



# Municipality of the District of St. Mary's

Regular Council Meeting  
Monday, July 10<sup>th</sup>, 2023

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

## 1. Meeting, Date & Time:

Warden Wier called the Regular Council meeting of the St. Mary's Municipal Council to order on Monday, July 10<sup>th</sup>, 2023, at 4:00 pm in Council Chambers.

## 2. Attending:

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

## Absent with Regrets:

Councillor Zinck

## Also Attending:

Marissa Jordan, Chief Administrative Officer (Virtual Attendance)  
Marian Fraser, Director of Finance (DOF)  
Mallory Fraser, Municipal Clerk

## 3. Additions to the Agenda:

- There were no additions to the agenda.

## 4. Approval of Agenda:

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

***Motion approved.***

## 5. Approval of Minutes:

*On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held June 12<sup>th</sup>, 2023.*

***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 – June 21<sup>st</sup>, 2023

*On the motion of Councillor Baker, and seconded by Deputy Warden Fuller, Council agreed:*

- *To adopt the Land Development Committee's "What We Heard and Final Recommendations Report" in its entirety with a focus on priorities one: housing and four: greenhouse gas reduction.*
- *To proceed with G. A Isenor Consulting Limited to perform a water rate study for the Sherbrooke Water Utility in the amount of \$10,700 plus HST and submit/file the application to the NS Utility and Review Board in the 2023/2024 fiscal year.*

- To approve the amendments to the Accessibility Advisory Committee Policy as presented with the addition of having four meetings per year.
- To have the current CAO, Marissa Jordan, work remotely full-time and extend her resignation to continue employment until the newly appointed CAO commences their position. If CAO Jordan at such time cannot provide support with full-time hours, Council agrees to appoint Marian Fraser, Director of Finance, as Interim CAO with compensation as specified in the proposal. Marissa Jordan to provide part-time administrative support to the Interim as the departing CAO, at the hours and compensation as specified in the proposal.
- To have Mallory Fraser, Municipal Clerk added to the Municipal signing authority for documentation with the Royal Bank of Canada, all other signing officers and instructions are to remain the same.

**Motion approved.**

**Committee of the Whole – July 5<sup>th</sup>, 2023 (Absent: Councillor Baker & Councillor Zinck)**

*On the motion of Councillor Harpell, and seconded by Councillor Mailman, Council agreed:*

- To appoint Applicant A- Leigh McFarland and Applicant B- David Nadler, to the Source Water Protection Plan Advisory Committee.
- To appoint Councillor Malloy, Warden Wier, and Deputy Warden Fuller to the Fire Services Advisory Committee.

**Motion approved.**

**8. ACCESS-Ability Funding Approval**

- See the attached staff report.

*On the motion of Councillor Malloy, and seconded by Councillor Mailman, Council awarded the contract to fabricate and install accessible handrails for both entrances at the Sherbrooke Public Library to D.L. Metal Fabrications in the amount of \$10,250 plus applicable HST.*

**Motion approved.**

**9. External Board / Committee Reports**

**a. Eastern Regions Solid Waste Management Committee – Councillor Malloy**

- See the attached report.

**b. Eastern Counties Regional Library Board – Councillor Mailman**

- See the attached report.

**10. CAO Report:**

- See the attached report.
- The CAO provided highlights of what is included in the report.
- The Accessibility Advisory Committee met recently and has appointed their Chair & Vice Chair. The Committee discussed meeting accommodations and training related to accessibility.
- The Systems Assessment Report for the Sherbrooke Water Utility has been completed and will be submitted to the Department of Environment. Staff will be reviewing the recommendations from the proposal and creating a strategy to complete the actions that will be submitted to the Department of Environment in the fall of 2023.

- Over thirty people have signed up to receive fobs to utilize the Fitness Center. The Director of Community Development & Recreation is looking into the possibility of changing the hours for the summer months.
- Council asked about the timeline for No Parking signs for Main Street, Sherbrooke, and the lines for the parking lot at 16 Main Street. The CAO informed Council that the No Parking signs have been received and staff are working to gather information on the standards for the signs from the Provincial Department of Public Works. The lines in the 16 Main Street Parking Lot will be completed within the next two weeks.

### **11. Recplex Repair Tender**

- See the attached staff report.

*On the motion of Councillor Baker, and seconded by Councillor Harpell, Council awarded the tender for Recplex Repairs to A. T. Home Construction in the amount of \$48,048.50 plus HST with any unexpected additional repairs at a cost of \$100 per linear foot as specified on the bid form.*

***Motion approved.***

### **12. In-Camera: Land Matters**

***On the motion of Councillor Malloy, and seconded by Councillor Harpell, Council moved in-camera for land matters at 4:18 pm.***

***Motion approved.***

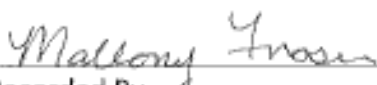
***On the motion of Councillor Baker, and seconded by Councillor Malloy, Council reconvened to regular session at 4:50 pm.***

***Motion approved.***

### **Adjournment:**

*On motion of Councillor Mailman, and seconded by Councillor Harpell, there being no further matters of business, Council adjourned at 4:51 pm.*

***Motion approved.***

  
 Recorded By  
 Mallory Fraser, Municipal Clerk

  
 Approved By  
 Warden Wier



## ACCESS-Ability Funding Approval

Economic Development

### SUMMARY

The Nova Scotia Department of Communities, Culture, Tourism, and Heritage has approved funding in the amount of \$5700.80 to the Municipality of the District of St. Mary's through the ACCESS-Ability Program for the installation of accessible handrails at the entrances of the library at 11 Main St. in Sherbrooke. The ACCESS-Ability program offers funding of up to 66% of the project cost. St. Mary's has been awarded 55.6%.

### BACKGROUND

The ACCESS-Ability funding was applied for in February 2023 in response to the discovery that the railings removed for library improvements (Sherbrooke Streetscape Project) were in need of repair. Those railings were removed, and new temporary wooden railings were installed with the intention to replace with more robust metal handrails that conform to Nova Scotia's interim Accessibility Guidelines for Indoor and Outdoor Spaces.

### CONSIDERATIONS

This project is aligned with the Municipality's commitment to provide public buildings and public spaces that are accessible to people of all ages and abilities, whether owned, leased or operating the space. This project demonstrates leadership in the Municipality, which aims to also encourage citizens, community organizations and the business community to make other public and private spaces accessible.

This commitment is outlined in the recently approved An Accessible St. Mary's – An Accessibility Plan for the Municipality of the District of St. Mary's created in response to Nova Scotia's *Accessibility Act- Bill 59* (2017).

Quotes for replacement with handrails that conformed to the Nova Scotia interim guidelines for accessibility were requested after this discovery in December of 2022 and the below was received.

Company	Amount (ex. HST)
DL Metal Fabrication	\$10,250.00
MacGregor's Industrial Group/ Customer Machining Ltd.	\$11,785.00

The most competitive quote was \$10,250 plus HST.

# Staff Report



## RECOMMENDATIONS

*Recommend Council to award D.L. Metal Fabrication the contract in the amount of \$10,250 + HST to fabricate and install accessible handrails for both entrances at the municipal library located at 11 Main St. Sherbrooke.*



# Report to Council

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**Member of Council:** Beulah Malloy

**Board/Agency/Organization:** Solid Waste

**Date Attended:** June 27/23

**Location:** Guys. Municipal Office

ERSWM Meeting – Tuesday, June 27th, 2023

ERSWM Compliance Vehicle

- Kevin updated the Committee Members on the new truck as to when it will arrive. We were told that possibly in the next few weeks that it should be available.

Items Needed for Display Booth

- A new banner was purchased and set up in the boardroom for Committee Members viewing.
- I showed the Committee Members the Tabletop Banner that I have on order and will be arriving next week.

Committee Meeting Discussion

- This discussion will be tabled till September.
- Donnie (Chair) will look more closely at the Terms of Reference and Committee will decide then (September) to hold meetings every 2 months instead of every month.

CCC – Carton Council of Canada's Community Education Award

Tanya applied for the award and if we meet all the eligibility by November 3<sup>rd</sup> we will receive \$2000.

The purpose of this award is to (1) Demonstrate that your website accurately and clearly defines carton recycling and (2) Provide at least 2 other examples of communications and /or marketing activities conducted during the campaign period that promotes recycling in general, while also prominently including cartons.

Jacqueline Dort Memorial Bursary

Tanya updated the committee that Khalee Chisholm from Ecole Acadienne De Pomquet was this years Bursary winner out of the 5 applicants that applied.

East Coast Credit Union and Isaac Harbour Villa Presentations

Tanya informed the committee that both presentations went well.

In September Tanya will look into the possibility of Municipal Unit Presentations.

Divert NS Litter Intervention Funding Program

Tanya informed the committee that a new Litter Intervention Funding Program is available.

The purpose of the funding is to assist municipalities and waste authorities throughout Nova Scotia with the implementation and testing of various litter reductions interventions.

Tanya handed out and emailed the required information to each Municipal Member

Next regular ERSWN meeting will be held on Thursday,September 28<sup>th</sup>,2023.



# Report to Council

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**Member of Council:** Courtney Mailman

**Board/Agency/Organization:** Eastern Counties Regional Library

**Date Attended:** June 15, 2023      **Location:** Mulgrave

## **Agenda Item:**

1. Welcome
2. Approval of agenda
3. Minutes from April 20, 2023
4. Business arising
5. Financial update
  - A) March 31st income statement
  - B) 2022 draft audit review session with MNP
6. Personnel Committee Report
7. CEO report
8. Budget discussion and draft review.
9. Update on CORL funding visioning document endorsement
10. Vehicle purchase
11. Board governance workshop follow-up
  - A) Strategic planning grant application

12. Annual report draft approval
13. EDI-
  - A) Pronoun usage handout
14. Library Reports
15. LBANS report-deferred due to time constraints
16. Date of next meeting September 21, 2023
17. Adjournment

#### AGM

1. Welcome
2. Approval of agenda
3. Minutes of June 6, 2022 AGM
4. Business arising from the minutes
5. Audited financial statements 2022-2023
6. Operating budget 2023-2024
7. Election of officers (remaining the same)
8. Adjournment

### ADMINISTRATION DEPARTMENT

#### CAO Position Advertisement and Executive Recruitment Services

Council awarded the tender for executive recruitment services to Gerald Walsh Associates. Council had their first meeting with the consultant and has chosen to strike a selection committee to assist in the recruitment and selection of the new CAO for the Municipality. The composition of the Committee will consist of four Councillors and Guysborough's current CAO, to perform 2 rounds of interviews. The first round of interviews is scheduled to occur in July.

#### Eastern Shore Flood Line Mapping

The draft final report, model and flood map had been released to staff for comment with the Stakeholders and Rights-holders presentation held on June 6th, 2023. Final comments have been submitted from Staff and Stakeholders and the final report, model and flood Line Maps are currently in production.

#### Land Development Committee:

The Land Development Committee held their ninth meeting on June 6<sup>th</sup>, 2023. The committee heard feedback as per the Land Development Committee Policy regarding perspectives considered in land development decisions. The Committee is near the end of its mandate with a "*What We Heard and Final Recommendations Report*" submitted to Council for approval including the creation of actions and pathways that Council can take regarding municipal owned properties.

#### Sherbrooke Streetscaping:

Plants and flowers are now placed in their respective garden boxes. Reporting for funding partners has been submitted. The final touches include parking lot line painting and erection of No Parking signs on Main St. scheduled for completion this summer.

#### Guysborough County Housing Network (GCHN)

A public engagement event for Housing Needs in St. Mary's was held on Saturday, June 17<sup>th</sup>, 2023. The next GCHN meeting will be July 19<sup>th</sup>, 2023, at 2pm. New members from St. Mary's are welcome to join the network and upcoming board positions for the non-profit housing association.

#### Accessibility Advisory Committee

The Accessibility Advisory Committee met and welcomed new members to the Committee. The Committee appointed a chair and vice chair, discussed meeting accommodations and Accessible Foundations Training.

### Source Water Protection Plan

The 2023 Clean Foundation Intern has started the hybrid position of Source Water Protection Plan Coordinator in May and has completed the review and gap analysis of the current plan and previous goals and objectives. The coordinator will continue to research, amend the current plan, and develop a monitoring plan while creating awareness for the protected area and how the community can contribute to its protection. The new Source Water Protection Advisory Committee will review the proposed plan, mission and vision statement and gap analysis. The feedback from the advisory committee will be incorporated into the SWPP. The coordinator is also preparing an information booth for River Days, a presentation for Summer Day Camp as well as creating flyers and posters to raise awareness of Source Water Protection.

### Tourism Guysborough County Association

A web developer contract has been awarded for the update to the VisitGuysborough.ca website and preliminary user features have been approved. A physical & digital asset inventory is currently underway to determine gaps and funding focus.

### Committee/Policy Work:

Staff continued work on the Human Resource Policy. The revised policy will be for Council's review at a COTW in July/August. Staff also made the changes to the Comfort Centre Policy as directed by Council. The Policy was presented to Council on June 7<sup>th</sup>, 2023 for Council consideration and approval.

### AMANS Conference

Administrative staff attended the AMANS Conference in Truro from June 14<sup>th</sup>-16<sup>th</sup>. The Municipal Clerk participated in the Accessible Foundations Training, workshops with a focus on Using Plain Language in Municipal Communications, and Succession Planning and listened to keynote speakers.

### AMANS Community of Practice Meetings

The Accessibility Coordinator (Municipal Clerk) has participated in AMANS Community of Practice Meetings. These meetings provide a platform for Accessibility Leads from various Municipalities to discuss their work including successes, barriers and get advice from others.

### FINANCE DEPARTMENT

#### Property Taxation

Staff continue to serve residents and assist with property tax payments, the due date for the 2023/24 Taxes is July 31<sup>st</sup>, 2023. All payment methods are listed on the back of the tax bill along with on the municipal website. All documentation and property tax invoices have also been sent to mortgage companies for applicable accounts.

Staff continued to process updates received from PVSC regarding address changes and property title changes. The appeal process will take place over the next couple months where any property owners who have appealed their assessments could potentially be contacted by an accessor with PVSC.

A reminder that the municipal low-income property tax exemption form for 2023-2024 are now being accepted. The provincial rebate for property taxes is generally available after July 1<sup>st</sup>, municipal administrative staff can help assist residents with completing both rebates if requested.

#### Property Taxes Collected

By fiscal year as of June, 2023

- 2023-2024 Taxes – 25.14% Collected
- 2022-2023 Taxes – 95.77% Collected
- 2021-2022 Taxes – 98.13% Collected
- 2020-2021 Taxes – 99.04% Collected
- 2019-2020 Taxes – 96.88% Collected

#### Financial Statements and Reporting

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required.

#### Human Resources

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules, position interviewers, orientation binders, timesheet summaries, ROE's, as needed/required.

### PUBLIC WORKS DEPARTMENT

#### Human Resources

Currently training staff in the water utility and wastewater sections with the intention that staff obtain additional certificates/credentials in the field. This month, the Public Works Operator was successful in obtaining his Level 1 Water Treatment ticket and will be writing his Level 1 Wastewater Treatment ticket in the coming months. The Public Works Assistant will be writing his 2nd Class Refrigeration ticket in July.

#### Sherbrooke Water Utility

Public Works staff have been working diligently to try and increase the efficiency of the Water Treatment Facility. Public works identified and repaired a leak in the main line between 8208 and 8218 HWY 7.

#### Sherbrooke Sewer Treatment

Public Works continues to monitor the equalization pumps at the sewer treatment facility. Public Works discovered a pipe rupture in the Hospital Road lift station. Although it is still keeping up with the flow, staff are in the process of having the piping replaced as well as purchasing and installing the second pump for that lift station. Staff also completed extensive cleaning and repair of the Sewage Treatment facility to ensure everything is working properly and efficiently.

#### Recplex Facility

Public Works staff are currently awaiting the repair of the Recplex facility. The tender was posted by administration and are awaiting responses.

#### Transfer Station

Public Works staff has barricaded off two buildings at the Transfer Station as a result of severe damage which occurred during hurricane Fiona. Public Works is still working with the public to ensure that normal operation of the facility occurs while we await further direction of where we go with the buildings. A tender for the demolition of the damaged buildings will be issued in July. Public Works are working with a hydrogeologist and DOE to bury the current C&D pile at the transfer station along with plotting a new cell.

#### Department of Environment Annual Directives

Staff have submitted the SAR report to DOE. R.V. Anderson completed the SAR report and their consulting services.

### COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

#### Fitness Centre Fob Program

The St. Mary's Fitness Centre has over 30 users who have purchased a fob to utilize the facility. A preventative maintenance was performed at the facility in June and the new treadmill purchased through Active Communities Fund funds is now on site and in use. Staff will be developing documentation to receive bids from the public to purchase the replaced treadmill.

#### Community Library Boxes

A request for quotes will be re-issued to build the community library boxes. Staff are still hoping to install 6 boxes throughout St. Mary's. Locations of boxes in some communities are still undetermined.

#### Goshen Soccer Skills Program

The Community Development & Recreation Department is providing leadership and support to volunteers in Goshen to start a summer soccer skills program for children ages 4-8. The Municipality submitted a Sport Nova Scotia Sport Fund application to assist with the purchase of equipment for the program. Volunteers have secured a sponsorship through the Timbits Program. This sponsorship provides jerseys, socks and medals to each participant. The head coach of the program has undertaken a training course through Soccer Nova Scotia. This will help volunteers lead skills programming that will meet Soccer Nova Scotia standards. The program is slated to begin July 15<sup>th</sup>.

#### Volunteer Appreciation Program

Mike Porter has been selected as Volunteer of the Year for St. Mary's. An announcement was included in the July Municipal Newsletter and will be announced on social media and the Municipal Website. Mike will be invited to attend a Volunteer Award Luncheon Event in Halifax in September hosted by the Province. He will be honoured by the Municipality at a Volunteer Appreciation event held in the fall in St. Mary's.

#### Before and After Program

Planning is underway for the 2023/24 Before and After Program. Registration is currently open for families to register their children in the program, which will start on the first day of school in September.

### Program Delivery

The Community Development and Recreation Department offered the following programs in May 2023:

- Yoga
- Pickle Ball
- Before and After Program
- Eco Explorers
- Happy Feet

### St. Mary's Transit Project

The first 5 subscribers for the St. Mary's Transit Board have been selected. Members are currently working to complete their Memorandum of Association and By-Laws in order to register with Registry of Joint Stocks. It is anticipated this will be completed and submitted by the end of July.

### St. Mary's Active Transportation Plan

The Municipality has hired UPLAND Consulting to lead the development of an Active Transportation Plan utilizing 100% funding from the Federal Government's Active Transportation Fund. A project start-up meeting took place in June. Consultations will take place in the fall.

### Summer Day Camp Programming

Planning for the 2023 Summer Day Camp program in St. Mary's continued in the month of June by the Community Development and Recreation Department. The final registration number for the program was 37 children, with an average anticipated attendance of 20 children per day.

Many partnerships have been established for day camp, including programming support by Schools+ on four days over the summer, visits from StFX Engineering, Dalhousie Engineering, Soap Company of Nova Scotia, Bigger Dreams Farms, Sherbrooke Village, RCMP, Sherbrooke Fire Department, Department of Natural Resources and Renewables, Whale Sanctuary, Nimrod's Campground, Sherbrooke Library, Highcrest Nursing Home, Clean Foundation, River Association, and Watermill Grove. There are other opportunities for program partnership that are still being developed. Day camp begins on July 4<sup>th</sup> and takes place Monday-Thursday until August 24<sup>th</sup>.

### Kayak Classes

The Municipality is working with outfitter Liverpool Adventure Outfitters to host a series of two-hour beginner kayaking classes for individuals 12+. Classes will cost \$40 and will take place at Nimrod's Campground on August 29<sup>th</sup>, 2023.



### Junior Leaders Program

Junior Leaders will once again be hosted by the Community Development and Recreation Department over the summer of 2023. This program will be for students entered grades 7 and 8. The program will focus on developing leadership skills, getting hands on experience leading & assisting with day camp programming, gaining resume and interview skills and much more. Staff are currently developing the program planning for Junior Leaders.

### 2023 Canada Day Celebrations

Planning for the 2023 Canada Day event continued in June. The Municipality received \$2250 in sponsorships for the event. The funding enabled staff to secure additional inflatable games and add a second reptile show with additional animals to the schedule. All other events were slated to take place as scheduled.

### Guysborough County 55+ Games

Planning is underway for the Guysborough County 55+ Games. The Organizing committee for this event is made up of recreation departments from the three municipal units in Guysborough County and senior volunteers. The committee is currently working on finalizing a contract with a potential host for the event. The event is slated to take place October 4<sup>th</sup> and 5<sup>th</sup>, 2023.

### Kids First Summer Programming

Through Active Communities Fund funding, the department is supporting the offering of parent and tot programming throughout the summer. Activities will be offered on Wednesdays throughout the Municipality for families of young children. There will be games, prizes and snacks.

July 10<sup>th</sup>, 2023

Date

A handwritten signature in blue ink that reads "Marissa Jordan".

Marissa Jordan, CAO

## Tender- Recplex Repairs

Chief Administrative Officer

### SUMMARY

The Municipality of the District of St. Mary's issued a tender for repairs to the Recplex Facility at 164 Old Road Hill, Sherbrooke NS. 2.1 The work is to include the provision of all labor, materials and equipment required for the removal, disposal and replacement of a portion of the current Recplex siding.

### BACKGROUND

During a site assessment in the spring, PW staff noticed that there were portions of the siding that needed replacement, as well as some sections of wall/framing that were in need of repair prior to putting new siding on.

Staff from the municipal Administration, Public Works, and Community Development and Recreation Departments, worked together to put in an application for repairs to the Recplex exterior and sprinkler system. This application Rink Revitalization Fund through the Provincial Department of Communities, Culture, Tourism and Heritage. The application for funding was successful, and the Municipality has received \$32,000 towards the project.

During 2023/2024 budget deliberations, Council allocated \$60,000 from the municipal capital budget towards this project.

### CONSIDERATIONS

Staff issued a tender for the Recplex Repairs on June 21<sup>st</sup>, 2023 with a deadline for submissions of July 7<sup>th</sup>, 2023. Two submissions were received as per below:

Contractor	Project Cost	Price (if additional repairs)
Tate Construction Ltd.	\$122,200.00 plus HST	\$29/linear ft
A. T. Home Construction	\$48,048.50 plus HST	\$100/linear ft

A recommendation for awarding the sprinkler repairs will come at a later date.

### RECOMMENDATIONS

*That Council award the tender for Recplex Repairs to A. T. Home Construction in the amount of \$48,048.50 plus HST with any unexpected additional repairs at a cost of \$100 per linear foot as specified on the bid form.*