



# Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, April 19<sup>th</sup>, 2023

*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 19<sup>th</sup>, 2023 at 4:00 pm in the Council Chambers, Sherbrooke, N.S.

## 2. Attending:

Warden Wier  
Deputy Warden Fuller  
Councillor Mailman

Councillor Zinck

## Absent with Regrets:

Councillor Baker  
Councillor Malloy  
Councillor Harpell

## Also Attending:

Marissa Jordan, Chief Administrative Officer (CAO)  
Marian Fraser, Director of Finance (DOF)  
Mallory Fraser, Municipal Clerk

## 3. Additions to the Agenda:

- 7b. 2023-24 Cost Shared Program for Paving Subdivision (J Class) Streets

## 4. Approval of the Agenda:

*On motion of Deputy Warden Fuller, and seconded by Councillor Zinck, Council approved the agenda with the addition of 7b.*

***Motion approved.***

## 5. Approval of Minutes:

*On motion of Councillor Mailman and seconded by Councillor Zinck, Council approved the minutes of the COTW Meeting held Wednesday, April 5<sup>th</sup>, 2023.*

***Motion approved.***

## 6. Business Arising from the Minutes:

- There was no business arising from the minutes.

## 7. Correspondence

### a. Sustainable Services Growth Fund – Honourable John A. Lohr, Minister of Municipal Affairs and Housing

- Correspondence was received from the Honourable John A. Lohr, Minister of Municipal Affairs and Housing regarding the Sustainable Services Growth Fund.
- The Department of Municipal Affairs and Housing has approved a grant of \$312,383 to support infrastructure investments within the Municipality under the new Sustainable Growth Fund.

- The grant can be used to support Municipal services by investing in the municipal infrastructure needed to serve a growing population, improve sustainability, and provide increased resiliency.
- Council advised staff to bring forward suggestions on what the grant can be spent on for Council's discussion.
- Deputy warden Fuller noted that it is exciting that the grant can be used for accessibility projects, as there are many areas it could be used.

Councillor Baker entered the meeting at 4:05 pm.

b. 2023-24 Cost Shared Program for Paving Subdivision (J Class) Streets – Minister Kim Masland

- Correspondence was received from Minister Masland regarding the 2023-24 Cost Shared Program for Paving Subdivision (J Class) Streets.

*Councillor Baker entered the meeting at 4:06 pm.*

- The Municipality has been approved for the paving of Bennett's Loop. The total cost of the project is \$185,000 and would be a 50-50 cost share, leaving the Municipality responsible for \$92,500.
- The CAO mentioned that in 2020 when Bennett's Loop was approved for cost share it was approved at \$90,000.
- Council directed staff to place this matter on the next COTW agenda.

## **8. Other Matters of Business:**

a. Request to Name Private Roads

- A portion of road at the end of Bakers Point Road requires a road name. Clear road names and civic number assignment is required for effective 911 response. The proposed road name is Bakers Road Extension.
- The Building Inspector identified that a portion of the road at the end of Bakers Road in Marie Joseph is unnamed and there are dwellings located on this portion of the road that require civic numbers. Clear road names and civic number assignment is required for effective 911 response, which also requires clear communication with the public. There is currently confusion due to the discrepancy between posted road names, potential names on property deeds, and posted civic numbers. The property owners may believe that these are helpful if they call 911, but none of this information is included in the NS Civic Addressing Database Finder (NSCAF) and is thus unavailable to 911 operators or emergency responders.
- For simplicity, the Building Inspector has suggested naming this portion of the road Bakers Road Extension.

*On the recommendation of Councillor Baker, and seconded by Deputy Warden Fuller, Council approved the proposed road name Bakers Road Extension for the portion of road at the end of Bakers Road in Marie Joseph.*

***Recommendation adopted.***

- St. Mary's District contacted Spatial Metrics Atlantic Limited concerning options for providing civic addresses to remote civics near Big Gaspereaux Lake. Clear road names and civic number assignment is required for effective 911 response.

- St. Mary's District contacted Spatial Metrics Atlantic Limited concerning options for providing civic addresses to remote civics near Big Gaspereaux Lake. There are no nearby addressed roads to use in calculating civic numbers, although access to the area appears to be available via resource roads.
- A field investigation prepared by Spatial Metrics Atlantic Limited for the Nova Scotia Internal Services Information, Communication & Technology Branch of the Nova Scotia Geomatics Centre of the access to the properties along Big Gaspereaux Lake was conducted on August 31st, 2022. The roads were GPSed, and most buildings were photographed. The area was accessed from the end of Goldenville Road Extension, a road in Goldenville administered by Transportation and Infrastructure Renewal (TIR).
- Clear road names and civic number assignment is required for effective 911 response, which also requires clear communication with the public. There is currently confusion due to the discrepancy between posted road names, potential names on property deeds, and posted civic numbers. The property owners may believe that these are helpful if they call 911, but none of this information is included in the NS Civic Addressing Database Finder (NSCAF) and is thus unavailable to 911 operators or emergency responders.
- The proposed road names are Nugget Road South, Nelson Lane, and Nickerson Lane. These names were gathered from the unofficial road name signage during the field study. A diagram of the proposed road names can be found on page 2.
- Staff recommend using the proposed road names as these names have unofficially been in use and people are familiar with them.

*On the recommendation of Deputy Warden Fuller, and seconded by Councillor Mailman, Council approved the proposed road names and to have the roads along Big Gaspereaux Lake names Nugget Road South, Nelson Lane and Nickerson Lane as presented in the attached diagram.*

***Recommendation adopted.***

#### b. Land Use Bylaw Amendment First Reading

- The property at PID #37551017 has requested an amendment to the Land Use Bylaw from General Commercial (GC) zone to Agriculture (Ag) zone.
- The applicant has completed the amendment request form and submitted the fee. Staff have completed the Land Use By-law Amendment Process Flow to confirm that the requested change is in conformance with the MPS, and that the Agriculture zone is appropriate for the intended future use of the property.
- If the recommendation is adopted by Council, a public hearing will need to be held June 7, 2023 at 6:00pm with a second reading to immediately follow.

*On the recommendation of Councillor Baker, and seconded by Councillor Zinck, Council agreed to amend the Land Use Bylaw to change PID #37551017 from General Commercial (GC) zone to the Agriculture (Ag) zone.*

***Recommendation adopted.***

#### c. Chief Administrative Officer Policy

- Staff presented amendments to the Chief Administrative Officer Policy.

- Amendments included the addition of section 4.4 that Council shall execute a performance evaluation; the omission of section 5. Qualifications, as research has found that this section was not included in other Chief Administrative Officer Policies and it can be included in the job description for the CAO; the removal of section 6.1.e as it is already stated within the policy; increasing the spending limit for the CAO in section 6.1.n & 6.1.o due to increased operating expenses, and; the addition of section 8. Revisions to include that the policy should be reviewed every four years and for Council to review the policy upon the hiring of a new CAO.
- Council discussed the amendments to the CAO policy and directed staff to make the following changes:
  - to evaluate the CAO every six months for the first year and annually after that.
  - leave 6.1.e as it is.
  - increase the CAO's spending limit to \$6,000.
  - Change section 8. to be prior to hiring instead of upon.
- Staff will bring the updated policy back to Council for review.

d. Active Transportation Plan – Proposals

- On February 28th, 2023, the Municipality of the District of St. Mary's (MODSM) requested proposals from qualified consultants to develop a comprehensive plan for Active Transportation that was to encompass the entirety of the District of St. Mary's.
- The Municipality received \$47,500 from Infrastructure Canada's Active Transportation Fund to develop an Active Transportation Plan for the entire Municipality. The Plan is intended to help the Municipality to create, enhance, or support increased opportunities for Active Transportation. The final product will consider trails, roadways, and waterways in St. Mary's. The St. Mary's Active Transportation Plan will expand upon the Municipality's current Active Sherbrooke Plan (2016), which made recommendations for the Sherbrooke area.
- Upon the closing deadline of March 24th, 2023, the Municipality received two (2) proposal responses and evaluated each submission based on the overall understanding of the project expectations, the firm/project team qualifications, proposed methodology, action plan, timelines, the strength of references, and costs and/or value to the Municipality of St. Mary's.

<b>Company</b>	<b>Sub Total</b>	<b>Total with HST</b>
UPLAND Planning and Design	\$ 41,370.00	\$ 47,575.50
Common Good Solutions	\$ 46,600.00	\$ 53,590.00

- Upon reviewing and scoring both proposals, staff reached out to UPLAND Planning and Design for further clarification on certain details within their submitted proposal including costs regarding additional community consultation sessions and further information regarding their optional "Add-ons" outlined within their proposal.

<b>UPLAND Planning and Design "Add-Ons"</b>	<b>Sub Total</b>	<b>Total with HST</b>
Take Home Activity Kits (Electronic Files / Online)	\$ 1,800.00	\$ 2,070.00
Additional Community Consultation Sessions (10)	\$ 1,080.00	\$ 1,242.00

- Staff recommend awarding the proposal for the Development of an Active Transportation Plan for the Municipality of the District of St. Mary's to UPLAND Planning and Design in the amount

of \$41,370.00 plus applicable HST with the two additional "ADD-ONS" as outlined for the amount of \$2,880.00 plus applicable HST.

*On the recommendation of Deputy Warden Fuller, and seconded by Councillor Zinck, Council agreed to award the proposal for the Development of an Active Transportation Plan for the Municipality of the District of St. Mary's to UPLAND Planning and Design in the amount of \$41,370.00 plus applicable HST with the two additional "ADD-ONS" as outlined for the amount of \$2,880.00 plus applicable HST.*

**Recommendation adopted.**

e. In-Camera: Contract Negotiations

***On motion of Councillor Baker, and seconded by Councillor Mailman, Council agreed to move in-camera at 4:30 pm for contract negotiations.***

**Motion approved.**

***On motion of Deputy Warden Fuller, and seconded by Councillor Mailman, Council agreed to reconvene to regular session at 5:20 pm.***

**Motion approved.**

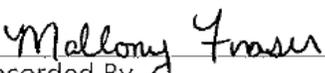
*On the recommendation of Councillor Baker, and seconded by Councillor Zinck, Council accepted the resignation of CAO, Marissa Jordan effective July 14<sup>th</sup>, 2023.*

**Recommendation adopted.**

## **Adjournment**

*On motion of Councillor Mailman, and seconded by Councillor Zinck, there being no further matters of business, Council adjourned at 5:22 pm.*

**Motion approved.**

  
Recorded By  
Mallory Fraser, Municipal Clerk

  
Approved By  
Warden Wier