

DEPARTMENT REPORT FOR THE MONTH OF JANUARY 2026 - COMPLETED PROJECTS

OPERATIONAL SERVICES	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	STRATEGIC GOAL	COMMENTS
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Plan/deliver modernized service	Complete
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	Plan/deliver modernized service	Complete
	Asset Management plan	Working with consultants to structure the plan	Kyle	Plan/deliver modernized service	complete
	Asset list of infrastructure for CMA	See what useable infrastructure we currently have an asses what the needs of upgrades may be	Kyle	Providing a healthy/inclusive environment	
	Monitor and Asses Building energy Usage	Implementing circuit minitoring	Kyle	Plan/deliver modernized service	
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Plan/deliver modernized service	complete
	East Pubnico Water Utility	Phase 1 Tank Referbishment	Kyle	Plan/deliver modernized service	complete
	PEB Synthetic Track	Install Synthetic Track	Kyle	Plan/deliver modernized service	
	Courthouse Painting	Planning phase to prepare for tender	Kyle	Plan/deliver modernized service	

	Levy Bylaw	Work with YASTA and community to introduce Levy Bylaw	Kyle	Supporting Economic Growth	complete
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	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	STRATEGIC GOAL	COMMENTS
PROTECTIVE SERVICES	Accomodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René	Supporting Economic Growth	Complete
	Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot	René	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	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	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	Plan/deliver modernized service	
	Handrail project	Installing handrails in hallways in new Admin Bldg.	René	Providing a healthy/inclusive environment	Project cancelled
	Front Counter Safety	Installing safety glass at front counter	René	Providing a healthy/inclusive environment	Glass order and scheduled for Install in March - Project completed Feb. 8th
	Rural Transportation (HOPE Dial-a-Ride)	Working with Senior Safety Coordinator for a pilot project for transportation requirements.	René	workload	Pilot Project started

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Low Income Exemption Applications 2023	Compiling info and increase threshold amounts to assist more residents who are in need	Marsha	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	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	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	Improving Governance	
2024 Low Income Exemption	Complied information and bring to council for approval	Marsha	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	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	Plan/deliver modernized service	Bills were printed the week of May 21st. Due date July 31, 2024
Year End prep work & prepare for auditors	Prepare year end work as per auditors request	Marsha	N/A	Auditors have completed the audit

FINANCE

Scanning of documents	To have all documents scanned electronically	Marsha	Improving Governance	
Tax Sale	Tax Sale process & procedures have begun.	Bonnie	N/A	Tax Sale occurred March 19th.
Policy review	Updating current and creating new HR policies to comply with the MGA & FRAM	Marsha	Improving Governance	Credit card policy created and passed by council. Amendments to Expense claim policy updated and approved by council
2025-2026 Operating, Capital Reserve and Operating Reserve Budgets	Preparing 2025-2026 fiscal year budgets for Council approval	Marsha	Plan/deliver modernized service	Budgets approved May 15, 2025
Submission for PILT	online submission for Payment in lieu of taxes (PILT)	Marsha	Improving Governance	Online application is complete
Fire Grants	send fire departments fire grant cheques	Marsha	Improving Governance	Cheques have been mailed to Fire Departments
Grants to organization cheques	Send cheques to all organizations approved	Multiple People	Improving Governance	Cheques have been mailed to Organizations

2025 Tax Season	Support Finance Department with 2025 Tax Season	Multiple People	Improving Governance	Taxes due July 31, 2025
Municipal Audit	Yearly external audit	Marsha	Improving Governance	Auditors have been in and Financial Statements presentation will be Sept 23rd to the audit committee and Sept 25th to Council
Provincial Reporting	Complete and submit SOE (Statement of operations) and FIR (Financial Information Return) reports	Marsha	Improving Governance	SOE is completed and the province extended the deadline on the FIR to October 31, 2025

PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	STRATEGIC GOAL	COMMENTS
2022 Summer Day Camp Evaluation	Compiling survey results	Natalie	Plan/deliver modernized service	
Simple Texting	New way to connect with residents	Natalie/ Scott M	Plan/deliver modernized service	Ongoing and working very well
Hike	Guided hike to Bad pitch	Ginette	N/A	
Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie	N/A	
Memory café	Café for People with dementia and caregivers	Natalie	Providing a healthy/inclusive environment	Ongoing sessions. 5 Sessions per year. Last session was held on Janauary 16, 2024 at Wild Roots Restaurant
Grant Applications	Summer staff, equipment loan, women Golf	Natalie/ Ginette	Supporting Economic Growth	
Seniors Activity Kits	Spring Activity kits free for Seniors	Ginette	Providing a healthy/inclusive environment	

RECREATION	Glenwood Park Project	Accessible walkway, Beach Volleyball Court	Natalie/ Ginette	Providing a healthy/inclusive environment	Net removed for winter months
	Accessibility Education	online mandatory workshop for staff	Natalie		All employees took the accessibility online training. More to follow
	Accessibility Audits	Hire a consultant to do accessibility Audits on existing sidewalks and multipurpose courts	Natalie	Providing a healthy/inclusive environment	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
	Petanque Boulodrome	Develop court to play Petanque	Ginette/ Natalie		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	Plan/deliver modernized service	Some background work has been done and templates ready for the Day Camp Directors. Completed. Day Camps start July 2/24
	Kayak Shed at Glenwood Park	Kayak Loan Program at Glenwood Park during summer months	Ginette	Providing healthy and inclusion environments	
	Accessibility Plan Refresh	Plan needs to be refreshed by April 1 2025	Natalie	Plan/deliver modernized service	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 subscribed to simple texting (Argyle Connect). Projects separated in categories -completed, in progress, ongoing, not started. In Draft form. To be reviewed by Advisory Com Jan 24, 25. In draft Feb 2025. Plan approved by Council March 20/2025

Anti- Racism Plan 2025	New plan in place by April 1, 2025	Natalie	Providing a healthy/inclusive environment	Outline of activities need to be done. Plan is started. Engagement with students on Jnauary 24, 2025. Plan approved by Council March 20, 2025.
Glenwood Park Project #2	increase swimming area and improve safety	Natalie/ Ginette	Providing a healthy/inclusive environment	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 July 8. Draft design has been submitted for review. September 2024. Applications to Dept of Fisheries and Ocean are being made on behalf of MODA. Waiting for approval of the Plan from Department of Ocean and Fisheries on the revised plan. All document have been received. This project is shovel-ready
Reorganization of Soccer club	Argyle Recreation to act as a support to the Club	Natalie/ Ginette	Plan/deliver modernized service	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. Registration deadline of April 22/25 using RAMP system. The board is making their own decisions. Rec Staff is playing a supportive role.
Hiring of Summer staff	17 positions to fill plus 2 spare leaders	Natlaie	Plan/deliver modernized service	Directors started June 16. The remaining staff start June 23.
Day Camps	Registration and prep work	Natalie	new young staff	Registration opened 2 weeks ealier than ever. Directors are prep their daily schedules. Meeting with the principals and directors with Nat for clear communication of what/where the day camp staff are allowed or not in each school. Mid Summer evauluation will take place July 23/25

Kayak Storage Shed	Kayaks (and all equipment for kayaks) are stored in our shed at Glenwood Park.	Joel	Working with DNR	Storage shed bought and in place. Shelving for kayaks done. 6 kayaks are there. Working on a keyless entry to the shed so people can call us to set up a code.
Equipment Loan	Promotional Video	Joel	Availability of others	Video has been taken with the help of Alix. Joel editted. Hoping to be ready by the end of the month.
Volunteer Recognition	Get Council to appoint 1 member of their district to be recognized in late September on FB. Provincial Rep has been chosen and info sent to the Prov.	Natalie	Council input required	3 nominations were received for Prov Rep. Staff voted. Deadline to submit is August 16. All nominations received from Council. Will be posted on FB week of Sept 29. Donna Spinney will be the Provincial Representative, Celebrations in Halifax Monday, Sept 29. Donna Soinney was recognized in Halifax on Sept 29. Municipal representatives were featured on MUN Argyle Facebook during the week of Sept 29/25. Certificates and gifts were given to recipients.
Equipment loan Promotion	Improve awareness	Joel	Plan/deliver modernized service	Fnding from ACF received to hire videographer. Equipment loan video is completed. Kayak loan at Glenwood park completed and waiting approval from DNR to release on social media. Videos released on social media.

PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	STRATEGIC GOAL	COMMENTS
Long term Master Capital Plan	develop draft capital multiyear priorities, with leadership input	Alain	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	Plan/deliver modernized service	Council decision to abandon this initiative. project therefore completed.
Capital investment plan	Approve 5 year capital plan	Alain	Plan/deliver modernized service	Requires final review and presentation to council
Joint police advisory	restart Joint committee	Alain	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	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	Plan/deliver modernized service	
Governance meeting & scoping meeting - Mariners expansion	Communication and coordination of work, assist Brophy, advise Albright	Alain	Plan/deliver modernized service	
RFD - Fire services review	assess issues surrounding fire service delivery, recommend action to council	Alain	Plan/deliver modernized service	
Finalize strat plan action items	finish action items, obtain support and commitment from leadership team	Alain	N/A	
Finalize purchase of Mariners center, finalize agreements	negotiations complete, final review and recommendation to council	Alain	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	Supporting Economic Growth	Funding not approved - Project Cancelled
	Veterans Banner Project	2nd year of the project	Scott		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	Plan/deliver modernized service	Completed
	East Pubnico Tank failure	Assess funding options for the replacement of the tank floor, prepare council for the potential investment	Kyle/Marty/ Alain	Keeping Residents and Businesses safe	Funding for phase one confirmed, contractor engaged to do work - CAO work completed.
	MCGP funding	obtain funding for East Pubnico Tank and potentially Tusket treatment expansion	Alain	Supporting Economic Growth	Announcement for both funded projects
	Waste Park Budget	Advisory services to Waste Park for budget preparation and approval	Alain	Providing a healthy/inclusive environment	Completed TBR application and submission
	HR replacement, new hire	Mat leave for EA, new housing coordinator position	Alain	Plan/deliver modernized service	Hire confirmed
	Capital budget highlights	Update Master Capital plan, issue plan for 2024-25	Alain	Supporting Economic Growth	Final to present wednesday April 24th
	Argyle ADA	contribute time and input on application for ADA lease	Alain	Supporting Economic Growth	Announcement official, ADA applications open

OFFICE OF THE CAO	Jumpstart contract	negotiate and plan jumpstart initiative	Alain	Providing a healthy/inclusive environment	Announcement May 15, 24
	Mariners Center Budget 24-25	review and provide comments and recommendation on 24-25 budget	Alain	Plan/deliver modernized service	M approved by council
	Track and Field - PEB	Construction of a synthetic track field, accessible, inclusive, completing phase 2 of 3 for the track	Kyle/Alain	Providing a healthy/inclusive environment	recommenced work this spring
	Funding application - Federal housing	Innovative solutions to rural housing - \$200,000 application	Alain	Supporting Economic Growth	Application denied - unsuccessful
	CMA Banner project	Submitted application to Street Beautification Grant to purchase banner that would be installed around the municipality. This a regional project with MODY, Town, Clare and Barrinton	Scott		
	Scotia Recycling contract negotiation	Regional negotiation of contract	Alain	Providing a healthy/inclusive environment	
	Fire Services Review	Create local team of advisors, assess the current situation with fire services, consider adding resources to meet needs of departments	Alain	Keeping Residents and Businesses safe	
	CMA Project - Clare /Argyle Tourism Development Initiative	Replace or Refresh the Interpretive panels in both areas	Scott	Supporting Economic Growth	

Low Carbon Community	Submitted a application for for a feasibility study or Strategic plan for EV Vehcile and Charging stations in the municipality	Scott	Supporting Economic Growth	
Election	Working with Council and CAO to prepare for Election 2024	Scott	Improving Governance	
Airport municipal agreement	negotiate updated municipal agreement with MODY/TOY	Alain	Supporting Economic Growth	
Regional solar initiative	Sign intermunicipal agreement and AREA agreement, support application for solar farm creation	Alain	Supporting Economic Growth	
FOIPOP	Requests for information from the public	Alain	Improving Governance	Moved FOIPOP administration to Kyle Boudreau
Exit 31 DOT Signs	Replace the two exits 31 signs	Alain	Supporting Economic Growth	TPW confirmed install in spring 2025
RCMP GDPRM	Consideration of additional officers (regional)	Alain		Two officers approved, NS Justice advised, MODY and MODA approved, complete
Solid waste collection contract	Re-sign for pickup services	Alain	Plan/deliver modernized service	To be released monday feb 24
Light pollution - public engagement	To present draft policy to key business and community	Alain	Supporting Economic Growth	Draft for update to council on agenda, next steps required on transition
Mariners Center Internal Audit	Work as a region to address accounting issues at the mariners center	Alain	timing dependent on MC staff	Our commitment to this has been met, MODY and TOWN have not completed their internal audits
Complaint - Municipal Conflict of Interest Act	Submit complaint to third party investigator	Alain	Received complaint under involvement in ADA	Accused of being in a conflict myself, this item was transferred to Kyle Boudreau to present to council
Mega Solar project application	support AREA in application for mega solar project	Alain	collective discussions with AREA, Shelburne, Lunenburg	Council decision to transfer application to private industry, shall be reimbursed

	Revised organizational chart and HR plan 2025	Succession planning, and workflow changes for Council consideration	Alain	For Council's endorsement at a future meeting	Completed and approved by council
	Mariners Center CEO transition	transition of leadership	Alain	Providing a healthy/inclusive environment	CEO selected and will be announced