



NOTICE

MEETING: Committee of the Whole

DATE: Wednesday, April 1st, 2026

TIME: 5:00pm

PLACE: Council Chambers, 8296 Highway 7, Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Committee of the Whole (COTW) Meeting
Wednesday, April 1st, 2026

We acknowledge that we are gathering in Mi'kmaqi the traditional unceded territory of the Mi'kmaq people.

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes of COTW held Tuesday March 24th, 2026
6. Business Arising from Minutes
7. Presentation: Coastal Nova Scotia
8. Other Matters of Business
 - a. Staff Report – Water Main Replacement
 - b. Staff Report – Water Meter Replacement
 - c. Staff Report – Public Works Truck
9. In-Camera: Contract Negotiations, Legal Advice, Personnel Matters

Adjournment



We acknowledge that we are gathering in Mi'kma'ki the traditional unceded territory of the Mi'kmaq people.

1. Meeting, Date & Time:

Warden Fuller called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday March 24th, 2026, at 5:51pm. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Warden James Fuller
Deputy Warden Beulah Malloy
Councillor Dana O'Connell
Councillor Scott Beaver
Councillor Emma Tibbo

Also Attending:

Lesley McFarlane, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance/Treasurer
Mallory Tibbo, Director of Community Development and Recreation
Janelle Fleet, Interim Municipal Clerk

3. Additions to the Agenda:

- a. Added item 8.d. Emergency Health Services Coverage and Future Presentation to Council

4. Approval of the Agenda:

On the motion of Councillor O'Connell and seconded by Councillor Tibbo, Council approved the agenda with the addition.

Motion approved.

5. Approval of Minutes:

Warden Fuller called for any errors or omissions to the previous minutes. The CAO highlighted one amendment to the minutes was required, in Item 8.d., she clarified that the motion should read as follows:

On recommendation of Councillor Beaver seconded by Deputy Warden Malloy, Council approve that due to excessive costs of installing dry hydrants combined with ineffective functionality, investment in dry hydrants and the Fire Service Capital Reserve Policy be paused, and considered as part of the broader policy and governance review associated with implementing the Support for Fire Protection Services Act.

On the motion of Deputy Warden Malloy seconded by Councillor O'Connell, hearing no further errors or omissions to the previous minutes, Council approved the minutes of the Committee of the Whole Meeting held March 4th, 2026, as amended.

Motion approved.

6. Business Arising from the Minutes:

- The CAO clarified that as per Council's direction regarding the provincial budget cuts, a media release was issued on March 5th encouraging the public to voice concerns to the province. Website and Facebook updates were also posted.

7. Correspondence:

- a. Letter of Support Coalition of End Poverty - Antigonish County Warden Nicholas MacInnis.
- Please see the Agenda/Package for the report.

Council directed staff to write a letter to government in support of ending poverty.

8. Other Matters of Business:

- a. Staff Report – Wastewater Treatment Plant Blower Replacement
 - Please see the agenda/package

On recommendation of Councillor Beaver, seconded by Deputy Warden Malloy, Council approves awarding Maritime Blower Repair Inc., the purchase and installation of two new blowers, at a cost of \$21,219.70 plus HST, to maintain redundancy at the Wastewater Treatment Plant, with funds sourced from the Canada Community-Building Fund.

Recommendation adopted.

- b. Staff Report – General Government Grants
 - Please see the agenda/package

Staff indicated that a preliminary balanced budget had previously been prepared without an increase in property taxes, prior to the provincial budget being announced. Given the significant cuts to community-based programming which were included in the provincial budget, Council gave direction to staff to build the 2026/27 fiscal year budget based on two-cent increase to the tax rate for the 2026–2027 fiscal year. This increase will provide an additional \$16,500 to the General Government Grants budget, bringing the total allocation to \$61,500, allowing the maximum funding possible to be available to support community events and/or programming.

Grants to Organizations - Council provided direction regarding awarding the following:

- Sherbrooke Village – \$2,000, with funds to be released once the event is confirmed to proceed.
 - East River St. Mary's Fire Department – \$500
 - Lions Club – \$2,000
 - Trails Association – \$2,000
 - Arts Connection – \$1,500
 - Goshen Community Centre – \$2,000
- Total Grants to Organizations: \$10,000

Council indicated that they could support additional requests of the above organizations from their District Grants, as needed.

District Grants - Council approved District Grants in the amount of \$9,700 per district, for a total of \$48,500. This approach to maximize District Grants will allow the maximum flexibility to support the needs of community organizations as the impacts of the provincial budget cuts are identified throughout the year. Members of Council agreed that they could collaborate and coordinate the use of their District Grants towards the greatest needs of the community as they are identified throughout the year.

Scholarships - Council directed that \$3,000 be allocated for school scholarships.

The above direction will be presented at the Annual General Meeting, where a formal motion will be made.

- c. Staff Report - Internal and External Committee Appointments
 - Please see the agenda/package for the staff report.

Council directed that the following changes be made to the Committee Appointments, with these changes to be ratified at the Annual General Meeting:

- GALA – Appointment to be removed.
 - Community First Housing – Appointment to be removed.
 - Smart Go – Appointment to be removed.
 - Fire Services Advisory Committee – Councillor O’Connell to be added.
 - All other internal and external committee appointments will remain unchanged.
- d. Emergency Health Services Coverage and Future Presentation to Council
- Council expressed concerns regarding Emergency Health Services (EHS) coverage within the Municipality of the District of St. Mary’s, particularly in relation to response times and service availability. Council indicated an interest in receiving a future presentation or update on EHS service levels in the area.

On recommendation of Deputy Warden Malloy, seconded by Councillor Tibbo, Council approves inviting representatives from Emergency Health Services (EHS) to attend a future Council meeting to provide a presentation on current service levels within the Municipality of the District of St. Mary’s, including response times, coverage, and any identified challenges or opportunities for improvement.

Recommendation approved.

Adjournment

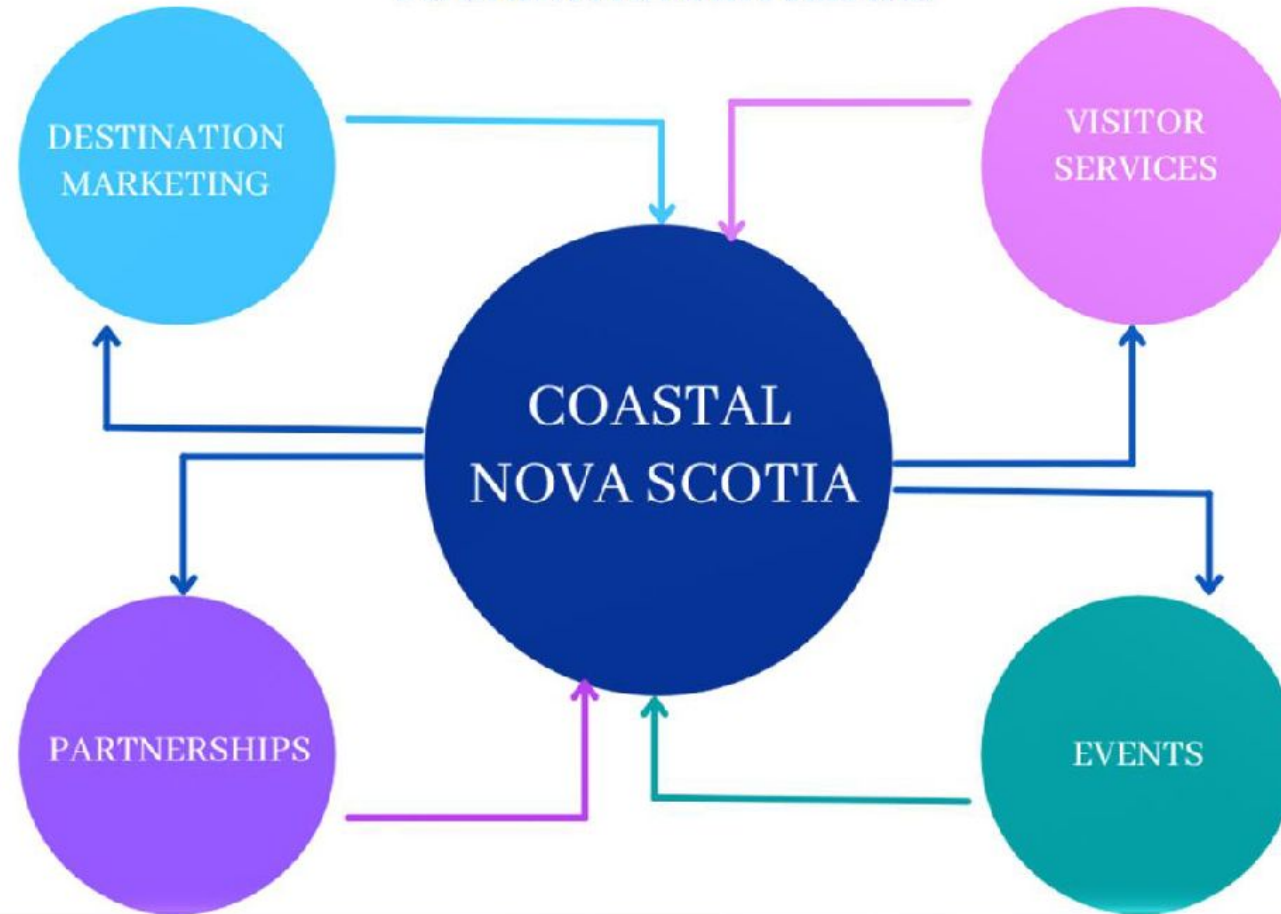
On motion of Warden Fuller there being no further matters of business, Council adjourned at 6:42pm.

Motion approved.



coastal Nova Scotia

FOUNDATIONAL PILLARS





Destination Marketing
Shake Up Winter Conference and Gala
Buoys coming up April 16.

• DIGITAL MARKETING

- www.coastalnovascotia.ca
- Staycations
- Community contests
- Facebook
- Guysborough County map/guide
- Planning session at Liscombe

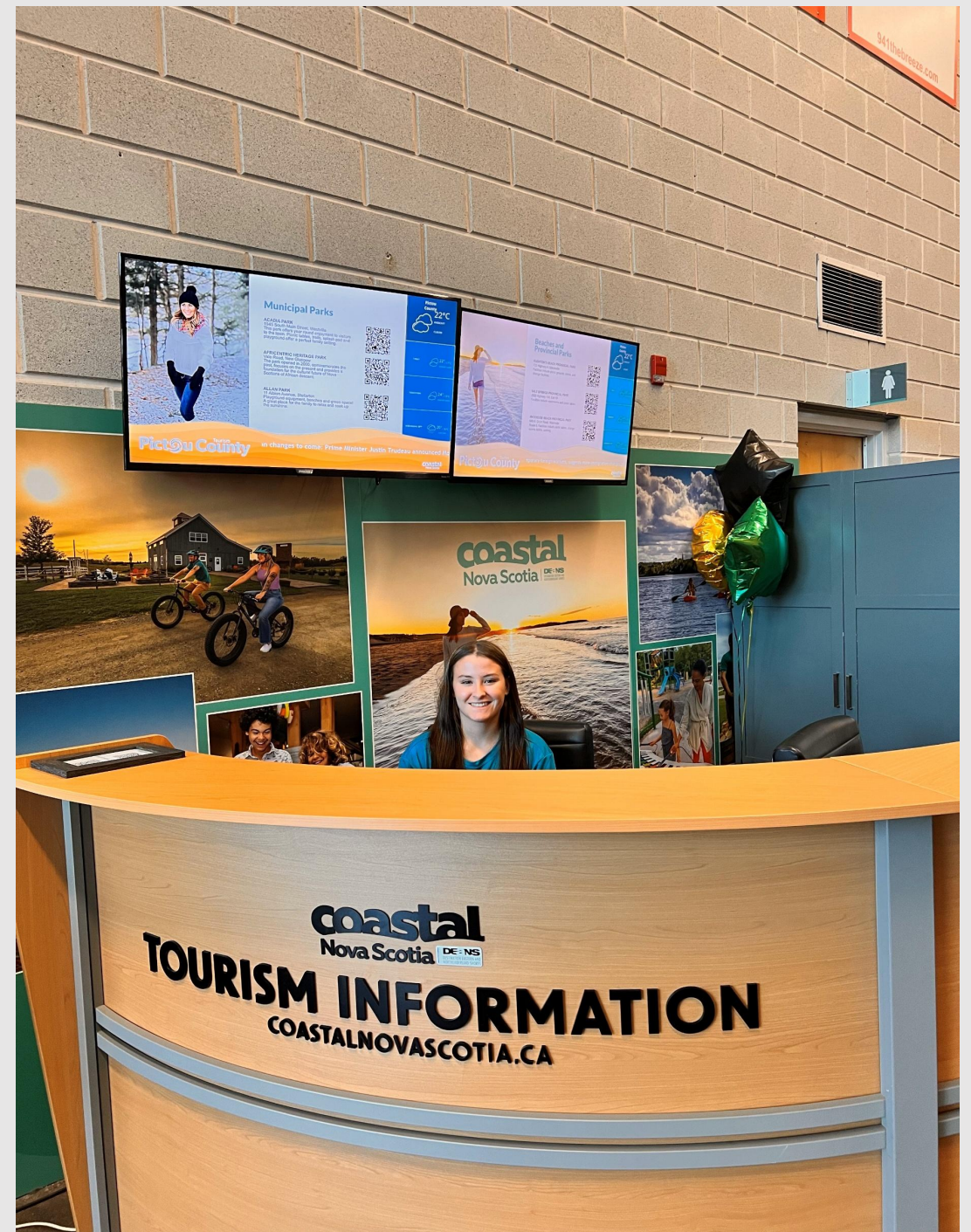


A collage of promotional materials for Guysborough County, Nova Scotia. The materials include:

- Map:** A detailed map of Guysborough County, Nova Scotia, showing major roads, towns, and geographical features like St. Georges Bay and Northumberland Strait.
- Brochure:** A multi-page brochure titled "Guysborough County" and "Our Heritage and Culture". It features sections on "Discover the Treasures", "Hungry?", "Rest Your Head", "Services", and "Accommodations". It also includes a "Welcome Bienvenue" section and "Beaches and Provincial Parks".
- Poster:** A poster titled "Local secrets for your friends" featuring various scenic views of the county.
- Other Materials:** A poster for "Sherbrooke Village" (A Part of the Nova Scotia Museum), a poster for "Guysborough County" with the slogan "A Secret Worth Sharing", and a poster for "Connecting people and provinces since 1941".

VISITOR SERVICES

- In person counselling
 - 8 Visitor Information Centres
 - We support Guysborough County over \$13,000
 - Itinerary planning
 - Promotions
 - Ongoing prize giveaways all summer from direct purchase gift cards and product



• Did You Know e-newsletter

Did You Know January... ^ v



Digital Content Marketing Program
Collaborate with Tourism Nova Scotia to create high-quality videos and photos to use in your marketing or to develop digital marketing campaigns to raise awareness of your business or community.

Participants work with Tourism Nova Scotia to identify shared goals for projects through the Digital Content Marketing Program and determine a budget. The minimum partner investment for digital marketing partners is \$7,500 plus a 15% media buying fee (total \$8,625). The minimum partner investment for content creation is \$10,000. Tourism Nova Scotia will match partner investments.

Digital marketing partners benefit from:

- Tailored online marketing campaigns managed by Tourism Nova Scotia
- Tactics may include social media advertising, search engine marketing, display and video

Did You Know March 2... ^ v

Eastern Shore Events

March 1 & 29~ Musquodoboit Harbour Farmers Market 10am-1pm inside at the Eastern Shore Community Centre 67 Park Rd. Musquodoboit Harbour. [Click Here for More Details.](#)

March 7~ Jake Ballard at Cast Away Cafe & Pub 82 Main St. Guysborough 7-10pm.

March 8~ International Women's Day Event at the Marmalade Motel Dome 25656 Hwy 7 Port Dufferin. 8:30am-4pm.

March 8~ Tarnish & Tides Vintage Morning Market at Fisherman's Cove Government Wharf Rd. Eastern Passage 9am-12pm.

March 13~ Penny Auction & Cake Walk at the Indian Harbour Lake/Jordanville Community Centre 29 H. MacDonald Loop Indian Harbour. 6:30pm.

March 13~ Teen Volleyball & Pizza at the CLC 60 Green St. Guysborough [Click Here for More Details.](#)

March 13~ Public Skate at the Canso Arena 5:30pm 103 Queen St. Canso.

March 14~ St. Patrick's Day Weekend at the Old No. & Pub 8990 Hwy 7 Head of Jeddore. Live music from 2-9pm.

March 14~ Inclusive Gym Time at the CLC 60 Green St. Guysborough [Click Here for More Details.](#)

March 14~ Storytime at the Cyril Ward Memorial Library 27 Pleasant St. Guysborough



OLD COURT HOUSE MUSEUM & VISITOR INFORMATION CENTRE

Attractions in the [The Eastern Shore](#)

Since 1976 the Guysborough Historical Society has used the building to promote a better understanding of our cultural heritage and as an information centre for visitors to Guysborough County.

Built in 1842-43, the museum offers a large selection of books and reference materials, including numerous complete and incomplete genealogies for use within the museum.



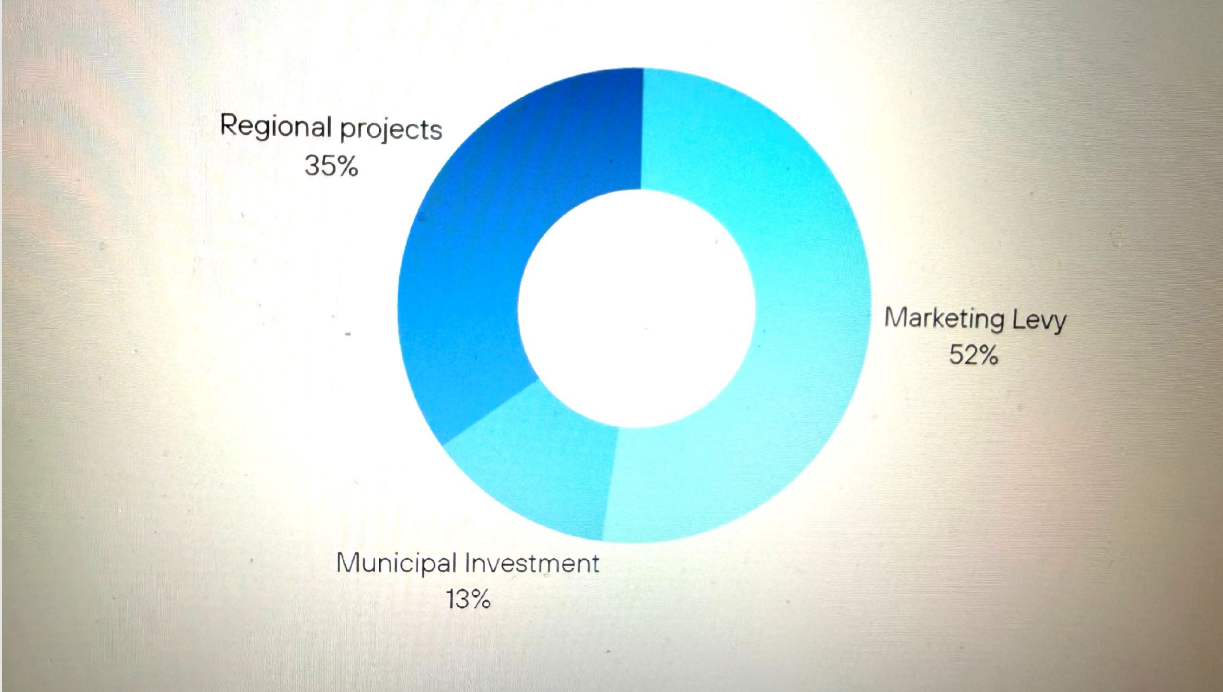
coastalnovascotia.ca

STRATEGIC PARTNERSHIPS

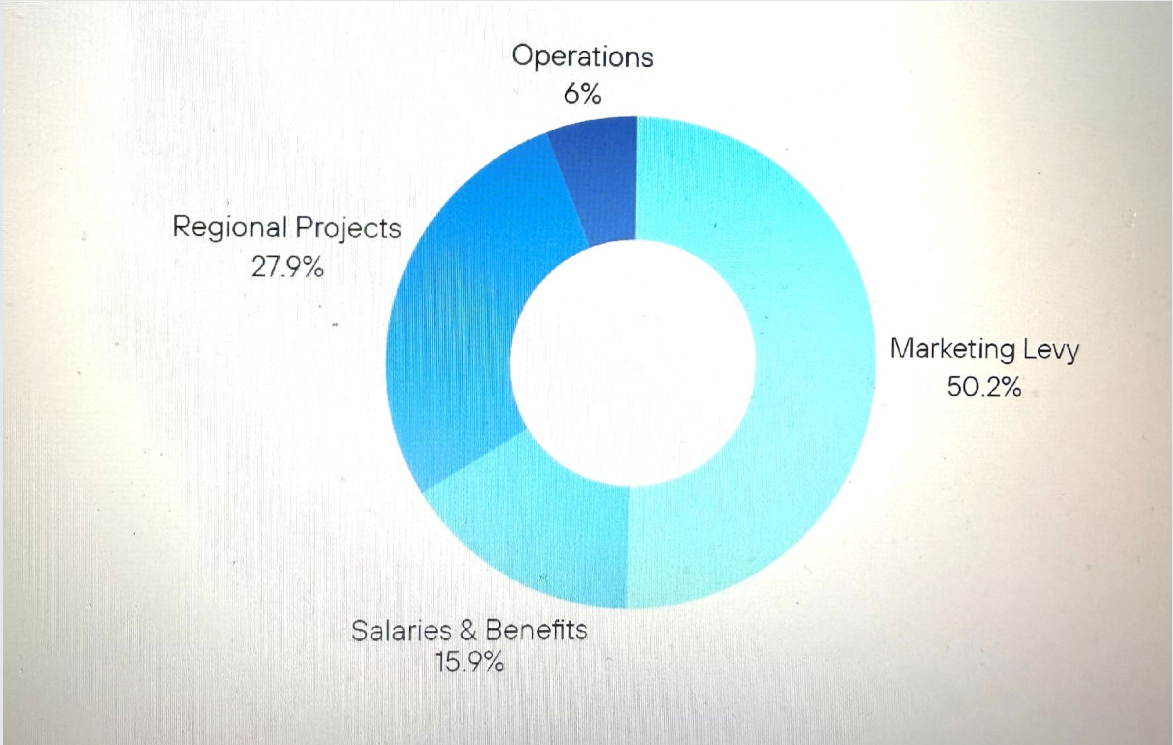
- Events Nova Scotia for 2025
- Ambassador Program
- Guysborough County Tourism Association



Revenue



Expense



Thank you for your ongoing support!

Questions

Water Main Replacement (Clover Farm Parking Lot)

SUMMARY

In late January of 2026, a main line leak occurred within the parking lot of Clover Farm. This is a 4 inch main line which feeds the entirety of the West Side of the distribution system. A temporary above-ground repair was made at that time, and a permanent buried replacement is required. It was also discovered that the electrical components for the heat trace on the pipe work had failed.

BACKGROUND

The West Side of the water distribution system depends on this line to be supplied with clean drinking water. Currently there is a temporary above ground 2" bypass installed to supply the West Side with water.

While completing the temporary repair, the electrical box feeding power to the heat trace was found to be corroded, causing a public safety risk. As authorized in the CAO Policy Section 6.1.o., the CAO has approved an emergency expenditure of \$1,744.20+HST to repair the electrical box and install a new heat trace controller to address the issue.

The planned approach for this project is to replace the existing leaking pipe work with a new section of main line piping, as soon as frost is out of the ground in spring. Funding of \$15,000 for this project is included in the municipality's 2026/27 capital budget planning, sourced from the Canada Community-Building Fund.

CONSIDERATIONS

Water Main Line Repair

Quotes were requested from different providers, however only one quote was received. This is consistent with attempts made during the service outage in late January, at which time only one company, Francis J. Boyle Construction Ltd, was identified who could respond. Francis J. Boyle Construction Ltd performed the emergency repair work in a timely and high-quality fashion at a very reasonable price. This company was recommended by other local municipalities for their expertise in water main line repairs and installation.

Staff Report



Francis J. Boyle Construction Ltd provided a quoted price of \$9,000 +HST for the replacement of this section of pipe. This is an all-inclusive price including all labor, machinery, parts and fittings, as well as removal of existing pipe and manhole.

Although the 2026/27 budget will not be presented for Council approval until the Annual General Meeting on April 27, pre-budget approval is requested to allow the work to proceed in advance of the construction season and ensure completion well before summer.

Electrical Repair

Quotes were requested from different providers for the electrical box and heat trace component replacement. Sherbrooke Electrical provided a quoted price of \$1,744.20+HST for the replacement of the electrical box and heat trace controller. Despite multiple attempts, no other quotes were received.

Per the CAO Policy Section 6.1.o., by way of this Staff Report, Council is being requested to authorize the emergency expenditure for the electrical work at a price of \$1,744.20+HST.

Total Project Cost

The total cost of this project is projected to be less than the budget of \$15,000, including any cost for site remediation, NS Power as well as a small amount of contingency funding.

RECOMMENDATIONS

1. To ensure completion of the work in a timely manner, Council provide pre-budget approval to award Francis J. Boyle Construction Ltd., the purchase and installation of the materials and complete permanent repair of the water main in Clover Farm parking lot, at a cost of \$9,000 plus HST, with funds to be sourced from the Canada Community-Building Fund.
2. Council authorize the emergency expenditure of \$1,744.20+HST to Sherbrooke Electrical for the essential service repair of the heat trace controller and electrical box in Clover Farm parking lot, with funds to be sourced from the Canada Community-Building Fund.

Water Meter Replacement

SUMMARY

It has been addressed during the UARB rate review in 2025, that the water meters within the distribution system are aged and need to be replaced. This has been suggested to take place over a four-year span. This project involves staff installing meters that have been purchased using Canada Community-Building Funds (CCBF).

BACKGROUND

The water utility relies on the water meters working properly to be able to track the volume of water residents use and to be able to bill them properly. The UARB has suggested to replace the meters, starting with the oldest, to properly track and bill the water customers usage.

A total of 134 meters are to be replaced by 2029, or approximately 35 meters per year. The stock of meters purchased in 2025/26 will be installed by end of June 2026, at which time additional meters will be required. This project is included in the municipality's 2026/27 capital budget planning, with the Canada Community-Building Fund as the source of funds.

CONSIDERATIONS

Quotes for meters were requested from three providers. Flowstar has provided a quote for \$6,294.75 +HST for the provision of 25 new water meters. Lead time for the meters is four to six weeks. There have been no other quotes received for these meters. Flowstar is the main service provider for the Neptune meters that the water utility uses.

Approving this project at this time will allow the purchase order to be placed as soon as the budget is approved. This will ensure that meters are delivered before the existing stock runs out, ensuring meter installations remain on track as required by UARB.

RECOMMENDATIONS

Subject to the 2026-27 capital budget approval, Council recommend awarding Flowstar the purchase of 25 new water meters, at a cost of \$6,294.75 plus HST, to maintain proper water usage tracking and billing, with funds to be sourced from the Canada Community-Building Fund.

Public Works Truck

SUMMARY

The acquisition of a work truck for the public works operators is needed for various tasks. Some of these tasks include:

- Transport crew members to job sites
- Haul tools and equipment
- Deliver construction materials to sites
- Remove debris from roadsides and work zones
- Haul trees, limbs and brush after trimming
- Haul garbage from all sites
- Carry materials for water/sewer operations

BACKGROUND

Currently Public Works Operators use their personal vehicles for all Public Works operations stated above, resulting in wear and tear on personal vehicles. There are three options for the acquisition of a public works vehicle. Below is an estimated comparison of 10-year cost analysis for the three potential options. Cost estimates are composed of purchase price, insurance, estimated regular maintenance, fuel, tires, etc.

- 1) Purchasing New- \$165,653
- 2) Leasing New- \$274,263
- 3) Purchasing Used- \$175,808

These 10-year cost analyses consist of all inclusive cost estimates for each of the three options. This project is included in the municipality's 2026/27 capital budget planning in the amount of \$55,000, sourced from municipal capital reserves. After initial investment, any expenses will become operating expenses.

CONSIDERATIONS

The 10-year leased costs include an estimate of charges at the end of the lease for wear and tear, due to the intended use for public works functions. Purchasing a used vehicle may have similar costs as purchasing new, however there are more maintenance unknowns in purchasing a used work truck. The purchase of a new vehicle would proceed via a Request for Proposals.

RECOMMENDATIONS

Council review the three previously stated options, provide direction on the preferred approach, and direct staff to return with detailed cost estimates to support a final decision.