



NOTICE

MEETING: St Mary's Municipal Council
Regular Council Meeting

DATE: Wednesday, October 14, 2020

TIME: 7:00 pm

PLACE: St. Mary's Municipality
Council Chambers, Sherbrooke, NS

Please advise if unable to attend



Municipality of the District of St. Mary's

Council Meeting, Wednesday, October 14, 2020

1. Call to Order
2. Roll Call
3. Approval of Agenda and Any Additions
4. Approval of Minutes from Council Meeting held Monday, September 14, 2020
5. Business Arising from Minutes
6. Recommendations from COTW
7. Municipal Tenders
8. Outside Committee Appointment Reports
 - a. Community Health Board-Sept. 10, 2020- Councillor Malloy
 - b. Community Health Board-Sept. 17, 2020- Councillor Malloy
 - c. Eastern Region Solid Waste Management- Councillor Malloy
9. CAO Report
10. Adjournment

10 minute question and answer period pertaining to agenda items



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, October 14th, 2020

1. Meeting, Date & Time:

The Regular Council meeting of the St. Mary's Municipal Council was called to order on Monday, October 14th, 2020 at 7:00pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Mosher	Councillor Kaiser-Kirk
Councillor Baker	Councillor Findlay
Councillor Smith	Councillor Malloy

Also Attending:

Marvin MacDonald, CAO
Marian Fraser, Director of Finance
Marissa Jordan, Municipal Clerk/Special Projects Coordinator

3. Approval of Agenda:

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

Motion approved.

4. Approval of Minutes:

On motion of Councillor Malloy and seconded by Councillor Kaiser-Kirk, Council approved the minutes of the Regular Council Meeting held September 14th, 2020.

Motion approved.

5. Business Arising from the Minutes:

- No business arising

6. Recommendations from Committee of The Whole:

On motion of Councillor Findlay and seconded by Councillor Kaiser-Kirk, Council proceed to update existing Municipal Heritage By-Law.

Motion approved.

On motion of Councillor Findlay and seconded by Councillor Baker, Council award the I&I Study contract to CBCL in the amount of \$29,937.73 plus HST.

Motion approved.

On motion of Councillor Findlay and seconded by Councillor Malloy, Council offer the St. Mary's River Association (SMRA) the portion of land that the building sits on with AAN 05814235 that the SMRA currently leases, contingent on SMRA paying all associated costs with transferring the land.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Kaiser-Kirk, Council hold a sealed Tax Sale Tender for AAN 01026712 at a minimum bid of \$5000 with all bids due by Wednesday February 3rd, 2021 at 9:00am.

Motion approved.

7. Municipal Tenders:

Water Treatment Plant Roof replacement:

- One bid was received from Tate Construction Ltd. for a shingled roof at \$15,007 plus HST or for a steel roof at \$27,400 plus HST with the bid stating that the company will complete the project in the new year. This has been the third time over the past two years that the Municipality has put this project out for tender.
- The bid amount is over budget for this year's fiscal. Staff recommended that the Municipality provide a grant to Water Utility from the general operating budget to help cover the cost of the project.

On motion of Councillor Findlay and seconded by Councillor Kaiser-Kirk, that Council award the contract to replace the Water Treatment Plant Roof with shingles to Tate Construction Ltd. in the amount of \$15,0007 plus HST and have the Municipality provide a grant to the Water Utility in the amount of \$15,000 to cover the cost of the project.

Motion approved.

Municipal Transfer Station C&D Burial:

- Four bids were received for the tender to bury the C&D at the Municipal Transfer Station and ranged from \$6,160 plus HST to \$35,600 plus HST. Staff recommended that the Municipality award the tender to Wilsons Cove Excavation and Trucking in the amount of \$6,160 plus HST.

On motion of Councillor Baker seconded by Councillor Malloy, that Council award the C&D contract to Wilsons Cove Excavation and Trucking in the amount of \$6,160 plus HST.

Motion approved.

Property Tax Sale by Sealed Tender:

- The two individuals that bid and tied at an amount of \$3,500 for the property tax sale by sealed tender for property with AAN 00991082 re-submitted bids to the Director of Finance.
- The Director of Finance opened both bids on October 14th at 12:00noon. The first bid was for \$4,125.00 and the second bid was for \$4,525.00.
- The Director of Finance recommended to Council to accept the bid from Dean Fleet in the amount of \$4,525.00 (including HST) for property with AAN: 00991082.

On motion of Councillor Kaiser-Kirk and seconded by Councillor Baker, Council accepted the sealed tender bid of \$4,525.00 (including HST) from Dean Fleet for property with AAN: 0091082.

Motion approved.

8. Outside Committee Appointment Reports:

a. Community Health Board-Sept. 10, 2020- Councillor Malloy

- Please see attached report

b. Community Health Board-Sept. 17, 2020- Councillor Malloy

- Please see attached report

c. Eastern Region Solid Waste Management- Councillor Malloy

- Please see attached report

9. CAO Report:

- Please see attached report
- The CAO briefed Council on the items in the report.
- Council asked at what stage of the process is Municipality with the Inter-Municipal IT Initiative for shared IT services. The Director of Finance said that the group is currently working on a potential 3-year budget for the operation.
- Council asked about DATA call and what this reporting was. The Municipal Clerk explained that as per the Municipal Government Act, the Municipality is required to report their municipal waste resource management data from the Municipal Transfer Station yearly.

10. Adjournment

On motion of Councillor Smith and seconded by Councillor Findlay, there being no further matters of business, Council adjourned at 7:30pm.

Motion approved.



Recorded By
Municipal Clerk/Special Projects Coordinator



Approved By
Warden Wier



Municipality of the District of St. Mary's

Council Meeting- Wednesday, October 14, 2020

Recommendations from Committee of the Whole (COTW):

COTW Meeting- October 7, 2020

On recommendation of Councillor Findlay and seconded by Councillor Kaiser-Kirk, Council proceed to update existing Municipal Heritage By-Law.

Recommendation adopted

On recommendation of Councillor Findlay and seconded by Councillor Baker, Council award the I&I Study contract to CBCL in the amount of \$29,937.73 plus HST.

Recommendation adopted

On recommendation of Councillor Smith and seconded by Councillor Findlay, Council offer the St. Mary's River Association (SMRA) the portion of land with AAN 05814235 that the SMRA currently leases, contingent on SMRA paying all associated costs with transferring the land.

Recommendation adopted

On recommendation of Councillor Baker and seconded by Councillor Malloy, Council hold a sealed Tax Sale Tender for AAN 01026712 at a minimum bid of \$5000 with all bids due by Wednesday February 3rd, 2021 at 9:00am.

Recommendation adopted



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: Sept.10/2020

Location: WebEx

A WebEx meeting was held concerning the upcoming wellness Funds.

Just a reminder that Proposals for projects will be accepted until October 15/2020.

Non-Profit community groups and/or organization that has been together for a minimum of six months can apply.

These funds help communities with start up projects that are linked to the CHB priorities which are Poverty, Early Childhood Development, Food Security, and Social Inclusion.

For more information visit www.communityhealthboards.ns.ca/wellness-funds.or your local health board.



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: CHB

Date Attended: Sept. 17/2020

Location: Zoom

Zoom workshop was held on Spark A Connection facilitated by Gerard Murphy of Barefoot Facilitation.

There were many guest speakers through out the day speaking on subjects concerning Loneliness, Physical, Mental, Solitude and Well-being.

There were approximately 130 people participating in different pods across the Eastern Zone sharing information on Social Isolation.

The outcome of this workshop is to:

- Develop a shared understanding of the impact of Social Isolation on Individual Community Health.
- Provide an opportunity to showcase the strengths and assets that exist in our communities.
- Provide a forum to facilitate further action among community stakeholders and organizations attempting to work on reducing social isolation in our region.

Small acts of kindness has such a large impact on people. Instead of Social Distancing, Practice "Distant Socializing".



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: Sept 24/2020

Location: Guys.

Great NS Pick Me Up is open into the fall. Volunteers can register at nspickmeup.ca. We have free bags and gloves to distribute to anyone who registers for a clean up.

Bill No 152- An Act to Reduce the Use of Plastic and Other-Single -use Products comes into effect October 30, 2020.

The document is focused on single use plastic shopping bags at this time but can be expanded by the Province to include other products. The enforcement of this Act is the responsibility of Nova Scotia Environment.

Regional Coordinators created a presentation to share with Regional chairs when the new Committee is formed following Fall municipal elections. It is a base document that can be modified to suit specifics of a Region/Municipality.

Waste Reduction Week is October 19-25, 2020. A proclamation certificate was circulated for consideration. "We commit to waste reduction, resource conservation and community education for sustainable living. We recognize that losing waste to disposal and as litter are local and global threats to the environment. We will take action to reduce our waste and support the circular economy. Municipalities who proclaim this will be recognized on the National Waste Reduction Week Canada website. <https://wrwcanada.com/en/get-involved/proclamations>.

Compliance Officer conducted 15 landfill inspections which included 1 at St. Mary's Transfer Station and visited 37 illegal dumpsites.



CAO Report – October 14, 2020

CAO:

- Prepared material and attended COTW meetings September 2 and 16th and Council Meeting and Audit Committee on September 14th
- Participated with Councillors in conference call with Sean Fraser, MP regarding the Federal economic recovery plan
- Met with staff to develop RecPlex Covid plan and the Back to Winter Sports Plan for the Municipality
- Conducted accessibility audits at Pioneer Park, Stonewall Park, Municipal Office, Sherbrooke Library, and Public Washroom at 16 Main St.
- Met with contractor to inspect the new dry hydrant installed on McKeen Crescent in Aspen
- Reviewed proposals for I&I Study for the Sherbrooke Sanitary Sewage collection system and prepared Staff Report for COTW
- Researched and prepared Staff Report for COTW on the Municipal Heritage Property By-Law
- Chaired Joint Occupational Health and Safety meeting
- Chaired staff meeting
- Conducted tender openings for Transfer Station C&D Material and for re-roofing Water Treatment Plant and prepared staff recommendations
- Reviewed Shop Drawings with Strait Engineering for the UV Treatment System and the Aeration equipment for upgrades to the Sewage Treatment Plant
- Viewed virtual Provincial Volunteer Awards presentation with St. Mary's winner and warden and staff
- Worked with staff on projects and tasks as listed under each department summary below

Finance:

- Meetings - Sept 2nd COTW, Sept 14th Audit Committee & Regular Council Meeting, Sept 16th Staff meeting & COTW
- Taxes Collected by fiscal year as of September 30th, 2020
 - 2020-2021 Taxes – 89.98% Collected
 - 2019-20 Taxes – 95.95% Collected

- 2018-19 Taxes – 97.63% Collected
- Tax Arrears/Tax Sale - Tax Arrears notices have been run and sent out the first week of October. Any property over three years in arrears that have not been making payments received a stamp on the invoice of “potential tax sale”. This is the first step in the next formal tax sale process.
- Human Resources – developed scheduling, workplans, position reviews, positions details, job posting’s and letter of offer’s for Recreation/Community Development and Recplex positions/jobs.
- Financial Statements – prepared operating financial statements and departmental finance statements for period ending August 31st, 2020. Reviewed in detail with CAO areas that required follow up in preparation of mid year financial review with council in October.
- New Councillor Orientation - Together with Municipal Clerk began working on the new councillor’s orientation packages and meeting date preparations. Reviewed prior years orientation documents to begin updating for new council.
 - Thursday, September 17th, 2020 – Attended a CAMA workshop for Council Orientation Toolkit covering the following topics;
 - Understating the role of elected officials, Strategic planning sessions, Freedom of information/protection of privacy, CAO/Staff/Council relationship, dealing with conflict, team building exercises, etc
- Unconscious Bias and Addressing Ways to Promote Diversity & Inclusion – Attended Webinar/Workshop hosted by AMANS on Tuesday, September 15th, 2020. Highlights from session:
 - What old structure, culture and practices are participants prepared to uproot to make way for the necessary change that is required by council chambers, boards, executive teams and municipalities to become more inclusive?
 - Social inclusion, each child must see themselves in society, diversity is employment equity
 - Inclusion refers to the equal participation and treatment within institutions, organizations and in society.
 - The webinar posed the questions, what is unconscious bias? How can seemingly good people have bias? How does it impact our attitudes, values and beliefs?
 - The idea was discussed to uproot established thinking and policies within the workplace and that we all have bias but are not always aware of it. Bias impacts how we respond to threats, how professionals interact, etc.
 - How do we respond to differences when presented – breaking the cycle
 - Within your organizations see if there are patterns of exclusion, are their inclusion opportunities, do we engage – what does that look like and how to sustain it.
 - A representative from the Town of New Glasgow discussed how the Town developed the New Glasgow Coalition of Inclusive Communities Committee. As part of that development the following were considered:
 - Committee Structure, Vision, Mission, and Development an Action Plan (4 main strategies, Our Welcoming Community, Our Educated Community, Our Engaged Community and Our Committed Community).
- Municipal Election – Assisted returning officer with election preparations and attended various trainings throughout the month.
- EMO – prepared readiness report for potential hurricane weather event for council and distributed

- Provincial Financial Reporting - Completed all required provincial reporting to the Department of Municipal Affairs by deadline of September 30th, which included the following:
 - Statement of Operating Budget Estimates for the 2020/2021 fiscal year – online reporting templates
 - Provincial Grant in Lieu of taxes for 2020/2021 – online reporting templates
 - Financial Return Information for 2019/2020 – online reporting templates
 - Audited Financial Statements for year ending March 31st, 2020 and Management Letter completed by auditors.
- Federal Payment In Lieu of Taxes – completed and submitted federal grant in lieu of taxes and area rate reporting/application for all federally owned properties in the municipality via online filing system
- Recplex - Continued work with staff on Recplex return to play discussions for the 2020/2021 season and met with curling representatives to review plans and details.
- Frank Cowan Insurance Risk Management Session – Attended webinar on September 23rd put on by insurance provider Frank Cowan. This webinar covered risk management and the topic can your municipality or facility be held liable if a COVID outbreak occurs. Can you be sued? Things to consider – duty of care, failure to properly prepare your facility, was the outbreak foreseeable. Reasonable protocols are the measure of what should be done to avoid the outbreak, hence liability. It was stressed the importance of having a plan in place to enact in the event of an emergency that is written and consistent and to take precautions against the unknown and be proactive. Further to the consistent plan the importance of communicating with staff and the public was also touched on and that the procedures within it are being followed. Finally, the webinar touched on the topic of employees; the employer cannot mandate what an employee can do in their off hours but can limit access to the workplace to ensure health and safety.
- Intermunicipal group IT Update – Attended zoom meeting on September 22nd, with representatives from the County and Town of Antigonish, County of Victoria, County of Inverness and Town of Port Hawkesbury regarding the group action plan development for a shared IT service. The group discussed the next steps for the plan and developing a potential 3 year budget for the operation which will help determine if this organization could be feasible for the municipalities involved to participate.
- Supporting Meeting Webinar Part 1 Parliamentary Procedure – Webinar organized by AMA and presented by Bernie White. This webinar touched on the following topics (rules of order, role & responsibilities, effective/in and provided excellent information to share with council
- INI Study – Reviewed tenders received for sewer INI study with CAO and Superintendent of Public Works

Community Development & Recreation Department / Active Living Coordinator Report:

Fall Programming Update

Fall programs are underway. We have hired four Student Recreation Leaders. Training is taking place for them on September 28th, 2020. We have a large interest in Spin Class, with

approximately 20 people registered full time and a spares list. We have also started softball and t-ball skills, for which we have approximately 20 children registered, we hosted pickle ball each Monday for ages 10+, Open gym took place during spin class so parents could participate in spin while their child/children can play at open gym. For October we have the following planned in addition to what has already been mentioned: Art Night, Virtual Book Club, A Halloween Party & Sinister Story Night, Trail Blazers and Trail Blazers for kids and a Rollerblading Afternoon,

Before and After Program

The Before and After Program is underway. We currently a total of five children registered for the program. Two participants are full time, and the three others are part time. BAP notices are being sent home with children in Pre-primary to grade six, the program is being advertised in our newsletter, our Facebook page and posters are also being put up in the community. We are still in the process of hiring a BAP Supervisor. Due to a low number of applicants, the job posting was extended until October 1st. The job was re-posted on our Facebook page, it was put in the Newsletter, and it was sent to Nova Scotia Works, Employment Services Center. In the interim, I have been filling in the gap. On September 24th, Student Recreation Leaders started to fill the gap, while I continue to work on site. I have also been working to ensure the required guidelines are in place.

Volunteer Awards

The 2020 Volunteer Awards Ceremony has been replaced with a virtual celebration which we held on September 28th. Lewis MacIntosh, his guest, the Warden, CAO and Mallory attended a celebration hosted in the Community Room to watch the virtual celebration put on by the province. We presented Lewis with a District of Saint Mary's Municipality Volunteer of the Year Certificate and a gift. Lewis brought the certificate that he received from the province. We had snacks, refreshments and ordered lunch from Beanie's Bistro. Lewis genuinely seemed to have enjoyed the celebration.

Covid-19 Recplex Planning

The final draft of the Recplex Return Winter Sport Plan is nearly complete.

Recplex Monitor

We have started the process of hiring a Recplex Monitor. A job posting was put out on our website as well as in the Newsletter. The deadline to apply for this position is September 30th, This individual will be responsible for ensuring Covid-19 guidelines are being followed within the Recplex Environment.

Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program

An application was submitted for the Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program. We have not heard back yet.

Age-Friendly Grant

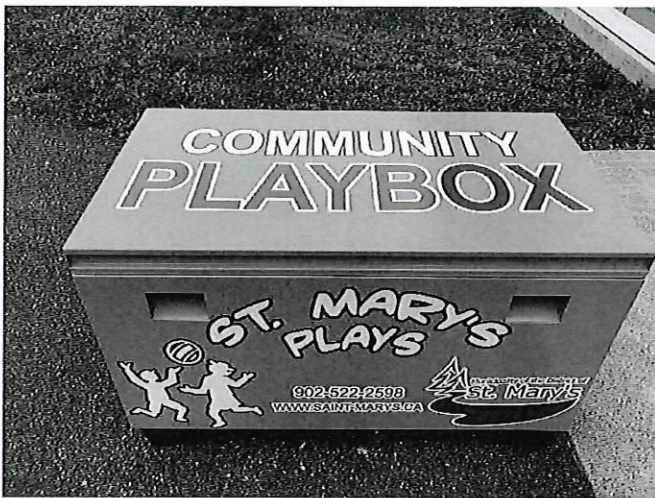
Throughout the month of September, Recreation worked with Hannah MacDonald on an Age-Friendly Grant from the Province of Nova Scotia. We submitted that we would like to host a Seniors Christmas Festival. If Nova Scotia experiences a second wave during the Holiday Season, our plan B is to create Christmas Care Packages. We met with Robin Anderson from Sherbrooke Village, who has agreed to partner with us for the project. During the month we worked to finish the application, it will be submitted by the end of this month.

Spark A Connection - Exploring the Impact of Social Isolation on Individuals and Communities

On September 17th we attended a workshop which focused on social isolation and what it means to our communities. This workshop was eye opening to the fact that social isolation has been occurring long before Covid-19. Covid has highlighted the issue and brought it to our attention. We took the day to discuss barriers which result in social isolation and how we can challenge those barriers.

Community Playbox

The community Playbox is painted, stickers are placed, and is filled with equipment and is getting the final touches on the location and planning. We are very happy with how the playbox turned out and we are excited to see it in use.



Active Communities Fund

This grant is completed every fall for funding for the upcoming year. This year we are applying for funding for girls group ages 12-18, recreation programming in the Recplex such as free skates, rec hockey, learn to play hockey and learn to skate. We are also applying for new equipment to be rented, we are hoping to receive funding for two paddle boards, and we are looking into

starting a community walking challenge. This grant is near competition and will be ready to send in for October 8th, 2020.

Public Works:

- Continuous operations of Water treatment and distribution system, wastewater treatment and collection system and the Transfer Station
- Daily testing and monitoring of water quality as per the operational approval requirements
- Called tenders to bury C&D material at the Transfer Station and to replace the roof at the water treatment plant
- New gate delivered to the Transfer Station
- Maintenance, painting, and repairs continue at the RecPlex

Municipal Clerk & Special Projects:

Attended Regular Meetings:

- Committee of the Whole Meeting- September 2, 2020
- Regular Council Meeting- September 14, 2020
- Committee of the Whole Meeting- September 16, 2020
- Staff Meeting- September 16, 2020

Prepared the agendas and supporting documentation for all above meetings, recorded minutes throughout the meetings and posted the appropriate agendas and minutes online to the Municipal Website.

- Attended webinar meeting-Association of Municipal Administrators of NS (AMANS) Annual General Meeting- September 24, 2020.

Municipal Elections:

- Held Nomination Appointments for candidates. Nominations closed September 8, 2020
- Met with acclaimed councillors to sign Form 12: Affidavit re Removal of Advertising Materials and Return of Lists of Electors and to return deposits.
- Prepared the Notice of Poll and Notice of Advance Poll to go in the Newsletter as well as the Guysborough Journal.
- Confirmed last draft of the Voter Information Letter as well as the Web Ballot for internet voting.
- Continued to update the Amended List of Electors as calls from residents came in for additions/revisions.
- Evaluated and confirmed final voice recordings for telephone voting of each candidate running in the 2020 Elections.
- Election staff was hired after placing an advertisement in the August Newsletter and online for election staff. A list was generated for those showing interest in the positions and hired based on experience.

Drafted letters of offer for the four individuals as well as a package with employment and election information. Prepared presentations and information and trained election staff.

- Prepared and completed a Privacy Impact Assessment as directed by the CAO after a representative from the Information and Privacy Commissioner for Nova Scotia contacted the Municipality recommending to complete an assessment because Council had chosen to implement alternative methods of voting for the 2020 Municipal Elections. This Privacy Impact Assessment identified the project and the potential breaches in privacy for the municipality and/or electors and asked the Municipality to demonstrate that the measure of implementing these alternative methods of voting was necessary to meet the specific need of ensuring that voters have safe options for voting during a potential second wave of COVID-19.
- Participated in the following online webinar training sessions for Intelivote Systems (electronic voting).
 - DRO Module Training- September 2, 2020
 - Help Desk Module Training- September 22, 2020
 - Candidate Module Training- September 23, 2020
 - Auditor Module Training- September 24, 2020
 - DRO Module Training & Election Staff Training- September 29, 2020

DATA CALL:

Completed the required "DATA CALL" reporting as mandated by Section 35 of the Solid Waste Resource Management Regulations. Nova Scotia Environment requires that the municipalities report their municipal waste resource management data.

Audit Committee Meeting- September 14, 2020:

- Reviewed Financial Conditions Indicators Report, the Consolidated and Non-Consolidated Financial Statements and the Water Utility Financial Statement with the Director of Finance and CAO before the Audit Committee Meeting.
- Sent out agenda and supporting documents for the meeting and posted the 2020/2021 financial documents online after the statements were approved by Council.

Community Alert Systems Project:

Currently researching different ways to better notify, in particular but not limited to, the water utility customers for when there are potential changes or disruptions in their service to due maintenance or repairs on the water system. I have been researching various alert system companies that offer products/services that can send one notification by multiple methods to residents. If financially feasible, this may allow for a more streamlined approach to communicating potential notifications from the Municipality to residents.

- Online meeting and product demo with Citizen Alert- September 15, 2020
- Online meeting and product demo with Voyent Alert- September 27, 2020
- Online meeting and product demo for CodeRED with Onsolve- September 29, 2020

Civic Addressing Meeting- September 16, 2020:

Met with David Pitcher to review and fix civic addressing issues. Also discussed other ongoing projects including, Fire Boundary Maps, Stonewall Park Mapping and potential future projects including:

- water utility mapping
- additional trail mapping for the municipality
- election boundary mapping.

Council Orientation Package and Inaugural Meeting Dates- September 15, 2020:

Met with the Director of Finance to discuss potential dates for the upcoming council meetings including the Inaugural meeting of new council members. Also reviewed the 2016 Councillor Orientation Package to remove old content and discuss additions of new policies and procedures. This package will be updated in October for information and training purposes of the new council members.

New Council Toolkit Webinar- September 17, 2020:

Attended an online webinar that shared an orientation toolkit that included some recommendations and best practices to provide municipal staff with resources to help properly train new councillors during the council orientation sessions after a municipal election. This information will help to form the updated Council Orientation Package.

Atlantic Canada Site Certification Designation Webinar- September 18, 2020:

Attended an online webinar discussing the launching of the Atlantic Canada Site Certification Designation. This program is delivered by the Atlantic Association of Community Business Development Corporations and partners with provincial and federal government. This program certifies sites across Atlantic Canada as development ready, creating a roster of quality properties for investors. The goal is to provide investors with immediate access to data and other property information to bring attention and focus to development-ready, high-quality sites across Atlantic Canada that are primed for investment opportunities. This would include properties owned by municipalities.

Inter-Municipal IT initiative Meeting- September 23, 2020:

Attended an online meeting with the Director of Finance to discuss where the IT group is with the steps of the project and what the options are to move forward with the recommendations from the consulting company.

Accessibility Plans and Actions Webinar- September 25, 2020:

Attended a webinar designed to inform Municipal Accessibility Leads and other staff about Accessibility Plans and actions, and the different ways to approach meeting the obligations of prescribed public sector bodies as identified in the Accessibility Act. The webinar featured two presenters, Sarah Kucharski, with the Municipality of the District of Lunenburg who is the Communications Officer and Joint Accessibility Committee Team Lead as well as Rachel Bedingfield the Director of Parks and Recreation in Kentville and Kentville Accessibility Lead. Both women spoke about where their units were in relation to their accessibility plans and provided their experiences so far as members of newly formed Accessibility Committees.

Supporting Meeting Webinar- Part 1- September 30, 2020:

Attended part one of a webinar series hosted by AMANS where Bernie White, a Registered Parliamentarian, spoke on supporting meetings including tips on preparing agendas, reports and briefing notes, advising on meeting procedures and producing minutes. The focus was centered around:

- Preparing agendas for open and closed meetings
- Crafting resolutions and decision-making options
- Advising on meeting procedures, motions, amendments, etc.
- Clarifying and establishing respect for support staff's roles

Regular Office Duties:

- NSCAF editing & updating
- Municipal newsletter submissions & templating
- Updating municipal website and municipal Facebook page with current content
- Water Utility work orders, arrears, and invoicing.

Economic Development & Planning:

Accessibility Advisory Committee:

- First audit took place Sept 9th at Pioneer Park and Stonewall Park, we came up with lots of great ideas.
- Second audit was Port Bickerton light house, given the age of the museum, we were impressed with how well it was for accessibility. I would like a few more people from the committee to go and walk through but over all not bad.
- Future audits are Oct 5th *Site Audit #3 - Municipal Office/Library/16 Main St*
- *Oct 21st Site Audit #4 - RecPlex/Fitness Centre*

Municipal Planning Strategy and Land Use By-Law

- Providing information to Fathom Studios as they work on drafting the updated documents for Council's review

Age Friendly Grant

- Working on a grant to put on an event for our seniors this Christmas to help address isolation and mental health issues during the holidays.

Small Business Week

- Planning our small business week appreciation event for October 19th-23rd
- Have Tareq Hadhad from Peace by Chocolate coming to speak at the event so tell all your fellow business friends its not an event you want to miss.
- Pre-Registration is required