

Staff Report for Council – January 2022

Acting CAO and Deputy CAO/Municipal Clerk – Kyle Boudreau & Scott Surette

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

We are still waiting a response from ACOA on our 2 applications for funding 1) trails and 2) Hipson Bridge. Indication from ACOA is that both applications are still being considered.

Municipal Innovation Program

Our CAO was leading this group however Chris Frotten CAO Barrington has now taken the lead and meet with all 7 Partners to prepare the RFP to hire a consulting firm to review regional planning services.

By-Law Enforcement and Fire Inspection – Mitch Colburn

Dangerous Or Unsightly

It has been a difficult month for cleanups with the weather conditions this month. Several complaints that were in the process of work to be completed are on hold until conditions improve. Three complaints were closed out this month and three were very recently taken in. One complaint that was closed will now be opened again due to the same infractions. Investigations are continuing and hope to close out several more this month. We currently have 12 pending files on record.

Fire Inspections

The Fire Inspector Certification program is progressing as quickly as possible. I am in direct contact with The Barrington Municipality Fire inspector and will be doing parallel inspections as soon possible. I am also in direct contact with the Fire Marshal of Nova Scotia. The Fire Marshal is getting weekly reports moving forward on my progress and review. With recent information for this process, I believe Fire Inspections will be able to be performed much sooner than anticipated although that is dependent on future class availability and difficult at this time.

Finance Department- Marsha d'Eon

Year end work continues and the 2022-2023 budget process has begun. All managers have been sent their portion of the budget to complete.

Reminder notices for outstanding taxes were sent out on February 2, 2022.

PVSC sent out the 2022 tax assessments to residents in early January. Deadline to appeal is February 10, 2022. The assessment roll has also been downloaded onto our system.

Bonnie is continuously working on our annual Tax Sale which has been rescheduled due to Covid restrictions. It will take place on Tuesday, March 22nd, 2022, 10am at the West Pubnico Legion. Pre-registration is required to attend and can be done by calling our office at (902) 648-2316. A limit of 50 names will be taken.

Sheila is working on payroll year end and will be issuing T4's in the near future. She has also begun the work for the upcoming tax billing.

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 (Scott Surette provided report)

- Attended the Societe Bon Temp AGM
- Helped organized the Covid Test kit distribution day being held on Feb 8 at West Pubnico Legion from 10am to 1pm
- Helped organized the Booster Covid clinic being held at the Feb 11 at the West Pubnico Legion

ATCHA – Heritage Development Officer Report for Council – Judy Frotten

Seasonal Staff – Karlee Muise will finish her work term as Museum Assistant on Feb. 11/22, through a funding extension received from Young Canada Works, Canadian Museums Association. She has identified curricular needs for French and English school boards, starting with elementary grades, and has started to create resources for use in new museum programming.

AMHGS – Historical Society's monthly meeting was held Jan.25 and the next meeting is scheduled for Feb.15. The Society is starting the committee work to tackle tasks identified by

their new 5-yr Strategic Plan. Much of this work directly benefits the Court House Museum and MODA's interests in the Court House/Archives (such as museum programming, accessibility, community outreach, fundraising, etc.).

The Argus – A special issue for Fall/Winter 2021 went out to members in January. Phil is working on our oral history project, and this issue included the first of a short series of articles from interviews with local Veteran and centenarian, Charles Muise. A complete shift in the way *The Argus* is produced has allowed us to explore new options, resulting in a more professional looking product. This historical publication is our most important program. It is in its 34th year of being produced and the AMHGS membership base of @450+ exists because of it. It is what allows us to maintain that connection to Argyle, with members across Canada and the US. Extra copies of this issue were printed to provide to the Recreation Dept. to include with Senior programming (to-go kits). Phil and Judy are working on the spring 2022 issue, with expected delivery to members in March.

Grant applications – Judy submitted grant applications to apply for four positions, through Federal and Provincial programs: one each for Young Canada Works, Canadian Museums Association and Canadian Council of Archives, and two positions with Nova Scotia's SKILL program. We hope to receive funding to create 3 to 4 positions for the summer.

Ongoing Capital Projects – Excavation equipment is on site, waiting for the ground to thaw enough to allow for the digging necessary to be able to connect the Court House to the Archives' drilled well to rectify the water issues at the Courthouse (well goes dry each drought year). Unfortunately, contractors were not available to do the work this fall. We are hopeful that the work can take place this fiscal period. Phil has obtained quotes from Ross Farm to replace windows at the Court House, and they have also provided advice on roof replacement. He has also reached out to Provincial "Communities, Cultures and Heritage" (CCH) Department regarding possible funding opportunities which the Historical Society could apply for on behalf of the Court House. We are working with Scott Surette & Kyle Boudreau regarding this work in terms of budget planning for 2022-23 fiscal term.

Open by Appointment Only – The Archives have also been open by appointment only since December 15/21. We have been quite busy in the past weeks as many people are renewing their memberships this time of year, and we also have many research requests. Only a few of our volunteers have returned on a regular basis (by appointment), with most waiting for more restrictions to lift before resuming their tasks.

La Société Touristique Bon Temps d'Argyle – Judy attended their virtual AGM on Jan. 25. She also joined the Board and attended the meeting right after the AGM. The group's focus is changing from being mainly involved with the region's "Dark Skies" initiatives to more focused on product development (regional activities) and encouraging/supporting collaboration between organizations/encouraging relationships and working together toward common goals. The "Congrès mondial Acadien 2024" is going to be a focus for the region moving forward. The group will meet every couple of months.

Accessibility Equipment – We were contacted by the @NS (formerly C@P program) and invited to participate in an initiative to deliver a program to non-library sites in Nova Scotia by the federal and provincial government. We gladly accepted the offer and in January we received: a compact Lenovo ThinkCentre M70q Tiny desktop; a 27-inch monitor; two brand new 8th generation iPads; Sennheiser Epos Adapt Headset; Verilux Happy Light Therapy Lamp; Phillips Voice Tracer/Recorder; apps for iPads (Voice Dream Scanner; Voice Dream Reader; Voice Dream Writer; Snapverter). The new equipment is centered around accessible technology, which will allow patrons to access computers and the internet regardless of visual, hearing and motor-skills impairments. They plan to provide some online training to familiarize staff/volunteers with the accessible features built into both Windows and IOS, as well as the included specialty apps and software. (Please note that we used to be a C@P site and received funding each year to hire a student to assist in providing programming similar to that offered in libraries. We have not received this type of funding in several years.)

We are excited to receive this technology and will advertise/promote that we have this equipment available for public use (at no charge), once we are fully opened to the public, when Covid restrictions are lifted.

(Please note, we have just been advised that they have additional equipment left over, and they confirmed they will send us a second computer set up and voice recorder! They will also check to see if they have a table with adjustable heights left, and if so, will send us one). Amazing program!

Director of Recreation Services – Natalie d’Entremont

Make Your Move at Work Pilot Project: The staff of MODA is participating in a Provincial Pilot Project lead by the Health Tomorrow Foundation from January to April 2022. The goal of this campaign is to move more and spend less time being sedentary while working. The return on investment of the program is huge for the employer. The cost of inaction is that employees who are sedentary are at higher risk of physical and mental illness, and their illness is also costing employers. In a single year, that cost to Canadian businesses was more than \$500 million.

PHYSICALLY ACTIVE EMPLOYEES:

- are happier and healthier
- improve their workplace performance
- are more productive
- are more resilient
- have lower risk for some workplace injuries

PHYSICAL ACTIVITY PROGRAMS:

- improve work attendance and engagement
- elevate corporate reputation

- improve employee satisfaction, creativity, loyalty and morale
- can reduce insurance claims for physical and mental health issues
- lessen staff turnover

The workplace wellness team is leading this project. We have received \$4655.50 from the Active Communities Fund (CCTH) to help support the program. Plans are well on their way to help staff make small changes in their working habits throughout the workday. Workplace Wellness has also applied for funding through the Municipal Workplace Wellness grant

Make Your Move (MYM) Regional Pilot: Argyle Recreation is participating in MYM South Shore regional pilot. MYM is a media campaign targeting inactive women to add more movement in small bout throughout the day. Their motto is “*The best piece of exercise every invented is you*”. You will see and hear promotional material for this campaign.

Active Transportation Plan refresh: Meeting with WPS consultants on February 2, 2022. This meeting is intended for WSP to provide introductions to team members, a summary of the AT Plan review and a workshop to hear feedback from Key Stakeholders within MODA regarding the previously completed AT Plan. This will assist WSP in the preparation of the public engagement materials. We will also discuss the scheduling of the larger public engagement sessions.

West Pubnico Junior Golf Program: I’ve been working with the Board of Directors of the West Pubnico Golf Club Association to help them to write an application to Sport Nova Scotia’s Sport Fund for a junior golf program. The funding is to purchase 15 sets of Junior golf clubs, balls, tees, and hire a pro.

Accessibility Plan update: I met with P. Earl Muise, chair of the Accessibility Committee, to discuss the Accessibility Plan and what stage we are at. It seems like the Council has seen the draft document on June 8, 2021 and were asked to submit feedback by the following meeting. I’m still working on the document for final approval.

Equity in Sport – January 19 via Zoom: Sport NS staff are meeting with a group of individuals involved in sports (athlete, coach, board member, referee, parent, and Rec Departments) in Yarmouth County. They are facilitating a coordinated efforts to improve sport in our area. The group has begun to set priorities areas they would like to tackle.

Recreation & Health Partnership: I serve on the Western Zone Recreation & Health Partnership. This committee looks to ways recreation and primary health care can work together to support common physical activity goals.

Glenwood Park Project update: Still waiting to the approval from DNR

Meetings

- Winter Activity Planning with Ginette: January 7
- South Shore Female Leadership Network: January 11
- Recreation Budget Meeting: January 12 & 18
- Leadership/ Core Team meeting: January 13
- Make Your Move at Work meeting with Project Lead; January 18
- Mariner's Center Expansion meeting: January 19
- Argyle Recreation Commission: January 20
- Bike safety meeting: January 26
- Leadership/Core Team Meeting: January 27

Director of Programming and Active Living – Ginette d'Entremont

Budget – We have started working on the Recreation budget and have submitted our first draft.

Seniors – I am putting together some more activity kits to be given out to the seniors (65+) in our Municipality. At this time, I have 2 different kits, one is a painting kit and the other one is a puzzle kit. It will be promoted on Facebook towards the end of the month.

PD Sessions

January 13 – I took a training session with NS Walks. The purpose is to create social support that increases opportunities for people who are currently less active to enjoy the benefits of walking.

January 27 – The MPALs met online to discuss Trail Development, the process to go about it and what challenges can be faced.

Winter Programming

We have organized a winter challenge for the month of February asking participants to do 6 of the 14 items mentioned in the challenge. These are all outdoor activities for families and individuals to take part in. Participants are asked to take pictures of themselves doing the activities and submitting these to us. There will be 4 random draws at the end of the month. This activity is posted on Facebook.

Meetings (All meetings on Zoom)

January 10 – Make your move meeting

January 11 – Provincial Kidsport meeting

January 12 – YCAA meeting with Yarmouth Recreation

January 13 – CPRA grant information session on jobs for youth

January 17 – Meeting with Pierre-Luc Gauthier about surfing sessions for this summer

January 17 – CSJ grant information session on jobs for youth

January 29 – CEC Belleville

January 19 – Workplace wellness meeting
January 20 – Community Use of Schools meeting with Barrington Recreation
January 20 – ARC meeting
January 26 – Bike Safety meeting with Ginny Smith and Barrington Rec
January 31 – Make your move meeting

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 NSDOE. There has been a 10 Hp pump breakdown at the lift station and we are rectifying this problem now. The 10 HP pump has been ordered and delivery expected Mid-March.

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. Generator is commissioned and functioning we will now have a functioning wastewater system in Tusket during power outages. This was a great project and cost effective with the repurposing of the Generator from the old Municipality of Argyle office building.

East Pubnico Water Utility

We had a power surge take out a pump on the Willet Road. Luckily there are 2 wells so we have been able to continue to serve our customer. We are looking at inline surge protection to reduce this risk in the future.

Wedgeport Sewer System

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

Expansion of this system is currently in the design phase with tender expected to go out in coming weeks.

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.

We have also added a new Public Works Staff member Jonathan Leblanc who will be based out of the Tusket Treatment plant but will also complete the necessary electrical work on Municipality of Argyle assets. This should result in considerable long term cost savings.

Building Inspection Report – John Sullivan and Rene Jeddry

We started 2022 the same way we finished off last year, immersed in applications. Staff issued 12 Building Permits with 12 permits pending as well, staff also issued 11 development permits (including electrical power hookups) for a total of 23 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.

Report from Alix d'Entremont – GIS Technician

- Regular data and civic address maintenance
- ADA Meetings on Jan 14 and 18
- Created a map to accompany a rezoning application in Pubnico
- Created a new addressed road called Granite Falls Lane in East Kemptville
- Created a list of Fire Rate changes for Sheila for properties affected by the recent fire district boundary changes

Senior Safety Coordinator– Peggy Boudreau

- Zoom Coordinators meeting
- Meeting with Kyle Boudreau and Scott Surette re programs review
- Zoom Choice meeting
- Zoom Presentation from lifeline on new technology on medical alert devices.
- Snowstorm related calls from seniors at senior apartment building. Referred to REMO Coordinator.
- Working from home with doing visits only if really necessary.

Statistics for January:

New clients: 4

Home visits: 4

Phone call visits: 45

Emails and text to agencies and/or caregivers: 30

Referral to RCMP: 1

Referral from RCMP: 1

Referral to continuing care/home care: 1

Referral to adult protection: 2

Mental Health referrals: 2

Town of Yarmouth referral: 3

High risk clients: 12