



NOTICE

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

DATE: Wednesday, July 31st, 2024

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, July 31st, 2024 at 4:00pm

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: COTW held July 3rd, 2024
6. Business Arising from Minutes
7. Correspondence:
 - a. Antique and Classic Car Show Sponsorship letter
 - b. NSFMC Collaborates on Enhanced Emergency Alert System Media Statement
 - c. RCMP – Apology to African Nova Scotians
 - d. RCMP – Year in Review
 - e. DMAH - Canada Community-Building Fund (CCBF)
 - f. Invitation to CEPAC conference in Ottawa
 - g. 3 Year Accessibility Update required by Municipalities
 - h. EMC - Ambulance Service Needs Letter
8. Presentation:

Nancy O'Regan – Community First: Guysborough County Housing Association
Brian Gary – Port Bickerton Planning Association
9. Other Matters of Business
 - a. Next Steps for Active Transportation Plan

- b. Clean Foundation Introduction – Climate Change Action Planning (Verbal)
- c. Local Leadership for Climate Adaptation
- d. Award for Housing Concept Plan (Verbal Update and Presentation in Meeting)
- e. Tourism Nova Scotia (TNS)
- f. Zamboni Financing Options
- g. 2024-2025 Quarter 1 – Finance Report
- h. Election Update – Procedures & Forms

Adjournment



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, July 3rd, 2024

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, July 3rd, 2024, 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 Charlene Zinck

Absent with Regrets:

Councillor James Harpell

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Jadzia Rudolph, Interim Municipal Clerk

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

On the motion of Councillor Malloy and seconded by Councillor Zinck, the Council approved the minutes of the COTW Meeting held June 19th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- Deputy Warden Fuller proposed that half mast for the flag policy should be for all council.
- Council agreed that section 4.3.8 and 4.3.9 should be removed.

7. Correspondence:

a. Letter from Minister J-Class Roads

- The Municipality received correspondence for the J-Class Roads, but the Municipality was not approved for the funding to proceed with Cameron Road, Bennetts Loop, and Restoration Drive.
- Council discussed submitting Cameron Road and Bennett's Loop as one road, and Restoration Drive as a separate road.

On recommendation of Deputy Warden Fuller and seconded by Councillor Baker, Council agree to resubmit Cameron Road and Bennetts Loop together as one road, and Restoration Drive as a separate road to the minister of J-Class roads.

Recommendation adopted.

b. Letter for 12 Months' Notice - NSFM

- The Municipality received a letter from NSFM requesting 12 months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities for the fiscal year 2025-2026 and beyond.

8. Other Matters of Business:

a. Water Treatment Plant Electrical Upgrades

- See the Agenda/Package for staff report.
- It was suggested by Public Works that surge protection for the Water Treatment Plant would be an important addition to the integrity of the water plant and its sensitive equipment and that this surge protection be installed along with the planned automatic switch for the backup generator.

On recommendation of Deputy Warden Fuller and seconded by Councillor Malloy, Council approve the bid in the amount of \$10,401.43 plus HST from Suburban Electric Ltd to install the automatic switch gear and surge protection at the water treatment facility to provide an undisturbed water supply to consumers and to protect the sensitive equipment within the water treatment facility.

Recommendation adopted.

b. Election Update: Verbal Update

- Doug Patterson, Chief Administrative Officer (CAO) informed Council of the updates to the Election. There will be a candidate guide to help offer some general information to people who wish to run for council.
- Returning Officer, Doug Patterson will have the draft voters list, and the Municipality will advertise in the Guysborough Journal so that residents can check to see if they are on the list. The Municipality is still waiting for the province to update election forms.

9. In-Camera: Personnel

On motion of Councillor Malloy and seconded by Councillor Mailman, Council agree to move In-Camera for Personnel at 4:32 p.m.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council agreed to return to regular session at 5:27 p.m.

Motion approved.

Adjournment

On motion of Councillor Baker, and seconded by Councillor Mailman, there being no further matters of business, Council adjourned at 5:30 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Wier

Sherbrooke

Antique & Classic Car Show

P.O. Box 118
Sherbrooke, Nova Scotia
B0J 3C0

Call Jim: (902) 328-7306
Email: j_importer@hotmail.com

July 6, 2024

Dear Friend of Sherbrooke Antique & Classic Car Show,

Sherbrooke Antique & Classic Car Show takes place in Sherbrooke, NS, 3 hours from Dartmouth and 45 minutes from Antigonish on the Eastern Shore of Nova Scotia.

The Sherbrooke Show is now under the direction of the St. Mary's Lions Club with Jim Porter. This year the car show will take place on September 7 from 10 am to 4 pm at the Lions Hall with a dance to follow at 9:30 pm. The event as a main source of fundraising for the Lions Hall.

We would appreciate any support you can give us towards continuing to present this well attended community event.

Sponsor levels are as follows: **PRESENTING SPONSORSHIP \$1,000 AND UP, GOLD SPONSORSHIP – \$600 to \$1,000, SILVER SPONSORS – \$300 TO \$599, BRONZE SPONSORS -\$150 TO \$299.** Gold, silver and bronze sponsors will be acknowledged on the Facebook page, on programs, posters and by the MC throughout the event. They will also receive free passes, the amount based on level of sponsorship.

We are extremely thankful for all of our sponsors and are asking for your continued support. We appreciate that support and look forward to working with you.

Sincere thanks,

Jim Porter With Lions Club Members

Please fill out and return this remittance form along with your donation.

Sponsors Name: _____

Address: _____ City: _____

Province/State: _____ Postal/Zip Code: _____

Telephone: _____ E-mail: _____

Total: _____ Payment Method: Cheque _____ E-transfer: _____

Please Make Cheque Payable to: Sherbrooke Show & Shine



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

Media Statement

NSFM Collaborates on Enhanced Emergency Alert System

Halifax, Nova Scotia, July 18, 2024 – The Nova Scotia Federation of Municipalities (NSFM) expresses our heartfelt condolences to all those affected by the recent flooding.

The NSFM and our members support an effective Emergency Alert System for residents across the province and welcome ongoing enhancements to ensure the safety of all Nova Scotians.

The Alert System is a central piece of a network of emergency response measures that municipalities access. All municipalities have an Emergency Management Organization (EMO), and the majority of municipalities collaborate as part of a Regional Emergency Management Organization (REMO). These organizations coordinate services during emergencies, including severe weather events.

NSFM extends our gratitude to the first responders, volunteers, municipalities, staff and officials at all levels, and all others who are part of this coordinated response. We will continue to dialogue with the provincial government on the investments needed to improve emergency response.

When communities are left reeling from disasters, residents understandably look to elected leadership from all levels of government, to work together.

Thank you,

Carolyn Bolivar-Getson, President
Nova Scotia Federation of Municipalities



Royal Canadian Mounted Police Gendarmerie royale du Canada

Commanding Officer Commandant divisionnaire

July 16, 2024

Dear Mr. Patterson:

As with any policing agency, our ability to do our job well – to prevent and solve crime – depends on our relationships with those we serve. And as the Provincial Police, it's important we reflect, represent, and work alongside community.

In September 2023, I announced that I will be apologizing to African Nova Scotians and all people of African descent for the Nova Scotia RCMP's historic use of street checks and other harmful interactions.

This apology is long over due; the RCMP needs to make a concerted effort to rebuild the fractured relationship with the African Nova Scotian community.

In partnership with the Black Cultural Centre for Nova Scotia, I recently updated the community on our work to date. Here are the highlights:

- To inform the apology and subsequent action plan, I formed a steering committee comprised of community leaders and RCMP employees.
- Between September 2023 and January 2024, 13 consultation sessions were held in African Nova Scotian communities across the province.
- At each consultation, the Association of Black Social Workers (ABSW) provided support to the participants. The ABSW also took extensive notes while I and members of my senior leadership team listened carefully to what community members had to say.
- We heard people's experiences and we got input on how to make our apology and subsequent action plan as meaningful as possible. These community meetings, attended by more than 240 people, were invaluable.
- My team and I are now meeting with African Nova Scotian organizations over the summer to present a summary of the community consultations and a preliminary action plan for further discussions and input.

I will be delivering the apology and final action plan at the North Preston Community Centre on Saturday, September 7, 2024 at 1:00pm with livestreams to a number of other community centres. I encourage you to mark your calendars now if you plan to attend the event.

If you have any questions about our progress towards offering an apology to African Nova Scotians and all people of African descent, please contact me at: Dennis.Daley@rcmp-grc.gc.ca.

Take care,

Dennis Daley
Assistant Commissioner
Commanding Officer
RCMP Nova Scotia

Canada



Royal Canadian Mounted Police Gendarmerie royale du Canada

Commanding Officer Commandant divisionnaire

July 23, 2024

Dear Mr. Patterson:

The Nova Scotia RCMP received thousands of calls for service in 2023. Our teams advanced hundreds of investigations and laid charges for many serious offences, including sexual assault, human trafficking, illicit drugs and homicide.

As the provincial police, and through collaboration with the Government of Nova Scotia, municipalities and First Nations communities we serve, we tailor our crime reduction strategies from year-to-year.

We've recently published a web-based annual review (<https://rcmp.ca/en/nova-scotia/corporate-information/publications-and-manuals/your-nova-scotia-rcmp-2023>) that highlights several operational files that demonstrate our work to combat gender-based violence; hate crime; human trafficking; internet child exploitation; and serious and organized crime. It also includes examples of special projects, our involvement in community events across the province, and policing data.

Although this report offers only a small snapshot of our day-to-day policing work, it reflects our employees' dedication to serve and protect Nova Scotians.

I hope you find the 2023 review interesting and informative.

Sincerely,

Assistant Commissioner Dennis Daley
Commanding Officer
Nova Scotia RCMP

Canada



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

July 18, 2024

Dear Mayors and Wardens:

I am pleased to inform you that the Province has signed a new 10-year agreement with the federal government under the Canada Community-Building Fund (CCBF). This agreement will provide \$318 million in the first five years to our 49 municipalities, offering up-front and predictable long-term funding to help address local infrastructure priorities.

The CCBF will continue to play a crucial role in upgrading the municipal infrastructure that our residents rely on. This includes projects related to drinking water, wastewater, public transit, and community energy. As you are aware, enhancing our infrastructure is a key component in addressing the housing crisis. With the renewal of this agreement, we can ensure that critical infrastructure will continue to be built, maintained, and expanded, fostering a more sustainable and resilient Nova Scotia.

Together with our municipal partners, we can build and revitalize the public infrastructure necessary to improve housing supply and affordability, foster economic growth, and enhance the quality of life for all Nova Scotians. The commitment of both the federal and provincial governments to this partnership underscores our collective dedication to the well-being of our communities.

If you have any questions or require further information, please do not hesitate to reach out to our office using the CCBF program email: CCBF@novascotia.ca. We look forward to continuing our collaboration to create stronger and more vibrant communities across Nova Scotia.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers

On behalf of dmG events, I would like to extend an invitation to municipalities across Canada to attend Canadian Emergency Preparedness and Climate Adaptation Convention (CEPCA) – Canada's first national disaster expo!

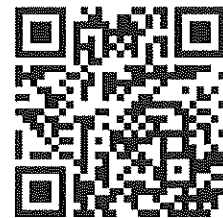
On behalf of our esteemed Governing Body members and the International Association of Emergency Management (IAEM), we invite you to join us at CEPCA as a special delegate. Canada's emergency management ecosystem is fragmented, and public safety is at risk as natural disasters increase across the country.

Municipalities are at the epicenter of decision-making, emergency response and delivering service through solutions to our citizens in time of crisis. CEPCA, led by experts in emergency preparedness and climate adaptation, will foster collaboration within a sector responsible for protecting citizens of Canada. Taking place on September 24-26 on the un-ceded Anishinabe Algonquin territory, at the political centre of Canada and the headquarters of the federal government, this national event will focus on funding alignment, policy integration and partnerships.

Join representatives from all levels of government, NGOs, academia and the private sector at a major conference and exhibition to discuss to network, connect and learn from peers in municipal government from across Canada and share challenges with new suppliers and technology companies to strengthen your municipality for better, safer and streamlined emergency preparedness.

We are delighted to announce special pricing exclusively for municipalities:

- Conference pass rate – \$895 (*regular rate \$1595*) – use code **MUN895**
- Groups of 2-5 pass rate - \$745 – use code **MUN795**
- Groups of 6+ pass rate - \$495 – use code **MUN495**



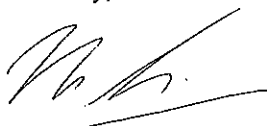
SCAN TO REGISTER

Register at [emergencyexpo.com/register](https://www.emergencyexpo.com/register)

Have your voice heard to shape a better system of emergency and disaster management for Canada.

We are excited to meet you in Ottawa!

Sincerely,



Nick Samain
Senior Vice President



From: [Doug Patterson](#)
To: [Jadzia Rudolph](#)
Subject: FW: Notice: Updating Accessibility Plans for municipalities and villages
Date: July 24, 2024 8:56:06 AM

From: Stegen, Dawn she,her <Dawn.Stegen@novascotia.ca>
Sent: Friday, July 12, 2024 10:06 AM
To: Stegen, Dawn she,her <Dawn.Stegen@novascotia.ca>
Cc: president@ansv.ca; secretary@ansv.ca; directors@ansv.ca; cats@ansv.ca; MacPherson, Laura Beth <LauraBeth.MacPherson@novascotia.ca>; Pavelak, Lisa <Lisa.Pavelak@novascotia.ca>; David Campbell <DCampbell@amans.ca>; jspencer@nsfm.ca; Barr, Nick <Nick.Barr@novascotia.ca>
Subject: Notice: Updating Accessibility Plans for municipalities and villages

Dear municipal and village leaders:

Since 2017, the Province of Nova Scotia has been on a journey to become more accessible. The [Accessibility Act](#), SNS 2017, C.2 ("*the Accessibility Act*"), passed in 2017, recognizes accessibility as a human right and sets a goal of an accessible Nova Scotia.

Through the *Accessibility Act* regulations, municipalities and villages, post-secondary institutions, and regional libraries, and other entities are prescribed to establish Accessibility Advisory Committees and develop and update accessibility plans. By having established your Accessibility Advisory Committee and prepared your first accessibility plan, which was due April 1, 2022, you are playing a vital role in supporting the goal of an accessible Nova Scotia.

I would like to remind you of the requirement to update your accessibility plan. Each prescribed public sector body (PPSB) is required to update its accessibility plan every three years and make it publicly available (*Accessibility Act* s.42). Accessibility plans for municipalities, villages, universities, Nova Scotia Community College, and regional libraries, must be updated and made **publicly available no later than April 1, 2025**.

Your first accessibility plan is a strong foundation for updating your plan, you are not starting from scratch. Each organization decides the extent of the updating process. As you continue to build momentum toward achieving accessibility goals identified your first plan, updating your plan is an opportunity to review and revise commitments to make sure they are relevant, realistic and achievable for the next three years, however you are not required to develop new commitments if this is not realistic based on the status of your first plan.

The Accessibility Directorate has been working closely with the accessibility leads for all PPSBs to keep them informed of this requirement and to provide information to support the process of updating your organization's accessibility plan. We have developed a new toolkit that can assist you as you update your accessibility plan.

This resource will be available in a few weeks at novascotia.ca/accessibility.

-
Your accessibility plans are impactful facilitators of systems change that are making a difference in the lives of Nova Scotians. Thank you for your work and commitment to make Nova Scotia more accessible and equitable for all. If you require further information, please don't hesitate to contact me.

Dawn

Nova Scotia Accessibility Directorate

Dawn Stegen

Executive Director

Department of Justice

Phone: 902-499-3966

Website: <https://novascotia.ca/accessibility/>

Email: dawn.stegen@novascotia.ca

Cc:

Lisa Pavelak, Compliance Coordinator, Accessibility Directorate

LauraBeth MacPherson, Manager, Accessibility Directorate

Brian Banks, ANSV President

David Campbell, Executive Director, AMANS

Juanita Spencer, CEO, Federation of NS Municipalities

Nick Barr, Department of Municipal Affairs and Housing



July 22, 2024

Mr. Greg Wier
Warden, Municipality of the District of St. Mary's

Re: Ambulance Services in St. Mary's

Dear Mr. Greg Wier:

Thank you for your letter on June 17, 2024, regarding the municipal council's questions regarding local ambulance services. I appreciate the council's concerns and want to assure you that nothing is more important to our team than delivering safe, high-quality patient care to residents and communities we serve across the province, as these are our communities too.

Regarding the first point in your letter, the post at Greenfield Oldster Club in Aspen remains a working post for the EHS system. It is part of EHS ground ambulance system's dynamic deployment approach. The goal of this approach is to move available resources toward where we anticipate the next call to come from, which is based on a variety of data. This approach supports our commitment to respond promptly and effectively as we continuously work to meet the ever-changing needs of our communities.

Our own initiatives, as well as those in collaboration with our healthcare partners, have strengthened our service delivery and resource availability. This includes our ability to maintain increased coverage in areas like Sherbrooke and all areas in the Municipality of the District of St. Mary's.

There are no planned service changes for St. Mary's. We are committed to delivering the best patient care and will continue to monitor for areas of improvement. We will continue to work with our healthcare partners in government and Nova Scotia Health on initiatives to ensure the right resource to the right patient at the right time for the right reasons is given. An example of this is that patient care starts as soon as you call 911. Our Communication Officers in the Medical Communication Centre (MCC) immediately begin to provide support. This may include speaking with the clinical team in the MCC that operates 24 hours a day and is made up of a physician, nurse and a clinical support paramedic. All of whom can provide care as soon as you call.

I hope this information alleviates any concerns the council may have. I would be happy to discuss further if there are any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Crossman', written over a horizontal line.

Matthew Crossman
President and Chief Operating Officer



9409 Highway 16
Cooks Cove NS
B0H1N0
communityfirstGCHA@gmail.com

July 24th, 2024

Dear Warden and Council,

Thank you for the opportunity to provide you with an update on the newly incorporated *Community First: Guysborough County Housing Association*.

We established our bylaws and values earlier this spring and established an interim Board of Directors. Currently Warden Greg Weir and CAO Doug Patterson serve as ex-officio members of the Board and have been attending board meetings regularly.

Organizational Development

We have been building our governance model to incorporate both the Board and the original network of services providers (see attached). We have begun the process of developing policies and procedures. We have completed a confidentiality policy, drafted procurement policies and are working on an anti-racist policy and some financial procedures.

Several board members including myself and Denise Dunn have completed the CAHDO Blueprint training program. I also attended the Cape Breton Micro-credit course on Affordable Housing. We are working hard to build our knowledge and capacity to become housing providers.

We have established both a *Project Opportunity Committee* and a *Policy Committee* to assist us with moving forward. We currently are exploring two projects for the District of St. Mary's. One is a privately owned parcel of land for seniors affordable housing and the second project will be to explore a partnership with the Municipality as the concept for your wellness community moves forward.

We have joined the *Nova Scotia Non-Profit Housing Association* and will be participating in planning to create a regional housing network for our wider area. I would encourage Council to join as well as a Municipal Member.

We have met with *NS Housing* staff twice now and are in the process of applying to fund our first acquisition. We have met with the program staff of the *Community Housing*

Transformation Centre and will be applying for pre-developments costs and capacity building funding. These funding programs will all take time to be approved.

In the meantime, we have retained the services of a consultant, Chrystal Fuller from Brighter Communities, who will act as our planner/project manager on a part-time basis. We have retained a realtor on a case-by-case basis to represent us as needed.

Project Opportunities for the District of St. Mary's

We recently had a Community Consultation in Sherbrooke to ascertain if there is support for our potential projects. We heard from the 11 folks present that a seniors affordable housing project would be supported and is needed. If we move forward on that idea, we will bring design plans and potential rent costs back to the public for further input. There were questions about the nature of the housing we might want to include in the future development Council is exploring. We are in the process of establishing a sub-committee which would act as an Advisory Committee for the District of St. Mary's. I would invite you to attend or recommend someone from your district who might be interested in the opportunity to provide input on projects in the district. Folks with construction or community development experience and/or who understand the needs of community would be a benefit. Community members with specific experience regarding the needs of seniors would be welcomed.

To continue exploring potential properties we require funding to cover the cost of consultant, commercial appraisals, engineering site plans, traffic study and Environmental Assessment Phase 1 reviews. Also, we require 5% capital contributions on any acquisitions. We are requesting a \$10,000 grant to assist us in this work and to bridge our financing until we receive funding.

As we move forward towards the seniors' housing project in Sherbrooke, we may require a zoning change to allow for multi-use residential buildings. We hope to make an offer on the private property in the coming months. In terms of water and sewer services, we understand the sewage disposal pipes are across the road from the property and, if the acquisition is completed, we would be asking Council to consider bringing the sewer line across the road to meet the property line. This would greatly reduce our pre-development land costs. Depending on the funding program, we may also be requesting a capital contribution for the community equity (5-10%) we will need to raise in the 2025/26 year.

I look forward to discussing our progress with you at your next meeting,

Sincerely

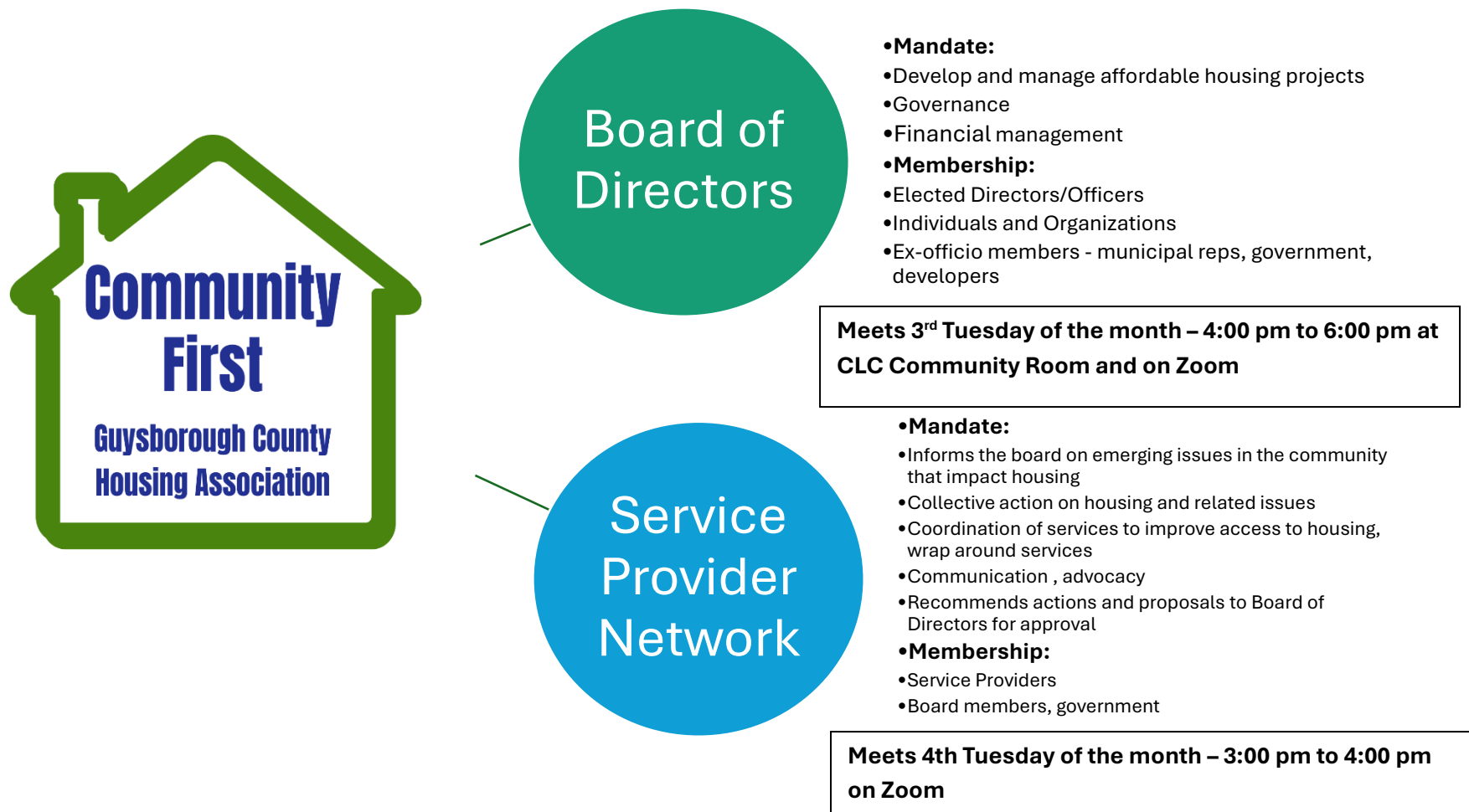
Nancy O'Regan

Nancy O'Regan
Chair

Community First: Guysborough County Housing Association
902 870-1320

Community First: Guysborough County Housing Network - Organizational Model

When the **Guysborough County Housing Network** decided to become a not-for-profit affordable housing provider, members felt that the new model needed to maintain the service provider network. Much of what we learn about the needs of families and individuals comes from services providers, working on the front lines with access to clients. They identify ongoing issues that need to be addressed such as food security, poverty, racism and other issues. It was felt that a new model should incorporate both a working **Board of Directors** that could actively seek and develop affordable housing projects and a **Service Provider Network** that would meet the need for collective action, improving coordination, collaboration and communication (i.e. website project). When people apply to join the organization they are all members of the Network. At the Annual General Meeting, individuals and organizations are nominated to the Board of Directors. All members can attend and participate in the Service Provider Network.



Port Bickerton Lighthouse Interpretive
Centre is holding their first annual

Port Bickerton Lighthouse Arts' Festival

August 17 & 18 2024



Artist and Artisan Call Out!

We are looking for participation from Painters,
crafters, dancers, musicians, jewelers, etc.

Please Email us at:

PBLARTFESTIVAL@GMAIL.COM

This event encourages All Nations Indigenous, African Nova Scotians, 2SLGBTQIA+, and all other diverse representatives to participate. The goal of the festival is to keep the light on creative and spiritual growth in our community.



Port Bickerton & Area Planning Association
Port Bickerton Lighthouse Arts Festival (August 17th & 18th, 2024)
Brian Gary

“The history of lighthouses is well documented in nautical truth and lore, as a beacon of hope and direction”

The Lighthouse:

Roger Brook an acclaimed international tourism consultant stated that; “The Port Bickerton Lighthouse is one of the best tourist attractions on the Eastern Shore and a must-see of lighthouses in Nova Scotia.”

Settled in 1840 by a group of fishermen from Peggy’s Cove. The Port Bickerton is one of three lighthouses built between 1901 and the current standing Lighthouses in 2000. There are many stories about the lighthouse, one to note symbolizing hope and direction for this coastal community was the fire in 1947 that threatened it. Members of the village gathering water from the sea were able to extinguish the fire with only light damage.

Friends of the Light:

For over 25 years the non-profit charity Port Bickerton and planning Association, volunteers, the Friends of the Light have been the keepers of not only the lighthouse and grounds; they also host the “Interpretive Centre” with guided tours, and it is 3.7 kilometers of nature trails. One trail leads to a “white sand” beach.

Many of the lighthouses in Nova Scotia are disappearing, through abuse, neglect, and disinterest. The Port Bickerton lighthouse has been an icon of the region for 105 years. It remains a tangible example of the common heritage of the people of Port Bickerton and the surrounding area. The lighthouse links the past, present, and future. The community living alongside the Atlantic Coast. The “Artists in Residence Program” established in 2014 attracts artisans from around the province. The program offers the opportunity for Artists to develop their visions on the eastern shore and further draws attention to the lighthouse as the featured location to explore.

The festival:

The Port Bickerton Lighthouse Arts Festival is the latest addition to this historic village as a point of refuge, vision, and community. This annual two-day event provides the space and opportunity for Artisans, Musicians, Dancers, and Writers, on the ever-evolving Eastern Shore, as its backdrop, to share stories, talents, performances, and creative ideas and inspire a deeper appreciation of the

many cultures growing in our province. This is achieved by presenting a variety of arts, workshops, performances, and readings featuring a growing and diverse community of newcomers and established natives. Throughout the two festival days visitors will engage in:

Painting along the shore

Kite building

Jewelry making

Dance

These are small samples of the various workshops. There will be poetry and literature readings (conducted in the trails.)

Throughout the two-day festival, there will be local and regional musical performances ranging from pop, folk, traditional coastal sounds, African and Indigenous rhythms, classical, and jazz. The aim for all who attend is to leave newly inspired and enriched with new insights into the creative spirit of our region. Thus, continuing the spirit of the Port Bickerton lighthouse as a symbol of a Beacon of Hope and Direction on the Eastern Shore in Nova Scotia.

Active St. Mary's – An Active Transportation Plan for the Municipality of the District of St. Mary's

Department of Community Development & Recreation

SUMMARY

Active Transportation is a broad term that refers to all modes of human-powered transportation, including walking and wheeling (assistive devices such as wheelchair), cycling, rollerblading, kayaking, skiing, snowshoeing. Active Transportation is typically used for two purposes such as reaching a specific destination or for fun.

The Municipality currently has a dated Active Transportation Plan that has a primary focus on Sherbrooke. To update the Plan staff issued a Request for Proposals. Upland Planning and Design Studio was tasked with creating an Active Transportation Plan that provided potential projects to complete an Active Transportation Network throughout the Municipality connecting key destinations between communities.

The Draft Plan is complete and was presented to Council on May 29, 2023.

BACKGROUND

On February 28, 2023, the Municipality issued a Request for Proposals for a Active Transportation Plan for St. Mary's with a deadline for submissions of March 24, 2023. The request specified that submissions must include the following deliverables:

- The current state of Active Transportation in St. Mary's,
- Specific projects for improving connectivity between communities,
- Specific projects for improving conditions in the communities of Sherbrooke, Sonora, Aspen, Goshen, Indian Harbour Lake & Jordanville, Port Bickerton & Fisherman's Harbour, Liscomb and Ecum Secum,
- Active Transportation Signage & Marketing, and
- Large Scale Maps

Upland Planning and Design Studio was awarded the project. The deliverables included in the proposal that was agreed to included:

- An overall network design for the Municipality connecting key destinations between communities.
- Options for potential connections within the communities of Sherbrooke, Sonora, Aspen, Goshen, Indian Harbour Lake & Jordanville, Port Bickerton & Fisherman's Harbour, Liscomb and Ecum Secum. At least two active transportation projects for each of these communities.
- Signage & Marketing Strategy for the entire network.

On August 2, 2023, Upland Planning and Design Studio presented the *Background Report* to Council. This document outlined the current Active Transportation infrastructure throughout the Municipality.

Staff Report



- On December 3, 2023, Upland Planning and Design Studio presented the *What We Heard Report* to Council. This document outlined the data that was collected and analyzed.
- The *Background Report* and the *What We Heard Report* were used to draft the Active Transportation Plan.
- On May 29, 2024, Upland presented the *Draft Active St. Mary's Plan*.
- During the month of June staff reviewed the plan and requested that non-substantive edits be made to the document.

CONSIDERATIONS

Conclusion: Upland Planning and Design Studio completed a thorough review of active transportation infrastructure throughout the Municipality, inclusive public engagement which have been used to complete the draft *Active St. Mary's Plan*. Based on the *Background Review* and *Public Engagement* there is an appropriate amount of recommendations within the Plan that range from low to high in cost and priority. The recommendations within the plan follow suit with best practices for Active Transportation and may be analyzed by staff for planning and prioritization and brought to council for recommended action.

RECOMMENDATIONS

To accept the Active Transportation Plan with non-substantive changes for long term planning & prioritization.

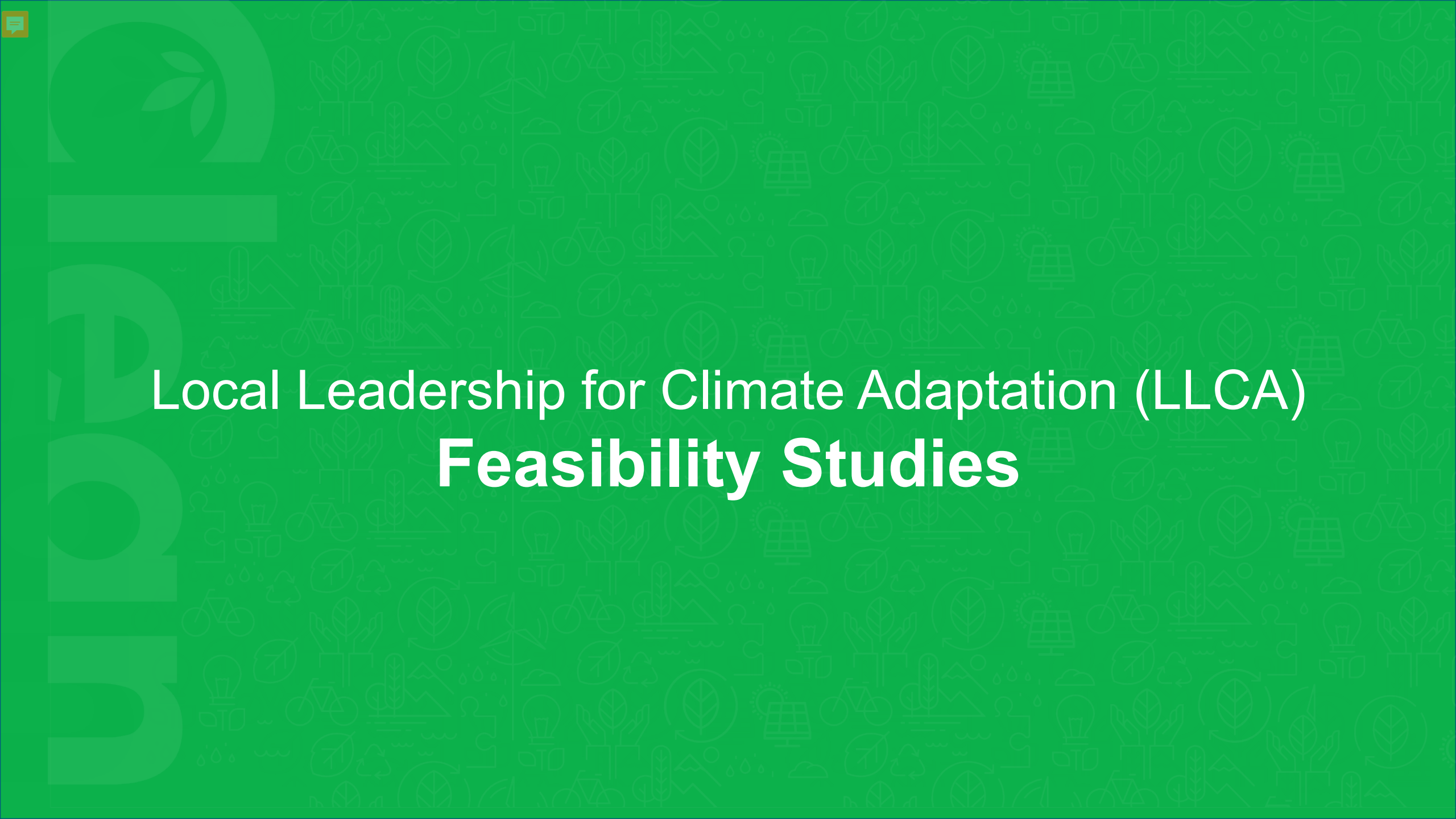


Foundation
clean

What *is* adaptation?

Taking proactive steps to deal with the changes happening in the climate and reduce the harm caused while making the most of any associated opportunities.





Local Leadership for Climate Adaptation (LLCA) **Feasibility Studies**

What is the **Local Leadership for Climate Adaptation** initiative?

LLCA is a \$530M program delivered by the Green Municipal Fund (GMF), supports local governments across Canada to plan for and respond to the impacts of climate change.



"Fund feasibility studies that assess the viability of climate adaptation projects with expected eligible costs."

Maximum Award: \$70,000

Grant up to 80% of eligible cost

- Rural/remote communities with a population of <10,000 will receive a cost share of 90%
- Indigenous communities and local governments partnering with Indigenous communities will receive a cost share of 100%

Projects must be completed within two years of receiving funding.



Cost Category	Eligible Costs	Ineligible Costs
Pre-Application	Expenses of up to \$5000 for preparing the LLCA application, spent within 90 days before sending it in.	Any other expenses before receiving the application, like meetings with people involved or research to help write the application or add information to the Project Workbook.
Administrative	Costs for project-related administrative tasks, like long-distance calls, necessary permits or certifications (like CaGBC, LEED, etc.), printing or copying by outside companies, and buying documents specifically for the project.	Everyday office supplies and general costs of running a business office. Also, fees for project-related tasks that need to be paid by the person applying (for example, fees for permits from the city).
Advertising	Applicable costs include fees associated with communicating the project to the public, such as advertising development and media distribution, website development, and public surveys.	Advertising costs or expense related to the education or awareness raising for ongoing activities or promotional items.
Capitol Expenditures	Renting or buying equipment and assets that are required for carrying out the project such as system hardware/software, construction material, renovation and installation costs.	Buying equipment or assets that could be rest or leased to achieve the project goals, or that are more than what is needed for the projects size -- including buying or leasing real estate.
Equipment Rentals	Rental of tools and equipment related to the project.	Rental of tools or equipment related to ongoing or other business activities.
In-Kind	Lead applicants can include the costs for staff time spent working on the project implementation.	Any goods or services received through donation or in-kind contribution.



Cost Category	Eligible Costs	Ineligible Costs
Meetings and Public Gatherings	Costs for meetings and public gatherings to engage the public and collect feedback include renting venues and audiovisual equipment, providing inclusive services like translations and transportation, offering culturally appropriate refreshments, paying honoraria to cultural leaders and Indigenous knowledge keepers, and covering costs for local customs such as gifts and ceremonies.	Any hospitality expenses (e.g., food and drinks unless needed for cultural protocol, alcohol, music, decorations etc.
Services	Fees for professional or technical consultants and contractors	Costs for engineering studies, audit studies, or feasibility studies are important when grants or contributions are provided or promised by the Government of Canada. Additionally, any costs related to people who are employed by your organization, except for those categorized as "in kind."
Staff Remuneration	Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project including direct salaries, fringe benefits such as time-off and paid benefits.	Regular salaries and/or benefits of applicant staff or partners (e.g., overtime pay, bonuses, fringe benefits such as sick days or leaves, staff training wages, membership fees etc.)
Transportation, Shipping, and Courier Charges	Travel and expenses related to the project for you and consultants must follow the guidelines set by the Treasury Board of Canada. This travel should be essential for completing the project. It also covers costs for attending FCM-led capacity building activities related to the initiative, up to a maximum of \$10,000 or 10% of eligible project costs, whichever is less.	Travel and associated expenses of a partner in the project including accommodations, conference fees, trade shows, etc.
Taxes	The portion of taxes for which your organization is not otherwise eligible for rebate	The portion of taxes for which your organization is eligible for rebate (provincial, territorial or federal)



Phase 1: Readiness Check

Complete before applying to see if your feasibility study qualifies for funding and to understand next steps.



Phase 2: Connect with GMF

Contact a GMF representative after completing the readiness check to discuss your project and get the pre-application form via FCM's funding portal.



Phase 3: Pre-Application Submission

Submit your pre-application form through FCM's funding portal. Create a client profile and follow portal instructions.



Phase 4: GMF Pre-Application Review

A GMF representative will review your pre-application form to confirm eligibility to proceed to the next application stage.

Phase 5: Full Application Submission

A GMF representative will notify you that the full application form is available on FCM's funding portal. They'll also provide a project workbook template for submission with the full application form.



Phase 6: GMF Project Officer Review

After submitting the full application form, a GMF project officer will review it for accuracy and completeness. They'll assist with any questions throughout the application and funding-decision process.



Phase 7: Internal Review

GMF staff internally assess feasibility study applications. Funding recommendations are then sent to GMF Council and FCM's Board of Directors.

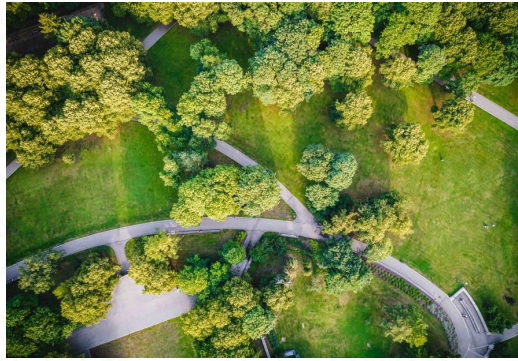


Phase 8: Funding Decision

GMF Council recommends funding to FCM's Board of Directors for approval. The average time for a funding decision is 6 months after submitting the full application form.

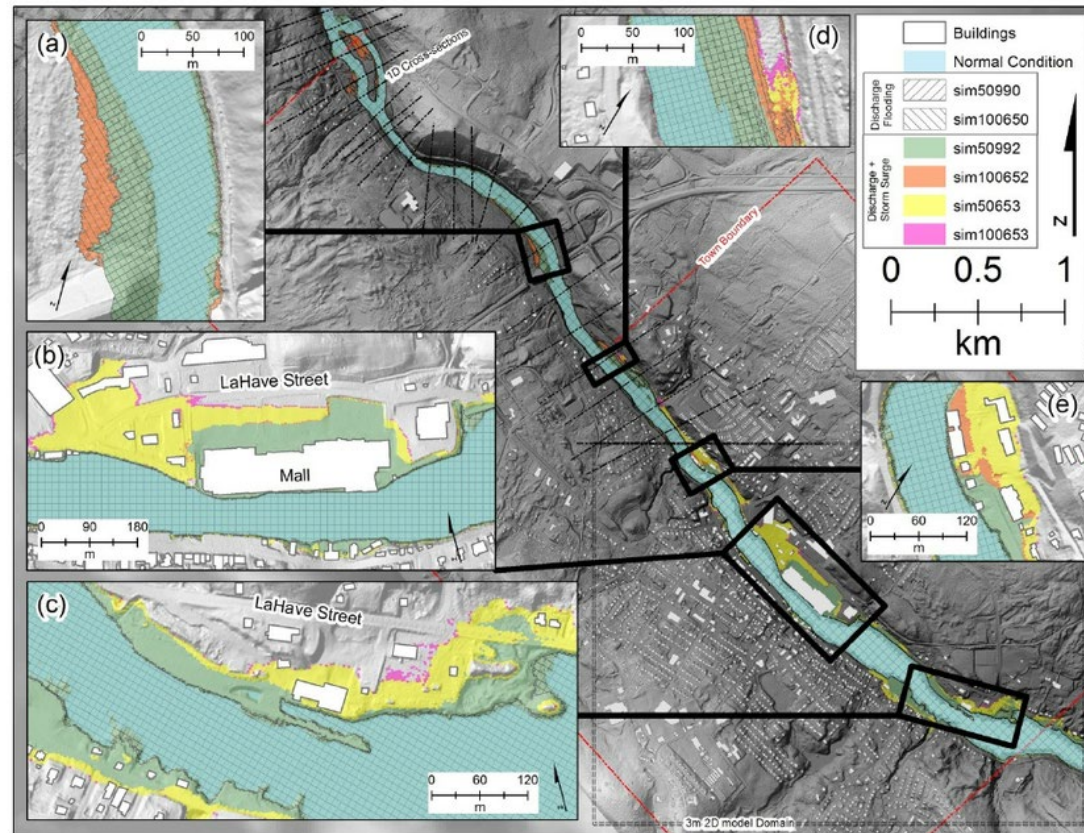
CONSIDERATIONS

Nature-Positive Adaptation



CONSIDERATIONS

Climate Resilient Requirements



CONSIDERATIONS

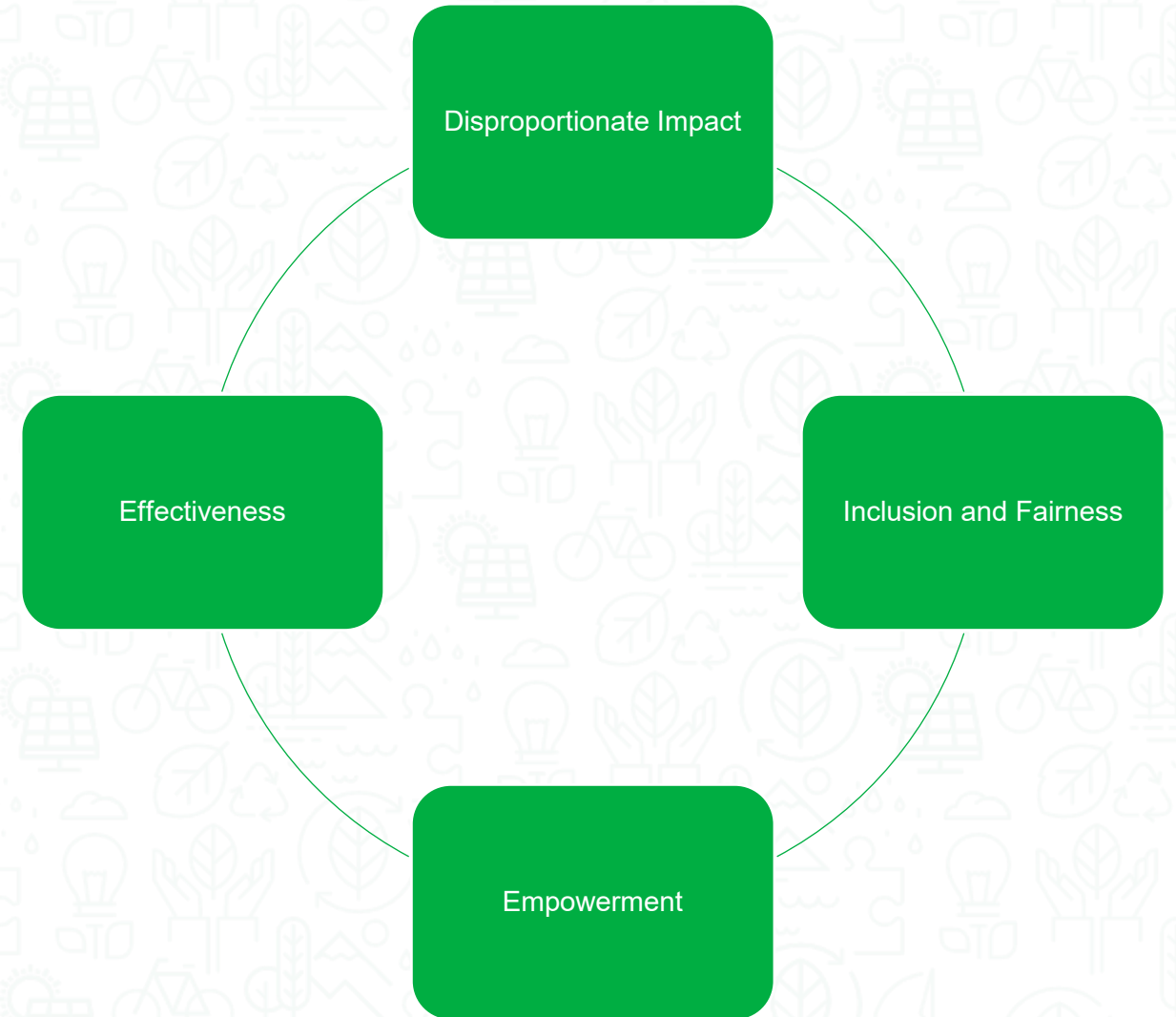
Inclusive Engagement Practices





CONSIDERATIONS

Equity-Deserving and
Marginalized Community
Benefits Assessment



CONSIDERATIONS

Climate Risk Assessment and Climate Adaptation Plan





CONSIDERATIONS

Municipal Resolution





Evaluation of Applications



INSPIRATION

Assessment of Flood Vulnerability: Study to evaluate flood risks and develop strategies to mitigate them.

Heat Resilience Infrastructure Study: Assessing the feasibility of installing cooling centers and green spaces to combat urban heat islands.

Stormwater Management Plan: Feasibility study to implement green infrastructure for better stormwater management.

Climate-Resilient Building Standards: Study to explore adopting and implementing new building codes for resilience against extreme weather.

Green Energy Transition Feasibility: Study to evaluate the feasibility of transitioning municipal facilities to renewable energy sources.

Drought Preparedness and Water Conservation Plan: Assessing strategies like rainwater harvesting and water recycling to mitigate drought impacts.



Urban Forest Expansion Study: Feasibility assessment of expanding urban forests to enhance resilience against heatwaves and improve air quality.

Coastal Erosion Protection Project: Study to explore coastal protection measures such as beach nourishment or seawall construction.

Biodiversity Conservation Strategy: Feasibility study to protect and restore natural habitats to enhance biodiversity and ecosystem resilience.

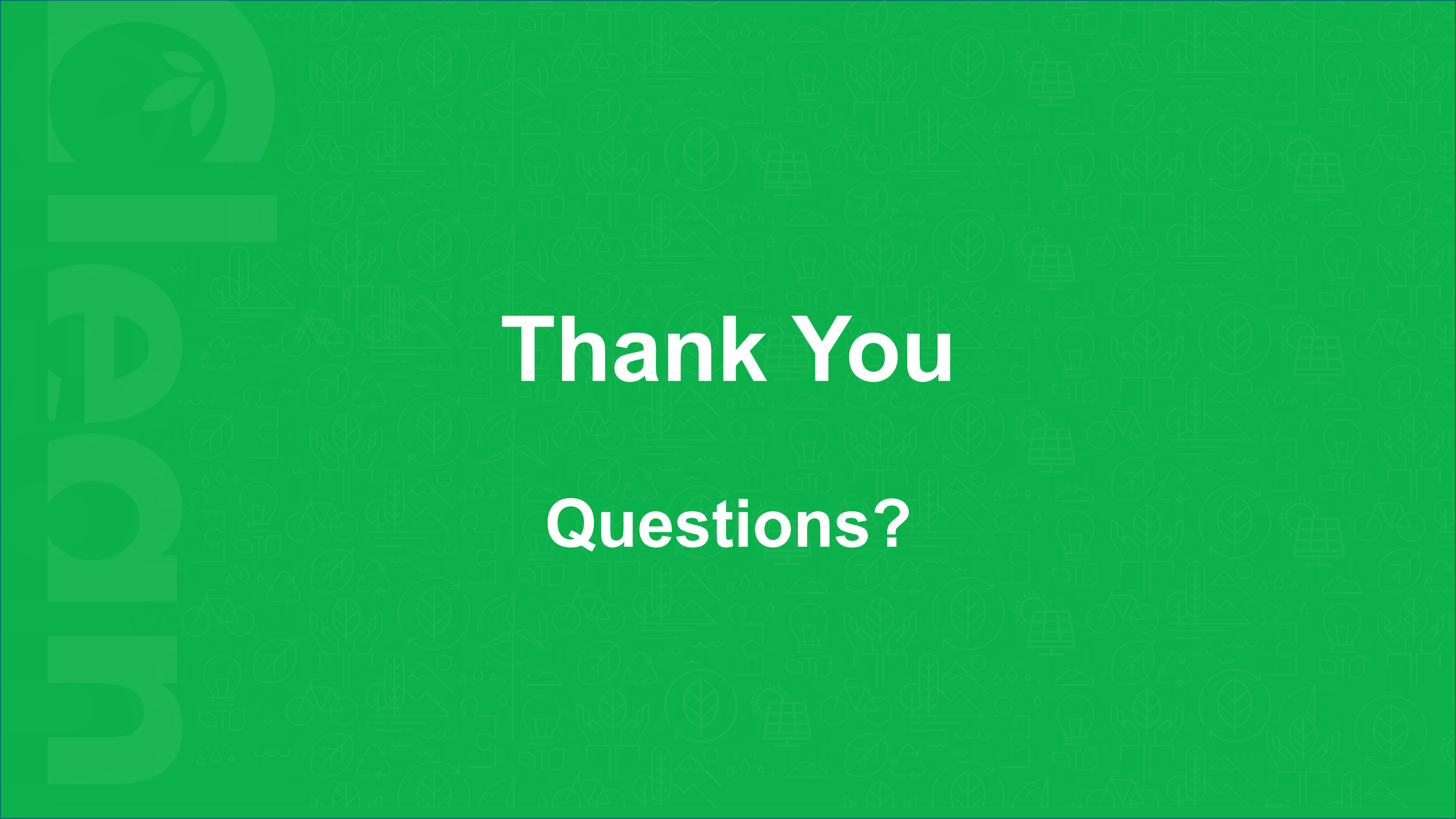
Infrastructure Resilience Upgrade: Assessing the feasibility of retrofitting critical infrastructure (e.g., bridges, roads) to withstand climate impacts.

Public Health Preparedness Plan: Feasibility study to develop plans for public health responses to climate-related health risks (e.g., vector-borne diseases).

Climate-Resilient Transportation Plan: Study to explore options for enhancing transportation infrastructure resilience (e.g., adapting roads and public transit systems to extreme weather).



Next Steps



Thank You

Questions?

Funding Opportunity to Conduct Flood Mitigation Studies in Sherbrooke

SUMMARY

This report seeks Council approval to apply for the Local Leadership in Climate Adaptation (LLCA) grant through the Green Municipal Fund. The grant will fund a feasibility study for flood mitigation strategies in Sherbrooke, NS. The study will evaluate structural and non-structural approaches, prioritizing nature-based solutions to enhance climate resilience and protect critical municipal assets from increasing flood risks.

BACKGROUND

Sherbrooke faces seasonal flooding exacerbated by hurricanes, extreme rainfall, and ice flow blockages, which are projected to worsen. These floods threaten critical municipal assets, such as the wastewater treatment plant, private properties, and Historic Sherbrooke Village.

Applying for funding through the LLCA initiative would enable the municipality to hire a consultant to conduct flood mitigation feasibility studies. The study would assess various strategies, including rechanneling, realigning, or restoring the river and wetlands, implementing green stormwater management infrastructure, considering managed retreat options, and assessing flood barriers. The goal is to provide the Municipality with the most viable flood mitigation option.

After identifying the ideal strategy, the study will include detailed assessments in three key areas:

1. **Financial Feasibility:** Investigate funding opportunities and return on investment (ROI).
2. **Technical Feasibility:** Project design, engineering design, and environmental assessments, if required.
3. **Social Feasibility:** Community engagement, interest, and equity considerations.

Conducting these studies will position the Municipality to apply for LLCA implementation funding next year, which offers a maximum award of up to \$1,000,000 and a grant for 60% of eligible costs, with an additional 10% for rural municipalities and 10% for nature-based solutions.

This initiative aligns with the Municipality's climate adaptation priorities outlined in its Municipal Climate Change Action Plan, which emphasizes addressing extreme weather impacts on infrastructure and promoting nature-based protection strategies. The feasibility study will provide a robust framework for implementing effective flood mitigation measures tailored to Sherbrooke's unique landscape and community needs, ensuring the municipality is well-prepared to act on the recommended approach.

Staff Report



The St. Mary's River Association and Sherbrooke Village are interested in supporting and participating in this project should we go ahead.

We have already submitted a pre-application, receiving approval to submit a full application.

CONSIDERATIONS

Eligibility: The Municipality of the District of St. Mary's is eligible for the grant and interested partners if the project goes ahead with the St. Mary's River Association and Sherbrooke Village.

Funding: The grant will cover up to 90% of eligible costs, with a maximum award of \$70,000. The Municipality would need to contribute \$7,778. This project would be a 2025, next fiscal project so it will be defined in the 25/26 budget. Further, staff will work to explore possible additional funding to reduce the municipal portion.

Deadlines: The deadline for the application is August 14, 2024. The feasibility study must be completed within three years of receiving funding approval.

RECOMMENDATIONS

Based on the above considerations it is recommended that Municipal Council approve the application for the 2024 LLCA grant to conduct a flood mitigation feasibility study in Sherbrooke, NS, and request the full grant amount of \$70,000 committing to the 10% cost share of \$7,778.

Tourism Nova Scotia (TNS)

Digital Marketing

SUMMARY

Tourism Nova Scotia (TNS) is a website that is very popular with tourists, they advertise places, locations, attractions, and events. Tourism Nova Scotia works with communities and industries to attract visitors to the province and increase tourism revenues through experience and sector development, business coaching, marketing, and visitor servicing. TNS key priorities include attracting visitors from markets of highest opportunity, cultivate compelling tourism experiences, foster a competitive and resilient tourism industry, and inspire tourism pride and confidence.

The Municipality of the District of St. Mary's page ([Sherbrooke](#) | [Eastern Shore](#) | [Tourism Nova Scotia](#)) on the TNS website is outdated and needs updating.

The Municipality will work with voluntary businesses to advertise and expand their audience with stories and experiences, along with images, and a detailed description of what the businesses offer. TNS also advertises events and experiences for free and are linked to business listings to help increase the profile.

The municipality has immediate and longer-term opportunities to partner with Tourism Nova Scotia to drive local tourism benefits for St. Mary's and local businesses. See Considerations.

BACKGROUND

TNS has provided detailed on several tools and programs as follows:

1. **Highlight your most unique and compelling tourism product:** Focus on your community's top 5-10 activities and attractions with broad visitor appeal. Once they're enticed by the highlights, travellers may look deeper to find more niche product. Also, it's essential to only promote activities travellers can do and places they can go. Sites that are privately-owned, open by chance, or not ready for travellers (e.g., trails lacking parking and/or wayfinding signage) should not be promoted.
2. **Be specific and call out highlights:** Is there a great restaurant specializing in local seafood dishes, a unique accommodation, or a guided tour to a unique coastal location? Be specific and call out key product and the businesses who offer it, to help travellers plan their trip.
3. **Make it themed, scannable and to the point:** Many travellers trip plan on mobile devices, so it's important that stories are short (1-2 sentences per image), engaging, and easy to read. Focus on key highlights and link out for more information, such as to NovaScotia.com, to help travellers plan their trip. Also, bulleted lists, images, numbered lists (known as 'listicles'), call-out boxes, and lines between sections help break up text blocks and keep the readers' attention.
4. **Use high quality, Engaging photos:** Though "a picture is worth a thousand words", unappealing images can be worse than no picture at all. Help travellers picture themselves

taking part by including images of guests connecting with a local expert, enjoying delicious food, and exploring beautiful sites. Ensure you have permission to use photography that is not owned by or licensed to your organization. And, ensure you have permission from the people in the images. Tourism Nova Scotia has an extensive photo library that is available for tourism businesses and organizations to use, free of charge. For more information, visit:

<https://tourismns.ca/photo-video-library>.

5. **Update stories regularly:** Whether you're writing a story that's relevant year-round ('evergreen') or highlighting time sensitive or seasonal opportunities, focus on tourism product with the widest visitor appeal and ensure the content is updated regularly, seasonally, and remains relevant for travellers.
6. **How will potential travellers find your story?** Once your story is created, it can be used in marketing activities to inspire travel, while helping visitors trip plan. Where will your story live and how will it be used? Will the story be on your website and shared on your social channels? Will a paid ad drive traffic to it? How you're planning to use the story may help in determining its focus and the story you want to tell.

Businesses - To apply for a listing, businesses need to sign the corresponding application form and send it along with the following information to Stephanie Wadden, Digital Marketing Coordinator at tnsportal@novascotia.ca

- Description of their business (please use engaging wording that invites a traveling to visit and calls out the most unique elements of the business and what they offer)
- Up to ten (1-2MB min.) images (landscape orientation preferred)

Links to website and social media channels

CONSIDERATIONS

Tourism Nova Scotia has been working with communities and industries to attract visitors to the province and increase tourism revenues through experience and sector development, business coaching, marketing, and visitor servicing. The St. Mary's/Sherbrooke page on the TNS website is outdated and requires staff to work with local businesses to update information and provide a detailed description of what they offer, social media handles, along with up to 10 images of the business.

The municipality can take action to create high quality digital photos of local tourism business' public facing features and their benefits. Staff can engage local businesses that are specifically in a tourism business as their primary activity in tourism, i.e. Restaurants and Accommodations who would like to participate. The resulting new digital material would be placed on the Nova Scotia Tourism website.

Cost of photography will come out of a portion of the digital photography \$13,000 operating budget.

Staff Report



RECOMMENDATIONS

Informational purposes only.

St. Mary's Recplex Ice Re-surfacer: Purchase & Financing Options

SUMMARY

Over the last St. Mary's Recplex season the Zamboni (ice re-surfacer) currently being used has become unreliable and is nearing the end of its useful life. It was identified as part of the capital budget planning to have staff investigate the purchase and financing options for a gently used ice re-surfacer with ice leveling attachment. During the conversion of ice from regular skating/hockey ice to curling a special attachment is required to reduce the physical wear and tear on the machine. The current Zamboni does not have this ice leveling attachment, it is strongly recommended to purchase this attachment for any further ice re-surfacers. It will not only increase the longevity of the machine but will also drastically reduce the staff time required during conversion of ice.

Below are options for purchasing a gently used ice re-surfacer including desired machine options and various financing scenarios for council's consideration.

BACKGROUND

The current 2001 Zamboni was purchased used from the University of PEI September 2019 with approximately 10,000 running hours on it. The total purchase expense including Zamboni purchase and delivery was \$10,906. It has been used for the past five Recplex seasons and there is currently 11,140 running hours on it, or approximately 228 hours per season.

Each year Public Works staff begin the ice making process mid-October and complete it by November 1st. The purchase and delivery of a machine would need to occur by mid October in order to prevent any further expenses or repairs having to be completed on the current Zamboni.

REQUIREMENTS, FINANCING OPTIONS AND TIMELINE

The budget for this project was approved as part of the 2024-2025 Capital Projects in the amount of \$80,000 funded by Capital Reserve Fund with the premise that a financing report would be approved by council before staff proceeding.

Procurement for purchase for Ice Re-surfacer machine:

Two dealerships/suppliers for an ice re-surfacer have been identified for competitive purposes for value and the ability to provide quality onsite service in the long run. Those two maritime companies are Saunders Equipment and Monarch Enterprises. Staff will work with these two companies to search for a used ice re-surfacer machine that fits the requirements listed below and at the approval budget set by Council.

Staff Report



During the initial research of availability and pricing of a gently used machine it was determined that the original \$80,000 total budget may not be sufficient and additional budget levels should be provided for consideration.

Below is an example of one machine that has been found from one of the listed dealerships.

<i>Budget/Cost</i>	\$83,500 Ice Re-surfacer + \$25,000 Level Attachment + Delivery/Contingency Est. Total = \$111,500-\$123,000
<i>Warranty</i>	1 Year Warranty if purchased through an ice re-surfacer dealer
<i>Delivery Time</i>	Delivery before start of season
<i>Running Hours</i>	Est. 1,000

**only one example of a used machine through a ice re-surfacer dealer, additional inventory/availability prices may vary*

Minimum Ice-Resurface Machine options recommended by Public Works
No brand preference (Zamboni, Olympia, etc)
Year 2008 or newer
1 Year Warranty from dealership
Delivery before start of 2024/25 season
2,500-5,000 running hours or less
Propane powered
4 Wheel drive
Front dump
Wash water
Ice leveling attachment

Items to consider:

- Total budget for project was based on a used ice re-surface of \$80,000 which includes the following: (all items are net of HST recoverable)
 - Ice re-surface machine and shipping/delivery of ice re-surface
 - Purchase, delivery and installation of ice leveling attachment kit (conversion of curling ice)
- Financed from Capital Reserve in 2024/25, repay Capital Reserve from Operating over either 5, 7, or 10 years. Repayment to capital reserve would begin in 2025/2026.
- No interest on loan from capital repaid by operating.
- Grant availability: limited if machine is purchased in 2024/2025 as no grants have been applied for prior to purchase, possibility of a grant if purchased next fiscal year and pending approval.

Staff Report



- Normal wear and tear will still have to be accounted for each year through operating, a yearly maintenance contract may want to be considered.
- Average ice rentals per week; 10-15 hours, 20 weeks per day

Years Financed	Current Budget \$80,000	Budget of \$100,000	Budget of \$123,000
5-year Operating Cost	\$16,000 per year	\$20,000 per year	\$24,600 per year
7-year Operating Cost	\$11,429 per year	\$14,286 per year	\$17,571 per year
10-year Operating Cost	\$8,000 per year	\$10,000 per year	\$12,300 per year

Current Reserve Fund Balances:	Capital Reserve Fund	CCBF (Gas Tax)
Opening Balance	\$703,440	\$269,120
Current Year Project Expenses (without ice re-surfacer machine)	\$275,046	\$155,314
Est. Closing Balance	\$428,394	\$113,806

RECOMMENDATIONS/NEXT STEPS

Step 1: Council approve budget and finance plan

1. Would Council like to proceed with this project?
 - a. If yes – Staff would work with the two dealerships to located and identify a used machine that fits within the parameters noted above and the approved budget.
2. What is the confirmed budget from Council?
3. How many years would the machine be financed over?

Step 2: Staff proceed with purchase

Staff will work to procure the best possible machine between now and the start of the 2024-2025 Recplex season and will advise Council of the result.

Recommendation:

On recommendation of Municipal Council to approve that staff proceed with the purchase of a Ice Re-surfacer machine with the funding/finance plan of a total budget of \$_____ over _____ years from the Capital Reserve Fund repaid by the municipal operating budget.



2024-2025 FIRST QUARTER FINANCIAL REPORT

FOR THE PERIOD OF APRIL 1st, 2024 TO JUNE 30TH, 2024

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 June 30th, 2024. Seasonal variations in municipal operations may affect the proportion of revenues achieved or expenditures incurred to date.

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St. Mary's Recplex	Page 13
Economic Development	Page 13
Department of Public Works (Water, Sewer & Transfer Station)	Page 12
Capital and Gas Tax Projects	Page 14

NOTES TO FINANCIAL STATEMENTS

Municipal Operating Budget:

1. **Property Tax Bills** were sent out the end of May. All assessment appeals are being completed as received by PVSC and weekly address and name changes are up to date. Taxes for 2024/2025 were 24.69% collected as of July 3rd, due date July 31st. An update of percentage collected will be provided again after the due date.
2. **Deed Transfer Tax** – see breakdown below, financial statements to June 30th only represent two months of revenue for 2024-25.

<i>Deed Transfer Tax</i>	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
April	\$3,188	\$18,132	\$19,782	\$149,343	\$15,161
May	\$9,738	\$21,797	\$34,395	\$15,278	\$19,415
June	\$8,798	\$24,158	\$26,071	\$10,900	not rec'd

3. **Transfer of Fire Protection Levy** – Fire departments are paid fire tax levies collected on their behalf twice a year, September and March. Increased in revenue for 2024-2025 is based on one department increasing their levy amount.
4. **Provincial/Federal Grants in Lieu**- All provincial and federal grants in lieu and prov/fed area rates revenues will be applied by the deadline of September 30th, 2024.
5. **Appropriation to Regional School** - Education expense – April through June invoices have been paid at last year's education rate, the next invoice will be adjusted to new 2024/25 monthly education amount.
6. **Interest on Investments** – below is a breakdown of revenue from interest on bank accounts minus banking fees. Revenue shown in financial statements represents April and May.

<i>Interest on bank account, net of fees</i>	2021-2022	2022-2023	2023-2024	2024-2025
April	\$471	\$1,316	\$11,264	\$15,427
May	\$370	\$1,728	\$11,965	\$14,968
June	\$78	\$2,065	\$11,135	Not rec'd

7. **Equalization/Capacity Building Grant** – 1st quarter payment received has not yet been received from the Province of NS
8. **Miscellaneous Revenue** – A grant was received in the amount of \$60,000 to assist the Ecum Secum Volunteer Fire Brigade with project management and planning for their new fire hall.

9. **Nova Scotia Power Inc.** – yearly grant received, higher than budget estimated.
10. **General Government Services Expenditures:**
 - a. **Council Expenses** – Expenses related to the spring NSFM and annual FCM conferences are included in the 1st quarter.
 - b. **General Administration/employee Expense** – all expenses related to administration are on track for the 1st quarter.
 - c. **Municipal Election Expense** – no expenses incurred to date.
 - d. **Solicitor Expense** – at the end of the first quarter expenses are higher than usual due to usage for various legal items/opinions.
 - e. **Computer/Office Expense** – The first quarter mainly consisted of minimal computer IT service and office expenses. The yearly license fees will be paid in the second quarter for office/computer expenses.
 - f. **Property Valuation Services Expense**- includes both the first quarter payments to PVSC.
11. **Protective Services** – Expenses incurred to date are related to the first responder's event. Annual grants/Training grants to fire depts will be released in July.
12. **RCMP** – 1st quarter invoice has not yet been received but confirmation has been received on the annual expense of \$641,732, this amount is slightly under the budget estimate of \$649,821.
13. **Property/Building Inspection** – shared service with Guysborough Municipality for building inspector services, did not receive any invoices for services during the first quarter.
14. **Street Lighting Expense** – expenses on budget for 1st quarter.
15. **Planning and Subdivision** – only expense incurred to date is for annual mapping/planning license fee. The 1st quarter invoice for the MODG shared services has not yet been received.
16. **Cultural Services:**
 - a. **ECRL** – invoice for 1st quarter services has not yet been received.
 - b. **Sherbrooke Library** – Expense includes yearly insurance payment and minimal facility maintenance.

Department of Community Development and Recreation:

1. **Recreation & Community Development & Active Living:**
 - a. **Various Grants**- such as Seniors Tech, Active Communities Fund and the equipment loan out program grant are continuations from last fiscal year's projects.

- b. AMA Wellness Grant – new grant received for 2024-2025, program will occur throughout the fiscal year to support employee's wellness initiatives.
 - c. Seniors Grant – A \$10,000 grant was received for 2024-2025 to support seniors programming and social throughout the municipality.
 - d. Before and After Care Program – program has been completed for the 2023/2024 academic year during the 1st quarter. Expenses/revenue will resume when the program starts back up in September.
 - e. Volunteer Awards – event to take place in the fall.
 - f. Seniors Games – a grant in the amount of \$3,000 was received from the Province on behalf the Guysborough County Older Adult Games group.
 - g. Canada Day – Event occurred but not all revenue and expenses have been fully realized to June 30th.
 - h. Parks and Trails – clean up of the old horse ring area within Stonewall Park has been completed.
- 2. Fitness Center – Revenue recorded is related to the fob program. Maintenance of the equipment will occur in the fall.
 - 3. St. Mary's Recplex – Seasonal operation. Minimal operating expenses occurred in the first quarter. The maintenance agreement for the ice plant is due to renew this fiscal year, which is a major component in the operating expense.

Economic Development Budget:

- 1. Economic Development Projects – No expenses have been incurred to date.
- 2. Tourism Promotion/Saltscapes/DEANS – tourism promotion guide ad has been expensed to date.

Department of Public Works:

- 1. Municipal Transfer Station –
 - a. Eastern Shore Cartage Collection Contract – 2 out of 12 months of services have been expensed to date.
 - b. C&D Pile Burial – expense incurred is related to an educational flyer sent to all residents regarding changes at the transfer station.
 - c. Tipping fees – expense for solid waste and blue bag are related to 2 out of 12 months of expense.
 - d. General Repairs – minimal general repair expense has occurred in the first quarter.

2. **Sherbrooke Sewer Utility** – Major items are covered under the capital section with scheduled projects for the 2024-2025 fiscal year. Under the maintenance expense guide rails for the lift station were purchases along with other minor expense and testing requirements.
3. **Sherbrooke Water Utility** – Chemical expenses are on track and chemical inventory on hand should for half of the fiscal year. Maintenance expenses are related to several small supply items required.
4. **Public Works Maintenance** – The tender for the upcoming snow plowing season will be put out during the second quarter.

Capital Projects (by project number)

#	Description	Update
1	I&I Recommendation Phase 1 &2	Chemical grouting, staff are currently working on this project, no expenses to date.
4	Accessibility – Library/Recplex	Phase one of project has been tendered and awarded, work has not yet been completed or expensed.
6	Dry Hydrant – Fisherman's Harbour/PB	No update on project to date.
7	Dry Hydrant – Location TBA	No update on project, project must first be recommended by the Fire Service Committee.
11	Recplex Siding Phase 2 – Siding & Flooring	Project has been tendered and awarded, work has not yet been completed or expensed.
17	Flushing Hydrant (Cameron Rd.)	Staff began project but have not completed yet. Budget \$2,500 to date \$973.36 expensed.
19	Water Treatment Plant Saturation Tank (DAF)/Filter	Two phase project: Phase one the filter media was completed in 2023/24 costing \$76,889. Phase two the saturation tank (DAF) has been awarded but work has not yet been completed or expensed.
22	Sewer TP-Outer Rails/Grating	Engineer has been obtained for design work prior to project being spec'd and tendered. No expenses have occurred to date.
23	Sewer TP- Inner Rails/Grating	Engineer has been obtained for design work prior to project being spec'd and tendered. No expenses have occurred to date.
26	Sewer Lift Station- Hospital Rd.	Project has been tendered and awarded but work has not been completed, minimal supplies have been expensed in the amount of \$664.30.
28	Port Bickerton Lighthouse Rd.	Maintenance has occurred to the road. Total budget \$5,000 to date \$3,650.01 has been expensed.
32	Sewer Testing Equipment	Total budget \$15,000 to date \$4,422.77 has been expensed. Additional items are yet to be purchased.
34	Water Treatment Plant – Programmable Logic Controller/Auto Control System	Grant funding has been received. Projected has not been tendered or incurred any expensed to date.

35	Upgrades to Municipal Facilities Fire and Alarm systems	Project is underway but no expenses have been paid within the first quarter.
37	WTP Upgrades – Sustainable Service Growth Fund	Project is a carry over item from the SSGF budget containing small improvements identified in the water systems assessment report. Budget \$5,612 expensed to date \$771.01.
38	Housing Project - Neighborhood Concept Plan and Supporting Plans	Project is in the development phase of request for proposals for the concept plan. No expenses to date. Former RDA funding received in 2023/24 has been reserved for plan expenses in addition to the SSGF.
39	Active Transportation Project	Project details are still being identified. No tender or expenses to date.
40	Recplex Zamboni	Project details will be presented to Council for consideration in early fall. No tender or expense to date.
41	Water Treatment Plant Access Hatch	Project has not yet been completed and no expenses have occurred.
42	Low Carbon Communities Solar Program	Not originally budgeted. Clean NS are working on the project. No expenses have occurred to date. Total projected cost to municipality \$25,000, total project \$100,000.
43	EMO Emergency Shelter – Recplex	Tender has been awarded for the generator but not yet expensed.

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Statement of Operations - Operating Fund

Year ending March 31st, 2025

Actuals to June 30, 2024

	2023/24	2024/25	2024/25
	YE EST	Budget	June 30/24
Revenue (Schedule A)			
Taxes	2,463,021	2,531,946	3,135,189
Grants in lieu of taxes	163,765	165,265	-
Revenue from own sources	502,137	308,617	166,499
Unconditional transfers from other	187,326	187,420	4,367
Conditional transfers from other gc	26,227	26,227	-
Other transfers			
	3,342,476	3,219,475	3,306,055
Expenditures (Schedule B)			
General government services	782,295	831,408	229,565
Protective services	712,750	776,843	6,992
Transportation services	107,900	113,617	10,816
Environmental health services	1,005,781	820,327	153,563
Environmental development servic	162,968	162,968	19,916
Recreation and cultural services	546,011	514,312	148,338
Financing and transfers			
	3,317,704	3,219,475	569,190
DEFICIENCY OF REVENUE OVER EXPENDITURES	24,772	0	2,736,864
Transfer to Capital Reserve	19,772		
ACCUMULATED SURPLUS, BEGINNING OF YEAR	\$ 1,746,189	\$ 1,751,189	\$ 1,751,189
ACCUMULATED SURPLUS, YE	\$ 1,751,189	\$ 1,751,189	\$ 4,488,053

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule A - Detail of Revenue - Operating Fund

Year ending March 31st, 2025

Actuals to June 30 2024

	2023/24	2024/25	2024/25
	YE Est.	Budget	Actuals June 30/24
Taxes			
Assessable Property			
Residential	1,604,249	1,764,251	1,763,787
Commerical			
Based on taxable assessments	589,152	607,334	607,334
Resource			
Taxable assessments	266,382	283,234	282,258
Forest property Tax less than 50,000	13,870	13,870	13,687
Forest property Tax more than 50,000	28,624	28,624	28,624
Area Rates			
Street Lighting	75,000	81,225	80,516
Sherbrooke Sewer	87,215	87,215	64,099
Solid Waste	220,000	219,890	219,083
Assessment Act, farm property acreage	10,845	10,845	11,093
Business Property			
Based on Revenue - Aliant	18,433	18,433	19,508
Other			
Deed Transfer Tax	275,536	120,000	34,576
Fire Protection Levy	159,538	159,538	170,115
Transfer of Fire Protection Levy	(159,538)	(159,538)	-
	\$ 3,189,306	\$ 3,234,921	\$ 3,294,680
Expenditures as a reduction of tax revenue			
Appropriations to Regional School Board	(637,966)	(702,975)	(159,492)
Transfer to correctional services	(44,000)	-	-
Deficit Regional Housing Authority	(44,319)	-	-
	\$ 2,463,021	\$ 2,531,946	\$ 3,135,189
Grants in lieu of taxes			
Federal government	19,000	19,500	-
Provincial property	144,000	145,000	-
CBC	765	765	-
	\$ 163,765	\$ 165,265	\$ -

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule A - Detail of Revenue - Operating Fund

Year ending March 31st, 2025

Actuals to June 30 2024

	2023/24	2024/25	2024/25
	YE Est.	Budget	Actuals June 30/24
Revenue from own sources			
Licences and permits	2,800	3,000	1,055
Fines	14,039	11,500	2,865
Interest on taxes	65,343	60,000	14,294
Interest on investments	173,604	120,000	30,395
St. Mary's Fitness Center	1,400	200	100
Recreation/Community Grants	159,471	65,332	56,546
St. Mary's Recplex	32,698	33,585	-
Miscellaneous	24,380	4,000	60,476
Scrap Metal /Tipping Fees	28,402	11,000	768
	\$ 502,137	\$ 308,617	\$ 166,499

Unconditional Transfers

Provincial government			
Equalization grant	175,432	175,432	-
HST offset program	7,906	8,000	-
Nova Scotia Power Corp	3,988	3,988	4,367
Divert NS			
Floodline Mapping			
	\$ 187,326	\$ 187,420	\$ 4,367

Conditional transfers from other governments

Provincial government			
Civic Addressing	1,227	1,227	-
MPAL	25,000	25,000	-
Community Works Grant			
	\$ 26,227	\$ 26,227	\$ -

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2025

Actuals to June 30 2024

	2023/24	2024/25	2024/25
	YE Est.	Budget	Actuals June 30/24
General Government Services			
Legislative			
Warden remuneration	22,533	25,464	5,745
Warden expenses	6,209	9,500	3,041
Council remuneration	88,881	82,464	22,664
Council expenses	18,724	25,700	7,352
Other council expense	2,350	8,000	946
Municipal Election	-	10,000	-
General Administrative			
Administration and employee benefits	200,692	191,522	40,859
Financial management	146,322	153,979	37,350
Audit fees	15,500	17,000	-
Property valuation services	92,036	95,349	23,406
Low income rebates	9,800	10,080	3,960
General insurance	44,901	50,050	55,603
Solicitor expense	12,875	30,000	11,199
Computer/office expense	50,471	50,000	5,248
Building utilities and janitorial	47,000	47,800	8,567
Common services	14,000	14,500	3,625
Other general government services			
Valuation allowances	10,000	10,000	-
Debenture interest			
	\$ 782,295	\$ 831,408	\$ 229,565
Protective Services			
Police protection			
RCMP policing	604,485	649,821	-
Law enforcement and corrections			
Public prosecutions	5,738	6,000	-
DNA testing	1,758	2,000	-
Fire protection			
Worker's compensation insurance	8,200	8,500	2,407
Fire department grants	49,784	61,322	3,403
Special capital - fire department			
EMO	16,378	20,700	1,182
Other - property inspection and animal contrc	26,408	28,500	-
	\$ 712,750	\$ 776,843	\$ 6,992

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2025

Actuals to June 30 2024

	2023/24	2024/25	2024/25
	YE Est.	Budget	Actuals June 30/24
Transportation services			
Road transport	31,266	32,392	131
Street lighting	76,634	81,225	10,685
	\$ 107,900	\$ 113,617	\$ 10,816
Environmental health services			
Public Works & Sewer			
Sewer maintenance	49,749	51,965	15,878
Public Works Maintenance	54,671	56,550	680
Tr. to Capital/Major Repairs	-	16,888	-
Public Works Salaries/Benefit	163,697	181,352	49,091
Solid Waste			
Transfer station & collection	706,467	500,909	83,564
Transfer station salaries	31,197	12,663	4,350
	\$ 1,005,781	\$ 820,327	\$ 153,563

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2025

Actuals to June 30, 2024

	2023/24	2024/25	2024/25
	YE Est.	Budget	Actuals June 30/24
Environmental development services			
Planning and subdivision	7,897	8,500	1,249
Economic development and tourism	129,032	154,468	18,667
Floodline Mapping			
	\$ 136,929	\$ 162,968	\$ 19,916
Recreation and cultural			
Dept of Community Develop & Recreation	323,164	286,642	66,071
St. Mary's Recplex	115,766	100,770	19,488
St. Mary's Fitness Center	1,759	2,500	-
Grants to organization (Policy/funding reque:	30,000	45,000	17,085
Community Hall tax exemptions	34,938	36,000	37,848
Port Bickerton Lighthouse	4,500	4,500	4,500
Sherbrooke Library	11,487	12,500	3,346
Eastern Counties Regional Library	24,397	26,400	-
	\$ 546,011	\$ 514,312	\$ 148,338

Sherbrooke Water Utility

	2024/2025	2024/2025
	Budget Est.	Actuals as of
		June 30/24
Revenue		
Meters	139,000	-
Sherbrooke Village Comm	20,500	-
Interest Income (Acct's/Invest)	2,600	183
Total	162,100	183
Expenditures		
Wages	32,250	8,063
Benefits	6,250	1,563
Maintenance	12,000	1,023
Allowance	2,580	645
Office Supplies	400	-
Audit	4,100	-
Water Testing/Regulatory exp	16,500	2,010
NS Utility & Review Bd	11,000	-
Depreciation	30,000	-
Power	13,000	2,645
Chemicals/Freight	20,000	11,610
Telephone	900	282
Insurance	3,000	3,000
Training	500	-
Debt Repayment	23,000	-
Total	175,480	30,840

Municipality of St. Mary's - Multi Year - Summary of Capital Projects						
Opening Balance Est. > + Rev 24/25		2024-2025				
		703,440	269,120	232,066		
Project	Capital	CCBF	SSGF	Grants	Project Total	
1 I&I Recommendations Phase 1 &2		74,043		74,043	148,086	
4 Accessibility - Library/Recplex	21,454	-	-	92,278	113,732	
6 Dry Hydrant - Fishermans Hrb/PB		8,000	-		8,000	
7 Dry Hydrant		8,000	-		8,000	
11 Recplex Siding - Phase 2/Siding/Flooring	60,011		-	120,940	180,951	
17 Hydrant for line Flushing - Cameron Road	2,500		-		2,500	
19 Water - DAF/Filter		20,271	66,000		86,271	
22 Sewer - Outside grating	40,000				40,000	
23 Sewer - Inside railings/grating		30,000			30,000	
26 Sewer - Hospital Rd Lift St Pump/Pipe	8,500		10,454	-	18,954	
28 Port Bickerton Lighthouse Road	5,000				5,000	
32 Sewer Testing Equipment/Blower		15,000			15,000	
34 Water Tr Pl.- Programmable Logic Controller/Auto Control System	57,357			57,357	114,714	
35 Facility Doors and Security/Fire System Upgra	20,000				20,000	
37 SSFG - WTP Upgrades	-	-	5,612		5,612	
38 Housing Project - Neighborhood Concept	-	-	100,000		100,000	
40 Recplex Zamboni	80,000				80,000	
42 Low Carbon Communities Solar Program * Not orginally budgeted	25,000				25,000	
41 Water Tr Plant - Access Hatch	6,000				6,000	
39 Active Transportation Project	29,224	-	50,000	213,296	292,520	
Total		355,046	155,314	232,066	557,914	1,300,340
Ending Balance		348,394	113,806	-		

Municipality of the District of St. Mary's

ALTERNATIVE VOTING BY TELEPHONE AND INTERNET

PROCEDURES AND FORMS FOR THE 2024 MUNICIPAL AND CSAP SCHOOL BOARD ELECTIONS

Established by Doug Patterson, Municipal Returning Officer
for the Municipality of the District of St. Mary's
this 31st day of July 2024.

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AUTHORITY

WHEREAS section 146A of the *Municipal Elections Act* 1989, R.S.N.S., c.300, as amended, allows Council, by by-law, to authorize voters to vote, electronically or by mail or another voting method;

AND WHEREAS the *Municipal Elections Act* requires the by-law to provide for the system of voting for any election, including

- the notification of electors, and the form of the ballots;
- the swearing in and voting on election day;
- the method of counting the ballots or votes; and
- the rejection of ballots or votes;

AND WHEREAS on July 13, 2020, the Municipality of the District of St. Mary's adopted the *Alternative Voting By-law*, authorizing voting by telephone and internet;

AND WHEREAS on April 8, 2024 Council directed the use of telephones and personal computing devices as the only two means of voting to be used for the Municipal and CSAP Elections for 2024;

AND WHEREAS on April 8, 2024 Council authorized voting by telephones and by personal computing devices commencing on Wednesday October 9, 2024 and terminating at 7:00 pm on Saturday October 19, 2024;

AND WHEREAS, in accordance with subsection 4(1) of the *Municipal Elections Act*, Council appointed Doug Patterson as the Returning Officer for the 2024 Municipal Election;

AND WHEREAS section 146A of the *Municipal Elections Act* requires the Returning Officer, not fewer than sixty days before ordinary polling day, to establish the procedures and forms for the conduct of voting in accordance with the by-law and to provide a copy of the procedures and forms to each candidate for the election;

THEREFORE I, Doug Patterson, Municipal Returning Officer, do hereby certify and approve the following Procedures and Forms for the 2024 Municipal and CSAP Election and declare that the Procedures and Forms are the procedures and forms to be used for telephone and internet voting for the period of time commencing at noon Wednesday October 9, 2024 and terminating on Saturday October 19, 2024 at 7:00 pm.

DATED at Municipality of the District of St. Mary's, **this 31st day of July 2024.**



Doug Patterson
Municipal Returning officer

Interpretation

1. In these procedures and forms,

- (a) "*Act*" means the *Municipal Elections Act*, 1989 R.S.N.S. c.300, as amended;
- (b) "Alternative Voting" means voting by telephone or via the internet and includes a combination of telephone and internet voting;
- (c) "Alternative Polling Days" means Alternative Voting commencing at noon on Wednesday October 9, 2024 and terminating at 7:00 pm on Saturday October 17, 2024;
- (d) "Automated Vote Counting System" means an automated system that records and counts votes and processes and stores election results which comprises of Electors connecting to the system using a personal computing device via the Internet, or a Telephone;
- (e) "Ballot" means:
 - (i) when voting by a personal computing device that is connected to the internet, an image of a ballot card on the screen of the personal computing device, including all the choices available to the Electors and the spaces in which an Elector marks a vote, or
 - (ii) when voting using a Telephone, an audio set of instructions which describes all the voting choices available to the Electors and instructions on the marking of their selection by depressing the number on a touch tone keypad;
- (f) "Ballot Box" means the computer database in the Automated Vote Counting System where Ballots that have been marked by Electors using the Automated Vote Counting System are put;
- (g) "By-law" means the *Alternative Voting By-law*;
- (h) "Candidate" means a person who has been nominated as a candidate pursuant to the *Act*;
- (i) "Deputy Returning Officer" means a person appointed under the *Act* to preside over a polling station.
- (j) "Election Officer" means an election officer under the *Act*;
- (k) "Elector" means a person:
 - (i) qualified to vote pursuant to the *Act* and the *Education (CSAP) Act*, and

- (ii) permitted to vote pursuant to section 7 of the By-law;
- (l) "Friend" means a person who votes for an Elector pursuant to section 9 of the By-law;
- (m) "Legible Mark" means:
 - (a)
 - (i) on the screen of a personal computing device the Elector is using to mark their Ballot, an "X" mark which fills in the box provided on the Ballot opposite a Candidate's name, , or the box opposite the Spoiled ballot option, or the box opposite the Reject Ballot option,
 - (ii) after the Elector marked the Ballot, the resulting confirmation screen that is presented to the Elector which instructs the Elector to acknowledge the selection, and
 - (iii) the Elector's acceptance of that selection by selecting the "Vote Now" button, that the Automated Vote Counting System is able to record and count, or:
 - (b)
 - (i) while connected to the Automated Vote Counting System via a Telephone, the response of the Elector to the audio instructions whereby the Elector presses the corresponding touchtone keypad number associated with a Candidate's name , or the box opposite the Spoiled ballot option, or the box opposite the Reject Ballot option, or a question, and
 - (ii) the resulting confirmation audio prompt that is presented to the Elector, instructing the Elector to acknowledge their selection and confirm acceptance of that selection by pressing the described keypad number or symbol (#, *), that the Automated Vote Counting System is able to distinguish, discern, record and count;
- (n) "list of electors" means:
 - (i) prior to the list of electors being completed and certified pursuant to section 50A of the Act, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the Act, or
 - (ii) the list of electors that has been completed and certified by the Returning Officer pursuant to section 50A of the Act;
- (o) "Municipality" means the Municipality of the District of St. Mary's;
- (p) "Ordinary Polling Day" means Saturday October 19, 2024;
- (q) "personal computing device" means an electronic device that may access the internet, including a computer, laptop, tablet or gaming device;

- (r) "PIN" means the Personal Identification Number issued to:
 - (i) an Elector for Alternative Voting on Alternative Polling Days;
 - or
 - (ii) to a System Elections Officer;
- (s) "Rejected Ballot" means the refusal by an Elector to accept a Ballot in a matter;
- (t) "Returning Officer" means the Returning Officer for the Municipality appointed pursuant to the *Act* and, where applicable, an assistant returning officer who is appointed pursuant to the *Act*;
- (u) "Spoiled Ballot" means an internet ballot or telephone ballot that is accepted by the Elector that:
 - (i) is not marked for any Candidate in a race, or
 - (ii) is marked by an Elector indicating a refusal to cast a vote for any Candidate in a race;
- (v) "Intelivote" means Intelivote Systems Inc., a body corporate with registered office at 900-202 Brownlow Avenue, Office 1, Dartmouth, NS B3B 1T5;
- (y) "System Election Officer" means:
 - (i) a person who maintains, monitors, or audits the Automated Vote Counting System, and
 - (ii) a person who has access to the Automated Vote Counting System beyond the access necessary to vote by alternative voting;
- (z) "Telephone" includes a wireless telephone;
- (aa) "Voter Help Centre" means the Centre location 8296 Highway # 7, Sherbrooke Nova Scotia, or such other location as may be used, which is provided and staffed by the Municipality to assist Electors with the Alternative Voting; and
- (ab) "Voter Information Letter" means a letter containing
 - (i) a PIN for each Elector on the applicable list of electors, or
 - (ii) a PIN for each Elector who is not on the applicable list of electors and has completed an oath or affirmation of Elector in the prescribed form attached hereto duly approved by an Election Office,
 - (iii) a telephone access number and internet address for voting,
 - (iv) a Voter Help Centre number for assistance;
 - (v) a list of Candidates for the Office of Councillor; and
 - (vi) polling location and polling station information.

Application

2. These procedures and forms have been created pursuant to section 146A of the *Act*, and the By-Law, and apply to Internet and Telephone voting for the 2024 Municipal and CSAP School Board Elections.
3. Where the procedures and forms do not provide for any matter, the Election shall be conducted as far as is consistent and practical within the principles of the *Act* and the By-Law, with the same being determined and established by the Returning Officer.
4. These procedures and forms may be amended, as necessary and deemed appropriate, by the Returning Officer.
5. Any amendment to these procedures and forms shall be signed by the Returning Officer, and the Returning Officer shall either provide a copy of the:
 - (a) amendment(s) to all Candidates; or
 - (b) as amended procedures and form to all Candidates.
6. An assistant Returning Officer acts in the place and in the stead of the Returning Officer when the Returning Officer is absent or at the request of the Returning Officer.

Secrecy and Interference

7. The Returning Officer and Intelivote shall maintain and aid in maintaining the secrecy of voting.
8. No person shall interfere or attempt to interfere with an Elector while in the process of accessing the Telephone or Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone or Internet Voting services unless expressly requested and authorized by an Elector for assistance.
9. No person shall obtain or attempt to obtain information about how an Elector intends to vote or has voted. Any individual requested by an Elector to assist them in voting is required to maintain the secrecy of the vote(s) cast by the Elector and shall vote according to the instructions and wishes of the Elector.
10. No Elector shall reveal how they intend to vote except when obtaining assistance in voting from either a Friend or an Election Official.

11. The Returning Officer shall provide Intelivote with a copy of the applicable list of electors by September 1, 2024 or a date specified by Intelivote and agreed to by the Returning Officer.
12. Any additions, corrections and deletions to the applicable list of electors will be made in accordance with the *Act*, the By-Law, and these procedures and forms.

Notices

13. The Returning Officer shall notify Electors of the following through the use of newspaper advertisements:
 - (a) that an Election is being held for the Councillors (and CSAP School Board) and that Alternative Voting is the only means of voting;
 - (b) the time and dates for Alternative Voting;
 - (c) the location and hours of the Voter Help Centre; and
 - (d) the hours and locations at which an Elector may appear in person before a Deputy Returning Officer (or other official) in order to be added to the applicable list of electors.
14. The Returning Officer shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the *Act* and the By-Law.
15. Each person on the amended list of electors shall be mailed, by regular mail, a Voter Information Letter containing:
 - (a) the Elector's PIN and the telephone number to call to cast their vote by telephone and the designated internet address (URL) to cast their vote using the Internet;
 - (b) instructions on how to vote;
 - (c) the dates and hours of voting; and
 - (d) the location and telephone number of the Voter Help Centre.

Voting Procedure and Requirements

16. Electors may only vote by Alternative Voting.

17. Subject to the *Act*, the By-law, and these procedures and forms, the Automated Vote Counting System shall allow an Elector to vote by the Internet and a Telephone during Alternative Polling Days.
18. To vote by Alternative Voting, an Elector is required to either:
 - (a) telephone a designated number; or
 - (b) access a designated internet address;and cast their vote.
19. Electors shall be enabled to vote by Alternative Voting through the use of:
 - (a) a PIN located on a personalized Voter Information Letter; and
 - (b) another piece of personal information contained on the applicable list of electors electronic file (which shall be the Date of Birth).

Voting Process

Pre-Ballot

20. (1) Prior to providing the Ballot, the Automated Vote Counting System shall inform each person of the general qualifications under the *Act* that are required to vote.
- (2) The Automated Vote Counting System shall provide each Elector with the option to input their PIN to access the Automated Vote Counting System for the purposes of voting.

Councillor Race

21. (1) The Automated Vote Counting System shall provide an Elector with three options, as follows:
 - (a) to decline a Ballot for the Councillor race (Rejected Ballot); or
 - (b) to accept the Ballot by marking the Ballot for not more than 1 Candidate; or
 - (c) to accept the Ballot by casting a Spoiled Ballot.
- (2) The Elector shall indicate their selection(s) by marking a Legible Mark:
 - (a) that is an "X" which fills in a box opposite a Candidate's name or the

- Spoil My Ballot box, or the Decline to Vote box on the screen of a personal computing device that accesses the internet and is connected to the Automated Vote Counting System; or
- (b) by pressing a number on a touchtone Telephone that corresponds to the Candidate's name, or the Spoil My Ballot option, or the Decline to Vote option while the Telephone is connected to the Automated Vote Counting System.
- (3) The Automated Vote Counting System shall respond and identify the Elector's choice and provide the Elector with the option of changing or confirming their vote(s).

CSAP School Board Member

1. 22A. (1) If the races have not been acclaimed, the Automated Vote Counting System shall:

- (a) emphasize that only qualified Electors may vote for the Conseil Scolaire Acadien Provincial Candidates; and
- (b) inform the Elector of the requirements required by clause 3 (h) and section 13 of the Education (CSAP) Act to vote for the Conseil Scolaire Acadien Provincial Candidates.

2. An Elector will be presented with a screen to select whether they are qualified to vote for the Conseil Scolaire Acadien Provincial and that they wish to cast a Ballot.

The Automated Vote Counting System shall provide an Elector with two options, as follows:

- (a) to indicate that the Elector meets the qualifications to cast a Ballot for the CSAP School Board Member race or
 - (b) to indicate that the Elector does not meet the qualifications to cast a Ballot for the CSAP School Board Member race.
- (2) The Elector shall indicate their selection by marking a Legible Mark:
- (a) that is an "X" which fills in a box opposite the option (YES or NO) on the screen of a personal computing device that accesses the internet and is connected to the Automated Vote Counting System; or
 - (b) by pressing a number on a touchtone Telephone that corresponds to the the option (YES or NO, while the Telephone is connected to the Automated Vote Counting System.
- (3) The Automated Vote Counting System shall respond and identify the Elector's choice and provide the Elector with the option of changing or confirming their vote.

If the Elector has responded "NO" to the qualifications, then the Automated

Vote Counting System will indicate to the elector that they have finished voting.

If the Elector has responded “YES” to the qualifications, then the Automated Vote Counting System will present the elector with the race to select the language (English or French) that they would like to see, to cast their ballot for the Candidate for the CSAP board.

- (4) The Automated Vote Counting System shall provide an Elector with three options, as follows:
 - (d) to decline a Ballot for the CSAP race (Rejected Ballot); or
 - (e) to accept the Ballot by marking the Ballot for a Candidate; or
 - (f) to accept the Ballot by casting a Spoiled Ballot.
- (2) The Elector shall indicate their selection(s) by marking a Legible Mark:
 - (c) that is an "X" which fills in a box opposite a Candidate's name or the Spoil My Ballot box, or the Decline to Vote box on the screen of a personal computing device that accesses the internet and is connected to the Automated Vote Counting System; or
 - (d) by pressing a number on a touchtone Telephone that corresponds to the Candidate's name, or the Spoil My Ballot option, or the Decline to Vote option while the Telephone is connected to the Automated Vote Counting System.

General Voting

Cannot Use PIN Again

- 22. Once an Elector's PIN has been used to vote in all the races in which the Elector is eligible to vote, the PIN cannot be used again to vote in any race.

Re-entry into Automated Vote Counting System

- 23. Prior to the final confirmation of the Ballot, if an Elector is disconnected or not otherwise able to cast their vote, the Elector shall be able to re-enter the Automated Vote Counting System at any time during Alternative Polling Days, up to the official closing of the election, using their assigned PIN and cast their vote for any race for which they have not successfully completed voting.

Time for Alternative Voting and Automated Vote Counting System Set to Zero

- 24. (1) Unless subsection 9A(2) of the By-law applies, Alternative Voting will commence at noon October 9, 2024 and terminate at 7:00 pm on Saturday October 17, 2024.

- (2) Prior to the activation of the Automated Vote Counting System at noon on October 9, 2024 Intelivote shall allow access by the Returning Officer and a System Election Officer, or other authorized Election Official, to the Automated Vote Counting System by secure ID for the purposes of providing a list of all the Candidates' names, including the sum total of votes cast to ensure that all totals for Candidates indicate "0".
- (3) Pursuant to section 9A of the By-law, the Automated Vote Counting System shall not be set to "active" status until confirmation that all the counts associated with each of the Candidates' names indicate a zero total.

Duplication of Address of Elector

25. Where an Elector's name appears on the applicable list of electors at more than one location in the Municipality, the Elector may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the Elector.

Voting More than Once

26. All Electors that vote more than once or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for a possible criminal investigation for breach of the law.

Returned Unopened Voter Information Letter

27. Voter Information Letters returned to the Municipality unopened will be held securely by the Returning Officer, and the associated PIN will be disabled, and the letter destroyed as set out in sections 140 and 141 of the *Act*.

Returned Opened Voter Information Letter

28. Any Voter Information Letters returned to the Municipality opened will be reviewed to determine if the PIN has been used, and if the PIN has not been used, the Returning Officer or their designate will disable the PIN. If the PIN has been used, the Automated Vote Counting System will have recorded this fact and the Elector's name will have been struck off the applicable list of electors. The elector associated with the PIN from the opened mail, may or may not have been the person who voted the PIN, as the legitimate owner would not have typically returned the VIL by mail. An investigation could be necessary.

Hours of Voter Help Centre

29. The Municipal Voter Help Centre shall be open:
- (a) between the hours of 8:30AM am to 4:00 pm commencing October 8, 2024, and terminating on October 19 at 7:00 pm, 2024; and
 - (b) such other hours as directed by the Returning Officer.

Verifying Races

30. The Voter Help Centre shall be responsible for verifying, disabling and re-issuing a PIN to an Elector.

Voter Information Letter Not Received

31. (1) Where an Elector notifies the Voter Help Centre concerning a Voter Information Letter that was **not received** by the Elector but a Voter Information Letter was mailed to the Elector, then:
- (a) the Election Official shall verify that the Elector is on the applicable list of electors; and
 - (b) the Elector shall satisfy the Election Official that he or she did not receive a Voter Information Letter; and
- the Voter Help Centre shall disable the Elector's PIN that was never received and electronically mark the PIN in the Automated Vote Counting System as not having been received by the Elector.

Voter Information Letter Lost

- (2) Where an Elector notifies the Voter Help Centre concerning a Voter Information Letter that was **received** by the Elector but subsequently lost, then
- (a) the Election Official shall verify that the Elector is on the applicable list of electors; and
 - (b) the Elector shall satisfy the Election Official that they lost the Voter Information Letter that they had received; and

the Voter Help Centre shall disable the Elector's PIN that was lost and electronically mark the PIN in the Automated Vote Counting System as having been lost.

Re-Issuing Voter Information Letter with PIN

32. (1) Prior to the issuance of a Voter Information Letter resulting from an Elector contacting the Voter Help Centre pursuant to section 31, the Elector shall be required to respond and answer all questions of the Election Official.
 - (2) Where an Election Official believes that all questions have been answered truthfully and to their satisfaction, the Election Official may recommend to the Returning Officer, or their designate, that a new Voter Information Letter be issued.
 - (3) Subject to section 33, a new Voter Information Letter shall only be provided in person by an Election Officer, by ordinary mail, or by electronic mail.
33. A new Voter Information Letter shall not be issued to an Elector without the expressed approval of the Returning Officer, or their designate.

Electors Not Appearing on List of Electors

34. (1) Electors who do not appear on the applicable list of electors shall be enabled to participate in Alternative Voting by complying with section 36 of the *Act* or section 7A of the By-law.
- (2) Each person who is added to the applicable list of electors and provided with a Voter Information Letter containing:
 - (a) the Elector's PIN and the telephone number to call to cast their vote by telephone and the designated internet address (URL) to cast their vote using the Internet;
 - (b) instructions on how to vote;
 - (c) dates and hours of voting; and
 - (d) the location and telephone number of the Voter Help Centre.
- (3) Subject to section 33, a new Voter Information Letter for a person added to the applicable list of electors shall only be provided in person, by an Election Officer, by ordinary mail, or by electronic mail.

Automated Vote Counting System

35. The integrity of the voting process shall be the responsibility of the Returning Officer and shall be preserved by:
 - (a) ensuring that every Elector on the amended list of electors is mailed, using regular mail or such other means determined by the Returning Officer, a sealed Voter Information Letter which contains the Elector's PIN; and
 - (b) ensuring that no person except Intelivote, maintains a list of PINs that matches each Elector's name and address.
36. The Automated Vote Counting System shall be tested by the Returning Officer and/or, if applicable, an appointed System Election Officer.
37. The final test shall occur no later than October 2024 and the test(s) shall include:
 - (a) checking the wording of the script;
 - (b) attempting to use a PIN more than once;
 - (c) balancing a predetermined number of votes with those cast;
 - (d) checking the Automated Vote Counting System which is used for activating PINs through the revision process;
 - (e) deliberately entering the wrong information; and
 - (f) any other functions as determined appropriate by the Returning Officer.

Criminal Offence and Prosecution

38. The *Criminal Code* of Canada provides that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years. This applies to information mailed to the Electors for Alternative Voting.
39. In addition to the *Criminal Code*, the By-law creates offences including that no person shall:

- (a) use another person's PIN to vote or access the Automated Vote Counting System unless the person is a Friend voter;
- (b) take, seize, or deprive an Elector of their PIN;
- (c) sell, gift, transfer, assign or purchase a PIN;
- (d) interfere or attempt to interfere with an Elector who is casting an internet ballot or telephone ballot;
- (e) interfere or attempt to interfere with Alternative Voting;
- (f) attempt to ascertain the name of the Candidate for whom an Elector is about to vote or has voted; and
- (g) at any time, communicate or attempt to communicate any information relating to the Candidate for whom an Elector has voted.

Results

- 40. (1) The Municipality and Intelivote shall keep Alternative Voting open until 7 pm on Saturday October 19, 2024, and its Voter Help Centre access opened on October 19, 2024 until the Returning Officer confirms that all eligible Electors who
 - (a) have activated their PIN and date of birth in the Automated Vote Counting System before 7 pm have been provided the opportunity to vote; and
 - (b) are present and awaiting admission to a polling station before 7 pm have been provided the opportunity to vote.
- (2) Where an Elector has been provided the opportunity to vote online and the Elector has not done by 7:00 pm, the Automated Vote Counting System shall be set to Closed status.
- 41. At the close of the Alternative Polling Days and after the Returning Officer provides confirmation under section 40, the Automated Vote Counting System shall be set to FINAL status.
- 42. Once the Automated Vote Counting System is in FINAL status no additional Alternative Voting shall occur and the vote results shall be secured in the Automated Vote Counting System.
- 43. Once the Automated Vote Counting System is in FINAL status, the Returning Officer shall be able to access the Automated Vote Counting System and produce

the result report.

Inspection of Electors Who Voted

44. A Candidate who desires access to the list of electors to determine who has voted and who has been added to the list of electors during Alternative Polling Days, must request access to the Automated Vote Counting System from the Returning Officer prior to the start of the election, if such request is granted, the Candidate will be provided a login and password.

Timing for Inspection of Electors Who Voted

45. A Candidate who has been granted access pursuant to clause 44, may access the Automated Vote Counting System respecting the applicable portion of the list of electors:
 - (a) at anytime after access has been granted; and
 - (b) up to 7:00 in the afternoon (7:00 pm) on October 19, 2024

**Form 26: Oath or Affirmation of Friend of Elector Requiring Assistance
(Unrelated)
(Section 86)**

(For use by a person who is not a candidate and who is not related to the elector)

You swear (or solemnly affirm) that you have not previously acted as a friend for any other elector in the election who is not a child, grandchild, brother, sister, parent, grandparent, husband or wife, that you will carry out the wishes of the elector on whose behalf you act and that you will keep secret the name of the candidate or candidates for whom you mark the ballot paper.

Note: A candidate may not act as friend of an elector who is not a child, grandchild, brother, sister, parent, grandparent, husband or wife of the candidate. A person who is not a candidate may act as friend for one unrelated elector and any number of electors who are a child, grandchild, brother, sister, parent, grandparent, husband or wife of the friend.

**Form 26A: Oath or Affirmation of Friend of Elector Requiring
Assistance (Candidate/Relative)
(Section 86)**

(For use by a person, including a candidate, who is related to the elector)

You swear (or solemnly affirm) that the elector on whose behalf you act is a child, grandchild, brother, sister, parent, grandparent, husband or wife, that you will carry out the wishes of the elector and that you will keep secret the name of the candidate or candidates for whom you mark the ballot paper.

Note: A candidate may not act as friend of an elector who is not a child, grandchild, brother, sister, parent, grandparent, husband or wife of the candidate. A person who is not a candidate may act as friend for one unrelated elector and any number of electors who are a child, grandchild, brother, sister, parent, grandparent, husband or wife of the friend.

**Form 31: Oath or Affirmation of Elector Not on List of Electors on Polling Day
(Section 98)**

I swear (or solemnly affirm) that:

1. On this date, I actually reside in Polling Division Number _____ of Polling District Number _____ of the Town/Municipality/Regional Municipality of _____ (the "Municipality").
2. As of the first advance polling day in this election, I have been ordinarily resident in:
 - the Province of Nova Scotia for a period of six (6) months; and
 - the Municipality (or in an area annexed to the Municipality).
3. I have not previously voted in this election at any other polling place, and I will not (or will not attempt to) vote at any other polling place.
4. As of the first advance polling day, I was a Canadian citizen and of the full age of eighteen years.
5. I am not the returning officer, a person serving a sentence in a penal or reform institution, or a person convicted of bribery under the *Municipal Elections Act* in the six years preceding ordinary polling day.

**Name of Elector
(please print)**

Civic Address of Elector

Date of Birth

Sworn (or affirmed) at _____
in the County of _____
this ____ day of _____,
_____ before me

Deputy Returning Officer

Applicant

The Voters List may be used in future municipal, provincial or federal elections.
(Date of birth will be removed from final list of electors.)