



NOTICE

MEETING: Regular Council Meeting

DATE: Wednesday July 16th, 2025

TIME: 5:00pm

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday July 16th, 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 June 18, 2025
 - b. Special Council Meeting held June 18, 2025
6. Business Arising from Minutes
7. Recommendations from Committees of Council
 - a. Committee of the Whole – June 18th, 2025
 - b. Committee of the Whole, July 2nd, 2025
8. Outside Committee Reports
 - a. Port Bickerton & Area Planning Association
 - b. Eastern Region Solid Waste Management
9. Other Matters of Business
10. CAO Report

Adjournment



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday, June 18th, 2025

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 Wednesday June 18th, 2025, at 5:15pm. 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/Acting CAO
Jadzia Rudolph, Municipal Clerk
Keren Ruller, Director of Economic Development
Teddy Stevens, Director of Public Works
Mallory Fraser, Director of Community Development and Recreation

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 Councillor Beaver, Council approved the agenda as presented.

Motion approved.

5. Approval of Previous Minutes:

The Warden called for errors or omissions to the previous minutes, hearing none, Council approve the minutes from the Council meeting held May 21st, 2025.

Special Council meeting held May 21st, 2025.

Emergency Council meeting held June 6th, 2025.

Motion Approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from Committees of Council:

Committee of the Whole – May 21st, 2025

On motion of Councillor Beaver seconded by Deputy Warden Malloy, Council agrees to select Nominee #3 as the Municipal Volunteer of the Year.

Motion Approved.

On motion of Deputy Warden Malloy seconded by Councillor Tibbo, Council agree to appoint Applicant 1, Applicant 2, Applicant 3 & Applicant 4 to the Inclusion, Diversity, Equity, Anti-Hate & Accessibility Advisory Committee.

Motion Approved.

On motion of Councillor Beaver seconded by Councillor O'Connell, Council awards grants to organizations to the following organizations Liscomb Volunteer Fire Department with \$2,000.00 St. Mary's ATV Club with \$4,500.00 from the 2025-2026 General Government Grants budget.

Motion Approved.

On motion of Councillor Tibbo seconded by Deputy Warden Malloy, Council approve the proposed naming of Howard Archibald Road, Archibald Mill Lake Road, Frank Archibald's Lane, Bob & Ethel Archibald Way, Gernan Lane, and Rayel Lane as presented.

Motion Approved.

On motion of Councillor O'Connell seconded by Councillor Beaver, Council approve CIMCO Refrigeration to provide all materials and labour to rebuild the two compressors at the St. Mary's Recplex as outlined in the quote provided at a cost of \$32,410.52 plus HST funded through municipal capital reserve and secured grant funding

Motion Approved.

On motion of Councillor Tibbo seconded by Deputy Warden Malloy, Council approve GFL Environmental to provide equipment and install chemical grouting to 8 municipal sewer manholes as outlined in the quote provided at cost of \$32,320.75 plus HST funded through the capital grants.

Motion Approved.

On motion of Councillor O'Connell seconded by Councillor Beaver, Council award the Council Code of Conduct Policy Investigator work to Burchell Wickwire Bryson LLP subject to the terms of their quote provided.

Motion Approved.

8. Outside Committees Reports:

- a. Port Bickerton & Area Lighthouse Association
 - Please see the Agenda/Package for the report.
- b. Guysborough Adult Learning Association
 - Please see the Agenda/Package for the report.
- c. SMART-GO St. Mary's Association Rural Transit
 - Please see the Agenda/Package for the report.

9. Other Matters of Business:

- a. Municipal Signing Authority
 - Marian Fraser, Director of Finance/Acting CAO informed Council that the previous CAO should be removed from the municipal signing authority.

On motion of Deputy Warden Malloy seconded by Councillor Tibbo, Council agreed to remove former CAO Doug Patterson as an all-encompassing designated signing officer for the Municipality of the District of St. Mary's, while all other signing officers for the Municipality to remain the same, effective June 9th, 2025.

Motion approved.

10. CAO Report:

- Marian Fraser, Director of Finance/Acting CAO informed Council that the Finance Department has sent out tax bills at the end of May and that residents should be receiving them soon. Tax bills payments are due by July 31st, 2025.
- The Recreation Department has planned events and activities such as Canada Day, St. Mary's Volunteer Awards, and Summer Day Camp for the summer.
- Staff have taken Emergency Management training courses such as Incident Command System (ICS) 200.
- Economic Development Department has focused on Tourism promotion with the new tourism website and social media.
- Public Works has been working on a residential bin service for the St. Mary's Transfer Station.

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 5:26pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Special Council Meeting
Wednesday, June 18th, 2025

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

1. Meeting, Date & Time:

The Emergency Council meeting of the St. Mary's Municipal Council was called to order on Wednesday June 18th, 2025 at 5:00pm. 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/Acting CAO
Jadzia Rudolph, Municipal Clerk
Mallory Fraser, Director of Community Development and Recreation
Teddy Stevens, Director of Public Works
Keren Ruller, Director of Economic Development

3. Approval of Agenda:

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

Motion approved.

4. Approval of Meeting Times

- *Council unanimously decided to change the meeting times to 5:00pm for the summer months, effective immediately.*

On motion of Councillor O'Connell seconded by Councillor Tibbo, Council agreed change the Council and COTW meeting times to 5:00pm for the summer months.

Motion approved.

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 5:02pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Wednesday July 16th, 2025
Council Meeting

Recommendations from Internal Committees of Council

Committee of the Whole – June 18th, 2025

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.

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.

Committee of the Whole – July 2nd, 2025

On recommendation of Deputy Warden Malloy, seconded by Councillor Beaver Council adopt the Municipal Transfer Station Policy as presented at the Committee of the Whole on July 2nd, 2025.

Recommendation adopted.

On recommendation of Councillor Beaver seconded by Councillor Tibbo, 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.

Recommendation adopted.

Report to Council

Member of Council: Deputy Warden Malloy

Board/Agency/Organization: Port Bickerton Lighthouse

Date Attended: June 30/2025 Location: /Port Bickerton Fire Dep

- Meeting called to order at 7 pm
- Welcome to secretary Diane Zandvliet
- Brochures are completed and ready for delivery
- Chase the Ace is doing well with about 30 to 35 people in attendance
- Art teacher is willing to join the festival planning team
- The Art Festival has changed dates to August 23 and 24th
- Poster being designed with Liscombe Lodge
- Local NS Musician Ben Steward will be one of the performing
- Workshop Rock painting Artworks East by Patty MacIsaac
- Sponsorship letter have been submitted to various places

Next meeting date July 28/2025



Report to Council

Member of Council: Deputy Warden Malloy

Board/Agency/Organization: Solid Waste

Date Attended: June 19/2025 Location: Teams meeting

ERSWM Meeting – Thursday, June 19th, 2025

Jackie Dort Memorial Bursary

- Bursary Application was sent out to the Municipality of St. Mary's (Grade 12 graduates)
- No recipients applied for the Bursary

Routeware Price Increase

- 2024/2025 Invoice amount was \$8,659.78
- 2025/2026 will increase to \$10,045.31 The increase is to continue supporting while investing in future innovations and enhanced services.
- Tanya has been in conversations with Routeware in getting a 5-year contract which would include the CPI (Consumer Price Index) + 2% each year.
- The new contract was approved by the Committee (Neil DeCoff – Chair) and Beulah Malloy and was signed by Tanya (Regional Coordinator) with the first-year total amount with tax is \$8,996.52
- As of today, I still haven't received the new Invoice to be paid.

EPR for PPP – Circular Materials

- Each Municipal Councillor gave a brief update if their Municipal Unit was opting in or out of the program.
- Antigonish Town and the Municipality of the District of St. Mary's are both opting out, whereas the Municipality of the District of Guysborough will be opting in. Sterling Garvie stated that he did not know at the time of the meeting if the Municipality of the County of Antigonish was opting in or out. He will call me once he gets an update.

Litter Intervention Program Funding

- Tanya emailed all Committee members the application for this funding program.
- Each Municipal Unit that applies and if they're project is approved will receive up to \$3500.00
- Some Municipalities have expressed interest in doing more than 1 project. In the interest of providing province wide access to funding Divert NS will be approving one project per Municipality until July 7th. However, because they don't want to utilize all available funds, after July 7th, they will begin approving any further projects on a first come first serve basis until all funding is used.

Next regular ERSWM meeting will be September 25th, 2025.



2025-2026

CAO Report – Project Summary

For the period of June 1st - 30th, 2025

The Municipality of the District of St. Mary's

MAJOR PROJECT SUMMARY

1. **Ecum Secum Volunteer Fire Department Project** – Staff are nearing the completion of the Municipalities involvement in the design and project management for the proposed new facility. Staff will be meeting with the consultants and community/committee members in July to review the final draft documents.
2. **Housing Initiatives** - Staff met with representatives from Canada Mortgage and Housing Corporation (CMHC) to review the program milestone, initiatives, timelines and deliverables. The next steps are for are staff to complete a mitigation recovery plan and complete the necessary request forms from CMHC. Furthermore, staff continued to meet with consultants Zzap on the development of strategies to support housing in the Municipality.
3. **Climate Change Projects** – Staff met with Clean Nova Scotia representatives to identify the status of the four Climate Related initiatives that are currently on the go to establish a progress schedule, associated staff resources required and priorities going forward. The four main projects the municipality is undertaking with Clean are the following: Climate Resilient Coastal Communities (AIM Network), Quest Net-Zero Communities Accelerator Program, Low Carbon Communities Fund (large scale solar feasibility study) and Climate-Ready Plans and Processes Fund (FCM Grant).
4. **3D Flood Mapping Provincial Funded Project**- The final report has been received from Steven Solutions, staff are in the process of arranging a meeting with provincial planning representatives to review the next phase and how to move forward with the document and potentially integrate into existing municipal documents.
5. **EMO/REMO** – Municipal EMO staff met on June 5th, 2025, to review new legislation, regulations and what's new to come to EMO. The Municipal Clerk/EMC will be working with staff to ensure that staff foster a well-informed team, capable of responding effectively to emergencies, ensuring the safety and continuity of services within the community. The EMC participated in the "Alert Ready" quarterly training. A Community Evacuation training took place on June 19th, 2025, in Guysborough which municipal EMO section chiefs attended.
6. **Code of Conduct Investigator** – The successful firm has been notified, and information has been posted on the municipal website.
7. **Civic Addressing and Road Naming** – Landowners on the newly named roads (approved at June COTW) have been communicated changes and loaded into various municipal/provincial systems. The Municipal Clerk has been working on civic addressing with the building inspector to update civic addresses and PID's on the Nova Scotia Civic Address Finder (NSCAF) website.
8. **Tax Collection & Resident Assistance** – Staff continue to assist property owners with tax and land inquiries, bill payments and provincial and municipal low-income grant applications. Reminder that property taxes for 2025-2026 are due on July 31st, 2025.

9. **Tourism Promotion & Electronic Content/Advertisements** – Ongoing work with Tourism Nova Scotia on the Digital Content Marketing Program grant for the digital advertising campaign which went live June 2nd. Ongoing sourcing of local digital content, utilizing SEO research for ads, re-developed new digital ads for display through Google and on Facebook. Continuing to create new social media posts for Facebook and Google Ads. Ongoing management and collation of the digital content that is starting to come in for the new tourism website. Follow up and correspondence with local businesses and individuals as they reach out to the Tourism site has been occurring. Multiple training sessions conducted with Tourism Web designer, Sociable Media to now be able to make ongoing edits to the website with minimal assistance from web designer as we go forward. A maintenance plan is in now in place for the ongoing website hosting and site maintenance as required. Staff are working with Visit Guysborough Tourism web developer, on updating businesses and events on the St. Mary's tab on the website, on going throughout the month.
10. **Monthly Municipal Newsletter** - Staff completed the monthly newsletter for July encompassing community information and municipal news. Approximately 1,600 copies were mailed out.
11. **Municipal Utilities & Infrastructure**
 - a. Sherbrooke Water & Sewer Utility – The municipality has received the Water Rate Study hearing results from the Nova Scotia utility and Review Board, the decision and new rates for the water utility have been posted on the municipal website. Public Works has been working with Strait Engineering to complete the feasibility study of the Water and Wastewater Treatment system. Public Works has also been working with Strait Engineering on the replacement of the Programmable Logistics Control system of the Water Treatment plant. Public Works has purchased and began to install the first phase of the water meter replacement project and continues to install new meters where required.
 - b. Municipal Transfer Station – Construction & Demolition Service - Public Works has received approval from Department of Environment and Climate Change to begin at Construction and Demolition Debris Transfer operation. This new service began on June 16, 2025. Groundwork and additional upgrades to the transfer station guard house to accommodate this operation has been completed. Staff will continue to monitor Transfer Station usage to assist in determining future required hours of operation.
12. **Policy and Bylaws**
 - a. Transfer Station Policy – Staff completed reviews and brought forward at a COTW.
 - b. Fire Services Capital Reserve Fund Policy – draft work has begun, requires further staff reviews before presented at COTW. The goal is to present a draft at COTW in September.

- c. Dog Bylaw – staff have been working on new draft of bylaw. Bylaw requires senior staff review. The goal is to present draft at COTW in late September.
- d. Flag Policy – Staff worked to revise the Flag Policy and it will be presented to Council at the July 16th COTW Meeting.

13. Upcoming Municipal Events

- a. Canada Day – July 1st, 2025 – Planning for event occurred during the month of June.
- b. First Responders Event – Monday, September 8th, 2025, at 6:30pm
- c. Guysborough County 55 plus games – October 1st & 2nd at Liscomb Lodge
- d. Small Business Event – October 2nd, 2025 at St. Mary's Lions Hall
- e. St. Mary's Annual Volunteer Awards Event – Tuesday, November 4th, 2025 @ 6:30pm
- f. Healthcare Professional Appreciation Event – Winter 2025/2026.

14. Community Development and Recreation Programs

- a. Adult Co-Ed Softball: this program is underway with four registered teams and will run until the end of August.
- b. Tee Ball: this program is underway with approximately 20 children registered and will run until the end of August.
- c. Youth Softball: this program is underway with approximately 15 children registered and will run until the end of August.
- d. Before and After Program: the Before and After Program continued to operate throughout the month of June with the last day on June 26th, 2025.
- e. Summer Day Camp and Spouts Program: planning for both summer day camp programs occurred during the month of June, including staff training, planning theme days, and participate registration.

15. Grants supporting Community Development and Recreation

- a. Office of Healthcare Professional Recruitment: An approval letter was from the Provincial Department of Health & Wellness advising that the Municipality is receiving a contribution of \$31,500 towards monthly appreciation breaks for healthcare staff within the Municipality, one healthcare staff appreciation event & for a community guide from the Office of Healthcare Professionals Recruitment (OHPR) Community Fund Program.
- b. Active Communities Fund Grant: Staff submitted the application to the Department of Communities Culture Tourism and Heritage. Awaiting approval.

Capital Projects

Description	Update
I&I Recommendation Phase 2 & 3	Part of the projects tendered, approved and work being completed.
Dry Hydrant – Fisherman's Harbour/PB	Due to seasonal constraints this project may be delayed.
Dry Hydrant – Liscomb	Due to seasonal constraints this project may be delayed.

Recplex -RFD – Compressor	In process of contractor competing work.
Flushing Hydrant (Cameron Rd.)	Project schedule to continue in the fall.
Admin Bldg – Recpt Area Privacy upgrades	Future project, fall/winter
Accessible Public Washroom 16 Main	Funding approved, currently in tender process, staff report will be presented at COTW in the fall for approval.
Water Tr Plant – Heating and Cooling System	Project in process of being completed.
Public Works Garage – Electrical upgrades	Project completed.
Port Bickerton Lighthouse Rd.	Ongoing, public works will monitor as required.
Sewer Testing Equipment/Blower	Scheduled for the Fall/ongoing.
Water Treatment Plant – Programmable Logic Controller/Auto Control System	In engineering phase.
Replace roof on water pump house	Summer project.
Recplex Ammonia Detection System	Project completed.
Library Kitchen/Community Room Renos	Fall project.
Connect 2 – Multi Use Trail Feasibility Study	Funding Approved, tender consultant, staff report at Fall COTW
Water Tr Plant Bubble Traps for Filters	Materials ordered.
Sewer Tr Plant – Cross Supports Rebuild	Engineering phase.
Low Carbon Communities Solar Program	Clean NS are working on the project. Progress to be determined.
Water Meter Upgrade project	Currently underway, 50% complete physical component.
Sewer Equalization Pump Motor Drive	Fall.
Accessibility/RFD Grant Carry Over	Staff are continuing to work on a carry over accessibility grant from 2024/2025 for upgrading Recplex Flooring.