



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, May 13th, 2024

TIME: 4:00 pm

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, May 13th, 2024

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 from:
April 8th, 2024 – Council Meeting
April 15th, 2024 - Special Council
6. Business Arising from Minutes
7. Recommendations from Committees of Council: COTW
held Wednesday, April 17th, 2024.
COTW held Wednesday, May 1st, 2024.
8. Outside Committee Reports
 - a. Port Bickerton & Area Planning Association – March 20th, 2024
 - b. Eastern Counties Regional Library – April 18th, 2024
9. Other Matters of Business
N/A
10. CAO Report

Adjournment

A 10-minute question and answer period pertaining to agenda items.



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, April 8th, 2024

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, April 8th, 2024 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier	Councillor Courtney Mailman
Deputy Warden James Fuller	Councillor Charlene Zinck
Councillor Everett Baker	Councillor James Harpell

Absent with Regrets:

Councillor Beulah Malloy

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)

3. Additions to the Agenda:

- No additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Mailman, and seconded by Councillor Zinck, Council approved the minutes of the Regular Council meeting held March 11th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – March 20th, 2024 (*Absent Deputy Warden James Fuller and Councillor James Harpell*)

On motion, Councillor Mailman of and seconded by Councillor Baker, Council agree to send Councilor Charlene Zinck to attend the Coastal Nova Scotia Buoy Awards Dinner and Gala.

Motion approved.

On motion of Councillor Zinck, and seconded by Councillor Baker, Council approves the service package plan for an electronic election via touch tone phone and internet-enabled devices for the 2024 municipal election.

Motion approved.

On motion of Councillor Mailman, and seconded by Councillor Zinck, Council approves the award of providing electronic voting services for our residents to use in the 2024 municipal election to Intelivote Systems Incorporated for a cost of \$4,950.00 Plus HST.

Motion approved.

Committee of the Whole – April 3rd, 2024 (*Absent Councillor Everett Baker and Councillor James Harpell*)

On motion of Deputy Warden Fuller and seconded by Councillor Mailman, Council accepts the new proposed agreement between the Municipality of the District of St. Mary's and the Port Bickerton & Area Planning Association to be effective upon signing. Further, that Council approves and requests that the warden sign the agreement on the Municipality's behalf.

Motion approved.

8. Outside Committee Reports

- a. Eastern Counties Regional Library** – March 21st, 2024 – Attached report on file submitted by Councillor Courtney Mailman.
- b. Eastern Region Solid Waste Management** – March 26th, 2024 – Attached report on file submitted by Councillor Beulah Malloy.

9. Other Matters of Business

a. Transfer Station Service Levels

- Doug Patterson, CAO, provided the Council with an overview of the Transfer Station Service Levels including possible changes.

On motion Councillor Harpell of and seconded by Councillor Zinck that council implement the following changes to Municipal Transfer Station Waste Services as outlined in the public service announcement memo effective Monday, April 29th, 2024;

- 1. Discontinue the acceptance of Construction and Demolition Material for the foreseeable future.*
- 2. Change the service dates and hours of operation for the Municipal Transfer Station to open every Monday 9am to 4:30 pm and every other Saturday, 10am to 3pm.*
- 3. Change the Waste Tipping fees be set at \$5.00 per garbage bag and small item dropped off and \$10 per large item dropped off at the Municipal Transfer Station.*
- 4. No longer accept brush materials at the Municipal Transfer Station.*

Motion carried.

10. CAO Report:

- See the attached report.
- Doug Patterson, CAO invited Kerri Jack, Director of Community Development and Recreation to provide an update on the activities within the department. Mrs. Jack highlighted activities and resources on how individuals can be active within their community and during their regular days. The equipment loan-out program was highlighted regarding changes which are forthcoming and new equipment that will be included. A full staff report will be provided to Council in the future. Family open gym night will be starting this evening. Eco-explorers program starts at the end of the month. An update on senior programming was provided and staff are working to ensure more inclusive dates and times are provided to residents. Working with neighboring Municipalities in planning the 35th Old Adult Games.
- CAO highlighted the tender process for accessibility items at the Recplex and Sherbrooke Library. A staff report will be presented to Council at a future Committee of the Whole meeting.

Adjournment

On motion of Councillor Baker, and seconded by Councillor Harpell, there being no further matters of business, the Council adjourned at 4:27 p.m.

Motion approved.

Recorded By
Marian Fraser, Director of Finance

Approved By
Warden Wier



Municipality of the District of St. Mary's

Special Council Meeting
Monday, April 15th, 2024

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, April 15th, 2024 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier	Councillor Courtney Mailman
Deputy Warden James Fuller	Councillor Beulah Malloy
Councillor Charlene Zinck	Councillor Everett Baker
Councillor James Harpell	

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)

3. Approval of Agenda:

On motion of Deputy Warden Fuller, and seconded by Councillor Harpell, Council approved the agenda with the addition.

Motion approved.

4. In Camera: Personnel

On motion of Councillor Harpell, and seconded by Councillor Baker, Council moved to an in-camera session for personnel matters at 4:02 p.m.

Motion approved.

On motion of Councillor Harpell and seconded by Councillor Baker, to reconvene to regular session at 4:36 p.m.

Motion approved.

- Doug Patterson, Chief Administrative Officer (CAO) informed Council of Kerri Jack, Director of Community Development and Recreation, deciding to take on a new opportunity with the province of Nova Scotia. Kerri has been with the municipality for 11 years and the Municipality thanks her for all the terrific services she has provided throughout the years.

On motion of Councillor Baker and seconded by Councillor Malloy, Council agreed that staff post the job description as soon as possible for the Director of Community Development and Recreation position.

Motion approved.

5. Adjournment

On motion of Deputy Warden Fuller, and seconded by Councillor Baker, there being no further matters of business, the council adjourned at 4:40 p.m.

Motion approved.

Recorded By
Marian Fraser, Director of Finance

Approved By
Warden Wier



Municipality of the District of St. Mary's

Monday, May 13th, 2024
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – April 17th, 2024 (Absent Warden Wier, Councillor Harpell, Councillor Zinck)

On the recommendation of Councillor Baker and seconded by Councillor Malloy the municipal council approve the tender bid from Sansom Equipment Ltd., to replace the saturation tank to ensure the utmost quality of drinking water provided to the customers at the price of \$73,400 plus HST.

Recommendation approved.

On recommendation of Councillor Mailman and seconded by Councillor Baker to direct staff to send a letter to Nova Scotia Municipal Housing and Affairs Senior Planner to request full funding for a 3D Digital Flood Mapping Product and to direct staff to obtain quotes to support the letter and additionally directs staff to arrange a presentation to Council explaining the 3D Digital Mapping Products.

Recommendation adopted.

On motion of Councillor Mailman and seconded by Councillor Baker, Council directs staff to participate in the Christmas, Remembrance Day, New Years, Canada Day, Truth and Reconciliation, and African Heritage Month Ad campaigns with the selected advertisement publisher that Council approved and to direct the Municipal Clerk to follow up with executing the Ad submissions.

Recommendation approved.

Committee of the Whole – May 1st, 2024

On recommendation of Deputy Warden Fuller, and seconded by Councillor Baker, Council agree to support and participate in the first annual St Mary's Oceans Day event in partnership with the Whale Sanctuary. Further, the municipality will contribute \$300.00.

Recommendation adopted.

On recommendation of Councillor Harpell, and seconded by Councillor Baker, Council agreed to move the June 5th, 2024 COTW meeting to May 29th, 2024.

Recommendation adopted.

On recommendation of Councillor Malloy, and seconded by Councillor Harpell, Council agreed to move the Regular Council meeting from June 10th, 2024 to June 17th, 2024.

Recommendation adopted.

Port Bickerton & Area Planning Association
February 21 to March 20, 2024

Income Statement

Income

Total	<u>0.00</u>
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Expenses

HST - 50%	284.84
Bank Charges	6.00
Internet / Phone	26.87
N. S. Power	246.97
Maintenance	3,975.32
Postage	47.92
Fund Raising	500.00

Total	<u>5,087.92</u>
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Operating Account

Balance Forward	17,274.40
Income	0.00
Expenses	<u>5,087.92</u>
Current Balance	<u>12,186.48</u>



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: April 18, 2024

Location: Mulgrave

Agenda Item:

1. Welcome – land acknowledgement
2. Approval of agenda
3. Minutes of the March 21, 2024 meeting
4. Business arising
5. Financial update
 - a) Summary financial information
 - b) Income statement
6. Human Resources Committee report-In camera
 - a) Community Engagement Manager proposal
7. 2024-2025 Draft budget review and discussion
8. Real estate proposal-In camera
9. Ministerial Correspondence-In camera

10. CEO report

11. Library Reports-the new table and chairs in the meeting room have been very well received by the public

12. Date of next meeting – May 16, 2024

13. Adjournment

FINANCE DEPARTMENT

Property Taxation:

Interest on overdue accounts was applied in the beginning of April. The municipal low-income property tax exemption form is now online and the provincial tax rebate forms are not released until after July 1st.

Property Taxes Collected:

By fiscal year as of April 30th, 2024

- 2023-2024 Taxes – 96.75% Collected
- 2022-2023 Taxes – 97.23% Collected
- 2021-2022 Taxes – 98.57% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. The focus of the finance department during April was the continuation with the 2024-2025 budget preparation work with staff and presentation of draft Operating and Capital Budget(s) to Municipal Council along with the preparation of the Annual General Meeting. The Municipal Tax Bills will be prepared and mailed the final week of May.

The 2023-2024 Annual Municipal Audit has begun with the interim audit day for testing being completed in April. The complete Municipal Audit will occur in May.

Completed the 4th quarter HST remittance and reporting along with the 2024-2025 Provincial HST Offset Application grant. Completed the 2023-2024 Provincial Conservation Grant Application.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators. Finance department staff are continuing to work on a records management and filing project which ensures proper retention and destruction of records. Attended the quarterly regional RCMP Municipal Meeting with Municipal counterparts within the region.

Human Resources:

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

Property Taxation:

Interest on overdue accounts was applied in the beginning of March. The municipal low-income property tax exemption form was included in the Municipal Newsletter and is now online. The provincial tax rebate forms are not released until after July 1st.

Property Taxes Collected:

By fiscal year as of March 31st, 2024.

- 2023-2024 Taxes – 96.24% Collected
- 2022-2023 Taxes – 97.2% Collected
- 2021-2022 Taxes – 98.5% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. The focus of the finance department during March was the continuation with the 2024-2025 budget preparation work with staff and presentation of draft #2 of the Operating Budget to Municipal Council and draft #1 of the Capital Budgets. Assisted staff across all departments complete final grant reporting for 2023-2024.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators. Finance department staff are continuing to work on a records management and filing project which ensures proper retention and destruction of records.

Human Resources:

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

RECREATION DEPARTMENT

Active Communities Fund Update

We had 7 participants come out for our Geocaching for Beginners event, where we started with a trail clean up, and then searched for some geocaches in Stonewall Park. We also started a wellness bingo challenge for the community, like the one we did internally in the fall. We have received our order of disc golf discs and baskets, which will be installed in Pioneer Park later.

St. Mary's Fitness Centre

Interest has begun to slow down slightly, but we are up to approximately 100 members now.

Eco Explorers

Kerri, Tyler and one of our student leaders did a 3-week Eco Explorers program, cut short due to their departure. Participants learned about fire building and fire safety, birding and painted bird houses to take home, and will learn about shelter building.

Physical Activity Practitioners Exchange

Recreation Director Hiring

The Municipality is currently hiring for a director of recreation. Interested persons should see the employment tab on the municipal website.

PUBLIC WORKS

Human Resources:

Currently training staff in the water utility and wastewater sections with the intention that staff obtain additional certificates/credentials in the field. Tim Wilson has written his Level 1 Water Treatment Operator ticket on March 13, 2024 and has successfully passed the exam. He will be writing his Level 1 Wastewater Treatment in the near future.

Sherbrooke Water Utility:

Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public works have installed a second turbidimeter. This will allow both sand filters to be in service in sequence. Public works have also completed approximately 50% of the chemical room repairs as suggested from the SAR report. Public works have also been working with local contractors to have the flushing hydrant installed on Cameron Road. This is scheduled to be installed in May.

Sherbrooke Sewer Treatment:

Public Works continues to monitor the equalization pumps at the sewer treatment facility. Public Works are currently working with Partner Construction to get an accurate quote for the repair of hospital road lift station. Public Works has also received a new portable dissolved oxygen meter. This meter insures the proper oxygen content in the wastewater treatment plant to ensure accurate oxygen levels for the treatment process.

Recplex Facility:

The Recplex ice has been removed for the year by Public Works staff. The vinyl decals which were purchased last year have been successfully retrieved and in good condition to be able to reuse next ice season. Public Works are currently installing the on demand hot water heater. Installation is complete and awaiting the electrical aspect. During the electrical aspect, the new stove for the kitchen will be installed and other outlets for possible future expansion of the kitchen.

Transfer Station:

Public Works staff have adjusted the hours and materials accepted at the transfer station as decided by council. Temporary signage has been installed at the transfer station with permanent signage being ordered.

ECONOMIC DEVELOPMENT

Housing:

The next stages of a neighbourhood concept are in development. Background work to prepare and inform an RFP of this nature has been extensive requiring dialogue with several provincial departments, non-profit housing organizations, developers, and planners. The next steps will be presented to Council at the May 29, 2024 COTW.

Developing a transparent policy for incentivizing development in St. Mary's is underway with consultations with developers and planners to bring back for internal financial and tax analysis to determine best path forward for both St. Mary's and development in our community.

The Economic Development Officer, as a member of Community First Guysborough County Housing Association, has been attending a 10-week course (one half day session per week) for learning the skills to conduct development activities through 10 learning and capacity-building modules. This Toolbox Blueprints program is for organizations early in the development process, interested in learning and gaining knowledge of development activities. The course has been generously provided to non-profit housing organizations by Centretown Citizens Ottawa Corporation's Cahdco. Cahdo develops affordable housing solutions. They specialize in building, advising and developing capacity in affordable housing development.

Eastern Shore Flood Line Mapping:

The Nova Scotia Department of Municipal Affairs and Housing is supporting municipalities with flood mapping projects under their Municipal Flood Line Mapping program. Phase 1 project area with measuring, modeling and mapping encompassed the coastline of the Eastern Shore from Ecum Secum to the Canso Causeway. The Final Report, data, model, and flood maps for phase 1 have been completed and submitted to St. Mary's by CBCL Limited.

The fully funded and lead by the province Phase 2 of the Flood Line Map Project, which extends into the watershed level, is nearing completion. The first draft report was shared with stakeholders including Staff from St. Mary's on March 20, 2024. The final report and final deliverables should be available by the beginning of May 2024 for Council to chose next steps.

Community First: Guysborough County Housing Association:

Guysborough County Housing Network is set to move forward with the addition of a non-profit housing organization with the name "Community First: Guysborough County Housing Association" recently cleared for use at the Nova Scotia Registry of Joint Stocks. The Municipality of the District of St. Mary's is an ex-officio member of the interim board, with the representative listed as the Economic Development Officer. An interim board meeting was held on March 19, 2024 and the next meeting was held April 16, 2024 at 4:00pm. The Community First AGM is expected to be scheduled in June 2024, where the full board will be elected. At the St. Mary's AGM on April 5, 2024, Warden Wier was selected to sit on this board as an ex-officio member. This aligns with the Land Development Committee recommendation to identify & foster suitable partnerships with non-profit housing associations. New members from St. Mary's are welcome to join both the network and executive board positions. Contact Nancy O'Regan for details nancy@oreganprojects.com.

Source Water Protection Plan:

Protecting the sources of our drinking water is a cornerstone of A Drinking Water Strategy for Nova Scotia. The strategy provides the framework for managing drinking water supplies across the province using a multiple-barrier approach to clean, safe drinking water. The new Source Water Protection Advisory Committee has started the review process last and has met again in September 2023 and on March 18, 2024. The Risk Priority feedback from the advisory committee was received in April 2024 and is currently under analysis. This risk analysis will inform and be incorporated into the Source Water Protection Plan with a first draft available for review by the advisory committee by the end of June.

Tourism Guysborough County Association:

The VisitGuysborough.ca website has been launched. It has been redeveloped in partnership with Guysborough District Business Partnership. Funding (\$15,000) has been awarded through the Nova Scotia Tourism Digital Assistance Program (TDAP) to Tourism Guysborough County Association to assist with digital adoption including Website Design & Development, Copywriting, Photography, Search Engine Optimization (SEO) and Online Booking which will highlight all communities in Guysborough County. Additional content is currently being added and website training is complete. Economic development will be responsible for receiving updates for the business directory and new events.

A board meeting was held on April 10, 2024 Councillor Zinck and Economic Development Officer attended.

MUNICIPAL CLERK

First Responders Day Awards Ceremony:

Municipal Clerk has been organizing and gathering all necessary documents for the First Responders Day Awards Ceremony for May.1st. Contacting all Fire Department Chiefs or secretary, Paramedics supervisors, and RCMP Officers to nominate their fellow colleagues for their services provided and to be recognized at the Awards Ceremony. Ordering Pins, plaques, and trophies for the nominees, as well as making certificates for the nominees.

Assisting Where Needed:

Helping with the gathering of Newsletter submissions as well as reviews and edits of the Municipal Newsletter. Assisting with the Volunteer Appreciation Event. Gathering documentation and information for the different departments of the Municipality, helping wherever needed.

Civic Addressing:

The Interim Municipal Clerk has been working the month of April on Civic Addressing with the building inspector. Staff have been working with the building inspector to update and assign civic addresses and PID's on the Nova Scotia Civic Address Finder (NSCAF) website.

Council/COTW Meetings:

The Municipal Clerk has been attending all Council and Committee of the Whole Meetings, documenting all recommendations and motions on an Excel sheet to keep track of all recommendations, motions, and contracts and who they pertain to. The clerk also records minutes throughout the meetings, posts the appropriate agendas and minutes online to the Municipal Website and Facebook Page, and sets up all IT needed for meetings.

Electronic Content/ Advertising:

Updating the Municipal Website with current content, agendas and minutes, policies, by-laws, expense sheets, tenders and information. Updating the Municipal Facebook Page with current content for all departments, such as Community Events, Programs, and Activities.

Water Utility:

The clerk has been updating and filing all water utility bills, arrears reports, interest and meter reads on the Municipal website. Water Utility is to be updated every quarter.

Training:

The clerk has been attending training webinars and sessions to stay up to date on all systems and websites that the Municipality deals with. Familiarization with the municipality's policies, procedures, records management and code of conduct.

Public Relations:

Serve as a liaison between the municipality and the public, responding to inquiries and disseminating information. Manage public notices and announcements in accordance with legal requirements.

Committees:

Accessibility Advisory, Fire Services Advisory, JOHS, Audit, etc.
Scheduling and attending Committee meetings, along with creating agendas and recording the minutes for the different Committees of the Municipality.

OTHER- ELECTION

Website Information:

Initial information is now available on the municipal web site. Please see the tab for "residents". Staff are ready to develop an Election tab on our public web site. This will provide information for voters and candidates.

The new five electoral district maps for the 2024 election are available online as well.

Next update for election information will be the provincially issued "2024 Candidate Guide" This is expected to be available in June.