



Audit Committee Meeting

Friday, January 22, 2015

1:00 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of the Agenda
2. Approval of Minutes of October 23, 2015 (attached)
3. Business from Previous Minutes
 - a. Update on Policy Review
 - i. Tax Exemption Policy/Bylaw
 - ii. Procurement Policy
4. New Business
 - a. 3rd Quarter Variance Report
5. Next Regular Meeting – Friday, May 13, 2016
6. Adjournment

REQUEST FOR DECISION #006-2016

Property Tax Exemption Policy

Date: January 22, 2016

Department: Finance



SUMMARY

Property Tax Exemption Policy

At the May 15, 2015 regular meeting of the Audit Committee the following motion was made:

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AUDIT COMMITTEE REFER THE ISSUE OF TAX EXEMPT POLICIES AND BYLAWS TO COMMITTEE OF THE WHOLE FOR REVIEW AND POSSIBLE CONSOLIDATION. CARRIED

On June 15, 2015 Town Council directed staff to review the existing tax exemption policies and bylaws for possible consolidation and draft a policy if appropriate. Staff have completed the review and a proposed policy for consideration is attached to this Request for Decision.

DRAFT MOTION:

That the Audit Committee recommend approval of the Property Tax Exemption Policy 140-014 to Town Council.

REQUEST FOR DECISION #006-2016

Property Tax Exemption Policy

Date: January 22, 2016

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Section 71 of the *Municipal Government Act* authorizes Council, by policy, to exempt properties from taxation, to the extent and under the conditions set out in the policy.

3) STAFF RECOMMENDATION

Staff is recommending that the attached Tax Exemption Policy, 140-014 be recommended for approval.

4) REFERENCES AND ATTACHMENTS

- Municipal Government Act
- 140-008 Wolfville L'Arche Homefires Society –Property Tax Exemption Policy (attached)
- 140-014 Tax Exemption Policy (attached)
- Ch. 45, Property Tax Reduction Bylaw (attached)
- Ch. 69, Wolfville Historical Society Tax Exemption Bylaw (attached)
- Ch. 74, Eastern Kings Memorial Health Foundation Property Tax Exemption Bylaw (attached)
- Ch. 75, Acadia Cinema Co-op Property Tax Reduction Bylaw (attached)
- Ch. 78, Earnscliffe Avenue Property Tax Reduction Bylaw (attached)
- Ch. 76, Day Care Centre's Property Tax Exemption Bylaw (attached)

5) PURPOSE OF REPORT

The purpose of this report is to provide a summary of the proposed Tax Exemption Policy.

6) DISCUSSION

The Town of Wolfville has six (6) existing Tax Exemption Bylaws and one (1) Tax Exemption Policy that exempt or reduce the property taxes for specified properties. On May 15, 2015 the Audit Committee requested that staff review the numerous tax exemption policies and bylaws for consolidation into one policy where possible.

Section 71 of the *Municipal Government Act* (MGA) enables Council to exempt, by policy, from taxation property of a registered Canadian Charitable organization or of non-profit community, charitable, fraternal, education, recreational, religious, cultural or sporting organizations that may provide a service that might otherwise be a responsibility of the Council. Five of the Town's Tax Exemption Bylaws meet this definition and have been consolidated into a single policy with three schedules that define the type of exemption that will be applied to the specified property.

The other Tax Exemption Policy related to the Wolfville L'Arche Homefires Society property at 341 Main Street expired on December 31, 2015. The policy was to provide for a tax exemption for the facility at 341 Main Street while the facility is under renovation and unavailable for programming. At this time the facility is still under renovation and unavailable for programming; therefore staff is recommending that

REQUEST FOR DECISION #006-2016

Property Tax Exemption Policy

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the policy be amended to keep the policy in effect until an occupancy permit is issued. Staff is also recommending that this remain a separate policy to keep the special circumstance separate from the exemptions and reductions outlined in the proposed Tax Exemption Policy 140-014.

The Wolfville L'Arche Homefires Society may be added to the policy under Schedule C once an occupancy permit is issued and upon Council approval. Since the bylaws have been changed to a policy the amendment to add or remove a property becomes easier to accommodate when the criteria is met.

Chapter 76, Day Care Centre's Property Tax Exemption Bylaw, is still required at this time to remain a bylaw under section 71A of the MGA and therefore has not been consolidated into the policy.

Upon the Audit Committee's recommendation to Council and approval of the Tax Exemption Policy 140-014 the superseded bylaws will be repealed by Council in accordance with the MGA.

- Chapter 45, Property Tax Reduction Bylaw
- Chapter 69, Wolfville Historical Society Tax Exemption Bylaw
- Chapter 74, Eastern Kings Memorial Health Foundation Property Tax Exemption Bylaw
- Chapter 75, Acadia Cinema Co-op Property Tax Reduction Bylaw
- Chapter 78, Earnscliffe Avenue Property Tax Reduction Bylaw

7) FINANCIAL IMPLICATIONS

N/A

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

9) COMMUNICATION REQUIREMENTS

Advertising the repeal of the superseded bylaws will be in accordance with the MGA.

10) ALTERNATIVES

- That the Audit Committee does not recommend the policy to Council for approval.



POLICY

Property Tax Exemption	
Policy Number 140-014	Supersedes Policy Number <ul style="list-style-type: none">• Chapter 45, Property Tax Reduction Bylaw• Chapter 69, Wolfville Historical Society Tax Exemption Bylaw• Chapter 74, Eastern Kings Memorial Health Foundation Property Tax Exemption Bylaw• Chapter 75, Acadia Cinema Co-op Property Tax Reduction Bylaw• Chapter 78, Earnscliffe Avenue Property Tax Reduction Bylaw
Effective Date 36T	Approved by Council (Meeting Date) 36T

1.0 Purpose

To provide a single policy directing the tax reduction and exemptions for eligible properties in the Town of Wolfville in accordance with Section 71 of the *Municipal Government Act*. Until such time that Day Care Centre's can be exempt by Policy, Chapter 76, Day Care Centre's Property Tax Exemption Bylaw shall remain active.

2.0 Scope

This policy is applicable to the properties outlined in Schedules A through C.

3.0 References

List resources that may be useful when following the Policy; for example:

- 3.1 *Municipal Government Act, Section 71*
- 3.2 Chapter 76, Day Care Centre's Property Tax Exemption Bylaw

4.0 Definitions

Define key terminology identified within the Policy

- 4.1 **Exempt** means the release from obligation to pay the whole or portion of taxes.
- 4.2 **Non-Profit Organization** means an incorporated non-profit organization as defined by the Canada Revenue Agency.
- 4.3 **Policy** means a course or principle of action adopted or proposed by a government, party, business or individual.
- 4.4 **Registered Charity** means a charity registered as defined by the Canada Revenue Agency.



POLICY

4.5 **Tax Reduction** means a reduction in the amount of taxes payable on a property from the amount calculated using the commercial tax rate to the amount calculated using the residential tax rate.

5.0 Policy

- 5.1 The real property for the organizations or institutions named in Schedules A, B, and C to this policy that would otherwise be classified as commercial property shall be exempt or taxed in accordance with the particular schedule.
- 5.2 The partial or total exemption provided in Section 5.1 shall apply only to that portion of the real property specified in the Schedule.
- 5.3 Each of the properties identified in the Policy is exempted upon the condition that, and only for so long as, the property (or portion of the property, in the case of a partial exemption from taxes and rates) meets the conditions of eligibility set out for the part of the Policy.
- 5.4 When a property listed in the Policy ceases to meet the applicable conditions of eligibility for the tax exemption, the tax exemption shall cease and the owner of the property shall immediately be liable for the taxes and rates on such property for a portion of the fiscal year then unexpired.
- 5.5 Owners of the properties listed in the Policy shall report to the Town's Director of Finance any change in the status of the ownership or use of the property which would affect or could reasonably be interpreted as affecting its eligibility for tax exempted status pursuant to this Policy within thirty (30) days of such change.
- 5.6 Annually, as part of the budget presentation, Schedules A, B and C will be presented to Council.
- 5.7 This Policy shall have effect and shall apply to rates and taxes that are payable or would otherwise be payable during the fiscal year April 1, 2016 – March 31, 2017 and each subsequent fiscal year thereafter.

CAO or Town Clerk

Date



POLICY

SCHEDULE A

Property of a named registered Canadian Charitable organization that is used directly and solely for a charitable purpose to be taxed under Section 71(1)(a) of the *Municipal Government Act* in the manner set out in the last two columns of this Schedule.

OWNER	PROPERTY	CHARITABLE NUMBER	EXTENT OF APPLICATION	EXTENT OF TAX EXEMPTION
Wolfville Historical Society	Land and Building 259 Main Street Account #04989724	119301943RR0001 (Benefits to the Community and other)	The Whole	100% of commercial and residential property taxation



POLICY

SCHEDULE B

Properties of incorporated non-profit organization which are either community-oriented, charitable, fraternal, educational, recreational, religious, cultural or sporting organization and in which the opinion of the Council provide an active services, through programs or maintenance of the property, to the Town that might otherwise be a responsibility of the Council which are to be taxed under Section 71(1)(b) of the *Municipal Government Act* to the extent set out in the last two columns of this Schedule.

OWNER	PROPERTY	EXTENT OF APPLICATION	EXTENT OF TAX EXEMPTION
Eastern Kings Memorial Health Foundation	Land "Quiet Park" Lot 1.35 acres Earnscliff Avenue Account #08112843	The Whole	100% of commercial and residential property taxation including all area rates except fire hydrant protection rates.



POLICY

SCHEDULE C

The Council may, by Policy, to the extent and under the conditions set out in the policy, provide that the tax payable with respect to all or part of the taxable commercial property of any non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization named in the policy be reduced to the tax that would otherwise be payable if the property were a residential property, inclusive of area rates as set out in Section 71(2) of the *Municipal Government Act* as is determined by Council from year to year to the extent set out in column three.

To be eligible for a reduced property tax rate, the applicant must:

- a) Provide a service to Town residents that might otherwise be a responsibility of the Council;
- b) Be open for public use;
- c) Be a non-profit organization with a volunteer board of directors;
- d) Generate at least 30 percent of their operating funds from non-governmental sources;
- e) Be able to demonstrate that the assessed address/location is the site of the program(s) and/or service(s) that are provided to Town residents; and
- f) Demonstrate a financial need.
- g)

Owner	Property	Extent of Application	Extent of Tax Exemption
Acadia Cinema Co-op Limited	Building 450 Main Street Account #03620697	Partial	The residential rate is applied to rather than the commercial rate to the portion of commercial assessment applicable to the theatre portion of the building where films and motion pictures are presented for public viewing.
St. George's Lodge	Land and Building 43 Gaspereau Avenue Account #04405595	The Whole	The residential rate is applied rather than the commercial rate. Area Rates for other Town services will be applied.
Wolfville Curling Club	Land and Building 19 Elm Avenue Account #04989643	The Whole	The residential rate is applied rather than the commercial rate. Area Rates for other Town services will be applied.
Wolfville Lions Club	Land and Building 36 Elm Avenue Account #08084637	The Whole	The residential rate is applied rather than the commercial rate. Area Rates for other Town services will be applied.



POLICY

Wolfville L'Arche Homefires Society – Property Tax Exemption	
Policy No. 140-008	Supersedes Policy No. n/a
Effective Date August 31, 2012	Approval By Council Resolution No. 03-11-12

Purpose

The purpose of this policy is to provide for a tax exemption for Wolfville L'Arche Homefires Society for a new facility purchased at 341 Main Street in Wolfville while the facility is under renovation and unavailable for programming.

Definitions

'Council' means the Town Council for the Town of Wolfville

'Property' shall mean 341 Main Street, Assessment Roll number 04402553

'Society' shall mean Wolfville L'Arche Homefires Society

'Town' means the Town of Wolfville

Policy Statement

1. The volunteer Board of Directors of Wolfville L'Arche Homefires Society have made a commitment to raise \$2 Million to renovate the property acquired at 341 Main Street. During the renovation, the Society will not have access to the new facility for programming and will be required to retain the existing facility.
2. While the Property is owned by the Society, and it is under renovation, the Society will be exempt from property tax levies (including area rates).
3. The Property will no longer be under renovation when an occupancy permit has been issued for the Property.
4. The exemption shall commence on September 1, 2012 and will expire on upon the issuance of an occupancy permit ~~December 31, 2015.~~

BE IT ENACTED by the Council of the Town Of Wolfville, under the authority of Section 71(2) of the *Municipal Government Act*, 1998, Statutes of Nova Scotia, Chapter 18 as follows:

1.0 Title

This Bylaw shall be known as Bylaw Chapter 45 and may be cited as the "Property Tax Reduction Bylaw."

2.0 Definitions

- (1) "Non-profit organization" means any community, charitable, fraternal, recreational, cultural or sporting organization that is incorporated under the Society's Act through the Nova Scotia Registry of Joint Stock Companies.
- (2) "Tax Reduction" means a reduction in the amount of taxes payable on a property from the amount calculated using the commercial tax rate to the amount calculated using the residential tax rate.

3.0 Tax Reduction

- (1) The Council of the Town of Wolfville, beginning with fiscal year 2002-03, will grant a tax reduction to each of the non-profit organizations listed in Schedule 1. All applicable area rates for any property approved for a tax reduction would remain payable at full rates.
- (2) Identified organizations listed in Schedule 1 will not be guaranteed a tax reduction in subsequent years. These organizations, along with new applicants, will be reviewed on an annual basis. Tax reduction status will be awarded based on the criteria for tax reduction as outlined in this bylaw and the organization's ability to provide all information requested in the application form.
- (3) Property tax levied or charged as Residential, Resource, Business Occupancy or Fire Protection (Hydrant Charge), or any other applicable area rate, shall not be eligible for reduction under this bylaw.

4.0 Criteria for Tax Reduction

To be eligible for a reduced property tax rate, the applicant must:

- (a) provide a service to Town residents that might otherwise be a responsibility of the Council;
- (b) be open for public use;
- (c) be a non-profit organization with a volunteer board of directors;
- (d) generate at least 30 percent of their operating funds from non-governmental sources;
- (e) be able to demonstrate that the assessed address/location is the site of the program(s) and/or service(s) that are provided to Town residents; and
- (f) demonstrate a financial need.

5.0 Ineligible Organizations

The following types of organizations shall not be eligible for a reduction in their property tax rate:

- (a) Organizations that provide professional services to the private sector in addition to non-profit services.
- (b) Healthcare facilities funded by the private sector, or by the federal and/or provincial government. Examples would include long-term residential care facilities and nursing homes.
- (c) Non-profit housing organizations, housing cooperatives, small option homes, and residential living units.
- (d) Administrative offices or non-program sites for recreation and social service organizations funded by the federal and/or provincial government.

6.0 Repeal

Council hereby repeals Bylaw 45.

First Reading: July 16, 2001.
Second Reading: September 17, 2001.

CERTIFICATE

I, Brian Porter, Town Clerk of the Town of Wolfville do hereby certify that the foregoing is a true copy of Chapter 45, Property Tax Reduction Bylaw, passed at a duly called meeting of the Town Council of the Town of Wolfville on September 17, 2001.

Notice of the said bylaw passing was published in *THE ADVERTISER*, a newspaper circulating in the said Town the 9th day of October 2001.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this 15th day of October 2001.

BRIAN PORTER
Town Clerk

**SCHEDULE 1
Year 2002-03**

Reduction from Commercial to Residential Tax Rate

ASSESSMENT ACCOUNT NUMBER	NAME	PROPERTY
04989643	Wolfville Curling Club	19 Elm Avenue
08084637	Wolfville Lions Club	36 Elm Avenue
04405595	St. George's Lodge	43 Gaspereau Avenue
05556805	Wolfville Lawn Bowling Club	16 Wickwire Avenue

**First Reading: March 18, 2002
Second Reading: April 15, 2002**

CERTIFICATE

I, Brian Porter, Town Clerk of the Town of Wolfville do hereby certify that the foregoing is a true copy of an amendment to Chapter 45, Property Tax Reduction Bylaw, passed at a duly called meeting of the Town Council of the Town of Wolfville on April 15, 2002.

Notice of the said bylaw amendment passing was published in *THE ADVERTISER*, a newspaper circulating in the said Town on the 30th day of April, 2002.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this 7th day of May, 2002.



BRIAN PORTER
Town Clerk

**Town of Wolfville
Bylaws and Regulations**

**Wolfville Historical
Society Tax Exemption
Chapter 69**

The following shall be designated as Chapter 69 of the Bylaws of the Town of Wolfville:

Be it enacted by the Town Council of the Town of Wolfville and subject to the Municipal Government Act, Section 71 that:

1. This Bylaw may be cited as the Wolfville Historical Society Tax Exemption Bylaw.
2. Notwithstanding any other enactments, the Council of the Town of Wolfville exempts the Wolfville Historical Society from general Residential and general Commercial property taxation for the property at 171 Main Street.
3. This Bylaw shall be effective with the Town's fiscal and taxation year April 1, 2000 to March 31, 2001.
4. This bylaw shall not permit any tax exemption if the property becomes primarily used for purposes other than as a museum.

CERTIFICATE

I, Brian Porter, Town Clerk of the Town of Wolfville hereby certify that the bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 15th day of May, 2000.

GIVEN under the hand of the Town clerk and under the corporate seal of the Town of Wolfville this 16th day of May, 2000.



Brian Porter
Town Clerk

**Town of Wolfville
Bylaws and Regulations**

**Eastern Kings Memorial Health
Foundation Property Tax Exemption
Chapter 74 Page 1**

The following shall be designated as Chapter 74 of the Bylaws of the Town of Wolfville:

Be it enacted by the Town Council of the Town of Wolfville and subject to the Municipal Government Act, Section 71, that:

1. This Bylaw may be cited as the Eastern Kings Memorial Health Foundation Quiet Park Tax Exemption Bylaw.
2. Notwithstanding any other enactments, the Council of the Town of Wolfville exempts the Eastern Kings Memorial Health Foundation from general commercial and general residential property taxation including all area rates except fire hydrant protection rates, for the following property:

Lot 1.35 acres Earnscliffe Avenue - Assessment Account #08112843.
3. The Bylaw comes into force upon publication and upon so coming into force is deemed to have been in force at all times on and after the first day of April 2000.
4. The Bylaw shall not permit any tax exemptions on any property listed under Section 2 of the Bylaw if the property becomes primarily used for a dwelling, a residence, or for commercial activities.

First Reading: November 19, 2001.

Second Reading: December 17, 2001.

CERTIFICATE

I, Brian Porter, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 17th day of December, 2001.

**Town of Wolfville
Bylaws and Regulations**

**Eastern Kings Memorial Health
Foundation Property Tax Exemption
Chapter 74 Page 2**

Notice of the said bylaw passing was published in *THE ADVERTISER*, a newspaper circulating in the said Town on the 4th day of January, 2002.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this 8th day of January, 2002.



BRIAN PORTER
Town Clerk

Respecting Property Tax Reduction For Property at 450 Main Street Wolfville, Assessment Account Number 03620697

BE IT ENACTED by the Council of the Town of Wolfville under the authority of Section 71(2) of the Municipal Government Act, as amended as follows:

Title

1. This Bylaw shall be known as the "Acadia Cinema Co-op Property Tax Reduction Bylaw".

Tax Reduction:

2. This bylaw shall apply to the property at 450 Main Street Wolfville, recorded in the assessment role under assessment account number 03620697, and be in effect as long as the property is owned by the Acadia Cinema Co-op Ltd. is operated as a theatre, and that the owners continue to be registered as a "not for profit" Cooperative Association under the provisions of the Co-operative Associations Act.
3. Commercial property taxes annually levied on the above property shall be reduced to the tax that would otherwise be payable if the property were assessed as residential.
4. The reduction from commercial to residential taxation per Section 3 of this bylaw will apply only to the portion of Commercial Assessment applicable to the theatre portion of the building where films and motion pictures are presented for public viewing.
5. The Town will obtain annually a written statement from Service Nova Scotia and Municipal Relations, or the Regional Assessment Office, showing the portion of Commercial Assessment applicable only to the theatre portion of the property per Section 4 of this bylaw.

6. This bylaw shall have a coming into force date of April 1, 2003.

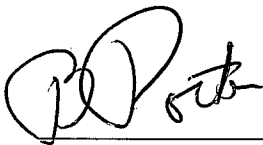
First Reading: January 19, 2004
Second Reading: February 16, 2004

CERTIFICATE

I Brian Porter, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 16th day of February, 2004.

Notice of the said Bylaw passing was published in *THE ADVERTISER*, a newspaper circulating in the said Town on the 24rd day of February, 2004.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this 25th day of February, 2004.



BRIAN PORTER
Town Clerk

Respecting properties assessed within the Town of Wolfville that are owned or operated as Day Care centres licensed under the Day Care Act.

BE IT ENACTED by the Council of the Town of Wolfville under the authority of Section 71A and 71B of the Municipal Government Act, as amended as follows:

Title:

1. This Bylaw shall be known as the "Day Care Centres Property Tax Reduction and Exemption Bylaw".

Tax Reduction:

2. Property tax payable, in any given fiscal year of the Town, for any and all commercial taxable property assessed to day care centres operating within the Town of Wolfville that are licensed under the Day Care Act, shall be reduced to the tax that would be payable if the property were residential taxable, including area rates, but excluding Fire Protection (Hydrant) rates.

Tax Exemption:

3. Properties licensed under the Day Care Act shall be exempt from taxes payable in respect of Business Occupancy Assessment, including area rates, but excluding Fire Protection (Hydrant) rates.

Other Provisions:

4. During any given fiscal year of the Town, if a day care centre operating and assessed within the town becomes or ceases to be licensed under the Day Care Act, the tax reductions and or exemptions outlined in Sections 2 and 3 of this bylaw shall be prorated.

5. This bylaw will have a coming into force date of April 1, 2005.

First Reading: December 20, 2004

Second Reading: January 17, 2005

CERTIFICATE

I, Brian Porter, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 17th day of January, 2005.

Notice of the said Bylaw passing was published in *THE ADVERTISER*, a newspaper circulating in the said Town on the 1st day of February, 2005.

Given under the hand of the Town Clerk and the corporate seal of the Town Of Wolfville this 2nd day of February, 2005.



BRIAN PORTER
Town Clerk

Respecting a property located at 17 Earncliffe Avenue assessed within the Town of Wolfville and owned by the Eastern Kings Memorial Health Foundation.

BE IT ENACTED by the Council of the Town of Wolfville under the authority of Section 71(1) (a), of the Municipal Government Act, as amended.

Title:

1. This Bylaw shall be known as the "Earncliffe Avenue Property Tax Reduction Bylaw".

Tax Reduction:

2. Property tax payable, in any given fiscal year of the Town, for any and all commercial taxable property at 17 Earncliffe, assessed under assessment account number 01619292 to the Eastern Kings Memorial Health Foundation, shall be reduced to the tax that would be payable if the property were residential taxable, including area rates, but excluding Fire Protection (Hydrant) rates.
3. This property will be exempt from Business Occupancy Taxes levied, if any, including area rates, but excluding Fire Protection (Hydrant) rates.

Other Provisions:

4. The Property and Business Occupancy Tax reduction and/or exemption described in Section 2 and 3 of this bylaw will be effective as long as the property:
 - (a) is owned by and assessed to the Eastern Kings Memorial Health Foundation, a registered Canadian charitable organization, and,
 - (b) is used solely and directly for a charitable purpose; the purpose being a not for profit day care centre, operated by an organization licensed under the Day Care Act and also registered as a Canadian charitable organization.
5. This bylaw will have a coming into force date of April 1, 2006.

First Reading: September 19, 2005

Second Reading: October 17, 2005

CERTIFICATE

I, Brian Porter, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 17th day of October, 2005.

Notice of the said Bylaw passing was published in **THE ADVERTISER**, a newspaper circulating in the said Town on the 21st day of October, 2005.

Town of Wolfville
Bylaws and Regulations

Earncliffe Avenue Property Tax
Reduction Bylaw
Chapter 78 Page 2

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this
24th day of October, 2005.



BRIAN PORTER
Town Clerk

SUMMARY

3rd Quarter Financial Update and Year End Forecast

This report comprises part of the recurring financial updates to the Audit Committee and Council. The 3rd quarter results include forecast year end results.

Due to limited time, this text report will be brief, and more detailed discussion will occur at the Audit Committee Meeting on Friday, January 22nd.

Draft motion for Audit Committee:

THAT THE AUDIT COMMITTEE FORWARD THE INTERIM FINANCIAL REPORT (AS AT DECEMBER 31, 2015) TO COMMITTEE OF THE WHOLE FOR THE FEBRUARY 2, 2016 MEETING.

1) CAO COMMENTS

None required at this time.

2) REFERENCES AND ATTACHMENTS

None required.

3) PURPOSE OF REPORT

The quarterly financial update is intended to provide the Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to the budgeted expectations up to the most recent quarter end. Where circumstances warrant, Council can be presented with recommended courses of action to address financial issues. ***Included with the third quarter results are year-end forecasts for each division. The forecast results are important in relation to any action that may be required before year end and to provide an additional reference for the 2015/16 budget discussions.***

4) DISCUSSION

The December 31st Financial Update is attached. At the time of writing this report it does not yet include the Capital Project Summary or the Water Utility financial results. These will be distributed at the Audit Committee meeting on Friday.

The key to this year's report is the forecast surplus, which is expected to be in excess of \$300,000. An expectation of surplus result had been reported in the fall as part of the 2nd Quarter Financial update. The actual forecast included in this report is higher than expected back in the fall, however there have been a couple of factors impacting this result. They include the ongoing vacancy in the Manager of Economic Development position and continued higher than expected Deed Transfer Tax Revenue.

A more detailed analysis will be provided on Friday, but a couple of the largest variances are:

- Deed Transfer Tax Revenue, forecast to end year \$108,000 more than budget.
- Salary and Wages, forecast to end year \$92,000 under budget
- Professional Development, forecast savings of \$51,500
- Partner Contributions, forecast savings of \$36,100

The usual cautionary note is added, that actual results can vary from forecast estimates, and as last winter proved the final three months of the year can have a material impact on final results.

5) FINANCIAL IMPLICATIONS

Not applicable at this time.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable at this time.

INFORMATION REPORT

3rd Quarter Financial Update

Date: January 19, 2016

Department: Finance



7) COMMUNICATION REQUIREMENTS

Will be reviewed prior to forwarding report to Committee of the Whole.

8) FUTURE COUNCIL INVOLVEMENT

The financial update will be forwarded to Committee of the Whole to complete the process of update through to Council.

Town of Wolfville
All Divisions
For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-15	31-Dec-15		03/31/16	03/31/16	
REVENUES						
Taxes and grant in lieu of taxes	\$ 8,346,019	\$ 8,222,032	\$ 123,987	\$ 8,385,000	\$ 8,254,300	\$ 130,700
Tax Certificates & ByLaws	1,150	900	250	1,300	1,200	100
Kings County Fire Protection	233,405	225,000	8,405	300,000	300,000	-
Cost recoveries WBDC	-	-	-	-	4,400	(4,400)
Zoning & Subdivision approvals	175	900	(725)	200	1,200	(1,000)
Building Inspection Cost Recove	49,950	52,250	(2,300)	69,900	70,500	(600)
Job Cost billings	8,635	11,250	(2,615)	12,100	18,400	(6,300)
Sewer Rates	229,354	252,750	(23,396)	310,000	337,000	(27,000)
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
Kings County Recreation Contrib	-	12,000	(12,000)	12,000	12,000	-
Program fees	17,680	32,000	(14,320)	19,700	39,800	(20,100)
Festival & events revenues	8,124	16,100	(7,976)	8,100	16,100	(8,000)
Facility fees & cost recoveries	9,865	9,600	265	9,800	9,600	200
Tourist Bureau revenues	3,599	3,000	599	3,500	3,000	500
License & fee revenue	1,338	5,700	(4,362)	5,600	5,700	(100)
Building & development permits	16,496	12,003	4,493	17,600	16,000	1,600
Development agreements	500	-	500	500	-	500
Parking fines	15,141	8,300	6,841	17,000	11,000	6,000
Other fines	5,659	7,500	(1,841)	7,400	10,000	(2,600)
Cost recoveries from Water Util	144,900	144,900	-	193,200	193,200	-
Cost recoveries from Sewer Dept	26,550	31,050	(4,500)	41,400	41,400	-
Facility Rental	12,263	12,744	(481)	16,900	17,500	(600)
Land Leases	3,862	4,400	(538)	3,900	4,900	(1,000)
Interest on investments	27,783	15,250	12,533	11,500	22,000	(10,500)
Interest on outstanding taxes	40,496	41,200	(704)	49,800	50,000	(200)
Miscellaneous	9,650	3,780	5,870	9,600	5,000	4,600
Provincial and Federal grants	52,401	53,250	(849)	69,900	71,000	(1,100)
Farm Acreage Grant	1,137	1,100	37	1,100	1,100	-
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-
Employment grants	-	700	(700)	1,600	700	900
PNS conditional grants	47,742	20,000	27,742	47,500	25,000	22,500
Other conditional grants	9,228	2,000	7,228	6,400	2,000	4,400
	<u>9,323,102</u>	<u>9,203,259</u>	<u>119,843</u>	<u>9,636,100</u>	<u>9,547,600</u>	<u>88,500</u>
EXPENSES						
Salary and wages	1,127,214	1,182,019	54,805	1,559,200	1,628,500	69,300
Employee Benefits	211,295	225,283	13,988	290,500	307,300	16,800
Seasonal Wages	292,876	292,620	(256)	308,200	309,800	1,600
Employee Benefits Seasonal wag	46,987	50,963	3,976	49,600	54,200	4,600
Meals and Travel	21,549	20,139	(1,410)	29,200	26,100	(3,100)
Professional Development	54,486	90,278	35,792	65,100	116,600	51,500
Membership Dues & Fees	8,436	13,550	5,114	13,100	15,300	2,200
Supplies	-	-	-	-	-	-
Advertising	12,027	11,265	(762)	14,400	13,500	(900)
Telecommunications	36,274	43,527	7,253	50,900	58,300	7,400
Office Expense	23,361	24,035	674	31,300	30,200	(1,100)
Legal	47,065	34,350	(12,715)	56,000	46,000	(10,000)
Insurance	47,228	43,000	(4,228)	52,300	48,000	(4,300)
Marketing and Communications	6,583	20,975	14,392	10,200	28,400	18,200
Audit	(196)	1,300	1,496	17,800	18,000	200
Honorariums	132,262	133,184	922	164,800	165,000	200
Miscellaneous	1,731	850	(881)	2,100	1,600	(500)
Heat	7,997	15,125	7,128	25,500	26,500	1,000
Utilities	109,028	111,799	2,771	178,400	153,700	(24,700)
Repairs and Maintenance	56,407	63,925	7,518	67,400	74,200	6,800
Property Taxes	-	-	-	-	-	-
Vehicle Fuel	27,117	27,775	658	49,200	50,700	1,500
Vehicle Repairs & Maintenance	89,786	78,975	(10,811)	113,500	105,800	(7,700)
Vehicle Insurance	9,504	9,400	(104)	9,700	9,400	(300)
Operational Equip & Supplies	292,350	349,689	57,339	414,700	459,900	45,200
Equipment Maintenance	10,098	11,250	1,152	13,000	15,000	2,000
Equipment Rentals	6,465	13,700	7,235	21,700	16,700	(5,000)
Program Expenditures	61,161	72,150	10,989	68,400	80,800	12,400
Contracted Services	1,897,078	1,911,051	13,973	2,430,300	2,459,700	29,400
Grants to Organizations	95,665	84,250	(11,415)	105,700	109,800	4,100
Licenses and Permits	-	-	-	3,300	3,300	-
Tax Exemptions	75,310	76,600	1,290	75,300	76,600	1,300
Election	-	-	-	-	-	-
Partner Contributions	1,163,999	1,216,627	52,628	1,572,900	1,609,000	36,100
Other debt charges	9,257	6,900	(2,357)	9,300	7,200	(2,100)
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	<u>5,980,400</u>	<u>6,236,554</u>	<u>256,154</u>	<u>7,875,500</u>	<u>8,127,600</u>	<u>252,100</u>
Net Operational Surplus (Deficit)	<u>3,342,702</u>	<u>2,966,705</u>	<u>375,997</u>	<u>1,760,600</u>	<u>1,420,000</u>	<u>340,600</u>
Capital Program & Reserves						
Principal Debenture Repayments	366,866	367,000	134	366,900	367,000	100
Debenture Interest	86,606	111,751	25,145	114,700	115,000	300
Transfer to Operating Reserves	-	5,000	5,000	5,000	5,000	-
Transfer to Capital Reserves	-	-	-	1,033,000	1,033,000	-
Transfer to Capital Fund	-	-	-	-	-	-
Transfer from Operating Reserves	-	-	-	(100,000)	(100,000)	-
Transfer from Acc Surplus	-	-	-	-	-	-
	<u>453,472</u>	<u>483,751</u>	<u>30,279</u>	<u>1,419,600</u>	<u>1,420,000</u>	<u>400</u>
Net Surplus (Deficit)	<u>\$ 2,889,230</u>	<u>\$ 2,482,954</u>	<u>\$ 406,276</u>	<u>\$ 341,000</u>	<u>\$ -</u>	<u>\$ 341,000</u>

Town of Wolfville
General Government Division
For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-15	31-Dec-15		03/31/16	03/31/16	
REVENUES						
Residential Tax	5,344,908	5,334,500	10,408	5,344,900	5,334,500	10,400
Resource Tax	8,261	9,000	(739)	8,200	9,000	(800)
Commercial Tax	1,156,427	1,158,500	(2,073)	1,156,400	1,158,500	(2,100)
Aliant	10,777	15,000	(4,223)	14,400	15,000	(600)
NSPI Grant	3,520	3,600	(80)	3,500	3,600	(100)
HST Offset Grant	39,089	35,000	4,089	39,100	35,000	4,100
Fire Protection Rate	-	-	-	-	-	-
Deed Transfer Tax	358,610	232,732	125,878	373,200	265,000	108,200
Downtown Commercial Area	30,207	28,100	2,107	30,200	28,100	2,100
Commercial Area Rate	11,924	11,900	24	11,900	11,900	-
Downtown Business Occup Area	-	-	-	-	-	-
Post Office GILT	-	21,000	(21,000)	21,000	21,000	-
Acadia GILT	948,738	948,000	738	948,700	948,000	700
Tax Certificates & ByLaws	1,150	900	250	1,300	1,200	100
Kings County Fire Protection	107,100	97,500	9,600	142,800	130,000	12,800
Cost recoveries WBDC	-	-	-	-	4,400	(4,400)
Job Cost billings	-	-	-	3,400	3,400	-
License & fee revenue	-	-	-	-	-	-
Cost recoveries from Water Util	62,700	62,700	-	83,600	83,600	-
Facility Rental	12,263	12,744	(481)	16,700	17,000	(300)
Land Leases	200	500	(300)	200	1,000	(800)
Interest on investments	27,783	15,250	12,533	11,500	22,000	(10,500)
Interest on outstanding taxes	40,496	41,200	(704)	49,800	50,000	(200)
Miscellaneous	2,861	3,780	(919)	2,700	5,000	(2,300)
Equilization Grant	52,401	53,250	(849)	69,900	71,000	(1,100)
Farm Acreage Grant	1,137	1,100	37	1,100	1,100	-
Other conditional grants	-	-	-	-	-	-
	<u>8,220,552</u>	<u>8,086,256</u>	<u>134,296</u>	<u>8,334,500</u>	<u>8,219,300</u>	<u>115,200</u>
EXPENSES						
Salary and wages	309,727	324,207	14,480	429,900	443,700	13,800
Employee Benefits	61,999	57,340	(4,659)	74,900	78,400	3,500
Meals and Travel	8,881	7,214	(1,667)	11,500	9,000	(2,500)
Professional Development	25,544	75,053	49,509	31,400	94,300	62,900
Membership Dues & Fees	3,701	7,200	3,499	5,500	7,300	1,800
Advertising	2,600	1,990	(610)	3,300	2,300	(1,000)
Telecommunications	14,916	19,863	4,947	21,000	26,500	5,500
Office Expense	13,066	13,155	89	19,100	16,500	(2,600)
Legal	19,599	18,600	(999)	17,300	25,000	7,700
Insurance	47,228	43,000	(4,228)	48,300	44,000	(4,300)
Marketing and Communications	-	1,800	1,800	-	2,500	2,500
Audit	(196)	1,300	1,496	17,800	18,000	200
Honorariums	92,634	92,709	75	123,500	123,700	200
Miscellaneous	1,043	850	(193)	2,100	1,600	(500)
Heat	5,026	5,000	(26)	12,000	12,000	-
Utilities	837	750	(87)	7,000	7,000	-
Repairs and Maintenance	11,372	13,775	2,403	15,700	15,700	-
Operational Equip & Supplies	62,765	75,259	12,494	85,500	101,000	15,500
Contracted Services	102,828	75,913	(26,915)	111,200	99,900	(11,300)
Grants to Organizations	400	11,500	11,100	10,400	17,000	6,600
Tax Exemptions	75,310	76,600	1,290	75,300	76,600	1,300
Other debt charges	9,257	6,900	(2,357)	9,300	7,200	(2,100)
Debenture interest	264	300	36	300	300	-
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	<u>868,801</u>	<u>930,278</u>	<u>61,477</u>	<u>1,134,800</u>	<u>1,232,000</u>	<u>97,200</u>
Net Division Surplus (Deficit)	<u>7,351,751</u>	<u>7,155,978</u>	<u>195,773</u>	<u>7,199,700</u>	<u>6,987,300</u>	<u>212,400</u>

Town of Wolfville
Protective Services Division
For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		Variance
	Actual 31-Dec-15	Budget 31-Dec-15	VARIANCE	Forecast 03/31/16	Budget 03/31/16	
REVENUES						
Fire Protection Rate	388,558	379,700	(8,858)	388,500	379,700	8,800
Kings County Fire Protection	126,305	127,500	(1,195)	157,200	170,000	(12,800)
License & fee revenue	720	5,000	(4,280)	5,000	5,000	-
Parking fines	15,141	8,300	6,841	17,000	11,000	6,000
Other fines	5,659	7,500	(1,841)	7,400	10,000	(2,600)
Miscellaneous	4,963	-	4,963	5,000	-	5,000
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-
	<u>541,346</u>	<u>529,600</u>	<u>(5,970)</u>	<u>581,700</u>	<u>577,300</u>	<u>4,400</u>
EXPENSES						
Salary and wages	93,469	98,225	4,756	126,800	134,400	7,600
Employee Benefits	13,902	15,570	1,668	19,400	21,300	1,900
Seasonal Wages	9,767	10,100	333	14,000	14,100	100
Employee Benefits Seasonal wag	945	1,050	105	1,400	1,500	100
Meals and Travel	1,545	1,650	105	2,100	2,200	100
Professional Development	4,793	14,625	9,832	8,200	21,500	13,300
Membership Dues & Fees	389	1,650	1,261	1,800	2,400	600
Telecommunications	7,256	8,838	1,582	10,200	11,800	1,600
Office Expense	818	1,350	532	1,300	1,800	500
Legal	188	4,500	4,312	7,200	6,000	(1,200)
Stipends & Honorariums	39,628	40,475	847	41,300	41,300	-
Miscellaneous	655	-	(655)	-	-	-
Heat	-	4,625	4,625	6,000	6,000	-
Utilities	12,172	14,004	1,832	14,300	16,100	1,800
Repairs and Maintenance	14,122	14,818	696	15,900	19,000	3,100
Vehicle Fuel	5,123	5,175	52	6,100	6,900	800
Vehicle Repairs & Maintenance	30,487	26,600	(3,887)	35,300	35,500	200
Vehicle Insurance	4,513	4,500	(13)	4,600	4,500	(100)
Operational Equip & Supplies	46,854	42,300	(4,554)	58,200	60,900	2,700
Equipment Maintenance	10,098	11,250	1,152	13,000	15,000	2,000
Contracted Services	1,299,313	1,314,000	14,687	1,730,300	1,752,600	22,300
Debenture interest	10,474	10,471	(3)	13,300	13,300	-
	<u>1,606,511</u>	<u>1,646,451</u>	<u>39,940</u>	<u>2,136,700</u>	<u>2,194,800</u>	<u>58,100</u>
Net Division Surplus (Deficit)	<u>(1,065,165)</u>	<u>(1,116,851)</u>	<u>33,970</u>	<u>(1,555,000)</u>	<u>(1,617,500)</u>	<u>62,500</u>

Town of Wolfville
Public Works Division
For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		Variance
	Actual 31-Dec-15	Budget 31-Dec-15	VARIANCE	Forecast 03/31/16	Budget 03/31/16	
REVENUES						
Cost recoveries WBDC	-	-	-	-	-	-
Job Cost billings	8,635	11,250	(2,615)	8,700	15,000	(6,300)
Cost recoveries from Water Util	75,450	75,450	-	100,600	100,600	-
Cost recoveries from Sewer Dept	24,000	28,500	(4,500)	38,000	38,000	-
Land Leases	3,662	3,000	662	3,700	3,000	700
TOTAL REVENUE	111,747	118,200	(6,453)	151,000	156,600	(5,600)
EXPENSES						
Salary and wages	368,078	348,967	(19,111)	503,900	493,200	(10,700)
Employee Benefits	71,723	73,736	2,013	102,300	100,800	(1,500)
Seasonal Wages	4,668	-	(4,668)	-	-	-
Meals and Travel	1,219	75	(1,144)	2,200	100	(2,100)
Professional Development	7,608	-	(7,608)	6,600	-	(6,600)
Membership Dues & Fees	321	400	79	800	800	-
Advertising	523	-	(523)	600	-	(600)
Telecommunications	5,868	7,200	1,332	8,600	9,600	1,000
Office Expense	2,252	1,980	(272)	2,800	2,600	(200)
Legal	288	-	(288)	-	-	-
Miscellaneous	33	-	(33)	-	-	-
Heat	2,971	5,500	2,529	7,500	8,500	1,000
Utilities	46,661	31,500	(15,161)	66,000	43,000	(23,000)
Repairs and Maintenance	26,012	27,460	1,448	30,300	30,300	-
Vehicle Fuel	17,015	16,000	(1,015)	37,000	37,000	-
Vehicle Repairs & Maintenance	42,859	41,400	(1,459)	59,000	57,000	(2,000)
Vehicle Insurance	3,883	3,600	(283)	3,900	3,600	(300)
Operational Equip & Supplies	75,649	75,906	257	128,000	123,100	(4,900)
Equipment Maintenance	-	-	-	-	-	-
Equipment Rentals	6,465	9,000	2,535	17,000	12,000	(5,000)
Contracted Services	346,362	305,415	(40,947)	354,800	336,500	(18,300)
Licenses and Permits	-	-	-	1,500	1,500	-
Debenture interest	69,739	96,500	26,761	96,500	96,500	-
	1,100,197	1,044,639	(55,558)	1,429,300	1,356,100	(73,200)
Net Division Surplus (Deficit)	(988,450)	(926,439)	(62,011)	(1,278,300)	(1,199,500)	(78,800)

Town of Wolfville
Sewer & Solid Waste Division
For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		
	Actual 31-Dec-15	Budget 31-Dec-15	VARIANCE	Forecast 03/31/16	Budget 03/31/16	Variance
REVENUE						
Sewer Rates	229,354	252,750	(23,396)	310,000	337,000	(27,000)
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
TOTAL REVENUE	229,354	252,750	(23,396)	312,000	339,000	(27,000)
EXPENSES						
Salary and wages	28,231	57,186	28,955	39,600	78,000	38,400
Employee Benefits	5,742	12,447	6,705	8,000	17,000	9,000
Utilities	36,045	48,870	12,825	68,000	65,100	(2,900)
Vehicle Repairs & Maintenance	8,500	6,975	(1,525)	12,200	9,300	(2,900)
Operational Equip & Supplies	56,294	93,280	36,986	89,700	108,100	18,400
Equipment Rentals	-	4,700	4,700	4,700	4,700	-
Contracted Services	39,003	53,000	13,997	61,400	61,400	-
Debenture interest	3,476	1,862	(1,614)	1,900	1,900	-
	177,291	278,320	101,029	285,900	345,500	59,600
Net Division Surplus (Deficit)	52,063	(25,570)	77,633	26,100	(6,500)	32,600

Town of Wolfville
Parks Division
For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		
	Actual 31-Dec-15	Budget 31-Dec-15	VARIANCE	Forecast 03/31/16	Budget 03/31/16	Variance
REVENUES						
Facility fees & cost recoveries		-	-		-	-
Miscellaneous	1,826	-	1,826	1,900	-	1,900
TOTAL REVENUE	1,826	-	1,826	1,900	-	1,900
EXPENSES						
Salary and wages	5,588	7,000	1,412	5,600	7,000	1,400
Employee Benefits	532	1,100	568	1,000	1,100	100
Seasonal Wages	157,192	169,440	12,248	172,700	179,500	6,800
Employee Benefits Seasonal wag	32,810	37,049	4,239	34,500	39,500	5,000
Meals and Travel	374		(374)	400		(400)
Professional Development	716		(716)	800		(800)
Utilities	4,226	5,710	1,484	6,000	6,400	400
Vehicle Fuel	4,979	6,600	1,621	5,000	6,800	1,800
Vehicle Repairs & Maintenance	6,412	4,000	(2,412)	6,500	4,000	(2,500)
Vehicle Insurance	1,108	1,300	192	1,200	1,300	100
Operational Equip & Supplies	47,707	50,000	2,293	50,000	50,000	-
Contracted Services	6,736	13,500	6,764	21,000	25,500	4,500
	268,380	295,699	27,319	304,700	321,100	16,400
Net Division Surplus (Deficit)	(266,554)	(295,699)	29,145	(302,800)	(321,100)	18,300

Town of Wolfville
 Planning Division
 For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		Variance
	Actual 31-Dec-15	Budget 31-Dec-15	VARIANCE	Forecast 03/31/16	Budget 03/31/16	
REVENUES						
Zoning & Subdivision approvals	175	900	(725)	200	1,200	(1,000)
Building Inspection Cost Recove	49,950	52,250	(2,300)	69,900	70,500	(600)
License & fee revenue	618	700	(82)	600	700	(100)
Building & development permits	16,496	12,003	4,493	17,600	16,000	1,600
Development agreements	500	-	500	500	-	500
Cost recoveries from Water Util	6,750	6,750	-	9,000	9,000	-
Cost recoveries from Sewer Dept	2,550	2,550	-	3,400	3,400	-
Land Leases	-	900	(900)	-	900	(900)
	<u>77,039</u>	<u>76,053</u>	<u>986</u>	<u>101,200</u>	<u>101,700</u>	<u>(500)</u>
EXPENSES						
Salary and wages	225,170	223,393	(1,777)	316,400	305,700	(10,700)
Employee Benefits	42,959	41,855	(1,104)	61,200	57,300	(3,900)
Seasonal Wages	17,350	11,000	(6,350)	17,500	11,000	(6,500)
Employee Benefits Seasonal wag	1,734	1,300	(434)	1,800	1,300	(500)
Meals and Travel	8,489	8,400	(89)	11,600	11,200	(400)
Professional Development	13,587	-	(13,587)	15,000	-	(15,000)
Membership Dues & Fees	1,100	1,500	400	2,000	2,000	-
Advertising	4,948	4,275	(673)	5,000	5,700	700
Telecommunications	3,404	1,440	(1,964)	4,700	2,000	(2,700)
Office Expense	4,908	3,900	(1,008)	5,200	5,200	-
Legal	26,990	11,250	(15,740)	31,500	15,000	(16,500)
Miscellaneous	-	-	-	-	-	-
Contracted Services	80,583	97,503	16,920	125,000	125,000	-
	<u>431,222</u>	<u>405,816</u>	<u>(25,406)</u>	<u>596,900</u>	<u>541,400</u>	<u>(55,500)</u>
Net Division Surplus (Deficit)	<u>(354,183)</u>	<u>(329,763)</u>	<u>(24,420)</u>	<u>(495,700)</u>	<u>(439,700)</u>	<u>(56,000)</u>

Town of Wolfville
Community Development Division
For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		Variance
	Actual 31-Dec-15	Budget 31-Dec-15	VARIANCE	Forecast 03/31/16	Budget 03/31/16	
REVENUES						
Downtown Commercial Area	45,000	45,000	-	45,000	45,000	-
Kings County Recreation Contrib	-	12,000	(12,000)	12,000	12,000	-
Program fees	17,680	32,000	(14,320)	19,700	39,800	(20,100)
Festival & events revenues	8,124	16,100	(7,976)	8,100	16,100	(8,000)
Facility fees & cost recoveries	9,865	9,600	265	9,800	9,600	200
Tourist Bureau revenues	3,599	3,000	599	3,500	3,000	500
Facility Rental	-	-	-	200	500	(300)
Employment grants	-	700	(700)	1,600	700	900
PNS conditional grants	47,742	20,000	27,742	47,500	25,000	22,500
Other conditional grants	9,228	2,000	7,228	6,400	2,000	4,400
TOTAL REVENUE	141,238	140,400	838	153,800	153,700	100
EXPENSES						
Salary and wages	96,951	123,041	26,090	137,000	166,500	29,500
Employee Benefits	14,438	23,235	8,797	23,700	31,400	7,700
Seasonal Wages	103,899	102,080	(1,819)	104,000	105,200	1,200
Employee Benefits Seasonal wag	11,498	11,564	66	11,900	11,900	-
Meals and Travel	1,041	2,800	1,759	1,400	3,600	2,200
Professional Development	2,238	600	(1,638)	3,100	800	(2,300)
Membership Dues & Fees	2,925	2,800	(125)	3,000	2,800	(200)
Advertising	3,956	5,000	1,044	5,100	5,500	400
Telecommunications	4,830	6,186	1,356	6,400	8,400	2,000
Office Expense	2,317	3,650	1,333	2,900	4,100	1,200
Marketing and Communications	6,583	18,500	11,917	10,000	25,000	15,000
Utilities	9,087	10,965	1,878	17,100	16,100	(1,000)
Repairs and Maintenance	4,901	7,872	2,971	5,500	9,200	3,700
Vehicle Repairs & Maintenance	1,528	-	(1,528)	500	-	(500)
Operational Equip & Supplies	3,081	12,944	9,863	3,300	16,800	13,500
Program Expenditures	61,161	72,150	10,989	68,400	80,800	12,400
Contracted Services	22,253	51,720	29,467	26,600	58,800	32,200
Grants to Organizations	95,265	72,750	(22,515)	95,300	92,800	(2,500)
Debenture interest	-	2,618	2,618	2,700	3,000	300
	447,952	530,475	82,523	529,000	642,700	113,700
Net Division Surplus (Deficit)	(306,714)	(390,075)	83,361	(375,200)	(489,000)	113,800

Town of Wolfville
Partner Contributions
For the Nine Months Ending December 31, 2015

	Financial Results To			Year End		Variance
	Actual 31-Dec-15	Budget 31-Dec-15	VARIANCE	Forecast 03/31/16	Budget 03/31/16	
EXPENSES						
Grant to WBDC	-	30,000	30,000	40,000	40,000	-
Regional Solid Waste	372,122	399,500	27,378	475,000	499,800	24,800
Transit services	122,239	117,474	(4,765)	147,700	143,000	(4,700)
Valley Community Fibre	652	1,000	348	700	1,000	300
Regional Development	20,724	18,750	(1,974)	20,800	25,000	4,200
Annapolis Valley Regional Libra	18,240	18,000	(240)	24,300	24,000	(300)
Kings Partnership Steering Comm	2,063	4,000	1,937	2,100	5,000	2,900
Education	491,895	510,003	18,108	655,900	680,000	24,100
Corrections	60,495	60,150	(345)	80,800	80,200	(600)
Regional Housing Authority	-	-	-	50,000	34,000	(16,000)
Assessment services	75,569	57,750	(17,819)	75,600	77,000	1,400
	<u>1,163,999</u>	<u>1,216,627</u>	<u>52,628</u>	<u>1,572,900</u>	<u>1,609,000</u>	<u>36,100</u>
Net Department Surplus (Deficit)	<u>(1,163,999)</u>	<u>(1,216,627)</u>	<u>52,628</u>	<u>(1,572,900)</u>	<u>(1,609,000)</u>	<u>36,100</u>

Town of Wolville
Summary - Quarterly Variances By Division
Financial Results for the Period Ended December 31, 2015

Town of Wolville Operating Fund

	Actual 31-Dec-15	Budget 31-Dec-15	Variance over/(under) budget	Forecast to March 31/16	Budget March 31/16	Variance
Revenues	\$ 9,323,102	\$ 9,203,259	\$ 119,843	\$ 9,636,100	\$ 9,547,600	\$ 88,500
Expenditures (Operating/capital & reserves)	6,433,872	6,720,305	(286,433)	9,295,100	9,547,600	(252,500)
Net Surplus (Deficit)	\$ 2,889,230	\$ 2,482,954	\$ 406,276	\$ 341,000	\$ -	\$ 341,000

Significant Variance Explanation (over \$10,000 by Division, based on year end forecast result)

General Government

Account/Explanation	Actual 31-Dec-15	Budget 31-Dec-15	Variance over/(under) budget	Forecast to March 31/16	Budget March 31/16	Variance
Residential Taxes			-			-
Budget allowed for \$750,000 assessment loss due to appeals. This did not occur.	5,344,908	5,334,500	10,408	5,344,900	5,334,500	10,400
Deed Transfer Tax			-			-
4 large value properties generated > \$80,000 in Aug/Sept. Monthly trend has continued high thru fall.	358,610	232,732	125,878	373,200	265,000	108,200
Sale of Service - Kings County Fire Protection			-			-
This revenue is reflected in General Gov't and Protective Services, overall revenue, expected to be on or slightly below budget.	107,100	97,500	9,600	142,800	130,000	12,800
Interest on Investments			-			-
Budget estimate too high after allowing for proper allocation to other funds, i.e. Water Utility, Capital, and Reserves.	27,783	15,250	12,533	11,500	22,000	(10,500)
Salary and Wages			-			-
Budget allowance in Finance Dept for additional support not required.	309,727	324,207	(14,480)	429,900	443,700	(13,800)
Professional Development			-			-
Budget for staff training/PD is 100% included in Gen Gov't Division, while actual spending is allocated to Dept using the PD \$'s. OVERALL the Town will be underbudget for year	25,545	75,053	(49,508)	31,400	94,300	(62,900)
Operational Equipment & Supplies			-			-
Majority of savings relates to IT, where costs now allocated differently than budget/moved to Contracted Services	62,748	75,259	(12,511)	85,500	101,000	(15,500)
Contracted Services			-			-
Majority relates to Op Equip Supplies posted to Contract Service in IT.	102,829	75,913	26,916	111,200	99,900	11,300

Protective Services

Account/Explanation	Actual 31-Dec-15	Budget 31-Dec-15	Variance over/(under) budget	Forecast to March 31/16	Budget March 31/16	Variance
Sale of Service - Kings County Fire Protection			-			-
This revenue is reflected in General Gov't and Protective Services, overall revenue, expected to be on or slightly below budget.	126,305	127,500	(1,195)	157,200	170,000	(12,800)
Professional Development			-			-
Fire Dept has utilized less than full budget allowance. Their training needs vary year to year depending on membership	4,793	14,625	(9,832)	8,200	21,500	(13,300)
Contracted Service			-			-
Largest portion of the savings relates to RCMP contract, actual cost \$17,600 less than budget. Additional savings in Bylaw Dept where fewer \$\$'s spent on private security.	1,299,313	1,314,000	(14,687)	1,730,300	1,752,600	(22,300)

Public Works

Account/Explanation	Actual 31-Dec-15	Budget 31-Dec-15	Variance over/(under) budget	Forecast to March 31/16	Budget March 31/16	Variance
Salary and wages			-			-
More of the P Wks crew time spent on Traffic Services than budget, and cost of non union remuneration package > than budget.	368,078	348,967	19,111	503,900	493,200	10,700
Utilities			-			-
Monthly cost of LED street lights more than budget. NSPI billing for more lights than we show as existing. Working on resolve with NSPI.	46,661	31,500	15,161	66,000	43,000	23,000
Contracted Services			-			-
Dec 31st variance largely related to street patching/paving. Allocation of Water Utility portion (due to water line repairs) will be posted before year end.	346,362	305,415	40,947	354,800	336,500	18,300

Environmental - Sanitary Sewer

Account/Explanation	Actual 31-Dec-15	Budget 31-Dec-15	Variance over/(under) budget	Forecast to March 31/16	Budget March 31/16	Variance
Revenue - sewer rates			-			-
Same trend as reported previously, water consumption continues to trend below budget. Sewer bills are based on water utility data.	229,354	252,750	(23,396)	310,000	337,000	(27,000)
Salary and wages			-			-
AS reported earlier in year, more of the public works crew wages have been allocated to traffic services and water utility issues this year. Savings here are generally found as overages in the other areas.	28,231	57,186	(28,955)	39,600	78,000	(38,400)
Operational Equipment & Supplies			-			-
A portion of the budgeted lift station work will not be completed this year.	55,922	93,280	(37,358)	89,700	108,100	(18,400)

Parks Department

Account/Explanation	Actual 31-Dec-15	Budget 31-Dec-15	Variance over/(under) budget	Forecast to March 31/16	Budget March 31/16	Variance
All year end projections are within \$10,000 of budget. Several smaller areas of savings, partly due to staff injury that left crew down a worker part of season.			-			-

Planning

Account/Explanation	Actual 31-Dec-15	Budget 31-Dec-15	Variance over/(under) budget	Forecast to March 31/16	Budget March 31/16	Variance
Salary and Wages			-			-
Non union remuneration study resulted in salary adjustments beyond budget allowance. Adjustments were effective second half of year.	225,170	223,393	1,777	316,400	305,700	10,700
Professional Development			-			-
As noted in General Gov't section, budgeted dollars are located in Gen Gov, with actuals in each department. Planning had a higher level of use, largely related to Bldg Inspector training.	13,587	-	13,587	15,000	-	15,000
Legal			-			-
Ongoing litigation related to a Main St development has largely driven the overage. Town still working with insurer to see how much is recoverable thru the Town insurance plan.	26,990	11,250	15,740	31,500	15,000	16,500

Community and Economic Development

Account/Explanation	Actual 31-Dec-15	Budget 31-Dec-15	Variance over/(under) budget	Forecast to March 31/16	Budget March 31/16	Variance
Program fees			-			-
Indications are of lower # of participants. Rec Program Review is near completion and may shed further light on variance.	17,680	32,000	(14,320)	19,700	39,800	(20,100)
PNS Conditional Grants & Other Grants			-			-
A number of grants were realized that were not in the budget. Include \$\$ for Rec Facilities Study and Thrive program. Further review needed to see if all costs related to these tiems have been recorded.	56,970	22,000	34,970	53,900	27,000	26,900
Salary and Wages			-			-
Manager of Economic Development position has been vacant majority of year, with savings of \$34,000, with additonal costs of non union remuneration offsetting those savings slightly.	96,951	123,041	(26,090)	137,000	166,500	(29,500)
Marketing and Communications			-			-
Less promotion done thru Economic Development Dept than budgeted, partially due to staff shortage.	6,583	18,500	(11,917)	10,000	25,000	(15,000)
Operational Equipment and Supplies			-			-
Main savings will be realized in Festival/Events Dept. Budget had allowed for purchase of general event supplies, not all of which was purchased this year.	3,081	12,944	(9,863)	3,300	16,800	(13,500)
Program Expenditures			-			-
Almost evenly split between Festival and Event spending and Rec Program spending. Rec Program spending partially related to lower participant #'s.	61,161	72,150	(10,989)	68,400	80,800	(12,400)
Contracted Services			-			-
Approximately half relates to Ec. Development Dept work not carried out. Smaller savings in Rec. Adm and Rec Programs. A further \$14,000 relates to Tourism Dept where \$15,000 had been set aside in case Town had to facilitate Magic Wine Bus service, actual ended up as \$10,000 grant to new Wine Bus non profit organization, plus staff assitance.	22,253	51,720	(29,467)	26,600	58,800	(32,200)
			-			-
			-			-
			-			-