Department Report - Active ProjectsFor the month ofApril 2025

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - February 2025	Status Update - April 2025	Expected completion date	Comments
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe		20	Sep-25	Tenders to Garian
	Tusket Brewery Wastewater Solution	Investingation and testing currently happening	Kyle	Budget	Keeping Residents and Businesses safe				Grant Received working on design proposals
	Tusket Waste Water Expansion	Design and completed expansion	Kyle		Plan/deliver modernized service	50	50		Tender awarded to Garian
Operations	Levy Bylaw	Work with YASTA and community to introduce Levy Bylaw	Kyle	Informing and buy-in of resident	Supporting Economic Growth	85	95	01-Jun	Awaiting counicl approval
operations	East Pubnico Tank Retrofit	new floor, ladder, vent, coorosion protetion and coating	Kyle		Keeping Residents and Businesses safe		95	30-May	
	JE Hatfield Court Expansion	Extend JE Hatfield court	Kyle	Potential Wetlands	Supporting Economic Growth		30	30-Jul	Waiting on decsion around wetlands. Had to Build up road with more suitable material
	FIOPOP	FIOPOP Requests New Solid Waste Collection	Kyle	Ongoing Requests	Improving Governance Keeping Residents		10 (On going	
	Solid Waste Collection	Provider	Kyle		and Businesses		70		
	Mariners Centre Expansion	Support Mariners centre project manager	Kyle		Supporting Economic Growth		20 5	September of 2026	

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	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	30		30	25-Dec	No new progress yet
	Subdivision By-Law	Create a municipality specific By-Law	Multiple People	WSP	Supporting Economic Growth	10	D	10	25-Dec	WSP is concentrating on J.E. Hatfield zoning
	Explore Exit 31 Business Park	Possibly re-zonning and focusing on commercial & industrial uses	Multiple People	Council/Public	Supporting Economic Growth				25-Dec	No new progress yet
	Upgrading Permitting system	Modernizing to an online and cloud- based system	Multiple People	Current permitting process	Plan/deliver modernized service	60		60	24-Dec	
Protective Services	Parking Accessibility at 5 J.E. Hatfield	Improving Accessibility to to Administrative building from overflow parking lot	René	Workload/Budge t		20		20		Received pricing for work and will be adding in next years budget
Fotective Services	Private Road Signage	Installing Signage where required per the By-Law	Multiple People	Workload/Budge t	Keeping Residents and Businesses safe	40		50		As per Article C25 Naming of Municipal Streets and Private Roads -This will be completed in 4 Phases over 3 Years*Signs and posts recived and installation on hold until weather changes.
	Fire Services Review	Working on Action items OH&S requirements, training, record keeping, equipment replacing	Multiple People	Budget/Worforc e & Volunteers	Keeping Residents and Businesses safe	20		20	2027-12-01	Improving our fire departments - OH&S Contractor contacted to begin work on the requirements
	Fire By-Law/Polocies	Fire By-Law/Policies	René	Workload/Budge t	Keeping Residents and Businesses safe	10		20		This will help establish guidance for our volunteers and staff.

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		Financial Reporting	Improving the way the Finance Dept delivers Operating & Capital financials to council	Marsha	workload	Plan/deliver modernized service		4	0	40 Dec-24	Looking into and working with Townsuite to get the financial report we want and need to present to Council
		Tax Sale	Tax Sale process & procedures have begun.	Bonnie	none noted	N/A		8	01	00 Mar-25	Tax Sale occured March 19th.
		Auditing Policy & Procedures Manual	To create a manual of auditing policies & procedures	Marsha	Workload	Improving Governance		3	o	30 Sep-25	5
	Finance	2025-2026 Operating, Capital Reserve and Operating Reserve Budgets	Preparing 2025-2026 fiscal year budgets for Council approval	Marsha	none noted	Plan/deliver modernized service		41	D	95 May-2!	budget workshop April 16th
		Improvements of internal controls	working at improving and streghtening internal controls within the Finance Dept	Marsha	workload	Improving Governance		31	n	90 May-21	Made changes in townsuite to better improve internal controls and presented to the Audit committee
		Policy review	Updating current and creating new HR policies to comply with the MGA & FRAM	Marsha	none noted	Improving Governance	T				Credit card policy created and passed by council. Amendments to Expense claim policy updated and approved by council

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										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. FEB -Propasal
	Glenwood Park Project #2	increase swimming area and improve safety	Natalie/ Ginette	Detailed design, enviromental issues	Providing a healthy/inclusive environment	70		75	22-Nov-24	received and contacted CCTH for Planning Assistance funding. Planning Assistance Grant Application submitted May10/24. RFP is ready. RFP Awarded to Viridis Consulting June 25. Initial meeting the week of
	Connect2 Funding application	Hire a consultanting firm to create a functional design	Natalie	RFP development	Providing a healthy/inclusive environment	75		75		First community engagemange held Jan 7/25. No report seen. Meeting with EXP on April 17.
	Reorganization of Soccer club	Argyle Recreation to act as a support to the Club	Natalie/ Ginette	Lack of Volunteers to run the club	Plan/deliver modernized service	90		95	01-Aug-24	First meeting with membership. New Board elected. Divison Reps will be appointed. Co-op student to help out with divisions. Starting date for soccer is May 27. 4 more weeks of play. Registration deadline of April 22/25 using RAMP system
Recreation	Accessibility Plan Refresh	Plan needs to be refreshed by April 1 2025	Natalie	Lack of time	Plan/deliver modernized service	95		100	01-Apr-25	Meeting scheduled for July 5, 2024 to discuss steps moving forward. 3 community engagement sessions planned for October with 3 seniors groups. General survey sent to residents suscribed to simple texting (Argyle Connect). Projects separted in categories - completed, in progress, ongoing, not started. In Draft form. To be reviewed by Advisory Com Jan 24, 25. In draft Feb 2025. Plan approved by Council March 20/2025
	Anti- Racism Plan 2025	New plan in place by April 1, 2025	Natalie	lack of time and resoursces	Providing a healthy/inclusive environment	75		100		Outline of activities need to be done. Plan is started. Engagement with students on Jnauary 24, 2025. Plan approved by Council March 20,
	Multi-use pathway Plymouth	Hire a consultanting firm to create a functional design	Natalie	none noted	Providing a healthy/inclusive environment	70		75		Public engagement session 1 of 3 is complet. Change in Project lead for RV Anderson. Waiting for more public consultations.
	Hiring of Summer staff	17 positions to fill plus 2 spare leaders	Natlalie	Lack of Applicants	Providing a healthy/inclusive environment	10		20	23-May-25	

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	EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted	Providing a healthy/inclusive environment	80	80	31-Mar-26	Multiple meetings, long term commitment, expected tender to be end of October2024.
	FOIPOP	Requests for information from the public	Alain	potential barriers in time from third party review	Improving Governance	50	100	various	Moved FOIPOP administration to Kyle Boudreau
	Recreation succession planning	Work alongside Department to determine proper succession and course of action	Alain	Reliant on department meetings	Plan/deliver modernized service	70	90	30-Sep-25	Joel d'entremont hired as new Physical Activity coordinator
	Capital Reserve Policy	Develop policy on how Council allocates to future capital projects, new wind turbine revenues	Alain	Expected work in Fall 2024	Improving Governance			28-Feb-24	Work to begin in fall of 2024
	Mariners Center Internal Audit	Work as a region to address accounting issues at the mariners center	Alain	timing dependent on MC staff	Improving Governance	70	70	31-Dec-24	Audit assistance completed by Argyle, internal controls are the responsibility of MODY/TOWN
	Hire Housing Coordinator	develop position, confirm funding	Alain	description, advertise part time position	Supporting Economic Growth	60	60	10-Apr-24	Paused pending org review
	Oyster Aquaculture- applications -ADA	Establish effective communication with residents, province	Alain	Council decisions required	Supporting Economic Growth	60	75	15-Jun-24	Awating PNS response to 47 site refresh
	NS Guard - New Provincial EMO department	Asked to join a strike force for the province to set the required work to create	Alain	Ad hoc committee work	Keeping Residents and Businesses safe	90		15-Jul-24	No change or meetings recently
	Fire Services improvements	Commence improvements to training, equipment, safety	Rene/Alain	Dependent on funding and fire departments	Keeping Residents and Businesses safe	20	30	30-Nov-25	March 6, 2025 date of next meeting with Rene, Marsha, Alain, fire volunteers
Office of the CAO	Noise pollution - public engagement	To present draft policy to key business and community	Alain	none noted	Supporting Economic Growth	90	95	15-Jun-23	Draft for update to council on agenda, final education, and enforcement edits required
	Exit 31 DOT Signs	Replace the two exits 31 signs	Alain	Photo contest for new design of sign	Supporting Economic Growth	95	100	Completed	TPW confirmed install in spring 2025
	Complaint - Municipal Conflict of Interest Act	Submit complaint to third party investigator	Alain	Received complaint under involvement in ADA	Improving Governance		20	24-Apr-25	Auditor General is the noted investigator
	Local Doctor Recruitment	Local physician requests for office	Alain	early stages of conversation with potential new service	Keeping Residents and Businesses safe		10	15-Jun-25	Initial conversation with potential new medical service
	Council orientation and training	ongoing orientation and training plans for councillors	Alain	coordinate internal and external training	Improving Governance	30	50	ongoing	ongoing orientation - taken Code of conduct, roberts rules of order, internal training, mandatory code of conduct training

Mariners Center transition	transition of leadership	Alain		Providing a healthy/inclusive environment	40	75	June 2025	Team, Kyle B, Marsha d, Alain M, Board
RCMP GDPRM	Consideration of additional officers (regional)	Alain		Keeping Residents and Businesses safe	95	100	March 2025	Two officers approved, NS Justice advised, MODY and MODA approved, complete
Housing opportunities	Engaging Eilidh in fact finding exercice on housing options for Argyle	Alain/Rene/ Eilidh/Kyle	Funding	Plan/deliver modernized service	20	20) dec 2025	Initial meetings with developers planned, JE Hatfield road project commenced.
Extended Producer Responsibility transition	Determine transition of recycling materials for Argyle	Alain/kyle	Agreement from Circular materials	Plan/deliver modernized service	70	75	6 May 2025	Obtained draft pricing arrangement, solid waste contract updated
Solid waste collection contract	Re-sign for pickup services	Alain	Conditional on EPR process	Plan/deliver modernized service	95	100	March 2025	To be released monday feb 24