



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, December 11th, 2023

TIME: 4:00 pm

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, December 11th, 2023

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

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from: November 14th, 2023 Council Meeting & November 22nd, 2023 Special Council Meeting
6. Business Arising from Minutes
7. Recommendations from Committees of Council
 - COTW held November 15th, 2023.
 - COTW held December 6th, 2023.
8. Outside Committee Reports
 - a. Old Fashioned Christmas – Councillor Zinck – October 2023
 - b. Guysborough Adult Learning Association – Deputy Warden Fuller – October 2023
 - c. Eastern Regions Solid Waste – Councillor Malloy – November 2023
 - d. Eastern Counties Regional Library – Councillor Mailman – November 2023
9. Other Matters of Business
10. CAO Report

Adjournment

A 10-minute question and answer period pertaining to agenda items.



Municipality of the District of St. Mary's

Regular Council Meeting
Tuesday, November 14th, 2023

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 Tuesday, November 14th, 2023 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Absent with Regrets:

Councillor Baker

Also Attending:

Doug Patterson, Chief Administrative Officer CAO
Marian Fraser, Director of Finance
Jadzia Graham, Interim Municipal Clerk

3. Additions to the Agenda:

- 9 b.) J Class Roads
- 9 c.) Application for Age-friendly Grant
- 9 d.) December Meetings

4. Approval of Agenda:

On motion of Deputy Warden Fuller, and seconded by Councillor Harpell, Council approved the agenda with additions.

Motion approved.

5. Approval of Minutes:

On motion of Councillor Malloy, and seconded by Councillor Zinck, Council approved the minutes of the:
-Regular Council meeting held October 10th, 2023.
-Emergency Council meeting held October 25th, 2023.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agree to direct staff to devise a plan in support of the Hidden Disabilities Sunflower project and bring it back to Council for approval.

Motion approved.

8. Outside Committee Reports

a. Guysborough Adult Learning Association – Deputy Warden Fuller (June 13th, 2023)

- See attached report.

b. Sherbrooke Village Commission – Deputy Warden Fuller (July 26th, 2023)

- See attached report.

c. Guysborough Adult Learning Association – Deputy Warden Fuller (August 2nd, 2023)

- See attached report.

9. Other Matters of Business:

a. Sherbrooke Christmas Tree Lights – Verbal Presentation

- Staff gave a verbal report stating that the Christmas tree lights for Old Fashioned Christmas require repair and will be completed before the Old Fashioned Christmas Event.

b. J Class Roads:

- There is a cost-share agreement between the Municipality and the Nova Scotia Government.
- This agreement allows us to maintain the roads and name roads through the application process.
- Staff are going to put together a list of names of roads we would like to be paved in the spring.
- The names of the roads are Bennetts Loop, Cameron Road, and Restoration Drive.

c. Application for Age-friendly Grant

- Grant applied for, helps Senior friendly activities, exercises, and training opportunities.
- Looking into getting third-party speakers and seminars to visit local community halls.
- If received, the Municipality will be able to give honorariums, cover travel costs, etc. to groups and organizations to help promote age-friendly activities.

On motion of Councillor Harpell, and seconded by Councillor Malloy, Council agreed to support the age-friendly grant application.

Motion approved.

d. December meetings

- In previous years all meetings haven't been able to happen in December due to the busy time of the year.
- Council advised that one of the Committee of the Whole Meetings scheduled for December 20th be cancelled.

On motion of Councillor Malloy, and seconded by Councillor Zinck, Council agreed to cancel the COTW meeting scheduled for December 20th, 2023.

Motion approved.

10. CAO Report:

- See attached report.
- CAO, Doug Patterson provided highlights of what is included in the report.
- St. Mary's Active Transportation plan public input collection went well, lots of comments and positive feedback were received.
- The Before and After Program (BAP) is successful, an inclusion grant is being worked on that would allow for an additional staff member, purchase personal protective equipment (PPE) for staff, and provide funding for training opportunities.
- Public Works has been working to obtain additional certificates/credentials to help in the field.
- Public Works has been working to increase the efficiency of the Water Treatment Facility by purchasing and installing an online pH meter for the raw water.
- The Recplex has been getting upgrades due to a catastrophic failure in October to the main brine line supplying cooling to the ice surface, with quick reaction Public Works and Cimco were able to save the progress of the ice installation.
- Sprinkler repair at the Recplex is currently complete.
- The CAO, Doug Patterson and the Director of Public Works, Teddy Stevens held their planning meeting with the engineer who is creating drawings and specifications for the new transfer station, drawings will be completed and ready to support a construction tender soon.

Adjournment

On motion of Councillor Mailman, and seconded by Councillor Malloy, there being no further matters of business, the council adjourned at 4:20 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Special Council Meeting
Wednesday, November 22nd, 2023

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 Wednesday, November 22nd, 2023 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Jadzia Graham, Interim Municipal Clerk

3. Additions to the Agenda:

5. b.) Support Letter to Honourable Sean Fraser

4. Approval of Agenda:

On motion of Councillor Harpell, and seconded by Deputy Warden Fuller, Council approved the agenda with the addition.

Motion approved.

5. Recommendations from the Committee of the Whole:

a. Committee of the Whole – November 15th, 2023 – Transfer Station Claim

On motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council agrees to accept a cash settlement in the amount of \$457,135.29 net of all deductions, fees and taxes and these funds shall be credited to the Capital Reserve Fund.

Motion approved.

b. Letter to Honourable Sean Fraser

On motion of Councillor Malloy, and seconded by Councillor Zinck, Council fully endorses writing to the Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities, MP for Central Nova to seek the Minister's support of St. Mary's municipal housing initiatives.

Motion approved.

Adjournment

On motion of Councillor Harpell, and seconded by Councillor Mailman, there being no further matters of business, the council adjourned at 4:05 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Monday, December 11th, 2023

Council Meeting

Recommendations from Internal Committees

Committee of the Whole – November 15th, 2023

On recommendation of Councillor Malloy, and seconded by Councillor Baker, Council approve the amount of \$100.00 to Storybrooke Day home for a miniature version of the Municipal Office to aid in the "Play to Learn" project and come out of the Advertising/Tourism budget.

On recommendation of Councillor Harpell, and seconded by Councillor Mailman, Council agree to direct staff to apply to the Municipal Capital Growth Program through DMAH for the Phase Two of Sherbrooke Water Treatment Plant Control and Efficiency Solutions and the Sherbrooke Sewer Utility Inflow and Infiltration Phase Two project including, repair/replacement of manhole structures and/or covers located on Old Road Hill with a total combined budget of \$208,150 with the Municipal share funded through the 2024/25 Capital Budget.

On recommendation of Councillor Mailman, and seconded by Councillor Malloy, Council approves the action plan to make a capital investment in a DAF System for the water plant, and to refurbish the two water plant filters. Further, staff to come back to Council for Council approval to award bids for both projects.

Committee of the Whole – December 6th, 2023

On recommendation of Councillor Mailman, and seconded by Councillor Malloy, Council agrees to opt in and participate in the Nova Scotia Extended Producer Responsibility (EPR) program for Packaging and Paper Products (PPP).

On recommendation of Councillor Baker, and seconded by Councillor Mailman, Council request that staff (1) review changes to Provincial & Federal legislation & Municipal Planning Strategy & commitments and update the 2021 Climate Change Action Plan accordingly; (2) create SMART goals for the 2021 Climate Change Action Plan priorities including a complete corresponding action plan for each goal; (3) add "Biodiversity" under the Climate Change Risk priority. Further, that council will approve goals and corresponding action plans per item as presented.

On recommendation of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agree to direct Staff to submit an application to the Clean Foundation's Community Climate Capacity Program by the December 13 deadline.

On recommendation of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agree to direct Staff to submit an application to the Clean Foundation's Community Climate Capacity Program by the December 13 deadline.

On recommendation of Deputy Warden Fuller, and seconded by Councillor Malloy, Council agree to recognize May 1st of each year as First Responders Day and hold a ceremony to honour their hard work.

On recommendation of Councillor Mailman, and seconded by Councillor Malloy, Council agree to send a letter to our local MLA in support of Cellular Service for all of the Municipality's Districts.

On recommendation of Councillor Baker, and seconded by Councillor Malloy, Council supports the municipal application to the Tourism Nova Scotia digital marketing program to seek assistance in digitally marketing content produced with the support of Tourism Nova Scotia.

On recommendation of Deputy Warden Fuller, and seconded by Councillor Zinck, Council approve the new staffing structure within the Public Works Department.



Report to Council

Member of Council: James Fuller

Board/Agency/Organization: GALA (Guysborough Adult Learning Assoc.)

Date Attended: 10 Oct. 2023 **Location:** Guysborough

Agenda Items Discussed:

See attached Minutes of meeting.

Key Highlights:

**Guysborough County Adult Learning Association
Board Meeting GALA Office & via Zoom
Tuesday, October 10th, 2023**

Present: Reverend Heather Manuel – *Chairperson (GALA office)*
Sandi Potter – *Vice-chairperson (GALA office)*
Barry Potter – *Secretary/Treasurer (GALA office)*
Donna Jackson – *Adult Learner Rep (GALA office)*
James Fuller – *Deputy Warden for the District of St. Mary's (GALA office)*
Donna Hochman – *NS Works Career Practitioner (Via Zoom)*

Non – Voting: Donna Casey, Kati Ehler (GALA office)

Regrets: Fin Armsworthy – *Municipality of the District of Guysborough*
Rob Haywood – *Member at Large*
Liz MacIntosh – *Schools Plus Facilitator for Guysborough County*

Call to order: Heather called the meeting to order at 10:00 a.m.

Approval of Agenda: Agenda circulated. James made motion to accept agenda as presented. Seconded by Sandi. Consensus to accept agenda.

Approval of Previous Minutes: Minutes for both June 13th and August 2nd meetings circulated. Donna J. made motion to accept minutes as circulated. Seconded by Sandi. Motion carried.

Personnel Committee: a) **Acceptance of New ED:** Barry made a motion to accept Donna Casey as GALA's new Executive Director. Seconded by James. Motion carried
b) **New Staff Update:** Barry moved to welcome the new employees: Kati, Lois Ann and Melissa. Seconded by Donna J. Motion Carried

Status of Strategies: a) **ED Report:** Donna gave this report. John is unable to work at this time, due to health reasons. We have hired 2 new instructors: Melissa O'Leary & Lois Ann Dort. Melissa is the instructor for the Guysborough/Sunnyville ESTAELE program that has 6 participants & the Community Literacy Program held at the Shamrock Club with 13 participants. Lois Ann is the instructor for the Goshen/Sherbrooke ESTAELE program that has 6 participants. Ray is the instructor for the Canso ESTAELE program with 6 participants. NSSAL requires 5 participants to start with so we are happy with their progress. Intake is ongoing. Both Lois Ann and Melissa have registered for the Professional Development Conference for Literacy Practitioners in Truro. LNS will be covering the costs. Both new instructors have also signed up for Practitioner Training & Certification Program as required by the department. New instructors have been working on Northstar Digital Literacy training. Kati continues her training with Barry. Donna C. and Kati have been busy purging outdated resources and organizing the office. Donna C. as the new ED, has been busy changing things over and settling in to

her new position. Donna attended the NRPT meeting via MS Teams on Oct. 3rd and participated in LaMPSS Refresher training via MS Teams on Sept. 27th, Oct. 4th & 5th. GED ends in 2024 and is being replaced by the Canadian Adult Education Credential (CAEC). LNS has unofficially approved us for NSSAL Community Fund. Promotion is ongoing. Our new NSSAL contract is in place & we've received our first installment.

Community Donna attended an EY meeting on Sept. 25th. Early Years Network is planning a

Engagement: fair in the spring – GALA will put in a booth focusing on nutrition and literacy.

We've been approached by NS Works to submit a quote for services and also, DCS to do a project with them. Ongoing discussions with both moving forward.

Policies: Discussed the need to update statutory holidays. Will look at whether we need to change our bylaws or just a policy change. Sandi will contact Joint Stock to get advice on how to make changes to our bylaws. The policy committee (Heather, Barry, Sandi, Donna C) will hold a meeting & make recommendations to the board.

Financial a) **Barry Update of Financials** – Statement as of the end of September. Went

Stewardship: over balance sheet and income statement. Will apply for HST Recoverable in November. Discussed current liabilities, net income and wages. We will have to revisit the medical and pension as the new staff will be making changes. Barry made a motion to change signing authority at the bank by removing Natalie Brenson and adding Donna Casey and Kati Ehler. Seconded by Donna J. Motion carried. We will need the minutes from this board meeting and Donna C. will get the form from the bank which Barry and Heather will sign. Donna C will be the contact using the admin@guysboroughlearning.ca email and will look into the process of having a second person's email added to the account so that the second person will receive emails to see all transactions (if RBC has this feature). Donna J made motion to accept financial report as presented by Barry. Seconded by James. Motion carried.

Human Resources: Barry is updating our website and Facebook pages with new pictures of staff along with their contact information.

Board Education: Will look at offering first aid training for staff and board members. We will look into costs and also the expiry date on existing board/ employee member training. Sandi will ask Natalie about doing Safe Zone Training with the board – will pay her an honorarium.

Old Business: None.

New Business: The new instructors are doing a great job of getting the word out about GALA. Discussed fundraising and having an Open House either in October or December.

Next Board Meeting will be held Tuesday, November 21st @ 10 am. Policy Meeting will be held on Monday, November 13th 2023 @ 10 am.

Adjournment: Barry moved to adjourn meeting @ 10:35 am. Seconded by James. Motion carried.



Report to Council

Member of Council: Charlene Zinck

Board/Agency/Organization: Old Fashioned Christmas

Date Attended: October 2023 **Location:** Sherbrooke Village Exhibit Ctr.

Agenda:

- I. Call to Order
- II. Roll call
- III. Additions to the agenda
- IV. Approval of the agenda
- V. Reading of the minutes
- VI. Approval of the minutes
- VII. Business arising from the minutes
- VIII. Correspondence
- IX. Financial report
- X. New business
 - a) Management Liability Insurance
 - b) Antigonish Highland Society- not available this year, maybe next
 - c) OFC schedule of events
 - d) Review to do list assignments
 - e) Around the table
- XI. Around the table

Key Highlights:

- Decorating is in full swing with lots of volunteers coming out to help, including SMECA students
- Advertising for OFC is happening through the museum website, Facebook, 98.9XFM, Guysborough Journal, Municipal Newsletter
- NSP has been contacted to do lights and since has been completed
- Municipal washrooms at 16 Main will be available

- Volunteer Fire Dept. to help with parking, donation for treat bags and will transport Mr & Mrs Claus
- Ongoing: further refining of schedule, to do list items being worked through, and duties being assigned



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: November 14/2023

Location: Guys

Highlights November 2023

ERSWM Meeting – Tuesday, November 14th, 2023

ERSWM Compliance Vehicle

- Kevin and I (Tanya) updated the Committee on the arrival of the new truck. The truck has been uploaded from the train and released to the trucking company in Moncton as of November 8th. No new updates since then.
- Our original Compliance truck now has winter tires on thanks to the Public Works Department in Guysborough.

EPR Update

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Tanya updated the Committee that a meeting will be held on Thursday November 16th @ 2:00pm for all Directors of Public Works and CAO's of the Municipalities. Meeting is designed to ask questions and receive feedback to take back to they're Council regarding opting in or out of the EPR Program.

Alanna MacPhee (Acting EPR Oversight Lead) from Divert will be holding a zoom meeting on Wednesday November 15th @ 2:00pm for all major stakeholders. This webinar will provide an overview of the Municipal Registration process for EPR for PPP.

Budget 2023-2024

- The budget was presented to the Committee and a Motion was made to approve the budget.

Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: November 16, 2023 Location: Mulgrave

Agenda Item:

1. Welcome – land acknowledgement
2. Approval of agenda
3. Minutes of the September 21, 2023, meeting
4. Business arising
 - a) Minister's correspondence
5. Financial update
 - a) Summary financial information
 - b) Income statement
 - c) Grants overview
6. Personnel Committee Report
 - a) Deputy CEO job competition update (in-camera)
 - b) Personnel Committee Membership appointment
 - c) Re-name the Personnel Committee to the Human Resources (HR) Committee
 - d) Draft organization chart revision
7. CEO Report
 - a) Public Services report
 - b) Programming advertisement

8. Annual report draft approval

9. EDI

a) Children's diverse book order

10. LBANS correspondence

11. Library Reports

12. Date of next meeting – January 18th, 2024

13. Adjournment

Highlights & Successes

Menstrual Product Roll-out

A one-time investment of \$25,000 was received this spring through the Department of Communities, Culture, Tourism and Heritage to provide supports that improve access to menstrual products and essentials to assist lower-income people. Over \$5000 has been spent on initial set-up supplies (disposal bins and bags, menstrual products for all branches), and additional inventory (overstock of menstrual products as well as initial stock of incontinence products), with plans to build out inventory depending on funding requirements.

Relationship Building & Collaboration Opportunities

The first week of October was Seniors Week, which brought another opportunity to collaborate with the Director of Recreation at the Municipality of the District of St. Mary's to offer the beloved Seniors Tea again, in full adherence with the ECRL Food & Beverage Policy. We were able to secure catering via Beanie's Bistro for the event, and an agreement to offer a monthly drop-in moving forward.

A relationship was established with Skills NS to secure 90 DIY carpentry kits to distribute to ECRL branches, and a Fairy/Scary Door workshop was offered in Port Hawkesbury in October to five eager future builders.

Programming Expansion

On-demand and self-serve programming is now available at all ECRL branches. Each branch provides a variety of options for all ages, including word puzzles, coloring sheets, take and make crafts, and community puzzles or board game tables. Double-staffed locations (Petit de Grat, Cheticamp, Margaree Forks) also provide in-person programming, including story times, tech help, fiber crafts, and book clubs. Social media graphics and promotional materials are sampled below:



**COADY & TOMPKINS MEMORIAL
PUBLIC LIBRARY**

CHESS CLUB

Learn to Play Drop In Sessions
Wednesdays from 2-4pm

New to chess?
Consider yourself a master?

Join us to learn the basics, connect with others,
and enjoy the game!

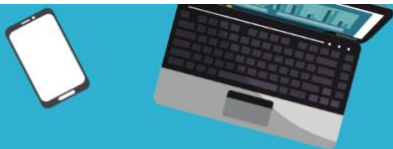
ecrl eastern
counties
REGIONAL LIBRARY

ecrl Coady & Tompkins Memorial
Public Library Presents

Tales for Tots

Thursdays @ 10:30am

Join Susie for a weekly
storytime at Coady & Tompkins
Memorial Public Library for a
terrific tale to spark your
curiosity and imagination.

DROP IN TECH TIME

PETIT DE GRAT PUBLIC LIBRARY

DO YOU:

- Need assistance with a new device?
- Want to access digital library services at home?
- Want to learn about audiobooks and e-books?

THURSDAYS 10AM-12PM

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counties
REGIONAL LIBRARY

RETRO GAMES

Stop by the Cheticamp Public Library
for all of your nostalgia needs!

We have a variety of retro video games and
consoles to stir up happy memories and a
chance to connect (or challenge!) others

FriDAYS ALL DAY
CHETICAMP PUBLIC LIBRARY

ecrl eastern
counties
REGIONAL LIBRARY




Happy HALLOWEEN

Join us for a Spooky Story Time!

28 OCTOBER

Coady & Tompkins Memorial Public Library
Starts at 11:00am



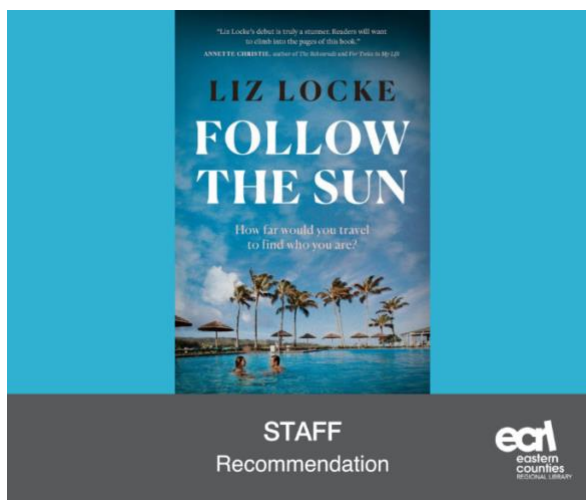
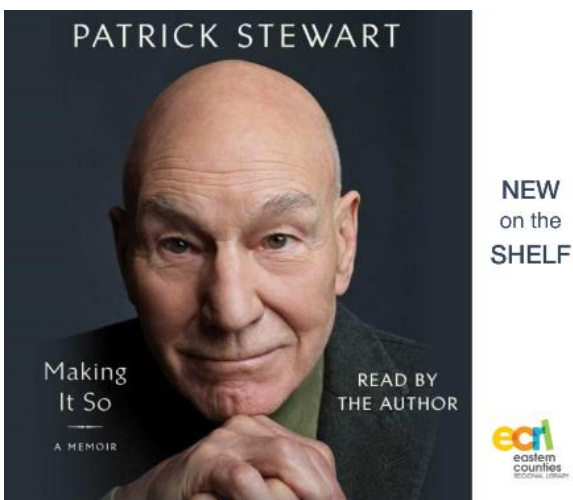
Costumes are encouraged!

Holiday Closure Notice

Truth & Reconciliation Day
Saturday, September 30

Please be advised ECRL branches will be closed Saturday,
September 30 in recognition of the National Day for Truth and
Reconciliation.

Fall 2023 Public Services Report Summary

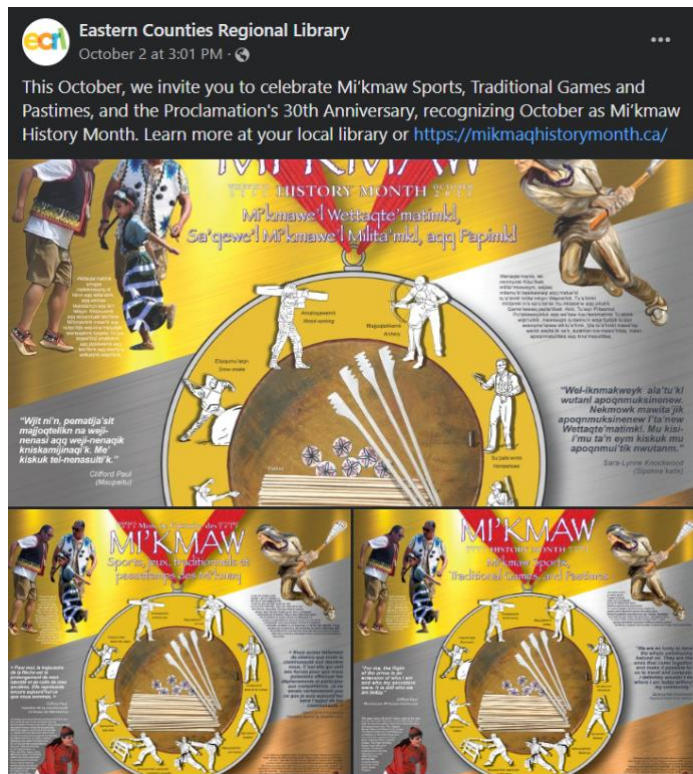


Spotlight: Truth & Reconciliation and Mi'kmaw History Month



October was filled with opportunities to raise awareness of Mi'kmaw History Month in Nova Scotia and National Day for Truth & Reconciliation across the country.

Fall 2023 Public Services Report Summary



Eastern Counties Regional Library
September 30 · 🌐

New on the Shelf: Orange Shirt Day September 30th 2nd Edition by Phyllis Webstad & the Orange Shirt Society

Revised 2023 Edition. Orange Shirt Day, observed annually on September 30th, is also known as the National Day for Truth and Reconciliation. It is an official day to honour Residential School Survivors and their families, and to remember the children who did not come home. What was initially envisioned as a way to keep the conversations going about all aspects of Residential Schools in Williams Lake and the Cariboo Region of British Columbia, Canada, has now expanded into a movement across Turtle Island and beyond. Orange Shirt Day: September 30th aims to create champions who will walk a path of reconciliation and promote the message that 'Every Child Matters'. This award-winning book explores a number of important topics including the historical, generational, and continual impacts of Residential Schools on Indigenous Peoples, the journey of the Orange Shirt Day movement, and how you can effectively participate in the National Day for Truth and Reconciliation. With end of chapter reflection questions and a series of student art submissions, readers are guided to explore how they, and others, view and participate in Residential School reconciliation.

<https://ow.ly/tQTo50PAuU8>



FINANCE DEPARTMENT

Property Taxation:

Interest on overdue accounts was applied in the beginning of November and arrears notes were mailed out. Accounts over three years in tax arrears had their notices stamped with a “*potential tax sale*” warning on them. Staff continued to process updates received from PVSC regarding address changes, property title changes and appeals. As part of processing tax payments for residents over the last couple months, finance staff have also assisted many seniors with completing their provincial property tax rebate forms. A reminder that both the provincial property tax rebate forms and the municipal low-income property tax exemption are due **December 31st, 2023**.

Property Taxes Collected:

By fiscal year as of November 31st, 2023

- 2023-2024 Taxes – 93.16% Collected
- 2022-2023 Taxes – 96.86% Collected
- 2021-2022 Taxes – 98.4% Collected
- 2020-2021 Taxes – 99.13% Collected
- 2019-2020 Taxes – 96.89% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Attended information session on the new grant program through the provincial department of municipal affairs, Municipal Capital Growth Program. Further met with the CAO and Director of Public Works to prepare a staff report and information to council on submitting applications under the program. Attended the first in a five-part series of training sessions on HST put on by the CRA and organized by the Association of Municipal Administrators.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules, position interviewers/interview packages and follow up, orientation binders, timesheet summaries, ROE's, as needed/required.

Community Development and Recreation

Old Fashioned Christmas

There was a great turnout for the Parade of Lights for Old Fashioned Christmas, with a total of 14 entrants in the parade. We also put in a float of our own, with help from members of Municipal staff. Additionally, we painted a door for Old Fashioned Christmas that is displayed on the Blacksmith Shop.

Learn to Skate

The Learn to Skate program has seen great success this year, with an average of 12 participants on a weekly basis. This program will take place until December 16th and will have another round of sessions in the new year, with dates to be determined.

House League Hockey

St. Mary's House League Hockey is run by a group of volunteers with assistance from the Community Development and Recreation department. So far this year, we have 39 participants ranging from ages 5-13. The House League Hockey committee completed a bottle drive and hosted a community breakfast at the Lions Club during Old Fashioned Christmas weekend.

Active Transportation

The engagement phase of St. Mary's Active Transportation Plan has wrapped up. We are now awaiting the What We Heard Report on the engagement phase before moving onto the draft plan.

Before and After Program (BAP)

Average participation rates for BAP were 7 children per day. 48 children are currently registered for the BAP Program. We have hired an additional staff member for the BAP Program, giving us a total of four. We are still waiting to hear back about our inclusion grant, which would allow us to staff three people per day.

Recreation Leaders

We have now hired two recreation leaders, one of which has been working at both the BAP Program and running the scoreboard at Adult Hockey. The other is a new hire, and we are in the process of finalizing paperwork before they can start.

Adult Hockey

The Adult Hockey league has been underway since November 15th and features three teams which are sponsored by local businesses: Sean Ashe Forestry Lumberjacks, Smokey Hollow Generals, and the Sanctuary Shore Shoremen. We are currently in the process of searching for a referee for this league.

Economic Development

Housing:

Update for Recommendations on Housing from the Land Development Committee: Staff are currently waiting for response from CMHC and Government of Canada's Housing Accelerator fund application. Meetings are scheduled with provincial housing representatives to discuss funding opportunities in December. Staff will be participating in meetings to transition the Guysborough County Housing Network into a non-profit housing association. This aligns with the recommendation to identify & foster suitable partnerships with non-profit housing associations. Staff are preparing for infrastructure readiness assessment project(s).

Guysborough County Housing Network (GCHN)

Meetings to transition the Guysborough County Housing Network into a non-profit association are scheduled for December 5, 2023 and January 9, 2024. After the transition and registration with Nova Scotia Joint Stocks the new board can receive funding to implement a housing resources website for Guysborough County and related housing projects. New members from St. Mary's are welcome to join the network and upcoming board positions for the new non-profit housing association.

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 with a committee of Stakeholders. Since the plan's inception, interns have participated in its creation and implementation. The 2023 Clean Foundation Intern has completed the hybrid position of Source Water Protection Plan Coordinator in August. They have completed the review and gap analysis of the existing plan and review of previous goals and objectives. The Intern has researched, amended the current plan and developed a monitoring plan while creating awareness for the protected area and how the community can contribute to its protection. The new Source Water Protection Advisory Committee has started the review process on August 14th, 2023. The Committee has met on September 11, 2023 and will meet again in January, 2024. The feedback from the advisory committee will be incorporated into the SWPP with a final version of the plan expected by February 2024.

Tourism Guysborough County Association

The board of the Tourism Guysborough County Association (TGCA) is awaiting data from Tourism Nova Scotia's Voice of the Visitor program. The questionnaire has been released to past visitors for their feedback. 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 Association 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 has been awarded and preliminary user features have been approved. A physical & digital asset inventory has been created to determine gaps and funding focus, photography and copy writing is underway. The layout and functionality review is expected by December 2023.

The Tourism Guysborough County Association board meeting and AGM is scheduled for January 16, 2024 at Seawind Landing Country Inn, Charlos Cove.

Municipal Clerk

Civic Addressing:

The Interim Municipal Clerk has been working Civic Addressing with the building inspector. Training was received on the Nova Scotia Civic Address Finder (NSCAF) website.

Council/COTW Meetings:

The Municipal Clerk has been attending all Council and Committee of the Whole Meetings, documenting all recommendations and motions on an Excel sheet to keep track of all recommendations, motions, and contracts and who they pertain to.

Water Utility:

The clerk has been updating and filing all water utility bills, arrears reports, interest and meter reads on the Municipal website. Water Utility is to be updated every quarter.

Training:

The clerk has been attending training webinars and sessions to stay up to date on all systems and websites that the Municipality deals with. Familiarization with the municipality's policies, procedures, and code of conduct.

Old Fashioned Christmas:

Old Fashioned Christmas was the weekend of November 24th to November 26th, Municipal Staff helped coordinate the Parade of Lights. Staff decorated a float to advertise the Municipality. Staff decorated a door for the Old-Fashioned Christmas walk-through.

Public Works

RecPlex: After some delays caused by technical problems in building the ice the RecPlex is now open for the winter season!

Transfer Station: We are working with the engineers hired to create C&D plan for disposal at the Transfer site and a design plan for the New Transfer Station Building.

Water Plant: Plans to improve water plant operation via addition of DAF aeration system and replacement of the filter media were completed and met approval from the provincial ministry of the environment.