



# Municipality of the District of St. Mary's

Regular Council Meeting  
Monday, September 12, 2022

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

## **1. Meeting, Date & Time:**

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, September 12<sup>th</sup>, 2022, at 7:00 pm at the Indian Harbour Lake – Jordanville Community Centre, Indian Harbour Lake, N.S.

## **2. Attending:**

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

## **Absent with Regrets:**

Councillor Harpell  
Mallory Fraser, Municipal Clerk

## **Also Attending:**

Marissa Jordan, Chief Administrative Officer (CAO)  
Marian Fraser, Director of Finance (DOF)

## **3. Additions to the Agenda:**

- There were no additions to the agenda.

## **4. Approval of Agenda:**

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

***Motion approved.***

## **5. Approval of Minutes:**

*On motion of Councillor Mailman and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held July 11<sup>th</sup>, 2022.*

***Motion approved.***

*On motion of Councillor Malloy and seconded by Councillor Zinck, Council approved the minutes of the Special Council Meeting – Public Hearing held July 20<sup>th</sup>, 2022.*

***Motion approved.***

*On motion of Councillor Baker and seconded by Deputy Warden Fuller, Council approved the minutes of the Special Council Meeting held July 20<sup>th</sup>, 2022.*

***Motion approved.***

## **6. Business Arising from the Minutes**

- There was no business arising from the minutes.

## **7. Recommendations from Internal Committees of Council**

Committee of the Whole, July 20, 2022 – No absences

*On motion of Councillor Malloy, and seconded by Councillor Zinck, Council agreed to adopt the amendments to the Presentations to Council Policy as presented.*

**Motion approved.**

*On motion of Councillor Baker and seconded by Councillor Mailman, Council agreed to adopt the Land Development Committee Policy as presented.*

- The CAO recommended Council consider amending section 5.1.3 on page 2 to remove the word 'one' and use members for the flexibility for staff.
- Warden Wier also asked to have Council consider amending section 5.1.2 on page 2 to include the words "maximum of" before "two voting members".

*On motion of Councillor Baker and seconded by Councillor Mailman, Council agreed to amend the motion by inserting the words 'with the amendments to page 2, section 5.1.3 to remove the word one and use members and to change section 5.1.2 to read a maximum of two voting members.'*

**Motion approved.**

*On motion of Councillor Zinck, and seconded by Deputy Warden Fuller, Council agreed to appoint Applicant B (Jake Chisholm) and Applicant C (Leigh Ellen Walsh) as committee members from the public to the Land Development Committee.*

- The CAO updated Council that it has been brought forward that Applicant B, Jake Chisholm is not a permanent resident of the Municipality.

*On motion of Councillor Zinck, and seconded by Deputy Warden Fuller, Council agreed to amend the motion by striking the words 'Applicant B (Jake Chisholm) and' and add the words 'omit Applicant B (Jake Chisholm)' after the words '(Leigh Ellen Walsh)'.*

**Motion approved.**

Committee of the Whole, September 7, 2022 – Absent: Councillor Harpell & Councillor Mailman

*On motion of Councillor Baker and seconded by Councillor Malloy, Council agreed to add Old Fashioned Christmas as a standing outside committee of Council.*

**Motion approved.**

*On motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council agreed to proceed and sign the contract with the Provincial Department of Public Works and BD Clifton for the Sherbrooke Main Street Capital Projects, including replacement of storm sewer, library beautification, paving of Main Street, sidewalks and paving of 16 main parking lot.*

**Motion approved.**

*On motion of Councillor Malloy and seconded by Councillor Zinck, Council agreed to proceed and sign the contract for the upcoming approved project with Infrastructure Canada dated June 28<sup>th</sup>, 2022.*

**Motion approved.**

Audit Committee, July 21<sup>st</sup>, 2022

*On motion of Councillor Baker and seconded Councillor Malloy, Council approved the Mileage/Expense Policy with the amendment to section 2 for accurate reflection the MGA section.*

**Motion defeated (7 nays).**

- Council directed staff to include a definition of 'personal reasons / business' within the policy.

*On motion of Warden Wier and seconded by Councillor Zinck to table the Mileage and Expense Policy until the next Committee of the Whole meeting.*

***Motion approved.***

Audit Committee, September 8<sup>th</sup>, 2022

*On motion of Deputy Warden Fuller and seconded by Councillor Zinck, Council approved the 2021/22 Audited Consolidated Financial Statements & the Water Utility Financial Statements as presented.*

***Motion approved.***

*On motion of Councillor Baker and seconded by Councillor Malloy, the Committee approved the Audit Committee Policy as presented.*

***Motion approved.***

## **8. External Board / Committee Reports**

a. Sherbrooke Restoration Commission, May – Deputy Warden Fuller

- Please see the attached report.

b. Sherbrooke Restoration Commission, June – Deputy Warden Fuller

- Please see the attached report.


## **9. CAO Report:**

- CAO, Marissa Jordan highlighted ongoing projects including the Municipal Electoral Boundary review. Consultants have completed the data collection phase for Council Size analysis. They will present their recommendation at the Committee of the Whole meeting in October.
- Work has continued with the Municipal Planning Strategy & Land Use Bylaw. The First Reading is scheduled for this Wednesday, September 14<sup>th</sup> for Councils consideration. If it is given first reading, then the Public Hearing phase will occur in October.
- The Streetscapes project that was planned to begin last fall and was delayed due to storm water sewer infrastructure is going to begin this fall. The project includes updating storm water infrastructure, paving of Main Street, paving of 16 Main Street Parking Lot, sidewalks on the Clover Farm side of Main Street and beautification to the Sherbrooke Public Library.
- Council asked if it is possible to begin planning for upgrades to the water utility system as budgeting allows. The CAO updated Council that the Water Utility has experienced many issues lately. Public Works Staff have been working hard to manage these occurrences. The Director of Public Works is working to implement new monitoring systems to help the efficiency of the Water Treatment Plant. The lateral lines that run from the main water lines to the resident's home are beginning to see wear, the Director of Public Works is working to plan for this. Due to new asset management requirements, there will be a lot more focus on asset management and efforts to acquire more details and reports on how to make the Water Treatment Plant more efficient and to maintain the assets.
- Council asked if the EV Charging Station Project is set to begin in October. The CAO updated Council that the project is set to begin in October.
- Council asked about the Fire Services Maps. The CAO updated Council that Map Order Forms have been sent out to all Municipal Volunteer Fire Departments so that departments could order a map to suit their individual needs.

**Adjournment:**

*On motion of Councillor Malloy, and seconded by Councillor Baker, there being no further matters of business, Council adjourned at 7:24 pm.*

**Motion approved.**



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Recorded By  
Mallory Fraser, Municipal Clerk



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Approved By  
Warden Wier



# Report to Council

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**Member of Council:** James Fuller

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

**Date Attended:** 11 May 2022      **Location:** Sherbrooke Village

**Agenda Items Discussed:**

Minutes attached

**Key Highlights:**

SHERBROOKE RESTORATION COMMISSION  
MINUTES OF MEETING  
May 11, 2022  
Regular Meeting

**Present:** Commission members Marg Harpell, Chair; Keith Gallant, Vice Chair; Rennie Beaver; James Fuller; York Lethbridge, Executive Director and Lisa Myers, Recording Secretary.

**TEAMS:** Stephanie Smith, Executive Director, Archives, Libraries & Museums, Meghann Jack and Denise Sawlor, Secretary.

**Call to Order:** 12:58 pm by Marg Harpell, Chair.

**Territorial Acknowledgement**

Sherbrooke Restoration Commission would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) Peoples first signed with the British Crown in 1725.

**Agenda:**

Motion to approve the amended agenda for May 11, 2022, was moved by Rennie Beaver and seconded by James Fuller. Motion carried.

Meghann Jack joined the meeting at 1:01pm.

**Welcome:**

York Lethbridge the new Executive Director was introduced and welcomed to the meeting.

**Minutes:**

Motion to approve the minutes of March 30, 2022, Regular Meeting was moved by Rennie Beaver and seconded by Meghann Jack. Motion carried.

**Business Arising from the minutes:**

None.

**Action Plan:**

The Action Plan was reviewed and discussed.

# 18. Stephanie Smith will confirm with Roger Lewis on his availability for the end of June or early of July to discuss Provincial Indigenous Engagement.

# 21. St. Mary's Academy scholarship of \$ 500.00 will be awarded to the student that excels in History, Canadian History, or a student in need.

# 38. Todd Labrador has been confirmed for September 14 and 15, 2022.

#55. An email was received explaining who is responsible for records. Administration records are to follow Provincial guidelines and Commission records are to follow their own guidelines.

**Executive Director's Report:**

The Executive Director has been focusing efforts on the season opening. All staff letters have been sent out with a recall date of June 5,2022. The village will open to the public on June 16,2022. The plan is for a 12 week season with hopes of a 2 week extension. Applications for interpreters and admin staff vacancies are under review.

**Financial report:**

Lisa Myers confirmed that Worker's Compensation (WCB), and source deductions are paid and up to date.

Motion for the Commission to accept the financial reports for March 2022 as presented was moved by Marg Harpell and seconded by Rennie Beaver. Motion carried.

**Indigenous Interpretation Plan:**

No report.

York Lethbridge attended a NS Indigenous Tourism Network meeting.

**Correspondence:**

None.

**New Business:**

Keith Gallant will be sending out invitations for a reception at the Exhibit Centre to celebrate the addition of the Frank Jordan and Lomas family fonds to the Genealogy Research Centre's collection.

Keith Gallant made a motion to rescind the current COVID vaccination policy and replace it with operational procedures. Motion seconded by Jim Fuller. Motion carried.

**History Minute:**

Keith Gallant made a presentation about the Caledonia Hotel/Silver's Inn.

**Next Meeting:**

Date: Wednesday, June 29, 2022. Boardroom

Time: 1:00pm

Lisa Myers left the meeting at 2:52pm.

**HR Committee:**

On motion of Rennie Beaver and seconded by Keith Gallant the Commission went in-camera to discuss personnel matters at 2:52pm.

On Motion of Rennie Beaver and seconded by Keith Gallant the Commission reconvened to regular session at 3:07 pm.

There being no other business, the Chair adjourned the meeting at 3:08pm.

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Denise Sawlor, Secretary

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Marg Harpell, Chair





# Report to Council

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**Member of Council:** James Fuller

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

**Date Attended:** 29 June 2022

**Location:** Sherbrooke Village

## **Agenda Items Discussed:**

Minutes attached

## **Key Highlights:**

SHERBROOKE RESTORATION COMMISSION  
MINUTES OF MEETING  
June 29, 2022  
Regular Meeting

**Present:** Commission members Marg Harpell, Chair; Keith Gallant, Vice Chair; Rennie Beaver; James Fuller; Meghann Jack; Denis Sawlor, Secretary; York Lethbridge, Executive Director; Lisa Myers, Recording Secretary and Stephanie Smith, Executive Director, Archives, Libraries & Museums (arrived 10:46am).

**Guests (Arrived 10:46am):** Laura Bennett, Director, Nova Scotia Museums & Roger Lewis, Curator of Mi'kmaq Cultural Heritage, Nova Scotia Museums.

**Call to Order:** 10:36am by Marg Harpell, Chair.

**Territorial Acknowledgement**

Sherbrooke Restoration Commission would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) Peoples first signed with the British Crown in 1725.

**Agenda:**

Motion to approve the amended agenda for June 29, 2022, was moved by Rennie Beaver and seconded by James Fuller. Motion carried.

To allow for the time requirements for special presentations at this meeting, the approval of the Minutes, Business Arising, and Action Plan items of the May 25th meeting will be postponed until the next scheduled meeting on July 27, 2022.

**Financial report:**

Lisa Myers confirmed that Worker's Compensation (WCB), and source deductions are paid and up to date.

Motion for the Commission to accept the financial reports for May 31, 2022 as presented was moved by Marg Harpell and seconded by Rennie Beaver. Motion carried.

Motion for the Commission to accept the Audited Financial Reports from Grant Thornton for fiscal year 2021-2022 as presented was moved by Rennie Beaver and seconded by Meghann Jack. Motion carried.

Motion for the Commission to have journal entries more than the \$2000.00 threshold and all other journal entries including EFTs to be signed and dated prior to being posted as recommended by Grant Thornton to be implemented was made by James Fuller and seconded by Keith Gallant. Motion carried.

Motion for the Commission to have accounting software upgraded every 3 years was made by Dennis Sawlor and seconded by Rennie Beaver. Motion carried.

**Welcome in Person:**

Our guests, Laura Bennett, Director of Nova Scotia Museums and Roger Lewis, Curator of Mi'kmaq Cultural Heritage, Nova Scotia Museums, were welcomed to the meeting.

**Executive Director's Report:**

The Executive Director, York Lethbridge presented a paper copy of the director's report to the Commission. Motion for the Commission to accept the Executive Director's report was made by York Lethbridge and seconded by Rennie Beaver. Motion carried.

**Presentation by Roger Lewis:**

Introductions were made by Stephanie Smith prior to Roger Lewis' presentation on Mi'kmaq history in this area.

Roger Lewis' presentation focused on Mi'kmaq heritage, with a focus on the area of Sherbrooke, NS.

The Commission and guests proceeded to the McDaniel's Tearoom for lunch followed by a tour of Sherbrooke Village. The tour included stops at several village buildings where Village Artisans made presentations of their craft. The tour also included a trip to the sawmill and woodworking shop.

Meeting and tour adjourned at 3:30 pm.

**Next Meeting:**

Date: Wednesday, July 27, 2022. Boardroom

Time: 1:00pm.

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Denise Sawlor, Secretary

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Marg Harpell, Chair