## Department Report

For the month of

September 2023

			Future work & St		Status Update pre-	Status Update post-	Expected			
	Activity/Project	Brief Description	Lead staff	barriers	Strategic Goal		Summer	Summer	completion date	Comments
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service		30	50	Nov-23	Installation has Started
	Thase 5	2310	ityic	Workforce	3011100	Ħ		50	100 25	
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe		30	30	Mar-24	No bid received will work with local contractors to attempt to complete this project. Procurement is becoming an issue with capital projects.
				NONE	Plan/deliver modernized		75	85		
	Courthouse Window Retrofit	Working with consultants to	Kyle		service Plan/deliver modernized	Ħ				SOme Windows left to be installed This project is completed from a setup standpoint. This will be an ongoing operational task to keep up
	Asset Management plan	structure the plan	Kyle	NONE	service		100	100	Sep-23	to date
Operations	Courthouse Painting	Planning phase to prepare for tender	Kyle	Workforce	Plan/deliver modernized service		20	20	Mar-24	Waiting for a new price
	Tusket Brewery Wastewater	Investingation and testing currently			Keeping Residents and					
	Solution	happening	Kyle	Budget	Businesses safe Plan/deliver	+	30		Dec-23	CBCL working on long term plan
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle	Always Changing/ Living Doc	modernized service		80	85	Dec-23	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				Plan/deliver modernized					
	Development	Extension J.E Hatfield Court	Kyle	Time	service		30	60	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		20	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		30	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		95			Parking stall lines are the only thing left for this project to be completed.
	Administration Building Accessibility improvement plan	Improve accessibility for staff throughout the building	René	Approval to capital budget	Providing a healthy/inclusive environment		95			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		10	75		Alll waste soil has been removed, culverts installed prep for gravel
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		10	20	24-Dec	Meeting with a software provider on October 17

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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	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		May-23	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	

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	2022 Summer Day Camp			Analyze Result of	modernized					
	Evaluation	Compiling survey results	Natalie	Survey	service		100		23-May	
					Plan/deliver					
				Getting residents	modernized					
	Simple Texting	New way to connect with residents	Natalie/ Scott M	to sign up	service		80		23-May	
	Hike	Guided hike to Bad pitch	Ginette	Promotion	N/A				12-Feb-23	
	Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie	Promotion	N/A		100		08-Mar-23	
	Kintting for Course	At west Publico Gon and Country	Gillettey Natalie	Fromotion			100		00-10181-23	
					Providing a					
		Café for People with dementia and			healthy/inclusive		100		4444 22	
	Memory café	caregivers	Natalie	Awareness	environment Supporting	_	100		14-Mar-23	
		Summer staff, equipment loan,		Prep work for	Economic					
	Grant Applications	women Golf	Natalie/ Ginette	summer	Growth		100		15-Feb-23	
Recreation					Providing a					
				Not enough for	healthy/inclusive					
	Seniors Activity Kits	Spring Actvity kits free for Seniors	Ginette	all	environment		100		31-Mar-23	
		Assessible wellway Deech		Contratoria	Providing a					
	Glenwood Park Project	Accessible walkway, Beach Volleyball Court	Natalie/ Ginette	Contactor's timeline	healthy/inclusive environment		95		31-May-23	
			Natalle/ Gillette	unienne	environment				51-1VIdy-25	
				Detailed design,						
		increase swimming area and		enviromental						
	Glenwood Park Project #2	improve safety	Natalie/ Ginette	issues			10		01-Apr-24	
				Funding and						
	Petanque Boulodrome	Develop court to play Petanque	Ginette/ Natalie	lease agreement			10		01-Feb-24	
		online manditory workshop for		Adding more						
	Accessibility Education	online manditory workshop for staff	Natalie	modules for training			100		31-Mar-23	
		Staff	Natalle	training			100		51-IVId1-25	
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	Activity/110ject			barriers			Junner	Junner	completion date	Connients
					Plan/deliver					
	2022 2024	develop draft capital priorities for	Alaia	none noted	modernized		100		40 4 22	Droft and final to be successful in the second
	2023-2024 capital budget	the year, with leadsership input	Alain	none noted	service		100		10-Apr-23	Draft and final to be presented in May 9-13
					Providing a					
		Participation in MC expansion			healthy/inclusive					
	EPC - Mariners Center	action committee	Alain	none noted	environment		20	20	01-Sep-25	multiple meetings, long commitment

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	Regional Planning initiative	Create an intermunicipal agreemnt and fund a new regional planning org	Alain	regional project dependant on regional players	Plan/deliver modernized service		70	8	0 31-Oct-23	Additional parties have agreed to this regional initiative. Yarmouth and Shelburne Counties have mostly joined (TOY no). Digby County is still not decided
	East Pubnico Tank failure	Assess funding options for the replacement of the tank floor, prepare council for the potential investment field, accessible, inclusive,	Kyle/Marty/ Alain	Urgent repair issue announced a 2M	Keeping Residents and Businesses safe Providing a			e	0 30-Sep-23	RFD in-camera to discuss with council, partnership required for this project to be executed. Estimated cost between 300-500k \$200,000 for a total budget of \$2,600,000. All
	Track and Field - PEB	completing phase 2 of 3 for the track	Kyle/Alain	contribution to this project	healthy/inclusive environment		30	5	0 01-Dec-23	planning and securing contractor is done, contractor is at work.
				obtaing argyle community	Keeping Residents and					
	Joint police advisory	restart Joint committee	Alain	member	Businesses safe	-	85	10	15-May-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		75	5	0 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		10		0 01-Nov-24	The intiial team was created and will meet on Sept 19th, uponwhich additional resources shall be considered. The TOY Fire Chief is assisting the CAO in this process.
	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 Supporting		75		5 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.
	Noise pollution - public engagement	To present draft policy to key business and community	Alain	none noted	Economic Growth				15-Jun-23	Unchanged
Office of the CAO	West Pub community meeting - follow up items	questions/concerns from residents to follow up (ATV paths, DOT issues)	Multiple People	none noted	Providing a healthy/inclusive environment		50	5		Information gathered on some matters, including repairs to road at Pubnico Point. No change to streetlights or other noted issues as of yet.
	23-24 operating budget projection	Project revenue and expenditures for the coming year to identify issues early	Alain	timing on infomration from PNS	Plan/deliver modernized service		100	10	0 15-Feb-23	
	Governance meeting & scoping meeting - Mariners expansion	Communication and coordination of work, assist Brophy, advise Albright assess issues surrounding fire	Alain	None noted	Plan/deliver modernized service Plan/deliver		100	10	0 13-Feb-23	
	RFD - Fire services review	service delivery, recommend action to council	Alain	input from key fire volunteers	modernized		100	10	0 20-Feb-23	

Finalize strat plan action items	finish action items, obtain support and commitment from leadership team	Alain	investment of time/effort in one on one sessions with key staff	N/A		100	100	20-Feb-23	
Finalize purchase of Mariners center, finalize agreements	negotiations complete, final review and recommendation to council	Alain	time and effort of other CAO's	Providing a healthy/inclusive environment		100	100	04-Apr-23	
CMA Project - Clare /Argyle Tourism Development Initiative	Replace or Refresh the Interpretive panels in both areas	Scott	Need approval from ACOA & Acadian Affaires	Supporting Economic Growth		40		May-24	Waiting for ACOA Funding All other funding has been secured
CMA Project - Clare /Argyle Tourism Development Initiative	Create a fund for Festival and events to provide year round tourism	Scott	Need approval from ACOA & Acadian Affaires	Supporting Economic Growth		10		Jul-23	Funding not approved - Project Cancelled
Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	Photo contest for new design of sign Promote an	Supporting Economic Growth		50		23-Oct	Photo contest is done, Preparing to do a survey with residents
Veterans Banner Project	2nd year of the project	Scott	install banners for vetean famillies In the process	Plan/deliver		50		23-Oct	Finalizing the details of New banners
Request System	Provide easier way for residents to request info	Scott	of going live on our webiste	modernized service		100		Apr-23	Completed
Low Carbon Community	Submitted a application for for a feasibility study or Strategic plan for EV Vehcile and Charging stations in the municipality	Scott	Need approval from the province			50 		24-May	Have not heard if it was approved yet Sept 13/23
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