

Department Report - Completed Projects

For the month of June 2025

Operations	Activity/Project	Brief Description	Lead staff	Strategic Goal	Comments
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Plan/deliver modernized service	Complete
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	Plan/deliver modernized service	Complete
	Asset Management plan	Working with consultants to structure the plan	Kyle	Plan/deliver modernized service	This project is completed from a setup standpoint. This will be an ongoing operational task to keep up to date
	Asset list of infrastructure for CMA	See what useable infrastructure we currently have an asses what the needs of upgrades may be	Kyle	Providing a healthy/inclusive environment	
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle	Plan/deliver modernized service	Making Progress Consumption down about 20% last 12 months
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Plan/deliver modernized service	Design work and Tender Docs Complete
	East Pubnico Water Utility	Phase 1 Tank Referbishment	Kyle	Plan/deliver modernized service	Welding to new floor
	PEB Synthetic Track	Install Synthetic Track	Kyle	Plan/deliver modernized service	
	Courthouse Painting	Planning phase to prepare for tender	Kyle	Plan/deliver modernized service	

Protective Services								
		Activity/Project	Brief Description	Lead staff		Strategic Goal		Comments
		Accomodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René		Supporting Economic Growth		Complete
		Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot	René		Providing a healthy/inclusive environment		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		Providing a healthy/inclusive environment		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 building	René		Keeping Residents and Businesses safe		The project is complete. Our Operations Dept. will seed a portion of disturbed area
		Updating fees for Municipal services	Modernizing development, permitting and other municipal fees	René		Plan/deliver modernized service		
		Handrail project	Installing handrails in hallways in new Admin Bldg.	René		Providing a healthy/inclusive environment		Project cancelled
		Front Counter Safety	Installing safety glass at front counter	René		Providing a healthy/inclusive environment		Glass order and scheduled for Install in March - Project completed Feb. 8th

Finance	Activity/Project	Brief Description	Lead staff		Strategic Goal	Comments
	Low Income Exemption Applications 2023	Compiling info and increase threshold amounts to assist more residents who are in need	Marsha		Improving Governance	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		Plan/deliver modernized service	Budget was passed in May 2023
	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	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		Improving Governance	
	2024 Low Income Exemption	Complied information and bring to council for approval	Marsha		Improving Governance	Deadline has passed. All residents who have qualified will have the exemption credited off of their tax bills prior to bills going out.
	2024-2025 Budget preparation	Begin upcoming budget deliberations	Marsha		Plan/deliver modernized service	Operating fund, Capital Reserve and Operating Fund budgets all approved.

		2024 Tax billing season preparation	tax bills will be generated in house again this year. Prep work is needed and supplies to be ordered	Bonnie		Plan/deliver modernized service		Bills were printed the week of May 21st. Due date July 31, 2024
		Year End prep work & prepare for auditors	Prepare year end work as per auditors request	Marsha		N/A		Auditors have completed the audit
		Scanning of documents	To have all documents scanned electronically	Marsha		Improving Governance		
		Tax Sale	Tax Sale process & procedures have begun.	Bonnie		N/A		Tax Sale occured March 19th.
		Policy review	Updating current and creating new HR policies to comply with the MGA & FRAM	Marsha		Improving Governance		Credit card policy created and passed by council. Amendments to Expense claim policy updated and approved by council

Recreation								
		Activity/Project	Brief Description	Lead staff		Strategic Goal		Comments
		2022 Summer Day Camp Evaluation	Compiling survey results	Natalie		Plan/deliver modernized service		
		Simple Texting	New way to connect with residents	Natalie/ Scott M		Plan/deliver modernized service	1	Ongoing and working very well
		Hike	Guided hike to Bad pitch	Ginette		N/A		
		Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie		N/A		
		Memory café	Café for People with dementia and caregivers	Natalie		Providing a healthy/inclusive environment		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		Supporting Economic Growth		
		Seniors Activity Kits	Spring Actvity kits free for Seniors	Ginette		Providing a healthy/inclusive environment		
		Glenwood Park Project	Accessible walkway, Beach Volleyball Court	Natalie/ Ginette		Providing a healthy/inclusive environment		Net removed for winter months
		Accessibility Education	staff	Natalie				training. More to follow
		Acessibilty Audits	accessibility Audits on existing	Natalie		healthy/inclusive		with Alex Mason and team in early January. Site
		Petanque Boulodrome	Develop court to play Petanque	Ginette/ Natalie				Boulodrome completed. Seeding will be done in the spring (grass around the court). Completed. Grand Opening held June 20/24

		Reorganization of Day Camps	Hired Kaitlyn Cosman to research the best practices, fees, and structure of our day camps.	Natalie/Ginette		Plan/deliver modernized service	Some backgroud work has been done and templates readu for the Day Camp Directors. Completed. Day Camps start July 2/24
		Kayak Shed at Glenwood Park	Kayak Loan Program at Glenwood Park during summer months	Ginette		Providing healthy and inclusion environments	
		Accessibility Plan Refresh	Plan needs to be refreshed by April 1 2025	Natalie		Plan/deliver modernized service	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		Providing a healthy/inclusive environment	Outline of activities need to be done. Plan is started. Engagement with students on Jnauary 24, 2025. Plan approved by Council March 20, 2025.

	Activity/Project	Brief Description	Lead staff		Strategic Goal	Comments
	Long term Master Capital Plan	develop draft capital multiyear priorities, with leadsrship input	Alain		Plan/deliver modernized service	Draft and final to be presented in May 9-23
	Regional Planning initiative	Create an intermunicipal agreemnt and fund a new regional planning org	Alain		Plan/deliver modernized service	Council decision to abandon this initiative. project therefore completed.
	Capital investment plan	Approve 5 year capital plan	Alain		Plan/deliver modernized service	Requires final review and presentation to council
	Joint police advisory	restart Joint committee	Alain		Keeping Residents and Businesses safe	Completed, including adding new member
	West Pub community meeting - follow up items	questions/concerns from residents to follow up (ATV paths, DOT issues)	Multiple People		Providing a healthy/inclusive environment	Streetlight want handled by Pubnico NFP group, all other concerns flipped to DOT for resolution
	23-24 operating budget projection	Project revenue and expenditures for the coming year to identify issues early	Alain		Plan/deliver modernized service	
	Governance meeting & scoping meeting - Mariners expansion	Communication and coordination of work, assist Brophy, advise Albright	Alain		Plan/deliver modernized service	
	RFD - Fire services review	assess issues surrounding fire service delivery, recommend action to council	Alain		Plan/deliver modernized service	
	Finalize strat plan action items	finish action items, obtain support and commitment from leadership team	Alain		N/A	

Office of the CAO		Finalize purchase of Mariners center, finalize agreements	negotiations complete, final review and recommendation to council	Alain		Providing a healthy/inclusive environment	
		CMA Project - Clare /Argyle Tourism Development Initiative	Create a fund for Festival and events to provide year round tourism	Scott		Supporting Economic Growth	Funding not approved - Project Cancelled
		Veterans Banner Project	2nd year of the project	Scott			We finally Received all banners Nov 2 and they were all installed on Nov 3. COMPLETED
		Request System	Provide easier way for residents to request info	Scott		Plan/deliver modernized service	Completed
		East Pubnico Tank failure	replacement of the tank floor, prepare	Kyle/Marty/		Keeping Residents	Funding for phase one confirmed, contractor
		MCGP funding	obtain funding for East Pubnico	Alain		Supporting	Announcement for both funded projects
		Waste Park Budget	Advisory services to Waste Park for budget preparation and approval	Alain		Providing a healthy/inclusive environment	Completed TBR application and submission
		HR replacement, new hire	Mat leave for EA, new housing coordinator position	Alain		Plan/deliver modernized service	Hire confirmed
		Capital budget highlights	Update Master Capital plan, issue plan for 2024-25	Alain		Supporting Economic Growth	Final to present wednesday April 24th
		Argyle ADA	contribute time and input on application for ADA lease	Alain		Supporting Economic Growth	Announcement official, ADA applications open
		Jumpstart contract	negotiate and plan jumpstart	Alain		Providing a	Announcement May 15, 24

	Mariners Center Budget 24-25	review and provide comments and recommendation on 24-25 budget	Alain		Plan/deliver modernized service	M approved by council
	Track and Field - PEB	Construction of a synthetic track field, accessible, inclusive, completing phase 2 of 3 for the track	Kyle/Alain		Providing a healthy/inclusive environment	recommenced work this spring
	Funding application - Federal hojusing	Innovative solutions to rural housing - \$200,000 application	Alain		Supporting Economic Growth	Application denied - unsuccessful
	CMA Banner project	Submitted application to Street Beautification Grant t purchase banner that would be installed aroundn the municipality. This a regional project with MODY, Town, Clare and Barrinton	Scott			
	Scotia Recycling contract negotiation	Regional negotiation of contract	Alain		Providing a healthy/inclusive environment	
	Fire Services Review	Create local team of advisors, assess the current situation with fire services, consider adding resources to meet needs of departments	Alain		Keeping Residents and Businesses safe	
	CMA Project - Clare /Argyle Tourism Development Initiative	Replace or Refresh the Interpretive panels in both areas	Scott		Supporting Economic Growth	
	Low Carbon Community	Submitted a application for for a feasibility study or Strategic plan for EV Vehcile and Charging stations in the municipality	Scott		Supporting Economic Growth	

	Election	prepare for Election 2024	Scott		Governance	
	Airport municipal agreement	negotiate updated municipal agreement with MODY/TOY	Alain		Supporting Economic Growth	
	Regional solar initiative	Sign intermunicipal agreement and AREA agreement, support application for solar farm creation	Alain		Supporting Economic Growth	
	FOIPOP	Requests for information from the public	Alain		Improving Governance	Moved FOIPOP administration to Kyle Boudreau
	Exit 31 DOT Signs	Replace the two exits 31 signs	Alain		Supporting Economic Growth	TPW confirmed install in spring 2025
	RCMP GDPRM	Consideration of additional officers (regional)	Alain			Two officers approved, NS Justice advised, MODY and MODA approved, complete
	Solid waste collection contract	Re-sign for pickup services	Alain		Plan/deliver modernized service	To be released monday feb 24