



NOTICE

MEETING: Regular Council Meeting

DATE: Wednesday, March 19th, 2025

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
Wednesday, March 19th, 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. Council meeting held: February 10th, 2025
6. Business Arising from Minutes
7. Recommendations from Committees of Council:
 - a. COTW held February 5th, 2025 – Transfer Station Recovery Policy
 - b. COTW held February 19th, 2025
 - c. COTW held March 5th, 2025
8. Outside Committee Reports:
 - a. Eastern Region Solid Waste Committee – February 2025
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
Monday, February 10th, 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 Monday, February 10th, 2025 at 6:00 p.m. 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)
Marian Fraser, Director of Finance (DOF)
Jadzia Rudolph, Municipal Clerk

3. Additions to the Agenda:

- Addition to #9.) Other Matters of Business. A.) NSFM Spring Conference.

4. Approval of Agenda:

On motion of Deputy Warden Malloy, and seconded by Councillor O'Connell, Council approved the agenda with the addition.

Motion approved.

5. Approval of Minutes:

Hearing no amendments or omissions of the previous minutes, Council approved the minutes from the Regular Council meeting held January 13th, 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 – Wednesday, January 15th, 2025

On motion of Councillor Tibbo seconded by Councillor O'Connell, Council agree to support the new "Victorian Christmas" with funding at the minimum of the current amount given annually.

Motion approved.

On motion of Councillor O'Connell seconded by Councillor Beaver, Council approve participation in the QUEST NCA program at a cost of \$3,000 as part of the 2024-2025 Economic Development Climate Change projects budget.

Motion approved.

On motion of Councillor Beaver and seconded by Deputy Warden Malloy, Council approve The Municipality of St. Mary's participation in the Climate Resilient Coastal Communities Program in collaboration with the Clean Foundation and commit \$8,750 from the 2024-2025 economic development climate change project budget.

Motion approved.

On motion of Deputy Warden Malloy and seconded by Councillor Tibbo, Council approve the salary band change for the municipal Active Living Coordinator from \$33,946 to \$42,432 per annum to \$44,600 to \$55,750 per annum beginning immediately until March 31st, 2026

Motion approved.

On motion of Councillor Beaver seconded by Councillor O'Connell, Council direct staff to explore and validate available funding and terms of funding applicable to the proposed Stonewall Park Tourist Interactive Panel Project and report back to council with an implementation plan.

Motion approved.

On motion of Deputy Warden Malloy seconded by Councillor Beaver, Council approve the proposed housing development planning project and to award the identified work to ZZAP Consulting for \$32,000.00 plus HST and be funded under the Nova Scotia Sustainable Services Growth Fund grant.

Motion approved.

On motion of Councillor O'Connell and seconded by Councillor Tibbo, Council agree to change the regular council meeting from the second Monday at 6:00 pm every month to the third Wednesday at 6:00 pm every month followed by a COTW meeting directly afterwards.

Recommendation adopted. Committee of the Whole – Wednesday, February 5th, 2025

Committee of the Whole – February 5th, 2025

On motion of Councillor O'Connell and seconded by Councillor Beaver, Council direct continued municipal efforts on the completion of a residential C&D public service for launch in spring 2025 coupled with ongoing public service updates during the development work and a final cost and service plan to be approved by council when the service is ready.

Motion approved.

On motion of Councillor Beaver and seconded by Deputy Warden Malloy, Council awarded the proposed 3D mapping work to Steven Solutions & Design Inc to conduct 3D flood mapping for selected zones of the municipality for a cost of \$74,999.99 plus HST funded primarily by grants from the Department of Municipal Affairs and Housing.

Motion approved.

8. Outside Committee Reports

a. Eastern Counties Regional Library – January 16, 2025

- Please see the Agenda/Package for the report.

b. Port Bickerton & Area Planning Association – January 27, 2025

- Please see the Agenda/Package for the report.

9. Other Matters of Business

a. Nova Scotia Federation of Municipalities (NSFM) Spring Conference

- The Nova Scotia Federation of Municipalities spring conference is taking place in Truro, Nova Scotia. As per the *mileage/expense policy* Council must make a motion to approve the mileage expense to attend the NSFM Spring Conference.

On motion of Deputy Warden Malloy and seconded by Councillor O'Connell, Council approve to send 2 members of Council to attend the NSFM Spring Conference in Truro, Nova Scotia.

Motion approved.

10. CAO Report:

- See the Agenda/Package for the report.
- Doug Patterson, Chief Administrative Officer (CAO) informed the Council of the highlights included in the report. Doug Patterson, CAO updated Council on the Recplex being available for the winter season. To book the Recplex over the winter break call the Municipal Office before December 20th, 2024. (902-522-2049)
- Construction and Demolition (C&D) is actively being worked on, next steps are to do a pollution report, the Municipality should receive approval soon.
- New accessible doors have been installed at the Sherbrooke Library

Adjournment

On motion of Warden Fuller, there being no further matters of business, the Council adjourned at 6:17 p.m.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



Municipality of the District of St. Mary's

Wednesday March 19th, 2025
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – February 5th, 2025

On recommendation of Deputy Warden Malloy, seconded by Councillor O'Connell, Council Repeal the current Transfer Station Recovery Policy.

Recommendation adopted.

Committee of the Whole – February 19th, 2025

On recommendation of Councillor O'Connell seconded by Councillor Tibbo, Council approve the 2025/2026 Application for Residential Low Income Property Tax Exemption with the annual household income range threshold as laid out in the table below and the tax exemption credit amount with the corresponding range, all other eligibility requirements remain the same as outlined in the application.

| Household Income Range | Tax Exemption Amount | Average number of applications based on 2024-2025 municipal data | Cost to Municipality |
|------------------------|----------------------|--|----------------------|
| \$25,001-\$29,000 | \$200 | 60 | \$12,000 |
| \$20,001-\$25,000 | \$250 | 31 | \$7,750 |
| \$15,001-\$20,000 | \$300 | 5 | \$1,500 |
| \$0-\$15,000 | \$350 | 15 | \$5,250 |
| Total | | 111 | \$26,500 |

Recommendation adopted.

Committee of the Whole – March 5th, 2025

On recommendation of Deputy Warden Malloy, seconded by Councillor Tibbo, Council agree to appoint Warden Fuller and Councillor O'Connell as an alternate to the Smart-Go Board (External Committee).

Recommendation adopted.

On recommendation of Councillor O'Connell seconded by Councillor Tibbo, Council transfer the 2024-2025 Municipal Operating Surplus on March 31st, 2025, to the following;

- a. Repay the Municipal Capital Reserve \$109,500.80 for the Recplex ice re-surfacer
- b. Transfer \$75,000 into the newly established Fire Service Capital Reserve
- c. Transfer any remaining surplus funds into the Municipal Capital Reserve

Further, Recommend that Municipal Council direct staff to develop a Fire Service Capital Reserve Policy that would outline eligibility requirements for a Municipally registered Fire Department servicing the Municipality of St. Mary's to access funds within the reserve and develop a corresponding application and scoring process.

Recommendation adopted.

On recommendation of Councillor Beaver and seconded by Deputy Warden Malloy, Council authorizes staff to work with local artists, environmental organizations and other stakeholders to design, and produce the panel project contents.

Further, that staff will report back with key milestones including design and installation, to ensure the project stays on track and within budget.

Further, all work on the project shall be within the \$25,000.00 applied for, from Oceans North including all taxes.

Recommendation adopted.

On recommendation of Deputy Warden Malloy and seconded by Councillor Beaver, Council agree to send 2 members of Council, (Councillor Tibbo and Warden Fuller) to the FCM Conference in Ottawa, Ontario on May 29th to June 1st, 2025.

Recommendation adopted.

On recommendation of Councillor Tibbo and seconded by Deputy Warden Malloy, Council agree to direct staff to write a letter of support for the Road Trail Act for connecting highway 7 to Trout Lake Road and Connecting the Sonora Trail to businesses in Port Hilford. Further, that Council will support with communicating that the St. Mary's ATV Club is an asset to the community and businesses operating within.

Recommendation adopted.

On recommendation of Councillor Beaver and seconded by Councillor O'Connell, Council decided that it is not in the budget to provide Community First Guysborough Housing with funding for the purchase of land in Sherbrooke for housing at this time.

Recommendation adopted.

Municipality of the District of St. Mary's

St. Mary's Transfer Station Material Recovery Policy



Introduction:

The St. Mary's Transfer Station receives waste for disposal, transfer and recycling. All materials become the property of the Municipality at time of delivery to the Facility.

Policy:

1. All visitors must report to the attendant before proceeding on the site.
2. Unauthorized removal of any materials from any part of the facility constitutes theft.
3. "Unauthorized removal" includes any removal for any reason other than personal use, including removal for profit or exchange.
4. An employee assisting in the removal of unauthorized materials, deceiving or misleading authorized personnel who are investigating removal of materials, or being in unlawful possession of materials may be charged with theft.
5. Authorization for municipal residents to move item(s) for personal use:
 - a) Each visitor must complete Material Recovery Waiver Form Section 1 before searching for items required.
 - b) A request to remove item(s) for personal use if found must be completed by the visitor. The request must be item specific.
 - c) Site attendant must check and approve all items in Section 2 leaving the transfer station as per waiver form.
 - d) There will be no admittance to the site before/after hours to the general public. It is unlawful to enter the premises other than posted hours.
6. Authorization for employees to remove item(s) for personal use only:
 - a) Employee must complete Material Recovery Waiver Form Section 2.
 - b) Either the Municipality Clerk, Deputy Clerk, or the Finance Officer must approve all items for removal listed on the Materials Recovery Waiver Form. No one is permitted to sign the Material Recovery Waiver Form for themselves.
7. Unauthorized persons shall not be permitted to be on the site for the purpose of scavenging. Loitering of any type will not be permitted or tolerated.
8. Any employee determined to be guilty of breach of this policy shall be subject to disciplinary action up to and including dismissal from employment.



Mallory Fraser
Municipal Clerk

November 10, 2008
Date of Approval



SCHEDULE A
“Policy Record”

This policy will be reviewed at least once annually. The “Policy Review Record” will be updated accordingly to reflect policy review and amendment dates.

| Date of Review | Section(s) Updated | Council Approval Date |
|-----------------------|---------------------------|------------------------------|
| | Adoption of Policy | |
| | Revised Policy | November 10, 2008 |
| | | |
| | | |
| | | |
| | | |



TSMR Form 1: Material Recovery Waiver Form

Section 1:

I verify that I understand that the Municipality of the District of St. Mary's will not be liable for any injury, damage, etc. which may result from search for, handling, transporting or reuse of any material that I obtain from the site. I will not hold the Municipality of the District of St. Mary's responsible for any injury or damage resulting from obtaining, transporting or reusing this material. I agree to follow the safety rules of the facility, and I understand that safe and cautious conduct is required at all times. Safe footwear and attire is recommended.

Item(s) of interest for personal use only:

Print Name: _____

Civic Address: _____

Signature: _____ Date: _____

Time In: _____

Section 2:

I removed the following material from the St. Mary's Transfer Station for personal use only. These items will not be sold for profit (specific listing of item(s) is a necessity before removing from the site).

Signature: _____ Time Out: _____



Section 3:

- Approved for removal of item(s) listed in Section 2
- No items removed.

Signature of Authorized Employee: _____ Date: _____

Municipality of the District of St. Mary's
St. Mary's Transfer Station Material Recovery Policy



To: All Employees

From: Mallory Fraser, Municipal Clerk

Re: Attached Policy

Date: _____

I have read and understand the St' Mary's Transfer Station Material Recovery Policy and have signed my name below indicating this.

| Print Name | Signature | Date |
|------------|-----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: ERSWM

Date Attended: February 27/2025 **Location:** Guys. Municipal Office

Jackie Dort Memorial Bursary

- Bursary will be for the Municipality of St. Mary's (Grade 12 Graduate)
- Will send applications to the school
- Will post on ERSWM Website and social media page

Routeware Price Increase

- 2024/2025 Invoice amount was \$8659.78
- 2025/2026 will increase by \$542.23 USD. The increase is to continue supporting while investing in future innovations and enhanced services.

Sharpes Post Cards for Pharmacies

- Post Cards are being printed to give to all Pharmacies within the 5 Municipalities to educate the importance of placing needles in Sharp Containers.
- Next regular ERSWM meeting will be April 24th,2025

Finance Department

Property Taxation:

Interest on overdue accounts was applied in the beginning of February. The appeal period for assessment accounts ended on February 13th, 2025. 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 Taxes Collected:

By fiscal year as of February 28th, 2025

- 2024-2025 Taxes – 95.37% Collected
- 2023-2024 Taxes – 96.22% Collected
- 2022-2023 Taxes – 98.19% 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 Directors and CAO on the 2025-2026 budget deliberations and presentation to Council. Assisted staff in providing additional training on utility processing within municipal systems. Prepared examples and analysis for council on the impact of increasing the tax rates vs average residential assessments and tax bills. Prepared staff report on options for projected operating surplus for the 2024-2025 fiscal year which included the concept of creating a new fire service capital reserve account. Continued work with consultants for the Water Rate Study and completed information requests from the Nova Scotia Utility and Review Board.

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. Assist in organizing and hosting a regional joint AMA meeting for municipality within the Guysborough/Antigonish Region and the Victoria/Inverness/Richmond counties.

Continued work on reviewing the 2025 assessment roll with new municipal districts in comparison with fire boundaries. Met with individual fire departments representatives to prepare reports for their consideration while determining/setting their annual fire protection levy. Presented report on fire tax levy options and data collection at the Fire Services Advisory Committee meeting.

Met with representatives from surrounding Municipality who participate in shared services for IT and accounting software to review contracts, end of life for programs and server hosting services.

Completed additional comparison on low-income levels within the province and municipality and provided a tiered option for exemptions in a staff reports for council for the 2025 residential low-income property tax exemption forms.

Developed a staff report for council's review on the 2025-2026 grants to organizations applicants received and completed a review for policy compliance.

Completed analysis of information provided by Circular Materials on the Extended Producer Responsibility program in comparison to the Municipality recycling expenses.

Worked alongside the Director of Public Works and CAO on redevelopment of the Construction and Demolition program for the Municipality, including meeting with consultants and tender development for bin service.

Attended Emergency Management training sessions with directors, CAO and Emergency Management Coordinator regarding flood contingency.

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Reviewed staff schedules, timesheet summaries, ROE's, confirmed/prepared letter of offers, and participated in interview as needed/required. Completed and filed t-4's for the Municipality.

Community Development & Recreation Department

Events:

Winter Fun Fest

Staff planned for the Beat the Winter Blues – Winter Fun Fest on March 8 & 9.

Easter Egg Hunt

Staff have begun planning for the Annual Easter Egg Hunt held in partnership with the Whale Sanctuary Project in Sherbrooke Village. The event is scheduled for April 19, 2025.

Facilities:

St. Mary's Fitness Centre

Staff met with the leaders of the *Hearts in Motion Program* offered by Nova Scotia Health. The *Hearts in Motion Program* team visited the Fitness Centre with the plan to hold the program during the summer months. Staff completed Fitness Centre Orientations for two new users.

St. Mary's Recplex

The Recplex is open for the winter season, it was used five days per week during the month of February with two private rentals.

Grants:

Connect2

An application was submitted to the Connect2 Program for the design of the Old Road Hill Multi-Use Path.

Community Access-ABILITY Program

An application was submitted to the Community Access-ABILITY Program to improve the accessibility of the 16 Main Street Washroom Facility.

Municipality of the District of St. Mary's Grants to Organizations

Staff reviewed the Grants to Organizations Applications. Staff compiled their recommendations in a Staff Report which was presented at the March 5th Committee of the Whole Meeting.

Rink Revitalization Program

An application was submitted to the Rink Revitalization Program to refurbish the ice plant compressors and paint the facility.

Office of Healthcare Practitioners Recruitment Program

An application was submitted to the Office of Healthcare Practitioners Recruitment Program for a Community Guide and Healthcare Professional Appreciation.

ParticipAction Community Challenge Grant Program

An application was submitted to the ParticipAction Community Challenge Grant Program to fund an Active Agers Program designed to provide seniors with a variety of engaging and accessible physical activities to explore, learn, and enjoy. Whether you're looking to try something new or maintain your fitness, our program offers a welcoming and supportive environment for individuals of all abilities. Through weekly sessions, participants will have the opportunity to discover different forms of movement, ranging from gentle stretching and yoga to fun dance classes and low-impact aerobic activities. Our goal is to foster physical well-being, boost energy, and cultivate a sense of community and joy.

Federal Active Transportation Program

An application was submitted to the Federal Active Transportation Program for the construction of the Old Road Hill Multi-Use Path during the 2026-2027 and the 2027-2028 fiscal years.

Human Resources:

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>

Professional Development:

Highland Region Recreation Coordinators Association (HRRCA) Meeting

The Director of Community Development and Recreation attended the HRRCA Meeting. Topics of discussion included Volunteer Week, Leadership Camp for youth summer staff, Aquatics Programming, and Community Use of Schools.

Recreation 4 Mental Health

The Director of Community Development and Recreation attended the Recreation 4 Mental Health Workshop facilitated by Recreation Nova Scotia. The Workshops focus was on how recreation has an impact on mental health and how recreation professionals can provide a safe and welcoming environment for everyone.

Programs:

50+ Hockey

50+ Hockey is underway at the St. Mary's Recplex on Thursday evenings from 8:00pm to 9:00pm.

Before & After School Program

The Before and After Program is well underway with an average of seven daily participants. The BAP Supervisor attended the monthly online Community of Practice Meeting. Completed Subsidy Claims & Parent Fee Reduction Reports. Completed and sent out invoices for the month of January.

Drop In Curling

Offered in partnership with the St. Mary's Curling Club, Drop-In Curling is on Tuesday's from 6:30pm to 8:00pm.

Free Skate

Free Skates are every Saturday from 1:00pm to 2:00pm at the St. Mary's Recplex!

Girls Group

Held on Wednesdays in the SHOPS room from 3:00pm-4:00pm for girls in grades 7-9. There are currently two registered participants.

Open Gym

Held on Wednesday evenings from 6:00pm-8:00pm in the small gym at SMECA for all ages. There has been an average of 10 participants.

St. Mary's House League Hockey

The St. Mary's House League Hockey is for ages 5-15 and is every Thursday from 6 to 8pm and Saturday's from 10:00am-12:00pm. There is a total of 42 participants registered in this program.

St. Mary's Recreation Adult Hockey

St. Mary's Recreation Adult Hockey is underway on Wednesday evenings at the St. Mary's Recplex from 7:00pm-9:00pm.

Swim Program

Staff have begun exploring the development of a swim program for the summer months.

Winter Walking & Rolling Challenge

The Winter Walking & Rolling Challenge occurred during the month of February. There were seven participants and a total of 2,134,846 steps.

Public Works Department

St. Mary's Transfer Station:

Public works is now seeking the assistance of the *Department of Environment and Climate Change* to obtain the appropriate approvals for future possibilities at the St. Mary's Transfer Station for C&D services as part of municipal plans to develop a new public C&D service.

Request for Proposals – Construction and Demolition (C&D) Bin Service:

Public Works staff have completed and shared a Request for Proposal (RFP) for a new service that will provide collection bins at the St. Mary's Transfer

Station for the sole purpose of construction and demolition debris removal (C&D). The successful bidder will provide removable/exchangeable bins. The successful bidder will be responsible for removing full bins to an approved C&D disposal facility. Bid submissions must include bin rental fees, all associated tipping fees, and removal/trucking fees. The bidder must arrange the end disposal site. The RFP can be found at: <https://www.saint-marys.ca/tender-c-d-bin-service.html>

Economic Development Department

Tourism NS:

Assessment and auditing of existing St. Mary's tourism marketing digital assets with Nova Scotia.ca, Nova Scotia Tourism, Visitguysborough.ca/st-marys and [Tourism Nova Scotia](http://TourismNovaScotia.ca). Identifying an action plan to update and revitalize existing assets while exploring new potential opportunities for increasing exposure of the St. Mary's District via online platforms.

Participated in the Coastal and Nova Scotia Tourism package development workshop held in Guysborough networking with the local tourism businesses with the prospect of developing package deals for the upcoming season.

Tourism web content: Vetting of tourism marketing vendors for content creation and development.

1. Narrowed down through the vetting process two tourism marketing/digital content creator vendors, *HMI* and *social media*. Each will be offered contracts for specified services to begin tourism marketing and content creation in early March.
2. Drafting plans to reach out to the tourism business community to request offers of donations of digital content which can be used on the new tourism website.
3. Work with Association of Municipal Administrators of Nova Scotia (AMANS) to generate a new dedicated tourism website for the District of St. Mary's. Began working with the vendor on creation of the site map layout.
4. Negotiating with Search Engine Optimization (SEO) vendor *social media* on the contract to work on the new website and social media accounts.
5. Beginning to build a calendar of community events for this season. Met with the following organizers and have event dates set as follows:
 - Stan fest Organizer for July 23rd, Sherbrooke Village programming.
 - Port Bickerton Lighthouse Arts Festival Aug. 17th & 18th.
 - Show and Shine Event Sept. 6th & 7th at Lions Hall.
6. Conducted in-person, phone and Teams meetings with Sherbrooke Village Museum, Liscombe Lodge, St. Mary's River Association, Port Bickerton Light House Interpretive Center, St Mary's

ATV Club, Sherbrooke Lions Club and Show and Shine event organizers to build partnerships/relationships and identify ways to promote the 2025 Tourism Season.

7. Met with local photographer to discuss potential opportunities for digital content creation for new tourism website. Ongoing sourcing of local potential photographers and existing content.
8. Connected with provincial highways department to identify the application process for additional advertising signage for Sherbrooke Village Museum on main highway routes #104 and #7, Visitor Info Signs as well as blue tourism amenities sign for the Municipality.
9. Had in-person meeting with the president of the St. Mary's ATV club. Discussed the statistics from the past few years spending surveys that were conducted by the club highlighting the importance as an economic driver in the community. Discussed ways for the municipality to provide support. Looking into how the ATV Club can be showcased on the new tourism website.
10. Met with the St. Mary's River Association director and was offered digital resources for the new tourism website.

Climate Change Clean Foundation:

Working with Clean Foundation to plan for use of St Mary's Flood mapping data for the data's publication. Representative on the Flood Mapping, contractor lined up.

Source Water Protection Plan:

Undertaking thorough review of the documentation for the Source Water Protection. Review of provincial requirements in the 5-step process, the gap analysis and past committee meeting minutes. Compiled a list of deliverables agreed upon in the committee meetings and cross referenced the draft Source Water Protection Plan (SWPP) document.

Sent out introductory email to Source Water Protection Advisory Committee (SWPAC) with plans to reconvene later in the spring. Drafting risk analysis framework for review and completion with SWPAC at upcoming meeting.

EMO:

Participated in drill with EMO team Feb. 27th. Updating contact list for Logistics Binder.

Business Support:

Travelled to Guysborough and combined the trip for the Tourism NS webinar to meet in person with Guysborough Municipal Director of Economic and Community Development, and Building Permits issuer to discuss potential upcoming Green Hydrogen Projects in the County.

Met with the Senior Biologist with Fisheries & Oceans Canada in relation to the proposed Ecologically Significant Area (ESA) candidacy for the St. Mary's River.

Participated on a webinar call in with members from across the Federal and Provincial government and special interest groups to gather information of the ESA process.

Met with the Manager of the Energy Sector Development for the province of Nova Scotia's Department of Energy regarding Wind/Solar/Hydrogen projects in Guysborough County and St. Mary's in particular. Establishing a working relationship to build a support network in the renewable energy sector.

Participated in webinar with Nova Scotia Federation of Municipalities (NSFM) & CIBC bank to discuss what the economic outlook for Canada and Nova Scotia looks like in consideration of the impending the Tariffs.

Participated in "Public Sector Procurement for Municipality's" webinar to gain basic knowledge and an introduction to PSPP.

Sourcing guest speakers for up coming spring and fall St. Mary's business Awards event dinners. Planning for the next business awards. Review of past business awards events and initial planning of a spring awards dinner event delivered for 2024 business performance.

Research:

Participated in Tourism Website Development Research Webinars through NS Digi port including:

- SEO Strategies for Tourism Website
- Get to the Point – Craft Web Content Copywriting
- Web Development and Design
- Social Media Management

Municipal Clerk

Civic Addressing:

The Municipal Clerk has been working on Civic Addressing with the building inspector. Staff have been working with the building inspector to update civic addresses and PID's 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 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.

JOHS Committee:

The Joint Occupational Health & Safety Committee meeting was held on February 3rd to review the ongoing health and safety initiatives within the organization. The JOHS committee has conducted an inspection of the St. Mary's Recplex on February 11th. All staff members have completed the necessary courses and training, ensuring they are well-equipped to recognize and address potential hazards.

EMO:

The Municipal Clerk has held Emergency Management Training sessions with staff to go over the Emergency Management Plan and the Incident Command System (ICS) structure with staff. Staff have been focused on reviewing and enhancing the organization's preparedness for any potential emergencies. During the meeting staff reviewed the Emergency Management Plan and went over the draft flood contingency plan.

Fire Services Advisory Committee:

The clerk held a Fire Services Advisory Committee (FSAC) meeting on February 26th, to provide Fire Departments with the HAZMAT Operations training, 2025-2026 fire tax levy information, Fire Association of St. Mary's (FAST) updates.

AMANS Meeting:

The clerk attended an Association of Municipal Administrators of Nova Scotia (AMANS) meeting in Guysborough at the Chedabucto Lifestyle Complex on February 21st, with the other regional municipalities to go over updates and new business relevant to municipalities and day to day business.

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 monthly newsletter can be found at:

<https://www.saint-marys.ca/residents/newsletter.html>

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.



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.