



NOTICE

MEETING: Regular Council Meeting

DATE: Wednesday, May 21st, 2025

TIME: 6:00pm

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday, May 21st, 2025

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:
 - a. Annual General Meeting (AGM) held: April 2nd, 2025
 - b. Emergency Council meeting held: April 15th, 2025
 - c. Council meeting held: April 16th, 2025
 - d. Special Council meeting held: May 7th, 2025
6. Business Arising from Minutes
7. Recommendations from Committees of Council:
 - a. COTW held April 16th, 2025
 - b. COTW held May 7th, 2025
8. Outside Committee Reports
 - a. Guysborough Community Health Board – March 2025
 - b. Eastern Region Solid Waste Management Committee – April 2025
 - c. Guysborough Community Health Board – May 2025
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

Annual General Meeting (AGM)

Wednesday, April 2nd, 2025

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

1. Meeting, Date & Time:

Warden Fuller called the Annual General Meeting of the St. Mary's Municipal Council to order on Wednesday, April 2nd, 2025, at 7:00pm in Council Chambers.

2. Attending:

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

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Jadzia Rudolph, Municipal Clerk
Mallory Fraser, Director of Community Development and Recreation
Keren ruller, Director of Economic Development

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

On motion of Councillor O'Connell and seconded by Councillor Tibbo, Council approved the agenda as presented.

Motion approved.

5. Presentation of the 2025-2026 Budget – Marian Fraser, Director of Finance/Treasurer

- Please see the Agenda/Package for the presentation.
- Marian Fraser, Director of Finance outlined the 2025-2026 Municipal Operating and Capital Budget.

6. 2024 2025 Budget Resolutions and Motions

a. Tax Rate Resolution

BE IT RESOLVED by the Municipal Council of the Municipality of the District of St. Mary's that pursuant to Section 72 and 73 of the Municipal Government Act, the Municipal Council of the estimates the sums of **\$ 2,833,028** is required for the lawful purposes of the said Municipality for the year ending March 31, 2026, after crediting the probable revenue from all sources other than taxes for said year which may not be collectable and collected.

BE IT FURTHER RESOLVED that Council hereby authorizes the levying and collection of a rate of **\$ 2.29** on each one-hundred dollar of the assessed value of the property assessed in the Assessment Roll, which shall be the Commercial Property Tax Rate, and which rate the said Council deems sufficient to raise the sums required to defray the expenditure of the said Municipality for the said year and any deficit from the preceding year.

BE IT FURTHER RESOLVED that Council hereby authorizes the levying and collection of a Property Tax Rate of **\$ 0.98** on each one-hundred dollar of assessed value of residential property assessed in the Residential Rate Roll, said rate having been calculated after applying the commercial rate to the residential property assessed to obtain the amount to be raised from Residential Property Taxation.

The *Commercial and Residential Property Tax Rate* as determined by Council and that Council deems sufficient to raise the amounts necessary for the lawful purposes of the said Municipality for the twelve-month year ending March 31, 2026.

BE IT FURTHER RESOLVED that said Council hereby requires payment of said rates to be made to the Treasurer of the said Municipality on or before the 31st day of July 2025.

BE IT FURTHER RESOLVED that said Council imposes an additional percentage of fourteen percent per annum on all rates and taxes remaining unpaid after the 31st day of July 2025.

BE IT FURTHER RESOLVED that the Council hereby fixes the 31st day of July 2025 as the day after which the Treasurer may proceed to issue warrants for the collection of all rates and taxes.

On motion of Deputy Warden Malloy, and seconded by Councillor Beaver, Council approved the Tax Rate Resolution for Adopting Estimates and Striking the Tax Rate for the fiscal year of April 1st, 2025 to March 31st, 2026.

Motion approved.

b. Remuneration of Warden and Councillors

BE IT RESOLVED by the Municipal Council of the Municipality of the District of St. Mary's, in the County of Guysborough, that the Remuneration entitled to ***Warden & Councillors*** for April 1st, 2025 to March 31st, 2026 be as follows:

1. The Warden of the Municipality shall receive an amount of **\$ 11,535** per annum as remuneration of their services as Warden and the Deputy Warden shall receive an amount of **\$ 3,290** per annum for their services as Deputy Warden.
2. Every member of the Municipal Council shall receive an amount of **\$ 17,321** per annum as remuneration for their service as Councillor, such remuneration shall also be paid to the Warden and Deputy Warden as a Councillor pursuant to section 1 of this resolution.
3. The Warden, Deputy Warden and Councillors shall in addition to such remuneration be paid a daily meal fee of **\$70.00** (\$15.00 breakfast, \$20.00 dinner, \$35.00 supper) and to utilize the **Federal Floating Mileage Rate** for travel to and from meetings, conferences, workshops, etc.
4. Municipal representatives appointed by Council to outside agencies, organizations, commissions shall be paid in accordance of section 3 the Remuneration For Warden & Councillors.
5. The Warden, Deputy Warden and Councillors are paid **12** times per year.

On motion of Councillor Tibbo and seconded by Councillor O'Connell, Council approved the Warden and Council Remuneration Resolution for the fiscal year of April 1st, 2025 to March 31st, 2026.

Motion approved.

c. 2025-2026 Municipal Operating Budget

On motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approved the Municipal Operating Budget which includes individual department budgets and the schedule of rates including the increases to area rates as presented for the fiscal year of April 1st, 2025 to March 31st, 2026.

Motion approved.

d. 2025-2026 Sherbrooke Water Utility Budget

On motion of Councillor Beaver and seconded by Councillor Tibbo, Council approve the Sherbrooke Water Utility Operating budget as presented for the fiscal year of April 1st, 2025 to March 31st, 2026 pending the Nova Scotia Utility and review Board decision.

Motion approved.

e. 2024-25 Capital Budgets

On motion of Councillor Beaver and seconded by Deputy Warden Malloy, Council approved the Capital budget as presented for the fiscal year of April 1st, 2025 to March 31st, 2026.

Motion approved.

f. General Government Grants Policy

On motion of Councillor O'Connell and seconded by Councillor Tibbo, Council approve to amend section 6 of the General Government Grants Policy and state a minimum total project of \$1,000 along with removing the stipulation that organizations are only eligible if they have not received the grant within the last two fiscal years along with all other recommend non substantive changes. Furthermore; that Council re-issue the call for General government Grant applications for the 2025-2026 fiscal year with a deadline for applications of May 14th, 2025.

Motion approved.

g. 2025-2026 General Government Grants

on motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approve the General Government grants for fiscal year April 1st, 2025 to March 31st, 2026.

Motion approved.

h. 2025-2026 Internal and External Committee Appointments

On motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approve the appointments to the Internal and External Committees of Council for fiscal year April 1st, 2025 to March 31st, 2026 as presented in the attached table and providing compliance with External Boards Policy

With the contingent of receiving directors liability and insurance as per the External Boards Policy.

Motion approved.

Adjournment:

On motion of Warden Fuller, there being no further matters of business, Council adjourned at 7:25pm.

Motion approved.



Municipality of the District of St. Mary's

Emergency Council Meeting
Tuesday, April 15th, 2025

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, April 15th, 2025 at 5:00pm. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden James Fuller
Deputy Warden Beulah Malloy – *Virtual attendance*
Councillor Dana O'Connell
Councillor Scott Beaver

Absent with Regrets:

Councillor Emma Tibbo

Also Attending:

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

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

On motion of Councillor Beaver and seconded by Councillor O'Connell, Council approved the agenda as presented.

Motion approved.

5. Other Matters of Business

a. In-Camera: Contract Negotiations

On motion of Councillor O'Connell seconded by Councillor Beaver, Council agree to move In-Camera for Contract Negotiations at 5:00pm.

Motion approved.

On motion of Councillor O'Connell seconded by Councillor Beaver, Council agree to regular session at 5:25pm.

Motion approved.

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 5:25pm.

Motion approved.



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday, April 16th, 2025

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, April 16th, 2025 at 6:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden James Fuller
Councillor Emma Tibbo
Councillor Dana O'Connell
Councillor Scott Beaver

Absent with regrets:

Deputy Warden Beulah Malloy

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Jazia Rudolph, Municipal Clerk
Keren Ruller, Director of Economic Development

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

On motion of Councillor O'Connell and seconded by Councillor Tibbo Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

The Warden called for errors or omissions to the previous minutes, hearing none, Council approved the minutes from the Regular Council meeting held March 19th, 2025.

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 – March 19th, 2025

On motion of Councillor Beaver seconded by Councillor O'Connell Council approve \$8,625.00 Plus HST for Digital Nova Scotia Grant on the advertising campaign. This grant will provide \$17,250.00 worth of digital

tourism advertising for a cost of \$8,625.00 to the municipality with the remaining 50% matched by Digital Nova Scotia. Further, Council approves the award for digital marketing and tourism support to Sociable Media Inc. in the sum of \$11,500. Plus HST.

Motion approved.

Committee of the Whole – April 2nd, 2025

On motion of Councillor Tibbo and seconded by Councillor Beaver Council adopt the Inclusion, Diversity, Equity, Anti-Hate & Accessibility (IDEAA) Advisory Committee Policy and repeal the Accessibility Advisory Committee Policy.

Motion approved.

8. Outside Committee Reports

- There were no Outside Committee Reports.

9. Other Matters of Business

- There was no Other Matters of Business.

10. CAO Report:

- See the Agenda/Package for the report.
- Doug Patterson, Chief Administrative Officer (CAO) informed the Council of the transition from last fiscal budget into the new fiscal year budget.
- Doug Patterson, CAO informed Council of the recreational activities at the Recplex are wrapping up and it has been a successful winter season. Planning for spring and summer events is ongoing.
- Source Water Protection Planning is ongoing and almost complete.
- The Director of Economic Development, Keren Ruller is working on signage around the municipality to help promote and support local businesses, facilities, organizations and tourist attractions.

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 6:13pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Special Council Meeting
Wednesday, May 7th, 2025

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 Wednesday, May 7th, 2025, at 7:10pm. in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Jadzia Rudolph, Municipal Clerk
Teddy Stevens, Director of Public Works
Mallory Fraser, Director of Community Development and Recreation
Keren Ruller, Director of Economic Development

3. Approval of Agenda:

On motion of Councillor Tibbo and seconded by Councillor O'Connell Council approved the agenda as presented.

Motion approved.

4. Engineer Design Service Award

- Doug Patterson, Chief Administrative Officer (CAO) and Teddy Stevens, Director of Public Works informed Council of the bids submitted for the Engineer Services Award.

On motion of Councillor O'Connell seconded by Councillor Beaver Council award the engineering design services contract award to Strait Engineering for a three-year term (May 12, 2025 to May 12, 2028) with an option for the municipality to offer an additional 2-year extension at the end of three years per the terms of the municipal RFP number 03242025ENG Engineering Design Services for Municipal Civil Infrastructure.

Further, Strait Engineering shall be awarded the Water and Sewer Utility Feasibility Housing Project for a cost of \$50,600.00 plus hst and the Sherbrooke Water Utility Programable Logics Controls Design for \$23,950.00 plus hst. Both projects are funded through secured grant programs.

Motion approved.

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 0:00pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Wednesday May 21st, 2025
Council Meeting

Recommendations from Internal Committees of Council

Committee of the Whole – April 16th, 2025

On recommendation of Councillor Tibbo seconded by Councillor Beaver, Council agree to hold the COTW meeting immediately after the Council meeting on the third Wednesday of the month.

Recommendation adopted.

On recommendation of Councillor O'Connell seconded by Councillor Beaver Council adopts the Municipal Vehicle Use policy as presented.

Recommendation adopted.

On recommendation of Councillor O'Connell seconded by Councillor Tibbo, Council approved the vendor award contract for the new municipal Construction & Demolition waste removal bin service via bin collection to Eastern 2.0 Waste Systems for a price of \$475 plus HST for bin transportation per trip to and from the disposal facility and a tipping fee of \$55.00 per tonne plus HST.

Recommendation adopted.

Committee of the Whole – May 7th, 2025

On recommendation of Councillor Beaver seconded by Deputy warden Malloy Council approve CIMCO Refrigeration to provide equipment and install a new Ammonia Detection System at the St. Mary's Recplex as outlined in the quote provided at cost of \$12,213.98 plus HST funded through the Capital Reserve.

Recommendation adopted.

On recommendation of Deputy Warden Malloy seconded by Councillor Tibbo Council elected to continue to operate a municipal curbside recycling collection service due to the multiple ways that this option provides the best services for municipal residents. Further, that council authorize the Warden to sign the agreement provided by Circular Materials and an amended agreement with the collection service: Eastern Shore Cartage Inc.

Recommendation adopted.

On recommendation of Councillor Tibbo seconded by Councillor O'Connell Council approve Sherbrooke Electrical to complete the required electrical work at the Public Works Garage as outlined in the quote provided at cost of \$5,997.41 plus HST funded through the Capital Reserve.

Recommendation adopted.



Report to Council

Member of Council: Emma Tibbo

Board/Agency/Organization: Guysborough Community Health Board

Date Attended: Monday March 10th, 2025

Location: Guysborough

Agenda:



Guysborough County Community Health Board

MEETING Agenda

COMMITTEE	Guysborough County Community Health Board
MEETING DATE AND TIME	Monday March 10 th , 2025, 6:00 - 7:30 pm
MEETING LOCATION	Guysborough CBDC Boardroom Online: Zoom https://us02web.zoom.us/j/88914014370?pwd=cRv78entWZ71zMB6Amb9ja1i0E4Dwb.1
CHAIR or NOTETAKER	Chair: Mary/Suki Note taker:
PRESENT	
REGRETS/ABSENT	

Report to Council

AGENDA ITEM	RESPONSIBILITY
1. Welcome. Land & People Acknowledgment - I /we would like to acknowledge that our gathering today is taking place in Mi'kma'ki (MEEG-MA-GEE), the traditional and unceded territory of the Mi'kmaw. - Special People Acknowledgement - African Nova Scotia peoples - Acadians	Chair Suki
2. Microaggression Video & Discussion - Allyship https://youtu.be/PFDQO_I4-8	
3. Approval of Agenda and appointment of note taker	
4. Approval of Meeting notes Jan 13 th , 2025, meeting	
5. Business Arising from the minutes. - Recruitment letters – follow up - Square Roots	Review
6. Project Updates Municipalities & Basic Income Session	
7. Community Round Table	
8. Reports and Updates - Chairperson's Report - Coordinator's Report - Communication - Journal Article - Report to Community Draft - Membership/Recruitment - Need for members – recruitment plan - Finance & Operations - Review what was spent	Mary/Suki Dorothy



Report to Council

- Wellness Funding - Launch Mar 3-April 28 - Success stories for website - Review committee - Health Plan Team Update - Launch Plan - Municipal presentations	Dorothy
9. 2002-2029 Heath Plan Implementation Priorities Income Housing - Guysborough First Housing Network Website Food - Donation to Guysborough Square Roots	Tonya/Mary
10. New Business - New Logo design - May/June Planning session	Tonya Dorothy
11. Next Meeting date	April 14th, 2025
12. Adjournment	

Key Highlights:

At this meeting we were able to vote to \$1200.00 to SMECA for their Wellness Day. We also voted on supporting Pride events in Sherbrooke. We talked about the lack of recipients for our grant applications. We hope to spread the word to those involved if they have any organizations requesting money. We are also looking for support and board members if anyone is interested. The meetings can be done virtually. We plan to have our general planning meeting in June.



Report to Council

Member of Council: Deputy Warden Malloy

Board/Agency/Organization: Solid Waste

Date Attended: April 24/2025

Location: Guys. Municipal Office

ERSWM Meeting – Thursday, April 24th, 2025

EPR – Important Dates

- May 16th, 2025 – Municipalities to confirm council/board approval of opt-in decision
- May 31st, 2025 – Deadline to register multi-family, schools, campgrounds for Dec 1st,

2025 service

Jackie Dort Memorial Bursary

- Bursary Application was sent out to the Municipality of St. Mary's (Grade 12 graduates)
- Was Posted on ERSWM Webpage and on ERSWM Social Media page
- Beulah or I (Tanya) will contact the school to see if any graduates have applied as

Tanya (Regional Coordinator) did not receive any to date.

Routeware Price Increase

- 2024/2025 Invoice amount was \$8,659.78
- 2025/2026 will increase to \$10,045.31 The increase is to continue supporting while investing in future innovations and enhanced services.
- Tanya has been in conversations with Routeware in getting a 5-year contract which

would include the CPI (Consumer Price Index) + 2% each year.

- As of today, April 24th I haven't gotten the official email showing what the new price would be for this 2025-2026 year. Once I receive this email I will forward to all Committee Members to get their approval before accepting the new contract.

ERSWM Promotional Items

- Pens and Post-it-notes were purchased

Divert NS End of Year Reports

- Education/Coordinator/Compliance Reports are completed for F2025
- They were submitted with Invoices
- All reports were good and funding was received this week
- Diversion credits have been calculated ,and each Municipality received a handoutshowing the amount that each will be receiving
- Next regular meeting will be held on June 26th 2025



Report to Council

Member of Council: Councillor Tibbo

Board/Agency/Organization: Guysbrough Community Health Board

Date Attended: Monday May 12th, 2025

Location: Zoom (Guysborough)

Agenda:

- | |
|---|
| 1. Welcome.
Land & People Acknowledgment <ul style="list-style-type: none">• I /we would like to acknowledge that our gathering today is taking place in Mi'kma'ki (MEEG-MA-GEE), the traditional and unceded territory of the Mi'kmaw.• Special People Acknowledgement<ul style="list-style-type: none">- African Nova Scotia peoples- Acadians |
| 2. Microaggression Video & Discussion
Two-Spirit what does that mean

Ma-Nee Chacaby talks about Two Spirit identities |
| 3. Approval of Agenda and appointment of note taker |
| 4. Approval of Meeting notes April 14 th , 2025, meeting |
| 5. Business Arising from the minutes. <ul style="list-style-type: none">1. Presentation from Rhonda Procure – Square Roots |
| 6. Project Updates <ul style="list-style-type: none">1. Sherbrooke Health Fair – dates/leads2. Circulate Basic in come data for Guysbrough County |



Report to Council

7. Community Round Table

8. Reports and Updates

- Chairperson's Report
- Coordinator's Report
- Communication
 - Volunteer Thank You from NSH
 - Dr. Strang Award Nomination
- Membership/Recruitment
 - Need for members – recruitment plan
- Finance & Operations
 - Operational Funding 2025-2026
- Health Plan Team Update
 - Launch June 21st, 2025, PH Civic Center
 - Invites/Transportation
- Wellness Funds 2025-26
 - 17 Applications
 - Review Dates May 12th onward
 - Report & Recommendation June 9th Meeting

9. 2002-2029 Heath Plan Implementation Priorities

- **Income**
 - Basic Income Conference Mary 21st Strait NSCC Campus
- **Housing**
 - Guysborough First Housing Network Website Update
- **Food**

10. New Business

- New Logo design
- June Planning session update

11. Next Meeting date

12. Adjournment



Report to Council

Key Highlights:

Square Roots Program

- Brining affordable fresh produce to the community.
- Assistance in getting set up.
- Volunteer ran.

Is this something we would be interested in bringing/providing to our community?

Finance Department

Property Taxation:

Interest on overdue accounts was applied in the beginning of April. Property Valuation Service Corporation (PVSC) received 53 appeals for the Municipality of St. Mary's. PVSC assessors will work at completing a review of the appeal accounts over the next several months.

Property owners have begun to submit the municipal low-income property tax exemption forms. The form was attached to the March newsletter and can also be found online or picked up at the Municipal Office. The 2025 Provincial Property Tax Rebate for Seniors (PTRS) applications will launch date on July 1, 2025. Municipal staff will continue to support residents in completing these applications when requested. The 2025-2026 municipal tax bills will be generated at the end of May 2025 and mailed thereafter.

Property Taxes Collected:

By fiscal year as of April 30th, 2025

- 2024-2025 Taxes – 92.66% Collected
- 2023-2024 Taxes – 96.53% Collected
- 2022-2023 Taxes – 98.32% Collected

Financial Statements and Reporting:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. Continued work with consultants for the Utility and Review Board Water Rate Study. Completed documentation and budgets for the annual general meeting of municipal council to approve the operating and capital budgets for 2025-2026 along with striking the municipal tax rates. Presented final budget details to staff and hosted follow up meetings with directors. Began the audit planning process which will continue throughout the spring. Assisted finance staff with completing water utility billing.

Committee/Policy Work:

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators (AMA). Attended provincial procurement committee meeting as AMA board representative. Attended several AMA Procurement committee meetings and worked jointly on developing a tariff presentation for the spring AMA conference.

Preformed assessment of the extended producer responsibility data from circular materials for the CAO relating to the new recycling program. Created a policy work with the Community Project Support term position and provided direction and guidance on updating various policies.

Human Resources:

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

Community Development & Recreation Department

Committees:

Inclusion, Diversity, Inclusion, Anti-Hate & Accessibility Advisory (IDEAA) Committee: Staff issued a call for committee members. The deadline to apply is May 14th, 2025.

Events:

Guysborough County 55+ Games: The 55+ Games Committee met on April 15th, 2025. The event will be held October 1 & 2, 2025.

Easter Egg Hunt: The Easter Egg hunt was held in collaboration with the Whale Sanctuary Project on April 19, 2025. This was a successful event with over 100 participants in attendance.

Facilities:

St. Mary's Fitness Centre: Staff completed Fitness Centre Orientations for 5 new users.

Grants:

Sport Fund: An application was submitted to Sport Nova Scotia's Sport Fund for \$5,000.00 for equipment to launch softball programming throughout the Municipality.

Human Resources:

Active Living Coordinator Employment Opportunity: The Municipality completed interviews and filled the position of Active Living Coordinator.

NSCC Community Services Student Work Placement: A Community Services Student from NSCC is completing their 150-hour work placement with the Department of Community Development & Recreation.

Policy Development & Review:

Inclusion, Diversity, Equity, Anti-Hate & Accessibility Advisory Committee Policy: Staff presented the Inclusion, Diversity, Equity, Anti-Hate & Accessibility Advisory Committee Policy to Council at a Committee of the Whole Meeting on April 2, 2025. Council adopted the policy on April 16, 2025.

Professional Development:

Highland Region Recreation Coordinators Association (HRRCA) Meeting: The Director of Community Development and Recreation attended the HRRCA Meeting on April 9th, 2025. Topics of discussion included the Moving and Mingling Program, Leadership Camp, and Highland Connect. The Director of Community Development & Recreation is a member of the Leadership Camp Committee and has been working in collaboration with other members to plan and coordinate a one-day training for Summer Day Camp leaders.

Life Saving Society - Northern Region Affiliates: The Northern Region of the Life Saving Society Affiliates met on April 17th, 2025. Topics of discussion included training and accessible and inclusive spaces.

Programs – Ongoing:

Before & After School Program (BAP): The Before and After Program is well underway with an average of 6 daily participants for the month of April. The BAP Supervisor attended the monthly online Community of Practice Meeting. The Director of Community Development completed Subsidy Claims & Parent Fee Reduction Reports and completed and sent out invoices for the month of March.

Girls Group: Held on Wednesdays in the SHOPS room from 3-4pm for girls in grades 7-9. There are currently 5 registered participants.

Open Gym: Held on Wednesday evenings from 6-8pm in the small gym at SMECA for all ages. There has been an average of 10 participants. This program wrapped up at the end of April.

Spring Walking & Rolling Challenge: The Spring Walking & Rolling Challenge began in April and will run for the month of May. There are currently two participants.

Programs – Upcoming:

Summer Day Camp Program: Planning is underway for the Summer Day Camp Program. Camp will run from Monday – Thursday, 8 am to 4:30 pm. Summer Day Camp is for children aged 5-12. The first day of Day Camp will be July 7th, 2025, and the last day of camp will be August 29th, 2025.

Summer Sprouts Program: Planning is underway for the Summer Sprouts Program. This program will run Monday – Thursday from 10 am – 2 pm. This program is for children aged 3 & 4. The first day of the program will be July 7th, 2025, and the last day of the program will be August 29th, 2025.

Swim Program: Staff have issued a job advertisement for a Swim Instructor / Lifeguard.

Public Works Department

Sherbrooke Water Utility:

Public Works has been working tirelessly with Sansom Equipment and JNE to get the new saturation tank at the Water Treatment Facility tuned. After many days working with both companies, the Public Works team have now got it tuned in. The Water Treatment plant has been down to one backwash per day prior to this installation. Now the water treatment plant is able to run for 3-4 days without having to backwash the filter.

Sherbrooke Sewer Treatment Utility:

Public Works have been working hard at making the sewer treatment system and collection system as efficient as possible. Currently Public Works has a tender out to complete the remaining Phase 3 of chemically grouting the manhole structures. Public Works also has a tender out to complete Phases 1, 2 and 3 or repairing manhole covers.

St. Mary's Recplex:

Public Works has removed the ice from the St. Mary's Recplex after shutting down the ice plant. The surface is ready for summertime use of all sorts. Public Works along with Cimco refrigeration has replaced the Ammonia Detection system in the ice plant. This new system ensures the safety of the operators who run the ice plant.

St. Mary's Transfer Station:

Public Works has been working with Department of Environment and Climate Change. Public Works has reintroduced a residential brush service at the St. Mary's Transfer Station. Public Works has also received approval from Department of Environment and Climate Change to begin at Construction and Demolition Debris Transfer operation. This is slated to start by mid June.

General Public Works:

Public Works has awarded the bid for providing power to the Public Works garage located at 8226 highway 7 to Sherbrooke Electrical. This work is going to take place within the next two weeks.

Economic Development Department

Tourism NS:

Ongoing progress meetings with Sociable Media on branding, SWOT, asset inventory and templates for photography and business content for new tourism website. Collecting and collating photography for the website wireframe. Reached out to several local amateur photographers for donated digital content. Ongoing weekly progress meetings to continue website development. Researched branding and established the new tourism logo domain name for the tourism website. Initial draft of the website was submitted by Sociable Media for editing April 29th, 2025. Ongoing revisions and edits will take place

with the public launch date scheduled for May long weekend.

Networking with Tourism Guysborough, Coastal NS, Sherbrooke Village, Sherbrooke Saturday Market, and Stan Fest organizers.

Researched Tourism Digital Assistance Program (TDAP) Communities program requirements with assistance of Tourism NS. Met with TDAP program administrator to get assistance in furthering MODSM application for the greatest leverage and wrote grant application for– TDAP Communities. Should St. Mary's be awarded this grant it will augment digital resources for the website and social media sites such as potential for additional photography/video and digital marketing. The submitted application has the potential to provide up to \$15000.00 in funding which may assist or compliment the new tourism initiatives currently under development in 2025 if granted.

Represented St. Mary's on behalf of the Economic Development department at the Coastal NS Tourism "Shake Up Winter" Conference in New Glasgow April 10th & 11th. Attended 2 days of workshops and speakers on tourism marketing and development. Networked with TNS, NS Digit Port, DEANS, Coastal NS and local businesses from St. Mary's and Guysborough who were in attendance. Attended the evening Bouy Award presentations.

Met with IT and AMANS regarding submission of donated photography and video from local tourism businesses for use on the new website. Researching and drafting required digital application forms for content submission for the new website with assistance from subject matter experts.

Researched, wrote and submitted grant application for the Emerging Destinations Program which is part of the Compelling Tourism Communities Initiative. Program partners will benefit from: Coaching, tools and resources to identify and position your most compelling tourism products and develop a tourism action plan which includes:

- Exploring opportunities to maximize or extend a tourism season;
- Target market research insights for regional travellers; and
- A travel media/influencer visit to generate new photos and digital content to increase the profile of the community's seasonal tourism products (such as a social media post and a new story/travel itinerary on NovaScotia.com).

Working with Visit Guysborough Tourism web developer, Simply Ducky, on updating businesses and events on the St. Mary's tab on the website, on going throughout the month.

Created and submitted new Coastal NS advertisement for the 2025 Map and Guide promotional brochure that will come out in May.

Met with Visit Guysborough Tourism committee president and committee board member from Sherbrooke Village to open the channels of communication and identify areas of potential collaboration.

Set-up new Tourism social media sites for the municipality including a Facebook site and YouTube site.

Began working with TNS on the Digital Content Marketing Grant advertising for social media. Designing and creating digital ads that will begin displaying in mid June.

Ecologically Significant Areas (ESA):

Participated in ESA Zoom national webinar with simultaneous translation is hosted by Our Living Waters and offers a look at a new aquatic conservation tool. The federal Fisheries Act (S. 34) enables the establishment of Ecologically Significant Areas (ESAs) – a regulatory tool intended to provide long-term protection of fish and fish habitat that is sensitive, highly productive, rare or unique. Note that Fisheries and Oceans Canada (DFO) was unable to present due to the current federal election. Department of Fisheries & Oceans (DFO) staff kindly addressed some of the pre-webinar questions in advance, and their comments were shared with webinar participants.

EMO:

Began training for ICS 100 for Logistics Section Chief role.

Climate Change:

Webinar - Action Update on The Future of Nova Scotia's Coastline

Timothy Halman, Minister of Environment and Climate Change; Lora MacEachern, K.C., Deputy Minister of Environment and Climate Change; and Andrew Murphy, Associate Deputy Minister of Environment and Climate Change, provided an update on actions under *The Future of Nova Scotia's Coastline: The plan to protect people, homes, and nature from climate change along our coast*. They were joined by Ian Watson from Upland Planning and Design.

Business Support:

Reached out to the St. Mary's Education Centre/Academy and made connections with the Guidance Councillor, Student Liaison with NS Works, and business teachers to build a relationship around youth engagement. Received info on Culinary Trades Paid Summer Mentorship and passed along to the high school.

Business Awards 2025 - Planning for booking guest speaker, meal preparation and server volunteers and Lion's Hall venue for October.

Initial virtual meeting with Account Manager of Field Operations for ACOA, introduction and discussion on what the department offers with a high-level overview. A follow-up in person meeting was held later in the month to discuss programs and potential resources for the business community pertaining to economic development and potential for creation of a working group. ACOA is currently in care and maintenance mode pending the federal election, resumption of discussions will take place following the election next month.

Networking and assisting new businesses with getting added to the municipal business directory and providing information on provincial business resources as requested such as Invest NS.

Attended and participated in three Council and COTW meetings including the Annual Joint Councils Meeting for Guysborough.

Collaborating with the Community Development and Public Works directors on the 2025 plans for Main Street beautification flower gardens/landscaping.

Housing Accelerator Fund (HAF) Housing:

Due to federal election the program is in "Care and Maintenance" mode. Will resume progress meetings following federal election.

Research:

Conducting research on Economic Development Strategy, including what has been done in the past, review of the MODSM 10 Year Strategic Plan and Municipal Planning Strategy. Studying what is currently in place will assist future strategic plans. Ongoing investigation into available survey models for reaching out to the business community for their engagement and feedback on both Tourism and Economic Development.

Webinar - Marketing the Maritimes: Create and implement your digital marketing plan for 2025.

Municipal Clerk

Civic Addressing:

The Municipal Clerk has been working on Civic Addressing with the building inspector to update civic addresses and PID's on the Nova Scotia Civic Address Finder (NSCAF) website. The clerk has been coordinating with residents to get civic numbers purchased and posted.

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>. A new Owl 3 meeting camera was purchased to enhance the quality and efficiency of Council meetings.

Policy Updates:

The clerk has been actively working with the project support coordinator to implement new policies and update existing ones to ensure compliance with current legislation and enhance administrative efficiency. This ongoing policy work supports transparent governance and consistent municipal operations.

JOHS Committee:

The Joint Occupational Health & Safety Committee meeting was held on April 7th to review the ongoing health and safety initiatives within the organization. All staff members have completed the necessary courses and training, ensuring they are well-equipped to recognize and address potential hazards.

EMO:

Municipal Clerk has been focused on reviewing and enhancing the organization's preparedness for any potential emergencies. The Municipal Clerk/EMC will be working with staff to ensure that staff foster a well-informed team, capable of responding effectively to emergencies, ensuring the safety and continuity of services within the community. Scheduling ICS 200 training for Emergency Management staff, Community Evacuation training with Emergency Management staff, and holding an internal Emergency Management training for staff.

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.

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.

Newsletter:

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

Committees:

Accessibility Advisory, Fire Services, Joint Occupational Health & Safety, Audit, Emergency Management Organization, etc.

Scheduling and attending Committee meetings, along with creating agendas and recording the minutes for the different Committees of the Municipality.

Street Light Request:

The clerk has been working with Nova Scotia Power to get residents' streetlights erected where needed.

Assisting Where Needed:

Helping with the gathering and coordination of the different departments of the Municipality, as well as the distribution of agendas, packages, calendar appointments, etc. helping wherever needed.