

**Department Report  
For the month of**

**JANUARY 2023**

<b>Operations</b>	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion in percentage	Expected completion date
	WedgePort Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service	20	Nov-23
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	10	Aug-23
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	Plan/deliver modernized service	40	Jul-23
	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service	60	Sep-23
	Courthouse Painting	Planning phase to prepare for tender	Kyle	Workforce	Plan/deliver modernized service	10	Oct-23
	Tusket Brewery Wastewater Solution	Investigation and testing currently happening	Kyle	Budget Always	Keeping Residents and Businesses safe	10	Feb-23
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle	Changing/ Living Doc	Plan/deliver modernized service	30	Dec-23
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	10	Dec-23

		Asset list of infrastructure for CMA	See what useable infrastructure we currently have an asses what the needs of upgrades may be	Kyle	Time	Providing a healthy/inclusive environment	10	Jul-23
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Protective Services	Accomodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René	Time and effort from other committees	Supporting Economic Growth	10	23-Jun	
	Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot and throughout the building	René	Approval to capital budget	Providing a healthy/inclusive environment	10	23-Oct	
	Updating fees for Municipal services	Modernizing development, permitting and other municipal fees	René	none noted	Plan/deliver modernized service	30	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	
	Lead Operational changes for regional planning organization		René	Other Organizations	Plan/deliver modernized service		24-Jul	
	Subdivision By-Law	Create a municipality specific By-Law	John	WSP	Supporting Economic Growth	10	24-Sep	
	Explore Exit 31 Business Park	Possibly re-zoning and focusing on commercial & industrial uses	Multiple People		Supporting Economic Growth		25-Dec	
	Upgrading Permitting system	Modernizing to an online and cloud-based system	Multiple People		Plan/deliver modernized service	10	24-Dec	

	Status of Completion in percentage						
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Finance	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	50	Mar-23
	2023-2024 Operating Budget preparation	Begin upcoming budget deliberations	Marsha	Information from PNS & Dept heads	Plan/deliver modernized service	30	May-23
	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	30	May-23
	Argyle Emergency Fund	Create a policy to better manage the way the funds are distributed	Marsha	Requires council's approval	Improving Governance	10	Apr-23
	Status of Completion in percentage						
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Recreation	2022 Summer Day Camp Evaluation	Compiling survey results	Natalie	Analyze Result of Survey	Plan/deliver modernized service	80	23-May
	Simple Texting	New way to connect with residents	Natalie/ Scott M	Getting residents to service	Plan/deliver modernized	80	23-May
	Hike	Guided hike to Bad pitch	Ginette	Promotion	N/A	80	12-Feb-23
	Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie	Promotion	N/A	80	8-Mar-23
	Memory café	Café for People with dementia and car	Natalie	Awareness	Providing a healthy/inclusive environment	30	14-Feb-23

					Supporting Economic Growth		80	15-Feb-23
Office of the CAO		Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion in percentage	Expected completion date
		Grant Applications	Summer staff, equipment loan, wome	Natalie/ Ginette	Prep work for summ	Growth		
		2023-2024 capital budget	develop draft capital priorities for the year, with leadership input	Alain	none noted	Plan/deliver modernized service	20	1-Mar-23
		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	40	15-Feb-23
		Governance meeting & scoping meeting - Mariners expansion	Communication and coordination of work, assist Brophy, advise Albright	Alain	None noted	Plan/deliver modernized service	40	13-Feb-23
		RFD - Fire services review	assess issues surrounding fire service delivery, recommend action to council	Alain	input from key fire volunteers investment of time/effort in one on one sessions with key staff	Plan/deliver modernized service	60	20-Feb-23
		Finalize strat plan action items	finish action items, obtain support and commitment from leadership team	Alain		N/A	60	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	90	5-Mar-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	10	May-24



CMA Project - Clare /Argyle Tourism Development Initiative	Create a fund for destival and events to provide year round tourism	Scott	Need approval from ACOA & Acadian Affaires	Supporting Econom	10	Jul-23
Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	Photo contest for new design of sign	Supporting Econom	30	23-Oct
Request System	Provide easier way for resident to request info	Scott	In the process of going live on our webiste	Plan/deliver modernized service	90	Feb-23