

## **Staff Report**

### **October 8, 2019**

#### **CAO – Alain Muisse**

#### **Municipal Administration Building \*Council Priority**

Our final design for the interior of our building has been approved and submitted for a Class A costing estimate. We are still on schedule to put out a tender by January of 2020, with the tender closing in February.

On Wednesday, October 2, 2019, we broke ground to install a public road at that location. This has generated some interest, and even excitement that we are headed towards something new. The moving of the house was to be done at the same time, but our advisors recommended against doing it at this time.

I have asked our mechanical and electrical advisors to examine the pros and cons of an alternate power source in times of power outage. A gigantic diesel-powered generator really runs contrary to a net zero environment. There are renewable energy options for this, and they are being examined. It may not be a solution we recommend at this time, rather in the future. I wanted Council to understand that this is being considered. In Eilidh's absence, Hans and I will work closely with our project manager and Wild Salt as the project unfolds.

#### **Affordable and Alternative Housing \*Council Priority 2017**

The public road project was addressed above. Once this is completed, a Request for Proposal or Expression of interest will be issued publicly to generate interest in alternative/affordable housing at that location. A development permit was issued for a development in West Pubnico. More details will follow as the information becomes known and public.

#### **Rural Internet – WREN \*Council Priority**

Nothing significant to update since the latest information from WREN and Develop NS. WREN will provide a comprehensive update as the information unfolds.

#### **Mariners Center expansion \*Council Priority**

The group of nine met Monday to discuss the project. At this point we are unaware of the level of commitment available federally or provincially. We are organizing ourselves to understand next steps and meaningful work that is required at each step. We know that a fundraising component would make our application stronger. We need to decide how large the project will end up being. The size of the project is dependant on many factors – the appetite of the three units to invest their portion, the appetite of the government units to support a large project, and buy in from our

communities, most importantly. There will be no decision on this project prior to a Federal election and the Province is not yet fully set up for funding under this program. It would be realistic to presume that the project as submitted is aggressive financially. Projections for operating expenses for the full expansion shall be completed by independent parties in the coming year.

The vision statement for the Mariners Center is completed and requires a meeting prior to issuing officially. The search for a new executive director is soon underway.

### **Yarmouth International Airport Corporation \*Council Priority**

A board meeting is not expected this month. There remains uncertainty on the status of a long-term funding agreement. Argyle and Town have agreed to extend the existing funding agreement to January 31, 2020. The owners are contemplating alternative options for the current intermunicipal agreement, and time is of the essence.

### **Land use bylaw and municipal planning strategy**

We have hired WSP to lead our revamp of our MPS and LUB documents. These documents are very dated and require a major overhaul. Our outgoing Senior Planner produced a draft document that will serve as the foundation of the work now led by WSP. Furthermore, we are restarting our Planning and Advisory Committee to be leaner. Finally, as part of the work done by WSP, a rugged public engagement process will be accomplished. To be blunt, LUB and MPS documents can be unexciting and intimidating – BUT, they represent some of the more important work that you support and do, as it defines what we want (and don't want) in our communities.

### **Yarmouth Area Industrial Commission (YAIC)**

Nothing significant to report. I was unable to attend the most recent YAIC board meeting.

### **Sea Cucumber appeal**

As at the end of day, October 7, 2019, this process will be completed, as the appeal period for an appeal of the UARB decision would have expired. My expectation is that we would be meeting with the developers and signing and sealing the purchase and sale agreement as well as the development agreement in that order.

### **Provincial Work, AMA and other**

I attended the CPA The One Conference in Montreal from September 21-24, 2019. The best part of the course occurred on Sunday, where I attended a daylong session on the Future-Ready Leader – Leading with strategic foresight. It was an amazing session, with many strategies that I will employ in the coming months, with the buy in of staff and Council. The course applied many techniques to assess your own organization, and how decisions can be organized in a very efficient

way. There were other smaller sessions on Monday and Tuesday that dealt with technology, automation, changes in demographics and predictive data on the economy. All in all, it was an excellent experience and I thank Council for supporting this unique opportunity.

The PVSC has come to interview staff (Bonnie and I) as part of an internal review of their processes. This work was triggered by AMANS raising issues directly and professionally to the PVSC. Argyle issues were raised, and we were heard. I was very encouraged by PVSC and their leadership. The results of their work will be shared at the next AMA conference. PVSC is also leading conversations with land registry to improve their processes also. It's a very positive project!

How does this impact Argyle? Well, as you know you have led many motions that wrote off old/non-existent accounts. These errors are happening (mostly) outside of our organization and cost us money. The PVSC is serious in addressing these issues province wide.

Marsha Kim and I attended an accessibility seminar, that was held at the Town of Yarmouth. All municipalities will be legislatively required to provide a plan of action and execute that plan to become accessible by 2030. Kim will lead this initiative. We have taken what we learned from this session and passed it along to Wildsalt and our project manager, Ian Everett, to be sure our plan for our new administrative building has the appropriate planning mechanisms in place. It's always less expensive to plan accessibility options at the beginning than to fix it after.

I attended two additional conversations on REMO, and the result is the contract attached to the agenda for decision. Also, I attended an executive committee meeting of AMANS as well as a meeting in Halifax in September.

The AMA fall conference shall be held October 15-18 at Digby Pines. Marsha d'Eon and I will be attending from Argyle. This is my last conference as president, with the annual meeting passing the torch to other capable AMA members. I wish to personally thank Council for supporting me in this journey. I believe it has and will continue to benefit Argyle as we become better connected, and that our unique approach to creating opportunity, will be seen and recognized and repeated across the Province. We do not own all of our initiatives, especially if other areas can benefit from the great work done by our staff, with permission from this Council in many ways. Below is my final write up in the Annual report of AMANS.

***The time has come to pass along the baton of Presidency to a capable and committed professional; Mike Dolter. I have enjoyed my time as your President, and I am grateful for the support received by the board members and staff as we have worked to support and lead many projects that we truly believe will make Nova Scotia a better place to work and live. My role will transition as NSFM board member, where I will serve to my best capacity as your representative.***

***We are in a time of intense change and advancement. Technologies and opportunities are growing faster than they ever have before. We are facing, at the same time, an aging demographic and potentially***

*population decline in many corners of the Province. Much has been said about modernization with many questions that remain, such as: Isn't modernization just another word for amalgamation? How is this different than consolidation? Why should we focus on modernizing municipal government when there are so many other issues we need to tackle... All of these questions are legitimate and justified in the rather challenging time we work in.*

*As outgoing president, I would offer my version of what modernization means. Modernization is a mindset – It's an understanding that how we did and do business has to change if we are to protect the pocketbooks of our taxpayers while delivering a broader service. In some cases, that may look like shared services or even consolidation. In most other cases, it's about understanding how your organization is operating, and being honest with ourselves – that we must improve, in lots of ways, and fast. So to absorb the concept of modernization, is to admit that not only do we need to change our delivery of services, it's also the celebration that we can improve – we can make these changes ourselves, either inside our own units or with the inclusion of other municipal units.*

*In the name of modernization, the MGA has received a fresh coat of paint – that is, the amendment of Section 65 to allow for more spending power municipally. This is a great opportunity not to dream up more ways to spend money, rather, to find new ways to protect taxpayers from increased taxation; dream of new revenue sources that take the pressure off increased costs; invest in more shared services, automation and tech solutions to modern problems....*

*As I head out, I would remind AMA members of the value of AMANS in supporting important initiatives. AMANS has developed great relationships with our partner organization, the NSFAM and also works on initiatives directly with the Provincial staff. The NSFAM and Department of Municipal Affairs both see the AMANS work as critical in leading municipal government – we are the preferred advisors not only to our councils, but also to DMAH and NSFAM.*

*A final word, I want to personally thank Janice, our Executive Director, who first had to endure my sense of humor for 3+ years 😊, and for being one of the most professional individuals I have had the fortune to work with, and who leads a great staff of talented, kind and intelligent people. Grand merci pour votre collaboration et support. Thank you for allowing me the opportunity to lead.*

With my presidency at an end, I will now become a member of the NSFAM board of directors. While I will be required to attend in person from time to time, the tasks are less onerous as the presidency, and I will be able to join meetings using technology.

### **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, with the first notice of intention going out the first week of October. Tax Sale is scheduled for February 13, 2020 at 2pm.

The Statement of Estimates (SOE) report has been submitted to the province, meeting the Sept 30, 2019 deadline. The Financial Information Return (FIR) did not meet the September 30<sup>th</sup> deadline as one of the subsidiary's requires resolution on an audit matter. This report will be submitted to the province as soon as the audited financial statements are approved by council.

Bonnie and Sheila will both be attending the annual Tax Collectors conference Oct 8-11<sup>th</sup>, 2019 at Oak Island Resort.

I will be attending the Association of Municipal Administrators (AMA) fall conference, held at Digby Pines, from October 15-18<sup>th</sup>, 2019.

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

### **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. The last month was fairly quiet and operations are getting back to normal.

All 12 pumping stations are being monitored on a regular interval everything seems to work normal. Based on our annual report to NSDoE we received a warning due to a lack of pH testing. We have increased our testing schedule to a daily routine and are looking into the option of an automated pH reading system to be added to our SCADA system. No fines were issued and we are allowed to continue with our operation.

In the last report we had talked about the performance issues with the Dewatering Truck and we continue with the last round of testing. We tested a different screen with large holes and an increase drainage area. Unfortunately, the test didn't went well, we had some gravel jamming up the screw and the screen did not hold back as many solids as expected. The test was cancelled after an hour due to 3 invalid test runs and we reviewed the end product and determined that the performance specification from the initial RFP process is not met. We started the process of engaging ABCO Industries with the request to take the truck back and reimburse us. The extent of the reimbursement is not clear yet. More info will follow on this process

Due to the issues with the truck we cancelled the garage construction project to the fullest. We are also in pursue of an alternative dewatering process and engaged Trident Solutions and are looking at a Multi Disk Press that seems promising in exceeding our need for the dewatering process. A test run will be started by mid-end of October to determine the suitability of this process.

This month we didn't came across any sewer connections and didn't receive any connection requests either.

##### **Past Initiatives**

We were awarded by the province with a pilot project for solar energy production and we are happy to report that all panels have been installed at the West Pubnico Sewer plant and operation will start soon. Under this program we are selling 100% of the solar energy back to NS Power and this installation will generate some revenue for the Municipality.

The Polymer testing initiative went well but during the testing of the truck we came across an even better product at an even lower price. This polymer is helping us to reduce further costs and make operation less troubled.

### **Future Initiatives**

We are still working on solutions to support the development of a Vodka Distillery in West Pubnico. It is their goal to connect to our sewer system but due to their high organic matter conditions we need to look into a pre-treatment system to level out the values and make it possible to treat their commercial discharge.

## **Tusket Sewer Treatment Plant**

### **Plant Operations**

The operation of this system continues in a relatively orderly basis, with our permit good until 2024. We are in compliance with NSDoE operating parameters. We submitted our annual NSDoE report and did not receive any comments as of yet. According to our records we are operating far under the effluent limits set out in our permit and we are hoping for a good record from the department. The Tusket Sewer System was running smoothly over the summer and we did not experience any major break downs. The Tusket Falls Brewery on site system for the brewing water disposal is having some issues that we are actively working towards solving.

We did not receive any connection or disconnection request but have one interested resident to potentially connect.

With the development of the new road extension in Tusket, we will be extending the sewer main line by 300m as well and will offer 5 new connection spots along that new section. Construction started October 3rd, 2019 and clearing and grubbing of the road right of way is completed. The contractor, Aberdeen Paving is anticipating completing the project by November 1st, if the weather permits. With the completion of this project we paved the road for new development and are ready to advertise the sale of 6 lots along this road.

### **Past Initiatives**

Staff was able to complete repair work on two properties where storm water infiltration during heavy rain storms created issues at the sewer plant. These changes should decrease the incoming amount of sewage during rain events and operation of the plant is more manageable. The investigation for the potential storm water connection to our system has not been completed yet but we will try to get this resolved before the next wet season starts.

### **Future Initiatives**

Staff completed the testing of a wireless pump station monitoring system and started the process of the purchase and installation of the system for the Pump Station and Sewer Plant. This way we are able to monitor both locations from home or office and cut our trouble shooting time in half due to automated alarm call out features that state the possible problem. Compared to our other offer the cost of this system is considerably lower and more in line of our budget.

CBCL is in the process of designing a grease interceptor for a restaurant and installation will be performed before this winter. This will help to reduce the oil and grease volumes going to the plant and increases the life expectancy of our overall system. During routine sewer maintenance work, we came across the same issue at another restaurant and will try to implement the same system.

### **Municipal Administration Building**

The public works department is available to support the CAO with the next steps of the process. We provided information and drawings for the front parking lot to improve site circulation and reduce construction costs. The ideas have been implemented after some push back from the Architects. No further updates available at this point and we are waiting to hear back from the architect.

So far, we are on track for the anticipated tender process in early January 2020 and received some interest from Halifax contractors already.

### **Tusket New Road Development**

In alignment of the development of the New Municipal Administration Building we noticed the potential of the remaining land, about 10 acres and started the process to develop this land in accordance with our land use by-law and strategy. A design was quickly developed with the help of ABLE Engineering. A full report on the potential of this new development was submitted to council in April 2019 and can be reviewed on our website. The Tender for the road construction was closed and awarded on September 25th and construction has started already. Aberdeen paving in support of Acker & Doucette Surveying and ABLE Engineering is aiming to complete the work by November 1st, 2019.

The development of the entire property is being rolled out in two phases and we are installing the first 300m only. If there is enough interest for more development, we can easily tender out the 2nd phase to open up another 12-15 lots. The goal is to establish a healthy mixed use of the land to encourage further community growth in a sustainable way.

### **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 winter 2019/spring 2020.

The new dangerous and unsightly policy is being reviewed and further refined to allow for better assistance of affected homeowners and to retain our taxpayer in their homes.

The Tusket Wastewater Management By-law was revised and approved in May 2019. It is in effect now.

Further By-Laws are under review and will be brought to council over the next few months.

## **East Pubnico Water Utility**

### **System Operations**

Staff continues to monitor and make repairs as necessary. Meter readings are performed on a regular basis. We received the full report by WSP Canada Inc. from Dartmouth, NS about the well capacity testing. We were able to implement some recommendations of the Well assessment report and cleaned out the Popes Road Well while repairs and pump replacement happen all at the same time. The users reported better flows and better water so far. Further work to the electrical system is still pending and we are waiting on the arrival of parts and availability of the contractor.

NSDoE approved our water withdrawal application and we were able to extend our allowance to produce water in East Pubnico. In addition we were able to update the extend the approval and include the two wells on Willet Road. Both systems are in compliance with all regulations and we can focus more on repairs and replacements now.

### **Past Initiatives**

The well assessment was completed and revealed excellent data in order to continue with funding applications. Unfortunately our PCAP application for this initiative was declined by the province due to insufficient funding availability and priorities of other projects in the province.

### **Future Initiatives**

With the well assessment data we are able to continue with the pursuit of funding and try to replace the large water tank on Willet road. Negotiations with the user will be part of this initiative and further discussions needed.

## **Wedgeport Sewer Improvement Program**

### **System Operations**

All 42 systems are running smoothly. This month we completed the last round of lawn overseeding which was part of our commitment from last year. All sites seem to develop good and this issue will stop with the next growing season.

### **Past Initiatives**

42 Systems have been installed and are operational.

### **Future Initiatives**

Our ICIP application for Phase 3 was successful and we received \$1,042,000CAD for another 50 sites. We are currently in preparation of the next phase and will try to run another round of installations by next summer.

## **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 a request for clarification from a business owner in Tusket and are trying to help them with our by-law limitations.

### **Building Inspection Report**

To date, in this year's building season, staff have issued 126 Building Permits. Staff as also issued 41 development permits and are dealing with 1 variance application. Note, that a Demolition Permit is tallied under the Building Permit numbers. We have provided background information for several possible rezoning inquires, in addition to the West Pubnico rezoning.

### **Fire Inspections**

We are currently working on a shared service solution with neighboring municipalities to fill this position and offer the full range of service to our residents again. The CAO should have more information on this topic.

### **Sub-Division Activity**

We have 16 sub-division files on the go so far in 2019. The type of subdivision, be it Instrument of Subdivision or Final Plan of Subdivision, is pretty well equal. There are no large multi lot subdivisions on the books, as the majority of activity, is 2-3 lot subdivisions or consolidation of existing lots.

### **Unsightly or Dangerous**

This year and summer was surprisingly quiet and we received a small number of complaints only. Most of the complaints were temporary noise complaints or minor garbage complaints and were resolved quickly. We are slowly increasing our staff commitment to the unsightly cases and are working on several cases. We are working on a severe noise complaint and were able to confirm the actions in the field. Warnings have been issued and further monitoring of the situation may be necessary. Issuing fines would be the next step if the disturbance doesn't stop.

The new dangerous and unsightly policy is under review and with the approval of the CAO it will be handed over to the committee for review and comments.

### **Maintenance**

The summer season is over and our seasonal staff has completed their work terms. We are preparing for the fall and winter season by prepping gear and gathering materials. It is our goal to repair the roof of the picnic area in East Kemptville and perform other repairs in preparation of the winter season.

## **Industrial Park**

Based on the recent UARB announcement we are supporting the CAO with the development of the 3 lots. Several lots are pending sales and staff is actively supporting the CAO with the process. We received the application to connect to our sewer system for one of the owner and that lot is being built on soon. There are a few lots left for sale and more interest from developers is existing.

## **Staff**

With the change in direction by Louis Boudreau he was promoted to become our new Building Inspector and By-Law Enforcement Officer. We are happy to announce that Louis was appointed as our new Special Constable and is now officially allowed to perform his duties.

We are very happy to announce that Vaughn d'Entremont returned to work and is getting better.

He will have our full support on his path to full recovery, which may take a bit time.

## **Software**

All software is up to date and working good 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 making good progress on our Safety Program and still a few steps away from completing the program. Each month we are reviewing policies and program rules to make this program fit our needs. We are now focusing on our Work safe procedures and try to establish our workplace violence protection program. A questionnaire will be rolled out soon to assess current issues and needs for the future. WHMIS training is being offered to all staff as well due to a change of procedures in 2015. This way we get everyone up to date at the same time and make sure we are in compliance with all regulations.

## **Miscellaneous**

1. Staff supported the Yarmouth Airport with another round of run way repairs and we managed a public tender call for the Airport. The work will be performed shortly and we were successful in getting the contract signed.
2. 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 info's will follow as we progress.

3. We hired WSP Canada Inc. from Dartmouth, NS to help us with the review and update of our MPS and LUB documents. The project will help us renewing our strategy in conducting business and guide residents in an easier and more understandable way. The project is scheduled between October 2019 and March 2020. More updates will follow soon.

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

#### **Workplace Wellness**

- Potluck – September 24
- Water Wednesdays – Ice cold flavored water is available on Wednesdays to encourage staff to stay hydrated.
- Frozen smoothies – September 25 at 2:30 break.
- October 1 – International Coffee day – Flavored coffee at 2:30
- October 23 – Pumpkin carving

**Argyle Recreation Commission:** Final review of the Strategic plan 2020 -2025 was completed September 19. We will be asking to present this document to Council for approval before year end. Next meeting is October 17. We will be asking Denise Vacon, Health Promoter, to present poverty in Argyle as it relates to recreation.

**Valley/ South Shore Recreation meetings:** I have attended the Valley South Shore recreation meetings in Digby. We had presentations from Recreation for Mental Health and The Great Trail – Western loop.

#### **Workshops & Conference**

- I will be facilitating a workshop on the South Shore to my colleagues on the Principles of Health Aging on October 16.
- I will be attending a workshop on the core principles for Healthy Child development in Truro on October 21.
- I will be attending Recreation Nova Scotia annual conference in Truro on October 22, 23 and 24.

**Vacation:** I will be on vacation from October 1 – October 11.

### **Director of Programming and Active Living - Ginette d'Entremont**

#### **Recreational gym activities**

Drop-in gym activities will be starting up this month. École Belleville will begin on Monday October 7<sup>th</sup> with dodgeball for youth and Tuesday October 8<sup>th</sup> with Pickleball for Adults. École Pubnico-Ouest will begin on Tuesday October 8<sup>th</sup> with Parents and Tots and then on Thursday October 10<sup>th</sup> with dodgeball for youth.

### **Halloween event**

On Saturday October 26<sup>th</sup> at 1pm at the Archives we will have pumpkin decorating for children 12 years of age and younger. This event is free, supplies and pumpkins will be provided, however, registration is required.

### **Yarmouth County Athletic Awards**

I have begun the preliminary work on putting together the information needed for the Athletics Awards Ceremony in partnership with Yarmouth Recreation. We will be hosting the awards ceremony on Friday November 29 at École secondaire de Par-en-Bas. Yarmouth County athletes, volunteers, coaches, and officials are recognized for their contribution in sport.

### **After the Bell**

I am in the process of planning the After the Bell program at PEB for girls in grades 7-9. I have already met with the principal and counsellor and will be meeting with the girls to see if there is interest in the program. This year we will not be partnering with Yarmouth Recreation, however, we will continue to venture out in the community to experience different types of physical activity which the girls will benefit from. This program is free for the participants and there are potential funding opportunities which I will explore.

### **Professional Development**

I attended South Shore/Valley in Digby on September 26<sup>th</sup>.

I will be attending the WHMIS course on October 10<sup>th</sup>.

I will be attending a session on the Principles of Healthy Aging in Chester on October 16.

I will be attending the Recreation Nova Scotia conference in Truro on October 22-24.

### **Meetings attended**

Yarmouth Shelburne Municipal Recreation Association on September 12 in Lockeport.

École Plus September 18 in École secondaire de Par-en-Bas.

Argyle Recreation Commission on September 19.

Health Promoting Schools September 24 at Plymouth School.

### **Community Development Officer Report – Charlene LeBlanc**

Period to Sept 4 to Oct 3, 2019

- Dalhousie's MWB student chose our project once again this year. It is "Using Oysters to pre-treat wastewater from a distillery". They were here for 24 hours and they aim to give us 3 options to naturally pre-treat the wastewater.
- Attended all doc recruitment meetings, despite my leave of absence in August
- Assisting the new distillery business with start up

- Assisted local fishermen with Atlantic Fisheries Fund. 27 recently got approved.
- Did water testing in the Business Park on the Sea
- Held an open house for the launch of the [www.aquacultureargyle.com](http://www.aquacultureargyle.com) website
- Had 2 oyster investor inquiries since the website launch
- Assisted a funeral home with an accessibility application
- Attended the CMA 2024 meetings regarding the next steps
- Worked with the Seafood Extravaganza on the local event and was emcee
- Researched and shared information re: TREPA's Eel Grass regrowth project
- New directional signage has been added to structures
- Assisting the Acadian Musée with 40<sup>th</sup> anniversary event
- Picked up free paint for Abrams River school house project
- Submitted articles for the fall newsletter
- Have the communities banners ready for spring instalment
- Working on the showcase piece for the experience of Argyle

**Senior Safety Coordinators Report September 2019 – Peggy Boudreau**

**Program Data:**

**Overall Clients to date:** Municipality of Argyle: 553 Municipality of Yarmouth: 321

**New Clients for the Month of September:** 6

Visits Overall to Date: 6824

Month of September: 182 Home Revisits: 59 Telephone Revisits: 123

**Advocacy Letters written to Community Partners:** 0

**Referrals:**

Referrals from RCMP to Date: 137 Month: 1

Referrals to RCMP to Date: 64 Month: 0

Outstanding Referrals to Date: 43 Month: 1

Town of Yarmouth Referrals: 201 Month: 1

**Referrals to Other Agencies:**

To Date:

Housing: Referrals: 74 Placements: 17 Month: 2

Continuing Care & Home Care: 202 Month: 2

Adult Protection: 86 Month: 0

Nursing Home/Boarding Home Placement from clients list: 41 Month: 2

## **Vial of Life Completed:**

Month of September: 57

## **High Risk Active Files:**

New Month of September: 2 MODA: 14 Overall High Risk: 212

MODY: 10

## **Other:**

Sept. 4: Meeting with Barb

Sept. 9: Visited EMO Centre

Sept. 10: Seniors Expanded team at Yarmouth Hospital; Christmas Committee Meeting for Seniors

Sept. 11: Seniors Expo Meeting at VON Office

Sept. 12: Meeting with Victoria & Darlene at MODY

Sept. 13: Meeting at EMO Centre

Sept. 18: Housing Forum in Cornwallis

Sept. 24: Directors Meeting at MODY

Sept. 25: Seniors Expo Meeting at VON Office; Crime Prevention Boarding Meeting

## **Court House & Archives – HDO & Archivist Report - Judy Frotten**

**Municipal Newsletter** – Judy has transitioned the Municipal newsletter to Tara Owens and is supporting Tara as she prepares the newsletter for distribution to residents before Experience Argyle (Nov.14). This newsletter will be made available electronically with a small number of paper copies available to pick up at strategic (convenient) locations throughout the Municipality.

***The Argus*** – The fall 2019 issue of *The Argus* is well underway, with expected delivery to members in late October/early November. Articles included in this “Remembrance Day” issue are: two chapters from former Amirault’s Hill resident Basil LeBlanc’s memoir “A Journey into the Past” that touches on his enlistment, training and trip overseas during WWII, as well as an excerpt from his oral history interview that pertains to his war-time experiences; (the late) Claire Pothier’s personal memoir; two short articles by Basil Doucette, of his memories of two separate incidences that happened during WWII, when he was growing up in Springhaven. ***The Argus is our most important program and allows us to maintain the Argyle connection with our members from Canada and the US.***

**Funding requirements for summer staff** – Final reporting has been completed and submitted for all funders, as required: Young Canada Works – Canadian Council of Archives and Canadian Museums Association; Canada Summer Jobs; Province of Nova Scotia’s SKILL program. Final payments should be forthcoming in the next couple of months.

**Museum closing for the season** – We will close the Court House museum and gift shop for the season on October 16. Fall staff, Leona Doucette and Allen Spinney have been job sharing the position of Fall guide, as well as working on archival projects.

**Fall Events** – ATCHA will partner up with Ginette of Rec. Dept. again this year to offer a Halloween event for children 12 and under on Oct. 26. Christmas Tree lighting will take place on Dec. 1. The Historical Society is also going to have a Christmas concert at the Court House this year on Dec. 6.

**Oral History** – We continue to work on our Oral history project and have been producing transcripts of the interviews that were conducted this summer. Excerpts of some will be published in *The Argus*, with the first one being printed in the Fall issue: former Amirault's Hill resident, Basil LeBlanc's interview.

**Possible collaboration** – Judy and Kaitlin will have a second teleconference meeting with Francine Dulong on Oct. 11 to continue discussing a potential partnership to introduce participatory theatre into our current programming offered at the museum and archives. Francine currently lives in England but is originally from this area. She is the Co-Artistic Director of Blooming Ludus.

**Professional Development** – Judy attended Association of Nova Scotia Museum (ANSM)'s AGM and annual conference "Mining Your Museum – Making Every Nugget count" in Sherbrooke Village, from Sept. 17 to 19. Judy re-offered for another 2-year term on the Board and continues to serve as Secretary, as well as regional rep. for the South West Curators' group, and as Nominating Committee Chair for the upcoming year. Judy will also attend the South West Curators' Group semi-annual meeting in Liverpool on Oct. 25. Kaitlin is attending the Canadian Conservation Institute workshop on Care and Handling of Photographic Materials, on Oct. 2 & 3 in Halifax.

**Forum Acadien 2019** – Due to unforeseen circumstances, the Acadian Forum that was scheduled for Oct. 4, 5, & 6 has been cancelled.

**Joint Occupational Health & Safety Committee** – Judy attended the meeting on Sept. 25 and the next meeting is scheduled for Oct. 22. All staff are asked to take WHMIS. Judy is signed up for Oct. 10 and Kaitlin for Oct. 17.

**Argyle Municipality Historical & Genealogical Society (AMHGS)** – OIL CHANGED TO ELECTRIC! Acadian Plumbing, Heating & Electrical has replaced the oil burner/tank with an electric furnace at the Archives. The work was completed on Sept. 30/19. M. Doucette Construction has replaced the stairs/railing at staff entrance and will make repairs to stairs/railing/wheel chair ramp at the public entrance at the archives building in the near future. AMHGS had their last board meeting on Sept. 23 and the next one is scheduled for Oct. 21. Events Committee meeting is scheduled for Oct. 8.