

Staff Report February 12, 2019

CAO – Alain Muise

Aquaculture *Council Priority 2016

See Charlene's report on her progress, nothing significant to report from my office.

Municipal Administration Building *Council Priority 2017

The bidders have been advised that the project will be retendered. Wildsalt and Muise are working out the details of the changes, and these changes will come to the building committee asap once we list the major changes. Our hope is to have the tender re-issued in the winter for spring work. Currently, the changes are mostly material changes, and reduction in construction complexity. No changes to the net-zero components or size of the building.

Affordable and Alternative Housing *Council Priority 2017

I attended a meeting with CHOICE, the Province of NS and Compass (non-profit housing corporation) to discuss the progress of new affordable and alternative housing in our regions. It was an informative session. The non-profit group requires municipal aid in providing 'shovel ready' locations for this development. We have identified some locations for them, and they are at various states of readiness. In the meantime, there are private interests for this development that we are actively working on.

Rural Internet – WREN *Council Priority 2017

Even Nemeth of the WREN presented this update at our last Committee of the Whole meeting. Nothing significant to note since that time.

Yarmouth International Airport Corporation *Strategic plan objective

The Airport Corporation will be hosting a facilitated session of councils and the board on February 27th, 2019. In the meantime, there will be mini stakeholder sessions for the board members and for individual councils, led by the facilitators, to inform their work on the 27th. The board has received a letter of interest for land purchase, but this decision is a collective decision of the owners, and this will come about at the same time as the facilitation.

Eel Brook Fire department – new fire hall

The Fire Department has finalized the purchase of the land and are engaging the services of the Department of Public Works for tendering demolition and land improvements.

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Yarmouth Area Industrial Commission (YAIC)

Nothing significant to update.

Sea Cucumber appeal

The latest schedule is attached for your consideration. CAO Muise is leading the collection and compilation of information to our solicitors, Cox and Palmer. Additional information is requested from the Appellants' solicitor from time to time, which requires a quick response.

Provincial Work, AMA and other

I chaired the AMA meeting in Halifax on January 24th, where we received a presentation from the Department of Community Culture and Heritage about library funding increases. This work was done with the Library Board Association of Nova Scotia and the Province of NS. There was no NSFAM or AMA representation at these discussions despite Municipalities being a 26% (average) stakeholder of library funding in Nova Scotia. This news came at some considerable disappointment from the AMA Board, and we wrote to express our concerns to our partner, the NSFAM. The NSFAM has since written to the Department of Municipal Affairs with the same reaction. We await a response from this government. This move is contrary to the MOU between the Province and the NSFAM to be at the collaborative table on all fiscal matters of this nature before they are put in place.

Next AMA meeting will be a joint meeting with the NSFAM and will be held on February 21st. Discussions are expected to continue on municipal structural change and modernization at this meeting.

This month Hans, Marsha, Charlene and I conducted interviews to find a replacement for the Municipal Clerk position. We are pleased to announce that **Eilidh Canning (pronounced Aylee)** was our choice, and she has worked two weeks already with us. She brings loads of experience and personality to the team and we are excited and pleased to have her join us.

Victoria Brooks and I met with the RCMP to discuss the Senior Safety program, and the future staffing needs moving forward. Doris Landry, Peggy Boudreau's colleague for the Municipality of Yarmouth, will be retiring this year. We discussed the growing needs of our residents, and that the task of Senior Safety is becoming much more complex, as the needs are complicated. In short, the Senior Safety work closely resembles social worker tasks, or work typically led by Community Services.

Attended a meeting of the Yarmouth County Solid Waste Management Authority on February 6th where we discussed financial statements, potential long-term capital priorities, policy improvements and strategies to reduce costs of water testing, that are increasing drastically.

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Finance & Taxation Department – Marsha d’Eon

With the end of the fiscal year fast approaching, I am continuing to compare budget to actuals, trial balances and making sure all is in order prior to March 31st year end.

Work has been started on the 2019-2020 budget.

Tax sale will take place on Thursday, February 14, 2019 at 1pm.

Other payments are slowly coming in and our collections are still better than last year. We offer various means of payment options to try and help tax payers manage their tax bills.

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

Community Development – Charlene LeBlanc

1. Submitted 10 projects for the 4 Engineer Support project
2. Hosted the regional EDO meeting
3. Attended a Dark Sky meeting
4. Had a meeting with a client and Fisheries & Aquaculture re: new site
5. Transformed Brad’s Office into a “Cozy Room”, and a community member is using it twice a week.
6. Met with two community members separately with different ideas to bring spotlight to our region and highlight the awesome life we have here
7. Attended the Seafarmers Conference in Halifax
8. John and I met with a client interested in a new business venture
9. Hosted a Housing Meeting in council chambers (Compass update)
10. Sent invites to many for an AFF (Atlantic Fisheries Fund) meeting we are hosting on Feb 8th
11. Assisted a client with final plans for 3 aquaculture sites
12. Assisted three clients with Summer Job Applications
13. Sat on the interview committee for the new Municipal clerk
14. Soon will have the aqua development website completed; this is the final step
15. Final edits to our Tourism Video project with Tourism NS have been made. It is scheduled to be on social media in March
16. Assisted the RibFest with a tent rental agreement
17. Working with the other EDO’s to host a Farmworks (CEDIF) information session Feb 21st in Hebron
18. Assisting a local crafter with some small details as he prepares for a show in Toronto. Alvah d’Entremont from “Carved by the Sea” has been accepted as an artisan in Toronto’s One of a Kind Show. Being accepted is an honor. The show is in March. Our 2018 Experience of Argyle proudly featured some of his art. We wish him much success and are proud of him.

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Department of Public Works – Hans Pfeil

West Pubnico Sewer Treatment Plant (WPSTP)

Plant Operations

The plant operates at a high level of efficiency and is compliant with NSDoE guidelines. Operations are running smoothly and within budget so far. All 12 pumping stations are being monitored on a regular interval and everything seems to work normal. Minor repairs have been performed on the floats of the Auger, which was discovered by Vaughn over the last few days.

We are preparing to publish a request for construction for the Dewatering truck Garage. Detailed drawings and specifications were provided by WSP Canada Inc. We anticipate having the new garage available for spring 2019. In the meantime, we found storage space for the truck over the winter at Comeau's Seafood in Middle East Pubnico.

Three new laterals have been installed at the Dennis Point Road. Only one of the connections will be active with the construction of the new Machine Shop. The other two connections will be capped until the connection applications have been received. The request for decision will be submitted to council soon. Both owners have been made aware that they cannot activate their lateral until approval from council has been received. Our operator is monitoring the situation and fines will be handed out if these laterals are being activated by the landowners. No other issues to report otherwise.

Past Initiatives

We had awarded the PC replacement to KRC Controls end of October 2018 and the work was completed end of January. The operator had trouble with the old PC and network and had to manually reset the connection after a power outage. The new PC and system set up allows him to better operate the Plant from his office or home (after hours).

Future Initiatives

To further optimize our operation, we may look into the testing of different polymers to help with the dewatering process or re-purposing the drainage pads for further sludge holding and aging.

Tusket Sewer Treatment Plant

Plant Operations

The operation of this system continues on a relatively orderly basis with our permit valid until 2024. We are in compliance with NSDoE operating parameters. We received the operation report from CBCL and will start to implement the recommendations, such as install a proper grease trap

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at the Hatfield House Restaurant, investigate potential stormwater sump pump connections and adjust the overflow chamber at the plant. These steps will help us with keeping the plant on track for its total life expectancy. Over the last few months we did not experience any interruptions and the system is running smoothly.

This month we did not receive any connection request.

Past Initiatives

Louis is actively working on improvements on the plant and overall system and operations are getting less expensive.

Future Initiatives

Staff is preparing to fix the overflow at the plant to avoid future flooding and breakdowns and we will take a more active approach on controlling grease and storm water infiltration.

Municipal Administration Building

The public works department is available to support the CAO with the next steps of the process. Due to the very high bidding prices from the first tender we are supporting the idea of retendering. The FCM loan and grant were secured successfully and contracts have been signed. A retender process is not putting the FCM grant and loan in danger and we still have enough time to claim this type of funding.

Policy and By-Law Working Group

Due to a high priority on construction projects we postponed the process of registering our By-Laws for the use of SOT's. We are still recommending reviewing our by-laws in close coordination of an experienced lawyer before starting the registration process. This task is scheduled for summer/fall 2019.

We started preparing a new policy for the dangerous and unsightly by-law to better assist our residents with the clean-up efforts and cost relief considerations. This policy may be the first of its kind in NS and will take a bit of time to complete due to its complexity and new context. The policy is currently under review by the CAO and our legal team to verify wording and intent.

Council had approved our new snow removal policy, which provides proper guidelines and protection for our field staff.

As requested, we are supporting the development of a Civic Sign By-Law and provided feedback to the first draft.

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East Pubnico Water Utility

System Operations

Staff continues to monitor and make repairs as necessary. Meter readings are performed on a regular basis. This month we didn't experience any issues and both systems are performing well. We engaged WSP Canada Inc. from Dartmouth, NS for the repairs of Popes Road Pumping station. Design work and equipment recommendations will be provided soon for us to tender out more comprehensive repair work.

Past Initiatives

Staff finalized the service agreements in close coordination with the users and our legal team. We met with two users and agreements have been signed. We still need one signature and will be meeting the user separately.

Future Initiatives

As soon as the agreements are signed the East Pubnico Water Utility Committee should be formed and will continue to meet at least once a year to review budgets and operations.

We are in the process of finding additional funding for the Willet Road Tank replacement. ACOA and users will be contacted to see the level of commitment. Once funding is secured, we will be preparing the replacement of the 500,000GAL water tank. Further updates will follow soon.

Wedgeport Sewer Improvement Program

System Operations

This month all systems are operating well. This week the contractors managed to install the last 3 systems and we have 42 new sewer systems active now. Invitations for the Wedgeport Sewer Committee have been sent out to involved residents in order to get the committee activated and a first meeting can be held in March 2019

Past Initiatives

39 Systems have been installed and are operational.

Future Initiatives

Staff is committed to support the owners of the new systems with the lawn re-instatement and will provide help with over-seeding some sites to ensure even grass growth. These efforts will be performed during spring 2019. We submitted an application to the Province under the ICIP funding

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stream and ask for support to install another 50 new sewer systems. If funding is approved, we would be able to roll out another phase by spring 2020.

Animal Control

We didn't receive any complaints over the last few weeks and it seems that the residents are keeping good care of their animals. With the loss of the Yarmouth Dispatch center we also lost the service for dog control issues. The SPCA can be directly reached under 902-307-0475 in case of any dog issues.

Garbage Handling

This month all pickups were performed as per schedule. We received one complaint but were able to solve the issue asap. Waste Check and PW staff are working on ideas to improve future garbage handling and pick up practices to lower the environmental effects of blown away garbage or rodents spreading household garbage. With potential new regulations from the federal government we are monitoring the potential outcome and availability of funding to support our ideas.

Building Inspection Report

To date in this calendar year, 10 building permits and 5 development permits have been issued. Last year the building season turned out to be very busy with 109 building permits issued and 29 Development Permits issued. This is in line with 2017 permit numbers. Note that a Demolition Permit is tallied under the Building Permit numbers.

Last year there was more activity in commercial and industrial projects than usual, and that trend is continuing this year from where it left off.

Fire Inspections

We are currently working on a shared service solution, for some portions of the NS Fire Code Act, with the Municipality of Barrington.

Sub-Division Activity

To date in this calendar year we have taken in 2 Instrument of Subdivisions with a few waiting for more information to proceed. We had 21 sub-division files on the go in 2018. with a few waiting for more information to proceed. The type of subdivision, be it Instrument of Subdivision or Final Plan of Subdivision, is pretty well equal last year.

Last year we had several multi lot subdivisions with the largest being 40 lots. All this activity was on or just off Route 308, north of the 103. Most of the subdivision activity continues to be 2-3 lot subdivisions or consolidation of existing lots.

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Note:

The 2018 year-end comparisons will be produced at fiscal year-end in April.

Unsightly or Dangerous

We followed up with the two previous complaints and the residents in Tusket are actively cleaning up and we agreed on a time frame (present to end of May 2019). The house in Sluice Point will be demolished by a local contractor with agreement from the owner and council. We are trying to minimize cost and are reviewing the option of partially demolishing the front of the house and leave the smaller addition as it is not in disrepair.

In addition to the existing complaints we received another complaint about an unsightly situation on the Argyle Head Road. This case was reviewed and determined to be a case for Environment Nova Scotia. Wetland is being infilled with unsuitable material which may cause contamination to water sources.

The order of remedy for the property in Pleasant Lake has been expired without actions by the owner. Gary d'Entremont excavating has been awarded the contract to proceed with the cleanup. Most of the other cases have been resolved or are under review due to safety issues. We are working on the dangerous situations first with unsightly complaints receiving attention later.

The new dangerous and unsightly committee is actively involved and is helping with reviewing several cases that need attention and a long-term strategy for full clean up. This includes the property in Glenwood as well as the one in Comeau's Hill.

The dangerous and unsightly committee is working on ideas to help people in need to stay on top of property maintenance or litter clean up to help with community beautifications. A proper policy is in the works.

Maintenance

Winter season is upon us and the final pieces of gear are being gathered. We are using an older but suitable ride on lawn mower from our West Pubnico Sewer Plant to be transformed into a snow plow for our Tusket Sidewalk operation. The sewer plant will be equipped with one of our zero-turn mowers, which is due for replacement because of end of life cycle. The field maintenance team will receive a new commercial zero turn mower with the new spring season.

During our first safety inspection for the Joint Occupational Health and Safety Committee report we came across a long list of deficiencies and will work on rectifying the most severe first and then the minor ones later. This work will continue over the next few weeks and will be in need of

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some additional funding as we have to replace some life safety equipment and other gear that is not in compliance at the moment. We are still working on our Safety Program and will report back once the program is completed and ready to be rolled out.

Industrial Park

Several lots are pending sales and staff is actively supporting the CAO with the process. 3 lots are under review by the UARB and development on hold for now. There are a few lots left for sale and more interest from developers is existing. More updates will follow once the UARB review is over and a decision is made.

Staff

Kim Rowley is leading the Community Litter Cleanup project. She managed to get an increased budget approved by council and is expanding the program to a broader audience with the goal to attract more groups and clean a larger area this year.

During our JOHSC meeting we identified several safety training deficiencies and staff will be following up on the missing certificates very soon.

Louis and Wayne renewed their WHIMS certificate.

A fall arrest training course is scheduled mid-February in coordination with Tusket Ford. This will help Louis, Vaughn and Wayne with getting proper training for working on elevated areas.

Software

All software is up to date and working well for us. The PC to run the SCADA software for our plant was replaced and the system is running more reliable than before and the contractor added a few features at no cost to make the operation even better for Vaughn.

Joint Occupational Health and Safety Committee

The Municipality initiated a new Joint Occupational Health and Safety Committee at the end of October 2018 as required by Provincial regulations. A special bulletin board has been established in the Kitchen of the Municipal Admin. Building and information about the regulations, local inspectors, committee members, first aid staff, agendas and meeting minutes are being posted on a regular basis. Any safety related issues should be reported immediately to your supervisor or committee member!

We are actively working on our Safety Program and will report back once the program is completed and ready to be rolled out. We are still in process of establishing the last few items and are actively reviewing our work safe procedures. New procedures will be established over the next

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month to create a high-level standard for a safer work environment. Most of the previously identified safety issues have been resolved. Next goal is to review and improve our workplace violence protection program. More info's will follow soon.

Miscellaneous

1. Staff is working on the New Administration Building committee by providing guidance and explanations to committee members during the project.
2. Staff is also helping out with Project Management work at the Yarmouth International Airport on a case by case basis and is also helping YIAC staff and board with resolving issues and ideas.
3. Staff and CAO attended an Asset Management training course partially funded by FCM to help with the establishment of a local policy and better understanding of assets and operation. The training will continue over the winter/spring 2019 and could have a great outcome to future operation and service providing strategy. We established a new policy and are actively refining our level of service in order to better serve the community and use our resources more effectively. More information will follow as we progress.

Court House & Archives – Judy Frotten & Kaitlin Wood

Grant applications

The first order of business for 2019 was completing the applications to secure funding for summer students. We submitted three applications to Young Canada Works (in Heritage Organizations), asking for 3 positions (one application to Canadian Museum Association and two applications to Canadian Council of Archives); two applications to the Province of Nova Scotia (SKILL) asking for 4 positions; and one application for the Federal program, Canada Summer Jobs, for 1 position. (We anticipate receiving 6 to 7 students). All applications were submitted by Jan. 14th.

The Argus

The winter 2018 issue was hand-delivered/mailed to members on Jan. 9th or shortly after. We are working on the spring 2019 issue now, which should come out in March. The Argus is our most important program and allows us to maintain that Argyle connection with our members from Canada and the US.

MODA Newsletter

We are working on a spring issue of the municipal newsletter, with expected delivery to residents by the end of March.

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AMHGS

The Historical Society's next board meeting will take place Feb. 25th, 2019 at 6:30pm. 2019 marks the Society's 30th anniversary, therefore there will be many events planned for the year.

Professional Development

Judy had a meeting of the Executive for the Association of Nova Scotia Museums (ANSM) on Feb. 1st and will have a Board meeting on Feb. 8th, both by conference call. The next in-person meeting will take place in Halifax on Mar. 22nd.

Kaitlin took a 2-day course in Halifax, offered by Council of Nova Scotia Archives (CNSA), on Jan. 31 and Feb. 1st, on the Rules for Archival Description (RAD) in relation to MemoryNS, the provincial catalogue of archival records. She also had a CNSA Education Committee meeting on Jan. 30th in Halifax.

Joint Occupational Health & Safety Committee

Judy will attend the next JOHSC meeting, which will take place February 12th. We continue to work through the list of items that need to be addressed, per site inspections conducted in fall 2018. JOHSC minutes are posted at the Archives.

MODA's Health and Wellness Committee

Kaitlin has joined this committee and had her first meeting on Feb. 5th at the Archives.

Argyle Farmers Market

Judy will participate in a meeting of market members which will take place Feb. 7th at 9:30am. The group wishes to discuss options for the market: what can be done to improve declining interest/attendance by both vendors and patrons, discuss the viability of the market, and ideas on how to promote the future success of the market.

Peer Review

Judy and Kaitlin are both participating in the Peer Review program for Young Canada Works (YCW), once again this year. Judy will evaluate 38 grant applications for Canadian Museum Association (CMA), due by Feb. 18th and Kaitlin will evaluate applications for Canadian Council of Archives (CCA), due by Feb. 22nd. This represents @20-25 hours of work each, most of which is done outside of office hours. This is a wonderful way of giving back to the program, which is one of our main funders, and also helps us strengthen our grant writing skills and improves our own funding applications.

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Forum Acadien 2019

Judy is working with a group of individuals/stakeholders, who are organizing a 3-day Acadian conference on Oct. 4, 5 & 6, 2019, in the Municipality of Argyle. The group met on Jan. 10th and has been corresponding by email to organize the conference. We will keep you informed as details become available.

Research Requests / Membership Renewals

This is a very busy time of year at the Archives as many of our over 500 members renew their memberships this time of year. It is also a busy time of year for locals to use the research room. In the past few weeks, we have received quite a few research requests by phone or email and Kaitlin has been kept quite busy working through them.

Recreation Programming and Active Living – Ginette d’Entremont

Budget

We have begun working on the first draft of the recreation budget.

South Shore Active Communities

As part of the committee for SSAC, I assisted with the presentation of Module 1 – The Benefits of Outdoor Play to staff of Little People’s Place in Shelburne on January 29th.

Recreational gym activities

We have added another session to the drop-in gym activities at École Pubnico-Ouest for the youth in Grades 7 & 8. Tuesdays from 8-9pm is floor hockey and Thursdays from 8-9pm is dodgeball.

After the Bell

We have one more meeting on February 7th to finalize the plans for the Girls Leadership Forum, entitled I am that Leader. This one-day forum for the girls involved in the After the Bell program will take place on February 21st in Liverpool.

Winter activities

As part of our Winter Hike Series, we had to cancel the hike planned for the Wedgeport Trail due to damage from a storm and also from lack of interest to participate. For the month of February, we have a Family hike planned on Saturday February 9th at the West Pubnico Golf Course, an Adult hike planned for Tuesday February 12th at the Stan O’Brien Nature Trail in Robert’s Island and a Ladies hike planned for Thursday February 28th at the Pubnico Point Trails.

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I have been asked to assist with a snow shoe activity for students at Drumlin Heights Consolidated School. This will take place at the end of February, provided we have snow.

Municipal and Provincial Volunteer Banquets

The deadline for organizations to nominate a volunteer for the Municipal banquet is February 8. The deadline to nominate a Municipal Representative for the Provincial Banquet is February 25.

Director of Recreation Services – Natalie d’Entremont

Tusket Tennis: We partnered with Tusket Tennis Center to offer a free, open house for people 50+ on January 29 from 6:30 to 8pm.

Argyle Recreation Commission Strategic Plan: Scott Muise presented the results of the recreation online survey to ARC. 457 people responded to the survey. The results were very positive. Some of the major themes were:

- Fitness center in Tusket
- Family events were a high priority
- Day camps continue to be a high in priority
- Better promotion of recreation opportunities
- More Leadership training
- More activities for toddlers and youth

The ARC worked on the draft strategic plan. The draft will be presented at the next ARC meeting in February.

Meetings attended:

- Workplace Wellness – January 9/19
- Yarmouth Municipal Recreation Association – January 17/9
- Facility Access Task Team – January 17/19
- Argyle Recreation Commission – January 17/19
- Student Advisory Committee Drumlin – January 22/19
- Southwest Nova Athletics – January 24/19

Parents and Tots Program: Drop-in, free, parents and tots program started on January 11 for 10 weeks at École Pubnico Ouest from 6 to 7pm.

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Access Attitude and Behavior Workshop: I attended an accessibility hands-on workshop in Liverpool delivered by Fulcrum Accessibility Consultants. This workshop was funded by Facility Access.

South Shore Great Trail Meeting: I attended a south shore meeting of the Great Trail in Liverpool on February 6. This was to discuss how to connect the south shore with the Great Canadian Trail.

Baseball Coaches clinic: I have been connecting with the technical director of Baseball NS regarding coaches training for Argyle Minor Baseball coaches. BNS staff is planning on being in our area on Feb 27 to conduct a training session for U13 coaches. BNS staff will also be at École Pubnico Ouest to do Winterball sessions with grades 1 to grade 6 during the school hours. This program is providing the students with the fundamental skills of baseball.

Winter Hike Series: I have been assisting Ginette with Argyle Recreation's winter hike series.