

Staff Report

February 11, 2020

CAO and Municipal Clerk– Alain Muise & Lori Murphy

Municipal Administration Building *Council Priority (multiyear)

The final tender package is released, and we are getting feedback and interest from multiple sources. Wild Salt Architecture is receiving all correspondence and will lead addendums if needed. Addendums are often for clarification or small changes. Deadline is Feb 19th, but there is always the possibility of extension requests.

Affordable and Alternative Housing *Council Priority (multiyear)

The Request for Proposal is in final stages and shall be released by March at the latest. We will be recommending a long period of time for accepting proposals, in case there are other developers interested, but unaware of the opportunity.

Rural Internet – WREN *Council Priority (multiyear)

Develop NS announced the first round of projects. Many of our neighboring units were on the successful first round, including Barrington, Clare, and Yarmouth. Many factors are at play in considering which projects obtained funding, including status of existing infrastructure and cost/effort to implement. Wedgeport, West Pubnico, Argyle, East Kempt and other communities are on a list to be improved. There are applications in with the CRTC as well that could impact our community positively.

Consolidation

We had our first meeting with the three municipal units regarding discussions surrounding regional government. Our first conversation was led by Allister Surette. Much of the meeting was to express fears and concerns and listen to West Hants and Windsor talk about their process in their consolidation. All three units listened and there were many opinions expressed. It is the first meeting of many, particularly if the discussion moves to structural reform in alternate forms. All units agreed that the current way we do business on regional matters is not working the way it should. Change is necessary to preserve good governance and efficient administration for our residents. Consolidation is the obvious choice of the Provincial Government, but there are few alternatives to this in the current legislation. Our residents are very concerned about what a consolidation means for them.

Mariners Center expansion *Council Priority 2019-20

The Mariners Center expansion is on a shelf indefinitely. The size of the project is unlikely to attract Federal and Provincial funding at this time. Municipal leaders will have to decide next steps, as the YMCA is in desperate need of renewal, and with no expansion in sight, we need to reconsider our options.

YMCA

The YMCA recently requested emergency consideration on the part of the three municipal units. They have experienced two issues at the facility that pushed them to decide that a facility condition assessment was necessary. The board is committed to a safe environment but are faced with financial difficulties. There are many reasons for this, including a lower than required municipal contribution, reduced fund-raising success, and increased costs. Many of the building components are end of life. The YMCA has asked the three units to participate in funding the facilities condition assessment as they do not have the funds. At a recent regional meeting, the three units confirmed an interest to support, using budget from the Mariners Center study fund, which was not fully expended. See request for decision on agenda.

Yarmouth International Airport Corporation *Council Priority 2019-20

The NAV Canada contract has been signed, 2.5% increase in funds for each of the next three years. The union contract is expired for our two airside maintenance personnel, this negotiation is being led by Jeff Gushue, with my support when needed. We are still without a signed contract, and still without a manager. Therefore, there is an ongoing requirement to keep an eye on day to day, coordinate infrastructure projects, and navigate other matters as they occur.

I have led the hiring of CBCL for a continuation on their contract for runway infrastructure improvements. The purpose is to determine a high-level cost estimate for runway extension. We are obtaining this information to be proactive in this environment where sea exports are at their highest.

Led a department head meeting with staff directors at the airport, assisting in setting the course on operational matters.

Land use bylaw and municipal planning strategy

The draft LUB/MPS was presented to staff, and staff took their time in providing feedback. We are estimating that the revised LUB/MPS shall be approved in late March, possibly early April.

Yarmouth Area Industrial Commission (YAIC)

Next meeting is February 24th, 2020.

Economic development

See Charlene's report for progress in the aquaculture sector. Since we received press, we have heard from more interested investors. My role in these projects is support, as Charlene is the lead, along with Alix d'Entremont as a key team member.

MODA has sold and was paid for the property in the Tuskent Business park for eventual Sea Cucumber development. The Development Agreement shall be signed within a week or two.

Provincial Work, AMA and other

The Grants to Organizations revamp is ongoing. We will have a bilingual online application system. We have also incorporated the community halls funding in the application process. We expect to be online by early March 2020. We are advising people that the forms from last year are no longer being used, and the web site shall also indicate that. We have tested the program and we are quite pleased with its function and simplicity. The online application is developed by a local software developer.

The application for funding for the East Pubnico Water Utility has been submitted. We are asking for 50% funding of a \$280,000 project. The Hipson Bridge application is in progress.

The RFP for solid waste collection is posted on the Provincial Procurement Site, with a deadline of March 12th, 2020.

It is expected that we will re-sign an agreement for banking services with Coastal Credit Union.

Attended both AMA and NSFME meetings via teleconference.

Took a WHIMIS course to comply with safety policies and procedures.

Assisted Deputy Warden Surette with the submission of an application for the Order of Canada for Gerald Boudreau.

Finance 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 2020-2021 budget. Draft budget spreadsheets have been sent to each department heads to complete.

Tax sale will take place on Thursday, February 13, 2020 at 2 pm. An estimated 15 properties will be brought to the sale.

The new Property Assessments have been mailed out by PVSC and customers have until February 13, 2020 to file an appeal. We have uploaded the new Assessment Roll to our tax system and check weekly for any changes coming from Property Valuation.

All other 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 month of January was fairly quiet and we did not come across any major issues. We replaced a few sensors within the plant to keep the system running at its best accuracy.

All 12 pumping stations are being monitored on a regular interval everything seems to work normal. We are still running the Pump station #10 on the Dennis Point Road on a temporary set up due to the accident back in December 2019. A car had lost control and hit into our pump station, tearing down all equipment. We are dealing with the drivers insurance company in the attempt of recovering our losses. A replacement panel was ordered before Christmas but delivery times were estimated at 12-14 weeks and we are still waiting for the part to fully re-instate the Pump Station.

Regarding the performance issues with the Dewatering Truck, ABCO Industries winterized the truck for us and it is parked at their facility in Lunenburg. Their attempt is to continue polymer testing as soon as the weather permits outdoor operation again. We communicated with a Polymer specialist that was consulted by ABCO and they indicated that a proper fitting polymer is key to the operation. It appears we could make adjustments on our mixing process to produce a slightly better sludge, but it is not a critical step for the overall performance of the truck. Our confidence in the operation of the truck is down due to a large gap between the actual and the required performance of this system. More info's will follow as soon as we know more.

We initiated the process of testing an alternative dewatering process and the machine will be delivered soon. We had engaged Trident Solutions and are looking at a Multi Disk Press that seems promising in exceeding our need for the dewatering process. More info's will follow as soon as we completed the test run.

This month we didn't come across any sewer connections but received a request for the connection of multiple units to one lateral. An RFD with more information was submitted and should be part of the agenda.

Past Initiatives

We are happy to report that the Solar system at the West Pubnico Sewer plant is working great and we are monitoring the production closely. 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.

Future Initiatives

We are still supporting the engineering team working on a solution for the development of a Vodka Distillery in West Pubnico and help a private developer connecting up to 10 units for a pocket community. The Engineering Company ABLE Engineering is helping the two residents in West Pubnico to produce viable options. We are actively supporting both initiatives with plan reviews and feedback of suitability to our system.

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.

The Tusket Sewer System was running smoothly over the last month and we did not experience any major break downs. Staff performed some pump maintenance and noticed that we are still suffering from a severe grease infiltration. We ordered new motors for the pumps to reduce costs and have spare parts on hand.

The Tusket Falls Brewery on site system for the brewing water disposal had some issues due to incorrect operation by the brewery. Operation has been improved and we continue to monitor the effluent values. We are testing the waste water values again and prepare for the field bed repairs. In addition we requested detailed recommendations from the Engineer about an operations manual and improvement opportunities to avoid further spending or investments in more infrastructure. After an internal discussion with staff and management we decided that the risk for testing ATU's is too high at this point and we will continue to monitor the current system if an improved operation will solve the issue. More info's will follow over the next few months.

We did not receive any connection requests in the last month.

With the development of the new road extension in Tusket, we finished the work and extended the sewer main line by 300m and offer 7 new connection spots along that new section.

Past Initiatives

We completed the testing of a wireless monitoring system for the Pump Station and the Sewer Plant. The system was installed in November 2019 and finished just before Christmas. With this system we are now able to monitor and control all pumps at the pump station and at the sewer plant remotely. The Mission Communication Module will reduce our overtime on monitoring and troubleshooting of the plant and pump station.

Future Initiatives

CBCL completed the design of a commercial grease interceptor for the Hatfield House Restaurant and we reached out to contractors for quotes but couldn't get a competitive result. We received one quote, which was 55% overestimate and not acceptable. The engineer is negotiating with the contractor to understand the high cost items. The work maybe deferred into next construction season. 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 the Anchored Grounds Café/restaurant and will try to implement the same system at this restaurant. After an initial site visit, we discovered potential difficulties which may increase costs on this project.

We are also supporting a new development at the Tusket Ultramar and try to provide guidance to the developer in terms of sewer connection requirements.

East Pubnico Water Utility

System Operations

Staff continues to monitor and make repairs as necessary. Meter readings are performed on a regular basis. The Popes Road Well is performing better now and the contractor is done with the remaining upgrades. Power was switched over to the new building and the pump station is up to date with its electrical and plumbing equipment. This allows us for better and safer performance and operations on this system.

NSDoE approved our water withdrawal application and we were able to extend our allowance to produce water in East Pubnico.

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.

The pump station at Popes road is completed and fully operational.

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. We met with the user and came up with a strategy to work towards the goal of improving the system and safely replace the large water tank. First step is to review existing valves and pipe access points to investigate potential leakage and prepare for a video inspection of the section between the wells and the tank. Some pipe repair may be needed before upgrading the tank. Goal is to ensure maximum water supply to the tank, as it is affecting the potential size.

We may have a good chance for extra funding from a provincial department and are preparing to perform a wide variety of upgrades and renewals on pumps, valves and electrical components. A consultant from Halifax has been hired to support us with leak detection and valve inspection work to locate weak points in the system that need immediate attention.

Wedgeport Sewer Improvement Program

System Operations

All 42 systems are running smoothly. No issues to be reported.

Past Initiatives

42 Systems have been installed and are operational. All landscaping issues have been addressed and the sites are starting to look normal again.

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. More info will follow once we have the 50 sites confirmed. ABLE Eng. is helping us with this work and we hope to have this first step completed in the next few weeks to continue with the Engineering RFP and start rolling out construction in the summer 2020.

Municipal Administration Building

We posted the tender call on the Public Procurement Website of the province on January 22nd, 2020 with an anticipated closing date of February 19th, 2020. There might be a small chance of an extension if contractors have sufficient reason to ask for extending the closing date. So far, we are on schedule to potentially start construction as soon as weather permits. The next challenge will be the evaluation of the tenders and negotiate a suitable construction price. So far it appears that we have more interested bidders than last time, but it is too early to predict the outcome of the tender. Our project manager is actively trying to attract more bidders and is working closely with the Architectural team to keep the tender on schedule, competitive and accurate. We will inform staff and council about the outcome as soon as we have official results.

Tusket New Road Development

The new road in Tusket is substantially completed and we authorized surveyors to stake out the first 5 properties. In addition, we are awaiting quotes from NS Power to install power and phone lines in order to make the properties available for the housing market.

Paving of the first 100m will be finished in the spring/ summer 2020 and fully finalized in conjunction with the construction of the new admin. Building.

The stormwater pond will be installed as soon as weather permits and you may see more activity on the property soon. The pond will help with storm water run-off management and catches the rainwater coming off the site before releasing it slowly into the ground or ditch along Hwy 308. It acts as a buffer and avoids flooding along the main road. It also acts like a filter and keeps dust, oils and other harming substances out of the ground water.

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 was approved during the last council meeting and is active now.

We revised our current Procurement Policy and it should be part of this agenda. Improvements have been made to be in alignment with other Municipal's procurement activities and allow for a more flexible and attractive purchasing process. We also included a disqualification clause into the policy to protect our investments from potential legal issues due to dishonest business partners.

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

Planning Department / GIS Work

Alix is actively working on the following projects and initiatives:

Aquaculture Development Area (ADA): As member of the ADA Steering Committee, I worked on organizing all of the water testing data, photos and videos and sent it off to the Dept. of Fisheries and Aquaculture. Charlene and I defined a broad area of interest for the ADA and potential lease sites that will be investigated further during the ADA process.

Regular Data Maintenance: I am responsible for the data flow from the province to my Mapping System (monthly) and the building permit software (LISA, weekly). I also send data to PVSC every two weeks from our building permit software that results in us not requiring to send permit data to Stats Can and CMHC.

Civic Addressing and Property Data: There is ongoing work to be done on creating new civic addresses, correcting civic address errors, suggesting changes to the Land Registry data, and working with Canada Post on identifying incorrect addresses on mail. The provincial civic address system that is maintained by me is named the Nova Scotia Civic Address File (NSCAF). Two private roads are in the process of being renamed, one in Springhaven and another in East Quinan. Wayne Hubbard installed a post on the Wilson Rd, Springhaven, and we are currently waiting on the completion of the road name sign. A petition is being sent out to residents in East Quinan to determine the name of that private road. I met with Dave Pitcher on Jan 27 to go over work that was done for us on identifying civics for recreational vehicles since they will be able to be classified as such in the near future in the NSCAF.

MPS and LUB Review: Having previously created all of the maps as part of the review process that began a few years ago, I am working with WSP on ensuring that the maps contain all previous amendments, and that they are reviewed for accuracy. I provided details on flood mapping contained in our Municipal Climate Change Action Plan to WSP.

Other: I worked with Kim Rowley on collecting and creating information required for the solid waste pickup tender. I did research on Dennis Point, and transcribed details given to me by wharf manager Floyd d'Entremont for a computer game named Fishing North Atlantic by Norwegian company Misc Games. This game will include Dennis Point and Charlene LeBlanc has been in contact with the software company for the last year or so. I provided Sheila Muise with a table that provides Fire Area Rates for the properties that were new in 2020. I worked with the fire chiefs of Havelock and Kemptville to modify a common boundary to include a small area of Digby County where a hunting cabin is in Kemptville's coverage area. I made small changes to

school boundary maps for the CSAP with Stéphane Bertrand. I created a logo for the Recreation Department to go on t-shirts.

Animal Control

SPCA is handling all of our domestic animal complaints and they had a few calls without major issues. 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.

No other animal complaints were filed.

Garbage Handling

We posted a tender call for a new solid waste collection service contract and it will close on March 12th, 2020. We hope to have the results ready soon after and select a suitable contractor before the current contract runs out.

After recent discussion with the current contractor we started to receive all rejection notifications and are keeping track of residents that are not properly disposing their waste. WasteCheck and the Collection contractor have increased their activities in checking green bins for plastics due to severe issues at the composting facility. This will avoid cost increases due to fines.

All other collection activities are running as per schedule and weather permitted delays are being handled on time.

Building Inspection Report

No report for this month

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

No report for this month

Unsightly or Dangerous

Operations are back to normal and we are dealing with all incoming complaints. We are increasing our activity on all open cases and are following up on outstanding issues.

Unfortunately, one of our most severe cases is still on our radar and we are working on obtaining legal advice before engaging in any further enforcement work.

The new dangerous and unsightly policy is active now and some residents are starting their applications.

Maintenance

Staff is handling the winter conditions pretty good so far. Staff had time to apply winter fertilizer at some of our Ball fields, which will help with good grass growth in the spring and great playing experiences. Staff is also working on preparing summer gear and performing oil changes, body repairs and preventative maintenance.

Industrial Park

We continue to receive requests from interested buyers for the remaining lots. It appears that the medicinal processing plant will proceed and we are available to support the owner with the sewer connection requirements. The Tusket Falls Brewery is reviewing their chances on re-zoning their lot and are looking into a possible food serving use. We still have 2 lots available for sale.

Staff

Staff is using the slower time to update necessary training certificates and work on work safety practices.

Louis Boudreau is participating in the NSBOA training by taking required courses to attain his entry level certification as a building inspector.

Marty and Wayne are working on updating their fall arrest and man lift certification in preparation of the summer season and upcoming repairs on the ball fields.

Software

All software is up to date and working good for us. The PC at the WP Sewer Treatment plant was upgraded to Windows 10 and we experienced a few minor technical problems, which were fixed immediately with the help of KRC Controls.

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 were able to discuss the last sections of our program and are pleased to announce that our safety program is complete and active now. Copies of the program will be distributed to all work places and facilities. Next steps are to focus on our violence in the workplace procedures and we are actively working on the assessment and evaluation program. This will help us to determine steps towards a reduced risk of violent situations and how to handle them in a respectful matter.

We are also reviewing necessary training for some specialty items due to some innovative work performed by some of us. Work safe procedure will be established for these items to establish a first line of understanding the risks.

Our main goal of this program is to establish a healthy understanding of safety needs for all of our tasks and create a mindset that includes safe work practices at all time.

Miscellaneous

1. 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. We are currently reviewing the first draft of the MPS and LUB. We hope to start the public engagement process in March 2020 and have everything approved and active by end of May 2020. We made improvements on the housing type regulations and allow for more flexibility. We also aim for making the document easier to understand for readers that are not accustomed with the content. More info's will follow soon.

Director of Recreation Services- Natalie d'Entremont

Recreation Infrastructure Valley and South Shore Committee:

On January 17, I attended a meeting in the Valley to discuss how the committee would proceed to find out the state of the recreation facilities on the South Shore and Valley. We decided that each municipal unit could do some in house work by completing an inventory of their facilities. The inventory would include:

- Type of facility
- Civic number for mapping purposes
- Age/ year built
- Ownership
- Operating budget

Once the inventory was completed, would put together an RFP to hire a consultant to do an in depth survey with a segment of the recreation facilities. Our goal is to show why the Recreation Facility Development Grant (CCH) is necessary and hoping for a better system for years to come.

NS Trails Guide Launch

Argyle and Yarmouth Recreation partnered to host a launch of the new website for NS Trails on February 5 at the Pubnico Point Trail. The event was very well attended with all École Pubnico-Ouest in attendance, elected officials, and many members of the community. This website is a great resource. Check it out <https://novascotiatrails.cioc.ca/>

Gender Equity in Recreation Facilities:

Debby Smith (CCH) Regional manager, Nicole Kenney (SNS) Regional consultant and I met with Barrington's CAO to discuss our Gender Equity Tool to help the Barrington Arena become more aware of their strengths and weakness regarding gender equity at the Barrington arena. We will be meeting in March with Barrington staff to give them an overview of the tool.

This Gender Equity committee has also submitted a proposal to Conversation 2020 Conference to present our Gender Equity Tool in recreation facilities and to showcase our pilot projects on the South Shore and in Metro. This conference takes place in Quebec, in June. The main objective of this conversation is around female in sport and physical activity.

Workplace Wellness Events

- February – March: 6 weeks weekday physical activity challenge
- February 14- Valentine day's break with chocolate and fruit kabobs
- February 25 – Pancake Breakfast at 8am
- February 27 – Noontime hike on the trails in Tusket (open to the public)

Committee work

Feb 4 – YSMRA meeting

Feb 5 – Workplace Wellness meeting.

Feb. 7 – Gender Equity in Recreation Facility conference call

Feb 11- High Five training upgrade

Feb 18 – Drumlin's School Advisory Committee meeting

Feb 20 - Tri County Early Years Partnership Working Group meeting.

Feb 20 - Argyle Recreation Commission meeting

Feb 21 – South Shore Female leadership network meeting

Feb 25 – Southwest Nova Athletics AGM

Feb 28 – South Shore Connect.ca conference call

Planning

Ginette and I are working on the budget. We are also putting a year plan in place to apply for Active Community Funds through the Department of Communities Culture and Heritage.

March Break activities are also being planned. Facilities are booked and staff in place.

Run into Spring 5K /10K

This will take place on March 8 at 10am on the Tusket tracks. This is our only timed run. Volunteers are needed.

Director of Programming and Active Living - Ginette d'Entremont

Grant applications

I have applied for a ParticipACTION grant for the Community Better Challenge 2020 that takes place in June. This challenge is like last year's where it is encouraging communities to compete against each other for the most minutes of exercise.

South Shore Active Communities

The presentation on Loose Parts for Lockeport Elementary school scheduled in January was post-poned due to weather and is rescheduled for February 13. I will be doing this presentation with the Barrington MPAL.

The Before and After Pre-primary program training scheduled for January 17-19 was post-poned due to weather and was rescheduled to January 26 in Bridgewater for the first part and on February 18 in Liverpool for the second part.

Budget

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

Meetings attended

January 23 – 55+ Senior Games meeting in Hebron with YASTA

January 23 – Inclusion staff for day camps meeting with a sub-committee of ARC

February 4 – YSMRA meeting in Shelburne

February 6 – Lockeport presentation prep meeting in Barrington

Winter activities

On February 1st we offered a weekend hike behind the West Pubnico Golf Course. We had 17 people in attendance and were gone for 3 ½ hours. There were a few areas with lots of water along the route, so we made our way through pre-planned paths in the woods which made the activity a bit more challenging and provided some fun for the participants.

I assisted with the walk to launch the Trail Guide at the Pubnico Point Trails on February 3rd.

Our 6-week Nordic walking winter series began on February 4th. It will take place on Tuesdays from 6-7pm with the first 3 weeks on the tracks at PEB and the last 3 weeks to take place on the Pubnico Point trails. The last date of the series is March 10th.

On Saturday February 22nd, we are planning a family friendly hike at the West Pubnico Golf course from 10-11am. In the afternoon starting at 1pm we will have a 5 km Adult Hike on the Rails to Trails in Tusket.

On Thursday February 27th we will have our second noon time hike on the Tusket Trails across from the Credit Union. This is a 40-minute hike starting at 12:10pm.

Community Development Officer – Charlene LeBlanc

Attended the ADA Steering committee meeting in Lunenburg.

Worked a great deal on action items for the ADA and with Alix's help, we shared all the data, both biophysical and oceanographic, that we have collected.

Attended the public consultation by Cermaq in Digby.

The press release re: MOU got attention and some interviews were done.

Assisting the Lunenburg Fisheries Museum of the Atlantic with a project regarding memorials dedicated to those lost at sea.

Sent historical info on Dennis Point to MISC games who are developing a game called Fishing North Atlantic

Attended the Energy Workshop hosted by the WREN.

Assisting local fishermen, organizations, & business owners with various applications

Attended a YASTA meeting, and seeking a MODA industry rep for the board

Attended Dr recruitment meeting

Worked with Alix, Hans and Alain on the work safety plan for aquaculture

Preparing for a Poutine Week in the Municipality Feb 17-21

Looking to edit and order more 50 Things to do in Argyle

Attended a Bon Temps/Starlight meeting

Senior Safety Coordinators Report – Peggy Boudreau

No Report submitted.

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

Funding Applications for Summer Staff – Service Canada’s “Canada Summer Jobs” just launched their program on Jan. 30th, so we will submit an application to CSJ, prior to the Feb. 24 deadline. All other applications were submitted in Jan.

2020 Museum Evaluation Program (MEP) – The Court House and Gaol Museum is scheduled to undergo a museum evaluation in 2020. Over the winter months, ATCHA staff will work with AMHGS Board to review/update/revise policies, as well as create new policies as required. We will also work with MODA to get updated HR policies, staff contracts, MOU, etc. and will also have some physical work to do on the Court House property. Judy and an AMHGS Board member attended an evaluation orientation workshop last November. The first phase of the evaluation process is a document review, with a large number of documents needing to be submitted to ANSM for the Museum Evaluation Program by May 1st. The second phase is the actual site evaluation, which will be done in July by a team of evaluators. Our last evaluation took place in summer 2016. This represents a lot of work, as we continue to work on our “best practices.”

Climate Exhibit and Artistic Workshop Series 2020/21 – Judy and Kaitlin continue to work with Francine Dulong (Co-Artistic Director of Blooming Ludus, England) on a project that would see the Court House & Gaol museum provide an artistic workshop series and creation of a temporary exhibit, to enhance community engagement around climate change, with a focus on the Tusket River (focusing on stories across time of local relationships with the river, particularly crossroads where the Courthouse and Archives are located.) We are in the process of speaking with potential partners. Initial contact with the program officer seems favourable for funding opportunity through their “One-Time Emerging Culture and Heritage Initiatives Program.” They are accepting applications for this funding stream from April 1st. We will meet with Francine by teleconference on Feb. 6 at 3pm to continue our discussions.

Joint Occupational Health & Safety Committee – The next JOHSC meeting is scheduled for Feb. 12th. Judy is also on a working committee (with Tara, Kim and Lori) tasked with coming up with recommendations to assist JOHSC in the establishment of a new “Violence in the Workplace” policy for MODA.

Wellness Committee Meeting – Kaitlin attended the committee meeting at MODA on Feb. 5th.

Council of Nova Scotia Archives (CNSA) – Kaitlin is on the CNSA’s Education Committee and met by teleconference on Feb. 5th. They are in the process of organizing CNSA’s conference for May 2020.

Association of Nova Scotia Museums (ANSM) – Judy will attend the next ANSM Board meeting by teleconference, on Feb. 26th.

Argyle Municipality Historical & Genealogical Society (AMHGS) – AMHGS had their last Board meeting on Jan. 20th and their next Board meeting is scheduled for Feb. 18th.

Young Canada Works (Peer Review) – Judy has agreed to participate in YCW Peer Review once again this year and is awaiting receipt of grant applications for evaluation, from Canadian Museum Association (CMA).

The Argus – Winter 2019 issue was collated/distributed to AMHGS members on Jan. 21st. We are working on the Spring 2020 issue, with anticipated delivery by end of March. Kemptville is celebrating their Bi-Centennial anniversary in 2020, and the historical section of this issue will be focused on Kempt.

Updated marketing materials – We have submitted revised ads for our Doers and Dreamers 2020 ads and are in the process of updating PEB yearbook ad. We are also working on updated rack card for the museum and a new one for the archives.

Archives & Volunteers – This can be an especially busy time at the archives as many AMHGS members drop by or phone to renew their membership or drop in with archival donations (photos, documents, etc.). It is also a busy time of year (during good weather) for locals to come in to do research. This has kept Kaitlin quite busy. Volunteer researcher Leona Doucette (AMHGS Board

member) has been taking care of many online/phone genealogy research requests, which has been very helpful. We are fortunate to have many volunteers assist with various activities such as Argus collating /delivery. We especially appreciate regular volunteers who help us weekly, such as Leona, Peter Crowell (Membership Secretary) and Allen Spinney (small archival projects). We were pleased to receive a volunteer application from a 14-year old PEB student who plans to spend an hour a week volunteering at the archives, to learn more about what we do here. It is encouraging to see more young people become excited about history and their community.