

Staff Report for Council – November and December 2021

Acting CAO and Municipal Clerk– Kyle Boudreau & Eilidh Canning

Affordable and Alternative Housing *Council Priority (multiyear)

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

Rural Internet – WREN *Council Priority (multiyear)

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

Wedgeport Wastewater project

Exp Engineering team has started the investigation and design process. As of January 7th, 2022, they have visited 35 properties out of the 50 proposed to collect soil samples and survey points. This information has been taken back to the office to begin the design process. The remaining 15 properties will be evaluated when the weather allows.

ACOA funding applications

The 2 applications for funding submitted for our trails and for the Hipson Bridge. There were some questions from ACOA regarding our application, and Charlene LeBlanc is working with ACOA and staff to answer these questions.

Municipal Innovation Program

A small group of 3 CAO's met to discuss the RFP for regional planning services. 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.

Other Miscellaneous Work

- Policies that are on the list include Violence in the Workplace, Overtime policy amendments, Vehicle Policy, Holiday Bonus Policy amendments and other HR policies. Eilidh was leading this work.
- Eilidh was working with WSP on amending the existing Active Transportation Plan. Now that Natalie d'Entremont is back at MODA, she will be leading this plan moving forward. Community engagement on this work is set to begin in February 2022. Currently, WSP is collecting data, and creating schedules for the work that is anticipated to occur.
- The Fire Inspection/Bylaw Enforcement position has been filled by Mitch Colburn, and his documentation has been sent into the province in order to become a designated official. We have been following up with the Department of Justice and hope to have his official designation by mid January 2022.

- Heat Pellets – Nothing significant to report on this presentation.
- 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.

By-Law Enforcement and Fire Inspection – Mitch Colburn

By- law Enforcement: Dangerous or Unsightly:

Since my employment on October 12, 2021, the department had 38 files on record to review. All paper files have been replicated to digital files. All photographic evidence corresponding with each file is now enhanced with a date and time stamp along with GPS coordinates. We feel this is necessary if they are ever needed in a court of law.

Out of the 38 files, 17 were pending, the department has since resolved and closed out 5 files.

Our oldest complaint goes back to 2017, which involves an abandoned home that has been deemed uninhabitable and demolition has been recommended by the Municipality. The department is hopeful for an amical resolve.

One complaint of an illegal dump is being negotiated to an Order to Remedy.

Fire Inspections:

The Department has 127 Fire Inspections reports on file. Every file has been reviewed. All paper files have been replicated to digital files. 110 of these Fire Inspections are overdue. As a former certified level one fire inspector for the City of Springfield, Massachusetts, I am confident that these overdue inspections will easily be caught up once I get the approval to start.

In preparation for provincial class one fire inspector status, I am presently enrolled in the Fire Inspectors of Nova Scotia home study program, I have completed a parallel inspection with Fire Inspector David Andrews/ Barrington of the new fish plant in Pubnico and have completed the required Red Cross certification for First aid and CPR. My next step is to meet again with Inspector Andrews for further parallel inspections and coaching.

Finance Department- Marsha d'Eon

With 9 months of the fiscal year over, I will be comparing budget to actuals and figures, making sure all is in order prior to March 31st year end and beginning preparation work for the upcoming 2022-2023 budget season.

Bonnie is continuously working on our annual Tax Sale which is scheduled to be held on February 15th, 2022, however, may have to be postponed once again this year due to COVID. The first ad will be published in the January 5th edition of the Vanguard.

The 2022 Tax Assessment Roll has been completed by PVSC and will be downloaded and available on our Townsuite system as soon as possible.

Sheila is working on payroll year end and will be issuing T4's in the near future.

All other 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

No report available.

ATCHA – Heritage Development Officer Report for Council – Judy Frotten

Seasonal Staff – Karlee Muise continues to work part time for fall/winter. The funding extension from Young Canada Works, Canadian Museums Association pays for Karlee to work 8 hrs./wk., until Feb.11/22. She is assisting with the development of new school programming and is also sharing content from our collection online via our social media channels.

AMHGS – Historical Society's AGM was held on Nov. 16/21 by Zoom. It was the first time the annual general meeting was held virtually, and it allowed members from other parts of Canada and the US attend. The Society does not meet in December, so the next regular meeting will be held evening of January 17/22.

Christmas Tree Lighting – We partnered up with Ginette (Recreation) to host the annual Christmas Tree lighting ceremony for the community on November 28/21, which was a great success. Due to Covid restrictions, we needed to ask for proof of vaccination, which caused some issues before the event, but at the event, people came prepared with required documents. We had Security at the entry checking this for us. Moonlight Swing Band, including our own Phil, entertained the crowd with lovely Christmas music. There were speeches of welcome from Ginette, our Warden, AMHGS President, and messages on behalf of our MLA and MP. We had a visit from Santa (Bruce Muise), giving out candy canes, and the Historical Society provided hot chocolate and cookie decorating "to go" kits to the kids. We had a sizeable group attend the outdoor event, and despite many restrictions, we felt it went quite smoothly and we received much positive feedback.

SWNS Curators Group – Judy attended the bi-annual regional Curators' meeting, which was held virtually on Nov. 5/22.

MODA meetings – Judy attended Core Group meeting on Oct. 25, and the JOHSC meeting on Nov. 25. After 3 years on JOHSC committee, Judy will become manager "alternate" and will attend future meetings as needed. Phil attended Wellness Meetings and Christmas Committee meetings in November and December. Thanks to Phil and Chantalle for the excellent planning of the Christmas party for staff and Council – well done! Judy also attended weekly meetings with

Eilidh and team during October/November and attended the “Doctors NS Initiative” as part of Wellness virtual meeting on Dec. 17/21.

Heritage Property Program Working Group – Judy attended the working group’s virtual meeting on Nov. 17/21, on insuring heritage properties, with a presentation by Insurance Bureau of Canada.

“Clinique culturelle de Par-en-Haut et Par-en-Bas” – Judy attended the day-long collaborative session at Club Acadien on Nov. 23 with various attendees from Argyle and Clare regions representing different cultural and local government groups. There were presentations and workshops throughout the day, regarding understanding current cultural situation, regional collaboration, planning, celebrating cultures, integrating with community development, and next steps, which include intention to continue working together beyond the organization for the *Congrès mondiale acadien 2024 in “Clargyle.”*

The Argus – the Fall/Winter 2021 issue is at the printer and will be distributed to members ASAP. The printer we used for years retired this fall. Producing this issue, including all the formatting needed to change from a press to a printer, had a steep learning curve for everyone involved. We are excited for members to see the new format. Phil has been working on a series of Oral History interviews that will be shared in this and future issues of the *Argus*.

Grant applications – The grant application process has begun – Judy is in the process of creating proposals for summer student positions to work at the Court House & Archives and will submit applications to apply for Federal and Provincial programs. Deadlines for these are in January 2022.

Ongoing Capital Projects – We have accepted quotes to connect the Court House to the Archives drilled well, and legal paperwork has been started. We are now awaiting availability by contractors, which we expected would take place before the holidays. We will follow up to see if it’s possible to be done during this fiscal period, however we are now dealing with winter weather, and there is a chance the work will once again need to be delayed! Phil is also researching suitable solutions for roof and window replacement at the Court House next year, along with quotes. We anticipate having this information in order to submit our Budget proposal.

Open by Appointment Only – The Archives have also been open by appointment only since December 15/21. We have been offering services by phone, email, curbside, and quick office visits; taking care of membership renewals (our busy time of year for this), research requests, and pre-Christmas orders from the Gift shop, which has kept us busy. We appreciate the protocols meant to keep everyone safe! A reminder that the Museum and Archives require proof of vaccination.

Acknowledging Staff Changes – There have been many staff changes lately, and we’d like to wish Eilidh Canning and Kim Rowley well on their new endeavors – you will be missed! We’d also like to congratulate Chantalle Newell and Scott Surette on their new positions! Welcome back to Natalie d’Entremont, and well wishes to John Sullivan on his “semi-retirement.” Also,

welcome to Liz Smith-Doucette in her new role. Well wishes are being sent to our CAO. Happy New Year to everyone from Phil and Judy – we look forward to working with you all in 2022!

Director of Recreation Services – Natalie d’Entremont

As of November 30, 2021, I returned to the Municipality of Argyle after working for the Province as the Regional Physical Activity Consultant, for a year. I’m very grateful to have had the opportunity and the experience of working at a provincial level of government. I have learned lots and I know my experience will benefit the Municipality. I learned lots about myself and realized that my heart and soul is working for the Municipality as the Director of Recreation Services. Thank you, Scott Surette, for taking on this role during my leave of absence

During my first 3 weeks back in Argyle, I have familiarized myself to the work and projects that have taken place during my absence.

1. **Argyle Recreation and Physical Activity Strategies:** I reviewed and updated both strategies to reflect the work done in the past year with Ginette.
2. **MODA Accessibility Plan:** With Kim’s departure, I have taken on the lead for the Accessibility Plan of MODA. I have reviewed the present document and presently making some edits as well as presentation format.
3. **Active Transportation Plan refresh:** With Eilidh’s departure, I have taken on the lead of working with WSP Consultants on the contract to refresh our present AT Plan. The contract has been signed and work has started. I met with the project leads and Eilidh on December 9th to discuss the project and meet the team.
4. **Glenwood Park project:** I met with Scott S. on November 30 for a brief meeting as to the status of this project. Waiting for approval to proceed.
5. **MODA/Healthy Tomorrow Foundation (HTF) pilot project – Make your Move at Work:** The staff at MODA is taking part in one of 3 pilot studies in the Province for Make Your Move at Work. The Executive Director of HTF and Pilot Lead met on Dec 17 with MODA staff to give the staff an idea of what the pilot project is all about. This is a 3-month pilot project focusing on making small changes in our work habits that will positively impact our mental and physical health as well as increasing our productivity. This pilot is a result of my provincial work with HTF and Make Your Move provincial campaign.
6. **Active Communities Fund (ACF) Application:** MODA had not depleted the total funding request from the ACF funds available for 2021. Our willingness to pilot Make your Move at Work, proved to be a way of securing funds for a treadmill for the wellness room, along with other funds for media advertising for Make your Move. I’m waiting for approval of our application.
7. **Workplace Wellness Committee:** I have been asked and accepted to lead the Workplace Wellness Committee once again.

Director of Programming and Active Living – Ginette d’Entremont

Parc des Jeunes – We have not received the 4 ramps that will be installed on the 4 play structures. There are delays in the delivery of these ramps due to Covid. I have also ordered an accessible picnic table and an accessible bench which will be installed in the spring.

Adult Hiking – We held a guided nature walk at Birchdale on November 20th. We had 6 participants join us for the walk and enjoyed the surrounding area finishing off with a wild berry tea and a snack by the fireplace.

Christmas Tree Lighting – We had a very good turnout for our annual tree lighting event that was held on November 28th. We served hot chocolate and cookie decorating kits outside after the event. We had instrumental Christmas music played by the Moon Light Swing Band. The tree was donated by Sandra Phinney and Barry MacGregor. We donated \$100 to the SAR Social Aid in lieu of payment for the tree.

Seniors

On December 9th we offered a free take-out Turkey lunch for seniors 65+. The meal included turkey, potatoes, stuffing, vegetables, gravy, and a desert. We served 170 meals. There were 10 volunteers who helped us out between the prep day and the day of the event. It was a great success. From the 170, we gave 30 to Peggy Boudreau, our Senior Safety Officer to give out to her clients.

We also made 150 Christmas Stockings for seniors 65+. Seniors could reserve a stocking by calling the Recreation Department and setting up a pickup. Some of the stockings were delivered as well to those who couldn’t make it in. From the 150 stockings we made, we gave 30 to Peggy Boudreau, our Senior Safety Officer to give out to her clients. This initiative was also a great success and very much appreciated by the seniors.

MPAL PD Sessions

November 8 – I participated in a one-on-one session with Tara Reynolds on my personal strengths that were identified through the Strength Finder assessment tool that I completed (Zoom)

November 30 – The MPALs met online for a PAPE session on “Creating winter movement”, discussing ways to keep people moving throughout the winter months.

December 10 – The MPALs met in Liverpool for a PD Pathway follow-up on our PD needs and goals that we wish to prioritize in the next little while.

December 15 – The MPALs met online to discuss Trail Art Projects that were happening around the region (zoom).

Grant applications and reports – For the month of January I will be finishing up the reports of the grants that I received in 2021 as well as applying for funding for the summer student jobs through Canada Summer Jobs and Young Canada Works. The deadline to apply for CSJ is January 25 and for YCW is February 3.

Winter Programming

We are in the process of planning activities and events for the winter months. These will be weather dependent as well as dependent on the restrictions placed on us by the Covid pandemic. We will update as we proceed.

Meetings

November 8 – 55+ Curling meeting

November 9 – Recreation NS AGM meeting (Zoom)

November 10 – Workplace wellness

November 17 – CEC Belleville (Zoom)

November 18 – Make your move information meeting

November 18 – ÉcolesPlus (Zoom)

November 23 – Congrès Mondiale session/discussion Club Acadien, SAR

November 25 – ARC meeting

December 6 – Deep Dive in the Quality of Life of Nova Scotians, Barrington

December 15 – SAC Drumlin (Zoom)

December 15 – CEC Belleville (Zoom)

December 17 – Make your move presentation (Zoom)

Public Works – Kyle Boudreau

West Pubnico Sewer Treatment Plant

Currently, all systems are functioning well, all our test results are well within the parameters set by NSDEO. There has been a 10 Hp pump breakdown at the lift station and we are rectifying this problem now.

Tusket Sewer Treatment System

This plant seems to be operating well within regulatory guidelines.

The generator is in place and hooked up and will be commissioned by Nova Scotia Power at their earliest convenience.

East Pubnico Water Utility

The new monitoring system is functioning at Willet Road wells. Popes Road monitoring is installed and should be fully functioning in the next week.

Wedgeport Sewer System

Regular maintenance and pumping are being done on the existing sewers.

Facility and Field Maintenance

Snow removal season has begun. With the addition to the new road and our new building taking the additional time, we are finding it hard to keep up with the few dumping of snow that we have had. We are brainstorming a way to rectify this.

Building Inspection Report – John Sullivan and Rene Jeddry

To finish off the 2021 building season, staff issued 131 Building Permits with 3 permits pending as well, staff also issued 158 development permits (including electrical power hookups) for a total of 289 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 inquiries. 5 letters for Zoning Confirmations have also been issued. Please see attached building report for further details on the permits issued for November and December.

Report from Alix d'Entremont – GIS Technician

November 2021:

- Regular data and civic address maintenance
- ADA Meetings Nov 24, 25, and 26
- Charlene, Danny, and I met with the Minister of Fisheries and Aquaculture, Steve Craig, and others on Nov 30
- Updated the LUB maps for a zoning amendment in Middle West Pubnico
- Created a map for WSP for their work on updating our Active Transportation Plan
- Created a set of digital files for signs for the Yarmouth County Trail for Ginette
- Extracted assessment trends near the Pubnico Point wind turbines to support the Municipality of Shelburne in their research
- Created map for an investment inquiry by the WREN
- Created new road in Bell Neck named Wenjack Rd and in Roberts Island called Sharp Point Road
- Created unique fire safety plans for each room of the new Administration Building

December 2021:

- Regular data and civic address maintenance
- ADA Meetings on Dec 15 and 20
- Worked with Wayne Hubbard to get two private road name signs installed

- Created map showing properties to be included in the next phase of the Wedgeport Wastewater Improvement Project
- Began the renaming process for a road in East Kemptville
- Completed an amendment to the fire district boundaries for East Pubnico, West Pubnico, Eel Brook and Quinan

Senior Safety Coordinator– Peggy Boudreau

November 2021:

- Coordinators monthly Zoom meeting
- Community Health Board presentation on our program
- Path work palls Fridget quilt (a small quilt with items attached for dementia clients) donation to the program as well as to the RCMP.
- Department of seniors Zoom meeting re new senior care grant application
- Police advisory meeting in Municipal council Argyle.
- Restorative justice Zoom meeting re information for seniors to access service.
- Podcast interview with Gary Nickerson and Quinn Taggart on senior safety program.
- Delivered final survey and food buck for this program 15 people had access to this program.
- Interview with Tony Dorian from Eastlink TV to be aired numerous times

December 2021:

- Homewarming Clinic at Municipal Office in conjunction with provincial representative.
- Coordinators Zoom meeting
- Delivered hot meals and Christmas stocking to 50 seniors with the help of the RCMP and a representative from our MP office. This was a partnership with the Argyle recreation meal pickup.
- Delivered Christmas food and gift boxes to 5 needy seniors with the money collected at the staff and council Christmas party.

Been a busy two months and the New year is starting off to look that way also.

Working from home as much as possible with not doing home visit other then necessary.

Statistics for November:

New Clients: 5

Home visits: 22

Phone Call visits: 63

Referrals from RCMP: 1

Referrals to RCMP: 2

Referrals to Continuing Care (Home Care): 3

Referrals to Adult Protection: 1

Referrals to Mental Health: 2

Placements from Hospital ALC to nursing home: 1

Referrals for Town of Yarmouth Clients: 3

High Risk Clients: 10

Vial of Life Completed: 0

Statistics for December:

New Clients: 2

Home visits: 55

Phone Call visits: 57

Referrals from RCMP: 2

Referrals to RCMP: 1

Referrals to Continuing Care (Home Care): 1

Referrals to Adult Protection: 2

Referrals to Mental Health: 3

Placements from Hospital ALC to nursing home: 1

Referrals for Town of Yarmouth Clients: 4

High Risk Clients: 12

Vial of Life Completed: 0