



NOTICE

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

DATE: Wednesday, April 16th, 2025

TIME: 6:30 pm

PLACE: St. Mary's Municipality
Council Chambers, Sherbrooke, NS

Please advise if unable to attend



Municipality of the District of St. Mary's

Committee of the Whole Meeting Agenda

Wednesday, April 16th, 2025 at 6:30pm

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

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes: COTW held April 2nd, 2025
6. Business Arising from Minutes
7. Correspondence:
 - a. Attorney General Justice – Additional Officer Program (AOP)
 - b. Province of Nova Scotia - 2025-2026 Roads Cost Share Program for J-Class Roads
8. Other Matters of Business
 - a. Extended Producer Responsibility (EPR) Update
 - b. Municipal Vehicle Policy
9. In-Camera: Contract Negotiations

Adjournment



Municipality of the District of St. Mary's

Committee of the Whole (COTW) Meeting

Wednesday, April 2nd, 2025,

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

1. Meeting, Date & Time:

Warden Fuller called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, April 2nd, 2025, at 6:00 p.m. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

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

Also Attending:

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

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

Hearing no omissions or errors in the previous minutes, Council approved the minutes of the COTW Meeting held March 19th, 2025.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence: Wind Energy Areas for the Canada – Nova Scotia Offshore

- Please see the Agenda/Package for the correspondence.
- Doug Patterson, Chief Administrative Officer (CAO) received correspondence from the Department of Natural Resources regarding wind energy areas.

8. Other Matters of Business:

- a. Equity, Diversity, Inclusion, Anti-Hate & Accessibility Advisory Committee
- Please see the Agenda/Package for the staff report.

- Mallory Fraser, Director of Community Development and Recreation informed Council of the new committee and policy for Inclusion, Diversity, Equity, Anti-Hate and Accessibility (IDEAA) required by the *Dismantling Racism and Hate Act*.

On recommendation of Councillor Beaver and seconded by Councillor Tibbo, Council adopt the Inclusion, Diversity, Equity, Anti-Hate & Accessibility (IDEAA) Advisory Committee Policy and repeal the Accessibility Advisory Committee Policy.

Recommendation adopted.

b. Stonewall Park – Panel Project Update

- Please see the Agenda/Package for the staff report.
- Jadzia Rudolph, Municipal Clerk informed Council of the updates on the Stonewall Park Panel Project. Quotes for the signs have been received and quotes from contractors have been secured.

9. In-Camera: Contract Negotiations

On motion of Councillor O'Connell and seconded by Councillor Tibbo, Council agree to move In-Camera for Contract Negotiations at 6:17pm.

Motion approved.

On motion of Deputy Warden Malloy, seconded by Councillor Tibbo, Council agreed to reconvene to regular session at 6:50pm.

Motion approved.

Adjournment

On motion of Deputy Warden Malloy, and seconded by Councillor Tibbo, there being no further matters of business, Council adjourned at 6:51pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 1T0 • Telephone 902 424-4044 Fax 902 424-0510 • novascotia.ca

April 10, 2025

Via Email: james.fuller@saint-marys.ca

Warden James Fuller
Municipality of the District of St. Mary's

Re: Adapting the Additional Officer Program

Dear Warden Fuller,

I am writing to inform you of the forthcoming adaptation of the Additional Officer Program (AOP), which is being instituted to better align with the ongoing and evolving challenges in policing in Nova Scotia.

In 2007, the Nova Scotia Department of Justice inaugurated the AOP to provide financial support to the Royal Canadian Mounted Police (RCMP) and municipal police agencies for the remuneration and benefits of police officers to address evolving public safety concerns. This funding was designed to support the establishment of Street Crime Enforcement Units (SCEU), School Safety Resource Officers (SSRO), and specialized units focused on forensic identification and major crimes. Initially branded as "Boots on the Street", the program aimed to enhance police visibility and bolster public confidence in law enforcement, particularly in relation to the investigation of illegal drugs, proceeds of crime, thefts, assaults, and child pornography.

The Department of Justice, Public Safety and Security Division (PSSD) has conducted a comprehensive review of all factors influencing both the present and future state of organized crime responses. Consultations with Nova Scotia Chiefs of Police and RCMP senior leadership have been undertaken in this regard.

The AOP is now entering the transition planning stage with the objective of modernizing the program to reflect the contemporary context of policing. The current funding level of approximately \$17 million will be maintained and we will adequately analyze how to best utilize this investment in collaboration with police agencies. We are confident that these changes will enhance the efficacy of the AOP and better serve the needs of our communities.

Please be advised that the police leaders in your jurisdiction have been engaged throughout the review of the AOP and have been updated on the intended transition at the Provincial Executive Committee

meeting on April 8th, 2025.

We will continue to provide you with updates on this work as it progresses. I appreciate your cooperation and support as we collaboratively strive to enhance public safety and security in Nova Scotia. Should you have any inquiries or require further clarification, please contact Hayley Crichton at Hayley.Crichton@novascotia.ca.

Yours sincerely,



Becky Druhan
Attorney General and Minister of Justice

cc: Honourable John Lohr, Minister of Municipal Affairs
Doug Patterson, Chief Administrative Officer, Municipality of the District of St. Mary's
Juanita Spencer, Chief Executive Officer, Nova Scotia Federation of Municipalities



NOVA SCOTIA

**Public Works
Office of the Minister**

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

MAR 27 2025

Warden James Fuller
Municipality of the District of St. Mary's
Box 296
Sherbrooke, NS B0J 3C0

Dear Warden Fuller:

Re: Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2025-26.

Thank you for your Municipality's submission under the Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2025/26.

Due to program limits, the Department will not be able to proceed with Cameron Road, Bennetts Loop and Restoration Drive. The Municipality may wish to re-submit these candidates for the 2026-27 program under the terms outlined in the Cost Share Agreement.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Fred Tilley', with a stylized flourish at the end.

Fred Tilley
Minister of Public Works

c: Doug Patterson, Chief Administrative Officer, Municipality of St. Mary's
Paul Colton, District Director, Eastern
Andrew MacPherson, Construction Manager, Eastern
Laura Cunningham, Capital Program Administration Officer

Circular Materials and Extended Producer Responsibility (ERP)

Introduction to Program “Opt-In” Or “Opt-Out” Choices

SUMMARY

This is an information report to provide an update and explain the choices before the municipality and council on how St. Marys can receive EPR funding and what type of role the municipality will have in curbside recycling collection and service for our residents.

Municipalities have been asked to respond by May 2025 to how they wish to participate in the Extended Producer Responsibility (EPR) program in Nova Scotia managed by Circular Materials.

Circular Materials is leading municipal communication and planning. Work to fully define the updated recycling collection service under EPR will continue beyond May 2025.

Timeline and Reviews for Municipal Council.

1. April 16, 2025. Committee of the Whole: Staff Report: Introduction to Opt-In and Opt-Out Choices.
2. May 7, 2025. Continued Review and Updates: Committee of the Whole. The council will receive a recommendation for approval on Opt-In or Opt-out and a summary of in/out benefits as part of the May 7th COTW meeting.
3. May 21, 2025. The council will approve a final decision on Opt-In or Opt-Out, and next-step work will continue to prepare for the December program launch.

BACKGROUND

Extended Producer Responsibility (EPR) is where producers of recyclable waste (e.g. producers of plastics, paper, etc.) pay into a fund that will be used to manage and pay for curbside collection recycling programs. EPR for curbside recycling collection is expected to come into effect in Nova Scotia on December 1, 2025.

In Nova Scotia, Circular Material is a not-for-profit entity managed by Divert Nova Scotia. It executes the Nova Scotia EPR program and will manage recycle curbside pick-up services once the EPR program begins.

Municipalities have choices in how they receive funding from the EPR program and the degree to which they continue to operate curbside collection programs under the new EPR program specifications.

Staff Report

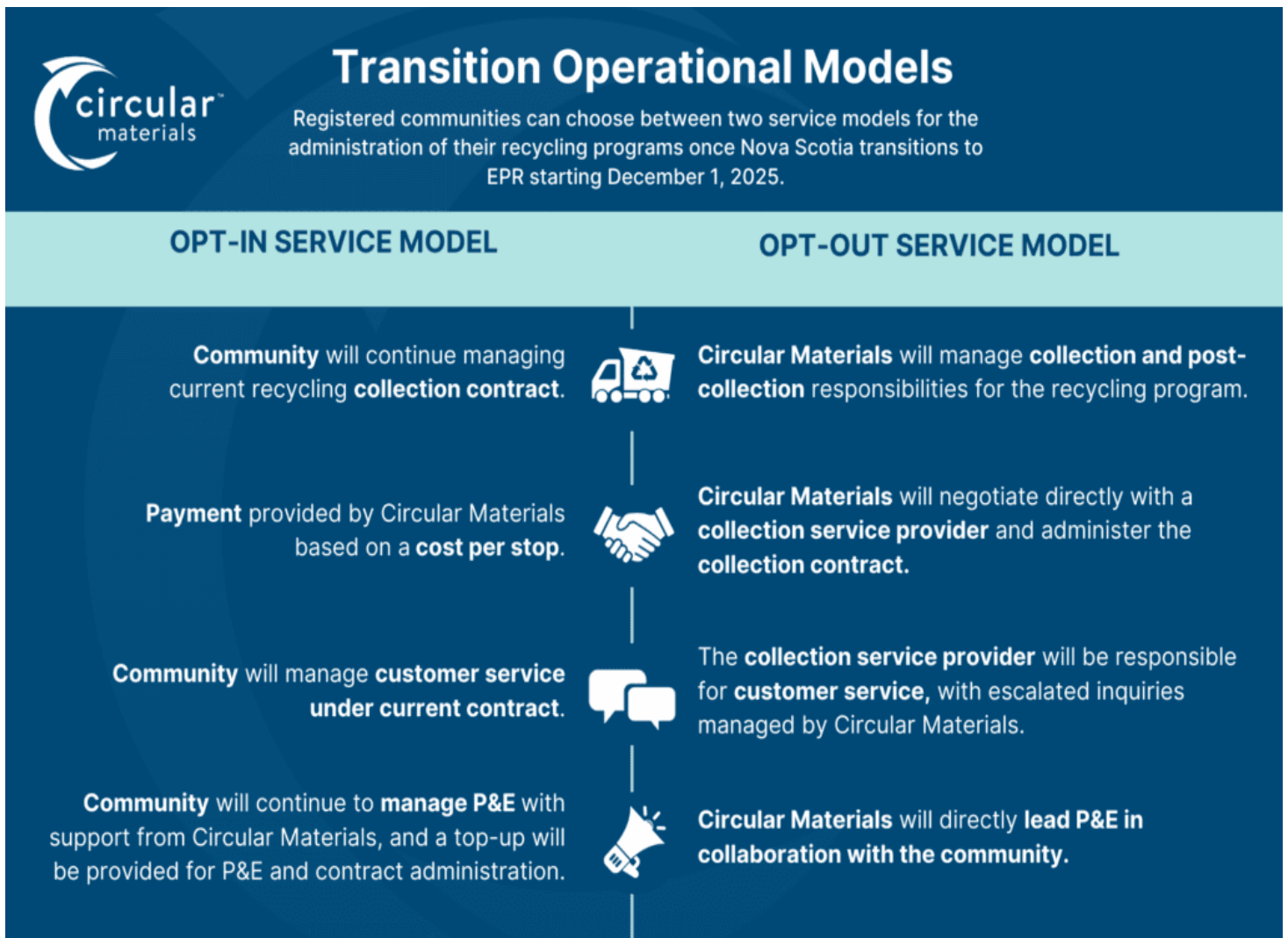


Municipalities have been informed and consulted on the EPR planning process for some time, and Circular Materials currently hosts monthly update meetings for all Nova Scotia Municipalities.

Divert Nova Scotia has projected that Nova Scotia Municipalities will save 25 million per year.

CONSIDERATIONS

The following table shows the Circular Material description of Opt-In or Opt-Out choices provided to municipalities. Municipalities are referred to as the "community." Additional information on the program can be found on circular materials website at <https://www.circularmaterials.ca/provincial-programs/ns-transition-information/>.



Staff Report



1. While most recycling programs are similar, expect slight differences in what items are eligible. Final program details and related public education will occur after Opt-In and Opt-Out choices have been determined.
2. A decision is pending from Circular Materials on whether or not small business recycling will be accepted in addition to residential. This is an important question for all municipalities, and there is consensus that continued small business inclusion is highly desirable. An answer is expected from circular materials in early May.

Municipal Vehicle Use Policy

Adopt the Municipal Vehicle Use Policy

SUMMARY

The purpose of this staff report is to present a proposed Municipal Vehicle Use Policy for approval for the Municipal Public Works Department. This policy will provide clear guidelines and expectations for the use of municipal vehicles by staff, ensuring the efficient, cost-effective, and responsible management of the municipal vehicle while maintaining safety and compliance with all laws and regulations.

BACKGROUND

The Public Works Department handles maintaining infrastructure, municipal properties, facility upkeep and maintenance tasks. It has been identified by staff and council that a municipal vehicle is required to carry out Public Works daily operations and provide a consistent approach for safety standards, maintenance procedures and operator qualifications. The policy also ensures that municipal vehicles are used exclusively for municipal business and are operated in a manner that complies with all relevant safety and legal standards.

RECOMMENDATIONS

That municipal Council adopts the Municipal Vehicle Use policy as presented.

1. Purpose

The purpose of this policy is to set guidelines for the use, maintenance and management of vehicles assigned to the Municipal Public Works Department.

2. Scope

This policy applies to all employees within the Public Works Department who are authorized to use municipal vehicles for public infrastructure, maintenance tasks and municipal properties.

3. Authority

This policy derives its authority from section 47 of the *Municipal Government Act (MGA)* of the Province of Nova Scotia and the *Motor Vehicle Act*.

4. Definitions

4.1 *CAO* - means the Chief Administrative Officer for the Municipality of the District of St. Mary's.

4.2 *Employee or Staff* - means an employee of the Municipality of the District of St. Mary's.

4.3 *Operator Safety* - The safety guidelines and protocols that vehicle operators must adhere to when operating municipal vehicles are adhering to traffic laws and maintaining safe driving practices.

4.4 *Motor Vehicle Act* – sets rules for vehicle operation, safety, and traffic laws to ensure safe road use.

4.5 *Municipal Vehicles* - Any vehicle owned or operated by the municipality for use in public works operations.

4.6 *Vehicle Maintenance* - The process of keeping municipal vehicles in good working condition through regular inspections, repairs, cleaning, and service according to manufacture specifications and municipal guidelines.

4.7 *Vehicle Management* - The Department of Public Works handles overseeing the acquisition, maintenance, and operation of municipal vehicles. This includes vehicle inspections, service scheduling, and licencing, etc.

5. Authorized Use

5.1 Municipal vehicles are for official municipal business only and are not permitted for personal use. Employees must remain on public roads, as these vehicles are not designed for off-road conditions. Only Public Works employees with the necessary licensing and training are authorized to operate these vehicles. Employees must: hold a valid driver's license appropriate for the vehicle class, follow all safety protocols and vehicle-specific operating instructions, and always keep a copy of the insurance card in the vehicle. The Municipality will not reimburse employees for any fines or costs incurred due to failure to follow regulations, including parking tickets, speeding violations, or other infractions.

5.2 If a personal vehicle is to be used for work purposes, prior approval must be obtained from the Director of Public Works and/or the CAO. Section 7 of the *Mileage/Expense Policy* must be adhered to.

6. No Smoking, Vaping, Drinking or Marijuana

Smoking, drinking alcohol, vaping and marijuana are strictly prohibited in and around municipal vehicles. This includes any activity involving tobacco, e-cigarettes, or alcohol while operating or within a municipal vehicle or public works site. The purpose of this policy is to ensure that a safe, distraction free working environment, health and safety of employees, public, and municipal assets.

7. Vehicle Assignment and Allocation

Vehicles will be assigned based on operational requirements and must be used strictly for work-related purposes. Employees must adhere to the assigned vehicle usage schedule, ensuring that all vehicles are used for their designated purposes.

8. Maintenance and Inspections

All vehicles will undergo regular inspections as outlined by the manufacturer recommendations and municipal guidelines. This includes routine inspections (oil changes, brake checks, tire pressure), cleaning and sanitizing, as necessary. Repairs done on time to ensure operational safety. Additionally, all maintenance and inspections must be reported daily in the logbook to ensure proper tracking and accountability.

9. Safety Standards

Operators must adhere to all applicable safety guidelines including, always wearing seatbelts when the vehicle is in motion. Adhering to speed limits and traffic laws. Operating vehicles in a manner that minimizes hazards to other workers and the public.

10. Incidents

Any incidents involving municipal vehicles, such as accidents or damages, must be immediately reported to the CAO and the Public Works Director. A written report must be submitted within 24 hours of the incident. If an accident occurs, the RCMP must be notified.

11. Vehicle Storage and Identification

11.1 Vehicles must be stored in secure, designated area at the Water Treatment Plant (8226 Highway #7) after hours to prevent theft or damage. Key management protocols should be followed, and keys must not be left unattended or have keys recut. Keys are to be kept in a secure municipal location as approved by the Director of Public Works.

11.2 All municipal vehicles should display clear identification markings to ensure accountability and avoid misuse.

12. Policy Violation

Failure to follow this policy will result in disciplinary actions, including but not limited to verbal warnings, written reprimands, suspension or termination depending on severity of the violation.

13. Revisions

The Municipality shall ensure that this policy is reviewed as necessary. All amendments to this policy will be recorded using Schedule A- Policy Amendments.

SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date

Municipal Clerk

Date

SCHEDULE B- VEHICLE USAGE SCHEDULE

Date	Time	Driver	Destination	Purpose	Start KM	End KM	Notes

SCHEDULE C – PRE-VEHICLE INSPECTION

Daily Checklist
☐ Clean – (Vehicle was left clean, all garbage removed)
☐ Body – (Exterior review showed no new body damages or scratches)
☐ Lights – (Exterior running lights, turn signals, head lights, high and low beams)
☐ Dash Displays – (No warning lights)
☐ Steering – Smooth and normal (No pulling)
☐ Brakes – Good condition (not soft, no squeaks or noise when applied)
☐ Tires – Good Condition (No sign of low pressure, unusual wear or damage)

Monthly Checklist
☐ Clean – (Vehicle was left clean, all garbage removed)
☐ Body – (Exterior review showed no new body damages or scratches)
☐ Mirrors – Exterior mirrors and interior rearview mirror are functional, not broken)
☐ Tires – Good Condition (No signs of low pressure, unusual wear or damage)
☐ Brakes – Good condition (not soft, no squeaks or noise when applied) (Check for parking brake function on and release)
☐ Muffler – (No extra noise, not hanging low/loose)
☐ Lights – (Exterior running lights, turn signals, head lights, high and low beams)
☐ Dash Displays – (No warning lights)
☐ Steering – Smooth and normal (No pulling)
☐ Seats – (Move and lock in position properly)
☐ Seatbelts – (Extend, retract, lock properly)
☐ Windows – (Clean with clear view, no chips or cracks)
☐ Wipers– (Functional, check for wear and damage)
☐ Suspension System – (No unusual bumps or uneven ride)
☐ Heater/Defroster/AC – (Make sure all works)
☐ Trailer (if applicable) – (General Condition, tires, running and signal lights, brakes, check break and electrical wiring plug for connection)
☐ Trailer (Non-Applicable)
☐ Fluids Check – (Physically check each – Oil, Brake, Power Steering, Windshield Washer, Transmission and Hydraulic if applicable)

Employee Name	Signature	Date

SCHEDULE D – INCIDENT REPORT

EMPLOYEE INCIDENT REPORT		
Employee Name		Direct Supervisor Name
Title/Position		Department
INCIDENT		
Date	Time	Location
Incident Description/Pictures of Damage		
Cause of Incident		
People Involved		Witnesses

I, the undersigned confirm that the details above are correct,

Employee Name	Signature	Date
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Acknowledged by,

Direct Supervisor Name	Signature	Date
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