



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, September 9th, 2024

TIME: 4:00 pm

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, September 9th, 2024

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

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from:
 - a. July 8th, 2024 – Council Meeting
 - b. August 6th, 2024 - Special Council
6. Business Arising from Minutes
7. Recommendations from Committees of Council:
 - a. COTW held Wednesday, July 31st, 2024.
 - b. COTW held Wednesday, September 4th, 2024.
 - c. Audit Committee Meeting held September 4th, 2024.
8. Outside Committee Reports:
 - a. Eastern Counties Regional Library – June 2024
 - b. Eastern Counties Regional Library – June AGM 2024
 - c. Eastern Counties Regional Library – August 2024
9. Other Matters of Business
10. CAO Report

Adjournment

A 10-minute question and answer period pertaining to agenda items.



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, July 8th, 2024

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

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, July 8th, 2024 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Absent with Regrets:

Also Attending:

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

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Malloy and seconded by Councillor Zinck, Council approved the minutes from the Regular Council meeting held June 17th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – May 15th, 2024.

On motion of Councillor Baker and seconded by Councillor Malloy, Council agree that the levy be investigated by Council with appropriate consultation conducted with all fixed-roof accommodation providers.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Harpell, Council agrees to select Ray Jordan as the 2024 St. Mary's Municipal Volunteer of the Year.

Motion approved.

Committee of the Whole – June 19th, 2024. (Absent Councillor Harpell)

On motion of Councillor Zinck and seconded by Councillor Mailman, Council approve the quote of \$3,947.84 plus HST from Suburban Electric Ltd, to replace the transformer to ensure a safe and reliable power source for the Water Treatment Plant.

Motion approved.

On motion of Councillor Baker, and seconded by Councillor Malloy, Council approve the award of the Hospital Lift Station repair to Partners Construction, Further, the municipal council approve the award of the lift station preparation and cleaning to BL Environmental. Further, that the total approved funds for the repair shall be quoted joint totals of \$14,000 plus a maximum contingency of an additional \$10,000 for a maximum of \$24,000 with any additional amounts beyond the approved capital budget to be charged to the Capital Reserve Fund.

Motion approved.

On motion of Councillor Zinck and seconded by Councillor Mailman, Council award "Phase 2 Recplex Revitalization" tender to A.T. Home Construction in the amount of \$77,000 plus HST with any unexpected additional repairs at a cost of \$1,500 per 10 X 10 square foot and in accordance with the terms outlined in the request for proposal document and specified on the bid form.

Motion approved.

On motion of Councillor Malloy and seconded by Councillor Baker, Council approve the additional quote of \$4,750 plus HST to the original tender approved at the COTW on May 29th from Admiral Glass and Sign Ltd. to further upgrade the main doors of the St. Mary's Recplex.

Motion approved.

Deputy Warden Fuller – Opposed.

On the motion of Councillor Malloy, and seconded by Councillor Baker, Council agree to purchase and install a new 25-foot flagpole for the location as stated in the Flag Policy section 3.2.5.

Motion approved.

Deputy Warden Fuller – Opposed.

On motion of Councillor Mailman, and seconded by Councillor Malloy, Council agree to adopted the Flag policy as presented.

Motion approved.

On the motion of Deputy Warden Fuller, and seconded by Councillor Zinck, Council approve and support the application for the 2024 Low Carbon Communities grant to conduct a community solar feasibility study with funding for the project to be allocated from the Capital Reserve Fund.

Motion approved.

On the motion of Councillor Malloy, and seconded by Councillor Baker, Council accepts the new Memorandum of Agreement with the Nova Scotia Museum & Sherbrooke Village Restoration Commission,

operating Sherbrooke Village and the Municipality of the District of St. Mary's as presented. Further the municipal council authorizes Warden Greg Wier to sign the agreement on behalf of the Municipality.

Motion approved.

On motion of Councillor Zinck, and seconded by Councillor Mailman, Council agree to reschedule the July 17th, 2024 COTW meeting to July 31st, 2024, and to have no meetings in the month of August for a summer recess.

Motion approved.

Committee of the Whole – July 3rd, 2024. (Absent Councilor Harpell)

On motion of Councillor Malloy 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.

Motion approved.

Councillor Mailman declared - Conflict of Interest.

On recommendation of Deputy Warden Fuller and seconded by Councillor Mailman, 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.

Motion approved.

8. Outside Committee Reports

- There were no Outside Committee reports.

9. Other Matters of Business

- There was no Other Matters of Business.

10. CAO Report:

- See the Agenda/Package for the report.
- Doug Patterson, CAO informed the Council of the highlights included in the report. Doug Patterson, CAO updated Council about the property taxes being collected, and staff helping seniors file and send for their rebates. (Seniors Rebate, Income Supplements).
- Doug Patterson, CAO informed Council of the Summer Day Camp, 50 children enrolled, started on July 2nd, 2024.
- Doug Patterson, CAO informed Council of the great Canada Day event, it was a success, with estimated around 400 people in attendance.
- Doug Patterson, CAO wanted to thank staff for all their contributions of time and effort to help out the recreation staff with the Canada Day event.

Adjournment

On motion of Councilor Harpell, and seconded by Councilor Malloy, there being no further matters of business, the Council adjourned at 4:20 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Special Council Meeting
Tuesday, August 6th, 2024

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

1. Meeting, Date & Time:

The Special Council meeting of the St. Mary's Municipal Council was called to order on Tuesday, August 6th, 2024 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier

Deputy Warden James Fuller

Councillor Charlene Zinck

Councillor Courtney Mailman

Councillor Beulah Malloy

Absent with Regrets:

Councillor James Harpell

Councillor Everett Baker

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Jadzia Rudolph, Municipal Clerk

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Other Matters of Business:

a. Local Leadership for Climate Adaptation (LLCA):

- See the Agenda/Package for the recommendation.

On motion of Deputy Warden Fuller and seconded by Councillor Mailman Council approve the application for the 2024 LLCA grant to conduct a flood mitigation feasibility study in Sherbrooke, NS, and requests the full grant amount of \$70,000 committing to the 10% cost share of \$7,778 from the budget year 2025-2026.

Motion approved.

b. Zamboni Financing/Purchasing Options:

- See the Agenda/Package for the recommendation.

On motion of Councillor Zinck and seconded by Councillor Malloy Council approve that staff proceed with the purchase of an Ice Re-surfacer machine with the funding/finance plan of a total budget of \$123,000 over 7 years from the Capital Reserve Fund or Canada Community-Building Fund (CCBF) and repaid by the municipal operating budget.

Motion approved.

c. Neighborhood Housing Concept:

- See the Agenda/Package for the recommendation.

On motion of Councillor Mailman and seconded by Deputy Warden Fuller Council agree to enter a contract with ZZAP Consulting Inc. to complete the Neighbourhood Concept Plan for PID #37501095 as outlined in the firm's submitted proposal with a project cost of \$45,006 plus HST.

Motion approved.

Adjournment

On motion of Councillor Malloy and seconded by Councillor Zinck there being no further matters of business, the council adjourned at 4:05 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Monday, September 9th, 2024
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – July 31st, 2024. (Absent: Warden Greg Wier, and Councillor Everett Baker)

On recommendation of Zinck and seconded by Councillor Malloy Council accept the Active Transportation Plan with non-substantive changes suggested as a guideline for long-term planning and prioritization.

Recommendation adopted.

Committee of the Whole – September 4th, 2024. (Absent: Councillor Everett Baker, and Councillor James Harpell)

On recommendation of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agree to set the date of October 30th, 2024, at 4:00 p.m. to swear in the new Council.

Recommendation adopted.

On recommendation of Deputy Warden Fuller, and seconded by Councillor Mailman, Council agree to send members of Council to the RCMP apology in Preston on September 7th, 2024, and be able to expense their mileage.

Recommendation adopted.

Audit Committee – September 4th, 2024

On recommendation of Councillor Malloy, and seconded by Councillor Mailman, the St. Mary's Audit Committee agree to adopt the Audited Consolidated and Non-Consolidated Financial Statements along with the Sherbrooke Water Utility Statements for the year ending March 31st, 2024.

Recommendation adopted.



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: June 15, 2024

Location: Mulgrave

Agenda Item:

AGM

1. Welcome
2. Approval of agenda
3. Minutes of the June 6, 2023 meeting
4. Business arising from the minutes
5. Audited financial statements 2022-2023
6. Operating budget 2023-2024
7. Election of officers
8. Adjournment



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: August 22, 2024

Location: Mulgrave via Zoom

Agenda Item:

1. Welcome-land acknowledgement
2. Approval of agenda
3. Minutes of the June 13, 2024 meeting
4. Strategic planning & community engagement-meeting with consultants from ATN Strategies (45 minutes with 15 for questions)
5. Business arising
 - a) Correspondence from the Municipality of the County of Inverness
6. Financial update
7. CEO report
 - a) Book sale impact report
 - b) Cheticamp lease agreement
8. Facility grant-tendering document proposal
9. Virtual health grant proposal
10. Library Reports
11. Adjournment



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: August 22, 2024

Location: Mulgrave via Zoom

Agenda Item:

1. Welcome-land acknowledgement
2. Approval of agenda
3. Minutes of the June 13, 2024 meeting
4. Strategic planning & community engagement-meeting with consultants from ATN Strategies (45 minutes with 15 for questions)
5. Business arising
 - a) Correspondence from the Municipality of the County of Inverness
6. Financial update
7. CEO report
 - a) Book sale impact report
 - b) Cheticamp lease agreement
8. Facility grant-tendering document proposal
9. Virtual health grant proposal
10. Library Reports
11. Adjournment

CAO Report July and August 2024



FINANCE DEPARTMENT

Property Taxation:

Interest on overdue accounts was applied in the beginning of July and August. The municipal low-income property tax exemption form is available online and the provincial tax rebate forms are now available, and staff have begun assisting residents with completion.

Staff continued to process updates received from PVSC regarding address changes and property title changes. Staff completed a busy property taxation season with taxes being due for the 2024/2025 year on July 31st, 2024.

Property Taxes Collected:

By fiscal year as of August 31st, 2024

- 2024-2025 Taxes – 86.04% Collected
- 2023-2024 Taxes – 94.82% Collected
- 2022-2023 Taxes – 97.5% Collected
- 2021-2022 Taxes – 98.64% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Assisted staff with various staff reports to council and provided budgeting detail. Completed and held review meeting for the 1st quarter financial report with CAO and directors. Worked with the CAO and Director of Public Works to develop purchase and financing options for a new ice resurface machine at the St. Mary's Recplex and presented to Council. Completed the first quarter HST remittance for 2024/2025. Complete and submitted to the department of Municipal Affairs the Annual Statement of Budget Estimates for 2024/2025. Completed and submitted the 2024/2025 federal grant in lieu of taxes and area rates. Prepared annual documentation for Municipal Newsletter regarding grants provided to nonprofit organizations in 2023-2024, as per the MGA regulations. Completed quarterly Sustainable Service Growth Fund grant reporting to the Dept of Municipal Affairs.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators. Prepared 1st quarter finance report and documentation for the St. Mary's Audit Committee, followed by a presentation at COTW. Assisted CAO with reviewing request for proposals for the housing concept plan.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Reviewed staff schedules, timesheet summaries, ROE's, confirmed/prepared letter of offers, participated in interview as needed/required.

CAO Report July and August 2024



COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

Active Living Coordinator Employment Opportunity

The Municipality is currently hiring for an Active Living Coordinator. Applications are being accepted until the position is filled. For more information about the position visit:

<https://www.saint-marys.ca/active-living-coordinator.html>

Accessibility Advisory Committee

The Accessibility Advisory Committee met on July 25th, 2024. The Committee has been notified that a new tool has been developed by the NS Accessibility Directorate to review the Municipal Accessibility Plan. The Committee agreed that they would review the tool and use it to update the Municipal Accessibility Plan. The Committee has also agreed to review the Municipal Accessibility Plan and prioritize recommendations to discuss at the next meeting.

St. Mary's Canada Day Celebration

Staff hosted the annual St. Mary's Canada Day Celebration on July 1st, 2024, at the St. Mary's Recplex. Staff along with many community organizations and community members came together to make the day a success. The parade was successful with 20 entries. The Sherbrooke Volunteer Fire Department and municipal staff worked to ensure spectators safety as parade spotters. The Municipality participated in the parade with a float that advertised equipment rentals. At the St. Mary's Recplex there were bouncy houses, games, a coloring contest and live music. There were approximately 300 people in attendance. The fireworks went off as scheduled with a large audience.

Staff have completed reporting on this event.

Day Camp

Summer Day Camp was a success. This is the first year the program was hosted at St. Mary's Education Centre / Academy. There were three youth staff and one adult staff. There were 53 children registered for the program. On average approximately 20 to 25 children were in attendance daily. The children had a great time playing games in the gym, exploring Stonewall Park, playing on the playground, participating in water activities and learning from the different guest presenters.

CAO Report July and August 2024



Recreation Nova Scotia (RNS) Conference Program Planning Committee

On August 21st, staff participated in the RNS Conference Program Planning Committee meeting. The RNS Conference is scheduled for October 16-18 at St. FX in Antigonish, recreation staff will be attending. The Municipality is a bronze sponsor of this event.

Guysborough County 55+ Games

The Guysborough County 55+ Games Committee met on August 15th to plan and organize for the upcoming Guysborough County 55+ Games. The Games are being held October 2nd & 3rd, 2024 at Liscomb Lodge. The events include walking, ladder golf, crokinole, washer toss, outdoor & indoor shuffleboard, scrabble, cribbage, carpet bowling, 45's & darts. Registration forms have been given to Councillors, are available at the Municipal Office and on the Municipal website & Facebook. Registration for this event is due September 13th, 2024.

PUBLIC WORKS

Sherbrooke Water Utility:

Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public works has found and repaired a leak in a lateral line on the west side of Sherbrooke. Public Works discovered to leak with assistance from H2O Leaks from Halifax. When excavated, it was discovered that the line had numerous leaks under the #7 highway. Public Works are currently getting quotes for the repaving of the #7.

Sherbrooke Sewer Treatment:

Public Works continues to monitor the equalization pumps at the sewer treatment facility. There is still a great number of rags that trip these pumps off. Public Works with the help of Partner construction has now repaired the lift station on Hospital Road. Public Works has also received a new portable pH meter for the sewer plant testing equipment. Public Works has also replaced the rotted out sludge line located within the building at the sewer treatment facility.

Recplex Facility:

Public Works staff are currently working with AT Home Construction to replace the siding and windows of the exterior of the Recplex. Public Works has also proceeded with the purchase of the 2016 Olympic Ice Resurfacers which should arrive to the site by the end of September. Public Works along with Admiral Sign and Glass have completed the accessibility portion of the Recplex with the installation of new front

CAO Report July and August 2024



doors and automatic openers. The generator for the Recplex had been received by KV Electrical Ltd but upon inspection, the generator had been damaged during the shipping process. The new generator should be on site within the next two weeks.

ECONOMIC DEVELOPMENT

Economic Development Director

The Municipality is currently hiring for a Director of Economic Development. Applications are being accepted until the position is filled. For more information about the position visit:

<https://www.saint-marys.ca/economic-development-director-job-advertisement.htm>

Old Road Hill Neighbourhood Plan

The Request for Proposals closed on July 30th, 2024. Two proposals were received. The Municipality hired ZZAP to complete the Old Road Hill Neighbourhood Plan. Staff participated in a kickoff meeting with ZZAP. ZZAP came to Sherbrooke and held three public consultations, two in Sherbrooke and one in Goshen. Meetings were also held with key stakeholders. These meetings were all well attended. ZZAP will return to present their what they've heard report in September.

MUNICIPAL CLERK

Civic Addressing:

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

Council/COTW Meetings:

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

CAO Report July and August 2024



Electronic Content/ Advertising:

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

Water Utility:

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

New Neighborhood Housing Concept:

The Municipal Clerk has been helping with the coordination of consultants, staff, and residents to help with the New Neighborhood Housing Concept. The Municipality hired ZZAP Architecture + Planning to implement the recommendations made into their plans. Municipal clerk has scheduled 3 public engagement sessions (Sherbrooke Library, Municipal Office, Goshen Community/Recreation Centre) along with 3 other stakeholder groups to gather feedback and suggestions made by stakeholders in St. Mary's.

Training:

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

Public Relations:

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

Committees:

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

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

Emergency Management Office:

Municipal Clerk has taken on the new role of Emergency Management Coordinator for the Municipality and has been learning about the Emergency Management Plan and the Emergency Management Committees, and contacting different departments to gather all documentation needed.

Street Light Request:

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

CAO Report July and August 2024



Assisting Where Needed:

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

ELECTION

Election/Training:

The clerk has been updating the 2024 Municipal Election List, making amendments, revisions, and updating information that residents are requesting. Training webinars have been available to Revising Officers, Returning Officers, and other officials to update the Intelivote system. You can check to see if you are on the list of electors or make amendments by contacting:

Melanie Mills, Revising Officer at council@saint-marys.ca or call 902-522-2049 or contact

Jadzia Rudolph at Jadzia.rudolph@saint-marys.ca or call 902-522-2496

Toll free: 1-877-388-0868

We have begun accepting councillor nominations

An information session for potential councillors was offered