

DEPARTMENT REPORT FOR THE MONTH OF NOVEMBER 2025 - ONGOING PROJECTS

OPERATIONAL SERVICES	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - OCTOBER 2025	STATUS UPDATE - NOVEMBER 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	40	60	Nov-25	Constriction ongoing
	Tusket Brewery Wastewater Solution	Investigation and testing currently happening	Kyle	Budget	Keeping Residents and Businesses safe	20	20	Apr-26	Grant Received working on design proposals
	Tusket Waste Water Expansion	Design and completed expansion	Kyle		Plan/deliver modernized service	95	95	Ealy Nov 2025	Commisisoning stages
	JE Hatfield Court Expansion	Extend JE Hatfield court	Kyle	Potential Wetlands	Supporting Economic Growth	85	95	01-Nov	Waiting on decsion around wetlands. Had to Build up road with more suitable material
	FOIPOP	FOIPOP Requests	Kyle	Ongoing Requests	Improving Governance	85	95	Ongoing	
	Mariners Centre Expansion	Support Mariners centre project manager	Kyle		Supporting Economic Growth	50	50	September 2026	

PROTECTIVE SERVICES	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - OCTOBER 2025	STATUS UPDATE - NOVEMBER 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	Workload/Budget	Keeping Residents and Businesses safe	50	50	December 2025	Working on training oppertunities
	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 and other developments
	Explore Exit 31 Business Park	Possibly re-zonning 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	75	75	December 2024	Working with TownSuite
	Parking Accessibility at 5 J.E. Hatfield	Improving Accessibility to 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	80	80	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	30	30	December 2027	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	40	40	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	60	70	December 2026	Reviewing the submissions
	JE Hatfield Court Expansion LUB review	Reviewing current LUB to ensure new development does not require ammendments	René	Workload/Budget	Supporting Economic Growth	60	70	December 2025	WSP is concentrating on J.E. Hatfield zoning and exploring possible zoning changes that may be required

FINANCE	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - OCTOBER 2025	STATUS UPDATE - NOVEMBER 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	50	50	December 2025	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	75	75	Nov-25	
	Improvements of internal controls	working at improving and streghtening internal controls within the Finance Dept	Marsha	workload	Improving Governance	95	95	December 2025	Made changes in townsuite to better improve internal controls and presented to the Audit committee
	Software updates with Townsuite	Working with Townsuite to add in employee portal	Marsha	none noted	Improving Governance	30	70	Dec/Jan	Waiting on Townsuite to begin the process
	Provincial Reporting	Complete and submit SOE (Statement of operations) and FIR (Financial Information Return) reports	Marsha	Workload	Improving Governance	75	100	Oct-25	SOE is completed and the province extended the deadline on the FIR to October 31, 2025
	HR online folder	Reorganize/update online HR folder to make more user friendly for CAO and Director of Finance	Marsha	Workload/Budget	N/A	40	60	December 2025	Process has begun
	Tax Sale	Yearly Tax Sale	Bonnie	none noted	N/A		30	Feb-26	Tax Sale scheduled for Feb 11, 2026

RECREATION	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - OCTOBER 2025	STATUS UPDATE - NOVEMBER 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. No changes in October No change since last report
	Multi-use pathway Plymouth	Hire a consultanting firm to create a functional design	Natalie	none noted	Plan/deliver modernized service	85	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. Reached out to RV Andersons several times. They are telling us the next public engagement will be in 3 weeks as of October
	Physical Activity Startegic Plan	5 year Strategic Plan. Required for the MPAL position	Joel	Time	Plan/deliver modernized service	30	75	March 2027	A couple of focus group we done with students form Drumlin. Survey developed. Focus groups at PEB school completed in October. Rough draft reviewed by REc staff. Next step is to suvey seniors and general public.Goals done. Seniors surveyed. Next step is a public survey.
	Glenwood Park Swimming area	Improve swimming area for safety	Joel	Funding	Providing a healthy/inclusive environment	10	20	01-Nov-26	Detailed design and environment permits are done. Joel met with DRN staff for removal of large rocks. Next step is a plan for removal.
	Equipment loan Promotion	Improve awareness	Joel	Limiatation of social Media	Plan/deliver modernized service	95	100	07-Nov-25	Fnding from ACF recieved to hire videographer. Equipment loan video is completed. Kayak loan at Glenwood park completed and waiting approval from DNR to release on social media. Videos released on social media.
	Summer students	Funding/hiring /training for Office and Day camp staff	Natalie/Joel	Lack of applicants	Supporting Economic Growth		20	01-Apr-26	Application to Canada Summer Jobs funding sent Nov 19/25.

OFFICE OF THE CAO	PROJECT/ACTIVITY	BRIEF DESCRIPTION	LEAD STAFF	FUTURE WORK BARRIERS	STRATEGIC GOAL	STATUS UPDATE - OCTOBER 2025	STATUS UPDATE - NOVEMBER 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 October2024.
	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
	Mariners Center finance transition	direct assistance to MC in transition of new finance manager	Alain	Assisted by third party bookkeeper, town	Plan/deliver modernized service	20	50	12-Nov-25	Interim assistance as acting director to establish internal control and replace director
	Regional governance streamlining	Work with TOY and MODY CAOs and province to recommend major changes to the service delivery and governance of our intermunicipal corporation	Alain	Funding, funding assistance, negotiations	Improving Governance	30	50	April 1,2027	Council presentation on the early work related to modernizing governance and operations regionally\
	Sidewalk/Pathways - Plymouth and Tusket	With their near completion, CAO to discuss details and options for future funding or design alteration	Alain	Time availability from staff and consultants	Plan/deliver modernized service	60	60	October 2025	Initial meetings with Exp and province of NS on Tusket plan, Plymouth plan not yet drafted
	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
	Oyster Aquaculture-applications -ADA	Establish effective communication with residents, province	Alain	Council decisions required	Supporting Economic Growth	90	90	June 2024	Outstanding Ombudsman complaint on public engagement, completed interviews. There remains work on the 47 unissued sites
	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	85	95	November 2025	Victoria Brooks leading contract negotiations, CAO support
	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	90	95	September 2024	Eckler completed their review on Sept 18th, staff to review, presentation to council in the near future
	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	January 2026	last meeting held Sept 18
	Tangible capital assets	Assist Operations in entering initial data for asset management software	Alain	software limitations	Plan/deliver modernized service	20	20	November 2025	Requires focused time to complete
	Joint Council Meeting	Regional presentation on governance and operational improvements on regional assets	Alain	Funding from province, availability of staff	Plan/deliver modernized service		50	November 2025	Council regional meeting November 19, 2025

	Fire Services improvements	Commence improvements to training, equipment, safety	Rene/Alain	Dependent on funding and fire departments	Keeping Residents and Businesses safe	75	85	November 2025	Fire coordinator application closed, interviews in the coming weeks. This item shall be considered completed by CAO once that position is filled
	Local Doctor Recruitment	Local physician requests for office	Alain	early stages of conversation with potential new service	Keeping Residents and Businesses safe	40	40	June 2025	recent decision by council to get CAO to commence negotiations
	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	85	90	June 2025	Negotiations completed, awaiting contract details, ongoing transition issues
	Mariners Center CEO transition	transition of leadership	Alain	various	Providing a healthy/inclusive environment	95	100	December 2025	CEO selected and will be announced
	Housing opportunities	Engaging Eilidh in fact finding exercise on housing options for Argyle	Alain/Rene/Eilidh/Kyle	Funding	Plan/deliver modernized service	75	75	December 2025	Initial meetings with developers planned, provincial housing in discussion, special incamera meeting October 2
	Extended Producer Responsibility transition	Determine transition of recycling materials for Argyle	Alain/kyle	Agreement from Circular materials	Plan/deliver modernized service	95	95	October2025	Final negotiations with Circular Materials for transition of recycling materials