

# Municipality of Argyle Staff Report – April 2022

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

### **Return to Work:**

CAO Muise shall be on a four-day work week from Monday to Thursday in accordance with medical recommendations.

### **Boundary Review:**

WSP is engaged and will lead this process. They wish to complete their work on the survey and public engagement on the question of # of Councillors by end of July 2022. We have a contract of service in our possession and will be signed ASAP. Our experience has been exceptionally positive with this firm in the question of public engagement.

### **Budget 22-23:**

All operational budgets have received approval from the respective committees and internal departments. Our first presentation to Council shall be Thursday May 5<sup>th</sup>, 2022, for grants to organizations, operating fund, and capital fund. Questions on provincial funding have been resolved. The Department of Municipal Affairs is collaborating with the AMA and NSFM to develop a new Memorandum of Understanding, that shall be similar in magnitude to the service exchange agreement of 1998-99. We believe that work has a deadline of September of 2022, but that is based on the mandate letter provided by the Premier to the Department of Municipal Affairs. While our budget does not reflect this, we are expecting some significant changes to occur to how we pay for services and receive grants for those services.

Effective Thursday May 5, 2022, the \$2/per 100\$ assessment tax on non-residents has been eliminated, but the 5% deed transfer tax on non-residential property transactions remain. There was a considerable backlash from municipalities, and property owners from away totally against the idea of a non-resident property tax of that nature.

Our budget details will be presented in full on Tuesday May 10<sup>th</sup>, which will include summarized information, descriptions and pie charts for Council and our residents. We are not expecting a rate increase but we are expecting a tax increase due to market increases..

### **Insurance**

We are committed to an insurance review of our policy and the policy supporting our 7 fire departments. This work will occur in the late summer of 2022, best guess.

### **Mariners' Center partnership**

We had another discussion on the partnership, and we will be in receipt of a draft agreement in the coming weeks. There does not appear to be too much controversy here, as all three CAO's have highlighted and found consensus on most of the items.

## Municipality of Argyle Staff Report – April 2022

### **Splash Park:**

Nothing significant to update on this, we are to pay our portion upon approval of the capital reserve budget, to err on the side of caution.

### **Wind turbine applications:**

Attended an open house on the Wedgeport/Comeau's Hill wind turbine development (application). Many of the issues heard included some old (noise, view) and some new – what would the contribution be to communities in 'payment' for the development. In short, those in Comeau's Hill felt that it was impacting them more than other communities, and as a result there should be consideration of how that community is made whole. Other communities further away were very excited to see this happen. Our role is to ensure that the Land Use is done properly, and we have no direct influence on the Provincial application process.

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

Nothing significant to report at this time, funding announcements are being made federally on this issue, and the CAO is committed to reading the Provincial recommendations and position on this matter.

### **Rural Internet – WREN \*Council Priority (multiyear)**

Other than progress is being made, no significant update from my office. Bell receives many questions on whether people are going to get connected or not. We have yet to make payment on our contract, and the timing of that is still unknown.

### **Aquaculture Development Area**

With the departure of our Community Development Officer, I have taken a transitional role in the ADA, alongside Alix d'Entremont. Our task is to lead public engagement conversations with a Stakeholder Group (meeting one complete), individual fishermen directly impacted by the ADA (ongoing) and finally, with the general public. WSP will do the last, as well as compile all information necessary to complete our task. Once we finish, the Province will present the entire package to the Minister for his approval. If that occurs, the ADA will become a reality. We estimate that will occur in July or August of 2022, but since we are not in control of the process, it could be longer.

### **Fire Inspector Support**

I have an outstanding request for demolition that I am assisting our Inspector to complete. More information shall follow, as this decision rests with Council, and there is a specific process to follow.

## Municipality of Argyle Staff Report – April 2022

### **Fire Committee**

Attended a Fire Committee meeting, along with Marsha d'Eon to go over insurance, training and budget items. We were well received by the group, and will have follow up items to present to them and to Council. We are fortunate to have a wide array of talent and interest in fire protection.

### **Wedgeport Wastewater project**

This project is on schedule, the Director of Operations is leading the charge.

### **Municipal Innovation Program**

The subcommittee for Municipal Innovation Program has selected the winning bid to analyse a Regional solution to planning services. Group ATN will be recommended as the successful consultant. The work shall commence soon, and our involvement will be more advisory until they complete their work.

### **AMA Regional meeting**

Attended the regional meeting, along with Marsha d'Eon and Scott Surette. One of the issues worthy of your ears involves a potential regional solution to a growing HR issue surrounding Building Officials and potentially Level one Wastewater operators. We all experience a drastic shortage in this area, and it would not make sense to have each unit consider a solution to this. Building Inspection is one of a few services that is mandatory for us to deliver. A forward-thinking approach would be to understand that 5 of 10 inspectors are slated to retire in the next 5 years. We need to build more inspectors to meet the demand, which by the way is increasing. I have put my name on this committee as the work is critical to ongoing service to our residents.

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

#### **REMO Coordinator**

We hired Shane Strong effective May 2, 2022. He will be training with Janine Muise for the next few weeks.

#### **Part Time Administrative Assistant**

We hired Emily Power and she will start on May 16/22.

#### **Community Development Officer**

This position was posted, however, the leadership team has since decided to put a pause on this position to focus on other priorities within the organization.

#### **Janitorial Services**

The current janitor contract will expire in June 2022. The leadership team has decided to hire our own part time Janitor. This position will not only assist in the cleaning of the building but will

## Municipality of Argyle Staff Report – April 2022

help with the regular maintenance of the building such as painting mowing, gardening etc. This position shall be posted in the next few days.

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

I attended my first meeting regarding the CMA. They gave an update on the progress of their planning such as the Vision, Mission, and Strategic objectives. They have started with their promotion via website and social media. Here is the link to their website <https://www.cma2024.ca/> Invitation has been extended to the Municipality to participate in cultural exchange with Louisiana.

### **4 Day Work Week**

I presented a power point presentation to the leadership team and staff about the pros and cons of a 4-day work week. The goal of the session was to identify if staff was interested in piloting this initiative this year. The reception to my presentation was positive. Alain and I will be presenting information and a draft policy to Council in June 2022 for consideration.

### **Veterans Banner Project**

The Legion is ready to send out a press release to advertise the project. However, I have put a pause as I still have not received permission from Nova Scotia Power to use their power poles. I have a meeting with NS Power on May 12 to discuss.

### **Grant to Organizations**

The deadline to apply was April 15. Chantalle has led the charge to prepare the list of applicants. We had over 40 different organizations applied for funding. Applications were reviewed by Council on May 5<sup>th</sup>. The goal is to approve the Grants at the Regular Meeting in May.

### **Community Litter Cleanup Program**

This program was led by Chantalle. The deadline to apply was April 15. We had 11 organizations apply to participate in this program which equates to approximately 33 km being cleaned in our municipality. Organizations have been contacted and advised about the new policy and procedures they must follow. Chantalle is working with groups to plan their clean ups. Chantalle will post again in the fall for the next round of clean ups, as there will still be kilometers leftover.

### **By-Law Enforcement and Fire Inspection – Mitch Colburn**

#### **Dangerous or Unsightly**

Complaints are being acted upon and remedied more than usual for now. We had 2 new complaints come in last month and we were able to close out four pending files. We now have 9 pending files. Many of these are now in progression of being remedied and work is in progress. We expect to close out more pending files this month.

#### **Fire Inspections**

## Municipality of Argyle Staff Report – April 2022

After meeting with the Deputy Fire Marshal, we were able to quickly make appointments and complete 4 Fire Inspections last month, 3 more are planned for this month with more to follow. The home study program is now 85 percent complete and I am attending a conference in Halifax for 2 required courses for Certification.

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

The Finance Department is busy working on the 2022-2023 Operating and Capital budgets. All Sewer Committees have met and East Pubnico Water Utility Committee to approve their individual budgets and operating rates.

The department is also working on year end/auditing preparations. Auditors are scheduled for the week of June 13-17<sup>th</sup>, 2022.

We are working on preparations for our tax bills and we hope to have them in the mail by the end of May.

The deadline to apply for the Low Income exemption has now passed. A total of 123 applications were received (2 did not qualify) for a total of \$19,283.25. Rebates will be applied to the qualifying properties before the tax bills get sent out.

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

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

**Summer Students** – We received Federal and Provincial funding offers for 3 summer positions: one 15-week position through YCW-CCA, one 14-week position through PNS SKILLS program, and one 12-week position through YCW-CMA. We have posted the positions on social media, Nova Scotia Works/Nouvelle-Écosse au travail, Acadia First Nations, Kespu'kwitk Métis Council, Burrige Community College. Deadline to apply is May 6 with interviews to take place the following week. First position starts as early as May 16/22 and the last on June 6.

**Capital Projects** – We will tackle the windows first, since they are @39 years old and are starting to fail. Phil submitted an application to PNS Department of Communities, Culture, Tourism and Heritage (CCTH) on behalf of the Argyle Municipality Historical and Genealogical Society, to apply for a conservation grant, which could potentially secure up to \$10,000 towards replacing the windows at the Court House. As stewards of the Court House, AMHGS is able to apply for funding for the registered property. AMHGS will launch fundraising efforts soon, to assist with associated costs. Other capital projects required in this fiscal period or next include roof replacement and repainting the Court House.

**“TRACK”** – Those reading ATCHA reports in 2020/21 would have seen a lot of mention of the extensive work involved in preparation for the provincial evaluation, Museum Evaluation Program (MEP). ANSM has now changed MEP to “TRACK.” TRACK stands for: Training, Resources, Assessment, Coaching, and Knowledge-Sharing. The program will have an increased focus on coaching and capacity building, and will expand beyond museum standards to include EDI (equity, diversity, inclusivity), accessibility, responding to climate change, and addressing more community needs. 2022 is a pilot year for TRACK. Participating in the program is a

## Municipality of Argyle Staff Report – April 2022

requirement in order to continue receiving funding through CMAP. Judy has registered the Court House Museum for the TRACK program and has participated in the first session on Apr.27.

**CMAP** – Judy is working on Community Museums Assistance Program (CMAP) annual report, required by Province of NS's CETH Department. This requires combining MODA & AMHGS financials for the Court House and Archives and is due by May 13.

**Promotion and Marketing** – We are working with YASTA for new ads for their guide for the Museum and Archives. YASTA is also arranging tours of the Court House and Archives on June 22 and June 29 for the “Acadian Immersion Tour” as part of the Travel Media Association of Canada's national convention in Yarmouth. We have also agreed to participate in “Maritime Museums” Eastlink production, who will come to both sites to film/interview on May 17. Lots on the go!

**La Société Touristique Bon Temps d'Argyle** – Judy attended session on Apr.20 & will attend next Board mtg, May 26.

**SWNS Curator's Group** – Judy attended bi-annual regional curators' group meeting (virtually) on April 22/22.

**Professional Development** – Phil is registered to take CCI-CHIN's “Still Image Digitization for Heritage Professionals” workshop on May 26, as offered through Council of Nova Scotia Archives (CNSA). Judy is registered to take Marketing and Revenue Generation workshop, offered through Association of Nova Scotia Museums (ANSM), May 13/22 to June 10 (virtual, Fridays at 2-4pm). Judy participated in ANSM's online session “Museums as Agents of Change” by author Mike Murawski, on Apr.27. She also participated in Wellness Spotlight Lunch and Learn on Apr.28.

**ANSM Nomination Committee** – Judy is on their nomination committee again this year and has had several zoom meetings with the committee and reached out to some potential Board candidates for Association of NS Museums.

**CNSA Education Committee** – Phil is on the Council of Nova Scotia Archives' Education Committee and participated in the meeting on April 28.

**“Cell” Gift Shop** – The Gift Shop committee (and Judy) met Apr. 28 to make preparations for gift shop opening in June.

**Researchers** – Our US researchers are starting to return, both returning AMHGS members, and new tourists going through, keeping us quite busy. We anticipate it will be a more “normal” summer in terms of researchers and tourists.

**AMHGS** – Last meeting was held (hybrid) on April 19, and next meeting will be held May 17/22. Society is planning their AGM for June 15/22, and anticipate going with a hybrid format this year, to accommodate both locals and members from other parts of Canada and the US.

**Quilt project for Congrès Mondial Acadien 2024** – This Historical Society engaged Debbie Gray to design/create a lovely quilted “square” for the Court House, to be included in Patchwork Pals' special quilt project for CMA 2024.

**Argus** – The spring issue was put on hold for a while, but now that both staff are back in the office, it should be wrapped up in the next week or so, and then go to the new printer.

## Municipality of Argyle Staff Report – April 2022

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

#### **Make Your Move at Work Pilot Project Update**

The workplace wellness committee is working on an action plan for Make Your Move at work. We are being supported by Ally Garber from the Healthy Tomorrow Foundation.

#### **Active Transportation Plan refresh**

Four community engagement sessions took place on April 25 and 26 at Drumlin Heights and Plymouth School. Four people came to Drumlin. Approximately 60 people attended to session in Plymouth. An online survey is available until May 9<sup>th</sup>. The survey can be found on our website, Facebook page, and has been sent to all schools for distribution.

#### **Kemptville Multi-purpose Court**

Some work has been done to improve the multi-purpose court in Kemptville. Lines have been painted and we are purchasing new equipment for the court. The equipment will stay onsite to promote physical activity. Thanks to BHP for the funding.



#### **Glenwood Park Project update**

The Park agreement has been reviewed, amended, and sent to the Department of Natural Resources. New quotes for the work to be done are being received. The floating dock and launch are slated to be installed at the Park on June 1, pending approval of the agreement.

#### **Minor Baseball and Soccer**

Registration is open for both Minor Soccer and Minor Baseball from April 20 to May 13. Registration is online.

#### **Summer Students**

Interviews April 13, 14, and 20<sup>th</sup>. All summer staff was hired on April 22.

#### **Meetings/webinars**

## Municipality of Argyle Staff Report – April 2022

April 6 – Engage NS -Introduction to the Spotlight tool

April 6 – Mariner’s Centre Expansion

April 6 – Junior Golf program meeting

April 7 – Leadership team meeting

April 7- Senior take out supper

April 12- Glenwood Park site visit with DNR

April 12 – Webinar; Engaging with Persons with Disabilities

April 12 – Minor Baseball AGM

April 14 – Leadership team meeting

April 14 – Minor Soccer AGM

April 21- YSMRA meeting

April 21 – Starlight trail meeting

April 27 – Staff meeting

April 27 – Boule Acadienne meeting -pétanque

April 27 – Can Bike meeting

April 28 – Leadership team meeting

April 28 – Presentation to AMA Wellness Spotlight Lunch ‘n Learn

April 28 – CEC École Pubnico

### **Director of Programming and Active Living – Ginette d’Entremont**

#### **Professional Development**

April 20 - MPAL’s met online to discuss targeted initiatives

May 4 – Physical Activity Practitioners Exchange (PAPE) for MPALs to discuss Active Transportation with the Ecology Action Centre.

#### **Volunteers**

We showcased our volunteers on Facebook during Volunteer week which was April 24-30. We received positive feedback from our posts. The volunteers received a gift bag with a framed certificate of appreciation and gift card from the Municipality as well as a certificate of appreciation from our MP Chris d’Entremont and one from our MLA Colton LeBlanc.

#### **Active Communities Fund**



## Municipality of Argyle Staff Report – April 2022

I have applied to the Active Communities Fund for 4 initiatives: Equipment loan (trekking skis, fat bikes, binoculars & bird guides, pétanque equipment, crampons), Play boxes, Adaptive Equipment, and Punch card challenge. Along with the grant application I also submitted my one-year plan that is required as an MPAL when applying for this funding.

### **Funding opportunities**

We have received funding for summer employment from Young Canada Works in the amount of \$4238.14 and from Canada Summer Jobs in the amount of \$3740.80.

### **Summer Employment**

We held interviews on April 13, 14 & 20. We hired two summer staff for the office, 12 for the day camps and 1 inclusion staff to assist with the day camps when dealing with difficult behaviors.

### **Soccer**

Registration is up and running. The deadline to register is May 13<sup>th</sup>. To date we have approximately 200 children registered for the summer season.

### **Meetings/Webinars**

April 11 – Met with Elisabeth Bailey (RPAC) to discuss my MPAL initiatives for this year (Zoom)

April 12 – Met with DNR at Glenwood Park

April 12 – AGM for Argyle Minor Baseball Association (Zoom)

April 12 – Soccer NS meeting (Zoom)

April 14 – AGM for Argyle Minor Soccer Club (Zoom)

April 19 – Met with CSAP school coordinators to discuss a possible French day camp

April 19 – Met with DNR staff to discuss Glenwood Park projects (Zoom)

April 21 – YSMRA meeting in Barrington

April 21 – Starlight meeting through (Zoom)

April 26 – Attended the Active Transportation Refresh open house in Plymouth

April 27 – Met with two Boule Acadienne Pétanque club members to have a discussion on the game and to see if we might be interested in starting up a club in our area. (Zoom)

April 27 – Staff meeting

April 27 – SAC Drumlin (Zoom)

## Municipality of Argyle Staff Report – April 2022

May 3 – We drove to Clare to meet up with the Pétanque club members to see the court used to play the game and to also learn the rules of the game.

May 4 – Make Your Move at Work meeting (Zoom)

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

#### **West Pubnico Sewer Treatment Plant**

Morgan Churchill has passed his Wastewater Operator Level 1 Exam and continues to learn to fine details of the West Pubnico Sewer system.

We are having a couple of issues that we are working to resolve. We are having an issue with the amount of polymer being used to dewater. We are investigating a few different causes of this problem.

We are also having an ongoing issue with the control panel at the main lift station on Rock Road. This lift station is the last stop being the waste is delivered to the plant. Currently waiting on a quote for a replacement control panel. This panel is currently functioning, but we do see intermittent shutdowns of this system. Troubleshooting has happened and it was deemed a replacement was needed before this panel eventually does not reboot one of these days.

#### **Tusket Sewer Treatment System**

Tusket system is operating well. We are about to begin our 2022 tank checks throughout the system and have a couple of preventative maintenance projects that we will deal with throughout the summer months. The main project will be moving some junction boxes for pumps that are currently below ground and in sewer tanks. These will be brought above ground to rectify an ongoing issue with moisture in these electrical boxes.

#### **East Pubnico Water Utility**

Both wells on the Willet Road are back to fully operational. Surge protection has also been installed at these sites to prevent further damage from future surges. We expect the use of this system to start to increase as the Herring processing season begins this month.

#### **Wedgeport Sewer System**

Expansion of this system is currently in the design phase with the tender expected to go out in the coming weeks. Once again, we have been delayed in this process mainly because of the weather this time. We hope to get the remaining site inspections and designs complete in the next 2 weeks.

#### **Facility and Field Maintenance**

Fields have been had lime applied and been rolled as we prep for the summer seasons.

The field crew has replaced the netting above the backstops at the Tusket and East Kempt fields in preparation for Baseball season.

## Municipality of Argyle Staff Report – April 2022

Two summer students have been hired and begin on May 9<sup>th</sup> and will have a busy first week prepping the PEB track for a Track and Field event the following week.

### **Protection Services (Previously Property Inspection) – René Jeddry and John Sullivan**

We were still receiving a high number of phone calls and emails inquiring about possible permits, building codes, development and subdivision questions in April. We issued 10 Building Permit with 4 permits pending as well as 5 carried over from last month. We issued 11 development permits (including electrical power hookups) for a total of 21 permits issued. Note: A Demolition Permit is tallied under the Building Permit numbers and the adoption of the new LUB require all development within the municipality to start with a Development Permit. Currently 3 subdivisions in progress.

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

- Regular data and civic address maintenance
- Worked with FÉCANE on a site plan for an August 15 celebration.
- Worked on a stakeholder engagement report for the Aquaculture Development Area (ADA)
- Created various documents supporting our ADA work (current status, tasks and timelines, side projects, etc.).
- Finished a map for the Active Transportation Review.
- Modified an existing plan for a Floating Dock and Kayak Launch at Glenwood Provincial Park.
- Worked with the Province on fixing a civic address data structure issue that results in problems for elector statistics.
- Participated in an ADA Stakeholder Committee Meeting and corresponded by email with members.
- ADA meetings on April 11, 14, 21, 22, and 27.

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

New Clients: 3

Home Visits: 24

Phone Visits: 45 – 20 emails and texts from or to agency and/or caregivers

Referrals to RCMP: 0

Referrals from RCMP: 1

Referrals to Adult Protection: 0

Referrals to Home Care: 1

Referrals for Housing: 2

Town of Yarmouth Referrals: 1

High Risk Clients: 16

### **Meetings and Zoom:**

Zoom Senior Safety Coordinator and Mind Body Soul Session

## Municipality of Argyle Staff Report – April 2022

Meeting with Equipe Alphabetizations on Resources available to Seniors.

Two Day Online Course on Mental First AID FOR SENIORS

DELIVER FOOD COVID TEST KITS AND MEDICATIONS TO CLIENTS.