



## **NOTICE**

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

**DATE:** Wednesday, February 5<sup>th</sup>, 2025

**TIME:** 6:00 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, February 5<sup>th</sup>, 2025, at 6:00pm

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*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 January 15<sup>th</sup>, 2024
6. Business Arising from Minutes
7. Correspondence:
  - a. Smart-Go – Council Board Member
  - b. Department of Emergency Management – ECC Activation
8. Presentation: N/A
9. Other Matters of Business
  - a. Construction & Demolition Service Planning Update
  - b. Fourth Quarter Department of Community Development & Recreation Update
  - c. 3D Coast Flood Mapping Vendor Award

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 Fuller called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, January 15<sup>th</sup>, 2025, at 6:00 p.m. in the Council Chambers, Sherbrooke, N.S.

### **2. Attending:**

Warden James Fuller  
Deputy Warden Beulah Malloy  
Councillor Dana O'Connell  
Councillor Scott Beaver

### **Absent with Regrets:**

Councillor Emma Tibbo

### **Also Attending:**

Doug Patterson, Chief Administrative Officer (CAO)  
Marian Fraser, Director of Finance (DOF)  
Jadzia Rudolph, Municipal Clerk  
Mallory Fraser, Director of Community Development and Recreation  
Keren Ruller, Director of Economic Development

### **3. Additions to the Agenda:**

- Addition to 9. H.) In-Camera: Contract Negotiations

### **4. Approval of the Agenda:**

*On the motion of Councillor O'Connell and seconded by Deputy Warden Malloy Council approved the agenda with the addition 9. H) In-Camera Negotiations.*

***Motion approved.***

### **5. Approval of Minutes:**

*On the motion of Councillor Beaver and seconded by Councillor O'Connell, Council approved the minutes of the COTW Meeting held January 2<sup>nd</sup>, 2025, with the correction/completion of sentence under 7. F.) budget deliberation timeline.*

***Motion approved.***

### **6. Business Arising from the Minutes:**

- There was no business arising from the minutes.

## 7. Correspondence:

- a. Email from Brian Cullen, CAO, Municipality of Pictou County  
Doug Patterson, Chief Administrative Office (CAO) received an email from Brian Cullen, CAO of the Municipality of Pictou County regarding recently releasing public drafts of the new Municipal Planning Strategy and Land Use Bylaw. Brian Cullen, CAO of Municipality of Pictou County invites the Municipality of the District of St. Mary's to review and provide feedback.
- b. Email from Nova Scotia Federation of Municipalities regarding Code of Conduct Training  
Doug Patterson, Chief Administrative Officer (CAO) received an email from Nova Scotia Federation of Municipalities invited all municipal elected officials and village commissioners to register for the upcoming Code of Conduct training sessions this month.

## 8. Presentation:

- a. Whale Sanctuary – Charles Vinick, Lori Marino, Alexandra Vance, Amy Simon  
Please see the Agenda/Package for the presentation. Charles Vinick, Executive Director of the Whale Sanctuary provided Council with an update on the current status of the Whale Sanctuary Project. The Whale Sanctuary group reports having provided the province with all requested/required materials. The Whale Sanctuary group is still working with local resident questions.
- b. Sherbrooke Village – York Lethbridge, David Nadler  
York Lethbridge, Executive Director of Sherbrooke Village provided Council with a presentation about the current situation of the Christmas events at Sherbrooke Village. Mr. Lethbridge advised Council that Sherbrooke Village hopes to evolve a committee that will be a new "Victorian Christmas" committee that is going to be responsible for the Christmas event. In the past the municipality has contributed fire works (or cash equivalent), along with staffing support.

*On recommendation of Councillor O'Connell, seconded by Deputy Warden Malloy, Council agree to support the new "Victorian Christmas" with funding at the minimum of the current amount given annually.*

***Recommendation adopted.***

## 9. Other Matters of Business:

- a. Clean Foundation – QUEST Program  
Please see the Agenda/Package for the report. Administered through QUEST the Net-Zero Community Accelerator (NCA) Program equips communities in Canada with the tools and knowledge to develop and implement Community Energy and Emissions Plans (CEEP) and understand the net economic benefit they can provide.

*On recommendation of Deputy Warden Malloy seconded by Councillor Beaver, Council approve participation in the QUEST NCA program at a cost of \$3,000 as part of the 2024-2025 Economic Development Climate Change projects budget.*

***Recommendation adopted.***

b. Clean Foundation – Climate Resilient Coastal Communities

Please see the Agenda/Package for the report. This program aims to balance climate risk management with the challenges of aging infrastructure and the need for new infrastructure to support growing and developing communities.

*On recommendation of Councillor Beaver, and seconded by Councillor O'Connell, Council approve The Municipality of St. Mary's participation in the Climate Resilient Coastal Communities Program in collaboration with the Clean Foundation and commit \$8,750 from the 2024-2025 economic development climate change project budget.*

***Recommendation adopted.***

c. Active Living Coordinator Salary Band Review

The active living coordinator role is based on the provincial Physical Activity Leader (MPAL) program which is a cost share program between a participating municipality and the Nova Scotia Department of Communities, Culture, Tourism and Heritage. Participating Municipalities receive base funding of \$25,000 per annum for the role and each municipality pays the difference to complete the funding for their local MPAL/Active Living role. Upon approval of the salary band change the Department of Community Development and Recreation will continue its current hiring activities for a new Active Living Coordinator utilizing the new salary band.

*On recommendation of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approve the salary band change for the municipal Active Living Coordinator from \$33,946 to \$42,432 per annum to \$44,600 to \$55,750 per annum beginning immediately until March 31st, 2026*

***Recommendation adopted.***

d. Stonewall Park Tourist Interactive Panel Project

Please see the Agenda/Package for the report. The proposed project will consist of new displays showing valued local wildlife. Examples would be wood turtle, moose, Atlantic salmon or the boreal owl. The second display will give a description of the creature, why it's rare and talk about why this specific species thrives in St. Mary's. The display will also support the Ecologically Significant Area (ESA) candidacy with a description of what an ESA is and what a candidacy means.

*On recommendation of Deputy Warden Malloy seconded by Councillor O'Connell, Council direct staff to explore and validate available funding and terms of funding applicable to the proposed Stonewall Park Tourist Interactive Panel Project and report back to council with an implementation plan.*

***Recommendation adopted.***

e. Housing Policy Support

Please see the Agenda/Package for the report. In summer and fall of 2024 the Municipality engaged the services of ZZAP Consulting of HRM to complete a neighborhood concept plan. The municipal request for proposal (RFP) for the housing concept work asked broad questions about services offered in support of municipal needs and the ZZAP proposal offered further planning support to take next steps in support of the neighborhood concept plan. The funds are available in the approved 2024/2025 capital budget for housing initiatives and are funded 100% through applicable grant money under the Nova Scotia Sustainable Services Growth Fund.

*On recommendation of Councillor Beaver seconded by Councillor O'Connell, Council approve the proposed housing development planning project and to award the identified work to ZZAP Consulting for \$32,000.00 plus HST and be funded under the Nova Scotia Sustainable Services Growth Fund grant.*

***Recommendation adopted.***

f. 2025-2026 Low Income Tax Exemption Application

Please see the Agenda/Package for the report. Each year prior to Council adopting their annual budget Council reviews the qualification guidelines for the program including the amount for the annual income from all sources of all adults living in the household for the previous calendar year and the dollar amount of the credit applied. For the fiscal year 2024-2025 there were 55 (56 in 2023-2024) eligible applicants who utilized the exemption, which equaled a \$9,900 operating expense for the Municipality. Council discussed and directed staff to investigate how a tiered system would benefit.

g. Update to Meeting Dates – Verbal

Council discussed moving the regular council meeting to the third Wednesday of every month at 6:00 pm followed by a Committee of the Whole meeting.

*On recommendation of Councillor O'Connell and seconded by Deputy Warden Malloy, Council agree to change the regular council meeting from the second Monday at 6:00 pm every month to the third Wednesday at 6:00 pm every month followed by a COTW meeting directly afterwards.*

***Recommendation adopted.***

h. In-Camera: Contract Negotiations

*On motion of Deputy Warden Malloy seconded by Councillor Beaver, Council agree to move In-Camera for Contract Negotiations at 7:30 pm.*

***Motion approved.***

*On motion of Deputy Warden Malloy, seconded by Councillor O'Connell, Council reconvene to regular session at 7:49 pm.*

***Motion approved.***

## **Adjournment**

*On motion of Deputy Warden Malloy, and seconded by Councillor O'Connell, there being no further matters of business, Council adjourned at 7:50 p.m.*

***Motion approved.***

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Recorded By  
Jadzia Rudolph, Municipal Clerk

Approved By  
Warden Fuller



# SMART-GO

ST. MARY'S ASSOCIATION FOR RURAL TRANSIT

January 14th, 2025

Dear Council for Municipality of the District of St. Mary's,

On behalf of SMART-GO, St. Mary's Association for Rural Transit, we are writing to express our strong interest in having a councilor join our team as a board member. In our efforts to further strengthen the collaboration between the SMART-GO Board and the Council, we believe that the active participation of a councilor in our discussions and decision-making processes would be highly beneficial for the community.

We kindly request your support and invite any interested Council members to apply. We look forward to working more closely with the Council in order to better serve the community of St. Mary's.

Sincerely,

Gary M. Mahar  
GARY MAHAR TREASURER

Print Name & Position

Jan 15/2025

J. Clarke  
JERRY CLARKE

Print Name & Position

PRESIDENT.

Jan 15, 2025



## Emergency Management Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

January 17, 2025

### **VIA EMAIL**

To: Mayors, CAOs and Wardens

### **Re: Moving towards Consistent and Impactful Emergency Response**

Over the last few years Nova Scotia has endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve. That is why in the Spring 2024 the Government established the Department of Emergency Management and the Nova Scotia Guard.

In the short time I have been in the role as Minister for the Department of Emergency Management, there have been two activations of the Provincial Coordination Centre (PCC). I have witnessed how important our emergency management planning and response is to the safety of our citizens. I also know the importance of reflecting on lessons learned after each event. To this end, I am requesting that municipalities put the following protocols in place during an emergency response.

#### **Activation of Emergency Operations Centres**

Effective emergency management requires a common tiered response across all levels of government to ensure roles and accountabilities are clear. With that in mind, I felt it would be helpful to highlight how the PCC supports its various emergency management partners through its different levels of activation.

- At level 1, the PCC is **monitoring** an emergency or developing situation that may move beyond the ability of local responders to address at the municipal level. We have key staff and partners engaged so that if needed we can respond to an emergency.
- At level 2, the PCC is at **partial activation** when there is a moderate event expected, or if a current situation escalates to the point where it involves more communities or a greater risk to the public.
- At level 3, the PCC enters **full activation** when a major event involving multiple locations is happening or anticipated. At this point, many agency and government representatives are involved.

To ensure a consistent response across the Province we are requesting the following:

#### **When the PCC activates to a level 2; municipalities in the affected area(s) also activate their local Emergency Operations Centres.**

- By doing so, we can ensure that municipalities and the province are well positioned to respond rapidly and effectively to unfolding events. Recent experience has demonstrated that cell



## Emergency Management Office of the Minister

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phones and other means of communication can be interrupted during emergency events necessitating use of the redundant communications systems found in our emergency operations centres. Best practice dictates that activation at Level 2 cannot be virtual.

### **When the EOC is activated, a monitored phone number is available to citizens for the duration of the activation**

- When a level 2 activations occurs, it means residents may be in greater need of support that is of an important but non-urgent nature. This may include requests for help with snow removal, receiving medications or checking in on loved ones. To support residents with these types of requests it is important that they have access to a 24-hour local municipal phone number during an emergency. Any requests that cannot be met at the local level can be elevated through a Request for Assistance through the PCC. The municipal emergency contact number will be shared with our partners at 211 Nova Scotia, in the event they receive requests, and can redirect them accordingly.
- Urgent requests for immediate threat to life and property (fire/police/medical) should continue to be directed to the provincial 911 system.

Over the coming months, the department will be opening Regional Emergency Operation Centres which will support municipal REMOs through collaborative planning, training, exercising and community outreach. By introducing the protocols above, we take a step forward in building a collaborative and enhanced emergency management response across the province. My staff are available to discuss the above points with you should you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Masland".

Kim Masland  
Minister of Emergency Management

## Construction and Demolition Waste (C&D) Update

### SUMMARY

#### Current Status of C&D Services:

Council has committed to a renewed residential Construction and Demolition (C&D) service to be launched in the spring of calendar year 2025.

This report will review key service options.

### BACKGROUND

#### Summary of C&D Related actions:

1. Motion passed at the December 9, 2024, regular Council meeting:

That Municipal Council direct staff to continue work to provide a cost-effective residential C&D service and to identify the lowest cost option for the final disposal of the existing C&D waste still on hand at the transfer station.

2. Motion passed at the December 23<sup>rd</sup> special council meeting:

That municipal council approve the tender bid from Nova Construction Co. Ltd, to remove the current accumulation of construction and demolition debris from the St. Mary's Transfer Station for the price of \$182,450 +HST. A 2023-2024 reserve account is allocated for C&D disposal expense.

Following these two approvals the complete on-site accumulation of C&D materials has been removed with the participation of Nova Construction and staff are continuing to map plans to create a new C&D disposal service.

### CONSIDERATIONS

Considerations for a residential C&D disposal service: The municipality can create an effective residential C&D service based on the following factors:

1. The public may be required to separate some material. For example, pressure treated wood would need special handling. Research on material sorting is underway, and a practical plan can be fully defined for the public when the service begins.

## Staff Report



2. Staff recommend that the Municipality establish tipping fee in line with Nova Scotia municipal typical levels and track personal id and residency of service users.
3. Staff recommend that the municipal transfer station hours should be increased at the start of the new C&D service.
4. Staff recommend that brush be accepted again for residential service only. Further, staff recommend that brush be accepted at no cost for residents as a wildfire management measure.
5. As a definition "residential service" means for the purposes all accepted materials and services:
  - 5.1 A person with a local address in St Mary's and who is either a year-round or seasonal/occasional resident. Seasonal/occasional residents will be required to provide their St. Mary's municipal civic address.
  - 5.2 A person doing their own delivery using non commercial vehicles and vehicles that are not equipped with an attached dump body.Special Note: volumes limited to an acceptable "residential service" level. This will enable a new service without the creation of high cost and complex long-term cells.
6. Staff are recommending the development of an education component/program prior to the official launch of the residential C&D service.
7. Staff recommend council consider repealing the *Transfer Station Material Recovery Policy*.  
<https://www.saint-marys.ca/policies-bylaws/2158-st-mary-s-transfer-station-material-recovery-policy/file.html>

### RECOMMENDATIONS

That municipal council direct continued municipal efforts on the completion of a residential C&D public service for launch in spring 2025 coupled with ongoing public service updates during the development work and a final cost and service plan to be approved by council when the service is ready.

# Staff Report

## Department of Community Development & Recreation

### Fourth Quarter Update

#### SUMMARY

The Municipality recognizes and celebrates many holidays during the year. The community events being held during the third quarter of the year include the Provincial Volunteer Awards Ceremony, National Day for Truth & Reconciliation, Guysborough County 55+ Games, Fright Night, Sherbrooke Village Old Fashioned Christmas, and Holiday Socials.

#### BACKGROUND

##### Grant Work

The month of February is when many provincial and federal grant applications are due. The Department will be submitting applications to the following programs:

- *NS Office of Healthcare Professionals Recruitment Fund*: This fund provides funding to help communities recruit, welcome and retain healthcare professionals. The application for this program is due **February 21, 2025**.
- *NS Recreation Facility Development Fund*: This fund supports the development of facilities to increase public participation in sport and physical recreation. This application will request funds for upgrades at the St. Mary's Recplex. The application for this program is due **February 14, 2025**.
- *NS Community Access-Ability Fund*: This fund supports improvements to the built environment, transportation, communications, assistive devices, and other accessibility related improvements. The application to this fund will request funding to improve mobility access. The application for this program is due **February 14, 2025**.
- *NS Connect2*: This fund supports active transportation projects that improve connectivity within and between communities and have the potential to reduce emissions and increase physical activity. Funding can be used for community planning, feasibility studies, learning by doing, public engagement sessions, program promotion and demonstration projects. The application will request funding to complete an engineered design of the Old Road Hill Multi-Use Pathway from Highway 7 to St. Mary's Recplex as recommended in the Active St. Mary's: An Active Transportation Plan for the Municipality of the District of St. Mary's. The application for this program is due **February 14, 2025**.
- *Federal Active Transportation Fund*: This fund supports capital projects that involve new construction, enhancement of existing infrastructure, and/or improvements to design and safety features that encourage active transportation. The application to this fund will request funding to complete the construction of the Old Road Hill Multi-Use Pathway from Highway 7 to St. Mary's Recplex using a phased approach. The deadline for this program is **February 26, 2025**.
- *SportFund*: This fund supports quality, sustainable programming, either by providing funds to help organizations create new programs, or to expand and/or enhance current programs to provide more opportunities for residents. The application to this program will request funding to

## Staff Report

initiate softball programming throughout the Municipality in the spring and summer months. This application for this program is due **February 15, 2025**.

- *ParticipAction Community Challenge Grant*: This fund supports the goal of removing barriers and increasing physical activity and sport participation and retention for equity denied groups. The application will focus on providing recreation opportunities to seniors throughout the Municipality. The application for this program is due **February 11, 2025**.

### Policy Work

The Department will present the first draft of the *Equity, Anti-Racism, Inclusion and Accessibility Advisory Committee Policy* on March 5, 2025. A workplan will accompany the policy.

### Events

Winter Fun Fest is scheduled for March 8 and 9, 2025.

### Recreation Programs

*Girls Group* – an after-school program for girls in grades 7-9 to try exciting new activities and unwind in a supportive and welcoming environment. Whether attendees are into sports, crafts, or games, there's something for everyone to enjoy.

*Open Gym* – every Wednesday evening at the SMECA small gym from 6:00 pm to 8:00 pm! Attendees can shoot hoops, practice volleyball, or just use the space to get moving, the gym is open for everyone to enjoy.

*Drop In Curling* – offered in partnership with the St. Mary's Curling Club, Drop In Curling is on Tuesday's from 6:30 pm -8:00 pm.

*50+ Hockey* – every Thursday from 8:00 pm-9:00 pm at the St. Mary's Recplex.

*House League Hockey* – for youth ages 5-15, every Thursday evening from 6-8 and Saturday's from 10am-12pm. This program focuses on hockey skill development in an inclusive and positive environment.

*Adult Recreation Hockey* – for ages 16+, held every Wednesday evening from 7-9pm.

*Free Skate* – held every Saturday from 1-2pm.

*Before & After Program* – this is an afterschool childcare program for children in pre-primary to grade six. The program runs every day that there is school.

## 3D Flood Mapping

### SUMMARY

The Municipality of the District of St. Mary's (MODSM) received \$75,000 from the Department of Municipal Affairs and Housing (DMAH) to develop a 3D visualization tool for public education using flood data. Stevens Solutions & Design Inc. (SS&DI) submitted a proposal to create 3D flood mapping for priority flood zones within the Municipality. The quoted cost for the services is \$74,999.99, excluding taxes. The quote is valid until March 22, 2025, and the contribution agreement for funding, which is awaiting signature, specifies that funds must be used by June 2025.

### BACKGROUND

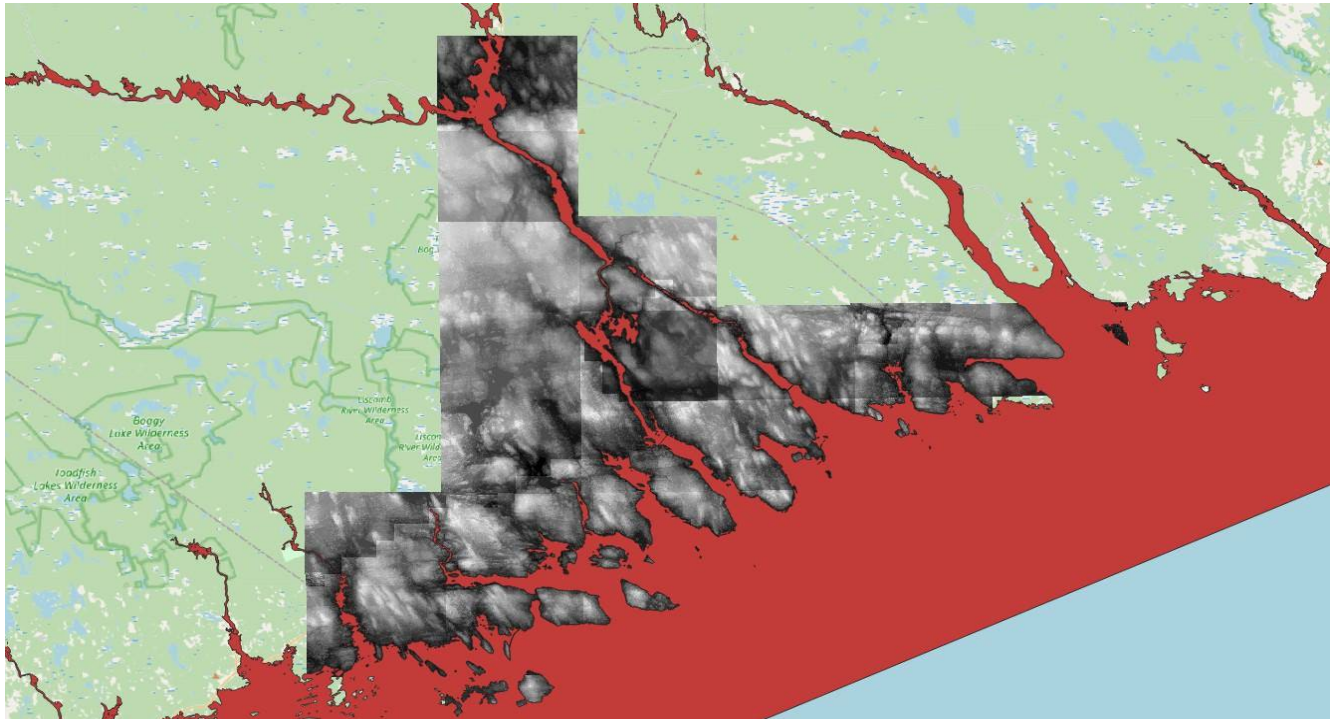
In Spring 2024, CBCL completed flood line mapping for coastal areas and major river systems within MODSM as part of the Municipal Flood Line Mapping Program. Flood line mapping is a critical tool used to assess areas at risk of flooding by identifying how water levels may rise during extreme weather events, storm surges, or river flooding. This information helps communities plan for emergencies, design infrastructure to withstand flooding, and make informed decisions about land use and development.

To enhance public understanding and engagement, MODSM received \$75,000 in funding from the DMAH to support a project focused on 3D visualization of flood hazards. This initiative will translate complex flood mapping data into an interactive and accessible format to help municipal decision-makers, funding agencies, and the public better understand potential flood risks. The Municipality has until June 2025 to utilize the funding, and the contribution agreement is currently awaiting signature.

MODSM has received a proposal from SS&DI to develop 3D flood mapping that builds upon the data collected by CBCL. This project will use LiDAR (Light Detection and Ranging) technology to create a detailed 3D model of St. Mary's, illustrating how flooding may impact different areas under various conditions. LiDAR is a remote sensing method that uses laser pulses to create highly accurate elevation models, which are essential for understanding how water will flow across the landscape.

The intended users of this product include municipal council, staff, funding agencies, and the public. The proposed cost for the service is \$74,999.99, excluding taxes.

End users will be able to interact with the model using adjustable water level sliders to explore different flood scenarios for both river and coastal flooding. This interactive tool will support better planning and decision-making by allowing users to visualize the potential impacts of flooding in real time. The extent of the mapped area is outlined below.



## CONSIDERATIONS

The extent of the area to be visualized in this phase does not include all communities within the District. The following communities will not be mapped at this time:

- Trafalgar, Cameron Settlement, Caledonia, Lower Caledonia, Upper Smithfield, and parts of St. Mary's
- New Chester
- Eight Island Lake and Fisher Mills
- Aspen (along Highway 7 to South Lochaber)
- Newton and Archibalds Mills (along Highway 347)

A sample 3D model can be found here: <https://3dwavedesign.com/mahone-bay/version-1-0-7/>

# Staff Report



Additionally, there are financial and administrative considerations:

- **Ongoing Costs:** There will be annual fees for managing the server that hosts the 3D visualization tool. While the first year is covered, ongoing costs will apply afterward. The Municipality is currently awaiting a quote for these fees.
- **Quote Validity & Payment Terms:** The quote from Stevens Solutions & Design Inc. is valid for 60 days from January 21, 2024. Invoices must be paid within 30 days (Net 30) of receipt.
- **Total Cost:** The total project cost of \$74,999.99 plus the net municipal HST cost would be \$78,214.49. Funds exceeding the grant amount would be allocated to the economic development projects budget.

## RECOMMENDATIONS

Recommend that Municipal Council award the proposed 3D mapping work to Steven Solutions & Design Inc to conduct 3D flood mapping for selected zones of the municipality for a cost of \$74,999.99 plus HST funded primarily by grants from the Department of Municipal Affairs and Housing.