



NOTICE

MEETING: Regular Council Meeting

DATE: Monday, June 17th, 2024

TIME: 4:00 pm

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, June 17th, 2024

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

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from:
 - AGM Meeting held Monday, April 15th, 2024.
 - Council Meeting held May 13th, 2024
6. Business Arising from Minutes
7. Recommendations from Committees of Council:
 - COTW held Wednesday, May 15th, 2024.
 - COTW held Wednesday, May 29th, 2024.
8. Outside Committee Reports
 - a. Eastern Counties Regional Library – May 18th, 2024
 - b. Eastern Region Solid Waste Management – May 30th, 2024
9. Other Matters of Business
 - N/A
10. CAO Report

Adjournment

A 10-minute question and answer period pertaining to agenda items.



Municipality of the District of St. Mary's

AGM- Council Meeting
Monday, April 15th, 2024

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 Annual General Meeting of the St. Mary's Municipal Council to order on Monday, April 15th, 2024, at 5:00 pm in Council Chambers.

2. Attending:

Warden Greg Wier

Deputy Warden James Fuller

Councillor Everett Baker

Councillor James Harpell

Councillor Courtney Mailman

Councillor Beulah Malloy

Councillor Charlene Zinck

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of Agenda:

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

Motion approved.

5. Presentation of the 2024-25 Budget – Marian Fraser, Director of Finance / Treasurer

- The Director of Finance outlined the 2024-25 Municipal Operating and Capital Budget. The presentation is attached.

6. 2024 2025 Budget Resolutions and Motions

a. Tax Rate Resolution

BE IT RESOLVED by the Municipal Council of the Municipality of the District of St. Mary's that pursuant to Section 72 and 73 of the Municipal Government Act, the Municipal Council of the estimates the sums of **\$2,654,819** is required for the lawful purposes of the said Municipality for the year ending March 31, 2025, after crediting the probable revenue from all sources other than taxes for said year which may not be collectable and collected.

BE IT FURTHER RESOLVED that Council hereby authorizes the levying and collection of a rate of **\$2.27** on each one-hundred dollar of the assessed value of the property assessed in the Assessment Roll, which shall be the Commercial Property Tax Rate, and which rate the said Council deems sufficient to raise the sums required to defray the expenditure of the said Municipality for the said year and any deficit from the preceding year.

BE IT FURTHER RESOLVED that Council hereby authorizes the levying and collection of a Property Tax Rate of **\$0.96** on each one-hundred dollar of assessed value of residential property assessed in the Residential Rate Roll, said rate having been calculated after applying the commercial rate to the residential property assessed to obtain the amount to be raised from Residential Property Taxation.

The *Commercial and Residential Property Tax Rate* as determined by Council and that Council deems sufficient to raise the amounts necessary for the lawful purposes of the said Municipality for the twelve-month year ending March 31, 2025.

BE IT FURTHER RESOLVED that said Council hereby requires payment of said rates to be made to the Treasurer of the said Municipality on or before the 31st day of July 2024.

BE IT FURTHER RESOLVED that said Council imposes an additional percentage of fourteen percent per annum on all rates and taxes remaining unpaid after the 31st day of July 2024.

BE IT FURTHER RESOLVED that the Council hereby fixes the 31st day of July 2024 as the day after which the Treasurer may proceed to issue warrants for the collection of all rates and taxes.

On motion of Councillor Mailman, and seconded by Councillor Zinck, Council approved the Tax Rate Resolution for Adopting Estimates and Striking the Tax Rate for the fiscal year of April 1st, 2024 to March 31st, 2025.

Motion approved.

b. Remuneration of Warden and Councillors

BE IT RESOLVED by the Municipal Council of the Municipality of the District of St. Mary's, in the County of Guysborough, that the Remuneration entitled to **Warden & Councillors** for April 1st, 2024 to October 19th, 2024 be as follows:

1. The Warden of the Municipality shall receive an amount of **\$8,933** per annum as remuneration of their services as Warden and the Deputy Warden shall receive an amount of **\$6,382** per annum for their services as Deputy Warden.
2. Every member of the Municipal Council shall receive an amount of **\$14,046** per annum as remuneration for their service as Councillor, such remuneration shall also be paid to the Warden and Deputy Warden as a Councillor pursuant to section 1 of this resolution.
3. The Warden, Deputy Warden and Councillors shall in addition to such remuneration be paid a daily meal fee of **\$70.00** (\$15.00 breakfast, \$20.00 dinner, \$35.00 supper) and to utilize the **Federal Floating Mileage Rate** for travel to and from meetings, conferences, workshops, etc.
4. Municipal representatives appointed by Council to outside agencies, organizations, commissions shall be paid in accordance of section 3 the Remuneration For Warden & Councillors.
5. The Warden, Deputy Warden and Councillors are paid **12** times per year.

On motion of Councillor Malloy, and seconded by Councillor Baker, Council approved the Warden and Council Remuneration Resolution for the fiscal year of April 1st, 2024 to October 19th, 2024.

Motion approved.

BE IT RESOLVED by the Municipal Council of the Municipality of the District of St. Mary's, in the County of Guysborough, that the Remuneration entitled to **Warden & Councillors** for the October 20th, 2024 to March 31st, 2024 be as follows:

6. The Warden of the Municipality shall receive an amount of **\$11,432** per annum as remuneration of their services as Warden and the Deputy Warden shall receive an amount of **\$3,261** per annum for their services as Deputy Warden.
7. Every member of the Municipal Council shall receive an amount of **\$17,167** per annum as remuneration for their service as Councillor, such remuneration shall also be paid to the Warden and Deputy Warden as a Councillor pursuant to section 1 of this resolution.
8. The Warden, Deputy Warden and Councillors shall in addition to such remuneration be paid a daily meal fee of **\$70.00** (\$15.00 breakfast, \$20.00 dinner, \$35.00 supper) and to utilize the **Federal Floating Mileage Rate** for travel to and from meetings, conferences, workshops, etc.
9. Municipal representatives appointed by Council to outside agencies, organizations, commissions shall be paid in accordance of section 3 the Remuneration For Warden & Councillors.
10. The Warden, Deputy Warden, and Councillors are paid **12** times per year.

On motion of Councillor Harpell, and seconded by Councillor Malloy, Council approved the Warden and Council Remuneration Resolution for the fiscal year of October 20th, 2024 to March 31st, 2025.

Motion approved.

c. 2024-25 Operating Budget

On motion of Councillor Zinck, and seconded by Councillor Mailman, Council approved the Municipal Operating Budget which includes individual department budgets and the schedule of rates including the increases to area rates as presented for the fiscal year of April 1st, 2024 to March 31st, 2025.

Motion approved.

d. 2024-25 Sherbrooke Water Utility Budget

On motion of Councillor Baker, and seconded by Councillor Malloy, Council approved the Sherbrooke Water Utility Operating budget as presented for the fiscal year of April 1st, 2024 to March 31st, 2025.

Motion approved.

e. 2024-25 Capital Budgets

On motion of Deputy Warden Fuller, and seconded by Councillor Harpell, Council approved the Capital budget as presented for the fiscal year of April 1st, 2024 to March 31st, 2025.

Motion approved.

f. General Government Grants

- See the attached outline of the General Government Grants.

On motion of Councillor Malloy, and seconded by Councillor Baker, Council approved the General Government Grants for the fiscal year of April 1st, 2024 to March 31st, 2025.

Motion approved.

7. 2024-2025 Internal/External Committee of Council

On motion of Councillor Harpell, and seconded by Deputy Warden Fuller, Council appoint Councillors to the Internal and External committees of Council as presented.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Baker to add the Community First Guysborough County Housing Authority to the internal and external Committees of Council.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Conuncillor Baker to appoint Warden Wier to sit as as the primary Council member with Councillor Malloy as an alternate to the Community First Guysborough Housing Authority Committee.

Motion approved.

On motion of Councillor Malloy, and seconded by Councillor Zinck to accept the following representatives to sit on the corresponding committees of Council, Dana O'Connell to the St Mary's Audit Committee, Deborah Findlay to the St Mary's Audit Committee, Deborah Baker to the St Mary's Accessibility Committee, Chistina Boyer to the St Mary's accessibility Committee, Leigh MacFarlane to the Source Water protection Committee, and David Nadler to the Source Water Protection Advisory Committee.

Motion approved.

8. 2024-2025 Budget Open House:

On motion of Councillor Malloy, and seconded by Councillor Baker to hold a Budget Open House on May, 13th, 2024 fro 6:00 p.m. to 7:00 p.m.

Adjournment:

On motion of Councillor Malloy, and seconded by Councillor Harpell, there being no further matters of business, Council adjourned at 6:28 pm.

Motion approved.

Recorded By
Marian Fraser, Director of Finance

Approved By
Warden Wier



Municipality of the District of St. Mary's

Regular Council Meeting
Monday, May 13th, 2024

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, May 13th, 2024 at 4:00 p.m. in the Council Chambers Sherbrooke, N.S.

2. Attending:

Warden Greg Wier	Councillor Courtney Mailman
Deputy Warden James Fuller	Councillor Charlene Zinck
Councillor Everett Baker	Councillor Beulah Malloy

Absent with Regrets:

Councillor James Harpell

Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Jadzia Graham, Interim 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 Councillor Zinck, and seconded by Councillor Mailman, Council approved the minutes of the Regular Council meeting held April 8th, 2024.

Motion approved.

On motion of Councillor Baker, and seconded by Deputy Warden Fuller, Council approved the minutes of the Special Council meeting held April 15th, 2024.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Recommendations from the Committee of the Whole:

Committee of the Whole – April 17th, 2024 (Absent Warden Wier, Councillor Harpell, Councillor Zinck)

On the motion of Deputy Warden Fuller and seconded by Councillor Mailman the municipal council approve the tender bid from Sansom Equipment Ltd., to replace the saturation tank to ensure the utmost quality of drinking water provided to the customers at the price of \$73,400 plus HST.

Motion approved.

On motion of Councillor Baker and seconded by Councillor Malloy to direct staff to send a letter to Nova Scotia Municipal Housing and Affairs Senior Planner to request full funding for a 3D Digital Flood Mapping Product and to direct staff to obtain quotes to support the letter and additionally directs staff to arrange a presentation to Council explaining the 3D Digital Mapping Products.

Motion approved.

On motion of Councillor Malloy and seconded by Deputy Warden Fuller, Council directs staff to participate in the Christmas, Remembrance Day, New Years, Canada Day, Truth and Reconciliation, and African Heritage Month Ad campaigns with the selected advertisement publisher that Council approved and to direct the Municipal Clerk to follow up with executing the Ad submissions.

Motion approved.

Committee of the Whole – May 1st, 2024

On motion of Councillor Baker, and seconded by Councillor Malloy, Council agree to support and participate in the first annual St Mary's Oceans Day event in partnership with the Whale Sanctuary. Further, the municipality will contribute \$300.00.

Motion approved.

On motion of Deputy Warden Fuller, and seconded by Councillor Zinck, Council agreed to move the June 5th, 2024 COTW meeting to May 29th, 2024.

Motion approved..

On motion of Councillor Malloy, and seconded by Councillor Mailman, Council agreed to move the Regular Council meeting from June 10th, 2024 to June 17th, 2024.

Motion approved.

8. Outside Committee Reports

a. Port Bickerton Planning Association – April 17th, 2024

- See the attached report on file submitted by Councillor James Harpell

b. Eastern Counties Regional Library – April 18th, 2024

- See the attached report on file submitted by Councillor Courtney Mailman.

9. Other Matters of Business

- There was no Other Matters of Business.

10. CAO Report:

- See the attached report.

- Doug Patterson, CAO informed the Council of the highlights included in the report, some highlights included were the Capital Projects like the water infiltration system, the lift station on Hospital Road, and The decking at the sewer plant.
- Doug Patterson, CAO informed Council the filter media is complete at the water plant.
- Doug Patterson, CAO informed Council that he has been receiving some great applications for the Director of Recreation and Community Development position.
- Economic Development is working on housing projects.

Adjournment

On motion of Deputy Warden Fuller, and seconded by Councillor Baker, there being no further matters of business, the Council adjourned at 4:11 p.m.

Motion approved.

Recorded By
Jadzia Graham, Interim Municipal Clerk

Approved By
Warden Wier



Municipality of the District of St. Mary's

Monday, June 17th, 2024
Council Meeting

Recommendations from Internal Committees

Committee of the Whole – May 15th, 2024

On recommendation of Councillor Harpell and seconded by Councillor Baker, Council agree that the levy be investigated by Council with appropriate consultation conducted with all fixed-roof accommodation providers.

Recommendation adopted.

On recommendation of Councillor Baker and seconded by Councillor Malloy, Council agrees to select Ray Jordan as the 2024 St. Mary's Municipal Volunteer of the Year.

Recommendation adopted.

Committee of the Whole – May 29th, 2024 (Absent Councillor Harpell)

On recommendation of Councillor Malloy, and seconded by Councillor Baker, Council approve to give \$500.00 from the Tourism/Recreation Budget, and for 6 Councillors to give \$100.00 from their district funds in support to have the Stan Rogers Folk Festival in Sherbrooke.

Recommendation adopted.

On recommendation of Deputy Warden Fuller and seconded by Councillor Mailman, Council approve the tender bid from Admiral Glass and Signs Ltd., to replace the doors and install automatic openers to ensure a barrier-free path of travel and accessible facilities for both the St. Mary's Recplex and the Sherbrooke Library for \$54,806.15. plus HST. Plus the related electrical work be awarded to Suburan Electrical Ventilation for \$5,507.90 plus HST.

Recommendation adopted.

On recommendation of Deputy Warden Fuller and seconded by Councillor Malloy, Council request that staff:

- 1. Create and launch a survey for the public to assess if the Municipality's requests for a Neighbour Concept design meet the current and future needs for St. Mary's.*
- 2. Create and launch a Request for Proposal, integrating feedback from the public survey, for the design of a Neighbourhood Concept for PID#37501095.*
- 3. Write a letter to the provincial Minister of Seniors and Long-Term Care, and the Honourable Barbara Adams, and the Minister of Health, the Honourable Michelle Thompson, to officially offer 6 acres of land for the new 48-bed long-term care facility within PID# 37501095.*

Recommendation adopted.

On recommendation of Councillor Baker and seconded by Councillor Malloy, Council accepts the new agreement between the Municipality of the District of St. Mary's and the Municipality of the County of Colchester. Further, that council approves and requests that the warden and CAO sign the agreement on the Municipality's behalf.

Recommendation adopted.



Report to Council

Member of Council: Courtney Mailman

Board/Agency/Organization: Eastern Counties Regional Library

Date Attended: May 18, 2024

Location: Mulgrave

Agenda Item:

1. Welcome – land acknowledgement
2. Approval of agenda
3. Minutes of the April 18, 2024 meeting
4. Business arising
5. Financial update
 - a) Summary financial information
 - b) Income statement
 - c) Bequest Summary
6. 2024-2025 Draft Budget
7. CEO report
8. Van update
9. Library Reports
10. Date of next meeting and AGM – June 13, 2024

11. Adjournment

Notes: There are going to be some municipal renovations to the library and if there are closures necessitated by the renovations, the library can maintain a level of service if they run out of an alternate location. They would need access to the internet, a desk, some shelving or room for boxes.

Report to Council

Member of Council: Beulah Malloy

Board/Agency/Organization: Solid Waste

Date Attended: May 30/2024

Location: Guys. Mun. Office

- **Circular Materials-Upcoming Webinars**
- 2 Webinars are scheduled for June 3rd and June 12th. Asked to register for at least one of them.
- Auditing Project at Material Recovery Facility in Kemptown.
- Robert Mathewson who is the manager of Reduction and Recovery Operations are working towards some auditing projects for staff and summer student of recycling that comes through they're Material Recovery Facility here in Kemptown. Samples will be taken from trucks coming into the facility and the materials will be broken down to see if there any contamination or Health and Safety and Concerned items in the material.
- When a load is complete and when the report is finished, it will be sent to Tanya who will then pass it on to the appropriate person with the Municipal unit.
- Lightbulb Recycling Program
- Product Care Recycling representative Brad Skinner is looking at the development of a light bulb collection program in Nova Scotia and would like for the GFL landfill in Guysborough to be one of these locations. Nothing has been finalized yet as Tanya (regional Coordinator) is still looking into this with brad and Chris MacDonald who is general manager of GFL.
- Insurance for ERSWM truck
- After the purchase of the new 2023 truck the Insurance has doubled in price. Tanya contacted Cathy from Carrie McInnis insurance to talk about her concerns of this increased price. Cathy Forbes is looking into it and will get back to her.
- Next regular ERSWM meeting will be determined in the coming weeks.

FINANCE DEPARTMENT

Property Taxation

Interest on overdue accounts was applied in the beginning of May. The municipal low-income property tax exemption form was included in the Municipal Newsletter and is now online. The provincial tax rebate forms are not released until after July 1st.

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 2024/25 tax bills printed. The tax bills were mailed out to property owners the last week of May and are due July 31st, 2024. 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.

Property Taxes Collected

By fiscal year as of May 31st, 2024

- 2024-2025 Taxes – 5.70% Collected
- 2023-2024 Taxes – 93.81% Collected
- 2022-2023 Taxes – 97.3% Collected
- 2021-2022 Taxes – 98.6% Collected
- 2020-2021 Taxes – 96.12% Collected

Financial Statements and Reporting

Completed monthly bank reconciliations/ financials and prepared reports along with processed accounts payable, receivables and various invoicing as required. The finance department prepared and organization information for hosting the Budget Open House held on May 13th. Staff continued with annual audit preparation process for the external auditors. Trial balances and lead sheets with supporting documentation were all sent to the auditors prior to them being on site from May 13th to 16th, 2024. Assisted the Department of Community Development and Recreation with annual reporting for the Active Communities Fund and MPAL grants.

CAO Report



Committee/Policy Work

Continued work and attended regular meetings as a board member on the Association of Municipal Administrators along with the bi-annual Municipal Finance Officers training session. Participated and assisted with delivery of the First Responders event on May 1st.

Human Resources

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

RECREATION DEPARTMENT

Summer Day Camp

We have completed registration of students and have filled the staff positions. A calendar of daily activities has been completed. We are ready to start and operate the program as planned starting July 2.

Canada day

Preparations are close to complete for the annual Canada day event. A special news letter, web and Facebook articles will be issued to advertise details to the public shortly.

Recreation Director Hiring

Mallory Fraser, an existing municipal employee who has held recreation roles on a term basis in the past has accepted the role of director for Recreation and Community Development.

First Responders Day

The initial St. Mary's first responders event was held on May 1. The event was well attended with over 50 award recipients and their families.

Other activities

1. PickleBall at the Recplex. A series of games has been operating.
2. Floor Hockey at the RecPlex is beginning in June.

PUBLIC WORKS

Human Resources

We are currently working to hire a new Public Works Operator. We are receiving applicants and interviews are underway.

Sherbrooke Water Utility

Public Works continues to monitor the equalization pumps at the sewer treatment facility. Public Works are currently working with Partner Construction to get an accurate quote for the repair of hospital road lift station. Public Works has installed the new lift pump in the hospital road lift station and has also installed new guiderails for the pumps on hospital road and main street lift stations. Work is underway to install the Cameron Rd. Hydrant.

Sherbrooke Sewer Treatment

Public Works continues to monitor the equalization pumps at the sewer treatment facility. Public Works are currently working with Partner Construction to get an accurate quote for the repair of hospital road lift station. Public Works has installed the new lift pump in the hospital road lift station and has also installed new guiderails for the pumps on hospital road and main street lift stations.

Recplex Facility

Public Works are currently installing the on demand hot water heater. Installation is complete and awaiting the electrical aspect. During the electrical aspect, the new stove for the kitchen will be installed and other outlets for possible future expansion of the kitchen. The Municipality has awarded the accessibility tender for accessible doors to Admiral Sign.

Public Works has now posted the tender for the Recplex Revitalization Phase 2 which involves the replacement of the wood clad siding with steel siding and the replacement of wood frame windows with vinyl windows. The generator install will take place as soon as the generator arrives to KV Electrical. Installation of the generator is expected for July 2024.

Transfer Station

Public Works staff have adjusted the hours and materials accepted at the transfer station as decided by council. Temporary signage has been installed at the transfer station with permanent signage being ordered.

General/Grounds Maintenance

Public Works have installed hanging baskets on main street. Public Works has also refreshed and replanted all Municipal owned flower beds throughout Sherbrooke. Public Works has contracted Wilson

CAO Report



Cove Excavation to remove the old horse-riding ring and clear the road way to the entrance of Stonewall park. Public Works has also contract Waternish Construction to complete significant road work to the lighthouse road in port Bickerton.

ECONOMIC DEVELOPMENT

Housing

The next stages of a neighbourhood concept are in development. By the end of May the following were in place:

- 1.) In final stages of writing the RFP for the high of an architect/planning provider for the concept plan.(launch to bidders in June)
- 2.) Press release issued with all details for media and public information.
- 3.) By start of June a survey was posted to the municipal internet and Facebook to collect public feedback.

Climate Change Action Planning

Municipal staff began work with the Clean Nova Scotia Foundation on a three-year program to support the municipal climate change action plan.

Steps under way:

- 1.Anaysis of gaps and work plan
2. Examination of funding opportunities
3. Prepare for a July presentation to council

Hire Director of Economic Development:

Work is underway way to fill the vacant director role.

MUNICIPAL CLERK

Council/COTW Meetings

The Municipal Clerk has been attending all Council and Committee of the Whole Meetings, documenting all recommendations and motions on an Excel sheet to keep track of all recommendations, motions, and contracts and whom they pertain to. The clerk also records minutes throughout the meetings, posts the appropriate agendas and minutes online to the Municipal Website and Facebook Page, and sets up all IT needed for meetings.

CAO Report



Civic Addressing

The Interim Municipal Clerk has been working the month of April on Civic Addressing with the building inspector. Staff have been working with the building inspector to update and assign civic addresses and PID's on the Nova Scotia Civic Address Finder (NSCAF) website.

Committees

Accessibility Advisory, Fire Services Advisory, JOHS, Audit, etc.

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

Electronic Content/ Advertising

Updating the Municipal Website with current content, agendas and minutes, policies, by-laws, expense sheets, tenders and information. Updating the Municipal Facebook Page with current content for all departments, such as Community Events, Programs, and Activities.

Assisting Where Needed

Creating and editing Newsletter submissions. Assisting with the Volunteer Appreciation Event.

Gathering documentation and information for the different departments of the Municipality, helping wherever needed.

Water Utility

The clerk has been updating and filing all water utility bills, arrears reports, interest and meter reads on the Municipal website. Water Utility is to be updated every quarter.

Training

The clerk has been attending training webinars and sessions to stay up to date on all systems and websites that the Municipality deals with. Familiarization with the municipality's policies, procedures, records management and code of conduct.

Public Relations

Serve as a liaison between the municipality and the public, responding to inquiries and disseminating information. Manage public notices and announcements in accordance with legal requirements.