



## **NOTICE**

**MEETING:** Regular Council Meeting

**DATE:** Wednesday, October 9<sup>th</sup>, 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  
Wednesday, October 9<sup>th</sup>, 2024

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

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from:  
September 9<sup>th</sup>, 2024 – Council Meeting
6. Business Arising from Minutes
7. Recommendations from Committees of Council:  
COTW held Wednesday, September 18<sup>th</sup>, 2024.  
COTW held Wednesday, October 2<sup>nd</sup>, 2024.
8. Outside Committee Reports:  
N/A
9. Other Matters of Business  
N/A
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, September 9<sup>th</sup>, 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, September 9<sup>th</sup>, 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 Beulah Malloy
Councillor Charlene Zinck	

## Absent with Regrets:

Councillor Everett Baker  
Councillor James Harpell

## Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)  
Marian Fraser, Director of Finance (DOF)  
Jadzia Rudolph, Municipal Clerk  
Mallory Fraser, Director of Community Development & Recreation

## 3. Additions to the Agenda:

- There were no additions to the agenda.

## 4. Approval of Agenda:

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

***Motion Approved.***

## 5. Approval of Minutes:

*On motion of Councillor Mailman and seconded by Councillor Zinck, Council approved the minutes from the Regular Council meeting held July 8<sup>th</sup>, 2024 and the Special Council meeting held August 6<sup>th</sup>, 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 – July 31<sup>st</sup>, 2024.** (Absent Warden Greg Wier, and Councillor Everett Baker)

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

**Motion Approved.**

**Committee of the Whole** – September 4<sup>th</sup>, 2024. (Absent Councillor Everett Baker, and Councillor James Harpell).

*On motion of Deputy Warden Fuller and seconded by Councillor Mailman Council agree to set the date of October 30<sup>th</sup>, 2024, at 4:00 p.m. to swear in the new Council.*

**Motion Approved.**

*On motion of Deputy Warden Fuller and seconded by Councillor Mailman Council agree to send members of Council to the RCMP apology in Preston on September 7<sup>th</sup>, 2024, and be reimbursed for their mileage.*

**Motion Approved.**

**Audit Committee** – September 4<sup>th</sup>, 2024 (Absent Deputy Warden Fuller, Councillor James Harpell, and Councillor Everett Baker).

*On motion of Councillor Zinck and seconded by Councillor Malloy, 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 31<sup>st</sup>, 2024.*

**Motion Approved.**

## **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**

- 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 of the Summer Day Camp being very successful this year.
- Doug Patterson, CAO informed Council of the Accessibility upgrades currently being completed at the St. Mary's Recplex which include siding being replaced, new accessible doors being installed, the Sherbrooke Library upgrades will begin soon.
- The Zamboni has been ordered and is expected to arrive by end of September.
- Doug Patterson, CAO wanted to notify everyone of the Guysborough County 55+ games starting in October, Registration forms are available at the Municipal office.
- Doug Patterson, CAO informed Council that the search for an "Active Living Coordinator" is still on-going.

## **Adjournment**

*On motion of Councillor Mailman and seconded by Councillor Zinck there being no further matters of business, the Council adjourned at 4:12 p.m.*

**Motion Approved.**

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Recorded By  
Jadzia Rudolph, Municipal Clerk

Approved By  
Warden Wier



# Municipality of the District of St. Mary's

Wednesday, October 9<sup>th</sup>, 2024  
Council Meeting

## **Recommendations from Internal Committees**

**Committee of the Whole** – September 18<sup>th</sup>, 2024. (Absent: Councillor James Harpell.)

*On the recommendation of Deputy Warden Fuller and seconded by Councillor Baker Council approve the award of the repaving work to S.W. Weeks Construction Ltd. for a cost of \$6,400.00 plus HST*

*And*

*Council approve the award of removal of excess gravel and to provide the safety traffic control services for a total cost of \$1,570.00 plus HST to Wilsons Cove Excavating*

*And*

*Approve a cost contingency of \$1,500.00 plus HST.*

***Recommendation adopted.***

*On the recommendation of Councillor Baker, and seconded by Councillor Malloy, Council agree to reschedule the October 14<sup>th</sup> Council date to October 9<sup>th</sup>, 2024 at 4:00 p.m. due to the holiday.*

***Recommendation adopted.***

*On recommendation of Councillor Malloy and seconded by Councillor Zinck Council approve the award of the wastewater grating replacement project to DivCon Diversified Construction Inc. for \$72,000.00 plus HST where \$30,000 will come from the Sustainable Service Growth Fund and \$47,677 to be funded by the Canada Community Building Fund (CCBF) reserve.*

***Recommendation adopted.***

*On recommendation of Councillor Mailman, and seconded by Councillor Baker, Council agree to send the newly elected officials and CAO to the Councillor orientation at the Halifax Convention Centre on November 4<sup>th</sup> to 5<sup>th</sup>, 2024.*

***Recommendation adopted.***

*On recommendation of Deputy Warden Fuller and seconded by Councillor Malloy Council approve a funding contribution to Community First Guysborough County Housing Association from the Municipality of the District of St Mary's (the municipality) for \$8,000.00. The funds shall come from the municipal operational economic development budget.*

*The funds shall be made available under the following conditions*

- 1.) *The funds shall be provided for the purpose of assisting Community First Guysborough Housing to purchase the property known as PID 37503422 located on Highway #7, Marine Drive in Sherbrooke Nova Scotia*
- 2.) *The funds are to be used for the purchase of the land and for the development of housing on this property*
- 3.) *The municipality recognizes that Community First Guysborough Housing will manage and control all aspects of the project including the land purchase and housing development*
- 4.) *If the purchase of the land is not completed for any reason, then the funds shall be returned to the municipality unless other use of the funds is approved via written consent by the municipality in the form of a motion approved by council*
- 5.) *That Community First Guysborough Housing shall agree in writing to these terms*

**Recommendation adopted.**

**Committee of the Whole – October 2<sup>nd</sup>, 2024.** (Absent: Councillor James Harpell)

*On recommendation of Councillor Malloy and seconded by Councillor Baker, Council approve the bid from Cimco Refrigeration for the maintenance contract of the St. Mary's Recplex ice plant in the amount of \$7,002.91 plus HST per year for the 3 year contract from 2024/2025 to 2026/27 totalling \$21,008.74 plus HST.*

**Recommendation adopted.**

*On recommendation of Councillor Baker and seconded by Councillor Zinck Council approve the overnight parking ban on 16 Main Street from December 1<sup>st</sup>, 2024. to March 31<sup>st</sup>, 2025 from 10:00 pm to 7:00 am.*

**Recommendation adopted.**

*On recommendation of Deputy Warden Fuller and seconded by Councillor Mailman, Council values and supports the ongoing work of the Department of Fisheries and Oceans Canada (the department) in their efforts to plan and evaluate the St. Mary's River for an Ecologically Significant Area (ESA) due to many possible benefits this designation could provide.*

*Further, that the municipality would like to explore ways for municipal participation.*

**Recommendation adopted.**

*On recommendation of Councillor Malloy and seconded by Councillor Zinck, Council agree to provide \$700.00 for funding for pumpkins and carving kits for Fright Night.*

**Recommendation adopted.**

# CAO Report September 2024



## FINANCE DEPARTMENT

### **Property Taxation:**

Interest on overdue accounts was applied in the beginning of September. 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.

The initial process for the 2024-2025 tax sale has begun with friendly reminders and payments options being distributed to property owners. Property owners have until the end of October to make arrangements and comply before proceeding with the next step in the tax sale process. It is anticipated that the sale will take place in February 2025.

### **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 submitted to the department of Municipal Affairs the Annual Provincial Grant in Lieu of property taxes for Provincial Properties for 2024/2025. Submitted the Audited Financial Statements and reporting requirements for year ending March 31, 2024, to Municipal Affairs. Completed quarterly Community Works and Municipal Capital Growth fund grant reporting to the Dept of Municipal Affairs. Completed and submitted the Federal grant in lieu of municipal taxes and area rates.

### **Committee/Policy Work:**

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators (AMA). Participated in an AMA education development workshop for municipal employees. Organized and attended a joint regional meeting with the Guysborough/Antigonish and the Victoria/Richmond/Inverness AMA regionals. Assisted CAO with completing the Housing Accelerator Fund application round 2. Began research and development work on a Municipal Loan and Loan Guarantee Policy for Volunteer Fire Departments. The policy will be presented at a future COTW. Participated in a municipal engagement and review of the FOIPOP session.

### **Human Resources:**

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



## 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>

### **Old Road Hill Neighbourhood Plan**

Work continued on the Old Road Hill Neighbourhood Plan into September. Zzap shared the *What Was Heard Report* and worked with staff Council to refine the option for the Neighbourhood Plan.

### **Guysborough County 55+ Games**

The Guysborough County 55+ Games Committee met on September 12<sup>th</sup> to finalize the plans for the upcoming Guysborough County 55+ Games held October 2<sup>nd</sup> & 3<sup>rd</sup>, 2024 at Liscomb Lodge. The Committee finalized the meal options, delegated tasks to committee members, and finalized other key details.

### **Letters of Support for Community Organizations**

The New Horizons for Seniors Program deadline for applications was September 12<sup>th</sup>. For more information on the program visit <https://www.canada.ca/en/employment-social-development/programs/new-horizons-seniors.html>. Four organizations requested letters of support for their projects. Staff completed a letter of support for the Eastern Shore Sunshine Club, Goshen Community & Recreation Centre, St. Mary's Fish and Game Associations, and Bigger Dreams Farms.

### **St. Mary's Curling Club Planning Meeting**

Staff met with St. Mary's Curling Club representatives to plan for the upcoming curling season at the St. Mary's Recplex. Club curling will be held on Monday evenings from 5:30-8:30pm and Drop In Curling will be held on Tuesday evenings from 6:30-8pm. Drop in Curling is organized in partnership between the Municipality and the Curling Club.

### **St. Mary's House League Hockey Committee Meeting**

The Committee held it's first meeting of the year.

### **National Day for Truth & Reconciliation**

On September 30<sup>th</sup> staff held a live streaming of the Remembering the Children: National day for Truth & Reconciliation. Educational resources and refreshments were available. There were zero individuals in attendance.

### **Before & After Program (BAP)**

The Before and After Program began on September 5<sup>th</sup> for the 2024-25 school year. The program is completely staffed. There have been an average of about ten participants per day. For more information about BAP visit <https://saint-marys.ca/st-mary-s-before-and-after-care-program.html>.

## **Enabling Accessibility Fund**

The cost to install accessible push button doors at the St. Mary's Recplex & Sherbrooke Public Library was significantly below the total amount allocated for the project. The funding for this project was received from the federal government as a part of the Enabling Accessibility Program. Staff requested to utilize the remaining portion of the funds to install an accessible door at the 16 Main Street Public Washroom and to replace the rubber flooring at the Recplex to eliminate hazards and create a more accessible space for users.

## **Holiday Planning**

Sherbrooke Village Old Fashioned Christmas announced that it has cancelled its annual event for this year. Staff have begun planning holiday events.

## **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 replaced the burnt-out bulb in the second turbidity meter and now have 2 filters which are able to run in sequence. Public Works has also submitted the 2025 Annual Sampling Plan to Department of Environment and Climate Change. This must be submitted by September of each year.

### **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 has completed the sewer plant lab renovation and now have a clean and dry place to keep testing equipment and do testing on the sewer process.

### **Recplex Facility:**

Public Works staff along with AT Home Construction replaced the siding and windows of the exterior of the Recplex. This project is now complete. Admiral Sign and Glass has also installed the new main front doors of the Recplex and installed automatic openers on the bathrooms, main doors and 2 large dressing rooms. Public Works has also proceeded with the purchase of the 2016 Olympia Ice Resurfacers which should arrive this week.

## CAO Report September 2024



The generator for the Recplex had been received by KVS Electrical Ltd but upon inspection, the generator had been damaged during the shipping process. The new generator should be on site soon. KVS Electric are now forming up the foundations for the generator and propane tanks along with running all necessary under ground conduit and lines.

### **Accessibility for the Sherbrooke Library:**

Accessibility work to replace the library doors with accessible doors that include electronic openers will take place in approximately one month. It is expected that

## 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 neighborhood concept plan with a neighborhood design is now ready for viewing as prepared by ZZAP consulting, the architectural and planning firm hired to create a design using public feedback.

Over 60 people participated in focus groups and public presentations that collected needs.

## MUNICIPAL CLERK

### **Civic Addressing:**

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

### **Council/COTW Meetings:**

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

### **Electronic Content/ Advertising:**

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

### **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.

### **Election/Training:**

The clerk has been updating the 2024 Municipal Election List, making amendment, 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.

### **New Neighborhood Housing Concept:**

The municipal clerk has been helping coordinate consultants, staff, and residents to help with the new neighborhood housing concept. The Municipality is planning to hold a presentation at the St. Mary's Recplex on October 2<sup>nd</sup>, 2024 at 6:00 p.m. to provide the conceptual plan that ZZAP Architecture + Planning has worked on for St. Mary's PID: 37501095.

### **Training:**

Attended an AMANS conference and met other Region 2 municipalities and discussed new items and ongoing items pertaining to many areas of municipal government. (I.e. accessibility plans, EMO Plans, housing, Short term Rentals, etc.) and 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.

# CAO Report September 2024



## **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 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. Revisions to the Emergency Management Plan will be ongoing and updating the contingency plans as needed.

## **Street Light Request:**

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

## **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**

### **Voting Period**

Electronic voting will be available by touch tone phone or internet from 12:00PM on October 9 to 7PM on October 19

Voter letters containing all information would be arriving in the mail now for all residents

Municipal staff will be available to assist any resident who needs help. Eg has questions, didn't receive a voter letter, needs to be added to the voter list. Etc. Staff will be available by phone or in person during regular hours of the municipal administrative office in Sherbrooke Monday to Friday excluding thanks giving day. 8:30AM to 4:00PM. Municipal staff will also be available from 8:00AM to 7:00PM on the final voting day.

## CAO Report September 2024



Municipal staff available to assist with election inquiries are available by contacting:  
Melanie Mills, Revising Officer at 902-522-2049 or contact  
Jadzia Rudolph at 522-2496  
Toll free: 1-877-388-0868