



## **NOTICE**

**MEETING:** Committee of the Whole

**DATE:** Wednesday, June 3<sup>rd</sup>, 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, June 3<sup>rd</sup>, 2026

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*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 Wednesday May 6<sup>th</sup>, 2026
6. Business Arising from Minutes
7. Correspondence
  - a. Strait Campus NSCC Sister Residence
  - b. Seamen's Memorial
8. Other Matters of Business
  - a. Staff Report – REMO Shared Service Agreement & ByLaw
  - b. Staff Report – Diamond Finance System End of Life
  - c. Staff Report – Rezoning Request
  - d. Staff Report – IDEAA Citizen Member Appointments
  - e. Staff Report – Pride Weekend Flag Raising Ceremony

Adjournment



# Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, May 6<sup>th</sup>, 2026

*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, May 6<sup>th</sup>, 2026, at 5:01pm. in the Council Chambers, Sherbrooke, N.S.

## 2. Attending:

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

## Absent with Regrets:

Councillor Scott Beaver

## Also Attending:

Lesley McFarlane, Chief Administrative Officer (CAO)  
Marian Fraser, Director of Finance/Treasurer  
Teddy Stevens, Director of Public Works  
Janelle Fleet, Interim Municipal Clerk

## 3. Additions to the Agenda:

- There were no additions to the agenda.

## 4. Approval of the Agenda:

*On the motion of Councillor O'Connell and seconded by Councillor Tibbo, Council approved the agenda as presented.*

***Motion approved.***

## 5. Approval of Minutes:

*Warden Fuller called for any errors or omissions to the minutes of the COTW Meeting held April 15<sup>th</sup>, 2026. Hearing none, the Warden declared the minutes approved.*

## 6. Business Arising from the Minutes:

- There was no business arising from the minutes.

## 7. Correspondence:

- a. Response from Minister of Public Works regarding Paving of J-Class Roads – March 24, 2026
  - They will not be paving Cameron Road, Bennetts Loop and Restoration Drive.
- b. Email re Municipal Advisor for the Region Jeremy Martell - May 7th, 2026

## 8. Presentation: EverWind Update and Community Open Houses.

- Representatives from EverWind Fuels, including Mark Stuart, Director of Engagement, and Tyler DeGier, Senior Development Manager and Wind Farm Phase 3 Project Manager, attended the meeting to provide Council with an update on the proposed wind project in Guysborough County.
- The presentation included an overview of EverWind's existing and proposed wind farm phases, project timelines, site layout considerations, environmental assessment requirements, community benefits, employment opportunities, and future decommissioning or repowering options.
- Council was advised that the project is primarily located on Crown land and that EverWind has worked to avoid impacts to the St. Mary's watershed and species at risk. EverWind indicated that the project is expected to proceed to the Environmental Assessment stage, which will include a public comment period and, if approved, would be subject to numerous conditions related to environmental monitoring during construction and operation.
- EverWind discussed potential municipal revenues through the Wind Turbine Tax, noting that revenues would be shared between the Municipality of the District of Guysborough and the Municipality of the District of St. Mary's. EverWind also spoke to Community Benefit Agreements, proximity payments, bursaries, and community vibrancy funds, noting that Community Liaison Committees would help guide the allocation of community benefit funding.
- Council discussed the importance of ensuring that any Community Benefit Agreement provides meaningful benefit to the Municipality and the broader community. The Warden noted that this would be a priority for future discussions with EverWind. Council also raised questions regarding local employment opportunities, student engagement, and recruitment through high schools.
- EverWind advised that it has provided student site tours, supported education and recruitment efforts related to renewable energy, and committed to a scholarship in St. Mary's. Council noted the importance of continued communication with EverWind in the coming months, including expectations regarding community benefits prior to project revenues being generated.

## 9. Other Matters of Business:

### a. Staff Report – Purchase of Public Works Truck

- Please see distributed meeting materials for staff report.
- Teddy Stevens, Director of Public Works presented the purchase of public works truck staff report, as included in meeting materials.

*On recommendation of Deputy Warden Malloy seconded by Councillor O'Connell, Council approve the purchase of the F-150 Regular Cab truck from Highland Ford at a price of \$55,500 plus HST, to be funded through the 2026/27 capital budget.*

***Recommendation adopted.***

### b. Staff Report – West Side Water Main Replacement

- Please see distributed meeting materials for staff report.
- Teddy Stevens, Director of Public Works presented the west side water main replacement staff report, as included in meeting materials.

*On recommendation of Councillor Tibbo seconded by Councillor O'Connell, Council awards Strait Engineering Ltd., the design of the Westside Water Main replacement at a cost of \$30,875.00 plus HST to*

*maintain reliable water distribution to the Westside and to help promote growth to our community, funded from the Housing Accelerator Fund program.*

**Recommendation adopted.**

- c. Staff Report – Low Carbon Communities Project
- Please see distributed meeting materials for staff report.
  - CAO Lesley MacFarlane presented the Low Carbon Communities staff report, as included in meeting materials.

Two related recommendations are required to proceed with this project and approach:

*On recommendation of Councillor O’Connell, seconded by Councillor Tibbo, Council recommend approval for the CAO to be authorized to enter into an agreement with Clean Foundation to provide project management and oversight for this project.*

**Recommendation adopted.**

*On recommendation of Deputy Warden Malloy, seconded by Councillor O’Connell, Council approve transferring \$61,739 in LCC Program grant funding to Clean Foundation to manage as part of this project.*

**Recommendation adopted.**

- d. Staff Report – Strengthening Municipal Partnerships: Community Challenges and StFX Research Solutions
- Please see distributed meeting materials for staff report.
  - CAO Lesley McFarlane presented the Strengthening Municipal Partnerships: Community Challenges and StFX Research Solutions staff report, as included in meeting materials.

*On recommendation of Deputy Warden Malloy seconded by Councillor Tibbo, Council recommends attendance of up to two (2) members of council with mileage expense to be reimbursed for those attending the Strengthening Municipal Partnerships: Community Challenges and StFX Research Solutions on May 27<sup>th</sup>, 2026.*

**Recommendation adopted.**

## **10. In-Camera: Personnel Matters**

*On motion of Councillor Tibbo and seconded by Councillor O’Connell, Council moved into an In-Camera session for Personnel Matters at 5:59pm.*

**Motion approved.**

*On motion of Councillor O’Connell seconded by Councillor Tibbo Council agreed to reconvene to regular session at 6:14pm.*

**Motion approved.**

## **Adjournment**

*There being no further matters of business, Warden Fuller declared the meeting adjourned at 6:15pm.*

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Recorded By  
Janelle Fleet, Interim Municipal Clerk

Approved By  
Warden Fuller

**Subject:** Approval for letter re: NSCC Sister Residence

**Importance:** High

Hi,

Attached is a letter we're proposing to go to the Minister responsible for NSCC, with copies to the Ministers of Housing and Growth and Development. All MLAs are copied as well.

The letterhead is just our group name. The footer is my contact information. I'm suggesting we change the footer as the chair changes so there is an address for replies. If previous chairs get letters after their term is up, they can just forward to current chair.

I'm mindful that some Councils are not approving of letters being signed by the municipal leader without some involvement of the entire Council. To respect that, I'm proposing that each municipal unit that is okay with being included as a signatory as outlined in this letter reply to this email indicating such. I would like to send this letter out by noon on Tuesday, May 26, so **I'm asking for a reply to this email that you're okay being included as a signatory as indicated, by noon on Tuesday, May 26.**

Thanks,

Lois

PS: Letter on cell service to follow either today or Monday.

Lois Landry, Warden

Municipality of the County of Richmond

Tel: (902) 631-0332

# Strait Area Chiefs, Mayors, and Wardens

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May, 26, 2026

Honourable Nolan Young  
Minister of Labour, Skills, and Immigration  
PO Box 697  
Halifax, NS B3J 2T8

**RE: Strait Campus NSCC Sister Residence**

Dear Minister Young,

On behalf of the undersigned, we are writing to respectfully request that the Province of Nova Scotia revisit the possibility of constructing an additional student residence at the NSCC Strait Area Campus in Port Hawkesbury.

The existing residence, which houses approximately 50 students, continues to experience demand well beyond its capacity. We understand that the residence could be filled several times over, leaving many students to seek housing in an already strained private rental market across the Strait Area.

At the same time, our municipalities are working diligently to address regional housing shortages through planning changes, infrastructure investments, and partnerships aimed at increasing housing supply. While these efforts are important and ongoing, there is growing concern that limited new housing stock will face additional pressure if increasing numbers of NSCC students must compete within the same rental market as local families, seniors, and workers.

We also note that when the current residence was originally developed, there were discussions around the potential for a sister residence to be built in the future. Given current realities, we believe the time has come to revisit that opportunity.

This request aligns closely with provincial priorities around economic growth, workforce development, and retention. The Strait Area Campus plays a critical role in training students in sectors that are central to Nova Scotia's future, including marine-related industries and the new Wind Turbine Technician program. These programs support key growth sectors identified by the Province, including renewable energy, offshore development, transportation, and the marine economy.

Expanding student housing capacity would help strengthen the campus's ability to attract and retain students from across Nova Scotia and beyond, while also reducing pressure on

**HON. NOLAN YOUNG**

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local housing markets. More broadly, it would represent an investment in the workforce needed to support emerging economic opportunities in our region and throughout the province.

We would welcome the opportunity to discuss this matter further and explore how local municipalities, NSCC, and the Province might work collaboratively to support this important expansion.

Thank you for your consideration and continued support for rural Nova Scotia and the Strait Area region.

Sincerely,

Chair, Strait Area Chiefs, Mayors, and Wardens

On behalf of :

- Municipality of the County of Richmond
- X
- X
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- X
- X

CC: Hon. John White, Minister of Housing  
Hon. Colton LeBlanc, Minister of Growth and Development  
Hon. Trevor Boudreau, MLA for Richmond  
Hon. Michelle Thompson, MLA for Antigonish  
Hon. Greg Morrow, MLA for Guysborough-Tracadie  
Kyle MacQuarrie, MLA for Inverness  
Dianne Timmins, MLA for Victoria-The Lakes



Canso Lions Club  
PO Box 264  
Canso NS  
B0H 1H0

Warden James Fuller,

The Canso Lions Club is preparing for the 50<sup>th</sup> Annual Provincial Seamen's Memorial Service on Sunday August 9<sup>th</sup>, 2026 at 2 pm. The service pays tribute to the fishermen and women who lost their lives while engaged in the fishery. Following the service refreshments will be served at the Canso Lions Club.

The Canso Lions Club is inviting you to attend our Annual Provincial Seamen's Memorial Service to bring greetings from the Municipality of St. Mary's. If the Municipality would like to lay a wreath or make a donation in memory of, with donations going towards the upkeep of the Memorial site, please Contact Lion Catherine DeRabbie at 366-2721 or [derabbie@ns.sympatico.ca](mailto:derabbie@ns.sympatico.ca) before Monday August 3<sup>rd</sup> so as the list of memorial names are read the readers will also acknowledge that a wreath or donation is made on your behalf. Wreaths can be ordered from Crazy Daisy Flower Shop in Guysborough (1-902-870-3329).

Donations been made to the Memorial are due by Monday August 3<sup>rd</sup> and anyone paying by cheque please make payable to the "Seamen's Memorial Fund" and mailed to Canso Lions Club.

Please contact Coordinator of Seamen's Memorial Lion Ray White at 366-2785 or [ray714@bellaliant.net](mailto:ray714@bellaliant.net) if you have any questions. Thank You for your continued support of the Annual Seamen's Memorial Service.

Sincerely,

Lion Catherine DeRabbie:  
Secretary Canso Lions Club

Lion Ray White  
Coordinator of Seamen's Memorial

## Regional Emergency Management Organization Shared Services Agreement & Emergency Management ByLaw

### SUMMARY

Provincial legislation requires every municipality to participate in a Regional Emergency Management Organization (REMO). A REMO is now in place between the municipality and the Municipality of the District of Guysborough, and the Town of Mulgrave. To formalize these arrangements, a Shared Services Agreement must be entered into, and the municipality's existing Emergency Measures By-Law must be repealed and replaced with a new common Regional Emergency Management By-Law which follows the template provided by the province.

### BACKGROUND

In 2024, the Province of Nova Scotia introduced legislation that enabled the Minister of Emergency Management to establish requirements for regions within the province to form and operate a Regional Emergency Management Organization (REMO).

Work has been underway since the summer of 2025 by administrative representatives from all three municipal units within Guysborough County, along with the Provincial EMO representatives, to comply with the new legislation and develop the regional REMO.

The REMO Coordinator, Kelsey Reece, started in her role in April 2026 and was introduced to Council in May 2026. She has begun developing a workplan for the coming year, including training, exercises, and Hazard Identification and Risk Assessment.

### CONSIDERATIONS

As communicated with Council previously, work has been underway to finalize the intermunicipal agreement and REMO By-Law, aligned with the provincial By-Law template.

The agreement and By-Law have now received legal review and are in the process of being approved by the three participating municipalities. Non-substantive changes may be identified through the final approval process, however the key aspects of both documents have been finalized.

Pending Council approval, the By-Law will go forward for first reading on June 17 and second reading on July 15<sup>th</sup>.

## RECOMMENDATIONS

1. Recommend Council approve entering into the Regional Emergency Management Organization Shared Services Agreement as presented, subject to non-substantive changes which may be identified through the public hearing process.
2. Recommend Council repeal the existing municipal Emergency Measures By-Law.
3. Recommend Council approve the Regional Emergency Management Organization By-Law as presented, subject to non-substantive changes which may be identified through the public hearing process.

**THIS SHARED SERVICES AGREEMENT** sets forth a framework for a Regional Emergency Management Organization between:

**THE MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH (MODG)**, a municipal body corporate pursuant to the Municipal Government Act:

**AND**

**THE MUNICIPALITY OF THE DISTRICT OF ST. MARY'S (MODSM)**, a municipal body corporate pursuant to the Municipal Government Act:

**AND**

**THE TOWN OF MULGRAVE (TOM)**, a municipal body corporate pursuant to the Municipal Government Act.

(Collectively, the "Municipalities")

**WHEREAS:** the Emergency Management Act Section 10(1) & (2) specify the powers and duties of Municipalities;

**AND WHEREAS** all parties now wish to enter a new Shared Emergency Services Agreement effective DATE, 2026;

**AND WHEREAS** the Municipalities wish to take a regional approach to Emergency Management;

**NOW THEREFORE** witness is considered the mutual promises and covenants contained herein the parties hereto agree as follows:

**DEFINITIONS:**

- a) "Assistant Coordinator" means Assistant Regional Management Coordinators
- b) "CAO" means Chief Administrative Officer
- c) "Capital Expenditure" means that REMO may, through their all hazards planning approach, identify and recommend the purchase of a capital asset to address a gap in the provision of emergency services. The asset may be required by one or all parties to this agreement. Should MODG, MODSM, and TOM unanimously agree that the asset shall be funded, the funding shall be in accordance with the funding allocation in appendix one of this agreement. Should two parties to this agreement agree, the allocation of funding shall be calculated as in appendix one, with two members instead of three. Use of the purchased asset would be solely for those that have contributed to the purchase.
- d) "Concept of Operations" means the operational guidelines set forth to direct the operations of the Emergency Coordination Centre.
- e) "DFA" means Government of Canada Disaster Financial Assistance administered by Public Safety Canada (PSC).

- f) “Emergency” means a present or imminent event in which a Municipality and/or Municipalities believe prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people within the Municipality/Municipalities.
- g) “Emergency Management” means the prevention and mitigation of, preparedness for, response to, and recovery from emergencies.
- h) “Emergency Management Act” means the Emergency Management Act. 1990, c. 8, s. 1, 2005, c. 48, s. 1
- i) “Mutual Aid” means an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire.
- j) “Coordination Centre” means Regional Emergency Coordination Centre.
- k) “Coordinator” means the Regional Emergency Management Coordinator.
- l) “Executive Committee” means Regional Emergency Management Executive Committee.
- m) “REMO” means Regional Emergency Management Organization.
- n) “Planning Committee” means Regional Emergency Management Planning Committee.
- o) “Uniform Assessment” means the final amount determined pursuant to s. 8 of the Municipal Grants General Regulations made under the Municipal Grants Act.

## **GENERAL**

1. The purpose of this shared services agreement hereafter called (Agreement) is to provide for a coordinated response to an emergency occurring within Guysborough County referred to in this Agreement as the Region.
2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.
3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to 60(1) of the Municipal Government Act and Section 10(2)(c) of the Emergency Management Act.
4. The planning of and coordination of emergency service delivery during a real or imminent emergency as defined by the Emergency Management Act, shall be provided by the REMO.

5. This Agreement is to provide for the determination, recommendation, and facilitation of the training needs for municipal staff and elected officials within the REMO.
6. An annual service review shall be conducted by the Executive Committee to ensure aspects of the agreement are maintained

#### **HOST MUNICIPALITY**

7. MODG will be the Host Municipality.
8. The Region's Coordination Centre will be located at the Chedabucto Lifestyle Complex, 60 Green Street, Guysborough. A secondary backup Coordination Centre will be located at the Municipality of the District of St. Mary's Municipal Office, 8296 Highway 7, Sherbrooke.
9. The Host Municipality will be responsible for all administrative functions including financial, payroll, record keeping, minute taking and reporting on behalf of the REMO during non-emergency situations.
10. The Host Municipality will maintain specific ledger accounts for the financial administration and record keeping of the REMO.
11. The Host Municipality will include the Coordinator's activities on their Municipality's liability insurance policy.
12. Each Municipality will maintain appropriate insurance coverage on its respective REMO assets.
13. The Host Municipality shall be responsible for the employment and/or contracting of the position of the Coordinator and associated employees.

#### **STRUCTURE**

14. The REMO shall consist of an Executive Committee and a Planning Committee.
15. The Coordinator will be responsible for the execution of the activities of the REMO. Assistant Coordinators, as provided by each municipal unit will support the Coordinator in the execution of the REMO mandate.
16. In the event of a vacancy occurring within the Executive Committee, Planning Committee or Assistant Coordinator, the partner that the vacancy is occurring from will appoint a replacement within 6 weeks after the vacancy.

## **REGIONAL EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE**

17. The Executive Committee shall be responsible for the governance and direction of emergency preparedness activities within the County and to advise the appointing Councils pursuant to Section 10(1)(d) of the Emergency Management Act.
  - a. Each party to this Agreement shall appoint to the Executive Committee two (2) members of its Council, one of whom shall be the Mayor, Warden, or deputies of their positions.
  - b. Members of the Executive Committee are appointed for the same term of office as the Council that appoints them and shall hold office until their successors are named. (subject to a. above).
  - c. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy.
  - d. The Executive Committee shall annually elect one of its members to be chair and one to be vice-chair, who shall act in the absence or incapacity of the chair. The chair shall not be appointed for consecutive annual terms.
  - e. The chair or other person presiding shall vote on every question before the Executive Committee.
  - f. Quorum for the Executive Committee shall be 50% plus one with one representative from each unit.
  - g. The Chief Administrative Officers for each Municipal Unit as well as the Coordinator shall attend all Executive Committee meetings as non-voting members.
  - h. The Assistant Coordinators may attend meetings of the Executive Committee as non-voting members, if requested.
  - i. The Executive Committee shall meet a minimum of three times per year.

## **REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

18. The Planning Committee shall be responsible for recommending plans, policies and procedures to the CAO's from each municipal unit for maintaining a reasonable state of preparedness for emergencies.
19. A Planning Committee shall be comprised of the Coordinator, Assistant Coordinators, and representatives of emergency services and other agencies who may have direct operational responsibilities in an emergency. This group's responsibility would be formulating policy and procedure recommendations, planning, training, and exercises.

20. The Coordinator shall appoint a chair to the Planning Committee.

21. The Coordinator shall schedule planning meetings quarterly to receive updates from stakeholders and participate in planning activities.

a. The following are a list of typical agencies who may be called upon to attend meetings of the Planning Committee:

- a) Ground Search and Rescue;
- b) Public Works (Municipal);
- c) RCMP;
- d) Department of Opportunities and Social Development;
- e) Fire Services;
- f) Emergency Health Services;
- g) Department of Natural Resources;
- h) Department of Public Works;
- i) Department of Health and Wellness;
- j) Telecommunications agencies; i.e. Bell, Eastlink
- k) Nova Scotia Power
- l) Red Cross;
- m) Public Information Services;
- n) Department of Emergency Management Regional Manager
- o) Public Safety Field Communications
- p) Other agencies as required
  1. Eastern Regional Housing Authority;
  2. Local Long Term Care Facilities;
  3. Guysborough County Home Support;
  4. Nova Scotia Guard

22. The Coordinator shall provide quarterly the minutes from the Planning Committee meetings and shall bring forth recommendations to the Chief Administrative Officers from each municipal unit as required.

#### **REGIONAL EMERGENCY MANAGEMENT COORDINATOR**

23. The Coordinator will be hired by the host Municipality. The Host Municipality will be responsible for their performance management, following the Host Municipality's Human Resources Policies and Procedures.

24. Compensation associated with the Coordinator position will form part of the annual operating budget of the Host Municipality and contributions from the other Municipal Units will be based on the funding formula.

25. The Coordinator shall have an annual evaluation of their performance in accordance with the policies and procedures of the Host Municipality. The Host Municipality shall solicit and reasonably consider input from the other municipal units which are parties to this Agreement.
26. The Coordinator shall attend all Executive Committee and Planning Committee meetings
27. The Coordinator shall provide reporting to the Chief Administrative Officers of each municipal unit

#### **ASSISTANT EMERGENCY MANAGEMENT COORDINATORS**

28. The parties agree to each appoint a staff member as an Assistant Coordinator to act as a liaison with the Coordinator. It will be each Municipality's responsibility to fill vacancies in this position as they occur.
29. The Assistant Coordinator shall:
  - a. Participate in the Planning Committee meetings;
  - b. Assure that the interests of each unit are served;
  - c. Assist the Coordinator with identification of emergency training requirements of staff from their respective Municipality.
  - d. Participate in planned exercises as well as emergency responses throughout the County.
  - e. Other responsibilities as mutually agreed between the Coordinator and the respective CAO's.

#### **EMERGENCY OPERATIONS**

30. The REMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted from time to time. REMO will request support from other agencies in accordance with formal or informal arrangements.
31. The REMO shall establish, through operational documents, duty rotations to ensure coverage for key positions at all times as per the Department of Emergency Management Standards.
32. The REMO is authorized to operate, maintain and manage physical facilities for emergency activities at a centralized coordination facility.

33. The Host Municipality may contract with any person or organization, including a municipal unit which is party to this Agreement, for the provision of any service or facility necessary or advisable to carry out the responsibilities assigned to the REMO by this Agreement, within the approved budget.
34. Any capital asset created or acquired by the REMO shall be owned jointly by the parties in the proportion they contributed at the time of purchase, except for assets contributed solely by a municipality and those assets shall remain the property of that municipality.
35. The REMO shall establish its own Concept of Operations for the Emergency Coordination Centre (“ECC”).
36. The parties recognize that an emergency may require the sharing or redeployment of personnel and equipment in order to save lives or minimize damage to property or the environment and undertake to provide personnel and equipment as deemed appropriate by the Site Incident Command in consultation with the ECC Commander.
  - a. Any cost associated with the deployment of external resources of a responding municipality related to emergency management will be borne by the responding municipality. REMO shall maintain a separate accounting of costs incurred in the response to an emergency that are over and above the annual operating budget costs.
  - b. REMO will assist the respective municipal units in making application to other jurisdictions where re-imbusement opportunities are available through legislation and regulation in relation to expenses incurred as a result of emergency situations.
  - c. During an emergency, the REMO would be responsible to communicate any uninsured cost claims to the Nova Scotia Department of Emergency Management, no matter if the emergency is affecting one municipal unit, two, or all three. In such an event the Regional Emergency Coordination Centre would activate, the ECC finance section would take on the role of gathering the appropriate financial information to be forwarded to the Department of Emergency Management.
37. The parties shall share the normal operational costs of the REMO based on an annual budget divided proportionally based upon a blended formula including uniform assessment, population, and area as indicated in **Appendix A**.
  - a. The Executive Committee shall recommend to the parties of this Agreement an operating budget by February 1st of the fiscal year prior to the fiscal year of the recommended budget. If the deadline is not met by the Executive Committee, the total budget figure shall remain at the same level as the prior year budget, increased by inflation, or a different figure as agreed upon by all three CAO’s. The approval of the operating and capital budget will be subject to the approval of the three municipal units.

- b. The host municipality will invoice the other contributing Municipalities for their portion of the operating costs semi-annually based on the approved budget.
- c. If the REMO requires additional money for operating purposes, any such increase is subject to approval by all parties.
- d. Assets identified as necessary for an individual municipal unit may be acquired and owned by that unit. However, it is mutually understood and agreed that assets acquired to support the activities of the REMO will be made available, as needed, to all parties of the Agreement. Cost sharing of the asset acquisition may be negotiated among the parties.

38. The fiscal year of the REMO shall be from April 1 to March 31 of the following year.

39. This agreement is conditional on the parties passing a complementary by-law respecting the coordinated response to an emergency pursuant to the Emergency Management Act.

#### **TERMINATION OF AGREEMENT**

40. This Agreement has effect commencing DATE, 2026.

41. Subject to section 42, this Agreement has effect from year to year until terminated by the agreement of all parties.

42. This Agreement otherwise continues in force for all parties until notice of withdrawal from this Agreement is given by the Council of any party to the Councils of the other parties not less than one (1) year prior to the intended withdrawal date, which shall be the 31<sup>st</sup> day of March in a year to be specified in the notice of withdrawal. Unless otherwise agreed between the parties who receive a notice of withdrawal, this Agreement shall continue in force as between the non-withdrawing parties.

43. Any party withdrawing from this agreement remains responsible for its share of any liabilities of the REMO incurred or arising from REMO activities up to the effective date of the withdrawal and any severance costs related thereto, should it apply.

44. In addition to the liabilities at the effective date of withdrawal, the party withdrawing from the agreement shall be responsible for their share of the subsequent year REMO operating costs. The party's percentage of costs shall be calculated using the prior year approved operating budget.

45. Upon dissolution of the REMO by unanimous consent of the parties, the parties are responsible for the liabilities of the REMO in proportion to the amounts contributed up to the effective dissolution date.

## **INDEMNIFICATION**

46. Each party shall indemnify its own representatives from any liability for wrongful acts or omissions that may arise as a result of that person committed while acting in good faith and honestly as a member of the REMO.

## **DISPUTE RESOLUTION**

47. If any disagreement among the parties as to the proper interpretation of this Agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the Commercial Arbitration Act, except that the arbitration panel will be comprised of a single arbitrator.
48. The parties acknowledge and agree that all headings are inserted for convenience only and do not form part of the Agreement.
49. This Agreement is governed by the laws of Nova Scotia. It may only be amended by signed amending agreement.
50. This Agreement may be signed in counterparts and may be proven by electronic copy.

**THE MUNICIPALITY OF THE DISTRICT OF ST. MARY’S**  
**BY-LAW**

**BY-LAW NAME:** REGIONAL EMERGENCY MANAGEMENT BY-LAW

**BY-LAW #:**

**ENACTMENT DATE:** DATE, 2026

**EFFECTIVE DATE:** DATE, 2026

**GENERAL**

**BEING A BY-LAW** The Nova Scotia Emergency Management Act requires municipalities to adopt a Municipal Emergency Management By-law to establish a municipal emergency management organization and preparing and approving emergency management plans. This by-law will allow the Municipality of the District of St. Mary’s to work with neighbouring municipal units of the Municipality of the District of Guysborough and the Town of Mulgrave to develop coordinated plans and take coordinated action on a regional level which will better serve residents.

**PART 1 - DEFINITIONS**

1. Unless the context specifically states otherwise, the meaning of terms used in this By-law shall be as follows:
  - a) **ACT** means the Emergency Management Act, S.N.S 1990, c,8;
  - b) **AGREEMENT** means the Agreement entered into accordance with Clause 10(2)(c) of the Act, among the Municipality of the District of Guysborough, Municipality of the District of St. Mary’s and the Town of Mulgrave effective on October 1, 2026, attached hereto as Appendix “A;”
  - c) **ASSISTANT EMERGENCY MANAGEMENT COORDINATOR** means a staff member appointed from the Municipality to liaison with the Coordinator;
  - d) **COUNCIL** means the Council of the Municipality of the District of St. Mary’s;
  - e) **DEPUTY REGIONAL EMERGENCY MANAGEMENT COORDINATOR** means the person charged to back up or replace the Regional Emergency Management Coordinator during all phases of emergency planning;

- f) **EMERGENCY** means a present or imminent event in respect of which the Minister or a Municipality as the case may be, believes prompt co-ordination of action or regulation of person or property must be undertaken to protect property or the health, safety, or welfare of people in the Province;
- g) **EMERGENCY MANAGEMENT** means the prevention and mitigation of preparedness for, response to and recovery from emergencies;
- h) **MAYOR** means the Mayor of the Town of Mulgrave;
- i) **MUNICIPALITY** means the Municipality of the District of St. Mary's and/or the Municipality of the District of Guysborough;
- j) **REGIONAL EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE** means the Executive Committee established pursuant to the Agreement, and as required by Clause 10(1)(d) of the Act;
- k) **REGIONAL EMERGENCY MANAGEMENT COORDINATOR** is referenced to as Coordinator and referred to as the Director of Emergency Services, means the person appointed by Council, and in accordance with the Agreement, as required by Clause 10(1)(c) of the Act;
- l) **REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO)** means the organization established by the Agreement, and as required by Clause 10(1)(b) of the Act;
- m) **REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE** means the Committee established by the Agreement responsible for recommending policy and plans to the Executive Committee for maintaining a reasonable state of preparedness for emergencies;
- n) **REGIONAL EMERGENCY MANAGEMENT PLANS** means plans, programs, or procedures prepared by the Regional Emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health, and welfare of the civil population or property in the event of such an occurrence, as set out in Clause 2(d) of the Act;
- o) **STATE OF LOCAL EMERGENCY** means a state of local emergency declared by a Municipality pursuant to the Act and the Regulations made pursuant thereto, and this By-Law;
- p) **TOWN** means the Town of Mulgrave;

- q) **WARDEN** means the Warden of the Municipality of the District of St. Mary's and/or the Municipality of the District of Guysborough;

## **PART 2 – REGIONAL EMERGENCY MANAGEMENT ORGANIZATION**

1. Council hereby establishes a Regional Emergency Management Organization (REMO), and all shall create a shared services agreement with their partners, specifying funding, governance, and other requirements of Councils.
2. The Regional Emergency Management Organization shall consist of the following persons and committees:
  - a. The Regional Emergency Management Executive Committee (Executive Committee),
  - b. The Regional Emergency Management Coordinator (Coordinator),
  - c. The Regional Emergency Management Planning Committee (Planning Committee),
  - d. Assistant Emergency Management Coordinators (Assistants).
  - e. Such other persons as may be assigned REMO duties by the Executive Committee, the Planning Committee or the Coordinator

## **PART 3 – REGIONAL EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE**

1. Council shall appoint representatives to the Executive Committee in accordance with the Agreement.
2. The Council's representative on the Executive Committee shall always be no fewer than two members of the Council, one of whom shall be the Warden, Mayor, or deputies of these positions, as referenced in the Agreement.
3. The Executive Committee shall, on behalf of REMO:
  - a. Be responsible for the approval of REMO plans and policies;
  - b. Recommend the annual budgets to Council;
  - c. Provide direction to the Coordinator and the Planning Committee, as deemed appropriate by the Executive Committee from time to time;
  - d. Brief Council on the development and approval of REMO plans and policies whenever required to do so by Council;
  - e. Brief Council on developments during a State of Local Emergency when deemed necessary.

## **PART 4 – REGIONAL MANAGEMENT COORDINATOR**

1. The Coordinator and Assistant Coordinator shall be appointed in accordance with the Agreement.
2. The Coordinator shall:
  - a. Be responsible for appointing a Chair of the Planning Committee;
  - b. Coordinate and prepare REMO plans, training, and exercises;
  - c. Be responsible for on-going public education programs related to emergency preparedness;
  - d. Following the activation of the REMO Plan or declaration of state of local emergency, coordinate municipal operations with those of the Provincial and Federal Governments during a State of Local Emergency or a State of Emergency declared by the Province;
  - e. Ensure all emergency operations centers and equipment are fully operational;
  - f. Advise the Department of Emergency Management of any real or anticipated events or emergencies as required by the Emergency Management Act;
  - g. Perform such other duties as may be required by the Executive Committee.

#### **PART 5 – REGIONAL EMERGENCY PLANNING COMMITTEE**

1. The Planning Committee, as per the Agreement, shall be comprised of the Coordinator and the Assistant Coordinators.
2. The Planning Committee may invite attendance of persons responsible during an emergency to provide:
  - a) Ground Search and Rescue;
  - b) Public Works (Municipal);
  - c) RCMP;
  - d) Department of Opportunities and Social Development;
  - e) Fire Services;
  - f) Emergency Health Services;
  - g) Department of Natural Resources;
  - h) Department of Public Works;
  - i) Department of Health and Wellness;
  - j) Telecommunications agencies; i.e. Bell, Eastlink
  - k) Red Cross;
  - l) Public Information Services;
  - m) Department of Emergency Management Regional Manager
  - n) Public Safety Field Communications
  - o) Other agencies as required

1. Eastern Regional Housing Authority;
  2. Local Long Term Care Facilities;
  3. Guysborough County Home Support;
  4. Nova Scotia Guard
3. The Planning Committee shall;
- a. Assist the Coordinator in the preparation and coordination of REMO Plans to maintain a state of preparedness for emergencies;
  - b. Formulate policy and procedure recommendations, planning, training, and exercises;

#### **PART 6 – ASSISTANT EMERGENCY MANAGEMENT COORDINATORS**

1. The Assistant Emergency Management Coordinators appointed in accordance with Clause 25 of the Agreement shall:
  - a. Participate in Planning Committee meetings;
  - b. Assure that the interests of the Municipality are served by participating in training, exercises and responses.

#### **PART 7 - AGREEMENTS**

1. Council hereby agrees that the Executive Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a Municipality, or any other person or organization, for the provision of services in the development and implementation of Regional Emergency Management Plans.

#### **PART 8 – BUDGET CONSIDERATIONS**

1. The Municipalities/Town shall share the normal operational costs of the REMO based on an annual budget divided proportionally based upon a blended formula including uniform assessment and population, in accordance with the Agreement.

#### **PART 9 – DECLARATION OF A STATE OF LOCAL EMERGENCY**

1. Council may, when satisfied that an emergency exists or may exist in all or any area of its own Municipality, declare a State of Local Emergency in respect of their own Municipality or an area thereof.
2. If any of the Councils are unable to act promptly under Section 12(2) of the Act, the Wardens of the Municipality of the District of St. Mary's and Municipality of the District of Guysborough and the Mayor of the Town of Mulgrave may declare a State of Local Emergency, subject to Section 12(3) of the Act, in respect of their own Municipality or area thereof.

3. If both the Mayor and/or Wardens and Councils of the Municipality of the District of St. Mary's, the Municipality of the District of Guysborough and the Town of Mulgrave are unable to act promptly to declare a State of Local Emergency in their own jurisdiction under Section 15(2) of the Act, any one of the Mayor or Wardens may, subject to the provisions of Sections 12(2) and 12(3) of the Act, declare a State of Local Emergency in regards to an emergency that exists or may exist in all or within any area of the Municipality of the District of St. Mary's, Municipality of the District of Guysborough or the Town of Mulgrave.
4. After signing a declaration or termination of a State of Local Emergency or the issuance of an order under Section 14 of the act, Council shall immediately communicate or publish details on the municipal/town website or by means most likely to inform the affected residents.

### **PART 10 – DUTIES DURING AN EMERGENCY**

1. Following the activation of any Regional Emergency Management Plan or a declaration of a State of Local Emergency:
  - a. Every Councillor shall advise the Coordinator and Warden as to their location and how they may be contacted.
  - b. Every employee and agent of the Municipality who has a role in such emergencies as assigned in the Regional Emergency Management Plans, shall:
    1. Advise the Coordinator of their location and how they may be contacted; and
    2. Fulfill such duties described in the emergency operational plan.
  - c. The Mayor or Warden or the Coordinator on their behalf shall provide the Minister with a copy of the Declaration of a State of Local Emergency, and renewals thereof, as required by the Emergency Management Act.

### **PART 11 EFFECTIVE DATE AND REPEAL**

1. All other By-Laws respecting Emergency Management heretofore passed by the Municipal Council of the Municipality of the District of St. Mary's are hereby **REPEALED** as of the effective date of this By-Law.
2. The effective date of this Bylaw shall be DATE, 2026.

**THIS IS TO CERTIFY THAT** the foregoing is a true and exact copy of a By-Law passed at a duly called meeting of the Municipal Council of the Municipality of the District of St. Mary's held on the Day of Month A.D., 2026.

**GIVEN** under the hands of the Warden and CAO  
and under the Corporate Seal of the Municipality  
aforesaid, this Day of Month A.D., 2026.

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**WARDEN**

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**CHIEF ADMINISTRATIVE OFFICER**

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**MUNICIPAL CLERK**

## Diamond Finance System End of Life

### SUMMARY

The Municipality's current financial software platform, Diamond Municipal Solutions (currently managed by Central Square Technologies and built on Microsoft Dynamics GP), is approaching the end of its lifecycle. Support services, product enhancements, service packs, and technical support are scheduled to end in December 2029. It is critically important to ensure the Municipality's financial system remains fully serviceable, supported, and sustainable for future operational needs.

This staff report provides an update on the proposed transition to NaviLine (Central Square), including next steps, implementation timelines, transition planning, and the proposed contract. NaviLine is offered through a sister company affiliated with the Municipality's current financial software provider.

### BACKGROUND

In 2011, the Municipality of the District of St. Mary's, along with eight other municipalities in the Strait area, established a collaborative partnership and memorandum of understanding to purchase and implement a common municipal financial management system, Diamond Municipal Solutions. The Provincial Department of Municipal Affairs supported this regional collaboration through both financial and non-financial assistance. Since implementation, the participating municipalities have continued to provide joint support, shared resources, and ongoing collaboration to support the system's operation, administration and cross training supports.

Since late 2024, the group of nine municipalities has been working collaboratively to identify a new financial software platform to replace the current system. Throughout the review process, the municipalities received proposals, participated in software demonstrations, and held meetings with other municipal financial software providers before ultimately recommending NaviLine as the preferred solution moving forward.

### CONSIDERATIONS

Transitioning the Municipality's financial system is a significant undertaking for staff, and it is important that the implementation and transition process be completed in the most seamless and efficient manner possible.

Many factors were considered, including price, customer support, timeline, historical data migration, training schedules, etc. prior to the group collectively and unanimously recommend the Naviline software for municipalities to proceed with.

1. Cost - Hardware, Software and Subscription fees; The group of municipalities will be benefiting from an early enrolment program and will only be charged annual subscriptions fees, no up-front hardware or software charges. Annual Subscription Fees are due at Go Live, therefore the Municipality will not be paying for two systems at once. It is anticipated that the first annual subscription fee will occur in 2027-2028. The annual subscription fee has been quoted at \$59,698 plus HST, the annual subscription fees shall increase by 5% each year thereafter. Current year cost for the existing Diamond financial system is approximately \$32,000, the NaviLine system represents an increased cost of approximately \$30,000 annually. Although other systems investigated were comparable in their yearly subscription costs, the up-front system costs were estimated at \$300,000 and system features differed. If St. Mary's were to enroll with another financial software different from the neighboring municipalities the additional support and collaboration would also be lost.
2. Naviline software meets current cloud hosting requirements for Canadian Municipalities.
3. Training phased approach; training and conversion will take place over a span of several months and will be broken down into sections.
4. Historical Data Migration – all historical data from the Diamond system will be migrated.
5. Additional system features – payroll, purchase orders, project tracking, etc.

The proposed agreement is currently under review with the group to finalize legal and timeline components.

## RECOMMENDATIONS

Council recommend that the CAO to be authorized to enter into an agreement with Naviline Central Square Solutions for the Municipal Finance System.

# Briefing Note

**Reference to:** Application to rezone MODG property located on 30 Bill Hapes Road, Ecum Secum from Rural Resource RR to General Commercial GC to allow for a use that is similar to Automobile Body & Repair Shops such as a Motor Vehicle Inspection Station

**Date:** May 25, 2026

**Submitted to:** Municipality of the District of St. Mary's

**Prepared by:** Deborah Torrey, Development Officer

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## Recommendation:

A Council decision is required.

## Background Information:

On May 6<sup>th</sup>, 2026 correspondence was received from Mr. Stephan Pye requesting a Zoning Confirmation Letter for his property located at 30 Bill Hapes Road in Ecum Secum. Upon further investigation, it was determined that the purpose of the Zoning Confirmation Letter was to obtain a license for a Motor Vehicle Inspection Station.

Description	
<b>Designation:</b>	Rural Resource
<b>Zoning:</b>	Rural Resource RR
<b>Zoning Request:</b>	General Commercial GC
<b>Identification:</b>	37529856
<b>Total Lot Area:</b>	2.4 acres

A review of the Land Use Bylaw was carried out wherein it was determined that the property was zoned Rural Resource which permits many types of commercial uses as well as light industrial uses; however, it does not include uses related to automobile repairs or sales as a permitted use in that zone. In order for Mr. Pye to operate a Motor Vehicle Inspection Station it would be necessary to apply for a rezoning to General Commercial GC.

On or about May 12<sup>th</sup>, 2026 Mr. Stepen Pye made application at the municipal office in St. Mary's requesting that his property identified as PID 37529856 be rezoned from Rural Resource RR to General Commercial GC to allow for the operation of a Motor Vehicle Inspection Station.

## Analysis:

**Policy 3-65** of the Municipal Planning Strategy identifies zones which are permitted within the Rural Designation which includes **General Commercial**.

**Section 4.3, Subsection 4.1.1** states that the Land Use Bylaw may be amended (rezoning) following the procedures outlined in the MGA and can be initiated by a request from a property owner.

**Section 4.4** of the Municipal Planning Strategy outlines those things that Council must consider in making amendments to the Land Use Bylaw as follows:

**Policy 4-12:** In considering amendments to the Land Use Bylaw and processing development agreements, Council shall:

1. Request a policy report and recommendation from the Planning Department or Development Officer;
2. Refer the matter, where applicable, to the appropriate Municipal, Provincial, and/or Federal Departments and Boards and agencies where special expert advice and/or recommendations are required;
3. Comply with all legal requirements concerning amendments to the Land Use Bylaw as set out in the Municipal Government Act;
4. Ensure the applicable public participation policies have been satisfied; and
5. Ensure the applicable fees have been paid by the applicant to cover the cost(s) for advertising with respect to public notice as provided for in the Municipal Government Act.

**Policy 4-13:** In considering amendments to the Land Use Bylaw or when considering entering into a development agreement, Council shall have regard for the follow matters:

1. That the proposal is on conformity with the intent of this strategy and with the requirements of all other municipal bylaws and regulations;
2. That the proposal is not premature or inappropriate by reason of:
  - a. The ability of the Municipality to absorb public costs related to the proposal;
  - b. Impacts on existing drinking water supplies, both private and public;
  - c. The adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;
  - d. The creation of excessive traffic hazards or congestion on road, cycling and pedestrian networks within, adjacent to, or leading to the proposal;
  - e. The adequacy of fire protection services and equipment;
  - f. The adequacy of and proximity of schools and other community facilities;
  - g. The creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;
  - h. Site-specific climate change risks;
  - i. The potential to create flooding or serious drainage issues, including within the proposal site and in nearby areas;
  - j. Impacts on known habitat for species at risk;

- k. The suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to utility rights of ways; and
- l. Any other matters pursuant to the Municipal Government Act that may be addressed in a Land Use Bylaw which Council feels is necessary to ensure the general compatibility of the use and structures with adjacent areas.

**Conclusion:**

Committee has three options when considering this application as follows:

- 1) Approve the application and recommend to Council that Staff proceed with scheduling a Public Hearing.
- 2) Deny the application.
- 3) Delay the decision and request more information.

**Appendix A: Summary of Policy**

<b>Policy 3-65</b> - Zones permitted within the Rural Designation	General Commercial	Complies
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<b>Policy 4-12</b> In considering an amendment to the Land Use Bylaw and processing development agreements, Council shall:	
a) Request a report and recommendation from the Planning Department or Development Officer	Completed
b) Refer the matter, where applicable, to the appropriate Municipal, Provincial, and/or Federal Departments and Boards and agencies where special expert advice and/or recommendations are required.	N/A
c) Comply with all legal requirements concerning amendments to the Land Use Bylaw as set out in the Municipal Government Act.	Complies
d) Ensure the applicable public participation policies have been satisfied.	TBD (to be determined) – Staff must follow MODS Public Participation Program & Engagement Policy

e) Ensure the applicable fees have been paid by the applicant to cover the cost(s) for advertising with respect to public notice as provided for in the Municipal Government Act.	TBD
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<b>Policy 4-13</b>	
In considering amendments to the Land Use or when considering entering into a development agreement, Council shall have regard for the following matters:	
1. That the proposal is in conformity with the intent of this strategy and with the requirements of all other municipal bylaws and regulations.	Complies
2. That the proposal is not premature or inappropriate by reason of:	
a. The ability of the Municipality to absorb public costs related to the proposal;	Cost recovery of expenses to be determined by MODS
b. Impacts on existing drinking water supplies, both private and public;	N/A
c. The adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;	NSECC – On-site sewer approval
d. The creation of excessive traffic hazards or congestion on road, cycling and pedestrian networks within, adjacent to, or leading to the proposal;	DOPW
e. The adequacy of fire protection services and equipment;	Building to meet Building/Fire Codes
f. The adequacy of and proximity of schools and other community facilities;	N/A
g. The creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;	None Identified
h. Site-specific climate change risks;	None Identified

i. The potential to create flooding or serious drainage issues, including within the proposal site and in nearby areas;	Unknown
j. Impacts on known habitat for species at risk;	N/A
k. The suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to utility rights of ways; and	Unknown – buildings will meet applicable setbacks to property lines and watercourses where applicable.
l. Any other matters pursuant to the Municipal Government Act that may be addressed in a Land Use Bylaw which Council feels is necessary to ensure the general compatibility of the use and structures with adjacent areas.	TBD



Signed:

Debbie Torrey  
 Deborah L. Torrey  
 Development Officer

## Staff Report

### Department of Community Development & Recreation

### Selection of Committee Members for the Inclusion, Diversity, Equity, Anti-Hate & Accessibility (IDEAA) Advisory Committee

#### SUMMARY

As per the municipality's Inclusion, Diversity, Equity, Anti-Hate & Accessibility (IDEAA) Advisory Committee Policy, a call for applications to become a member of the IDEAA Advisory Committee was issued and four applications were received. Members are appointed to the Committee by Council after the Annual General Meeting of Council each year.

#### BACKGROUND

The IDEAA Advisory Committee exists to provide meaningful and impactful advice to the Municipal Council related to the equity, diversity, inclusion, anti-hate and accessibility of policies, programs, and services provided by the municipality; to address broad issues of equity, diversity, inclusion anti-hate and accessibility; and to develop an Inclusion, Diversity, Equity, Anti-Hate and Accessibility Advisory Committee Plan. The Municipality issued a call for applications for committee members and the deadline for submissions was April 15<sup>th</sup>, 2026. Four submissions were received; there are four vacancies.

#### APPLICANTS

##### Applicant 1:

**Relevant Experience, Community Involvement, Education, or Employment:** I am a parent to 4, 2 of whom are neurodiverse. This has helped shape who I am as a person, our ability as a family to be involved in the community and the employment practices we have at work.

**Reason for Interest in Serving on the Committee:** To help foster a community where everyone feels valued, respected and represented.

**Personal Contribution:** Time, effort and passion.

**Experience in Sharing and Respecting Diverse Views:** I believe we are all better for hearing the views of others and for being heard. I believe that different viewpoints make for a more rich experience, especially when they are shared with respect and in a safe environment.

**Representative of Persons with Disabilities:** Yes, I have ADHD, 2 of my children have ADHD, and one also has learning disabilities.

**Representative of people from an underrepresented or underserved community:** No.

##### Applicant 2:

**Relevant Experience, Community Involvement, Education, or Employment:** I am a Social Worker and Educator, currently working as a Schools Plus Facilitator in 3 different schools- 1 being SMECA. I have worked with marginalized populations for over 20 years- directly with adults with mental health diagnosis, with people using income assistance, in all areas of child welfare (protection, children in care,

## Staff Report

adoptions), and since 2020 I have also been teaching in various roles in the SRCE until August 2025 when I accepted this full time social work position. In my decade of service working with Community Services (now OSD), I served the rural Nova Scotian populations in Cape Breton, Antigonish & Guysborough Counties. I was also raised in Giant's Lake, Guysborough County. I started my own education in Goshen Consolidated until that school closed in 1990. I continued my education in Guysborough until I graduated in 2000. I am very aware of the challenges of rural living, both in the past, and currently. One of my main responsibilities is to help families and students connect with resources available to them in the community to address any needs they may have. I see the challenges that people face currently because of inequitable resource service delivery between rural and urban Nova Scotia.

**Reason for Interest in Serving on the Committee:** In my current position, I am helping students and families in the Schools Plus Program. Our program exists to help identify and support students at risk. Any marginalized group in society is at risk, and thus so are students who fit in these categories. Many students on my caseload face or are at risk of discrimination because of their gender identification, visible or invisible (dis)abilities, race, culture, or economic status. I hope to be able to make more connections with community members to help me identify and collaborate new and specialized ways that I may help students and families in this area.

**Personal Contribution:** I can share my experiences as they may or may not be helpful depending on identified situations and challenges. I can also share my knowledge and training regarding the various ways and forms of discrimination that different groups may face.

**Experience in Sharing and Respecting Diverse Views:** In my previous roles I have helped organize events for people with mental health disabilities- planning for safe and helpful experiences by recognizing barriers and potential problems. I have spent more time in helping employment roles than doing committee work, so I can bring perspectives to the table that may help us see how policy shapes and impacts peoples lives directly.

**Representative of Persons with Disabilities:** Yes. I have ADHD that was not diagnosed until I was an adult. I have learned many different positive coping skills to help me use and understand the strengths of this 'mental health disability'. My organization, Schools Plus, works with students who often have disabilities, or are at risk of discrimination and marginalization in our society.

**Representative of people from an underrepresented or underserved community:** Yes.

### Applicant 3:

**Relevant Experience, Community Involvement, Education, or Employment:** I have worked for over 20 years in community development, social justice, climate and environmental justice, poverty elimination, social equity and diversity and inclusion. I am also finishing my doctoral studies in Social Justice Education with University of Toronto and have been working with the Development Studies Program at St. Francis Xavier University since 2014. I also have experience service on the IDEAA Committee since June 2025.

## Staff Report

**Reason for Interest in Serving on the Committee:** I'm interested in the topic, feel I have the necessary background, and am committed to building our community in these areas.

**Personal Contribution:** I believe I can contribute to this committee based on my education, experience, and perspective about the importance of anti-oppression, social justice, and social equity to community.

**Experience in Sharing and Respecting Diverse Views:** I have been working on community committees, networks, coalitions, research, and organizations for over 20 years, engaging with a diversity of perspectives, skills, abilities, and knowledge.

**Representative of Persons with Disabilities:** Yes, mental health.

**Representative of people from an underrepresented or underserved community:** Yes, I am a white settler, however, I am a single mother to biracial children of African descent. I am also a low- income earner, suffer from anxiety and depression, am a survivor of intimate partner violence, and work directly with racialized communities, people of diverse genders and sexual orientations, 2SLGBTQIA+ people, Indigenous peoples and people of various abilities.

### Applicant 4:

**Relevant Experience, Community Involvement, Education, or Employment:** I have a varied experience from many different places, and with many different people. I am well-educated and have a well-rounded skill set and perspectives.

**Reason for Interest in Serving on the Committee:** I have served on the Accessibility Advisory Committee and the IDEAA Advisory Committee for the last year.

**Personal Contribution:** I believe I can continue to contribute to helpful discussions and offer unique perspectives.

**Experience in Sharing and Respecting Diverse Views:** I kind of feel like that's just a fundamental part of life.

**Representative of Persons with Disabilities:** Yes, I have two autistic children, and one type 1 diabetic child. I also have varying mental health conditions, including ADHD, OCD, ASD.

**Representative of people from an underrepresented or underserved community:** No.

## CONSIDERATIONS

As per the IDEAA Advisory Committee Policy, the Committee Composition shall be as follows:

- 1.1. The Committee will have no more than five members.
- 1.2. The Committee shall be comprised of the following members:
  - 1.2.1. One (1) Municipal Councillor (voting member); and

## Staff Report

1.2.2. Up to four (4) members of the public (voting members); and

1.2.3. The Director of Community Development & Recreation (ex-officio).

1.3. At least one half of the members of the *Equity, Diversity, Inclusion, Anti-Hate & Accessibility Advisory Committee* must be persons with disabilities or representatives from organizations representing persons with disabilities as per the *Accessibility Act*.

1.4. At least two members of the *Equity, Diversity, Inclusion, Anti-Hate & Accessibility Advisory Committee* shall be persons with lived experiences as a person from an underrepresented or underserved community such as people from different cultural or language backgrounds, people from racialized communities, people of diverse genders and sexual orientations, Indigenous people, LGBTQ2S+ people, or work directly with such community members. Individuals shall have strong community knowledge, a solid understanding of equity, diversity, inclusion, anti-hate and accessibility policies, and practices, as well as the knowledge to understand and respond to discriminatory and racist actions and be comfortable having difficult conversations about such.

If at any point in time the above requirements are not met, the Committee can continue to operate providing the vacancy is actively being advertised.

### RECOMMENDATIONS

Appoint Applicant 1, Applicant 2, Applicant 3 & Applicant 4 to the Inclusion, Diversity, Equity, Anti-Hate & Accessibility Advisory Committee.

## Pride Weekend Flag Raising Ceremony

### SUMMARY

Council direction is requested regarding holding a flag raising ceremony to kick off Pride weekend.

### BACKGROUND

The municipality's Flag Policy lists 10 annual events, including Pride month, for which flags are raised on the second flagpole at the intersection of Old Road Hill and Highway 7. The policy also provides the opportunity for the public to request flag raising ceremonies. On most occasions, the approved flags are raised without a ceremony, however some flag raising ceremonies have been held in the past.

As per the Flag Policy, the Progress Pride Flag is raised first thing in the morning of June 1<sup>st</sup> and remains flying throughout the month of June in recognition of Pride Month.

### CONSIDERATIONS

Sherbrooke Pride is hosting multiple events throughout the municipality on the weekend of June 12 – 14, 2026. The municipality has provided grant funding and is supporting the weekend such as by printing fliers and organizing a tie-die t-shirt event. Although a formal request for a flag raising ceremony has not been received, Sherbrooke Pride organizers have advised that it would be appreciated if a ceremony were organized. Recognizing that multiple Pride events are taking place over the weekend, Council may wish to hold a flag raising ceremony to kick off the weekend celebrations.

Should Council wish to host a flag raising ceremony, the Progress Pride flag could be lowered midday and raised again at 4pm on Friday afternoon June 12<sup>th</sup>, with brief remarks by a member of Council, and a photograph captured and shared on the municipal website and social media.

If Council wishes to host a flag raising ceremony, it is recommended that advance notification be given to Sherbrooke Pride, who may wish to provide representation at the ceremony, and to the public via the municipal website and Facebook.

### RECOMMENDATIONS

Council consider hosting a flag raising ceremony to kick off celebrations for Pride Weekend June 12-14, 2026, and annually every year that Weekend Pride celebrations are held.