



# Municipality of the District of St. Mary's

Regular Council Meeting  
Monday, June 12<sup>th</sup>, 2023

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

## 1. Meeting, Date & Time:

Warden Wier called the Regular Council meeting of the St. Mary's Municipal Council to order on Monday, June 12<sup>th</sup>, 2023, at 4:00 pm in Council Chambers.

## 2. Attending:

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

## Also Attending:

Marissa Jordan, Chief Administrative Officer  
Marian Fraser, Director of Finance (DOF)  
Mallory Fraser, Municipal Clerk

## 3. Additions to the Agenda:

- There were no additions to the agenda.

## 4. Approval of Agenda:

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

***Motion approved.***

## 5. Approval of Minutes:

*On motion of Deputy Warden Fuller, and seconded by Councillor Malloy, Council approved the minutes of the*

- *Regular Council Meeting held May 15<sup>th</sup>, 2023;*
- *Special Council Meeting held May 23<sup>rd</sup>, 2023;*
- *Public Hearing Minutes held June 7<sup>th</sup>, 2023; and*
- *Special Council Meeting of Council held June 7<sup>th</sup>, 2023.*

***Motion approved.***

## 6. Business Arising from the Minutes

- There was no business arising from the minutes.

## 7. Recommendations from Internal Committees of Council

**Committee of the Whole – May 17<sup>th</sup>, 2023 (Absent: Councillor Harpell)**

*On the motion of Councillor Malloy, and seconded by Councillor Baker, Council approved the Active Living Strategy; and approved the Source Water Protection Plan Advisory Committee Policy.*

***Motion approved.***

### **Land Development Committee – June 6<sup>th</sup>, 2023**

*On the motion of Councillor Mailman, and seconded by Councillor Zinck, Council approved and adopted the Land Development Committee's "What We Heard and Final Recommendations Report" in its entirety.*

- Warden Wier recommended tabling the document to a Committee of the Whole for further review.

*On motion of Deputy Warden Fuller, and seconded by Councillor Harpell, Council agreed to table the approval of the "What We Heard and Final Recommendations Report" until the next Committee of the Whole Meeting.*

***Motion approved.***

### **Committee of the Whole – June 7<sup>th</sup>, 2023**

*On the motion of Councillor Harpell, and seconded by Councillor Baker, Council agreed:*

- *To appoint the Warden and the CAO as designate to sign the new three-year cost-share agreement for subdivision streets;*
- *That the Warden of the Municipality of the District of St. Mary's selects one volunteer name at random to be the St. Mary's Volunteer of the Year and a secondary name if the chosen volunteer does not wish to be the Volunteer of the Year; and*
- *To approve the Comfort Centre Policy – Draft 3.*

***Motion approved.***

## **8. External Board / Committee Reports**

### **a. Eastern Regions Solid Waste Management Committee – Councillor Malloy**

- See the attached report.

### **b. Guysborough Adult Learning Association – Deputy Warden Fuller**

- See the attached report.

## **9. CAO Report:**


- See the attached report. The CAO provided highlights of what's included in the report.
- Eastern Shore Flood Line Mapping work is being completed. The final draft report will be coming soon.
- A public engagement event for housing needs in St. Mary's is being held this Saturday, June 17, 2023, at the Sherbrooke Saturday Market for the duration of the Market.
- The Goshen Soccer Skills Program is underway. This Program is being offered as a partnership between the Community Development and Recreation Department & the Goshen Community Center. The program is sponsored by Timbits Sports. There are 26 children registered in the program. The age group is 4-8 years old.
- Board Members have been chosen for the St. Mary's Community Transit Board.
- The No Parking signs have been ordered for Main Street. Crosswalks on Main Street were previously applied for to the Department of Public Works but were not approved.
- Lines in the municipal parking lot of 16 Main Street will be completed soon. There will be accessible parking spaces included.

- The Fishing Derby went well. There was a good turnout and lots of fish were caught.

**Adjournment:**

*On motion of Councillor Malloy, and seconded by Councillor Baker, there being no further matters of business, Council adjourned at 4:13 pm.*

**Motion approved.**

  
Recorded By  
Mallory Fraser, Municipal Clerk

  
Approved By  
Warden Wier



# Report to Council

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**Member of Council:** Beulah Malloy

**Board/Agency/Organization:** Solid Waste

**Date Attended:** May25/2023

**Location:** Guys. Municipal

## Office

ERSWM Meeting – Thursday, May 25th, 2023

ERSWM Compliance Vehicle

- Committee Members all agreed on the quote that was given to us by MacDonald Chrysler
- Kevin gave a quick update on the truck. Hoping to have the new truck in the next 4- 6 weeks or sooner

Items Needed for Display Booth

- I informed the Committee that Kevin and I sat down and looked at Promo Items which included pens, notepads, Banners, and runners for tables.
- We will make a final decision on exactly what were getting by next meeting

Budget

- Tanya reached out to Marion Fraser from the District of Saint Mary's regarding helping with the Budget. Marion informed me that she will be busy for the month of May but can sit with me come the first part of June.

Committee Meeting Discussion

- Donnie (Chair) asked the opinions of the other Committee Members of they're thoughts on having our monthly meeting changed to every 3 months.
- This will be tabled till September.

ERSWM Website

- Tanya informed the Committee of a few changes that was made to update the Website.

### Organic Collection

- Donnie was asked by Daryl Myers (Director of Public Works) of how many Municipalities are not Composting.
- Donnie asked if Tanya would investigate this. Cost of Recycling
- Donnie asked Tanya if she could investigate this.

### Jacqueline Dort Memorial Bursary

- Tanya updated the Committee that 5 applicants has applied to date.

### Diversion Credits

- Tanya informed the Committee that the Diversion Credit cheques have been distributed to both the Town and County of Antigonish.

### Information on Expired Distressed Flares

- Tanya informed the Committee that she sent information on Distressed Flares and Curbside Audits to the Mulgrave Community newsletter.
- Committee Members asked if they could have the information about the Flares sent to them so that they can share with they're Council to make awareness of this dangerous issue.

Next regular ERSWM meeting will be held on Thursday, June 27th, 2023



# Report to Council

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**Member of Council:** James Fuller

**Board/Agency/Organization:** Guysborough Adult Learning Assoc.

**Date Attended:** 11 April 2023

**Location:** Guysborough

## **Agenda Items Discussed:**

Guysborough County Adult Learning Association

Board Meeting GALA Office & via Zoom

Tuesday, April 11th, 2023

Present: Barry Potter – Secretary/Treasurer (GALA office)

Donna Jackson – Adult Learner Rep (GALA office)

Rob Haywood – Member at Large (GALA office)

James Fuller – Deputy Warden for the District of St. Mary's (GALA office)

Liz MacIntosh – Schools Plus Facilitator for Guysborough County (Zoom)

Donna Hochman – NS Works Career Practitioner (Zoom)

Non – Voting: Natalie Brenson, Donna Casey (GALA office)

Regrets: Fin Armsworthy – Municipality of the District of Guysborough

Reverend Heather Manuel – Chairperson

Sandi Potter – Vice-chairperson

Call to order: In Heather's absence Barry chaired the meeting and called the meeting to order at 10:15 a.m.

Approval Agenda circulated. Donna J made motion to accept agenda as circulated.

of Agenda: Seconded by Rob. Motion carried.

Approval of Minutes of February 21st, 2023 meeting circulated. Donna J. made motion to

Previous accept minutes as circulated. Seconded by Rob. Motion carried.

Minutes:

Status of a) ED Report - Update: Natalie gave this report verbally. GALA is in the middle

Strategies: of funding negotiations with NSSAL and Natalie will be spending the next couple of weeks working on the NSSAL application. Natalie updated the board on the changes we are facing. Discussed having an expression of interest regarding substitute instructor list. We have completed our project with DCS – very successful. GALA has received funding from Communities Funding Canada – FLIK – which Donna and Natalie are doing – 30 family literacy kits on gender equality. Louise is retiring at the end of this term but we are hoping to maintain Sherbrooke classes at least one day per week when we return in the fall. NSSAL is no longer permitting any staff to be working from home on an ongoing basis. NSSAL is setting up a website with info on programs, locations, hours, etc.

b) NSSAL Funding & New Application Process:

NSSAL's funding formula has been changed. We went from 130 instructor hours per week to 56.25 hours per week for the fall but it is now looking like we will have 112.5 hrs. per week. Each program only has 18.75 hrs. per week and staff weeks of work have been reduced – instructors will be starting back one week later than usual and will be required to take unpaid March break. The ED will also be laid off for the summer, Christmas break and March break. Staff will be returning from summer layoff on September 11th and programs are to start by September 18th. Natalie returns to work on August 28th. We will now have 2 semesters which are 18 weeks each. Core funding is based on number of learners – each program requires at least 15 participants be registered and must run 15 hours per week with a minimum of 5 participants at a time (does not have to be the same 5 participants). Programs are now focusing on employment.

A new program being offered is the Community Literacy program – it requires at least 15 participants but those participants do not get registered into LaMPSS and do not count when funding is being calculated. CLOs are being provided with 37.5 hours per week of admin support which is paid at \$26/hr. The completed application is due May 8th. Discussed doing programs in

other communities under Community Literacy program. NSSAL offered summer programming at 18.75 hours per week but Natalie feels it is not enough hours to be viable. Natalie provided the board with her plans for the fall regarding program locations and how instructor and admin hours will be distributed. Instructors will be getting a 3% raise from NSSAL.

Donna H. joined the meeting at 10:40 a.m.

NSSAL will not be providing money for instructor travel. We will need to ask for more rent money for programs to run in other communities. Natalie has already developed job descriptions for admin support. Staff benefits will be status quo. NSSAL putting emphasis on partnering/referrals. We have to report to NSSAL any other money we receive from our partners, etc.

Community Natalie will be asking the community what programs they are looking for in regards to

Engagement: programming. Discussed expression of interest for part-time instructors.  
Community

meetings, MODG newsletter. NSSAL has been reviewing our website which needs updating.

We have someone to do our GALA sign for the mall billboard. Discussed need for GALA to use promotion money for stationery – business cards, brochures, possibly jackets.

Policies: Will probably need to look at policies once we have changes.

Financial (a) Barry Update of Financials – Barry gave this update. Financial statements sent out -

Stewardship: as of end of March 2023. Sage reconciled to that date. WCB & CRA paid up to date. Barry

went over Balance Sheet & Income Statement. Loss in current earnings so equity down. Barry explained how donations are to be reported. Barry brought everyone up-to-date about our current financial situation and discussed that we may have to cash in GALA's GIC to have enough money to get us through to the end of June. NSSAL holding back 5% until July. Need to do projection of what timeline looks like if we don't have money to finish. Will decide @ next meeting. Natalie will talk to Stephanie. Barry made motion to accept financial statement as presented. Seconded by Donna J. Motion carried.

Human Resources: Discussed what it will look like for staff in September with the NSSAL changes.

Board Education: Barry will ask the vice-chair to look for items for September.

Old Business: Barry will talk to Sandi about 50/50 draws. Discussed some fundraising ideas.

New Business: a) Next Meeting Date: Next meeting on Tuesday, May 16th @ 10 am.

b) NSSAL Funding – Already discussed.

Adjournment: Consensus to adjourn at 11:25 am.

### ADMINISTRATION DEPARTMENT

#### Municipal Electoral Boundary Review

The Municipality of the District of St. Mary's (Municipality) applied to alter the number of councillors and to alter the number and boundaries of its polling districts. Staff received correspondence that the Board approved the application and set the number of councillors and polling districts at five and approves the proposed changes to the polling district boundaries. The Board will issue its final order upon receipt of the updated maps in .jpeg format, which have been recently submitted.

#### CAO Position Advertisement and Executive Recruitment Services

Council awarded the tender for executive recruitment services to Gerald Walsh Associates. Council had their first meeting with the consultant and will be given an updated timeline for the recruitment process.

#### HR/Policy Work

Staff made the changes to the Comfort Centre Policy as directed by Council. The Policy was presented to Council on June 7<sup>th</sup>, 2023 for Council consideration for approval. Council asked that staff to make small amendments to the policy and bring back to Council for further consideration. Staff also made recommendations for changes to the CAO Policy which was passed at the May Council meeting. Staff prepared and posted the job advertisement for the Municipal Clerk Term Position. Applications for the position are due by June 9<sup>th</sup>, 2023 at 4:00 pm.

#### Big Gasperaux Lake Civic Addressing Property

Staff submitted the roads as approved in the Nova Scotia Civic Addressing Finder for the Big Gasperaux Lake area. Staff are awaiting the assigning of civic numbers to be completed and once complete will notify property owners.

#### Accessibility Foundations – Train the Trainer Training

The Accessibility Coordinator (Municipal Clerk) completed the Accessibility Foundations Train the Trainer training provided by the Nova Scotia Accessibility Directorate. This training will allow the Accessibility Coordinator to train other Departments and outside organizations in the Accessibility Foundations Workshop which trains individuals in the foundational concepts of accessibility.

### Eastern Shore Flood Line Mapping

The Nova Scotia Department of Municipal Affairs and Housing is supporting municipalities with flood mapping projects under their Municipal Flood Line Mapping program. The St. Mary's Municipal Flood Line Mapping Project RFP issued in December 2023 was awarded to CBCL Engineering and Design Services in January. The project area with measuring, modeling and hazard mapping will encompass the coastline of the Eastern Shore from Ecum Secum to the Canso Causeway.

The draft final report, model and flood map has been released to staff for comment. The Stakeholders and Rights-holders presentation is scheduled for June 6, 2023. After final comments have been received from Staff and Stakeholders the final report, model and flood Line Maps will be received.

### Land Development Committee:

The Land Development Committee is hosting their ninth meeting on June 6<sup>th</sup>, 2023. The committee heard feedback as per the Land Development Committee Policy regarding perspectives considered in land development decisions. The Committee is nearing the end of its mandate with a What We Heard and Final Recommendations Report drafted including the creation of actions and pathways that can be recommended to council regarding municipal owned properties.

### Sherbrooke Streetscaping:

The new redesigned storm water infrastructure, Main Street and 16 Main Street grading and paving, and sidewalks and curbing are complete. The Sherbrooke Public library entryways and gathering space stonework is complete and the final stages of beautification to the parking lot and the library have commenced with placement of a conversation set, welcome benches and planters. Delivery of plants and flowers is expected at the beginning of June. Reporting for funding partners has been submitted.

### EV Charging Stations:

The municipal charging Stations are available for use and have been added to widely used Charge Station Apps with information about surrounding amenities. Local public postings with Electric Vehicle and Charging Station information been shared on local and provincial communications channels in May 2023 ahead of tourism season. Information will be reshared on local and provincial channels prior to the long weekends in July and August.

### Source Water Protection Plan

Protecting the sources of our drinking water is a cornerstone of *A Drinking Water Strategy for Nova Scotia*. The strategy provides the framework for managing drinking water supplies across the province using a multiple-barrier approach to clean, safe drinking water. The original St. Mary's Source Water Protection Plan (SWPP) was created with a committee of Stakeholders. Since the plan's inception, interns have participated in its creation and implementation. The 2023 Clean Foundation Intern has started the hybrid position in May and has completed the review and gap analysis of the current plan. The Intern will continue research, amend the current plan and develop a monitoring plan while creating awareness for the protected area and how the community can contribute to its protection. A call-out for new Source Water Protection Advisory Committee members has been issued via newsletter, website, and social media.

### Tourism Guysborough County Association

The board of the Tourism Guysborough County Association (TGCA) is awaiting data from Tourism Nova Scotia's Voice of the Visitor program. The questionnaire has been released to past visitors for their feedback. The VisitGuysborough.ca website is undergoing updates in partnership with Guysborough Business Development Partnership. Funding (\$15,000) has been awarded through the Nova Scotia Tourism Digital Assistance Program (TDAP) to Tourism Guysborough County to assist with digital adoption including Website Design & Development, Copywriting, Photography, Search Engine Optimization (SEO) and Online Booking which will highlight all communities in Guysborough County. A web developer contract has been awarded and preliminary user features approved. A physical & digital asset inventory is underway to determine gaps and funding focus.

### Guysborough County Housing Network (GCHN)

GCHN has paused the implementation of a website for Guysborough County that will provide resources, information including programs available to homeowners, community organizations and resources related to intersecting needs such as food security, mental health, poverty, health issues and others. The GCHN presented to Council on May 17<sup>th</sup>, 2023, where the GCHN representative outlined the necessity for becoming a non-profit housing association while highlighting specific housing needs identified from the Service Based Homelessness Count Report, Fall and Spring Workshops. The Spring Workshop was held on Friday, May 5<sup>th</sup>, 2023 at the Chedabucto Lifestyle Centre in Guysborough with residents and business owners from St. Mary's attending. A public engagement event for Housing Needs in St. Mary's is tentatively scheduled for Saturday, June 17<sup>th</sup>, 2023. The next GCHN meeting will be held on Wednesday, June 21<sup>st</sup>, 2023, at 2pm. New members from St. Mary's are welcome to join the network and upcoming board and non-profit housing association board.

### FINANCE DEPARTMENT

#### Property Taxation

Staff continued to process updates received from PVSC regarding address changes and property title changes. The appeal process will take place over the next couple months where any property owners who have appealed their assessments could potentially be contacted by an accessor with PVSC. Staff processed and completed all the steps to have the 2023 tax bills printed. The tax bills were mailed out to property owners the last week of May and are due July 31<sup>st</sup>, 2023. Residents requiring assistance with various payment options and contact information for PVSC are directed to the back side of their tax bill for that information.

A reminder that the municipal low-income property tax exemption form for 2023-2024 are now being accepted. The provincial rebate for property taxes is generally available after July 1<sup>st</sup>, municipal administrative staff can help assist residents with completing both rebates if requested.

#### Property Taxes Collected

By fiscal year as of May 31<sup>st</sup>, 2023

- 2022-2023 Taxes – 97.96% Collected
- 2021-2022 Taxes – 98.06% Collected
- 2020-2021 Taxes – 99.03% Collected
- 2019-2020 Taxes – 96.86% Collected

#### Financial Statements and Reporting

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required.

Staff continued with annual audit preparation process for the external auditors. Invoices for all major expenses, revenues, and prepaid revenue/expense have been sent to the municipal auditors in preparation of the annual audit. Trial balances and lead sheets with supporting documentation were all sent to the auditors prior to them being on site from May 15<sup>th</sup> to 18<sup>th</sup>, 2023. Finance staff in conjunction with the CAO and Director of Public Works completed the requirements for the Asset Retirement Obligation which is new financial reporting requirements that became effective for reporting for the 2022/2023 fiscal year.

#### Human Resources

Completed bi-weekly and monthly payroll procedures and remittances. Completed staff schedules, orientation binders, timesheet summaries, ROE's, as needed/required.

### Association of Municipal Administrators of NS

In May 2023, the Director of Finance attended her first Nova Scotia Association of Municipal Administrators board meeting as the regional representative for the Municipalities in the Antigonish and Guysborough Region.

## **PUBLIC WORKS DEPARTMENT**

### Sherbrooke Water Utility

Public works has been working diligently to try to increase the efficiency of the Water Treatment Facility. Public Works found and repaired a main water leak located on the main distribution line leaving the water plant. Staff have been also changing out faulty water meters and installing/repairing reading probes for the meters.

### Water Systems Assessment Report (RV Anderson Consultants)

The draft SA Report was submitted to staff by RV Anderson for review and comment. Staff met with the consultants to make revisions and clarifications to the document. The final draft was submitted to staff for review on June 7<sup>th</sup> and will be submitted to the Department of Environment on June 12, 2023 for review.

### Sherbrooke Sewer Treatment

Public Works continues to monitor the equalization pumps at the sewer treatment facility. The pumps have been running steady for the past month. Although still tripping every four to five days, when they trip there is a substantial amount of debris plugging the pumps. Public Works have also been doing annual cleaning of cells to ensure proper operation of the facility.

### Recplex Facility

Public Works staff are currently working to organize and clean the Recplex to ensure it is ready for operation during the summer months. Public Works contracted Saunders to come and service the Zamboni. Saunders performed routine maintenance and inspection and also repaired essential components.

### Transfer Station

Public Works are working with contractors and DOE to bury the current C&D pile at the transfer station along with plotting a new cell and installation of a new monitoring well. The application for the new cell has been submitted and is awaiting approval.

### COMMUNITY DEVELOPMENT & RECREATION DEPARTMENT

#### Fitness Centre Fob Program

The St. Mary's Fitness Centre is now open to the public using the new fob access system. Staff will be reaching out to partners with the Strait Regional Centre for Education to review the current program and discuss opportunities to expand.

#### Community Library Boxes

The Community Development and Recreation Department continues to work on securing locations for Community Library Boxes throughout the Municipality as supported through the Seeds of Literacy Program. Currently, organizations in Ecum Secum, Liscomb and Indian Harbour Lake have identified their interest in having a library box located in their community. Staff continue to work on securing Library locations in Goshen, Sonora, and Aspen. A formal donation of six boxes of new and gently used books were donated to the St. Mary's Education Centre/Academy Library on May 16<sup>th</sup>, 2023.

#### Goshen Soccer Skills Program

The Community Development & Recreation Department is providing leadership and support to volunteers in Goshen to start a summer soccer skills program for children ages 4-8. The Municipality is currently working towards securing equipment for the program to help keep registration fees at \$0. Volunteers have secured a sponsorship through the Timbits Program. This sponsorship provides jerseys, socks and medals to each participant. The head coach of the program has undertaken a training course through Soccer Nova Scotia. This will help volunteers lead skills programming that will meet Soccer Nova Scotia standards. To date, 26 children are registered in this program.

#### Volunteer Appreciation Program

The collection of names to be considered for St. Mary's Volunteer of the Year will end in early June, with a name being chosen and submitted by the provincial deadline of June 12<sup>th</sup>, 2023.

#### Before and After Program

Planning for the 2023/24 Before and After Program in St. Mary's is currently underway. A contract with the Provincial Government was signed in May to offer the service in the next academic year. Additional agreements will be provided to the Municipality to review and sign in the coming months. Program delivery will remain the same as it has been during the 2022-23 year. The current program will come to an end on June 30<sup>th</sup>, 2023.

### Program Delivery

The Community Development and Recreation Department offered the following programs in May 2023:

- Yoga
- Pickle Ball
- Before and After Program
- Eco Explorers
- Happy Feet

### St. Mary's Transit Project

Upon the conclusion of community meetings held throughout St. Mary's, Expressions of Interest were collected from community members who were interested in sitting on the St. Mary's Transit Association Board. A voting system was put in place for those who submitted EOI to vote for who will make up the first 5 subscribers to the board. Once those 5 board members are identified, they will decide how the board will move forward.

### Family Fishing Derby

The Community Development and Recreation Department has received a permit to host a fishing derby on June 10<sup>th</sup>, 2023. The Derby will take place at Nimrod's Campground from 9am-12pm with free fishing for youth and prizes in three categories.

### Active Living Strategy – Action Plan

A recommendation to approve the St. Mary's Active Living Strategy was made at a Committee of the Whole meeting on May 17<sup>th</sup>.

### St. Mary's Active Transportation Plan

The Municipality has hired UPLAND Consulting to lead the development of an Active Transportation Plan utilizing 100% funding from the Federal Government's Active Transportation Fund. A start up meeting will take place in the Spring.

### The Butterflyway Project – How to Plant a Canoe

A community gardening initiative that is part of a positive active living exercise with an environmental influence that assists in creating sustainable pollinator habitats. The Municipality has decided to install the canoe at the flagpole location between Hwy. 7 and Old Road Hill. The canoe will be planted over the spring.



### Summer Day Camp Programming

Planning for the 2023 Summer Day Camp program in St. Mary's is well underway by the Community Development and Recreation Department. Day Camp registration came to a close with 35 participants. The department currently has a number of day camp positions posted. These positions will provide the capacity needed for the numbers of participants registered. Department staff are continuing to establish partnerships with local and provincial organizations in order to offer unique programming opportunities. Overall program planning also will continue in the month of June.

### Junior Leaders Program

Junior Leaders will once again be hosted by the Community Development and Recreation Department over the summer of 2023. This program will be for students entered grades 7 and 8. The program will focus on developing leadership skills, getting hands on experience leading & assisting with day camp programming, gaining resume and interview skills and much more. Staff are currently developing the program planning for Junior Leaders.

### 2023 Canada Day Celebrations

Planning for the 2023 Canada Day event is underway. This year's celebration will see the return of traditional activities such as a street parade and family entertainment and games. There will also be some new activities offered, such as a reptile show and community scavenger hunt. Department staff are working on a site safety plan and securing partnerships and vendors in order to expand offerings to attendees at the event.

May 15<sup>th</sup>, 2023

Date

A handwritten signature in blue ink that reads "M. Jordan".

Marissa Jordan, CAO