

Staff Report September 8, 2020

CAO and Municipal Clerk– Alain Muisse & Lori Murphy

Municipal Administration Building *Council Priority (multiyear)

The building is advancing on schedule, with payments being made out of our capital reserve for progress payments. Approximately \$575,000 has been billed in the current fiscal year for construction by the contractor. Most of the exterior colors have been recommended and brought to staff and council for consideration. Hans and I participate in all meetings, and we collectively agree on change orders, based on the recommendations from our architect and project manager. The project remains within budget parameters. There were some change orders approved, the largest one was to change from shingled roof to metal roof. Other change orders were smaller in magnitude, and very straight forward. We are arranging a possible bridge funding from the Credit Union while we await final disbursement of the loan amount from FCM.

Affordable and Alternative Housing *Council Priority (multiyear)

This project suffered from a COVID delay. The documents are substantially completed to go out to public. The timing of the pandemic was problematic both for the completion of the work and the timing of issuance. It should be noted that during this time, we have coordinated power to the back lot of our new property in Tusket. This RFP shall be issued in the fall of the year, likely by September 30th.

Rural Internet – WREN *Council Priority (multiyear)

As you are aware, a major announcement was made September 1 regarding the upgrades to rural internet services in Argyle. It is welcomed news for many residents in our area. The upgrades will impact many of our communities, including but not restricted to the Argyles, East Kempt, Quinan, Spring Haven Belleville, Morris Island, Comeau's Hill, West Pubnico and so on. The objective is to have over 90% of homes with this service, and it is my understanding that this upgrade would bring us to 92-93%. Our investment in this project is all Federal Gas Tax and amounts to \$669,375.

Mariners Center expansion *Council Priority 2019-20

The position of General Manager is still vacant, and the work is ongoing in this area. There was a second round of interview, and we await to see if a successful candidate will come out of that process. The Mariners Center, as you are aware, was closed for a significant part of 2020 due to COVID, and the ice surface 2 is now open, utilizing the protocols recommended by provincial hockey organizations and endorsed by Public Health. I participated in the financial assessment of an ice re-opening scenario, recommending minimum hours for sale, and suggesting some temporary price adjustments.

Exp has been engaged to review its first draft of the Mariners Center Expansion and reduce the expansion size and scope to bring the project closer to an amount that all three levels of government would be more eager to support financially. This work is only the

capital cost portion of the work. The operations will be another important consideration when determining the cost to the taxpayer. The Mariners Center typically requires \$250,000 to \$260,000 in municipal funding, and at the time of closure, the YMCA was requesting \$200,000. In short, both facilities, in their current state, required about \$460,000 to operate. (our proportion being \$136,000). A new, larger facility is expected to cost more for annual operations. It equates to one cent on the residential rate for every additional \$130,000 in operational costs required. We are still in early stages of the capital and operational analysis in the revised project.

YMCA and Town of Yarmouth bridge to service

We are all very aware of the YMCA closure, and the subsequent purchase of the property by the Town of Yarmouth. The Town, as is Argyle, are intent on restoring a form of service to our community members when the timing and pandemic allow this to occur safely. Our current year commitment is \$50,000 and was not specific to the operation of the YMCA, rather it was aimed towards maintaining a service for our residents and the region. A regional committee was formed to address the bridge of service and the expansion into a new facility at the Mariners Center. The Town led in communicating with the Province of NS for bridge funding for the restart of operations. It is unlikely that the funding will be capital, as the goal is to support a larger capital request for the Mariners Center expansion.

Yarmouth International Airport Corporation *Council Priority 2019-20

COVID had an impact on airport operations, particularly in the months of February to May 2020. The Corporation made staff adjustments (work from home/on call) to increase the safety and wellbeing of the staff onsite. Weather operations was considered essential service therefore that service was not changed. Rental, landing fees, fuel sales were all negatively impacted.

Capital projects include ongoing crack repair on runway 06-24, which is being co-managed by the Town and MODA. This work shall be done this fall. Other capital priorities are being patched as best it can. The airport only approved its budget in the mid-summer, with council's each passing a motion to endorse that budget for 20-21.

CAO's will be meeting this week to discuss the hiring of an airport "specialist" to adjust airport operations, recommending reduced levels of service.

Land use bylaw and municipal planning strategy

The LUB/MPS was reviewed by the Province of NS and we have received notification that the revisions are acceptable. Our Municipal Clerk, on August 17th, 2020, arranged the advertising necessary to make the changes official and final.

Yarmouth Area Industrial Commission (YAIC)

The Industrial Commission recently approved its annual financial statements. The YAIC is in solid financial standing, but there are capital infrastructure renewal issues still on the books. Specifically, addressing a water issue at Domtex and the port assets which are

nearing end of life. Medical clinic operations are expected to remain stable compared to last year.

Capital projects

Please see Director of PW's report on projects related to water and wastewater (East Pubnico, West Pubnico and Wedgeport. These three projects alone will equal about \$1,600,000, all of which are funded by ACOA, Federal Gas Tax, ICIP or users.

Other smaller capital projects of note include the Fire Pond review and safety add-ons. This project is led by Lori Murphy and supported by Muise. The objective is to address the safety issues of the ponds that are owned publicly first. All locations will have signage added to them to warn of potential safety hazards.

Comeau's Hill Wharf – there is a safety issue identified by residents in the area. Our PW department has put up a barrier and will be addressing this issue as soon as they practically can.

COMFIT solar – The final component of your approved COMFIT solar project will be done this fall. The Wedgeport Fire Station will be the recipient of a solar panel addition on their roof. This will complete the 3 projects Council approved. Currently, we are earning revenues from both West Pubnico locations.

Access to sustainable water systems is a project that has increased interest in our communities. We have resubmitted our request to the Department of Municipal Affairs and Housing to aid us in our needed capital investment. The Comeau's Hill location as well as a more central solution are being considered. Part of the consideration is the added need for reliable access to dry hydrants during dry seasons, as some of our traditional locations are no longer reliable.

Provincial Work, AMA and other

With the COVID pandemic, my time on NSFAM and AMA matters was higher than normal. Mayors and Wardens were asked to sit in weekly updates regarding NSFAM/AMA work on obtaining Provincial funding support for our COVID related financial issues. This work is ongoing, but requires far less of my personal time. The Municipality of Argyle was a recipient of an operating loan to support cash flow challenges COVID may have caused. Thus far, the cashflow issue has not impacted us, however, there could still be an issue in 2021.

REMO work has been ongoing since March of 2020. With the newly minted regional organization, we saw both Janine and Max enter into a Provincial State of Emergency to address multiple pandemic related issues. Combining this with a local drought, a forest fire and all the COVID logistics associated with this, it has been an extremely challenging year. Kim Rowley joined the ranks as an assistant to the REMO coordinator, which was expected – what wasn't expected is the volume of work required in 2020. Our

Coupon program was successful, and we will be transitioning out of that program and into free water that EMO-NS has provided us locally.

Policy work is ongoing, with changes to Overtime, Flex time policies, Dangerous and Unsightly, and we will be moving into more HR related policies such as Code of Conduct (staff and council), progressive discipline and other areas of needed improvement. Lori is leading this work, with resources both provincially and locally.

The Western REN has worked with its funders to complete a multiyear funding agreement with Municipalities. Councilor LeBlanc and CAO Muise would have been engaged in this work, and the final Intermunicipal Agreement is attached on this agenda for correspondence.

Training for election, both provincial training and Intellivote training were done by Kim Rowley and Lori Murphy. The final day is September 8th to submit your interest to be a candidate in the Municipal Election. COVID related protocols will be implemented by our team, with assistance from the Province of NS.

A community issue surrounding mosquito infestation has been brought to Council and Staff. While we are not the direct legislative authority on this, we aim to improve our communities and the quality of life in these areas. This is a matter we wont be able to resolve in 2020, but a request to address the underlying issues in 2021 would be our objective at the staff level.

Finance Department- Marsha d'Eon

Reminder statements will be going out the first week of September.

The deadline for Tax Sale redemption was August 14, 2020. 11 tax deeds have been issued and will be registered once payment is received.

Property Tax Rebate application forms from the Province went out in the mail in July and we have been busy all summer helping seniors with the application process and providing them with forms to replace the tax bill and receipt. The deadline to apply for provincial property tax rebate is December 31, 2020.

Both Provincial reports, the Statement of Estimates (SOE) and Financial Information Return (FIR) have been started and are both due on September 30th.

ROE's have been issued for summer students.

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

West Pubnico Sewer Treatment Plant (WPSTP)

Plant Operations

The plant operates at a high level of efficiency and is compliant with NSDoE guidelines. The Covid - 19 pandemic did not affect our operation too much and we had increased our safety procedures to protect staff and infrastructure. Over the summer months we had our gas detection units inspected and tested. The report revealed 3 defective units and repairs are scheduled for the fall. We also investigated options to temporarily control the odor issue while preparing a RFP process in coordination of an engineer from Newfoundland. Over the last month we experienced a breakdown of one mixer in our sludge holding tank. Staff is working on repairs and more cost-effective solution to replace the malfunctioning unit. The broken mixer was sent off to the manufacturer for review if it is a warranty issue. The mixer was one year old and should have lasted 15 years.

During the pandemic we maintained our outfall water testing routine and all parameters are within our limits. All 12 pumping stations are being monitored on a regular interval everything seems to work normal. Pump station # 10 was fully repaired and is fully functional again. Cost have been reclaimed as good as possible. NS Power performed a few meter upgrades and will continue with this work over the next few months.

Regarding the performance issues with the Dewatering Truck, ABCO Industries is still in possession of the truck and we initiated legal actions against the company with the goal to recover losses and costs associated with the purchase and operation of the truck.

We published a call for Proposals for an alternative dewatering unit due to the successful testing period in the spring. We are excited to see what kind of technologies are available, besides the truck and geotube bags, which both not work for us and are looking forward to the submissions. Closing date is September 30th, 2020 and we will have more information then.

This month we didn't come across any sewer connections but are working with a developer to upgrade a lateral on Franks road to allow for a multi-unit development connection. We are still waiting to get detailed drawings from the engineer to proceed with getting quotes for the installation.

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 received quotes for remote monitoring equipment for the pump stations in West Pubnico. Goal was to upgrade at least pump stations with this equipment but we experienced breakdowns and have higher priorities to deal with. Due to the high costs we decided to hold off with this initiative and discuss these options with the sewer committee for the next fiscal year.

Tusket Sewer Treatment Plant

Plant Operations

The operation of this system continues in a relatively orderly basis, with our permit good until 2024. We noticed an increase in our total solid values in our outfall samples due to issues with all 4 sand filter beds at the Plant. We are currently not in compliance with NSDoE operating parameters and had notified the local NSDoE office about the issue. We also engaged an Engineer from CBCL as soon as we noticed the issue. The engineer performed a series of tests and took samples of our wastewater. We are currently waiting to hear back on recommendation on how to fix the issue. We can continue with our operation and are closely monitoring our system by increased cleaning pumps, filters and flushing the sand filter beds. NSDoE is not overly concerned because the other values for oxygen demand and e.coli are below our limits. Our treated water is basically a bit cloudier with organic, non-toxic matters but we are not polluting the Tusket River.

Staff is completing the annual tank cleaning work and all units have been serviced.

The Tusket Falls Brewery on site system for the brewing water disposal had some issues due to incorrect operation by the brewery. We had hired Amiro & Surette Trucking to repair the field bed in accordance with recommendations from the Engineering company. We increased our monitoring efforts as required by the operation and maintenance recommendations by the Engineer. The last few tests came back very positive and total solid values are below operations standards. Brewery staff increased their side streaming significantly and improved operation.

We received one new connection request over the last month, which is our own new admin building. Installation was performed and staff made recommendations to improve the work from the contractor.

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

The Mission Communication Module is working well for us and we are collecting valuable data each day and noticed reduced overtime on monitoring and troubleshooting of the plant and pump station already.

Future Initiatives

CBCL completed the design of a commercial grease interceptor for the Hatfield House Restaurant, unfortunately the COVID - 19 pandemic had a very negative effect on the restaurant business in our area and the Hatfield Restaurant closed its doors before we could install the grease trap. This initiative is on hold until we know more about the future of this property.

We have similar issues with another restaurant and are working with the owner to find a viable option.

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. Over the last few months, we received funding from ACOA to perform upgrades on the Middle East Pubnico system along Willet Road. We hired WSP Canada Inc. to support us with designs and equipment specifications to upgrade both wells with new pumps, plumbing, electrical panels, soft start systems and metering equipment. We are also aiming on repairing pressure relieve valves and all other shut off valves along this system. We also hired another water tank specialist to assess the remaining life expectancy on the Willet Road water tank. The assessment is scheduled for mid-October due to unexpected pressure losses on the system and low water levels inside the tank. These pressure losses were noticed by the user and we had one well repaired last week. This repair work included a new pump and riser pipe, we doubled our water production rate for this well and the low levels in the tank are resolved.

Past Initiatives

The well assessment was completed and revealed excellent data in order to continue with funding applications. Unfortunately, our PCAP application was denied again this year.

Future Initiatives

With the ACOA funding in place we are working on solutions to improve the production and distribution systems and then focus on the Water Storage Tank once we receive the assessment report and recommendations. There may be a chance to postpone the replacement of the tank by another 10-15 years possibly. This would give us more time to prepare a better asset management plan to replace the tank and have proper funding in place.

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. We had received federal and provincial funding for a second round and have room for another 50 units.

Future Initiatives

We hired EXP Services Inc. through a public tender process, which was challenged by one bidder and caused several weeks of delay in the project. We are currently trying to get 50 residents to sign up for the program in order to proceed with site investigation this fall and then installation next year spring. Unfortunately, the engineer we had hired to support us with this work was not very successful and we had to redo some of the work with our own staff. We are currently going from door to door in Wedgeport to actively promote the program with very positive results.

Municipal Administration Building

We hired Garian Construction to take on the construction of the new admin building, and we are on schedule to move into the new building by June 2021. Staff is actively working with the architects to select siding and other exterior colors. Unfortunately, we are a bit late with these decisions and are working hard to have this resolved asap. We appreciate staff's engagement on this topic. We also organized a preliminary walk through the building after the exterior walls and some of the roof was finished. It gave staff a first impression of the layout and space they will be taking over soon.

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 to make the properties available for the housing market. Unfortunately, this process is very slow, and we are waiting for a lot of information from NS Power and Bell Alliant.

Paving of the first 100m will be finished in the fall 2020 in coordination of the paving at the new admin. building parking lots to create a better finish and product.

The stormwater pond was successfully installed and proved to be working well. Further planting improvements will be performed by our own staff next year.

Policy and By-Law Working Group

During the pandemic isolation time we had the chance to revise a few policies and are working on a revised overtime policy and other personal policies for internal procedure improvements. We also had the time to engage a legal team and have our SOT process reviewed and submitted a cleaned-up version to the provincial department of Justice. We already received feedback from the province and are sorting out the last few concerns. Further by-law and policy changes may be needed to get the SOT's approved and

activated. This could help us with the enforcement of several by-laws and increase our options on how to respond to certain situations.

Planning Department / GIS Work

Alix is actively working on the following projects and initiatives:

- Ongoing civic addressing maintenance (new civics, driveways, inquiries...)
- Sent road name change memo to council for Bernard A Pothier's Lane and ordered road name sign for new name (Jane's Lane).
- Aquaculture Development Area data committee meeting on Aug 6.
- Aquaculture Development Area stakeholder committee meeting on Aug 11 and 27.
- Contacted Jeff Barrel of DFO about mapping eelgrass.
- Conducted a test UAV flight at Abbotts Harbour to map eelgrass.
- Sent information on shipwrecks in MoDA to John Doucet of the Canadian Coast Guard
- Charlene and I were in Pubnico Harbour on Aug 14 to GPS the location of derelict gear. This must either be removed or avoided by new aquaculture development.
- Inquired to Coastal Action about their Ghost Gear project. See press release for more information:
https://www.coastalaction.org/uploads/1/2/2/2/122203881/collaborative_ghost_gear_project_press_release.pdf
- Assisted in the creation of a Q & A on Aquaculture for Facebook Live.
- Provided mapping for YASTA for a Google Street View project.
- Worked on identifying owners of Tusket Island shanties to send them each a letter containing details of their civic address that were assigned a few years ago, but never given out.

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 successfully renewed our Solid Waste Collection contract and operation continues without major changes. We are working with Waste Check on a few garbage complaints and optimized the Fall and Spring clean-up routes with the Pickup contractor. 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. Waste Check 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

To date, in this year's building season, staff have issued 100 Building Permits. Staff as also issued 76 development permits. Note, that a Demolition Permit is tallied under the Building Permit numbers. We have 12 applications on file awaiting further information prior to issuing the permit. As a note, to date we have had several projects postponed due to scarcity of building products or cost increases.

We are happy to report that Tara Owen started her training to become our new Fire Inspector. She is currently mentored by the Inspector from the Municipality of Barrington and is making good progress in her training.

Sub-Division Activity

To date we have 14 subdivisions that are complete or being worked on. Several submissions where for multi lot subdivision and from this substantial housing developments have been initiated. Now that our new Land Use Bylaw has been adopted council may wish to develop a Subdivision By-law, to define minimum road design, signage, etc.

Unsightly or Dangerous

Over the last few months, we noticed a severe increase of complaints of all natures, from unsightliness to repeated noise violations and loose farm animals to illegal dumping. Our staff was diligently working on a few dangerous situations and resolved demolition by the owner quickly. A few residents were able to clean up their properties as soon as the landfill was open again and other, we had to enforce. Due to a high volume of capital projects and regular water and wastewater operation issues we fell a bit behind with some heavier cases and need to follow up soon. We are preparing for legal actions for an ongoing noise complaint and the resident is not responding to our offers for help.

One of our main cases is moving along and the resident is moving into the neighboring municipality. Nevertheless, we are on top to make sure the property is still being cleaned up. We are in communication with the resident but not getting the results we were hoping for. We are prepared to take further actions and prepare for another enforced cleanup.

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

Maintenance

Staff was handling the pandemic with confidence and was very active in the production of our health and safety procedures. It kind of gave us time to catch up with a lot of repair work on some ball fields and other infrastructure. We improved some of our vehicles to have a better workflow and less lifting procedures during the day. We are trying to finish up the outstanding projects and our seasonal staff is almost at the end of their contracts.

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

- Marty successfully finished his NBCC course and is preparing for the Wastewater Level 1 Operator certification by end of the year.
- Tara started her Fire Inspector training.
- We had hired Harold Albright as our seasonal Maintenance assistant to support Wayne with his work. We also had 2 summer students working with them and had a very positive impact on our workload and workflow.
- We are currently still enjoying the help of Kaitlyn Cosman as our admin student and she will finish her term over the next two weeks before heading to Arcadia University.
- Together with the CAO we are working on restructuring some departments to improve workflow and improve the application of our talented staff.

A big shout out to the Public Works team for their professionalism during the pandemic and excellent efforts to keep operation as normal as possible under such exceptional and unseen conditions. Bravo!

Software

All software is up to date and working good for us.

Joint Occupational Health and Safety Committee

The Municipality Joint Occupational Health and Safety Committee had paused shortly with the outbreak of the pandemic but resumed very quickly after and released a series of work safe procedures and guidelines to ensure the safety of all staff. We are meeting monthly and renewed our program as required on an annual basis.

Staff is moving along good with the establishment of certain work safe procedures that are needed for a variety of special tasks and that are not covered by national standards.

Any safety related issues should be reported immediately to your supervisor or committee member!

Miscellaneous

1. We are actively supporting the Wedgeport Legion with organizing the 75th anniversary of the end of WWII and liberation of Holland during that war. We established planting beds for the visual improvements of the Tusket Cenotaph area and are helping with setting up the event on September 12th, 2020.

Director of Recreation Services -Natalie d'Entremont

Summer Students: Finished on Friday, August 14, 2020. Summer programs were well attended considering Covid. We provided activities for kids, teens, women, and families, both virtually and in-person. We also provided family PLAY kits, and equipment loan with a doorstep delivery and pick up service.

Stand-up Paddle Boarding for women: Wednesday, September 2 at 5pm and 6pm, at Glenwood Provincial Park. We are partnering with East Coast Paddle Company to provide lessons. Ginette is leading this event while I'm working on the promotion and registration.

Biking Trail Trivia: October 2 to October 9. Yellow rocks with trivia questions, will be placed along the Rails to Trails from Pubnico Head trailhead to Belliveau's shipyard (Approximately 10 Km one way). Participants will email their answers to us for a random draw to win a prize.

Women on Wheels (WOW): I am looking into the possibility of starting a Women on Wheels program in the Municipality. This program is sponsored by Bicycle Nova scotia. The program is for women of all ages who want to improve their cycling skills, become more confident cycling on roads, or are returning to cycling after a hiatus and prefer cycling on trails.

Active Argyle Hiking Brochure: Ginette has secured funding through the Active Communities grant to have a hiking brochure produced for Argyle. This is the second brochure of the Active Argyle series. We have a bicycle brochure. I am waiting for a response from Upland to have it produced.

Signage:

- Kemptville Ballfield sign has been designed and ordered.
- Tusket ball field distance sign has been ordered.

- We are in the process of designing signs to identify the Lake Vaughn Bike loop that is in our bicycle brochure.
- We will be looking at a Rails to Trails pilot project to identify communities on the trail. Pilot will be from Tusket to Argyle.

Basketball Hoop Installation: The community has been asking the recreation department to install basket hoops at the West Pubnico multi-purpose court. The fact that we do not own the land around this court has created a few problems. We have gone to plan D, and we are installing a post in the court. PEB school has given the recreation department an old gooseneck and backboard which is being repainted and repurposed for the West Pubnico court. We are waiting for Postech to install the post.

ARC Strategic Plan: I have updated the ARC plan with the latest accomplishments. I also focused on what needed to be done.

Southshoreconnect.ca: I have updated Argyle's records.

Leave no trace brochure: I have developed a "Leave no Trace" brochure as an education tool to protect the environment when you are in the woods or in nature. This brochure will be given to our participants during our events in nature (i.e.: hikes, scavenger hunts, etc.).

Research: I have been spending some time looking around the Province and Canada wide as to what will recreation programming look like for the fall, during Covid 19. We know that we will not be allowed in our schools, therefore many of the activities that were usually offered will not take place. How will Argyle thank their volunteers this year? What will the Yarmouth County Sports Awards ceremony look like? How to we reach our Seniors?

Ball fields: The Tusket field and the Wedgeport field are now being used. The groups using these fields are aware of Baseball Nova Scotia Covid 19 "return to play" guidelines. Unfortunately, there is no tournament play allowed, therefore la Coupe Maringouin in Wedgeport cannot take place this year.

Meetings/webinars:

- August 5 – Workplace wellness
- August 27- NS Main Street Community Workbook webinar
- August 28- South Shore Active Communities meeting
- September 17 – ARC meeting
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Vacation: I will be on vacation from August 31 to September 15.

Community Development Officer Report-Charlene LeBlanc

- Submitted a project proposal to Dalhousie U and it was accepted: Drought (short-term innovations/programs /services/policy/technology)
- We recorded video of derelict gear locations in Pubnico Harbour and Glenwood Bay
- Alix and I aided CMAR with a wind/wave buoy retrieval
- Alix, Scott and I created an FB live video about the ADA (Aquaculture Development Area)
- Alix and I did the initial water testing off Murder Island and retested all sites in the area of analysis in Lobster Bay.
- There were changes made to the aquacultureargyle.com website
- Met with all three of the ADA committees: data, stakeholder and the steering committees.
- Alix and I prepared an update on the ADA progress to council via email
- Met with the director of the Western Regional Library re: project
- Alix and I presented the ADA to the monthly TREPA meeting
- Attended the August Doc recruitment meeting
- Participated in a CDÉNE Workshop on the topic of social media
- Assisting a local business with expansion funding
- Attended a communication committee meeting
- Attended a YASTA meeting
- Attended the seminar given by Spark Nova Scotia
- Attended a workplace wellness meeting
- Delivered brochures to accommodations

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

Staffing changes – Summer employees Cody Donaldson and Alyssa Adams finished their work terms on Aug.28/20. Exit interviews were conducted with positive results. Judy is in the process of completing all end of term reports with Canada Summer Jobs and Young Canada Works-Canadian Council of Archives (just waiting on ROEs to do the final reports). Kaitlin is going through their projects and tying up loose ends.

PADP funding – We received a Provincial Archival Development Program (PADP) grant which has allowed us to hire Peter Crowell as contract archivist for the project called **Municipality of the District of Argyle 2000-2010 records processing project**, which will run from Aug.31/20 until Feb.2021. Kaitlin has been working with MODA to identify files to be included in the project and has been setting up the project for Peter. This project will allow us to address the backlog of municipal records, which will be arranged and described, and will provide improved access to this important body of municipal records.

2021 Museum Evaluation Program (MEP) – Covid-19 has caused the 2020 museum evaluation to be postponed until 2021. Work continues on policy review/policy writing and improvements to the Court House, as we continue to work on our “Museum Best Practices.” The Historical Society has created a new committee to focus on this policy work and Judy is working with them, with main goals of creating a new Strategic Plan, and preparing the MOU between AMHGS and MODA for review, so that contract can be renewed this fall.

Farmers Market – We were pleased to host the farmers market on our premises again this year. We felt that it was an important way to serve our community, and though the market was fairly small, organizers felt that there was excellent community support. An outdoor market made a lot of sense, especially during the pandemic. Market Coordinators were appreciative of support received from ATCHA and MODA. A special thank you to MODA summer student, Kaitlyn Cosman, for manning a table for us this summer.

Joint Occupational Health & Safety Committee – Judy participated in the JOHSC meeting on July 14 and the next one is scheduled for Sept. 15. She also participated in various Back to Work committee meetings, and the next one is Sept. 8.

Workplace Wellness Committee – Kaitlin participated in the Workplace Wellness meeting on August 5 and the next one will be scheduled for later in September.

Council of Nova Scotia Archives (CNSA) – Kaitlin is on the CNSA’s Education Committee and continues to work with the committee to organize the CNSA’s fall conference. She attended an Education Committee meeting on August 25.

Association of Nova Scotia Museums (ANSM) – Judy attended ANSM Board meeting in Halifax on Aug. 24. Their AGM will be held virtually on Sept. 17.

Professional Development – Judy, Kaitlin and Cody participated in “Privacy 101 – Managing Personal Information in Collections,” virtual workshop on July 29. All ATCHA staff attended De-escalation Training at MODA in August. Cody and Alyssa also took WHMIS course Aug.4. Judy has been participating in ANSM’s Community Connections, virtual talks bi-weekly on Mondays, as well as monthly “Deep Dives” sessions, as part of MEP evaluation. Aug. session was on Facility Management, and Sept. 10 session is on “Collections.”

Argyle Municipality Historical & Genealogical Society (AMHGS) – AMHGS had their last Board meeting virtually on Aug. 24 and their next meeting is scheduled for Sept. 21. Their AGM will take place Oct. 7.

The Argus – Both the spring and summer issues were delivered to members in August. The spring issue is dedicated to “Kemptville and Its Beginnings: An Historical Sketch,” in celebration of their Bi-Centennial anniversary in 2020. The summer issue has articles

on “Dread Diseases of the 1800s,” an article on offshore dory fishing, and one on using DNA testing for family history knowledge. Despite Covid-19 causing delays in getting the *Argus* out, memberships remain in line with previous years. We’re pleased to be able to continue producing this historical publication, which keeps our @500 members connected to Argyle and to our history. Kaitlin has started the process to put together a combined fall/winter issue.

Director of Programming and Active Living -Ginette d’Entremont

Summer recap

Although summer was different for us, we were still able to put on Kid camps for 6-12 year olds and Teen camps for 11-15 year olds. We had kayaking sessions for beginners and experienced kayakers. There were trivia challenges on trails, yoga sessions, virtual hiking and fishing events, videos on gardening, cooking, soap making, cookie decoration and stargazing. It was a pretty good summer considering the circumstances we were dealing with.

Stand Up Paddle Boarding (SUP)

We offered 2 SUP sessions at Glenwood Park on September 2nd with Nancy Lakusta of East Coast Paddle delivering the lessons. Both sessions were well attended.

Kayaking

We are planning a kayaking session on September 15 on Randals Lake in Argyle Head. This is a free event for adults. Registration is required and they must have their own kayak and lifejacket.

Provincial and Municipal Volunteer Banquets

The Provincial Volunteer Banquet that was to be held on Monday September 28th in Halifax will now be held virtually through a broadcast style live stream on Facebook. Our Municipal Volunteer Representative, Rob MacLeod, will be showcased in this live stream. I will share the details of the event once I know more.

Our Municipal Volunteer Banquet was to be held on Friday October 2nd, and due to Covid, I feel as though this is not possible. I am working out the details on how we can promote the volunteers that would have been honored at our banquet. I will inform everyone on what we are planning as soon as I have the details sorted out.

Promotion of Hiking Badge

I will be working on promoting the Municipality of Argyle Hiking Badge this month in partnership with Hike NS.