



Municipality of the District of St. Mary's

Regular Council Meeting
Wednesday, April 11th, 2022

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, March 11th, 2022 at 4:00 pm in the Council Chambers Sherbrooke, N.S.

2. Attending:

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

Also Attending:

Marissa Jordan, CAO
Marian Fraser, Director of Finance
Mallory Fraser, Municipal Clerk

3. Additions to the Agenda:

- 8c. Tourism Guysborough County Association – Councillor Zinck
- 10. NSFM Conference

4. Approval of Agenda:

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

Motion approved.

5. Approval of Minutes:

On motion of Councillor Harpell and seconded by Councillor Baker, Council approved the minutes of the Regular Council Meeting held March 14th, 2022.

Motion approved.

7. Recommendations from Committee of The Whole:

March 14th, 2022 – No absences

On motion of Deputy Warden Fuller, and seconded by Councillor Zinck, Council appoint Glenn Stirling as Municipal Fire Inspector in accordance with the provisions of the Fire Safety Act of Nova Scotia, Chapter 6 of the Acts of 2002, article 19 (1) (b) thereof, and shall carry out fire inspections within the Municipality of the District of Saint Mary's in accordance with the said Act and any regulations made thereafter.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Zinck, Council appoint Glenn Stirling as Municipal Building Inspector in accordance with the provisions of the Building Code Act of Nova Scotia,

Chapter 46 of the Revised Statutes, 1989, article 5 (2) thereof, and shall carry out building inspections within the Municipality of the District of Saint Mary's in accordance with the said Act and any regulations made thereafter.

Motion approved.

April 6th, 2022 - No Absences

On motion of Deputy Warden Fuller and seconded by Councillor Zinck, Council awarded the Municipal Boundary Review tender to Upland Planning and Design Studio in the amount of \$20,500.00 plus HST, the expenditure is to be allotted from the 2021/2022 Municipal operating budget.

Motion approved.

Outside Committee Reports

a. Eastern Solid Waste Management Committee – Councillor Malloy

- Please see the attached report.

b. Eastern Counties Regional Library – Councillor Mailman

- Please see the attached report.
- Deputy Warden Fuller asked if the board discussed their \$96,000 surplus. Councillor Mailman informed Council that there was no discussion on the matter, but she can raise it at the next meeting.

c. Tourism Guysborough County Association – Councillor Zinck

- Please see the attached report.

9. CAO Report:

- CAO, Marissa Jordan highlighted ongoing projects including Municipal Planning documents, this project is currently in the end stages and will begin adoption process in May with Council. The Economic Development Officer term position has been posted and has a deadline of this Wednesday. The Public Works Technician will start in May. The Director of Finance has been preparing for the Annual General Meeting. The Recplex has closed, maintenance will be conducted over the spring and summer. The REC Master Plan is under way. The Municipal Clerk has been working on the Seeds of Literacy program, books have been ordered. The Accessibility Advisory Committee has been meeting and is working on the Accessibility Plan for the Municipality.

10.NSFM

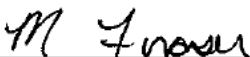
On motion Councillor Malloy, and seconded by Councillor Mailman, Council agreed to send two councillors to the NSFM Conference.

Motion approved.

Adjournment:

On motion of Councillor Malloy and seconded by Councillor Baker, there being no further matters of business, Council adjourned at 4:11 pm.

Motion approved.



Recorded By
Mallory Fraser, Municipal Clerk



Approved By
Warden Wier



Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: March 31/2022

EASTERN REGION SOLID WASTE MANAGEMENT COMMITTEE Thursday March 31, 2022, 10:00 A.M.
GUYSBOROUGH WASTE MANAGEMENT FACILITY

Warden Vernon Pitts, called the meeting to order at 10:00 AM.

ATTENDANCE:

Warden Vernon Pitts, Municipality of the District of Guysborough Councillor, Donnie MacDonald, County of Antigonish

Councillor, Beulah Malloy, District of St. Mary's

Councillor, Diane Roberts, Town of Antigonish

Others Present

Tanya Williams, ERSWM Coordinator/Educator Kevin O`Handley, Compliance Officer
03-31-2682

Absent with Regrets, Deputy Mayor, Tanya Snow Keeling, Town of Mulgrave

APPROVAL OF AGENDA: 03-31-2683

A motion was moved and seconded, "That the Eastern Region Solid Waste Management Committee approve the meeting agenda for the meeting held March 31, 2022. MOTION CARRIED

APPROVAL OF MINUTES: 03-31-2684

A motion was made and seconded, "That the Eastern Region Solid Waste Management committee approve the minutes of February 17,2022 as presented with no errors or omissions. MOTION CARRIED.

BUSINESS ARISING FROM MINUTES: 03-31-2685

a. PromoltemsandJackets

Tanya Williams mentioned that the new promo items have arrived as well as the new Eastern Region jackets for the Committee members. Tanya also prepared a sample bag of the new promo items for the members.

b. CleanLeadershipUpdate

Eastern Region Solid Waste Management Committee

Kevin O`Handley informed the committee that they have received applications from 6 candidates for the summer intern position. Kevin noted that today (March 31st,2022) is the deadline to submit the applications

to Clean Leadership. Kevin also mentioned that he and Tanya Williams will short list the applications to 3 candidates and submit the candidates' names to Clean Leadership today. (March 31, 2022.)

c. MeetingDates-Alternate

Tanya Williams informed the committee that she was in contact with CAO David Gray from the Town of Mulgrave. David Gray stated that they will have an alternate committee member for the next meeting. Councillor Krista Luddington will fill in as an alternate for the next scheduled meeting on April 28, 2022. The Committee agreed and there were no questions at this time.

d. JacquelineDortMemorialBursary–TownofAntigonish

Tanya Williams stated that all the information regarding the Jacqueline Dort Memorial Bursary has been sent to the Dr. John Hugh Gillis School in Antigonish. Councillor Diane Roberts has agreed to present the Bursary on behalf of the Committee to the successful candidate.

NEW BUSINESS 02-31-2686

a. FishingGearCoalition

Tanya Williams noted that she received an email from Antigonish County's CAO Glenn Horne who mentioned receiving information from Sonia Smith from the Fishing Coalition of Atlantic Canada with insights into the industry for supporting development of an End-of-Life Fishing Gear Management Project. The project would focus on applying for funding to conduct a feasibility study of End-of-Life fishing Gear Management program for up to 115,000 wire lobster traps in Nova Scotia municipalities. After discussion from Committee members concerning funding, it was decided to "hold off" funding at the present time.

b. Desk/Chair/Computer Regional Coordinator

Tanya Williams brought forth a request for the Committee to purchase new office equipment for the coordinators office which would include a new desk, an office chair, and a new computer. The Committee agreed that the new office furniture and computer is a necessary purchase at this time. Chair Vernon made a phone call to IT specialist Shawn Andrews during the meeting and Shawn Andrews recommended a reasonable price for the computer. A motion was moved and seconded "THAT the Eastern Region Solid Waste Management Committee purchase the new office furniture and computer with the stipulation that a total cost not exceed \$5000" MOTION CARRIED

c. BlackBags

Eastern Region Solid Waste Management Committee

Kevin O'Handley informed the Committee that he recently made a presentation on "Illegal Dumping" to the Guysborough Waste Management Liaison Committee. After the presentation, some committee members asked why people can so easily purchase "Black Bags" when they are banned from most municipalities. After discussion from Committee members, it was decided that the Liaison Committee would ask the Eastern Region Solid Waste Management Committee to submit a letter to the Minister of Environment and our local MLA Greg Morrow requesting a ban on the sale of "Black Bags" in all retail or wholesale outlets that potentially serve the 5 municipal units. The Eastern Region Committee discussed the request and agreed. A motion was made and seconded "THAT the Eastern Region Solid Waste Management Committee send a letter to the Minister of Environment and the local MLA requesting that "Black Bags" be removed from stores within the local municipalities." MOTION CARRIED

d. ComplianceVehicle

Compliance officer Kevin O'Handley reminded the committee that the Compliance vehicle will be up for renewal in October 2022 and with the longer than normal wait times at the dealerships in getting trucks, the

Committee may want to look at purchasing now rather than waiting till October. After discussion with Committee members, it was decided to wait until October. Kevin also mentioned that the current vehicle is in excellent condition and if the Committee decided to keep it for another year, that would be fine as well.

e. Internet

Tanya Williams informed the Committee that the internet service at the office is very unsatisfactory. This causes problems with doing daily work chores such as webinars, zoom meetings, receiving or sending emails. Tanya mentioned that during inclement weather, it seems to be worse. The current internet provider at the Waste Management Facility is "Seaside" A motion was moved and seconded "THAT the Eastern Region Solid Waste Management Committee contact Seaside and copy the local MLA to express our concern about the constant outages and poor service. "MOTION CARRIED".

f. Sick Pay Policy.

Tanya Williams attached a copy of Briefing Note to the meeting package in reference to sick leave compensation, in accordance with MODG Policy for Nicole Haverkort. Attached as Appendix B is a claim from Nicole Haverkort for payout of her accumulated sick leave in accordance with MODG policy. Nicole had 130 sick days at the time of her resignation and under policy she is entitled to payment of 75% of this sick time at \$60.00 per day as set out in the policy. Her claim would be for 97.5 days x \$60.00 per day = \$5,850.00. After discussion from the Committee, it was decided to table this item until next meeting. Chair Vernon Pitts will speak to Municipal staff and get more information on the policy.

Eastern Region Solid Waste Management Committee

REGIONAL CHAIRS UPDATE: 03-31-2687

Draft Meeting Minutes January 28, 2022

Tanya Williams included a copy of the January 28, 2022. meeting minutes to the meeting package. There were no questions at this time.

ERSWM Program Funding Updates 03-31-2688 a. CommunityBinFunding

Tanya Williams stated that there were no new applications at this time.

b. MAP Funding

Tanya Williams noted that the Map Funding hasn't changed since the last meeting on February 17, 2022.

c. LitterCleanUpIncentiveFunding

Tanya Williams stated that she has two groups interested in doing litter clean ups. Councillor Beulah Malloy mentioned that there is a clean up scheduled for May in the St. Mary's District. Tanya Williams noted that the other clean up will take place in Antigonish County at the Mahoney's Beach. Councillor Diane Roberts mentioned clean ups will take place in the Town of Antigonish later. Councillor Diane also asked who would normally be responsible for recording names of the volunteers and getting their signatures, is there a form available from ERSWM? Tanya Williams will investigate this.

REGIONAL COMPLIANCE: 03-31-2689

a. ComplianceReport

Compliance officer Kevin O`Handley attached a copy of his report with the meeting package. Kevin also updated the Committee on the illegal dumpsites that were recently visited. Kevin also circulated a picture of a bag of medical waste and sharps that were found in a blue bag at the Colchester Recovery Facility. Unfortunately, an employee got pricked by one of the sharps that were in the bag. Kevin stated that Coordinators and educators are pushing for more education on the proper disposal of sharps.

A motion was moved and seconded "THAT the Eastern Region Solid Waste Management Committee accept the Compliance Report as presented by Kevin O`Handley. "MOTION CARRIED".

Eastern Region Solid Waste Management Committee

OTHER ITEMS:

a. Meeting and Tour (still pending)

03-31-2690

Tanya Williams stated that she hasn't heard anything back from the local MLA regarding the meeting and tour with himself and the Minister of Environment. Chair Vernon Pitts thought that it could possibly be sometime in May.

b. ERSWM Letterhead

Tanya Williams shared a copy of a ERSWM letterhead that she designed and would like to use. A motion was moved and seconded "THAT the Eastern Region Solid Waste Management approve the use of the new ERSWM letterhead." MOTION CARRIED."

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MUNICIPAL UPDATES: 03-31-2691

Guysborough

Director of Waste Management Gary Cleary attached a copy of his report in the meeting package. Chair Vernon Pitts noted that the budget is almost complete and employee evaluations have taken place. Chair Vernon also said that there may be some big projects happening in the Guysborough Municipality in the future.

County of Antigonish

Councillor Donnie MacDonald noted that the County of Antigonish council is still exploring the possibility of consolidating with the Town of Antigonish. He also noted that public sessions are scheduled to take place in April.

District of St. Mary`s

Councillor Beulah Malloy noted that the St. Mary`s Council is still working on the budget.

Town of Antigonish

Councillor Diane Roberts mentioned that the Antigonish Town Council and the Antigonish Waste Management Committee paid recognition to Nicole Haverkort for her 20 years of service to the Town as Coordinator/Educator with the Antigonish Waste Management Committee. Council and Committee members presented Nicole with some beautiful gifts thanking her for her hard work for the town. Councillor Diane also mentioned the consolidating process with the town and county.

A motion was moved and seconded "THAT the Eastern Region Solid Waste Management Committee accept the Municipal Updates as presented by the Councillors." MOTION CARRIED.

Eastern Region Solid Waste Management Committee

CORRESPONDENCE: 03-31-2692

Tanya Williams mentioned that the letter of recognition was dropped off to Teasdale Apothecary Pharmacy

SCHEDULE NEXT MEETING DATE: 03-31-2693

The next meeting is scheduled for April 28, 2022, 10:00 AM.

This meeting will take place at the Guysborough Waste Management Facility.

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ADJOURNMENT:

A motion was moved and seconded, "THAT the Eastern Region Solid Waste Management Committee stand adjourned." MOTION CARRIED. (11:40AM)



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: March, 2022 **Location:** Via Zoom

Agenda Items Discussed:

- Kiosk project update
- Insurance Coverage Review
- NSP Draft Correspondence
- Recording of Board Meetings
 - ~Board voted to go ahead with getting to set up to record meetings and make them available for the public on the ECRL website
- Equity, Diversity, & Inclusion Consultant Information & Mediation
- Staff Compensation Budget 2022-2023
 - ~3% increase for cost of living
- Financial Report
- Environmental Sustainability Policy
- Accessibility Plan
- Alliance-Same page implementation
 - ~New computer system for all libraries outside of Halifax
 - ~Launching April 21
 - ~Some parts of the system will be down while the new service is implemented
- Cheticamp Library Update
 - ~Delayed with a potential opening date in July
- In Camera for Personnel
- District of St. Mary's Media Communication
 - ~Draft a letter to Council of St. Mary's for board approval
 - ~Board gave approval for Laura Emery to list a 7 hour week position to work Saturdays and perhaps a few other hours as needed and then proceed with potential 25 hours a week moving forward.
 - ~Funding for this position would be provided at the regional level by the ECRL and would be on par with what they pay for licensing fees for the open library in Guysborough.

Key Highlights:



Report to Council

Member of Council: Charlene Zinck

Board/Agency/Organization: Tourism Guysborough County Association

Date Attended: March 23, 2022

Location: Seawind Landing Inn

Agenda Items Discussed:

TGCA Updates and Annual General Meeting

- Updates on asset mapping project and Experience Training Sessions
- Planning discussions on Tourism Experience Developments, STAR Program through ACOA
- Annual General Meeting- President's Report and Election of Directors

Key Highlights:

- Tourism Asset Mapping report; identifying our assets, gaps, and barriers to tourism developments in our region and how to move forward.
- Discussion and input on the Experience Development training and how to start using some of these ideas to begin creating Tourism Experiences.
- Presentation of the ACOA Strategic Tourism for Areas and Regions and plans to pursue this project
- Presidents Report was presented and the elections for the board of directors was completed.

CHIEF ADMINISTRATIVE OFFICER

Attended Meetings:

- ECRL- Laura Emery- Mar. 1st
- COTW Meeting- Mar. 2nd
- Staff Meeting- Mar. 9th
- Meet & Greet with Greg Morrow- Mar. 14th
- Council Meeting- Mar. 14th
- COTW Meeting- Mar. 16th
- EMO Meeting- Mar. 22nd
- RCMP Funding Meeting- Mar. 22nd
- St. Mary's Fitness Centre Swipe Card Program meeting – Mar. 22nd
- Before and After Care Programming Planning Meeting – Mar. 25th
- JOHS Meeting- Mar. 28th

CAO Covid Session:

Attended virtual CAO session with other CAO's as well as Noella Martin, solicitor with Wickwire Holm, regarding the lifting of COVID restrictions and questions surrounding municipal vaccine policies.

Budget Preparation:

Together with the Director of Finance, continued to review and prepare the 2022/2023 budgets and prepare for the Annual General Meeting of Council.

Municipal Planning Documents:

Continued correspondence with Upland consultants. Consultants substantially completed the Municipal Planning Strategy and Land-Use By-Law drafts and submitted them to the Municipality for review. The Future Land Use Map as well as the Zoning map were substantially completed and submitted for review. Held a meeting with the lead consultant to discuss any changes needed moving forward. Next month will tasks will include finalizing the drafts and beginning the adoption process with Council.

EV Boost Application:

Gathered required information and quotes for application to the EV Boost Program. Through this program funding is provided from the Zero Emission Vehicle Infrastructure Program (ZEVIP) administered by Natural Resources Canada (NRCan). This program aims to increase the number of electric vehicle chargers to the public in Nova Scotia. The application to this program was submitted on March 17th for the installation of two charging stations, one at the Main Street Parking lot and one at the Port Bickerton Lighthouse. Successful applicants will be notified in April.



2022-2027 Solid Waste & Recyclable Collection RFP:

Reviewed the Request for Proposals for the curbside collection of residential solid waste and recyclables for St. Mary's and prepared a report and recommendation for Council. Updated the current 5-year contact ending March 2022 for the new term and coordinated with the successful proponent, Eastern Shore Cartage, to complete the signing of the services contract.

2022 Municipal Electoral Boundary Review:

Reviewed and scored Request for Proposals for the Municipal Electoral Boundary Review and prepared a report and recommendation for Council. In accordance with ss. 369 (1) of the MGA, in the year 1999, and in the years 2006 and every eighth year thereafter, the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors. The successful proponent will provide a written study to be filed with the Municipality and the NSUARB in accordance with Municipal Government Act Rules made under Section 12 of the Utility and Review Board Act.

Public Works Technician:

Reviewed submissions for the employment opportunity for a Public Works Technician on 5–6-month term basis to begin in April 2022 and is 50% funded through the Provincial Community Works Employment Program. The position will assist the Public Works department on a variety of projects and is intended to provide a work placement for a co-op student from a university or community college. Interviews are planned for April with the position beginning in May.

Economic Development Officer:

Issued an employment opportunity for an Economic Development Officer. This is an 8-month term position beginning in May 2022 until January 2023 with the possibility of extension. Reporting to the Chief Administrative Officer, the Economic Development Officer will be the position within the municipality that leads efforts in facilitating economic and business development to secure growth and to increase local employment opportunities. The deadline for applications is April 13th, 2022.

DIRECTOR OF FINANCE

Attended the following meetings:

- COTW Meeting- Mar. 2nd
- COTW Meeting–Mar. 16th
- RCMP Funding Meeting- Mar. 22nd

Tax Arrears/Tax Sale:

Ran interest and sent out monthly arrear's notices to property owners. Sent out preliminary tax sale notices providing property owners with opportunity to make payment or payment



arrangements by April 29th, 2022 before proceeding to the next step in the tax sale process. Also performed fiscal year end tax procedure at the end of March rolling over tax year to 2022/2023.

Taxes Collected by fiscal year as of March 31st, 2022:

- 2021-2022 Taxes – 94.03% Collected
- 2020-2021 Taxes – 97.2% Collected
- 2019-2020 Taxes – 98.3% Collected

Financial Statements:

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable as required. Met with CAO several times throughout the month working on draft budgets for 2022/2023. Prepared documentation, budgets, and presentations for council on draft budgets and preparations for AGM. Presented draft 2022/23 budget at COTW on March 16th, 2022

Human Resources:

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules and timesheet summaries. Completed annual pension reporting for pension carrier. Assisted CAO with reviewing job review templates, job descriptions and letter of offers.

Provincial Reporting:

Completed yearly HST Offset reporting/grant for 2022/23 fiscal year.

Other Training/Projects:

- Assisted CAO and Municipal Clerk with Boundary Review RFP applications review.
- Completed annual fuel adjustment calculations for universal haul collection contract with Eastern Shore Cartage.
- Attended AMA Financial Wellbeing Workshop on Executorship & Wills on March 30th.

PUBLIC WORKS

Public Works staff continued with the ongoing operations and maintenance of the following facilities.

- Water Treatment Plant
- Wastewater Treatment Plant
- Transfer Station
- Recplex



COMMUNITY DEVELOPMENT & RECREATION

Meetings attended:

- Annual Events Planning Meeting – March 3rd
- Guysborough County Tourism Board Experiential Tourism Session – March 4th
- St. Mary's Community Transit Project Management Meeting – March 8th
- Highland Region Recreation Coordinators Association Meeting – March 10th
- Recreation Master Plan Engagement Planning Meeting – March 15th
- Ecum Secum Community Park Meeting – March 15th
- Recreation Master Plan Community Tour/COTW Presentation – March 16th
- Before and After Care Programming Planning Meeting – March 21st
- St. Mary's Fitness Centre Swipe Card Program meeting – March 22nd
- Before and After Care Programming Planning Meeting – March 25th
- St. Mary's Fitness Centre Swipe Card Site Visit – March 25th
- Joint Occupational Health and Safety Meeting – March 28th
- Recreation Master Plan Engagement Planning Meeting – March 29th

Recreation Master Plan

The development of the Municipality's first ever Recreation Master Plan continues to make progress and is on schedule to be completed in June. In March, I hosted our lead consultants for a day and took them for a tour of the Municipality. They also presented the methodology of the plan to council at the Committee of the Whole. An engagement plan was also developed in March and outlines how the consultants will be collecting information from residents.

St. Mary's Community Transit

Work to develop a business plan for community transit in St. Mary's continued in the month of March. An Engagement page was developed on the municipal website to house information regarding to public consultations. I began to write a grant through the Rural Transit Solutions Fund for next steps in this project.

Rainbow Club

I hosted a luncheon for the Rainbow Club at SMECA on March 29th and had the opportunity to discuss the club with interested students.

Before and After Care Program

Two meetings were held in regards to hosting the Before and After Care Program once again at SMECA starting in September. A needs assessment will be sent to parents to better understand the needs of our community.



Fitness Centre Accessibility Project

Two meetings were held to discuss the Swipe Card Program at the St. Mary's Fitness Centre. One was a program planning meeting with the Director of Operations and Manager of Facility Operations for the Strait Regional Centre for Education and a site visit with the Manager of Facility Operations. Research on appropriate technology is being done.

Programming

Programs that took place in March were: Free Skates, House League Hockey, Learn to Skate, Learn to Figure Skate, Female Fun & Fitness. Look ahead to April: Happy Feet After School Running Program, Open Gym, After School Intermurals.

Active Transportation Fund

I applied for funding to develop an Active Transportation Plan for the Municipality. This is a 100% funding opportunity.

Youth Employment Experience

We were successful in our application for funding through Canadian Parks and Recreation Association's Youth Employment Experience. This is a 100% funding opportunity to hire and mentor a youth in our community. Our position is titled "Youth Programming Manager" and this individual will be responsible for developing and supervising Summer Day Camps, summer programs and special events.

Ecum Secum Community Park

The Ecum Secum Community Park group has decided to develop a non-profit for their project. I assisted them with the paperwork to become a registered non-profit.

Winter Fun Fest

Winter Fun Fest took place on March 19th. Two events were held, a winter carnival themed free skate event and a free hypnotist show.

MUNICIPAL CLERK

Attended Regular Meetings:

- Accessibility Advisory Committee Meeting- March 1st
- COTW – March 2nd
- St. Mary's Transportation Project Meeting – March 8th
- Staff Meeting- March 9th
- Council Meeting – March 14th
- EMO Committee Meeting – March 22nd
- JOHS Committee Meeting – March 28th

- Fire Services Meeting – March 30th

Trainings & Professional Development

- Nova Scotia Civic Address Finder (NSCAF) Training

Seeds of Literacy Program:

The Seeds of Literacy program The Seeds of Literacy Program is a mobile book program for youth. On Saturday's a story will be read to youth, and they will have the opportunity to borrow books and participate in activities with friends.

- Partnered with SMECA to identify books of interest for youth.
- Purchased program materials.
- Posted Seeds of Literacy Program Coordinator Job Opportunity.

Accessibility Plan: The Accessibility Advisory Committee provides advice to the municipal council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The committee plays a pivotal role in helping the Municipality of Saint Mary's to become an accessible community that complies with Nova Scotia's Accessibility Act.

- The second meeting was held.
- Drafted a statement of commitment.

Municipal Boundary Review:

Assisted CAO and DOF in scoring of Municipal Boundary Review RFP's

Regular Administrative Duties:

- Updated Facebook Page, Website and sent Voyent Alerts as required.
- Provided Municipal news items for the Newsletter.
- Completed water utility billing interest & arrears notices.
- Provided ongoing support to staff and council relating to IT concerns.
- Prepared agenda's, packages, and recorded minutes for Council, COTW, EMO & Accessibility Advisory Committee Meetings.
- Assigned Civic Numbers as required.
- Prepared documents for Annual General Meeting.
- Researched Civic Range Signage for Fire Services Committee