

## **Town of Berwick Council Meeting**

April 8, 2025

Town of Berwick Council Chambers  
*immediately following the Public Hearing*

### **AGENDA**

**1. Call to Order**

**2. Approval of the Agenda**

**3. Approval of the Minutes**

- a. Council Minutes, March 11, 2025

**4. Review of Action Items**

**5. New Business**

- a. Second Reading – 106 Orchard Street re-zoning
- b. RFD013-2025 Kings Transit Budgets Approval
- c. RFD014-2025 2025/26 Valley Waste Budgets Approval
- d. RFD015-2025 MIP Application Support – Inter-Municipal HR  
Assessment and Service Delivery Options

**6. Correspondence**

- a. 911 Signs – A. Johnstone

**7. Mayor's Report**

**8. In-Camera**

- a. Land acquisition

**9. Adjournment**

| Meeting Date | Action Item  | Status      |
|--------------|--|-------------|
| 2025-03-11   | Connect with VREN re: council presentation   | Completed   |
| 2025-02-11   | Prepare a letter to the province re Highway 101 sign, what happened and request assistance.  | Completed   |
| 2025-03-11   | Send thank you letter to Anna Horsnell, re Vardo and direct her to VREN for funding.   | Completed   |
| 2024-12-10   | Appoint an independent investigator into the Code of Conduct.  | In-Progress |
| 2025-01-14   | Number of fines written by RCMP and how does it get directed to Town of Berwick revenue  | In-Progress |
| 2025-01-14   | Planning Fee review and determine whether changes to the MPS will change our planning services fees, whether a staff person makes sense and look at similar size MU for comparison on changes to MPS vs. costs.        | In-Progress |
| 2025-02-03   | Explore a community calendar to share community events and what is going on in the gym?  | In-Progress |
| 2025-02-11   | Bring back Order on Property 109 Marster Avenue in a timely manner that allows staff to fully assess the issues and allow the property owner to meet the order.  | In-Progress |
| 2025-03-11   | Include pie chart in tax bill communication  | In-Progress |
| 2025-03-25   | Bring back options for term of debt for Water Storage Shed re: useful life for debenture approval  | In-Progress |
| 2025-01-14   | Is there revenue from VCFN that is returned to the owner parties?  | In-Progress |
| 2024-12-10   | Reach out to other municipalities to understand how they are assessing the Code of Conduct criteria for establishing the sanctions   | Not Started |
| 2024-12-10   | Electricity Regulations, educational materials to provide to Council on the Council SharePoint site.   | Not Started |
| 2025-01-14   | Reserves for IMSA organizations? Is the Interim IMSA work going to provide direction/opinion on this?  | Not Started |
| 2025-02-11   | Review Snow Removal Policy prior to next winter plowing  | Not Started |
| 2025-03-25   | What is the useful life of the STORHUB batteries packs.  | Not Started |
| 2025-03-25   | Is the investment in Valley Waste a reserve account?   | Not Started |
| 2024-12-10   | Survey what/if other municipalities are doing to respond to the ban the use of NDAs, related to sexual violence cases, for every business, institution or organization that receives Municipal funding or recognition. | Other       |
| 2025-03-25   | Follow up with NSFM re Code of Conduct training. Technical difficulty with registration and the contact number does not know about the training.   | Other       |

**REQUEST FOR DECISION  
RFD013-2025: 2025/26 Kings  
Transit Authority Budget**



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**To: Town Council**  
**From: CAO**  
**Date: April 8, 2025**  
**Subject: Approval of the 2025/26 Kings Transit Authority Operating and Capital Budgets**

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**References/Attachments**

- 2025/26 KTA Draft Operating and Capital Budgets
- 2025/26 KTA Budget Presentation

**Legislation**

- Section 60 of the *Municipal Government Act*.
- Interim IMSA
- Kings Transit Authority IMSA

**Recommendation**

That Council approve the 2025/26 Kings Transit Authority Operating and Capital Budgets as presented.

**Background**

The Interim IMSA Board approved the 2025/26 Kings Transit Operating and Capital Budgets on December 18, 2024, pending party approvals.

The Core Operations budget has an overall increase of 9.5% and a Combined Operations increase of 7.9%. The Core Municipal Shares have increased 13.5% over the previous year's budget.

A presentation highlighting key budget changes is attached.

**Financial Implications**

The Town's approved 2025/26 Operating Budget includes the municipal contribution identified in the attached Kings Transit budget of \$102,142 (\$98,142 operating and \$4,000 capital).

**REQUEST FOR DECISION**  
**RFD013-2025: 2025/26 Kings**  
**Transit Authority Budget**



**Priority Alignment**

| <b>Check Applicable</b> | <b>Strategic Priority Area</b> | <b>Comments</b> |
|-------------------------|--------------------------------|-----------------|
| x                       | Economic                       |                 |
| x                       | Environmental                  |                 |
| x                       | Social                         |                 |
| x                       | Cultural                       |                 |

**Alternatives**

Council may decide not to approve the budgets; although, per the Kings Transit IMSA, the Town’s municipal contribution would still be required for 2025/26 if a majority of the parties of Kings Transit approve the budgets.

**Community Engagement/Communication**

N/A

**CAO Comments**

That Council approve the 2025/26 Kings Transit budgets as presented.

CAO Initials: JB

Target Decision Date: April 8, 2025

# Kings Transit Authority

## Statement of Revenues and Expenditures

Budget - Annapolis

|                 | 2025-2026<br>Budget                   | 2024-2025<br>Forecast | 2024-2025<br>Budget | 2023-2024<br>YE Actuals |                |
|-----------------|---------------------------------------|-----------------------|---------------------|-------------------------|----------------|
| <b>Revenues</b> | Fares                                 | 166,464               | 163,191             | 161,595                 | 148,714        |
|                 | Advertising income                    | -                     | -                   | -                       | -              |
|                 | Operating grants core members         | -                     | -                   | -                       | -              |
|                 | Operating grants service partners     | 824,927               | 780,115             | 814,534                 | 683,764        |
|                 | Gain/loss from sale of capital assets | -                     | -                   | -                       | -              |
|                 | Other revenues                        | -                     | -                   | -                       | -              |
|                 |                                       | <b>991,391</b>        | <b>943,306</b>      | <b>976,129</b>          | <b>832,478</b> |
| <b>Expenses</b> | Compensation - administration         | -                     | -                   | -                       | -              |
|                 | Route operations costs                | 302,198               | 293,058             | 305,040                 | 275,567        |
|                 | Fuel                                  | 176,172               | 173,793             | 212,513                 | 169,302        |
|                 | Insurance                             | 54,600                | 52,000              | 55,520                  | 63,576         |
|                 | Bus maintenance and repairs           | 151,200               | 136,379             | 160,370                 | 109,325        |
|                 | Management fee - Core recovery        | -                     | -                   | -                       | -              |
|                 | Management fee - Annapolis            | 303,505               | 284,461             | 238,733                 | 210,907        |
|                 | Management fee - Digby                | -                     | -                   | -                       | -              |
|                 | Administrative                        | 3,716                 | 3,615               | 3,953                   | 3,800          |
|                 | <b>991,391</b>                        | <b>943,306</b>        | <b>976,129</b>      | <b>832,478</b>          |                |
| Net Surplus     | 0                                     | 0                     | -                   | -                       |                |

# Kings Transit Authority

## Statement of Revenues and Expenditures

Budget - Digby

|                 | 2025-2026<br>Budget                   | 2024-2025<br>Forecast | 2024-2025<br>Budget | 2023-2024<br>YE Actuals |                |
|-----------------|---------------------------------------|-----------------------|---------------------|-------------------------|----------------|
| <b>Revenues</b> | Fares                                 | 93,756                | 91,912              | 83,507                  | 71,474         |
|                 | Advertising income                    | -                     | -                   | -                       | -              |
|                 | Operating grants core members         | -                     | -                   | -                       | -              |
|                 | Operating grants service partners     | 424,907               | 407,418             | 385,496                 | 341,233        |
|                 | Gain/loss from sale of capital assets | -                     | -                   | -                       | -              |
|                 | Other revenues                        | -                     | -                   | -                       | -              |
|                 |                                       | <b>518,663</b>        | <b>499,329</b>      | <b>469,003</b>          | <b>412,707</b> |
| <b>Expenses</b> | Compensation - administration         | -                     | -                   | -                       | -              |
|                 | Route operations costs                | 168,111               | 162,442             | 145,968                 | 150,114        |
|                 | Fuel                                  | 94,734                | 96,278              | 110,774                 | 93,558         |
|                 | Insurance                             | 23,100                | 22,000              | 23,489                  | 14,236         |
|                 | Bus maintenance and repairs           | 74,698                | 69,961              | 66,199                  | 54,259         |
|                 | Management fee - Core recovery        | -                     | -                   | -                       | -              |
|                 | Management fee - Annapolis            | -                     | -                   | -                       | -              |
|                 | Management fee - Digby                | 157,630               | 148,257             | 122,034                 | 100,046        |
|                 | Administrative                        | 391                   | 391                 | 539                     | 496            |
|                 | <b>518,663</b>                        | <b>499,329</b>        | <b>469,003</b>      | <b>412,707</b>          |                |
| Net Surplus     | (0)                                   | 0                     | -                   | -                       |                |

# Kings Transit Authority

## Statement of Revenues and Expenditures

### Operating Budget

|  | 2025-2026 | 2024-2025 | 2024-2025 | 2023-2024  |
|--|-----------|-----------|-----------|------------|
|  | Budget    | Forecast  | Budget    | YE Actuals |

### Revenues

|                                   |                  |                  |                  |                  |
|-----------------------------------|------------------|------------------|------------------|------------------|
| Fares                             | 892,320          | 874,805          | 898,815          | 810,717          |
| Advertising income                | 24,000           | 26,010           | 9,000            | 2,134            |
| Operating grants core members     | 1,962,845        | 1,729,103        | 1,729,103        | 1,539,223        |
| Operating grants service partners | 1,249,834        | 1,187,533        | 1,200,030        | 1,024,997        |
| Other revenues                    | -                | 21,775           | -                | 8,579            |
|                                   | <b>4,128,999</b> | <b>3,839,226</b> | <b>3,836,948</b> | <b>3,385,649</b> |

### Expenses

|                                |                  |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|------------------|
| Compensation - administration  | 776,484          | 730,620          | 675,644          | 461,712          |
| Route operations costs         | 1,241,873        | 1,195,867        | 1,100,920        | 1,108,174        |
| Fuel                           | 594,996          | 592,789          | 707,647          | 582,638          |
| Insurance                      | 217,899          | 204,666          | 213,539          | 210,303          |
| Bus maintenance and repairs    | 1,032,386        | 1,051,323        | 864,969          | 744,897          |
| Management fee - Core recovery | (461,135)        | (432,718)        | (360,767)        | (310,953)        |
| Management fee - Annapolis     | 303,505          | 284,461          | 238,733          | 210,907          |
| Management fee - Digby         | 157,630          | 148,257          | 122,034          | 100,046          |
| Administrative                 | 265,361          | 260,714          | 274,228          | 277,925          |
|                                | <b>4,128,999</b> | <b>4,035,980</b> | <b>3,836,948</b> | <b>3,385,649</b> |

Net Surplus

- (196,754)

-

-

# Kings Transit Authority

## Statement of Revenues and Expenditures

### Budget - Core

|  | 2025-2026 | 2024-2025 | 2024-2025 | 2023-2024  |
|--|-----------|-----------|-----------|------------|
|  | Budget    | Forecast  | Budget    | YE Actuals |

### Revenues

|                                       |                  |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|------------------|
| Fares                                 | 632,100          | 619,703          | 653,714          | 590,529          |
| Advertising income                    | 24,000           | 26,010           | 9,000            | 2,134            |
| Operating grants core members         | 1,962,845        | 1,729,103        | 1,729,103        | 1,539,223        |
| Operating grants service partners     | -                | -                | -                | -                |
| Gain/loss from sale of capital assets | -                | -                | -                | -                |
| Other revenues                        | -                | 21,775           | -                | 8,579            |
|                                       | <b>2,618,945</b> | <b>2,396,590</b> | <b>2,391,816</b> | <b>2,140,464</b> |

### Expenses

|                                |                  |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|------------------|
| Compensation - administration  | 776,484          | 730,620          | 675,644          | 461,712          |
| Route operations costs         | 771,565          | 740,367          | 649,913          | 682,493          |
| Fuel                           | 324,090          | 322,718          | 384,360          | 319,778          |
| Insurance                      | 140,200          | 130,666          | 134,529          | 132,491          |
| Bus maintenance and repairs    | 806,488          | 844,983          | 638,401          | 581,313          |
| Management fee - Core recovery | (461,135)        | (432,718)        | (360,767)        | (310,953)        |
| Management fee - Annapolis     | -                | -                | -                | -                |
| Management fee - Digby         | -                | -                | -                | -                |
| Administrative                 | 261,254          | 256,709          | 269,737          | 273,629          |
|                                | <b>2,618,945</b> | <b>2,593,345</b> | <b>2,391,816</b> | <b>2,140,464</b> |

Net Surplus

(0)

(196,755)

-

0

# Kings Transit Authority

## Statement of Revenues and Expenditures

Budget - Annapolis

|                 | 2025-2026<br>Budget                   | 2024-2025<br>Forecast | 2024-2025<br>Budget | 2023-2024<br>YE Actuals |                |
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|                 | Other revenues                        | -                     | -                   | -                       | -              |
|                 |                                       | <b>991,391</b>        | <b>943,306</b>      | <b>976,129</b>          | <b>832,478</b> |
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|                 | Route operations costs                | 302,198               | 293,058             | 305,040                 | 275,567        |
|                 | Fuel                                  | 176,172               | 173,793             | 212,513                 | 169,302        |
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| Net Surplus     | 0                                     | 0                     | -                   | -                       |                |

# Kings Transit Authority

## Statement of Revenues and Expenditures

Budget - Digby

|                 | 2025-2026<br>Budget                   | 2024-2025<br>Forecast | 2024-2025<br>Budget | 2023-2024<br>YE Actuals |                |
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|                 |                                       | <b>518,663</b>        | <b>499,329</b>      | <b>469,003</b>          | <b>412,707</b> |
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# Kings Transit Authority

## Statement of Revenues and Expenditures

Budget - Annapolis

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| Net Surplus     | 0                                     | 0                     | -                   | -                       |                |

# Kings Transit Authority

## Statement of Revenues and Expenditures

Budget - Digby

|                 | 2025-2026<br>Budget                   | 2024-2025<br>Forecast | 2024-2025<br>Budget | 2023-2024<br>YE Actuals |                |
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|                 | <b>518,663</b>                        | <b>499,329</b>        | <b>469,003</b>      | <b>412,707</b>          |                |
| Net Surplus     | (0)                                   | 0                     | -                   | -                       |                |

# Kings Transit Authority

## Statement of Revenues and Expenditures

### Budget - Annapolis

|                 | 2025-2026<br>Budget                   | 2024-2025<br>Forecast | 2024-2025<br>Budget | 2023-2024<br>YE Actuals |                |
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|                 | Management fee - Digby                | -                     | -                   | -                       | -              |
|                 | Administrative                        | 3,716                 | 3,615               | 3,953                   | 3,800          |
|                 |                                       | <b>991,391</b>        | <b>943,306</b>      | <b>976,129</b>          | <b>832,478</b> |
| Net Surplus     | 0                                     | 0                     | -                   | -                       |                |

# Kings Transit Authority

## Statement of Revenues and Expenditures

### Budget - Digby

|                 | 2025-2026<br>Budget                   | 2024-2025<br>Forecast | 2024-2025<br>Budget | 2023-2024<br>YE Actuals |                |
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|                 | Route operations costs                | 168,111               | 162,442             | 145,968                 | 150,114        |
|                 | Fuel                                  | 94,734                | 96,278              | 110,774                 | 93,558         |
|                 | Insurance                             | 23,100                | 22,000              | 23,489                  | 14,236         |
|                 |                                       |                       |                     |                         |                |

**Expenses**

|                                    |                |                |                |                |
|------------------------------------|----------------|----------------|----------------|----------------|
| <b>Bus maintenance and repairs</b> | 74,698         | 69,961         | 66,199         | 54,259         |
| Management fee - Core recovery     | -              | -              | -              | -              |
| Management fee - Annapolis         | -              | -              | -              | -              |
| Management fee - Digby             | 157,630        | 148,257        | 122,034        | 100,046        |
| <b>Administrative</b>              | 391            | 391            | 539            | 496            |
|                                    | <b>518,663</b> | <b>499,329</b> | <b>469,003</b> | <b>412,707</b> |
| <b>Net Surplus</b>                 | <b>(0)</b>     | <b>0</b>       | <b>-</b>       | <b>-</b>       |

**REQUEST FOR DECISION  
RFD014-2025: 2025/26 Valley  
Waste Budget**



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**To: Town Council**  
**From: CAO**  
**Date: April 8, 2025**  
**Subject: Approval of the 2025/26 Valley Waste Operating and Capital Budgets**

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**References/Attachments**

- 2025/26 VWRM Draft Operating and Capital Budgets
- 2025/26 VWRM Budget Presentation

**Legislation**

- Section 60 of the *Municipal Government Act*.
- Interim IMSA
- Valley Waste IMSA

**Recommendation**

That Council approve the 2025/26 Valley Regional Solid Waste-Resource Management Authority Operating and Capital Budgets as presented.

**Background**

The Interim IMSA Board approved the 2025/26 Valley Waste Operating and Capital Budgets on December 18, 2024, pending party approval.

The proposed budget includes an overall increase of 13.7%, and a municipal contribution increase of 21.5% over the previous year budget.

A presentation highlighting key budget changes is attached.

**Financial Implications**

The Town's draft 2024/25 Operating Budget Version 1 includes the municipal contribution identified in the attached Valley Waste budget of \$256,588.

**REQUEST FOR DECISION**  
**RFD014-2025: 2025/26 Valley**  
**Waste Budget**



**Priority Alignment**

| Check Applicable | Strategic Priority Area | Comments |
|------------------|-------------------------|----------|
| x                | Economic                |          |
| x                | Environmental           |          |
| x                | Social                  |          |
|                  | Cultural                |          |

**Alternatives**

Council may decide not to approve the budgets; although, per the Valley Waste IMSA, the Town’s municipal contribution would still be required for 2025/26 if a majority of the parties of Valley Waste, including the County of Kings, approve the budgets.

**Community Engagement/Communication**

N/A

**CAO Comments**

That Council approve the 2025/26 Valley Waste budgets as presented.

CAO Initials:   JB  

Target Decision Date:   April 8, 2025

# Valley Region Solid Waste-Resource Management Authority

## Statement of Revenues and Expenditures

### Operating Budget

|                              | 2025-2026<br>Budget                         | 2024-2025<br>Forecast | 2024-2025<br>Budget | 2023-2024<br>YE Actuals |                   |
|------------------------------|---|-----------------------|---------------------|-------------------------|-------------------|
| <b>Revenues</b>              | Eastern Management Centre                   | 2,571,901             | 2,766,175           | 2,630,485               | 3,034,009         |
|                              | Western Management Centre                   | 534,577               | 558,996             | 451,768                 | 462,201           |
|                              | Administrative Revenues                     | 312,650               | 361,534             | 268,700                 | 331,251           |
|                              | Service Agreements & Diversion Credits      | 420,000               | 1,530,788           | 1,445,000               | 1,454,733         |
|                              | Communications and Enforcement              | 276,034               | 275,093             | 267,984                 | 274,683           |
|                              | Wind Turbine                                | 20,000                | 4,739               | 42,998                  | 23,196            |
|                              | <b>Total Program Revenues</b>               | <b>4,135,161</b>      | <b>5,497,325</b>    | <b>5,106,935</b>        | <b>5,580,073</b>  |
|                              | Municipal Parties Contributions             | 9,459,180             | 6,859,564           | 6,859,565               | 5,155,579         |
|                              | Less Portion Designated for Capital Use     | (345,221)             | (313,838)           | (313,838)               | (285,307)         |
|                              |   | <b>13,249,120</b>     | <b>12,043,052</b>   | <b>11,652,662</b>       | <b>10,450,345</b> |
| <b>Expenses</b>              | Residential Collection                      | 4,513,290             | 2,962,436           | 2,922,891               | 2,828,582         |
|                              | Residual Transportation and Disposal        | 2,493,222             | 2,448,153           | 2,448,562               | 1,256,310         |
|                              | Organics Processing and Transportation      | 1,099,006             | 1,072,190           | 1,075,838               | 1,114,198         |
|                              | Recyclable Processing and Transportation    | 549,684               | 761,521             | 816,225                 | 712,347           |
|                              | Construction & Demolition Debris Processing | 214,500               | 391,462             | 182,947                 | 134,067           |
|                              | Eastern Management Centre Operations        | 1,548,962             | 1,428,743           | 1,493,309               | 1,614,208         |
|                              | Western Management Centre Operations        | 625,189               | 580,754             | 644,226                 | 589,128           |
|                              | Household Hazardous Waste                   | 191,046               | 193,019             | 214,632                 | 189,682           |
|                              | Communications and Enforcement              | 632,054               | 532,781             | 588,297                 | 578,584           |
|                              | Wind Turbine                                | 23,650                | 15,723              | 23,179                  | 12,405            |
|                              | Administration                              | 857,150               | 825,953             | 850,786                 | 857,359           |
|                              | Debenture Principal & Interest              | 448,808               | 337,137             | 335,993                 | 424,778           |
|                              | Information Technology                      | 52,560                | 48,912              | 55,779                  | 58,479            |
|                              | <b>13,249,121</b>                           | <b>11,598,786</b>     | <b>11,652,662</b>   | <b>10,370,128</b>       |                   |
| <b>Net Surplus (Deficit)</b> | <b>-</b>                                    | <b>444,265</b>        | <b>-</b>            | <b>80,217</b>           |                   |

Recent investigation determined that the 80K net surplus includes two capital transactions. Audited results will be restated and this amount will be settled.

# Valley Region Solid Waste-Resource Management Authority

## Total Contributions from Municipal Parties

|        |                                  | 2025-2026        | 2024-2025        | 2024-2025         | 2024-2025        |        |
|--------|----------------------------------|------------------|------------------|-------------------|------------------|--------|
| 2026   |                                  | Budget           | Budget           | Projected True-Up | Total            | 2025   |
| 58.28% | <b>Municipality of Kings</b>     | 5,512,343        | 5,035,156        | (286,158)         | 4,748,998        | 74.03% |
| 8.10%  | <b>Town of Kentville</b>         | 765,793          | 708,444          | (50,296)          | 658,148          | 10.26% |
| 7.19%  | <b>Town of Wolfville</b>         | 680,303          | 675,804          | (113,734)         | 562,070          | 8.76%  |
| 2.71%  | <b>Town of Berwick</b>           | 256,588          | 211,137          | 10,311            | 221,448          | 3.45%  |
| 1.90%  | <b>Town of Middleton</b>         | 180,079          | 139,387          | 17,084            | 156,471          | 2.44%  |
| 0.84%  | <b>Town of Annapolis Royal</b>   | 79,724           | 89,638           | (21,474)          | 68,164           | 1.06%  |
| 20.98% | <b>Municipality of Annapolis</b> | 1,984,351        | n/a              | n/a               | n/a              |        |
|        |                                  | <b>9,459,180</b> | <b>6,859,565</b> | <b>(444,266)</b>  | <b>6,415,299</b> |        |

2025-2026 figures use preliminary uniform assessment figures as of late Dec 2024

2024-2025 Uniform assessment figures were not available at time of last year's budget. Additional true up required.

# Valley Region Solid Waste-Resource Management Authority

## Quarterly Contributions from Municipal Parties

2025-2025

|   | Q1               | Q2               | Q3               | Q4               | Total            |
|---|------------------|------------------|------------------|------------------|------------------|
| 58.28% <b>Municipality of Kings</b>     | 1,929,320        | 1,653,703        | 964,660          | 964,660          | <b>5,512,343</b> |
| 8.10% <b>Town of Kentville</b>          | 268,028          | 229,738          | 134,014          | 134,014          | <b>765,793</b>   |
| 7.19% <b>Town of Wolfville</b>          | 238,106          | 204,091          | 119,053          | 119,053          | <b>680,303</b>   |
| 2.71% <b>Town of Berwick</b>            | 89,806           | 76,976           | 44,903           | 44,903           | <b>256,588</b>   |
| 1.90% <b>Town of Middleton</b>          | 63,028           | 54,024           | 31,514           | 31,514           | <b>180,079</b>   |
| 0.84% <b>Town of Annapolis Royal</b>    | 27,903           | 23,917           | 13,952           | 13,952           | <b>79,724</b>    |
| 20.98% <b>Municipality of Annapolis</b> | 694,523          | 595,305          | 347,261          | 347,261          | <b>1,984,351</b> |
|   | <b>3,310,713</b> | <b>2,837,754</b> | <b>1,655,357</b> | <b>1,655,357</b> | <b>9,459,180</b> |

## Suggested Quarterly Contributions from Municipal Parties

|                                    | Q1                 | Q2                 | Q3                 | Q4                 | Total              |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>External Funded Revenue</b>     | 1,327,853          | 533,719            | 1,033,430          | 894,938            | <b>3,789,940</b>   |
| <b>Expenses</b>                    | 3,958,185          | 3,162,135          | 3,674,049          | 2,454,752          | <b>13,249,121</b>  |
| <b>Net Surplus (Deficit)</b>       | <b>(2,630,332)</b> | <b>(2,628,416)</b> | <b>(2,640,619)</b> | <b>(1,559,814)</b> | <b>(9,459,181)</b> |
| Portion of Loss in Year            | 27.8%              | 27.8%              | 27.9%              | 16.5%              | 100.0%             |
| <b>Suggested Funding Weighting</b> | <b>35.0%</b>       | <b>30.0%</b>       | <b>17.5%</b>       | <b>17.5%</b>       | <b>100.0%</b>      |

### Why unique weighting suggested?

annual insurance is paid in full at the start of the year

operating cash is used for capital purchases until debenture funding is received (typically)

volume of material is highest spring to fall

| Unit No. /                            | Item Description                                    | Replace-ment<br>Timeline | Finance<br>Term | Funding Source<br>Projection & Budget | Notes             | Approved Budget 2024-<br>2025 | Forecast 2024-2025  | Budget 2025-2026    | Projected 2026-<br>2027 | Projected 2027-<br>28 | Projected 2028-<br>29 | Projected 2029-<br>30 |
|---------------------------------------|---|--------------------------|-----------------|---------------------------------------|-------------------|-------------------------------|---------------------|---------------------|-------------------------|-----------------------|-----------------------|-----------------------|
| <b>Rolling Stock / Equipment</b>      |   |                          |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
| Unit 19                               | Kubota RTV900W9H                                    | 15                       |                 |                                       |                   |                               |                     |                     |                         |                       | \$ 25,000             |                       |
| Unit 20                               | Ford F150 Reg Cab 4x4 W/Lift Gate                   | 10                       |                 |                                       |                   |                               |                     |                     |                         |                       | \$ 80,000             |                       |
| Unit 21-3                             | Cat 926M Loader - Solid Tires, Standard Bucket      | 6                        |                 |                                       |                   |                               |                     |                     |                         | \$ 425,000            |                       |                       |
| Unit 21-30                            | Dodge 2500 Reg Cab 4x4 - Ops Manager Truck          | 10                       |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
| Unit 21-4                             | Cat 926M Loader - Solid Tires, Grapple Bucket       | 7                        |                 |                                       |                   |                               |                     |                     |                         |                       |                       | \$ 425,000            |
| Unit 22                               | Cat 924K Loader - Solid Tires                       | 6                        | 5               | Debenture                             |                   |                               |                     | \$ 400,000          |                         |                       |                       |                       |
| Unit 23                               | Cat 926M Loader - Solid Tires                       | 7                        | 10              | Debenture                             |                   | \$ 375,000                    | \$ 338,811          |                     |                         |                       |                       |                       |
| Unit 23-1                             | Hyundai Kona Electric                               | 10                       |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
| Unit 23-2                             | Ford F150 Reg Cab 4x4 W/Lift Gate                   | 10                       |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
| Unit 24                               | Dodge 1500 Reg Cab 4x4 W/Lift Gate                  | 10                       |                 |                                       |                   |                               |                     |                     | \$ 80,000               |                       |                       |                       |
| Unit 24-1                             | Doosan G2-7 Forlift                                 | 15                       | 5               | Capital Reserves                      |                   | \$ 55,000                     | \$ 45,100           |                     |                         |                       |                       |                       |
| Unit 24-2                             | 1 Ton Diesel Pickup 4x4 - EMC - Waiting on Delivery | 10                       | 5               | Capital Reserves                      |                   | \$ 95,000                     | \$ 92,000           |                     |                         |                       |                       |                       |
| Unit 24-3                             | Luigon 915FCR Excavator                             | 10                       |                 | Debenture                             |                   | \$ 300,000                    | \$ 214,063          |                     |                         |                       |                       |                       |
| Unit 25                               | Dodge 1500 Reg Cab 4x4 W/Lift Gate                  | 10                       |                 |                                       |                   |                               |                     |                     | \$ 80,000               |                       |                       |                       |
| Unit 26                               | Dodge 2500 Reg Cab 4x4                              | 10                       |                 |                                       |                   |                               |                     |                     | \$ 90,000               |                       |                       |                       |
| Unit 27                               | Kubota RTVX900WL-H                                  | 11                       |                 |                                       |                   |                               |                     |                     |                         |                       | \$ 25,000             |                       |
| Unit 28                               | Mitsubishi FG25N Forklift                           | 15                       |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
| Unit 29                               | Ford F250 Reg Cab 4x4                               | 10                       |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
| Unit T1-23                            | Frisen DT209620 Gooseneck Dump Trailer              | 10                       |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
| Vertical Baler 1                      | Tri-Pak TB6030                                      | 15                       |                 | Debenture                             |                   | \$ 55,000                     | \$ 31,206           |                     |                         |                       |                       |                       |
| Vertical Baler 2                      | Tri-Pak TB6030                                      | 15                       |                 | Debenture                             |                   | \$ 55,000                     | \$ 31,206           |                     |                         |                       |                       |                       |
| Shredder                              | Bandit 1680XP Shredder                              | 10                       |                 | Debenture                             |                   | \$ 600,000                    | \$ 586,935          |                     |                         |                       |                       |                       |
| Radios                                | DLR1060(20)   | 5                        |                 | Capital Reserves                      |                   | \$ 10,000                     | \$ 7,404            |                     |                         |                       |                       |                       |
| <b>New Equipment</b>                  |   |                          |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
| EMC                                   | Cat 906 Loader - Solid Tires, Grapple - C&D Pile    | 10                       | 10              | Debenture                             |                   |                               |                     | \$ 200,000          |                         |                       |                       |                       |
| EMC/WMC                               | Generator - Tailer Mounted 60kw 3 Phase             | 15                       |                 | Capital Reserves                      |                   |                               |                     | \$ 100,000          |                         |                       |                       |                       |
| EMC/WMC                               | Generator Hookups Each Site                         | Lifetime                 |                 | Capital Reserves                      |                   |                               |                     | \$ 50,000           |                         |                       |                       |                       |
| <b>Building and Infrasture</b>        |   |                          |                 |                                       |                   |                               |                     |                     |                         |                       |                       |                       |
|                                       | EMC Transfer Station Expansion                      | 20                       |                 | Infrastructure Reserve                | WIP-21/22         | \$ 200,000.00                 | \$ 200,000.00       | \$ 2,600,000.00     |                         |                       |                       |                       |
|                                       | HHW Container & Pre Fab Steel Structure             |                          | 10              | Debenture                             |                   | \$ 350,000.00                 | \$ 346,300.00       |                     |                         |                       |                       |                       |
|                                       | C&D Site Monitoring Wells - Required                |                          | 25              | Debenture                             | Required by NSECC |                               |                     |                     |                         |                       |                       |                       |
|                                       | Roadway Expansion (2 Lane Hill)                     |                          |                 | Capital Reserves                      |                   | \$ 55,000.00                  | \$ 75,940.00        |                     |                         |                       |                       |                       |
|                                       | Concrete Pad for C&D Sorting                        |                          |                 | Capital Reserves                      |                   | \$ 20,000.00                  | \$ 45,314.00        |                     |                         |                       |                       |                       |
|                                       | C&D Pad & Metal Pad Expansion/Relocation            |                          |                 | Infrastructure Reserve                |                   | \$ 50,000.00                  | \$ 45,000.00        | \$ 450,000.00       |                         |                       |                       |                       |
|                                       | HHW Container Replacement                           |                          | 10              | Debenture                             |                   |                               |                     | \$ 60,000.00        |                         |                       |                       |                       |
|                                       | HHW Pre Fab Structure                               |                          | 10              | Debenture                             |                   |                               |                     | \$ 250,000.00       |                         |                       |                       |                       |
|                                       | Press Upgrade                                       |                          | 10              | Debenture                             |                   |                               |                     | \$ 120,000.00       |                         |                       |                       |                       |
|                                       | Tunnel Door   |                          | 10              | Debenture                             |                   |                               |                     | \$ 85,000.00        |                         |                       |                       |                       |
|                                       | Warehouse   |                          | 20              | Debenture                             |                   |                               |                     | \$ 350,000.00       |                         |                       |                       |                       |
|                                       | Tipping Floor Recap-EMC                             | 15                       | 10              | Debenture                             |                   | \$ 200,000.00                 |                     |                     |                         |                       |                       |                       |
|                                       | Replacement Doors                                   | 15                       | 10              | Debenture                             |                   | \$ 120,000.00                 |                     |                     |                         |                       |                       |                       |
| <b>Total Annual Capital Requested</b> |   |                          |                 |                                       |                   | <b>\$ 2,540,000</b>           | <b>\$ 2,059,279</b> | <b>\$ 4,665,000</b> | <b>\$ 250,000</b>       | <b>\$ 425,000</b>     | <b>\$ 130,000</b>     | <b>\$ 425,000</b>     |

# REQUEST FOR DECISION

## RFD015-2025: MIP Application – Inter-Municipal HR Assessment and Service Delivery Options

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**To:** Town Council  
**From:** CAO  
**Date:** April 8, 2025  
**Subject:** Support for MIP Application – Inter-Municipal HR Assessment and Service Delivery Options

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### **References/Attachments**

- Request for Proposals (RFP) WOL002-2025 Human Resources Needs Assessment and Service Delivery Options

### **Legislation**

- Section 65A of the *Municipal Government Act*.

### **Recommendation**

That Council approve an application to the Municipal Innovation Program to support an assessment of human resources service needs and development of inter-municipal service delivery models in partnership with the Towns of Kentville & Wolfville.

### **Background**

The Towns of Berwick, Kentville and Wolfville (the “Partners”) have agreed to retain a qualified consultant to assess the human resources (HR) service needs of each organization and develop HR service delivery options, including intermunicipal service options, for further consideration. This engagement will produce an HR needs assessments for each Town and a report that identifies and describes inter-municipal HR service delivery options that may better serve the partners.

The key goals of this work include:

- Execution of a needs assessment of current HR service delivery for each organization.
- Identification of gaps and weaknesses in existing resources, services, structures, policy and processes.
- Identification of areas for improvement and recommended investment to address gaps and strengthen resources, services, structures, policy and processes.
- Recommend solutions to address gaps and weaknesses that optimize resource requirements and costs without negatively impacting the individual Towns’ autonomy.

An RFP for this work, attached for your reference, closes on April 9, 2025. The RFP also provides additional details on the scope of work. An MOU outlining roles, responsibilities and division of costs among the partners has also been established.

The MIP provides up to 75% funding for regional cooperation projects to help the long-term sustainability of local governments. Applications to the MIP are due by April 28, 2025, and

**REQUEST FOR DECISION  
RFD015-2025: MIP Application –  
Inter-Municipal HR Assessment and  
Service Delivery Options**



require an authorizing Council motion. This project has already been reviewed with provincial staff to determine its eligibility.

**Financial Implications**

The total project budget for this work is estimated to be approximately \$80,000. The funding request to the MIP is \$60,000 (75% of total). If successful, the remaining \$20,000 will be funded based on the agreed funding formula, as follows:

- Berwick: \$4,315.55
- Kentville: \$9,034.87
- Wolfville: \$6,648.84

If MIP funding is not provided, the project scope will be scaled appropriately. The 2025/26 Operating Budget includes \$7,500 for this project.

**Priority Alignment**

| Check Applicable | Strategic Priority Area | Comments |
|------------------|-------------------------|----------|
| x                | Economic                |          |
|                  | Environmental           |          |
| x                | Social                  |          |
|                  | Cultural                |          |

**Alternatives**

Council may decide not to support the application.

**Community Engagement/Communication**

N/A

**CAO Comments**

That Council support the MIP Application for Inter-Municipal HR Assessment and Service Delivery Options Development.

CAO Initials:   JB  

Target Decision Date:   April 8, 2025

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**Adrian Johnstone**

960 Maple Street  
Waterville, B0P 1V0  
(902) 300-2527  
thevalleyeye.2021@gmail.com

April 1st, 2025.

**Municipality of The County of Kings, Town of Kentville, Town of Berwick & Town of Wolfville**

Dear Councilors,

I am reaching out to try and partner on an ongoing initiative that I started on my own back in December, regarding civic signs.

For those of you who may not know me, I have resided in the County of Kings for 25 years. In 2018, I began documenting events in our community, following in my late grandfather Stuart's shoes. My grandfather served 65 years in the Waterville & District Volunteer Fire Department while also contributing to the local register.

In 2021, I started a Facebook Page called "The Valley Eye Photography", keeping the community informed and sharing my photos. Since my page started, I have reached over 39 thousand followers, with reach across the region.

Over multiple years, I've always tried to be an advocate for residents in our communities, highlighting important facts, breaking news, local businesses and keeping people informed.

As a first responder and 911 operator, I see how important civic signs are but how they are a daily concern for emergency services, carrier companies, nurses and numerous folks who require locating a property in our communities.

Over the course of multiple months, I've been working collaboratively with numerous agencies, such as Kentville Police Service, Annapolis Royal Police, EHS Paramedics, Royal Canadian Mounted Police, numerous fire departments across Kings, Hants & Annapolis Counties, the Coldbrook Lions Club, including help from the County of Kings with information and bylaws.

I have spent an extensive amount of time researching, talking to folks in the community, educating and helping display signs. It has certainly consumed my days!

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I have been making regular posts reminding residents while working on a video project which is almost complete.

The idea to highlight this project began when myself, along with other fire departments, delivered Christmas cards to children in the community for Santa.

We experienced lots of issues navigating our way to homes due to improperly displayed signs or lack thereof.

Over the past few months, I have canvassed over 3,300 commercial and residential properties across Kings County, with 61% of those not having a sign displayed properly or not there at all.

After publishing a post about the Coldbrook Lions Club and where you can purchase signs, over 30 people reached out to John, who makes them at his home. Since then, I've heard he continues to be quite busy as I make weekly reminders about the importance of such signs.

With over 60,000 people living in Kings County and that number climbing each month, I believe it's crucial to have your help with bringing awareness to this topic.

I am looking to work with the Municipality of The County of Kings along with the Town of Kentville, Town of Berwick and Town of Wolfville to get this important topic to the doorsteps of property owners across the County.

I feel it is part of the towns and county's responsibility to help educate property owners about such crucial signs in our communities.

My idea is to have a separate letter with key points about how to have a sign displayed, why, where, with short and key information. This can be mailed out during your newsletter that gets sent out each year (if you have one).

It would be ideal to have this as a separate item to ensure the message gets across. While Facebook is great, it does not reach the fingertips of everyone, especially the senior folks in our communities.

I am open to helping make this happen by any means. Financially, my page and ideas are out of pocket. It would be hard for me to take on this project financially on my own.

I'm wondering if there's a budget of some sorts that could be arranged to help offset costs with creating and printing such letters?

That being said I am hoping, with your support, we could work together to get these letters made, whether that is in or out of house.

I think a letter that is the same, used for the municipality and towns would be the most ideal, to keep consistency across the board.

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While I've spent a significant amount of time doing research, each bylaw is slightly different. The end result and displaying of signs should all be the same, which I believe would fit for everyone if it was worded appropriately.

With lots of photos and information from my ongoing project, I'm sure I can be of use to make such letters engaging and eye-opening.

I'm looking forward to hearing back and hoping this project idea is important in your eyes as it is in mine.

***I am looking to have this on your next agenda for the next council meeting.***

Please feel free to reach out with any questions.

Sincerely,

**Adrian Johnstone**

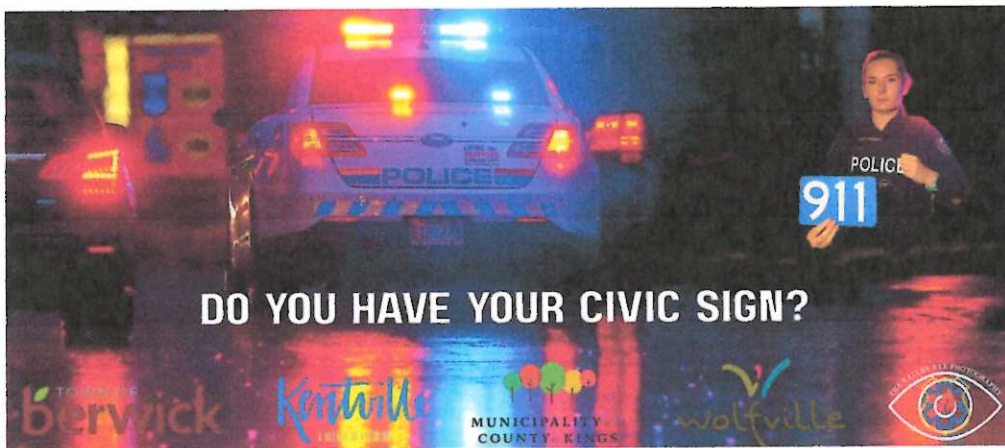
**The Valley Eye Photography**

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**Below is an example of what could be done, a very small 8.5 by 3 inch letter, a reminder on the front with the town and municipality logos. The back could have a list of suppliers in the county along with key facts about how to have a civic sign properly displayed with a photo.**

**Please Note:**

**This photo was created as a reference, this is not being distributed with the logos from the towns or municipality and is not a finished result.**



# MAYOR'S REPORT

FROM Mar 27/25 TO April 22/25

| <b>Date</b>    | <b>Lead</b>   | <b>Purpose</b>  |
|----------------|---|---|
|                |   |   |
| <b>Mar 26</b>  | <b>AREA Board meeting</b>                                   | <b>Monthly meeting - passed the budget</b>  |
| <b>Mar 27</b>  | <b>Accessibility Committee</b>                              | <b>Regular meeting – began new report card discussion</b>   |
| <b>Mar 28</b>  | <b>Staff meeting- bridge beautification, BDCA agreement</b> | <b>Reviewed drat agreement to present to BDCA, reviewed ideas for the bridge repatriation</b>       |
| <b>Mar 31</b>  | <b>Green Future Summit -Pictou</b>                          | <b>Attend the workshop- great sessions on off shore wind and companies involved in green energy</b> |
| <b>April 1</b> | <b>PAC meeting</b>  | <b>Identified restricted residential zones</b>  |
| <b>April 2</b> | <b>Met with Edan Valley</b>                                 | <b>Reviewed waste water bylaw and new costs</b>   |
| <b>April 5</b> | <b>Basic Income Presentation</b>                            | <b>Sessions on how basic income works, the benefits and</b>   |

|                 |  | <b>examples of locations that have tried it</b> |
|-----------------|--|---|
| <b>April 7</b>  | <b>BDCA</b>                                  | <b>Presented the updated agreement</b>          |
| <b>April 8</b>  | <b>Council</b>                               |   |
| <b>April 9</b>  | <b>Staff and Fire Dept-bridge discussion</b> |   |
| <b>April 14</b> | <b>Valley REN LOC Committee</b>              |   |
| <b>April 15</b> | <b>Audit Committee</b>                       |   |
| <b>April 16</b> | <b>IMSA Board</b>                            |   |
| <b>April 22</b> | <b>Kings REMO</b>                            |   |
| <b>April 22</b> | <b>COTW</b>                                  |   |