

Municipality of Argyle Staff Report – November 2022

Chief Administrative Officer – Alain Muise

Boundary Review:

See final report (draft) on the agenda for your consideration and approval. A final report shall be completed for the end of December 2022 assuming all is in order. Next step shall be contact from the UARB which is on their schedule and timeframe.

Waste Park:

The Waste Park meeting addressed HR policies that required updating, among other policies. CAO Muise may be asked to assist in crafting wording. Many municipalities are developing salary policies to address hyper-inflation and non-inflation and create certainty of cost and payment.

Strategic planning

With the go ahead from Council, CAO Muise has begun crafting certain action items for the plan. This will be done in conjunction with our leadership group. Estimated time of completion late January 2023.

Service Exchange – Province of Nova Scotia:

I was asked to present financial information to the advisory group on this matter. Without stating too much in detail, financial data was combined to provide the group with a greater understanding of the financial impact of one vs another option. I continue to assist Lucy McLeod, NSFM staff, as needed. More information to follow.

Fire Departments – request for presentation – Municipality of Barrington

This meeting is to take place this Thursday at 7 pm at the Lake Vaughn Fire Department. All councillors are welcome to attend.

Insurance:

Nothing new to update here. We are shifting internal resources to focus more energy and time on this matter of importance for us and the fire departments. The NSFM is having meetings around their current contract and will likely lead a review and recommendation.

Medical and life insurance is also on the topic of discussion. After staff interviews and input, we recommended a move away from the NSFM Morneau Shepell Group insurance (Medavie Blue Cross) in favor of a locally tailored plan. The plan broker shall be John Ryan who has approached the Municipality many times in the past to solicit business, in fact, he was the only broker who did so consistently. In the end, we are likely to save between \$10-12 thousand dollars per year with this plan. Ryan is experienced and was able to provide most of the same coverage for much less, which means savings for staff and the municipality.

Municipality of Argyle Staff Report – November 2022

Mariners' Center partnership:

The work on an intermunicipal agreement shall continue this coming week. On behalf of the three CAO's, the Mariners Center has engaged Grant Thornton to ensure we are onside to claim 100% of the HST on this project.

Wind turbine and solar farm applications:

No significant update from wind applications since our last meeting. 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 for update. We are amid creating a memorandum of understanding and drafting a potential Intermunicipal Agreement to support a potential investment. Also, the project may be as large as 10 MW, not the 5 MW we initially discussed with Council.

Affordable and Alternative Housing

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

Sustainable Communities fund – NSFAM

I attended an orientation session on the new funding stream that is led by NSFAM. We have examined the list of projects currently on our priority list, and determined that the application for support to purchase 2 hybrid vehicles was the best option to apply for at this time, due to available information and practicality. The application shall be led by Rene Jeddry and Kyle Boudreau.

Hope Dial a Ride

In a recent meeting with the president, they have confirmed a positive response from potential funders for the potential purchase of a new accessible transit vehicle designated for Argyle local and county travel. Too few details to share at this time, only that we will be in discussion with HOPE to understand the concept as it develops.

Aquaculture:

WSP had drafted a public engagement document for our review. Once completed, we will be submitting the final version of the document to the Province of NS in the coming month.

Wedgeport School

A draft lease agreement was drafted by our Cox Palmer solicitor, and CAO provided recommended changes, we will flip a draft to Council and to the province once the second draft is received. As a reminder, the lease is intended to acknowledge that the province shall take ownership of all our lands on the Ditcher Road, and we would maintain sections of those properties similar to how we do so today for the community.

Municipality of Argyle Staff Report – November 2022

Land inventory and potential sale

Nothing significant to update. Operations and CAO shall carve out time to examine a list of land no longer needed by the Municipality.

Meeting attendance of intermunicipal corporations and council subcommittees:

- Solid Waste Park meeting – Nov 9th
- REMO executive meeting – Nov 9th
- SERMGAR (Service exchange) – Nov 10th
- Western REN Liaison /Oversight – Nov 10th
- Solar MOU coordination – Nov 14th
- Tri-County Regional Planning – Nov 15th
- Joint Police Advisory Committee – Nov 15th
- Open House – Boundary Review - Nov 15th
- SERMGAR (Service exchange) – Nov 16th
- Draft Construction/Debris legislation – Nov 16th
- Hope – funding update – November 17th
- Orientation – Sustainable Communities Fund – Nov 17th
- SERMGAR (Service exchange) – Nov 18th
- Tri-County Regional Planning – Nov 21th
- Mariners Center expansion – Charter project – Nov 22nd
- SERMGAR (Service exchange) – Nov 23rd
- Asset Retirement Obligations – planning – Nov 23rd
- Asset Retirement Obligations – training – Nov 24th
- Tri-County Regional Planning – Nov 29th
- MC Steering Committee Meeting – Nov 29th
- Marketing Levy CAO meeting – YASTA – Nov 30th
- Shared Solar contract discussions – Dec 1st
- Land Lease Review – Cox Palmer = Dec 1st
- ACOA check in meeting – Dec 1st
- Shared Solar contract discussions – Dec 2nd
- Tri-County Regional Planning – Dec 6th
- Kick off meeting Colliers re: governance Mariners Center – Dec 6th
- Coaching and check in with staff – December 6, 7
- AMANS regional meeting – Dec 7th
- Tri-County Regional Planning – CAO Barrington and Clare – December 7th
- Tri-County Regional Planning – budget review and recommendations – December 8th
- Fire Committee – special meeting – Mun Barrington – Dec 8th

Deputy Chief Administrative Officer - Scott Surette

Assistant Building Official/Development Officer Position

Municipality of Argyle Staff Report – November 2022

We hired Francois LaGrandeur as our new Assistant Building Official/Development Officer. Francois started December 5, 2022 and will be a huge asset to our organization as he brings many skills along with him. Welcome Aboard!

Accounting Clerk

We have hired Jocelyn Dickie, who will start on January 3, 2023 in her new position as Accounting Clerk. We are excited to have her join our team. Jocelyn bring years of experience in the accounting field. Welcome Aboard!

Congres Mondial Acadian (CMA)

We had to change Vaughne Madden, Executive Director for the CMA's presentation to our January 2023 regular council meeting. Here is the link to the CMA website <https://www.cma2024.ca/>.

I also met with Larry Peach (Mun of Clare), Allison d'Eon (CDENE), Charles Robicheau (YASTA) and Roger d'Entremont (Société de Bon Temps) to discuss a potential project for the CMA. We discussed the possibility of updating the old Acadian Shores Interpretive map, and also discussed updating the panels that are in the strategic area of our community, such as the one at the Tusket River or Le Village Acadian de la Nouvelle Ecosse. More details to follow in the coming months on this.

I also met with Judy Frotten, Phil Cassidy and Laura Smith, the president of the Farmers Market to look at a plan for next year. The tent has come to end of its life, and we need to look at other options for the Farmers Market. We discussed and shared our ideal, dream idea for the market which could lead into a legacy project for the CMA, depending on funding opportunities. The thought behind it is this could only be a CMA legacy project if we could use the building/pavilion for the CMA and it would have to be built before August 2024.

CAPEB Project.

We have decided on the "fish quilt pattern" that best represents 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 in the spring.

East Pubnico Trails Project.

Last week, I met with Mike Comeau of ACOA to do our last site visit of the East Pubnico Trail before we submit our claim to ACOA for reimbursement of their portion of the project. The project is complete and has improved the Rails to Trails in East Pubnico and should be good for many years to come with a little maintenance.

Municipality of Argyle Staff Report – November 2022

By-Law Enforcement Officer/Fire Inspector – Mitch Colburn

Dangerous or Unsightly:

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

We now have 5 files pending.

Fire Inspections:

It was a busy month for Fire Inspections, and Re-Inspections as well. We were able to complete 8 Fire Inspections.

I attended a conference for the Fire Inspectors Association of Nova Scotia at the end of November for some required courses.

Finance Department- Marsha d'Eon

Work is continually being done on our annual Tax Sale which will be held on Tuesday, February 7, 2023. Registered letters have been mailed and 22 Tax Sale notices will be posted on residential properties. The first ad will be placed in the Vanguard on January 4, 2023.

We have hired a new employee in the Finance Department. Jocelyn Dickie will begin work on January 3, 2023 as our new Accounting Clerk. We are excited to have her on our team.

Alain and I have begun work on the Asset Retirement Obligation (ARO) which must be completed by March 31, 2023. There are also training sessions being held which I have been taking, as this is something new to Municipal government.

The auditors have begun their March 31, 2023 preliminary or/planning in which I have been assisting them with.

We hosted the AMA Regional quarterly meeting here on December 7th. 25 people were in attendance.

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

Archives/Courthouse - Judy Frotten

CAPITAL PROJECT – Court House Window Retrofit: Work is well underway, with Ross Farm submitting updates and photos of work completed to date. AMHGS fundraising campaign has secured sponsorship of 13 of 23 windows so far (@\$750 per window).

Argus – Fall issue has been distributed to members and work on winter issue is well underway with expected delivery in Jan. 2023. This continues to be our most important program,

Municipality of Argyle Staff Report – November 2022

celebrating Argyle history and maintaining that connection to Argyle with over 430 members across Canada and the US.

Other projects – Judy is working with local MLA Colton LeBlanc to provide historic photos for a calendar for constituents. She has also provided photos to *Lobster Bay Shopper* to share photos from our collection to residents. We continue to share photos from our collection on our social media. Judy will be meeting with Francine Dulong of Blooming Ludus in January to discuss our “Tusket River Reminiscing Project,” originally started pre-pandemic, to discuss next steps. Phil has been invited to return to Yarmouth High School in the new year to speak with Erin Emond’s Grade 12 Global Studies class regarding the use of primary sources. Phil presented to her class twice this fall. Erin first visited our archives while conducting research here for her Masters.

Co-Op Student – Natalie Hubbard, École secondaire de Par-en-Bas student, is nearly finished her 80-hour unpaid Co-Op at ATCHA, earlier than expected. It has been a very successful Co-Op placement – she has done an excellent job with her projects and has learned much during her weeks with us. Judy is submitting final report to Mme. Anne d’Entremont @PEB by week’s end.

Professional Development:

- **Council of Nova Scotia Archives (CNSA)** – Phil participated in Council of NS Archives (CNSA) Core Curriculum (virtual) workshop, “Acquisition, Appraisal and Accessioning” on Nov. 14-17. He has two work assignments due in the near future. Phil also attended Education and Conference committee meetings on Dec. 1.
- **Association of NS Museums (ANSM)** – Judy continues to work with ANSM Nominating Committee to create Board orientation package and to recruit nominees for the spring AGM. Much of this work is done through email. Last virtual meeting was on Nov. 17.
- **Heritage Property Program Working Group** meeting – Judy participated at the Nov. 23 virtual meeting.
- **La Société Touristique Bon Temps d’Argyle** – Judy attended the Nov.24 virtual board meeting.
- Phil attended Wellness and Christmas **committee meetings at MODA.**

Argyle Farmers & Artisanal Market – Judy and Phil met with Laura Smith, market president, and Scott Surette on Dec. 7, to discuss future of the market. Another meeting for vendors/community will be scheduled for Feb.

CAPEB Quilt Project (*Projet des courtes points*) – Local artist, Doris Bourque, has painted ATCHA’s “Roots” quilt pattern sign which will be installed on ATCHA property next tourism season. She did an excellent job!

Events – Judy and Ginette of MODA Rec. Dept. collaborated again this year to organize our 27th annual Christmas Tree Lighting Ceremony at the Court House & Archives on Nov. 27/22. Moonlight Swing Band played again this year, and we had a visit from Santa and special guest speakers. AMHGS volunteers served hot apple cider and hot chocolate, as well as to-go decorating kits for the kids. It was a very successful well-attended event. Thanks to Public Works for getting the tree decorated and special thanks to Marty for returning after dark to ensure everything was in order! Judy also assisted Ginette with her Seniors’ Christmas take-out supper at the Club in SAR on Dec. 5. ATCHA also provided complimentary copies of the Fall 2022 issue of *The Argus* to include in the Senior’s Christmas Stockings being prepared by the Rec. Dept.

Municipality of Argyle Staff Report – November 2022

Student Grant Applications – The funding programs have recently been launched with deadlines in January and some in early Feb. Judy will complete applications to secure provincial and federal funding to offset costs of hiring students for 2023 summer season.

AMHGS – Historical Society’s Board meeting was held Nov. 15 and next meeting is scheduled for Jan. 17/23. Judy and Phil participated in the Argus Committee meeting on Nov. 29.

Director of Recreation Services – Natalie d’Entremont

Memory Café

The first of our Memory Café series was canceled on December 6 due to lack of participation. We will try again in the new year.

Glenwood Park Improvements

Through a Planning Assistance Grant from the Department of Communities, Culture, Tourism and Heritage, we have hired Viridis Design Studios to provide us with a conceptual design for the swimming area expansion and a natural playground design. Ginette and I have been working with the consultant for the past month. A draft conceptual design was presented to us on Dec 7 for input and discussion. This will be reviewed by DNR for approval, before proceeding.

Newcomer’s Workshop

I attended a Newcomer’s Workshop on Nov 18 at Ignite Labs Inc. This workshop was well attended and very informative. This work is all part of the Accessibility Plan.

Child & Youth Rights and Well-being in Nova Scotia

On Nov 18 I also attended a virtual panel discussion on Child & Youth Rights and Well-being in Nova Scotia. I would encourage everyone to check out Engage NS mapping tool <https://www.nsqualityoflife.ca/>. This can inform all of our work.

Highway 103 Signage Project

I have been working with a small internal committee on Highway 103 sign replacement for the Pubnicos. We are hoping to launch a photo/picture contest to help us out with this project.

Petanque

On November 9, Ginette and I met with three individuals from Clare who are spearheading the Petanque club in Clare. They would like Argyle Recreation to promote Petanque in Argyle (we have purchased petanque equipment for loan). In the spring these individuals offered to come to Argyle to teach the sport. We will look at the possibility of hosting a Petanque tournament during Le Congres Mondial.

West Pubnico Ladies Golf CPRA Grant

I have been working with the West Pubnico Ladies Golf Association to help increase the number of women and girl golfers in our Municipality. We have applied for a grant through Canadian

Municipality of Argyle Staff Report – November 2022

Parks and Recreation Association the purchase ladies golf clubs and to provide women and girls free lessons, providing on site childcare and free green fees to practice with a female mentor. Successful applicants will be notified late in December.

YSMRA Accessibility and Inclusion Committee

Yarmouth Shelburne Municipal Recreation Association has formed a committee to investigate how we can improve access and inclusion in our recreation programs and events. Easter Seals have established an office in Yarmouth. Easter Seal provides opportunities to people with disabilities. Three new learn-to programs will begin in January: 1) Sledge for the youth, 2) Wheelchair basketball for youth and 3) Boccia ball for older adults. These programs are not only for people with disabilities but open to everyone!

Retaining Women and Sport workshop

On November 23, I attended a workshop on how to retain Women in sports. This was delivered in partnership from Sport Nova Scotia and Canadian Sport Institute Atlantic.

Simple Texting

Scott M, Ginette and I attended a virtual meeting on the program Simple Texting. This is a new and simple way of communicating with our residents. Communication is one of the biggest challenges we face as a Recreation Department / Municipality. Our hope is to be up and running in February.

Physical Activity Coordinator – Ginette d'Entremont

Professional Development

I attended the PAPE (Physical Activity Practitioners Exchange) on November 21 & 22 in Dartmouth. After the PAPE session, the MPALs stayed for a discussion/refresher on the MPAL program, its purpose, the priorities, etc. With many new MPALs, this was important for them and a great refresher for us old folks.

Tree Lighting Ceremony

The Annual Tree Lighting Ceremony took place on Sunday November 27th with over 200 people in attendance.

Glenwood Park

We met on site with Chris Collins of Viridis Design Studio Ltd. to discuss what the conceptual plan for the park could look like. This is part of the work for the planning assistance grant that was received from CCTH. There will be a focus on the swim and play areas.

Senior events

We held a senior take out meal on Monday December 5th and served 200 meals. This is the most meals we have served at one event. The work couldn't be done without the great volunteers that help out each time.

Municipality of Argyle Staff Report – November 2022

We are giving away Christmas stockings to the seniors again this year. Seniors can call and reserve a stocking (one per family) and schedule a pickup time. It was very popular last year and is proving to be the same again this year. We have 130 stockings made and if more are needed, we will accommodate the requests.

Yarmouth County Athletic Awards Ceremony

We are working together in partnership with Yarmouth Recreation to plan the Yarmouth County Athletic Awards Ceremony to take place in January 2023. We have not had one since 2019.

Operational Services – Kyle Boudreau

West Pubnico Sewer Treatment Plant

KRC Controls has installed a new Control Panel on rock road. This installation went off without any problems and is functioning properly.

The plant is operating well, and routine and preventative maintenance continues

Tusket Sewer Treatment System

The Tusket system is functioning as designed regular maintenance continues.

We had 1 new connection to this system in November.

East Pubnico Water Utility

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

Cleaning of the tank on the 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 1st 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

Operations team is ready for snow and ice removal and all our the summer equipment has been serviced and stored for the winter

Director of Protection Services – René Jeddry

November continued in the same direction as October, but we still issued more permits this month than the previous year. Some. As always, we are still receiving a high number of phone calls and

Municipality of Argyle Staff Report – November 2022

emails inquiring about possible permits, Land Use By-Law, building codes, and development and subdivision questions in October. We issued 8 Building Permits; 0 Demolition Permits and no Change of Use Permit. We issued 6 development permits (including electrical power hookups) for a total of 14 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 25 subdivisions this year.

Quick update on the cloud-based permitting system. We needed to put this project on hold as they are currently not able to accommodate our permitting requirements at the present time. We will continue this process in the new year.

We also welcomed Francois LaGrandeur to the Protective Services team. Francois is a Qualified Residential Level Building Official that is able to undertake plan examinations and perform field inspections of 1- & 2-unit residential (Group C) buildings, buildings that are accessories to 1 & 2-unit residential buildings, and decks.

GIS Services – Alix d’Entremont

- Regular data and civic address maintenance
- ADA (Aquaculture Development Area) Meeting on Nov 4
- Spoke with a potential applicant regarding the ADA on Nov 24
- Wrote and sent two very detailed email replies regarding feedback from locals regarding the ADA
- Worked on a highway signage project for the Pubnico exit
- Reviewing a draft Stakeholder Engagement Report for the ADA from WSP

Senior Safety Coordinator– Peggy Boudreau (Reports for September, October, November)

New Clients: 8

Home Visits: 55

Phone Visits, Texts, Emails – 125

Referrals to RCMP – 0

Referrals from RCMP – 4

Referral to Adult Protection – 1

Referral to Home Care – 2

Referral for Housing – 2

Town of Yarmouth Referral – 1

High Risk Clients – 15

Meetings and presentations via Zoom, Teams or In Person

Municipality of Argyle Staff Report – November 2022

Seniors Care Grant Information to Seniors in Homes

Mental Health Teams Meeting

Farmers Market Food Buck Program and Delivery

Delivery of Food from Food Banks to Clients

Letter of Support to Patchwork Pals for Funding Application

Session on Family Law and Violence Department of Justice

Alzheimers two-day Conference in Dartmouth

Zoom Meeting with Department of Seniors and Long Term Care

Homecare Board Meeting

Zoom Meeting on Amendments to Power of Attorney Legislation

Zoom Meeting with the new Community Links Coordinator for the Tri-Counties

Meeting with Club Social des Iles Seniors Group re: funding and activities

Organizing and holding a food bank drive for SAR Social Aid

Preparing for a Christmas Dinner Delivery for our Clients in Conjunction with RCMP

Zoom Meeting with Department of Seniors re: Committee on Older Adult Needs