Department Report - Active Projects For the month of June 2025

	Activity/Project	Brief Description	Lead staff	Future work &	Strategic Goal			il Status Upda		Expected	Comments
				barriers			2025	202	5	completion date	
		Red Cap Lift Station/ Currently		Budget /	Keeping Residents and Businesses						
	PS 5 Overflow controls		Kyle	Workforce	safe		2		20	Son 2E	Working with NS Power to get site scope
			Kyle	WORKIOICE	Keeping Residents		2		20	3ep-23	working with N3 Fower to get site scope
	Tusket Brewery Wastewater	Investingation and testing currently			and Businesses						
	Solution		Kyle	Budget	safe					Dec-25	Grant Received working on design proposals
					Plan/deliver						
	Tusket Waste Water				modernized						
	Expansion	Design and completed expansion	Kyle		service		5	0	70	Sep-25	Tender awarded to Garian
				Informing and							
		Work with YASTA and community		buy-in of	Supporting						
	Levy Bylaw	to introduce Levy Bylaw	Kyle	resident	Economic Growth		9	5	100	01-Jun	complete
					Keeping Residents						
		new floor, ladder, vent, coorosion			and Businesses						
	East Pubnico Tank Retrofit	protetion and coating	Kyle		safe		9	5	100	30-May	
Operations				Potential	Supporting						Waiting on decsion around wetlands. Had to Build
	JE Hatfield Court Expansion	Extend JE Hatfield court	Куlе	Wetlands	Economic Growth		3	0	60	30-Jul	up road with more suitable material
				Ongoing	Improving						
	FIOPOP	FIOPOP Requests	Kyle	Requests	Governance		1	0	60	Ongoing	
			,		Keeping Residents					0 0	
		New Solid Waste Collection			and Businesses						
	Solid Waste Collection	Provider	Kyle		safe		7	0	100		
	Marinana Cantus Europaian	Support Mariners centre project	Kula		Supporting		2		20	Contomber of 2020	
	Mariners Centre Expansion	manager	Kyle		Economic Growth		2	0	30	September of 2026	
						11					

A ativity / Draigat	Brief Description	Lood staff	Future work &	Stratogic Goal		Status Update -	April	Status Update - June	Expected	Comments	
Activity/Project	Briel Description	Lead Stall	barriers			2025		2025	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			30	40	25-Dec	No new progress yet	
Subdivision By-Law	Create a municipality specific By-Law	Multiple People	WSP	Supporting Economic Growth			10	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						No new progress yet	
Upgrading Permitting system	Modernizing to an online and cloud- based system	Multiple People	Current permitting process	Plan/deliver modernized service			60	70	24-Dec		
Parking Accessibility at 5 J.E. Hatfield	Improving Accessibility to to Administrative building from overflow parking lot	René	Workload/Budge t	Providing a healthy/inclusive environment			20	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/Budge t	Keeping Residents and Businesses safe			50	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	and Businesses safe			20	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/Budge t	Keeping Residents and Businesses safe			20	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/Budge t	Plan/deliver modernized service			10	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/Budge t	Supporting Economic Growth			10	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			10	20		Working with HOPE to establish a ride service for Argyle	
	Procedures (SWP) Subdivision By-Law Explore Exit 31 Business Park Upgrading Permitting system Parking Accessibility at 5 J.E. Hatfield Private Road Signage Fire Services Review Fire By-Law/Polocies Pubnico Library JE Hatfield Court Expansion LUB review Rural Transportation (HOPE	Creating Safe Work Procedures (SWP)Updating and creating new SWP in needed areas. Example High risk workplace tasks.Subdivision By-LawCreate a municipality specific By-LawExplore Exit 31 Business Park Upgrading Permitting systemPossibly re-zonning and focusing on commercial & industrial usesParking Accessibility at 5 J.E. HatfieldModernizing to an online and cloud- based systemParking Accessibility at 5 J.E. 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	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - Apri 2025	il Stati	us Update - 2025	June	Expected completion date	Comments
		Improving the way the Finance			Plan/deliver						Looking into and working with Townsuite to get
		Dept delivers Operating & Capital			modernized						the financial report we want and need to present
	Financial Reporting	financials to council	Marsha	workload	service	40	0		40	Dec-24	to Council
	Auditing Policy & Procedures	To create a manual of auditing			Improving						
	Manual	policies & procedures	Marsha	Workload	Governance	30	0		30	Sep-25	
	2025-2026 Operating,				Plan/deliver						
	Capital Reserve and	Preparing 2025-2026 fiscal year			modernized						
	Operating Reserve Budgets	budgets for Council approval	Marsha	none noted	service	95	5		100	May-25	Budgets approved May 15, 2025
		working at improving and									Made changes in townsuite to better improve
	Improvements of internal	streghtening internal controls			Improving						internal controls and presented to the Audit
	controls	within the Finance Dept	Marsha	workload	Governance	90	0		90	May-25	committee
											Auditors have been in and Financial Statements
Finance	Municipal Audit	Yearly external audit	Marsha	none noted	N/A				90	Sep-25	presentation will be in September 2025
	Software updates with	Working with Townsuite to add in			Improving						
	Townsuite	employee portal	Marsha	none noted	Governance				10	Dec-25	Waiting on Townsuite for pricing
		online submission for Payment in			Improving						
	Submission for PILT	lieu of taxes (PILT)	Marsha	none noted	Governance		_		100	Jun-25	Online application is complete
		send fire departments fire grant			Improving						
	Fire Grants	cheques	Marsha	none noted	Governance				80	Jul-25	cheques to be mailed in July
	Grants to organization	Send cheques to all organizations	Multiple								
	cheques	approved	People	none noted	N/A				10	Jul-25	cheques to be mailed in July
		Support Finance Department with	Multiple								
	2025 Tax Season	2025 Tax Season	People	Workload	N/A				75	Jul-25	tax invoices due July 31, 2025
											Both reports to be submitted to the province by
		Complete and submit SOE									September 2025. SOE usually completed in
		(Statement of operations) and FIR									August and FIR in September once the Financial
		(Financial Information Return)			Improving						statements have been received from the auditors
	Provincial Reporting	reports	Marsha	Workload	Governance				10	Sep-25	and approved by council

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - 7 2025	April S	Status Update - June 2025	Expected completion dat	e Comments
	Glenwood Park Project #2	increase swimming area and improve safety	Natalie/ Ginette	Detailed design, enviromental issues	Providing a healthy/inclusive environment		75	100	22-Nov	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. Initial 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 -24 received. This project is shovel-ready
	Connect2 Funding application	Hire a consultanting firm to create a functional design	Natalie	RFP development	Providing a healthy/inclusive environment		75	95	01-Ma	First community engagemange held Jan 7/25. No report seen. Meeting with EXP on April 17. Final Report received but we will be asking for changes -25 / modifications
Recreation	Reorganization of Soccer club	Argyle Recreation to act as a support to the Club	Natalie/ Ginette	Lack of Volunteers to run the club	Plan/deliver modernized service		95	100	01-Au	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 -24 own decisions. Rec Staff is playing a supportive role.
	Multi-use pathway Plymouth	Hire a consultanting firm to create a functional design	Natalie	none noted	Plan/deliver modernized service		75	75	17-Ma	Public engagement session 1 of 3 is complet. Change in Project lead for RV Anderson. Waiting for more public consultations. Next public consultation will take place June 26 at 6pm at the -25 Plymouth School,
	Hiring of Summer staff	17 positions to fill plus 2 spare leaders	Natlalie	Lack of Applicants	Plan/deliver modernized service		20	100	23-May	Directors started June 16. The remaining staff start -25 June 23.
	Physical Activity Startegic Plan	5 year Strategic Plan. Required for the MPAL position	Joel	Time	Plan/deliver modernized service			10	27-Ma	A couple of focus group we done with students -26 form Drumlin. Survey developed
	Day Camps	Registration and prep work	Natalie	new young staff	Providing a healthy/inclusive environment			40	15-Aug	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 -25 are allowed or not in each school.

	Activity/Project	Brief Description	Lead staff	Future work & barriers	Strategic Goal	Status Update - Apri 2025	Status Update - Ju 2025	ne Expected completion date	Comments
	EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted		80		80 31-Mar-20	Multiple meetings, long term commitment, expected 5 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		90	0	95 30-Sep-2	Joel d'entremont hired as new Physical Activity coordinator
	Capital Reserve Policy		Alain	Expected work in Fall 2024				28-Feb-2	1 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 prepare job -	Improving Governance	70		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	description, advertise part time position	Supporting Economic Growth	66	,	60 10-Apr-2	Paused pending org review - see org review item- 1 below
	Oyster Aquaculture- applications -ADA	Establish effective communication with residents, province	Alain	Council decisions required	Supporting Economic Growth	75	;	85 15-Jun-2-	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			10 30-Sep-2	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			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	90		90 15-Jul-24	1 next meeting June 24
Office of the CAO	Fire Services improvements	Commence improvements to training, equipment, safety	Rene/Alain	Dependent on funding and fire departments	Keeping Residents and Businesses safe	30		40 30-Nov-2	Draft job description for fire coordinator completed, 5 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	99		15-Jun-2	Draft for update to council on agenda, next steps grequired on transition

			Received		Π					
			complaint under							
Complaint - Municipal	Submit complaint to third party		involvement in	Improving						Complaints are in the hands of our solicitor for
Conflict of Interest Act	investigator	Alain	ADA	Governance	Щ	20	40	1	30-Jun-25	comment
			early stages of							
			conversation with	Kanada a Davidanta						
Local Doctor Recruitmer	nt Local physician requests for office	Alain	potential new service	Keeping Residents and Businesses safe		10	20			Initial conversation with potential new medical service
	ic Local physician requests for office	Alain	coordinate	and Businesses sale	ΗĽ	10	20	-	15-Jun-25	ongoing orientation - taken Code of conduct, roberts
Council orientation and	ongoing orientation and training		internal and	Improving						rules of order, internal training, mandatory code of
training	plans for councillors	Alain	external training	Governance		50	50	ongoing		conduct training
		/ lialli	dependent on	Governance	H		50	ongoing		
	SPCA renegotiating shelter services		third party	Keeping Residents						
Dog control SPCA chang	ges with MODA	Alain/Rene	negotiation	and Businesses safe		20	40	3	30-Jun-25	Negotiations with SPCA ongoing, CAO's informed
					П					
				Providing a						
Mariners Center CEO				healthy/inclusive						Argyle no longer in position of interim leadership, Hr
transition	transition of leadership	Alain	various	environment	Щ	75	90	June 2025		consultants leading the rehire of the CEO
		Alain/Rene/Ei		o. /:						
	Engaging Eilidh in fact finding exercice		From all an a	Plan/deliver		20	50	1		Initial meetings with developers planned, JE Hatfield
Housing opportunities	on housing options for Argyle	lidh/Kyle	Funding	modernized service	\square	20	50	dec 2025		road project commenced.
Extended Producer	Determine transition of recycling		Agreement from	Plan/deliver						Obtained draft pricing arrangement, solid waste
Responsibility transition	, 3	Alain/kyle	Circular materials	modernized service		75	85	July 2025		contract updated
		Aldiny Kyle	For Council's	inoucrinized service	H	75	05	July 2025		
Revised organizational c	chart Succession planning, and workflow		endorsement at a	Plan/deliver						Salary admin policy, first reading, presentation of
and HR plan 2025	changes for Council consideration	Alain	future meeting	modernized service			70	July 2025		revised chart, and financial adjustments to budget
· ·			collective		L +					
			discussions with		111					
Mega Solar project	support AREA in application for mega		AREA, Shelburne,	Plan/deliver	111					
application	solar project	Alain	Lunenburg	modernized service	Щ		40	July 2025		
					1 1 7					