













DEPARTMENT REPORT FOR THE MONTH OF JULY 2025 - ONGOING PROJECTS

OPERATIONAL SERVICES	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATIS UPDATE - JUNE 2025	STATUS UPDATE - JULY 2025	EXPECTED DATE OF COMPLETION	COMMENTS ABOUT PROGRESS
	PS 5 Overflow controls	Red Cap Lift Station/ Currently design Phase	Kyle	Budget / Workforce	Keeping Residents and Businesses safe	 20	 20	September 2025	Working with NS Power to get site scope
	Tusket Brewery Wastewater Solution	Investigation and testing currently happening	Kyle	Budget	Keeping Residents and Businesses safe	 0	 10	December 2025	Grant Received working on design proposals
	Tusket Waste Water Expansion	Design and completed expansion	Kyle		Plan/deliver modernized service	 70	 80	September 2025	Tender awarded to Garian
	JE Hatfield Court Expansion	Extend JE Hatfield court	Kyle	Potential Wetlands	Supporting Economic Growth	 60	 70	July 2025	Waiting on decsion around wetlands. Had to Build up road with more suitable material
	FOIPOP	FOIPOP Requests	Kyle	Ongoing Requests	Improving Governance	 60	 85	Ongoing	
	Mariners Centre Expansion	Support Mariners centre project manager	Kyle		Supporting Economic Growth	 30	 40	September 2026	

PROTECTIVE SERVICES	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - JUNE 2025	STATUS UPDATE - JULY 2025	EXPECTED COMPLETION DATE	COMMENTS ABOUT PROGRESS
	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	40	40	December 2025	No new progress yet
	Subdivision By-Law	Create a municipality specific By-Law	Multiple People	WSP	Supporting Economic Growth	10	10	December 2025	WSP is concentrating on J.E. Hatfield zoning
	Explore Exit 31 Business Park	Possibly re-zoning and focusing on commercial & industrial uses	Multiple People	Council/Public	Supporting Economic Growth			December 2025	No new progress yet
	Upgrading Permitting system	Modernizing to an online and cloud-based system	Multiple People	Current permitting process	Plan/deliver modernized service	70	75	December 2024	
	Parking Accessibility at 5 J.E. Hatfield	Improving Accessibility to Administrative building from overflow parking lot	René	Workload/Budget	Providing a healthy/inclusive environment	20	20	Postponed	Not included in this years budget
	Private Road Signage	Installing Signage where required per the By-Law	Multiple People	Workload/Budget	Keeping Residents and Businesses safe	60	70	December 2025	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	20	20	December 2027	Improving our fire departments - OH&S Contractor contacted to begin work on the requirements
	Fire By-Law/Polocies	Fire By-Law/Polocies	René	Workload/Budget	Keeping Residents and Businesses safe	30	30	February 2028	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	20	30	December 2026	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	30	40	December 2025	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	20	60	September 2025	Pilot Project started

FINANCE	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - JUNE 2025	STATUS UPDATE - JULY 2025	EXPECTED COMPLETION DATE	COMMENTS ABOUT PROGRESS
	Financial Reporting	Improving the way the Finance Dept delivers Operating & Capital financials to council	Marsha	workload	Plan/deliver modernized service	40	40	Dec-25	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	30	30	September 2025	
	Improvements of internal controls	working at improving and streghtening internal controls within the Finance Dept	Marsha	workload	Improving Governance	90	95	May 2025	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	90	95	September 2025	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	10	10	December 2025	Waiting on Townsuite for pricing
	Fire Grants	send fire departments fire grant cheques	Marsha	none noted	Improving Governance	80	100	July 2025	Cheques have been mailed to Fire Departments
	Grants to organization cheques	Send cheques to all organizations approved	Multiple People	none noted	N/A	10	100	July 2025	Cheques have been mailed to Organizations
	2025 Tax Season	Support Finance Department with 2025 Tax Season	Multiple People	Workload	N/A	75	85	July 2025	Taxes due July 31, 2025
	Provincial Reporting	Complete and submit SOE (Statement of operations) and FIR (Financial Information Return) reports	Marsha	Workload	Improving Governance	10	10	September 2025	Both reports to be submitted to the province by September 2025. SOE typically completed in August and FIR in September once the Financial statements have been received from the auditors and approved by council
	HR online folder	Reorganize/update online HR folder to make more user friendly for CAO and Director of Finance	Marsha	Workload/Budget	N/A		10	October 2025	Process has begun

RECREATION	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - JUNE 2025	STATUS UPDATE - JULY 2025	EXPECTED COMPLETION DATE	COMMENTS ABOUT PROGRESS
	Connect2 Funding application	Hire a consultanting firm to create a functional design	Natalie	RFP development	Providing a healthy/inclusive environment	95	95	March 2025	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 / modifications
	Multi-use pathway Plymouth	Hire a consultanting firm to create a functional design	Natalie	none noted	Plan/deliver modernized service	75	85	March 2025	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 Plymouth School.
	Physical Activity Startegic Plan	5 year Strategic Plan. Required for the MPAL position	Joel	Time	Plan/deliver modernized service	10	10	March 2027	A couple of focus group we done with students form Drumlin. Survey developed
	Day Camps	Registration and prep work	Natalie	new young staff	Providing a healthy/inclusive environment	40	50	August 2025	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 are allowed or not in each school. Mid Summer evavluation will take place July 23/25
	Volunteer Recognition	Get Council to appoint 1 member of their district to be recognized in late September on FB. Provincial Rep has been chosen and info sent to the Prov.	Natalie	Council input required	Providing a healthy/inclusive environment	10	20	September 2025	3 nominations were received for Prov Rep. Staff voted. Deadline to submit is August 16.
	Kayak Storage Shed	Kayaks (and all equipment for kayaks) are stored in our shed at Glenwood Park.	Joel	Working with DNR	Providing a healthy/inclusive environment	0	85	August 2025	Storage shed bought and in place. Shelving for kayays done. 6 kayaks are there. Working on a keyless entry to the shed so people can call us to set up a code.
	Equipment Loan	Promotional Video	Joel	Availability of others	Plan/deliver modernized service	0	90	July 2025	Video has been taken with the help of Alix. Joel editted. Hoping to be ready by the end of the month.

OFFICE OF THE CAO	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - JUNE 2025	STATUS UPDATE - JULY 2025	EXPECTED COMPLETION DATE	COMMENTS ABOUT PROGRESS
	EPC - Mariners Center	Participation in MC expansion action committee	Alain	none noted	Improving Governance	80	80	March 2026	Multiple meetings, long term commitment, expected tender to be end of October 2024.
	Recreation succession planning	Work alongside Department to determine proper succession and course of action	Alain	Reliant on department meetings	Improving Governance	95	95	September 2025	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	Improving Governance			September 2024	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	70	70	December 2024	Audit assistance completed by Argyle, internal controls are the responsibility of MODY/TOWN
	Oyster Aquaculture-applications -ADA	Establish effective communication with residents, province	Alain	Council decisions required	Supporting Economic Growth	85	85	June 2024	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	50	September 2025	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	40	September 2024	Eckler hired to do actuarial work, initial data submitted
	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	July 2024	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	40	50	November 2025	Draft job description for fire coordinator completed, coordination of new policies and procedures underway

	Complaint - Municipal Conflict of Interest Act	Submit complaint to third party investigator	Alain	Received complaint under involvement in ADA	Improving Governance	40	60	June 2025	Complaints are in the hands of our solicitor for comment
	Local Doctor Recruitment	Local physician requests for office	Alain	early stages of conversation with potential new service	Keeping Residents and Businesses safe	20	30	June 2025	Initial conversation with potential new medical service provider
	Council orientation and training	ongoing orientation and training plans for councillors	Alain	coordinate internal and external training	Improving Governance	50	50	Ongoing	ongoing orientation - taken Code of conduct, roberts rules of order, internal training, mandatory code of conduct training
	Dog control SPCA changes	SPCA renegotiating shelter services with MODA	Alain/Rene	dependent on third party negotiation	Keeping Residents and Businesses safe	40	75	June 2025	Negotiations with SPCA ongoing, CAO's informed
	Mariners Center CEO transition	transition of leadership	Alain	various	Providing a healthy/inclusive environment	90	80	June 2025	Argyle no longer in position of interim leadership, Hr consultants leading the rehire of the CEO -CEO Hire took a setback in July
	Housing opportunities	Engaging Eilidh in fact finding exercise on housing options for Argyle	Alain/Rene/Eilidh/Kyle	Funding	Plan/deliver modernized service	50	50	December 2025	Initial meetings with developers planned, JE Hatfield road project commenced.
	Extended Producer Responsibility transition	Determine transition of recycling materials for Argyle	Alain/kyle	Agreement from Circular materials	Plan/deliver modernized service	85	85	July 2025	Obtained draft pricing arrangement, solid waste contract updated
	Revised organizational chart and HR plan 2025	Succession planning, and workflow changes for Council consideration	Alain	For Council's endorsement at a future meeting	Plan/deliver modernized service	70	80	July 2025	Salary admin policy, first reading, presentation of revised chart, and financial adjustments to budget
	Mega Solar project application	support AREA in application for mega solar project	Alain	collective discussions with AREA, Shelburne, Lunenburg	Plan/deliver modernized service	40	50	July 2025	Submitted, major delay in evaluation process.