

## **Staff Report**

### **June 6, 2019**

#### **CAO – Alain Muisse**

##### **Municipal Administration Building \*Council Priority**

Wildsalt has been tasked with the re-design and has sketched the interior and exterior of the building. Initial cost estimates done at a high level are indicative that we are in a proper range of construction cost. The detail design will be the next steps. The exterior sketch is a work in progress and will be re-sent to Council and staff. We have not yet procured our project manager. On Tuesday, Wildsalt set a meeting up with their mechanical and electrical subcontractors, along with the costing experts to get a better sense of the project needs. Eilidh and I attended the call. As the detailed design takes place, we will be engaging the building committee and Council.

##### **Affordable and Alternative Housing \*Council Priority 2017**

The proposal to install a public road on our property is still in planning stages. ABLE engineering has provided draft drawings and we will have a decision for Council at our next meeting. An expression of interest will be prepared at the appropriate time, once we are clear on the development and the nature of the road that will be installed. Council approved a budget for the public road, and we now know that the budget provided will not complete the road in full.

##### **Rural Internet – WREN \*Council Priority**

Nothing significant to update since the latest information from WREN and Develop NS.

##### **Mariners Center expansion \*Council Priority**

The steering committee met in Yarmouth on Halifax on Thursday, May 23rd to continue its work on the application for funding for a Mariners Center expansion. We received information on the size and scope of the project and the potential funding pool, which is not an official amount. The committee planned contingencies in case we would not have enough funds to execute the full project. Committee members are also being advised on the cost of their portion, and we will be engaging Grant Thornton to aid us in our projections for operating support for an expansion making various assumptions to support the projection.

As mentioned in my last staff report, the group of nine have identified an exterior track and field, an interior walking/running track, a fieldhouse, fitness center, aquatic center and space for other recreation activities (multipurpose rooms). This list has not been reduced yet.

##### **Yarmouth International Airport Corporation \*Council Priority**

See request for decision for a request to further extend for another 60 days in the negotiation of a contract. We have met twice and have made much better progress in meeting two. The Airport board representatives have met with the prospective buyer of land at the airport for the first time.

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That work is ongoing. The next Airport board meeting is to be held June 10<sup>th</sup> at the Town of Yarmouth at 3:30 pm, where the operating budget is expected to be passed, among other decisions.

#### **Yarmouth Area Industrial Commission (YAIC)**

Nothing significant to report, there has been no meeting since the last staff report.

#### **Western REN**

I attended the audit committee meeting of the WREN to assist the WREN bookkeeper and CEO with the presentation of draft financial statements. We still prepare year-end accounting for the WREN and set up auditors for their work, as this expertise does not exist on site. The WREN was paying us \$18,000 plus HST for services, which included services from our financial officer, Sheila Muise, the CAO, and IT services as provided by Scott Muise.

The new agreement will be for \$6,000 plus HST, and will no longer include bookkeeping services; rather IT support and quarterly support from the CAO.

#### **Sea Cucumber appeal**

The appeal has been completed, and the appellants' lawyer must submit his final report by June 7<sup>th</sup>, then we must subsequently submit our response as defendant one week later. The UARB then has 60 days to render a decision from that point.

#### **Human Resources**

We have been impacted by a perfect storm of events that has our Public Works Department a bit short staffed. We have 2 leaves of absence, one parental leave and one sick leave. Furthermore, we had some delay in effectively hiring support staff for Wayne's work. Finally, we are in the process of hiring a replacement for Louis, but Louis has had to back into his old position to ensure Wastewater services continue. It is a reminder of our sensitivity to absences, particularly in wastewater – and this is the case across the County, we are collectively at risk as the level one operator certification is not held by many individuals.

We are actively recruiting for the municipal clerk position who will be going on maternity leave this summer.

#### **Provincial Work, AMA and other**

I will be attending the AMA conference from June 10<sup>th</sup> to 13<sup>th</sup> next week. We met to discuss modernization the 23<sup>rd</sup> of May. That meeting was with DMA staff, and we made some positive suggestions in that area.

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The Province of NS announced a deputy minister shuffle, which has shuffled out Kelliann Dean from the DMA position. Ms Dean has been a great asset to the department, and we will certainly miss her commitment to municipal government. Her replacement is Ms Nancy MacLellan and we certainly welcome her.

The Regional AMA will have met today regarding the concept of regionalization of Planning and building inspection services. I'll have more to report at the next Council meeting. This is an important exercise that is timely, and could be as large as Digby, Yarmouth and Shelburne Counties.

I will be assisting the Director of Finance in complying with provincial filing deadlines for Gas Tax, and I am actively involved in an ongoing CRA issue regarding Councilor stipends and CPP on those earnings. It is likely I will have to engage the services of Grant Thornton to clean up the situation that has transpired.

**Finance & Taxation Department – Marsha d'Eon**

Year End/Audit preparations are being done and auditors will be in the week of June 17<sup>th</sup>, 2019.

Our tax bills will be sent to the printers for printing during the week of June 2<sup>nd</sup>, 2019. We hope to start seeing payments coming in soon after that.

The 2019 Low Income Exemptions have all been entered. A total of 112 applicants qualified for the exemption this year for a total value of \$17,750.

I will be away attending the Association of Municipal Administrators (AMA) conference from June 12<sup>th</sup>-14<sup>th</sup> being held in New Glasgow.

Grants to Organizations & Fire Grant cheques will be sent out by the end of the month.

All services, including monthly reconciliations, accounts payable, and monthly financial reporting to staff and Council continues and is on schedule.

**Community Development – Charlene LeBlanc**

1. Assisted with AFF applications for Dept of Fisheries & Aquaculture
2. Deadlines for scholarship have passed and 2 applications were received
3. Attended a couple doc recruitment meetings
4. Did some water testing for aquaculture
5. Webcam program had no applications despite having contacted 15 businesses
6. Directional signage program has had more applications and signs will be ordered next week
7. Joined the site selection committee for the Congres Mondiale 2024 for 2 days

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8. Attended a MELP meeting in Bridgewater (Mun Energy Management)
9. Met with Village historique staff, and the new director
10. Met with the Seafood Extravaganza group on new ideas
11. Assisted in fishermen in Barrington for one day with AFF applications
12. Working with summer students on workplace wellness activities
13. Made contact with NS power to get all banners up in our communities

#### **Department of Public Works – Hans Pfeill**

##### **West Pubnico Sewer Treatment Plant (WPSTP)**

###### **Plant Operations**

The plant operates at a high level of efficiency and is compliant with NSDoE guidelines. Operations are running smoothly and within budget so far.

All 12 pumping stations are being monitored on a regular interval and everything seems to work normal. We experienced a few minor issues due to heavy rainfall but were able to resolve the issues at very low cost and within a short time. A review of our main lines via video should be scheduled over the next year or two.

We published a tender for the construction of the Dewatering truck Garage. We received two bids which were both over the anticipated estimate from the Engineering Team by 12% and 31%. We met with the lowest bidder (Garian Construction) to better understand their bid and to review of possible reductions. The negotiations resulted in a cost reduction of \$6,350 including all optional items of the tender. The West Pubnico Wastewater Committee had approved the optional items and had recommended to keep them and move forward with the project. Due to the operating cost reduction by running the dewatering truck, the cost of the garage would be recovered within 3-4 years. The project award was submitted to council and we should be able to move forward with the construction mid-May and have the garage operational by end of July or early August 2019.

The dewatering truck was taken out of its winter storage and is operational again. Further improvements of the process is needed and we are continuing to investigate and learn.

###### **Past Initiatives**

The new mixer for the SBR2 tank was replaced and the plant is fully operational again. The new PC and updated SCADA system is working well.

###### **Future Initiatives**

We received a valuable tip and connection from one of our wastewater technology sales persons regarding the chemical issue of our dewatering operation. We followed that recommendation and had our sludge and polymer tested for free, only cost was shipping, and received valuable feedback from a supplier in London, Ontario. They reported back to us that their polymer is reacting a bit better than our current solution. Their pricing appears to be better as well and we are inclined to

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test their product with the goal to make our dewatering truck operation more consistent and more efficient.

**Tusket Sewer Treatment Plant**

**Plant Operations**

The operation of this system continues in a relatively orderly basis, with our permit good until 2024. We are in compliance with NSDoE operating parameters. We submitted our annual NSDoE report and are awaiting to hear back from the local office. According to our records we are operating far under the effluent limits set out in our permit and we are hoping for a good record from the department. This month we did not experience any interruptions and the system is running smoothly. The Tusket Wastewater Committee met and approved the new operation budget of 2019/2020. We will be focusing this spring and summer on replacing some residential representation and will try to find a volunteer.

This month we did not receive any connection or disconnection request.

**Past Initiatives**

Louis is actively working on improvements on the plant and overall system and operations are getting less expensive. Staff was able to complete repair work on two properties where storm water infiltration during heavy rainstorms created issues at the sewer plant. These changes should decrease the incoming amount of sewage during rain events and operation of the plant is more manageable.

**Future Initiatives**

Staff is preparing to fix the overflow at the plant to avoid future flooding and breakdowns and we will take a more active approach on controlling grease and storm water infiltration. This all will help to assure the full life expectancy of the overall system. An investigation for a potential stormwater connection to our sewer system will be performed this spring/summer to further reduce the flow at the sewer plant.

**Municipal Administration Building**

The public works department is available to support the CAO with the next steps of the process. We are in close contact with FCM and are trying to maintain the funding as per contract and proposal. We are focused on helping the CAO and Council with project revisions and guidance of the process to the best of our knowledge. The current situation is of a complex nature and we all are part of the project and are focused on finding a good solution to move forward as soon as possible.

Staff is also involved in developing the remaining land beyond the new building location and we engaged ABLE Engineering to support us with detailed road and sewer design information to extend the road further east to allow for more developments. The consultant reviewed the survey information and provided us with a revised lot-layout plan and details for the new sewer alignment. This plan is providing a flexible solution and can be rolled out in two phases or all at once. Cost

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estimates of each option will be provided soon. Based on this information we will provide recommendations to council on how to proceed with the development.

#### **Policy and By-Law Working Group**

Due to a high priority on construction projects we postponed the process of registering our By-Laws for the use of SOT's. We are still recommending to review our by-laws in close coordination of an experienced lawyer before starting the registration process. This task is scheduled for summer/fall 2019. The new dangerous and unsightly policy is put on hold as well due to a high volume of capital projects and high volume of dangerous or unsightly cases being reported.

We are also reviewing the Tusket Waste Water Management By-law to improve the administration and allow for further development within the community. A first reading was performed and accepted by council on April 30, 2019.

#### **East Pubnico Water Utility**

##### **System Operations**

Staff continues to monitor and make repairs as necessary. Meter readings are performed on a regular basis. We engaged WSP Canada Inc. from Dartmouth, NS to perform well capacity assessments for all three operating wells. WSP will also provide a full report about the wells and make further recommendations Tank upgrade. The Water utility committee met at the end of April and discussed budgets and projects. We received full support from the committee to continue our efforts on upgrading the system over time.

##### **Past Initiatives**

Staff finalized the service agreements in close coordination with the users and our legal team. All signatures for the revised agreement have been received and copies provided to the users.

##### **Future Initiatives**

We engaged WSP Canada Inc. to support our team with a well assessment to determine a proper size for the Willet Road Tank. The field work is completed and a full report on all three wells will be provided by end of June 2019 with recommendations for future use of the system. We also submitted a funding application under the Provincial Capital Assistance Program to help us with paying for some of the upgrades at the Popes Road Well house and some consultant fees for the well testing.

#### **Wedgeport Sewer Improvement Program**

##### **System Operations**

This month all 42 systems are operating well. During the construction of the last three systems we came across a potential boundary issue and the installation team may have made an error during completion. The situation is being handled by the consultant and does not affect our operation or create further costs to us. We are still receiving complaints from residents about their lawn reinstatement efforts despite our efforts from last year to have the situations resolved by the contractor. We will be helping these individuals with further over-seeding of the affected

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areas and hope grass will start growing soon. The Wedgeport Sewer Committee met for the first time and we received good feedback about the sewer program from the two residents sitting on the committee. Budgets and a 3<sup>rd</sup> phase were discussed, and the committee members were happy to see a reduction of the annual operating fee.

#### **Past Initiatives**

42 Systems have been installed and are operational.

#### **Future Initiatives**

Staff is committed to support the owners of the new systems with the lawn re-instatement and will provide help with over-seeding some sites to ensure even grass growth. These efforts will be performed during spring 2019. We submitted an application to the Province under the ICIP funding stream and ask for support to install another 50 new sewer systems. If funding is approved, we would be able to roll out another phase by spring 2020. We are still waiting for information from the Province.

#### **Animal Control**

We didn't receive any complaints over the last few weeks and it seems that the residents are keeping good care of their animals. With the loss of the Yarmouth Dispatch center we also lost the service for dog control issues. The SPCA can be directly reached under 902-307-0475 in case of any dog issues.

#### **Garbage Handling**

This month all pickups were performed as per schedule. We are actively trying to find ways to improve our local garbage handling and will provide more information soon. With potential new regulations from the federal government we are monitoring the potential outcome and availability of funding to support our ideas.

#### **Building Inspection Report**

To date in this calendar year, 67 building permits and 23 development permits have been issued. There is a good mix of permit interest in residential dwellings and larger commercial/industrial operations. Last year the building season turned out to be very busy with 109 building permits issued and a further 29 Development Permits issued. Note that a Demolition Permit is tallied under the Building Permit numbers.

Last year there was more activity in medium sized commercial and industrial projects than in previous years. This trend is continuing again this year. Several years ago permit values were skewed by construction of free standing windmill towers.

#### **Fire Inspections**

We are currently working on a shared service solution, for some portions of the NS Fire Code Act, with the Municipality of Barrington. Inspections are conducted as required by the inspector.

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**Sub-Division Activity**

To date in this calendar year we have taken in 3 Instrument of Subdivisions and 7 Final Plan of Subdivision, with a few waiting for more information to proceed. These carry over files are of a more complicated nature and are time consuming to sort out. In comparison, we had 21 subdivision files on the go in 2018. The type of subdivision, be it Instrument of Subdivision or Final Plan of Subdivision equals last year.

Last year we had several multi lot subdivisions with the largest being 40 lots. All this activity was on or just off Route 308, north of the 103.

The majority of subdivision activity continues to be 2-3 lot subdivisions or consolidation of existing lots.

**Unsightly or Dangerous**

Out of the three recent cases all three responded and are in the process of cleaning up as soon as the weather permits. Last month we received 3 new complaints about unsightly properties and are in the process of investigating and contacting the owners. Two of the cases are reoccurrences from the last two years and we are trying to find ways to improve the situation. Two severe cases from last year are still open and we are following up with the situations once spring comes around and weather is more favorable for outside work.

We are working on the dangerous situations first with unsightly complaints receiving attention later.

The new dangerous and unsightly policy is under review and with the approval of the CAO it will be handed over to the committee for review and comments.

**Maintenance**

Field maintenance is picking up and spring and summer events are coming up fast. Field staff is working on fixing some dangerous situations on the East Kemptville ball field and was able to improve safety features at other fields as well. We came across missing gear and someone either borrowed or stole ground dragging gear stored at the fields. We are currently improving our OHS regulations and preparing Work safe procedures for our most dangerous situations. Staff is also using this time to update their safety certificates and training.

**Industrial Park**

Several lots are pending sales and staff is actively supporting the CAO with the process. 3 lots are under review by the UARB and development on hold for now. There are a few lots left for sale and more interest from developers is existing. More updates will follow once the UARB review is over and a decision is made.



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#### **Staff**

Kim Rowley is leading the Community Litter Clean up project, which is in full effect and a lot of volunteers are helping to clean our road sides. She managed to increase participation for this year and more road side areas are being cleaned.

Sara Murphy from East Pubnico helped us for 5 weeks as admin assistant in order to complete her work assignment for NSCC and completed her term May 31, 2019.

Luc deViller will be joining us as an Assistant to Louis over the summer and will help with any maintenance work under Public Works or Recreation.

Louis Boudreau was promoted to become our new Building Inspector and By-Law Enforcement Officer and his training for Building Inspection is starting this month. With the plans of John's retirement we are starting the transition now as it will take up to 2-3 years to complete all courses for the building inspection license and it will give both of them enough time to share knowledge and current building practices.

With Louis promotion we are in need for a new facility coordinator and sewer operator. We posted a new position for an Environmental Service Coordinator and application will be accepted till May 15, 2019.

All safety training deficiencies have been resolved and our crew is up to date with all their needed licenses to perform their work

#### **Software**

All software is up to date and working good for us. The PC to run the SCADA software for our plant was replaced and the system is running more reliable than before and the contractor added a few features at no cost to make the operation even better for Vaughn.

#### **Joint Occupational Health and Safety Committee**

The Municipality initiated a new Joint Occupational Health and Safety Committee at the end of October 2018 as required by Provincial regulations. A special bulletin board has been established in the Kitchen of the Municipal Admin. Building and information about the regulations, local inspectors, committee members, first aid staff, agendas and meeting minutes are being posted on a regular basis. Any safety related issues should be reported immediately to your supervisor or committee member!

We are actively working on our Safety Program and will report back once the program is completed and ready to be rolled out. Each month we are reviewing policies and program rules to make this program fit our needs. We are still in process of establishing the last few items and are actively reviewing our work safe procedures. New procedures will be established over the next months to create a high level standard for a safer work environment. Most of the previously identified safety issues have been resolved. Next goal is to review and improve our workplace

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violence protection program. A questionnaire will be rolled out soon to assess current issues and needs for the future.

During our last meeting we determined that all staff should have the latest version of WHMIS and we will provide more information about available e-learning programs via email soon.

#### **Miscellaneous**

1. Staff and CAO attended an Asset Management training course partially funded by FCM to help with the establishment of a local policy and better understanding of assets and operation. The training will continue over the winter/spring 2019 and could have a great outcome to future operation and service providing strategy. We established a new policy and are actively refining our level of service in order to better serve the community and use our resources more effectively. More info's will follow as we progress.
2. We are currently working on developing the remaining property at the new admin building location to offer opportunities for low income housing or further residential growth. We developed a plan to create 19 Single Family Home lots and one lot for a pocket community. Road and sewer extension designs are fully developed and ready to go for tender and construction, once the subdivision is approved and registered.

#### **Court House & Archives – Judy Frotten & Kaitlin Wood**

##### **The Argus**

We are working on the summer 2019 issue of the Argus and expect delivery to Members by the end of June. **The Argus is our most important program and allows us to maintain the Argyle connection with our members from Canada and the US.**

##### **AMHGS**

AMHGS Board meeting is May 27th. The Annual General Meeting will be held on June 12th. Guest speakers are Don Pothier and Gordon Wood, speaking on: The Court House Restoration Project. We thought it is an appropriate presentation as the Society celebrates 30 years in 2019. AMHGS will present annual awards at the AGM, and Members and public are invited.

##### **Student Staff**

We have secured funding for seven positions and have hired the following students for the summer: Kaylie Albright (YCW-CCA, 16wks), Brittany Paulick (YCW-CCA, 16wks), Abbie Hope (SKILL, 14wks), Alyssa Adams (SKILL, 14wks), Karmen d'Entremont (YCW-CMA, 13wks), Hayden Young (CSJ, 8wks) and Cody Donaldson (CSJ, 8wks). Kaitlin and Judy are in the process of doing orientation and training for summer staff and setting them up with their summer projects. Judy is working with all of the funders to finalize contracts and reports required by each grant.

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#### **Student Placement**

There is a business admin student from University of Sainte Anne who is doing his 5-week placement with us, from Apr. 23 until May 29th. During this time, he has worked on various administrative tasks for us, with his main task being an archival project involving our photo database.

#### **Court House**

Museum will be officially open on May 29th, however our museum students only started on May 27th and it will take some time to get the Gift Shop set up. We will be ready to receive visitors on Wednesday, though the ferry only starts later in June. We had a group of 44 (grade 8 band class) visit us from Bedford last week and have some smaller group tours scheduled for June.

#### **Professional Development**

Kaitlin attended Council of Nova Scotia Archives' conference on May 9th and 10th. Judy is attending Association of Nova Scotia Museums (ANSM) Executive meeting on May 29th and an ANSM Board Meeting on June 4th, both in Halifax. We are sending two summer students to attend TIANS' Superhost Training at Burrigdge on May 30th and two students for YASTA's Familiarization tour on May 31st.

#### **Joint Occupational Health & Safety Committee**

We haven't had a meeting since March 19th. We are waiting to reschedule when Committee members are available to meet, most likely later in June or July. The committee continues to work on outstanding items from inspection report. Louis and Wayne have taken WHMIS, and we will look at making this available to other staff once Budget is approved. The committee is currently working on violence workplace assessments and evaluation of workplace safety procedures.

#### **Forum Acadien 2019**

Judy continues to work with a group of individuals/stakeholders, who are organizing a 3-day Acadian conference on Oct. 4, 5 & 6, 2019, in the Municipality of Argyle. The group submitted a Grants to Organization application to ask for funding and has also asked the Municipality if they are willing to take care of bookkeeping aspect for the conference (deposit the cheques received and issue cheques to vendors). We will keep you informed as details become available.

#### **Research Requests**

Kaitlin is in the process of training archival students on reference services. With their help, it will be much easier to keep up with the numerous research requests we receive on a regular basis.

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**Recreation Programming and Active Living – Ginette d’Entremont**

**ParticipACTION Challenge**

The ParticipACTION challenge is running from May 31<sup>st</sup> until June 16<sup>th</sup>. We are encouraging individuals in the Municipality of Argyle to download the participACTION app on their phone and record their minutes of physical activity for a chance to win \$150,000 for our community.

**Day Camps and Teen Camp**

The day camp program will run in 3 locations: Pubnico, Plymouth and PEB, from July 2 until August 15. The Day Camp Program is for ages 4-12. The Teen Pilot Program will run from July 2-25, 3 days per week, Tuesday-Thursday. The Teen program is for ages 11-15.

**Summer Employment**

All summer staff have now been hired. Day Camp Directors will begin work on June 17<sup>th</sup> and Day Camp Counsellors and Teen Counsellors will begin work on June 24<sup>th</sup>. June 24-28 will be a full week of orientation and training.

**Argyle Minor Soccer Club**

The soccer season will begin on June 3<sup>rd</sup> and run for 10 weeks ending on August 8<sup>th</sup> with the year end tournament on August 9-11.

**55+ Events**

June 13 – 55+ Social at the Club Acadien from 1:30-3:00pm  
July 6 – Royal Nova Scotia International Tattoo, Halifax  
July 18 – Tusket Islands Tour  
July 29 – August 1 – 55+ Games Week  
    July 29 – Golfing (Pubnico)  
    July 30 – Bowling (Brunswick Lanes, Yarmouth)  
    July 31 – Darts and Shuffleboard (Twin Village Social Club)  
    August 1 – Card Games (PEB)

**Kayaking**

July 11 – Evening kayaking for experienced kayakers (Pont du Marais, Pubnico)  
July 13 – Beginner kayak session at Glenwood Park

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**Director of Recreation Services – Natalie d’Entremont**

**Argyle Minor Baseball**

We have 50 players registered in Argyle for minor baseball. We are working with Yarmouth Minor Baseball to combine players in certain divisions in order to have a team. These combined teams will be playing in Shelburne and Digby Counties.

**Workplace Wellness**

May 23 was declared Workplace Wellness Day. We celebrated by doing random act of kindness throughout the day. We also hosted a washer toss tournament amongst the staff. During the month of May, the workplace well team launched a challenge, with each workday having a different challenge to complete.

**Gender Equity in Action**

The South Shore and Metro regions have formed a unique partnership to look at gender equity in our recreation facilities. Mariner’s center has been identified as a pilot facility for the South Shore. The committee’s focus is to increase participation by diverse females, of all ages, in all facility aspects, by developing a gender equity assessment tool.

**Active Transportation - Walkability Nova Scotia Fund**

We have received a grant in the amount of \$2800 to better connect École Belleville to the Rails to Trails by creating a trail across from the school. Hubert Pothier, landowner, has agreed to create this trail on his land and he is in the process of acquiring an easement to connect to the rails to trails.

**Wedgeport New Trail Development**

I attended a meeting on May 22 at the Wedgeport Legion to discuss the possibility of new trail development in Wedgeport. Only 3 people were in attendance. Two possible trail development were 1) Chebeck road, and 2) redeveloping an old trail starting at the Wedgeport School to Black Pond road.

**Argyle Recreation Commission AGM**

The ARC held their AGM on May 23. Nicole Albright is our chair and Scott Surette is the Vice Chair. There are a few vacant positions on the Commission. Councilors will be notified if the vacancy is in their district.

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**South Shore Female Leadership Network**

A core team has been formed to examine the possibility of forming a South Shore Female Leadership Network. The Core team met on May 28 to strategically plan what this network will be.

**Yarmouth Shelburne Municipal Recreation Association**

Argyle hosted YSMRA AGM on May 7<sup>th</sup>.

**Summer Staff Policies & Procedures**

Two new policies will be added to the summer staff manual: 1) Concussions & 2) Sun Safety.

**Kids 1.5K or 3K Fun Run**

The Outdoor Program Coordinator, with the help of the office staff, has planned a Fun Run, on June 1 (Trail Day), for children between the ages of 5 to 12 at the Pubnico Point Trail. The run begins at 10am. There will be random draws for prize. Grand prize is a Spikeball game set.

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**Senior Safety Coordinators Report April 2019**

**Program Data:**

**Overall Clients to date:** Municipality of Argyle: 540    Municipality of Yarmouth: 308

**New Clients for the Month of April:** 3

Visits overall to date: 6,123

Month of April:            Home Revisits: 52    Telephone Revisits 112

**Referrals:**

RCMP Referrals to Date: 129	Month: 3
Referrals to RCMP to Date: 59	Month: 1
Outstanding referrals to Date: 39	Month: 3
Town of Yarmouth Referrals: 192	Month: 2

**Referrals to other agencies:**

To Date:

Housing: referrals: 70    Placements: 16	Month: 0
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Continuing Care and Home Care: 192	Month: 2
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Adult Protection: 86	Month: 0
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Nursing Home /Boarding Home Placement from clients list: 38	Month: 0
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**High Risk Active Files:**

New Month of April: 1            Month of April: 15    Overall Clients: 206

**Other:**

- April 10<sup>th</sup> attended the CHOICE (Affordable Housing) meeting.
- April 10<sup>th</sup>, attended the Municipality of the District of Yarmouth 's council meeting with Staff Sgt. Ben Parry to give our annual report for 2018.
- April 23<sup>rd</sup>, attended a planning meeting for the Caregiver Wellness Retreat.
- April 24<sup>th</sup>, facilitated a session on Falls prevention and Elder Abuse to the High Hopes Seniors Group in Hebron.

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### Senior Safety Coordinators Report May 2019

#### Program Data:

Overall Clients to date: Municipality of Argyle: 541 Municipality of Yarmouth: 310

New Clients for the Month of May: 3

Visits overall to date: 6,177

Month of May: Home Revisits: 54 Telephone Revisits: 82

#### Referrals:

RCMP Referrals to Date: 129	Month: 0
Referrals to RCMP to Date: 60	Month: 1
Outstanding referrals to Date: 39	Month: 0
Town of Yarmouth Referrals: 193	Month: 1

#### Referrals to other agencies:

To Date:

Housing: referrals: 70 Placements: 16	Month: 0
Continuing Care and Home Care: 193	Month: 1
Adult Protection: 86	Month: 0
Nursing Home /Boarding Home Placement from clients list: 38	Month: 0

#### High Risk Active Files:

New Month of May: 0 Month of May: 15 Overall Clients: 206

#### Other:

- May 8<sup>th</sup>, attended the Senior Expo planning meeting.
- May 13<sup>th</sup>, attended a meeting with Community Links.
- May 14<sup>th</sup>, attended the Western Zone Community Health Board's plan 2019 at NSCC Burrige Campus.
- May 15<sup>th</sup> and 16<sup>th</sup> attended the Senior Safety Coordinators conference in Bridgewater.
- May 22<sup>nd</sup>, attended a meeting at the Yarmouth Regional Hospital to look at forming a multidisciplinary group to focus on Senior Issues.
- May 22<sup>nd</sup>, facilitated a session on Cybercrimes/Frauds and Scams at the Arcadia Baptist Church with 38 participants.
- May 24<sup>th</sup>, actively participated in the Caregivers Wellness Retreat held at the Beacon



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- Church with 30 caregivers participating.
- May 30<sup>th</sup>, will be facilitating a session at the Carlton Fire Hall on the Senior Safety Program, Vial of Life, Frauds and scams.
- Orientation of Ashley Rhyno the new Senior Safety Coordinator.