.

Ruth Legge commented that 1st person interpretation must be historically accurate. Stephen Flemming agreed and said that 2/3 of staff are presenting 1st person well and plans are in progress to continue. Helen Moore and Stephen Flemming will be available for coaching interpreters this season.

Motion to accept the Directors Report was made by Rennie Beaver and seconded by Denise Sawlor. Motion Carried.

Financial report:

Marg Harpell presented the financial statements of February 28, 2021 prepared by Marg Harpell and Lisa Myers, to Commission members.

Marg Harpell read a letter from Stephanie Smith, stating that The Commission cannot carry a surplus of funds and the surplus must be returned at end of year. Stephanie Smith said that she is still working on this matter.

Marg Harpell read a letter from Earl Buffett stating the RICHES receivable has 3 years to be repaid. The same letter required the submission of the 2019/20 operating deficit of \$74,225 to be reimbursed to the province by March 22, 2021. It was reported this was completed and the cheque had cleared the bank account.

Marg Harpell asked Lisa Myers to set up a long-term receivable account for the RICHES receivable.

Denise Sawlor asked that all source deductions paid be posted on financial report. This was an

outcome of the governance presentation.

She also asked if the Directors' Liability insurance is up to date. Stephen reported that as the Commission is part of the NS Museum that all liability insurance is up to date.

Marg Harpell moved the Commission accept the report as presented. Motion seconded by Rennie Beaver. Motion carried.

Correspondence:

Jim Fuller read a letter sent to Municipality Ex-officio member. The letter was from Legion President Greg Lambourne, concerning the Museum's commitment to take care of the maintenance at the Legion on site at Temperance Hall. He stated that it was brought up at a JOSH meeting to Rodney MacDougall, Director of Maintenance, that the wheelchair ramp is in serious need of repairs. The response he received from Mr. MacDougall was that at this time we have no money.

Stephen Flemming said that yes, the wheelchair ramp can be repaired. He reported that this was the first time he heard any mention of the wheelchair ramp needing repairs. Stephen Flemming said all that needed to be done was an email, or written request from the Legion and this matter would have been dealt with properly.

Rennie Beaver has recused himself from this issue stating conflict of interest. He is a Legion member.

HR Committee:

Keith Gallant reported that after the governance presentation the Commission realized that a lot of policies, by-laws and procedures must be updated and created.

Marg Harpell reported that Alyson Townsend, the facilitator of governance presentation, is willing to work with Commission for a fee of \$ 11,250.00 plus tax to assist with the performance review of the ED, to update policies and to create by-laws and procedures necessary for the Commission.

Keith Gallant made a motion to hire Alyson Townsend for the job. Motion was seconded by Meghann Jack. Motion Carried.

New Business:

It was asked by the Commission that when presenting reports by the Executive Director that less colour and graphics be used to reduce printing costs for both the office and Commission members. It was also asked that the Executive Director's report be available for pickup at the Administration Office should any Commission member rather pick it up there than print it at home.

Meghan Jack has agreed to help with the Policy development with Alyson Townsend. It was noted by Commission members that their binders are in some cases incomplete or outdated. It was asked that complete up to date documentation be available for each Commission member to put into their binders.

Marg Harpell asked the Commissioners if they would like to continue with a lunch after meetings. The decision was to have muffins, tea, coffee prior (or after) to meeting and 3 times a year have a lunch 1 hour before meeting begins.

Due to lack of time and not being on the agenda, a Code of Conduct and Ethics circulated earlier at the meeting was tabled to the next meeting.

Stephen Flemming asked the Commission if they want him to continue grant writing or to withdraw the ACOA grant. He would like to have a team to assist with grant writing. The Commission agreed that Stephen can continue grant writing for the ACOA grant with an update report each month and his primary focus to be on the museum. The Commission made it clear to Stephen Flemming, Executive Director that all operational services will be closed on Tuesdays and Wednesdays for this upcoming season only.

History minute by Ruth Legge.

There being no other business, the Chair **adjourned the meeting at 3:30 pm.**

Next Meeting:

Date: Wednesday, April 28, 2021

Time: 1:00 Masonic Hall following all COVID protocols.

Finance Committee:

Date: to be confirmed

Time: to be confirmed

Ruth Legge, Secretary

Marg Harpell, Chair



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library Board

Date Attended: April 22, 2021 **Location:** Mulgrave

Agenda Items Discussed:

- Correspondence regarding ECRL management
- Discussion surrounding the District of St. Mary's request to have Ms. Laura Emery meet with council
- Audit and Budget Discussions
- Accessibility Plan

Key Highlights:

See minutes from Special Meeting April 26th



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

CAO Report – May 10, 2021

CAO:

- Preparation of materials for and attended Council and COTW meetings on April 21, 2021 and May 5, 2021
- Met with SHOPS representatives, School Principle and Councillor Mailman
- Conducted interviews for summer student to work on Municipal Climate Change Action Plan (MCCAP) update
- Staff meeting April 21st.
- Researched and advised Council on municipal matters
- Telephone meetings with TIR regarding J-Class Road Program
- Telephone meetings with Fathom Studios and worked with staff to develop go-forward plan on the Municipal Planning Strategy and Land Use By-law updates
- Reviewed resumes for Economic Development Officer and Municipal Active Living Coordinator positions
- Worked with staff on projects and tasks as listed under each department summary provided below

Finance:

- Meetings – COTW Meeting April 7th, Regular Council Meeting April 12th, JOHS April 14th, Staff Meeting April 21st, COTW April 21st, Special Council Meeting April 26th
- Tax Arrears/Tax Sale – Continued the process for the 2021 tax sale. The sealed tax sale is set for June 29th, 2021. Accounts have been sent to legal for title searches and tax sale expenses have been applied to applicable accounts. Phone conferences with legal to discuss properties, prepared advertisement, and tender form. Prepped for letters to be sent to interest/liens holders.
- 2021/2022 Tax Bills – began process of prepping for distributions of annual tax bills. Loaded and balanced assessment roll from PVSC. Tax bills will be in the mail before the end of May.
- Financial Statements – Completed monthly bank reconciliations/ financials and prepared reports. Completed first section of annual municipal audit. Auditors were on site for the initial testing stage of the audit on April 22nd. Selections of invoices,

cleared cheques, posting journal entries, assessment roll, tax account and water account details were all provided along with all payroll and time sheet documentation. The main annual audit will be completed in early June.

- 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. Completed ROE's for staff as required. Enrolled and trained in a new pension reporting/remittance system. Continuation of assisting with job posting for Physical Activity mat leave, Economic Development Officer and CAO positions. Completed interviews for the Climate Change Action Plan position on April 8th.
- ECRL – Continuation of work and reviewing correspondence from ECRL with council.
- Planning Documents – reviewed draft from Fathom Studios of LUB and MPS with Municipal Clerk and CAO.
- Other Items –
 - Attended Voyent Alert system basic training with Municipal Clerk.
 - Attended Affordable Housing Commission workshop with council on April 7th.
 - Completed 4th quarter HST remittance.
 - Assisted MPAL with final provincial grant reporting and reviewed provincial Active Communities Fund grant.

Inter-municipal IT Project – attended several meetings with partnering municipalities on project. At the final stage of reviewing the proposed 3-year budget for the project developed by the consultant. This proposal will soon be presented to council for review.

Community Development & Recreation:

April Programming & Events Overview

Soul Sisters	Explore Our Trails
Intermural Sports Ages 5-12	Family Easter Egg Hunt: Cancelled due to the weather
Intermural Sports Ages 13 +	
Girls Club	Earth Day Clean Up: Cancelled due to Covid-19 Case Count

Looking into May Programming

Programs are cancelled from April 26th to May 17th when we will reassess based on the Provincial Covid-19 case counts and restrictions. All parents/ guardians were notified of the cancellations via Facebook post, call, or email.

If permitted under Covid-19 protocols the following is planned:

Pickle ball

Trail Blazers for grades 4-7

Intermural Sports for ages 5-12

StoneWall Park Family Bingo Hike

Girls Club for girls ages 8-11

Grant's

In April the following grants were applied for:

- Before and After Program Covid Closure Wage Support

In April we received approval of the following:

- \$600 Participaction Better Communities Challenge

Other

- Municipal Newsletter.
- Recommended hiring Kaytland Smith for the Clean Leadership Intern Job: Climate Change Action Coordinator. Position starting May 15th, 2021.
- Met with River Days Planning to start planning for 2021. The next meeting is scheduled to be held at the end of May (depending on Covid restrictions).
- Planning is underway for a virtual Canada Day celebration, with the possibility of socially distanced fireworks if permitted.
- Met with Gabby Schupbach regarding Main Street Market.
- The Provincial Volunteer Awards Celebration has been postponed due to the recent increase in cases in the Covid pandemic.
- Researched potential options for St. Mary's Hockey to launch their own organization.
- Mallory & Maggie completed ICS 100 course.
- Submitted our Active Communities Fund end of the fiscal year report. Starting a new application for the 2021-22 fiscal year (Due July 2021).
- Participated in a 3 part Active Communities Inspiration session that reviewed potential ACF initiatives.
- Working on completing a Workplace Health and Wellness Policy to bring forward to council in the near future.
- Working on a 1 year MPAL Plan that outlines the work/goals of the MPAL for the 2021-22 fiscal year that will align with the Municipal Active Living Strategy.

Public Works:

- Concrete curb & sidewalks constructed at 16 Main Street public parking lot and top soil delivered on site.
- The new aeration equipment installed at the Sewage Treatment Plant
- Preparing for the commissioning of the new UV light treatment system at the Sewage Treatment Plant
- Continued operations at Water Treatment Plant and Sewage Treatment Plant.
- Continued operations of the Transfer Station

- Final Report received for the sewage system inflow & infiltration (I&I) study

Municipal Clerk & Special Projects:

Attended Regular Meetings:

- NS AHC Workshop- April 7, 2021
- Advisory Committee Meeting- April 7, 2021
- COTW Meeting- April 7, 2021
- Regular Council Meeting- April 12, 2021
- Joint Occupational Health and Safety (JOHS) Meeting- April 14, 2021
- Staff Meeting- April 21, 2021
- COTW Meeting- April 21, 2021
- Special Council Meeting- April 26, 2021

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.

Alert Systems Project (Voyent Alert):

- Basic Training- April 7, 2021- Webinar
- Advanced Training- April 20, 2021- Webinar
- Gather water utility applications for list.

Municipal Planning Strategy & Land Use By-Law:

- Read drafts sent April 2nd.
- Went through previous action items supplies to Fathom to ensure they were completed.
- Generated new table of action items for each document of outstanding items.
- Reviewed mapping files in ArcGIS. Worked with Fathom to fix formatting so we can manipulate.

2020 Beautification and Streetscaping Program

- Completed Phase 2 Streetscapes-Final Report
- Completed Request for Extension

Regular Office Duties:

- Nova Scotia Civic Addressing Database editing & updating
- Municipal newsletter submissions and updating online municipal calendar.
- Updating municipal website and Facebook page with current content.
- Water Utility work orders, arrears, and invoicing.
- Filing

Economic Development & Planning:

- The Economic Development Officer position closed on April 30, 2021. Plans in place to hold interviews on May 20 and 21st.