

Chief Administrator's Report

January 2025

Mission Statement:

MODY serves its residents by providing the highest quality services through effective, efficient, and ethical stewardship of the resources and assets entrusted to us by our citizens.

Vision:

To support and grow thriving, resilient and welcoming communities known for their:

- Resourceful and innovative people
- Embrace of diversity and inclusion
- Connectivity and openness to new ideas and opportunities
- Attention to the environment and the County's natural beauty, heritage and architecture

Attached to this summary are:

1. Motions of Council – Appendix A
2. Un-audited financial statements as of November 30, 2024 – Appendix B
3. 2024-25 Capital Investment Plan Summary - Appendix C

Of note over the last month & Looking Ahead:

1. Council Legislative Agenda 2025-26
 - a. Draft agenda submitted at Committee of the Whole
 - b. Council approval expected Jan 22, 2025
2. Council Strategic Plan 2024-28
 - a. Directors met with consultants to debrief on previous plan and provide input regarding new plan
 - b. Consultant/Councillor one-on-one meetings booked
 - c. Retreat booked for Jan 25th
 - d. Draft plan expected by end of February for Council review
3. Council Agenda and Minute Software (resulting from new website)
 - a. Procurement review complete
 - b. Request for Decision on February Committee of the Whole agenda
 - c. Recommendation for 2025-26 budget to launch improved software
4. Operating System (Town Suite)
 - i. General Ledger module set to go live in conjunction with new fiscal year
 - ii. Other modules for recreation, planning, public works and HR functions will follow in short order
 - iii. Total project implementation expected to be complete by end of quarter 2 of the 2025-26 fiscal year

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5. Finance
 - a. 2025/26 Capital Investment Plan draft documents prepared for Council working sessions February/March
 - b. Operating budget
 - i. Staff reviewing programs and current year expenses
 - ii. Recommendations to CAO for consideration March
 - iii. Council budget meetings anticipated March/April
 - iv. Budget day tentatively set for May 21, 2025
6. Major Research Projects
 - a. Housing & Municipal Investment Master Plan
 - i. Land -Use suitability mapping 99% complete
 - ii. Population forecasting 99% complete
 - b. Active Transportation Master Plan
 - i. Results of Community Engagement in draft "What We Heard Report"
 - ii. Anticipate Council briefing in February
 - c. Cape Forchu Sea Level Rise
 - i. Consultants using data to do some storm event modelling
 - ii. Develop impacts analysis
 - iii. On track to complete by end of February
7. Dismantling Hate and Anti-Racism Plan
 - a. Hired consultants to assist with engagement planning and design
 - b. Committee moving forward to recommend plan to Council mid-winter
 - c. Plan due to Province by April 1, 2025
8. Accessibility Construction Projects
 - a. Hebron Rotary- on time and on budget
 - b. Administration Building
 - i. Phase I expected to be complete by end of March
 - ii. Phase II will be the "front end" and business continuity planning well underway
9. Hebron/Dayton Inflow and Infiltration
 - a. Provincial breaking of soils permit approved
 - b. Scheduling work with contractor around weather; goal is to complete ASAP

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Appendix A

Motions of Council

Date of Council Meeting	Direction or Motion	Action
December 18, 2024 REG Council	<p><u>Valley & District Volunteer Fire Department Request for Decision (RFD)</u></p> <p><i>It was moved by Councillor Phil Mooney and seconded by Deputy Warden Trevor Cunningham to loan to the Valley and District Volunteer Fire Department up to \$130,000.00 in accordance with the Volunteer Emergency Services Providers Capital Loan Policy V-108-19.</i></p>	Loan agreement is in place. Complete.
December 18, 2024 REG Council	<p><u>Notice of Motion – Bulk Water Station</u></p> <p><i>It was moved by Councillor Phil Mooney and seconded by Councillor Daniel Muise that the Municipality of the District of Yarmouth defer the exploration of the process to establishing its own bulk water dispensing facility to the budget process.</i></p>	Moved to 2025-2026 Budget Discussions. Complete.
December 18, 2024 REG Council	<p><u>Appointments to Boards and Committees</u></p> <p><i>It was moved by Councillor Phil Mooney and seconded by Deputy Warden Trevor Cunningham that Warden John Cunningham be appointed as acting member on the Mariners Centre Expansion Board, the Western Regional Enterprise Network (WREN) Liaison and Oversight Committee, the Doctor Recruitment and Retention Committee, the Heritage Advisory Committee, the Diversity, Equity and Inclusion Advisory Committee, and the Yarmouth Area Industrial Commission; that Councillor Phil Mooney be appointed to YASTA; that Councillor Loren Cushing be appointed to the Yarmouth County Joint Police Advisory Committee.</i></p>	Committees/Boards have been notified. Complete.
December 18, 2024 REG Council	<p><u>Code of Conduct Investigator</u></p> <p><i>It was moved by Councillor Phil Mooney and</i></p>	Appointment has been listed on the Municipal website. Complete.

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	<p><i>seconded by Councillor Jim Baxter that the CAO be directed to appoint TMC Law as the interim investigator for the Council Code of Conduct.</i></p>	
<p>December 18, 2024 REG Council</p>	<p><u>Councillor Nick Hilton District 7</u></p> <p><i>It was moved by Councillor Phil Mooney and seconded by Councillor Loren Cushing;</i></p> <p><i>WHEREAS Nick Hilton has resigned from Council effective December 9th, 2024;</i></p> <p>AND</p> <p><i>WHEREAS the Municipal Elections Act sets out the provisions for a Special Election (S.13) as well as the appointment of the Returning Officer (S.4);</i></p> <p><i>THEREFORE, BE IT RESOLVED that Council set a Special Election for District 7 on Saturday, March 1, 2025;</i></p> <p>AND</p> <p><i>FURTHER BE IT RESOLVED that Linda Power be appointed Returning Officer;</i></p> <p>AND</p> <p><i>FURTHER BE IT RESOLVED that expenses for the un-anticipated special election be funded through the Contingency Fund.</i></p>	<p>By-election is underway.</p>
<p>December 18, 2024 REG Council</p>	<p><u>First Reading of Land Use By-law Amendments (Dwellings in Front Yard)</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham and seconded by Councillor Jim Baxter to approve first reading and to hold a public hearing to consider amending the text of the Municipality of Yarmouth Land Use By-law to allow accessory buildings in the front yard of the lot.</i></p>	<p>Public Hearing and Second Reading is scheduled for January 22, 2025.</p>
<p>December 18, 2024 REG Council</p>	<p><u>First Reading of Municipal Planning Strategy and Land Use By-law Amendments (Short Term Rental)</u></p> <p><i>Councillor Daniel Muise declared a conflict of interest and left the meeting at 7:27 pm.</i></p>	<p>Public Hearing and Second Reading is scheduled for January 22, 2025.</p>

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	<p><i>It was moved by Deputy Warden Trevor Cunningham and seconded by Councillor Loren Cushing that Council give first reading and hold a public hearing to consider amending the text of the Municipality of the District of Yarmouth Municipal Planning Strategy and Land Use By-law to accommodate short term rentals in a manner substantially the same as set out in Appendix A of the public participation meeting report dated October 24, 2024.</i></p>	
<p>December 18, 2024 REG Council</p>	<p><u>Second Reading of the Tax Exemption By-law T-082-24</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham and seconded by Councillor Daniel Muise that the Municipality of Yarmouth approve second reading of the Tax Exemption By-law T-082-24.</i></p>	<p>Complete.</p>
<p>December 18, 2024 REG Council</p>	<p><u>GRID Application – Resolution – Support for Growth and Renewal for Infrastructure Development Program (GRID) Funding Submissions</u></p> <p><i>WHEREAS The Municipality of the District of Yarmouth recognizes the importance of enhancing accessibility in municipal facilities to meet community needs and comply with provincial accessibility standards;</i></p> <p><i>AND WHEREAS The Municipality is committed to advancing economic development by supporting the Nova West Regional Business Park (NWRBP) Phase II Wastewater Collection System project to provide critical infrastructure for business growth;</i></p> <p><i>AND WHEREAS the GRID funding provides up to 50% of eligible costs and prioritizes shovel ready projects;</i></p> <p><i>AND WHEREAS the Municipality has two qualifying shovel ready projects;</i></p> <p><i>THEREFORE, BE IT RESOLVED THAT the Council of the Municipality of the District of</i></p>	<p>Application has been submitted. Complete.</p>

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	<p><i>Yarmouth supports the submission of funding applications for the following projects;</i></p> <ol style="list-style-type: none"> <i>1. Accessibility Renovations to the Administrative Building; To improve accessibility features, ensuring the building is inclusive and compliant with accessibility standards.</i> <i>2. NWRBP Phase II Wastewater Collection System: To develop essential infrastructure required for the expansion and effective operation of the business park.</i> <p><i>AND BE IT FURTHER RESOLVED THAT the Chief Administrative Officer (CAO) is authorized to execute and submit the funding applications and any supporting documentation required for these projects.</i></p> <p><i>It was moved by Councillor Phil Mooney and seconded by Councillor Daniel Muise that the CAO is authorized to execute and submit the funding applications and any supporting documentation required for these projects. This motion brings into account the entirety of the Council Resolution dated December 18th, 2024.</i></p>	
<p>December 18, 2024 REG Council</p>	<p><u>Letter of thanks to Zach Churchill</u></p> <p><i>It was moved by Councillor Phil Mooney and seconded by Councillor Loren Cushing to send a letter of thanks to former MLA Zach Churchill, Leader of the Liberal Party of Nova Scotia to thank him for his 14 years of service.</i></p>	<p>Letter has been sent. Complete.</p>
<p>December 18, 2024 REG Council</p>	<p><u>Letter of Congratulations to Nick Hilton, MLA</u></p> <p><i>It was moved by Councillor Phil Mooney and seconded by Councillor Jim Baxter to send a letter of congratulations to newly elected MLA Nick Hilton and also to request a meeting with Mr. Hilton in the new year.</i></p>	<p>Letter has been sent. Complete.</p>

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<p>December 18, 2024 REG Council</p>	<p><u>Letter to Colton LeBlanc, MLA Argyle</u></p> <p><i>It was moved by Councillor Phil Mooney and seconded by Councillor Loren Cushing to forward a letter of congratulations to Colton LeBlanc, MLA for his election for Argyle as well as to request a meeting with Mr. LeBlanc in the new year.</i></p>	<p>Letter has been sent. Complete.</p>
<p>December 18, 2024 REG Council</p>	<p><u>FOIPOP Review for Municipalities and Villages</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham and seconded by Councillor Phil Mooney that staff write the letter of concern as outlined by CAO Victoria Brooks.</i></p>	<p>Letter has been sent. Complete.</p>
<p>December 18, 2024 REG Council</p>	<p><u>Letter Concerning the Former Arcadia School Property</u></p> <p><i>It was moved Councillor Daniel Muise and seconded by Councillor Phil Mooney that this correspondence be added to that file.</i></p>	<p>Letter has been sent and placed on file. Complete.</p>
<p>December 18, 2024 REG Council</p>	<p><u>Rail Trail Request</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Loren Cushing to direct the CAO to contact the RCMP requesting for comments regarding traffic and safety concerns before a decision is made by Council.</i></p>	<p>Rail Trail group has abandoned the entire application. Complete.</p>
<p>December 18, 2024 REG Council</p>	<p><u>Parkland Dedication</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Phil Mooney that the Municipality accept \$675.00, 5% of the market value of Lot TR-1 as Parkland Dedication for File 9998, PID 90309881.</i></p>	<p>Development Office has been notified. Complete.</p>

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<p>December 18, 2024 REG Council</p>	<p><u>Citizen Representative Appointments</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Jim Baxter to appoint Rick Alright to Yarmouth and Acadians Shores Tourism Association Board, Doris Landry to Joint Police Advisory Committee, and Dean Fuller to Audit Committee for a term of 2 years each.</i></p>	<p>Applicants have been notified. Complete.</p>
<p>November 6, 2024 COTW</p>	<p><u>Walk Audits for Greenville Road and Airport Stretch</u></p> <p><i>Consensus was reached by Council to direct the CAO to contact the leadership at Nova Scotia Public Works and Transportation for an update on the Highway 3 project and report the information back to Council.</i></p>	<p>Meeting dates are being arranged.</p>
<p>November 20, 2024 REG Council</p>	<p><u>Meeting with NS Public Works Department</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Loren Cushing to direct staff to schedule a meeting with the NS Department of Public Works to discuss their 5 year Capital Plan.</i></p>	<p>Meeting date is being arranged.</p>
<p>October 3, 2024 REG Council</p>	<p><u>Request for Decision - Accessibility Renovations of Administration Building</u></p> <p><i>It was moved by Councillor Sheri Hurlburt, seconded by Councillor Daniel Allen;</i></p> <p>WHEREAS the Municipality of Yarmouth has provisioned a total of \$1,450,000.00 For the accessibility renovations of 2 of our buildings; AND WHEREAS Bill 59, the Accessibility Act requires Prescribed Public Sector Bodies to bring their buildings to meet accessibility standards per the Act; AND WHEREAS the council for the District of Yarmouth is committed to providing safe, equitable access to services; AND WHEREAS The District of Yarmouth has received and accepted an accessibility Audit for the Administration and Rotary buildings –</p>	<p>Construction is underway; details in CAO report.</p>

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	<p>endorsed by the Accessibility Advisory Committee; AND WHEREAS the Municipality of the District of Yarmouth seeks to secure more funding under the Enabling Accessibility Fund of \$125,000 AND WHEREAS Council awarded the contract for the accessibility upgrades to the Rotary Centre in the amount of \$436,967; THEREFORE, BE IT RESOLVED THAT the Municipality of the District of Yarmouth accept the bid of Delmar Construction Ltd in the amount of \$834,825.00 plus HST for the ADMINBUILDINGACCESSIBILITYUPGRADES Tender; AND further, direct the CAO to negotiate the construction contract accordingly.</p>	
<p>October 3, 2024 REG Council</p>	<p><u>Yarmouth International Airport Intermunicipal Agreement</u></p> <p><i>It was moved by Councillor Sheri Hurlburt, seconded by Councillor Daniel Allen that the Municipality of the District of Yarmouth enter into the Yarmouth International Airport Inter-Municipal Operating Agreement as presented.</i></p>	<p>CAO's have met since the election and work is underway to provide Councils with a new draft agreement to review.</p>
<p>September 18, 2024 REG Council</p>	<p><u>"Good Neighbour" By-Law Update</u></p> <p><i>It was moved by Councillor Nick Hilton, seconded by Councillor Daniel Allen that staff explore, while drafting the "Good Neighbour" By-Law, adding a section specific to animals not included in the Fences and Detention of Stray Livestock Act and a section for different avenues for resolution, and that these additions be done in an early phase two as an amendment to the By-Law.</i></p>	<p>Working with Legal on enforcement options for Council's consideration.</p>

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<p>September 18, 2024 REG Council</p>	<p><u>Transient Vendors Permit</u></p> <p><i>It was moved by Councillor Patti Durkee, seconded by Councillor Nick Hilton that staff review the Transient Vendor By-Law regarding the extension of permit timelines for transient vendors, specifically food trucks, beyond 30 days.</i></p>	<p>Amendments under development.</p>
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Appendix B

Financial Statements

Municipality of Yarmouth

For the Nine Months Ending December 31, 2024

	2025 Budget	2025 Actual to Date	Remaining Budget
Revenue			
Taxes			
Assessable Property			
Residential Taxes	10,055,683	10,346,394	-290,711
Commercial Taxes	1,055,633	1,079,157	-23,524
Resource Property	519,925	538,604	-18,679
Forest Property	16,000	15,478	522
Prot Serv. Area Fire Rate	1,468,593	1,467,153	1,440
Total Assessable Property	13,115,834	13,446,786	-330,952
Special Assessments			
Env. Hlth PM Swr Maint	48,094	37,399	10,696
Env. Hlth S.O Swr Maint	12,839	9,832	3,007
Env. Hlth H/D Swr Maint	185,349	141,641	43,708
Env. Hlth H/D Swr Capital	0	1,200	-1,200
Env. Hlth Arc Swr Maint	46,372	35,390	10,982
Total Special Assessments	292,654	225,461	67,193
Business Property			
Bell Aliant	25,000	30,206	-5,206
N.S.P.I.	332,005	332,005	0
Prov of NS HST rebate	20,000	26,769	-6,769
Total Business Property	377,005	388,980	-11,975
Other Taxes			
Deed Transfer Tax	400,000	280,178	119,822
Large Wind revenues	13,941	13,941	0
Total Other Taxes	413,941	294,119	119,822
Total Tax Revenues	14,199,434	14,355,346	-155,912

Grants in Lieu of Taxes**Federal Government & Agencies**

Fed Grant in Lieu Taxes	4,700	0	4,700
CBC	2,500	2,535	-35
Canada Post	2,000	0	2,000

Provincial Government

Prov Prop & Support Inst.	25,000	0	25,000
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Total Grants in Lieu of Taxes	34,200	2,535	31,665
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Services to Other Governments

Town of Yarmouth Leisure Services Contract	249,546	124,773	124,773
Leisure Services Revenue	286,800	141,353	145,447

Total Services to Other Governments	536,346	266,126	270,220
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Other Revenue From Own Sources

Animal Licenses	750	722	28
Building Permits	25,000	20,270	4,730
Subdivision & Parkland Dedication fees	30,000	46,036	-16,036
Other Licenses & Permits	500	2,935	-2,435
Fines & Fees	15,000	11,282	3,718
LS Office Rental	25,531	25,531	0
Business Park & other lease revenues	533,889	402,465	131,424
Interest on Bank Deposits	299,925	226,987	72,938
Interest on Taxes	175,000	169,544	5,456
Tax Certificates & account inquiries	4,000	3,405	595
Other Misc. Revenue	97,000	72,478	24,522
Election recoveries	11,508	100	11,408
Cape Forchu Revenues	56,300	86,690	-30,390
LS Admin fee	6,443	6,443	0
Wind & Solar Energy revenue	62,576	33,946	28,630

Total Other Revenue From Own Sources	1,343,422	1,108,834	234,588
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Unconditional Transfers from Other Gov

Mun. Grants Act - Equalization	141,566	70,783	70,783
Assessment Act - Farm Acreage	24,143	24,143	0

Total Unconditional Transfers from Other Go	165,709	94,926	70,783
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Conditional Transfers from Prov and Fed Gov**Federal Government**

Federal Government Grants	4,256	0	4,256
Gas Tax Transfer Program	501,202	0	501,202

Provincial Government

Provincial Grants	12,500	25,000	-12,500
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Total Conditional Transfers	517,958	25,000	492,958
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Other Transfers

Transfer from Other Funds 335,000 0 335,000

Total Other Transfers 335,000 0 335,000

Total Non-Tax Revenues 2,932,635 1,497,420 1,435,215

Total Revenue 17,132,069 15,852,767 1,279,302

Municipality of Yarmouth

For the Nine Months Ending December 31, 2024

	<u>2025 Budget</u>	<u>2025 Actual to Date</u>	<u>Remaining Budget</u>
Expenditures			
General Government Services			
Legislative			
Council/Committee Remuneration	237,689	173,426	64,263
Council Travel Expense	64,643	33,537	31,106
Council training & technology	20,505	695	19,810
Council/Admin Planning & Strat	10,000	326	9,674
Council/PR & Media	36,362	37,355	-993
Council Special Relief Program	326,000	94,450	231,550
Total Legislative	695,199	339,790	355,409
General Administration			
Municipal Office Salaries and Benefits	1,130,064	841,222	288,842
Retired Clerks Pension Plan	5,000	0	5,000
Municipal Office Expenses			
Telephone/Internet	15,080	12,281	2,799
Photocopies	1,000	323	677
Postage	17,000	17,709	-709
Mun. Office Supplies	17,000	16,064	936
Corp safety & gen'l training	38,350	10,116	28,234
Computer Expenses	36,027	11,452	24,575
CAO, Deputy CAO & CFO training & travel	22,812	13,753	9,059
General admin staff Travel	2,500	2,143	357
Advertising	5,000	2,138	2,862
Office Furnishings /Equipment	5,000	897	4,103
Misc Office Expenses	8,500	7,190	1,310
Administration building expenses	134,336	99,922	34,414
Total General Administration	1,437,669	1,035,210	402,459
Financial Management			
Audit Fees & Advisory Services	35,000	43,765	-8,765
IT & Finance software & support	66,732	66,776	-44
Legal Retainer & Fees	25,000	12,305	12,695
Total Financial Management	126,732	122,846	3,886

Taxation

Tax Reductions, Exemptions, & CDDI	92,905	93,006	-101
Low Income Exemption	10,000	32,246	-22,246
Other Taxation	27,728	-1,440	29,168
PVSC	209,965	209,965	0

Total Taxation	340,598	333,777	6,821
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Other General Government Services

Elections	53,641	28,307	25,334
Professional Travel	13,085	10,819	2,266
Property & Liability Insurance	46,233	42,961	3,272
AMA /CAMA Dues	3,395	3,458	-63
FCM Dues	2,867	2,869	-2
NSFM Expenses	14,168	13,938	230
Grants to Organizations & Individuals	96,410	83,378	13,032
Cape Forchu	214,320	183,775	30,545

Total Other General Government Services	444,119	369,506	74,613
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Total General Government Services	3,044,317	2,201,129	843,188
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Protective Services

RCMP Protective Services	1,369,102	682,376	686,727
DNA Costs	7,000	7,720	-720

Total Protective Services	1,376,102	690,096	686,006
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Fire Protection

Carleton - F1	74,591	55,943	18,648
Port Maitland - F2	120,558	90,418	30,140
Yarmouth - F3	1,186,335	600,000	586,335
Lakes & District - F4	52,223	39,167	13,056
Lake Vaughan - F5	88,783	59,189	29,594
Valley & District - F6	65,360	49,020	16,340
Kemptville - F7	31,368	23,526	7,842
Fire Depts - Capital & Operating grants	169,232	89,605	79,628
Fire Depts - Dispatch, WCB & other	25,543	25,649	-106

Total Fire Protection	1,813,993	1,032,518	781,475
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Emergency Measures

Emergency Measures Organization	44,960	855	44,105
Ground Search & Rescue	6,500	0	6,500

Total Emergency Measures	51,460	855	50,605
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Other Protective Services***Building Inspection***

Development - Salaries & Benefits	415,096	299,593	115,503
Development - vehicle expenses	19,870	16,065	3,805
Development - Office & misc	300	0	300
Development Officer - Conf & Courses	4,500	2,684	1,816
Building Official #1 - Conf & Courses	6,000	1,949	4,051
Building Official #2 - Conf & Courses	11,105	546	10,559
Fire Inspector - Conf & Courses	5,000	4,085	915
Development - Telephone	4,100	2,073	2,027
Development - Books/Printed material	1,300	373	927
Development - Office Supplies, postage	7,940	5,845	2,095
Development - Computer expense	6,200	716	5,484
Development - Contracted Services	64,000	1,530	62,470
Development - Advertising	3,340	0	3,340
Development - Membership dues & fees	1,275	313	962
Development - Misc Expenses	1,500	520	980

Total Building Inspection

551,526	336,292	215,234
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Animal and Pest Control

Dog Control Contract	29,445	19,630	9,815
Dog Tags	300	0	300

Total Animal and Pest Control

29,745	19,630	10,115
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Total All Protective Services

3,822,826	2,079,390	1,743,436
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Transportation Services***Road Transport***

Engineering fees	12,500	4,599	7,901
Plow truck fleet expense	12,000	15,464	-3,464
Office of the Dir of Asset Mgmt	6,130	5,952	178
Roads & Streets Trans Fee	94,466	70,848	23,618
Sidewalk - Repair & maintenance	10,850	943	9,907
Yarmouth Airport	286,271	220,278	65,993
Community Signage	10,000	2,676	7,324
Municipal roads/sub-division maintenance	30,000	5,722	24,278

Total Road Transport

462,217	326,482	135,735
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Street Lighting

Street Lights	85,000	50,216	34,784
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Public Works

Public Works Salaries and Benefits	541,836	390,174	151,662
Public Works - Conf & Training	7,000	8,151	-1,151
Public Works - Vehicle Expense	24,000	28,961	-4,961
Public Works - Field Equipment	16,375	11,893	4,482
Public Works - Telephone	3,240	2,203	1,037
Public Works - Office Supplies	1,600	1,285	315
Public Works - Insurance & other	4,720	3,804	916
Public Works - Building	18,400	14,867	3,533
Public Works - Computer expense	7,600	2,524	5,076

Total Public Works	624,771	463,863	160,908
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Total Transportation and Public Works	1,171,988	840,560	331,428
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Environmental Health Services**Sewage Collection and Disposal**

S. O Sewer Maintenance	15,060	2,513	12,547
Arcadia Sewer Maintenance	28,015	5,559	22,456
H/D Sewer Maintenance	416,435	93,320	323,115
PM Sewer Maintenance	41,515	25,768	15,747
Reg Solid Waste Comm Plan - Wastecheck	32,669	23,100	9,569
Landfill Tipping Fee	333,400	223,150	110,250
Garbage Collection Contract	533,978	372,758	161,220
Garbage Misc	25,000	20,701	4,299
Recyclables Processing	55,714	42,100	13,614

Total Sewage Collection and Disposal	1,481,786	808,969	672,817
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Total Environmental Health Services	1,481,786	808,969	672,817
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Public Health and Welfare Services

Health Human Resources	30,000	30,000	0
Senior's Safety Co-ordinator	85,810	58,756	27,054

Total Public Health and Welfare Services	115,810	88,756	27,054
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Total Public Health and Safety Services	115,810	88,756	27,054
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Environmental Development Services**Environmental Planning**

Planning	48,800	31,287	17,513
By-law & Policy Development	2,000	872	1,128

Total Environmental Planning

50,800	32,159	18,641
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Industrial Parks

Industrial Commission	0	-8	8
Hebron Business Park	16,675	1,993	14,682
62 Rcom Drive	61,015	18,345	42,670
28 Rcom Drive	9,700	8,607	1,093

Total Industrial Parks

87,390	28,937	58,453
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Other Environmental Development Services

Tourism	16,250	17,750	-1,500
Placemaking & Parkland Dedication	8,000	9,000	-1,000
Yarmouth & Acadian Shores Tourism Assoc.	95,500	94,392	1,108
WREN	62,545	62,639	-94
Wind & Solar energy expenses	9,655	7,208	2,447
Other Environmental Development	0	1,144	-1,144
Econ Dev - Salaries and Benefits	104,261	77,187	27,074
Econ Dev - Admin and Projects	47,603	23,211	24,392

Total Other Envir Development Services

343,814	292,530	51,284
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Total Envir Development Services

482,004	353,626	128,378
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Recreation

Full-time Staff Salaries and Benefits	479,585	359,143	120,442
Seasonal Program Staff	123,878	143,286	-19,408
Seasonal Facility Staff	78,683	52,042	26,641
Administration Expense	60,105	52,824	7,281
Facilities Maintenance	95,368	67,851	27,517
Programs Expense	182,741	70,215	112,526

Total Recreation Services

1,020,360	745,361	274,999
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Culture & Heritage

Heritage Inventory Program	33,000	4,228	28,772
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Total Recreation and Culture

1,053,360	749,589	303,771
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Fiscal Services**Debt Charges****Interest on Long Term Debt**

PW Building - Interest	1,802	1,182	620
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Total Interest on Long Term Debt	1,802	1,182	620
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Principal on Long Term Debt

PW Building - Principal	100,000	100,000	0
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Total Principal on Long Term Debt	100,000	100,000	0
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Transfer to Own Reserves, Funds & Agencies**Other Funds**

Capital Reserve Fund	1,799,700	475,327	1,324,373
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Operating Reserve Fund	15,000	97,232	-82,232
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Total Transfer to Own Reserves, Funds & Ag	1,814,700	572,558	1,242,142
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Conditional Transfers to Other Governments

Mariners Centre	250,000	203,637	46,363
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Mariners on Main	167,800	150,865	16,935
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Special projects	711,812	636,149	75,663
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Regional Library	83,600	83,600	0
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District School Board Approp.	2,784,248	2,088,186	696,062
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Total Conditional Transfers to Other Governr	3,997,460	3,162,437	835,023
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Extraordinary & Special Items

Contingency for Unforeseen Exp	25,000	19,279	5,721
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Total Extraordinary & Special Items	25,000	19,279	5,721
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Total Fiscal Services	5,938,962	3,855,456	2,083,506
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TOTAL EXPENDITURES	17,111,053	10,977,474	6,133,579
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Y-T-D SURPLUS (DEFICIT)	21,016	4,875,292	-4,854,276
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Chief Administrator's Report January 2025

Appendix C

Capital Investment Plan Update

	Date: January 6, 2025
Project	Comments
Administration Building Accessibility upgrades	Additional funding application made through GRID; Phase I approximately 8 weeks to completion; Business continuity for Phase II under development.
AT Masterplan	community engagement sessions have started
CF Sea Rise	Contract signed and works are in progress, CF AM data has been sent to Dillan
Cyber Security Upgrades	On-going with software and hardware implementation
Dayton Sidewalks Ext	Pushed until such time funding is available for engineering assessment on the West side, 20k over on design
Greenville Road	As above
Hebron, Dayton I & I	Live Milo flow data continues to be captured daily. The recent rains showed some spikes, indicating that there is still I&I in the H/D system. The permit for Greenville Road has been submitted and issued. DS advised delaying the work until May due to Aberdeen Paving's schedule. I recommend setting up a meeting with RVT on-site to assess the amount of asphalt cut needed for the cage. If the excavation and paving required are minimal, we could consider using temporary gravel until the paving plant resumes operations. Rose V has items in stock, DJ & DS to schedule the work weather permitting; permits in place from Province.
HRC Lighting and signage	Hydro poles have been installed, waiting on lights
LED Streetlights	Still, no report from B&M, Budget Exceeded 2023 , SOP needs to be created, Multiple staff and data sets make it convoluted to track, new vendor
Mariner Centre	Tender closed, contract signed, Excavation has started on location, and the golden shovel delayed until the new year
NWRBP Infrastructure Expansion	Ont rack to issue the tender end of January/early February.
Rotary Centr Accessibility upgrades	Work is on schedule and on budget; completion estimated April.
Rotary Centre Road Upgrade	Completed, R & M to keep the road with a crown and reduce potholes
Sewer System Upgrades	Scada, New pumps, New Blower, AM recommends a WW flushing program, and minimal data to AM from PW in Mdev
System Software	Started talks with Alix and watch TS AM introductions
Wastewater Flushing Program	Draft procurement in process, Alix, Derek S, and myself have sat down to discuss, Alix will provide mapping, size, and type, starting with Arcadia,