











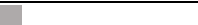





















**Department Report
For the month of**

MARCH 2023

Operations	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion in percentage for February (last month)	Status of Completion for this month (March)	Expected completion date
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service	20	20	Nov-23
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	10	20	Aug-23
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	Plan/deliver modernized service	50	60	Jul-23
	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service	70	80	Sep-23
	Courthouse Painting	Planning phase to prepare for tender	Kyle	Workforce	Plan/deliver modernized service	10	10	Oct-23
	Tusket Brewery Wastewater Solution	Investigation and testing currently happening	Kyle	Budget Always	Keeping Residents and Businesses safe	10	10	Feb-23
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle	Changing/ Living Doc	Plan/deliver modernized service	40	40	Dec-23
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	10	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/inclusiv e environment	10	20	Jul-23

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion	Status of Completion	Expected completion date
						in percentage for February (last month)	for this month (March)	
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	30	23-Jun
	Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot	René	Approval to capital budget	Providing a healthy/inclusive environment		40	23-Dec
	Administration Building Accessibility improvement plan	Improve accessibility for staff throughout the building	René	Approval to capital budget	Providing a healthy/inclusive environment	10	40	23-Oct
	Updating fees for Municipal services	Modernizing development, permitting and other municipal fees	René	none noted	Plan/deliver modernized service	30	85	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	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	Council/Public Current permitting process	Plan/deliver modernized service	10		24-Dec

Recreation	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion		Expected completion date
						in percentage for February (last month)	Status of Completion this month (March)	
	2022 Summer Day Camp Evaluation	Compiling survey results	Natalie	Analyze Result of Survey	Plan/deliver modernized service	 85	 100	23-May
	Simple Texting Hike	New way to connect with residents Guided hike to Bad pitch	Natalie/ Scott M Ginette	Getting residents to Promotion	Plan/deliver modernized service N/A	 85	 90	23-May 12-Feb-23
	Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie	Promotion	N/A	 100	 100	08-Mar-23
	Memory café	Café for People with dementia and ca	Natalie	Awareness	Providing a healthy/inclusive environment	 75	 75	14-Mar-23
	Grant Applications	Summer staff, equipment loan, women	Natalie/ Ginette	Prep work for summer	Economic Growth	 100	 100	15-Feb-23
	Seniors Activity Kits	Spring Activity kits free for Seniors	Ginette	Not enough for all	Providing a healthy/inclusive environment	 50	 95	31-Mar-23
	Accessibility Education	online mandatory workshop for staff	Natalie	Adding more modules for training		 10	 30	31-Mar-23

Office of the CAO	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion in percentage for February (last month)	Status of Completion for this month (March)	Expected completion date		
	2023-2024 capital budget	develop draft capital priorities for the year, with leadership input	Alain	none noted	Plan/deliver modernized service		60		95	10-Apr-23
	EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted	Providing a healthy/inclusive environment		10			01-Sep-25
	Regional Planning initiative	Create an intermunicipal agreement and fund a new regional planning org	Alain	regional project dependant on regional players	Plan/deliver modernized service		50		70	31-Oct-23
	Joint police advisory	restart Joint committee	Alain	obtaining argyle community member dependent on provincial application and community engagement dependant on successful application, AREA work, location	Keeping Residents and Businesses safe		50		60	15-May-23
	Argyle wind development	support developers through information, assist in LUB amendment, education	Alain	successful application, AREA work, location	Supporting Economic Growth		40		50	01-Apr-26
	Regional solar initiative	Sign intermunicipal agreement and AREA agreement, support application for solar farm creation	Alain	successful application, AREA work, location	Supporting Economic Growth		50		50	30-Nov-23
	Noise pollution - public engagement	To present draft policy to key business and community questions/concerns from residents	Alain	none noted	Supporting Economic Growth					15-Jun-23
	West Pub community meeting - follow up items	to follow up (ATV paths, DOT issues)	Multiple People	none noted	Providing a healthy/inclusive environment				20	15-May-23
	23-24 operating budget projection	Project revenue and expenditures for the coming year to identify issues early	Alain	timing on information from PNS	Plan/deliver modernized service		100		100	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		100		100	13-Feb-23	
RFD - Fire services review	assess issues surrounding fire service delivery, recommend action to council	Alain	input from key fire volunteers	Plan/deliver modernized service		100		100	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	95	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	20	20	May-24
	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	20	20	Jul-23
	Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	Photo contest for new design of sign	Supporting Economic	40	50	23-Oct
	Veterans Banner Project	2ny of the project	Scott	Promote an install banners for vetean families				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	95	95	Apr-23