

Chief Administrator's Report

May 2025

Mission Statement:

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

Vision:

To support and grow prosperous, resilient and welcoming communities.

Attached to this summary are:

1. Motions of Council – Appendix A
2. Un-audited financial statements as of March 31, 2025 – Appendix B
3. 2024-25 Capital Investment Plan Summary - Appendix C

Of note over the last month & Looking Ahead:

1. Launch of Town Suite
 - a. The Financial module of Town Suite is now live! Discussion taking place with the team to have an audit of the change over complete to verify and document the accurate opening balances.
 - b. Preparing to launch the payroll and employee modules next
 - c. Complete implementation expected by late fall
2. Nova West Regional Business Park Phase II
 - a. Contracts in place with vendor
 - b. Work expected to wrap up in September
3. 2025-26 Operating Budget
 - a. Recommended to May Regular Council by Committee of the Whole
 - b. Rates and Grants to Organizations also ready for Council at May regular meeting
4. Council Agenda and Minute Software (resulting from new website)
 - a. Set up is complete
 - b. Staff training underway; Council training being arranged
 - c. Expect June Committee of the Whole to be on the new system
5. Accessibility Construction Projects
 - a. Hebron Rotary- on time and on budget
 - i. Exterior walk ways have been poured
 - ii. Parking area prepared for paving
 - iii. During the renovations of the Chambers, Council meetings will be held at the Rotary building
 - b. Administration Building
 - i. Phase I (washrooms) scheduled for wrap up end of May
 - ii. Phase II (front end and doors) anticipated to begin end of May and may run concurrently with Phase III (Council Chambers)

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Appendix A

Motions of Council

Date of Council Meeting	Direction or Motion	Action
April 14, 2025 Special Council	<p><u>Request for Decision – Nova West Regional Business Park Phase 2</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Daniel Muise that the Municipality of the District of Yarmouth accept the quotation from Aberdeen Paving Ltd, in the amount of \$1,864,974.35 plus HST, as submitted under the Request for Quotation (RFQ) for NWRBP Phase II tender for the construction of roads and services accessing 7 fully serviced commercial lots.</i></p> <p><i>Motion carried.</i></p>	Contracts in place; completion expected by September 2025.
April 23, 2025 Regular Council	<p><u>Request for Financial Assistance West Pubnico Golf Course</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Daniel Muise that the Municipality send a letter to the West Pubnico Golf Course congratulating them on their project; indicating Council is currently focused on strategic investments in the Municipality; their letter will be placed on file.</i></p> <p><i>Motion carried.</i></p>	Letter has been drafted.
April 23, 2025 Regular Council	<p><u>Paving of Subdivision (J-Class) Streets 25-26 Program</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Phil Mooney that the Municipality participate in the Provincial Cost Sharing Program for Paving Subdivisions (J-Class) Streets for the fiscal year 2025-2026 for Park Drive with the Municipal Contribution of \$112,500.</i></p> <p><i>Motion carried.</i></p>	Documents have been signed and returned to the province. Complete.
April 23, 2025 Regular Council	<p><u>Letter of thanks to MLA Hilton</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Jim</i></p>	Letter has been drafted.

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	<p><i>Baxter that a letter be sent to MLA Nick Hilton thanking him for his efforts in collaboration with the Province to securing funding through the Provincial Cost Sharing Program for Paving Subdivision (J-Class) Streets for the 2025–2026 fiscal year, specifically for Park Drive.</i></p> <p><i>Motion carried.</i></p>	
<p>April 23, 2025 Regular Council</p>	<p><u>Draft Low Income Exemption Policy L-068-09</u></p> <p><i>It was moved by Councillor Daniel Muise, seconded by Councillor Loren Cushing that the threshold household income amount increase to \$50,000 on Low Income Exemption Policy L-068-09.</i></p> <p><i>Motion carried.</i></p>	<p>Complete.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>Low Income Exemption Policy - Exemption Options</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Trevor Perry that staff provide Council with exemption options for a household income bracket over \$50,000 that would operate and be administered in the Low Income Exemption Policy.</i></p> <p><i>Motion carried.</i></p>	<p>Staff is currently researching options; added to the Legislative Agenda.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>Private Road Name Request in South Ohio</u></p> <p><i>It was moved by Councillor Daniel Muise, seconded by Deputy Warden Trevor Cunningham that the Municipality approve the private road name of Legacy Lane, South Ohio for a subdivision on PID 90150616.</i></p> <p><i>Motion carried.</i></p>	<p>Development Office has been notified. Complete.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>Request for Decision - Flushing and Camera Inspection of Municipal Sewer Lines</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Loren Cushing that the Municipality of the District of Yarmouth accepts the quotation from Eastern Trenchless, as submitted under the Request For Quotations for flushing, camera, and inspection of municipal wastewater systems in Arcadia, Port Maitland and Hebron/Dayton, in the amount of \$218,983.00 (excluding non-refundable HST), over fiscal years 2025-26 to</i></p>	<p>Public Works department has been notified. Complete.</p>

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	<p>2027-28; further that the CAO be authorized to execute appropriate contract accordingly.</p> <p><i>Motion carried.</i></p>	
<p>April 23, 2025 Regular Council</p>	<p><u>Summer Meeting Dates</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Jim Baxter that the Committee of the Whole and Regular Council meetings for July and August be combined and held on Wednesday, July 16, 2025, at 5:00 p.m. at the Rotary Centre, and Wednesday, August 20, 2025, at 5:00 p.m. at the Rotary Centre.</i></p> <p><i>Motion carried.</i></p>	<p>Calendar invites have been sent and notices are scheduled to the public regarding the change. Complete.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>Application for Flying a Flag</u></p> <p><i>It was moved by Councillor Jim Baxter, seconded by Councillor Trevor Perry that the Municipality approves the application from The Galic Council of Nova Scotia and fly the Gaelic Community Flag for May 2025.</i></p> <p><i>Motion carried.</i></p>	<p>Flag has been received and will be flown beginning May 5th for the month. Complete.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>UNESCO Biosphere/Chebogue Meadows Trail</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Jim Baxter that an invitation be sent to the Southwest Nova Biosphere and MLA Nick Hilton for a meeting to discuss the future of the Chebogue Meadows Trail.</i></p> <p><i>Motion carried.</i></p>	<p>Staff is working on arranging a meeting.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>First Reading of Sewer By-Law S-084-25</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Loren Cushing to approve First Reading of Sewer By-Law S-084-25.</i></p> <p><i>Motion carried.</i></p>	<p>Second reading is scheduled for May 21, 2025.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>Request for Decision - Funding & Procurement Analyst Position</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Jim Baxter;</i></p>	<p>Recruitment will begin in the fall for the position. Complete.</p>

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	<p>WHEREAS staff has identified a growing need to increase internal capacity to identify, apply for, and manage external funding opportunities to support infrastructure and strategic projects;</p> <p>AND WHEREAS a dedicated position will ensure improved procurement oversight and compliance with municipal policies and trade obligations;</p> <p>BE IT RESOLVED THAT the Council of the Municipality of the District of Yarmouth approve the creation of a Funding and Procurement Analyst position as outlined in the Request for Decision, with implementation to proceed in alignment with the current organizational structure and budget.</p> <p>Motion carried.</p>	
<p>April 23, 2025 Regular Council</p>	<p><u>Deadline Amendment to Low Income Exemption Policy L-068-09</u></p> <p>It was moved by Councillor Daniel Muise, seconded by Councillor Jim Baxter to extend the deadline, as a one-time occurrence, for Low Income Exemption Policy L-068-09 applications to May 30, 2025.</p> <p>Motion carried.</p>	<p>Complete.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>Adapting the Additional Officer Program</u></p> <p><i>Deputy Warden Trevor Cunningham declared a conflict and stepped out at 7:03 p.m.</i></p> <p>It was moved by Councillor Phil Mooney, seconded by Councillor Jim Baxter that a letter be sent to the Nova Scotia Federation of Municipalities asking the Public Safety Advisory Committee to engage with the Attorney General & Justice Minister's Office to better understand the scope of the program review, and that the letter include a parent testimonial regarding the importance of the School Liaison Officer position.</p> <p>Motion carried.</p>	<p>Letter is being drafted.</p>
<p>April 23, 2025 Regular Council</p>	<p><u>Adapting the Additional Officer Program</u></p> <p>It was moved by Councillor Daniel Muise,</p>	<p>Letter has been drafted.</p>

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	<p><i>seconded by Councillor Jim Baxter that the correspondence from the Attorney General & Justice Minister's Office be forwarded to the Joint Police Advisory Committee requesting additional information Staff Sgt. Eady may be able to provide regarding the scope, intent, and future of the Additional Officer Program.</i></p> <p><i>Motion carried.</i></p>	
<p>April 23, 2025 Regular Council</p>	<p><u>Fire Service Governance Review</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Jim Baxter that a letter be sent to The Fire Services Association of NS indicating that the Municipality wishes to participate in the engagement phase of the Fire Service Review.</i></p> <p><i>Motion carried.</i></p>	<p>Letter has been drafted.</p>
<p>April 23, 2025 REG Council</p>	<p><u>Second Reading of LUB Amendment for RV Site Plan Approvals</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Phil Mooney to approve Second Reading of the Municipality's Land Use By-Law amendments for the RV Site Plan Approvals.</i></p> <p><i>Motion carried.</i></p>	<p>Second Reading passed. Amendment package is being prepared for the Province. In progress.</p>
<p>April 23, 2025 REG Council</p>	<p><u>Second Reading of LUB Amendment for Rezoning of Wyman Road</u></p> <p><i>It was moved by Councillor Jim Baxter, seconded by Councillor Trevor Perry to approve Second Reading of the Municipality's Land Use By-Law amendments for the Rezoning of PIDs 90177270 and 90179276.</i></p> <p><i>Motion carried.</i></p>	<p>Second Reading passed. Amendment package is being prepared for the Province. In progress.</p>
<p>March 5, 2025 REG Council</p>	<p><u>Deer Management Inquiry</u></p> <p><i>It was moved by Councillor Jim Baxter, seconded by Councillor Daniel Muise that staff invite the Department of Natural Resources to speak to Council about the management of deer population.</i></p>	<p>We have received the following response to the request for a meeting: " Considering the number of requests we are receiving from municipalities regarding deer governance, we are currently working on several</p>

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	<p><i>Motion carried.</i></p>	<p>items that I feel will be very beneficial to your request. In particular, we are planning on hosting a webinar for all municipalities on municipal deer governance and are preparing a municipal deer governance guidance document.” Complete</p>
<p>March 5, 2025 REG Council</p>	<p><u>Memorial Club Monuments Committee</u></p> <p><i>It was moved by Councillor Phil Mooney, seconded by Councillor Daniel Muise to receive legal advice on responding to Maple Grove Memorial Club’s request regarding access to the monument located near Maple Grove Education Centre.</i></p> <p><i>Motion carried.</i></p>	<p>In progress.</p>
<p>March 5, 2025 REG Council</p>	<p><u>Request for Decision – Agenda & Minute Software</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Phil Mooney that,</i></p> <p><i>Whereas the Municipality of the District of Yarmouth is seeking to modernize and enhance its digital infrastructure in a cost-effective manner that minimizes the impact on taxpayers;</i></p> <p>AND</p> <p><i>Whereas the Municipality’s current agenda and minutes software is being phased out and is no longer compatible with the new municipal website;</i></p> <p>AND</p> <p><i>Whereas the Council for the District of Yarmouth is committed to ensuring compliance with accessibility legislation and addressing the needs of individuals with barriers;</i></p> <p><i>Therefore, be it resolved that the Municipality of the District of Yarmouth approve the proposal to adopt the eScribe Digital Readiness Bundle;</i></p>	<p>Set up complete; staff and council training in progress; expect to “go live” for June Committee of the Whole.</p>

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	<p><i>Further, be it resolved that an amount of \$14,215.00 be allocated in the 2025-2026 rating Budget for the purchase of the software;</i></p> <p><i>Further, be it resolved that the CAO be instructed to initiate implementation supporting an April 1, 2025 rollout of the system.</i></p> <p><i>Motion carried.</i></p>	
<p>March 5, 2025 REG Council</p>	<p><u>Request for Decision – Tax Sale by Tender</u></p> <p><i>It was moved by Deputy Warden Trevor Cunningham, seconded by Councillor Loren Cushing that:</i></p> <p><i>Whereas there is significant uncertainty around confirming the location to host the annual tax sale by public auction;</i></p> <p>AND</p> <p><i>Whereas the MGA sets out provisions for Tax Sale by Tender;</i></p> <p><i>Therefore it be resolved that Council consent to Tax Sale by Tender.</i></p> <p><i>Vote of 6 in favour, 1 against.</i> <i>Motion carried.</i></p>	<ul style="list-style-type: none"> • April 4 - List is being sent to lawyer for title search • May 17 – 60 Day notices • June 15 – Advertising on website • June 26 & July 10 Advertising Clare Shopper and Lobster Bay • July 15 – Closing of Tender.
<p>September 18, 2024 REG Council</p>	<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></p> <p>AND</p> <p><i>WHEREAS Bill 59, the Accessibility Act requires Prescribed Public Sector Bodies to bring their buildings to meet accessibility standards per the Act;</i></p> <p>AND</p> <p><i>WHEREAS the Council for the District of Yarmouth is committed to providing safe, equitable access to services;</i></p>	<p>Construction is underway.</p>

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	<p>AND 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; AND WHEREAS the District of Yarmouth seeks to secure additional funding under the Enabling Accessibility Fund of \$125,000;</p> <p>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;</p> <p>AND further, direct the CAO to negotiate the construction contract accordingly.</p> <p>Motion carried.</p>	
<p>September 18, 2024 REG Council</p>	<p><u>“Good Neighbour” By-Law Update</u></p> <p>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.</p> <p>Motion carried.</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>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.</p> <p>Motion carried.</p>	<p>Amendments under development.</p>
<p>October 3, 2024 REG Council</p>	<p><u>Request for Decision - Accessibility Renovations of Administration Building</u></p>	<p>Construction is underway.</p>

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	<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> <i>WHEREAS the Municipality of the District of Yarmouth seeks to secure more funding under the Enabling Accessibility Fund of \$125,000</i> <i>AND</i> <i>WHEREAS Council awarded the contract for the accessibility upgrades to the Rotary Centre in the amount of \$436,967;</i> <i>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;</i> <i>AND further, direct the CAO to negotiate the construction contract accordingly.</i></p> <p><i>Motion carried.</i></p>	
<p>December 18, 2024 REG Council</p>	<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>Moved to 2025-2026 Budget Discussions. Complete</p>

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	<p><i>Motion carried.</i></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 has been sent to the province for review and approval. Waiting for their response.</p>

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Appendix B

Financial Statements (Un-audited)

March 31, 2025*

	Budget	Actual to Date	Remaining Budget
Revenue			
Taxes			
Assessable Property			
Residential Taxes	10,055,683	10,343,926	-288,243
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	13,458,010	-342,176
Special Assessments			
Env. Hlth PM Swr Maint	48,094	49,854	-1,760
Env. Hlth S.O Swr Maint	12,839	13,167	-328
Env. Hlth H/D Swr Maint	185,349	189,252	-3,903
Env. Hlth H/D Swr Capital	0	1,200	-1,200
Env. Hlth Arc Swr Maint	46,372	47,305	-933
Total Special Assessments	292,654	300,778	-8,124
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	450,165	-50,165
Large Wind revenues	13,941	13,941	0
Total Other Taxes	413,941	464,106	-50,165

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Total Tax Revenues	14,199,434	14,611,873	-412,439
Grants in Lieu of Taxes			
<i>Federal Government & Agencies</i>			
Fed Grant in Lieu Taxes	4,700	5,447	-747
CBC	2,500	2,535	-35
Canada Post	2,000	2,162	-162
<i>Provincial Government</i>			
Prov Prop & Support Inst.	25,000	25,225	-225
Total Grants in Lieu of Taxes	34,200	35,370	-1,170
Services to Other Governments			
Town of Yarmouth Leisure Services Contract	249,546	124,773	124,773
Leisure Services Revenue	286,800	163,242	123,558
Total Services to Other Governments	536,346	288,015	248,331
Other Revenue From Own Sources			
Animal Licenses	750	887	-137
Building Permits	25,000	22,712	2,288
Subdivision & Parkland Dedication fees	30,000	57,951	-27,951
Other Licenses & Permits	500	2,975	-2,475
Fines & Fees	15,000	13,524	1,476
LS Office Rental	25,531	25,531	0
Business Park & other lease revenues	533,889	541,870	-7,981
Interest on Bank Deposits	299,925	362,923	-62,998
Interest on Taxes	175,000	220,989	-45,989
Tax Certificates & account inquiries	4,000	3,860	140
Other Misc. Revenue	97,000	274,799	-177,799
Election recoveries	11,508	21,073	-9,565
Cape Forchu Revenues	56,300	86,991	-30,691
LS Admin fee	6,443	6,443	0
Wind & Solar Energy revenue	62,576	98,386	-35,810
Total Other Revenue From Own Sources	1,343,422	1,740,914	-397,492
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	255,695	245,507

Provincial Government

Provincial Grants	12,500	46,420	-33,920
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Total Conditional Transfers	517,958	302,115	215,843
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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	2,496,732	435,903
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Total Revenue	17,132,069	17,108,605	23,464
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Expenditures

General Government Services

Legislative

Council/Committee Remuneration	237,689	222,792	14,897
Council Travel Expense	64,643	35,585	29,058
Council training & technology	20,505	7,071	13,434
Council/Admin Planning & Strat	10,000	14,388	-4,388
Council/PR & Media	36,362	39,450	-3,088
Council Special Relief Program	326,000	95,175	230,825

Total Legislative	695,199	414,461	280,738
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General Administration

Municipal Office Salaries and Benefits	1,130,064	1,111,156	18,908
Retired Clerks Pension Plan	5,000	8,343	-3,343

Municipal Office Expenses

Telephone/Internet	15,080	18,040	-2,960
Photocopies	1,000	451	549
Postage	17,000	20,897	-3,897
Mun. Office Supplies	17,000	20,389	-3,389
Corp safety & gen'l training	38,350	19,911	18,439
Computer Expenses	36,027	13,317	22,710
CAO, Deputy CAO & CFO training & travel	22,812	14,624	8,188
General admin staff Travel	2,500	2,632	-132

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Advertising	5,000	2,555	2,445
Office Furnishings /Equipment	5,000	1,126	3,874
Misc Office Expenses	8,500	9,515	-1,015
Administration building expenses	134,336	130,205	4,131
Total General Administration	1,437,669	1,373,161	64,508
Financial Management			
Audit Fees & Advisory Services	35,000	47,744	-12,744
IT & Finance software & support	66,732	66,776	-44
Legal Retainer & Fees	25,000	16,668	8,332
Total Financial Management	126,732	131,187	-4,455
Taxation			
Tax Reductions, Exemptions, & CDDI	92,905	93,006	-101
Low Income Exemption	10,000	32,246	-22,246
Other Taxation	27,728	39,282	-11,554
PVSC	209,965	209,965	0
Total Taxation	340,598	374,499	-33,901
Other General Government Services			
Elections	53,641	33,063	20,578
Professional Travel	13,085	11,626	1,459
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	88,378	8,032
Cape Forchu	214,320	195,330	18,990
Total Other General Government Services	444,119	392,151	51,968
Total General Government Services	3,044,317	2,685,459	358,858
Protective Services			
RCMP Protective Services	1,369,102	1,364,751	4,351
DNA Costs	7,000	7,720	-720
Total Protective Services	1,376,102	1,372,471	3,631
Fire Protection			
Carleton - F1	74,591	74,591	0
Port Maitland - F2	120,558	120,558	0
Yarmouth - F3	1,186,335	911,060	275,275
Lakes & District - F4	52,223	52,223	0
Lake Vaughan - F5	88,783	88,783	0
Valley & District - F6	65,360	65,360	0

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Kemptville - F7	31,368	31,368	0
Fire Depts - Capital & Operating grants	169,232	169,232	0
Fire Depts - Dispatch, WCB & other	25,543	27,986	-2,443
Total Fire Protection	1,813,993	1,541,160	272,833
Emergency Measures			
Emergency Measures Organization	44,960	26,674	18,286
Ground Search & Rescue	6,500	0	6,500
Total Emergency Measures	51,460	26,674	24,786
Other Protective Services			
<i>Building Inspection</i>			
Development - Salaries & Benefits	415,096	378,352	36,744
Development - vehicle expenses	19,870	17,152	2,718
Development - Office & misc	300	0	300
Development Officer - Conf & Courses	4,500	2,893	1,607
Building Official #1 - Conf & Courses	6,000	2,956	3,044
Building Official #2 - Conf & Courses	11,105	546	10,559
Fire Inspector - Conf & Courses	5,000	4,239	761
Development - Telephone	4,100	2,899	1,201
Development - Books/Printed material	1,300	373	927
Development - Office Supplies, postage	7,940	7,419	521
Development - Computer expense	6,200	2,821	3,379
Development - Contracted Services	64,000	37,184	26,816
Development - Advertising	3,340	0	3,340
Development - Membership dues & fees	1,275	624	651
Development - Misc Expenses	1,500	1,013	487
Total Building Inspection	551,526	458,473	93,053
Animal and Pest Control			
Dog Control Contract	29,445	29,445	0
Dog Tags	300	169	131
Total Animal and Pest Control	29,745	29,614	131
Total All Protective Services	3,822,826	3,428,393	394,433
Transportation Services			
<i>Road Transport</i>			
Engineering fees	12,500	4,599	7,901
Plow truck fleet expense	12,000	19,164	-7,164
Office of the Dir of Asset Mgmt	6,130	6,275	-145
Roads & Streets Trans Fee	94,466	94,466	0
Sidewalk - Repair & maintenance	10,850	6,445	4,405
Yarmouth Airport	286,271	259,146	27,125
Community Signage	10,000	4,860	5,140

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Municipal roads/sub-division maintenance	30,000	9,095	20,905
Total Road Transport	462,217	404,050	58,167
Street Lighting			
Street Lights	85,000	69,621	15,379
Public Works			
Public Works Salaries and Benefits	541,836	520,281	21,555
Public Works - Mileage	0	107	-107
Public Works - Conf & Training	7,000	5,210	1,790
Public Works - Vehicle Expense	24,000	34,318	-10,318
Public Works - Field Equipment	16,375	12,202	4,173
Public Works - Telephone	3,240	3,102	138
Public Works - Office Supplies	1,600	2,273	-673
Public Works - Insurance & other	4,720	3,947	773
Public Works - Building	18,400	19,808	-1,408
Public Works - Computer expense	7,600	2,973	4,627
Total Public Works	624,771	604,221	20,550
Total Transportation and Public Works	1,171,988	1,077,892	94,096
Environmental Health Services			
Sewage Collection and Disposal			
S. O Sewer Maintenance	15,060	3,144	11,916
Arcadia Sewer Maintenance	28,015	8,139	19,876
H/D Sewer Maintenance	416,435	255,099	161,336
PM Sewer Maintenance	41,515	36,107	5,408
Reg Solid Waste Comm Plan - Wastecheck	32,669	30,800	1,869
Landfill Tipping Fee	333,400	317,818	15,582
Garbage Collection Contract	533,978	494,511	39,468
Garbage Misc	25,000	26,622	-1,622
Recyclables Processing	55,714	58,973	-3,259
Total Sewage Collection and Disposal	1,481,786	1,231,213	250,573
Total Environmental Health Services	1,481,786	1,231,213	250,573
Public Health and Welfare Services			
Health Human Resources	30,000	30,000	0
Senior's Safety Co-ordinator	85,810	78,711	7,099
Total Public Health and Welfare Services	115,810	108,711	7,099
Total Public Health and Safety Services	115,810	108,711	7,099

Chief Administrator's Report

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Environmental Development Services

Environmental Planning

Planning	48,800	50,438	-1,638
By-law & Policy Development	2,000	872	1,128

Total Environmental Planning **50,800** **51,309** **-509**

Industrial Parks

Industrial Commission	0	-8	8
Hebron Business Park	16,675	6,228	10,447
62 Rcom Drive	61,015	23,027	37,988
28 Rcom Drive	9,700	8,607	1,093

Total Industrial Parks **87,390** **37,855** **49,535**

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	7,478	2,177
Other Environmental Development	0	1,144	-1,144
Econ Dev - Salaries and Benefits	104,261	102,831	1,430
Econ Dev - Admin and Projects	47,603	35,486	12,117

Total Other Environmental Development Services **343,814** **330,752** **13,062**

Total Environmental Development Services **482,004** **419,916** **62,088**

Recreation

Full-time Staff Salaries and Benefits	479,585	475,348	4,237
Seasonal Program Staff	123,878	156,825	-32,947
Seasonal Facility Staff	78,683	52,744	25,939
Administration Expense	60,105	56,485	3,620
Facilities Maintenance	95,368	85,925	9,443
Programs Expense	182,741	73,284	109,457

Total Recreation Services **1,020,360** **900,612** **119,748**

Culture & Heritage

Heritage Inventory Program	33,000	12,004	20,996
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Total Recreation and Culture **1,053,360** **912,615** **140,745**

Chief Administrator's Report

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Fiscal Services

Debt Charges

Interest on Long Term Debt

PW Building - Interest	1,802	1,803	-1
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Total Interest on Long Term Debt	1,802	1,803	-1
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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	710,138	1,089,563
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Operating Reserve Fund	15,000	194,716	-179,716
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Total Transfer to Own Reserves, Funds & Agencies	1,814,700	904,854	909,846
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Conditional Transfers to Other Governments

Mariners Centre	250,000	267,969	-17,969
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Mariners on Main	167,800	178,580	-10,780
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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	2,784,248	0
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Total Conditional Transfers to Other Governments	3,997,460	3,950,545	46,915
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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	4,976,480	962,482
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TOTAL EXPENDITURES	17,111,053	14,840,679	2,270,374
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Y-T-D SURPLUS (DEFICIT)	21,016	2,267,926	-2,246,910
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*Upon Council approval of the 2025-26 Operating budget, updated un-audited stmts will be provided.

Chief Administrator's Report

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Appendix C

Capital Investment Plan Update

Capital Projects Status Report May 2, 2025	
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
PMSTP	New roof, exterior doors, repairs to siding, New HVAC, possible handrail on flat roof, LED lights, New UV weir (Separate)
Wastewater Genset	Derek S to engage NSP for consultation
Wastewater Genset	Derek S to engage NSP for consultation
Hebron, Dayton I & I	Monthly PW checks, RVT on hold due to weather, reinstate comms End of May
Greenville Road	As above
NWRBP Infrastructure Expansion	Awarded to Aberdeen Paving Ltd, construction meeting held, start June 1
Accessibility upgrades	Floor tiles laid, countertops measured, HVAC to be completed, ETA end of May
Council Chambers IT	PO sent to Shaun for 50%
Rotary Centre Upgrade	Washroom doors hung and painted, prep for asphalt, exterior doors hung, main hall floor cleared and being prepped for paint
Rotary Centre Paving	Excavation has started
Rotary Centre New Roof	Deposit sent- scheduling a date for installation
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-AT Plan
LED Streetlights	New vendor
System Software	Started talks with Alix and watch TS AM introductions
Mariner Centre	15 CWO to date, structural steel on location
Cyber Security Upgrades	
AT Masterplan	In progress
Wastewater Flushing Program	Awarded to Eastern Trenchless
MODY Owned Roads	August
HRC Resurface Tennis Courts	Recreation
CF Sea Rise	Draft study received by Derek R