



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday, March 14th, 2022

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

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, March 14th, 2022 at 4:23 pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Wier
Deputy Warden Fuller
Councillor Baker
Councillor Malloy
Councillor Harpell

Councillor Zinck
Councillor Mailman

Also Attending:

Marissa Jordan, CAO
Mallory Fraser, Municipal Clerk

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

On motion of Councillor Harpell and seconded by Councillor Baker, Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

On motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council approved the minutes of the Regular Council Meeting held February 16th, 2022.

Motion approved.

7. Recommendations from Committee of The Whole:

February 16th, 2022

On motion of Councillor Malloy, and seconded by Councillor Baker, Council agreed to have staff issue an RFP for the 2022 Municipal Boundary Review.

Motion approved.

On motion of Councillor Baker, and seconded by Councillor Harpell, Council agreed to transfer \$5,000.00 from the Operating Budget to the Sherbrooke Water Utility due to the one-time provincial Equalization Fund received for the 2021-22 fiscal year.

Motion approved.

On motion of Councillor Zinck, and seconded by Deputy Warden Fuller, Council agreed to transfer any Operating Surplus above \$5,000.00 into the Capital Reserve on March 31st, 2022.

Motion approved.

March 2nd, 2022

On motion of Councillor Baker and seconded by Councillor Malloy, Council award the contract for Curbside Collection of Residual Waste & Recyclables to Nova Scotia Limited/Eastern Shore Cartage in the amounts as outlined in Schedule #1 of the tender for years April 2022 to March 2027, excluding the optional weekly collection amounts.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Zinck, Council agreed to the contract for Recycling with the Municipality of Colchester in the amounts as outlined in Schedule B of the two-year agreement.

Motion approved.

On motion of Councillor Malloy and seconded by Councillor Harpell, Council agreed to have staff send letter reflecting Council's intention to renew the lease between the Municipality and Port Bickerton Lighthouse Association in 2023.

Motion approved.

8. Outside Committee Reports

a. Eastern Solid Waste Management Committee – Councillor Malloy

- Please see the attached report.
- Council agreed to invite Tanya Williams, Eastern Regions Solid Waste Regional Coordinator / Educator to present at COTW Meeting.

b. Tourism Guysborough County Association – Councillor Zinck

- Please see the attached report.

c. Eastern Counties Regional Library – Councillor Mailman

- Please see the attached report.

d. Eastern Counties Regional Library Annual General Meeting – Councillor Mailman

- Please see the attached report.

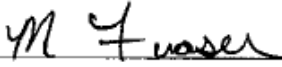
9. CAO Report:

- CAO, Marissa Jordan highlighted ongoing projects including budget preparations; issuing the Boundary Review Request for Proposals; extending the Public Works technician job opportunity for a week and advertised in some new places; the Department of Community Development & Recreation is working on the Recreation Master Plan and Community Transit Project.

10. Adjournment:

On motion of Deputy Warden Fuller and seconded by Councillor Baker, there being no further matters of business, Council adjourned at 4:33 pm.

Motion approved.



Recorded By
Mallory Fraser, Municipal Clerk



Approved By
Warden Wier



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: Feb.17/2022

Location: Guysborough

The New Regional Coordinator/Educator is Tanya Williams. Tanya's email address is tanya@erswm.ca

- 90 day targeted consultation began January 10, 2022, closes April 11, 2022.

Concurrent Consultation on Additional EPR Products

- Expand the E-waste program to be the same as PEI (all items with a plug or battery)
- Household batteries
- Lighting(most electric lamps and bulbs)

Clean Intern Application

- **Approved the 15 week position 'Waste-Resource Compliance Promotion Officer'**
100% salary funded from Divert NS

Target areas: proper sorting, waste reduction, litter, and illegal dumping

Committee directed that a letter be sent to the new Pharmacy on Beech Hill RD. To thank them for their waste reduction endeavours, using reusable glass bottles for prescriptions.



Report to Council

Member of Council: Charlene Zinck

Board/Agency/Organization: Tourism Guysborough County Association

Date Attended: December 15, 2021

Location: Virtual

Agenda Items Discussed:

Board of Directors' Meeting December 8, 2021

- 1. Welcome and Call to Order**
 - a. New ex-officio members from St. Mary's: Marissa Jordan and David Hutton
- 2. Approval of Agenda**
- 3. Approval of Minutes of May 4, 2021**
- 4. Business Arising from the Minutes**
- 5. Update on Asset Mapping and Visioning Exercise**
 - a. Report on Asset Mapping Exercise – Katie
- 6. New Business**
 - a. Event Strategy Involvement – DEANS
- 7. Next Meeting Date/Location and Adjournment**

Key Highlights:

Tourism Guysborough County Asset Mapping Project Update:

-this report highlights the many tourism assets throughout Guysborough County and the challenges/needs that are present as well. The report also shares the untapped opportunities we have here also, such as natural and historical assets for story telling and attractions (ex-waterfalls). It was mentioned that in the future there may be workshops held to share the ideas in the Asset Mapping Report with community members, a way to focus discussions on assets/challenges and opportunities.



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: February 10, 2022 **Location:** Via Zoom

Agenda Items Discussed:

- Recording of Board Meetings-discussed and tabled until next meeting
- Personnel Committee-election of new member
- Vice Chair Vacancy-filled by Clare Rankin
- Financial Report
 - ~Request for 2022/2023 mandatory contribution amounts which the Laura Emery will send out to the municipal representatives
 - ~Increase in monetary contribution will increase hours-will look at Saturdays for St. Marys
- Equity, Diversity, & Inclusion (EDI) consultant information and mediation
 - ~Tabled until all members could be present to have input
- Correspondence from the Municipality of the District of Guysborough to the province
 - ~No response from the province other than a request for the minutes
- **Chief Librarian/CEO Report**
 - ~Annual Report approval
 - ~Culture competence training-staff training
 - ~Staff commendation-rapid test kit distribution
 - ~Have moved back to curb-side due to an increase of symptomatic people coming in for test kits and symptomatic people hanging out in the library-hoping to be open again as cases continue to decrease
 - ~ECRL branches are collecting oximeters to send back to Public Health (after people have recovered from Covid)
 - ~Mass Casualty Commission partnering with libraries to assist with information and input from the public

Library Reports

LBANS

Date of next meeting-March 3 via Zoom

Key Highlights:

Request from LBANS to send in ideas in regards to how library services can be improved to better serve the public which will then be submitted to the provincial government.

Suggestion from CEO to municipalities to begin lobbying the government for changes in the funding formula as well as requests to provide accessibility grants. All communication should be sent to the Minister of Communities, Culture, Tourism, and Heritage.

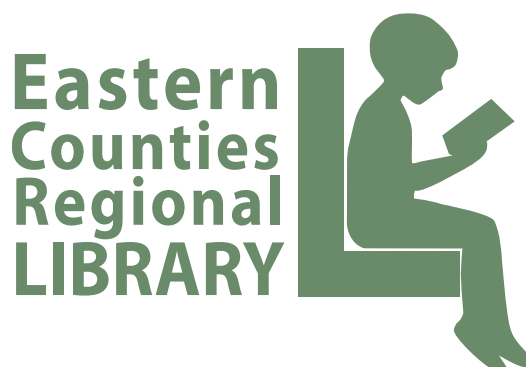


EASTERN COUNTIES REGIONAL LIBRARY

ANNUAL REPORT 2020-2021

LIBRARY BOARD

EASTERN COUNTIES REGIONAL LIBRARY BOARD 2020-2021



Ms. Shirley McNamara, Chair

Personnel Committee

Appointed by the Board

Warden Betty Ann MacQuarrie, Vice Chair until October 2020

Personnel Committee

Municipality of the County of Inverness
(until October 2020)

Cllr. Alfred Poirier, Vice Chair as of March 2021

Municipality of the County of Inverness
(as of January 2021)

Cllr. Ronald A. Chisholm, Treasurer

Town of Mulgrave
(until October 2020)

Cllr. Crystal Durling, Treasurer

Personnel Committee

Town of Mulgrave
(as of January 2021)

Cllr. Everett Baker, Vice Chair January-February 2021

Personnel Committee

Municipality of the District of Saint Mary's
(until February 2021)

Cllr. Courtney Mailman

Municipality of the District of Saint Mary's
(as of March 2021)

Cllr. Miles MacDonald

Municipality of the District of Guysborough
(until October 2020)

Cllr. Mary Desmond

Municipality of the District of Guysborough
(as of January 2021)

Mr. Clair Rankin

Municipality of the County of Richmond

Deputy Mayor Blaine MacQuarrie

Town of Port Hawkesbury

Mr. Joseph Walsh

Province of Nova Scotia

A Message from the Chair:

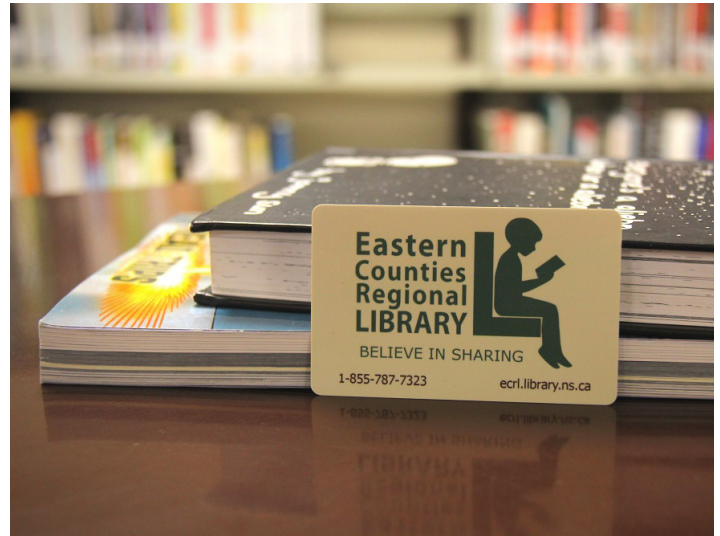
SUSTAINABLE LIBRARY SERVICE

In my tenure as Eastern Counties Regional Library's Board Chair and my long involvement with ECRL this past year has been one of the most challenging I can recall. Who could have imagined that a global disaster, the COVID-19 pandemic, would so tangibly illustrate the critical role, as information and culture providers, that libraries fulfill? While everyone was in lockdown, ECRL staff were rapidly adapting library services to reach people in their homes with books, DVDs, and all the other collections, both virtual and physical, the library offers.

Fortunately, the implementation of new provincial funding in April 2020 meant that ECRL could afford to adapt services to COVID-19 pandemic conditions. Digital library services, comparable to those offered by Halifax Public Libraries, are expensive but are also services that residents of our region are entitled to have access to, particularly during a crisis. As well, after 14 years of stagnant funding this money also arrived in time to help deal with urgent facilities issues discovered at ECRL's Regional Office location. ECRL is the only library region in the province that owns and manages a building, which is difficult as the library funding formula has never provided monies for the related upkeep costs. This second issue meant that not only did ECRL's regional staff have to contend with navigating pandemic conditions and keeping everyone safe, they also had to plan and manage a significant facility upgrade project.

“ Our frontline staff, library assistants working at branches, deserve a special thank you for handling all the safety procedures to keep themselves and the public safe. ”

People don't fully appreciate how the regional staff and the services they provide are the backbone of local branch service. You would not have books on your library shelf if they had not been purchased, catalogued, and shipped by regional staff. These people are working to help everyone, regardless of where they live in ECRL's region. Renewing regional infrastructure was critical for everyone and I commend staff who managed both this and our return to service after the lockdown. I would also like to a special note of thanks to Board members who served on the building committee and Port Hawkesbury's CAO, Terry Doyle for his invaluable advice.



I was also incredibly proud of how staff managed the safe return to service at library branches, with the roll out of curbside pickup, library by appointment and then with capacity limits at sites. Our frontline staff, library assistants working at branches, deserve a special thank you for handling all the safety procedures to keep themselves and the public safe. As well, I would like to acknowledge and celebrate them for their caring and calm response to the stress the pandemic has caused the public. They were and are the masked face of ECRL's in-person service and community connection throughout this global crisis.

Reflecting on how ECRL handled the constantly changing conditions over the past year I am so proud that as ECRL's Pandemic Response plan made clear, the library's number one priority was always the safety of people, both those we employ and those we serve. Times of crisis show us our values. They also teach us. ECRL has learned resilience and made necessary adaptations to positively navigate a future uncertain with further environmental and socio-economic challenges.

Ms. Shirley McNamara, Board Chair

FINANCIAL HIGHLIGHTS

REVENUES

Provincial	\$957,892
Municipal	\$233,724
Other sources	\$14,920
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	\$1,206,536

EXPENSES

Salaries and wages - general	\$813,609
Headquarter accommodations	\$64,323
Library projects, grants and programming	\$8,754
Amortization	\$133,370
Other	\$90,014
	<hr/>
	\$1,110,070

Excess of revenues over expenses	\$96,466
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Note: Complete audited financial statements are available at Library Headquarters.

\$122,171 was spent on enhancing library collections and digital library services

A Message from the Chief Librarian/CEO:

POSITIVE ADAPTATION

The COVID-19 pandemic reminded us all that the library is both a service and a place. It showed us that while the place was closed, the service was badly needed. It gave us the opportunity to be proud of the excellent service ECRL provides getting people books and other materials they need and enjoy.

Historically, the only thing ECRL has ever had plenty of, more than other library regions, is geography to serve. This environmental reality, pandemic safety protocols and an influx of new provincial funding all converged to enable positive adaptation. Ideally, everyone should be able to get library service even if they can't get to a library branch.

ECRL's first response to the crisis was to add a suite of digital services and enhance our current digital collections. Then, to ensure everyone could get library service, regardless of having an internet connection, ECRL promoted its toll-free number and offered Borrow by Mail service to all residents of our service area. This two-pronged approach, this umbrella level of regional library service, along with already having eliminated fines and old bills, effectively eliminated barriers to reading. Despite lockdowns, or whatever health concerns, travel difficulties, or economic reasons people may have, they now no longer have to get to a library space to use the library service.



Responding to adversity with this kind of positive adaptation required a tremendous effort from ECRL's regional staff. I applaud their willingness to learn quickly, to think of solutions, and most importantly to prioritize safety. Having created this umbrella of regional at home library service, covering everyone, they then immediately turned their focus on how to plan the safe, careful return to service at library branches when pandemic conditions allowed.

“ Despite lockdowns, or whatever health concerns, travel difficulties, or economic reasons people may have, they now no longer have to get to a library space to use the library service. ”

ECRL's frontline staff deserve a standing ovation, not only for returning to work in uncertain times or for doing their jobs, which they do wonderfully, but for having the courage to explain and enforce the pandemic safety protocols to the public visiting library branches. I know there were members of the public who didn't agree or understand the library's obligation to maintain the highest level of public safety for the vulnerable populations ECRL serves and this kind of communication couldn't have been easy for ECRL's branch library assistants. However, I also know there were many people who greatly appreciated ECRL's careful attention to safety, who were relieved to feel safe when they visited the library, and I hope that their support was felt by these staff. I want to commend them for helping to support their communities during our collective transition to the 'new normal'.

ECRL is entering year two of the pandemic well prepared to respond to conditions but also to find opportunities in our response to enhance public service whenever possible. The library's twofold identity as a both a service and a place gives ECRL a greater flexibility to keep people reading, learning, enjoying culture and information as they need to, when and how they want.

Finally, to reach more people ECRL must focus its efforts on what it does well and by celebrating and sharing that work as widely as possible. The future will offer public library service.

Laura Emery, CEO

A YEAR IN REVIEW 2020-2021

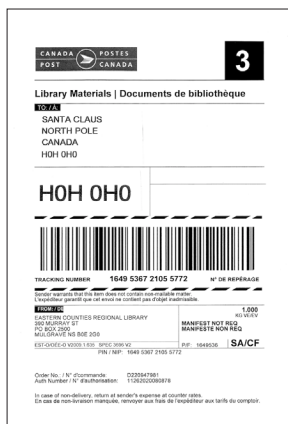
APRIL

- All library branches closed due to COVID-19 pandemic.
- Launched Lynda.com online access for ECRL patrons.
- Staff training about COVID-19.
- Contacted insurance provider about sharing physical items.
- Began planning the logistics of safely bringing staff back to Regional Office to provide Borrow by Mail service.
- Launched PressReader online access for ECRL patrons.
- Began checking library locations for insurance.
- Confirmed insurance coverage for Borrow by Mail service.
- Launched Consumer Reports online access for ECRL patrons.



MAY

- Borrow by Mail service launched.



JUNE

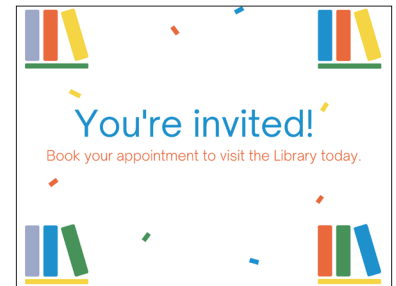
- ECRL Pandemic Response plan released.
- Amanda Campbell appointed as Branch Manager.
- TD Summer Reading Club launches online.

JULY

- Curbside pickup rolls out at library branches.
- Library branches prepare for reopening for Library by Appointment.
- A.H. Roy & Associates, Mechanical and Electrical Engineering Consultants, were retained to complete design work, produce tender documents (i.e. plans and specifications), and complete construction inspections for the HVAC upgrade and associated electrical work at ECRL Headquarters.

AUGUST

- Library by appointment begins rolling out at library branches.
- Inter-library loan resumes across the province.



- HVAC and Electrical Upgrade at ECRL Headquarters project put out for tender.

SEPTEMBER

- Board approves the contractor for a HVAC and Electrical upgrade at ECRL Headquarters.
- ECRL's Port Hood location is permanently closed.

OCTOBER

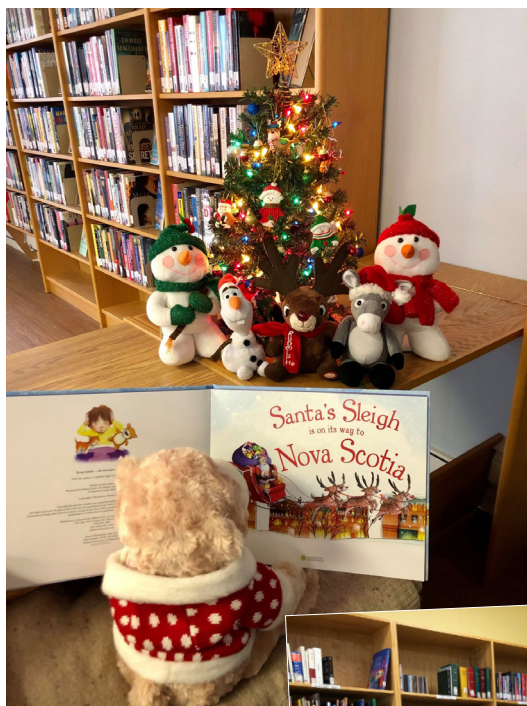
- Work commences on the facility upgrade at ECRL Headquarters.

NOVEMBER

- Heat pumps were installed and turned on at Headquarters.

DECEMBER

- ECRL presented an online video series of local authors reading holiday stories.
- A new furnace was installed and turned on at Headquarters.
- Library branch collection rotation to refresh collections begins. Sherbrooke Library is the first location to be completed.



JANUARY

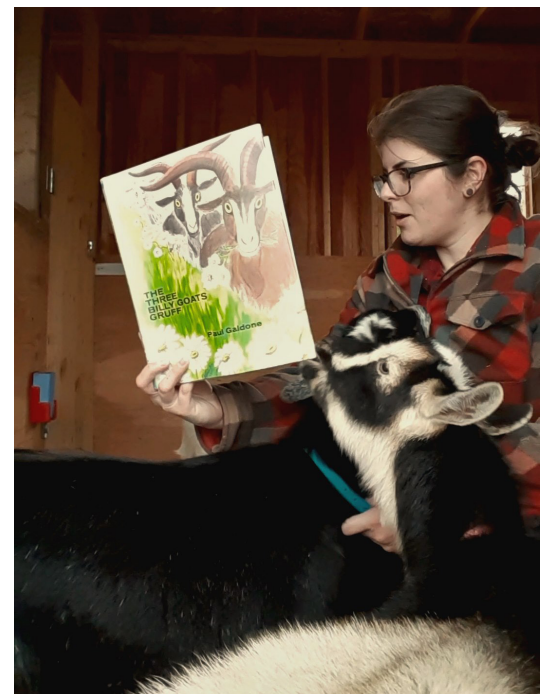
- ECRL featured in Guysborough Journal article headlined "Regional library stays relevant in tough times."
- Ventilation system components were installed and turned on at Headquarters.

FEBRUARY

- Work was in the final stages for the facilities upgrade project at Headquarters

MARCH

- St. Peter's Library and Port Hawkesbury Library offered Curbside Seed Pick-up to encourage gardening.
- Launched access to the NovelList platform to ECRL users.
- Work was substantially complete for the facilities upgrade project at Regional office.
- Funding alignment for the 2021-2022 budget year announced to the public to begin in April 2021.



CIRCULATION STATISTICS

2020-2021

CIRCULATION - PHYSICAL CHECKOUTS	AT LIBRARY BRANCHES	VIA BORROW BY MAIL	OUTGOING INTERLIBRARY LOANS	TOTAL
April 2020	5	0	0	5
May 2020	21	296	0	317
June 2020	239	672	3	914
July 2020	1,189	451	110	1,750
August 2020	1,672	352	174	2,198
September 2020	2,121	381	266	2,768
October 2020	2,613	340	302	3,255
November 2020	1,769	328	287	2,384
December 2020	1,952	367	232	2,551
January 2021	2,842	416	276	3,534
February 2021	2,463	488	279	3,230
March 2021	2,975	531	340	3,846
Total	19,861	4,622	2,269	26,752

CIRCULATION - DIGITAL CHECKOUTS	OVERDRIVE	HOOPLA	TOTAL
April 2020	1,148	200	1,348
May 2020	1,347	198	1,545
June 2020	1,242	149	1,391
July 2020	1,361	127	1,488
August 2020	1,335	117	1,452
September 2020	1,202	129	1,331
October 2020	1,259	137	1,396
November 2020	1,163	231	1,394
December 2020	2,603	348	2,951
January 2021	3,120	430	3,550
February 2021	3,353	543	3,896
March 2021	3,573	480	4,053
Total	22,706	3,089	25,795

DIGITAL LIBRARY SERVICES 2020-2021

	PRESSREADER		RB DIGITAL / OVERDRIVE MAGAZINES	TOTAL DIGITAL MAGAZINES
	ARTICLES	ISSUES	ARTICLES	ISSUES
April 2020	14,979	888	113	1,001
May 2020	23,997	903	93	996
June 2020	19,128	547	84	631
July 2020	19,154	456	73	529
August 2020	17,298	534	80	614
September 2020	18,184	648	79	727
October 2020	24,606	573	101	674
November 2020	18,015	564	108	672
December 2020	21,980	781	66	847
January 2021	32,518	1,204	73	1,277
February 2021	24,334	765	161	926
UNIQUE VIEWERS				
February 2021				
March 2021	24,795	892	99	991
Total	258,988	8,755	1,130	9,885

LINKEDIN LEARNING	NEW USERS	ACTIVE USERS	HOURS VIEWED	ROCKET LANGUAGES	NEW USERS	ACTIVE USERS	SESSIONS
April 2020	37	37	31	April 2020	2	0	0
May 2020	6	43	45	May 2020	1	3	4
June 2020	0	43	2	June 2020	1	1	1
July 2020	3	46	3	July 2020	0	0	0
August 2020	0	46	0	August 2020	0	0	0
September 2020	1	47	0	September 2020	0	0	0
October 2020	2	49	4	October 2020	0	0	0
November 2020	0	49	5	November 2020	0	1	1
December 2020	1	50	3	December 2020	0	2	2
January 2021	4	54	3	January 2021	2	1	2
February 2021	2	56	0	February 2021	1	1	1
UNIQUE VIEWERS							
February 2021	5		2	February 2021			
March 2021	5		2	March 2021	0	0	0
Total			100	Total	7	9	11



ITEMS OF NOTE: • Increase in monthly circulation of physical materials as the year progressed.
 • Over 25,000 digital ebooks and audio borrowed. • 100 hours of online learning (LinkedIn Learning)
 • Almost 10,000 digital issues read.

REGIONAL STATISTICS 2020-2021

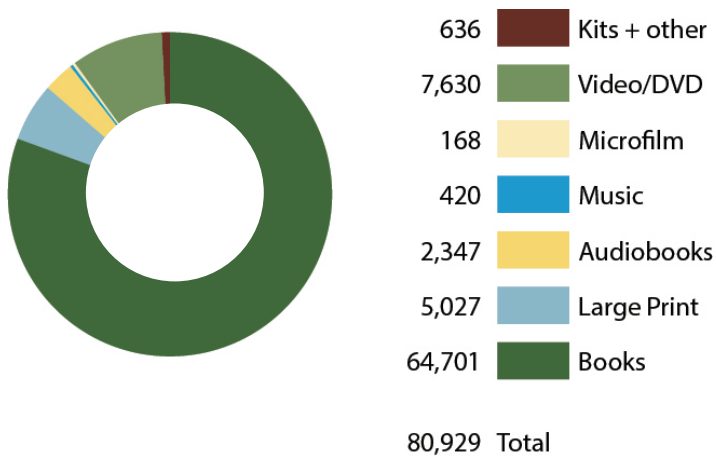
REGIONAL LIBRARY ACTIVITY

	2018/19	2019/20	2020-21
Active registered users *	5,916	5,488	5,192
Library visits **	51,805	44,173	1,446
Open hours	12,488	12,804	2,033
Total Physical Circulation (ILS)	73,079	61,919	26,752
Programs	771	510	0
Program attendance	6,676	4,488	0
No. of Public Access Computers	34	29	11
Internet sessions (1/2 hour)	17,629	15,199	473
WiFi connections	45,106	89,277	21,187
ECRL website visits	26,088	26,903	28,687
Interlibrary loan (items lent)	4,475	4,041	2,269
Interlibrary loan (items rec'd)	2,895	2,574	1,453

*Users that have used the library in the last three years

**Based on manual gate count

PHYSICAL COLLECTION



LOCATIONS AND CONTACT INFORMATION

HEADQUARTERS

390 Murray Street
Mulgrave
Tel: 902-747-2597
Fax: 902-747-2500
info@ecrl.ca
membership@ecrl.ca

ALEXANDER DOYLE PUBLIC LIBRARY

11156 Route 19 (*inside Dalbrae Academy*)
Mabou
Tel: 902-945-2257
mabou@ecrl.ca

CANSO LIBRARY

169 Main Street
Canso
Tel: 902-366-2955
canso@ecrl.ca

CYRIL WARD MEMORIAL LIBRARY

27 Pleasant Street
Guysborough
Tel: 902-533-3586
guysborough@ecrl.ca

DRS. COADY & TOMPKINS MEMORIAL LIBRARY

7972 Cabot Trail
Margaree Forks
Tel/Fax: 902-248-2821
margaree@ecrl.ca

MULGRAVE LIBRARY

390 Murray Street
Mulgrave
Tel: 902-747-2588
mulgrave@ecrl.ca

PETIT DE GRAT LIBRARY

3435 Highway 206 (*inside La Picasse*)
Petit de Grat
Tel/Fax: 902-226-3534
petitdegrat@ecrl.ca

PORT HAWKESBURY LIBRARY

304 Pitt Street (*inside SAERC*)
Port Hawkesbury
Tel/Fax: 902-625-2729
porthawkesbury@ecrl.ca

SHERBROOKE LIBRARY

11 Main Street
Sherbrooke
Tel: 902-522-2180
Fax: 902-522-2580
sherbrooke@ecrl.ca

ST. PETER'S LIBRARY

10036 Grenville St., Unit C
St. Peter's
Tel: 902-535-2465
stpeters@ecrl.ca

MAILING ADDRESS FOR ALL LOCATIONS:

c/o ECRL Headquarters
PO Box 2500
Mulgrave, NS
B0E 2G0

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 www.ecrl.ca



CHIEF ADMINISTRATIVE OFFICER

Attended Regular Meetings:

- COTW Meeting- Feb. 2nd
- Special Council Meeting- Feb. 7th
- EMO Meeting- Feb. 15th
- Council Meeting- Feb. 16th
- COTW Meeting- Feb. 16th

Budget Preparation:

Together with the Director of Finance, held individual budget sessions with all municipal staff to identify departmental needs for the upcoming fiscal budget for 2022/2023.

3rd Quarter Finance:

Together with the Director of Finance, reviewed financials in preparation for the 2021/2022 third quarter finance review as presented to Council at the COTW on Feb. 16th.

Planning Documents:

Continued correspondence with Upland consultants. Consultants conducted a site visit and necessary fieldwork in St. Mary's on Feb. 10th. A half day was then spent doing a staff workshop to go through the results of the initial draft review and to discuss the preferred approach to any issues with the documents that were flagged. The upcoming month will include the preparation of the documents and mapping and documents presentation and wrap up with a projected First Reading in April 2022.

Municipal-Provincial Solid Waste Resources Priority Group:

Representatives from the Municipal-Provincial Solid Waste Resources Priorities Group provided an update on Extended Producer Responsibility (EPR) for Printer Paper and Packaging (PPP) and the provincial consultations. EPR for PPP in Canada was first regulated in ON in 2002. Currently EPR regulation applies to 80% of Canadian population but has not been established in NS.

Main Street/Sherbrooke Streetscapes Meeting:

Together with the Director of Finance and the Superintendent of Public Works, held a meeting on Feb. 16th with the Project Engineer with NS Department of Public Works. The meeting included discussion on the necessary modifications to the infrastructure on Main Street Sherbrooke prior to scheduled work commencing such as paving, sidewalks and beautification projects.

2022-2027 Solid Waste & Recyclable Collection RFP:

Issued a Request for Proposals for the curbside collection of residential solid waste and recyclables for St. Mary's with the tender closing on Feb. 22nd. The current 5-year contract ending March 2022



provides for collection, removal and disposal of residential garbage, bulky items and two-stream recyclables.

2022 Municipal Electoral Boundary Review:

Issued a Request for Proposals for a Municipal Electoral Boundary Review with the tender closing March 9th, 2022. In accordance with ss. 369 (1) of the MGA, in the year 1999, and in the years 2006 and every eighth year thereafter, the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors. The successful proponent will provide a written study to be filed with the Municipality and the NSUARB in accordance with Municipal Government Act Rules made under Section 12 of the Utility and Review Board Act.

Municipal Session-Budget Consultations:

Together with the Warden and Director of Finance, participated in a virtual roundtable consultation with MP Fraser for the 2022 Federal Budget. This discussion provided an opportunity to hear the ideas from Central Nova about how the budget can support Canadians and businesses and ensure a strong economic recovery for everyone.

Marine Spatial Planning (MSP) Focus Group:

Attended first session of the MSP Focus Group. Marine Spatial Planning (MSP) is a public process that helps stakeholders decide how to share and sustainably use ocean spaces. The federal government has committed to an MSP program that will include the Atlantic region and Nova Scotia's coastal and ocean waters by 2024. DFO is the lead federal department for MSP, with responsibilities for leadership and coordination in the establishment of collaborative governance, integration of science and data, data infrastructure to support MSP, and spatial analysis and planning activities.

Public Works Technician:

Issued an employment opportunity for a Public Works Technician on 5-6 month term basis to begin in April 2022 and is 50% funded through the Provincial Community Works Employment Program. The position will assist the Public Works department on a variety of projects and is intended to provide a work placement for a co-op student from a university or community college. The closing date for applications is March 18th, 2022.

DIRECTOR OF FINANCE

Attended Regular Meetings:

- COTW Meeting- Feb. 2nd
- Council Meeting- Feb.16th
- COTW Meeting- Feb. 16th

CAO Report

FEBRUARY 2022



2022/2023 Assessment Roll:

Prepared report for council and presented at the COTW in March on the comparisons of assessment between 2021/22 and 2022/23 along with potential revenue comparisons.

Tax Arrears/Tax Sale:

Ran interest and sent out monthly arrear's notices to property owners.

Taxes Collected:

By fiscal year as of February 28th, 2022:

- 2021-2022 Taxes – 93.84% Collected
- 2020-2021 Taxes – 97.12% Collected
- 2019-20 Taxes – 98.28% Collected

Financial Statements:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required. Met with CAO several times throughout the month working on draft budgets for 2022/2023.

General Government Grants:

Prepared documentation for the 2022/23 fiscal year to be presented at COTW along with applications in March.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules and timesheet summaries. Completed, submitted, and distributed t-4's for 2021 to all staff and council members. Stats Can salary survey have been completed. Attended an EQ Care/virtual health care application for blue cross webinar, summarized material and distributed to all staff.

Provincial Reporting:

Completed final provincial capital reporting for 2021/2022.

PUBLIC WORKS

Public Works staff continued with the ongoing operations of the:

- Water Treatment Plant
- Wastewater Treatment Plant
- Transfer Station
- Recplex

COMMUNITY DEVELOPMENT & RECREATION

General Programming:

- Female Fun & Fitness-This program began in February and is supported by a grant from Canadian Parks and Recreation.
- Reconnect with Winter Kits- were developed and provided to residents free of charge. Winter Walking challenge continued with almost 17 million steps logged for the month of February. Open houses held for the Rainbow Club. Program planning underway for club.

Ecum Secum Community Park Project:

Assisted with the development of a number of grants that were due in February: Recreation Facility Development, AccessAbility Grant, ACOA Community Revitalization Grant, HRM District Capital Grant.

Recrex Programming:

Recrex Programs resumed in February with participation restrictions easing. Programs include: Adult Hockey, Free Skates and House League Hockey, figure skating and curling.

Recreation Master Plan:

A start up meeting with staff and consultants from UPLAND and REConsulting was held in February. This was the first official activity for this project. The team went over methodology, timelines and made plans for next steps. Phase 1 of this project is now underway and a site visit will take place in March.

Community Transit Project:

This project officially got underway in February with the first Management Team Meeting. The team is made up of representatives from: Nova Scotia Community Transit Network (NSCTN), Community Good Solutions (project consultants), Department of Active Transit and Community Transportation and the Municipality. The team discussed project timelines, methodology and next steps. Weekly updates are being sent from consultants to management team and monthly meetings will take place every second Tuesday. Community consultations will be significant for this project and will begin at the end of March/early April.

Personal Development/Training:

Attended the HIGHfive Principals of Healthy Aging trainer training which allows you to teach this session to volunteers and other staff in the municipality.

Look ahead to March 2022:

- Programming – Youth After School programs will begin to be offered in March. March Break camps will be held in locations throughout the Municipality.



- Events – Winter Fun Fest will take place in March.
- Festival/Events planning – Planning will begin for special events and festivals that are held in St. Mary's over the summer/fall months.
- Tourism – Work will begin on tourism marketing for the upcoming season.
- Facilities – Work will continue on facility accessibility.

MUNICIPAL CLERK

Attended Regular Meetings:

- COTW Meeting- Feb. 2nd
- Accessibility Advisory Committee Meeting- Feb. 3rd
- Special Council Meeting- Feb. 7th
- EMO Committee Meeting- Feb.15th
- Council Meeting- Feb. 16th
- COTW Meeting- Feb. 16th

Heritage Property:

As per section 4.1 of the Heritage Property by-law 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. Began work to compile the information required for the registry and researched what year each Heritage Property was designated & updated the file.

Researched Home Efficiency Grants:

Provided information to a councillor regarding home efficiency grants to further provide to a resident.

Seeds of Literacy Program:

This program is a mobile book program for youth. On Saturday's a story will be read to youth, and they will have the opportunity to borrow books and participate in activities with friends. Work on this project has been ongoing and public advertising began this month on the municipal website, social media as well as the municipal newsletter.

Household Hazardous Waste Rebate:

Divert NS provides funding to assist municipalities in the disposal of Household Hazardous Waste. The application for funding was submitted for St. Mary's Municipality.

Accessibility Plan:

The Accessibility Advisory Committee provides advice to the municipal council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services,



initiatives and facilities. The committee plays a pivotal role in helping the Municipality of Saint Mary's to become an accessible community that complies with Nova Scotia's Accessibility Act. The first meeting of the committee was held in February.

Regular Administrative Duties:

- Updated Facebook Page, Website and sent Voyent Alerts as required.
- Provided Municipal news items for the Newsletter.
- Completed water utility billing interest & arrears notices.
- Provided ongoing support to staff and council relating to IT concerns.
- Prepared agenda's, packages and recorded minutes for Council, COTW, Special Council, EMO & Accessibility Advisory Committee Meetings.
- Submitted a work order to NS Power to have light installed at the intersection of Hwy 7 and Sonora Rd.
- Scheduled a date for Council to have an introductory meeting with Greg Morrow.