



NOTICE

MEETING: St Mary's Municipal Council
Committee of the Whole

DATE: Wednesday, November 1st, 2023

TIME: 4:00 pm

PLACE: St. Mary's Municipality
Council Chambers, Sherbrooke, NS

Please advise if unable to attend



Municipality of the District of St. Mary's

Committee of the Whole Meeting Agenda
Wednesday, November 1st, 2023 at 4:00pm

We acknowledge that we are gathering in Mi'kmaq 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:** Special COTW held October 10th, 2023 & COTW held Wednesday, October 18th, 2023.
6. Business Arising from Minutes
7. Presentation – Lydia Broderick – Uplands – Active Transportation Project
8. Correspondence
9. Other Matters of Business
 - a. 2nd Quarter Finance report
 - b. Water System Planning
 - c. EMO Emergency Shelter ACOA Grant Application

Adjournment



Municipality of the District of St. Mary's

Special Committee of The Whole (COTW) 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:

Warden Wier called the COTW Meeting of the St. Mary's Municipal Council to order on Tuesday, October 10th, 2023, at 4:30 p.m. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Warden Wier
Deputy Warden Fuller
Councillor Baker
Councillor Mailman

Councillor Malloy
Councillor Zinck

Absent with Regrets:

Councillor Harpell

Also Attending:

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

3. Approval of the Agenda:

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

Motion approved.

4. Other Matters of Business:

a. In-Camera: Contract Negotiations

On the motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council agreed to move In-Camera at 4:32 p.m. for Contract Negotiations.

Motion approved.

On the motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council reconvened to regular session at 5:56 pm.

Motion approved.

Adjournment

On the motion of Councillor Malloy, and seconded by Councillor Zinck, there being no further matters of business, Council adjourned at 6:00 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, October 18th, 2023

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, October 18th, 2023, at 4:00 p.m. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Warden Wier
Deputy Warden Fuller
Councillor Baker
Councillor Harpell

Councillor Mailman
Councillor Malloy
Councillor Zinck

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Jadzia Graham, Interim Municipal Clerk
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 Harpell, and seconded by Deputy Warden Fuller, Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

On the motion of Councillor Malloy, and seconded by Councillor Baker, Council approved the minutes of the COTW Meeting held Wednesday, October 4th, 2023.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

- There was no correspondence.

8. Recommendations from Outside Committees:

- a. Accessibility Advisory Committee: Sunflower Lanyard Program – Deputy Warden Fuller
 - See the attached report.
 - Deputy Warden Fuller informed Council of the Hidden Disabilities Sunflower Lanyard program that was brought up at an Accessibility Advisory Committee meeting. The Hidden Disabilities Sunflower Lanyard is a program the provincial government has adopted to help recognize people

who may need extra assistance or more time on things and help them get extra assistance and support without advertising having a disability.

- It would be a self-declared responsibility of the person to contact the Municipality to register in the system as one with extra needs and pick up a sunflower lanyard, sticker, etc.
- Deputy Warden Fuller recommended that staff implement a plan to support the Hidden Disabilities Sunflower Project and bring it back to Council.

On recommendation 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.

Recommendation adopted.

9. Other Matters of Business:

- There were no other matters of business.

Teddy Stevens, Director of Public Works left the meeting at 4:06 pm.

10. In-Camera: Contract Negotiations and Legal

On motion of Councillor Harpell, and seconded by Councillor Baker, Council agree to move In-Camera for Contract Negotiations at 4:08 p.m.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Harpell, Council agreed to reconvene to regular session at 5:07 p.m.

Motion approved.

Adjournment

On motion of Councillor Mailman, and seconded by Councillor Baker, there being no further matters of business, Council adjourned at 5:10 p.m.

Motion approved.

An aerial photograph of a river winding through a lush, green forest. The river is dark and reflects the surrounding trees. The forest is dense and covers rolling hills. The sky is a clear, pale blue.

Active St. Mary's

Engagement Update - November 1, 2023

UPLAND



Today's Presentation

- Project Background
- Engagement Overview
- Next Steps
- Questions?



What is Active Transportation?

Active transportation is a broad term that refers to all modes of human-powered transportation including:

- Walking and wheeling (referring to the use of assistive devices)
- Cycling, rollerblading and skateboarding
- Seasonal activities such as kayaking, canoeing, skiing and snowshoeing
- Some motorized forms of transportation like e-bikes and electric wheelchairs



Some people depend on active transportation to get where they need to go due to lack of alternative transportation, while others choose to use active transportation as a preferred form of commute, exercise, recreation, or leisure.





Why Active Transportation?

There are a variety of health, social, environmental, economic, and tourism benefits to using active transportation.

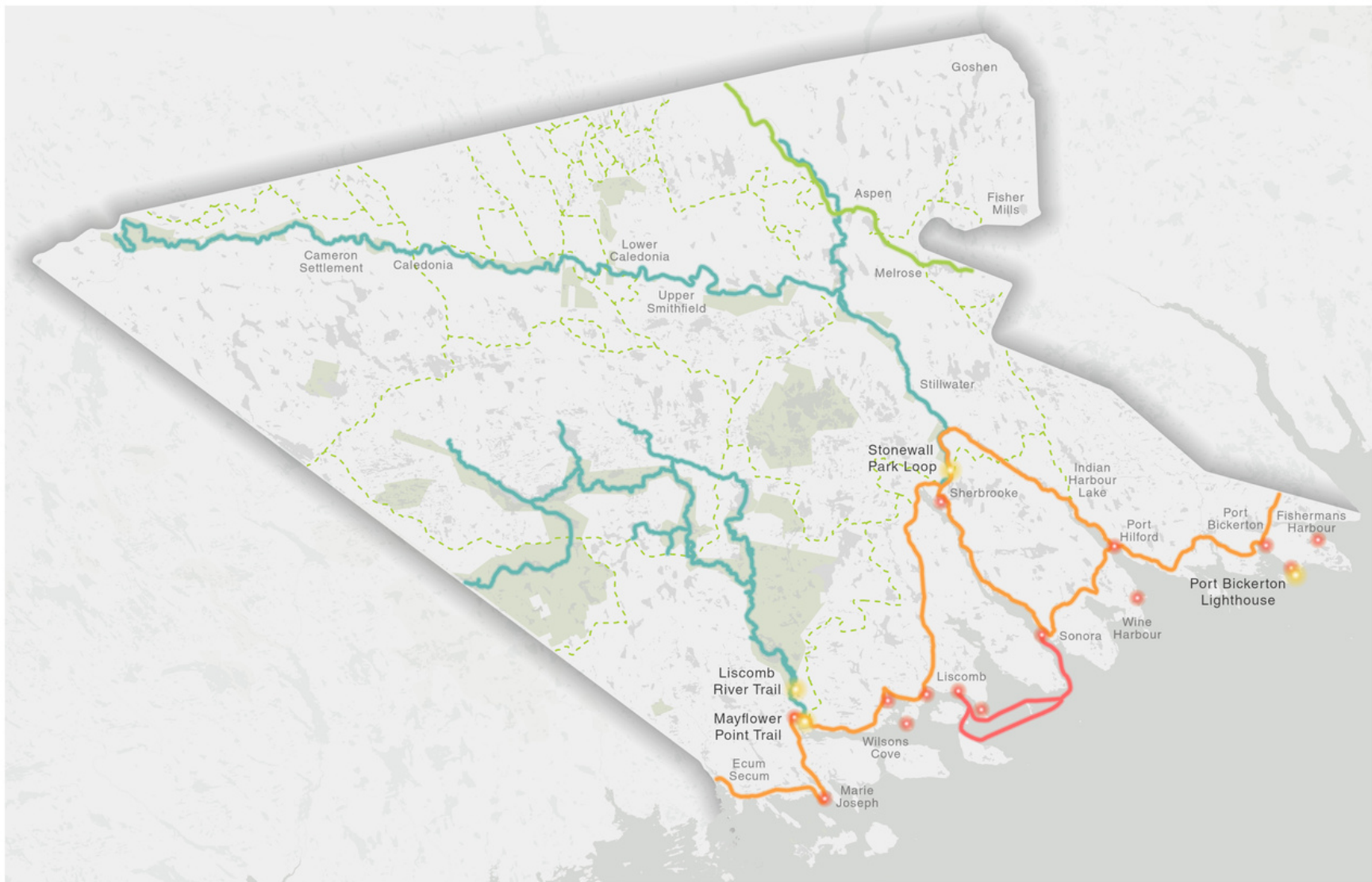
More importantly, people are increasingly realizing how much fun it is! With the right infrastructure and setting, active transportation can be a wonderful way to connect with the environment and neighbours, while at the same time getting exercise.



What is Active St. Mary's?

Active St. Mary's is a project to develop an Active Transportation Plan for the Municipality of the District of Saint Mary's.

This Plan will aim to enhance the movement of both residents and visitors throughout the Municipality, fostering a healthier and more sustainable community where transportation is not only safe and practical but also an enjoyable experience for all.



**Active
Transportation
Facilities**



Hiking trail



Coastal launch site



Cycling route



Canoe / kayak route



Sea kayak route



Trans Canada Trail



OHV trail



Protected Areas System



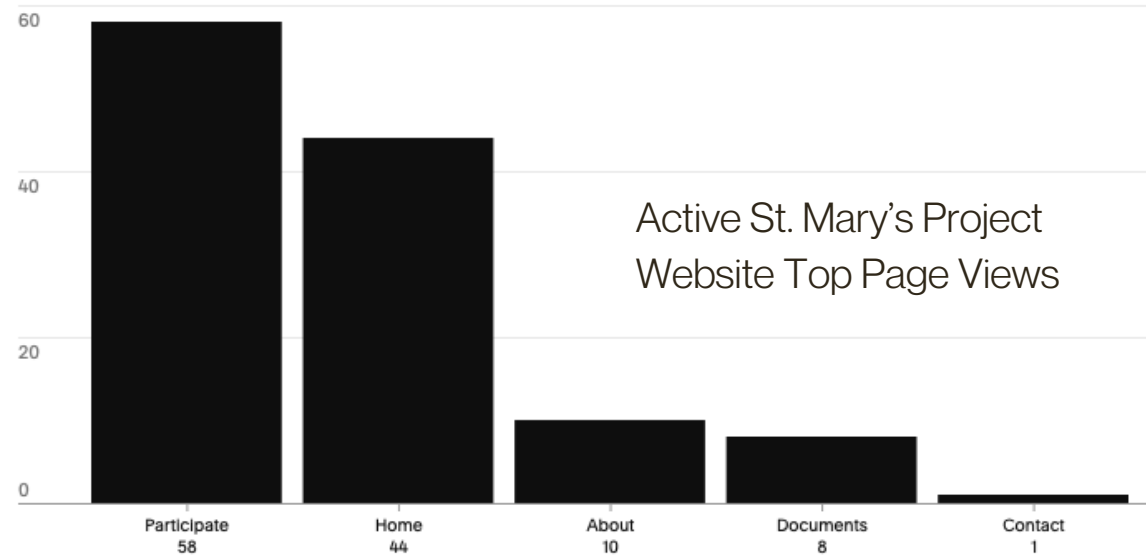
Engagement Activities

- Project Website
- Social Pinpoint
- Youth Engagement Workshop
- Stakeholder Engagement
- Walk and Roll Tours



Project Website

- Launched on September 13
- 121 page views
- 67 unique visitors

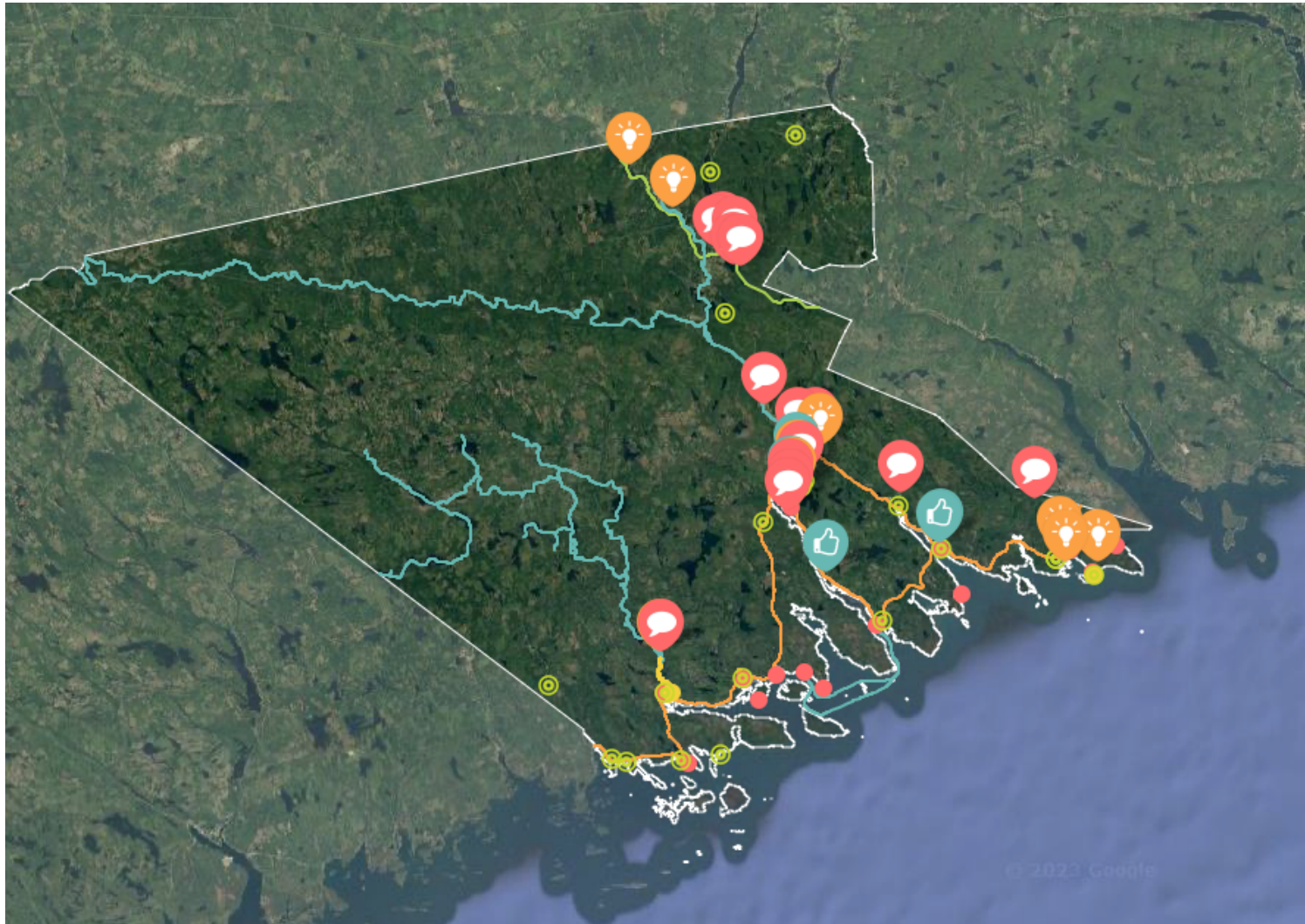




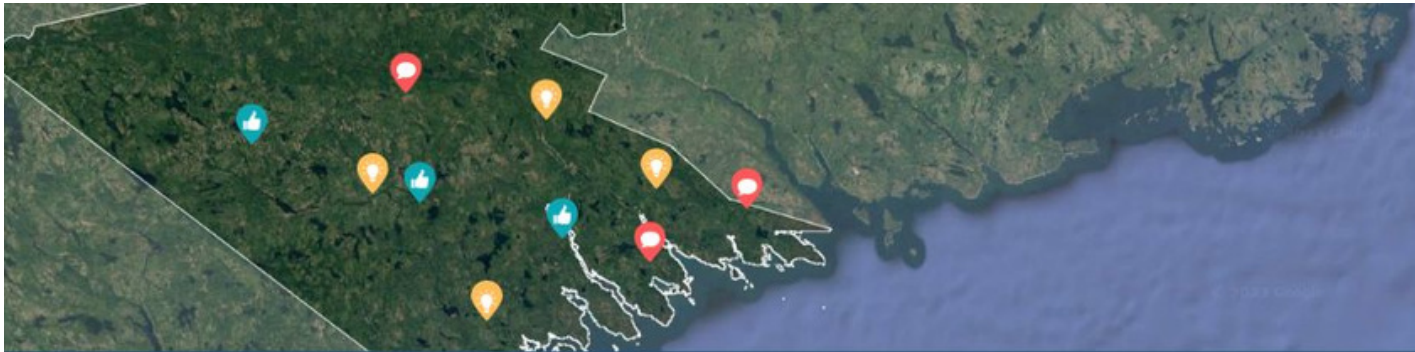
Social Pinpoint

- Launched September 13
- 421 Total Visits
- 136 unique users
- 31 comments
- Contest launched on October 30 and will close November 13 at midnight

Active St. Mary's Social Pinpoint



Active St. Mary's Social Pinpoint



We want to hear from you!

Share your vision for the future of Active Transportation in St. Mary's using the online interactive map! You can also see what other community members are saying, upvote or downvote comments, and engage in respectful discussions!

To participate visit <https://upland.mysocialpinpoint.ca/active-stmarys/map#/>



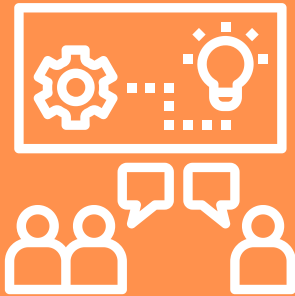
GIVEAWAY

*Anyone who leaves a comment on the online interactive map will be entered in a draw for a chance to win a **\$50 gift card to Beanie's Bistro!***



To learn more about Active St. Mary's please visit www.activestmarys.ca





Youth Workshop

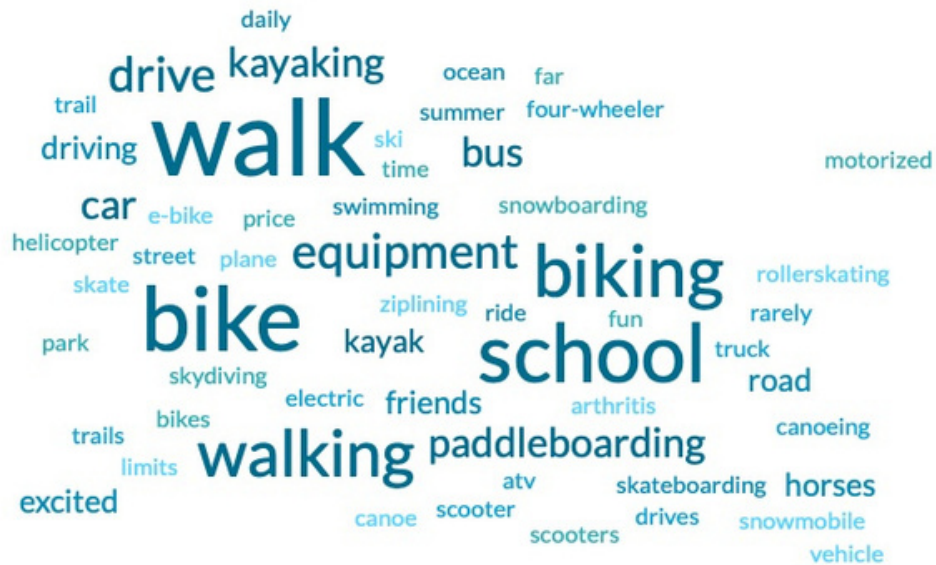
- St. Mary's Education Centre/Academy
- 32 Participants
- 3 Activity Stations

This map illustrates the Lake Umbagog watershed, showing the lake and its extensive network of tributaries. The watershed is located in the northern part of New Hampshire, bordering Maine to the east. The map includes labels for various towns and locations, such as Thompson's Falls, Upper Calvee, Lower Calvee, and the Lake Umbagog area. The map is oriented with North at the top.

Youth Workshop



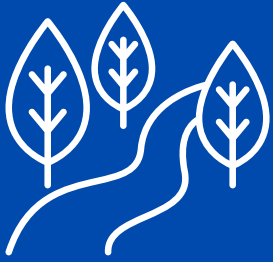
Youth Workshop





Stakeholder Engagement

- Virtual interviews and email updates
- 32 stakeholders contacted and informed
- 9 interviews or questionnaires completed so far



Walk and Roll Tours

- October 25th @ 6PM at the Liscomb Legion
- October 26th @ 3PM at the Sherbrooke Public Library
- November 1st @ 12:30PM at the Goshen Community Centre
- November 2nd @ 6PM at the Port Bickerton Community Centre

An aerial photograph of a river winding through a lush, green forest. The river is dark blue, contrasting with the vibrant green of the surrounding trees. The forest appears dense and healthy, with varying shades of green indicating different types of vegetation. The river flows from the upper left towards the lower right of the frame.

Next Steps

- Engagement phase wrap up
- “What We Heard Report”
- Plan Development

An aerial photograph of a river winding through a lush, green forest. The river is dark and reflects the surrounding trees. The forest is dense and covers rolling hills. The sky is a clear, pale blue.

Thank you!

Do you have any questions or comments?

www.activestmarys.ca



2023-2024 SECOND QUARTER FINANCIAL REPORT

FOR THE PERIOD OF APRIL 1st, 2023 TO SEPTEMBER 30TH, 2023

The Municipality of the District of St. Mary's

INTRODUCTION

The primary information provided in the quarterly report is a comparison of the annual budget amounts to actual revenues and expenditures for general operating and department budgets. All financial information is based on preliminary, unaudited information reported from the municipal financial system as of September 30th, 2023. Seasonal variations in municipal operations may affect the proportion of revenues achieved or expenditures incurred to date.

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NOTES TO FINANCIAL STATEMENTS

Municipal Operating Budget:

1. **Property Tax Bills** were sent out at the end of May with the due date of July 31st. Arrears notices for overdue accounts have been sent out and the 2023/24 tax sale will begin with formal notices in January 2024.
2. **Deed Transfer Tax** – see breakdown below, budget est. for 2023-2024 is \$120,000. Based on the table below if an average of \$5,000 per month is received for the next 6 months this budget will have a surplus revenue of \$120,000.

<i>Deed Transfer Tax</i>	2020-2021	2021-2022	2022-2023	2023-2024
April	\$3,188	\$18,132	\$19,782	\$149,343
May	\$9,738	\$21,797	\$34,395	\$15,278
June	\$8,798	\$24,158	\$26,071	\$10,900
July	\$14,129	\$33,787	\$17,017	\$14,297
August	\$9,067	\$25,720	\$23,327	\$13,713
September	\$17,491	\$13,464	\$29,013	\$7,998
Total	\$62,411	\$137,058	\$149,965	\$211,529

3. **Transfer of Fire Protection Levy** – Fire departments are paid fire tax levies collected on their behalf twice a year, September and March. The September fire tax levy cheques have been prepared and will be distributed at the Fire Services Meeting in October. The pipeline fire tax levy cheques are not shown in this expense but will be prepared for distribution at that same meeting.
4. **Correction Services Expense** – 1st and 2nd quarter invoices expensed, billed every quarter.
5. **Deficit from Regional Housing Authority** – The final bill for 2022/2023 has been received and processed, supporting documentation is attached to this report. Based on the year end projections provided by the province \$52,000 (above their projection) was set up as a payable for 2022/2023. The invoice was received in the amount of \$71,319, therefore short \$19,319. The projection for 2023/2024 expense is between \$21,721-\$26,551. Due to shortfall being covered in 23/24 it will result in this line item being over budget for 23/24 between \$12,040 to \$16,870.
6. **Provincial/Federal Grants in Lieu**- All provincial grants in lieu and provincial area rates revenues have been applied for. The federal grant in lieu will be completed in October. Both should be received in the third fiscal quarter.
7. **Appropriation to Regional School** - Education expense – Paid monthly, current expense represents 6 months of payments.

8. **Building Permits** – Revenue from building permits is on track for the second quarter.
9. **Interest on Investments** – below is a breakdown of revenue from interest on bank accounts minus banking fees. Budget for 2023-24 is \$84,000, if current trends for interest rates remain along with bank account balances, it is projected that that this item will be approximately \$70,000 over the budgeted amount.

<i>Interest on bank account, net of fees</i>	2021-2022	2022-2023	2023-2024
April	\$471	\$1,316	\$11,264
May	\$370	\$1,728	\$11,965
June	\$78	\$2,065	\$11,135
July	\$310	\$3,108	\$11,030
August	\$260	\$5,260	\$14,948
September	\$1,028	\$8,409	\$19,802
Total	\$2,517	\$21,866	\$80,144

10. **Miscellaneous revenue** – Of the \$22,997 of miscellaneous revenue, \$20,239 is related to the disbanding and closing out of old Guysborough Co. Regional Development Authority bank accounts.
11. **Equalization/Capacity Building Grant** – 1st and 2nd quarter payments received from Province of NS
12. **NSPI** – yearly grant received.
13. **HST Offset Program** – yearly grant received, slightly under budget projections.
14. **General Government Services Expenditures:**
 - a. **Council Expenses** – Expenses related to the spring NSFM and annual FCM conferences are included. The fall NSFM will be shown in the 3rd quarter report.
 - b. **General Administration/employee Expense** –Administration and employee benefits will be over budget for 2023/24 due to expenses related to CAO employment search by approximately \$12,000.
 - c. **Solicitor Expense** – Expense includes retainer for the 1st quarter and services, the 2nd quarter invoice has not yet been received.
 - d. **Computer/office Expense** – The first and second quarter expenses are related to postage for tax bills, computer IT services, office expenses and the yearly license fees for the accounting software. The yearly cloud hosting service invoice is paid annually at the end of the fiscal year.
 - e. **Property Valuation Services Expense**- includes both the first and second quarter payments to PVSC.

- f. Low-income rebate - There has been an increase in rebate forms received this year. The deadline for applications is December 31st, 2023.
- 15. Protective Services - Annual grant cheques have been prepared and released to fire depts who have submitted all required documentation. Funds remain in this budget for training grants and support for the fire services committee.
- 16. RCMP – Expense requests 1st and 2nd quarterly invoices paid.
- 17. EMO – This item appears to be over budget due to the approved comfort center grants being provided to registered municipal comfort centers (\$14,500).
- 18. Property/Building Inspection – shared service with Guysborough Municipality for building inspector services, expense represents quarter 1 expenses.
- 19. Street Lighting Expense – expenses on budget for 2nd quarter.
- 20. Planning and Subdivision –expense incurred to date is for annual mapping/planning license fee and 1st quarter invoice for the MODG shared services.
- 21. Cultural Services:
 - a. Eastern Counties Regional Library – expenses incurred are related to 1st quarter invoice, 2nd quarter invoice not yet received.
 - b. Sherbrooke Library – Expense includes yearly insurance payment, minimal facility maintenance and a portion of funds related to the outside railings installed.

Department of Community Development and Recreation:

- 1. Community Development & Recreation (CDR):
 - a. Volunteer Awards – event to take place in the fall and expenses will be shown in the 3rd quarter report.
 - b. Canada Day – Event received additional grants therefore was under budget with net of grants.
 - c. Seniors Games – expenses related to preparation of 55plus games, event occurred the first of October and item will be fully expensed during the third fiscal quarter.
 - d. Community Development Projects – to date this expense includes the purchase of fireworks for Old Fashion Christmas, in the next fiscal quarter it will include the items relating to Truth and Reconciliation.
 - e. Active Transit Plan – Expenses are related to the AT plan, which is ongoing, the plan is 100% funded through the federal government. The grant has not yet been received but will be within the next few months. No cost to the municipality.

- f. Seeds of Literacy – grant funds remaining from last fiscal year. An individual has been contracted to make and supply library boxes for communities which will be completed this fall. No cost to the municipality.
- g. Seniors Tech Grant – grant funds remaining from last fiscal year. The CDR department is working with the local library to enhance Senior's programming and technology needs. The remaining funds will be expensed by end of fiscal year. No cost to the municipality.
- h. Community Use of Schools – grant provided by the province to provide after school kids programming that occurs throughout the school year, generally used for recreation student staffing to assist with programs. No cost to the municipality.
- i. Before and After Care Program – program is offered throughout the academic year and is funded by provincial grants and user fees. Expenses are related to staffing and supplies to deliver the program.
- j. Recreation Programming – expenses are related to general recreation programs delivered throughout the year including but not limited to kick boxing, soccer programs, fishing derby, seasonal events, etc. Budget is on track for the second quarter.

2. Municipal Physical Activity Budget:

- a. CCH MPAL Yearly Grant – Expenses related to the Active Living Coordinator, including salary, benefits and travel/T&D are funded in part by the yearly grant received from the province of \$25,000. To date the yearly grant has not yet been received but should be in the 3rd quarter.
- b. Summer Manager & Summer Students – A grant was not received this year for a summer manager therefore not expensed. Summer student expenses are reflected in the budget under the summer line item.
- c. Equipment Loan Out Program – The CDR department received a grant to enhance the municipalities equipment loan out program in the amount of \$7,250. This program will purchase sledge hockey equipment, kayaks, life vests, bike helmets, etc. No cost to the Municipality.
- d. House League Hockey – partnership to host finances and support the local House League Hockey youth program. No cost to the Municipality.
- e. Active Community Fund – Revenue remaining from last year's grant funded the purchase of new treadmill, parent & tot program and will be purchasing shelves for the equipment loan out enhancement project. The 2023/24 grant application has been submitted; the Municipality will contribute \$3,500 towards the program to leverage the grant.

- f. Seniors Socials – Annual funding provided to community groups to host and partner on socials for seniors. This year funding was secured through grants and no cost to the Municipality. Socials will occur throughout the winter months and be advertised in the Municipal newsletter.
- 3. Fitness Center- Revenue recorded is related to the fob program. Expenses are related to maintenance of the equipment.

Economic Development Budget:

- 1. Economic Development Projects –These funds may be used to support items identified through the land development committee in their final report.
- 2. Main Street Project – Expense is related to the purchase and installation of the library accessible handrails. A grant has been approved through the Community Access-Ability program in the amount of \$7,126. Once the grant is received the final cost to the main street project budget will be \$2,500.
- 3. Small Business Support/Training – Small business event will be occurring during the 3rd quarter.
- 4. Tourism Promotion/Saltscapes/DEANS- tourism promotion guide ad has been expensed to date along with main street flowers and sponsorship for OFC.
- 5. Climate Change – Expense is related to summer student who worked on the Source Water Protection Plan. This expense was a partnership between Clean Nova Scotia and the Municipality.
- 6. DEANS Grant/Guide Advertisements – Annual guide has been expensed but funds remain for annual grant to DEANS. Generally DEANS will present to council during the 3rd quarter of the fiscal year.

Department of Public Works:

- 1. St. Mary's Recplex – Seasonal operation, only revenue recognized to date is advertising sponsorship.
 - a. Staffing/Salaries – A part time staff will be joining the Public Works team in October for the Recplex season.
 - b. General Operating – Expenses to date include purchase (\$2,481) of an explosion proof locked cabinet as identified by the insurance risk analysis report. Zamboni service and repairs \$5,053. The annual start up, mid-season and shutdown contract through CIMCO will be expensed in the 3rd quarter which is approximately \$6K.

2. Municipal Transfer Station –

- a. Scrap Metal Revenue – Material was sold during the 2nd quarter, revenue received was more than budgeted.
- b. Eastern Shore Cartage Collection Contract – five months of services have been expensed to date. Staff continue to monitor the impact of the fuel adjustment clause and the carbon tax. Below is a comparison of the first & second quarter from 2022/2023 to the first & second quarter in 2023/2024.

Fuel Base Price \$137.90	2022/2023 Fuel Cost/Lt	2023/2024 Fuel Cost/Lt
April	\$174.34	\$137.14
May	\$210.30	\$111.85
June	\$168.70	\$113.05
July	\$173.63	\$115.79
August	\$151.59	\$158.96
September	\$167.61	\$169.75
Financial Impact to Contract	Dr to contract \$14,183.59	Cr to contract \$1,352.42

- c. C&D Pile Burial – staff continue to work through the new regulations to bury the C&D pile and prepare site for the next location. The tender to engineer the site to bury has been awarded. It is anticipated that that this item will be over budget for 2023/24 due to the increased regulations and the size of the pile.
 - d. HHW Disposal Fees – The Household Hazardous Waste building has had materials removed, although it appears to be over budget, a rebate grant will be submitted to the province in February for 60-70% of this expense.
 - e. Solid Waste Tipping Fee – Represents six months of tipping fees. This period covers the summer months (which are generally busier) if the current trend continues this item will be over budget for the year.
 - f. General Repairs – Expense is related to maintenance to the backhoe. Additional maintenance to the backhoe needs to be completed and Public Works are working on having that completed/investigated.
 - g. Miscellaneous – expense is related to rental and cleaning of portable toilet system.
 - h. ERSWM Cost Share – annual funding provided to the Eastern Co Solid Waste Management Committee.
 - i. Ground Water Testing – completed twice a year, one round of testing remains to be completed for 2023/24.
3. Sherbrooke Sewer Utility – The majority of the revenue for 2023/24 has been received with the federal grant in lieu remaining to be collected.

- a. **Sewer Maintenance/Supplies** – expenses are related to main cell cleaning, Hospital Road lift station cleaning and UV display replacement. A cleaning out of the remaining lift stations will be occurring this winter.
4. **Sherbrooke Water Utility** – Chemicals expenses have lasted just over six months, and another purchase has been for the remainder of the year, expenses will be shown in the 3rd quarter. Maintenance expense is related to replacing and fixing the main line intake pipe by the plant, hospital road water leak and inventory supplies required. The water rate study for the utility is occurring this winter.
5. **Public Works Maintenance** – the expense under this line item is related to April plowing/salting contract invoice. The tender for the upcoming snow plowing season has been awarded and expenses will be shown in the 3rd quarter.

Non-Consolidated Summary of Revenue and Expenditures Over/Under Budget

Description/Budget Item	Budget Impact: Positive (Negative)
Deed Transfer Tax Revenue	\$120,000
HST Offset Grant	(\$2,600)
Deficit Regional Housing Authority	(\$16,870)
Interest on Investments	\$70,000
Regional Development Authority Funds	\$20,239
Scrap Metal Revenue	\$5,500
CAO Employment Search Fees	(\$12,000)
Low Income Rebate	(\$1,500)
EMO Comfort Center Grants	(\$14,500)
Transfer Station C&D Pile	(\$50,000)
Recplex Zamboni Repairs	(\$3,000)
Balance	\$115,269

Gas Tax and Capital Budgets (by project number)

Project #	Description	Update
1	I&I Recommendation Phase 1	Chemical grouting, staff are currently working on this project, no expenses to date.
2	I&I Recommendation Phase 2	2024/2025 capital project
3	I&I Recommendation Phase 3	2025/2026 capital project
4	Accessibility – Library/Recplex	Grant announced and received of \$113,000, project to occur in 2024/25, Municipal share \$21,454.
5	Transfer Station Bldg. 1&2 – Insurance Deductible	Staff are currently working on this project, to date the demo of the building has been expensed.

6	Dry Hydrant – Fisherman's Harbour/PB	Engineering fees for project paid last fiscal. Staff are currently working on this project in conjunction with the Fire Services Committee.
7	Dry Hydrant	No update on project, project must first be recommended by the Fire Service Committee.
8	Recplex Solar Project	Scheduled 2024/2025 & 2025/26 – no formal plans
9	Water System Assessment Report	Project is complete, slightly overbudget and staff are reviewing
10	Recplex Siding Phase 1	Grant received through the Province. The siding work has been completed under budget.
11	Recplex Siding Phase 2	Project scheduled for 2024/25
12	Recplex Sprinkler Piping	Sprinkler work has been awarded but not completed to date. It is projected that this project will be under budget.
13	J-Class Roads	Not approved through Province for program.
14	J-Class Roads	Not approved through Province for program.
15	J-Class Roads	Not approved through Province for program.
16	Admin Bldg. Payment – MFC Loan	Final payment has been made for the loan on the administration building, completing the 10-year financing.
17	Flushing Hydrant (Cameron Rd.)	Hydrant has been ordered but not yet expensed.
18	Recplex Compressor Rebuild	Project scheduled for 2026/27.
19	Water Treatment Plant Saturation Tank	Project scheduled for 2025/26.
20	Water SAR Recommendations	Refer to SSGF budgets.
21	Water Tr Plant Heating/Cooling System	Projected scheduled for 2025/26.
22	Sewer TP-Outer Rails/Grating	Project scheduled for fall of 2023.
23	Sewer TP- Inner Rails/Grating	Project scheduled by 2024/25.
24	Sewer TP- Generator	Project scheduled for 2024/2025.
25	Sewer TP- Automate	Project scheduled for 2024/2025
26	Sewer Lift Station- Hospital Rd. – moved to SSGF budget	The pump has been ordered but not expensed. Waiting on a quote for piping repairs.
27	Transfer Station- Monitoring Well	Project completed under budget.
28	Port Bickerton Lighthouse Rd.	No expense to date but some maintenance has been completed.
29	Waterline Break Repairs	Not originally in capital budget. Paving approved but not expensed to date.
SSFG - SS1	SS #1 - Housing Project	Project scheduled for 2024/2025.

SSGF – SS2	SAR - Recommendation #1- Efficiency Study (4 components)	Staff are currently working on project, no expenses to date.
SSGF – SS3	SAR - Recommendation #2 - Building Upgrades	One component of budget completed under budget, two additional components remain.
SSGF – SS4	SAR - Recommendations #3 - Monitoring and Scada Equipment	One component of budget completed on budget, one additional component remains.
SSGF – SS5	SAR - Recommendation #4 - Process Equipment and WTP Upgrades	Staff are currently working on a plan for this project, no expenses to date.
SSGF – SS6	Recommendations from AT Plan	Project scheduled for 2024/2025.

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Statement of Operations - Operating Fund

Year ending March 31st, 2024, with comparative figures for 2022/23 & 2021/22

Actuals to Sept 30, 2023 for 2023/24

	2021/2022	2022/2023	2023/24	2023/24
	Actual	Actual	Budget	Actuals
Revenue (Schedule A)				
Taxes	2,115,118	2,143,886	2,334,342	2,856,135
Grants in lieu of taxes	160,022	160,306	163,765	-
Revenue from own sources	144,567	328,860	282,752	215,487
Unconditional transfers from other	364,671	360,279	189,364	99,610
Conditional transfers from other gc	1,206	25,954	26,251	-
Other transfers	149,221	131,957		
	2,934,805	3,151,242	2,996,474	3,171,232
Expenditures (Schedule B)				
General government services	753,874	776,649	783,397	425,623
Protective services	604,600	672,202	724,192	380,512
Transportation services	121,901	104,500	104,500	43,313
Environmental health services	711,630	777,114	802,525	331,625
Environmental development services	97,943	234,206	124,672	59,148
Recreation and cultural services	359,987	439,063	457,188	239,563
Financing and transfers	125,000	125,000		
	2,774,935	3,128,734	2,996,473	1,479,784
DEFICIENCY OF REVENUE OVER EXPENDITURES	\$ 159,870	22,508	0	1,691,448
Transfer to Capital Reserve	(154,870)	(17,508)		
ACCUMULATED SURPLUS,	\$ 1,736,189	\$ 1,741,189	\$ 1,746,189	\$ 1,746,189
ACCUMULATED SURPLUS, YE	\$ 1,741,189	\$ 1,746,189	\$ 1,746,189	\$ 3,437,637

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule A - Detail of Revenue - Operating Fund

Year ending March 31st, 2024, with comparative figures for 2023

Actuals to Sept 30/23 for 2023/24

	2022/2023	2023/24	2023/24
	Actual	Budget	Actual
Taxes			
Assessable Property			
Residential	1,396,971	1,609,203	1,604,249
Commerical			
Based on taxable assessments	575,156	590,401	589,152
Resource			
Taxable assessments	240,469	269,729	266,382
Forest property Tax less than 50,000	14,009	13,883	13,870
Forest property Tax more than 50,000	28,687	28,624	28,624
Area Rates			
Street Lighting	66,689	75,000	74,347
Sherbrooke Sewer	84,523	87,215	84,279
Solid Waste	198,742	222,527	219,091
Assessment Act, farm property acreage	10,355	10,355	10,845
Business Property			
Based on Revenue - Aliant	18,371	18,371	18,433
Other			
Deed Transfer Tax	222,232	120,000	211,529
Fire Protection Levy	161,226	158,904	159,538
Transfer of Fire Protection Levy	(161,226)	(158,904)	(65,361)
	\$ 2,856,204	\$ 3,045,308	\$ 3,214,979

Expenditures as a reduction of tax revenue

Appropriations to Regional School Board	(605,546)	(637,966)	(318,983)
Transfer to correctional services	(41,893)	(44,000)	(20,542)
Deficit Regional Housing Authority	(64,879)	(29,000)	(19,319)

	\$ 2,143,886	\$ 2,334,342	\$ 2,856,135
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Grants in lieu of taxes

Federal government	17,948	19,000	-
Provincial property	142,284	144,000	-
CBC	74	765	-
	160,306	163,765	-

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule A - Detail of Revenue - Operating Fund

Year ending March 31st, 2023, with comparative figures for 2022

Actuals to June 30, 2023 for 2023/24

	2022/2023	2023/24	2023/24
	Actual	Budget	Actual Sept
Revenue from own sources			
Licences and permits	2,376	4,000	2,206
Fines	12,620	9,500	6,985
Vol Fire Dept Workers Comp	-	-	-
Interest on taxes	60,395	52,800	38,493
Interest on investments	95,578	84,000	80,144
St. Mary's Fitness Center	-	-	1,020
Recreation/Community Grants	101,567	74,852	38,811
St. Mary's Recplex	42,726	34,600	690
Miscellaneous	3,421	4,000	22,997
Scrap Metal /Tipping Fees	10,176	19,000	24,141
	\$ 328,860	\$ 282,752	\$ 215,487

Unconditional Transfers

Provincial government			
Equalization grant	175,430	175,432	87,716
HST offset program	11,417	10,500	7,906
Nova Scotia Power Corp	3,432	3,432	3,988
Divert NS			
Floodline Mapping	170,000		
	\$ 360,279	\$ 189,364	\$ 99,610

Conditional transfers from other governments

Provincial government			
Civic Addressing	954	1,251	-
MPAL	25,000	25,000	-
Community Works Grant			
	\$ 25,954	\$ 26,251	\$ -

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2024 with comparative figures for 2022/23

Actuals to Sept 30, 2023 for 2023/24

	2022/2023	2023/24	2023/24
	Actual	Budget	Actual Sept
General Government Services			
Legislative			
Warden remuneration	21,877	22,533	11,264
Warden expenses	5,214	6,400	4,389
Council remuneration	86,290	88,881	44,625
Council expenses	13,128	19,540	9,177
Other council expense	1,638	3,000	835
General Administrative			
Administration and employee benefits	177,204	187,660	115,746
Financial management	141,824	146,322	72,327
Audit fees	15,426	15,500	-
Property valuation services	92,090	92,036	46,018
Low income rebates	6,150	7,525	8,745
General insurance	50,208	45,500	44,901
Solicitor expense	29,986	30,000	4,878
Computer/office expense	49,391	47,500	30,369
Building utilities and janitorial	49,527	47,000	23,118
Common services	18,183	14,000	7,680
Other general government services			
Valuation allowances	13,032	10,000	1,551
Debenture interest	5,481		
	\$ 776,649	\$ 783,397	\$ 425,623
Protective Services			
Police protection			
RCMP policing	570,046	604,485	302,243
Law enforcement and corrections			
Public prosecutions	6,369	6,000	1,538
DNA testing	1,698	2,500	-
Fire protection			
Worker's compensation insurance	8,822	8,200	1,866
Fire department grants	49,548	55,822	47,767
Special capital - fire department			
EMO	8,806	16,185	19,498
Other - property inspection and animal contrc	26,913	31,000	7,601
	\$ 672,202	\$ 724,192	\$ 380,512

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2024, with comparative figures for 2022/23

Actuals to Sept 30, 2023 for 2023/24

	2022/2023	2023/24	2023/24
	Actual	Budget	Actual Sept
Transportation services			
Road transport	30,874	29,500	7,914
Street lighting	68,536	75,000	35,398
2022 Hurricane Expense	6,627	-	-
Major Repairs			
	\$ 106,037	\$ 104,500	\$ 43,313
Environment health services			
Public Works & Sewer			
Sewer maintenance	54,850	57,215	25,713
Public Works Maintenance	52,136	56,550	2,433
Public Works Salaries/Benefit	180,750	153,484	76,825
Solid Waste			
Transfer station & collection	458,713	504,079	212,306
Transfer station salaries	30,665	31,197	14,349
	\$ 777,114	\$ 802,525	\$ 331,625

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2023, with comparative figures for 2022

Actuals to Sept 30, 2023 for 2023/24

	2022/2023	2023/2024	2023/24
	Actuals	Budget	Actual Sept
Environmental development services			
Planning and subdivision	13,730	7,000	2,802
Economic development and tourism	50,476	117,672	56,346
Floodline Mapping	170,000		
	234,206	124,672	59,148
Recreation and cultural			
Dept of Community Develop & Recreation	234,672	245,938	136,345
St. Mary's Recplex	95,970	95,350	31,098
St. Mary's Fitness Center	3,500	1,500	559
Grants to organization (Policy/funding request)	35,015	30,000	20,750
Community Hall tax exemptions	35,487	34,500	34,938
Port Bickerton Lighthouse	4,500	4,500	4,500
Sherbrooke Library	11,119	19,000	6,485
Eastern Counties Regional Library	18,800	26,400	4,888
	439,063	457,188	239,563

St. Mary's Recreation & Community Development Department

	2023/24	2023/24
	Budget Est.	Actuals Sept 30/23
Revenue:		
Canada Day Grants/Revenue	1,550	4,050
Community Use of Schools Grant	5,000	2,481
Senior Tech Grant	-	14,653
Seeds of Literacy Grant	-	3,307
Active Transit Plan Grant		-
Before and After	30,000	14,260
Equipment Grants/Rentals	150	60
Total	36,700	38,811
Expenditures:		
Director of Recreation/Community	54,384	27,025
Travel Allowance/T&D	3,150	580
Director Benefits	12,500	6,574
Office Expense/Phone/Cell	2,000	972
Volunteer Awards	2,500	120
Canada Day	7,900	9,605
Senior Games	2,000	872
Parks & Trails	3,500	1,092
Community Development Projects	3,627	1,032
Newsletter	8,500	4,571
Insurance	5,000	5,000
Active Transit Plan	-	21,139
OHS	1,000	-
Seeds of Literacy	-	56
Senior Tech Grant	-	2,063
Community Use of Schools	5,000	1,152
Before & After Expense	30,000	11,931
Recreation Programming	4,819	1,042
Total	145,880	94,827
Cost to the Municipality	109,180	56,016

Active Living Budget

	2023/24	2023/24
Revenue:	Budget Est.	Actuals Sept 30/23
Summer Grant Federal	1,870	2,414
ACF Grant	21,782	11,314
Equipment Loan Out Program Gran	-	7,250
House League Hockey	-	10,810
Seniors Grant	5,000	10,866
Summer Manager Grant	9,500	-
CCH MPAL Yearly Grant	25,000	-
Total	63,152	42,654
Expenditures:		
Salary & Benefits	43,904	18,306
Travel/T&D	2,700	229
Summer Manager	9,500	-
Summer	10,300	9,612
Health and Wellness Policy Fund	1,500	-
Equipment Loan Out Program	-	208
House League Hockey	-	2,368
Active Community Fund	25,332	6,866
Programming - Winter Fun Fest	1,822	-
Seniors Socials	5,000	3,930
Total	100,058	41,518
Cost to Municipality	(36,906)	1,136

Economic Development Budget

	2023/24	
	Budget	Actuals
	23/24	Sept 30/23
Salary	59,792	29,862
Benefits Economic Development	12,500	7,059
Professional Development/Mileage	3,000	1,601
Office Supplies/Phone/Cell	1,200	658
ED/Land Development Projects	22,580	-
Main Street Project	2,500	9,626
Small Business Support/Training	2,500	-
Tourism Promotion/Saltscapes	4,500	2,614
Climate Change	3,600	3,909
DEANS Grant/Guide Advertisements	5,500	1,017
	<u>117,672</u>	<u>56,346</u>

St. Mary's Recplex Operating Budget
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	2023/2024	
	Budget 23/24	Actuals to Sept 30/23
Revenue		
<i>Rentals:</i>		
Over 19	8,000	
Curling	8,000	
Recreation Hockey/Learn to Skat	2,200	
House League Hockey	8,000	
Free Skate Recreation Grant	2,500	
Private Rentals	1,500	
<i>Total Rentals</i>	<u>30,200</u>	<u>-</u>
<i>Miscellaneous:</i>		
Miscell(Skate sharp)	400	
Advertising	4,000	690
<i>Total Misc</i>	<u>4,400</u>	<u>690</u>
Total Revenue	34,600	690
Expenditures		
<i>Employee Costs:</i>		
Wages & Benefits	31,500	7,100
	<u>31,500</u>	<u>7,100</u>
<i>Utilities</i>		
Insurance	9,500	9,500
Power	33,500	4,494
Phone	1,700	742
	<u>44,700</u>	<u>14,736</u>
<i>Misc/General Operating</i>	19,150	9,262
Total Expenditures	95,350	31,098
Surplus/(Deficit)	(60,750)	(30,408)

St. Mary's Municipal Transfer Station
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		2023/2024
	Budget	Actuals to
	23/24	Sept 30/23
Revenue:		
Solid Waste Area Rate	222,527	219,091
Scrap Metal	14,000	21,061
Container tipping fee/ACES Electrc	5,000	3,081
Total Revenue	241,527	243,232
Expenditures:		
Transfer Station Salaries	28,697	14,349
Benefits Manager	2,500	1,250
Universal Collection of Waste/Recy	370,000	149,904
C&D Pile/Road (Brush Clearing)	28,000	266
HHW Disposal Fees	3,500	8,670
Solid Waste Tipping Fee	51,015	29,883
Blue Bag Tipping Fee	14,500	7,626
Telephone	100	35
Insurance	8,000	8,000
OHS	1,000	-
Furnace Oil/Backhoe/Diesel/Propa	3,500	120
General Repairs	6,000	830
Miscellaneous/Supplies	3,700	1,402
ERSWM Cost Share	6,764	-
Ground Water Testing /Wells	8,000	4,319
Total Expenditures	535,276	226,654
Cost to the Municipality	(293,749)	16,578

Sherbrooke Sewer Utility

	2023/24	
	Budget	Actuals Sept
	23/24	30/23
Revenue		
Sherbrooke Village Comm Grant	-	-
Strait Reg School Bd	7,700	7,700
Ratepayers (Per Unit)	65,930	64,099
Provincial Property (Per Unit)	12,485	12,480
Federal Property (Per Unit)	1,100	-
Total	87,215	84,279
Expenditures		
Wages	30,000	15,000
Benefits	6,690	3,345
Allowance	2,580	1,290
Power	21,000	8,881
Telephone	900	669
Supplies & Maintenance STP/Lines	11,332	7,306
Training	4,500	356
Part-Time Position	5,213	2,607
Insurance	4,500	4,500
Office Supplies	500	105
Total	87,215	44,058

Sherbrooke Water Utility

		2023/24
	Budget	Actuals Sept
	23/24	30/23
Revenue		
Meters	132,000	66,716
Sherbrooke Village Comm	20,500	4,017
Tr From Depreciation	-	-
Provincial Covid Funding	-	-
Interest Income (Acct's/Invest)	1,500	550
Total	154,000	71,283
Expenditures		
Wages	30,000	15,000
Benefits	6,690	3,345
Maintenance	12,000	12,266
Allowance	2,580	1,290
Office Supplies	400	106
Audit	4,000	-
Water Testing/Regulatory exp	15,500	6,920
NS Utility & Review Bd	11,000	-
Depreciation	30,000	-
Power	13,000	4,446
Chemicals/Freight	35,000	16,133
Telephone	900	669
Insurance	3,000	3,000
Training	500	152
Part-time Position	5,213	434
Debt Repayment	23,000	-
Total	192,783	63,762

Municipality of St. Mary's - Multi Year - Capital and Gas Tax Projects - Budget Approved at 2023/24 AGM

Opening Balance Est. > + Rev 23/24					689,238	407,327	360,873	403,873
					249,911			
Project	Capital	Gas Tax	Grants	Project Total	23/24	24/25	25/26	26/27
1 I&I Recommendations Phase 1	10,000	60,000		70,000	70,000			
2 I&I Recommendations Phase 2						70,000		
3 I&I Recommendations Phase 3							82,000	
4 Accessibility - Library/Recplex						21,454		
5 Transfer Station Bldg. #1/#2	10,000			10,000	10,000			
6 Dry Hydrant - Fishermans Hrb/PB		8,000		8,000	8,000			
7 Dry Hydrant		8,000		8,000	8,000			
8 Recplex Solar Project				-		XXX	XXX	
9 Water System Assessment Report	25,000		maybe	25,000	25,000			
10 Recplex Siding - Phase 1	40,000		20,000	60,000	60,000			
11 Recplex Siding - Phase 2				-	-	60,000		
12 Recplex Sprinkler Piping/Tank	20,000			20,000				
13 J Class Road - Cameron Rd	?							
14 J Class Road - Bennetts Loop	?							
15 J Class Road - Restoration Drive	?							
16 Admin Bldg Payment - MFC Loan		128,000		128,000	128,000		-	-
Hydrant for line Flushing - Cameron								
17 Road	6,000			6,000	6,000			
18 Recplex Compressor Rebuild								20,000
19 Water - Saturation Tank						XXX		
20 Water - SAR Recommendations	??					XXX	XXX	
Water Tr Plant - Heating and Cooling								
21 System				-	-	-	10,000	
22 Sewer - Outside railings/gratting	30,000			30,000	30,000			
23 Sewer - Inside railings						30,000		
24 Sewer - Generator						XXX		
25 Sewer - Automate STP								XXX
26 Sewer - Hospital Rd Lift St Pump	8,500			8,500	8,500			
27 Monitoring Well at Transfer Station	10,000			10,000	10,000			
28 Port Bickerton Lighthouse Road	7,500			7,500	7,500			
Total	167,000	204,000	20,000	391,000	371,000	181,454	92,000	20,000
Ending Balance	272,327	45,911			318,238	225,873	268,873	383,873

Municipality of the District of St. Mary's Capital Reserve Fund 2023-2024 Projects

	Budget	Actuals to Sept 30/23
Balance Forward	439,327	402,948
Revenue	-	-
Transfer from General Operating Surplus	-	-
Total Revenue	439,327	402,948
<i>Expenditures by Project Number</i>		
1 I&I Recommendation Phase 1 - Chemical G.	10,000	-
5 Transfer Station - Insurance Claim Rebuild Bldg 1&2	10,000	10,000
9 Water System Assessment Report	25,000	26,220
10 & 12 Recplex Siding Repairs and Sprinkler System Upgrades	60,000	42,374
17 Cameron Road Water Hydrant	6,000	-
22 Sewer Tr Plant - Outside grating/rails	30,000	-
26 Hospital Rd Lift Station - Pump & Piping	8,500	-
27 Monitoring Well at Transfer Station	10,000	4,124
28 Port Bickerton Lighthouse Road	7,500	-
29 Waterline Break Repair - Not Originally in budget	20,000	2,066
Total Expenditures	187,000	84,784
Ending Balance	252,327	318,164

Municipality of the District of St. Mary's Gas Tax Reserve Fund 2023-2024 Projects

	Budget	Actuals to Sept 30/23
Balance Forward	109,911	109,911
<i>Revenue</i>		
Yearly Gas Tax Revenue	138,150	
Interest	1,850	
Total Revenue	249,911	109,911
<i>Expenditures by Project Number</i>		
1 I&I Recommendation Phase 1 - Chemical G.	60,000	
6 Dry Hydrant - Fishermans Hrb/PB	8,000	229
7 Dry Hydrant - Location TBD	8,000	-
16 Admin Bldg Payment - MFC loan - Final year	128,000	126,862
Total Expenditures	204,000	127,091
Ending Balance	45,911 -	17,180

Municipality of the District of St. Mary's Sustainable Service Growth Fund Budget 2023-2024 Projects

	2023/24 Budget	Actuals to Sept 30/23	2024/2025 Budget
Balance Forward	312,383	312,383	306,156
Total Revenue	312,383	312,383	306,156
<i>Expenditures by Project Number</i>			
26 Hospital Rd Pump/Piping Project	22,383	-	
SS1 Housing Project	-	-	100,000
SS2 SAR - Recommendation #1- Efficiency Study (4 components)	60,000		
SS3 SAR - Recommendation #2 - Building Upgrades	9,000	3,839	
SS4 SAR - Recommendations #3 - Monitoring and Scada Equipment	5,000	2,388	
SAR - Recommendation #4 - Process Equipment and WTP			
SS5 Upgrades	-	-	66,000
SS6 Recommendations from AT Plan	-	-	50,000
Total Expenditures	<u>96,383</u>	<u>6,227</u>	<u>216,000</u>
Ending Balance	216,000	306,156	90,156

Management of the Sherbrooke Water System

Review of Improvement Possibilities

SUMMARY

The following is a review of our Sherbrooke water plant and its key functions and processes. The goal of this report is to provide a list of Improvement Opportunities for council's review and then for a validation of the improvement list by the Ministry of the Environment.

BACKGROUND

Public Works staff routinely manage and monitor the plant and applicable quality measures.

See supporting document water plan action plan for a list of staff recommendations to improve plant efficiency.

CONSIDERATIONS

The Municipality has received \$312,383.00 in Sustainable Service Growth Funding from the province on March 31, 2023. Municipal council has designated \$126,000.00 to water system capital studies or capital investments.

Part One: (Target for completion this fiscal) Pre-tender cost estimates of water action plan solutions recommended by staff for review with the Ministry of the environment and project initiation this fiscal.

- 1.) DAF Aeration System \$66,000.00.
- 2.) Installation of the DAF Aeration System \$14,000.00.
- 3.) Filter System Refurbishment (cleaning and add new media) \$48,000.00.

Total \$128,000.00

Part two: (For consideration in the Fiscal 24/25 capital budget) Pre-tender costs on items for plant control and efficiency solutions (for consideration subject to further staff analysis and additional/future budget planning)

- 1.) Programable Logic Control (PLC) \$ 10,000.00
- 2.) Automated Control System \$ 60,000.00

Total \$70,000.00

Staff Report



Next Steps:

- 1.) Staff shall present the above part one solutions to the Provincial Ministry of the Environment.
- 2.) Staff shall also work with the Ministry of the Environment to examine other ministry priorities that won't be remedied by the action plans in part one.
- 3.) Staff shall bring Ministry of the Environment feedback back to council for council approval on initiating the part one projects subject to ministry assessment.
- 4.) Concurrently to all actions on the part one solution, staff shall complete an efficiency review on the part two control and automation plan to define and validate costs vs benefits. The report shall come back to council for consideration.

RECOMMENDATIONS

N/a. Council actions to provide approvals will take place after staff work and reports from the next steps in this report are complete.

Water Plant Operation Review: Update to Council Nov 1, 2023.

Problem	Cause	Solution	Current State	Benefits of Change
1) Sediment and Discoloration. 2) THM levels exceed the MAC (Maximum Allowable Concentration) in distribution water. 3) HAA levels exceed the MAC (Maximum Allowable Concentration) in distribution water. 4) Elevated Aluminum and Manganese levels.	THMs and HAAs are disinfection by-products caused by a reaction between chlorine and organic matter. The aluminum levels which are elevated are caused by carry-over from the DAF system. The coagulant is an aluminum-based chemical. The insufficient air in the DAF system prevents this from being removed before going to the filters, and thus, there is carry-over to the system.	1) <u>Replace the outdated DAF Saturation System.</u> Having sufficient air supply to the DAF will drastically increase the removal of organic carry-over to the filters. 2) <u>Replace filter media in both filters.</u> Charcoal filtration also removes THMs and HAA, the top layer of filter media in the filters.	We need an effective aeration system. Filter #1 is depleted and out of service. Filter #2 is operational, but the filter media levels are well-used, and the charcoal base is almost completely gone. Filter media typically has a life span of 10-15 years before needing to be replaced. Filter #1 has been in service since 2000. Filter 2 has been in service since 2008.	✓ Cleaner water going to the distribution system. (Sediment and discoloration are our most common complaints). ✓ Reduced chemical treatment and related costs. ✓ Reduce run time and increase the overall efficiency of the water plant. ✓ Reduced power consumption. ✓ Fewer people hours on-site to monitor and operate the plant. ✓ More Public Works staff time towards other projects.
Problem	Cause	Solution	Current State	Benefits of Change
1) The plant is highly manual with limited SCADA automation or remote-control ability, causing a maximum level of FTE to run the plant while minimizing monitoring ability. Additionally, currently, the SCADA system only provides alarms and access to data. No remote action can be taken.	The system is all original equipment. It is all manual, plastic valves. If any issues arise, operators must go to the site and manually operate the system. There is no way to operate remotely.	<u>Replace the obsolete PLC for the plant. Install automated valves to program the plant to run automatically.</u> This would consist of automated valves, upgraded chemical pumps, turbidimeters and level indicators.	Currently, operators must stay close to the plant during the day to monitor filter levels and plant operation. The only way to observe the plant performance is physically being on-site to visually inspect other than the discharge turbidimeter from the sand filter.	✓ This would increase plant efficiency drastically. ✓ This would lead to savings in chemicals, run time, operator hours, power and wear and tear on equipment. ✓ This would also eliminate operator error. ✓ More Public Works staff time towards other projects.

Simplified Plant Cross Section



Solution 1: DAF System

The DAF system (Dissolved Air Flootation system) is how the plant removes the organics from the supply water from Sherbrooke Lake. With the aid of the coagulant, the DAF system is supposed to produce many micro bubbles which attach to the dirt particles and float them to the surface of the DAF tank. On the surface, they attach to the floating blanket of sludge, which is then taken away to waste by a skimmer. With the plant not producing enough microbubbles in the saturation tank, there is not enough air to attach to the dirt particles, which leads to access going to the sand filters. This leads to access backwash and increases THMs and HAA5s in the system. This is also the cause of excess aluminum, where the chemical is not entirely removed from the dirt particles because of insufficient air supply. Additionally, the saturation tank that is currently in service is not an actual saturation tank. It is an approximately 40-year-old hot water tank that was repurposed and fabricated into a makeshift saturation tank.

DAF Tank



Proposed DAF Aeration Unit



Solution 2: Filters

The filters which are installed at the plant are mixed media filters. There is a combination of 3 different-sized gravel layers, topped with fine sand and anthracite (charcoal). Filter #1 is out of service. Filter #1 has a thick layer of sludge built up on top of the media, which makes this filter unusable. Filter #2, currently our only filter in service, has lower levels of media. The key charcoal media is depleted. Replacing this media will increase the filtration of the water produced and decrease the volume of organics that make it to the distribution system. This will reduce the THMs and HAA5s and will reduce the complaints from the public about dirty water.

Solution 3: Control System

There is currently a very basic control system at the plant. This is just an on/off operation. There is no option of operating the plant remotely. Only minimal data is available remotely via SCADA. With the plant's automation, operators could adjust timelily, leading to less downtime and more efficient operation.

Conclusion: Full SCADA system remote monitoring and the ability to provide remote instruction to the plant is a norm for water plant operations.

Supporting Information From the “Guidelines for Canadian Drinking Water Quality” www.canada.ca/en/health-canada/services

Trihalomethanes(THM's)

The maximum acceptable concentration (MAC) for trihalomethanes¹ (THMs) in drinking water is 0.100 mg/L (100 µg/L) based on a locational running annual average of a minimum of quarterly samples taken at the point in the distribution system with the highest potential THM levels.

Trihalomethanes and haloacetic acids are the two major groups of disinfection by-products found in drinking water and generally at the highest levels. Together, these two groups can be used as indicators for the presence of all disinfection by-products in drinking water supplies, and their control is expected to reduce the levels of all disinfection by-products and the corresponding health risks. A guideline for haloacetic acids is expected to be available in 2006–2007.

The approach to reducing exposure to trihalomethanes is generally focused on reducing the formation of chlorinated disinfection by-products. The concentrations of trihalomethanes and

other chlorinated disinfection by-products in drinking water can be reduced at the treatment plant by removing the organic matter from the water before chlorine is added, optimizing the disinfection process or using alternative disinfection strategies, or by using a different water source. It is critical that any method used to control trihalomethane levels **must not** compromise the effectiveness of disinfection. The Federal-Provincial-Territorial Committee on Drinking water also recommends that every effort be made not only to meet the guideline but also to maintain concentrations of trihalomethanes as low as reasonably achievable. At the municipal level, there are three approaches for the reduction of THM concentrations in treated drinking water:

- removal of THM precursors before disinfection;
- modification of disinfection strategies and use of alternative disinfectants; and
- use of alternative water supply

At the municipal level, control technologies for reducing THM concentrations include optimization of precursor removal using conventional treatment, such as coagulation and sedimentation (Reid Crowther & Partners Ltd., 2000). In some situations, membrane filtration such as nanofiltration and ultrafiltration, may be more suitable than conventional treatment for treatment and economic reasons.

The most effective approach for the reduction of THMs in drinking water is the improvement of specific conventional water treatment processes and/or membrane filtration to remove organic compounds before disinfection, and the addition of special processes such as carbon adsorption and pre-oxidation. Initial removal of organic precursors precludes the need for reducing contact time, thus improving the efficiency of the disinfection process while still minimizing the formation of chlorinated organic by-products. The formation of THMs can be reduced using granular activated carbon filtration. The level of reduction will be a function of the type and absorbability of organic matter in the water as well as the process design criteria.

Halacetic Acids(HAA5)

The concentrations of haloacetic acids and other chlorinated disinfection by-products in drinking water can be reduced at the treatment plant by removing the organic matter from the water before chlorine is added and by optimizing the disinfection process.

The Federal-Provincial-Territorial Committee on Drinking Water also recommends that every effort be made not only to meet the guideline but to maintain concentrations of haloacetic acids as low as reasonably achievable.

Visuals: Current State:

- 1.) Hot water tank in place of a DAF filter. Note: The Hot Water tank was a makeshift solution that provided inadequate aeration or filtration. It is a likely safety concern due to its age and the internal water pressure it holds.



- 2.) Filter #1: Out of use. Requires cleaning and re-filling with filter media, including charcoal.



Regional EMO Emergency Shelter ACOA Grant Application

SUMMARY

Municipalities in Guysborough County, including the District of Guysborough, District of St. Mary's and Town of Mulgrave have been approached to complete a regional grant application to ACOA for capital upgrades and enhancements to EMO Emergency Shelters. Information within this staff report will be included in the regional grant application, along with information provided by the other two municipal units.

BACKGROUND

ACOA Minister, Gudie Hutchings recently announced \$9 million to help improve the readiness of designated climate comfort centers (emergency shelters) impacted areas by Hurricane Fiona for future climate induced weather events.

The Municipality of the District of St. Mary's currently has three municipally registered comfort centers, which are also community halls within the municipality but no emergency shelter for residents. With the growing number of natural disasters and large-scale emergencies coupled with the large land mass that the municipality covers there becomes a grave need to secure a facility that could act as an emergency center in the time need. The Municipality owns and operates a multi-use recreation facility (rink), the St. Mary's Recplex which with upgrades and enhancements could be converted into an emergency shelter for Guysborough County if needed. The St. Mary's Recplex currently has a kitchen facility, various washrooms, 5 dressing rooms, multipurpose room, walking track and an NHL size ice surface.

CONSIDERATIONS

To complete the conversion, the following enhancements and capital upgrades would be required to occur to the St. Mary's Recplex.

Item	Cost Breakdown Detail	Total
<i>Washrooms and Shower Upgrades/enhancements</i> – The Recplex currently has two showers. As part of the upgrade both showers would be redone, and three additional showers would be added. Upgrade would include all associated costs with upgrade and additions, including supplies for shower stalls, plumbing, etc.	5 Showers at \$6,000 per shower plus \$10,000 for plumbing	\$40,000

Staff Report



<i>Kitchen Facility Upgrades</i> – Enhancement kitchen facility by adding a commercial grade stove, range hood and two commercial grade dishwashers. Upgrade would include stove, range hood, dishwashers, electrical, plumbing, flooring and counter repairs.	Stove/Range Hood \$16,000 Electrical/Plumbing \$7,000 Flooring/Counter Repairs \$3,000 2 Dishwashers (\$4K each) \$8,000	\$34,000
<i>Generator</i> - Installation and associated electrical preparation of a backup 24KW Generac Generator with automatic switchover to operate the full facility (except for the ice plant). Installation of propane tanks to support generator.	Propane tanks \$3,000 Generator and electrical requirements \$37,000	\$40,000
<i>Cots/Bedding</i> – purchase of cots and bedding for 50 units to support the emergency shelter	\$300 per cot/bed – 50 units	\$15,000
Total		\$129,000

RECOMMENDATIONS

Information purpose only, currently staff do not have a recommendation to bring forward.