Department Report - Active Projects For the month of March 2024

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal		Status Update - February 2024	Status Update - March 2024	Expected completion date	Comments
					Keeping Residents	Ш				
		Red Cap Lift Station/ Currently		Budget /	and Businesses					
	PS 5 Overflow controls	design Phase	Kyle	Workforce	safe	Ш	30	40	Jul-24	Retender in next 2 weeks
					Plan/deliver					
		Planning phase to prepare for			modernized					
	Courthouse Painting	tender	Kyle	Workforce	service	Ш	20	20	May-24	At Tender
					Keeping Residents					
	Tusket Brewery Wastewater	Investingation and testing currently			and Businesses					
	Solution	happening	Kyle	Budget	safe	Ш	50	50	Dec-23	Design nearly complete
				Always	Plan/deliver					
Operations	Monitor and Asses Building			Changing/Living	modernized					Making Progress Consumption down about 20%
- Paradiana	energy Usage	Implimenting circuit minitoring	Kyle	Doc	service		90	100	Dec-23	last 12 months
					Plan/deliver					
	Next Phase J.E Hatfield Court				modernized					
	Development	Extension J.E Hatfield Court	Kyle	Time	service	Ш	80	95	Dec-23	Pre design work completed
					Plan/deliver					
					modernized					
	East Pubnico Water Utility	Phase 1 Tank Referbishment	Kyle		service			75	Apr-24	Welding to new floor
					Plan/deliver					
	Tusket Waste Water		l		modernized					
	Expansion	Design and completed expansion	Kyle		service			10	Jan-26	Design
					Plan/deliver					
					modernized					
	PEB Synthetic Track	Install Synthetic Track	Kyle	Weather	service	Ш	<u> </u>	90	24-Jun	

Protective Services

Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - February 2024	Status Update - March 2024	Expected completion date	Comments
	Updating and creating new SWP in			Keeping Residents				
Creating Safe Work	needed areas. Example High risk		none noted	and Businesses				
Procedures (SWP)	workplace tasks.	René		safe	30	30	25-Dec	No new progress yet
Subdivision By-Law		John						WSP is busy with DAs and LUB housekeeping
	Create a municipality specific By-		WSP					issues. Changed Expected date/ Will mostlikley be
	Law		WSP	Supporting				postphoned as we will be getting a new WSP
				Economic Growth	10	10	25-Dec	contact soon.
Explore Exit 31 Business Park	Possibly re-zonning and focusing	Multiple						
	on commercial & industrial uses	People		Supporting				
			Council/Public	Economic Growth			25-Dec	No new progress yet
			Current	Plan/deliver				
	Modernizing to an online and cloud-	Multiple	permitting	modernized				Received pricing and in discussions with Alain/Will
Upgrading Permitting system	based system	People	process	service	30	30	24-Dec	be added to new upcoming Budget

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	Financial Reporting	Improving the way the Finance Dept delivers Operating & Capital financials to council	Marsha	none noted	Plan/deliver modernized service		10	10	Mar-24	
	Tax Sale	Tax Sale process & procedures have begun. Will be held February 7, 2024	Bonnie	none noted	N/A		95	95		All properties brought to tax sale were sold. Owners have 6 months to redeem
	2024 Low Income Exemption	Complied information and bring to council for approval	Marsha	Requires council's approval	Improving Governance		75	90	Apr-24	Increase family threshold once again to attract/help more residents/families. Forms are now available, deadline to apply is April 19th, 2024.
Finance	2024-2025 Budget preparation	Begin upcoming budget deliberations	Marsha	Information from PNS & Dept heads	Plan/deliver modernized service		40	60		Budget 3's have started coming from the Province and Department heads
	Year End prep work & prepare for auditors	Prepare year end work as per auditors request	Marsha	none noted	N/A		20	75	Jun-24	Year end work is currently underway with March 31st quickly approaching.
	2024 Tax billing season preparation	tax bills will be generated in house again this year. Prep work is needed and supplies to be ordered	Bonnie	none noted	Plan/deliver modernized service		10	75		Bonnie has begun preparing for the upcoming Tax billing season. Bills will be printed mid-May.
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	Glenwood Park Project #2	increase swimming area and improve safety	Natalie/ Ginette	Detailed design, enviromental issues		30		30	·	Met with Chris Colins of Viridis Consulting in January. He is preparing a proposal so we can seek funding for the development of a detailed design. FEB -Propasal received and contacted CCTH for Planning Assistance funding.
	Petanque Boulodrome	Develop court to play Petanque	Ginette/ Natalie	Funding and lease agreement		95		95		Boulodrome completed. Seeding will be done in the spring (grass around the court).
Recreation	Acessibilty Audits	Hire a consultant to do accessibility Audits on existing sidewalks and multipurpose courts	Natalie	finding a consultant within budget	Providing a healthy/inclusive environment	60		75	31-Mar-24	Hired RV Anderson Associate for the audits. Met with Alex Mason and team in early January. Site visits and audits completed. Next step is review of draft from our team. FEB waiting for the draft report for feedback
	Connect2 Funding application	Hire a consultanting firm to create a functional design	Natalie	RFP development	Providing a healthy/inclusive environment	10		50		Application due March 4. Applying for 2 projects. RFP Ready for both projects.
	Reorganization of Soccer club	Argyle Recreation to act as a support to the Club	Natalie/ Ginette	Lack of Volunteers to run the club	Plan/deliver modernized service			20		First meeting with membership. New Board elected. Divison Reps will be appointed
	Reorganization of Day Camps	Hired Kaitlyn Cosman to research the best practices, fees, and structure of our day camps.	Natalie/Ginette	Not accepted by returning staff	Plan/deliver modernized service			30		Some backgroud work has been done and templates readu for the Day Camp Directors.
	Kayak Shed at Glenwood Park	Kayak Loan Program at Glenwood Park during summer months	Ginette	Funding and permission from DNR	Providing healthy and inclusion environments			20		Applying for funding through CCTH and conversations with DNR for permisiion.

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EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted	Providing a healthy/inclusive environment	50	60	01-Sep-25	multiple meetings, long commitment - 66% finalized
Jumpstart contract	negotiate and plan jumpstart initiative	ALain	Dependent on regional collaboration	Providing a healthy/inclusive environment	95	95	31-Dec-23	Waiting on signature.
Recreation succession planning	Work alongside Department to determine proper succession and course of action	Alain	Reliant on department meetings	Plan/deliver modernized service	60	60	31-Mar-24	Prelim plan discussed, more detailed analysis needed.
Track and Field - PEB	Construction of a synthetic track field, accessible, inclusive, completing phase 2 of 3 for the	Kyle/Alain	Province announced a 2M contribution to	Providing a healthy/inclusive environment	80	80	31-Mar-24	contractor completed paving , project within budget.
Mariners Center Budget 24- 25	review and provide comments and recommendation on 24-25 budget	Alain	awaiting draft	Plan/deliver modernized service	10	10		Request sent - MC needs to present to councils also
MCGP funding	obtain funding for East Pubnico Tank and potentially Tusket treatment expansion	Alain	submitted	Supporting Economic Growth	70	100	20-Mar-24	Announcement for both funded projects
Airport municipal agreement	negotiate updated municipal agreeement with MODY/TOY	Alain	timing on negotiation with region	Supporting Economic Growth	60	60	31-Mar-24	negotiation has begun, first round completed
Hire Housing Coordinator	develop position, confirm funding	Alain	prepare job description, advertise part	Supporting Economic Growth	30	50	10-Apr-24	JD drafted, awaiting funding confirmation
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	50	75	31-May-24	Seahawk completed their work, and will be providing draft recommendations on May 13, 2024
Waste Park Budget	Advisory services to Waste Park for budget preparation and approval	Alain	assist Town and Waste Park in finalizing budget	Providing a healthy/inclusive environment	60	90	29-Feb-24	Waste park TBR approved, CAO to submit, budget is 95% complete
Funding application - Federal hojusing	Innovative solutions to rural housing - \$200,000 application	Alain	Funding and timing unknown	Supporting Economic Growth	50	70	31-Mar-24	Application completed and submitted, waiting result
HR replacement, new hire	Mat leave for EA, new housing coordinator position	Alain	Coop student to be hired, ads for both to release in early March 24	Plan/deliver modernized service	40	60	15-Mar-24	Coop placement will begin in April, ad sent for mat leave replacement, job description for housing 95%

Office of the CAO

Capital budget highlights	Update Master Capital plan, issue plan for 2024-25	Alain	Prioritize projects based on importance, readiness, funding	Supporting Economic Growth	70		05-Mar-24	Report to be finalized by March 24 - project delayed - will be presented April 3, 2024
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	85	90	30-Nov-23	New intermunicipal agreement signed, AREA leading the application
Argyle ADA	contribute time and input on application for ADA lease	Alain	assist province of NS	Supporting Economic Growth	95	95	28-Feb-24	Awaiting final approval for ADA, requested to participate in 2 advisory boards
Noise pollution - public engagement	To present draft policy to key business and community	Alain	none noted	Supporting Economic Growth	40	40	15-Jun-23	Planning - engagement to occur in the coming months. Alix has taken the lead on this item to move it efficiently
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	70	75	July 2024	March 26 - RFP for Website and map issued.
Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	Photo contest for new design of sign	Supporting Economic Growth	85	90	01-May	Mach 26 Photo need to send to Digital Consultant to make sure phot and color are ok for TPW sign
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		70	75	01-Jul	RFP closed on March 21 with 8 submissions
	Submitted appication to Street Beautification Grant t purchase banner that would be installed aroudn the municipality. This a regional project with MODY, Town,		Funding approved Next					Flags and Banner are being printed should have
CMA Banner project	Clare and Barrinton	Scott	step is RFP Informing and		70	80	May	them in late May early june Information session done March 7. Need to relook
Levy Bylaw Election	Work with YASTA and community to introduce LEvy Bylaw Working with Council and CAO to	Scott Scott	buy-in of resident Training		60	60	Oct/Nov 2024 01-Oct	at the bylaw and the next steps before we bring to council for 2nd reading Looking at solidifying which software to use for
			9				32 000	J. S.