

**Department Report  
For the month of**







**JUNE 2023**

Operations	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion last month (May)	Status of Completion this month (June)	Expected completion date
	Wedgeport Wastewater Phase 3	Currently out to tender/ closes Feb 23rd	Kyle	Budget/ Workforce	Plan/deliver modernized service	20	30	Nov-23
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	30	30	Aug-23
	Courthouse Window Retrofit	Rebuild windows at courthouse	Kyle	NONE	Plan/deliver modernized service	70	75	Jul-23
	Asset Management plan	Working with consultants to structure the plan	Kyle	NONE	Plan/deliver modernized service	95	100	Sep-23
	Courthouse Painting	Planning phase to prepare for tender	Kyle	Workforce	Plan/deliver modernized service	20	20	Oct-23
	Tusket Brewery Wastewater Solution	Investigation and testing currently happening	Kyle	Budget Always Changing/ Living Doc	Keeping Residents and Businesses safe	10	30	Feb-23
	Monitor and Asses Building energy Usage	Implimenting circuit minitoring	Kyle		Plan/deliver modernized service	60	80	Dec-23
	Next Phase J.E Hatfield Court Development	Extension J.E Hatfield Court	Kyle	Time	Plan/deliver modernized service	20	30	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/inclusiv e environment	20	20	Jul-23

Protective Services	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status of Completion last month (May)	Status of Completion this month (June)	Expected completion date
	Accommodations for CMA 2024	Reviewing schools & community halls, recommending service improvements & funding	René	Time and effort from other committees	Supporting Economic Growth		30	23-Jun
	Administration Building Accessibility improvement plan	Improve accessibility for staff in parking lot	René	Approval to capital budget	Providing a healthy/inclusive environment		50	23-Dec
	Administration Building Accessibility improvement plan	Improve accessibility for staff throughout the building	René	Approval to capital budget	Providing a healthy/inclusive environment		50	23-Oct
	Updating fees for Municipal services	Modernizing development, permitting and other municipal fees	René	none noted	Plan/deliver modernized service		95	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			24-Jan
	Subdivision By-Law	Create a municipality specific By-Law	John	WSP	Supporting Economic Growth			24-Sep
	Explore Exit 31 Business Park	Possibly re-zoning and focusing on commercial & industrial uses	Multiple People		Supporting Economic Growth			25-Dec
	Upgrading Permitting system	Modernizing to an online and cloud-based system	Multiple People	Council/Public Current permitting process	Plan/deliver modernized service			24-Dec





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	Office of the CAO	2023-2024 capital budget	develop draft capital priorities for the year, with leadership input	Alain	none noted	Plan/deliver modernized service			10-Apr-23
EPC - Mariners Center		Participation in MC expansion action committee	Alain	none noted	Providing a healthy/inclusive environment		10	20	01-Sep-25
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		70	80	31-Oct-23
Joint police advisory		restart Joint committee	Alain	obtaining argyle community member dependent on provincial application and community engagement dependant on successful application, AREA work, location	Keeping Residents and Businesses safe		75	75	15-May-23
Argyle wind development		support developers through information, assist in LUB amendment, education	Alain	successful application, AREA work, location	Supporting Economic Growth		75	75	01-Apr-26
Regional solar initiative		Sign intermunicipal agreement and AREA agreement, support application for solar farm creation	Alain	none noted	Supporting Economic Growth		60	70	30-Nov-23
Noise pollution - public engagement		To present draft policy to key business and community questions/concerns from residents	Alain	none noted	Supporting Economic Growth				15-Jun-23
West Pub community meeting - follow up items		to follow up (ATV paths, DOT issues)	Multiple People	none noted	Providing a healthy/inclusive environment		40	50	15-May-23
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				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				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				20-Feb-23



	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			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			04-Apr-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		30	May-24
	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		20	Jul-23
	Exit 31 DOT Signs	Replace the two exits 31 signs	Scott	Photo contest for new design of sign	Supporting Economic		50	23-Oct
	Veterans Banner Project	2nd year of the project	Scott	Promote an install banners for vetean families			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	Apr-23
	Low Cardon 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			50	24-May