



# Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, July 31<sup>st</sup>, 2024

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

## 1. Meeting, Date & Time:

Deputy Warden Fuller called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, July 31<sup>st</sup>, 2024, at 4:00 p.m. in the Council Chambers, Sherbrooke, N.S.

## 2. Attending:

Deputy Warden James Fuller  
Councillor James Harpell  
Councillor Courtney Mailman

Councillor Beulah Malloy  
Councillor Charlene Zinck

## Absent with Regrets:

Warden Greg Wier  
Councillor Everett Baker

## Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)  
Marian Fraser, Director of Finance (DOF)  
Jadzia Rudolph, Municipal Clerk  
Mallory Fraser, Director of Community Development and Recreation

## 3. Additions to the Agenda:

- Add Item #9. B. Clean Foundation: Climate Change Action Planning to #8. Presentations.

## 4. Approval of the Agenda:

*On the motion of Councillor Malloy and seconded by Councillor Zinck the Council approved the agenda with the addition.*

***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 on July 3<sup>rd</sup>, 2024.*

***Motion approved.***

## 6. Business Arising from the Minutes:

- There was no business arising from the minutes.

## 7. Correspondence:

### a. Antique and Classic Car Show Sponsorship letter:

- See the Agenda/Package for Correspondence
- The St. Mary's Lions Club has sent a letter to Council requesting sponsorship support for the annual antique and classic car show taking place September 7<sup>th</sup> from 10:00 am to 4:00 p.m.

- Sponsorships are as follows, Presenting Sponsorship \$1000 and above, Gold Sponsorship \$600 - \$1000, Silver Sponsorship \$300 - \$ 599, Bronze Sponsorship \$150 - \$299.
  - Council decided to add an additional \$300.00 to a previous district fund to move into a gold sponsorship.
- b. NSFM Collaborates on Enhanced Emergency Alert System Media Statement:
- See the Agenda/Package for Correspondence.
  - NSFM extends their gratitude to the first responders, volunteers, municipalities, staff, and officials at all levels helping with the emergency alert systems.
- c. RCMP – Apology to African Nova Scotians:
- See the Agenda/Package for Correspondence.
  - RCMP sent a letter in regard to the past treatment of African Nova Scotians, RCMP is apologizing for the historic use of street checks and other harmful interactions. On September 7<sup>th</sup>, 2024 at 1:00 p.m. Dennis Daley, Assistant Commissioner/Commanding Officer is going to be delivering an apology at the North Preston Community Centre.
- d. RCMP – Year in Review:
- See the Agenda/Package for Correspondence.
  - The RCMP provided a letter of an overview of the 2023 year. The RCMP has had hundreds of investigations and laid charges for many serious offences, including sexual assault, human trafficking, illicit drugs and homicide.
  - There is a link to a survey that will help advise RCMP of the improvements and suggestions from residents of what they can do to improve. The link will be shared on the Municipal website and Facebook page.
- e. DMAH - Canada Community-Building Fund (CCBF):
- See the Agenda/Package for Correspondence.
  - The province has signed a new 10-year agreement with the federal government under the Canada Community-Building Fund (CCBF) which will provide \$318 million in the first five years to the 49 municipalities, offering up-front and predictable long-term funding to help address local infrastructure priorities.
- f. Invitation to CEPCA Conference in Ottawa:
- See the Agenda/Package for Correspondence.
  - Canadian Emergency Preparedness and Climate Adaptation (CEPCA) is hosting a convention September 24<sup>th</sup>-26<sup>th</sup> at the political centre of Canada and the headquarters of the federal government in regard to funding alignment, policy integration, and partnerships.
- g. 3-Year Accessibility update required by Municipalities:
- See the Agenda/Package for Correspondence.
  - Each prescribed public sector body (PPSB) is required to update its accessibility plan every three years and make it publicly available (*Accessibility Act s.42*). Accessibility plans for Municipalities, Villages, Universities, Nova Scotia Community College, and Regional Libraries, must be updated and made publicly available no later than April 1<sup>st</sup>, 2025.

h. EMC – Ambulance Service Needs Letter:

- See the Agenda/Package for Correspondence.
- The Municipality received a letter stating that there are no planned service changes for St. Mary's from Matthew Crossman, President and Chief Operating Officer.

**8. Presentation:**

Nancy O'Regan, Nathan Sparks – Community First: Guysborough County Housing Association:

- See the Agenda/Package for the presentation.
- Nancy O'Regan provided the Council with a presentation on Housing in St. Mary's.

Brian Gary, Port Bickerton & Area Planning Association:

- See the Agenda/Package for the presentation.
- The Port Bickerton Lighthouse Arts Festival is the latest addition to this historic village as a point of refuge, vision, and community.
- The Municipality will be advertising and posting the event advertisements and links to the Port Bickerton Lighthouse website and Facebook page.

Hayley Drapeau - Clean Foundation Introduction – Climate Change Action Planning

- See the Agenda/Package for the presentation.
- The objectives Clean Foundation is to have action on are funding applications, ground implementation, and, necessary policy development for climate and sustainability considerations in operational decision making.
- There is a grant opportunity with a maximum award of \$70,000.00, projects must be completed within 2 years of receiving the funding.
- Clean Foundation in partnership with the St. Mary's River Association and Sherbrooke Village plan to work with a consulting firm to investigate potential flood mitigation strategies for Sherbrooke, create a project design for environmental assets, engineering design, public engagement, and financial planning.

*On recommendation of Councillor Zinck and seconded by Councillor Mailman Council approve the application for the 2024 LLCA grant to conduct a flood mitigation feasibility study in Sherbrooke, NS, and request the full grant amount of \$70,000 committing to the 10% cost share of \$7,778.*

***Recommendation adopted.***

**9. Other Matters of Business:**

a. Next Steps for Active Transportation Plan:

- See the Agenda/Package for the report.
- Mallory Fraser, Director of Community Development and Recreation provided the Council with an update on the progress of the Active Transportation Plan. The Council was presented the "Background Report" in August 2023, the "What We Heard Report" was presented in December 2023, and the "Draft Active Transportation Plan" was presented to the Council in May 2024. The

next steps to take are to accept the Active Transportation Plan with non-substantive changes for long-term planning and prioritization.

*On recommendation of Zinck and seconded by Councillor Malloy Council accept the Active Transportation Plan with non-substantive changes suggested as a guideline for long-term planning and prioritization.*

***Recommendation adopted.***

b. Award for Housing Concept Plan (Verbal Update/Presentation):

- Doug Patterson, Chief Administration Officer informed Council of the Request for Proposals (RFP) issued by the Municipality. Three firms demonstrated interest in submitting proposals, but due to a conflict with timing for one firm dropped out and two submissions were received.
- Staff recommended that the Municipality enter a contract with ZZAP Consulting Inc. to complete the Neighbourhood Concept Plan for PID: 37501095.
- During each phase of the Plan ZZAP Consulting Inc. will work closely with municipal staff. The cost outlined in the proposal to complete this project is \$45,006 plus HST. This is the lowest proposed cost.

*On recommendation of Councillor Mailman and seconded by Councillor Malloy Council agree to enter into a contract with ZZAP Consulting Inc. to complete the Neighbourhood Concept Plan for PID #37501095 as outlined in the firm's submitted proposal with a project cost of \$45,006 plus HST.*

***Recommendation adopted.***

c. Tourism Nova Scotia (TNS):

- See the Agenda/Package for the report.
- Tourism Nova Scotia (TNS) is a website that is very popular with tourists, they advertise places, locations, attractions, and events. Tourism Nova Scotia works with communities and industries to attract visitors to the province and increase tourism revenues through experience and sector development, business coaching, marketing, and visitor servicing. TNS key priorities include attracting visitors from markets of highest opportunity, cultivate compelling tourism experiences, foster a competitive and resilient tourism industry, and inspire tourism pride and confidence.

d. St. Mary's Recplex Ice Re-surfacer – Purchase & Financing Options:

- See the Agenda/Package for the report.
- Marian Fraser, Director of Finance (DOF) informed Council of the budget for this project was approved as part of the 2024-2025 Capital Projects in the amount of \$80,000 funded by Capital Reserve Fund with the premise that a financing report would be approved by council before staff proceeding.
- Marian Fraser, DOF presented Council with options of financing a new Zamboni with an ice leveller attachment.

*On recommendation of Councillor Zinck and seconded by Councillor Malloy, Council approve that staff proceed with the purchase of a Ice Re-surfacer machine with the funding/finance plan of a total*

*budget of \$123,000 over 7 years from the Capital Reserve Fund or CCBF and repaid by the municipal operating budget.*

**Recommendation adopted.**

e. 2024-2025 Quarter 1 – Finance update:

- See the Agenda/Package for the report.
- Marian Fraser, Director of Finance (DOF) informed Council of the Quarter 1 Finance updates.
- Operating Budget: Taxes \$3,135,189, Revenue from own sources \$166,499, Unconditional transfers from others \$4,367 Total revenue: \$3,306,055.
- Expenditures: General government grants \$229,565, Protective services \$6,992, Transportation services \$10,816, Environmental health services \$153,563, Environmental development services \$19,916, recreation and Cultural Services \$148,338, Total expenditures: \$569,190.
- Department of Community Development and Recreation:
  - a. Various Grants- such as Seniors Tech, Active Communities Fund and the equipment loan out program grant are continuations from last fiscal year's projects.
  - b. AMA Wellness Grant – new grant received for 2024-2025, program will occur throughout the fiscal year to support employee's wellness initiatives.
  - c. Seniors Grant – A \$10,000 grant was received for 2024-2025 to support seniors programming and social throughout the municipality.
  - d. Before and After Care Program – program has been completed for the 2023/2024 academic year during the 1st quarter. Expenses/revenue will resume when the program starts back up in September.
  - e. Volunteer Awards – event to take place in the fall.
  - f. Seniors Games – a grant in the amount of \$3,000 was received from the province on behalf the Guysborough County Older Adult Games group.
  - g. Canada Day – Event occurred but not all revenue and expenses have been fully realized to June 30th.
- Economic Development Budget:

Tourism promotion/Saltscapes/DEANS – tourism promotion guide ad had been expensed to date.
- Department of Public Works:
  1. Municipal Transfer Station –
    - a. Eastern Shore Cartage Collection Contract – 2 out of 12 months of services have been expensed to date.
    - b. C&D Pile Burial – expense incurred is related to an educational flyer sent to all residents regarding changes at the transfer station.
    - c. Tipping fees – expense for solid waste and blue bag are related to 2 out of 12 months of expense.
    - d. General Repairs – minimal general repair expense has occurred in the first quarter.
  2. Sherbrooke Sewer Utility – Major items are covered under the capital section with scheduled projects for the 2024-2025 fiscal year. Under the maintenance expense guide rails for the lift station were purchases along with other minor expense and testing requirements.
  3. Sherbrooke Water Utility – Chemical expenses are on track and chemical inventory on hand should for half of the fiscal year. Maintenance expenses are related to several small supply items required.

4. Public Works Maintenance – The tender for the upcoming snow plowing season will be put out during the second quarter.

f. Election Update:

- See the Agenda/Package for the report.
- Doug Patterson, CAO informed Council that the Forms and Procedures for the 2024 Municipal Election as per Section 146 A, part 4, to establish procedures and forms are available.
- Beginning August 1<sup>st</sup>, 2024 Residents can call 902-522-2049, Toll-Free: 1-877-388-0868 or email the Revising Officers Melanie Mills, and Jadzia Rudolph to check if they are on the voter list.

**Adjournment**

*On motion of Councillor Malloy and seconded by Councillor Mailman, there being no further matters of business, Council adjourned at 6:03 p.m.*

***Motion approved.***



Recorded By  
Jadzia Rudolph, Municipal Clerk



Approved By  
Deputy Warden Fuller