



NOTICE

MEETING: Regular Council Meeting

DATE: Tuesday, November 12th, 2024

TIME: 6:00 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
Tuesday, November 12th, 2024

We acknowledge that we are gathering in Mi'kmaqi 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:

Council Meeting held: October 9th, 2024

Special Council Meeting held: October 21st, 2024

Inaugural Meeting held: October 30th, 2024

6. Business Arising from Minutes

7. Recommendations from Committees of Council:

COTW held Wednesday, October 16th, 2024

8. Outside Committee Reports:

Sherbrooke Village Commission – July 2024

Guysborough Adult Learning Association – September 2024

9. Other Matters of Business

N/A

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
Wednesday, October 9th, 2024

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, October 9th, 2024 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier	Councillor Courtney Mailman
Deputy Warden James Fuller	Councillor Everett Baker
Councillor Charlene Zinck	Councillor Beulah Malloy

Absent with Regrets:

Councillor James Harpell

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Jadzia Rudolph, Municipal Clerk

3. Additions to the Agenda:

- Addition to #8. Outside Committee reports, item A. ECRL Report.

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Malloy and seconded by Councillor Zinck, Council approved the minutes from the Regular Council meeting held September 9th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – September 18th, 2024. (Absent: Councillor James Harpell.)

On the motion of Councillor Baker, and seconded by Councillor Zinck, Council approve the award of the repaving work to S.W. Weeks Construction Ltd. for a cost of \$6,400.00 plus HST

And

Council approve the award of removal of excess gravel and to provide the safety traffic control services for a total cost of \$1,570.00 plus HST

And

Approve a cost contingency of \$1,500.00 plus HST.

Motion approved.

On the motion of Deputy Warden Fuller and seconded by Councillor Malloy, Council agree to reschedule the October 14th, 2024 Council date to October 9th, 2024 at 4:00 p.m. due to the holiday.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Mailman, Council approve the award of the wastewater grating replacement project to DivCon Diversified Construction Inc. for \$72,000.00 plus HST where \$30,000 will come from the Sustainable Service Growth Fund and \$47,677.00 to be funded by the Canada Community Building Fund (CCBF) reserve.

Motion approved.

On motion of Councillor Zinck and seconded by Councillor Mailman, Council agree to send the new elected officials and the CAO to the Councillor orientation at the Halifax Convention Centre on November 4th to 5th, 2024.

Amendment: Council agree to send all Elected Officials and CAO to the Councillor Orientation and Training at Halifax Convention Centre on November 4th to 5th, 2024.

Motion approved.

On motion of Deputy Warden Fuller and seconded by Councillor Zinck, Council approve a funding contribution to Community First Guysborough Housing from the Municipality of the District of St Mary's (the municipality) for \$8,000.00. The funds shall come from the municipal operational economic development budget.

The funds shall be made available under the following conditions

- 1.) The funds shall be provided for the purpose of assisting Community First Guysborough Housing to purchase the property known as PID 37503422 located on Highway #7, Marine Drive in Sherbrooke Nova Scotia
- 2.) The funds are to be used for the purchase of the land and for the development of housing on this property
- 3.) The municipality recognizes that Community First Guysborough Housing will manage and control all aspects of the project including the land purchase and housing development
- 4.) If the purchase of the land is not completed for any reason, then the funds shall be returned to the municipality unless other use of the funds is approved via written consent by the municipality in the form of a motion approved by council
- 5.) That Community First Guysborough Housing shall agree in writing to these terms

Motion approved.

Committee of the Whole – October 2nd, 2024. (Absent: Councillor James Harpell)

On motion of Councillor Baker, and seconded by Councillor Malloy, Council approve the bid from Cimco Refrigeration for the maintenance contract of the St. Mary's Recplex ice plant in the amount of \$7,002.91 plus HST per year for the 3 year contract from 2024/2025 to 2026/27 totalling \$21,008.74 plus HST.

Motion approved.

On motion of Councillor Malloy, and seconded by Deputy Warden Fuller, Council approve the overnight parking ban at 16 Main Street annually from December 1st to March 31st from 10:00 pm to 7:00 am.

Amendment: Council approve the overnight parking ban at 16 Main Street Parking Lot annually from December 1st to March 31st from 10:00 pm to 7:00 am.

Motion approved.

On recommendation of Councillor Zinck and seconded by Councillor Mailman, Council values and supports the ongoing work of the Department of Fisheries and Oceans Canada (the department) in their efforts to plan and evaluate the St. Mary's River for an Ecologically Significant Area (ESA) due to many possible benefits this designation could provide.

Further, that the municipality would like to explore ways for municipal participation.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Baker, Council agree to provide \$700.00 for funding for pumpkins and carving kits for Fright Night.

Motion approved.

8. Outside Committee Reports

a. ECRL Report – Councillor Mailman

- See the Agenda/Package for report.

9. Other Matters of Business

- There was no Other Matters of Business.

10. CAO Report:

- See the Agenda/Package for the report.
- Doug Patterson, CAO informed the Council of the highlights included in the report. Doug Patterson, CAO updated Council that Voting started October 9th, 2024 at 12:00 noon. Doug Patterson, CAO informed Council that Districts 1, 4, and 5 are competing in an election.
- Doug Patterson, CAO informed Council that property tax reminders were sent out and residents should receive them.
- Doug Patterson, CAO notified Council of the Annual Guysborough 55+ Games were a big success this year, thanks to the Director of Community Development and Recreation, Mallory Fraser.
- Doug Patterson, CAO informed Council of the upcoming activities to take place this year at the St. Mary's Recplex such as; Curling, House League Hockey, and much more.
- Doug Patterson, CAO notified Council of the accessibility upgrades to the St. Mary's Recplex are complete and that accessibility upgrades to the Sherbrooke Library are next.
- Doug Patterson informed Council that the last presentation for the New Neighborhood Housing Concept will be taking place October 10th, 2024 at 6:00 pm in the Municipal Office, Council Chambers, anyone can attend.

Adjournment

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

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden



Municipality of the District of St. Mary's

Special Council Meeting
Monday, October 21st, 2024

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

1. Meeting, Date & Time:

The Special Council meeting of the St. Mary's Municipal Council was called to order on Monday, October 21st, 2024, at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier	Councillor Everett Baker
Deputy Warden James Fuller	Councillor Beulah Malloy
Councillor Charlene Zinck	Councillor James Harpell

Absent with Regrets:

Councillor Courtney Mailman

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Jadzia Rudolph, Municipal Clerk

3. Approval of Agenda:

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

Motion approved.

4. Other Matters of Business:

a. Snow Removal Contract Award

- See the Agenda/Package for the report.

On motion of Councillor Baker and seconded by Councillor Malloy Council agree to award the three-year contract beginning December 2024 until March 31st, 2027 for Municipal Snow Removal & Ice Control Services Tender to Waternish Construction for a monthly retainer of \$10,000.00 which includes 10 plow events and 10 salt events per month with services above the monthly retainer at a rate of \$700.00 per plowing, \$100.00 per salting, and \$200.00 per sanding. The funds to be expensed from the corresponding annual municipal operating budget.

Motion approved.

b. In-Camera: Personnel

On motion of Deputy Warden Fuller and seconded by Councillor Baker Council agree to move In-Camera for Personnel at 4:02 p.m.

Motion approved.

On motion of Councillor Malloy and seconded by Councillor Baker Council agree to reconvene to regular session at 4:09 p.m.

Motion approved.

Adjournment

On motion of Councillor Zinck and seconded by Councillor Harpell there being no further matters of business, the council adjourned at 4:10 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden



Municipality of the District of St. Mary's

Inaugural Council Meeting
Wednesday, October 30th, 2024

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

1. Meeting, Date & Time:

The Inaugural Council meeting of the St. Mary's Municipal Council was called to order by the Municipal Clerk, Jadzia Rudolph on Wednesday, October 30th, 2024 at 4:00 pm in the Council Chambers Sherbrooke, N.S.

Municipal Clerk Jadzia Rudolph chaired agenda items one through six until the completion of the selection of a Warden.

Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Jadzia Rudolph, Municipal Clerk

2. Results of Election:

- Jadzia Rudolph, Municipal Clerk read the results of the 2024 Municipal Election.

District	Candidate	Elected	Vote Count
1	Emma Tibbo	Elected	139
1	Everett Baker		96
2	Dana O'Connell	Acclaimed	
3	Beulah Malloy	Acclaimed	
4	Scott Beaver	Elected	149
4	Greg Wier		60
5	James Fuller	Elected	114
5	Clarence Dort		53

3. Oaths of Office & Code of Conduct (S. 9.1.1 Council Procedural Policy)

- Each Councillor elect read their oath of office outloud and signed their municipal code of conduct.

4. Roll Call

Councillor Emma Tibbo
Councillor Dana O'Connell
Councillor Beulah Malloy
Councillor Scott Beaver
Councillor James Fuller

5. Terms of Warden & Deputy Warden (S. 5.3.6 Council Procedural Policy)

- The Municipal Clerk stated that the typical length of term for each position to serve is 4 years, but as per the Municipal Government Act and the Municipal Council Procedural Policy, the length of the terms can be discussed and decided by the council at the inaugural meeting. The floor was opened up for the council's discussion.

On motion of Councillor O'Connell and seconded by Councillor Malloy Council adopted a two-year term for the Warden and Deputy Warden positions.

Motion approved.

6. Warden Selection (S. 5.3.1 Council Procedural Policy)

- Councillor Malloy nominated Councillor Fuller for Warden, seconded by Councillor O'Connell. Councillor Fuller accepted the nomination.
- The Clerk called 3 times for other nominations.
- Councillor James Fuller has been selected by council for Warden.

On motion of Councillor Malloy and seconded by Councillor O'Connell, Council closed nominations for Warden.

Motion approved.

Change of meeting Chair: Warden James Fuller assumed Chair of the meeting.

7. Deputy Warden Selection (5.3.9 Council Procedural Policy)

- Councillor Tibbo nominated Councillor Malloy for Deputy Warden, seconded by Councillor O'Connell. Councillor Malloy accepted.
- Councillor Scott nominated Councillor O'Connell for Deputy Warden. Councillor O'Connell respectfully declined.
- The Warden called 3 times for other nominations.
- Councillor Beulah Malloy has been selected by council for Deputy Warden.

On motion of Councillor O'Connell and seconded by Councillor Tibbo, Council closed nominations for Deputy Warden.

Motion approved.

8. Signing Authority for Municipal Banking

- Marian Fraser, Director of Finance (DOF) informed Council of the Municipal banking signing authority needs to be appointed by Council.

- Marian Fraser, Director of Finance informed Council that two members of council are best to have in the case that one is not available.
- Council discussed and decided on appointing Councillor Dana O'Connell and Deputy Warden Beulah Malloy to be signing authorities for municipal banking.

On motion of Councillor Beaver, seconded by Councillor Tibbo, Council agree to appoint Councillor O'Connell, and Deputy Warden Malloy as signing authorities and to remove the previous Warden, Greg Wier.

Motion approved.

9. Council Procedural Policy

- Review of Internal/External Committees
 - The Internal/External Committees chart was provided to all members of council to take home and decide at the next meeting which committees they would like to sit on.
- Schedule of Council/COTW Meeting Dates & Times
 - Council was informed that Council and Committee of the Whole (COTW) dates are set out by Council, the floor was opened for council's discussion.
 - Council discussed and decided to keep the frequency of the meetings and the dates. The frequency of the meetings will remain the same and the time changed from 4:00 pm to 6:00 pm.

On motion of Deputy Warden Malloy, and seconded by Councillor Tibbo, Council agreed to set the regular council meetings to the second Monday of every month at 6:00 pm and the COTW meetings to the first and third Wednesday of every month at 6:00 pm.

Motion approved.

- Seating Arrangements
 - Council discussed the seating arrangements, Council decided the seating arrangements are going to go as follows; (from left to right) Councillor Emma Tibbo, Deputy Warden Beulah Malloy, Councillor Dana O'Connell, CAO, Warden James Fuller, and Councillor Scott Beaver.

10. Outside Events Attendance

- Provincial Orientation (November 4th and 5th)
 - Doug Patterson, Chief Administration Officer (CAO) informed Council of the Provincial Orientation held by Department of Municipal Affairs and Housing (DMAH) taking place November 4th and 5th in Halifax.

On motion of Deputy Warden Malloy, and seconded by Councillor Tibbo, Council agree to send all five Council members and CAO to attend the Council Orientation and Training on November 4th to 5th in Halifax.

Motion approved.

b. NSFM

- Doug Patterson, Chief Administration Officer (CAO) informed Council of the NSFM Conference taking place in November 26th to 30th. It was advised that all council members should attend as well as the CAO.

On motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council agreed to send all Council members that are able to go and the CAO to attend the NFSM Conference on November 26th to 29th in Halifax.

Motion approved.

11. In-House Councillor Orientation

- Doug Patterson, Chief Administration Officer (CAO) informed Council of the Councillor Orientation that takes place in-house for Council to learn about the different departments and the role and responsibilities of each.
- Council discussed what dates and times worked best for them to attend, November 18th, 2024 at 6:00 p.m. is what council unanimously decided on.

Adjournment

On motion of Deputy Warden Malloy, and seconded by Councillor Beaver, there being no further matters of business, the Council adjourned at 4:50 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden James Fuller



Municipality of the District of St. Mary's

Tuesday, November 12th, 2024

Council Meeting

Recommendations from Internal Committees

Committee of the Whole – Wednesday October 16th, 2024.

On recommendation of Deputy Warden Fuller and seconded by Councillor Malloy, Council agree to direct staff to draft a plan for Equity, Anti-Racism, Inclusion and Accessibility Advisory Committee Policy that enables the Municipality to address systemic hate, inequity and racism and identify, remove and prevent barriers of accessibility including the development of an Equity, Anti-Racism, Inclusion & Accessibility Plan.

Recommendation adopted.



Report to Council

Member of Council: James Fuller

Board/Agency/Organization: Sherbrooke Village Commission

Date Attended: 31 July 2024

Location: Sherbrooke

Agenda Items Discussed:

See attached

Key Highlights:

SHERBROOKE RESTORATION COMMISSION
MINUTES OF MEETING
July 31, 2024
REGULAR MEETING

Present: Commission members Rennie Beaver; John Watson, Secretary; James Fuller; York Lethbridge, Executive Director & Lisa Myers, Recording Secretary.

TEAMS: Meghann Jack

Absent: Don Wescott; Leigh Ellen Walsh; Stephanie Smith, Executive Director, Archives, Libraries & Museums.

Call to Order: 1:01 pm by Rennie Beaver 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 the amended agenda for July 31, 2024, was moved by James Fuller and seconded by John Watson. Motion carried.

Minutes:

Motion to approve minutes for June 19, 2024, was moved by John Watson and seconded by Meghann Jack. Motion carried.

Business Arising from the minutes:

No business arising from the minutes.

Action Plan:

No new actions.

Executive Director's Report:

The Executive Director, York Lethbridge, presented the Director's Report to the Commission. Motion for the Commission to accept the Executive Director's Report was made by York Lethbridge. Motion was seconded by John Watson. Motion carried.

Financial Report:

Lisa Myers presented financial reports for the period ending June 30, 2024.

Request for a motion for the Commission to accept the financial report for June 30, 2024, as presented, was made by Lisa Myers. The motion was seconded by Meghann Jack. Motion carried.

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

New Business:

None

Correspondence:

None

History minute:

None

Next Meeting:

Date: September 25, 2024, Exhibit Centre 1:00 PM.

On the motion of James Fuller and seconded by John Watson, the Commission went in-camera at 1:11 PM.

On the motion of James Fuller, the Commission came out of in-camera at 1:41PM. Motion seconded by John Watson. Motion carried.

Motion to adjourn made by John Watson.

Meeting adjourned at 1:41 PM

Rennie Beaver, Chair

John Watson, Secretary



Report to Council

Member of Council: James Fuller

Board/Agency/Organization: Guysborough Adult Learning

Date Attended: 29 September 2024

Location: Guysborough

Agenda Items Discussed:

See attached

Key Highlights:

**Guysborough County Adult Learning Association
Board Meeting – Guysborough Office & via Zoom
Thursday September 29th, 2024**

Present: Reverend Heather Manuel – *Chairperson*
James Fuller – *Deputy Warden for the District of St. Mary's*
Donna Hochman – *NS Works Career Practitioner – via Zoom*
Fin Armsworthy – *Municipality of the District of Guysborough*
Donna Jackson – *Adult Learner Rep*
Liz MacIntosh – *Schools Plus Facilitator for Guysborough County – via Zoom*

Non – Voting: Donna Casey, Kati Ehler

Regrets: Barry Potter – *Member at Large*
Rob Haywood – *Member at Large*

Call to order: Heather called the meeting to order at 10:04 a.m.

Approval of Agenda: Agenda circulated. Agenda amended to move Board Education/ Updates/ Recruitment after Approval of Minutes. Fin made motion to accept amended agenda. Seconded by James. Motion carried.

Approval of Previous Mins. Minutes for June 4th, 2024 meeting circulated. Liz made motion to accept minutes as circulated. Seconded by Donna J. Motion carried.

Board Education, Updates, Recruitment: At the June board meeting, Sandi and Barry resigned their positions on the board and Sandi resigned from the board. This has left us without a vice-chair or secretary/treasurer. Discussion around filling these positions and the need for more board members. James made a motion to accept Donna J. as Vice-chairperson. Seconded by Fin. Motion carried.

Status of Strategies: a) **ED Report:** Donna C. gave this report. John Cleary is back to work after being off for an extended period due to medical reasons. He is doing well. We had a staff meeting. We adjusted hours a little bit to accommodate programing and sharing of resources. We have 4 ESTAELE programs running in 5 locations: Canso, Guysborough, Goshen/ Sherbrooke and Mulgrave. All classes are off to a good start. We continue to transition from ALP I/II to E3 programing. Staff participated in an online training session on CAEC (Canadian Adult Education Credential) resources and facilitation guides. Learners can start to register for CAEC next Wednesday October 2nd. The Literacy Nova Scotia AGM is scheduled for 4:30 this afternoon. Donna C. will be attending via Zoom. We continue to promote our programs. Email received from Melvin Frosst in regards to our DCS project – very happy with our project outcomes. Received an email from our AEC, Corey Moore. The closing summary report was very good. Our NSSAL contract is in place and we received our first installment. Donna C. completed the application for the NSSAL Community Grants through LNS. Donna C. and

Melissa attended a Coordinated/ Wrap around Services Meeting at the Schools Plus boardroom. We gave out 3 Chromebooks with our GEO Connects program. Lending Library laptops continue to be utilized. Motion to accept ED report made by Donna J. Seconded by James. Motion carried.

B) Lease Agreement: Yearly rent agreement is up for renewal. Signed at the board meeting by Heather & Donna C. Witnessed by Donna J.

Financial Stewardship: a) **Update of Financials** – Kati presented this update. Donna C. sent out the financial reports. The first set of Financials are for August, the second set is for September. Kati reviewed the Balance Sheet and Income Statement – she explained the September statements are marked as Draft because the month is not over yet so these will change slightly. No wages for August. Had to file NIL for CRA & WCB for end of August. Motion to accept by Donna H. and seconded by Donna J. Motion carried.

Policies: Heather, Donna J. and Donna C will meet to review policies. All board members are welcome to attend. Meeting to be held October 22nd at 10 am.

Community Engagement: a) **Coordinated Wrap Around Services Meeting:** Already discussed in ED Report.

Personnel Committee: a) **Staff Update:** John is back to work doing the Mulgrave program – community has shown some interest. We're hoping to do a project with DCS – this will boost John's hours. John has returned the completed Physician's Return to Work form.

Human Resources: None.

Board Education/ Updates/Recruitment: More discussion around possible board members.

Board Member – Liz – Science camp this summer went well and well attended.

Roundtable: **Donna H.** – Things are very busy. Quite a few people looking for training and jobs. We have an information session with heavy equipment operators coming the 10th of October.

Fin – Acclaimed as councillor for another 4 years. Happy to do help out GALA.

James – Running for re-election.

Heather – Very busy and asked for update on possible Food Handlers – nothing being offered at this time.

Old Business: None.

New Business: A) **Next meeting date-** Tuesday November 5th at 10 or 11am – Donna C. will send out email.

Adjournment: Consensus to adjourn @ 10:56 am.

CAO Report October 2024



FINANCE DEPARTMENT

Property Taxation:

Interest on overdue accounts was applied in the beginning of October. The municipal low-income property tax exemption form is available online and the provincial tax rebate forms are available, and staff continue to assist residents with completion of both grants.

The initial process for the 2024-2025 tax sale has begun with friendly reminders and payments options being distributed to property owners. Property owners had until the end of October to make arrangements and comply before proceeding with the next step in the tax sale process which includes the legal search process. It is anticipated that the sale will take place in February/March 2025. In the coming months staff will continue to update council on the upcoming tax sale through staff reports.

Property Taxes Collected:

By fiscal year as of October 31st, 2024

- 2024-2025 Taxes – 92.05% Collected
- 2023-2024 Taxes – 95.68% Collected
- 2022-2023 Taxes – 97.83% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Assisted staff with various staff reports to council and provided budgeting detail. Completed and submitted annual reporting to the Nova Scotia Utility and Review Board for the Sherbrooke Water Utility. Submitted information to consultant for the Sherbrooke Water Utility - Water Rate Study, additional information to follow as it is gained on the process. Worked with the Department of Community Development and Recreation staff to assist with various grant reporting.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators (AMA). Attended meetings with CAO regarding circular materials monthly information session and fire department support. Attended several meetings with neighboring municipalities who are municipal partners in hosting our Municipal IT Accounting software to discuss potential upcoming changes and upgrades to the software that may be occurring within the next year to two years.

CAO Report October 2024



Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Reviewed staff schedules, timesheet summaries, ROE's, confirmed/prepared letter of offers, new employee orientation binders, and participated in interview as needed/required.

COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

Active Living Coordinator Employment Opportunity

The Municipality is currently hiring for an Active Living Coordinator. Applications are being accepted until the position is filled. For more information about the position visit <https://www.saint-marys.ca/active-living-coordinator.html>.

Recreation Leader Employment Opportunity

The Municipality began to advertise for the employment opportunity of Recreation Leader. For more information on the position please visit <https://www.saint-marys.ca/job-opportunity-recreation-leader.html>.

Old Road Hill Neighbourhood Plan

Staff worked with Zzap to complete the final Neighbourhood Plan. The plan was presented at two community meetings on October 3rd and October 10th. Meetings were also held on October 10th to follow up with key stakeholders that were engaged with for this project.

Guysborough County 55+ Games

The Guysborough County 55+ Games Committee were held on October 3rd and 4th with approximately 70 participants in attendance.

Recreation Nova Scotia Conference

The Recreation Nova Scotia Conference was held from October 16-18th at St. FX in Antigonish. Staff attended sessions related to citizen led development in recreation, asset community-based recreation, Active Transportation, and the role of recreation facilities and staff in emergency response. The conference also provide staff the opportunity to make connections with many individuals from different municipalities and organizations.

Accessibility Advisory Committee

The Accessibility Advisory Committee met on October 24th, 2024.

2024 Volunteer Appreciation Event

Staff have been planning and preparing for the 2024 Volunteer Appreciation Event is scheduled for Tuesday, November 12th at 6:30 pm at the Exhibit Centre in Sherbrooke Village.

St. Mary's Recplex

Staff have been working with user groups to plan and prepare for the opening of the St. Mary's Recplex. The ice plant was turned on, received maintenance, maintenance recommendations have been made and now need to be reviewed by staff. The ice has been built and the Recplex is ready for the winter season.

CAO Report October 2024



St. Mary's House League Hockey

The St. Mary's House League Hockey Committee has been planning and preparing for the upcoming hockey season. The Committee has been working on fundraising and events planning. The Committee will be hosting a Fill the Rink event on Saturday, November 16th with Puck Drop at 7pm, a Vintage Jersey Sale, and a Bottle Drive on Saturday, November 30th, 2024.

St. Mary's Recreation Adult Hockey

Staff have planned and prepared for the opening night of St. Mary's Recreation Adult Hockey on Wednesday, November 6th.

St. Mary's Fitness Centre

Staff received training on how to entry new users into the fob system.

Before & After School Program

- Staff submitted the application for the NS BAP Grant.
- Staff Completed and sent out invoices for the month of September.

Fright Night

Staff decorated a porch for Fright Night on October 31st and handed out treats.

Holiday Planning

Staff have begun planning for the St. Mary's Holiday kick off event that is scheduled to be held on November 30th at dusk beginning at Maple Manor. A flyer will be sent out in the mail within the next couple of days.

Community Socials

Staff requested that community organizations submit proposals to host community socials. Eight proposals were received. At this time the Municipality will disburse \$4,440.00 to Community Organizations.

CAO Report October 2024



PUBLIC WORKS

Sherbrooke Water Utility:

Public Works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public Works has now received the new saturation tank for the DAF system. Public Works are now waiting for delivery of the parts needed to plumb this into the DAF system.

Sherbrooke Sewer Treatment:

Public Works continues to monitor the equalization pumps at the sewer treatment facility. DivCon have now installed the foundation for the davit crane at the sewer treatment plant and will be on site the following week to complete the installation of the crane and grating.

Recplex Facility:

Public Works staff have now completed the startup of the ice plant at the Recplex with the help from Cimco. The ice is now completely installed at the Recplex and programming has started. Public Works had to postpone the first week of Curling due to water shortages from the wells. Public Works has received the ice resurfacer from Monarch Enterprises and is now in use at the Recplex. KVS Electric has now installed the generator on site at the Recplex. Once Irving installs the propane tank we will be able to commission the generator.

ECONOMIC DEVELOPMENT

Old Road Hill Neighbourhood Plan

The neighborhood concept plan with a neighborhood design is now ready for viewing as prepared by ZZAP consulting, the architectural and planning firm hired to create a design using public feedback.

<https://www.saint-marys.ca/new-neighborhood-housing-concept-press-release.html>

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MUNICIPAL CLERK

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 whom they pertain to. The clerk also records minutes throughout the meetings, posts the appropriate agendas and minutes online to the Municipal Website and Facebook page, and sets up all IT needed for meetings. Agendas, minutes, and audio files can be found by visiting: <https://www.saint-marys.ca/council-agendas-and-minutes.html>

Election:

Updating the Municipal Website with current information about the 2024 Municipal Election such as the maps of each district, eligibility to run as a candidate, and the process of how to vote. The Municipal Clerk was a Revising Officer for the 2024 Municipal Elections, duties included were updating and/or removing residents. Enumerating residents that are eligible to vote in the 2024 Municipal elections. The Municipal Clerk was also a Auditor for the 2024 Municipal Elections, which the duties included were; making sure residents were able to vote during voting times, making sure residents could vote all options provided (In-Person, on-line, and by telephone), before and after the election that residents were not able to vote. The results of the 2024 Municipal Election can be found here: <https://www.saint-marys.ca/municipal-election-2024.html>

Inaugural Meeting of Council:

Municipal Clerk prepared documents and coordinated with new council members the Inaugural meeting of Council. The inaugural meeting was October 30th, 2024, at 4:00 pm. Municipal Clerk chaired the meeting until a Warden was appointed. To see the agenda, minutes or audio file of this meeting you can visit: <https://www.saint-marys.ca/council-agendas/2024-council-agendas/2872-2024-10-30-inaugural-meeting-package/file.html>

Conferences:

The Municipal Clerk coordinated with the newly elected officials the dates and times of training and orientation. Council Orientation and Training (November 4th – 5th in Halifax) and NSFM (November 25th to 30th in Halifax).

Water Utility:

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

Electronic Content/ Advertising:

Updating the Municipal Website with current content, agendas and minutes, policies, by-laws, expense sheets, and information. Updating the Municipal Facebook page with current content for all departments, such as community events, programs, and activities the Municipality is holding and supporting.

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Training:

Attended an AMANS regional meeting and met with other municipalities and discussed new items and ongoing items pertaining to many areas of municipal government. (I.e. accessibility plans, EMO Plans, housing, short term rentals, etc.). 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, records management and code of conduct. Municipal Clerk attended training with the County of Antigonish to go over their tax sale and the planning and procedures that come with that.

Newsletter:

The Municipal Clerk has been the point of contact for residents, organizations, and council members to include submissions into the monthly newsletter. The monthly newsletter can be found at: <https://www.saint-marys.ca/residents/newsletter.html>

Housing:

Municipal Clerk helped coordinate with the architecture and planning firm and stakeholder and residents to provide a last update and presentation to resident on the housing initiative. The last presentation was made October 2nd, 2024, at the St. Mary's Recplex.

Public Relations:

Serve as a liaison between the municipality and the public, responding to inquiries and disseminating information. Manage public notices and announcements in accordance with legal requirements.

Committees:

Accessibility Advisory, Fire Services, JOHS, Audit, EMO, etc.
Scheduling and attending committee meetings, along with creating agendas and recording the minutes for the different committees of the Municipality.

Emergency Management Office:

Municipal Clerk has taken on the role of Emergency Management Coordinator for the Municipality and has been learning about the Emergency Management Plan and the Emergency Management Committees, and contacting different departments to gather all documentation needed. Municipal Clerk has taken the ICS 200 course. Revisions to the Emergency Management Plan will be ongoing and updating the contingency plans as needed. EMO Nova Scotia has contacted the Municipality to take part in an exercise to better the understanding of the process and procedures when in an emergency.