## Department Report

For the month of

**MARCH 2023** 

	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
	Activity/110jeet	Bhei Description		barriers	Plan/deliver			completion date
	Wedgeport Wastewater	Currently out to tender/ closes Feb		Budget/	modernized			
	Phase 3	23rd	Kyle	Workforce	service	20	20	Nov-23
					Keeping			
		Red Cap Lift Station/ Currently		Budget /	Residents and			
	PS 5 Overflow controls	design Phase	Kyle	Workforce	Businesses safe	10	20	Aug-23
					Plan/deliver			
					modernized			
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	service	50	60	Jul-23
					Plan/deliver			
		Working with consultants to			modernized			
Operations	Asset Management plan	structure the plan	Kyle	NONE	service	70	80	Sep-23
					Plan/deliver			
		Planning phase to prepare for			modernized			
	Courthouse Painting	tender	Kyle	Workforce	service	10	10	Oct-23
					Keeping			
	Tusket Brewery Wastewater	Investingation and testing			Residents and			
	Solution	currently happening	Kyle	Budget	Businesses safe	10	10	Feb-23
				Always	Plan/deliver			
	Monitor and Asses Building		K L	Changing/ Living	modernized	40	40	D
	energy Usage	Implimenting circuit minitoring	Kyle	Doc	service	40	40_	Dec-23
	Next Phase J.E Hatfield Court				Plan/deliver modernized			
		Extension J.E Hatfield Court	Kyle	Time	service	10	10	Dec 22
	Development	See what useable infrastracture	Nyle	nine	Providing a	10	10	Dec-23
	Asset list of infrastructure	we currently have an asses what			healthy/inclusiv			
	for CMA	the needs of upgrades may be	Kyle	Time	e environment	10	20	Jul-23
		the needs of upgrades may be	Kyle	nine	e environment	10	20	Jui-25

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion in percentage for February (last month)	for this month	
	Accomodations for CMA	Reviewing schools & community		Time and effort	Supporting			
	2024	halls, recommending service		from other	Economic			
		improvements & funding	René	committees	Growth	10	-	30 23-J
	Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot	René	Approval to capital budget	Providing a healthy/inclusiv e environment			40 23-D
	Administration Building Accessibility improvement plan	Improve accessibility for staff throughout the building	René	Approval to capital budget	Providing a healthy/inclusiv e environment	10		40 23-0
Protective Services		Modernizing development,	Relie		Plan/deliver	10		40 23-0
	Updating fees for Municipal	permitting and other municipal		none noted	modernized			
	services	fees	René		service	30	-	85 23-D
	Creating Safe Work	Updating and creating new SWP in needed areas. Example High risk		none noted	Keeping Residents and			
	Procedures (SWP)	workplace tasks.	René	none noted	Businesses safe	10		24-J
		John		Supporting	10	-	27 3	
			30111	WSP	Economic			
		Law			Growth	10		24-S
	Explore Exit 31 Business Park	Possibly re-zonning and focusing	Multiple People		Supporting		-	
		on commercial & industrial uses			Economic			
				Council/Public	Growth		_	25-D
				Current	Plan/deliver			
	Upgrading Permitting	Modernizing to an online and		permitting	modernized			
	system	cloud-based system	Multiple People	process	service	10		24-D

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		Compiling info and increase		Requires	_			-
	Low Income Exemption	threshold amounts to assist more		council's	Improving			
	Applications	residents who are in need	Marsha	approval	Governance	90	100	Mar-2
		Desin uncoming hudget		Information from	Plan/deliver modernized			
	2023-2024 Operating	Begin upcoming budget deliberations	Marsha	PNS & Dept heads	service	40	75	May
Finance	Budget preparation	Tax bills will be generated in house by staff this year. Some preparation work is required.	Marsha	neaus	Plan/deliver	40	/5	May-2
		Supplies & equipment needed			modernized			
	2023 tax billing season	ordered	Marsha	none noted Requires	service	50	60	May-2
		Create a policy to better manage		council's	Improving			
	Argyle Emergency Fund	the way the funds are distributed	Marsha	approval	Governance	30	30	Apr-2
							- - - - -	

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

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					Plan/deliver			
	2022 2024 conital hudget	develop draft capital priorities for	Alain	nono notod	modernized	<b>CO</b>	05	10 4
	2023-2024 capital budget	the year, with leadsership input	Alain	none noted	service Providing a	60	95	10-Apr-
		Participation in MC expansion			healthy/inclusiv			
	EPC - Mariners Center	action committee	Alain	none noted	e environment		10	01-Sep-
		Create an intermunicipal agreemnt		reginoal project	Plan/deliver			
		and fund a new regional planning		dependant on	modernized			
	Regional Planning initiative	org	Alain	regional players	service	50	70	31-Oct-
				obtaing argyle community	Keeping Residents and			
	Joint police advisory	restart Joint committee	Alain	member	Businesses safe	50	60	15-May
	,			dependent on				20
				provincial				
		support developers through		application and	Supporting			
		information, assist in LUB		community	Economic			
	Argyle wind development	amendment, education	Alain	engagement	Growth	40	50	01-Api
				dependant on successful				
		Sign intermunicipal agreement and		application,	Supporting			
		AREA agreement, support		AREA work,	Economic			
	Regional solar initiative	application for solar farm creation	Alain	location	Growth	50	50	30-Nov
					Supporting			
	Noise pollution - public	To present draft policy to key			Economic			
	engagement	business and community	Alain	none noted	Growth	_		15-Jun
	West Pub community	questions/concerns from residents to follow up (ATV paths, DOT			Providing a healthy/inclusiv			
	meeting - follow up items	issues)	Multiple People	none noted	e environment		20	15-May
ffice of the CAO		Project revenue and expenditures		timing on	Plan/deliver			
	23-24 operating budget	for the coming year to identify	A 1.1.1	infomration from	modernized		400	
	projection Governance meeting &	issues early Communication and coordination	Alain	PNS	service Plan/deliver	100	100	15-Feb
	scoping meeting - Mariners	of work, assist Brophy, advise			modernized			
	expansion	Albright	Alain	None noted	service	100	100	13-Feb
		assess issues surrounding fire			Plan/deliver			
		service delivery, recommend		input from key	modernized			
	RFD - Fire services review	action to council	Alain	fire volunteers	service	100	100	20-Feb

			investment of time/effort in				
	finish action items, obtain support		one on one				
Finalize strat plan action	and commitment from leadership		sessions with key				
items	team	Alain	staff	N/A	100	100	20-Feb-23
Finalize purchase of	negotiations complete, final			Providing a			
Mariners center, finalize	review and recommendation to		time and effort	healthy/inclusiv			
agreements	council	Alain	of other CAO's	e environment	9 <mark>5</mark>	100	04-Apr-23
CMA Project - Clare /Argyle			Need approval	Supporting			
Tourism Development	Replace or Refresh the Interpretive		from ACOA &	Economic			
Initiative	panels in both areas	Scott	Acadian Affaires	Growth	20	20	May-24
1			Need approval				- /
CMA Project -	Create a fund for Festival and		from				
Clare /Argyle Tourism	events to provide year round		ACOA & Acadian				
Development Initiative	tourism	Scott	Affaires	Supporting Economic	20	20	Jul-23
			Photo contest for				
			new design of				
Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	sign	Supporting Economic	40	50	22 Oct
LEXIT ST DOT SIGHS	Replace the two exits ST signs	SCOTT	Promote an	Supporting Economic	40	50	23-Oct
			install banners				
			for vetean				
		<b>C</b>					22.0.1
Veterans Banner Project	2ny of the project	Scott	famillies				23-Oct
			In the process	Plan/deliver			
	Provide easier way	<b>6</b>	of going live on	modernized		0.5	
Request System	for resident to request info	Scott	our webiste	service	95	95	Apr-23