Municipality of the District of
St. Mary's

NOTICE

MEETING: Committee of the Whole

DATE: Wednesday, July 15th, 2026

TIME: 5:00pm (Immediately following Public Hearing)

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, July 15th, 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 Monday July 6th, 2026

6. Business Arising from Minutes
    a. Revised Minutes from June 3rd, 2026

7. Other Matters of Business
    a. Rezoning Request – PID 37503547

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 Committee of the Whole (COTW) Meeting of St. Mary's Municipal Council to order on Monday, July 6, 2026, at 5:05 p.m. in Council Chambers, Sherbrooke, Nova Scotia.

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
Teddy Stevens, Director of Public Works
Janelle Fleet, Interim Municipal Clerk

3. Additions to the Agenda:

The following items were added to the agenda:

- 7.e. Port Bickerton Beach – Seascape Certification
- 7.f. IAAC Submission Response – 15 Mile Processing Hub Project

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

Warden Fuller called for any errors or omissions to the minutes of the COTW Meeting held June 3rd, 2026. Hearing none, the Warden declared the minutes approved.

6. Business Arising from the Minutes:

- The CAO advised that the background information relating to two items added at the June 3rd COTW meeting have been had been included in the July 6th, 2026 COTW meeting package, so that they can be available for the public record. These are a letter regarding cell service in the Strait Region, and a letter to Sherbrooke Village Executive Director York Lethbridge about grant funding, which encourages Sherbrooke Village to share plans and progress toward continuing Old Fashioned Christmas programming, including clarification of anything needed to ensure this valuable programming goes forward.

- Warden Fuller thanked Councillor O'Connell for helping to organize the Lieutenant Governor's visit. Councillor O'Connell acknowledged Neil Black for taking the lead in organizing the event.

7. Other Matters of Business:

a. Staff Report – Community Heroes Appreciation Event

- CAO, Lesley McFarlane presented the Community Heroes Appreciation Event staff report. The report is included in distributed meeting materials.
- Council reviewed the proposed award categories, nomination process and number of awards.
- Council discussed that having a maximum of three awards per First Responder and Health Care organization would be appropriate, to ensure that the events are meaningful and to keep the award ceremony portion of the evening to a reasonable duration. Council discussed that many awards were given out in the last two years, so the proposed maximums should be acceptable to all organizations.

Type of Award	Recognition by	Category
Years of Service in 10-Year Increments	Pins	First Responders (Reported by Organization) Healthcare (Reported by Organization)
Valour and Outstanding Service	Award/Plaque	First Responders (Nominated by Organization) Maximum of Three Total Nominations per Organization (13 Organizations) (Max 39 awards)
Outstanding Service and Leadership/Mentoring	Award/Plaque	Health care (Nominated by Organization) Maximum of Three Total Nominations per Organization (4 Organizations) (Max 12 awards)
Volunteer of the Year	Award/Plaque	One Award

On recommendation of Councillor Beaver seconded by Deputy Warden Malloy, Council approve the proposed Community Heroes Appreciation Event award categories, nomination process, and number of awards per category as outlined in the report.

Recommendation approved.

b. Staff Report – Source Water Protection Plan

- Director of Public Works Teddy Stevens presented the Source Water Protection Plan staff report. The report is included in distributed meeting materials.
- Council discussed appointing a Council representative to chair the committee.
- Councillor O'Connell volunteered, noting the water utility that this plan relates to is within his district.

On recommendation of Councillor Tibbo seconded by Councillor Beaver, Council appoint Councillor Dana O'Connell as a member and Chair of the Source Water Protection Committee for the remainder of the current Council term or until a successor is appointed by Council.

Recommendation approved.

c. Staff Report – Recplex Drilled Well

- CAO, Lesley McFarlane presented the Recplex Drilled Well staff report. The report is included in distributed meeting materials.

On recommendation of Councillor O'Connell seconded by Councillor Beaver, Council ratify the expenditure of $6,500 plus HST to Strait Engineering for professional fees to prepare a submission to the Sustainable Communities Challenge Fund, to provide water resiliency for the Recplex and a public potable water filling station, to be funded from the municipality's capital reserve.

Recommendation approved.

d. Staff Report – Coastal and Watershed Planning

- CAO, Lesley McFarlane presented the Coastal and Watershed staff report. The report is included in distributed meeting materials. The report was presented For Information.

e. Staff Report – Port Bickerton Beach – Seascape Certification (added item)

- CAO, Lesley McFarlane presented the Port Bickerton Beach staff report.
- Council reviewed the Port Bickerton Beach – Seascape Certification staff report. The report outlined Tourism Guysborough County Association's proposal to promote public access to Port Bickerton Beach through the existing municipal trail as part of the SEASCAPE coastal scenery certification program, including the installation of interpretive signage at the existing trailhead parking area.
- Council discussed the proposed initiative and expressed general support. No concerns were raised regarding the proposed use of the existing trail or the installation of interpretive signage.

f. IAAC Submission Response – 15 Mile Processing Hub Project (added item)

- Council discussed the Impact Assessment Agency of Canada (IAAC) planning phase for the proposed 15 Mile Processing Hub Project. The project remains in the early stages and that additional opportunities for municipal input will occur as the process progresses.
- A proposed draft submission was presented for Council's consideration, outlining matters which Council may wish to ensure are addressed in the upcoming Impact Assessment. These matters included Environmental Protection, Infrastructure and Public Safety, Economic and Community Benefits, as well as a requirement for ongoing engagement with the public and the municipality's Council.
- Discussion included the importance of due diligence, and the Municipality focusing on sharing areas of municipal concern that are important not to be missed in the impact assessment.
- Councillor Beaver expressed support for requesting a formal federal assessment and noted concerns regarding potential impacts on municipal roads within his district.
- Council agreed that references suggesting Council was speaking on behalf of all residents should be removed from the proposed correspondence, as there has not been a recent direct consultation with residents on this matter.

On the recommendation of Councillor Beaver, seconded by Councillor O'Connell, Council approves that the final paragraph of the Municipality's submission to the Impact Assessment Agency of Canada (IAAC) regarding the 15-Mile Processing Hub Project be amended by replacing the existing final paragraph with *the following: "Based on the points raised above, we urge the IAAC to consider a formal federal impact assessment of the proposed project."*

Councillor Tibbo and Deputy Warden Malloy voted in the minority.

Recommendation approved.

On the recommendation of Councillor O'Connell, seconded by Deputy Warden Malloy, Council recommends forwarding the IAAC submission response for the proposed 15 Mile Processing Hub Project, as amended, removing the reference to residents in the final paragraph, and revising the word 'urge' to the word 'recommend.'

Councillor Tibbo voted in the minority.

Recommendation approved.

Adjournment

There being no further matters of business, Warden Fuller declared the meeting adjourned at 6:04pm.

Motion approved.

Recorded By	Approved By
Janelle Fleet, Interim Municipal Clerk	Warden Fuller

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, June 3rd, 2026, at 5:03pm 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
Janelle Fleet, Interim Municipal Clerk

3. Additions to the Agenda:

- There were additions to the agenda
- Item 7.c. Letter from Strait Area Chiefs, Mayors and Wardens re: Cell Service in Strait Region
- Item 8.f. Letter to Sherbrooke Village re: General Government Grants Funding Allocation

4. Approval of the Agenda:

On the motion of Deputy Warden Malloy and seconded by Councillor O'Connell, Council approved the agenda as amended.

Motion approved.

5. Approval of Minutes:

On the motion of Warden Fuller, hearing no errors or omission to the previous minutes, Council approved the minutes of the COTW Meeting held May 6th, 2026.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

a. Letter of Support for Additional NSCC Strait Campus Student Residence

- Council reviewed this correspondence.
- Council directed staff to include the Municipality's name in support of the letter.

b. Seamen's Memorial

- Council reviewed this correspondence.

On recommendation of Councillor Beaver, seconded by Deputy Warden Malloy, Council authorize Warden Fuller to attend the 50th Annual Provincial Seamen's Memorial Service in Canso on August 9, 2026, as a representative of the Municipality of the District of St. Mary's, with mileage and related expenses reimbursed in accordance with the Municipality's Travel and Expense Policy.

Recommendation adopted.

c. Strait Area Chiefs, Mayors and Wardens re: Cell Service in Strait Region

- Council reviewed this correspondence.
- Council directed staff to include the Municipality's name in support of the letter.

8. Other Matters of Business:

a. Staff Report – REMO Shared Service Agreement

- Please see distributed meeting materials for staff report.
- CAO, Lesley McFarlane presented the REMO shared Service Agreement staff report.

On recommendation of Deputy Warden Malloy, seconded by Councillor Beaver, Council approve entering into the Guysborough County Regional Emergency Management Organization Shared Services Agreement as presented.

Recommendation adopted.

On recommendation of Councillor O'Connell seconded by Councillor Tibbo, Council repeal the existing municipal Emergency Measures By-Law.

Recommendation approved.

On recommendation of Councillor Beaver, seconded by Councillor Tibbo, Council give First Reading to the Regional Emergency Management Organization By-law and direct staff to provide notice in accordance with the Municipal Government Act.

Recommendation adopted.

b. Staff Report – Diamond Finance System End of Life

- Please see distributed meeting materials for staff report.
- CAO, Lesley McFarlane presented the Diamond Finance System End of Life staff report.
- Council inquired about the reasons for the Diamond Finance System reaching end-of-life status.
- Council expressed support for moving to a system utilized by other municipalities to facilitate training, collaboration, and access to additional support resources during the transition period.

On recommendation of Deputy Warden Malloy seconded by Councillor Beaver, Council recommend that the CAO to be authorized to enter into an agreement with Naviline Central Square Solutions for the Municipal Finance System.

Recommendation adopted.

c. Staff Report – Rezoning Request
- CAO, Lesley McFarlane presented the Rezoning Request Staff Report.

On recommendation of Councillor O'Connell, seconded by Deputy Warden Malloy, the Committee of the Whole acting in the capacity of the Planning Advisory Committee recommend that Council authorize staff to schedule a public hearing for the Rezoning request for PID #37529856 at 5pm on July 15th, 2026, prior to the meeting of Council.

Recommendation adopted.

d. IDEAA Citizen Member Appointments

On recommendation of Deputy Warden Malloy seconded by Councillor Tibbo, Council appoints applicant 1, applicant 2, applicant 3 & applicant 4 to the Inclusion, Diversity, Equity, Anti-Hate & Accessibility Advisory Committee.

Recommendation adopted.

e. Staff Report – Pride Weekend Flag Raising Ceremony
- CAO, Lesley McFarlane presented the Pride Weekend Flag Raising Ceremony staff report.

On recommendation of Deputy Warden Malloy, seconded by Councillor Tibbo, Council recommend hosting a flag raising ceremony to kick off Pride Weekend celebrations on June 12–14, 2026, and annually in years when Pride Weekend celebrations are held.

Recommendation adopted.

f. Letter to Sherbrooke Village re: General Government Grant Funding Allocation
- Council directed staff to send this letter to York Lethbridge, Sherbrooke Village Executive Director.

Adjournment

There being no further matters of business, Warden Fuller declared the meeting adjourned at 5:45pm.

Motion approved.

Recorded By Janelle Fleet, Interim Municipal Clerk	Approved By Warden Fuller

Staff Report

Staff Report – Rezoning Request for a Portion of PID 37503547

SUMMARY

The Municipality has received a request from Wilson Cove Estates requesting amendments to the Land Use By-law to rezone portions of PID 37503547. The application requests that approximately 18 acres be rezoned from Rural Resource (RR) to General Commercial (GC), and approximately 5 acres be rezoned from Rural Resource (RR) to Mixed Use (MU).

The Development Officer has reviewed the application and has confirmed alignment with the Municipal Planning Strategy, and recommended that this request proceed through the rezoning process. The COTW acting as the Planning Advisory Committee's decision at this stage is whether to recommend Council authorize staff to schedule the statutory Public Hearing required under the Municipal Government Act.

BACKGROUND

On July 5, 2026, the Municipality received an application from Wilson Cove Estates requesting amendments to the Land Use By-law affecting portions of PID 37503547. The application proposes:

- rezoning approximately 18 acres from Rural Resource (RR) to General Commercial (GC); and
- rezoning approximately 5 acres from Rural Resource (RR) to Mixed Use (MU).

The application requests to rezone portions of the property rather than the entire parcel. This is permissible under the Municipal Planning Strategy (MPS) and Land Use By-Law (LUB).

The requested uses for the new General Commercial portion of the PID are Retail, Offices and Professional Services, and Construction Supply Yards, etc. The requested use of the Mixed-Use portion of the PID is for multi-unit dwellings.

A review of the Land Use By-Law was carried out, and it was determined that the property is currently zoned Rural Resource, which permits many types of commercial and residential uses as well as light industrial uses, however, the Rural Resource zone does not permit the requested uses. Rezoning the portions of the PID to GC and MU is required in order for the land to be used for the intended purposes.

CONSIDERATIONS

The Municipal Planning Strategy identifies both the General Commercial and Mixed Use zones as permitted within the applicable land use designation, and the *Municipal Government Act* permits amendments to the Land Use By-law at the request of a property owner.

Policy 3-63 of the MPS identifies zones which are permitted within the Core Designation which includes **General Commercial** and **Mixed Use.**

Section 4.3, Subsection 4.1.1 states that the Land Use By-Law may be amended (rezoning) following the procedures outlined in the MGA and can be initiated by a request from the 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:
a) Request a policy report and recommendation from the Planning Department or Development Officer;
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;
c) Comply with all legal requirements concerning amendments to the Land Use Bylaw as set out in the Municipal Government Act;
d) Ensure the applicable public participation policies have been satisfied; and
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.

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 in 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
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.

The Development Officer has reviewed the application and determined that the requested LUB amendment is consistent with the MPS. The Development Officer therefore recommends that the request proceed through the process at Figure 1.D of the Land Use By-Law, which is the LUB Amendment Process (rezoning), including the statutory public consultation process.

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.

RECOMMENDATIONS

That COTW acting in the capacity of the Planning Advisory Committee approve the application and recommend that Council authorize staff to schedule a Public Hearing at **5:00 p.m. on July 30, 2026**, respecting the application to amend the Land Use By-law by rezoning an 18-acre portion of **PID 37503547** to General Commercial (GC), and a 5-acre portion of **PID 37503547** to Mixed Use (MU) as shown in the attached site plans.

Attachments:
Appendix A – Portion of PID 37503547 to be rezoned to General Commercial
Appendix B - Portion of PID 37503547 to be rezoned to Mixed Use

Appendix C – Summary of Policy

Appendix C – Summary of Policy

Policy 3-63 - Zones permitted within the Core Designation	General Commercial Mixed Use	Complies Complies

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

Request a report and recommendation from the Planning Department or Development Officer	Completed
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
Comply with all legal requirements concerning amendments to the Land Use Bylaw as set out in the Municipal Government Act.	Complies
Ensure the applicable public participation policies have been satisfied.	Staff must follow MGA requirements for public consultation
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

Policy 4-13
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. To be determined through building and development permit process.
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