

### Municipality of the District of Argyle - Clerk Report

| Date of meeting | Topic   | Action Item/Motion  | Status   | Tasked to          | Comments   |
|-----------------|---|---|----------|--------------------|--|
| 13-Sep-22       | Boundary Review   | "It is moved by Deputy Warden Nicole Albright and seconded by Councillor Calvin d'Entremont to approve the options for approval for public engagement for 7 councillors and 9 councillors as presented."  | Complete | Alain & team       | Staff is reaching out to community groups and organizations to do a presentation regarding the Boundary Review. An open house will take place again and surveys are being handed out in paper copies and online. |
| 13-Sep-22       | CAT Ferry   | "It is moved by Councillor Calvin d'Entremont, seconded by Councillor Kathy Bourque to the premier, cc MLA Colton LeBlanc and Minister Masland regarding Argyle Council's concerns regarding the negative comments that were said in the media."  | Complete | Alain              | letter was included as business arising for info   |
| 13-Sep-22       | Council vs COW Meeting  | Consider 2 regular meetings, start to repeal the by-law, start 2 policies   | Complete | Chantalle          | Repeal of by-law has begun on October 11, 2022.  |
| 13-Sep-22       | By-Law #30 - Tuskett Wastewater - First Reading   | "It is moved by Councillor Calvin d'Entremont and seconded by Councillor Kathy Bourque to pass the first reading of the amended By-Law #30 - Tuskett Wastewater. Staff will advertise the first reading in the paper."  | Complete | Chantalle          | Published in the paper on Sept. 21   |
| 27-Sep-22       | Article C49 - Investment Policy   | "It is moved by Councillor Guy Surette and seconded by Councillor Ted Saulnier to approve the Investment Policy to send it to the Office of Municipal Affairs for approval."  | Complete | Office of the CAO  | To be reviewed with Marilyn Hay.   |
| 11-Oct-22       | Cyber Security  | "It is moved by Councillor Glenn Diggdon, and seconded by Deputy Warden Nicole Albright to authorize the CAO to spend up to \$10,000, exceeding our current approved budget, to engage Grant Thornton to lead an IT audit of our municipality for the 2022-2023 fiscal year."   | Complete | Alain              | Contract signed  |
| 11-Oct-22       | Organizational Chart Amendments - Addition of Accounting Clerk                                    | "It is moved by Councillor Guy Surette and seconded by Councillor Kathy Bourque to approve the classification of full-time accounting clerk, replacing the current part-time administrative assistant position"   | Complete | Alain/Scott/Marsha | Ad to be completed by Marsha<br>Job posted - closing November 2  |
| 11-Oct-22       | By-Law #30 - Tuskett Wastewater   | "It is moved by Deputy Warden Nicole Albright and seconded by Councillor Ted Saulnier to approve the second reading of the amended By-Law 30 - Tuskett Wastewater. Staff will advertise in the paper the passing of the by-law amendments."   | Complete | Chantalle          | Published on October 19, 2022<br>Staff to mail certified copy of by-law to minister  |
| 11-Oct-22       | By-Law 25 - Repeal - Addition, First Reading (step one in repealing the council procedure by-law) | "It is moved by Councillor Guy Surette and seconded by Councillor Kathy Bourque to approve the first reading of the addition to by-law 35 - Repeal."  | Complete | Chantalle          |  |
| 11-Oct-22       | Letter of Support - Multiple organizations  | "It is moved by Councillor Calvin d'Entremont and seconded by Councillor Glenn Diggdon to provide a letter of support to la societe touristique bon temps"<br>"It is moved by Councillor Glenn Diggdon and seconded by Councillor Guy Surette to provide a letter of support to the Pubnico Legion, Abrams River School House Society, and Village Friends" | Complete | Alain              |  |
| 11-Oct-22       | Service Exchange Survey   | "It is moved by Deputy Warden Nicole Albright and seconded by Councillor Gordon Boudreau to approve the Service Exchange Survey answers as presented"   | Complete | Alain              |  |
| 11-Oct-22       | Fall Grants to Organizations  | "It is moved by Councillor Gordon Boudreau and seconded by Councillor Glenn Diggdon to approve the fall grants to organization as presented and to allow staff to divide the \$1100 remaining amongst Argyle organizations"   | Complete | Chantalle          | Cheques have been mailed.  |
| 11-Oct-22       | Laurel Hills Cemetery   | "It is moved by Councillor Kathy Bourque and seconded by Councillor Calvin d'Entremont to provide a District Community Grant of \$500 to the Laurel Hills Cemetery"   | Ongoing  | Chantalle          | Chantalle to prepare letter for cheque.  |
| 11-Oct-22       | Kings Lake Garbage  | Discussed under fall grants to organizations, consider it elsewhere. Perhaps a policy to be developed   | Complete | Alain              | Policy amended to be approved, see 25 oct item   |
| 11-Oct-22       | Organizational Chart - addition of names  | Deputy CAO was asked by Council to provide names on the Organizational Chart with position titles.  | Complete | Scott              |  |
| 25-Oct-22       | Alcohol Warning Labels - Letter of Support  | It is moved by Councillor Guy Surette and seconded by Councillor Ted Saulnier to write a letter of support for Alcohol Warning Labels.  | Complete | Office of the CAO  |  |

|           |   |   |               |                   |   |
|-----------|---|---|---------------|-------------------|---|
| 25-Oct-22 | Funding letters of support                      | Write a letter of support to the following groups: Patchwork pals, CAPEB, and le village  | Complete      | Office of the CAO |   |
| 25-Oct-22 | Kings Lake Garbage                              | Resolution made. Provide Kings Lake Association with \$3500   | Complete      | Alain/Marsha      |   |
| 25-Oct-22 | Kings Lake Garbage                              | Resolution made. Amend By-Law #41 to add instruction on how association can apply for funding.  | Complete      | Alain             | By-Law set for second reading with amendments.                                |
| 25-Oct-22 | Firefighter Recruitment                         | It is moved by Councillor Calvin d'Entremont and seconded by Councillor Glenn Diggdon to have staff invite the Fire Coordinator from Barrington to an Argyle Council Meeting to discuss the Fire Coordinator position.  | Complete      | Scott             | Council and selective staff members to attend the AMFAA Meeting on December 8 |
| 25-Oct-22 | Yarmouth Area Industrial Commission - Nominator | It is moved by Councillor Guy Surette and seconded by Councillor Richard Donaldson to accept the YAIC's ask to become a nominator for the Port Management Board.  | Complete      | Scott/Chantalle   |   |
| 8-Nov-22  | District Community Grant - Plymouth School      | It is moved by Councillor Ted Saulnier and seconded by Councillor Gordon Boudreau to provide a District Community Grant in the amount of \$500 to the Plymouth School.  | Complete      |                   |   |
| 8-Nov-22  | LUB and MPS Changes                             | Approved first reading, schedule public hearing.  | Step complete | Scott             |   |
| 8-Nov-22  | SAR Social Fund                                 | It is moved by Councillor Glenn Diggdon and seconded by Councillor Kathy Bourque to approve a one-time funding request for the SAR Social Club in the amount of \$3000.   | Complete      |                   |   |
| 8-Nov-22  | Solar Project                                   | It is moved by Councillor Kathy Bourque and seconded by Councillor Guy Surette to authorize the CAO to negotiate and sign an MOU with interested municipal partners to apply for a large scale solar project. The CAO will be allowed to negotiate up to 50% participating interest of the initial total cost of the project with municipal partners. | Completed     | Alain             | on January 18, 2023 agenda to approve   |
| 22-Nov-22 | Council Procedural Policy                       | Create Appendix B - Adding and deleting agenda items  | Complete      | Chantalle         |   |
| 22-Nov-22 | By-Law 42 - Outdoor Light Pollution             | It is moved by Councillor Glenn Diggdon and seconded by Councillor Calvin d'Entremont to advise staff to seek feedback from business owners regarding the Outdoor Light Pollution By-Law #42.   | Ongoing       | Alain             |   |
| 22-Nov-22 | Boundary Review                                 | It is moved by Warden Danny Muise and seconded by Councillor Kathy Bourque to have staff prepare a recommendation to the Utility and Review Board that the Municipality of the District of Argyle continues to have 9 Councillors representing the Municipality with the amendments of the following districts:                                       | Complete      | Alain/Scott       | Scott sent to UARB  |
|           |   | District 1 – Communities of East Kempt and Hubbard's Point would no longer be in this District, replaced with SAR, Rocco Point and Eel Brook.   |               |                   |   |
|           |   | District 4 – Community of Hubbard's Point would be added to the existing communities of Amirault's Hill, Sluice Point, and the Islands.   |               |                   |   |
|           |   | District 5 – Communities of SAR, Eel Brook and Rocco point eliminated, and replaced with East Kempt   |               |                   |   |
| 22-Nov-22 | Draft Strategic Plan                            | It is moved by Councillor Kathy Bourque and seconded by Councillor Gordon Boudreau to proceed with the first draft of the strategic plan as presented by Staff.   | Ongoing       | Alain             | Draft actions completed, to be reviewed internally                            |
| 22-Nov-22 | Request for tax interest write off              | It is moved by Councillor Glenn Diggdon and seconded by Councillor Kathy Bourque to write off the interest on AAN # 01054619 for a total of \$245.67.   | Complete      | Finance           |   |
| 13-Dec-22 | Second Reading - MPS and LUB Amendments         | All passed except Section 8.1 Large Scale Wind Turbine - Next steps are to post in paper and mail to the minister.  | Complete      | WSP/Scott         | Sent to the Minister and the paper as applicable.                             |
| 13-Dec-22 | Second Reading - MPS and LUB Amendments         | It is moved by Councillor Ted Saulnier and seconded by Councillor Gordon Boudreau to defer section 8.1 of the proposed amendments to the Land Use By-Law to the Regular Meeting in February to allow staff and advisors more time to prepare and consider the public comments received.<br>Motion Carried. (8 in favour, 0 against)                   | Ongoing       | WSP/Scott         |   |

|           |   |  |           |                                    |   |
|-----------|---|--|-----------|------------------------------------|---|
| 13-Dec-22 | Community Funding Requests                              | It is moved by Deputy Warden Nicole Albright and seconded by Councillor Glenn Diggdon to direct staff to look at the way money is being dispersed and make categories and bring back to council. The categories to look at removing from the Grants to Organization process are: sponsorship, seniors, festivals, and capital investment projects.   | Ongoing   | Alain/Scott                        |   |
| 13-Dec-22 | Community Funding Requests                              | It is moved by Councillor Gordon Boudreau seconded by Councillor Ted Saulnier approve the funding request for the Festival de Wedgeport in the amount of \$2109 + \$500 in kind.   | Completed | Finance/CAO Office                 | Bleacher have been purchased and in Mun argyle Depot Feb/23                           |
| 13-Dec-22 | Article C49 - Council Procedural Policy                 | It is moved by Councillor Guy Surette and seconded by Councillor Ted Saulnier to approve the Council Procedural Policy with the following amendments:<br>Define Councillor vs Staff Requests in Appendix B, Add "for decision" under order of business for Regular and Special Council Meetings.<br><br>1. Define councilor vs staff requests in appendix b<br>2. Add: for decision under order of business for regular and special council meetings.<br>3. Add a sentence under department head reports that indicate that verbal presentations shall be organized prior to the televised executive meeting, but the report shall be on televised council for questions and comments. | Ongoing   | Office of the CAO                  |   |
| 13-Dec-22 | Medical First Responders                                | It is moved by Councillor Glenn Diggdon and seconded by Councillor Guy Surette to write a letter to the MLA expressing concerns regarding the lack of ambulance services in the area and that Council feels the First Responders are being used due to this.   | Complete  | Office of the CAO                  | Mailed January 17, 2023   |
| 13-Dec-22 | Argyle Emergency Fund                                   | It is moved by Councillor Guy Surette and seconded by Councillor Gordon Boudreau to advise staff to look for funding to increase the Argyle Emergency Fund for the next February Regular Meeting.  | Complete  | Finance/Alain                      | Brought to Executive Meeting in January. Refer down                                   |
| 13-Dec-22 | Article P34 - Employee Health and Dental Insurance      | 7-day notice. To be brought back to Regular Council in January   | Complete  | Chantalle to add to agenda January |   |
| 13-Dec-22 | First reading of By-Law Amendments                      | All passed - By-Law 11, By-Law 27A, and By-Law 30  | Complete  | Chantalle                          | Published in Vanguard on January 11, 2023.<br>To bring to Regular February Meeting    |
| 13-Dec-22 | Timber Cup Sponsorship                                  | It is moved by Councillor Guy Surette and seconded by Deputy Warden Nicole Albright to be a gold sponsor for the Timber Cup Sponsorship in the amount of \$500.  | Complete  | Chantalle/Finance                  |   |
| 13-Dec-22 | CNOY Sponsorship  | It is moved by Councillor Glenn Diggdon and seconded by Deputy Warden Nicole Albright to approve a sponsorship in the amount of \$500 for the Coldest Night of the Year.   | Complete  | Chantalle/Finance                  |   |
| 13-Dec-22 | Fidelis House   | Deferred until January Executive Meeting   | Ongoing   | Chantalle                          | No responses from other Municipalities on what they are doing - bringing to Feb exec. |
| 13-Dec-22 | Highway 308 Sidewalk?                                   | Councillor Surette raised a concern regarding the Highway 308 and lack of Sidewalk to amenities for Highschool Students  | Complete  |                                    | Was brought up at January meeting. Refer to AT Plan.                                  |
| 12-Jan-23 | Asset Retirement Obligation Policy - Article C51        | Passed   | Complete  | Chantalle                          | To be signed and sealed.  |
| 12-Jan-23 | Repeal - Article C13 - Group Insurance and Medical Plan | Repealed   | Complete  | Chantalle                          | To be signed and sealed.  |
| 12-Jan-23 | WREN LOC Quorum Requirements                            | It is moved by Councillor Guy Surette and seconded by Deputy Warden Nicole Albright to approve the WREN LOC Quorum Requirements as requested.  | Ongoing   | Chantalle to write a letter        |   |
| 12-Jan-23 | Planting Trees in SWNS                                  | It is moved by Councillor Boudreau and seconded by Councillor Donaldson to approve the request for the planting trees initiative.  | Ongoing   | Scott S                            | Location have been identified and letter has been drafted                             |
| 12-Jan-23 | Article P34 - Employee Health and Dental Insurance      | It is moved by Councillor Richard Donaldson and seconded by Deputy Warden Nicole Albright to approve the Employee Medical and Dental Benefits Policy as presented.   | Completed | Chantalle                          | To be passed and staff advise   |
| 12-Jan-23 | District Community Grant - Papillons and Pissenlits     | It is moved by Councillor Glenn Diggdon and seconded by Councillor Richard Donaldson to provide Papillons et Pissenlits with a District Community Grant in the amount of \$500.  | Complete  | Chantalle/Finance                  | Cheque to be issued   |

|           |   |   |           |                                  |   |
|-----------|---|---|-----------|----------------------------------|---|
| 12-Jan-23 | Waste Check - Blue Bags   | Have Scott M share it. Maybe have Waste Check come do learning sessions?  | Complete  | Scott M to begin sharing content | Content has begun getting shared on social media.   |
| 13-Jan-23 | Club Social des Iles  | Councillor Surette received Club Social des Iles correspondence. They have been approved as a comfort centre. They received a grant of \$17,000 for a new generator from the province. They ended up needing \$2500 more than they originally planned. Councillor Surette would like to see this on the next meeting. | Complete  |                                  | Brought to Executive Meeting in January.  |
| 31-Jan-23 | Argyle Emergency Fund   | It is moved by Councillor Glenn Diggdon and seconded by Councillor Guy Surette to transfer \$4000 from the Community Litter Clean Up Program to the Argyle Emergency Fund for the period ending March 31, 2023.   | Ongoing   | Finance                          |   |
| 31-Jan-23 | Argyle Emergency Fund   | It is moved by Councillor Kathy Bourque and seconded by Councillor Ted Saulnier to have staff present a policy for the Argyle Emergency Fund by April 30, 2023.   | Ongoing   | Alain                            |   |
| 31-Jan-23 | Club Social des Iles - Funding Request                                  | It is moved by Councillor Richard Donaldson and seconded by Councillor Guy Surette to provide the Club Social des Iles with \$2,000 in funding in the 2023-2024 fiscal year.  | Ongoing   | Finance and Alain                |   |
| 31-Jan-23 | District Community Grant Request - TVSC                                 | It is moved by Councillor Guy Surette and seconded by Councillor Kathy Bourque to provide the Twin Village Social Club with a \$500 District Community Grant.   | Ongoing   | Chantalle and Finance            |   |
| 31-Jan-23 | District Community Grant Request - Sluice Pt Betterment                 | It is moved by Councillor Guy Surette and seconded by Councillor Richard Donaldson to provide the Sluice Point Betterment Committee with a District Community Grant in the amount of \$500.   | Ongoing   | Chantalle and Finance            |   |
| 31-Jan-23 | District Community Grant - Le Village                                   | It is moved by Councillor Calvin d'Entremont and seconded by Councillor Glenn Diggdon to provide Le Village Historique Acadien de la Nouvelle-Ecosse with a District Community Grant in the amount of \$500.  | Ongoing   | Chantalle and Finance            |   |
| 31-Jan-23 | District Community Grant - Abrams River SchoolHouse                     | It is moved by Councillor Richard Donaldson and seconded by Councillor Calvin d'Entremont to provide the Abram's River School House Society with a \$500 District Community Grant.  | Ongoing   | Chantalle and Finance            |   |
| 31-Jan-23 | Radiothon Sponsorship   | It is moved by Councillor Guy Surette and seconded by Councillor Richard Donaldson to provide the hospital Radiothon Sponsorship in the amount of \$1000.   | Ongoing   | Chantalle and Finance            |   |
| 31-Jan-23 | Argyle Volunteer Banquet  | Councillor Bourque requested to have this item brought to the next meeting.   | Completed | Chantalle                        | To add to February Regular - On the Feb 9 Agenda  |
| 31-Jan-23 | By-Law 41 Amendments - The Maintenance and Improvement of Private Roads | It is moved by Councillor Gordon Boudreau and seconded by Councillor Ted Saulnier to approve the first reading of By-Law 41 – The Maintenance and Improvement of Private Roads.   | Ongoing   | Chantalle                        | To be published in paper and brought back to February Executive, maybe March Regular depending on timing. |