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For the month of**

MAY 2023

Operations	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion for last month (April)	Status of Completion this month (May)	Expected completion date	Comments
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service	 20	 20	Nov-23	Over Budget Considerably waiting on options from funding partners
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	 20	 30	Aug-23	Tender is issued
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	Plan/deliver modernized service	 60	 70	Jul-23	
	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service	 80	 95	Sep-23	
	Courthouse Painting	Planning phase to prepare for tender	Kyle	Workforce	Plan/deliver modernized service	 10	 20	Oct-23	Tender is issued
	Tusket Brewery Wastewater Solution	Investingation and testing currently happening	Kyle	Budget Always Changing/ Living Doc	Keeping Residents and Businesses safe	 10	 10	Feb-23	Investigation ongoing with CBCL
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle		Plan/deliver modernized service	 50	 60	Dec-23	
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	 10	 20	Dec-23	Upcoming meeting with consultants
	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	 20	 20	Jul-23	

Protective Services	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion for last month (April)	Status of Completion this month (May)	Expected completion date	Comments
	Accommodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René	Time and effort from other committees	Supporting Economic Growth		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		40	23-Oct	
	Updating fees for Municipal services	Modernizing development, permitting and other municipal fees	René	none noted	Plan/deliver modernized service		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			24-Jan	
	Subdivision By-Law	Create a municipality specific By-Law	John	WSP	Supporting Economic Growth			24-Sep	
	Explore Exit 31 Business Park	Possibly re-zonning and focusing on commercial & industrial uses	Multiple People	Council/Public Current permitting process	Supporting Economic Growth			25-Dec	
	Upgrading Permitting system	Modernizing to an online and cloud-based system	Multiple People		Plan/deliver modernized service			24-Dec	

Recreation	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion last month (April)	Status of Completion this month (May)	Expected completion date	Comments
		2022 Summer Day Camp Evaluation	Compiling survey results	Natalie	Analyze Result of Survey	Plan/deliver modernized service	100		23-May
	Simple Texting Hike	New way to connect with residents	Natalie/ Scott M	Getting residents to service	Plan/deliver modernized service	75	80	23-May	
	Knitting 101 Course	Guided hike to Bad pitch	Ginette	Promotion	N/A	100		12-Feb-23	
		At West Pubnico Golf and Country	Ginette/ Natalie	Promotion	N/A	100		8-Mar-23	
	Memory café	Café for People with dementia and ca	Natalie	Awareness	Providing a healthy/inclusive environment	100		14-Mar-23	
	Grant Applications	Summer staff, equipment loan, wome	Natalie/ Ginette	Prep work for sumn	Supporting Economic Growth	100		15-Feb-23	
	Seniors Activity Kits	Spring Activity kits free for Seniors	Ginette	Not enough for all	Providing a healthy/inclusive environment	100		31-Mar-23	
	Glenwood Park Project	Accessible walkway, Beach Volleyball	Natalie/ Ginette	Contactoer's timeline	Providing a healthy/inclusive environment	10	85	31-May-23	
	Accessibility Education	online mandatory workshop for staff	Natalie	Adding more modules for training		75	100	31-Mar-23	

Office of the CAO	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion for last month (April)	Status of Completion this month (May)	Expected completion date	Comments
	2023-2024 capital budget	develop draft capital priorities for the year, with leadership input	Alain	none noted	Plan/deliver modernized service	 95	 100	10-Apr-23	Draft and final to be presented in May 9-13
	EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted	Providing a healthy/inclusive environment	 10	 10	1-Sep-25	multiple meetings, long commitment
	Regional Planning initiative	Create an intermunicipal agreement and fund a new regional planning org	Alain	reginoal project dependant on regional players	Plan/deliver modernized service	 70	 70	31-Oct-23	Unchanged
	Joint police advisory	restart Joint committee	Alain	obtaining argyle community member	Keeping Residents and Businesses safe	 60	 75	15-May-23	Initial meeting held, position to fill
	Argyle wind development	support developers through information, assist in LUB amendment, education	Alain	dependent on provincial application and community engagement dependant on successful application,	Supporting Economic Growth	 50	 75	1-Apr-26	LUB/MPS changes completed, with Environmental approval the focus will shift to Development Agreement
	Regional solar initiative	Sign intermunicipal agreement and AREA agreement, support application for solar farm creation	Alain	AREA work, location	Supporting Economic Growth	 50	 60	30-Nov-23	Little movement - denied funding for one area of potential fund support, other options remain open
	Noise pollution - public engagement	To present draft policy to key business and community	Alain	none noted	Supporting Economic Growth			15-Jun-23	Unchanged
	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	 20	 40	15-May-23	Information gathered on some matters, including repairs to road at Pubnico Point
	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		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		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		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		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		4-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	50	50	23-Oct	Photo contest is done, Preparing to do a survey with residents
	Veterans Banner Project	2nd year of the project	Scott	Promote an install banners for vetean families		10	20	23-Oct	Will be promoting tis project in May
	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	90	Apr-23	