

## Municipality of Argyle Staff Report – October 2022

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

#### **Boundary Review:**

The Office of the CAO has met with multiple groups to discuss boundaries for municipal councillors. These meetings shall continue through November, finishing with an open house in Tusket. Process is ongoing, we should be in the position to report our findings by month end. The Deadline to prepare a report to the UARB is December 31, 2022.

#### **Waste Park:**

Nothing significant to update Council, refer to Council reports for updates from meetings attended, as I didn't attend.

#### **Strategic planning**

The leadership team met for an offsite session, and the document is under revision, with the work ongoing. We anticipate that the work shall coincide with weekly leadership meetings. This work shall take well into the fall and into winter for review by Council.

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

The Province of NS, at the time of me writing this, is to provide an update on the service exchange conversations on the last day of NSFPM. More information to follow on the progress.

#### **Fire Departments – request for presentation – Municipality of Barrington**

The Fire Chiefs and the Office of the CAO were equally eager to organize a presentation from Dwayne Hunt, and CAO Chris Frotten from the Municipality of Barrington regarding fire department operations, issues, and potential assistance to prop up our departments for the issues they face. As you are likely aware, the issues that face many fire departments across NS include but are not limited to: low recruitment/no succession planning, increased cost of operation and insurance, increased training requirements, and aging infrastructure. The presentation shall be made to the Fire Committee this month, and all councillors have received the invite to attend. This is an important session, that will result in needed learning, and frank conversation on the role of the departments and the municipalities to refresh a service that is badly needed, and badly needs our support to improve the current and future service.

#### **Insurance:**

No great update here. Argyle is being discouraged by the broker to offer insurance coverage for a playground and uncertainty remains whether this could be a rider on the East Pubnico Fire Department. A request for decision will be forthcoming as I require council decision here.

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

The work is still outstanding on an intermunicipal agreement. We had our meeting on October 12<sup>th</sup> but did not complete the work. Our community was ignited by the recent announcement of \$15.9 M and 4 M funding from our federal and provincial partners. This enables us to have an expansion project, but the work shall now begin on the long planning and execution of an expanded Mariners Center. On behalf of the three CAO's, I am in the process of engaging Grant Thornton to ensure we are onside to claim 100% of the HST on this project, and in light of us potentially becoming owners, to address any risk that currently exists for HST if any.

### **Wind turbine and solar farm applications:**

We have drafted an easement in favor of Elemental Energy regarding a property we own in Wedgeport on the Black Pont Road. No word from the company as of yet. Council should consider whether we want to organize our own information session for wind development, either for Wedgeport specifically, or the community at large. Highlighting why we are favoring projects, our rules around protecting residents, revenues that are derived from these investments, the importance of investing in alternate sources of revenue instead of residential taxes etc..

No update from other potential wind investors in the community. The provincial solar farm application process has not opened yet, but as you know we are in contact with other local municipalities and AREA to understand the potential opportunity for Argyle. This item is on your in-camera portion of the meeting.

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

No significant developments since last report. The province is in the middle of significant changes to affordable and alternative housing.

### **Aquaculture:**

The aquaculture open house was, from my perspective, a resounding success. Many that attended were interested in an investment, with others curious of our process. Of course, concerns were shared with us, which was precisely the reason why we did an open house. Credit goes to Alix d'Entremont, his predecessor on the project Charlene LeBlanc, our planning consultants Exp, and our provincial partners from the Department of Aquaculture who all joined in the process. The public engagement performed on a potentially unpopular development should be used as an example on how to actually engage the community. This open house was years in the making, patiently addressing issues directly with those impacted the most, with alterations to the plan based on data and feedback. It was a textbook case of execution, and has peaked the interest of our partners and planning professionals. Next step will be to complete our report on public engagement, submit to the Province of NS, as part of their request to create the ADA in Argyle (requires Ministerial approval.)

### **Wedgeport School**

Nothing to report since our last regular council meeting.

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

Nothing significant to update, this work will occur in November 2022, with timing of sale to match the market demand.

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

Astrotourism filming – meeting with Tim Doucette – Oct 8

AREA/Mun Shelburne – solar discussion – Oct 13

Yarmouth Industrial Commission – Oct 17<sup>th</sup> (left before end of meeting)

CAPEB/CIFA meeting to discuss potential partnerships – Oct 19

Official Mariners Center announcement – Oct 21

Vacation Oct 24-31

NSFM conference – Nov 1-4 ,2022

### **Deputy Chief Administrative Officer - Scott Surette**

#### **Assistant Building Official/Development Officer Position**

Job posting closed Oct 14/22 and interviews took place on Nov 2/22. Hoping to have a someone in the position by the first week of December.

#### **Accounting Clerk**

Job was posted October 18 and will close on Nov 2/22. We are hoping to have someone in the position in mid December.

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

We had to change Vaughn Madden, Executive Director for the CMA presentation to our Dec 13/22 regular council meeting. Here is the link to the CMA website <https://www.cma2024.ca/>.

#### **Veterans Banner Project**

The veterans' banners have been installed in 4 communities, Wedgeport (9), Tusket (6), West Pubnico (9) and East Pubnico (9) for a total of 33. The banner will stay up until Remembrance Day and will be taken down shortly after Nov 11. We are also promoting these veterans on our Facebook page. We have received many positive messages around these banners and many residents are requesting banners for next year.

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### **CAPEB Project.**

We have decided on the “fish quilt pattern” to best represent our Municipality. We have hired a local artist Rhoda Jacquard to get our quilt pattern painted. Once completed, we shall get it installed at the municipal office.

### **East Pubnico Trails Project.**

The Trails has been compacted and proctor soil test have been done. We are waiting for the report from the proctor test company to advise if the compaction will meet our criteria set out in the tender. All indications are that it will meet our expectation and there will be no issued on the compacting of the soil on the trail. Our contractor indicated that he needs to fix up a few water spots on the trails but other than that the project is 95% completed and on budget.

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

#### **Dangerous or Unsightly:**

5 new complaints came into the office this month. We were able to close out 3 files.

We now have 5 files pending.

#### **Fire Inspections:**

It was a busy month for Fire Inspections. We were able to complete 12 Fire Inspections.

I will be attending a conference for the Fire Inspectors Association of Nova Scotia at the end of November for some required courses which are “Installation Code for solid-fuel burning appliances and equipment”, “Installation code for oil-burning equipment”, “Natural Gas and Propane Installation code” and the Nova Scotia Fire Safety Act and regulations.

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

No report available for the month of October.

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

CAPITAL PROJECT – Court House Window Retrofit: Work has begun! Oct. 21, Ross Farm removed one window and took measurements for the others. Work to rebuild the windows will be done over the winter with installation in the spring. In terms of fundraising, offer to sponsor a window will go out again in the fall issue of the Argus. We have 10 windows sponsored so far at a minimum of \$750 per window. AMHGS will also be selling raffle tickets for a quilt donated by Patchwork Pals with proceeds to go towards this project.

Co-Op Student – Natalie Hubbard, École secondaire de Par-en-Bas, is doing her 80-hour non-paid Co-Op at ATCHA, starting October 17 and ending in Jan. 2023. Natalie is learning how an archival institution works, what types of information/resources are available in our research library and vault, and what other community services we provide (ie. *The Argus*; Haunted Trail Walk; Tree Lighting ceremony; collaboration with other community groups such as “Island

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Memories” Nov. 19 event in Surette’s Island). She is working on various archival projects and assisting with events.

### Professional Development:

- Contract Archivist / Consultation session – Kaitlin Wood spent Oct. 7 with Judy and Phil to review archival policies & procedures, etc. It was a good training day, which included further training for Phil on archival and research.
- Council of Nova Scotia Archives (CNSA) – Phil took Council of NS Archives (CNSA) Core Curriculum (virtual) workshop: Introduction to Preservation for Archives, from Oct. 17 to 20. He attended CNSA Education and Conference Committee meetings on Oct. 5 and 12 and attended their conference in Halifax on Oct. 24 & 25. Phil is also registered to take virtual archival course “Acquisition, Appraisal and Accessioning” on Nov. 14-17.
- Association of NS Museums (ANSM) – Judy attended “TRACK” session offered at regional meeting in Liverpool on Oct. 21. Judy is on ANSM’s Nominations Committee, which has been meeting via Zoom and emails. ANSM is making many changes to their board structure/by-Laws (per strategic planning process), and the Nom.Com.is creating board resources and assisting with their Board recruitment process.
- Southwest Nova Scotia (SWNS) Curators Group – Judy attended the bi-annual regional meeting at Queens County Museum on October 21/22.

Argyle Farmers & Artisanal Market – Judy is working with market group to create materials such as signs, banners, etc. to take advantage of funding secured by Larry Peach with Municipality of Clare. Further discussions with market president Laura Smith and their Board will need to take place to discuss the future of the market.

CAPEB Quilt Project (*Projet des courtes points*) – Paint and materials have been acquired and we are just waiting on the artist to paint our “quilt” design for the Court House & Archives. CAPEB is reimbursing costs associated with this project.

Events – Judy and Ginette of Active Living collaborated again this year to put on “Haunted Trail Walk” for children’s Halloween event which was postponed to Oct. 27 due to rain. We had 131 attend the event (including children and adults), plus 10 volunteers, and Judy and Ginette. Thank you to all volunteers who assisted (Councilors, AMHGS Board Members, MODA & ATCHA staff, and others). Judy and Ginette also started planning our annual Christmas Tree Lighting ceremony for the community as well as a seniors Christmas meal.

Researchers and Donations – The archives has been busy this month with an increase in visits from local researchers, as well as an increase in research requests via phone or email. We have had donations at the archives, including some Acadian materials being sent to us from Texas, and today we received other important research materials compiled and donated by our marine expert Jerry Titus, representing decades of work.

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Court House & Gaol (Jail) & “Cell” Gift Shop – Closed for the season on Oct. 27/22. We are in the process of physically preparing the building to be closed for winter months and doing end of season bookkeeping for the shop and returning unsold items and payments to consignors.

*Argus* – Fall issue is nearly ready to go to printer and work on winter issue will commence once the fall issue goes out.

AMHGS – Historical Society’s Board meeting was held Oct. 18 and next meeting scheduled for Nov. 15.

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

#### **Memory Café**

Argyle Recreation is hosting Memory Cafés this Winter and Spring. Memory Cafés are social events designed for individuals living with memory challenges along with their family members and care partners. Memory Cafés are welcoming social spaces to enjoy coffee, tea, refreshments, and conversation with new friends. Meet guest artists who may share music, art, movement, poetry, storytelling, or another art form. The first of our Memory Café series will be held December 6 at Wild Roots Restaurant from 2:30pm to 3:30pm in Tusket. Sally/ Eddie Madden will be our entertainment.

#### **Summer Program Evaluation**

Surveys were sent to the participants of our day camps and our teen program. 41 surveys were received. A public survey is on our social media until December 1. I will then be analyzing the data and making recommendations for next summer.

#### **Policy Work**

Accessibility and Inclusion Policy: I have researched the work done on Accessibility and Inclusion policy in the Province with the help of Holly MacLellan, Municipal Support Coordinator for AMA. I have a draft policy ready to be reviewed by ARC in November, then leadership team, followed by approval from Council.

Workplace Wellness: Agenda Meeting Policy: I have a draft policy to be reviewed by Workplace Wellness team, then leadership team, followed by approval from Council. The draft has been reviewed by Doctors Nova Scotia – Make Your Move at Work team.

#### **Pickleball**

Adult pickleball takes place at École Pubnico on Tuesday evenings from 6:30pm to 8pm and at Plymouth School on Thursday evenings from 6:30pm to 8pm.

#### **Recreation Nova Scotia Conference (RNS)**

I attended RNS conference October 19 and 20 in Dartmouth. It was great to be in person and be able to network with my colleagues in the province.

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### **AT Plan**

The approved AT Plan was sent to Elizabeth Pugh, NSTIR Active Transportation Manager and to NSTIR Regional Manager, Pamela Mehlman-Shand.

### **Professional Development for staff**

Sandra Hubbard- Leblanc of Alzheimer's Society of Nova Scotia will be facilitating a one-hour session for all Municipal staff on Communicating with people with dementia on Dec 14. This session will help our service to our residents as per our Accessibility Plan.

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

#### **Yarmouth County Sports Heritage Banquet and Induction Ceremony**

I attended the Sports Hall of Fame Banquet on Saturday October 15<sup>th</sup> where 2 teams and 3 individuals were inducted in the Sports Hall of Fame.

#### **Halloween Event**

In partnership with the Argyle Archives, the recreation department held a Halloween Trail walk on October 27<sup>th</sup> for the second year in a row, with much success. We had over 130 people in attendance and 10 volunteers helping us out during the event.

#### **Adult Event**

As part of the Active Communities Fund initiatives, we organized a Bird watching event. We had Jerome d'Eon as our guide. We went to Pinkney's Point on the morning of October 27<sup>th</sup>. We observed 17 different species.

#### **Professional Development**

I attended a course on Project Management in Lunenburg on November 1 & 2.

#### **Planning Assistance Grant**

We received \$4600.00 from CCTH to hire a consultant to do a conceptual plan of the swim and natural play area of Glenwood Park.

#### **Gym programs**

Dodgeball has now started at École Pubnico-Ouest on Tuesdays (for grades 3-4) and Thursdays (for grades 5-6) from 6-7:30pm as well as at École Belleville on Tuesdays from 6-7:30pm for grades 3-6.

#### **Tree Lighting Ceremony**

The Annual Tree Lighting Ceremony will take place on Sunday November 27 at 6pm at the Argyle Archives.

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

No report available for the month of October.

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

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October showed some signs of slowing down. As always, 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 October. We issued 2 Building Permits; 2 Demolition Permits and no Change of Use Permit. We issued 7 development permits (including electrical power hookups) for a total of 11 permits issued. Note: The adoption of the new LUB requires all development within the municipality to start with a Development Permit. Currently a total of 24 subdivisions this year.

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

- Regular data and civic address maintenance
- ADA Meetings on Oct 3, 4, 5, 6, 11, 18, 25, and 28
- ADA pop-up engagements at three local grocery stores on Oct 12
- ADA website updates and creation of a feedback form (w/ Scott Muise)
- ADA Open Houses on Oct 19 and related preparations (advertising, venues, etc.)
- Two more one-on-one conversations with locals related to the ADA
- Research on data and online storage related to a new building inspection program
- Created Web Maps for the Electoral Boundary Review
- Created a map for WSP (consultant) related to proposed changes to our wind energy by-laws
- Updated a map of Aerodromes and UAV (drone) regulations for REMO

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

No report available for the month of October.