

Chief Administrative Officer Activity Report  
April 27<sup>th</sup>, 2020

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**KEY STRATEGIC AREAS**

**1. Infrastructure Renewal**

*a. New Recreation Centre*

Another working session with Council and Staff was held on March 15<sup>th</sup> to continue work on finalizing a design. Due to COVID-19, we are still waiting for the updated plans.

*b. Development of Asset Management Plan*

As mentioned back in February, Infrastructure Solutions Software Inc., who writes FCM funding applications and can help us advance our asset management initiatives, has been assisting us in the application of funding to help cover the cost of an Asset Management Plan.

This application will include a request to fund the development of an asset management plan, policies and communication strategy. This would include a condition assessment and data collection of our assets, long term financial modeling, training and a decision optimization tool for future decision making.

The maximum funding amount is \$50,000 and any project must be funded by the Municipality at 20%. Therefore, the maximum cost to the Municipality would be \$12,500. This has been added to the draft budget for Council's consideration.

*c. Renewal or Expansion of Sewer System*

Nothing new to report at this time.

**2. Economic Growth**

*a. Development of Additional Business/Commercial Property*

Nothing new to report at this time.

*b. Reduction of Commercial Taxation*

Nothing new to report at this time.

*c. Improved Access to Internet*

On February 7<sup>th</sup>, the Province of Nova Scotia and Develop Nova Scotia announced a series of major Internet projects which have been awarded as part of the Internet for Nova Scotia Initiative. Due our work with the WREN and a financial investment of \$200,000 by the

Chief Administrative Officer Activity Report  
April 27<sup>th</sup>, 2020

---

Municipality, we were excited to announce that 950 new homes and businesses between Charlesville through to Doctor's Cove will soon have fibre-to-the-home Internet as part of this initiative.

Although this was welcomed news, we knew there were still areas in our Municipality, specifically the Villagedale/Port La Tour/Baccaro areas, that remained underserved. For that reason, the Municipality committed to improving Internet in those areas and is now currently partnering with an Internet Service Provider to apply to the CRTC Broadband Fund in an attempt to service those areas. The application deadline is April 30<sup>th</sup> however the timeline for actual connections is still uncertain.

**3. Promotion and Support of the Tourism Industry**

*a. Amenities at Beaches*

The two main objectives of the Beaches Strategy for this year are an *assessment of existing infrastructure and develop a plan for future infrastructure* and *the development of signage and directional signage for the beaches that work with our branding*. The signage strategy was presented and approved by Council on March 16<sup>th</sup> and the upcoming budget will have funds earmarked for the infrastructure assessment.

*b. Work to Attract Accommodations*

Nothing new to report at this time.

**4. Provision or Support of Services for Residents of the Municipality**

*a. Continued Work Towards Additional Medical Services (Medical Clinic, Dialysis)*

The Barrington/Clarks Harbour Satellite Dialysis Committee meeting has scheduled multiple meetings in the last three months but have had to be postponed due to weather and COVID-19. The next meeting will be scheduled once the COVID-19 situation subsides.

*b. Develop Water Access Plan (docks, wharves and marinas)*

Nothing new to report at this time.

*c. Improve Active Transportation (sidewalks, trails, boardwalks)*

Nothing new to report at this time.

Chief Administrative Officer Activity Report  
April 27<sup>th</sup>, 2020

---

**SUMMARY OF ACTIVITIES OCTOBER 29<sup>TH</sup> to NOVEMBER 24<sup>TH</sup>**

**TOPICS**

**COVID-19**

The outbreak of the Coronavirus (COVID-19) pandemic has disrupted our normal way of life. Since February, we have seen unprecedented action taken by the Federal and Provincial governments to try and “flatten the curve” and assist those facing hardship. We are in uncharted waters and all levels of government and the populations they represent are doing their best to do their part by adhering to public health orders.

On March 22, 2020, the Province of Nova Scotia declared a state of emergency to help contain the spread. This state of emergency has been extended until noon on May 3, 2020.

As part of our efforts to contain the spread of the disease, all municipal offices and facilities will remain closed to the general public until at least May 4, 2020. As a precaution and in the best interest of our community and our employees, some of our staff work from home until further notice with other staff rotating in the office.

We have contingency plans in place to continue operations and all services deemed essential continue to operate as normal.

Up to date information on all municipal closures, service updates and measures can be found at [barringtonmunicipality.com/covid19](http://barringtonmunicipality.com/covid19).

**Budget**

The budget has been one of the main priorities in the last three months. Council has completed its review of the first draft of the operating budget through virtual meetings and will be discussing the impacts of COVID-19 and the capital budget in the next two weeks. A final draft of the operating budget will include the feedback received during the budget meetings.

**Tax Bills**

In light of the evolving situation with COVID-19 and in order to offset the financial impact on residents and businesses, the Municipality had temporarily suspended billing and interest charges until further notice. We have now finalized a revised billing schedule which will see the

Chief Administrative Officer Activity Report  
April 27<sup>th</sup>, 2020

---

interim bill sent out the first week of May and an interest free period of 60 days instead of 45 which will bring the deadline to June 30<sup>th</sup>.

As usual, this bill represents 50% of a calculation based on the current year's taxable assessment and the last tax rate set by Council along with 50% of the previous year's sewer service charge, when applicable.

### **Nova Scotia Marathon**

There were 176 participants registered as of April 8<sup>th</sup>. The committee met to discuss the concerns around the COVID-19 crisis and decided to postpone the 2020 marathon to July 25, 2021. We have been working with Race Roster to refund all participants who wish to do so and we are keeping track of number of participants who defer their registration to next summer.

### **Summer Season**

This upcoming summer season will look a little different than usual but we will continue to provide the essential service and are considering opportunities to promote recreation.

#### *Recreation Department*

The Department is exploring options for summer programming based on possible distancing measures still in place for at least a portion of the summer. They are working with several other municipal recreation departments as well as community organizations to come up with summer programming options. We are looking at hiring a reduced number of summer staff and bringing on additional staffing if the loosening of restrictions allows more programming to be delivered. One example is the pool, which we plan to keep closed, unless health restrictions are significantly lifted.

The Department is still in discussions to look at lifeguard services at a local beach. This summer would be a pilot project to test the water conditions and safe swimming areas to make a recommendation for a broader service in 2021.

As our offices and facilities are closed, The Department has been working from home for the most part. They continue to do all their development work and planning in virtual team meetings, and everything is working well.

#### *Property Services Department*



Chief Administrative Officer Activity Report  
April 27<sup>th</sup>, 2020

---

Although our beaches, parks and recreation facilities are closed to the public at this time, the Property Services Department is still preparing for the summer season. The arena staff are doing annual repairs/maintenance as scheduled, annual park and field maintenance is being done and roads are being repaired.

*Visitor Information Centre*

Suzy has been reaching out to our tourism stakeholders and South Shore Tourism members and providing them with various resources, training opportunities and possible funding grants that they may be able to access. She also been part of the South Shore Tourism Reboot committee and the WREN Business Client Services group; both are to help those businesses and organizations in our communities.

As previously advised, the VIC will not open this year due to the expected impact of COVID-19 on the tourism industry. We will however place our printed brochures and any other regional/provincial printed material in tourist locations (i.e. museums) that may open for the season. We also have our ShowMe Map and other electronic material that would be promoted and accessible to visitors.

**Events**

In addition to the Nova Scotia Marathon, the Shelburne County Lobster Festival and the Wood's Harbour Days have also been cancelled for this year. We continue to monitor other events in the Municipality for this season. We will be doing some virtual events for Lobster Festival to celebrate the season and keep us focused on positive things on our social feeds and to help increase engagement about our lobster festival and industry.

**Recreation Planning Initiatives**

Joel, our Physical Activity Coordinator has created and posted a physical activity survey for the Recreation Department's Recreation Strategy. This survey looks into usage of our trails, beaches, and parks, and how can people move more throughout the day. As of April 20<sup>th</sup>, there are 305 responses. The link to the survey is: <https://www.surveymonkey.com/r/QQTGDDK>.

Misty, our Recreation Director sits on a couple provincial task forces that are intended to inform the recreation sector on the Nova Scotia Health updates and restrictions as well as the impact of the COVID-19 crisis on recreation services and delivery.



Chief Administrative Officer Activity Report  
April 27<sup>th</sup>, 2020

---

Finally, the Department has started the process to create the Recreation Master Plan with some discussion with members of the Recreation Advisory Committee as well as started a literature review of available resources and similar strategies.

**Building Permits & By-Law Enforcement**

From March 16<sup>th</sup> to April 19<sup>th</sup>, 2020, 29 permits were issued with a total dollar value of \$1,466,500. No new dangerous and unsightly complaints were received, so this leaves us with one open file that cannot be closed until contractors are allowed back into property. We did receive two by-law complaints, one for illegal dumping and one for burning of household waste. Both these matters were resolved.

As our offices are closed to the public, the Department has been carrying out inspections and issuing permits on site and employees have been coming in to process these inspections. For the most part, it is business as usual.

**Fire Services & Emergency Management**

Fire departments are monitoring the status of their memberships and communicating that information to the Fire Services Coordinator. Plans are in place if departments staffing levels are seriously impacted by COVID -19 so that we can quickly alter Automatic Aid protocols to ensure adequate coverage in all areas. All departments have implemented measures to reduce the chances of their exposure and have cancelled all non-emergency activities.

Otherwise, Dwayne continues to monitor COVID-19 updates from the province and EMO and communicates regularly with EMONS in regard to the Provincial response. He participates in all conference calls and has distributed PPE to the Fire Departments that was provided by EMONS. In light of the situation, he is also working on update the pandemic protocols within our Emergency Management Plan.

Here is the data for the month of March:



*An ocean of opportunity*

Chief Administrative Officer Activity Report  
April 27<sup>th</sup>, 2020

<b>BARRINGTON MUNICIPAL FIRE SERVICE</b>							
<b>EMERGENCY CALLS March 2020</b>							
<b>FIRE DEPARTMENT</b>	<b>Fire</b>	<b>Mut</b>	<b>Auto</b>	<b>MFR</b>	<b>MVC</b>	<b>Other</b>	<b>TOTAL</b>
		<b>Aid</b>	<b>Aid</b>				
Barrington/Port La Tour FD	3		1	1		1	<b>6</b>
Island Barrington Passage FD	6	3		1		2	<b>12</b>
Woods Harbour/Shag Harbour FD	3		1	1	1	2	<b>8</b>
<b>TOTALS</b>	<b>12</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>26</b>
B/PLT - 3 Grass/Brush							
IBP - Structure fire est. \$200,000 loss, 1 rekindle, 3 Grass/Brush, 1 Boat							
WH/SH- 2 Grass/Brush, 1 Chimney							



Chief Administrative Officer Activity Report  
April 27<sup>th</sup>, 2020

**CAPITAL PROJECT UPATE**

Here is an update on our 2019-2020 Capital Projects:

Rank	Project	Status
2	Doctor Recruitment – Lease Imp.	Complete
3	North East Point Boardwalk	Complete
4	Barrington Ball Field Fencing	Complete
5	Ice Resurfacers	Complete
6	Beach Strategy	Complete
8	Arena Roof Repairs	Complete
9	Building Inspection Vehicle	Complete
10	Sewer Pumps	Complete
11	Lift Station Cabinet Retrofits	Complete
12	Paving – Red Schoolhouse Lane	Complete
13	Replace Front Entrance at Arena	Complete
14	Replace Interior Entrance at Arena	Complete
15	Replace Arena Flooring	Complete
16	Manhole Cover Repairs	Complete
17	Batting Cages	Complete
18	Sewer Lateral – Former Knowles Property	Complete
1	Recreation Centre Design Fees	In Progress
7	Brass Hill Sewer Study	In Progress