Department Report

For the month of

November 2023

				Future work &		Status Update -	Status Update	Expected	
	Activity/Project	Brief Description	Lead staff	barriers	Strategic Goal	October 2023	November 2023	completion date	Comments
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service	50	90	Dec-23	Installation has Started
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	30			No bid received will work with local contractors to attempt to complete this project. Procurement is becoming an issue with capital projects.
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	Plan/deliver modernized service	85	90	Nov-23	SOme Windows left to be installed
	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service	100	100		This project is completed from a setup standpoint. This will be an ongoing operational task to keep up to date
Operations	Courthouse Painting	Planning phase to prepare for tender	Kyle	Workforce	Plan/deliver modernized service	20	20	May-24	Safety Audit from NSP is adding approx 10K to cost
	Tusket Brewery Wastewater Solution	Investingation and testing currently happening	Kyle	Budget	Keeping Residents and Businesses safe	30	40	Dec-23	Design nearly complete
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle	Always Changing/ Living Doc	Plan/deliver modernized service	85	85		We are making large gains in eliminating what is not the problem. This has been a very time consuming activity.
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	60	75	Dec-23	Pre design work completed
	Asset list of infrastructure for CMA	See what useable infrastracture we currently have an asses what the needs of upgrades may be	Kyle	Time	Providing a healthy/inclusive environment	100	100	Jul-23	

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	Accomodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René	Time and effort from other committees	Supporting Economic Growth	100	100	23-Jun	
	Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot	René	Approval to capital budget	Providing a healthy/inclusive environment	100	100	23-Dec	Parking stall lines are the only thing left for this project to be completed. Operations will paint lines when time permits.
	Administration Building Accessibility improvement plan	Improve accessibility for staff throughout the building	René	Approval to capital budget	Providing a healthy/inclusive environment	95	100	23-Oct	Sercurity provider needs to program the 3 security doors then work will be complete
	Overflow parking lot	Remove growth and excess soil that was moved for the construction of the new municipal	René	Approval to capital budget	Keeping Residents and Businesses safe	100	100	22-Sep	The project is complete. Our Operations Dept. will seed a portion of disturbed area
Protective Services	Updating fees for Municipal services	Modernizing development, permitting and other municipal fees	René	none noted	Plan/deliver modernized service	100		23-Dec	
	Creating Safe Work Procedures (SWP)	Updating and creating new SWP in needed areas. Example High risk workplace tasks.	René	none noted	Keeping Residents and Businesses safe	10		24-Jan	
	Subdivision By-Law	Create a municipality specific By- Law	John	WSP	Supporting Economic Growth			24-Sep	WSP is busy with DAs and LUB housekeeping issues.
	Explore Exit 31 Business Park	Possibly re-zonning and focusing on commercial & industrial uses	Multiple People	Council/Public	Supporting Economic Growth			25-Dec	
	Upgrading Permitting system	Modernizing to an online and cloud- based system	Multiple People	Current permitting process	Plan/deliver modernized service	20		24-Dec	Meeting with a software provider on October 17
	Handrail project	Installing handrails in hallways in new Admin Bldg.	René	none noted	Providing a healthy/inclusive environment		10	24-Dec	
	Front Counter Safety	Installing safety glass at front counter	René	none noted	Providing a healthy/inclusive environment		10	24-Jul	

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	Low Income Exemption Applications	Compiling info and increase threshold amounts to assist more residents who are in need	Marsha	Requires council's approval	Improving Governance		100		Mar-23	Increase family threshold allowance and amount of exemption and all have been added to this year's tax bills
	2023-2024 Operating Budget preparation	deliberations	Marsha	Information from PNS & Dept heads	Plan/deliver modernized service		100		May-23	Budget was passed in May 2023
Finance	2023 tax billing season	Tax bills will be generated in house by staff this year. Some preparation work is required. Supplies & equipment needed ordered	Marsha		Plan/deliver modernized service		100		May 22	In-house tax billing was a success with minor issues. Cost savings of approx \$4000
	Ü	Create a policy to better manage the way the funds are distributed	Marsha	none noted Requires council's approval	Improving Governance		100		Apr-23	
	Financial Reporting	Improving the way the Finance Dept delivers Operating & Capital financials to council	Marsha	none noted	Plan/deliver modernized service		100	10	·	
	Tax Sale	Tax Sale process & procedures have begun. Will be held February 7, 2024	Bonnie	none noted	N/A			4		
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					Plan/deliver					
	2022 Summer Day Camp			Analyze Result of	modernized	Ш				
	Evaluation	Compiling survey results	Natalie	Survey	service		100		23-May	
					Plan/deliver	Ш				
				Getting residents	modernized	Ш				
	Simple Texting	New way to connect with residents	Natalie/ Scott M	to sign up	service	ш	80	100	23-May	
	Hike	Guided hike to Bad pitch	Ginette	Promotion	N/A	Ш			12-Feb-23	
						Ш				
	Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie	Promotion	N/A	Н	100		08-Mar-23	
		Coff for Boards - 11th down offered			Providing a	Ш				
		Café for People with dementia and			healthy/inclusive	Ш	100		44.8422	
	Memory café	caregivers	Natalie	Awareness	environment	Н	100		14-Mar-23	
		6		B	6	Ш				
	Court Applications	Summer staff, equipment loan,		Prep work for	Supporting	Ш	100		15 Feb 22	
	Grant Applications	women Golf	Natalie/ Ginette	summer	Economic Growth	Н	100		15-Feb-23	
				Net analysis for	Providing a	Ш				
Postonian	Carriana Askinita Kita	Carrier Astritu lite for a few Carriers		Not enough for	healthy/inclusive	Ш	100		24 14 22	
Recreation	Seniors Activity Kits	Spring Actvity kits free for Seniors	Ginette	dll	environment Providing 2	+	100		31-Mar-23	
		Accessible walkway Beach		Contactoris	Providing a					
	Glenwood Park Project	Accessible walkway, Beach Volleyball Court	Natalie/ Ginette	Contactor's timeline	healthy/inclusive environment		95	100	31-May-23	
	Gleffwood Park Project	Volleyball Court	Natalle/ Ginette	umenne	environment	-	93	100	31-IVIAY-23	
				Detailed design,		Ш				
		increase swimming area and		enviromental		Ш				
	Glenwood Park Project #2	improve safety	Natalie/ Ginette	issues		Ш	10	10	01-Apr-24	
	Gleffwood Fark Froject #2	Improve sarety	ivatalle/ dillette	133063		Ħ			01-Api-24	
				Funding and		Ш				
	Petanque Boulodrome	Develop court to play Petanque	Ginette/ Natalie	lease agreement		Ш	10	30	01-Feb-24	
	retarique Boulouronie	Develop court to play Fetalique	Ginette/ Natalle	Adding more		н	10	30	01-760-24	
		online manditory workshop for		modules for		Ш				
	Accessibility Education	staff	Natalie	training		Ш	100		31-Mar-23	
	Accessibility Education	Stail	Natalle	training		H	100		31-Iviai-23	
		Hire a consultant to do accessibility		finding a	Providing a					
		Audits on existing sidewalks and		consultant within	healthy/inclusive					
	Acessibilty Audits	multipurpose courts	Natalie	budget	environment			10	March 31 2024	
	Accessioney Address	manipurpose courts	Natalie	buuget	CHVIIOIIIICHE	Ħ			IVIUI CII 31 2024	
						11				
					1					
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				Juiners	I		1		23p.c.von date	COIIICIICO
					Plan/deliver					
		develop draft capital priorities for			modernized					
	2022 2024	the year, with leadsership input	Alain	none noted	service		100	100	10-Apr-23	Draft and final to be presented in May 9-13
	2023-2024 capital budget	the year, with leadsership hiput				П				
	2023-2024 capital budget	the year, with leausership input			Providing a	- 1 - 1				
	2023-2024 capital budget	Participation in MC expansion			Providing a healthy/inclusive	IJ				
	EPC - Mariners Center		Alain	none noted			20	40	01-Sep-25	multiple meetings, long commitment
		Participation in MC expansion		none noted	healthy/inclusive		20	40	01-Sep-25	multiple meetings, long commitment
		Participation in MC expansion		none noted	healthy/inclusive		20	40	01-Sep-25	multiple meetings, long commitment
		Participation in MC expansion		none noted	healthy/inclusive		20	40	01-Sep-25	multiple meetings, long commitment
		Participation in MC expansion action committee			healthy/inclusive environment		20	40		multiple meetings, long commitment Council decision to abandon this initiative. proje
		Participation in MC expansion action committee Create an intermunicipal agreemnt		regional project	healthy/inclusive environment Plan/deliver		20	40		
	EPC - Mariners Center	Participation in MC expansion action committee Create an intermunicipal agreemnt and fund a new regional planning	Alain	regional project dependant on	healthy/inclusive environment Plan/deliver modernized					Council decision to abandon this initiative. proj
	EPC - Mariners Center	Participation in MC expansion action committee Create an intermunicipal agreemnt and fund a new regional planning	Alain	regional project dependant on regional players	healthy/inclusive environment Plan/deliver modernized service					Council decision to abandon this initiative. proj

	Work alongside Department to		Reliant on	Plan/deliver						
Recreation succession	determine proper succession and		department	modernized						
planning	course of action	Alain	meetings	service			4	10	31-Dec-23	Preliminary plan drafted
				Plan/deliver						
			Assess master	modernized						
Capital investment plan	Approve 5 year capital plan	Alain	capital plan	service			8	30	07-Nov-23	Requires final review and presentation to council
East Pubnico Tank failure	Assess funding options for the replacement of the tank floor, prepare council for the potential investment	Kyle/Marty/ Alain	Urgent repair	Keeping Residents and Businesses safe		60	7	70	30-Sep-23	RFD in-camera to discuss with council, partnership required for this project to be executed. Estimated cost between 300-500k
	field, accessible, inclusive,		announced a 2M	Providing a	Ħ					
	completing phase 2 of 3 for the		contribution to	healthy/inclusive						contractor completed paving , project within
Track and Field - PEB	track	Kyle/Alain	this project	environment		50	7	70	01-Dec-23	1
Track and Tield TES	trock	14,10,7,110111	timing on	cv.ii o.iii.ic.iic	Ħ	1 30			01 Dec 23	- Saugeti
	negotiate updated municipal		negotiation with	Supporting						
Airport municipal agreement	agreeement with MODY/TOY	Alain	region	Economic Growth			2		21 Mar 24	Draft agreement drafted, negotiation to begin
Airport municipal agreement	agreeement with MOD1/101	Alaili	obtaing argyle	Keeping Residents	H			.0	31-IVId1-24	Drait agreement draited, negotiation to begin
taint nation advisors.	and the second s	Alein	community	and Businesses		100	40		45.84. 22	Consulated in abiding adding a surrent or
Joint police advisory	restart Joint committee	Alain	member	safe	Н	100	10)()	15-IVIay-23	Completed, including adding new member
Argyle wind development	support developers through information, assist in LUB amendment, education	Alain	dependent on provincial application and community engagement	Supporting Economic Growth		80	8	35	01-Apr-26	A development agreement will be required to complete the permitting process for the Little/River Wedge wind project
Fire Services Review	Create local team of advisors, assess the current situation with fire services, consider adding resources to meet needs of departments	Alain	THis process will be months or year to complete, initial deadline of March 31, 2024 will not be met.	Keeping Residents and Businesses safe		20	3	30	01-Nov-24	Two meetings with the team, consideration for a third party consultant to accelerate the work.
Regional solar initiative	Sign intermunicipal agreement and AREA agreement, support application for solar farm creation	Alain	dependant on successful application, AREA work, location	Supporting Economic Growth		85	8	35	30-Nov-23	The solar farm application will be broader based, and include partners from lunenburg county, this change was required after our Shelburne locations were hit by the fire.
Argyle ADA	contribute time and input on application for ADA lease	Alain	assist province of	Supporting Economic Growth			1	.0	28-Feb-24	
Noise pollution - public engagement	To present draft policy to key business and community	Alain	none noted	Supporting Economic Growth			1	.0	15-Jun-23	Planning - engagement to occur in the coming months.

Office of the CAO engagement

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	questions/concerns from residents			Providing a					Information authors described as a series and the series in all disc.
West Pub community	to follow up (ATV paths, DOT	Multiple		healthy/inclusive					Information gathered on some matters, including repairs to road at Pubnico Point. No change to
meeting - follow up items	issues)	People	none noted	environment		50	50	15 May 22	streetlights or other noted issues as of yet.
meeting - follow up items	Project revenue and expenditures	People	timing on	Plan/deliver	t	30	30	15-IVIdy-25	streetiights of other noted issues as of yet.
22.24 enerating budget	for the coming year to identify		infomration from	modernized					
23-24 operating budget projection	issues early	Alain	PNS	service		100	100	15-Feb-23	
Governance meeting &	Communication and coordination	Alaili	FINO	Plan/deliver	+	100	100	13-1-60-23	
_	of work, assist Brophy, advise			modernized					
scoping meeting - Mariners		Alain	Name maked	service		100	100	12 5-6 22	
expansion	Albright	Alain	None noted	Plan/deliver	+	100	100	13-Feb-23	
	assess issues surrounding fire								
DED 5'	service delivery, recommend action		input from key	modernized		400	400	00 5 1 00	
RFD - Fire services review	to council	Alain	fire volunteers	service	+	100	100	20-Feb-23	
			investment of						
			time/effort in						
	finish action items, obtain support		one on one						
Finalize strat plan action	and commitment from leadership		sessions with key						
items	team	Alain	staff	N/A	1	100	100	20-Feb-23	
Finalize purchase of				Providing a					
Mariners center, finalize	negotiations complete, final review		time and effort	healthy/inclusive					
agreements	and recommendation to council	Alain	of other CAO's	environment		100	100	04-Apr-23	
									All funding partners have approved their funding
CMA Project - Clare /Argyle			Need approval						request including ACOA. We have hire 3
Tourism Development	Replace or Refresh the Interpretive		from ACOA &	Supporting					compagnies to do the design, research and videos
Initiative	panels in both areas	Scott	Acadian Affaires	Economic Growth		40	50	May-24	for the project
			Need approval						
CMA Project -	Create a fund for Festival and		from						
Clare /Argyle Tourism	events to provide year round		ACOA & Acadian	Supporting					
Development Initiative	tourism	Scott	Affaires	Economic Growth		10		Jul-23	Funding not approved - Project Cancelled
·					T				
			Photo contest for						As we recevied negative comments, that the
			new design of	Supporting					photo do not represent the community we will
Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	sign	Economic Growth		50	40	23-Oct	redo the Photo contest.
		50010	Promote an		t	30	2	25 000	
			install banners						
			for vetean						We finally Recevied all banners Nov 2 and they
Veterans Banner Project	2nd year of the project	Scott	famillies			50	100	23-Oct	were all installed on Nov 3. COMPLETED
veterans banner rioject	Zha year or the project	Scott	In the process	Plan/deliver	t	30	100	25 000	Were all histalica off Nov 3. CONIT EETED
	Provide easier way		of going live on	modernized					
Request System	for residents to request info	Scott	our webiste	service		100	100	Apr 22	Completed
Request System	Tor residents to request into	30011	our webiste	Service	+	100	100	Apr-23	Completed
	Submitted a application for for a		Need approval						
			from the						
	feasibility study or Strategic plan								Our application was approved and will go and BED
Low Carbon Community	for EV Vehcile and Charging	Scott	province			50	60	24 14	Our application was approved and will go out RFP
Low Carbon Community	stations in the municipality	Scott	+	+	+	50	60	Z4-iVlay	in January
	Submitted application to Street								
	Beautification Grant t purchase								
	banner that would be installed								
	aroudn the municipality. This a		Funding						
	regional project with MODY, Town,		approved Next						
CMA Banner project	Clare and Barrinton	Scott	step is RFP		4	50	50	30-Apr	In the process of designing the banners and flags.
			Informing and						
	Work with YASTA and community		buy-in of		ı				
Levy Bylaw	to introduce LEvy Bylaw	Scott	resident				20	23-Apr	Work with YASTA in creating a draft bylaw.
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