



NOTICE

MEETING: St. Mary's Municipal Council

DATE: Tuesday, October 9th, 2018

TIME: 7:00pm

PLACE: St. Mary's Municipal Office
Council Chambers, Sherbrooke, NS

Please Advise If Unable To Attend

Dated: *Oct 2, 2018*

Marvin MacDonald
CAO

Municipality of the District of St. Mary's

Meeting of Council

Tuesday, October 9th, 2018

AGENDA

1. Call to order
 2. Roll call
 3. Approval of agenda and any additions
 4. Approval of minutes of Regular Council Meeting held September 10th, 2018
 5. Business arising from minutes
 6. Presentation – Scott Beaver, St. Mary's River Association
 7. New Business
 8. Recommendations from Committee of the Whole
 9. Outside committee appointment reports
 - a. Asset Management Webinar - Councillor Smith
 10. CAO report
 11. Solicitor report
- Adjournment

- *10 minute question and answer period pertaining to agenda items*

**Municipality of the District of St. Mary's
Regular Council Meeting
Tuesday, October 9th, 2018**

Meeting, Date & Time:

The regular meeting of the St. Mary's Municipal Council was called to order on Tuesday, October 9th, 2018 at 7:00pm in the Council Chambers Sherbrooke, N.S.

Attending:

Warden Mosher
Deputy Warden Dort
Councillor Malloy
Councillor Findlay (Arrived 7:02pm)
Councillor Kaiser-Kirk
Councillor Smith
Councillor Baker
Adam Rodgers, Solicitor

Also Attending:

Marvin MacDonald, CAO
Marian Fraser, Director of Finance

Approval of Agenda:

On motion of Councillor Kaiser-Kirk and seconded by Deputy Warden Dort Council approved the agenda with the following additions.

7. New business
 - a) Community Liaison Committee – Councillor Smith

9. Outside Committee Appointment Reports
 - b) Community Health Board – Councillor Malloy
 - c) Forest Advisory Committee – Councillor Kaiser-Kirk
 - d) GALA – Councillor Smith

Motion carried.

Approval of Minutes:

On motion of Councillor Smith and seconded by Councillor Baker Council approved the minutes of the Regular Council Meeting held on September 10th, 2018.

Motion carried.

Councillor Findlay arrived at 7:02

Business Arising from the Minutes

- None

St. Mary's River Association – Scott Beaver, President

- Strongly opposed to the Cochrane Hill Gold Mine Project or any gold mine coming to the area due to environmental concerns.
- Voted within the association to start a No Open Pit Excavation (NOPE) campaign. They want to educate the community on what is known about the project and facts related to mining. Would like to work with Council on this initiative.
- There is potential for the St. Mary's River to be negatively affected by the proposed mine.
- A map was presented of the area's lakes and how water would flow down.
- The size of the mine is also a major concern.
- Listed the organizations that will be providing the letter of supports to go with the St. Mary's River Association's environmental assessment document.
- Provided background on the associations efforts to bring back the Atlantic Salmon to the area, 8 years into the plan and over \$1.25 million in habitat work has been completed. The Cochrane Hill Gold Mine Project is counterproductive to these efforts.
- The association has applied for the Coastal Restoration Fund. This is a \$4 million project on our river.
- If the mine does come to the area, the association would want to work with partners to ensure that it is done right.

New Business

- Community Liaison Committee – Councillor Smith
 - See attached report

Recommendations from Committee of the Whole

- Destination Eastern and Northumberland Shores (DEANS)
On motion of Councillor Kaiser-Kirk and seconded by Councillor Findlay to pay Destination Eastern and Northumberland Shores (DEANS) a grant in the amount of \$4,016.34.

Motion carried.
- Onsite Energy Management Opportunity
On motion of Councillor Smith and seconded by Councillor Malloy to partner with neighboring municipalities for the Onsite Energy Management Opportunity application.

Motion carried.
- Hospitality Policy
On motion of Councillor Smith and seconded by Councillor Baker to approved the Hospitality Policy as presented

Motion carried.
1 Nay, Councillor Findlay
- TIR Cost Share
On motion of Deputy Warden Dort and seconded by Councillor Kaiser-Kirk to submit an application to be part of the TIR cost share program for 2019/20 with priority number one being Hospital Road repaving and priority number two being Restoration Drive paving.

Motion carried.

- Eastside Water Project
On motion of Councillor Findlay and seconded by Councillor Baker that the \$202,100 Eastside Water Project deficit be paid for with municipal reserve funds. The decision on which reserve fund to be made by March 31, 2019.

Motion carried.

2 Nay, Deputy Warden Dort & Councillor Kaiser-Kirk

Outside Committee Reports

- Asset Management Webinar - Councillor Smith
- Community Health Board – Councillor Malloy
- Forest Advisory Committee – Councillor Kaiser-Kirk
 - Question regarding the spraying in the area. Councilor Kaiser-Kirk provided an update to council via email regarding the concerns of potential spraying in the area.
- GALA – Councillor Smith
- It was suggested when completing outside committee reports to spell out the acronyms at least once during the report.

CAO Report

- See attached.

Solicitor Report

- Following up on St. Mary's River Association presentation –
 - Adam stated there may be potential legal elements and that he would keep Council up to date on issue.
- Received the tax sale listing from Director of Finance for title searches.
- The Land Expropriation
 - Hearing did not take place the day after the last council meeting, the judge identified a couple issues with the case, one being the province was not present and cited the public highways act , hearing adjourned until May 2019.

Adjournment

On Motion of Councillor Malloy there being no further matters of business, council adjourned at 7:56pm.

Recorded By
Director of Finance

Approved By
Warden Mosher

Action items for the District of St. Mary's Municipal Council from the SMRA

The purpose of our visit to the Municipal Council is to make our Council Members aware that the SMRA is strongly opposed to Atlantic Golds proposed open pit gold mine.

Meeting October 9th

Our intentions and call to action.

1. The SMRA is submitting our draft submittal to the Municipal Council. This document is intended to accompany Atlantic Golds EIS (environmental Impact Statement). The purpose is to help shed light on the impact this open pit mine could have on the St. Mary's river, state our stance towards the proposed mine and ensure if the mine does come items of concern are addressed.
2. The SMRA is sharing a copy of our Liming and Habitat proposal targeting the Coastal Restoration Fund. The purpose is simply communication within a small community and to help shed light on the impact the proposed open pit gold mine will have on the community's efforts to restore the St. Mary's river to a pre mining and deforestation Era.
3. SMRA is initiating a NOPE campaign (No Open Pit Excavation) under this initiative the SMRA is investigating hiring a professional to do an independent assessment on Atlantic Golds EIS (Environmental Impact Statement). We will be approaching the municipality in the near future to share this cost with SMRA. Also we are interested in pursuing a community survey within the district of St Mary's with the intent on gathering the needed information to determine the communities stance regarding Atlantic Golds proposed open pit gold mine in Cochrane Hill and any proposed mine in the future.
4. Call upon the district of St Mary's municipal council to establish a municipal by law to prohibit any open pit mine within an 8 km radius of the St. Mary's river in the district of St. Mary's. Similar to the action taken by the Municipality of the county of Colchester regarding the proposed mine in the French River Valley. SuNNS (Sustainable Northern Nova Scotia) was started as a result of the proposed mine for the French River Valley and has been working together with their municipality to keep this mine from entering their watershed.



Report to Council

Member of Council: Kaytland Smith

Board/Agency/Organization: Community Liason Committee

Date Attended: October 1st 2018 **Location:** Sherbrooke, NS

Key Highlights:

- Mine tour for the CLC is planned for November 5th 2018
- Planning to submit EIS in June 2019
- Project Description Overview
 - Description was submitted September 28th 2018, will be released online 10 days following
 - Additional drilling is on-going at the Cochran Hill site
 - Construction to begin 2021, operational in 2022, and conclude in 2027
 - Project will include: surface mine, tailings facility, waste rock pile, processing plant, support buildings
 - The support buildings will be covered under Municipal regulations, all other buildings or facilities will be Provincial authority
 - Following the metal and diamond guidelines
 - Crushed ore will be stock piled indoors
 - Dust suppression applications will be applied during the crushing process
- Engagement is on going with the Mi'kmaq community
- Tailings facility site location is still being decided, down to three options. Studies are under way to see what the best location would be
 - Plan to avoid the McKeens Brooke area
 - 80 hectares in size
- Relocation of highway 7 is down to two options. Decision pending
- Water for start up of sight activities will be taken from surrounding lakes
 - Start up will require 300,000 to 500,000
 - 95% of the water will be in a closed loop system
 - Will require a continual draw to maintain water levels in the facility
 - Water withdrawal permit will be required

- An independent tailings review board is hired to access the site. Made up of professionals and experts in the field
- Trucking and Traffic
 - 10 trucks per-day from site to facility
 - Proposed trucking route would be from highway 7 to Sheetharbour, to 224, to Moose River Crossroad, approximately 125 kilo-meters in length
 - Road alignment change to #7 will take the road out of the blast perimeter
- Habitats and Biophysical
 - Biophysical and baseline surveys are ongoing or completed
 - Studies include but not limited to list of priority species, targeted species, air, noise, dust pollution, greenhouse gas, ground water, surface water
 - Productivity model will be developed
 - 9 common mammals were found in the study area, no moose signs, no snapping turtle, and 1 wood turtle sighted
 - No species at risk animals were found in the study area
 - Vegetation surveys found no rare plants
 - Data logger have been installed in various locations along the river and streams, record temp, depth, and volume
- Legacy and Reclamation
 - At closure of the mine all facilities will be removed and property returned to a functional state
 - Pit will be filled with water
 - Pit depth to be around 130-140 meters
 - Monitoring of the site will continue 2-3 years following reclamation
 - Bond is set with the Province before work can begin. The Province sets the bond amount and the money is held for reclamation incase of need
 - A reclamation Committee will be struck in the future
- No worker housing will be provided on-site
- Will be sending out information on where resumes can be sent
- The next public engagement session will be in January
- Website is being updated, now includes stories of individuals who work at a current mine and what their experiences have been
- Exploration is continuing regionally
- Any current or ongoing clear cutting near the site is not Atlantic Gold
- Community requests or questions can be directed to the community relations email. communityrelations@atlanticgoldcorporation.com
- The news letter is ongoing. To receive the most up to date information you should subscribe to the news letter. http://www.atlanticgoldcorporation.com/projects/cochrane_hill_project/

Hospitality Policy



Purpose:

The purpose of this policy is to provide guidance to staff and elected officials with respect to the appropriate expensing of necessary hospitality expenses that support government objectives. The Municipality of the District of St. Mary's recognizes that hospitality related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.

Definitions:

- **Hospitality** – Expenses incurred while hosting individuals for reasons outlined above including receptions, ceremonies, conferences, performances, business meetings or other group events. Allowable expenses may include meals, beverages or other approved items. These expenses are not connected to an individual's travelling expenses while on municipal business.

Responsibility:

No later than January 31st following an election year, Council shall formally review this policy as well as the Mileage/Expense Policy, by way of motion, to ensure that the contents of the policies are in accordance with provincial legislation and best practices.

Procedures:

- The Warden, CAO, and Economic Development and Planning Officer will have the authority to incur hospitality expenses. Other staff approved by the CAO or designate; and the Deputy Warden or a Councillor as approved by Council, may incur hospitality expenses.
- The offering of hospitality shall be done in such a manner as to reflect the prudent stewardship of public funds.
- Hospitality may be offered under the following circumstances
 - Hosting foreign dignitaries
 - Engaging in official public matters with representatives from other governments
 - Hosting business, industry and labour leaders; or other community leaders
 - Sponsoring conferences
 - Hosting prestigious ceremonies/recognition events

- Other official functions, upon approval
- Costs associated with Municipality of St. Mary's staff and/or council events such as retirement ceremonies, holiday gatherings or office social events
- Gratuities up to 20% will be eligible for reimbursement.
- All hospitality events require prior authorization. Authorization requests must be submitted using the Hospitality Expense Preauthorization form (Appendix A).
- A copy of the signed Hospitality Expense Preauthorization form must accompany the claim for reimbursement (Appendix B).
- Claims for reimbursement must be accompanied by sufficient supporting documentation to validate the expenses (i.e. receipts and invoices detailing the expense)
- While the standard for hospitality is the provision on non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Alcohol is not an allowable expense for council or staff members on travel status.
- Serving alcohol at events hosted by the municipality requires prior approval.
- When hosting municipal events, the hosts of the event will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered. Preference will be given to wine, beer and spirits produced in Nova Scotia. All laws must be observed.
- For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts is deemed appropriate. Any giving of gifts requires prior approval.
- Staff and elected officials are responsible for acting in accordance with this policy and all other relevant municipal policies with respect to the acceptance of gifts and hospitality.
- Any breach of this policy shall result in corrective or disciplinary action in accordance with the Municipal Human Resources policy for staff and under the Code of Conduct for elected officials.

Accountabilities:

Warden and Council are responsible for:

- Overseeing and ensuring compliance of hospitality-related expenses for the CAO or designate and hospitality expenses that are approved by the CAO or designate; and approving hospitality for events that Council see as warranted under this policy.
- Consistent application of this policy

Date Adopted:

CAO or designate is responsible for:

Using discretion to make decisions and choices with some degree of flexibility while maintaining compliance with this policy. When exercising discretion, the following factors must be considered.

- Ensuring all hospitality events and related expenses initiated or incurred are in compliance with this policy.
- Approving requests and claims for hospitality-related expenses in instances where the actual cost of the hospitality event exceeds the estimated cost.

The CAO or designate should consider whether the request is:

1. Defendable under audit
2. Properly documented
3. Fair and equitable
4. Reasonable
5. Appropriate

Employees are responsible for:

- Acting in accordance with this policy.

The Finance Department is responsible for:

- Providing advice and assistance to Council, CAO or designate regarding the application of this policy
- Monitoring hospitality expenses for appropriate usage and consistency with policy directives
- Processing hospitality-related expense claims and ensuring compliance with this policy.

Municipal Clerk

Date

Date Adopted:

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Municipality of the District of St. Mary's Hospitality Expense Preauthorization Form

Department

Name	Title

Event

Date of Event		
Purpose of Event		
Estimated Number of Attendees		
Estimated Itemized Costs Including Gratuities	Item	Cost

Signature

Date

Approved By

Date

Date Adopted:

Municipality of the District of St. Mary's Hospitality Expense Form

Department

Name	Title

Purchases

Date	Description	Amount	Budget Line Item
Total			

Summary

Budget Line Item	Amount
Total	

Authorization

Preauthorization form attached

If preauthorization not obtained please complete the following:

Reason preauthorization was not possible: _____

Purpose of Event: _____

Number of Attendees: _____

Signature

Date

Approved By

Date

Date Adopted:



Report to Council

Member of Council: Kaytland Smith

Board/Agency/Organization: Asset Management Webinar

Date Attended: September 13th 2018

Location: _____

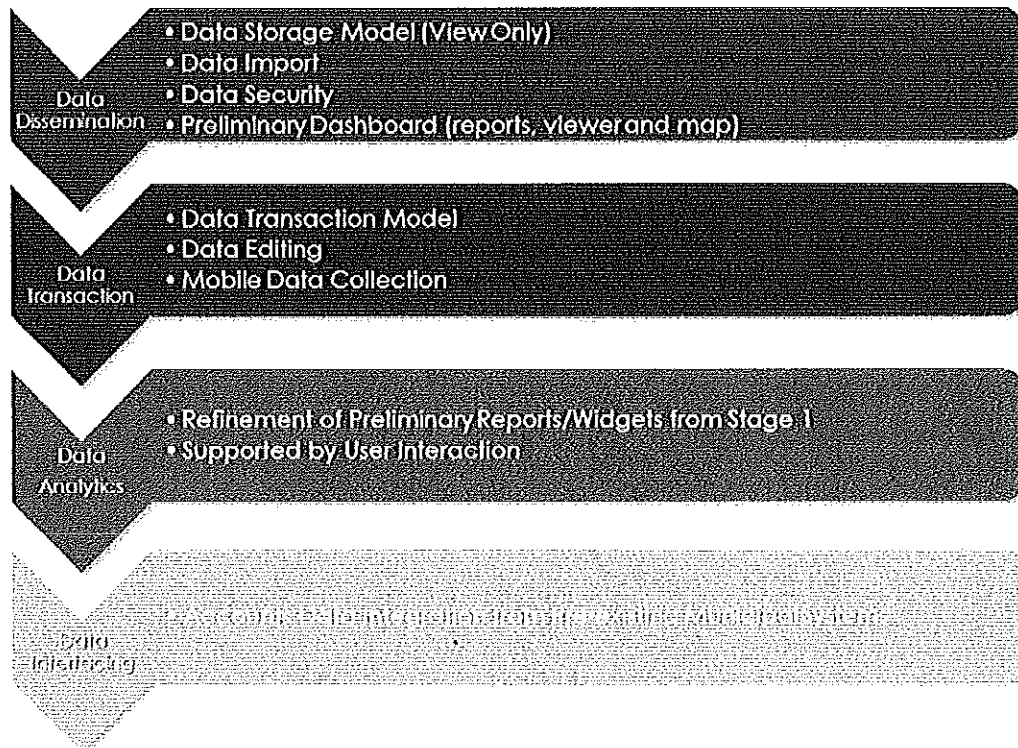
Agenda Items Discussed:

- Presentations by:
 - Jennifer Duncan, Senior Engineer, Department of Municipal Affairs
 - Michael Burt, Manager, Funding, Municipal Asset Management Program, FCM
 - Debbie Neilson, NSFM

Key Highlights:

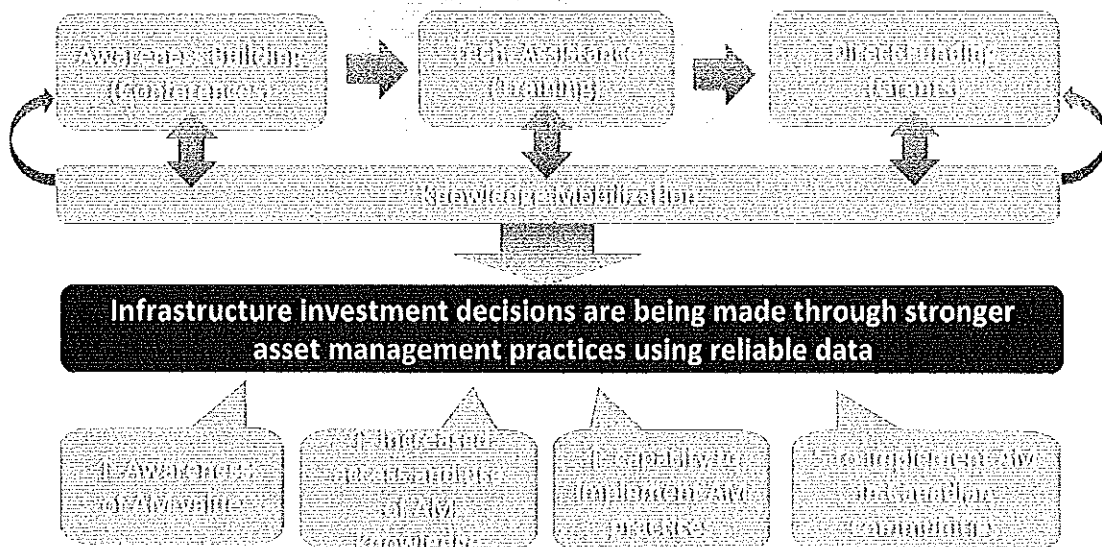
- Jennifer Duncan: The Nova Scotia Asset Management Program
 - The current state of public infrastructure is bleak
 - Almost 60% of Canada's core public infrastructure is owned and maintained by Municipalities
 - It's estimated that 50% of public infrastructure will reach the end of its service life by 2027
 - Municipalities lack the funding, staff, and resources required to maintain infrastructure
 - Asset Management: The Nova Scotia Approach
 - Developed a diverse working group for the program
 - The plan following the pilot projects is to share the resources and tools with Municipalities
 - Phase 1-completed-support small and medium Municipalities with data inventory and collection assistance
 - Phase 2-currently underway-The Registry Project:
 - Storage and mapping for Municipal Infrastructure Assets
 - Lessons learned thus far on the project include:
 - Pace, engagement, technical, support

The Registry Project



- Michaels Burt: MAMP Results
 - Infrastructure investment decisions are being made through stronger asset management practices using reliable data
 - The tiered system has been designed to support Municipalities:

MAMP: Designed to support municipalities



- The key to the success of the program has been the partnerships across the Country
- 3500 people took part in sessions in the first year of the program, across 300+ Municipalities
- Since the opening of the application process in May 2017, 532 applications have been received, 280 approved, and 3 completed
- The focus of the program is to offer funding to small Municipal units, who may not have the internal capacity
- MAMP direct funding offer-eligible activities include:
 - Asset management Assessments (needs or risks)
 - Asset management plans, policies, and strategies
 - Data collection and reporting
 - Asset management training and organizational development
 - Knowledge transfer, development and sharing
- Due to the popularity of the program the deadline for applications has been moved up to October 32nd
- Debbie Neilson-On the horizon
 - Received funding to offer support on asset management over the coming months:
 - An online course on the basics of asset for elected officials
 - An online learning modules for tools and resources developed from the Pilot Project
 - Two workshops in late November to help Municipalities incorporate climate risks into their asset management planning practices
- Question period:
 - Is there a clear description of what data and formats will be required the GTF requirements?
 - The program was put together with Municipalities having little to no data in mind. There for its minimum. Suggestion was made to request a data collection package
 - How do you gain access to the technical support for the program?
 - The data collection package includes all that information
 - Should interested Municipal bodies contact FCM to gage if there is still funding available for their project?
 - If funding runs out an email and web page change will be made. Or you can call 18779979920
 - How involved is the application form?
 - If you have all the corresponding information available to you, the application form its self should only take a bout a half hour to fill out.

Below is a link to a simplified, easy to understand video about why it is important to invest in asset management:
<https://fcm.ca/home/programs/municipal-asset-management-program/why-invest-in-asset-management.htm>

Below is a link to FCM page continent beginner information to Municipal asset :
<https://fcm.ca/Documents/tools/MAMP/asset-management-resources-for-beginners-en.pdf>



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: Sept 12

Location: Chedabucto Ed. Centre

Agenda Items Discussed:

Key Highlights:

Board welcomed Cory Worth as a member

Early years have received their funding from CHB.

Co-Ordinator Andrea Donovan has accepted a position in mental health and Addictions. Her new replacement should be in place by Sept.24th.

Wellness fund workshops will be held in Guysborough, Canso and Sherbrooke.

Chairperson reported the Poverty Reduction Coalition are launching the peoples School on Poverty on Sept 18 in Antigonish. Followed by 4 community consultations.

Council of chairs meeting will be held Oct.13th in Baddeck.

Discussion was held on bringing Julia Kemp from Mobile Food bank to make a presentation to our group in the near future.

Provincial conference to be held on Nov. 2nd and 3rd in Halifax.



Report to Council

Member of Council: Peggy Kaiser-Kirk

Board/Agency/Organization: Forest Advisory Committee – Port Hawkesbury Paper

Date Attended: October 2, 2018
Hawkesbury

Location: Mill Site, Port

Agenda Items Discussed:

- Welcome & Introductions – Marvin Hudson was introduced as the new Supervisor of Woodlands & he gave the group an update on his team.
- Last meeting minutes reviewed & approved.
- PHP SFI Audit results were shared to the group by A. Fedora. PHP received 'Full Compliance' status from the national auditors (SFI). A few very minor suggestions by the auditors included more variety of training with contractors, for example, 'Species at Risk' and 'Water Crossing Training'. Next audit is September, 2019.
- Joel gave an update on the Science committee he sits on regarding the Spruce Budworm; Quebec has been hit hard with the budworm infesting 200,000 hectares. New Brunswick has been employing an early intervention strategy which includes the use of pesticides if the larvae number is above 7 found on 3-branch collections in their study. Along the border between Quebec and NB, the Quebec side is destroyed and the NB side is healthy. Last Fall, here in NS, Larvae counts were high, but are now lower. Monitoring process seems to be the key. Another species, the Emerald Ash Bore is also getting around. It has been found in a Park in HRM. The Spruce Budworm likes older tree stands and will go for the Balsam Fir first, but will eventually eat anything after awhile. They are cyclic.
- Short general discussion on the Lacey Report over supper.



Report to Council

Member of Council: Kaytland Smith

Board/Agency/Organization: GALA

Date Attended: September 18th 2018 **Location:** Guysborough, NS
Agenda Items Discussed:

- AGM
 - Planned for December 13th 2018
- Free books plan
 - 'Little Free Library'
- Financial Report
- Credit card and policy
 - on-going
- Fee for Service Policy
 - approved

Key Highlights:

- A new 2 year contract was signed to cover July 1st 2018-June 30th 2020 with LAE
- GALA instructors returned to work September 9th 2018
- GALA was approved to continue piloting E3
- Proposed writing and negotiations are ongoing for GALA to deliver a 10-week cloud based program for 10 DCS clients.
 - Program duration from September 24-December 14
- Early Years Network video project
 - All funds have all been received.
 - GALA will act as the broker.
 - Work on the project to resume September
- GALA website is currently being revamped.
 - Planning a launch at the AMG
- The need for a Conflict of Interest Policy was raised.
 - It will be added to the Policy committees list



MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

CAO Report – October 9, 2018

CAO:

Meetings:

- Met with solicitor regarding land ownership matter
- Met with private developer regarding land availability
- Mid-year review Meeting with Director of Finance
- Discussions with EDPO to start work plan preparations
- Attended council and committee of the whole meetings
- Meeting with Strait Engineering and Superintendent of Public Works to discuss options for UV Lights at sewer treatment plant
- Attended meeting with Warden and Port Hawkesbury Paper representatives regarding the Lahey Report on forestry
- Meetings with Danny Graham and Engage Nova Scotia team in preparation for the Engage St. Mary's event on September 22nd
- Attended the Engage St. Mary's Event
- Met with St. Mary's ATV Club president and received update on the pilot project allowing ATV's to travel through Sherbrooke beginning October 1, 2018 and running for three years
- Meetings with our EDPO and District of Guysborough Development Officer and Director of Economic Development
- Attended NSFM meeting on Resolutions in Port Hawkesbury
- Chaired the Strait Area CAOs quarterly meeting in St. Mary's
- Attended meeting with Dr. Ackerman and Kathy Chisholm, Facilities Manager for St. Mary's Memorial Hospital

Other:

- Ongoing discussions with ESREN regarding regional development initiatives and exploring opportunities for St. Mary's
- Discussions with SHOPS and entered a contract to have shredding services provided by them

- Prepared fact sheet for the Newsletter and website on financial and infrastructure activity over past couple years
- Provided comments to NS Environment on their proposed changes to legislation on C&D sites
- Provided comments to NS Environment regarding their proposal to impose a blanket coastal protection zone along all coastline in Nova Scotia
- Submitted application under the NSFMC Carbon Surcharge Fund for upgrades to the insulation for the Sherbrooke Library

Community Development & Recreation:

Recreation Monthly Report

September/ October

- Josh and Maggie partnered with the PTA (parent teacher association) to host a movie night in support of the playground project. Which raised over \$630!
- Started the Trail Blazers program once again and also added a Trail Blazers program for little kids. These programs take place once per week and are held in Stonewall Park. In this program we do activities that focus on connecting youth with nature. We had an interview for the paper which gained us some volunteers from the community to take part and lead an afternoon or two of our program. We have had some of those people come in already and taught the kids everything they know best about the outdoors. Very engaging and hands on.
- Started the Happy Feet program which is an all running program for kids that happens once per week at SMECA.
- Josh and Maggie Joined that SAC (School Advisory Council) which hosts monthly meetings on how community members can work together to enhance learning opportunities for students.
- The Stone Wall Park directional Signage is almost completed, just a few more signs to put up.
- The St. Mary's Rec department partnered with St. Mary's Kids First to host a family program called "Nobody's Perfect". This program is based on healthy communication and family matters, you can go for help, advice, just to talk, or even listen. While the parents are in the classroom having conversations, the kids are in the gym with our rec staff playing organized games. This program takes place once per week for 1.5 hours.
- The Recplex plans are in order and will be opening on November 12th this year. The 2018/19 Recplex Brochure will be distributed at the front of the November Municipal Newsletter with all the new programs, contact numbers and dates.
 - *The Recplex was fully painted on the inside and parts of the outside.
 - *The mats have been delivered and will be set in place very soon to complete our full indoor walking track, that will be available free of charge during any of our programming.
 - *A second quote for a Zamboni was received and we will be exploring the opportunity to replace the existing tractor.

*New glass for the boards that are missing glass will be set in place before the Recplex opens.

*The Facility Access grant will be giving us \$3500 this year.

- Maggie has joined the SPIN Committee (Schools Plus Interagency Network) which holds 4 round table meetings per year. These meetings are held to discuss roles of individuals who have an impact on physical activity, health or wellness. Maggie will be the only representative for St. Mary's.

Economic Development & Planning:

September 2018

- Hired Full-Time Economic Development & Planning Officer
- Drafted EDPO work plan for 2018/2019
- Drafted Planning Document Update Work plan
- Began Review of Existing Planning Documents
- Planned Small Business Week Event
- Hosted Engage St. Mary's Event – Sept 22

October 2018

- Continue Review of Planning Documents
 - Determine prioritization/hierarchy
- Formalize work plan for Planning Document Update for review
- Host Small Business Week Event – Oct 15
- Develop Next Steps/work plan for Beautification Project
- Receive/Review Planning Application Atlantic Gold Project
 - Met briefly with Planning Consultant
 - Need to determine requirements for an MPS Amendment
- Determine Next Steps/Action Plan from Engage St. Mary's Event
 - Review report from Engage Nova Scotia
 - Determine a community report back strategy

Finance:

Finance Update

- Tax Sale, 25 properties have been sent to legal for title searches. The Tax Sale is scheduled for Tuesday January 8th, 2019 at 11am. The tax sale and detailed listing will be advertised in the November Municipal Newsletter.
- PID/AAN Research Project follow-up - the monthly priority accounts are continued to be forwarded to both Property Valuation Service Corporation (PVSC) and Land Registry as

according to the one year plan set out. Progress has been slow but the Municipality will continue to follow up on this project with both parties.

- PVSC has announced a new webinar training calendar that will be released in January 2018. Training will include a session on Assessments 101; council will be notified when this session is scheduled.
- All financial provincial reporting has been submitted, including, 2017/18 Financial Return Information, 2017/18 Audited Financial Statements, 2018/19 Municipal Approved Operating and Capital Budgets, and 2018/19 Provincial Grant in Lieu of taxes listing.
- A mid fiscal year budget review will be done at the next committee of the whole.

Public Works:

- Investigated the ongoing problem of clogged sewer pumps at lift stations and installed device to remove materials that caused clogging before it reaches the pumps. This seems to be working as there are fewer clogging problems and we do not have to pull the pumps as much in last few weeks.
- Looking into work involved to install ultra violet lights to replace the chlorination treatment of effluent leaving the sewer treatment plant. We will have to dechlorinate effluent by 2020 and installing a UV lights will eliminate the chlorine from the system
- Bill Shaw conducted groundwater quality sampling at the Transfer Station and prepared annual report for submission to Nova Scotia Environment. The report indicates that there is no adverse effect on groundwater quality in the vicinity of the Gegogan Transfer Station. There has been no significant change to the water quality at the Transfer Station for past 10 years.

Municipal Clerk & Special Projects:

Municipal Clerk/Special Projects Report October 2018

- Completed annual Datacall as required by Nova Scotia Environment
- Purchasing art work for the office
- Updating website (Council minutes & agendas, latest news, events, audited finance documents, etc)
- Preparation work for the Engage St. Mary's event and attended the event
- Municipal newsletter – receiving and editing material, layout design, coordinating printing, stapling and mail out with the receptionist
- Work on new website – coordinating with AMA on new design and process
- Policy Work (Hospitality, Social Media & Code of Conduct)

- Virtual City Hall – testing the Diamond Financial System for increased electronic business options for customers
- Records management – ongoing maintenance and shredding tracking
- NSCAF – working with David Pitcher and updating civic information
- In contact with Ian Gunn regarding fire boundary maps
- Researched broadband options for upcoming funding opportunities