



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: Wednesday, February 10th, 2021

TIME: 7:00 pm

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

Please advise if unable to attend



Municipality of the District of St. Mary's

Council Meeting, Wednesday- February 10th, 2021

7:00pm

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes :
 - a. Council Meeting held Monday, January 11th, 2021
 - b. Oath of Office Meeting held Wednesday, January 27, 2021
6. Business Arising from Minutes
7. Heritage Property By-Law- 2nd Reading
8. Recommendations from Committee of the Whole
9. Outside Committee Appointment Reports
 - a. Community Health Board- Deputy Warden Fuller
 - b. Tourism Guysborough County Association- Councillor Zinck
 - c. Eastern Region Solid Waste Management- Councillor Malloy
 - d. Sherbrooke Village Commission- Deputy Warden Fuller
10. CAO Report
11. Adjournment



Municipality of the District of St. Mary's

Regular Council Meeting- February 10th, 2021

1. Meeting, Date & Time:

The Regular meeting of the St. Mary's Municipal Council was called to order on Wednesday, February 10th, 2021 at 6:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Wier	Councillor Mailman
Deputy Warden Fuller	Councillor Malloy
Councillor Harpell	Councillor Zinck

Also Attending:

Marvin MacDonald, CAO
Marian Fraser, Director of Finance
Marissa Jordan, Municipal Clerk/Special Projects Coordinator

Absent with Regrets:

Councillor Baker

3. Additions to the Agenda:

- No additions to the addition.

4. Approval of Agenda:

On motion of Councillor Harpell and seconded by Deputy Warden Fuller, Council approved the agenda as presented. **Motion approved.**

5. Approval of Minutes:

On motion of Councillor Zinck and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held January 11th, 2021. **Motion approved.**

On motion of Councillor Malloy and seconded by Councillor Mailman, Council approved the minutes of the Oath of Office Council Meeting held January 27th, 2021. **Motion approved.**

6. Business Arising from the Minutes:

- No business arising from either set of minutes.

7. Heritage Property By-Law- 2nd Reading.

- The first reading of the Heritage Property By-Law was held on January 21st, 2021.

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council approved the 2nd reading of the Heritage Property By-Law. **Motion approved.**

7. Recommendations from Committee of The Whole:

COTW- January 20, 2021:

- The recommendation to appoint Councillor Baker to the Guysborough Tourism Association Board was no longer required as Councillor Zinck had been previously appointed.

On recommendation of Councillor Zinck and seconded by Councillor Mailman, Council approved the 2021/2022 Municipal Low Income Property Tax Rebate Form as presented.

Motion approved.

COTW- February 3rd, 2021:

On motion of Councillor Malloy and seconded by Councillor Harpell, given that the Municipality of the County of Antigonish, Town of Antigonish, Municipality of the County of Inverness, Town of Port Hawkesbury, Municipality of the District of St. Mary's and the Municipality of the County of Victoria would like to consider the establishment of an inter-municipal information technology (IT) service, and the Municipal Innovation Program is intended to support such regional initiatives, it is recommended that the Municipality of St. Mary's supports the application for funding under this program to obtain advisory services to develop a formal three-year start-up plan that will facilitate a final decision on participation by the partnering municipalities. It is noted that the St. Mary's participation is contingent on the development of an acceptable funding formula between the partnering municipalities.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Mailman, Council accept bid #8 from Kevin Cruickshank of Enfield in the amount of \$12,000 for sealed tax sale by tender on AAN#01026712 and to write off the remaining balance of taxes on AAN#01026712 in the amount of \$7,613.30.

Motion approved.

On motion of Councillor Malloy and seconded by Councillor Harpell, Council agreed to purchase and install a new brine pump and motor from Cimco in the amount of \$9473.56 plus HST.

Motion approved.

8. Outside Committee Appointment Reports:

a. Community Health Board- Deputy Warden Fuller

- Please see attached document.

b. Tourism Guysborough County Association- Councillor Zinck

- Please see attached document.

c. Eastern Region Solid Waste Management- Councillor Malloy

- Please see attached document.

d. Sherbrooke Village Commission- Deputy Warden Fuller

- Please see attached document.

9. CAO Report:

- Please see the attached document.

10. Adjournment

On motion of Councillor Malloy and seconded by Councillor Zinck there being no further matters of business, Council adjourned at 7:13pm.

Motion approved.


Recorded By
Municipal Clerk/Special Projects Coordinator


Approved By
Warden Wier

Municipality of the District of St. Mary's

Heritage Property By-Law



BE IT ENACTED by the Council of the Municipality of the District of St. Mary's, under the authority of Section 12 of the *Heritage Property Act, R.S., c 199, s. 1* as follows:

1. Short Title

- 1.1 This by-law shall be known as and may be cited as the Heritage Property By-Law of the Municipality of the District of St. Mary's.
- 1.2 In the event of any conflict between the provisions of this By-Law and the *Heritage Property Act (HPA)*, the *HPA* will prevail.

2. Definitions

- 2.1 "Clerk" means the Municipal Clerk of the Municipality of the District of St. Mary's.
- 2.2 "Council" means the Municipal Council of the Municipality of the District of St. Mary's.
- 2.3 "Heritage Advisory Committee" means a Heritage Advisory Committee within the meaning of the *Heritage Property Act*, having all the powers and duties prescribed by the Act or incidental thereto.
- 2.4 "heritage conservation district" means an urban or rural area with historic or architectural value that is established as a heritage conservation district pursuant to this Act.
- 2.5 "heritage value" means the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations and embodied in character-defining materials, forms, locations, spatial configurations, uses and cultural associations or meanings.
- 2.6 "Municipality Heritage Property" means a building, public-building interior, streetscape, cultural landscape or area registered in a municipal registry of heritage property.
- 2.7 "Municipal Registry of Heritage Property" means a registry of municipal heritage property(s) within the meaning of the *Heritage Property Act*.

3. Heritage Advisory Committee

- 3.1 The Committee of the Whole shall be the Heritage Advisory Committee and may consist of up to two (2) members of the public who are residents of the Municipality which are reappointed annually.
- 3.2 The Heritage Advisory Committee shall be governed where not inconsistent with the *Heritage Property Act* or this by-law, by the general rules of procedure applicable to committees of council as contained in the Council Procedural Policy of the Municipality of the District of St. Mary's.
- 3.3 The Heritage Advisory Committee may advise the council respecting:

- 3.3.1. The inclusion of buildings, public-building interiors, streetscapes, cultural landscapes and areas in the municipal registry of heritage property.
- 3.3.2. An application for permission to alter substantially or demolish a municipal heritage property.
- 3.3.3. The preparation, amendment, revision or repeal of a conservation plan and conservation by-law.
- 3.3.4. The administration of heritage conservation districts pursuant to the provisions of this Act.
- 3.3.5. An application for a certificate that is required by this Act or the conservation plan and conservation by-law to go to a public hearing.
- 3.3.6. Building or other regulations that affect the attainment of the intent and purpose of the *Heritage Property Act*.
- 3.3.7. Any other matter conducive to the effect of carrying out the intent and purpose of the *Heritage Property Act*.

4. Municipal Registry of Heritage Property

- 4.1 The Clerk shall establish and maintain at the Municipal Office a Municipal Registry of Heritage Property where all documents relating to the registration of Heritage Property shall be filed.
- 4.2 The Municipal Registry of Heritage Property shall:
 - 4.2.1. Be properly indexed;
 - 4.2.2. Contain data with respect to recommendations, registration or deregistration, alterations or demolitions, documents required to be registered at the Registry of Deeds, any notices required by the *Heritage Property Act*;
 - 4.2.3. Contain particulars of Heritage Property under recommendation or registered to adequately identify the property; and
 - 4.2.4. Be accessible to the public at no charge during regular business hours at the Municipal Office.

5. Registration

- 5.1 The Heritage Advisory Committee may recommend to council that a building, public building interior, streetscape, cultural landscape or area be registered as a municipal heritage property in the Municipal Registry of Heritage Property and the prescribed notice of such recommendation shall be served and filed by the Clerk in accordance with the provisions of the *Heritage Property Act*. The notice shall contain the following as outlined in the *Heritage Property Act*:

- 5.1.1. A statement that the building, public-building interior, streetscape, cultural landscape or area described in the notice has been recommended for registration in the municipal registry of heritage property;
 - 5.1.2. A brief statement of the reasons for the recommendation;
 - 5.1.3. A summary of the consequences of registration;
 - 5.1.4. A statement that no person shall substantially alter the exterior appearance of or demolish the building, public-building interior, streetscape, cultural landscape or area for one hundred and twenty days after the notice is served unless the municipality sooner refuses to register the property; and
 - 5.1.5. Notification of the right of the owner(s) to be heard and of the time and place for the hearing.
- 5.2 Notice of a recommendation by the Municipal Heritage Advisory Committee that a building, public building interior, streetscape, cultural landscape or area be registered as a municipal heritage property shall be in the attached **Form HPBL-2**.
- 5.3 The council may register a building, public building interior, streetscape, cultural landscape or area as a municipal heritage property in accordance with the provisions of the *Heritage Property Act* and the registration shall be in the attached **Form HPBL-3**.
- 5.4 Notice of any such registration shall be sent to each registered owner(s) of the municipal heritage property and a copy of the registration shall be recorded with the Nova Scotia Registry of Deeds.

6. Signage

- 6.1 The municipality may cause an approved sign, plaque or other marker to be placed on a municipal heritage property indicating the significance of that property and will be at the cost of the Municipality.

7. Deregistration

- 7.1 On the application of an owner(s) of a municipal heritage property or on its own motion, the council may deregister a municipal heritage property where:
 - 7.1.1. The property has been destroyed or damaged by any cause; or
 - 7.1.2. The continued registration of the property appears to the council to be inappropriate as a result of the loss of the property's heritage value, as identified in the property's heritage file or notice of recommendation, unless the loss of the heritage value was caused by neglect, abandonment or other action or inaction of the owner(s), after holding a public hearing to consider the proposed deregistration.



7.2 Such a public hearing shall be held not less than thirty days after a notice of the hearing is served on the registered owner(s) of the municipal heritage property and published in a newspaper circulating in the area.

7.3 Where a municipal heritage property is deregistered, the council shall cause notice of the deregistration in attached **Form HPBL-3** to be sent to the registered owner(s) of the property and a copy thereof to be deposited in the registry of deeds for the registration district in which the property is situate.

8. Approval to Alter or Demolish

8.1 Municipal heritage property shall not be substantially altered in exterior or public-building interior appearance or demolished without the approval of the municipality.

8.2 An application for permission to substantially alter the exterior or public-building interior appearance of or demolish municipal heritage property shall be made to the municipality in attached **Form HPBL-4**.

8.3 Upon receipt of the application, the municipality shall refer the application to the Heritage Advisory Committee for its recommendation.

Within thirty days after the application is referred by the municipality, the Heritage Advisory Committee shall submit a written report and recommendation to the municipality respecting the municipal heritage property.

8.4 The municipality may grant the application either with or without conditions or may refuse it.

8.5 The municipality shall advise the applicant of its determination in attached **Form HPBL-5**.

9. Repeal

9.1 The Municipality's Heritage Property By-Law approved on February 28th, 1989 is hereby repealed and replaced upon the coming into force of this By-Law.

By-Law Adoption	
First Reading:	January 11 th , 2021
Notice of Public Hearing Publication:	January 20 th , 2021
Second Reading and Enactment:	
Final Publication:	
Notice to DMAH:	

Municipal Clerk

Date



Form HPBL-1

REQUEST FOR REGISTRATION (OR) DEREGISTRATION OF HERITAGE PROPERTY

Applicant Name: _____ Applicant Contact Number: _____

Civic Address of Heritage Property: _____

Parcel Identification Number (PID) _____ Municipal Account Number (AAN) _____

Municipal Registry of Heritage Property Number (*if applicable*): _____

Reason for Registration (**OR**) Deregistration Request:

Owner(s)

Date

**All registered owners must provide authorization **

Please note the Heritage By-Law Committee may contact you for additional information if necessary

OFFICE USE ONLY:

Date Application was Received	
Date Application was Reviewed by Heritage Advisory Committee	
Date of Owner(s) Hearing (<i>if applicable</i>)	
Date of <input type="checkbox"/> Approval or <input type="checkbox"/> Non-Approval Notice Sent	



FORM HPBL-2

NOTICE OF RECOMMENDATION FROM HERITAGE ADVISORY COMMITTEE TO REGISTER AS A MUNICIPAL HERITAGE PROPERTY

To: _____ You are hereby notified that the Heritage Advisory Committee
(name)

has recommended that the land and building located at: _____
(address)

with Parcel Identification Number (PID) _____ Municipal Account Number (AAN) _____

be registered in the Municipal Registry of Heritage Property for the Municipality of the District of St. Mary's.

The reasons for this proposed designation are outlined in the attached letter.

If the property is registered:

1. Section 13(4) of the Heritage Property Act prohibits any substantial alteration to the exterior appearance of a municipal heritage property or any demolition of a municipal heritage property for a period of one hundred twenty days (120) from the date of service of this notice unless the Municipal Council, before the expiration of the 120 days, refuses to register your property as a municipal heritage property.
2. The effect of recommendation and registration in the Municipal Heritage Registry as described in paragraph one is that no demolition or substantial alteration to the exterior appearance of your property may be made from the date of registration of your property as a municipal heritage property unless an application, in writing, for permission to demolish or alter your property is submitted to the Municipality and the application is granted with or without conditions.

You are hereby notified that Council will sit to hear any objections regarding the recommendation of the property described in the notice on _____ day of _____, _____ at _____.
(month) (year) (time)

(The date must be 21 days after service of the notice). Information and particulars concerning the reasons for recommendation are available from the Municipal Office of the Municipality of the District of St. Mary's during regular business hours.

Municipal Clerk

Date



Form HPBL-3

NOTICE OF REGISTRATION (OR) DEREGISTRATION OF HERITAGE PROPERTY

To:

_____ You are hereby notified that the land and building located at:
(name)

_____ with Parcel Identification Number (PID) _____
(address)

Municipal Account Number (AAN) _____, has been registered / de-registered in the Municipal

Registry of Heritage Property with MRHP # _____ by resolution adopted at the meeting of

Council on the _____ day, _____, _____.
(month) (year)

The effect of registration in the Municipal Registry of Heritage Property is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application, in writing using **Form HPBL-4**, for permission is submitted to council and the application is granted with or without conditions.

Municipal Clerk

Date



Form HPBL-4

REQUEST FOR ALTERATION/DEMOLITION OF HERITAGE PROPERTY

Applicant Name: _____ Applicant Contact Number: _____

Civic Address of Heritage Property: _____

Parcel Identification Number (PID) _____ Municipal Account Number (AAN) _____

Municipal Registry of Heritage Property Number: _____

Reason and Details for Alteration/Demolition:

Owner(s)

Date

**All registered owners must provide authorization **

Please note the Heritage By-Law Committee may contact you for additional information if necessary

OFFICE USE ONLY:

Date Application was Received	
Date Application was Reviewed by Heritage Advisory Committee	
Date of Public Notice/Meetings <i>(if applicable)</i>	
Date of <input type="checkbox"/> Approval or <input type="checkbox"/> Non-Approval Notice Sent	



Form HPBL-5

NOTICE OF ALTERATION/DEMOLITION OF HERITAGE PROPERTY

To: _____ You are hereby notified that your application to
(name)

alter/demolish the land and building located at: _____ with Parcel
(address)

Identification Number (PID) _____ Municipal Account Number (AAN) _____, and Registry
of Heritage Property with MRHP # _____ has been approved / denied for the below
reasons by the Municipality of the District of St. Mary's by resolution adopted at the meeting of council on the
_____ day, _____, _____.
(month) (year)

Reason:

Municipal Clerk

Date



Municipality of the District of St. Mary's

Council Meeting- Monday, February 3rd, 2021

Recommendations from Committee of the Whole (COTW):

COTW- January 20, 2021:

On recommendation of Councillor Malloy seconded by Deputy Warden Fuller, Council agreed to appoint Councillor Baker to the Tourism Guysborough County Association as a board member.

Recommendation adopted.

On recommendation of Councillor Baker and seconded by Councillor Zinck, Council approved the 2021/2022 Municipal Low Income Property Tax Rebate Form as presented.

Recommendation adopted.

COTW- February 3rd, 2021:

On recommendation of Councillor Malloy and seconded by Councillor Baker, given that the Municipality of the County of Antigonish, Town of Antigonish, Municipality of the County of Inverness, Town of Port Hawkesbury, Municipality of the District of St. Mary's and the Municipality of the County of Victoria would like to consider the establishment of an inter-municipal information technology (IT) service, and the Municipal Innovation Program is intended to support such regional initiatives, it is recommended that the Municipality of St. Mary's supports the application for funding under this program to obtain advisory services to develop a formal three-year start-up plan that will facilitate a final decision on participation by the partnering municipalities. It is noted that the St. Mary's participation is contingent on the development of an acceptable funding formula between the partnering municipalities.

Recommendation adopted.

On recommendation of Deputy Warden Fuller and seconded by Councillor Baker, Council accept bid #8 from Kevin Cruickshank of Enfield in the account of \$12,000 for sealed tax sale by tender on AAN#01026712 and to write off the remaining balance of taxes on AAN#01026712 in the amount of \$7,613.30.

Recommendation adopted.

On recommendation of Councillor Zinck and seconded by Councillor Mailman, Council agreed to purchase and install a new brine pump and motor from Cimco in the amount of \$9473.56 plus HST.

Recommendation adopted.



Report to Council

Member of Council: Deputy Warden James Fuller

Board/Agency/Organization: Community Health Board

Date Attended: 13 January 2021 **Location:** via Zoom

Agenda Items Discussed:

- An informational “placemat” containing contact information for community services has been developed and is set to be distributed throughout the county.
- Fifty flash drives containing the template will be purchased and distributed.
- An update on COVID vaccines was presented. The province plans to receive approximately 100,000 doses by the spring. The goal is to vaccinate 8,000 people a day.
- Contracts and cheques for grant awards (previously mentioned in last month’s report) are being prepared.
- Discussion of preparing a brochure explaining the roles and activities of the CHB.
- Some extra provincial funding has been received and discussion of making “Senior Citizen Bags” was bandied.
- Coming up will be a “School Food” campaign where children and parents will send post cards to MLAs and MPs encouraging them to establish a school lunch program.
- Next meeting will be on 10 February 2021.

Key Highlights:



Report to Council

Member of Council: Charlene Zinck, District 2 Councillor

Board/Agency/Organization: Tourism Guysborough County Association

Date Attended: January 26, 2021 **Location:** Virtual meeting

Agenda Items Discussed:

1. Welcome and Call to Order
2. Approval of Agenda
3. Approval of Minutes of June 18, 2020
4. Business Arising from the Minutes
5. Approval of ACOA draft application
6. Whale Sanctuary Project Update
7. Overview of Guysborough Waterfront Project (Cruise Readiness)
8. New Business
9. Next Meeting Date/Location and Adjournment

Key Highlights:

Tourism Guysborough County Proposal for ACOA approved to move forward

- a draft tourism strategy with action plan has been developed and will be carried out in two phases. Phase 1 will identify and analyze tourism assets, opportunities, gaps and actions, and limitations within the county, and include a consultation on values and approach. Phase 2 will explore experiential tourism development, learn more about regenerative tourism and focus on experiences that cater to smaller groups at premium rates. Phase 2 will also see a partnership project with RICHES and a focus on the Whale Sanctuary in Port Hilford.

Whale Sanctuary Project Update

- project is progressing nicely. Environmental assessments are in progress, a sea bird inventory will take place and a community liaison committee will be formed with more public consultations to happen in the future. The community is cooperative and happy with progress at the site.

Overview of Guysborough Waterfront Project (Cruise Readiness)

- a workshop was held to examine the viability of cruise readiness at the Guysborough Waterfront. Aquila Tours was used in the consultation process to identify a niche market for this area, and the ability for super yachts to access the eastern seaboard ports. A follow up workshop session will happen in February.



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: January 21/2021

Location: Guysborough

Agenda Items Discussed:

Meeting for the Eastern Solid Waste Management was held on January 21/2021 at the Guysborough Waste Management Facility. The first order of business was to elect a Chair and Vice Chair for the committee.

Warden Vernon Pitts was re-elected as Chair and Councillor Donnie MacDonald was elected as Vice Chair.

The draft application for the \$500 Bursary for the Jackie Dort Memorial was included in the meeting package and it was noted that the St. Marys Academy was made aware of it.

The committee was also informed on an application process on the Clean Leadership Internship with more info to follow. This is a project funded through Divert NS for (10) 15 week intern projects.

Compliance officer Kevin O'Handley noted that he had 31 Landfill Inspections with one being at St Marys.



Report to Council

Member of Council: Deputy Warden Fuller

Board/Agency/Organization: Sherbrooke Village Commission

Date Attended: 27 January 2021

Location: Sherbrooke Village

Agenda Items Discussed:

- Whale Sanctuary is looking for a different location for their information centre.
- Committee will develop “Action Plans” after each meeting to designate who will be responsible for follow-ups and a timeline for completion.
- The administration will be looking for ways for summer staff to operate under COVID restrictions.
- Executive Director seeking \$568,810 for RICHES program.
- There are a variety of HR issues (not for public disclosure.)
- December 2020 showed a very slight surplus in finances despite a hard time due to COVID.
- Discussed contracting for a Professional Development program for staff and committee members.
- Village policy manual is still in progress.

Key Highlights:

- Two new committee members were welcomed.



CAO Report – February 8, 2021

CAO:

- Preparation of materials for and attended Council and COTW meetings on January 20th, January 27th (Oath of Office District 8), February 3rd and February 8th
- Continued meeting with council, staff, and Development Officer to review draft of the updated MPS and LUB. Also, telephone meeting with Gordon Smith, the Provincial Director of Planning to discuss provincial position on planning options
- January 15th attended meeting with Warden Wier and MLA and Minister of Transportation & Infrastructure Renewal, Hon. Lloyd Hines, to discuss municipal issues and provincial plans for the coming year
- Together with Marian Fraser, Director of Finance, started budget discussions to lay framework for developing draft budget for fiscal year 2021/22
- Meeting with Dominic Fewer, Provincial EMO Regional Coordinator and Brian Hallett, St. Mary's EMO Coordinator followed by presentation to Council by Mr. Fewer of NSEMO role
- Telephone meeting with Municipal Solicitor
- Attended Zoom meeting on January 21st by Engage NS and NSFM on Quality of Life Survey Results and next steps
- Participated in Tourism Guysborough County Association Zoom meeting on January 26th
- Strait IT Zoom meetings on February 1st and 4th regarding application for Municipal Innovation Funding application for a regional IT service in six strait region municipalities
- NSFM/AMANS Zoom meetings on Safe Rebuild program development options
- Worked with staff on projects and tasks as listed under each department summary provided below

Finance:

Meetings – COTW Jan 6th, Regular Council Jan 11th, EMO Provincial Rep Meeting & COTW Jan 20th, Oath of Office/Council Meeting & LUB/MAP planning session Jan 27th

Taxes Collected by fiscal year as of January 31st, 2021

2020-2021 Taxes – 95.21% Collected

2019-20 Taxes – 96.55% Collected

2018-19 Taxes – 97.92% Collected

Tax Arrears/Tax Sale - Tax Arrears notices have been run and sent out the first week of January. Accounts with taxes owing three years and older were stamped for potential tax sale.

Sealed Tax Sale Tender – Continuation of sealed tax sale process for AAN 01026712.

Financial Statements – Completed monthly bank reconciliations and 3rd quarter financials with year end projections. Met with CAO and Departments heads to review 3rd quarter financials, year end projections and begin discussions for 2021/2022 budget deliberations.

Human Resources – Completed bi-weekly and monthly payroll procedures, including a monthly STATS-can survey along with staff scheduling and monthly vacation/sick/til tracking summaries.

Eastern Counties Regional Library Board Meeting – attended meeting on January 14th. Prepared a staff report for COTW Jan 20th on ECRL potential budget/funding for 2021/2022.

Community Works Grant- continued work on final report for the grant through the province. Worked in collaboration with the Provincial coordinator to develop a plan for remaining funds of grant.

Land -Use Bylaw/Municipal Planning Strategy – Reviewed progress draft documents from Fathom and met with consultants and staff regarding edits/potentials changes.

Council Pension Plan - arranged the kickoff meeting with RBC for councillor pension plan and completed start up paperwork for RBC

Inter-municipal IT Project – met with neighboring municipalities to further develop options for the establishment of an inter-municipal information technology service and apply for funding under the Provincial Municipal Innovation Fund.

Safe Re-start Accountability Framework – met with the department of municipal affairs and NS Federation of Municipalities regarding safe regarding funding for municipalities due to COVID-19 financial impacts.

Community Development & Recreation Department / Active Living Coordinator Report:

January Programming & Events Overview

Rec Hockey

Rec Kids Drop In

Fit4Women

Free Skate

Learn to Skate

Virtual Book Club

Art Night was cancelled due to Nova Scotia provincial guidelines. Businesses / organizations are not permitted to host in person social gatherings indoors.

St. Mary's Walking Club is off to a great start. We have four hubs. We offered the program in Port Bickerton but there was no participation so it is being moved to Indian Harbour Lake. All other hubs have been successful.

Soul Sisters Girls Group was cancelled due to Nova Scotia provincial guidelines. Businesses / organizations are not permitted to host in person social gatherings indoors.

Looking into February Programming

All programs may be subject to change due to Provincial Covid-19 Regulations.

Rec Hockey

Rec Kids Drop In

Fit4Women

Free Skate

Soul Sisters (tentative)

Learn to Skate

Virtual Book Club

Art Night (tentative)

St. Mary's Walking Club

Explore our Trails Grant Writing

In January the following grants were applied for:

- Canada Summer Jobs
- Scotts Garden Grant
- Clean Leadership Application
- Building Vibrant Communities

February Recplex Programs

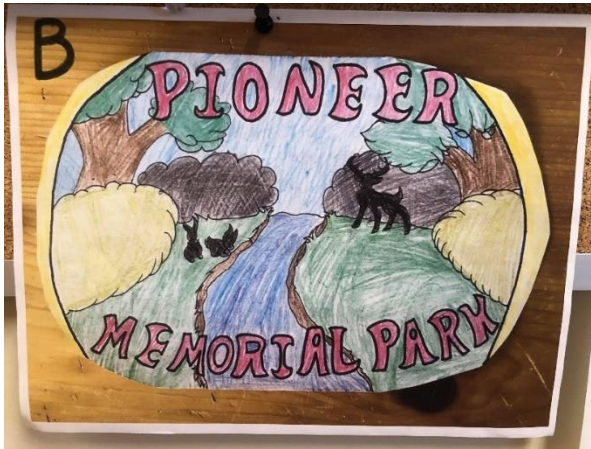
Sunday			
Monday	Curling		
Tuesday	Curling		
Wednesday	Kids Rec Hockey	Adult Hockey	
Thursday	Free Skate	House League	50+ Adult Hockey
Friday	Learn to Skate	Adult Hockey	
Saturday	House League	Free Skate	

Other

- A Full Page ad was submitted to the SMRA Newsletter
- Presented 2021 Volunteer Awards Process to council
- Sent out Volunteer Awards Nomination Letters to community organizations
- Attended St. Mary's Coyotes House League Meeting: reported back that committee is looking into the feasibility of forming their own organization separate from the municipality.
- Completed Participant Concern Report based on complaint from Gary Greenwood
- Currently looking into the communities want for the fitness centre
- Attended MPAL meeting on Jan 28th- discussed the importance of social support networks and development opportunities.
- Attended a two-part meeting on Improving Wellbeing and Mental Health on Jan 26th/ 28th.
- Created several new directional signs for the St. Mary's Recplex along with the Sherbrooke Village buildings we use.
- We received the Pioneer Memorial Park Sign- this sign was designed by a local student- Enya Sawlor. It was decided on by a community vote via facebook, and created by Doug Acker. We

are hoping to get a small plaque to go on the sign post that says Enya's name to acknowledge her hard work.

Enyas design:



Final product:



- Completed January Newsletter.
- Active Communities Fund Update: Meeting with Rae Gunn on Feb 9th to discuss ACF budget from 2020-21 (Spending funds and final report due March 31st)– and discussing plans for the ACF 2021-22.
- Planning has begun for Winter Fun Fest- Potential date: March 20th. Some ideas may include but not limited to: Snowshoe hikes/ walking in Stone Wall Park, Free Skate, Sledding, Snow decorating/ snowman competitions, hot chocolate, and carnival activities.
- Completed proper office filling- All old files will be looked at by Marvin/ Marissa and filed in the storage room accordingly.

Public Works:

- Conducted video inspection of sections of sewer lines on Sonora Road and West Side of Sherbrooke as part of the Inflow and Infiltration (I&I) work being carried out by CBCL
- Completed Annual Report for the Sherbrooke Water Utility for submission to NS Environment
- Red Devil on site to vacuum pump sections of sewer lines and manholes/lift stations that were identified by video inspection as needing cleaning
- Household Hazardous Waste (HHW) collection at the Transfer Station
- Snow removal and salting/sanding as necessary
- Collection of water and sewer samples and lab testing as required by the NS Environment Approvals to Operate
- UV equipment delivered to the Sewer Treatment Plant by Tate Construction and installation started.

Economic Development & Planning:

- Review and discussions with Council on draft MPS and LUB documents
- Extension to April 2022 granted by the Province for the development of a Municipal Accessibility Plan

Municipal Clerk & Special Projects:

Attended Regular Meetings:

- COTW Meeting- January 6, 2021
- Regular Council Meeting- January 11, 2021
- Committee of the Whole Meeting- January 20, 2021

Prepared the agendas and supporting documentation for all above meetings, recorded minutes throughout the meetings and posted the appropriate agendas and minutes online to the Municipal Website.

Special Election- District 8:

- Worked the Help Desk Line during the Special Election period from January 9, 2021 to January 16, 2021.
- Completed appointments with candidates to fill out remaining required forms.
- Completed contract with Elections NS and all relevant documents.

AMA Records Management Workshop- via zoom:

- January 7, 2021 and January 12, 2021
- Attended the webinar for Records Management which is the procedure and policy in which the Municipality classifies, manages and stores/destroys files.

Alert Systems Project:

- Completed final demos with four different companies. Compared each service provider as well as distribution percentages for different departmental applications and provided a recommendation to the CAO and Director of Finance.
- Initiated contract with Voyent Alert and process to implement the service.

Council Chamber IT:

- Arranged a service call with 3D Audio Visual Solutions to assess the Council Chambers audio and visual capabilities and discuss better options for recording and the potential for visual recording for the future. The company also serviced the mic system while present and we are now awaiting quotes for potential options.

MPS/LUB:

- Reviewed the draft MPS and LUB documents. Participated in discussion with the CAO and the Director of Finance regarding the documents and prepared discussion points and documents for Council as a tool for the draft review session.

Regular Office Duties:

- NSCAF editing & updating
- Municipal newsletter submissions and updating online municipal calendar
- Updating municipal website and municipal Facebook page with current content
- Water Utility work orders, arrears, and invoicing.
- Filing