



Committee of the Whole

Tuesday, February 6, 2018

8:30 a.m.

Council Chambers, Town Hall
359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes:

- a. Special Committee of the Whole Minutes, January 16, 2018

3. Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirty-minute Public Input/Question Period timeframe.

4. Committee Reports (Internal)

- a. Environmental Sustainability Committee [Website](#)
- b. Emergency Management Advisory Committee [Website](#)
(1) RFD 059-2017: Emergency Management Plan Change 2
- c. Town & Gown Committee [Website](#)
- d. Art in Public Spaces Committee [Website](#)
- e. Audit Committee [Website](#)
(1) Information Report: 3rd Quarter Financial Update
- f. Planning Advisory Committee [Website](#)
(1) RFD 008-2018: 185 Main Street



- (2) RFD 009-2018: Lot 3 Gaspereau Avenue
- (3) RFD 007-2018: MPS/LUB Amendments - 329 Main Street
- (4) RFD 010-2018: 472 Main Street DA Amendment

5. Staff Reports for Discussion

- a. Information Report: 2018/19 Budget and Operations Plan
- b. RFD 012-2018: Property Tax Exemption Policy Update
 - (1) L'Arche Homefires
 - (2) Wolfville Historical Society
 - (3) St. Georges Lodge
- c. RFD 011-2018: Policy Amendments
 - (1) Policy 110-001 Committees of Council
 - (2) Policy 120-012 Wolfville Acadia Town & Gown Committee
- d. RFD 006-2018: Three Phase Power MPS Amendment
- e. Information Report: MPS Review Update

6. CAO Report

7. Committee Reports (External)

- a. Valley Waste Resource Management (VWRM) [website](#)
- b. Kings Transit Authority (KTA) [website](#)
- c. Kings Point-to-Point (KPPT) [website](#)
- d. Valley Community Fibre Network (VCFN) [website](#)
- e. Wolfville Business Development Corporation (WBDC) [website](#)
- f. Race Relations and Anti-Discrimination Committee (RRADC)
- g. Eco-Kings [Website](#)

8. Adjournment to In Camera Meeting under *section 22(2)(e) of the Municipal Government Act – Contract Negotiations:*

- a. Contractual – RFD 013-2018: Insurance
- b. Contractual – RFD 001-2018: Regional Emergency Management Organization (REMO)



9. Adjournment of In Camera

10. Regular Meeting Reconvened

11. Motions from In-Camera Meeting

- a. Contractual – RFD 013-2018: Insurance
- b. Contractual – RFD 001-2018: Regional Emergency Management Organization (REMO)

12. Regular Meeting Adjourned



1. APPROVAL OF AGENDA

Moved

Seconded

That the agenda be approved as circulated and/or amended.

2. APPROVAL OF MINUTES

a. January 16, 2018 Special Committee of the Whole Meeting

Moved

Seconded

That the minutes of the January 16, 2017 Special Committee of the Whole meeting be approved as circulated and/or amended.

4. COMMITTEE REPORTS – INTERNAL

b. EMERGENCY MANAGEMENT ADVISORY COMMITTEE

(1) RFD 059-2017: EMERGENCY MANAGEMENT PLAN, CHANGE 2

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council approve Change 2 to the Town of Wolfville's Emergency Management Plan dated February 20, 2018

f. PLANNING ADVISORY COMMITTEE

(1) RFD 008-2017: 185 MAIN STREET

Moved

Seconded

That Committee of the Whole forward the Development Agreement for 185 Main Street to a Public Hearing on March 20, 2018, before a decision is made by Council

(2) RFD 009-2017: LOT 3 GASPAREAU AVENUE

Moved

Seconded

That Committee of the Whole forward the Development Agreement for Lot 3 Gaspereau Avenue to a Public Hearing on March 20, 2018, before a decision is made by Council



(3) RFD 007-2017: MPS/LUB AMENDMENTS – 329 MAIN STREET

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council give first reading to the Municipal Planning Strategy and Land Use Bylaw Amendments, as attached to RFD 007-2018, to re-designate and re-zone portions of the 329 Main Street property, as outlined in the resolution, and forward to the March 20, 2018 Public Hearing and Town Council meeting for second reading

Moved

Seconded

That Council direct staff to bring back options for additional buffering provisions between commercial and residential properties in advance of the Comprehensive Plan Review Draft

(4) RFD 010-2017: 472 MAIN STREET DEVELOPMENT AGREEMENT AMENDMENT

Moved

Seconded

That Committee of the Whole forward the Development Agreement Amendment for 472 Main Street to a Public Hearing on March 20, 2018, before a decision is made by Council

5. STAFF REPORTS FOR DISCUSSION

b. RFD 012-2018: PROPERTY TAX EXEMPTION POLICY UPDATE

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council approve the following changes to Policy 140-014:

- Amend Schedule A to provide Wolfville Historical Society relief from all area rates, except fire protection rate
- Remove St George's Lodge, Gaspereau Avenue property, from Schedule C

Moved

Seceoded

That Committee of the Whole forward the following motion to Council for decision:
That Council repeal Policy 140-008.

c. RFD 011-2018: POLICY AMENDMENTS

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council approve amendments to Policy 110-001, Committees of Council Policy

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council approve amendments to Policy 120-012, Wolfville & Acadia Town and Gown Committee Policy

d. RFD 006-2018: THREE PHASE POWER MPS AMENDMENT

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council approve amending Motion 40-03-17 to read that Council approve giving second reading to the Municipal Planning Strategy amendment as outlined in Resolution 2 – Attachment 2 to RFD 010-2017 that Policies 8.4.4(c) and 13.4.5 be removed from the Municipal Planning Strategy which would allow overhead (above ground) power and communication infrastructure

8. ADJOURNMENT TO IN-CAMERA

Moved

Seconded

That Council move to an in-camera meeting under *the Municipal Government Act*, under Section 22(2)(e) of the Municipal Government Act – Contract Negotiations

9. IN-CAMERA MEETING ADJOURNED

Moved

Seconded

That the In-Camera meeting of Committee of the Whole be adjourned.

10. REGULAR MEETING RECONVENED

Moved

Seconded

That the regular meeting of Committee of the Whole be reconvened.



11. MOTIONS FROM IN-CAMERA MEETING

a. RFD 013-2018: INSURANCE

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:

Note: Motion to be provided to Committee of the Whole at the meeting.

b. RFD 001-2018: REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO)

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
Whereas Section 60 of the Municipal Government Act provides for the delivery of municipal services on such terms and conditions as agreed by the participating units, and for the delegation of service delivery to a party to an Agreement; and

Whereas the four municipalities in Kings County executed the Kings Regional Emergency Services Agreement on September 27, 2006 to provide a coordinated joint Municipal response to an emergency within the County of Kings; and

Whereas a Regional Emergency Management Organization has never been created to further the intentions of the Regional Emergency Services Agreement; and

Whereas the four municipalities in Kings County wish to have a Regional Emergency Management Organization in place by April 1, 2018.

Be it resolved that the Town of Wolfville's Town Council approve becoming a signatory to the REMO Intermunicipal Services Agreement (2018) with the Town of Berwick, Town of Kentville, Town of Wolfville and Municipality of the County of Kings.

12. ADJOURNMENT

Moved

Seconded

That the regular meeting of Committee of the Whole be adjourned

ATTENDING

- Mayor Jeff Cantwell
- Deputy Mayor Carl Oldham
- Councillor Mercedes Brian
- Councillor Wendy Donovan
- Councillor Wendy Elliott
- Councillor Jodi MacKay
- Councillor Oonagh Proudfoot
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Dan Stovel

ALSO ATTENDING

- Director Corporate Services Jen Boyd
- Director Finance Mike MacLean
- Director Public Works & Parks Kevin Kerr
- Accountant Jenny Johnson
- Director Planning & Development Devin Lake
- Manager Economic Development Marianne Gates, and
- Interested members of the public

CALL TO ORDER

Chair, Mayor Cantwell, called the Special meeting to order at 5:01 pm

Agenda Item

- | | Discussion and Decisions | |
|-------------------------------|---|----------------|
| 1. Approval of Agenda | 10-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED Amendments: <ul style="list-style-type: none">• Adjournment to In-Camera will not be required – Agenda item 5 removed from the agenda THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES | CARRIED |
| 2. Approval of Minutes | 11-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 9, 2018 BE APPROVED AS CIRCULATED | CARRIED |
| a. January 9, 2018 | | |
| 3. Question Period | Audrey Conroy <ul style="list-style-type: none">• Pleased to note in the budget, under improving quality of life, several items relating to housing. Pleased to see that Council is looking at promoting a housing program, looking to work with cooperatives, and in year 3 looking for a strategic partner to create a housing project for the Town of Wolfville. | |

Agenda Item

Discussion and Decisions

4. Staff Reports for Discussion

**a. Information Report:
2017/18 Operating
and Capital Budget**

- The goals of presenting the Draft 2018/19 Budget to Committee of the Whole at the January 16th Special meeting were identified as being:
 - To provide Council an overview of major revenue and expenditure changes from 2017/18 budget to 2018/19 draft budget
 - Review 2018 Assessment Roll and Summary data, and
 - Discuss options to achieve a balanced budget
- The presentation of the Draft 2018/19 Budget, Version 1 follows the formal process started by Committee of the Whole (COW) in November where preliminary budget information was reviewed, as well as a tentative Capital Investment Plan (CIP)
- As per the Standard Operating Procedure, January is Council's first look at draft estimates for the upcoming year based on the initiatives/projects/service levels expected to be addressed in the upcoming year
- The focus with Draft Budget Version 1 is on 2018/19, with the multi-year assumptions being developed through February and March
- Draft Budget Version 1 shows a move back towards a larger shortfall at almost \$290,000. A year ago, the draft 2017/18 shortfall was \$102,300, in 2016/17 it was \$329,800, and in 2015/16 it was \$51,700
- Options identified were either tax increases and/or other funding (possibly reserves) and/or expenditure cuts
- The impact of a 1 cent tax increase was outlined to Council:
 - 84% of existing tax base would have tax increase of less than 1.6%
 - 46% of existing tax base would have tax increase less than 1.5%
 - 20% of existing tax base would have no tax increase or decrease
 - 17% of existing tax base would still have a decrease
- A summary of key budget changes was provided to Council
- Operating Budget: Not included and/or decisions not yet made in the Draft 2018/19 budget:
 - Bylaw Department – Parking Enforcement service level increase
 - Kings Region Cooperative efforts
 - Wolfville Water Utility
 - Asset Management Plan (AMP)
 - Ten Year Capital Investment Plan (CIP)
 - Tax exemptions – changes to property tax exemption policy pending
 - Grants or organizations
- In terms of moving forward with the next version of the Budget, Council will be provided year-end forecasts, as provided to the Audit Committee on January 26th, at the February Committee of the Whole

| Agenda Item | Discussion and Decisions | |
|---|---|----------------|
| | meeting <ul style="list-style-type: none">• The budget process will continue according to the following timeline:<ul style="list-style-type: none">○ January 17 – February 1: Management Team to incorporate COW feedback into second draft of budget (V2)○ February 6 (Committee of the Whole Meeting): V2 and key decisions○ February: Public Engagement Session, if required, beneficial○ March 6 (Committee of the Whole Meeting): Draft 3 (final draft).○ March 20: Final 2018/19 Operations and Budget approval at regular Council Meeting | |
| b. RFD 005-2018 Municipal Fees Policy Annual Review | 12-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE MEETING FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE AMENDMENTS TO THE MUNICIPAL FEES POLICY, 140-015 EFFECTIVE APRIL 1, 2018 | CARRIED |
| 5. Adjournment to In-Camera | Agenda item deleted | |
| 6. Adjournment | 14-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 7:03 PM | CARRIED |

Approved by Committee of the Whole Motion ##-02-18, February 6, 2018

As recorded by Dan Stovel, AA Corporate Services/Town Clerk

COMMITTEE UPDATE

Title: Environmental Sustainability Committee
Date: February 6, 2018
Department: CAO



UPDATE

The Environmental Sustainability Committee met on Monday, January 15, 2018. Key items put forward on the agendas included the following:

- 1) Plastic Bag Update:
 - No recommendation of either a total ban or a fee was put forward by the Town or Valley Waste Committee
 - Waiting for the draft bylaw from Valley Waste with regards to plastic bag use, the recommendation is that all municipalities from Annapolis Royal to Hantsport would adopt this bylaw.

- 2) Community Energy Planning – Staff Presentation
 - Staff will bring to council a Project Charter outlining a work plan for Community Energy Planning, which will give a better direction for the ESC to move forward at future meetings.
 - Staffs goal is to understand the 2006 inventories done on Town Facilities and their greenhouse gas emissions
 - A working group/sub group be formed to work outside of the formality of the committee, this group would bring information back to committee for review.

- 3) Municipal Planning Strategy - Extreme Water Events – Staff Presentation
 - Review the constraints for development in flood risk areas, adapting the development as supposed to restricting it.
 - Concentrate on the current conditions flood risk areas face, such as storm surge, extreme tides, large precipitation events and drainage issues.
 - All Town dykes to be consistent heights.
 - Discussions ongoing to address dykes not under Town control, eliminate the risk for flooding areas around these dykes.
 - Review of existing key pieces of Town infrastructure and what needs to be done to protect them from flood events.

The next Environmental Sustainability Committee meeting will take place March 12, 2018

COMMITTEE UPDATE

Title: Emergency Management Advisory Committee
Date: February 6, 2018
Department: CAO



UPDATE

The Emergency Management Advisory Committee met on Monday, January 22, 2018

The main issue of discussion was the review of Change 2 to the Town of Wolfville's Emergency Management Plan. Changes included the following:

- Article 1.3 – Plan Distribution
- Article 3.3.3 – Authority (Updated Bylaw 57 date)
- Article 3.4 - Concept of Operations (CONOPS) – EMO Contact Information
- Article 3.5 – Definitions (Updates)
- Section 5 - Hazard Risk Vulnerability Assessment (HRVA) – amended introduction
- Article 6.4 – Costs Reimbursement (DFAA Link)
- Section 7 – Declaration of State of Local Emergency – includes link to Annex
- Section 8 – Communications – link to TMR2 User Guide
- Section 9 – Emergency Coordination Centres (ECC) – Alternate ECC MOU identification
- Section 12 - Volunteers and Volunteer Registration Tracking Sheet (Annex P)
- Annex D – Responsibilities and Functions of EMPC – reference to Wolfville's ECC Operational Guidelines
- Annex D (Fire Service) – Contact information for CANUTEC (HAZMAT)
- Annex E – Evacuation Plan – Reference to Wolfville's Emergency Evacuation Operational Guidelines and updated introduction.
 - All Zone Maps (1 thru 12) updated to reflect building structures
 - Streets per Zone (Alphabetical) – updated
 - Streets per Zone - updated
- Annex F – Wolfville's Emergency Measures Bylaw, Chapter 57 – approved 2016-10-05
- Annex H – EMO Contact Numbers (Kings County) - updated
- Annex J - Emergency Communications Plan (Telecommunications and Public Information)
- Annex K – Alternate ECC Map – updated to reflect MOU between Wolfville-Acadia University
- Annex L – EMAC/EMPC – Updated contact information
- Annex M – Emergency Alerting System – Updated contact information
- Annex O – EMO NS – Updated contact information
- Annex Q – Reference Documents – Updated Municipal Documents

The next regularly scheduled meeting of the Emergency Management Advisory Committee is Monday, April 16, 2018

REQUEST FOR DECISION 059-2017

Title: Emergency Management Plan (Change 2)

Date: February 6, 2018

Department: CAO



SUMMARY

Emergency Management Plan (Change 2)

The Town of Wolfville's Emergency Management Plan (Change 1), dated April 19, 2016, has undergone an annual review by the Emergency Management Coordinator (EMC) and been amended to remain current.

DRAFT MOTION:

That Council approve Change 2 to the Town of Wolfville's Emergency Management Plan dated February 20, 2018

REQUEST FOR DECISION 059-2017

Title: Emergency Management Plan (Change 2)
Date: February 6, 2018
Department: CAO



1) COMMENT / RECOMMENDATION – CAO

The CAO supports staff's recommendation as this revision is in keeping with amendments identified during the September 8, 2016 NS EMO Emergency Management Evaluation, the EMC's annual review, and updates from the September 8, 2017 Municipal Evacuation planning discussion.

Change 2 to the Emergency Management Plan was briefed to Management staff on Wednesday, January 17th.

2) RECOMMENDATION

Staff recommends that Council approve the February 20, 2018 Change 2 to the Emergency Management Plan for the Town of Wolfville.

3) DRAFT MOTION

That Council approve Change 2 to the Town of Wolfville Emergency Management Plan, dated February 20, 2018.

4) PURPOSE OF REPORT

To support the revision of the Town's Emergency Management Plan in preparation for the Town of Wolfville Spring NS EMO Emergency Management Audit.

5) DISCUSSION

Every two years NS EMO is required to report the state of Emergency Preparedness in the Province of Nova Scotia. In meeting this requirement, NS EMO Western Zone Coordinator, Andrew Mitton, conducted an Emergency Management Program Evaluation of the Town of Wolfville on September 8, 2016. In keeping with observations raised during this evaluation and the EMC's annual review of the Plan, Change 2 to the plan is submitted to Council for approval.

This change also incorporates updates to the Town's evacuation plan as identified at the September 8, 2017 Emergency Management Planning Committee meeting that reviewed Emergency Evacuation planning.

The [Nova Scotia Emergency Act](#) requires that all municipalities have:

- Emergency Management Organization;
- Emergency Bylaw (dated 1 November 1990 or later);
- **Emergency Management Plan;**

REQUEST FOR DECISION 059-2017

Title: Emergency Management Plan (Change 2)

Date: February 6, 2018

Department: CAO



-
- Emergency Management Coordinator (EMC); and
 - Standing Committee of Council

The April 19, 2016 edition (Change 1) of the Town of Wolfville Emergency Plan has been updated with the following Changes (Change 2) that are inline with the NS EMO Emergency Management Plan Template and the Town of Wolfville Emergency Measures Bylaw Ch57:

- Article 1.3 – Plan Distribution
- Article 3.3.3 – Authority (Updated Bylaw 57 date)
- Article 3.4 - Concept of Operations (CONOPS) – EMO Contact Information
- Article 3.5 – Definitions (Updates)
- Section 5 - Hazard Risk Vulnerability Assessment (HRVA) – amended introduction
- Article 6.4 – Costs Reimbursement (DFAA Link)
- Section 7 – Declaration of State of Local Emergency – includes link to Annex
- Section 8 – Communications – link to TMR2 User Guide
- Section 9 – Emergency Coordination Centres (ECC) – Alternate ECC MOU identification
- Section 12 - Volunteers and Volunteer Registration Tracking Sheet (Annex P)
- Annex D – Responsibilities and Functions of EMPC – reference to Wolfville’s ECC Operational Guidelines
- Annex D (Fire Service) – Contact information for CANUTEC (HAZMAT)
- Annex E – Evacuation Plan – Reference to Wolfville’s Emergency Evacuation Operational Guidelines and updated introduction.
 - All Zone Maps (1 thru 12) updated to reflect building structures
 - Streets per Zone (Alphabetical) – updated
 - Streets per Zone - updated
- Annex F – Wolfville’s Emergency Measures Bylaw, Chapter 57 – approved 2016-10-05
- Annex H – EMO Contact Numbers (Kings County) - updated
- Annex J - Emergency Communications Plan (Telecommunications and Public Information)
- Annex K – Alternate ECC Map – updated to reflect MOU between Wolfville-Acadia University
- Annex L – EMAC/EMPC – Updated contact information
- Annex M – Emergency Alerting System – Updated contact information
- Annex O – EMO NS – Updated contact information
- Annex Q – Reference Documents – Updated Municipal Documents

Changes are highlighted in yellow and annotated with ‘Change 2’ at the bottom of each page.

REQUEST FOR DECISION 059-2017

Title: Emergency Management Plan (Change 2)

Date: February 6, 2018

Department: CAO



6) POLICY CONSIDERATIONS

- [Nova Scotia Emergency Measures Act](#)
- Town of Wolfville Emergency Measures Bylaw Ch57, 2016-10-06

7) BUDGET CONSIDERATIONS

N/A

8) COMMUNICATIONS REQUIREMENTS

Staff will publish approved Emergency Management Plan (Change 2) on the Town of Wolfville Website and post announcement via Social Media.

9) REFERENCES TO COUNCIL STRATEGIC PLAN

Council Strategic Principles:

1. **Affordability:** N/A
2. **Transparency:** This decision supports municipal involvement with the approved Change being posted to the [Town of Wolfville's Emergency Preparedness Website](#)
3. **Community Capacity Building:** This update to the Town's Emergency Management Plan is focused on further preparing the Town and its residents
4. **Discipline to Stay the Course:** N/A
5. **United Front:** N/A
6. **Environmental Sustainability:** N/A

10) ATTACHMENTS

- Town of Wolfville Emergency Management Plan (Change 2), dated 2018-01-23

11) SUMMARY

The Town of Wolfville's Emergency Management Coordinator (EMC) will continue to work towards ensuring that the Town of Wolfville is fully prepared for any future Emergency that may impact the municipality.

EMERGENCY MANAGEMENT PLAN

February 20, 2018

(CHANGE 2)



A cultivated experience for the mind, body, and soil.

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Annexes:

[Annex A](#) List of Acronyms

[Annex B](#) Risks & Hazards Matrix

[Annex C](#) Disaster by Type

- Construction Accident
- Dangerous Gases
- Epidemic
- Explosion
- Fire – Major
- Flood
- Hurricane/Windstorm/Snow
- Power Failure
- Transportation – Air (Within Town Limits)
- Transportation – Road
- Transportation – Water

[Annex D](#) Responsibilities and Functions of the Emergency Measures Planning Committee

- Communications Coordinator
- Deputy EMO Coordinator
- EMO Coordinator
- ECC Duty Officer
- ECC Manager
- ECC Operations Officer
- Fire Service
- Mayor
- Medical Health Coordinator
- Police Services
- Public Information Coordinator
- Public Works Coordinator
- Social Services Coordinator
- Transportation Coordinator

[Annex E](#) Evacuation Plan

- Introduction
- Streets per Zone (Alphabetical)
- Streets per Zone
- Exits and Entrances per Zone
- Town of Wolfville – Zone Map

| | |
|--------------------------------|---|
| <u>Annex F</u> | Emergency Measures Bylaws |
| <u>Annex G</u> | Emergency Site Management Doctrine |
| <u>Annex H</u> | Contact Numbers for the Towns of Berwick and Kentville and the Municipality of the County of Kings |
| <u>Annex I</u> | Emergency Resource Contact List |
| <u>Annex J</u> | Emergency Communications Plan <ul style="list-style-type: none">• Telecommunications Plan• Public Information Plan |
| <u>Annex K</u> | Diagram of the ECC & Alternate ECC Layout & Tasks |
| <u>Annex L</u> | Emergency Management Advisory & Planning Committees |
| <u>Annex M</u> | Town of Wolfville Emergency Alerting System |
| <u>Annex N</u> | State of Emergency Forms from Emergency Measures Act |
| <u>Annex O</u> | Province of Nova Scotia Assistance – Contact Information |
| <u>Annex P</u> | Volunteer Registration Tracking Sheet |
| <u>Annex Q</u> | Reference Documents |

Section 1 – PLAN MAINTENANCE AND DISTRIBUTION

1.1 Plan Maintenance:

The **Town of Wolfville’s Emergency Management Plan** will be maintained by the Emergency Management Planning Committee and the **Emergency Management Coordinator.**

This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Management Planning Committee. The Emergency Management Plan shall be revised subject to the approval of Council.

REVIEWS

| MONTH | DAY | YEAR | BY |
|----------|-----|------|-----|
| December | 11 | 2015 | EMC |
| December | 9 | 2016 | EMC |
| December | 5 | 2017 | EMC |
| | | | |
| | | | |
| | | | |

PLAN REVISIONS

| MONTH | DAY | YEAR | CHANGE | APPROVED |
|----------|-----|------|-------------|----------|
| December | 9 | 2014 | Original | Council |
| April | 19 | 2016 | Change 1 * | Council |
| February | 20 | 2018 | Change 2 ** | Council |
| | | | | |
| | | | | |
| | | | | |

* Change 1 was in keeping with NS EMO Emergency Management Plan Template

** Change 2 incorporated recommendations from EMO NS EM Program Evaluation and EMPC Municipal Emergency Evacuation Planning Discussion (September 8, 2017)

1.2 Preface

This Emergency Management Plan was designed and developed for the Town of Wolfville to assign specific duties and responsibilities and to direct the actions of key officials in the event of an emergency.

For this plan to be effective, it is imperative that all municipal employees take responsibility for familiarizing themselves with the plan, procedure and protocol and that every official be prepared to perform all assigned duties and responsibilities in the event of an emergency.

Regular information and training sessions will occur to ensure the roles and responsibilities developed in this plan are kept current and familiar. Department heads should similarly review and keep up to date their own roles and responsibilities to ensure effective response in an emergency.

It is the responsibility of the Town's assigned Emergency Management Coordinator (EMC) to make certain the Plan is reviewed and updated on an annual basis. Upon each review of the Plan, it will be brought to Council for approval.

Date

Jeff Cantwell
Mayor

1.3 Plan Distribution List

| Position | Copies |
|--|---------------|
| Mayor | 1* |
| Council | 6* |
| CAO | 1* |
| Town Clerk | 1* |
| Director Public Works | 1* |
| Director Community Development | 1* |
| Director Finance | 1* |
| Director Corporate Services | 1* |
| Fire Chief | 1* |
| RCMP – Kings County | 1* |
| Emergency Coordination Centre (ECC) | 10 |
| Acadia University – EMC | 1 * |
| Wolfville Nursing Home / The Elms / WickWire Place | 1 ea * |
| EMO NS – Western Zone Coordinator | 1 * |
| Kings County EMC | 1 * |

* Denotes electronic copies / printed out copies maintained for ECC

Section 2 – RELEVANT LEGISLATION AND AUTHORITIES

2.1 Federal

The federal government, through Public Safety Canada (PSC), is responsible for the national emergency response system. In the event of a nationally declared emergency event, the federal government can/will implement its Federal Emergency Response Plan (FERP) and will consult with provinces and territories through their regional offices.

2.2 Provincial

The Province of Nova Scotia assumes an emergency management leadership role, to ensure the safety and security of Nova Scotians, their property and the environment by providing a prompt and coordinated response to an emergency. The following section outlines the legislative and regulatory framework associated with this responsibility:

2.2.1 Emergency Management Act – Provincial

The Minister of Emergency Management has authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery and emergencies in the Province.

The Emergency Management Office (EMO) has and shall exercise and perform such powers and duties as are vested in it by or under this Act and those assigned to it by the Minister.

The Emergency Management Office may, subject to the approval of the Minister:

- (a) Review and approve, or require modification to Provincial and Municipal emergency management plans;
- (b) Make surveys and studies to identify and record actual and potential hazards that may cause an emergency;
- (c) Make surveys and studies of resources and facilities to provide information for the effective preparation of emergency management plans;
- (d) Conduct public information programs related to the prevention and mitigation of damage during an emergency;
- (e) Conduct training and training exercises for the effective implementation of emergency management plans;
- (f) Procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies;

- (g) Authorize or require the implementation of any emergency management plan; and
- (h) Enter into agreements with any persons, organizations or associations in respect to emergency management plans.

Additionally, the Minister may

- (a) Divide the Province into districts and sub-districts for the purpose of this Act;
- (b) After consultation with the municipalities concerned, designate a combination of municipalities or parts thereof as a municipality for the purpose of this Act and determine the respective responsibilities of municipalities in the designated area;
- (c) Require municipalities to prepare emergency management plans, including mutual aid programs, and to submit such plans to the Emergency Management Office for review for adequacy and integration with the Provincial emergency management plans;
- (d) Establish procedures for the prompt and efficient implementation of emergency management plans; and
- (e) Require any person to develop emergency management plans in conjunction with the Emergency Management Office or the municipalities to remedy or alleviate any hazard to persons or property.

The Minister may declare a state of emergency in respect to all or any district, sub-district or area of the province, if satisfied that an emergency exists or may exist, and after consulting, if it is practical to do so, with a majority of the members of a committee established pursuant to Section 5 or a quorum of the Executive Council.

2.3 Municipal

The Minister of Justice has delegated legislative obligations and responsibilities to municipalities within the province.

2.3.1 Emergency Management Act – Provincial

Within one year of the coming into force of this Act, each municipality shall:

- (a) Subject to the approval of the Minister, establish and maintain a municipal emergency by-law;
- (b) Establish and maintain a municipal emergency management organization;
- (c) Appoint a coordinator of the municipal emergency management organization and prescribe the duties of the coordinator, which shall include the preparation and coordination of emergency management plans for the municipality;
- (d) Appoint a committee consisting of members of the municipal council to provide advice on the development of emergency management plans; and
- (e) Prepare and approve emergency management plans

The municipality may:

- (a) Pay the reasonable expenses of members of the organization or members of the committee appointed;
- (b) Enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans;
- (c) Enter into an arrangement or agreement with any other municipality respecting a common organization, plan or program;
- (d) Appropriate and expend sums approved by it for the purpose of this section; and
- (e) Every municipality shall, immediately upon becoming aware of it, inform the Emergency Management Office of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment.

Section 3 – ADMINISTRATION

3.1 Introduction

Any Municipality is vulnerable to numerous hazards and emergencies. These can be human caused such as transportation accidents, technological failure; infrastructure disruptions that could involve utility and power failures, and natural hazards such as severe weather.

This Town of Wolfville Emergency Management Plan establishes the framework that ensures the Municipality is prepared to deal with any of these emergencies and hazards. It is the way through which resources will be mobilized in the event of an emergency, thereby restoring the Municipality to a state of normalcy. It is designed to ensure that all agencies are fully aware of their respective roles and responsibilities during that emergency.

The Emergency Plan also makes the provisions for the earliest possible coordinated response to an emergency, an understanding of the personnel and resources available to the Municipality and recognition that additional expertise and resources can be called upon if required.

The Chief Administrative Officer (CAO) (or designate) is responsible to ensure that all appropriate agencies and personnel are notified and engaged.

During normal operations, routine or minor emergencies are within the response capabilities of the Municipality first response agencies, within minimal need for EMO assistance. A major emergency is any emergency that will likely go beyond normal procedures and require the EMO organization to activate at the appropriate level. Due to this, the Emergency plan needs to be tested every two years and a full debrief be held within 15 days of an EMO activation.

An emergency may result from an existing danger or it may be a threat of an impending situation affecting property or the health, safety and welfare of the Municipality. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, including governmental, non-profit and private, under the direction of the Municipal Emergency Management Organization.

The onsite response will be managed by the onsite incident commander. When the ECC is activated its primary function is to coordinate and support operations while at the same time providing essential services to the unaffected areas of the municipality.

3.2 Objectives of Emergency Management

In establishing and maintaining an Emergency Response Plan, the Emergency Management Committee addresses the following six objectives of emergency management.

3.2.1 Objective 1 – Assess Risks

The objective of assessing risks through the Hazard Identification and Risk Analysis (HIRA) process helps set priorities, suggests protective measures, and ensures the greatest effort is devoted to the greatest need. A central task is to carry-out a vulnerability analysis to identify the vulnerable population that may require priority actions.

In order to determine what Municipal resources are critical to the provision of essential Municipality services, it is necessary to conduct a basic Business Impact Analysis (BIA). In the event a piece of infrastructure required for delivery of critical Municipality services is lost due to an emergency the BIA will provide assistance in determining Municipality response.

3.2.2 Objective 2 – Mitigate Risks

Mitigation measures are designed to prevent or reduce the consequences of emergencies. Measures include building codes, land use management, public education, and insurance incentives. These fall generally under responsibilities of various legislative bodies and public safety agencies. The Emergency Response Plan plays an important role in drawing attention to potential hazards and lobbying for needed change. Disastrous events like floods and weather extremes that cannot be prevented demand efforts at mitigation, response, and recovery.

3.2.3 Objective 3 – Plan for Response

In addition to developing the emergency plans there are several other planning tasks. These are: identification of vulnerable populations, identifying and designating emergency support facilities. Planning for response includes establishing emergency coordination centres, identifying resources, preparing to issue warnings, and planning for evacuation. Primary measures are the development of emergency plans and resource inventories.

3.2.4 Objective 4 – Plan for Recover

Recovery includes the physical restoration and reconstruction following a disaster. Actions may include the re-introduction of displaced persons, economic impact estimates, counselling, financial assistance programs, temporary housing, and health and safety information.

3.2.5 Objective 5 – Ensure Preparedness

Preparedness actions ensure that individuals and both public and private agencies will be ready to react effectively in an emergency. Primary measures include gathering equipment required to provide site support, individual and collective training, and exercising members of the Emergency Management Committee. Actions are wide-ranging with emphasis on coordination and training.

3.2.1 Objective 6 – Evaluate and Renew the Program

This calls for the Emergency Management Committee to periodically evaluate the entire Emergency Management Program, by measuring the performance of selected actions and the achievement of desired results.

3.3 Emergency Plan Framework

3.3.1 Scope

The aim of the Town of Wolfville Emergency Management Plan is to provide the framework within which extraordinary measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment and minimize economic disruption when faced with an emergency.

3.3.2 Purpose

The plan unifies the efforts of Municipal resources for a comprehensive approach in responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity of your municipality by establishing a plan of action to efficiently and effectively deploy all required resources.

3.3.3 Authority

The Emergency Plan which contains the duties and responsibilities of the Municipality Emergency Management Organization is issued under the authority of the Council in accordance with the Nova Scotia Emergency Management Act as well as local **Bylaw 57 dated April 20, 2016**.

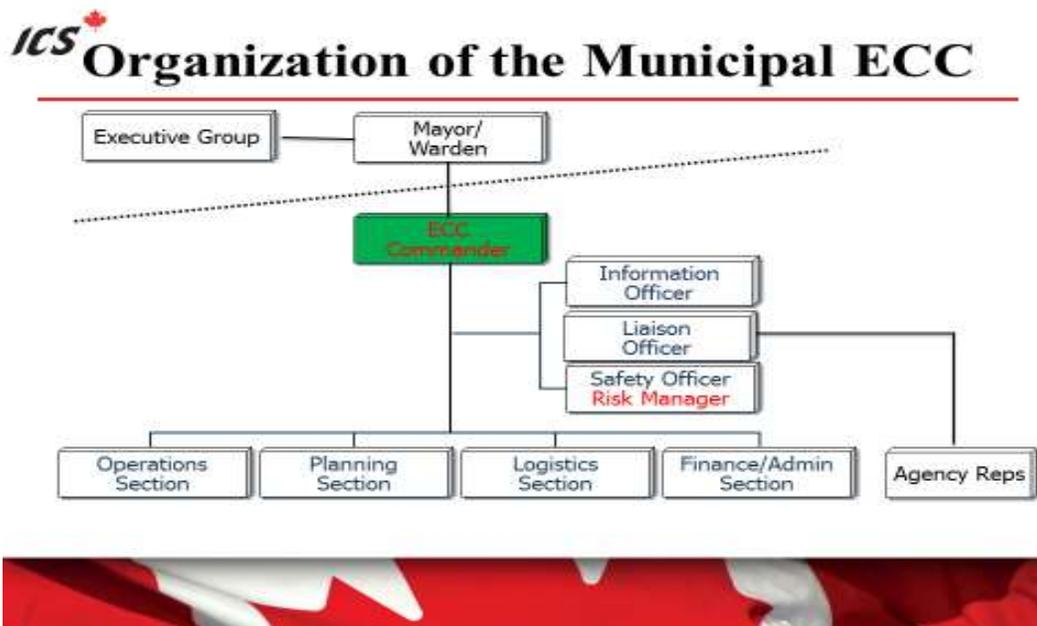


Figure 1: Emergency Plan Chain of Command

In the event of an emergency, the emergency planning committee shall meet as needed and this will be determined by the nature of the emergency. Designated officials should identify alternate(s) in the event that they are unavailable during an emergency.

The authority for making policy decisions in an emergency situation rests with the Mayor/Council. Strategic and operational decisions are made by the CAO or designate.

3.4 Concept of Operations (CONOPS)

- As the complexity of an emergency increases, so will the need for multi-agency support from within the Municipality. The Municipality may call upon the [Provincial Emergency Management Office \(EMONS\), 902-424-5620](#), to provide or acquire additional resources necessary. Each agency is responsible for the overall operation of their emergency response.
- Normal communications and reporting channels will be used to the fullest extent possible.
- Day-to-day functions that do not contribute directly to the operations may be suspended for the duration of the emergency. Efforts that would normally be required of those functions will be redirected to assist in accomplishing the objectives set in the incident action plan (IAP) either at the site or the ECC.
- Onsite response will be managed by the onsite Incident Commander. The Emergency Management Coordinator (EMC) will collect information from Incident Commander and responding agencies, analyse it and disseminate it to all members of the emergency planning committee after consultation with the CAO.
- The CAO or designate has the authority to activate the ECC and when the ECC is activated, its primary function is to coordinate and support operations while continuing essential services to unaffected areas of the municipality.
- Once immediate response missions and lifesaving activities conclude, emergency response teams are demobilized and the emphasis shifts from response to recovery operations which is an ECC responsibility.

3.5 Definitions

Critical Infrastructure

As one of the priorities for emergency management, critical infrastructure refers to organizations, persons, buildings and technology considered vital to the health, well-being, and economics of the population.

Disaster

A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers health, safety; and the welfare of the population, property or the environment.

Emergency

A present or imminent event in respect of which the Town of Wolfville believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of the people of the Town of Wolfville.

Emergency Management

The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

Emergency Management Plan

Any plan, program or procedure prepared by the Town of Wolfville which aims (1) to mitigate the effects of an emergency or disaster, and (2) to safeguard the health or welfare of the population and to protect property and the environment, in the event of an emergency or disaster.

Hazard

A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Impact

The results or ultimate outcomes of an event or a series of events. When an event occurs, the impact can be measured by examining the event consequences. By continuously asking the questions "so what", event consequences can be determined.

Prevention

Actions taken to avoid the occurrence of negative consequences associated with a given threat; prevention activities may be included as part of mitigation.

Probability

The frequency or likelihood that an event will happen. This can be measured by historical data and predicted models.

Risk

The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.

Risk Management

The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.

Risk Tolerance

The degree to which the population or segments of the population are able to tolerate the chance of a hazard or threat occurring. It is a subjective measure of perception often influenced by past experience, media exposure and political agendas.

Threat

The presence of a hazard and an exposure pathway; threats may be natural or human-induced, either accidental or intentional.

Vulnerability

A degree of susceptibility or increased likelihood of being adversely impacted due to the nature of the particular hazard, time of day of occurrence, or seasonal factors associated with the event.

3.6 Assumptions

Assumptions are simply that – what, in development of the Emergency Management Plan, has been treated as true for the Plan’s execution.

3.6.1 Incident Assumptions

- (a) An incident that affects the Town of Wolfville is likely to also affect the surrounding communities and regions. Therefore, the Town of Wolfville should plan to manage all incidents with limited external resources for the first 24 to 72 hours;
- (b) An emergency incident or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning;
- (c) Some community members who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the Emergency Management Committee;
- (d) The succession of events in an emergency incident or disaster is unpredictable; therefore, this plan should be utilized as a guidance document, and adapted accordingly for the specific needs of the emergency incident or event;
- (e) The fundamental priorities for the Town of Wolfville during an emergency incident or disaster are:
 - The preservation of life and protection of people,
 - The protection and restoration of property and infrastructure,
 - Stabilization of the emergency incident or disaster, and
 - Recovery fulfilled to pre-incident conditions.
- (f) During an emergency incident or disaster, all operations will be coordinated through the Emergency Coordination Centre (ECC);
- (g) The greater the complexity, impact and geographic scope of an emergency, the more likely a multi-agency response will be required; and
- (h) Extended incidents that require 24 hour operations will most likely be divided into two operational periods or shifts of 12 hours each. Staffing should be planned accordingly.

3.6.2 Plan Assumptions

- (a) The Town of Wolfville Departments will be familiar with the Emergency Plan, and their specific responsibilities within the plan;
- (b) The Town of Wolfville Emergency Plan will be reviewed and updated at least annually by the Emergency Management Coordinator (EMC) and the Emergency Management Committee. A record of changes will be maintained; and
- (c) The Plan will be exercised at least once annually.

Section 4 – EMERGENCY MEASURES ORGANIZATION

The Emergency Measures organization consists of two branches known as:

- (a) The Advisory Committee; and
- (b) The Planning Committee.

4.1 Advisory Committee (see [Annex L](#) for contact details)

The Advisory Committee consists of:

- (a) Emergency Management Coordinator (EMC);
- (b) Mayor;
- (c) Chief Administrative Office (CAO);
- (d) Representative Councillor; and
- (e) Deputy EMO Coordinator

The Advisory Committee has the following duties, powers, and responsibilities:

- (a) To establish a policy for the organization;
- (b) To submit to the Council estimates of expenditures for the operation and maintenance of the organization for inclusion in its annual budget; and
- (c) To establish an Emergency Coordination Centre (ECC) location with the necessary communications equipment and physical facilities for the control and direction of emergency operations.

4.2 Planning Committee (see [Annex L](#) for contact details)

Reference: [Town of Wolfville Emergency Measures Bylaw Ch57](#)

The EMC is also the Chairman of the Planning Committee and is responsible for:

- (a) Implementing the policy formulated by the Advisory Committee;
- (b) Fulfilling the “purpose and objectives” as detailed in Section 3;
- (c) Ensuring that the Emergency Coordination Centre (ECC) is prepared for action in the event of a declared emergency. The Primary Emergency Coordination Centre is located in the Town Council Chambers (359 Main Street) See [Annex K](#) for ECC layout;

- (d) Ensuring that, in cooperation with the ECC Manager, all necessary members of the Planning Committee are informed and enroute to the ECC;
- (e) Acting as a liaison to participating organizations; and
- (f) Performing other duties as directed by the Advisory Committee.

The Planning Committee should consist of:

- (a) ECC Manager (CAO);
- (b) EMO Coordinator;
- (c) Deputy Coordinator;
- (d) Community Services;
- (e) Health Services;
- (f) Police Services;
- (g) Fire Services;
- (h) Communication Services;
- (i) Transportation Services;
- (j) Engineering Services;
- (k) Information Services;
- (l) University Liaison;
- (m) Utilities Services;
- (n) Legal Services; and
- (o) Financial Services.

The Planning Committee has the following duties, powers, and responsibilities:

- (a) Assist in Emergency Plan development and revisions based on their agencies roles;
- (b) Assessing the emergency situation from an agency perspective;
- (c) Determining the appropriate response to support onsite command and continued essential services;

- (d) Coordinating Agency Resources;
- (e) Notifying the general public and other departments of the emergency situation;
- (f) Requesting mutual aid; and
- (g) Liaising with other government officials as the situation dictates.

The function of the Emergency Control Response Group (ECRG) is to coordinate all activities required to achieve the aim of the plan. This would be done through joint decision-making and through the sharing of information. The activities of the ECRG at the ECC will be coordinated by the Emergency Coordination Centre Manager (ECCM). The position of ECCM will normally be occupied by the Town's Chief Administrative Officer (CAO). In the absence of the Town CAO, the EMC (or Deputy EMC) will assume the responsibilities of the ECCM.

Section 5 – HAZARD RISK VULNERABILITY ASSESSMENT (HRVA)

In emergency planning, hazard analysis is the first step in identifying the known and potential impacts a hazard may create. Once the impacts have been assessed, priorities for planning are identified. Effective emergency plans offer mitigation and response solutions to the impacts identified during hazard assessment.

Hazard analysis determines:

- What might occur;
- How often it is likely to occur; and
- How vulnerable the Municipality is to the hazard.

Conducting the HRVA process will identify those hazards that specific to the Town of Wolfville and require a specific action plan.

Some possible changes within or near the Town of Wolfville that could cause hazard analysis information to change over time include:

- New mitigation measures (eg., stronger building codes, addition of roof or foundation braces);
- The opening or closing of facilities or structures that pose potential hazards (eg., hazardous materials facilities and transport routes).
- Local development activities;
- Climatic changes;
- Mass Gatherings
- Civil treats

There may be other long-term changes to investigate as well. These changes, such as climatic changes in average temperature or rainfall/snowfall amounts, are harder to track but could be very important to the hazard analysis.

The hazards identified in the Hazard Risk Vulnerability Assessment as having the greatest potential for disrupting the Town of Wolfville are outlined in para 5.2

5.1 Defined Location

The Town of Wolfville, home to Acadia University, has a population of about 7,000 during the regular school year (September to May) and approximately 4,000 residents during the summer months. It is located on a slope that rises from the Minas Basin, which marks the northern boundary, up to the 101 Highway, which is the southern boundary. The retirement complex, Tideways, marks the town's eastern boundary and the community of Greenwich borders Wolfville to the west. Wolfville's principal routes egress are: West - Route 1 (Main Street) and Ridge Road toward New Minas; East - Rout 1 (Main Street) toward Avonport, and South - into the Gaspereau Valley via Maple Avenue, Gaspereau Avenue, and Highland Avenue.



5.2 Hazard Analysis

A brief hazard analysis of potential dangers to the town follows which describes the likelihood of each type of disaster. A Risks & Hazards Matrix is presented at [Annex B](#), and a complete overview of each hazard is presented at [Annex C](#), which details possible major effects, potential actions at the scene, and equipment required.

5.2.1 Construction Accident

Heavy snowfalls, frequent changes in occupancy, and buildings fatigue might place undue stress on buildings and contribute to their collapse. Other disastrous occurrences, such as flood, fire, or explosion, might jeopardize the stability of any structure.

5.2.2 Epidemic

With the weakening effects of antibiotics on bacteria, and the ease with which disease can be carried throughout the world by air travel, the potential for an epidemic increases daily. The near release of BOLA-Zaire into the environment at Reston, Virginia, in 1989 shows how vulnerable we really are; this virus was transmitted as an airborne agent, similar to the influenza epidemic of 1918-19 (20 million deaths), or Asian Flu of 1968-69. Fortunately, the Reston strain only affected monkeys. In the summer of 1995, the Ebola virus in Zaire caused public health concern worldwide, and more recent 2014 Ebola outbreak in Western Africa has raised serious pandemic concerns.

5.2.3 Explosion

The restaurants of Wolfville all use propane gas as their principal means of food preparation. Through the use of propane under normal circumstances is safe, accidents can rupture storage tanks, valves, or feed lines. An out-of-control vehicle in the back lanes of downtown Wolfville could cause an explosion. An accident involving a propane delivery truck could prove catastrophic. A propane leak on a delivery truck at McDonalds Restaurant in New Minas (April 1995) demonstrates how easily this could happen. The pipe bomb explosion at the Wolfville Liquor Commission (September 1995) reinforces the possibility of criminal activity.

5.2.4 Fire

The Wolfville Fire Department responds to approximately 130 calls a year. The majority of these alarms are considered minor, i.e. chimney and grass fires, however, there is potential for a large-scale fire in the downtown core and in other large buildings located in the town. Some of these buildings, if not physically connected, are in close proximity to each other. Many buildings are older, and their construction (wood frames) makes for easy fire-spread. Fire and wind conditions during a 1998 fire in the Harris Building on Front Street produced severe smoke conditions throughout the downtown core and adjacent areas, including the Wolfville School.

5.2.5 Flood

Damage by wind and snow can be complicated by the action of our local tides. There have been two significant floods in the Town of Wolfville in recent history (April 1977, and April 1958). During the 1977 flood, the low areas of Gaspereau Extension were flooded, displacing about 25 people for 5 days. Nine houses and one business were

affected and one house was completely destroyed. Many basements required extensive repairs due to the damage by salt water. The flood was a consequence of 30-foot tides, a heavy rainstorm, and strong northeasterly winds. After the event, the dyke wall was repaired and built up to 28.5 feet. Though flooding is infrequent, seasonal high tides (approximately 20-year cycle) combined with heavy snowmelt can pose a flood threat.

5.2.6 Hurricane/Windstorm/Snow

During the winter months, severe weather conditions often occur in this area including heavy snowfalls, ice storms, and severe winds. Long-term power outages resulting from these conditions can cause severe hardship. Winds generally blow off the Minas Basin in a southwesterly direction. During the hurricane season, Nova Scotia often receives the tail end of these furies. The procession of hurricanes up the Atlantic coast in the summer of 1995 demonstrates how helpless we are against the whims of nature.

5.2.7 Power Failure

There are many situations that might result in the cessation of power, including an act of terrorism. However severe winds or a winter ice storm are more likely causes. Power outages can last several days or even weeks. In cold weather this would cause considerable hardship to the community.

5.2.8 Transportation Accidents involving Hazardous Materials/Road

Wolfville's proximity to the 101 Highway creates perhaps the town's greatest threat for disaster. Today's lifestyle depends on the use of a multitude of materials that are classified as hazardous. These agents are everywhere in varying amounts. Under normal storage conditions, these chemicals and substances pose no threat to life. However, fire or transportation accidents may rupture containers and release these hazardous substances into the air or water systems. Wolfville's location below the Highway makes it vulnerable to accidents involving either liquids or gaseous materials that are heavier than air. Spillage from such an accident would run downhill into the town. Uncontrolled, these substances may pose a serious threat to public health and safety.

5.2.9 Transportation (Air)

The Town of Wolfville lies under the flight path of many aircraft landing at Halifax International Airport. Canadian Forces Base, Greenwood, often has aircraft in the skies above Wolfville. Small aircraft from the Annapolis Valley Municipal Airport often sight see over this area. Crop dusters spray our orchards and crops. Although aircraft disasters are infrequent, the crash of the Air Force jet near Falmouth, NS (1994), and the recent tragedy of Swissair Flight 111 near Peggy's Cove (September 1998), demonstrates the potential for this type of disaster.

5.2.10 Transportation (Water)

A spill in the Minas Basin from a marine disaster could wash into the Wolfville Harbour and area creating an environmental problem. Dangerous Cargo (i.e. Hazardous Goods) on a ship in distress, such as on fire, could threaten the town with a toxic cloud since the prevailing winds generally blow into town from this direction. Fortunately, we are not on the world's major shipping lanes, therefore the chance of this event is slight.

5.3 Warning and Notification Procedures

Upon notification of an imminent or actual emergency, the EMC will initiate the notification of key personnel and agencies. Based on the type and complexity of the event, appropriate personnel are notified of the current or imminent situation. A discussion with the CAO will determine if the ECC will activate and to which level. If activation is required, the EMC will notify the personnel, advise them of the incident and their requirement to convene at the ECC.

The activation level of the Emergency Plan defines the degree to which the Emergency Plan is to be enacted. The level of activation can be upgraded or downgraded by the ECC Manager (CAO) in consulting with the EMO Advisory Committee.

The three levels of activation for the Emergency Plan are as follows:

- (a) Level 1 - Full Activation;
- (b) Level 2 - Partial Activation; and
- (c) Level 3 – Monitor.



Figure 2 – ICS Canada Activation Phases

Section 6 – ECC RESPONSE AND RECOVERY OPERATIONS

6.1 Psychosocial Response and Recovery

This function outlines the process specifically designed to prevent or mitigate the development of post-traumatic stress among emergency services professionals. Most first response agencies will have a program in place for their responders. It is important that the ECC recognize this reality and ensure staff and volunteers are able to take advantage of similar programs.

Psychosocial response and recovery represents an integrated “system” of interventions which is designed to prevent and/or mitigate the adverse psychological reactions that so often accompany emergency services, public safety, and disaster response functions. These interventions are especially directed towards the mitigation of post-traumatic stress reactions.

6.2 Recovery

Disaster recovery refers to actions taken to repair or restore conditions to an acceptable level through measures taken after a disaster impacts a Municipality. This includes short term and long term measures such as the return of evacuees, trauma counselling, clean-up, reconstruction, economic impact studies and emergency financial assistance. Recovery efforts should be conducted with a view towards disaster risk reduction and forward looking recovery measures allow communities not only to recover from recent disaster events, but also to build back better in order to help overcome past vulnerabilities.

6.3 Demobilizing

When the emergency has ended the centralized coordination may no longer be required. At this time, responsibilities are transferred back to the individual agencies. A period of recovery begins and is a process that draws upon existing resources.

6.4 Costs Reimbursement

Extraordinary costs incurred in responding to and recovering from a natural disaster of civil emergency may be reimbursed through the [Disaster Financial Assistance Arrangement](#) (DFAA). Special tracking of activities, personnel and expenses, and their associated limits, must be done in order to ensure all eligible expenses are captured and documented in order to maximize the reimbursement of Municipality expenses.

It is essential that coordination with DFAA be initiated from the onset of the emergency. DFAA can provide the forms and procedures necessary to capture and report all required information and substantiating documentation.

Section 7 – DECLARATION OF STATE OF LOCAL EMERGENCY

The Mayor and Council may declare a state of local emergency in the Municipality or in any part thereof and may take such action and make such orders as he/she considers necessary. The Mayor and Council may terminate a declaration of a State of Local Emergency. The Mayor shall ensure that the Minister responsible for EMONS is notified of a declaration of a state of local emergency. In addition, the media and the public shall be notified of the declaration as soon as possible.

A format for Declaration of a State of Local Emergency is provided at [-Annex N](#).

A copy of the declaration must immediately be sent to the Minister via the Emergency Management Office Fax # **(902) 424-5376** or scanned and sent to the jeoc@novascotia.ca.

Section 8 – COMMUNICATIONS

Normal Communications and reporting channels will be used to the maximum practical extent possible. Emergency communications systems should be obtained and kept fully operational and are to be used in the event that commercial communications systems are disrupted, saturated, or otherwise unavailable.

Depending on the circumstances, communications for an emergency may include one or a combination of the following:

- Telephone/Cell;
- TMR ([Trunked Mobile Radio](#)) – [TMR2 User Guide - Website](#)
- UHF, VHF;
- Satellite Phone;
- Internet;
- Other.

The Communications Coordinator is the Director of Corporate Services, and is responsible for all communications activities. (Refer to [Annex J](#): “Emergency Communications Plan: Telecommunications and Public Information”)

Section 9 – EMERGENCY COORDINATION CENTRES (ECC)

Reference: Town of Wolfville ECC Operational Guidelines

The Town of Wolfville ECC should be activated and staffed by the ECCG to coordinate and support emergency operations.

The Primary ECC location is: Town Hall, Wolfville NS, 359 Main Street.

The Alternate ECC location is: Fountain Commons, Acadia University.
Memorandum of Understanding dated 2016-10-06

Refer to [Annex K](#) for the layout of the ECC.

Section 10 – EMERGENCY SITE(S)

The CAO may appoint an Incident Commander (IC) if one is not in place. The IC may be from the first response agency having the predominant role or may be an individual particularly suited to coordinate the diverse activities being undertaken. The role of the IC is to:

- Establish a site command post;
- Establish overall priorities for the on-site response;
- Establish the site perimeter and arrange for security;
- Provide situational updates to the ECC;
- Set and approve the overall objectives at the emergency site;
- Provide media information; and
- Ensure responder safety.

Responding agencies on-site will:

- Cooperate with the IC.
- Provide information on response activities, damage and casualties, and resource needs to the IC.
- Continue to receive functional direction from their parent organization.
- Provide a tactical response in support of the operation objectives

10.1 Emergency Site Management

The control and proper management of the emergency site(s) is critical to a successful response to an emergency. It is essential that a process be followed that will permit good lines of communication and cooperation to be established between both the various agencies responding to the emergency site, as well as between the emergency site and the Emergency Coordination Centre (ECC). The Emergency Site Management (ESM) system as proposed in a document presented by Emergency Preparedness Canada at the [Canadian Emergency Management College](#) in Ottawa, Ontario describes an approach to the management of emergency site(s) that attempts to achieve these objectives. The framework for this approach is outlined in [Annex G](#) of this Emergency Management Plan. This approach will be employed by the Town of Wolfville at the discretion of the ECRG dependent upon considerations such as the size and complexity of the emergency situation.

The ESM system is based primarily on activities at and through, two physical locations. The municipal Emergency Coordination Centre (ECC) and the emergency site. The town's ECC is operated by the municipal ECRG, and both the ECC and the ECRG are managed by the ECC Manager (ECCM). All activities outside the outer perimeter of the emergency site are the responsibility of the ECRG.

The ECRG will appoint an Emergency Site Manager (ESM) for each emergency site. It is expected that all directions and requests for resources will be handled according to standard departmental procedures until such time as the Emergency Plan has been activated, the ECRG is in place, and an ESM has been appointed.

10.1.1 Emergency Site Personnel

The **Emergency Site Manager (ESM)** is responsible for the management of the site until its closure. The ESM must:

- (a) Establish the inner and outer perimeter;
- (b) Designate the location of the Site Command Post;
- (c) Lay out the site and all its components;
- (d) Manage the flow of information through the Site Command Post to members of the Site Team and the ECRG. The ESM should provide regular situation reports to the ECC Manager via the ECC Communications Officer or his agency representative at the ECC. The ESM should follow a similar procedure when sending requests to the ECC Manager;
- (e) Coordinate key response activities (i.e., those activities/operations that would affect more than one agency or the overall outcome of the response effort at the site); and
- (f) Communicate with the Media in cooperation with Wolfville EMO Information Officer.

The ESM will work in cooperation with the senior representatives of each key response agency at the site.

These **Agency Site Control Officers** must:

- (a) Assist, as appropriate, the ESM with site layout;
- (b) Co-locate, as appropriate/directed, their command post with the Site Command Post;
- (c) Command/control their agency's response effort at the site;
- (d) Share appropriate information with the other members of the Site Team;
- (e) Coordinate activities that may impact other agencies with the appropriate agency-representative; and
- (f) Be available to communicate with the Media, as appropriate. This will be performed through the support of the Wolfville EMO Information Officer, and in keeping with the concept of a single spokesperson for the town.

At the discretion of the ESM, other responders may be appointed to fulfil certain management tasks within the emergency site perimeter. In particular, the ESM may consider it advantageous to appoint a Staging Area Coordinator and a Liaison Officer.

The **Staging Area Coordinator** may be appointed by the Site Manager to perform the following functions:

- (a) Establish and lay out the staging area;
- (b) Establish the flow pattern for vehicle movement;
- (c) Account, at any given point, for the resources within the staging area;
- (d) Maintain contact with the Site Manager or Site Team;
- (e) Maintain contact with the Logistics Area to facilitate repairs or fuelling as appropriate;
- (f) Deploy resources requested by the Site Manager or Site Team;
- (g) Alert the Site Manager of resources that may be discharged from the staging area; and
- (h) When directed by the Site Manager, discharge unnecessary resources.

The **Liaison Officer (LO)** is designated by the Site Manager to help coordinate key functions in and around the Site Command Post. The LO should perform the following functions:

- (a) Assist with the lay out of the site;
- (b) Maintain the event log;
- (c) Assist with the flow of information within the Site Team;
- (d) Undertake responsibility for specific tasks assigned by the Site Manager; and
- (e) Act as alternate Site Manager (if so directed).

10.1.2 Emergency Site Layout

Every emergency site requires a unique layout although similar design principles will apply to most situations. The number of components employed and the sophistication of the emergency site layout will be dependent upon considerations such as the size and complexity of the emergency situation. The following factors should be considered when establishing an emergency site:

- (a) Terrain type (e.g., rugged, marshy, sandy).
- (b) Lay of the land (e.g., closed-in versus open).
- (c) Environmental constraints (i.e., weather, season).
- (d) Accessibility to the site and access routes.
 - Land ownership and jurisdiction.
 - Communications needs and available resources.
 - Space requirements and availability.
 - Available structural resources (i.e., buildings, warehouses, shelters).
 - Safety (i.e., from the elements, disaster agents).
 - Availability and proximity to water, power, and sanitation resources/services.

The following components should be considered for an emergency site and established as necessary:

- **Inner/outer perimeter**
Should possess designated and secured entry and exit points.
- **Site command post**
This command post is often accompanied by Agency Department command posts. It should be located centrally as close as possible to the primary area of the inner perimeter. It should also be easily identifiable (i.e., flagged) and connected to as many communication media as possible. Given sufficient space it should include all agency Site Control Officers.
- **Command posts**
Each major response agency should have a command post.
- **Area(s) for medical assessment and treatment.**
This may include a triage area and a treatment area, as well as a separate casually collecting area. If a temporary morgue is required, it should be established within the outer perimeter away from the rest of the site operations.

- **Staging area**
Located within the outer perimeter, or possibly just outside of it, the staging area should contain all resources dispatched to the site but yet unused. The area must have in/out routes and its entry points secured. It should be near the rest and feeding areas. It is managed by the Staging Area Coordinator. It must be in close communications with the Site Command Post.
- **Parking area**
Designed to reduce traffic congestion within the site.
- **Rest and feeding area.**
This area is particularly important for operations that last for lengthy periods. It needs to be near access route(s) but should be located in a less busy (i.e., quiet and isolated) area of the site.
- **Logistics area**
This area may be designated as the site for vehicle repair, equipment servicing, fuelling distribution/allocation of equipment, and the storage of dangerous goods. It should be near the main access routes and within the outer perimeter. Moreover, the area should be near the Rest and Feeding Area but must be both upwind and far enough from it to reduce the presence of noise and fumes in this area.
- **Decontamination area**
This is a relatively small area which, when required, should be located just outside the Inner Perimeter as near as possible to the hot zone. It should be available to decontaminate both responders as well as casualties being evacuated from the hot zone.
- **Media centre**
The media should be allowed controlled access to the site through an identified meeting area.
- **Volunteer coordination point**

Sample Emergency Site Layout Diagram (see [Annex G](#), p. G-5/10)

Section 11 – EVACUATION

The evacuation function describes how the public would be evacuated out of areas affected by an emergency situation that are deemed to be too hazardous for people to stay in place. Evacuation methods will be dependent on the incident and is the responsibility of the Incident Commander Onsite. A key component of the evacuation process is to look after the evacuees once they are evacuated and this is the responsibility of the municipality. This function shall be performed by the EMC unless the ECC is activated, at which time it will be organized and managed by the ECC.

During an emergency the ECC operational support functions may include:

- Damage Assessment
- Debris Management
- Livestock and Pet Coordination

Refer to [Annex E](#) for the Evacuation Plan

Section 12 – VOLUNTEERS

A Municipality staff person should be appointed as a Volunteer Coordinator by the CAO. This operational support function provides guidance on the Municipality's role in the management of volunteers.

A Template form for Volunteer registration can be found in [Annex P](#). It is important that this form is used whenever there are volunteers during emergency situations as it aids in keeping track of where volunteers are needed and for liability purposes.

The Wolfville Emergency Volunteer Group (WEVG) contact database is maintained by Wolfville's Emergency Management Coordinator (EMC)

Annexes

| | |
|--------------------------------|---|
| <u>Annex A</u> | Emergency Management Acronyms |
| <u>Annex B</u> | Risks & Hazards Matrix |
| <u>Annex C</u> | Disaster by Type |
| <u>Annex D</u> | Responsibilities and Functions of the Emergency Measures Planning Committee |
| <u>Annex E</u> | Evacuation Plan |
| <u>Annex F</u> | Emergency Measures Bylaws |
| <u>Annex G</u> | Emergency Site Management Doctrine |
| <u>Annex H</u> | Contact Numbers for the Town of Berwick and Kentville and the Municipality of the County of Kings |
| <u>Annex I</u> | Emergency Resource Contact List |
| <u>Annex J</u> | Emergency Communications Plan <ul style="list-style-type: none">• Telecommunications Plan• Public Information Plan |
| <u>Annex K</u> | Diagram of the ECC & Alternate ECC Layout & Tasks |
| <u>Annex L</u> | Emergency Measures Advisory & Planning Committees |
| <u>Annex M</u> | Town of Wolfville Emergency Alerting System |
| <u>Annex N</u> | State of Emergency Forms from Emergency Measures Act |
| <u>Annex O</u> | Province of Nova Scotia Assistance – Contact Information |
| <u>Annex P</u> | Volunteer Registration Tracking Sheet |
| <u>Annex Q</u> | Reference Documents |

Annex A
Emergency Management Acronyms

| Acronym | Full Title |
|----------------|--|
| CAO | Chief Administrative Officer |
| DFAA | Disaster Financial Assistance Arrangement |
| ECC | Emergency Coordination Centre |
| ECCM | Emergency Coordination Centre Manager |
| ECRG | Emergency Control Response Group |
| EHS | Emergency Health Services |
| EMAC | Emergency Measures Advisory Committee |
| EMC | Emergency Management Coordinator |
| EMONS | Emergency Management Office Nova Scotia |
| EMPC | Emergency Management Planning Committee |
| ESM | Emergency Site Management |
| FERP | Federal Emergency Response Plan |
| HAZMAT | Hazardous Material |
| HRVA | Hazard Risk Vulnerability Assessment |
| IAP | Incident Action Plan |
| IC | Incident Commander |
| ICS | Incident Command System |
| MOU | Memorandum of Understanding |
| PCC | Provincial Coordination Centre |
| PIO | Public Information Officer |
| PPE | Personal Protective Equipment |
| PS | Public Safety Canada |
| REMO | Regional Emergency Management Organization |
| SA | Situational Awareness |
| TMR | Trunked Mobile Radio |
| TTX | Tabletop Exercise |

Risks & Hazards Impacting the Town of Wolfville

| | | Severity | | | | | |
|------------|--|--|--|---|--|--|--|
| | | What is the Severity of Injuries / Potential Damages / Financial Impacts | | | | | |
| | | 1 – Minor | 2 – Moderate | 3 – Major | 4 - Catastrophic | | |
| Likelihood | How likely is the event to occur in the future | 4 | Frequent or Very Likely: every 1-3 years | <ul style="list-style-type: none"> • Motor Vehicle Accident • Rainstorm/Windstorm | <ul style="list-style-type: none"> • Hurricane • Snowstorm | | |
| | 3 | Moderate or Likely: every 3-10 years | <ul style="list-style-type: none"> • Hazardous Materials Incident (Transport) | <ul style="list-style-type: none"> • Power Failure | <ul style="list-style-type: none"> • Flood • Forest Fire | | |
| | 2 | Occasional: every 10-30 years | | <ul style="list-style-type: none"> • Construction Accident | <ul style="list-style-type: none"> • Ice Storm • Explosion (Propane) | | |
| | 1 | Unlikely: every 30-100+ years | | | <ul style="list-style-type: none"> • Transportation (Air) • Transportation (Water) | <ul style="list-style-type: none"> • Epidemic • Explosion (Acadia University Natural gas facility) | |

■ Very High Risk
 ■ High Risk
 ■ Medium Risk
 ■ Low Risk

Ref: Wolfville's Emergency Management Plan (Section 5- Town Hazards Analysis)

Risks & Hazards Matrix – Definition of Risk Ratings

-  **Very High (VH) Risk** – These risks are classed as primary or critical risks requiring immediate attention. They may have a high or probable likelihood of occurrence and their potential consequences are such that they must be treated as a high priority. This may mean that strategies should be developed to reduce or eliminate the risks and that mitigation in the form of (multi-agency) planning, exercising and training for these hazards should be put in place and monitored on a regular basis. Consideration should be given to *specific* planning to the risk rather than generic.
-  **High (H) Risk** – These risks are classed as significant. They may have high or low likelihood of occurrence, however their potential consequences are sufficiently serious to warrant appropriate consideration, after those risks classed as ‘very high’ are addressed. Consideration should be given to the development of strategies to reduce or eliminate the risks, and that mitigation in the form of (multi-agency) generic planning, exercising and training should be put in place and monitored on a regular basis.
-  **Medium (M) Risk** – These risks are less significant, however may cause upset and inconvenience in the short-term. These risks should be monitored to ensure that they are being appropriately managed and consideration given to their management under generic emergency planning arrangements.
-  **Low (L) Risk** – These risks are both unlikely to occur and not significant in their impact. They should be managed using normal or generic planning arrangements and require minimal monitoring and control unless subsequent risk assessments show a substantial change, prompting a move to another risk category.

CONSTRUCTION ACCIDENT

| A. Possible Major Effects |
|----------------------------------|
| 1. Casualties |
| 2. Deaths |
| 3. Entrapment |
| 4. Disruption of utilities |
| 5. Disruption of traffic |

| B. Potential Actions at the Scene | Agency Responsible |
|---|--|
| 1. Provide emergency lighting if required | Police/Engineering/Fire Services/EMO |
| 2. Establish emergency headquarters | Town Council Chambers – ECC |
| 3. Establish adequate communications | Communication Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue and Firefighting | Fire/Police/Rescue Services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer Agencies |
| 11. Establish an inquiry service | Welfare/Social Services |
| 12. Eliminate hazards from damaged utilities | Engineering/Utilities |

| C. Equipment | Sources |
|------------------------------------|---|
| 1. Rescue equipment | Police/EMO/Fire Department |
| 2. Communication equipment | Police/EMO/Communication Coordinator |
| 3. Ambulances | Medical/Transportation |
| 4. Auxiliary lighting | Engineering/Utilities |
| 5. Barricades | Engineering |
| 6. Powerful cranes | Contractors |
| 7. Mobile public address equipment | Police/EMO/Radio Stations/Fire Department |
| 8. Welfare equipment | Welfare/Social Services |

Annex C
Disaster by Type

DANGEROUS GASES

| A. Possible Major Effects |
|---|
| 1. Casualties |
| 2. Deaths |
| 3. Tendency of people to disperse |
| 4. Explosions and fire |
| 5. Health hazard to humans and livestock |
| 6. Disruption of traffic |
| 7. Disruption of business and industrial activities |
| 8. Evacuation |

| B. Potential Actions at the Scene | Agency Responsible |
|---|--|
| 1. Determine nature and effects of the gas | Police/Medical/Industry/Fire Service/Canutec |
| 2. Establish an emergency headquarters | Town Council Chambers – ECC |
| 3. Establish adequate communications | Communication Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue and Firefighting | Fire/Police/Rescue Services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer Agencies |
| 11. Establish an inquiry service | Welfare/Social Services |
| 12. Eliminate further escape of gases | Engineering/Industry |
| 13. Warn adjacent areas and define area of risk | Police |
| 14. Evacuate area | Police/Fire Department/Zone Commanders |
| 15. Establish evacuation routes | Police/EMO |

| C. Equipment | Sources |
|--|--|
| 1. Firefighting and rescue equipment including respirators and resuscitators | Fire Department/Police/Rescue Services |
| 2. Communication equipment | Police/EMO/Communication Coordinator |
| 3. Ambulances | Medical/Transportation Coordinator |
| 4. Decontaminating equipment | Industry/Fire/EMO |
| 5. Barricades | Engineering |
| 6. Mobile public address equipment | Fire Department/Police/EMO |
| 7. Anti-gas clothing if necessary | Rescue Services/Police/Fire |
| 8. Emergency feeding facilities | Welfare/Social Services |
| 9. Hazardous materials equipment | Fire Department/Industry |

Annex C
Disaster by Type

EPIDEMIC

| A. Possible Major Effects |
|---|
| 1. Casualties |
| 2. Deaths |
| 3. Disruption of community (i.e. key people victims) |
| 4. Contamination of normal water supplies |
| 5. Sudden hospital and medical requirements (i.e. immunization) |
| 6. Panic |
| 7. Disruption of business and industrial activities |
| 8. Hazards to livestock |
| 9. Need for childcare |
| 10. Complications due to restricted interaction with Rescue Staff |

| B. Potential Actions at the Scene | Agency Responsible |
|--|--|
| 1. Temporary immunization clinic | Medical Coordinator |
| 2. Establish a temporary morgue | Medical Coordinator |
| 3. Establish a news release system | Public Information Coordinator |
| 4. Establish emergency welfare services | Welfare/Social Services/Volunteer Agencies |
| 5. Establish an inquiry service | Welfare/Social Services |
| 6. Establish jurisdiction | EMO/Department of Health |
| 7. Request medical staff | Medical Coordinator |
| 8. Contact Tracking/Tracing | Department of Health |
| 9. Establish quarantine facility | Department of Health |
| 10. Ensure proper disposal/isolation of contaminated waste | Medical Coordinator |

| C. Equipment | Sources |
|--------------------------------|------------------------------------|
| 1. Ambulances | Medical/Transportation Coordinator |
| 2. Medical and health supplies | Province/EMO |
| 3. Field Hospital | Military/EMO |

Annex C
Disaster by Type

EXPLOSION

| A. Possible Major Effects |
|--|
| 1. Casualties |
| 2. Deaths |
| 3. Panic |
| 4. Disruption of utilities |
| 5. Damage to property |
| 6. Disruption of traffic |
| 7. Fires |
| 8. Release of dangerous gases, chemicals, etc. |

| B. Potential Actions at the Scene | Agency Responsible |
|---|--|
| 1. Eliminate hazards from public utilities | Engineering/Utilities |
| 2. Establish an emergency HQ | Town Council Chambers – ECC |
| 3. Establish adequate communications | Communication Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue and Firefighting | Fire/Police/Rescue Services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer Agencies |
| 11. Establish an inquiry service | Welfare/Social Services |
| 12. Establish traffic control | Police |
| 13. Establish crowd control | Police |
| 14. Protection of property | Police |
| 15. Arrange for specialists to deal with hazardous substances | Police/EMO/Industry |
| 16. Estimate possible future hazards | Specialists/Industry |

| C. Equipment | Sources |
|---|---|
| 1. Fire fighting and rescue equipment | Fire Department/Police/EMO |
| 2. Communication equipment | Police/Fire/EMO/Communication Coordinator |
| 3. Ambulances | Medical/Transportation |
| 4. Equipment to repair public utilities | Engineering/Utilities |
| 5. Barricades | Engineering |
| 6. Auxiliary lighting | Police/Fire/EMO |
| 7. Special equipment associated with type of hazard | Supplier |
| 8. Food and lodging | Welfare/Social Services |

Annex C
Disaster by Type

FIRE - Major

| A. Possible Major Effects |
|--|
| 1. Casualties |
| 2. Deaths |
| 3. Release of toxic gases and other products of combustion |
| 4. Sudden hospital requirements |
| 5. Damage to property |
| 6. Disruption of traffic |
| 7. Disruption of communications |
| 8. Evacuation |
| 9. Collapse of buildings |
| 10. Disruption of buildings |
| 11. Disruption of utilities |

| B. Potential Actions at the Scene | Agency Responsible |
|---|--|
| 1. Secure disaster scene for subsequent investigation | Police |
| 2. Establish emergency headquarters | Town Council Chambers - ECC |
| 3. Establish adequate communications | Communication Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue and firefighting | Fire/Police/Rescue Services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer agencies |
| 11. Establish an inquiry service | Welfare/Social Services |
| 12. Eliminate hazards from damaged utilities | Engineering/Utilities |
| 13. Establish crowd control | Police |
| 14. Establish traffic control | Police |
| 15. Warning of spread of fire | Police/News Media |

| C. Equipment | Sources |
|--|---|
| 1. Fire fighting and rescue equipment | Fire Department |
| 2. Ambulances | Medical/Transportation |
| 3. Water Tankers, i.e. street cleaners | Engineering/Fire Department |
| 4. Relay pumps | Engineering/Fire Department |
| 5. Communication equipment | Fire Department/ Police/ EMO/ Communication Coordinator |
| 6. Auxiliary lighting | Engineering/Utilities/Fire Department |
| 7. Mobile public address equipment | Police/EMO/Ration stations/Fire Dept. |
| 8. Food and lodging | Welfare/Social Services |

Annex C
Disaster by Type

FLOOD

| A. Possible Major Effects |
|---|
| 1. Casualties |
| 2. Deaths |
| 3. Disruption of community |
| 4. Disruption of utilities |
| 5. Damage to property |
| 6. Disruption of traffic |
| 7. Disruption of communications |
| 8. Evacuation |
| 9. Contamination of normal water supplies |
| 10. Loss of economic activities |

| B. Potential Actions at the Scene | Agency Responsible |
|---|---|
| 1. Warning of imminence | Provincial flood authority |
| a. Long term | Meteorological services/Canadian Tide & Current Tables (Environment Canada) |
| b. Short term | Police |
| 2. Establish an emergency headquarters | Town Council Chambers – ECC |
| 3. Establish adequate communications | Communication Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue | Fire/Police/Rescue services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer agencies |
| 11. Establish an inquiry services | Welfare/Social Services |
| 12. Eliminate hazards from damaged utilities | Engineering/Utilities |
| 13. Protection of property and relocate resources where necessary | Police |
| 14. Provide auxiliary power | Engineering |
| 15. Clear debris | Engineering |
| 16. Mobilize necessary manpower & equipment | EMO/Canada Manpower Centres |
| 17. Establish jurisdiction | Government |
| 18. Establish traffic control | Police |
| 19. Establish dyking as required | Engineering |
| 20. Check stocks of sand and sandbags | Engineering |
| 21. Evacuation of personnel, livestock, etc. | Welfare/Social Services/Volunteer agencies/Agriculture |
| 22. Storage of furnishings and equipment | EMO |
| 23. Establish emergency health facilities | Health service |

Annex C
Disaster by Type

| C. Equipment | Sources |
|--|--|
| 1. Rescue equipment | Police/EMO |
| 2. Pumps | Engineering/Fire Department |
| 3. Medical and health supplies | Health Services |
| 4. Transportation/Boats | EMO/Various sources/Transportation Coordinator |
| 5. Communication equipment | Province/Police/EMO/Communication Coordinator |
| 6. Auxiliary generators | Various sources |
| 7. Mobile public address equipment | Police/EMO/Radio Stations/Fire Department |
| 8. Food and lodging | Welfare/Social Services |
| 9. Dyking equipment | Engineering/Industry |
| 10. Heavy equipment (bulldozers, etc.) | Engineering/Industry |
| 11. Auxiliary lighting equipment | Engineering/Utilities/Fire Department |
| 12. Storage facilities for equipment, furnishings, livestock | Province |

Annex C
Disaster by Type

HURRICANE/WINDSTORM/SNOWSTORM

| A. Possible Major Effects |
|----------------------------------|
| 1. Casualties |
| 2. Deaths |
| 3. Disruption of community |
| 4. Disruption of utilities |
| 5. Damage to property |
| 6. Disruption of traffic |
| 7. Disruption of communications |
| 8. Evacuation |

| B. Potential Actions at the Scene | Agency Responsible |
|---|---|
| 1. Warning of imminence | Meteorological service/CBC/Other news media |
| 2. Establish an emergency headquarters | Town Council Chambers - ECC |
| 3. Establish adequate communications | Communication Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue | Fire/Police/Rescue Services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer Agencies |
| 11. Establish an inquiry service | Welfare/Social Services |
| 12. Eliminate hazards from damaged utilities | Engineering/Utilities |
| 13. Protection of property | Police |
| 14. Provide auxiliary power | Engineering |
| 15. Clear debris | Engineering |

| C. Equipment | Sources |
|------------------------------------|---|
| 1. Rescue equipment | Police/EMO |
| 2. Fire equipment | Fire Department |
| 3. Ambulances | Medical/Transportation |
| 4. Road clearing equipment | Engineering |
| 5. Barricades | Engineering |
| 6. Auxiliary generators | Various sources |
| 7. Mobile public address equipment | Police/EMO/Radio stations/Fire Department |
| 8. Food and lodging | Welfare/Social Services |

Annex C
Disaster by Type

POWER FAILURE

| A. Possible Major Effects |
|--|
| 1. Casualties – indirectly caused by lack of power |
| 2. Deaths – as above |
| 3. Panic – real danger in crowded areas |
| 4. Disruption of utilities |
| 5. Trapped persons |
| 6. Energized lines down |

| B. Potential Actions at the Scene | Agency Responsible |
|---|--|
| 1. Establish headquarters for restoration of power | Power authorities |
| 2. Establish emergency headquarters | Town Council Chambers – ECC |
| 3. Establish adequate communications | Communication Coordinator |
| 4. Restore power | Power Authorities |
| 5. Establish a priority for essential requirements | Local Government/EMO |
| 6. Control the allocation of aux power | Municipalities/EMO |
| 7. Rescue and release of trapped persons in electronically operated devices | Fire/Police/Rescue Services |
| 8. Assess danger to public health and provide emergency services | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer Agencies |
| 11. Establish an inquiry service | Welfare/Social Services |
| 12. Ascertain the status of water and food | Health/Welfare/Social Services/ EMO |
| 13. Organize an emergency transportation pool | Engineering/EMO |
| 14. Establish special assistance to aged, inform, and home patients | Health & Welfare/Social Services |
| 15. Establish traffic control | Police |
| 16. Protection of property | Police |

| C. Equipment | Sources |
|------------------------------------|---|
| 1. Auxiliary power | Engineering/Any other source of supply |
| 2. Auxiliary heaters | Engineering/Any other source of supply |
| 3. Mobile public address equipment | Police/EMO/Radio Stations/Fire Department |
| 4. Auxiliary lighting | Engineering/Police/Fire Department/Stores, etc. |
| 5. Food and lodging | Welfare/Social Services |

Annex C
Disaster by Type

TRANSPORTATION – AIR (within Town limits)

| A. Possible Major Effects |
|---|
| 1. Casualties |
| 2. Deaths |
| 3. Fire |
| 4. Disruption of utilities |
| 5. Damage to property |
| 6. Disruption of traffic and communications |
| 7. Nuclear or hazardous cargo problems |
| 8. Explosion |
| 9. Special cargo problems |
| 10. Sudden hospital requirements |
| 11. International implications |

| B. Potential Actions at the Scene | Agency Responsible |
|---|--|
| 1. Secure disaster scene for investigation | Police |
| 2. Establish emergency headquarters | Town Council Chambers – ECC |
| 3. Establish adequate communications | Communications Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue and Firefighting | Fire/Police/ Rescue Services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer Agencies |
| 11. Establish an inquiry service | Welfare/Social Services |
| 12. Disposition of nuclear or special cargos | Police/Industry |
| 13. Eliminate hazards from damaged utilities | Engineering/Utilities |
| 14. Establish traffic control | Police |
| 15. Establish crowd control | Police |
| 16. Protection of property and valuables | Police |

| C. Equipment | Sources |
|--------------------------------------|---|
| 1. Firefighting and rescue equipment | Police/EMO/Fire Department |
| 2. Ambulances | Medical/Transportation Coordinator |
| 3. Communication equipment | Police/EMO/Communication Coordinator |
| 4. Auxiliary lighting | Engineering/Utilities/Fire Department |
| 5. Barricades | Engineering |
| 6. Mobile public address equipment | Police/EMO/Radio Stations/Fire Department |

Annex C
Disaster by Type

TRANSPORTATION - ROAD

| A. Possible Major Effects |
|----------------------------------|
| 1. Casualties |
| 2. Deaths |
| 3. Fires and explosions |
| 4. Entrapment |
| 5. Toxic spill – liquid or gas |
| 6. Disruption of traffic |
| 7. Contamination |

| B. Potential Actions at the Scene | Agency Responsible |
|--|--------------------------------|
| 1. Request additional police assistance | Police |
| 2. Establish emergency headquarters | Town Council Chambers – ECC |
| 3. Establish adequate communications | Communications Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue and firefighting | Fire/Police/ Rescue Services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Request doctors, ambulances, wreckers, fire trucks, and heavy equipment as required | Police/Fire Department |
| 11. Special precautions needed when radioactive container or dangerous gases, chemicals, etc. are involved | Police/Industry/Fire Service |

| C. Equipment | Sources |
|---|----------------------------|
| 1. Fire fighting and rescue equipment | Police/EMO/Fire Department |
| 2. Wrecker/tower equipped with cutting torches | Police/Garage |
| 3. Ambulances | Medical/Transportation |
| 4. Road clearing equipment | Engineering |
| 5. Barricades to control traffic | Engineering |
| 6. Radioactive test equipment if accident involves radioactive material | Industry/EMO |
| 7. Test equipment for dangerous gases where applicable | Industry/Fire/EMO |
| 8. Hazardous materials equipment | Fire Department/Industry |

Annex C
Disaster by Type

TRANSPORTATION – WATER
(Out at sea or close to land)

| A. Possible Major Effects |
|----------------------------------|
| 1. Casualties |
| 2. Deaths |
| 3. Fires and explosions |
| 4. Hazardous cargo |
| 5. Pollution of environment |

| B. Potential Actions at the Scene | Agency Responsible |
|--|--|
| 1. Organize and direct search and rescue | Coast Guard/Police/EMO |
| 2. Establish emergency headquarters | Town Council Chambers – ECC – Coast Guard |
| 3. Establish adequate communications | Communications Coordinator |
| 4. Establish a control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties including number and type | Medical/Police |
| 7. Rescue and Firefighting | Fire/Police/ Rescue Services |
| 8. Establish a temporary morgue | Medical Coordinator |
| 9. Establish a news release system | Public Information Coordinator |
| 10. Establish emergency welfare services | Welfare/Social Services/Volunteer Agencies |
| 11. Establish an inquiry service | Welfare/Social Services |
| 12. Determine cargo | Port Authority/Police |
| 13. Determine responsibilities of National Harbours Board, DOT, Coast Guard, RCAF Search & Rescue, Provinces, etc. | Agencies involved/EMO |
| 14. Establish traffic control | Police |

| C. Equipment | Sources |
|---|------------------------|
| 1. Fire fighting equipment | Fire Department |
| 2. Air/Sea rescue equipment provided by Coast Guard, DOT, RCMP, Police, RCAF | All agencies involved |
| 3. Special Equipment may be required if radioactive material or other hazardous cargo is involved | Supplier/EMO |
| 4. Limited medical supplies at reception centre | Medical Coordinator |
| 5. Barricades | Engineering |
| 6. Communication equipment | Agency involved/EMO |
| 7. Mobile public address system | Police/Fire/EMO |
| 8. Boats | Transportation Officer |

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Reference: Town of Wolfville ECC Operational Guidelines, 2016-04-25

EMO Coordinator

The responsibilities of the EMO Coordinator are to:

- (a) Implement the policy as formulated by the Advisory Committee;
- (b) Fulfill the “purposes and objectives” as detailed in Section 4.2;
- (c) Make recommendations to the ECC Manager regarding the activation and level of activation of the Emergency Plan;
- (d) In the event of a declared Emergency, ensure that the Emergency Coordination Centre (ECC) is prepared for action. The Primary Emergency Coordination Centre is located at the Town Council Chambers (359 Main Street);
- (e) Ensure that all necessary members of the Planning Committee are informed and en route to the ECC;
- (f) Support the ECC Manager and the ECRG in the operations of the ECC;
- (g) Act as a liaison with participating organizations and provide support for the linkage between the ECC and the emergency site.
- (h) Perform other duties as directed by the Advisory Committee;
- (i) Maintain a log of all actions taken.

Deputy EMO Coordinator

The responsibilities of the Deputy EMO Coordinator are as follows:

- (a) Assist the EMO Coordinator in the execution of his/her duties;
- (b) Act as designate for the EMO Coordinator when necessary;
- (c) Report to the ECC when notified of its activation;
- (d) Fulfill their role in the alerting procedure upon activation of the Emergency Plan.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

ECC Manager (Chief Administrative Officer)

The responsibilities of the ECC Manager are as follows:

- (a) Receive recommendations regarding plan activation from EMC, and endorse or veto recommendation;
- (b) Upon approval of the plan activation, notify Mayor and Council of Emergency Plan status;
- (c) In coordination with the EMC and Deputy EMC, ensure that all necessary members of the Planning Committee are informed and enroute to the ECC;
- (d) Manage the ECC facility and the activities of the ECRG;
- (e) Make recommendations for approval to the Advisory Committee on the following: policy matters, declaration/renewal/termination of a state of local emergency, or execution of the state of local emergency powers;
- (f) Sanction an Emergency Site Manager(s);
- (g) Take such actions as are necessary to minimize the effects of an emergency or disaster on the Town of Wolfville and its inhabitants;
- (h) Advise the Mayor and Advisory Committee of any necessary actions that must be undertaken that are not encompassed in the Emergency Plan;
- (i) Maintain a log of all actions taken.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

ECC Duty Officer

The responsibilities of the ECC Duty Officer are as follows:

- (a) Report to the ECC when notified of its activation's;
- (b) Co-ordinate the set-up of ECC materials and equipment upon activation;
- (c) Collect, collate, summarize, display and circulate information concerning emergency operations on a master event status board;
- (d) Log and track messages through telecommunications centre;
- (e) Ensure all work station telephones are answered during ECRG status meetings and that emergency messages are received and copied;
- (f) Report to the ECC Manager and assist the Operations Officer as required.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

ECC Operations Officer

The responsibilities of the ECC Operations Officer are as follows:

- (a) Report to the ECC when notified of its activation;
- (b) Alert or mobilize the EMO;
- (c) Make arrangements to support the ECRG;
- (d) Support the ECCM;
- (e) Provide lists of resources, advisors and provincial/federal emergency response agencies;
- (f) Recommend to the ECC Manager, the activation of mutual aid when required;
- (g) Keep abreast of ECC personnel stress and the need to alert health services for debriefing;
- (h) Maintain operational maps;
- (i) Log and track information in and out from the ECCM's desk;
- (j) Log and track messages through telecommunications centre with aid of Duty Officer;
- (k) Coordinate shift change and relief schedule for ECC personnel;
- (l) Coordinate runners and/or messengers, as necessary;
- (m) Maintain a log of all actions taken.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Police Service

The responsibilities of the Police Service are to:

- (a) Control and/or disperse crowds within the emergency area;
- (b) Control traffic to facilitate the movement of emergency vehicles in and out of the emergency area;
- (c) Ensure free movement of ambulances travelling to hospitals;
- (d) Assist in evacuating people and protecting life and property within and around the evacuation area;
- (e) Advise the Medical Examiner of any fatalities;
- (f) Secure any and all evidence and identify all witnesses in the area prior to and immediately following the incident;
- (g) Maintain a log of all actions taken.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Fire Service

The responsibilities of the Fire Service are to:

- (a) Conduct all fire fighting and emergency response operations;
- (b) Activate the mutual aid fire system if it is deemed necessary;
- (c) Provide rescue services and trained personnel for resuscitation as required;
- (d) Provide pumping equipment if required;
- (e) Provide equipment for cleaning up toxic spills;
- (f) Act as a liaison with [CANUTEC](#), 1-888-226-8832 or *666 on a cellular, in an emergency involving dangerous goods;
- (g) Provide assistance in the evacuation of people;
- (h) Provide equipment, personnel, and ancillary services as required;
- (i) Maintain a log of all actions taken.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Public Works Coordinator

The responsibilities of the Public Works Coordinator are to:

- (a) Maintain clear routes for transportation;
- (b) Provide barricades and flashers at the site of the incident on receipt of the emergency alert;
- (c) Provide town vehicles and equipment together with operators as required;
- (d) Organize snow clearing and removal;
- (e) Organize and procure equipment for pumping operations, and for ditching and dyking operations;
- (f) Arrange for the evacuation and demolition of unsafe buildings where required;
- (g) Provide potable water and sewer services in an emergency;
- (h) Maintain a log of all actions taken.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Transportation Coordinator

The Transportation Coordinator will arrange transportation service including normal vehicle transport for land, sea, and air. This coordinator is responsible for:

- (a) Providing each vehicle with a qualified driver or operator;
- (b) Providing a fuel supply for all vehicles;
- (c) Providing a list of vehicles and fuel resources;
- (d) Maintaining a current transportation resource list including the names and telephone numbers of contact persons;
- (e) Maintaining a log of all actions taken.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Medical Health Coordinator

The responsibilities of the Medical Health Coordinator are to:

- (a) Arrange for first aid at the incident site;
- (b) Make arrangements for a balanced distribution of casualties to hospitals;
- (c) Arrange for the dissemination of all special health instructions to the population and rescue workers;
- (d) Arrange for mass immunization when required;
- (e) Coordinate the activities of specific hospital disaster emergency plans;
- (f) Establish a temporary morgue, if needed;
- (g) Provide information on any health hazards for dissemination by the Public Information Officer;
- (h) Oversee water quality checks and provide alternate supplies of water, when required;
- (i) Maintain a log of all actions taken.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Public Information Coordinator

The Public Information Coordinator will pass reliable information and instructions to the public, to keep them informed of the emergency and of the measures being taken to minimize its effect. The Public Information Coordinator will:

- (a) Keep the news media advised of the emergency situation;
- (b) Ensure that all alerted agencies are notified as soon as possible when the emergency is over;
- (c) Establish an information centre to release accurate information to the news media and to issue authoritative instructions to the general public;
- (d) Ensure that local radio stations and cable television will broadcast communications to the public;
- (e) Schedule regular news conferences, arrange for technical spokespersons, and ensure that briefings are delivered to the media;
- (f) Prepare self-help information for distribution;
- (g) Arrange for media facilities at the pre-designated Media Centre;
- (h) Brief ECC officials, the Mayor, and others prior to press conferences;
- (i) Provide Public Information support at the emergency site(s) if required;
- (j) Maintain a log of all actions taken.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Social Services Coordinator
(Department of Community Services and the Red Cross)

The Social Services Coordinator(s) will coordinate all social service groups involved in an emergency or disaster situation and will:

- (a) Provide:
 - i. Emergency lodging
 - ii. Emergency feeding
 - iii. Emergency clothing
 - iv. Registration and inquiry
 - v. Personal services
- (b) Maintain a current resource list of locations where evacuees may obtain food and lodging including names and telephone numbers of contact persons;
- (c) Coordinate volunteer organizations directly involved with Community Services;
- (d) Coordinate the response to critical incidence stress debriefing teams;
- (e) Maintain a log of all actions taken.
- (f) It may be necessary to arrange for the assistance of volunteer agencies to provide these services.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Communications Coordinator

The Emergency Communications Network consists of the existing Police, Fire, and Public Works systems and Maritime Tel & Tel. It includes cellular and mobile telephones. Communications will be by telephone where possible. Otherwise, communications will be provided by the local radio service and the Kings County Amateur Radio Club. The Communications Coordinator is responsible for:

- (a) Coordinating communications and arranging for the provision of emergency telephone, radio, and telecommunications equipment;
- (b) Establishing radio procedures, including the coordination of radio frequencies;
- (c) Establishing communications with all participating organizations in the event of an emergency;
- (d) Maintaining a current communications resource list of contact names and telephone numbers;
- (e) Providing back-up emergency telecommunications;
- (f) Establishing static and mobile telecommunications posts, as required;
- (g) Ensuring that a log of all actions is taken that includes all IN and OUT messages.

Annex D
Responsibilities and Functions of the
Emergency Measures Planning Committee

Mayor

The responsibilities of the Mayor are to:

- (a) Occupy the Mayor's Office located at the primary or alternate ECC;
- (b) Upon the recommendations of the ECC Management, make up and sign a declaration of a state of local emergency;
- (c) Renew the declaration every seven days, if required;
- (d) Exercise all powers as conferred by the Provincial Emergency Measures Act once a declaration has been made;
- (e) Authorize the expenditure of municipal funds;
- (f) Advise and continuously update Town Council of the current emergency situation;
- (g) Visit the emergency site(s) when it is safe and appropriate;
- (h) Brief the media at the Media Information Centre as required;
- (i) Inform the public of significant developments when necessary;
- (j) Ensure appropriate information is forwarded to provincial authorities;
- (k) Maintain a log of all actions taken.

Introduction

Reference: Town of Wolfville Emergency Evacuation Operational Guidelines, 2017-09-25

Evacuation is the process of removing persons from an area of imminent or actual threat to individual safety and life to an area of safety. Depending on the nature and scope of the event, evacuations may be limited to a single building or group of buildings, or affect a large area such as the whole community of Wolfville.

The town Evacuation Plan consists of 12 zones. Each zone has an exit and entry point to alleviate traffic congestion. Evacuation of any zone is under the immediate direction of a town official (i.e., Police or Fire).

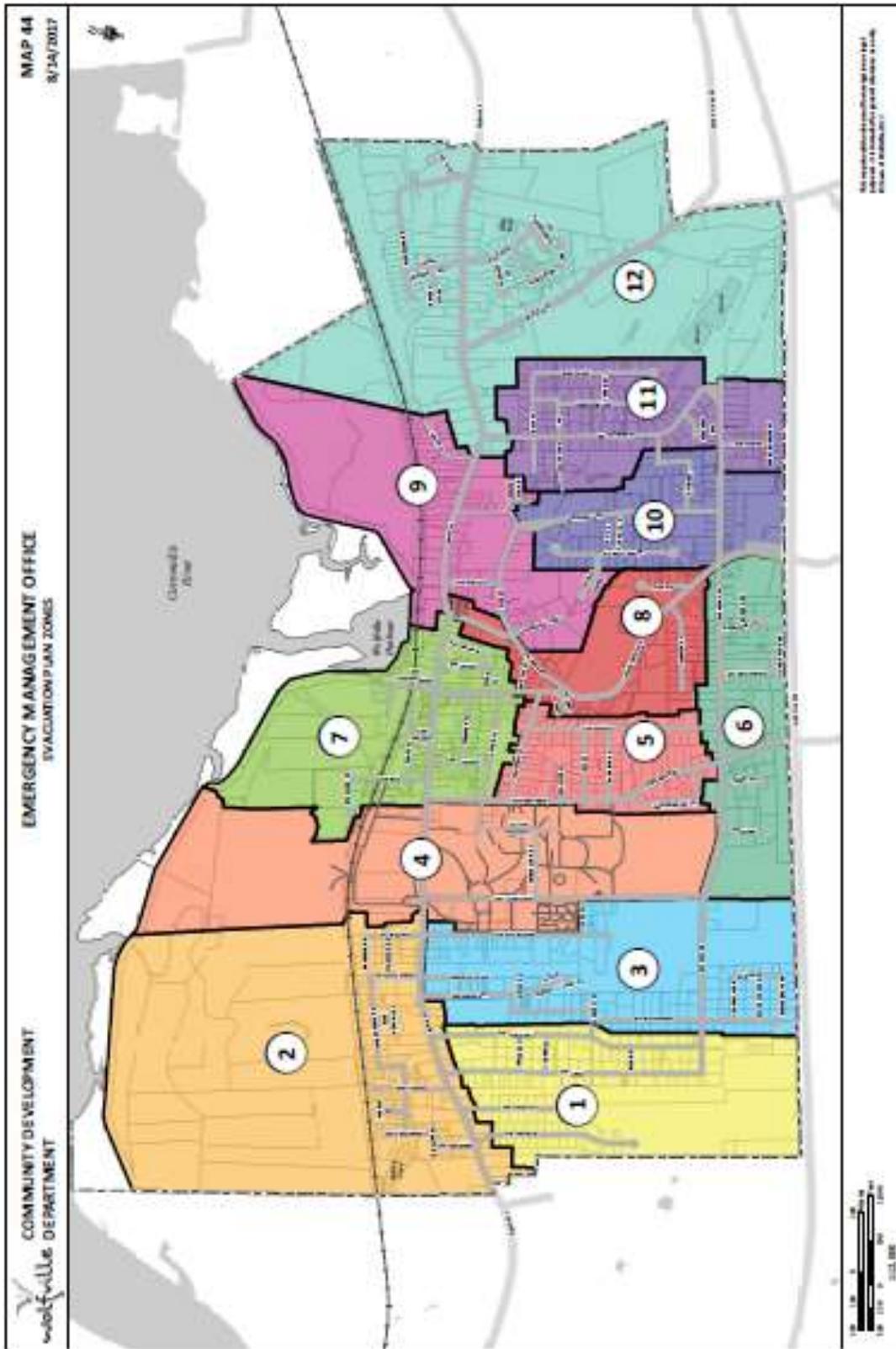
If any zone within the town is to be evacuated, residents within that HOT ZONE (i.e., a zone immediately threatened) will not be required to put themselves in jeopardy. These HOT ZONES will be solely under the direction of emergency personnel.

Once the decision has been made to evacuate an area of the Town of Wolfville, the members in the Emergency Coordination Centre will determine the following:

- (a) The boundaries of the area to be evacuated;
- (b) The main evacuation route(s) to be used and the necessary traffic control points;
- (c) The assembly areas to be used;
- (d) The time evacuation will start and who will be evacuated first (staged evacuation);
- (e) The medical caregiving facilities, schools, recreation facilities etc. within the evacuation area and ensure they are notified if necessary;
- (f) That all services are alerted to the evacuation, including the provincial EMO;
- (g) That a news release is prepared for immediate broadcast to the public; and
- (h) Appoint a Police Site Manager to direct the evacuation and relocation.

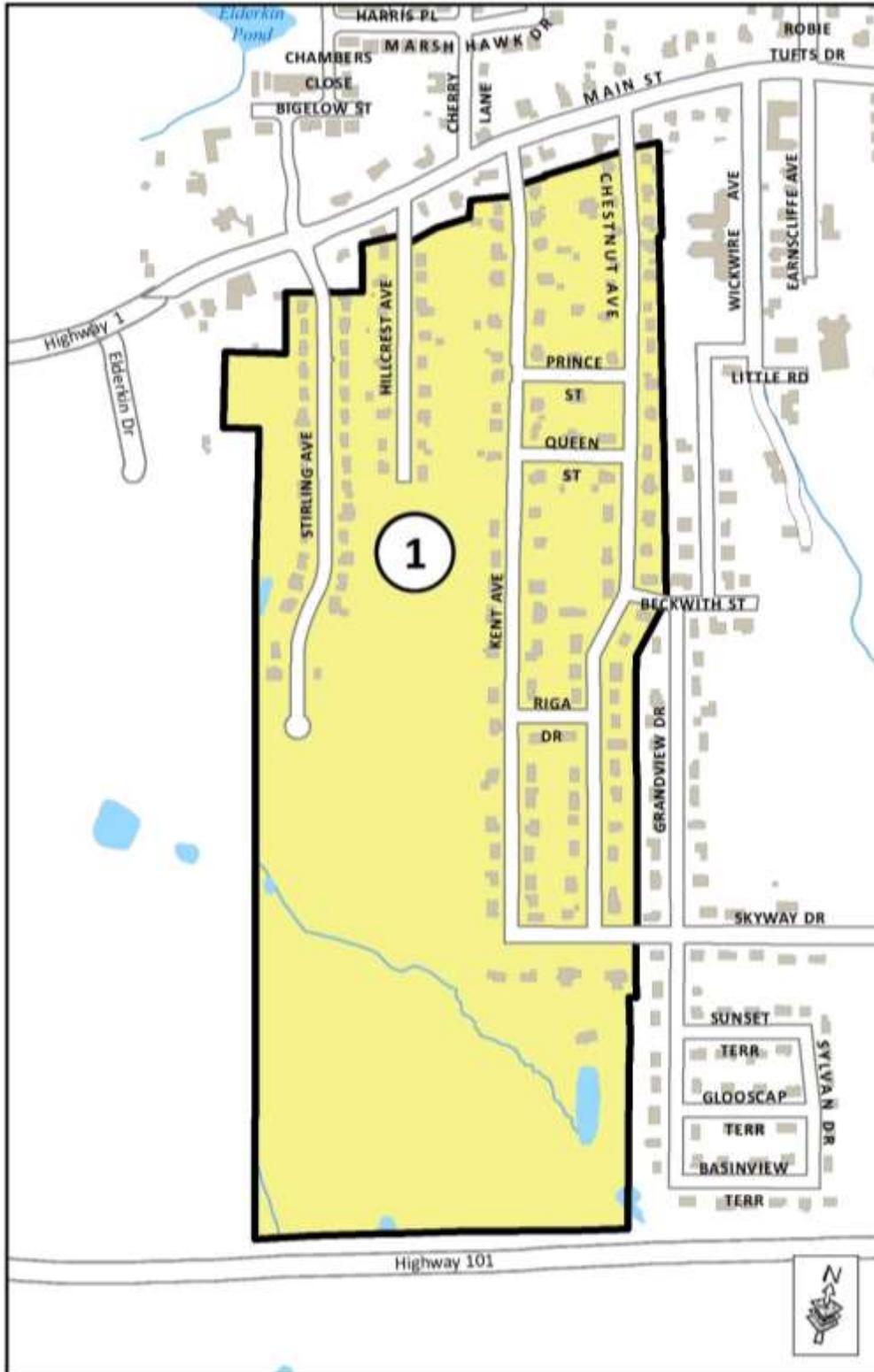
Schools located within the area to be evacuated will not send students home. School population will be evacuated to relocation centers from there reunited with their families. A parent(s) or guardian who wishes to remove their child or children from school during an evacuation crisis may do so by making the request in person to school officials and following school board policy.

Annex E
Evacuation Plan



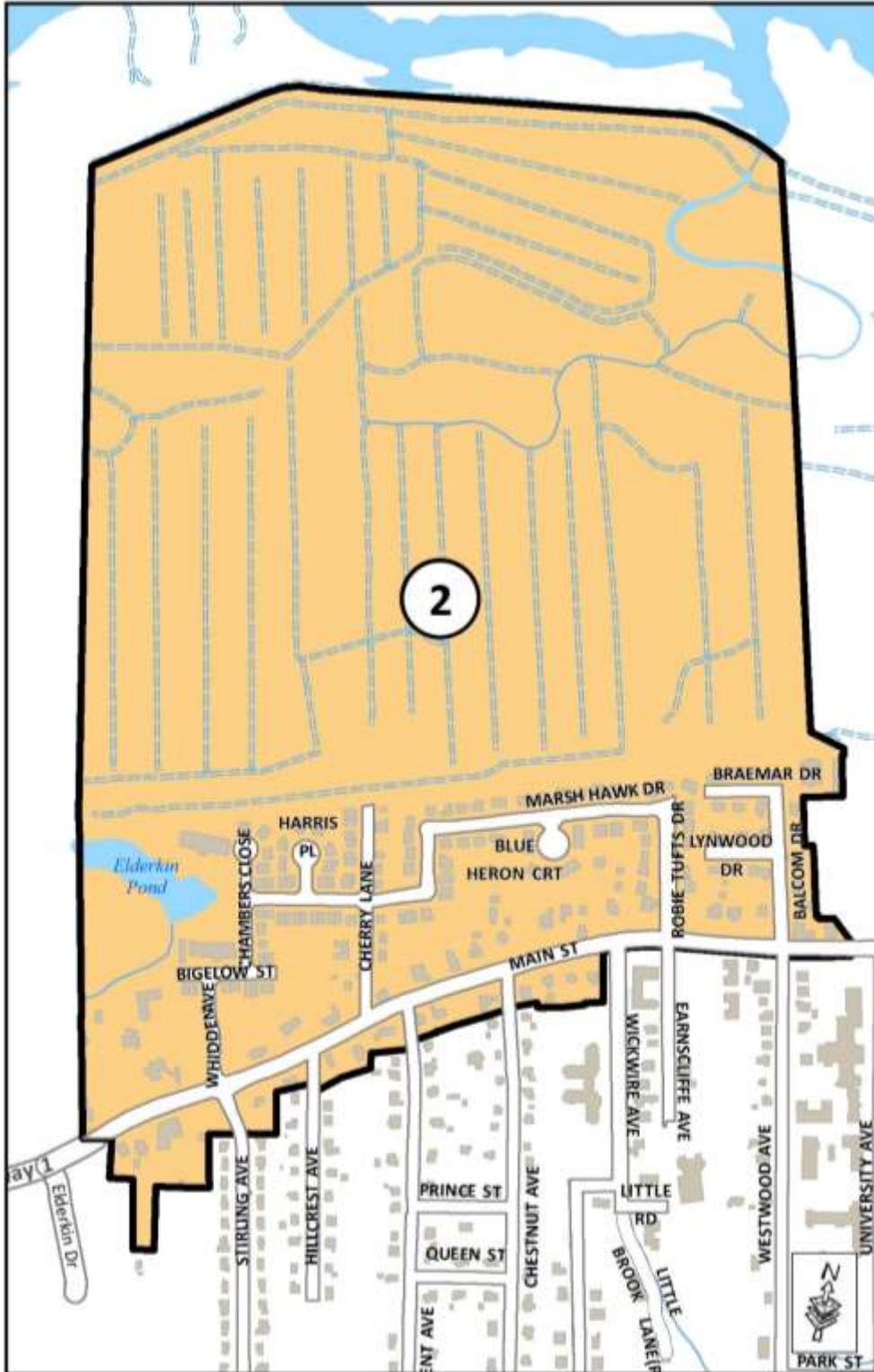
Annex E
Evacuation Plan

Zone 1



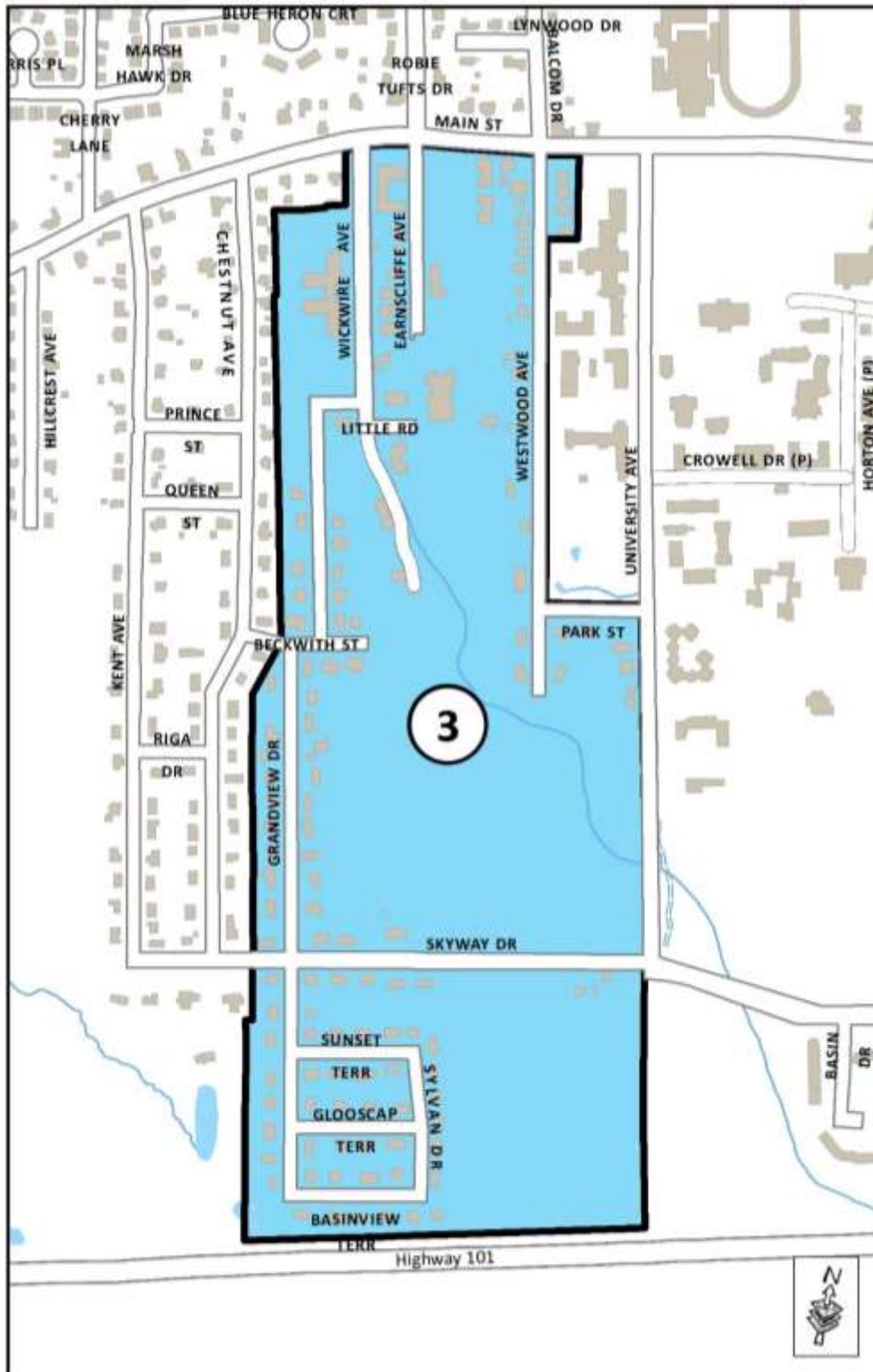
Annex E
Evacuation Plan

Zone 2



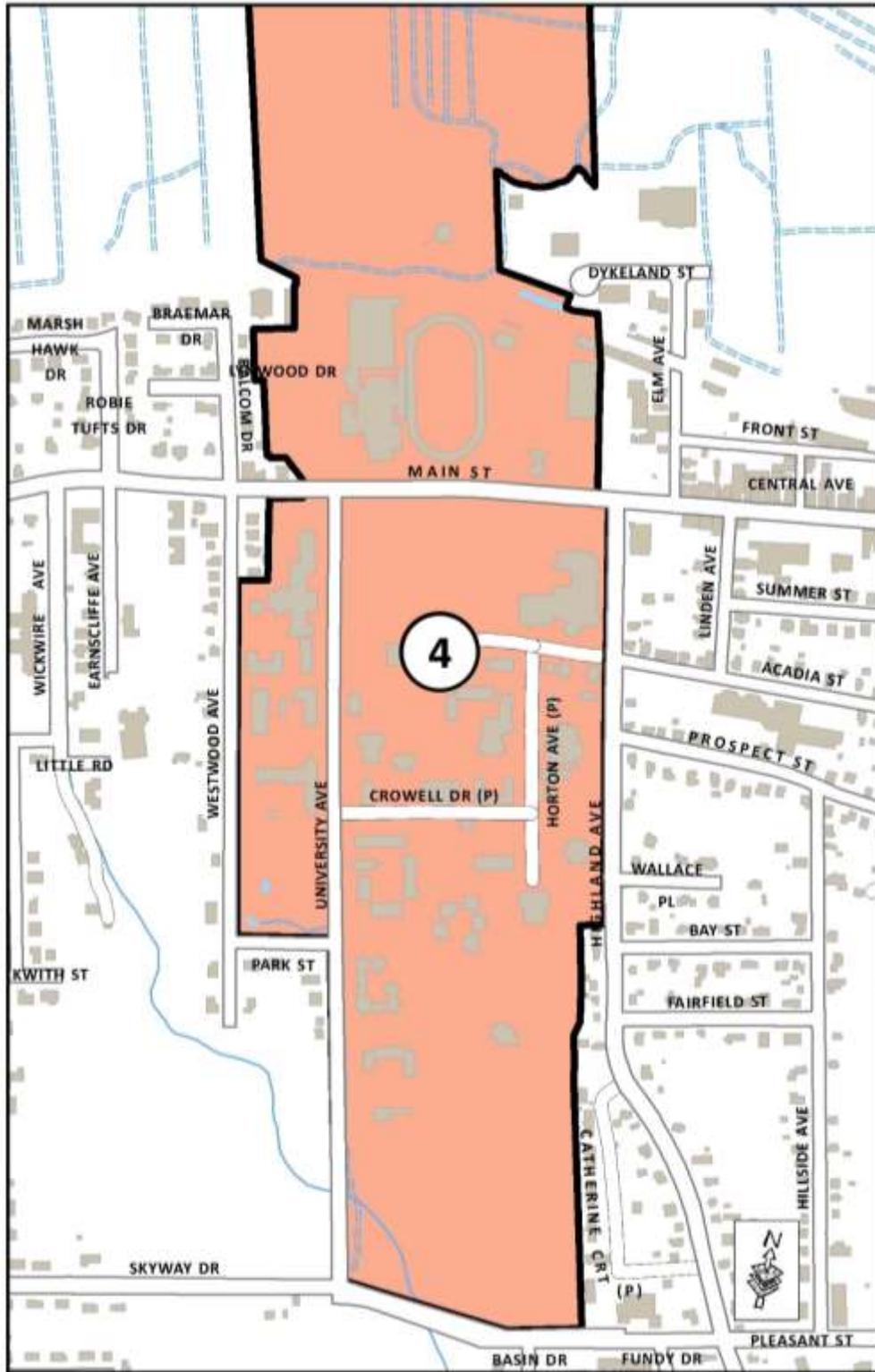
Annex E
Evacuation Plan

Zone 3

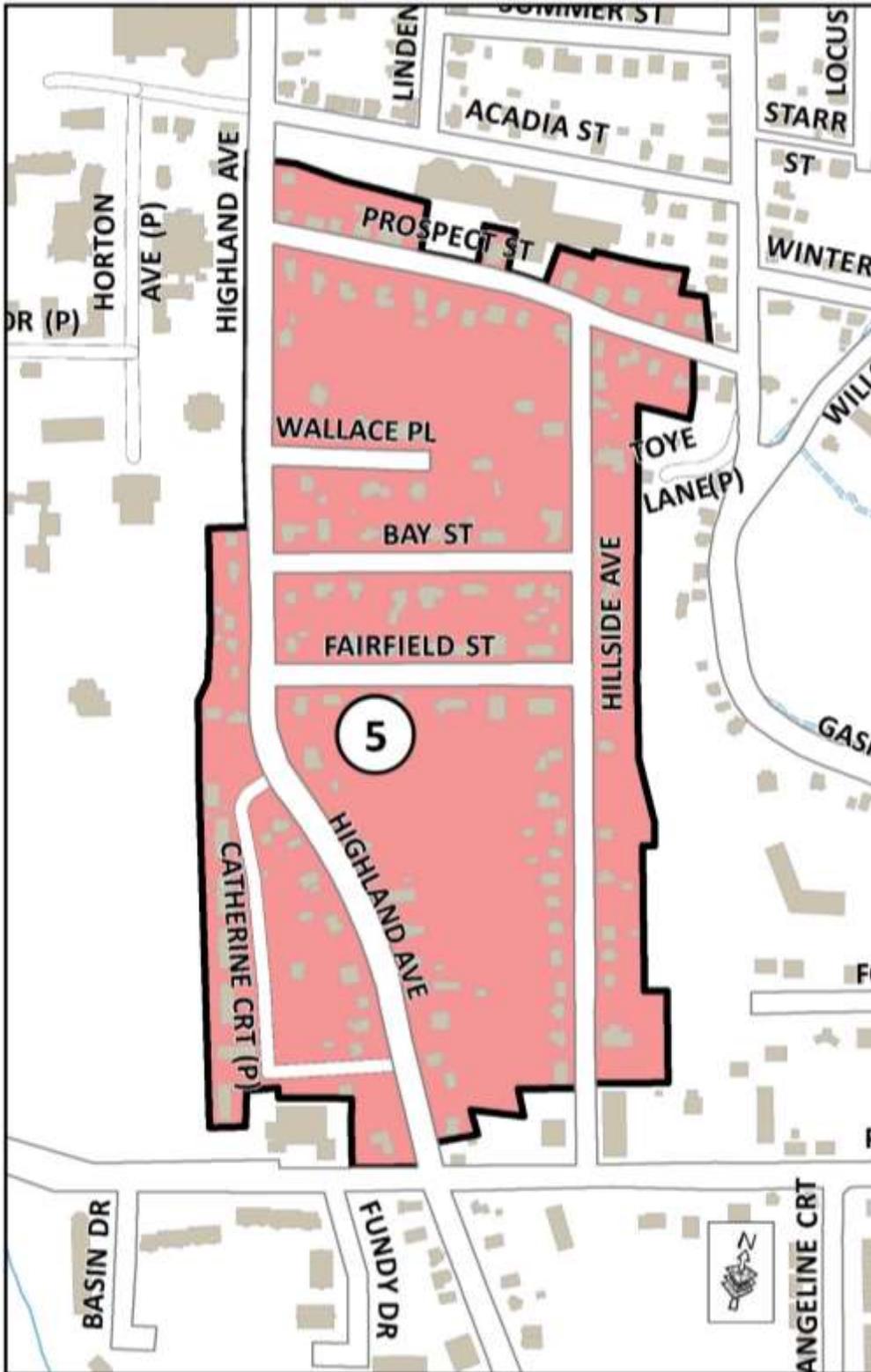


Annex E
Evacuation Plan

Zone 4

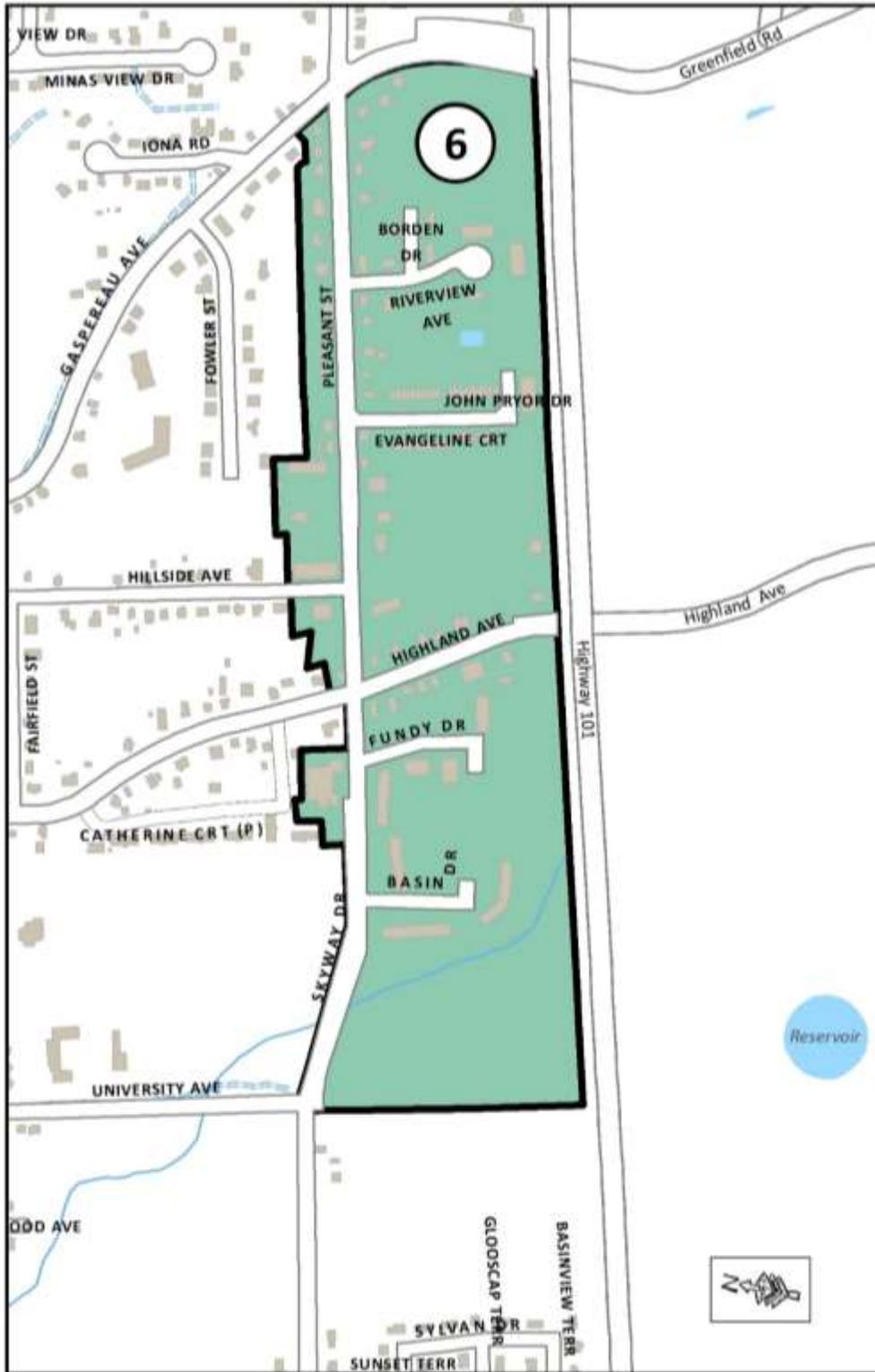


Zone 5



Annex E
Evacuation Plan

Zone 6



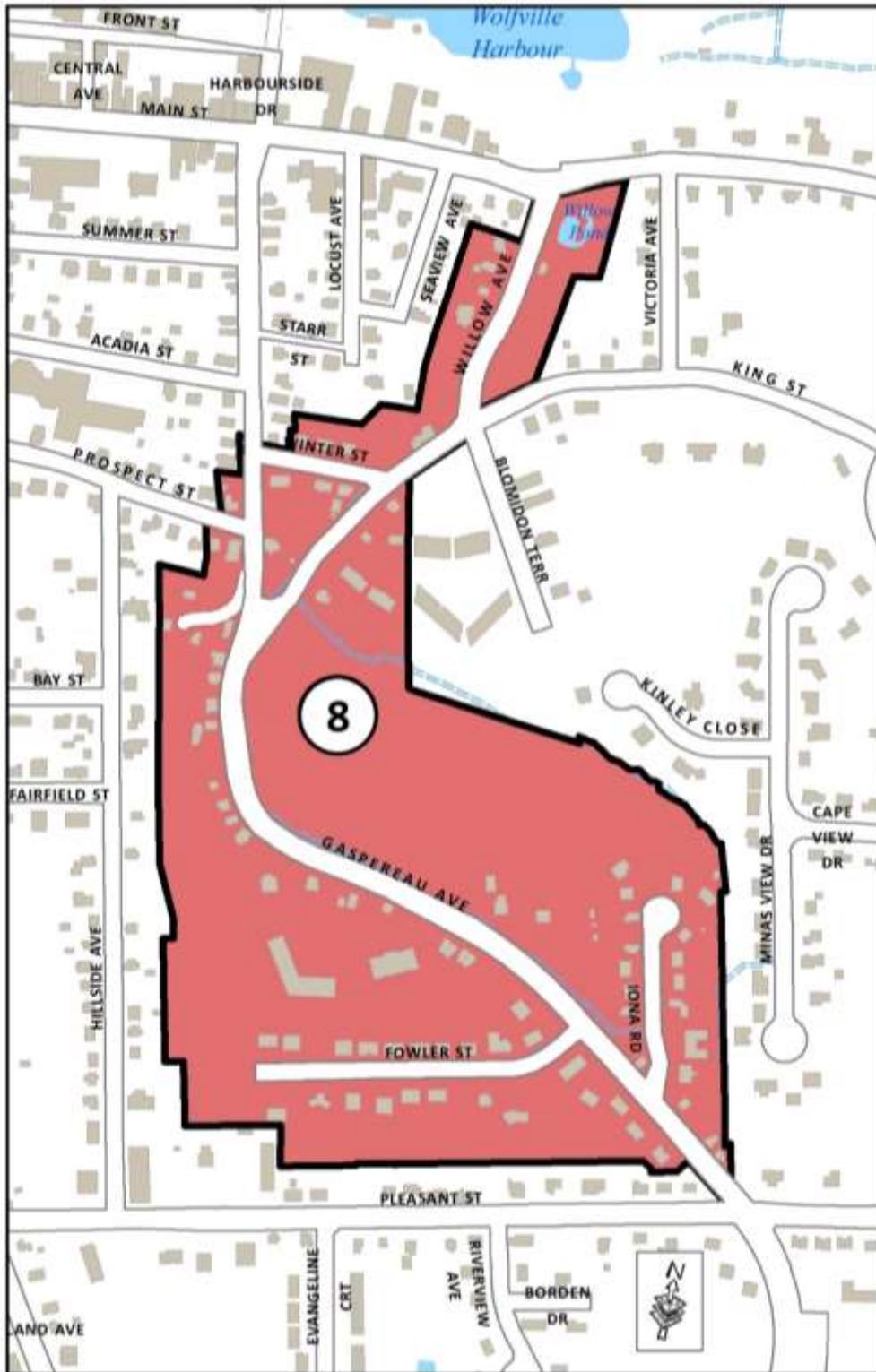
Annex E
Evacuation Plan

Zone 7



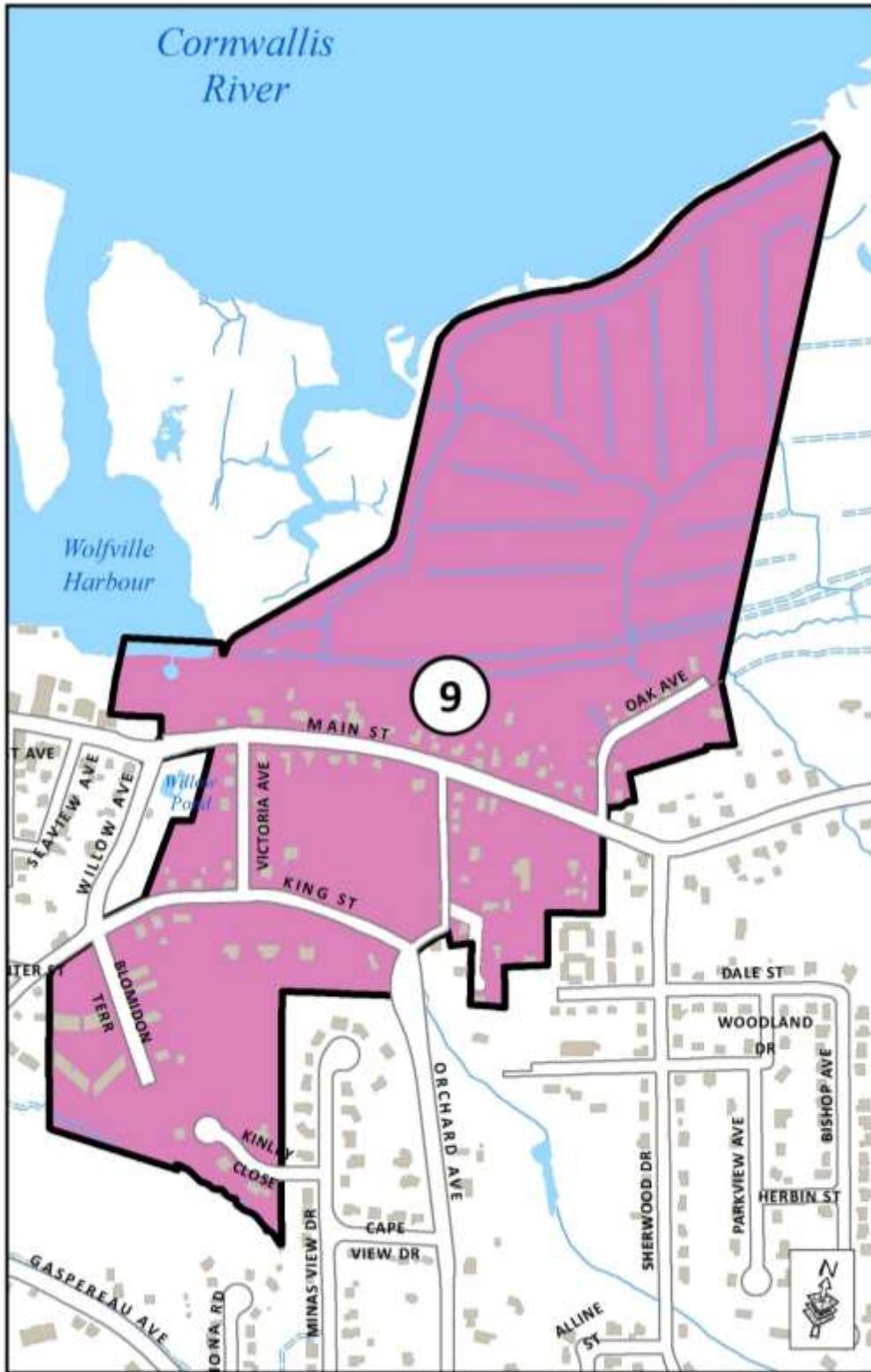
Annex E
Evacuation Plan

Zone 8



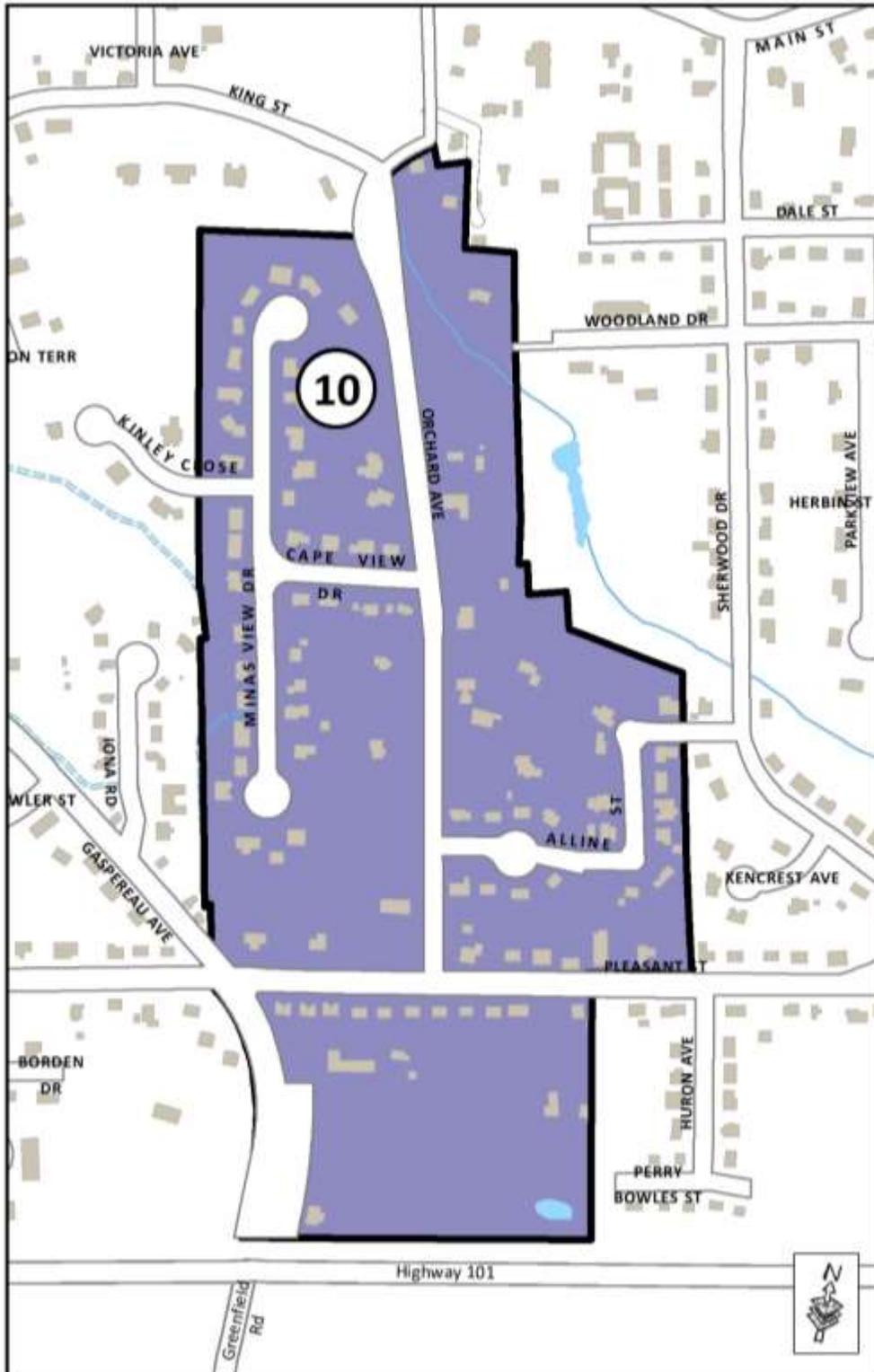
Annex E
Evacuation Plan

Zone 9



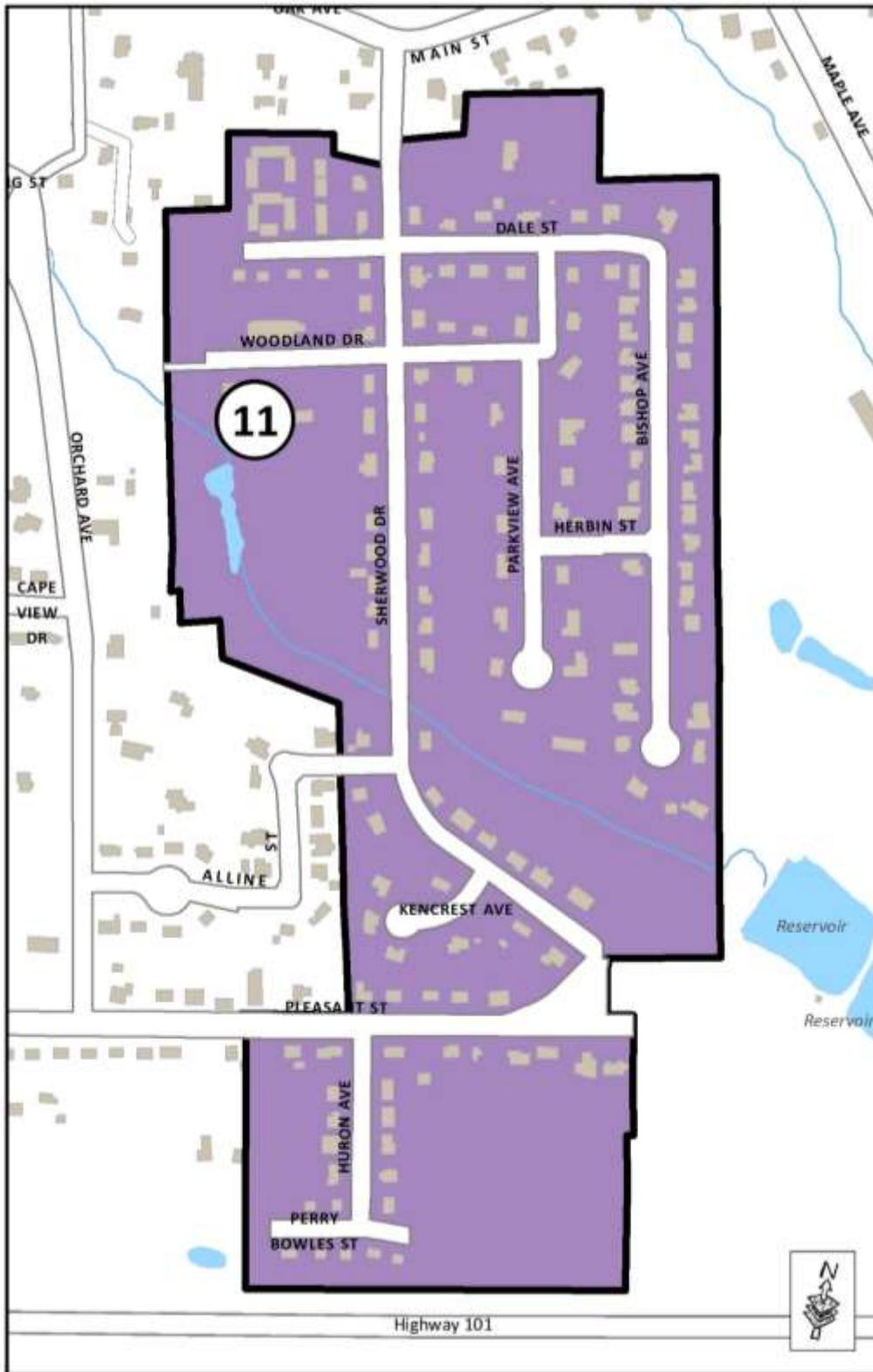
Annex E
Evacuation Plan

Zone 10



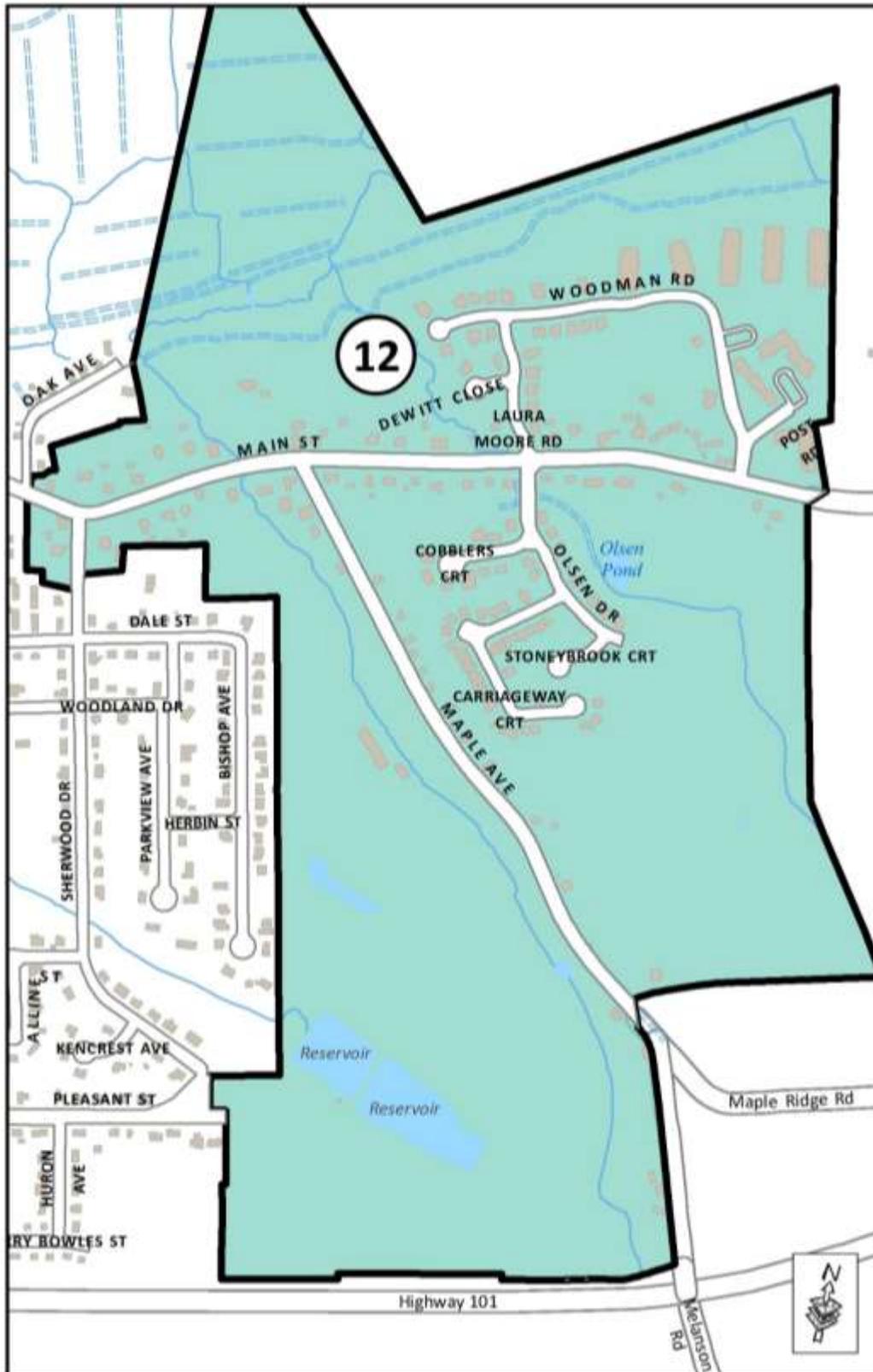
Annex E
Evacuation Plan

Zone 11



Annex E
Evacuation Plan

Zone 12



Streets per Zone (Alphabetical)

| Street | Zone |
|--------------------|------------|
| Acadia Street | 7 |
| Alline Street | 10 / 11 |
| Balcom Drive | 2 |
| Basin Drive | 6 |
| Basinview Terrace | 3 |
| Bay Street | 5 |
| Beckwith Street | 1 / 3 |
| Bigelow Street | 2 |
| Bishop Avenue | 11 |
| Blomidon Terrace | 8 / 9 |
| Blue Heron Court | 2 |
| Borden Drive | 6 |
| Braemar Drive | 2 |
| Cape View Drive | 10 |
| Carriageway Court | 12 |
| Carriageway Loop | 12 |
| Central Avenue | 7 |
| Chambers Close | 2 |
| Cherry Lane | 2 |
| Chestnut Avenue | 2 |
| Cobblers Court | 12 |
| Dale Street | 11 |
| DeWitt Close | 12 |
| Dykeland Access | 7 |
| Dykeland Street | 7 |
| Earnscliffe Avenue | 2 / 3 |
| Elm Avenue | 7 |
| Evangeline Court | 6 |
| Fairfield Street | 5 |
| Fowler Street | 8 |
| Front Street | 7 |
| Fundy Drive | 6 |
| Gaspereau Avenue | 7 / 8 / 10 |
| Glooscap Terrace | 3 |
| Grandview Drive | 3 |
| Harbourside Drive | 7 |
| Harris Place | 2 |
| Herbin Street | 11 |
| Highland Avenue | 5 / 6 / 7 |
| Hillcrest Avenue | 1 / 2 |
| Hillside Avenue | 5 / 6 |
| Huron Avenue | 11 |
| Iona Road | 8 |
| John Pryor Drive | 6 |
| Kencrest Avenue | 11 |

Annex E
Evacuation Plan

| Street | Zone |
|-----------------------|--------------------|
| Kent Avenue | 1 / 2 |
| King Street | 8 / 9 |
| Kinley Close | 9 / 10 |
| Laura Moore Road | 12 |
| Linden Avenue | 7 |
| Little Road | 3 |
| Locust Avenue | 7 |
| Lynwood Drive | 2 |
| Main Street | 2 / 4 / 7 / 9 / 12 |
| Maple Avenue | 12 |
| Marsh Hawk Drive | 2 |
| Minas View Drive | 10 |
| Oak Avenue | 9 |
| Olsen Drive | 12 |
| Orchard Avenue | 9 / 10 |
| Park Street | 3 / 4 |
| Parkview Avenue | 11 |
| Perry Bowles Street | 11 |
| Pleasant Street | 6 / 10 / 11 |
| Post Road Parking Lot | 12 |
| Post Road | 12 |
| Prince Street | 1 |
| Prospect Street | 5 / 7 / 8 |
| Queen Street | 1 |
| Riga Drive | 1 |
| Riverview Avenue | 6 |
| Robie Tufts Drive | 2 |
| Seaview Avenue | 7 |
| Sherwood Drive | 11 / 12 |
| Skyway Drive | 1 / 3 / 6 |
| Starr Street | 7 |
| Stirling Avenue | 1 / 2 |
| Stoneybrook Court | 12 |
| Sunset Terrace | 3 |
| Sylvan Drive | 3 |
| Toye Lane | 8 |
| University Avenue | 4 / 6 |
| Victoria Avenue | 9 |
| Wallace Place | 5 |
| Westwood Avenue | 2 / 3 |
| Whidden Avenue | 2 |
| Wickwire Avenue | 2 / 3 |
| Willow Avenue | 8 / 9 |
| Winter Street | 8 |
| Woodland Drive | 11 |
| Woodman Road | 12 |
| Woodman Road Access | 12 |
| Woodman Road Loop | 12 |

Streets per Zone

| Zone 1 | Zone 2 | Zone 3 |
|-------------------|--------------------|--------------------|
| Beckwith Street | Balcom Drive | Basinview Terrace |
| Chestnut Avenue | Bigelow Street | Beckwith Street |
| Hillcrest Avenue | Blue Heron Court | Earnscliffe Avenue |
| Kent Avenue | Braemar Drive | Glooscap Terrace |
| Prince Street | Chambers Close | Grandview Drive |
| Queen Street | Cherry Lane | Little Road |
| Riga Drive | Chestnut Avenue | Park Street |
| Skyway Drive | Earnscliffe Avenue | Skyway Drive |
| Stirling Avenue | Harris Place | Sunset Terrace |
| | Hillcrest Avenue | Sylvan Drive |
| | Kent Avenue | Westwood Avenue |
| | Lynwood Drive | Wickwire Avenue |
| | Main Street | |
| | Marsh Hawk Drive | |
| | Robie Tufts Drive | |
| | Stirling Avenue | |
| | Westwood Avenue | |
| | Whidden Avenue | |
| | Wickwire Avenue | |
| Zone 4 | Zone 5 | Zone 6 |
| Main Street | Bay Street | Basin Drive |
| Park Street | Fairfield Street | Borden Drive |
| University Avenue | Highland Avenue | Evangeline Court |
| | Hillside Avenue | Fundy Drive |
| | Prospect Street | Highland Avenue |
| | Wallace Place | Hillside Avenue |
| | | John Pryor Drive |
| | | Pleasant Street |
| | | Riverview Avenue |
| | | Skyway Drive |
| | | University Avenue |

**Annex E
Evacuation Plan**

| Zone 7 | Zone 8 | Zone 9 |
|-------------------|---------------------|---------------------|
| Acadia Street | Blomidon Terrace | Blomidon Terrace |
| Central Avenue | Fowler Street | King Street |
| Dykeland Access | Gaspereau Avenue | Kinley Close |
| Dykeland Street | Iona Road | Main Street |
| Elm Avenue | King Street | Oak Avenue |
| Front Street | Prospect Street | Orchard Avenue |
| Gaspereau Avenue | Toye Lane | Victoria Avenue |
| Harbourside Drive | Willow Avenue | Willow Avenue |
| Highland Avenue | Winter Street | |
| Linden Avenue | | |
| Locust Avenue | | |
| Main Street | | |
| Prospect Street | | |
| Seaview Avenue | | |
| Starr Street | | |
| Zone 10 | Zone 11 | Zone 12 |
| Alline Street | Alline Street | Carriageway Court |
| Cape View Drive | Bishop Avenue | Carriageway Loop |
| Gaspereau Avenue | Dale Street | Cobblers Court |
| Kinley Close | Herbin Street | DeWitt Close |
| Minas View Drive | Huron Avenue | Laura Moore Road |
| Orchard Avenue | Kencrest Avenue | Main Street |
| Pleasant Street | Parkview Avenue | Maple Avenue |
| | Perry Bowles Street | Olsen Drive |
| | Pleasant Street | Post Rd Parking Lot |
| | Sherwood Drive | Post Road |
| | Woodland Drive | Sherwood Drive |
| | | Stoneybrook Court |
| | | Woodman Road |
| | | Woodman Road Access |
| | | Woodman Road Loop |

1. Title

By-Law is entitled the “Emergency Measures ByLaw”.

2. Purpose

The purpose of this Bylaw is to provide a prompt and coordinated response to an emergency within the Town of Wolfville.

3. References:

- (1) Nova Scotia Emergency Management Office (NS EMO) Municipal Evaluation Document
- (2) Town of Wolfville Emergency Management Plan
- (3) Town of Wolfville Emergency Coordination Center (ECC) Operational Guidelines

4. Definitions

In this By-Law:

- (1) **Act** means the *Nova Scotia Emergency Management Act, S.N.S 1990, c. 8*;
- (2) **Council** means the Council of the Town of Wolfville;
- (3) **Councillor** means a member of Council;
- (4) **Emergency** has the meaning ascribed to it in Section 2 of the Act;
- (5) **Emergency Management Advisory Committee** means the advisory committee established pursuant to this bylaw;
- (6) **Emergency Management Coordinator** means the person appointed by Council pursuant to this bylaw;
- (7) **Emergency Management Organization** means the organization established pursuant to this bylaw;
- (8) **Emergency Management Planning Committee** means the committee established pursuant to this bylaw.
- (9) **Mayor** includes a Councillor acting in the stead of the Mayor;
- (10) **Minister** means the member of the Executive Council to whom is assigned the administration of the *Act* and regulations;

- (11) **Emergency Management Plan** means any plan, program or procedure by the Town that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence;
- (12) **Regulations** means States of Emergency Forms Regulations, N.S. Reg 255/2008;
- (13) **State of local emergency** means a state of local emergency declared or renewed under the *Act* and regulations of this bylaw;
- (14) **Town** means the Town of Wolfville.

5. Emergency Management Organization

- (1) The Council hereby establishes an Emergency Management Organization.
- (2) The Emergency Management Organization shall consist of the following persons and committees:
 - (a) The Emergency Management Advisory Committee (EMAC);
 - (b) The Emergency Management Coordinator (EMC); and
 - (c) The Emergency Management Planning Committee (EMPC)

6. Emergency Management Advisory Committee

- (1) The Emergency Management Advisory Committee shall be appointed by Council from its members for such term as the Council deems necessary.
- (2) The Emergency Management Advisory Committee shall at all times consist of no fewer than two Councillors.
- (3) The Emergency Management Advisory Committee shall:
 - (a) Advise Council on the development of the Emergency Management Plan;
 - (b) Present Emergency Management Plans to Council for Council's approval;
 - (c) Brief Council on developments during a state of local emergency; and
 - (d) Perform such other duties as may be required by Council.

7. Emergency Management Coordinator (EMC)

- (1) Council shall appoint an Emergency Management Coordinator for such term as Council deems necessary.
- (2) The Town may pay the Emergency Management Coordinator reasonable expenses for work done under this Bylaw.
- (3) The Emergency Management Coordinator shall:
 - (a) Chair the Emergency Measures Planning Committee;
 - (b) Coordinate and prepare Emergency Management Plans;
 - (c) Following a declaration of a state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, servants and agents of the Town; and
 - (d) Perform such other duties as may be required by Council.

8. Emergency Management Planning Committee (EMPC)

- (1) Council shall appoint the Emergency Management Planning Committee for such term as Council may prescribe.
- (2) The Emergency Management Planning Committee shall consist of the Director of every Town Department or agency which is assigned emergency-related functions under Emergency Management Plans and, where no department or agency exists, a qualified person to represent any group assigned such emergency-related functions.
- (3) As outlined in the NS EMO Emergency Management Municipal Evaluation document, the Emergency Management Planning Committee, in accordance with the Town of Wolfville's Emergency Management Plan, should consist of, but not be limited to, persons responsible during an emergency to provide:
 - (a) ECC Manager (CAO);
 - (b) EMO Coordinator;
 - (c) Deputy Coordinator;
 - (d) Community Services;
 - (e) Health Services;
 - (f) Police Services;

- (g) Fire Services;
- (h) Communication Services;
- (i) Transportation Services;
- (j) Engineering Services;
- (k) Information Services;
- (l) University Liaison;
- (m) Utilities Services;
- (n) Legal Services; and
- (o) Financial Services.

(4) The Emergency Management Planning Committee has the following duties, powers, and responsibilities:

- (a) Assist in Emergency Plan development and revisions based on their agencies roles;
- (b) Assessing the emergency situation from an agency perspective;
- (c) Determining the appropriate response to support onsite command and continued essential services;
- (d) Coordinating Agency Resources;
- (e) Notifying the general public and other departments of the emergency situation;
- (f) Requesting mutual aid; and
- (g) Liaising with other government officials as the situation dictates.

9. Agreements

- (1) The Emergency Management Planning Committee may, as part of Emergency Management Plans, negotiate an agreement to be approved by Council or a person designated by Council with the Government of Canada, the Province of Nova Scotia, a municipality, city, or town, or any other agency or any person, if Council has first given preliminary approval.
- (2) Any agreement negotiated under subsection (1) is not binding until it is approved by Council.

10. Duty of Council

- (1) Council shall review and evaluate Emergency Management Plans which Emergency Management Advisory Committee presents to it.
- (2) Council may specify duties to be fulfilled by the Emergency Management Advisory Committee, the Emergency Management Coordinator, and the Emergency Management Planning Committee or any of them; and
- (3) Council may appropriate and expend monies:
 - (a) To pay reasonable expenses of members of the Emergency Management Advisory Committee, the Emergency Management Coordinator and the Emergency Management Planning Committee or any of them; and
 - (b) To fulfil the terms and conditions of an agreement approved by Council under Section 9.

11. Declaration of State of Local Emergency

- (1) To declare a state of local emergency, Council shall use Form 4 in the Regulations.
- (2) To declare a state of local emergency, the Mayor shall use Form 5 in the Regulations.
- (3) With the approval of the Minister, Council may renew a state of local emergency by using Form 6 in the Regulations.
- (4) To terminate a state of local emergency, Council shall use Form 7 in the Regulations.
- (5) Council, if it makes a declaration under this Section, or the Mayor, if the Mayor makes a declaration under this Section, shall immediately deliver or fax a copy of the declaration to the Minister and the Director.

12. Notice Provision

- (1) After the declaration or termination of a state of local emergency, Council shall immediately cause the details of the declaration or termination to be communicated or published by such means as Council considers the most likely to make the contents of the declaration or termination known to the people of the area affected.

13. Duties During a State of Local Emergency

- (1) Following the declaration of a state of local emergency under Section 11 and for the duration of the state of local emergency:
- (a) Every Councillor shall keep Council posted respecting their whereabouts; and
 - (b) Every employee, servant and agent of the Town who has a key role to play in emergencies as identified in the Emergency Management Plans shall:
 - i. Advise the Emergency Management Coordinator of their whereabouts; and
 - ii. Fulfil such duties as may be described by the Emergency Management Coordinator.

14. Repeal

- (1) The Emergency Measures Bylaw passed by Town Council on 19, April 1993 is repealed.

Clerk's Annotation for Official Bylaw Book

Date of first reading: 2016-04-05

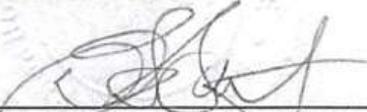
Date of advertisement of Notice of Intent to Consider: 2016-04-26

Date of second reading: 2016-05-18

Date of advertisement of Passage of By-law: 2016-05-23

Date of mailing to Minister a certified copy of Bylaw: 2016-05-26

I certify that this **EMERGENCY MEASURES BYLAW # 57** was adopted by Council and published as indicated above.



Dan S. Stovel, Town Clerk

JUNE 14 2016
Date

Annex F
Emergency Measures Bylaw

Certificate of Approval

**“Emergency Measures ByLaw”
Town of Wolfville**

This is to certify that, pursuant to clause 10(1)(a) of the *Emergency Management Act*, the “Emergency Measures ByLaw” passed at duly convened meeting of the Council of the Municipality of the Town of Wolfville on the 26th day of May, 2016, and as amended by the Minister of Municipal Affairs on the 5th day of *October*, 2016 pursuant to clause 450(1)(c) of the *Municipal Government Act*, is hereby approved, and the said by-law **has the force of law upon publication pursuant to subsection 169(1) of the *Municipal Government Act*.**

Dated this 5th day of *October*, 2016.



Honourable Zach Churchill
Minister of Municipal Affairs

Emergency Site Management

The third facet of the purpose of this Emergency Plan is, as stated above, to direct the employment of all required services to ensure that “an on-scene operations facility and base of operations are established to provide control of the disaster site.” To guide emergency planners and personnel toward achieving this objective, the following pages describe an approach to the management of emergency site(s). The information presented below outlines the Emergency Site Management (ESM) system as proposed in a document presented by Emergency Preparedness Canada at the [Canadian Emergency Management College](#) in Ottawa, Ontario. This approach will be employed by the Town of Wolfville at the discretion of the ECRG dependent upon considerations such as the size and complexity of the emergency situation.

The Emergency Site Management (ESM) system is a structure and a system for linking various management systems into a single disaster response framework at municipal level. The ESM system is based primarily on activities at and through, two physical locations. The municipal Emergency Coordination Centre (ECC) and the emergency site.

Within the framework, the emergency site is bounded by its outer perimeter. All activities within that perimeter are the responsibility of the Site Manager (ESM) and the Site Team. The Site Manager is the team leader whose primary role is to **manage** the Site Team comprised of senior representatives of the key response agencies at the site. Their role is to return life to normal at the site as soon as is reasonable.

The town’s ECC is operated by the municipal ECRG that includes Department heads of the key municipal departments/agencies involved in the response effort. Within the current plan, the ECC and the ECRG are managed by the ECC Manager (ECCM).

All activities outside the outer perimeter are the responsibility of the ECRG. This group has a dual role. It supports the emergency site, as requested, with needed resources. And, it maintains or strives to maintain normal operations for the rest of the municipality. The municipal ECC is also the key channel for site-destined resources from other jurisdictions.

The ESM system contains a number of roles, general procedures and expectations. It is, by design, a flexible system that allows for the inclusion and integration of various agencies, jurisdictions, and systems into a municipal framework. The system assumes the continuation of pre-disaster organizational lines of authority. The only “subordination” (if any) is to the officials of the local authority i.e., the Town of Wolfville, and their legal responsibility to protect their citizens from harm.

THE EMERGENCY SITE: LAYOUT, ROLES AND PROCESS

The Principles and Components of Site layout

One of the greatest tools of effective site control and management is an effective site layout. Each emergency site requires a unique site layout, as does each disaster even those affecting the same site. However, the principles affecting site layout are similar and bear attention.

There are a number of key factors that could have significant impact on the site layout and the overall response effort. These are listed below and should be viewed both on their own merit and in the context of the impact the disaster will have on each.

- Terrain type (e.g., rugged, mountainous, marshy, sandy).
- Lay of the land (e.g., closed-in versus open).
- Environmental constraints (i.e., weather, season).
- Accessibility to the site and access routes.
- Land ownership and jurisdiction.
- Communications needs and available resources.
- Space requirements and availability.
- Available structural resources (i.e., buildings, warehouses, shelters).
- Safety (i.e., from the elements, disaster agents).
- Availability and proximity to water, power, and sanitation resources/services.

Emergency sites may contain unique components that reflect the nature of the disaster, the resource capacity of the municipality, or the topography of the site. However, generally speaking, most emergency sites have similar components. These are listed below (refer to Figure 2).

Inner perimeter - with designated and secured entry/exit points.

Outer perimeter - with designated and secured entry/exit points.

Traffic control points - These include well-marked primary and alternate in/out routes. They also include specific points along these routes where traffic can be controlled and security measures implemented as appropriate.

Site command post - This command post is often accompanied by Agency/Department command posts. It should be located centrally as close as possible to the primary area of the inner perimeter. It should also be easily identifiable (i.e., flagged) and connected to as many communication media as possible. Given sufficient space it should include all agency Site Control Officers.

Command Post - (Cps) for each of the major response agencies.

Triage area - If necessary, this is an area where the injuries are categorized for the purpose of treatment and transportation to health care facilities. It needs to be close to the inner perimeter, yet secure from danger. It should also be large enough to

Annex G

Emergency Site Management

accommodate various responders and injured persons, and be near in/out transportation route(s). This area may include the treatment area.

Treatment area - When required, this area should be established in a safe zone outside the inner perimeter. It should be well marked and be close to the in/out transportation route(s). When the treatment process is expected to last a long time, or when weather dictates it, the Site Team may wish to establish large tent(s) within which to conduct the treatment. To avoid congestion, ambulances must be dispatched to the treatment area from the staging area.

Casualty Collecting Area - The area from which the casualties are taken away to the various health care facilities for treatment.

Staging area - Located within the outer perimeter, or some times just outside of it, the staging area contains all resources dispatched to the site but yet unused. The area must have in/out routes and its entry points secured. It should be near the rest and feeding areas. It is managed by Staging Area Coordinator (and, where available, Staging Officers). It must be in close communications with the Site Command Post.

Parking area(s) - These areas are intended to reduce traffic congestion within the site. They may be used to keep response vehicles that may not be required for lengthy period of time. Response agencies may be assigned their own specific parking lot/sector and tasked with the management of its use and the security of its content.

Temporary morgue - This will not be required in all disaster situations. However, when required it should be established within the outer perimeter away from the rest of site operations to secure it from interference. When established, it requires round-the-clock access control and may require counselling/clergy staff nearby to assist the bereaved. (A separate facility/tent may be established near the temporary morgue for that purpose). The temporary morgue should also have a property office to preserve the belongings of the deceased and coordinate their release as appropriate.

Logistics area - This area is designed for vehicle repair, equipment servicing, fuelling, distribution/allocation of equipment, and the storage of dangerous goods. It should be near the main access routes and within the outer perimeter. Moreover, the area should be near the Rehab. Sector, but must be both upwind and far enough from it to reduce to presence of noise and fumes in the Rehab. Sector.

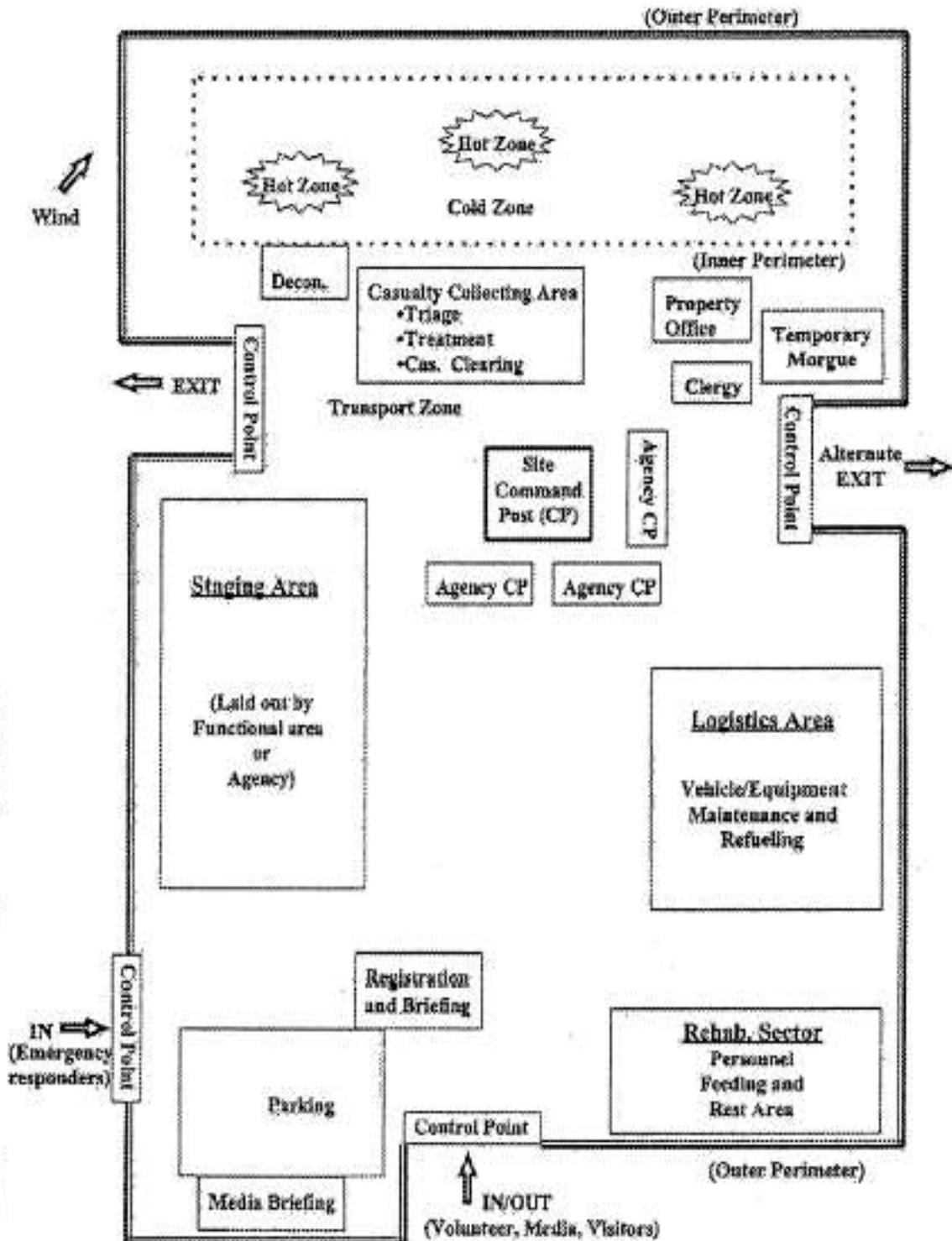
Rehab. Sector (or, Rest and feeding area) - This area is particularly important for operations that last for lengthy periods. It needs to be near access route(s) but should be located in a less busy (i.e., quiet and isolated) area of the site.

Decontamination Area - This is a relatively small area which, when required, should be located just outside the Inner Perimeter as near as possible to the hot zone. It should be available to decontaminate both responders as well as casualties being evacuated from the hot zone.

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Emergency Site Management

Media centre - or access point. Wherever possible, members of the media should be allowed controlled access to the site and key site personnel (e.g., Site Manager, Agency Site Control Officers). The Media centre may be a tent or other structure where Media representatives are briefed verbally, provided news updates, or gather for site tours. It should be easily identifiable, near access routes, and away from key site operations.

Figure 2 – An Example of an Emergency Site Layout



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Emergency Site Management

Helibase - When required, and depending on the topography of the site, the helibase should be located near the Site Command Post. The helibase operations may require fuel, supplies and lighting.

Volunteer coordination point - This area should be established at a key entry point through the outer perimeter. It should contain a facility (e.g., tent) in which to carry volunteer registration and briefing. Ideally located near the rest and feeding area.

Entry points - The site should have two entry points; one for emergency response personnel and equipment, the other for volunteers, the media and visitors. The access through these points must be controlled.

Exit points - There should be a primary and alternate exit points. Both should be controlled and, ideally, at opposite ends/sides of the site.

Many factors should be considered when designing or “laying out” the emergency site. As noted above, there are no precise formats or one single workable layout. However, the layout of any site has a direct bearing on the flow of communications among the agencies operating within it. The communication flow will be influenced by the following considerations:

- Related functions and agencies should be co-located and grouped into operational task groups;
- Major response organizations/agencies (e.g., Fire, Police) should be isolated and given a functional lead role (see Section below). (That role needs to be identified to all key organizations at the site.);
- The various components should be positioned in the site along the main transportation routes;
- All command posts (Cps), but especially the Site Command Post, must be easily identifiable (e.g., flagged, strobe lit, brightly coloured), readily accessible, and within view of the major action;
- The layout and its transportation pattern must allow for the smooth in/out flow of personnel and resources; and
- The layout of the site and the location of all functional areas must be communicated to all agencies at the site.

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Emergency Site Management

Key Roles and Functions

The ESM system, integrates the various roles and functions of response organizations and their key personnel. In doing so it provides a number of benefits. Key among them is the ability to effectively:

- Provide for the safety of emergency personnel and the general public;
- Remove and treat injured or threatened patients;
- Protect and conserve property; and
- Perform recovery and reconstruction tasks.

The activities by members of response organizations at the emergency site may be divided into five categories:

- Strategic (e.g., site management) role;
- Command Post functions;
- Control point operations;
- Tactical activities; and
- Tasks in support of the main operation.

Site Manager - Appointed by the ECC Control Group (the ECRG), the Site Manager is responsible for the management of the site until its closure. The Site Manager must:

- Establish the inner and outer perimeters;
- Designate the location of the Site Command Post;
- Lay out the site and all its components;
- Manage the flow of information through the Site Command Post to members of the Site Team and the ECC Control Group (the ECRG);
- Coordinate key response activities (i.e., those activities/operations that would affect more than one agency or the overall outcome of the response effort at the site.); and
- Communicate with the Media.

Staging area coordinator - The person occupying this role may be appointed by the Site Manager to perform the following functions:

- Establish and lay out the staging area;
- Establish the flow pattern for vehicle movement;
- Account, at any given point, for the resources within the staging area;
- Maintain contact with the Site Manager or Site Team;
- Maintain contact with the Logistics Area to facilitate repairs or fuelling as appropriate;
- Deploy resources requested by the Site Manager or Site Team;
- Alert the Site Manager of resources that may be discharged from the staging area; and
- When directed by the Site Manager, discharge unnecessary resources.

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Emergency Site Management

Liaison officer (LO) - This person is designated by the Site Manager to help coordinate key functions in and around the Site Command Post. The LO should perform the following functions:

- Assist with the lay out of the site;
- Maintain the event log;
- Assist with the flow of information within the Site Team;
- Undertake responsibility for specific tasks assigned by the Site Manager; and
- Act as alternate Site Manager (if so directed).

Agency Site Control Officers (e.g., the senior representative of each of the key response agencies at the site). These individuals need to:

- Assist, as appropriate, the Site Manager with site layout;
- Co-locate, as appropriate/directed, their command post with the Site Command Post;
- Command/control their agency's response effort at the site;
- Share appropriate information with the other members of the Site Team;
- Coordinate activities that may impact other agencies with the appropriate agency-representatives; and
- Be available to communicate with the Media, as appropriate. (This will be performed in support of the Emergency Public Information Officer, and in keeping with the concept of a single spokesperson for the town.)

More specifically, each of the major response agencies has a set of accepted "traditional" roles. These are listed below:

Police - Often, the roles assigned to the Police Services are the protection of life and property, as well as the control of traffic and crowd. Security of the site and the control of traffic within it should be a Police responsibility.

The Police Services have also been called out to conduct investigations (e.g., criminal or in case of fatalities), care for the dead, provide perimeter security, assist with or conduct an evacuation, and help maintain a record of events. They also have valuable communication equipment and a trained personnel pool that could be employed in a variety of roles at the Site Command Post.

Fire - The Fire Services are usually tasked with the suppression of fire, containment of dangerous goods, decontamination, search and rescue, as well as the provision of basic health care. They may also be involved in the evacuation of the site and the protection of site personnel (i.e., ensuring against structural collapse). Like the Police Services, they too have valuable communication equipment and trained personnel who could be employed in and around the Site Command Post.

Emergency Medical Services (EMS) - The primary role of the EMS is to provide medical services (i.e., triage and treatment) and to transport the wounded to health care facilities as appropriate. If trained to do so, some members may be involved in structural rescue in support of the Fire

Annex G

Emergency Site Management

Services. EMS personnel must also coordinate with the Site Manager the location of and resources for patient triage, casualty collecting area, and patient care or transportation.

Public Works - The primary role of Public Works department/agencies is to provide the resources needed by the primary responders to perform their tasks effectively and safely. Services provided may include establishment of barriers, closure of transportation routes, provision of other needed resources (e.g., lighting or shoring equipment, heavy equipment), or the movement of resources. These individuals may work hand-in-hand with utility company personnel and transportation agencies.

Transportation - The primary task of transportation personnel is to move people from one location to another. This may involve the evacuation of people from the danger zone, the transportation of responders or volunteers to the site, or, in case of mass casualties, to evacuate the wounded.

“Assistants” - Each of the above-mentioned positions, including that of the Site Managers are likely to have one or more people designated as “Assistants” and tasked with various supportive duties. The person to whom they report must designate the details of their actual duties.

Others - Disaster sites are likely to involve a myriad of response agencies/organizations and representatives of many jurisdictions. Their primary role is to support the Site Manager and the Site Team. To that end they are to bring their expertise and specialized resources (if any) and must be willing to cooperate with the Site Manager to meet the needs and priorities established for the site. Failure to do so will only jeopardize the success of the overall effort.

Site operations: Tips for success

Emergency sites are, by necessity, the focus of all disaster response effort. Nearly always, they are established in or around the area where the disaster inflicted its greatest damage. And, because of the inherent risks to life, limb, property and the environment, disaster response at the site must be quick, comprehensive and well managed.

The following are key lessons relating to successful operations at emergency sites regardless of their nature:

- Quickly establish and brief the Site Team;
- If a Site Manager is not appointed, establish one on an interim basis;
- Relocate all agency command posts to the Site Command Post or, in its absence, a central location near the inner perimeter;
- Establish interagency communications (i.e., the process through which vital information is shared in a timely manner);
- Pool knowledge regarding the event, its consequence and the response effort;
- Anticipate required actions and resources;
- Adapt the response organization and its procedures to the changing circumstances;
- Be proactive in requesting resources or information. (For example, request area lights BEFORE it starts to get dark, or order food BEFORE shift changes);

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Emergency Site Management

- Coordinate agency operations that may have a bearing on the operation of other response agency(ies) or the overall operation at the site;
- Establish a single Media representative (e.g., individual or group) for the operation;
- Advise the Media that they will be briefed only through that representative and that the information they seek will be provided only at or through the Media Centre. (Site tour may be organized through the Centre);
- Manage resources efficiently (i.e., ensure proper feeding and rest of response personnel; ensure proper maintenance of equipment, avoid having unnecessary equipment on standby);
- Manage the staging area effectively right from the start;
- Identify staging area resources using three status conditions: “Assigned” means the resource is performing an active role at the site; “Available” means the resource is in the staging area ready for use; and, “Unavailable” means the resource is not ready for use at this time.
- Plan for the operation to last longer than initially expected.
- Plan for extremely stressful work environment; and
- Communicate, communicate, and communicate!!!!

**Annex H
Telephone Directory for Wolfville, Berwick,
Kentville and Kings County EMCs**

EMO Contact numbers for Wolfville, Berwick, Kentville & Kings County:

| Position | Name | Email | Work | Cell |
|----------------------------------|---------------|--|----------------|--------------|
| Wolfville | | | | |
| Emergency Management Coordinator | Dan Stovel | dstovel@wolfville.ca | 902-542-9678 | 902-670-1514 |
| Berwick | | | | |
| Emergency Management Coordinator | | | | |
| Kentville | | | | |
| Emergency Management Coordinator | Mark Phillips | mphillips@kentville.ca | 902-679-2501 | |
| Kings County | | | | |
| Emergency Management Coordinator | Scott Quinn | squinn@county.kings.ns.ca | 1-888-337-2999 | |

**Annex I
Emergency Resource
Contact List**

**This Annex is retained as a separate document within the
Emergency Coordination Centre and will be reviewed/updated
by the EMC on an annual basis**

Annex J
Emergency Communications Plan
Telecommunications and Public Information

Emergency Telecommunications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the Town of Wolfville's Emergency Coordination Centre (ECC). At all times open lines of communication are to be established with internal and external agencies. The type and severity of the crisis will determine which stakeholder audiences are involved.

The ECC will be equipped with telephones, portable hand radios, and satellite phone with the necessary channels to communicate with police, fire, EHS and the Nova Scotia Emergency Measures Office (NS EMO).

Communications between the ECC and the other responding agencies can be supported through the use of a runner if radio communications become overwhelmed. The ECC Duty Officer is responsible for liaising with and coordinating additional emergency communications efforts.

All communications are to be recorded on the applicable ICS Form as outlined in the Town of Wolfville Emergency Coordination Centre Operational Guidelines.

Annex J
Emergency Communications Plan
Telecommunications and Public Information

Emergency Public Information Plan

Emergency Situations can quickly become the centre of local, national and international attention, and often receive significant media scrutiny. It is important that the Town of Wolfville speak with one voice during an emergency.

Upon implementation of this Emergency Management Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests, for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following position will be established within the Emergency Coordination Centre:

- Public Information Officer (ICS Command Staff position)

Note: This responsibility is assigned to the Director Corporate Services within the Town of Wolfville.

The Public Information Officer reports to the ECC Manager and Mayor and is responsible for:

- Establishing a communications link with the Community Spokesperson, and any other media coordinator (i.e., provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring liaison with the ECCM to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences as required;
- Ensuring that any media releases are approved by the ECCM prior to dissemination;
- Monitoring news coverage, and correcting erroneous information; and
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

Information Mediums

The Public Information Officer will consider contacting the following media sources to coordinate timely information being communicated to the public:

- Annapolis Valley Radio (AVR 97.7) 1-800-639-7632
- K-Rock Valley Radio (89.3) 902-365-6397 / news@893krock.com
- CBC Nova Scotia 1-902-420-4100
- Kings County Advertiser 1-902-681-2121

Annex J
Emergency Communications Plan
Telecommunications and Public Information

What the Media may ask in an Emergency?

During emergencies, the Public Information Officer should be prepared to respond to questions about the following:

Casualties:

- Number injured
- Number who escaped
- Nature of the injuries received
- Care given to the injured
- How escape was hindered or cut off

Property Damage:

- Estimated value of loss
- Description (kind of building, etc.)
- Importance of property (historic value, wildlife area, etc.)
- Other property threatened
- Previous emergencies in the area.

Causes:

- Testimony of witnesses
- Testimony of those involved
- Testimony of key first responders (fire, police, medical, etc.)
- How emergency was discovered
- Who sounded the alarm
- Who summoned aid
- Previous indications of dangers

Rescue and Relief:

- The number engaged in rescue and relief operations
- Any prominent persons in the relief crew
- Equipment used
- Anything that hindered rescue operations
- Care of destitute and homeless
- How the emergency was prevented from spreading
- How property was saved
- Acts of heroism

Description of the Crisis or Disaster:

- Spread of the emergency
- Blasts or explosions
- Crimes or violence
- Attempts at escape or rescue
- Duration
- Collapse of structures

Annex J
Emergency Communications Plan
Telecommunications and Public Information

- Extent of any spills

Accompanying incidents:

- Number of spectators
- Spectator attitudes and crowd control
- Unusual happenings
- Anxiety, stress of families, survivors, etc.

Legal Actions:

- Police follow-up
- Insurance company actions
- Professional negligence or inaction
- Law suits stemming from the incident

How the Media can Help

- Assist in pre-emergency education
- Warn the public of the emergency
- Reinforce the warning to the public
- Get your requests out to the public
- Get information out to the public
- Get your point of view to the public
- Reassure the public
- Secure needed help for the response
- Be a source of information for the Town
- Generate needed outside help

How to Format a News Release

- Always double space between each line of text and print on only one side of the paper
- Put **“FOR IMMEDIATE RELEASE”** or indicate release time at the top of the first page
- Drop two lines and write a brief descriptive headline
- Drop two lines and begin the news release text with a dateline, giving the location where the news is originating and the date
- End all but the last page with the word “more” centred below the last line of text.
- Never end a page in the middle of a paragraph
- Centre “-30-” below the last line of text
- Put the name and phone numbers of one or more contact people at the bottom of the last page.

Some Do's and Don'ts of Emergency Public Information

Do's

Before an emergency, a basic list of appropriate actions and inappropriate actions should be spelled out for all to know and understand. Some of these include:

- Release only verified information
- Promptly alert the media of relief and recovery
- Have a designated spokesperson
- Try to find out and meet media deadlines
- Provide equal opportunities and facilities for print and electronic media
- Have a clear idea of what can and cannot be released
- Keep accurate records and logs of all inquiries and news coverage
- When conditions will allow – escort the media to the emergency site
- Carefully coordinate planning and implementation of public information activities with other aspects of the emergency plan

Don'ts

- Idly speculate on the cause of the emergency.
- Speculate on the resumption of normal operations.
- Speculate on the outside effects of the emergency.
- Speculate on the dollar value of losses.
- Interfere with the legitimate duties of the media.
- Permit unauthorized spokespersons to comment to the media.
- Attempt to cover up, or purposely mislead the media.
- Attempt to place blame for the emergency.

Special situations may require additional directions and prohibitions for the effective conduct of public information activities.

Annex K
Emergency Coordination Centre
Layout & Tasks

TOWN OF WOLFVILLE
EMERGENCY COORDINATION CENTRE (ECC)
359 Main Street



ECC Principal Tasks:

Reference: Town of Wolfville ECC Operational Guidelines, 2016-04-25

- **Providing support to the Incident Command Post(s).** The ECC receives instructions from the Incident Command Post concerning what support is required (such as equipment, information, media relations, coordination with external agencies) and how to provide it (such as access/exit routes, schedules, etc.) The ECC obtains the necessary support and coordinates its provision to the ICP's staging area. These resources may originate from:
 - municipal resources
 - the community level
 - mutual aid sources
 - provincial or federal government resources
- **Managing the emergency response for the overall municipality.** Some emergency response operations may be required across the entire municipality to mitigate threats from an emergency. For example, reception and/or evacuation centres may be needed or public safety instructions provided for persons outside the incident site. Traffic flow control may be required to and from the incident site.
- **Providing information to the public on the emergency and the municipal response.** The public needs timely information so it can protect itself, and, in some cases, play a part in emergency operations, and in order to minimize fear and anxiety. For these reasons, the emergency operations centre prepares and disseminates information.
- **Coordinating with municipal services and other emergency coordination centres.** In general, the emergency coordination centre needs to coordinate its activities with municipal services and other organizations affected by the emergency. It does so by establishing links to the following locations:
 - municipal offices
 - service dispatch centres (police, fire, public works, etc.)
 - emergency operations centres (those at hospitals, school boards, universities, provincial establishments
 - emergency operating locations (comfort, reception centres)
- **Ensuring continued operations in unaffected areas of the municipality.** The ECC must ensure that there is no interruption in the provision of emergency services (such as fire protection) and essential services (i.e. hospital, water, sewer, electricity, waste management, telephone, etc.) in unaffected areas outside the incident site. In cases where the municipality is not responsible for these services, the ECC works with the appropriate alternative organization(s).

Annex L
Emergency Management
Advisory & Planning Committees

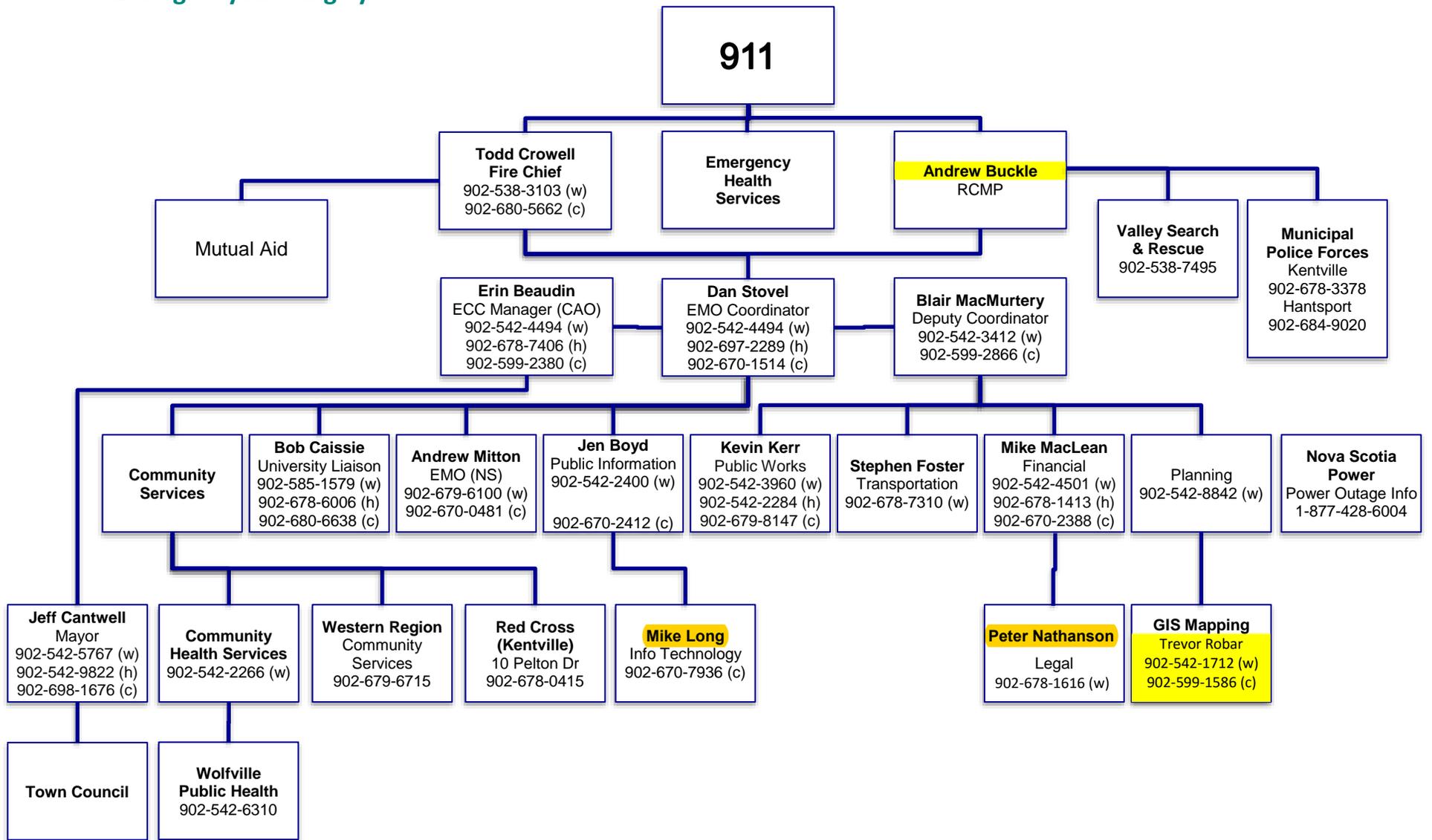
Emergency Management Advisory Committee

| NAME | ROLE | Phone (w) | Phone (h) | Phone (c) |
|------------------|---------------|--------------|--------------|--------------|
| Jeff Cantwell | Mayor | 902-542-5767 | 902-542-9822 | 902-698-1676 |
| Erin Beaudin | ECC Manager | 902-542-4494 | 902-678-7406 | 902-599-2380 |
| Dan Stovel | Coordinator | 902-534-3434 | 902-697-2289 | 902-670-1514 |
| Blair MacMurtery | D/Coordinator | 902-542-3412 | | 902-599-2866 |
| Oonagh Proudfoot | Councillor | | | 902-599-2844 |

Emergency Management Planning Committee

| NAME | ROLE | Phone (w) | Phone (h) | Phone (c) |
|-------------------|-------------------------|--------------|---------------------------------|---------------------------------|
| Erin Beaudin | ECC Manager | 902-542-4494 | 902-678-7406 | 902-599-2380 |
| Dan Stovel | Coordinator | 902-534-3434 | 902-697-2289 | 902-670-1514 |
| Blair MacMurtery | D/Coordinator | 902-542-3412 | | |
| Jen Boyd | Public Information | 902-542-2400 | | 902-670-2412 |
| EHS | EHS Services | 902-424-2346 | | |
| Andrew Buckle | Police Services (RCMP) | 902-679-5555 | | 902-824-4435 |
| Deputy Fire Chief | Fire Services | 902-542-4528 | 902-681-0039 or 902-698-1561 | 902-670-6045 or 902-697-2276 |
| | Communications | | | |
| Stephen Foster | Transportation Services | 902-678-7310 | | |
| Kevin Kerr | Engineering Services | 902-542-3960 | 902-542-2284 | 902-679-8147 |
| Mike Long | Information Services | | | 902-670-7936 |
| Bob Caissie | University Liaison | 902-585-1579 | 902-542-2293 | 902-680-6638 |
| NS Power | Utilities Services | | | |
| Peter Nathanson | Legal Services | 902-678-1616 | | |
| Mike MacLean | Financial Services | 902-542-4501 | 902-678-1413 | 902-670-2388 |

Emergency Alerting System



**Annex N
State of Emergency Forms
from Emergency Measures Act**

FORM 4

DECLARATION OF A STATE OF LOCAL EMERGENCY
(Council of Municipality)

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred
to as the "Designated Area(s)")

Yes () No ()

Nature of the Emergency:

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from _____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__.

THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until _____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this _____ day of _____, 20__.

Council, Municipality

Name

Position

[Authorized by Resolution No. _____
dated the _____ day of _____,
20__]

**Annex N
State of Emergency Forms
from Emergency Measures Act**

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY
(Mayor/Warden)

Section 12(3) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as
the "Designated Area(s)")

Yes ()

No ()

Nature of the Emergency:

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

AND WHEREAS the Council of the Municipality is unable to act;

AND WHEREAS the undersigned has (check appropriate box)

(a) Consulted with a majority of the members
of the Municipal Emergency Management
Committee

Yes ()

No ()

(b) Found it impractical to consult with the
majority of the Municipal Emergency
Management Committee

Yes ()

No ()

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from _____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__.

THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until ____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this ____ day of _____, 20__.

Mayor/Warden's signature

Municipality of _____

**Annex N
State of Emergency Forms
from Emergency Measures Act**

FORM 6

RENEWAL OF A STATE OF LOCAL EMERGENCY
(Council of Municipality/Mayor/Warden)

Section 20(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as
the "Designated Area(s)")

Yes () No ()

Nature of the Emergency:

AND WHEREAS the Declaration of a State of Local Emergency was signed on the ____ day of _____, 20__;

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, continues to exist or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 20(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above is renewed as of and from ____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__.

THE RENEWAL OF A DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until ____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20__, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*;

THIS RENEWAL was authorized by the Minister responsible for the *Emergency Management Act*, pursuant to Section 20(2) of the Act by approval dated the ____ day of _____, 20__.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this ____ day of _____, 20__.

Council of Municipality

Name

Position

[Authorized by Resolution No. _____
dated the ____ day of _____,
20__]

In the event the Council is unable to act:

Mayor/Warden

**Annex N
State of Emergency Forms
from Emergency Measures Act**

FORM 7

TERMINATION OF A STATE OF LOCAL EMERGENCY
(Council of Municipality)

Section 18(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS by a Declaration of a State of Local Emergency dated the _____ day of _____, 20___, as renewed on the _____ day of _____, 20___, a State of Local Emergency was declared for the following area:

Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as
the "Designated Area(s)")

Yes () No ()

Nature of the Emergency:

AND WHEREAS the undersigned is of the opinion that an emergency no longer exists in the Designated Area(s).

THE UNDERSIGNED pursuant to Section 18(2) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, hereby terminates the State of Local Emergency effective as of and from _____ o'clock in the forenoon () or afternoon () of the _____ day of _____, 20___.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this _____ day of _____, 20___.

Council of Municipality

Name

Position

[Authorized by Resolution No. _____
dated the _____ day of _____,
20___]

Province of Nova Scotia – Important Numbers

Power Outage
1-877-428-6004

Forest Fires
1-800-565-2224

Bell Aliant Outage
611 or 1-800-663-2600

Poaching
1-800-565-2224

Eastlink Outage
1-888-345-1111

Wildlife - Emergency Situations
1-800-565-2224

Drinking Water Safety
1-877-936-8476

Environmental Emergencies
(such as oil spills and gas leaks):
1-800-565-1633

Food Safety
1-877-252-FOOD (3663)

Emergency Management Office
1-866-424-5620

24 hr/seven day standby: 1-902-424-5620

| EMO(NS) Zone Controller | | |
|---|-----------------------------------|--|
| Western Zone (West Hants, Kings, Annapolis, Digby, Yarmouth, Shelburne, Queens, and Lunenburg) | Andrew Mitton | 902-679-6100 (w) 902-670-0481 (c) MITTONAL@gov.ns.ca |

Emergency Management Office Nova Scotia (EMO NS)

Operations Centre
1-902-424-5620 / emo@gov.ns.ca

Department of Environment

Kentville
136 Exhibition St
Office: 1-902-679-6086

Department of Natural Resources

Kentville
136 Exhibition St
Office: 1-902-679-6097 / DNR-Kentville@gov.ns.ca (e)
Emergency Line for reporting forest fires: 1-800-565-2224

**Annex P
Volunteer Registration**

| NAME | CONTACT INFORMATION | ASSIGNED DUTIES | SIGNATURE |
|------|---------------------|-----------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Note: Wolfville's EMC maintains a separate database for the Wolfville Emergency Volunteer Group (WEVG)

Annex Q Reference Documents

National Documents:

- [Canada's Emergencies Act](#)
- [Incident Command System \(ICS\) Canada - Forms](#)
- [Your Emergency Preparedness Guide](#)
- [Emergency Preparedness Guide for People with Disabilities/Special Needs](#)
- [Floods – What to Do?](#)
- [Severe Storms – What to Do?](#)
- [Power Outages – What to Do?](#)
- [Earthquakes – What to Do?](#)
- [Emergency Preparedness for Farm Animals](#)

Provincial Documents:

- [Nova Scotia Emergency Management Act](#)
- [Community Event Emergency Response Planning 2014-01](#)
- [Joint Emergency Operations Centre](#) (Fact Sheet)
- [NS EMO's Role in Emergencies](#) (Fact Sheet)
- [Disaster Financial Assistance](#) (Fact Sheet)
- [Emergency Preparedness](#) (Fact Sheet)
- [NS Trunk Mobile Radio-2 \(TMR-2\) Users Guide](#)

Municipal Documents:

- [Emergency Measures Bylaw Ch57](#)
- Emergency Coordination Centre (ECC) Operational Guidelines (2015-04)
- Evacuation Operational Guidelines (2017-09-25)
- (MOU) Wolfville – Acadia University, Alternate ECC
- (MOU) Wolfville – Annapolis Valley Regional School Board (AVRSB), Comfort/Reception Centre

Other Information Sources:

- [Canadian Red Cross](#)
- [Environment Canada](#)
- [St John Ambulance](#)
- [The Canadian Hurricane Centre](#)



COMMITTEE UPDATE

Title: Wolfville-Acadia Town & Gown Committee
Date: February 6, 2018
Department: CAO



UPDATE

The Wolfville-Acadia Town & Gown Committee met on January 30, 2018.

Students NS – Advocacy Week 2017

ASU President presented a summary of Student Recommendations from [Advocacy Week 2017](#):

- **Student Financial Aid**
Recommendation 1: Re-Invest Tuition and Education Tax Credits into upfront Grants
Recommendation 2: Introduce Loan Forgiveness for Nova Scotia Community College Students
- **International Students**
Recommendation 3: Provide medical services insurance coverage to International students immediately upon arrival
- **Student Employment**
Recommendation 4: Expand the summer skills incentive to increase opportunities for students
- **Mental Health**
Recommendation 5: Invest in innovative, technology-based intervention solutions on Post-Secondary campuses
- **Civic Engagement**
Recommendation 6: Amend the Municipal Elections Act
Recommendation 7: Explore Provincial fixed election dates

International Town & Gown Association (ITGA) Conference 2019

- CAO highlighted that Acadia and the Town of Wolfville would be submitted a bid to host the ITGA 2019 Conference June 2-5, 2019 at Acadia University.
- The Theme of the submission is “Putting the ‘I’ in ITGA” making the conference truly International with being fully hosted in Wolfville at Acadia University

Roundtable Discussion

- Cannabis Legalization – The list of Nova Scotia Liquor Commission (NSLC) stores that will be selling Cannabis has been published and the closest stores to Wolfville are located in Yarmouth or Lower Sackville. In total there will be 9 NSLC stores that will sell cannabis. The 60 agency stores, which are mostly in smaller rural communities, will not be allowed to sell marijuana. People will also be able to buy online and have their cannabis delivered to their homes, but details of that operation are not yet available
- ASU Emergency Food Services Room – The Acadia Student Union building will be opening “The Acadia Food Cupboard” within the next couple of weeks. This is not designed as a Food Bank, but is a room open to students to come and take food when required.
- March 17th – St Patrick’s Day & Cheaton Cup

COMMITTEE UPDATE

Title: Wolfville-Acadia Town & Gown Committee

Date: February 6, 2018

Department: CAO



- Alcohol Strategy Workplan – in place from now through September with meetings scheduled every month and a planning session scheduled for June 2018. Updates will be brought forward to future Town & Gown Committee meetings.
- Public Town Hall Meeting – concept put forward to host a joint Acadia-Town of Wolfville community session to present successes and challenges faced by the Town & Gown Committee

COMMITTEE UPDATE

Title: Art in Public Spaces Committee
Date: February 6, 2018
Department: Community Development



UPDATE

The Art in Public Spaces Committee met on January 25th, 2018.

DRAFT COMMITTEE POLICY DISCUSSION

Staff reviewed drafts of the Committee's relevant policy documents – Public Art Policy & Art in Public Spaces Committee Policy. The major changes to these policies would:

- Remove the jury process from the Public Art Policy and allow the APSC to act in its stead with the ability to bring in experts as required.
- Council will commit \$2500 annually to the public art reserve and another \$2500 to on-going Committee commitments.

The Committee indicated that they believe their fundamental focus must be on commissioning significant works of public art and that diverting any of their funds to relevant Community Partnership Program-based applications would be counter-productive. The draft policies brought forward by Staff will be revisited during the April meeting.

UPDATE ON MONA PARSONS & FAMILY DAY HOLIDAY

The provincial heritage holiday (February 19th) will be designated Mona Parsons Day this year and festivities will include a Mona Parsons birthday celebration on February 17th.

Staff are working towards leasing the Mona Parsons site from Canada Post so that a landscape plan developed by landscape architect Angela Morin can be put in place.

TOWN WAR MEMORIAL & UNKNOWN SOLDIER DISCUSSION

The condition of the statue is a concern and repairs are needed. A Veterans Affairs grant opportunity would help to finance the necessary repairs; however, the ownership of the land immediately under the cairn is unclear and the validity of the grant application may require this.

The Committee will clarify the requirements of the grant and whether the remaining repair funds may be available in Council's budget.

The next meeting of the Art in Public Spaces Committee will take place on April 19th, 2018.

COMMITTEE UPDATE

Title: Audit Committee
Date: February 6, 2018
Department: Community Development



UPDATE

The Audit Committee met on January 26, 2018

The 2017/18 3rd Quarter Financial Update and Year-End forecast was provided to the Committee. The update was 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.

Financial updates included:

- December 31/17 Financial Variance Report, including Y/E Forecast –Town Operating Fund
- December 31/17 Capital Project Summary – Town Capital Fund
- December 31/17 Financial Variance Report, including Y/E Forecast – Water Utility
- Summary of Significant Variances by Division – Town Operating Fund

The key to this year's report is the forecast surplus, which is expected to be just over \$317,000. A surplus of this size equates to a 3.2% variance from budget overall. As a comparison, a year ago the Town was looking at a forecast surplus of less than 1% (\$83,200), and two years ago it was more than 3% (\$341,000). The forecast surplus result is a result of both revenues (expected to end year \$143,700 more than budget) and expenditures (expected to end year \$165,000 less than budget)

The next regularly scheduled meeting of the Audit Committee is Friday, May 18, 2018

Respectfully Submitted,

Jodi MacKay
Councillor

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2018-01-26

Department: Finance



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 actual financial results to December 31st as well as forecast year end results.

The financial update includes:

- December 31/17 Financial Variance Report, including Y/E Forecast –Town Operating Fund
- December 31/17 Capital Project Summary – Town Capital Fund
- December 31/17 Financial Variance Report, including Y/E Forecast – Water Utility (*will be hand out at Meeting*)
- Summary of Significant Variances by Division – Town Operating Fund (*will be a hand out at Meeting*)

It is equally important to review the forecast results for year-end as it is to review the December 31st results to date. After review by the Audit Committee, the financial update is forwarded to Committee of the Whole for Council's benefit.

MOTION: THAT THE AUDIT COMMITTEE FORWARD THE 3rd QUARTER FINANCIAL UPDATE (AS AT DECEMBER 31, 2017) TO THE FEBRUARY 6, 2018 COMMITTEE OF THE WHOLE MEETING

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2018-01-26

Department: Finance



1) CAO COMMENTS

None provided at this time.

2) REFERENCES AND ATTACHMENTS

- 2017-09-15 Info Report 1st Quarter Financial Update
- 2017-10-20 Info Report 2nd Quarter Financial Update

3) DISCUSSION

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 2018/19 budget discussions.*

The key to this year's report is the forecast surplus, which is expected to be just over \$317,000. An expectation of surplus result had been reported in the 1st and 2nd Quarter Financial Updates. All Department Heads have gone thru their areas of the budget and provided input as to expected (forecast) year end results. A surplus of this size equates to a 3.2% variance from budget overall. As a matter of comparison, a year ago the Town was looking at a forecast surplus of less than 1% (\$83,200), and two years ago it was more than 3% (\$341,000).

The forecast surplus result is a result of both **revenues (expected to end year \$143,700 more than budget) and expenditures (expected to end year \$165,000 less than budget)**. A closer look will assist understanding why this occurred, and in some cases, help inform the 2018/19 Budget process which is currently underway. As stated in the past, there is **not** necessarily a direct link from actual results in one year and budget estimates for future years.

A summary of the larger areas of variance from budget would include:

REVENUES

- Taxes and Grants in Lieu of Taxes – Forecast to end the year \$120,000 more than budget.
 - Deed Transfer Tax accounts for \$100,000
 - Property taxes (residential and commercial levies) – forecast to exceed budget by \$13,100
 - Provincial Grant in Lieu of Taxes (related to Acadia University) will be \$6,700 more than budget
- Conditional Grants – forecast to end year \$16,000 more than budget. Reflects staff efforts to obtain additional grants throughout the year.

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2018-01-26

Department: Finance



- Interest on Overdue Taxes – Expected to end the year \$15,000 more than budget. Although this contributes more to the bottom line than budget, it reflects that the balance of arrears has increased. Nine properties were identified earlier in the year for the Tax Sale Process, with six of these properties being sent for title searches as the next step in that process.
- Building Inspection Sale of Service revenue – expected to end the year \$27,000 less than budget. Part way through the year the Town ceased providing Building Inspection Services to the Town of Windsor.

EXPENDITURES

In terms of expected savings, the variances have occurred in a number of expense line items, including:

- Salary and wages – Finance will end the year \$15,900 under budget with a portion related to a staff position vacant for two months of the year, and the other half related to an allowance covering a staff position moving from 3 days/week to 4 days/week (which did not occur)
- Professional Development – Fire Dept spending expected to be \$9,000 underbudget by March 31st. The Department continues to provide training to it's members, but much of the training has come at no \$ cost or has been funded by other organizations.
- Repairs and maintenance – forecast to end year \$20,600 under budget.
- Telecommunications – savings of \$15,800 forecast. The Town accessed new agreement for cell service thru the Province's Standing Offers, resulting in significant savings.
- Vehicle Fuel – should end the year \$14,100 under budget with savings in several departments.
- Meetings, Meals & Travel expected to end year \$10,000 under budget.

In addition to savings there were a couple areas where actual expenses will exceed budget by year end. These include:

- Insurance – Expected to end the year \$21,600 over budget. As reported earlier in the year, the budget estimate for premiums did not properly reflect changes/additions made to the insurance program in previous fiscal year. In addition, there have been a number of claims submitted this year, many of which have required all/or portion of the \$5,000 deductible to be spent investigating the claims.
- Partner Contributions forecast to end year \$13,800 over budget. Overages will occur in Transit and possibly Regional Housing. Kings Transit audit resulted in adjustments to prior year results and unexpected cost sharing of the resulting deficits. Housing Authority year end forecast based on previous year results which were higher than budget estimate.

Additional information will be brought to Friday's Audit Committee Meeting. Time constraints have limited the amount of time available to have additional information available prior to the audit meeting.

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee

Date: 2018-01-26

Department: Finance



4) FINANCIAL IMPLICATIONS

Given the current forecast of a year-end surplus, no financial implications are applicable at this stage for the 2017/18 fiscal year.

Staff are reviewing the details of the forecast results and how these may impact the 2018/19 budget process. Key to this will be identifying the reason a variance has occurred in current year, and whether that same rationale would be applicable to next year, i.e. 2018/19. If there is a connection, then the year end forecasts will help inform some changes to the draft 2018/19 operating budget.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable at this time.

6) COMMUNICATION REQUIREMENTS

Not applicable at this time.

7) FUTURE COUNCIL INVOLVEMENT

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

Interim Financial Variance Report

Town of Wolfville

As at December 31, 2017



A cultivated experience for the mind, body, and soil

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Town of Wolfville
All Divisions
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|---------------------------------------|----------------------|---------------------|-------------------|-------------------|------------------|-------------------|
| | Actual | Budget | over(under) | Forecast | Budget | |
| | 31-Dec-17 | 31-Dec-17 | VARIANCE | 03/31/18 | 03/31/18 | |
| REVENUES | | | | | | |
| Taxes and grant in lieu of taxes | \$ 8,669,759 | \$ 8,561,314 | \$ 108,445 | \$ 8,718,700 | \$ 8,598,500 | \$ 120,200 |
| Tax Certificates & ByLaws | 1,000 | 900 | 100 | 1,200 | 1,200 | - |
| Kings County Fire Protection | 208,950 | 208,950 | - | 266,600 | 278,600 | (12,000) |
| Zoning & Subdivision approvals | 535 | 600 | (65) | 700 | 600 | 100 |
| Building Inspection Cost Recove | 56,052 | 57,375 | (1,323) | 67,500 | 76,500 | (9,000) |
| Job Cost billings | 5,480 | 11,400 | (5,920) | 5,200 | 13,400 | (8,200) |
| Sewer Rates | 294,834 | 302,250 | (7,416) | 394,000 | 403,000 | (9,000) |
| Kings County Sewer Contribution | (991) | - | (991) | 3,000 | 2,000 | 1,000 |
| Kings County Recreation Contrib | (15,300) | - | (15,300) | (3,000) | - | (3,000) |
| Program fees | 6,124 | 4,600 | 1,524 | 7,100 | 6,400 | 700 |
| Festival & events revenues | 500 | - | 500 | 500 | - | 500 |
| Facility fees & cost recoveries | 11,357 | 10,300 | 1,057 | 11,400 | 10,300 | 1,100 |
| Tourist Bureau revenues | 3,400 | 3,400 | - | 3,400 | 3,400 | - |
| License & fee revenue | 2,056 | 6,500 | (4,444) | 5,000 | 6,500 | (1,500) |
| Building & development permits | 18,112 | 12,000 | 6,112 | 19,900 | 16,000 | 3,900 |
| Development agreements | - | 500 | (500) | 1,000 | 1,000 | - |
| Parking fines | 23,091 | 18,000 | 5,091 | 28,800 | 24,000 | 4,800 |
| Other fines | 10,333 | 6,980 | 3,353 | 10,700 | 9,100 | 1,600 |
| Cost recoveries from Water Util | 160,275 | 160,275 | - | 211,200 | 213,700 | (2,500) |
| Cost recoveries from Sewer Dept | 27,750 | 34,125 | (6,375) | 44,600 | 45,500 | (900) |
| Facility Rental | 13,423 | 13,419 | 4 | 17,900 | 17,900 | - |
| Land Leases | 4,093 | 4,100 | (7) | 4,100 | 4,100 | - |
| Interest on investments | 12,784 | 7,497 | 5,287 | 15,600 | 10,000 | 5,600 |
| Interest on outstanding taxes | 57,019 | 45,200 | 11,819 | 70,000 | 55,000 | 15,000 |
| Miscellaneous | 12,485 | 3,735 | 8,750 | 11,800 | 5,000 | 6,800 |
| Provincial and Federal grants | 52,401 | 52,500 | (99) | 69,900 | 70,000 | (100) |
| Farm Acreage Grant | 1,119 | 1,100 | 19 | 1,100 | 1,100 | - |
| EMO 911 Cost Recovery | 1,853 | - | 1,853 | 1,600 | 1,600 | - |
| Employment grants | 3,258 | - | 3,258 | 3,200 | - | 3,200 |
| PNS conditional grants | 14,000 | 5,000 | 9,000 | 14,000 | 5,000 | 9,000 |
| Other conditional grants | 34,105 | 17,700 | 16,405 | 34,100 | 17,700 | 16,400 |
| | <u>9,689,857</u> | <u>9,549,720</u> | <u>140,137</u> | <u>10,040,800</u> | <u>9,897,100</u> | <u>143,700</u> |
| EXPENSES | | | | | | |
| Salary and wages | 1,261,633 | 1,362,686 | (101,053) | 1,703,100 | 1,796,800 | (93,700) |
| Employee Benefits | 285,885 | 253,409 | 32,476 | 392,100 | 340,600 | 51,500 |
| Seasonal Wages | 308,301 | 283,960 | 24,341 | 318,100 | 304,000 | 14,100 |
| Employee Benefits Seasonal wag | - | 48,233 | (48,233) | 1,100 | 53,200 | (52,100) |
| Meetings, Meals and Travel | 9,054 | 19,362 | (10,308) | 14,300 | 24,300 | (10,000) |
| Professional Development | 53,924 | 60,039 | (6,115) | 66,900 | 78,600 | (11,700) |
| Membership Dues & Fees | 10,601 | 19,275 | (8,674) | 16,900 | 20,600 | (3,700) |
| Advertising | 19,034 | 22,775 | (3,741) | 25,700 | 28,900 | (3,200) |
| Telecommunications | 29,851 | 43,946 | (14,095) | 42,300 | 58,100 | (15,800) |
| Office Expense | 46,929 | 52,094 | (5,165) | 66,200 | 67,900 | (1,700) |
| Legal | 35,904 | 37,450 | (1,546) | 56,400 | 50,200 | 6,200 |
| Insurance | 77,450 | 59,800 | 17,650 | 87,000 | 65,400 | 21,600 |
| Marketing and Communications | 4,180 | 10,000 | (5,820) | 10,200 | 10,500 | (300) |
| Audit | 1,678 | - | 1,678 | 15,000 | 13,500 | 1,500 |
| Honorariums | 147,020 | 147,361 | (341) | 180,800 | 181,200 | (400) |
| Miscellaneous | 2,681 | 1,150 | 1,531 | 2,900 | 1,500 | 1,400 |
| Heat | 9,541 | 9,000 | 541 | 25,000 | 25,300 | (300) |
| Utilities | 85,769 | 100,103 | (14,334) | 124,200 | 136,500 | (12,300) |
| Repairs and Maintenance | 45,122 | 65,182 | (20,060) | 55,700 | 76,300 | (20,600) |
| Vehicle Fuel | 25,935 | 39,475 | (13,540) | 36,800 | 50,900 | (14,100) |
| Vehicle Repairs & Maintenance | 89,147 | 88,025 | 1,122 | 116,000 | 117,900 | (1,900) |
| Vehicle Insurance | 9,997 | 11,500 | (1,503) | 10,100 | 11,500 | (1,400) |
| Operational Equip & Supplies | 356,355 | 405,235 | (48,880) | 488,700 | 491,000 | (2,300) |
| Equipment Maintenance | 8,109 | 11,000 | (2,891) | 9,100 | 12,000 | (2,900) |
| Program Expenditures | 35,646 | 43,780 | (8,134) | 46,800 | 46,400 | 400 |
| Contracted Services | 1,975,051 | 2,039,675 | (64,624) | 2,546,600 | 2,570,200 | (23,600) |
| Grants to Organizations | 125,950 | 128,400 | (2,450) | 128,500 | 133,400 | (4,900) |
| Licenses and Permits | - | - | - | 3,300 | 3,300 | - |
| Tax Exemptions | 77,034 | 78,000 | (966) | 77,100 | 78,000 | (900) |
| Partner Contributions | 1,136,794 | 1,230,572 | (93,778) | 1,666,400 | 1,652,600 | 13,800 |
| Other debt charges | 11,283 | 10,000 | 1,283 | 11,700 | 10,000 | 1,700 |
| Doubtful accounts allowance | - | - | - | 2,500 | 2,500 | - |
| | <u>6,285,858</u> | <u>6,681,487</u> | <u>395,629</u> | <u>8,347,500</u> | <u>8,513,100</u> | <u>165,600</u> |
| Net Operational Surplus (Deficit) | <u>3,403,999</u> | <u>2,868,233</u> | <u>535,766</u> | <u>1,693,300</u> | <u>1,384,000</u> | <u>309,300</u> |
| Capital Program & Reserves | | | | | | |
| Principal Debenture Repayments | 492,016 | 507,600 | (15,584) | 507,600 | 507,600 | - |
| Debenture Interest | 131,097 | 123,112 | 7,985 | 134,000 | 142,100 | (8,100) |
| Transfer to/(from) Operating Reserves | - | - | - | (180,400) | (180,400) | - |
| Transfer to Capital Reserves | - | - | - | 914,700 | 914,700 | - |
| | <u>623,113</u> | <u>630,712</u> | <u>(7,599)</u> | <u>1,375,900</u> | <u>1,384,000</u> | <u>(8,100)</u> |
| Net Surplus (Deficit) | <u>\$ 2,780,886</u> | <u>\$ 2,237,521</u> | <u>\$ 543,365</u> | <u>\$ 317,400</u> | <u>\$ -</u> | <u>\$ 317,400</u> |

Town of Wolfville
All Divisions
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|--|----------------------|------------------|----------------|-------------------|------------------|----------------|
| | Actual | Budget | over(under) | Forecast | Budget | |
| | 31-Dec-17 | 31-Dec-17 | VARIANCE | 03/31/18 | 03/31/18 | |
| REVENUES | | | | | | |
| Taxes and grant in lieu of taxes | 8,669,759 | 8,561,314 | 108,445 | 8,718,700 | 8,598,500 | 120,200 |
| Other conditional grants | 34,105 | 17,700 | 16,405 | 34,100 | 17,700 | 16,400 |
| Interest on outstanding taxes | 57,019 | 45,200 | 11,819 | 70,000 | 55,000 | 15,000 |
| PNS conditional grants | 14,000 | 5,000 | 9,000 | 14,000 | 5,000 | 9,000 |
| Miscellaneous | 12,485 | 3,735 | 8,750 | 11,800 | 5,000 | 6,800 |
| Interest on investments | 12,784 | 7,497 | 5,287 | 15,600 | 10,000 | 5,600 |
| Parking fines | 23,091 | 18,000 | 5,091 | 28,800 | 24,000 | 4,800 |
| Building & development permits | 18,112 | 12,000 | 6,112 | 19,900 | 16,000 | 3,900 |
| Employment grants | 3,258 | - | 3,258 | 3,200 | - | 3,200 |
| Other fines | 10,333 | 6,980 | 3,353 | 10,700 | 9,100 | 1,600 |
| Facility fees & cost recoveries | 11,357 | 10,300 | 1,057 | 11,400 | 10,300 | 1,100 |
| Kings County Sewer Contribution | (991) | - | (991) | 3,000 | 2,000 | 1,000 |
| Program fees | 6,124 | 4,600 | 1,524 | 7,100 | 6,400 | 700 |
| Festival & events revenues | 500 | - | 500 | 500 | - | 500 |
| Zoning & Subdivision approvals | 535 | 600 | (65) | 700 | 600 | 100 |
| Tax Certificates & ByLaws | 1,000 | 900 | 100 | 1,200 | 1,200 | - |
| Acadia Solid Waste Contribution | - | - | - | - | - | - |
| Tourist Bureau revenues | 3,400 | 3,400 | - | 3,400 | 3,400 | - |
| Development agreements | - | 500 | (500) | 1,000 | 1,000 | - |
| Facility Rental | 13,423 | 13,419 | 4 | 17,900 | 17,900 | - |
| Land Leases | 4,093 | 4,100 | (7) | 4,100 | 4,100 | - |
| Farm Acreage Grant | 1,119 | 1,100 | 19 | 1,100 | 1,100 | - |
| EMO 911 Cost Recovery | 1,853 | - | 1,853 | 1,600 | 1,600 | - |
| Provincial and Federal grants | 52,401 | 52,500 | (99) | 69,900 | 70,000 | (100) |
| Cost recoveries from Sewer Dept | 27,750 | 34,125 | (6,375) | 44,600 | 45,500 | (900) |
| License & fee revenue | 2,056 | 6,500 | (4,444) | 5,000 | 6,500 | (1,500) |
| Cost recoveries from Water Util | 160,275 | 160,275 | - | 211,200 | 213,700 | (2,500) |
| Kings County Recreation Contrib | (15,300) | - | (15,300) | (3,000) | - | (3,000) |
| Job Cost billings | 5,480 | 11,400 | (5,920) | 5,200 | 13,400 | (8,200) |
| Building Inspection Cost Recove | 56,052 | 57,375 | (1,323) | 67,500 | 76,500 | (9,000) |
| Sewer Rates | 294,834 | 302,250 | (7,416) | 394,000 | 403,000 | (9,000) |
| Kings County Fire Protection | 208,950 | 208,950 | - | 266,600 | 278,600 | (12,000) |
| | <u>9,689,857</u> | <u>9,549,720</u> | <u>140,137</u> | <u>10,040,800</u> | <u>9,897,100</u> | <u>143,700</u> |
| EXPENSES | | | | | | |
| Employee Benefits | 285,885 | 253,409 | 32,476 | 392,100 | 340,600 | 51,500 |
| Insurance | 77,450 | 59,800 | 17,650 | 87,000 | 65,400 | 21,600 |
| Seasonal Wages | 308,301 | 283,960 | 24,341 | 318,100 | 304,000 | 14,100 |
| Partner Contributions | 1,136,794 | 1,230,572 | (93,778) | 1,666,400 | 1,652,600 | 13,800 |
| Legal | 35,904 | 37,450 | (1,546) | 56,400 | 50,200 | 6,200 |
| Other debt charges | 11,283 | 10,000 | 1,283 | 11,700 | 10,000 | 1,700 |
| Audit | 1,678 | - | 1,678 | 15,000 | 13,500 | 1,500 |
| Miscellaneous | 2,681 | 1,150 | 1,531 | 2,900 | 1,500 | 1,400 |
| Program Expenditures | 35,646 | 43,780 | (8,134) | 46,800 | 46,400 | 400 |
| Property Taxes | - | - | - | - | - | - |
| Equipment Rentals | - | - | - | - | - | - |
| Licenses and Permits | - | - | - | 3,300 | 3,300 | - |
| Election | - | - | - | - | - | - |
| Doubtful accounts allowance | - | - | - | 2,500 | 2,500 | - |
| Marketing and Communications | 4,180 | 10,000 | (5,820) | 10,200 | 10,500 | (300) |
| Heat | 9,541 | 9,000 | 541 | 25,000 | 25,300 | (300) |
| Honorariums | 147,020 | 147,361 | (341) | 180,800 | 181,200 | (400) |
| Tax Exemptions | 77,034 | 78,000 | (966) | 77,100 | 78,000 | (900) |
| Vehicle Insurance | 9,997 | 11,500 | (1,503) | 10,100 | 11,500 | (1,400) |
| Office Expense | 46,929 | 52,094 | (5,165) | 66,200 | 67,900 | (1,700) |
| Vehicle Repairs & Maintenance | 89,147 | 88,025 | 1,122 | 116,000 | 117,900 | (1,900) |
| Operational Equip & Supplies | 356,355 | 405,235 | (48,880) | 488,700 | 491,000 | (2,300) |
| Equipment Maintenance | 8,109 | 11,000 | (2,891) | 9,100 | 12,000 | (2,900) |
| Advertising | 19,034 | 22,775 | (3,741) | 25,700 | 28,900 | (3,200) |
| Membership Dues & Fees | 10,601 | 19,275 | (8,674) | 16,900 | 20,600 | (3,700) |
| Grants to Organizations | 125,950 | 128,400 | (2,450) | 128,500 | 133,400 | (4,900) |
| Meetings, Meals and Travel | 9,054 | 19,362 | (10,308) | 14,300 | 24,300 | (10,000) |
| Professional Development | 53,924 | 60,039 | (6,115) | 66,900 | 78,600 | (11,700) |
| Utilities | 85,769 | 100,103 | (14,334) | 124,200 | 136,500 | (12,300) |
| Vehicle Fuel | 25,935 | 39,475 | (13,540) | 36,800 | 50,900 | (14,100) |
| Telecommunications | 29,851 | 43,946 | (14,095) | 42,300 | 58,100 | (15,800) |
| Repairs and Maintenance | 45,122 | 65,182 | (20,060) | 55,700 | 76,300 | (20,600) |
| Contracted Services | 1,975,051 | 2,039,675 | (64,624) | 2,546,600 | 2,570,200 | (23,600) |
| Employee Benefits Seasonal wages | - | 48,233 | (48,233) | 1,100 | 53,200 | (52,100) |
| Salary and wages | 1,261,633 | 1,362,686 | (101,053) | 1,703,100 | 1,796,800 | (93,700) |
| | <u>6,285,858</u> | <u>6,681,487</u> | <u>395,629</u> | <u>8,347,500</u> | <u>8,513,100</u> | <u>165,600</u> |
| Net Operational Surplus (Deficit) | <u>3,403,999</u> | <u>2,868,233</u> | <u>535,766</u> | <u>1,693,300</u> | <u>1,384,000</u> | <u>309,300</u> |
| Capital Program & Reserves | | | | | | |
| Principal Debenture Repayments | 492,016 | 507,600 | (15,584) | 507,600 | 507,600 | - |
| Debenture Interest | 131,097 | 123,112 | 7,985 | 134,000 | 142,100 | (8,100) |
| Transfer to/(from) Operating Reserves | - | - | - | (180,400) | (180,400) | - |
| Transfer to Capital Reserves | - | - | - | 914,700 | 914,700 | - |
| | <u>623,113</u> | <u>630,712</u> | <u>(7,599)</u> | <u>1,375,900</u> | <u>1,384,000</u> | <u>(8,100)</u> |
| Net Surplus (Deficit) | <u>2,780,886</u> | <u>2,237,521</u> | <u>543,365</u> | <u>317,400</u> | <u>-</u> | <u>317,400</u> |

Town of Wolfville
General Government Division
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|---------------------------------|----------------------|------------------|-----------------|------------------|------------------|-----------------|
| | Actual | Budget | VARIANCE | Forecast | Budget | |
| | 31-Dec-17 | 31-Dec-17 | | 03/31/18 | 03/31/18 | |
| REVENUES | | | | | | |
| Residential Tax | 5,628,391 | 5,621,800 | 6,591 | 5,628,400 | 5,621,800 | 6,600 |
| Resource Tax | 9,563 | 10,300 | (737) | 9,600 | 10,300 | (700) |
| Commercial Tax | 1,153,735 | 1,147,200 | 6,535 | 1,153,700 | 1,147,200 | 6,500 |
| Alliant | 13,794 | 16,000 | (2,206) | 17,800 | 16,000 | 1,800 |
| NSPI Grant | 3,615 | 3,500 | 115 | 3,600 | 3,500 | 100 |
| HST Offset Grant | 42,812 | 40,000 | 2,812 | 42,800 | 40,000 | 2,800 |
| Fire Protection Rate | 259 | - | 259 | - | - | - |
| Deed Transfer Tax | 375,541 | 262,814 | 112,727 | 400,000 | 300,000 | 100,000 |
| Downtown Commercial Area | 74,862 | 85,000 | (10,138) | 75,000 | 85,000 | (10,000) |
| Commercial Area Rate | 25,604 | 15,000 | 10,604 | 25,600 | 15,000 | 10,600 |
| Post Office GILT | - | 19,700 | (19,700) | 20,600 | 19,700 | 900 |
| Acadia GILT | 966,669 | 960,000 | 6,669 | 966,700 | 960,000 | 6,700 |
| Tax Certificates & ByLaws | 1,000 | 900 | 100 | 1,200 | 1,200 | - |
| Kings County Fire Protection | 88,821 | 88,800 | 21 | 118,400 | 118,400 | - |
| Job Cost billings | 3,450 | 3,400 | 50 | 3,400 | 3,400 | - |
| Cost recoveries from Water Util | 71,325 | 71,325 | - | 95,100 | 95,100 | - |
| Facility Rental | 13,423 | 13,419 | 4 | 17,900 | 17,900 | - |
| Land Leases | 200 | 200 | - | 200 | 200 | - |
| Interest on investments | 12,784 | 7,497 | 5,287 | 15,600 | 10,000 | 5,600 |
| Interest on outstanding taxes | 57,019 | 45,200 | 11,819 | 70,000 | 55,000 | 15,000 |
| Miscellaneous | 1,371 | 3,735 | (2,364) | 1,500 | 5,000 | (3,500) |
| Equilization Grant | 52,401 | 52,500 | (99) | 69,900 | 70,000 | (100) |
| Farm Acreage Grant | 1,119 | 1,100 | 19 | 1,100 | 1,100 | - |
| Other conditional grants | - | - | - | - | - | - |
| | <u>8,597,758</u> | <u>8,469,390</u> | <u>128,368</u> | <u>8,738,100</u> | <u>8,595,800</u> | <u>142,300</u> |
| EXPENSES | | | | | | |
| Salary and wages | 361,621 | 370,097 | (8,476) | 498,200 | 482,900 | 15,300 |
| Employee Benefits | 62,392 | 68,924 | (6,532) | 93,400 | 95,600 | (2,200) |
| Seasonal Wages | - | - | - | - | - | - |
| Employee Benefits Seasonal wag | - | - | - | - | - | - |
| Meals and Travel | 3,758 | 7,037 | (3,279) | 5,400 | 8,800 | (3,400) |
| Professional Development | 52,646 | 48,789 | 3,857 | 60,900 | 63,600 | (2,700) |
| Membership Dues & Fees | 6,170 | 7,900 | (1,730) | 6,300 | 7,900 | (1,600) |
| Advertising | 5,416 | 6,025 | (609) | 6,000 | 7,900 | (1,900) |
| Telecommunications | 11,810 | 22,050 | (10,240) | 16,700 | 29,500 | (12,800) |
| Office Expense | 32,644 | 33,526 | (882) | 43,500 | 43,500 | - |
| Legal | 23,064 | 11,250 | 11,814 | 30,500 | 15,000 | 15,500 |
| Insurance | 75,176 | 58,000 | 17,176 | 80,200 | 59,000 | 21,200 |
| Marketing and Communications | - | - | - | - | - | - |
| Audit | 1,678 | - | 1,678 | 15,000 | 13,500 | 1,500 |
| Honorariums | 109,661 | 109,950 | (289) | 142,400 | 143,000 | (600) |
| Miscellaneous | 2,656 | 1,150 | 1,506 | 2,800 | 1,500 | 1,300 |
| Heat | 7,250 | 5,000 | 2,250 | 14,200 | 12,000 | 2,200 |
| Utilities | 1,369 | 890 | 479 | 6,600 | 5,700 | 900 |
| Repairs and Maintenance | 5,150 | 14,775 | (9,625) | 7,200 | 16,700 | (9,500) |
| Operational Equip & Supplies | 40,578 | 73,463 | (32,885) | 49,700 | 80,400 | (30,700) |
| Contracted Services | 94,122 | 105,395 | (11,273) | 96,200 | 126,100 | (29,900) |
| Grants to Organizations | 52,500 | 55,500 | (3,000) | 55,000 | 60,500 | (5,500) |
| Tax Exemptions | 77,034 | 78,000 | (966) | 77,100 | 78,000 | (900) |
| Election | - | - | - | - | - | - |
| Other debt charges | 11,283 | 10,000 | 1,283 | 11,700 | 10,000 | 1,700 |
| Debenture interest | - | - | - | - | - | - |
| Doubtful accounts allowance | - | - | - | 2,500 | 2,500 | - |
| | <u>1,037,978</u> | <u>1,087,721</u> | <u>(49,743)</u> | <u>1,321,500</u> | <u>1,363,600</u> | <u>(42,100)</u> |
| Net Division Surplus (Deficit) | <u>7,559,780</u> | <u>7,381,669</u> | <u>178,111</u> | <u>7,416,600</u> | <u>7,232,200</u> | <u>184,400</u> |

Town of Wolfville
Legislative
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| EXPENSES | | | | | | |
| Employee Benefits | 2,407 | 1,503 | 904 | 3,100 | 2,000 | 1,100 |
| Meetings, Meals and Travel | 1,626 | 4,247 | (2,621) | 2,400 | 5,000 | (2,600) |
| Professional Development | 14,945 | 16,884 | (1,939) | 18,300 | 21,000 | (2,700) |
| Membership Dues & Fees | 4,846 | 5,000 | (154) | 4,900 | 5,000 | (100) |
| Advertising | - | 225 | (225) | - | 300 | (300) |
| Telecommunications | 2,021 | 6,300 | (4,279) | 3,000 | 8,400 | (5,400) |
| Stipends & Honorariums | 109,661 | 109,950 | (289) | 142,400 | 143,000 | (600) |
| Miscellaneous | 2,643 | 850 | 1,793 | 2,700 | 1,100 | 1,600 |
| | <u>138,149</u> | <u>144,959</u> | <u>(6,810)</u> | <u>176,800</u> | <u>185,800</u> | <u>(9,000)</u> |
| Net Department Surplus (Deficit) | <u>(138,149)</u> | <u>(144,959)</u> | <u>6,810</u> | <u>(176,800)</u> | <u>(185,800)</u> | <u>9,000</u> |

Town of Wolfville
General Administration
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| TOTAL REVENUE | - | - | - | - | - | - |
| EXPENSES | | | | | | |
| Salary and wages | 200,504 | 200,425 | 79 | 272,100 | 260,600 | 11,500 |
| Employee Benefits | 27,718 | 30,062 | (2,344) | 42,700 | 44,700 | (2,000) |
| Meetings, Meals and Travel | 1,569 | 2,250 | (681) | 1,900 | 3,000 | (1,100) |
| Membership Dues & Fees | 980 | 2,500 | (1,520) | 1,000 | 2,500 | (1,500) |
| Advertising | 5,025 | 5,350 | (325) | 5,600 | 7,000 | (1,400) |
| Telecommunications | 4,130 | 2,925 | 1,205 | 5,500 | 3,900 | 1,600 |
| Office Expense | 470 | 900 | (430) | 700 | 1,200 | (500) |
| Legal | 10,760 | 11,250 | (490) | 15,500 | 15,000 | 500 |
| Contracted Services | - | 7,500 | (7,500) | - | 10,000 | (10,000) |
| | <u>251,156</u> | <u>263,162</u> | <u>(12,006)</u> | <u>345,000</u> | <u>347,900</u> | <u>(2,900)</u> |
| Net Department Surplus (Deficit) | <u>(251,156)</u> | <u>(263,162)</u> | <u>12,006</u> | <u>(345,000)</u> | <u>(347,900)</u> | <u>2,900</u> |

Town of Wolfville
Human Resources
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | - | - | - | - | - | - |
| EXPENSES | | | | | | |
| Salary and wages | - | - | - | - | - | - |
| Employee Benefits | 4,839 | 4,500 | 339 | 6,600 | 6,000 | 600 |
| Meetings, Meals and Travel | 189 | - | 189 | 200 | - | 200 |
| Professional Development | 37,701 | 31,905 | 5,796 | 42,600 | 42,600 | - |
| Advertising | 391 | - | 391 | 400 | - | 400 |
| Office Expense | 244 | - | 244 | 500 | - | 500 |
| Legal | 12,304 | - | 12,304 | 15,000 | - | 15,000 |
| Operational Equip & Supplies | 10,005 | 8,000 | 2,005 | 10,800 | 8,000 | 2,800 |
| Contracted Services | 1,502 | - | 1,502 | 1,500 | - | 1,500 |
| | <u>67,175</u> | <u>44,405</u> | <u>22,770</u> | <u>77,600</u> | <u>56,600</u> | <u>21,000</u> |
| Net Department Surplus (Deficit) | <u>(67,175)</u> | <u>(44,405)</u> | <u>(22,770)</u> | <u>(77,600)</u> | <u>(56,600)</u> | <u>(21,000)</u> |

Town of Wolfville
Finance
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Tax Certificates & ByLaws | 1,000 | 900 | 100 | 1,200 | 1,200 | - |
| Cost recoveries from Water Util | 47,700 | 47,700 | - | 63,600 | 63,600 | - |
| | <u>48,700</u> | <u>48,600</u> | <u>100</u> | <u>64,800</u> | <u>64,800</u> | <u>-</u> |
| EXPENSES | | | | | | |
| Salary and wages | 155,965 | 167,980 | (12,015) | 205,000 | 220,200 | (15,200) |
| Employee Benefits | 26,958 | 32,490 | (5,532) | 36,400 | 42,400 | (6,000) |
| Meetings, Meals and Travel | 374 | 540 | (166) | 700 | 800 | (100) |
| Membership Dues & Fees | 344 | 400 | (56) | 400 | 400 | - |
| Telecommunications | 933 | 405 | 528 | 1,200 | 600 | 600 |
| Office Expense | 2,785 | 2,415 | 370 | 4,100 | 3,100 | 1,000 |
| Audit | 1,678 | - | 1,678 | 15,000 | 13,500 | 1,500 |
| Miscellaneous | 13 | 300 | (287) | 100 | 400 | (300) |
| Contracted Services | 1,614 | - | 1,614 | 1,600 | - | 1,600 |
| | <u>190,664</u> | <u>204,530</u> | <u>(13,866)</u> | <u>264,500</u> | <u>281,400</u> | <u>(16,900)</u> |
| Net Department Surplus (Deficit) | <u>(141,964)</u> | <u>(155,930)</u> | <u>13,966</u> | <u>(199,700)</u> | <u>(216,600)</u> | <u>16,900</u> |

Town of Wolfville
Information Technology
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Job Cost billings | 3,450 | 3,400 | 50 | 3,400 | 3,400 | - |
| Cost recoveries from Water Util | 11,250 | 11,250 | - | 15,000 | 15,000 | - |
| | <u>14,700</u> | <u>14,650</u> | <u>50</u> | <u>18,400</u> | <u>18,400</u> | <u>-</u> |
| EXPENSES | | | | | | |
| Salary and wages | 5,130 | - | 5,130 | 20,600 | | 20,600 |
| Employee Benefits | 466 | - | 466 | 4,500 | | 4,500 |
| Meetings, Meals and Travel | - | | - | 200 | | 200 |
| Telecommunications | 4,453 | 4,410 | 43 | 6,200 | 5,900 | 300 |
| Office Expense | 360 | - | 360 | 400 | - | 400 |
| Operational Equip & Supplies | 26,655 | 57,963 | (31,308) | 32,500 | 62,400 | (29,900) |
| Contracted Services | 84,999 | 89,012 | (4,013) | 85,500 | 104,400 | (18,900) |
| | <u>122,063</u> | <u>151,385</u> | <u>(29,322)</u> | <u>149,900</u> | <u>172,700</u> | <u>(22,800)</u> |
| Net Department Surplus (Deficit) | <u>(107,363)</u> | <u>(136,735)</u> | <u>29,372</u> | <u>(131,500)</u> | <u>(154,300)</u> | <u>22,800</u> |

Town of Wolfville
 General Government Common Services
 For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Cost recoveries from Water Util | 12,375 | 12,375 | - | 16,500 | 16,500 | - |
| TOTAL REVENUE | 12,375 | 12,375 | - | 16,500 | 16,500 | - |
| EXPENSES | | | | | | |
| Salary and wages | 22 | 1,692 | (1,670) | 500 | 2,100 | (1,600) |
| Employee Benefits | 4 | 369 | (365) | 100 | 500 | (400) |
| Advertising | - | 450 | (450) | - | 600 | (600) |
| Telecommunications | 273 | 8,010 | (7,737) | 800 | 10,700 | (9,900) |
| Office Expense | 28,785 | 30,211 | (1,426) | 37,800 | 39,200 | (1,400) |
| Heat | 7,250 | 5,000 | 2,250 | 14,200 | 12,000 | 2,200 |
| Utilities | 1,369 | 890 | 479 | 6,600 | 5,700 | 900 |
| Repairs and Maintenance | 5,150 | 14,775 | (9,625) | 7,200 | 16,700 | (9,500) |
| Operational Equip & Supplies | 3,918 | 7,500 | (3,582) | 6,400 | 10,000 | (3,600) |
| Contracted Services | 6,007 | 8,883 | (2,876) | 7,600 | 11,700 | (4,100) |
| | 52,778 | 77,780 | (25,002) | 81,200 | 109,200 | (28,000) |
| Net Department Surplus (Deficit) | (40,403) | (65,405) | 25,002 | (64,700) | (92,700) | 28,000 |

Town of Wolfville
Other General Government
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Residential Tax | 5,628,391 | 5,621,800 | 6,591 | 5,628,400 | 5,621,800 | 6,600 |
| Resource Tax | 9,563 | 10,300 | (737) | 9,600 | 10,300 | (700) |
| Commercial Tax | 1,153,735 | 1,147,200 | 6,535 | 1,153,700 | 1,147,200 | 6,500 |
| Aliant | 13,794 | 16,000 | (2,206) | 17,800 | 16,000 | 1,800 |
| NSPI Grant | 3,615 | 3,500 | 115 | 3,600 | 3,500 | 100 |
| HST Offset Grant | 42,812 | 40,000 | 2,812 | 42,800 | 40,000 | 2,800 |
| Fire Protection Rate | 259 | - | 259 | - | - | - |
| Deed Transfer Tax | 375,541 | 262,814 | 112,727 | 400,000 | 300,000 | 100,000 |
| Downtown Commercial Area Rate | 74,862 | 85,000 | (10,138) | 75,000 | 85,000 | (10,000) |
| Outside Downtown Area Rate | 25,604 | 15,000 | 10,604 | 25,600 | 15,000 | 10,600 |
| Post Office GILT | - | 19,700 | (19,700) | 20,600 | 19,700 | 900 |
| Acadia GILT | 966,669 | 960,000 | 6,669 | 966,700 | 960,000 | 6,700 |
| Kings County Fire Protection | 88,821 | 88,800 | 21 | 118,400 | 118,400 | - |
| Facility Rental | 13,423 | 13,419 | 4 | 17,900 | 17,900 | - |
| Land Leases | 200 | 200 | - | 200 | 200 | - |
| Interest on investments | 12,784 | 7,497 | 5,287 | 15,600 | 10,000 | 5,600 |
| Interest on outstanding taxes | 57,019 | 45,200 | 11,819 | 70,000 | 55,000 | 15,000 |
| Miscellaneous | 1,371 | 3,735 | (2,364) | 1,500 | 5,000 | (3,500) |
| Equilization Grant | 52,401 | 52,500 | (99) | 69,900 | 70,000 | (100) |
| Farm Acreage Grant | 1,119 | 1,100 | 19 | 1,100 | 1,100 | - |
| TOTAL REVENUE | 8,521,983 | 8,393,765 | 128,218 | 8,638,400 | 8,496,100 | 142,300 |
| EXPENSES | | | | | | |
| Insurance | 75,176 | 58,000 | 17,176 | 80,200 | 59,000 | 21,200 |
| Grants to Organizations | 52,500 | 55,500 | (3,000) | 55,000 | 60,500 | (5,500) |
| Tax Exemptions | 77,034 | 78,000 | (966) | 77,100 | 78,000 | (900) |
| Other debt charges/bank fees | 11,283 | 10,000 | 1,283 | 11,700 | 10,000 | 1,700 |
| Debenture interest | - | - | - | - | - | - |
| Doubtful accounts allowance | - | - | - | 2,500 | 2,500 | - |
| | 215,993 | 201,500 | 14,493 | 226,500 | 210,000 | 16,500 |
| Net Department Surplus (Deficit) | 8,305,990 | 8,192,265 | 113,725 | 8,411,900 | 8,286,100 | 125,800 |

Town of Wolfville
Protective Services Division
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|--------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Fire Protection Rate | 374,914 | 380,000 | (5,086) | 374,900 | 380,000 | (5,100) |
| Kings County Fire Protection | 120,129 | 120,150 | (21) | 148,200 | 160,200 | (12,000) |
| License & fee revenue | 1,040 | 5,000 | (3,960) | 4,000 | 5,000 | (1,000) |
| Parking fines | 23,091 | 18,000 | 5,091 | 28,800 | 24,000 | 4,800 |
| Other fines | 10,333 | 6,980 | 3,353 | 10,700 | 9,100 | 1,600 |
| Miscellaneous | 10,271 | - | 10,271 | 10,300 | - | 10,300 |
| EMO 911 Cost Recovery | 1,853 | - | 1,853 | 1,600 | 1,600 | - |
| Other conditional grants | 7,500 | - | 7,500 | 7,500 | - | 7,500 |
| | <u>549,131</u> | <u>530,130</u> | <u>19,001</u> | <u>586,000</u> | <u>579,900</u> | <u>6,100</u> |
| EXPENSES | | | | | | |
| Salary and wages | 105,154 | 103,219 | 1,935 | 137,600 | 134,800 | 2,800 |
| Employee Benefits | 17,413 | 15,004 | 2,409 | 23,700 | 19,800 | 3,900 |
| Seasonal Wages | 5,323 | 10,300 | (4,977) | 10,300 | 14,300 | (4,000) |
| Employee Benefits Seasonal wag | - | 1,050 | (1,050) | 1,100 | 1,500 | (400) |
| Meals and Travel | 1,503 | 2,450 | (947) | 2,200 | 2,500 | (300) |
| Professional Development | 1,278 | 11,250 | (9,972) | 6,000 | 15,000 | (9,000) |
| Membership Dues & Fees | 978 | 1,550 | (572) | 1,800 | 2,400 | (600) |
| Telecommunications | 7,218 | 7,794 | (576) | 10,300 | 10,400 | (100) |
| Office Expense | 597 | 1,875 | (1,278) | 1,800 | 2,500 | (700) |
| Legal | 4,483 | 8,700 | (4,217) | 10,100 | 10,200 | (100) |
| Stipends & Honorariums | 37,359 | 37,411 | (52) | 38,400 | 38,200 | 200 |
| Miscellaneous | - | - | - | - | - | - |
| Heat | - | - | - | 5,500 | 4,800 | 700 |
| Utilities | 14,153 | 15,300 | (1,147) | 17,000 | 16,800 | 200 |
| Repairs and Maintenance | 7,115 | 14,475 | (7,360) | 11,800 | 19,500 | (7,700) |
| Vehicle Fuel | 3,226 | 5,700 | (2,474) | 4,500 | 7,600 | (3,100) |
| Vehicle Repairs & Maintenance | 42,652 | 38,525 | 4,127 | 46,500 | 47,400 | (900) |
| Vehicle Insurance | 4,776 | 4,300 | 476 | 4,800 | 4,300 | 500 |
| Operational Equip & Supplies | 45,922 | 55,300 | (9,378) | 67,100 | 69,400 | (2,300) |
| Equipment Maintenance | 8,109 | 11,000 | (2,891) | 9,100 | 12,000 | (2,900) |
| Contracted Services | 1,378,830 | 1,384,975 | (6,145) | 1,840,800 | 1,844,900 | (4,100) |
| Debenture interest | 8,753 | 8,187 | 566 | 11,100 | 11,100 | - |
| | <u>1,698,891</u> | <u>1,741,665</u> | <u>(42,774)</u> | <u>2,272,400</u> | <u>2,299,600</u> | <u>(27,200)</u> |
| Net Division Surplus (Deficit) | <u>(1,149,760)</u> | <u>(1,211,535)</u> | <u>61,775</u> | <u>(1,686,400)</u> | <u>(1,719,700)</u> | <u>33,300</u> |

Town of Wolfville
Police and Law Enforcement
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Other fines | 10,333 | 6,480 | 3,853 | 10,700 | 8,600 | 2,100 |
| | <u>10,333</u> | <u>6,480</u> | <u>3,853</u> | <u>10,700</u> | <u>8,600</u> | <u>2,100</u> |
| EXPENSES | | | | | | |
| Salary and wages | - | 450 | (450) | 100 | 600 | (500) |
| Employee Benefits | - | 75 | (75) | | 100 | (100) |
| Legal | - | 4,200 | (4,200) | 4,200 | 4,200 | - |
| Utilities | - | - | - | 4,000 | 4,000 | - |
| Repairs and Maintenance | 2,419 | 4,500 | (2,081) | 4,400 | 6,000 | (1,600) |
| Contracted Services | 1,057,490 | 1,057,550 | (60) | 1,408,800 | 1,408,900 | (100) |
| | <u>1,059,909</u> | <u>1,066,775</u> | <u>(6,866)</u> | <u>1,421,500</u> | <u>1,423,800</u> | <u>(2,300)</u> |
| Net Department Surplus (Deficit) | <u>(1,049,576)</u> | <u>(1,060,295)</u> | <u>10,719</u> | <u>(1,410,800)</u> | <u>(1,415,200)</u> | <u>4,400</u> |

Town of Wolfville
Bylaw Enforcement
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|--------------|----------------------|--------------------|--------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Parking fines | 23,091 | 18,000 | 5,091 | 28,800 | 24,000 | 4,800 |
| Other fines | | 500 | (500) | - | 500 | (500) |
| Miscellaneous | 1,714 | - | 1,714 | 1,700 | | 1,700 |
| | <u>24,805</u> | <u>18,500</u> | <u>6,305</u> | <u>30,500</u> | <u>24,500</u> | <u>6,000</u> |
| EXPENSES | | | | | | |
| Salary and wages | 44,462 | 44,249 | 213 | 57,700 | 57,600 | 100 |
| Employee Benefits | 8,862 | 7,248 | 1,614 | 11,800 | 9,700 | 2,100 |
| Meetings, Meals and Travel | 141 | 150 | (9) | 200 | 200 | - |
| Membership Dues & Fees | 100 | 300 | (200) | 100 | 400 | (300) |
| Telecommunications | 816 | 450 | 366 | 1,200 | 600 | 600 |
| Office Expense | 597 | 750 | (153) | 1,300 | 1,000 | 300 |
| Legal | 4,483 | 4,500 | (17) | 5,900 | 6,000 | (100) |
| Marketing and Communications | 575 | 1,500 | (925) | 1,100 | 2,000 | (900) |
| Vehicle Fuel | 245 | 450 | (205) | 300 | 600 | (300) |
| Vehicle Repairs & Maintenance | 22 | 375 | (353) | 100 | 500 | (400) |
| Vehicle Insurance | 260 | - | 260 | 300 | - | 300 |
| Operational Equip & Supplies | 1,696 | 750 | 946 | 3,300 | 1,000 | 2,300 |
| Contracted Services | 20,555 | 19,500 | 1,055 | 27,900 | 26,000 | 1,900 |
| | <u>82,814</u> | <u>80,222</u> | <u>2,592</u> | <u>111,200</u> | <u>105,600</u> | <u>5,600</u> |
| Net Department Surplus (Deficit) | <u>(58,009)</u> | <u>(61,722)</u> | <u>3,713</u> | <u>(80,700)</u> | <u>(81,100)</u> | <u>400</u> |

Town of Wolfville
Fire Service
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Fire Protection Rate | 374,914 | 380,000 | (5,086) | 374,900 | 380,000 | (5,100) |
| Kings County Fire Protection | 117,588 | 117,525 | 63 | 144,300 | 156,700 | (12,400) |
| Miscellaneous | 8,557 | - | 8,557 | 8,600 | - | 8,600 |
| Other conditional grants | 7,500 | - | 7,500 | 7,500 | - | 7,500 |
| | <u>508,559</u> | <u>497,525</u> | <u>11,034</u> | <u>535,300</u> | <u>536,700</u> | <u>(1,400)</u> |
| EXPENSES | | | | | | |
| Salary and wages | 59,041 | 58,520 | 521 | 76,800 | 76,600 | 200 |
| Employee Benefits | 8,176 | 7,681 | 495 | 11,300 | 10,000 | 1,300 |
| Meetings, Meals and Travel | 1,163 | 2,000 | (837) | 1,700 | 2,000 | (300) |
| Professional Development | 1,278 | 11,250 | (9,972) | 6,000 | 15,000 | (9,000) |
| Membership Dues & Fees | 878 | 1,250 | (372) | 1,700 | 2,000 | (300) |
| Telecommunications | 6,137 | 6,894 | (757) | 8,700 | 9,200 | (500) |
| Office Expense | - | 1,125 | (1,125) | 500 | 1,500 | (1,000) |
| Insurance | 2,274 | 1,800 | 474 | 6,800 | 6,400 | 400 |
| Marketing and Communications | 1,200 | - | 1,200 | 1,200 | - | 1,200 |
| Stipends & Honorariums | 34,800 | 34,800 | - | 34,800 | 34,800 | - |
| Heat | - | - | - | 5,500 | 4,800 | 700 |
| Utilities | 14,153 | 15,300 | (1,147) | 13,000 | 12,800 | 200 |
| Repairs and Maintenance | 4,696 | 9,975 | (5,279) | 7,400 | 13,500 | (6,100) |
| Vehicle Fuel | 2,981 | 5,250 | (2,269) | 4,200 | 7,000 | (2,800) |
| Vehicle Repairs & Maintenance | 42,630 | 38,150 | 4,480 | 46,400 | 46,900 | (500) |
| Vehicle Insurance | 4,516 | 4,300 | 216 | 4,500 | 4,300 | 200 |
| Operational Equip & Supplies | 43,781 | 52,000 | (8,219) | 61,800 | 65,000 | (3,200) |
| Equipment Maintenance | 8,109 | 11,000 | (2,891) | 9,100 | 12,000 | (2,900) |
| Contracted Services | 290,785 | 296,675 | (5,890) | 389,100 | 395,000 | (5,900) |
| Licenses and Permits | - | - | - | 1,800 | 1,800 | - |
| | <u>526,598</u> | <u>557,970</u> | <u>(31,372)</u> | <u>692,300</u> | <u>720,600</u> | <u>(28,300)</u> |
| Net Department Surplus (Deficit) | <u>(18,039)</u> | <u>(60,445)</u> | <u>42,406</u> | <u>(157,000)</u> | <u>(183,900)</u> | <u>26,900</u> |

Note: \$380,000 of contracted services expense relates to Fire Hydrant Fee paid to Wolfville Water Utility, as per UARB approved formula. The full amount of this fee is recovered by the Town through the Fire Protection Area Rate, noted in revenues above.

Town of Wolfville
Emergency Measures
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| EXPENSES | | | | | | |
| Meals and Travel | 199 | 300 | (101) | 300 | 300 | - |
| Professional Development | - | - | - | - | - | - |
| Telecommunications | 265 | 450 | (185) | 400 | 600 | (200) |
| Honorariums | 2,559 | 2,611 | (52) | 3,600 | 3,400 | 200 |
| Operational Equip & Supplies | - | 1,800 | (1,800) | 1,000 | 2,400 | (1,400) |
| | <u>3,023</u> | <u>5,161</u> | <u>(2,138)</u> | <u>5,300</u> | <u>6,700</u> | <u>(1,400)</u> |
| Net Department Surplus (Deficit) | <u>(3,023)</u> | <u>(5,161)</u> | <u>2,138</u> | <u>(5,300)</u> | <u>(6,700)</u> | <u>1,400</u> |

Town of Wolfville
Other Protective Service Costs
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|--------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Kings County Fire Protection | 2,541 | 2,625 | (84) | 3,900 | 3,500 | 400 |
| License & fee revenue | 1,040 | 5,000 | (3,960) | 4,000 | 5,000 | (1,000) |
| EMO 911 Cost Recovery | 1,853 | - | 1,853 | 1,600 | 1,600 | - |
| | <u>5,434</u> | <u>7,625</u> | <u>(2,191)</u> | <u>9,500</u> | <u>10,100</u> | <u>(600)</u> |
| EXPENSES | | | | | | |
| Salary and wages | 1,651 | - | 1,651 | 3,000 | - | 3,000 |
| Employee Benefits | 375 | - | 375 | 600 | - | 600 |
| Seasonal Wages | 5,323 | 10,300 | (4,977) | 10,300 | 14,300 | (4,000) |
| Employee Benefits Seasonal wag | - | 1,050 | (1,050) | 1,100 | 1,500 | (400) |
| Operational Equip & Supplies | 445 | 750 | (305) | 1,000 | 1,000 | - |
| Contracted Services | 10,000 | 11,250 | (1,250) | 15,000 | 15,000 | - |
| Debenture interest | 8,753 | 8,187 | 566 | 11,100 | 11,100 | - |
| | <u>26,547</u> | <u>31,537</u> | <u>(4,990)</u> | <u>42,100</u> | <u>42,900</u> | <u>(800)</u> |
| Net Department Surplus (Deficit) | <u>(21,113)</u> | <u>(23,912)</u> | <u>2,799</u> | <u>(32,600)</u> | <u>(32,800)</u> | <u>200</u> |

Town of Wolfville
Public Works Division
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|---------------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Cost recoveries WBDC | - | - | - | - | - | - |
| Job Cost billings | 2,030 | 8,000 | (5,970) | 1,800 | 10,000 | (8,200) |
| Cost recoveries from Water Util | 81,600 | 81,600 | - | 108,800 | 108,800 | - |
| Cost recoveries from Sewer Dept | 25,125 | 31,500 | (6,375) | 42,000 | 42,000 | - |
| Land Leases | 3,893 | 3,000 | 893 | 3,900 | 3,000 | 900 |
| TOTAL REVENUE | 113,148 | 124,100 | (10,952) | 156,500 | 163,800 | (7,300) |
| EXPENSES | | | | | | |
| Salary and wages | 388,100 | 395,489 | (7,389) | 529,500 | 539,100 | (9,600) |
| Employee Benefits | 83,549 | 77,691 | 5,858 | 119,400 | 106,200 | 13,200 |
| Meals and Travel | 340 | 75 | 265 | 2,500 | 100 | 2,400 |
| Membership Dues & Fees | 331 | 575 | (244) | 1,000 | 1,000 | - |
| Advertising | 297 | - | 297 | 300 | - | 300 |
| Telecommunications | 2,954 | 6,300 | (3,346) | 4,400 | 8,400 | (4,000) |
| Office Expense | 2,923 | 3,780 | (857) | 3,700 | 5,000 | (1,300) |
| Legal | 20 | 2,500 | (2,480) | 5,000 | 5,000 | - |
| Heat | 2,291 | 4,000 | (1,709) | 5,300 | 8,500 | (3,200) |
| Utilities | 25,258 | 22,045 | 3,213 | 34,500 | 31,300 | 3,200 |
| Repairs and Maintenance | 25,496 | 29,460 | (3,964) | 28,300 | 32,300 | (4,000) |
| Vehicle Fuel | 16,914 | 27,675 | (10,761) | 25,700 | 37,000 | (11,300) |
| Vehicle Repairs & Maintenance | 33,565 | 38,325 | (4,760) | 54,000 | 57,000 | (3,000) |
| Vehicle Insurance | 4,316 | 4,000 | 316 | 4,400 | 4,000 | 400 |
| Operational Equip & Supplies | 130,475 | 88,000 | 42,475 | 185,100 | 138,400 | 46,700 |
| Contracted Services | 369,601 | 378,925 | (9,324) | 403,100 | 398,600 | 4,500 |
| Licenses and Permits | - | - | - | 1,500 | 1,500 | - |
| Debenture interest | 111,319 | 109,173 | 2,146 | 111,700 | 110,000 | 1,700 |
| | 1,197,749 | 1,188,013 | 9,736 | 1,519,400 | 1,483,400 | 36,000 |
| Net Division Surplus (Deficit) | (1,084,601) | (1,063,913) | (20,688) | (1,362,900) | (1,319,600) | (43,300) |

Town of Wolfville
Public Works Common Services
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Cost recoveries from Water Util | 59,400 | 59,400 | - | 79,200 | 79,200 | - |
| Cost recoveries from Sewer Dept | 18,150 | 18,150 | - | 24,200 | 24,200 | - |
| TOTAL REVENUE | 77,550 | 77,550 | - | 103,400 | 103,400 | - |
| EXPENSES | | | | | | |
| Salary and wages | 111,398 | 110,990 | 408 | 144,400 | 144,400 | - |
| Employee Benefits | 16,998 | 17,964 | (966) | 23,800 | 23,300 | 500 |
| Meetings, Meals and Travel | - | 75 | (75) | - | 100 | (100) |
| Membership Dues & Fees | 331 | 575 | (244) | 1,000 | 1,000 | - |
| Advertising | 297 | 297 | - | 300 | - | 300 |
| Telecommunications | 2,954 | 6,300 | (3,346) | 4,400 | 8,400 | (4,000) |
| Office Expense | 2,923 | 3,780 | (857) | 3,700 | 5,000 | (1,300) |
| Legal | 20 | 2,500 | (2,480) | 5,000 | 5,000 | - |
| Heat | 2,291 | 4,000 | (1,709) | 5,300 | 8,500 | (3,200) |
| Utilities | 8,939 | 8,550 | 389 | 13,500 | 13,100 | 400 |
| Repairs and Maintenance | 25,496 | 29,460 | (3,964) | 28,300 | 32,300 | (4,000) |
| Operational Equip & Supplies | 1,610 | 2,500 | (890) | 2,500 | 3,000 | (500) |
| Contracted Services | 6,125 | 10,625 | (4,500) | 9,500 | 13,800 | (4,300) |
| Licenses and Permits | - | - | - | 1,500 | 1,500 | - |
| | 179,382 | 197,319 | (17,937) | 243,200 | 259,400 | (16,200) |
| Net Department Surplus (Deficit) | (101,832) | (119,769) | 17,937 | (139,800) | (156,000) | 16,200 |

Town of Wolfville
Roads and Streets
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Cost recoveries from Water Util | 22,200 | 22,200 | - | 29,600 | 29,600 | - |
| Cost recoveries from Sewer Dept | 6,975 | 13,350 | (6,375) | 17,800 | 17,800 | - |
| Miscellaneous | 500 | | 500 | | | - |
| | <u>29,675</u> | <u>35,550</u> | <u>(5,875)</u> | <u>47,400</u> | <u>47,400</u> | <u>-</u> |
| EXPENSES | | | | | | |
| Salary and wages | 275,006 | 280,124 | (5,118) | 381,000 | 389,000 | (8,000) |
| Employee Benefits | 66,270 | 58,827 | 7,443 | 94,800 | 81,700 | 13,100 |
| Meetings, Meals and Travel | 340 | - | 340 | 2,500 | - | 2,500 |
| Vehicle Fuel | 16,914 | 27,675 | (10,761) | 25,700 | 37,000 | (11,300) |
| Vehicle Repairs & Maintenance | 33,565 | 38,325 | (4,760) | 54,000 | 57,000 | (3,000) |
| Vehicle Insurance | 4,316 | 4,000 | 316 | 4,400 | 4,000 | 400 |
| Operational Equip & Supplies | 87,867 | 40,400 | 47,467 | 137,300 | 84,600 | 52,700 |
| Contracted Services | 338,310 | 335,800 | 2,510 | 361,100 | 345,000 | 16,100 |
| | <u>822,588</u> | <u>785,151</u> | <u>37,437</u> | <u>1,060,800</u> | <u>998,300</u> | <u>62,500</u> |
| Net Department Surplus (Deficit) | <u>(792,913)</u> | <u>(749,601)</u> | <u>(43,312)</u> | <u>(1,013,400)</u> | <u>(950,900)</u> | <u>(62,500)</u> |

Town of Wolfville
Street Lighting
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| EXPENSES | | | | | | |
| Utilities | 16,319 | 13,495 | 2,824 | 21,000 | 18,200 | 2,800 |
| Operational Equip & Supplies | 18,137 | 26,700 | (8,563) | 20,400 | 29,100 | (8,700) |
| | <u>34,456</u> | <u>40,195</u> | <u>(5,739)</u> | <u>41,400</u> | <u>47,300</u> | <u>(5,900)</u> |
| Net Department Surplus (Deficit) | <u>(34,456)</u> | <u>(40,195)</u> | <u>5,739</u> | <u>(41,400)</u> | <u>(47,300)</u> | <u>5,900</u> |

Town of Wolfville
Traffic Services
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| EXPENSES | | | | | | |
| Salary and wages | 1,696 | 4,375 | (2,679) | 4,100 | 5,700 | (1,600) |
| Employee Benefits | 281 | 900 | (619) | 800 | 1,200 | (400) |
| Operational Equip & Supplies | 10,875 | 3,500 | 7,375 | 11,500 | 3,500 | 8,000 |
| Contracted Services | 25,166 | 32,500 | (7,334) | 25,200 | 32,500 | (7,300) |
| | <u>38,018</u> | <u>41,275</u> | <u>(3,257)</u> | <u>41,600</u> | <u>42,900</u> | <u>(1,300)</u> |
| Net Department Surplus (Deficit) | <u>(38,018)</u> | <u>(41,275)</u> | <u>3,257</u> | <u>(41,600)</u> | <u>(42,900)</u> | <u>1,300</u> |

Town of Wolfville
Other Road Transport
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| EXPENSES | | | | | | |
| Professional Development | | - | - | | | - |
| Operational Equip & Supplies | 11,986 | 14,900 | (2,914) | 13,400 | 18,200 | (4,800) |
| Contracted Services | - | - | - | 7,300 | 7,300 | - |
| | <u>11,986</u> | <u>14,900</u> | <u>(2,914)</u> | <u>20,700</u> | <u>25,500</u> | <u>(4,800)</u> |
| Net Department Surplus (Deficit) | <u>(11,986)</u> | <u>(14,900)</u> | <u>2,914</u> | <u>(20,700)</u> | <u>(25,500)</u> | <u>4,800</u> |

Town of Wolfville
Other Transportation Expenses
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Job Cost billings | 2,030 | 8,000 | (5,970) | 1,800 | 10,000 | (8,200) |
| Land Leases | 3,893 | 3,000 | 893 | 3,900 | 3,000 | 900 |
| | <u>5,923</u> | <u>11,000</u> | <u>(5,077)</u> | <u>5,700</u> | <u>13,000</u> | <u>(7,300)</u> |
| EXPENSES | | | | | | |
| Miscellaneous | - | - | - | - | - | - |
| Operational Equip & Supplies | - | - | - | - | - | - |
| Debenture interest | 111,319 | 109,173 | 2,146 | 111,700 | 110,000 | 1,700 |
| | <u>111,319</u> | <u>109,173</u> | <u>2,146</u> | <u>111,700</u> | <u>110,000</u> | <u>1,700</u> |
| Net Department Surplus (Deficit) | <u>(105,396)</u> | <u>(98,173)</u> | <u>(7,223)</u> | <u>(106,000)</u> | <u>(97,000)</u> | <u>(9,000)</u> |

Town of Wolfville
Sewer & Solid Waste Division
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|---------------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUE | | | | | | |
| Sewer Rates | 294,834 | 302,250 | (7,416) | 394,000 | 403,000 | (9,000) |
| Kings County Sewer Contribution | (991) | - | (991) | 3,000 | 2,000 | 1,000 |
| TOTAL REVENUE | 293,843 | 302,250 | (8,407) | 397,000 | 405,000 | (8,000) |
| EXPENSES | | | | | | |
| Salary and wages | 54,619 | 65,052 | (10,433) | 77,500 | 85,400 | (7,900) |
| Employee Benefits | 7,605 | 13,730 | (6,125) | 13,300 | 17,900 | (4,600) |
| Utilities | 32,260 | 44,771 | (12,511) | 46,100 | 61,200 | (15,100) |
| Vehicle Repairs & Maintenance | 6,975 | 6,975 | - | 9,300 | 9,300 | - |
| Operational Equip & Supplies | 64,402 | 82,900 | (18,498) | 98,100 | 96,400 | 1,700 |
| Contracted Services | 47,090 | 53,400 | (6,310) | 61,600 | 61,100 | 500 |
| Debenture interest | 7,601 | 4,752 | 2,849 | 7,600 | 20,000 | (12,400) |
| | 220,650 | 271,580 | (50,930) | 313,600 | 351,300 | (37,700) |
| Net Division Surplus (Deficit) | 73,193 | 30,670 | 42,523 | 83,400 | 53,700 | 29,700 |

Town of Wolfville
Sewer Administration
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| EXPENSES | | | | | | |
| Contracted Services | 20,775 | 18,000 | 2,775 | 26,800 | 24,000 | 2,800 |
| | <u>20,775</u> | <u>18,000</u> | <u>2,775</u> | <u>26,800</u> | <u>24,000</u> | <u>2,800</u> |
| Net Department Surplus (Deficit) | <u>(20,775)</u> | <u>(18,000)</u> | <u>(2,775)</u> | <u>(26,800)</u> | <u>(24,000)</u> | <u>(2,800)</u> |

Town of Wolfville
Sewer Collection
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| EXPENSES | | | | | | |
| Salary and wages | 25,545 | 40,434 | (14,889) | 40,500 | 52,600 | (12,100) |
| Employee Benefits | 4,324 | 8,350 | (4,026) | 7,800 | 11,000 | (3,200) |
| Meetings, Meals and Travel | 98 | - | 98 | 100 | - | 100 |
| Vehicle Repairs & Maintenance | 4,200 | 4,200 | - | 5,600 | 5,600 | - |
| Operational Equip & Supplies | 11,788 | 22,000 | (10,212) | 15,800 | 22,000 | (6,200) |
| Contracted Services | 20,963 | 25,500 | (4,537) | 24,000 | 25,500 | (1,500) |
| | <u>66,918</u> | <u>100,484</u> | <u>(33,566)</u> | <u>93,800</u> | <u>116,700</u> | <u>(22,900)</u> |
| Net Department Surplus (Deficit) | <u>(66,918)</u> | <u>(100,484)</u> | <u>33,566</u> | <u>(93,800)</u> | <u>(116,700)</u> | <u>22,900</u> |

Town of Wolfville
Sewer Lift Stations
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| EXPENSES | | | | | | |
| Utilities | 10,242 | 14,765 | (4,523) | 16,300 | 21,200 | (4,900) |
| Operational Equip & Supplies | 12,651 | 17,500 | (4,849) | 28,700 | 19,900 | 8,800 |
| | <u>22,893</u> | <u>32,265</u> | <u>(9,372)</u> | <u>45,000</u> | <u>41,100</u> | <u>3,900</u> |
| Net Department Surplus (Deficit) | <u>(22,893)</u> | <u>(32,265)</u> | <u>9,372</u> | <u>(45,000)</u> | <u>(41,100)</u> | <u>(3,900)</u> |

Town of Wolfville
Sewer Treatment
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| EXPENSES | | | | | | |
| Salary and wages | 29,074 | 24,618 | 4,456 | 37,000 | 32,800 | 4,200 |
| Employee Benefits | 3,281 | 5,380 | (2,099) | 5,500 | 6,900 | (1,400) |
| Utilities | 22,018 | 30,006 | (7,988) | 29,800 | 40,000 | (10,200) |
| Vehicle Repairs & Maintenance | 2,775 | 2,775 | - | 3,700 | 3,700 | - |
| Operational Equip & Supplies | 25,187 | 26,250 | (1,063) | 36,200 | 34,800 | 1,400 |
| Equipment Rentals | - | - | - | - | - | - |
| Contracted Services | 2,046 | 2,350 | (304) | 2,400 | 2,800 | (400) |
| | <u>84,381</u> | <u>91,379</u> | <u>(6,998)</u> | <u>114,600</u> | <u>121,000</u> | <u>(6,400)</u> |
| Net Department Surplus (Deficit) | <u>(84,381)</u> | <u>(91,379)</u> | <u>6,998</u> | <u>(114,600)</u> | <u>(121,000)</u> | <u>6,400</u> |

Town of Wolfville
Solid Waste Management
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|----------|----------------------|--------------------|----------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| | - | - | - | - | - | - |
| EXPENSES | | | | | | |
| Contracted Services | 3,306 | 3,750 | (444) | 4,600 | 5,000 | (400) |
| | 3,306 | 3,750 | (444) | 4,600 | 5,000 | (400) |
| Net Department Surplus (Deficit) | (3,306) | (3,750) | 444 | (4,600) | (5,000) | 400 |

Town of Wolfville
Other Environmental
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Sewer Rates | 294,834 | 302,250 | (7,416) | 394,000 | 403,000 | (9,000) |
| Kings County Sewer Contribution | (991) | - | (991) | 3,000 | 2,000 | 1,000 |
| | <u>293,843</u> | <u>302,250</u> | <u>(8,407)</u> | <u>397,000</u> | <u>405,000</u> | <u>(8,000)</u> |
| EXPENSES | | | | | | |
| Operational Equip & Supplies | 14,776 | 17,150 | (2,374) | 17,400 | 19,700 | (2,300) |
| Equipment Rentals | - | - | - | - | - | - |
| Contracted Services | - | 3,800 | (3,800) | 3,800 | 3,800 | - |
| Debenture interest | 7,601 | 4,752 | 2,849 | 7,600 | 20,000 | (12,400) |
| | <u>22,377</u> | <u>25,702</u> | <u>(3,325)</u> | <u>28,800</u> | <u>43,500</u> | <u>(14,700)</u> |
| Net Department Surplus (Deficit) | <u>271,466</u> | <u>276,548</u> | <u>(5,082)</u> | <u>368,200</u> | <u>361,500</u> | <u>6,700</u> |

Town of Wolfville
Parks Division
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|---------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Facility fees & cost recoveries | - | - | - | - | - | - |
| Miscellaneous | 200 | - | 200 | - | - | - |
| TOTAL REVENUE | 200 | - | 200 | - | - | - |
| EXPENSES | | | | | | |
| Salary and wages | 25,819 | 50,712 | (24,893) | 43,200 | 63,800 | (20,600) |
| Employee Benefits | 44,238 | 10,040 | 34,198 | 50,300 | 12,800 | 37,500 |
| Seasonal Wages | 182,768 | 159,673 | 23,095 | 183,500 | 159,900 | 23,600 |
| Employee Benefits Seasonal wag | - | 31,512 | (31,512) | - | 34,400 | (34,400) |
| Meetings, Meals and Travel | - | - | - | - | - | - |
| Professional Development | - | - | - | - | - | - |
| Telecommunications | 567 | - | 567 | 600 | - | 600 |
| Utilities | 5,380 | 5,022 | 358 | 7,500 | 6,400 | 1,100 |
| Vehicle Fuel | 4,753 | 6,100 | (1,347) | 5,500 | 6,300 | (800) |
| Vehicle Repairs & Maintenance | 5,657 | 4,200 | 1,457 | 5,900 | 4,200 | 1,700 |
| Vehicle Insurance | 905 | 3,200 | (2,295) | 900 | 3,200 | (2,300) |
| Operational Equip & Supplies | 62,228 | 85,300 | (23,072) | 74,500 | 85,300 | (10,800) |
| Contracted Services | 8,321 | 25,600 | (17,279) | 15,700 | 38,500 | (22,800) |
| | 340,636 | 381,359 | (40,723) | 387,600 | 414,800 | (27,200) |
| Net Division Surplus (Deficit) | (340,436) | (381,359) | 40,923 | (387,600) | (414,800) | 27,200 |

Town of Wolfville
 Planning Division
 For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|---------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Zoning & Subdivision approvals | 535 | 600 | (65) | 700 | 600 | 100 |
| Building Inspection Cost Recove | 56,052 | 57,375 | (1,323) | 67,500 | 76,500 | (9,000) |
| License & fee revenue | 1,016 | 1,500 | (484) | 1,000 | 1,500 | (500) |
| Building & development permits | 18,112 | 12,000 | 6,112 | 19,900 | 16,000 | 3,900 |
| Development agreements | - | 500 | (500) | 1,000 | 1,000 | - |
| Cost recoveries from Water Util | 7,350 | 7,350 | - | 7,300 | 9,800 | (2,500) |
| Cost recoveries from Sewer Dept | 2,625 | 2,625 | - | 2,600 | 3,500 | (900) |
| Land Leases | - | 900 | (900) | - | 900 | (900) |
| PNS conditional grants | 8,000 | - | 8,000 | 8,000 | - | 8,000 |
| Other conditional grants | - | - | - | - | - | - |
| | <u>93,690</u> | <u>82,850</u> | <u>10,840</u> | <u>108,000</u> | <u>109,800</u> | <u>(1,800)</u> |
| EXPENSES | | | | | | |
| Salary and wages | 188,922 | 236,385 | (47,463) | 244,200 | 307,300 | (63,100) |
| Employee Benefits | 40,304 | 41,923 | (1,619) | 55,400 | 54,500 | 900 |
| Seasonal Wages | 33,434 | 34,692 | (1,258) | 35,000 | 45,100 | (10,100) |
| Employee Benefits Seasonal wag | - | 3,231 | (3,231) | - | 4,200 | (4,200) |
| Meetings, Meals and Travel | 1,811 | 8,400 | (6,589) | 2,200 | 11,200 | (9,000) |
| Membership Dues & Fees | 807 | 2,100 | (1,293) | 2,100 | 2,100 | - |
| Advertising | 6,069 | 6,000 | 69 | 7,800 | 8,000 | (200) |
| Telecommunications | 3,603 | 3,750 | (147) | 5,300 | 5,000 | 300 |
| Office Expense | 8,089 | 9,900 | (1,811) | 13,800 | 13,200 | 600 |
| Legal | 8,337 | 15,000 | (6,663) | 10,800 | 20,000 | (9,200) |
| Miscellaneous | 25 | - | 25 | 100 | - | 100 |
| Contracted Services | 52,016 | 47,500 | 4,516 | 100,000 | 50,000 | 50,000 |
| | <u>343,417</u> | <u>408,881</u> | <u>(65,464)</u> | <u>476,700</u> | <u>520,600</u> | <u>(43,900)</u> |
| Net Division Surplus (Deficit) | <u>(249,727)</u> | <u>(326,031)</u> | <u>76,304</u> | <u>(368,700)</u> | <u>(410,800)</u> | <u>42,100</u> |

Town of Wolfville
Community Development Division
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|---------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Downtown Commercial Area | - | - | - | - | - | - |
| Kings County Recreation Contrib | (15,300) | - | (15,300) | (3,000) | - | (3,000) |
| Program fees | 6,124 | 4,600 | 1,524 | 7,100 | 6,400 | 700 |
| Festival & events revenues | 500 | - | 500 | 500 | - | 500 |
| Facility fees & cost recoveries | 11,357 | 10,300 | 1,057 | 11,400 | 10,300 | 1,100 |
| Tourist Bureau revenues | 3,400 | 3,400 | - | 3,400 | 3,400 | - |
| Facility Rental | - | - | - | - | - | - |
| Employment grants | 3,258 | - | 3,258 | 3,200 | - | 3,200 |
| PNS conditional grants | 6,000 | 5,000 | 1,000 | 6,000 | 5,000 | 1,000 |
| Other conditional grants | 26,605 | 17,700 | 8,905 | 26,600 | 17,700 | 8,900 |
| TOTAL REVENUE | 42,087 | 41,000 | 1,087 | 55,200 | 42,800 | 12,400 |
| EXPENSES | | | | | | |
| Salary and wages | 137,398 | 141,732 | (4,334) | 172,900 | 183,500 | (10,600) |
| Employee Benefits | 30,384 | 26,097 | 4,287 | 36,600 | 33,800 | 2,800 |
| Seasonal Wages | 86,776 | 79,295 | 7,481 | 89,300 | 84,700 | 4,600 |
| Employee Benefits Seasonal wag | - | 12,440 | (12,440) | - | 13,100 | (13,100) |
| Meals and Travel | 1,544 | 1,400 | 144 | 1,900 | 1,700 | 200 |
| Professional Development | - | - | - | - | - | - |
| Membership Dues & Fees | 2,315 | 7,150 | (4,835) | 5,700 | 7,200 | (1,500) |
| Advertising | 7,252 | 10,750 | (3,498) | 11,600 | 13,000 | (1,400) |
| Telecommunications | 3,699 | 4,052 | (353) | 5,000 | 4,800 | 200 |
| Office Expense | 2,676 | 3,013 | (337) | 3,400 | 3,700 | (300) |
| Marketing and Communications | 2,405 | 8,500 | (6,095) | 7,900 | 8,500 | (600) |
| Utilities | 7,349 | 12,075 | (4,726) | 12,500 | 15,100 | (2,600) |
| Repairs and Maintenance | 7,361 | 6,472 | 889 | 8,400 | 7,800 | 600 |
| Vehicle Repairs & Maintenance | 298 | - | 298 | 300 | - | 300 |
| Operational Equip & Supplies | 12,750 | 20,272 | (7,522) | 14,200 | 21,100 | (6,900) |
| Program Expenditures | 35,646 | 43,780 | (8,134) | 46,800 | 46,400 | 400 |
| Contracted Services | 25,071 | 43,880 | (18,809) | 29,200 | 51,000 | (21,800) |
| Grants to Organizations | 73,450 | 72,900 | 550 | 73,500 | 72,900 | 600 |
| Debenture interest | 3,424 | 1,000 | 2,424 | 3,600 | 1,000 | 2,600 |
| | 440,840 | 494,808 | (53,968) | 523,900 | 569,300 | (45,400) |
| Net Division Surplus (Deficit) | (398,753) | (453,808) | 55,055 | (468,700) | (526,500) | 57,800 |

Town of Wolfville
Economic Development
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Downtown Commercial Area | - | - | - | - | - | - |
| | - | - | - | - | - | - |
| EXPENSES | | | | | | |
| Salary and wages | 101,632 | 101,451 | 181 | 127,100 | 131,900 | (4,800) |
| Employee Benefits | 16,117 | 18,261 | (2,144) | 20,200 | 23,700 | (3,500) |
| Seasonal Wages | 2,573 | - | 2,573 | - | - | - |
| Employee Benefits Seasonal wag | - | - | - | - | - | - |
| Meetings, Meals and Travel | 1,523 | 900 | 623 | 1,800 | 1,200 | 600 |
| Professional Development | - | - | - | - | - | - |
| Membership Dues & Fees | 773 | 3,100 | (2,327) | 1,800 | 3,100 | (1,300) |
| Advertising | 3,011 | 3,750 | (739) | 5,000 | 5,000 | - |
| Telecommunications | 422 | 900 | (478) | 800 | 1,200 | (400) |
| Office Expense | 561 | 1,125 | (564) | 1,000 | 1,500 | (500) |
| Legal | - | - | - | - | - | - |
| Marketing and Communications | 2,405 | 8,500 | (6,095) | 7,900 | 8,500 | (600) |
| Miscellaneous | - | - | - | - | - | - |
| Operational Equip & Supplies | 1,531 | 5,000 | (3,469) | 1,600 | 5,000 | (3,400) |
| Contracted Services | - | 9,000 | (9,000) | - | 12,000 | (12,000) |
| Grants to Organizations | 5,000 | - | 5,000 | 5,000 | - | 5,000 |
| Debenture interest | 919 | - | 919 | 1,000 | - | 1,000 |
| | <u>136,467</u> | <u>151,987</u> | <u>(15,520)</u> | <u>173,200</u> | <u>193,100</u> | <u>(19,900)</u> |
| Net Department Surplus (Deficit) | <u>(136,467)</u> | <u>(151,987)</u> | <u>15,520</u> | <u>(173,200)</u> | <u>(193,100)</u> | <u>19,900</u> |

Town of Wolfville
Festival and Events
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Festival & events revenues | 500 | - | 500 | 500 | - | 500 |
| Employment grants | 1,629 | - | 1,629 | 1,600 | - | 1,600 |
| PNS conditional grants | - | - | - | - | - | - |
| Other conditional grants | 15,460 | 10,700 | 4,760 | 15,500 | 10,700 | 4,800 |
| | <u>17,589</u> | <u>10,700</u> | <u>6,889</u> | <u>17,600</u> | <u>10,700</u> | <u>6,900</u> |
| EXPENSES | | | | | | |
| Salary and wages | 45 | 2,600 | (2,555) | 100 | 2,600 | (2,500) |
| Employee Benefits | 238 | 300 | (62) | 500 | 300 | 200 |
| Seasonal Wages | 7,889 | 10,500 | (2,611) | 10,000 | 10,500 | (500) |
| Employee Benefits Seasonal wag | - | 1,300 | (1,300) | - | 1,300 | (1,300) |
| Advertising | 2,331 | 3,000 | (669) | 3,100 | 3,000 | 100 |
| Operational Equip & Supplies | 1,739 | - | 1,739 | 1,800 | - | 1,800 |
| Program Expenditures | 29,403 | 38,000 | (8,597) | 39,700 | 38,000 | 1,700 |
| Grants to Organizations | 37,100 | 39,300 | (2,200) | 37,100 | 39,300 | (2,200) |
| | <u>78,745</u> | <u>95,000</u> | <u>(16,255)</u> | <u>92,300</u> | <u>95,000</u> | <u>(2,700)</u> |
| Net Department Surplus (Deficit) | <u>(61,156)</u> | <u>(84,300)</u> | <u>23,144</u> | <u>(74,700)</u> | <u>(84,300)</u> | <u>9,600</u> |

Town of Wolfville
Community Development Adm & Rec Centre
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|-----------------|----------------------|--------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Facility fees & cost recoveries | - | - | - | - | - | - |
| | - | - | - | - | - | - |
| EXPENSES | | | | | | |
| Salary and wages | 36,089 | 37,306 | (1,217) | 45,300 | 48,500 | (3,200) |
| Employee Benefits | 6,486 | 7,461 | (975) | 7,700 | 9,700 | (2,000) |
| Seasonal Wages | 72 | - | 72 | 100 | - | 100 |
| Employee Benefits Seasonal wag | - | - | - | - | - | - |
| Meetings, Meals and Travel | - | - | - | - | - | - |
| Professional Development | - | - | - | - | - | - |
| Membership Dues & Fees | 900 | 3,550 | (2,650) | 2,700 | 3,600 | (900) |
| Advertising | 746 | 2,500 | (1,754) | 2,000 | 3,500 | (1,500) |
| Telecommunications | 1,725 | 630 | 1,095 | 2,500 | 900 | 1,600 |
| Office Expense | 186 | 788 | (602) | 400 | 1,100 | (700) |
| Legal | - | - | - | - | - | - |
| Utilities | 1,828 | 3,000 | (1,172) | 2,900 | 4,000 | (1,100) |
| Repairs and Maintenance | 1,083 | 750 | 333 | 1,500 | 1,000 | 500 |
| Operational Equip & Supplies | 4,951 | 8,500 | (3,549) | 5,900 | 8,500 | (2,600) |
| Contracted Services | 13,460 | 20,500 | (7,040) | 14,000 | 20,500 | (6,500) |
| Grants to Organizations | - | - | - | - | - | - |
| Debenture interest | 781 | 1,000 | (219) | 800 | 1,000 | (200) |
| | <u>68,307</u> | <u>85,985</u> | <u>(17,678)</u> | <u>85,800</u> | <u>102,300</u> | <u>(16,500)</u> |
| Net Department Surplus (Deficit) | <u>(68,307)</u> | <u>(85,985)</u> | <u>17,678</u> | <u>(85,800)</u> | <u>(102,300)</u> | <u>16,500</u> |

Town of Wolfville
Recreation Programs
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Kings County Recreation Contrib | (15,300) | - | (15,300) | (3,000) | - | (3,000) |
| Program fees | 6,124 | 4,600 | 1,524 | 7,100 | 6,400 | 700 |
| Facility fees & cost recoveries | 11,357 | 10,300 | 1,057 | 11,400 | 10,300 | 1,100 |
| PNS conditional grants | 1,000 | - | 1,000 | 1,000 | - | 1,000 |
| Other conditional grants | 6,145 | 2,000 | 4,145 | 6,100 | 2,000 | 4,100 |
| | <u>9,326</u> | <u>16,900</u> | <u>(7,574)</u> | <u>22,600</u> | <u>18,700</u> | <u>3,900</u> |
| EXPENSES | | | | | | |
| Salary and wages | 72 | - | 72 | 100 | - | 100 |
| Employee Benefits | 1,712 | - | 1,712 | 2,200 | - | 2,200 |
| Seasonal Wages | 25,374 | 20,415 | 4,959 | 28,300 | 25,800 | 2,500 |
| Employee Benefits Seasonal wag | - | 2,440 | (2,440) | - | 3,100 | (3,100) |
| Meetings, Meals and Travel | 21 | 200 | (179) | 100 | 200 | (100) |
| Membership Dues & Fees | 600 | - | 600 | 600 | - | 600 |
| Advertising | 1,164 | 1,500 | (336) | 1,500 | 1,500 | - |
| Vehicle Fuel | 1,042 | - | 1,042 | 1,100 | - | 1,100 |
| Vehicle Repairs & Maintenance | 298 | - | 298 | 300 | - | 300 |
| Vehicle Insurance | - | - | - | - | - | - |
| Operational Equip & Supplies | - | 1,872 | (1,872) | - | 2,500 | (2,500) |
| Equipment Maintenance | - | - | - | - | - | - |
| Equipment Rentals | - | - | - | - | - | - |
| Program Expenditures | 6,243 | 5,780 | 463 | 7,100 | 8,400 | (1,300) |
| Contracted Services | 1,044 | 2,250 | (1,206) | 2,000 | 3,000 | (1,000) |
| Grants to Organizations | 21,350 | 23,600 | (2,250) | 21,400 | 23,600 | (2,200) |
| | <u>58,920</u> | <u>58,057</u> | <u>863</u> | <u>64,700</u> | <u>68,100</u> | <u>(3,400)</u> |
| Net Department Surplus (Deficit) | <u>(49,594)</u> | <u>(41,157)</u> | <u>(8,437)</u> | <u>(42,100)</u> | <u>(49,400)</u> | <u>7,300</u> |

Town of Wolfville
Tourism
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | |
| REVENUES | | | | | | |
| Downtown Commercial Area | - | - | - | - | - | - |
| Tourist Bureau revenues | 3,400 | 3,400 | - | 3,400 | 3,400 | - |
| Employment grants | 1,629 | - | 1,629 | 1,600 | - | 1,600 |
| PNS conditional grants | 5,000 | 5,000 | - | 5,000 | 5,000 | - |
| Other conditional grants | - | - | - | - | - | - |
| | <u>10,029</u> | <u>8,400</u> | <u>1,629</u> | <u>10,000</u> | <u>8,400</u> | <u>1,600</u> |
| EXPENSES | | | | | | |
| Salary and wages | (589) | - | (589) | - | - | - |
| Employee Benefits | 5,827 | - | 5,827 | 5,900 | - | 5,900 |
| Seasonal Wages | 50,868 | 48,380 | 2,488 | 50,900 | 48,400 | 2,500 |
| Employee Benefits Seasonal wag | - | 8,700 | (8,700) | - | 8,700 | (8,700) |
| Meetings, Meals and Travel | - | 300 | (300) | - | 300 | (300) |
| Membership Dues & Fees | 42 | 500 | (458) | 600 | 500 | 100 |
| Telecommunications | 1,178 | 2,000 | (822) | 1,200 | 2,000 | (800) |
| Office Expense | 1,551 | 1,100 | 451 | 1,600 | 1,100 | 500 |
| Utilities | 2,268 | 3,000 | (732) | 3,000 | 3,000 | - |
| Repairs and Maintenance | 1,814 | 2,500 | (686) | 1,900 | 2,500 | (600) |
| Operational Equip & Supplies | 4,144 | 4,300 | (156) | 4,300 | 4,300 | - |
| Contracted Services | 6,806 | 6,136 | 670 | 7,600 | 7,500 | 100 |
| | <u>73,909</u> | <u>76,916</u> | <u>(3,007)</u> | <u>77,000</u> | <u>78,300</u> | <u>(1,300)</u> |
| Net Department Surplus (Deficit) | <u>(63,880)</u> | <u>(68,516)</u> | <u>4,636</u> | <u>(67,000)</u> | <u>(69,900)</u> | <u>2,900</u> |

Town of Wolfville
Library
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|----------------|----------------------|--------------------|----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 03/31/18 | Budget 03/31/18 | Variance |
| REVENUES | | | | | | |
| Miscellaneous | 143 | | 143 | | | - |
| Other conditional grants | 5,000 | 5,000 | - | 5,000 | 5,000 | - |
| | <u>5,143</u> | <u>5,000</u> | <u>143</u> | <u>5,000</u> | <u>5,000</u> | <u>-</u> |
| EXPENSES | | | | | | |
| Salary and wages | 149 | 375 | (226) | 300 | 500 | (200) |
| Employee Benefits | 4 | 75 | (71) | 100 | 100 | - |
| Telecommunications | 374 | 522 | (148) | 500 | 700 | (200) |
| Office Expense | 378 | - | 378 | 400 | - | 400 |
| Utilities | 3,253 | 6,075 | (2,822) | 6,600 | 8,100 | (1,500) |
| Repairs and Maintenance | 4,464 | 3,222 | 1,242 | 5,000 | 4,300 | 700 |
| Operational Equip & Supplies | 385 | 600 | (215) | 600 | 800 | (200) |
| Contracted Services | 3,761 | 5,994 | (2,233) | 5,600 | 8,000 | (2,400) |
| Debenture interest | 1,724 | - | 1,724 | 1,800 | - | 1,800 |
| | <u>14,492</u> | <u>16,863</u> | <u>(2,371)</u> | <u>20,900</u> | <u>22,500</u> | <u>(1,600)</u> |
| Net Department Surplus (Deficit) | <u>(9,349)</u> | <u>(11,863)</u> | <u>2,514</u> | <u>(15,900)</u> | <u>(17,500)</u> | <u>1,600</u> |

Town of Wolfville
Museum & Historical Facilities
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|----------------------------------|----------------------|-----------------|----------|-----------------|-----------------|----------|
| | Actual | Budget | VARIANCE | Forecast | Budget | |
| | 31-Dec-17 | 31-Dec-17 | | 03/31/18 | 03/31/18 | |
| <u>EXPENSES</u> | | | | | | |
| Miscellaneous | | | - | | | - |
| Contracted Services | | | - | - | - | - |
| Grants to Organizations | 10,000 | 10,000 | - | 10,000 | 10,000 | - |
| | <u>10,000</u> | <u>10,000</u> | <u>-</u> | <u>10,000</u> | <u>10,000</u> | <u>-</u> |
| Net Department Surplus (Deficit) | <u>(10,000)</u> | <u>(10,000)</u> | <u>-</u> | <u>(10,000)</u> | <u>(10,000)</u> | <u>-</u> |

Town of Wolfville
Partner Contributions
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | Variance |
|--|----------------------|--------------------|-----------------|--------------------|--------------------|-----------------|
| | Actual | Budget | VARIANCE | Forecast | Budget | |
| | 31-Dec-17 | 31-Dec-17 | | 03/31/18 | 03/31/18 | |
| EXPENSES | | | | | | |
| Grant to WBDC | 50,000 | 100,000 | (50,000) | 100,000 | 100,000 | - |
| Regional Solid Waste | 339,246 | 354,125 | (14,879) | 436,000 | 480,500 | (44,500) |
| Transit services | 121,922 | 102,000 | 19,922 | 162,600 | 137,800 | 24,800 |
| Valley Community Fibre | - | 1,000 | (1,000) | 1,000 | 1,000 | - |
| Regional Development | 22,766 | 18,750 | 4,016 | 22,800 | 25,000 | (2,200) |
| Kings Region - cooperative Initiatives | 391 | 13,900 | (13,509) | 14,300 | 13,900 | 400 |
| Annapolis Valley Regional Libra | 18,240 | 18,000 | 240 | 24,300 | 24,000 | 300 |
| Education | 448,024 | 505,872 | (57,848) | 673,900 | 674,500 | (600) |
| Corrections | 60,846 | 60,150 | 696 | 81,100 | 80,200 | 900 |
| Regional Housing Authority | - | - | - | 75,000 | 40,000 | 35,000 |
| Assessment services | 75,359 | 56,775 | 18,584 | 75,400 | 75,700 | (300) |
| | <u>1,136,794</u> | <u>1,230,572</u> | <u>(93,778)</u> | <u>1,666,400</u> | <u>1,652,600</u> | <u>13,800</u> |
| Net Department Surplus (Deficit) | <u>(1,136,794)</u> | <u>(1,230,572)</u> | <u>93,778</u> | <u>(1,666,400)</u> | <u>(1,652,600)</u> | <u>(13,800)</u> |

Town of Wolfville
Capital Fund ~ Project Summary
For the 9 Months Ended Dec 31, 2017

| | Actual YTD Total | Budget Fiscal 17/18 | Actual to Budget VARIANCE | |
|---------------------------------------|---------------------|------------------------|---------------------------------|--|
| <u>Information Technology</u> | | | | |
| GPS Equipment | - | 8,000 | (8,000) | |
| | - | 8,000 | (8,000) | |
| <u>Protective Services</u> | | | | |
| | | | - | |
| Fire Equipment Upgrades | - | 20,000 | (20,000) | |
| | - | 20,000 | (20,000) | |
| <u>Fleet/Equip Inventory</u> | | | | |
| veh # 29 - PW sidewalk tractor | 150,752 | 180,000 | (29,248) | complete |
| veh # 36 - Parks loader/backhoe | 26,225 | 52,000 | (25,775) | complete |
| veh # 31 - Parks Kabota - micro truck | 33,373 | 35,000 | (1,627) | complete |
| veh # 37 - Parks mower | 13,207 | 13,000 | 207 | complete |
| flail mower | 36,917 | 40,000 | (3,083) | complete |
| | - | | - | |
| | 260,474 | 320,000 | (59,526) | |
| <u>Streets</u> | | | | |
| Orchard ~ Storm from Main to Dyke | 93,135 | 110,000 | (16,865) | substantially complete. May be couple more invoices to come in |
| Wickwire Sidewalk | 44,562 | 150,000 | (105,438) | substantially complete. Not all invoices in yet |
| King St - Victoria to Willow | 640,498 | 650,000 | (9,502) | substantially complete. Not all invoices in yet |
| Sunset Terrace/Sylvan | 828,131 | 1,080,000 | (251,869) | substantially complete. Not all invoices in yet |
| Sidewalk - Blomidon Terrace | 1,877 | 100,000 | (98,123) | Engineer design issues with slope//moved to 18/19 Budget |
| Cherry | 500 | - | 500 | |
| Highland | 20,867 | - | 20,867 | In addition to y/e accrual...eng fees |
| Engineering - 2018/19 projects | 7,443 | 72,000 | (64,557) | |
| | 1,637,013 | 2,162,000 | (524,987) | |
| <u>Other Transportation</u> | | | | |
| | | | - | |
| Replace storm through Waterfront Park | 2,146 | 20,000 | (17,854) | project substantially complete on 16/17. now complete |
| Asset Mgt Plan | 32,821 | 75,000 | (42,179) | in progress |
| Shoreline Protection | - | 100,000 | (100,000) | being re-evaluated. Moved to future years in draft '18/19 CIP |
| | 34,967 | 195,000 | (160,033) | |
| <u>Sewer Operations</u> | | | | |
| Generator (s) Lift Sations | - | 60,000 | (60,000) | |
| Refurbish Aeration lines cell #2 | 52,350 | 100,000 | (47,650) | materials rec'd, work not yet complete |
| Sewer Flusher/Rodder | 33,554 | - | 33,554 | \$40,000 budgeted reserves - fiscal 2016/17 |
| | | - | - | |
| Sub total Sewer Operation | 85,904 | 160,000 | (74,096) | |
| <u>Community Services</u> | | | | |
| Cemetery Wall - cfwd | 126,752 | 150,000 | (23,248) | complete |
| Nature Preserve - dam upgrade | 95,827 | 200,000 | (104,173) | in progress |
| Comfort Station Generator - cfwd | 78,110 | 75,000 | 3,110 | ordered in 16/17...delivered late 2017. |
| West End Gateway Design | - | 50,000 | (50,000) | Connect 2 Grant obtained to partially fund. In progress |
| Evangeline Park | 7,301 | 50,000 | (42,699) | |
| VIC/Willow Park | 3,553 | - | 3,553 | swing set |
| Mobile Skateboard park | 40,311 | 45,000 | (4,689) | complete |
| | | | | Yr 3 of 2017/18 CIP. Moved to Yr 1 to leverage cooperative effort with |
| Rail Trail East - Harvest Moon Trail | 37,281 | - | 37,281 | County Kings. Budgeted at \$50,000 in Yr 3 |
| | 389,135 | 570,000 | (180,865) | |
| GRAND TOTAL ALL PROJECTS | 2,407,493 | 3,435,000 | (1,027,507) | |

INFORMATION REPORT

Title: Third Quarter Financial Update – Supplemental Info

Date: 2018-01-26

Department: Finance



SUMMARY

3rd Quarter Financial Update- Supplemental Information

This Information Report covers the remainder of the Financial Update that was not covered in the original Info Report. This supplemental section will include discussion of the financial results of the Water Utility as well as the current Tax Sale Process underway.

INFORMATION REPORT

Title: Third Quarter Financial Update – Supplemental Info
Date: 2018-01-26
Department: Finance



1) CAO COMMENTS

None at this time.

2) REFERENCES AND ATTACHMENTS

- Refer to original Info Report for January 26, 2018 Audit Committee.

3) DISCUSSION

The following information completes the portions of financial update that were not available when the agenda package was sent out for the January 26th Audit Committee meeting.

Water Utility Update

Overall the Utility has a negative variance at Dec 31st compared to budget and this is forecast to be the case by year end. Current financial forecast shows the Utility ending the year with a small deficit of \$3,100. This compares to a budgeted surplus of \$79,700.

As noted in the 2nd Quarter Financial Update,

- *operating expenditures are \$44,000 over budget, with the largest variances in the Transmission & Distribution Department. This is also the area where wages are over budget. As noted previously there have been a number of water line breaks which have required both material and time to repair*

As of Dec 31st these overages remain, and for the same reasons. Operating Expenditures at Dec 31st are \$52,000 over budget. While both Power & Pumping and Treatment Dept's remain close to budget, costs in Transmission & Distribution are \$34,500 over budget.

Even with the small deficit forecast for the year, the Utility is financially healthy with over \$900,000 in Accumulated Surplus. Staff are awaiting the second draft of a Water Rate Study from our consultants which will help ensure the Utility;

- adjusts rates to ensure annual operating costs are covered,
- Has sufficient funds are generated to cover the capital requirements expected in the next 4-5 years,
- Utilizes the current Accumulated Surplus to assist in capital funding, without lowering the balance too far.

Town Accounts Receivable – Taxes

As noted earlier in the year, a review of March 31st tax arrears resulted in 9 properties being identified for potential tax sale. Preliminary Tax Sale notices were issued to each of the property owners indicating that their arrears had fallen within the Town's Tax Sale Policy provisions. A deadline of

INFORMATION REPORT

Title: Third Quarter Financial Update – Supplemental Info

Date: 2018-01-26

Department: Finance



October 31st was set to have the accounts paid in full or payment plans (acceptable to Town staff) in place to pay the accounts in full by March 31/18.

Since those Notices went out some progress has been made on arrears, although not as much as anticipated. A summary update shows;

- One account paid in full (as reported during Oct 20/17 Audit Committee Meeting)
- One account has paid \$10,000 in installments and so far has stayed within the goals set out in the Preliminary Tax Notice.
- One account has paid \$12,000, nothing since November and is not in within the payment plan goals set out in Notice.
- Two properties, same owner, have had payments sufficient to pay arrears > 2 yrs as at March 31/17. This is not sufficient to remove from Tax Sale Process, as once the process begins owners must pay their account in full within the deadlines outlined by town staff.
- One account paid \$750 in November, but nothing since.
- Three accounts have had no payments at all.

This means 7 properties are being sent to the Town solicitor for the required title search outlined in the MGA. The seven properties are (by Assessment Account Number):

- AAN-3339912 \$31,108 o/s including current year
- AAN-1544926 \$ 8,867 o/s including current year
- AAN-4387368 \$13,360 o/s including current year
- AAN-6424023 \$13,303 o/s including current year
- AAN-3581918 \$ 252 o/s including current year
- AAN-0696878 \$ 4,032 o/s including current year
- AAN-3568423 \$ 2,306 o/s including current year

If any of the owners pay their accounts in full prior to the actual Tax Sale date (likely to be late April), then their properties will come off the tax sale list. Owners are responsible for the costs of the Tax Sale Process as it relates to their properties, including the cost of the title searches currently being undertaken.

Other Updates

- The WCB audit of payroll records for the years 2014, 2015, & 2016 has been completed. No significant variances were identified. Appropriate treatment of honorariums/stipends paid to Wolfville Volunteer Fire Dept executive members was clarified.
- UARB annual filing requirements were submitted in October.

INFORMATION REPORT

Title: Third Quarter Financial Update – Supplemental Info

Date: 2018-01-26

Department: Finance



- Fees Policy – potential review and input from Audit Committee now moved to 2018/19 year. Many of the fees listed that may benefit from updating, require staff research before bringing to the Audit Committee and/or Council. This work will occur in the coming year.

4) FINANCIAL IMPLICATIONS

N/A.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No specific references provided. Generally speaking the quarterly financial updates help to provide transparency and accountability. In addition, where variances are materially significant, the reports can assist Council in ensuring projects/programs are affordable.

6) COMMUNICATION REQUIREMENTS

This document and associated report are part of Council's communication and accountability to the public. No other specific communications considered at this time.

7) FUTURE COUNCIL INVOLVEMENT

After review by Audit Committee, this report and related financial statements will be forwarded to COW to complete the reporting cycle.

Wolfville Water Utility
All Divisions
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|---------------------------------------|----------------------|-------------------|--------------------|-------------------|------------------|--------------------|
| | Actual | Budget | VARIANCE | Forecast | Budget | Variance |
| | 31-Dec-17 | 31-Dec-17 | | 31-Mar-18 | 31-Mar-18 | |
| REVENUES | | | | | | |
| Metered Sales | 494,734 | 495,000 | (266) | 655,800 | 660,000 | (4,200) |
| Fire Protection Charge | 279,350 | 285,000 | (5,650) | 372,500 | 380,000 | (7,500) |
| Sprinkler Service | - | - | - | 7,800 | 7,500 | 300 |
| Miscellaneous | 3,255 | 900 | 2,355 | 3,900 | 1,200 | 2,700 |
| Interest on arrears | 1,176 | 1,130 | 46 | 1,600 | 1,500 | 100 |
| Job Cost billings | - | 6,000 | (6,000) | - | 6,000 | (6,000) |
| Investment Income | 3,003 | 3,750 | (747) | 5,000 | 5,000 | - |
| | <u>781,518</u> | <u>791,780</u> | <u>(10,262)</u> | <u>1,046,600</u> | <u>1,061,200</u> | <u>(14,600)</u> |
| EXPENSES | | | | | | |
| Salary and wages | 198,635 | 178,644 | (19,991) | 264,300 | 238,200 | (26,100) |
| Employee Benefits | 31,812 | 35,763 | 3,951 | 43,100 | 47,700 | 4,600 |
| Meetings, Meals and Travel | 443 | 1,047 | 604 | 900 | 1,400 | 500 |
| Professional Development | 1,503 | 1,500 | (3) | 1,600 | 2,000 | 400 |
| Membership Dues & Fees | 375 | 500 | 125 | 400 | 500 | 100 |
| Telecommunications | 1,035 | 1,872 | 837 | 1,600 | 2,500 | 900 |
| Office Expense | 28,303 | 24,750 | (3,553) | 37,600 | 33,000 | (4,600) |
| Insurance | 6,600 | 7,500 | 900 | 6,600 | 7,500 | 900 |
| Audit | 236 | - | (236) | 5,900 | 5,500 | (400) |
| Utilities | 63,410 | 60,750 | (2,660) | 94,400 | 81,000 | (13,400) |
| Property Taxes | 55,875 | 55,000 | (875) | 55,900 | 55,000 | (900) |
| Vehicle Fuel | 2,488 | 1,872 | (616) | 3,400 | 2,500 | (900) |
| Vehicle Repairs & Maintenance | 6,975 | 15,750 | 8,775 | 9,300 | 21,000 | 11,700 |
| Vehicle Insurance | 327 | 400 | 73 | 400 | 400 | - |
| Operational Equip & Supplies | 109,252 | 96,003 | (13,249) | 139,300 | 128,000 | (11,300) |
| Equipment Maintenance | 2,407 | 3,744 | 1,337 | 2,800 | 5,000 | 2,200 |
| Contracted Services | 69,842 | 42,744 | (27,098) | 75,900 | 57,000 | (18,900) |
| Depreciation | - | - | - | 136,000 | 127,000 | (9,000) |
| Doubtful accounts allowance | - | - | - | 1,000 | 1,000 | - |
| | <u>579,827</u> | <u>527,839</u> | <u>(51,988)</u> | <u>880,800</u> | <u>816,200</u> | <u>(64,600)</u> |
| Net Operating Revenue | <u>201,691</u> | <u>263,941</u> | <u>(62,250)</u> | <u>165,800</u> | <u>245,000</u> | <u>(79,200)</u> |
| Capital Program & Reserves | | | | | | |
| Principal Debenture Repayments | 83,100 | 83,100 | - | 83,100 | 83,100 | - |
| Debenture interest | 15,193 | 11,200 | (3,993) | 15,200 | 11,200 | (4,000) |
| Other debt charges | 53 | 500 | 447 | 100 | 500 | 400 |
| Transfer to Capital Fund | - | 35,000 | 35,000 | 70,500 | 70,500 | - |
| Transfer from Depreciation Reserves | - | - | - | - | - | - |
| | <u>98,346</u> | <u>129,800</u> | <u>31,454</u> | <u>168,900</u> | <u>165,300</u> | <u>(3,600)</u> |
| Net Surplus (Deficit) | <u>\$ 103,345</u> | <u>\$ 134,141</u> | <u>\$ (30,796)</u> | <u>\$ (3,100)</u> | <u>\$ 79,700</u> | <u>\$ (82,800)</u> |

Town of Wolfville
Power and Pumping
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|-----------------|----------------|------------------|-----------------|-----------------|
| | Actual | Budget | VARIANCE | Forecast | Budget | Variance |
| | 31-Dec-17 | 31-Dec-17 | | 31-Mar-18 | 31-Mar-18 | |
| EXPENSES | | | | | | |
| Salary and wages | 7,220 | 8,469 | 1,249 | 10,000 | 11,300 | 1,300 |
| Employee Benefits | 1,267 | 1,719 | 452 | 1,800 | 2,300 | 500 |
| Utilities | 60,057 | 56,997 | (3,060) | 88,400 | 76,000 | (12,400) |
| Operational Equip & Supplies | 8,830 | 6,003 | (2,827) | 10,900 | 8,000 | (2,900) |
| | <u>77,374</u> | <u>73,188</u> | <u>(4,186)</u> | <u>111,100</u> | <u>97,600</u> | <u>(13,500)</u> |
| Net Department Surplus (Deficit) | <u>(77,374)</u> | <u>(73,188)</u> | <u>(4,186)</u> | <u>(111,100)</u> | <u>(97,600)</u> | <u>(13,500)</u> |

Town of Wolfville
Treatment
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|-----------------|----------------|-----------------|-----------------|----------------|
| | Actual | Budget | VARIANCE | Forecast | Budget | Variance |
| | 31-Dec-17 | 31-Dec-17 | | 31-Mar-18 | 31-Mar-18 | |
| EXPENSES | | | | | | |
| Salary and wages | 11,487 | 16,200 | 4,713 | 15,100 | 21,600 | 6,500 |
| Employee Benefits | 1,923 | 3,222 | 1,299 | 2,600 | 4,300 | 1,700 |
| Professional Development | 432 | - | (432) | 500 | - | (500) |
| Utilities | 3,353 | 3,753 | 400 | 6,000 | 5,000 | (1,000) |
| Operational Equip & Supplies | 33,905 | 29,997 | (3,908) | 43,900 | 40,000 | (3,900) |
| Equipment Maintenance | 1,751 | - | (1,751) | 1,800 | - | (1,800) |
| Contracted Services | 13,556 | 8,244 | (5,312) | 15,800 | 11,000 | (4,800) |
| | <u>66,407</u> | <u>61,416</u> | <u>(4,991)</u> | <u>85,700</u> | <u>81,900</u> | <u>(3,800)</u> |
| Net Department Surplus (Deficit) | <u>(66,407)</u> | <u>(61,416)</u> | <u>(4,991)</u> | <u>(85,700)</u> | <u>(81,900)</u> | <u>(3,800)</u> |

Town of Wolfville
Transmission and Distribution
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|------------------|-----------------|------------------|------------------|-----------------|
| | Actual | Budget | VARIANCE | Forecast | Budget | Variance |
| | 31-Dec-17 | 31-Dec-17 | | 31-Mar-18 | 31-Mar-18 | |
| EXPENSES | | | | | | |
| Salary and wages | 79,672 | 65,475 | (14,197) | 104,700 | 87,300 | (17,400) |
| Employee Benefits | 11,814 | 13,122 | 1,308 | 16,100 | 17,500 | 1,400 |
| Meetings, Meals and Travel | 440 | 747 | 307 | 800 | 1,000 | 200 |
| Telecommunications | 1,035 | 1,872 | 837 | 1,600 | 2,500 | 900 |
| Operational Equip & Supplies | 66,517 | 60,003 | (6,514) | 84,500 | 80,000 | (4,500) |
| Equipment Maintenance | 656 | 3,744 | 3,088 | 1,000 | 5,000 | 4,000 |
| Contracted Services | 41,824 | 22,500 | (19,324) | 41,800 | 30,000 | (11,800) |
| | <u>201,958</u> | <u>167,463</u> | <u>(34,495)</u> | <u>250,500</u> | <u>223,300</u> | <u>(27,200)</u> |
| Net Department Surplus (Deficit) | <u>(201,958)</u> | <u>(167,463)</u> | <u>(34,495)</u> | <u>(250,500)</u> | <u>(223,300)</u> | <u>(27,200)</u> |

Town of Wolfville
Administration
For the Nine Months Ending December 31, 2017

| | Financial Results To | | | Year End | | |
|----------------------------------|----------------------|---------------------|----------------|-----------------------|---------------------|-----------------|
| | Actual 31-Dec-17 | Budget 31-Dec-17 | VARIANCE | Forecast 31-Mar-18 | Budget 31-Mar-18 | Variance |
| REVENUES | | | - | | | - |
| | - | - | - | - | - | - |
| EXPENSES | | | | | | |
| Salary and wages | 100,256 | 88,500 | (11,756) | 134,500 | 118,000 | (16,500) |
| Employee Benefits | 16,808 | 17,700 | 892 | 22,600 | 23,600 | 1,000 |
| Meetings, Meals and Travel | 3 | 300 | 297 | 100 | 400 | 300 |
| Professional Development | 1,071 | 1,500 | 429 | 1,100 | 2,000 | 900 |
| Membership Dues & Fees | 375 | 500 | 125 | 400 | 500 | 100 |
| Office Expense | 28,303 | 24,750 | (3,553) | 37,600 | 33,000 | (4,600) |
| Legal | 297 | - | (297) | 300 | - | (300) |
| Insurance | 6,600 | 7,500 | 900 | 6,600 | 7,500 | 900 |
| Audit | 236 | - | (236) | 5,900 | 5,500 | (400) |
| Miscellaneous | 12 | - | (12) | 100 | - | (100) |
| Property Taxes | 55,875 | 55,000 | (875) | 55,900 | 55,000 | (900) |
| Vehicle Fuel | 2,488 | 1,872 | (616) | 3,400 | 2,500 | (900) |
| Vehicle Repairs & Maintenance | 6,975 | 15,750 | 8,775 | 9,300 | 21,000 | 11,700 |
| Vehicle Insurance | 327 | 400 | 73 | 400 | 400 | - |
| Contracted Services | 14,462 | 12,000 | (2,462) | 18,300 | 16,000 | (2,300) |
| Depreciation | - | - | - | 136,000 | 127,000 | (9,000) |
| Doubtful accounts allowance | - | - | - | 1,000 | 1,000 | - |
| | <u>234,088</u> | <u>225,772</u> | <u>(8,316)</u> | <u>433,500</u> | <u>413,400</u> | <u>(20,100)</u> |
| Net Department Surplus (Deficit) | <u>(234,088)</u> | <u>(225,772)</u> | <u>(8,316)</u> | <u>(433,500)</u> | <u>(413,400)</u> | <u>(20,100)</u> |

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: February 6, 2018
Department: CAO



UPDATE

The Planning Advisory Committee met on January 31st, 2018.

PUBLIC PARTICIPATION MEETING – 329 MAIN STREET

The development of this site is limited by the instance of split-zoning and the application seeks to re-designate and re-zone portions of the subject property from Low Density Residential (R-1A) to Central Commercial (C-1). The extent of commercial development on this site is limited by the split-zoning; however, the development will occur regardless of the outcome and there has been no indication that the intended development will trigger a development agreement.

Members of the public noted concerns relating to increased traffic and parking interference on Seaview Avenue as well as the lack of buffering between residential and commercial land uses.

PLAN AMENDMENT – 329 MAIN STREET

The Committee noted a concern for the lack of buffering provisions in the MPS & LUB and the inability to impose any such limitations on as-of-right development. The Committee acknowledged that the impact on the local community may be worsened if the plan amendment is not approved as additional traffic and parking related to the development would have to be accommodated by the existing infrastructure. The Committee carried two motions:

- A positive recommendation to Council for the proposed plan amendment subject to Staff working with the proponent to include buffering.
- A recommendation to Council that Staff bring forward plan amendments that better articulate buffering of residential properties from neighbouring commercial properties.

DEVELOPMENT AGREEMENT – LOT 3 GASPEREAU AVENUE (DA 2016-007)

The proposed development for this site consists of two 4-unit residential buildings with a maximum of 8 bedroom per building. Both buildings will have access to a central parking area from Willow Avenue. The Committee carried a motion to give:

- A positive recommendation to the draft development agreement and to forward it to Council for initial consideration.

COMMITTEE UPDATE

Title: Planning Advisory Committee

Date: February 6, 2018

Department: CAO



DEVELOPMENT AGREEMENT AMENDMENT – 472 MAIN STREET (DA 2017-013)

The development agreement amendment is the result of a recent plan amendment that removed the limitations on lounge seating from the MPS. Staff noted that the allowable number of lounge seats is still controlled by the NS Liquor Control Act. The Committee carried a motion to give:

- A positive recommendation to the draft development agreement amendment and to forward it to Council for initial consideration.

DEVELOPMENT AGREEMENT – 185 MAIN STREET (DA 2017-014)

The proposed development for this site is facilitated by a recent plan amendment that re-designated and re-zoned the subject property from Low Density Residential (R-1A) to Medium Density Residential (R-2/4) to allow for a third dwelling unit to be created. Staff expressed no concerns as the exterior changes to the property would be minimal. The Committee carried a motion to give:

- A positive recommendation to the draft development agreement and to forward it to Council for initial consideration.

The next Planning Advisory Committee meeting will be held on February 28th, 2018.

REQUEST FOR DECISION 008-2018

Title: 185 Main Street
Date: 2018-02-06
Department: Community Development



SUMMARY

185 Main Street Development Agreement

For COTW to consider the PAC recommendation regarding the draft amending development agreement at 185 Main Street (PID 55276729) to enable three one-bedroom units in the existing building on site.

PAC Motion (January 31st, 2017):

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT DEVELOPMENT AGREEMENT AT 185 MAIN STREET AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION

CARRIED

DRAFT MOTION:

That Committee of the Whole forward the Development Agreement for 185 Main Street to a Public Hearing on March 20, 2018, before a decision is made by Council.

REQUEST FOR DECISION 008-2018

Title: 185 Main Street
Date: 2018-02-06
Department: Community Development



1) CAO COMMENTS

No Comments Required.

2) LEGISLATIVE AUTHORITY

The Municipal Planning Strategy establishes the ability to enter into or amend development agreements.

3) STAFF RECOMMENDATION

Staff considers the draft development agreement consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommends that it be forwarded to a Public Hearing.

4) REFERENCES AND ATTACHMENTS

- Attachment 1 - PAC Staff Report dated January 31, 2018
- Attachment 2 - Draft Development Agreement dated January 31, 2017

5) DISCUSSION

The proposed development agreement enables three one-bedroom dwelling units in the existing building at 185 Main Street with only minor alterations to the historical built form. The existing Medium Density Residential (MDR) designation and Medium Density Residential (R-2/4) zoning permit this by development agreement and increasing density in these areas is encouraged. See attached PAC Staff Report for background and additional details.

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

8) COMMUNICATION REQUIREMENTS

No public information session has been held for this application as there have been multiple community engagements related to 185 Main Street since Staff were directed to explore the issue of plan amendments to enable this development agreement in Spring of 2017. The next step in the process is for the application to go forward to a public hearing, which has tentatively been set for February 20th, 2018. This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. The existing sign will

REQUEST FOR DECISION 008-2018

Title: 185 Main Street

Date: 2018-02-06

Department: Community Development



remain placed on the property indicating the property is subject to a development agreement application. Following the public hearing, Council will then give consideration to the development agreement.

9) ALTERNATIVES

1. COTW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COTW forwards the application to Council with a recommendation to reject the application.

This Development Agreement is made this _____ day of _____, 2018

BETWEEN:

GEORGE MICHAEL LACEBY and JANICE BEVERLIE PARKER
(Hereinafter called the "Developer")

OF THE FIRST PART

- and -

TOWN OF WOLFVILLE
A municipal body corporate,
(Hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a Development Agreement relating to the use and development of the Lands (PID 55276729) pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval for the development of the Lands is that the parties enter into this Development Agreement;

AND WHEREAS the Town Council of the Town, at its meeting on XXXXXXXXX, 2018 approved entering into this Development Agreement to permit the establishment of a Planned Development on the Lands, subject to the registered owner of the Lands entering into this Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Development Agreement and other valuable consideration the Developer and the Tenant and the Town agree to the following terms.

1. Schedules

The following schedules form part of this Development Agreement:

Schedule “A” – Legal Parcel Description of Lands

Schedule “B” – Site Plan/Landscape Plan for the Lands

Schedule “C” – Elevation plans for the Main Building

2. Definitions

2.1 In this Development Agreement:

“Barrier Free” means as established by the National Building Code.

“Barrier Free Parking Stall” means the provisions set forth under Section 3.8.2.2 (4) and Section 3.8.2.2(5) under Schedule C within the Nova Scotia Building Code Regulations made under Section 4 of the Building Code Act.

“Building By-Law” means Chapter 65 of the By-Laws of the Town of Wolfville.

“Building Code Act” means an Act to adopt and implement a building code for the Province of Nova Scotia RSNS 1989 Chapter 46, as amended.

“Developer” means the owner(s) of the lands, their heirs, successors, assigns, and all subsequent owners of the lands.

“Development” means a single main building on the lands with a total of three dwelling units.

“Development Officer” means the Development Officer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

“Engineer” means the Engineer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

“Effective date” means the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.

“Lands” means the real property in the Town of Wolfville owned by the Developer, PID 55276729, and as described in Schedule “A”.

“Land Use By-Law” means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law adopted by

Council on September 23, 2008, and recorded at the Kentville Land Registry Office on November 6, 2008, as Document Number 92078600.

“Municipal Planning Strategy” means the municipal planning strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy adopted by Council on September 23, 2008, and recorded at the Kentville Registry of Deeds Office on November 6, 2008, as Document Number 92078543.

“MGA” means the *Municipal Government Act*, S.N.S. 1998, c. 18, as amended.

“Planning Documents” means Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw.

2.2 Where terms (words or phrases) are not defined in this Development Agreement, definitions in the Town’s planning documents shall apply. Where terms are not defined in the planning documents, definitions in the MGA shall apply. Where terms are not defined in the aforementioned sources, their ordinary meaning shall apply.

3. Relevance of Planning Documents and Other Regulations

3.1 This Development Agreement contains definitions and regulations for the Development. It complements the Town’s Planning Documents. Unless specified in this Development Agreement, requirements in the Town’s Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.

3.2 Regulations outside of this Development Agreement or the Town’s Planning Documents may be applicable to the Development. However, the terms of this Development Agreement shall not be materially changed in order to comply with such regulations without an amendment to this Development Agreement.

4. Background

The Developer wishes to construct a third dwelling unit in the existing two unit building;

The Municipal Planning Strategy requires that such a development be approved by a Development Agreement. The parties have therefore agreed to enter into this Development Agreement.

5. Terms

5.1 Development Conditions

5.1.1 Permits and Approvals

- 5.1.1.1** This Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this Agreement.
- 5.1.1.2** The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.
- 5.1.1.3** Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.
- 5.1.1.4** No occupancy permit shall be granted for this Development until all provisions of this agreement are met, except for landscaping requirements that cannot be met due to seasonal restrictions.

5.1.2 Land Use

- 5.1.2.1** The following uses are permitted:
 - (a) All as-of-right uses permitted in the Medium Density Residential (R-2/4) zone in the Land Use By-law, as amended from time to time.
 - (b) A multi-unit dwelling with a maximum of three dwelling units and no more than eight bedrooms within the three dwelling units.

5.1.3 Landscaping & Site Requirements

- 5.1.3.1** The Development shall conform to the zone standards of the Land Use By-law except as otherwise established by this agreement.
- 5.1.3.2** All Development shall occur on the Lands.
- 5.1.3.3** Development on the Lands shall be built generally in accordance with the Site Plan/Landscape Plan and Specifications of Schedule "B."
- 5.1.3.4** Landscaping requirements as shown in Schedule "B" may be varied to accommodate different plant varieties, the location of planting beds or other minor details, pursuant to approval by the Development Officer.

5.1.4 Municipal Services

- 5.1.4.1** The parties agree that municipal sanitary sewer and water services are available in the street on Main Street and that the building is currently connected to these services.
- 5.1.4.2** All costs to connect the existing main building, and internal dwelling units, to these services are the responsibility of the Developer.
- 5.1.4.3** The Town makes no warranties, guarantees or claims as to the adequacy of the Town's water supply to provide the recommended Fire Flow amounts for protection of the building from fire. The Developer shall satisfy itself that the available fire flows are satisfactory to meet its needs.

5.1.5 Refuse Storage and Utility Equipment

- 5.1.5.1** Refuse, compost, recyclables, and other similar matters shall be stored within the building(s), or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Valley Region Solid Waste-Resource Management By-Law, and other applicable regulations.
- 5.1.5.2** Containers referenced in 5.1.5.1 shall be located so that they are visually screened.
- 5.1.5.3** Utility equipment such as mechanical and electrical equipment shall be visually screened by fencing or landscaping.

5.1.6 General Maintenance and Operation

- 5.1.6.1** Buildings, landscaping, and other related features shall be maintained in good condition, pursuant to the Town's Property Minimum Standards By-law.

5.1.7 Architecture

- 5.1.7.1** Minor alterations or additions to the existing main building on the Lands, as outlined in Schedule "C", are included as part of this development agreement.
- 5.1.7.2** Parking requirements shall be subject to the Land Use By-law.
- 5.1.7.3** Further exterior alterations or additions to the existing main building on the Lands are permitted pursuant to the Land Use By-law.

5.1.8 Timing

5.1.8.1 This Development Agreement shall be deemed entered into on the day following the day on which the time for appeal of Town Council's approval has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable. All other time requirements imposed in this Development Agreement shall be calculated from that date, the effective date.

5.1.8.2 All Development enabled by this Agreement shall be completed within three (3) years. Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer or Tenant.

5.1.8.3 Within 1 year of the issuance of the occupancy permit for the Development, all landscaping required by this Agreement shall be completed.

5.1.9 Amendment

5.1.9.1 With the exception of matters which the Town and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.

5.1.9.2 Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:
(a) The requirements for completion imposed by section 5.1.8.2.

5.1.10 Expenses

5.1.10.1 The Developer shall pay all costs and expenses incurred by the Town related to this Development Agreement.

5.1.11 Liability

5.1.11.1 The Developer shall be liable for any damage caused to persons or public or private property by the Developer or any contractor or other individual doing work related to the Development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the Development. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to insure the responsibilities which the Developer is assuming in this section.

5.1.12 Default

5.1.12.1 If the Developer fails to comply strictly with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may, after 30 days notice in writing to the Developer, enter the lands and perform any obligation with which the Developer has failed to comply strictly. All expenses arising out of the entry of the Lands and performance of the obligations may be recovered by the Town from the Developer by direct suit and shall form a charge upon the Lands. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.

5.1.12.2 If the Developer breaches any of the terms of this Development Agreement, the Town, at its sole option, may:

- (a)** Terminate this Development Agreement;
- (b)** Exercise its rights under paragraph 5.1.12.1 above; or,
- (c)** Take no action.

5.1.12.3 Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach.

5.1.12.4 Any expenses incurred by the Town in exercising its rights under sections 5.1.12.1 and 5.1.12.2, or either of them, shall be paid by the Developer to the Town.

5.1.13 Administration

The Development Officer administers this Agreement. His/Her decision is final and binding on all parties.

6. Warranties by the Developer

6.1 Title and Authority

6.1.1 The Developer warrants as follows:

- (a)** The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance, or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Development Agreement to validly bind the Lands.
- (b)** The Developer has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

7. Full Agreement

7.1 Other Agreements

- 7.1.1** This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.
- 7.1.2** This Development Agreement shall not be a precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

8. Notice

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1
Attention: Development Officer

and if to the Developer:

George Michael Laceby and
Janice Beverlie Parker
195 Main Street
Wolfville, Nova Scotia
B4P 1C3

9. Headings

The headings used in this Development Agreement are for convenience only. If any of the headings are inconsistent with the provisions of the Development Agreement which it introduces, the provisions of the Development Agreement shall apply.

10. Binding Effect

This Development Agreement shall ensure to the benefit of and be binding upon the parties to this Development Agreement, their respective successors, administrators, and assigns.

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2018, _____ a witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFVILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2018, _____ a witness to this agreement came before me, made oath, and swore that **GEORGE MICHAEL LACEBY and JANICE BEVERLIE PARKER**, caused the same to be executed and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

Schedule "A"
Property Description

ALL that certain lot, piece or parcel of land situate, lying and being on the south side of Main Street, in the Town of Wolfville, County of Kings, Province of Nova Scotia and more particularly bounded and described as follows:

COMMENCING at a survey marker set on the Southern boundary of Main Street in the Town of Wolfville, County of Kings, Province of Nova Scotia where the same is intersected by the eastern boundary of lands formerly of the Governors of Acadia University, later of Blomidon Estates Limited, said survey marker being distant four hundred and ninety-three point seven zero one (493.701) feet measured in a Northwesterly direction from Nova Scotia Co-ordinate Monument No. 8374;

THENCE South eight degrees zero one minutes fifty-five point one seconds West (S 8 degrees 01 minutes 55.1 seconds W) a distance of three hundred and twenty-three point eight seven six (323.876) feet to a wooden fence post;

THENCE South seven degrees ten minutes twenty-eight- seconds West (S 7 degrees 10 minutes 28 seconds W) a distance of sixty-five point six two (65.62) feet more or less to a point on the northern boundary of lands now or formerly of the Nova Scotia Housing Commission;

This westerly boundary of the herein described parcel being and intended to be that portion of a mutual line or boundary between Blomidon Estates Limited and The Director, The Veterans' Land Act, shown and delineated as "A" - "B" - "C" on a Plan of Survey No. 4-449-1R2 prepared by Western Nova Consultants Limited entitled Line Agreement, and dated the 5th day of August, A.D. 1977, this same boundary being the subject of an Agreement between The Director, The Veterans' Land Act and Blomidon Estates Limited and Lester G. Rawding and Love L. Rawding, dated the 22nd day of September, 1977, recorded in Kings County Records Office on the 28th day of October 1977, in Book 428, Page 495 as Number 9703;

THENCE in an easterly direction along the said northern boundary of the Nova Scotia Housing Commission to the survey marker set at the southwest corner of lands conveyed by The Director, The Veterans' Land Act to Michael E. Peach and Angelika Peach by deed dated the 31st day of March 1976 and recorded in the Kings County Records on the 22nd day of April 1976 in Book 397 at Page 345, and shown as Lot "A" on a plan prepared by Bruce Havill dated the 13th day of January 1976, revised on the 21st day of January 1976, said plan filed at the Kings County Land Registration Office as P-1098.

THENCE North ten degrees twenty-two minutes East (N 10 degrees 22 minutes E) along the western boundary of lands conveyed to the said Michael Peach and Angelika Peach a

distance of three hundred and five point five (305.5) feet or to a survey marker set on the southern boundary of Main Street aforesaid;

THENCE northwesterly along the southern limits of said Main Street two hundred and twenty-eight point six (228.6) feet or to the place of beginning.

*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel originates with an instrument (registration details below) and the subdivision is validated by Section 291 of the Municipal Government Act

Registration District: KINGS COUNTY

Registration Year: 1979

Book: 477 Page: 829 Document Number: 11620

Schedule "B" – Site/Landscaping Plan



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Development Agreement Proposal – 185 Main Street

Date: January 31, 2018

Department: Planning & Development



1. PROPOSAL

In March of 2016, the owners of the Blomidon Inn, Michael Laceby and Janice Parker, purchased the neighbouring single-unit dwelling residence at 185 Main Street, with the intent of converting 185 Main Street into 3 one-bedroom dwelling units. This required a Municipal Planning Strategy Amendment to redesignate and rezone 185 Main Street from Low Density Residential and R-1A to Medium Density Residential and R-2/4.

This plan amendment process has been completed. The property is now designated Medium Density Residential in the Town's Municipal Planning Strategy and zoned Medium Density Residential (R-2/4) in the Town's Land Use By-law. Properties zoned R-2/4 allow for the consideration of 3 or 4 units by development agreement.

The Applicant now wishes to continue the steps towards establishing a third dwelling unit by obtaining a development agreement.

| | |
|------------------------|--|
| APPLICANT | Initiated by Council – March of 2017, in response to a request from Michael Laceby |
| PROPOSAL | To enable three one-bedroom dwelling units at 185 Main Street |
| LOCATION | 185 Main Street (PID 55276729) |
| LOT SIZE | 0.875 hectares |
| DESIGNATION | Medium Density Residential (MDR) |
| ZONE | Medium Density Residential (R-2/4) |
| SURROUNDING USES | Single-unit dwellings, multi-unit dwellings, church, inn |
| NEIGHBOUR NOTIFICATION | Notification and Public meetings were held during the plan amendment process – a PIM on the DA aspect was not deemed necessary because of this. A Development Agreement notification sign has been placed on the property. If this application continues to a public hearing, notification of will be sent to neighbors within 100m and a public notice advertising the public hearing will be posted 14 days prior to the public hearing. |

REPORT TO PLANNING ADVISORY COMMITTEE

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2. STAFF RECOMMENDATION

Staff recommends that the Planning Advisory Committee (PAC) provide a positive recommendation to Council regarding the Draft Development Agreement for 185 Main Street and that the proposal be forwarded to Council for initial consideration before a Public Hearing is held.

3. PROCESS

No Public Information Meeting was held due to the recently resolved Municipal Planning Strategy amendment process that enabled this application. As part of that process, multiple public information sessions were held which discussed this issue, and public concerns and comments were collected at those sessions.

No Design Review Committee meeting was held as only minor alterations to the exterior of the building are included in this proposal.

The Planning Advisory Committee will forward a recommendation to Council for initial consideration at Committee of the Whole. A Public Hearing would then be advertised and notices sent directly to property owners within 100m regarding a public hearing for the proposal, which would be held before a decision by Council, as required by the *Municipal Government Act*. If approved, it would proceed to an appeal period before the development agreement could be signed.

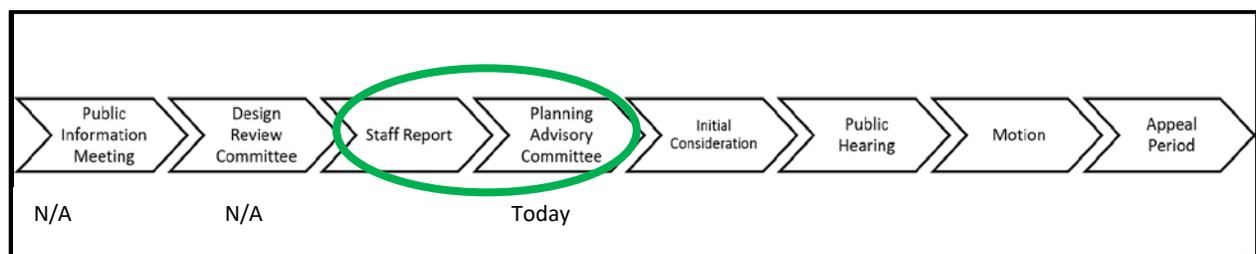


Figure 2: The Development Agreement Process for this proposal

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal – 185 Main Street

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4. SITE CONTEXT

Existing Conditions

The site currently consists of two relatively flat parcels, totaling 0.875 hectares in area. The larger parcel contains an existing single-unit dwelling, known as Thornleigh, built circa 1887. The house has a large front lawn (approximately 40 metres) and an assembly of small outbuildings in the rear yard. Access is provided by a gravel driveway on Main Street. Immediate neighbours include the Blomidon Inn, two single-unit dwellings (171 Main Street and 6 Sherwood Drive), and a collection of multi-unit dwellings on Dale Street. The site is an approximately 10 minute walk (1 km) from the downtown core (Central Ave).

IMAGES 1 to 4 (CW from TL): Subject property front elevation; subject property rear yard; multi-unit dwellings on Dale Street; Blomidon Inn



Designation & Zoning

The subject site is currently designated Medium Density Residential (MDR) on the Future Land Use Map of the Municipal Planning Strategy. The multi-unit dwellings on Dale Street—immediately to the south of the subject property—are designated High Density Residential (HDR). All other immediate neighbours

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are designated Low Density Residential (LDR). Nearby, to the southwest, is a large area of lands designated Medium Density Residential (MDR) (see image 5).



Image 5: Excerpt of Future Land Use Map – showing location of proposal application in red

The subject site is currently zoned Medium Density Residential (R-2/4) on the Zoning Map of the Land Use By-law. The multi-unit dwellings on Dale Street—immediately to the south of the subject property—are zoned High Density Residential (R-2/HD). The Blomidon Inn is zoned Special Commercial (C-4). All other immediate neighbours are zoned Low Density Residential (R-1A). The closest Medium Density Residential (R-2/4) zone is to the southwest, on Orchard Avenue on the other side of the Blomidon Inn. These lands include a mix of single-, two-, and three-unit dwellings. (see image 6).

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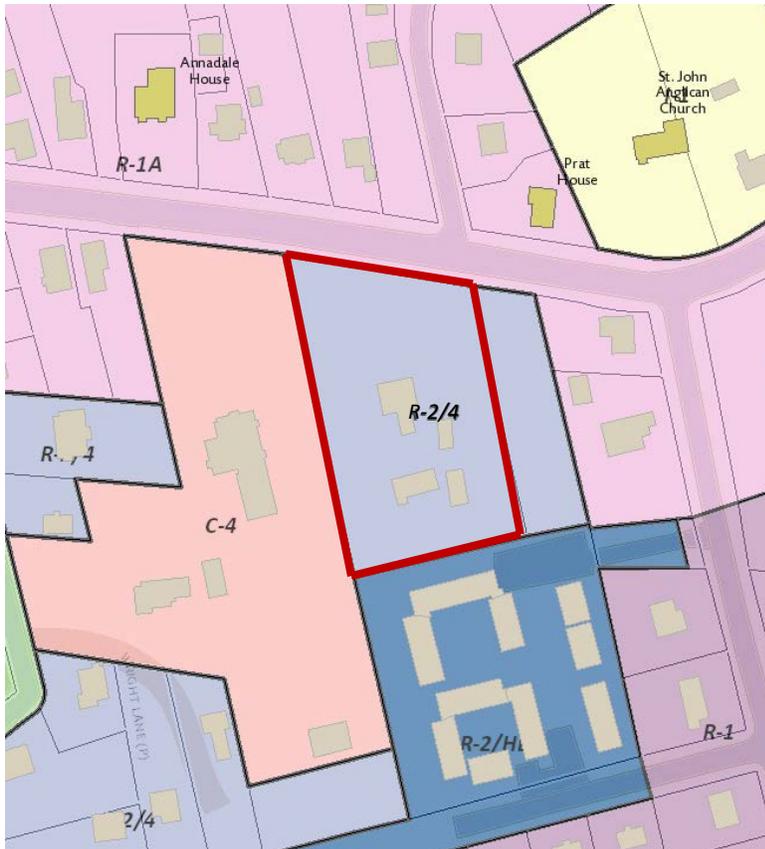


Image 6: Excerpt of Land Use By Law Schedule "A" Zoning Map – showing location of proposal application in red

Architecture and Design

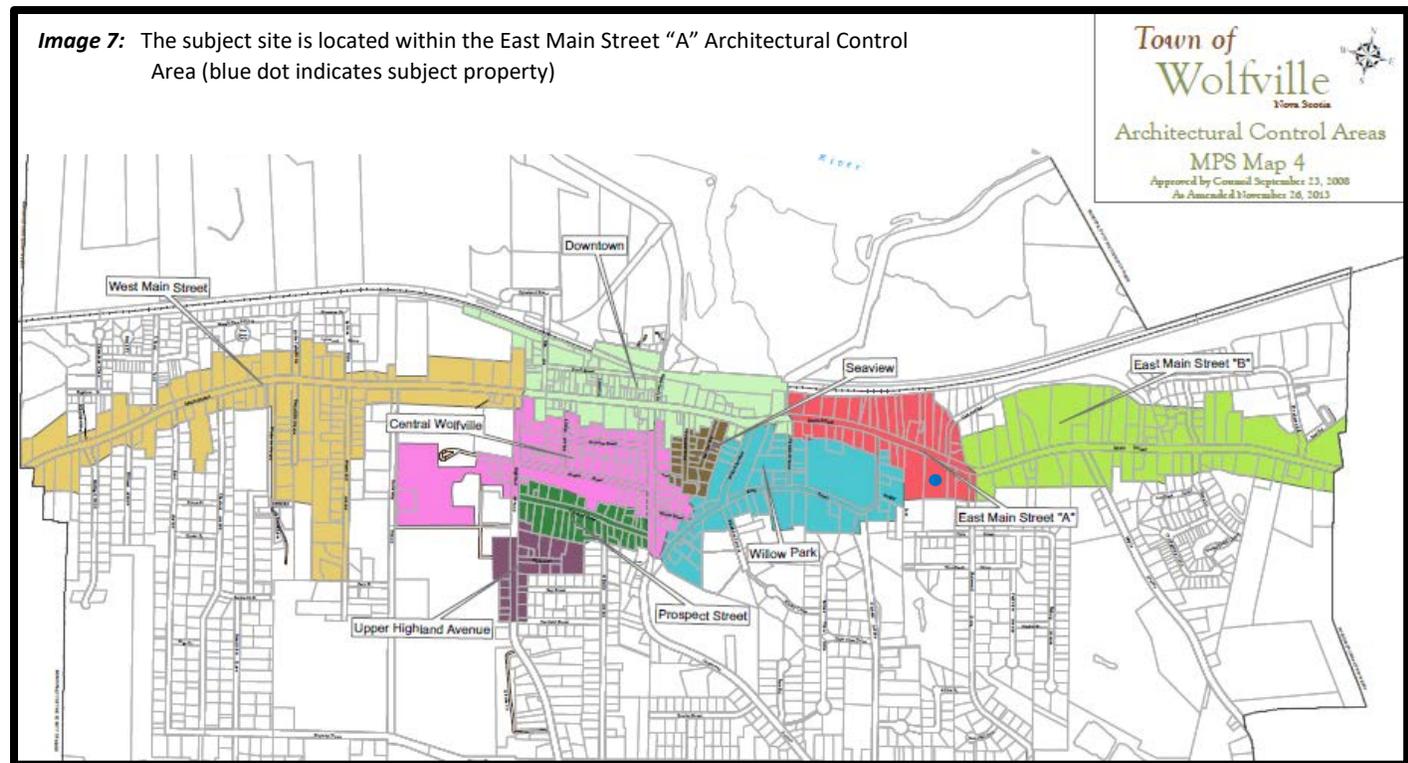
The subject site is also located in the East Main Street "A" Architectural Control Area. Within architectural control areas, the Municipal Planning Strategy requires new development to be similar to the existing context in terms of architectural styling and details. In these areas, a development agreement is required for new main buildings and additions that exceed 25 percent of the floor area of an existing main building. As only minor alterations to the exterior architecture of the building are included, this application has not been circulated to the Design Review Committee.

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Proposed Conditions

The current proposal calls for minor changes to the exterior of the main building to allow for a third dwelling unit (see image 8 & 9). Sufficient parking already exists on site to accommodate the third dwelling unit.

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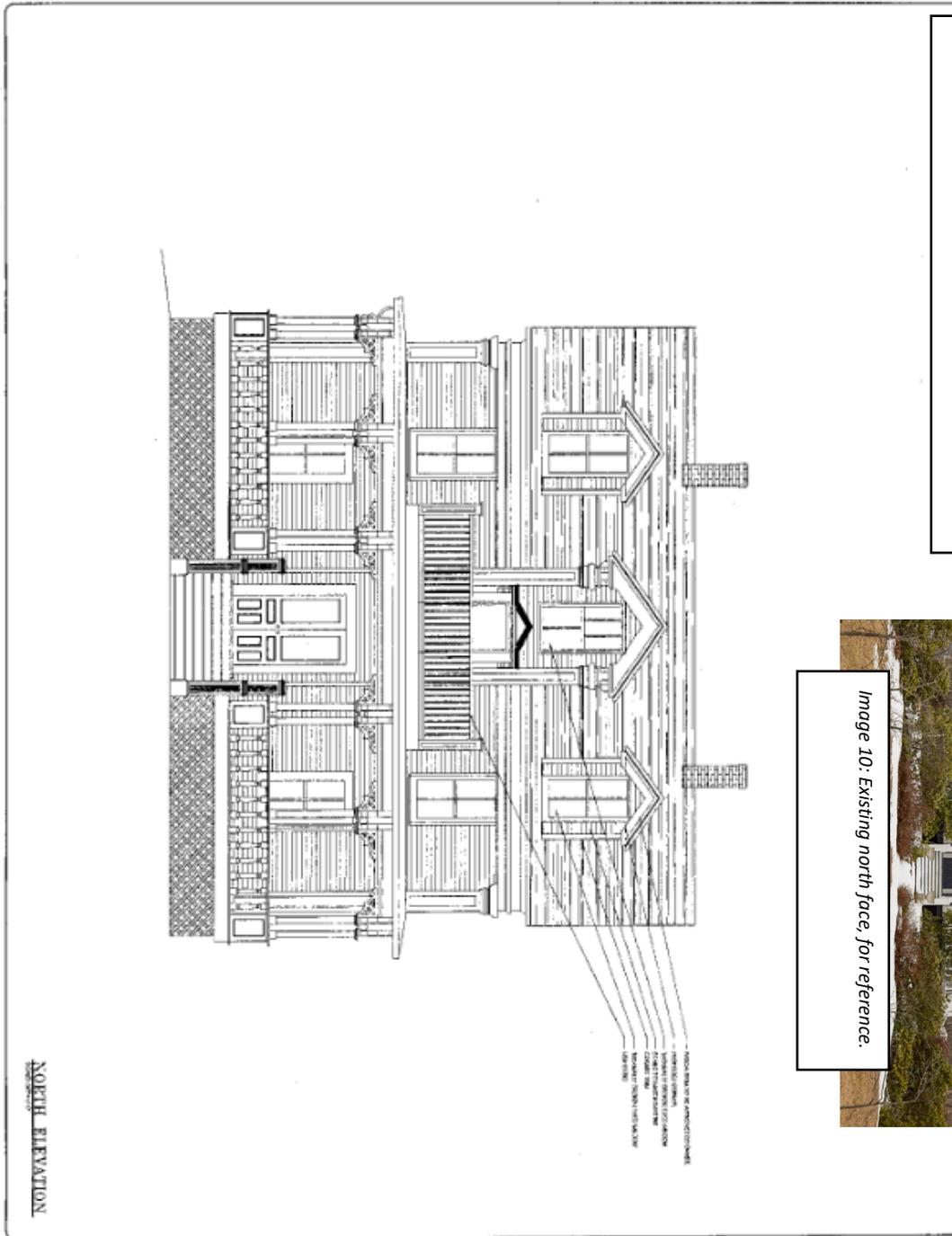


Image 9: North elevation indicating alterations to structure



Image 10: Existing north face, for reference.

| | | |
|---|--|---|
| <p>PROJECT: COLLEGE DEVELOPMENT RENOVATION</p> <p>NOTIFICATION: 18-001-001</p> <p>DATE: MAY 22, 2018</p> <p>PREPARED BY: ANDY YOSHIDA</p> <p>SCALE: 1/8" = 1'-0"</p> <p>DATE: 4</p> | | <p>PROJECT: COLLEGE DEVELOPMENT RENOVATION</p> <p>NOTIFICATION: 18-001-001</p> <p>DATE: MAY 22, 2018</p> <p>PREPARED BY: ANDY YOSHIDA</p> <p>SCALE: 1/8" = 1'-0"</p> <p>DATE: 4</p> |
| <p>PROJECT: COLLEGE DEVELOPMENT RENOVATION</p> <p>NOTIFICATION: 18-001-001</p> <p>DATE: MAY 22, 2018</p> <p>PREPARED BY: ANDY YOSHIDA</p> <p>SCALE: 1/8" = 1'-0"</p> <p>DATE: 4</p> | | <p>PROJECT: COLLEGE DEVELOPMENT RENOVATION</p> <p>NOTIFICATION: 18-001-001</p> <p>DATE: MAY 22, 2018</p> <p>PREPARED BY: ANDY YOSHIDA</p> <p>SCALE: 1/8" = 1'-0"</p> <p>DATE: 4</p> |

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5. POLICY REVIEW AND DISCUSSION

A property zoned Medium Density Residential (R-2/4) proposing this use, in this area, is to be considered only through development agreement, as per section 8.3 of the Land Use By-law (LUB) and subject to policies related to the Medium Density Residential Designation (8.2.4, 8.7.3), and Criteria for Development Agreements (18.6.1) within the Municipal Planning Strategy (MPS).

This section provides an analysis of relevant policies for this development proposal. Tables summarizing all policies of this development proposal are provided in Attachment 1.

a. MPS Review

Municipal Planning Strategy (MPS) – Part 8 – Residential Development and Land Use

The MPS establishes when a development requires a development agreement. In the Medium Density Residential Designation, within the R-2/4 (Medium Density Residential) zone, three or four unit dwellings may only be approved by development agreement, as per Policy 8.2.4:

8.2.4 *to consider only by development agreement, in the areas zoned Medium Density Residential (R-2/4) proposals for:*

- *three and four unit dwellings in accordance with policy 8.7.3.*
- *institutional developments of a limited nature not related to either main or accessory University uses, in accordance with policy 8.7.1.*
- *Bed & Breakfasts in excess of 3 guestrooms and Inns, in accordance with policy 8.7.4.*
- *Bed & Breakfasts with a dormitory room that has an occupant load larger than four persons, in accordance with policy 8.7.4.*
- *Replacement of existing multi-unit dwellings in excess of four dwelling units in accordance with policy 18.6.1. This replacement structure shall not contain more dwelling units than existed prior to replacement.*

MPS Policy 8.7.3, which identifies criteria that should be met for proposals in the Medium Density Residential Designation for three and four unit dwellings, is the primary policy to consider for this type of development proposal:

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8.7.3 to ensure the following criteria are met when council is considering proposals in Medium Density Residential (MDR) designations for three and four unit dwellings by development agreement:

- (a) the proposal provides a safe access and egress to the lot for the intended use;
- (b) the proposal provides a landscape plan prepared by a landscape architect or certified landscape designer and includes adequate landscaped buffers required to adequately separate parking areas from adjacent residential uses and to ensure a high landscape value is provided by the development.;
- (c) the proposal contains no more than a total of 8 bedrooms in a 3 unit dwelling and 10 bedrooms in a 4 unit dwelling;
- (d) the proposal provides space for leisure or recreation facilities;
- (e) development is in accordance with policy **18.6.1**

MPS Policy 8.7.3, requires Council to ensure that there is adequate landscape buffering, space for leisure/recreational activities, that safe access and egress is provided to the property, and that the development proposed does not exceed the identified bedroom and unit count within a dwelling. In addition to these criteria, the development proposal shall be in accordance with Policy 18.6.1.

Discussion & Analysis - Criteria met from Policy 8.7.3 of the MPS:

The proposed development, in Staff's opinion, meets all the criteria set out in MPS Policy 8.7.3 as it does not alter the existing safe access and egress, it includes a landscape plan by a professional landscape architect (see Development Agreement, Schedule "B"), the existing space for leisure or recreation facilities will not be diminished with redevelopment, and the proposal contains less than 8 bedrooms within three dwelling units.

Staff believe this meets the requirements for areas zoned R-2/4 and is in accordance with our existing policies and by-laws. A summary table for MPS Policy 8.7.3 with Staff comment to each criterion is provided in *Attachment 1*.

Municipal Planning Strategy – Part 18 – Implementation

The last criteria outlined in Policy 8.7.3 of the MPS states that a "development is in accordance with Policy 18.6.1". Policy 18.6.1 of the MPS contains general policy for all development agreements, which focus on issues related to the neighbourhood impacts, servicing, and the design of the proposed development.

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Discussion & Analysis - Criteria met from Policy 18.6.1 of the MPS:

As public hearings related to the redesignation and rezoning of this site did not raise any public comments, and the alterations to the existing landscape are minor, Staff have not identified any issues related to the general criteria for all development agreements. A summary table for MPS Policy 18.6.1 with Staff comment to each criterion is provided in *Attachment 1*.

Staff believe the proposed development is consistent with the intent and criteria set out in Policy 18.6.1 of the MPS. A summary table for MPS Policy 18.6.1 with Staff comment to each criterion is provided in *Attachment 1*.

6. REVIEW FROM OTHER DEPARTMENTS

The development proposal has been reviewed by the Public Works Department and the Traffic Authority, with no comments or concerns related to servicing capacity, access, egress and parking.

7. PUBLIC INFORMATION MEETING & PUBLIC COMMENTS

As multiple public engagements highlighting the intended outcome of this proposal have been hosted as part of the Municipal Planning Strategy amendment process, and because there have been no concerns from the public to date, an additional public information meeting on this topic before formulating the Staff report is considered unnecessary in addition to the upcoming public hearing.

8. SUMMARY OF DRAFT DA

The Draft Development Agreement, as attached (*Attachment 2*), requires the following:

- Three unit dwelling enabled on the site
- Landscape buffering provisions
- Requires that all non-hard surface areas on the Lands are maintained as landscaped areas.
- Not exceed 8 bedrooms

9. CONCLUSIONS

The subject property (185 Main Street) will not see any external changes to the landscaping or exterior of the buildings on 185 Main Street. The development agreement proposes 3 dwelling units within an existing residential building.

Staff believe that the intensified use of the subject property is warranted through MPS policy and Town of Wolfville Strategic Priorities of diversifying housing variety and costs in the Town of Wolfville.

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Development Agreement Proposal – 185 Main Street

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It is Staff's opinion that the proposed development meets the intent of the Municipal Planning Strategy and is consistent with relevant policies of the MPS. Given this, Staff recommend the Planning Advisory Committee provide a positive recommendation to Committee of the Whole regarding the Draft Development Agreement for 185 Main Street (PID 55276729) and the attached Development Agreement be forwarded to Council for Initial Consideration before a Public Hearing is held.

10. ATTACHMENTS

- a. Relevant Policy - Summary Tables
- b. Draft Development Agreement

Policy 8.7.3 of the MPS states that: *to ensure the following criteria are met when council is considering proposals in Medium Density Residential (MDR) designations for three and four unit dwellings by development agreement.*

The following table provides Staff comment on the identified policy criteria:

| Criteria from Policy 8.7.3 of the MPS | Staff Comment |
|--|--|
| <i>(a) the proposal provides a safe access and egress to the lot for the intended use;</i> | <ul style="list-style-type: none">• No alteration to existing access/egress to the site. |
| <i>(b) the proposal provides a landscape plan prepared by a landscape architect or certified landscape designer and includes adequate landscaped buffers required to adequately separate parking areas from adjacent residential uses and to ensure a high landscape value is provided by the development;</i> | <ul style="list-style-type: none">• The site/landscaping plan was prepared by Sagehouse Design, Landscape Architecture.• No substantial alteration to existing site conditions. |
| <i>(c) the proposal contains no more than a total of 8 bedrooms in a 3 unit dwelling and 10 bedrooms in a 4 unit dwelling;</i> | <ul style="list-style-type: none">• The application proposes a single building that would consist of three dwelling units.• The number of bedrooms is no more than 8. |
| <i>(d) the proposal provides space for leisure or recreation facilities;</i> | <ul style="list-style-type: none">• No alteration to existing site. |

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| | |
|--|---|
| <i>(e) development is in accordance with policy 18.6.1</i> | <ul style="list-style-type: none"> • See policy 18.6.1 analysis below. |
|--|---|

Policy 18.6.1 of the MPS establishes the general implementation policies that Council shall consider for all development agreements. In part of reviewing for this section, Staff may have contacted other departments or outside agencies to seek specific information.

The following table provides Staff comment on the identified policy:

| General Development Agreement Policies of the MPS (Section 18.6.1) | Staff Comment |
|---|--|
| <i>(a) to ensure that the proposal conforms to the intent of the MPS and to all other applicable Town By-Laws and regulations, except where the application for a development agreement modifies the requirements of the LUB or Subdivision By-Law.</i> | <ul style="list-style-type: none"> • This proposal is enabled for consideration by development agreement and in Staff’s opinion is consistent with the intent of the MPS. |
| <i>(b) to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:</i> | |
| <i>i) the type and intensity of use</i> | <ul style="list-style-type: none"> • Developing the subject property to a total of three dwelling units may incur minor increased noise and traffic. |
| <i>ii) the height, mass or architectural design of proposed buildings</i> | <ul style="list-style-type: none"> • No alteration to existing structure. |
| <i>iii) hours of operation of the use</i> | <ul style="list-style-type: none"> • Not applicable (residential use) |
| <i>iv) outdoor lighting</i> | <ul style="list-style-type: none"> • Outdoor lighting is not being altered. |
| <i>v) noise, vibration, or odour</i> | <ul style="list-style-type: none"> • Three dwelling units on this property will result in increased noise, yet within acceptable standards. |
| <i>vi) vehicles and pedestrian traffic</i> | <ul style="list-style-type: none"> • Three dwelling units on this property will result in increased pedestrian traffic and vehicles on site, yet well within acceptable levels for residential areas. |
| <i>vii) alteration of land levels/or drainage patterns</i> | <ul style="list-style-type: none"> • No alteration to existing site conditions. |

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| | |
|---|---|
| <i>viii) deprivation of natural light</i> | <ul style="list-style-type: none"> No alteration to existing site. |
| (c) <i>to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following:</i> | |
| <i>i) sanitary and storm sewer systems</i> | <ul style="list-style-type: none"> Adequate capacity |
| <i>ii) water systems</i> | <ul style="list-style-type: none"> Adequate capacity |
| <i>iii) schools</i> | <ul style="list-style-type: none"> No issues |
| <i>iv) recreation and community facilities</i> | <ul style="list-style-type: none"> No issues |
| <i>v) fire and police protection</i> | <ul style="list-style-type: none"> No issues |
| <i>vi) street and walkway networks</i> | <ul style="list-style-type: none"> No issues |
| <i>vii) solid waste collection and disposal systems</i> | <ul style="list-style-type: none"> No issues |
| (d) <i>to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the town to absorb capital and/or maintenance costs related to the development.</i> | <ul style="list-style-type: none"> No costs to be incurred by the Town |
| (e) <i>to ensure that the proposal does not cause environmental damage or damage to adjacent properties through:</i> | |
| <i>i) pollution of soils, water or air</i> | <ul style="list-style-type: none"> No alteration to existing site. |
| <i>ii) erosion or sedimentation</i> | <ul style="list-style-type: none"> No alteration to existing site. |
| <i>iii) interference with natural drainage systems</i> | <ul style="list-style-type: none"> No alteration to existing site. |
| <i>iv) flooding</i> | <ul style="list-style-type: none"> No alteration to existing site. |
| (f) <i>to ensure that the proposal protects and preserves matters of public interest such as, but not limited to:</i> | |
| <i>i) historically significant buildings</i> | <ul style="list-style-type: none"> No alteration to existing site. |
| <i>ii) public access to shorelines, parks and public and community facilities</i> | <ul style="list-style-type: none"> No alteration to existing site. |
| <i>iii) important and significant cultural features, natural land features and vegetation</i> | <ul style="list-style-type: none"> No alteration to existing site. |

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal – 185 Main Street

Date: January 31, 2018

Department: Planning & Development



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| <p>(g) <i>to ensure that the proposed site and building design provides the following:</i></p> | |
| <p><i>i) useable active transportation networks that contribute to existing active transportation links throughout the community</i></p> | <ul style="list-style-type: none"> • Not applicable (residential use) |
| <p><i>ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property</i></p> | <ul style="list-style-type: none"> • Adequate facilities provided. |
| <p><i>iii) facilities for the safe movement of pedestrians and cyclists</i></p> | <ul style="list-style-type: none"> • Adequate facilities provided. |
| <p><i>iv) adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area</i></p> | <ul style="list-style-type: none"> • No substantial alteration to existing site. • Adequate landscaping provided (See Site Plan, part of Attachment 3 - Draft Development Agreement, schedule B) |
| <p><i>v) screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |
| <p><i>vi) safe access for emergency vehicles</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |
| <p><i>vii) adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |
| <p><i>viii) architectural features, including but not limited to, mass, scale, roof style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |

REPORT TO PLANNING ADVISORY COMMITTEE

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| <p><i>windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition</i></p> | |
| <p><i>ix) useable outdoor amenity space for use of residents in a residential development</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |
| <p><i>x) accessible facilities for the storage and collection of solid waste materials</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |
| <p><i>xi) appropriate consideration for energy conservation</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |
| <p><i>xii) appropriate consideration of and response to site conditions, including but not limited to; slopes, soil, and geological conditions, vegetation, watercourses, wet lands, and drainage</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |
| <p>(h) <i>where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage</i></p> | <ul style="list-style-type: none"> • No alteration to existing site. |

Policy 18.6.2 establishes what conditions may be established in the development agreement. The conditions are limited to those listed, and to the specific policies guiding the development.

REPORT TO PLANNING ADVISORY COMMITTEE

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| Policy 18.6.2 of the MPS | |
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| SECTION 18.6.2 | STAFF COMMENT |
| <p>18.6.2 that a development agreement may contain such terms and conditions that are provided for in Section 227 of the Municipal Government Act which ensures that the proposed development is consistent with policies of this Municipal Planning Strategy. The agreement may include some or all of the following:</p> <ul style="list-style-type: none"> (a) the specific type of use; (b) the size of the structure(s) within a development; (c) the percentage of land that may be built upon and the size of yards, courts, or other open spaces; (d) the location of structure(s) in relation to watercourses, steep slopes and development constraint areas; (e) storm water drainage plans; (f) the maximum and minimum density of the population within the development; the architectural design or external appearance of structures, in particular its compatibility with adjacent structures, where required by policy; (g) traffic generation, access to and egress from the site and impact on abutting streets and parking; (h) landscape design plan indicating the type, size and location of all landscaping elements that buffer or screen the development. This may also include fencing, walkways and outdoor lighting; (i) open storage and outdoor display; (j) public display or advertising; (k) maintenance of the development; (l) any other matter which may be addressed in the Land Use By-law or Subdivision By-Law, such as parking requirements, yard requirements, etc.; | <ul style="list-style-type: none"> • The draft Development Agreement includes terms and conditions in relation to many of the items included in 18.6.2. |

REPORT TO PLANNING ADVISORY COMMITTEE

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| <p><i>(m) site specific information relating to soils, geology, hydrology and vegetation.</i></p> | |
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REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal – 185 Main Street

Date: January 31, 2018

Department: Planning & Development



c. Draft Development Agreement

ATTENDING

Chairperson Deputy Mayor Carl Oldham, Councillor Wendy Donovan, Councillor Jodi MacKay, Omar Bhimji, Mary Costello & Steve Mattson

ALSO ATTENDING

Director Devin Lake, Planner Jeremy Banks, Municipal Solicitor Samuel Lamey & Recording Secretary James Collicutt

LATE ARRIVALS

Melinda Norris

ABSENT WITH REGRETS

Mayor Jeff Cantwell & Oliver Jacob

CALL TO ORDER

Deputy Mayor Oldham, called the Public Participation Meeting to order at 1:30 PM

1. PUBLIC PARTICIPATION MEETING – 329 MAIN STREET (PA 2017-04)

Staff began with a presentation on an application to re-designate and re-zone portions of the property located at 329 Main Street at the request of the property owners. The primary reason being to have a better idea of the extent of their commercial area they can work with moving forward. This instance of split zoning was as a result of a subdivision and consolidation in October of 2014 as the area was being used for residential parking at the time of the process. This instance of split-zoning was considered a house keeping amendment in the focus of the MPS review. The change in zoning is as a result of the change in designation, which is necessitated by council's policy to keep zoning in sync with designations. Staff referred to Council's strategic plan and policies and its encouragement of the food and beverage culture in Town. There is no indication at this time that the planned development for the property would trigger a development agreement.

Public Questions & Feedback

- **Stephen Drahouse, 311 main street:** how was this situation created in 2014 and why is it being addressed now? Who was the owner in 2014? Staff: Viking Ventures Ltd. Owned 329 and 4 seaview. Drahouse: is it a matter of as-of right? Staff: yes, if it meets all the as-of-right requirements and a subdivision application would have been received by the Town. Drahouse: was public notice required? Staff: no. Drahouse: does there have to be a reason? Staff: No, not as long as it's as-of-right. Drahouse, the back portion of the property that Staff said was previous parking, was never used as a parking lot. Viking Ventures must have gotten a permit to construct a parking lot on the partially residentially owned property? Staff: That was as-of-right as the former Sunday school property was being used as residential parking for the church residents at that time. Drahouse: questions the validity of the permit that was issued to allow for the parking lot to be developed in the first place. This seems to set a precedent for commercial properties to absorb portions of adjacent residential properties and then re-zone/redesignate those portions. Staff: any redesignation or re-zoning of lands is at the discretion of Council.

- **Karen MacWilliam, 6 Seaview:** does not want a brewery 50m from their home and had no idea that such a use would be allowed. Does not make sense to the legislative framework and questions Council's decision to reverse a previous decision to address a "housekeeping" item. The only permanent residents (all but 1 on seaview), the January 17th letter from residents addresses 12 LUB/MPS-relating issues. The brewery will be issued a manufacturers permit by the NSLC, whereas staff are arguing that it is a "craft workshop" and not a manufacturing facility, which would not be allowed as-of-right. Karen's interpretation of the planning documents does not approve a brewery in the C-1 or R-1 zoning
- **Terry Drahous, 311 main street:** parking, the microboutique lofts development resulted in parking from microloft tenants on seaview avenue. The proposed commercial parking lot will not accommodate the volume or types of traffic associated with this type of use. There are major traffic and parking issues on seaview avenue.

2. ADJOURNMENT OF THE PUBLIC PARTICIPATION MEETING

The PPM was adjourned at 1:57 PM.

1. CALL TO ORDER

Deputy Mayor Oldham, called the Planning Advisory Committee Meeting to order at 1:59 PM

2. AGENDA APPROVAL

Question Period was moved to the bottom of the agenda to address 329 Main street while members of the public are present.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDMENT

CARRIED

3. APPROVAL OF MINUTES OF NOVEMBER 29th, 2017

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE PLANNING ADVISORY COMMITTEE MEETING OF NOVEMBER 29th, 2017 BE APPROVED AS CIRCULATED

CARRIED

4. PLAN AMENDMENT: PA 2017-04 – 329 MAIN STREET

Having just presented on the application, Staff had no further information to review.

Committee Discussion

The Committee asked: how does MPS policy 9.2.7 speaks to zoning abutments, a review of the LUB does not show have any special requirements for zone abutments with the exception of industrial and environmentally sensitive area buffers. Staff: as many of these are handled as part of a DA they are addressed there but there are methods of delineating between the two uses such as hedges, fences, ect.

The Committee noted that they have focused on buffering strategies in the past, and assuming that the amendment is passed, could buffering requirements (for fences trees ect) be stipulated in the development agreement? Staff: in a Da they could, but the exact requirements would rely largely on

how the owners intend to layout the development on the site. The owners could proceed with their development without the land being re-zoning/redesignation, but that would effect how they develop the site. Committee: can the town require the developer to do certain things or the town would do it for them? Staff: yes, that's the intention, that there will be buffering and screening requirements. Committee: could the use of the parking lot be enforced by the town? Staff: yes, just as in any other instances of inappropriate parking if they were to use residential for commercial parking. Committee: the brewery could continue to move forward without this plan amendment? Staff: yes, the fate of this amendment will not stop the development of the brewery. Samuel L: DAs allow for lots of requirement flexibility, where-as-right allows for very little flexibility, in particular with details such as buffering, site plan approval is a hybrid of the two and would be ideal for abutting zone sites such as these.

Motion formulated

Committee: IT SEEMS THAT the impact on the local community would be worse if the proposed amendment did not get passed; however, concerns over the issue of buffering as there is currently very little control over as-of-right development in a commercial zone. There is still a lot of information required to address the concerns relating to this development, there may be opportunities for the developer to put the concerns of residents to rest.

Committee: when the land was initially re-zoned from Institutional to commercial, was the property process followed? Staff: part of the 2008 MPS review and reviewed extensive public consultation, albeit part of a much larger consultation process.

Committee: is a craft brewery a "craft" or industrial use? Staff: still investigating this but not actually the question on the table at the moment. Even without the brewery component, the applicants are still interested in pursuing a restaurant and commercial space. The applicants are waiting to see how much land they have before they can provide more solid plans to staff.

Committee: in 2008 the MPS review consultation was not as broadly covering (much of the effort went towards R-1 consultation) as with the current MPS, when the church was being sold they looked into how it was being taxed if it was not operating as a church, which was as commercial.

Committee: since there is no parking required for C-1, would their deliveries and patrons could potentially park on the street? Staff: that's correct.

Committee: if the re-zoning is not allowed, the developer would still be able to go forward, albeit in a slightly different way. If parking on the street is the biggest issue, then not allowing the developer to create more parking would only make the issues worse. The issue with parking in Wolfville is control rather than quantities, maybe the solution is to regulate parking on seaview.

Committee: the amendment would facilitate the development but not having it pass would not stop the development? Is site plan submission a part of this development? Staff: Yes to both, the current understanding is that the development won't trigger a DA, but it could change at any time as the developer works towards a final plan but its Staff's opinion that the developers would be cooperative is making buffering provision to their development.

Committee: a site plan and site plan approval is different and site plan approval is not currently in the Town of Wolfville? Staff: correct, the appeal mechanism is only through the site plan approval and would be to council but a site plan in an as-of-right situation a site plan would be reviewed only by the development officer.

Committee: the motion could also recommend an additional plan amendment to require buffering provisions for this property while also directing Staff to look at other policies for future property developments. Staff: could be addressed at COTW, a policy for buffering would be a separate piece for work and a separate broader motion to address other instances.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE to amend THE primary motion
carried

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE (PAC) PROVIDE A POSITIVE RECOMMENDATION TO AMEND THE MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW TO REDESIGNATE AND REZONE PORTIONS OF 329 MAIN STREET (PID 55275168) AS SHOWN IN ATTACHEMENT 3 – RESOLUTION, SUBJECT TO STAFF WORKING WITH THE PROPONENT TO INCLUDE BUFFERING TO ENSURE THE QUIET ENJOYMENT OF NEIGHBOURING RESIDENTIAL PROPERTIES

CARRIED

The Committee would like to have Staff explore a temporary amendment to the existing MPS until the DRAFT MPS & LUB (which will include the site plan approval process) can be approved and formed the following motion:

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND TO COUNCIL THAT STAFF BRING FORWARD PLAN AMENDMENTS THAT BETTER ARTICULATE BUFFERING OF RESIDENTIAL PROPERTIES FROM NEIGHBOURING COMMERCIAL PROPERTIES

CARRIED

Staff clarified that this motion is outside of the scope of the current plan review.

5. DEVELOPMENT AGREEMENTS

A.) DA 2016-007 – LOT 3 GASPEREAU AVENUE

Staff began with a presentation for two residential buildings on two separate parcels, no building will have more than 8 bedrooms among the 4 units. Based on Staff's recommendations the parking will be hidden and buffered from the street, access from willow avenue will require an access easement. Staff continued with a review of relevant policies and their criteria. Staff identified some possible land use conflicts with adjacent properties and have addressed many of them through changes to the site plan. It is the opinion of staff that it is consistent with the MPs and its policies.

Committee Discussion

The Committee noted that there is no continuous pedestrian access to the willow avenue building from the sidewalk on gaspereau avenue (no sidewalk on willow). Should this development not be designed in such a way that it would be easily attached to existing and future sidewalks? Staff: Site plan is slightly different than the landscape plan and shows a near-connection from gaspereau to the willow ave building, which can be discussed with the developer.

Committee: why does the driveway not lead to gaspereau where willow has line of sight issues that are more grievous than on gaspereau? Staff: gaspereau's pedestrian traffic would be negatively effected by the introduction of more driveways and willow is more of a back lane.

Committee: was one larger development instead of two smaller ones ever a consideration? Staff: the MPS and LUB limit the size and density of developments here so additional density would require a plan amendment to redesignate/rezone the parcel but the developer is not interested in this process.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT DEVELOPMENT AGREEMENT AT PID 55272849 (LOT 3 GASPAREAU AVENUE) AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION

CARRIED

PAC ORIENTATION

Staff reviewed some basic material relating to the functions of the committee, members or staff and the processes that the committee is involved in as well as noting some of the planning tools (MPS, LUB, ect.) and where Staff stand in the MPS review process as well as the committees role. Also current and upcoming applications.

Staff also reviewed the development and building permit activity report, which will become a regular supplemental to PAC's agenda packages. The Committee wondered if there could be a secure location where information such as this could be accessed by committee members? Staff are looking into a dropbox-like utility for future use but for now Staff can be emailed for specific information.

The Committee expressed interest in having David Mangle speak about Committee debate procedures.

B.) DA 2017-013 – 472 MAIN STREET (LIBRARY PUB)

Staff began with a presentation on the proposed amending development agreement application, which would remove the restriction of lounge seats as a result of a recent plan amendment. The restriction is limiting to the businesses and their flexibility. Lounge seats are still limited provincially by the liquor control act and the general scope of operations of the establishment are not changing.

Committee Discussion

The Committee did not have anything to discuss.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMEND (see presentation).

CARRIED

C.) DA 2017-014 – 185 MAIN STREET

Staff began with a presentation on the proposed development application noting that it is the result of a recent plan amendment that changed the property from R-1A to R-2/4 to allow for a third unit. The proposal does not include any significant changes to the exterior of the building and was not

circulated to the DRC. The site plan shows the minimum parking requirements for the development but no significant changes to the site are being made. Staff do not see any significant concerns in the DA and are supportive of the application.

Committee Discussion

No committee discussion.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT DEVELOPMENT AGREEMENT AT 185 MAIN STREET AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION

CARRIED

6. ORIENTATION moved to after 5. A.)

7. DEVELOPMENT ACTIVITY REPORT

The data in this report....

Committee Discussion

The Committee....

8. ADJOURNMENT OF PLANNING ADVISORY COMMITTEE MEETING

A special meeting of PAC will be held on February 9th, 2018 to address the 292 main street item at the fountain commons on the acadia campus.

The next regularly scheduled Planning Advisory Committee meeting is scheduled for Wednesday, February 28th, 2018.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE MEETING BE ADJOURNED AT 3:46 PM

CARRIED

As recorded by James Collicutt, AA Community Development

Approved at the January XXst, 2018 meeting of the Planning Advisory Committee

REQUEST FOR DECISION 009-2018

Title: Lot 3 Gaspereau Avenue Development Agreement

Date: 2018-06-02

Department: Community Planning & Development



SUMMARY

Lot 3 Gaspereau Avenue Development Agreement

For COTW to consider the PAC recommendation regarding the draft development agreement at Lot 3 Gaspereau Avenue (PID 55272849) to develop two four-unit dwellings on what will become two parcels, with each building containing less than 8 bedrooms.

PAC Motion (January 31st, 2018):

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT DEVELOPMENT AGREEMENT AT PID 55272849 (LOT 3 GASPEREAU AVENUE) AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION

CARRIED

DRAFT MOTION:

That Committee of the Whole forward the Development Agreement for Lot 3 Gaspereau Avenue to a Public Hearing on March 20, 2018, before a decision is made by Council.

REQUEST FOR DECISION 009-2018

Title: Lot 3 Gaspereau Avenue Development Agreement

Date: 2018-06-02

Department: Community Planning & Development



1) CAO COMMENTS

No Comments Required.

2) LEGISLATIVE AUTHORITY

The Municipal Planning Strategy establishes the ability to enter into development agreements.

3) STAFF RECOMMENDATION

Staff considers the draft development agreement consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommends that it be forwarded to a Public Hearing.

4) REFERENCES AND ATTACHMENTS

- Attachment 1 - PAC Staff Report dated January 31st, 2018
- Attachment 2 - Draft Development Agreement dated January 31st, 2018

5) DISCUSSION

The application is for two 4-unit dwellings on what will become two parcels in the existing Medium Density Residential (R-2/4) zone. Staff identified similar existing structures and uses in the area, and this proposal supports Municipal Planning Strategy goals of increased density on vacant land in existing neighborhoods. The applicant has also incorporated feedback from Design Review Committee to ensure the neighborhood character is incorporated in the final design.

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

8) COMMUNICATION REQUIREMENTS

The Town held a Public Information Meeting on March 2nd, 2017 and the notes from the session are included as Attachment 2 of the PAC Staff Report. The next step in the process included a presentation to Design Review Committee on March 31st, 2017 which provided feedback that the applicant incorporated. If given a positive recommendation by Committee of the Whole, the application will go forward to a public hearing, which has tentatively been set for February 20th, 2017. This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. The existing sign will remain placed on the

REQUEST FOR DECISION 009-2018

Title: Lot 3 Gaspereau Avenue Development Agreement

Date: 2018-06-02

Department: Community Planning & Development



property indicating the property is subject to a development agreement application. Following the public hearing, Council will then give consideration to the development agreement.

9) ALTERNATIVES

1. COTW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COTW forwards the application to Council with a recommendation to reject the application.

This **Development Agreement** is made this _____ day of September __, 201__.

BETWEEN:

J. A. MACKAY RENTALS LTD.
(Hereinafter called the “Developer”)

OF THE FIRST PART

- and -

TOWN OF WOLFVILLE
A municipal body corporate,
(Hereinafter called the “Town”)

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a Development Agreement relating to the use and development of the Lands (PID 55274849) pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval for the development of the Lands is that the parties enter into this Development Agreement;

AND WHEREAS the Town Council of the Town, at its meeting on _____, 201__ approved entering into this Development Agreement to permit the establishment of eight residential units on the Lands, subject to the registered owner of the Lands entering into this Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Development Agreement and other valuable consideration the Developer and the Tenant and the Town agree to the following terms.

1. Schedules

The following schedules form part of this Development Agreement:

- Schedule “A” – Legal Parcel Description of Lands
- Schedule “B” – Site Plan
- Schedule “C” – Landscape Plan
- Schedule “D” – Architectural Design

2. Definitions

2.1 In this Development Agreement:

“Building By-Law” means Chapter 65 of the By-Laws of the Town of Wolfville.

“Developer” means the owner(s) of the lands, their heirs, successors, assigns, and all subsequent owners of the lands.

“Development” means two (2), four (4) unit buildings for a total of eight units and 16 bedrooms on the Lands, subject to subdivision into 2 separate PIDs.

“Development Officer” means the Development Officer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

“Engineer” means the Engineer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

“Effective date” means the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.

“Lands” means the real property in the Town of Wolfville owned by the Developer, PID 55274849, and as described in Schedule “A”.

“Land Use By-Law” means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law adopted by Council on September 23, 2008, and recorded at the Kentville Land Registry Office on November 6, 2008, as Document Number 92078600.

“Municipal Planning Strategy” means the municipal planning strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy adopted by Council on September 23, 2008, and recorded at the Kentville Registry of Deeds Office on November 6, 2008, as Document Number 92078543.

“MGA” means the *Municipal Government Act*, S.N.S. 1998, c. 18, as amended.

“Planning Documents” means Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw.

2.2 Where terms (words or phrases) are not defined in this Development Agreement, definitions in the Town’s planning documents shall apply. Where terms are not defined in the planning documents, definitions in the MGA shall apply. Where terms are not defined in the aforementioned sources, their ordinary meaning shall apply.

3. Relevance of Planning Documents and Other Regulations

3.1 This Development Agreement contains definitions and regulations for the Development. It complements the Town’s Planning Documents. Unless specified in this Development Agreement, requirements in the Town’s Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.

3.2 Regulations outside of this Development Agreement or the Town’s Planning Documents may be applicable to the Development. However, the terms of this Development Agreement shall not be materially changed in order to comply with such regulations without an amendment to this Development Agreement.

4. Background

The Developer wishes to construct 2 multi-unit buildings each containing four (4), two (2) bedroom residential units on the Lands. The Lands are to be subdivided with one lot facing Gaspereau Avenue and the other facing Willow Avenue. Each of these lots will then contain one (1) building with four (4) dwelling units containing two (2) bedrooms each.

5. Terms

5.1 Development Conditions

5.1.1 Permits and Approvals

5.1.1.1 This Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this Agreement.

5.1.1.2 The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.

5.1.1.3 Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.

5.1.1.4 No occupancy permit shall be granted for this Development until all provisions of this agreement are met, except for landscaping requirements that cannot be met due to seasonal restrictions.

5.1.2 Land Use

5.1.2.1 The following uses are permitted:

- (a)** Two (2) multi-unit buildings each building containing four (4), two bedroom residential dwelling units;
- (b)** Any accessory buildings or uses permitted by the Land Use Bylaw.
- (c)** The lands may be subdivided into two lots; one lot fronting on Willow Avenue and the other lot fronting on Gaspereau Avenue with each containing one (1) of the two (2) permitted multi-unit buildings. An access easement will be required for access to site 2, as shown on schedule "B," from Willow Avenue.

5.1.3 Landscaping & Site Requirements

5.1.3.1 The Development shall conform to the zone standards of the Land Use By-law, except as otherwise established by this Agreement.

5.1.3.2 All Development shall occur on the Lands.

5.1.3.3 Development on the Lands shall be built generally in accordance with the Site Plan and Specifications of Schedule "B". Landscaping requirements as shown in Schedule "C" may be varied to accommodate different plant varieties, the location of planting beds or other minor details.

5.1.3.4 The Developer shall establish and maintain all non-hard surface areas on the Lands as landscaped areas.

5.1.3.5 Storm water runoff from the Lands shall not be directed onto adjacent properties unless permission is obtained from the adjacent property owner for the direction of such storm water runoff. A storm water drainage plan addressing storm water runoff as well as sediment controls during construction shall be submitted to and approved by the Engineer prior to the commencement of construction.

5.1.3.6 No parking shall be permitted on non-hard surfaced areas of the site.

5.1.3.7 The Development shall develop and maintain a total of ten (10) parking spaces, two of which are to be a Barrier Free Parking Stall.

5.1.3.8 The Developer shall provide at least one (1) bicycle rack per building.

5.1.3.9 The Developer shall provide onsite lighting for all driveways and walkways on the Lands of number and design sufficient to provide for the reasonable safety and security of vehicles and pedestrians. All lighting fixtures shall be of a design as to prevent the unreasonable illumination of adjacent properties and full cut off fixtures shall be used for all outdoor lighting.

5.1.4 Municipal Services

5.1.4.1 The parties agree that municipal sanitary sewer and water services are available.

5.1.4.2 All costs to connect the two new buildings (as shown on Schedule "B") to these services are the responsibility of the Developer.

5.1.4.3 The Town makes no warranties, guarantees or claims as to the adequacy of the Town's water supply to provide the recommended Fire Flow amounts for protection of the building from fire. The Developer shall satisfy itself that the available fire flows are satisfactory to meet its needs.

5.1.5 Refuse Storage and Utility Equipment

5.1.5.1 Refuse, compost, recyclables, and other similar matters shall be stored within the building(s), or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Valley Region Solid Waste-Resource Management By-Law, and other applicable regulations.

5.1.5.2 Containers referenced in 5.1.5.1 shall be located so that they are visually screened.

5.1.5.3 Utility equipment such as mechanical and electrical equipment shall be visually screened by fencing or landscaping.

5.1.6 General Maintenance and Operation

- 5.1.6.1 Buildings, landscaping, and other related features shall be maintained in good condition, pursuant to the Town's Property Minimum Standards By-law.

5.1.7 Architecture

- 5.1.7.1 The developer shall build the two (2) new residential buildings with roof lines, windows and front entry as illustrated in Schedule "D", Architectural Design.

5.1.8 Timing

- 5.1.8.1 This Development Agreement shall be deemed entered into on the day following the day on which the time for appeal of Town Council's approval has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable. All other time requirements imposed in this Development Agreement shall be calculated from that date, the effective date.
- 5.1.8.2 All Development enabled by this Agreement shall be completed within three (3) years. Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer or Tenant.
- 5.1.8.3 Within 1 year of the issuance of the occupancy permit for the Development, all landscaping required by this Agreement shall be completed.

5.1.9 Amendment

- 5.1.9.1 With the exception of matters which the Town and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.
- 5.1.9.2 Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:
 - (a) The requirements for completion imposed by section 5.1.8.2.

5.1.10 Expenses

5.1.10.1 The Developer shall pay all costs and expenses incurred by the Town related to this Development Agreement.

5.1.11 Liability

5.1.11.1 The Developer shall be liable for any damage caused to persons or public or private property by the Developer or any contractor or other individual doing work related to the Development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the Development. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to insure the responsibilities which the Developer is assuming in this section.

5.1.12 Default

5.1.12.1 If the Developer fails to comply strictly with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may, after 30 days notice in writing to the Developer, enter the lands and perform any obligation with which the Developer has failed to comply strictly. All expenses arising out of the entry of the Lands and performance of the obligations may be recovered by the Town from the Developer by direct suit and shall form a charge upon the Lands. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.

5.1.12.2 If the Developer breaches any of the terms of this Development Agreement, the Town, at its sole option, may:

- (a)** Terminate this Development Agreement;
- (b)** Exercise its rights under paragraph 5.1.12.1 above; or,
- (c)** Take no action.

5.1.12.3 Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from

exercising its rights under this Development Agreement on any other breach.

5.1.12.4 Any expenses incurred by the Town in exercising its rights under sections 5.1.12.1 and 5.1.12.2, or either of them, shall be paid by the Developer to the Town.

5.1.13 Administration

The Development Officer administers this Agreement. His/Her decision is final and binding on all parties.

6. Warranties by the Developer

6.1 Title and Authority

6.1.1 The Developer warrants as follows:

(a) The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance, or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Development Agreement to validly bind the Lands.

(b) The Developer has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

7. Full Agreement

7.1 Other Agreements

7.1.1 This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.

7.1.2 This Development Agreement shall not be a precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

8. Notice

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1
Attention: Development Officer

and if to the Developer:

J.A. MacKay Rentals Ltd.
382 Main Street
Wolfville, Nova Scotia
B4P 1C9
Attention: John A. MacKay

9. Headings

The headings used in this Development Agreement are for convenience only. If any of the headings are inconsistent with the provisions of the Development Agreement which it introduces, the provisions of the Development Agreement shall apply.

10. Binding Effect

This Development Agreement shall ensure to the benefit of and be binding upon the parties to this Development Agreement, their respective successors, administrators, and assigns.

11. Execution

In witness of this Development Agreement the parties have signed, sealed and delivered it to each other on the date set out at the top of the first page.

SIGNED, SEALED AND DELIVERED)
In the presence of:)
)
) TOWN OF WOLFVILLE
)
)
) By _____
) MAYOR
)

Witness)

)
) By _____
) TOWN CLERK

SIGNED, SEALED AND DELIVERED
In the presence of:

)
)
)
) By _____
JOHN A. MACKAY

Witness

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2018, _____
a witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFVILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2018, _____
a witness to this agreement came before me, made oath, and swore that **JOHN A. MACKAY** caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

DRAFT

Schedule "A" – Property Description

00913

SCHEDULE "A"

ALL THAT certain lot, piece or parcel of land situate, lying and being at Gaspereau Avenue, Wolfville, Kings County, Nova Scotia, shown as Parcel "A", a portion of Parcel M-2 to be an addition to Parcel M-1 to form Lot 3, on a Plan of Survey dated the 3rd day of September, 1992, approved by the Development Officer for the Town of Wolfville on the 9th day of September, 1992, and filed in the Registry of Deeds Office at Kentville, NS, on the 16th day of September, 1992, under Plan P-9099; said Lot 3 being more particularly described as follows:

BEGINNING at a set survey marker located on the eastern boundary of Gaspereau Avenue, as shown on said Plan of Survey;

THENCE N 81°57' 36" E a distance of 53.00' to a set survey marker;

THENCE S 70°26' 52" E a distance of 53.08' to a set survey marker;

THENCE S 88°01' 08" E a distance of 50.00' to a survey marker located on the western boundary of Willow Avenue;

THENCE N 30°11' 05" E a distance of 12.00' to a set survey marker;

THENCE N 31°19' 00" E a distance of 95.23' to a point;

THENCE S 87°37' 23" W a distance of 76.44' to a set survey marker;

THENCE N 82°56' 51" W a distance of 30.50' to a found iron pipe;

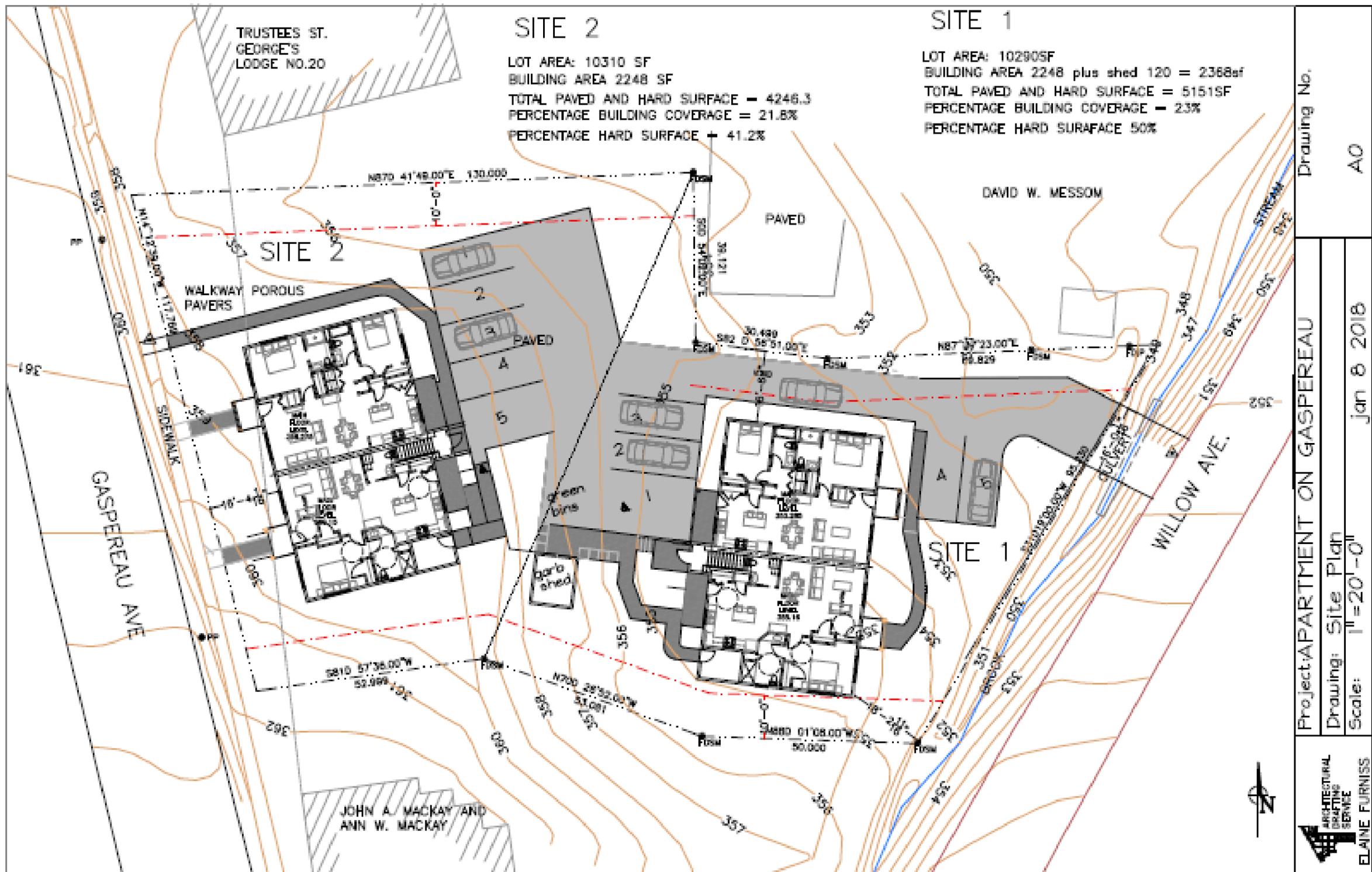
THENCE N 00°54' 02" W a distance of 39.12' to a found iron pipe;

THENCE S 87°41' 49" W a distance of 129.75' to a set survey marker;

THENCE S 14°12' 39" E along the east side of Gaspereau Avenue, a distance of 117.73' to the place of beginning.

BEING AND INTENDED to be Parcel "A" a portion of Parcel M-2 to be an addition to Parcel M-1 to form Lot 3 as shown on said plan of survey.

Schedule "B" Site Plan (landscape / site plans to be consistent before public hearing)

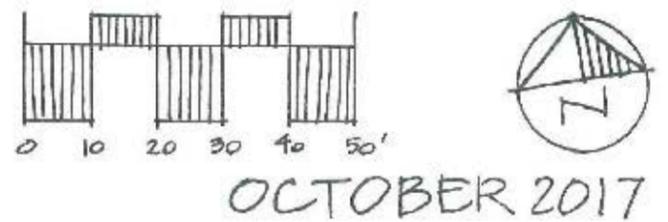


| | | |
|--|--|------------|
| Project: APARTMENT ON GASPERREAU Drawing: Site Plan Scale: 1"=20'-0" | Drawing No. | AO |
| | ARCHITECTURAL DRAFTING SERVICE ELAINE FURNISS | jan 8 2018 |

Schedule "C" Landscape Plan



APARTMENT ON GASPERREAU
 LANDSCAPE CONCEPT PLAN
 JOY ELLIOTT, LANDSCAPE ARCHITECTURAL DESIGN



TO BE CONSISTENT WITH UPDATED SITE PLAN BEFORE PUBLIC HEARING

Schedule "D" – Architectural Design



| | | |
|---|---------------------------------|-------------|
|  ARCHITECTURAL DRAFTING SERVICE ELAINE FURNISS | Project: APARTMENT ON GASPEREAU | Drawing No. |
| | Drawing: FRONT ELEVATION | A4 |
| Scale: 3/16" = 1'-0" | | JAN 12 2018 |



BACK ELEVATION SITE 1 (SITE 2 REVERSE)



Project: APARTMENT ON GASPEREAU

Drawing: MAIN FLOOR

Scale: 3/16" = 1'-0"

JAN 12 2018

Drawing No.

A6

DRAFT

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal - Lot 3 Gaspereau Avenue

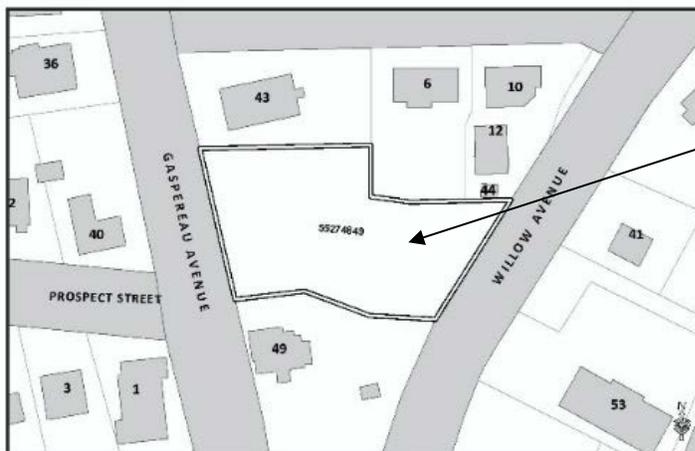
Date: January 31, 2018

Department: Planning & Development



| | |
|---------------------------------|--|
| APPLICANT | JA MacKay Rentals Ltd. |
| PROPOSAL | To allow for the construction of two (2) multi-unit residential buildings, each containing four (4) units with 2 bedrooms in each unit, on what will become two lots - one fronting on Gaspereau Avenue and the other on Willow Avenue |
| LOCATION | Lot 3 Gaspereau Avenue (PID 55274849) |
| LOT SIZE | 20,431 square feet (1,898 square metres) |
| DESIGNATION | Medium Density Residential |
| ZONE | Medium Density Residential (R-2/4) |
| SURROUNDING USES | Residential (medium and low density) and a private club (St. George's Lodge – Masonic Foundation) |
| ARCHITECTURAL GUIDELINES | The existing property is mostly in the 'Central Wolfville' Residential Architectural Control area with a portion also included in the 'Willow Park' Architectural control area along Willow Avenue. |
| NEIGHBOUR NOTIFICATION | Email list from PIM meeting; Newspaper ads and notices mailed to surrounding property owners within 100 metres; Sign placed on property |

PROPERTY LOCATION



Lot 3 Gaspereau Avenue is located between Willow Avenue and Gaspereau Avenue as shown in Figure 1.

Attachment 4 provides some streetscape context.

Figure 1 – Context Map

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal - Lot 3 Gaspereau Avenue

Date: January 31, 2018

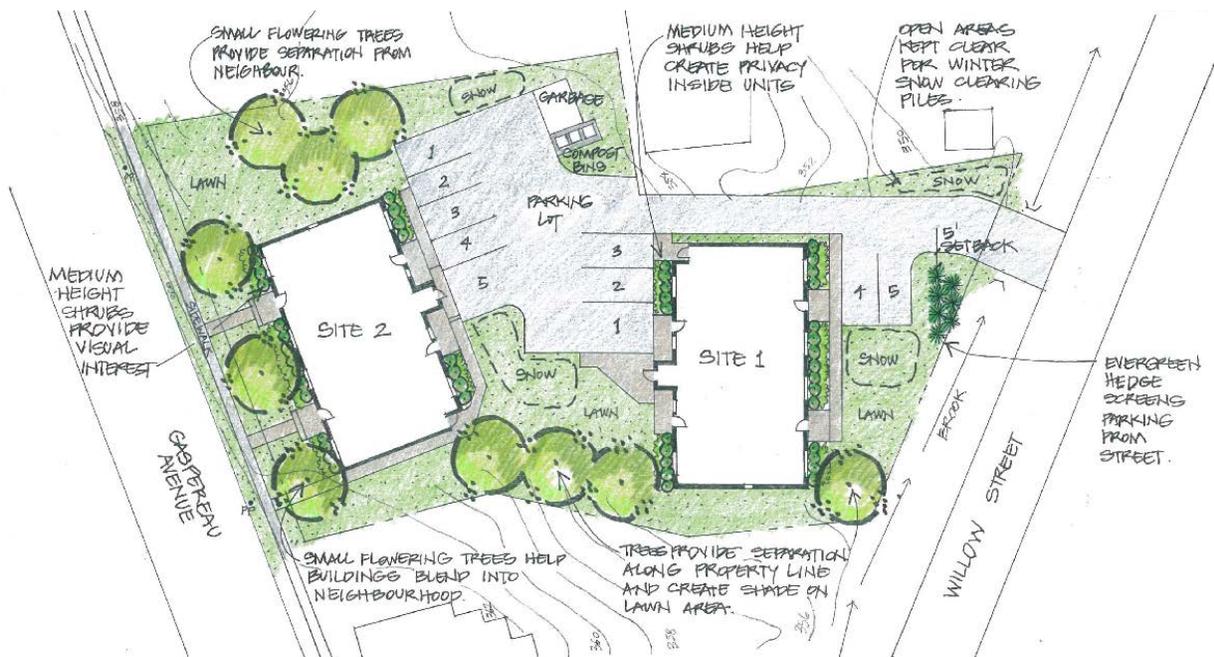
Department: Planning & Development



PROPOSAL

JA MacKay Rentals Ltd. is seeking a development agreement that would permit the construction of two (2) multi-unit residential buildings. Each building is proposed to contain four (4), two (2) bedroom units on what will become two lots; one fronting on Gaspereau Avenue and the other fronting Willow Avenue. The majority of the parking has been kept on the interior of the 2 buildings with landscaping proposed to buffer and better integrate the development into the existing streetscape, particularly along Gaspereau Avenue. Policy, site and architectural analysis is provided in the sections that follow.

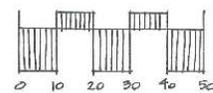
Proposed Landscaping Plan (Figure 2)



APARTMENT ON GASPEREAU

LANDSCAPE CONCEPT PLAN

JOY ELLIOTT, LANDSCAPE ARCHITECTURAL DESIGN



OCTOBER 2017

Note - Site plan (Attachment 5) provides additional details on site development (any differences between the landscaping plan and site plan will be made consistent before the Public Hearing).



Proposed Front and Rear Elevation of both buildings (Figure 3)



REPORT TO PLANNING ADVISORY COMMITTEE

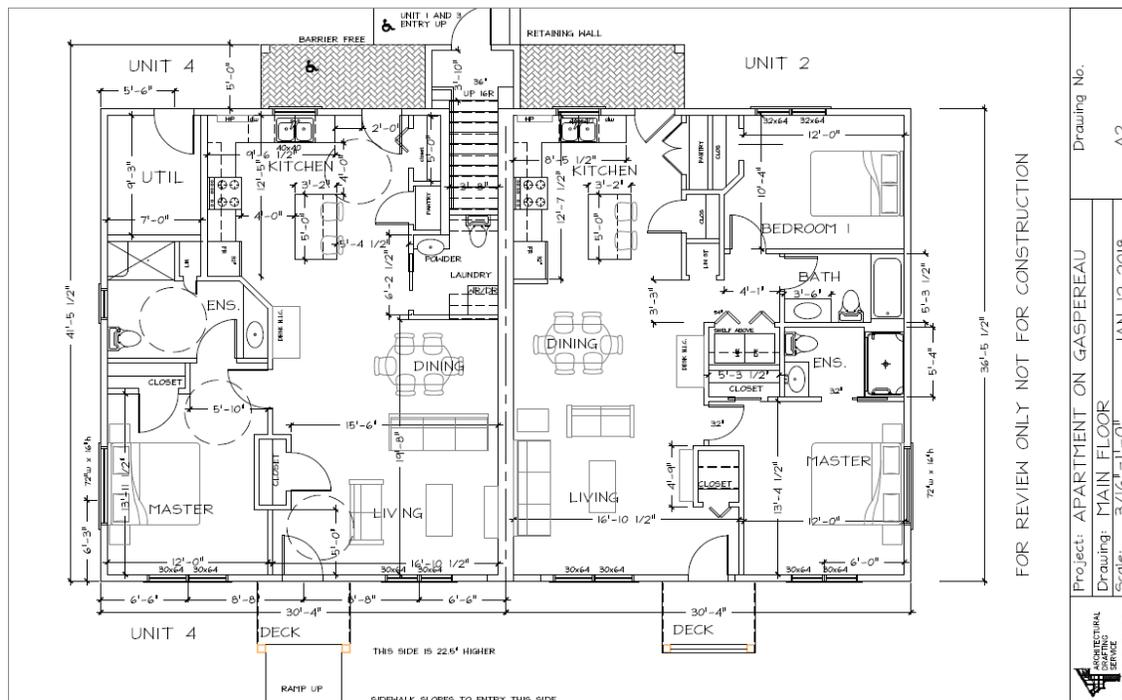
Development Agreement Proposal - Lot 3 Gaspereau Avenue

Date: January 31, 2018

Department: Planning & Development



Proposed Main Level Floor Plan (Figure 4)



Note – 2nd Floor Plan, Side Elevation provided in Attachments with Site Plan

PROCESS & NEXT STEPS

Section 230 of The Municipal Government Act (MGA) establishes the process for the approval of a Development Agreement. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person or by the Applicant.

The first stage of the application review process began at the Public Information Meeting (PIM) held on March 2, 2017. Property owners within 100 metres of the development were notified by mail, indicating that the site was subject to a development agreement application. The purpose of the PIM was to provide the public with an opportunity to offer preliminary feedback on the request and allow the applicant to answer any questions that would arise. Notes from this session have been included as 'Attachment 2' and assisted the review process in identifying issues, support or concerns raised by residents. The subject property (Lot 3 Gaspereau Avenue) is located within the 'Central Wolfville' and 'Willow Park' Residential Architectural Control Areas requiring review by the Town's Design Review Committee (DRC). The Application was reviewed by the DRC on March 31, 2017. Following the DRC meeting Staff provided

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comments to the Applicant on design matters (see Attachment 3). Subsequently, the Applicant provided a revised design that is included herein for consideration by PAC and Council.

The next step in the Development Agreement process (as shown below), will be to have the Planning Advisory Committee (PAC) review this report and provide a recommendation to Council. Council will then provide Initial Consideration, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council.



Figure 5 – Development Agreement Process

POLICY REVIEW & DISCUSSION

The property is designated Medium Density Residential in the [Municipal Planning Strategy](#) (MPS) and zoned Medium Density Residential (R-2/4) in the [Land Use Bylaw](#) (LUB). Bounded by Gaspereau Avenue to the west and Willow Avenue to the east, the property is approximately 20,433 square feet (1,898 square metres or about half an acre) in size with a moderate northeast to southwest slope.

The Municipal Planning Strategy (MPS) includes a number of policies for Council to consider when reviewing such an application. This section provides relevant policies for this development proposal and discussion on criteria set out within these policies.

Municipal Planning Strategy – Part 5 – Objectives

Within the list of objectives outlined in Part 5 of the MPS, the two objectives most relevant to the proposed development are 5.1.9 and 5.1.12. These objectives read as follows:

“5.1.9 to manage growth and control land use and development in a manner that will minimize urban sprawl and increase density and reduce conflicts between land uses in a manner that is compatible with the Town’s Sustainability Declaration and Vision.”

“5.1.12 to encourage the preservation of the architectural and cultural heritage of the Town and minimize the impact of new development on this heritage.”

Municipal Planning Strategy – Part 8 – Residential Development and Land Use

Part 8 ‘Residential Development and Land Use’, states in the background:

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"Infill development on vacant lots in established neighbourhoods with existing infrastructure presents a more efficient use of land than extending services for new developments."

Part 8.2 'Medium Density Residential' states in the preamble:

"Infill development of vacant lots in these older areas must be sensitive to the established character of the neighbourhood while attempting to make the best use of existing services. The architectural appearance of buildings is important to the appearance of this area, and will be regulated through architectural controls established in the Land Use By-law and development agreements."

Part 8.2.4 of the MPS establishes when a development proposal can only be considered by development agreement. In the Medium Density Residential Designation, within the R-2/4 (Medium Density Residential) zone, a development containing three or four-units may only be approved by development agreement, as per Policy 8.2.4:

8.2.4 *to consider only by development agreement, in the areas zoned Medium Density Residential (R-2/4) proposals for:*

- *three and four unit dwellings in accordance with policy 8.7.3.*

Policy 8.7.3 is the primary policy to consider for this type of development proposal:

8.7.3 *to ensure the following criteria are met when council is considering proposals in Medium Density Residential (MDR) designations for three and four unit dwellings by development agreement:*

- (a) the proposal provides a safe access and egress to the lot for the intended use;*
- (b) the proposal provides a landscape plan prepared by a landscape architect or certified landscape designer and includes adequate landscaped buffers required to adequately separate parking areas from adjacent residential uses and to ensure a high landscape value is provided by the development.;*
- (c) the proposal contains no more than a total of 8 bedrooms in a 3 unit dwelling and 10 bedrooms in a 4 unit dwelling;*
- (d) the proposal provides space for leisure or recreation facilities;*
- (e) development is in accordance with policy 18.6.1*

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal - Lot 3 Gaspereau Avenue

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Table A – Discussion of MPS Policy 8.7.3

| Criterion | Discussion |
|---|--|
| <p><i>A. The proposal provides a safe access and egress to the lot for the intended use.</i></p> | <p>The proposal has been reviewed by the Town’s Engineer and Traffic Authority with no issues identified.</p> <p>The site has automobile access/egress from Willow Avenue. No automobile access is proposed from Gaspereau Avenue. Either building could be accessed by pedestrians/cyclists from either street.</p> |
| <p><i>B. The proposal provides a landscape plan prepared by a landscape architect or certified landscape designer and includes adequate landscaped buffers required to adequately separate parking areas from adjacent residential uses and to ensure a high landscape value is provided by the development.;</i></p> | <p>The proposal includes a landscape plan (see Figure 2) prepared by a landscape architect that includes:</p> <ul style="list-style-type: none"> - Various small flowering trees are proposed to provide separation from neighbouring properties, to help the buildings blend into the existing neighbourhood, and to create shaded areas on the lawns proposed. - Medium height shrubs for visual interest along the street and to create privacy inside the units. - Dispersed grass/lawn areas for use by residents. - Evergreen hedge to screen and soften the parking that is needed in front of the building on Willow Avenue. <p>A detailed site drainage/grading plan will be required at the Development Permit stage to ensure no net run-off increases will be incurred by neighboring properties or Town infrastructure.</p> |

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal - Lot 3 Gaspereau Avenue

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| | |
|---|--|
| <p><i>C. The proposal contains no more than a total of 8 bedrooms in a 3-unit dwelling and 10 bedrooms in a four unit dwelling.</i></p> | <p>The property is currently vacant. The proposed development will intensify its existing use and density with the construction of 2 buildings each containing four, two bedroom residential units. The total number of bedrooms resulting from this development will be sixteen (16), between two buildings located on separate parcels – 8 bedrooms per 4 unit building (consistent with 8.7.3 C.).</p> <p>The proposed use of the property, given the location, site planning and design, are viewed as a positive contribution to both streets that will provide additional housing options for residents.</p> |
| <p><i>D. The proposal provides space for leisure or recreational facilities.</i></p> | <p>Staff believe the property offers adequate space for leisure or light recreational activities. The proposal contains open and shaded grass/lawn areas that are suitable for resident use. More importantly, the site is located within walking distance to walking trails, parks, and downtown amenities.</p> |

Staff believe the development proposal is consistent with the intent and criteria set out in Policy 8.7.3 of the MPS. A Policy review of MPS policy 18.6.1 is included below.

Municipal Planning Strategy – Part 18 – Implementation

The last criteria outlined in Policy 8.7.3 of the MPS states that a “development is in accordance with Policy 18.6.1.” Policy 18.6.1 of the MPS contains general policies that are to be considered for all development agreement applications. An overview of issues arising from these general criteria is reviewed below in Table B while a summary of the entire policy, with Staff comment to each criterion, is provided as *Attachment 1*.

| <p>Table B – Discussion of MPS Policy 18.6.1</p> | |
|---|--|
| <p>Select Criterion</p> | <p>Discussion</p> |
| <p>1. Conflict with adjacent land uses</p> | <p>Section 18.6.1 (b) of the MPS states:</p> |

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal - Lot 3 Gaspereau Avenue

Date: January 31, 2018

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| | |
|---|---|
| | <p><i>“to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods...”</i></p> <p>(i) <i>The type and intensity of use;”</i></p> <p>Neighboring uses are primarily residential, with a variety of single and multi-unit dwelling residences along Gaspereau Avenue and nearby Prospect Street. Willow Avenue has a single unit and multi-unit dwellings located at elevations higher or lower than the proposed buildings, proposed to be mostly buffered by landscaping.</p> <p>The proposed development of this vacant lot should not cause conflict with adjacent land uses, nor would it be out of character with the surrounding neighbourhood. As an infill development informed by architectural guidelines, it will enhance the neighbourhood character and diversify the neighbourhood while providing housing options that are accessible to downtown amenities.</p> <p>No concerns regarding the proposed development and its impact on the neighbourhood were voiced at the March 2, 2017 Public Information Meeting.</p> |
| <p>2. Parking, Traffic & Egress</p> | <p>Section 18.6.1 (g) of the MPS states:</p> <p><i>“to ensure that the proposed site and building design provides the following:</i></p> <p>(ii) <i>functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property;”</i></p> <p>No concerns were raised during the PIM regarding parking or increased traffic in the neighbourhood, although there was a question relating to the parking of a second car by tenants. It was made clear that potential tenants would be made aware of having only one parking stall per unit.</p> <p>Staff sought a rearrangement of the parking layout to relocate all parking spaces to the rear of the buildings. The revised site plan</p> |

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal - Lot 3 Gaspereau Avenue

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| | |
|----------------------------------|--|
| | <p>shows all but 2 spaces being located to the rear of the buildings. This arrangement provides landscaping opportunities to shelter paved areas. Relocating these two parking spaces to the rear would result in a parking configuration with impractical egress for parking, or the need for an additional driveway.</p> <p>Using the Land Use Bylaw as a guideline for parking requirements, the development requires five (5) parking spaces per building for a total of 10 spaces to be located on-site. The development also requires one parking spot be designated for the barrier-free apartment (barrier-free parking spot), which is larger and requires access to the barrier-free unit required in each building. The Applicant has met these requirements and has provided ten (10) on-site parking spots two of which are to be barrier-free spaces (see Figure 2).</p> <p>The Town’s Traffic authority has reviewed this application and has no concerns.</p> |
| <p>3. Architectural Features</p> | <p>Section 18.6.1 (g) of the MPS states:</p> <p><i>“to ensure that the proposed site and building design provides the following:</i></p> <p>(viii) <i>architectural features, including but not limited to, mass, scale, roof style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition;”</i></p> <p>The property is located within the ‘Central Wolfville’ and ‘Willow Park’ Architectural Control Areas, which is distinguished with smaller lots and side yards, and contains a mix of housing types ranging from revived Queen Anne to contemporary bungalows.</p> <p>Staff worked with the Applicant and the Design Review Committee to ensure this proposal meets the intent of the Architectural requirements, including style, orientation, and parking sheltered from view. Other architectural details include:</p> <ul style="list-style-type: none"> - A simplified overall design that reads better from the street than the initial submission (see Attachment 3 for Design Review comments) - 4.5” horizontal clapboard siding - 8” wooden corner boards on all corners |

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal - Lot 3 Gaspereau Avenue

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| | |
|--|---|
| | <ul style="list-style-type: none">- Roof Slope Consistent with others in the area- Wide Trim around windows and doors (3.5")- Garbage area to be screened and built with consistent materials. <p>Staff believe that the proposal is compliant with the Residential Architectural Guidelines and is consistent with the intent of the relevant MPS policy criterion.</p> <p>Part 12 of the MPS includes Architectural Heritage policies, including to require that all developments located within a designated Architectural Control Area be consistent with the established design principles and guidelines.</p> |
|--|---|

Staff believe the development proposal is consistent with the intent and criteria set out in Policy 18.6.1 of the MPS. A summary table for MPS Policy 18.6.1 with Staff comment to each criterion is provided in *Attachment 1*.

It should be noted that the general provisions from the R-2/4 zone (e.g. lot and hard surface coverage, yard set backs, etc) of the Land Use By-law have been met in this proposal.

REVIEW FROM OTHER DEPARTMENTS

The development proposal has been reviewed by the Public Works Department and the Traffic Authority, with no comments or concerns related to servicing capacity, access, egress, parking or significant impacts on traffic volume or movement. The Town Engineer has required the submission of a storm water drainage plan addressing storm water runoff during the Development Permit stage (before development can begin), as well as sediment control during construction.

PUBLIC INFORMATION MEETING

The Town held a Public Information Meeting on March 2, 2017. Notes from this meeting are included as Attachment 2. No major concerns were raised regarding the proposed development.

DESIGN REVIEW COMMITTEE

Staff and the applicant met with the Design Review Committee with the summary of the meeting (including the initial submission) included as Attachment 4.

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Proposal - Lot 3 Gaspereau Avenue

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Department: Planning & Development



SUMMARY OF DRAFT DEVELOPMENT AGREEMENT PROVISIONS

The Draft Development Agreement, as attached (*Attachment 6*), requires the following:

- Total number of dwelling units and bedrooms (4 units/parcel and 8 bedrooms per building)
- Landscape buffering provisions
- Requires 1.25 parking stall per unit (residential) be provided on site
 - 10 parking stalls required (including 2 barrier free)
- Restrictions on impermeable surfacing
- The provision of a storm water drainage plan prior to construction
- Requiring key Architectural features as shown in elevations
- Requiring the provision of at least one bicycle rack for each building
- Enables subdivision of the parcel into 2 lots, including an access easement

COMMENTS & CONCLUSIONS

The subject property is currently vacant. The development agreement application proposes the construction of two new buildings containing four, two bedroom dwelling units.

Staff believe the development proposal meets the overall intent of the Municipal Planning Strategy and is consistent with relevant policies.

STAFF RECOMMENDATION

Staff recommends that the Planning Advisory Committee provide a positive recommendation to Council regarding the Draft Development Agreement for PID 55272849 and that the attached Draft Development Agreement be forwarded to Council for Initial Consideration before a Public Hearing is held.

ATTACHMENTS

1. Policy Summary Tables
2. Public Information Meeting Notes
3. Design Review Committee Notes
4. Additional Context
5. Site Plan,
6. Draft Development Agreement

ATTACHMENT 1 – Policy Summary Tables

Policy 18.6.1 of the MPS states the general policies for all development agreements. As part of the review for this section, staff may have contacted other departments or outside agencies to seek specific information. The following table outlines the policy and provides Staff comment:

| General Development Agreement Policies of the MPS (Section 18.6.1) | Staff Comment |
|--|--|
| (a) <i>to ensure that the proposal conforms to the intent of the MPS and to all other applicable Town By-Laws and regulations, except where the application for a development agreement modifies the requirements of the LUB or Subdivision By-Law.</i> | <ul style="list-style-type: none"> This proposal is enabled for consideration by development agreement and in Staff's opinion the proposal is consistent with the intent of the MPS. |
| (b) <i>to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:</i> | |
| i) <i>the type and intensity of use</i> | <ul style="list-style-type: none"> The proposed use is two (2) four-unit, two (2) bedroom dwellings containing a total of 8 bedrooms/building. The proposed use (two - four-unit dwellings) is enabled by development agreement and is consistent with other uses in the area. |
| ii) <i>the height, mass or architectural design of proposed buildings</i> | <ul style="list-style-type: none"> The property is located within the Central Wolfville and Willow Park Architectural Control Areas. The proposed development has been reviewed by the Design Review Committee and is compliant with the Architectural guidelines. |
| iii) <i>hours of operation of the use</i> | <ul style="list-style-type: none"> Not applicable (residential use) |
| iv) <i>outdoor lighting</i> | <ul style="list-style-type: none"> Outdoor lighting will be required to not cause negative impacts to adjacent properties |
| v) <i>noise, vibration, or odour</i> | <ul style="list-style-type: none"> The dwelling units on this property may result in minimal increased noise |
| vi) <i>vehicles and pedestrian traffic</i> | <ul style="list-style-type: none"> The two – four-unit dwellings on this property may result to increased pedestrian and vehicle traffic but the overall functionality of the road network will not be impacted. |
| vii) <i>alteration of land levels/or drainage patterns</i> | <ul style="list-style-type: none"> The Town's Engineer has requested the submission of a storm water drainage plan to |

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| | address storm water runoff as well as sediment control during the Development Permit process. |
| viii) deprivation of natural light | <ul style="list-style-type: none"> No issues anticipated. |
| (c) to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following: | |
| i) sanitary and storm sewer systems | <ul style="list-style-type: none"> Adequate capacity |
| ii) water systems | <ul style="list-style-type: none"> Adequate capacity |
| iii) schools | <ul style="list-style-type: none"> No issues |
| iv) recreation and community facilities | <ul style="list-style-type: none"> No issues |
| v) fire and police protection | <ul style="list-style-type: none"> No issues |
| vi) street and walkway networks | <ul style="list-style-type: none"> No issues |
| vii) solid waste collection and disposal systems | <ul style="list-style-type: none"> No issues |
| (d) to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the town to absorb capital and/or maintenance costs related to the development. | <ul style="list-style-type: none"> No costs to be incurred by the Town |
| (e) to ensure that the proposal does not cause environmental damage or damage to adjacent properties through: | |
| i) pollution of soils, water or air | <ul style="list-style-type: none"> No issues |
| ii) erosion or sedimentation | <ul style="list-style-type: none"> A storm water drainage plan will be required to address storm water runoff and sediment control during construction. |
| iii) interference with natural drainage systems | <ul style="list-style-type: none"> See above |
| iv) flooding | <ul style="list-style-type: none"> See above |
| (f) to ensure that the proposal protects and preserves matters of public interest such as, but not limited to: | |
| i) historically significant buildings | <ul style="list-style-type: none"> No issues |
| ii) public access to shorelines, parks and public and community facilities | <ul style="list-style-type: none"> No issues |
| iii) important and significant cultural features, natural land features and vegetation | <ul style="list-style-type: none"> No issues |

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| (g) <i>to ensure that the proposed site and building design provides the following:</i> | |
| <i>i) useable active transportation networks that contribute to existing active transportation links throughout the community</i> | <ul style="list-style-type: none"> • Bicycle Racks will be provided on site to encourage active transportation |
| <i>ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property</i> | <ul style="list-style-type: none"> • Adequate |
| <i>iii) facilities for the safe movement of pedestrians and cyclists</i> | <ul style="list-style-type: none"> • Adequate |
| <i>iv) adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area</i> | <ul style="list-style-type: none"> • Adequate landscaping provided (See Landscape Plan) • Review Staff Comment to 8.7.3 (b) |
| <i>v) screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins</i> | <ul style="list-style-type: none"> • Utilitarian elements are to be screened |
| <i>vi) safe access for emergency vehicles</i> | <ul style="list-style-type: none"> • No issues |
| <i>vii)adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation</i> | <ul style="list-style-type: none"> • Not applicable |
| <i>viii) architectural features, including but not limited to, mass, scale, roof style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new</i> | <ul style="list-style-type: none"> • The proposed development is compliant with the Architectural guidelines and has been reviewed by the Design Review Committee. |

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| <i>building or with the existing building in the case of an addition</i> | |
| <i>ix) useable outdoor amenity space for use of residents in a residential development</i> | <ul style="list-style-type: none"> • Grass amenity space in the north west, and centre, or subject site can be used for leisure and light recreational activities. |
| <i>x) accessible facilities for the storage and collection of solid waste materials</i> | <ul style="list-style-type: none"> • Accessible facilities are provided as shown on the approved site/landscaping plan |
| <i>xi) appropriate consideration for energy conservation</i> | <ul style="list-style-type: none"> • Building will have to meet current building code requirements |
| <i>xii) appropriate consideration of and response to site conditions, including but not limited to; slopes, soil, and geological conditions, vegetation, watercourses, wet lands, and drainage</i> | <ul style="list-style-type: none"> • site conditions have been taken into consideration |
| (h) <i>where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage</i> | <ul style="list-style-type: none"> • No issues identified |

Policy 18.6.2 establishes what conditions may be established in the development agreement. The conditions are limited to those listed, and to the specific policies guiding the particular type of development.

| Policy 18.6.2 of the MPS | |
|---|--|
| SECTION 18.6.2 | STAFF COMMENT |
| <p>18.6.2 that a development agreement may contain such terms and conditions that are provided for in Section 227 of the Municipal Government Act which ensures that the proposed development is consistent with policies of this Municipal Planning Strategy. The agreement may include some or all of the following:</p> <ul style="list-style-type: none"> (a) the specific type of use; (b) the size of the structure(s) within a development; (c) the percentage of land that may be built upon and the size of yards, courts, or other open spaces; (d) the location of structure(s) in relation to watercourses, steep slopes and development constraint areas; (e) storm water drainage plans; (f) the maximum and minimum density of the population within the development; the architectural design or external appearance of structures, in particular its compatibility with adjacent structures, where required by policy; (g) traffic generation, access to and egress from the site and impact on abutting streets and parking; (h) landscape design plan indicating the type, size and location of all landscaping elements that buffer or screen the development. This may also | <ul style="list-style-type: none"> • The draft Development Agreement includes terms and conditions in relation to many of the items included in 18.6.2. |

| | |
|---|--|
| <p><i>include fencing, walkways and outdoor lighting;</i></p> <ul style="list-style-type: none">(i) <i>open storage and outdoor display;</i>(j) <i>public display or advertising;</i>(k) <i>maintenance of the development;</i>(l) <i>any other matter which may be addressed in the Land Use By-law or Subdivision By-Law, such as parking requirements, yard requirements, etc.;</i>(m) <i>site specific information relating to soils, geology, hydrology and vegetation.</i> | |
|---|--|

ATTACHMENT 2 - Public Information Meeting Notes

**Public Information Meeting
6.30 PM – Council Chambers
Development Agreement Amendment Proposal
Lot 3 Gaspereau Avenue**

Attending

Staff: Planner Colin Simic & Administrative Assistant James Collicutt

Councillors: Councillor Mercedes Brian

Members of the Public: 7 members of the public

Developers: John MacKay, Maggie MacKay & Michael Reese

Mr. Simic began the meeting with a PowerPoint presentation that provided an overview of the proposal of creating 2 four unit buildings, a review of relevant policy and the process for the application before inviting Mr. MacKay to comment on the development. In addressing the audience, Mr. MacKay gave a brief overview of his intent and vision for the development. In addition to which he noted that the property has been vacant for a number of years and there have been numerous plans for the site. His intended tenants will be of the non-student market, those who live in Wolfville (down-sizers) and want to live in a walkable distance of the downtown. The architect has been sympathetic to the architectural guidelines and access is focused on Willow Avenue to avoid traffic concerns. The development looks to improve conditions for long-term residents in the downtown.

Mr. Simic then looked to the public for any comments or questions.

Public Comments & Questions:

Q: Ms. Barbara Campbell – 49 Gaspereau Ave – asked:

- Will the big maple tree remain?

A: Mr. MacKay replied:

- The arborist will make a recommendation and the developer will side with that recommendation. The buildings are currently sited around it and it will be saved if possible.

Q: Mr. Gordon Haliburton – 36 Gaspereau Ave – asked:

- Will they be on a slab?

A: Mr. MacKay replied:

- They will be on a slab to avoid associated costs with basements such as heating, water infiltration, etc.

Q: Ms. Campbell asked:

- Where would a second car for a unit park?

A: Mr. MacKay replied:

- Potential tenants would know that there was only one spot per unit and the location of the development would afford tenants the possibility of living with one car per household.

Q: Mr. Haliburton asked:

- Would these apartments be up to the same standard as other recent MacKay developments? How much would they cost to rent?

A: Mr. MacKay replied:

- Yes, they would be consistent with their most recent developments. Units would be approximately 1000 sq.ft. and cost between \$1000-\$1100 per month to rent.

Q: Mrs. Haliburton asked:

- What is the timeline?

A: Mr. MacKay replied:

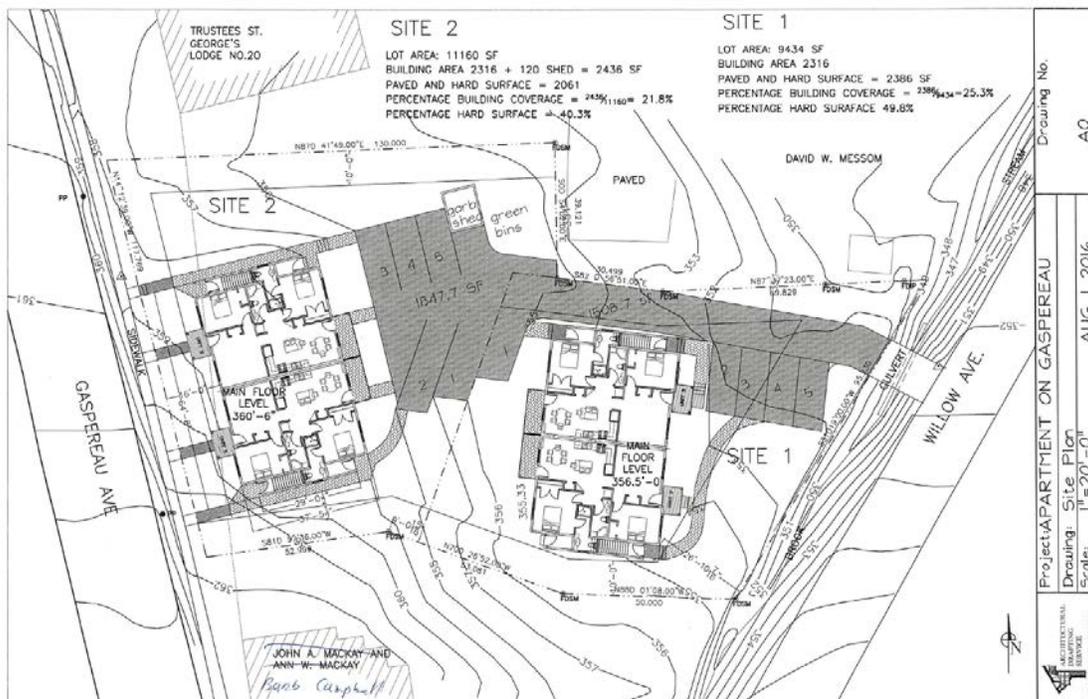
- Ideally the spring of 2018.

At this time there were no more questions or comments and the meeting adjourned at 7.20 pm

ATTACHMENT 3 – Design Review Committee Outcomes

1. Site & Landscaping Plan

- A Site/Landscaping Plan for the site is required to ensure that the proposed landscaping is in keeping with the residential guidelines.
 - Staff would like to see the proposed lot lines for each site altered to provide more space to better accommodate parking and pedestrian movement on the properties.
 - Staff would like to see landscaped areas between parking areas and entrance walkways for each main building.
 - Staff would like to see Low Impact Development features applied to the site. More specifically, storm water management features should be applied to the north-east corner of the property, as it is the lowest in elevation.

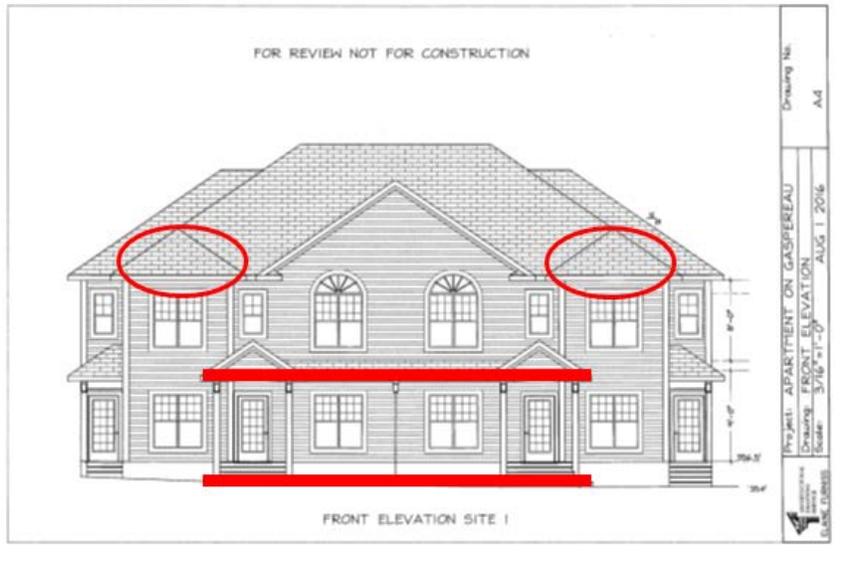


Original Site Plan Submission

2. Built Form and Materials

- Addressing the Street
 - The proposed building fronting on Gaspereau Avenue addresses the street well but provides a lot of movement and complexity within its design. Staff would like to see the building's entrances located on the side of the building or the front of the building, with one veranda that centres the building. Creating one centre way/walkway to the building and developing one large veranda would assist in breaking up the massing of the building vertically and provide some balance/unity to the building's façade. It can also read from the street as a lower density form (1 or 2 units).

- The proposed building fronting on Willow Avenue does not address the street. Staff would like to see the building positioned to better face the street and have similar features (centre way & veranda).



Initial Design Proposal

- Roof
 - The proposed roof is dominating the mass of the building with multiple hips and gables. Staff would like to see the design simplified.
 - Roof elements between the porches of the proposed buildings appear to overhang and serve as an ornamental purpose. Staff would like to see this removed, as it adds to the massing of the building.
- Trim and Clapboard
 - Think Trim 3 ½ Inch is appropriate.
 - Real Clapboard shall be used not vinyl/synthetic material.
- Garage shed
 - Materials for the garbage shed shall be in keeping of features of the main building.

3. Vehicular Access, Egress & Parking

- Parking
 - 1.25 spots per unit (5 spots for each main building) is required
 - The proposed building fronting on Willow Avenue has a parking area located in the front yard of the property. Staff would like to see parking placed off to the side or to the rear of the proposed building.

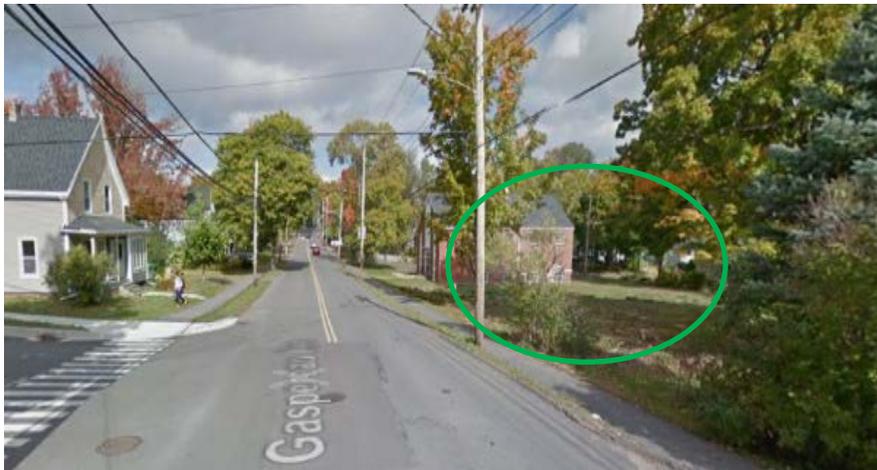
- Access
 - Current access to both sites is only permitted on Willow Avenue, this may cause potential issue for snow removal and residents walking throughout the site. It may functionally benefit the site if snow is considered during the next design iteration.

ATTACHMENT 4 – Additional Site Context

The site is currently vacant. The surrounding land use generally consists of a mix of single-unit dwellings, some of which have been converted to accommodate additional dwelling units, and purposely built multi-unit dwellings. Immediately to the north of the site is a building housing a fraternal organization.

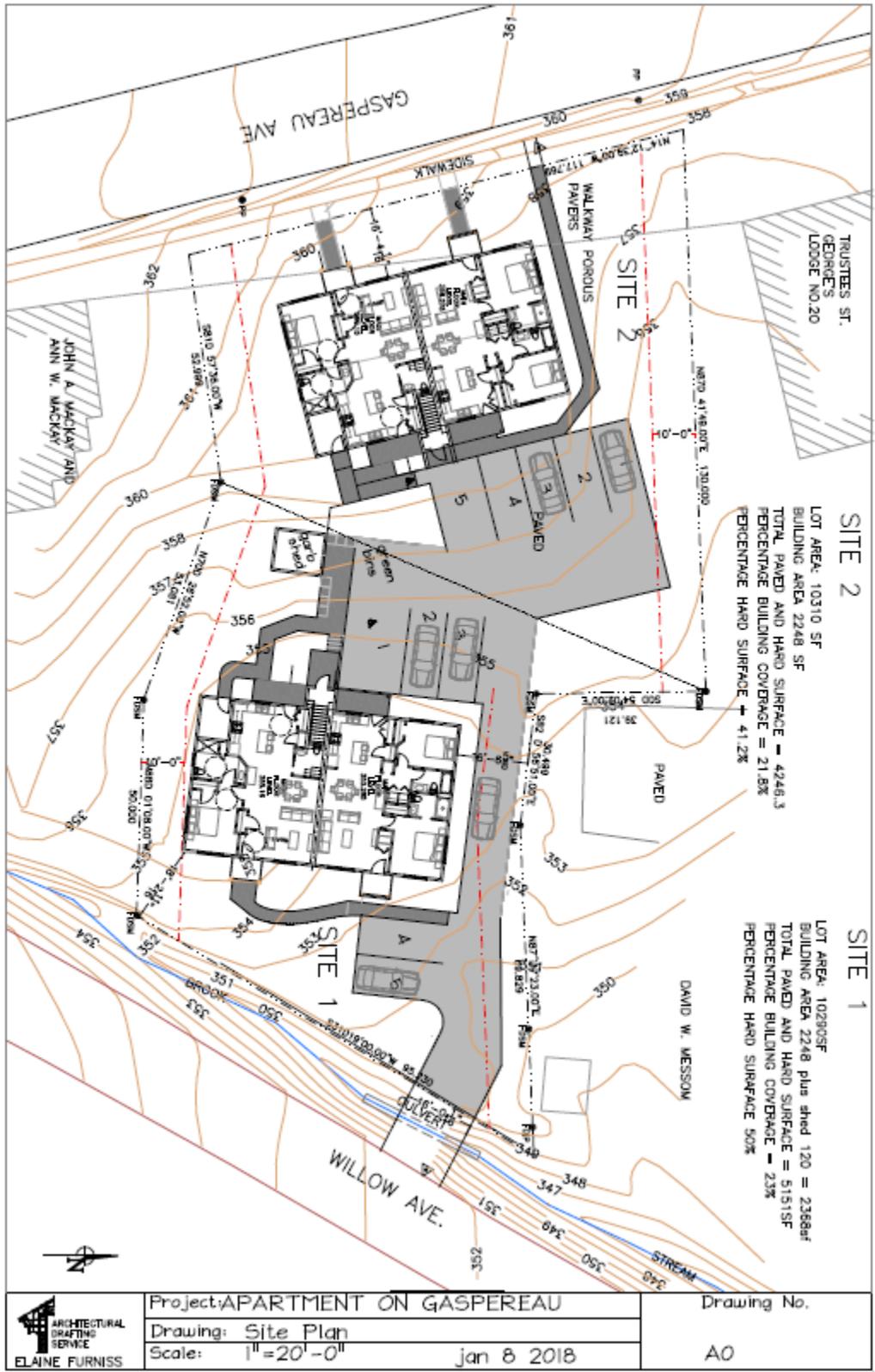


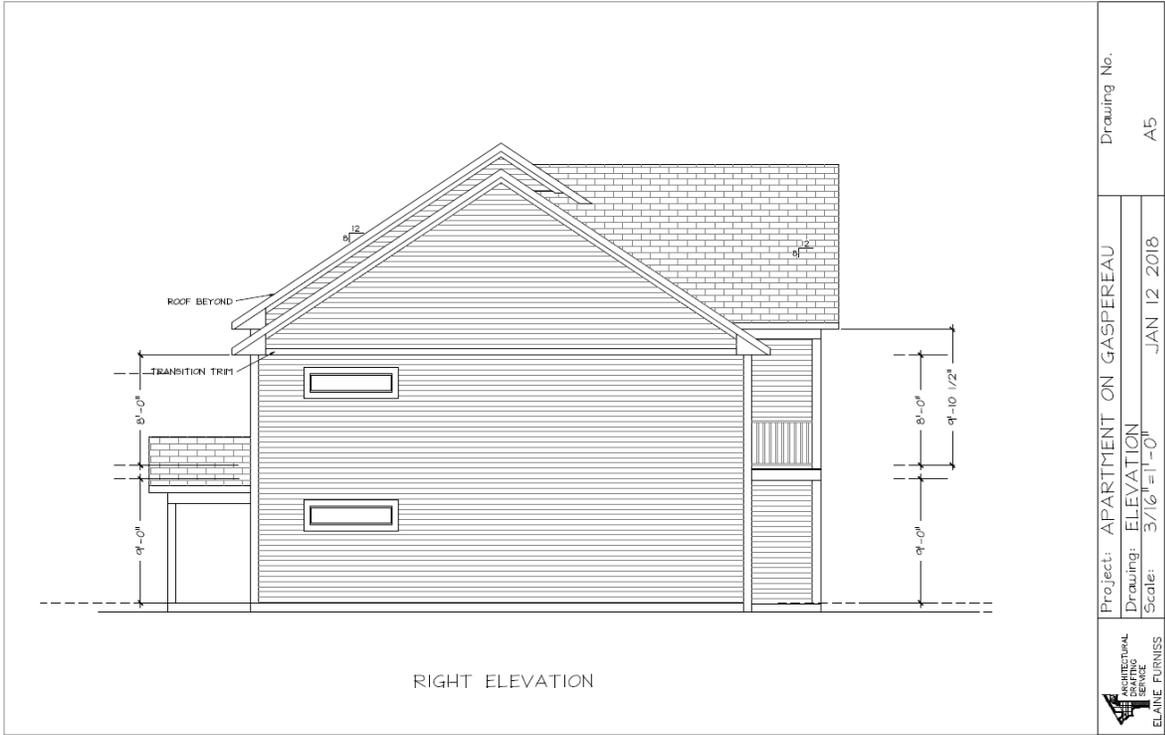
Looking South along
Gaspereau Ave



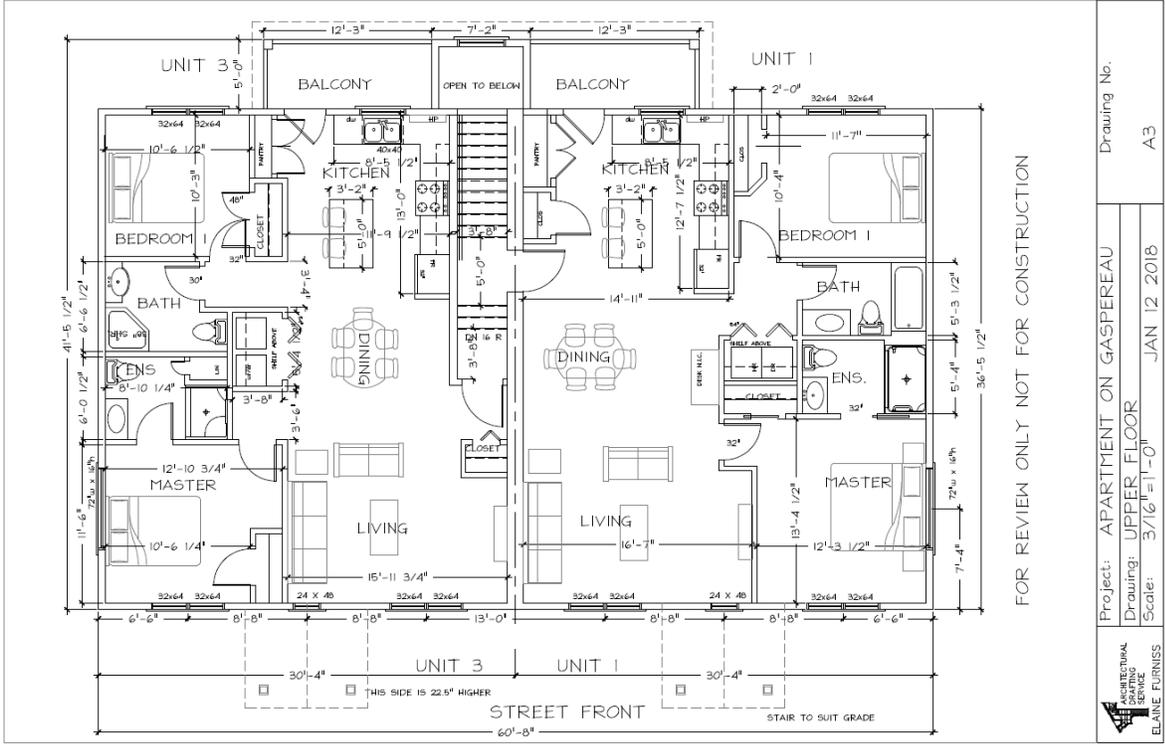
Looking North along
Gaspereau Ave

ATTACHMENT 5 – Site Plan, Side Elevation, 2nd Floor Plan





| | | |
|--|---------------------------------|-------------|
| | Project: APARTMENT ON GASPAREAU | Drawing No. |
| | Drawing: ELEVATION | JAN 12 2018 |
| | Scale: 3/16" = 1'-0" | A5 |



| | | |
|--|---------------------------------|-------------|
| | Project: APARTMENT ON GASPAREAU | Drawing No. |
| | Drawing: UPPER FLOOR | JAN 12 2018 |
| | Scale: 3/16" = 1'-0" | A3 |

FOR REVIEW ONLY NOT FOR CONSTRUCTION

ATTACHMENT 6 – Draft Development Agreement

REQUEST FOR DECISION 007-2018

Title: MPS and LUB Amendment – 329 Main Street

Date: 2018-02-06

Department: Planning and Development



SUMMARY

MPS Amendment/Rezoning – 329 Main Street

In 2014 a portion of land from 4 Seaview Avenue was subdivided and added to the parcel of land at 329 Main Street. The zoning did not follow the subdivision (and was not required at the time) and has created a split zone property at 329 Main Street with part of it being zoned Commercial (C-1) and part being zoned Low Density Residential (R-1A) - see context map below.

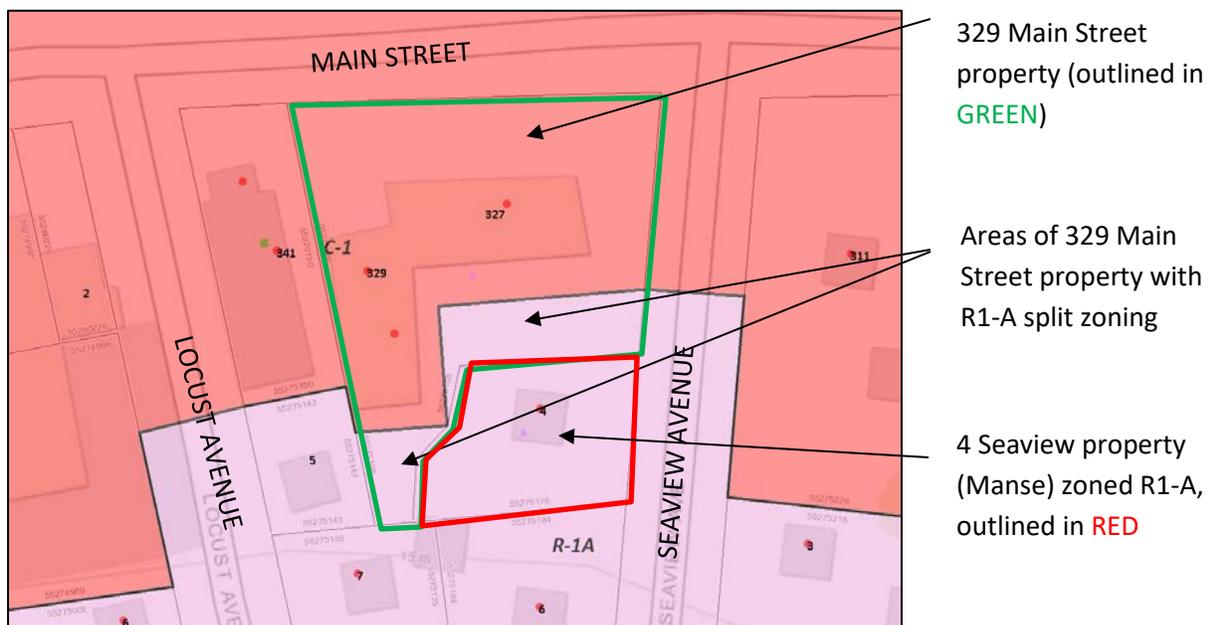


Figure 1: Context Map – 329 Main Street and 4 Seaview Avenue. Red shading shows existing Commercial (C-1) zoning while light purple shading shows existing R-1-A zoning.

The new owners of 329 Main Street intend to develop the property as a Restaurant, Retail space and Micro Brewery (permitted in the C-1 zone). To enable the owners to finalize concepts for the development, they require certainty on what commercial property they have to work with.

Council is considering 2 map amendments within our Planning documents: a Municipal Planning Strategy amendment to the Generalized Future Land Use Map and Land Use By-law Amendment to the zoning map.

This issue was initiated by Council through RFD 061-2017 (attached), went to the Planning Advisory Committee (report attached) and has recently gone in front of the Planning Advisory Committee a

REQUEST FOR DECISION 007-2018

Title: MPS and LUB Amendment – 329 Main Street

Date: 2018-02-06

Department: Planning and Development



second time for a Public Participation Meeting as part of the plan amendment process. Motions from the PAC are included in this report.

DRAFT MOTIONS:

1. **THAT COUNCIL GIVE FIRST READING TO THE MUNICIPAL PLANNING STRATEGY AND LAND USE BYLAW AMENDMENTS, AS ATTACHED TO RFD 007-2018, TO RE-DESIGNATE AND RE-ZONE PORTIONS OF THE 329 MAIN STREET PROPERTY, AS OUTLINED IN THE RESOLUTION, AND FORWARD TO THE MARCH 20,2018 PUBLIC HEARING AND TOWN COUNCIL MEETING FOR SECOND READING**
2. **THAT COUNCIL DIRECT STAFF TO BRING BACK OPTIONS FOR ADDITIONAL BUFFERING PROVISIONS BETWEEN COMMERCIAL AND RESIDENTIAL PROPERTIES, IN ADVANCE OF THE COMPREHENSIVE PLAN REVIEW DRAFT.**

REQUEST FOR DECISION 007-2018

Title: MPS and LUB Amendment – 329 Main Street

Date: 2018-02-06

Department: Planning and Development



1) CAO COMMENTS

No additional comments are required.

2) LEGISLATIVE AUTHORITY

The MGA enables municipalities to create and amend a Municipal Planning Strategy.

The Municipal Planning Strategy (MPS) also enables council to amend the MPS “where a text or map amendment to the Land Use By-Law would conflict with the text or maps of the Municipal Planning Strategy” or “where a future land use map change is deemed appropriate” (policy 18.1.2).

3) PAC RECOMMENDATION

1. That the Planning Advisory Committee (PAC) provide a positive recommendation to amend the Municipal Planning Strategy and Land Use By-law to redesignate and rezone portions of 329 Main Street (PID 55275168) as shown on Attachment 3 – Resolution, subject to Staff working with the proponent to include buffering to ensure the quiet enjoyment of neighbouring residential properties.
2. That the Planning Advisory Committee recommend to Council that Staff bring forward plan amendments that better articulate buffering of residential properties from neighbouring commercial properties.

4) REFERENCES AND ATTACHMENTS

1. RFD 061-2017
2. PAC Report
3. PAC/PPM Report (including resolution)

5) DISCUSSION

Detailed background on the application can be found in the attachments/PAC reports.

January 31st PAC/Public Participation Meeting

A Public Participation Meeting was held on the application with submissions received (Council have been circulated these) on the redesignation/rezoning and 3 individuals speaking in opposition to the application at the Public Participation Meeting.

REQUEST FOR DECISION 007-2018

Title: MPS and LUB Amendment – 329 Main Street

Date: 2018-02-06

Department: Planning and Development



Discussion with the Committee after the Public Participation Meeting focused on buffering the intended use from the adjacent neighbourhood and the motions included herein were sent forward for Council's consideration.

Staff will bring/present additional information on buffering provisions from the Land Use By-law when discussing and recapping the PAC discussion at Committee of the Whole.

6) FINANCIAL IMPLICATIONS

No costs to the Town. The business proposed would provide an increase in commercial tax assessment.

7) RELEVANCE TO COUNCIL STRATEGIC PLAN

Most relevant from the [Council Strategic Plan](#) to this decision is the "Leveraging our Economic Opportunities" and the balance of this with the "Improving Quality of Life for All".

8) PROCESS

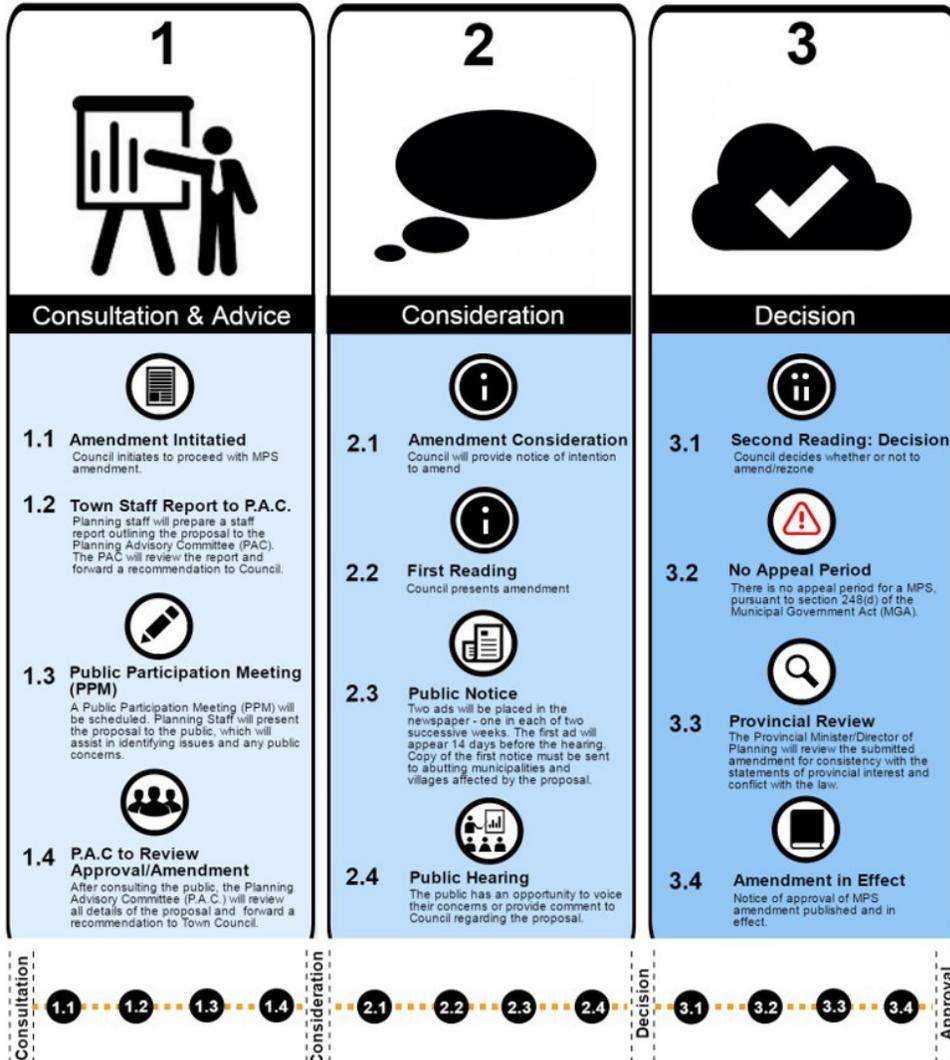
The process for an MPS amendment is included here. After initial consideration by Council the Amendments require 1st reading by Council and a public hearing would then be held before a decision is made. There is no appeal mechanism for an MPS amendment.

REQUEST FOR DECISION 007-2018

Title: MPS and LUB Amendment – 329 Main Street

Date: 2018-02-06

Department: Planning and Development



9) ALTERNATIVES

1. THAT COUNCIL PROCEED NOT PROCEED TO FIRST READING AND ON TO A PUBLIC HEARING FOR THE MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW AMENDMENTS TO RE-DESIGNATE AND RE-ZONE PORTIONS OF THE 329 MAIN STREET PROPERTY.
2. THAT COUNCIL DIRECT STAFF TO BRING BACK OPTIONS FOR ADDITIONAL BUFFERING PROVISIONS BETWEEN COMMERCIAL AND RESIDENTIAL PROPERTIES, WITH THE COMPREHENSIVE PLAN REVIEW DRAFT.

REQUEST FOR DECISION 061-2017

Title: MPS and LUB Amendments – 329 Main Street and 4 Seaview Avenue
Date: 2017-11-07
Department: Community Development



SUMMARY

MPS Amendment/Rezoning – 329 Main Street and 4 Seaview Avenue

In 2014 a portion of land from 4 Seaview Avenue was subdivided and added to the parcel of land at 329 Main Street to create residential parking for the units that were created within the Sunday School portion of the church. The zoning did not follow the subdivision (and was not required at the time) and has created a split zone property at 329 Main Street with part of it being zoned Commercial (C-1) and part being zoned Low Density Residential (R-1A) - see context map below.



Figure 1: Context Map – 329 Main Street and 4 Seaview Avenue. Red shading shows existing Commercial (C-1) zoning while light purple shading shows existing R1-A zoning.

The new owners of 329 Main Street intend to develop the property as a Restaurant and Brew Pub (permitted in the C-1 zone) and now wish to renovate the Sunday school portion and construct an addition to the building. These building changes are not possible under the current designation and zoning because the addition would encroach into the residential zoning. To enable the addition, and overall project as the Applicant is currently envisioning, 2 map changes are required: a Municipal Planning Strategy amendment to the Generalized Future Land Use Map and Land Use By-law Amendment to the zoning map. The Applicants have communicated to Staff that changes are critical to the business planning and success of their project.

REQUEST FOR DECISION 061-2017

Title: MPS and LUB Amendments – 329 Main Street and 4 Seaview Avenue
Date: 2017-11-07
Department: Community Development



In February of 2017 Council passed a motion (26-02-17) that all further requests for amendments will only be considered as part of the ongoing MPS plan review; however, recent staff changes will impact the timelines for completion of the planning documents and in turn delay the ability for this plan amendment/rezoning to be considered. This delay would have an impact on the property owners and their ability to develop the property.

Under the circumstances, Staff are of the opinion that it is pragmatic to consider these amendments before the completion of the Plan Review.

DRAFT MOTIONS:

- 1. THAT COUNCIL RESCIND MOTION 26-02-17, MOVED AND CARRIED AT THE FEBRUARY 21, 2017 TOWN COUNCIL MEETING, WHICH APPROVED THE FOLLOWING “ALL FURTHER REQUESTS FOR AMENDMENT WILL ONLY BE CONSIDERED AS PART OF THE MPS PLAN REVIEW AND ONE-OFF AMENDMENT REQUESTS WILL NOT BE CONSIDERED BY COUNCIL OR STAFF UNTIL THE MPS PLAN REVIEW IS COMPLETED.”**
- 2. THAT COUNCIL CONSIDER REQUESTS FOR PLAN AMENDMENTS, ON A CASE-BY-CASE BASIS, UNTIL THE COMPLETION OF THE MPS REVIEW IS IMMINENT.**
- 3. THAT COUNCIL DIRECT STAFF TO PROCEED WITH THE CONSIDERATION OF AN MPS AMENDMENT AND REZONING AT 329 MAIN STREET / 4 SEAVIEW AVENUE.**

REQUEST FOR DECISION 061-2017

Title: MPS and LUB Amendments – 329 Main Street and 4 Seaview Avenue
Date: 2017-11-07
Department: Community Development



1) CAO COMMENTS

The CAO supports the recommendations of staff. From a staff capacity perspective, the Planning staff continue to process ongoing Planning applications (DAs and amendments) and are working with the Applicants to bring reports to the PAC in a timely manner. Staff have divided the existing applications in such a way that considering these amendments will have minimal impact on the existing applications under review. Staff will be bringing a report on moving forward with the MPS to the December COW and with the recent Staff changes, the overall timeline may be impacted and options will be presented on completing the review.

2) LEGISLATIVE AUTHORITY

The MGA enables municipalities to create and amend a Municipal Planning Strategy.

The Municipal Planning Strategy (MPS) also enables council to amend the MPS “where a text or map amendment to the Land Use By-Law would conflict with the text or maps of the Municipal Planning Strategy” or “where a future land use map change is deemed appropriate” (policy 18.1.2).

3) PAC RECOMMENDATION

N/A - Recommendation would come from PAC to Council if Council directs Staff to move forward with the Plan Amendment/Rezoning.

4) REFERENCES AND ATTACHMENTS

N/A

5) DISCUSSION

Background

In 2014 portions of land from 4 Seaview Avenue were subdivided and added to the parcel of land at 329 Main Street. The subdivision has created a split zoned property at 329 Main Street with part of it being zoned Central Commercial (C-1) and part being zoned Low Density Residential (R-1A) – See Figure 1. The new owners of 329 Main Street wish to renovate and construct an addition but are prevented from doing so because the addition would encroach into the residential (R-1A) zoning.

Normally these types of split zoning issues are corrected during a plan review or through a plan amendment/rezoning process but this has not occurred to-date. The latest draft zoning map of the

REQUEST FOR DECISION 061-2017

Title: MPS and LUB Amendments – 329 Main Street and 4 Seaview Avenue
Date: 2017-11-07
Department: Community Development



ongoing MPS review process had proposed to correct the split zoning and also include the manse at 4 Seaview in the C-1 zone, given its interconnection with the church property.

In February of 2017 Council passed a motion that all further requests for amendments will only be considered as part of the MPS Plan Review and the one-off amendments would not be considered. Due to current staff resourcing and changes, the MPS timeline will be impacted and it is reasonable not to hold back applications until the end of the plan review is imminent. The property owners would therefore like Council to reconsider their decision to not consider any “one-off” plan amendments.

The property owners are requesting that the zoning be changed to Central Commercial (C-1) from R1-A zoning for both the small parking area on the 329 Main Street property and also the Manse property at 4 Seaview Avenue.

This would require an amendment to the MPS to change the designation of the land in question from Low Density Residential (LDR) to Central Commercial (CC) and the respective zoning from Low Density Residential (R-1A) to Central Commercial (C-1).

If directed to move forward with the application, Staff would bring additional information and considerations to light for Council in a Staff report – including the merits of rezoning the only the split zoned parcel or to include 4 Seaview as well.

Ongoing MPS Review

Once the MPS and Land Use By-law (and associated mapping and guidelines) are packaged and the final public consultation, education and reviews by PAC and Council are imminent, it will make sense to no longer consider an MPS or LUB amendment.

Staff are currently working though the Environmental Constraints (flood risk, well heads, etc) and will be presenting an update and path forward on the MPS at the December Committee of the Whole meeting.

Staff Capacity

Staff are currently working through a number of Development Agreements that are at different stages of the application process. Given the fairly narrow scope of the proposed amendments, Staff do not see an issue in bringing this forward to PAC and proceeding through the process by using existing resources.

6) FINANCIAL IMPLICATIONS

None. Existing resources would be utilized.

7) RELEVANCE TO COUNCIL STRATEGIC PLAN

REQUEST FOR DECISION 061-2017

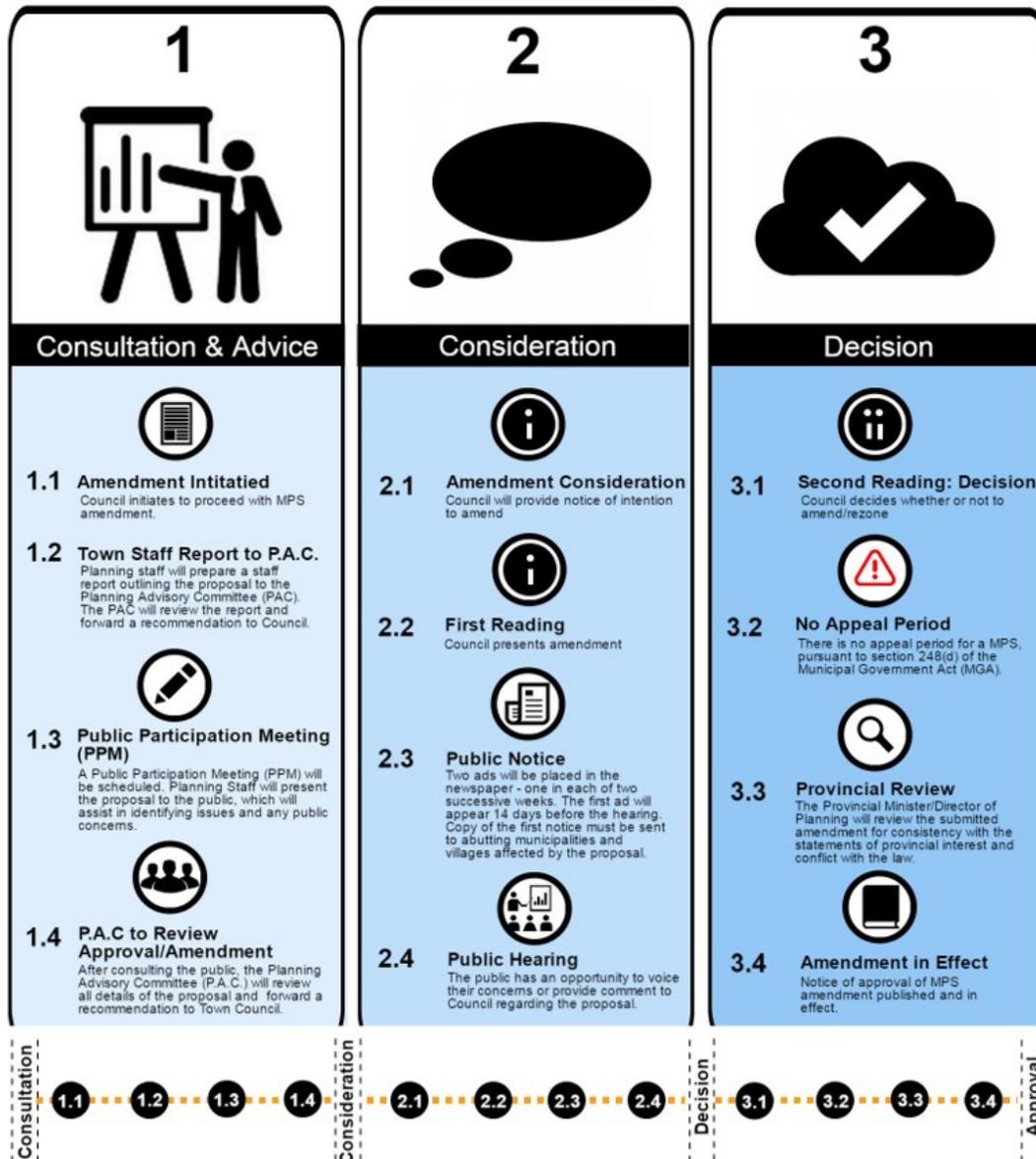
Title: MPS and LUB Amendments – 329 Main Street and 4 Seaview Avenue
Date: 2017-11-07
Department: Community Development



Most relevant from the [Council Strategic Plan](#) to this decision is the “Leveraging our Economic Opportunities” and the balance of this with the “Improving Quality of Life for All”.

8) PROCESS

The process for an MPS amendment is included here. The next step would be for Staff to bring a detailed report on the issue to the PAC if directed to proceed.



REQUEST FOR DECISION 061-2017

Title: MPS and LUB Amendments – 329 Main Street and 4
Seaview Avenue

Date: 2017-11-07

Department: Community Development



9) ALTERNATIVES

Do not proceed with rescinding the motion and not consider the plan amendments at this time.

REPORT TO PLANNING ADVISORY COMMITTEE

MPS and LUB Amendments – 329 Main Street

Date: 2017-11-29

Department: Community Development



| | |
|-------------------------------|--|
| APPLICANT | Initiated by Council – November of 2017, in response to a request from the owners of 329 Main Street |
| PROPOSAL | To amend the Municipal Planning Strategy and Land Use By-law to redesignate and rezone a portion of 329 Main Street from Low Density Residential (LDR & R1-A) to Commercial (CC & C-1) to enable the full use of the property. |
| LOCATION | 329 Main Street (PID 55275168) |
| LOT SIZE | 21782 Square Feet (.5 Acres) |
| DESIGNATION | Central Commercial (CC) and Low Density Residential (LDR) |
| ZONE | Central Commercial (C-1) and Low Density Residential (R-1A) |
| SURROUNDING USES | Single-unit dwellings, multi-unit dwellings, Commercial space, B & Bs |
| NEIGHBOUR NOTIFICATION | None to-date, notification would take place if Staff is directed to proceed |

1) Proposal

In October, 2017, the owners of 329 Main Street, purchased the property at 329 Main Street with the intent to use it as a commercial space. The property at 329 Main Street is divided by two separate designations and zoning. The largest portion is currently designated Central Commercial (CC) within the Town’s Municipal Planning Strategy and zoned Central Commercial (C-1) in the Town’s Land Use By-law. The smaller portion is currently designated Low Density Residential (LDR) within the Town’s Municipal Planning Strategy and zoned Low Density Residential (R-1A). Areas zoned R-1A allow for the addition of one accessory apartment to the existing single-unit dwelling, and extremely limited commercial options. Areas zoned C-1 are designated for commercial activities.

This zoning conflict within the owner’s property appears to be a clerical oversight, and without rezoning and redesignating the area, the property owner would be required to have segregated uses on a unified parcel.

Although the Municipal Planning Strategy is currently undergoing a comprehensive review, the timelines for the review are such that Council has directed Staff to explore these amendments outside of the greater plan review process.

2) Staff Recommendation

Staff recommends that the Planning Advisory Committee (PAC) directs Staff to proceed to a Public Participation Meeting to seek input as per the Town’s Public Participation Program Policy and as required by the *Municipal Government Act*.

3) Existing Conditions

3.1 Site and Context

The site currently consists of a former church, built circa 1914. The structure has a large lawn facing Main Street, and an extension creating infill on the south west section of the lot. Access to the area is from Seaview Avenue, where a driveway enables access to a small parking area. Immediate neighbours include 4 Seaview, an in-use single unit residential building with the same owners as 329 Main Street, L’Arche Homefires, a commercial and institutional space, and 5 Locust, another in-use single unit residential building. The site is an approximately 4 minute walk (.4 km) from the downtown core.

IMAGES 1 to 4 (CW from TL): Subject property front elevation; subject property facing south on Seaview Avenue; subject property facing west on Main Street; subject property facing east



3.2 Existing Planning

The property at 329 Main Street is covered with split zoning. The largest portion is currently designated Central Commercial (CC) within the Town’s Municipal Planning Strategy and zoned Central Commercial (C-1) in the Town’s Land Use By-law. The smaller portion is currently designated Low Density Residential (LDR) within the Town’s Municipal Planning Strategy and zoned Low Density Residential (R-1A). Areas

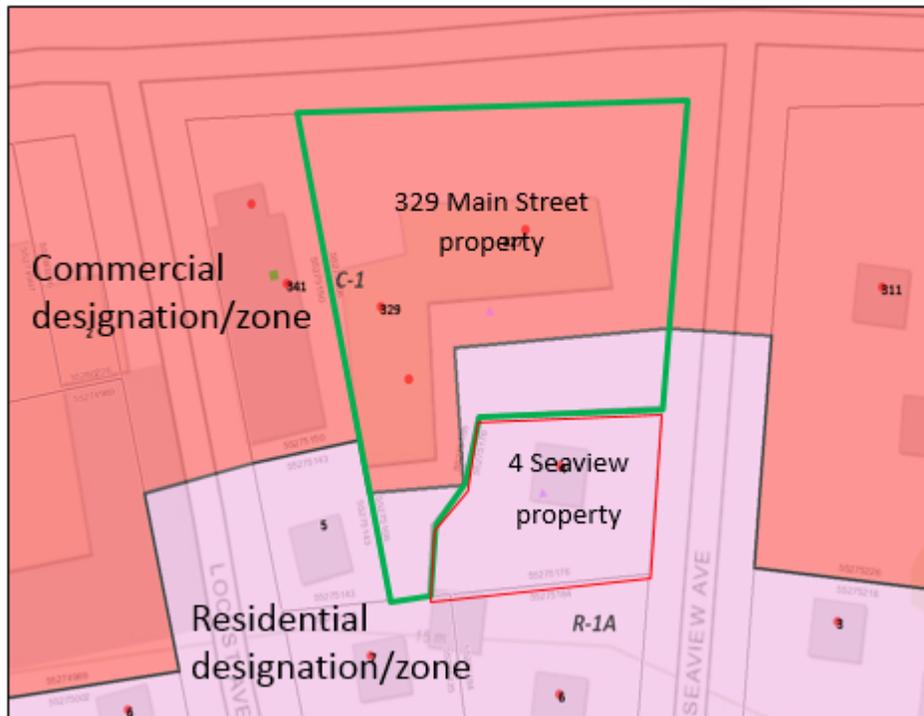
**REPORT TO PLANNING ADVISORY COMMITTEE
MPS and LUB Amendments – 329 Main Street**

Date: 2017-11-29

Department: Community Development



zoned R-1A allow for the addition of one accessory apartment to the existing single-unit dwelling, and extremely limited commercial options. Areas zoned C-1 are designated for commercial activities. The split zoning was created by a 2014 subdivision (plan attached) that added additional land to 329 Main Street from the 4 Seaview property. This subdivision created 2 fully compliant properties. This type of split zoning would typically be updated as part of either a Municipal Planning Strategy and Land Use By-law Review or as a housekeeping amendment that would be brought forward separately.



This property is located on the edge of the Downtown Architectural Control Area, where most properties are zoned C-1. Neighboring properties to the south are zoned R1-A, and consist of a variety of character homes.

As the subject site is also located in the Downtown Architectural Control Area, the Municipal Planning Strategy requires new development to be similar to the existing context in terms of architectural styling and details. In these areas, a development agreement is required for new main buildings and additions that exceed 25 percent of the floor area of an existing main building.



4) Process and Public Consultation

4.1 Next Steps

If the Planning Advisory Committee decides to move forward with amendments to the Municipal Planning Strategy and Land Use By-law, the next step would be a Public Participation Meeting in front of the PAC to receive input on the amendment options, pursuant to the Town's Public Participation Program Policy and requirements of the *Municipal Government Act*, including notification and advertising. Staff would mail invitation letters directly to neighbouring property owners. After a Public Participation Meeting, the issue would come back to the PAC with the actual recommended amendment(s), if any.

After a recommendation from the PAC, the adoption of amendments to the Municipal Planning Strategy and Land Use By-law require first reading by Council, a Public Hearing, and a final decision by Council at second reading. There is no appeal mechanism for amendments to the Municipal Planning Strategy.

4.2 Growing Together

Staff have identified the proposed designation and zoning change as part of regular "housekeeping" to be done as part of the plan review mapping updates. As there was no specified need, this "housekeeping" was intended to be done with Municipal Planning Strategy and Land Use By-Law updates as part of the finalized review process.

5) Policy Review and Discussion

5.1 Plan Amendment Policy

Policy 18.1.2 of the Municipal Planning Strategy states that it shall be the policy of Council:

to require an amendment to the Municipal Planning Strategy:

- *where any policy intent is to be altered; or*
- *where a text or map amendment to the Land Use By-law would conflict with the text or maps of the Municipal Planning Strategy; or*
- *where an amendment to the Subdivision By-law would conflict with the text of the Municipal Planning Strategy; or*
- *where a future land use map change is deemed appropriate*

In this situation, both the second and fourth bullet apply; rezoning the subject site to the applicant's desired zone would conflict with the maps of the Municipal Planning Strategy, and as such a change to the Future Land Use Map is necessary to enable the rezoning.

In considering whether such an amendment to the Future Land Use Map is appropriate, the description of the Central Commercial area is informative. Section 9.2 of the Municipal Planning Strategy states:



The Main Street commercial district is the traditional commercial centre of Wolfville dating back to the early days of the Town's development. This traditional central commercial district offers a range of retail, professional and service related businesses. Institutional developments are located at both the eastern and western edges of the commercial district and are interspersed, as are residential uses, throughout the district. Parking lots, open spaces and parks contribute to the diversity of uses in the downtown core.

[...]

Policy 9.2.1 goes on to state that it is the intention of Council:

to designate as Central Commercial (CC) the areas shown on Map 1- The Future Land Use Map. The Central Commercial (CC) designation encompasses the established commercial core of the downtown area from Highland Avenue along Main Street to Victoria Avenue.

The subject site is located in an established area among an existing mixture of commercial and residential dwelling types, including single-unit dwellings, adjacent multi-unit dwellings on Main Street, and Commercial units along the Central Commercial area. As such, the subject site is within an area that reasonably meets the intention of the Central Commercial (CC) Designation.

5.2 Land Use By-law Amendment

Policy 18.2.2 of the Municipal Planning Strategy states that it shall be the policy of Council:

to amend the Land Use By-law provided the amendment reflects the intent of the Municipal Planning Strategy.

As previously mentioned, the proposed rezoning on its own does not currently meet the intent of the Municipal Planning Strategy because it conflicts with the current Future Land Use Map. However, with the proposed amendment to the Future Land Use Map, Policy 9.2.2 would then apply and the proposed Central Commercial (C-1) Zone would pass the first threshold for meeting the intent of the Municipal Planning Strategy:

[it shall be the policy of Council] to establish a Central Commercial (C-1) zone in the Land Use By-law, as shown on Schedule A, the Zoning Map of the Land Use By-law, to correspond to the areas designated Central Commercial.

The second threshold for any rezoning to meet the intent of the Municipal Planning Strategy is typically Policy 18.6.1. This policy contains the general criteria for reviewing amendments to the Land Use By-law or for adopting development agreements. It covers elements such as compatibility with neighbouring uses, servicing capacity, and safe access and egress to the site. The full policy is attached as Appendix A.



At this stage, Staff is of the opinion that the proposal is consistent with Policy 18.6.1. The existing and proposed zones on the site have compatible zone standards (lot size requirements, etc.). Significant differences between the proposed and existing zones include change of permitted uses, site standards. R1-A Zones permit single family dwellings and C-1 Zones are intended for commercial developments. As this property encompasses both zones, R-1A to less of a degree, yet is still within the Municipal Planning Strategy's intended Centre Commercial area, Staff feel that the rezoning does not conflict in any way with Policy 18.6.1.

5.3 As of right development in the C-1 zone

The proposed use of the property as a restaurant/retail space with attached brewery would be considered a permitted use in the C-1 zone.

The brewery portion would be considered an accessory use under the LUB:

4.18.2 *Where this By-law provides that any land may be used or a building or structure may be erected or used for a purpose, the purpose includes any use accessory thereof.*

The definition of an accessory use is as follows:

Accessory Use means a use subordinate and naturally, customarily, and normally incidental to and exclusively devoted to the main use of land or building and located on the same lot.

The brewery proposes to be brewing beer that would be sold in the restaurant as well as the retail space and would be subordinate to the restaurant/retail use. Also, LUB section 4.18.1(i) states that the accessory use/building “shall not be larger than the main building in volume.” So, the brewery portion of the building must be smaller than the restaurant/retail space.

The Brewery could also meet the definition of craft products and craft workshop which is also a permitted use in the C-1 zone. The art of brewing beer, cider, wine, etc. has come to be widely recognized as a craft and while not specifically listed, it would fall under the category of “similar skilled craftspeople” as listed in the LUB definition below:

Craft Products means products made by and or small custom production processes including but not limited to potters, pewterers, goldsmiths, silversmith, jewelers, toymakers, leatherworkers, upholsterers, woodworkers, furniture makers, musical instrument makers, clothing designers and makers, shoemakers, antique refinishers, glass or stained glass workers, sailmakers, and similar skilled craftspeople.

Craft Workshop means a building or part of a building where craft products are produced and offered for sale, and where craft instruction may be offered.



5.4 Discussion

There was a subdivision and consolidation of land in October of 2014 that took a parcel of land from 4 Seaview Avenue and added it to 329 Main Street. The resulting lots meet the requirements of the Land Use By-Law and Subdivision By-Law (e.g. lot coverage, set backs, etc). The subdivision plan is included as Appendix B.

As the redesignation and rezoning of the parcel added to 329 never happened, the single parcel is split zoned. Parcels that are split zoned are impractical for owners to develop and impractical for the Town of Wolfville to expect property owners to encompass segregated uses on a unified parcel of land.

In this case, the subject site is located within the Downtown area, and the owners intent is in line with existing as of right uses and developments. These qualities align the subject site with Council’s intended purpose for the Commercial designation, and suggest that this designation is appropriate on the subject site.

Concurrent with a redesignation of the subject site, there is a need to also rezone to the Central Commercial (C-1) Zone. The main effect of the redesignation and rezoning is to enable the owner to develop a new, as of right business in the area.

In light of the compatibility of the proposed Future Land Use Map designation within the existing context, Staff feels there are no drawbacks to proceeding with a redesignation and rezoning of the subject site.

7) Options

There are two options that Staff feel should be considered on the issue:

| Option | Staff Comment |
|---|---|
| 1. Maintain the status quo (do not proceed with amendments) | No change would be made to the maps of the Municipal Planning Strategy or Land Use By-law. |
| 2. Amend the Future Land Use Map of the Municipal Planning Strategy and Zoning Map of the Land Use By-law to accommodate the proposal | The Future Land Use Map of the Municipal Planning Strategy would be amended to redesignate the subject site so all portions are designated Central Commercial (CC). Following the redesignation and rezoning the property owners would be enabled to use the entire property for commercial uses, in accordance with the Municipal Planning Strategy and Land Use By-Laws. |



8) Review from Other Departments

Any amendments that are considered will be reviewed by other Town departments including Public Works, Fire, and the Traffic Authority. Comments/concerns will be included for Council's consideration in a supplementary report following the Public Participation meeting.

9) Conclusion

The subject site is located on Main Street, within the intended area of the Central Commercial area. Staff believes the site aligns with Council's intended purpose for the Central Commercial (CC) Designation. Furthermore, Staff is of the opinion that the proposed redesignation and rezoning alone do not represent a significant change in the land use planning context on the site. The additional area added to the 329 Main Street site will act to support the use as a parking area.

For these reasons, Staff is of the opinion that the proposed amendments are reasonable. Staff recommends the Planning Advisory Committee moves forward in the process of amending the Municipal Planning Strategy and Land Use By-law to redesignate and rezone the smaller parcel at 329 Main Street to Central Commercial designation area and zone (CC and C-1, respectively)

10) Attachments

1. Appendix A: Policy 18.6.1, General Criteria for Development Agreements and Amending the Land Use By-law
2. Appendix B: Subdivision Plan

Appendix A: Policy 18.6.1, General Criteria for Development Agreements and Amending the Land Use By-law

It shall be the policy of Council:

to consider the following in addition to all other criteria set out in the various policies of this Municipal Planning Strategy, when considering proposals for development agreements and Land Use By-law amendments:

- a) *to ensure that the proposal conforms to the intent of the Municipal Planning Strategy and to all other applicable Town By-laws and regulations, except where the application for a development agreement modifies the requirements of the Land Use By-law or the Subdivision By-law.*
- b) *to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:*
 - i. *the type and intensity of use; and*
 - ii. *the height, mass or architectural design of proposed buildings; and*
 - iii. *hours of operation of the use; and*
 - iv. *outdoor lighting; and*
 - v. *noise, vibration or odour; and*
 - vi. *vehicle and pedestrian traffic; and*
 - vii. *alteration of land levels and/or drainage patterns; and*
 - viii. *deprivation of natural light*
- c) *to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following:*
 - i. *sanitary and storm sewer systems; and*
 - ii. *water systems; and*
 - iii. *schools; and*
 - iv. *recreation and community facilities; and*
 - v. *fire and police protection; and*
 - vi. *street and walkway networks; and*
 - vii. *solid waste collection and disposal systems*
- d) *to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the Town to absorb capital and/or maintenance costs related to the development.*
- e) *to ensure that the proposal does not cause environmental damage or damage to adjacent properties through:*
 - i. *pollution of soils, water or air; and*
 - ii. *erosion or sedimentation; and*
 - iii. *interference with natural drainage systems and watercourses; and*
 - iv. *flooding*
- f) *to ensure that the proposal protects and preserves matters of public interest such as, but not limited to:*
 - i. *historically significant buildings;*
 - ii. *public access to shorelines, parks and public and community facilities;*

REPORT TO PLANNING ADVISORY COMMITTEE

MPS and LUB Amendments – 329 Main Street

Date: 2017-11-29

Department: Community Development



- iii. *important and significant cultural features, natural land features and vegetation.*
- g) *to ensure that the proposed site and building design provides the following:*
 - i. *useable active transportation networks that contribute to existing active transportation links throughout the community; and*
 - ii. *functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property; and*
 - iii. *facilities for the safe movement of pedestrians and cyclists; and*
 - iv. *adequate landscaping features such as trees, shrubs, hedges, fences, flower beds, and lawns to successfully integrate the new development into the surrounding area; and*
 - v. *screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins; and*
 - vi. *safe access for emergency vehicles; and*
 - vii. *adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation; and*
 - viii. *architectural features, including but not limited to, mass, scale, roof style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition; and*
 - ix. *useable outdoor amenity space for use of residents in a residential development; and*
 - x. *accessible facilities for the storage and collection of solid waste materials; and*
 - xi. *appropriate consideration for energy conservation; and*
 - xii. *appropriate consideration of and response to site conditions, including but not limited to; slopes, soil and geological conditions, vegetation, watercourses, wet lands, and drainage.*
- h) *where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage.*



| | |
|------------------------------------|--|
| APPLICANT | Initiated by Council – November of 2017, in response to a request from the owners of 329 Main Street |
| PROPOSAL | To amend the Municipal Planning Strategy and Land Use By-law to redesignate and rezone a portion of 329 Main Street from Low Density Residential (LDR & R1-A) to Commercial (CC & C-1) to enable the full use of the property for a use permitted in the C-1 zone. |
| LOCATION | 329 Main Street (PID 55275168) |
| LOT SIZE | 21,782 Square Feet (.5 Acres) |
| DESIGNATION | Central Commercial (CC) and Low Density Residential (LDR) |
| ZONE | Central Commercial (C-1) and Low Density Residential (R-1A) |
| SURROUNDING USES | Single-unit dwellings, multi-unit dwellings, Commercial space, B&B's |
| ARCHITECTURE & HERITAGE | The property is located in the Downtown Architectural Control Area. The building/property is not a designated heritage property (Municipal or Provincial). |
| NEIGHBOUR NOTIFICATION | As per the Town's Public Participation Program Policy, Newspaper Ads placed and letters sent to assessed property owners within 100m. Additional notification would take place for the Public Hearing component of the process. |

1) Background

In October of 2017, 329 Main Street was purchased by the current owners (The Church Brewing Company Limited) who intend to operate a restaurant, retail, and microbrewery on the property. Given that the property is divided by two separate designations and zoning – the current owners have requested that a decision be made on the split designation/zoning so they can move forward with their business planning with full information.

The largest portion of the property (~82% or 1,647.2 square meters) is currently designated Central Commercial (CC) within the Town's Municipal Planning Strategy and zoned Central Commercial (C-1) in the Town's Land Use By-law. The smaller portions – two adjacent pieces of land (101 square meters and 252 square meters - see Figure 1) are currently designated Low Density Residential (LDR) within the Town's Municipal Planning Strategy and zoned Low Density Residential (R-1A) in the Land Use By-law. Areas zoned R-1A allow for the addition of one accessory apartment to single-unit dwellings, and extremely limited commercial options. Areas zoned C-1 are designated for commercial activities, largely as-of-right.

The split zoning on the property was identified as part of the ongoing Municipal Planning Strategy review; however, the timelines for the review are such that Council has directed Staff to explore these

2nd REPORT TO PLANNING ADVISORY COMMITTEE (PPM)

MPS and LUB Amendments – 329 Main Street

Date: 2018-1-31

Department: Planning & Development



amendments outside of the greater plan review process. Without knowing how they can use their unified parcel, the current owners are limited in their business / site planning.

Council Motions (November 21, 2017 Town Council – RFD 061-2017) that enabled the consideration of the amendments are as follows:

- **THAT COUNCIL RESCIND MOTION 26-02-17, MOVED AND CARRIED AT THE FEBRUARY 21, 2017 TOWN COUNCIL MEETING, WHICH APPROVED THE FOLLOWING “ALL FURTHER REQUESTS FOR AMENDMENT WILL ONLY BE CONSIDERED AS PART OF THE MPS PLAN REVIEW AND ONE-OFF AMENDMENT REQUESTS WILL NOT BE CONSIDERED BY COUNCIL OR STAFF UNTIL THE MPS PLAN REVIEW IS COMPLETED.”**
- **THAT COUNCIL CONSIDER REQUESTS FOR PLAN AMENDMENTS, ON A CASE-BY-CASE BASIS, UNTIL THE COMPLETION OF THE MPS REVIEW IS IMMINENT.**
- **THAT COUNCIL DIRECT STAFF TO PROCEED WITH THE CONSIDERATION OF AN MPS AMENDMENT AND REZONING AT 329 MAIN STREET.**

It should be noted that the 4 Seaview property was also requested for Commercial zoning consideration by the applicant but was removed from the last motion and will be considered as part of our ongoing Municipal Planning Strategy Review process.

After the above noted November 21, 2017 Council Motions, the Planning Advisory Committee considered the item and passed a motion to move the issue to a Public Participation Meeting at their [November 29, 2017](#) (agenda and report of meeting found by clicking link) meeting:

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE FORWARD THE AMENDMENTS TO THE FUTURE LAND USE MAP AND ZONING MAP TO REDESIGNATE AND REZONE A PORTION OF 329 MAIN STREET FROM LOW DENSITY RESIDENTIAL (LDR) TO CENTRAL COMMERCIAL (CC) TO A PUBLIC PARTICIPATION MEETING AS PER THE REQUIREMENTS OF THE TOWN’S PUBLIC PARTICIPATION PROGRAM POLICY AND THE MGA.

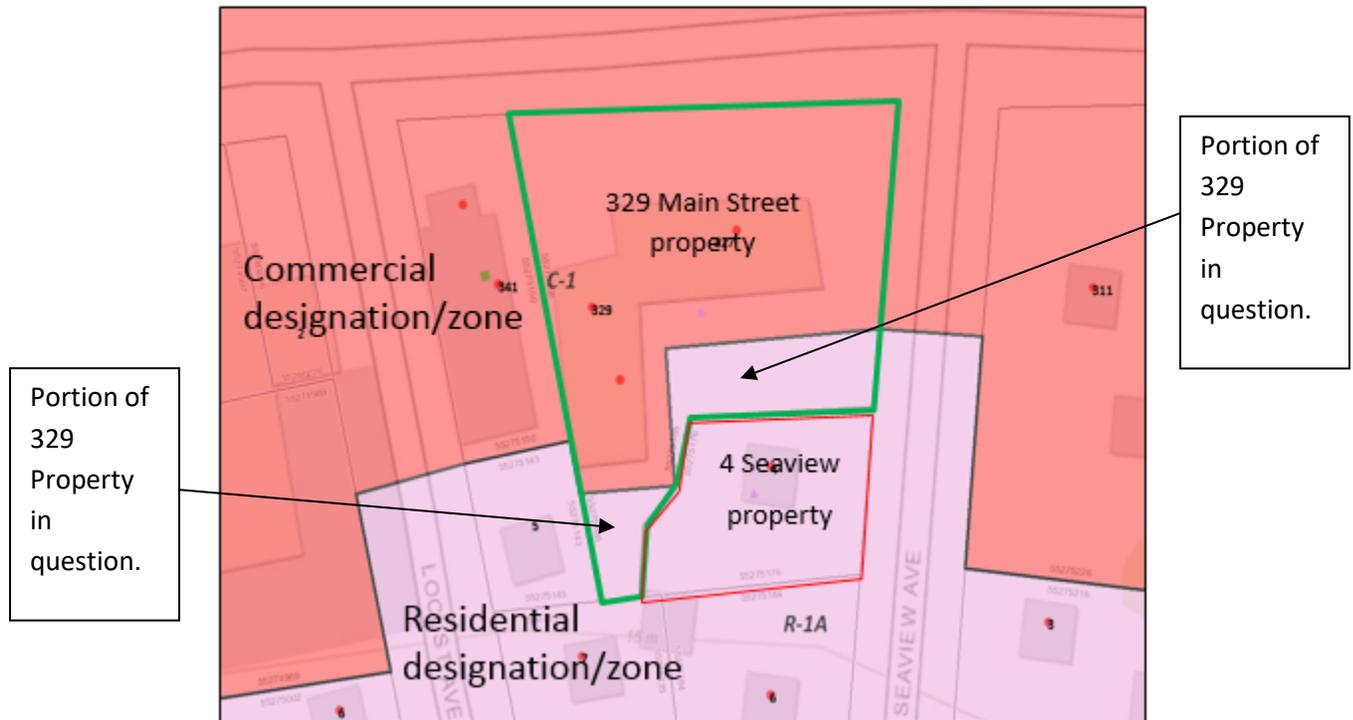


Figure 1 – 329/327 Main Street Context Map

2) Staff Recommendation

Staff recommends that the Planning Advisory Committee (PAC) provide a positive recommendation to amend the Municipal Planning Strategy and Land Use By-law to redesignate and rezone portions of 329 Main Street (PID 55275168) as shown on Attachment 3 - Resolution.

3) Existing Conditions

3.1 Site and Context

The site most prominently features an [Andrew Cobb](#) designed former church, built circa 1914. The structure has a large lawn facing Main Street, and an extension (former Sunday School) creating infill on the south west section of the lot. Access to the property is from Seaview Avenue, where a driveway enables access to a small parking area created by the former owner for residential units that had been created. Immediate neighbours include 4 Seaview, an in-use single unit residential building with the same owners as 329 Main Street, L'Arche Homefires, a commercial and institutional space, and 5 and 7

2nd REPORT TO PLANNING ADVISORY COMMITTEE (PPM)

MPS and LUB Amendments – 329 Main Street

Date: 2018-1-31

Department: Planning & Development



Locust, other in-use single unit residential buildings. The site is located toward the eastern edge of the Core Commercial area and approximately a 4 minute walk (.4 km) from Central Avenue.

IMAGES 1 to 4 (CW from TL): Subject property front elevation; subject property facing south on Seaview Avenue; subject property facing west on Main Street; subject property facing east



3.2 Existing Planning

The property at 329 Main Street has a split zoning and designation (see Figures 2 and 3). The largest portion (~82%) is currently designated Central Commercial (CC) within the Town's Municipal Planning Strategy and zoned Central Commercial (C-1) in the Town's Land Use By-law. The smaller portions are currently designated Low Density Residential (LDR) within the Town's Municipal Planning Strategy and zoned Low Density Residential (R-1A) in the Land Use By-law.

This property is located on the edge of the Downtown Architectural Control Area, where most properties are zoned C-1. Neighboring properties to the south are zoned R1-A, and consist of a variety of character homes.

As the subject site is also located in the Downtown Architectural Control Area, the Municipal Planning Strategy requires new development to be similar to the existing context in terms of architectural styling and details. In these areas, a development agreement is required for new main buildings and additions that exceed 25 percent of the floor area of an existing main building. To date, there is no indication that the Applicants will require a Development Agreement.

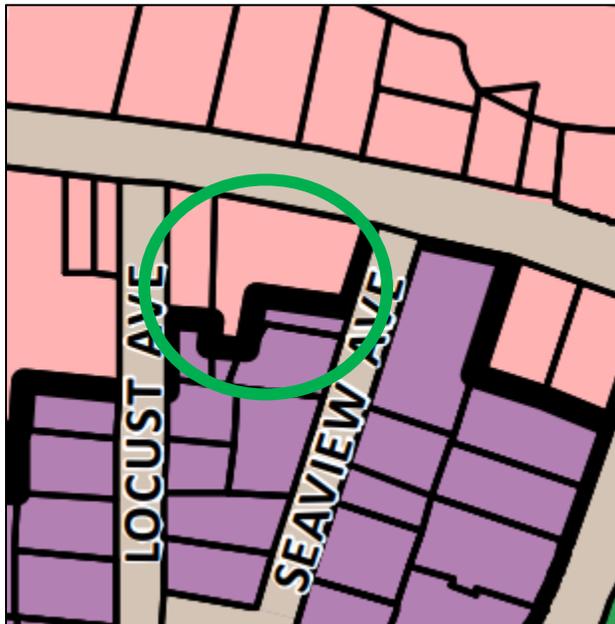


Figure 2 – Excerpt from [Future Land Use Map](#) showing Low Density Residential (Purple) and Central Commercial (Pink). The 329 Main Street property can be seen with a split designation separated by the thick black line.

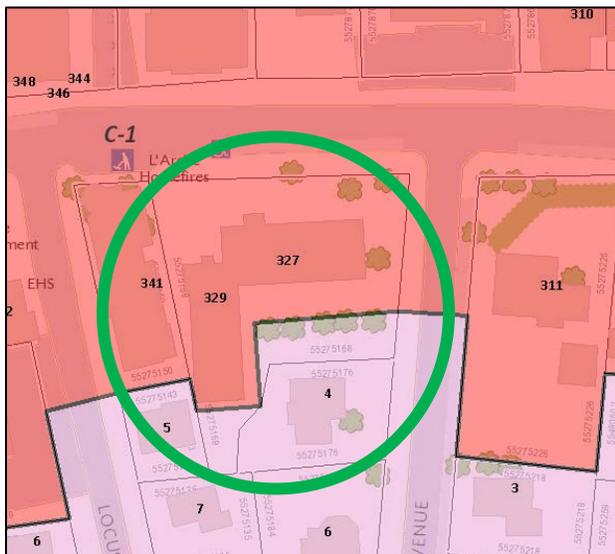


Figure 3 - Excerpt from Zoning Map showing Central Commercial (C-1) and Low Density Residential (R-1A) split.

The split zoning was created by a 2014 subdivision (See Attachment 2) that added additional land to 329 Main Street from the 4 Seaview property. This subdivision created 2 fully compliant properties (329 Main Street with additional land and 4 Seaview with reduced land area). This type of split zoning would typically be addressed as part of either a Municipal Planning Strategy and Land Use By-law Review or as a housekeeping amendment that would be brought forward separately. The subdivision process and rezoning process are not linked together by policy or procedure.

The majority of the existing C-1 zone is shown in Figure 4 for additional planning context. The line between commercial and residential zoning is varied as one moves from east to west depending on parcel sizes and context. The commercial zoning along Main Street is extended into Seaview Avenue mostly by the 311 Main Street property (corner of Seaview and Main). Staff do not see it as unreasonable to include the 2 pieces in question (see Figure 1) in the Commercial Designation/Zone.



Figure 4 – C-1 Zoning Context Map

4) Process, MPS Review and Public Concerns

4.1 Process Moving Forward

Given the holiday season and advertising / notification requirements for a Public Participation Meeting (PPM), a Public Participation meeting in December, following the PAC motion, was not practical and the regularly scheduled (Jan. 31, 2018) meeting of PAC is being used for the PPM. The purpose of a Public Participation Meeting is to receive input on the potential amendment(s), pursuant to the Town’s Public Participation Program Policy and requirements of the *Municipal Government Act*. Staff have mailed invitation letters directly to neighbouring property owners (within 100m). After a Public Participation Meeting, the issue will be considered by the PAC and a recommendation provided to Council. Amendments to the Municipal Planning Strategy and Land Use By-law require first reading by Council, a Public Hearing, and a final decision by Council at second reading. There is no appeal mechanism for amendments to the Municipal Planning Strategy.

4.2 Growing Together

Staff have identified the proposed designation and zoning change as part of regular “housekeeping” to be done as part of the plan review mapping updates. At time of subdivision (2014), there was no



specified need to rezone or designate given the use of the remnant portions was for residential rental parking. There has been a desire through the MPS review process to look at opportunities to increase commercial opportunities in the Town, consistent with Council’s Strategic Plan.

4.3 Public Concerns

Public concerns have been received to-date – below Staff have endeavored to provide additional information/explanation on some of the concerns raised:

| Public Concern | Explanation |
|---|---|
| Development Officer Interpretation of the proposed use. | The interpretation by the Development Officer is not a matter that can be overturned by Council and any challenge to the interpretation would have to be done in the courts as a civil matter. Council’s recourse when they are not satisfied with interpretations is to change the Land Use By-law. |
| Development Agreement provisions from the Municipal Planning Strategy (MPS) | Staff have been given no indication that a Development Agreement will be triggered for the proposed use. Staff’s understanding is that the Applicant intends to proceed with an as-of-right use. If a DA turns out to be required as designs are developed, that process will be carried out and relevant provisions brought forward to be considered by Council. The various provisions from the Municipal Planning Strategy related to uses that are considered by Development Agreement are not applicable unless a Development Agreement is triggered. |
| Traffic, pedestrian safety | The Town Engineer, Traffic Authority, and Compliance Officer are aware of the issues raised by residents in this area. Seaview Avenue is slated to be upgraded as a 2019-2020 capital project and identified issues can be looked at as part of the street design. |

5) Policy Review and Discussion

5.1 Plan Amendment Policy

Policy 18.1.2 of the Municipal Planning Strategy states that it shall be the policy of Council:

to require an amendment to the Municipal Planning Strategy:

- *where any policy intent is to be altered; or*
- *where a text or map amendment to the Land Use By-law would conflict with the text or maps of the Municipal Planning Strategy; or*
- *where an amendment to the Subdivision By-law would conflict with the text of the Municipal Planning Strategy; or*



- *where a future land use map change is deemed appropriate*

In this situation, both the second and fourth bullet apply; rezoning the subject site to the applicant's desired zone would conflict with the maps of the Municipal Planning Strategy, and as such a change to the Future Land Use Map is necessary to enable the rezoning.

In considering whether such an amendment to the Future Land Use Map is appropriate, the description of the Central Commercial designation is informative. Section 9.2 of the Municipal Planning Strategy states:

The Main Street commercial district is the traditional commercial centre of Wolfville dating back to the early days of the Town's development. This traditional central commercial district offers a range of retail, professional and service related businesses. Institutional developments are located at both the eastern and western edges of the commercial district and are interspersed, as are residential uses, throughout the district. Parking lots, open spaces and parks contribute to the diversity of uses in the downtown core.

[...]

Policy 9.2.1 goes on to state that it is the intention of Council:

to designate as Central Commercial (CC) the areas shown on Map 1- The Future Land Use Map. The Central Commercial (CC) designation encompasses the established commercial core of the downtown area from Highland Avenue along Main Street to Victoria Avenue.

The subject site is located in an established area among an existing mixture of commercial and residential dwelling types, including single-unit dwellings, adjacent multi-unit dwellings on Main Street, and Commercial units along the Central Commercial area. As such, the portions of the subject site in question for re-designation / rezoning are within an area that reasonably meets the intent of the Central Commercial (CC) Designation.

5.2 Land Use By-law Amendment

Policy 18.2.2 of the Municipal Planning Strategy states that it shall be the policy of Council:

to amend the Land Use By-law provided the amendment reflects the intent of the Municipal Planning Strategy.

As previously mentioned, the proposed rezoning on its own does not currently meet the intent of the Municipal Planning Strategy because it conflicts with the current Future Land Use Map. However, with the proposed amendment to the Future Land Use Map, Policy 9.2.2 would then apply and the proposed Central Commercial (C-1) Zone would pass the first threshold for meeting the intent of the Municipal Planning Strategy:



[it shall be the policy of Council] *to establish a Central Commercial (C-1) zone in the Land Use By-law, as shown on Schedule A, the Zoning Map of the Land Use By-law, to correspond to the areas designated Central Commercial.*

The second threshold for any rezoning to meet the intent of the Municipal Planning Strategy is typically Policy 18.6.1. This policy contains the general criteria for reviewing amendments to the Land Use By-law or for adopting development agreements. It covers elements such as compatibility with neighbouring uses, servicing capacity, and safe access and egress to the site. The full policy is attached as Attachment 1. Staff is of the opinion that the proposal to rezone portions of the subject site is consistent with Policy 18.6.1 and the only practical option under the circumstances. The majority of the lands in question are used for parking and access to the site.

5.3 As of right development in the C-1 zone

The proposed use of the property as a restaurant/retail space with attached micro brewery would be considered a permitted use in the C-1 zone.

The brewery portion would be considered an accessory use under the LUB:

4.18.2 *Where this By-law provides that any land may be used or a building or structure may be erected or used for a purpose, the purpose includes any use accessory thereof.*

The definition of an accessory use is as follows:

Accessory Use *means a use subordinate and naturally, customarily, and normally incidental to and exclusively devoted to the main use of land or building and located on the same lot.*

The brewery proposes to be brewing beer that would be sold in the restaurant as well as the retail space and would be subordinate to the restaurant/retail use. Also, LUB section 4.18.1(i) states that the accessory use/building “shall not be larger than the main building in volume.” So, the brewery portion of the building must be smaller than the restaurant/retail space.

The Brewery could also meet the definition of craft products and craft workshop which is also a permitted use in the C-1 zone. The art of brewing beer, cider, wine, etc. has come to be widely recognized as a craft and while not specifically listed, it would fall under the category of “similar skilled craftspeople” as listed in the LUB definition below:

Craft Products means products made by and or small custom production processes including but not limited to potters, pewterers, goldsmiths, silversmith, jewelers, toymakers, leatherworkers, upholsterers, woodworkers, furniture makers, musical instrument makers, clothing designers and makers, shoemakers, antique refinishers, glass or stained glass workers, sailmakers, and similar skilled craftspeople.



Craft Workshop means a building or part of a building where craft products are produced and offered for sale, and where craft instruction may be offered.

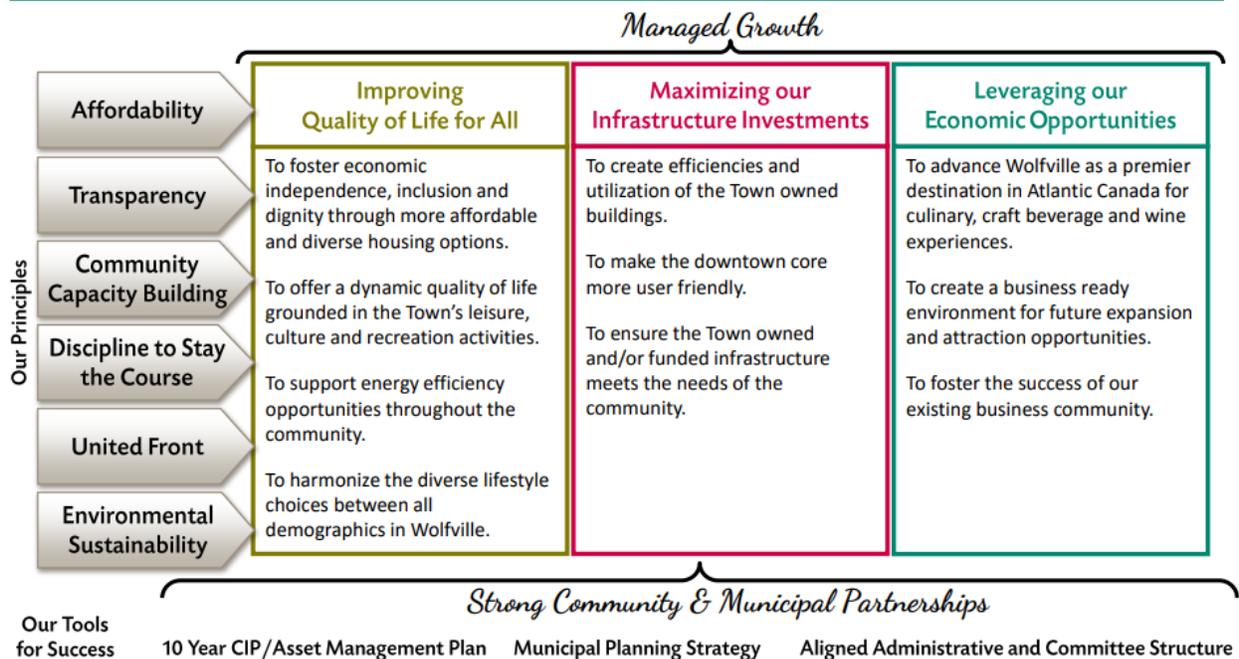
5.4 Council’s Strategic Plan

When considering amendments to the Municipal Planning Strategy, PAC and Council should consider the Strategic Plan as a piece of guidance. The summary of the plan is included here with various items being relevant to the amendments in question.



Our Vision: We are a *spirited* community
 where *all can feel part of* and
 celebrate our *green* town.

Our Mission: We provide leadership and collaborative governance in the allocation of public resources for the greater good of the Wolfville community



5.5 Discussion

There was a subdivision and consolidation of land in October of 2014 that took a parcel of land from 4 Seaview Avenue and added it to 329 Main Street. The resulting lots meet the requirements of the Land Use By-Law and Subdivision By-Law (e.g. lot coverage, set backs, etc). The subdivision plan is included as Attachment 2. As the redesignation and rezoning of the parcel added to 329 Main was not required at time of subdivision, the single parcel then became a split designated/zoned property. Parcels that are split designated/zoned are impractical for owners to develop and it is difficult for the Town of Wolfville



to expect property owners to place segregated uses on a unified parcel of land, particularly in this context where ~82% of the property is already zoned for commercial use.

The subject site is located within the Central Commercial area, and the owner’s intent is in line with existing as of right uses and existing developments to the west of the subject property (Paddy’s and Annapolis Valley Cider Company). The redesignation and rezoning seem reasonably consistent with Council’s intended purpose for the Commercial designation and suggest that this designation and associated zoning are appropriate on the entirety of the subject site. Council’s Strategic Plan seems to support the intended use and this process is part of striving for “a business ready environment for future expansion and attraction opportunities.” (Council Strategic Plan under “Leveraging our Economic Opportunities”).

7) Alternatives

There are two options that Staff feel should be considered on the issue:

| Option | Staff Comment |
|--|---|
| 1. Maintain the status quo (do not proceed with amendments) | No change would be made to the maps of the Municipal Planning Strategy or Land Use By-law. |
| 2. Amend the Future Land Use Map of the Municipal Planning Strategy and Zoning Map of the Land Use By-law. | The Future Land Use Map of the Municipal Planning Strategy would be amended to redesignate the subject site so all portions are designated Central Commercial (CC). Following the redesignation and rezoning the property owners would be enabled to use the entire property for commercial uses, in accordance with the Municipal Planning Strategy and Land Use By-Laws. |

8) Review from Other Departments

The amendments have been reviewed by other Town departments including Public Works and the Traffic Authority with no issues identified.

9) Conclusion

The subject site is located on Main Street, within the intended area of the Central Commercial area. Staff believes the site aligns with Council’s intended purpose for the Central Commercial (CC) Designation and consistent with aspects of Council’s Strategic Plan. Furthermore, Staff is of the opinion that the proposed redesignation and rezoning alone do not represent a significant change in the land

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use planning context on the site. The additional area added to the 329 Main Street site will act to support any future use with additional area for parking / access and would avoid having land on a unified parcel that cannot be used.

For these reasons, Staff is of the opinion that the proposed amendments are reasonable. Staff recommends the Planning Advisory Committee provide a positive recommendation to Council to amend the Municipal Planning Strategy and Land Use By-law to redesignate and rezone portions of the 329 Main Street property for commercial use.

10) Attachments

1. Policy 18.6.1, General Criteria for Development Agreements and Amending the Land Use By-law
2. 2014 Subdivision Plan
3. Resolution

Attachment 1: Policy 18.6.1, General Criteria for Development Agreements and Amending the Land Use By-law

It shall be the policy of Council:

to consider the following in addition to all other criteria set out in the various policies of this Municipal Planning Strategy, when considering proposals for development agreements and Land Use By-law amendments:

- a) *to ensure that the proposal conforms to the intent of the Municipal Planning Strategy and to all other applicable Town By-laws and regulations, except where the application for a development agreement modifies the requirements of the Land Use By-law or the Subdivision By-law.*
 - b) *to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:*
 - i. *the type and intensity of use; and*
 - ii. *the height, mass or architectural design of proposed buildings; and*
 - iii. *hours of operation of the use; and*
 - iv. *outdoor lighting; and*
 - v. *noise, vibration or odour; and*
 - vi. *vehicle and pedestrian traffic; and*
 - vii. *alteration of land levels and/or drainage patterns; and*
 - viii. *deprivation of natural light*
 - c) *to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following:*
 - i. *sanitary and storm sewer systems; and*
 - ii. *water systems; and*
 - iii. *schools; and*
 - iv. *recreation and community facilities; and*
 - v. *fire and police protection; and*
 - vi. *street and walkway networks; and*
 - vii. *solid waste collection and disposal systems*
 - d) *to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the Town to absorb capital and/or maintenance costs related to the development.*
 - e) *to ensure that the proposal does not cause environmental damage or damage to adjacent properties through:*
 - i. *pollution of soils, water or air; and*
 - ii. *erosion or sedimentation; and*
 - iii. *interference with natural drainage systems and watercourses; and*
 - iv. *flooding*
 - f) *to ensure that the proposal protects and preserves matters of public interest such as, but not limited to:*
 - i. *historically significant buildings;*
 - ii. *public access to shorelines, parks and public and community facilities;*
-

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- iii. *important and significant cultural features, natural land features and vegetation.*
- g) *to ensure that the proposed site and building design provides the following:*
 - i. *useable active transportation networks that contribute to existing active transportation links throughout the community; and*
 - ii. *functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property; and*
 - iii. *facilities for the safe movement of pedestrians and cyclists; and*
 - iv. *adequate landscaping features such as trees, shrubs, hedges, fences, flower beds, and lawns to successfully integrate the new development into the surrounding area; and*
 - v. *screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins; and*
 - vi. *safe access for emergency vehicles; and*
 - vii. *adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation; and*
 - viii. *architectural features, including but not limited to, mass, scale, roof style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition; and*
 - ix. *useable outdoor amenity space for use of residents in a residential development; and*
 - x. *accessible facilities for the storage and collection of solid waste materials; and*
 - xi. *appropriate consideration for energy conservation; and*
 - xii. *appropriate consideration of and response to site conditions, including but not limited to; slopes, soil and geological conditions, vegetation, watercourses, wet lands, and drainage.*
- h) *where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage.*

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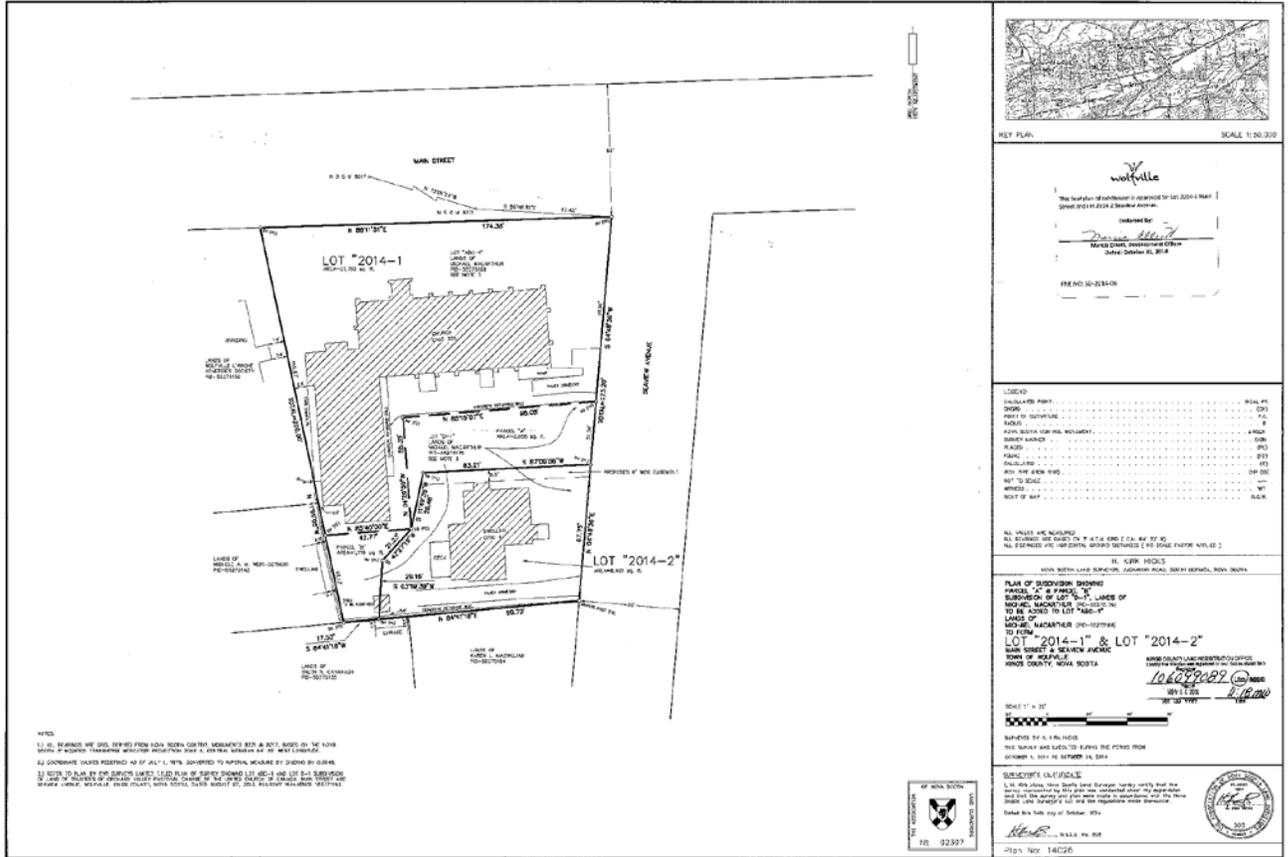
MPS and LUB Amendments – 329 Main Street

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Attachment 2: Subdivision Plan



2nd REPORT TO PLANNING ADVISORY COMMITTEE (PPM)

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Date: 2018-1-31

Department: Planning & Development



Attachment 3: Resolution

RESOLUTION

329 Main Street MPS & LUB Amendments

**CERTIFIED COPY OF MUNICIPAL PLANNING STRATEGY AND
LAND USE BY-LAW AMENDMENTS**

I, Dan Stovel, Town Clerk of the Town of Wolfville in the County of Kings, Province of Nova Scotia, do hereby certify this is a true copy of the amendments to the Municipal Planning Strategy and Land Use By-law adopted by Council of the Town of Wolfville at a meeting duly called and held on the ___ of _____, 2018.

Dan Stovel, Town Clerk

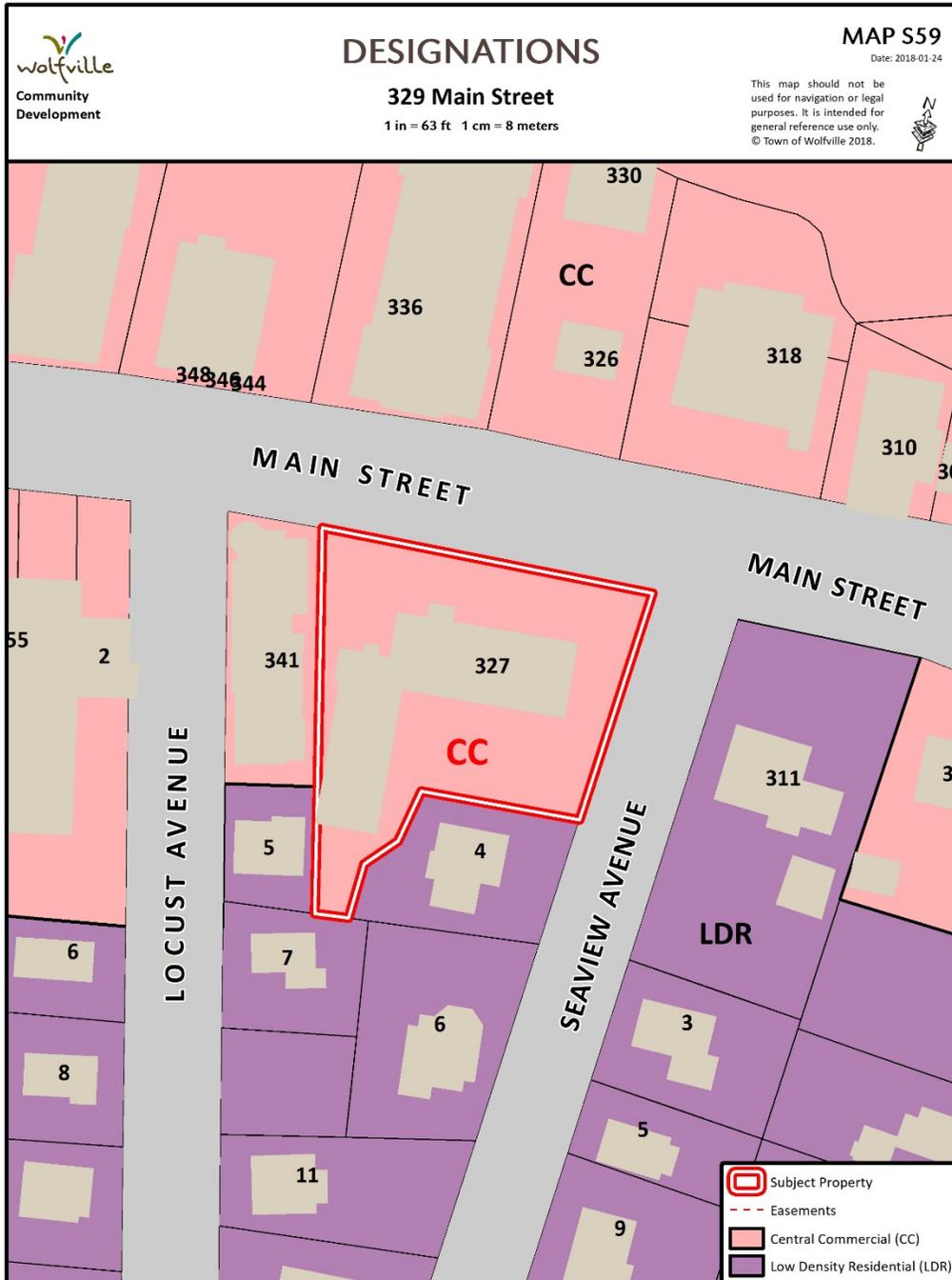
This signature is sealed with the Town of Wolfville Corporate Seal.

RESOLUTION

329 Main Street MPS & LUB Amendments

AMENDMENTS TO THE TOWN OF WOLFFVILLE MUNICIPAL PLANNING STRATEGY

1. Amend the Future Land Use Designations Map – MPS Map 1 –to redesignate portions of PID 55275168 to Central Commercial (CC), as shown below.

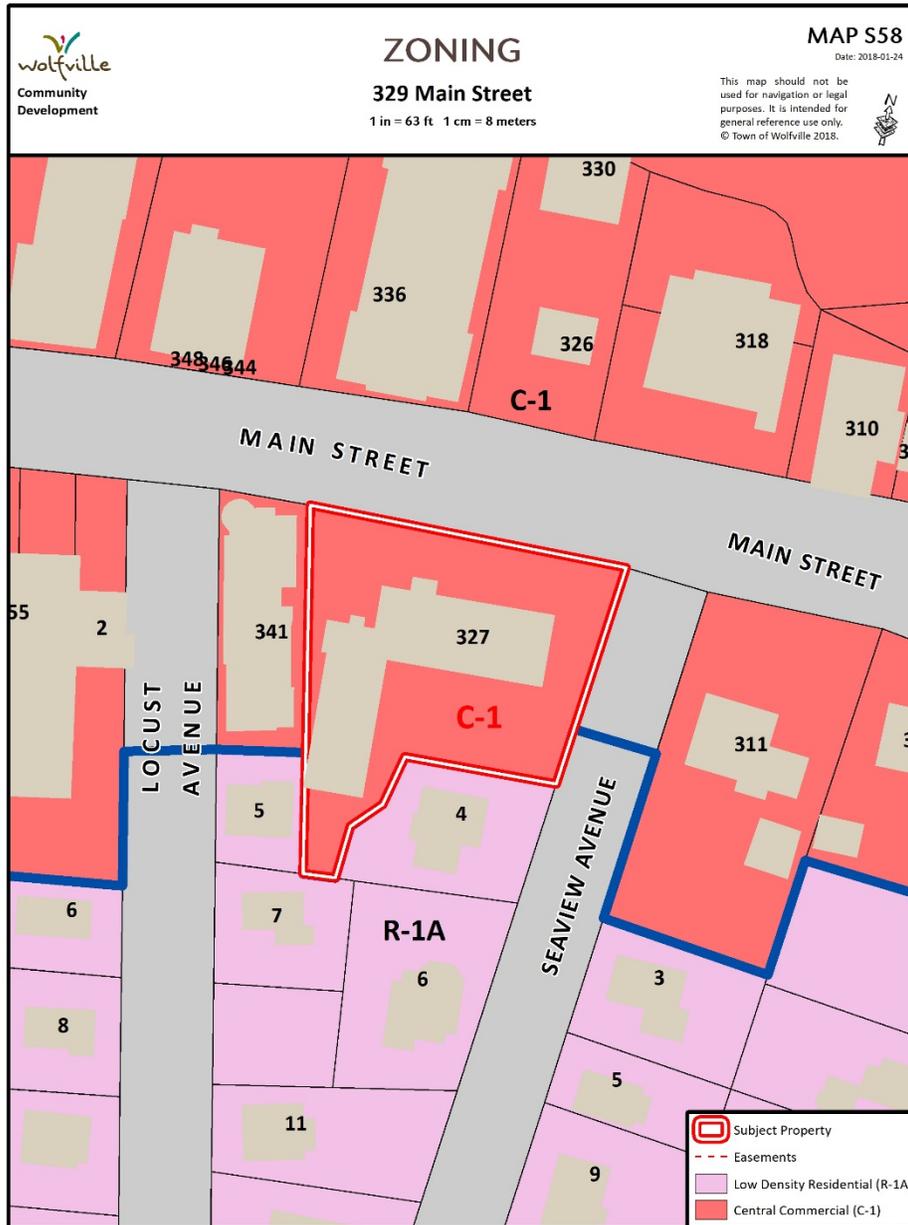


RESOLUTION

329 Main Street MPS & LUB Amendments

AMENDMENTS TO THE TOWN OF WOLFVILLE LAND USE BY-LAW

1. Amend the Zoning Map – *LUB Schedule "A"* – to rezone portions of PID 55275168 to Central Commercial (C-1), as shown below.



REQUEST FOR DECISION 010-2018

Title: 472 Main Street
Date: 2018-02-06
Department: Community Development



SUMMARY

472 Main Street Amending Development Agreement

For COTW to consider the PAC recommendation regarding the draft amending development agreement at 472 Main Street (PID 55279095) to remove restrictions on lounge seating on the subject property.

PAC Motion (January 31st, 2017):

MOTION: THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DEVELOPMENT AGREEMENT AMENDMENT AT 472 MAIN STREET (THE LIBRARY PUB) AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION.

CARRIED

DRAFT MOTION:

That Committee of the Whole forward the Development Agreement Amendment for 472 Main Street to a Public Hearing on March 20, 2018, before a decision is made by Council.

REQUEST FOR DECISION 010-2018

Title: 472 Main Street
Date: 2018-02-06
Department: Community Development



1) CAO COMMENTS

No Comments Required.

2) LEGISLATIVE AUTHORITY

The Municipal Planning Strategy establishes the ability to enter into or amend development agreements.

3) STAFF RECOMMENDATION

Staff considers the draft development agreement consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommends that it be forwarded to a Public Hearing.

4) REFERENCES AND ATTACHMENTS

- Attachment 1 - PAC Staff Report dated January 31, 2018
- Attachment 2 - Draft Development Agreement dated January 31, 2017

5) DISCUSSION

The existing development agreement restricts lounge seating and restricts any alteration of which seats are dedicated to lounge and restaurant use. Lounge seats are also restricted by existing provincial regulation. Removing the restriction on Lounge seating from the development agreement is not likely to substantially alter the use of the area. See attached PAC Staff Report for background and additional details.

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

8) COMMUNICATION REQUIREMENTS

No public information session has been held for this application as there have been multiple community engagements related to lounge seating since March 2017, when Staff were directed to explore the issue of plan amendments for lounge seating outside of the timelines for the larger, comprehensive Plan review. The next step in the process is for the application to go forward to a public hearing, which has tentatively been set for February 20th, 2018. This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. The existing sign will remain placed on the property indicating the property is subject to a

REQUEST FOR DECISION 010-2018

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development agreement application. Following the public hearing, Council will then give consideration to the development agreement.

9) ALTERNATIVES

1. COTW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COTW forwards the application to Council with a recommendation to reject the application.

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

Date: January 31, 2018

Department: Planning & Development



1. PROPOSAL

The Applicant and property owner of 472 Main Street, Drew MacNeil, is seeking an amending development agreement to remove restrictions on lounge seating. The existing development agreement for the site currently restricts lounge seating to 50 lounge seats or 50% of all seats, whichever is lesser, and restricts seats from transitioning between restaurant and lounge purposes.

| | |
|------------------------|---|
| APPLICANT | Drew MacNeil |
| PROPOSAL | To remove restrictions on lounge seating from existing development agreement |
| LOCATION | 472 Main Street (PID 55279095) |
| LOT SIZE | 1507 Square Feet |
| DESIGNATION | Central Commercial (CC) |
| ZONE | Central Commercial (C-1) |
| SURROUNDING USES | Single-unit dwellings, restaurants, retail, mixed use buildings, parks |
| NEIGHBOUR NOTIFICATION | The MPS amendments to remove Lounge seating requirements involved extensive consultation and no PIM was held for this application because of this. If this application continues to public hearing, notification of the public hearing will be sent to neighbors within 100m and a public notice advertising the public hearing will be posted 14 days prior to the public hearing. A notice of Development Agreement application sign has been placed on the property. |

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

Date: January 31, 2018

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2. STAFF RECOMMENDATION

Staff believe that the proposed development is consistent with the relevant policies of the Municipal Planning Strategy and recommend that the Planning Advisory Committee provide a positive recommendation and it be forwarded to Council for initial consideration.

3. PROCESS

The existing development agreement for the site currently restricts lounge seating to the lesser of either: 50 lounge seats, or 50% of the total interior seating capacity of the establishment, and the conversion of restaurant seats to lounge seats is not permitted at any time (item of 5.1.7 and 5.1.8 of DA 01-02).

Section 230 of the Municipal Government Act (MGA) establishes the process for the approval of a Development Agreement or amendment of a Development Agreement. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person or by the Applicant.

This Staff report, to the Planning Advisory Committee, is the first stage of this application. After the Planning Advisory Committee (PAC) reviews this report and provides a recommendation to Council (*Fig. 2*), Council will then provide Initial Consideration and may hold a Public Hearing prior to a decision. The Public Hearing would be scheduled following Initial Consideration.

No public information session has been held for this application as there have been multiple community engagements related to lounge seating since March 2017, when Staff were directed to explore the issue of plan amendments for lounge seating outside of the timelines for the larger, comprehensive Plan review.

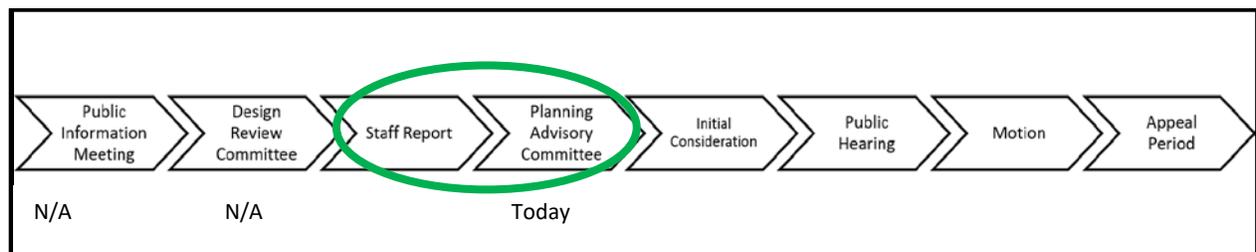


Figure 2: The Development Agreement Process for this proposal

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

Date: January 31, 2018

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4. SITE CONTEXT

Existing Conditions

Located on the corner of Main Street and Elm Avenue (*image 3*), the subject property is located next to Clock Park, as well as retail and food service establishments. Directly east and south of the property are retail shops. To the north lie a mix of residential and retail buildings. The existing development agreement on the property permits 50 lounge seats or 50% of all seats, whichever is lesser, and restricts restaurant seats from transitioning to lounge seats at any time.

IMAGES 1 to 2 (CW from TL): Subject property from: Main Street, facing north along Elm; Main Street facing west.



REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

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Designation & Zoning

The subject site is currently designated Central Commercial (CC) on the Future Land Use Map of the Municipal Planning Strategy (see image 3).



Image 3: Excerpt of Future Land Use Map – showing location of proposal application in red

The subject site is currently zoned Central Commercial (C-1) on the Zoning Map of the Land Use By-law (see image 4).

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

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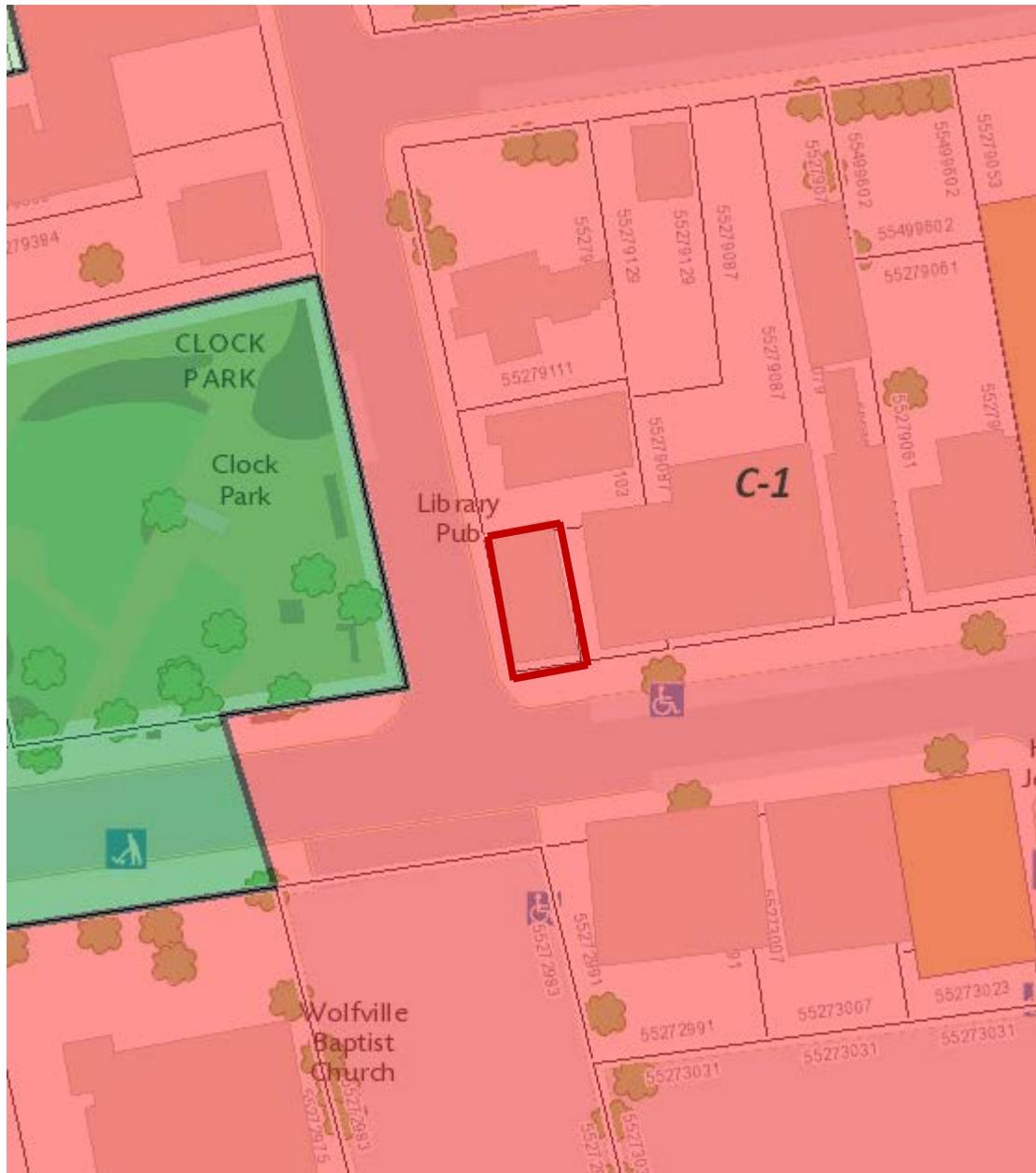


Image 4: Excerpt of Land Use By Law Schedule "A" Zoning Map – showing location of proposal application in red

Architecture and Design

The subject site is also located in the Downtown Architectural Control Area. Within architectural control areas, the Municipal Planning Strategy requires new development to be similar to the existing context in terms of architectural styling and details. In these areas, a development agreement is required for new

REPORT TO PLANNING ADVISORY COMMITTEE

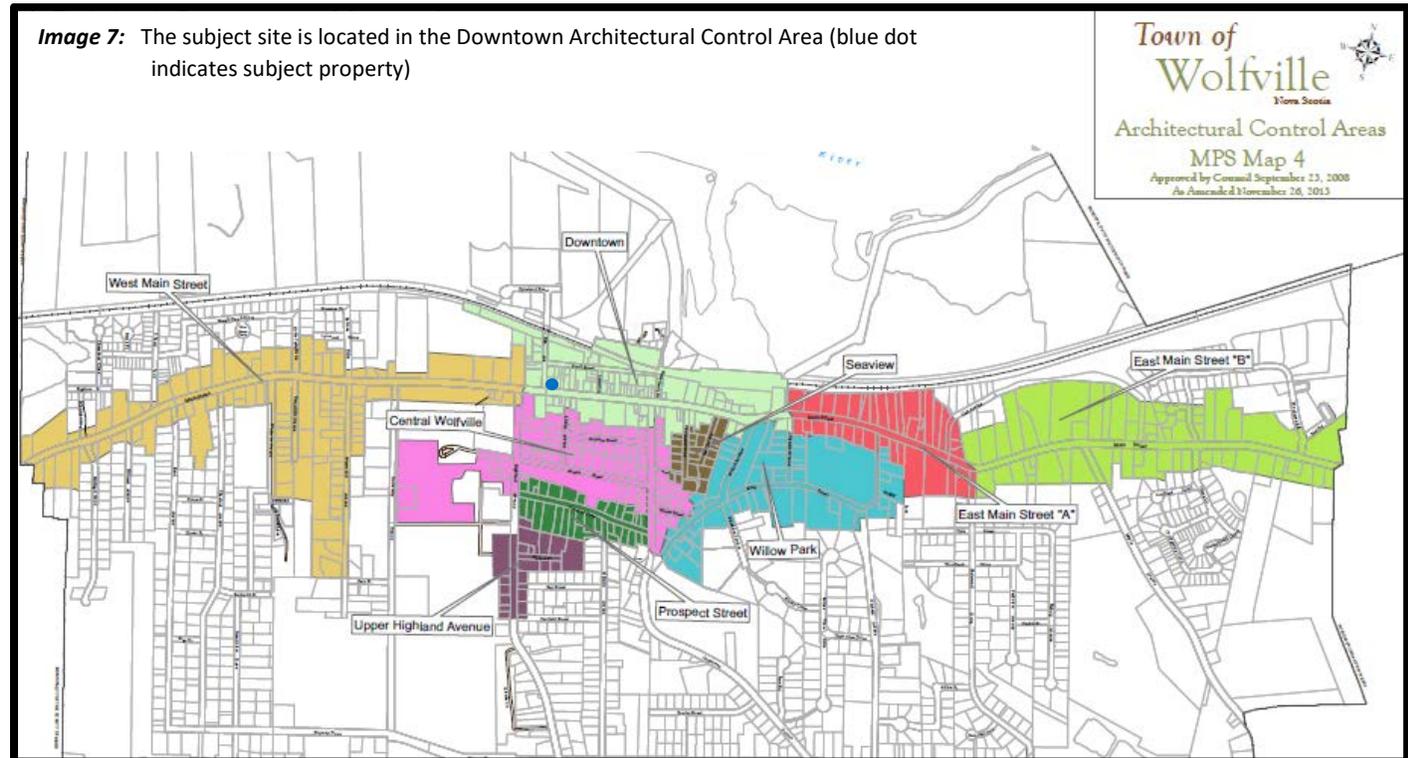
Development Agreement Amendment Proposal – 472 Main Street

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main buildings and additions that exceed 25 percent of the floor area of an existing main building. As no alterations to the exterior architecture of the building are included, this application has not been circulated to the Design Review Committee.



Proposed Conditions

The proposed development agreement will not alter the building structure, only altering restrictions on lounge seating from the existing development agreement. The lounge seating will continue to be restricted by provincial policies, which include those outlined on individual liquor licenses.

5. POLICY REVIEW AND DISCUSSION

All proposals for premises licensed under the Liquor Control Act as lounges are to be considered only through development agreement, as per section 9.2.4 and 9.2.8 of the Municipal Planning Strategy (MPS) which requires all development agreements to be in accordance with MPS policy 18.6.1.

This section provides an analysis of relevant policies for this development proposal. Tables summarizing all policies of this development proposal are provided in **Attachment 1**.

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

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a. MPS Review

Municipal Planning Strategy (MPS) – Part 9.2 - Central Commercial

The MPS establishes when a proposed development requires a development agreement. In the Central Commercial designation, within the C-1 (Central Commercial) zone, lounges may only be approved by development agreement, as per Policy 9.2.4:

- 9.2.4** *to consider only by development agreement in areas zoned Central Commercial (C-1) proposals for:*
- *new buildings in excess of 100 square metres building floor area in accordance with policies 12.1.4, 12.1.5 and 18.6.1.*
 - *additions to existing buildings in excess of 100 square metres or which constitute over 25% of the building floor area of the existing building in accordance with policies 12.1.4, 12.1.5 and 18.6.1.*
 - *new lounges, additions to, or extensions of established lounges in accordance with policy 9.2.8.*

MPS Policy 9.2.8, below, identifies criteria that should be met for lounges, and is the primary policy to consider for this type of development proposal. Item (e) was recently removed after an amendment process by Council and enables the consideration of this application.

9.2.8 *to ensure that the following criteria are met when Council is considering proposals for premises licensed under the Liquor Control Act as lounges or any additions or expansions of existing lounges by development agreement:*

- (a) *the proposed use shall not have an adverse effect on any adjacent properties, especially residential; and*
- (b) *parking lots and driveways for the use of patrons shall not be located in any minimum required yard that abuts a residential zone; and*
- (c) *the hours of operation of the lounge use shall be restricted to a closing hour of 1:00am.*
- (d) *adult entertainment will not be permitted.*
- ~~(e) *the lounge seating area will be limited to a maximum of 50 indoor seats within the establishment with the opportunity for an additional 20 outdoor seats, for a grand total of 70 seats, 50 inside seats maximum and 20 outdoor seats on a seasonal basis.*~~
- (f) *development is in accordance with policy 18.6.1.*

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MPS Policy 9.2.8, requires Council to ensure that there is no adverse effect on adjacent properties, that no parking lots for patrons are not located abutting a residential zone, and that no adult entertainment is provided, and closing hour will be 1:00am. In addition to these criteria, the development proposal shall be in accordance with Policy 18.6.1.

Discussion & Analysis - Criteria met from Policy 9.2.8 of the MPS:

The proposed development, in Staff's opinion, meets all the criteria set out in MPS Policy 9.2.8. The proposed amendment is not likely to alter the impact the site will have on the neighboring commercial or residential properties, as businesses in neighboring units are likely to be closed during relevant operating hours and existing liquor regulations and related laws protect neighboring residences. The increased activity that may occur is warranted through MPS policy and fits within the central commercial area as it contributes to a vibrant downtown core. Parking for the property is not located abutting residential properties. The lounge hours will remain unaltered, closing at 1:00am. There shall be no adult entertainment.

Municipal Planning Strategy – Part 18 – Implementation

The last criteria outlined in Policy 9.2.8 of the MPS states that a "development is in accordance with Policy 18.6.1". Policy 18.6.1 of the MPS contains general policy for all development agreements, which focus on issues related to the neighbourhood character, servicing, and design of proposed developments.

Discussion & Analysis: Criteria Met from Policy 18.6.1 of the MPS:

Issues identified by Town Staff during their review of the general criteria for all development agreements are listed below (Table C – Discussion of MPS Policy 18.6.1). A summary table for MPS Policy 18.6.1 with Staff comment to each criterion is provided in *Attachment 1*.

| Table C – Discussion of MPS Policy 18.6.1 | |
|---|---|
| Criterion | Discussion |
| i) Possible conflict with adjacent uses | Section 18.6.1 (b) of the MPS states: <i>"to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods..."</i> <i>(i) The type and intensity of use;</i> <i>(ii) The height, mass or architectural design of proposed buildings; and</i> <i>(iii) hours of operation of the use; and</i> <i>(iv) outdoor lighting; and</i> <i>(v) noise, vibration or odour; and</i> <i>(vi) vehicle and pedestrian traffic; and</i> <i>(vii) alteration of land levels and/or drainage patterns; and</i> <i>(viii) deprivation of natural light"</i> |

REPORT TO PLANNING ADVISORY COMMITTEE

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| | |
|--|---|
| | <p>The existing use of the property is a restaurant with limited lounge seats. Retail and commercial uses exist on neighboring properties.</p> <p>The proposed amendments are not anticipated to conflict with adjacent uses as it does not intensify existing use, beyond when nearby retail and commercial are not active. Maximum lounge seats will continue to be subject to Nova Scotia liquor regulations. No building alterations, or hours of operation are anticipated to change with this agreement.</p> <p>This use is in accordance with Policy 9.2.8 of the MPS which encourages efforts to enhance and strengthen the downtown central commercial district.</p> |
|--|---|

Staff believe the proposed development is consistent with the intent and criteria set out in Policy 18.6.1 of the MPS. A summary table for MPS Policy 18.6.1 with Staff comment to each criterion is provided in *Attachment 1*.

6. REVIEW FROM OTHER DEPARTMENTS

The development proposal has been reviewed by the Public Works Department and the Traffic Authority, with no comments or concerns related to servicing capacity, access, egress and parking.

7. PUBLIC INFORMATION MEETING & PUBLIC COMMENTS

As multiple public engagements highlighting lounge seating restrictions have been hosted as part of the Municipal Planning Strategy amendment process in 2017, an additional public information meeting on this topic before the Staff report is considered unnecessary in addition to the upcoming public hearing. A similar approach was taken for the consideration of the Troy Restaurant DA amendment for the same purpose.

8. SUMMARY OF DRAFT DA

The Draft Development Agreement Amendment, as attached (*Attachment 2*), removes restrictions on lounge seating.

9. CONCLUSIONS

The existing use of the property, at 472 Main Street, is a restaurant with limited lounge seats. The amending development agreement application proposes to remove restrictions on lounge seating.

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

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Staff believe that although the increase in frequency and use of this subject property may contribute to further noise, density and foot traffic in the evenings and weekends, the increase is warranted through MPS policy and fits within the central commercial area, as outlined in the Municipal Planning Strategy.

It is Staff's opinion that this proposed amendment meets the intent of the Municipal Planning Strategy and is consistent with relevant policies of the MPS as it promotes a vibrant core area and contributes to the quality of life of residents. Given this, Staff recommend that the Planning Advisory Committee provide a positive recommendation to Council regarding the Draft Development Agreement for 472 Main Street and the attached Amending Development Agreement be forwarded to Council for Initial Consideration before a Public Hearing is held.

10. ATTACHMENTS

a. Relevant Policy - Summary Tables

Policy 9.2.8 of the MPS states that: *to ensure the following criteria are met when council is considering proposals for premises licensed under the Liquor Control Act as lounges or any additions or expansions of existing lounges by development agreement.*

The following table provides Staff comment on the identified policy criteria:

| Criteria from Policy 9.2.8 of the MPS | Staff Comment |
|---|--|
| <i>(a) the proposed use shall not have an adverse effect on any adjacent properties, especially residential; and</i> | <ul style="list-style-type: none">The proposed amendments are not anticipated to conflict with adjacent uses as it does not intensify existing use, beyond evenings and weekends when nearby retail and commercial are not active. Maximum lounge seats will continue to be subject to Nova Scotia liquor regulations. No building alterations, or hours of operation are anticipated to change with this agreement. |
| <i>(b) parking lots and driveways for the use of patrons shall not be located in any minimum required yard that abuts a residential zone; and</i> | <ul style="list-style-type: none">Parking shall remain unaltered. |
| <i>(c) the hours of operation of the lounge use shall be restricted to a closing hour of 1:00am</i> | <ul style="list-style-type: none">Hours of operation remain unaltered. |
| <i>(d) adult entertainment will not be permitted</i> | <ul style="list-style-type: none">Adult entertainment continues to be prohibited. |

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

Date: January 31, 2018

Department: Planning & Development



| | |
|--|---|
| <i>(e) development is in accordance with policy 18.6.1</i> | <ul style="list-style-type: none"> • See policy 18.6.1 analysis below. |
|--|---|

Policy 18.6.1 of the MPS establishes the general implementation policies that Council shall consider for all development agreements. In part of reviewing for this section, Staff may have contacted other departments or outside agencies to seek specific information.

The following table provides Staff comment on the identified policy:

| General Development Agreement Policies of the MPS (Section 18.6.1) | Staff Comment |
|---|---|
| <i>(a) to ensure that the proposal conforms to the intent of the MPS and to all other applicable Town By-Laws and regulations, except where the application for a development agreement modifies the requirements of the LUB or Subdivision By-Law.</i> | <ul style="list-style-type: none"> • This proposal is enabled for consideration by development agreement and in Staff's opinion is consistent with the intent of the MPS. |
| <i>(b) to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:</i> | <ul style="list-style-type: none"> • The proposed amendments are not anticipated to conflict with adjacent uses as it does not intensify existing use, beyond evenings and weekends when nearby retail and commercial are not active. Maximum lounge seats will continue to be subject to Nova Scotia liquor regulations. No building alterations, or hours of operation are anticipated to change with this agreement |
| <i>i) the type and intensity of use</i> | <ul style="list-style-type: none"> • This proposal is in accordance with existing use and intensity. |
| <i>ii) the height, mass or architectural design of proposed buildings</i> | <ul style="list-style-type: none"> • No change |
| <i>iii) hours of operation of the use</i> | <ul style="list-style-type: none"> • No change |
| <i>iv) outdoor lighting</i> | <ul style="list-style-type: none"> • No change |
| <i>v) noise, vibration, or odour</i> | <ul style="list-style-type: none"> • This proposal is not anticipated to cause additional noise beyond existing activities |
| <i>vi) vehicles and pedestrian traffic</i> | <ul style="list-style-type: none"> • This proposal is not anticipated to cause conflict with vehicles and pedestrian traffic. |

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|--|---|
| vii) alteration of land levels/or drainage patterns | <ul style="list-style-type: none"> No change |
| viii) deprivation of natural light | <ul style="list-style-type: none"> No change |
| (c) to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following: | |
| i) sanitary and storm sewer systems | <ul style="list-style-type: none"> No change |
| ii) water systems | <ul style="list-style-type: none"> No change |
| iii) schools | <ul style="list-style-type: none"> No change |
| iv) recreation and community facilities | <ul style="list-style-type: none"> No change |
| v) fire and police protection | <ul style="list-style-type: none"> No change |
| vi) street and walkway networks | <ul style="list-style-type: none"> No change |
| vii) solid waste collection and disposal systems | <ul style="list-style-type: none"> No change |
| (d) to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the town to absorb capital and/or maintenance costs related to the development. | <ul style="list-style-type: none"> No costs to be incurred by the Town |
| (e) to ensure that the proposal does not cause environmental damage or damage to adjacent properties through: | |
| i) pollution of soils, water or air | <ul style="list-style-type: none"> No change |
| ii) erosion or sedimentation | <ul style="list-style-type: none"> No change |
| iii) interference with natural drainage systems | <ul style="list-style-type: none"> No change |
| iv) flooding | <ul style="list-style-type: none"> No change |
| (f) to ensure that the proposal protects and preserves matters of public interest such as, but not limited to: | |
| i) historically significant buildings | <ul style="list-style-type: none"> No change |
| ii) public access to shorelines, parks and public and community facilities | <ul style="list-style-type: none"> No change |

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| | |
|--|--|
| <p><i>iii) important and significant cultural features, natural land features and vegetation</i></p> | <ul style="list-style-type: none"> • No change |
| <p>(g) <i>to ensure that the proposed site and building design provides the following:</i></p> | |
| <p><i>i) useable active transportation networks that contribute to existing active transportation links throughout the community</i></p> | <ul style="list-style-type: none"> • No change |
| <p><i>ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property</i></p> | <ul style="list-style-type: none"> • No change. |
| <p><i>iii) facilities for the safe movement of pedestrians and cyclists</i></p> | <ul style="list-style-type: none"> • No change |
| <p><i>iv) adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area</i></p> | <ul style="list-style-type: none"> • No change |
| <p><i>v) screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins</i></p> | <ul style="list-style-type: none"> • No change |
| <p><i>vi) safe access for emergency vehicles</i></p> | <ul style="list-style-type: none"> • No change |
| <p><i>vii)adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation</i></p> | <ul style="list-style-type: none"> • No change |
| <p><i>viii) architectural features, including but not limited to, mass, scale, roof</i></p> | <ul style="list-style-type: none"> • No change |

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|--|---|
| <p><i>style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition</i></p> | |
| <p><i>ix) useable outdoor amenity space for use of residents in a residential development</i></p> | <ul style="list-style-type: none"> • Not applicable (Commercial use) |
| <p><i>x) accessible facilities for the storage and collection of solid waste materials</i></p> | <ul style="list-style-type: none"> • No change |
| <p><i>xi) appropriate consideration for energy conservation</i></p> | <ul style="list-style-type: none"> • No change |
| <p><i>xii) appropriate consideration of and response to site conditions, including but not limited to; slopes, soil, and geological conditions, vegetation, watercourses, wet lands, and drainage</i></p> | <ul style="list-style-type: none"> • No change |
| <p>(h) <i>where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage</i></p> | <ul style="list-style-type: none"> • No change |

REPORT TO PLANNING ADVISORY COMMITTEE

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Policy 18.6.2 establishes which conditions may be subject to restriction in the development agreement. The conditions are limited to those listed, and to the specific policies guiding the development.

| Policy 18.6.2 of the MPS | |
|--|---|
| SECTION 18.6.2 | STAFF COMMENT |
| <p>18.6.2 that a development agreement may contain such terms and conditions that are provided for in Section 227 of the Municipal Government Act which ensures that the proposed development is consistent with policies of this Municipal Planning Strategy. The agreement may include some or all of the following:</p> <ul style="list-style-type: none"> (a) the specific type of use; (b) the size of the structure(s) within a development; (c) the percentage of land that may be built upon and the size of yards, courts, or other open spaces; (d) the location of structure(s) in relation to watercourses, steep slopes and development constraint areas; (e) storm water drainage plans; (f) the maximum and minimum density of the population within the development; the architectural design or external appearance of structures, in particular its compatibility with adjacent structures, where required by policy; (g) traffic generation, access to and egress from the site and impact on abutting streets and parking; (h) landscape design plan indicating the type, size and location of all landscaping elements that buffer or screen the development. This may also include fencing, walkways and outdoor lighting; (i) open storage and outdoor display; (j) public display or advertising; (k) maintenance of the development; (l) any other matter which may be addressed in the Land Use By-law or | <ul style="list-style-type: none"> • The Draft Amending Development Agreement includes terms and conditions in relation to altered use, item 18.6.2 (l). • No other items are altered from the existing Development Agreement |

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

Date: January 31, 2018

Department: Planning & Development



| | |
|--|--|
| <p><i>Subdivision By-Law, such as parking requirements, yard requirements, etc.;</i> (m) <i>site specific information relating to soils, geology, hydrology and vegetation.</i></p> | |
|--|--|

REPORT TO PLANNING ADVISORY COMMITTEE

Development Agreement Amendment Proposal – 472 Main Street

Date: January 31, 2018

Department: Planning & Development



b. Draft Amending Development Agreement

This Amending Development Agreement is made this ____ day of _____, 2018.

BETWEEN:

MACDREW LIMITED (Hereinafter called the "Developer")

OF THE FIRST PART

- and -

TOWN OF WOLFVILLE,
A municipal body corporate,
(Hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the Town and the Developer entered into a development agreement registered in book 1268 at page 225 as document no. 3089 and filed at Land Registration Office for the registration district of Kings on June 11, 2001.

AND WHEREAS the Developer has requested that the Town enter into an amending development agreement, herein referred to as Amending Development Agreement, relating to the use of the land pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval of Amending Development Agreement for the development of the lands is that the parties enter into this amending development agreement;

AND WHEREAS the Town Council for the Town, at its meeting on XXXXXXXXX, 2018, approved entering into this Amending Development Agreement to alter use of the lands subject to the registered owner of the land entering into this Amending Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Amending Development Agreement and other valuable consideration, the Developer and the Town agree to the following terms.

1. Schedules

The following schedules form part of this Amending Development Agreement:

Schedule "A" – Description of lands.

2. Definitions

In this development agreement:

"Development Agreement" means the original development agreement between the Town and the Developer registered in book 1268 at page 225 as document no. 3089 and filed at Land Registration Office for the registration district of Kings on June 11, 2001.

3. Background

The Town and the developer entered into a development agreement for a lounge which was approved by Council on April 16th, 2001.

On December 5, 2017 Council amended the Municipal Planning Strategy to remove policy 9.2.8(e) which limits the number of lounge seats for lounges. Therefore, the Developer has requested to remove the lounge seat limitations from the existing development agreement. This Amending Development Agreement responds to this request.

4. Terms

4.1 General

4.1.1 This Amending Development Agreement applies to all the lands as described in Schedule "A".

4.1.2 Except as amended by this Amending Development Agreement, the original Development Agreement, between the Town and the Developer for the lands registered in book 1268 at page 225 as document no. 3089 and filed at Land Registration Office for the registration district of Kings on June 11, 2001.

4.2 Development Conditions

4.2.1 Clause 5.1.7 shall be deleted from the Development Agreement, removing restrictions on maximum number of lounge seats within the building on the lands set forth by the Town of Wolfville.

4.2.2 Clause 5.1.8 shall be deleted from the Development Agreement, removing restrictions altering which seats are dedicated to lounge or restaurant purposes within the building on the lands set forth by the Town of Wolfville.

4.3 Timing

4.3.1 This Amending Development Agreement shall be deemed to be entered into on the day following the day on which the time for appeal of Town Council's approval to enter it has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this amending development agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable.

4.4 Expenses

4.4.1 The developer shall pay all costs and expenses incurred by the Town related to this Amending Development Agreement including but not limited to; advertising; notification of adjoining landowners; and solicitor's fees and disbursements incurred in drafting this development agreement.

5. Warranties by the Developer

5.1 Title and Authority

5.1.1 The developer warrants as follows:

(a) The developer has good title in fee simple to the lands or good beneficial title subject to a normal financing encumbrance. No other entity has an interest in the lands which would require their signature on this development agreement to validly bind the lands or the developer has obtained the approval of every other entity which has an interest in the lands whose authorization is required for the developer to sign this development agreement to validly bind the lands.

(b) The developer has taken all steps necessary to, and it has full authority to, enter this Amending Development Agreement.

6. Full Agreement

6.1 Other Agreements

6.1.1 This Amending Development Agreement, together with the original development agreement, registered in book 1268 at page 225 as document no. 3089 and filed at Land Registration Office for the registration district of Kings on June 11, 2001, constitute the entire agreement and contract entered into by the Town and the developer. No other agreement or representation, whether oral or written, shall be binding.

6.1.2 This amending development agreement shall not be a precedent for any other agreement either between the Town and the developer or between the Town and any other party.

7. Binding Effect

This amending development agreement shall enure to the benefit of and be binding upon the parties to this development agreement, their respective successors, administrators, and assigns.

8. Notice

Any notice to be given under this amending development agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1
Attention: Development Officer

and if to the Developer:

Maddrew Limited
472 Main Street
Wolfville, Nova Scotia
B4P 1E2

9. Headings

The headings used in this development agreement are for convenience only. If any of the headings are inconsistent with the provisions of the development agreement which it introduces, the provisions of the development agreement shall apply.

10. Execution

In witness of this Development Agreement the parties have signed, sealed and delivered it to each other on the date set out at the top of the first page.

SIGNED, SEALED AND DELIVERED

In the presence of:

Witness

SIGNED, SEALED AND DELIVERED

In the presence of:

Witness

)
)
)
) TOWN OF WOLFVILLE
)
)
) By _____
) MAYOR
)
)
) By _____
) TOWN CLERK
)
)
)
)
)
) By _____
) MACDREW LIMITED

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2018, _____ a witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFVILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2018, _____ a witness to this agreement came before me, made oath, and swore that **MACDREW LIMITED** caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

SCHEDULE A – DESCRIPTION OF LANDS

“BEING THE CONSOLIDATION OF THE FOLLOWING THREE LOTS OF LAND:

LOT NO. 1

ALL THAT CERTAIN PIECE OR PARCEL OF LAND SITUATE IN THE TOWN OF WOLFFVILLE, IN THE COUNTY OF KINGS AND PROVINCE OF NOVA SCOTIA, AND BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE JUNCTION OF THE NORTH SIDE LINE OF MAIN STREET WITH THE EAST SIDE LINE OF ELM AVENUE;

THENCE BY THE SAID EAST SIDE LINE OF ELM AVENUE NORTHERLY FIFTY THREE AND ONE HALF (53.5) FEET TO THE LANDS NOW OR FORMERLY IN POSSESSION OF GEORGE A. CROSIER, NOW IN POSSESSION OF G.B. VANBUSKIRK;

THENCE BY SAID VANBUSKIRK'S LANDS EASTERLY AND PARALLEL TO MAIN STREET TWENTY-SIX (26) FEET;

THENCE BY SAME LANDS SOUTHERLY AND PARALLEL TO ELM AVENUE FIFTY THREE AND ONE HALF (53.5) FEET TO MAIN STREET;

THENCE BY THE NORTH SIDE LINE OF MAIN STREET WESTERLY TWENTY-SIX (26) FEET TO THE PLACE OF BEGINNING.

AND ALSO

LOT NO 2.

ALL THAT CERTAIN PIECE OR PARCEL OF LAND SITUATE ON THE NORTH SIDE OF MAIN STREET, IN WOLFFVILLE, IN THE COUNTY OF KINGS AND PROVINCE OF NOVA SCOTIA, AND BOUNDED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE ARTHUR M. YOUNG'S STORE AND RESTAURANT LOT;

THENCE RUNNING EASTERLY ALONG THE NORTH SIDE OF SAID MAIN STREET FIVE FEET FOUR INCHES (5' 4") TO AN IRON STAKE DRIVEN EIGHTEEN (18) INCHES WESTERLY FROM THE WEST SIDE WALL OF GERTRUDE B. HARRIS' STORE AS IT NOW STANDS;

THENCE NORTHERLY PARALLEL WITH ELM AVENUE FIFTY THREE AND ONE HALF (53.5) FEET;

THENCE RUNNING WESTERLY AND PARALLEL WITH MAIN STREET TO SAID ARTHUR M. YOUNG STORE AND RESTAURANT LOT;

THENCE SOUTHERLY ALONG HIS EAST SIDE LINE FIFTY THREE AND ONE HALF (53.5) FEET TO THE POINT OF BEGINNING.

CONTAINING TWO HUNDRED AND EIGHTY-FIVE SQUARE FEET, MORE OR LESS.

AND ALSO:

LOT NO. 3

DESIGNATION OF PARCEL ON PLAN: PARCEL T-1

TITLE OF PLAN: PLAN OF SUBDIVISION PARCEL T-1 LANDS CONVEYED TO DOREEN J. TILLOTSON,
WOLFVILLE, KINGS COUNTY, NOVA SCOTIA

REGISTRATION COUNTY: KINGS COUNTY

REGISTRATION NUMBER OF PLAN: PLAN P-6311

REGISTRATION DATE OF PLAN: FEBRUARY 5, 1986

THE ABOVE THREE PARCELS WERE CONSOLIDATED BY PLAN P-6311 BY THE CERTIFICATE OF GREGG MORRISON, DEVELOPMENT OFFICER, TOWN OF WOLFVILLE, ENDORSED THEREON ON JANUARY 27, 1986.

SUBJECT HOWEVER TO CERTAIN COVENANTS AND RESTRICTIONS AS SET OUT IN THE DEVELOPMENT AGREEMENT REGISTERED IN BOOK 1268 AT PAGE 225 AS DOCUMENT NO. 3089 ON JUNE 11, 2001.

THE PARCEL ORIGINATES WITH AN APPROVED PLAN OF SUBDIVISION THAT HAS BEEN FILED UNDER THE REGISTRY ACT OR REGISTERED UNDER THE LAND REGISTRATION ACT AT THE LAND REGISTRATION OFFICE FOR THE REGISTRATION DISTRICT OF KINGS AS PLAN NUMBER P-6311.”

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



SUMMARY

2018/19 Draft Budget Version 2

This will be Council's second look at the Town's draft 2018/19 Operating Budget, which reflects direction coming from the January Special COW meeting, as well as a couple of adjustments to line items in cases where omissions were picked up during review.

The review of the budget at the February COW meeting will include;

- Review of changes made to Town Operating Budget from V1 to V2
- Discussion/decisions on further changes to the draft budget
 - Impact of tax rate options
 - Other options
- Review of draft Ten Year CIP/Capital Budget
 - Review of financing options and need for more funding each of next ten years
 - Review of how Operating Reserves are being utilized for CIP, studies and community infrastructure
- Discussion of Wolfville Water Utility Budget and pending Rate Study documentation

Based on the direction from Council at the January 16th COW and adjusted budget estimates, the budget shortfall has gone from \$290,000 down to \$37,300. These are proposed changes at this stage, and Council may not agree with all the suggestions. In addition to the budget estimates changed since V1, there are a number of items that were not yet incorporated into the budget changes. These include both potential savings and possible cost increases.

The required balanced budget is closer to being accomplished, however Council input on progress to date is needed, as are several other decision points if a balanced budget is to be ready by the March COW meeting.

Similar to the January meeting, a PowerPoint presentation will be utilized to work through the second draft of the budget. This will include a review/discussion of the information contained in this Info Report, as well as any additional analysis that may assist Council in this phase of the budget process.

The focus with Draft Budget V1 was review of what changed from 2017/18 Budget to draft 2018/19 V1 budget. The focus now is on changes from V1 to V2, and decisions/direction needed to get to a balanced V3. Work on the multi-year assumptions will continue through the month of February to enable V3 to include the 4 year financial projection.

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



The agenda package also includes a copy of the draft Operations Plan, i.e. the text report which outlines in more detail the projects/initiatives/goals during the next four years. ***At this stage it is important for Council to highlight any questions/concerns with this document.***

The presentation of V3 in March will be by way of an Request for Decision (RFD), as it is anticipated that a balanced budget will be reviewed at that time.

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



1) CAO COMMENTS

No specific comments added at this time. There are still decisions required from Council in terms of setting priorities, items not in budget, and coming back with a balanced budget. A presentation to facilitate the decision making process for Council will be provided at the February 6th COW meeting.

2) REFERENCES AND ATTACHMENTS

- 2017/18 Quarterly Financial Updates
- 10-year Capital Investment Plan (CIP)
- Council's Strategic Plan
- Info Report presented at November 2017 COW
- Info Report presented at January 16th Special COW
- Reserve Policy 140-006

3) DISCUSSION

Operating Budget

As noted above, there will be a PowerPoint presentation to walk thru the changes made from V1 of the draft operating budget. To assist readers in following each version, these changes have been highlighted in the budget document itself.

Staff took direction from the January Special COW meeting to:

- Identify possible initiatives/expenditures that fit with the use of Operating Reserves
- Review revenue section for possible change in estimates or previously omitted revenues
- Identify possible expenditures that could be reduced/eliminated or moved to a future year

The Management Team has identified and incorporated a number of items that fall under the first two bullets above. Additional items were identified, but not incorporated.

During the staff review a number of omissions were identified, i.e. items specific departments intended to have in V1 that were not picked up from detail budget working papers in preparing the 1st draft. These are included in the summary of changes below. All were expenditure related and therefore had a negative impact in the effort to balance the budget.

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



The following summarizes all changes incorporated into V2;

| | | |
|--|----------------|--------------------|
| Shortfall V1 | | \$ (289,700) |
| Revenue | | |
| Deed Transfer Tax | 40,000 | |
| Sale of Service - Planning | 11,000 | |
| Sale of Service/Cost Recovery - Interest | 10,000 | |
| Sewer Rates | <u>11,000</u> | 72,000 |
| Expenditures | | |
| Salary and wages | 3,200 | |
| Employee Benefits | 400 | |
| Seasonal Wages | (8,800) | |
| Employee Benefits Seasonal wag | (700) | |
| Meetings, Meals and Travel | 7,200 | |
| Professional Development | 1,500 | |
| Advertising | (3,000) | |
| Miscellaneous | 5,000 | |
| Program Expenditures | (5,000) | |
| Contracted Services | 10,000 | |
| Tax Exemptions | (4,700) | |
| Partner Contributions | <u>3,300</u> | 8,400 |
| Capital Program & Reserves | | |
| Debenture interest | (3,700) | |
| Transfer to Capital Reserves | 3,700 | |
| Transfer from Operating Reserves | <u>171,800</u> | 171,800 |
| Current shortfall, V2 | | <u>\$ (37,500)</u> |

In terms of the changes noted above, the following can be noted:

- Deed Transfer Tax (DTT) – for the second year in a row, this budget estimate is being increased. The change brings the total DTT budget to \$340,000 which approximates the most recent 5 year average. This is a rational approach to set the budget, but it comes with the risk that there is an off year. This occurred a few year ago, in fiscal 2014/15 actual results were a low of \$257,000.
- Sale of Service – Planning was increased by \$11,000. This represents continuing services to Town of Windsor thru the 1st quarter of fiscal 2018/19.
- The estimate for Interest on Overdue Taxes was increased \$10,000. Total arrears has been higher during 2017/18 than previous year and this is not expected to completely return to lower levels before fiscal 2018/19. Higher outstanding taxes = more interest charged to those customers.

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



- Salary budget was lowered in the Finance Department (\$5,400), removing the amount allowing additional hours if required. Offsetting this was an addition to wages in Festival & Events Department largely related to Wolfville 125 celebrations.
- Seasonal wages include an increase in Public Works for a summer student to assist in addressing a # of smaller tasks that the permanent crews are not always able to get to. Offsetting this increase slightly is a reduction in Festival & Events seasonal wages (this was a correction of the budget estimate to match detail working papers).
- Meetings, Meals and Travel expenditures were lowered in a # of departments to better match actual spending trends in 2016/17.
- Advertising was increased in Festival & Events – largely Wolfville 125
- Miscellaneous was reduced \$5,000 in Legislative returning it to 2017/18 budget level.
- Program Expenditures increased in Festival & Events – largely Wolfville 125
- Contracted Services was reduced \$10,000 in CAO/Corporate Service Department. Correction of value picked up for V1.
- Tax Exemptions – mainly related to correcting estimate for Low Income exemptions (residential homeowners) and getting updated assessment values in properties covered under Property Tax Exemption Policy.
- Partner Contributions was lowered \$3,300. Estimate for Regional Housing was lowered \$10,000 which was partially offset by an increase in the Transit budget costs.
- Debenture interest estimates were corrected requiring a higher budget estimate
- Transfers to Capital Reserves was reduced to offset the debenture interest increase
- Transfers from Operating Reserves was increased by \$171,800 bringing the budget total to \$281,100. The increase includes:

| <u>Possible Items to Fund From Operating Reserves</u> | - |
|---|-------------------|
| FCM | 10,000 |
| CAO - Program Spending Alcohol Harms | |
| Working Group initiatives | 10,000 |
| Grants to Org - Landmark | 50,000 |
| Grants to Org - Acadia Partnership | 35,000 |
| 3 sets Bleachers | 4,800 |
| Container for Storage | 4,000 |
| Wharf Repairs (carried forward from 17/18) | 20,000 |
| Wolfville 125 | 30,000 |
| Banners - Fest & Events | 8,000 |
| | <u>\$ 171,800</u> |

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



In addition to the change incorporated into V2, there are a # of items not in the current draft budget. Some were noted during the January COW meeting, while some are newly noted. The list includes:

- No adjustment yet to taxes to provide an increase equivalent to Cost of Living Adjustment (COLA). Current budget draft reflects less than a COLA increase in taxes.
- Training dollars to cover the new fulltime staff position in IT. The same dollars as budgeted in 2017/18 must now be used to provide training for higher # of staff.
- Bylaw Enforcement does not include departments request for additional Contracted Service resources to address day to day parking enforcement. Request is to add to enforcement hours of coverage to maintain/enhance improvements realized in effectively getting more all day users to park in the appropriate All Day Parking Lots.
- Festival & Events programming costs do not include anything for a Summer Music Series (funded this past summer as part of Canada 150 celebrations).
- Festival & Events programming maintains the Volunteer recognition event at \$1,000.
- No budget allowance for potential Kings Region unification/governance study
- Additional capital funding to accelerate the identified need for annual 1%-2.5% increases or possible recommended increases coming from the Asset Management Plan Study.
- Possible dividend income from Water Utility currently being considered by consultants in Rate Study work. Finance staff see this possibility as a potential source to address need for more capital funding.

The first bullet above notes the COLA goal originally set by Council in November. To assist in this discussion the following information is provided (with further details to be reviewed at the February 6th COW meeting):

| Actual Assessment Roll Data | |
|--|-------------------|
| Total Increase in taxable residential assessment | \$ 5,324,900 |
| Total increase related to new construction/reno (based on summary info from PVSC) | 4,807,500 |
| Assessment increase from 2017 base | \$ 517,400 |
| Resulting increase in tax revenue @ \$1.45 | \$ 7,502 A |

The above shows the actual increases from the 2017 Assessment Roll to the 2018 Roll.

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



As noted, Council discussed what level of tax increase might be reasonable during the November COW and again during the January Special COW meeting. Generally speaking there was consensus that COLA was that reasonable level. The final Consumer Price Index (CPI) information has been published for calendar 2017 and average CPI change for 2017 was 1.146%, which is rounded down to 1.1% by Stats Can. Based on this, the following table depicts an assumption that the 2018 Assessment Roll reflected the full 2017 Roll increasing by COLA.

| What if Assessment Roll increased by COLA (average CPI Change @ 1.1%) | |
|---|--------------------|
| Assessment increase (assumes 2017 Assessment Roll simply increases by COLA estimate) | \$ 4,264,800 |
| Resulting increase in tax revenue @ \$1.45 | \$ 61,840 B |
| Additional tax adjustment required to draft budget | \$ 54,338 |
| | (B - A) |

This shows that to have an overall tax revenue increase = COLA, an additional \$54,300 is needed (approximately 1.25 cent increase in tax rate).

Originally in the discussion of COLA, the assumption was to use the provincial CAP Assessment %, which was set at 0.9% for the 2018 Roll. This was used at the time as the final CPI data for 2017 was not available. The following reflects the additional tax required if Council still wished to use the 0.9% value.

| What if Assessment Roll increased by CAP% (assume this equates to COLA) | |
|--|--------------------|
| Assessment increase if all existing properties met CAP % | \$ 3,489,400 |
| Resulting increase in tax revenue @ \$1.45 | \$ 50,596 C |
| Additional tax adjustment required to draft budget | \$ 43,094 |
| | (C - A) |

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



This second scenario, although less than COLA, is consistent with the discussions up to this budget draft. The additional revenue required at \$43,094 is effectively equal to 1 cent on the tax rate. The following summarizes a breakdown of the 2018 Assessment Roll changes as well as the average tax change that occurs with a 1 cent increase in the tax rate for 88% of the properties in Town.

Summary Assessment Roll Info

| | | |
|--|--------------|---------------|
| Total # of taxable property accounts | <u>1,588</u> | |
| # of properties with assessment increase > 0.90% | 173 | 10.89% |
| # of properties qualifying for provincial CAP (0.9%) | 717 | 45.15% |
| # of properties with assessment change < 0.9% (excluding 11 properties with decreased assessment > 25%) | 687 | 43.26% |
| # of properties with assessment decrease > 25% | <u>11</u> | <u>0.69%</u> |
| | <u>1,588</u> | <u>100.0%</u> |

Breakdown of the 1404 accounts with assessment change of 0.9% OR Less (717 + 687)

| | # of Accounts | Ave. change % | Ave. change \$\$ | Percent of ALL accounts |
|---------|---------------|---------------|------------------|-------------------------|
| OVERALL | <u>1,404</u> | 0.58% | \$ 10 | <u>88.4%</u> |

This information will be reviewed further at the COW meeting, but a couple of notes should be made here.

- The 173 properties that have assessment increases > 0.9% are made up of new assessment accounts (did not exist on 2017 Roll....mainly new construction), accounts taken off the CAP due to sale during 2017, and properties with higher dollar renovations. It is effectively impossible to limit tax increases for this group to COLA.
- The 11 accounts with assessment decreases in excess of 25% have been removed from the COLA analysis. The decreases are larger dollars and inclusion would simply show the need for an even higher increase to the tax rate.
- The two other groupings account for just over 88% of the entire residential assessment accounts. The overall average impact is small (0.58% or \$10), but it should be noted the deviation from this “average” is significant. Essentially it means there are few individual accounts that are close to the “average”.

Part of the dilemma in determining reasonable tax increase is Council must set a global budget which is impacted by overall average impact. Typically concerns come forward from residents that do not fall within that overall “average” parameter. A further breakdown of the 1404 accounts will be reviewed at COW.

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



Capital Budget

The Ten Year CIP remains unchanged from the last month. The biggest issue at this stage is to recognize that additional funding requirements will impact future operating budgets for the Town. As reviewed in November, significant improvements have been made in reducing the funding shortfall over the life of the 10 year plan. That said, more needs to be done to ensure the capital requirements have sufficient funding 20 years out, 40 years out and 90 years out.

Water Utility Budget

Typically, the Water Utility budget is available by February. As Council is aware, consultants are working on a Rate Study which is expected to be ready to present by March COW. The final data from the Study will impact what budget estimates should be used for fiscal 2018/19. Therefore, no budget is presented with this report.

4) FINANCIAL IMPLICATIONS

No key discussion needed in this section of the report at this time. The March RFD will include highlights of possible budget risks associated with decisions built into the budget.

A notation from last year still applies. The Town continues the recent trend of requiring the use of operating reserve funds to balance its annual budget. Continued review of projects/initiatives receiving funding from reserves is needed to ensure adequate (provincial benchmark) reserve balance is maintained into the future.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable at this stage of budget process.

6) COMMUNICATION REQUIREMENTS

Management continues to discuss possible public outreach in February to inform the public regarding the details of the draft 2018/19 budget.

The website has been updated to include a Budget Process and Update section and regular communication will be included in the Grapevine and e-newsletter

7) FUTURE COUNCIL INVOLVEMENT

The information presented is Draft #2 of the Town's 2018/19 Budgets.

The budget process will continue according to the timeline below:

INFORMATION REPORT

2018/19 Draft Budget V2

Date: 2018-02-06

Department: Finance



- ~~Jan. 17 – Feb 1 – Mgt Team to incorporate COW feedback into second draft of budget~~
- ~~February 6 (Committee of the Whole) – Draft 2 and key decisions~~
- February Public Engagement Session, if required, beneficial
- March 6 (Committee of the Whole) Draft 3 (final draft).
- March 20 – Final 2018/19 Operations and Budget approval at regular Council Meeting.

OPERATING & CAPITAL DRAFT BUDGET

V2

TOWN OF WOLFVILLE

FISCAL 2018/19

February 6th Committee Of The Whole



A cultivated experience for the mind, body, and soil

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Town of Wolfville
Operating Budget ~ Tax Revenue Requirement Draft Presentation
2018/19 Operating Budget - DRAFT V2

| | BUDGET | | |
|---|-----------------------|----------------------|---------------------|
| | Current Yr 2018/19 | Required Increase | Prior Yr 2017/18 |
| <i>Total to be funded by Property Tax Rates</i> | 6,949,800 | 170,500 | 6,779,300 |
| | | 2.52% | |

| | | Budget 2018/19 | \$ Increase | | Budget 2017/18 |
|----------------------------------|-------|-------------------|-------------|--|-------------------|
| RESULTING TAXES | | | | | |
| Residential ~ No Change to Rate | 1.450 | 5,699,000 | 77,200 # | | 5,621,800 |
| Resource | 1.450 | 10,100 | (200) # | | 10,300 |
| Subtotal from residential sector | | 5,709,100 | 77,000 | | 5,632,100 |
| | | | 1.37% | | |
| Commercial | 3.560 | 1,203,200 | 56,000 # | | 1,147,200 |
| Subtotal from commercial sector | | 1,203,200 | 56,000 | | 1,147,200 |
| | | | 4.88% | | |
| TOTAL | | 6,912,300 | 133,000 | | 6,779,300 |
| | | | 1.96% | | |
| Revenue surplus (shortfall) | | (\$37,500) | | | \$0 |
| Overall Increase in Tax Revenue | | 1.96% | | | |

Tax Rate Change Assumption

| | | |
|---------------------------------|-------|-------|
| Residential ~ No Change to Rate | 1.450 | 1.450 |
| Commercial | 3.560 | 3.560 |

BUDGETED TAXABLE ASSESSMENTS (net of allowance for appeals)

| | | |
|-------------|-------------|-------------|
| Residential | 393,034,300 | 387,709,400 |
| Commercial | 33,796,400 | 32,223,700 |
| Resource | 699,800 | 711,800 |
| TOTAL | 427,530,500 | 420,644,900 |
| | 101.637% | |

ASSESSMENTS

| | | | Per Roll (net of Cap) | Allowance For Appeals & Bus Closings & Adjustments | Expected Taxable Assessment |
|-------------|---------------|------|--------------------------|---|--------------------------------|
| Residential | 393,525,041.0 | 1.5% | 393,784,300 | (750,000) | 393,034,300 |
| Commercial | 32,707,055.5 | | 33,796,400 | | 33,796,400 |
| Resource | 722,477.0 | | 699,800 | - | 699,800 |
| TOTAL | 426,954,574 | | 428,280,500 | (750,000) | 427,530,500 |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
All Divisions

Indicates Change from V1 to V2

| | 2018/19 | 2017/18 | | 2016/17 | |
|---------------------------------------|----------------------|-------------------|------------------|-------------------|------------------|
| | Budget | Forecast/Actual | Budget | Actual | Budget |
| REVENUES | | | | | |
| Taxes and grants in lieu of taxes | \$ 8,771,800 | \$ 8,718,700 | \$ 8,598,500 | \$ 8,404,298 | \$ 8,325,700 |
| Sale of service/cost recoveries | 768,300 | 804,200 | 800,200 | 802,183 | 807,700 |
| Sewer Rates | 411,000 | 394,000 | 403,000 | 349,400 | 375,000 |
| Provincial, Federal & other grants | 91,700 | 123,900 | 95,400 | 166,367 | 82,100 |
| | <u>10,042,800</u> | <u>10,040,800</u> | <u>9,897,100</u> | <u>9,722,248</u> | <u>9,590,500</u> |
| EXPENSES | | | | | |
| Salary and wages | 1,913,700 | 1,703,100 | 1,796,800 | 1,738,001 | 1,724,800 |
| Employee Benefits | 376,800 | 392,100 | 340,600 | 384,031 | 316,800 |
| Seasonal/Term Wages | 340,200 | 318,100 | 304,000 | 278,576 | 321,400 |
| Employee Benefits Seasonal wag | 56,200 | 1,100 | 53,200 | 850 | 55,000 |
| Meetings, Meals and Travel | 21,100 | 14,300 | 24,300 | 24,679 | 28,900 |
| Professional Development | 88,600 | 66,900 | 78,600 | 49,607 | 79,000 |
| Membership Dues & Fees | 20,500 | 16,900 | 20,600 | 17,042 | 17,600 |
| Advertising | 37,400 | 25,700 | 28,900 | 15,581 | 22,000 |
| Telecommunications | 41,600 | 42,300 | 58,100 | 54,324 | 58,000 |
| Office Expense | 69,000 | 66,200 | 67,900 | 51,278 | 32,400 |
| Legal | 55,200 | 56,400 | 50,200 | 77,412 | 60,200 |
| Insurance | 80,800 | 87,000 | 65,400 | 63,289 | 55,400 |
| Marketing and Communications | 2,000 | 10,200 | 10,500 | 4,116 | 19,600 |
| Audit | 16,000 | 15,000 | 13,500 | 12,475 | 18,000 |
| Stipends & Honorariums | 183,300 | 180,800 | 181,200 | 146,864 | 159,600 |
| Miscellaneous | 1,500 | 2,900 | 1,500 | 6,612 | 2,500 |
| Heat | 25,800 | 25,000 | 25,300 | 18,502 | 25,300 |
| Utilities | 126,400 | 124,200 | 136,500 | 111,430 | 168,200 |
| Repairs and Maintenance | 85,700 | 55,700 | 76,300 | 53,029 | 67,700 |
| Vehicle Fuel | 50,200 | 36,800 | 50,900 | 44,601 | 50,700 |
| Vehicle Repairs & Maintenance | 121,800 | 116,000 | 117,900 | 125,815 | 106,800 |
| Vehicle Insurance | 10,100 | 10,100 | 11,500 | 9,510 | 11,800 |
| Operational Equip & Supplies | 499,900 | 488,700 | 491,000 | 496,607 | 457,200 |
| Equipment Maintenance | 10,000 | 9,100 | 12,000 | 17,752 | 10,000 |
| Equipment Rentals | - | - | - | 2,155 | 15,700 |
| Program Expenditures | 63,100 | 46,800 | 46,400 | 31,960 | 39,400 |
| Contracted Services | 2,468,900 | 2,546,600 | 2,570,200 | 2,480,966 | 2,439,500 |
| Grants to Organizations | 178,400 | 128,500 | 133,400 | 171,819 | 89,800 |
| Licenses and Permits | 3,300 | 3,300 | 3,300 | 3,123 | 3,300 |
| Tax Exemptions | 104,600 | 77,100 | 78,000 | 73,903 | 75,200 |
| Election | - | - | - | 15,633 | 25,000 |
| Partner Contributions | 1,711,500 | 1,666,400 | 1,652,600 | 1,582,979 | 1,587,000 |
| Other debt charges | 10,000 | 11,700 | 10,000 | 12,973 | 10,000 |
| Doubtful accounts allowance | 2,500 | 2,500 | 2,500 | 3,500 | 2,500 |
| | <u>8,776,100</u> | <u>8,347,500</u> | <u>8,513,100</u> | <u>8,180,994</u> | <u>8,156,300</u> |
| Net Operational Surplus (Deficit) | <u>1,266,700</u> | <u>1,693,300</u> | <u>1,384,000</u> | <u>1,541,254</u> | <u>1,434,200</u> |
| Capital Program & Reserves | | | | | |
| Principal Debenture Repayments | 537,000 | 507,600 | 507,600 | 421,100 | 436,700 |
| Debenture interest | 144,500 | 134,000 | 142,100 | 122,820 | 106,800 |
| Principal/Interest Future Debt | | | | | |
| Transfer to Operating Reserves | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer to Capital Reserves | 719,800 | 735,700 | 735,700 | 841,900 | 841,900 |
| Transfer to Cap Reserve - Fire Equip | 179,000 | 179,000 | 179,000 | 160,000 | 160,000 |
| Transfer to Capital Fund | | | | | - |
| Transfer from Operating Reserves | (281,100) | (185,400) | (185,400) | (116,200) | (116,200) |
| | <u>1,304,200</u> | <u>1,375,900</u> | <u>1,384,000</u> | <u>1,434,620</u> | <u>1,434,200</u> |
| Net Surplus (Deficit) | <u>\$ (37,500)</u> | <u>\$ 317,400</u> | <u>\$ -</u> | <u>\$ 106,634</u> | <u>\$ -</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
General Government Division

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Residential & resource taxes | 5,709,100 | 5,638,000 | 5,632,100 | 5,452,770 | 5,474,200 |
| Commercial taxes | 1,262,700 | 1,217,900 | 1,206,700 | 1,208,629 | 1,190,500 |
| Deed Transfer Tax | 340,000 | 400,000 | 300,000 | 332,359 | 265,000 |
| Business development area rate | 100,000 | 100,600 | 100,000 | 40,582 | 39,500 |
| Grant in lieu of taxes | 980,000 | 987,300 | 979,700 | 977,380 | 976,500 |
| Kings County Fire Protection | 118,400 | 118,400 | 118,400 | 121,800 | 121,800 |
| Cost recoveries | 110,500 | 95,100 | 95,100 | 89,100 | 89,100 |
| Job Cost billings | - | 3,400 | 3,400 | - | 3,400 |
| Cost recoveries from Sewer Dept | 3,500 | - | - | - | - |
| Facility Rental | | | | | |
| Land Leases | | | | | |
| Interest on investments | 80,000 | 85,600 | 65,000 | 69,988 | 70,000 |
| Other revenues | 24,300 | 20,800 | 24,300 | 24,322 | 23,700 |
| Equilization Grant | 70,000 | 69,900 | 70,000 | 69,869 | 71,000 |
| Farm Acreage Grant | 1,100 | 1,100 | 1,100 | 1,136 | 1,100 |
| EMO 911 Cost Recovery | - | - | - | - | - |
| Employment grants | - | - | - | - | - |
| PNS conditional grants | - | - | - | 3,938 | - |
| Other conditional grants | - | - | - | - | - |
| | <u>8,799,600</u> | <u>8,738,100</u> | <u>8,595,800</u> | <u>8,391,873</u> | <u>8,325,800</u> |
| EXPENSES | | | | | |
| Salary and wages | 624,100 | 498,200 | 482,900 | 456,697 | 478,200 |
| Employee Benefits | 119,500 | 93,400 | 95,600 | 89,800 | 80,600 |
| Seasonal Wages | - | - | - | 14,096 | - |
| Employee Benefits Seasonal wag | - | - | - | - | - |
| Meetings, Meals and Travel | 8,100 | 5,400 | 8,800 | 9,830 | 12,300 |
| Professional Development | 73,600 | 60,900 | 63,600 | 38,839 | 63,200 |
| Membership Dues & Fees | 7,900 | 6,300 | 7,900 | 8,705 | 8,000 |
| Advertising | 7,900 | 6,000 | 7,900 | 8,128 | 8,300 |
| Telecommunications | 15,300 | 16,700 | 29,500 | 23,707 | 27,400 |
| Office Expense | 43,800 | 43,500 | 43,500 | 33,130 | 17,300 |
| Legal | 20,000 | 30,500 | 15,000 | 6,258 | 25,000 |
| Insurance | 74,400 | 80,200 | 59,000 | 57,595 | 49,000 |
| Marketing and Communications | - | - | - | 495 | 2,500 |
| Audit | 16,000 | 15,000 | 13,500 | 12,475 | 18,000 |
| Mayor and Council Remuneration | 144,900 | 142,400 | 143,000 | 111,791 | 124,500 |
| Miscellaneous | 1,500 | 2,800 | 1,500 | 6,304 | 1,600 |
| Heat | 12,000 | 14,200 | 12,000 | 9,070 | 12,000 |
| Utilities | 5,700 | 6,600 | 5,700 | 4,842 | 6,000 |
| Repairs and Maintenance | 16,700 | 7,200 | 16,700 | 9,799 | 16,700 |
| Operational Equip & Supplies | 69,100 | 49,700 | 80,400 | 73,155 | 103,800 |
| Program Expenditures | 10,000 | - | - | - | - |
| Contracted Services | 48,400 | 96,200 | 126,100 | 132,425 | 116,700 |
| Grants to Organizations | 95,500 | 55,000 | 60,500 | 80,000 | 17,000 |
| Tax Exemptions | 104,600 | 77,100 | 78,000 | 73,903 | 75,200 |
| Election | - | - | - | 15,633 | 25,000 |
| Other debt charges | 10,000 | 11,700 | 10,000 | 12,973 | 10,000 |
| Debenture interest | - | - | - | 1,117 | - |
| Doubtful accounts allowance | 2,500 | 2,500 | 2,500 | 3,500 | 2,500 |
| | <u>1,531,500</u> | <u>1,321,500</u> | <u>1,363,600</u> | <u>1,294,267</u> | <u>1,300,800</u> |
| Net Division Surplus (Deficit) | <u>\$ 7,268,100</u> | <u>\$ 7,416,600</u> | <u>\$ 7,232,200</u> | <u>\$ 7,097,606</u> | <u>\$ 7,025,000</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Legislative ~ 110

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| TOTAL REVENUE | - | - | - | - | - |
| EXPENSES | | | | | |
| Employee Benefits - CPP | 3,000 | 3,100 | 2,000 | 2,181 | - |
| Meetings, Meals and Travel | 4,400 | 2,400 | 5,000 | 6,586 | 5,000 |
| Professional Development | 31,000 | 18,300 | 21,000 | 11,283 | 20,600 |
| Membership Dues & Fees | 5,000 | 4,900 | 5,000 | 4,500 | 4,200 |
| Advertising | 300 | | 300 | - | 500 |
| Telecommunications | 4,200 | 3,000 | 8,400 | 4,312 | 6,700 |
| Office Expense | - | | | | |
| Legal | - | | | | |
| Insurance | - | | | | |
| Marketing and Communications | - | | | | |
| Audit | - | | | | |
| Stipends & Honorariums | 144,900 | 142,400 | 143,000 | 111,791 | 124,500 |
| Miscellaneous | 1,100 | 2,700 | 1,100 | 2,557 | 1,200 |
| | <u>193,900</u> | <u>176,800</u> | <u>185,800</u> | <u>143,210</u> | <u>162,700</u> |
| Net Department Surplus (Deficit) | <u>\$ (193,900)</u> | <u>\$ (176,800)</u> | <u>\$ (185,800)</u> | <u>\$ (143,210)</u> | <u>\$ (162,700)</u> |
| Reserve Funding | | | | | |
| Transfer from Operating Reserves & Accumulated Surplus | 10,000 | - | - | - | - |
| Net Surplus (Deficit) | <u>\$ (183,900)</u> | <u>\$ (176,800)</u> | <u>\$ (185,800)</u> | <u>\$ (143,210)</u> | <u>\$ (162,700)</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
CAO/Corporate Service ~ 120

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Cost recoveries from Water Util | 9,800 | | | | |
| Cost recoveries from Sewer Dept | 3,500 | | | | |
| Miscellaneous | - | | - | 2,192 | |
| PNS conditional grants | - | | | 3,938 | |
| TOTAL REVENUE | 13,300 | - | - | 6,130 | - |
| EXPENSES | | | | | |
| Salary and wages | 323,300 | 272,100 | 260,600 | 255,359 | 251,400 |
| Employee Benefits | 54,100 | 42,700 | 44,700 | 40,336 | 45,000 |
| Seasonal Wages | - | | - | 14,096 | - |
| Meetings, Meals and Travel | 3,000 | 1,900 | 3,000 | 3,065 | 6,400 |
| Membership Dues & Fees | 2,500 | 1,000 | 2,500 | 3,847 | 3,400 |
| Advertising | 7,000 | 5,600 | 7,000 | 7,585 | 7,200 |
| Telecommunications | 4,100 | 5,500 | 3,900 | 4,302 | 3,800 |
| Office Expense | 1,200 | 700 | 1,200 | 578 | 1,200 |
| Legal | 15,000 | 15,500 | 15,000 | 6,258 | 25,000 |
| Marketing and Communications | - | | - | 495 | 2,500 |
| Program Expenditures | 10,000 | | | | |
| Contracted Services | 10,000 | | 10,000 | 14,141 | 10,000 |
| Election | - | | - | 15,633 | 25,000 |
| | 430,200 | 345,000 | 347,900 | 365,695 | 380,900 |
| Net Department Surplus (Deficit) | <u>\$ (416,900)</u> | <u>\$ (345,000)</u> | <u>\$ (347,900)</u> | <u>\$ (359,565)</u> | <u>\$ (380,900)</u> |
| Reserve Funding | | | | | |
| Transfer from Operating Reserves & Accumulated Surplus | 10,000 | - | - | - | 25,000 |
| Net Surplus (Deficit) | <u>\$ (406,900)</u> | <u>\$ (345,000)</u> | <u>\$ (347,900)</u> | <u>\$ (359,565)</u> | <u>\$ (355,900)</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Human Resources ~ 120

| | <u>2018/19</u> Budget | <u>2017/18</u> Forecast/Act Budget | | <u>2016/17</u> Actual Budget | |
|----------------------------------|---------------------------------|--|--------------------|--------------------------------------|--------------------|
| <u>REVENUES</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>EXPENSES</u> | | | | | |
| Salary and wages | | | - | | 27,600 |
| Employee Benefits | 6,000 | 6,600 | 6,000 | 8,109 | |
| Meals and Travel | | 200 | | | |
| Professional Development | 42,600 | 42,600 | 42,600 | 27,556 | 42,600 |
| Advertising | | 400 | | 391 | |
| Office Expense | | 500 | | 244 | |
| Legal | 5,000 | 15,000 | | | |
| Operational Equip & Supplies | 9,400 | 10,800 | 8,000 | 13,503 | 7,800 |
| Contracted Services | | 1,500 | | 5,795 | |
| | <u>63,000</u> | <u>77,600</u> | <u>56,600</u> | <u>55,598</u> | <u>78,000</u> |
| Net Department Surplus (Deficit) | <u>\$ (63,000)</u> | <u>\$ (77,600)</u> | <u>\$ (56,600)</u> | <u>\$ (55,598)</u> | <u>\$ (78,000)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Finance ~ 140

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Tax Certificates & ByLaws | 1,200 | 1,200 | 1,200 | 1,500 | 1,200 |
| Cost recoveries WBDC | - | | - | - | - |
| Cost recoveries from Water Util | 65,400 | 63,600 | 63,600 | 58,000 | 58,000 |
| Miscellaneous | | | | 356 | - |
| | <u>66,600</u> | <u>64,800</u> | <u>64,800</u> | <u>59,856</u> | <u>59,200</u> |
| EXPENSES | | | | | |
| Salary and wages | 221,200 | 205,000 | 220,200 | 201,338 | 197,100 |
| Employee Benefits | 39,300 | 36,400 | 42,400 | 39,174 | 35,100 |
| Meetings, Meals and Travel | 700 | 700 | 800 | 179 | 900 |
| Membership Dues & Fees | 400 | 400 | 400 | 358 | 400 |
| Telecommunications | 1,100 | 1,200 | 600 | 593 | 500 |
| Office Expense | 3,400 | 4,100 | 3,100 | 2,746 | 2,500 |
| Audit | 16,000 | 15,000 | 13,500 | 12,475 | 18,000 |
| Miscellaneous | 400 | 100 | 400 | 3,747 | 400 |
| Contracted Services | - | 1,600 | - | 2,370 | - |
| | <u>282,500</u> | <u>264,500</u> | <u>281,400</u> | <u>262,980</u> | <u>254,900</u> |
| Net Department Surplus (Deficit) | <u>\$ (215,900)</u> | <u>\$ (199,700)</u> | <u>\$ (216,600)</u> | <u>\$ (203,124)</u> | <u>\$ (195,700)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Information Technology ~ 150

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Job Cost billings | - | 3,400 | 3,400 | - | 3,400 |
| Cost recoveries from Water Util | 18,800 | 15,000 | 15,000 | 14,600 | 14,600 |
| Miscellaneous | | | | 505 | |
| | <u>18,800</u> | <u>18,400</u> | <u>18,400</u> | <u>15,105</u> | <u>18,000</u> |
| EXPENSES | | | | | |
| Salary and wages | 69,200 | 20,600 | - | | |
| Employee Benefits | 15,200 | 4,500 | - | | |
| Meals and Travel | | 200 | | | |
| Telecommunications | 5,900 | 6,200 | 5,900 | 6,987 | 5,700 |
| Office Expense | - | 400 | - | - | 3,400 |
| Operational Equip & Supplies | 49,700 | 32,500 | 62,400 | 38,714 | 56,100 |
| Contracted Services | 38,400 | 85,500 | 104,400 | 100,811 | 95,000 |
| | <u>178,400</u> | <u>149,900</u> | <u>172,700</u> | <u>146,512</u> | <u>160,200</u> |
| Net Department Surplus (Deficit) | <u>\$ (159,600)</u> | <u>\$ (131,500)</u> | <u>\$ (154,300)</u> | <u>\$ (131,407)</u> | <u>\$ (142,200)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
General Government Common Costs ~ 160

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Cost recoveries from Water Util | 16,500 | 16,500 | 16,500 | 16,500 | 16,500 |
| TOTAL REVENUE | 16,500 | 16,500 | 16,500 | 16,500 | 16,500 |
| EXPENSES | | | | | |
| Salary and wages | 10,400 | 500 | 2,100 | - | 2,100 |
| Employee Benefits | 1,900 | 100 | 500 | - | 500 |
| Meetings, Meals and Travel | - | | | | |
| Advertising | 600 | | 600 | 152 | 600 |
| Telecommunications | - | 800 | 10,700 | 7,513 | 10,700 |
| Office Expense | 39,200 | 37,800 | 39,200 | 29,562 | 10,200 |
| Heat | 12,000 | 14,200 | 12,000 | 9,070 | 12,000 |
| Utilities | 5,700 | 6,600 | 5,700 | 4,842 | 6,000 |
| Repairs and Maintenance | 16,700 | 7,200 | 16,700 | 9,799 | 16,700 |
| Operational Equip & Supplies | 10,000 | 6,400 | 10,000 | 20,938 | 39,900 |
| Contracted Services | - | 7,600 | 11,700 | 9,308 | 11,700 |
| | 96,500 | 81,200 | 109,200 | 91,184 | 110,400 |
| Net Department Surplus (Deficit) | \$ (80,000) | \$ (64,700) | \$ (92,700) | \$ (74,684) | \$ (93,900) |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Other General Government ~ 190

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Residential Tax | 5,699,000 | 5,628,400 | 5,621,800 | 5,444,298 | 5,465,000 |
| Resource Tax | 10,100 | 9,600 | 10,300 | 8,472 | 9,200 |
| Commercial Tax | 1,203,200 | 1,153,700 | 1,147,200 | 1,144,074 | 1,134,000 |
| Town Business Occupancy Tax | | | | | |
| Aliant | 16,000 | 17,800 | 16,000 | 17,705 | 14,000 |
| NSPI Grant | 3,500 | 3,600 | 3,500 | 3,515 | 3,500 |
| HST Offset Grant | 40,000 | 42,800 | 40,000 | 43,335 | 39,000 |
| Deed Transfer Tax | 340,000 | 400,000 | 300,000 | 332,359 | 265,000 |
| Downtown Commercial Area Rate | 75,000 | 75,000 | 85,000 | 34,845 | 34,000 |
| Outside Downtown Area Rate | 25,000 | 25,600 | 15,000 | 5,737 | 5,500 |
| Post Office GILT | 20,000 | 20,600 | 19,700 | 19,735 | 21,000 |
| Acadia GILT | 960,000 | 966,700 | 960,000 | 957,645 | 955,500 |
| Kings County Fire Protection | 118,400 | 118,400 | 118,400 | 121,800 | 121,800 |
| Facility Rental | 17,900 | 17,900 | 17,900 | 17,897 | 16,500 |
| Land Leases | 200 | 200 | 200 | 200 | 1,000 |
| Interest on investments | 15,000 | 15,600 | 10,000 | 9,814 | 15,000 |
| Interest on outstanding taxes | 65,000 | 70,000 | 55,000 | 60,174 | 55,000 |
| Miscellaneous | 5,000 | 1,500 | 5,000 | 1,672 | 5,000 |
| Equilization Grant | 70,000 | 69,900 | 70,000 | 69,869 | 71,000 |
| Farm Acreage Grant | 1,100 | 1,100 | 1,100 | 1,136 | 1,100 |
| Other conditional grants | - | - | - | - | - |
| TOTAL REVENUE | 8,684,400 | 8,638,400 | 8,496,100 | 8,294,282 | 8,232,100 |
| EXPENSES | | | | | |
| Insurance | 74,400 | 80,200 | 59,000 | 57,595 | 49,000 |
| Grants to Organizations | 95,500 | 55,000 | 60,500 | 80,000 | 17,000 |
| Tax Exemptions | 104,600 | 77,100 | 78,000 | 73,903 | 75,200 |
| Other debt charges | 10,000 | 11,700 | 10,000 | 12,973 | 10,000 |
| Debenture interest | - | - | - | 1,117 | - |
| Doubtful accounts allowance | 2,500 | 2,500 | 2,500 | 3,500 | 2,500 |
| | 287,000 | 226,500 | 210,000 | 229,088 | 153,700 |
| Net Department Surplus (Deficit) | \$ 8,397,400 | \$ 8,411,900 | \$ 8,286,100 | \$ 8,065,194 | \$ 8,078,400 |
| Reserve Funding | | | | | |
| Transfer from Operating Reserves & Accumulated Surplus | 85,000 | | | - | |
| Net Surplus (Deficit) | \$ 8,482,400 | \$ 8,411,900 | \$ 8,286,100 | \$ 8,065,194 | \$ 8,078,400 |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Protective Services Division

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|--------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Fire Protection Rate | 380,000 | 374,900 | 380,000 | 392,578 | 380,000 |
| Kings County Fire Protection | 160,200 | 148,200 | 160,200 | 146,024 | 164,100 |
| License & fee revenue | 5,000 | 4,000 | 5,000 | 3,040 | 5,000 |
| Parking fines | 27,000 | 28,800 | 24,000 | 29,536 | 36,000 |
| Other fines | 8,600 | 10,700 | 9,100 | 7,315 | 10,000 |
| Miscellaneous | - | 10,300 | - | 3,664 | - |
| EMO 911 Cost Recovery | 1,600 | 1,600 | 1,600 | 1,853 | 1,600 |
| Other conditional grants | - | 7,500 | - | 7,500 | - |
| | <u>582,400</u> | <u>586,000</u> | <u>579,900</u> | <u>611,276</u> | <u>596,700</u> |
| EXPENSES | | | | | |
| Salary and wages | 142,800 | 137,600 | 134,800 | 130,725 | 131,700 |
| Employee Benefits | 23,800 | 23,700 | 19,800 | 22,164 | 18,200 |
| Seasonal Wages | 14,300 | 10,300 | 14,300 | 10,923 | 14,100 |
| Employee Benefits Seasonal wag | 1,500 | 1,100 | 1,500 | 850 | 1,500 |
| Meals and Travel | 2,200 | 2,200 | 2,500 | 1,760 | 2,500 |
| Professional Development | 15,000 | 6,000 | 15,000 | 10,768 | 15,000 |
| Membership Dues & Fees | 2,200 | 1,800 | 2,400 | 822 | 2,400 |
| Telecommunications | 11,100 | 10,300 | 10,400 | 9,985 | 10,900 |
| Office Expense | 2,500 | 1,800 | 2,500 | 569 | 2,500 |
| Legal | 10,200 | 10,100 | 10,200 | 12,058 | 10,200 |
| Insurance | 6,400 | 6,800 | 6,400 | 5,694 | 6,400 |
| Marketing and Communications | 2,000 | 2,300 | 2,000 | 255 | 1,000 |
| Honorariums | 38,400 | 38,400 | 38,200 | 35,073 | 35,100 |
| Heat | 4,800 | 5,500 | 4,800 | 3,887 | 4,800 |
| Utilities | 15,700 | 17,000 | 16,800 | 14,432 | 16,800 |
| Repairs and Maintenance | 19,400 | 11,800 | 19,500 | 12,260 | 19,500 |
| Vehicle Fuel | 6,000 | 4,500 | 7,600 | 5,988 | 6,900 |
| Vehicle Repairs & Maintenance | 40,500 | 46,500 | 47,400 | 42,057 | 35,500 |
| Vehicle Insurance | 4,900 | 4,800 | 4,300 | 4,495 | 4,600 |
| Operational Equip & Supplies | 66,500 | 67,100 | 69,400 | 73,088 | 69,400 |
| Equipment Maintenance | 10,000 | 9,100 | 12,000 | 17,752 | 10,000 |
| Contracted Services | 1,863,700 | 1,840,800 | 1,844,900 | 1,817,560 | 1,821,300 |
| Licenses and Permits | 1,800 | 1,800 | 1,800 | 1,711 | 1,800 |
| Debenture interest | 11,100 | 11,100 | 11,100 | 9,762 | 11,100 |
| | <u>2,316,800</u> | <u>2,272,400</u> | <u>2,299,600</u> | <u>2,244,638</u> | <u>2,253,200</u> |
| Net Division Surplus (Deficit) | <u>\$ (1,734,400)</u> | <u>\$ (1,686,400)</u> | <u>\$ (1,719,700)</u> | <u>\$ (1,633,362)</u> | <u>\$ (1,656,500)</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Police Service ~ 210

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Parking fines | | | | | |
| Other fines | 8,600 | 10,700 | 8,600 | 7,214 | 9,000 |
| | <u>8,600</u> | <u>10,700</u> | <u>8,600</u> | <u>7,214</u> | <u>9,000</u> |
| EXPENSES | | | | | |
| Salary and wages | 5,300 | 100 | 600 | - | 700 |
| Employee Benefits | 1,000 | | 100 | - | 100 |
| Legal | 4,200 | 4,200 | 4,200 | 5,113 | 4,200 |
| Utilities | 4,000 | 4,000 | 4,000 | 2,706 | 4,000 |
| Repairs and Maintenance | 6,000 | 4,400 | 6,000 | 4,094 | 6,000 |
| Contracted Services | 1,426,100 | 1,408,800 | 1,408,900 | 1,359,337 | 1,376,800 |
| | <u>1,446,600</u> | <u>1,421,500</u> | <u>1,423,800</u> | <u>1,371,250</u> | <u>1,391,800</u> |
| Net Department Surplus (Deficit) | <u>\$ (1,438,000)</u> | <u>\$ (1,410,800)</u> | <u>\$ (1,415,200)</u> | <u>\$ (1,364,036)</u> | <u>\$ (1,382,800)</u> |

DRAFT

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
By Law Enforcement ~ 215

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Parking fines | 27,000 | 28,800 | 24,000 | 29,536 | 36,000 |
| Other fines | - | | 500 | 101 | 1,000 |
| Miscellaneous | | 1,700 | | | |
| | <u>27,000</u> | <u>30,500</u> | <u>24,500</u> | <u>29,637</u> | <u>37,000</u> |
| EXPENSES | | | | | |
| Salary and wages | 59,200 | 57,700 | 57,600 | 55,777 | 55,500 |
| Employee Benefits | 11,900 | 11,800 | 9,700 | 11,311 | 9,200 |
| Meetings, Meals and Travel | 200 | 200 | 200 | - | 200 |
| Membership Dues & Fees | 200 | 100 | 400 | - | 400 |
| Telecommunications | 1,200 | 1,200 | 600 | 1,015 | 1,200 |
| Office Expense | 1,000 | 1,300 | 1,000 | 135 | 1,000 |
| Legal | 6,000 | 5,900 | 6,000 | 6,945 | 6,000 |
| Marketing and Communications | 2,000 | 1,100 | 2,000 | 255 | 1,000 |
| Vehicle Fuel | 600 | 300 | 600 | 689 | 600 |
| Vehicle Repairs & Maintenance | 500 | 100 | 500 | 3,526 | 500 |
| Vehicle Insurance | 300 | 300 | - | 243 | 300 |
| Operational Equip & Supplies | 500 | 3,300 | 1,000 | 450 | 1,000 |
| Contracted Services | 26,000 | 27,900 | 26,000 | 25,206 | 26,000 |
| | <u>109,600</u> | <u>111,200</u> | <u>105,600</u> | <u>105,552</u> | <u>102,900</u> |
| Net Department Surplus (Deficit) | <u>\$ (82,600)</u> | <u>\$ (80,700)</u> | <u>\$ (81,100)</u> | <u>\$ (75,915)</u> | <u>\$ (65,900)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Fire Services ~ 220

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Fire Protection Area Rate | 380,000 | 374,900 | 380,000 | 392,578 | 380,000 |
| Kings County Fire Protection | 156,700 | 144,300 | 156,700 | 141,024 | 159,100 |
| Miscellaneous | | 8,600 | | 3,664 | |
| Other conditional grants | | 7,500 | | 7,500 | |
| | <u>536,700</u> | <u>535,300</u> | <u>536,700</u> | <u>564,532</u> | <u>539,100</u> |
| EXPENSES | | | | | |
| Salary and wages | 78,300 | 76,800 | 76,600 | 74,948 | 75,500 |
| Employee Benefits | 10,900 | 11,300 | 10,000 | 10,853 | 8,900 |
| Meeting, Meals and Travel | 2,000 | 1,700 | 2,000 | 1,689 | 2,000 |
| Professional Development | 15,000 | 6,000 | 15,000 | 10,768 | 15,000 |
| Membership Dues & Fees | 2,000 | 1,700 | 2,000 | 822 | 2,000 |
| Telecommunications | 9,900 | 8,700 | 9,200 | 8,353 | 9,200 |
| Office Expense | 1,500 | 500 | 1,500 | 434 | 1,500 |
| Insurance | 6,400 | 6,800 | 6,400 | 5,694 | 6,400 |
| Marketing and Communications | | 1,200 | | | |
| Stipends & Honorariums | 38,400 | 34,800 | 34,800 | 31,800 | 31,800 |
| Heat | 4,800 | 5,500 | 4,800 | 3,887 | 4,800 |
| Utilities | 11,700 | 13,000 | 12,800 | 11,726 | 12,800 |
| Repairs and Maintenance | 13,400 | 7,400 | 13,500 | 8,166 | 13,500 |
| Property Taxes | | | | | - |
| Vehicle Fuel | 5,400 | 4,200 | 7,000 | 5,299 | 6,300 |
| Vehicle Repairs & Maintenance | 40,000 | 46,400 | 46,900 | 38,531 | 35,000 |
| Vehicle Insurance | 4,600 | 4,500 | 4,300 | 4,252 | 4,300 |
| Operational Equip & Supplies | 65,000 | 61,800 | 65,000 | 72,226 | 65,000 |
| Equipment Maintenance | 10,000 | 9,100 | 12,000 | 17,752 | 10,000 |
| Contracted Services | 396,300 | 389,100 | 395,000 | 419,264 | 403,500 |
| Licenses and Permits | 1,800 | 1,800 | 1,800 | 1,711 | 1,800 |
| | <u>717,400</u> | <u>692,300</u> | <u>720,600</u> | <u>728,175</u> | <u>709,300</u> |
| Net Department Surplus (Deficit) | <u>\$ (180,700)</u> | <u>\$ (157,000)</u> | <u>\$ (183,900)</u> | <u>\$ (163,643)</u> | <u>\$ (170,200)</u> |

Note: \$380,000 of contracted services expense relates to Fire Hydrant Fee paid to Wolfville Water Utility, as per UARB approved formula. The full amount of this fee is recovered by the Town through the Fire Protection Area Rate, noted in revenues above.

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
EMO ~ 230

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|----------------|----------------|------------|----------------|------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Miscellaneous | - | - | - | - | - |
| EXPENSES | | | | | |
| Salary and wages | - | | | | |
| Employee Benefits | - | | | | |
| Seasonal Wages | | | | | |
| Employee Benefits Seasonal wag | | | | | |
| Meeting, Meals and Travel | - | 300 | 300 | 71 | 300 |
| Professional Development | | | - | | |
| Telecommunications | - | 400 | 600 | 617 | 500 |
| Honorariums | - | 3,600 | 3,400 | 3,273 | 3,300 |
| Operational Equip & Supplies | - | 1,000 | 2,400 | - | 2,400 |
| | - | 5,300 | 6,700 | 3,961 | 6,500 |
| Net Department Surplus (Deficit) | \$ - | \$ (5,300) | \$ (6,700) | \$ (3,961) | \$ (6,500) |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Other Protective Services ~ 290

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Kings County Fire Protection | 3,500 | 3,900 | 3,500 | 5,000 | 5,000 |
| License & fee revenue | 5,000 | 4,000 | 5,000 | 3,040 | 5,000 |
| EMO 911 Cost Recovery | 1,600 | 1,600 | 1,600 | 1,853 | 1,600 |
| | <u>10,100</u> | <u>9,500</u> | <u>10,100</u> | <u>9,893</u> | <u>11,600</u> |
| EXPENSES | | | | | |
| Salary and wages | | 3,000 | | | |
| Employee Benefits | | 600 | | | |
| Seasonal Wages | 14,300 | 10,300 | 14,300 | 10,923 | 14,100 |
| Employee Benefits Seasonal wag | 1,500 | 1,100 | 1,500 | 850 | 1,500 |
| Meals and Travel | | | | | |
| Professional Development | | | | | |
| Membership Dues & Fees | | | | | |
| Supplies | | | | | |
| Advertising | | | | | |
| Telecommunications | | | | | |
| Office Expense | | | | | |
| Legal | | | | | |
| Insurance | | | | | |
| Marketing and Communications | | | | | |
| Audit | | | | | |
| Honorariums | | | | | |
| Miscellaneous | - | | - | | |
| Operational Equip & Supplies | 1,000 | 1,000 | 1,000 | 412 | 1,000 |
| Contracted Services | 15,300 | 15,000 | 15,000 | 13,753 | 15,000 |
| Debenture interest | 11,100 | 11,100 | 11,100 | 9,762 | 11,100 |
| | <u>43,200</u> | <u>42,100</u> | <u>42,900</u> | <u>35,700</u> | <u>42,700</u> |
| Net Department Surplus (Deficit) | <u>\$ (33,100)</u> | <u>\$ (32,600)</u> | <u>\$ (32,800)</u> | <u>\$ (25,807)</u> | <u>\$ (31,100)</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Public Works Division

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---------------------------------|------------------|------------------|------------------|-------------------------|-------------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Job Cost billings | 10,000 | 1,800 | 10,000 | 18,600 | 10,000 |
| Cost recoveries from Water Util | 109,100 | 108,800 | 108,800 | 104,800 | 104,800 |
| Cost recoveries from Sewer Dept | 42,200 | 42,000 | 42,000 | 32,400 | 40,600 |
| Land Leases | 4,000 | 3,900 | 3,000 | 3,893 | 3,000 |
| TOTAL REVENUE | 165,300 | 156,500 | 163,800 | 159,693 | 158,400 |
| EXPENSES | | | | | |
| Salary and wages | 561,000 | 529,500 | 539,100 | 532,631 | 515,100 |
| Employee Benefits | 117,000 | 119,400 | 106,200 | 115,203 | 106,100 |
| Seasonal Wages | 12,000 | - | - | - | - |
| Employee Benefits Seasonal wag | 1,200 | - | - | - | - |
| Meals and Travel | 2,100 | 2,500 | 100 | 2,229 | 100 |
| Membership Dues & Fees | 1,000 | 1,000 | 1,000 | 1,118 | 900 |
| Supplies | - | - | - | - | - |
| Advertising | - | 300 | - | - | - |
| Telecommunications | 4,200 | 4,400 | 8,400 | 8,647 | 9,600 |
| Office Expense | 3,700 | 3,700 | 5,000 | 2,579 | 2,600 |
| Legal | 5,000 | 5,000 | 5,000 | 367 | - |
| Heat | 9,000 | 5,300 | 8,500 | 5,545 | 8,500 |
| Utilities | 34,300 | 34,500 | 31,300 | 29,567 | 43,000 |
| Repairs and Maintenance | 40,300 | 28,300 | 32,300 | 14,749 | 22,300 |
| Vehicle Fuel | 36,900 | 25,700 | 37,000 | 32,952 | 37,000 |
| Vehicle Repairs & Maintenance | 57,000 | 54,000 | 57,000 | 62,022 | 57,800 |
| Vehicle Insurance | 4,200 | 4,400 | 4,000 | 4,126 | 4,000 |
| Operational Equip & Supplies | 150,900 | 185,100 | 138,400 | 164,645 | 127,100 |
| Equipment Rentals | - | - | - | 2,155 | 12,000 |
| Contracted Services | 381,500 | 403,100 | 398,600 | 354,514 | 337,600 |
| Licenses and Permits | 1,500 | 1,500 | 1,500 | 1,412 | 1,500 |
| Debenture interest | 121,900 | 111,700 | 110,000 | 104,720 | 86,300 |
| | 1,544,700 | 1,519,400 | 1,483,400 | 1,439,181 | 1,371,500 |
| Net Division Surplus (Deficit) | \$ (1,379,400) | \$ (1,362,900) | \$ (1,319,600) | <u>\$ (1,279,488)</u> | <u>\$ (1,213,100)</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Public Works Common Costs ~ 310

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Cost recoveries from Water Util | 79,200 | 79,200 | 79,200 | 75,700 | 75,700 |
| Cost recoveries from Sewer Dept | 24,200 | 24,200 | 24,200 | 23,100 | 23,100 |
| TOTAL REVENUE | 103,400 | 103,400 | 103,400 | 98,800 | 98,800 |
| EXPENSES | | | | | |
| Salary and wages | 157,600 | 144,400 | 144,400 | 139,609 | 139,400 |
| Employee Benefits | 25,900 | 23,800 | 23,300 | 22,615 | 24,200 |
| Meetings, Meals and Travel | 100 | | 100 | 209 | 100 |
| Membership Dues & Fees | 1,000 | 1,000 | 1,000 | 1,118 | 900 |
| Advertising | | 300 | | | |
| Telecommunications | 4,200 | 4,400 | 8,400 | 8,647 | 9,600 |
| Office Expense | 3,700 | 3,700 | 5,000 | 2,579 | 2,600 |
| Legal | 5,000 | 5,000 | 5,000 | 367 | - |
| Miscellaneous | - | | | - | |
| Heat | 9,000 | 5,300 | 8,500 | 5,545 | 8,500 |
| Utilities | 13,100 | 13,500 | 13,100 | 13,003 | 13,000 |
| Repairs and Maintenance | 40,300 | 28,300 | 32,300 | 14,749 | 22,300 |
| Operational Equip & Supplies | 6,000 | 2,500 | 3,000 | 6,645 | 3,000 |
| Equipment Maintenance | - | | | - | |
| Equipment Rentals | - | | - | 2,155 | 12,000 |
| Contracted Services | 4,200 | 9,500 | 13,800 | 14,234 | 13,800 |
| Licenses and Permits | 1,500 | 1,500 | 1,500 | 1,412 | 1,500 |
| | 271,600 | 243,200 | 259,400 | 232,887 | 250,900 |
| Net Department Surplus (Deficit) | \$ (168,200) | \$ (139,800) | \$ (156,000) | \$ (134,087) | \$ (152,100) |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Roads and Streets ~ 320

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---|---------------------|-----------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Cost recoveries WBDC | | - | | | |
| Job Cost billings | | - | | | |
| Cost recoveries from Water Util | 29,900 | 29,600 | 29,600 | 29,100 | 29,100 |
| Cost recoveries from Sewer Dept | 18,000 | 17,800 | 17,800 | 9,300 | 17,500 |
| | <u>47,900</u> | <u>47,400</u> | <u>47,400</u> | <u>38,400</u> | <u>46,600</u> |
| EXPENSES | | | | | |
| Salary and wages | 397,400 | 381,000 | 389,000 | 390,967 | 370,000 |
| Employee Benefits | 89,900 | 94,800 | 81,700 | 92,224 | 80,700 |
| Seasonal Wages | 12,000 | | - | | |
| Employee Benefits Seasonal wag | 1,200 | | - | | |
| Meetings, Meals and Travel | 2,000 | 2,500 | - | 2,020 | - |
| Vehicle Fuel | 36,900 | 25,700 | 37,000 | 32,952 | 37,000 |
| Vehicle Repairs & Maintenance | 57,000 | 54,000 | 57,000 | 62,022 | 57,800 |
| Vehicle Insurance | 4,200 | 4,400 | 4,000 | 4,126 | 4,000 |
| Operational Equip & Supplies | 99,800 | 137,300 | 84,600 | 123,890 | 83,600 |
| Equipment Rentals | - | | - | - | - |
| Contracted Services | 345,000 | 361,100 | 345,000 | 310,399 | 285,000 |
| | <u>1,045,400</u> | <u>1,060,800</u> | <u>998,300</u> | <u>1,018,600</u> | <u>918,100</u> |
| Net Department Surplus (Deficit) | <u>\$ (997,500)</u> | <u>\$ (1,013,400)</u> | <u>\$ (950,900)</u> | <u>\$ (980,200)</u> | <u>\$ (871,500)</u> |
| Reserve Funding | | | | | |
| Transfer from Operating Reserves & Accumulated Surplus | <u>60,000</u> | <u>-</u> | <u>60,000</u> | <u>-</u> | <u>-</u> |
| Net Surplus (Deficit) | <u>\$ (937,500)</u> | <u>\$ (1,013,400)</u> | <u>\$ (890,900)</u> | <u>\$ (980,200)</u> | <u>\$ (871,500)</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Street Lighting ~ 330

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| EXPENSES | | | | | |
| Utilities | 21,200 | 21,000 | 18,200 | 16,564 | 30,000 |
| Operational Equip & Supplies | 15,600 | 20,400 | 29,100 | 10,622 | 10,000 |
| Equipment Maintenance | | | - | - | |
| | <u>36,800</u> | <u>41,400</u> | <u>47,300</u> | <u>27,186</u> | <u>40,000</u> |
| Net Department Surplus (Deficit) | <u>\$ (36,800)</u> | <u>\$ (41,400)</u> | <u>\$ (47,300)</u> | <u>\$ (27,186)</u> | <u>\$ (40,000)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Traffic Services ~ 340

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|----------------|----------------|---------------|----------------|---------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Job Cost billings | - | - | - | - | - |
| | - | - | - | - | - |
| EXPENSES | | | | | |
| Salary and wages | 6,000 | 4,100 | 5,700 | 2,055 | 5,700 |
| Employee Benefits | 1,200 | 800 | 1,200 | 364 | 1,200 |
| Operational Equip & Supplies | 12,500 | 11,500 | 3,500 | 10,942 | 11,500 |
| Contracted Services | 25,000 | 25,200 | 32,500 | 23,539 | 31,500 |
| | 44,700 | 41,600 | 42,900 | 36,900 | 49,900 |
| Net Department Surplus (Deficit) | \$ (44,700) | \$ (41,600) | \$ (42,900) | \$ (36,900) | \$ (49,900) |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Other Roads & Street ~ 350

| | <u>2018/19</u> Budget | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|
| | | Forecast/Act | Budget | Actual | Budget |
| EXPENSES | | | | | |
| Professional Development | | | | | |
| Operational Equip & Supplies | 17,000 | 13,400 | 18,200 | 12,273 | 19,000 |
| Contracted Services | 7,300 | 7,300 | 7,300 | 6,342 | 7,300 |
| | <u>24,300</u> | <u>20,700</u> | <u>25,500</u> | <u>18,615</u> | <u>26,300</u> |
| Net Department Surplus (Deficit) | <u>\$ (24,300)</u> | <u>\$ (20,700)</u> | <u>\$ (25,500)</u> | <u>\$ (18,615)</u> | <u>\$ (26,300)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Other Transport ~ 390

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|---------------------|---------------------|--------------------|--------------------|--------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Job Cost billings | 10,000 | 1,800 | 10,000 | 18,600 | 10,000 |
| Land Leases | 4,000 | 3,900 | 3,000 | 3,893 | 3,000 |
| | <u>14,000</u> | <u>5,700</u> | <u>13,000</u> | <u>22,493</u> | <u>13,000</u> |
| EXPENSES | | | | | |
| Miscellaneous | | | | - | |
| Operational Equip & Supplies | | | | 273 | |
| Debenture interest | 121,900 | 111,700 | 110,000 | 104,720 | 86,300 |
| | <u>121,900</u> | <u>111,700</u> | <u>110,000</u> | <u>104,993</u> | <u>86,300</u> |
| Net Department Surplus (Deficit) | <u>\$ (107,900)</u> | <u>\$ (106,000)</u> | <u>\$ (97,000)</u> | <u>\$ (82,500)</u> | <u>\$ (73,300)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Sewer & Solid Waste Division

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUE | | | | | |
| Sewer Rates | 411,000 | 394,000 | 403,000 | 349,400 | 375,000 |
| Kings County Sewer Contribution | 3,200 | 3,000 | 2,000 | 3,200 | 2,000 |
| TOTAL REVENUE | 414,200 | 397,000 | 405,000 | 352,600 | 377,000 |
| EXPENSES | | | | | |
| Salary and wages | 87,100 | 77,500 | 85,400 | 58,887 | 83,100 |
| Employee Benefits | 17,400 | 13,300 | 17,900 | 8,611 | 17,000 |
| Meals and Travel | - | 100 | - | 280 | - |
| Utilities | 52,400 | 46,100 | 61,200 | 42,723 | 79,600 |
| Vehicle Repairs & Maintenance | 17,900 | 9,300 | 9,300 | 9,300 | 9,300 |
| Operational Equip & Supplies | 105,700 | 98,100 | 96,400 | 125,810 | 94,300 |
| Equipment Rentals | - | - | - | - | 3,700 |
| Contracted Services | 61,300 | 61,600 | 61,100 | 64,697 | 60,100 |
| Debenture interest | 9,000 | 7,600 | 20,000 | 4,934 | 6,900 |
| | 350,800 | 313,600 | 351,300 | 315,242 | 354,000 |
| Net Division Surplus (Deficit) | \$ 63,400 | \$ 83,400 | \$ 53,700 | \$ 37,358 | \$ 23,000 |

DRAFT

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Sewer Administration ~ 410

| | <u>2018/19</u> Budget | <u>2017/18</u> Forecast/Act Budget | | <u>2016/17</u> Actual Budget | |
|----------------------------------|---------------------------------|--|--------------------|--------------------------------------|--------------------|
| EXPENSES | | | | | |
| Salary and wages | | | | | |
| Employee Benefits | | | | | |
| Contracted Services | 24,200 | 26,800 | 24,000 | 40,143 | 23,000 |
| | <u>24,200</u> | <u>26,800</u> | <u>24,000</u> | <u>40,143</u> | <u>23,000</u> |
| Net Department Surplus (Deficit) | <u>\$ (24,200)</u> | <u>\$ (26,800)</u> | <u>\$ (24,000)</u> | <u>\$ (40,143)</u> | <u>\$ (23,000)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Sanitary & Storm Sewer Collection ~ 420

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|---------------------|--------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| EXPENSES | | | | | |
| Salary and wages | 53,600 | 40,500 | 52,600 | 16,078 | 51,100 |
| Employee Benefits | 10,700 | 7,800 | 11,000 | 2,923 | 10,400 |
| Meetings, Meals and Travel | | 100 | - | 280 | |
| Vehicle Repairs & Maintenance | 12,600 | 5,600 | 5,600 | 5,600 | 5,600 |
| Operational Equip & Supplies | 21,000 | 15,800 | 22,000 | 71,697 | 22,000 |
| Contracted Services | 25,500 | 24,000 | 25,500 | 15,805 | 25,500 |
| | <u>123,400</u> | <u>93,800</u> | <u>116,700</u> | <u>112,383</u> | <u>114,600</u> |
| Net Department Surplus (Deficit) | <u>\$ (123,400)</u> | <u>\$ (93,800)</u> | <u>\$ (116,700)</u> | <u>\$ (112,383)</u> | <u>\$ (114,600)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Lift Stations ~ 430

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| EXPENSES | | | | | |
| Utilities | 20,000 | 16,300 | 21,200 | 15,375 | 34,000 |
| Operational Equip & Supplies | 27,400 | 28,700 | 19,900 | 13,949 | 18,400 |
| Equipment Maintenance | | | | | - |
| | <u>47,400</u> | <u>45,000</u> | <u>41,100</u> | <u>29,324</u> | <u>52,400</u> |
| Net Department Surplus (Deficit) | <u>\$ (47,400)</u> | <u>\$ (45,000)</u> | <u>\$ (41,100)</u> | <u>\$ (29,324)</u> | <u>\$ (52,400)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Sewer Treatment ~ 440

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Miscellaneous | - | - | - | - | - |
| EXPENSES | | | | | |
| Salary and wages | 33,500 | 37,000 | 32,800 | 42,809 | 32,000 |
| Employee Benefits | 6,700 | 5,500 | 6,900 | 5,688 | 6,600 |
| Utilities | 32,400 | 29,800 | 40,000 | 27,348 | 45,600 |
| Vehicle Repairs & Maintenance | 5,300 | 3,700 | 3,700 | 3,700 | 3,700 |
| Operational Equip & Supplies | 37,200 | 36,200 | 34,800 | 23,761 | 34,200 |
| Equipment Rentals | - | - | - | - | 3,700 |
| Contracted Services | 2,800 | 2,400 | 2,800 | 4,075 | 2,800 |
| | <u>117,900</u> | <u>114,600</u> | <u>121,000</u> | <u>107,381</u> | <u>128,600</u> |
| Net Department Surplus (Deficit) | <u>\$ (117,900)</u> | <u>\$ (114,600)</u> | <u>\$ (121,000)</u> | <u>\$ (107,381)</u> | <u>\$ (128,600)</u> |

DRAFT

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Solid Waste Department ~ 450

| | <u>2018/19</u> Budget | <u>2017/18</u> Forecast/Act Budget | | <u>2016/17</u> Actual Budget | |
|----------------------------------|---------------------------------|--|-------------------|--------------------------------------|-------------------|
| <u>REVENUES</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| <u>EXPENSES</u> | | | | | |
| Contracted Services | 5,000 | 4,600 | 5,000 | 4,674 | 5,000 |
| | <u>5,000</u> | <u>4,600</u> | <u>5,000</u> | <u>4,674</u> | <u>5,000</u> |
| Net Department Surplus (Deficit) | <u>\$ (5,000)</u> | <u>\$ (4,600)</u> | <u>\$ (5,000)</u> | <u>\$ (4,674)</u> | <u>\$ (5,000)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Other Environmental ~ 490

| | <u>2018/19</u> Budget | <u>2017/18</u> Forecast/Act Budget | | <u>2016/17</u> Actual Budget | |
|----------------------------------|---------------------------------|--|------------|--------------------------------------|------------|
| <u>REVENUES</u> | | | | | |
| Job Cost billings | | | | | |
| Sewer Rates | 411,000 | 394,000 | 403,000 | 349,400 | 375,000 |
| Kings County Sewer Contribution | 3,200 | 3,000 | 2,000 | 3,200 | 2,000 |
| | 414,200 | 397,000 | 405,000 | 352,600 | 377,000 |
| <u>EXPENSES</u> | | | | | |
| Miscellaneous | | | | | |
| Operational Equip & Supplies | 20,100 | 17,400 | 19,700 | 16,403 | 19,700 |
| Contracted Services | 3,800 | 3,800 | 3,800 | - | 3,800 |
| Debenture interest | 9,000 | 7,600 | 20,000 | 4,934 | 6,900 |
| | 32,900 | 28,800 | 43,500 | 21,337 | 30,400 |
| Net Department Surplus (Deficit) | \$ 381,300 | \$ 368,200 | \$ 361,500 | \$ 331,263 | \$ 346,600 |

DRAFT

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Parks Division ~ 510

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Miscellaneous | - | | - | 2,145 | - |
| TOTAL REVENUE | - | - | - | 2,145 | - |
| EXPENSES | | | | | |
| Salary and wages | 66,100 | 43,200 | 63,800 | 63,212 | 7,000 |
| Employee Benefits | 13,200 | 50,300 | 12,800 | 46,042 | 1,100 |
| Seasonal Wages | 175,300 | 183,500 | 159,900 | 145,639 | 213,000 |
| Employee Benefits Seasonal wag | 35,100 | | 34,400 | - | 42,600 |
| Telecommunications | | 600 | - | | - |
| Utilities | 5,200 | 7,500 | 6,400 | 5,959 | 6,400 |
| Vehicle Fuel | 6,300 | 5,500 | 6,300 | 4,455 | 6,800 |
| Vehicle Repairs & Maintenance | 4,400 | 5,900 | 4,200 | 10,436 | 4,200 |
| Vehicle Insurance | 1,000 | 900 | 3,200 | 889 | 3,200 |
| Operational Equip & Supplies | 82,100 | 74,500 | 85,300 | 52,667 | 53,500 |
| Contracted Services | 36,000 | 15,700 | 38,500 | 12,069 | 25,500 |
| | <u>424,700</u> | <u>387,600</u> | <u>414,800</u> | <u>341,867</u> | <u>363,300</u> |
| Net Division Surplus (Deficit) | <u>\$ (424,700)</u> | <u>\$ (387,600)</u> | <u>\$ (414,800)</u> | <u>\$ (339,722)</u> | <u>\$ (363,300)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Planning Division ~ 610

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|-----------------------------------|----------------|----------------|----------------|-----------------------|----------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Zoning & Subdivision approvals | 600 | 700 | 600 | 568 | 600 |
| Bldg Insp. & Development Revenues | 14,500 | 67,500 | 76,500 | 61,235 | 75,000 |
| License & fee revenue | 1,500 | 1,000 | 1,500 | 1,698 | 700 |
| Building & development permits | 16,000 | 19,900 | 16,000 | 36,089 | 16,000 |
| Development agreements | 1,000 | 1,000 | 1,000 | - | 1,000 |
| Cost recoveries from Water Util | - | 7,300 | 9,800 | 9,400 | 9,400 |
| Cost recoveries from Sewer Dept | - | 2,600 | 3,500 | 3,400 | 3,500 |
| Land Leases | 900 | | 900 | - | 900 |
| PNS conditional grants | | 8,000 | - | 37,000 | - |
| Other conditional grants | - | - | - | 2,500 | - |
| | <u>34,500</u> | <u>108,000</u> | <u>109,800</u> | <u>151,890</u> | <u>107,100</u> |
| EXPENSES | | | | | |
| Salary and wages | 272,300 | 244,200 | 307,300 | 330,147 | 327,100 |
| Employee Benefits | 54,500 | 55,400 | 54,500 | 67,349 | 59,000 |
| Seasonal Wages | 45,100 | 35,000 | 45,100 | 31,320 | 18,100 |
| Employee Benefits Seasonal wag | 4,200 | | 4,200 | - | 2,200 |
| Meetings, Meals and Travel | 6,200 | 2,200 | 11,200 | 9,724 | 11,200 |
| Membership Dues & Fees | 2,100 | 2,100 | 2,100 | 2,395 | 2,100 |
| Advertising | 8,000 | 7,800 | 8,000 | 5,020 | 8,000 |
| Telecommunications | 5,300 | 5,300 | 5,000 | 5,722 | 3,400 |
| Office Expense | 13,200 | 13,800 | 13,200 | 12,300 | 6,400 |
| Legal | 20,000 | 10,800 | 20,000 | 55,203 | 25,000 |
| Miscellaneous | | 100 | - | (24) | 900 |
| Contracted Services | 50,000 | 100,000 | 50,000 | 61,492 | 17,000 |
| | <u>480,900</u> | <u>476,700</u> | <u>520,600</u> | <u>580,648</u> | <u>480,400</u> |
| Net Division Surplus (Deficit) | (446,400) | \$ (368,700) | \$ (410,800) | <u>\$ (428,758)</u> | \$ (373,300) |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Community Development Division

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Kings County Recreation Contrib | - | (3,000) | - | 12,283 | - |
| Program fees | 16,000 | 7,100 | 6,400 | 4,475 | - |
| Festival & events revenues | - | 500 | - | 250 | 4,000 |
| Facility fees & cost recoveries | 10,300 | 11,400 | 10,300 | 9,676 | 9,600 |
| Tourist Bureau revenues | 1,500 | 3,400 | 3,400 | 3,282 | 3,000 |
| Facility Rental | - | - | - | - | 500 |
| Employment grants | - | 3,200 | - | 3,210 | - |
| PNS conditional grants | - | 6,000 | 5,000 | 12,455 | 7,700 |
| Other conditional grants | 19,000 | 26,600 | 17,700 | 7,140 | 700 |
| TOTAL REVENUE | 46,800 | 55,200 | 42,800 | 52,771 | 25,500 |
| EXPENSES | | | | | |
| Salary and wages | 160,300 | 172,900 | 183,500 | 165,702 | 182,600 |
| Employee Benefits | 31,400 | 36,600 | 33,800 | 34,862 | 34,800 |
| Seasonal/Term Wages | 93,500 | 89,300 | 84,700 | 76,598 | 76,200 |
| Employee Benefits Seasonal wag | 14,200 | - | 13,100 | - | 8,700 |
| Meals and Travel | 2,500 | 1,900 | 1,700 | 639 | 2,800 |
| Professional Development | - | - | - | - | 800 |
| Membership Dues & Fees | 7,300 | 5,700 | 7,200 | 4,002 | 4,200 |
| Advertising | 21,500 | 11,600 | 13,000 | 2,433 | 5,700 |
| Telecommunications | 5,700 | 5,000 | 4,800 | 6,263 | 6,700 |
| Office Expense | 5,800 | 3,400 | 3,700 | 2,700 | 3,600 |
| Legal | - | - | - | 3,526 | - |
| Marketing and Communications | - | 7,900 | 8,500 | 3,366 | 16,100 |
| Miscellaneous | - | - | - | 50 | - |
| Utilities | 13,100 | 12,500 | 15,100 | 13,907 | 16,400 |
| Repairs and Maintenance | 9,300 | 8,400 | 7,800 | 16,221 | 9,200 |
| Vehicle Fuel | 1,000 | 1,100 | - | 1,206 | - |
| Vehicle Repairs & Maintenance | 2,000 | 300 | - | 2,000 | - |
| Operational Equip & Supplies | 25,600 | 14,200 | 21,100 | 7,242 | 9,100 |
| Program Expenditures | 53,100 | 46,800 | 46,400 | 31,960 | 39,400 |
| Contracted Services | 28,000 | 29,200 | 51,000 | 38,209 | 61,300 |
| Grants to Organizations | 82,900 | 73,500 | 72,900 | 91,819 | 72,800 |
| Debenture interest | 2,500 | 3,600 | 1,000 | 2,287 | 2,500 |
| | 559,700 | 523,900 | 569,300 | 504,992 | 552,900 |
| Net Division Surplus (Deficit) | (512,900) | \$ (468,700) | \$ (526,500) | \$ (452,221) | \$ (527,400) |
| Reserve Funding | | | | | |
| Transfer from Operating Reserves & Accumulated Surplus | 38,000 | | | | |
| | 38,000 | | | | |
| Net Surplus (Deficit) | \$ (474,900) | | | | |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Economic Development Department ~ 710

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---|------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| EXPENSES | | | | | |
| Salary and wages | 90,700 | 127,100 | 131,900 | 130,029 | 129,200 |
| Employee Benefits | 18,100 | 20,200 | 23,700 | 19,020 | 24,600 |
| Seasonal/Term Wages | | | | - | - |
| Employee Benefits Seasonal wag | | | | - | - |
| Meetings, Meals and Travel | 1,200 | 1,800 | 1,200 | 350 | 800 |
| Professional Development | | | - | - | - |
| Membership Dues & Fees | 2,800 | 1,800 | 3,100 | 1,143 | 2,200 |
| Advertising | 9,500 | 5,000 | 5,000 | 616 | 4,000 |
| Telecommunications | 900 | 800 | 1,200 | 998 | 2,400 |
| Office Expense | 3,500 | 1,000 | 1,500 | 768 | 1,500 |
| Legal | | | | 3,217 | |
| Insurance | | | | - | |
| Marketing and Communications | - | 7,900 | 8,500 | 3,366 | 15,100 |
| Miscellaneous | | | | 50 | |
| Operational Equip & Supplies | 10,000 | 1,600 | 5,000 | 2,097 | 1,500 |
| Equipment Maintenance | | | | | |
| Equipment Rentals | | | | | |
| Program Expenditures | | | | | |
| Contracted Services | 10,000 | | 12,000 | 2,373 | 12,800 |
| Grants to Organizations | 10,000 | 5,000 | - | 16,719 | 10,500 |
| Debenture interest | 400 | 1,000 | - | 1,355 | 600 |
| | <u>157,100</u> | <u>173,200</u> | <u>193,100</u> | <u>182,101</u> | <u>205,200</u> |
| Net Operational Dept. Surplus (Deficit) | <u>(157,100)</u> | <u>\$ (173,200)</u> | <u>\$ (193,100)</u> | <u>\$ (182,101)</u> | <u>\$ (205,200)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Festival & Events Department ~ 720

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---|---------------------|--------------------|--------------------|--------------------|--------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Festival & events revenues | - | 500 | - | 250 | 4,000 |
| Employment grants | - | 1,600 | - | 1,605 | |
| PNS conditional grants | - | | - | - | |
| Other conditional grants | - | 15,500 | 10,700 | 750 | 700 |
| | <u>-</u> | <u>17,600</u> | <u>10,700</u> | <u>2,605</u> | <u>4,700</u> |
| EXPENSES | | | | | |
| Salary and wages | 5,600 | 100 | 2,600 | 347 | 5,000 |
| Employee Benefits | 1,100 | 500 | 300 | - | 1,100 |
| Seasonal Wages | 11,700 | 10,000 | 10,500 | 2,753 | 3,200 |
| Employee Benefits Seasonal wag | 1,300 | | 1,300 | - | 500 |
| Advertising | 6,500 | 3,100 | 3,000 | - | - |
| Miscellaneous | | | - | - | - |
| Operational Equip & Supplies | 8,000 | 1,800 | - | 410 | |
| Equipment Maintenance | | | | | |
| Equipment Rentals | | | | | |
| Program Expenditures | 44,000 | 39,700 | 38,000 | 26,034 | 35,000 |
| Grants to Organizations | 39,300 | 37,100 | 39,300 | 39,250 | - |
| | <u>117,500</u> | <u>92,300</u> | <u>95,000</u> | <u>68,794</u> | <u>44,800</u> |
| Net Department Surplus (Deficit) | <u>\$ (117,500)</u> | <u>\$ (74,700)</u> | <u>\$ (84,300)</u> | <u>\$ (66,189)</u> | <u>\$ (40,100)</u> |
| Reserve Funding | | | | | |
| Transfer from Operating Reserves & Accumulated Surplus | 38,000 | | - | | - |
| | <u>38,000</u> | | <u>-</u> | | <u>-</u> |
| Net Surplus (Deficit) | <u>\$ (79,500)</u> | | <u>\$ (84,300)</u> | | <u>\$ (40,100)</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Community Development Adm Department ~ 730

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|--------------------|--------------------|---------------------|--------------------|---------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Facility Rental | - | - | - | - | 500 |
| PNS conditional grants | - | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>500</u> |
| EXPENSES | | | | | |
| Salary and wages | 51,400 | 45,300 | 48,500 | 35,326 | 47,900 |
| Employee Benefits | 9,900 | 7,700 | 9,700 | 8,855 | 9,000 |
| Seasonal Wages | - | 100 | - | 4,804 | 7,800 |
| Employee Benefits Seasonal wag | - | - | - | - | 900 |
| Meetings, Meals and Travel | 1,000 | - | - | 41 | 1,500 |
| Professional Development | - | - | - | - | 600 |
| Membership Dues & Fees | 4,000 | 2,700 | 3,600 | 2,859 | 2,000 |
| Advertising | 3,500 | 2,000 | 3,500 | 461 | 1,700 |
| Telecommunications | 2,400 | 2,500 | 900 | 3,255 | 1,600 |
| Office Expense | 1,100 | 400 | 1,100 | 1 | 1,000 |
| Legal | - | - | - | 309 | - |
| Marketing and Communications | - | - | - | - | 1,000 |
| Utilities | 3,000 | 2,900 | 4,000 | 4,088 | 4,600 |
| Repairs and Maintenance | 3,000 | 1,500 | 1,000 | 5,881 | 3,000 |
| Operational Equip & Supplies | 2,500 | 5,900 | 8,500 | 607 | 5,000 |
| Contracted Services | 15,000 | 14,000 | 20,500 | 3,613 | 6,100 |
| Grants to Organizations | - | - | - | - | 52,300 |
| Debenture interest | 400 | 800 | 1,000 | 932 | 1,900 |
| | <u>97,200</u> | <u>85,800</u> | <u>102,300</u> | <u>71,032</u> | <u>147,900</u> |
| Net Department Surplus (Deficit) | <u>\$ (97,200)</u> | <u>\$ (85,800)</u> | <u>\$ (102,300)</u> | <u>\$ (71,032)</u> | <u>\$ (147,400)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Recreation Programs Department ~ 740

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Kings County Recreation Contrib | - | (3,000) | - | 12,283 | |
| Program fees | 16,000 | 7,100 | 6,400 | 4,475 | |
| Festival & events revenues | - | | - | - | |
| Facility fees & cost recoveries | 10,300 | 11,400 | 10,300 | 9,676 | 9,600 |
| Employment grants | - | | - | - | |
| PNS conditional grants | - | 1,000 | - | 7,455 | |
| Other conditional grants | - | 6,100 | 2,000 | 1,390 | |
| | <u>26,300</u> | <u>22,600</u> | <u>18,700</u> | <u>35,279</u> | <u>9,600</u> |
| EXPENSES | | | | | |
| Salary and wages | - | 100 | - | - | - |
| Employee Benefits | - | 2,200 | - | 1,645 | - |
| Seasonal Wages | 29,500 | 28,300 | 25,800 | 25,756 | 21,600 |
| Employee Benefits Seasonal wag | 3,500 | | 3,100 | - | 2,200 |
| Meetings, Meals and Travel | 200 | 100 | 200 | - | 200 |
| Membership Dues & Fees | | 600 | - | - | - |
| Advertising | 2,000 | 1,500 | 1,500 | 1,356 | |
| Telecommunications | | | - | - | |
| Vehicle Fuel | 1,000 | 1,100 | - | 1,206 | |
| Vehicle Repairs & Maintenance | 2,000 | 300 | - | 2,000 | - |
| Program Expenditures | 9,100 | 7,100 | 8,400 | 5,926 | 4,400 |
| Contracted Services | 3,000 | 2,000 | 3,000 | 18,562 | 27,000 |
| Grants to Organizations | 23,600 | 21,400 | 23,600 | 25,850 | - |
| | <u>73,900</u> | <u>64,700</u> | <u>68,100</u> | <u>82,301</u> | <u>55,400</u> |
| Net Department Surplus (Deficit) | <u>\$ (47,600)</u> | <u>\$ (42,100)</u> | <u>\$ (49,400)</u> | <u>\$ (47,022)</u> | <u>\$ (45,800)</u> |

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Tourism Department ~ 750

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| Tourist Bureau revenues | 1,500 | 3,400 | 3,400 | 3,282 | 3,000 |
| Employment grants | - | 1,600 | | 1,605 | |
| PNS conditional grants | - | 5,000 | 5,000 | 5,000 | 7,700 |
| Other conditional grants | 14,000 | | - | | |
| | <u>15,500</u> | <u>10,000</u> | <u>8,400</u> | <u>9,887</u> | <u>10,700</u> |
| EXPENSES | | | | | |
| Salary and wages | 7,300 | | - | | - |
| Employee Benefits | 1,300 | 5,900 | | 5,342 | - |
| Seasonal Wages | 52,300 | 50,900 | 48,400 | 43,285 | 43,600 |
| Employee Benefits Seasonal wag | 9,400 | | 8,700 | - | 5,100 |
| Meetings, Meals and Travel | 100 | | 300 | 248 | 300 |
| Professional Development | - | | - | - | 200 |
| Membership Dues & Fees | 500 | 600 | 500 | - | |
| Telecommunications | 1,700 | 1,200 | 2,000 | 1,508 | 2,000 |
| Office Expense | 1,100 | 1,600 | 1,100 | 1,039 | 1,100 |
| Utilities | 2,000 | 3,000 | 3,000 | 2,914 | 3,700 |
| Repairs and Maintenance | 2,000 | 1,900 | 2,500 | 5,456 | 1,900 |
| Operational Equip & Supplies | 4,300 | 4,300 | 4,300 | 4,009 | 1,800 |
| Contracted Services | - | 7,600 | 7,500 | 8,172 | 7,400 |
| | <u>82,000</u> | <u>77,000</u> | <u>78,300</u> | <u>71,973</u> | <u>67,100</u> |
| Net Department Surplus (Deficit) | <u>\$ (66,500)</u> | <u>\$ (67,000)</u> | <u>\$ (69,900)</u> | <u>\$ (62,086)</u> | <u>\$ (56,400)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Library ~ 760

| | <u>2018/19</u> Budget | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|---------------------------------|--------------------|--------------------|--------------------|--------------------|
| | | Forecast/Act | Budget | Actual | Budget |
| REVENUES | | | | | |
| PNS conditional grants | | | | - | |
| Other conditional grants | 5,000 | 5,000 | 5,000 | 5,000 | - |
| | <u>5,000</u> | <u>5,000</u> | <u>5,000</u> | <u>5,000</u> | <u>-</u> |
| EXPENSES | | | | | |
| Salary and wages | 5,300 | 300 | 500 | - | 500 |
| Employee Benefits | 1,000 | 100 | 100 | - | 100 |
| Telecommunications | 700 | 500 | 700 | 502 | 700 |
| Office Expense | 100 | 400 | - | 892 | |
| Heat | - | | - | - | |
| Utilities | 8,100 | 6,600 | 8,100 | 6,905 | 8,100 |
| Repairs and Maintenance | 4,300 | 5,000 | 4,300 | 4,884 | 4,300 |
| Operational Equip & Supplies | 800 | 600 | 800 | 119 | 800 |
| Contracted Services | - | 5,600 | 8,000 | 5,489 | 8,000 |
| Debenture interest | 1,700 | 1,800 | - | | |
| | <u>22,000</u> | <u>20,900</u> | <u>22,500</u> | <u>18,791</u> | <u>22,500</u> |
| Net Department Surplus (Deficit) | <u>\$ (17,000)</u> | <u>\$ (15,900)</u> | <u>\$ (17,500)</u> | <u>\$ (13,791)</u> | <u>\$ (22,500)</u> |

DRAFT V2

Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Museum & Historical ~ 770

| | <u>2018/19</u> Budget | <u>2017/18</u> | | <u>2016/17</u> | |
|----------------------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|
| | | Forecast/Act | Budget | Actual | Budget |
| EXPENSES | | | | | |
| Miscellaneous | | | | | |
| Grants to Organizations | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Net Department Surplus (Deficit) | <u>\$ (10,000)</u> | <u>\$ (10,000)</u> | <u>\$ (10,000)</u> | <u>\$ (10,000)</u> | <u>\$ (10,000)</u> |

DRAFT V2

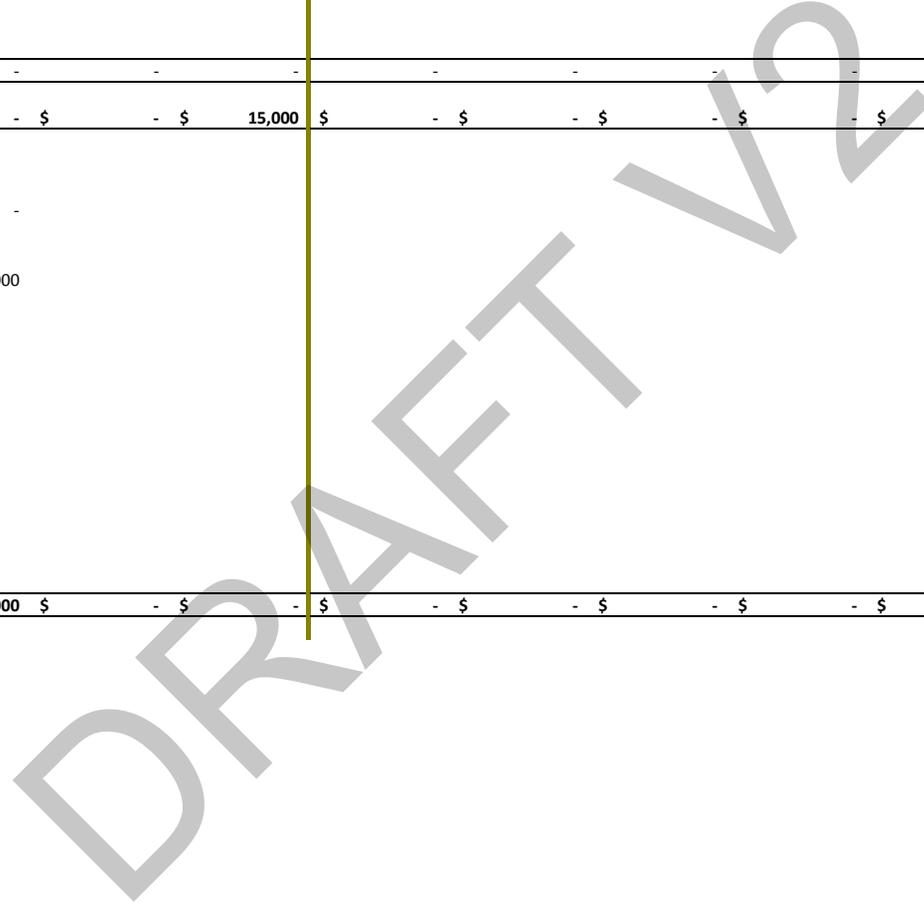
Town of Wolfville
2018/19 Operating Budget - DRAFT V2
Partner Contributions ~ 840

| | <u>2018/19</u> | <u>2017/18</u> | | <u>2016/17</u> | |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Budget | Forecast/Act | Budget | Actual | Budget |
| EXPENSES | | | | | |
| <u>Local partners</u> | | | | | |
| Grant to WBDC | 100,000 | 100,000 | 100,000 | 39,500 | 39,500 |
| <u>Regional partners</u> | | | | | |
| Regional Solid Waste | 521,000 | 436,000 | 480,500 | 443,518 | 469,400 |
| Transit services | 151,700 | 162,600 | 137,800 | 150,105 | 138,700 |
| Valley Community Fibre | 1,000 | 1,000 | 1,000 | 1,121 | 1,000 |
| Regional Development | 25,000 | 22,800 | 25,000 | 22,765 | 25,000 |
| Kings Region -cooperative Initiatives | 10,800 | 14,300 | 13,900 | - | - |
| <u>Provincial partners</u> | | | | | |
| Annapolis Valley Regional Libra | 25,000 | 24,300 | 24,000 | 24,320 | 24,000 |
| Education | 680,000 | 673,900 | 674,500 | 672,036 | 680,000 |
| Corrections | 81,000 | 81,100 | 80,200 | 81,508 | 80,200 |
| Regional Housing Authority | 40,000 | 75,000 | 40,000 | 72,608 | 52,200 |
| Assessment services | 76,000 | 75,400 | 75,700 | 75,498 | 77,000 |
| | <u>1,711,500</u> | <u>1,666,400</u> | <u>1,652,600</u> | <u>1,582,979</u> | <u>1,587,000</u> |
| Net Department Surplus (Deficit) | <u>\$ (1,711,500)</u> | <u>\$ (1,666,400)</u> | <u>\$ (1,652,600)</u> | <u>\$ (1,582,979)</u> | <u>\$ (1,587,000)</u> |

DRAFT

Town of Wolfville
DRAFT 2018/19 Ten Year Capital Investment Plan - Nov 7 COW
Fiscal 2018/19 to 2027/27

| | BUDGET FOCUS | | | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | Year 1 <u>2018/19</u> | Year 2 <u>2019/20</u> | Year 3 <u>2020/21</u> | Year 4 <u>2021/22</u> | Year 5 <u>2022/23</u> | Year 6 <u>2023/24</u> | Year 7 <u>2024/25</u> | Year 8 <u>2025/26</u> | Year 9 <u>2026/27</u> | Year 10 <u>2027/28</u> |
| Information Technology | | | | | | | | | | |
| Servers | | | 15,000 | - | - | - | - | - | 15,000 | - |
| Other IT Upgrades | | | | | | | | | | |
| Total Other | - | - | - | - | - | - | - | - | - | - |
| Information Technology | \$ - | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 15,000 | \$ - |
| Municipal Buildings | | | | | | | | | | |
| Town Hall Civic Complex | | | | | | | | | | |
| New Facility | - | | | | | | | | | 2,800,000 |
| Community Development/Public Works | | | | | | | | | | |
| Accessibility/Reno upgrade | 250,000 | | | | | | | | | |
| Fire Hall | | | | | | | | | | |
| New Facility | | | | | | | | | | 1,700,000 |
| RCMP Detachment | | | | | | | | | | |
| Upgrades | | | | | | | | | | |
| Library | | | | | | | | | | |
| New Facility | | | | | | | | | | 1,900,000 |
| Total Municipal Buildings | \$ 250,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,400,000 |



Town of Wolfville
DRAFT 2018/19 Ten Year Capital Investment Plan - Nov 7 COW
Fiscal 2018/19 to 2027/27

| | BUDGET FOCUS | | | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | Year 1 <u>2018/19</u> | Year 2 <u>2019/20</u> | Year 3 <u>2020/21</u> | Year 4 <u>2021/22</u> | Year 5 <u>2022/23</u> | Year 6 <u>2023/24</u> | Year 7 <u>2024/25</u> | Year 8 <u>2025/26</u> | Year 9 <u>2026/27</u> | Year 10 <u>2027/28</u> |
| Protective Services | | | | | | | | | | |
| Fire Department | | | | | | | | | | |
| Trucks | | | | | | | | | | |
| Aerial Ladder Truck | | | | | | | 1,350,000 | - | | |
| Pumper 1 E-One Cyclone | 800,000 | | | | | | | | | |
| Ford 4*4 Utility Vehicle | | | | | | | | | | |
| Pumper 3 E-One Cyclone | | | | | | 800,000 | | | | |
| Tanker 6 Int'l Pumper/Tanker | | | | | | | | | | |
| Rescue 4 Pumper Rescue | | | | | | | | | | |
| Ford Haz Matt vehicle | | | | | | | | | | |
| Fire Trucks | 800,000 | - | - | - | - | 800,000 | 1,350,000 | - | - | - |
| Equipment | | | | | | | | | | |
| Equipment Upgrades | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| SCBA Apparatus | | 30,000 | 30,000 | 30,000 | 30,000 | | | | | |
| Misc Fire Equipment | 20,000 | 50,000 | 50,000 | 50,000 | 50,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Total Fire Department | \$ 820,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 820,000 | \$ 1,370,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Transportation Services | | | | | | | | | | |
| Public Works - Fleet Inventory | | | | | | | | | | |
| veh # 18 - skid steer | 56,000 | | | | | 60,000 | | | | |
| veh # 19 - PW 3/4 ton Crew Cab | | | | | 36,500 | | | | | |
| veh # 20 - 1/2 pick up | | | 25,000 | | | | | 30,000 | | |
| veh # 21 - PW 3/4 ton 4*4 | | | 29,900 | | | | | 35,000 | | |
| veh # 22 - PW 1/2 ton | | | 27,400 | | | | | 30,000 | | |
| veh # 23 - PW 1 ton | | | 70,200 | | | | | 75,000 | | |
| veh # 25 - PW 5 ton plow truck | | | | | | 185,000 | | | | |
| veh # 26 - Parks 3/4 ton crew cab | | | | 32,400 | | | | | | 35,000 |
| veh # 27 - PW backhoe | | 101,500 | | | | | | 110,000 | | |
| veh # 28 - PW loader | | | | | 155,500 | | | | | |
| veh # 29 - PW trackless | | | 160,000 | | | | | | 160,000 | |
| veh # 31 - Parks micro truck | | | | 25,000 | | | | | 25,000 | |
| veh # 32 - PW 3/4 ton | | | | | 40,600 | | | | | |
| veh # 34 - PW micro truck | | | | | 25,000 | | | | | 25,000 |
| veh # 39 - Parks Z Track mower | | | 12,200 | | | | | 13,000 | | |
| veh # 40 - Parks loader/backhoe | | | | | 57,500 | | | | | 60,000 |
| veh # 37 - Parks mower | | | | | | 13,000 | | | | 13,000 |
| veh # 38 - Parks mower | | | 12,500 | | | | | 13,000 | | |
| veh # 24 - PW asphalt recycler | | | | | | 110,000 | | | | |
| veh # 17 - Bylaw car (to pick up truck) | | 25,000 | | | | | | | 25,000 | |
| veh # 51 - PW trackless | | | | | | 160,000 | | | | |
| veh # 33 - Parks 3/4 ton crew cab | | | | | 69,300 | | | | | |
| flail mower | | | | | | | | 40,000 | | |
| Rec Dept - Bike Trailer | | | | | | | 15,000 | | | |
| Fleet/Equipment | 56,000 | 126,500 | 337,200 | 57,400 | 384,400 | 528,000 | 15,000 | 346,000 | 210,000 | 133,000 |

Town of Wolfville
DRAFT 2018/19 Ten Year Capital Investment Plan - Nov 7 COW
Fiscal 2018/19 to 2027/27

| | BUDGET FOCUS | | | | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | Year 1 <u>2018/19</u> | Year 2 <u>2019/20</u> | Year 3 <u>2020/21</u> | Year 4 <u>2021/22</u> | Year 5 <u>2022/23</u> | Year 6 <u>2023/24</u> | Year 7 <u>2024/25</u> | Year 8 <u>2025/26</u> | Year 9 <u>2026/27</u> | Year 10 <u>2027/28</u> |
| Transportation Infrastructure <i>includes active transport corridors, street, sidewalk, sanitary & storm sewer where applicable</i> | | | | | | | | | | |
| Dale St - Sherwood to end | 120 m | | 290,000 | | | | | | | |
| Earncliffe Ave. - civic 16 to end | 170 m | | | | | 612,000 | | | | |
| Earncliffe Ave. Main to civic 16 | 180 m | | | | 648,000 | | | | | |
| Gaspereau - civic 128 to Fowler | 170 m | | | | | | | | | 648,000 |
| Gaspereau - civic 94 to civic 128 | 180 m | | | | | | | | | |
| Gaspereau - Willow to civic 94 | 180 m | 250,000 | | | | | | | | |
| Highland - Bay to Civic 76 | 250 m | | | | 900,000 | | | | | |
| Highland - civic 76 - Skyway Dr | 250 m | | | | | | | 900,000 | | |
| Highland - Prospect to Bay | 250 m | | | 900,000 | | | | | | |
| Kent Ave - Main to Queen | 350 m | 1,260,000 | - | | | | | | | |
| King St - Victoria to Willow | 180 m | | | | | | | | | |
| Maple Ave - civic 43 to Civic 83 | 230 m | | | | | | | | | 828,000 |
| Maple Ave - Main to civic 19 | 210 m | | | | | 756,000 | | | | |
| Maple Ave -civic 19 to civic 43 | 210 m | | | | | | | 792,000 | | |
| Maple Ave -civic 83 to end | 250 m | | | | | | | | | |
| Pleasant - Huron to Orchard | 240 m | | | | | | | | 864,000 | |
| Pleasant - Sherwood to Huron | 180 m | | | 648,000 | | | | | | |
| Seaview | 185 m | 665,000 | | | | | | | | |
| Sidewalk - Blomidon Terrace | | 100,000 | | | | | | | | |
| University - civic 18 to Crowell Dr | 200 m | | | | | | | | 720,000 | |
| University - Main to civic 18 | 200 m | | | | | | 720,000 | | | |
| Victoria - Main to King | 170 m | | | | | | | | 612,000 | |
| Westwood - Main to Irving Centre | 350 m | 1,260,000 | | | | | | | | |
| Wickwire - Little to Beckwith | 300 m | | | | | | 1,080,000 | | | |
| Engineering - design work year in advance | | 96,300 | 14,500 | 77,400 | 77,400 | 68,400 | 90,000 | 84,600 | 109,800 | 73,800 |
| | | | | | | | | | | |
| Streets, Sidewalks, Parking Lots | | 1,706,300 | 1,939,500 | 367,400 | 1,625,400 | 1,616,400 | 1,458,000 | 1,884,600 | 1,801,800 | 2,269,800 |
| | | | | | | | | | | |
| Other Transportation | | | | | | | | | | |
| Decorative Downtown Light Posts - Elm | | | 75,000 | | | | | | | |
| Decorative Downtown Light Posts - to Willow | | | | 200,000 | | | | | | |
| | | | | | | | | | | |
| Asset Mgt Plan - <i>partial cwfd</i> | | 20,000 | | | | | | | | |
| Traffic lights @ Gaspereau/Main | | - | 200,000 | | | | | | | |
| Shoreline Protection | | 50,000 | 250,000 | | | | | | | |
| Flood Risk Mitigation | | | 50,000 | 50,000 | | | | | | 1,000,000 |
| Storm Water Mgt Plan | | - | 30,000 | | | | | | | |
| | | 70,000 | 605,000 | 50,000 | 200,000 | - | - | - | - | 1,000,000 |
| Other Transportation | | | | | | | | | | |
| TOTAL TRANSPORTATION | | \$ 1,832,300 | \$ 2,671,000 | \$ 754,600 | \$ 1,882,800 | \$ 2,000,800 | \$ 1,986,000 | \$ 1,899,600 | \$ 2,147,800 | \$ 2,479,800 |
| | | | | | | | | | | \$ 2,639,600 |

TOTAL TRANSPORTATION

Town of Wolfville
DRAFT 2018/19 Ten Year Capital Investment Plan - Nov 7 COW
Fiscal 2018/19 to 2027/27

| | BUDGET FOCUS | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | Year 1 <u>2018/19</u> | Year 2 <u>2019/20</u> | Year 3 <u>2020/21</u> | Year 4 <u>2021/22</u> | Year 5 <u>2022/23</u> | Year 6 <u>2023/24</u> | Year 7 <u>2024/25</u> | Year 8 <u>2025/26</u> | Year 9 <u>2026/27</u> | Year 10 <u>2027/28</u> |
| Environmental Health Services | | | | | | | | | | |
| Sewer Treatment | | | | | | | | | | |
| Ultra-violet treatment system | 150,000 | | | | | | | | | |
| Plant expansion design | 40,000 | 40,000 | | | | | | | | |
| Treatment plant expansion | | | 1,500,000 | | | | | | | |
| | 190,000 | 40,000 | 1,500,000 | - | - | - | - | - | - | - |
| Sanitary Sewer Collection | | | | | | | | | | |
| Generator (s) Lift Stations | 60,000 | | | | | | | | | |
| | 60,000 | - | - | - | - | - | - | - | - | - |
| TOTAL Environmental Health Services | \$ 250,000 | \$ 40,000 | \$ 1,500,000 | \$ - |
| Community Infrastructure | | | | | | | | | | |
| West End Gateway | | | | | | | | | | |
| Clock Park Lighting | 50,000 | | | | | | | | | |
| East End Gateway | | | | | | | | | | |
| Harvest Moon Trail Head | 25,000 | 25,000 | | | | | | | | |
| Splash Pad/Water Feature | | | 100,000 | | | | | | | |
| VIC & Willow Park Upgrades | - | 500,000 | | | | | | | | |
| Other Upgrades - incl Willow | 45,000 | 100,000 | | | | | | | | |
| Evangeline Park - <i>partial cfwd</i> | 35,000 | | | | | | | | | |
| Nature Preserve - dam upgrade | 100,000 | | | | 500,000 | | | | | |
| Tennis Courts - resurface | 50,000 | | | | | | | | | |
| Allow for Future Park Development | | | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| West End Parkland & Trail | | | 100,000 | | | | | | | |
| | \$ 305,000 | \$ 625,000 | \$ 200,000 | \$ 50,000 | \$ 550,000 | \$ 50,000 |
| GRAND TOTAL ALL PROJECTS | \$ 3,457,300 | \$ 3,386,000 | \$ 2,519,600 | \$ 1,982,800 | \$ 2,600,800 | \$ 2,856,000 | \$ 3,319,600 | \$ 2,217,800 | \$ 2,564,800 | \$ 9,109,600 |
| | | | | | | | | | | \$ 34,014,300 |

REQUEST FOR DECISION 012-2018

Title: Property Tax Exemption Policy Amendments

Date: 2018-02-06

Department: Finance



SUMMARY

Property Tax Exemption Policy Amendments

Over the last year the Town has received requests from property owners related to the Town's Property Tax Exemption Policy (Policy 140-014). Technically the requests involve two policies as one of the requests comes from Wolfville L'Arche Homefires Society for which a "temporary" policy (Policy 140-008) was in place during the construction of their new facility.

In addition, staff have determined that one of the properties, currently in Schedule C of Policy 140-014, does not qualify for the exemption.

The properties involved with potential changes to the Exemption Policy are:

- L'Arche - Main Street facility. Request to have assessment taxed effectively at residential rate, not commercial.
- L'Arche – Policy 140-008 is now outdated given the occupancy of the Main Street facility. Policy should be formally repealed.
- Wolfville Historical Society – Noted in Schedule A of Policy 140-014, currently does not provide relief from Business Development Area Rate. The Society has requested relief from that area rate.
- St George's Lodge – Currently included on Schedule C (Policy 140-14). Staff have determined that the property does not qualify under the requirements of the Policy.

In terms of L'Arche, this RFD deals only with the repeal of the temporary Policy 140-008. Staff will be meeting with L'Arche representatives later this month, with a goal to bring their current request for relief to the March COW meeting.

DRAFT MOTION:

That Council approve the following changes to Policy 140-014:

- Amend Schedule A to provide Wolfville Historical Society relief from all area rates, except fire protection rate.
- Remove St George's Lodge Gaspereau Avenue property from Schedule C.

That Council repeal Policy 140-008.

REQUEST FOR DECISION 012-2018

Title: Property Tax Exemption Policy Amendments

Date: 2018-02-06

Department: Finance



1) CAO COMMENTS

CAO supports recommendation of Staff, recognizing the Director of Financial Services reviewed the status of St. Georges Lodge before determining they do not meet the overall requirements of the Policy.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act, Section 71

3) STAFF RECOMMENDATION

Staff recommend that Wolfville Historical Society receive the tax relief requested and that St. George's Lodge be removed from the Policy 140-014.

4) REFERENCES AND ATTACHMENTS

1. Town Policy 140-008 Wolfville L'Arche Homefires Society
2. Town Policy 140-014 Property Tax Exemption

5) DISCUSSION

This RFD deals with three properties in Town and application of the Town's exemption policy. Council may decide to deal with all three at one time, or defer decision on any one of them.

St George's Lodge, 43 Gaspereau Avenue

This property has received an exemption for years, originally under Chapter 45 Property Tax Reduction Bylaw. With the adoption of Town Policy 140-014 (replacing individual bylaws), staff reviewed each property against the criteria of the applicable Schedule in the Policy. St. George's Lodge is included in Schedule C which includes the following requirements:

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.*

Staff determined that the Lodge does not meet the intent of clause (b), public use. Communications with the Lodge's Treasurer over the last couple of years have focused on clarification of public use of the property.

REQUEST FOR DECISION 012-2018

Title: Property Tax Exemption Policy Amendments

Date: 2018-02-06

Department: Finance



The Lodge is used by the 1st Wolfville Beavers, but generally not by other residents of the Town. Staff reached out to the treasurer to determine what, if any, hours are routinely made available to the public. Due to the nature of the Lodge, it is particularly conducive to use by public. Other than use by Lodge members and the Beavers, there is essentially no public use. The Treasurer confirms that there are no hours scheduled for public use, not any advertising that would allow the public to contact the Lodge to book a time.

The Lodge does have a financial need for the exemption as it has limited financial resources to maintain the property. Staff, although understanding of this fact, do not feel it overrides the intent of the Policy which is meant to encourage availability of space for public use.

Wolfville Historical Society, 259 Main Street

The Society is not currently eligible for relief from area rates. They have requested relief from the Business Development Area Rate which is applied to all taxable commercial assessments unless otherwise exempted by way of Policy.

The operation of the property and the activities of the Society are not a commercial enterprise in the traditional sense. Municipal properties fall into residential or commercial assessments. This property is not residential, so it is by default commercial.

Providing relief from area rates, other than fire protection, seems reasonable and is consistent with the relief provided the EKM Foundation in Schedule B.

Wolfville L'Arche Homefires, 341 Main Street

Currently Policy 140-008 is still on the books of the Town. It provided full tax relief for the owners while the new facility was under construction. Now that the project is complete and the building is occupied, Policy 140-008 is no longer relevant. It should be formally repealed.

With regard to the request from L'Arche for tax relief from the commercial rate, staff are still bringing together the information necessary to assist Council in considering their request. The goal is to have this covered in another RFD at the March COW meeting.

6) FINANCIAL IMPLICATIONS

There is no financial implication in the current 2017/18 fiscal year as the proposed changes would be effective in 2018/19.

REQUEST FOR DECISION 012-2018

Title: Property Tax Exemption Policy Amendments

Date: 2018-02-06

Department: Finance



The Wolfville Historical Society request is of a lower dollar level. If approved, the Society would see savings of approximately \$800. In terms of the total revenue collected as Business Development Area Rate, the Town would still collect the \$100,000 requested by the WBDC, it would simply be collected from a slightly smaller assessment base. Given the relatively small dollar involved (compared to overall assessment base in excess of \$32,000,000) it is unlikely this change would have an impact on setting the area rate.

The removal of the Lodge from the Policy would lower the town's exemption expense going into 2018/19 by \$1,600 compared to 2017/18. This change has already been reflected in the draft budget V1.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No reference provided at this time.

8) COMMUNICATION REQUIREMENTS

Regarding the Historical Society, if this request is approved then a letter will be sent to their organization to acknowledge Council's approval.

The Director of Finance has previously communicated to the Lodge's treasurer that the Lodge does not qualify for the exemption. If Council approves the removal of the owner from the Policy, a letter should still be sent to the Lodge confirming the Policy change.

9) ALTERNATIVES

In both cases above, Council may decide not to approve the changes. Small adjustments to the draft 2018/19 budget will be required.



POLICY

| Property Tax Exemption | |
|--------------------------------------|--|
| Policy Number: 140-014 | Supersedes Bylaws: <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: 2016-04-19 | Approved by Council Motion Number: 21-04-16 |

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.

5.8 Policy Review

This policy will be reviewed every year from effective/amended date.

A handwritten signature in blue ink, appearing to read "M. M. Maudin".

CAO

April 20, 2016

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.

| 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 2016-02-16 | Approval By Council Resolution No. 15-02-16 |

1.0 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.

2.0 Scope

This Policy is applicable to all Town of Wolfville Finance department personnel dealing with Tax Exemptions.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (MGA)

4.0 Definitions

- 2.1 **'Council'** means the Town Council for the Town of Wolfville
- 2.2 **'Property'** shall mean 341 Main Street, Assessment Roll number 04402553
- 2.3 **'Society'** shall mean Wolfville L'Arche Homefires Society
- 2.4 **'Town'** means the Town of Wolfville

5.0 Policy

- 3.1 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.
- 3.2 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).



POLICY

- 3.3 The Property will no longer be under renovation when an occupancy permit has been issued for the Property.
- 3.4 The exemption shall commence on September 1, 2012 and will expire when occupancy is issued for the development approved by DA 13-07, or any subsequent amendments.
- 3.5 **Policy Review**
This policy will be reviewed a minimum of every 4 years from effective date.

Winnifred

CAO

March 10, 2016

Date

REQUEST FOR DECISION 011-2018

Title: Committee Policy Amendments

Date: 2018-02-06

Department: Corporate Services



SUMMARY

Committee Policy Amendments

Staff have begun a process of reviewing all committees of Council Policies and Bylaws to determine if the committee's mandate and current practices are aligned and if not, a recommended path forward. The review is on-going and Council will receive a report for consideration and direction at a future meeting. In the meantime, staff are recommending amendments to the Committee Policy 110-001 and the Committees Procedure Policy 110-002 as a first, and necessary step, in the process of the review. The recommended amendments should not affect future committee mandates and policy changes that are recommended from the review, but otherwise ensure consistent treatment and operations for all committees of Council moving forward.

Staff are also recommending a housekeeping amendment for the Wolfville & Acadia Town and Gown Committee Policy to provide meeting flexibility that is consistent with all other committees.

DRAFT MOTION:

That Council approve amendments to Policy 110-001, Committees of Council Policy

That Council approve amendments to Policy 120-012, Wolfville & Acadia Town and Gown Committee Policy

REQUEST FOR DECISION 011-2018

Title: Committee Policy Amendments

Date: 2018-02-06

Department: Corporate Services



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

Section 26 of the *Municipal Government Act* enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

3) STAFF RECOMMENDATION

Staff recommend that Council approve the amendments to the Committees of Council Policy and the Wolfville & Acadia Town and Gown Committee attached to RFD 011-2018.

4) REFERENCES AND ATTACHMENTS

1. Committees of Council Policy, 110-001 (attached)
2. Wolfville & Acadia Town and Gown Committee Policy, 120-012 (attached)

5) DISCUSSION

Staff have begun a process of reviewing all committees of Council Policies and Bylaws to determine if the committee's mandate and current practices are aligned and if not, a recommended path forward. The review is on-going and Council will receive a report for consideration and direction at a future meeting. In the meantime, staff are recommending amendments to the Committee Policy 110-001 and the Committees Procedure Policy 110-002 as a first, and necessary step, in the process of the review. The recommended amendments should not affect future committee mandates and policy changes that are recommended from the review, but otherwise ensure consistent treatment and operations for all committees of Council moving forward.

Committees of Council Policy

The current Committee and Committees Procedure policies include duplicate information and provide more procedural information in the Committee policy than the Committees Procedure policy. Therefore, staff is recommending that the two policies be merged to form a new Committees of Council policy that will apply to all committees of Council unless otherwise stated in their respective committee policy/bylaw.

In addition to eliminating the duplication, the various committee policies of the Town include standard policy regarding qualifications, rules of engagement and membership. Staff is recommending that these standard policy statements be outlined in the proposed Committees of Council Policy to ensure consistency across committees. Paragraphs that appear in "green" in the proposed Committees of Council Policy are standard policy statements that have been added for consistency.

REQUEST FOR DECISION 011-2018

Title: Committee Policy Amendments

Date: 2018-02-06

Department: Corporate Services



Paragraphs and text that appears underlined and in “red” are changes or additions to the policy to align with current practices – i.e. Currently a Committee Summary is provided at the next Committee of the Whole meeting for information or action instead of the committee minutes. Although all draft minutes are provided to Council following a committee meeting, the current policy statement and practice would not provide a “public” summary of the committee meeting as part of the agenda package since all minutes are not made public until they are approved. Final minutes are not approved until the next committee meeting, which in some cases is four months, and by the time the information is available through the minutes, it may be pass tense.

Notable policy changes that should be mentioned include:

Paragraph 5.2.4: Any member on a Committee shall take a leave for one term following two consecutive terms unless no applications have been received for the expired term. This addition is not meant to limit citizen involvement, but to allow for more involvement if there is interest

Paragraphs 5.4.3: Committees may move or cancel a regularly scheduled meeting with five days’ notice to all members, the CAO and the public. This addition is to allow committees flexibility to cancel, add or change a meeting date, particularly if there are no agenda items to be discussed then the meeting could be cancelled. However, this does not mean that committees can choose to not meet at all. Paragraph 5.4.2, all Committees shall meet at least quarterly, still requires committees to meet at least four times per year.

Paragraph 5.4.11: Other public advisory groups or organizations having a mandate which impacts upon the Town should be requested by the Chief Administrative Officer’s office to maintain a liaison with a particular Committee. While every effort should be taken relate such bodies to the mandate of the Committee, it may be necessary to bypass this guideline in order to balance the workload of Committees. This statement was originally found in the Committee Policy; however, staff is recommending that it be removed because intent of the policy is not clear.

Wolfville & Acadia Town and Gown Committee Policy

The proposed amendments to this policy will allow the committee to cancel a meeting if necessary as explained above. Although other amendments will be made to this policy as part of the committees of Council policy review and the Acadia Partnership Agreement, at this time staff is only recommending this housekeeping amendment to provide flexibility that is provided to all other committees.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The proposed amendments to the Committees of Council Policy and the Wolfville & Acadia Town and Gown Committee Policy are housekeeping amendments.

REQUEST FOR DECISION 011-2018

Title: Committee Policy Amendments

Date: 2018-02-06

Department: Corporate Services



Council Strategic Principles:

1. **Affordability** – N/A
2. **Transparency** – The policy amendments ensure consistent and transparent operations for all Committees of Council.
3. **Community Capacity Building** – The addition to the Committees of Council Policy to limit the number of terms a member at large can serve before taking a one term leave of absence provides greater opportunity for new members at large to build capacity through serving on a committee.
4. **Discipline to Stay the Course** - N/A
5. **United Front** – N/A
6. **Environmental Sustainability** – N/A

8) COMMUNICATION REQUIREMENTS

The amendments to the Committees of Council policy will be communicated to all members appointed to Committees of Council through the Town Clerk or designate. The members of the Wolfville & Acadia Town and Gown Committee will receive the policy amendments upon approval by Council.

The Town's records will be updated to reflect the amendments and available to the public.

9) ALTERNATIVES

That Council not approve the amendments to the Committees of Council Policy.

That Council not approve the amendments to the Wolfville & Acadia Town and Gown Committee Policy.



POLICY

| Committees of Council | |
|--|--|
| Policy Number: 110-001 | Supersedes Policy Number: (Not Applicable) 110-002 Committee Procedures |
| Effective Date: 1996-08-19 2014-12-16 2015-02-17 YYYY-MM-DD | Approval By Council (Motion Number): 19-08-96 03-12b-14 19-01-15 ##-##-## |

1.0 Purpose

~~This statement outlines~~ The purpose of this ~~the~~ policy is to outline ~~for~~ the role and operation of Committees under the jurisdiction of the Town.

Section 26 of the *Municipal Government Act* enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

2.0 Scope

This Policy is applicable to all Committees of Council, and their appointed members, within the Town of Wolfville.

3.0 References

3.1 Nova Scotia Municipal Government Act

4.0 Definitions

4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville

4.2 **Committee(s)** is any Committee of Council established by Town Policy or Bylaw

4.3 **Majority** is fifty percent plus one

4.4 **Town Clerk** is the Town Clerk, as appointment by the CAO, for the Town of Wolfville

5.0 Policy

5.1. This policy shall apply to all Committees of Council unless otherwise stated in the respective policies or bylaws.

5.2. Membership

5.2.1. Applications for appointment to the Committees shall be invited by public advertisement.

5.2.2. The Mayor shall be an ex-officio voting member on all Committees of Council.

POLICY

5.2.3. Committees will be chaired by a seated member of Council unless mandated by a higher legislation.

5.2.4. Any member on a Committee shall take a leave for one term following two consecutive terms unless no applications have been received for the expired term.

5.3. Qualifications

5.3.1. Committee members shall reside in the Town of Wolfville, unless otherwise approved by Council. All Committee appointments are made at the discretion of Council.

5.3.2. Any member on a Committee is eligible for reappointment subject to para 5.2.4.

5.3.3. Any member of a Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

5.4. Rules of Engagement

5.4.1. A majority of the members of a Committee constitutes a quorum.

5.4.2. All Committees shall meet at least quarterly.

5.4.3. Committees may move or cancel a regularly scheduled meeting with five days' notice to all members, the CAO and the public.

5.4.4. ~~Subject to the approval of Council, a Committee may from time to time establish regular meeting times for the Committee.~~ Special meetings of a Committee may be called by the Chair with five days' notice to all of the members and the CAO.

5.4.5. Subject to the principles set out in the *Municipal Conflict of Interest Act*, all Committee members present including the person presiding shall vote on a question.

5.4.6. Subject to Section 22 of the *Municipal Government Act*, meetings of the Committee are open to the public.

5.4.7. The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.

5.4.8. Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.

5.4.9. No member of a Committee shall give specific direction to any staff member at any Committee meeting. The responsibility for giving specific direction to staff

POLICY

shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.

5.4.10. A Committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

5.4.11. ~~Other public advisory groups or organizations having a mandate which impacts upon the Town should be requested by the Chief Administrative Officer's office to maintain a liaison with a particular Committee. While every effort should be taken relate such bodies to the mandate of the Committee, it may be necessary to bypass this guideline in order to balance the workload of Committees.~~

5.5. Administration

5.5.1. The Town Clerk shall arrange for an orientation session for each new Committee member upon that member's appointment to the Committee. The purpose of the orientation session is to familiarize the member with the role of the Committee, the Policies and Procedures of the Town which affect the Committee and all other information which will assist the member to make a meaningful contribution to the work of the Committee.

5.5.2. Meeting agenda shall be prepared by the Committee Chair and staff representative and shall be submitted to the Chief Administrative Officer (CAO) for review and approval.

5.5.3. The Town Clerk, ~~or designate~~, shall cause all agendas to be in the hands of Committee members at least three (3) business days before the scheduled meeting. Town Council and Committee of the Whole agendas ~~shall will~~ be available by Thursday prior to a Tuesday meeting.

5.5.4. Agendas may be varied by an affirmative vote of the members present.

5.5.5. The minutes of all Committee meetings are to be recorded and shall be forwarded to the Town Clerk, ~~or designate. to be considered at the next Council or Committee meeting for action or information~~ The Town Clerk, ~~or designate~~, shall cause copies of minutes of all Committee meetings to be ~~delivered available~~ to all Councillors. All approved minutes shall be annotated as being approved once approved at a subsequent meeting.

5.5.6. ~~Information or actions from a Committee to be considered by Council will be presented using the "Committee Update Template" and included in the agenda package for the next regularly scheduled Committee of the Whole meeting.~~

5.5.7. The Town Clerk, ~~or designate~~, is responsible for providing a recording secretary for Committee meetings.



POLICY

- 5.5.8. The CAO is responsible for reviewing minutes of all Committee meetings and for highlighting for Council those items in the minutes which require Council's attention.
- 5.5.9. The Chair of any Committee may request an opportunity to report on the minutes or may request a Council member appointed to that ~~body-Committee~~ to present the ~~information or actions of the Committee Report minutes-to~~ Council.
- 5.5.10. The CAO shall appoint a staff member or members as a liaison/resource member to all Committees.
- 5.5.11. The Town Clerk, ~~or designate~~, shall ensure that the minutes of each meeting are forwarded to all members of the Committee.

5.6. Task Force Committees

- 5.6.1. Council may appoint special Task Force Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only as long as there is a continuing need for the work of that ~~Committee Task Force~~ as determined by Council.
- 5.6.2. In appointing a Task Force Committee, Council shall fix clear terms of reference, a time schedule for the Task Force Committee to report, and the procedure to be followed in the selection of a ~~Committee-Task Force~~ Chair.

6. Policy Review

This Policy will be reviewed every four years from effective/amended date.

6.1. Repeal and Replace

This Policy repeals and replaces ~~Committees Procedure Policy, 110-002~~

CAO

Date



POLICY

Wolfville & Acadia Town and Gown Committee

Policy Number:
120-012

Supersedes Policy Number:
Not Applicable

Effective Date:
2013-04-02
2013-05-21 amended
2014-12-16

Approval By Council Motion Number:
No. 08-04-13
Amending No. 08-05b-13
03-12b-14

1.0 Purpose

The primary purpose of the Wolfville & Acadia Town and Gown Committee is to develop and enhance relationships, communications and policies among Acadia students, community, residents, police and the Town. This objective would be achieved by addressing issues of common concern and may include neighbourhood relations, housing, the environment, economic activities, recreational and cultural events, health and safety issues and academic outreach.

2.0 Scope

This Policy is applicable to all members of the Town of Wolfville Town & Gown Committee.

3.0 References

- 3.1 Nova Scotia Municipal Government Act
- 3.2 [Committees of Council Policy, 110-001](#)

4.0 Definitions

- 4.1 **CAO** means the Chief Administrative Officer of the Town of Wolfville
- 4.2 **Mayor** means the Mayor of the Town of Wolfville

5.0 Policy

5.1 **Composition**

5.1.2 The Committee would consist of 8 members as follows:

- i. The Mayor
- ii. CAO
- iii. 1 Councillor
- iv. Acadia Director Safety and Security
- v. Acadia Student Union (ASU) President
- vi. Acadia Senior Director of Student Affairs
- vii. RCMP Sergeant
- viii. Off campus student representative



POLICY

- 5.1.2 Council will select a Chair at the December meeting for the next year. Council member will serve as chair.
- 6 All Committee members serve without pay. Council member will serve 2 year terms. All other representatives are connected to a position.
- 7 The CAO will serve as a member on the Committee.

7.1 Duties and Responsibilities

- 7.1.2 Generate ideas to continue to improve the relationships between the university, the community, the Town and the police;
- 7.1.3 Specifically make recommendations to Council on strategies to lessen the negative impact on neighbourhood resulting from the large percentage of university students living in town;
- 7.1.4 Develop communication strategies to celebrate the successes and work of the students and other citizens to enhance community relations;
- 7.1.5 Promote the positive attributes of living in a campus community and support activities to ensure a safe and healthy community;
- 7.1.6 Provide an open forum for discussion of issues and concerns among the partners in the community.

7.2 Administration.

- 7.2.2 ~~The meeting of the Committee will be held monthly. The Chair will communicate the meeting schedule annually.~~ The Committee shall meet at least quarterly.
- 7.2.3 Meetings will be held in the Council Chambers of Town Hall or at an alternate location with agreement of the committee.

CAO

December 16, 2014

Date

REQUEST FOR DECISION 006-2018

Title: Amendment to MPS Amendment – Overhead Power and Telecommunications Infrastructure

Date: 2018-02-06

Department: Planning & Development



SUMMARY

AMENDMENT CLARIFICATION

MPS Amendment – Overhead Power and Telecommunications Infrastructure

On March 21, 2017 Council approved an amendment to the Municipal Planning Strategy (MPS) to remove Policy 8.4.4(c) which refers to the location of power and communications infrastructure in the Residential Comprehensive Development District (RCDD). It has been discovered that Policy 13.4.5 of the MPS also refers to the location of power and communications infrastructure in the RCDD zone and should have been included in the original motion.

Legal advice has indicated that an amended motion from Council can clarify intent and avoid future confusion.

DRAFT MOTION:

THAT COUNCIL APPROVE AMENDING MOTION 40-03-17 TO READ THAT COUNCIL GIVE SECOND READING TO THE MUNICIPAL PLANNING STRATEGY AMENDMENT AS OUTLINED IN RESOLUTION 2 – ATTACHMENT 2 TO RFD 010-2017 THAT **POLICIES 8.4.4(C) AND 13.4.5 BE REMOVED FROM THE MUNICIPAL PLANNING STRATEGY WHICH WOULD ALLOW OVERHEAD (ABOVE GROUND) POWER AND COMMUNICATION INFRASTRUCTURE**

REQUEST FOR DECISION 006-2018

Title: Amendment to MPS Amendment – Overhead Power and Telecommunications Infrastructure

Date: 2018-02-06

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

The MGA enable municipalities to create and amend a Municipal Planning Strategy

3) STAFF RECOMMENDATION

Staff recommend that Council amend MOTION 40-03-2017 to include the removal of MPS Policy 13.4.5.

4) REFERENCES AND ATTACHMENTS

1. RFD 010-2017 (original RFD)
2. Staff report (original report to PAC)
3. Amended Resolution 2

5) DISCUSSION

On March 21, 2017 Council approved a motion to remove a section of the MPS that referred to overhead power and communications infrastructure:

MOTION 40-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL GIVE SECOND READING TO THE MUNICIPAL PLANNING STRATEGY AMENDMENT AS OUTLINE IN RESOLUTION 2 – ATTACHMENT 2 TO RFD 010-2017 THAT POLICY 8.4.4(C) BE REMOVED FROM THE MUNICIPAL PLANNING STRATEGY WHICH WOULD ALLOW OVERHEAD (ABOVE GROUND) POWER AND COMMUNICATION INFRASTRUCTURE.

It has since been discovered that there is another policy in the MPS that refers to overhead power and communication infrastructure in the RCDD zone:

Policy 13.4.5 to require all power and communication infrastructure be located underground (both primary and secondary services) for new development located with a (sic) Residential Comprehensive Development District.

This policy is essentially the same as 8.4.4(c) and was missed when the original RFD was brought forward to Council for approval.

Staff have sought legal advice as to whether Council can amend the original motion to include policy 13.4.5 or if the full amendment process would be required.

REQUEST FOR DECISION 006-2018

Title: Amendment to MPS Amendment – Overhead Power and Telecommunications Infrastructure

Date: 2018-02-06

Department: Planning & Development



Legal advice indicates that given that it was Council's intent to remove references to underground power and communication infrastructure from the MPS it would seem reasonable that policy 13.4.5 would have been included. Legal suggest...“a recital to the motion to the effect that what the original intent was and the purpose of the amendment is simply to make it clear that both sections of the MPS were to be deleted”.

The amended motion would read as shown below:

- 6) THAT COUNCIL AMEND MOTION 40-03-17 - IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL GIVE SECOND READING TO THE MUNICIPAL PLANNING STRATEGY AMENDMENT AS OUTLINED IN RESOLUTION 2 – ATTACHMENT 2 TO RFD 010-2017 THAT POLICY 8.4.4(C) BE REMOVED FROM THE MUNICIPAL PLANNING STRATEGY WHICH WOULD ALLOW OVERHEAD (ABOVE GROUND) POWER AND COMMUNICATION INFRASTRUCTURE, TO CHANGE THE WORD “POLICY” TO “POLICIES” AND ADD “AND 13.4.5” AFTER 8.4.4(C).**

Other background and discussion on this topic are covered in the original reports on this matter, attached.

7) FINANCIAL IMPLICATIONS

N/A

8) ALTERNATIVES

That Council not amend the motion and proceed through the process to amend the MPS.

REQUEST FOR DECISION 010-2017

Title: MPS Amendment – Overhead Power

Date: 2017-02-07

Department: Community Development



SUMMARY

MPS Amendment – Overhead Power and Telecommunications Infrastructure

In January of 2016, a request was made to amend the MPS (clause 8.4.4(c)) by the West End land owners (Issam Kadray & Viking Ventures), to allow for overhead power and telecommunications infrastructure, particularly when there is a need for 3-phase power.

Staff took direction from Council in March of 2016 and presented 3 options to the PAC on November 21, 2016 and the issue was recommended on to a Public Participation Meeting (PPM). The PPM was held on January 25, 2017 where Staff presented the 3 options and outlined background information. Staff's recommendation was for Option 2, to allow for overhead power in limited circumstances (see attached detailed amendment) however; after a discussion on the issue, the PAC are recommending to Council that Policy 8.4.4(c) of the MPS be removed entirely (see motion below). The issue is now in front of Council for consideration.

DRAFT MOTION:

That Council give first reading to the MPS amendment, as outlined in the attached Resolution 2 (Option 3 from the Staff Report), to allow overhead power in the RCDD designation in limited circumstances and forward the application on to a Public Hearing, tentatively set for March 21, 2017.

REQUEST FOR DECISION 010-2017

Title: MPS Amendment – Overhead Power

Date: 2017-02-07

Department: Community Development



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

The MGA enables municipalities to create and amend a Municipal Planning Strategy.

3) STAFF RECOMMENDATION

Staff are of the opinion that providing underground power and communications infrastructure in all RCDD circumstances may be prohibitive in reasonably achieving other policy goals of the Municipal Planning Strategy (i.e. affordable housing). This requirement, especially when 3-phase power is involved, is more often used in more urban, downtown environments where undergrounding of all wiring is more practical given the limited space to accommodate the many public and private uses of space. As such, Staff are recommending that the MPS amendments, as outlined in the attached resolution, be forwarded to Council for First Reading.

4) REFERENCES AND ATTACHMENTS

- Staff Report – November 21, 2016 and January 25, 2017.
- Resolution 1 – proposed MPS amendment (Option 2).
- Resolution 2 – proposed MPS amendment (Option 3).

5) PURPOSE OF REPORT

For Council to consider the amendments to the Municipal Planning Strategy and provide direction on next steps.

6) DISCUSSION

At the January 25, 2017 meeting of the PAC, a Public Participation Meeting was held. One of the West End Developers (Viking Ventures) spoke in support of the amendments no other written or oral submissions were received. The Staff recommendation (Option 2 – see attached report) was then presented and defeated:

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE FORWARD THE PROPOSED OVERHEAD POWER MPS AMENDMENT, AS OUTLINED IN THE RESOLUTION (OPTION 2 FROM THE STAFF REPORT), TO COUNCIL WITH A POSITIVE RECOMMENDATION

DEFEATED

A motion was then put forward in support of Option 3 (see attached report) and was carried:

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE FORWARD THE PROPOSED OVERHEAD POWER MPS AMENDMENT, TO REMOVE

REQUEST FOR DECISION 010-2017

Title: MPS Amendment – Overhead Power

Date: 2017-02-07

Department: Community Development



POLICY 8.4.4 (C), (OPTION 3 FROM THE STAFF REPORT) TO COUNCIL WITH A POSITIVE RECOMMENDATION

CARRIED

Either Option 2 or 3 will allow the Developers to proceed and reduce the cost of burying the 3-Phase power required to service the higher densities envisioned in Phase 3 of the West End development proposal. Option 2 was recommended by Staff as it allows for some flexibility, in limited circumstances, but still provides negotiating ability for Staff and Council as part of a DA process for the aesthetic and functional benefits of underground power and telecommunications infrastructure (see benefits in attached Report). Staff is also currently reviewing the MPS, including the requirements of the RCDD designation, and can further consider the issue if the proposed amendments prove not to be suitable. Through the lens of providing more affordable housing, the Staff recommendation would still require single phase power to be placed underground, contributing to additional development costs (at least \$3,000/standard lot for single phase depending on site conditions).

Option 3 provides for the most flexibility to Developers and allows them to make a decision based on market conditions. The initial phases of Stirling Avenue and the lower density portions of the Woodman's Grove development were not required to have underground power and telecommunications infrastructure but were put in by the Developers for the aesthetic benefits. The Town itself also does not bury this wiring when reconstructing a street, based on the additional cost. Through the lens of providing more affordable housing in the Town, this option presents the most flexibility if it is assumed the cost savings to the Developers will be passed on to buyers through a lower sale price.

Staff are supportive of option 2 or 3, given that either will allow the Development Agreements for the West End lands to move forward and contribute to more affordable housing options in the Town. The issue comes down to the level of importance the Town places on the benefits (primarily aesthetic – see Report for full detail) of burying all power and telecommunications infrastructure in the RCDD designation.

A complete analysis of the issue is provided in the attached staff report. A decision of Council to amend their Municipal Planning Strategy is not subject to an appeal period.

7) FINANCIAL IMPLICATIONS

None.

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See attached Staff Report

REQUEST FOR DECISION 010-2017

Title: MPS Amendment – Overhead Power

Date: 2017-02-07

Department: Community Development



9) COMMUNICATION REQUIREMENTS

After First Reading is given to the issue, notification for the Public Hearing will be required (see Staff Report for detailed process).

10) ALTERNATIVES

That Council give first reading to the MPS amendment, as outlined in the attached Resolution 2 (Option 3 from the Staff Report), to remove the requirement for overhead power in the RCDD designation.

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



| | |
|-------------------------------|---|
| APPLICANT | Initiated by Council – March 22, 2016 in response to a request from Viking Ventures Limited and 2231266 Nova Scotia Limited (West End Land owners) |
| PROPOSAL | To amend the Municipal Planning Strategy to allow for overhead power, in the Comprehensive Development District (CDD) designation and zone (RCDD), in limited circumstances |
| LOCATION | Various (RCDD zoned lands) |
| LOT SIZE | N/A |
| DESIGNATION | Comprehensive Development District |
| ZONE | Residential Comprehensive Development District (RCDD) |
| SURROUNDING USES | N/A |
| NEIGHBOUR NOTIFICATION | None to-date, notification would take place if Staff is directed to proceed. |

1) PROPOSAL

Staff have been processing development agreements on the West End Lands extending south from Stirling Avenue and Hillcrest Avenue to Highway 101. The proponents of the West End development proposal made a request (January 2016) to consider an amendment to the Comprehensive Development District Designation, Policy 8.4.4 (c) of the Municipal Planning Strategy (MPS) to allow overhead (above ground) power in limited circumstances. Council directed Staff in March of 2016 to explore a plan amendment and bring the issue forward concurrently to the west end development agreements.

Although the proposed amendments are being driven by a site-specific issue on the West End Lands, Staff have taken a Town-wide perspective in considering allowances for overhead power in future RCDD developments as well. Figure 1 below shows the areas of Wolfville where all power and communications infrastructure currently exist underground (i.e. no overhead poles and wires). All other areas have some level of overhead poles/wiring for power and communications infrastructure.

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development

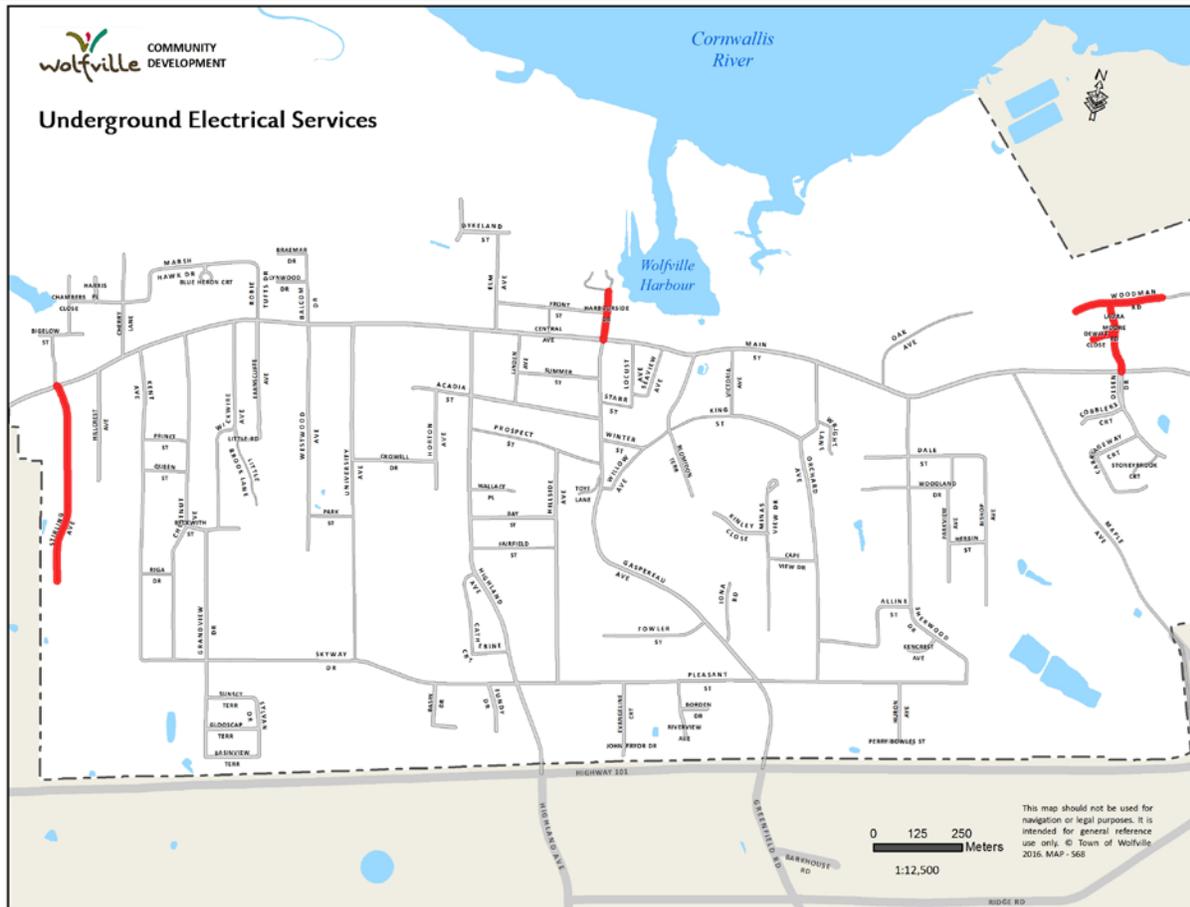


Figure 1 – existing areas where all power and communications infrastructure is located underground (shown in RED).

As the Municipal Planning Strategy is currently under review, the timing of beginning an MPS amendment on this issue is not ideal. However, in order for the developers to proceed with the plan as currently being negotiated with Staff, there needs to be clarity if Council will permit overhead power and communications wiring, in limited circumstances, particularly when three-phase power is required.

2) STAFF RECOMMENDATION

Staff are of the opinion that providing underground power in all RCDD circumstances may be prohibitive in reasonably achieving other policy goals of the Municipal Planning Strategy. Staff recommend that the amendment options proceed to a Public Participation meeting (PPM) to seek input as per the Town's Public Participation Program Policy and as required by the *Municipal Government Act*. Pending the outcome of the PPM, Staff are recommending of Option 2 (as outlined herein and the attached resolution) to proceed with a MPS amendment to allow overhead power and communications infrastructure in limited circumstances.

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



3) BACKGROUND AND CONTEXT

Since the adoption of the 2008 Municipal Planning Strategy (MPS), the Town has required underground power in all Comprehensive Development District Designated lands, pursuant to Policy 8.4.4(c) of the MPS which states:

- (c) require all power and communication infrastructure to be located underground (both primary and secondary); and*

It is assumed that the rationale for requiring power and communication infrastructure to be located underground was primarily related to more aesthetically pleasing streetscapes; for large street trees to be uninhibited by power lines (less maintenance); and for increased reliability (fewer interruptions) given the impacts weather events can have on overhead wiring infrastructure.

Since the adoption of the 2008 MPS, no major development that would require [three phase power](#) has occurred pursuant to the policies of the CDD designation. A few Developers have voluntarily put all power and communications infrastructure underground (i.e. portion of Woodman's Grove, Stirling Avenue) but only where power requirements can be met with a [single phase line](#), a much more economical piece of infrastructure to place underground. With the proposed development of the West End Lands, three-phase power (higher voltage, more intensive wiring system and support infrastructure) is required to service the area and this presents significant cost challenges to the developers, impacting their ability to provide more affordable housing options in the area, particularly in relation to MPS policy 8.4.5(c) which states:

- (c) the project provides an affordability component that would meet the need to provide housing in Wolfville that is affordable and available for all sectors of society.*

Staff sought direction from the Planning Advisory Committee (PAC) and Council on initiating an MPS amendment to accommodate overhead power in limited circumstances. PAC direction provided February 24, 2016 was as follows:

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE RECOMMENDS TO COUNCIL THAT A PLAN AMENDMENT CONCURRENT TO THE APPROVAL OF THE DRAFT DEVELOPMENT AGREEMENT WHICH WOULD CONSIDER ALLOWING OVERHEAD POWER IN LIMITED CIRCUMSTANCES BE INITIATED.

CARRIED

Council direction was then provided March 22, 2016:

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



d. RFD 019-2016 REQUEST FOR MPS AMENDMENT – THREE PHASE POWER
27-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL INITIATE A PLAN AMENDMENT
CONCURRENT TO THE APPROVAL OF THE DRAFT DEVELOPMENT AGREEMENT THAT CONSIDERS
ALLOWING OVERHEAD POWER IN LIMITED CIRCUMSTANCES

CARRIED

At the November 28th, 2016 PAC meeting, the issue was recommended on to a Public Participation meeting.

Further analysis and discussion on key issues related to the proposed amendments are provided in Sections 5 and 6 of this report.

4) PROCESS & PUBLIC CONSULTATION

If it is decided to move forward with the Staff recommendation, the next step would be a Public Participation Meeting (PPM) in front of the Planning Advisory Committee to receive input on the amendment options, pursuant to the Town's Public Participation Program Policy and requirements of the *Municipal Government Act*, including notification and advertising. The Town website, social media and an email list (west end specific) would also be utilized. After a Public Participation meeting, the issue would come back to PAC with the actual recommended amendment(s). After a recommendation from the PAC, the adoption of amendments to the Municipal Planning Strategy requires first reading by Council, a Public Hearing, followed by a decision by Council at second reading. There is no appeal mechanism for policy adopted in the Municipal Planning Strategy.

5) POLICY REVIEW AND DISCUSSION

The requirement for underground power is an MPS policy contained within Section 8.4 the CDD (Comprehensive Development District) designation. Any amendments to allow overhead infrastructure would require policy 8.4.4(c) to be amended to include exemptions. Section 8.4.4(c) of the MPS states it is Council's policy to:

(c) require all power and communication infrastructure to be located underground (both primary and secondary); and

Amendments to a specific CDD designation policy should be considered with the other policies and overall intent of this designation in mind. Policies influence each other in different ways. In the context of underground power, the additional cost will be passed on to potential home buyers in the area, impacting the ability to respond to the affordable housing policy of the CDD designation (8.4.5(c)). With this in mind, the policies of section 8.4.4 and 8.4.5 of the MPS are included here:

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



8.4.4 to ensure the following criteria are met when Council is considering development proposals in the Residential Comprehensive Development District (RCDD) zone:

- (a) a minimum EnerGuide rating of 80 is achieved by all new single unit and two unit residential dwellings; and*
- (b) the maximum density of residential dwellings units shall be an average of 12 dwelling units per acre and the minimum density shall be an average of 5 dwelling units per acre; and*
- (c) require all power and communication infrastructure to be located underground (both primary and secondary); and*
- (d) development is in accordance with policy 18.6.1.*

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



- 8.4.5** *to require that all developments within the Residential Comprehensive Development District (RCDD) zone respond to sustainability principles. The sustainability principles to be considered by Council shall include, but not be limited to the following:*
- (a) the project provides buildings and site design that reduce the required operational energy requirements by a significant amount from conventional buildings. (e.g. district heating systems)*
 - (b) the project provides buildings and site design that substantially reduce the impact on the environment through:*
 - i. retention of natural systems, e.g. retaining natural slopes*
 - ii. retention of Category 2 soils, e.g. community gardens*
 - iii. use of renewable energy sources, e.g. site orientation*
 - iv. management of construction wastes*
 - v. reduced storm water run off, e.g. storm retention ponds*
 - vi. water conservation; e.g. low flow fixtures*
 - vii. waste reduction including solid waste and sewage*
 - viii. use of environmentally sustainable materials*
 - ix. use of certified Fair Trade products*
 - (c) the project provides an affordability component that would meet the need to provide housing in Wolfville that is affordable and available for all sectors of society.*
 - (d) the project provides for alternative or shared housing and services models such as co-operative housing, co-housing, life lease, car pooling/sharing, district heating, etc.*
 - (e) the project provides barrier free/accessible housing units.*
 - (f) the project demonstrates high quality architectural and environmental design that is compatible with the landscape and that will contribute positively to the immediate area and the Town in general.*
 - (g) the project provides a mixture of housing types and densities as well as a variety of housing designs*
 - (h) the project provides public or private amenities such as parks, walkways, public art, daycare, cultural venues, and public gathering spaces.*
 - (i) the project provides active transportation routes and amenities and maximizes connections with existing trail/walkway systems.*
 - (j) the project provides access to public transportation.*
 - (k) the project provides mixed uses of a local commercial nature including but not limited to convenience stores, laundromats, farm markets, etc.*
 - (l) the proposal makes efficient use of land in relation to infrastructure requirements (e.g. clustering of homes).*

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



6) DISCUSSION – KEY ISSUES

A) WHY UNDERGROUND POWER?

The rationale to require power and communications infrastructure to be located underground is primarily based on:

1. **Aesthetics:** The significant visual impact on the landscape/streetscape caused by overhead wiring and poles, including view corridors, is often cited as the largest benefit to underground power/communications infrastructure. Often cited is improved neighbourhood character (less technological/man-made) with underground infrastructure. This said, in a cost-benefit situation it is difficult to assign a value to improved aesthetics, especially when factoring in the effects on the mental and emotional health of residents and overall quality of life.
2. **Forest Canopy:** This benefit is linked with aesthetics but can offer other functional benefits. In the absence of power poles and wiring, street trees can grow with reduced need for tree trimming and maintenance. An increased tree canopy can also promote healthy communities by creating cooler micro-climates, reducing storm water runoff/impacts on infrastructure, and providing wildlife habitat.
3. **Reliability:** Underground power and communications infrastructure is often less susceptible to outages during extreme weather events (i.e. high winds, thunderstorms, heavy snow or ice). This said, it is often the case that repairs to underground infrastructure are more time consuming and incur additional costs than with overhead lines.

It should be noted that HRM has done extensive [work](#) on the costs and benefits of underground wiring and has been considering requirements for some time. One [study](#), *Underground Utilities Feasibility Study for Halifax Regional Municipality* concluded:

In all development scenarios analyzed, the costs outweighed the quantifiable benefits by a margin of 5 to 15 times. Therefore, the decision to place utilities underground must be based on the weight a municipality places on aesthetic benefits.

Figure 2 (taken from the above cited HRM study) shows an example street with and without overhead wiring:

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



Figure 2 – example of a street with (left) and without (right) overhead wiring.

B) WEST END DEVELOPMENT AGREEMENTS

The west end lands requires [three-phase power](#) to be connected to the area to ensure sufficient power is provided, particularly for the higher densities envisioned for Phase 3 of the development (closer to highway 101). Nova Scotia power requires three-phase power in circumstances where land use intensity exceeds the use of single phase power. Three-phase power is much more expensive to place underground.

A clause is included in the draft West End DAs that all power and communications infrastructure is to be located underground, subject to future policy changes. This allows the DAs to also move forward while deliberations occur on overhead power exemptions.

The power/communications infrastructure is only proposed to be located overhead in a portion of the development where 3-phase power from Skyway Drive would connect into the Phase 3 area of the development (closest to highway 101) where higher densities are envisioned. It is proposed that the primary power would be overhead where secondary power (pole to building) would be underground. Streets that can be serviced with single phase power (going north from the Skyway Drive extension) would still include all underground power and communications infrastructure as has been provided on the existing section of Stirling Avenue. Figure 3 below shows the proposal from the West End Developers.

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



Figure 3 –southern portion of the West End comprehensive development proposal showing conceptual power schematic as proposed by the Developers.

C) OTHER RECENT DEVELOPMENT IN WOLFFVILLE

Development Agreements approved before the adoption of the 2008 MPS were required to put secondary power underground (from the poles to the buildings) but were permitted to put primary power overhead (the wires and poles along the street). As was shown on Figure 1, the majority of primary power in the Town of Wolfville is provided overhead.

| Development | DA Requirement |
|-------------------------------|---|
| Existing Stirling Avenue Lots | <p>Clause 5.1.16: "Stirling agrees that all secondary power services to buildings on the lands shall be located underground."</p> <p>Should be noted that the existing Stirling Avenue has all underground power and communications infrastructure but was the choice of the Developer, not a requirement of the DA. This section is able to be serviced with single phase power.</p> |

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



| | |
|---|---|
| Whispering Creek | Clause 4.5.5: "There shall be underground electrical power service for secondary power (street to buildings)." |
| Woodman's Grove | <p>Clause 4.6.7: "The Developer shall install underground secondary services for electrical power".</p> <p>It should be noted that the lower density portion of this development has all power and communications infrastructure underground although it was not required. This portion could be served with single phase power. The higher density area includes overhead power given the 3-phase (higher voltage) required. See Figure 4 for existing condition in Woodman's Grove.</p> |
| Chambers Close Area | No requirement |
| Maple Avenue | <p>Clause 5.9.7 Secondary electrical and communications infrastructure (from the primary service in the street to a building on a lot) shall be installed underground.</p> <p>Clause 5.9.8 The developer may install underground primary services (in the street) for electrical and communications infrastructure and if so, the developer shall provide infrastructure for street lighting as approved by the Town Engineer.</p> |
| Wolfville Court – Basin Drive – New multi-unit building | <p>Clause 5.1.7.1 The developer shall be responsible for installing all services to the Town's standards, including:</p> <p>(a) Electricity, which shall be comprised of underground secondary power lines;</p> |

REPORT TO PLANNING ADVISORY COMMITTEE

MPS Amendment - Overhead Power Exemptions

Date: November 28, 2016 & January 25, 2017

Department: Community Development



Figure 4: Woodman's Grove Examples of all underground (left) and overhead 3-phase (right)

It should also be noted here that when the Town is re-constructing a street (i.e. Main Street east end, Highland Avenue) it has been the practice to not place power and communications infrastructure underground given the significant cost of doing so.

D) JURISDICTIONAL SCAN

A jurisdictional scan was conducted to determine what is required elsewhere. The table below shows that no other municipality (of similar size) has this requirement included in their planning documents.

| Jurisdiction | Requires underground power/communications infrastructure? |
|---------------|---|
| Antigonish | Not required |
| Bridgewater | Not required (see Attachment 1 for policy language) |
| Chester | Not required |
| Kentville | Not required |
| Kings County | Not required |
| Lunenburg | Not required (see Attachment 1 for policy language) |
| Sackville, NB | Not required |
| Truro | Not required (see Attachment 1 for policy language) |
| Windsor | Not required |
| Yarmouth | Not required |

HRM has been involved in undergrounding of traditional overhead utility infrastructure for a number of years, particular along their busy urban, downtown streets but are still working on applicability to new subdivisions within their "urban settlement area" only. Some areas of downtown Dartmouth and Halifax have been "pole free" in HRM since the 1970s. Information on other larger cities and their approach to underground power and communications infrastructure is included below from HRM's *Underground Utilities Feasibility Study for Halifax Regional Municipality*.

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Other cities in Canada

Within the last 25 years, seven of the ten largest Canadian cities as well as other cities around the world have been requiring all electric power and communication lines to be installed underground in new residential areas. This requirement is driven by the benefit of having an improved streetscape appearance and having more space in urban areas for large trees.

In all development scenarios, costs outweigh the quantifiable benefits, some by a large margin. A municipal decision has to be based on the weight given to the un-quantifiable benefits, such as aesthetics.

| | Toronto | Montreal | Calgary | Ottawa | Edmonton | Winnipeg | Mississauga | Vancouver | Quebec | Hamilton | Gatineau | New Westminster |
|--|---------|----------|---------|--------|----------|----------|-------------|-----------|--------|----------|----------|-----------------|
| Underground required in residential areas? | Y | N | Y | Y | Y | Y | Y | N | N | Y | Y | Y |
| Official policy or bylaw in place? | Y | N | N | N | N | Y | Y | N | N | N | Y | Y |

E) NOVA SCOTIA POWER'S PERSPECTIVE

Nova Scotia Power's [website](#) states the following with regards to underground power:

When electricity systems were first developed, the technology didn't exist to put them underground, so lines were strung along poles. While electricity and other services can be run underground today, cost and convenience are the chief reasons most of Nova Scotia's 31,800 km of power lines are run above ground.

Many prefer that power lines are buried for aesthetic reasons, and because underground services are less susceptible to power outages. But when they do occur they are often harder to locate and take longer to repair. Burying lines in urban areas can entail digging up sidewalks and disrupting busy streets for extended periods of time. Outside of towns and cities, burying lines can disrupt natural environments.

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It's also about ten times more expensive to install underground than overhead power lines. We take this into consideration because as a regulated utility, NS Power operates on a cost-of-service model whereby the costs of providing electricity service – like installing new power lines – are shared equally among customers across the province. By regulation, customers from Yarmouth to Inverness would share the cost of burying lines in Halifax, or anywhere else in the province. It's why a customer living on an isolated road in a rural area of the province pays the same power rate as another customer living in downtown Halifax, even if the cost of providing service to those customers is different. We're mandated to provide low-cost service, and every expenditure we make over \$250,000 is first examined by the Utility and Review Board to ensure it is in the best interest of all customers.

It should be further noted that NS Power also provided to Staff the information that the large transformer boxes associated with underground 3-Phase power would be the size of a small car and would be required to be placed along the street or on a property in proximity to the street, creating its own challenges.

7) OPTIONS

There are 3 options that Staff feel should be considered on the issue:

| Option | Staff Comment |
|--|---|
| 1. Maintain the status quo (do not proceed with amendments) | No change would be made to the policies of the MPS and the West End Land owners would be required to put all power and communications infrastructure underground. This may delay DA negotiations and overall process given the additional costs. |
| 2. Allow in limited circumstances: <ul style="list-style-type: none">- Where environmentally sensitive areas limit the ability to install power and communications infrastructure underground; and- Where 3-phase power is required, primary power and communications infrastructure may be permitted overhead with secondary required to be underground. | <p>This option allows for flexibility, in limited circumstances, when development is taking place around environmentally sensitive areas or when 3-phase power is required.</p> <p>This option would deal with the existing West End DA situation and also be able to accommodate other RCDD developments in the future.</p> <p>Staff are recommending this option moving forward, as detailed in Attachment 2.</p> |
| 3. Remove requirement completely or change language to “encourage” rather than “require”. Secondary power (pole to house) could still be required underground. | This option would not require underground power and communications infrastructure to be underground but rather encourage the practice for the positive benefits outlined in this report. A Developer could then weigh the costs and benefits |

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| | |
|--|--|
| | <p>and make their decision accordingly.</p> <p>This option would be consistent with the requirements of DAs that were approved before the 2008 MPS came into effect. Would provide the most flexibility and account for circumstances that would not be included in Option #2.</p> |
|--|--|

8) REVIEW FROM OTHER DEPARTMENTS

Any amendments that are considered will be reviewed by other Town Departments including Public Works, Fire, and the Traffic Authority. Comments/concerns will be included for Council's consideration in a supplementary report following the Public Participation meeting.

9) CONCLUSION

Staff are of the opinion that providing underground power and communications infrastructure in all RCDD circumstances may be prohibitive in reasonably achieving other policy goals of the Municipal Planning Strategy (i.e. affordable housing). This requirement, especially when 3-phase power is involved, is more often used in more urban, downtown environments where undergrounding of all wiring is more practical given the limited space to accommodate the many public and private uses of space. As such, Staff are recommending that the PAC recommend the issue proceed to a Public Participation Meeting as per the Town's Public Participation Program Policy and requirements of the *Municipal Government Act*. Pending the outcome of this meeting, Staff are recommending moving forward with Option #2 – allowing overhead power and communications infrastructure in limited circumstances, as detailed in Attachment 2.

10) ATTACHMENTS

1. Policy examples from other NS Towns
2. Resolution – Option #2 MPS Amendments



ATTACHMENT 1: Policy examples from other NS Towns

TOWN OF TRURO – Municipal Planning Strategy:

10.8.3 Underground Utilities

The provision of above ground electrical, telephone and natural gas utility lines has several disadvantages. Long stretches of cables attached to utility poles are generally unattractive and detract from the overall appearance of a streetscape. During storms, these services are frequently disrupted due to broken lines.

If trees are planted along a street, they must be severely pruned in order to prevent their interference with the lines. Maintenance costs are higher because of the need to constantly repair and replace poles and wires. If such services were provided underground, streets would generally be more attractive, there would be fewer interruptions of service and maintenance costs would be decreased. Ideally, the only visibly evident utility would be street lights.

Accordingly, the Town will work toward ensuring that utilities are installed underground in new developments. Where possible, they should also be put underground in existing developed areas, particularly in the Industrial Park and the downtown. This would best be done during major street repairs or sidewalk installation. The Town will work toward this goal with the appropriate utility companies.

Policy IN-43

It shall be a policy of Council to encourage the installation of all utility wires, lines and cables below ground in new developments, and in existing developed areas wherever possible.

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TOWN OF BRIDGEWATER – Subdivision By-law:

8.9 Underground Utility Distribution System

- The option for a developer to install underground utility systems including, electrical, telephone, data cables, and cable television will be considered on a case by case basis and subject to approval by Council based on report(s) and recommendations of the Engineer.
- The developer will be responsible to coordinate with all utilities to ensure all services will be available to residents and all utilities are accommodated. All costs not covered by the utilities for the installation of the underground distribution options will be to the account of the developer.
- All installation will be to the best practice standards and to approval of the Engineer.

TOWN OF LUNENBURG – Municipal Planning Strategy:

MPS Policy 7.21 encourage and assist in the improvement of the appearance of the downtown area by the removal of overhead power lines, the replacement of asphalt and concrete sidewalks with brick or interlocking pavers, the planting of trees and the provision of benches.

RESOLUTION

MPS Amendment - Overhead Power and Communications Infrastructure

**CERTIFIED COPY OF MUNICIPAL PLANNING STRATEGY
AMENDMENT**

I, Daniel Stovel, Town Clerk of the Town of Wolfville in the County of Kings, Province of Nova Scotia, do hereby certify this is a true copy of the amendments to the Municipal Planning Strategy adopted by Council of the Town of Wolfville at a meeting duly called and held on the __ of _____, 2018.

Daniel Stovel, Town Clerk

This signature is sealed with the Town of Wolfville Corporate Seal.

AMENDMENTS TO THE TOWN OF WOLFVILLE MUNICIPAL PLANNING STRATEGY

That policies 8.4.4 (c) and 13.4.5 be removed and the subsequent provisions renumbered accordingly.

INFORMATION REPORT

Municipal Planning Strategy Review Update

Date: February 6th, 2018

Department: Planning and Development



1) PURPOSE AND SUMMARY

To provide Council an update related to the ongoing review of our Municipal Planning Strategy and to build on the update provided to both PAC and Council in December of 2017 (attached). This report provides Council with notable pieces of Staff work since the last update and the latest (full document) table of contents is included as well.

This report was not ready for the January 31st, 2018 PAC meeting but will be circulated to members. Staff are striving to provide a monthly update on MPS progress for Council. A defined timeline for the completed draft is forthcoming.

2) DISCUSSION

Moving Forward – what we've been up to:

- **Dalhousie Intern (Emily Statton):** A Dalhousie Community Design Student has been working with Staff on preparing the completed document for review. The current MPS is almost 100 pages (+ we are bringing forward the Land Use By-law and Design Guidelines) so document preparation, formatting, research, etc have been extremely valuable contributions from Emily. Once her internship hours have ended, the intention is to hire her part-time until the documents are ready for review by PAC/Council. Her current focus is the Core Area design guidelines and incorporating Council direction on building height.
- **Future Neighbourhoods:** A Master of Planning Studio Class, under the direction of Dr. John Zuck, are developing principles and policy statements for Future Neighbourhoods. The use of our existing RCDD requirements and best practice will be presented. A development “checklist” is included as a deliverable from the studio and is a useful tool used in other municipalities when greenfield sites are being developed. The class is looking at vacant lands in the east end as a case study to apply findings.
- **Environmental Constraints:** Staff presented the work-to-date, particularly related to Flood Risk, and received feedback from the Environmental Sustainability Committee at their January meeting. The completed draft will include the most recent flood risk data to inform policy directions. Staff will continue to gather information from the Department of Agriculture, garner an insurance industry perspective, and also participate in an Ecology Action Centre workshop on sea level rise (happening soon in Wolfville). Wellhead protection policies are now being reviewed and feedback will be sought from the Source Water Protection Committee before the full draft is brought to PAC/Council.

INFORMATION REPORT

Municipal Planning Strategy Review Update

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- **Asset Management:** An early draft of the Asset Management plan has been received and Staff are looking at ways to use the findings to inform new development/infrastructure policy.
- **Incentives for Infill Development:** Staff have been working on the implementation of Bill 177 through work with the Town of Windsor. This legislation may be useful for encouraging infill development along Front Street and the Rail Line in Wolfville.
- **Website and Communications:** Project updates/information will be posted to the MPS portion of the website.

MPS Table of Contents

- **PART 1 – INTRODUCTION + BACKGROUND**
 - Purpose
 - Review Process + Plan Structure
 - Community Profile
 - Early History
 - Location and Geography
 - Community & Culture
 - Land Use
 - Population
 - Employment (Jobs), Education, Economic Development
 - Housing
 - Infrastructure
 - Disruptors
 - Provincial and Regional Coordination
- **PART 2 – SUSTAINABILITY, OUR SHARED FUTURE, AND COMMUNITY PRIORITIES**
 - Sustainability + Resilience
 - Our Shared Future
 - Community Priorities and Actions
- **PART 3 – NEIGHBOURHOODS**
 - Where We Find Ourselves (Preamble)
 - Neighbourhood Residential Designation
 - Background
 - The Neighbourhood Designation
 - Low Density Residential
 - Medium Density Residential
 - High Density Residential

INFORMATION REPORT

Municipal Planning Strategy Review Update

Date: February 6th, 2018

Department: Planning and Development



- Future Neighbourhoods
 - Neighbourhood Focus Areas
 - Background / Preamble
 - Meeting our Housing Needs
 - Background
 - Housing Choice + Affordability Policies
 - Sustainable + Resilient Neighbourhood Development
 - Background
 - Sustainable + Resilient Neighbourhood Policies
 - Land Use Compatibility
 - Background
 - Land Use Compatibility Policies
 - Neighbourhood Entrepreneurship
 - Background
 - Neighbourhood Entrepreneurship Policies
- Part 4 - **THE CORE AREA**
 - Background
 - Core Area Boundary + Components
 - Core Area General Policies
 - Core Area Neighbourhood Designation
 - Core Area Commercial Designation
 - Opportunity Sites (Development Overlay)
- Part 5 – **ACADIA UNIVERSITY (INSTITUTIONAL)**
 - Background
 - Boundary and Spatial Relationship
 - University Development Policies
- Part 6 – **ENVIRONMENTAL PROTECTION + DEVELOPMENT CONSTRAINTS**
 - Background
 - Mapping / Spatial Analysis
 - Conservation and Stewardship
 - Agriculture
 - Renewable Energy
 - Development Constraints (Considerations)
 - Background
 - Hazards
 - Flood Risk and Tidal Flow Areas

INFORMATION REPORT

Municipal Planning Strategy Review Update

Date: February 6th, 2018

Department: Planning and Development



- Steep Slopes
 - Protection
 - Wellheads
 - Wetlands
 - Watercourses
 - View Corridors
- Part 7 – **PARKS + OPEN SPACE**
 - Background
 - General Policies
 - Parkland Dedication
 - Park and Open Space Typologies
 - Neighbourhood Parks, Linear Parks, Community Parks, etc
 - Major Recreation Facilities
 - Regional Recreation Planning
- Part 8 – **MOBILITY (TRANSPORTATION)**
 - Background
 - Priorities
 - Spatial – Future Mobility Mapping
 - Mobility General Standards
 - Accessibility
 - Pedestrians and Active Transportation
 - Public Transportation
 - Road Hierarchy
 - Parking
 - Traffic
- Part 9 – **INFRASTRUCTURE + PUBLIC SERVICES**
 - Addressing the Deficit
 - Asset Management Plan
 - Levels of Service and Targets/Performance Measures
 - Municipal Assets
 - Water Supply
 - Sewer Collection and Treatment
 - Sanitary
 - Storm
 - Solid Waste
 - Stormwater Management

INFORMATION REPORT

Municipal Planning Strategy Review Update

Date: February 6th, 2018

Department: Planning and Development



- Police and Fire Protection

Part 10 – **IMPLEMENTATION + MONITORING**

- Background
- Implementation
 - Public Engagement
 - Municipal Planning Strategy
 - Land Use By-law
 - Rezoning
 - Design Guidelines and Architectural Controls
 - Subdivision By-law
 - Asset Management
- Planning Application Processes
 - Development Agreements
 - Site Plan Approval
 - As-of-Right
- Monitoring
 - Background
 - Review and Amendment
 - Living Document
 - Metrics and Measurement
- Part 10 – **APPENDICES**
 - Key Background
 - Mapping

1) PURPOSE AND SUMMARY

To provide PAC and Council an update related to the ongoing review of our Municipal Planning Strategy. This report outlines the work-to-date and approach moving forward. In summary:

- Review has been ongoing since 2015. A high caliber of work and policy dialogue has taken place to-date. Staff are committed to working with PAC and Council to produce a document that the community can be proud of.
- Staff are focused on bringing a completed draft to PAC and Council for review and feedback where all aspects and inter-relationships (“holistic view”) can be presented and feedback sought.
- Once an additional resource is secured, Staff will bring back a more detailed timeline that would refine what is included herein (see Attachment 1).
- After direction is provided on the full draft (and any additional analysis or consultation completed) we will proceed with public education, notification and the legislated approval process.

2) STAFF RECOMMENDATION

None at this time – report is for information and discussion purposes. As we move forward, a recommendation/Council motion may be required related to resourcing or timing aspects of the review.

3) DISCUSSION

The importance of our planning documents

Part 213 of the *Municipal Government Act* outlines the purpose of a municipal planning strategy: “to provide statements of policy to guide the development and management of the municipality and, to further this purpose, to establish:

- policies which address problems and opportunities concerning the development of land and the effects of the development;
- policies to provide a framework for the environmental, social and economic development within a municipality;
- policies that are reasonably consistent with the intent of statements of provincial interest; and
- specify programs and actions necessary for implementing the municipal planning.



INFORMATION REPORT

Municipal Planning Strategy Review Update

Date: November 29th, 2017

Department: Planning and Development



Working toward a completed Draft 2

Planning staff recognize that it is difficult to have an informed discussion on single issues and/or individual segments of the MPS without a holistic understanding of how each issue interacts with others. This difficulty may be inadvertently extending the Municipal Planning Strategy Review process.

The segmented approach was effective for Parts 3 and 4 of the MPS given the complexity and sticky issues associated with these parts; however, now that direction has been provided on these parts (e.g. parking, small scale commercial, building height), planning staff want to focus on generating a completed MPS Draft 2 and associated Design Guidelines and Land Use By-law. The goal is a holistic review at joint PAC/Council workshop(s) in 2018.

Resourcing

Staff are proposing to complete the remaining work (see Attachment 1) through a combination of existing staff resources, Dalhousie Studio work, an intern student that transitions into a contract employee, committee/partner/community contributions and feedback on relevant sections, and some minimal contracted services support (e.g. providing graphic representations of policy or regulatory concepts).

Development Agreement Applications and Plan Amendments

Staff are processing a number of complicated files that involve careful consideration for Council:

| Application | Status |
|---|--|
| West End Lands Development Agreements | Ongoing – next step PAC (early 2018) |
| 292 Main Street Development Agreement Application | Ongoing – next step TBD |
| Woodman’s Grove Development Agreement Amendment Application | Ongoing – next step PAC (early 2018) |
| Landmark East Development Agreement Application | Ongoing – next step PAC (early 2018) |
| Lot 3 Gaspereau Development Agreement Application | Ongoing – next step PAC (early 2018) |
| 115 Orchard Avenue Development Agreement Application | Ongoing – next step PAC (early 2018) |
| 185 Main Street Development Agreement Amendment Application | Plan amendments just approved (Nov. 21, 2017). Once application, drawings received will go directly to PAC (no PIM necessary). |
| 329 Main Street Plan Amendment Application | PAC November 29, 2017 |
| 2 Lynwood Development Agreement Discharge | PAC November 29, 2017 |
| Troy Restaurant Development Agreement Amendment Application | PAC November 29, 2017 |

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Department: Planning and Development



Staff's first priority is to process development applications and in any remaining time, to work on the Municipal Planning Strategy. Development Agreement and Plan Amendment applications have ebbs and flows in terms of Staff time required but at any time additional applications may be added to Staff's work load and can impact timelines.

What is our Plan Review going to achieve?

As we move through a long process it is important to remind ourselves of the expected outcomes. Certainly not an exhaustive list but some of the expected outcomes include:

- A strategic decision-making framework for land use decisions and linkages to other strategic documents (e.g. asset management).
- Identified Priorities, Actions and Measurement.
- Improved plan implementation and monitoring – more of a living document.
- A better understanding of our baseline data by integrating the most recent information available.
- A focus on the Core Area – commercial and neighbourhood area as the heart of the Town.
- Improved neighbourhood policies with a focus on housing choice, affordability, residential conversions, and the Residential Rental Business By-law.
- Improved University policies linked to the ongoing partnership agreement with Acadia.
- Recognition of Regional Statements of Interest and compliance with the Provincial Statements.
- Improved Economic Development linkages including process improvements, small-scale commercial opportunities, identifying development opportunity sites and an area to apply Bill 177.
- Improved Parks and Open Space Policies.
- Transportation and Infrastructure policy that is linked to improved asset management and fiscal sustainability.
- Refreshed Environmental Sustainability policies to reflect recent data collection (e.g. flood risk) and aspirations for a more sustainable and resilient community.

4) MOVE FORWARD DETAILS

Attachment 1 includes a draft overview of the approach moving forward.

Given the extensive work completed to-date (consultation, issue papers, community feedback, existing drafts, etc) Planning Staff anticipate the approach moving forward will result in a timely and cost-efficient delivery of a completed Draft 2. It is very important to Staff to have the documents finished in-house and not through the use of consultants.

INFORMATION REPORT

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In the weeks ahead, Staff will further refine the approach outlined in Attachment 1 and seek direction from PAC and Council in early 2018.

5) COMMUNICATIONS AND MESSAGING

Staff will be updating the [GrowingTogether](#) portion of our website so the community can be updated on the path forward with our review process.

Messaging:

- The Municipal Planning Strategy and associated documents (Land Use By-law, Subdivision By-law and Design Guidelines) are critical in managing the Town's growth in a sustainable manner. This is an iterative process that takes time – many issues have generated substantial community dialogue and have required additional analysis.
- Staff are now working on bringing a completed draft to PAC and Council for a holistic review.
- It has been communicated to Staff that the last MPS (2008) was rushed toward the end of the process and we do not wish to repeat that pattern.

6) CONCLUSION

It is not atypical for an MPS process to take a substantial amount of time to complete – particularly a full review such as this. In Wolfville we have an engaged community where there is an expectation for extensive community consultation and detailed exploration of issues in an evidence-based manner. Staff are committed to move forward in completing Draft 2 so that the MPS can be adopted, internal resources can be freed up, and the community can benefit from documents that reflect the vision that Council has for our community moving forward.

INFORMATION REPORT

Municipal Planning Strategy Review Update

Date: November 29th, 2017

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Attachment 1 –MPS Review Move Forward (draft)

| MPS Review Item | Progress | Comments |
|---|---|---|
| PHASE 1 | | |
| Various Background Studies and Consultation. | Complete | Phase 1 was led by FoTenn Consultants – documentation on Phase 1 can be found on the GrowingTogether portion of the Town’s website. |
| <i>Town of Wolfville Municipal Planning Strategy Phase 2 – Draft 1</i> | Complete | The Phase 1 Draft Documents can be found on the GrowingTogether portion of the Town’s website here . |
| PHASE 2 | | |
| Introduction, Strategic Framework, Community Profile, Regional Coordination (Parts 1 and 2) Draft 2 | Substantially Complete | <p>These sections were reviewed by PAC and Council with some feedback provided; however, the review of these was without the rest of the draft document. Additional discussion will be warranted on the Community Priorities (e.g. what are we going to achieve?) when PAC and Council have a finished Draft 2 to review in-full.</p> <p>Other aspects that are being updated include the 2016 census release to inform the Community Profile, the ongoing regional housing needs assessment, and inclusion of the Statements of Regional Interest.</p> |
| Managing Residential Growth and the Neighbourhood Designation (Part 3) Draft 2 | Substantially Complete – Council direction being integrated | Reviewed by PAC and Council with direction provided on particular aspects. Additional feedback and direction will be warranted when this section is reviewed with the full document and in consideration of tools such as the RRBB. |
| Core Area (Part 4) Draft 2 | Complete – Council direction being integrated | After Part 3 and 4 (Draft 2) was presented in June of 2017 to PAC and Council additional analysis was carried out and policy direction provided related to Small-Scale Commercial, Parking, and Building Height. |
| Core Commercial Architectural/Design Guidelines (Draft 2) | In progress | <p>This document is substantially complete but requires updating to reflect the direction from Council related to building height.</p> <p>Review and input from the Design Review Committee will be sought and included for PAC and Council’s consideration.</p> |

INFORMATION REPORT

Municipal Planning Strategy Review Update

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| | | |
|--|-------------|---|
| Development Constraints | In progress | <p>Current focus of Staff. Had a Dalhousie studio project work on this aspect. Includes policies related to Flood Risk, Wellheads, Water Courses, Steep Slopes, Natural Areas, etc.</p> <p>Review and input from the Environmental Sustainability Committee will be sought (early 2018) and included for PAC and Council's consideration.</p> |
| Future Neighborhood Areas | In progress | <p>Intent is that large undeveloped areas will require a secondary planning process. Links to fiscal sustainability and asset management currently being explored and will be brought to Council.</p> <p>Has been interest in a Dalhousie studio class to explore this issue against established neighbourhood development criteria (LEDD-ND) / land development guidelines that inform a comprehensive approach.</p> |
| University Area | In progress | <p>This section will better address open space and mapping issues, approval processes and other areas of mutual interest.</p> <p>Review and input from the Town and Gown Committee and linkages to the partnership agreement will be important.</p> |
| Residential Rental Business By-law or Licensing System | In progress | <p>Staff are reviewing options associated with the implementation of an RRBB or similar tool (in conjunction with a recent Council motion re: Improved Landlord Compliance). There will be some level of additional engagement with landlords and other stakeholders before seeking direction from PAC and Council on the matter.</p> |
| Agriculture | In progress | <p>This section has not garnered a lot of attention and no major changes are proposed. Will be packaged with Draft 2 for Council's consideration.</p> |
| Transportation and Infrastructure | In progress | <p>Important section related to our transportation hierarchy and road profiles, servicing, asset management and other matters where the involvement of our Town Engineer is critical. Some of these policies will</p> |

INFORMATION REPORT

Municipal Planning Strategy Review Update

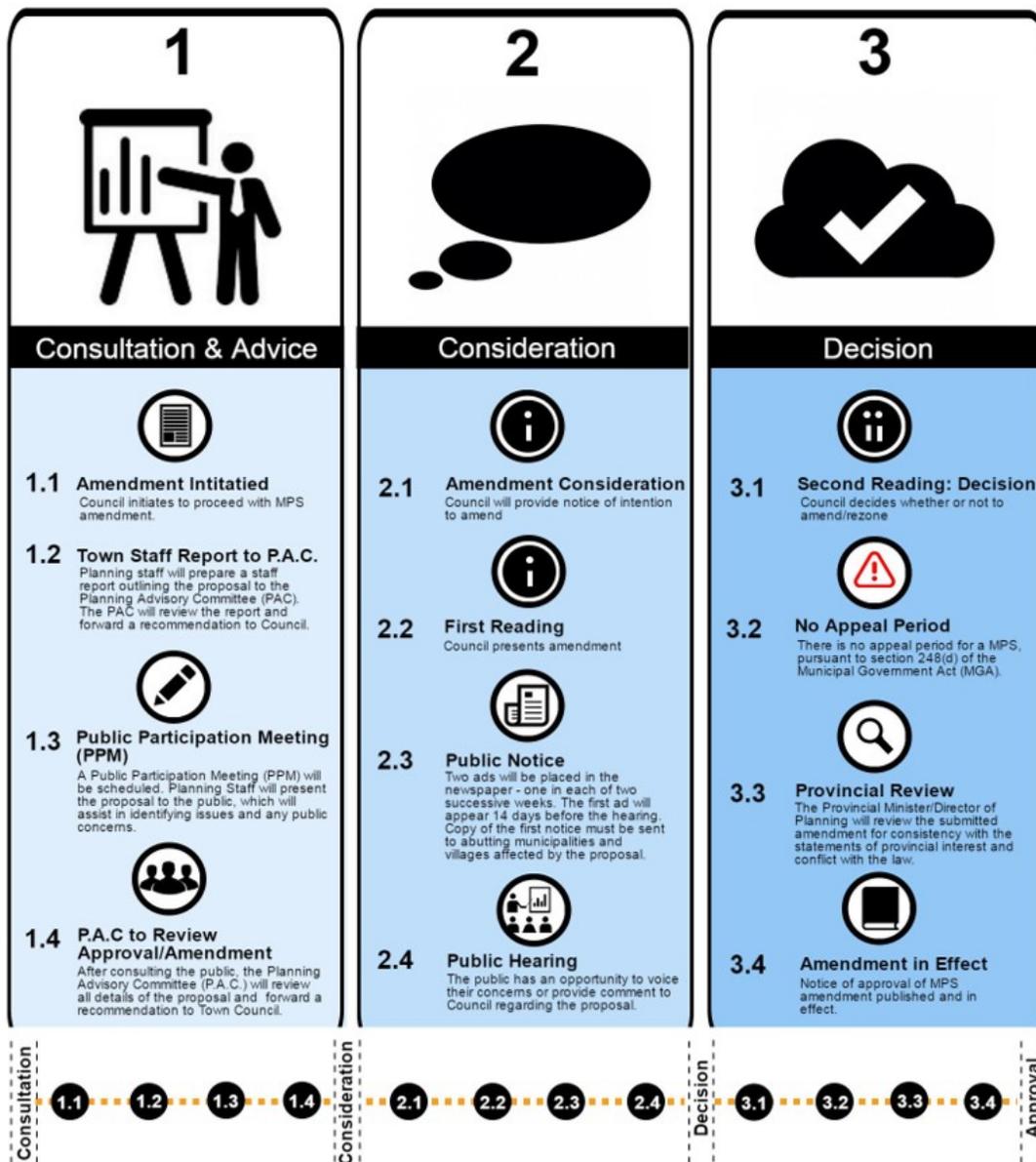
Date: November 29th, 2017

Department: Planning and Development



| | | |
|---|-------------------------------|--|
| | | set up standards to be established in an updated Subdivision By-law. |
| Implementation and Monitoring | In progress | <p>Very important section covering public engagement, review processes and criteria.</p> <p>Measurement/progress tracking that links back to our community priorities and associated actions are being worked on (e.g. How will the policies of our plan 'move the needle' toward our desired future? How will we know we have been effective?).</p> |
| MPS and LUB Mapping | Substantially Complete | <p>Future Land Use, Zoning, Transportation, Green Space and various other maps have been completed as part of Phase 1. Review and comment has been provided by PAC and Council.</p> <p>Multiple iterations of the Zoning have now been created but certain changes will require careful review by Council and highlighting of issues by Staff during our review of a completed document.</p> |
| Land Use By-law (LUB) | In progress | Substantial work has been completed on the LUB as part of seeking direction for Parts 3 and 4 of the Land Use By-law. Detailing the regulations of the LUB will continue as Policy directions are defined. |
| DRAFT 2 COMPLETE (including legal review) | | |
| PAC and Council Workshop(s) | TBD | A thoughtful approach will be required during the late/approval stages of this process to ensure Council and the Community are provided with materials that clearly explain changes and what is hoped to be achieved. |
| Council direction and additional analysis integrated | TBD | |
| Public Notification, Education, and Engagement | TBD | |
| Planning Advisory Committee / Council Presentation and Review | TBD | |
| Legislated Review Process begins (see Attachment 2) | | |
| FUTURE WORK | | |
| Subdivision By-law | After adoption of MPS and LUB | |

Attachment 2 – Legislated Process for Adoption of Planning Documents



1) Improving Quality of Life for All

- Stakeholders continue to meet to discuss moving forward with a comprehensive alcohol strategy for the Town. The group is currently working to develop a party registration program (we be piloted in March) and an educational campaign around the safe drinking guidelines and keeping it social. A two-day planning session is scheduled for June to begin to develop the broader alcohol strategy and a session is scheduled in February to discuss relevant sections in the draft MPS;
- A public consultation session for the East End Gateway was held on January 15th. The consultants are currently working through the options. A report will be available in March;
- The Town's afterschool programming resumed on January 8th;
- Staff are working on the Volunteer Awards scheduled for February 15th;
- Staff are planning a Winter Warmer event for February 24th;
- Staff have been working in partnership with the Wolfville School and other community members to develop a new recreation activity for the community. Recently, several community members inquired about developing a pickle ball program in Wolfville. Upon reviewing similar programs in other municipalities, it was determined that a "drop-in" format would best serve the community. Wolfville School has provided the option of a Monday evening time slot, with a \$2 fee to be collected by the group organizer and given to the school custodian each week. There is some equipment available at the school, but most is meant for small children. The Town through its existing recreation equipment budget, will purchase additional paddles and balls, as well as nets. These will be looked after by the organizers and kept at the school, for the time being, but will remain property of the Town. The program will be open to all adults and will seek to attract new participants who want to try the sport.
- Wolfville 125 preparations have started as the date of our incorporation is March 20th. The Wolfville logo will be modified to add "125" for the year as follows:



2) Maximizing Our Infrastructure Investments

- Public Works staff have been busy with winter maintenance and responding to small events that require immediate attention;
- Hatch has begun an energy audit of Town Hall, Public Works and the Library;
- The draft asset management plan has been reviewed and RV Anderson will present to Management in February;
- Staff responded to two water main breaks on January 11th and January 19th, for a total of three in January.



3) Leveraging our Economic Opportunities

- Staff are working on eleven open Development Agreement/Plan Amendment files and will continue to push forward to bring these to Council for decision;
- An MPS update has been provided to Council and staff will strive to provide a monthly update to ensure Council and PAC are aware on ongoing work;
- Staff continue to work with WBDC to finalize the 2017-2021 agreement;
- Staff have submitted a bid to host the 2019 ITGA conference for June 2019;
- The Mayor and CAO attended a session on January 31st on municipal modernization. This session was facilitated by the Province, UNSM and AMANS and was intended to start the conversation on how regional cooperation and efficiencies can be best achieved in the areas of economic development, regional planning and cooperative infrastructure development. A discussion on regional revenue/expense sharing options was also discussed. Further details will be provided to Council in the coming months as the municipal modernization discussion continues.

4) Operational Updates

- Staff continue to work on the draft 2018-19 budget and Operations Plan. Version 2 will be presented to COW on February 6th;
- 3rd Quarter Financials were presented to the Audit Committee on January 26th;
- Staff continue to work on the Partnership Agreement. Several meetings were held in January with representatives from Acadia to refine details;
- Annual dog tag reminders have gone out to residents;
- IT staff are working on the implementation of a new IT Helpdesk system;
- We are currently in the process of migrating from the MangoApps system to Microsoft Teams;
- Laserfiche training was provided to staff on February 2nd;
- We are currently advertising the Administrative Assistant position to backfill for Dan Stovel should the REMO model move forward in April;
- Annual professional development plan year end reviews have begun.

COMMITTEE UPDATE

Title: Valley Waste Resource Management (VWRM)

Date: February 6, 2018

Department: Office of the CAO

UPDATE

The Valley Region Solid Waste-Resource Management Authority met on January 17, 2018 in keeping with the normal meeting schedule.



- The draft Operating and Capital Budgets for the 2018-2019 fiscal year were introduced during the meeting. The draft budget will be forwarded to partner municipalities for comment to be followed by a meeting of staff and partner municipality representatives to further discuss identified issues.
- The Authority will be developing a Corporate Strategic Plan
- The Authority's General Manager recruitment process is successfully moving forward
- The 2018 Waste Management Calendar has been distributed to all residents and business in the Valley Region

The next meeting of the Valley Region Solid Waste-Resource Management Authority is scheduled for Wednesday, February 21, 2018

Communications Update

2018 Calendar

The 2018 Waste Management Calendar has been distributed to all residents and businesses in the Valley Region. Each municipal office has also received quantities of spare calendars to share with the public.

MyWaste/Recycle Coach

The app has been updated to include the 2018 collection schedule. The app is also now compatible with Google Home and Amazon Echo for collection reminders and material searches so residents can verbally ask their device what bag to place specific items.

Hantsport Newsletter

A newsletter was created specifically for the residents of Hantsport as they did not receive the annual calendar since services will transition to the Municipality of West Hants effective April 1st.

Plastic Bag Reduction/Awareness

Staff will be working with the Town of Wolfville and Acadia University to continue to promote reusable shopping bags and raise awareness on plastic bag usage and pollution. Students taking a Community Development through the Arts course are interested in creating unique education and engagement opportunities to promote plastic bag reduction.

Collection Notices

The storms experienced across the region from January 4-6 caused many collection issues due to poor road conditions, visibility and inaccessible roads. A decision to provide collection on such days is made early each morning. Notices to the public are sent out through many channels to maximize awareness of the change in service provision. This includes:

- My Waste App Notification (~3200 subscribers)
- Twitter Notification
- Facebook Notification
- VWRM Hotline
- Local Radio

VALLEY WASTE-RESOURCE

JANUARY 2018



PAGE 1 OF 2

Management Minute

KEY TOPICS OF INTEREST

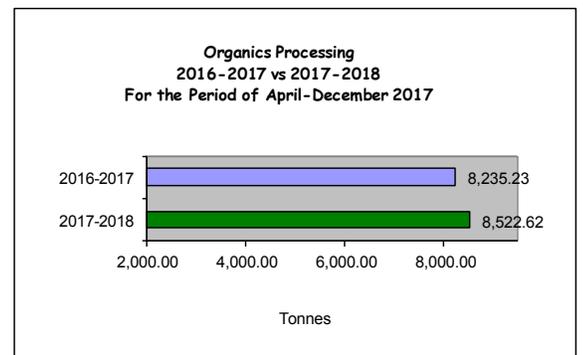
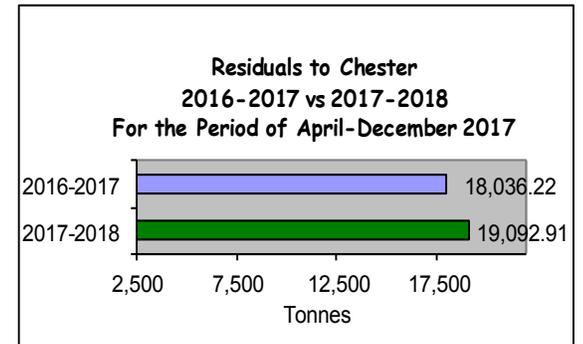
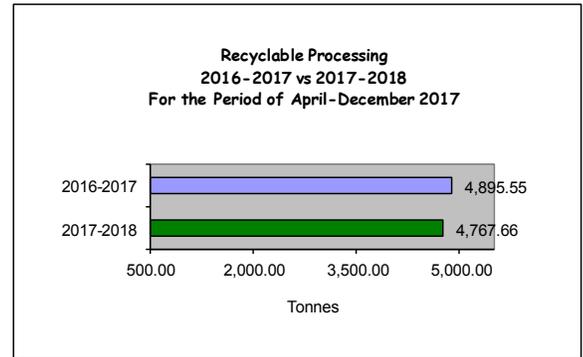
The Valley Region Solid Waste-Resource Management Authority met on January 17, 2018. The draft Operating and Capital Budgets for the 2018-2019 fiscal year were introduced during the meeting. After much discussion, the draft budget will be forwarded to partner municipalities for comment to be followed by a meeting of staff and partner municipality representatives to further discuss identified issues.

The Authority will be developing a Corporate Strategic Plan drawing upon Interim General Manager Ramsay's expertise as Facilitator. Dates for the Strategic Planning Sessions will soon be set.

The Authority's General Manager recruitment process is successfully moving forward under the guidance of Consultant, Gerald Walsh and Associates.

2018 CALENDAR

The 2018 Waste Management Calendar has been distributed to all residents and businesses in the Valley Region. Each municipal office has also received quantities of spare calendars to share with the public.



THE MUNICIPALITIES OF ANNAPOLIS AND KINGS AND THE TOWNS OF ANNAPOLIS ROYAL,
BERWICK, KENTVILLE, MIDDLETON AND WOLFFVILLE:

YOUR PARTNERS IN WASTE REDUCTION

WWW.VWRM.COM~~902-679-1325~~1-877-927-8300



VALLEY WASTE SUPPORTS PROVINCIAL BAN ON PLASTIC BAGS

The Regional Chairs met with the Minister of Environment, the Honourable Iain Rankin, on January 11, 2018. The meeting was coordinated in response to the request of the Regional Chairs in the fall. During the meeting discussions touched on recyclables marketing issues, ban standards and the inclusion of recycled materials in major contracts; however, the major topic of discussion revolved around the management of plastic film product. Prior to the meeting, the Regional Chairs had come together in unanimous support for Extended Producer Responsibility (EPR) with it being noted that ensuring the Minister is presented with a united voice is critical to success.

Divert NS is facilitating an Agriculture Summit on March 6, 2018, with representatives from farming operations to meet with solid waste representatives to share issues and seek opportunities for improvement in diversion and recycling efforts by the farming sector.

The Authority received a detailed presentation regarding the Status of Plastic Film resulting in the following motion:

The Valley Region Solid Waste-Resource Management Authority (Region Five) supports a province-wide ban on single-use plastic bags, provided that the ban is part of a province-wide strategy and promotional campaign to reduce the use of all single use plastic products.

The motion represents the united voice of the Authority’s participating partners and will be shared with the Regional Chairs Committee and ultimately the Honourable Iain Rankin, Minister Department of Environment, through established communication protocols. Any municipal partner who is interested in receiving the interesting and informative Status of Plastic Film presentation should contact Communications Manager, Andrew Garrett, andrewg@vwr.com.

STORMY WINTER WEATHER

A reminder to all that stormy winter weather may impact waste-resource collection services across the Region. With safety being the primary concern, when cancellations or service changes are made, notices are released through a variety of channels to maximize awareness including:

- The My Waste App (~3200 subscribers)
- Twitter
- Facebook
- VWRM Hotline
- Local Radio

| Sample of VWRM Hot Line Call Activity—Stormy Weather | | | |
|--|-------------|--------------------|-------------------------------|
| Date range | Total calls | Average #calls/day | Altern. Coll/ Storm day calls |
| December: 13 - 31 st (13days) | 486 | 37 | 258 |
| January: 2 – 9 th (7days) | 601 | 85 | 458 |

| Date | Total calls |
|-------|-------------|
| Jan 2 | 88 |
| Jan 3 | 63 |
| Jan 4 | 67 |
| Jan 5 | 157 |
| Jan 6 | 47 |
| Jan 8 | 122 |
| Jan 9 | 57 |

UPCOMING MEETING

The next meeting of the **Valley Region Solid Waste-Resource Management Authority** will be held on **Wednesday, February 21, 2018** beginning at **9:00am** in the Board Room in keeping with the normal meeting schedule.

COMMITTEE UPDATE

Title: Kings Transit Authority (KTA)
Date: February 6, 2018
Department: Office of the CAO



UPDATE

The Kings Transit Authority met on January 24, 2018.

General Manager

The General Manager of Kings Transit Authority has resigned as he has accepted an offer of employment with the Annapolis Valley School Board. A search committee has been struck to interview our search professional's recommendations.

Fare Revenue

Fare revenue is solid for December. Ridership is down for the same period. December had a cold snap which the board thinks affected ridership.

New Buses

Two new buses, purchased with Federal matching funds and an annual Provincial contribution, have arrived.

Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL)

Also purchased with municipal capital contributions, federal and provincial funds are Computer Assisted Dispatch (a display in the buses with automatic voice stop announcements) / Automatic Vehicle Location (an app) which will be up and running in February.

WiFi

A KTA van with wifi is available from Kings Transit Authority to partner municipalities for events to provide a media hot-spot to allow attendees to stream live video from the event

COMMITTEE UPDATE

Title: Kings Point-to-Point (KPPT)
Date: February 6, 2018
Department: Office of the CAO



UPDATE

The Kings Point-to-Point Board met on January 23, 2018

AGENDA

- Call to Order
- Regrets
- Confirmation of Agenda
- Minutes of meeting November 28, 2017.....Review and approval
- Matters arising from the Minutes
- Old Business
- Review motion of October 24, 2017 re Town of Wolfville Emergency Transportation's MOU with changes, received November 14, 2017
- Review of Rate Schedule and reassess the need for fare price increases based on 2017-18 and 2018-19 budget, approved at the June 2018 meeting.
- Financial report
- Motion to approve the CTAP Schedules C & D for the quarter ending December 31, 2017
- Motion to increase Group Rates:
- Office report
- OH & S report
- Business Plan review & update
- Chair's report
- New Business
- 2018-19 Budget Review
- Motion to approve KPPT's 2018-19 budget to the Municipality of the County of Kings

COMMITTEE UPDATE

Title: Kings Point-to-Point (KPPT)

Date: February 6, 2018

Department: Office of the CAO

- Correspondence
- Next meeting date: Tuesday, February 27, 2018 at 5:15 pm
Location: KTA Board Room, 29 Crescent Drive, New Minas
- Adjournment

COMMITTEE UPDATE

Title: Wolfville Business Development Corporation
Date: February 6, 2018
Department: Office of the CAO



UPDATE

The WBDC Board of Directors met on Tuesday, January 9th at 8:30 AM. (Please note this update is largely taken from the draft minutes as the meeting fell on the same day and time as the January COW).

1. **President's Report:**

- a. The WBDC has sold its share in the Wolfville Magic Wine Bus;
- b. The Agreement between the WBDC and the Town of Wolfville is being adjusted with respect to wording related to the role of Wolfville's Economic Development officer - change in wording to clarify that the EDO is not on the WBDC Board but is invited to meetings;
- c. The WBDC Membership will be surveyed in 2018.

2. **Budget Report**

- a. Budget submission to Town being prepared. Board was encouraged to meet ASAP with Council as the budget process for 2018/19 currently underway.

3. **Update from Town (Provided to WBDC by Marianne Gates Economic Development Officer)**

- a. RCMP location – Traffic Division move in fall of 2018 or early 2019; RCMP Administrative presence will remain and planning and economic development staff will not move into that space;
- b. Parking – this appears to be *one of or the* most critical issue(s) for the WBDC Board;
- c. Discussion of traffic light installation for the Gaspereau/Main intersection – noted the probable loss of up to 12 parking spaces in this intersection if/when traffic lights are installed;
- d. WBDC would like a light put in at the Skateboard Park parking lot for staff of downtown stores safety;
- e. Would like to work with Town on installation of a downtown music system.

4. **Other**

- a. Affiliate Membership discussion moved to February Board meeting with decision on cost and inclusion (geographic) area.

COMMITTEE UPDATE

Title: Eco-Kings
Date: February 6, 2018
Department: Office of the CAO



UPDATE

Eco-Kings met informally on February 2, 2018

Membership was discussed along with a review of past achievements, finances, funding and events potential. As well, an update on the one-time-use of plastic bag ban progress was discussed.

The next meeting of Eco-Kings is March 19, 2018