Municipality of the District of
St. Mary's

NOTICE

MEETING: St. Mary's Municipal Council

DATE: Monday February 11th, 2019

TIME: 7:00pm

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

Please Advise If Unable To Attend

Dated: *Feb 4, 2019*

Marvin MacDonald
CAO

Municipality of the District of St. Mary's

Meeting of Council

Monday, February 11th, 2019

AGENDA

1. Call to order
2. Roll call
3. Approval of agenda and any additions
4. Approval of minutes of Regular Council Meeting held January 14th, 2019
5. Business arising from minutes
6. Volunteer Fire Department Initiative - Seaside Communications/Sea Shore VFD
7. New Business
8. Recommendations from Committee of the Whole
9. Outside committee appointment reports
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
Monday, February 11th, 2019

Meeting, Date & Time:

The regular meeting of the St. Mary's Municipal Council was called to order on Monday, February 11th, 2019 at 7:00pm in the Council Chambers Sherbrooke, N.S.

Attending:

Warden Mosher
Deputy Warden Dort
Councillor Malloy
Councillor Findlay
Councillor Kaiser-Kirk
Councillor Baker
Councillor Smith
Adam Rodgers, Solicitor

Also Attending:

Marvin MacDonald, CAO
Marian Fraser, Director of Finance
Denise Sawlor, Municipal Clerk/Special Projects Coordinator

Approval of Agenda:

On motion of Councillor Kaiser-Kirk and seconded by Councillor Baker Council approved the agenda with the following additions:

7. New Business
    a. Government FOCUS – Councillor Smith
    b. Whale Sanctuary Project – Councillor Smith

9. Outside Committee Reports
    a. GALA – Councillor Smith
    b. Sherbrooke Village Commission – Councillor Findlay
    c. Guysborough County Tourism Strategy – Councillor Findlay & Councillor Malloy

Motion carried.

Approval of Minutes:

On motion of Deputy Warden Dort and seconded by Councillor Baker Council approved the minutes of the Regular Council Meeting held on January 14th, 2019.

Motion carried.

Councillor Findlay Arrived

Volunteer Fire Department Initiative - Seaside Communications/Seashore VFD

- Presentation postponed to March Council meeting.

Business Arising from the Minutes

- None

New Business

- Government FOCUS – Councillor Smith
- Whale Sanctuary Project – Councillor Smith
    - Councillor Findlay, Councillor Smith and Marvin attended a meeting at Sherbooke Village today regarding the project.
    - Sherbrooke Village requested the Municipality write a letter supporting the museum exploring the opportunity to attract the Whale Sanctuary Project to this area.
    - The Whale Sanctuary Project would be considered as a component of the Rural Institute for Cultural Heritage and Environmental Sustainability (RICHES) program. It is believed that the project could be an excellent addition to the RICHES initiative and that the two projects would complement one another.

On motion of Councillor Findlay and seconded by Councillor Smith that Marvin draft a letter of support to the Sherbrooke Village Museum to explore the opportunity to attract the Whale Sanctuary Project to this area.

Motion carried.

Recommendations from Committee Of The Whole

- Library Basement:
  On motion of Deputy Warden Dort and seconded by Councillor Findlay that the Municipality proceed with the library basement repairs.

  Motion carried.
- Guysborough County Tourism Strategy Committee:
  On motion of Councillor Kaiser-Kirk and seconded by Councillor Baker that Council appoint Councillor Findlay to the Guysborough County Tourism Strategy Committee and Councillor Malloy as the second appointment. Mileage to be paid for attending committee meetings.

  Motion carried.
- 2019 Federation of Canadian Municipalities (FCM) Conference:
  On motion of Councillor Baker and seconded by Deputy Warden Dort that Councillor Findlay and Councillor Malloy attend the 2019 Federation of Canadian Municipalities Conference.

  Motion carried.
- Legal Services:
  On motion of Councillor Findlay and seconded by Councillor Malloy that the Municipality prepare a request for proposals for legal services to begin May 1st, 2019 and ending March 31st 2023.

  Motion carried.

- Legal Services:
  On motion of Councillor Kaiser-Kirk and seconded by Deputy Warden Dort that the Municipality respond to the letter from Mac, Mac & Mac accepting the terms stated in their letter regarding legal services.

  Motion carried.

- Low Income Exemption:
  On motion of Deputy Warden Dort and seconded by Councillor Baker that Council set the low income exemption for 2019/2020 at $110 and the annual household income be $20,500 or less.

  Motion carried.

Outside Committee Reports

- GALA – Councillor Smith
- Sherbrooke Village Commission – Councillor Findlay
- Guysborough County Tourism Strategy – Councillor Findlay & Councillor Malloy

CAO Report

- See attached report.
- The Active Living Program Memorandum of Understanding (MOU) is new this year and states a five year term.
- At the Library Services meeting they discussed the proposal for the new funding formula.
- Library Services will be added as a topic on the next COTW. Feb 20, 2019.

Solicitor Report

- Land Expropriation Case
  - No recent news, Adam will keep Marvin updated.
  - Next step is the filing of briefs.
- Tax Sale
  - Tax sale certificates have been registered.
  - Adam took a second look at one of the properties that were listed as a possibility for the Jan 2019 tax sale and is recommending it for the next tax sale.

Adjournment

On Motion of Deputy Warden Dort there being no further matters of business, council adjourned at 7:33pm.

Recorded By	Approved By
Municipal Clerk/Special Projects Coordinator	Warden Mosher

Councilor Smith

February 10th 2019

Government FOCUS

(Female Objectives Cape Breton/Unama'ki/Strait)

GOVERNMENT FOCUS

- At our most recent meeting we fine tuned our project proposal. Budget, descriptions, benefits, outcomes, and partners. We are moving forward with registering the group, and appointing directors.
- Local Project Partners: First Nations Mi'kmaw Communities (Poletek, We'koqma'q, Wagmatcook, Eskasoni, Membertou, Paqtnkek) Municipal Counties of (Antigonish, Guysborough, Inverness, Richmond, Victoria), Municipal Towns of (Port Hawkesbury, Mulgrave, Antigonish), District of St Mary's and Cape Breton Regional Municipality.
- We also finalised our logo. This is more than just a female eye. The peaks surrounding the top of the logo represent the peaked hats worn by Mi'kmaw women, in the four sacred colors of the seven sacred teachings. The inner blue half circle represents both the sky and its limitless possibilities; it is also symbolic transcending the glass ceiling, a reality for women in leadership positions. The inner yellow half circle represents the sun which is symbolic of change and new beginnings; the half circle also represents the group's aim to reach a balance (this half circle representing women, added to the other half of the circle, representing men, will lead to a full circle for the benefit of all). This group believes in reaching a gender balance; this balance will create more meaningful representation, a greater diversity of ideas being shared around council tables, and a better and more diverse forum for ideas, achievements, and growth for our communities, our regions, and our Province.
- Next steps include presentation development completed, and series of presentations to be made to the 15 councils for funding requests to support 5 women from each community/municipality to attend the school.
    - I hope to present to Council in the next few weeks

The Whale Sanctuary Project

Present: Councilor Smith, Councilor Findlay, Councilor Baker
Date: February 6th 2019
Location: Sherbrooke, NS

Presenters:
Lori Marino, Ph'd, President
Charles Vinick, ED
Catherine Kinsman, NS Coordinator & advisor

- The purpose of the meeting was to expose the community to the idea of a Beluga Whale Sanctuary in the area. This would be the first whale sanctuary in the world.
- The group is currently pursuing a site to house up to 8 whales, animal care building (work space, freezers for whale food, small laboratory, office space, etc.), the ability create a nature trail, have an education centre either on site or in a nearby location.
- Site specifications include:
    - 40 hectares (< 1/2 km sq) (for 5-8 beluga whales)
    - Average of ~15 meters in depth over ~half of the space
    - Cove, bay, inlet, series of islands or one island and a mainland coast (shape can be flexible but size and shape should allow for segmentation to separate whales when necessary)
    - *A bay pen (4-sided netted area) in the middle of a water space will not work well for us.
    - Protection from extreme weather and tides
    - Bottom topography and substrate - no specific kind
    - Salinity (25-35 ppm) range
    - Good flushing and no nearby sources of pollution
    - No pack ice over extensive parts of water surface area
- The presentation focused on the need for community input and support for the project.
- Following the presentation on the plight currently befalling these animals and the proposed Sanctuary, the floor was opened for questions. What ensued was a creative, passionate, and lively discussion. There were representatives from private business, tourism, fisherman, and private citizens in the room. The room seemed open to discussing the project further.

https://whalesanctuaryproject.org

Report to Council

Member of Council: Kaytland Smith

Board/Agency/Organization: GALA

Date Attended: January 29th 2019 **Location: Guysborough, NS**

Agenda Items Discussed:

- Current enrolment: Canso 9, Sherbrooke 9, and Guysborough 12
- 6 participants from Cloud 9 have enrolled in NSSAL.
- Early Years Network video project work is wrapping up and the completed videos are about to be released.
- There will be a Family Literacy Day celebration during the CLC's regular skating activity on January 30. GALA will distribute books to participants.
- Awarded a $1000 Wellness Fund Grant to do Journaling Using Technology.
- Board elections:
    - Chair-Edmund LeBlanc
    - ViceChair-Heather Manual
    - Treasure/Secretary-Barry Potter
- Free little library work in on going. Reaching out to potential partners in the area to assist with construction on the boxes.
- NSSAL review has entered its third phase. Completion estimated for end of March.
- Financial Report-Approved

GALA-Guysborough Adult Learning Association

NSSLA-Nova Scotia Adult Leaning Association

AGM-Annual General Meeting

Report to Council

Member of Council: Debbie Findlay

Board/Agency/Organization: Sherbrooke Village Commission

Date Jan 30, 2019 Location: Village Board Room

Agenda Items Discussed:

The transfer of the donated land along the St. Mary's River is complete

Old fashioned Christmas was another success.

The year to date Financial report was presented to the Board and was approved.

The idea of a MOU between Sherbrooke Village Commission and The Goldenville Heritage Museum was discussed and will be looked into further.

The Executive Director gave a report entitled organizational restructuring of Sherbrooke Village Staffing which he asked that I share with Council and is attached.

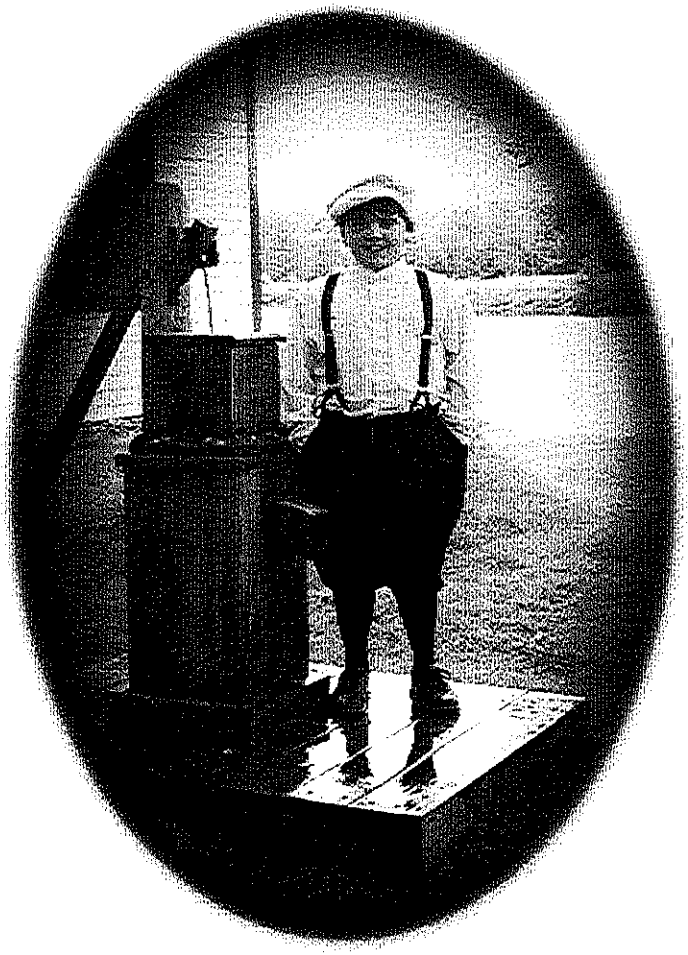
A resounding round of applause was given to Don Armstrong, past Chair, for 3 terms (9 yrs) of service.

Meeting adjourned

Sherbrooke Village Museum

Organizational Structure

(Effective February 2019)



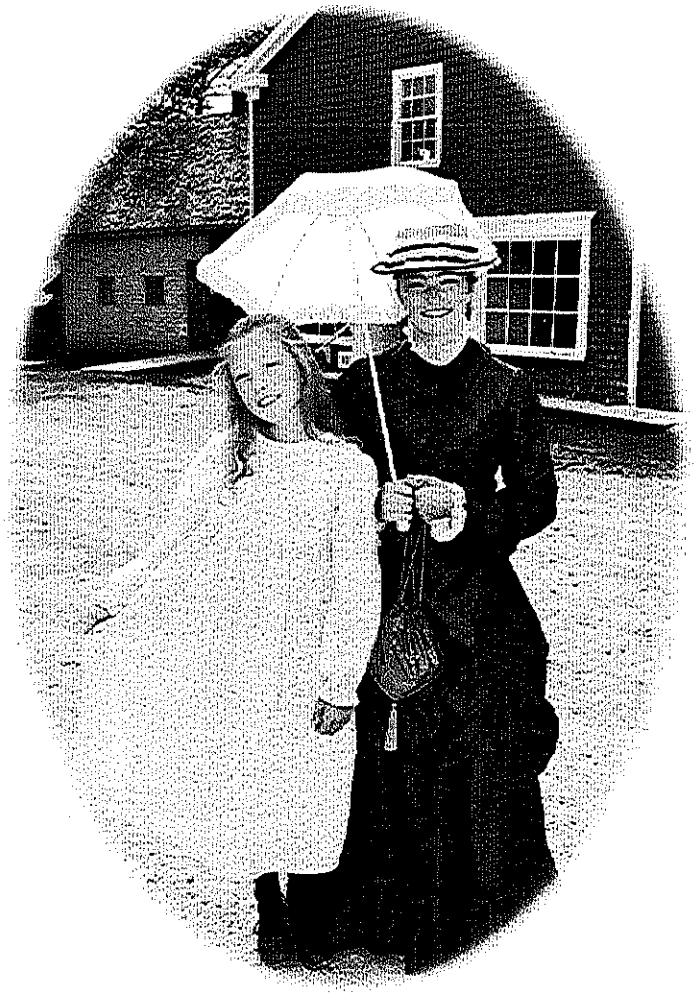
Sherbrooke Village Museum Aspires to be a:

- **Renowned Living History Museum** (by bringing Sherbrooke Village to life at the time of confederation - 1860's).

- **Unique and Relevant Learning Centre** (by Establishing the Rural Institute for Cultural Heritage and Environmental Sustainability - RICHES).

- **Cherished Community-based Museum** (by creating and supporting community–based special events).

- **Leading Tourism Destination** (by promoting tourism growth and partnering with regional tourism operators).



Sherbrooke Village Museum Organizational Structure (2019)

Sherbrooke Village Restoration Commission

Executive Director

Management Team

Sherbrooke Village Staff

And

Volunteer Organizations

Union-Management Consultation Committee

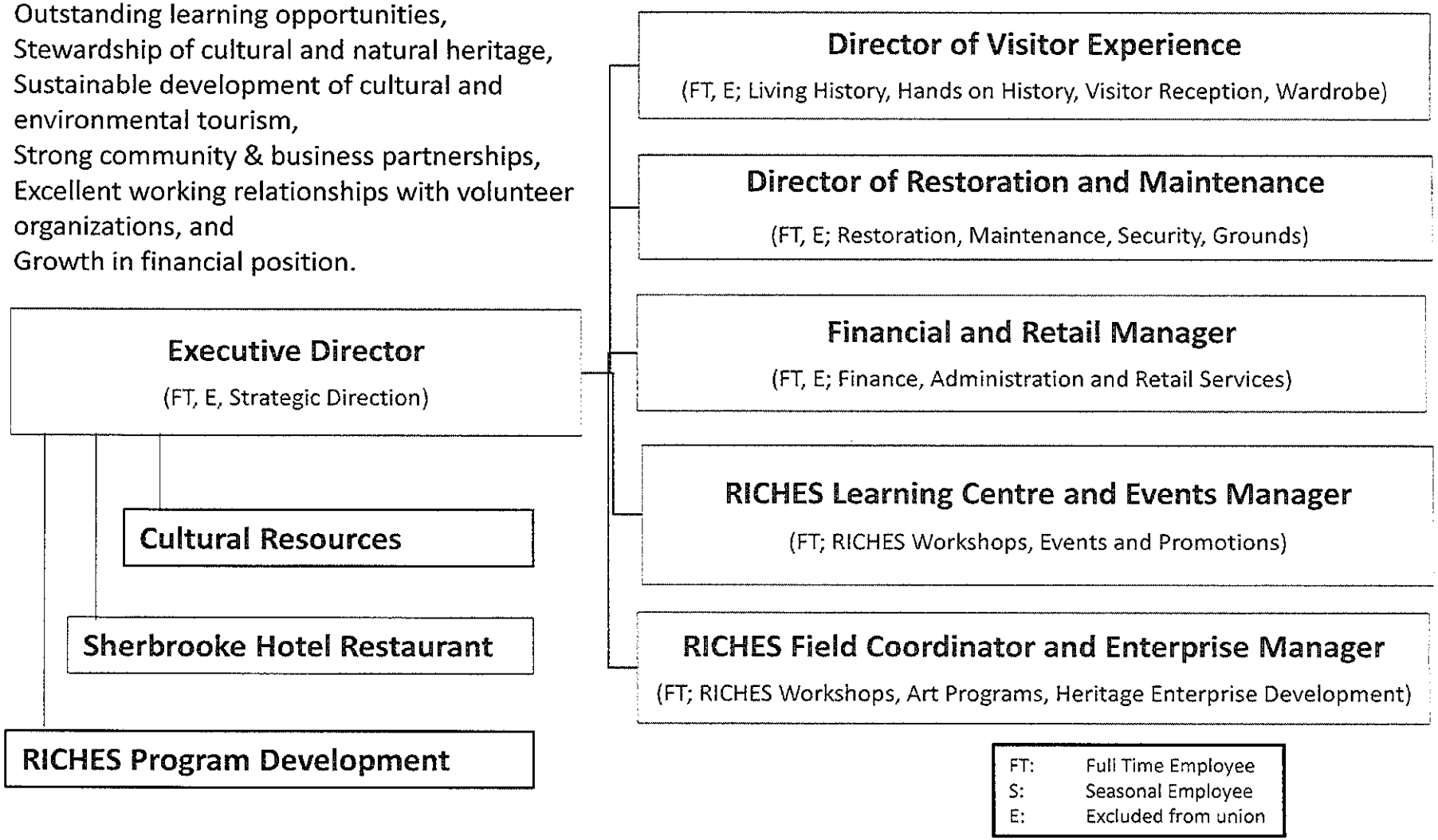
Team works to achieve...

- The aspirational goals for Sherbrooke Village:
  - Renowned Living History Museum.
  - Unique and Relevant Learning Centre.
  - Cherished Community-based Museum.
  - Leading Tourism Destination.
- Being a work place of choice.
- Economic benefit and employment for the region.

Sherbrooke Village – Management Team (2019)

Team works to achieve...

- Amazing visitor experiences,
- Wonderful community events,
- Outstanding learning opportunities,
- Stewardship of cultural and natural heritage,
- Sustainable development of cultural and environmental tourism,
- Strong community & business partnerships,
- Excellent working relationships with volunteer organizations, and
- Growth in financial position.



Sherbrooke Village – Executive Director Additional Reports (2019)

Executive Director

- **Curator of Cultural Resources** (s)
  (Manages and conserves artifacts)
- **Tea Room Supervisor** (s)
  (Food ordering and fine cooking)
  - **Cook** (s)
- **Senior Interpreter (Tea Room Server)** (s)
  (Costumed interpretation food service)
  - **Interpreter (Tea Room Servers)**
    (2 seasonal positions)
- **RICHES Program Advisors**
  (Temporary contract roles - Planning and logistics)

Team works to achieve...

- Protection and conservation of heritage resources,
- Delivery of 1860's culinary culture and cuisine,
- Planning for immersive learning opportunities, and
- Growth in financial position.

Sherbrooke Village – Visitor Experience (2019)

Director of Visitor Experience

- **Supervisor of Interpretation (Living History)** (s)
  (Characters in the Village Buildings and Street)
- **Supervisor of Interpretation (Hands on History)** (s)
  (Dressing, Activities, Farm, and Artisans)
- **Senior Interpreter (Planner)** (s)
  (Character development and Interpreter Training)
- **Wardrobe Supervisor** (s)
  (Period costume production)
- **Senior Interpreter (Visitor Reception Centre)** (s)
  (First Experiences, Orientation, Admissions, Buses)

Team works to achieve...

- Amazing visitor experiences,
- Historic Immersive interpretation,
- Hands-on heritage demonstration and learning,
- Heritage teaching,
- Involvement of volunteers, and
- Growth in financial position.

Sherbrooke Village – Living History Interpretation (2019)

Supervisor of Interpretation (Living History)

Senior Interpreters (Living History)
(Two positions assisting in coordinating 10 seasonal positions)

Heritage Interpreters
(10 positions as characters in buildings doing crafts and activities)

Senior Interpreter (Rovers)
(One position assisting in coordinating 2 seasonal positions)

Heritage Interpreters
(2 positions as characters on the street)

Team works to achieve...

- Step into 1867 experiential atmosphere,
- Enriched experiences with village characters,
- Vignettes and encounters on-the-street,
- Special Victorian activities,
- Making period products, and
- Program revenue generation.

Sherbrooke Village – Hands On History Interpretation (2019)

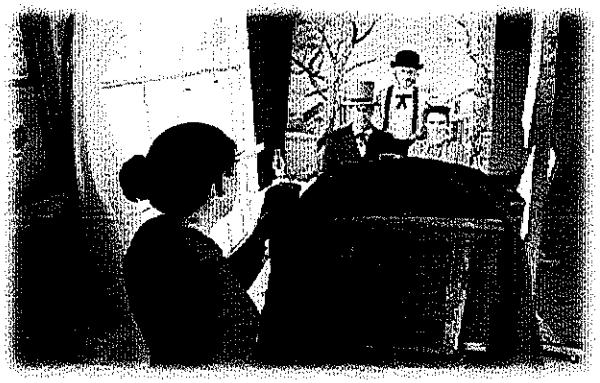
Supervisor of Interpretation (Hands-on History)

- **Senior Interpreter (HOH Programs)**
  (Dressing, groups, hands-on programs)
  - **Interpreter (HOH)**
    (4 seasonal positions)
- **Farm Program Supervisor**
  (S, Victorian farming and interpretation)
  - **Farmer Assistant**
    (1 seasonal position)
- **Senior Interpreter (Artisan Programs)**
  (Demonstrations, production, and courses)
  - **Artisans**
    (8 seasonal positions)
- **Saw Mill and Gold Mining Interpreters**
  (3 seasonal positions)

Team works to achieve...

- Dressing staff and maintaining costumes,
- Step into 1867 dressing of visitors,
- Children/ group hands-on programs,
- Care and interpretation of farming, horses, and family-friendly animals,
- Special Victorian activities, and
- Program revenue generation.

Sherbrooke Village – Hands-On History Artisans (2019)



Senior Interpreter (Artisan Programs)
(Assists in Coordinating Artisan Programs, also an artisan)

- **Weaver** (FT)
- **Printer/Binder** (S)
- **Blacksmith** (S) — **Blacksmith Assistant** (s)
- **Ambrotype Photographer** (2 Seasonal positions)
- **Potter** (S)
- **Woodturner** (FT) — **Woodturner Assistant** (s)

Team works to achieve...

- Demonstration of heritage product creation,
- Teaching of heritage techniques,
- Special interaction with visitors in collaboration with Hands-on-history and rover staff,
- Making of Village heritage products, and
- Revenue generation through product sales.

Sherbrooke Village – Wardrobe (2019)

Wardrobe Supervisor (S)

Wardrobe Fabricator
(1 seasonal position)

Wardrobe Assistant
(1 seasonal position)

Team works to achieve…

- Wardrobe Production,
- Teaching in Wardrobe Design and production, and
- Program revenue generation.

Sherbrooke Village – Visitor Reception Centre (2019)

Senior Interpreter
(Visitor Reception Centre)

(One seasonal position to help coordinate operations)

Retail and Admissions Clerk
(Visitor Reception Centre)

(4 Seasonal positions with interpreter visitor reception focus)

Retail and Admissions Clerk
(Information Centre)

(1 Seasonal position)

<u>Team works to achieve...</u>

- In-costume welcome and interpretation of village.
- On-site orientation to programming by immersing visitors in experiential options,
- Program promotion and admissions,
- Visitor Information Centre operations, and
- Program revenue generation.

Sherbrooke Village – Restoration and Maintenance (2019)

Director of Restoration and Maintenance

- **Maintenance Worker** (FT)
- **Woodworking Shop Supervisor** (FT)
  - **Woodworking Assistant** (FT)
- **Heritage Carpenter** (S) (TIR Capital Program)
- **Carpenter Assistants** (2 seasonal positions, TIR Capital Program)
- **Groundskeepers** (3 seasonal position, one part-time)
- **Gardener** (S)
- **Security Officers** (2 Full Time positions)
- **Sawmill Operations**

Team works to achieve...

- Restoration of heritage buildings,
- Maintenance of buildings & equipment,
- Repair and reproduction of heritage resources,
- Operational savings and revenue generation,
- Development and maintenance of grounds and gardens, and
- Security of Village resources.
- Director maintains oversight of physical operations and production from the sawmill.

Sherbrooke Village – Finance, Administration, and Retail Services (2019)

Financial and Retail Manager

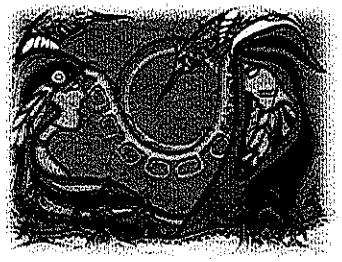
Administrative Staff
(1 Full-year part-time and 1 seasonal positions)

Retail and Admissions Clerk (Museum Gift Shop)
(3 Seasonal retail positions)

Interpreter (Indigenous Arts Centre)
(One seasonal interpreter/ retail position)

Team works to achieve...

- Management of revenue collection and accounts receivable,
- Management of payroll and accounts payable,
- Standard accepted and audited accounting practices,
- Reception at Administration and Indigenous Arts Centre,
- Retail sales at the Gift Shop and Indigenous Arts Centre, and
- Management of other sales on site.



Sherbrooke Village – RICHES Learning Centre and Events (2019)

RICHES Learning Centre and Events Manager

Learning Centre and Events Assistant (s)

Team works to achieve...

- Coordination of cultural curriculum development for the Rural Institute for Cultural Heritage and Environmental Sustainability (RICHES).
- Logistical support for RICHES programming.
- Promotion and advertising of Village experiences,
- Development and delivery of special events,
- Liaison for volunteers organizations, and
- Revenue generation through events and workshops.

Sherbrooke Village – RICHES Field Coordination and Heritage Enterprises (2019)

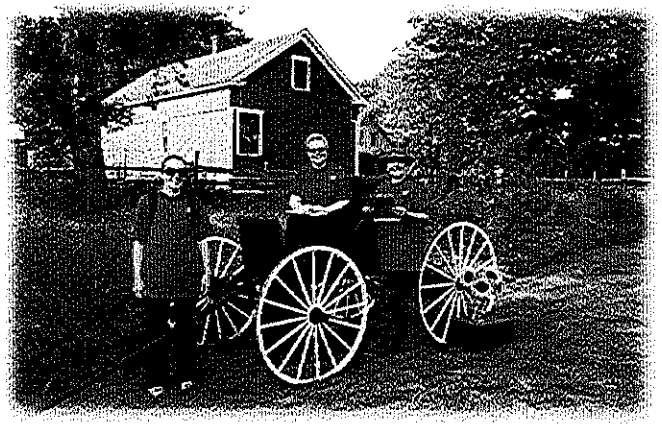
RICHES Field Coordinator and Enterprise Manager

Team works to achieve...

- Coordination of forestry and environmental curriculum development for the Rural Institute for Cultural Heritage and Environmental Sustainability (RICHES).
- Logistical support for RICHES programming.
- Management of the Artist-in-residence program,
- Coordination of efforts to use museum spaces as an enterprise incubator for heritage business development.

Sherbrooke Village – Volunteer Organizations (2019)

- Several volunteer organizations play central roles in helping the Museum achieve it's aspirational goals, including:
  - Historic Sherbrooke Village Development Society,
  - Old Fashioned Christmas Committee,
  - St. Mary's Genealogy Research Centre,
  - Driving Day Committee,
  - Rally that Gives Committee,
  - Show and Shine Committee, and
  - Many, many keen volunteers.



- Volunteers and their Organizations are key members of the community-based museum structure. As such, they are respected as <u>full members</u> of the Sherbrooke Village Museum organization.

Sherbrooke Village – Union-Management Consultation Committee (2019)

- Good labour-management relations are essential for a positive and effective work place. Consultation, through formal meetings, that achieve sustained dialogue between management and local union representatives, can contribute to this goal.
- Union-Management Consultation is a process for seeking and providing information and advice, and exchanging views, to address issues, in an atmosphere of mutual respect and trust. Consultation also respects limitations, in particular, the rights of management and the provisions of the collective agreement.
- The Union-Management Consultation Committee is an important process for Sherbrooke Village.

Report to Council

Member of Council: Debbie Findlay and Beulah Malloy

Board/Agency/Organization: Guys. Co., Tourism Strategy

Date Attended: Jan 8, 2019 **Location:** Sherbrooke Village

Agenda Items Discussed: Planning and properly aligning goals and strategies

Towards a Guysborough County Tourism Strategy

Second Workshop Results: Sherbrooke Village, 8 January 2019

Ideas for Goal Statement	Additional Ideas Forming the Basis for Ideas for Goal Statements
Discover our collective identity and use it to inform our brand.	What is our unique identity? Define that and we define our brand. Determine what connects us to NS and what sets us apart as a unique set of offers.
Everybody working together with a united approach to achieve growth in tourism and community pride.	Need to engage operators and public. Community pride and cleanliness.
Identify target markets to grow our tourism offer beyond traditional visitation (natural, authentic).	Build and promote our family friendly attractions. Free spirits. Culinary. Authentic explorers of nature and culture.
Marketing plan and social media.	Plan based on target markets and identified products – signatures.
Create a central regional (collective) information database on events and destinations.	Communicante Our tourism attractions. Need for central repository of knowledge/ coordination. Inter-communication with regional partners to avoid duplication. Clearinghouse for social media and awareness.
Advocate collectively for meaningful financial support for	Achieve sufficient funding for

growth in tourism.	development and expansion of services and infrastructure to support our strengths and new opportunities.
Infrastructure to discover and access signature experiences. Planned experience packages with key pieces identified.	We have a strong base of signature experiences. Access to the natural, clean and pristine coastline and greenspace. Have an abundance of tourism recreational opportunities.
Work to build year-round offers for tourists.	Need for year-round consistent availability of services and attractions. Promoting four season destinations such as Guysborough life style complex.
Achieve new natural coastal and marine experiences.	Marine-based tourism experience potential. Coastal and marine adventures combining land and sea for a single unique tourism experience. Hands-on experiences.
Achieve authentic cultural experiences within warm and welcoming communities.	Culturally rich with artisans, heritage, and musicians. Cultural hub. Authentic cultural experiences. Hands on experiences. Warm and welcoming population. Planned experiences with physical space for cultural hub.
Build capacity of infrastructure and education. Continuous improvement of skill sets and competence of operators, communities, and community leaders.	Workshops, Business themes, Enhancing abilities and resources – Continuous education to set us apart from other places.

MUNICIPALITY OF THE DISTRICT OF ST.MARY'S
P.O. BOX 296, SHERBROOKE, NOVA SCOTIA, B0J 3C0

CAO Report – February 11, 2019

CAO:

Meetings and Other:

- COTW Meetings January 16/19 and February 6/19
- Council Meeting February 11/19
- Budget meetings with staff
- Attended Eastern Health Authority Wellness Funding Event January 17/19
- Public Meetings with land owners within 5 km of proposed gold mine site on Cochrane Hill January 17/19 and January 19/19
- Attended meeting in Port Hawkesbury with DMA to discuss proposed changes to the Provincial Planning Legislation January 21/19
- Participated in Advisory Committee meeting for the Marine Protected Area proposal for the Eastern Shore January 22/19
- Public Meeting with Residents of Fisherman's Harbour and Port Bickerton regarding development options January 22/19
- Met with Rae Gunn of NS Health & Wellness to discuss the Active Living program for St. Mary's January 24/19
- Chaired Fire Services Committee January 24/19
- Meeting with Grace Chum from Zhongshou Group January 29/19
- Met with Chrystal Fuller Atlantic Gold February 5/19
- Attended meeting with Dept. Communities, Culture & Heritage in Antigonish to discuss library services. February 5/19
- Budget meeting with Council February 6/19
- Met with Blake Beaton and Logan MacDowell with Strum Consulting February 7/19

Community Development & Recreation Department Report

- **Recplex Programming (All free)**
  Free Skate- take place every Wednesday and Saturday for an hour, roughly 20- 30 participants per session.
  Rec Hockey- take place every Thursday for one hour, roughly 10- 15 participants per session.

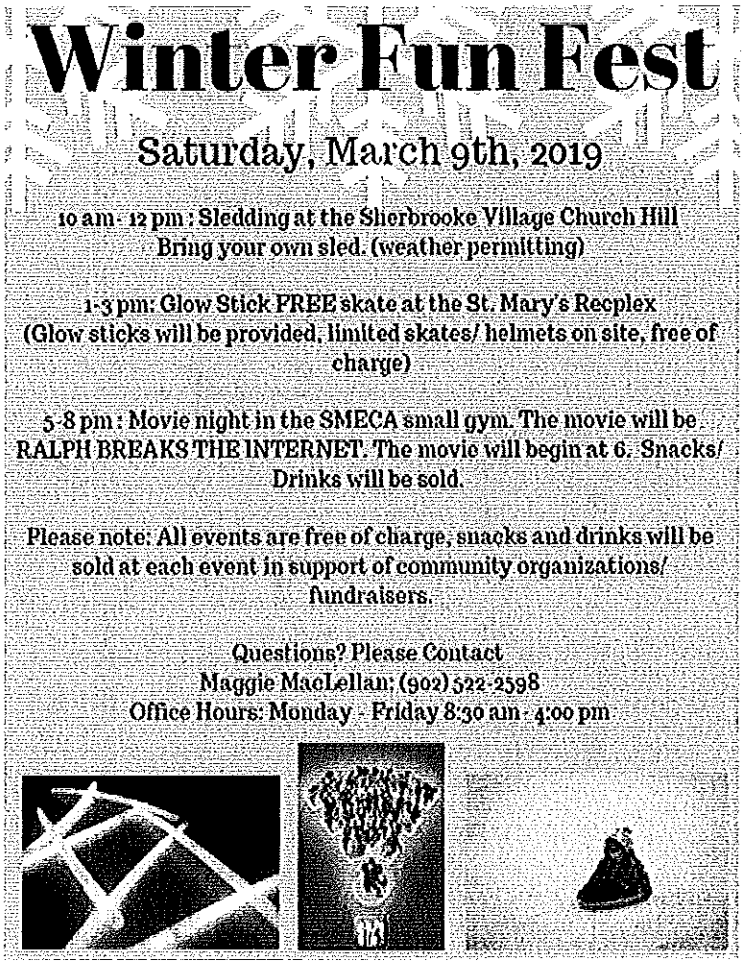
Learn to Skate/ Play hockey- takes place on Fridays for one hour, led by volunteers- roughly 20- 30 kids per night.

Craft Program- take place every Friday for one hour- roughly 10 kids per night.

- **Potential Recplex Closing date**- Programs will end on the week of March 11th, the Recplex will potentially close the week of March 25th.

- **Yoga**- We started Yoga up at the school with George Comotisis, a yoga instructor from Asana Yoga in Antigonish. He comes down every Wednesday from 6- 7:30. We book the school and promote the program and the participants pay at the door ($10 per class, which he takes home). 10 people participate per night.
- **KidFit**- This year we are hosting KidFit in two locations, Port Bickerton and SMECA. This is 2 hours every Monday and Tuesday until April. This program is for children grades P-5. KidFit is a free program that focuses on physical activity, crafts, mind activities and followed by a healthy snack (Provided). We have roughly 30+ children registered.
- **School Advisory Council**- Maggie recently has joined this committee on behalf of a community partner (St. Mary's Recreation). They held 2 meetings so far, we meet once a month and are still in the early stages of development (next meeting is February 28th). This committee's goals are to improve student achievement, provide recommendations on a variety of related issues with children/ teens. We also have an annual funding allocation of $5000 plus one dollar per student in the school to fund or support some initiatives that we find beneficial to their learning.
- **PTA Valentines Social-** St. Mary's Recreation had partnered with SMECA PTA to host a Valentines social for families in the area to support the Playground Project. This will take place at SMECA on Wednesday, February 13th from 6- 7:30. The recreation department had supplied crafts, and snacks to this event.
- **March Break Camps-** Maggie had planned March Break camps again this year, they will be taking place over March 18th-22nd, from 9:30- 2:30. These camps will take place at the Lions Hall, Port Bickerton Community Centre, Liscomb Legion, and SMECA. The SMECA location will be partnered and facilitated with help of SchoolsPlus.
- **Winter Fun Fest-** Family event scheduled for Saturday, March 9th. Events have been planned including sledding in Sherbrooke Village, glow in the dark free skate at St. Mary's Recplex (glow sticks provided), and a movie night at SMECA. We had partnered with Sherbrooke Village, SHOPS, and PTA to help support community organizations raise money through concession stands during the day. This event will be free of charge. (poster on next page)
- **Canada Summer Jobs-** We had applied for this grant to have 3 positions to be funded for summer 2019.
- **Volunteer Awards-** The application deadline had come to an end and we had several nominations for each category besides youth volunteer of the year. Maggie and Kerri will be starting the early stages of planning after council decides on the nomination winners.
- **Fitness Centre Upgrades-** Tara and Josh had looked into some new equipment from Spartan Fitness and Fitness Depot for the Fitness Centre, Kerri will be taking over in the ordering process due to some minor setbacks. Details when Kerri comes back.
- **Family Service of Eastern Nova Scotia Violence Free Skate-** on Saturday, February 16th Family Service of Eastern Nova Scotia are taking part in our free skate with some promotional items to raise awareness and give residents in St. Mary's information around family violence.

- **MPAL Maternity Leave Position-** Our application deadline had ended on February 7th, we had received 4 applications. Interviews will be planned for the week of February 12th- 15th. The successful candidate will be starting in mid- March. Kerri, Maggie, and Marian will be conducting the interviews.
- **Highland Connect-** Maggie will be attending the Highland Connect training on February 12th at the Antigonish Library. During this day Maggie will be trained on how to successfully locate certain landmarks, facilities, and events by different codes on the database within St. Mary's. See link below for the St. Mary's portion of Highland Connect. https://highlandconnect.cioc.ca/results.asp?STerms=st.+marys&SType=A&CMType=L&CMID=Select+a+Community



Economic Development & Planning:

January 2019

- Continued Review of Planning Documents
  - Attended MGA Planning sessions – information gathering for what kind of regulations the planners/municipalities would like to see as part of the MGA Amendments
  - Drafted a workplan for Council review during 2019 planning session
    - Council would like to see the following prior to a public process:

        - Prioritization of plans to be updated
        - An outline tree of all plans (which plans can be consolidated and which plans need to remain separate. Eg. Municipal Planning Strategy and Integrated Community Sustainability Plan can be consolidated into one plan)
    - Mapping will be a priority for both the Municipal Planning Strategy update and the Land Use Zoning Bylaw update.
- Beautification & Streetscaping
    - Upland Planning + Design awarded contract January 15, 2019
    - ACOA Federal funding and Provincial Funding announcement event held on Jan 14, 2019.
    - First project team meeting with Upland held January 29, 2019
        - Base surveys/mapping being completed
    - Beautification – determined through the steering committee that the best use of the $10,000 for the beautification component of the project would be a 'mini project'. Something more significant and presentable than just some flowers or banners here and there. Potential for creating a Pioneer Park entrance or concentrating on a streetfront fix up for the library. That way there is something that is 'bigger' than various smaller ticket items and it may help create buy-in for the larger scale items that come out of the Streetscape Plan.
    - Need to understand the purpose of the façade improvement plan. With a mix of business and residential – are we extending the program to both or is it just meant to target business owners? And what work is to be included? Are we targeting bigger refurbishing projects or are we including maintenance items such as paint and face repairs? Need further investigations into programs that are in place in similar scale municipalities and other successful programs.
        - Need to meet with business owners individually and collectively to gain insight into the needs that the program can meet
- Guysborough County Tourism Strategy Committee Workshop held on Jan 8 at the Exhibit Centre
    - Well attended and quite productive
    - Goal Statements and Priorities

February 2019 (and beyond)

- Beautification & Streetscaping
    - Public Engagement Open House to be held on Feb 25 at the Exhibit Centre from 6-8pm. To include both a presentation and a workshop element
    - Base mapping at a location or two in the municipality (municipal office) where people can continue to offer input into what they would like to see or what issues they are facing along the Main Street project area
- Guysborough County Tourism Strategy Committee Workshop in Guysborough – Feb 26

- Draft report on all tourism projects/committees currently in process for our area (WITAP, Guysborough County, other DEANS projects, RICHES, Beautification and Streetscaping)
    - How are they all working together/overlap
    - What is our plan for engaging the public while not over-burdening them with meetings and workshops on the "same" issues
    - This item is currently being included in the presentation portion of the Streetscape Plan public engagement. It is important that the public be aware of the various initiatives that are happening in and around the Municipality and understand how they are linked and work together. We will lose public interest if the initiatives seem to be working in silos with little integration.
- Engage Economic Development Committee members and resume meetings
- Local Business Directory
    - Need to find a way to ensure the businesses that are operating within St.Mary's are accounted for and we have a way of engaging them/contacting them. This could look like full district mail-out; a winter event; an open call through media and social media; a review of business licensing and property assessments
- DEANS booth at Saltscapes – is this something the Municipality values and what sort of outcome do we want this year?
- Need to draft process charts for council approval (what does a rezoning process/MPS amendment look like)
    - This is important to have in place well in advance of Atlantic Gold planning applications so we are not figuring out or tailoring a process to meet their needs but rather adopting a consistent process that meets the needs of the municipality and services the public interest

Finance:

- Tax Sale Update –Thursday, January 17th, 2019 at 11am
    - The January 2019 tax sale began with 19 properties totaling $58,780 in taxes, arrears and tax sale costs outstanding
    - Approximately 55 people were in attendance on January 17th, 2019
    - Nine properties were sold at the sale with bids totaling $131,200, of which $84,540.62 was added to the Tax Sale Surplus account, which is held in reserve for 20 years
    - One property did not sell at the tax sale and one was vested on behalf of the Municipality
    - Since the tax sale two properties have been redeemed and bids returned. Thus reducing the tax sale surplus to $59,540.62.
    - The next tax sale will be scheduled for late Fall 2019

- Tax Arrears notices were generated and mailed out the beginning of February
- 2019 Assessment Roll General Information – reminder of 31 day inquiry and appeal period is January 14, 2019 –midnight, February 14, 2019
- Completed draft #1 of 2019/2020 budget deliberations process in collaboration with CAO
- Attended Streetscapes committee meeting with consultants Upland
- Attended Gold Mine and Fisherman's' Harbour development Public meetings
- Attended development meeting at ESREN
- Hosted staff and officials from the Town of Stewiacke for a tour and information meeting on the construction process of the municipal administration building
- Prepared tender documents for Sale of Municipal Surplus property; Ecum Secum
- Filed 43 T-4's for 2018;

Public Works:

- Ongoing operations at the water treatment plant
- Ongoing operations at sewer treatment plant
- Ongoing operations at Transfer Station
- Submitted an application under the Investing in Canada's Infrastructure Program – Green : Environmental Quality for conversion to UV Lights treatment and other upgrades at the Sherbrooke Wastewater Treatment Plant

Municipal Clerk & Special Projects:

Municipal Clerk/Special Projects Report February 2019

- Updating website (Council minutes & agendas, latest news, events, Council expenses, tenders, employment opportunities, events calendar, etc)
- Municipal newsletter – receiving and editing material, layout design, coordinating printing, stapling and mail out with the receptionist. Some people have signed up for the email newsletter mailing list through the new website.
- Records management – ongoing maintenance and shredding tracking
- Agenda and meeting minutes (Council, COTW, Fire Services, Staff Meeting)
- Launch new website
- Water account interest, print & mail bills.
- Process Quarterly water bills, print & mail bills.
- Verify deposits.
- Attended (teleconference) website training.

- Work with GeoNova on Fire Services maps.
- Attended Fire Services meeting and follow up with action items.
- Attended mine tour.
- Assisted with tax sale
- 5KM mine Resident meeting – Assist with preparations and inquires. Compile meeting notes and written public comments.
- Investigate options and gather quotes for office door entry.