



Committee of the Whole

February 4, 2020

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. **Approval of Agenda**

2. **Approval of Minutes**

- a. Special Committee of the Whole Minutes, January 17th, 2020

3. **Presentations**

- a. Nick Zamora, Memory Cafe

4. **Public Input / Question Period**

PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes and may return to speak once, for 1 minute, if time permits within the total 30-minute period
- Questions or comments are to be directed to the Chair
- Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.

5. **Committee Reports (Internal)**

- a. Accessibility Advisory Committee (from January)
- b. Audit Committee
- c. REMAC



6. **Staff Reports for Discussion**

- a. Information Report: Draft 2020-21 Budget V2
- b. RFD 004-2020: Residential Rental Licensing
- c. Information Report: Third Quarter Financial Update
- d. RFD 005-2020: Annual Appointment of Town Auditor

7. **CAO Report**

8. **Committee Reports (External)**

- a. Valley Waste Resource Management (VWRM)
- b. Kings Transit Authority (KTA)
- c. Kings Point-to-Point (KPPT)
- d. Annapolis Valley Trails Coalition (AVTC)
- e. Wolfville Business Development Corporation (WBDC)

9. **Public Input / Question Period**

Please refer to Agenda Item 4. above.

10. **Adjournment to In-Camera Meeting under *section 22(2)a and e Of the Municipal Government Act.***

11. **Adjournment of In-Camera Meeting**

12. **Regular Meeting Reconvened**

13. **Regular Meeting Adjourned**

COMMITTEE UPDATE

Title: Accessibility Advisory Committee (AAC)
Date: 2019-01-07
Department: Committee of the Whole



UPDATE

The Accessibility Advisory Committee held its regularly scheduled meeting on Monday, December 9, 2019

The Agenda included a regular update from James Sanford on behalf of Acadia University with regard to their progress in meeting new legislated accessibility requirements.

The main agenda item was the Committee's development of a Report Card to submit to Council for the 2019/20 operating year. Examples from several other provincial jurisdictions aided in the helping the group to agree on a format/template to use for the 1st iteration of the Report Card. Members of the Committee will meet as a working group starting in January with an eye to populating the scoring content.

Several items were raised as part of the roundtable discussions including:

- Acadia pool and its importance to the community and potential to be a resource for accessibility programming.
- The importance of sidewalk condition and general need to ensure non-motorized transportation options are adequate to improve accessibility for all.
- Comments on how sound pollution (eg. sound systems installed along street/sidewalk infrastructure) can negatively impact accessibility to individuals who rely on auditory senses to navigate through the community.

Next regular meeting to be held March 9, 2020.

COMMITTEE UPDATE

Title: Audit Committee
Date: February 4, 2020
Department: Committee of the Whole



UPDATE

The Audit Committee held its regularly scheduled quarterly meeting on Friday, January 24, 2020.

The meeting was focused on the 3rd Quarter Financial Update, which includes financial forecast for year end results for both the Town Operation and Water Utility. In addition, a summary of capital project costs incurred to December 31st was reviewed. The Committee requested staff to change the Capital Summary to include costs to date (eg. Dec 31st) and estimated costs at project completion. This information will be built into the 2020/21 reporting model.

The Dec 31st Council/CAO Expense Reimbursement summaries were not available by the date of the Committee meeting. Once finalized they will be circulated to the Committee members and posted on the Town's website as per policy.

The Committee welcomed their citizen representative in accordance with the requirements of the town policy.

Next regular meeting to be held on April 17, 2020

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: February 4, 2020
Department: CAO



UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, January 20, 2020.

Key issues of discussion included:

- **Appointment of Chair**
Mayor Don Clarke, Town of Berwick, was appointed Chair of the Regional EM Advisory Committee for 2020.
- **Presentation - Heat Advisory & Response System**
Dr Robert Strang, NS Chief Medical Officer, provided a Heat Alert Response System (HARS) Update for Kings County. The aim is to continue to work with Kings County to further develop the HARS capability as well as to develop a framework for advancing other public health emergency planning initiatives within municipalities.
- **REMAC Terms of Reference**
The Terms of Reference for the Committee were amended to be in line with the Nova Scotia Emergency Management Act, stating that the composition of the committee is two (2) elected officials from each of the municipalities of Kings County.
- **Kings REMO Agreement**
The updated Kings REMO Agreement will be presented to the committee at a Special REMAC meeting scheduled for Thursday, February 20, 2020.
- **REMO Annual Workplan 2020-2021**
The Draft Kings REMO 2020-2021 Workplan was reviewed and approved by the committee
The workplan covers the following areas of focus:
 - Regional EM Organization
 - Legislation & Policies
 - Emergency Management Plans/Operational Guidelines
 - Emergency Coordination Centre
 - Regional MOUs/Agreements
 - Training & Exercise Program
 - Public Awareness & Education Program
 - EM Planning Support

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: February 4, 2020
Department: CAO



- **EM Support Plans - Update**

The current EM Plans approved by Kings County Municipal Councils include:

- [Regional Emergency Management Plan](#) 2018-09
- [Regional Emergency Evacuation Plan](#) 2018-12
- [Flood Preparedness & Response Plan](#) 2019-03
- [Heat Advisory & Response System](#) 2019-06
- [Hurricane Preparedness & Response Plan](#) 2019-06
- [Winter Storm Preparedness & Response Plan](#) 2019-09

Other EM Support Plans under development include:

- Wildfire Preparedness & Response Plan
 - REMPC – March 2020
 - REMAC – April 2020
 - Municipal Councils – May/June 2020
- Pandemic Planning
- Hazardous Material

- **Hurricane Dorian After Action Review/Improvement Plan (AAR/IP)**

Hurricane Dorian impacted Kings County from September 6 thru September 13, 2019. Hurricane Dorian made landfall on the Atlantic coast of Nova Scotia on September 7, 2017.

It led to the activation of the Kings County Regional Emergency Management Plan (REMP), along with the Draft Emergency Management Support Plan – Hurricane Preparedness and Response Plan, and partial staffing of the Kings County Emergency Coordination Centre (ECC).

The committee approved the Kings REMO Hurricane Dorian AAR/IP for submission to NS EMO.

- **Kings County Emergency Preparedness Survey**

A Kings County Emergency Preparedness Survey was developed by the Regional Emergency Management Coordinator and approved by the REMPC at the December 18, 2019 meeting for distribution to residents of Kings County at the beginning of January 2020. The survey closure date is January 31, 2020

Initial results of the ongoing survey were provided to the REMAC membership and it was outlined that a full report will be compiled in accordance with the following schedule:

- REMPC – March 2020

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: February 4, 2020

Department: CAO



-
- o REMAC – April 2020
 - o Public Awareness – May 2020

- **Community Outreach**

The Kings REMO Emergency Preparedness Community Outreach program is continuing to grow across Kings County with the Regional EMC providing presentations to community groups and organizations – building a ‘safe and resilient’ Kings County

- **Kings REMO Training**

As part of a wider provincial Red Cross exercise scheduled for Saturday, March 7, 2020, the Red Cross in Kings County will be conducting an ‘Emergency Shelter’ exercise. The venue for the exercise will be the Kentville Fire Department Emergency Shelter.

There is a regional flood-evacuation disaster exercise being planned for Kings County in the late-April timeframe.

INFORMATION REPORT

2020/21 Draft Budget V2

Date: 2020-02-04

Department: Finance



SUMMARY

2020/21 Draft Budget Version 2

This will be Council's second look at the Town's draft 2020/21 Operating Budget, which reflects direction coming from the January Special COW meeting, as well as other adjustments noted by staff over the last couple of weeks.

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
- Discussion of Wolfville Water Utility Budget (if available as handout)

During the January Special COW Meeting to review V1 draft budget, staff received direction to identify expenditures that would justify the use of operating reserves as a funding source. Not all changes have been made to V2 and an updated list will be reviewed at the February COW Meeting.

The Town Operating Fund now reflects a \$198,600 shortfall. In large part this reflects the one-time capital grant requests referred to the budget process (January 17 Special COW Meeting). The Grants to Organization line has increased by \$141,500 from V1 to V2 in relation to the referred items.

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 additional analysis currently being prepared.

The focus with Draft Budget V1 was review of what changed from 2019/20 Budget to draft 2020/21 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.

The Operations Plan will be distributed before the meeting, but is not available as of the date of writing this report.

The presentation of V3 in March will be by way of a Request for Decision (RFD), as it is anticipated that a balanced budget will be reviewed at that time.

INFORMATION REPORT

2020/21 Draft Budget V2

Date: 2020-02-04

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 4th COW meeting.

2) REFERENCES AND ATTACHMENTS

- Budget Document - attached
 - a. Town Draft Operating Budget V2
 - b. 10-year Capital Investment Plan (CIP)
- Possible Handout
 - a. Water Utility – Draft Operating Budget
 - b. Water Utility – Draft Capital Budget
- 2019/20 Quarterly Financial Updates
- Council’s Strategic Plan
- Budget Info Report presented at November 2019 COW
- Budget Info Report presented at January 17th Special COW

3) DISCUSSION

Operating Budget

As noted above, there will be a PowerPoint presentation to walk through 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.

A review of all changes will be part of the presentation on February 4th, however a few high level comments are noted here:

- At the January 17 Special COW meeting four requests for grants were referred to the budget process. In some instances there was general agreement on the amount to refer to the budget process and in a couple of cases there was less clarity on the amount that may be considered.
 - V2 of the budget has \$141,500 added to the grants to organization line, bringing the total grant line to \$290,700 in the V2 draft.

INFORMATION REPORT

2020/21 Draft Budget V2

Date: 2020-02-04

Department: Finance



- For the Chrysalis House request, a value of 50% of their request was used as a starting point for Council to discuss on February 4th.
- The Acadia request has been included at the full value of the request. There may be options to have a portion of this grant paid out of the current 2019/20 fiscal year budget. Details of this idea will be reviewed with COW on Tuesday.
- V1 on the budget noted the elimination of a position in the Planning Department. V2 reflects further changes coming from a reorganization with the elimination of a position in the Economic Development Department.
- V2 includes the reorganization changes in the Parks and Recreation Department. Note the budget document still reflects Division and Department titles that have changed over the last year. These titles will be corrected before V3 is released in March.
- V2 includes a change in both the residential and commercial tax rates. One cent has been added to each of these rates. Note, the resulting impact on the taxpayer remains within Council's stated goal of keeping the impact of any tax changes to within the calendar year 2019 average change in Consumer Price Index (CPI), expressed as Cost of Living Adjustment (COLA).
 - V2 results in over 80% of residential taxpayers seeing an increase of 1.7% (COLA=1.6%). Further analysis will be reviewed with Council at the February COW meeting.
 - As noted in past years, part of the dilemma in determining a 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.

Capital Budget

The Ten Year CIP is unchanged from the draft presented at the January 17th meeting. Staff continue to review 2019/20 capital projects likely to be carried over to next year.

A full review potential changes will be done during the presentation at the COW meeting.

Water Utility Budget

Typically, the Water Utility budget is fairly straight forward and there are limited decision points for Council. The draft budget is not yet available at the time of writing this report. If possible, it will be a handout on Tuesday. Director Kerr is reviewing a possible addition to the water capital program. Once that is finalized, the Water Utility budget will be prepared.

INFORMATION REPORT

2020/21 Draft Budget V2

Date: 2020-02-04

Department: Finance



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 the last few years 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 2020/21 budget.

7) FUTURE COUNCIL INVOLVEMENT

The information presented is Draft #2 of the Town's 2020/21 Budgets. Based on feedback from the February COW meeting, staff will look to bring a balanced budget to the March COW meeting with a goal of an approved budget by March Council.

OPERATING & CAPITAL DRAFT BUDGET V2

TOWN OF WOLFVILLE

FISCAL 2020/21

February 4th Committee Of The Whole



A cultivated experience for the mind, body, and soil

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**Town of Wolfville
2019/20 - Draft Operating Budget V2
All Divisions**

Changed from V1 to V2

	2020/21	2019/20		2018/19	
	Budget	Forecast/Actual	Budget	Actual	Budget
REVENUES					
Taxes and grants in lieu of taxes	\$ 9,546,000	\$ 9,220,500	\$ 9,177,400	\$ 8,910,814	\$ 8,814,500
Sale of service/cost recoveries	979,400	987,900	912,500	952,692	801,300
Sewer Rates	451,500	432,000	430,000	399,067	411,000
Provincial, Federal & other grants	145,200	195,800	170,200	99,263	91,700
	11,122,100	10,836,200	10,690,100	10,361,836	10,118,500
EXPENSES					
Salary and wages	2,062,200	2,006,100	2,082,300	1,870,019	1,913,700
Employee Benefits	410,500	401,100	401,500	403,832	376,800
Seasonal/Term Wages	546,600	410,400	369,000	367,035	340,200
Employee Benefits Seasonal wag	78,300	51,800	58,600	38,512	56,200
Meetings, Meals and Travel	25,600	19,500	25,300	20,695	21,100
Professional Development	95,000	76,100	83,500	66,266	88,600
Membership Dues & Fees	15,800	20,000	20,700	12,411	20,500
Advertising	32,900	30,300	36,900	30,093	37,400
Telecommunications	47,400	40,100	43,000	40,800	41,600
Office Expense	66,000	55,100	78,800	62,733	69,000
Legal	42,700	45,900	50,200	94,972	55,200
Insurance	96,000	110,900	91,400	92,830	80,800
Marketing and Communications	3,400	1,600	200	15	2,000
Audit	20,000	17,300	18,000	15,841	16,000
Stipends & Honorariums	205,400	193,100	203,300	176,717	183,300
Miscellaneous	2,600	3,000	1,900	430	1,500
Heat	28,500	24,700	27,100	25,698	25,800
Utilities	124,600	126,100	129,400	127,379	126,400
Repairs and Maintenance	99,800	98,100	101,800	65,256	85,700
Vehicle Fuel	50,400	52,900	50,200	46,064	50,200
Vehicle Repairs & Maintenance	140,800	149,000	126,400	131,221	121,800
Vehicle Insurance	11,900	9,800	10,100	10,078	10,100
Operational Equip & Supplies	598,300	525,500	523,400	466,560	499,900
Equipment Maintenance	10,000	16,500	10,000	18,169	10,000
Equipment Rentals	-	10,400	-	10,208	-
Program Expenditures	77,600	63,200	86,100	44,091	63,100
Contracted Services	2,606,200	2,426,500	2,580,000	2,453,157	2,483,900
Grants to Organizations	290,700	164,900	178,900	109,900	128,400
Licenses and Permits	3,300	3,100	3,300	2,967	3,300
Tax Exemptions	112,500	104,200	107,600	103,527	104,600
Election	35,000	-	-	-	-
Partner Contributions	1,853,300	1,815,700	1,788,100	1,813,706	1,769,700
Other debt charges	10,300	9,000	10,000	9,073	10,000
Doubtful accounts allowance	2,500	2,500	2,500	-	2,500
	9,806,100	9,084,400	9,299,500	8,730,255	8,799,300
Net Operational Surplus (Deficit)	1,316,000	1,751,800	1,390,600	1,631,581	1,319,200
Capital Program & Reserves					
Principal Debenture Repayments	562,900	538,400	538,400	537,016	537,000
Debenture interest	162,400	153,300	155,500	147,239	144,500
Transfer to Operating Reserves	5,000	5,000	5,000	5,000	5,000
Transfer to Capital Reserves	740,300	729,300	729,300	719,800	719,800
Transfer to Cap Reserve - Fire Equip	259,000	219,000	219,000	179,000	179,000
Transfer from Operating Reserves	(215,000)	(161,300)	(256,600)	(135,225)	(266,100)
	1,514,600	1,483,700	1,390,600	1,452,830	1,319,200
Net Surplus (Deficit)	\$ (198,600)	\$ 268,100	\$ -	\$ 178,751	\$ (0)

Town of Wolfville
Operating Budget ~ Tax Revenue Requirement Draft Presentation
2019/20 - Draft Operating Budget V2

Changed from V1 to V2

		BUDGET		
		Current Yr 2020/21	Required Increase	Prior Yr 2019/20
Total to be funded by Property Tax Rates		7,849,400	581,500	7,267,900
			8.00%	
		Budget 2020/21	\$ Increase	Budget 2019/20
RESULTING TAXES				
Residential ~ No Change to Rate	1.475	6,360,600	353,400	6,007,200
Resource	1.475	13,200	2,300	10,900
	Subtotal from residential sector	6,373,800	355,700	6,018,100
			5.91%	
Commercial	3.585	1,277,000	27,200	1,249,800
	Subtotal from commercial sector	1,277,000	27,200	1,249,800
			2.18%	
TOTAL		7,650,800	382,900	7,267,900
			5.27%	
Revenue surplus (shortfall)		(\$198,600)		\$0
Overall Increase in Tax Revenue		5.27%		

Tax Rate Change Assumption

Residential ~ No Change to Rate	1.465	1.465
Commercial	3.575	3.575

BUDGETED TAXABLE ASSESSMENTS (net of allowance for appeals)

Residential	5.17%	431,230,500	410,050,900
Commercial	1.89%	35,619,500	34,958,700
Resource	19.74%	894,000	746,600
TOTAL		467,744,000	445,756,200

2019 PVSC ASSESSMENT ROLL

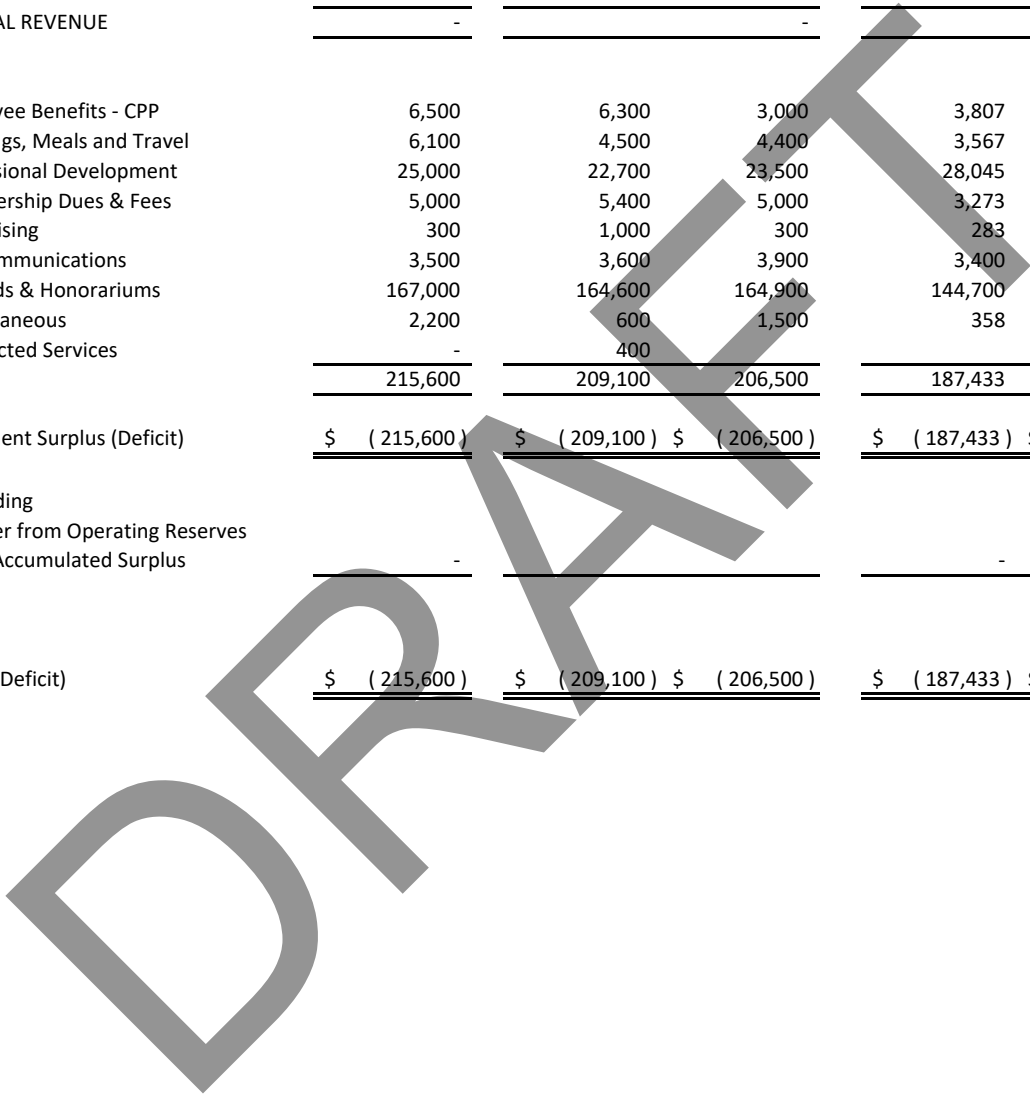
	Per Roll (net of Cap)	Allowance For Appeals & Bus Closings & Adjustments	Expected Taxable Assessment
Residential	432,230,500	(1,000,000)	431,230,500
Commercial	35,619,500		35,619,500
Resource	894,000	-	894,000
TOTAL	468,744,000	(1,000,000)	467,744,000

Town of Wolfville
2020/21 Operating Budget - DRAFT V2
General Government Division

	2020/21	2019/20		2018/19	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Residential & resource taxes	6,373,800	6,016,100	6,018,100	5,765,771	5,748,500
Commercial taxes	1,345,600	1,320,400	1,318,800	1,295,386	1,266,000
Deed Transfer Tax	340,000	392,600	340,000	385,183	340,000
Business development area rate	100,000	101,500	100,000	105,584	100,000
Grant in lieu of taxes	990,500	985,500	992,500	992,920	980,000
Kings County Fire Protection	141,200	121,100	121,100	125,144	118,400
Cost recoveries	109,400	111,600	112,200	107,500	110,500
Cost recoveries from Sewer Dept	3,500	3,500	3,500	3,500	3,500
Interest on investments & o/s taxes	117,000	137,100	90,000	101,259	80,000
Other revenues	68,500	67,800	69,400	63,055	24,300
Equilization Grant	70,000	69,900	70,000	69,869	70,000
Farm Acreage Grant	1,100	1,100	1,100	1,145	1,100
Other conditional grants	-	400	-	925	-
	<u>9,660,600</u>	<u>9,328,600</u>	<u>9,236,700</u>	<u>9,017,241</u>	<u>8,842,300</u>
EXPENSES					
Salary and wages	629,300	604,000	609,300	587,760	624,100
Employee Benefits	128,600	122,700	118,200	113,111	119,500
Seasonal Wages	50,000	-	-	-	-
Employee Benefits Seasonal wag	5,000	-	-	-	-
Meetings, Meals and Travel	10,100	5,800	7,900	6,185	8,100
Professional Development	80,000	66,400	68,500	55,365	73,600
Membership Dues & Fees	7,000	8,500	7,600	5,328	7,900
Advertising	7,900	8,600	7,900	6,392	7,900
Telecommunications	16,800	17,200	16,700	16,464	15,300
Office Expense	36,800	36,700	44,200	37,681	43,800
Legal	15,000	27,100	20,000	29,948	20,000
Insurance	90,000	101,500	85,000	89,491	74,400
Marketing and Communications	2,400	1,600	-	-	-
Audit	20,000	17,300	18,000	15,841	16,000
Mayor and Council Remuneration	167,000	164,600	164,900	144,700	144,900
Miscellaneous	2,600	3,000	1,900	513	1,500
Heat	15,400	12,400	13,300	14,960	12,000
Utilities	5,700	5,000	5,700	5,660	5,700
Repairs and Maintenance	23,000	20,600	11,700	6,854	16,700
Operational Equip & Supplies	99,600	57,500	69,600	41,618	69,100
Program Expenditures	2,000	-	2,500	-	10,000
Contracted Services	70,000	54,700	80,000	58,810	63,400
Grants to Organizations	191,000	94,500	100,000	33,250	49,500
Tax Exemptions	112,500	104,200	107,600	103,527	104,600
Election	35,000	-	-	-	-
Other debt charges	10,300	9,000	10,000	9,073	10,000
Doubtful accounts allowance	2,500	2,500	2,500	-	2,500
	<u>1,835,500</u>	<u>1,545,400</u>	<u>1,582,600</u>	<u>1,382,531</u>	<u>1,500,500</u>
Net Division Surplus (Deficit)	<u>\$ 7,825,100</u>	<u>\$ 7,783,200</u>	<u>\$ 7,654,100</u>	<u>\$ 7,634,710</u>	<u>\$ 7,341,800</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	100,000	50,000	80,000	-	70,000
Net Surplus (Deficit)	<u>\$ 7,925,100</u>	<u>\$ 7,833,200</u>	<u>\$ 7,734,100</u>	<u>\$ 7,634,710</u>	<u>\$ 7,411,800</u>

Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Legislative ~ 110

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
TOTAL REVENUE	-	-	-	-	-
EXPENSES					
Employee Benefits - CPP	6,500	6,300	3,000	3,807	3,000
Meetings, Meals and Travel	6,100	4,500	4,400	3,567	4,400
Professional Development	25,000	22,700	23,500	28,045	31,000
Membership Dues & Fees	5,000	5,400	5,000	3,273	5,000
Advertising	300	1,000	300	283	300
Telecommunications	3,500	3,600	3,900	3,400	4,200
Stipends & Honorariums	167,000	164,600	164,900	144,700	144,900
Miscellaneous	2,200	600	1,500	358	1,100
Contracted Services	-	400	-	-	-
	<u>215,600</u>	<u>209,100</u>	<u>206,500</u>	<u>187,433</u>	<u>193,900</u>
Net Department Surplus (Deficit)	<u>\$ (215,600)</u>	<u>\$ (209,100)</u>	<u>\$ (206,500)</u>	<u>\$ (187,433)</u>	<u>\$ (193,900)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	10,000
Net Surplus (Deficit)	<u>\$ (215,600)</u>	<u>\$ (209,100)</u>	<u>\$ (206,500)</u>	<u>\$ (187,433)</u>	<u>\$ (183,900)</u>



**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Office of the CAO/Adm**

Changed from V1 to V2

	2020/21	2019/20		2018/19	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	9,800	9,800	9,800	9,800	9,800
Cost recoveries from Sewer Dept	3,500	3,500	3,500	3,500	3,500
Miscellaneous					-
Employment grants					-
PNS conditional grants					-
Other conditional grants					-
TOTAL REVENUE	13,300	13,300	13,300	13,300	13,300
EXPENSES					
Salary and wages	314,200	297,900	299,200	289,334	323,300
Employee Benefits	56,900	47,900	50,500	44,824	54,100
Term/Seasonal Wages	50,000	-	-	-	-
Employee Benefits Seasonal wag	5,000	-	-	-	-
Meetings, Meals and Travel	2,500	300	3,000	1,684	3,000
Professional Development	-	-	-	-	-
Membership Dues & Fees	1,200	2,700	2,200	2,055	2,500
Advertising	7,200	7,600	7,000	6,109	7,000
Telecommunications	3,300	3,200	3,900	3,218	4,100
Office Expense	1,200	1,300	1,200	1,090	1,200
Legal	10,000	12,800	15,000	9,374	15,000
Marketing and Communications	2,400	1,600	-	-	-
Miscellaneous	-	2,300	-	(124)	-
Program Expenditures	2,000	-	2,500	-	10,000
Contracted Services	25,000	20,000	40,000	3,172	25,000
Election	35,000	-	-	-	-
	515,900	397,600	424,500	360,736	445,200
Net Department Surplus (Deficit)	\$ (502,600)	\$ (384,300)	\$ (411,200)	\$ (347,436)	\$ (431,900)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	100,000	-	30,000	-	25,000
Net Surplus (Deficit)	\$ (402,600)	\$ (384,300)	\$ (381,200)	\$ (347,436)	\$ (406,900)

**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Human Resources ~ 130**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous		-		26,838	
Other conditional grants		400	-	925	
	<u>-</u>	<u>400</u>	<u>-</u>	<u>27,763</u>	<u>-</u>
EXPENSES					
Employee Benefits	9,000	9,300	6,000	7,275	6,000
Meetings, Meals and Travel	900	900	-	-	
Professional Development	55,000	43,700	45,000	27,320	42,600
Office Expense		800		252	
Legal	5,000	14,300	5,000	20,574	5,000
Operational Equip & Supplies	9,600	8,800	9,600	6,520	9,400
	<u>79,500</u>	<u>77,800</u>	<u>65,600</u>	<u>61,941</u>	<u>63,000</u>
Net Department Surplus (Deficit)	<u>\$ (79,500)</u>	<u>\$ (77,400)</u>	<u>\$ (65,600)</u>	<u>\$ (34,178)</u>	<u>\$ (63,000)</u>

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Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Finance ~ 140

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Tax Certificates & ByLaws	1,800	1,600	1,200	2,200	1,200
Cost recoveries from Water Util	66,700	64,800	65,400	62,400	65,400
Miscellaneous	-	4,000	-	3,690	-
	<u>68,500</u>	<u>70,400</u>	<u>66,600</u>	<u>68,290</u>	<u>66,600</u>
EXPENSES					
Salary and wages	233,400	230,800	229,200	223,321	221,200
Employee Benefits	40,100	43,100	41,200	42,746	39,300
Meetings, Meals and Travel	400	100	300	319	700
Membership Dues & Fees	800	400	400	-	400
Telecommunications	1,100	1,100	1,100	1,079	1,100
Office Expense	2,800	2,700	3,800	3,072	3,400
Audit	20,000	17,300	18,000	15,841	16,000
Miscellaneous	400	100	400	110	400
Contracted Services	-	-	-	-	-
	<u>299,000</u>	<u>295,600</u>	<u>294,400</u>	<u>286,488</u>	<u>282,500</u>
Net Department Surplus (Deficit)	<u>\$ (230,500)</u>	<u>\$ (225,200)</u>	<u>\$ (227,800)</u>	<u>\$ (218,198)</u>	<u>\$ (215,900)</u>

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Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Information Technology ~ 150

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>REVENUES</u>					
Cost recoveries from Water Util	21,000	20,000	20,000	18,800	18,800
	<u>21,000</u>	<u>20,000</u>	<u>20,000</u>	<u>18,800</u>	<u>18,800</u>
<u>EXPENSES</u>					
Salary and wages	71,900	69,000	70,900	68,711	69,200
Employee Benefits	14,300	14,600	15,600	14,283	15,200
Meals and Travel	200	-	200	-	
Telecommunications	7,000	7,000	5,900	6,940	5,900
Operational Equip & Supplies	80,000	47,000	50,000	34,797	49,700
Contracted Services	45,000	33,800	40,000	53,513	38,400
	<u>218,400</u>	<u>171,400</u>	<u>182,600</u>	<u>178,244</u>	<u>178,400</u>
Net Department Surplus (Deficit)	<u>\$ (197,400)</u>	<u>\$ (151,400)</u>	<u>\$ (162,600)</u>	<u>\$ (159,444)</u>	<u>\$ (159,600)</u>

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Town of Wolfville
2020/21 Operating Budget - DRAFT V2
General Government Common Costs ~ 160

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	11,900	17,000	17,000	16,500	16,500
TOTAL REVENUE	<u>11,900</u>	<u>17,000</u>	<u>17,000</u>	<u>16,500</u>	<u>16,500</u>
EXPENSES					
Salary and wages	9,800	6,300	10,000	6,394	10,400
Employee Benefits	1,800	1,500	1,900	176	1,900
Meetings, Meals and Travel	-	-	-	615	-
Advertising	400	-	600	-	600
Telecommunications	1,900	2,300	1,900	1,827	-
Office Expense	32,800	31,900	39,200	33,267	39,200
Heat	15,400	12,400	13,300	14,960	12,000
Utilities	5,700	5,000	5,700	5,660	5,700
Repairs and Maintenance	23,000	20,600	11,700	6,854	16,700
Operational Equip & Supplies	10,000	1,700	10,000	301	10,000
Contracted Services	-	500	-	2,125	-
	<u>100,800</u>	<u>82,200</u>	<u>94,300</u>	<u>72,179</u>	<u>96,500</u>
Net Department Surplus (Deficit)	<u>\$ (88,900)</u>	<u>\$ (65,200)</u>	<u>\$ (77,300)</u>	<u>\$ (55,679)</u>	<u>\$ (80,000)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Other General Government ~ 190**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
	66596200				
	972304.52				
REVENUES					
Residential Tax	6,360,600	6,005,900	6,007,200	5,756,291	5,738,300
Resource Tax	13,200	10,200	10,900	9,480	10,200
Commercial Tax	1,277,000	1,251,800	1,249,800	1,215,913	1,206,500
Aliant	20,000	20,000	20,000	20,280	16,000
NSPI Grant	3,600	4,300	3,600	3,668	3,500
HST Offset Grant	45,000	44,300	45,400	55,525	40,000
Deed Transfer Tax	340,000	392,600	340,000	385,183	340,000
Commercial Area Rate	100,000	101,500	100,000	105,584	75,000
Outside Downtown Area Rate		-	-		25,000
Post Office GILT	20,500	20,500	20,500	20,615	20,000
Acadia GILT	970,000	965,000	972,000	972,305	960,000
Kings County Fire Protection	141,200	121,100	121,100	125,144	118,400
License & fee revenue	-	-	-	-	-
Facility Rental	16,500	16,600	18,000	15,672	17,900
Land Leases	200	200	200	200	200
Interest on investments	45,000	69,800	25,000	32,806	15,000
Interest on outstanding taxes	72,000	67,300	65,000	68,453	65,000
Miscellaneous	50,000	45,400	50,000	14,455	5,000
Equilization Grant	70,000	69,900	70,000	69,869	70,000
Farm Acreage Grant	1,100	1,100	1,100	1,145	1,100
Other conditional grants					-
TOTAL REVENUE	9,545,900	9,207,500	9,119,800	8,872,588	8,727,100
EXPENSES					
Insurance	90,000	101,500	85,000	89,491	74,400
Miscellaneous		-		169	
Grants to Organizations	191,000	94,500	100,000	33,250	49,500
Tax Exemptions	112,500	104,200	107,600	103,527	104,600
Other debt charges	10,300	9,000	10,000	9,073	10,000
Doubtful accounts allowance	2,500	2,500	2,500	-	2,500
	406,300	311,700	305,100	235,510	241,000
Net Department Surplus (Deficit)	\$ 9,139,600	\$ 8,895,800	\$ 8,814,700	\$ 8,637,078	\$ 8,486,100
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus		50,000	50,000	-	35,000
Net Surplus (Deficit)	\$ 9,139,600	\$ 8,945,800	\$ 8,864,700	\$ 8,637,078	\$ 8,521,100

Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Protective Services Division

	2020/21	2019/20		2018/19	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Fire Protection Rate	396,100	404,400	408,000	365,970	380,000
Kings County Fire Protection	167,600	165,200	165,500	166,756	160,200
License & fee revenue	5,000	4,000	5,000	3,877	5,000
Parking fines	26,000	34,500	26,000	32,387	27,000
Other fines	10,000	11,400	10,000	13,545	8,600
Miscellaneous	80,000	70,800	80,000	68,352	-
EMO 911 Cost Recovery	1,600	1,600	1,600	1,895	1,600
Other conditional grants	-	13,000	-	-	-
	<u>686,300</u>	<u>704,900</u>	<u>696,100</u>	<u>652,782</u>	<u>582,400</u>
EXPENSES					
Salary and wages	207,000	197,000	197,500	193,078	142,800
Employee Benefits	34,500	32,300	31,700	31,175	23,800
Seasonal Wages	16,600	16,800	14,700	12,750	14,300
Employee Benefits Seasonal wag	1,700	1,300	1,500	764	1,500
Meals and Travel	7,100	4,700	7,200	5,026	2,200
Professional Development	15,000	9,700	15,000	10,901	15,000
Membership Dues & Fees	1,400	1,700	2,200	874	2,200
Telecommunications	10,000	9,400	11,100	10,420	11,100
Office Expense	9,400	2,600	11,500	1,598	2,500
Legal	7,700	7,100	10,200	8,356	10,200
Insurance	6,000	9,400	6,400	3,339	6,400
Marketing and Communications	1,000	-	200	-	2,000
Honorariums	38,400	28,500	38,400	32,017	38,400
Heat	4,100	4,600	4,800	4,031	4,800
Utilities	17,200	15,900	17,500	16,516	15,700
Repairs and Maintenance	16,400	25,600	19,000	18,701	19,400
Vehicle Fuel	6,000	5,000	6,000	5,757	6,000
Vehicle Repairs & Maintenance	47,100	51,800	44,100	43,811	40,500
Vehicle Insurance	4,900	4,900	4,900	4,902	4,900
Operational Equip & Supplies	76,400	91,400	74,500	82,981	66,500
Equipment Maintenance	10,000	14,400	10,000	18,169	10,000
Contracted Services	1,942,200	1,901,600	1,928,200	1,858,352	1,863,700
Licenses and Permits	1,800	1,700	1,800	1,555	1,800
Debenture interest	4,000	5,200	5,300	6,562	11,100
	<u>2,505,900</u>	<u>2,445,400</u>	<u>2,463,700</u>	<u>2,371,635</u>	<u>2,316,800</u>
Net Division Surplus (Deficit)	<u>\$ (1,819,600)</u>	<u>\$ (1,740,500)</u>	<u>\$ (1,767,600)</u>	<u>\$ (1,718,853)</u>	<u>\$ (1,734,400)</u>

**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Police Service ~ 210**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Parking fines	-		-		
Other fines	10,000	11,400	10,000	13,545	8,600
	<u>10,000</u>	<u>11,400</u>	<u>10,000</u>	<u>13,545</u>	<u>8,600</u>
EXPENSES					
Salary and wages	5,600	4,200	4,400	3,952	5,300
Employee Benefits	1,100	800	900	79	1,000
Office Expense	-	-	-	-	
Legal	4,500	6,200	4,200	8,193	4,200
Utilities	3,500	2,800	4,000	3,097	4,000
Repairs and Maintenance	3,200	3,800	6,000	1,565	6,000
Contracted Services	1,478,400	1,434,500	1,462,900	1,420,986	1,426,100
	<u>1,496,300</u>	<u>1,452,300</u>	<u>1,482,400</u>	<u>1,437,872</u>	<u>1,446,600</u>
Net Department Surplus (Deficit)	<u>\$ (1,486,300)</u>	<u>\$ (1,440,900)</u>	<u>\$ (1,472,400)</u>	<u>\$ (1,424,327)</u>	<u>\$ (1,438,000)</u>

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Town of Wolfville
2020/21 Operating Budget - DRAFT V2
By Law Enforcement ~ 215

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Parking fines	26,000	34,500	26,000	32,387	27,000
Other fines			-		-
Miscellaneous			-		
	<u>26,000</u>	<u>34,500</u>	<u>26,000</u>	<u>32,387</u>	<u>27,000</u>
EXPENSES					
Salary and wages	62,600	61,300	61,000	58,632	59,200
Employee Benefits	12,500	9,200	12,200	8,742	11,900
Seasonal Wages	-	1,600		1,390	
Employee Benefits Seasonal wag		200			
Meetings, Meals and Travel	200	-	200	-	200
Membership Dues & Fees	200	200	200	91	200
Telecommunications	1,200	1,000	1,200	1,092	1,200
Office Expense	1,000	800	1,000	640	1,000
Legal	3,200	900	6,000	163	6,000
Marketing and Communications	1,000	-	200	-	2,000
Vehicle Fuel	600	600	600	531	600
Vehicle Repairs & Maintenance	500	400	500	413	500
Vehicle Insurance	300	300	300	271	300
Operational Equip & Supplies	1,500	1,500	500	1,450	500
Contracted Services	38,600	24,500	26,000	23,689	26,000
Grants to Organizations	20,000				
	<u>143,400</u>	<u>102,500</u>	<u>109,900</u>	<u>97,104</u>	<u>109,600</u>
Net Department Surplus (Deficit)	<u>\$ (117,400)</u>	<u>\$ (68,000)</u>	<u>\$ (83,900)</u>	<u>\$ (64,717)</u>	<u>\$ (82,600)</u>

**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Fire Services ~ 220**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Fire Protection Area Rate	396,100	404,400	408,000	365,970	380,000
Kings County Fire Protection	167,000	164,100	164,400	164,680	156,700
Miscellaneous	-	2,000	-	4,628	
Other conditional grants	-	13,000	-		
	<u>563,100</u>	<u>583,500</u>	<u>572,400</u>	<u>535,278</u>	<u>536,700</u>
EXPENSES					
Salary and wages	83,900	80,300	82,100	78,213	78,300
Employee Benefits	12,100	14,500	10,600	14,235	10,900
Meeting, Meals and Travel	1,900	2,300	2,000	2,032	2,000
Professional Development	15,000	9,700	15,000	10,901	15,000
Membership Dues & Fees	1,200	1,500	2,000	783	2,000
Telecommunications	8,800	7,900	9,900	8,792	9,900
Office Expense	1,000	600	1,500	478	1,500
Insurance	6,000	9,400	6,400	3,339	6,400
Stipends & Honorariums	38,400	28,500	38,400	32,017	38,400
Heat	4,100	4,600	4,800	4,031	4,800
Utilities	13,700	13,100	13,500	13,419	11,700
Repairs and Maintenance	13,200	21,800	13,000	17,136	13,400
Vehicle Fuel	5,400	4,400	5,400	5,226	5,400
Vehicle Repairs & Maintenance	46,600	51,400	43,600	43,398	40,000
Vehicle Insurance	4,600	4,600	4,600	4,631	4,600
Operational Equip & Supplies	68,000	85,800	65,000	78,274	65,000
Equipment Maintenance	10,000	14,400	10,000	18,169	10,000
Contracted Services	410,200	427,600	424,000	398,793	396,300
Licenses and Permits	1,800	1,700	1,800	1,555	1,800
	<u>745,900</u>	<u>784,100</u>	<u>753,600</u>	<u>735,422</u>	<u>717,400</u>
Net Department Surplus (Deficit)	<u>\$ (182,800)</u>	<u>\$ (200,600)</u>	<u>\$ (181,200)</u>	<u>\$ (200,144)</u>	<u>\$ (180,700)</u>

Note: \$396,100 (\$408,000 in 19/20) 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
2020/21 Operating Budget - DRAFT V2
EMO ~ 230

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>REVENUES</u>					
Miscellaneous	80,000	68,800	80,000	63,724	
	<u>80,000</u>	<u>68,800</u>	<u>80,000</u>	<u>63,724</u>	-
<u>EXPENSES</u>					
Salary and wages	52,700	50,700	50,000	49,492	
Employee Benefits	8,500	7,800	8,000	7,931	
Meeting, Meals and Travel	5,000	2,400	5,000	2,994	
Advertising		2,800		-	
Telecommunications		500	-	536	
Office Expense	7,400	1,200	9,000	480	
Operational Equip & Supplies	6,400	3,400	8,000	2,856	
	<u>80,000</u>	<u>68,800</u>	<u>80,000</u>	<u>64,289</u>	-
Net Department Surplus (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (565)</u>	<u>\$ -</u>

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Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Other Protective Services ~ 290

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Kings County Fire Protection	600	1,100	1,100	2,076	3,500
License & fee revenue	5,000	4,000	5,000	3,877	5,000
EMO 911 Cost Recovery	1,600	1,600	1,600	1,895	1,600
	<u>7,200</u>	<u>6,700</u>	<u>7,700</u>	<u>7,848</u>	<u>10,100</u>
EXPENSES					
Salary and wages	2,200	500	-	2,789	
Employee Benefits	300	-	-	188	
Seasonal Wages	16,600	15,200	14,700	11,360	14,300
Employee Benefits Seasonal wag	1,700	1,100	1,500	764	1,500
Operational Equip & Supplies	500	700	1,000	401	1,000
Contracted Services	15,000	15,000	15,300	14,884	15,300
Debenture interest	4,000	5,200	5,300	6,562	11,100
	<u>40,300</u>	<u>37,700</u>	<u>37,800</u>	<u>36,948</u>	<u>43,200</u>
Net Department Surplus (Deficit)	<u>\$ (33,100)</u>	<u>\$ (31,000)</u>	<u>\$ (30,100)</u>	<u>\$ (29,100)</u>	<u>\$ (33,100)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Public Works Division**

	2020/21	2019/20		2018/19	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Job Cost billings	10,000	9,500	10,000	7,100	10,000
Cost recoveries from Water Util	115,100	111,700	111,700	109,100	109,100
Cost recoveries from Sewer Dept	45,300	43,100	43,100	33,500	42,200
Land Leases	4,000	2,000	4,000	3,893	4,000
TOTAL REVENUE	174,400	166,300	168,800	154,406	165,300
EXPENSES					
Salary and wages	550,400	537,600	580,600	524,765	561,000
Employee Benefits	120,300	108,100	122,800	119,357	117,000
Seasonal Wages	12,000	-	12,000	3,880	12,000
Employee Benefits Seasonal wag	1,200	-	1,200	211	1,200
Meals and Travel	2,300	3,100	2,400	3,737	2,100
Membership Dues & Fees	1,100	1,400	1,500	796	1,000
Supplies	-	-	-	-	-
Advertising	-	500	-	396	-
Telecommunications	4,200	3,900	4,200	4,140	4,200
Office Expense	3,600	3,500	4,100	4,031	3,700
Legal	-	1,300	-	5,220	5,000
Heat	9,000	7,700	9,000	6,707	9,000
Utilities	32,500	35,200	35,500	36,681	34,300
Repairs and Maintenance	50,400	39,700	54,800	29,052	40,300
Vehicle Fuel	36,900	39,300	36,900	32,236	36,900
Vehicle Repairs & Maintenance	65,300	62,600	57,000	69,686	57,000
Vehicle Insurance	4,200	3,500	4,200	3,279	4,200
Operational Equip & Supplies	177,300	177,400	153,800	151,608	150,900
Equipment Rentals	-	400	-	4,902	-
Contracted Services	436,600	315,300	390,700	440,105	381,500
Licenses and Permits	1,500	1,400	1,500	1,412	1,500
Debenture interest	133,500	131,500	133,500	120,443	121,900
	1,642,300	1,473,400	1,605,700	1,562,644	1,544,700
Net Division Surplus (Deficit)	\$ (1,467,900)	\$ (1,307,100)	\$ (1,436,900)	\$ (1,408,238)	\$ (1,379,400)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	100,000		95,000		
Net Surplus (Deficit)	<u>\$ (1,367,900)</u>	<u>\$ (1,307,100)</u>	<u>\$ (1,341,900)</u>	<u>\$ (1,408,238)</u>	<u>\$ (1,379,400)</u>

Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Public Works Common Costs ~ 310

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	80,900	81,400	81,400	79,200	79,200
Cost recoveries from Sewer Dept	24,800	24,900	24,900	24,200	24,200
TOTAL REVENUE	105,700	106,300	106,300	103,400	103,400
EXPENSES					
Salary and wages	168,300	170,000	167,300	160,857	157,600
Employee Benefits	27,900	26,000	27,400	25,449	25,900
Meetings, Meals and Travel	300	100	400	917	100
Membership Dues & Fees	1,100	1,400	1,500	796	1,000
Advertising	-	500	-	396	-
Telecommunications	4,200	3,900	4,200	4,140	4,200
Office Expense	3,600	3,500	4,100	4,031	3,700
Legal	-	1,300	-	5,220	5,000
Heat	9,000	7,700	9,000	6,707	9,000
Utilities	11,000	13,700	13,100	16,883	13,100
Repairs and Maintenance	50,400	39,700	54,800	29,052	40,300
Operational Equip & Supplies	3,000	600	3,000	277	6,000
Contracted Services	4,200	1,000	4,200	1,978	4,200
Licenses and Permits	1,500	1,400	1,500	1,412	1,500
	284,500	270,800	290,500	258,115	271,600
Net Department Surplus (Deficit)	<u>\$ (178,800)</u>	<u>\$ (164,500)</u>	<u>\$ (184,200)</u>	<u>\$ (154,715)</u>	<u>\$ (168,200)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus		4,200	13,000	-	-
Net Surplus (Deficit)	<u>\$ (178,800)</u>	<u>\$ (160,300)</u>	<u>\$ (171,200)</u>	<u>\$ (154,715)</u>	<u>\$ (168,200)</u>

**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Roads and Streets ~ 320**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	34,200	30,300	30,300	29,900	29,900
Cost recoveries from Sewer Dept	20,500	18,200	18,200	9,300	18,000
Miscellaneous	-			813	-
	<u>54,700</u>	<u>48,500</u>	<u>48,500</u>	<u>40,013</u>	<u>47,900</u>
EXPENSES					
Salary and wages	381,100	367,000	408,900	363,110	397,400
Employee Benefits	92,200	82,000	94,400	93,793	89,900
Seasonal Wages	12,000	-	12,000	3,880	12,000
Employee Benefits Seasonal wag	1,200	-	1,200	211	1,200
Meetings, Meals and Travel	2,000	3,000	2,000	2,820	2,000
Vehicle Fuel	36,900	39,300	36,900	32,236	36,900
Vehicle Repairs & Maintenance	65,300	62,600	57,000	69,686	57,000
Vehicle Insurance	4,200	3,500	4,200	3,279	4,200
Operational Equip & Supplies	111,400	127,600	96,600	128,672	99,800
Equipment Rentals	-	400	-	4,902	-
Contracted Services	380,600	264,900	344,700	402,840	345,000
	<u>1,086,900</u>	<u>950,300</u>	<u>1,057,900</u>	<u>1,105,429</u>	<u>1,045,400</u>
Net Department Surplus (Deficit)	<u>\$ (1,032,200)</u>	<u>\$ (901,800)</u>	<u>\$ (1,009,400)</u>	<u>\$ (1,065,416)</u>	<u>\$ (997,500)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>100,000</u>	<u>63,000</u>	<u>67,000</u>	<u>-</u>	<u>60,000</u>
Net Surplus (Deficit)	<u>\$ (932,200)</u>	<u>\$ (838,800)</u>	<u>\$ (942,400)</u>	<u>\$ (1,065,416)</u>	<u>\$ (937,500)</u>

Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Street Lighting ~ 330

	<u>2020/21</u> Budget	<u>2019/20</u>		<u>2018/19</u>	
		Forecast/Act	Budget	Actual	Budget
EXPENSES					
Utilities	21,500	21,500	22,400	19,798	21,200
Operational Equip & Supplies	9,600	2,100	9,600	4,856	15,600
Contracted Services		2,000		2,579	
	<u>31,100</u>	<u>25,600</u>	<u>32,000</u>	<u>27,233</u>	<u>36,800</u>
Net Department Surplus (Deficit)	<u>\$ (31,100)</u>	<u>\$ (25,600)</u>	<u>\$ (32,000)</u>	<u>\$ (27,233)</u>	<u>\$ (36,800)</u>

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Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Traffic Services ~ 340

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Job Cost billings	-	-	-	-	-
EXPENSES					
Salary and wages	1,000	600	4,400	798	6,000
Employee Benefits	200	100	1,000	115	1,200
Operational Equip & Supplies	48,500	43,200	29,000	12,513	12,500
Contracted Services	44,500	40,100	34,500	26,366	25,000
	<u>94,200</u>	<u>84,000</u>	<u>68,900</u>	<u>39,792</u>	<u>44,700</u>
Net Department Surplus (Deficit)	<u>\$ (94,200)</u>	<u>\$ (84,000)</u>	<u>\$ (68,900)</u>	<u>\$ (39,792)</u>	<u>\$ (44,700)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus		<u>15,000</u>	<u>15,000</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (94,200)</u>	<u>\$ (69,000)</u>	<u>\$ (53,900)</u>	<u>\$ (39,792)</u>	<u>\$ (44,700)</u>

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Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Other Roads & Street ~ 350

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
Professional Development		-			
Operational Equip & Supplies	4,800	3,900	15,600	5,265	17,000
Contracted Services	7,300	7,300	7,300	6,342	7,300
	<u>12,100</u>	<u>11,200</u>	<u>22,900</u>	<u>11,607</u>	<u>24,300</u>
Net Department Surplus (Deficit)	<u>\$ (12,100)</u>	<u>\$ (11,200)</u>	<u>\$ (22,900)</u>	<u>\$ (11,607)</u>	<u>\$ (24,300)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Other Transport ~ 390**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Job Cost billings	10,000	9,500	10,000	7,100	10,000
Land Leases	4,000	2,000	4,000	3,893	4,000
	<u>14,000</u>	<u>11,500</u>	<u>14,000</u>	<u>10,993</u>	<u>14,000</u>
EXPENSES					
Miscellaneous				25	
Operational Equip & Supplies					
Debenture interest	133,500	131,500	133,500	120,443	121,900
	<u>133,500</u>	<u>131,500</u>	<u>133,500</u>	<u>120,468</u>	<u>121,900</u>
Net Department Surplus (Deficit)	<u>\$ (119,500)</u>	<u>\$ (120,000)</u>	<u>\$ (119,500)</u>	<u>\$ (109,475)</u>	<u>\$ (107,900)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Sewer & Solid Waste Division**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUE					
Sewer Rates	451,500	432,000	430,000	399,067	411,000
Kings County Sewer Contribution	2,000	2,000	2,000	5,279	3,200
TOTAL REVENUE	453,500	434,000	432,000	404,346	414,200
EXPENSES					
Salary and wages	85,800	90,800	82,900	78,026	87,100
Employee Benefits	19,900	15,100	18,200	10,748	17,400
Meals and Travel	-	-	-	100	-
Utilities	52,700	48,700	52,400	47,154	52,400
Vehicle Repairs & Maintenance	17,900	19,000	17,900	9,346	17,900
Operational Equip & Supplies	109,500	89,200	111,700	92,439	105,700
Equipment Rentals	-	6,400	-	2,790	-
Contracted Services	63,400	56,600	62,100	54,762	61,300
Debenture interest	17,300	8,100	9,500	12,003	9,000
	366,500	338,100	358,700	307,368	350,800
Net Division Surplus (Deficit)	\$ 87,000	\$ 95,900	\$ 73,300	\$ 96,978	\$ 63,400

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Sewer Administration ~ 410**

	<u>2020/21</u> Budget	<u>2019/20</u> Forecast/Act Budget		<u>2018/19</u> Actual Budget	
<u>EXPENSES</u>					
Salary and wages				(29)	
Employee Benefits					
Contracted Services	24,800	28,400	25,000	27,700	24,200
	<u>24,800</u>	<u>28,400</u>	<u>25,000</u>	<u>27,671</u>	<u>24,200</u>
Net Department Surplus (Deficit)	<u>\$ (24,800)</u>	<u>\$ (28,400)</u>	<u>\$ (25,000)</u>	<u>\$ (27,671)</u>	<u>\$ (24,200)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Sanitary & Storm Sewer Collection ~ 420**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>EXPENSES</u>					
Salary and wages	45,600	45,700	43,300	35,882	53,600
Employee Benefits	10,600	7,800	9,500	5,847	10,700
Meetings, Meals and Travel		-	-	100	
Vehicle Repairs & Maintenance	12,600	10,900	12,600	5,600	12,600
Operational Equip & Supplies	27,000	17,600	27,000	23,296	21,000
Equipment Rentals		6,400		2,790	-
Contracted Services	27,000	18,500	25,500	20,012	25,500
	<u>122,800</u>	<u>106,900</u>	<u>117,900</u>	<u>93,527</u>	<u>123,400</u>
Net Department Surplus (Deficit)	<u>\$ (122,800)</u>	<u>\$ (106,900)</u>	<u>\$ (117,900)</u>	<u>\$ (93,527)</u>	<u>\$ (123,400)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Lift Stations ~ 430**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>EXPENSES</u>					
Salary and wages		1,200			
Employee Benefits		200			
Utilities	20,300	17,600	20,000	16,964	20,000
Operational Equip & Supplies	33,500	14,100	27,400	9,775	27,400
Equipment Maintenance		1,800			
	<u>53,800</u>	<u>34,900</u>	<u>47,400</u>	<u>26,739</u>	<u>47,400</u>
Net Department Surplus (Deficit)	<u>\$ (53,800)</u>	<u>\$ (34,900)</u>	<u>\$ (47,400)</u>	<u>\$ (26,739)</u>	<u>\$ (47,400)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Sewer Treatment ~ 440**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous	-	-	-	-	-
EXPENSES					
Salary and wages	40,200	43,900	39,600	42,144	33,500
Employee Benefits	9,300	7,100	8,700	4,930	6,700
Utilities	32,400	31,100	32,400	30,190	32,400
Repairs and Maintenance	-	300	4,000		
Vehicle Fuel	-	1,900	-		
Vehicle Repairs & Maintenance	5,300	8,100	5,300	3,746	5,300
Operational Equip & Supplies	29,000	38,800	37,200	49,733	37,200
Contracted Services	2,800	2,800	2,800	3,050	2,800
	<u>119,000</u>	<u>134,000</u>	<u>130,000</u>	<u>133,793</u>	<u>117,900</u>
Net Department Surplus (Deficit)	<u>\$ (119,000)</u>	<u>\$ (134,000)</u>	<u>\$ (130,000)</u>	<u>\$ (133,793)</u>	<u>\$ (117,900)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Solid Waste Department ~ 450**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>REVENUES</u>	-	-	-	-	-
<u>EXPENSES</u>					
Operational Equip & Supplies				858	
Program Expenditures		200		-	
Contracted Services	5,000	3,100	5,000	4,000	5,000
	<u>5,000</u>	<u>3,300</u>	<u>5,000</u>	<u>4,858</u>	<u>5,000</u>
Net Department Surplus (Deficit)	<u>\$ (5,000)</u>	<u>\$ (3,300)</u>	<u>\$ (5,000)</u>	<u>\$ (4,858)</u>	<u>\$ (5,000)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Other Environmental ~ 490**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Job Cost billings					
Sewer Rates	451,500	432,000	430,000	399,067	411,000
Kings County Sewer Contribution	2,000	2,000	2,000	5,279	3,200
	<u>453,500</u>	<u>434,000</u>	<u>432,000</u>	<u>404,346</u>	<u>414,200</u>
EXPENSES					
Miscellaneous					
Operational Equip & Supplies	20,000	18,700	20,100	8,777	20,100
Contracted Services	3,800	3,800	3,800	-	3,800
Debenture interest	17,300	8,100	9,500	12,003	9,000
	<u>41,100</u>	<u>30,600</u>	<u>33,400</u>	<u>20,780</u>	<u>32,900</u>
Net Department Surplus (Deficit)	<u>\$ 412,400</u>	<u>\$ 403,400</u>	<u>\$ 398,600</u>	<u>\$ 383,566</u>	<u>\$ 381,300</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Parks Division ~ 510**

Changed from V1 to V2

	2020/21	2019/20		2018/19	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous	-	900	-	1,582	-
TOTAL REVENUE	-	900	-	1,582	-
EXPENSES					
Salary and wages	111,700	45,000	67,500	25,453	66,100
Employee Benefits	22,500	27,800	13,200	37,892	13,200
Seasonal Wages	230,000	220,800	193,000	235,089	175,300
Employee Benefits Seasonal wag	42,600	32,200	35,700	27,804	35,100
Meetings, Meals and Travel	-	1,100	-	193	-
Telecommunications	-	800	-	847	-
Utilities	5,400	6,200	5,200	5,922	5,200
Repairs and Maintenance	-	200	-	-	-
Vehicle Fuel	6,500	5,300	6,300	6,744	6,300
Vehicle Repairs & Maintenance	8,500	14,700	5,400	7,462	4,400
Vehicle Insurance	2,400	1,000	1,000	1,496	1,000
Operational Equip & Supplies	89,200	86,700	82,700	83,560	82,100
Equipment Maintenance	-	300	-	-	-
Equipment Rentals	-	3,600	-	2,516	-
Contracted Services	42,500	40,300	46,000	5,558	36,000
Debenture interest	4,300	4,600	-	3,864	-
	<u>565,600</u>	<u>490,600</u>	<u>456,000</u>	<u>444,400</u>	<u>424,700</u>
Net Division Surplus (Deficit)	<u>\$ (565,600)</u>	<u>\$ (489,700)</u>	<u>\$ (456,000)</u>	<u>\$ (442,818)</u>	<u>\$ (424,700)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus		9,100	41,600		28,800
Net Surplus (Deficit)	<u>\$ (565,600)</u>	<u>\$ (480,600)</u>	<u>\$ (414,400)</u>	<u>\$ (395,900)</u>	

**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Planning Division ~ 610**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Zoning & Subdivision approvals	600	600	600	945	600
Bldg Insp. & Development Revenues	-	3,200		48,242	47,500
License & fee revenue	1,500	2,600	1,500	1,866	1,500
Building & development permits	16,000	21,400	16,000	14,077	16,000
Development agreements	1,000	-	1,000	-	1,000
Land Leases	900	-	900	-	900
Miscellaneous		1,200	-		
Employment grants	8,400	1,600			
PNS conditional grants	-	30,000	30,000		
Other conditional grants	46,500	41,000	46,500		
	<u>74,900</u>	<u>101,600</u>	<u>96,500</u>	<u>65,130</u>	<u>67,500</u>
EXPENSES					
Salary and wages	269,500	287,800	301,700	281,130	272,300
Employee Benefits	47,500	54,200	54,000	58,271	54,500
Seasonal Wages	91,600	68,200	58,000	22,511	45,100
Employee Benefits Seasonal wag	9,700	6,800	5,800	582	4,200
Meetings, Meals and Travel	5,000	1,700	5,000	4,326	6,200
Membership Dues & Fees	3,000	2,200	2,100	1,418	2,100
Advertising	8,000	6,000	8,000	8,567	8,000
Telecommunications	5,300	3,800	5,300	3,809	5,300
Office Expense	13,200	10,300	13,200	14,963	13,200
Legal	20,000	10,400	20,000	51,448	20,000
Operational Equip & Supplies	1,000	-			
Program Expenditures	20,000	19,000	30,000	-	
Contracted Services	25,000	38,000	45,000	12,504	50,000
	<u>518,800</u>	<u>508,400</u>	<u>548,100</u>	<u>459,446</u>	<u>480,900</u>
Net Division Surplus (Deficit)	(443,900)	\$ (406,800)	\$ (451,600)	<u>\$ (394,316)</u>	<u>\$ (413,400)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	15,000	10,000	30,000		69,300
Net Surplus (Deficit)	<u>\$ (428,900)</u>	<u>\$ (396,800)</u>	<u>\$ (421,600)</u>	<u>\$ (344,100)</u>	

**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Community Development Division**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Kings County Recreation Contrib	15,000	29,700	10,000	11,561	-
Program fees	20,000	16,500	16,000	11,764	16,000
Festival & events revenues	-	13,600	500	2,199	-
Facility fees & cost recoveries	12,300	-	11,000	11,844	10,300
Tourist Bureau revenues	7,500	2,800	1,500	3,322	1,500
Employment grants	-	1,600	-	3,080	-
PNS conditional grants	-	17,900	-	12,500	-
Other conditional grants	17,600	17,700	21,000	9,849	19,000
TOTAL REVENUE	72,400	99,900	60,000	66,349	46,800
EXPENSES					
Salary and wages	208,500	243,900	242,800	179,807	160,300
Employee Benefits	37,200	40,900	43,400	33,278	31,400
Seasonal/Term Wages	146,400	104,600	91,300	92,805	93,500
Employee Benefits Seasonal wag	18,100	11,500	14,400	9,151	14,200
Meals and Travel	1,100	3,100	2,800	1,128	2,500
Professional Development	-	-	-	-	-
Membership Dues & Fees	3,300	6,200	7,300	3,995	7,300
Advertising	17,000	12,400	21,000	14,738	21,500
Telecommunications	11,100	5,000	5,700	5,120	5,700
Office Expense	3,000	2,000	5,800	4,460	5,800
Marketing and Communications	-	-	-	15	-
Miscellaneous	-	-	-	-	-
Utilities	11,100	15,100	13,100	15,446	13,100
Repairs and Maintenance	10,000	11,700	12,300	10,649	9,300
Vehicle Fuel	1,000	1,400	1,000	1,327	1,000
Vehicle Repairs & Maintenance	2,000	900	2,000	916	2,000
Vehicle Insurance	400	400	-	401	-
Operational Equip & Supplies	45,300	23,300	31,100	14,354	25,600
Program Expenditures	55,600	44,000	53,600	44,091	53,100
Contracted Services	26,500	20,000	28,000	23,066	28,000
Grants to Organizations	79,700	70,400	78,900	76,650	78,900
Debenture interest	3,300	3,900	7,200	4,367	2,500
	680,600	620,700	661,700	535,764	555,700
Net Division Surplus (Deficit)	<u>(608,200)</u>	<u>\$ (520,800)</u>	<u>\$ (601,700)</u>	<u>\$ (469,415)</u>	<u>\$ (508,900)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>		<u>10,000</u>		
	<u>-</u>		<u>10,000</u>		
Net Surplus (Deficit)	<u>\$ (608,200)</u>		<u>\$ (591,700)</u>		

**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Economic Development Department ~ 710**

Changed from V1 to V2

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
Salary and wages	-	95,200	90,700	91,600	90,700
Employee Benefits	-	19,700	16,300	19,816	18,100
Meetings, Meals and Travel	600	1,300	1,200	695	1,200
Membership Dues & Fees	2,800	2,100	2,800	609	2,800
Advertising	9,500	7,000	9,500	7,121	9,500
Telecommunications	500	800	900	719	900
Office Expense	1,500	-	3,500	1,199	3,500
Marketing and Communications			-	15	-
Operational Equip & Supplies	5,000	3,200	10,000	8	10,000
Contracted Services	5,000	-	10,000	-	10,000
Grants to Organizations	10,000	10,000	10,000	10,000	10,000
Debt interest	100	200	300	511	400
	<u>35,000</u>	<u>139,500</u>	<u>155,200</u>	<u>132,293</u>	<u>157,100</u>
Net Operational Dept. Surplus (Deficit)	(35,000)	\$ (139,500)	\$ (155,200)	\$ (132,293)	\$ (157,100)

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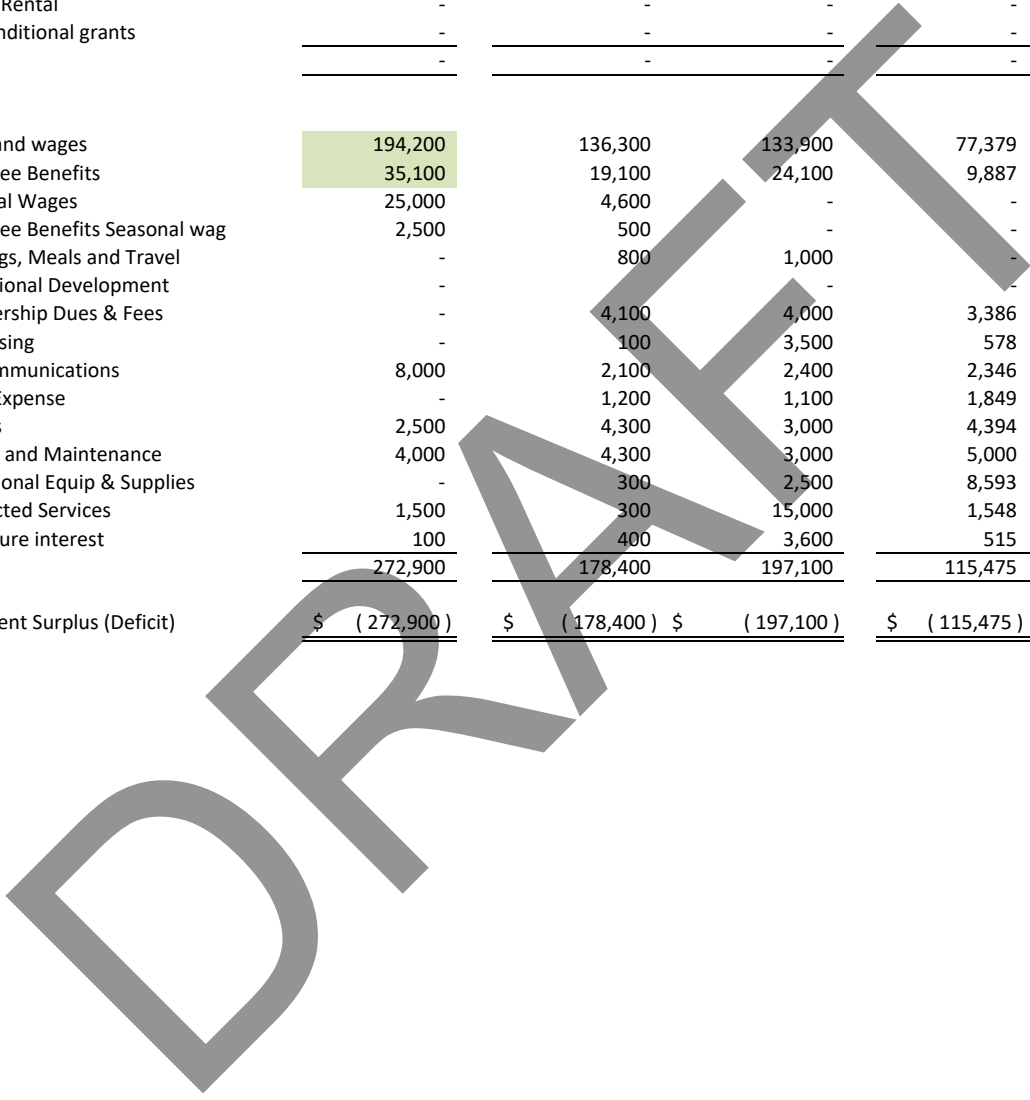
**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Festival & Events Department ~ 720**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Festival & events revenues	-	2,000	500	2,199	-
Employment grants			-	3,080	-
PNS conditional grants		4,100	-		-
Other conditional grants		2,400	-	2,400	-
	<u>-</u>	<u>8,500</u>	<u>500</u>	<u>7,679</u>	<u>-</u>
EXPENSES					
Salary and wages	5,600	1,200	5,600	927	5,600
Employee Benefits	700	200	700	224	1,100
Seasonal Wages	9,300	13,700	8,900	14,025	11,700
Employee Benefits Seasonal wag	1,200	1,200	1,100	1,013	1,300
Advertising	5,500	4,100	6,000	5,856	6,500
Operational Equip & Supplies	27,000	17,500	10,000	2,246	8,000
Program Expenditures	47,000	32,500	44,000	37,507	44,000
Grants to Organizations	35,300	41,900	35,300	44,000	35,300
	<u>131,600</u>	<u>112,300</u>	<u>111,600</u>	<u>105,798</u>	<u>113,500</u>
Net Department Surplus (Deficit)	<u>\$ (131,600)</u>	<u>\$ (103,800)</u>	<u>\$ (111,100)</u>	<u>\$ (98,119)</u>	<u>\$ (113,500)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus		5,000	10,000		38,000
	<u>-</u>	<u>5,000</u>	<u>10,000</u>		<u>38,000</u>
Net Surplus (Deficit)	<u>\$ (131,600)</u>	<u>\$ (98,800)</u>	<u>\$ (101,100)</u>		<u>\$ (75,500)</u>

Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Community Development Adm Department ~ 730

Changed from V1 to V2

	2020/21	2019/20		2018/19	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Facility Rental	-	-	-	-	-
PNS conditional grants	-	-	-	-	-
	-	-	-	-	-
EXPENSES					
Salary and wages	194,200	136,300	133,900	77,379	51,400
Employee Benefits	35,100	19,100	24,100	9,887	9,900
Seasonal Wages	25,000	4,600	-	-	-
Employee Benefits Seasonal wag	2,500	500	-	-	-
Meetings, Meals and Travel	-	800	1,000	-	1,000
Professional Development	-	-	-	-	-
Membership Dues & Fees	-	4,100	4,000	3,386	4,000
Advertising	-	100	3,500	578	3,500
Telecommunications	8,000	2,100	2,400	2,346	2,400
Office Expense	-	1,200	1,100	1,849	1,100
Utilities	2,500	4,300	3,000	4,394	3,000
Repairs and Maintenance	4,000	4,300	3,000	5,000	3,000
Operational Equip & Supplies	-	300	2,500	8,593	2,500
Contracted Services	1,500	300	15,000	1,548	15,000
Debt interest	100	400	3,600	515	400
	272,900	178,400	197,100	115,475	97,200
Net Department Surplus (Deficit)	\$ (272,900)	\$ (178,400)	\$ (197,100)	\$ (115,475)	\$ (97,200)



**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Recreation Programs Department ~ 740**

Changed from V1 to V2

	2020/21	2019/20		2018/19	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Kings County Recreation Contrib	15,000	29,700	10,000	11,561	-
Program fees	20,000	16,500	16,000	11,764	16,000
Festival & events revenues		11,600		-	-
Facility fees & cost recoveries	12,300		11,000	11,844	10,300
Employment grants		1,600	-	-	-
PNS conditional grants		4,300	-	2,700	-
Other conditional grants	2,000	10,300	2,000	2,449	-
	<u>49,300</u>	<u>74,000</u>	<u>39,000</u>	<u>40,318</u>	<u>26,300</u>
EXPENSES					
Salary and wages		300	-	546	-
Employee Benefits		-	-	179	-
Seasonal Wages	56,400	42,400	30,100	29,162	29,500
Employee Benefits Seasonal wag	6,000	4,000	3,900	2,036	3,500
Meetings, Meals and Travel	500	700	500	433	200
Advertising	2,000	1,200	2,000	1,183	2,000
Vehicle Fuel	1,000	1,400	1,000	1,327	1,000
Vehicle Repairs & Maintenance	2,000	900	2,000	916	2,000
Vehicle Insurance	400	400		401	
Operational Equip & Supplies	2,200	1,200	3,500	1,145	
Program Expenditures	8,600	11,500	9,600	6,584	9,100
Contracted Services	20,000	15,000	3,000	16,150	3,000
Grants to Organizations	24,400	8,500	23,600	12,650	23,600
	<u>123,500</u>	<u>87,500</u>	<u>79,200</u>	<u>72,712</u>	<u>73,900</u>
Net Department Surplus (Deficit)	<u>\$ (74,200)</u>	<u>\$ (13,500)</u>	<u>\$ (40,200)</u>	<u>\$ (32,394)</u>	<u>\$ (47,600)</u>

**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Tourism Department ~ 750**

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Tourist Bureau revenues	7,500	2,800	1,500	3,322	1,500
Employment grants			-		-
PNS conditional grants		9,500	-	9,800	-
Other conditional grants	10,600	-	14,000	-	14,000
	<u>18,100</u>	<u>12,300</u>	<u>15,500</u>	<u>13,122</u>	<u>15,500</u>
EXPENSES					
Salary and wages	3,300	3,500	7,300	2,886	7,300
Employee Benefits	400	1,300	1,300	3,050	1,300
Seasonal Wages	55,700	43,900	52,300	49,618	52,300
Employee Benefits Seasonal wag	8,400	5,800	9,400	6,102	9,400
Meetings, Meals and Travel	-	300	100	-	100
Membership Dues & Fees	500	-	500	-	500
Telecommunications	2,000	1,600	1,700	1,554	1,700
Office Expense	1,000	300	1,100	297	1,100
Utilities	2,000	4,400	2,000	4,442	2,000
Repairs and Maintenance	1,000	4,000	5,000	1,458	2,000
Operational Equip & Supplies	10,600	700	4,300	2,362	4,300
Contracted Services		4,200	-	3,954	-
	<u>84,900</u>	<u>70,000</u>	<u>85,000</u>	<u>75,723</u>	<u>82,000</u>
Net Department Surplus (Deficit)	<u>\$ (66,800)</u>	<u>\$ (57,700)</u>	<u>\$ (69,500)</u>	<u>\$ (62,601)</u>	<u>\$ (66,500)</u>

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Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Library ~ 760

	<u>2020/21</u>	<u>2019/20</u>		<u>2018/19</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous		100		230	
Other conditional grants	5,000	5,000	5,000	5,000	5,000
	<u>5,000</u>	<u>5,100</u>	<u>5,000</u>	<u>5,230</u>	<u>5,000</u>
EXPENSES					
Salary and wages	5,400	7,400	5,300	6,469	5,300
Employee Benefits	1,000	600	1,000	122	1,000
Telecommunications	600	500	700	501	700
Office Expense	500	500	100	1,115	100
Utilities	6,600	6,400	8,100	6,610	8,100
Repairs and Maintenance	5,000	3,400	4,300	4,191	4,300
Operational Equip & Supplies	500	400	800	-	800
Contracted Services	-	500	-	1,414	-
Debenture interest	3,100	3,300	3,300	3,341	1,700
	<u>22,700</u>	<u>23,000</u>	<u>23,600</u>	<u>23,763</u>	<u>22,000</u>
Net Department Surplus (Deficit)	<u>\$ (17,700)</u>	<u>\$ (17,900)</u>	<u>\$ (18,600)</u>	<u>\$ (18,533)</u>	<u>\$ (17,000)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Museum & Historical ~ 770**

	<u>2020/21</u> Budget	<u>2019/20</u> Forecast/Act Budget		<u>2018/19</u> Actual Budget	
<u>EXPENSES</u>					
Miscellaneous					
Grants to Organizations	10,000	10,000	10,000	10,000	10,000
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Net Department Surplus (Deficit)	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>

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**Town of Wolfville
2020/21 Operating Budget - DRAFT V2
Partner Contributions ~ 840**

	2020/21	Budget Change	2019/20		2018/19	
	Budget		Forecast/Act	Budget	Actual	Budget
EXPENSES						
<u>Local partners</u>						
Grant to WBDC	100,000	-	100,000	100,000	100,000	100,000
<u>Regional partners</u>						
Regional Solid Waste	530,700	10,500	542,300	520,200	515,526	501,000
Transit services	172,900	20,200	173,300	152,700	188,499	144,400
Valley Community Fibre	2,000	500	(2,500)	1,500	5,814	1,000
Regional Development	-	-	-	-	22,766	25,000
Kings Region -cooperative Initiatives	20,800	(5,000)	10,800	25,800	22,214	10,800
<u>Provincial partners</u>						
Annapolis Valley Regional Libra	25,000	-	24,300	25,000	24,320	25,000
Education	801,900	38,000	763,700	763,900	738,012	765,500
Corrections	82,000	-	82,000	82,000	81,626	81,000
Regional Housing Authority	40,000	-	45,000	40,000	38,924	40,000
Assessment services	78,000	1,000	76,800	77,000	76,005	76,000
	1,853,300	65,200	1,815,700	1,788,100	1,813,706	1,769,700
Net Department Surplus (Deficit)	\$ (1,853,300)	\$ (65,200)	\$ (1,815,700)	\$ (1,788,100)	\$ (1,813,706)	\$ (1,769,700)

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Town of Wolfville
DRAFT 2020/21 Ten Year Capital Investment Plan V1
Fiscal 2020/21 to 2029/30

	BUDGET FOCUS										Accessibility
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Deadline
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	
Information Technology											
Servers	15,000	-	-	-	-	-	15,000	-	-	-	
Other IT Upgrades											
Video/Audio improvements to Chambers	25,000										
Total Other	25,000	-	-	-	-	-	-	-	-	-	
Information Technology	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	
Municipal Buildings											
Town Hall Civic Complex											
New or Major Renovated Facility						50,000	50,000			2,800,000	
Community Development/Public Works											
Accessibility/Reno upgrade - cfwd	250,000	over two years									
Park Shed		250,000									
Salt Shed											
Solar Panels - cfwd	160,000										
Fire Hall											
New Facility					25,000	50,000			2,000,000		
RCMP Detachment											
Library											
New Facility	75,000	-	50,000	50,000		2,500,000					
Total Municipal Buildings	\$ 485,000	\$ 250,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ 2,600,000	\$ 50,000	\$ -	\$ 2,000,000	\$ 2,800,000	
Protective Services											
Fire Department											
Trucks											
Aerial Ladder Truck					1,350,000	-					
Pumper 1 E-One Cyclone											
Ford 4*4 Utility Vehicle											
Pumper 3 E-One Cyclone				800,000							
Tanker 6 Int'l Pumper/Tanker											
Rescue 4 Pumper Rescue									750,000		
Ford Haz Matt vehicle										120,000	
Fire Trucks				800,000	1,350,000				750,000	120,000	
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								
Misc Fire Equipment	50,000	50,000	50,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
Total Fire Department	\$ 50,000	\$ 50,000	\$ 50,000	\$ 820,000	\$ 1,370,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 770,000	\$ 140,000	

Town of Wolfville
Draft 2020/21 Ten Year Capital Investment Plan V1
Fiscal 2020/21 to 2029/30

Accessibility
Deadline

Transportation Services

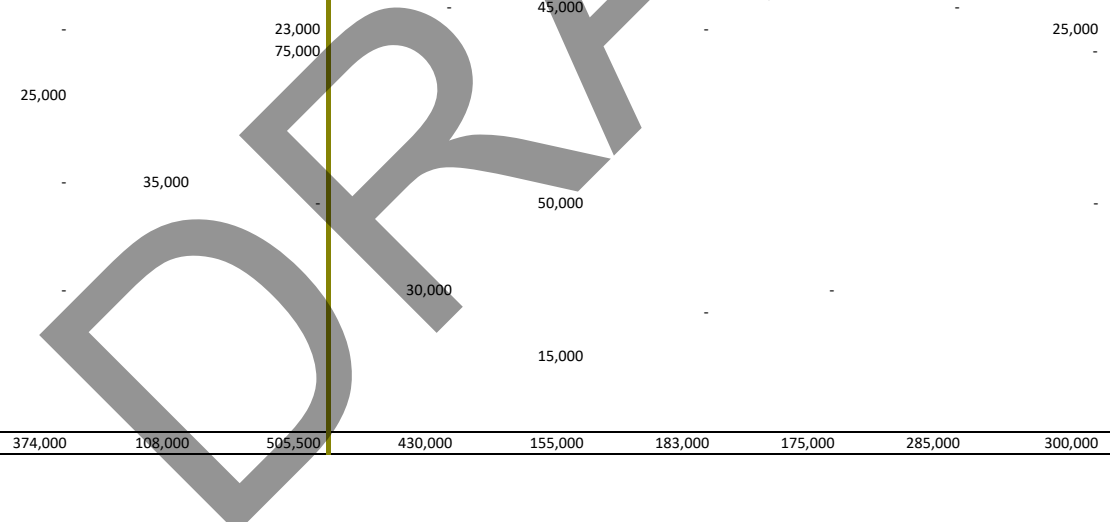
Public Works - Fleet Inventory

			BUDGET FOCUS									
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
			<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>
veh # 18 - small loader (replace skid steer)	7 yrs		-			-				175,000	-	-
veh # 19 - PW 3/4 ton Crew Cab	7 yrs		-		-	45,000						-
veh # 21 - PW 3/4 ton 4*4	7 yrs		-		65,000							70,000
veh # 22 - PW 1/2 ton	8		-		35,000							-
veh # 23 - PW 1 ton 4*4	6		-		75,000						80,000	-
veh # 25 - PW 5 ton plow truck	6					215,000						-
veh # 27 - PW backhoe	7		160,000						175,000			-
veh # 28 - PW loader	10				195,500							-
veh # 29 - PW trackless			175,000								195,000	-
veh #15 - Lead Hand truck	8		-		-	-	-	-		40,000		-
veh # 24 - PW asphalt recycler						110,000						-
veh # 51 - PW trackless						-		170,000				-

Parks Dept - Fleet/Equip

veh # 20 - 1/2 pick up - Rec	7		-		37,000							40,000
veh # 26 - Parks 3/4 ton crew cab						75,000						-
veh # 31 - Parks micro truck	9			25,000								-
veh #34 - Parks micro truck	9			25,000								-
veh #16 - Lead Hand truck	8									40,000		-
veh # 39 - Parks mower X730			14,000					13,000				-
veh # 40 - Parks loader 1025				23,000						30,000		-
veh # 37 - Parks mower/backhoe 2032	6?						45,000					-
veh # 38 - Parks mower 1023E					23,000						25,000	-
veh # 33 - Parks 3/4 ton crew cab 4*4					75,000							75,000

Chipper



Water & Wastewater Dept's

Veh #30 - Works	WTP		-	35,000								
veh # 32 - Works 3/4 ton 4*4	WWTP						50,000					-

Other

veh # 17 - Bylaw car			-			30,000						-
flail mower												-
Rec Dept - Bike Trailer							15,000					-

Fleet/Equipment

			374,000	108,000	505,500	430,000	155,000	183,000	175,000	285,000	300,000	185,000
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Town of Wolfville
2020/21 Ten Year Capital Investment Plan
Fiscal 2020/21 to 2029/30

		BUDGET FOCUS										Accessibility
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Deadline
		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
<u>Transportation Infrastructure</u>												
<i>includes active transport corridors, street, sidewalk, sanitary & storm sewer where applicable</i>												
Earnscliffe Ave. - civic 16 to end	170 m				-	612,000						
Earnscliffe Ave. Main to civic 16	180 m			-	648,000							
Gaspereau - civic 128 to Fowler	170 m											
Gaspereau - civic 94 to civic 128	180 m									-		
Gaspereau - Willow to civic 94	180 m											
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									
Maple Ave - civic 43 to Civic 83	230 m											
Maple Ave - Main to civic 19	210 m			-		756,000						828,000
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											
University - civic 18 to Crowell Dr	200 m											
University - Main to civic 18	200 m							-	720,000			720,000
Victoria - Main to King	170 m									-	612,000	
Westwood - Main to Irving Centre	350 m											
Wickwire - Little to Beckwith	300 m							-	1,080,000			
Parking lots ~ Dykeland/Elm		125,000										
Engineering - design work year in advance		45,000	77,400	32,400	68,400	-	90,000	84,600	73,800	77,400	32,400	
		170,000	977,400	1,580,400	716,400	1,368,000	90,000	1,884,600	1,765,800	1,553,400	1,580,400	
<u>Land Acquisitions/Disposals</u>												
		-	-	-	-	-	-	-	-	-	-	-
<u>Streets, Sidewalks, Parking Lots</u>												
		170,000	977,400	1,580,400	716,400	1,368,000	90,000	1,884,600	1,765,800	1,553,400	1,580,400	

Town of Wolfville
2020/21 Ten Year Capital Investment Plan
Fiscal 2020/21 to 2029/30

Accessibility
Deadline

	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Other Transportation										
Decorative Downtown Light Posts - Elm	80,000									
Decorative Downtown Light Posts - to Willow	10,000	200,000								
Decorative Downtown Light Posts - up Gaspereau			30,000							
Shoreline Protection										
Flood Risk Mitigation	50,000							1,000,000		
Generator replacements - Town Hall			80,000							
Well Generator (Water Utility)	70,000									
Confort Centre Generator										
Bigelow Lift Station										
Acadia Lift Station										
Elm Ave Lift Station										
Harbourside Lift Station										
Main Lift Station										
Oak Ave Lift Station										
Water Treatment Plant?? (water Utility)										
Public Works Facility	80,000									
Storm Water Mgt Plan										
	290,000	200,000	110,000	-	-	-	-	1,000,000	-	200,000
Other Transportation										
TOTAL TRANSPORTATION	\$ 834,000	\$ 1,285,400	\$ 2,195,900	\$ 1,146,400	\$ 1,523,000	\$ 273,000	\$ 2,059,600	\$ 3,050,800	\$ 1,853,400	\$ 1,965,400
Environmental Health Services										
Storm Water Management										
included in Street infrastructure above										
Storm Water System	-	-	-	-	-	-	-	-	-	-
Sewage Treatment/Collection										
Sewer Treatment										
Plant expansion design										
Treatment plant expansion	3,500,000	-				2,500,000				
Generator - STP										
	3,500,000	-				2,500,000				
Sanitary Sewer Collection										
included in Street infrastructure above										
Condition Assessment - video sewer lines	100,000									
Sewer Flusher	90,000									
	190,000									
TOTAL Environmental Health Services	\$ 3,690,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -

REQUEST FOR DECISION 004-2020

Title: Residential Rental Licensing

Date: 2020-02-04

Department: Planning & Development



SUMMARY

Residential Rental Licensing

Running parallel to the Town's planning document review (ongoing since 2015), Staff and Council have been advancing ways to both 1) address Landlord issues in certain residential rental situations and 2) improve "community harmony" or "social inclusion" between the different demographics and lifestyles in the Town.

Now that we are nearing completion of our planning document review (see [here](#)) and the 2020-21 Operations Budget/Plan is being formulated, Staff are seeking direction on whether to spend additional time advancing a Rental Licensing program, beyond what is being captured in the updated planning documents and through other efforts (outlined below). This report builds on previous work completed on the topic of a "RRBB" Residential Rental Business By-law outlined in the References and Attachments section of this report.

Staff are recommending that the ongoing efforts to improve both landlord relations and community harmony be further advanced, tested and evaluated before we move into creating another by-law and licensing program. Staff believe a licensing program may be another helpful tool (a piece of the puzzle); however, at this point Staff do not feel this work can be resourced properly and recommend it be earmarked as future work in our annual operations planning.

DRAFT MOTION:

That Council direct Staff to focus on current landlord relations and community harmony efforts and move further action on a rental licensing program to a future year of the Operations Plan.

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1) CAO COMMENTS

The CAO concurs with the recommendation of Staff. Conversation on this topic will continue as we evaluate the effectiveness of ongoing efforts. Acadia is in the process of developing their Code of Conduct, the Municipal Alcohol Policy is still under development, the new MPS has not yet been adopted, the Nuisance Party Bylaw has recently been gazetted and has not been yet utilized as a tool, and Council has earmarked funding in the 2020-21 Operating Budget for the creation of a Community Liaison position. It is recommended that sufficient time be provided to demonstrated the effectiveness of these tools, identify any further gaps, and continue the conversation with Council around the future application of a licensing program or alternative if warranted.

If Council supports the recommendations of staff, we would likely bring this back for discussion as part of the 2022-23 budget for further direction. At this time Council would have the benefit to see how our existing initiatives have worked to address the issues.

2) LEGISLATIVE AUTHORITY

The Nova Scotia *Municipal Government Act* 1998 (MGA), Section 172 provides Council the authority to enact by-laws dealing with a wide variety of matters.

3) STAFF RECOMMENDATION

That Council direct Staff to focus on current landlord relations and social inclusion/community harmony efforts and move further action on a rental licensing program to a future year of the Operations Plan.

4) REFERENCES AND ATTACHMENTS

References

1. RFD 036-2018 RRBB (May 2018, see [here](#))
2. RFD 032-2017 RRBB (June 2017, see [here](#))
3. [White Paper on RRRB's prepared for Symposium](#) – January 2017
4. [Sticky Issues workshop with PAC and Council](#) – December 2015
5. [Fotenn Discussion paper on RRRBs](#) – February 2016
6. [Core Area Consultation](#) – June 2016
7. [Meeting with Landlords](#) – Fall 2016
8. Summary of Housing Symposium notes from Stream 3 – RRBB
9. Workshop on student housing issues– Jan 30, 2015

Attachments

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1. Wolfville Alcohol Policy Framework

5) DISCUSSION

Background

A unique residential rental market exists in Wolfville. We are a University Town and popular tourist destination but also a place where quality of life is valued for families, retirees and other residents. During the public consultation for the ongoing Municipal Planning Strategy (MPS) review there has been a great deal of discussion and concern raised around rental housing, in particular single unit dwellings with large numbers of bedrooms (“single room occupancies”/lodging house/boarding house). This type of housing was also a large part of discussions at the Housing Symposium held in 2016 (see attached/referenced) and has continued up until the present day. The issue of short-term rentals, with the rise of AirBnB, has also been discussed in the Province generally and through our plan review process. Single Room Occupancies and Short-term Rentals are addressed in our [proposed Land Use By-law](#).

In 2017 a draft Rental Licensing By-law was advanced to Council but with Staff changes and the ongoing review of our planning documents, Staff advised Council (2018) of issues with the implementation of the proposed by-law and looked to integrate the intent directly into our planning documents. In 2019 staff advised Council that further work on our fire inspection program was needed before a licensing program could be developed. It should be noted that we have not yet brought our fire inspection program to the point where staff can properly resource a licensing program. While there may still be gaps, time is needed to further advance, test and evaluate existing efforts before moving any further with a rental licensing program.

Existing, Ongoing Efforts

1. [Proposed Land Use By-law](#)

A substantial focus of our [plan review](#) has been on housing choice. Council is committed to providing suitable housing options while also working toward better social inclusion and harmony among differing lifestyles. Incentivizing smaller units and better regulating single room occupancies and short-term rentals has been a key part of this.

The proposed [Land Use By-law](#) defines boarding and lodging houses (large single family homes where multiple rooms are rented) as “Single Room Occupancies.” New provisions have been added to better regulate this land use. Section 4.31 of the proposed Land Use By-law outlines the following:

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4.31 SINGLE ROOM OCCUPANCY

- (1) Single Room Occupancies are a housing type where one or two people are housed in single rooms (four or more), where tenants share bathrooms and a kitchen in a dwelling unit.
- (2) Single Room Occupancies do not include Short Term Rentals or single unit dwellings with up to 3 rental rooms.
- (3) Dwellings with four or more rooms used for single room occupancies are permitted in the R-2, R-3, R-4, I-2 and C-2 zones, subject to the following:
 - (a) A Fire and Life Safety Inspection shall be conducted on the premises before any Development Permit is issued;
 - (b) The maximum number of single room occupancies shall correspond to the underlying zone:
 - i) R-2 - max 4 bedrooms
 - ii) R-3 - max 6 bedrooms
 - iii) R-4 - max 8 bedrooms
 - iv) C-2 - max 6 bedrooms
 - (c) fee shall be provided as per the Town's **Fees Policy**;
 - (d) In addition to the normal parking requirements for the dwelling, one parking space shall be provided for each bedroom, in excess of three, being used for rental purposes.
 - (e) Existing single room occupancies may be subject to some or all of the requirements of this section, subject to context and the development history of the property.

The definitions section of the proposed Land Use By-law states:

Single Room Occupancy means a housing type wherein one or two people are housed in single rooms, wherein tenants typically share bathrooms and a kitchen in a single unit dwelling.

Short term rentals (e.g. AirBnB) are also to be regulated through the proposed Land Use By-law. Section 4.29 of the proposed Land Use By-law outlines the approach:

4.29 SHORT TERM RENTALS

The following special provisions shall apply to Short Term Rentals:

- (1) Short-term rentals shall only be permitted where proof of primary residence is provided to the Development Officer;
- (2) No more than three rental rooms are permitted;
- (3) Notwithstanding 4.29(2), a whole house may be rented not more than 150 days per year,
- (4) In the case of a rental situation, written confirmation from the Landlord shall be provided;
- (5) A Fire and Life Safety Inspection shall be conducted on the premises before any Development Permit is issued;
- (6) Proof of any required licensing from the Province, or other regulatory bodies shall be provided to the Development Officer;
- (7) Proof of insurance shall be provided to the Development Officer;
- (8) A fee shall be provided as per the Fees Policy;

The definitions section of the proposed Land Use By-law states:

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Short Term Rental means the rental of a dwelling unit or part thereof for overnight stay to the travelling public for a period of 30 days or less and includes a bed and breakfast or similar use.

From Staff's perspective, the outcomes that were envisioned with the development of a Rental Business By-law "RRBB" (2016-17 and updated 2018 – see References and Attachments) have been accomplished:

- Clearly define the Single Room Occupancies as having 4 or more rental rooms (Lodging/Boarding Houses)
- Introduce a framework for short-term rentals (AirBnB)
- Require a permit or license for these uses
- Ensure the building is safe for the use (Fire and Life Safety Inspection) and ensure other matters are documented and provided for (parking, proof of residence, etc)
- Some type of fee be charged (forthcoming with Fees Policy in March)
- Provide an ability to enforce non-compliance

Gaps will be identified as we start to administer the new documents and a licensing program may prove to be another useful tool. Given the volume of material in the planning documents, Staff will be bringing an assessment of the new documents to the future Council after they have been tested for a year (or so).

Further, Staff do not feel we are currently resourced to properly administer an effective rental licensing program. There have been some recent organizational changes that have impacted the Department and existing Staff will be evaluating what, if any, capacity issues we have with the introduction of our new planning documents, day-to-day operations and other projects.

2. System of Municipal Fire Inspections Update

The Municipal System of Fire Inspections has been recently updated to include Single Room Occupancies (see [here](#) for Staff Report on this update). This change was anticipating the outlined changes to the Land Use By-law.

3. Minimum Property Standards By-law

Recent proposed updates to the by-law include a provision to issue a ticket for parking violations (e.g. on front lawns). See [here](#) for Staff Report on this update (2nd Reading January 21, 2020)

4. Nuisance Party By-law

Council recently adopted a [Nuisance Party By-law](#) (July 2019). The intent is to better deal with large disruptive parties in the Town. Before the introduction of this new by-law, a Party Registration

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System was also piloted and will continue to be evaluated through the leadership of the ASU (this will not be a Town-led initiative).

5. Acadia University Partnership Agreement

A “Partnership Agreement” was signed between the Town of Wolfville, Acadia University and Acadia Students’ Union in October of 2018 (see [here](#) to view the Agreement and priorities that were established for 2019-2020).

The agreement covers various issues but most relevant here are actioning 1) a “Student Code of Conduct” that would include the regulation of off-campus behavior (work-in-progress), 2) the potential of a Community Liaison position (work-in-progress), and 3) a Nuisance Party By-law (completed). The Town and Gown Committee is meant to steer the implementation of the Partnership Agreement.

6. Comprehensive Alcohol Strategy

The purpose of the Comprehensive Alcohol Strategy is to bring together key stakeholders from Wolfville to develop and implement an action plan aimed at reducing the harms of alcohol to individuals, to others and to the community. This work is ongoing.

An Alcohol Policy Framework (recommendations and initiatives) has been developed, and includes 5 Strategic Areas with roles defined for Wolfville (the Town), Acadia, and our Town and Gown Committee (see Attachment 1 for the framework in-full). The 5 Strategic Areas in the Framework are:

1. Health Promotion, Prevention and Education
2. Campus Services
3. Availability and Marketing
4. Pricing of Alcohol
5. Community Action

7. RCMP Advisory Board

The relationship with the RCMP and level of service provided has been, and continues to be, a topic of discussion in the Town. It is anticipated this will continue indefinitely as the Town grows and changes over time. The RCMP Advisory Board provides advice to Town Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in Wolfville as per S 68(1) of The Police Act. See [here](#) for more information on the RCMP Advisory Board.

8. Town Compliance/By-law Officer

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The Town employs a Compliance/By-law Officer and is looking to move toward having another employee in this office, to replace our contract with the Commissionaires. The Compliance Office has been critical in 'moving the needle' on the issues of landlord relations and community harmony, including:

- Continues to educate, build relationships and mutual respect with owners, property managers and renters (ongoing) consistent with our [Compliance Policy](#).
- Tracks all enforcement and compliance issues through an 'enforcement tracker', including large parties.
- Updated the Prevention of Excessive Noise Bylaw with out of court settlement option for offences (an enticement for RCMP to enforce).
- Led the development of a Nuisance Party Bylaw with out of court settlements for offences (an enticement for RCMP to enforce) with a landlord responsibility section.
- Updated Property Minimum Standards Bylaw to improve response of reluctant owners to repair rental units and includes an out of court settlement for smaller issues.
 - Land Use Bylaw parking issues moved to the amended Property Minimum Standards for ease of enforcement of repeat offenders with an out of court settlement option.
 - The investigation of parking issues indirectly allows for a check of over tenancy issues at single room occupancy rental properties.
- New and improved Outdoor Fire Bylaw with authority for the Fire Chief and designates for action on properties negligent on outside fire safety and nuisance including rentals.
- Joint investigations with Valley Waste Resource Management Bylaw Officer related to issues of waste sorting, delivery to the curb, waste storage facilities including capacities and land use storage locations, which falls to the Property Owner, but includes the indirect investigation to possible over tenancy and land use violations.
- Working directly with other Planning & Development Staff on enforcement issues, including Fire Inspections where once carried out, may identify minimum property standards or other compliance issues.

6) FINANCIAL IMPLICATIONS

Financial resources to support a licensing program have not been accounted for in the draft 2020-21 Operating Budget to date.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See previous RFDs, References and Attachments.

8) ALTERNATIVES

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Council may wish to proceed in an alternative manner. Staff would request time to quantify Staff time / capacity associated with actions that would be carried out through an alternative path.

ATTACHMENT 1 (note this is in draft and has been used to guide pilot projects and priorities related to alcohol use in the Town of Wolfville. A Municipal Alcohol Policy is currently being drafted and is expected to be presented to Council in the spring).

Wolfville

Alcohol Policy Framework



To reduce alcohol's harm to oneself, to others and to the community, recommendations and initiatives need to be implemented across five strategic areas.

Strategic Area 1

Health promotion, prevention and education

Wolfville

- Develop social norms marketing

Town & Gown

- Ensure broad access to information and effective education and awareness programs about alcohol-related issues
- Promote LRDGs
- Implement orientation programs

Acadia

- Develop and ensure ongoing distribution of resources for parents of students
- Require mandatory training on alcohol-related issues for all major student associations and organizations
- Challenge social norms supportive of hazardous and harmful drinking

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Strategic Area 2

Campus Services

Town & Gown

- Establish and maintain a system to monitor drinking behaviours, risk factors and impacts, with regular reporting mechanisms
- Ensure that emergency health services have proper training to respond to alcohol-related emergencies

Acadia

- Conduct regular survey of student's alcohol use, knowledge, attitudes and consequences
- Support initiatives for screening and brief interventions for hazardous and harmful drinking
- Provide expectancy challenge interventions
- Promote protective behavioural strategies interventions
- Provide brief motivational interviewing
- Strengthen emergency health services to enhance on-campus safety and ability to respond to medical emergencies related to alcohol
- Inform students about on-campus safety services

Strategic Area 3

Availability & Marketing

Wolfville

- Offer alcohol-free events and social activities
- Define areas, facilities, events where alcohol may or may not be sold
- Define practices of how alcohol is managed
- Limits hours of operations at events
- Enclose licensed area at events where alcohol is consumed
- Provide clear signage of acceptable forms of age verification, safe transportation options, areas where alcohol is not allowed, who to call to make a complaint
- Use tempered glass or plastic cups
- require event sponsors to provide its own security
- Define amount of security required based on size of event / enclosure
- Ensure that licensed establishments on campus adhere to proper server training and responsible operations
- Ensure liquor establishments, events are a certain distance from Youth facilities

- Regulate sponsorship activities that promote alcoholic beverages on campus
- Regulate size, placement, location of alcohol related signage in front of liquor establishments and events
- Regulate direct or indirect marketing of alcohol on campus
- Define appropriate content of advertising / marketing / promotion
- Regulate alcohol promotions in connection with activities targeting students on campus
- Regulate publicity on campus featuring availability of alcohol at events and locations
- Set up effective administrative and deterrence systems for infringements on marketing restrictions
- Decline alcohol industry naming rights for municipal events
- Set up regulatory framework for alcohol marketing

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Strategic Area 4

Pricing of Alcohol

Wolfville

- Regulate price promotions, discount sales and flat rates for unlimited drinking or other types of volume sales
- Regulate "last calls"
- Regulate Hours of operations of liquor establishments and events
- Regulate "happy hours," "ladies nights," etc
- Regulate the number of drinks that can be purchased by patrons at one time
- Regulate the size of drink containers to reflect standard drink sizes
- Implement maximum serving sizes that can be served to patrons in one drink (maximum one standard drink per alcoholic beverage)
- Establish minimum prices for the sale of alcohol beverages
- Provide price incentives for lower-strength and non-alcoholic beverages
- Create price incentives for lower alcohol strength products
- Ensure that non-alcoholic beverages are always available and less expensive than alcoholic beverages

Strategic Area 5

Community Action

Wolfville

- Work with existing licensed vendors in the vicinity of the campus to ensure proper server training and responsible operations
- Submit a request to provincial and federal authorities on issues of taxation that would influence students' purchase and drinking patterns (e.g., increased taxes, tax incentives for production and consumption of low-alcohol beers)
- Mobilize communities to prevent the selling of alcohol to intoxicated students
- Communicate and enforce municipal and provincial drinking laws, including the minimum drinking age and the sale and service of alcohol to intoxicated patrons
- Encourage provision of alternative transportation, including public transport, until after the closing time for drinking places
- Implement a designated driver program
- Implement a bystander intervention program¹⁵. Review an informed landlord bylaw (See Antigonish)
- Review LUB / landlord registration to define number of residents to a dwelling

Town & Gown

- Build capacity at the community level for effective interventions
- Develop a campus and community coalition to address alcohol-related local issues
- Inform students attending or hosting parties off campus about common party violations and liability
- Exercise disciplinary jurisdiction over off-campus disturbances caused by students

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee
Date: 2020-01-24 Audit Committee ~ **UPDATED FOR COW**
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 31/19 Financial Variance Report, including Y/E Forecast –Town Operating Fund
- Summary of Significant Variances by Division – Town Operating Fund

Handouts at meeting (or earlier if possible)

- December 31/19 Capital Project Summary – Town Capital Fund (*will be hand out at meeting*)
- December 31/19 Financial Variance Report, including Y/E Forecast – **Water Utility** (*will be 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.

The Audit Committee passed the following motion at the January 24th meeting:

THAT THE AUDIT COMMITTEE FORWARD THE 3rd QUARTER FINANCIAL UPDATE (AS AT DECEMBER 31, 2019) TO THE FEBRUARY 4, 2020 COMMITTEE OF THE WHOLE MEETING

No motion is required at Committee of the Whole as this report is received for information purposes.

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee
Date: 2020-01-24 Audit Committee ~ **UPDATED FOR COW**
Department: Finance



1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

- 2019-09-06 Info Report 1st Quarter Financial Update
- 2019-10-18 Info Report 2nd Quarter Financial Update
- Dec 31 Financial Update – Variance & Year End Forecast (attached)
- 2019-12-31 Major Variance Summary by Division (attached)

3) DISCUSSION

Subsequent to the Audit Committee meeting on the 24th, staff have reviewed supplier invoices posted in January that relate to Dec 31st or earlier. This review is carried out to ensure (a) accuracy of the Dec 31st results and (b) to ensure year end forecasts have adequately accounted for any unexpected costs. This review yielded the following information:

- **\$119,670 of pre-January invoices were posted to the month of January after the December month was closed to posting as the 3rd quarter report was being prepared.**
- **Of this amount over \$91,000 relates to capital projects and therefore does not directly impact the operating funds forecast surplus.**
- **The remaining \$28,000 of invoices have already been factored into the year end forecast result.**

The Summary of Capital Projects and 3rd Quarter Water Utility Variances were handouts at the Audit Committee meeting. They have now been added to the attached Dec 31 2019 Variance and Year End Forecast report.

The quarterly financial update is intended to provide the Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to the budgeted expectations up to the most recent quarter end. Where circumstances warrant, Council can be presented with recommended courses of action to address financial issues. *Included with the third quarter results are year-end forecasts for each division. The forecast results are important in relation to any action that may be required before year end and to provide an additional reference for the 2020/21 budget discussions.*

In October during the review of the 2nd Quarter Variance Report it was noted that the Adjusted Surplus Forecast (see Info Report, page 4 noting Timing Difference analysis) was estimated at \$64,400. The year end Forecast included in the 3rd Quarter Financial Update now estimates a Forecast Surplus of \$268,100.

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee
Date: 2020-01-24 Audit Committee ~ **UPDATED FOR COW**
Department: Finance



This is a large increase and further information is provided in the Discussion section below noting items that have changed since the fall.

Barring a material change in expenditures, there should be no need to come back to Council before year end with a request to draw additional monies from reserves.

The forecast surplus is a result of **revenues (expected to end year \$146,100 more than budget) and expenditures, net of reserve transfers (expected to end year \$122,000 less than budget)**. Senior Management will be looking to see if any expected 2019/20 results should inform the 2020/21 process currently underway.

A couple of financial schedules are noted above as handouts. If possible they will be emailed to Audit Committee members before Friday.

The Summary of Major Variances provides information on numerous results that will be different than budget. It is based on the Divisional Summaries. Note the Financial Report itself contains Divisional Summaries and supporting Departmental details.

In terms of the key changes since the Sept 30th results were reported, the following items account for the larger than expected forecast surplus:

REVENUES

- Deed Transfer Tax – now expected to be \$52,600 more than budget by year end.
 - Every monthly result has been more than budget since the end of the 1st quarter.
- Kings County Recreation Cost Share Grant – \$10,000 was budgeted however the Town received \$29,700 covering two years. The County has adjusted the manner they calculate the cost share grant.
- Interest on Investments – expected to end year \$44,800 overbudget.
 - A one time correction of an error in calculation stemming back into 2018/19 was received.
 - On a go forward basis the Town's bank service provider has adjusted upwards the interest rate the Town earns on cash in bank.
- Through efforts of staff, the Town has secured almost \$18,000 in conditional grants to assist in selected projects/expenditures.

EXPENDITURES

- Salary and wages – Overall Salary/Wages/Benefits are expected to end the year \$42,000 underbudget. This is more savings than expected. A recent vacancy in the Planning Dept

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee
Date: 2020-01-24 Audit Committee ~ **UPDATED FOR COW**
Department: Finance



(Community Planner) is not being filled as part of a reorganization as the Town heads into the 2020/21 budget year.

- Program expenditures look to be \$23,000 under budget. This is partially related to the allowance budgeted in the Office of CAO , as well as an allowance in the Planning budget to support the work of the Climate Change term position. **Subsequent to the Audit Committee meeting, finance and planning staff have been reviewing costs to date under the provincial grant program to help determine what, if any, amount of the grant may be available in the 2020/21 fiscal year.**
- Contracted services will be much less than budget, with expected savings of forecast of \$151,700. Approximately half of this amount relates to the Street Mill/Pave maintenance program which will be almost \$70,000 underspent.

CAPITAL PROGRAM AND TRANSFERS TO/FROM RESERVES

The use of Operating Reserves to fund expenditures will be \$95,300 less than budget as not all initiatives were carried out this year. This relates to several of the savings noted in the Summary of Major Variances. In areas where expenditures were not incurred, and the item was to be funded by way of operating reserves, no transfer from reserves will be made as there is no expenditure to offset.

Additional information will be brought to Friday's Audit Committee Meeting. Time constraints and the unexpected closing of the Town Hall for 2 days last week have limited the amount of time available to have additional information available prior to the agenda package being sent out.

4) FINANCIAL IMPLICATIONS

Staff are reviewing the details of the forecast results and how these may impact the 2020/21 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. 2020/21. If there is a connection, then the year end forecasts will help inform some changes to next year's draft operating budget.

In addition, The CAO will be reviewing with Department Heads the reasons for certain projects not being started or completed.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable at this time.

INFORMATION REPORT

Title: 3rd Quarter Financial Update – Audit Committee
Date: 2020-01-24 Audit Committee ~ **UPDATED FOR COW**
Department: Finance



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, 2019



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, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	over(under)	Forecast	Budget	
	31-Dec-19	31-Dec-19	VARIANCE	03/31/20	03/31/20	
REVENUES						
Taxes and grant in lieu of taxes	\$ 8,190,065	\$ 9,137,487	\$ (947,422)	\$ 9,220,500	\$ 9,177,400	\$ 43,100
Tax Certificates & ByLaws	1,350	900	450	1,600	1,200	400
Kings County Fire Protection	214,400	214,950	(550)	286,300	286,600	(300)
REMO Cost Recovery	60,000	60,000	-	68,800	80,000	(11,200)
Zoning & Subdivision approvals	605	600	5	600	600	-
Building Inspection Cost Recove	2,800	-	2,800	3,200	-	3,200
Job Cost billings	8,500	10,000	(1,500)	9,500	10,000	(500)
Sewer Rates	323,375	321,400	1,975	432,000	430,000	2,000
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
Kings County Recreation Contrib	29,647	-	29,647	29,700	10,000	19,700
Program fees	12,275	10,133	2,142	16,500	16,000	500
Festival & events revenues	2,025	500	1,525	2,000	500	1,500
Facility fees & cost recoveries	11,561	11,000	561	11,600	11,000	600
Tourist Bureau revenues	2,832	1,500	1,332	2,800	1,500	1,300
License & fee revenue	3,712	6,000	(2,288)	6,600	6,500	100
Building & development permits	21,338	12,000	9,338	21,400	16,000	5,400
Development agreements	-	500	(500)	-	1,000	(1,000)
Parking fines	24,882	19,503	5,379	34,500	26,000	8,500
Other fines	9,406	7,500	1,906	11,400	10,000	1,400
Cost recoveries from Water Util	167,423	167,424	(1)	223,300	223,900	(600)
Cost recoveries from Sewer Dept	34,950	34,950	-	46,600	46,600	-
Facility Rental	12,472	13,500	(1,028)	16,600	18,000	(1,400)
Land Leases	2,175	5,100	(2,925)	2,200	5,100	(2,900)
Interest on investments	50,978	18,750	32,228	69,800	25,000	44,800
Interest on outstanding taxes	62,424	53,418	9,006	67,300	65,000	2,300
Miscellaneous	5,639	3,750	1,889	53,600	50,000	3,600
Provincial and Federal grants	34,934	52,500	(17,566)	69,900	70,000	(100)
Farm Acreage Grant	1,168	1,100	68	1,100	1,100	-
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-
Employment grants	3,238	-	3,238	3,200	-	3,200
PNS conditional grants	43,448	30,000	13,448	47,900	30,000	17,900
Other conditional grants	48,744	55,875	(7,131)	72,100	67,500	4,600
	<u>9,386,366</u>	<u>10,251,940</u>	<u>(865,574)</u>	<u>10,836,200</u>	<u>10,690,100</u>	<u>146,100</u>
EXPENSES						
Salary and wages	1,528,288	1,584,662	(56,374)	2,006,100	2,082,300	(76,200)
Employee Benefits	307,911	303,736	4,175	401,100	401,500	(400)
Seasonal Wages	385,678	344,155	41,523	410,400	369,000	41,400
Employee Benefits Seasonal wag	49,558	55,850	(6,292)	51,800	58,600	(6,800)
Meetings, Meals and Travel	12,044	18,311	(6,267)	19,500	25,300	(5,800)
Professional Development	63,255	61,517	1,738	76,100	83,500	(7,400)
Membership Dues & Fees	14,541	17,825	(3,284)	20,000	20,700	(700)
Advertising	22,953	27,825	(4,872)	30,300	36,900	(6,600)
Telecommunications	29,821	32,471	(2,650)	40,100	43,000	(2,900)
Office Expense	39,245	61,161	(21,916)	55,100	78,800	(23,700)
Legal	32,410	39,953	(7,543)	45,900	50,200	(4,300)
Insurance	104,976	84,610	20,366	110,900	91,400	19,500
Marketing and Communications	1,125	150	975	1,600	200	1,400
Audit	(2,759)	-	(2,759)	17,300	18,000	(700)
Honorariums	155,017	165,150	(10,133)	193,100	203,300	(10,200)
Miscellaneous	2,713	1,644	1,069	3,000	1,900	1,100
Heat	10,724	13,900	(3,176)	24,700	27,100	(2,400)
Utilities	83,921	95,242	(11,321)	126,100	129,400	(3,300)
Repairs and Maintenance	78,673	91,182	(12,509)	98,100	101,800	(3,700)
Vehicle Fuel	31,553	31,801	(248)	52,900	50,200	2,700
Vehicle Repairs & Maintenance	113,033	91,737	21,296	149,000	126,400	22,600
Vehicle Insurance	9,738	10,100	(362)	9,800	10,100	(300)
Operational Equip & Supplies	402,182	446,269	(44,087)	525,700	523,400	2,300
Equipment Maintenance	13,675	7,500	6,175	14,700	10,000	4,700
Equipment Rentals	10,379	-	10,379	10,400	-	10,400
Program Expenditures	38,160	71,232	(33,072)	63,000	86,100	(23,100)
Contracted Services	1,877,980	2,011,546	(133,566)	2,428,300	2,580,000	(151,700)
Grants to Organizations	67,400	173,400	(106,000)	164,900	178,900	(14,000)
Licenses and Permits	2,291	-	2,291	3,100	3,300	(200)
Tax Exemptions	104,172	107,600	(3,428)	104,200	107,600	(3,400)
Partner Contributions	1,426,252	1,338,956	87,296	1,815,700	1,788,100	27,600
Other debt charges	9,059	10,000	(941)	9,000	10,000	(1,000)
Debtenture interest	-	-	-	(200)	-	(200)
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	<u>7,025,968</u>	<u>7,299,485</u>	<u>(273,517)</u>	<u>9,084,200</u>	<u>9,299,500</u>	<u>(215,300)</u>
Net Operational Surplus (Deficit)	<u>2,360,398</u>	<u>2,952,455</u>	<u>(592,057)</u>	<u>1,752,000</u>	<u>1,390,600</u>	<u>361,400</u>
Capital Program & Reserves						
Principal Debtenture Repayments	538,366	538,400	(34)	538,400	538,400	-
Debtenture Interest	153,425	155,500	(2,075)	153,500	155,500	(2,000)
Transfer to/(from) Operating Reserves	-	-	-	(156,300)	(251,600)	95,300
Transfer to Capital Reserves	-	-	-	948,300	948,300	-
	<u>691,791</u>	<u>693,900</u>	<u>(2,109)</u>	<u>1,483,900</u>	<u>1,390,600</u>	<u>93,300</u>
Net Surplus (Deficit)	<u>\$ 1,668,607</u>	<u>\$ 2,258,555</u>	<u>\$ (589,948)</u>	<u>\$ 268,100</u>	<u>\$ -</u>	<u>\$ 268,100</u>

Town of Wolfville
All Divisions
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance	
	Actual	Budget	over(under)	Forecast	Budget		
	31-Dec-19	31-Dec-19	VARIANCE	03/31/20	03/31/20	\$	%
REVENUES							
Interest on investments	50,978	18,750	32,228	69,800	25,000	44,800	179.20%
Taxes and grant in lieu of taxes	\$ 8,190,065	\$ 9,137,487	\$(947,422)	\$ 9,220,500	\$ 9,177,400	\$ 43,100	.47%
Kings County Recreation Contrib	29,647	-	29,647	29,700	10,000	19,700	197.00%
PNS conditional grants	43,448	30,000	13,448	47,900	30,000	17,900	59.67%
Parking fines	24,882	19,503	5,379	34,500	26,000	8,500	32.69%
Building & development permits	21,338	12,000	9,338	21,400	16,000	5,400	33.75%
Other conditional grants	48,744	55,875	(7,131)	72,100	67,500	4,600	6.81%
Miscellaneous	5,639	3,750	1,889	53,600	50,000	3,600	7.20%
Employment grants	3,238	-	3,238	3,200	-	3,200	#DIV/0!
Building Inspection Cost Recove	2,800	-	2,800	3,200	-	3,200	#DIV/0!
Interest on outstanding taxes	62,424	53,418	9,006	67,300	65,000	2,300	3.54%
Sewer Rates	323,375	321,400	1,975	432,000	430,000	2,000	.47%
Festival & events revenues	2,025	500	1,525	2,000	500	1,500	300.00%
Other fines	9,406	7,500	1,906	11,400	10,000	1,400	14.00%
Tourist Bureau revenues	2,832	1,500	1,332	2,800	1,500	1,300	86.67%
Facility fees & cost recoveries	11,561	11,000	561	11,600	11,000	600	5.45%
Program fees	12,275	10,133	2,142	16,500	16,000	500	3.13%
Tax Certificates & ByLaws	1,350	900	450	1,600	1,200	400	33.33%
License & fee revenue	3,712	6,000	(2,288)	6,600	6,500	100	1.54%
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-	.00%
Farm Acreage Grant	1,168	1,100	68	1,100	1,100	-	.00%
Zoning & Subdivision approvals	605	600	5	600	600	-	.00%
Kings County Sewer Contribution	-	-	-	2,000	2,000	-	.00%
Cost recoveries from Sewer Dept	34,950	34,950	-	46,600	46,600	-	.00%
Provincial and Federal grants	34,934	52,500	(17,566)	69,900	70,000	(100)	(0.14%)
Kings County Fire Protection	214,400	214,950	(550)	286,300	286,600	(300)	(0.10%)
Job Cost billings	8,500	10,000	(1,500)	9,500	10,000	(500)	(5.00%)
Cost recoveries from Water Util	167,423	167,424	(1)	223,300	223,900	(600)	(0.27%)
Development agreements	-	500	(500)	-	1,000	(1,000)	
Facility Rental	12,472	13,500	(1,028)	16,600	18,000	(1,400)	(7.78%)
Land Leases	2,175	5,100	(2,925)	2,200	5,100	(2,900)	(56.86%)
REMO Cost Recovery	60,000	60,000	-	68,800	80,000	(11,200)	
	<u>9,386,366</u>	<u>10,251,940</u>	<u>(865,574)</u>	<u>10,836,200</u>	<u>10,690,100</u>	<u>146,100</u>	
EXPENSES							
Seasonal Wages	385,678	344,155	41,523	410,400	369,000	41,400	11.22%
Partner Contributions	1,426,252	1,338,956	87,296	1,815,700	1,788,100	27,600	1.54%
Vehicle Repairs & Maintenance	113,033	91,737	21,296	149,000	126,400	22,600	17.88%
Insurance	104,976	84,610	20,366	110,900	91,400	19,500	21.33%
Equipment Rentals	10,379	-	10,379	10,400	-	10,400	#DIV/0!
Equipment Maintenance	13,675	7,500	6,175	14,700	10,000	4,700	47.00%
Vehicle Fuel	31,553	31,801	(248)	52,900	50,200	2,700	5.38%
Operational Equip & Supplies	402,182	446,269	(44,087)	525,700	523,400	2,300	.44%
Marketing and Communications	1,125	150	975	1,600	200	1,400	700.00%
Miscellaneous	2,713	1,644	1,069	3,000	1,900	1,100	57.89%
Doubtful accounts allowance	-	-	-	2,500	2,500	-	.00%
Licenses and Permits	2,291	-	2,291	3,100	3,300	(200)	(6.06%)
Vehicle Insurance	9,738	10,100	(362)	9,800	10,100	(300)	(2.97%)
Employee Benefits	307,911	303,736	4,175	401,100	401,500	(400)	(0.10%)
Audit	(2,759)	-	(2,759)	17,300	18,000	(700)	(3.89%)
Membership Dues & Fees	14,541	17,825	(3,284)	20,000	20,700	(700)	(3.38%)
Other debt charges	9,059	10,000	(941)	9,000	10,000	(1,000)	(10.00%)
Heat	10,724	13,900	(3,176)	24,700	27,100	(2,400)	(8.86%)
Telecommunications	29,821	32,471	(2,650)	40,100	43,000	(2,900)	(6.74%)
Utilities	83,921	95,242	(11,321)	126,100	129,400	(3,300)	(2.55%)
Tax Exemptions	104,172	107,600	(3,428)	104,200	107,600	(3,400)	(3.16%)
Repairs and Maintenance	78,673	91,182	(12,509)	98,100	101,800	(3,700)	(3.63%)
Legal	32,410	39,953	(7,543)	45,900	50,200	(4,300)	(8.57%)
Meetings, Meals and Travel	12,044	18,311	(6,267)	19,500	25,300	(5,800)	(22.92%)
Advertising	22,953	27,825	(4,872)	30,300	36,900	(6,600)	(17.89%)
Employee Benefits Seasonal wag	49,558	55,850	(6,292)	51,800	58,600	(6,800)	(11.60%)
Professional Development	63,255	61,517	1,738	76,100	83,500	(7,400)	(8.86%)
Honorariums	155,017	165,150	(10,133)	193,100	203,300	(10,200)	(5.02%)
Grants to Organizations	67,400	173,400	(106,000)	164,900	178,900	(14,000)	(7.83%)
Program Expenditures	38,160	71,232	(33,072)	63,000	86,100	(23,100)	(26.83%)
Office Expense	39,245	61,161	(21,916)	55,100	78,800	(23,700)	(30.08%)
Salary and wages	1,528,288	1,584,662	(56,374)	2,006,100	2,082,300	(76,200)	(3.66%)
Contracted Services	1,877,980	2,011,546	(133,566)	2,428,300	2,580,000	(151,700)	(5.88%)
	<u>7,025,968</u>	<u>7,299,485</u>	<u>(273,517)</u>	<u>9,084,200</u>	<u>9,299,500</u>	<u>(215,300)</u>	
Net Operational Surplus (Deficit)	<u>2,360,398</u>	<u>2,952,455</u>	<u>(592,057)</u>	<u>1,752,000</u>	<u>1,390,600</u>	<u>361,400</u>	
Capital Program & Reserves							
Principal Debenture Repayments	538,366	538,400	(34)	538,400	538,400	-	
Debenture Interest	153,425	155,500	(2,075)	153,500	155,500	(2,000)	
Transfer to/(from) Operating Reserves	-	-	-	(156,300)	(251,600)	95,300	
Transfer to Capital Reserves	-	-	-	948,300	948,300	-	
	<u>691,791</u>	<u>693,900</u>	<u>(2,109)</u>	<u>1,483,900</u>	<u>1,390,600</u>	<u>93,300</u>	
Net Surplus (Deficit)	<u>\$ 1,668,607</u>	<u>\$ 2,258,555</u>	<u>\$ (589,948)</u>	<u>\$ 268,100</u>	<u>\$ -</u>	<u>\$ 268,100</u>	

Town of Wolfville
All Divisions
For the Nine Months Ending December 31, 2018

	Financial Results To			Year End		Variance	
	Actual	Budget	over(under)	Forecast	Budget		
	31-Dec-18	31-Dec-18	VARIANCE	03/31/19	03/31/19	\$	%
REVENUES							
Employment grants	3,238	-	3,238	3,200	-	3,200	#DIV/0!
Building Inspection Cost Recove	2,800	-	2,800	3,200	-	3,200	#DIV/0!
Festival & events revenues	2,025	500	1,525	2,000	500	1,500	300.00%
Kings County Recreation Contrib	29,647	-	29,647	29,700	10,000	19,700	197.00%
Interest on investments	50,978	18,750	32,228	69,800	25,000	44,800	179.20%
Tourist Bureau revenues	2,832	1,500	1,332	2,800	1,500	1,300	86.67%
PNS conditional grants	43,448	30,000	13,448	47,900	30,000	17,900	59.67%
Building & development permits	21,338	12,000	9,338	21,400	16,000	5,400	33.75%
Tax Certificates & ByLaws	1,350	900	450	1,600	1,200	400	33.33%
Parking fines	24,882	19,503	5,379	34,500	26,000	8,500	32.69%
Other fines	9,406	7,500	1,906	11,400	10,000	1,400	14.00%
Miscellaneous	5,639	3,750	1,889	53,600	50,000	3,600	7.20%
Other conditional grants	48,744	55,875	(7,131)	72,100	67,500	4,600	6.81%
Facility fees & cost recoveries	11,561	11,000	561	11,600	11,000	600	5.45%
Interest on outstanding taxes	62,424	53,418	9,006	67,300	65,000	2,300	3.54%
Program fees	12,275	10,133	2,142	16,500	16,000	500	3.13%
License & fee revenue	3,712	6,000	(2,288)	6,600	6,500	100	1.54%
Taxes and grant in lieu of taxes	\$ 8,190,065	\$ 9,137,487	\$ (947,422)	\$ 9,220,500	\$ 9,177,400	\$ 43,100	.47%
Sewer Rates	323,375	321,400	1,975	432,000	430,000	2,000	.47%
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-	.00%
Farm Acreage Grant	1,168	1,100	68	1,100	1,100	-	.00%
Zoning & Subdivision approvals	605	600	5	600	600	-	.00%
Cost recoveries from Sewer Dept	34,950	34,950	-	46,600	46,600	-	.00%
Kings County Sewer Contribution	-	-	-	2,000	2,000	-	.00%
Kings County Fire Protection	214,400	214,950	(550)	286,300	286,600	(300)	(0.10%)
Provincial and Federal grants	34,934	52,500	(17,566)	69,900	70,000	(100)	(0.14%)
Cost recoveries from Water Util	167,423	167,424	(1)	223,300	223,900	(600)	(0.27%)
Job Cost billings	8,500	10,000	(1,500)	9,500	10,000	(500)	(5.00%)
Facility Rental	12,472	13,500	(1,028)	16,600	18,000	(1,400)	(7.78%)
REMO Cost Recovery	60,000	60,000	-	68,800	80,000	(11,200)	(14.00%)
Land Leases	2,175	5,100	(2,925)	2,200	5,100	(2,900)	(56.86%)
Development agreements	-	500	(500)	-	1,000	(1,000)	(100.00%)
	<u>9,386,366</u>	<u>10,251,940</u>	<u>(865,574)</u>	<u>10,836,200</u>	<u>10,690,100</u>	<u>146,100</u>	
EXPENSES							
Equipment Rentals	10,379	-	10,379	10,400	-	10,400	#DIV/0!
Marketing and Communications	1,125	150	975	1,600	200	1,400	700.00%
Miscellaneous	2,713	1,644	1,069	3,000	1,900	1,100	57.89%
Equipment Maintenance	13,675	7,500	6,175	14,700	10,000	4,700	47.00%
Insurance	104,976	84,610	20,366	110,900	91,400	19,500	21.33%
Vehicle Repairs & Maintenance	113,033	91,737	21,296	149,000	126,400	22,600	17.88%
Seasonal Wages	385,678	344,155	41,523	410,400	369,000	41,400	11.22%
Vehicle Fuel	31,553	31,801	(248)	52,900	50,200	2,700	5.38%
Partner Contributions	1,426,252	1,338,956	87,296	1,815,700	1,788,100	27,600	1.54%
Operational Equip & Supplies	402,182	446,269	(44,087)	525,700	523,400	2,300	.44%
Doubtful accounts allowance	-	-	-	2,500	2,500	-	.00%
Employee Benefits	307,911	303,736	4,175	401,100	401,500	(400)	(0.10%)
Utilities	83,921	95,242	(11,321)	126,100	129,400	(3,300)	(2.55%)
Vehicle Insurance	9,738	10,100	(362)	9,800	10,100	(300)	(2.97%)
Tax Exemptions	104,172	107,600	(3,428)	104,200	107,600	(3,400)	(3.16%)
Membership Dues & Fees	14,541	17,825	(3,284)	20,000	20,700	(700)	(3.38%)
Repairs and Maintenance	78,673	91,182	(12,509)	98,100	101,800	(3,700)	(3.63%)
Salary and wages	1,528,288	1,584,662	(56,374)	2,006,100	2,082,300	(76,200)	(3.66%)
Audit	(2,759)	-	(2,759)	17,300	18,000	(700)	(3.89%)
Honorariums	155,017	165,150	(10,133)	193,100	203,300	(10,200)	(5.02%)
Contracted Services	1,877,980	2,011,546	(133,566)	2,428,300	2,580,000	(151,700)	(5.88%)
Licenses and Permits	2,291	-	2,291	3,100	3,300	(200)	(6.06%)
Telecommunications	29,821	32,471	(2,650)	40,100	43,000	(2,900)	(6.74%)
Grants to Organizations	67,400	173,400	(106,000)	164,900	178,900	(14,000)	(7.83%)
Legal	32,410	39,953	(7,543)	45,900	50,200	(4,300)	(8.57%)
Heat	10,724	13,900	(3,176)	24,700	27,100	(2,400)	(8.86%)
Professional Development	63,255	61,517	1,738	76,100	83,500	(7,400)	(8.86%)
Other debt charges	9,059	10,000	(941)	9,000	10,000	(1,000)	(10.00%)
Employee Benefits Seasonal wag	49,558	55,850	(6,292)	51,800	58,600	(6,800)	(11.60%)
Advertising	22,953	27,825	(4,872)	30,300	36,900	(6,600)	(17.89%)
Meetings, Meals and Travel	12,044	18,311	(6,267)	19,500	25,300	(5,800)	(22.92%)
Program Expenditures	38,160	71,232	(33,072)	63,000	86,100	(23,100)	(26.83%)
Office Expense	39,245	61,161	(21,916)	55,100	78,800	(23,700)	(30.08%)
	<u>7,025,968</u>	<u>7,299,485</u>	<u>(273,517)</u>	<u>9,084,200</u>	<u>9,299,500</u>	<u>(215,300)</u>	
Net Operational Surplus (Deficit)	<u>2,360,398</u>	<u>2,952,455</u>	<u>(592,057)</u>	<u>1,752,000</u>	<u>1,390,600</u>	<u>361,400</u>	
Capital Program & Reserves							
Principal Debenture Repayments	538,366	538,400	(34)	538,400	538,400	-	
Debenture Interest	153,425	155,500	(2,075)	153,500	155,500	(2,000)	
Transfer to/(from) Operating Reserves	-	-	-	(156,300)	(251,600)	95,300	
Transfer to Capital Reserves	-	-	-	948,300	948,300	-	
	<u>691,791</u>	<u>693,900</u>	<u>(2,109)</u>	<u>1,483,900</u>	<u>1,390,600</u>	<u>93,300</u>	
Net Surplus (Deficit)	<u>\$ 1,668,607</u>	<u>\$ 2,258,555</u>	<u>\$ (589,948)</u>	<u>\$ 268,100</u>	<u>\$ -</u>	<u>\$ 268,100</u>	

Town of Wolfville
General Government Division
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Residential Tax	6,005,858	6,007,200	(1,342)	6,005,900	6,007,200	(1,300)
Resource Tax	10,198	10,900	(702)	10,200	10,900	(700)
Commercial Tax	1,251,819	1,249,800	2,019	1,251,800	1,249,800	2,000
Aliant	15,043	20,000	(4,957)	20,000	20,000	-
NSPI Grant	4,285	3,600	685	4,300	3,600	700
HST Offset Grant	44,328	45,400	(1,072)	44,300	45,400	(1,100)
Fire Protection Rate	-	-	-	-	-	-
Deed Transfer Tax	352,615	300,087	52,528	392,600	340,000	52,600
Downtown Commercial Area	-	-	-	-	-	-
Commercial Area Rate	101,546	100,000	1,546	101,500	100,000	1,500
Post Office GILT	-	20,500	(20,500)	20,500	20,500	-
Acadia GILT	-	972,000	(972,000)	965,000	972,000	(7,000)
Tax Certificates & ByLaws	1,350	900	450	1,600	1,200	400
Kings County Fire Protection	90,825	90,825	-	121,100	121,100	-
Job Cost billings	-	-	-	-	-	-
Cost recoveries from Water Util	83,648	83,649	(1)	111,600	112,200	(600)
Cost recoveries from Sewer Dept	2,625	2,625	-	3,500	3,500	-
Facility Rental	12,472	13,500	(1,028)	16,600	18,000	(1,400)
Land Leases	200	200	-	200	200	-
Interest on investments	50,978	18,750	32,228	69,800	25,000	44,800
Interest on outstanding taxes	62,424	53,418	9,006	67,300	65,000	2,300
Miscellaneous	3,412	3,750	(338)	49,400	50,000	(600)
Equilization Grant	34,934	52,500	(17,566)	69,900	70,000	(100)
Farm Acreage Grant	1,168	1,100	68	1,100	1,100	-
Other conditional grants	350	-	350	400	-	400
	<u>8,130,078</u>	<u>9,050,704</u>	<u>(920,626)</u>	<u>9,328,600</u>	<u>9,236,700</u>	<u>91,900</u>
EXPENSES						
Salary and wages	462,687	468,385	(5,698)	604,000	609,300	(5,300)
Employee Benefits	89,618	86,338	3,280	122,700	118,200	4,500
Meals and Travel	2,908	6,443	(3,535)	5,800	7,900	(2,100)
Professional Development	56,626	50,267	6,359	66,400	68,500	(2,100)
Membership Dues & Fees	7,461	6,450	1,011	8,500	7,600	900
Advertising	6,869	5,950	919	8,600	7,900	700
Telecommunications	12,673	12,429	244	17,200	16,700	500
Office Expense	26,296	34,381	(8,085)	36,700	44,200	(7,500)
Legal	21,092	16,250	4,842	27,100	20,000	7,100
Insurance	96,534	82,810	13,724	101,500	85,000	16,500
Marketing and Communications	1,125	-	1,125	1,600	-	1,600
Audit	(2,759)	-	(2,759)	17,300	18,000	(700)
Stipends/Honorariums	126,588	126,750	(162)	164,600	164,900	(300)
Miscellaneous	2,713	1,644	1,069	3,000	1,900	1,100
Heat	5,937	6,800	(863)	12,400	13,300	(900)
Utilities	3,251	4,200	(949)	5,000	5,700	(700)
Repairs and Maintenance	11,112	10,400	712	20,600	11,700	8,900
Operational Equip & Supplies	66,537	66,072	465	57,500	69,600	(12,100)
Contracted Services	15,042	50,349	(35,307)	54,700	80,000	(25,300)
Grants to Organizations	7,000	94,500	(87,500)	94,500	100,000	(5,500)
Tax Exemptions	104,172	107,600	(3,428)	104,200	107,600	(3,400)
Election	-	-	-	-	-	-
Other debt charges	9,059	10,000	(941)	9,000	10,000	(1,000)
Debenture interest	-	-	-	-	-	-
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	<u>1,132,541</u>	<u>1,249,893</u>	<u>(117,352)</u>	<u>1,545,400</u>	<u>1,573,000</u>	<u>(27,600)</u>
Net Division Surplus (Deficit)	<u>6,997,537</u>	<u>7,800,811</u>	<u>(803,274)</u>	<u>7,783,200</u>	<u>7,663,700</u>	<u>119,500</u>

Town of Wolfville
Legislative
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
EXPENSES						
Employee Benefits	4,827	2,250	2,577	6,300	3,000	3,300
Meetings, Meals and Travel	1,832	3,800	(1,968)	4,500	4,400	100
Professional Development	19,447	16,517	2,930	22,700	23,500	(800)
Membership Dues & Fees	4,539	3,900	639	5,400	5,000	400
Advertising	787	150	637	1,000	300	700
Telecommunications	2,714	2,925	(211)	3,600	3,900	(300)
Stipends & Honorariums	126,588	126,750	(162)	164,600	164,900	(300)
Miscellaneous	400	1,344	(944)	600	1,500	(900)
Contracted Services	353		(353)	400	-	(400)
	<u>161,487</u>	<u>157,636</u>	<u>3,851</u>	<u>209,100</u>	<u>206,500</u>	<u>2,600</u>
Net Department Surplus (Deficit)	<u>(161,487)</u>	<u>(157,636)</u>	<u>(3,851)</u>	<u>(209,100)</u>	<u>(206,500)</u>	<u>(2,600)</u>

Town of Wolfville
General Administration
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Cost recoveries from Water Util	7,350	7,350	-	9,800	9,800	-
Cost recoveries from Sewer Dept	2,625	2,625	-	3,500	3,500	-
Miscellaneous	-	-	-	-	-	-
TOTAL REVENUE	9,975	9,975	-	13,300	13,300	-
EXPENSES						
Salary and wages	227,226	230,050	(2,824)	297,900	299,200	(1,300)
Employee Benefits	34,686	34,509	177	47,900	50,500	(2,600)
Meetings, Meals and Travel	178	2,250	(2,072)	300	3,000	(2,700)
Membership Dues & Fees	2,578	2,150	428	2,700	2,200	500
Advertising	6,082	5,350	732	7,600	7,000	600
Telecommunications	2,266	2,916	(650)	3,200	3,900	(700)
Office Expense	981	900	81	1,300	1,200	100
Legal	9,797	11,250	(1,453)	12,800	15,000	(2,200)
Marketing and Communications	1,125	-	1,125	1,600	-	1,600
Miscellaneous	2,275	-	2,275	2,300	-	2,300
Program Expenditures	-	1,875	(1,875)	-	2,500	(2,500)
Contracted Services	1,356	11,250	(9,894)	20,000	40,000	(20,000)
	288,550	302,500	(13,950)	397,600	424,500	(26,900)
Net Department Surplus (Deficit)	(278,575)	(292,525)	(13,950)	(384,300)	(411,200)	(26,900)

Town of Wolfville
Human Resources
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Miscellaneous	14		(14)	-		-
Employment grants			-			-
PNS conditional grants			-			-
Other conditional grants	350		(350)	400		(400)
	<u>364</u>	<u>-</u>	<u>(364)</u>	<u>400</u>	<u>-</u>	<u>(400)</u>
EXPENSES						
Employee Benefits	7,324	4,500	2,824	9,300	6,000	3,300
Meetings, Meals and Travel	898	-	898	900	-	900
Professional Development	37,179	33,750	3,429	43,700	45,000	(1,300)
Office Expense	651	-	651	800	-	800
Legal	11,295	5,000	6,295	14,300	5,000	9,300
Operational Equip & Supplies	8,184	9,350	(1,166)	8,800	9,600	(800)
	<u>65,531</u>	<u>52,600</u>	<u>12,931</u>	<u>77,800</u>	<u>65,600</u>	<u>12,200</u>
Net Department Surplus (Deficit)	<u>(65,167)</u>	<u>(52,600)</u>	<u>(13,295)</u>	<u>(77,400)</u>	<u>(65,600)</u>	<u>(12,600)</u>

Town of Wolfville
Finance
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Tax Certificates & ByLaws	1,350	900	450	1,600	1,200	400
Cost recoveries from Water Util	48,548	48,549	(1)	64,800	65,400	(600)
Miscellaneous	2,958	-	(2,958)	4,000	-	(4,000)
	<u>52,856</u>	<u>49,449</u>	<u>(2,509)</u>	<u>70,400</u>	<u>66,600</u>	<u>(4,200)</u>
EXPENSES						
Salary and wages	177,515	176,331	1,184	230,800	229,200	1,600
Employee Benefits	31,683	31,740	(57)	43,100	41,200	1,900
Meetings, Meals and Travel	-	243	(243)	100	300	(200)
Membership Dues & Fees	344	400	(56)	400	400	-
Telecommunications	811	810	1	1,100	1,100	-
Office Expense	1,582	3,045	(1,463)	2,700	3,800	(1,100)
Audit	(2,759)	-	(2,759)	17,300	18,000	(700)
Miscellaneous	38	300	(262)	100	400	(300)
Contracted Services	-	-	-	-	-	-
	<u>209,214</u>	<u>212,869</u>	<u>(3,655)</u>	<u>295,600</u>	<u>294,400</u>	<u>1,200</u>
Net Department Surplus (Deficit)	<u>(156,358)</u>	<u>(163,420)</u>	<u>1,146</u>	<u>(225,200)</u>	<u>(227,800)</u>	<u>(5,400)</u>

Town of Wolfville
Information Technology
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES			-			-
Cost recoveries from Water Util	15,000	15,000	-	20,000	20,000	-
Miscellaneous	-	-	-	-	-	-
	<u>15,000</u>	<u>15,000</u>	-	<u>20,000</u>	<u>20,000</u>	-
EXPENSES						
Salary and wages	53,038	54,480	(1,442)	69,000	70,900	(1,900)
Employee Benefits	10,818	11,989	(1,171)	14,600	15,600	(1,000)
Seasonal Wages	-	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-	-
Meetings, Meals and Travel	-	150	(150)	-	200	(200)
Telecommunications	5,024	4,410	614	7,000	5,900	1,100
Operational Equip & Supplies	56,941	49,225	7,716	47,000	50,000	(3,000)
Contracted Services	12,916	39,099	(26,183)	33,800	40,000	(6,200)
	<u>138,737</u>	<u>159,353</u>	<u>(20,616)</u>	<u>171,400</u>	<u>182,600</u>	<u>(11,200)</u>
Net Department Surplus (Deficit)	<u>(123,737)</u>	<u>(144,353)</u>	<u>20,616</u>	<u>(151,400)</u>	<u>(162,600)</u>	<u>11,200</u>

Town of Wolfville
 General Government Common Services
 For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES			-			-
Cost recoveries from Water Util	12,750	12,750	-	17,000	17,000	-
TOTAL REVENUE	12,750	12,750	-	17,000	17,000	-
EXPENSES						
Salary and wages	4,908	7,524	(2,616)	6,300	10,000	(3,700)
Employee Benefits	280	1,350	(1,070)	1,500	1,900	(400)
Meetings, Meals and Travel	-	-	-	-	-	-
Advertising	-	450	(450)	-	600	(600)
Telecommunications	1,858	1,368	490	2,300	1,900	400
Office Expense	23,082	30,436	(7,354)	31,900	39,200	(7,300)
Heat	5,937	6,800	(863)	12,400	13,300	(900)
Utilities	3,251	4,200	(949)	5,000	5,700	(700)
Repairs and Maintenance	11,112	10,400	712	20,600	11,700	8,900
Operational Equip & Supplies	1,412	7,497	(6,085)	1,700	10,000	(8,300)
Contracted Services	417	-	417	500	-	500
	52,257	70,025	(17,768)	82,200	94,300	(12,100)
Net Department Surplus (Deficit)	(39,507)	(57,275)	17,768	(65,200)	(77,300)	12,100

Town of Wolfville
Other General Government
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Residential Tax	6,005,858	6,007,200	(1,342)	6,005,900	6,007,200	(1,300)
Resource Tax	10,198	10,900	(702)	10,200	10,900	(700)
Commercial Tax	1,251,819	1,249,800	2,019	1,251,800	1,249,800	2,000
Aliant	15,043	20,000	(4,957)	20,000	20,000	-
NSPI Grant	4,285	3,600	685	4,300	3,600	700
HST Offset Grant	44,328	45,400	(1,072)	44,300	45,400	(1,100)
Deed Transfer Tax	352,615	300,087	52,528	392,600	340,000	52,600
Downtown Commercial Area Rate	-	-	-	-	-	-
Commercial Area Rate	101,546	100,000	1,546	101,500	100,000	1,500
Post Office GILT	-	20,500	(20,500)	20,500	20,500	-
Acadia GILT	-	972,000	(972,000)	965,000	972,000	(7,000)
Kings County Fire Protection	90,825	90,825	-	121,100	121,100	-
Facility Rental	12,472	13,500	(1,028)	16,600	18,000	(1,400)
Land Leases	200	200	-	200	200	-
Interest on investments	50,978	18,750	32,228	69,800	25,000	44,800
Interest on outstanding taxes	62,424	53,418	9,006	67,300	65,000	2,300
Miscellaneous	440	3,750	(3,310)	45,400	50,000	(4,600)
Equilization Grant	34,934	52,500	(17,566)	69,900	70,000	(100)
Farm Acreage Grant	1,168	1,100	68	1,100	1,100	-
TOTAL REVENUE	8,039,133	8,963,530	(924,397)	9,207,500	9,119,800	87,700
EXPENSES						
Insurance	96,534	82,810	13,724	101,500	85,000	16,500
Miscellaneous	-	-	-	-	-	-
Grants to Organizations	7,000	94,500	(87,500)	94,500	100,000	(5,500)
Tax Exemptions	104,172	107,600	(3,428)	104,200	107,600	(3,400)
Other debt charges/bank fees	9,059	10,000	(941)	9,000	10,000	(1,000)
Debenture interest	-	-	-	-	-	-
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	216,765	294,910	(78,145)	311,700	305,100	6,600
Net Department Surplus (Deficit)	7,822,368	8,668,620	(846,252)	8,895,800	8,814,700	81,100

Town of Wolfville
Protective Services Division
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Fire Protection Rate	404,373	408,000	(3,627)	404,400	408,000	(3,600)
Kings County Fire Protection	123,575	124,125	(550)	165,200	165,500	(300)
REMO Cost Recovery	60,000	60,000	-	68,800	80,000	(11,200)
License & fee revenue	1,132	5,000	(3,868)	4,000	5,000	(1,000)
Parking fines	24,882	19,503	5,379	34,500	26,000	8,500
Other fines	9,406	7,500	1,906	11,400	10,000	1,400
Miscellaneous	-	-	-	2,000	-	2,000
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-
Other conditional grants	12,990	-	12,990	13,000	-	13,000
	<u>636,358</u>	<u>625,728</u>	<u>10,630</u>	<u>704,900</u>	<u>696,100</u>	<u>8,800</u>
EXPENSES						
Salary and wages	151,550	151,516	34	197,000	197,500	(500)
Employee Benefits	24,192	24,543	(351)	32,300	31,700	600
Seasonal Wages	12,471	10,220	2,251	16,800	14,700	2,100
Employee Benefits Seasonal wag	729	1,050	(321)	1,300	1,500	(200)
Meals and Travel	3,527	5,340	(1,813)	4,700	7,200	(2,500)
Professional Development	6,629	11,250	(4,621)	9,700	15,000	(5,300)
Membership Dues & Fees	225	1,400	(1,175)	1,700	2,200	(500)
Telecommunications	6,991	8,235	(1,244)	9,400	11,100	(1,700)
Office Expense	1,381	8,625	(7,244)	2,600	11,500	(8,900)
Legal	2,915	8,700	(5,785)	7,100	10,200	(3,100)
Insurance	8,442	1,800	6,642	9,400	6,400	3,000
Marketing and Communications	-	150	(150)	-	200	(200)
Stipends & Honorariums	28,429	38,400	(9,971)	28,500	38,400	(9,900)
Heat	2,036	2,600	(564)	4,600	4,800	(200)
Utilities	10,009	13,122	(3,113)	15,900	17,500	(1,600)
Repairs and Maintenance	20,882	14,352	6,530	25,600	19,000	6,600
Vehicle Fuel	3,738	4,500	(762)	5,000	6,000	(1,000)
Vehicle Repairs & Maintenance	40,563	33,045	7,518	51,800	44,100	7,700
Vehicle Insurance	4,882	4,900	(18)	4,900	4,900	-
Operational Equip & Supplies	82,105	59,125	22,980	91,400	74,500	16,900
Equipment Maintenance	13,404	7,500	5,904	14,400	10,000	4,400
Contracted Services	1,428,010	1,447,569	(19,559)	1,901,600	1,928,200	(26,600)
Licenses and Permits	1,283	-	1,283	1,700	1,800	(100)
Debenture interest	5,254	5,300	(46)	5,200	5,300	(100)
	<u>1,861,995</u>	<u>1,863,242</u>	<u>(1,247)</u>	<u>2,445,400</u>	<u>2,463,700</u>	<u>(18,300)</u>
Net Division Surplus (Deficit)	<u>(1,225,637)</u>	<u>(1,237,514)</u>	<u>11,877</u>	<u>(1,740,500)</u>	<u>(1,767,600)</u>	<u>27,100</u>

Town of Wolfville
Police and Law Enforcement
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Other fines	9,406	7,500	1,906	11,400	10,000	1,400
	<u>9,406</u>	<u>7,500</u>	<u>1,906</u>	<u>11,400</u>	<u>10,000</u>	<u>1,400</u>
EXPENSES						
Salary and wages	3,293	3,380	(87)	4,200	4,400	(200)
Employee Benefits	169	691	(522)	800	900	(100)
Legal	2,305	4,200	(1,895)	6,200	4,200	2,000
Utilities	1,877	2,997	(1,120)	2,800	4,000	(1,200)
Repairs and Maintenance	2,273	4,500	(2,227)	3,800	6,000	(2,200)
Contracted Services	1,078,334	1,098,175	(19,841)	1,434,500	1,462,900	(28,400)
	<u>1,088,251</u>	<u>1,113,943</u>	<u>(25,692)</u>	<u>1,452,300</u>	<u>1,482,400</u>	<u>(30,100)</u>
Net Department Surplus (Deficit)	<u>(1,078,845)</u>	<u>(1,106,443)</u>	<u>27,598</u>	<u>(1,440,900)</u>	<u>(1,472,400)</u>	<u>31,500</u>

Town of Wolfville
Bylaw Enforcement
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Parking fines	24,882	19,503	5,379	34,500	26,000	8,500
Other fines	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
	<u>24,882</u>	<u>19,503</u>	<u>5,379</u>	<u>34,500</u>	<u>26,000</u>	<u>8,500</u>
EXPENSES						
Salary and wages	47,207	46,946	261	61,300	61,000	300
Employee Benefits	6,981	9,389	(2,408)	9,200	12,200	(3,000)
Seasonal Wages	1,550	-	1,550	1,600		1,600
Employee Benefits Seasonal wag	-	-	-	200		200
Meetings, Meals and Travel	-	150	(150)	-	200	(200)
Membership Dues & Fees	75	150	(75)	200	200	-
Telecommunications	756	855	(99)	1,000	1,200	(200)
Office Expense	444	750	(306)	800	1,000	(200)
Legal	610	4,500	(3,890)	900	6,000	(5,100)
Marketing and Communications	-	150	(150)	-	200	(200)
Vehicle Fuel	433	450	(17)	600	600	-
Vehicle Repairs & Maintenance	313	375	(62)	400	500	(100)
Vehicle Insurance	272	300	(28)	300	300	-
Operational Equip & Supplies	1,470	375	1,095	1,500	500	1,000
Contracted Services	18,459	19,500	(1,041)	24,500	26,000	(1,500)
	<u>78,570</u>	<u>83,890</u>	<u>(5,320)</u>	<u>102,500</u>	<u>109,900</u>	<u>(7,400)</u>
Net Department Surplus (Deficit)	<u>(53,688)</u>	<u>(64,387)</u>	<u>10,699</u>	<u>(68,000)</u>	<u>(83,900)</u>	<u>15,900</u>

Town of Wolfville
Fire Service
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Fire Protection Rate	404,373	408,000	(3,627)	404,400	408,000	(3,600)
Kings County Fire Protection	122,750	123,300	(550)	164,100	164,400	(300)
Miscellaneous	-	-	-	2,000	-	2,000
Other conditional grants	12,990	-	12,990	13,000	-	13,000
	<u>540,113</u>	<u>531,300</u>	<u>8,813</u>	<u>583,500</u>	<u>572,400</u>	<u>11,100</u>
EXPENSES						
Salary and wages	61,679	62,730	(1,051)	80,300	82,100	(1,800)
Employee Benefits	11,088	8,312	2,776	14,500	10,600	3,900
Meetings, Meals and Travel	1,741	1,440	301	2,300	2,000	300
Professional Development	6,629	11,250	(4,621)	9,700	15,000	(5,300)
Membership Dues & Fees	150	1,250	(1,100)	1,500	2,000	(500)
Telecommunications	5,872	7,380	(1,508)	7,900	9,900	(2,000)
Office Expense	243	1,125	(882)	600	1,500	(900)
Insurance	8,442	1,800	6,642	9,400	6,400	3,000
Marketing and Communications	-	-	-	-	-	-
Stipends & Honorariums	28,429	38,400	(9,971)	28,500	38,400	(9,900)
Heat	2,036	2,600	(564)	4,600	4,800	(200)
Utilities	8,132	10,125	(1,993)	13,100	13,500	(400)
Repairs and Maintenance	18,609	9,852	8,757	21,800	13,000	8,800
Vehicle Fuel	3,305	4,050	(745)	4,400	5,400	(1,000)
Vehicle Repairs & Maintenance	40,250	32,670	7,580	51,400	43,600	7,800
Vehicle Insurance	4,610	4,600	10	4,600	4,600	-
Operational Equip & Supplies	78,774	52,000	26,774	85,800	65,000	20,800
Equipment Maintenance	13,404	7,500	5,904	14,400	10,000	4,400
Contracted Services	319,967	318,419	1,548	427,600	424,000	3,600
Licenses and Permits	1,283	-	1,283	1,700	1,800	(100)
	<u>614,643</u>	<u>575,503</u>	<u>39,140</u>	<u>784,100</u>	<u>753,600</u>	<u>30,500</u>
Net Department Surplus (Deficit)	<u>(74,530)</u>	<u>(44,203)</u>	<u>(30,327)</u>	<u>(200,600)</u>	<u>(181,200)</u>	<u>(19,400)</u>

Town of Wolfville
Emergency Measures
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
REMO Cost Recovery	60,000	60,000	-	68,800	80,000	11,200
	<u>60,000</u>	<u>60,000</u>	<u>-</u>	<u>68,800</u>	<u>80,000</u>	<u>11,200</u>
EXPENSES						
Salary and wages	39,034	38,460	(574)	50,700	50,000	(700)
Employee Benefits	5,921	6,151	230	7,800	8,000	200
Meetings, Meals and Travel	1,786	3,750	(1,964)	2,400	5,000	(2,600)
Advertising	2,348		2,348	2,800		2,800
Telecommunications	363	-	363	500	-	500
Office Expense	694	6,750	(6,056)	1,200	9,000	(7,800)
Operational Equip & Supplies	1,445	6,000	(4,555)	3,400	8,000	(4,600)
	<u>51,591</u>	<u>61,111</u>	<u>(9,520)</u>	<u>68,800</u>	<u>80,000</u>	<u>(11,200)</u>
Net Department Surplus (Deficit)	<u>8,409</u>	<u>(1,111)</u>	<u>9,520</u>	<u>-</u>	<u>-</u>	<u>11,200</u>

Town of Wolfville
Other Protective Service Costs
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Kings County Fire Protection	825	825	-	1,100	1,100	-
License & fee revenue	1,132	5,000	(3,868)	4,000	5,000	(1,000)
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-
	<u>1,957</u>	<u>7,425</u>	<u>(5,468)</u>	<u>6,700</u>	<u>7,700</u>	<u>(1,000)</u>
EXPENSES						
Salary and wages	337	-	337	500		500
Employee Benefits	33	-	33	-		-
Seasonal Wages	10,921	10,220	701	15,200	14,700	500
Employee Benefits Seasonal wag	729	1,050	(321)	1,100	1,500	(400)
Operational Equip & Supplies	416	750	(334)	700	1,000	(300)
Contracted Services	11,250	11,475	(225)	15,000	15,300	(300)
Debenture interest	5,254	5,300	(46)	5,200	5,300	(100)
	<u>28,940</u>	<u>28,795</u>	<u>145</u>	<u>37,700</u>	<u>37,800</u>	<u>(100)</u>
Net Department Surplus (Deficit)	<u>(26,983)</u>	<u>(21,370)</u>	<u>(5,613)</u>	<u>(31,000)</u>	<u>(30,100)</u>	<u>(900)</u>

Town of Wolfville
Public Works Division
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Job Cost billings	8,500	10,000	(1,500)	9,500	10,000	(500)
Cost recoveries from Water Util	83,775	83,775	-	111,700	111,700	-
Cost recoveries from Sewer Dept	32,325	32,325	-	43,100	43,100	-
Land Leases	1,975	4,000	(2,025)	2,000	4,000	(2,000)
TOTAL REVENUE	126,575	130,100	(3,525)	166,300	168,800	(2,500)
EXPENSES						
Salary and wages	386,430	426,490	(40,060)	537,600	580,600	(43,000)
Employee Benefits	79,512	93,323	(13,811)	108,100	122,800	(14,700)
Meals and Travel	1,712	800	912	3,100	2,400	700
Membership Dues & Fees	489	575	(86)	1,400	1,500	(100)
Advertising	357	-	357	500	-	500
Telecommunications	2,964	3,150	(186)	3,900	4,200	(300)
Office Expense	2,626	3,130	(504)	3,500	4,100	(600)
Legal	1,281	-	1,281	1,300	-	1,300
Heat	2,751	4,500	(1,749)	7,700	9,000	(1,300)
Utilities	24,075	25,335	(1,260)	35,200	35,500	(300)
Repairs and Maintenance	35,500	51,960	(16,460)	39,700	54,800	(15,100)
Vehicle Fuel	20,750	20,451	299	39,300	36,900	2,400
Vehicle Repairs & Maintenance	43,953	38,367	5,586	62,600	57,000	5,600
Vehicle Insurance	3,503	4,200	(697)	3,500	4,200	(700)
Operational Equip & Supplies	73,850	108,750	(34,900)	177,400	153,800	23,600
Contracted Services	307,624	370,375	(62,751)	315,300	390,700	(75,400)
Licenses and Permits	1,008	-	1,008	1,400	1,500	(100)
Debenture interest	130,300	133,500	(3,200)	131,500	133,500	(2,000)
	1,119,076	1,298,106	(179,030)	1,473,400	1,605,700	(132,300)
Net Division Surplus (Deficit)	(992,501)	(1,168,006)	175,505	(1,307,100)	(1,436,900)	129,800

Town of Wolfville
Public Works Common Services
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Cost recoveries from Water Util	61,050	61,050	-	81,400	81,400	-
Cost recoveries from Sewer Dept	18,675	18,675	-	24,900	24,900	-
TOTAL REVENUE	79,725	79,725	-	106,300	106,300	-
EXPENSES						
Salary and wages	128,172	124,210	3,962	170,000	167,300	2,700
Employee Benefits	19,354	20,260	(906)	26,000	27,400	(1,400)
Meetings, Meals and Travel	-	300	(300)	100	400	(300)
Membership Dues & Fees	489	575	(86)	1,400	1,500	(100)
Advertising	357	-	357	500	-	500
Telecommunications	2,964	3,150	(186)	3,900	4,200	(300)
Office Expense	2,626	3,130	(504)	3,500	4,100	(600)
Legal	1,281	-	1,281	1,300	-	1,300
Heat	2,751	4,500	(1,749)	7,700	9,000	(1,300)
Utilities	9,185	8,550	635	13,700	13,100	600
Repairs and Maintenance	35,500	51,960	(16,460)	39,700	54,800	(15,100)
Operational Equip & Supplies	100	2,500	(2,400)	600	3,000	(2,400)
Contracted Services	448	3,425	(2,977)	1,000	4,200	(3,200)
Licenses and Permits	1,008	-	1,008	1,400	1,500	(100)
	204,235	222,560	(18,325)	270,800	290,500	(19,700)
Net Department Surplus (Deficit)	(124,510)	(142,835)	18,325	(164,500)	(184,200)	19,700

Town of Wolfville
Roads and Streets
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Cost recoveries from Water Util	22,725	22,725	-	30,300	30,300	-
Cost recoveries from Sewer Dept	13,650	13,650	-	18,200	18,200	-
Miscellaneous		-	-		-	-
	<u>36,375</u>	<u>36,375</u>	<u>-</u>	<u>48,500</u>	<u>48,500</u>	<u>-</u>
EXPENSES						
Salary and wages	258,150	298,900	(40,750)	367,000	408,900	(41,900)
Employee Benefits	60,142	72,294	(12,152)	82,000	94,400	(12,400)
Seasonal Wages	-	12,000	(12,000)	-	12,000	(12,000)
Employee Benefits Seasonal wag	-	1,200	(1,200)	-	1,200	(1,200)
Meetings, Meals and Travel	1,712	500	1,212	3,000	2,000	1,000
Vehicle Fuel	20,750	20,451	299	39,300	36,900	2,400
Vehicle Repairs & Maintenance	43,953	38,367	5,586	62,600	57,000	5,600
Vehicle Insurance	3,503	4,200	(697)	3,500	4,200	(700)
Operational Equip & Supplies	57,224	56,850	374	127,600	96,600	31,000
Equipment Rentals	391	-	391	400	-	400
Contracted Services	265,049	332,450	(67,401)	264,900	344,700	(79,800)
	<u>710,874</u>	<u>837,212</u>	<u>(126,338)</u>	<u>950,300</u>	<u>1,057,900</u>	<u>(107,600)</u>
Net Department Surplus (Deficit)	<u>(674,499)</u>	<u>(800,837)</u>	<u>126,338</u>	<u>(901,800)</u>	<u>(1,009,400)</u>	<u>107,600</u>

Town of Wolfville
Street Lighting
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
EXPENSES						
Utilities	14,890	16,785	(1,895)	21,500	22,400	(900)
Operational Equip & Supplies	1,292	7,200	(5,908)	2,100	9,600	(7,500)
Contracted Services	2,039	-	(2,039)	2,000	-	(2,000)
	<u>18,221</u>	<u>23,985</u>	<u>(5,764)</u>	<u>25,600</u>	<u>32,000</u>	<u>(6,400)</u>
Net Department Surplus (Deficit)	<u>(18,221)</u>	<u>(23,985)</u>	<u>5,764</u>	<u>(25,600)</u>	<u>(32,000)</u>	<u>6,400</u>

Town of Wolfville
Traffic Services
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
EXPENSES						
Salary and wages	108	3,380	(3,272)	600	4,400	(3,800)
Employee Benefits	16	769	(753)	100	1,000	(900)
Operational Equip & Supplies	11,122	29,000	(17,878)	43,200	29,000	14,200
Contracted Services	40,088	34,500	5,588	40,100	34,500	5,600
	<u>51,334</u>	<u>67,649</u>	<u>(16,315)</u>	<u>84,000</u>	<u>68,900</u>	<u>15,100</u>
Net Department Surplus (Deficit)	(51,334)	(67,649)	16,315	(84,000)	(68,900)	(15,100)

Town of Wolfville
Other Road Transport
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
EXPENSES						
Operational Equip & Supplies	4,112	13,200	(9,088)	3,900	15,600	(11,700)
Contracted Services	-	-	-	7,300	7,300	-
	<u>4,112</u>	<u>13,200</u>	<u>(9,088)</u>	<u>11,200</u>	<u>22,900</u>	<u>(11,700)</u>
Net Department Surplus (Deficit)	<u>(4,112)</u>	<u>(13,200)</u>	<u>9,088</u>	<u>(11,200)</u>	<u>(22,900)</u>	<u>11,700</u>

Town of Wolfville
Other Transportation Expenses
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Job Cost billings	8,500	10,000	(1,500)	9,500	10,000	(500)
Land Leases	1,975	4,000	(2,025)	2,000	4,000	(2,000)
	<u>10,475</u>	<u>14,000</u>	<u>(3,525)</u>	<u>11,500</u>	<u>14,000</u>	<u>(2,500)</u>
EXPENSES						
Debenture interest	130,300	133,500	(3,200)	131,500	133,500	(2,000)
	<u>130,300</u>	<u>133,500</u>	<u>(3,200)</u>	<u>131,500</u>	<u>133,500</u>	<u>(2,000)</u>
Net Department Surplus (Deficit)	<u>(119,825)</u>	<u>(119,500)</u>	<u>(325)</u>	<u>(120,000)</u>	<u>(119,500)</u>	<u>(500)</u>

Town of Wolfville
Sewer & Solid Waste Division
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUE						
Sewer Rates	323,375	321,400	1,975	432,000	430,000	2,000
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
TOTAL REVENUE	323,375	321,400	1,975	434,000	432,000	2,000
EXPENSES						
Salary and wages	78,520	63,769	14,751	90,800	82,900	7,900
Employee Benefits	12,845	14,029	(1,184)	15,100	18,200	(3,100)
Meals and Travel	-	-	-	-	-	-
Utilities	32,204	39,285	(7,081)	48,700	52,400	(3,700)
Vehicle Repairs & Maintenance	14,249	13,425	824	19,000	17,900	1,100
Operational Equip & Supplies	76,331	98,772	(22,441)	89,400	111,700	(22,300)
Contracted Services	46,171	54,150	(7,979)	58,400	62,100	(3,700)
Debenture interest	9,440	9,500	(60)	8,100	9,500	(1,400)
	277,734	296,930	(19,196)	338,100	358,700	(20,600)
Net Division Surplus (Deficit)	45,641	24,470	21,171	95,900	73,300	22,600

Town of Wolfville
Sewer Administration
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	Variance
EXPENSES						
Contracted Services	21,300	18,750	2,550	28,400	25,000	3,400
	<u>21,300</u>	<u>18,750</u>	<u>2,550</u>	<u>28,400</u>	<u>25,000</u>	<u>3,400</u>
Net Department Surplus (Deficit)	<u>(21,300)</u>	<u>(18,750)</u>	<u>(2,550)</u>	<u>(28,400)</u>	<u>(25,000)</u>	<u>(3,400)</u>

Town of Wolfville
Sewer Collection
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
EXPENSES						
Salary and wages	42,702	33,309	9,393	45,700	43,300	2,400
Employee Benefits	7,196	7,329	(133)	7,800	9,500	(1,700)
Meetings, Meals and Travel	-	-	-	-	-	-
Vehicle Repairs & Maintenance	8,190	9,450	(1,260)	10,900	12,600	(1,700)
Operational Equip & Supplies	17,522	27,000	(9,478)	17,600	27,000	(9,400)
Equipment Rentals	6,390		6,390	6,400		6,400
Contracted Services	18,468	25,500	(7,032)	18,500	25,500	(7,000)
	<u>100,468</u>	<u>102,588</u>	<u>(2,120)</u>	<u>106,900</u>	<u>117,900</u>	<u>(11,000)</u>
Net Department Surplus (Deficit)	<u>(100,468)</u>	<u>(102,588)</u>	<u>2,120</u>	<u>(106,900)</u>	<u>(117,900)</u>	<u>11,000</u>

Town of Wolfville
Sewer Lift Stations
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
EXPENSES						
Salary and wages	236		(236)	1,200	-	(1,200)
Employee Benefits	15		(15)	200	-	(200)
Utilities	11,903	14,985	(3,082)	17,600	20,000	(2,400)
Operational Equip & Supplies	11,681	25,000	(13,319)	14,100	27,400	(13,300)
Contracted Services	1,802		(1,802)	1,800	-	(1,800)
	<u>25,637</u>	<u>39,985</u>	<u>(14,348)</u>	<u>34,900</u>	<u>47,400</u>	<u>(12,500)</u>
Net Department Surplus (Deficit)	<u>(25,637)</u>	<u>(39,985)</u>	<u>14,348</u>	<u>(34,900)</u>	<u>(47,400)</u>	<u>12,500</u>

Town of Wolfville
Sewer Treatment
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
EXPENSES						
Salary and wages	35,582	30,460	5,122	43,900	39,600	4,300
Employee Benefits	5,634	6,700	(1,066)	7,100	8,700	(1,600)
Utilities	20,301	24,300	(3,999)	31,100	32,400	(1,300)
Repairs and Maintenance	287	4,000	(3,713)	300	4,000	(3,700)
Vehicle Fuel	1,297		1,297	1,900	-	1,900
Vehicle Repairs & Maintenance	6,059	3,975	2,084	8,100	5,300	2,800
Operational Equip & Supplies	30,903	29,297	1,606	38,800	37,200	1,600
Equipment Rentals	-	-	-	-	-	-
Contracted Services	2,328	2,350	(22)	2,800	2,800	-
	<u>102,391</u>	<u>101,082</u>	<u>1,309</u>	<u>134,000</u>	<u>130,000</u>	<u>4,000</u>
Net Department Surplus (Deficit)	<u>(102,391)</u>	<u>(101,082)</u>	<u>(1,309)</u>	<u>(134,000)</u>	<u>(130,000)</u>	<u>(4,000)</u>

Town of Wolfville
Solid Waste Management
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	Variance
REVENUES	-	-	-	-	-	-
EXPENSES						
Operational Equip & Supplies	208		(208)	200		(200)
Contracted Services	2,273	3,750	(1,477)	3,100	5,000	(1,900)
	<u>2,481</u>	<u>3,750</u>	<u>(1,269)</u>	<u>3,300</u>	<u>5,000</u>	<u>(1,700)</u>
Net Department Surplus (Deficit)	(2,481)	(3,750)	1,269	(3,300)	(5,000)	1,700

Town of Wolfville
Other Environmental
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Sewer Rates	323,375	321,400	1,975	432,000	430,000	2,000
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
	<u>323,375</u>	<u>321,400</u>	<u>1,975</u>	<u>434,000</u>	<u>432,000</u>	<u>2,000</u>
EXPENSES						
Operational Equip & Supplies	16,017	17,475	(1,458)	18,700	20,100	(1,400)
Equipment Rentals	-	-	-	-	-	-
Contracted Services	-	3,800	(3,800)	3,800	3,800	-
Debenture interest	9,440	9,500	(60)	8,100	9,500	(1,400)
	<u>25,457</u>	<u>30,775</u>	<u>(5,318)</u>	<u>30,600</u>	<u>33,400</u>	<u>(2,800)</u>
Net Department Surplus (Deficit)	<u>297,918</u>	<u>290,625</u>	<u>7,293</u>	<u>403,400</u>	<u>398,600</u>	<u>4,800</u>

Town of Wolfville
Parks Division
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	Variance
REVENUES						
Facility fees & cost recoveries		-	-	-	-	-
Miscellaneous	940	-	940	900	-	900
TOTAL REVENUE	940	-	940	900	-	900
EXPENSES						
Salary and wages - Full time	31,823	53,780	(21,957)	45,000	67,500	(22,500)
Employee Benefits	27,232	10,262	16,970	27,800	13,200	14,600
Seasonal Wages	224,307	193,000	31,307	220,800	193,000	27,800
Employee Benefits Seasonal wag	32,117	35,700	(3,583)	32,200	35,700	(3,500)
Meetings, Meals and Travel	1,016	-	1,016	1,100	-	1,100
Telecommunications	567	-	567	800	-	800
Utilities	4,973	4,050	923	6,200	5,200	1,000
Repairs and Maintenance	128	-	128	200	-	200
Vehicle Fuel	4,656	6,100	(1,444)	5,300	6,300	(1,000)
Vehicle Repairs & Maintenance	13,361	5,400	7,961	14,700	5,400	9,300
Vehicle Insurance	946	1,000	(54)	1,000	1,000	-
Operational Equip & Supplies	82,536	82,650	(114)	86,700	82,700	4,000
Equipment Maintenance	271	-	271	300	-	300
Equipment Rentals	3,598	-	3,598	3,600	-	3,600
Contracted Services	30,295	26,100	4,195	40,300	46,000	(5,700)
Debenture interest	4,522	-	4,522	4,600	-	4,600
	462,348	418,042	44,306	490,600	456,000	34,600
Net Division Surplus (Deficit)	(461,408)	(418,042)	(43,366)	(489,700)	(456,000)	(33,700)

Town of Wolfville
 Planning Division
 For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Zoning & Subdivision approvals	605	600	5	600	600	-
Building Inspection Cost Recove	2,800	-	2,800	3,200	-	3,200
License & fee revenue	2,580	1,000	1,580	2,600	1,500	1,100
Building & development permits	21,338	12,000	9,338	21,400	16,000	5,400
Development agreements	-	500	(500)	-	1,000	(1,000)
Land Leases	-	900	(900)	-	900	(900)
Miscellaneous	1,200		1,200	1,200	-	1,200
Employment grants	1,619		1,619	1,600	-	1,600
PNS conditional grants	30,000	30,000	-	30,000	30,000	-
Other conditional grants	17,730	34,875	(17,145)	41,000	46,500	(5,500)
	<u>77,872</u>	<u>79,875</u>	<u>(2,003)</u>	<u>101,600</u>	<u>96,500</u>	<u>5,100</u>
EXPENSES						
Salary and wages	230,104	232,080	(1,976)	287,800	301,700	(13,900)
Employee Benefits	44,381	41,540	2,841	54,200	54,000	200
Seasonal Wages	53,272	44,620	8,652	68,200	58,000	10,200
Employee Benefits Seasonal wag	4,981	4,460	521	6,800	5,800	1,000
Meetings, Meals and Travel	996	3,753	(2,757)	1,700	5,000	(3,300)
Membership Dues & Fees	1,774	2,100	(326)	2,200	2,100	100
Advertising	3,998	6,000	(2,002)	6,000	8,000	(2,000)
Telecommunications	2,882	3,960	(1,078)	3,800	5,300	(1,500)
Office Expense	7,235	9,900	(2,665)	10,300	13,200	(2,900)
Legal	7,122	15,003	(7,881)	10,400	20,000	(9,600)
Miscellaneous	-		-	-	-	-
Program Expenditures	302	22,500	(22,198)	19,000	30,000	(11,000)
Contracted Services	31,927	37,503	(5,576)	38,000	45,000	(7,000)
	<u>388,974</u>	<u>423,419</u>	<u>(34,445)</u>	<u>508,400</u>	<u>548,100</u>	<u>(39,700)</u>
Net Division Surplus (Deficit)	<u>(311,102)</u>	<u>(343,544)</u>	<u>32,442</u>	<u>(406,800)</u>	<u>(451,600)</u>	<u>44,800</u>

Town of Wolfville
Community Development Division
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Kings County Recreation Contrib	29,647	-	29,647	29,700	10,000	19,700
Program fees	12,275	10,133	2,142	16,500	16,000	500
Festival & events revenues	2,025	500	1,525	2,000	500	1,500
Facility fees & cost recoveries	11,561	11,000	561	11,600	11,000	600
Tourist Bureau revenues	2,832	1,500	1,332	2,800	1,500	1,300
Employment grants	1,619	-	1,619	1,600	-	1,600
PNS conditional grants	13,448	-	13,448	17,900	-	17,900
Other conditional grants	17,674	21,000	(3,326)	17,700	21,000	(3,300)
TOTAL REVENUE	91,168	44,133	47,035	99,900	60,000	39,900
EXPENSES						
Salary and wages	187,174	188,642	(1,468)	243,900	242,800	1,100
Employee Benefits	30,131	33,701	(3,570)	40,900	43,400	(2,500)
Seasonal Wages	95,628	84,315	11,313	104,600	91,300	13,300
Employee Benefits Seasonal wag	11,731	13,440	(1,709)	11,500	14,400	(2,900)
Meals and Travel	1,885	1,975	(90)	3,100	2,800	300
Membership Dues & Fees	4,592	7,300	(2,708)	6,200	7,300	(1,100)
Advertising	9,381	15,875	(6,494)	12,400	21,000	(8,600)
Telecommunications	3,744	4,697	(953)	5,000	5,700	(700)
Office Expense	1,707	5,125	(3,418)	2,000	5,800	(3,800)
Marketing and Communications	-	-	-	-	-	-
Utilities	9,409	9,250	159	15,100	13,100	2,000
Repairs and Maintenance	10,764	10,470	294	11,700	12,300	(600)
Vehicle Fuel	1,112	750	362	1,400	1,000	400
Vehicle Repairs & Maintenance	907	1,500	(593)	900	2,000	(1,100)
Operational Equip & Supplies	20,823	30,900	(10,077)	23,300	31,100	(7,800)
Program Expenditures	37,858	46,857	(8,999)	44,000	53,600	(9,600)
Contracted Services	18,911	25,500	(6,589)	20,000	28,000	(8,000)
Grants to Organizations	60,400	78,900	(18,500)	70,400	78,900	(8,500)
Debenture interest	3,909	7,200	(3,291)	3,900	7,200	(3,300)
	510,473	566,397	(55,924)	620,700	661,700	(41,000)
Net Division Surplus (Deficit)	(419,305)	(522,264)	102,959	(520,800)	(601,700)	80,900

Town of Wolfville
Economic Development
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	Variance
REVENUES	-	-	-	-	-	-
EXPENSES						
Salary and wages	73,216	69,742	3,474	95,200	90,700	4,500
Employee Benefits	15,151	12,551	2,600	19,700	16,300	3,400
Meetings, Meals and Travel	1,027	900	127	1,300	1,200	100
Membership Dues & Fees	542	2,800	(2,258)	2,100	2,800	(700)
Advertising	5,579	7,125	(1,546)	7,000	9,500	(2,500)
Telecommunications	604	675	(71)	800	900	(100)
Office Expense	-	3,125	(3,125)	-	3,500	(3,500)
Marketing and Communications	-	-	-	-	-	-
Operational Equip & Supplies	1,158	10,000	(8,842)	3,200	10,000	(6,800)
Contracted Services	-	7,500	(7,500)	-	10,000	(10,000)
Grants to Organizations	-	10,000	(10,000)	10,000	10,000	-
Debenture interest	301	300	1	200	300	(100)
	<u>97,578</u>	<u>124,718</u>	<u>(27,140)</u>	<u>139,500</u>	<u>155,200</u>	<u>(15,700)</u>
Net Department Surplus (Deficit)	<u>(97,578)</u>	<u>(124,718)</u>	<u>27,140</u>	<u>(139,500)</u>	<u>(155,200)</u>	<u>15,700</u>

Town of Wolfville
Festival and Events
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Festival & events revenues	2,025	500	1,525	2,000	500	1,500
Employment grants	-	-	-	-		-
PNS conditional grants	4,148	-	4,148	4,100		4,100
Other conditional grants	2,400	-	2,400	2,400		2,400
	<u>8,573</u>	<u>500</u>	<u>8,073</u>	<u>8,500</u>	<u>500</u>	<u>8,000</u>
EXPENSES						
Salary and wages	183	4,600	(4,417)	1,200	5,600	(4,400)
Employee Benefits	95	552	(457)	200	700	(500)
Seasonal Wages	13,623	8,900	4,723	13,700	8,900	4,800
Employee Benefits Seasonal wag	1,079	1,100	(21)	1,200	1,100	100
Advertising	3,096	5,000	(1,904)	4,100	6,000	(1,900)
Operational Equip & Supplies	17,427	10,000	7,427	17,500	10,000	7,500
Program Expenditures	29,431	40,000	(10,569)	32,500	44,000	(11,500)
Grants to Organizations	41,900	35,300	6,600	41,900	35,300	6,600
	<u>106,834</u>	<u>105,452</u>	<u>1,382</u>	<u>112,300</u>	<u>111,600</u>	<u>700</u>
Net Department Surplus (Deficit)	<u>(98,261)</u>	<u>(104,952)</u>	<u>6,691</u>	<u>(103,800)</u>	<u>(111,100)</u>	<u>7,300</u>

Town of Wolfville
Community Development Adm & Rec Centre
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Facility fees & cost recoveries		-	-			-
	-	-	-	-	-	-
EXPENSES						
Salary and wages	104,699	102,920	1,779	136,300	133,900	2,400
Employee Benefits	13,234	18,529	(5,295)	19,100	24,100	(5,000)
Seasonal Wages	2,770		2,770	4,600	-	4,600
Employee Benefits Seasonal wag	1,810		1,810	500	-	500
Meetings, Meals and Travel	-	600	(600)	800	1,000	(200)
Membership Dues & Fees	4,050	4,000	50	4,100	4,000	100
Advertising	30	2,250	(2,220)	100	3,500	(3,400)
Telecommunications	1,600	1,800	(200)	2,100	2,400	(300)
Office Expense	1,015	825	190	1,200	1,100	100
Utilities	2,812	2,250	562	4,300	3,000	1,300
Repairs and Maintenance	3,364	2,250	1,114	4,300	3,000	1,300
Operational Equip & Supplies	86	2,500	(2,414)	300	2,500	(2,200)
Contracted Services	243	3,000	(2,757)	300	3,000	(2,700)
Debenture interest	347	3,600	(3,253)	400	3,600	(3,200)
	<u>136,060</u>	<u>144,524</u>	<u>(8,464)</u>	<u>178,400</u>	<u>185,100</u>	<u>(6,700)</u>
Net Department Surplus (Deficit)	<u>(136,060)</u>	<u>(144,524)</u>	<u>8,464</u>	<u>(178,400)</u>	<u>(185,100)</u>	<u>6,700</u>

Town of Wolfville
Recreation Programs
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
REVENUES						
Kings County Recreation Contrib	29,647	-	29,647	29,700	10,000	19,700
Program fees	12,275	10,133	2,142	16,500	16,000	500
Facility fees & cost recoveries	11,561	11,000	561	11,600	11,000	600
Employment grants	1,619		1,619	1,600		1,600
PNS conditional grants	4,300	-	4,300	4,300	-	4,300
Other conditional grants	10,274	2,000	8,274	10,300	2,000	8,300
	<u>69,676</u>	<u>23,133</u>	<u>46,543</u>	<u>74,000</u>	<u>39,000</u>	<u>35,000</u>
EXPENSES						
Salary and wages	339	-	339	300	-	300
Employee Benefits	-	-	-	-	-	-
Seasonal Wages	35,419	23,115	12,304	42,400	30,100	12,300
Employee Benefits Seasonal wag	3,239	2,940	299	4,000	3,900	100
Meetings, Meals and Travel	546	375	171	700	500	200
Advertising	676	1,500	(824)	1,200	2,000	(800)
Vehicle Fuel	1,112	750	362	1,400	1,000	400
Vehicle Repairs & Maintenance	907	1,500	(593)	900	2,000	(1,100)
Vehicle Insurance	407	-	407	400	-	400
Operational Equip & Supplies	1,111	3,500	(2,389)	1,200	3,500	(2,300)
Program Expenditures	8,427	6,857	1,570	11,500	9,600	1,900
Contracted Services	15,000	15,000	-	15,000	15,000	-
Grants to Organizations	8,500	23,600	(15,100)	8,500	23,600	(15,100)
	<u>75,683</u>	<u>79,137</u>	<u>(3,454)</u>	<u>87,500</u>	<u>91,200</u>	<u>(3,700)</u>
Net Department Surplus (Deficit)	<u>(6,007)</u>	<u>(56,004)</u>	<u>49,997</u>	<u>(13,500)</u>	<u>(52,200)</u>	<u>38,700</u>

Town of Wolfville
Tourism
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Tourist Bureau revenues	2,832	1,500	1,332	2,800	1,500	1,300
Employment grants	-	-	-	-	-	-
PNS conditional grants	5,000	-	5,000	9,500	-	9,500
Other conditional grants	-	14,000	(14,000)	-	14,000	(14,000)
	<u>7,832</u>	<u>15,500</u>	<u>(7,668)</u>	<u>12,300</u>	<u>15,500</u>	<u>(3,200)</u>
EXPENSES						
Salary and wages	2,981	7,300	(4,319)	3,500	7,300	(3,800)
Employee Benefits	1,381	1,300	81	1,300	1,300	-
Seasonal Wages	43,816	52,300	(8,484)	43,900	52,300	(8,400)
Employee Benefits Seasonal wag	5,603	9,400	(3,797)	5,800	9,400	(3,600)
Meetings, Meals and Travel	312	100	212	300	100	200
Membership Dues & Fees	-	500	(500)	-	500	(500)
Telecommunications	1,166	1,700	(534)	1,600	1,700	(100)
Office Expense	264	1,100	(836)	300	1,100	(800)
Utilities	3,315	1,500	1,815	4,400	2,000	2,400
Repairs and Maintenance	3,990	4,998	(1,008)	4,000	5,000	(1,000)
Operational Equip & Supplies	650	4,300	(3,650)	700	4,300	(3,600)
Contracted Services	3,200	-	3,200	4,200	-	4,200
	<u>66,678</u>	<u>84,498</u>	<u>(17,820)</u>	<u>70,000</u>	<u>85,000</u>	<u>(15,000)</u>
Net Department Surplus (Deficit)	<u>(58,846)</u>	<u>(68,998)</u>	<u>10,152</u>	<u>(57,700)</u>	<u>(69,500)</u>	<u>11,800</u>

Town of Wolfville
Library
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
REVENUES						
Miscellaneous	87		87	100		100
Other conditional grants	5,000	5,000	-	5,000	5,000	-
	<u>5,087</u>	<u>5,000</u>	<u>87</u>	<u>5,100</u>	<u>5,000</u>	<u>100</u>
EXPENSES						
Salary and wages	5,756	4,080	1,676	7,400	5,300	2,100
Employee Benefits	270	769	(499)	600	1,000	(400)
Telecommunications	374	522	(148)	500	700	(200)
Office Expense	428	75	353	500	100	400
Utilities	3,282	5,500	(2,218)	6,400	8,100	(1,700)
Repairs and Maintenance	3,410	3,222	188	3,400	4,300	(900)
Operational Equip & Supplies	391	600	(209)	400	800	(400)
Contracted Services	468	-	468	500	-	500
Debenture interest	3,261	3,300	(39)	3,300	3,300	-
	<u>17,640</u>	<u>18,068</u>	<u>(428)</u>	<u>23,000</u>	<u>23,600</u>	<u>(600)</u>
Net Department Surplus (Deficit)	<u>(12,553)</u>	<u>(13,068)</u>	<u>515</u>	<u>(17,900)</u>	<u>(18,600)</u>	<u>700</u>

Town of Wolfville
Museum & Historical Facilities
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 03/31/20	Budget 03/31/20	
EXPENSES						
Miscellaneous			-			-
Contracted Services		-	-	-	-	-
Grants to Organizations	10,000	10,000	-	10,000	10,000	-
	<u>10,000</u>	<u>10,000</u>	-	<u>10,000</u>	<u>10,000</u>	-
Net Department Surplus (Deficit)	<u>(10,000)</u>	<u>(10,000)</u>	-	<u>(10,000)</u>	<u>(10,000)</u>	-

Town of Wolfville
Partner Contributions
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-19	31-Dec-19		03/31/20	03/31/20	
EXPENSES						
Grant to WBDC	100,000	100,000	-	100,000	100,000	-
Regional Solid Waste	480,650	390,150	90,500	542,300	520,200	22,100
Transit services	131,977	117,025	14,952	173,300	152,700	20,600
Valley Community Fibre	(4,508)	1,500	(6,008)	(2,500)	1,500	(4,000)
Regional Development	-	-	-	-	-	-
Kings Region - cooperative Initiatives	8,084	19,350	(11,266)	10,800	25,800	(15,000)
Annapolis Valley Regional Libra	18,240	18,750	(510)	24,300	25,000	(700)
Education	572,778	572,931	(153)	763,700	763,900	(200)
Corrections	61,482	61,500	(18)	82,000	82,000	-
Regional Housing Authority	-	-	-	45,000	40,000	5,000
Assessment services	57,549	57,750	(201)	76,800	77,000	(200)
	<u>1,426,252</u>	<u>1,338,956</u>	<u>87,296</u>	<u>1,815,700</u>	<u>1,788,100</u>	<u>27,600</u>
Net Department Surplus (Deficit)	<u>(1,426,252)</u>	<u>(1,338,956)</u>	<u>(87,296)</u>	<u>(1,815,700)</u>	<u>(1,788,100)</u>	<u>(27,600)</u>

**Town of Wolfville
Capital Fund ~ Project Summary
For the 9 Months Ended December 30, 2019**

	Actual YTD Total	Budget Fiscal 19/20	Actual to Budget VARIANCE	
<u>Information Technology</u>				
	-	-	-	
	-	-	-	
<u>Municipal Buildings</u>				
P Wks/Comm Dev Bldg - Reno	-	200,000	(200,000)	total project costs to be in range of \$500,000....approved by Council deferred to 2020/21 Council approved change to P Wks Bldg only.
P Wks - SOLAR PANELS	23	135,000	(134,977)	
RCMP Bldg - Reno to Office Space	-	50,000	(50,000)	
	23	385,000	(384,977)	
<u>Protective Services</u>				
Pumper Truck	818,409	-	818,409	Ordered in 2018/18, arrived 2019/20
Fire Equipment Upgrades	40,040	50,000	(9,960)	
	858,449	50,000	808,449	
<u>Fleet/Equip Inventory</u>				
veh # 18 - Replace Skid Steer	140,100	120,000	20,100	Tender award will be \$20,800 over budget. Approved by Council no purchase in 2019/20, re tender in 2020/21 Tender award will be \$6,200 over budget. Approved by Council Tender award will be \$6,200 over budget. Approved by Council
veh #27 - Replace P Wks Backhoe	-	120,000	(120,000)	
New - P Wks Lead Hand truck	36,064	30,000	6,064	
New - Parks Lead Hand truck	36,064	30,000	6,064	
	-	-	-	
	212,228	300,000	(87,772)	
<u>Streets</u>				
Gaspereau - Willow to civic 94	624,922	600,000	24,922	\$175,000 overbudget - approved by Council not all invoices processed not all invoices processed
Seaview	416,034	715,000	(298,966)	
Westwood - Main to Irving Centre	77,444	1,260,000	(1,182,556)	
Sunset/Sylvan	1,267	-	1,267	late invoicing.project completed prior to 2018/19
Kent Ave	232	-	232	late invoicing.project completed prior to 2018/19
Sidewalk - Blomidon Terrace	28,502	-	28,502	completion of a 2018/19 project
Engineering - 2020/21 Street projects	-	-	-	
	1,148,401	2,575,000	(1,426,599)	
<u>Other Transportation</u>				
Decorative Street Lights	7,821	75,000	(67,179)	tender results over budget \$224,800. Approved by Council approved by Council as funded from reserves Unbudgeted - tender results in \$140,000 project approval
Flood Mitigation	-	50,000	(50,000)	
Storm Water Mgt Plan	20,628	30,000	(9,372)	
Shoreline Protection/Wharf Upgrade	17,336	350,000	(332,664)	
RRB Signals/Crosswalk - Main @ arena	22,126	-	22,126	
Stormwater - East End Gateway parking lot	-	-	-	
	67,911	505,000	(437,089)	
<u>Sewer Operations</u>				
Reurbish Aeration lines	2,997	-	2,997	
Generator - Lift Station (2018/19 project)	33,429	-	33,429	
WWTP expansion	84,440	40,000	44,440	
	-	-	-	
Sub total Sewer Operation	120,866	40,000	80,866	
<u>Community Services</u>				
Clock Park	616	-	616	grant funding leveraged to add to this project
VIC/Willow Park - design/prep for VIC	34,207	50,000	(15,793)	
East End Gateway - Harvest Moon trail Head	41,610	25,000	16,610	
East End Gateway - Other Upgrades	11,414	100,000	(88,586)	
Nature Preserve - Dam Study and Upgrades	9,623	-	9,623	
Evangeline Park	8,545	15,000	(6,455)	
	-	-	-	
Skateboard park/Tower Field Rec Hub	153,234	75,000	78,234	Will be over budget - extras approved by Council, some additional grant funding received.
Post Office Open Space - Mona Parsons	51,325	20,000	31,325	
Post Office Open Space - Cenotaph	937	-	937	
West End Parkland & Trail	-	10,000	(10,000)	
	311,511	295,000	16,511	
GRAND TOTAL ALL PROJECTS	2,719,389	4,150,000	(1,430,611)	

Wolfville Water Utility
All Divisions
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-19	31-Dec-19		31-Mar-20	31-Mar-20	
REVENUES						
Metered Sales	532,291	537,300	(5,009)	713,800	718,800	(5,000)
Fire Protection Charge	306,058	306,075	(17)	408,100	408,100	-
Sprinkler Service		-	-	8,800	8,300	500
Miscellaneous	5,400	2,550	2,850	6,000	3,400	2,600
Interest on arrears	1,404	1,130	274	1,800	1,500	300
Job Cost billings	18,000	9,000	9,000	18,000	9,000	9,000
Investment Income	10,829	12,750	(1,921)	19,000	17,000	2,000
	<u>873,982</u>	<u>868,805</u>	<u>5,177</u>	<u>1,175,500</u>	<u>1,166,100</u>	<u>9,400</u>
EXPENSES						
Salary and wages	210,968	212,303	1,335	280,500	279,500	(1,000)
Employee Benefits	36,388	42,538	6,150	48,500	56,000	7,500
Meetings, Meals and Tra	-	1,050	1,050	200	1,400	1,200
Professional Developmer	936	3,750	2,814	1,000	5,000	4,000
Membership Dues & Fee	545	500	(45)	600	500	(100)
Advertising	137	-	(137)	200	-	(200)
Telecommunications	900	1,125	225	1,200	1,500	300
Office Expense	26,129	24,750	(1,379)	33,900	33,000	(900)
Insurance	10,500	8,000	(2,500)	10,500	8,000	(2,500)
Audit	-	-	-	6,000	6,000	-
Miscellaneous	-	-	-	-	-	-
Utilities	69,013	73,134	4,121	93,100	97,500	4,400
Property Taxes	55,866	57,200	1,334	55,900	57,200	1,300
Vehicle Fuel	1,122	2,997	1,875	1,600	4,000	2,400
Vehicle Repairs & Mainte	10,481	7,125	(3,356)	14,400	9,500	(4,900)
Vehicle Insurance	340	400	60	400	400	-
Operational Equip & Sup	78,838	92,259	13,421	123,000	123,000	-
Equipment Maintenance	730	3,750	3,020	1,000	5,000	4,000
Contracted Services	49,170	92,028	42,858	54,700	99,700	45,000
Depreciation	-	-	-	-	-	-
Doubtful accounts allowe	-	-	-	1,000	1,000	-
	<u>552,348</u>	<u>622,909</u>	<u>70,561</u>	<u>728,000</u>	<u>788,200</u>	<u>60,200</u>
Net Operating Revenue	<u>321,634</u>	<u>245,896</u>	<u>75,738</u>	<u>447,500</u>	<u>377,900</u>	<u>69,600</u>
Non-Operating						
Principal Debenture Rep	112,475	112,500	25	112,500	112,500	-
Debenture interest	21,990	15,600	(6,390)	22,000	15,600	(6,400)
Other debt charges	44	500	456	100	500	400
Transfer to Capital Fund	25,327	70,000	44,673	42,327	70,000	27,673
Depreciation	-	-	-	158,300	158,300	-
Dividend to Town	-	-	-	45,000	45,000	-
	<u>159,836</u>	<u>198,600</u>	<u>38,764</u>	<u>380,227</u>	<u>401,900</u>	<u>21,673</u>
Net Surplus (Deficit)	<u>\$ 161,798</u>	<u>\$ 47,296</u>	<u>\$ 114,502</u>	<u>\$ 67,273</u>	<u>\$ (24,000)</u>	<u>\$ 91,273</u>

Town of Wolfville
Power and Pumping
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 31-Mar-20	Budget 31-Mar-20	
EXPENSES						
Salary and wages	6,883	9,080	2,197	9,400	11,800	2,400
Employee Benefits	1,227	1,849	622	1,700	2,400	700
Utilities	64,284	68,265	3,981	86,800	91,000	4,200
Operational Equip & Supplies	2,221	6,003	3,782	3,200	8,000	4,800
Contracted Services	78	8,000	7,922	100	8,000	7,900
	<u>74,693</u>	<u>93,197</u>	<u>18,504</u>	<u>101,200</u>	<u>121,200</u>	<u>20,000</u>
Net Department Surplus (Deficit)	<u>(74,693)</u>	<u>(93,197)</u>	<u>18,504</u>	<u>(101,200)</u>	<u>(121,200)</u>	<u>20,000</u>

Town of Wolfville
Treatment
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 31-Mar-20	Budget 31-Mar-20	
EXPENSES						
Salary and wages	13,123	12,071	(1,052)	17,100	15,700	(1,400)
Employee Benefits	2,128	2,455	327	2,800	3,200	400
Professional Development	-	-	-	-	-	-
Utilities	4,729	4,869	140	6,300	6,500	200
Operational Equip & Supplies	42,503	33,003	(9,500)	53,600	44,000	(9,600)
Equipment Maintenance	-	-	-	-	-	-
Contracted Services	9,301	43,028	33,727	12,300	45,700	33,400
	<u>71,784</u>	<u>95,426</u>	<u>23,642</u>	<u>92,100</u>	<u>115,100</u>	<u>23,000</u>
Net Department Surplus (Deficit)	<u>(71,784)</u>	<u>(95,426)</u>	<u>23,642</u>	<u>(92,100)</u>	<u>(115,100)</u>	<u>23,000</u>

Town of Wolfville
Transmission and Distribution
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		Variance
	Actual 31-Dec-19	Budget 31-Dec-19	VARIANCE	Forecast 31-Mar-20	Budget 31-Mar-20	
EXPENSES						
Salary and wages	79,757	86,155	6,398	106,200	112,000	5,800
Employee Benefits	13,429	17,231	3,802	17,900	22,400	4,500
Meetings, Meals and Travel	-	750	750	100	1,000	900
Telecommunications	900	1,125	225	1,200	1,500	300
Vehicle Fuel	1,122	2,997	1,875	1,600	4,000	2,400
Vehicle Repairs & Maintenance	10,481	7,125	(3,356)	14,400	9,500	(4,900)
Vehicle Insurance	340	400	60	400	400	-
Operational Equip & Supplies	34,114	53,253	19,139	66,200	71,000	4,800
Equipment Maintenance	730	3,750	3,020	1,000	5,000	4,000
Contracted Services	24,725	26,000	1,275	24,800	26,000	1,200
	<u>165,598</u>	<u>198,786</u>	<u>33,188</u>	<u>233,800</u>	<u>252,800</u>	<u>19,000</u>
Net Department Surplus (Deficit)	<u>(165,598)</u>	<u>(198,786)</u>	<u>33,188</u>	<u>(233,800)</u>	<u>(252,800)</u>	<u>19,000</u>

Town of Wolfville
Administration
For the Nine Months Ending December 31, 2019

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-19	31-Dec-19		31-Mar-20	31-Mar-20	
REVENUES			-			-
	-	-	-	-	-	-
EXPENSES						
Salary and wages	111,205	104,997	(6,208)	147,800	140,000	(7,800)
Employee Benefits	19,604	21,003	1,399	26,100	28,000	1,900
Meetings, Meals and Travel	-	300	300	100	400	300
Professional Development	936	3,750	2,814	1,000	5,000	4,000
Membership Dues & Fees	545	500	(45)	600	500	(100)
Advertising	137	-	(137)	200	-	(200)
Office Expense	26,129	24,750	(1,379)	33,900	33,000	(900)
Legal	285	-	(285)	300	-	(300)
Insurance	10,500	8,000	(2,500)	10,500	8,000	(2,500)
Audit	-	-	-	6,000	6,000	-
Property Taxes	55,866	57,200	1,334	55,900	57,200	1,300
Contracted Services	15,066	15,000	(66)	17,500	20,000	2,500
Doubtful accounts allowance	-	-	-	1,000	1,000	-
	<u>240,273</u>	<u>235,500</u>	<u>(4,773)</u>	<u>300,900</u>	<u>299,100</u>	<u>(1,800)</u>
Net Department Surplus (Deficit)	<u>(240,273)</u>	<u>(235,500)</u>	<u>(4,773)</u>	<u>(300,900)</u>	<u>(299,100)</u>	<u>(1,800)</u>

Town of Wolville
Summary - Quarterly Variances By Division - Town Operating Fund
Financial Results for the Period Ended December, 2019

	Actual 31-Dec-19	Budget 31-Dec-19	Variance over/(under) budget	Forecast to 31-Mar-20	Budget 31-Mar-20	Variance
Revenues	\$ 9,386,366	\$ 10,251,940	\$ (865,574)	\$ 10,836,200	\$ 10,690,100	\$ 146,100
Expenditures (Operating/capital & reserves)	7,717,759	7,993,385	(275,626)	10,568,100	10,690,100	(122,000)
Net Surplus (Deficit)	\$ 1,668,607	\$ 2,258,555	\$ (589,948)	\$ 268,100	\$ -	\$ 268,100

Significant Variance Explanation (over \$5,000)

Focused on year end Forecast

General Government

Account/Explanation	Actual 31-Dec-19	Budget 31-Dec-19	Variance over/(under) budget	Forecast to 31-Mar-20	Budget 31-Mar-20	Forecast Variance
Tax and Grant In Lieu of Taxes Residential and Commercial property taxes are with 0.1% of budget, so allowance estimates for loss of assessment on appeal were adequate this year. Deed Transfer tax continued the trend of late summer and has been more than budget estimates up to Dec 31. Now forecast to end year \$52,600 higher than budget. The provincial Acadia Grant In Lieu is \$7,000 less than budget	7,785,692	8,729,487	(943,795)	8,816,100	8,769,400	46,700
Interest on Investments During the review of Sept 30th financial results, an error in interest earned on bank balances was noted. Follow up with Town's bank included a one time correction (\$39,000) as well as a new agreement at a higher rate of return.	50,978	18,750	32,228	69,800	25,000	44,800
Salary and wages Savings in Office of CAO related to vacant position for part of the 2nd quarter and fewer \$\$\$ required so far for Town Hall cleaning.	462,687	468,385	(5,698)	604,000	609,300	(5,300)
Office Expense Largely due to postage related to Water Utility, now being posted directly to Water Utility costs, rather than thru Town Hall common expenditures. More accurate reporting achieved for an item we can directly identify as Water Utility related.	26,296	34,381	(8,085)	36,700	44,200	(7,500)
Legal Overage is related to HR issues.	21,092	16,250	4,842	27,100	20,000	7,100
Insurance After Sept 30 update, 2 accidents with Town vehicle/equipment resulted in added deductible costs, i.e. portion not covered by insurance. Another claim has been submitted Town on a liability issue and forecasts includes further deductible costs.	96,534	82,810	13,724	101,500	85,000	16,500
Repairs and Maintenance - Town Hall An unbudgeted replacement of oil tank required at Town Hall. Work did not get carried out before winter, and forecast estimates include allowance for issues encountered while work carried out mid January.	11,112	10,400	712	20,600	11,700	8,900
Operational equipment and supplies General savings in Town Hall supplies. Year End forecast is lower than Dec 31 actual, as approx \$12,000 of actual costs should be reclassified to contracted services	66,537	66,072	465	57,500	69,600	(12,100)
Contracted Services Savings in CAO/Adm Dept 120. General budget allowance of \$25,000 not required so far this fiscal year. Given now forecast surplus results for Town, efforts will be taken to utilize these funds for improvements to Council Chambers audio/video infrastructure	15,042	50,349	(35,307)	54,700	80,000	(25,300)
Grants to Organizations As noted in Sept report, \$50,000 grant to Acadia for EV Charging Station Project has yet to be issued. Latest word from Acadia is the project is to be finalized before end of fiscal year, so forecast includes that expense. Savings forecast for year end relate to Wolville/Acadia scholar bursary which once again only has 1 student qualifying. Town budgets students at \$5,000/student.	7,000	94,500	(87,500)	94,500	100,000	(5,500)

Town of Wolville
Summary - Quarterly Variances By Division - Town Operating Fund
Financial Results for the Period Ended December, 2019

Protective Services

Account/Explanation	Actual 31-Dec-19	Budget 31-Dec-19	Variance over/(under) budget	Forecast to 43921	Budget 43921	Forecast Variance
REMO Cost Recovery REMO Budget is a high level set of estimates by the intermunicipal group to allow for possible spending. Actual spending is expected to end the year approx \$11,000 less than budget, therefore the cost sharing revenue billed out will be underbudget by the same amount.	60,000	60,000	-	68,800	80,000	(11,200)
Other Conditional Grants Fire Dept secured a \$13,000 EKM grant to use towards purchase of fire equip not originally in budget.	12,990	-	12,990	13,000	-	13,000
Professional Development Annually the Fire Dept sets an amount to ensure training is available to membership. Over the last few years the Chief has utilized shared training with other local Fire Dept's at little or no cost, leaving this line item underbudget.	6,629	11,250	(4,621)	9,700	15,000	(5,300)
Office Expense Forecast savings largely in REMO costs, refer to revenue note above for added info.	1,381	8,625	(7,244)	2,600	11,500	(8,900)
Stipends/Honorariums Fire Dept has adopted an honorarium formula that factors in participation rate of members, with prorated honorariums for members not achieving the participation threshold set.	28,429	38,400	(9,971)	28,500	38,400	(9,900)
Repairs and Maintenance - bldgs Repairs at Fire Hall will end year overbudget. Further information to be brought to Audit Committee.	20,882	14,352	6,530	25,600	19,000	6,600
Vehicle Repairs & Maintenance Same as first & second quarter overage. Relates to Fire Dept trucks. Discussed with Chief and he expects to still come in close to budget by year end, i.e. overage can be considered a timing difference at this stage. Variance has dropped in magnitude, but year end forecast allows for further repairs	40,563	33,045	7,518	51,800	44,100	7,700
Operational Equipment & Supplies Largely related to Fire Dept. Purchased a telescopic ram thru EKM grant @ cost of \$13,000	82,105	59,125	22,980	91,400	74,500	16,900
Contracted Services RCMP actual costs for year will be less than budget allowance	1,428,010	1,447,569	(19,559)	1,901,600	1,928,200	(26,600)

Public Works

Account/Explanation	Actual 31-Dec-19	Budget 31-Dec-19	Variance over/(under) budget	Forecast to 31-Mar-20	Budget 31-Mar-20	Forecast Variance
Salary/Wages Budget included one staff member whose wages actually get posted to Parks, not Public Works. Parks has a variance in the opposite direction, i.e. overbudget	386,430	426,490	(40,060)	537,600	580,600	(43,000)
Repairs & Maintenance - Bdlgs As reported a year ago, and this year in October, \$10,000 for building envelope repairs and \$8,000 for security cameras not yet spent. Forecast assumes those initiatives will <u>not</u> be carried out this fiscal year.	35,500	51,960	(16,460)	39,700	54,800	(15,100)
Op Equipment and supplies Cost overage forecast in two areas. First, salt/sand for winter forecast to end year \$15,000 over budget (last two years have been higher than the \$65K budget estimate). Second, the crosswalk safety initiative (lights on Main St at arena) will be \$15,000 to \$20,000 over budget as reported earlier in the year to Council.	73,850	108,750	(34,900)	177,400	153,800	23,600
Contracted Services Mill/Pave budget was underspent this year by approximately \$70,000.	307,624	370,375	(62,751)	315,300	390,700	(75,400)

Town of Wolville
Summary - Quarterly Variances By Division - Town Operating Fund
Financial Results for the Period Ended December, 2019

Environmental - Sanitary Sewer

Account/Explanation	Actual 31-Dec-19	Budget 31-Dec-19	Variance over/(under) budget	Forecast to 31-Mar-20	Budget 31-Mar-20	Forecast Variance
Salary & wages As reported in Ocotber (2nd Qtr Update), more wages allocated to sewer than budget estimates. Variance is smaller than first half of year, but still expected to be overbudget in this area.	78,520	63,769	14,751	90,800	82,900	7,900
Operational Equip & Supplies Refer to Sept notes	76,331	98,772	(22,441)	89,400	111,700	(22,300)

Parks Department

Account/Explanation	Actual 31-Dec-19	Budget 31-Dec-19	Variance over/(under) budget	Forecast to 31-Mar-20	Budget 31-Mar-20	Forecast Variance
Salary/Wage & fulltime & seasonal As noted in Sept 30th financial update, a poriton of crew wages were allocated to capital projects, notably Tower Community Park and Post Office park upgrades. This amounted to over \$22,000 that would have been budgeted in operations. Offsetting this operational savings is one staff's wages incorrectly budgeted in P Wks (see notes above) with actual wages posted to Parks. In addition, 2 seasonal employees were kept on thru December, beyond weeks budgeted, to start clean up of fallen trees at Reservoir Park.	256,130	246,780	9,350	265,800	260,500	5,300
Vehicle Repairs & Maintenance Further analysis required, however a review of equipment lists did note that several Parks pieces of equipment had in past been repairs under the P Wks Dept expenditures.	13,361	5,400	7,961	14,700	5,400	9,300
Contracted Service Further analysis required	30,295	26,100	4,195	40,300	46,000	(5,700)

Town of Wolville
Summary - Quarterly Variances By Division - Town Operating Fund
Financial Results for the Period Ended December, 2019

Planning

Account/Explanation	Actual 31-Dec-19	Budget 31-Dec-19	Variance over/(under) budget	Forecast to 31-Mar-20	Budget 31-Mar-20	Forecast Variance
Salary & wages Community Planner left employ of the Town, position is not being filled so savings will be realized by year end.	230,104	232,080	(1,976)	287,800	301,700	(13,900)
Seasonal Wages The budget for seasonal wages covered the term position for Climate Change Coordinator. Actual costs include additional seasonal/part time staff supporting the climate change work. The budget included \$30,000 under Program Expenditures. Some of those dollars have been incurred as wages.	53,272	44,620	8,652	68,200	58,000	10,200
Legal This budget estimate is to cover typical expenditures each year, if needed. Actual use of legal services has been lower this year.	7,122	15,003	(7,881)	10,400	20,000	(9,600)
Program Expenditure This line item was in support of the Climate Change initiatives and is effectively fully funded by the provincial Inspire Grant. A portion of the costs were incurred as causal wages.	302	22,500	(22,198)	19,000	30,000	(11,000)
Contracted Service Fewer use of contracted Services to date. Forecast assumes limited use of consultants before year end.	31,927	37,503	(5,576)	38,000	45,000	(7,000)

Community and Economic Development

Account/Explanation	Actual 31-Dec-19	Budget 31-Dec-19	Variance over/(under) budget	Forecast to 31-Mar-20	Budget 31-Mar-20	Forecast Variance
Kings Co. Recreation Program Contribution the County has reworked their funding mechanism and the Town recently received two years worth of cost sharing grant.	29,647	-	29,647	29,700	-	29,700
Prov of NS Conditional Grant unbudgeted grants were realized thru efforts of Community Development	13,448	-	13,448	17,900	-	17,900
Seasonal wages As previously reported in the year, the major portion of the extra wages relate to the environmental camps which were unbudgeted (\$10K wage cost). In addition casual student assistance has been maintained thru the winter months to support the work of the Dept.	95,628	84,315	11,313	104,600	91,300	13,300
Advertising same as noted in Sept report.....savings in each individual dept.	9,381	15,875	(6,494)	12,400	21,000	(8,600)
Operational Equip & Supplies Largest savings under Ec. Development where \$10,000 for amenities has not been fully spent.	20,823	30,900	(10,077)	23,300	31,100	(7,800)
Program Expenditures Savings are in the Festival and Events Dept with all events currently coming in underbudget.	37,858	46,857	(8,999)	44,000	53,600	(9,600)
Contracted Services Savings essentially in Ec Dev where budgeted amount not spent.	18,911	25,500	(6,589)	20,000	28,000	(8,000)
Grants to Organizations full budget allowance not incurred as of Dec 31st. Forecast shows Acadia grant being paid out (under Ec Dev), but balance of allowance unspent.	60,400	78,900	(18,500)	70,400	78,900	(8,500)
			-			-
			-			-
			-			-
			-			-

REQUEST FOR DECISION 005-2020

Title: Annual Appointment of Auditor

Date: 2020-02-04

Department: Finance



SUMMARY

Annual Appointment of Auditor

Town Council annually appoints a municipal auditor responsible to audit the Town's year end financial statements and report to Council in accordance with the requirements of the Municipal Government Act (MGA). Typically, the Town issues a public Request for Proposals (RFP) every four to five years as part of the selection of auditor. This year's recommendation has been informed by an RFP process and Staff evaluation of proponent submissions.

DRAFT MOTION:

That Council appoint Grant Thornton as the Town's Auditor for the fiscal year ending March 31, 2020, and provided that the performance and fee continue to be satisfactory that they may be appointed for each of the next 3 fiscal years pending an annual review of those fees and performance.

REQUEST FOR DECISION 005-2020

Title: Annual Appointment of Auditor
Date: 2020-02-04
Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) 42(1).

3) STAFF RECOMMENDATION

That Council approve recommendation to appoint Grant Thornton as the auditor for March 31, 2020 year end.

4) REFERENCES AND ATTACHMENTS

1. Procurement Policy
2. Request for Proposal WOL030-2019 External Audit Services

5) DISCUSSION

As noted in last year's RFD 011-2019, the Town's audit services were due to go to market. As such, an RFP was issued in December, with a closing date of Friday, January 10, 2020. The Town received 5 proposals, with all meeting the requirements of the RFP specifications.

The RFP included an outline of the criteria that each proposal would be evaluated on. The evaluation was conducted by the CAO and Director of Finance, with the results of the scoring matrix combined for an overall average score. The scoring matrix included:

Compliance by proponent with RFP requirements	Pass/Fail
Experience, both general & municipal auditing	25%
Pricing/cost	20%
Staffing, continuity & flexibility to change	15%
Ability to meet schedule outlined in RFP	15%
References	10%
Local, defined as office within Kings County	5%
Completeness of submission/project appreciation	<u>10%</u>
TOTAL	<u>100%</u>

The five submissions were the same number as in 2015, but not all the same firms. Seven firms requested the RFD document. One of the two that did not submit was a national/international firm and once was a firm from India which may have simply automatically picked up the RFP call through the provincial public tender portal. Back in 2010 only two firms quoted.

REQUEST FOR DECISION 005-2020

Title: Annual Appointment of Auditor

Date: 2020-02-04

Department: Finance



After scoring was combined from the two evaluators the ranking was (top ranked to lowest):

1. Grant Thornton
2. Price Waterhouse Cooper
3. MNP
4. Bishops
5. Morse Brewster Lake

A financial audit is a key element in municipal governments financial reporting and the quality of the service is important. The lowest cost model is not the goal. The evaluation matrix has 80% of the scoring allocated to elements other than price. All auditors have to meet professional standards, but the manner in which the audit is conducted can impact value added aspects of the audit engagement beyond simply the Auditors Report attached to the financial statements.

One of the requested elements of information requested in the RFP was estimated hours of work. This helps to address the quality of potential audit work. There was a wide range of estimated hours, from 144 to 250. The average over the five submissions was 194. Although audit approach can influence hours required to complete an engagement, based on staff's experience in auditing, the submissions indicate potential differences in attention to detail.

In 2015, the highest scoring firm in the evaluation criteria was also the lowest \$\$ submission. This year, the lowest cost submission is not the highest scoring proposal.

Two key factors that Council should be aware of are:

- The RFP specified service to be awarded over a four year period, contingent upon satisfactory performance and fees. This clause has been exercised in the past, and supported the Town's defense in a Small Claims court action undertaken by a former auditor. It is an important part of the wording of the Recommendation noted above. A review of service and fees will be carried out annually before Council appoints the Auditor for the next successive year.
- The four year term is consistent with the approach adopted back in 2015, with the approach prior to that being every three years. Not unlike other professional/financial services the Town utilizes (like legal, insurance, banking and engineering), there may be better ways of doing business. These services are generally not required by provincial and/or Atlantic Trade Agreement legislation to go to tender. There is a case to be made for developing a more long term business relationship with selected service providers to ensure the Town is getting best

REQUEST FOR DECISION 005-2020

Title: Annual Appointment of Auditor

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value, i.e. not necessarily the lowest cost but enhanced service. A future Council may want to consider this before the Town next goes to tender for audit services in four years.

Typically tender (RFP's included) results that fall within budget do not have to go to Council for approval. In this case, the audit service submissions are within the 10% variance that the CAO is authorized to sign off on without Council approval (Procurement Policy). This appointment comes to Council as a requirement under the MGA for a Council to appoint the auditor. That legislated requirement is not based on a dollar threshold, therefore any appointment of auditor must come to Council.

6) FINANCIAL IMPLICATIONS

No additional budget consideration or action is required.

The fee from the firm recommended in this report is within \$1,500 of the total Town/Water budgets. The combined audit budget for 2019/20 is \$24,000.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided. Appointment of an auditor is a legislated requirement and the work of the auditor is a key component in basic financial accountability and transparency to the public.

8) COMMUNICATION REQUIREMENTS

Notify the proponents of the results of the RFP process and appointment of audit based on successful submission.

9) ALTERNATIVES

Not appoint the firm with the highest ranking through the RFP process. Given the proponents submitted their bids at least partially based on the scoring matrix, selection of any other firm would have to be a defensible position.

1. Improving Quality of Life for All

- Staff held the first session of a Memory Café in January. The event was well attended and continues to gain interest and support;
- Staff are organizing a Heritage Day event for February 17th. The event will include a breakfast, fun in Willow Park, street hockey tournament, and a Community Skate at Acadia;
- Staff are continuing to promote the new outdoor based March Break camps;
- The RCMP Advisory Board met to review their priorities for the 2020-21 fiscal year. They are as follows:
- Staff have finalized an agreement with the Sustainable Solutions Group, who will be developing a comprehensive GHG emissions model for the Town as part of the Transition 2050 program, to undertake a number of additional services in support of the development of the Town's Climate Change Mitigation Plan, including scenario development, action planning, and spatial and financial modelling. The updated baseline GHG emissions model is expected to be delivered in early February 2020;
- Staff developed project charters for a range of climate change mitigation action and planning projects slated for implementation during the 2020/21 fiscal year, including: an e-bike sharing pilot project, a community-wide behaviour change campaign, and setting up a residential and commercial PACE program;
- Staff are preparing projects to be undertaken by upper year students from NSCC's COGS program and Acadia University over the winter semester, including: GIS and field work on a community tree inventory and background research for a Forest Management Strategy; a GIS pedestrian network analysis; a parking study for Acadia University; a qualitative research study of Acadia students on barriers to pro-environmental behaviour; and an engineering project exploring alternatives to chlorine for disinfection of wastewater in Wolfville;
- Staff held a climate change discussion forum event for the Acadia University's Residence Advisors in early January as part of ongoing community outreach efforts towards the development of the Town's Climate Change Mitigation Plan, with over 80 students participating. As a follow-up, staff are working with the Acadia Students Union to host an all-student climate change discussion forum at the Student Union on February 4th, 2020;
- Staff have been working with community volunteers to organize and facilitate regular weekly climate action circle meetings for residents of Wolfville and the surrounding region. The meetings are held at the Wolfville Farmers Market and give community members an opportunity to discuss issues around climate change and develop strategies to take action. Three meetings have been held to date, with an average of 50 people attending;



-
- Staff have secured grant funding from the Province's Connect2 Sustainable Transportation Fund for an electric bike share program to be pilot during the spring, summer and fall of 2020.

2. Maximizing Our Infrastructure Investments

- Direct mail has been sent to all residents and property owners to invite them to view our proposed planning documents and provide feedback (Information Meetings scheduled for February 12th and 20th, 2020 at the BAC, 7-9pm). A report that summarizes feedback from these sessions will be presented to Council when they considered First Reading in early March. It is anticipated a Public Hearing and consideration of approval will happen at the end of March/early April.
- Elm Avenue Decorative Lights – bases are installed and the light standards are scheduled to be installed by early March;
- University Avenue Pedestrian Crossing signals – installation was completed week of January 20th;
- Staff are organizing cleaning of the water reservoir to begin the second week of February and work should be completed by the end of February;
- Staff have awarded the development of the Flood Risk Mitigation Plan to CBCL Limited and the province has granted an extension to the completion date. A draft plan should be submitted by the beginning of April and a final plan submitted by the end of May;
- Staff have scheduled Wharf Repairs at Waterfront Park to begin January 30th with shoreline protection work to start the following week, weather permitting. Waterfront Park will be closed to the public during these important renovations;
- Staff are continuing to work on the trailhead at the East End Gateway;
- Staff are continuing to work on planning and tendering the developments in Willow Park. Specifically, with regards to the new Visitor information and Welcoming Centre, a potential splash pad, and transition space/pathways;

3. Leveraging our Economic Opportunities

- Staff met with members of the WBDC and will continue the positive relationship moving forward. Current conversations revolve around parking, wayfinding signage and better defining roles and responsibilities as part of the forthcoming review of the agreement;

4. Operational Updates

- Staff replaced the oil tank at the Town Hall and had some installation issues which resulted in the closure of the Town Hall for 1 ½ days;
- A placement student from The Acadia Community Development program will be starting with Parks and Recreation Feb 12th for 6 weeks. The student will work on a number of different events and will do some research for the department;
- Staff carried out a survey on IT Systems and the majority of permanent staff have completed responses. The data results will inform management discussions on how to better leverage the systems that we have;
- Staff presented the 2020/21 Draft Budget Version 1 to Committee of the Whole on January 17th. Based on discussion and feedback staff will incorporate changes in order to bring Draft Version 2 back to Committee of the Whole in February;
- Finance staff continue to manage the bookkeeping for the VCFN. There is no indication yet when that service can be transferred to another service provider;
- The 2020 Assessment Roll has been released by Property Valuations Services Corporation. Residents are reminded to review their assessments and be aware of the appeal period if they wish to challenge their assessment;
- Staff presented the 3rd Quarter Financial update at the January 24th Audit Committee meeting. The documents include a year end forecasted surplus of approximately \$268,000 for the Town operations, and a possible surplus for the Water Utility;
- Staff sent out the annual notice to dog owners to register their pet for 2020;
- Members of the Accessibility Advisory Committee are preparing to meet as a Working Group to develop a Report Card to be completed and provided to Council as part of the annual update on meeting the goals set out in the Accessibility Plan;
- Staff continue to work on verification of data in the Asset Management Plan and updating the GIS data base;
- Staff working with the staff from Kings County, Kings Transit Authority, and several community groups on a submission to the Province's Request For Information for Rural Ride Sharing Field Tests;
- Staff continue to work with Developers on Development Proposals (as-of-right through Development and Building Permits and the Development Agreement process to Council);
- Staff continue focusing on Fire Inspections with training and capacity building to better action the Municipal System of Fire Inspections requirements.
- Staff have overhauled the Taxi Bylaw to include other vehicles for hire, transportation options that are forecasted for the future and it should be ready for Committee of the Whole and Council in early 2020.

CAO REPORT

February 4, 2020

Department: Office of the CAO



5. RCMP Advisory Board Draft Policing Services Priorities 2020-2021

The RCMP Advisory Board recognizes the importance of the contribution of the Community Policing Model as used by the RCMP to implement community programs required by the residents of Wolfville. The Committee's priorities for 2020-2021 are as follows:

Traffic

Enforce the liquor act and cannabis control act with zero tolerance for charges of impairment

Crosswalk Enforcement/ Pedestrian Safety

Ensure crosswalk updates and improvements are maintained, and that safety and education remain constant with Acadia Students, faculty, and the general public with continued enforcement by the RCMP.

RCMP Visibility at Key Events

Enhance visibility by the RCMP in the Town of Wolfville during key weekend events (Cheaton Cup / St Patrick's Day / Homecoming / Welcome Week / Apple Blossom Festival)

Relationship with Youth

Collaborate with community partners to educate the youth demographic of the effects of abuse of alcohol and cannabis on the Town of Wolfville through property damage and disturbances

Noise Prevention

Educate residents and landlords on the process of reporting concerns and laying charges related to Nuisance bylaw

Crime Reduction

Educate residents of Wolfville to reduce crimes of opportunity by securing property and vehicles.

COMMITTEE UPDATE

Title: VWRM
Date: February 4, 2020
Department: Committee of the Whole



UPDATE

Valley Waste met on January 7 and January 9. The meeting on the 7th was held in Chester and was specific to the Chester/Kaizer Meadow budget.

Several capital and operating issues were brought up, mostly around the Sustane “operation” and its effects on Chester’s overall plans.

Greg Barr of MOK and Andrew Wort of VWRM posed the lions’ share of the questions and amended budgetary information was to be forwarded to VWRM.

The January 9 meeting of the Board was focused on budget and revised by-laws.

Greg Barr of MOK, again, posed the major questions of concern. The budget is again under revision. The by-laws received Board approval and are being forwarded to partners.

Respectfully submitted,

Jeff Cantwell
Mayor
Town of Wolfville

COMMITTEE UPDATE

Title: Kings Transit
Date: January 22, 2020
Department: Town Council



UPDATE

The Kings Transit Board met on January 22, 2020.

General Manager's Report (for months of November and December 2019)

- Market prices for fuel continue to be below budget until late December, resulting in fuel savings.
- Ridership increased year over year for both November and December although is somewhat below budgeted projections.
- Revenues are up, which is attributed to greater vigilance in catching “non-payers” e.g., now transfers are only handed out for stops that are transfer stops.
- GM is working with a volunteer organization – “Valley Public Transit Riders” who are gathering data on ridership over a two-week period – they have been given free bus passes and are counting numbers getting on at 10 or 15 minute intervals on various routes.
- GM has been meeting with member and partner councils to provide transit system updates.
- Took delivery of four surplus busses from HRM.

New Business

1. Supplementary Capital Budget toward cost of 3 new buses – approved earlier by e-vote was formally approved.
2. Reviewed draft terms of reference for steering committee to prepare the Terms of Reference for a Regional Transportation Study. The Steering Committee will consist of 14 staff from either administration or finance of the 14 Towns and Counties from West Hants through to the Town of Yarmouth. The GM will be project manager and attend the steering committee as an Ex-Officio member. The Steering Committee will:
 - Develop and approve project goals, objectives and outcomes
 - Develop and approve the Terms of Reference for the project
 - Review and approve the Terms of Reference for the project team
 - Identify and communicate priorities
 - Review and approve the Risk Management Plan
 - Review, approve and monitor the project schedule
 - Monitor and approve as completed project outputs
 - Monitor and approve as completed project outcomes
- The work of the Steering Committee will guide the production of a Regional Public Transportation Strategy that will direct the delivery of public transportation in the Counties of West Hants, Kings, Annapolis, Digby, Clare and Yarmouth for a ten-year period commencing in January 2021.

Respectfully Submitted

Councillor Wendy Donovan

COMMITTEE UPDATE

Title: Kings Point to Point
Date: January 28, 2020
Department: Town Council



UPDATE

Kings Point to Point Board of Directors met on December 16th for the first of two meetings to discuss the recent draft MOU concerning line funding (as is currently the case for the Municipality of Kings, as well as contributing Towns) by the Municipality of Kings. A November 20th, 2019 letter from MOCK Deputy Administrative Officer Rob Frost included a draft MOU would require KPTP to:

- Work with Kings Transit Staff to implement co-location of offices;
- Investigate cost savings for fuel, capital items, and mechanic services, as well as other items that might be identified;
- Investigate the possibility of shared financial management;
- Develop a business plan that will provide 3 to 5 years capital and operating projections;
- Annually provide ridership, financial information and other statistical data;
- Within 60 days of KPTP fiscal year end provide Kings with a summary of its Alternative Transportation Service related activities;
- At least 60 days prior to commencement of each fiscal year of Kings, prepare and submit a capital budget and 5-year capital plan
- Have all books, records, and accounts of KPTP audited annually by a registered municipal auditor and submit a copy of audited statements as part of budget submissions to Kings.

The draft MOU was not acceptable to the KPTP Board and a change management company was hired to facilitate the discussion with the Board. The Board was provided an Options Table including three options: (1) Stay in current location with no other changes (2) Co-locate with KTA as proposed in the MOU (3) Defer a final decision until a full analysis can be conducted to provide more information to inform the decision.

At its meeting on January 28th the Board unanimously agreed with a motion that supported option # 3. The motion included wording that along with KTA KPTP would investigate potential efficiencies as well as social, community and stakeholder impacts of options, and would do this over a period of not more than two years. This information will be sent to MOCK.

Respectfully Submitted

Councillor Wendy Donovan

COMMITTEE UPDATE

Title: Annapolis Valley Trail Committee
Date: January 7, 2020
Department: Committee of the Whole



UPDATE

AVTC Report December 8, 2019

Last meeting of the year was held at NSCC COGS in Lawrencetown.

- 1) Students of NSCC gave a presentation on using a new GPS app for trail maintenance. This presentation was very well done by the students. The idea of the app is to make trail maintenance easier. More details about this app will be provided at the Committee of the Whole meeting in January.
- 2) There has been a lot of maintenance done on the Harvest Moon trail since the hurricane. There were over 4000 trees down on the trail that had to be removed. The AVTC received a grant from the province of \$30,000 dollars to help with tree removal.
- 3) The village of New Minas recently pulled out of the trail coalition and have now reversed that decision and are back in. This is good news.
- 4) There are over 900 signs on the trail that brand the different communities on the trail. There are also 200 gates on the trail that restrict vehicles.
- 5) Nova Scotia Trail Association will be holding their annual conference at the Louis Millet Centre on November 21 -23, 2020.
- 6) AVTC is hosting this conference and will be looking for \$3000.00 from our town to help with the event. There will be a meet and greet at the Maritime Cider House in Kentville that will kick start the Conference.

TOWN OF WOLFVILLE

Representative

Councillor Carl P Oldham

COMMITTEE UPDATE

Title: WBDC
Date: February 4, 2020
Department: Committee of the Whole



UPDATE

January 14 Meeting WBDC - Highlights

1. The town of Wolfville will be having a pancake breakfast on Heritage Day Feb 17, starting at 10 o'clock and ending at 11:30. Free to the public.
2. WBDC will start working on hiring a co-op student for the summer. Student would work on summer projects.
3. The summer greenery project last summer was a good big success. We will roll this out again this spring and summer.
4. The WBDC will help out with the new parking lot down by public works.
5. It was brought up that when the new parking lot is built, they need to ensure there's enough lighting.
6. It was brought up again about getting the lines painted on main street for parking spaces.
7. It was suggested around the table that we form a committee to go to business to business and ask what their concerns are.
8. January 25th is the start of the ice wine festival in Wolfville.
9. WBDC is putting on a clinic on how to use Instagram for businesses.
10. WBDC will be putting up spring and summer billboards to promote Wolfville in Halifax.
11. The Wolfville song video has had 65,000 views to date.
12. The WBDC gave 30 cards for free parking for Christmas customers. This just shows the Christmas spirit in Wolfville.
13. Business owners have concerns about the new schedule for garbage pick.
14. There is a lot of discussion around the table about how to have more events happening in the winter to bring people to town and have a winter experience.

Carl Oldham
Town representative for Council