Department Report - Active Projects For the month of January 2025

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - September 2024	Status Update - January 2025	Expected completion date	Comments
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	40			Alternatove Procurement has begun attamepting to find contractor for civil work
	Tusket Brewery Wastewater Solution	Investingation and testing currently happening	Kyle	Budget	Keeping Residents and Businesses safe	60			Design nearly complete. Data being collected and analysed
Operations	Tusket Waste Water Expansion	Design and completed expansion	Kyle		Plan/deliver modernized service	40		Jan-26	Design
	Levy Bylaw	Work with YASTA and community to introduce LEvy Bylaw	Kyle	Informing and buy-in of resident	Supporting Economic Growth	60	85		Policy was amended to accomodate the Adhoc committee.

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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	Multiple People	WSP	Supporting Economic Growth		10	10	25-Dec	WSP is concentrating on J.E. Hatfield zoning
	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
Protective Services	Upgrading Permitting system	Modernizing to an online and cloud- based system	Multiple People	Current permitting process	Plan/deliver modernized service		50	60	24-Dec	We should be able to have a soft internal launch in February
	Parking Accessibility at 5 J.E. Hatfield	Improving Accessibility to to Administrative building from overflow parking lot	René	Workload/Budge t			10	20	01-Sep	Received pricing for work and will be adding in next years budget
	Private Road Signage	Installing Signage where required per the By-Law	Multiple People	Workload/Budge t	Keeping Residents and Businesses safe		10	30	01-Dec	As per Article C25 Naming of Municipal Streets and Private Roads -This will be completed in 4 Phases over 3 Years
	Fire Services Review	Working on Action items OH&S requirements, training, record keeping, equipment replacing	Multiple People	Budget/Worforc e & Volunteers	Keeping Residents and Businesses safe			10	2027-12-01	Improving our fire departments
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	Financial Reporting	Improving the way the Finance Dept delivers Operating & Capital financials to council	Marsha	workload	Plan/deliver modernized service	30	40		Looking into and working with Townsuite to get the financial report we want and need to present to Council
	Tax Sale	Tax Sale process & procedures have begun.	Bonnie	none noted	N/A	10	60		Reminders for oustanding taxes have been sent and tax sale pending was stamped on all 2 years in arrears
Finance	Scanning of documents	To have all documents scanned electronically	Marsha	workload	Improving Governance	40	100		Having electropnic documents makes it much more efficient when searching up invoices and other documents, especially during audit time
	Auditing Policy & Procedures Manual	To create a manual of auditing policies & procedures	Marsha	Workload	Improving Governance	10	20	Sep-25	
	2025-2026 Operating, Capital Reserve and Operating Reserve Budgets	Preparing 2025-2026 fiscal year budgets for Council approval	Marsha	none noted	Plan/deliver modernized service		10	May-25	Preliminary work on the 2025-2026 have begun

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	Glenwood Park Project #2	increase swimming area and improve safety	Natalie/ Ginette	Detailed design, enviromental issues	Providing a healthy/inclusive environment	60	75		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. Planning Assistance Grant Application submitted May10/24. RFP is ready. RFP Awarded to Viridis Consulting June 25. Initail meeting the week of
	Connect2 Funding application	Hire a consultanting firm to create a functional design	Natalie	RFP development	Providing a healthy/inclusive environment	75	80	01-Mar-25	First community engagemange held Jan 7/25
	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	85	85	01-Aug-24	First meeting with membership. New Board elected. Divison Reps will be appointed. Co-op student to help out with divisions. Starting date for soccer is May 27. 4 more weeks of play.
Recreation	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	50	100	01-Jun-25	Applying for funding through CCTH and conversations with DNR for permisiion. Permission granted from DNR and funding approved. Shed onsite as of Fall 2024.
	Accessibility Plan Refresh	Plan needs to be refreshed by April 1 2025	Natalie	Lack of time	Plan/deliver modernized service	30	85	01-Apr-25	Meeting scheduled for July 5, 2024 to discuss steps moving forward. 3 community engagement sessions planned for October with 3 seniors groups. General survey sent to residents suscribed to simple texting (Argyle Connect). Projects separted in categories - completed, in progress, ongoing, not started. In Draft form. To be reviewed by Advisory Com Jan 24, 25
	Anti- Racism Plan 2025	New plan in place by April 1, 2925	Natalie	lack of time and resoursces	Providing a healthy/inclusive environment	10	40	01-Apr-25	Outline of activities need to be done. Plan is started. Engagement with students on Jnauary 24, 2025

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EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted	Providing a healthy/inclusive environment	80	85	31-Mar-26	Multiple meetings, long term commitment, expected tender to be end of October2024.
Recreation succession planning	Work alongside Department to determine proper succession and course of action	Alain	Reliant on department meetings	Plan/deliver modernized service	60	75	30-Sep-25	Prelim plan discussed, more detailed analysis needed.
Capital Reserve Policy	Develop policy on how Council allocates to future capital projects, new wind turbine revenues	Alain	Expected work in Fall 2024	Improving Governance			28-Feb-24	Work to begin in fall of 2024
Scotia Recycling contract negotiation	Regional negotiation of contract	Alain	Reliant on CAO availabilities	Providing a healthy/inclusive environment	95	100	05-Oct-24	Negotiation completed, contract amendment led by town
Mariners Center Internal Audit	Work as a region to address accounting issues at the mariners center	Alain	timing dependent on MC staff	Improving Governance	70	75	31-Dec-24	Three phases of work required to improve governance. audit preparation should be completed by Sept 20, 24
Airport municipal agreement	negotiate updated municipal agreeement with MODY/TOY	Alain	timing on negotiation with region	Supporting Economic Growth	95	95	31-Mar-24	final round - should be completed in days
Hire Housing Coordinator	develop position, confirm funding	Alain	description, advertise part time position	Supporting Economic Growth	60	60	10-Apr-24	Paused pending org review
Oyster Aquaculture- applications -ADA	Establish effective communication with residents, province	Alain	Council decisions required	Supporting Economic Growth	60	90	15-Jun-24	Awating PNS response to 47 site refresh
NS Guard - New Provincial EMO department	Asked to join a strike force for the province to set the required work to create	Alain	Ad hoc committee work	Keeping Residents and Businesses safe	90	90	15-Jul-24	Asked and accepted the position, meetings to occur in June
Fire Services improvements	Commence improvements to training, equipment, safety	Rene/Alain	Dependent on funding and fire departments	Keeping Residents and Businesses safe		10	30-Nov-25	Multiple recommendations to implement over time
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	95	100	31-May-24	Finalized, awaiting final reporting with fire departments and council
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-24	Application underway, will be submitted by AREA in summer of 2024
Noise pollution - public engagement	To present draft policy to key business and community	Alain	none noted	Supporting Economic Growth	75	85	15-Jun-23	Alix has handed the project back to the CAO, CAO is lead now

Office of the CAO

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	90	100	July 2024	All panels have been replaced. However we have to that need to be change, we also need to finish the vignettes. Plan is to complete by Dec 31. However to main goal of replacing the panels was completed in August/24
Exit 31 DOT Signs	Replace the two exits 31 signs	Alain	Photo contest for new design of sign	Supporting Economic Growth	95	95	aug 2025	Still waiting for TPW to install
Council orientation and training	ongoing orientation and training plans for councillors	aLin	coordinate internal and external training	Improving Governance	10	20	Jan 2026	ongoing orientation - taken Code of conduct, robe rules of order, internal training
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	Supporting Economic Growth	90	100	sept 24	Waiting for the study to be comleted by the Siem and Working on the Public information session in October
Election	Working with Council and CAO to prepare for Election 2024	Scott	Training	Improving Governance	70	100	01-O c	Nomination is complete all formal notification ha been done in local papers. Currently updating the Electors list and preparing for the actual election
Active transportation funding	apply for relevant AT funding	Alain	final report from engineers	Providing a healthy/inclusive environment		10	Feb 2025	Alain to apply for funding support for pathway construction
Mariners Center transition	transition of leadership	Alain	various	Providing a healthy/inclusive environment	10	30	June 2025	Team, Kyle B, Marsha d, Alain M, Board
RCMP GDPRM	Consideration of additional officers (regional)	Alain	Buyin from both MODY and MODA	Keeping Residents and Businesses safe	50	50	March 2025	meeting with MODY to discuss
Housing opportunities	Engaging Eilidh in fact finding exercice on housing options for Argyle	Alain/Rene/ Eilidh/Kyle	Funding	Plan/deliver modernized service	10	20	dec 2025	Initial meetings with developers planned, JE Hatf road project commenced.
Extended Producer Responsibility transition	Determine transition of recycling materials for Argyle	Alain/kyle	Agreement from Circular materials	Plan/deliver modernized service	30	40	March 2025	Waste check and other regions will be part of wo
Solid waste collection contract	Re-sign for pickup services	Alain	Conditional on EPR process	Plan/deliver modernized service	10	10	March 2025	looking into exending contract for a year