## Department Report For the month of

## FEBRUARY 2023

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Completion percentage January ( month	on in ge for (last	Status of Completion in percentage for February (this month)	Expected completion date
		Currently out to tender/ closes Feb		Budget/	Plan/deliver modernized				
	Phase 3	23rd	Kyle	Workforce	service		20	20	Nov-
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe Plan/deliver	Ĺ	10	10_	Aug
					modernized				
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	service		40	50_	Jul-
Operations	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service		60	70_	Sep
	Counth avea Painting	Planning phase to prepare for	K.I.	Madelana	Plan/deliver modernized		10	10	0.4
	Courthouse Painting  Tusket Brewery Wastewater	tender  Investingation and testing currently	Kyle	Workforce	service  Keeping  Residents and	i i	10	10_	Oct
	Solution  Monitor and Asses Building	happening	Kyle	Budget Always Changing/ Living	Businesses safe Plan/deliver modernized		10	10_	Feb
	energy Usage	Implimenting circuit minitoring	Kyle	Doc	service Plan/deliver		30	40_	Dec
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	modernized service		10	10_	Dec
	Asset list of infrastructure	See what useable infrastracture we currently have an asses what the			Providing a healthy/inclusive				
	for CMA	needs of upgrades may be	Kyle	Time	environment		10	10	Ju

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	Accomodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René	Time and effort from other committees	Supporting Economic Growth	10		23-Jun
Protective Services	Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot and throughout the building  Modernizing development,	René	Approval to capital budget	Providing a healthy/inclusive environment Plan/deliver	10		23-Oct
Protective Services	Updating fees for Municipal services	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-zonning and focusing on commercial & industrial uses	Multiple People	0 1/0 1/1	Supporting Economic			
		Modernizing to an online and cloud-		Council/Public Current permitting	Growth Plan/deliver modernized			25-Dec
	Upgrading Permitting system	based system	Multiple People	process	service	10		24-Dec

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	Low Income Exemption Applications	Compiling info and increase threshold amounts to assist more residents who are in need	Marsha	Requires council's approval Information from	Improving Governance Plan/deliver	50	90	Mar-23
Finance	2023-2024 Operating Budget preparation	Begin upcoming budget deliberations  Tax bills will be generated in house by staff this year. Some preparation work is required.  Supplies & equipment needed	Marsha	PNS & Dept heads	modernized service Plan/deliver modernized	30	40	May-23
	2023 tax billing season	ordered  Create a policy to better manage	Marsha	none noted Requires council's	service	30	50	May-23
	Argyle Emergency Fund	the way the funds are distributed	Marsha	approval	Governance	10	30	Apr-23

						Status of Completion in		
				Fortuna consult O		percentage for	Status of Completion	Formantani
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	Activity/F10Ject	blief Description	Leau Stail	Darriers	Plan/deliver	Шопспу	rebruary (tills illolitil)	completion date
	2022 Summer Day Camp			Analyze Result of	modernized			
	Evaluation	Compiling survey results	Natalie	Survey	service	80	85	23-May
		, , , , , , , , , , , , , , , , , , ,		,	Plan/deliver			,
Recreation					modernized			
Recreation	Simple Texting	New way to connect with residents	Natalie/ Scott M	Getting residents t	o 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
					Providing a			
		0.575 0 1 111 1 11 11			healthy/inclusive		75	4444 22
	Memory café	Café for People with dementia and c	ar Natalie	Awareness	environment	30	75	14-Mar-23
					Supporting Economic			
	Grant Applications	Summer staff, equipment loan, wom	A Natalia / Cinatta	Prep work for sum		80	100	15-Feb-23
	Grant Applications	Summer starr, equipment loan, worn	C Natalle/ Gillette	Frep Work for Suffi	II GIOWIII		100	15-160-25
					Providing a			
					healthy/inclusive			
	Seniors Activity Kits	Spring Actvity kits free for Seniors	Ginette	Not enough for all		10	50	31-Mar-23
	Accessibility Education	online manditory workshop for staff	Natalie	Adding more modu		-	10	31-Mar-23

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					Plan/deliver			
	2023-2024 capital budget	develop draft capital priorities for the year, with leadsership input Project revenue and expenditures	Alain	none noted timing on	modernized service Plan/deliver	20	60	15-Mar-23
	23-24 operating budget projection Governance meeting &	for the coming year to identify issues early Communication and coordination	Alain	infomration from PNS	modernized service Plan/deliver	40	100	15-Feb-23
	scoping meeting - Mariners expansion	of work, assist Brophy, advise Albright	Alain	None noted	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	Plan/deliver modernized service	60	100	20-Feb-23
		finish action items, obtain support		investment of time/effort in one on one				
Office of the CAO	Finalize strat plan action items	and commitment from leadership team	Alain	sessions with key staff	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	Create a fund for destival and events to provide year round	Scott	Need approval from ACOA & Acadian	Supporting Economic	10	20	Jul 22
	Development Initiative	tourism	Scott	Affaires  Photo contest for	Supporting Econom	10	20	Jul-23
	Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	new design of sign In the process	Supporting Econom Plan/deliver	30	40	23-Oct
	Request System	Provide easier way for resident to request info	Scott	of going live on our webiste	modernized service	90	95_	Apr-23