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For the month of**

FEBRUARY 2023

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion		Expected completion date
						in percentage for January (last month)	in percentage for February (this month)	
Operations	WedgePort Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service	 20	 20	Nov-23
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	 10	 10	Aug-23
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	Plan/deliver modernized service	 40	 50	Jul-23
	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service	 60	 70	Sep-23
	Courthouse Painting	Planning phase to prepare for tender	Kyle	Workforce	Plan/deliver modernized service	 10	 10	Oct-23
	Tusket Brewery Wastewater Solution	Investigation and testing currently happening	Kyle	Budget Always	Keeping Residents and Businesses safe	 10	 10	Feb-23
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle	Changing/ Living Doc	Plan/deliver modernized service	 30	 40	Dec-23
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	 10	 10	Dec-23
	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	 10	 10	Jul-23

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Protective Services	Accommodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René	Time and effort from other committees	Supporting Economic Growth		10	23-Jun
	Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot and throughout the building	René	Approval to capital budget	Providing a healthy/inclusive environment		10	23-Oct
	Updating fees for Municipal services	Modernizing development, permitting and other municipal fees	René	none noted	modernized service		30	23-Dec
	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		10	24-Jan
	Subdivision By-Law	Create a municipality specific By-Law	John	WSP	Supporting Economic Growth		10	24-Sep
	Explore Exit 31 Business Park	Possibly re-zoning and focusing on commercial & industrial uses	Multiple People		Supporting Economic Growth		10	25-Dec
	Upgrading Permitting system	Modernizing to an online and cloud-based system	Multiple People	Council/Public Current permitting process	Plan/deliver modernized service		10	24-Dec

Recreation						Status of Completion in percentage for		Expected completion date
	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	January (last month)	February (this month)	
	2022 Summer Day Camp Evaluation	Compiling survey results	Natalie	Analyze Result of Survey	Plan/deliver modernized service	 80	 85	23-May
	Simple Texting	New way to connect with residents	Natalie/ Scott M	Getting residents to	Plan/deliver modernized service	 80	 85	23-May
	Hike	Guided hike to Bad pitch	Ginette	Promotion	N/A	 80	 100	12-Feb-23
	Knitting 101 Course	At West Pubnico Golf and Country	Ginette/ Natalie	Promotion	N/A	 80	 100	08-Mar-23
	Memory café	Café for People with dementia and car	Natalie	Awareness	Providing a healthy/inclusive environment	 30	 75	14-Mar-23
	Grant Applications	Summer staff, equipment loan, wome	Natalie/ Ginette	Prep work for summ	Supporting Economic Growth	 80	 100	15-Feb-23
	Seniors Activity Kits	Spring Activity kits free for Seniors	Ginette	Not enough for all	Providing a healthy/inclusive environment	 10	 50	31-Mar-23
	Accessibility Education	online manditory workshop for staff	Natalie	Adding more modules for training			 10	31-Mar-23

Office of the CAO						Status of Completion in percentage for			
	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	January (last month)	Status of Completion in percentage for February (this month)	Expected completion date	
	2023-2024 capital budget	develop draft capital priorities for the year, with leadership input	Alain	none noted	Plan/deliver modernized service	 20	 60	15-Mar-23	
	23-24 operating budget projection	Project revenue and expenditures for the coming year to identify issues early	Alain	timing on infomration from PNS	Plan/deliver modernized service	 40	 100	15-Feb-23	
	Governance meeting & scoping meeting - Mariners expansion	Communication and coordination of work, assist Brophy, advise Albright	Alain	None noted	Plan/deliver modernized service	 40	 100	13-Feb-23	
	RFD - Fire services review	assess issues surrounding fire service delivery, recommend action to council	Alain	input from key fire volunteers investment of time/effort in one on one sessions with key staff	Plan/deliver modernized service	 60	 100	20-Feb-23	
	Finalize strat plan action items	finish action items, obtain support and commitment from leadership team	Alain		N/A	 60	 100	20-Feb-23	
	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	 90	 95	05-Mar-23	
	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	 10	 20	May-24	
	CMA Project - Clare /Argyle Tourism Development Initiative	Create a fund for destival and events to provide year round tourism	Scott	Need approval from ACOA & Acadian Affaires	Supporting Econom	 10	 20	Jul-23	
Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	Photo contest for new design of sign	Supporting Econom	 30	 40	23-Oct		
Request System	Provide easier way for resident to request info	Scott	In the process of going live on our webiste	Plan/deliver modernized service	 90	 95	Apr-23		