



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, December 9th, 2024

TIME: 6:00 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, December 9th, 2024

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:
 - a. Council meeting held: November 12th, 2024
 - b. Special Council meeting held: November 18th, 2024
6. Business Arising from Minutes
7. Recommendations from Committees of Council:
 - a. COTW held: November 20th, 2024
 - b. COTW held: December 4th, 2024
8. Signing of New Municipal Code of Conduct Policy
9. Outside Committee Reports:
 - a. Port Bickerton & Area Planning Association
 - b. Sherbrooke Restoration Commission
10. Other Matters of Business
11. CAO Report

Adjournment

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



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, November 12th, 2024

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

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, November 12th, 2024 at 6:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Fuller
Deputy Warden Malloy
Councillor Tibbo
Councillor O'Connell
Councillor Beaver

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 Councillor O'Connell and seconded by Deputy Warden Malloy Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Beaver and seconded by Councillor O'Connell, Council approved the minutes from the Regular Council meeting held October 9th, 2024, the Special Council meeting held October 21st, 2024, and the Inaugural Council meeting held October 30th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – Wednesday October 16th, 2024.

On motion of Councillor O'Connell and seconded by Councillor Tibbo Council agree to direct staff to draft a plan for Equity, Anti-Racism, Inclusion and Accessibility Advisory Committee Policy that enables the

Municipality to address systemic hate, inequity and racism and identify, remove and prevent barriers of accessibility including the development of an Equity, Anti-Racism, Inclusion & Accessibility Plan.

Motion approved.

8. Outside Committee Reports

a. Sherbrooke Village Commission

- Please see the Agenda/Package for the report.

b. Guysborough Adult Learning Association

- Please see the Agenda/package for the report.

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 on the Recplex being available for the winter season. The Recplex has had some accessibility upgrades and the ice has been put in.
- Staff informed council of the holiday planning that is prepared for November 30th consisting of Christmas tree lighting, caroling to the St. Mary's Recplex, hot chocolate and cookies from the Lion's Hall, crafts and games, and a free skate, followed by fire works at the Sherbrooke Village ball field.

Adjournment

On motion of Deputy Warden Malloy and seconded by Councillor Tibbo there being no further matters of business, the Council adjourned at 6:10 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Special Council Meeting
Monday, November 18th, 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 Monday, November 18th, 2024 at 6:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Fuller
Deputy Warden Malloy
Councillor Tibbo
Councillor O'Connell
Councillor Beaver

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)

3. Approval of Agenda:

On motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approved the agenda as presented.

Motion approved.

4. Other Matters of Business

a. In-Camera: Personnel

On motion of Councillor O'Connell and seconded by Councillor Beaver Council agree to move In-Camera for Personnel at 6:02 pm.

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor Tibbo Council agree to reconvene to regular session at 6:42 pm.

Motion approved.

Adjournment

On motion of Councillor Tibbo and seconded by Councillor O'Connell there being no further matters of business, the Council adjourned at 6:43 p.m.

Motion approved.

Recorded By
Marian Fraser, Director of Finance

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Monday, December 9th, 2024

Council Meeting

Recommendations from Internal Committees

Committee of the Whole – Wednesday November 20th, 2024

On recommendation of Deputy Warden Malloy and seconded by Councillor O'Connell Council direct staff to continue work to provide a cost-effective residential Construction and Demolition (C&D) service and to identify the lowest cost option for the final disposal of the existing C&D waste still on hand at the transfer station.

Recommendation adopted.

On recommendation of Councillor O'Connell and seconded by Deputy Warden Malloy Council agree to send all of council and CAO to attend Nova Scotia Federation of Municipalities (NSFM) Code of Conduct training.

Recommendation adopted.

On recommendation of Deputy Warden Malloy and seconded by Councillor Beaver Council repeal the Code of Conduct Policy adopted on June 10th, 2019.

Recommendation adopted.

On recommendation of Councillor Tibbo and seconded by Councillor O'Connell Council approve the Municipal Code of Conduct Policy as presented.

Recommendation adopted.

On recommendation of Councillor Beaver and seconded by Councillor Tibbo Council agree to appoint Warden Fuller to the Fire Services Advisory Committee.

Recommendation adopted.

Committee of the Whole – Wednesday December 4th, 2024

On recommendation of Deputy Warden Malloy and seconded by Councillor Beaver, Council recommend that the Municipality of the District of St. Mary's on behalf of the Sherbrooke Water Utility, apply to the Nova Scotia Utility and Review Board for changes in its rates for the water and water services and changes to its rules and regulations for customers serviced by the Utility, as set out in the Water Rate Study prepared by G.A Isenor Consulting Ltd in association with Blaine S. Rooney Consulting Ltd.

Recommendation adopted.

On recommendation of Councillor O'Connell and seconded by Councillor Tibbo, Council agree to direct staff to apply to the Growth and Renewal for Infrastructure Development Program through

Department of Municipal Affairs and Housing (DMAH) for the Sherbrooke Sewer Utility Inflow and Infiltration Phase 3 project including, repair by chemical grouting and remedy of manhole deficiencies of lateral connections located on Sonora R./Hwy 7 with the Municipal share funded through the 2025/26 Capital Budget.

Recommendation adopted.

On recommendation of Councillor O'Connell and seconded by Councillor Tibbo, Council agree to direct staff to apply to the Growth and Renewal for Infrastructure Development Program through Department of Municipal Affairs and Housing (DMAH) for a Wastewater Treatment Plant Automatic Screen at the Sherbrooke Sewer Plant with the Municipal share funded through the 2025/26 Capital Budget.

Recommendation adopted.

On recommendation of Deputy Warden Malloy, and seconded by Councillor Beaver, Council approve Eastern Trenchless Ltd. the I&I Chemical Grouting Tender in the amount of \$90,000 + HST, being funded through the 2024/2025 capital budget with confirmed 50% cost share between the Municipal Capital Growth Fund and the Canada Community Building Fund.

Recommendation adopted.

On recommendation of Councillor O'Connell and seconded by Councillor Tibbo, Council supports the business strategy of creating a three-to-five-year service agreement with an engineering firm for municipal engineering design needs subject to council's approval of the proponent business award.

Recommendation adopted.

On recommendation of Councillor Beaver and seconded by Councillor O'Connell, Council agreed to reschedule the COTW meeting from January 1, 2025, to January 2nd, 2025.

Recommendation adopted.

On recommendation of Deputy Warden Malloy, and seconded by Councillor Tibbo, Council agree to cancel the December 18th, 2024, COTW meeting.

Recommendation adopted.

On recommendation of Councillor Tibbo and seconded by Councillor Beaver, Council directs staff to execute the following actions regarding construction and demolition (C&D) service management:

- 1.) To tender the removal of the existing C&D material on site at the transfer station to a suitable long-term storage facility.*
- 2.) To coordinate with and receive applicable approvals from the department of the environment.*

Recommendation adopted.

1. Purpose

The purpose for code of conduct as per the Municipal Government Act Section 23A: "23A

- (1) Each municipality shall adopt a code of conduct.
- (2) A code of conduct must
 - (a) include a requirement for compliance with the expense policy and the hospitality policy for the municipality;
 - (aa) consist of the model code of conduct prescribed by the regulations, if one has been prescribed;
 - (b) apply to the mayor or warden, councillors and positions prescribed by the regulations; and
 - (c) comply with the regulations. 2017, c. 13, s. 3; 2021, c. 13,"

Code of Conduct shall apply to elected officials from the time that they are declared elected until:

- a) their resignation;
- b) their disqualification while in office; or
- c) their successor is sworn into office, or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor

The guiding principles are:

- a. Collegiality – members of council will work together to further the best interests of the municipality in an honest and honourable way.
- b. Respect – members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- c. Integrity – members of council are expected to act lawfully and adhere to strong ethical principles by giving the municipality or village interests priority over private individual interests.
- d. Professionalism – members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, and supporting and encouraging others to participate in council activities.
- e. Transparency – members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.

f. Responsibility – members of council are responsible for the decisions that they make and must be held accountable for their actions and outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

2. Authority

This policy derives its authority from section 23A of the *Municipal Government Act* (MGA) of the Province of Nova Scotia.

3. Terms/Definitions

3.1 *Chief Administrative Officer (CAO)*- Means head of administration for the Municipality of the District of St. Mary's as appointed by Council.

3.2 *Council or Councillor* – Means elected officials for the Municipality of the District of St. Mary's.

3.3 *Municipality* – means the Municipality of the District of St. Mary's.

3.4 *Warden or Deputy Warden* – means the council member chosen by the council of a county or district municipality to be the chair of the council.

3.5 *Immediate Family* – The Municipality may employ relatives of municipal employees and elected officials. For the purpose of this section, a "relative" includes parent, spouse, (including common-law), child, sibling or half sibling, grandparent, grandchild, niece, nephew or any of those by way of marriage ("in law" or "step" relatives).

3.6 *In Camera Meetings or Closed Meetings*- Committee and council meetings, or portions thereof, may be held in camera only in accordance with section 22 of the *Municipal Government Act*, as may be amended from time to time.

3.7 *Censure*- Censure is the public reprimanding of a public official or political party representative for inappropriate conduct or voting behaviour.

3.8 *Person Closely Connected* – means a family member, an agent a business partner or an employee of the member.

4. General Conduct

4.1 Members of Council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.

4.2 Members of Council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the municipality.

4.3 Members of Council will adhere to procedure and direction of presiding officers in respect to rules of procedure.

4.4 Members of Council must conduct Council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.

4.5 Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the municipality.

5. Confidential Information

5.1 No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.

5.2 No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.

5.3 Members of Council should not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.

5.4 Members of council must not discuss any matters relating to an active investigation under this Code of Conduct with anyone other than the investigator or their own legal representative, unless required by law.

6. Gifts and Benefits

6.1 No Member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:

- i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- ii. a suitable memento of a function honouring the member of Council;

iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council;

iv. compensation authorized by the municipality.

6.2 A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

7. Use of Municipal Property, Equipment and Services

7.1 No Member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:

- i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
- ii. made available to the member of Council in the course of carrying out council activities and duties.

7.2 No Member of Council shall use, or request the use of, for personal purpose any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.

7.3 No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.

7.4 No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.

7.5 No Member of Council, or person closely connected of a member, shall tender on such items such as the sale of older and extra equipment.

8. Building, Development, Planning, or Procurement Proposals before Council

8.1 No Members of Council shall solicit or accept support in any form from an individual, group or corporation, with any building, development, planning, or procurement proposal before Council.

9. Improper Use of Influence

9.1 No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

10. Business Relations

10.1 No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.

10.2 No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

10.3 No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

11. Employment of Persons Closely Connected to Members of Council

11.1 No Member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.

11.2 No Member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

12. Fairness

12.1 No Member of Council shall give special consideration, treatment or advantage to any individual or entity beyond that which is accorded to all.

12.1 No Member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

13. Adherence to Policies, Procedures, Bylaws and Other Laws

13.1 Members of Council will adhere to the Code of Conduct.

13.2 Members of Council will adhere to the applicable national and provincial legislation.

13.3 Members of Council will adhere to the procedures, policies and bylaws of the municipality.

13.4 Members of Council will adhere to the *Mileage/Expense Policy* and *Hospitality Policy*.

14. Respect for Council as a decision-making body

14.1 A Member of Council must abide by and act in accordance with any decision made by Council, whether or not the member voted in favour of the decision.

14.2 Members of Council must not encourage non-compliance with a statute, regulation, bylaw, policy or procedure.

15. Communicating on behalf of Council

15.1 A Member, other than the Warden, must not claim to speak on behalf of Council unless the member has been authorized to do so.

15.2 The Warden may speak on behalf of Council and must make every effort to convey the intent of Councils' decision accurately.

16. Interactions of Council with Staff and Service Providers

16.1 Members of Council must respect the role of the CAO as head of the administrative branch of government of the municipality and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.

16.2 No Member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.

16.3 Members of Council shall be respectful of the role of CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.

16.4 Members of Council must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.

16.5 Council cannot direct municipal employees except through the CAO.

16.6 Members of Council are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.

16.7 No Member of Council shall require or request that a municipal employee undertake personal chores or tasks for the Council member unrelated to municipal business.

16.8 Members of council shall refrain from making public statements that are critical of specific and/or identifiable municipal employees and/or service providers.

17. Respectful Interactions

17.1A Member of Council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.

17.2 A Member of Council must not sexually harass any person as per the *Workplace Harassment and Discrimination Policy*.

17.3 A Member of Council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

18. Reprisal

18.1 A Member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

19. Complaint and Investigator Process

19.1 Municipality will appoint a person or entity other than a Council Member or an employee of the municipality to receive and investigate complaints.

a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.

b. Municipalities must include the investigator's contact information on their publicly accessible website.

19.2 A complaint must be submitted to the investigator no later than 6 months from discoverability.

a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.

19.3 When a complaint is received by the investigator, the investigator shall notify the CAO of the fact that a complaint has been received.

19.4 Investigator will determine if there is validity to the complaint. If no validity, then complaint can be dismissed.

19.5 If the investigator finds that the complaint is valid, the investigator shall notify the member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.

19.6 The investigator will begin their investigation and notify Council/the Commission through a confidential email or in camera of the fact that a complaint is proceeding to the investigation phase.

19.7 The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.

19.8 The investigator shall present a report to Council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.

- a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue;
- b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances, including a delay during a municipal election period;
- c. Council is able to discuss the investigators report in camera; and
- d. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.

19.9 Council determines if a breach occurred and determines the sanction(s) to impose. If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:

- a. In the case of a closed meeting, leave the room in which the meeting is held
- b. In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
- c. Refrain from voting on any question relating to the matter

19.10 Any breach of the code determined by councils shall automatically retrigger the required Code of Conduct training.

19.11 The section under the Code of Conduct the complaint was lodged and the investigators recommendations are made public.

19.12 The decision or penalty of Council on a Code of Conduct matter is final and binding on all parties.

20. Training

20.1 Elected officials should be required to complete the online *Municipal Code of Conduct training* within 30 days of being sworn into office and failure to do so is considered a breach of the code itself and may go to council without an investigation.

20.2 Any breach of the code determined by council shall result in additional code of conduct training for the person who committed the breach.

20.3 Training to be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.

21. Sanctions Process

If following an investigation, a breach of the code of conduct is found then Council shall consider all of the following criteria prior to imposing a sanction or sanctions:

1. The nature of the code contravention;
2. The length or persistence of the code contravention;
3. If the member intentionally contravened the code of conduct;
4. Has the member taken any steps to remedy the contravention;
5. If the member previously contravened the code of conduct;
6. Any external factors that exist to the member's contravention (e.g. family situation, mental health); and
7. The resources the member will need to complete their job.

22. Sanctions

22.1 Member will receive a letter of formal reprimand or warning, as directed by council.

22.2 Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.

22.3 Require the member to attend training, appropriate to the incident, as directed by council.

22.4 Censure the member publicly.

22.5 Limit the member's access to certain local government facilities, equipment and/or property.

22.6 Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.

22.7 Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.

22.8 Impose a limit on the member's participation on behalf of the municipality.

22.9 Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.

22.10 Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.

22.11 Impose an appropriate reduction in remuneration to the member for no longer than 6 months.

22.12 Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.

22.13 Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

23. Policy Review

A review on the code of conduct shall begin 3 years post implementation to consider the effectiveness for municipal elected officials. Review the Municipal Elections Act (MEA) to see if there is potential to reduce the gap between the sanctions in the code of conduct and the Municipal Elections Act.

SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date

DRAFT

SCHEDULE B-CODE OF CONDUCT STATEMENT OF COMMITMENT

COUNCIL MEMBER NAME

DECLARED DATE

DISCLOSURE

I declare that as a Councillor for the Municipality of the District of St. Mary's, I acknowledge that I have read and support the Council's Code of Conduct Policy in its entirety.

SIGNATURE

Name Printed

Signature

Witnessed Before me:

CAO, Clerk or Treasurer



Report to Council

Member of Council: Deputy Warden Malloy

Board/Agency/Organization: Port Bickerton Lighthouse

Date Attended: Location: Nov.25/2024 /Port Bickerton Fire Dep

Presentation of previous minutes

Winterizing of Lighthouse cottage and the boardwalk

Chase the Ace will start as a fundraiser on Nov. 29th if they receive their license in time.

A review of the Brochure they are planning to present this year.

Planning a Basketball game with community organizations and the Varsity Basketball team of St. Mary's.



Report to Council

Member of Council: Dana O' Connell

Board/Agency/Organization: Sherbrooke Restoration Commission

Date Attended: 27/11/24

Location: Sherbrooke Village

Agenda:

AGENDA

SHERBROOKE RESTORATION COMMISSION

November 27, 2024 Exhibit Centre, 1:00 – 3:00 pm

REGULAR MEETING

1:00 Call to Order

erritorial Acknowledgement

Sherbrooke Restoration Commission would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) Peoples first signed with the British Crown in 1725.

1:01 Approval of Agenda

1:02 Reading and Approval of Minutes: October 30, 2024

1:05 Business Arising from Minutes

1:10 Action Plan

1:20 Executive Director's Report



Report to Council

1:30 Financial Reports Period ending October 31, 2024

LMS 2025-26 Budget Approval

1:40 Correspondence

1:45 New Business Final Holiday Event 2025 Proposal

1:55 History Minute

2:00 Next Meeting (proposed: January 29, 2025, 1PM Exhibit Centre)

2:01 In-Camera

3:00 Adjournment

Key Highlights: Significant Issues Sherbrooke Village

Management is aiming to establish a volunteer charter with NSGEU Local 50. This was identified as a need while discussing the Old-Fashioned Christmas event with immediate stakeholders. The purpose of the charter is to clarify the responsibilities and protections for Management and Labour when Employees participate in community events where the museum is organizing or involved. The Labour-Management Committee is tabling this for discussion at upcoming meetings.

The Collective Agreement expired March 31st, 2024 and Management is awaiting notice of bargaining from NSGEU. Although Management has developed budget projections for 2025-26, these may need to be adjusted following negotiations on wages and position restructuring.

Restoration & Maintenance Sherbrooke Village expects to maintain a carpentry crew of six employees for next Season; DPW feels this is the minimum required to accomplish projects in 2025. Roofs on the Tea Room, HOH/Harold Scott House, Masonic Hall and Temperance Hall are priorities.

The General Store foundation appears to be shifting towards the river and is currently being monitored. The request to replace the roof at Greenwood Cottage is still pending decision. Foundation repairs to the Wardrobe building and replacement of the flat roof at the General Store are still pending – the latter may need to be deferred for better weather.



Report to Council

Completion of access ramps and replacement of sill logs at the Lumber Camp are taking place before the onset of winter. The Director of Restoration has been asked to revisit plans for Anderson/Pye House as a respite centre. Early estimates exceed fundraising capacity of HSVDS; options to rehabilitate vs. rebuild are being considered. DPW suggests engaging an accessibility architect for a Class D estimate once internal estimates are complete. External Events

The Municipality of the District of St. Mary's has stepped up to program a tree lighting, skating social, and other activities following cancellation of Old-Fashioned Christmas this year. The Municipality plans to set off fireworks from the Anderson property south of the museum site and direct revellers to use the Sherbrooke Village parking lot.

The Sherbrooke Saturday Market will hold an indoor market at the Exhibit Centre on December 7th. The Gift Shop will be open that day and throughout the month up to Christmas. Lanny Boyer has partnered with Elizabeth Bennett to produce A Christmas Carol to take place in the Presbyterian Church Thursday, December 19th (details pending). Sherbrooke Village's Interpretation team have been planning for a holiday event in 2025. The proposal submitted to the Commission does not detail the event offerings the team is considering but does outline the parameters within which they are developing concepts and plans.

Matters Requiring Commission Approval To be discussed in camera Strategic Priorities Increasing awareness of Sherbrooke Village, tracked by increased attendance, is a goal for Season 2025. Staff will be collaborating on a marketing plan over the winter months for deployment in the new fiscal year.

Expansion and marketing of value-add programs (Explorer experience, Ambrotype portraits, etc.) are being considered in addition to restructuring of Hands On History (day camps and overnight camps for school-aged children and youth organizations).

Succession planning with a focus on traditional trades and heritage skills is being explored. For example, the new Woodturner was sent on a weeklong chairmaking workshop in Michigan on scholarship organized through the Chairmaker's Toolbox (a US not-for-profit). Staff skill-sharing initiatives like hand-sewing with Emma Harpell continue through the winter months, while plans for focused workshops for staff with outside experts are planned for in-season training next year. Novel programming like touring exhibitions and pilot formats for events are being planned with interpretation Directors – some of these are intended to activate underused spaces like the Exhibit Centre, Sawmill complex, and Masonic Hall in the next program year.

2026 will be the 50th anniversary of the Ambrotype Studio – the longest continuously running commercial collodion studio in Canada, and possibly North America. The Executive Director is collaborating with photographer Dale Wilson to mark the anniversary that may include a collodion jamboree, a program of 19th century photography exhibits or talks, and installation of a Camera Obscura in Willowbank Cottage.

Finance Department

Property Taxation:

Interest on overdue accounts was applied in the beginning of November. The initial process for the 2024-2025 tax sale has begun with friendly reminders and payments options being distributed to property owners. Property owners had until the end of October to make arrangements and comply before proceeding with the next step in the tax sale process which includes the legal search process. A large number of those accounts were settled prior to the next step. Due to Canada Post postal strike the next step in the tax sale process had to be delayed until mail services resume. Therefore, the tax sale will now be delayed until at least spring of 2025. Additional updates will be provided to council as they are received. Staff will continue to advertise online the various payment methods for outstanding accounts and if residents would like information on their tax or utility accounts to please phone or email the office.

The municipality has received notice that the Capped Assessment Program (CAP) rate for the 2025 Assessment Roll will be 1.5% which is based on the Nova Scotia Consumer Price Index. Once information is received from Property Valuation Services Corporation (PVSC) on the total 2025 assessment roll for St. Mary's a staff report will be presented at a committee of the whole with year over year comparisons. Assessment notices will be mailed out to property owners on January 13th, 2025.

Property Taxes Collected:

By fiscal year as of November 30th, 2024

- 2024-2025 Taxes – 92.89% Collected
- 2023-2024 Taxes – 95.83% Collected
- 2022-2023 Taxes – 98.01% 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. Continued to work with consultants for the Sherbrooke Water Utility - Water Rate Study.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators (AMA). Attended meetings with CAO regarding circular materials monthly information session and fire department support. Attended information sessions on the new provincial capital grant application process – GRID (Growth and Renewal for Infrastructure Development Program) and assisted

with development of staff reports for two potential application projects. Assisted in the development of the new Municipal Council Code of Conduct Policy. Attended and participated in EMO Emergency command center activation exercise with provincial and municipal EMO staff. Attended information session on reporting guidelines for the Canada Community Building Fund.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Reviewed staff schedules, timesheet summaries, ROE's, confirmed/prepared letter of offers, new employee orientation binders, and participated in interview as needed/required. Compiled a work plan for the new Community Project Support Coordinator term position funded partially through a provincial grant.

Community Development & Recreation Department

2024 Volunteer Appreciation Event

The 2024 Volunteer Appreciation Event was held on Tuesday, November 12th at 6:30 pm. Volunteer of the Year, Ray Jordan was presented with certificates & a gift bag. Other volunteers who participate throughout the Municipality were also in attendance and were celebrated with a Who's Who game, video of What Volunteers Mean to our Community, refreshments & cotton candy as a sweet treat.

50+ Hockey

50+ Hockey is underway at the St. Mary's Recplex on Thursday evenings from 8-9pm.

Accessibility Advisory Committee

The Accessibility Advisory Committee meeting was cancelled due to scheduling conflicts.

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>.

Before & After School Program

The Before and After Program is well underway with an average of 8 daily participants. BAP Staff have been participating in various trainings.

Celebrate Canada Fund

Staff applied for funding from the Federal Celebrate Canada Fund for the annual Municipal Canada Day Celebration.

Council Orientation

Prepared an overview of the Department of Community Development & Recreation and presented to Council on November 18.

Emergency Management

Staff participated in an Emergency Management learning exercise.

Equity & Anti-Hate

Symposium

The Director of Community Development & Recreation attended the Equity & Anti-Hate Symposium hosted by the Association of Municipal Administrators of Nova Scotia. The Symposium included sessions to support the development of Municipal Equity and Anti-Racism/Anti-Hate Plans. This event is helped to equip staff with knowledge and support to develop strategies tailored to our Municipality's unique needs in combating hate and fostering inclusivity through the Equity, Anti-Racism/Anti-Hate and Accessibility Plan.

Recreation Leader Employment Opportunity

The Department has interviewed and hired three additional Recreation Leaders.

St. Mary's House League Hockey

The St. Mary's House League Hockey is underway! The House League Hockey Committee hosted the Fill the Rink event on Saturday, November 16th with approximately 125 people in attendance, a Vintage Jersey Sale, and a Bottle Drive on Saturday, November 30th, 2024.

St. Mary's Merry & Bright Holiday Trip

Staff organized an adult holiday trip on December 13. The trip is to Mic Mac Mall in Dartmouth and Glow Gardens in Halifax. Passengers will travel on a motor coach, with a luggage area, and washroom. There are 54 seats available, and the list filled up in two days, and a waiting list has been started. The cost to go on the trip is \$20. Residents are very excited for this trip.

St. Mary's Recplex

The Recplex is open for the winter season and the municipal website has been updated to include booking instructions and special instructions for holiday bookings, which have also been shared on the Municipal Facebook page. Rentals between December 21 to January 3 must be made by December 20, 2024. The rental rate is \$135 per hour + HST.

St. Mary's Recreation Adult Hockey

St. Mary's Recreation Adult Hockey is underway on Wednesday evenings at the St. Mary's Recplex from 7-9 pm.

St. Mary's Sparkle & Skate Holiday Kick Off

St. Mary's Sparkle and Skate Holiday kick Off event was held on November 30th. The tree lighting occurred at dusk at Maple Manor, participants carolled from Maple Manor to the Recplex, where there was a free skate, facepainting, hot chocolate & cookies provided by the St. Mary's District Lion's Club and Santa! The event ended with fireworks at the Sherbrooke Village parking lot. The firework show was 20 minutes long. There was a great turn out for the event with approximately 200 people in attendance.

Public Works Department

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 two leaks within the distribution system. One leak was on the property of Maple Manor and was repaired by their staff. The other leak was within Sherbrooke Village and was repaired by Public Works staff with assistance from Waternish Construction. Public Works has now received the automatic transfer switch and surge protector for the Water Plant generator. Installation of these components will take place in the coming weeks.

Sherbrooke Sewer Treatment:

Public Works continues to monitor the equalization pumps at the sewer treatment facility. DivCon have now finished the installation of the new outside grating and Davit crane on the equalization tank.

Recplex Facility:

Public Works staff along with KVS electric are working diligently to finish the installation of the generator at the Recplex. This project should be finished and generator commissioned within the coming weeks.

Economic Development Department

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.

<https://www.saint-marys.ca/new-neighborhood-housing-concept-press-release.html>

Municipal Clerk

Christmas Holiday Event– Face Painting:

The Municipal Clerk helped the Community Development & Recreation department with the Holiday Event activities. Municipal Clerk provided face painting for anyone that wanted it and attended the event. It was a very successful turn out.

Civic Addressing:

The Municipal Clerk has been working 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. Agendas, Minutes, and Audio files can be found by visiting: <https://www.saint-marys.ca/council-agendas-and-minutes.html>

Emergency Management Office:

Municipal Clerk is the 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. Municipal Clerk has taken the ICS 200 course. Municipal Clerk coordinated with the Nova Scotia Emergency Management Office (EMO) and participated in a Regional Emergency Management Training with all department directors. Revisions to the Emergency Management Plan will be ongoing and updating the contingency plans as needed.

Conferences:

The Municipal Clerk coordinated with the newly elected officials the dates and times of training and orientation. Council Orientation and Training (November 4th – 5th in Halifax) and NSFM (November 25th to 30th in Halifax).

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.

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.

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. Ensured that all resolutions and ordinances passed by council were documented, filed, and published as required by law.

Newsletter:

The Municipal Clerk has been the point of contact for residents, organizations, and council members to include submissions

into the monthly newsletter. The monthly newsletter can be found at: <https://www.saint-marys.ca/residents/newsletter.html>

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, EMO, etc.

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

Street Light Request:

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

Assisting Where Needed:

Helping with the gathering and coordination of the different departments of the Municipality, as well as the distribution of agendas, packages, calendar appointments, etc. helping wherever needed.