



NOTICE

MEETING: Regular Council Meeting

DATE: Wednesday October 15th, 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, October 15th, 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 of Council Meeting held Wednesday, September 17th, 2025
6. Business Arising from Minutes
7. Recommendations from Committees of Council
 - a. Committee of the Whole – September 17th, 2025
 - b. Committee of the Whole – October 1st, 2025
8. Outside Committee Reports
 - a. Eastern Region Solid Waste Management – September 25, 2025
 - b. Port Bickerton and Area Planning Association – September 29, 2025
9. Other Matters of Business
10. CAO Report
11. In-Camera: Legal Advice and Contract Negotiations

Adjournment

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



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday, September 17th, 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 September 17th, 2025, at 6:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Absent with Regrets:

Warden James Fuller

Also Attending:

Marian Fraser, Director of Finance/Acting CAO
Lesley McFarlane, Incoming CAO – *Virtual Attendance*
Jadzia Rudolph, Municipal Clerk
Teddy Stevens, Director of Public Works
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 Councillor Beaver and seconded by Councillor O'Connell, Council approved the agenda as presented.

Motion approved.

5. Approval of Previous Minutes:

On motion of Councillor O'Connell seconded by Councillor Beaver, Council approve the minutes from the Council meeting held July 16th, 2025.

Motion approved.

On motion of Councillor O'Connell seconded by Councillor Beaver, Council approve the minutes from the Emergency Council meeting held July 22nd, 2025.

Motion approved.

On motion of Councillor Beaver seconded by Councillor Tibbo, Council approve the minutes from the Special Council meeting held September 3rd, 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 - July 16th, 2025 (Absent: Councillor Tibbo)

On motion of Councillor Beaver seconded by Councillor O'Connell, Council approve the Flag Policy with the removal of section 5.4 and the non-substantive changes to section 7.1.

Motion approved.

On motion of Councillor O'Connell seconded by Councillor Beaver, Council accept the grant funding from the Federation of Canadian Municipalities and sign the contract for the Climate Ready Plan and Process Fund – Climate Risk Assessment and Adaptation Planning.

Motion approved.

Committee of the Whole – September 3rd, 2025

On motion of Councillor O'Connell seconded by Councillor Tibbo, Council approve the attendance of the Warden or designate at the 2025 Provincial Volunteer Awards Ceremony in Halifax, Nova Scotia, on September 29th, 2025, with related expenses to be funded from the Council Travel & Professional Development budget.

Motion approved.

On motion of Councillor Tibbo seconded by Councillor Beaver, Council agree to send Warden Fuller, Deputy Warden Malloy, Councillor O'Connell, and Councillor Beaver to attend the NSFM Fall Conference on November 5th-7th, 2025 in Halifax NS.

Motion approved.

On motion of Councillor Tibbo seconded by Councillor O'Connell, Council agree to amend the above motion to state, "Council agree to send Warden Fuller, Deputy Warden Malloy, Councillor O'Connell, and Councillor Beaver to attend the NSFM Fall Conference November 4th – 7th, 2025 in Halifax NS."

Motion approved.

On motion of Councillor Tibbo seconded by Councillor Beaver, Council agree to submit Cameron Road, Bennetts Loop, and Restoration Drive to be double chipped for the 2025-2026 years submission. Councillor O'Connell declared Conflict of Interest and abstained from voting.

Motion approved.

On motion of Councillor Beaver seconded by Councillor Tibbo, Council agree to move forward with option 2, and award Monarch Enterprises with the contract to replace (materials and delivery) and install 4,200 square feet of Recplex flooring at the quoted price of \$56,700 plus HST.

Motion approved.

On motion of Councillor O'Connell seconded by Councillor Beaver, Council approve the ZZAP Architecture & Planning to complete St. Mary's Housing Policy recommendations (2A, 2E, 4B, 4C, 4D AND 4E) as outlined in the quoted proposal for a cost of \$13,500 plus HST funded through the Housing Accelerator Fund (HAF).

Motion approved.

8. Outside Committee Reports

- a. Guysborough Adult Learning Association (GALA) – May 2025

- Please see the agenda/package for the report.
- b. Guysborough Adult Learning Association (GALA) – August 2025
 - Please see the agenda/package for the report.
- c. Port Bickerton & Area Planning Association – July 2025
 - Please see the agenda/package for the report.

9. Other Matters of Business:

- a. 2024-2025 Approval of Audited Financial Statements
 - Marian Fraser, Director of Finance/Acting CAO informed Council of the consolidated, non-consolidated, and water utility financial statements.

On motion of Councillor O'Connell seconded by Councillor Beaver, Council accept the 2024 2025 Audited Financial Statements for the Municipality of the District of St. Mary's and Sherbrooke Water Utility.

Motion approved.

- b. Committee of the Whole/Council Meeting Time Change
 - Council discussed a time change in Council/COTW Meetings, Council wishes to have the COTW and Council meetings at 5:00pm.

On motion of Councillor O'Connell seconded by Councillor Tibbo Council motion to set the Committee of the Whole meeting time to 5:00pm on the first Wednesday and the third Wednesday of each month set the regular council meeting at 5:00pm with COTW immediately following, change to begin at the next COTW meeting.

Motion approved.

On motion of Councillor Tibbo seconded by Councillor O'Connell Council motion to move the Committee of the Whole date from Wednesday, November 5th to Monday, November 3rd due to a conflict with the Nova Scotia Federation of Municipalities Conference.

Motion approved.

10. CAO Report:

- Please see the Agenda/Package for the report.
- Marian Fraser, Director of Finance/Acting CAO informed Council of some key highlights in the CAO report which include EMO, the water assistance program has been well utilized and the Recplex shower facility is open and has been utilized and appreciated by residents as well.
- Some events such as Business Awards are coming up on October 2nd, the Tourism Photo Contest runs until September 30th, and the second annual First Responders Appreciation Awards has wrapped up.
- Public Works staff have completed the Inflow & Infiltration project.
- Lastly, in the Recreation department, summer day camp has ended and baseball programs for all ages have had a great turnout.

11. In-Camera: Contract Negotiations

On motion of Councillor Tibbo seconded by Councillor O'Connell, Council move In-Camera for contract negotiations at 6:35pm.

Motion approved.

On motion of Councillor O'Connell seconded by Councillor Tibbo, Council agreed to reconvene to regular session at 7:32pm.

Motion approved.

On motion of Councillor Tibbo seconded by Councillor O'Connell, Council have completed the contract negotiations with Community First Guysborough Housing Association for property PID 37503422 relating to seed funding approved by Council on October 9th, 2024, and accept the return of \$5,000 and forgive \$3,000 in related expenses for the Canadian Mortgage and Housing Corporation funding application.

Motion approved.

Adjournment

On motion of Deputy Warden Malloy, there being no further matters of business, the Council adjourned at 7:34pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Deputy Warden Malloy



Municipality of the District of St. Mary's

Wednesday October 15th, 2025

Council Meeting

Recommendations from Internal Committees of Council

Committee of the Whole – September 17th, 2025 (Absent Warden Fuller)

On recommendation of Councillor O'Connell seconded by Councillor Beaver, Council approve the quote from Cameron Instruments Inc. for the purchase of the Sewerin Aquaphon A200 Pro Canada Kit at a cost of \$13,513.48 plus HST funded through the Housing Accelerator Fund budget.

Recommendation adopted.

On recommendation of Councillor Beaver, seconded by Deputy Warden Malloy, Council approve Divcon Diversified Construction to complete the replacement of cross supports of the equalization tank at the Sewer Treatment Plant as specified in their quote at a cost of \$48,880 plus HST funded through the capital grants.

Recommendation adopted.

Committee of the Whole – October 1st, 2025

On recommendation of Councillor Beaver seconded by Councillor O'Connell, Council approve the quoted price from IMP Castings to purchase the 16 manhole covers for the phase 3 of the Inflow and Infiltration repairs for the total price of \$8,720 plus HST and delivery funded through the Growth and Renewal for Infrastructure Development Program and the Canada Community Building Fund.

Recommendation adopted.

On recommendation of Councillor Beaver seconded by Deputy Warden Malloy, Council agree to direct staff, subject to completion by October 9th, 2025 of the 2025-2026 Growth and Renewal for Infrastructure Development Program, to apply to the 2026-2027 Growth and Renewal for Infrastructure Development Program through DMAH for the Replacement and Correction of Filter #1 Backwash Piping Water Treatment project, including analysis by a mechanical consultant to obtain recommendations, and implementation of these recommendations, with a total budget of \$34,000 with the Municipal share funded through the Housing Accelerator Fund or the Canada Building Community Fund.

Recommendation adopted.



Report to Council

Member of Council: Deputy Warden Beulah Malloy

Board/Agency/Organization: ERSWM

Date Attended September 25/2025

Location Guys. Municipal Office

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 is the only Municipal Unit that is opting out of the program.
- Tanya handed out a Recyclable Material List showing which materials will be going to curbside and which ones will be going to a depot.
- The locations of these depots is still undetermined. More to follow in the coming weeks.

Litter Intervention Program Funding

- Tanya emailed all Committee members the application for this funding program.
- Each Municipal Unit that applied would receive up to \$3500.00 if they're project was approved.
- None of the 5 Municipal Units applied for this funding.
- Tanya brought it to their attention that she would like to have No Litter Signs made for each Municipal Unit with they're logo as well as the ERSWM and Diverts logo.

Tanya spoke on using some of the ERSWM budget money to start this, but the Committee decided that we will wait till next Fiscal Year when this funding is made

available again.

Budget 2025-26

- Tanya spoke on the upcoming budget for 2025-26 She has already spoken with Julie-Anne Mattie about starting the budget. Just waiting on getting the ERSWM updated Financial Report.

Beech Hill Transfer Station – Black Bags

- Tanya brought it to the Committee's attention that black bags were being brought into the Transfer Station with no questions being asked.
- Tanya spoke with Daryl Myers about this issue and decided to have signs placed up around the Drop of area at the transfer station.

Kevin has been monitoring the Drop of area for a few weeks after the signs were put up and educating the residents coming to the Transfer station with black bags.

Posting for Part-Time Educator

- Ashley Lansley has informed Tayna that she has taken a new job in New Zealand.
- She will be staying on with ERSWM till at least the end of October but could be longer
- Tanya will do an ad in the local paper (Journal) for the position in the coming weeks.

Next regular meeting ERSWM meeting November 27th 2025



Report to Council

Member of Council: Deputy Warden Malloy

Board/Agency/Organization: Port Bickerton Lighthouse

Date Attended: September 29/2025 Location PB Community Center

Minutes reviewed from last meeting and approved.

Financial report was given and approved

President Brian asked the committee If a grant from NS Power Grass Roots could be applied for to help with the ongoing commitments with the Lighthouse

A writer who would like to a story on the history of the Lighthouse has been in contact with Brian

Chase the ace is still going strong with the jackpot now at 6,000.

Board had some discussion on fund raisers such as Christmas Craft Sale, Musical entertainment, and a Penny Auction. The Penny Auction will take place on November 9th at 2 pm.

Next meeting Monday October 27 at 7pm



2025-2026

CAO Report – Project Summary

For the period of September 1st to 30th, 2025

The Municipality of the District of St. Mary's

MAJOR PROJECT SUMMARY

1. Housing Initiatives –

CMHC- Housing Accelerator Fund (HAF)

- HAF mitigation recovery plan has been accepted with new timelines and amended initiatives; the program is now back on track with the amended Schedule A of the HAF Agreement in place.

ZZAP Housing Policy Recommendations (HAF Initiatives 2&4)

- ZZAP progressing on housing incentive program, draft policy is due to be considered by Council by the end of the calendar year.

2. Climate Change Projects –

New progress schedule is in place; priorities have been identified for Clean NS's four climate related initiatives. Status of the four current Clean programs:

- a) Quest Net-Zero Community Accelerator Program - Benchmark assessment to be presented to St. Mary's in November. Workshops are to be planned for December/January.
- b) Low Carbon Communities – Extension request submitted for Solar Feasibility Study RFP.
- c) Climate Resilient Coastal Communities- AIM- Governance workshop to be scheduled, ideally to align with the Quest workshop in December/January.
- d) Climate Risk Assessment and Readiness Plans – Revised RFP for consultant under review.

3. EMO/REMO –

- Drought Support: Approximately 8000 litres of water received and distributed in September. Recplex showers continue to be used 15-20 times per week.
- Joint grant application submitted to the province for REMO position. Draft position description and shared service agreement received for review for Guysborough County REMO role.
- Provincial Fire Services review was released in September, and review is underway

4. Nova Scotia Electric Charger Stations –

Planning Community Kick Off in October to celebrate and promote the Electric Vehicle chargers located on the Municipal Office parking lot. Week of Oct 20-24 or 27-31 are proposed.

5. Tourism Promotion & Electronic Content/Advertisements –

- Tourism Facebook page received over 235,000 views in September. An update is being compiled for presentation to Council on Tourism website analytics.
- Deadline is September 30th for fall photo contest to encourage photo content submissions.

6. Business Support and Business Awards –

Primary business support focus in September was on preparing for October 2nd Business Appreciation Awards.

7. **Monthly Municipal Newsletter –**

Monthly newsletter completed for October encompassing community information and municipal news. Due to the Canada Post Strike, newsletters are being made available online and at the municipal office, with members of Council also distributing newsletters.

8. **Municipal Utilities & Infrastructure -**

a. **Sherbrooke Water & Sewer Utility –**

Repair and replacement of the cross supports for the equalization tank at the Sewer Treatment Plant was completed in September. Leak detection equipment ordered under HAF funding project. Meter installation continues for Sherbrooke Water Utility. Working to prepare RecPlex for upcoming winter season. New variable speed drive was installed at Septic Treatment Plant. Continuing to seek quotes to proceed with the replacement of 16 manhole covers with watertight manhole covers.

b. **Municipal Transfer Station – Construction & Demolition Service –**

C&D transfer station residential bin service continued to regular usage throughout September.

9. **Policy and Bylaws-**

a. **Flag Policy** –Presented at the July 16th COTW Meeting and approved by Council on September 17th, 2025.

b. **Donation Acceptance Policy** – Work has begun to draft this policy for presentation to Council.

10. **Upcoming Municipal Events -**

a. Guysborough County 55 plus games – October 1st & 2nd at Liscomb Lodge

b. Small Business Event – October 2nd, 2025 at St. Mary's Lions Hall

c. St. Mary's Annual Volunteer Awards Event –Tentatively December 4th, 2025 @ 6:30pm

d. Healthcare Professional Appreciation Event – Winter 2025/2026.

11. **Community Development and Recreation Programs -**

a. Before and After Program - Began operating for the new school year on September 4, 2025. In the process of hiring a Before and After Program Leader. The program has had a strong start to the year, with an average daily attendance of 11 children.

b. Active Women's Group - The group started on September 17th and has been growing steadily, with 2–3 new members joining each week. Overall, the feedback has been positive, and participants have been enjoying the weekly sessions.

c. Youth Group - Program was scheduled to start in September; however, registration has been minimal despite advertising. Next steps under review for this program.

12. **Capital projects supporting Community Development and Recreation -**

a. Office Accessible Public Washroom 16 Main – On hold due to the placement of the Shoppers Temporary trailer at 16 Main Street Parking lot.

b. Connect 2 – Multi Use Trail Feasibility Study - Funding approved, tender to be developed to obtain a consultant.