

Department Report - Active Projects
For the month of June 2025

Operations	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - April 2025	Status Update - June 2025	Expected completion date	Comments
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	<div><div></div></div> 20	<div><div></div></div> 20	Sep-25	Working with NS Power to get site scope
	Tusket Brewery Wastewater Solution	Investingation and testing currently happening	Kyle	Budget	Keeping Residents and Businesses safe	<div><div></div></div>	<div><div></div></div>	Dec-25	Grant Received working on design proposals
	Tusket Waste Water Expansion	Design and completed expansion	Kyle		Plan/deliver modernized service	<div><div></div></div> 50	<div><div></div></div> 70	Sep-25	Tender awarded to Garian
	Levy Bylaw	Work with YASTA and community to introduce Levy Bylaw	Kyle	Informing and buy-in of resident	Supporting Economic Growth	<div><div></div></div> 95	<div><div></div></div> 100	01-Jun	complete
	East Pubnico Tank Retrofit	new floor, ladder, vent, coorosion protetion and coating	Kyle		Keeping Residents and Businesses safe	<div><div></div></div> 95	<div><div></div></div> 100	30-May	
	JE Hatfield Court Expansion	Extend JE Hatfield court	Kyle	Potential Wetlands	Supporting Economic Growth	<div><div></div></div> 30	<div><div></div></div> 60	30-Jul	Waiting on decsion around wetlands. Had to Build up road with more suitable material
	FIOPOP	FIOPOP Requests	Kyle	Ongoing Requests	Improving Governance	<div><div></div></div> 10	<div><div></div></div> 60	Ongoing	
	Solid Waste Collection	New Solid Waste Collection Provider	Kyle		Keeping Residents and Businesses safe	<div><div></div></div> 70	<div><div></div></div> 100		
	Mariners Centre Expansion	Support Mariners centre project manager	Kyle		Supporting Economic Growth	<div><div></div></div> 20	<div><div></div></div> 30	September of 2026	

Protective Services	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - April 2025	Status Update - June 2025	Expected completion date	Comments
	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	<div><div></div></div> 30	<div><div></div></div> 40	25-Dec	No new progress yet
	Subdivision By-Law	Create a municipality specific By-Law	Multiple People	WSP	Supporting Economic Growth	<div><div></div></div> 10	<div><div></div></div> 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	<div><div></div></div>	<div><div></div></div>	25-Dec	No new progress yet
	Upgrading Permitting system	Modernizing to an online and cloud-based system	Multiple People	Current permitting process	Plan/deliver modernized service	<div><div></div></div> 60	<div><div></div></div> 70	24-Dec	
	Parking Accessibility at 5 J.E. Hatfield	Improving Accessibility to Administrative building from overflow parking lot	René	Workload/Budget	Providing a healthy/inclusive environment	<div><div></div></div> 20	<div><div></div></div> 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/Budget	Keeping Residents and Businesses safe	<div><div></div></div> 50	<div><div></div></div> 60	01-Dec	As per Article C25 Naming of Municipal Streets and Private Roads -This will be completed in 4 Phases over 3 Years*Signs and posts recived and installation on hold until weather changes.
	Fire Services Review	Working on Action items OH&S requirements, training, record keeping, equipment replacing	Multiple People	Budget/Worforce & Volunteers	Keeping Residents and Businesses safe	<div><div></div></div> 20	<div><div></div></div> 20	2027-12-01	Improving our fire departments - OH&S Contractor contacted to begin work on the requirements
	Fire By-Law/Polocies	Fire By-Law/Policies	René	Workload/Budget	Keeping Residents and Businesses safe	<div><div></div></div> 20	<div><div></div></div> 30	28-Feb	This will help establish guidance for our volunteers and staff.
	Pubnico Library	Working with Western Regional Libraries (WRL) in finding a new location to relocate in Pubnico to improve service, accessibility and energy efficiency.	René	Workload/Budget	Plan/deliver modernized service	<div><div></div></div> 10	<div><div></div></div> 20	26-Dec	Helping with WRL staff with minimum requirements for accessibility, zoning and locations.
	JE Hatfield Court Expansion LUB review	Reviewing current LUB to ensure new development does not require ammendments	René	Workload/Budget	Supporting Economic Growth	<div><div></div></div> 10	<div><div></div></div> 30	25-Dec	WSP is concentrating on J.E. Hatfield zoning and exploring possible zoning changes that may be required
	Rural Transportation (HOPE Dial-a-Ride)	Working with Senior Safety Coordinator for a pilot project for transportation requirements.	René	workload	Providing a healthy/inclusive environment	<div><div></div></div> 10	<div><div></div></div> 20	25-Sep	Working with HOPE to establish a ride service for Argyle

Finance	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal		Status Update - April 2025	Status Update - June 2025	Expected completion date	Comments
	Financial Reporting	Improving the way the Finance Dept delivers Operating & Capital financials to council	Marsha	workload	Plan/deliver modernized service		<div><div></div></div> 40	<div><div></div></div> 40	Dec-24	Looking into and working with Townsuite to get the financial report we want and need to present to Council
	Auditing Policy & Procedures Manual	To create a manual of auditing policies & procedures	Marsha	Workload	Improving Governance		<div><div></div></div> 30	<div><div></div></div> 30	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		<div><div></div></div> 95	<div><div></div></div> 100	May-25	Budgets approved May 15, 2025
	Improvements of internal controls	working at improving and streghtening internal controls within the Finance Dept	Marsha	workload	Improving Governance		<div><div></div></div> 90	<div><div></div></div> 90	May-25	Made changes in townsuite to better improve internal controls and presented to the Audit committee
	Municipal Audit	Yearly external audit	Marsha	none noted	N/A			<div><div></div></div> 90	Sep-25	Auditors have been in and Financial Statements presentation will be in September 2025
	Software updates with Townsuite	Working with Townsuite to add in employee portal	Marsha	none noted	Improving Governance			<div><div></div></div> 10	Dec-25	Waiting on Townsuite for pricing
	Submission for PILT	online submission for Payment in lieu of taxes (PILT)	Marsha	none noted	Improving Governance			<div><div></div></div> 100	Jun-25	Online application is complete
	Fire Grants	send fire departments fire grant cheques	Marsha	none noted	Improving Governance			<div><div></div></div> 80	Jul-25	cheques to be mailed in July
	Grants to organization cheques	Send cheques to all organizations approved	Multiple People	none noted	N/A			<div><div></div></div> 10	Jul-25	cheques to be mailed in July
	2025 Tax Season	Support Finance Department with 2025 Tax Season	Multiple People	Workload	N/A			<div><div></div></div> 75	Jul-25	tax invoices due July 31, 2025
	Provincial Reporting	Complete and submit SOE (Statement of operations) and FIR (Financial Information Return) reports	Marsha	Workload	Improving Governance			<div><div></div></div> 10	Sep-25	Both reports to be submitted to the province by September 2025. SOE usually completed in August and FIR in September once the Financial statements have been received from the auditors and approved by council

Office of the CAO	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal		Status Update - April 2025	Status Update - June 2025	Expected completion date	Comments
	EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted			<div><div></div></div> 80	<div><div></div></div> 80	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			<div><div></div></div> 90	<div><div></div></div> 95	30-Sep-25	Joel d'entremont hired as new Physical Activity coordinator
	Capital Reserve Policy	Develop policy on how Council allocates to future capital projects, new wind turbine revenues	Alain	Expected work in Fall 2024					28-Feb-24	Work to begin in July 2025
	Mariners Center Internal Audit	Work as a region to address accounting issues at the mariners center	Alain	timing dependent on MC staff	Improving Governance		<div><div></div></div> 70	<div><div></div></div> 70	31-Dec-24	Audit assistance completed by Argyle, internal controls are the responsibility of MODY/TOWN
	Hire Housing Coordinator	develop position, confirm funding	Alain	prepare job description, advertise part time position	Supporting Economic Growth		<div><div></div></div> 60	<div><div></div></div> 60	10-Apr-24	Paused pending org review – see org review item below
	Oyster Aquaculture- applications -ADA	Establish effective communication with residents, province	Alain	Council decisions required	Supporting Economic Growth		<div><div></div></div> 75	<div><div></div></div> 85	15-Jun-24	Awating PNS response to 47 site refresh
	Negotiations - Waste park and circular materials	Establish 3 year contract with Circular materials for EPR support - waste park operations	Alain	All 3 CAO's are required	Plan/deliver modernized service			<div><div></div></div> 10	30-Sep-25	Initial contact with CAO's - meetings set in the coming weeks
	Pension plan review	Adjust pension plan for staff, old pension requiring revamping	Alain	third party review, timing dependent on their execution	Plan/deliver modernized service			<div><div></div></div> 10	30-Sep-24	Eckler hired to do actuarial work
	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		<div><div></div></div> 90	<div><div></div></div> 90	15-Jul-24	next meeting June 24
	Fire Services improvements	Commence improvements to training, equipment, safety	Rene/Alain	Dependent on funding and fire departments	Keeping Residents and Businesses safe		<div><div></div></div> 30	<div><div></div></div> 40	30-Nov-25	Draft job description for fire coordinator completed, coordination of new policies and procedures underway
	Noise pollution - public engagement	To present draft policy to key business and community	Alain	none noted	Supporting Economic Growth		<div><div></div></div> 95	<div><div></div></div> 100	15-Jun-23	Draft for update to council on agenda, next steps required on transition

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