



## **NOTICE**

**MEETING:** Regular Council Meeting

**DATE:** Monday, April 8<sup>th</sup>, 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, April 8<sup>th</sup>, 2024

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*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 March 11<sup>th</sup>, 2024
6. Business Arising from Minutes
7. Recommendations from Committees of Council
  - COTW held March 20<sup>th</sup>, 2024
  - COTW held April 3<sup>rd</sup>, 2024
8. Outside Committee Reports
  - a. Eastern Counties Regional Library – March 21<sup>st</sup>, 2024
  - b. Eastern Region Solid Waste Management – March 26<sup>th</sup>, 2024
9. Other Matters of Business
  - a. Transfer Station Service Levels – Verbal Report
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, March 11<sup>th</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:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, March 11<sup>th</sup>, 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 Beulah Malloy

## Absent with Regrets:

Councillor James Harpell

## Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)  
Jadzia Graham, Interim Municipal Clerk

## 3. Additions to the Agenda:

- There were no additions to the agenda.

## 4. Approval of Agenda:

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

***Motion approved.***

## 5. Approval of Minutes:

*On motion of Councillor Malloy, and seconded by Councillor Zinck, Council approved the minutes of the: -Regular Council meeting held February 12<sup>th</sup>, 2024.*

***Motion approved.***

## 6. Business Arising from the Minutes:

- There was no business arising from the minutes.

## 7. Presentation: St. Marys Garden Club (NSAGC) - Cynthia Smith

- See the attached documents.
- Cynthia Smith informed Council of the Annual Rally that Nova Scotia Association of Garden Clubs (NSAGC) put on, this year is the Eastern Region's turn to host the event. The annual Rally is in 2025, but Cynthia informed Council it must be paid for and confirmed by October of 2023.
- The event is going to include guest speakers, farm and garden tours, informational sessions, and some of the other costs to host this event include location rental, catering, tech support, key note speakers, awards, local vendors, and artisans.

- Cynthia asked Council to see if they could help with any monetary contributions.

## **8. Recommendations from the Committee of the Whole:**

### **Committee of the Whole – February 21<sup>st</sup>, 2024 (Absent Councillor James Harpell)**

*On motion of Councillor Mailman, and seconded by Councillor Malloy, Council adopt the new Memorandum of Understanding between Eastern Counties Regional Library and the Municipality of the District of St. Mary's.*

***Recommendation adopted.***

*On motion of Councillor Zinck, and seconded by Councillor Baker, Council approved the award for the new Back Up Generator for the Recplex to KV Electrical Ltd. For \$89,500.00 Plus HST.*

***Recommendation adopted.***

*On motion of Deputy Warden Fuller, and seconded by Councillor Mailman, Council approve the \$1403.62 (HST included) to be paid to Nova Scotia Power to install a new pole and streetlight on the corner of Old Country Harbour Rd and 316 intersection.*

***Recommendation adopted.***

*On motion of Councillor Baker, and seconded by Councillor Malloy, Council appoints CAO Doug Patterson to assume the additional duties and responsibilities of the Municipal Returning Officer for the 2024 Municipal Election. Further, the Municipal Council appoints Interim Clerk Jazdia Graham, Clerk Mallory Fraser, and Receptionist Melanie Mills to assume the additional duties and responsibilities of the Municipal Assistant Returning Officer for the 2024 Municipal Election.*

***Recommendation adopted.***

### **Committee of the Whole – March. 6<sup>th</sup>, 2024 (Absent Councilor James Harpell)**

*On motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council approve to transfer any Municipal Operating Surplus for the 2023/2024 fiscal year above \$5,000 to the Municipal Capital Reserve fund at year-end.*

***Recommendation adopted.***

*On motion of Councillor Malloy, and seconded by Deputy Warden Fuller, to change the AGM Meeting date from April 8<sup>th</sup>, 2024 to April. 15<sup>th</sup>, 2024 at 5:00 p.m.*

***Recommendation adopted.***

## **9. Outside Committee Reports**

- There were no Outside Committee Reports.

## **10. Other Matters of Business:**

- There were no Other Matters of Business.

## 11. CAO Report:

- See the attached report.
- Some highlights discussed were the Recreation Department's activities and events were at an all time high for February, the festival, movie night, and magic show had a great turn out.
- Economic Development - flood line mapping is an on going study happening, which will help add to our coast line study.
- Source water protection – clean and safe drinking water is very important to the Municipality, the Source Water protection Advisory committee has started to review the process on August 14<sup>th</sup>, 2023. The next Source Water protection Advisory Committee will meet again on March 18<sup>th</sup>, 2024 at 4:00 p.m., feedback from the committee will be incorporated into the Source Water protection Plan.
- The land survey has been completed for the PID: 37501095 in Sherbrooke, this land has been reserved for housing in 2023, the next stages of a neighborhood concept are underway.
- Municipal Election – The municipal election is in October 2024, Staff are preparing an "Election Tab" on the Municipal Website. This will provide information for voters. The District Maps will be posted for the electoral boundaries of each district.
- First Responder's Day – CAO, Doug Patterson informed Council of the great feedback and responses from the First responders in our Municipality.

## Adjournment

*On motion of Councillor Malloy, and seconded by Councillor Baker, there being no further matters of business, the Council adjourned at 4:35 p.m.*

***Motion approved.***

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Recorded By  
Jadzia Graham, Interim Municipal Clerk

Approved By  
Warden Wier



# Municipality of the District of St. Mary's

Monday, April 8<sup>th</sup>, 2024  
Council Meeting

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## **Recommendations from Internal Committees**

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

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

***Recommendation adopted.***

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

***Recommendation adopted.***

*On recommendation of Councillor Malloy, 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.*

***Recommendation adopted.***

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

*On recommendation of Councillor Mailman and seconded by Councillor Zinck, 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.*



# Report to Council

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**Member of Council:** Courtney Mailman

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

**Date Attended:** March 21, 2024 **Location:** Mulgrave

## **Agenda Items Discussed:**

1. Welcome-Land Acknowledgement
2. Approval of the agenda
3. Minutes of the January 18, 2024 meeting
4. Business arising
  - a) LBANS correspondence (LBANS will be disbanded)
5. Financial update
  - a) Summary of financial information
  - b) Income statement
  - c) Grants overview
  - d) Bequests summary
6. Human Resources Committee Report
7. Municipality of the County of Inverness Presentation-Keith MacDonald
  - a) Inverness Library Services Review
  - b) Whycomagh location
8. Ministerial correspondence
9. CEO Report
  - a) Draft-Operational Accessibility Plan 2024-2025
  - b) Public Services Report
  - c) Unexpected closure policy
10. 2024-2025 Budgeting update
11. Library reports
12. Date of next meeting-April 18, 2024
13. Adjournment



# Report to Council

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**Member of Council:** BEULAH MALLOY

**Board/Agency/Organization:** Solid waste

**Date Attended:** March 28/2024

**Location:** Guys.

**ERSWM Meeting – Thursday, March 28, 2024**

## **Jackie Dort Memorial Bursary**

- **Bursary will be for the Municipality of the District of Guysborough**
- **Will send applications to all schools within the Municipality, this will also include sending applications to Councillor Krista Luddington of Mulgrave so that she can**

**share with graduating students that attend SAREC**

- **Will post on ERSWM Website and social media page**

## **Mobius Award Nominations**

- **The Committee agreed that we will nominate Janet Borden who is the Librarian for Fanning Education school in Canso**



# Report to Council

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## **Diversions Credits**

- **Divert NS released Final Installment payment.**
- **Tanya will do up payments to the Municipalities once she receives the money**

## **MAP Application for Green Bins**

- **The Committee passed the motion for \$750.00 to be given to the Town of Antigonish for Green Bins.**

**Next regular ERSWM meeting will be held on Thursday, April 25th, 2024**

## FINANCE DEPARTMENT

### **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 1<sup>st</sup>.

### **Property Taxes Collected:**

By fiscal year as of March 31<sup>st</sup>, 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

### **Programming:**

The following are programs that have taken place in March:

1. Winter Walking Challenge – The department is hosting a 30-day walking challenge from March 11<sup>th</sup> to April 9<sup>th</sup>. 41 participants have registered so far for this self led activity.
2. Before and After Program – The Before and After Program is offered Monday to Friday from 2:30-6pm in the Kids First Room at St. Mary's Education Centre and Academy. The program continues

to have consistent numbers, with average attendance starting to rise due to seasonal work beginning. A new outdoor equipment box has been provided by the province and will be filled with outdoor equipment and placed outside the facility this spring. The Municipality received a BAP Inclusion grant which has allowed for an extra staff person to work each day to focus on the inclusion needs of participants. The Province included the Before and After Program in it's most recent update regarding the Nova Scotia's 2023/26 Canada Wide Early Learning and Child Care Agreement Action Plan. The updated plan. A one-time grant is being provided to all providers this year. Funding can be used towards professional development or supplies. Staff are researching training opportunities for staff focusing on inclusion. The full action plan can be found here: <https://www.canada.ca/en/employment-social-development/news/2024/02/governments-of-canada-and-nova-scotia-release-early-learning-and-child-care-action-plan.html>

3. March Break Camp – The CDR Department partnered with SchoolsPlus to host a one-day March Break Camp on Wednesday, March 13<sup>th</sup>. This camp was attended by 11 students from grades primary-six.

The following programs ended for the season in March:

1. Learn to Skate - The Learn to Skate program wrapped up on March 2<sup>nd</sup>. Learn to Skate teaches the basics of skating to youth of any age and takes place on Saturday mornings. There were 8 participants registered for this program.
2. House League Hockey – House League Hockey is a skill based recreational hockey program for youth ages 5-13 and takes place on Thursday's and Saturdays. The program is organized in collaboration with community volunteers and coaches. A year end banquet will be held in April.
3. Adult Hockey – Adult Hockey takes place each Wednesday at the St. Mary's Recplex. This year, there were three teams in the league with roughly 35 players.

Looking ahead to the spring, the following programs will be held:

1. Eco Explorers – This afterschool program is focused on outdoor education for youth in grade 3-7. Eco Explorers takes place in Stonewall Park and includes fun outdoor activities such as outdoor cooking, birding, tree identification, survival techniques etc.
2. Happy Feet – This is an afterschool program is for children in grades primary to 3 and is focused on physical activity and getting children active.
3. Active Living Bingo – an active living bingo activity will be held over the spring that will encourage residents to fill out a bingo card with active living activities. There will be prizes available for those who participate. This project is funded through the Active Communities Fund.
4. Geocaching – A learn to geocache event is taking place on April 27<sup>th</sup> in collaboration with the St. Mary's Trails Association.
5. Archery – The department is determined if there is interest in a community archery program.
6. First Tee Atlantic - staff met with the coordinator of the First Tee-Atlantic golf program for youth, who is based out of Antigonish. There is the potential to start a Community Program through Sport Fund this summer or start a School/Community Program this fall.

### **Annual Easter Egg Hunt:**

The CDR department hosted it's annual Easter Egg Hunt at the Sherbrooke Village on Saturday, March 30<sup>th</sup>. Thousands of eggs were hidden throughout the Sherbrooke Village property, which the Whale Sanctuary focusing on the toddler hunt in Heritage Park. The event was well attended.

### Active Communities Fund Update

The Active Communities Fund is a funding program through the Department of Communities, Culture, Tourism and Heritage which supports initiatives that help to increase participation in active living programming and activities. The following initiatives were advanced in the month of March:

1. Researching purchase options for equipment replacement at the St. Mary's Fitness Centre.
2. Updating and adding new geocaches throughout St. Mary's in partnership with the St. Mary's Trails Association. This activity will continue into the spring with intro to geocaching events taking place.
3. Work to install disc golf nets in Pioneer Park will get underway this spring.
4. Winter Walking Challenge and Active Living Bingo

### Equipment Loan:

Supplies that will help to transform the municipal shed into an equipment loan shed has been purchased and will begin to be installed and organized now that the snow has melted. Signage for the shed has been designed and purchased, which will be installed on the shed. Staff will be reviewing the entire equipment loan process and recommending updates, including registration forms, fees, rental processes and the equipment loan policy.

### Active Transportation:

Staff continue to work on the development of a new St. Mary's Active Transportation Plan. A draft plan is expected this spring. Research is being done on what AT projects will take place in the 2024/25 fiscal year. Active Transportation is defined as any human powered form of transportation such as walking, running, cycling, wheeling etc.

### St. Mary's Fitness Centre:

Interest in the fob program at the St. Mary's Fitness Centre continues to grow. The fob program was initiated in 2023. Residents can purchase a fob for a one-time fee of \$20. The fob gives members unlimited, free access during operating hours, which are currently Monday to Friday, 3-10pm. There are currently 100 members with fobs.

### Community Development Support:

1. Sherbrooke Village Old Fashioned Christmas – over the late winter, staff held a meeting with the new board chair and a new member to discuss funding opportunities that may support the 2024 event. The organization has held their annual general meeting and will be using the next few meetings to get the new board up-to-date and will be reaching out this spring for support with governance or event planning.
2. Heritage Goldenville Museum – A meeting with the Executive Director was held over the phone in March to discuss the organization and its strategic direction. The board has a clear vision and will be doing some planning over the spring and may reach out again in the future for support with grant writing.
3. Port Bickerton and Area Planning Association – I met with a board representative to review a brochure that the Municipality had developed and ordered in 2019. Updates are needed and the CDR Director will help to redesign, update and order new brochures for the upcoming 2024



tourism season. Staff also held a phone meeting regarding the organizations Arts Festival that will take place in August to learn what support may be needed for the event.

4. Sherbrooke Pride – A local pride event will be taking place in June 2024. Organizers are currently working on establishing a board and event details will be released this spring.
5. St. Mary's Trails Association – Organization has received a Letter of Authority (LOA) from the Province of Nova Scotia to begin phased work to expand the multiuse trail that will connect Aspen to Pictou County. The organization has requested an application for presentation to council and has plans to update council on their project. They have requested support with proof reading and editing their grant applications.
6. Ecum Secum Volunteer Fire Brigade – Staff continue to work with this organization to develop a plan for the development of a new fire department and community centre. A Municipal support team has been developed to assist with this project.

### **Truth and Reconciliation Efforts:**

1. Commemorative Piece - Staff continue efforts to develop a commemorative piece for the Municipality to recognize the impact of residential schools in Canada as directed by council. In the early fall, council approved an honorarium to work with Elder Geri LeBlanc on this project. Staff met with Geri and a Mi'kmaw Elder on March 7<sup>th</sup> in Halifax to discuss recommendations that have been collected from many Elders and residential school survivors in Nova Scotia. A concept for this piece has been developed in collaboration with these Elders. It has been recommended that the piece be in the form of an original painting, to be done by a Mi'kmaw artist. The wording for the piece was recommended to be uncomplicated and easy to understand, as residential school survivors may not be able to read complicated text. The term "We are still here" was requested, in lieu of using the term "survivors". The following text was suggested "For all the children who were taken from their families and sent to residential schools, and the families who were left behind. We are still here". For visuals, the elders agreed that it should incorporate the 8-pointed star and the 7 sacred teachings with both the English and Mi'kmaq word for each teaching. Highlighting the Eagle was discussed as it represents the sacred teaching of love and also has a connection to the Municipality, being very commonly seen around the St. Mary's River. A commission has been secured with an indigenous artists and it is hoped the piece can be unveiled in April.

### **Seniors Programming:**

1. Seniors Socials - The CDR Department advertised one-time funding for organizations to host evening and/or weekend social events aimed at seniors throughout St. Mary's. Two organizations have reached out with proposals and funding has been approved for events that will take place over the spring and summer. More information will be shared as the organizations announce their plans.
2. Seniors Painting Classes – Two free painting classes are being held in April for seniors. An evening class and a morning class will be held at the Maple Manor. The department is holding 5 spaces in each session for seniors who have not participated in a painting class in the past.
3. Guysborough County 55+ Games – The 55+ Games event will enter its 35<sup>th</sup> year in 2024. The two-day event has taken place at the Liscombe Lodge for the past 34 years. The games feature fun, competitive activities for seniors, a banquet dinner, entertainment, and lots of fun. The 55+ Games are planned by recreation staff in Guysborough, Mulgrave and St. Mary's along with senior

volunteers. Staff are working with municipal counterparts in Guysborough to start to plan for an event in 2025. As costs rise, so do expenses for hosting this event and staff are working extra hard this year to ensure that the event is accessible for all seniors throughout Guysborough County to attend. This includes costs, travel and over night accommodations. Staff are seeking funding to help reduce costs for the event.

## 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.

**Sherbrooke Water Utility:** Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility.

Public works along with Continental Carbon Group have replaced the filter media in Filter #1 at the water treatment facility. The filter is currently now in service. Continental Carbon Group has also installed new filter media in Filter #2. During inspection of Filter #2, Public Works discovered that numerous supporting welds had been broken in the filters subfloor. Matties Welding Ltd was hired and came to site to do a lengthy repair on the filter. The filter has been sanitized and are awaiting the test results in order to put this filter in service.

The tender process for the new Aeration System is nearing completion and the tender award will be presented to council later in April.

**Sherbrooke Sewer Treatment:** Public Works along with Partners Construction, BL Environmental and Westville Mobile Wash have completed the repair of the village lift station.

**Recplex Facility:** Public Works staff are currently working within the Recplex to ensure the ice is at the best quality possible. Public Works has had the low water level switch repaired on tank 2 of the sprinkler system. The final installation of the alarm system will take place in the coming weeks.

**Accessibility Projects:** A tender is open to select a provider to complete new accessibility work for the public entrance ways at the Recplex and the library. Council ability to select the winning bidder and timeline for the work is expected to go before council In Late April/Early May.

## ECONOMIC DEVELOPMENT

### **Housing:**

Update for Recommendations on Housing from the Land Development Committee: Other avenues of federal and provincial funding are currently being explored. Work with nonprofit housing organizations is continuing. The land survey has been completed for PID#37501095 in Sherbrooke, the land that the Municipality reserved for housing in 2023. The next stages of a neighbourhood concept are in development.



## **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 with the next meeting scheduled for April 30, 2024 at 3:00pm. The AGM is expected to be scheduled in June 2024, where the full board will be elected. 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](mailto: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 is expected in April 2024 and will be incorporated into the Source Water Protection Plan with a first draft available for review by the advisory committee by the end of April.

## **Tourism Guysborough County Association:**

The VisitGuysborough.ca website is near completion. 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. A physical & digital asset inventory has been created to determine gaps and funding focus, initial photography and copy writing is complete. The first layout and functionality review was held on January 5, 2024. Additional reviews and content additions were held in February with the soft launch will begin in early April with website training following on April 16, 2024.

## **OTHER- ELECTION**

### **Website Tab:**

Staff are ready to develop an Election tab on our public web site. This will provide information for voters and candidates. The first materials to post will be the District Maps for the 5 electoral districts.

Staff are awaiting the process and procedures material in the 2024 Returning Officer (RO) Handbook that is produced each election by the Municipal Elections Officer (MEO). The MEO is a provincial appointment of a provincial staff member who supports municipal elections. The 2024 procedure handbook will enable the creation of a campaign guide for candidates. ETA for the campaign guide is May 2024.