Department Report - Active Projects For the month of April 2024

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - March 2024	Status Update - April 2024	Expected completion date	Comments
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	40	40	Jul-24	Retender in next 2 weeks
	Courthouse Painting	Planning phase to prepare for tender	Kyle	Workforce	Plan/deliver modernized service	20	20	Aug-24	Tender Awarded
	Tusket Brewery Wastewater Solution	Investingation and testing currently happening	Kyle	Budget	Keeping Residents and Businesses safe	50	50	Dec-23	Design nearly complete
Operations	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	95	100	Dec-23	Design work and Tender Docs Complete
	East Pubnico Water Utility	Phase 1 Tank Referbishment	Kyle		Plan/deliver modernized service	75	100	Apr-24	Welding to new floor
	Tusket Waste Water Expansion	Design and completed expansion	Kyle		Plan/deliver modernized service	10	10	Jan-26	Design
	PEB Synthetic Track	Install Synthetic Track	Kyle	Weather	Plan/deliver modernized service	90	90	24-Jun	

Protective Services

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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	30		30	25-Dec	No new progress yet
Subdivision By-Law	Create a municipality specific By- Law	John	WSP	Supporting Economic Growth	10	D	10		WSP is busy with DAs and LUB housekeeping issues. Changed Expected date/ Will mostlikley be postphoned as we will be getting a new WSP contact soon.
Explore Exit 31 Business Park	Possibly re-zonning and focusing on commercial & industrial uses	Multiple People	Council/Public	Supporting Economic Growth				25-Dec	No new progress yet
Upgrading Permitting system	Modernizing to an online and cloud- based system	Multiple People	Current permitting process	Plan/deliver modernized service	30	D	30	24-Dec	Received pricing and in discussions with Alain/Will be added to new upcoming Budget
Upgrading Permitting system	based system	People	process	modernized service	30	0	30	24-Dec	be added to new upcoming B

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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	90	100	Apr-24	Deadline has passed. All residents who have qualified will have the exemption credited off of their tax bills prior to bills going out.
Finance	2024-2025 Budget preparation	Begin upcoming budget deliberations	Marsha	Information from PNS & Dept heads	Plan/deliver modernized service	60	90		Capital & Operating draft budgets are almost completed
	Year End prep work & prepare for auditors	Prepare year end work as per auditors request	Marsha	none noted	N/A	75	75	Jun-24	Year end work is currently underway. Auditors will be in the week of June 17th.
	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	75	85		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	22-Nov-24	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	15-Apr-24	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	75	100	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 - Completed March 31/24
	Connect2 Funding application	Hire a consultanting firm to create a functional design	Natalie	RFP development	Providing a healthy/inclusive environment	50	60	01-Mar-25	Application due March 4. Applying for 2 projects. RFP Ready for both projects.
	Reorganization of Soccer	Argyle Recreation to act as a support to the Club	Natalie/ Ginette	Lack of Volunteers to run the club	Plan/deliver modernized service	20	60	01-Aug-24	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	75	02-Jul-24	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	20	01-Jun-25	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	60	70	01 Son 25	multiple meetings, long commitment - 99 almost finalized, multiple meetings with MCEB
	negotiate and plan jumpstart		Dependent on regional	Providing a healthy/inclusive	05	70	·	, , ,
Jumpstart contract Recreation succession	initiative Work alongside Department to determine proper succession and	ALain	collaboration Reliant on department	Plan/deliver	95	95		Waiting on signature. Prelim plan discussed, more detailed analysis
planning	course of action field, accessible, inclusive, completing phase 2 of 3 for the	Alain	meetings announced a 2M contribution to	modernized service Providing a healthy/inclusive	60	60	31-Mar-24	contractor completed paving , project within
Track and Field - PEB Mariners Center Budget 24-	track review and provide comments and	Kyle/Alain	this project	Plan/deliver	80	80	31-Mar-24	budget. MC delays, asking for 7% increase, requesting
25	recommendation on 24-25 budget negotiate updated municipal	Alain	awaiting draft timing on negotiation with	modernized service Supporting	10	60		additonal information
Airport municipal agreement	agreeement with MODY/TOY	Alain	region description,	Economic Growth	60	60	31-Mar-24	negotiation has begun, first round completed
Hire Housing Coordinator	develop position, confirm funding Create local team of advisors,	Alain	advertise part time position THis process will	Supporting Economic Growth	50	50	10-Apr-24	JD drafted, awaiting funding confirmation
Fire Services Review	assess the current situation with fire services, consider adding resources to meet needs of departments	Alain	be months or year to complete, initial deadline of March 31, 2024 will not be met.	Keeping Residents and Businesses safe	75	90	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	90	100		Completed TBR application and submission
Funding application - Federal hojusing	Innovative solutions to rural housing - \$200,000 application	Alain	Funding and timing unknown	Supporting Economic Growth	70	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	60	100	15-Mar-24	Hire confirmed

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	Update Master Capital plan, issue		Prioritize projects based on importance,	Supporting					
Capital budget highlights	plan for 2024-25	Alain	readiness, funding	Economic Growth		70	100	05-Mar-24	Final to present wednesday April 24th
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		90	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	100	28-Feb-24	Announcement official, ADA applications open
Noise pollution - public engagement	To present draft policy to key business and community	Alain	none noted	Supporting Economic Growth		40			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		75	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		90	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			75	80	01-Aug	Hired Consulting Firm Siemens to do the study. First meeting set for next week.
CMA Banner project	Submitted appication to Street Beautification Grant t purchase banner that would be installed aroudn the municipality. This a regional project with MODY, Town, Clare and Barrinton	Scott	Funding approved Next step is RFP			80	80	May	Flags and Banner are being ordere should have them in late May early june
Levy Bylaw	Work with YASTA and community to introduce LEvy Bylaw	Scott	Informing and buy-in of resident			60	<u> </u>	Oct/Nov 2024	ITo be discuss with Council at the April 25 Meeting for next steps
Election	prepare for Election 2024	Scott	Training		\sqcup	10	10	01-Oct	Alternative voting method
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