



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, June 19th, 2024

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 COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, June 19th, 2024, at 4:00 p.m. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Warden Greg Wier

Deputy Warden James Fuller *attending via teams.*

Councillor Everett Baker

Councillor Courtney Mailman

Councillor Beulah Malloy

Councillor Charlene Zinck

Absent with Regrets:

Councillor James Harpell

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Jadzia Graham, Interim Municipal Clerk

Mallory Fraser, Director of Community Development and Recreation

Teddy Stevens, Director of Public Works

3. Additions to the Agenda:

- There were no additions to the Agenda.

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

On the motion of Councillor Zinck and seconded by Councillor Mailman, the Council approved the minutes of the COTW Meeting held May 29th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Staff Recognition: 10-Year Service Award: Melanie Mills, Receptionist

- Doug Patterson, Chief Administrative Officer (CAO) informed Council of Melanie Mills, Receptionist 10 years of service to the Municipality. Melanie has shown her dedication to the job through her compassion, knowledge, and expertise in administration. To thank Melanie on behalf of the Municipality, Warden Greg Wier presented Melanie a Certificate for 10 Years of Service.

8. Correspondence:

- Carla Archibald, Owner of Storybrooke Day Home has sent an invitation to Council to join Carla and the kids for a "day in the life" of how the daycare operates and to see the programs taking place, skills that are being learned/taught, to provide Council with information and opportunities to take back to their communities.

9. Other Matters of Business:

a. Public Works Reports:

1.) Water Plant Electrical Work

- See the Agenda/Package for staff report.
- Public Works staff discovered that the main transformer for the Water Treatment Plant is starting to fail and needs to be replaced as soon as possible. This transformer allows power supplied from Nova Scotia Power and generator power to operate the Water Treatment Facility. The failure of this transformer would lead to no power supply (direct generator fed) to any equipment at the Water Treatment Facility until replaced.
- Public Works staff have received pricing on the replacement of the transformer for the Water Treatment Facility. Public Works has received two quotes for the replacement of the transformer.
- Suburban Electric Ltd. was the lowest quote with a delivery time of 2-3 days.
- Suburban Electric Ltd. is going to start the work at 10:00 p.m. to minimize the disruption to residents.

On recommendation of Councillor Baker and seconded by Councillor Mailman, Council approve the quote of \$3,947.84 plus HST from Suburban Electric Ltd, to replace the transformer to ensure a safe and reliable power source for the Water Treatment Plant.

Recommendation adopted.

2.) Hospital Road LIFT Station Repair

- See the Agenda/Package for staff report.
- Public Works staff routinely monitor and operate all equipment within the Wastewater Treatment and Collection System. With the age of the piping, there is currently two significant leaks on the piping of the Hospital Road Lift Station discharge piping.
- During recent inspections, Public Works discovered that the check valves and piping in the lift station has partially failed and now leaking sewer water back into the lift station. This lift station is where all the wastewater from Hospital Road and West Side Sherbrooke flows before being pumped to the Village Lift Station.
- Public Works staff have reached out to numerous companies to get pricing for this work but Partner Construction who operates out of New Glasgow, Nova Scotia have been the only company willing to complete this work. The repair requires specialized training which is covered by the contractor.

On recommendation of Councillor Malloy, and seconded by Councillor Zinck, Council approve the award of the Hospital Lift Station repair to Partners Construction, Further, the municipal council approve the

award of the lift station preparation and cleaning to BL Environmental. Further, that the total approved funds for the repair shall be quoted joint totals of \$14,00 plus a maximum contingency of an additional \$10,000 for a maximum of \$24,000 with any additional amounts beyond the approved capital budget to be charged to the Capital Reserve Fund.

Recommendation adopted.

3.) RecPlex Revitalization Project Siding and Window Award

- See the Agenda/Package for staff report.
- In May 2024, the Municipality of the District of St. Mary's issued a tender for the phase 2 of repairs to the Recplex Facility at 164 Old Road Hill, Sherbrooke Ns. Phase 1 was completed in the fall of 2023 and was approximately half of the exterior siding, the back half of the facility.
- Phase 2 of the repairs includes material and labor for the following; Removal and disposal of current Recplex siding and replaced with "Heron Blue" 29 gauge steel siding (approx. 450 linear feet), replacement of approximately 83 feet of soffit and fascia, replacement of 5 windows, removal of 3 windows and closing in one window openings prior to steel being installed.
- The tender stated that if rotten sections are found under the siding that need to be replaced prior to installation a change order must be submitted, and a price was to be included as part of the tender to supply a cost per linear foot for sections that need to be repaired.

On recommendation of Councillor Baker, and seconded by Councilor Zinck, Council award "Phase 2 Recplex Revitalization" tender to A.T. Home Construction in the amount of \$77,000 plus HST with any unexpected additional repairs at a cost of \$1,500 per 10 X 10 square foot and in accordance with the terms outlined in the request for proposal document and specified on the bid form.

Recommendation adopted.

4.) RecPlex and Library Accessibility Project Tender Award. (Update)

- See the Agenda/Package for staff report.
- During final inspection and measurements of the St. Mary's Recplex for the accessibility tender, Admiral Glass and Sign Ltd. suggested that instead of plain steel doors, the curb appeal and aesthetics of the main door could be improved by installing aluminum doors with frosted glass panels instead. This would make the main entrance of the Recplex more inviting and more attractive for the public. The picture in the staff report is the doors which were originally quoted. The doors on the right are the proposed doors by Admiral Glass and Sign Ltd.

On recommendation of Councillor Zinck, and seconded by Councillor Mailman, Council approve the additional quote of \$4,750 plus HST to the original tender approved at the COTW on May 29th from Admiral Glass and Sign Ltd. to further upgrade the main doors of the St. Mary's Recplex.

Recommendation adopted.

5.) Verbal Update: Port Bickerton Lighthouse Road Maintenance Work

- Teddy Stevens, Director of Public Works informed Council of the work completed at the Port Bickerton Lighthouse Road to fix and maintain the quality of the road. Waternish Construction did the work and the road is now ready for the summer season.
- b. Recreation Report: Canada Day Festivities: Verbal Update
- Mallory Fraser, Director of Community Development and Recreation informed Council of her acceptance of the position and the events and activities she has planned. Mallory is presently working on Canada Day festivities, which include a parade, music, games, family fun, and fireworks, weather permitting.
- c. Extended Producer Responsibility (EPR). Verbal Update on Timeline and Next Steps
- Doug Patterson, Chief Administrative Officer (CAO) informed Council of the timeline and next steps on the Extended Producer Responsibility. The province is going to start reaching out to Municipality's, CAOs, and Warden's for feedback and public engagement.
- d. Housing: Next Steps for the Neighborhood Concept Plan
- See the Agenda/Package for staff report.
 - St. Mary's, May 29th, 2024 – In a momentous step towards addressing the on going housing crisis, the Municipality of the District of St. Mary's is announcing actionable measures aimed at turning its commitment to challenging the housing crisis into action. Specifically, the Municipality is committing an approximately 50-acre piece of municipal property on the edge of Sherbrooke between Stonewall Park and the TS. Mary's education Centre/Academy for housing development.
 - The Municipality will be launching a request for proposal (RFP) to have a neighbourhood concept plan developed for the land. The neighbourhood concept plan will facilitate public feedback on best development and housing solutions and support the engagement of developers.
- e. Policy: Flag Raising Policy Parameters
- See the Agenda/Package for staff report.
 - The Municipality recognizes that flags are important symbols of honor and pride and must be treated in a respectful and consistent manner.
 - The purpose of working to develop a policy is to provide standards for flags flown on the municipal property including procedures for raising and lowering flags, as well as procedures for lowering the flags to half-mast, to provide public awareness and support of equity-seeking groups in the Municipality. This policy is also in place to ensure flag raisings honoring St. Mary's diversity occur in a fair, inclusive, and equitable manner.
 - The Municipality has identified a need to create a Flag Policy that can define what flags are flown, when and where.

On the recommendation of Councillor Baker, and seconded by Councillor Malloy, Council agree to purchase and install a new 25-foot flagpole for the location as stated in the Flag Policy section 3.2.5.

***Recommendation adopted.
Deputy Warden Fuller – Nay***

On recommendation of Councillor Malloy, and seconded by Councillor Mailman, Council agree to adopted the Flag policy as presented.

Recommendation adopted.

f. Business Support: Verbal: Council Discussion on Community Business Needs

- Council discussed ways in which they can help and support local businesses in the municipality. Some ideas Council had are advertising businesses in the Newsletter, and contacting DEANS to see if they can help advertise and promote the businesses. Creating a business commerce group, and making brochures to pass out to residents, visitors and tourists.

g. Low Carbon Communities Fund: Project Opportunity

- See the Agenda/Package for staff report.
- Solar Gardens are large arrays of solar panels installed in a single location, such as on open land or expensive rooftops. These installations generate electricity that is fed into the provincial grid, providing power to multiple homes. Individuals and businesses can subscribe to receive energy from this communal source. Investing in community solar offers several significant benefits such as Revenue, Energy Affordability, Energy Security, and GHG Reduction.
- The Low Carbon Communities grant is a 75% funded grant, It is suggested that the municipality apply to receive the maximum amount of funding of \$75,000, the municipality will be responsible for contributing \$25,00, totaling a \$100,00 project.
- Although the capital solar planning project was not part of the 2024-2025 Capital Budget staff are recommending it can be funded through the Capital Reserve Fund in the amount of \$25,000.

On the recommendation of Deputy Warden Fuller, and seconded by Councillor Baker, Council approve and support the application for the 2024 Low Carbon Communities grant to conduct a community solar feasibility study with funding for the project to be allocated from the Capital Reserve Fund.

Recommendation adopted.

h. Memorandum of Agreement between the Municipality and the Sherbrooke Village

- See the Agenda/Package for staff report.
- The Municipality of the district of St. Mary's and the Sherbrooke Restoration Commission have a Memorandum of Agreement for both parties effective for five years beginning on the date of both party's signatures. In this agreement, it covers access, maintenance, and security of the property. The Municipality will be able to offer events and programming to the public on museum grounds.

On the recommendation of Councillor Zinck, and seconded by Councillor Mailman, Council accepts the new Memorandum of Agreement with the Nova Scotia Museum & Sherbrooke Village Restoration Commission, operating Sherbrooke Village and the Municipality of the District of St. Mary's as presented. Further the municipal council authorizes Warden Greg Wier to sign the agreement on behalf of the Municipality.

Recommendation adopted.

i. August Council and COTW Date Review. Verbal Review

- Council was informed that staff are recommending rescheduling the July 17th, 2024 COTW Meeting to July 31st, 2024.
- There will be no meetings in August for a summer recess.

On recommendation of Councillor Malloy, and seconded by Deputy Warden Fuller, Council agree to reschedule the July 17th, 2024 COTW meeting to July 31st, 2024, and to have no meetings in the month of August for a summer recess.

Recommendation adopted.

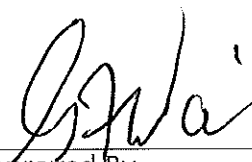
Adjournment

On motion of Councillor Baker, and seconded by Councillor Malloy, there being no further matters of business, Council adjourned at 5:25 p.m.

Motion approved.



Recorded By
Jadzia Graham, Interim Municipal Clerk



Approved By
Warden Wier