



NOTICE

MEETING: Regular Council Meeting

DATE: Tuesday, November 14th, 2023

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
Tuesday, November 14th, 2023

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:
 - Regular Council – October 10th, 2023
 - Emergency Council – October 25th, 2023
6. Business Arising from Minutes
7. Recommendations from Committees of Council
 - a. Committee of the Whole – October 18th, 2023.
8. Outside Committee Reports
 - a. Guysborough Adult Learning Association – Deputy Warden Fuller
 - b. Sherbrooke Village Commission – Deputy Warden Fuller
9. Other Matters of Business
 - a. Sherbrooke Christmas Tree Lights. Verbal Presentation from Staff
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
Tuesday, October 10th, 2023

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 Tuesday, October 10th, 2023 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Absent with Regrets:

Councillor Harpell

Also Attending:

Doug Patterson, Chief Administrative Officer CAO
Marian Fraser, Director of Finance
Jadzia Graham, Interim Municipal Clerk

3. Additions to the Agenda:

- 8 c. Old Fashion Christmas – Councillor Zinck

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 September 11th, 2023*

On motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council approved the minutes of the:

- Special Council meeting held September 18th, 2023*
- Special Council meeting held September 20th, 2023*
- Special Council meeting held September 28th, 2023*

Motion approved.

6. Business Arising from the Minutes:

Councillor Malloy asked if there was a date for the paving, CAO (Doug Patterson) advised that he has been following up on the paving contractor.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – September 6th, 2023

On motion of Councillor Malloy, and seconded by Councillor Mailman, Council rescinded the old Municipal Working Policy and approved the Human Resources Policy.

Motion approved.

Committee of the Whole – September 20th, 2023

On the motion of Deputy Warden Fuller, seconded by Councillor Baker approve:

Council agree on the recommendation to support six (6) Councillors to attend the 2024 Federation of Canadian Municipalities (FCM) Conference.

Motion approved.

Council to add a streetlight to the Old Country Harbour and 316 Intersection.

Motion approved.

Council agreed to approve an honorarium of \$500.00 for Elder Geri LeBlanc to assist in the development of a commemorative plaque to honour victims and survivors of residential schools.

Motion approved.

Committee of the Whole – October 4th, 2023

On the motion of Councillor Mailman, seconded by Councillor Malloy, Council approve:

Council agreed to approve the Active Communities Fund Initiatives as recommended by staff.

Motion approved.

8. Outside Committee Reports

a. Eastern Regions Solid Waste Management Committee – Councillor Malloy

- See the attached report.

b. Eastern Counties Regional Library – Councillor Mailman

- See the attached report.

c. Old Fashion Christmas – Councillor Zinck

- See the attached report.

9. CAO Report:

- See attached report.
- The CAO provided highlights of what is included in the report.

- Repairs to the Recplex area have been completed.
- 55+ Games were successful.
- The Municipality's annual audited reports have been successfully filed with the province, thus meeting our reporting obligations.

Adjournment

On motion of Councillor Malloy, and seconded by Councillor Mailman, there being no further matters of business, the council adjourned at 4:15 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Emergency Council Meeting
Wednesday, October 25th, 2023

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

1. Meeting, Date & Time:

The Emergency Council meeting of the St. Mary's Municipal Council was called to order on Wednesday, October 25th, 2023 at 6:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Wier Councillor Zinck
Councillor Malloy
Councillor Baker

Absent with Regrets:

Deputy Warden Fuller
Councillor Harpell
Councillor Mailman

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Jadzia Graham, Interim Municipal Clerk
Teddy Stevens, Director of Public Works

3. Other Matters of Business:

a. Recplex Repairs

- The system that runs the ice brine at the Recplex is broken.
- Costs to repair could be as high as \$25,000 plus HST. We can have our service agreement contractor Cimco repair this tonight. This quick timing would enable us to save the ice. If we lose the ice, we are looking at a few thousand dollars in costs and some weeks of lost time before we can run the programs at the Recplex.
- The ice can be saved if Cimco starts working to save it tonight.

On motion of Councillor Zinck, and seconded by Councillor Baker, Council agree to approve the cost of \$25,000 plus HST for Public Works to have Cimco do the ice system repair work needed in order to save the ice at the Recplex. The expenses will come out of the General Operating budget.

Adjournment

On motion of Councillor Malloy, and seconded by Councillor Baker, there being no further matters of business, the council adjourned at 6:10 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Tuesday, November 14th, 2023

Council Meeting

Recommendations from Internal Committees

Committee of the Whole – October 18th, 2023

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agree to direct staff to devise a plan in support of the Hidden disabilities Sunflower project and bring it back to Council for approval.



Report to Council

Member of Council: James Fuller

Board/Agency/Organization: GALA (Guysborough Adult Learning Assoc.)

Date Attended: 2 August 2023 **Location:** Guysborough

Agenda Items Discussed:

See attached Minutes of meeting.

Key Highlights:

Guysborough County Adult Learning Association
Board Meeting GALA Office
Tuesday, August 2nd, 2023

Present: Reverend Heather Manuel – *Chairperson*
Sandi Potter – *Vice-chairperson*
Barry Potter – *Secretary/Treasurer*
Liz MacIntosh – *Schools Plus Facilitator for Guysborough County*
Donna Jackson – *Adult Learner Rep*
James Fuller – *Deputy Warden for the District of St. Mary's*
Rob Haywood – *Member at Large*
Donna Hochman – *NS Works Career Practitioner*

Non – Voting: Donna Casey

Regrets: Fin Armsworthy – *Municipality of the District of Guysborough (GALA office)*

Call to order: Heather called the emergency board meeting to order at 10:02 a.m.

Approval of Agenda: Agenda circulated. Barry made motion to accept agenda as presented.
Seconded by Rob. Motion carried.

Approval of Previous Minutes: Minutes from the previous meeting – June 13th, 2023 – will be approved at the next board meeting as well as the minutes from this special board meeting.

Resignation: Barry made motion for approval with regret to accept the resignation of Natalie Brenson as ED of GALA. Seconded by Donna J. Natalie has been approached but declined to reconsider her resignation. Motion carried.

Financial Stewardship: Funding from NSSAL has been deposited into GALA's bank account. AED indicated that there is nothing pressing until September. Discussed use of MERC and untagged money.

Gift of Thanks & Appreciation for Natalie: Discussed that once Barry removes GALA files off of Natalie's first work laptop, as a courtesy Natalie will be allowed to keep the laptop. Donna J. made motion that once the old laptop is cleaned off it will be given to Natalie as a gift of appreciation. Liz seconded. Motion carried. Discussed gift for Natalie. Barry made a motion that we get Natalie a gift from ArtWorks East and an Amazon gift card – total of gift & card to be \$200. Sandi volunteered to look after the gift and card and will get a card which she will sign on behalf of the board. Rob seconded. Motion carried.



Report to Council

Member of Council: James Fuller

Board/Agency/Organization: GALA (Guysborough Adult Learning Assoc.)

Date Attended: 13 June 2023 **Location:** Guysborough

Agenda Items Discussed:

See attached Minutes of meeting.

Key Highlights:

Guysborough County Adult Learning Association
Board Meeting GALA Office & via Zoom
Tuesday, June 13th, 2023

Present: Sandi Potter – *Vice-chairperson* (GALA office)
Barry Potter – *Secretary/Treasurer* (via Zoom)
Liz MacIntosh – *Schools Plus Facilitator for Guysborough County* (via Zoom)
Donna Jackson – *Adult Learner Rep* (GALA office)
James Fuller – *Deputy Warden for the District of St. Mary's* (GALA office)
Fin Armsworthy – *Municipality of the District of Guysborough* (GALA office)
Rob Haywood – *Member at Large* (GALA office)

Non – Voting: Natalie Brenson, Donna Casey (GALA office)

Regrets: Reverend Heather Manuel – *Chairperson*
Donna Hochman – *NS Works Career Practitioner*

Call to order: Sandi chaired the meeting in Heather's absence and called the meeting to order at 10:06 a.m.

Approval of Agenda: Agenda circulated. Fin made motion to accept agenda as presented. Seconded by James. Consensus to accept agenda.

Approval of Previous Minutes: Minutes of May 16th, 2023 meeting circulated. Donna J. made motion to accept minutes as circulated. Seconded by Rob. Motion carried.

Status of Strategies: a) **ED Report - Update:** Natalie gave this report. E3 programs are wrapping up. Making plans for September. Advertising for fall. NSSAL application approved – funding arrives in June. FLIK kits being sent out – wrap this up by June. Received funding support from NSSAL and cashed in GIC. 3 instructors laid off on Friday. Not doing outside projects for at least 1st six months of new contract – will reassess in January. Any projects not funded by NSSAL will probably be held off-site. In the fall, John will be the instructor for Goshen/Sherbrooke. We continue to work with Early Years Network. EY meeting on June 26th. Doing pre-registration for fall. Policy meeting to ratify policy items - travel more than 20 kms away and new probation policy. Zoom policy – on hold – look at in fall. Working on planning and reports over the next 2 weeks.

Community Engagement: **FLIK Project Update, fall planning:** Wrap up FLIK project for June. CFC also wrap up June.

SHERBROOKE RESTORATION COMMISSION
MINUTES OF MEETING
July 26, 2023
REGULAR MEETING

Present: Commission members Rennie Beaver, Chair; James Fuller, Vice Chair; Denise Sawlor, John Watson; York Lethbridge, Executive Director & Lisa Myers, Recording Secretary.

Regrets: Denise Sawlor & Stephanie Smith, Executive Director, Archives, Libraries & Museums

TEAMS: Meghann Jack.

Call to Order: 1:06pm by Rennie Beaver, Chair.

Territorial Acknowledgement
Sherbrooke Restoration Commission would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) Peoples first signed with the British Crown in 1725.

Agenda:

Motion to approve the amended agenda for July 26, 2023, was moved by James Fuller and seconded by Meghann Jack. Motion carried.

Minutes:

Motion to approve minutes for June 21, 2023 was moved by James Fuller and seconded by John Watson. Motion carried.

Approval of July 5, 2023 minutes tabled until next meeting.

Business Arising from the minutes:

The website is being updated on an ongoing basis. All NSM websites are centrally controlled and updated; a redesign is in development.

Action Plan:

Review. No new items added.

Executive Director's Report:

The Executive Director, York Lethbridge presented Director's Report to the Commission.

Motion for the Commission to accept the Executive Director's Report was made by York Lethbridge and seconded by John Watson. Motion carried.

Financial Report:

Motion for the Commission to accept the financial report for June 30,2023 as presented was moved by Lisa Myers. Seconded by John Watson. Motion carried.

Lisa Myers confirmed that all source deductions have been paid to date.

Correspondence:

None

New Business:

None

History minute:

Meghann Jack presented history minute on early municipal district of St. Mary's history.

Next Meeting:

Date: Wednesday, September 27,2023, Exhibit Centre 1:00pm.

On the motion of James Fuller and seconded by Meghann Jack the Commission went in-camera at 1:45pm.

Lisa Myers left the meeting at 1:45 pm.

On the motion of John Watson and seconded by Meghann Jack the Commission came out of camera at 2:03PM.

Motion to adjourn made by Jim Fuller. Meeting adjourned at 2:05PM

Rennie Beaver, Chair

FINANCE DEPARTMENT

Property Taxation

Interest on overdue accounts was applied in the beginning of October. Staff continued to process updates received from PVSC regarding address changes, property title changes and appeals. As part of processing tax payments for residents over the last couple months, finance staff have also assisted many seniors with completing their provincial property tax rebate forms. A reminder that both the provincial property tax rebate forms and the municipal low-income property tax exemption are due December 31st, 2023.

Property Taxes Collected

By fiscal year as of October 31st, 2023

- 2023-2024 Taxes – 91.50% Collected
- 2022-2023 Taxes – 96.63% Collected
- 2021-2022 Taxes – 98.34% Collected
- 2020-2021 Taxes – 99.13% Collected
- 2019-2020 Taxes – 96.89% Collected

Financial Statements and Reporting

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Completed the 2023-2024 Federal Grant in lieu of property taxes and the 2nd Quarter HST remittances for the Municipality and Sherbrooke Water Utility. In collaboration with the CAO met with staff to review 2nd quarter financials for the period ending September 30th, 2023. Undertook a detailed budget review of all capital projects.

Committee/Policy Work

Prepared documentation for the St. Mary's Audit Committee meeting held, October 23rd where the 2nd quarter finance report was presented to the committee. Attended and participated the fall conference and board meetings for the Association of Municipal Administrators. In conjunction with the CAO attended a regional training session/preparedness workshop for NS EMO.

Human Resources

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

ECONOMIC DEVELOPMENT

Municipal Housing Needs Assessment

We have received the Provincial Housing Needs Assessment. The key message from the report is that we have a current shortage of 60 units. Staff are preparing an analysis of the report to present to council at the November 15 COTW.

COMMUNITY DEVELOPMENT AND RECREATION

Guysborough County 55+ Games

The Guysborough County 55+ Games is a two-day event that takes place at the Liscombe Lodge each year. The event offers seniors an opportunity to compete in a number of activities such as cards, board games and outdoor activities. The event this year went well, with a total of 96 participants. The three recreation departments that co-host the event hosted a BBQ lunch both days as a low-cost option for the seniors, which was a great success. We are currently in the works of planning a follow-up meeting to discuss the games.

Programming

The softball skills program ended in October, with a total of 6 participants each week. Additional fall programs have been pushed until the new year.

Recreation Leaders

We are currently in the process of hiring an Academic Recreation Leader. This person is a strong candidate that has an impressive resume, past work experience with the public, and had very positive reviews from their references.

St. Mary's Active Transportation Plan

Several engagement strategies were implemented in October to promote the Active Transportation Plan. A youth consultation was held at St. Mary's Education Centre/Academy on October 3rd, with a total of 32 students participating. The Project Website and the Social Pinpoint website have continued to be promoted, as well as Take-Home Activity Kits. An addition was made to the Social Pinpoint website and Take-Home Activity Kits in the form of a contest, to promote even further engagement. Stakeholder Sessions also took place over the month of October, as well as Walk and Rolls Tours.

Before and After Program (BAP)

Average participation rates for the Before and After Program were 15 children per day. 47 children are currently registered for the Before and After Program. An inclusion grant was recently completed to receive more funding, so that an additional staff member could be on site. BAP is a paid program open to families with children in grades pre-primary to grade 6 and takes place in the after-school time period only. The program is funded by the Province of Nova Scotia. An inclusion grant is being worked on that would allow for an additional staff member, purchase PPE for staff, and provide funding for training opportunities. This grant is through the Department of Communities, Culture, Tourism, and Heritage and the ask is for \$13,193.73.

Support for Old Fashion Christmas

The recreation team has received the fireworks supply that will make a key part of the Municipal contribution to this event.

Work is under way to support the organization of the parade 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. This month, Director of Public Works, Teddy Stevens challenged the Water Collection exam and should be getting the results back soon. In the coming months, Brennan MacKay will be writing his Wastewater Treatment Level 1 exam.

Sherbrooke Water Utility

Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public works has purchased and installed an online pH meter for the Raw water at the water treatment facility. This allows the operators to control the PH of the water to gain the most efficiency with the chemical dosing.

Sherbrooke Sewer Treatment

Public Works continues to monitor the equalization pumps at the sewer treatment facility. The pumps have been running steady for the past month. Although still tripping every four to five days, when they trip there is a substantial number of rags plugging the pumps. Public Works are still monitoring the

Hospital Road lift station. Although the leak is not getting any worse, public works are still attempting to get a contractor in to repair the issue before winter.

Recplex Facility

Public Works staff are currently installing the ice for the 2023/2024 Recplex season. On October 25, 2023, the Recplex suffered a catastrophic failure of the main brine line supplying the cooling to the ice surface. With quick reaction, Public Works along with the excellent service and response time from Cimco were able to save the progress of the ice installation. The sprinkler repair at the Recplex is currently underway.

New Fire Hydrant Cameron Road

The new hydrant is on order. Installation will take place when it is received.

Watermain Repair

In September we had to repair to the main watermain system. The final step to complete the re-paving over the work area was completed in October.

Transfer Station Cell Design

We are actively working with the design engineer to complete the new C&D plan and have the plan available for use.

Transfer Station Re-Build

CAO and Director of Public Works held their planned meeting with the engineer who is creating drawings and specifications for the new transfer station. Drawings will be completed and ready to support a construction tender shortly.