



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, February 10th, 2025

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, February 10th, 2025

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. Council meeting held: January 13th, 2025
6. Business Arising from Minutes
7. Recommendations from Committees of Council:
 - a. COTW held January 15th, 2025
 - b. COTW held February 5th, 2025
8. Outside Committee Reports:
 - a. Eastern Counties Regional Library – January 16, 2025
 - b. Port Bickerton & Area Planning Association – January 27, 2025
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, January 13th, 2025

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1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, January 13th, 2025 at 6:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden James Fuller
Deputy Warden Beulah Malloy
Councillor Emma Tibbo
Councillor Dana O'Connell
Councillor Scott Beaver

Also Attending:

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

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approved the minutes from the Regular Council meeting held December 9th, 2024.

Motion approved.

On motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approved the minutes from the Special Council meeting held December 23rd, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

Deputy Warden Malloy assumed Chair of the meeting.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – January 2nd, 2025

On motion of Warden Fuller and seconded by Councillor Tibbo, Council write a letter in support of the NS Association of Municipal Administrators position on the FOIPOP Act Review Working Group recommendations to William Trask, Chair of the Working Group.

Motion approved.

On motion of Councillor O'Connell and seconded by Councillor Beaver, Council readopts the Mileage/Expense policy as presented.

Motion approved.

On motion of Warden Fuller and seconded by Councillor O'Connell, Council readopts the Hospitality policy with amendments.

Motion approved.

On motion of Councillor O'Connell and seconded by Councillor Beaver, Council approves the selection and installation of a dry hydrant to Liscomb Volunteer Fire Department as per the Fire Services Administration Policy.

Motion approved.

On motion of Warden Fuller and seconded by Councillor O'Connell Council recommends setting the 2025 2026 Annual General Meeting date as Wednesday, April 2nd, 2025, at 7:00pm.

Motion approved.

Warden James Fuller assumed Chair of the meeting.

8. Outside Committee Reports

a. Tourism Nova Scotia – November 2024

- Please see the Agenda/Package for the report.

b. Eastern Region Solid Waste Management – December 2024

- 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, Chief Administrative Officer (CAO) shared some highlights out of the CAO report. Doug Patterson informed Council of the activities taking place at the St. Mary's Recplex. The Recplex has events on Mondays, Tuesday's, Wednesday's, Thursday and Saturdays.
- Doug Patterson, CAO informed Council of the Public Works capital project - DAF tank will be installed soon which will increase efficiencies at the water treatment plant.
- Public Works continues to work on the Inflow and Infiltration capital project. Work has been completed to grout and seal the mangole cover seams has produced significant new efficiencies.

- The generator will be getting installed at the Recplex which will support the Recplex being a comfort centre.
- Growth and Renewable Infrastructure Development (GRID) grant applications have been applied for.
- Doug Patterson, CAO introduced Keren Ruller, Director of Economic Development, Keren is looking forward to working with Council and on collaborative projects with stakeholders, organizations, and businesses.

11. In-Camera: Legal

On motion of Councillor O'Connell seconded by Deputy Warden Malloy, Council moved In-Camera for legal matters at 6:12 pm.

Motion approved.

On motion of Deputy Warden Malloy seconded by Councillor Tibbo, Council reconvene to regular session at 6:33 pm.

Motion approved.

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 6:34 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Monday, February 10th, 2025
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – January 15th, 2025

On recommendation of Councillor O'Connell, seconded by Deputy Warden Malloy, Council agree to support the new "Victorian Christmas" with funding at the minimum of the current amount given annually.

Recommendation adopted.

On recommendation of Deputy Warden Malloy seconded by Councillor Beaver, Council approve participation in the QUEST NCA program at a cost of \$3,000 as part of the 2024-2025 Economic Development Climate Change projects budget.

Recommendation adopted.

On recommendation of Councillor Beaver, and seconded by Councillor O'Connell, Council approve The Municipality of St. Mary's participation in the Climate Resilient Coastal Communities Program in collaboration with the Clean Foundation and commit \$8,750 from the 2024-2025 economic development climate change project budget.

Recommendation adopted.

On recommendation of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approve the salary band change for the municipal Active Living Coordinator from \$33,946 to \$42,432 per annum to \$44,600 to \$55,750 per annum beginning immediately until March 31st, 2026

Recommendation adopted.

On recommendation of Deputy Warden Malloy seconded by Councillor O'Connell, Council direct staff to explore and validate available funding and terms of funding applicable to the proposed Stonewall Park Tourist Interactive Panel Project and report back to council with an implementation plan.

Recommendation adopted.

On recommendation of Councillor Beaver seconded by Councillor O'Connell, Council approve the proposed housing development planning project and to award the identified work to ZZAP Consulting for \$32,000.00 plus HST and be funded under the Nova Scotia Sustainable Services Growth Fund grant.

Recommendation adopted.

On recommendation of Councillor O'Connell and seconded by Deputy Warden Malloy, Council agree to change the regular council meeting from the second Monday at 6:00 pm every month to the third Wednesday at 6:00 pm every month followed by a COTW meeting directly afterwards.

Recommendation adopted.

Committee of the Whole – February 5th, 2025

On recommendation of Councillor Beaver and seconded by Councillor Tibbo, Council direct continued municipal efforts on the completion of a residential C&D public service for launch in spring 2025 coupled with ongoing public service updates during the development work and a final cost and service plan to be approved by council when the service is ready.

Recommendation adopted.

On recommendation of Councillor Beaver and seconded by Councillor O'Connell, Council awarded the proposed 3D mapping work to Steven Solutions & Design Inc to conduct 3D flood mapping for selected zones of the municipality for a cost of \$74,999.99 plus HST funded primarily by grants from the Department of Municipal Affairs and Housing.

Recommendation adopted.



Report to Council

Member of Council: Warden, James Fuller

Board/Agency/Organization: ECRL

Date Attended: 16 January 2025 Location: Mulgrave

Initial meeting with new board members. Introductions and tour of the facility.

Financial: Finance report presented. All budget items within parameters.

Personnel: All libraries are staffed at this time.

Facility Updates: Sherbrooke Library's new accessibility upgrades in process.

Internal Committee Assignments: Mayor Ron Chisholm (Mulgrave) voted Vice Chair and Treasurer, Warden Fuller, HR Committee.



Report to Council

Member of Council: Deputy Warden Malloy

Board/Agency/Organization: Port Bickerton Lighthouse

Date Attended: January 27/2025 Location: Port Bickerton

Brochures will come back to the committee for approval.

Fund raisers updates are as follows: Chase the Ace is getting more people attending and there will be flyers made up to distribute to different establishments and radio ads, Penny auction was held, and it was a great success.

Talks and rescheduling to begin in February for the Varsity Basketball game between Community Organizations and Junior teams of St. Mary's Academy

Arts Festival is looking for new members to join the planning team and will advertise in the newsletter

2 windows are needed to be replaced at the lighthouse residence and also a new BBQ.

Student grant has been applied for.

Don Dodge attended the grant writing workshop put on by the municipality.

Next meeting February 24/2025

Finance Department

Property Taxation:

Interest on overdue accounts was applied in the beginning of January. 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. Assessment notices were mailed out to property owners on January 13th, 2025, residents have a 30-day appeal period.

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Met with Directors and CAO to begin 2025-2025 budget deliberations and presentation to Council. Completed HST remittances. Completed reporting provincial grant reporting for following; community works, municipal capital growth program inflow and infiltration, municipal capital growth program programmable logic control system and the six projects through the sustainable service grown fund. Reviewed and met with directors regarding the accessibility grants and ACOA EMO comfort center funding.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators (AMA). Attended provincial procurement committee meeting as AMA board representative. As part of the procurement committee assisted in the review and development of a procurement 101 education session for municipality throughout the province. Reviewed the 2025 assessment roll with new municipal districts in comparison with fire boundaries, additional work to be complete on this project in coordination with fire departments. Completed staff reports for council on the 2025 residential low-income property tax exemption forms.

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.

Community Development & Recreation Department

Programs:

50+ Hockey:

50+ Hockey is underway at the St. Mary's Recplex on Thursday evenings from 8:00pm to 9:00pm.

Before & After School Program (BAP):

The Before and After Program is well underway, with an average of seven daily participants. The BAP Supervisor attended the monthly online Community of Practice Meeting.

Drop-In Curling:

Offered in partnership with the St. Mary's Curling Club, Drop-In Curling is on Tuesdays from 6:30pm to 8:00pm.

Free Skate:

Free Skates are every Saturday from 1:00pm to 2:00pm at the St. Mary's Recplex.

St. Mary's House League Hockey:

The St. Mary's House League Hockey is for ages 5 to 15 and meets every Thursday from 6:00pm to 8:00pm and Saturday from 10:00am to 12:00pm. There are 41 participants registered in this program.

St. Mary's Recreation Adult Hockey:

St. Mary's Recreation Adult Hockey is held Wednesday evenings from 7:00pm to 9:00pm at the St. Mary's Recplex.

Facilities:

St. Mary's Recplex:

The Recplex is open for the winter season. It was used five days per week during January with two private rentals.

Human Resources:

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>.

Grants:

Before & After Program Grant:

The Provincial Department of Communities, Culture, Tourism and Heritage is investing \$22,012 towards the operation of the Before and After Program. The Department of Community Development & Recreation is pleased to work in partnership with the Department of Communities, Culture and Heritage to develop and promote our cultural resources for all Nova Scotians.

Municipal & Provincial Grant Info Session:

The Department hosted a Grant Info Session in partnership with the provincial Department of Communities, Culture, Tourism & Heritage. The morning session was in person, and the afternoon session was virtual. Ten attendees representing nine different organizations attended.

Festival & Community:

Event Development Program:

Staff completed and submitted the final report for this grant program.

Public Works Department

Sherbrooke Water Utility:

Public works have worked diligently to increase the efficiency of the water treatment facility, including:

1. Public works have installed the access hatches on Filter #2. The hatches' completion allows for better regular maintenance access to the plant's filter media.
2. Public works has installed and commissioned the water plant generator's automatic transfer switch and surge protector. As a result of the transfer switch, the generator starts automatically in the event of a power failure, and the plant is back online within 10 seconds. Alternatively, when the power is restored, the generator will now shut down automatically within 45 minutes of the power being restored. The 45-minute delayed shut down allows a buffer for power bumps and allows a cool-down period for the generator.

St. Mary's Recplex:

Public Works staff, along with KVS Electric, have now connected and commissioned the backup generator at the St. Mary's Recplex.

St. Mary's Transfer Station:

Public works has tendered the removal of the construction and demolition debris from the St. Mary's Transfer Station. Nova Construction Co Ltd has removed all the C&D pile that was at the site.

Public works is now seeking the assistance of the *Department of Environment and Climate Change* to obtain the appropriate approvals for future possibilities at the St. Mary's Transfer Station for C&D services as part of municipal plans to develop a new public C&D service.

General Public Works:

Public works is working diligently to complete grant-funded accessibility upgrades within the Municipal buildings. Admiral Sign has completed the upgrades at the Sherbrooke library and will add two additional door openers at the St. Mary's Recplex in the coming weeks.

Economic Development Department

Tourism NS:

Assessment and auditing of existing St. Mary's tourism marketing digital assets with <https://beta.novascotia.ca>, [Nova Scotia Tourism](https://visitguysborough.ca/st-marys), <https://visitguysborough.ca/st-marys> and Coastal Tourism. Identifying an action plan to update and revitalize existing assets while exploring new potential opportunities for increasing exposure of the St. Mary's District via online platforms.

Climate Change Clean Foundation:

Working with Clean Foundation to plan for use of St Mary's Flood mapping data for the data's publication. Representative on the Flood Mapping, contractor lined up.

Source Water Protection Plan (SWPP):

Undertaking thorough review of the documentation for the SWPP. Review of provincial requirements in the 5-step process, the gap analysis and past committee meeting minutes.

Compiled a list of deliverables agreed upon in the committee meetings and cross referenced the draft SWPP document.

Drafting risk analysis framework for review and completion with SWPP committee at upcoming meeting.

Business Support:

Planning for the next business awards.

Review of past business awards events and initial planning of a spring awards dinner event delivered for 2024 business performance.

Research:

Reached out to Sherbrooke Village and Port Bickerton Lighthouse regarding potential shared marketing content and distribution.

Municipal Clerk

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>

PVSC – Notice of Assessments

Property Valuation Services Corporation has sent out all property tax assessment notices, anyone that would like to appeal their assessment can contact PVSC at 1-800-380-7775 or inquiry@pvsc.ca to speak with an assessor within 31 days of the date on your notice.

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.

The Nova Scotia Utility and Review Board public hearing is scheduled and advertised in the Guysborough Journal, Municipal Website, and Facebook page for March 31st, 2025, in the Council Chambers. The Advertisement can be found here: <https://www.saint-marys.ca/public-hearing-notice-nova-scotia-utility-and-review-board-3.html>

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.

Training:

The Clerk has attended a training "Writing effective reports for Council and other professional documents".

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.