



NOTICE

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

DATE: Wednesday, April 17, 2024

TIME: 4:00 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 17th, 2024 at 4:00pm

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 3, 2024**
- 6. Business Arising from Minutes**
- 7. Correspondence:**
na
- 8. Presentation:**
na
- 9. Other Matters of Business**
 - a. Tender Award: Water Plant Aeration System (DAF System)**
 - b. Funding Opportunity: Flood Mapping Digital Tools**
 - c. Visit Guysborough County Tourism Website (verbal and onscreen view)**
 - d. Advertising/Public Message Plan**
 - e. Re-schedule June 5, 2024 COTW due to schedule conflict**
- 10. In-Camera: Legal, Contract Negotiation**
- 11. 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 Wier called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, April 3rd, 2024, at 4:00 p.m. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Warden Greg Wier

Deputy Warden James Fuller

Councillor Charlene Zinck

Councillor Courtney Mailman

Councillor Beulah Malloy

Absent with Regrets:

Councillor James Harpell

Councillor Everett Baker

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Jadzia Graham, Interim Municipal Clerk

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

On the motion of Councillor Zinck, and seconded by Councillor Mailman, Council approved the minutes of the COTW Meeting held March 20th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

- Gaelic Nova Scotia Month 2024

8. Presentation: Atlantic Canada Climate Services Hub of Nova Scotia Environment and Climate Change – Alex Cadel

- Alex Cadel informed Council of the existing information on Climate Change as well as the expected information for future years to come.

9. In-Camera: Legal, Personnel, and Contract Negotiations

On motion of Councillor Malloy, and seconded by Councillor Zink, Council agree to move In-Camera for Legal at 4:25 p.m.

Motion approved.

On motion of Councillor Fuller, and seconded by Councillor Zinck, Council agree to reconvene to regular session at 5:22 p.m.

Motion approved.

10. Other Matters of Business:

a. 2024 2025 Municipal Operating Budget – Draft #3

- Director of Finance (DOF) Marian Fraser informed Council of Draft #3 of the Municipal operating budget.

b. 2024 2025 Municipal Capital Budget – Draft #2

- Director of Finance (DOF) Marian Fraser informed Council of the updates to the Draft #2 Municipal Capital Budget.

c. Truth and Reconciliation Update

- A concept piece has been developed in collaboration with advice from Elders. It has been recommended that the piece be in the form of an original painting, to be done by a Mi'kmaw artist. This commemorative piece will be to honour resident school attendees.

d. Update 2024 Volunteer Awards

- Nomination form on the municipal internet is open. Nominations will be accepted until May 3
- Staff will provide a report to council to select a municipal volunteer of the year in time for the provincial deadline of May 23.

e. Transfer Station Service Levels

- Chief Administrative Officer (CAO) Doug Patterson informed Council of the
- Tabled to Monday, April 8th, 2024 Council meeting.

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, to table item 10. E to Monday April 8th, 2024 Council Meeting and items 10. I and J to a future Committee of the Whole meeting.

f. Lease Agreement for Port Bickerton Lighthouse

- See the attached staff report.
- A new lease Agreement was needed to be signed to replace the expired agreement.

On recommendation of Councillor Mailman, and seconded by Councillor Zinck, Council accepts the new proposed agreement between the Municipality of the District of St. Mary's and the Port Bickerton & Area

Planning Association to be effective upon signing. Further, that Council approves and requests that the warden sign the agreement on the Municipality's behalf.

g. Presentation for the New Municipal District Maps

- See the attached staff report.
- Chief Administrative Officer (CAO) Doug Patterson shared the new Electoral Boundary Maps with the 5 Districts.

h. 2024 2025 Internal and External Committee Appointments

- See the attached staff report.
- Audit Committee members to be chosen randomly. Three candidates had applied. Numbers 1 and 3 were drawn. Names to be announced at the annual general meeting (AGM).
- Remainder of committee appointments were postponed to the AGM

i. Security Action Plans

- Postponed to a future Committee of the Whole meeting.

j. Annual Ad Messages

- Postponed to a future Committee of the Whole meeting.

k. Circular Materials and Extended Producer Responsibility

- See the attached staff report.
- Circular Materials is the not-for-profit corporation that has been appointed by Divert Nova Scotia to operate the Extended Producer Responsibility (EPR) program to collect residential recycling in Nova Scotia.
- Planning is underway to convert Municipal Programs
- The new EPR program is expected to be in operation collecting curbside recycling after December 2025.

Adjournment

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, there being no further matters of business, Council adjourned at 6:45 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier

Maintenance of Water Treatment Facility

DAF Saturation Tank Replacement

Written By: Director Of Public Works

SUMMARY

It was identified by Public Works staff that the saturation tank in the Water Treatment Facility is insufficient and needs to be replaced.

BACKGROUND

During recent inspections and maintenance of the Water Treatment facility, Public Works staff discovered that the saturation tank is insufficient for the process at the water treatment facility. The saturation tank produces microbubbles of air which is introduced into the recycle water. This water/air mixture is then introduced to the DAF tank. The microbubbles attach to the organics in the water with the assistance of chemicals and float to the top of the tank. A skimmer then removes the floating organics to waste. The saturation tank that is in place now, is not a manufactured saturation tank, and will not produce enough microbubbles to efficiently remove the organics from the water. This puts a larger load on the mixed media filters to remove the organics that are carried over. This saturation tank also operates with 60-70psi of air pressure within it and has never been inspected for structural integrity since it has been installed in 1999. It is suggested to replace the saturation tank with a proper working and fabricated saturation tank. Public Works has recently published a tender for the replacement of the saturation tank and have received one bid for this tender.

CONSIDERATIONS

Public Works have received one bid from the DAF system tender. Sansom Equipment Ltd were the only company to submit a bid on this tender. The price submitted for this tender is \$73,400 +HST.

The fund will come from the Sustainable Service Growth Fund.

RECOMMENDATIONS

That municipal council approve the tender bid from Sansom Equipment Ltd, to replace the saturation tank to ensure the utmost quality of drinking water provided to the customers in the price of \$73,400 +HST.

Funding Opportunity: Flood Mapping Digital Tools

Economic Development

SUMMARY

The Nova Scotia Department of Municipal Affairs is currently receiving requests, by letter, for fully funded 3D Digital Flooding Mapping products that will assist Municipalities in flood risk and hazard communication with stakeholders, rights-holders, business and residents. This 3D Flood mapping product can also assist the Municipality with asset management decisions, emergency management operations, land use and infrastructure planning, community planning and infrastructure stress testing.

BACKGROUND

The Nova Scotia Department of Municipal Affairs and Housing is supporting municipalities with flood mapping projects under their Municipal Flood Line Mapping program. Phase 1 project area with measuring, modeling and mapping encompassed the coastline of the Eastern Shore from Ecum Secum to the Canso Causeway. The Final Report, data, model, and flood maps for phase 1 have been completed and submitted to St. Mary's by CBCL Limited.

The fully funded and lead by the province Phase 2 of the Flood Line Map Project, which extends into the watershed level, is nearing completion. The first draft report was shared with stakeholders including Staff from St. Mary's on March 20, 2024. The final report and final deliverables should be available by the end of April or the beginning of May 2024 for Council to chose next steps.

CONSIDERATIONS

- The Phase 2 Final Report and Deliverables will soon be available for Council to decide how best to use and communicate the data. The current deliverables are paper copy 2D maps and GIS shapefiles.
- The report and data will be included in the provincial flood line mapping program slated for release in 2027.
- There is currently no Staff dedicated to GIS map production in-house. However, the possibility still exists, should St. Mary's be awarded the Clean Foundation Community Climate Capacity program, that Staff could have access to Clean Foundation GIS specialists (with capacity yet to be determined).
- The Nova Scotia Coastal Protection Act Regulations have been canceled, which were the regulations that were going to inform the Municipal Planning Strategy and Land Use By-law.
- 3D Digital Mapping Products are created with LiDAR data (Laser-light Detection and Ranging) along DEM (Digital Elevation Models). This technology allows for clear and engaging content in an interactive, user-friendly format that is optimized for mobile, tablet and desktop.

Staff Report



RECOMMENDATIONS

Recommend that Council direct Staff to send letter to Nova Scotia Municipal Housing and Affairs Senior Planner to request full funding for a 3D Digital Flood Mapping Product and to direct Staff to obtain quotes to support the letter.

Recommend Staff arrange a presentation to Council explaining 3D Digital Mapping Products.



Annual Ad Submissions

Ad Campaigns (2024)

SUMMARY

The Municipality advertises and promotes many events, activities, and holidays. that informs the Community of activities, events, and current information that is taking place in the Municipality of the District of St. Mary's.

In previous years the Municipality has put an ad in the journal whenever the Guysborough Journal staff reach out. Guysborough Journal has put together a list for the full year's ad campaigns and would like to know what the Council's thoughts are on doing all or a selected amount of ad campaigns. Prices are based on 2023 pricing. The municipality also advertises in the Municipal Newsletter as well as the Municipal Website.

BACKGROUND

The Municipal website, <https://saint-marys.ca/> and the Monthly newsletter is something that all residents in the Municipality have access to or receive. Guysborough Journal advertises local businesses, activities and events happening in Guysborough County. The Municipality has the ability to advertise and support different holidays and promotional events in the Guysborough Journal.

This is a great opportunity to advertise and show support for the national holidays as well as promote the great activities and events happening in the St Mary's Municipality.

Pricing is as follows:

1/12 page: \$79

1/8 page: \$119

1/4 page: \$199

1/3 page: \$299

1/2 page: \$380

CONSIDERATIONS

Council may choose which Ad submissions they would like to participate in and to advertise in either the Municipal Newsletter/website or Guysborough Journal, Warden Greg Wier will read them off and Councillors will vote whether they would like to participate or not and in which Newsletter/Journal.

Ad Campaign	Date	Municipal Newsletter/Website	Guysborough Journal
<ul style="list-style-type: none">New Year's Day	Jan. 1 st		
<ul style="list-style-type: none">African Heritage Month	Feb. 7 th		

Staff Report



• International Women's Day	March. 6 th		
• Easter	March. 27 th		
• Volunteer Week (April 17)	April. 17 th		
• Congrats University Grads	May. 1 st		
• Mother's Day	May. 8 th		
• National Nurse's Week	May. 15 th		
• Father's Day	June. 12 th		
• High School Graduation	Jun. 19 th		
• Canada Day (June 26)	June. 26 th		
• Come Home Week	July 24 th		
• National Forest Week	Sept. 25 th		
• National Day for Truth and Reconciliation	Sept. 25 th		
• Mi'kmaq History Month	Oct. 9 th		
• Fire Prevention Week	Oct. 9 th		
• School Bus Safety Week	Oct. 16 th		
• Small Business Week	Oct. 23 rd		
• Continuing Care Month	Oct. 23 rd		
• Halloween Safety	Oct. 30 th		
• Remembrance Day	Nov. 6 th		
• Christmas Greetings	Dec. 11 th & 18 th		
• New Years Greetings	Dec. 25 th		

Staff Report



<ul style="list-style-type: none">Nova Scotia/Nunavut Command RCL – “Veteran’s Service Recognition Book”	Nov. 11 th		
<ul style="list-style-type: none">Nova Scotia Ground Search and Rescue Guide Ad Submission	Published in May.		

RECOMMENDATIONS

That Municipal Council directs staff to participate in the selected Ad campaigns with the selected advertisement publisher that Council approved and to direct the Municipal Clerk to follow up with executing the Ad submissions.