



NOTICE

MEETING: Committee of the Whole

DATE: Wednesday, May 6th, 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, May 6th, 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 April 15th, 2026
6. Business Arising from Minutes
7. Correspondence
 - a. Response from Minister of Public Works regarding Paving of J-Class Roads – March 24, 2026
 - b. Email re Municipal Advisor for the Region Jeremy Martell - May 7th, 2026
8. Presentation: Everwind Update and Community Open Houses
9. Other Matters of Business
 - a. Staff Report – Purchase of Public Works Truck
 - b. Staff Report – Westside Water Main Replacement Design
 - c. Staff Report – Low Carbon Communities Project
 - d. Staff Report – Strengthening Municipal Partnerships: Community Challenges and StFX Research Solutions
10. In-Camera: Personnel Matters

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, April 15th, 2026, at 5:14pm. 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:

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

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of the Agenda:

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

Motion approved.

5. Approval of Minutes:

Warden Fuller called for any errors or omissions to the minutes of the COTW Meeting held April 1st, 2026. Hearing none, the Warden declared the minutes approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

- a. Department of Justice - Policing Service Recipient Update April 2026
- Council reviewed the updates provided in the report.

8. Presentation: 2026-27 Municipal Budget

- Marian Fraser, Director of Finance/Treasurer, presented the 2026-27 Municipal Budget, as included in meeting materials.
- Council reviewed the draft 2026–2027 Municipal Operating and Capital Budget.
- The budget is balanced at approximately \$4.71 million.

- A 2-cent increase is proposed for residential and commercial tax rates; other rates remain unchanged. Council noted that increases to municipal rates are largely attributable to provincial funding reductions beyond the Municipality's control.
- Key cost increases include education, policing, and community/recreation services.
- The water utility budget reflects an increase based on approved rates from the Nova Scotia Utility and Review Board.,
- A 2025–2026 surplus is anticipated, with a recommendation to transfer funds to capital reserves, a discussion occurred regarding the transfer of surplus funds in the previous year and the creation of the Fire Services Reserve.
- Warden Fuller suggested any municipal operating surplus for the 2025/2026 fiscal year be transferred to the Municipal Capital Reserve fund and the Fire Service Reserve equally.

On recommendation of Deputy Warden Malloy and seconded by Councillor Beaver, Council approve the transfer of any Municipal Operating Surplus for the 2025/2026 fiscal year to the Municipal Capital Reserve fund and the Fire Service Reserve equally.

Recommendation adopted.

Mallory Tibbo, Director of Community Development and Recreation, entered the meeting at 5:24pm.

9. In-Camera: Contract Negotiations:

On motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council moved into an in-camera session for contract negotiations at 5:37pm.

Motion approved.

On motion of Deputy Warden Malloy seconded by Councillor O'Connell, Council agreed to reconvene to regular session at 7:48pm.

Motion approved.

Adjournment

There being no further matters of business, Warden Fuller declared the meeting adjourned at 7:49pm.



**Public Works
Office of the Minister**

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

MAR 24 2026

Warden James Fuller
Municipality of the District of St. Mary's
Box 296
Sherbrooke, NS B0J 3C0

Dear Warden Fuller:

Re: Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2026-27.

Thank you for your Municipality's submission under the Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2026/27.

Due to program limits, the Department will not be able to proceed with Cameron Road, Bennetts Loop and Restoration Drive. The Municipality may wish to re-submit these candidates for the 2027-28 program under the terms outlined in the Cost Share Agreement.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Fred Tilley".

Fred Tilley
Minister of Public Works

c: Lesley McFarlane, Chief Administrative Officer
Paul Colton, District Director, Eastern
Andrew MacPherson, Construction Manager, Eastern
Laura Cunningham, Capital Program Administration Officer

From: MacDonald, Ross <Ross.MacDonald@novascotia.ca>

Sent: April 24, 2026, 4:00 PM

Subject: In-coming Municipal Advisor for the Region May 7th, 2026

Importance: High

Hi Folks;

I wanted to take a moment and share the good news that we have reached a decision for hiring a new Municipal Advisor for the region.

I am pleased to announce that Jeremy Martell, from Lousidale, Richmond County, will be taking over the role of Municipal Advisor starting May 7th, and he will be working from an office within the region.

Jeremy has been working very closely with many of your Municipalities through his nearly ten years employment with the Cape Breton Partnership. He has a strong background and expertise in communications, management, community engagement, and economic development.

Throughout his career he has been developing a strong understanding of the administrative, governance, and financial frameworks that support effective municipalities. He is a skilled facilitator and problem solver. He is also a bilingual Acadian.

We are very excited that he will be joining our team. Once we have him situated in the position, I will send an update with his official contact information.

I have thoroughly enjoyed my time working with you all over the past number of years as the Municipal Advisor, but I am happy to be passing the baton to a well deserving and motivated individual.

More information to follow!

Much appreciated,

Ross



Municipal Affairs

Ross MacDonald

A/Director Governance and Advisory Services

Public Works Truck

SUMMARY

Council has directed staff to provide cost estimates to support a decision on the purchase of a new public works truck as budgeted in the approved municipal 2026/27 capital budget. Following a public procurement process, various pricing options were received and are provided for decision making by Council.

BACKGROUND

At the Committee of the Whole on April 1, 2026, staff were directed by Council to return with detailed cost estimates to support a decision on the purchase of a new public works truck. The approved municipal 2026/27 capital budget includes \$55,000 for this purchase.

On April 10, 2026, the tender was posted for the procurement of a public works truck. Specifications included four wheel drive, tow package, safety lighting, backup beeper, heavy duty suspension, and other key requirements suitable for use in the public works environment.

CONSIDERATIONS

Details of the four best options provided in response to the tender are below:

Dealership	Brand	Engine	Horse Power	Warranty	Extender Warranty	Delivery Time	Cost
Highland Ford Sales	Ford F-150 Regular Cab	3.5 litre	400	-3 year 60,000km bumper to bumper -5 year 100,000km powertrain	\$3,175 for 5 year 100,000km bumper to bumper warranty	Immediate	\$55,000+HST

Staff Report



Highland Ford Sales	Ford F-150 Supercab	5.0 litre	400	-3 year 60,000km bumper to bumper -5 year 100,000km powertrain	\$3,175 for 5 year 100,000km bumper to bumper warranty	Immediate	\$59,000+HST
Herron GMC	GMC Sierra 1500 Regular Cab	5.3 litre	355	-3 year 60,000km bumper to bumper -5 year 100,000km powertrain	Not included in the tender submission	Immediate	\$63,156.50+HST
MacDonald Chrysler	Dodge Ram 1500 Quad Cab	3.6 litre	305	-3 year 60,000km bumper to bumper -5 year 100,000km powertrain	Various Options	6-10 week delivery	\$64,068.41

As per the tender documents, the criteria for assessing the responses to the tender were overall suitability, delivery time and purchase price. The highest scoring response was for the F-150 Regular Cab truck at \$55,000 plus HST. This is an all-inclusive price. The total price to the municipality including non-recoverable HST would be \$57,121.57.

Pending approval, insurance will be obtained for any staff who may be required to drive the vehicle.

The Municipal Vehicle Use Policy was approved by Council May 21, 2025.

RECOMMENDATIONS

Recommend that Council approve the purchase of the F-150 Regular Cab truck from Highland Ford at a price of \$55,000 plus HST, to be funded through the 2026/27 capital budget.

Westside Water Main Replacement Design

SUMMARY

The Westside Water Main was installed in the 1970's, and is still all original infrastructure. Over the past three years the Sherbrooke Water Utility has suffered five major leak events within this portion of the system. The latest was a serious event which took place in late January of 2026, resulting in the whole west side being without water for extended periods of time. A capital project to design a replacement for the west side water main is included in the municipality's approved 2026/27 capital program, in the amount of \$60,000. This staff report requests approval to award the design contract to Strait Engineering Ltd.

BACKGROUND

The Westside Water Main serves critical infrastructure such as the Hospital, RCMP, Department of Transportation, Storybook Day Home, various businesses and many residents. The Westside also provides one of the greatest opportunities for growth and expansion within our community.

The Feasibility Study, which was completed by Strait Engineering Ltd in July of 2025, stated that capacity is the greatest hurdle for growth within the community. Due to past leak events, it has been determined that the greatest risk of preventing growth is the unreliability of the Westside Water Main and distribution system. Because of the age of this infrastructure, it has been determined that the replacement of the Westside Water Main is essential for the community to grow and to be able to provide quality and reliable water to critical customers.

In light of the criticality of this work, a three-year project has been initiated to design and replace the west side water main. The design phase is included in the municipality's 2026/27 approved capital program. The scope of work of the Housing Accelerator Fund (HAF) program has been changed from installing a water tower to designing and replacing the Westside Water Main, providing a source of funds for this major initiative.

This project will be completed in a three-phase approach. The first phase of this project will take place in 2026 and will consist of having an engineered design completed. Once this is completed, the work is anticipated to be put to tender for a two-year approach. Phase Two is planned to take place in spring of 2027, and will consist of having the Westside Water Main replaced from the Cloverfarm parking lot, across the main bridge and down to the St. Mary's Memorial Hospital. The final phase is planned to be from the shut off valves on the west side of the bridge, replacing the remaining infrastructure.

CONSIDERATIONS

A quote was requested from Strait Engineering Ltd, who hold the municipality's three-year service agreement for engineering services. Strait Engineering Ltd provided a quote for the design and provision of tender-ready documents for the two final phases of the project - the replacement of the Westside Water Main. The quoted price for the design is \$30,875.00 plus HST, which is within the amount of \$60,000 allocated in the 2026/27 capital budget for the design project, from the HAF program.

Water utility capital projects with a value over \$250,000 require prior approval from the Nova Scotia Utility and Review Board. The deliverables from the 2026/27 phase of this project will enable the municipality to submit the required documentation to the Nova Scotia Utility and Review Board to request approval of the capital program.

RECOMMENDATIONS

Recommend that Council award the design of the Westside Water Main replacement to Strait Engineering Ltd., at a cost of \$30,875.00 plus HST, to be funded through the 2026/27 capital budget from the Housing Accelerator Fund grant program.

Low Carbon Communities Project

SUMMARY

The municipality has entered into an agreement with Clean Foundation from April 2024 to March 2027, to support the municipality's climate adaptation and/or mitigation work.

This staff report provides an update on the Low Carbon Communities Fund – Large Scale Solar Feasibility Study project, which is one of the key projects supported by our arrangement with Clean Foundation, and recommends Council's approval to move forward with a proposed scope for this project.

BACKGROUND

Through this project, the municipality was awarded \$61,739 in Low Carbon Communities Fund grant funding from the Department of Energy. Clean Foundation has also agreed to make a cash contribution of \$11,880.16 toward this project, as well as supplying over \$2,500 of in-kind staff time. Total funding from external sources toward this project is valued at \$76,119.16.

Since the start of this project, various options have been considered for its scope, including a large-scale solar garden with a subscription model. With ever increasing budgetary pressures, the municipality has shifted to focus on a scope which will mitigate immediate energy expenses.

CONSIDERATIONS

Funding of \$7,500 has been included in the municipality's approved 2026/27 capital budget as the municipality's contribution toward this project. The total budget required for this project is \$83,619.16. External funding sources make up over 90% of the budget.

Power bills for the Recplex are budgeted at \$38,000 for 2026/27, which is in keeping with costs over recent years. As the municipality's highest power use facility, the scope of the project has been refined to complete a Clean Energy & Municipal Facilities Energy Transition Study, focused on reducing Recplex energy use. This revised scope of work has been approved through the Department of Energy, and will provide a project report along with findings, recommendations, proposed implementation phasing as well as grants, incentives and other financing mechanisms to support the implementation of energy reduction methods

Final project report and recommendations will be available in the summer of 2026. This timing will allow for planned implementation within future year strategic plans, and will support development of the Recplex Lifecycle Plan which the municipality is scheduled to complete this fiscal year, as per the approved capital program.

Clean Foundation will provide project management and oversight, including procurement of a qualified consultant, coordination of technical work, management of schedule and budget and delivery of final reporting, minimizing the project's resource impact to the municipality.

RECOMMENDATIONS

Two related recommendations are required to proceed with this project and approach:

1. Council recommend approval for the CAO to be authorized to enter into an agreement with Clean Foundation to provide project management and oversight for this project.
2. Council approve transferring all Low Carbon Communities Program grant funding received by the municipality as part of this project to Clean Foundation to manage.

Scope of Work – Low Carbon Communities Project

Clean Energy & Municipal Facilities Energy Transition Study

Prepared by Clean Foundation for the Municipality of the District of St. Mary's

April 17, 2026

Understanding of the Project

The Municipality of the District of St. Mary's (MODSM) has been funded through the Department of Energy's Low Carbon Communities (LCC) Program to complete a *Clean Energy & Municipal Facilities Energy Transition Study*. Through four distinct components, this project will enable MODSM to prioritize actions, measure progress and support future funding applications for their community Recplex. Additionally, the project will review renewable energy options, and broadly establish the steps to an energy and decarbonization pathway for the municipality.

Clean Foundation is positioned to lead this project in a project management and oversight capacity, including procurement of a qualified consultant, coordination of technical work, management of schedule and budget, and delivery of final reporting to MODSM and the funder. Clean Foundation will fulfil administrative responsibilities related to subcontractor payments, funder reporting, and the preparation and presentation of the final report.

This scope of work was prepared based on MODSM's revised change of scope and extension approved by Low Carbon Communities via email on April 7, 2026.

Deliverables

- Baseline Energy, Cost, and Emissions Assessment of the MODSM Recplex
- Recplex Facility Lifecycle & Energy Assessment
- Solar & Renewable Energy Feasibility (high level analysis)
- Municipal Energy & Decarbonization Pathway

Assumptions and Constraints

- MODSM will provide the following data upon request:
 - Historical utility consumption and cost data
 - Any existing GHG inventories or prior studies
 - Access to facility information (drawings, equipment lists where available)
- MODSM will provide reasonable access to the Recplex which will be facilitated for assessment purposes.
- The Solar & Renewable Energy Feasibility component will be a high-level desktop analysis, no site selection processes will be completed (soil sampling, etc.).
- Any changes to the given scope of work and the assumptions made in this document may result in a change to the workplan and/or budget. This will be communicated with the municipality prior to any changes.
- The project budget and timeline will be clearly communicated with the project delivery team to ensure effective management and minimize the risk of exceeding budget or schedule.

- Three quotes will be obtained from qualified consultants. Should their quotes exceed the allocated budget, the scope of work will be revised to fit the budget as outlined. This will be communicated with MODSM.

Workplan

This scope of work reflects MODSM’s revised project scope and extension approved under the LCC program. Additionally, the project workplan has been designed to complement existing QUEST project activities, to contribute to a more comprehensive and higher-quality final output.

Work Package	Task/Activity	Start	End
Project Development (Clean Foundation)	Consultant Procurement: Finalize the project scope, execute a formal agreement with MODSM, obtain a minimum of three consultant quotes, and select consultant.	2026-04-24	2026-05-20
	Project Decision by MODSM council.	2026-05-20	
	Project kick-off meeting with consultant.	2026-05-25	
Baseline Energy, Cost, and Emissions Assessment (Consultant)	Data Collection: Compile utility data (electricity, fuel oil, propane), fleet fuel (if available), and building inventory and characteristics.	2026-05-25	2026-06-12
	Data Organization & Analysis: Organize and analyze data.		
	Corporate GHG Inventory: Calculate emissions.		
	GHG Forecasting & Target Setting: Develop emissions forecast and recommend reduction targets.		
Recplex Facility Lifecycle & Energy Assessment (Consultant)	Site Visit & Walkthrough Audit: Conduct on-site inspection to document systems, operations, and condition.	2026-05-25	2026-07-15
	Facility Review: Inspect building envelope, HVAC, ventilation, lighting, and electrical systems.		
	ECM Development: Identify energy conservation measures including electrification and controls.		
	High Level Cost Estimates (Class C/D): Develop cost estimates and simple return on investment.		



Work Package	Task/Activity	Start	End
Solar & Renewable Energy Feasibility (Consultant)	Site Screening: Identify viable municipal sites for solar or wind.	2026-06-15	2026-07-15
	Solar PV Modelling: Estimate system sizes (kW) and annual energy production (kWh).		
	Wind Screening: Conduct desktop wind feasibility screening and jurisdictional scan.		
	Cost Estimates: Develop preliminary financial analysis (\$/W installed).		
	Project Identification: Identify most feasible and impactful renewable projects.		
Municipal Energy & Decarbonization Pathway Plan (Consultant)	Compile project findings: Compile methodologies, process, and findings into report.	2026-07-01	2026-07-31
	Scenario Development: Develop low, medium, and high ambition decarbonization scenarios.		
	Phasing: Define short-, medium-, and long-term implementation pathways.		
	Funding Alignment: Identify relevant grants, incentives, and financing mechanisms.		
	Implementation Roadmap: Develop actionable roadmap with prioritized projects and next steps.		
Project Closeout	Deliver and present plan to MODSM staff/council.	2026-08-15	

Consulting Budget Summary			
<i>Activities</i>	<i>Clean Foundation</i>	<i>Sub Contractor Consultant</i>	<i>Totals</i>
Project Development	\$8,231.92 (10%)	N/A	\$8,231.92
Activity 1: Baseline Energy, Cost, and Emissions Assessment of the MODSM Recplex	\$0	\$12,347.87 (15%)	\$12,347.87
Activity 2: Recplex Facility Lifecycle & Energy Assessment	\$0	\$31,727.67 (40%)	\$31,727.67



Activity 3: Solar & Renewable Energy Feasibility	\$0	\$16,463.83 (20%)	\$16,463.83
Activity 4: Municipal Energy & Decarbonization Pathway	\$0	\$8,231.92 (10%)	\$8,231.92
Project Reporting & Presentation	\$4,115.96 (5%)	N/A	\$4,115.96
Total	\$12,347.88	\$68,771.29	\$81,119.16

Note: Consultant cost breakdown (%) is a high-level estimate.

Sources of Funding	Value
LCC Program Department of Energy (grant)	\$61,739
St Mary's (cash contribution)	\$7,500
Clean (cash contribution)	\$11,880.16
Total	\$81,119.16
In-kind staff time from Climate Lead	\$2,500

Contacts:

Rachel Mitchell - Director, Community Climate Initiatives • Program Delivery
rmitchell@cleanfoundation.ca

Invitation – Strengthening Municipal Partnerships: Community Challenges and StFX Research Solutions

SUMMARY

St. Francis Xavier University has extended an invitation to Council to attend an event titled “*Strengthening Municipal Partnerships: Community Challenges and StFX Research Solutions*” on May 27th, 2026. The event will bring together municipal leaders and researchers to explore collaborative approaches to addressing municipal challenges. Council direction is requested regarding attendance and representation.

BACKGROUND

St. Francis Xavier University, through its Research Services Group and the Brian Mulroney Institute of Government, is hosting a regional engagement session focused on strengthening partnerships between municipalities and academic researchers.

The event will include presentations on:

- Methane emissions at landfills
- Women’s experiences in municipal politics
- Emergency management and search and rescue

The session will also include a networking component to foster collaboration between municipalities and the university.

Event Details:

- Date: Wednesday, May 27th, 2026
- Time: 5:00 – 7:00 PM
- Location: Joyce Family Atrium, Mulroney Hall, St. Francis Xavier University
- RSVP Deadline: May 15th, 2026

CONSIDERATIONS

- The event aligns with municipal interests in climate action, governance, and emergency management. Attendance may support relationship-building with regional municipalities and academic partners.
- Section 5.8 of the Mileage/Expense Policy provides that, when representing Council and with prior approval of the CAO and/or by Council consensus, eligible expenses may include travel to community events and committee or board meetings that are non-Council or Committee of Council related, or for which members have not been appointed by Council to attend.

Staff Report



- Council may wish to determine which Council member(s) will attend on behalf of the Municipality.
- The Fire Services Advisory Committee meeting is scheduled for the same evening, May 27th, impacting Council member availability.

RECOMMENDATIONS

Council recommends attendance by _____, with mileage expense to be reimbursed for those attending, as agreed by Council consensus.