

DEPARTMENT REPORT FOR THE MONTH OF OCTOBER 2025 - ONGOING PROJECTS

| OPERATIONAL SERVICES | PROJECT/ACTIVITY                   | BRIEF DESCRIPTION                             | LEAD STAFF | FUTURE WORK BARRIERS | STRATEGIC GOAL                        | STATUS UPDATE - SEPTEMBER 2025 | STATUS UPDATE - OCTOBER 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 | <div><div></div></div> 20      | <div><div></div></div> 40    | Nov-25                      | Constriction ongoing                                                                 |
|                      | Tusket Brewery Wastewater Solution | Investigation and testing currently happening | Kyle       | Budget               | Keeping Residents and Businesses safe | <div><div></div></div> 20      | <div><div></div></div> 20    | Apr-26                      | Grant Received working on design proposals                                           |
|                      | Tusket Waste Water Expansion       | Design and completed expansion                | Kyle       |                      | Plan/deliver modernized service       | <div><div></div></div> 90      | <div><div></div></div> 95    | Ealy Nov 2025               | Commisisoning stages                                                                 |
|                      | JE Hatfield Court Expansion        | Extend JE Hatfield court                      | Kyle       | Potential Wetlands   | Supporting Economic Growth            | <div><div></div></div> 70      | <div><div></div></div> 85    | 01-Nov                      | Waiting on decsion around wetlands. Had to Build up road with more suitable material |
|                      | FOIPOP                             | FOIPOP Requests                               | Kyle       | Ongoing Requests     | Improving Governance                  | <div><div></div></div> 85      | <div><div></div></div> 85    | Ongoing                     |                                                                                      |
|                      | Mariners Centre Expansion          | Support Mariners centre project manager       | Kyle       |                      | Supporting Economic Growth            | <div><div></div></div> 50      | <div><div></div></div> 50    | September 2026              |                                                                                      |

| PROTECTIVE SERVICES | PROJECT/ACTIVITY                         | BRIEF DESCRIPTION                                                                                                                                       | LEAD STAFF      | FUTURE WORK BARRIERS         | STRATEGIC GOAL                            | STATUS UPDATE - SEPTEMBER 2025 | STATUS UPDATE - OCTOBER 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     | <div><div></div></div> 40      | <div><div></div></div> 50    | December 2025            | Working on training oppertunities                                                                                                                                                         |
|                     | 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    | 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                | <div><div></div></div>         | <div><div></div></div>       | 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           | <div><div></div></div> 75      | <div><div></div></div> 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 | <div><div></div></div> 20      | <div><div></div></div>       | 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     | <div><div></div></div> 75      | <div><div></div></div> 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     | <div><div></div></div> 30      | <div><div></div></div> 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     | <div><div></div></div> 40      | <div><div></div></div> 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           | <div><div></div></div> 50      | <div><div></div></div> 60    | 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                | <div><div></div></div> 50      | <div><div></div></div> 60    | 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 - SEPTEMBER 2025 | STATUS UPDATE - OCTOBER 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 | <div><div></div></div> 40      | <div><div></div></div> 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            | <div><div></div></div> 30      | <div><div></div></div> 75    | Nov-25                   |                                                                                                                               |
|         | Improvements of internal controls   | working at improving and streghtening internal controls within the Finance Dept                  | Marsha     | workload             | Improving Governance            | <div><div></div></div> 95      | <div><div></div></div> 95    | December 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                             | <div><div></div></div> 95      | <div><div></div></div> 100   | September 2025           | Auditors have been in and Financial Statements presentation will be Sept 23rd to the audit committee and Sept 25th to Council |
|         | Software updates with Townsuite     | Working with Townsuite to add in employee portal                                                 | Marsha     | none noted           | Improving Governance            | <div><div></div></div> 10      | <div><div></div></div> 30    | December 2025            | 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            | <div><div></div></div> 50      | <div><div></div></div> 75    | 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                             | <div><div></div></div> 20      | <div><div></div></div> 40    | December 2025            | Process has begun                                                                                                             |

| RECREATION | PROJECT/ACTIVITY                 | BRIEF DESCRIPTION                                                                                                                                     | LEAD STAFF | FUTURE WORK BARRIERS        | STRATEGIC GOAL                            | STATUS UPDATE - SEPTEMBER 2025 | STATUS UPDATE - OCTOBER 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 | <div><div></div></div> 95      | <div><div></div></div> 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                                                                                                                                                                                                                                                                              |
|            | Multi-use pathway Plymouth       | Hire a consultanting firm to create a functional design                                                                                               | Natalie    | none noted                  | Plan/deliver modernized service           | <div><div></div></div> 85      | <div><div></div></div> 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                                                                                                                                                                           |
|            | Physical Activity Startegic Plan | 5 year Strategic Plan. Required for the MPAL position                                                                                                 | Joel       | Time                        | Plan/deliver modernized service           | <div><div></div></div> 20      | <div><div></div></div> 30    | 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.                                                                                                                                                                                                                                                  |
|            | 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 | <div><div></div></div> 90      | <div><div></div></div> 100   | September 2025           | 3 nominations were received for Prov Rep. Staff voted. Deadline to submit is August 16. All nominations received from Council. Will be posted on FB week of Sept 29. Donna Spinney will be the Provincial Representative, Celebations in Halifax Monday, Sept 29. Donna Soinney was recognized in Halifax on Sept 29. Municipal representatives were featured on MUN Argyle Facebook during the week of Sept 29/25. Certificates and gifts were given to recipients. |
|            | Glenwood Park Swimming area      | Improve swimming area for safety                                                                                                                      | Joel       | Funding                     | Providing a healthy/inclusive environment | <div><div></div></div> 10      | <div><div></div></div> 10    | 01-Nov-26                | Detailed design and environment permits are done                                                                                                                                                                                                                                                                                                                                                                                                                     |
|            | Equipment loan Promotion         | Improve awareness                                                                                                                                     | Joel       | Limiatation of social Media | Plan/deliver modernized service           | <div><div></div></div>         | <div><div></div></div> 95    | 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.                                                                                                                                                                                                                                                                                    |

| OFFICE OF THE CAO | PROJECT/ACTIVITY                                 | BRIEF DESCRIPTION                                                                                                                            | LEAD STAFF | FUTURE WORK BARRIERS                                    | STRATEGIC GOAL                        | STATUS UPDATE - SEPTEMBER 2025 | STATUS UPDATE - OCTOBER 2025 | EXPECTED COMPLETION DATE | COMMENTS ABOUT PROGRESS                                                                                                 |
|-------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------|---------------------------------------|--------------------------------|------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------|
|                   | EPC - Mariners Center                            | Participation in MC expansion action committee                                                                                               | Alain      | none noted                                              | Improving Governance                  | <div><div></div></div> 80      | <div><div></div></div> 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                  | <div><div></div></div> 95      | <div><div></div></div> 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       | <div><div></div></div>         | <div><div></div></div> 20    | 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                  | <div><div></div></div> 10      | <div><div></div></div> 30    | 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       | <div><div></div></div> 60      | <div><div></div></div> 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                  | <div><div></div></div>         | <div><div></div></div>       | 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            | <div><div></div></div> 90      | <div><div></div></div> 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       | <div><div></div></div> 70      | <div><div></div></div> 85    | 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       | <div><div></div></div> 85      | <div><div></div></div> 90    | 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 | <div><div></div></div> 90      | <div><div></div></div> 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       | <div><div></div></div> 10      | <div><div></div></div> 20    | November 2025            | Requires focused time to complete                                                                                       |

|  |                                             |                                                                        |                        |                                                         |                                           |                           |                           |               |                                                                                                                                                                                                |
|--|---------------------------------------------|------------------------------------------------------------------------|------------------------|---------------------------------------------------------|-------------------------------------------|---------------------------|---------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 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> 70 | <div><div></div></div> 75 | 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     | <div><div></div></div> 40 | <div><div></div></div> 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                      | <div><div></div></div> 50 | <div><div></div></div> 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     | <div><div></div></div> 85 | <div><div></div></div> 85 | June 2025     | Negotiations completed, awaiting contract details, ongoing transition issues                                                                                                                   |
|  | Mariners Center CEO transition              | transition of leadership                                               | Alain                  | various                                                 | Providing a healthy/inclusive environment | <div><div></div></div> 90 | <div><div></div></div> 95 | December 2025 | HR Consultants have 4 candidates for a second interview the week of Sept 22, 2025. this process has taken 3-4 months longer than expected. CAO Muise will be at the second round of interviews |
|  | Housing opportunities                       | Engaging Eilidh in fact finding exercise on housing options for Argyle | Alain/Rene/Eilidh/Kyle | Funding                                                 | Plan/deliver modernized service           | <div><div></div></div> 70 | <div><div></div></div> 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           | <div><div></div></div> 95 | <div><div></div></div> 95 | October2025   | Final negotiations with Circular Materials for transition of recycling materials                                                                                                               |