

Municipality of Argyle Staff Report – September 2022

Chief Administrative Officer – Alain Muise

Boundary Review:

Options for 7 and 9 councillors have been prepared, and ready to go online, along with a survey and other information including video clips and a brief history. The Deputy CAO is coordinating meetings with key stakeholder groups to obtain feedback from them at their regular meetings. There will be an open house, hybrid meeting tentatively scheduled for November 15th. Our intention is to prepare a full report to council by late November, to allow us time to prepare a final report to the UARB.

Waste Park:

Nothing significant to update Council.

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 second version of the service exchange survey has been prepared by staff, for your consideration and approval, same as you instructed the CAO the first time. The survey is rather operational, so it was appropriate for staff to provide input on it, with the approval set for council this meeting.

Long term capital planning and provincial reporting

The Capital Investment Plan, Annual Expenditure Report (Gas Tax), Financial Information Return, and Statement of Estimates were filed with the Province before the September 30 deadline, and the reports shall be on our web site for the community to see. 5-year projections of future commitments have been prepared as part of this process, with amendments to be brought to the audit committee and Council on a more regular basis.

Insurance:

The issues on insurance are still outstanding, awaiting report from insurer on market value adjustments, and the work on the playground in East Pubnico was stalled until this week.

Mariners' Center partnership:

The work is still outstanding on an intermunicipal agreement. The last meeting was postponed, and the next meeting shall be October 12th in the am. No update on funding from Federal or Provincial counterparts at this time.

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Splash Park:

Nothing new to update, the Park is operational, and well received.

Wind turbine applications:

We have drafted an easement in favor of Elemental Energy regarding a property we own in Wedgeport on the Black Pont Road. Elemental has presented an update to Council on their approved project, and noted many elements are required before a project is born.

As you are aware, another company is in the preliminary planning stages for wind energy development and is examining a massive Crown Land property for their project. Estimated location would be north of Pubnico Lake, northerly into Argyle/Quinan areas, that are not habituated. An initial presentation was delivered by Oscar Urbina of RES Canada.

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:

We have a scheduled open house on October 19th, at the Glenwood Hall. We are finalizing posters for WSP to present. Some provincial representatives will be present to hear the concerns and answer questions. We coordinated videos to inform our residents, and the pickup from the residents was light. Alix has done an amazing work to engage stakeholders so this is the bulk of the report that will be done (by WSP) and submitted to the Province of NS.

Wedgeport School

Work on the purchase and sale agreement as well as a lease and maintenance agreement are underway, we hope for an update in the fall.

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.

NSFM Conference:

I will be attending on November 1-4, 2022, for the NSFM conference.

Vacation:

Muise will be out of the country from October 23- 30, with limited access to emails and texts.

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Meeting attendance of intermunicipal corporations and council subcommittees:

Small business week -CBDC	Sept 7
Yar Area Industrial Commission	Sept 7
Aquaculture (various)	Sept 7, 9, 21
South West AMA committee	Sep 10
TIR presentation – council	Sept 13
Audit committee	Sept 15
PVSC – meeting (informal)	Sept 21
WREN meeting (informal)	Sept 21
Marc Periard initial promo session	Sept 26
Mariner’s Center expansion steering	Oct 5
Special marketing session – Tim Doucette	Oct 8

Deputy Chief Administrative Officer - Scott Surette

Assistant Building Official/Development Officer Position.

The job posting was posted Sept 24/22 and will close on October 14/22. Once the position is closed, we shall evaluate our applicants and decide on the next step such as interview etc.

Congres Mondial Acadian (CMA)

We have confirmed Vaughn Madden, Executive Director for the CMA as a presenter to our Nov 8/22 regular council meeting. Here is the link to the CMA website <https://www.cma2024.ca/>.

Veterans Banner Project

We are currently still waiting for the banner to arrive at the office for installation. Hoping to have then delivered this week or next. With the anticipation to have them up mid October.

Promotional Video Project

Marc Periard had a very successful week with interviews. He interviewed five very interesting and unique individual in our communities. Unfortunately, because for work commitment one interview had to be cancelled. The leaderships team will decide how best to promote these videos and will advise council for their opinion.

Marc was very impressed with our municipality/culture and enjoyed meeting council.

CAPEB Project.

We have decided on the “fish quilt pattern” to best represent our Municipality. We are currently working with CAPED to hire local artist to get this painted. Once painted we shall get it installed at the municipal office.

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East Pubnico Trails Project.

The trail has been graded and new gravel has been installed (approx. 8km). The works started at the end of Lower East Pubnico and finishes at the Hipson Bridge. We are waiting to have it compacted to finish the project.

By-Law Enforcement Officer/Fire Inspector – Mitch Colburn

By-Law Enforcement:

- Four new complaints come into the office this month
- We were able to close out 5 pending files
- We now have 2 files which are pending

Fire Inspections:

- A majority of this month was dedicated to getting caught up with Fire Re-Inspections
- Six Fire Inspections were completed this month.

Finance Department- Marsha d'Eon

Tax Reminders were sent out in September and payments are slowly coming in.

Work on the Tax Sale has begun, and the first notice went out the first week of October. Tax Sale is scheduled for February 7, 2023.

The Statement of Estimates (SOE) and Financial Information Return reports have been submitted to the province, meeting the Sept 30th deadline. The audited financial statements and Management letter have all been submitted.

I attended the Association of Municipal Administrators (AMA) fall conference, held in Sydney from September 19-23rd, 2022.

I will be working on improvements to internal controls and segregation of duties in the upcoming months.

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 anticipate closing the museum and gift shop for the season on Oct. 28/22. Visitation at the Court House seems to be slowing down. As such, Bradley d’Entremont will be done on Oct. 7, and Claudette Deveau will continue working as a fall guide as well as assist with archival projects. Karlee Muise is working just a few hours to manage the gift shop and wrap up some of her summer projects.

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Argyle Farmers & Artisanal Market – Judy is working with Laura Smith, Market President, to design signs/banners and take advantage of some funding for marketing/advertising for farmers markets being offered through a grant secured by Larry Peach with Municipality of Clare. The Argyle market is done for the year but apparently the funds are available until the end of this calendar year and can still be used for these types of things (for use in future markets).

CAPEB Quilt Project (Projet des courtes points) – ATCHA has chosen a quilt pattern to be displayed at Court House/Archives premises, as part of CAPEB's project. Judy is communicating with Sally Kenney to have the signs painted by local artists for both ATCHA and MODA, and Scott S. is looking into costs/logistics to have the signs mounted/installed at both locations. Though the project is for next year, they need to have costs by end of Oct. and have panels done by end of December of this year (as they need to take photos for tourism marketing purposes).

Court House Window Retrofit Project – Ross Farm Museum staff will be visiting us this month, to take out a couple of the windows so they can start building them over the fall/winter. Argyle Municipality Historical & Genealogical Society (AMHGS) launched window sponsorship fundraiser in the Summer 2022 issue of *The Argus*, the quarterly historical publication, requesting a minimum donation of \$750 to sponsor a window. So far, we have received sponsors for 10 (of the 23) windows. Society will also be doing a quilt raffle to raise funds to assist with capital projects for the Court House.

La Société Touristique Bon Temps d'Argyle – Judy attended the virtual board meeting on Sept.22/22, and the next is scheduled for Nov. 24.

Contract Archivist / Consultation session – Kaitlin Wood has spent some time at the archives during September and October to do archival work as a Contract Archivist. Kaitlin will spend time with Judy and Phil on Oct. 6 to go over archival policies & procedures, etc. and will spend time with Phil on Oct. 7 to provide further archival training.

Council of Nova Scotia Archives (CNSA) – Phil is registered to take CNSA Core Curriculum (virtual): Introduction to Preservation for Archives, from Oct. 17 to 20, and "Acquisition, Appraisal and Accessioning" on Nov. 14-17, and will also attend 2022 CNSA Conference "Community Driven Archives" on Oct. 24-25 in Halifax. Phil is on the CNSA Education Committee and will attend meetings on Oct. 5 and 12, and Phil has agreed to provide technical assistance for the hybrid portion of the conference.

Association of Nova Scotia Museums (ANSM) – Judy is on ANSM's Nominations Committee again this year and will attend the first meeting on Oct. 6/22.

Southwest Nova Scotia (SWNS) Curators Group – Judy will attend the bi-annual regional meeting at Queens County Museum on October 21/22. This is the first in-person regional meeting the group has had since before the pandemic.

"TRACK" – The Court House & Gaol is registered for ANSM's TRACK program (which replaced the former evaluation program). Judy participated in "Accessibility with Museums Webinar" on Sept. 14. "Unearthing the Impacts of Unconscious Bias and Microaggressions Workshop" workshop for Sept.28 has been rescheduled due to Hurricane Fiona – waiting on new date). ANSM will also provide TRACK training at SWNS Regional Curators Group meeting in Liverpool on Oct. 21/22.

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Events – Judy is working with Ginette (Active Living) again this year to put on “Haunted Trail Walk” for children’s Halloween event on Oct. 26, with rain date on the 27th. We have done some initial planning (shopping) and reaching out to volunteers.

Argus – Fall issue is well underway, with expected completion in October. (Depending on printing deadlines, distribution may be in November). We are working with new contributors to the *Argus* as well, which is encouraging.

AMHGS – Historical Society’s Board meeting was held Sept. 20 and next one is scheduled for Oct. 18. With the purchase of their own “Owl” technology, they are able to have hybrid Board meetings.

Director of Recreation Services – Natalie d’Entremont

Physical Activity Coordinator – Ginette d’Entremont

Active Communities Fund

We received \$15,000.00 for our ACF initiatives (equipment loans, play boxes, hippocampe, and punch card challenge). To date we have purchased most of the equipment for the loan program. We have purchased a hippocampe which is an all-terrain wheelchair that makes open air activities accessible for all. We have completed the punch card challenge and our play boxes are almost ready to be placed in three different locations within the municipality.

Community Access-Ability Program

We received \$20,444.45 to build an accessible pathway to the floating dock at Glenwood Park. We are waiting on quotes before we can begin the project.

Friends of Ellenwood Park

I was asked to sit on the Friends of Ellenwood committee as the liaison for Argyle. Our first meeting was October 3rd. This is a good fit for the Recreation Department, we can help with promoting the activities that take place during the winter months as well as participate in them. The activities are similar to ours and it gives us a great location for our own activities such as winter hikes, snow shoeing, etc.

Yarmouth County Athletic Awards

Argyle and Yarmouth Recreation Departments are working together to bring back the YCAA after almost three years of not having one. We are in the early stages of the planning process.

Memory Café

I attended a meeting on September 20th along with Sandra Hubbard to discuss the possibility of Argyle Recreation joining in on the Memory Café sessions. Memory Cafés are social events for individuals, families and caretakers living with memory challenges. Memory Cafés meet in person and virtually at various locations throughout the province. We will be meeting again and see if we can get our first one going in December.

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Planning Assistance Grant

I am working on a grant application to hire a consultant to re-design the swim area to address the safety concerns as well as design a natural play space at Glenwood Park.

Operational Services – Kyle Boudreau

West Pubnico Sewer Treatment Plant

We continue to work with engineers to get the upgrades at Pump Station 5 West Pubnico (Red Cap). We have a work plan from them and are getting into the design phase currently.

We saw increase in our fecal results in our regular testing after weeks of investigation we have ordered new UV lights and sleeves to replace the aging ones. This will help rectify the problem.

Tusket Sewer Treatment System

During Hurricane Fiona we were able to put out generators to work for the very first time. The generator at the Tusket Sewer Plant operated with no issues and ran the entire plant. For the first time we also ran the lift station off a portable generator. This has relieved a lot of stress from the operators and is fantastic to see in action. The operators worked overnight on the Friday as the power went out shortly after midnight.

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 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.

Director of Protection Services – René Jeddry

September was still a busy month. 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 July. We issued 12 Building Permits; 3 Demolition Permits and 1 Change of Use Permit. We issued 22 development permits (including electrical power hookups) for a total of 38 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 23 subdivisions this year.

GIS Services – Alix d'Entremont

- Regular data and civic address maintenance
- ADA Meetings on Sep 7, 8, 9, 15 and 21

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- ADA Field Work to support environmental baseline data collection
- Working on planning and materials for the ADA Open Houses that are planned to occur in October
- Determining statistics and the creation of a map for the Polling District Review
- Work on CloudPermit, the new building permit software
- Updated and printed a Pubnico Wastewater map for EMO ahead of the landfall of Fiona

Senior Safety Coordinator– Peggy Boudreau

New Clients: 6

Home Visits: 25

Phone Visits, Texts and Emails: 45

Referrals to RCMP: 1

Referrals from RCMP: 3

Referral to Adult Protection: 2

Referral to Home Care: 1

Referral for Housing: 1

Referral to Boarding home placement: 1

Town of Yarmouth Referral: 1

High Risk Clients: 12

Meetings:

Seniors Care Grant Teams meeting with the Department of Seniors

Senior Care Grant presentation at Wedgehaven Senior Complex

Zoom presentation on New Powers of Attorney Laws

Mental Health Appointment with Client

Zoom meeting on Community Growth Funds Committee

Drop off food buckets for September – 5 clients

Drop off Food box to needy clients

Frauds and Scams presentation with Ashley