

Chief Administrator's Report

February 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. By-election District 7
 - a. Trevor Perry elected; being sworn in at Council March 5, 2025
 - b. Orientation plan in place
2. Council Strategic Plan 2024-28
 - a. Council and Directors participated in retreat workshop
 - b. Draft document expected mid-March
3. Council Agenda and Minute Software (resulting from new website)
 - a. Recommended to Council by Committee of the Whole
 - b. Staff ready to implement
4. Operating System (Town Suite)
 - a. Final testing of general ledger, tax bill processing, and other key finance modules underway
 - b. April 1, 2025 still target go live date
 - c. Training on other modules (Recreation, Planning, Mapping, Public Works) well underway

Event Statistics	
Eligible Voters:	1,179
Total E-Votes:	440
Total Manual:	0
Participation Rate:	37.3%



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5. Finance
 - a. 2025/26 Capital Investment Plan scheduled for presentation at March Committee of the Whole
 - 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. Modelling underway based on population forecasts
 - b. Active Transportation Master Plan
 - i. "What We Heard" report delivered to Council
 - ii. Draft plan under development followed by round 2 of public engagement
 - c. Cape Forchu Sea Level Rise
 - i. Project delayed ETA to be determined
7. Dismantling Hate and Anti-Racism Plan
 - a. Round 1 engagement complete
 - b. Advisory Committee reviewing draft report as recommended by staff and consultants
 - 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
September 18, 2024 REG Council	<p><u>Rotary Centre Tender Award</u></p> <p><i>It was moved by Councillor Sheri Hurlburt, seconded by Councillor Daniel Allen;</i></p> <p><i>WHEREAS the Municipality of the District of Yarmouth has provisioned a total of \$1,450,000.00 for the accessibility renovations of two of Municipally owned buildings;</i> <i>AND</i> <i>WHEREAS Bill 59, the Accessibility Act requires Prescribed Public Sector Bodies to bring their buildings to meet accessibility standards per the Act;</i> <i>AND</i> <i>WHEREAS the Council for the District of Yarmouth is committed to providing safe, equitable access to services;</i> <i>AND</i> <i>WHEREAS the Council for the District of Yarmouth has received and accepted an accessibility Audit for the Administration and Rotary buildings – endorsed by the Accessibility Advisory Committee;</i> <i>AND</i> <i>WHEREAS the District of Yarmouth seeks to secure additional funding under the Enabling Accessibility Fund of \$125,000;</i></p> <p><i>THEREFORE, BE IT RESOLVED THAT the Municipality of the District of Yarmouth accept the bid of Delmar Construction Limited in the amount of \$439,967.00 plus HST for the ROTARYCENTREACCESSIBILITYUPGRADES Tender;</i></p> <p><i>AND further, direct the CAO to negotiate the construction contract accordingly.</i></p> <p><i>Motion carried.</i></p>	Construction is underway.

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<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><i>Motion carried.</i></p>	<p>Working with Legal on enforcement options for Council's consideration.</p>
<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><i>Motion carried.</i></p>	<p>Amendments under development.</p>
<p>October 3, 2024 REG Council</p>	<p><u>Accessibility Renovations of Administration Building</u></p> <p><i>It was moved by Councillor Sheri Hurlburt, seconded by Councillor Daniel Allen;</i></p> <p><i>WHEREAS the Municipality of Yarmouth has provisioned a total of \$1,450,000.00 For the accessibility renovations of 2 of our buildings;</i> <i>AND</i> <i>WHEREAS Bill 59, the Accessibility Act requires Prescribed Public Sector Bodies to bring their buildings to meet accessibility standards per the Act;</i> <i>AND</i> <i>WHEREAS the council for the District of Yarmouth is committed to providing safe, equitable access to services;</i> <i>AND</i> <i>WHEREAS The District of Yarmouth has received and accepted an accessibility Audit for the Administration and Rotary buildings – endorsed by the Accessibility Advisory Committee;</i> <i>AND</i></p>	<p>Construction is underway.</p>

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	<p>WHEREAS the Municipality of the District of Yarmouth seeks to secure more funding under the Enabling Accessibility Fund of \$125,000</p> <p>AND</p> <p>WHEREAS Council awarded the contract for the accessibility upgrades to the Rotary Centre in the amount of \$436,967;</p> <p>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;</p> <p>AND further, direct the CAO to negotiate the construction contract accordingly.</p> <p>Motion carried.</p>	
October 3, 2024 REG Council	<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>Motion carried.</p>	Draft agreement prepared for Council review.
November 20, 2024 REG Council	<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>Motion carried.</p>	Meeting date is confirmed for March 12, 2025.
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 explore the process of establishing its own bulk water dispensing facility in order to provide the taxpayers in the Municipality a reliable, accessible, and convenient supply of water in times of need.</i></p> <p>Motion carried.</p>	Moved to 2025-2026 Budget Discussions.

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<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 held. Complete</p>
<p>January 22, 2025 REG Council</p>	<p><u>Second Reading of Land Use By-Law re: Short-Term Rentals</u></p> <p><i>Councillor Daniel Muise declared a conflict of interest and stepped out of the meeting at 6:19 p.m.</i></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Phil Mooney to approve second reading of amendments to the Municipality of the District of Yarmouth Municipal Planning Strategy and Land Use By-Law to accommodate short-term rentals in a manner substantively the same as set out in Appendix A of the Public Participation Meeting report dated October 24, 2024.</i></p> <p><i>Motion carried.</i></p>	<p>Package is being prepared for review by Director of Planning at NS Dep. Municipal Affairs and Housing.</p>
<p>January 22, 2025 REG Council</p>	<p><u>Second Reading of Land Use By-Law re: Accessory Dwellings</u></p>	<p>Package is being prepared for review by Director of Planning at NS Dep.</p>

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	<p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Jim Baxter to approve second reading of amendments to the Municipality of the District of Yarmouth Land Use By-Law to allow accessory dwellings in the front yard of a lot by removing Land Use By-Law Subsection 7.1 (d) "ii. The accessory dwelling shall be located in the rear or side yard."</i></p> <p><i>Motion carried.</i></p>	Municipal Affairs and Housing.
January 22, 2025 REG Council	<p><u>February Regular Council Meeting Date</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Daniel Muise that the February Regular Council date and time be changed to Wednesday, March 5, 2025, at 6:00 p.m.</i></p> <p><i>Motion carried.</i></p>	Date is confirmed, invites and notices are sent. Complete.
January 22, 2025 REG Council	<p><u>Draft Amendments to Council Procedural Policy C-028-19</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Loren Cushing that the Council Procedural Policy C-028-19 draft amendments, to allow the continuation of public comments, be forwarded for approval to the Regular Council Meeting on March 5, 2025.</i></p> <p><i>Motion carried.</i></p>	Policy notice given for March 5, 2025 Regular Council Meeting.
January 22, 2025 REG Council	<p><u>Hospitality Policy H-068-17</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Phil Mooney to approve Hospitality Policy H-068-17 as presented.</i></p> <p><i>Motion carried.</i></p>	Complete.
January 22, 2025 REG Council	<p><u>2025 Legislative Agenda</u></p> <p><i>It was moved by Councillor Jim Baxter, seconded by Councillor Loren Cushing to approve the 2025 Legislative Agenda as presented.</i></p> <p><i>Motion carried.</i></p>	Work is scheduled. Complete.
January 22, 2025 REG Council	<p><u>Request for Support Letter for Trail Project Application</u></p>	Complete.

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	<p><i>It was moved by Councillor Daniel Muise, seconded by Councillor Phil Mooney that a letter of support be provided to the Yarmouth County Trail Development Association regarding their trail project application and to preapprove \$2,300.00 from the Grants to Organizations 2025-2026 program subject to receipt of a completed application pursuant to Grants Policy G-068-09.</i></p> <p><i>Motion carried.</i></p>	
January 22, 2025 REG Council	<p><u>Letter of Congratulations to Coach Laurie Barron</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Daniel Muise that a letter of congratulations be sent to Coach Laurie Barron, of the Yarmouth Jr. A Mariners, for achieving 500 victories and for raising the profile of the team.</i></p> <p><i>Motion carried.</i></p>	Letter has been drafted.
January 22, 2025 REG Council	<p><u>Fish Point Request</u></p> <p><i>It was moved by Councillor Loren Cushing, seconded by Councillor Phil Mooney that a letter of support be provided to the Historic Sites Committee of the Yarmouth County Historical Society and Museum in support of their application for the Fish Point Project in the Next Great Save Competition.</i></p> <p><i>Motion carried.</i></p>	Complete.
January 22, 2025 REG Council	<p><u>Moving Towards Consistent and Impactful Emergency Response</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Phil Mooney that the Municipality supports the request and forward Minister Masland's letter to the REMO Executive Committee for review, and request that an update be provided.</i></p> <p><i>Motion carried.</i></p>	Complete.

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<p>January 22, 2025 REG Council</p>	<p><u>Parkland Dedication</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Jim Baxter that the Municipality accept the sum of \$750.00, equivalent to 5% of the market value of Lot BG-1 as Parkland Dedication, PID 90146051, File 9999.</i></p> <p><i>Motion carried.</i></p>	<p>Complete.</p>
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Appendix B

Financial Statements

Municipality of Yarmouth

For the Ten Months Ending January 31, 2025

	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	1,092,848	-37,215
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	13,460,477	-344,643
Special Assessments			
Env. Hlth PM Swr Maint	48,094	37,577	10,517
Env. Hlth S.O Swr Maint	12,839	9,879	2,960
Env. Hlth H/D Swr Maint	185,349	142,094	43,255
Env. Hlth H/D Swr Capital	0	1,200	-1,200
Env. Hlth Arc Swr Maint	46,372	35,546	10,826
Total Special Assessments	292,654	226,297	66,357
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	374,904	25,096
Large Wind revenues	13,941	13,941	0
Total Other Taxes	413,941	388,845	25,096
Total Tax Revenues	14,199,434	14,464,599	-265,165

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

Fed Grant in Lieu Taxes	4,700	5,447	-747
CBC	2,500	2,535	-35
Canada Post	2,000	2,162	-162

Provincial Government

Prov Prop & Support Inst.	25,000	0	25,000
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Total Grants in Lieu of Taxes

34,200	10,145	24,055
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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	144,953	141,847

Total Services to Other Governments

536,346	269,726	266,620
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Other Revenue From Own Sources

Animal Licenses	750	782	-32
Building Permits	25,000	20,741	4,259
Subdivision & Parkland Dedication fees	30,000	51,351	-21,351
Other Licenses & Permits	500	2,955	-2,455
Fines & Fees	15,000	14,922	78
LS Office Rental	25,531	25,531	0
Business Park & other lease revenues	533,889	452,697	81,192
Interest on Bank Deposits	299,925	306,945	-7,020
Interest on Taxes	175,000	188,793	-13,793
Tax Certificates & account inquiries	4,000	3,505	495
Other Misc. Revenue	97,000	80,350	16,650
Election recoveries	11,508	300	11,208
Cape Forchu Revenues	56,300	86,691	-30,391
LS Admin fee	6,443	6,443	0
Wind & Solar Energy revenue	62,576	67,083	-4,507

Total Other Revenue From Own Sources

1,343,422	1,309,088	34,334
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Unconditional Transfers from Other Gov

Mun. Grants Act - Equalization	141,566	106,175	35,391
Assessment Act - Farm Acreage	24,143	24,143	0

Total Unconditional Transfers from Other Gov

165,709	130,318	35,391
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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	34,054	-21,554
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Total Conditional Transfers

517,958	34,054	483,904
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Other Transfers

Transfer from Other Funds	335,000	0	335,000
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Total Other Transfers	335,000	0	335,000
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Total Non-Tax Revenues	2,932,635	1,753,331	1,179,304
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Total Revenue	17,132,069	16,217,930	914,139
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Municipality of Yarmouth

For the Ten Months Ending January 31, 2025

	2025 Budget	2025 Actual to Date	Remaining Budget
Expenditures			
General Government Services			
Legislative			
Council/Committee Remuneration	237,689	189,505	48,184
Council Travel Expense	64,643	34,612	30,031
Council training & technology	20,505	1,170	19,335
Council/Admin Planning & Strat	10,000	7,868	2,132
Council/PR & Media	36,362	38,655	-2,293
Council Special Relief Program	326,000	95,175	230,825
Total Legislative	695,199	366,985	328,214
General Administration			
Municipal Office Salaries and Benefits	1,130,064	926,244	203,820
Retired Clerks Pension Plan	5,000	8,343	-3,343
Municipal Office Expenses			
Telephone/Internet	15,080	14,768	312
Photocopies	1,000	425	575
Postage	17,000	18,199	-1,199
Mun. Office Supplies	17,000	17,318	-318
Corp safety & gen'l training	38,350	11,603	26,747
Computer Expenses	36,027	12,397	23,630
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	7,863	637
Administration building expenses	134,336	107,347	26,989
Total General Administration	1,437,669	1,143,438	294,231
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	14,083	10,917
Total Financial Management	126,732	124,624	2,108

Taxation

Tax Reductions, Exemptions, & CDDI	92,905	93,006	-101
Low Income Exemption	10,000	32,246	-22,246
Other Taxation	27,728	39,307	-11,579
PVSC	209,965	209,965	0

Total Taxation	340,598	374,524	-33,926
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Other General Government Services

Elections	53,641	30,900	22,741
Professional Travel	13,085	10,819	2,266
Property & Liability Insurance	46,233	42,961	3,272
AMA /CAMA Dues	3,395	3,985	-590
FCM Dues	2,867	2,869	-2
NSFM Expenses	14,168	13,938	230
Grants to Organizations & Individuals	96,410	86,878	9,532
Cape Forchu	214,320	187,040	27,280

Total Other General Government Services	444,119	379,390	64,729
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Total General Government Services	3,044,317	2,388,961	655,356
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Protective Services

RCMP Protective Services	1,369,102	1,023,563	345,539
DNA Costs	7,000	7,720	-720

Total Protective Services	1,376,102	1,031,283	344,819
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Fire Protection

Carleton - F1	74,591	74,591	0
Port Maitland - F2	120,558	120,558	0
Yarmouth - F3	1,186,335	800,000	386,335
Lakes & District - F4	52,223	52,223	0
Lake Vaughan - F5	88,783	73,986	14,797
Valley & District - F6	65,360	65,360	0
Kemptville - F7	31,368	31,368	0
Fire Depts - Capital & Operating grants	169,232	94,593	74,639
Fire Depts - Dispatch, WCB & other	25,543	25,387	156

Total Fire Protection	1,813,993	1,338,066	475,927
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Emergency Measures

Emergency Measures Organization	44,960	889	44,071
Ground Search & Rescue	6,500	0	6,500

Total Emergency Measures	51,460	889	50,571
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Other Protective Services***Building Inspection***

Development - Salaries & Benefits	415,096	324,613	90,483
Development - vehicle expenses	19,870	16,538	3,332
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	2,428	1,672
Development - Books/Printed material	1,300	373	927
Development - Office Supplies, postage	7,940	6,493	1,447
Development - Computer expense	6,200	981	5,219
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	363,053	188,473
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Animal and Pest Control

Dog Control Contract	29,445	24,538	4,908
Dog Tags	300	169	131

Total Animal and Pest Control	29,745	24,707	5,038
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Total All Protective Services	3,822,826	2,757,998	1,064,828
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Transportation Services***Road Transport***

Engineering fees	12,500	4,599	7,901
Plow truck fleet expense	12,000	16,229	-4,229
Office of the Dir of Asset Mgmt	6,130	6,060	70
Roads & Streets Trans Fee	94,466	94,466	0
Sidewalk - Repair & maintenance	10,850	961	9,889
Yarmouth Airport	286,271	259,146	27,125
Community Signage	10,000	2,852	7,148
Municipal roads/sub-division maintenance	30,000	5,722	24,278

Total Road Transport	462,217	390,034	72,183
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Street Lighting

Street Lights	85,000	59,501	25,499
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Public Works

Public Works Salaries and Benefits	541,836	428,926	112,910
Public Works - Conf & Training	7,000	8,151	-1,151
Public Works - Vehicle Expense	24,000	31,232	-7,232
Public Works - Field Equipment	16,375	12,238	4,137
Public Works - Telephone	3,240	2,631	609
Public Works - Office Supplies	1,600	1,797	-197
Public Works - Insurance & other	4,720	3,886	834
Public Works - Building	18,400	16,664	1,736
Public Works - Computer expense	7,600	2,613	4,987

Total Public Works	624,771	508,138	116,633
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Total Transportation and Public Works	1,171,988	957,673	214,315
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Environmental Health Services**Sewage Collection and Disposal**

S. O Sewer Maintenance	15,060	2,718	12,342
Arcadia Sewer Maintenance	28,015	6,283	21,732
H/D Sewer Maintenance	416,435	95,140	321,295
PM Sewer Maintenance	41,515	29,670	11,845
Reg Solid Waste Comm Plan - Wastechek	32,669	30,800	1,869
Landfill Tipping Fee	333,400	274,976	58,424
Garbage Collection Contract	533,978	413,342	120,636
Garbage Misc	25,000	26,622	-1,622
Recyclables Processing	55,714	48,218	7,496

Total Sewage Collection and Disposal	1,481,786	927,769	554,017
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Total Environmental Health Services	1,481,786	927,769	554,017
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Public Health and Welfare Services

Health Human Resources	30,000	30,000	0
Senior's Safety Co-ordinator	85,810	64,835	20,975

Total Public Health and Welfare Services	115,810	94,835	20,975
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Total Public Health and Safety Services	115,810	94,835	20,975
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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	2,405	14,270
62 Rcom Drive	61,015	19,845	41,170
28 Rcom Drive	9,700	8,607	1,093

Total Industrial Parks

87,390	30,849	56,541
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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	94,424	1,076
WREN	62,545	62,639	-94
Wind & Solar energy expenses	9,655	7,298	2,357
Other Environmental Development	0	1,144	-1,144
Econ Dev - Salaries and Benefits	104,261	84,928	19,333
Econ Dev - Admin and Projects	47,603	25,391	22,212

Total Other Environmental Development Serv

343,814	302,574	41,240
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Total Environmental Development Service

482,004	365,582	116,422
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Recreation

Full-time Staff Salaries and Benefits	479,585	394,760	84,825
Seasonal Program Staff	123,878	145,506	-21,628
Seasonal Facility Staff	78,683	52,086	26,597
Administration Expense	60,105	55,105	5,000
Facilities Maintenance	95,368	74,222	21,146
Programs Expense	182,741	72,355	110,386

Total Recreation Services

1,020,360	794,034	226,326
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Culture & Heritage

Heritage Inventory Program	33,000	11,004	21,996
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Total Recreation and Culture

1,053,360	805,038	248,322
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Fiscal Services**Debt Charges****Interest on Long Term Debt**

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

Principal on Long Term Debt

PW Building - Principal	100,000	100,000	0
Total Principal on Long Term Debt	100,000	100,000	0

Transfer to Own Reserves, Funds & Agencies**Other Funds**

Capital Reserve Fund	1,799,700	689,753	1,109,947
Operating Reserve Fund	15,000	68,979	-53,979
Total Transfer to Own Reserves, Funds & Age	1,814,700	758,732	1,055,968

Conditional Transfers to Other Governments

Mariners Centre	250,000	230,260	19,740
Mariners on Main	167,800	178,580	-10,780
Special projects	711,812	636,149	75,663
Regional Library	83,600	83,600	0
District School Board Approp.	2,784,248	2,320,207	464,041
Total Conditional Transfers to Other Governr	3,997,460	3,448,795	548,665

Extraordinary & Special Items

Contingency for Unforeseen Exp	25,000	19,279	5,721
Total Extraordinary & Special Items	25,000	19,279	5,721

Total Fiscal Services

5,938,962	4,327,988	1,610,974
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TOTAL EXPENDITURES

17,111,053	12,625,845	4,485,208
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Y-T-D SURPLUS (DEFICIT)

21,016	3,592,085	-3,571,069
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Chief Administrator's Report

February 2025

Appendix C

Capital Investment Plan Update

2024 -2025 Capital Projects Status Report	
Project	Comments
Sewer System Upgrades	Scada, New pumps, New Blower, AM recommends a WW flushing program, and minimal maintenance data to AM from PW in Mdev
Hebron, Dayton I & I	Monthly PW checks, RVT on hold due to weather
Greenville Road	As above
NWRBP Infrastructure Expansion	Invitation For Tender issued January 30, 3 registered companies to date; tender closing date March 6, 2025
Accessibility upgrades	Working with FF & E, and IT scope, 15% completed, Phase II discussion for employee relocation, SSGF & EAF funds Extension to Finance
Rotary Centre Upgrade	Various grants applied for Connect2 and CAAP, 50% completed, 75% by the end of March
HRC Lighting and signage	Hydro poles have been installed, waiting on lights
Dayton Sidewalks Ext	Pushed until such time funding is available for engineering assessment on the West side, 20k over on design
LED Streetlights	New Vendor has been contracted to improve efficiency and effectiveness
Rotary Centre Road Upgrade	Completed, gravel starting to settle, someone has been doing donuts up there, potholes appearing
System Software	Started talks with Alix and watch TS AM introductions
Mariner Centre	Excavation and first concrete pour Feb 7
Cyber Security Upgrades	2024-25 hardware and software plan fully implemented
AT Masterplan	In progress
Wastewater Flushing Program	RFQ live
CF Sea Rise	Contract signed and works are in progress, CF AM data has been sent to Dillan