



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, May 15th, 2023

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

1. Meeting, Date & Time:

Warden Wier called the Regular Council meeting of the St. Mary's Municipal Council to order on Monday, May 15th, 2023, at 4:00 pm in Council Chambers.

2. Attending:

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

Absent with Regrets:

Councillor Harpell

Also Attending:

Marissa Jordan, Chief Administrative Officer
Marian Fraser, Director of Finance (DOF)

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Mailman, and seconded by Councillor Zinck, Council approved the minutes of the Regular Council Meeting held April 11th, 2023 and the Special Council Meeting of Council held April 19th, 2023.

Motion approved.

6. Business Arising from the Minutes

- There was no business arising from the minutes.

7. Recommendations from Internal Committees of Council

Joint Occupational Health & Safety Committee – April 3rd, 2023

On the motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council the approved the Joint Occupation Health and Safety Committee Policy.

Motion approved.

Fire Services Advisory Committee – April 26th, 2023

On the motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council approved the Fire Services Administration Policy.

Motion approved.

On the motion of Councillor Mailman, and seconded by Councillor Malloy, Council approved the Fire Services Committee Policy with the amendment to section 5.1.c to include the option of three public voting members.

- Council agreed to amend section 5.1.c of the policy to include the option of “up to” three public voting members.

On motion of Councillor Malloy, and seconded by Councillor Baker, Council approved the Fire Services Committee Policy with the amendment to section 5.1.c to include the option of up to three public voting members.

Motion approved.

Committee of the Whole – April 19, 2023 (Absent: Councillor Malloy, Councillor Harpell)

On the motion of Councillor Zinck, and seconded by Councillor Mailman, Council approved the proposed road name Bakers Road Extension for the portion of road at the end of Bakers Road in Marie Joseph.

Motion approved.

On the motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council approved the proposed road names and to have the roads along Big Gaspereaux Lake named Nugget Road South, Nelson Lane and Nickerson Lane as presented in the attached diagram.

Motion approved.

On the motion of Councillor Zinck, and seconded by Councillor Mailman, Council agreed to award the proposal for the Development of an Active Transportation Plan for the Municipality of the District of St. Mary's to UPLAND Planning and Design in the amount of \$41,370.00 plus applicable HST with the two additional “ADD-ONS” as outlined for the amount of \$2,880.00 plus applicable HST.

Motion approved.

On the motion of Deputy Warden Fuller, and seconded by Councillor Zinck, Council accepted the resignation of CAO, Marissa Jordan effective July 14th, 2023.

Motion approved.

Committee of the Whole – May 2nd, 2023(Absent: Councillor Harpell)

On the motion of Councillor Mailman, and seconded by Councillor Baker, Council agreed to hold a Public Hearing at 6:00 pm on Wednesday, June 7th, and a Special Council Meeting for the Second Reading of the Land Use Bylaw Amendment at 6:30 pm on Wednesday, June 7th.

Motion approved.

On the motion of Councillor Malloy, and seconded by Councillor Baker, Council agreed to approve the amendments to the Chief Administrative Officer Policy.

Motion approved.

On the motion of Councillor Malloy, and seconded by Councillor Zinck, Council agreed not to accept the Provincial cost-share project for Bennett's Loop and resubmit Cameron Road next year for 2024/2025.

Motion approved.

On the motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council agreed to extend the existing contract with Port Bickerton Planning Association for six months, ending October 31st, 2023.

Motion approved.

8. External Board / Committee Reports

a. Eastern Counties Regional Library Board – Councillor Mailman

- See the attached report.

b. Eastern Regions Solid Waste Management Committee – Councillor Malloy

- See the attached report.

c. Sherbrooke Village Commission – Deputy Warden Fuller

- See the attached report.

9. CAO Report:

- See the attached report. The CAO provided highlights of what's included in the report.
- Advertisements for the Source Water Protection Plan and the update that will be occurring over the next couple of months. The Municipality has received funding from the Clean Foundation to help with the project, which will be managed by the Economic Development Officer. A committee will be struck to advise on the plan. Meetings for the committee will be starting in August.
- The consultants are finishing up their work on the Water Systems Assessment Report which is mandated by the Nova Scotia Department of Environment. Staff have received the draft report. Staff will be reviewing the report to provide comments and the final report will be submitted on June 14th, 2023.
- The community library box project is ongoing with construction work being completed. There have been some community centers that have indicated that they are interested in having a library box at their locations, and a few have declined. Staff are looking for alternative locations where the boxes can be placed.
- Summer Day Camps will be held in July and August. It is the only form of childcare available throughout the Municipality. There is currently a cap on the number of participants permitted to attend due to the lack of grant funding for staffing. Staff are looking at different options for funding available through the Province and have reached out to the MLA. Pre-registration is available until the end of June and the program has already reached its capacity.

Mallory Fraser, Municipal Clerk entered the meeting at 4:23 pm.

10. Executive Recruitment Services Proposals

- Four proposals were received from different companies.
- Included in the quotes was if a CAO is hired, and the individual resigned or is dismissed for performance reasons, the company will find a suitable replacement at no additional costs for a limited period of time.
- One proposal had a lot of experience recruiting for municipal government, specifically CAOs within Nova Scotia, and their quote had the longest guarantee period.
- Council discussed the quotes.

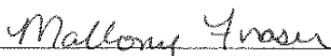
On motion of Councillor Baker, and seconded by Councillor Mailman, to award the Executive Recruitment Services for the CAO search to Gerald Walsh and Associates in the amount of \$20,500 plus HST and any applicable disbursement.

Motion approved.

Adjournment:

On motion of Councillor Malloy, and seconded by Councillor Baker, there being no further matters of business, Council adjourned at 4:27 pm.

Motion approved.



Recorded By
Mallory Fraser, Municipal Clerk



Approved By
Warden Wier



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: April, 2023 **Location:** Mulgrave

Agenda Item:

1. Welcome
2. Approval of agenda
3. Minutes from February 23, 2023
4. Business arising
5. Financial update
 - A) Income statement-review and on the agenda for next meeting
 - B) Provincial grants update
 - \$27,800-ECRL's portion of the additional bridge funding to mitigate cost increases and operational pressures in the 2023/2024 annual budget (this funding was given to all boards across the province)
 - \$100,000-For the purchase of a van (\$70,000) and technology to assist with increasing access to the St. Peter's Public Library and Sherbrooke Public Library
 - \$25,000-For menstrual products and essentials
 - \$10,000 For wifi extension installation at the Sherbrooke Public Library
 - \$23,000 For board governance and consulting fees and work
 - \$75,000 divided amongst library boards (\$8,700 for ECRL) to cover shipping cost for Same Page Alliance shipping costs
6. Personnel Committee
 - A) Health plan benefit proposal
 - Board voted to grandfather all current part time employees (20 hours per week) with health benefits,

continue to provide them with these benefits, and no longer offer them to new part time employees due to budgetary constraints.

B) Staffing proposals for 2023-2024 budget

In camera discussions regarding hiring of new deputy CEO (current deputy CEO is retiring)

6 month term position for Guysborough/Canso due to shortage of workers

Job posted for Sherbrooke

Cost of living raise of 4% approved by the board to offset inflation and not having health benefits for future part time employees working 20 hrs per week.

Public services management replacement position (14 month maternity leave) approved before the budget so the position can be filled.

7. CEO report

A) Budget discussion and draft review.

- Insurance cost (property & vehicle) increasing by \$2,807
- Office supplies increase of \$3,000
- OverDrive increase of \$500
- Annual audit increase of \$6,174
- 1% increase for janitorial (\$265)
- \$27,800 added to general operating revenue line
- Same Page postage revenue line is \$8,700-grant from the Province
- Book line decreased by \$17,280
- Open Library annual subscription increase by \$8,651
- Budgeted cost of health benefits is up \$19,595.28 since last year
- Discussion regarding paper deficit reported by auditor
- ECRL functions on a balanced budget and there is no deficit reflected in financial statements

B) Cheticamp lease agreement-to be reviewed by legal

C) St. Peter's Hub project update-delayed

D) Update on CORL funding visioning workshop

Committee to be formed with request for municipal units to have opportunity for input

E) Funding thank you letters-to the province for extra funding

F) Annual report draft

CEO to ask auditor for clarification regarding the reported excess revenues over expenses-further discussion was had regarding auditors reporting of finances.

- G) Draft Program and Event Policy-deferred due to time constraints, to be worked on during or after board governance training
 - H) Draft Community Use Room Booking Policy- deferred due to time constraints, to be worked on during or after board governance training
 - I) Draft Food and Beverage Policy- deferred due to time constraints, to be worked on during or after board governance training
8. EDI-deferred due to time constraints
 9. Library Reports-deferred due to time constraints
 10. LBANS report-deferred due to time constraints
 11. Date of next meeting May 18th
 12. Adjournment



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: April 26/2023

Location: Guys.

Highlights April 2023

ERSWM Meeting – Wednesday, April 26th, 2023

Recollect – Curbside Audit Tool & Renewal Contract

- Renewal Contract has been signed and a Cheque has been sent in the mail for payment.
- Credit has been issued for last years Curbside Tool in the amount of \$2,273.55. New Laptops for Regional Coordinator and Compliance Officer
- Laptops came in on Monday and are now up and running.

ERSWM Compliance Vehicle

- The tender for the truck closes on Friday, April 28th.
- Truck is being looked at by several dealerships and Kevin will follow up with an email

to the Committee regarding the timeline for when the truck will be purchased.

New Councillor for Mulgrave

- Donnie spoke with Mayor Ron Chisholm regarding appointing someone from the Town of Mulgrave to the Committee
- Mayor Chisholm appointed Deputy Mayor Krista Luddington and Councillor Amber Carrigan as the alternate.
- Tanya will email Krista and ask her if she is unable to attend the meeting will Amber be able to attend. If unable to attend in person, Tanya will provide a zoom link.

Items Needed for Display Booth

- Kevin and I will sit down and come up with a few suggestions and bring back to the Committee at next month's meeting.

Jacqueline Dort Memorial Bursary

- Tanya updated the Committee that 2 applicants has applied to date.

Diversion Credits

- Tanya has completed the calculation for the Diversion Credits
- A payment will be sent to the Town and the County of Antigonish. Once again, this year Guysborough County was in the negative.

Next regular ERSWM meeting will be held on Thursday, May 25th, 2023



Report to Council

Member of Council: James Fuller

Board/Agency/Organization: Sherbrooke Village Commission

Date Attended: March 29,2023

Location: Sherbrooke

Agenda Items Discussed:

SHERBROOKE RESTORATION COMMISSION
MINUTES OF MEETING
March 29,2023
Regular Meeting

Present: Commission members Marg Harpell, Chair; Keith Gallant, Vice Chair; Rennie Beaver; James Fuller (1:45pm); Denise Sawlor, Secretary; York Lethbridge, Executive Director; Lisa Myers, Recording Secretary.

TEAMS: Stephanie Smith, Executive Director, Archives, Libraries & Museums & Meghann Jack.

Call to Order: 1:00pm by Marg Harpell, Chair.

Territorial Acknowledgement

Sherbrooke Restoration Commission would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) Peoples first signed with the British Crown in 1725.

Agenda:

Motion to approve amended agenda for March 29,2023, was moved by Rennie Beaver and seconded by Denise Sawlor. Motion carried.

Minutes:

Motion to approve amended minutes for March 1,2023 was moved by Keith Gallant and seconded by Rennie Beaver.

Business Arising from the minutes:

None

Action Plan:

The Action Plan was reviewed and discussed.

Action Plan # 50, Executive Director, York Lethbridge contacted with Roger Lewis, Curator of Mi'kmaq Cultural Heritage, Nova Scotia Museums to discuss ANSM Clari Grant but missed the deadline of March 15,2023. Stephanie Smith asked York to reach out to her after meeting to discuss other contracts for support.

Action Plan # 58, # 63 & # 64, Executive Director, York Lethbridge presented the Commissioners with draft copies of the Collections, Lease & Rentals and Retirement policies and would like the Commissioners to share their comments and he will resubmit at next meeting April 26,2023.

Executive Director's Report:

The Executive Director, York Lethbridge presented a paper copy of the directors' report to Commission. Motion for the Commission to accept the Executive Directors report was made by York Lethbridge and seconded by Rennie Beaver. Motion carried.

Financial report:

Motion for the Commission to accept the financial report for February 28,2023 as presented was moved by Marg Harpell and seconded by Denise Sawlor. Motion carried.

Lisa Myers confirmed all source deductions have been paid to date.

Action Plan # 74. Executive Director, York Lethbridge and Commission member, Rennie Beaver will set a meeting with the Department of Public Works to discuss maintenance budget and allocation.

A motion to restrict surplus monies from Sherbrooke Restoration Commission's operating fund at the fiscal year ending March 2023 for future program development was made by Rennie Beaver and seconded by Keith Gallant. Motion carried.

Correspondence:

Stephanie Smith, Executive Director, Archives, Libraries & Museums sent and spoke about the attached email.

This afternoon the provincial government tabled its budget for 2023-24 and it includes good news for the Nova Scotia Museum!

It gives me great pleasure to inform you that government will be providing an additional \$2.1 million in annual operational funding to the 17 locally managed sites within the Nova Scotia Museum. As well, government is adding \$539,000 to the annual Bluenose II operating grant. It's a significant investment in a budget with a specific focus on healthcare.

To the site directors and board chairs, you were heard, and government was receptive. Because of your strong advocacy efforts over the past several years, government understands that museums are at the heart of thriving, healthy communities in this province, and a major draw for tourism. Government also heard loud and clear about the need for additional funding to ensure long term sustainability.

I specifically want to recognize the tenacity of the M8 museum directors who, for the last several years, worked on raising awareness of the operational pressures facing museums. The countless planning meetings, phone calls with government staff, meetings with elected officials and the preparation of materials were, at times, tedious. A special shout-out to Danielle Serratos and Pete Cullen for their effective meetings with consecutive ministers. I also want to thank government staff who worked tirelessly to advance your concerns. Across the department, there has been solid support for this operational request. A sincere, special thanks to everyone. It has been an ongoing team effort.

We know everyone will be anxious to confirm the exact amount of their increase, but we'll need a bit of time to work through that. Staff are already thinking about allocations, and we recognize the need for more complex operations to be recognized in the funding breakdown. Once the budget is passed, we will be in touch to arrange a time to discuss this.

On behalf of our deputies, Justin Huston & Melissa MacKinnon, the NSM board chair, Chester Muise, and the NSM Director, Laura Bennett, congratulations everyone and thank you for your hard work and dedication to the NSM.

Best Wishes,

Stephanie

The Sherbrooke Restoration Commission would like to thank Stephanie Smith and all those involved with making this happen. It is very much appreciated.

HR Committee:

Keith Gallant has set virtual special meeting on April 12,23 at 9:00 with the Commission to have the Commissioner input regarding the Executive Directors performance review.

New Business:

May meeting will be set for May 24,2023 for special lunch for Marg and Keith.

History Minute:

Keith Gallant presented a presentation on the Allan MacQuarrie House (Project Office).

Next Meeting:

Date: Wednesday, April 26,2023. Exhibit Centre 1:00pm.

On the motion of Rennie Beaver and seconded by Keith Gallant the Commission went in-camera to discuss personnel matters at 2:05pm.

Lisa Myers left meeting at 2:05pm.

Key Highlights:

ADMINISTRATION DEPARTMENT

Municipal Boundary Review NSUARB Hearing

On April 25th the Nova Scotia Utility and Review Board (NSUARB) hosted a Public Hearing in Council Chambers for the Municipality's submission to confirm the number of councillors to be elected and to alter the boundaries of the polling districts. At the hearing, the Jennifer Nicholson a member of the NSUARB heard a presentation from Ian Watson, Senior Planner of Upland Planning and Design Studio on the Municipality's submission. Ms. Nicholson also asked many questions which were responded to by Warden Wier, Mr. Watson & the Director of Finance. The Municipality should receive the decision of the NSUARB within 60 days.

Eastern Shore Flood Line Mapping

The NS Department of Municipal Affairs and Housing is supporting municipalities with flood mapping projects under their Municipal Flood Line Mapping program. The St. Mary's Municipal Flood Line Mapping Project RFP issued in December 2023 has been awarded to CBCL Engineering and Design Services in January. The project area with measuring, modeling and hazard mapping will encompass the coastline of the Eastern Shore from Ecum Secum to the Canso Causeway.

The online survey is now closed and data from the survey has been included in the interim report. Initial model simulations have been completed including the on-site data collection which was extended into March due to weather constraints. The QA/QC of data, modelling, and reporting is near completion with an interim report submitted to staff on March 29th, 2023. Pending flood maps and final Report is expected in May 2023 with Stakeholders and Rights-holders presentations scheduled for after completion.

Tourism Guysborough County

The board of the Tourism Guysborough County (TGC) has received and revised the consultant's draft report for TGC participation in Tourism Nova Scotia's Voice of the Visitor program. The questionnaire is expected to be released to past visitors for their feedback in the coming weeks. The VisitGuysborough.ca website is undergoing updates in partnership with Guysborough Business Development Partnership. Funding (\$15,000) has been awarded through the Nova Scotia Tourism Digital Assistance Program (TDAP) to Tourism Guysborough County to assist with digital adoption including Website Design & Development, Copywriting, Photography, Search Engine Optimization (SEO) and Online Booking which will highlight all communities in Guysborough County. A web developer contract and physical & digital asset inventory is currently underway to determine the best focus of funds.

Sherbrooke Streetscaping:

The new redesigned storm water infrastructure, Main Street and 16 Main Street grading and paving, and sidewalks and curbing are complete (including the connecting of private and commercial walkways to sidewalk). The Sherbrooke Public library entryways and gathering space stonework is complete and the final stages of beautification to the parking lot and the library have commenced with placement of a conversation set, welcome benches and planters. Delivery of plants and flowers is expected at the end of May beginning of June. Reporting for all grants is expected to be complete by May 15th, 2023.

EV Charging Stations:

The municipal charging Stations are available for use and have been added to widely used Charge Station Apps with information about surrounding amenities. Local public postings with Electric Vehicle and Charging Station information are scheduled to be shared on local and provincial communications channels starting May 1, 2023 ahead of tourism season.

Source Water Protection Plan

Protecting the sources of our drinking water is a cornerstone of A Drinking Water Strategy for Nova Scotia. The strategy provides the framework for managing drinking water supplies across the province using a multiple-barrier approach to clean, safe drinking water. The original St. Mary's Source Water Protection Plan (SWPP) was created in 2003 with a committee of 12 Stakeholders. Since the plan's inception, interns have participated in its creation and implementation, including last year with the completion of a plan review. A Clean Foundation Intern has been hired and will start the hybrid position on May 18, 2023. The Intern will continue the review, identifying gaps and changes, developing a monitoring plan while creating awareness for the protected area and how the community can contribute to its protection.

Guysborough County Housing Network (GCHN)

GCHN has received funding to implement a website to develop a Guysborough County website that will provide resources, information including programs available to homeowners, community organizations and resources related to intersecting needs such as food security, mental health, poverty, health issues and others. The GCHN is in the process of presenting to Councils the plan for becoming a non-profit society. The next Workshop is scheduled for Friday, May 5th, 2023 at the Chedabucto Lifestyle Centre in Guysborough from 10am-3pm. The next meeting will be held virtually on Wednesday, May 17th, 2023 at 2pm. New members from St. Mary's are welcome.

Accessibility Advisory Committee

The Municipal Accessibility Plan was presented to Council to be considered for approval. Council approved the plan at the Council Meeting on April 11th, 2023.

Land Development Committee:

The Land Development Committee held their eighth meeting on April 17th, 2023. The committee heard feedback as per the Land Development Committee Policy regarding perspectives considered in land development decisions. Perspectives heard in the March meeting include Home Builders and Sustainability-Renewable Energy. The Committee is nearing the end of its mandate with only 1-3 meetings remaining. A 'What We Heard' Report and analysis tools are currently being generated to assist the Committee with recommendations to council regarding municipal owned properties.

Fire Services Committee

At the Fire Services Advisory Committee Meeting held on April 26th, 2023 the Committee recommended the approval of the Fire Services Administration Policy and the Fire Services Advisory Committee Policy. Both policies will be presented to Council for their consideration for approval at the May 15th, 2023, Council Meeting.

EMO Advisory Committee

Council reviewed the draft Comfort Center Policy as presented on April 11th and directed staff to make edits to the policy and bring back to Council for review. During the municipal Annual General Meeting, Council approved that the Committee of the Whole would serve as the EMO Advisory Committee beginning in the new fiscal year.

Grants to Organizations

Letters were sent to both successful and non-successful applicants that applied for funding through the 2023-24 Grants to Organizations. Unsuccessful applicants were notified that they could reach out to the Director of Community Development to discuss other grants that may be useful to their organization.

CAO Position Advertisement and Executive Recruitment Services

Staff posted the employment opportunity for the Chief Administrative Officer as well as the Request for Quotes for the Executive Recruitment Services. The deadline for the recruitment quotations is May 12, 2023. Once hired, the recruitment firm will review the proposed timeline and provide feedback to Council on recommendations moving forward.

FINANCE DEPARTMENT

Property Taxation:

Staff continued to process updates received from PVSC regarding address changes and property title changes. The appeal process will take place over the next couple months where any property owners who have appealed their assessments could potentially be contacted by a PVSC assessor. The 2023-2024 tax and area rates have now been set by Council therefore staff have begun the process for the 2023 tax billing. Tax bills will be mailed out to property owners the last week of May and are due July 31st, 2023. Municipal low-income property tax exemption forms for 2023-2024 are now being accepted. The provincial rebate for property taxes is generally available after July 1st, staff can help assist residents with completing both rebates if requested.

Municipal Property Tax Sale Surplus Account:

Finance staff have prepared a detailed report of all tax accounts sold at municipal tax sales which hold a surplus amount above the minimum bid in accordance with the MGA. The listing can be viewed on the municipal website.

Property Taxes Collected (By fiscal year as of April 30th, 2023)

- 2022-2023 Taxes – 97.95% Collected
- 2021-2022 Taxes – 97.74% Collected
- 2020-2021 Taxes – 98.68% Collected
- 2019-2020 Taxes – 96.86% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing. Completed the 2023-2024 Operating and Capital budgets and presented to Municipal Council at the AGM. Staff compiled information for the municipal budget open house hosted on April 19th, 2023. Information on the approved operating and capital budgets for 2023-2024 can be found on the municipal website. Staff completed reporting for the 4th quarter HST remittances and have begun the annual audit preparation process for the external auditors in preparation of the annual audit which takes place in May. In addition, staff completed various documents on municipal processes and procedures for the audit. Staff will continue working with the auditors over the next several weeks until the annual process is completed.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules, timesheet summaries, ROE's, as needed/required.

PUBLIC WORKS DEPARTMENT

Sherbrooke Water Utility

Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public Works found and repaired two leaks during April. The first leak was on Old Road Hill and was on the homeowner's side of the lateral. The second leak was a main line leak on Hospital Road. The line was sitting on top of a rock and force a two in crack in the line.

Water Systems Assessment Report (RV Anderson Consultants)

RVA staff attended on site, met operators, reviewed plant processes; reviewed O&M procedures; discuss NSECC Terms of Reference content requirements, went through each section and verified status with operators on particular topics/system components/documentation. Municipal staff provided data for their Request for Information. RVA staff followed up with operators as required to clarify information and data as characterization is completed and are developing the draft report content for municipal review. Draft SAR submission is scheduled to be submitted to the Municipality by May 12 – 15th. The Municipality will provide comments on the reports by May 29th, with the final report to be submitted by June 12-14th.

Sherbrooke Sewer Treatment

Public Works continues to monitor the equalization pumps at the sewer treatment facility. The pumps have been running steady for the past month. Although still tripping every four to five days, when they trip there is a substantial amount of debris plugging the pumps. During the troubleshooting, Public Works discovered a mop head lodged into the pump. It was removed and operation continued.

Recplex Facility

Public Works removed the ice from the Recplex and cleaned the surface for off season use.

Transfer Station:

Public Works are working with a geoscientists consultant company and DOE to bury the current C&D pile at the transfer station along with plotting a new cell.

Department of Environment Annual Directives:

Staff continue to work on submitting directives to the DOE. Over the past month the Wastewater Annual report and the Operator Transition Plan has been submitted to DOE. Staff compiled data and submitted the Transfer Station Annual Report for the Department of Environment.

COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

Fitness Centre Fob Program

The St. Mary's Fitness Centre is now open to the public using the new fob access system. A registration night was hosted on April 11th, with a total of 17 users completing registration and purchasing a fob. Staff are continuing to work on the registration requirements for the facility, researching ways in which that process as well as access can be further improved.

Community Library Boxes

The Community Development and Recreation Department is working on securing locations for Community Library Boxes throughout the Municipality as supported through the Seeds of Literacy Program. Currently, the community of Ecum Secum has identified their interest in having a library box located at their community playground. The Sonora Community Centre and the Goshen Community and Recreation Centre have declined the offer for a library box. Decisions from remaining communities are still yet to come in and secondary locations for communities will be explored.

Community Stakeholder Meeting

The Community Development and Recreation Department, as identified in the Recreation Master Plan, hosted a community stakeholder meeting on April 27th, 2023. The event was attended by 6 community members in person and two virtually. Department staff gave brief introductions, overviews of guiding documents and upcoming projects. Another community meeting will be held in the fall of 2023 ahead of budget and annual strategic planning.

Family Fishing Derby

The Community Development and Recreation Department has received a permit to host a fishing derby on June 10th, 2023. The Derby will take place at Nimrod's Campground from 9am-12pm with free fishing for youth and prizes in three categories.

Before and After Program

Planning for the 2023/24 Before and After Program in St. Mary's is currently underway. Demand for the current program is at an all-time high with attendance reaching close to the program cap on a regular basis.

Volunteer Appreciation Program

The Community Development and Recreation Department is currently collecting names of volunteers from non-profit organizations throughout St. Mary's. All organizations must have permission to send the names to the Municipality to ensure that no personal privacy is breached. Using the names, the Municipality will choose a St. Mary's Volunteer of the Year and the number of active volunteers will be used to identify organizations that are championing volunteerism in the Municipality and those organizations that may require support with volunteer recruitment, retention and training.

Program Delivery

The Community Development and Recreation Department offered the following programs in April 2023 (in addition to Recplex Programs):

- Yoga
- Family Kick Boxing
- Family Open Gym
- Before and After Program

St. Mary's Transit Project

In 2022, the Province of Nova Scotia supported the development of a business plan for community transit in St. Mary's. Common Good Solutions was hired and hosted extensive community consultations throughout St. Mary's in the spring of 2022. The final business plan was completed in the summer of 2022. With support from the Province of Nova Scotia, the Nova Scotia Community Transit Association is now hosting a term contract to help gather interest from the community to form a non-profit board that will operate a community transit system in the Municipality. The Province, through the Transit Association has also contracted an experienced individual to help mentor the local volunteers interested in forming the board with early governance work, and transit start-up efforts. The Director of Community Development and Recreation is supporting the current project by participating in the project management team. This team is comprised of individuals from the province's department of Public Works, the Nova Scotia Community Transit Association and the contracted employees working to establish the board in St. Mary's. Public meetings were held throughout St. Mary's in April to update the community on the project and find volunteers interested in sitting on the non-profit board. All decisions on how the business plan will be implemented and what the transit service will look like will be made by the newly established board.

Jumpstart Grant

The Community Development & Recreation Department applied for a Jumpstart Grant on March 9th, 2023. The requested amount of \$2,700.00 was approved. This grant covers the following purchases and fees:

- Ten sets of kickboxing gloves
- Ten sets of punching pads
- Ten yoga mats
- A portion of Kickboxing Instructor Fees (\$600)
- A portion of Yoga Instructor Fees (\$600)

Active Living Strategy

The St. Mary's Active Living Strategy is in the final stages of drafting. A final draft will be presented to Council in the month of May.

St. Mary's Active Transportation Plan

The Municipality received two completed proposals as per the posted AT RFP. Staff recommended the council award the RFP to UPLAND Planning & Design. A contract is currently in development and a project start-up meeting will take place in May. The development of an St. Mary's Active Transportation plan is being fully funded by the Government of Canada through the Active Transportation Fund.

St. Mary's Easter Egg Hunt

The Municipality held its annual Easter Egg Hunt at Heritage Park in Sherbrooke Village on April 8th. The St. Mary's Easter Egg Hunt was supported by the Whale Sanctuary, Sanctuary Shores General Store, and St. Mary's Lions, with donations from the Worth Family, Clarke's Chimney Services and an anonymous community donor. There was a great community turn out, despite the cold temperatures and there was a lot of buzz about local visits from the Easter Bunny.

PAPE: Aging Under the Influence of Movement – Dartmouth April 18th

MPAL staff attended one day of the two-day event, which took place at 192 Price Albert Road in Dartmouth. The event started with the MPAL check-in by-weekly meeting, which led to the speaker's series with leaders from the medical field, such as Dr. Strang.

St. Mary's Garden Club Meeting

MPAL staff attended the St. Mary's Garden Club meeting to make a presentation about the Butterflyway Community Project.



The Butterflyway Project – How to Plant a Canoe – ALC

A community gardening initiative that is part of a positive active living exercise with an environmental influence that assists in creating sustainable pollinator habitats. The Municipality has decided to install the canoe at the flagpole location between Hwy. 7 and Old Road Hill. A request to the community has been advertised in the May newsletter regarding donations of potting soil and native plants.

Summer Day Camp Programming

Planning for the 2023 Summer Day Camp program in St. Mary's is well underway by the Community Development and Recreation Department. Staff have developed a comprehensive plan for programming, including themed weeks and special activities with special guests. Registration opened early this year to help with programming planning and managing available resources. The Municipality was successful in receiving a Canada Summer Jobs Grant for one position and unsuccessful in its application through the Canadian Parks and Recreation Association's Youth Employment Experience Program for funding support for a Summer Programming Leader. With current staffing capacity in mind, staff have placed a cap on registration for Summer Day Camp which follows provincial standards for the day camp program. Registration numbers have currently exceeded that capacity with a deadline of June 1st. Staff are researching additional opportunities for support for the program as it is the only available childcare option over the summer months that is hosted by an organization with the Municipality.

Junior Leaders Program

Junior Leaders will once again be hosted by the Community Development and Recreation Department over the summer of 2023. This program will be for students entered grades 7 and 8. The program will focus on developing leadership skills, getting hands on experience leading & assisting with day camp programming, gaining resume and interview skills and much more. Staff are currently developing the program planning for Junior Leaders.

2023 Canada Day Celebrations

Planning for the 2023 Canada Day event is underway. This year's celebration will see the return of traditional activities such as a street parade and family entertainment and games. There will also be some new activities offered, such as a reptile show and community scavenger hunt.

May 15th, 2023

Date

A handwritten signature in blue ink that reads "Marissa Jordan".

Marissa Jordan, CAO