



NOTICE

- MEETING:** St. Mary's Municipal Council
Special Council Meeting
- DATE:** Thursday, September 28th, 2023
- PURPOSE:** Special Council
- TIME:** 4:00 pm
- PLACE:** St. Mary's Municipal Office
Council Chambers, Sherbrooke, NS

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Special Council Meeting
Thursday, September 28th, 2023

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. Approval of the Agenda
4. Other Matters of Business
 - a. Council approval for the CMHC Housing Accelerator Fund
 - b. Award Pavement Contractor for completion of Water Repair
 - c. Award Bidder to prepare Transfer Station Specifications.
 - d. Council Support of Grand Council Flag raising for Truth and Reconciliation Day and the month of October
 - e. Council support of public placement of Every Child Matters banners.

Adjournment

Special Event: Grand Council Flag-Raising

Council and Public able to attend the Raising of the Mi'kmaq Grand Council Flag on the Flagpole located on Highway #7 (near the municipal building) in honour of Truth & Reconciliation. 4:30 PM



Municipality of the District of St. Mary's

Thursday, September 28th, 2023

Council Meeting

Recommendations for Special Council

Committee of the Whole – September 20th, 2023

4.a.) *On the recommendation of Deputy Warden Fuller, and seconded by Councillor Baker, Council approved to direct the Chief Administrative Officer to submit the Final Housing Accelerator Fund Action Plan that includes the six (6) initiatives as outlined in the staff report on September 20th, 2023, along with all additional required documentation to the Canada Mortgage and Housing Corporation as the Municipality's application under the Housing Accelerator Fund Program.*

Recommendation adopted.

Committee of the Whole – September 20th, 2023

4.d.) *On the motion of Councillor Baker, and seconded by Councillor Zinck, Council approve the Municipality raise the Mi'kmaq Grand Council flag at the flagpole located on Highway #7 in advance of Nation Truth and Reconciliation Day on September 30th, 2023 and continue to fly the flag for the month of October which is the Mi'kmaw History Month in Nova Scotia.*

Recommendation adopted.

Purposed New Motions

Committee of the Whole – September 20th, 2023

4.e.) *That Municipal Council approve the placement of ten (10) Every Child Matters banners along Main Street in Sherbrooke in support of Truth and Reconciliation.*

4.b.) *award Pavement Contractor (with staff report)*

4.c.) *award bidder for Transfer station Specifications (with staff report)*

Update on CMHC Housing Accelerator Fund (HAF)

Economic Development

SUMMARY

The Municipality of the District of St. Mary's will aim to increase housing in the Municipality by applying for Housing Accelerator Fund. Increasing housing diversity, availability and property assessments connects directly to the St. Mary's Ten-Year Strategic Plan, Municipal Planning Strategy, with milestones that connect with Active Sherbrooke Plan, Land Development Committee Recommendations, and Climate Change Action Plan.

The deadline for Small/ Rural and Northern Communities has been extended to September 29, 2023. CMHC has performed a review of the Action Plan deeming it to be sound and viable with valuable feedback regarding milestones, timing, and housing categories. After discussions with CMHC reviewer, staff will incorporate this feedback into an updated submission.

BACKGROUND

In the 2022 federal budget, the Government of Canada announced \$4 billion in new funding to create a Housing Accelerator Fund (HAF), with municipalities as the primary target recipients. On July 4, 2023, the Government of Canada announced the launch of the Housing Accelerator Fund (HAF), with applications originally due August 18, 2023. The HAF has three primary support objectives:

- Supporting the development of complete communities that are walkable, consisting of appropriate residential density and a diverse mix of land uses, providing access to a wide variety of amenities and services through public and active transportation.
- Supporting the development of affordable, inclusive, equitable and diverse communities that encourage clear pathways to achieving greater socio-economic inclusion largely achieved through the equitable provision of housing across the entire housing spectrum.
- Supporting the development of low-carbon and climate-resilient communities

There are four (4) main requirements of HAF Program:

- **Develop** an action plan as part of our HAF application. The purpose of the action plan is to outline supply growth targets and specific initiatives to grow housing supply and speed up housing approvals.
- **Commit** to a housing supply growth target within the action plan that has an **Annual Growth Rate percentage change of least 10%** (projected increase in housing supply growth rate) from the baseline of the previous five-year average permitted dwelling units. **The Annual Growth Rate**

must also exceed 1.1% per year (Projected average annual housing supply growth rate with HAF).

- **Complete** a housing needs assessment report. (**Completed July 2023 by Province**).
- Must also **adhere** to the reporting requirements of the program.

The **goal**, should we receive the Housing Accelerator Funding, is to create twenty **(20) additional permitted units** over the next three years.

CONSIDERATIONS

Staff have prepared a Housing Action Plan, the targets set meet the growth rate requirements, the housing needs assessment has been completed by the province, and Staff will ensure that reporting requirements are adhered to. Staff have calculated dwelling unit projections based on priority of Council to increase housing stock across the continuum and particularly the missing middle.

Discussions with CMHC regarding the submission provided feedback and opportunities to strengthen the application to which Staff have integrated. **One initiative has been added while others have been strengthened.** The housing categories were also clarified resulting in an increase in the final funding calculation.

HAF Action Plan Housing Initiatives

1. Infrastructure Growth Viability Assessment (Water and Wastewater)

Aligned with CMHC initiative:

Updating infrastructure planning to align with official community plans, growth targets, and housing needs assessment.

Milestone 1: Capacity, efficiency and growth viability assessment of water and wastewater utilities including distribution and source water with the perspective of climate change and adaptations.

Milestone 2: Issue phased RFPs for priority improvements identified as barriers to new housing units in the Milestone 1 Assessment.

Milestone 3: Completion of priority improvements identified as barriers to new housing units in Milestone 2.

2. Permitting Enhancements of Processes, Policies and Resources

Aligned with CMHC initiative:

Implementing new/enhanced processes or systems such as case management, e-permitting, land and building modelling.

Milestone 1: Investigate opportunities for shared services with neighboring municipality through additional personnel supports, new software including e-permitting, and enhancing processes and streamlining services.

Milestone 2: Purchase, create and implement polices and procedures for process streamlining and integration of new e-permitting software.

Milestone 3: Add affordable housing incentives/ triggers from Initiative 4 into new processes, services and e-permitting system.

3. Capacity Building through supporting Non-Profit Housing Association(s)

Aligned with CMHC initiative:

Partnering with non-profit housing providers to preserve and increase the stock of affordable housing.

Milestone 1: Assist the local housing network in becoming a non-profit organization and information depository for housing and housing related resources for Guysborough County.

Milestone 2: Identify and create suitable partnerships with a non-profit housing association(s) and contribute financially to assist with a living wage employment position with non-profit housing association(s).

Milestone 3: Facilitate and create partnerships with Housing Developers, Planners/ Architects and Non-profit Housing Association(s) to create a new neighbourhood plan in the Municipality that includes requirements for net-zero or regenerative affordable housing.

4. Affordable Housing Incentives

Aligned with CMHC initiative:

Encourage Accessory Dwelling Units- a second smaller unit on the same property as a primary unit.

Milestone 1: Develop a Municipal incentive program to encourage building and using existing secondary units as a primary unit that aligns with federal and provincial housing programs while maintaining compliance with the Municipal Government Act (MGA).

Milestone 2: Host information sessions regarding the incentive and associated benefits of small-scale landlord/ affordable housing ownership and building accessory dwellings.

Milestone 3: Analyze and update fee structure to identify opportunities for inclusion of incentives for deeply affordable units (approx. 65% of affordable).

5. Coastal and Watershed Planning with Climate Change Mitigation and Adaptation.

Aligned with CMHC initiative:

Implementing measures to address or prevent flood plain or climate change risk for example making flood plains park land and/or creating relocation programs to move housing units out of at-risk areas.

Milestone 1: Use completed Phase 2 flood line and hazard mapping to create/ host/ attend regional solutions sessions, public and stakeholders and rights-holders engagement sessions.

Milestone 2: Conduct review of Land Use By-law to determine risk level to current zoning, assets and property across the municipality based on Phase 1 & 2 of the Eastern Shore Flood Line Mapping Project.

Milestone 3: Create action plan for Flood Risk and Hazard zones including mitigation, adaptation, and Land Use By-law adjustments; informed by regional solutions sessions, public and stakeholders and rights-holders engagement sessions.



6. Recovery of Underdeveloped and Idle Land

Aligned with CMHC initiative:

Implementing disincentives, costing or fee structures to discourage such things as unit vacancy, underdeveloped/idle land, and low-density forms of housing.

Milestone 1: Research and create Municipal policy for dangerous and unsightly premises.

Milestone 2: Conduct assessments and compile list of properties deemed dangerous and unsightly. Create report outlining actions with assistance of potential personnel support from Initiative 3.

Milestone 3: Make vacant land and underused units available by policy requirements that would include demolition of dangerous and unsightly buildings which would the either go to market or collections as per Nova Scotia Municipal Government Act Section 134 Tax Sale.

CMHC HAF Program Budget October 2023 to March 2026

Revenue

Base CMHC Funding	400,000
Funding Based on Housing Type	216,000
Affordable Housing	159,560
Total HAF Revenue	\$ 775,560

Expenditures

Initiative #1	307,186
Initiative #2	119,924
Initiative #3	59,182
Initiative #4	25,600
Initiative #5	20,000
Initiative #6	11,000
Contingency/Project holdback	232,668
Total HAF Expenditures	\$ 775,560

RECOMMENDATIONS

1. *Direct the Chief Administrative Officer to submit the Final Housing Accelerator Fund Action Plan that includes the six initiatives as outlined in the staff report on September 20th, 2023, along with all additional required documentation to the Canada Mortgage and Housing Corporation as the Municipality's application under the Housing Accelerator Fund program.*

Water Utility

Watermain Repair- Complete Paving and Cost Summary for the Repair.

SUMMARY

The recent watermain repair excavated a paved area adjacent to #7 near the water plant and near local retail businesses. Completion of the project will mean re-paving the work area to ensure there is a clean paved surface. Work should be completed in the coming few weeks to prevent the creation of potholes and potentially more maintenance work and related costs.

BACKGROUND

Three quotes have been collected: The lowest bid is as follows:

Nova Construction. \$15,500.00 Plus HST

CONSIDERATIONS

This expense will be charged to the water utility as a capital expense.

Nova Construction is the lowest bid. The cost with net HST will be: $\$15,500 * 1.04286 = \$16,164.33$.

Additionally: We now have enough data for the following summary of the total of the of the water leak repair costs.

The total excavation costs for the water repair were \$1,900. The cost with net HST will be $\$1,900.00 * 1.04286 = \$1,981.32$.

We also have approximately \$350.00 in parts costs. (Invoices pending).

Conclusion: Total dollar costs before additional staff time for the repair of the water leak is \$18,495.65.

RECOMMENDATIONS

Recommend that Council approve the award of the paving repair work to Nova Construction Co. LTD.

Motion:

That the Municipal Council for the Municipality of the District of St Mary's approve the award of the re-paving work to complete the current watermain repair efforts to Nova Construction Co. LTD. for a price of \$15,500.00 Plus HST.

Transfer Station New Building Construction

Engineer/Architect drawings to support the build.

SUMMARY

As part of the RFP process to select a construction company we have reached out to receive specifications and diagrams from engineer or architect services. Construction bidders who wish to compete to perform the construction work to build the new transfer station will follow the resulting specifications to prepare their bids and to build the final structure.

BACKGROUND

Three quotes were desired for this work. A total of 5 potential providers were identified and invited to bid on the drawing/building specifications work.

Two of the invited bidders responded with a quote.

CONSIDERATIONS

The cost will be charged to the transfer station capital project.

Note: Municipal Insurance is expected to pay all costs less 10K deductible.

Both costs are similar. Buchanan offers a shorter timeline and a consultation meeting which are both valuable aspects of their service. As a result, staff see a significant value in the extras in the Buchan bid and recommend its selection to council.

Professional liability Insurance will be required from the provider.

Additional information: Approximate Timeline for Transfer Station Build Award

4 Weeks to receive engineer drawings.

3.5 Weeks new RFP solicitation open to bidders (municipal and provincial web sites).

1.5 Weeks evaluation of bidders: Special council to approve bidder selection.

10 Days contract, receipt of performance bonds and insurance documents.

Staff Report



RECOMMENDATIONS

*Recommend that Council approve the award of the paving repair work to Buchanan Design Group.
Motion:*

That the Municipal Council for the Municipality of the District of St Mary's approve the award of the Design and drawing specifications for the new Transfer Station Build to Buchanan Design Group for \$6,000.00 Plus HST.

Topic

Municipal Truth and Reconciliation Projects Update

SUMMARY

The Community Development and Recreation Director has been working over the past number of years on a series of Truth and Reconciliation projects and initiatives for the Municipality. This report is an update for council on a number of those initiatives.

BACKGROUND

The Municipality's journey towards Truth and Reconciliation has been an on-going effort since the National Truth and Reconciliation Commission issued its report in 2015. The report includes calls to action specifically for municipal governments.

CONSIDERATIONS

The following are updates to on-going projects and information on new initiatives.

- **Grand Council Flag Raising** – After more consultation with the province, it was communicated to staff that the Mi'kmaq Grand Council Flag should have its own flagpole. Staff are recommending that the flag be raised on the flagpole located on Highway 7, replacing the Municipal Flag. The flag can be raised in advance of National Truth and Reconciliation Day on September 30th, 2023, and continue to be flown for the month of October which is Mi'kmaq History Month in Nova Scotia. If council wishes to fly the flag permanently after October, staff can research grant opportunities to offset the cost of installing a second flagpole at either the Municipal Office or Highway 7 location. The raising of the Mi'kmaq Grand Council Flag was suggested to staff through consultation with the Manager of Diversity and Inclusion with the Province of Nova Scotia. The act of flying this flag demonstrates to Mikmaq people, Indigenous people and all Nova Scotians that the Municipality recognizes the Mi'kmaq Nation and that raising the flag is an act of reconciliation.
- 1. **Residential Schools Commemorative Piece** – In 2021, Municipal Council made a motion to create and display a commemorative plaque that honours victims and survivors of Residential Schools in Canada. Since the motion was made, staff have been trying diligently to develop partnerships with community organizations, government departments and individuals to receive guidance and partnership in the development of the plaque and its wording. Organizations in the province are working hard on internal Truth and Reconciliation projects and do not have ability to take on any more projects such as ours. Recently, staff were able to be connected with an Elder

who resides in Nova Scotia who is able to work with the Municipality in the development of this commemorative piece. Geri LeBlanc of the Keeseekoose First Nation in Saskatchewan has agreed to work with staff to consult with Mi'kmaq Elders in the province to help to develop the piece. This will include the wording, placement and thoughts on the design of the final commemorative piece. Geri has called Mi'kma'ki home for the past 50 years. She was the Elders Coordinator with Dalhousie University from 2015 to 2021. As is custom when extending an invitation to work with an Elder, it is requested that the Municipality present Geri with Tobacco. Tobacco is extremely important in Indigenous cultures. It is a sacred medicine and is used to open communication with an Elder. Tobacco can be sent in the mail in lieu of presenting in person. An honourarium of \$500 has also been requested to work with Geri on this project.

2. **KAIROS Blanket Exercise** – Staff have prepared a grant application that will assist with some of the cost of hosting a KAIROS Blanket Exercise with Council and Staff. The application will come to council for consideration at a future meeting and be submitted to the Department of Communities, Culture, Tourism and Heritage.
3. **Every Child Matters Banners** – In advance of National Truth and Reconciliation Day and Orange Shirt Day on September 30th, 2023, staff have purchased Every Child Matters Flag Banners to be displayed on 10 street poles on Main Street. Banners were designed and purchased through the Indigenous company, Indigenous Marketing Solutions. The cost of these banners was \$740, which will come from the Community Development Projects budget.
4. **Indigenous Research Project** – In addition to internal efforts towards Truth and Reconciliation, staff have also tried to consider ways that Truth and Reconciliation can take place throughout the community. There is currently a lack of information and understanding of the history of the Indigenous peoples in St. Mary's. This lack of information has also been communicated by additional community groups in St. Mary's. Staff hosted a meeting in early August with representatives of the Sherbrooke Village and the St. Mary's Genealogy Society to discuss possible ways in which this historical data could be accessed and if there may be a collaborative project. Research was done on what opportunities may exist to work on a collaborative research project and a grant opportunity was discovered through the Department of Communities, Culture, Tourism and Heritage. The Strategic Development Initiative Grant encourages "partners-in-heritage" to develop projects that build on a community's assets and strengths to further sector development. The SDI program is for archives, community museums, municipal governments, not-for-profit groups, and other bodies that are exploring common heritage objectives. The grant program encourages community collaboration. A follow up meeting was held at the end of August, between project collaborators and additional partner organization the St. Mary's River Association to discuss the specifics of the grant program and what the project could look like. The group decided that a research project is the first step in gaining more insight into the indigenous History of St. Mary's. Each partner organization will contribute to the grant project in some form. A future presentation will be made to council presenting a draft of the Strategic Development Initiative project.

5. **Guiding Plan for Indigenous Learning** – Staff are looking for direction from council regarding this document. Did feel this document was helpful in learning more about Indigenous History, Indigenous Issues and Truth and Reconciliation as a whole? Was the format appropriate and easy to use? Staff would like to know if council would like an update to this document and councillors have any ideas or suggestions.

Recommendations

Staff are recommending that:

1. *The Municipality raise the Mi'kmaq Grand Council Flag at the flagpole located on Highway 7 in advance of National Truth and Reconciliation Day on September 30th, 2023 and continue to fly the flag for the month of October which is Mi'kmaw History Month in Nova Scotia.*
2. *Municipal Council approve an honorarium of \$500 for Elder Geri LeBlanc to assist in the development of a commemorative plaque to honour victims and survivors of residential schools.*



Please join the Municipality of
the District of St. Mary's for a

MI'KMAQ GRAND COUNCIL FLAG RAISING CEREMONY

Thursday, September 28th, 2023 at 4:30pm
Highway 7 Flag Pole, Sherbrooke, NS
Meet at Municipal Office, 8296 Highway 7