NOTICE

MEETING: Committee of the Whole

DATE: Monday, November 2nd, 2026

TIME: 5:00pm

PLACE: Council Chambers, 8296 Highway 7, Sherbrooke

Please Advise If Unable To Attend

Municipality of the District of St. Mary's

Committee of the Whole (COTW) Meeting
Wednesday, November 2nd, 2026

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 COTW held Wednesday October 21st, 2026
6. Business Arising from Minutes
7. Presentation: AIM & Clean: Planning for Our Changing Coast and Rivers
8. Other Matters of Business
    a. Staff Report – Water Treatment Plant PLC Replacement
    b. Cancellation of December 16, 2026, Council/COTW Meeting

Adjournment

Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting
Wednesday, October 21st, 2026

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, October 21st, 2026, at 5:27pm. 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:

Lesley McFarlane, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance/Treasurer
Janelle Fleet, Interim Municipal Clerk
Kelsey Reece, Director of Emergency Services

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of the Agenda:

On the motion of Councillor Tibbo, seconded by Councillor Malloy, Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

On the motion of Councillor O'Connell, seconded by Councillor Beaver, Council approved the minutes of the Committee of the Whole meeting held October 7th, 2026.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

a. From the Cruiser – September 2026

- Council reviewed the September 2026 report from the Guysborough County District RCMP, which highlighted local policing activities, road safety initiatives, and community engagement efforts.

b. Trails Association Request – Letter of Support

- Council discussed the Trails Association's request for a letter of support for its trail expansion project along the former railbed.
- It was noted that CAO Lesley McFarlane and Warden Fuller had attended the opening associated with the Trails Association.
- The Trails Association requested an updated letter of support to assist with grant applications for the 2027–2028 funding year. The letter would acknowledge the Municipality's awareness of the project, its involvement regarding funding assistance, and how the project aligns with municipal priorities. The Association also advised that an additional three kilometres of trail were expected to open in October, with nine kilometres remaining to be developed.
- Council supported providing a letter of support for the Trails Association.

On the motion of Deputy Warden Malloy, seconded by Councillor Tibbo, the Committee of the Whole recommended that Council approve the preparation of a letter of support for the Trails Association.

Recommendation approved.

8. In-Camera: Contract Negotiations

On the motion of Councillor Tibbo, seconded by Councillor O'Connell, Council agreed to move in-camera for contract negotiations at 5:31pm.

Motion approved.

On motion of Deputy Warden Malloy, seconded by Councillor O'Connell, Council agreed to reconvene to regular session at 6:03pm.

Motion approved.

Adjournment

On motion of Warden Fuller there being no further matters of business, Council adjourned at 6:04pm.

Motion approved.

Recorded By	Approved By
Janelle Fleet, Interim Municipal Clerk	Warden Fuller

Climate-Resilient Coastal Communities Program

Mid-project update for the Municipality of the District of St. Mary's

Committee of the Whole | November 2, 2026 | Presented by Emily Cowin, P.Eng., AIM Network

1 Purpose

This update reintroduces the Climate-Resilient Coastal Communities (CRCC) program, reports where the work stands at the mid-point, and sets out what remains before the project wraps on February 28, 2027. **It is for information. Council is not asked to make a decision.** No land use decision will come out of this project before residents have been informed and heard.

2 What the CRCC program is

CRCC is supported by Natural Resources Canada (NRCan). AIM Network leads a partnership with the Transition Bridges Project, Caprivian Strip Inc., We6 Planning Group, TransCoastal Adaptations and the New Brunswick Environmental Network. Together they give municipalities training and technical help to plan for coastal climate risk, so that adaptation actions are funding-ready and balanced against existing infrastructure needs and growth.

St. Mary's signed its letter of commitment on March 19, 2025. The Municipality and Clean Foundation each contributed $8,750 plus tax. St. Mary's joined because coastal flooding and erosion are live issues in the community, alongside drought and heavy rainfall. St. Mary's works on its own rather than in a cohort, and uses the risk approach developed with ten other CRCC communities.

3 Program steps and status

Step	What it does	What St. Mary's receives	Status
Mapping and data	Flood mapping from provincial data and municipal records	GIS maps and files of flood risk areas	**Complete**
Adaptation governance	Reviews how climate risk enters municipal decisions	Policy update recommendations, adaptation framework and roadmap	**In progress**
Community engagement	Hears from residents, including people often missed	Engagement record and What We Heard summary	**In progress**
Risk assessment (PIEVC high-level screening)	Rates climate risks to people, services and assets	Risk priorities, vulnerability profiles, assets mapped in GIS	**Starts Nov 2**
Land use planning	Prepares the ground for the land use consultation	Planning roadmap and better management practices guide	**In progress**
Nature-based solutions	Looks for natural ways to reduce flooding and erosion	Concept, cost and timeline for one intervention if suitable; funding support	**After risk assessment**
Capital plan and financing	Fits adaptation into the capital plan	Five-year capital and financing plan, with funding and staffing pathways	**After risk assessment**
Council presentations	Keeps council informed	Overview, mid-project (today) and final presentations	**In progress**

4 Work to date

Flood mapping. Clean Foundation's Flood Risk Review (September 1, 2026) used the Province's new coastal and river flood mapping and named Port Bickerton, Ecum Secum and Sherbrooke as priority areas. AIM's community maps show three futures to 2100: probable, plausible and possible.

Land use. A memo on land use considerations under climate change, and a preliminary assessment of current land use.

Risk assessment. The approach was built with ten other CRCC communities. The staff workshop is on November 2.

Open questions: how much asset data is available for the risk assessment; what residents tell us at the sessions; and how residents weigh flood damage against the effect of by-law changes on property use, value and insurance.

5 Public drop-in sessions

"Planning for Our Changing Coast and Rivers" runs at the Port Bickerton Community Centre (Monday, November 30, 4–6 pm), the Liscomb Legion (Tuesday, December 1, 1–3 pm) and the Sherbrooke Village Exhibit Centre (Tuesday, December 1, 5–7 pm). Three stations cover what climate projections mean, options to build resilience, and how planning ahead benefits residents. We are asking residents how flooding affects them, which places worry them, how flood risk should count in planning, and what a thriving St. Mary's looks like in 30 to 50 years. Feedback is anonymous; an online form is open to those who cannot attend.

6 Land use planning and the Housing Accelerator Fund

This project helps prepare for the Municipality's land use planning consultation. It does not set land use guidelines, change the Land Use By-law or draw regulatory lines. It provides maps, a picture of risk and a roadmap, so the consultation starts with informed residents and options are discussed with the community before any decision.

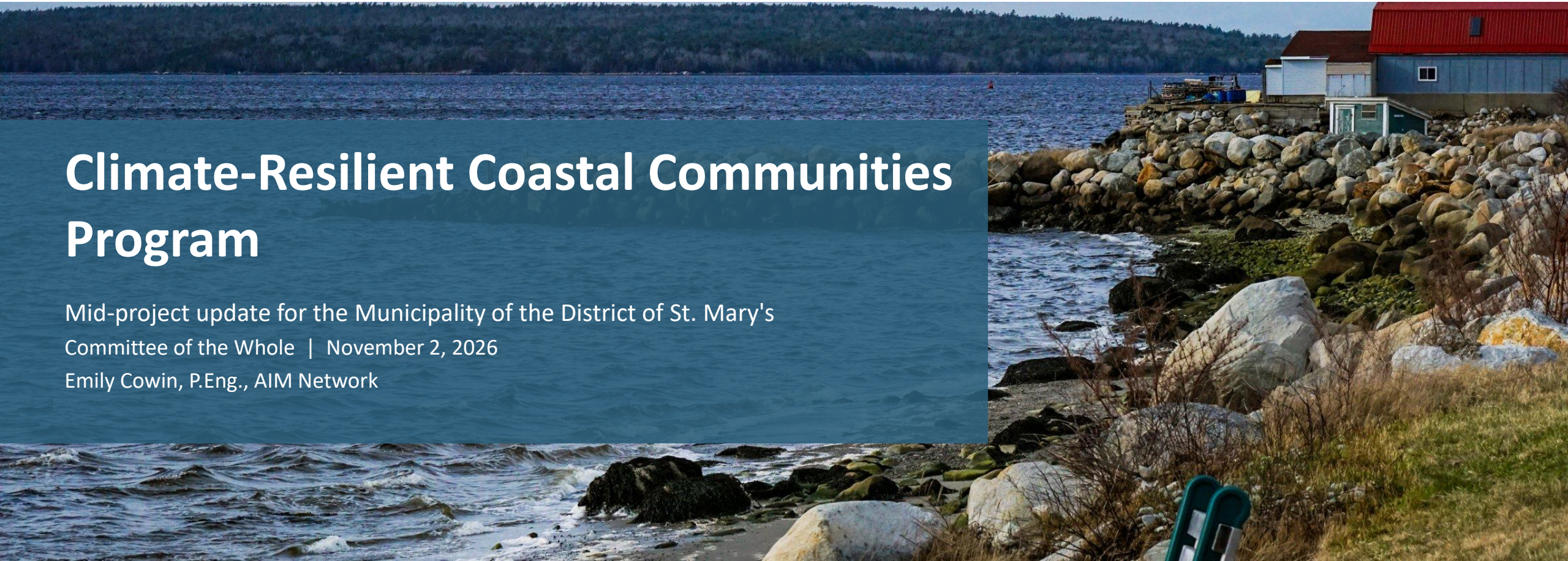
The work also helps meet the three milestones of HAF Initiative #6, Coastal and Watershed Planning, covering both coastal and river flooding:

HAF milestone	Due	How it is met
1. Flood Risk Review	Sept 30, 2026	Complete: Clean Foundation, September 1, 2026
2. Sea Level Rise Mapping and Community Engagement	Dec 31, 2026	Community maps, drop-in sessions and What We Heard summary
3. Flood Risk Action Plan	Mar 31, 2027	The CRCC adaptation plan and roadmap; draft January 8, final to council in February 2027

7 What comes next

November 2, 2026	Staff risk assessment workshop
Nov 30 – Dec 1	Public drop-in sessions in Port Bickerton, Liscomb and Sherbrooke
By December 31	What We Heard summary (HAF milestone 2)
January 8, 2027	Draft report and Flood Risk Action Plan to staff
February 2027	Final presentation to council
February 28, 2027	Project wraps
Spring 2027	Free Green Shores training for residents, in Antigonish

Contact: Emily Cowin, P.Eng., AIM Network, ecowin@aimnetwork.ca. A separate primer on reading sea level projections and flood lines will be sent to the CAO as background for staff.



Climate-Resilient Coastal Communities Program

Mid-project update for the Municipality of the District of St. Mary's

Committee of the Whole | November 2, 2026

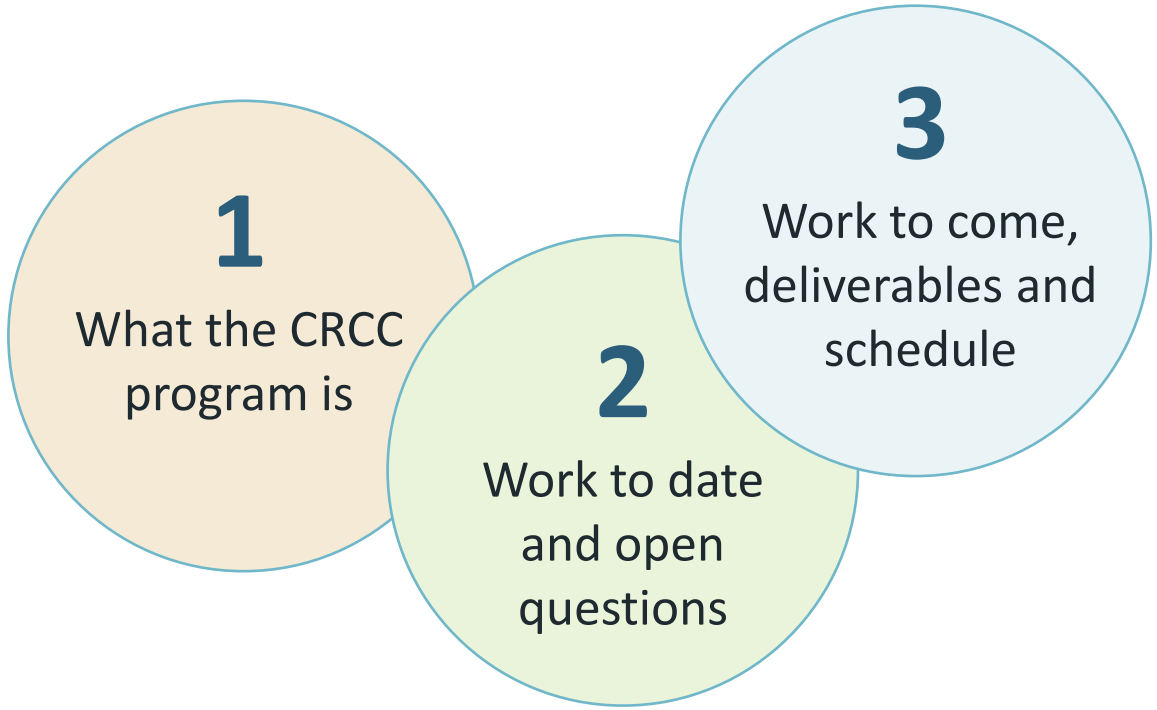
Emily Cowin, P.Eng., AIM Network

Why we're here today

Information only.
No decisions today.

Nothing about land use or capital project spending is decided before residents have been informed and heard. This project gets that conversation started.

Public engagement sessions help prepare for the land use planning consultation. It is not the consultation itself and does present land use guidelines.



What the CRCC program is

A Natural Resources Canada program that helps coastal municipalities plan for climate risk and make adaptation actions funding-ready.

- Training and technical help for staff and council
- Balances climate risk with aging infrastructure and growth
- Led by AIM Network with non-profit, academic and industry partners

Program partners

We6 planning group

TransCoastal Adaptations
Centre for Nature-Based Solutions

New Brunswick Environmental Network
Réseau environnemental du Nouveau-Brunswick

THE TRANSITION BRIDGES PROJECT

CAPRIVIAN STRIP INC

AIM network

St. Mary's in CRCC

April 2024 — Project awarded, cohort recruitment started
90% Funded by Natural Resources Canada

Mar 19 2025 — Letter of commitment signed by St. Mary's

$17,500 — Split contributed by each of the Municipality and Clean Foundation

Feb 28 2027 — Project wraps

Why St. Mary's joined: coastal flooding and erosion are live issues, alongside drought and heavy rainfall. St. Mary's works on its own, using the risk approach built with ten other CRCC communities.

How the program works: eight steps

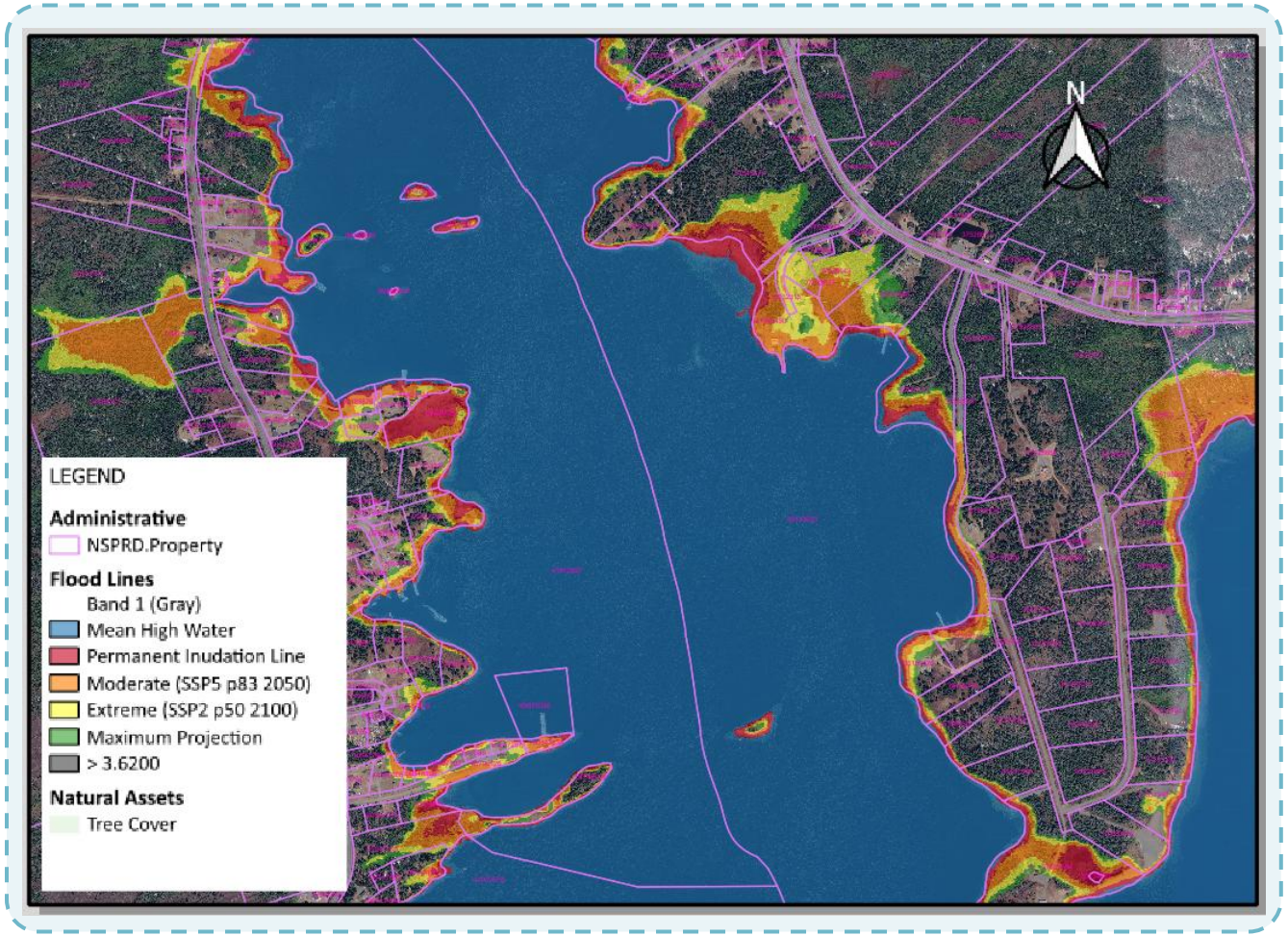


Complete

In progress

After the risk assessment

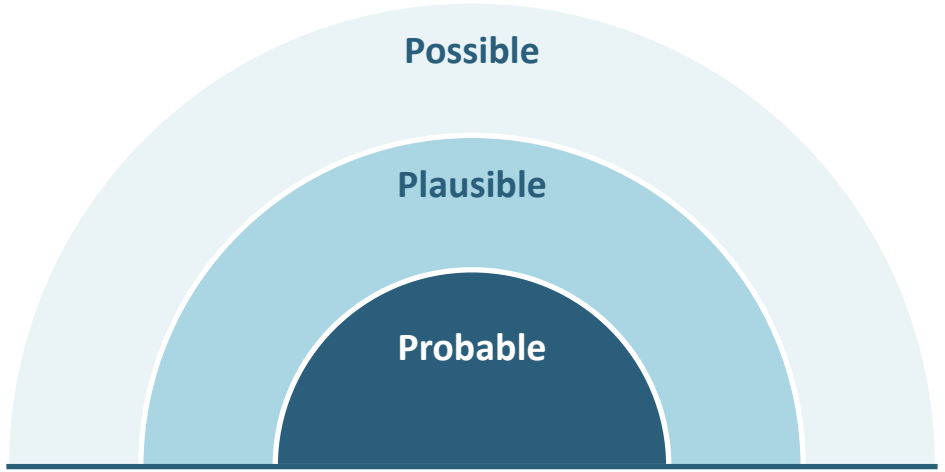
Flood mapping: three futures to 2100



Probable: higher high tides, middle path of warming, no storm.

Plausible: the same, plus a major storm surge.

Possible: a major storm surge if warming runs high.



Based on the Province's flood line mapping and Clean Foundation's Flood Risk Review (Sept 2026).

Work to date and open questions

Done so far

- Flood Risk Review complete (Clean Foundation, Sept 1, 2026)
- Community flood maps for Port Bickerton, Liscomb / Ecum Secum and Sherbrooke
- Memo on land use considerations under climate change
- Preliminary assessment of current land use
- Risk approach built with ten other CRCC communities; staff workshop today
- Public drop-in sessions planned and materials ready

Open questions

How much asset data is available for the risk assessment?

What will residents tell us at the drop-in sessions?

How do residents weigh flood damage against the effect of by-law changes on property use, value and insurance?

Public drop-in sessions: Planning for Our Changing Coast and Rivers

Port Bickerton Community Centre
Mon, Nov 30 | 4–6 pm

Liscomb Legion
Tue, Dec 1 | 1–3 pm

Sherbrooke Village Exhibit Centre
Tue, Dec 1 | 5–7 pm

Three stations

- **What climate projections mean**
- **Options to build resilience**
- **How planning ahead benefits residents**

What we're asking residents

- How does flooding affect you?
- Which places worry you?
- How should flood risk count in planning?
- What does a thriving St. Mary's look like in 30 to 50 years?

Feedback is anonymous: a feedback table, a short poll and an online form for those who can't attend. A What We Heard summary follows by December 31 to meet HAF funding requirements. The sessions are a starting point for the land use consultation, not a decision.

This project starts the land use conversation

CRCC project
Now to Feb 2027
Maps, a picture of risk, a roadmap and informed residents

Land use consultation
Led by the Municipality, later
Options discussed openly with the community

Council decides
After the consultation
With residents informed and heard

What this project does not do

- Set land use guidelines
- Change the Land Use By-law
- Draw regulatory flood lines

Meeting the Housing Accelerator Fund commitments

HAF Initiative #6, Coastal and Watershed Planning: three milestones, covering coastal and river flooding.



Flood Risk Review
Due Sept 30, 2026

Complete:
Clean Foundation, September 1, 2026
AIM Network, October 14, 2026



Sea Level Rise Mapping and Community Engagement
Due Dec 31, 2026

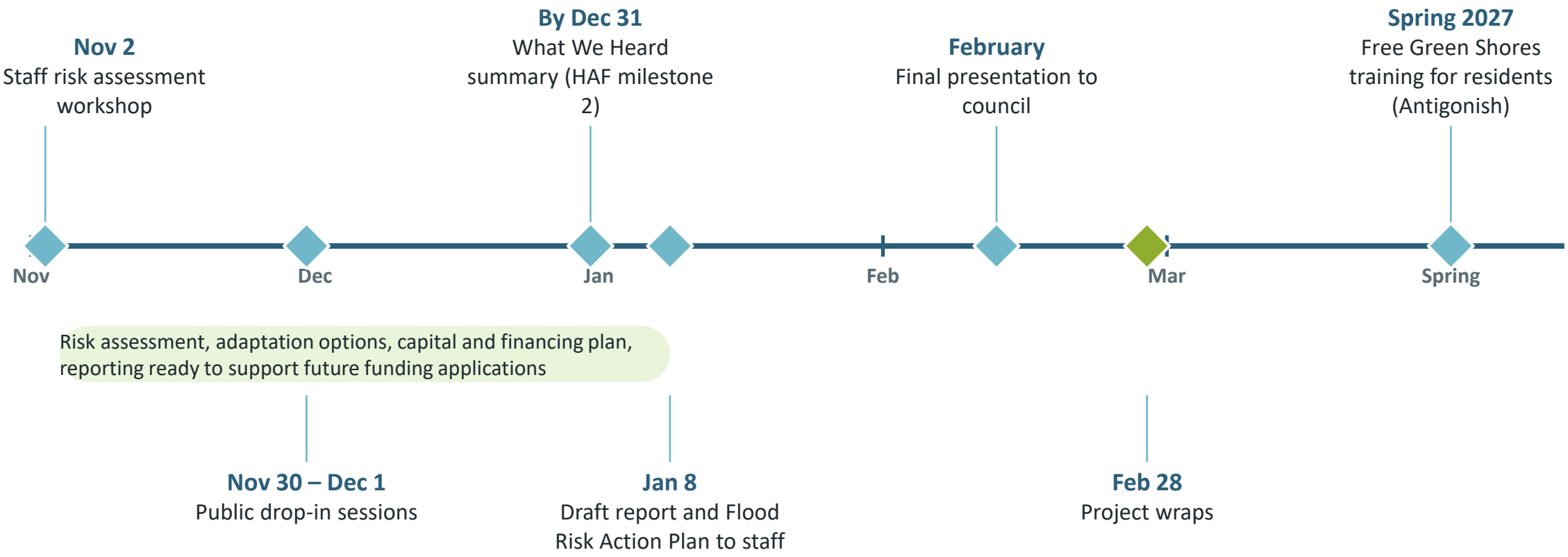
Community maps, drop-in open-house sessions and a What We Heard summary



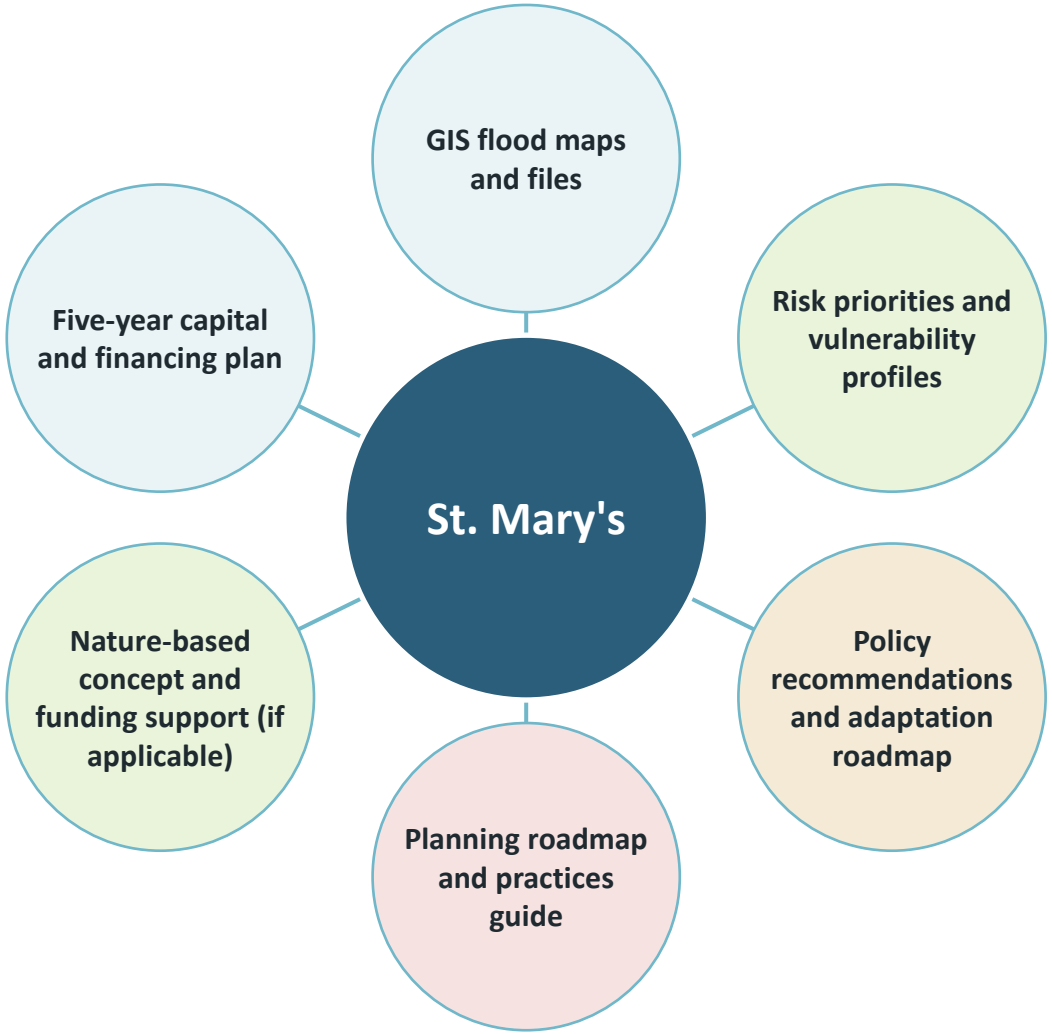
Flood Risk Action Plan
Due Mar 31, 2027

The CRCC adaptation plan and roadmap; draft January 8, final to council in February

Work to come: schedule to February 28, 2027



What is delivered to you



Outcomes

- A Flood Risk Action Plan that meets the HAF commitment
- A planning roadmap to start the land use consultation with informed residents
- Funding-ready adaptation priorities, with staffing and funding pathways
- Risk mitigation actions for priorities that cannot be completed immediately because of funding, staff or resource constraints
- A record of what we heard from residents

Next: risk workshop today, drop-ins Nov 30 and Dec 1, draft January 8, final to council in February.

Questions

Emily Cowin, P.Eng.
AIM Network
ecowin@aimnetwork.ca

Staff Report

Water Treatment Plant PLC Replacement

SUMMARY

The Water Treatment Plant's programmable logic controller (PLC) panel requires replacement due to its age, obsolescence, and the increasing difficulty in sourcing replacement parts. The PLC serves as the central control system, or "brain," of the water treatment plant and is essential to the operation of all treatment and distribution processes. The need to replace this equipment was first identified and brought to the Municipality's attention in October 2023. The existing PLC panel is original to the facility and has been in service since the plant was commissioned.

The proposed project includes the supply and installation of a new PLC control panel, replacement PLC hardware, programming and configuration of the control system, integration with existing plant equipment, and all required testing and commissioning. The work is expected to be completed over a three-day period. The first day will consist of preparatory work, including wire identification and labeling, installation of the new control panel, and setup of temporary power arrangements to maintain water distribution during the changeover. The second day will involve transferring plant controls from the existing PLC hardware to the new system, with the objective of returning the plant to normal operation by the end of the day. The third day will be dedicated to system testing, commissioning, troubleshooting, and site cleanup.

The project was initially tendered on August 29, 2024; however, it was determined that additional design and technical information was required before contractors could adequately price the work. In April 2025, Strait Engineering Ltd. was awarded the Municipality's three-year engineering services contract, which included the design and implementation of the PLC replacement project. Following completion of the design work, the project was tendered a second time in May 2026, but no bids were received.

As a result, Strait Engineering Ltd. engaged with qualified and trusted contractors experienced in industrial control systems to identify a suitable delivery method for the project. This multi-vendor approach allows the municipality to leverage the specialized expertise of professionals in each of the relevant disciplines.

Through this process, Strait has engaged A.H. Roy & Associates Ltd. to deliver electrical engineering services related to the design of the new control panel and associated electrical components, as per the previously awarded engineering services contract with Strait. Suburban Electric Ltd. has been identified as the vendor recommended to supply the PLC panel and complete the installation of the PLC panel, with associated hardware and programming services. This approach will allow the Municipality to proceed with a critical infrastructure upgrade that will improve the reliability and maintainability of the Water Treatment Plant while reducing the risk of an unplanned failure of the existing control system.

Staff Report

BACKGROUND

A capital project in the amount of $114,714 is included in the municipality's approved 2026/27 capital program. This project was originally approved in fiscal year 2024/25. Funding for this project is sourced equally from the Municipal Capital Growth Program (MDGP), and the Build Communities Strong Fund (BCSF). Due to project complexity and procurement challenges, the project has been extended into the current fiscal year. In order to expend secured grant funding, the project must be completed by March 31, 2027.

The existing PLC panel was installed as part of the original water treatment plant construction in 2000 and has been in continuous operation since. The PLC serves as the central control system for the facility and is responsible for managing all major treatment and distribution processes, including raw water intake, water quality monitoring, reservoir level monitoring, filtration, chemical dosing, water distribution, and alarm monitoring.

Although the existing PLC system remains operational, it has reached the end of its service life and is considered obsolete. Replacement components are becoming increasingly difficult to source, and in some cases are no longer manufactured. As a result, a significant equipment failure could be difficult or impossible to repair within a reasonable timeframe.

Failure of the PLC system would substantially impact plant operations and require operators to manually control treatment and distribution processes. This would necessitate continuous on-site staffing on a 24-hour, 7-day-per-week basis to operate valves, pumps, and other critical equipment, resulting in increased operational costs and heightened risk to service continuity. Replacing the PLC system proactively will reduce these risks and help ensure the long-term reliability of the Municipality's water treatment infrastructure.

CONSIDERATIONS

Under the Municipality's three-year engineering services contract, the Municipality retained Strait Engineering Ltd. to design and oversee the implementation of the programmable logic controller (PLC) replacement project at the water treatment plant. As part of this work, A.H. Roy & Associates Ltd. has been engaged by Strait to provide electrical engineering services related to the design of the new control panel and associated electrical components. This subcontractor was approved to provide electrical design services through the award of the engineering services contract to Strait.

Cost and Financial Implications:

The quotation from Suburban Electric Ltd. for the PLC replacement is $50,790 plus HST, with associated engineering services from Strait Engineering Ltd. totaling $27,303 plus HST. The engineering services contract for this project was awarded to Strait Engineering Ltd in May 2025.

The combined project cost of $78,093 plus HST is within the approved budget allocation and can be accommodated within the funding identified for this project.

Procurement and Supplier Selection:

The Municipality issued tenders for this project on two separate occasions; however, no bids were received through either process. As the Municipality's engineering consultant, Strait Engineering Ltd. subsequently engaged a qualified and reputable contractor capable of completing the work, Suburban Electric Ltd. Suburban Electric Ltd. has provided a quotation to supply the materials and perform the installation.

Implementation and Continuity of Service:

The project is tentatively scheduled to be conducted during the first week of December and is expected to require approximately three days to complete. Extensive planning has been conducted to identify an approach that will allow water distribution service to remain uninterrupted throughout the project. As a precautionary measure, the Municipality will issue a Mandatory Water Conservation Alert during the changeover period. Manual plant operation procedures will be available should operational support be required during commissioning and testing.

RECOMMENDATIONS

It is recommended that Council award Suburban Electric Ltd. the quotation to supply, install and commission the water treatment plant PLC panel replacement in the amount of $50,790 plus HST, to be funded through the approved 2026-2027 Capital budget.