



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, March 11th, 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, March 11th, 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: February 12th, 2024.
6. Business Arising from Minutes
7. Presentation: St. Mary's Garden Club (NSAGC)
8. Recommendations from Committees of Council:
COTW held February 21st, 2024.
COTW held March 6th, 2024.
9. Outside Committee Reports
N/A
10. Other Matters of Business
N/A
11. 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, February 12th, 2024

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

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, February 12th, 2024 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier	Councillor Courtney Mailman
Councillor Charlene Zinck	Councillor Beulah Malloy
Councillor Everett Baker	
Councillor James Harpell	

Absent with Regrets:

Deputy Warden James Fuller

Also Attending:

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

3. Additions to the Agenda:

- Addition to 8. Outside Committee Reports E. Tourism Guysborough County Association

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

*On motion of Councillor Zinck, and seconded by Councillor Malloy, Council approved the minutes of the:
-Regular Council meeting held January 8th, 2024.*

Motion approved.

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

-Emergency Council meeting held January 30th, 2024.

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 – January 17th, 2024 (Absent Councillor James Harpell)

On motion of Councillor Mailman, and seconded by Councillor Zinck, Council agree to give Deans-Coastal Nova Scotia their annual \$4016.35 contribution.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Harpell, Council agree to approve the necessary costs, to replace the three cushion tanks in order to protect the distribution system from breakage and leaks to a maximum cost limit of \$8500. Plus, tax.

Amendment: Seconded by Councillor Zinck

Motion approved.

On motion of Councillor Zinck, and seconded by Councillor Mailman, Council recommends setting the 2024 2025 Annual General Meeting date as Monday, April 8th, 2024 at 5:00pm.

Motion approved.

On motion of Councillor Harpell, and seconded by Councillor Malloy, Council approve the 2024/2025 Application for Residential Low Income Property Tax Exemption with the total annual household income threshold set at less or equal to \$25,280.00 and the tax exemption credit amount set at \$180.00 per application, all other eligibility requirements to remain the same as outlined in the application.

Amendment: Motion by Councillor Zinck

Motion approved.

On motion of Councillor Baker, and seconded by Councillor Malloy, Council approves that the Municipality of the District of St. Mary's become a member of the Hidden Disabilities Sunflower Program under the Standard Membership Plan and decide on 1-2 wearable products to purchase for members of the public and staff (in support).

Motion approved.

On motion of Councillor Baker, and seconded by Councillor Mailman, Council recommend Staff create a Request For Proposal for Land Survey and park delineation services.

Motion approved.

Committee of the Whole – February 7th, 2024 (Absent Councillor Everett Baker)

On motion of Councillor Harpell, and seconded by Councillor Zinck, Council approve the municipality becoming a member of the Canadian Canoe Procurement group.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Harpell, Council requests an update from staff within 7 months that illustrates degree of savings or quality differences achieved.

Motion approved.

On motion of Councillor Zinck, and seconded by Councillor Mailman, Council recommends to direct staff to add additional components of Option A to the 2024-2025 Recreation Facilities Development grant application.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Mailman, Council supports illuminating the Municipal office and Sherbrooke Library in purple from dusk on May 12th until dawn on May 13th in support of Fibromyalgia Awareness Day.

Motion approved.

8. Outside Committee Reports

a. Guysborough Adult Learning Association – November 21st, 2023

- See the attached report.

b. Sherbrooke Restoration Commission - November 29th, 2023

- See the attached report.

c. Eastern Counties Regional Library – January 18th, 2024

- See the attached report.
- Councillor Mailman brought to Council's attention the feminine and incontinence products located at the Sherbrooke Library for free to anyone who may need them. The Municipality can also order some to have and give out.

d. Eastern Regions Solid Waste Management Committee – January 23rd, 2024

- See the attached report.

e. Tourism Guysborough County Association – January 16th, 2024

- See the attached report.

f. **Other Matters of Business:**

a. 10 Years of Service Recognition- Kerri Jack

- Kerri Jack has dedicated 10 years to the Municipality. Warden Greg Wier acknowledged this, and Kerri has received a 10 Years of Service Certificate.

b. Award Water Plant Filter Media

- Received a quote from our tender, from Continental Carbon Group to do the Filter Media replacement at the Sherbrooke Water Treatment Plant.

On motion of Councillor Baker, and seconded by Councillor Mailman, Council approve the tender bid to Continental Carbon Group to replace the filter media of both filters at the Sherbrooke Water Treatment Plant to ensure we have the upmost quality drinking water provided to customers for the price of \$66,860 plus HST.

c. Award Survey of Municipal Property PID: 37501095

- PID# 37501095, a 62-acre parcel of land has been reserved by Council for housing on the recommendation of the Land Development Committee. It is located between Highway 7 & Old Hill Road and contains Stonewall Park and associated trails. It's located adjacent to a Pre-Primary to grade 12 school and across the street from the community recreation facility the "Recplex".
- The Municipality will be using the survey to facilitate development planning for the land. The survey will be provided to architects and other professional planning services.

On motion of Councillor Harpell, and seconded by Councillor Mailman, to award the survey project of Municipal property PID: 37501095 in Sherbrooke to M. Berrigan land surveying for \$8,570 plus HST.

Motion approved.

10. CAO Report:

- See the attached report.
- Some highlights included in the report are the Municipality has received a letter from the province about Construction and Demolition (C&D), CAO, Doug Patterson and Warden Greg Wier had a meeting about C&D with the province.
- The Municipality received a letter from the province regarding cellular service. CAO, Doug Patterson, Warden Greg Wier, and Director of Finance, Marian Fraser attended a meeting with Build NS for increased cellular service over St. Mary's.
- Denise Dunn, Economic Development Officer (EDO) is on a National CMHC Housing Committee, this produces benefits for information and greater insights into our local housing organizations.

Adjournment

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

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier



2025 NSAGC Annual Rally – Eastern Shore District



About The Club:

In the 1940s numerous horticultural societies sprang up in Nova Scotia to answer the call of the Rural Beautification Project. As the years passed, lovely gardens, landscaped properties and retail nurseries appeared. The Department of Agriculture and Marketing, along with the Nova Scotia Agricultural College, decided it would be helpful to host an event to bring together gardeners from one end of the province to the other. In 1954 they initiated what was to become a tradition—an annual conference where garden club members could meet each other, enjoy tours of local gardens and gather for a banquet that featured a special guest speaker, hence the now Nova Scotia Association of Garden Clubs.

The District of St. Mary's has been one of the founding clubs for the Nova Scotia Association of Garden Clubs. St. Mary's Club has had its share of ups and downs, active gardeners, holiday gardeners, etc. but has always maintained its solidarity to the environment, to the community and to the Association

Currently, St. Mary's has a full calendar of events from garden tours, a day of foraging, crafts for gardens and living crafts for the kitchens. We've had guest speakers come present and have supported the community efforts in butterfly repopulation.

Coming in 2025 is the Annual Rally which is being hosted by "District 2" which is the Eastern Shore. St. Mary's Garden Club, along with her sister clubs in Antigonish, Pictou County, Lismore County, Guysborough and Westville & Area. Presently, St. Mary's is the only club representing Guysborough and Guysborough County.

Where:

Keating Centre, St. FX University

Garden Tour: Sisters of St. Martha's Garden Education Program, Antigonish

When:

June 13th & 14th 2025



GRANTS TO ORGANIZATIONS - APPLICATION FORM

Municipality of the District of St. Mary's Box 296, 8296 Highway 7, Sherbrooke, NS B0J 3C0
Phone: (902) 522-2049 Fax: (902) 522-2309 email: council@saint-marys.ca

Deadline for Submissions: February 15, 2024

Organization Name: NSAGC - St. Mary's Branch (The Nova Scotia Association of Garden Clubs)

Registry of Joint Stocks Active #: 1282925

Address: 748 Mines Road, Upper Falmouth, NS, B0P 1L0 (Main Office) - PO Box 271, Sherbrooke, NS (Local)

Contact Person: Cynthia Smith Contact Phone #: 902-318-8176

Monetary Amount Requested: \$ 5000

Description of Organization and Major Activities:

**Should more space be required, please use reverse of this sheet.*

St. Mary's Garden Club has been one of the longest members of the NSAGC - over 80 years on record!

In keeping with that tradition our Club has built a calendar of events for its members which include guest speakers, farm & garden tours and regular meetings to build on our ever-expanding knowledge base.

We have a fun filled 2024 planned already with foraging events, tours, seed saving nights and garden

crafts already in motion. Our Club, although small, has a growing influence and recognition within the NSAGC

and we have a big opportunity coming with the 2025 District Rally.

Outline event/activity/project that the organization is requesting funding for:

**Should more space be required, please use reverse of this sheet.*

The District Rally is a big day for our Gardeners. Awards are handed out, giving due recognition to our local growers and producers. The 2025 District Rally will have a few keynote speakers and its focus on

backyard growers and sustainability. The NSAGC is run 100% by volunteers and this event comes with significant costs: hall rental, catering, tech support, keynote speakers, awards, deposits have all come to

current balance of \$28000, plus 10% contingency for any unknowns. There is an entire section open to showcase local vendors, which will help bolster local artists, growers, woodworkers, etc. which I am

positive will help St. Mary's slow growing economy. This event is anticipated at hosting 200 people - most of which are not from our region!

List any other sources of outside funding known to date for the above event/activity/project:

There are two fundraisers forecasted, each anticipated at \$500, plus membership fees, but this leaves an outstanding balance of over \$13000.

Cynthia Smith

Signature of Applicant

February 15, 2024

Date

1 Rec'd Feb 27/24

** The following Financial Requirements must be included with this form for it to be considered complete:*



Municipality of the District of St. Mary's

Monday, March. 11th, 2024
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – February 21st, 2024 (Absent Councillor James Harpell)

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

Recommendation adopted.

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

Recommendation adopted.

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

Recommendation adopted.

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

Recommendation adopted.

Committee of the Whole – March 6th, 2024 (Absent Councillor James Harpell)

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

Recommendation adopted.

On recommendation of Deputy Warden Fuller and seconded by Councillor Baker to change the AGM Meeting date from April 8th 2024 to April. 15th, 2024 at 5:00 p.m.

Recommendation adopted.



FINANCE DEPARTMENT

Property Taxation:

Interest on overdue accounts was applied in the beginning of February and arrears notices were mailed out. The 2024 Property Assessment notices appeal date ended on February 9th, 2024. In total 85 appeals were received for the Municipality of St. Mary's.

Property Taxes Collected:

By fiscal year as of February 29th, 2024

- 2023-2024 Taxes – 95.87% Collected
- 2022-2023 Taxes – 97.15% Collected
- 2021-2022 Taxes – 98.5% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Continuation of the five-part series of training sessions on HST put on by the CRA and organized by the Association of Municipal Administrators. Continuation with the 2024-2025 budget preparation work with staff and presentation of draft #1 to Municipal Council. Completion of the provincial conservation grant and provincial reporting for the Sustainable Service Growth Fund.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators. Finance department staff are continuing to work on a records management and filing project which ensures proper retention and destruction of records.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules, position interviewers/interview packages and follow up, orientation binders, timesheet summaries, ROE's, as needed/required. Completed the 2023 T-4's and submitted to the CRA.

RECREATION DEPARTMENT

Active Transportation:

The Municipal active transportation study is coming to close. Staff are working with the consultant to complete reporting which will show key public needs and possibilities for action.

Learn to Skate:

The Learn to Skate program wrapped up on March 2nd. We had 8 participants for the second session.

House League Hockey:

Plans are currently underway for the end of year banquet for House League Hockey.

Rink Revitalization Fund:

The Rink Revitalization Fund has been submitted with hopes to finish the exterior siding, replace the flooring, and replace the exterior lights.

Winter Festival:

The department hosted a very successful week of activities during Winter Festival in February, from the 23rd to the 29th. Activities included a Free Skate, a winter reading challenge, geocaching, and both curling and skating events in partnership with St. Mary's Education Centre/Academy. We also launched our Winter Walking Challenge, where early registrants were entered to win an early bird prize. There was also a community movie event and magic show event that each had an attendance of around 70 people.

Easter Fun Day:

The department will be hosting an Easter Fun Day at Sherbrooke Village on March 30th. The day will consist of a children's egg hunt, in partnership with the Whale Sanctuary, taking place at the gazebo in Sherbrooke Village. There will also be a youth egg hunt around the entirety of Sherbrooke Village, with potentially some prizes for adults as well.

Active Communities Fund Update:

Our 30-day winter walking challenge begins on March 11th, with various prizes up for grabs based on the number of steps achieved during the 30 days. We are also hosting an internal walking challenge for staff to partake in. We are in the process of ordering a new elliptical for the fitness centre, as well as removing the surplus treadmill and old elliptical. We have partnered with St. Mary's Trails Association to place 4 new geocaches in Sherbrooke and are planning a future session to teach people about geocaching and placing more caches around the Municipality.

Equipment Loan:

We have purchased the shelving for the storage shed behind the Municipal Office but have been delayed with installation due to the large amount of snow. Once the shelves have been installed, additional equipment will be purchased, and we will be reviewing the equipment loan policy and recommending amendments. We have recently purchased an accessible sled, which should arrive in the coming weeks.

St. Mary's Fitness Centre:

We are still gaining lots of interest in the fob program and are now up to roughly 75 members. Between the dates of January 1st-February 22nd, there were 25 unique visitors to the fitness centre, with the majority of those users accessing the facility multiple times.

March Break Camp:

A March Break Day Camp will take place on Wednesday, March 13th from 8:30am-4pm at St. Mary's Education Centre/Academy. This event is open to students in grade primary to 6. This event is in partnership with Schools Plus.

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. Tim Wilson will be writing his Level 1 Water Treatment Operator ticket in March 13, 2024.

Sherbrooke Water Utility:

Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public works has installed all 3 new cushion tanks on the distribution system.

Public works along with Continental Carbon Group have replaced the filter media in Filter #1 at the water treatment facility. The filter has been sanitized and are awaiting the test results in order to put this filter in service. The next filter will be changed in the coming weeks.

Sherbrooke Sewer Treatment:

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

Recplex Facility:

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

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.

The fully funded and lead by the province Phase 2 of the Flood Line Map Project, which extends into the watershed level, is nearing completion. The link is now closed for stakeholders and the public to add their input. The draft report should be available by the beginning of March 2024 with stakeholder presentation, revisions and final deliverables by the end of April 2024.

Housing:

Update for Recommendations on Housing from the Land Development Committee: Unfortunately, St. Mary's was unsuccessful with the CMHC and Government of Canada's Housing Accelerator Fund (HAF) application. Correspondence between Council, Minister Fraser's Office and the province are continuing to determine next steps and new opportunities to have more housing in St. Mary's.

The land survey has been completed for PID#37501095 in Sherbrooke, the land that the Municipality reserved for housing in 2023. The next stages of a neighbourhood concept are in development.

Guysborough County Housing Network (GCHN):

Guysborough County Housing Network is set to move forward with the addition of a non-profit housing organization with the name "Community First: Guysborough County Housing Association" recently cleared for use at the Nova Scotia Registry of Joint Stocks. The Municipality of the District of St. Mary's is an ex-officio member of the interim board, with the representative listed as the Economic Development Officer. The next interim board meeting is scheduled for March 19, 2024. This aligns with the Land Development Committee recommendation to identify & foster suitable partnerships with non-profit housing associations. New members from St. Mary's are welcome to join both the network and executive board positions. Contact Nancy O'Regan for details nancy@oreganprojects.com.

Source Water Protection Plan:

Protecting the sources of our drinking water is a cornerstone of *A Drinking Water Strategy for Nova Scotia*. The strategy provides the framework for managing drinking water supplies across the province using a multiple-barrier approach to clean, safe drinking water. The new Source Water Protection Advisory Committee has started the review process on August 14th, 2023. The Committee has met on September 11, 2023 and will require at least two additional meetings prior to plan completion. The next meeting is scheduled for March 18, 2024 at 4:00pm. The feedback from the advisory committee will be incorporated into the Source Water Protection Plan.

MUNICIPAL CLERK

Civic Addressing:

The Interim Municipal Clerk has been working the month of February on Civic Addressing with the building inspector. Staff have been working with the building inspector to update and assign 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, tenders 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.

Committees:

Accessibility Advisory, Fire Services Advisory, JOHS, Audit, etc.
Scheduling and attending Committee meetings, along with creating agendas and recording the minutes for the different Committees of the Municipality.

Street Light Request:

The clerk has been working with Nova Scotia Power to erect residents' streetlights where needed.

Assisting Where Needed:

Helping with the gathering of Newsletter submissions as well as reviews and edits of the Municipal Newsletter. Assisted with the Volunteer Appreciation Event. Contributed to the Small Business Awards on February 29th. Gathering documentation and information for the different departments of the Municipality, helping wherever needed.

OTHER- ELECTION

Website Tab:

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