

**Department Report - Completed Projects**  
**For the month of June 2024**

Operations	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Comments
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service	Complete
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	Plan/deliver modernized service	Complete
	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service	This project is completed from a setup standpoint. This will be an ongoing operational task to keep up to date
	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	
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle	Always Changing/ Living Doc	Plan/deliver modernized service	Making Progress Consumption down about 20% last 12 months
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	Design work and Tender Docs Complete
	East Pubnico Water Utility	Phase 1 Tank Referbishment	Kyle		Plan/deliver modernized service	Welding to new floor
	PEB Synthetic Track	Install Synthetic Track	Kyle	Weather	Plan/deliver modernized service	

**Protective Services**

Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Comments
Accomodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René	Time and effort from other committees	Supporting Economic Growth	Complete
Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot	René	Approval to capital budget	Providing a healthy/inclusive environment	Parking stall lines are the only thing left for this project to be completed. Operations will paint lines when time permits.
Administration Building Accessibility improvement plan	Improve accessibility for staff throughout the building	René	Approval to capital budget	Providing a healthy/inclusive environment	Security provider needs to program the 3 security doors then work will be complete
Overflow parking lot	Remove growth and excess soil that was moved for the construction of the new municipal building	René	Approval to capital budget	Keeping Residents and Businesses safe	The project is complete. Our Operations Dept. will seed a portion of disturbed area
Updating fees for Municipal services	Modernizing development, permitting and other municipal fees	René	none noted	Plan/deliver modernized service	
Handrail project	Installing handrails in hallways in new Admin Bldg.	René	none noted	Providing a healthy/inclusive environment	Project cancelled

	Front Counter Safety	Installing safety glass at front counter	René	none noted	Providing a healthy/inclusive environment	Glass order and scheduled for install in March - Project completed Feb. 8th
Finance	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Comments
	Low Income Exemption Applications 2023	Compiling info and increase threshold amounts to assist more residents who are in need	Marsha	Requires council's approval	Improving Governance	Increase family threshold allowance and amount of exemption and all have been added to this year's tax bills
	2023-2024 Operating Budget preparation	Begin upcoming budget deliberations	Marsha	Information from PNS & Dept heads	Plan/deliver modernized service	Budget was passed in May 2023
	2023 tax billing season	Tax bills will be generated in house by staff this year. Some preparation work is required. Supplies & equipment needed ordered	Marsha	none noted	Plan/deliver modernized service	In-house tax billing was a success with minor issues. Cost savings of approx \$4000
	Argyle Emergency Fund	Create a policy to better manage the way the funds are distributed	Marsha	Requires council's approval	Improving Governance	
	2024 Low Income Exemption	Complied information and bring to council for approval	Marsha	Requires council's approval	Improving Governance	Deadline has passed. All residents who have qualified will have the exemption credited off of their tax bills prior to bills going out.
	2024-2025 Budget preparation	Begin upcoming budget deliberations	Marsha	Information from PNS & Dept heads	Plan/deliver modernized service	Operating fund, Capital Reserve and Operating Fund budgets all approved.
	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	Bills were printed the week of May 21st. Due date July 31, 2024

**Recreation**

Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Comments
2022 Summer Day Camp Evaluation	Compiling survey results	Natalie	Analyze Result of Survey	Plan/deliver modernized service	
Simple Texting	New way to connect with residents	Natalie/ Scott M	Getting residents to sign up	modernized service	1 Ongoing and working very well
Hike	Guided hike to Bad pitch	Ginette	Promotion	N/A	
Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie	Promotion	N/A	
Memory café	Café for People with dementia and caregivers	Natalie	Awareness	Providing a healthy/inclusive environment	Ongoing sessions. 5 Sessions per year. Last session was held on January 16, 2024 at Wild Roots Restaurant
Grant Applications	Summer staff, equipment loan, women Golf	Natalie/ Ginette	Prep work for summer	Supporting Economic Growth	
Seniors Activity Kits	Spring Activity kits free for Seniors	Ginette	Not enough for all	Providing a healthy/inclusive environment	
Glenwood Park Project	Accessible walkway, Beach Volleyball Court	Natalie/ Ginette	Contactor's timeline	Providing a healthy/inclusive environment	Net removed for winter months
Accessibility Education	staff	Natalie	modules for		training. More to follow
Accessibilty Audits	Audits on existing sidewalks and	Natalie	consultant within	healthy/inclusive	with Alex Mason and team in early January. Site
Petanque Boulodrome	Develop court to play Petanque	Ginette/ Natalie	Funding and lease agreement		Boulodrome completed. Seeding will be done in the spring ( grass around the court). Completed. Grand Opening held June 20/24

	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	Some background work has been done and templates readu for the Day Camp Directors. Completed. Day Camps start July 2/24
	<b>Activity/Project</b>	<b>Brief Description</b>	<b>Lead staff</b>	<b>Future work &amp; barriers</b>	<b>Strategic Goal</b>	<b>Comments</b>
	Long term Master Capital Plan	develop draft capital multiyear priorities, with leadership input	Alain	none noted	Plan/deliver modernized service	Draft and final to be presented in May 9-23
	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	Council decision to abandon this initiative. project therefore completed.
	Capital investment plan	Approve 5 year capital plan	Alain	Assess master capital plan	Plan/deliver modernized service	Requires final review and presentation to council
	Joint police advisory	restart Joint committee	Alain	obtaining argyle community member	Keeping Residents and Businesses safe	Completed, including adding new member
	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	Streetlight want handled by Pubnico NFP group, all other concerns flipped to DOT for resolution
	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	
	Governance meeting & scoping meeting - Mariners expansion	Communication and coordination of work, assist Brophy, advise Albright	Alain	None noted	Plan/deliver modernized service	
	RFD - Fire services review	assess issues surrounding fire service delivery, recommend action to council	Alain	input from key fire volunteers	Plan/deliver modernized service	

Office of the CAO

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	
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	
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 Growth	Funding not approved - Project Cancelled
Veterans Banner Project	2nd year of the project	Scott	Promote an install banners for veteran families		We finally Received all banners Nov 2 and they were all installed on Nov 3. COMPLETED
Request System	Provide easier way for residents to request info	Scott	In the process of going live on our webiste	Plan/deliver modernized service	Completed
East Pubnico Tank failure	replacement of the tank floor, prepare	Kyle/Marty/	Urgent repair	Keeping Residents	Funding for phase one confirmed, contractor
MCGP funding	obtain funding for East Pubnico	Alain	submitted	Supporting	Announcement for both funded projects
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	Completed TBR application and submission
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	Hire confirmed
Capital budget highlights	Update Master Capital plan, issue plan for 2024-25	Alain	Prioritize projects based on importance,	Supporting Economic Growth	Final to present wednesday April 24th
Argyle ADA	contribute time and input on application for ADA lease	Alain	assist province of NS	Supporting Economic Growth	Announcement official, ADA applications open



Jumpstart contract	negotiate and plan jumpstart	Alain	Dependent on	Providing a	Announcement May 15, 24
Mariners Center Budget 24-25	review and provide comments and recommendation on 24-25 budget	Alain	awaiting draft	Plan/deliver modernized service	M approved by council