

# **Council Report for September 2021**

## **CAO and Municipal Clerk– Alain Muise & Eilidh Canning**

### **Municipal Administration Building \*Council Priority (multiyear)**

We are quite settled in the new building, with much of the rooms set up appropriately. There are outstanding matters that are listed below, including the final inspection and connection for NS Power to the grid. The job is still below budget.

The major areas to complete are:

- Paving second layer on parking areas and laying additional pave on JE Hatfield Court.
- Noise reduction (absorption) in four major areas (main entrance, both board rooms. The product is on site and awaits installation.
- Audio Visual installation in Council chambers, due to delays and issues with the subcontractor, we are not yet able to use the room to its full capacity. The issues have been identified and await resolution.
- Artwork and other privacy additions to workspaces to ensure they work properly and reduce interruption.

We should be receiving a special audit report that we require as part of the FCM grant and loan application. This should be completed by Tuesday's Council meeting.

### **Affordable and Alternative Housing \*Council Priority (multiyear)**

Nothing significant to report. Our planner has made a number of recommendations to move forward.

### **Strategic priorities sessions**

Eilidh and I have met with core group as well as with Kathy Jourdain to organize a second visit for strategic planning, which will set corporate values. COVID and the move has delayed our progress. We will create teams to establish measurable objectives. We hope to complete the strategic plan document in its completion by December of 2021. We initially had July 2021 in our sights but that was not possible due to pandemic restrictions and other priorities.

We have our second session with Kathy Jourdain scheduled for Monday, October 18<sup>th</sup> at the Municipal office. This session will be a full day staff event, and the office will be closed for the

day. We will work internally to ensure the closure is advertised on our website, Facebook page as well as signage placed on the front doors of the building advising of the closure.

## **COVID**

Phase 5 of the transition in living with the pandemic shall commence September 15<sup>th</sup>. We shall examine the need to change policies and procedures at the municipality. Furthermore, we now have self- testing kits in our wellness room to give staff additional peace of mind as we open up more.

## **Fishing dispute**

We remain informed by our communications firm and have met again with the Minister of Fisheries prior to the election. The communication received from the Minister is that the DFO has been instructed on what fishing is appropriate and which are not and will enforce these regulations.

## **Rural Internet – WREN \*Council Priority (multiyear)**

The agreement is executed as per Council's approval, nothing else to report.

## **Mariners Center expansion, strategic planning and bridge to services\*Council Priority 2019-20**

Since the last report, both a provincial and federal election were called. The Conservative Party of Canada pledged to fund the expansion of the Mariners Center. There has not been any other commitments made.

The elections delayed political conversations, into the late summer. The next meeting is set for October 27<sup>th</sup>. The work on Mariners on Main is ongoing, and the Mariners Center is scheduled to open to the public on October 14 2021. We have an outstanding decision on ownership, to which a Request for Proposal shall be done for Council on the matter.

As mentioned in the last report, we have established a ceiling of 30 Million for the project, thinking that our portion would approach \$10 Million (3.067 M for Argyle). That portion is for a capital project – operations are not included in those figures.

## **Yarmouth International Airport Corporation \*Council Priority 2019-20**

The nomination committee completed its work on the recruitment of 3 new non-elected members. The board shall endorse these new members at their next meeting. Capital priorities are being updated for recent infrastructure needs.

Celtic continues their work on the adjustments in operations. They too were delayed with COVID pandemic. We expect a written report in the coming weeks.

On September 8<sup>th</sup> I was on site for an audit of our safety related labor policies and met with the onsite manager to instruct and prioritize the work. The airport did hire another weather observer with the loss of a full-time observer earlier in 2021.

The Board approved price increases for landing and other fees, that should be implemented this month.

### **Wedgeport Wastewater project**

Nothing significant to report. The project will commence in the fall of this year. The funding is not impacted by the delay.

### **ACOA funding applications**

The 2 applications for funding submitted for our trails and for the Hipson Bridge are on hold until the federal election is over. As it is a pre-existing program, a change of government, should it occur, would not necessarily cancel the program.

### **Municipal Innovation Program**

A small group of 3 CAO's met to discuss the RFP for regional planning services, and the document shall be completed by the end of this month. This work is generally on schedule, but there is a concern that there will be issues in finding the appropriate firm to do the work, as COVID has significantly impacted workloads in this industry.

### **Bylaw Complaints**

Received three complaints as Bylaw enforcement officer, two of which are regarding an ongoing noise and unsightly complaint. A new complaint was received on a property in Tusket. Correspondence and contact shall be made this week. With the infilling of the Bylaw enforcement officer position, a more comprehensive report shall be presented to council. The noise complaint was managed by the RCMP.

### **Other Miscellaneous Work**

- Policies that are on the list include Traffic Calming, Sidewalk, and other HR policies. Eilidh is leading this work, along with three outstanding development agreements for development in our Municipality.
- Bylaw work includes updating current policies as well as drafting the Private Road Bylaw, which Eilidh is leading.
- The Fire Inspection/Bylaw Enforcement position has been filled by Mitch Colburn, and his first day is Tuesday, October 12, 2021.

- Muise met with Village Historique and Musee Acadienne to assess the financial implications of a merger, should they follow through. That report shall be sent to their consultant to complete the report.
- Along with Warden Muise and Alix d'Entremont, attended a presentation on Coastal Protection, and regulations restricting development within a 100M distance from the Coast. The regulations seek to protect residents and businesses from coastal erosion and an expected water rise due to climate change.
- Muise participated in the evaluation of the NSFM executive director as part of his board tasks.
- Eilidh, Alain and Kim met with Gary Surette to provide input in the development of an online complaints management process. This system will go live January 1, 2022.
- Worked alongside legal representation to progress two legal items impacting the Municipality.
- Aided Auditors in the review and completion of the non-consolidated and consolidated audited financial statements. Drafted the 5 year Capital Investment Plan for your decision and is attached to the board agenda.
- Heat Pellets – Nothing significant to report on this presentation.
- SOT registration and changes to bylaws have been received, no action on this item yet. This project is led by me.
- Nuisance and noise policy work has stalled, with concerns around enforceability are being analysed. It was determined that a lighting nuisance policy should be its own policy. Along with Charlene and Scott, approved documentation on lighting regulations for new development.

### **Western REN**

- Working with the CEO to assess funding opportunities for energy reduction for the airport, early stages of discussion. The WREN has a funding program to aid in reducing energy use as part of their strategic priority.

### **Drought and REMO**

- REMO passed a motion supporting a drought response plan, and participated in the most recent meeting where we discussed the role and responsibility of Fire Departments and droughts.

## **Finance Department- Marsha d'Eon**

Tax Reminders were sent out in September and payments are slowly coming in.

Work on the Tax Sale has begun, with the first notice going out the first week of October. Tax Sale is scheduled for February 15, 2022.

The Statement of Estimates (SOE) report has been submitted to the province, meeting the Sept 30<sup>th</sup> deadline. The Financial Information Return (FIR) has not yet been released by the province due to a change in the report and the addition of a schedule due to COVID. This report will be completed and submitted to the province as soon as they release it. The audited financial statements and Management letter have all been submitted.

I attended the Association of Municipal Administrators (AMA) fall conference, held in Dartmouth from October 5-8th.

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

## **Community Development Officer Report – Charlene LeBlanc**

Sept 9/21- Oct 7/21

1. Attended a Perennia webinar on Cost of Production
2. Attended the Virtual Advisor program information session known as Boomers Plus
3. Met several times with various colleagues re: Small Business Week Oct 17 to 22<sup>nd</sup>. We will be aiding businesses to put out a “Thank You” to patrons and we will showcase them on social media.
4. Attended the WREN economic recovery meeting
5. Working with a group of local colleagues on a project that targets those who should be preparing for the coldest months.
6. Attended a Focus Group at Ignite with the MIT Reap group.
7. Working on the prep and details for the November 16<sup>th</sup> Grand Opening
8. Hosted both MWB Dalhousie groups. We have two teams working on mitigating the mosquito problem. I meet with both teams separately every two weeks. Both teams came down for a visit on different days and sought to meet as many mosquitoes as possible in various locations. Their reports will be finalized by mid-December.
9. I attended the Starlight committee meeting
10. I have been working on the art for the new building (both new art and reusing art from the old administration building.)
11. Attended a Starlight meeting re: trail project

12. Workplace wellness hosted a staff event and potluck. The new kitchen, I must say, is so loved and appreciated!
13. Working on the Community Identity Sign Project.
14. Submitted information for the newsletter.
15. We now have an “Aquaculture in Argyle” Facebook page for all things related to aquaculture and our waters.
16. Met with the Ecology Action Centre virtually re: our advancement in sugar kelp
17. Assisting two fishermen with an Option to Lease meeting/forms
18. Aided a non-profit with a substantial grant application.
19. Aided a community group with incorporation and By-Laws.
20. Found locations for vaccine pop-up clinics for Dept of Health for Oct and Nov.
21. Assisted a company with Tusket Business Park lot information and process to buy.
22. Ordered a sign for the Pubnico Point trail for their donation board.

### **ATCHA – Heritage Development Officer Report for Council – Judy Frotten**

**Court House & Gaol Museum** – Will close for the season effective October 29<sup>th</sup>. Interpretive Guide Bradley d’Entremont will work until Oct. 29<sup>th</sup>. Numbers of visitors from other provinces and from overseas have increased this fall.

**Proof of Vaccination** – As mandated by Province of NS, the museum has implemented the Proof of Vaccine mandate at the museum effective Oct. 4. We thank Council to make a motion to include the archives in this protocol, to keep staff and volunteers safe. So far, we have not had issues with visitors at both locations, and people are prepared with documents. We have (expectedly) had some disgruntled comments on social media.

**Archives** – Kaitlin Wood returned as Contract archivist from Sept. 7 until Oct. 5, and we anticipate using her archival services again next summer. The number of researchers at the Archives are starting to increase again as well, keeping Phil and volunteers busy.

**Fall Events** – Judy is partnering up with Ginette (Active Living) for a children’s Halloween activity, a decorated trail walk on Oct. 27. We have met to purchase supplies and take care of logistics and are seeking volunteers.

**Funding Extension** – We received extra funding from Young Canada Works, which allowed us to keep summer student Karlee Muise, for @184 hours, on a part time basis from Sept. 7/21 until Feb. 11, 2022. Karlee will work as a Museum Assistant, working on various projects including social media, programming, etc.

**MEP (Museum Evaluation Program)** – We received our “report card” from Association of Nova Scotia Museums (ANSM) on behalf of the Province of Nova Scotia, Communities, Culture & Heritage Department. We’re pleased to report that we received 81.7% (compared to 81.9% in

2016). We greatly improved in Management and Community section, and lost points (which we expected) in Facilities and Collection management sections. We're thrilled that we were able to do so well and will use this Report Card to help shape the work we need to do in the next 4 years (for our next provincial evaluation). A copy of the report is available for anyone interested.

**Court House capital projects** – We are following up with local contractors to arrange to have the work done to resolve water issues at the museum. We will change contractors if necessary to get the work done finally, in this fiscal period. We are also in the information gathering stage for work needed at the Court House – including new roof, windows, paint job. This includes speaking to contractors and meetings with Alain and Kyle Boudreau and exploring possible funding opportunities. Thanks to Phil for leading these conversations.

**Association of Nova Scotia Museums** – Judy served on ANSM's Nominations Committee and participated in their AGM on Sep. 24/21). A virtual retirement party was held for ED, Anita Price after the AGM.

**LAMNS 2021 Joint Conference** – Libraries, Archives & Museums Nova Scotia will hold a virtual conference "Moving Forward Together" on Oct. 21-23, and Judy is registered to attend (various sessions throughout the 3-day conference).

**CNSA Course** – Phil is registered to take Council of NS Archives' "Access, Reference & Outreach" virtual workshop (Oct. 25-27). This is part of the core (archival) curriculum offered by CNSA.

**The Argus** – Summer issue is at the printer, and we've started working on the Fall/Winter issue. This is still our most important program, and how we preserve our history and maintain that "Argyle" connection with people across Canada and the United States, all with some connection to our Municipality.

**Tech Upgrades** – Resolving I.T. issues is ongoing. We continue to work with Scott Muise (MODA) & Steve Goldring (ACCESS Databases).

**French policies for MODA website** – Judy is assisting with formatting the translated policies to put up on the website, and will continue working at this whenever time permits.

**AMHGS Board** – The Society's AGM has been postponed – new date to be determined. We thought it prudent to wait a bit until people are set up to show Proof of Vaccination, as this will be required for attendance to the AGM. The next "regular" meeting will be Oct. 19/21.

**MODA Meetings** – Phil has been attending Wellness Committee and Christmas committee meetings. Judy has attended JOHSC meetings, CORE Group meetings, and weekly team meetings with supervisor (Eilidh & team).

**Probationary Period ended** – Phil Cassidy’s 6month probationary period ended on Sept. 15/21 and we conducted his performance evaluation. We’re pleased to announce Phil’s full-time status as Municipal Researcher!

**Director of Recreation Services – Scott Surette**

**Multi – Sports Camp**

The Multi-Sport camp started last week. We have a full camp with 12 registered.

Here is the schedule

<p><b>Baseball - September 28 &amp; 30</b></p> <ul style="list-style-type: none"> <li>• <b>Time:</b> 5:45pm to 7:15pm</li> <li>• <b>Location:</b> Tusket Ball field</li> </ul>	<p><b>Volleyball - October 5 &amp; 7</b></p> <ul style="list-style-type: none"> <li>• Time: 6pm to 7:30pm</li> <li>• Location: Par-en-Bas School</li> </ul>
<p><b>Basketball - October 12 &amp; 14</b></p> <ul style="list-style-type: none"> <li>• Time: 6pm to 7:30</li> <li>• Location: Belleville School</li> </ul>	<p><b>Badminton – October 19 &amp; 21</b></p> <ul style="list-style-type: none"> <li>• Time: 6pm to 7:30pm</li> <li>• Location Belleville School</li> </ul>
<p><b>Pickleball – October 26 &amp; 28</b></p> <ul style="list-style-type: none"> <li>• Time 6pm to 7:30pm</li> <li>• Location: Belleville School</li> </ul>	<p><b>Curling - November 9 &amp; ?? (To be confirmed)</b></p> <ul style="list-style-type: none"> <li>• Time: 6:30</li> <li>• Location: Yarmouth Curling Club.</li> </ul>

**Glenwood Park Improvement Project**

There is nothing new to report as we are still waiting for the Special Places (Government) to approve the first report.

**Pickleball**

The Pickleball at Mariner Center (Anthony Pavilion) will finish the week of October 11. We will restart Pickleball the following week at Plymouth school on Monday evening from 7 to 8:30 and in Pubnico school on Wednesday evening from 6:30 to 8:00pm.

**West Pubnico Golf Club.**

I am presently working with the club to start a Junior Golf Program. We had a few discussions, and we are in the process of applying for funding for this program.



## **Other Meetings Attended**

- Sept 8 – YSMRA/Staff Safety Meeting
- Sept 9 – Sign meeting with Charlene/Alain
- Sept 15 – Mariner Center meeting
- Sept 16-17- 18 – Preparation for the 55+ Games
- Sept 23 – Starlight Meeting & Community Use (Schools)
- Sept 24 – Website Training
- Sept 27 – Core Meeting
- Sept 29 – Meeting with Bob Thibeau (West Pubnico Golf Club)
- Oct 4 – Meeting with Alain & Eilidh

## **Director of Programming and Active Living – Ginette d'Entremont**

### **Parc des Jeunes**

The accessible swings have now arrived and will be placed at the Parc des Jeunes within the next few weeks. We are still waiting for the accessible ramps.

### **Adult Kayaking**

We offered a fall kayaking session on Kegeshook Lake in Quinan on Monday September 27<sup>th</sup>.

### **Adult Hiking**

We are offering a guided hike on Sunday October 17<sup>th</sup> in Kemptville. The cost to participate is \$45 and this includes a meal. Churchill's Brook Hike will be 8 kms in total with some rough terrain and wet areas. Registration is required for this hike. Our rain date will be Sunday October 24.

### **Halloween event**

We will be offering a Halloween walk through the Rail Trail in Belleville for children 12 and younger on Wednesday October 27<sup>th</sup> from 6-7pm. The trail will be decorated, and volunteers will be handing out goodies to the children. Children are encouraged to come dressed in their Halloween costume. Our rain date will be Friday October 29<sup>th</sup>

### **After the Bell**

We will be offering the After the Bell program this fall at PEB for girls in grades 7-9 starting November 2 until December 14. This program focuses on physical activity and wellbeing for young girls.

### **Active Communities Fund**

I have purchased art from a local artist to be put on the Pubnico Point Trail as part of the grant application through the Active Communities Fund. The Art on the Trail project is to encourage physical activity.

## **Meetings**

September 9 – YSMRA meeting (Zoom)  
September 13 – 55+ games meeting  
September 15 – Accessibility meeting (MODA)  
September 16 – Workplace Wellness meeting  
September 16 – Covid program planning session (Zoom)  
September 16 – ARC meeting  
September 22 – CEC Belleville (Zoom)  
September 23 – Community Use of Schools meeting (Zoom)  
September 23 – Starlight meeting (Zoom)  
September 27 – 55 + games wrap up meeting  
October 5 – Quality of Life presentation (Zoom)  
October 6 – PAPE (Physical Activity Practitioners Exchange) session (Zoom)

## **Property Services and Property Inspection – John Sullivan and Kyle Boudreau**

### **Sub-Division Activity**

To date in 2021, we have 18 subdivision files on the go. This includes Instruments of Subdivision, Plan of Subdivision and 1 (one) Repeal of Subdivision, a rarity in the subdivision world.

### **Building Inspection Report**

To date in the 2021 building season, staff have issued 106 Building Permits with 5 permits pending as well, staff has also issued 129 development permits (including electrical power hookups) for a total of 235 permits issued. Note: a Demolition Permit is tallied under the Building Permit numbers and the adoption of the new LUB require all development within the municipality to start with a Development Permit. We have provided background information for several possible rezoning inquires. 5 letters for Zoning Confirmations have also been issued.

### **West Pubnico Sewer Treatment Plant**

Currently all systems are functioning well, all our test results are well withing the parameters set by NSDEO. The new trident press is working great, and we are still trying to set up a date for official commissioning.

There was a study done by Dillon Consulting in December 2020 that has now been passed on to NSDOE for their recommendations. It is regarding solving a rare issue that happens with that station not being able to keep up during large rain events. Two viable options were presented to us to try to rectify the problem, but these need approval from NSDOE before any decision is made. Since last report NSDOE has come back with their recommendations and this has been passed on to Dillion Consulting

### **Tusket Sewer Treatment System**

This plant seems to be operating well. The anaerobic field issue as improved but is not completely rectified yet. The contract has been awarded to Acadian Plumbing and Heating to repurpose the generator from the former Municipal Building. This generator is a big step towards our Tusket System being operational during power outages.

### **East Pubnico Water Utility**

Not much change on this project at this point. NSDOE have been explained the situation and are being patient. All work is completed on this upgrade to monitoring. This system should be commissioned by Oct 8<sup>th</sup>, 2021.

### **Wedgeport Sewer System**

Regular maintenance and pumping are being done on the existing sewers. There are 3 systems that are dealing with a knot weed on the septic fields. This knot weed will cause long term issues as the root matures. This is not an ideal time of year to rectify this temperate wise however solutions are being investigated. Phase 3 of this project will be going to construction tender in early 2022 after some delays due to covid pandemic.

### **Facility and field Maintenance**

All our part time crew is now done for the year. Wayne is still doing some lawn upkeep on our properties as well as preparing for the winter snow removal season.

### **Report from Alix d'Entremont – GIS Technician**

- Ongoing civic address and data maintenance
- JOHSC safety check on employees
- Sep 21, delivered civic address notices for shanties on some Tusket Islands (Harris, Turpentine and Deep Cove).
- NS Coastal Protection Act research
- Worked on Fire Safety Plan Floor and Site Plans
- Worked on amending Fire District boundaries between Quinan, Eel Brook, West Pubnico and East Pubnico.
- Worked on several updates for our building permit software (LiSA).
- Captured UAV imagery of the PEB field with new lines.
- Sep 9 meeting with Shannon Arnold of the Ecology Action Centre regarding Sugar Kelp aquaculture.
- Sep 15 meeting with Matthew King regarding the Aquaculture Development Area.

### **Senior Safety Officer – Peggy Boudreau**

No report submitted