



Town Council Meeting

April 20, 2021

6:30 p.m.

Via Hybrid

Council Chambers, Town Hall
359 Main Street

Agenda

Call to Order

- 1. Approval of Agenda**
- 2. Approval of Minutes**
 - a. Town Council Meeting, March 23, 2021
 - b. Town Council In-Camera minutes, March 23, 2021
- 3. Presentations**
 - a. Dr. Peter Ricketts, President and Vice-Chancellor, Acadia
 - b. Brendan MacNeil, ASU President
- 4. Comments from the Mayor**
- 5. 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.

- 6. New Business**
 - a. ICIP Funding Grant Application (report to follow)

- 7. Motions/Recommendations from Committee of the Whole, April 6, 2021**
 - a. RFD 022-2021: AVCC Tourism Request 2021
 - b. RFD 025-2021: PACE Policy Draft April 1, 2021
 - c. RFD 024-2021: Committee Appointment – Regional Recreation Facility
 - d. RFD 021-2021: VWRM 2021/22 Budget Approval
 - e. RFD 020-2021: KTA 2021/22 Operating Budget Approval
 - f. RFD 019-2021: Fees Policy Update

- 8. Correspondence:**
 - a. Camden Rendell – Grater by Subway
 - b. Connor Vibert – Comment about Swimming Pool
 - c. Irmgard Lipp – Important Info on SC6 via Zoom
 - d. Makayla Carroll – Municipal Affairs – Bill 50
 - e. Thomas Clahane – Poetry vision Launch at Clock Park – April 1

- 9. Adjournment to In-Camera under the Municipal Government Act Section 22(2)(g):**
 - a. Legal Advice

- 10. Adjournment of In-Camera**

- 11. Regular Meeting Reconvenes**

- 12. Regular Meeting Adjourned**

REQUEST FOR DECISION 022-2021

Title: AVCC tourism request
Date: 2021-04-06
Department: Planning & Development



SUMMARY

Annapolis Valley Chamber of Commerce – Tourism Contribution Request

The [Annapolis Valley Chamber of Commerce](#) (AVCC) has made their annual request to Council for a \$4,000 contribution toward regional tourism marketing for the valley (West Hants to Digby). The AVCC rationale/background/request is attached and a presentation from their Executive Director will be delivered to Council at Committee of the Whole.

This potential contribution has been included in Council’s 2021-22 Operating Budget and Staff are recommending that Council approve the contribution.

Given ongoing discussions around tourism in the region, this ask should be re-evaluated in the next fiscal depending on our own efforts and priorities around tourism combined with the [Valley Regional Enterprise Network’s](#) (REN) ongoing effort to secure Strategic Tourism for Areas and Regions (STAR) program funding from the Atlantic Canada Opportunities Agency (ACOA).

DRAFT MOTION:

That Council approve the Annapolis Valley Chamber of Commerce tourism request of \$4,000.

REQUEST FOR DECISION 022-2021

Title: AVCC tourism request
Date: 2021-04-06
Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

The MGA provides Council authority to provide this contribution.

3) STAFF RECOMMENDATION

That Council support the contribution for this fiscal and re-evaluate in the next fiscal depending what develops with our own tourism efforts and those of the REN (or others).

4) REFERENCES AND ATTACHMENTS

1. AVCC request (attached).

5) DISCUSSION

The request from the AVCC is outlined in the attachment.

Council has supported this request for a number of years and the money has been allotted in the approved 2021-22 budget.

Given ongoing discussions around tourism in the region, this ask should be re-evaluated in the next fiscal depending on our own efforts and priorities around tourism combined with the Valley Regional Enterprise Network's (REN) ongoing effort to secure Strategic Tourism for Areas and Regions (STAR) program funding from the Atlantic Canada Opportunities Agency (ACOA).

6) FINANCIAL IMPLICATIONS

The Grants to Organization in the General Government section of the Town's budget includes an allowance to cover a \$4,000 request from AVCC. If Council does not support the request, those dollars could be allocated to other Economic Development efforts if Council was in favor of such reallocation. Typically Grants to Organizations not incurred in a year become part of expenditure savings and are not reallocated.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The "Economic Prosperity" strategic direction from the 2021-2025 Strategic Plan is most relevant to this request.

The request most closely aligns with the Council Priority Initiative of "Economic sector growth and support for businesses (retention and attraction)."

REQUEST FOR DECISION 022-2021

Title: AVCC tourism request
Date: 2021-04-06
Department: Planning & Development



8) COMMUNICATION REQUIREMENTS

The AVCC will be notified of Council's decision.

9) ALTERNATIVES

- Not approve the request; or
- Other action defined by Council

ATTACHMENT – AVCC Request



Presentation to Town of Wolfville Council

April 6, 2021

Background Info

In 2011, a number of Tourism Industry Stakeholders met because they felt the Annapolis Valley was not marketed well through provincial agencies or Destination Southwest Nova Scotia.

They formed a committee and approached the Chamber to see if we would consider a Tourism Committee of the Chamber. It was approved.

REQUEST FOR DECISION 022-2021

Title: AVCC tourism request
Date: 2021-04-06
Department: Planning & Development



From that committee, a marketing committee was formed and built a robust marketing plan that had a price tag of \$275,000.

After many meetings with government officials, local MLA's, the Premier, Nova Scotia Tourism Agency (now Tourism Nova Scotia) and basically anyone who would listen to us, we received funding of \$100,000 from the province in 2013!

As a result of presentations to all municipalities from West Hants to Digby, in addition to \$100,000 from the province, we received \$20,000 from the Municipality of the County of Kings , \$50,000 from the Southwest Nova Tourism Task Team (a fund set up upon the restart of the Yarmouth ferry) and \$1000 from the Town of Annapolis Royal.

Since this amount of money would not totally cover our original marketing plan, we decided to go with the medium that could give us the highest market saturation. This included TV with a Maritime reach, radio in Halifax, print with the Chronicle Herald province wide.

Since that first year of Tourism Marketing, AVCC has traditionally presented to Councils across the Valley for Tourism funding. We have received funding each year from the County of Kings and over the years in various amounts from the County of Annapolis, the Town of Annapolis Royal, Town of Middleton, Town of Berwick, Town of Kentville and the Town of Wolfville.

As we all know, 2020 was devastating for the Tourism/Hospitality Industry. 2021 is starting out much the same with cautious optimism for the coming months.

REQUEST FOR DECISION 022-2021

Title: AVCC tourism request

Date: 2021-04-06

Department: Planning & Development



The Annapolis Valley is a desired location to visit, work and live. So, whether we can only travel within the province or the Maritime region or nationally and internationally this year, we have to stay top of mind for visitors and we have to start soon!

The Ask

We are once again requesting a \$4000 investment from the Town Wolfville to help support Tourism Marketing in our region.

REQUEST FOR DECISION 025-2021

Title: Property Assessed Clean Energy (PACE) Program Policy

Date: 2021-04-01

Department: Office of the CAO



SUMMARY

Property Assessed Clean Energy (PACE) Program Policy

Earlier this year, Council adopted a bylaw enabling the Town of Wolfville to implement a PACE program that would finance energy efficiency and renewable energy retrofits on residential buildings in Town.

Since then, staff have been working together and with external partners to develop the Town's program and determine key elements such as process and eligibility for participation; what types of buildings and retrofits are covered; the details of the financing opportunity, arrangement, and relationship; and how the program will be administered.

These elements are addressed in the Draft PACE Program Policy, attached, and summarized and explained in the discussion section of this RFD.

DRAFT MOTION:

Motion #1

That Council adopt the attached PACE Policy for the Town of Wolfville.

Motion #2 (if #1 passed)

That Council set the following PACE budget parameters for fiscal 2021/22:

- The maximum number of PACE projects not to exceed 15
- The maximum dollar value of all projects not to exceed \$250,000

REQUEST FOR DECISION 025-2021

Title: Property Assessed Clean Energy (PACE) Program Policy

Date: 2021-04-01

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

On February 12th, I provided an email update to Council on the status of the PACE Program. In summary it was noted that:

- The Town has been working to develop a Property Assessed Clean Energy (PACE) program since 2019;
- To this end, we were part of submitting a funding application to a new funding program from the Federation of Canadian Municipalities - the Community Efficiency Financing Initiative. This application was a joint effort with the municipalities of Charlottetown and Stratford, PEI, and was spearheaded by PACE Atlantic CIC. The application was for \$10m in loans to finance PACE projects, along with \$4M in a grant to support program development, promotion, administration, and evaluation;
- FCM has approved this application and we are awaiting the relevant agreements;
- The adoption of the PACE bylaw earlier this year was the final piece Wolfville needed to be eligible to receive the FCM funding. Now, staff are working on communications and administrative elements, and are bringing forward a program policy that outlines how the program will operate. This policy covers matters such as the application process, what types of buildings and projects are eligible, financing terms, and repayment and is the subject of this RFD;
- If Council moves ahead with this initiative, PACE CIC will be retained by the Town to provide program administration under the alternative procurement provision of our Procurement Policy. This has been reviewed by our legal counsel;
- It is anticipated that both the agreements with FCM and PACE CIC will come to Council at the end of April once finalized;
- Financing from FCM won't be released until June 1st. The Government of Canada wants to sign agreements with all participating communities before making an official announcement about the program, which likely won't happen until the Summer.
- *Pending approval of the Policy, and a final decision on Council to move forward contractually with FCM and PACE CIC, the Town's PACE program will be operational. Staff have communicated to Council throughout this process that there are "off ramps". The final "off ramp" opportunity is now in front of Council. Once the FCM and PAC CIC Agreements are signed we will be contractually obligated and the program will move forward.*

It is recommended that Council review the attached references, including the original RFD 030-2020 as it was adopted before the new council was elected and some of the new Councillors may not be familiar with all of the details of the program. In the coming weeks as Council considers this Policy and subsequently the associated agreements, please let us know if you have any questions or clarifications. As noted, these are the final steps for approval of the PACE Program.

REQUEST FOR DECISION 025-2021

Title: Property Assessed Clean Energy (PACE) Program Policy

Date: 2021-04-01

Department: Office of the CAO



2) LEGISLATIVE AUTHORITY

Under section 81A of the Municipal Government Act, council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of energy-efficiency equipment and/or renewable energy equipment on private property with the consent of the property owner. Council adopted such a bylaw in February of this year.

3) STAFF RECOMMENDATION

Staff recommend that Council adopt the proposed PACE Policy for the Town of Wolfville.

4) REFERENCES AND ATTACHMENTS

1. PACE Program Policy, 2021 draft (attached)
2. Original PACE RFD 030-2020 (attached)

5) DISCUSSION

Exploring a Property Assessed Clean Energy (PACE) program was proposed to council via project charter in early 2020. In June of 2020, Council passed a motion confirming its approval of the development of a PACE program and formalizing the Town's entry into the PACE Atlantic Consortium. In January 2021, Council adopted a PACE Bylaw for the Town.

The PACE Bylaw is an enabling mechanism. In addition to making the Town of Wolfville eligible to participate in the Community Energy Financing program, it enabled property owners to apply to the Town for financing for the installation of energy-efficiency equipment and/or renewable energy equipment on their properties; and enabled the Town to charge interest, collect payment, and secure the program charge through the establishment of a lien. Beyond enabling these activities, the bylaw provided little in the way of detail about or structure for the program, which was by design. This type of information is documented comprehensively in the PACE Program Policy that is the subject of this RFD, to make it easier to amend and update as needed moving forward.

The proposed PACE Program Policy is intended to provide direction, guidance, and structure for the operation of the Town of Wolfville's PACE Program, as illustrated in Section 1 of the policy:

The purpose of this policy is to define the operational parameters of the Town of Wolfville PACE (Property Assessed Clean Energy) Program, including identifying eligible clean-energy measures and types of properties, establishing details relating to financing, and setting the lending rate.

REQUEST FOR DECISION 025-2021

Title: Property Assessed Clean Energy (PACE) Program Policy

Date: 2021-04-01

Department: Office of the CAO



Section 2 of the policy defines its scope: it applies to all residential properties within the Town's boundaries. While in the future it may be possible for the scope of the Town's PACE program to be extended to include commercial buildings, at present both Provincial legislation and the terms of the Town's agreement with the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) program (currently in development) limit the program to residential properties.

Section 5 of the policy sets out the operational parameters of the Town's PACE program:

- Sub-sections 5.1 and 5.2 further define what kinds of properties and buildings qualify to participate in the program;
- Sub-section 5.3 provides the Town with discretion with respect to approving applications to the program;
- Sub-section 5.4 outlines the requirements that a proposed retrofit projects must meet in order to be eligible for PACE financing;
- Sub-section 5.5 sets out the approval process for applications to the program;
- Sub-section 5.6 describes the PACE Program Charge levied on the property once the retrofit project is complete, along with the terms of its repayment;
- Sub-section 5.7 addresses the kinds of information that shall be included in the Program Participation Agreement entered into by the participating property owner and the Town;
- Sub-section 5.8 deals with the grant that can be provided to support retrofit projects that include the removal of oil heating systems and associated oil storage from properties within the Well Head Buffer Zone, a measure intended to help protect the Town's source water;
- Sub-section 5.9 defines the types of upgrades and retrofit that are eligible for program financing;
- Sub-section 5.10 lays out the program budget in terms of the maximum total value of projects that will be financed through the program in a given year, based initially on projections made by PACE Atlantic CIC included in the Town's application to the CEF program; and
- Sub-section 5.11 commits Council to reviewing and updating the PACE program policy annually, pointing to specific sections that should receive particular attention as part of the review.

Section 6 of the Policy identifies the specific types of energy efficiency and renewable energy measures that can be financed through the PACE program. In addition, it identifies complementary measures that can undertaken as part of overall home energy projects and are eligible for financing through the PACE program as long as they represent no more than 30% of the total cost of the

REQUEST FOR DECISION 025-2021

Title: Property Assessed Clean Energy (PACE) Program Policy

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project. All of the measures included in this section were taken from the CEF Program Application Guide to ensure that they are eligible for CEF funding.

6) FINANCIAL IMPLICATIONS

The RFD 030-2020 presented to Council in June of last year included a fair number of thoughts/comments/analysis in the Financial Implications section. Staff would refer Council back to that RFD for those details, rather than repeat all the detail here. In reviewing the comments staff would note they are still relevant. The areas of concern were:

- Cash Flow – still holds especially as COVID continues to impact every aspect of people’s lives.
- Impact on Town Borrowing Capacity – still holds. Additional conversations have been held with provincial and MFC reps. It is clear from a financial reporting framework that the debt the Town will owe to FCM is an operating debt. How this will be reflected in Financial Condition Index won’t be clear until March 31/22 results are submitted to the province, i.e. well over a year from now.

One comment in last year’s RFD that staff can now reference some data to inform the comment is around how many energy retrofits would occur naturally, ie. without PACE. Based on Town Building Permits, over 20 permits have been issued for solar panels installations since January 2020.

The draft Policy related to this RFD lowers the Finance staff concerns and comments previously expressed. The annual budget setting process by Council (draft motion #2 in this RFD) will help ensure the Town does not over-extend itself financially. The recommended dollar limit of projects for the upcoming year is manageable for the Town, both in terms of the 80% debt of project costs that will be borrowed from FCM, as well as the 20% portion the Town must cover.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The PACE program as set up by the PACE Program Policy addresses all of the Strategic Directions of Council:

- It addresses economic prosperity by reducing long term energy costs, increasing property values, and generating new jobs and business development opportunities.
- It addresses social equity by opening the program to rental properties, allowing renters to benefit from reduced energy costs.
- It addresses climate action by facilitating the generation of renewable energy, reducing home energy use and related emissions, and facilitating electrification and fuel switching.

REQUEST FOR DECISION 025-2021

Title: Property Assessed Clean Energy (PACE) Program Policy

Date: 2021-04-01

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- It addresses community wellness by making homes safer and more comfortable for their residents.

8) COMMUNICATION REQUIREMENTS

None.

9) ALTERNATIVES

- Council could elect not to adopt the proposed PACE Program Policy.
- Council could elect to adopt an amended version of the proposed PACE Program Policy.
- Council could ask staff to amend the proposed PACE Program Policy and reconsider it at a future date.



POLICY

PACE Program Policy

Policy Number: 610-007	Supersedes Policy Number: Not Applicable
Effective Date: YYYY-MM-DD	Approved by Council Motion Number: ##-##-##

1.0 Purpose

The purpose of this policy is to define the operational parameters of the Town of Wolfville PACE (Property Assessed Clean Energy) Program, including identifying eligible clean-energy measures and types of properties, establishing details relating to financing, and setting the lending rate.

2.0 Scope

This policy is applicable to the Town of Wolfville's PACE program and relates to all residential properties within the Town's boundaries.

3.0 References

- Town of Wolfville Property Assessed Clean Energy (PACE) Bylaw Ch. 108
- Province of Nova Scotia Municipal Government Act (1998) Section 81A
- Town of Wolfville Municipal Planning Strategy: Policy 4.0.7

4.0 Definitions

- 4.1 "CAO" means the Chief Administrative Officer of the Municipality;
- 4.2 "Energy Efficiency Upgrade" means any installation that is permanently affixed to the property and which will result in any of the following:
- 4.2.1 improved energy efficiency and reduce energy use;
 - 4.2.2 reduced greenhouse gas emissions;
 - 4.2.3 achievement of an environmental sustainability goal of the Municipality;
- 4.3 "PACE Program Charge" means the property assessed clean energy improvement charge levied on a property pursuant to s.81A of the Municipal Government Act;



POLICY

- 4.4 “PACE Program Bylaw” means the bylaw that lays out core elements of the Town’s PACE Program;
- 4.5 “PACE Program” means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Energy Efficiency Upgrades;
- 4.6 “Municipality” means the Municipality of Town of Wolfville;
- 4.7 “Participation Agreement” means the written PACE Program Participation Agreement between the owner of a Qualifying Property and the Municipality for financing of an Energy Efficiency Upgrade to the property.

5.0 Policy

- 5.1 To qualify for participation in the PACE program, a property must meet the following criteria:
 - 5.1.1 The property must be located within the boundaries of the Municipality;
 - 5.1.2 The owner of the property must not be a level of government, a business, or institution, as determined by the Municipality; and
 - 5.1.3 The owner of the property must not be in arrears on any property taxes, rates, or charges.
- 5.2 To qualify for participation in the PACE program, the building on the property must:
 - 5.2.1 Be an existing, low-rise residential building;
 - 5.2.2 Be either a detached, semi-detached, row house, or similar; and
 - 5.2.3 Be either occupied by its owner or, if a rental property, have no more than 4 rental units.
- 5.3 To qualify for participation in the PACE Program, a proposed Energy Efficiency Upgrade must meet the following criteria:
 - 5.3.1 Strive to meet a 1:1 savings to loan ratio: the total cost of the Energy Efficiency Upgrade, program fees, and cost of borrowing should be less than or equal to the estimated energy savings over the financing period; and
 - 5.3.2 The cost of the Energy Efficiency Upgrade must have:
 - 5.3.2.1 A minimum total cost of at least \$3,000; and
 - 5.3.2.2 A maximum cost of 15% of the property’s Taxable Assessed Value or \$40,000, whichever is less.



POLICY

- 5.4 Applications to the PACE program will be considered on a rolling, first-come-first-served basis.
- 5.5 Notwithstanding sections 5.1, 5.2, 5.3 and 5.4, the CAO of the Municipality retains the right to prioritize applications to the Program for projects that involve the removal of fuel storage tanks located in the Well Head Buffer Zone identified in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw.
- 5.6 Applications to the PACE Program are subject to approval by the CAO. The CAO may not approve an application unless the criteria set out in the PACE Program By-Law and this Policy for participation in the PACE Program are met. In addition, the CAO may take the following into account:
- 5.6.1 Whether the owner of the subject property has been in arrears on payment of any property taxes or municipal service fees within the past 2 years and the duration and extent of any such arrears;
 - 5.6.2 The availability of funds for the Municipality to provide financing under the PACE Program; and
 - 5.6.3 Whether, in the opinion of the CAO, approving the application would, in itself or in combination with other pending or approved applications, jeopardize the goal, stability, or sustainability of the PACE Program.
- 5.7 The PACE Program Charge shall be:
- 5.7.1 Subject to an interest rate set annually by the PACE Atlantic Governance Committee;
 - 5.7.2 Payable through pre-authorized payments over a term of either 5, 10 or 15 years; and
 - 5.7.3 Eligible to be paid in full at any time by the property owner.
- 5.8 The form of the Participation Agreement must:
- 5.8.1 Be approved by the CAO;
 - 5.8.2 Identify the type of equipment, administrative fees, financing costs, and general terms and conditions that the owner agrees to prior to the installation commencing; and
 - 5.8.3 Contain clauses that:
 - 5.8.3.1 Require the owner to obtain all necessary permits and approvals;

POLICY

- 5.8.3.2 Require the owner not to be participating in a mortgage deferral program;
 - 5.8.3.3 Require the owner to indemnify the Municipality;
 - 5.8.3.4 Enable the Town to claim any environmental credit associated with the installation;
 - 5.8.3.5 Acknowledge that the installation is the property and responsibility of the owner;
 - 5.8.3.6 Set out the amount of the PACE Program Charge, the interest rate for late payment, and the existence of the lien; and
 - 5.8.3.7 Set out any other terms that are consistent with the PACE Program Bylaw and this Policy and that the CAO determines are necessary.
- 5.9 An owner of a property participating in the PACE Program shall be eligible for a one-time grant of up to \$4000 if:
- 5.9.1 The property is located in the Well Head Buffer Zone identified in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw; and
 - 5.9.2 The associated project includes the installation of an eligible Energy Efficiency Upgrade (see: Section 6) and the removal of an oil heating system and/or associated heating oil storage.
- 5.10 Eligibility for PACE Program financing is limited to:
- 5.10.1 Costs associated with Energy Efficiency Upgrades contained in section 6; and
 - 5.10.2 Costs related to the removal of fuel storage tanks located in the Well Head Buffer Zone identified in the Development Constraints Map, Schedule B of the Town's Land Use Bylaw.
- 5.11 Council will review and update this policy:
- 5.11.1 Annually, between January 1st and March 31st of each year;
 - 5.11.2 With particular attention, but not limited, to the following matters:
 - 5.11.2.1 The program budget
 - 5.11.2.2 The minimum and maximum value of eligible project financing (Sections 5.3.2.1 and 5.3.2.2)
 - 5.11.2.3 The period during which a property owner having been in arrears on payment of their property taxes or municipal service fees should be considered by the CAO when approving applications (Section 5.6.1) ; and
 - 5.11.2.4 The system for determining the PACE Program Charge (Section 5.7.1).



POLICY

6.0 Eligible upgrades and retrofits

6.1 Energy Efficiency Upgrades eligible for PACE Program financing are those included in the Federation of Canadian Municipality's Community Efficiency Financing Application Guide. As of March 3, 2021, those include:

Building envelope	<ul style="list-style-type: none"> air sealing attic insulation basement insulation caulking exterior wall insulation weather stripping
Heating, ventilation, and air conditioning (HVAC)	<ul style="list-style-type: none"> air-source heat pump attic fan ceiling fan duct replacement duct sealing evaporative cooler furnace geothermal heat pump heat/energy recovery ventilator hydronic radiant heating system mini-split air conditioner mini-split heat pump programmable thermostat ventilation fan whole-house fan wi-Fi thermostat
Lighting	<ul style="list-style-type: none"> motion control dimmer switch LED lighting fixture
Water heating	<ul style="list-style-type: none"> drain water heat recovery electric heat pump storage water heater gas storage water heater gas tankless water heater hot water delivery system
Windows, doors and skylights	<ul style="list-style-type: none"> exterior door exterior window shading device skylights and tubular daylight device exterior window



POLICY

	window film
Solar electric	solar inverter solar panel
Solar thermal	solar pool heater solar water heater

6.2 In addition to the upgrades listed in section 6.1, PACE program financing can enable certain additional home improvements undertaken as part of an overall home energy project, subject to a cap of 30% of the total financing provided, including:

- 6.2.1 health and safety measures such as environmental remediation, electrical wiring improvements, and service upgrades that are required undertakings to permit energy improvements;
- 6.2.2 water efficiency improvements such as low-flow fixtures;
- 6.2.3 climate adaptation improvements such as back-flow prevention valves, sump pumps and basement waterproofing; and
- 6.2.4 alternative energy improvement such as electric vehicle charging stations, electric thermal storage systems, and battery storage systems.

CAO or Town Clerk

Date

REQUEST FOR DECISION 024-2021

Title: Committee Appointment – Regional Recreation Facility

Date: 2021-04-06

Department: Office of the CAO



SUMMARY

Committee Appointment – Regional Recreation Facility Committee

The purpose of this RFD is for Council to select a Council representative to serve on the Regional Recreation Facility Committee.

DRAFT MOTION:

That Council appoint _____ as the Town of Wolfville Council representative on the Regional Recreational Facility Committee.

REQUEST FOR DECISION 024-2021

Title: Committee Appointment – Regional Recreation Facility

Date: 2021-04-06

Department: Office of the CAO



1) CAO COMMENTS

Refer to Section 3.

2) LEGISLATIVE AUTHORITY

The proposed Terms of Reference for the Regional Recreation Facility Steering Committee.

3) STAFF RECOMMENDATION

That Council appoint a Council representative to the Regional Recreation Facility Steering Committee. As per other committee appointments, staff do not make a recommendation.

4) REFERENCES AND ATTACHMENTS

1. N/A

5) DISCUSSION

It is proposed that a Steering Committee would be formed to oversee Phase 1 and Phase 2 of the Regional Recreation Facility RFP. This Committee would be comprised of an elected representative from each participating Council, the relative CAOs, and one staff member appointed by each of the CAOs.

6) FINANCIAL IMPLICATIONS

Local travel costs for attendance at meetings, should they be held in person.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference, if applicable, how the RFD links to a Council Priority Initiative:

- Multi-purpose regional complex (with an aquatics facility) – This committee will oversee the work required to determine how to proceed with this priority of Council.

8) COMMUNICATION REQUIREMENTS

The Council representative will be communicated to the County of Kings.

9) ALTERNATIVES

There are no alternatives.

REQUEST FOR DECISION 021-2021

Title: VWRM 2021/22 Budget Approval

Date: April 6, 2021

Department: Finance



SUMMARY

Valley Waste Resource Management 2021/22 Budget Approval

The Town of Wolfville provides solid waste service through an Inter Municipal Service Agreement (IMSA) with six partnering municipalities/communities from Hants Border to Annapolis Royal.

Annually the Board of Valley Waste Resource Management (VWRM) approves a budget to be submitted to the funding partners for their approval. The formula for acceptance is not as straight forward as the Kings Transit agreement where a simple majority of positive votes is needed for budget approval. The VWRM agreement has different combinations of votes that carry the day. No one Town carries the power of veto and even a combination of Towns may be insufficient to offset the vote of Kings County.

Each year, the participating municipal units vote on the VWRM Budget as forwarded by the Board. Depending on the year and circumstances, representatives from VWRM have presented their budget to individual Councils or a joint council session. Other years, no presentation has occurred. This year, VWRM staff presented to individual Councils over the last month, with presentation to Wolfville occurring at the March 9th Committee of the Whole Meeting.

In addition, each year Wolfville Council receives a staff report on the budget with recommendation and analysis.

This year, the VWRM budget would result in an increased contribution of approximately 2.3% compared to previous year.

DRAFT MOTION:

That Council approve the Valley Waste Resource Management 2021/22 Operating and Capital Budgets.

REQUEST FOR DECISION 021-2021

Title: VWRM 2021/22 Budget Approval

Date: April 6, 2021

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Valley Waste Resource Management Inter-Municipal Service Agreement

3) STAFF RECOMMENDATION

Staff recommend approval of the VWRM budgets as approved by the Board.

4) REFERENCES AND ATTACHMENTS

- Copy of VWRM Powerpoint presentation to March 9th Committee of the Whole (COW) meeting
- Copy of VWRM Budget Document

5) DISCUSSION

VWRM staff presented a budget overview to Wolfville COW on March 9th covering highlights of the Board approved 2021/22 Budget. Overall, the budget will require an increase over the IMSA partners 2020/21 contribution levels of approximately 2.3%. This represents an VWRM actual (20/21) to VWRM budget (21/22) change. The specific impact on the Town's budget is explained in the Financial Implications section of this report.

The process that has evolved over the last few years related to IMSA budgets is for Council to focus on the following aspects of a Board approved budget forwarded to municipal units for approval:

- 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 VWRM budget requirement fit within the Town's approved budget/reasonable cost for service provided

Do the estimates appear to be reasonable?

VWRM forecasts a relatively small surplus for the March 31/21 year end. At just under \$63,000, the anticipated surplus is only 0.6% of total budget. This can be an indicator that budget estimates in 2020/21 were reasonable. As a base moving into 2021/22 the estimates give a reliable starting point. Unlike other operations (including municipal units) that made expenditure adjustments to deal with the

REQUEST FOR DECISION 021-2021

Title: VWRM 2021/22 Budget Approval

Date: April 6, 2021

Department: Finance



economic impact of COVID, Valley Waste had to continue full operation of a required service. As noted in their presentation this took creativity and flexibility within their workforce.

The organization has had several years of major changes to deal with, starting a few years ago with the loss of the second largest IMSA partner, followed by COVID at the start of fiscal 2020/21. Currently VWRM has added two key interim resources to assist their efforts heading into 2021/22, including Doug Armstrong as Interim Finance Director (35 years of municipal service) and Ken Redden as Interim Operations Manager (15 years previously with VWRM). This no doubt aided GM Andrew Wort in budget development. A key moving forward will be the permanent replacements in those positions.

Any trends that cause concern?

The team at VWRM provided key areas of risk in their presentation to Council, and Town staff have no further information to provide in this area. The risks for the most part are inherent in the waste collection sector. The ability of the Valley Waste team to adapt to impacts from those risks will be key to continued stability of service, and related cost structure.

In their presentation, VWRM staff also highlighted growing risks related to aging equipment. This can't be solved in one year, but will require annual attention to improving the funding model to ensure the organization has reliable equipment.

Does the VWRM Budget requirement fit within the Town Budget?

See Section 6 below.

6) FINANCIAL IMPLICATIONS

The Town's approved budget included an estimate of \$512,600 for regional solid waste. The VWRM budget reflects a contribution of \$516,870. The Town's budget is underestimated by a relatively small \$4,270 (0.8% variance). These type smaller variances occur every year with budget estimates, usually with some estimates underestimated with others overestimated.

The shortfall in the Town's budget is well within an amount that can be managed by staff in the upcoming year, i.e. no action needs to be taken at this stage.

Note the difference in the Town's estimate (based on VWRM budget estimates in January) and the final VWRM budget requirement is due to a revision of the funding partner allocations. Wolfville's share of

REQUEST FOR DECISION 021-2021

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the municipal contributions in VWRM January estimates was 8.24% (based on 2020/21 Uniform Assessment values) while the final VWRM budget reflects Wolfville share at 8.31%. This final figure is based on updated Uniform Assessment data.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

8) COMMUNICATION REQUIREMENTS

Valley Waste General Manager and Board to be advised of Council decision..

9) ALTERNATIVES

No real alternatives exist at this time. Council could decline to approve the budget as presented, however there is nothing to suggest at this time that VWRM could provide any major changes to estimates.



Building Resilience

FY 2021-2022
Operating and
Capital Budget

IMSA: INTERMUNICIPAL SERVICES AGREEMENT

- ▶ Formed in 1997
- ▶ Currently Six Municipal Units – Municipality of Kings, and Towns of Kentville, Wolfville, Berwick, Middleton and Annapolis Royal
 - ▶ Municipality of Annapolis County departed in 2018.

Principles

- ▶ Equal level of service
- ▶ Cost sharing based on 50% Uniform Assessment and 50% Population.
- ▶ Parties can supplement service with own action ... Leaves
- ▶ Valley Waste Resource Management Board / Parties are owners.

THE TEAM

- ▶ Over 100 years experience in Solid Waste and Municipal Sector management.
- ▶ Andrew Garrett – Communications Manager over 20 years with Valley Solid Waste provincial lead on EPR and highly regarded.
- ▶ Doug Armstrong – Interim Finance Director 35 years municipal accounting experience.
- ▶ Brenda Davidson – Office Manager over 20 years Valley Waste.
- ▶ Ken Redden – Interim Operations Manager 15 years VWRM.
- ▶ Andrew Wort – General Manager 30 years diversified solid waste experience primarily focused in private sector in business turn around and operational start ups.

Threat to resilience
Loss of Significant Expertise due
to Retirement and Challenges
finding trained replacements.

MANAGEMENT COMMITMENT

- ▶ Do the right thing.
- ▶ Honesty and integrity.
- ▶ Transparent analysis of issues and well thought out advice and direction.
- ▶ Establish a course of action and execute same.

2020-2021 ACCOMPLISHMENTS

- ▶ COVID -19
 - ▶ Continuous collection and processing services provided throughout pandemic.
 - ▶ Education and Enforcement staff operated WMC for 7 months and managed entire Cottage Country Collection project; Operations staff assisted with hotline duties.
- ▶ Equalizing Service – the elimination of 30 problematic remote drop-off centres through provision of curbside collection in cottage area.
- ▶ Implementation of new 4-day/week collection schedule
 - ▶ Began April 1, 2020 in midst of COVID lockdown. (Saving \$125K/Year)
 - ▶ Closure on all holidays = reduced overtime costs / Price Roll Back to 2018/19 price.
- ▶ Implementation of new Transportation of Residual Waste contract
 - ▶ (Saving 35K/year)



ARE WE COST EFFICIENT?

Provincial Summary of Milk Container Recycling Costs and Tonnages

April 1, 2018 - March 31, 2019

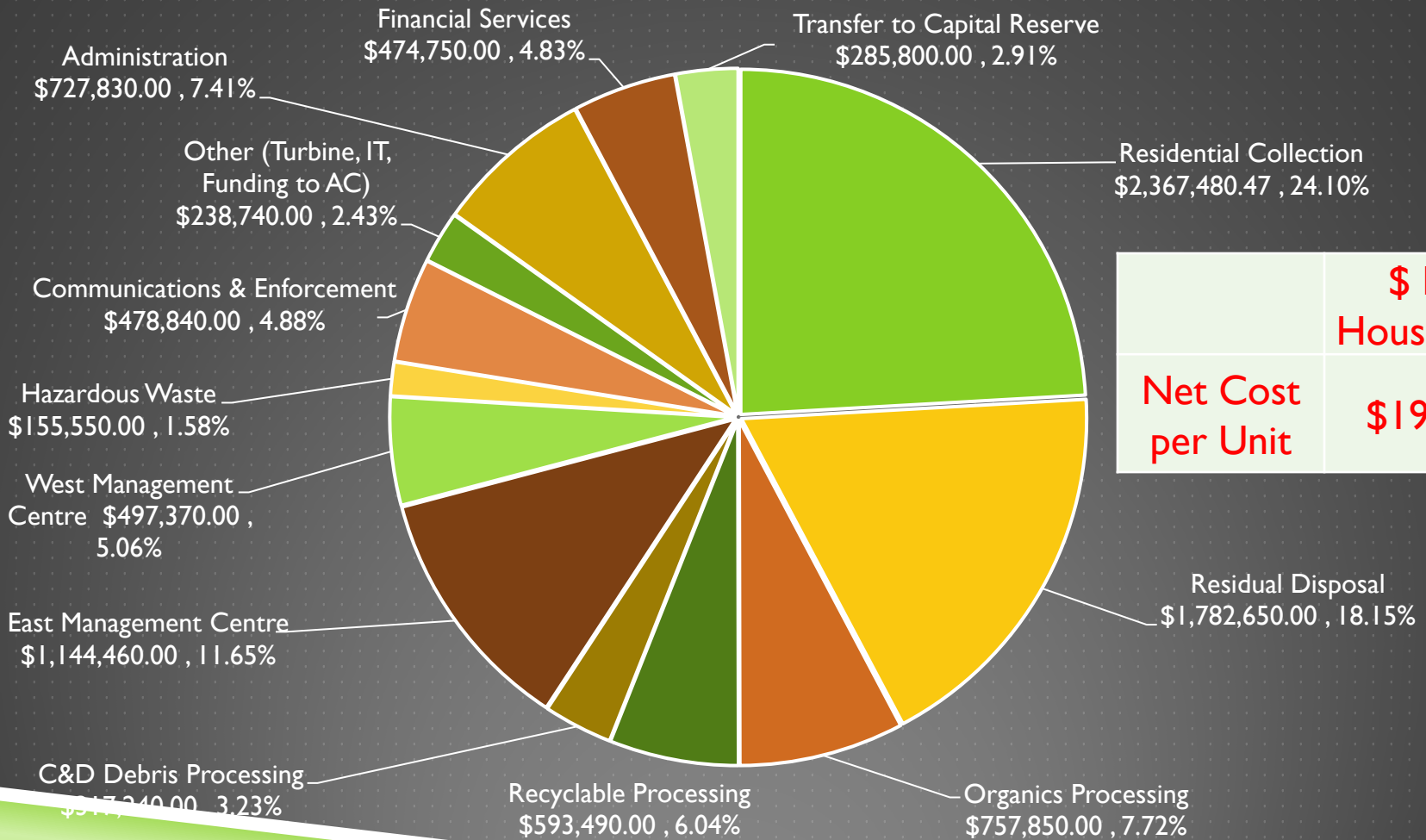
For Distribution in 2020

Category	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Totals
	Cape Breton	Guysborough Antigonish Pictou	Cumberland, Colchester East Hants	HRM	Annapolis County, VWRM	Lunenburg, Queens West Hants Shelburne Barrington	Digby Yarmouth	
Recyclables ¹ (tonnes)	5100	2892	5800	18580	5406	4735	1644	44156
Milk Containers ² (tonnes)	138	78	192	414	122	138	49	1132
% of Recycling Stream ³	2.7%	2.7%	3.3%	2.2%	2.3%	2.9%	3.0%	2.6%
Total Costs ⁴ (Millions)	\$5.84	\$2.29	\$5.42	\$9.66	\$3.06	\$4.24	\$1.32	\$31.83
Milk Container Recycling Costs ⁵	\$158,174	\$61,949	\$179,229	\$215,320	\$69,114	\$123,790	\$39,435	\$815,890
Milk Container Recycling Cost/Tonne ⁶	\$1,145	\$793	\$934	\$520	\$565	\$896	\$800	\$721
Regional Funds ⁷	\$99,526	\$56,282	\$138,257	\$298,648	\$88,136	\$99,526	\$35,515	\$815,890
Provincial Recycling Rate								64.6 %

- 1 - Total tonnage of recyclables marketed per region.
 - 2 - Total tonnage of milk containers marketed per region.
 - 3 - The percentage of milk containers marketed relative to the total tonnage of recyclables marketed per region.
 - 4 - Total cost of recycling in each region includes: education, collection, administration, facility operation/proposal, and recycling costs were estimated by each municipality from their total education / administration costs. Some recycling collection costs were estimated from total collection costs.
 - 5 - Calculated by multiplying the total costs of recycling by the percentage of milk containers in the recycling stream.
 - 6 - Calculated by dividing the cost of recycling milk container cost per region by the tonnage of milk packaging marketed in that region.
 - 7 - Calculated by dividing the total milk containers marketed for each region by the average cost to recycle milk packaging in that region.
- Costs are supplied by municipalities providing recycling services.

**VWRM Cost
\$471/MT**

PERCENTAGE OF EXPENDITURES



	\$ Per Household
Net Cost per Unit	\$195.82

RISKS TO BUDGET

- ▶ Chester Landfill / Sustane Technologies
 - ▶ Increased tonnage processed by Sustane
 - ▶ Landfill cell construction
 - ▶ Landfill capital costs – leachate treatment & heavy equipment
- ▶ Construction & Demolition Debris processing – market challenges
- ▶ Unpredictability of waste streams
 - ▶ Residential quantities curbside Increased by 6% in 2020/21 due to COVID (Oct 2020).
 - ▶ Potential for high cost streams – commercial recycling and organics returning to system.



CAPITAL PLAN

EMC



WMC



CAPITAL HISTORY

- ▶ Limited Capital Spend in the last three years
- ▶ Equipment – Loaders (2006, 2009, 2013, 2015)
 - ▶ Roll-Off 2003, 2008, 2013, 2016
 - ▶ Defer purchase of Roll-off by repairing one and cottage bin elimination.

	2015	2016	2017	2018	2019	2020	2021
Replacement Capital	49,000	311,019	332,276	230,039	0	533,000	674,000
New Capital Windmill / land		571,816				238,000	
Total Spend	49,000	882,835	332,276	230,039	0	771,000	674,000

DEFERRED MAINTENANCE



Out dated equipment
is a threat to resilience

OCCUPATIONAL HEALTH AND SAFETY

	2021/22	2022/23	2023/24	Justification
EMC Tipping Floor Repairs	204,000			Level dumping area to reduce potential for roll over (carry over)
WMC Tipping Floor	189,750			Level dumping area to reduce potential for roll over (carry over)
WMC Scale House Window	19,000			Damaged & Common Stress injury

INFORMATION TECHNOLOGY

	2021/22	2022/23	2023/24	Justification
Scale Software	85,000			20 Yr. old software replacement.
Computer Server	8,300			Replacement

EQUIPMENT REPLACEMENT CAPITAL

	2021/22	2022/23	2023/24	Justification
½ Ton Truck		40,000		Replacement (2010)
¾ Ton Plow Truck	55,000			Carry forward from F2021
½ Ton Truck			40,000	Replacement (2013)
Roll Off		290,000		Replacement (2003)
Roll Off			290,000	Replacement (2008)
Loader	285,000			Replacement (2009)
Mazda Car		30,000		Replacement (2011)
Roll-off Cont.	23,000	23,000		Replacement
Lawn Tractor		5,000		Replacement
Lawn Tractor		5,000		Replacement
Trailers, Reuse Centre	15,000			Carry forward from F2021
Wheel Loader		285,000		Replacement

SITE REDEVELOPMENT

	2021/22	2022/23	2023/24	Justification
Site and Engineering Design	75,000			EMC Sorting Facility and HHW design
Public Drop Off / HHW upgrades		125,000		Improve user experience and handling capacity.
EMC Sorting and Transfer Station Expansion			900,000	Accommodate additional sorting & transfer options to reduce disposal costs. (carry forward)

OPERATING BUDGET



REVENUE

REVENUE

	2021-22	2020-21	\$	%	2020-21
	Budget Feb 3/21	Budget	Variance	Variance	Forecast Feb 1/21
Revenues					
West Management Centre	\$380,880	\$365,470	\$15,410	4.22%	368,260
East Management Centre	2,203,150	2,161,602	41,548	1.92%	2,080,900
Conditional Transfers – Administration	666,760	650,499	16,261	2.50%	700,226
RRFB Approved Programs	85,000	94,632	-9,632	-10.18%	84,700
Communications and Enforcement	201,260	243,462	-42,202	-17.33%	201,253
Wind Turbine	45,000	44,217	783	1.77%	40,000
Return on Investment	20,100	24,000	-3,900	-16.25%	20,092
Total Program Revenues	3,602,150	3,583,882	18,269	0.51%	3,495,430
Municipal Parties' Contributions ¹	6,219,900	6,130,233	89,667	1.46%	6,130,233
Total Revenues, Contributions & Transfers	\$9,822,050	\$9,714,115	\$107,936	1.11%	\$9,625,663

INCREASE IN TIP FEES

	EMC tip fees	WMC tip fees
	GL: 41301	GL: 41201
Increase Waste from \$121 to \$125 / ton.	31,972	8,608
Increase mixed C&D from \$121 to \$125 / ton.	13,423	388
Increase sorted C&D from \$57 to \$75 per ton.	54,588	7,470
Changing Minimum from \$5 to \$10.	56,325	5,240
Prorated for a partial year at 6 months	156,308	21,706
	78,150	10,850
Estimated additional revenue	\$89,000	

CONTRIBUTIONS FROM MUNICIPAL PARTIES

Contributions from Municipal Parties						
		2021-22	2020-21	\$	%	2020-21
	%	Budget	Budget	Variance	Variance	Forecast
Municipality of Kings	74.56%	\$4,637,560	\$4,580,510	\$57,050	1.25%	4,578,671
Town of Kentville	10.05%	\$625,100	611,184	\$13,916	2.28%	612,410
Town of Wolfville	8.31%	\$516,870	504,518	\$12,352	2.45%	505,131
Town of Berwick	3.53%	\$219,560	216,397	\$3,163	1.46%	216,397
Town of Middleton	2.50%	\$155,500	154,482	\$1,018	0.66%	153,869
Town of Annapolis Royal	1.05%	\$65,310	63,142	\$2,168	3.43%	63,755
Total Contributions from Municipal Parties	100.00%	\$6,219,900	\$6,130,233	\$89,667	1.46%	6,130,233

EXPENSES

SALARY BUDGET

		%	%	2020 - 21					
Summary	2021-22 Budget	Change Forecast	Change Budget	Forecast	Budget	2019-20 Actual	2018-19 Actual	2017-18 Actual	2016-17 Actual
Salary	\$1,677,938	4.2%	-6.9%	\$ 1,608,293	\$ 1,802,609	\$1,556,310	\$ 1,700,423	\$1,898,267	\$1,709,202
Benefits	\$390,770	4.8%	-6.7%	\$ 372,086	\$ 418,710	\$ 360,415	\$ 401,839	\$375,942	\$321,109
Total	\$2,068,708	4.3%	-6.9%	\$ 1,980,379	\$ 2,221,319	\$1,916,725	\$ 2,102,262	\$2,274,209	\$2,030,311
Full Time	30.0				31.8	29.7	33.9	36.3	
Term	0				1				
FTE	30.0				32.8	29.7	33.9	36.3	

COMMUNICATIONS, EDUCATION & ENFORCEMENT (C&E)

▶ Salaries & Benefits

- ▶ Forecast ~\$85,000 below budget F2021
 - ▶ Reuse Centre position
 - ▶ Temporary vacancies in F2021 (By-law Enforcement, Hotline, Educator)
 - ▶ Student intern fully funded
- ▶ Reduction of ~\$51,000 for F2022
 - ▶ Reuse Centre position
- ▶ Reduction of \$41,000 in Revenues F2021 & F2022
 - ▶ Closure of Reuse Centre \$51,000
 - ▶ Increase of \$10,000 for Education
 - ▶ Staff are developing business plan to potentially expand Reuse Centre in future.

TOTAL MAJOR LONG TERM CONTRACT

INCREASES - \$457,000

Curbside Collection **\$304,000**

- ▶ Annual contract increase: \$47,000 (1.50/unit)
- ▶ Addition of private road collection: \$234,000 (Off-set by expense reductions/
Fuel, Capital Replacement, Labour)
- ▶ Additional dwelling units: \$23,000 (approximately 300 units)
- ▶ Spring Fall Clean-up Services **\$37,000**
 - ▶ Annual increase of \$2/tonne, plus tonnage increase
- ▶ Recyclables Processing **\$54,000**
 - ▶ Annual increase of \$3/tonne, plus tonnage increases
- ▶ Organics Processing **\$82,000**
 - ▶ Annual increase of \$1/tonne, plus tonnage increase
- ▶ Residual Waste Transportation **-\$20,000**
 - ▶ Annual increase of \$0.44/tonne, decrease in tonnage

INCREASED WOOD MANAGEMENT COST



- ▶ 2019 – wood ground shipped to Brooklyn Energy \$25/MT
- ▶ 2020 Scott Paper Closed Bio fuel market flooded with sawmill chip.
- ▶ Brooklyn rejects C&D wood due to paint or plywood content.

WOOD BUDGET IMPACT

		Wood Processing Budget					
		Expense			Tip Fee Revenue		
		Mt	\$/MT	Total \$	\$/MT	Total \$	Net \$
2019/20	Grinding / Fuel	3,000	25	75,000	57	171,000	96,000
2020/21	Grinding / Trucking	2,800	84.38	236,264	57	159,800	(- 76,664)

MAJOR CONTRACT

CHESTER/SUSTANE LANDFILL

- ▶ Chester is a bit complicated – but critical element of VWRM strategy and budget discussion.
- ▶ Contract renew in 2016 to 2036 to facilitate development of Sustane Mixed Waste to Energy facility.
- ▶ Shared cost model – VWRM pays proportional share of cost based on tonnage less outside revenue.
- ▶ Surplus created last two years due to Sustane not operating.

CHESTER LANDFILL / SUSTANE

- ▶ Sustane Mixed waste processing plant
 - ▶ Separates organics and plastic waste
 - ▶ Processes organics into pellets for fuel
 - ▶ Plastics to alternate fuel
 - ▶ Contract with Chester – VWRM has no direct contractual responsibilities.

TIP FEE HISTORY

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21 Forecast	2021/22 Proposed Budget
Total Tonnes delivered to landfill	36,585	35,395	42,452	47,062	47,466	51,280	52,182	52,123	53,530
VWRM Tonnes delivered to landfill	20,375	19,316	21,478	22,367	24,230	23,348	22,374	21,490	21,900
Disposal fees net of surplus/deficit	\$73.89	\$80.70	\$69.03	\$63.41	\$67.70	\$40.29	\$48.90	\$44.37	\$56.06
Percentage Waste	55.70%	54.60%	50.60%	47.50%	51.00%	45.50%	42.87%	41.22%	40.91%

**Add Tonnage
From Halifax**

NOTES

- ▶ Tip fee – In addition to the tip fee, there is a host community fee: currently \$5.22/Mt increases by CPI.
- ▶ **SUSTANE PROJECT PROJECTED TO PROCESS 40% CAPACITY THIS YEAR AND 70% CAPACITY THEREAFTER.**
- ▶ Landfill Capital Payments
 - ▶ Cell construction (500K dollar reduction) will require new cell in 2022/23
 - ▶ Equipment Reserve Contribution – (200K included in this budget.)
 - ▶ CAPITAL REQUIREMENTS for EQUIPMENT AND LEACHATE TREATMENT EXPANSION WILL INCREASE RATES

RESIDUAL DISPOSAL TONNAGE / TIP FEE BREAKDOWN 21/22 VERSES 20/21

	Tip Fee	Host Fee	Total	Tonne	Total
NET Disposal Cost	\$/mt	\$/mt	\$/mt	mt	\$
2021/22	56.06	5.22	61.28	22,395	1,372,365.60
2020/21	76.45	5.02	81.47	22,165	1,805,782.55
NET	-20.39	0.2	-20.19	230	- 433,416.95

TIP FEE PROJECTIONS

- ▶ Chester Tip Fee projections with additional Capital from the \$60 per MT over the next three years \$70 to potentially \$90 per MT.
- ▶ Cost Drivers increase from Sustane at 40% Capacity to 70% Capacity.
- ▶ Increased Capital Cost for equipment, cell construction and leachate treatment.

QUESTIONS?

Valley Region Solid Waste-Resource Management Authority
 Operating Fund Budget - Draft
 For the Year Ending March 31, 2022

Authority Approved: Feb 03 2021
 Parties Approval: Pending

	2021-22 Budget at Feb 3/21	2020-21 Budget	\$ Variance	% Variance	2020-21 Forecast at Feb 1/21
Revenues					
West Management Centre	\$ 380,880	\$ 365,470	\$ 15,410	4.22%	\$ 368,260
East Management Centre	2,203,150	2,161,602	41,548	1.92%	2,080,900
Conditional Transfers - Administration	666,760	650,499	16,261	2.50%	700,226
RRFB Approved Programs	85,000	94,632	(9,632)	-10.18%	84,700
Communications and Enforcement	201,260	243,462	(42,202)	-17.33%	201,253
Wind Turbine	45,000	44,217	783	1.77%	40,000
Return on Investment	20,100	24,000	(3,900)	-16.25%	20,092
Total Program Revenues	3,602,150	3,583,882	18,269	0.51%	3,495,430
Municipal Parties' Contributions ¹	6,219,900	6,130,233	89,667	1.46%	6,130,233
Prior Year (Deficit) Surplus	-	-	-		
Total Revenues, Contributions & Transfers	\$ 9,822,050	\$ 9,714,115	\$ 107,936	1.11%	\$ 9,625,663
Expenses					
Residential Collection	2,367,480	2,054,067	313,413	15.26%	2,108,704
Residual Transportation and Disposal	1,782,650	2,252,484	(469,834)	-20.86%	1,791,504
Organics Processing and Transportation	757,850	676,011	81,839	12.11%	749,802
Recyclable Processing and Transportation	593,490	539,213	54,277	10.07%	574,748
Construction & Demolition Debris Processing	317,240	155,142	162,098	104.48%	338,199
East Management Centre Operations	1,144,460	1,258,765	(114,305)	-9.08%	1,253,653
West Management Centre Operations	497,370	453,967	43,403	9.56%	452,981
Household Hazardous Waste	155,550	191,034	(35,484)	-18.57%	195,391
Communications and Enforcement	478,840	522,995	(44,155)	-8.44%	437,150
Wind Turbine	15,500	13,978	1,522	10.89%	25,355
General Administration	727,830	639,457	88,373	13.82%	692,922
Financial Services	474,750	460,224	14,526	3.16%	451,247
Information Technology	43,240	37,549	5,691	15.16%	47,690
RRFB Approved Programs	180,000	194,869	(14,869)	-7.63%	179,000
Transfer to Capital Reserve Fund	285,800	264,359	21,441	8.11%	264,359
Capital Expenditures from Operations	-	-	-	-	-
Total Expenses	\$ 9,822,050	\$ 9,714,115	\$ 107,936	1.11%	\$ 9,562,705
Net Surplus (Deficit)	0	0	0	0	\$ 62,958

¹ Contributions from Municipal Parties

	Percentage ² 2021-22	2021-22 Budget at Feb 3/21	2020-21 Budget	\$ Variance	% Variance	2020-21 Forecast at Feb 1/21
Municipality of Kings	74.56%	\$ 4,637,560	\$ 4,580,510	\$ 57,050	1.25%	\$ 4,578,671
Town of Kentville	10.05%	625,100	611,184	\$ 13,916	2.28%	612,410
Town of Wolfville	8.31%	516,870	504,518	\$ 12,352	2.45%	505,131
Town of Berwick	3.53%	219,560	216,397	\$ 3,163	1.46%	216,397
Town of Middleton	2.50%	155,500	154,482	\$ 1,018	0.66%	153,869
Town of Annapolis Royal	1.05%	65,310	63,142	\$ 2,168	3.43%	63,755
Total Contributions from Municipal Parties	100.00%	\$ 6,219,900	\$ 6,130,233	\$ 89,667	1.46%	\$ 6,130,233

² Draft Percentage values are current at the time of budget development and subject to change based on updated Uniform Assessment values.

Valley Region Solid Waste-Resource Management Authority
Capital Budget and Projections-Draft
For the years ending March 31, 2022-2024

Authority Approved: Feb 03 2021
Parties Approval: Pending
Prior update: Feb 01 2021

Description	Budget 2021-22	Projected 2022-23	Projected 2023-24	Operations	Funding Source		Debt	Financing Term (Years)	Total Financing Cost
					Capital Reserve Fund Equipment Reserve	Capital Reserve			
2012 Ford F250XL 4x4 Pick-Up Truck Plow	55,000						55,000	5	4,950
2006 Caterpillar Wheel Loader	285,000						285,000	10	47,025
Roll Off Containers	23,000						23,000	10	3,795
Tipping Floor Repairs-WMC	189,750						189,750	25	61,479
Tipping Floor Repairs-EMC	204,000						204,000	25	66,096
Incoming Scale House Window-WMC	19,000						19,000	25	6,156
Sorting Building and transfer building-EMC	75,000						75,000	25	24,300
Sorting Building and transfer building-EMC			900,000				900,000	25	291,600
Trailer(s) for recovered lumber Re-Use Center	15,000						15,000	10	2,475
Scale Program	85,000						85,000	5	7,650
Computer Server	8,300					8,300			
2010 Ford F150 4X4 Pick-Up Truck add lift gate		40,000					40,000	5	3,600
2011 Mazda 3 Sport GX Car		30,000					30,000	5	2,700
2003 Freightliner Roll Off Truck		290,000					290,000	10	47,850
2009 Caterpillar Wheel Loader		285,000					285,000	10	47,025
Roll Off Containers		23,000					23,000	10	3,795
Club Cadet Lawn Tractor		5,000					5,000	5	450
Club Cadet Lawn Tractor		5,000					5,000	5	450
Public Drop off / HHW Center		125,000					125,000	10	20,625
2013 Ford F150 XL 4X4 Pick-Up Truck Lift Gate			40,000				40,000	5	3,600
2008 Freightliner Roll Off Truck			290,000				290,000	10	47,850
	\$ 959,050	\$ 803,000	\$ 1,230,000	\$ -	\$ 8,300	\$ -	\$ 2,983,750		\$ 693,471

Valley Region Solid Waste-Resource Management Authority
 Ten Year Capital Replacement Plan-DRAFT
 For the years ending March 31, 2022-2031

Authority Approved: Feb 03 2021
 Parties Approval: Pending
 Prior update: Feb 01 2021

Unit No. / Location	Description	Finance Term (years)	APRVD TBR RECAP 2020-21	Forecast /WIP 2020-21	notes	Budget 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28	Projected 2028-29	Projected 2029-30	Projected 2030-31
	Ford F250XL 4X4 Pick-Up Truck	5	50,000	41,281	TBR approved FY 20/21 for \$50,000							50,000			
Unit 1	Plow attachment (no longer required)	5													
Unit 2	2010 Ford F150 4X4 Pick-Up Truck add lift gate	5					40,000								
Unit 3	2009 Ford F150 Pick-up 4X4 w/ lift gate (no longer required-cottage bins)	5													
Unit 3	Power Liftgate for 2009 F150 replacement (no longer required-cottage bins)	5													
Unit 4	2012 Ford F250XL 4x4 Pick-Up Truck Plow	5			Carry forward from 20/21. Budget estimate revised from \$50,000 to \$55,000	55,000							55,000		
Unit 20	2013 Ford F150 XL 4X4 Pick-Up Truck Lift Gate	5						40,000							40,000
Unit 24	2017 Dodge Ram 1500 4x4 Pick-up Truck Lift Gate	5								40,000					
Unit 25	2017 Dodge Ram 1500 4x4 Pick-up Truck ADD Lift Gate	5	4,000	4,000	TBR approved FY 20/21					40,000					
Unit 26	2017 Dodge Ram 2500 4x4 Pick-up Truck Plow	5									55,000				
Unit 5	2011 Mazda 3 Sport GX Car	5					30,000								
Unit 5T	2010 Utility Tail Dump Trailer-no longer required	5													
Unit 7	2003 Freightliner Roll Off Truck	10					290,000								
Unit 6	2016 Freightliner Roll Off Truck	10									225,000				
Unit 16	2008 Freightliner Roll Off Truck	10	225,000		Carry forward from 20/21. TBR approved FY 20/21 for \$225,000. Budget estimate revised to \$290,000			290,000							
Unit 21	2013 Freightliner Roll Off Truck	10							290,000						
Unit 14	2006 Caterpillar Wheel Loader	10	235,000		TBR approved in 20/21 for \$235,000. Tender results pending Feb 11/21. Budget estimate revised for 21/22	285,000					245,000				
Unit 18	2009 Caterpillar Wheel Loader	10					285,000								
Unit 22	2013 Caterpillar Wheel Loader	10							235,000						
Unit 23	2015 Caterpillar Wheel Loader	10								235,000					
Unit 19	Kubota ATV/RTV	5									27,000				
Unit 27	Kubota ATV/RTV	5							30,000						
EMC/WMC	Roll Off Containers	10				23,000	23,000		23,000		23,000				
EMC	Club Cadet Lawn Tractor	5					5,000								
WMC	Club Cadet Lawn Tractor	5					5,000								
EMC	Portable Magnet-replacement not required	5													
WMC	Tipping Floor Repairs-WMC	25			Carry forward from 20/21	189,750									
EMC	Tipping Floor Repairs-EMC	25			Carry forward from 20/21	204,000									
EMCWMC	Paving-not capital removed -repairs and maintenance	25													
EMC/WMC	Replace Weigh Scales - Incoming & Outgoing	10													
EMC/WMC	Site Signage- moved to operations \$5,000	10													
EMC	Incoming Scale House Window	25	18,000	18,000	TBR approved FY 20/21										
WMC	Incoming Scale House Window-WMC	25				19,000									
EMC	Purchase adjacent land for future expansion	25	238,000	238,000	TBR approved FY 20/21										
EMC	Sorting Building and transfer building-EMC	25			carry forward from 20/21	75,000		900,000							
EMC	Public Drop off / HHW Center	10					125,000								
EMC/WMC	Miscellaneous Capital-dropped from budget- projects not identified	10													
EMC	Video Camera Scale House and Sit	5	75,000	75,000	TBR approved FY 20/21										
EMC/WMC	Green Carts-moved to operations per current policy	10													
EMC	Forklift HHW and Recycling (5,000 lb) with Pneumatic Tires	5	42,000	42,000	TBR approved FY 20/21										
Reuse Centre	Trailer(s) for recovered lumber Re-Use Center	10			carry forward from 20/21	15,000									
EMC/WMC	Scale Program	5	50,000		TBR approved in 20/21 for \$50,000. Budget estimate revised for 21/22 to \$85,000	85,000									
I.T.	Computer Switch	5	8,000	8,000	TBR approved FY 20/21										
I.T.	Computer Server	5				8,300									
	Total Annual Capital Replacement		\$945,000	\$426,281		\$ 959,050	\$ 803,000	\$ 1,230,000	\$ 578,000	\$ 315,000	\$ 575,000	\$ 50,000	\$ 55,000	\$ -	\$ 40,000

**Municipal Party Guarantee Requirements
Capital Budget FY2021-22-Draft**

Authority Approved: Feb 03 2021
Parties Approval: Pending
Prior update: Feb 01 2021

Current Year Capital Budget	\$ 959,050
Less: Capital Items Deferred to Future Year	-
Net Capital Budget Expenditures in 2021-22	959,050
Less: Draw From Operations / Capital Reserve Fund	8,300
Debt Financing Requirement	\$ 950,750

Financed Capital Requirements	Draft Percentages ¹ 2021-2022	Party Guarantees
Municipality of Kings	74.56%	\$ 708,879
Town of Kentville	10.05%	95,550
Town of Wolfville	8.31%	79,007
Town of Berwick	3.53%	33,561
Town of Middleton	2.50%	23,769
Town of Annapolis Royal	1.05%	9,983
Total Financed Capital Requirements	100.00%	\$ 950,750

¹ Draft percentage values are current at the time of budget development and subject to change based on updated population and uniform assessment values.

REQUEST FOR DECISION 020-2021

Title: KTA 2021/22 Operating Budget Approval

Date: 2021-04-06

Department: Finance



SUMMARY

Kings Transit Authority 2021/22 Operating 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 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. This year timing has limited the opportunity to have KTA staff present their budget to Councils. As most are aware, KTA has had benefit of Rick Ramsay as Interim General Manager while the organization has started the process of filling the GM position vacated last summer. Under these circumstances, the budget process itself was somewhat later starting for KTA and hence this year's approach of having the Board approved budget sent directly to the municipal units to run through their approval process.

In addition, each year Wolfville Council receives a staff report on the budget with recommendation and analysis. Effectively KTA and VWRM approval is the same process once the documents are forwarded to the Town.

This year, the KTA budget represents an overall increase from the CORE partners of 30.8%. Much of this large increase has been attributed to the impact of COVID and significant drop in ridership during 2020/21. The budget for the upcoming 2021/22 season takes a conservative approach to any ridership rebound, and that lower fare revenue estimate can be connected to expected ongoing impact of COVID on ridership #'s. Fortunately, the municipal partners have each received federal/provincial COVID Safe Reopening grant funds specific to the issues facing transit due to COVID. This translates into \$330,300 in grant revenue. The net result, after considering the grants, is a slight reduction in "normalized" partner contributions

DRAFT MOTION:

That Council approve the Kings Transit 2021/22 Operating Budget.

REQUEST FOR DECISION 020-2021

Title: KTA 2021/22 Operating Budget Approval

Date: 2021-04-06

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

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 KTA operating budget as presented. Staff note the Interim GM's commitment to consider a supplemental budget submission later in the year if fare revenues vary drastically from budget estimates.

4) REFERENCES AND ATTACHMENTS

- 2021/22 KTA Operating Budget – attached
- RFD 023-2020 – KTA Budget Approval – 2020/21

5) DISCUSSION

Staff have provided last year's Request for Decision as a reference point, as some issues facing municipal transit still apply, although now additionally impacted by COVID.

A similar process is used by Town Staff in presenting the IMSA budgets (VWRM and KTA) to Council for consideration. The process that has evolved over the last few years related to IMSA budgets is for

REQUEST FOR DECISION 020-2021

Title: KTA 2021/22 Operating Budget Approval

Date: 2021-04-06

Department: Finance



Council to focus on the following aspects of a Board approved budget forwarded to municipal units for approval:

- 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 VWRM budget requirement fit within the Town's approved budget/reasonable cost for service provided

Do the estimates appear to be reasonable?

A key improvement made this year by KTA is to include current year end projected results as part of the budget document, providing a point of reference to inform the reasonableness of budget estimates for the upcoming year. Complicating analysis of this improved financial reporting is the simple fact that COVID had a major impact on the actual operations of KTA over the last year. This includes temporary shutdown of services, staff adjustments to respond to drastic drop in revenues. As illustrated by the 2021/22 Operating Budget document, actual projected results vary significantly from 2020/21 budget as well as 2021/22 budget estimates. This could not be avoided as the COVID health protocols directly hit KTA as well as other municipal transit operations in the province.

Annually a key estimate to review is fare revenue. The 2021/22 Budget reflects an estimate that is 57% of the previous budget estimate. This is not unreasonable, given the actual drop in revenues over the last year where revenue will end the year less than half of budget.

The individual expense line items have been reviewed by a number of municipal staff from CORE partners. The staff of KTA have worked to address questions and some adjustments were made in the development of the budget approved by the KTA Board. At this point in time, it should be acknowledged that KTA faces one of the more difficult tasks in arriving at reasonable budget estimates. VWRM and the municipal partners all have all had more "routine" challenges to face with their budgets. KTA is working in a transit environment where it is difficult to know what the uptake will be in the return of normal ridership numbers. Add to that, the pre-COVID challenges in maintaining ridership numbers and budget estimates are quite challenging.

Acknowledging that difficulty, and possible material changes in actual results as the year progresses, the Interim GM has committed the organization to providing a supplemental budget submission later in the year as actual ridership data can be compared to budget. This is an important aspect for KTA to adapt to a changing landscape.

REQUEST FOR DECISION 020-2021

Title: KTA 2021/22 Operating Budget Approval

Date: 2021-04-06

Department: Finance



There are individual expense line items that one could question, however there is unlikely material changes to be found at this point in time. Municipal finance staff have worked with KTA staff to review the estimates.

Similar to last year, 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 should be noted that a key difference this year is KTA is forecasting a surplus result for the year just ending. This means that the funding partners are unlikely to have to pick up a deficit result. This would be the first time in many years that this would occur.

As noted in the Summary page at the start of this RFD, the key to watch is ridership as it is a drastically reduced revenue estimate (budget to budget year). The ability to use COVID grant funds to offset this expected drop in revenue allows KTA (and funding partners) a year to continue to address ridership issues that predated COVID, and to assess the potential long term impact COVID may have had on the public transit service model.

Any trends that cause concern?

Staff would refer Council to prior year RFD's for trends of concern in the pre-COVID operation. There has been discussion at the KTA level regarding ridership and ways to address concerns. In addition, some of the individual municipal partners have discussed possible alternative service delivery models. No doubt discussions will continue with all sides interested in ensuring a service delivery model that benefits riders, and thereby assisting municipalities in lessening the impact on tax rates.

Comments by Town Finance staff in past years has not always been well received. It's important to note that the analysis over the years has not been to see transit cut partially (or dropped completely as occurred in Windsor and West Hants a few years ago). The focus should include understanding what the true cost of transit is, and that will help inform Council decision making around that service. Simply pressuring KTA staff to create budgets with a limited cost increase does not serve the organization well, nor does it help the funding partners as the result has been ongoing deficits which the partners have to cover anyways.

Efforts should continue with all parties to ensure a service delivery model that fits out urban/rural communities is achieved.

Finally in terms of trends, population distribution has changed over the years since 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 at some point in the near future. This will likely become part of the work ongoing by municipal staff to update the IMSA model for all service in this part of the province.

REQUEST FOR DECISION 020-2021

Title: KTA 2021/22 Operating Budget Approval

Date: 2021-04-06

Department: Finance



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 2021/22 approved budget.

Other comments have been made in past years and they include;

- Reasonable cost of service is dependent on what the goal of the transit service is for the CORE partners.
- 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, any 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. Progress has been made in connecting KTA to individual municipal units to think about service delivery models. An example of this progress is dialogue between KTA and Kings County staff to review grant funding options for electrification of the KTA fleet.

This is a contributing factor as to why there is no Capital Budget yet provided by KTA. The fleet needs serious attention in terms of replacing buses purchased 15 years ago, which are now well past their useful lives. It does however make sense to pause temporarily on the capital replacement program until discussions occur with Kings County.

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 as well as service delivery results for ridership.

Core 2020/22 Draft Operating Budget - Revised					
			21/22 Budget	Projected	20/21 Budget
4021	Fares - Core - KWG	1	338,000	240,400	589,840
4022	Fares - Core - Hants Border				26,260
4100	Advertising Income		15,000	3,700	29,800
4125	Revenue/KT Management Fee		160,000	169,000	168,954
4126	Revenue - Mechanics Labour	2	62,000	62,100	63,000
4208	Operating Grant Prov		3,800	7,500	9,960
4210	Optg Grants Core - regular		941,300	971,700	971,706
	Optg Grants Core - Covid impact		330,300		
4315	Miscellaneous Revenue		1,000	800	664
	Total Revenue		1,851,400	1,455,200	1,860,184
5302	Admin Salaries & Wages	3	173,000	115,200	180,000
5313	CPP - Admin				
5314	EI - Admin				
5315	WCB - Admin	4	27,700	16,600	18,500
5316	Medical/Dental - Admin				
5317	Pension (RRSP) -Admin				
	Total Administration salaries and benefits		200,700	131,800	198,500
5320	Legal and Audit	5	23,000	31,700	20,244
5321	Admin Advertising		2,500	1,900	2,500
5322	Marketing	6	41,000	12,800	20,000
5328	Interest & Bank Charges		14,000	11,900	15,000
5330	Annual Fees		4,000	3,400	4,015
5336	Office Supplies		9,000	8,600	8,500
5338	Printing		8,000	7,700	7,000
5342	IT Services		8,000	5,300	8,600
5346	Office phones internet & answer svc		5,000	5,200	6,650
5352	Professional fees	7	24,000	42,000	10,428
5354	Staff training & development		3,500	1,900	3,500
5360	Miscellaneous		2,000	2,100	1,000
5370	Meeting Expenses		1,500	600	1,500
5380	Travel Expense		5,000	1,200	5,000
	Total Administrative Costs		351,200	268,100	312,437
5419	Building - cleaning & supplies	8	10,000	7,900	6,000
5420	Building - repair/maintenance		17,000	15,100	14,500
5421	Building - Snow/ice removal		12,000	9,000	12,000
5422	Building - Power		10,000	8,600	10,000
5423	Building - Fuel Heat		10,000	4,400	10,000
	Total Facilities Expenses		59,000	45,000	52,500
5705	Drivers Salaries & Wages		519,000	317,600	507,868
5706	Supervisors Salaries & Wages		93,000	95,800	107,790

5707	Mechanics Salaries & Wages		148,000		145,300		147,842
5708	Maintenance Salaries & Wages		40,000		32,600		40,575
	'Total Operations Wages		800,000		591,300		804,075
5713	CPP - Ops						
5714	El - Ops	9	136,000		99,400		137,334
5715	WCB - Ops						
5716	Medical/Dental - Ops						
5717	Pension - Ops						
	'Total Oerators Employee Benefits		136,000		99,400		137,334
5721	Health & Safety		8,500		11,200		8,291
	'Total Operator Related Expense		944,500	0	701,900	0	949,700
5760	Vehicle Fees/permits/registrations		20,000		19,200		18,297
5775	Bus Radios, WiFi & Cellphones		12,000		14,300		10,621
5780	Professional services				6,200		3,000
5782	Tool Replacement		5,000		2,400		2,500
5784	Shop Supplies		2,500				
5785	Freight Clearing						
5786	Obsolete Inventory				24,700		25,000
5789	Gain/Loss on Invoiced-Clearing				5,900		
	'Total shop and other expense		39,500	0	72,700	0	59,418
5801	Service vehicle maintenance:		1,200		1,200		1,200
5849	Bus 49A R&M Hants Border						
5851	Bus 51 R&M Core						
5852	Bus 52 R&M Core						
5853	Bus 53 R&M Core						
5855	Bus 55 R&M Core	10	170,000		101,600		170,000
5859	Bus 59 R&M Core						
5860	Bus 60 R&M Core						
5861	Bus 61 R&M Core						
5861	Bus 63 R&M Core						
	'Vehicle Repairs and Maintenance Total		170,000		101,600	0	170,000
5878	Fuel	11	204,000		109,000		247,250
5880	Insurance	12	60,000		56,800		53,664
5882	Bus cleaning	13	10,000		5,800		600
5884	Bus advertising & signage		1,000		200		665
5888	Uniforms		7,000		6,500		7,750
5890	Commission on sales		4,000		2,700		5,000
	Total bus operation costs		286,000	0	181,000		314,929
	Total expenses		1,851,400		1,371,500		1,860,184
	Net Income (971)		0		83,700		0

REQUEST FOR DECISION 019-2021

Title: Fees Policy – Annual Update

Date: 2021-04-06

Department:



SUMMARY

Fees Policy – Annual Update

The Town’s Municipal Fees Policy (#140-015) requires the Town to annually review and amend (if needed) the schedule of fees outlined in the Policy Schedules. The annual review and recommended changes can take place during the budget process or a separate process so long as the fees are updated at the start of the fiscal year (April).

Staff noted in March that the fees policy would come to Committee of the Whole in April, and this report deals with the changes contemplated at this time. There may be some changes noted by Council, or in selected Town Plans (eg. Accessibility Plan), that have not yet been addressed in the fee structure. Staff will continue to review fees and additional changes may be recommended prior to April 2022.

This annual update contains somewhat more routine changes to reflect user fee rates related to the sanitary sewer system (a user pay structure similar to the Water Utility) approved during the budget process, as well as an updated interest rate to be charged on tax arrears.

DRAFT MOTION:

That Council approve the amended Municipal Fees Policy, as per attached draft document.

REQUEST FOR DECISION 019-2021

Title: Fees Policy – Annual Update

Date: 2021-04-06

Department:



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Nova Scotia Municipal Government Act (MGA)

3) STAFF RECOMMENDATION

Staff recommend Council approve the draft motion and the changes noted in the attached draft Policy.

4) REFERENCES AND ATTACHMENTS

- Draft Municipal Fees Policy 140-015

5) DISCUSSION

The Town's Municipal Fees Policy (#140-015) is reviewed annually to ensure appropriate updates are reflected in the document. The timing of the annual review is typically connected to the budget process, with the Fees Policy being amended as part of the budget process or early in the new fiscal year. Occasionally there may be changes to fees during an operational year as was the case in 2020. With Council's approval of the new Municipal Planning Strategy (MPS) last year the fees policy (schedule B) was amended.

The draft document in front of Council this month contains only a few changes:

Schedule A

Interest on Overdue Taxes – from 1.25% per month down to **1.00% per month**

- This reflects the same consideration as 2020/21.
- The Fees Policy was not formally amended, however Council waived interest fees for the 1st six months of the year and reinstated the rate for the second half of the year at 1% per month.
- The key consideration in 2020 was the impact of COVID. This remains a consideration in keeping the rate at 1%, as does the fact that prime interest rates remain low.

Schedule B

Sidewalk Café Fee – show **no charge** for this section.

- Similar to interest rates above, Council waived the sidewalk café fee requirement in 2020, largely as one step in assisting the business community dealing with COVID impacts.
- Staff are recommending the same approach again this year, and to have the change noted in the fees policy until such time as a change in direction/approach is warranted.

REQUEST FOR DECISION 019-2021

Title: Fees Policy – Annual Update

Date: 2021-04-06

Department:



Schedule F

All four sections have noted changes. These reflect the rates approved by way of Council motion approving the 2021/22 Town Budgets passed in March. It should be noted that the sanitary sewer operation (Collection and Treatment) is funded by way of user fees (as outlined in Policy) in a similar manner to the Town's Water Utility. With growing capital infrastructure improvements (pipes below streets and treatment plant upgrades) Council should expect to see this schedule updated each year for the foreseeable future.

Not included at this stage, are any changes that would reflect the Accessibility Plan Action item to waive development fees for building renovation projects and deducting the cost of Rick Hansen Foundation certification for developments that aim to achieve Rick Hansen Foundation Accessibility certification. This is an area of fees which requires some staff research and recommendations to Council reflecting the most effective process to achieve the Action Items in the Accessibility Plan.

6) FINANCIAL IMPLICATIONS

For the most part the Town Budget reflects the fees as noted in the draft Policy attached. In general terms, the fees deal with small revenue streams to the Town and therefore they are not of a magnitude that impacts the Town Budget and tax rates.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No specific references provided. The annual review process is a matter of business process to ensure key changes are not missed. If and when Council has recommendations from staff related to developer incentives involving fee reductions in targeted areas, these will more directly tie into specific Strategic Directions. Types of development that might inform revised fee structure would include improved accessibility elements, enhanced environmental building considerations, or affordable housing developments.

8) COMMUNICATION REQUIREMENTS

One approved, the revised Policy will be posted on the Town's website for access by the public and the Town's internal documents will be updated to ensure Town Staff are using the appropriate rates for the upcoming year.

REQUEST FOR DECISION 019-2021

Title: Fees Policy – Annual Update

Date: 2021-04-06

Department:



9) ALTERNATIVES

No real alternatives at this stage. The changes noted in two of the three sections are changes approved in the budget process. The third change (sidewalk Café fee) is consistent with Staff's understanding of Council direction and the business community's input.



POLICY

Municipal Fees	
Policy Number 140-015	Supersedes Policy Number Not Applicable
Effective Date 2017-07-18 2018-04-01 2018-10-02 2020-09-03 2021-04-20 (Pending approval)	Approved by Council Motion No. 27-07-17 20-01-18 21-10-18 08-06-20

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1.0 Purpose

To provide a Policy that sets out and amends the fees the Town of Wolfville charges for certain applications, approvals, permits, licences and services.

2.0 Scope

This Policy applies except to the extent of any conflict with applicable provincial legislation, and where the fee amounts in this Policy differ from those set out in a Bylaw, Recorded Resolution, Policy or Resolution of the Municipality in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)

4.0 Definitions

- 4.1 **Fees** are all fees paid to the Town of Wolfville for certain applications, approvals, permits, licences and services.

5.0 Policy

- 5.1 The fees to be paid to the Town of Wolfville for licenses, inspections, permits, applications, approvals, animal impoundments, or services are set out in the Schedules attached to this Policy.
- 5.2 Fines issued by Summary Offence Tickets for contravention of any Town Bylaws or Provincial/Federal laws are not within the scope of this Policy.
- 5.3 **Policy Review**
This policy will be reviewed annually from effective/amended date.

CAO

2020-09-03

Date



POLICY

Schedules:

- A. [Administrative/Financial Services Fees](#)
- B. [Building and Development Permit Fees](#)
- C. [Land Use Planning and Development](#)
- D. [Vending Fees](#)
- E. [Recreation and Tourism](#)
- F. [Public Utility Service](#)

DRAFT

Schedule A – Administrative/Financial Services Fees

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Town Seal <ul style="list-style-type: none"> • For affixing the seal to any document to be used outside the Province • For affixing the seal to any document to be used within the Province only • For affixing the seal to any document within the Town of Wolfville only 	\$2.00 \$1.50 \$1.00
Dog Registration (per Annum)	\$25.00
FOIPOP Services <ul style="list-style-type: none"> • Application Fee 	\$5.00
Tax Certificate Fee	\$50.00
Deed Transfer Tax	1.5%
Interest on Overdue Taxes (added on the first of each month)	1.25 1.00%
Election Deposit	No Fee
NSF Cheque	\$25.00
Taxi Owner's License Fee	\$25.00
Taxi Driver's License Fee	\$25.00

Schedule B - Building and Development Permit Fees

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
New Construction of and addition to residential buildings, community centres and churches.	\$50.00 plus 15 cents per sq. ft.
New construction of and additions to commercial, industrial and other buildings not otherwise specified.	\$75.00 plus 20 cents per sq. ft.
New construction of and additions to sheds, decks, shell storage buildings, garages, barns, and other farm, forestry or fishing buildings not designed for human occupancy.	\$25.00 plus 10 cents per sq. ft.
Repairs, renovations, or alterations to all existing buildings.	\$50.00 plus \$4.00 per \$1000 of estimated value of construction work.
Location or relocation of an existing structure.	\$75.00
Construction or location of a swimming pool including required fencing.	\$100.00
Renewal of an approved permit.	\$25.00
Erection of a business or general sign.	\$50.00
Building or structure demolition.	\$50.00
Development Permit Only (i.e. signage)	\$50.00
Sidewalk Café Fee (Calculated by measuring the total area of the sidewalk in front of the building (building edge to inside curb edge) to be used for the café).	\$4.00 No Charge per sq. ft.
Short Term Rental – Renewal every 4 years	\$150.00 (includes development permit fee)
Single Room Occupancy – Renewal every 4 years	\$150.00 plus \$25.00 per rental room after four (includes development permit fee)
Fire Inspection not required under regulations.	\$100.00

Commented [MM1]: In 2020/21 Council waived the fee requirement for sidewalk cafes. Proposed the same approach be undertaken for 2021/22, so fee policy would show no charge required

Schedule C – Land Use Planning and Development

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Site Plan Approval	\$150.00
Subdivision Application Fee	\$100 plus \$10.00 for each additional lot beyond one.
Development Agreement	\$2000.00 (includes advertising costs)
Plan Amendments	\$2000.00 (includes advertising costs)
Heritage Applications	No Fee
Zoning Certificate	\$50.00

DRAFT

Schedule D – Vending Fees ([Vending Bylaw, Chapter 99](#))¹

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Mobile Canteen (fee/canteen/event)	\$75.00
Stand (fee per stand/event)	\$75.00
Vending on Private Property (fee/application with timeline set by Development Officer)	\$75.00
Non-Profit Fundraising Activity	No Fee

DRAFT

¹ Vending Bylaw fees may be amended by Resolution of Council from time-to-time

Schedule E – Recreation & Tourism

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Street Banner Installation (plus HST)	\$0.00
Recreation Centre Rental <ul style="list-style-type: none">• Half Day• Full Day	\$20.00 \$35.00
Field, Park and Open Space Rentals	No Fee
VIC Display Cases (plus HST) <ul style="list-style-type: none">• Small Case• Large Case	\$175.00 \$200.00

DRAFT

Schedule F – Public Utility Service

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Sanitary Sewer/ Water connection fee <u>(if only sewer hookup)</u>	\$3,500.00
<u>Sanitary Sewer connection fee (if combined with Water Utility hookup)</u>	<u>\$1,000.00</u>
Sanitary Sewer Usage (per 1,000 gallons of water used by customer)	\$3.25 <u>4.41</u>
Sanitary Sewer minimum quarterly charge for any metered customer	\$15.50 <u>22.00</u>
Sanitary Sewer Flat Rate Fee (per quarter)	\$63.00 <u>85.30</u>

Water Utility – please refer to the Town’s Nova Scotia Utility & Review Board (NSUARB) approved Rates and Regulations.

DRAFT

Amanda Brown

Subject: FW: Grater by Subway

From: Camden Rendell

Sent: March 23, 2021 11:29 AM

To: Town Council <towncouncil@wolfville.ca>

Subject: Grater by Subway

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.

Hello, I am unsure where to send this, but I would just like to notify you of a hazard in the subway parking lot. One's foot could easily go through the opening of the grater.

Just thought I'd show you if this has not already been brought up.

Camden



Amanda Brown

Subject: FW: Comment about swimming pool

From: Conor Vibert

Date: March 19, 2021 at 3:45:23 PM ADT

To: Wendy Donovan <WDonovan@wolfville.ca>, Oonagh Proudfoot <OProudfoot@wolfville.ca>, Mike Butler <mbutler@wolfville.ca>, Wendy Elliott <WElliott@wolfville.ca>, Jennifer Ingham <jingham@wolfville.ca>, Jodi MacKay <JMackay@wolfville.ca>, Isabel Madeira-Voss <imadeira-voss@wolfville.ca>

Subject: Comment about swimming pool

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.

Dear Elected Representatives,

Thank for your public service. I am writing to offer two comments that I hope you will consider regarding the swimming pool situation. I live in town and pay Wolfville taxes. A big reason for me remaining with a local employer for the past 25 years has been the presence of a year round swimming facility.

Comment 1: Kindly do not underestimate the interest in the community within and beyond the borders of Wolfville to see the creation of a new swimming complex funded by different levels of government, the business sector, local education institutions and the general population at large. I would hope that collectively you would be supportive of efforts to make this happen.

Comment 2: Word around the community is that the Town of Wolfville has been approached to financially support the operation of the local swimming pool this Spring and Summer. As a taxpayer I would hope that if financial support were to be offered, residents of the community would actually be able to use it. Currently, a software program determines access to the pool with the result being many individuals (call them members) are not able to gain access to the facility. Lane spots are quickly booked and closed off for weeks at a time. Some members get to swim multiple times a week while other interested members get no access. I hope that if the Town is negotiating with the operator of the pool, this FAILED system is not being considered for usage. One suggestion is to alter the software to enable more individuals to get access to the lanes. Another suggestion is to also increase the number of hours that the pool is open for swimming. I guess my message is that if Wolfville taxpayers are going to pay for the pool to stay open, Wolfville taxpayers will want to use it.

Enjoy the sunshine. Have a great weekend.

Conor Vibert
Wolfville Tax Payer (Concerned)

Amanda Brown

Subject: FW: Important Info on SC6 via Zoom, April 14

From: Irmgard Lipp
Sent: April 12, 2021 11:24 PM
To: Town Council <towncouncil@wolfville.ca>
Cc: kody.blois@parl.gc.ca
Subject: Important Info on SC6 via Zoom, April 14

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.

Dear Mayor and Councillors,

just a few more tidbits with regards to wireless and 5G technology, and Safety Code 6.

1) **C4ST Zoom Meeting April 14 at 8:30 Atl.Time about Safety Code 6 - see below @ 5)**

2) At previous revisions of Safety Code 6 the Parliamentary Standing committee on Health (HESA) has made several recommendations for more protective approaches and standards in SC6. They have not been implemented!

3) ICNIRP chairman, Rodney Croft admits – there is no research... **we, ICNIRP, don't need research. ICNIRP provides guidelines that are vital for the telecom industry. Anyone claiming there is no influence and interaction between these entities is naïve."**

4) 5G and ICNIRP: The chairman of the environmental law committee in the German Bar Association, Prof. Mueggenborg, calls for compliance with the PRECAUTIONARY PRINCIPLE.

The ICNIRP (International Commission on Non-Ionizing Radiation Protection) is not objective" ICNIRP is not an official EU institution, but a Munich-based organization registered as a private association that is formally recognized as a non-governmental actor and official partner by the World Health Organization (WHO) and the International Labor Organization (ILO) European Commission. Investigative journalists of the daily newspaper "[Der Tagesspiegel](#)" described the ICNIRP in January 2019 as "a cartel" that systematically invalidates all studies that prove possible dangers to human health. It was revealed that its members are active in all relevant institutions at the same time and thus control the official discourse. **The ICNIRP is not subject to any controls, but controls itself and keeps dissenting opinions away.**

(My comment: At least in Europe cautionary and even "negative" articles about 5G and its promoters are published! In Canada all such articles never make it past the editor. I wonder why. As you can see above,

ICNIRP is a private institution, very much linked to the industry, yet the WHO and many governments follow their guidelines. What should we call this?)

5) Canadians for Safe Technology (C4ST)

Community Actions Zoom Meeting [this Wednesday, April 14](#) at 7:30 ET.

TOPIC: "Demystifying Safety Code 6".

Health Canada's Safety Code 6 guidelines have been adopted by the federal department that regulates cell tower and small network antenna, cell phones and other radiofrequency emitting devices commercially available in Canada. In addition other jurisdictions e.g. school boards and provinces have adopted these guidelines as their "standards" even though they can set their own safer limits.

C4ST's Marg Friesen and Frank Clegg will go over the main points of Safety Code 6 in terms a layperson can understand and they will lead a discussion on why it is outdated and not protective of Canadian's health. Meeting is open to all.

" The purpose of this code is to establish safety limits for human exposure to radiofrequency (RF) electromagnetic energy in the frequency range from 3 kHz to 300 GHz." <https://www.canada.ca/en/health-canada/services/publications/health-risks-safety/limits-human-exposure-radiofrequency-electromagnetic-energy-range-3-300.html>

Please register in advance for this meeting:

https://zoom.us/meeting/register/tJctcumppz4rG9XBS2IMcnQ9MINT7QX3_b9H

C4ST is a national, not-for-profit, volunteer-based coalition of parents, citizens and experts. <https://c4st.org/> Frank Clegg, past president of Microsoft Canada, is CEO of Canadians for Safe Tech C4ST.org

Irmgard Lipp,

Amanda Brown

Subject: FW: Municipal Affairs - Bill 50
Attachments: Wolfville.pdf

From: Makayla Carroll
Date: March 26, 2021 at 12:08:42 PM ADT
To: Wendy Donovan <WDonovan@wolfville.ca>
Cc: Oonagh Proudfoot <OProudfoot@wolfville.ca>, Mike Butler <mbutler@wolfville.ca>, Wendy Elliott <WElliott@wolfville.ca>, Jennifer Ingham <jingham@wolfville.ca>, mackay@wolfville.ca, Isabel Madeira-Voss <imadeira-voss@wolfville.ca>
Subject: Municipal Affairs - Bill 50
Reply-To:

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,

Please see attached letter from MLA Dave Ritcey regarding Bill 50.

Thank you,

Makayla Carroll
Constituency Assistant

Office of Dave Ritcey
Member of the Legislative Assembly
Truro Bible Hill Millbrook Salmon River
141 Victoria Street
Truro, Nova Scotia
B2N 1Z3
902-897-0884 (office)



House of Assembly
Nova Scotia

Halifax

PC Caucus
1003-1660 Hollis St.
Halifax, NS
B3J 1V7
Tel: 902-424-2731
Fax: 902-424-7484

Constituency

141 Victoria St
Truro, NS
B2N 1Z3
Tel: 902-897-0884
Fax: 902-897-9562

David Ritcey
MLA Truro - Bible
Hill - Millbrook -
Salmon River

March 26, 2021

Dear Mayor Donovan and Council:

I'm not sure if you saw it in the news yesterday, but the Minister of Municipal Affairs tabled a bill, with a code of conduct for municipal elected officials. You can read the bill here: https://nslegislature.ca/legc/bills/63rd_3rd/1st_read/b050.htm

You might remember, this process began back in 2017. Essentially, the same Bill passed through the House back then and simply needed to be proclaimed. Instead of proclaiming this Bill, yesterday, the Minister announced these changes as a new bill, forcing the process to start from scratch, when it literally just needed a stamp to be proclaimed.

When asked why the process had to be restarted with all the issues and circumstance of tabling a new Bill, the Minister was unable to answer the question. It appears he was more focused on getting a soundbite than actually making the positive change. I hope that's not the case, but I haven't heard any answers from the Minister justifying this move.

The relationship with our municipalities deserves better.

Were you surprised by this Bill? Had you heard it was coming?

I would love to chat with you and discuss the Bill and your thoughts in general on the relationship with the province. Please feel free to reach out via email mlaritcey@bellaliant.com or by phone 902-897-0884.

Yours truly,

Dave Ritcey
PC Critic, Municipal Affairs

Amanda Brown

Subject: FW: Poetry vision Launch at Clock Park, April 1, 4PM
Attachments: LocaVision Project Description4.docx; LocaVisionLaunchPoster2.pdf

From: Thomas Clahane
Sent: March 29, 2021 12:19 PM
To: Town Council <towncouncil@wolfville.ca>
Subject: RE: Poetry vision Launch at Clock Park, April 1, 4PM

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.

Hello Your Honour and councillors,

As some of you are aware Wolfville is an official “Transition Town” in the world-wide network of transition towns. The goal of the transition movement is for citizens to act collectively to actively impact the local prosperity and resiliency of their communities, and to promote social growth and ecological activity. Wolfville’s specific group, “Transition Wolfville Area” grew out of the Climate Circle gatherings, supported by the town, which ceased with the advent of Covid and the restrictions on gatherings. Our web site is <https://transitionwolfvillearea.ca/>.

A core group has continued to work, organize and support appropriate projects that are reflective of our mission statement, and continue the vision of the way we want Wolfville to emerge from the pandemic and thrive when we return to more normal times.

In the past few weeks we have been working with Alisha Christie , Wolfville’s Community Engagement and Tourism Coordinator, on a poetry/art project to coincide with Earth Day/month. The opening will be April 1st at 4PM at the Clock Park. I have attached the information poster and the project description with this correspondence.

It would be a much appreciated show of support and solidarity if our mayor and/or councillors could attend and perhaps make a short address, perhaps on the value of visioning our future while preserving what’s best of our past. The key event contact is Andrea Wylie and she can be reached at pr.transitionwolfvillearea.ca with any questions. For planning purposes, an RSVP is requested. We recognize that this is very short notice and should you not be able to attend there will other events throughout the month.

Thank you for the work you do on our behalf.

Yours truly,

Tom Clahane,
Board Member at Large, Transition Town Wolfville Area

Transition Wolfville Area's Poetry Project:

LocaVisions and Alter-narratives to Seed our Near Good Future

It's been a year of emergency measures, lockdowns, increased general anxiety. We have all had some time to reflect on the state of human affairs on our precious planet. Transition Wolfville Area is excited to embrace the promise of spring renewal. We are promoting a people powered and physical Local Visioning project in poetic form this April 2021. April is national poetry month with Earth Day at its core on the 21st. In Wolfville, this will be celebrated as be Earth Week.

This project invites us all to dream the seeds of ideas into being. People of all ages and abilities are invited to participate. Parents and teachers, encourage your children to create and share "alter-narratives" for our near good future as well. We encourage questions and the starts of stories that can lead us into a more wholesome, respectful and reciprocal future, a future where humans celebrate caring for the lands and waters, all creatures and each other.

The project was inspired by Rob Hopkins (the founder of the Transition Towns initiative and movement). His latest book, *From What Is to What If: Unleashing the Power of Imagination to Create the Future we want*, is organized around 10 questions that would bring us to what he calls a "near good future".

1. What if Things Turned Out OK?
2. What if We Took Play Seriously?
3. What if We Considered the Imagination Vital to Our Health?
4. What if We Followed Nature's Lead?
5. What if We Fought Back to Reclaim Our Attention?
6. What if School Nurtured Young Imagination?
7. What if We Became Better Storytellers?
8. What if We Started Asking Better Questions?
9. What if Our Leaders Prioritized the Cultivation of Imagination?
10. What if This All Came to Pass?

An easily accessible inspiration that can serve as a springboard to get your ideas flowing is Doretta Groenendyk's new picturebook, *What if: From Anxiety to Wonder* (available at various local stores, including Harvest Gallery). After the past year everyone can identify with the child characters' anxieties and can no doubt add a list of their own. To make the shift from fear and doom to love and promise, we first need to get back in touch with our playful and imaginative selves. To get you in the mood, you can read and/or listen to our project launch poem here:

www.widowwyle.com/blog/genius-what-ifs-lead-amazing-solutions-abundance

To play "Seeding our Near Good Future", we invite you to cast aside the worn stories of fame, celebrity, pulling up bootstraps and achieving vast material wealth. We've seen where those stories go. Cast aside the notion that you are not a poet or an artist—we can all dream and create—we want your what if "locavisions" in whatever form they come to you. Don't fret about "reality" or being "realistic"—that will hold your imagination back!

Think instead of fun, art, craft, creation, and dance. Consider health, joy, play, mutual aid, sharing, song, and organic regeneration. What kind of Wolfville Area World would you like to live in? Dream it up starting off with the motivating focus question “What if...?”

First, IDEAS:

Pose a question and then...

--another.... to make a poetic list

--or follow up with an exploration of how things could be if your “what if” came to be.

--or turn it into a song, a verse, a picture, or some combination.

Be serious or silly!

Every *What if* is a *SEED* that could be planted and could grow into something or some way of being. In the months and years ahead, the ones we collectively choose to tend will flourish.

Second, MATERIALS:

Once you have your words (and picture) ideas ready, copy them onto some form of weather resistant material because most of them will be displayed outdoors throughout the month of April:

Try fabric or the insides of milk cartons, pizza boxes, or coffee bags, wooden shingles, fallen bark, or other slim pieces of wood.

Cut them into shapes if you like. Use pens, permanent markers or paint.

Third, LOCATIONS:

We'll be displaying them on the posts or on strings strung between posts and/or trees at Clock Park (there will also be a special display board there), Robie Tufts Chimney Swift Shelter, the Community Oven, the EOS arbour, and a few other locations. See:

www.transitionwolfvillearea.ca.

In Kentville, VCLA and Open Arms are also participating. If your town or village would like to join in, let us know.

We're **launching this project at Clock Park at 4pm on Thursday April 1st**. We'll also have a number of live community creation and sharing events throughout the month. including one at the Farmer's Market on Saturday April 17th. Then we'll celebrate the abundance of “seeds” (your poems, stories, pictures, etc.) created on **May 1st with A BUN Dance at the community oven**. Ideas for activities and music are welcome, as are recipes and bakers for the buns! With your help through May, June and the summer we'll study the seeds, then plan and plant for our near good future.



LocaVision Poetry Posts: *Alter-narratives* for our near good future

Inspired by Rob Hopkins's *From What Is to What If: Unleashing the Power of Imagination to Create the Future We Want*

APRIL 1, 2021 at 4 pm at **CLOCK PARK**, Wolfville

Let the **creative community outpouring** of playful and poetical IMAGINATION begin! Bring verse and/or the verve to create on the spot

⊗ Contributions welcome for **all of April** ⊗

What If Seeds are the Seeds of Change



WHAT IF is the motivating question. Write a poem, verse, ditty, song, list, or draw, sketch, paint, collage your vision of **fun art craft creation health joy play mutual aid sharing regeneration**. See our website & FB for details
Go bold. Be Exuberant. Have Spunk!



✿There are ALWAYS alternatives ✿

Let's make 2021 the year for **resilient** and **imaginative** solutions toward living in a **sagacious and playful** way 

see: www.widowwyile.com/blog/genius-what-ifs-yield-amazing-solutions-abundance

Contact us with any ideas for how to help this project flourish—we want to grow with you 

Join our mailing list too!

