

# Municipality of Argyle Staff Report – Summer Months – June-August

## **Chief Administrative Officer – Alain Muise**

### **Boundary Review:**

Council at their last meeting authorized staff to prepare two options for residents to consider, namely, 9 councillors (modified boundaries) and 7 councillors (modified boundaries). Council was advised that boundaries would be changed to accommodate a sharp increase in District 5 voting population, and that change was coming whether the number of councillors changed or not.

At the September 13<sup>th</sup> meeting, those maps shall be presented for your consideration, and with Council's approval, we will commence round 2 of public engagement. We learned that open houses are less effective than before COVID, thus we will identify key groups and go to their meetings to minimize their disruption and will prepare fb content and a second survey for their consideration. In the end, we are confident that we will have done our part in engaging our residents.

### **Waste Park:**

The Waste Park management advised the CAO that there is an increase in black bags that are brought to the facility, and that increase is very noticeable. We have contacted our hauler, and he is committed to stickering those who lay out too many black bags at the curbside pickup. Education of this manner is applied from time to time to ensure new residents and others not familiar with our rules of waste are reminded. Councillors may receive complaints on this matter, but it is a standard method of reminding our residents to abide by our solid waste bylaws.

### **Service Exchange – Province of Nova Scotia:**

Our survey was completed and sent to NSFM, with no official response yet other than confirming they have received information from us. We expect to hear more from the Province in the fall of the year.

### **Long term capital planning:**

A draft 5 year Capital Investment Plan shall be presented to Council on Tuesday September 13<sup>th</sup>, along with projected cash flow outcomes on each of our reserves, assuming the capital projects proceed as planned. The largest item is the Mariners Center potential expansion. Should this be a successful application and an eventual project, then we must consider an increase in taxation rate to repay the debt. Council shall be cautioned that the information presented is a forecast, with certain assumptions made in its production. Actual events may differ and differ in a material way, and often do, as projects depend on funding and many other factors outside of our control.

Our budgets shall be posted on our web site as soon as possible for the residents to review.

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### **Insurance:**

Our current insurers are set to reassess the equipment and building values to ensure we are appropriately insured for fire related assets. The East Pubnico insurance on the playground is still being worked out with the insurer.

### **Mariners' Center partnership:**

CAO's met with legal on a draft Inter Municipal Agreement between the three units, highlighting major governance, funding, and ownership issues. It is likely that there would be two agreements; one that would establish ownership (deeds held directly by municipal units), and the second on long term operational funding, replacement reserve funding and decision making. This work will not be completed until mid-late summer for approval.

### **Splash Park:**

Councillors have celebrated the confirmed Splash Park project to be located at the Mariners Center. Funding has been secured to obtain the proper installers to begin this project. Many residents are excited at the prospect of this new service available to our residents.

### **Wind turbine applications:**

The Wedgeport application for a wind turbine development has been accepted by the Province of NS. We have met with Elemental Energy regarding a potential easement on property we own on the Black Pond Road. We have no significant information on what an approved proposal means for us or for them. It is good news for the developer, we are seeking more information on what our role may be moving forward, along with the timelines that Elemental must adhere to moving forward.

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

No significant developments since last report.

### **Aquaculture:**

Assisted Alix in meeting a number of fishers in the community to chat about our plan to create an ADA in the region, discussed potential areas of leasable waters. Attended numerous meetings with the steering committee, and the Province of NS regarding next steps, information management and public engagement. Alix, with Scott Muise, has coordinated 4 videos which will be publicly viewable, and the public meeting will be held October 19<sup>th</sup>.

### **Mariners Center Agreement**

The three CAO's are in the final round of negotiation and preparation of an agreement to fund and own the Mariners Center. We are set to meet one last time on September 14<sup>th</sup> to, hopefully, conclude the document for Councils consideration.

### **Wedgeport School**

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CAO Muise met with Troy Davidson, a representative of the Department of Public Works on the Wedgeport school site to examine the property. Both he and the CAO committed to their parts of the agreement, one was for the purchase and sale of the property from MODA to PNS, and the second, which is underway, is the lease agreement where Argyle would commit to maintain certain properties on that land. The work shall be completed in the fall of the year for Council's endorsement, and then to the province for final approval. If the deal is reached, the province would own all our land on Ditcher Road, and we would be responsible for the maintenance of the multi purpose courts, the baseball field and the soccer field.

### **Goal setting sessions and HR**

Held goal setting sessions with all staff that report directly to me, held coaching sessions related thereto. Coordinated a change of investment company for our staff pension plan, through recommendations from our broker.

### **Land inventory and potential sale**

With the assistance of Kyle Boudreau and Scott Surette, we have created a full list of inventories of lands we own, and have determined those that are excess to our needs. In the coming weeks, we will recommend a list of lands available for sale for Council to approve.

### **AMA Conference:**

I shall not be attending the fall conference; I shall be registering for the fall NSFAM conference in November. The AMA conference is typically in October, but this year it is in September, which is not convenient to my current workload. Marsha shall attend from Argyle.

### **Meeting attendance of intermunicipal corporations and council subcommittees:**

June 30	Yarmouth Industrial Commission.
June 1	MC expansion committee,
June 6	Audit committee meeting
June 7	MC expansion committee
June 13	Tri County Regional Planning (CAO's only)
July 21	Yarmouth Airport (staff only)
July 10	Yarmouth Airport Corporation
August 7	Yarmouth Industrial Commission

### **Deputy Chief Administrative Officer, Scott Surette & Executive Assistant, Chantalle Newell**

### **Congres Mondial Acadian (CMA)**

Alain and I have been brainstorming ideas for our legacy project for the CMA 2024 which will share with you at our upcoming meetings. Also, I continue to work with the Office of Acadian Affairs and Société National Acadian for additional information around a twinning. Once we have more information I will share with Council. Here is the link to the CMA website <https://www.cma2024.ca/>.

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### **Veterans Banner Project**

This project is moving forward with 35 banners purchase by families. They have been ordered and hoping to have then delivered by the end of September. We did received confirmation from NS Power to use their power poles. The plan is to have the banners installed by Mid October.

### **Promotional Video Project**

Marc Periard is scheduled to be in the area on Sept 26 to Oct 2. We are currently working on an interview schedule. We have a few residents willing to be interviewed. Once we have more detail we shall share with the council.

### **CAPEB Project.**

We have sent a survey to staff to decide which quilt pattern would better represent our municipality. Once we have decided on the quilt pattern, we shall look to hire a local artist to have it painted and installed.

### **Special Garbage Cleanup**

Special garbage cleanup is scheduled to happen in October. I am currently working on advertising for residents to advise of dates for their areas.

### **Community Litter**

Advertising for the Fall edition of the Community Litter will commence this week.

### **By-Law Enforcement Officer/Fire Inspector – Mitch Colburn**

#### **June:**

#### Dangerous and Unsightly

It was a very busy month for Dangerous and Unsightly once again. We had 7 new complaints come in.

We had a good month for being able to close out files as expected. We were able to close out 10 pending files and now have 7 pending files left on record.

#### Fire Inspections

With the approval of the Deputy Fire Marshal, we were able to set up 7 fire inspections but were only able to complete four of them. The other three cancelled out at the last minute due to illness and are rescheduled for the second week of July. All the assignments for the Home Study Program for certification are now complete and will be taking the final exam near the end of the summer.

#### **July:**

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### BY-LAW ENFORCEMENT

It was a busy month trying to close out pending files. We had 4 new complaints come in for July and one was reopened due to deteriorating conditions since it was closed out some time ago.

We were able to close out 8 pending files and we now have only 5 pending files left.

### FIRE INSPECTION

With the help of our Information Technology Department, we continue to submit Fire and Life Safety Bulletins monthly for our Municipal Facebook and Instagram accounts.

We were able to complete 8 Fire and Life Safety Inspections this month. We are still working on trying to get all Assembly classifications inspections done first but are also concentrating on some Business and Mercantile classifications also. Several of our Fire Inspection files have been archived after visiting the buildings and found them to no longer be in business.

#### **August:**

##### Dangerous or Unsightly:

One new complaint came in for the month of August and we were able to close out 2 pending files.

We now have 3 pending files.

##### Fire Inspections:

It was a very busy month for Fire Inspections. We were able to complete 13 Fire Inspections. While we were mainly concentrating on assembly and mercantile classifications for inspections, we are also able to now include some business classifications inspections as well. There was a meeting in Barrington for all the Fire Inspectors in Southwest Nova Scotia of which I attended. It was great to meet everyone, and we all had many questions to talk over. It was a very informative meeting and will help moving forward.

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

#### **July:**

It's a busy time in the Tax Department, with property taxes due on July 29<sup>th</sup>, 2022

We also continue to assist seniors if needed with filling out the seniors' tax rebate forms and in providing tax statements with their applications.

Auditors were here in June. Most of the work is completed, however there are still questions coming in.

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Grants to Organizations cheques have been sent out. The Fire Grants and Area Rates (if applicable) have also been sent out to each Fire Department.

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

### **August:**

Property taxes are now past due, however, payments are still slowly coming in.

Once interest is posted to the accounts (August 31<sup>st</sup>, 2022), statements will be mailed out to anyone that has an outstanding balance.

Deadline for redeeming properties sold at the 2022 Tax Sale is September 23, 2022. Letters were sent out to all the property owners, reminding them of the deadline.

We may have 2 properties redeemed.

I completed and submitted the SOE (Statement of Estimates) to the province. Deadline is September 30, 2022.

I applied for all Grants in Lieu of taxes and should receive the revenue in the near future.

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

### **Archives/Courthouse - Judy Frotten**

**Court House & Gaol (Jail) & “Cell” Gift Shop** – We opened for the season, June 16 to October 28, open Monday to Friday, 10am to 4pm. During July/August, we managed to also open for six Saturdays, 10 to 4. Attendance has increased quite a lot from last year, with many local visitors, tourists from across Canada, from Europe, and in recent weeks, a return of American visitors.

**Summer Students** – We hired two students for the summer: Courtney Paulick (PNS-SKILLS, 14 weeks) and Karlee Muise (YCW-CMA, 12 weeks). We received funding for a 3<sup>rd</sup> position, but the candidate rescinded his acceptance of the position at the last moment due to unforeseen circumstances, and we were unable to find a candidate that was eligible for the funding, therefore YCW-CCA cancelled the position for the summer. We did hire high school student, Jessica Saulnier to assist when we needed an extra person, such as market days/event days and Saturdays. (She was not able to meet the YCW-CCA requirements as she was too young for that grant).

**Farmers & Artisanal Market** – Market took place on the premises again this year, from June 16 until Aug. 25, noon to 3pm on Thursdays. Market president, Laura Smith, indicated that she would like to step down as president as it is difficult for her as a business owner and resident

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from Shelburne County. However, Laura has expressed a desire and willingness to assist with transition to a new president as she would like to see the market succeed. We will have further discussions on the future of the market in the weeks to come, as we also would really like to see the market succeed.

**Court House Capital Projects** – Window retrofit project was awarded to Ross Farm, and the work is expected to commence this fall. Our application to PNS Dept. Communities, Culture, Tourism & Heritage (CCTH) on behalf of AMHGS Historical Society to apply for a grant was recently approved for the maximum \$10,000 funding towards this conservation project. As stewards of the Court House, AMHGS is able to apply for funding for the registered property. AMHGS Fundraising committee launched the Window Sponsorship campaign in the summer issue of *The Argus*, accepting donations of a minimum \$750 per window. We are accepting donations after Aug. 31 and have already received donations/inquiries for about 8 of the 23 windows! AMHGS (Society) will keep Council updated as to progress of funds received (both grants and sponsorships). Other capital projects required in this fiscal period and next include roof replacement and repainting the Court House.

**“TRACK”** – The Court House & Gaol is registered for Association of Nova Scotia Museum (ANSM)’s TRACK program (which replaced the former evaluation program). Judy participated in “Introduction to EDI” (Equity, Diversity, Inclusivity) workshop on Aug. 17. Judy is also registered to participate in “Accessibility with Museums Webinar” on Sept. 14, and “Unearthing the Impacts of Unconscious Bias and Microaggressions Workshop” on Sept.28.

**Promotion and Marketing** – Court House is being featured in an episode of “Maritime Museums,” an Eastlink Production. Filming took place all day May 17<sup>th</sup>. We have not yet heard when the episode will be available for viewing.

Court House and Archives also participated in YASTA’s “Acadian Immersion Tour” pre- and post- conference events for members of the Travel Media Association of Canada’s national convention in Yarmouth (June 22 & June 28).

Tourism NS & CDÉNÉ hired New Brooklyn Media to do photo shoot of various tourism businesses in our area and advised that our location was on their list to be captured. The film crew were in to take the footage of the Court House and Archives on Aug. 25<sup>th</sup>, with Phil and Karlee appearing in the shots.

**La Société Touristique Bon Temps d’Argyle** – Judy assisted the Bon Temps executive with the planning and promotion of a series of activities in the Municipality of Argyle for “La S’maine Acadienne” which took place August 8 to 15. This required many committee meetings (June 10, 16, July 13, 19), correspondence with businesses and individuals, and working with the committee to create the promotional materials. The first year was a big success and ended with a large televised Acadian concert at Dennis Point Wharf on Aug. 15. Judy also attended their regular board meeting on July 28.

**Other Meetings/Workshops, etc.:** Staff attended MODA’s Ribbon Cutting Ceremony on June 14. Congratulations! Judy attended a Lunch and Learn “Labour Market” at CDÉNÉ on June 21.

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We had Leona Doucette in to do a Lunch & Learn on “Acadians” for staff on Aug. 23. Phil is registered for two CNSA courses as part of their core curriculum: Introduction to Preservation for Archives, from Oct. 17 to 20, and “Acquisition, Appraisal and Accessioning” on Nov. 14-17.

**Events** – We participated in Museum Day on July 14. We hosted a book signing event with Bertha Brannen for her new book on August 6 at the Court House. We also had an open house with Darryl Crosby for “Surette’s Island Replicas” on the same date. The exhibit is available until the Court House closes in October. We had a “Family Fun Activities” day on Aug. 10 as part of “La S’Maine Acadienne” as well as a special farmers market on the 11<sup>th</sup> for the week of events. We had a children’s reading program again this year “ATCHA Book Bingo” which was well enjoyed by the participants.

**Fall Guides** – We hired Claudette Deveau and Bradley d’Entremont, who will job-share the position of Fall Interpretive Guide, as of Sept. 6 until the museum closes in October. Also, summer student Karlee Muise, will stay on as a part-time employee during the fall months, to give her a chance to oversee the management of the “Cell” Gift Shop as well as provide her with the opportunity to wrap-up some of the projects she was working on this summer.

**Contract Archivist** – Kaitlin Wood will be returning to the Archives for several weeks as Contract Archivist, as of Sept. 6, to take care of archival backlog and assist with policies and continued archival training for Phil Cassidy.

**Researchers** – It was a very busy summer at the Archives as researchers from other parts of Canada and the US returned to do research, along with many local researchers too. Our American members have just started returning recently.

**Argus** – Summer issue was distributed to members at the end of August and we have started work on the Fall issue. As mentioned, Court House Windows Sponsorship campaign was launched in summer issue, accepting sponsorships after Aug.31/22.

**AMHGS** – Historical Society’s AGM was held on June 22 with a Hybrid format, allowing members to join us in person and virtually, from across Canada and the US. The Society appreciated the use of MODA’s “Owl” for the meeting, and they have recently invested in their own “Owl” equipment, so that we may continue providing the “hybrid” option for meetings and events. Judy and Phil attended many AMHGS Committee meetings throughout the summer, for Fundraising Committee, Argus Committee, Finance, Cell Committee, etc.

This has been our busiest tourism season in years, and we have also had the fewest number of staff members. I’d like to thank Phil and summer students for their hard work, flexibility and dedication to ensure a high level of service to our patrons, during our busiest time. I’d also like to thank all of the volunteers who assisted with various events, most of whom were AMHGS Board members, and Karlee’s mom, Kim Muise, who assisted several times this summer. Thanks all!

Please note that Judy is taking a bit of vacation time, returning to the Archives on September 13, and Phil will be taking some time as well, from September 14 until 27<sup>th</sup>.

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

### **July:**

#### Day Camp Staff training: June 27 -30

- First Aid
- Team Building
- Program planning
- Dealing with challenging behaviors
- Camp prep

#### Inclusion Support Staff

This is a new summer position for the Recreation Department. This staff person has been hired so the day camps can accommodate children with special needs. So far, we have assisted 4 children to be part of the day camps. These children would not have been able to participate in our day camps if we hadn’t hired an inclusion support staff. There are still many things to sort out (ie scheduling the inclusion staff to accommodate all day camps), but it’s a step in the right direction.

#### Inclusion of staff training

The Inclusion summer staff, and I took extra training dealing with challenging behaviors through Cassandramay Consulting. This was one-on-one training and will be strongly recommended for all our summer staff next year.

#### Day Camps

All three Day camps opened their doors on July 4<sup>th</sup>. We hired 4 staff at each location. The newsletters can be found online on the Municipal website.

#### Make Your Move at Work

Healthy Tomorrow Foundation staff members came to the Municipal Office on July 6 for the post-pilot evaluation. They took pictures and video clips of our staff, challenges, and equipment. They were very happy with our pilot and grateful to work with our municipal staff.

#### Active Transportation Plan

The AT Plan final draft was reviewed by WSP and the AT Committee. Recommendations were given to WSP by the committee before the Plan is finalized and presented to council.

#### Teen Events

July 5 - Biking and games at Belleville School

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July 12 – Golfing at the West Pubnico Golf Course

July 14 – Kayaking at Glenwood Park

July 21 – Stand up Paddle Board at Glenwood Park

July 25 -27 – Baking Camp at Club Social des Iles

### Special Events

July 5 – Scavenger Hunt – Pubnico Point Trail

July 13 – 55+ Line Dancing – East Pubnico Community Centre

July 14 – Ladies beginners kayaking at Glenwood Park

July 18 - Yoga at Glenwood Park

July 19 – Parents and Tots at Hubbard’s Point Community Center – Canceled due to lack of participants

July 23 – Family Day, BBQ, Axe throwing and games at the East Pubnico Bike Park

July 18 & 25 – Noontime walks on the Tusket trails

### **August:**

#### Soccer

Another great season for Argyle Minor Soccer. 304 players were registered. Final tournaments took place from August 4 to 7.

#### Minor Baseball

We had low registration this summer. Wedgeport took a creative approach and offered a drop in softball one evening per week. We will evaluate this program to see how we can best serve our baseball/ softball community for the 2023 season.

#### Day Camps

Another successful summer for our 3 day camps. An evaluation took place mid-summer with the Day Camp Directors and a final evaluation took place on Friday, August 19 with all staff. All camps had a very good summer. We were able to accommodate children with special needs at our camps this summer with the addition of an inclusion staff. 6 children were accommodated including one in our teen camp. We are making progress.

#### Teen Events

August 3 – Teen Fishing – canceled due to low registration

August 9 - Horseback Riding

August 16 – Ball Hockey Tournament – Belleville court

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### Special Events

August 4 – Yoga at Comeau’s Hill Beach

August 2 and 8 - Noon Time Walks – including a bear sighting!

August 10 – Line dancing at the Belleville tennis court

### Rentals

Our equipment loan program was successful this summer with rentals of our kayaks, bikes, and large backyard games. We are adding to our equipment loan program again this year through funding from Communities, Culture, Tourism and Heritage.

### Vacation

Ginette will be on vacation from August 22 to September 9.

### **Physical Activity Coordinator – Ginette d’Entremont**

Report unavailable due to Vacation. Most tasks captured within Natalie’s report.

### **Operational Services – Kyle Boudreau**

#### West Pubnico Sewer Treatment Plant

We have had a Mixer replaced in the West Pubnico Sewer Treatment plant. This has been replaced with a Hydraulic option to prolong life and be serviced locally.

We are awaiting KRC Controls to replace the main control panel on Rock Road lift station. This work should be completed in the next 30 days.

We have received a grant for the Red Cap lift station repairs to the control panel and Overflow fix. I am working with engineers now to get this project off the ground.

#### Tusket Sewer Treatment System

The Tusket system is operating well. All yearly checks have been completed.

#### East Pubnico Water Utility

Operating well. Looking at long-term planning for this system.

Cleaning of the tank on Lower West Pubnico system to take place this year.

#### Wedgeport Sewer System

All yearly checks have been completed on the current systems.

Phase 3 has been postponed for this fall as the 1<sup>st</sup> portion tenders came back over budget. We are working with the engineers for a solution and have applied for an extension on the funding with the current funding partners.

### Facility and Field Maintenance

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Field Maintenance has been going smooth we said farewell to our summer students at the end of August but are keeping up with the required field maintenance. Once again, we received a lot of praise this summer for the work of Wayne and his team.

### **Director of Protection Services – René Jeddry**

#### **July:**

We are still receiving a high number of phone calls and emails inquiring about possible permits, Land Use By-Law, building codes, and development and subdivision questions in July. We issued 6 Building Permits and 2 Demolition permits. We issued 14 development permits (including electrical power hookups) for a total of 22 permits issued. Note: The adoption of the new LUB requires all development within the municipality to start with a Development Permit. Currently, 2 subdivisions are in progress.

#### **August:**

In August we were still receiving a number of phone calls and emails inquiring about possible permits, Land Use By-Law, building codes, development, and subdivision questions. We issued 9 Building Permits and 1 Demolition permit. We issued 17 development permits (including electrical power hookups) for a total of 27 permits issued. Note: The adoption of the new LUB requires all development within the municipality to start with a Development Permit. Currently, 4 subdivisions are in progress. This brings the total of subdivisions for the year up to 22 thus far.

We are in ongoing communication with the new permitting software company on creating and accommodating our requirements for the new permitting system.

Please note that John Sullivan is still working between 1.5 and 2 days a week to take care of subdivisions.

### **GIS Services – Alix d'Entremont**

#### **July**

- Regular data and civic address maintenance
- ADA (Aquaculture Development Area) Meetings on July 5, 7, 8, 13, 15, 19, 20, 21, 22, 27, and 28.
- Completed some measurements for the August 15 concert at Dennis Point
- Created a map for the East Pubnico Trail Update project
- Worked on sewer data for the Asset Management project
- Updated a map for the Glenwood Park Volleyball court
- Created a script and recorded Danny Muise for an ADA video

#### **August**

- Regular data and civic address maintenance
- Recording video for informational Aquaculture Development Area (ADA) videos on Aug 9, 10 and 22
- ADA Meetings on Aug 3, 4, 8, 16, 30

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- Meetings and data preparation for a potential new building permit software
- Worked on statistics and maps for the Polling District Review
- Took UAV (drone) images of the new Willett Rd solar panels

### **Senior Safety Coordinator– Peggy Boudreau**

New Clients: 10

Home Visits: 60

Phone Visits, Texts and Emails: 120

Referrals to RCMP: 1

Referrals from RCMP: 3

Referral to Adult Protection: 1

Referral to Home Care: 3

Referral for Housing: 3

Town of Yarmouth Referral: 2

High Risk Clients: 18

#### Meetings:

Choice Meetings, NS Housing

Mental Health Online Course – 2 days

Mental Health Zoom Meeting

June World Elder Abuse Day Presentation and Organization

Farmers Market Food Bucket Program

Delivery of food from food banks to clients

Meeting with Housing NS for different clients

Zoom meeting with task force on Human Trafficking

Meeting with Scott Surette on program updates and HR matters

Meeting with Department of Senior and Long Term Care re: program updates

Prepare reports/survey on program for the Department of Seniors

Senior Care Grant online session with the Department of Senior and Long Tem Care

Committee on New Community Growth Fund from Housing NS

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Meeting with Equipe Alphabetizations on Resources available to Seniors

Two-Day online course on Mental Health First Aid for Seniors

Deliver food, covid test kits and medications to clients