



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, January 8th, 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, January 8th, 2024

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: December 11th, 2023.
6. Business Arising from Minutes
7. Recommendations from Committees of Council
 - COTW held January 3rd, 2024.
8. Outside Committee Reports
9. Other Matters of Business
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, December 11th, 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 Monday, December 11th, 2023 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier

Deputy Warden James Fuller

Councillor Everett Baker

Councillor Courtney Mailman

Councillor Beulah Malloy

Councillor James Harpell

Absent with Regrets:

Councillor Charlene Zinck

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. 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 Malloy, Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Harpell, and seconded by Councillor Baker, Council approved the minutes of the:

-Regular Council meeting held November 14th, 2023.

-Special Council meeting held November 22nd, 2023.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

Committee of the Whole - November 15th, 2023

On motion of Deputy Warden Fuller, and seconded by Councillor Harpell, Council agree to approve the amount of \$100.00 to Storybrooke Day Home for a miniature version of the Municipal office to aid in the 'Play to Learn' project and come out of the advertising and tourism budget.

Motion approved.

On motion of Councillor Harpell, and seconded by Deputy Warden Fuller, Council agree to direct staff to apply to the Municipal Capital Growth Program through DMAH for the Phase Two of the Sherbrooke Water Treatment Plant Control and Efficiency Solutions and the Sherbrooke Sewer Utility Inflow and Infiltration Phase Two project including, repair/ replacement of manhole structures and/ or covers located on Old Road Hill with a total combined budget of \$208,150 with the Municipal share funded through the 2024/25 Capital Budget.

Motion approved.

On motion of Councillor Baker, and seconded by Councillor Mailman, Council approves the action plan to make a capital investment in a DAF System for the water plant, and to refurbish the two water plant filters. Further, staff to come back to Council for Council approval to award bids for both projects.

Motion approved.

Committee of the Whole – December 6th, 2023

On motion of Councillor Malloy, and seconded by Councillor Baker, Council agrees to opt in and participate in the Nova Scotia Extended Producer Responsibility (EPR) program for Packaging and Paper Products (PPP).

Motion approved.

On motion of Councillor Baker, and seconded by Deputy Warden Fuller, Council request that staff (1) review changes to Provincial & Federal legislation & Municipal Planning Strategy & commitments and update the 2021 Climate Change Action Plan accordingly; (2) create SMART goals for the 2021 Climate Change Action Plan priorities including a complete corresponding action plan for each goal; (3) add "Biodiversity" under the Climate Change Risk priority. Further, that council will approve goals and corresponding action plans per item as presented.

Motion approved.

On motion of Councillor Harpell, and seconded by Councillor Mailman, Council agree to direct Staff to submit an application to the Clean Foundation's Community Climate Capacity Program by the December 13 deadline.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agree to recognize May 1st of each year as First Responders Day and hold a ceremony to honour their hard work.

Motion approved.

On motion of Councillor Baker, and seconded by Councillor Mailman, Council agree to send a letter to our local MLA in support of Cellular Service for all of the Municipality's Districts.

Motion approved.

On motion of Councillor Baker, and seconded by Councillor Malloy, Council supports the municipal application to the Tourism Nova Scotia digital marketing program to seek assistance in digitally marketing content produced with the support of Tourism Nova Scotia.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Harpell, Council approve the new staffing structure within the Public Works Department.

Motion approved.

Teddy Stevens, Director of Public Works left the meeting at 4:10 p.m.

8. Outside Committee Reports

a. Old Fashioned Christmas – Councillor Zinck – October 2023

- See the attached report.

b. Guysborough Adult Learning Association – Deputy Warden Fuller – October 2023

- See the attached report.

c. Eastern Regions Solid Waste – Councillor Malloy – November 2023

- See the attached report.

d. Eastern Counties Regional Library – Councillor Mailman – November 2023

- See the attached report.

9. Other Matters of Business:

- There were no other matters of business.

10. CAO Report:

- See the attached report.
- CAO provided highlights on what is included in the report.
- Old Fashioned Christmas was a great success, the Municipality decorated a door placed at the Blacksmith Shop for the Old Fashioned Christmas and helped coordinate the Parade of Lights. The Municipality put in a float for the Parade of Lights.
- The engagement phase of the Active Transportation Plan has wrapped up and we are now awaiting the “What We Heard Report” on the engagement phase before moving on to the draft plan.
- The Municipality is working with the engineers hired to create a C&D plan for disposal at the Transfer site and design a plan for the New Transfer Station Building.

- Plans to improve water plant operation with the addition of a DAF aeration system and replacement of the filter media were completed and received approval from the provincial ministry of the environment.

Adjournment

On motion of Councillor Harpell, and seconded by Councillor Baker, 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

Monday, January 8th, 2024
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – January 3rd, 2024

On recommendation of Councillor Malloy, and seconded by Councillor Baker, Council agree to write a letter to follow up on the Volunteer Emergency Services Provider.

Recommendation adopted.

On recommendation of Deputy Warden Fuller, and seconded by Councillor Mailman, Council agree to direct staff to proceed with the application for the 2024 Canada Summer Jobs grant, as outlined in this report.

Recommendation adopted.

On recommendation of Councillor Baker, and seconded by Councillor Zinck, Council agree to direct municipal staff to submit an application to the Department of Communities, Culture, Tourism and Heritage for the 2024-25 Recreation Facility Development/Rink Revitalization Fund for Phase 2 of the outside structural repairs and siding replacement to the St. Mary's Recplex and furthermore directs staff if possible, to apply for grant funding to complete a facility needs assessment for the St. Mary's Recplex.

Recommendation adopted.

On recommendation of Councillor Malloy, and seconded by Councillor Mailman, Council approves mileage expenses for any Councillor who attends the January 15 Community Grant presentation in support of their constituents.

Recommendation adopted.

On recommendation of Councillor Mailman, and seconded by Councillor Malloy, Council agree to request staff to investigate and bring back to Council the best business practice options for the creation of a neighbourhood concept based on wellness, that could include a long-term care facility and a hospital along with other things and facilities.

Recommendation adopted.

On recommendation of Deputy Warden Fuller, and seconded by Councillor Baker, Council approves and fully supports the Municipality's written letter to the Honourable Sean Fraser, Honourable, Greg Morrow and the Honourable Tim Houston, Premier in support of the municipality's request for provincial support of improved local cellular phone services and that council sincerely hopes and requests the help of the province to improve local phone cellular service. The letter is to be signed by all members of Council.

Recommendation adopted.

On motion of Councillor Zinck, and seconded by Councillor Mailman, Council direct staff to work on investigation and planning of the following initiatives in order to find solutions that can effectively update our construction and demolition waste disposal services. Further that staff provide regular and frequent updates to council on progress.

- 1.) Staff to work actively in follow up on the municipality's written request for provincial assistance with the office of the minister and with appropriate provincial staff.*
- 2.) Staff to study other options for C&D disposal including engaging other services and other storage locations for the C&D disposal and storage service.*
- 3.) Staff to study C&D dumping fees review fee options with total fees in line with other local municipalities.*
- 4.) Delay tender to building new transfer station for the time being until we know that specifications meet future needs.*
- 5.) To suspend acceptance of C&D material until a new service plan is available (effective January 9, 2024.) with notice on municipal web and Facebook and to notify existing construction and demolition (C&D) permit holders.*
- 6.) To maintain all residential trash services including curbside pick up, bi-weekly bulky item collection, and residential trash drop off at the transfer station.*

Recommendation adopted.

On recommendation of Councillor Baker, and seconded by Councillor Malloy, Council approves and fully supports the Municipality's written letter to the Honourable Timothy Halman, Minister for the Department of Environment and Climate Change in support of the municipality's request for provincial support to help us adapt to the newly established Solid Waste Management Facility Guidelines and that council sincerely hopes and requests the assistance of the province in order for the municipality to maintain a quality, development friendly construction and disposal waste service. The letter is to be signed by all members of Council.

Recommendation adopted.

FINANCE DEPARTMENT

Property Taxation:

Interest on overdue accounts was applied in the beginning of December and arrears notices were mailed out. Accounts over three years in tax arrears had additional Tax Sale Warning letters outlining payment requirements and payment arrangements options to avoid further tax sale proceedings.

Reminder to Council, Staff and Residents that the 2024 Property Assessment notices will be mailed out by Property Valuation Services Corporation on January 8th, 2024. The Capped Assessment Program (CAP) rate for the 2024 Assessment Roll, based on the Nova Scotia Consumer Price Index (CPI), is confirmed at 3.2%. If a property owner wishes to appeal their assessment, please follow the instructions located on the assessment notice or visit www.pvsc.ca or phone 1-800-380-7775 for assistance. Reminder that PVSC must receive signed appeals by 31 days from the date the Property Assessment Notice was mailed. At a COTW in January a staff report will be provided to council on an overview and comparison of the 2024 assessment roll to the 2023 assessment roll.

Property Taxes Collected:

By fiscal year as of December 31st, 2023

- 2023-2024 Taxes – 94.15% Collected
- 2022-2023 Taxes – 96.97% Collected
- 2021-2022 Taxes – 98.46% Collected
- 2020-2021 Taxes – 99.17% 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. Continued work on the Municipal Capital Growth Program with the CAO and Director of Public Works. Continuation of the five-part series of training sessions on HST put on by the CRA and organized by the Association of Municipal Administrators.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators.

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.

RECREATION DEPARTMENT

Canada Summer Jobs Grant

The department is currently working on the Canada Summer Jobs Grant, which provides funding to hire summer recreation staff. The deadline for this application is January 10th.

Learn to Skate

The Learn to Skate program has seen great success this year, with an average of 12 participants on a weekly basis. This program finished on December 16th and will have another round of sessions in the new year, starting in late January and running until the end of February.

House League Hockey

St. Mary's House League Hockey is run by a group of volunteers with assistance from the Community Development and Recreation department. So far this year, we have 39 participants ranging from ages 5-13.

Active Transportation

The engagement phase of St. Mary's Active Transportation Plan has wrapped up. The What We Heard Report is posted on our Active Transportation Website, our Municipal website, and linked on our Facebook page. We are now awaiting the draft Active Transportation Plan to review.

Before and After Program (BAP)

Average participation rates for BAP were 7 children per day. 48 children are currently registered for the BAP Program. We have hired an additional staff member for the BAP Program, giving us a total of four. We have been approved for our funding grant for the BAP Program and are still waiting to hear back about our inclusion grant, which would allow us to staff three people per day.

Adult Hockey

The Adult Hockey league has been underway since November 15th and features three teams which are sponsored by local businesses: Sean Ashe Forestry Lumberjacks, Smokey Hollow Generals, and the Sanctuary Shore Shoremen. We are currently in the process of searching for a referee for this league.

Greenfield Oldsters Club

A member of the department attended the Greenfield Oldsters Christmas dinner, hosted by the Indian Harbour Lake/Jordanville Community Centre. The Club has donated \$600 to the Older Adult Games.

PUBLIC WORKS

Training and People Development:

We have posted a job ad for a new casual part time person who will assist with weekend shifts including a focus on servicing residential trash service needs at the transfer station. We are going to look for a person with broader equipment and public works experience so that we create the opportunity for future potential municipal needs. The salary will be \$16.44 per hour.

Currently training staff in the water utility and wastewater sections with the intention that staff obtain additional certificates/credentials in the field. Brennan MacKay has obtained the level 1 Water Treatment Operator ticket and on December 11, 2023 wrote his Level 1 Wastewater Treatment Operator ticket. The results of the examination are still pending. Tim Wilson will be writing his Level 1 Water Treatment Operator ticket in February of 2024.

Sherbrooke Water Utility:

Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public Works have currently ordered a new space heater for the chemical room at the water treatment facility. The current heater no longer is operational and with the colder temperatures, it is starting to affect the efficiency of the chemicals.

Sherbrooke Sewer Treatment:

Public Works continues to monitor the equalization pumps at the sewer treatment facility. Public Works have ordered new UV lights and bulbs. This is a bi-annual maintenance object to ensure that E. Coli numbers of the discharge water is kept as low as possible. The cost of the new UV lights and bulbs is \$930. This item is covered by the sewer/wastewater operating supplies budget. There is an available balance there of just over \$2000 before this item.

RecPlex Facility:

Public Works staff are currently working within the RecPlex to ensure the ice is at the best quality possible. Public Works have had work completed on the Zamboni. This has fixed the issues of backfiring and shutting off. The Zamboni is now fully functional and operating as it should.

We have been successful in receiving funding from the Atlantic Canada Opportunities Agency (ACOA) in response to a regional grant with participation from the three local municipalities of St Mary's, Guysborough, and Mulgrave. The purpose of the funding will be to create emergency shelter places where people can stay and sleep during an extended local or regional emergency. Each of the three municipality's developed an action plan with components such as facility renovations and purchases of cots and bedding. The ST Mary's project that has been approved is for our municipality to make renovations to the RecPlex to better support people and families staying at the RecPlex during an emergency coupled with the purchase of cots and bedding. The St Mary's Project budget and funding application asked for approximately \$129,000. The total funding approved for the region however, was less than we collectively applied for by 27%. Municipal staff will begin work with our other two partners to reduce costs on the collective project to fit within the approved budget. Staff will bring an adjusted budget to council.

Transfer Station:

Public Works staff has been working to finalize the design of the new building to replace the damage from Hurricane Fiona. Additional work has been done by the design engineer to add wind strength to the structure.

Public Works has also been working diligently with straight engineering to develop a cell design for the burial of the C&D at the Transfer Station.

New Hydrant:

Public Works has obtained the flushing hydrant intended for Cameron Road. Due to shipping and manufacturing delays, the flushing hydrant was not received until December 6, 2023. With the late receival of the flushing hydrant and the inclement weather, the installation of the flushing hydrant will be moved until the spring of 2024.

Sewage Service Water Infiltration

Phase 1 of the Inflow and Infiltration study has yet to be completed. This will be completed in the spring of 2024 due to the current state of the weather. This has also been added to our recently submitted

application to the Municipal Capital Growth Program for potential funding. If the funding through this program does not occur, the capital funds may have to carry over to the next fiscal year.

This will need to be a new item or carry over for the next fiscal budget.

Municipal clerk

Civic Addressing:

The Interim Municipal Clerk has been working the month of October on Civic Addressing with the building inspector. Staff have been working with the building inspector to update civic addresses and PID's on the Nova Scotia Civic Address Finder (NSCAF) website.

Council/COTW Meetings:

The Municipal Clerk has been attending all Council and Committee of the Whole Meetings, documenting all recommendations and motions on an Excel sheet to keep track of all recommendations, motions, and contracts and who they pertain to. The clerk also records minutes throughout the meetings, posts the appropriate agendas and minutes online to the Municipal Website and Facebook Page, and sets up all IT needed for meetings.

Electronic Content/ Advertising:

Updating the Municipal Website with current content, agendas and minutes, policies, by-laws, expense sheets, and information. Updating the Municipal Facebook Page with current content for all departments, such as Community Events, Programs, and Activities.

Water Utility:

The clerk has been updating and filing all water utility bills, arrears reports, interest and meter reads on the Municipal website. Water Utility is to be updated every quarter.

Training:

The clerk has been attending training webinars and sessions to stay up to date on all systems and websites that the Municipality deals with. Familiarization with the municipality's policies, procedures, records management, and code of conduct.

Public Relations:

Serve as a liaison between the municipality and the public, responding to inquiries and disseminating information. Manage public notices and announcements in accordance with legal requirements.

Committees:

Accessibility Advisory, Fire Services, JOHS, Audit, etc.

Scheduling and attending Committee meetings, along with creating agendas and recording the minutes for the different Committees of the Municipality.

Project Support:

Helping with the gathering of Newsletter submissions as well as reviews and edits of the Municipal Newsletter. Gathering documentation and information for the different departments of the Municipality, helping wherever needed.

ECONOMIC DEVELOPMENT

Eastern Shore Flood Line Mapping

The Nova Scotia Department of Municipal Affairs and Housing is supporting municipalities with flood mapping projects under their Municipal Flood Line Mapping program. Phase 1 project area with measuring, modeling and mapping encompassed the coastline of the Eastern Shore from Ecum Secum to the Canso Causeway. The Final Report, data, model, and flood maps for phase 1 have been completed and submitted to St. Mary's by CBCL Limited.

Phase 2 of the Flood Line Map Project, which extends into the watershed level, has been recently announced by the province. Phase 2 is fully funded and lead by the province. A link is now live for stakeholders and the public to add valuable input. Hydrological modelling of watersheds, along with precipitation and climate change analysis, model sensitivity analysis, Model Quality Assurance and Quality Control and relevant By-law review are underway.

Housing:

Update for Recommendations on Housing from the Land Development Committee: Staff are currently waiting for response from CMHC and Government of Canada's Housing Accelerator fund application. A meeting was held on December 19, 2023 with provincial housing representatives to discuss funding, assistance and partnership opportunities. This aligns with the recommendation to request Staff outline

federal and provincial funding options. Staff will be participating in meetings to transition the Guysborough County Housing Network into a non-profit housing association. This aligns with the recommendation to identify & foster suitable partnerships with non-profit housing associations. Staff are preparing for infrastructure readiness assessment project(s).

Guysborough County Housing Network (GCHN):

Meetings to transition the Guysborough County Housing Network into a non-profit association were held on December 5, 2023 (virtual) and part 2 is scheduled (in-person) for January 9, 2024. After the transition and registration with Nova Scotia Joint Stocks the new board can receive funding to implement a housing resources website for Guysborough County and related housing projects. New members from St. Mary's are welcome to join the network and upcoming board positions for the new non-profit housing association.

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 original St. Mary's Source Water Protection Plan (SWPP) was created with a committee of Stakeholders. Since the plan's inception, interns have participated in its creation and implementation. The 2023 Clean Foundation Intern has completed the hybrid position of Source Water Protection Plan Coordinator in August. They have completed the review and gap analysis of the existing plan and review of previous goals and objectives. The Intern has researched, amended the current plan and developed a monitoring plan while creating awareness for the protected area and how the community can contribute to its protection. The new Source Water Protection Advisory Committee has started the review process on August 14th, 2023. The Committee has met on September 11, 2023 and will meet again in the next several weeks. (date TBA).

Tourism Guysborough County Association:

The board of the Tourism Guysborough County Association (TGCA) is awaiting data from Tourism Nova Scotia's Voice of the Visitor program. The questionnaire has been released to past visitors for their feedback. The VisitGuysborough.ca website is undergoing updates in partnership with Guysborough Business Development 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 layout and functionality review is scheduled for January 5, 2024.

The Tourism Guysborough County Association board meeting and AGM is scheduled for January 16, 2024, at Seawind Landing Country Inn, Charlos Cove.

Canada Mortgage and Housing: CMHC – Expert Community on Housing (ECOH) Atlantic Community of Practice

The Expert Community on Housing, or ECOH, is a diverse, collaborative community working together to scale housing solutions. This network includes leaders and collaborators from both inside and outside the housing sector. The Atlantic Community of Practice was developed as a result of the CMHC Housing Accelerator Fund (HAF) information sessions that were not only informative but cooperative. After participation in the HAF sessions, the Economic Development Officer applied and was invited to join the CMHC ECOH- Atlantic Community of Practice to contribute and collaborate on housing solutions.