Department Report - Active Projects For the month of February 2024

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - January 2024	Status Update - February 2024	Expected completion date	Comments
					Keeping Residents				
		Red Cap Lift Station/ Currently		Budget /	and Businesses				Working with Engineers to change scope and re-
	PS 5 Overflow controls	design Phase	Kyle	Workforce	safe	30	30	Jul-24	tender
					Plan/deliver				
		Planning phase to prepare for			modernized				
	Courthouse Painting	tender	Kyle	Workforce	service	20	20	May-24	Safety Audit from NSP is adding approx 10K to cos
					Keeping Residents				
Operations	Tusket Brewery Wastewater	Investingation and testing currently			and Businesses				
Operations	Solution	happening	Kyle	Budget	safe	50	50	Dec-23	Design nearly complete
				Always	Plan/deliver				
	Monitor and Asses Building			Changing/Living	modernized				Making Progress Consumption down about 20%
	energy Usage	Implimenting circuit minitoring	Kyle	Doc	service	90	90	Dec-23	last 12 months
					Plan/deliver				
	Next Phase J.E Hatfield Court				modernized				
	Development	Extension J.E Hatfield Court	Kyle	Time	service	80	80	Dec-23	Pre design work completed

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		Updating and creating new SWP in			Keeping Residents				
	Creating Safe Work	needed areas. Example High risk		none noted	and Businesses				
	Procedures (SWP)	workplace tasks.	René		safe	20	30	25-Dec	
Protective Services	Subdivision By-Law	Create a municipality specific By- Law	John	WSP	Supporting Economic Growth		10		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	•	Multiple People	Current permitting process	Plan/deliver modernized service	30		24-Dec	Received pricing and in discussions with Alain
	Front Counter Safety	Installing safety glass at front counter	René	none noted	Providing a healthy/inclusive environment	50	100		Glass order and scheduled for Install in March - Project completed Feb. 8th

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		Improving the way the Finance			Plan/deliver	П				
		Dept delivers Operating & Capital			modernized	Ш				
	Financial Reporting	financials to council	Marsha	none noted	service	Ш	10		Mar-24	
		Tax Sale process & procedures have begun. Will be held February								All properties brought to tax sale were sold.
	Tax Sale	7, 2024	Bonnie	none noted	N/A	Ш	70	95	Feb-24	Owners have 6 months to redeem
		Complied information and bring to		Requires council's	Improving					Increase family threshold once again to
	2024 Low Income Exemption	council for approval	Marsha	approval	Governance			75	Apr-24	attract/help more residents/families
				Information from	Plan/deliver					
Finance	2024-2025 Budget	Begin upcoming budget		PNS & Dept	modernized					
	preparation	deliberations	Marsha	heads	service			40	May-24	
	Year End prep work & prepare for auditors	Prepare year end work as per auditors request	Marsha	none noted	N/A			20	Jun-24	
	2024 Tax billing season	tax bills will be generated in house			Plan/deliver modernized					
		again this year. Prep work is	Donnio	none noted				10	lun 24	
	preparation	needed and supplies to be ordered	Bonnie	none noted	service	+		10	Jun-24	
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	Glenwood Park Project #2	increase swimming area and improve safety	Natalie/ Ginette	Detailed design, enviromental issues		20	30		Met with Chris Colins of Viridis Consulting in January. He is preparing a proposal so we can seel funding for the development of a detailed design. FEB -Propasal received and contacted CCTH for Planning Assistance funding.
Recreation	Petanque Boulodrome	Develop court to play Petanque	Ginette/ Natalie	Funding and lease agreement		95	95		Boulodrome completed. Seeding will be done in the spring (grass around the court).
	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	40	60		Hired RV Anderson Associate for the audits. Met with Alex Mason and team in early January. Site visits and audits completed. Next step is review of draft from our team. FEB waiting for the draft report for feedback
	Connect2 Funding application	Hire a consultanting firm to create a functional design	Natalie	RFP development	Providing a healthy/inclusive environment		10	01-Mar-25	Application due March 4. Applying for 2 projects

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				Providing a					
	Participation in MC expansion			healthy/inclusive					multiple meetings, long commitment - 66%
EPC - Mariners Center	action committee	Alain	none noted	environment		50	50	01-Sep-25	finalized
			Dependent on	Providing a					
	negotiate and plan jumpstart	A1 - 1	regional	healthy/inclusive		0.5	0.5	24 D 22	Matting and a standard
Jumpstart contract	initiative	ALain	collaboration	environment	H	95	95	31-Dec-23	Waiting on signature.
S	Work alongside Department to		Reliant on	Plan/deliver					Builting along discoursed as one date that a subject
Recreation succession	determine proper succession and	Alata	department	modernized		60	60	24 14 24	Prelim plan discussed, more detailed analysis
planning	course of action	Alain	meetings	service		60	60	31-Mar-24	needed.
	Assess funding options for the			Keeping Residents					
	replacement of the tank floor, prepare	Kyle/Marty/	Urgent repair	and Businesses					Funding for phase one confirmed, contractor
East Pubnico Tank failure	council for the potential investment	Alain	issue	safe		80	100	01-May-24	engaged to do work - CAO work completed.
	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		80	80	31-Mar-24	budget.
			timing on						
	negotiate updated municipal		negotiation with	Supporting					
Airport municipal agreement	agreeement with MODY/TOY	Alain	region	Economic Growth		30	60	31-Mar-24	negotiation has begun, first round completed
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		40	50	01-Nov-24	engaged Seahawk consulting - starting March 18 2024
	Advisory services to Waste Park for		assist Town and	Providing a healthy/inclusive					
Waste Park Budget	budget preparation and approval	Alain	Waste Park in finalizing budget	environment		60		20-Eah 24	Final meeting February 27
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Funding application - Federal	Innovative solutions to rural		Funding and timing	Supporting					
hojusing	housing - \$200,000 application	Alain	unknown	Economic Growth		50		31-Mar-24	Application completed and submitted
	Mat leave for EA, new housing	Alain	Coop student to be hired, ads for both to release in early March 24	Plan/deliver modernized		40			Coop placement to confirm, ads to be completed
HR replacement, new hire	coordinator position	Aidin	iviarch 24	service		40		15-Mar-24	Coop placement to confirm, ads to be completed

Office of the CAO

05-Mar-24 Report to be finalized by March 24
30-Nov-23 No change since last report
Awaiting final approval for ADA, requested to 28-Feb-24 participate in 2 advisory boards
Planning - engagement to occur in the coming months. Alix has taken the lead on this item to 15-Jun-23 move it efficiently
Design is done, Currently taking videos and photos Feb-24 for the new Panels
Photo Contest closed and winners have been chosen New survey is out and will close in a few 26-Feb weeks over 600 people have voted.
26-Feb RFP opened and closes on March 21
26-Feb Awarded the work for the flags & Banners
Information session planned for March 7/24 - 26-Feb Second reading planned for end of March