



NOTICE

- MEETING:** Regular Council Meeting
- DATE:** Wednesday November 19th, 2025
- TIME:** 5:00pm
- PLACE:** Council Chambers, 8296 Highway 7, Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday, November 19th, 2025

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 Council Meeting held Wednesday October 15th, 2025
6. Business Arising from Minutes
 - a. Future Distribution of Newsletter in Case of Postal Strike - Verbal
 - b. Staff Report – EMO: St. Mary's Drought Response - CAO
7. Recommendations from Committees of Council
 - a. Committee of the Whole – October 15th, 2025
 - b. Committee of the Whole – November 3rd, 2025
8. Outside Committee Reports
 - a. St. Mary's Association for Rural Transit (SMART-Go) – October 7th, 2025
9. Other Matters of Business
10. CAO Report

Adjournment

A 10-minute question and answer period pertaining to agenda items.



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday, October 15th, 2025

We acknowledge that we are gathering in Mi'kma'ki the traditional unceded territory of the Mi'kmaq people.

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Wednesday October 15th, 2025, at 5:00pm 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
Jadzia Rudolph, Municipal Clerk

3. Additions to the Agenda:

- a. Addition to #7. Recommendation from Committees of Council item b. Staff Report – Inflow and Infiltration Phase 3 Manhole Cover Replacement which will move item 7.b. to become item 7.c.

4. Approval of Agenda:

On motion of Councillor O'Connell and seconded by Councillor Beaver, Council approved the agenda with the addition.

Motion approved.

5. Approval of Previous Minutes:

On motion of Councillor Tibbo seconded by Councillor Beaver, Council approve the minutes from the Council meeting held September 17th, 2025.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from Committees of Council:

- a. **Committee of the Whole – September 17th, 2025** (Absent Warden Fuller)

On motion of Councillor Beaver seconded by Deputy Warden Malloy, Council approve the quote from Cameron Instruments Inc. for the purchase of the Sewerin Aquaphon A200 Pro Canada Kit at a cost of \$13,513.48 plus HST funded through the Housing Accelerator Fund budget.

Motion approved.

On motion of Councillor Tibbo seconded by Councillor O'Connell, Council approve Divcon Diversified Construction to complete the replacement of cross supports of the equalization tank at the Sewer Treatment Plant as specified in their quote at a cost of \$48,880 plus HST funded through the capital grants.

Motion approved.

b. Sewer Inflow and Infiltration Phase 3 – Manhole Cover replacement (added item)

- A quote has been received for the replacement of the manhole covers which was identified had many entry points of ground water into the sewer collection system. Through extensive testing and video inspection, CBCL and Public Works staff have been able to compose a list of areas in need of repair. This has been set out by CBCL in four phases. Repairs/replacement of the manhole covers throughout the Wastewater Collection System are part of Phase Three.

On motion of Deputy Warden Malloy seconded by Councillor Beaver, Council approve the quoted price from Wilson's Cove Excavation to replace manhole covers including all materials and labour required for phase 3 of the Inflow and Infiltration project for the total price of \$28,547.50 plus HST, funded through the Growth and Renewal for Infrastructure Development Program and the Canada Community Building Fund.

Motion approved.

c. Committee of the Whole – October 1st, 2025

On motion of Councillor Beaver seconded by Councillor O'Connell, Council approve the quoted price from IMP Castings to purchase the 16 manhole covers for the phase 3 of the Inflow and Infiltration repairs for the total price of \$8,720 plus HST and delivery funded through the Growth and Renewal for Infrastructure Development Program and the Canada Community Building Fund.

Discussion:

Motion was no longer needed.

Motion defeated.

**Nays: Warden Fuller, Deputy Warden Malloy, Councillor Beaver, and Councillor O'Connell
Councillor Tibbo declared Conflict of Interest.**

On motion of Councillor Beaver seconded by Deputy Warden Malloy Council agree to direct staff, subject to completion by October 9th, 2025 of the 2025-2026 Growth and Renewal for Infrastructure Development Program, to apply to the 2026-2027 Growth and Renewal for Infrastructure Development Program through DMAH for the Replacement and Correction of Filter #1 Backwash Piping Water Treatment project, including analysis by a mechanical consultant to obtain recommendations, and implementation of these recommendations, with a total budget of \$34,000 with the Municipal share funded through the Housing Accelerator Fund or the Canada Building Community Fund.

Discussion:

Motion was no longer needed.

Motion defeated.

Nays: Warden Fuller, Deputy Warden Malloy, Councillor Beaver, Councillor Tibbo and Councillor O'Connell

8. Outside Committee Reports

- a. Eastern region Solid Waste Management – September 25th, 2025
 - Please see the agenda/package for the report.

- b. Port Bickerton & Area Planning Association – September 29th, 2025
 - Please see the agenda/package for the report.

9. Other Matters of Business:

- There were no other matters of business.

10. CAO Report:

- Please see the Agenda/Package for the report.
- Lesley McFarlane, Chief Administrative Officer (CAO) informed Council of the status of the following:
 - HAF
 - Clean
 - Water Distribution Program/Shower Facility
 - Shared Services Agreement (REMO)
 - EV Chargers – Community Kickoff Event
 - Tourism Updates / Promotional analytics
 - Photo Contest over, Contest winners receiving their prizes
 - Business Awards completed
 - November Newsletters being worked on (with strike October's were not mailed)
 - Sewer and Water/Transfer station
 - Flag policy
 - Draft donation acceptance policy coming
 - Municipal Events: (Recreation)
 - Guysborough 55+ games
 - Dec 4th annual volunteer awards
 - Healthcare professionals' appreciation event
 - Capital projects
- Council asked staff to provide solutions in the event of a future postal strike, for how the municipal newsletter could be distributed.
- Council asked if they could be updated and residents communicated how many households are out of water during the drought and how many liters of water the municipality has provided.

11. In-Camera: Legal Advice & Contract Negotiations

On motion of Councillor Tibbo seconded by Councillor O'Connell, Council move In-Camera for Legal Advice and Contract Negotiations at 5:29pm.

Motion approved.

On motion of Councillor Tibbo seconded by Deputy Warden Malloy, Council agreed to reconvene to regular session at 6:18pm.

Motion approved.

- *A complaint was lodged under Section 17 of the Code of Conduct. The Municipality's Code of Conduct investigator recommended no sanctions be imposed.*

On motion of Councillor Tibbo seconded by Deputy Warden Malloy, Council agreed to impose no sanctions.

Motion approved.

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 6:19pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller

EMO: St. Mary's Drought Response

Chief Administrative Officer

SUMMARY

For the past three months, The Emergency Management Office (EMO) team for the Municipality of the District of St. Mary's worked closely with the provincial Department of Emergency Management to support residents experiencing dry wells due to ongoing drought conditions. The priority has been to ensure all affected households have access to potable drinking water during this period.

BACKGROUND

Water Distribution Summary:

As part of this coordinated response, the municipality has provided nearly 27,000 litres of water to residents as follows:

- August 13–30: 1,572 litres distributed (program started on August 13)
- September: 7,908.5 litres distributed
- October 1–29: 15,434.6 litres distributed
- November 1-13: 2003.4 litres distributed

Recplex Shower Facility:

The St. Mary's Recplex was opened September 5, 2025, as a facility for residents experiencing dry wells to use the showers from Monday to Thursday, 3:00pm to 9:00pm on a first-come, first-served basis during the drought. Two showers and dressing rooms were available for use. At the peak, up to 25 people per week were using the showers. Starting Monday November 10, shower facilities were made available at the St. Mary's Education Centre/Academy (SMECA) Community Wing Fitness Centre instead of at the St. Mary's Recplex.

On October 28, the Sherbrooke Water Utility changed the conservation level from mandatory to voluntary, and on November 3, the voluntary restrictions were lifted completely.

CONSIDERATIONS

A meeting of the municipality's Emergency Management Advisory Committee was held on November 12, 2025, at which the Emergency Coordination Centre was deactivated in accordance with the municipality's Emergency Management Plan. Further next steps will be followed in accordance with the Emergency Management Plan, including a debrief and planning for future improvements.

Staff Report



As of November 13, 2025, the public was informed that with the recent rainfall and decline in resident participation, the water distribution program will conclude once remaining stock has been distributed. The public will be notified when the stock has been fully distributed. Showers continue to be available at the SMECA Community Wing Fitness Centre.

The public was also informed that well water testing is especially important at this time, and information was shared with the public about testing resources, as well as the availability of water test kits from the municipal office.

RECOMMENDATIONS

Informational purposes only



Municipality of the District of St. Mary's

Wednesday, November 19th, 2025

Council Meeting

Recommendations from Internal Committees of Council

Committee of the Whole – October 15th, 2025

On recommendation of Councillor Beaver seconded by Councillor O'Connell, Council agree to research all options and avenues for pedestrian safety at the intersection of Highway 7 and Mainstreet in front of the local grocery store (Clover Farm).

Recommendation adopted.

Committee of the Whole – November 3rd, 2025

No recommendations were made.



Report to Council

Member of Council: James Fuller

Board/Agency/Organization: SMART-GO

Date Attended: 7 October 2025 Location: Sherbrooke

Agenda attached

Highlights:

- Provincial funding available for new vehicle. Type and design will be researched.
- Appointed an Auditor for review of financial documents
- Discussed an incident where a dog ran into the road and struck a van. Owner wanted compensation.
- Discussed participation in Fright Night to increase public awareness.
- Discussed a joint driver-board get together in lieu of a Christmas dinner.

**SMART-GO ST. MARY'S ASSOCIATION FOR RURAL TRANSIT
REGULAR MEETING – AGENDA**

OCTOBER 7, 2025 4:30 P.M. :: 8218 Hwy 7, Sherbrooke

1. Call to order and land acknowledgment; appointment of recording secretary ✓
2. Approval of agenda ✓
3. Approval of minutes from previous meeting - May 12th, 2025 ✓
4. Business arising from previous meetings ✓
 - a. First Aid Training (carry forward)
5. Recording e-votes, if applicable
6. Expense authorization votes, if applicable (done quarterly)
7. Standing items
 - a. Reports
 - i. Executive Director
8. New Business
 - a. RTSF Funds Discussion & Application Update ✓
 - b. Appointing an Accountant for Review ✓
 - c. Incident Report ✓
 - d. Staff & Board Event ✓
 - e. Grand Opening Celebration Event ✓
 - f. GIC Funds ✓
 - g. SMART-GO Jackets ✓
9. Correspondence
10. Next meeting - Date/time/duration/agenda items
11. Adjournment



2025-2026

CAO Report – Project Summary

For the period of October 1st to 30th, 2025

The Municipality of the District of St. Mary's

MAJOR PROJECT SUMMARY

1. Housing Initiatives –

CMHC- Housing Accelerator Fund (HAF)

- Ongoing HAF progress meetings internally and with CMHC.
- Year One is coming to a close December 19, 2025 and first annual report will be due.

Upcoming items to be discussed with Council:

- Water Tower design contract - award
- Planning for flood line and hazard mapping engagement
- Presenting draft Dangerous and Unsightly, and Surplus Land Policies

2. Climate Change Projects –

Meeting held with Coastal Action representative who provided a run- through of the 3D Wave flood model. Status of the four current Clean programs:

- a) Quest Net-Zero Community Accelerator Program - Benchmark assessment to be presented to St. Mary's in November. Workshops are to be planned for the new year.
- b) Low Carbon Communities – Extension request submitted for Solar Feasibility Study RFP.
- c) Climate Resilient Coastal Communities- AIM- Governance workshop to be scheduled, ideally to align with the Quest workshop in the new year.
- d) Climate Risk Assessment and Readiness Plans – Revised RFP for consultant under review.

3. EMO/REMO –

- Drought Support: Approximately 27000 litres of water received and distributed to date. Shower facilities continue to be available.
- Joint grant application submitted to the province for REMO staff position. Draft position description and shared service agreement received for review for Guysborough County REMO role.

4. Nova Scotia Electric Vehicle Charger Stations –

Planning Community Kick Off in November to celebrate and promote the Electric Vehicle chargers located on the Municipal Office parking lot.

5. Tourism Promotion & Electronic Content/Advertisements –

- TDAP Communities kick off meeting held with Sociable Media.
- Fall photo contest was a success and the winners were contacted and announced on the municipal website and both Face Book sites.

6. Business Support–

- October 2nd Business Appreciation Event was held.
- Met with local resident requesting information on business supports related to Day Care.
- Nova Sustainable Fuels introductions with CAO. Conducting research on community benefits as it relates to the wind farm projects.
- Networking with municipal Natural Resource Development policy advisor.

7. Monthly Municipal Newsletter –

The Monthly newsletter was completed for the month of November encompassing community information and municipal news and sent by mail.

8. Policy and Bylaws

- a. Donation Acceptance Policy – Work has begun to draft this policy for presentation to Council.
- b. Ice Helmet Policy – work has begun on drafting this policy for future presentation to Council.
- c. Workplace Harassment – work has begun on amending this policy based on provincial changes in legislation to Bill 464.

9. Upcoming Municipal Events

- a. EV Charger Kick-Off – November 13th, 2025 @ 12:00pm to 2:00pm.
- b. St. Mary's Annual Volunteer Awards Event –December 4th, 2025 @ 6:30pm at Exhibit Centre, Sherbrooke Village.
- c. Merry & Bright Holiday Trip – December 19, 2025
- d. Healthcare Professional Appreciation Event – Winter 2025/2026.

10. Community Development and Recreation Programs

- a. Before and After Program continues, with an average daily attendance of 12.
- b. The Active Women's Group continues with new participants joining nearly every week. While not all individuals attend every session, overall attendance remains strong. A survey will be distributed to participants to gather feedback on scheduling preferences and the types of activities participants would like offered. This information will help guide the activities and scheduling of the program.
- c. Youth Group - The Youth Club has introduced a new registration system that allows participants to sign up for individual activities. This approach is designed to increase engagement by giving youth the opportunity to select specific activities that appeal to them. This new model will help to better identify interests and inform programming that is appealing resulting in strong participation.

11. Capital projects supporting Community Development and Recreation

- a. Office Accessible Public Washroom 16 Main – Will be deferred to a future year due to the placement of the Shoppers Temporary trailer at 16 Main Street Parking lot.
- b. Connect 2 – Multi Use Trail Feasibility Study - Funding approved, tender to be issued shortly.

12. Public Works

Municipal Utilities & Infrastructure

- a. Sherbrooke Water & Sewer Utility –
Leak detection equipment has arrived, and training for operators will take place the week of November 3 by Graham MacDonald of H2O Leaks. Meter installation continues for Sherbrooke Water Utility. As of end of October, St. Mary's Recplex is ready for startup.
- b. Municipal Transfer Station – Construction & Demolition Service –
C&D transfer station residential bin service continued to regular usage.

Capital Projects

Description	Update
I&I Recommendation Phase 2 & 3	Final stages of the I&I repairs will be completed starting the week of November 10, 2025, as well as all associated asphalt work
Dry Hydrant – Fisherman’s Harbour/PB	Confirming location suitability prior to proceeding with engineering study
Dry Hydrant – Liscomb	Confirming location suitability prior to proceeding with engineering study
Recplex -RFD – Compressor	Project completed.
Recplex – RFD – Flooring	Project completed.
Flushing Hydrant (Cameron Rd.)	Work is scheduled to be completed in the week of November 17 th
Admin Bldg – Recpt Area Privacy upgrades	Reassessing scope and preferred solutions
Accessible Public Washroom 16 Main	Funding approved, work impacted by Shoppers trailer; next steps being evaluated
Water Tr Plant – Heating and Cooling System	Project completed.
Public Works Garage – Electrical upgrades	Project completed.
Port Bickerton Lighthouse Rd.	Ongoing road maintenance.
Sewer Testing Equipment/Blower	On track to be completed by end of fiscal year
Water Treatment Plant – Programmable Logic Controller/Auto Control System	In engineering phase with Strait Engineering.
Replace roof on water pump house	Project completed.
Recplex Ammonia Detection System	Project completed.
Library Kitchen/Community Room Renos	Confirming scope and next steps.
Connect 2 – Multi Use Trail Feasibility Study	Funding Approved, draft tender being finalized.
Water Tr Plant Bubble Traps for Filters	Project completed.
Sewer Tr Plant – Cross Supports Rebuild	Project completed.
Low Carbon Communities Solar Program	Draft RFP has been prepared by Clean and is under review.
Water Meter Upgrade project	Currently underway, 50% complete physical component.
Sewer Equalization Pump Motor Drive	Project completed.