Department Report

For the month of January 2024

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - End of 2023	Status Update - January 2024	Expected completion date	Comments
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service	90	100	Dec-23	3 Complete
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	30	30		Working with Engineers to change scope and re-
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	Plan/deliver modernized service	90	100	Nov-23	3 Complete
	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service	100	100	Sep-23	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		May-24	Safety Audit from NSP is adding approx 10K to
	Tusket Brewery Wastewater Solution	Investingation and testing currently happening	Kyle	Budget	Keeping Residents and Businesses safe	50		Dec-23	Design nearly complete
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle	Always Changing/ Living Doc	Plan/deliver modernized service	85	90	Dec-23	Making Progress Consumption down about 20%
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	75	80	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	3

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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	Improve accessibility for staff throughout the building	René	Approval to capital budget	Providing a healthy/inclusive environment		95	100		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	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	20	25-Dec	
	Subdivision By-Law	Create a municipality specific By- Law	John	WSP	Supporting Economic Growth					WSP is busy with DAs and LUB housekeeping issues. Changed Expected date
	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	30	24-Dec	Received pricing and in discussions with Alain
	Handrail project	Installing handrails in hallways in new Admin Bldg.	René	none noted	Providing a healthy/inclusive environment		10		24-Dec	Project cancelled
	Front Counter Safety	Installing safety glass at front counter	René	none noted	Providing a healthy/inclusive environment		10	50	24-Jul	Glass order and scheduled for Install in March
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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			Increase family threshold allowance and amount of exemption and all have been added to this year's tax bills
	2023-2024 Operating Budget preparation	Begin upcoming budget 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	none noted	Plan/deliver modernized service		100			In-house tax billing was a success with minor issues. Cost savings of approx \$4000
	Argyle Emergency Fund	Create a policy to better manage the way the funds are distributed	Marsha	Requires council's approval	Improving Governance		100		Apr-23	
	Financial Reporting	Improving the way the Finance Dept delivers Operating & Capital financials to council Tax Sale process & procedures	Marsha	none noted	Plan/deliver modernized service		10	10	Mar-24	
	Tax Sale	have begun. Will be held February 7, 2024	Bonnie	none noted	N/A		40	70	Feb-24	
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	2022 Summer Day Camp Evaluation	Compiling survey results	Natalie	Analyze Result of Survey	Plan/deliver modernized service	I	100		23-May	
			Natalie/ Scott	Getting residents	Plan/deliver modernized			100		
	Simple Texting	New way to connect with residents	M	to sign up	service		100	100	23-May	Ongoing and working very well
	Hike	Guided hike to Bad pitch	Ginette	Promotion	N/A	4	100		12-Feb-23	
	Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie	Promotion	N/A	4	100		08-Mar-23	
	Memory café	Café for People with dementia and caregivers	Natalie	Awareness	Providing a healthy/inclusive environment		100		14-Mar-23	Ongoing sessions. 5 Sessions per year. Last session was held on Janauary 16, 2024 at Wild Roots Restaurant
	Grant Applications	Summer staff, equipment loan, women Golf	Natalie/ Ginette	Prep work for summer	Supporting Economic Growth		100		15-Feb-23	
				Not enough for	Providing a healthy/inclusive	П				
Recreation	Seniors Activity Kits	Spring Actvity kits free for Seniors	Ginette	all	environment	Ш	100		31-Mar-23	
	Glenwood Park Project	Accessible walkway, Beach Volleyball Court	Natalie/ Ginette	Contactor's timeline	Providing a healthy/inclusive environment		100	100	31-May-23	Net removed for winter months
	Glenwood Park Project #2	increase swimming area and improve safety	Natalie/ Ginette	Detailed design, enviromental issues			10	20	01-Apr-24	Met with Chris Colins of Viridis Consulting in January. He is preparing a proposal so we can seek funding for the development of a detailed design.
	Petanque Boulodrome	Develop court to play Petanque	Ginette/ Natalie	Funding and lease agreement]	30	95	01-Feb-24	Boulodrome completed. Seeding will be done in the spring (grass around the court).
	Accessibility Education	online manditory workshop for	Natalie	Adding more modules for training			100		31-Mar-23	All employees took the accessibility online training. More to follow
	Acessibilty Audits	Hire a consultant to do accessibility Audits on existing sidewalks and multipurpose courts	Natalie	finding a consultant within budget	Providing a healthy/inclusive environment		10	40		Hired RV Anderson Associate for the audits. Mewith Alex Mason and team in early January. Site visits and audits completed. Next step is review of draft from our team.
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		develop draft capital priorities for			Plan/deliver modernized					
	2023-2024 capital budget	the year, with leadsership input	Alain	none noted	service Providing a	+	100	100	10-Apr-23	Draft and final to be presented in May 9-23
	EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted	healthy/inclusive environment	1	40	50	01-Sep-25	multiple meetings, long commitment - 66%
	El C Mariners center	Create an intermunicipal agreemnt	, and the second	regional project	Plan/deliver		40	30	01 3cp 23	munico
	Regional Planning initiative	and fund a new regional planning org	Alain	dependant on regional players	modernized service		100	100	31-Oct-23	Council decision to abandon this initiative.
	Jumpstart contract	negotiate and plan jumpstart	ALain	Dependent on regional collaboration	Providing a healthy/inclusive environment	ıT	50	qs		Waiting on signature.
	Recreation succession planning	Work alongside Department to determine proper succession and course of action	Alain	Reliant on department meetings	Plan/deliver modernized service		40	60	31-Mar-24	Prelim plan discussed, more detailed analysis

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				Plan/deliver					
			Assess master	modernized					
Capital investment plan	Approve 5 year capital plan	Alain	capital plan	service		80	100	07-Nov-23	Requires final review and presentation to council
	A			Keeping Residents					Confirmed 3 out of 4 sources of funding, phase
	Assess funding options for the	Kyle/Marty/	Uses at assessed	and Businesses					one can proceed once we find a proper
	replacement of the tank floor, prepare	, , , ,,	Urgent repair				0.0		
East Pubnico Tank failure	council for the potential investment	Alain	issue	safe	4	70	80	01-May-24	contractor.
	Construction of a synthetic track		Province	Providing a					
	field, accessible, inclusive,		announced a 2M	healthy/inclusive					contractor completed paving , project within
Track and Field - PEB	completing phase 2 of 3 for the	Kyle/Alain	contribution to	environment		70	80	31-Mar-24	budget.
			timing on						
	negotiate updated municipal		negotiation with	Supporting					
Airport municipal agreement	agreeement with MODY/TOY	Alain	region	Economic Growth		20	30	31-Mar-24	Draft agreement drafted, negotiation to begin
			obtaing argyle	Keeping Residents					
			community	and Businesses					
Joint police advisory	restart Joint committee	Alain	member	safe		100	100	15-May-23	Completed, including adding new member
some ponce advisory	restare some commetee	Adm	member	Juic	+	100	100	15 IVIUY 25	completed, including adding new member
			dependent on						
			provincial						
	support developers through		application and						A final DA will be available for municipal council
	information, assist in LUB		community	Supporting					to consider second reading as early as January 25,
Argyle wind development	amendment, education	Alain	engagement	Economic Growth		85	9 5	01-Apr-26	2023
			THis process will						
	Create local team of advisors,		be months or year						
	assess the current situation with		to complete, initial						
	fire services, consider adding		deadline of March	Keeping Residents					
	resources to meet needs of		31, 2024 will not	and Businesses					Meeting to confirm external assistance to be held
Fire Services Review	departments	Alain	be met.	safe		30	40		Wednesday Jan 24 at 7 pm here.
The Services Neview	departments	Maiii	dependant on	Juic	+	30	40	01110124	vectilesady suit 24 de 7 pin nere.
			successful						
	Sing international agency (1)								
	Sign intermunicipal agreement and		application,						
	AREA agreement, support		AREA work,	Supporting					
Regional solar initiative	application for solar farm creation	Alain	location	Economic Growth		85	85		No change since last report
									The announcement for ADA is closing in. Also,
	contribute time and input on		assist province of	Supporting					Muise selected by Minister to be on the Review
Argyle ADA	application for ADA lease	Alain	NS	Economic Growth		10	85	28-Feb-24	Advisory Committee
									Planning - engagement to occur in the coming
Noise pollution - public	To present draft policy to key			Supporting					months. Alix has taken the lead on this item to
engagement	business and community	Alain	none noted	Economic Growth		10	40	15-Jun-23	move it efficiently
cpapernent	Submices and community	P 44111	one noted	Economic Growth		10	40	15 3411-23	ore it emolettly

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	questions/concerns from residents			Providing a					
West Pub community	to follow up (ATV paths, DOT	Multiple		healthy/inclusive					Streetlight want handled by Pubnico NFP group,
meeting - follow up items	issues)	People	none noted	environment	4	50	100	15-May-23	all other concerns flipped to DOT for resolution
	Project revenue and expenditures		timing on	Plan/deliver					
23-24 operating budget	for the coming year to identify		infomration from	modernized					
projection	issues early	Alain	PNS	service	4	100	100	15-Feb-23	
Governance meeting &	Communication and coordination			Plan/deliver					
scoping meeting - Mariners	of work, assist Brophy, advise			modernized					
expansion	Albright	Alain	None noted	service		100	100	13-Feb-23	
	Consulting and planning for new		Funding	Supporting					Presentation to Council required to establish demand
Land Harrian initiativa	residential rental housing in Argyle	Alain	-	Economic Growth			10	15 A 24	for residential housing in our area to support growth,
Local Housing initiative		Aldill	dependent	Plan/deliver	+		10	15-Apr-24	existing residents. Early planning
	assess issues surrounding fire								
	service delivery, recommend		input from key	modernized			400	00 5 1 00	
RFD - Fire services review	action to council	Alain	fire volunteers	service	4	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		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	
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CMA Project - Clare /Argyle			Need approval						
Tourism Development	Replace or Refresh the Interpretive		from ACOA &	Supporting					Design is done, Currently taking videos and
Initiative	panels in both areas	Scott	Acadian Affaires	Economic Growth		50	60	Jan-24	photos for the new Panels
					\top			, , , , , , , , , , , , , , , , , , ,	
			Need approval						
CMA Project -	Create a fund for Festival and		from						
-			ACOA & Acadian	Cunnorting					
Clare /Argyle Tourism	events to provide year round tourism	Scott	Affaires	Supporting Economic Growth		10	10	1 22	Funding not approved - Project Cancelled
Development Initiative	tourisiii	SCOLL		Economic Growth	+	10	10	Jui-25	Funding not approved - Project Cancelled
			Photo contest						Budana the Bhata and Millian and the
			for						Redone the Photo contest. Will aware the
			new design of	Supporting					wiinners next week and start the survey the
Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	sign	Economic Growth	_	40	80	Jan 23/24	following week.
			Promote an						
			install banners						
			for vetean						We finally Recevied all banners Nov 2 and they
Veterans Banner Project	2nd year of the project	Scott	famillies		4	100	100	23-Oct-23	were all installed on Nov 3. COMPLETED
			In the process	Plan/deliver					
	Provide easier way		of going live on	modernized					
Request System	for residents to request info	Scott	our webiste	service		100	100	01-Apr-23	Completed
	Submitted a application for for a		Need approval						
	feasibility study or Strategic plan		from the						
	for EV Vehcile and Charging		province						
Low Carbon Community	stations in the municipality	Scott				60	60	Jan 23/24	RFP to go out early February
	Submitted application to Street	1			Ť			-,	Secretary, and seed,
	Beautification Grant t purchase								
	banner that would be installed								
			Funding						
	aroudn the municipality. This a		Funding						Design is done. Will get sucto from action?
CAAA Baaraa a ciicii	regional project with MODY, Town,	C++	approved Next					Jan 22/24	Design is done, Will get quote from potential
CMA Banner project	Clare and Barrinton	Scott	step is RFP		+	50	60	Jan 23/24	Compagnies
			Informing and						
	Work with YASTA and community		buy-in of						
Levy Bylaw	to introduce LEvy Bylaw	Scott	resident			20	50	Jan 23/24	Frist reading Jan 25/24
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