



NOTICE

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

DATE: Wednesday, July 2nd, 2025

TIME: 5:00pm

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, July 2nd, 2025 at 5:00pm

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 the Minutes: COTW held June 18th, 2025
6. Business Arising from Minutes
7. Correspondence:
 - a. CBDC – Guysborough County's Annual Report 2024-2025
8. Other Matters of Business
 - a. Transfer Station Policy
 - b. Water Treatment Plant Heating & Cooling System – Capital Project
9. In-Camera: Contract Negotiations

Adjournment



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, June 18th, 2025, at 5:30pm. 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:

Marian Fraser, Director of Finance (Interim CAO)
Jadzia Rudolph, Municipal Clerk
Teddy Stevens, Director of Public Works
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 Tibbo and seconded by Deputy Warden Malloy, Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

The Warden called for errors or omissions to the previous minutes, hearing none, Council approved the minutes of the COTW Meeting held June 4th, 2025.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

- Nova Scotia Justice – 2025-2026 RCMP Cost
 - Please see the Agenda/Package for the correspondence.
 - Correspondence was received regarding the RCMP budget established for the 2025-2026 fiscal year, based on levels of service costs the municipality budget will be \$684,550.
- Nova Scotia Growth and Development - Amendments to the NS Building Code Regulations
 - Please see the Agenda/Package for the correspondence.

- Correspondence was received regarding amendments to the building code regulations.
- The Building Code Act requires that the proposed amendments be circulated to every municipality and be made available to the public.

c. Annual Provincial Seamen's Memorial Invitation

- Please see the Agenda/Package for the correspondence.
- Correspondence was received regarding an invitation to Council for the Annual Provincial Seamen's Memorial in Canso on August 10th, 2025, at 2:00pm.

On recommendation of Councillor O'Connell seconded by Councillor Beaver, Council agree to approve Warden James Fuller to attend the Annual Provincial Seamen's memorial in Canso on August 10th, 2025, at 2:00pm.

Recommendation adopted.

d. Communities, Culture, Tourism and Heritage – Rink Revitalization Grant

- Please see the Agenda/Package for the correspondence.
- Correspondence was received by the Community Development and Recreation Department regarding a financial contribution from Communities, Culture, Tourism and Heritage to assist with the capital costs for the St. Mary's Recplex interior upgrades.

e. Communities, Culture, Tourism and Heritage – Community ACCESS-Ability Grant, Accessible Washrooms Funding

- Please see the Agenda/Package for the correspondence.
- Correspondence was received by the Community Development and Recreation Department regarding a financial investment from Communities, Culture, Tourism and Heritage for accessible public washrooms at 16 Main Street Sherbrooke.

8. Other Matters of Business:

a. Phase 3 – Inflow & Infiltration Capital Project

- Please see the attached Agenda/Package for the report.
- In a previous inspection, it was identified by public works staff that ground water is entering the sewer collection system.
- Through vast testing, and video inspections, CBCL has composed a list of areas that need to be repaired

On recommendation of Councillor Beaver seconded by Councillor O'Connell, Council approve GFL Environmental to complete trenchless repairs of the two-sewer service lateral connections included in the phase 3 Inflow and Infiltration capital project at the quoted cost of \$17,900+HST funded through the capital grants.

Recommendation adopted.

9. In-Camera: Personnel

On motion of Councillor Tibbo seconded by Councillor O'Connell, Council agree to move In-Camera for Personnel at 5:38pm.

Motion Approved.

On motion of Councillor Deputy Warden Malloy seconded by Councillor Tibbo, Council agree to reconvene to regular session at 7:13pm.

Motion approved.

Adjournment

On motion of Warden Fuller, there being no further matters of business, Council adjourned at 7:13pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller

Annual Review 2025



CBDC Guysborough County



Nova Scotia Association of CBDCs

Community Business Development Corporations (CBDCs) are not-for-profit organizations that help strengthen and diversify rural communities by providing financing, business counselling and training to entrepreneurs. There are 13 CBDCs serving the needs of small businesses in rural Nova Scotia. Each CBDC is locally owned and operated. Investment decisions are made by local volunteers who are sensitive to the needs of the community.

Services include:

Financial assistance to a maximum of \$300,000, available in the forms of loans, loan guarantees and equity financing.

Business counselling & advice for small businesses and people interested in starting a business. We want businesses to succeed and we give high priority to the advisory role of our mandate. Advisory assistance usually takes the form of guidance and coaching, and sometimes advocating on behalf of our clients to other lending establishments or regulatory agencies.

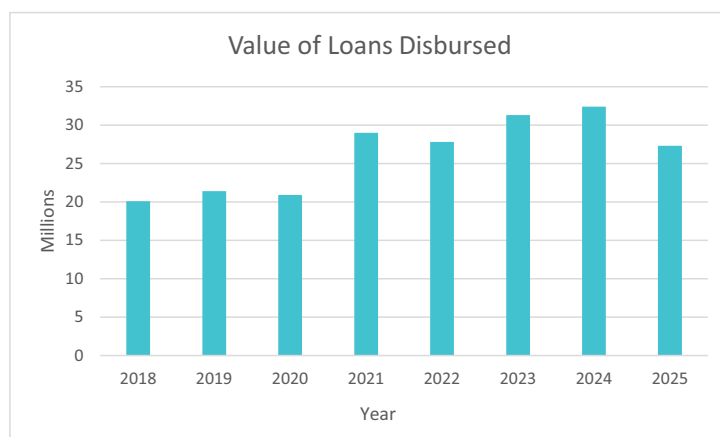
Business management skills training to individuals and small business owners/managers.

The Government of Canada provides CBDCs with operational support through the national Community Futures program. In Nova Scotia, the program is administered by the Atlantic Canada Opportunities Agency. CBDCs are part of a national network of 267 corporations, each dedicated to the development of rural Canada.

The 13 Nova Scotia CBDCs are members of the Nova Scotia Association of CBDCs, an organization that supports the common needs of the network. Through the Association, CBDCs regularly meet to discuss local business development opportunities, best practices and operational issues. Through provincial committees, volunteers and staff work together on various initiatives such as professional development and marketing activities. The Association also manages several business development programs, including a Consulting Advisory Services Program and Skillsonlinens.ca.

Highlights

Nova Scotia's 13 CBDCs disbursed 394 loans for a value of \$27,361,882 in investments to small and medium-sized businesses. These investments resulted in the creation and/or maintenance of over 1,214 jobs and helped businesses leverage \$21,696,587 from other sources. Forty two percent of the applications approved were for new start-ups. The average loan amount is \$69,446



CBDCs have access to an Atlantic wide Entrepreneurial Training Fund. This program provides funding support for business owners to improve their business management skills. In 2024-25, 378 clients access training through the ETF. The Association also manages the Skillsonlinens.ca project, an online training platform made available through the Department of Labour Skills and Immigration. Over 12,400 users signed up last year and completed over 23,000 courses (all available at no cost to Nova Scotia residents).



Provincial Projects

Consulting Advisory Services (CAS)

CBDCs have access to a consulting advisory services program for small business owners and non-profit organizations in rural Nova Scotia. This program provides 75% of consulting fees to a maximum of \$7,500 for diagnostic assessments, export readiness assistance and business management skills assessment. In 2024-25 CBDCs approved 57 applications for a total of \$269,517 in assistance.

Skillsonline.ca

The Association manages the agreement between the Department of Labour Skills and Immigration and Bluedrop ISM. The project launched in October 2012 and continues to experience high activity levels. Over 12,400 people signed up in 2024-25. The platform offers free online training and the ability to track employee training.

Spark Innovation Program

The Association once again managed the delivery of the Spark program. Competitions took place in Bridgewater, New Glasgow and Sydney. There were 65 applications and 6 winners, for a total of \$270,000 in prize monies awarded.

Launch Export

This program is a project of the Atlantic Trade and Investment Growth Agreement, it is a comprehensive export readiness initiative that aims to build export culture among SMEs in the Atlantic Provinces through export coaching and training and an educational trade mission. Thirty four companies participated.

Tariff and Customs Advisory Program

This new program was introduced to provide consulting support for businesses impacted by US Tariffs. Companies can receive \$1,750 in support.



Workplace Education

The Association provides support for the Workplace Education Initiative through the Department of Labour Skills and Immigration to address training needs across the province.

Community Capacity Fund

The objective of the Community Capacity Fund (CCF) is to build strategic capacity as it relates to regional development initiatives in rural areas of Nova Scotia. The CCF assists industry/sector associations, municipalities, social enterprises and not-for-profit organizations initiate small-scaled activities that are limited in scope, time-sensitive, require financial assistance to be undertaken, and usually assists these organizations to address timely issues, opportunities and/or challenges through the support of professional outside expertise. Twenty eight applications have been approved.

Canada Digital Adoption Program

The Association managed the Grow Your Business Online grants for Nova Scotia. This micro-grant of up to \$2,400, helps with the costs related to adopting digital technologies. Over 550 applications were received in 2024-25. This program ended March 31st, 2025.

CBDC programs and services complement traditional banks and credit unions. When traditional lenders cannot offer complete commercial financing, CBDCs are here to help. Working with and investing in our clients, CBDCs help entrepreneurs when they need it most. Many CBDC referrals come from local banks, credit unions, accountants and lawyers.

CBDC Guysborough County

We are part of Community Business Development Corporations, a network of 41 independent, not-for profit organizations that work in cooperation with all levels of government and the private sector to meet the needs of small business. CBDC Guysborough County is dedicated to development of small business and assisting entrepreneurs in accessing financing and other business training and resources.

Local Decision Making

CBDC – Guysborough County is driven by a dynamic volunteer Board of Directors comprised of community leaders and local business people who are sensitive to the needs of our business community. Investment decisions are based on in-depth knowledge of the local markets and business climate.

Tyson Byard Trucking Limited: A Road-Built Success Story

Founded in 2012, Tyson Byard Trucking Limited has grown from a one-truck operation into a thriving business with nine trucks, 19 trailers, and a team of eight employees. Based in Guysborough, Nova Scotia, the company specializes in hauling gravel, asphalt, lumber, and seafood across the Maritimes and Newfoundland.

Byard's lifelong passion for trucking began early – “I grew up around trucks... I started driving truck when I was 17”, and his entrepreneurial leap was sparked when his former employer downsized. CBDC Guysborough played a vital role in that transition. “Janice gave me the funding and I went to work,” Tyson recalls, noting a \$20,000 loan that helped cover the cost of purchasing and insuring his first truck.

Today, Tyson's business is known for reliability, hard work, and strong community ties. As he puts it, “I started with one old truck, and here

I am with nine.” With plans to retire at a fairly young age (to enjoy his many outdoor hobbies), Tyson is proud of what he's built—and credits CBDC's local support as key to getting him rolling.



Board of Directors - 2024-2025

Ray White	Chairperson
Angela Fanning	Vice Chair
Donna Hochman	Secretary
Kenda Myatt	Treasurer
Max MacDonald	Director
Lawrence Rudolph	Director
Nancy Meagher	Director
Tanya Tibbo	Director

CBDC Guysborough County

Investment Activity

Applications Received	54
Applications Approved	53
Total Value of Assistance	\$1,960,460
Average Size of Loan	\$42,618

Businesses Assisted

New Start-up	10
Existing	36
Clients Counsellled	209

Jobs and CDF

Jobs Created	58
Jobs Maintained	166
CDF Loans Approved	4
CDF Value Disbursed	\$500,000

Other highlights:

SEB Clients: 5

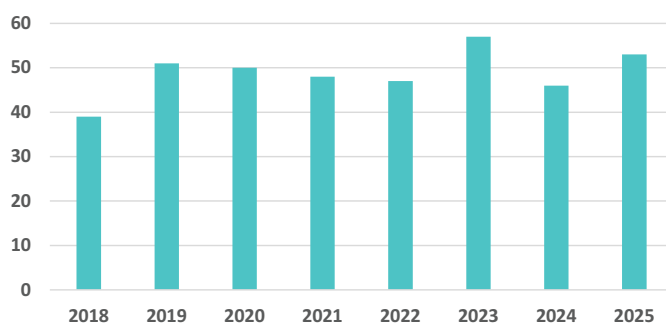
Loans approved since inception: 854

Value of loans approved since inception:
\$30.4 million

Bill Bond Lobster



Number of Loans Approved



CBDC Guysborough County - What We Offer

CBDC Small Business Loans offer flexible repayment terms designed to meet your individual business needs.

General Business Loans

Offer financing up to \$300,000 in the form of repayable loans, loan guarantees and equity participation.

First Time Entrepreneur Loans target entrepreneurs starting their own business or purchasing an existing business and are in need of start-up capital.

Youth Loans offer financial assistance to youth aged 18 – 34 for business start up, modernization or expansion. Up to \$300,000 is available per applicant in the form of a repayable personal loan.

Innovation Loans offer financing for the adoption of innovative technology designed to enhance the productivity and competitiveness of your business.

Social Enterprise Loans offer financial support to non-profit organizations producing goods or services to the market economy, redirecting their surpluses in pursuit of social, environmental or community goals.

Revolving Credit Loans offer a convenient way to access working capital, whether you need to balance out cash flow or respond quickly to a new opportunity.

Community Development Fund Loans offer additional financial assistance up to \$300,000 in the form of repayable loans to businesses and offers financial assistance in terms of loans or bridge financing to non-profit associations.

Contract Services:

The Self Employment Program helps individuals create jobs for themselves through self-employment. Upon approval for this program, assistance may consist of income support, small business training opportunities and business counseling.

MISSION STATEMENT

“To assist in enhancing our community by expanding and creating skills, businesses and jobs through technical and financial support”.



Staff 2024-2025

The CBDC Guysborough County staff consists of four employees.
Last year's employees are listed below.

Wanda MacDonald	Executive Director
Lisa Doiron	Office Manager
Janice Crooks	Community Development Officer
Daphne Pellerin	Community Development Officer

The Corporation is located at: 46 Main Street, Guysborough, N.S.
The business hours are from 8:00 a.m. to 5:00 p.m., Tuesday through Friday

The mailing address is:
P.O. Box 199, Guysborough, NS BOH 1N0
Phone: (902) 533-2770 or 1-888-303-2232
Fax: (902) 533-2016
E-mail: wanda.macdonald@cbdc.ca



Left to right - Daphne Pellerin, Wanda MacDonald, Lisa Doiron and Janice Crooks.



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

Canada

The Atlantic Canada Opportunities Agency is pleased to provide financial support to the CBDCs in Atlantic Canada

Municipal Transfer Station Policy

Adopt the Municipal Transfer Station Policy

SUMMARY

This report provides an overview of a new policy for the Municipal Transfer Station Policy for the Municipality of the District of St. Mary's. The policy aims to establish procedures and regulations for the acceptance, handling, and transfer of various waste materials at the Municipal Transfer Station located at 150 Cape Gegogan Road, Goldenville, Nova Scotia. The policy clarifies access requirements, accepted and prohibited materials, introduces public safety and enforcement measures.

BACKGROUND

The Municipal Transfer Station plays a role in the residential waste management system. It serves as the primary facility for the collection and temporary storage of various waste materials, including household garbage, organics, hazardous waste, construction and demolition debris, electronics, and other accepted materials. The policy has been made to guide how the facility is used, ensuring waste is properly sorted, rules are being followed, only permitted users can access the site, and must follow the guidelines when dropping of waste materials.

CONSIDERATIONS

The Municipality of St. Mary's also has a Solid Waste Resource Management Bylaw that was put into place in 2010. Council may wish to revisit and review this bylaw soon.

RECOMMENDATIONS

That Municipal Council adopt the Municipal Transfer Station Policy as presented at the Committee of the Whole on July 2nd, 2025.

Municipality of the District of St. Mary's

Municipal Transfer Station Policy

1. Purpose

The purpose of this policy is to adhere to provincial waste management regulations and provide clear and effective guidelines for the acceptance, handling, and transferring of solid waste, household hazardous waste, electronics, metals, construction and demolition materials within the Municipality at the St. Mary's Municipal Transfer Station located at 150 Cape Gégogan Road, Goldenville Nova Scotia.

2. Scope

This policy applies to all residents, businesses, and seasonal property owners transporting waste materials from properties located within the municipality. This policy outlines who may access the municipal transfer station, which materials are accepted, what documentation is required, and the public safety rules that must be followed.

3. Authority

This policy derives its authority from Section 325 of the *Municipal Government Act (MGA)* of the Province of Nova Scotia, the *Solid Waste Resource Management Bylaw* and *Department of Environment and Climate Change*.

4. Definitions

4.1 *Approved Users* – means residents, businesses, or seasonal property owners within The Municipality of the District of St. Mary's that have been authorized to access the municipal transfer station.

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

4.3 *Commerical* – Any business, contractor, developer, or property manager operating for profit, including those completing work on properties within The Municipality of the District of St. Mary's.

4.4 *Compost* – means organic waste that naturally breaks down over time; such as food scraps, coffee grounds, eggshells etc.

4.5 *Construction & Demolition* – means waste materials from building, renovating, or the demolition of structures, including wood, drywall and concrete removed from municipal properties.

4.6 *Electronics* – means devices that use electricity and have circuit boards or screens, such as computers, TVs, phones, and printers.

4.7 *Garbage* – means waste that can't be recycled or composted, like food waste, dirty paper, and broken items.

4.8 *Household Hazardous Waste* – means any waste from your home that can be harmful to people, animals, or the environment.

4.9 *MGA* – means the Municipal Government Act of the Province of Nova Scotia.

4.10 *Metal* – means items made mostly of steel, aluminum, or other metals, such as appliances and scrap metal.

4.11 *Resident* – a person who lives within the Municipality of the District of St. Mary's.

4.12 *Residence* – a privately owned dwelling used for non-commercial living purposes within the Municipality of the District of St. Mary's.

4.13 *Residential* – means private and domestic households, year-round and or seasonal non-commercial properties with the Municipality of the District of St. Mary's.

4.14 *Transfer Station* – means the St. Mary's Municipal Transfer Station located at 150 Cape Gegogan Rd, Goldenville, Nova Scotia.

4.15 *Transfer Station Attendant* – means an employee or staff member of the Municipality of the District of St. Mary's.

5. User Liability and Ownership

5.1 Before entering the Municipal Transfer Station, all users must acknowledge and accept that they enter at their own risk. The municipality is not liable for any injury, loss, or damage to persons or property resulting from improper use of the transfer station.

5.2 All waste materials being dropped off at the transfer station becomes property of the Municipality of the District of St. Mary's upon receipt. This includes, but is not limited to, solid waste, household hazardous waste, electronics, metals, construction and demolition materials etc.

5.3 Once materials have been unloaded and accepted by the Transfer Station Attendant, all users transfer all ownership rights and claims to those materials. For safety and liability reasons, no member of the public is permitted to remove or recover materials once they have been deposited at the Municipal Transfer Station. All items become property of the Municipality of the District of St. Mary's.

6. User Entry and Waste Drop-Off Process

6.1 When approaching the Municipal Transfer Station, follow all posted signage and be alert for other vehicles, pedestrians and staff.

6.2 Stop at the guard house before entering. Users must declare municipal civic address where waste is being transferred from. The Transfer Station Attendant will verify type of waste material being dropped off.

6.3 The attendant will process the required payment using *Schedule B – Fee Schedule* and will issue a receipt. After payment, the attendant will provide further instructions on where to proceed to unload materials. Once finished unloading, users can proceed to exit the property.

7. Prohibited Materials

- 7.1 Explosives – Fireworks, Gasoline, Ammunition or Bullets.
- 7.2 Radioactive – Old medical equipment, Industrial Gauges
- 7.3 Carcasses – Carcasses of Mammals
- 7.4 Asbestos – A group of naturally occurring silicate minerals composed of thin, fibrous crystals.
- 7.5 Recyclables - Recyclables are items like paper, plastic, cans, glass or refundables.
- 7.6 Air Treatment Appliance – Air Conditioners
- 7.7 Appliances - Over the range microwave ovens and microwave range hood combinations.
- 7.8 Source of Materials – Any waste materials coming from outside of The Municipality of the District of St. Mary's will not be accepted.

8. Public Safety Instructions

To maintain safety all users must always follow the direction of the Municipal Transfer Station Attendant, follow all posted signage drive slowly and safely, remain in designated unloading areas, children and pets must always stay inside vehicles, wear appropriate footwear (no open toed shoes).

9. Enforcement & Penalties

Failure to comply with this policy may result in refusal of entry, fines as set out in the *Solid Waste Management Bylaw*, loss of facility privileges and prosecution under municipal or provincial regulations, where applicable.

10. Revisions

The Municipality shall ensure that this policy is reviewed as needed to ensure it remains effective and aligned with current waste management practices, regulations, and sustainability goals. and, where necessary revised. 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 – FEE SCHEDULE

VEHICLE	FEE
Pick Up Truck	\$ 35.00
Pick up Truck (half load or less)	\$ 20.00
Utility Trailer 8 feet or less	\$ 35.00
Utility Trailer 8 feet or Less (half load)	\$ 20.00
Utility Trailer 8.1 feet to 16 feet	\$ 70.00
Utility Trailer 8.1 feet to 16 feet (half load)	\$ 35.00
<i>Any combination of the above may be applicable</i>	

ITEM	FEE
Clear Garbage Bag	\$5.00
Furniture	Chair \$5.00 Couch \$10.00 Mattress \$10.00 Small Item \$5.00 Large \$10.00

SCHEDULE C – ACCEPTED MATERIALS

Category	Waste Materials	Who Can Have Access
Garbage	household garbage, chip bags, hot and cold drink cups, straws and bottles caps, net onion bags, clothing, footwear, kitty litter etc.	All – Residential, Commercial, Seasonal and Non-Seasonal Properties within the Municipality.
Organics/Compost	all food waste, coffee grinds, filters, teabags, parchment paper, food wraps, pizza boxes, eggshells, fish, nut, sugar, flour and potato bags, residential cooking oil or fat etc.	All – Residential, Commercial, Seasonal and Non-Seasonal Properties within the Municipality.
Household Hazardous Waste	paint, stains, adhesives, cleaner and solvents, batteries, oil, oil filters, antifreeze, aerosol cans etc.	All – Residential, Commercial, Seasonal and Non-Seasonal Properties within the Municipality.
Electronics	tv, computers, monitors, printers, telephones, fax machines, etc.	All – Residential, Commercial, Seasonal and Non-Seasonal Properties within the Municipality.
Metals	steel, aluminum, copper, refrigerators, stoves, microwaves, etc.	All – Residential, Commercial, Seasonal and Non-Seasonal Properties within the Municipality.
Tires	used old tires, ripped tires, etc.	All – Residential, Commercial, Seasonal and Non-Seasonal Properties within the Municipality.
Brush	tree debris, leaves, grass clippings, tree branches etc.	All – Residential, Seasonal and Non-Seasonal Properties within the Municipality. Not for commercial disposal purposes.
Construction and Demolition	treated wood, wood products, drywall, plaster, brick, tile, asphalt shingles, concrete, etc.	Construction and Demolition service is provided for residential purposes only, for small to medium size projects and is not designed for the disposal of complete structures or commercial activities. C&D materials being brought to the Municipal Transfer Station must originate from a source/property within the Municipality of St. Mary's.

Water Treatment Plant Heating & Cooling System

Capital Project

SUMMARY

It has been identified by Public Works that the heating system within the Sherbrooke Water Plant is reaching the end of life. It has also been identified that that level of humidity within the water plant in the summer months could cause damage to the sensitive instruments which the water plant relies on to operate.

BACKGROUND

The current space heaters within the Sherbrooke Water plant have reached the end of life and have begun failing. These heaters are also very inefficient. Public Works has also identified that during the summer months, the humidity levels within the Sherbrooke Water Treatment plant are very high. This can be very damaging to the sensitive electronics that the water plant relies on for its operation and monitoring.

CONSIDERATIONS

Public Works requested quotes from several companies and received two quotes for the installation of heat pumps at the Sherbrooke Water Treatment Plant. KVS Electrical provided the all-inclusive quote of \$17,116 plus HST for the complete installation and electrical. Leading Technology provided the all-inclusive quote of \$15,850 plus HST for the complete installation including electrical.

This project is part of the 2025-2026 Capital Budget and will be funded through the federal Canada Community Building Fund. At the current quote the project is within budget.

RECOMMENDATIONS

Recommend that Municipal Council approve Leading Technology to supply and install all components the heating and cooling system at the Sherbrooke Water Treatment Plant as outlined in their quote at the cost of \$15,850 plus HST funded through the Canada Community Building Fund.