



Town Council Meeting

April 28, 2020

6:30 p.m.

Via – Virtual Meeting - Zoom

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

- a. Special Town Council Meeting, April 14, 2020
- b. Special Town Council In-Camera minutes, April 14, 2020

3. Comments from the Mayor

4. New Business:

- a. RFD 023-2020: Kings Transit Authority – 2020/21 Budgets
- b. RFD 022-2020: Public Works Loader Backhoe Tender
- c. RFD 021-2020: 2020-21 Capital Projects Temporary Borrowing Resolution

5. Councillor Addition to Agenda Requests

- a. Temporary Closure of South Side Main Street to Parking (Councillor Brian)

6. Correspondence:

- a. Michelle Parker – Seniors' Connection Line
- b. Vanessa Benard – Compost
- c. Linda Milligan – Covid 19 and Staff of Long-Term Residences



d. Ginger McPhee -Project Renew Ground-breaking

7. Regular Meeting Adjourned

REQUEST FOR DECISION 023-2020

Title: Kings Transit Authority 2020/21 Operating & Capital Budget

Date: 2020-04-28

Department: Finance



SUMMARY

Kings Transit Authority 2020/21 Operating and Capital Budget Approval

The Town of Wolfville is one of four municipalities that are signatory to an Inter-Municipal Service Agreement (IMSA) to provide public transportation services within the County of Kings. That agreement includes a mechanism setting out the terms for decisions as they relate to specific sections of the agreement. One of these decision points is the annual operating plan/budget.

Each year, the four participating municipal Councils vote on the KTA Budget as forwarded by the KTA Board. Depending on the year and circumstances, representatives from Kings Transit have presented their budget to individual Councils or a joint council session. Other years, no presentation has occurred by KTA representatives. Initially the KTA General Manager was to be available to present at the regularly scheduled April Committee of the Whole meeting. With the Provincial Health orders due to COVID-19, that meeting did not take place. Regardless of presentation by KTA representatives Each year for the last few however, Wolfville Council receives a staff report on the budget with recommendation and analysis.

This year, the KTA budget would result in a 9.29% increase in the Town's contribution to the Kings Transit Authority operating budget. The KTA capital budget sees no increase in funding requirement for 2020/21.

DRAFT MOTION:

That Council approve the Kings Transit Authority 2020/21 Operating and Capital Budgets with the following concerns/request for action to be communicated to KTA Board:

- Long standing request for route review to determine ridership by specific route, including ridership volumes by time of day, has yet to be pursued
- That the Board consider route amendments, both distances travelled and frequency in order to bring fare/municipal contribution revenue ratio closer to 1:1
- That the Board and/or IMSA partners update the cost sharing formula to reflect current populations and routes in the CORE service area

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1) CAO COMMENTS

The CAO supports the recommendations of staff. It should be noted that a supplementary budget will be coming back to the Parties to reflect the anticipated impact of COVID-19 on the operations.

2) LEGISLATIVE AUTHORITY

Kings Transit Authority Inter-Municipal Services Agreement, specifically Section 7 (Decisions) and 15 (Operating Budget). Section 7, Decisions, notes:

DECISIONS

7. Any decision requiring the agreement of the parties hereto shall be decided by a majority of the participating municipalities. Decisions requiring consent of the parties according to this formula include: borrowing (clause 11(d)); the disposal of capital assets valued at more than one hundred thousand dollars (\$100,000) (clause 12); approval of the annual operating plan and budget (clause 15); approval of supplementary budget estimates (clause 17); addition of new parties to this agreement (clause 24); dissolution of Kings Transit Authority (clause 26); and alteration of this agreement (clause 30).

As noted in the first sentence, budget approval is subject to a majority vote by the municipal partners.

3) STAFF RECOMMENDATION

Staff recommend approval of the 2020/21 budget, but note concerns expressed in past years remain. Some of the concerns have been included in the wording of the motion, and other overarching concerns do not fit within the wording of the motion, but nonetheless remain. Essentially the financial impact on municipal budgets *required* by the current KTA IMSA need to be addressed in a manner that might assist each municipal unit to balance competing budget demands.

4) REFERENCES AND ATTACHMENTS

1. 2020/21 KTA Budgets – attached
2. KTA Budget Presentation - attached
3. Previous RFD's related to KTA budgets
 - RFD034-2019 – KTA Budget Approval – 2019/20 Budget
 - RFD 063-2018 – KTA Budget Approval – 2018/19 Budget
 - RFD 033-2018 – KTA Remuneration Cost Increase – 2018/19
 - RFD 015-2018 – KTA Budget Approval – 2018/19 Budget
 - RFD 024-2017 – KTA Budget Approval – 2017/18 Budget
 - RFD 012-2016 – KTA Budget Approval
 - RFD 010-2011 – KTA Budget Approval

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5) DISCUSSION

As illustrated by the # of documents referenced above, the Staff feedback to Council has spanned a number of years with concerns regarding the annual Kings Transit budgets. Strictly speaking, Council's consideration of this budget should be similar to the process noted in the Valley Waste budget RFD 019-2020, which noted:

At the municipal stage of the process, the Town's focus should include

- whether the budget estimates provided seem reasonable, i.e. probable that the Authority will end the fiscal year at break even or better
- are there any trends that raise concern and could lead to increased requirement for municipal contributions
- does the KTA budget requirement fit within the Town's approved budget/reasonable cost for service provided

Do the estimates appear to be reasonable?

This analysis is made somewhat more difficult as the Board approved budget does not contain actual figures (Year To Date and/or previous years) or forecast actuals for the 2019/20 year. This makes it more difficult to determine whether the previous year budget figures are reasonable and thereby makes a determination on the 2020/21 figures problematic.

Even without the COVID restrictions and the impact they have on transit in the Valley, it is unclear whether a 1% annual growth in Fare revenue is reasonable. Trends in the first half of the year for KTA showed riderships increasing, so it is certainly possible.

There are individual expense line items that one could question;

- For example, under Administration expenses the Benefit Line budget of \$18,000 seems low. It is only 10% of the wage line. Mandatory deductions (CPP, EI, WCB) would account for that much, at least up to the maximum contribution levels. With pension and medical included, it would seem the % should be closer to 15% given the relative salary levels. Note previous year budget reflected an 18% allowance.
- Professional services remain essentially unchanged at \$10,000. It had been anticipated this type of costs would start to diminish from previous year, OR lead to savings with other line items, eg. Audit.
 - Legal and Audit line is budgeted to increase to 20,244 from \$17,000.
- Adm wages are up almost 11%. Refer to RFD 033-2018 for information on material increases adopted in that year. At that time, the KTA Chair noted that the salary increases would be offset

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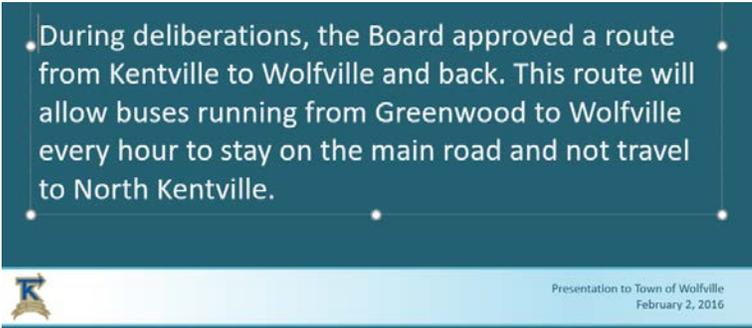
by reduced year end accounting/audit costs. Those savings have not materialized and in fact have gone up.

- Overall training dollars appear to have been reduced from \$6,500 (2 lines items in 2019/20) to \$3,000 (one line item 2020/21).

Overall, there are no large variances that would warrant not approving the budget. The risk, as with past years, is that revenue targets won't be achieved and expenses will exceed budget target. It is staff's understanding that the Authority is anticipating a deficit for the year just ended (March 31, 2020). That will continue a trend that has been experienced now for a number of years.

Any trends that cause concern?

- As noted in RFD 034-2019, the fare revenue/municipal contribution ratio has deteriorated over the past decade and the 2020/21 budget continues that trend. The budget before Council reflects fares at 63% of municipal contributions. A year ago the budget ratio was 69% and a decade ago, fares were 1.3 times more than municipal contributions.
 - This may be an overall trend in transit generally. Further understanding of what is driving this factor is needed.
 - It may be related to the additional Belcher Street route added back in fall 2016. A budget document from that year shows fare/muni contribution ratio at 1.03 times, i.e. fares were still a higher revenue source.
- Despite an uptick in fare revenue over the past year, overall revenues remain well below amounts realized a number of years ago despite adding an additional route (Belcher St)
- KTA is undergoing a review to see if services can expand to a much larger geographic area involving additional municipalities. A more thorough understanding of the CORE (original routes within the Kings Co., Berwick, Kentville, and Wolfville) should be developed before finalizing any expansion of services.
 - The 2016 addition of the Belcher St route has yet to be analyzed in context of expectations. The following excerpts come from the presentation regarding the additional route

A screenshot of a presentation slide with a dark blue background and white text. The text reads: "During deliberations, the Board approved a route from Kentville to Wolfville and back. This route will allow buses running from Greenwood to Wolfville every hour to stay on the main road and not travel to North Kentville." There are small white dots in the corners of the slide.

During deliberations, the Board approved a route from Kentville to Wolfville and back. This route will allow buses running from Greenwood to Wolfville every hour to stay on the main road and not travel to North Kentville.



Presentation to Town of Wolfville
February 2, 2016

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During deliberations, the Board approved a route from Kentville to Wolfville and back. This route will allow buses running from Greenwood to Wolfville every hour to stay on the main road and not travel to North Kentville.



Presentation to Town of Wolfville
February 2, 2016

With a North Kentville route, a ten minute buffer can be added on both ends of the route. The benefits of this proposed route could be:

- Reduce late buses & improve travel time
- provide Public Transit service to the residents of North Kentville and the 1,050 residents of Port Williams
- provide an express service to and from Kentville to Wolfville via Belcher street
- reduce the travel time of the core routes by 25 minutes
- speed up the core buses and create a buffer against delays



Presentation to Town of Wolfville
February 2, 2016

- Staff understood the additional route was to travel from downtown Kentville, thru north Kentville (picking up North Kentville route existing previously) and then to Wolfville via Port Williams. That new route now runs from Kentville through Port Williams to Wolfville, but continues to Hants Border. This seems counter to the express route between Kentville/Wolfville (via Port Williams) noted as a goal in 2016.
- Population distribution has changed over the years from the adoption of the cost sharing formula. Additional routes have been added which further impacts population base served by routes. A review of populations served by current routes should be undertaken to inform the IMSA cost sharing formula.

Does the KTA Budget requirement fit within Town Budget/reasonable cost for service provided?

See section 6 below for dollar analysis compared to the Town's 2020/21 approved budget.

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Other comments include much of what was in last year's RFD 034-2019;

As noted in past RFD's, the municipal owners of KTA need to determine what the goal of the transit service is, and at what cost they are willing to provide that service. Transit is a service that relates to economic development (providing transportation to/from work), accessibility (providing an accessible mode of transportation), and environmental sustainability (potentially taking cars off the road). It can also provide a social service by providing access to those without other means of transportation. Depending on one's viewpoint, anyone of the above can be interpreted as meaning transit is a required service. If it is a required service, should it only be the municipal level of government that picks up the operational costs that exceed fare revenue? Should fares be increased to cover the cost of the service?

Over the last decade, the cost of transit, to the municipalities who own KTA, has escalated at a much faster rate than the Town's general operating budget. These costs have been absorbed by Wolfville (and likely the other 3 muni units) by reductions in budgets for other services the Town provides.

What is the long term vision of the transit service? Consensus on this issue should assist the 4 CORE municipalities in dealing with funding the service. This issue is clearly bigger than the current budget to approve, and is the reason why the "conditions" have been added to the draft wording of the motion to approve.

There may be changes to the service delivery model, not simply routes, that could be beneficial. Kings Point to Point Transit also operates in the core area and has done so for years with little to no cost escalation to the municipal units who financially support it. Wolfville is one of the units who provide a contribution to that service. This is meant only to illustrate that different transit service models can provide different financial outcomes.

6) FINANCIAL IMPLICATIONS

Town's approved budget includes \$162,800 for Kings Transit costs. The KTA Board approved budget requires a contribution of \$157,755 (operating and capital). This leaves a small variance to absorb any deficit the Authority might end the year with.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Transit services relate to Town's Strategic Plan and a number of sub goals including:

- Improving quality of life for all
- Leveraging our economic opportunities

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- Accessibility impact
- Climate Change

8) COMMUNICATION REQUIREMENTS

Advise Kings Transit General Manager and Board of Council's decision.

9) ALTERNATIVES

Not approve the budget. Will not have an impact on KTA this year as the other municipal Councils have approved the KTA budget. Refer to IMSA regarding majority vote required for budget approval.

Of equal importance, if not more so for future budgets, is the resolution of cost per route, low ridership, and who pays, all of which are covered to some degree by the additional conditions included in the recommended motion. These issues have been ongoing for years and they cannot likely be resolved in one budget cycle.



Kings Transit Authority

2020/21 Operating and Capital Budgets – Kings County

Presentation for Town of Wolfville -
Committee of the Whole

7 April 2020

Facts of Interest

- 36,450 hours of public transit service annually
- As of January 31st, 2020 YTD Ridership for the Service has increased by 4% over 2019/20
 - YTD Ridership for the Core has increased by 2.4%
 - On average, 788 passenger trips per day in the Core (up from 758 last year)
- As of January 31st, 2020 YTD Revenue for the Service has increased by 10.3% over 2019/20
 - YTD Revenue for the Core has increased by 8%
- \$1.2 Million in salaries and wages spent in the local economy
- Valley businesses provide goods and services necessary to support the fleet, building and operation
- Kings Transit supports Valley businesses by getting workers to their place of employment and customers to their services

Activities of Note

- Completed Service Changes
 - Berwick
 - County Fair Mall
- Updated Route Designators/Numbering System
- Commenced Route Reviews
- Conducted Seniors Engagement – Age Friendly Communities
- Conducted Customer Engagement and Survey Work via the Valley Public Transit Riders
- Conducted Extensive Work Towards Acadia Upass
- Formed Partnership with CoGS towards the Identification of Micro Transit Applications
- Commenced Work on a Regional Public Transportation Strategy

- Audited/Updated Processes
 - Completed an Extensive Accounting Engagement
 - Merged Inventory Platforms, Formalized Processes
 - Updated Pre-Trip Inspection Administration

Activities of Note (Continued)

- Tendered for New 35' Transit Buses to Replace Vicinity Units
 - Awarded to Eldorado National for 3 EZ Rider II Buses
 - Expected Delivery January 2021
- Accepted Donation of Four 2005 40' Buses from HRM
 - Transitioning into Fleet to retire high mileage units
 - First bus (Unit 62) commenced service on February 24th
 - Work commenced on Second Bus (Unit 63) on March 2nd

- Commenced Work on a formal Asset Management Plan

Operating Budget 2020/21 - Influences

- Comprehensive review of revenues and expenses, allocations reflect fair and equitable distribution
- Related, individual proportions of total ridership have changed slightly over 2019/20 (Core 65%, Annapolis 25.5%, Digby 9.5%)
 - As a result, Core share of indirect expenses is slightly less, Digby share is slightly more
- Desire to End Operating Deficits at Year End
 - Increased risk allowance built into the budget

Operating Budget 2020/21 - Influences

- Increased Fare Revenue
 - 1% increase, based on 2019/20 YTD results

- Impact of 2018/19 Year End Accounting Engagement
 - Accounting Coordinator (Transition and Improved Compensation for New Hire)
 - MoK Monthly Financial Support Charges (Kluska Report)
 - Rejection of Operating Reserve – Zero Interest, Increased Bank Charges

- Impact of Planned Bus Purchase
 - Travel for Build Period Inspections
 - Write off of Obsolete Vicinity Inventory (Carried by Core Owners)

- Next Increment - 2018 Compensation Review for Bus Operators
 - Slightly increased wages over COLA

Operating Budget 2020/21 – Key Points

- Total Operating Budget for the Core = \$1,860,184
 - Total Revenues are projected to increase by 6.10%
 - Fare Increase of 1%
 - Management Fee Increase
 - Core Municipal Contributions increase by 9.29%
 - Wolfville Share of Municipal Contributions = \$145,756
 - Total Expenditures projected to increase by 6.10%
 - Main Cost Drivers
 - Risk Allowance
 - Accounting and Finance Charges
 - Bus Purchase – Operating Impacts
 - Operator Wages
 - Strategic Plan – External Support

Capital Budget 2020/21 – Key Points

- Based on a several assumptions
 - Continuity of annual provincial grants
 - Continuity of annual municipal grants
 - Future Federal support for Fleet and System upgrades

- Proposed Initiatives
 - Approved Bus Purchase - \$630K (Net HST Included)
 - Must replace furnace oil tank (\$15 - 20K)
 - Bus 63 and 64 Fit Outs (\$40K)

Pressures and Risks

Pressures

- Aging bus fleet
- Aging building infrastructure
- Size of administrative staff
- Size of maintenance staff

Risks

- Fuel Budget – Significant budget item influenced by world markets and external factors
- Fare Revenue – Significant funding source that is subject to market conditions, human factors and other external factors
- Capital Grants – budgets assume continuity of current levels of federal and provincial funding support
- Strategic Plan – External Support – Estimate for Market Analysis work not yet factored in (Timing/Community Size/Number Dependent)
- Advertising Revenue – Churn in fleet due to more frequent corrective maintenance requirements, transition to HRM units

Questions

Kings Transit Authority - Core Partners - 2020/21 Operating Budget

Revenues				
Revenue From Own Sources	Budget 2019/20	Budget 2020/21	% Inc/Dec	Comments
4001 Fares	\$610,000		-100.00%	
4021 Fares - Routes 1 and 6		\$589,840		1% increase based on improved ridership and revenues
4022 Fares - Route 2		\$26,260		1% increase based on improved ridership and revenues
4100 Advertising	\$29,800	\$29,800	0.00%	Based on Contract (\$2900 per month) - Core allocation
4115 Maritime Bus	\$863	\$0	-100.00%	Tenant space now vacant
4004 Miscellaneous Revenue	\$664	\$664	0.00%	Allocated
4300 Interest Revenue	\$996	\$0	-100.00%	Operating Account status is typically red
Total Revenue from Own Sources	\$642,323	\$646,564	0.66%	
Sales of Services				
4125 Management Fees	\$143,539	\$168,954	17.71%	Annapolis 25.5%, Digby 9.5% of shareable expenses
4126 Mechanic Revenue	\$63,000	\$63,000	0.00%	As charged out to Annapolis and Digby counties
Total Sales of Services	\$206,539	\$231,954	12.31%	
Sub total of own sources and service	\$848,862	\$878,518	3.49%	
Conditional Transfers				
4210 Mun. Contribution - Operating	\$889,082	\$971,706	9.29%	See attached Fiscal Impact summary
4209 NS-TRIP Grant	\$4,980	\$9,960	100.00%	Allocated
4208 Age Friendly Community Grant	\$10,358	\$0	-100.00%	No current plans for a 2020/21 campaign
Total Conditional Transfers	\$904,420	\$981,666	8.54%	
Total Revenues	\$1,753,282	\$1,860,184	6.10%	
Expenses				
Administration				
5302 Wages	\$162,244	\$180,000	-10.94%	General Manager, Accounting Coordinator, Customer Service Coordinator (Improved Compensation for Accountant)
5302* Benefits	\$29,203	\$18,500	36.65%	RRSP, WCB, Medical etc., EI, CPP
5352 Professional Services	\$10,000	\$10,428	-4.28%	Budget Estimate for Services of Mike Livingstone
5380 Travel	\$3,000	\$5,000	-66.67%	Mileage, Bus Build Inspections (Travel to plant)
5354 Staff Training and Development	\$3,500	\$3,500	0.00%	Operator Training
5330 Annual Fees	\$3,432	\$4,015	-16.99%	CUTA and Safety Services Nova Scotia Dues for 2020
5346 Office Phones, Internet and Answering Service	\$3,566	\$6,650	-86.48%	Office Phones and Internet
5441 Answering Service	\$2,780	\$0	100.00%	Included in 5346 above
5370 Meeting Expenses	\$1,500	\$1,500	0.00%	For Board and staff meetings.
5321 Advertising Expense	\$2,500	\$2,500	0.00%	Employment and other advertising
5322 Marketing (Strategy Support)	\$10,000	\$20,000	-100.00%	Supported by the NS-TRIP Grant
5336 Office Supplies	\$5,000	\$8,500	-70.00%	
5338 Printing	\$6,000	\$7,000	-16.67%	Riders' Guides, Tickets and Transfers
5328 Interest and Bank Charges	\$6,000	\$15,000	-150.00%	Payroll direct deposit, electronic fund transfers, overdraft on operating account
5125 Interest Charges	\$500	\$0	100.00%	Now included in 5328
5320 Legal and Audit	\$17,000	\$20,244	-19.08%	Audit for 2019/20 Year End
5402 IT Services	\$12,500	\$8,600	31.20%	Monthly MoK IT Charge, Web Hosting and Sage License
Total Administration Expenses	\$278,725	\$311,437	-11.74%	
Facility Expenses				
5420 Repair & Maintenance	\$14,000	\$14,500	-3.57%	Building and Property Expenses
5419 Cleaning Expenses	\$5,000	\$6,000	-20.00%	Supplies only
5422 Electrical Power	\$10,000	\$10,000	0.00%	
5423 Heat	\$10,000	\$10,000	0.00%	
5421 Snow/Ice Clearing	\$10,000	\$12,000	20.00%	Increase based on experience of last winter
Total Facility Expenses	\$49,000	\$52,500	-7.14%	
Operational Expenses				
5640 Wages	\$766,793	\$804,075	-4.86%	Covers 10 Operators, 2 Supervisors, 2 Mechanics and one Maintenance Person. Actual service hours, vacation coverage, bus movements and Christmas Bonus.
5520 Benefits	\$132,421	\$137,334	-3.71%	RRSP, WCB, Medical etc., EI and CPP
5730 Employee Related Expenses	\$6,545	\$8,291	-26.68%	
5360 Miscellaneous Expenses	\$0	\$1,000	N/A	New
5640 Wages - Age Friendly	\$10,358	\$0	100.00%	No current plans for a 2020/21 campaign.
5220 Benefits - Age Friendly	\$414	\$0	100.00%	No current plans for a 2020/21 campaign.
5483 Development & Training	\$3,000	\$0	100.00%	Included in 5354 above.
5175 Fees & Registrations	\$12,758	\$0	100.00%	Now included in 5760

Kings Transit Authority - Core Partners - 2020/21 Operating Budget

5760 Fees and Registrations		\$18,297	N/A	Permits, registrations and DoubleMap Annual Fee
5440 Communications (Bus WiFi)	\$4,567	\$0	100.00%	Now included in 5775
5442 Radios	\$4,790	\$0	100.00%	Now included in 5775
5775 Radios, Cell Phones and WiFi		\$10,621	N/A	Includes TMR2 monthly charges
5780 Professional Services	\$1,846	\$3,000	-62.51%	Equipment calibrations and load testing - previously allocated
5782 Tools	\$1,231	\$2,500	-103.09%	\$500 per mechanic plus breakage and shop tools - previously allocated
5786 Obsolete Inventory		\$25,000	N/A	Contingent Liability for Vicinity Bus Parts - new and one time, carried by Core Owners
5801 Repair and Maintenance Non-Revenue Vehicles		\$1,200	N/A	New
5800 Repair Maintenance Buses	\$170,000	\$170,000	0.00%	
5878 Diesel and Gas	\$242,250	\$247,250	-2.06%	285,000 litres * 0.85 plus additional gas for non-revenue vehicles
5880 Vehicle Insurance	\$48,966	\$51,414	-5.00%	General Liability plus vehicles
5880 Tank Insurance	\$2,000	\$2,250	-12.50%	Diesel and DEF Tanks
5285 Permits	\$4,122	\$0	100.00%	Included in 5760 above
5882 Cleaning Buses	\$0	\$600	N/A	Supplies
5080 Advertising	\$665	\$0	100.00%	Included in 5884
5410 Signage Buses	\$615	\$0	100.00%	Included in 5884
5884 Bus Advertising and Signage		\$665	N/A	
5888 Uniforms	\$5,250	\$7,750	-47.62%	\$350 for Full Time Operators, \$250 for Part Time plus footwear allowances
5980 Commission on Sales	\$5,000	\$5,000	0.00%	Ticket Agents and Advertising Coordinator
5846 Employee Awards	\$1,966	\$0	100.00%	Included in 5730
Total Operational Expenses	\$1,425,557	\$1,496,247	-4.96%	
Total Expenses	\$1,753,282	\$1,860,184	-6.10%	
Surplus/Deficit	\$0	\$0	N/A	

Kings Transit Authority
Capital Budget 2020/21 and Forecast to 2028/2029

Funding	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
Federal - PTIF - Core		700,000	700,000				375,000			1,775,000
Federal - PTIF - Annapolis			350,000	325,000						675,000
Federal - PTIF - Digby				325,000						325,000
Provincial - PTAP - CORE	357,500	243,750	243,750	243,750	243,750	243,750	243,750	243,750	243,750	2,307,500
Provincial - PTAP - Annapolis	140,250	95,625	95,625	95,625	95,625	95,625	95,625	95,625	95,625	905,250
Provincial - PTAP - Digby	49,500	33,750	33,750	33,750	33,750	33,750	33,750	33,750	33,750	319,500
Municipal/Debt - CORE	80,000	100,000	319,884	100,000	100,000	100,000	100,000	100,000	100,000	1,099,884
Municipal/Debt - Annapolis	630,000									630,000
Municipal/Debt - Digby	630,000			55,925						685,925
Total funding	1,887,250	1,173,125	1,743,009	1,179,050	473,125	473,125	848,125	473,125	473,125	8,723,059

Capital purchases	Model	Year Purchased	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
Buses - CORE												
Bus 49	Vicinity	2014	630,000									630,000
Bus 51	New Flyer D40LF	2005		700,000								700,000
Bus 52 (64)	New Flyer D40LF	2005	20,000		700,000							720,000
Bus 53	New Flyer D40LF	2005		700,000								700,000
Bus 55 (63)	New Flyer D40LF	2005	20,000		700,000							720,000
Bus 59	Nova LFS/L581	2011							750,000			750,000
Bus 60	Eldorado EZ Rider	2017										-
Bus 61	Eldorado EZ Rider	2017										-
Buses - Annapolis												
Bus 46	Vicinity	2014	630,000									630,000
Bus 57	Eldorado EZ Rider	2007				650,000						650,000
Bus 62	New Flyer D40LF	2005			700,000							700,000
Buses - Digby												
Bus 50	Vicinity	2014	630,000									630,000
Bus 58	Eldorado EZ Rider	2007				650,000						650,000
Equipment - CORE			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	75,000	275,000
Equipment - Annapolis			-									-
Equipment - Digby			-									-
Buildings - CORE			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	225,000
Total purchases			1,980,000	1,450,000	2,150,000	1,350,000	50,000	50,000	800,000	50,000	100,000	7,980,000

Kings Transit Authority
Capital Budget 2020/21 and Forecast to 2028/2029

Funding	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
CORE Capital Account										
Opening Balance - Core	875,116	592,616	186,366	-	293,750	587,500	881,250	800,000	1,093,750	875,116
Plus Funding	437,500	1,043,750	1,263,634	343,750	343,750	343,750	718,750	343,750	343,750	5,182,384
Less Capital Purchases	(720,000)	(1,450,000)	(1,450,000)	(50,000)	(50,000)	(50,000)	(800,000)	(50,000)	(100,000)	(4,720,000)
Closing Balance - Core	592,616	186,366	-	293,750	587,500	881,250	800,000	1,093,750	1,337,500	1,337,500
Annapolis Capital Account										
Opening Balance	438,116	578,366	673,991	419,616	190,241	285,866	381,491	477,116	572,741	438,116
Plus Funding	770,250	95,625	445,625	420,625	95,625	95,625	95,625	95,625	95,625	2,210,250
Less Capital Purchases	(630,000)	-	(700,000)	(650,000)	-	-	-	-	-	(1,280,000)
Closing Balance - Annapolis	578,366	673,991	419,616	190,241	285,866	381,491	477,116	572,741	668,366	1,368,366
Digby Capital Account										
Opening Balance - Digby	118,325	167,825	201,575	235,325	-	33,750	67,500	101,250	135,000	118,325
Plus Funding	679,500	33,750	33,750	414,675	33,750	33,750	33,750	33,750	33,750	1,330,425
Less Capital Purchases	(630,000)	-	-	(650,000)	-	-	-	-	-	(1,280,000)
Closing Balance - Digby	167,825	201,575	235,325	-	33,750	67,500	101,250	135,000	168,750	168,750
Totals	1,431,557	1,338,807	1,061,932	654,941	483,991	907,116	1,330,241	1,378,366	1,801,491	1,431,557
	1,887,250	1,173,125	1,743,009	1,179,050	473,125	473,125	848,125	473,125	473,125	8,723,059
	(1,980,000)	(1,450,000)	(2,150,000)	(1,350,000)	(50,000)	(50,000)	(800,000)	(50,000)	(100,000)	(7,280,000)
	1,338,807	1,061,932	654,941	483,991	907,116	1,330,241	1,378,366	1,801,491	2,174,616	2,874,616

Capital Purchase Notes

The Capital Budget assumes:

- \$500k of long-term debt or additional capital contribution from the Core owners in 2021/22, which cannot be Gas Tax funds because we are assuming PTIF funding for 50%
- \$630,000 of Gas Tax Funding from Annapolis and Digby Counties towards the purchase of new buses (one each)
- \$175,000 of additional Provincial Grant funds will be available for the 2020/21 fiscal years
- PTIF2 (or ICIP: Public Transit) funding will be available at 50% of the capital cost of buses where indicated

REQUEST FOR DECISION 022-2020

Title: WOL007-2020 – PW Backhoe Tender

Date: 2020-04-28

Department: Public Works



SUMMARY

WOL007-2020 PW BACKHOE

The 2020/21 capital budget includes \$160,000 for a loader backhoe to replace an existing loader backhoe scheduled for replacement. This piece of equipment was tendered last year with all tenders submitted being over budget. The budget was increased, and purchase was deferred to this fiscal year. Tenders closed April 9th. We received three submissions. The recommended tender is once again over the budgeted amount. Staff require Council's approval to proceed with the scheduled purchase of this equipment.

DRAFT MOTION:

That Council approve the purchase of the loader backhoe as tendered for the total purchase price of \$177,200 plus HST.

REQUEST FOR DECISION 022-2020

Title: WOL007-2020 – PW Backhoe Tender

Date: 2020-04-28

Department: Public Works



1) CAO COMMENTS

The CAO supports the recommendations of staff.

As Council is aware, staff have been reviewing the 2020-21 capital and operating budgets to identify projects that can be deferred to alleviate cash flow pressures that are anticipated as a result of COVID-19. The PW Loader Backhoe is a necessary piece of equipment for staff operations and has already been deferred by a year. Due to increased maintenance on this equipment, staff feel that this is a purchase that should not be deferred. In 2019-20, approximately \$20,000 was spent on repairs and non-routine maintenance.

It is disappointing that the tender is once again over budget. Staff will be debriefing on this and discussing improvements on how to further refine budget estimates that inform the CIP.

2) LEGISLATIVE AUTHORITY

- Procurement Policy 140-001
- Approved 2019/20 Capital Budget

3) STAFF RECOMMENDATION

That Council approve the purchase of the PW loader backhoe as tendered and as scheduled in the 2020/2021 capital budget.

4) REFERENCES AND ATTACHMENTS

- 2019/20 Capital Budget

5) DISCUSSION

This piece of equipment was tendered last year, and all five submissions received were overbudget. The decision was made to defer the purchase to this fiscal year and increase the budget to \$160,000 based on the submissions received last year. The backhoe tendered is the same equipment tendered last year.

Our equipment tenders are formatted to allow bidders to indicate whether they meet a particular specification requirement or not, and if not to provide details. Two of the three submissions (Tidal Tractor and Brandt Tractor) did not meet all the specified requirements. Some of these requirements, such as front fenders, are less critical than others that affect performance of the machine. Staff reviewed all submissions to ensure the recommended equipment can meet the needs of the department and are recommending award of tender to Brandt Tractor Ltd. The submission from Tidal Tractor was the lowest bidder however their tender indicated they did not include hydraulic locks on all the hydraulic cylinders as requested in the tender document. Staff believe this is a critical requirement for the equipment and for that reason are recommending the tender award to Brandt Tractor Ltd.

REQUEST FOR DECISION 022-2020

Title: WOL007-2020 – PW Backhoe Tender

Date: 2020-04-28

Department: Public Works



We did seek a legal opinion prior to making this recommendation and our solicitor provided the following comments

- *The Tender Call has the usual condition that the Town reserves the right to not necessarily accept the lowest or any tender and to accept any tender that it considers to be in its best interests.*
- *Another important clause, under the “General Requirements”, states: “Notwithstanding certain details of specifications, commodities or equipment of similar design and construction will receive consideration if, in the opinion of the using department, they are considered to be suitable for the intended application and generally conform to performance requirements.”*
- *This clause allows the Town to accept tenders that do not meet all of the specifications, but the key factor is that the equipment (backhoe) must, in the opinion of the using department (Public Works), be suitable for the intended use and generally conform to the performance requirements.*
- *The other significant factor is delivery date. The lowest tender received noted delivery in Nov/Dec but also indicated that they may not even be able to meet that time line. The tender required a delivery date of August 20th.*

All three submissions have been reviewed by staff and we believe the submission from Brandt Tractor Ltd. generally conforms to the performance requirements of the specifications, meets the needs of the Public Works Department and is the lowest price submission to do so. It is our recommendation that the tender be awarded to Brandt Tractor Ltd

The backhoe is used daily and has undergone significant repairs the past two years. Staff believe the backhoe should be replaced this year in accordance with the vehicle replacement schedule to avoid major repair costs and lost time if the existing backhoe is not replaced.

6) FINANCIAL IMPLICATIONS

The Town’s approved 2020/21 Capital Budget included an estimate of \$160,000 for the replacement of the Public Works backhoe. The proposed tender submission to be awarded the equipment sale has a purchase price of \$177,200, plus HST.

- Adding in the Town’s non-rebateable portion of HST would result in a cost of \$184,794 which is in excess of the budget value of \$160,000.
- Over budget by \$24,794 before trade-in consideration
- CAO’s 10% authorization variance is \$16,000

REQUEST FOR DECISION 022-2020

Title: WOL007-2020 – PW Backhoe Tender

Date: 2020-04-28

Department: Public Works



The Town's long-term funding model includes the use of Capital Reserves for vehicle/equipment replacement, as well as trade in values whenever possible.

- The 2020/21 Capital Budget included an estimated \$24,000 trade in value, leaving a NET cost of \$136,000 to come from Capital Reserves.

Other options are possible, however that would be a change in how the Town is approaching long term funding requirements overall. The use of debt (for example) is identified for larger infrastructure projects.

The recommended tender submission (refer to Directors comments under Discussion above) notes a trade in value of \$47,500. After HST payable/rebate considerations the NET cost to be funded from Capital Reserves would be \$137,294. This would require an unbudgeted additional amount of \$1,294 to come from Reserves.

7) ALTERNATIVES

Approve the purchase of the loader backhoe as recommended.

Not approve the purchase or defer the purchase. The risks associated with this option increase each year. The purchase has been deferred once and if its deferred again we run the increased risk of added maintenance costs and more frequent disruption in service if the equipment is down for repairs.

REQUEST FOR DECISION 021-2020

Title: 2020/21 Capital Projects – Temporary Borrowing

Date: 2020-04-28

Department: Finance



SUMMARY

2020/21 Capital Projects – Temporary Borrowing Resolution

This RFD deals with the **annual process** required each year by municipalities planning to use long term debt as part of their **funding source for their capital budget**. Permanent long term debt (debentures) can only be put in place after completion of the capital projects in scope and the Temporary Borrowing Resolution (TBR) provides the mechanism to have temporary debt to cover the cost until the first opportunity arrives to put in place a fixed term debenture. The TBR also provides the mechanism by which the Minister of Municipal Affairs approves a municipality's use of long term debt. Without the Minister's approval, a municipality may not access long term debt for capital funding purposes.

DRAFT MOTION:

That Council approve the attached Temporary Borrowing Resolutions;

- TBR #20/21-01 Various purposes Town \$4,268,600

to cover loan facilities with the Bank of Montreal until such time as the short-term loans are replaced with federal grant funds and debenture borrowings as part of the 2020/21 Town Capital Project funding.

REQUEST FOR DECISION 021-2020

Title: 2020/21 Capital Projects – Temporary Borrowing

Date: 2020-04-28

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendation of staff. It will be critical for staff to monitor cash flows involving the Sewer Treatment Plant Expansion as this forms the majority of the maximum borrowing being approved via this RFD. If managed correctly, the Town should not have to utilize the full amount of the TBR, however it is prudent to allow for the amount noted in case grant funds are not received on a timely basis.

2) LEGISLATIVE AUTHORITY

- Refer to the MGA section 88 which requires Ministerial approval related to municipal borrowings.

3) STAFF RECOMMENDATION

That Council approve the TBR requirements for the 2020/21 capital budget season to ensure previously approved funding is in place in a timely manner. Note the list of debt requirements includes the land acquisition approved by Council at the April 14th Council Meeting.

4) REFERENCES AND ATTACHMENTS

1. TBR 20/21-01 – Town attached based on standard DMA wording
2. 2020/21 Operations Plan, including Ten Year Capital Investment Plan
3. Capital Asset Funding Policy
4. RFD 020-2020 282 Main St Land Purchase – approved (April 14 Council Meeting)

5) DISCUSSION

Annually this is a housekeeping matter as it relates to capital purchases/projects previously approved by Council as part of the budget process. In this case it relates to the 2020/21 Budget approved on March 14/20 and the additional debt borrowing approved at the April 17th Council Meeting.

The **TBR forms the first required step** in the process by which Town's obtain debenture funding through the NS Municipal Finance Corporation (MFC). It also becomes part of the paperwork required by the Bank of Montreal to set up the temporary loan facility. The TBR template issued by the Department of Municipal Affairs is a standard form with a twelve month term.

The budget plan is to replace the TBR funds with 10-20 year debenture proceeds (in accordance with Town Policy on capital asset funding). Based on our expected capital financing, the Town's total debt repayments over the next 4 years, page 98 of Operations Plan, (excluding Water Utility that functions with its own debt ratio) will be approximately:

2020/21	\$725,300	(7.3% DSR based on own sourced revenue of \$10.0 million)
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REQUEST FOR DECISION 021-2020

Title: 2020/21 Capital Projects – Temporary Borrowing

Date: 2020-04-28

Department: Finance



2020/21	\$906,900	(8.9% DSR)
2021/22	\$957,800	(9.2% DSR)
2022/23	\$946,900	(8.9% DSR)

Note interest rates on debt remain at all time low levels. Long term capital budget projections are based on 4% assumed interest rate and recent debentures have all come in less than that level.

The additional debt approved by Council in April (\$200,000) will not materially impact the projected debt service ratios (DSR) noted above. If amortized over 20 years, this additional debt will add approximately less than \$15,000 per year in debt costs.

Our total own source revenue is budgeted to be \$10.0 million (total revenue less school board funding, corrections and regional housing, and provincial/federal grants). As demonstrated by the debt service ratio calculations, the town's debt costs are well within the capacity of town to manage. This is not unexpected as Council reviews this information annually as part of the budget setting process.

The Town's ability to take on the approved capital budget debt funding is reflected in the draft provincial financial indicators which notes Wolfville's Debt Service Ratio at 7.5% which is half of the provinces required benchmark of 15%.

Note this year there is only one TBR for Town infrastructure. Typically the Water Utility participates in the debt funding process however for fiscal 2020/21 the Utility will be using other capital funding sources. Once Council approves the TBR's, the following occurs:

- Town related TBR (20/21-01) goes back to Dept. Municipal Affairs (DMA) for Ministerial approval.

6) FINANCIAL IMPLICATIONS

Financial implications are one of the factors reviewed during the budget process and considered by Council before budget approval in March. As noted above, the resulting debt ratios indicate the Town's ability to manage the debt load approved by Council.

A key difference this year is the amount of the TBR versus the expected long term debt (debenture issue) after project completion. This relates to the Sewer Treatment Plant expansion and the \$2.2 million grant funding involved. Typically grant funds are released after submission of supporting documentation (including Town payment of construction costs). This means the Town could, depending on timing of invoice payments versus receipt of ICIP grant funds, have to carry the full project costs for a

REQUEST FOR DECISION 021-2020

Title: 2020/21 Capital Projects – Temporary Borrowing

Date: 2020-04-28

Department: Finance



period of time. Therefore the TBR is noted to cover the full project costs to ensure the Town is able to pay suppliers on a timely basis.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable as this RFD is a **required step** for projects already approved in the 2019/20 Operations Plan, including Ten Year CIP.

8) COMMUNICATION REQUIREMENTS

There will be formal communications with external sources in two areas:

- With Department of Municipal Affairs to obtain Ministerial approval;
- With BMO to arrange our line of credit renewal based on the approved TBR amounts

9) ALTERNATIVES

No true alternatives exist as this TBR relates to previously approved capital project funding. Not approving the TBR would require putting major portions of the 2020/21 Capital Budget on hold pending identification of other funding sources

TOWN OF WOLFVILLE
TEMPORARY BORROWING RESOLUTION

\$4,268,600

File No. 20/21-01
Various Purposes

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Wolfville, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS the Town of Wolfville has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding Four Million Two Hundred Sixty-Eight Thousand Six Hundred Dollars (\$4,268,600) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding Four Million Two Hundred Sixty-Eight Thousand Six Hundred Dollars (\$4,268,600) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed (net of Federal ICIP grant) be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Wolfville held on the _____ day of _____ 2019.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this _____ day of _____ 2019.

Mayor

Clerk

For DMA Use Only

TOWN OF WOLFVILLE
TEMPORARY BORROWING RESOLUTION
SCHEDULE 'A'

\$4,268,600

File No. 20/21-01
 Various Purposes

Wastewater Treatment Plant Expansion (Full Project Cost, debenture will be net of grant)	\$3,500,000	see note below
Visitor Information Centre	\$400,000	
Solar Panels – Public Works Building	\$160,000	
Land Acquisition – East End Gateway	\$208,600	
Total	<u>\$4,268,600</u>	

NOTE: Wastewater Treatment Plant project is receiving grant funding from Investing in Canada Infrastructure Program – file #05-18-0074 – in the amount of \$2,200,000. Town requires temporary borrowing in full project cost to allow for time difference of costs incurred and receipt of grant funds. Debenture requirements will be for the net project costs (after grant received) estimated to be \$1,300,000.

REQUEST FOR AGENDA ITEM

Closing Parking Lane Temporarily

Submitted by: Mercedes Brian

Submitted on: April 22, 2020



The Request for Agenda Item form is to be used by the Mayor and Councillor's to request an item to be added to the Committee of the Whole agenda for consideration. All Request for Agenda Item forms should be submitted at least **10 BUSINESS DAYS** prior to the scheduled Committee of the Whole meeting to the Chief Administrative Officer. Exceptions may be made for extraordinary circumstances.

Date of Committee of the Whole requested: Next Special Town Council, April 28th, 2020

Recommendation(s)

To temporarily and inexpensively close the parking lane on one side of Main Street to allow better distancing opportunities while walking and cycling for transportation and moderate exercise.

Summary

"Walking and cycling are always great ways to move people around town... because it's cheap, it takes less space on our roadways, and needs less parking. Plus, it provides moderate exercise, it's quiet, and doesn't pollute the air or climate." - New Zealand Transport Minister Julie Anne Genter.

Expected Outcome:

- | | |
|--|-------------------------------------|
| In Camera Discussion | <input type="checkbox"/> |
| For information/discussion purposes only | <input type="checkbox"/> |
| Recommend an action to the CAO | <input checked="" type="checkbox"/> |
| Promote clarification/renewal or production of a policy or procedure | <input type="checkbox"/> |
| Recommend a motion for approval by Council | <input type="checkbox"/> |

Amanda Brown

Subject: FW: Seniors' Connection Line: 902-670-0950
Attachments: Seniors' Connection Line.pdf; Seniors' Connection Line.JPG; Seniors' Connection Line.png

From: Michelle Parker
Sent: April 2, 2020 2:27 PM
To: mpayne <mpayne@berwick.ca>; Councillors@countyofkings.ca; ssnow@kentville.ca; Town Council <towncouncil@wolfville.ca>
Subject: Seniors' Connection Line: 902-670-0950

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

I hope this messages finds you well and adjusting to your new normal. As some of you may be aware the Kings County Seniors' Safety Society has been given some additional funds by the Province of Nova Scotia to meet the needs of vulnerable seniors due to the COVID-19 pandemic and State of Emergency. We are using a piece of this money to bring an additional part-time staff person onboard to assist with new inquires from seniors around access to essential items (food, medication, transportation, etc) and to assist with connecting with vulnerable seniors in a variety of ways via phone, in an effort to reduce isolation. To do this we have launched a new Seniors' Connection Line.

Seniors' Connection Line: 902-670-0950

Looking for:

- Information on deliveries and/or access to food, medication and other essentials?
- Would like a quick telephone check-in a couple of times a week, to help reduce fear and anxiety?
- In need of a social call, to feel better connected to the community?
- Looking for recreation ideas at home, to stay physically and mentally engaged?
- Concerned for your own (or another's) safety and security?

We're here to help, and get you connected!

We have a few community partners, Seniors LINCS and Municipality of Kings Recreation Services, assisting with making calls and proving home recreation options for seniors.

Please share this information broadly, to ensure as many vulnerable seniors as possible are aware of the ways we are able to meet their needs during this challenging time.

Take Care,

Michelle

Michelle Parker
Kings County Seniors' Safety Coordinator
902-542-3817

Amanda Brown

Subject: FW: Compost??

From: Vanessa Renee Benard

Sent: April 10, 2020 12:11 PM

To: Town Council <towncouncil@wolfville.ca>

Subject: Compost??

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Maple avenue compost site wondering, what is the address? if it is open or when does it open, what days is it open this year to the public??? Does covid19 effect it opening???????

Is there a local community garden or lots to rent use this year???

Amanda Brown

Subject: FW: Covid 19 and STAFF of long term residences

From: Linda Milligan

Sent: April 12, 2020 11:28 AM

To: REMO_KingsCounty@wolfville.ca; Town Council <towncouncil@wolfville.ca>

Subject: Covid 19 and STAFF of long term residences

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Hello,

My name is Linda Milligan, my mother is a resident at Wolfville Nursing Homes Ltd, located at 601 Main Street.

I am writing today to ask if there are any emergency measures taking place to protect seniors in nursing homes? At present Ontario and Quebec have large amounts of deaths in long-term care facilities infected with COVID 19 and it has happened through at STAFF MEMBER.

Please, I implore you to ensure that staff are protecting our seniors from this deadly virus as they are the ones who are coming and going from thier own homes, grocery stores etc. Here in Ontario hospital staff are self isolating once they leave a home in order that they neither pick up nor spread the virus further.

Sincerely,
Linda Milligan

Amanda Brown

Subject: FW: PROJECT RENEW GROUNDBREAKING

From: Ginger McPhee

Sent: April 17, 2020 1:33 PM

To: Town Council <towncouncil@wolfville.ca>; Jeff Cantwell <JCantwell@wolfville.ca>

Subject: PROJECT RENEW GROUNDBREAKING

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

I am writing to ask a little favour of you. As you know, we are not able to have our groundbreaking celebration as planned. We are thrilled to let you know that the tender process closed and we had four companies bid on our project. We will soon announce the company who will be building our new shelter!

We still want to include you in our groundbreaking celebration. We have decided to have a little fun and do a 'virtual' celebration. I am asking you to participate by getting creative and taking a photo that represents our groundbreaking- so perhaps you have a shovel and a place on your property where you can pretend you are actually doing the groundbreaking...maybe you dress up fancy, dress country with your rubber boots, disguise yourself etc. Maybe you do something creative to decorate the shovel, or find another way to represent this milestone. If you don't have a shovel use a spoon in a plant...

If you are comfortable with us sharing your photo on our web page and social media, please send it to me by email with the subject PROJECT RENEW GROUNDBREAKING, or just reply to this email. We will use the images to create a collage and album which we will share by the end of this month (our backup date of April 30th). Please have your photos sent to me by April 24th, one week from today. Please share with supporters and include your families.

Thank you all for the ongoing support for this project and for considering a way to share in this exciting next step!

Warmly,
Ginger

--

Ginger MacPhee
Executive Director
Chrysalis House Association

(902) 679-6544 phone
(902) 679-2723 fax
director@chrysalishouse.ca
www.chrysalishouse.ca

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--

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