

# Municipality of Argyle Staff Report – May 2022

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

### **CAO Contract:**

This contract has been finalized. My work week shall be at least 35 hours a week, likely condensed into 4 days, in anticipation of the potential four-day week policy in development.

### **Boundary Review:**

We have developed a survey and will host three open houses the week of June 6-10<sup>th</sup>. WSP has prepared all the material. As of this report, only one open house was hosted, and there were no residents that participated. It was a good occasion for staff to have a casual conversation with councillors around how they view their own residents and their needs. WSP is hosting all three open houses, one of which will be hybrid, and will be recorded. After the open house events, we will open the survey for participation and ensure appropriate advertising is in place.

### **Waste Park:**

We are currently addressing waste matters with the landfill in Queens to manage potential cost and diversion issues. This is ongoing work, involving the CAO's time and early still.

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

Council has met with staff for an initial assessment of the survey developed by the Province of NS and issued by the NSF. This process is an important element of engagement as it may have significant ramifications to our municipality. The deadline is June 13<sup>th</sup> and many, including us, will not meet the short deadline.

### **Budget 22-23 and Audit 21-22:**

The operational and capital budgets were approved, with no increases in standard residential or commercial rates. There were increases to sewer rates to offset rising costs and future obligations. The year end audit of our consolidated financial statements shall commence the week of June 13-18, and the CAO and the Director of Finance are finalizing the year for accuracy and reviewing key accounts to be ready.

Our budgets shall be posted on our web site as soon as possible for the residents to review.

### **Insurance:**

We are currently leading two initiatives with our insurers. The first is with a local playground that is considering closing their operations and working with the East Pubnico Fire Department which houses the equipment. We expect to have a response on this in the coming weeks. The second is an audit of our assets of all fire departments to ensure effective and sufficient coverage. This project has been highlighted to Intact and they are aware of the need.

**Mariners' Center partnership:**

CAO's met with legal on a draft Inter Municipal Agreement between the three units, highlighting major governance, funding, and ownership issues. It is likely that there would be two agreements; one that would establish ownership (deeds held directly by municipal units), and the second on long term operational funding, replacement reserve funding and decision making. This work will not be completed until mid-late summer for approval.

**Official Opening Ceremony:**

We will be officially opening our municipal office on June 14<sup>th</sup> from 3:30 to 5:00, with our Deputy CAO leading the coordination.

**Splash Park:**

Councillors have celebrated the confirmed Splash Park project to be located at the Mariners Center. Funding has been secured to obtain the proper installers to begin this project. Many residents are excited at the prospect of this new service available to our residents.

**Wind turbine applications:**

Nothing significant to report on Wind Turbine applications. The application is between the Province of NS and the developer. Both developers are required to have public engagement on their potential projects, and the Comeau's Hill/Wedgeport project developers have done so already. I expect more work to be done here from a Council and staff perspective, thus the office of the CAO is carving out time and energy when the time comes. As you know, there are significant ramifications to this project, both from the Council and Community perspective.

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

Insofar as infrastructure is concerned, we await the extension of our paving of JE Hatfield Court to accommodate the potential for housing units in Tusket. We have (historically) supported an operation in West Pubnico, by ensuring that the infrastructure improvements to accommodate duplex housing would be paid by us. The units are now operational and rented. There is a large and growing demand for alternative housing units. The demand has many faces. We hear more from seniors that wish to sell their home (which is too large for them to operate on their own) in favor of a smaller unit. The preference of many is to stay in their communities as they age gracefully. Also, we are seeing an influx of residents that require housing. This is a complex issue that should involve the Province of NS. Many municipal units are shying away from leading an initiative, as it is not in their direct line of operation.

The office of the CAO had initiated a request for interest in January of 2020. With COVID and other factors, we only had one applicant, and the applicant may not be interested in this option anymore as much has changed. It was likely not a slick approach. Housing has been identified in our draft strategic plan as an important element to our community, to ease population growth, and to provide alternative options for our seniors or other residents. This office is committed to a more

## Municipality of Argyle Staff Report – May 2022

comprehensive approach to tackling this issue in the fall of this year, when the construction and tax seasons wane.

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

No significant news to share from our perspective. Construction continues, and we encounter the occasional issue or question around service provision. We know the construction was delayed but is ongoing.

### **Aquaculture Development Area:**

Alix and I continue to have discussions with our fishers regarding the potential areas of Aquaculture Development, and are receiving great information from the experts on the sea. More meetings are slated this week. The stakeholder committee is also slated to meet in July, with the hopes that with all the information, that WSP can provide a meaningful report to the Minister around our public engagement. I can say with great confidence that our process is top notch, thanks to the expertise of Alix and the fishers that are honest with us. We are still set for August to finalize the report for the Minister, in time for the fall legislation. No guarantees that it will be tabled then.

### **Dangerous and Unsightly Support:**

Our administrator is aggressively addressing property issues for resolution. I am assisting where the issue is escalating to potential demolition, which requires due process and Council approval. We will be presenting one such issue by the Committee of the Whole meeting at the end of this month

### **Wedgeport Wastewater project:**

This project is on schedule, the Director of Operations is leading the charge. We are finalizing testing and will go to tender approximately as expected. The Finance Department is preparing itself for residential fees, and tracking.

### **Municipal Innovation Program:**

AFN Consulting was selected to lead the consult work on the creation of a tri-county planning service. I am slated to be interviewed in the near future and will consult Council on their desired outcomes. I will send you a copy of our application and our plan of action as it was over a year ago.

### **CMA 2024:**

The Deputy CAO and I met with Vaughne Madden, Director of the CMA 2024. We discussed roles and responsibilities openly, and this conversation will continue as we approach the event. It should be noted that our role shall be to lead any capital infrastructure projects that would survive the event, and coordinate issues such as accommodation, community pride, and the like.

### **AMA Conference:**

## Municipality of Argyle Staff Report – May 2022

I shall be attending the AMA conference from June 15- 17. I will attend the Municipal Finance Association (MFA) meeting on behalf of our Director of Finance and the CAO session, both on Wednesday. The topic at the MFA will be the implementation of a new financial regulation regarding the cost of retiring assets. On or before March 31, 2023, all municipalities are required to determine the estimated cost of retiring key assets, such as wind turbines, schools etc... Further information will follow the session.

This will be the last AMA Conference with Janice Wentzell as the Executive Director of the AMANS organization. As past president of the AMANS, I can attest to her professionalism, likeability and commitment to further municipal issues in NS. Please join me in congratulating her on a deserved retirement.

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

#### **Custodial Position**

The position was posted for May 9 and closed on May 31, 2022. Interviews are scheduled for the week of June 6<sup>th</sup>. The start date for this position is July 4, 2022. This position will not only assist in the cleaning of the building but will help with the regular maintenance of the building such as painting, mowing, gardening etc.

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

I will be attending my second meeting regarding the CMA on June 10, 2022. Alain and I also met with Vaughne Madden to discuss the role of the municipality. We shall continue to have regular meetings with Vaughne so the municipality can assist and support this event as we move towards 2024. Here is the link to their website <https://www.cma2024.ca/>.

#### **4 Day Work Week**

Alain and I will be presenting information and a draft policy to Council at the June 14, 2022 Regular Meeting for 7-day notice.

#### **Veterans Banner Project**

I had a site meeting with NS Power on May 12, 2022. We are still waiting approval from NS Power to use the power poles. However, the Legions (Pubnico & Wedgeport) with the Municipality released a press release with information regarding the veteran's banner program. The Legions is now accepting names until the end of June. The information about the veteran's banner program is on the press release that was circulated to council and is posted on our Facebook page.

#### **Community Litter Cleanup Program**

This program is being led by Chantalle and she is working with groups to plan their clean ups. Most groups have gone and will be issued their cheques soon. Chantalle will post again in the fall for the next round of clean ups, as there will still be kilometers leftover.

## Municipality of Argyle Staff Report – May 2022

### **Bilingual Stops Sign.**

The signs are being erected now and can be found in many of our communities. The Warden has done a few photo ops in the last few weeks for the Office of Acadian Affairs and with CAPEB.

### **Growing Community Scholarship.**

This is \$1000 bursary that is given to two students that attend Ecole Secondaire de Par-en-Bas and Drumlin Heights Consolidated School. The deadline to apply was May 31, 2022. We did receive several applications from both schools. I will provide the winner of the bursary to the school next week.

### **Ribbon Cutting Ceremony**

The leadership team is preparing for the ribbon cutting ceremony scheduled for June 14, 2022.

### **COOP Student – Ecole Secondair de Par-en- Bas.**

The school had approached us to see if we could assist them in finding a placement for a student. The leadership team with other staff decide we could definitely make this work for the school and the student. This has been a very positive experience for all of us involved. The student (Carter D'Entremont) who is continuing his education as a Utility Line Program at NSCC Cumberland, has adapted well to all tasks given to him during his placement. This was a 12 week placement and we had the student work in technology, recreation, and operation during his placement. Best of luck to Carter with his studies at NSCC.

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

#### **Dangerous and Unsightly**

It was a very busy month for Dangerous and Unsightly. We had 7 new complaints come in. We closed out 6 pending files and have 9 pending files on record. I expect to close most of the pending files this month. I took a 6-hour Webinar put on by The Atlantic Bylaw Officers Association. This class was very informative and will assist me on future investigations.

#### **Fire Inspections**

The Fire Marshal of Nova Scotia has giving me the approval to commence on Fire Inspections and I have been working with the Deputy Fire Marshal on a steady weekly basis to facilitate these inspections.

Fire Inspections appointments are being set up more quickly now and 6 more Fire Inspections were completed this month.

## Municipality of Argyle Staff Report – May 2022

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

Our tax bills have been issued and mailed out and payments have been coming in. Adjustments had been made, prior to the billing, to any customer who qualified for the Low Exemption Grant.

Year End/Audit preparations have been done in preparation for the 2021-2022 audit which will be done the week of June 13<sup>th</sup>. We held an audit committee meeting on June 6<sup>th</sup>, in which auditors went over the process of the audit with the committee and answered any questions they may have had.

Spring grants to organizations cheques & operating grants to Fire Departments will be issued and sent out by the end of the month.

I've been involved in the planning and preparations for the Grand Opening/Ribbon Cutting Ceremony that is being held on June 14<sup>th</sup>.

I will not be attending the AMA conference this spring due to a conflict with the audit.

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 hired two students for the summer: Courtney Paulick (PNS-SKILLS, 14 weeks) and Karlee Muise (YCW-CMA, 12 weeks). We received funding for a 3<sup>rd</sup> position, but the candidate rescinded his acceptance of the position at the last moment due to unforeseen circumstances, and we were unable to find a suitable candidate that would meet the criteria in the short time. YCW-CCA cancelled the position for the summer.

**Museum / Gift Shop Opening** – Court House and “Cell” will open for the season on June 16.

**Farmers & Artisanal Market** – Group met at the archives evening of May 10, which Phil attended on behalf of ATCHA. The market will resume on our premises again this year, from June 16 until the end of August. “The Cell” will have a table at the market again this year.

**Court House Capital Projects** – Tender for windows has gone out (thanks to Kyle, Scott S. and Phil for this work). Phil submitted an application to PNS Dept. Communities, Culture, Tourism & Heritage (CCTH) on behalf of AMHGS Historical Society, to apply for a conservation grant, which could potentially secure up to \$10,000 towards replacing the windows. As stewards of the Court House, AMHGS is able to apply for funding for the registered property. AMHGS has recently formed a Fundraising committee to launch a campaign to assist with costs involved with window retrofit. Other capital projects required in this fiscal period and next include roof replacement and repainting the Court House.

**“TRACK”** – Judy has registered the Court House Museum for the TRACK program through ANSM and has participated in the first workshop on Apr.27.

**CMAP** – Judy submitted the Community Museums Assistance Program (CMAP) annual report, required by Province of NS's CCTH Department, on May 12, in order to continue receiving the

## Municipality of Argyle Staff Report – May 2022

CMAP funding. This requires combining MODA & AMHGS financials for the Court House and Archives.

**Promotion and Marketing** – Phil, Karlee and Judy spent the day with a filming crew on May 17 as the Court House & Archives will be featured in an episode of “Maritime Museums,” an Eastlink Production. The crew were interesting to work with and overall it was an enjoyable experience. They were quite impressed with our museum and archives and indicated they thought it would be an excellent episode.

YASTA has arranged to have tours of the Court House & Archives on June 22 and June 29, as part of the “Acadian Immersion Tour” pre- and post- conference events for members of the Travel Media Association of Canada’s national convention in Yarmouth. These will be media writers and influencers who will write about their experience.

**La Société Touristique Bon Temps d’Argyle** – Judy attended Bon Temps’ Board meeting on May 26 and the next one is scheduled in July.

**Professional Development** – Phil is taking CCI-CHIN’s “Still Image Digitization for Heritage Professionals” workshop (starting May 26, 4 virtual sessions), as offered through Council of Nova Scotia Archives (CNSA). Judy and Jen (AMHGS President) are taking “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 and Jen also participated in ANSM’s online session “Museums as Agents of Change” by author Mike Murawski, on Apr.27.

**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. Judy was on the Board for 5 years until a couple of years ago, and continues to support the provincial association in this way.

**Researchers** – Our US researchers are starting to return, both returning AMHGS members, and new tourists going through, keeping us quite busy. The number of research requests received by email and phone have also been steadily increasing. We anticipate it will be a more “normal” summer in terms of researchers and tourists.

*Argus* – Spring issue is at the printers and will be delivered to members as soon as it is ready for distribution. Work on summer issue is underway.

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

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

The workplace wellness committee has been giving out incentives to add movement to the workday. Healthy Tomorrow Foundation and Make your Move at Work Pilot leads will be onsite on July 6 to chat with the staff and evaluate the pilot project.

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

The draft AT Refresh Plan amendments has been received by the AT committee. A meeting with WSP will be scheduled to review the draft and provide feedback.

## Municipality of Argyle Staff Report – May 2022

### **Glenwood Park Project update**

The Park agreement has been reviewed by both parties. A meeting is scheduled on June 9 to review and hopefully, the agreement will be signed so the work can begin.

### **Minor Baseball**

Registration numbers for minor baseball are very low this season. Only 2 divisions will be taking the field this summer. (U15 and Ball school)

### **Summer Students**

Sarah Gushue was hired as the Special Events Coordinator and Angele LeBlanc was hired as the Teen Program Coordinator. Both have started working on the summer events.

- Biking events- June 14, 21, 28
- Try-it Pickleball -Pubnico -June 16; Kemptville- June 23
- Neon Fun Run – Tusket – June 25

### **Accessibility Awareness Week (May 30 to June 4)**

I attended the first Canadian Congress on Disability Inclusion virtual Conference on May 26 and 27. Great speakers and information.

I also attended a panel discussion on Prescribed Public Sector Bodies. This panel discussion featured a panel of accessibility leads from public sector bodies across the province sharing challenges, achievements, and insights from their accessibility work.

### **Junior Golf Program**

Completed 4 weeks of the program in May. Fifteen new sets of Junior golf clubs are being used weekly. The attendance is consistent, and participants are having fun while learning a new skill.

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

#### **MPAL**

I submitted my final report on my one-year MPAL plan to the province that was due May 31<sup>st</sup>.

June 2 – Physical Activity Practitioners Exchange (PAPE) for MPALs. The topic was on the Physical Activity Framework Engagement for schools to increase physical activity and movement for all students.

#### **NS Walks**

May 11 was declared as Nova Scotia Walk Day. We organized a noon time walk and had 14 people in total attend the walk. There were 60 groups across Nova Scotia walking on that day with at least 350 people taking part.

#### **Summer Employment**

We held interviews on June 2<sup>nd</sup> for a spare day camp position. We will look to hire 1 or 2 spares for our day camp program.



## Municipality of Argyle Staff Report – May 2022

### **Soccer**

The soccer season has now started and will run from May 30<sup>th</sup> to August 4<sup>th</sup>. There are 306 players registered ranging in age from 3-17 in 6 divisions: Active Start, Soccer Skills, U8, U10, U12/13, U15/17. The end of summer tournament will take place August 5-7. I worked on the schedules for each division as well as met with the coaches to form the teams. The only division playing outside of the Municipality of Argyle will be U1/13. They will also be playing in Barrington and Shelburne. All other divisions will only be playing against the Argyle teams.

A referee clinic was held on May 14<sup>th</sup> at École Belleville with 15 individuals taking the course, 3 of them from the Argyle region. I have been working on the referee schedule for the Argyle Minor Soccer Club.

### **YSMRA (Yarmouth Shelburne Municipal Recreation Association)**

We held the AGM for YSMRA on May 31<sup>st</sup> and I was asked to take on the Treasurer position again for another year, which I accepted.

### **Day Camp**

I attended a group meeting on the topic of Dealing with behavioral issues for children attending our summer day camp program. From this meeting we will be having a training session for the day camp staff during our training week at the end of June.

We will be offering 3-day camp locations this summer for our day camp program: Pubnico, PEB and Plymouth. The hours will be from 8am to 5pm. The cost will be \$20 per child. The program will run for 7 weeks from July 4 – August 18.

### **Planters Workshop**

We organized a 55+ planters' workshop in partnership with Ouest-Ville Perennials on June 7<sup>th</sup>. We had 6 participants in total.

## **Operational Services – Kyle Boudreau**

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

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. A PO has been issued to resolve this issue.

A mixer has quit in sludge tank as well. This is going to be replaced by a hydraulic option that should extend the life of the new mixer.

### **Tusket Sewer Treatment System**

Tusket system is operating well. Yearly checks are under way

## Municipality of Argyle Staff Report – May 2022

### **East Pubnico Water Utility**

Both wells on the Willet Road are back to fully operational.

### **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**

Field season is in full swing. The weather has maximized growth and the list of non-field-related items continues to grow.

### **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, Land Use By-Law, building codes, development and subdivision questions in May. We issued 12 Building Permit with 3 permits pending. 1 Change of use permit and 1 Demolition permit. We issued 17 development permits (including electrical power hookups) for a total of 31 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
- Aquaculture Development Area (ADA) meetings: May 5, 11, 12, 13, 18, 30
- Created various reference documents and summary documents in support of the engagement work for the ADA
- Supplied RV Anderson staff with mapping data for the Asset Management Plan
- Created maps for the Veterans Banner project
- Created a list of Assessment Accounts with sewer connections for Property Valuation Services Corporation
- Continuing work on a plan for the August 15 celebration at Dennis Pt. Wharf

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