



Committee of the Whole

October 4, 2022

9 a.m.

Council Chambers, Town Hall
359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, September 6, 2022
- b. Committee of the Whole in Camera Minutes, September 6, 2022
- c. Special Committee of the Whole Minutes, September 13, 2022
- d. Special Committee of the Whole in Camera Minutes, September 13, 2022

3. Presentations

- a. AVRL (Angela Reynolds)

4. Public Input / Question Period

PLEASE NOTE:

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



5. Conference Reports (Council)

- a. Housing Symposium (*Cllrs. Elliott & Ingham*)

6. Committee Reports (Internal)

- a. Audit Committee
- b. Planning Advisory Committee

7. CAO Report

8. Staff Reports for Discussion

- a. RFD 031-2022: Procurement Policy Update
- b. RFD 051-2022: Signing Authority Policy 120-011
- c. IR 010-2022: 1st Quarter Financial Update
- d. RFD 053-2022: Welcome Centre
- e. Info Report 011-2022: Vending Bylaw Update
- f. RFD 041-2022: Municipal Boundary Review
- g. RFD 052-2022: Community Alcohol Strategy
- h. RFD 054-2022: Land Use Bylaw Text Amendments: Daycares & Architectural Drawings
- i. RFD 055-2022: 120 Highland Avenue Rezoning Application

9. Committee Reports (External)

- a. Kings Point-to-Point (KPPT)
- b. Wolfville Business Development Corporation (WBDC)
- c. Diversity Kings (DK)
- d. Interim IMSA Board (VW & KTA)

10. Request for Agenda Items

- a. Dog Park Email (Cllr. MacKay)
- b. Potential Ban on Glyphosate (Cllr. Elliott)



11. **Public Input / Question Period**
12. **Adjournment to In-Camera Meeting under *section 22(2)(c) Of the Municipal Government Act.***
 - a. Personnel Matters
13. **Adjournment of In-Camera Meeting**
14. **Regular Meeting Reconvened**
15. **Regular Meeting Adjourned**

CONFERENCE REPORT

Title: Housing & Homelessness
Date: September 27, 2022
Submitted by: Councillors Elliott & Ingham



Housing Symposium in Kentville

Sept. 15 attended by Jen Ingram and Wendy Elliott, along with members of the Wolfville Area Inter Church group

Housing is a shared responsibility federally, provincially and municipally. Towns regulate, plan and approve housing projects.

Affordable Housing costs should amount to less than 30% of before-tax household income.

- There is a Community Housing Transformation Centre at SFX/Coady Institute that aims to strengthen the community housing sector in Nova Scotia. Pauline MacIntosh said it began early in 2021 looking into the scope of the problem. Now focused on next steps. They have linked to 70 non-profits and 50 informal housing networks, as well as 80 housing groups. Pauline noted that the initial meeting of a provincial non-profit group is set for late October. <https://coady.stfx.ca/save-the-date-founding-meeting/>
- Earl Mielke of the recently formed Valley Roots Housing Association spoke about local initiatives. CHARTER MEMBERS: Portal Youth Outreach Association, Open Arms Society, CMHA NS Project Hope, Community Inc and Valley Community Learning Association
- CAO Dan Troke from Kentville gave a presentation on the role of municipalities in housing. He focused on opening up R1.
- Jeremy Tessier of Canada Mortgage and Housing Corporation spoke positively about outreach and project development and there was also provincial representation.
- Kentville shared most of the presentations: https://kentville-my.sharepoint.com/personal/jwest_kentville_ca1/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fjwest%5Fkentville%5Fca1%2FDocuments%2FHousing%20Session%20Presentations&ga=1

Take aways: All the partners need to discuss those who are camping out. Do we have land to contribute? Are there tax reductions or other supports municipalities could consider?

Belinda Tupper, who has worked in the field for 30 years, said no systemic change has been or is evident. Russ Sanchez from Portal agreed.

COMMITTEE UPDATE

Title: Audit Committee Report
Date: September 16, 2022
Department: General Administration



UPDATE

The committee met in Chambers with all members present.

It was a great meeting to discuss the first quarter variances – we will see how things progress throughout the year - there will be a report on these from Director MacLean.

Topics discussed in relation to variances:

- Inflation and Municipal basket of goods vs Household basket of goods – inflation for a municipality is much higher
- What will delay in goods and services do to our plans?
- What will delays in goods and services do to our budget numbers?
- Deed Transfer tax.
- Water utility and what will happen with that as we move through the conservation?
- Water Utility – a new well and requirements for one and what size etc.?

Procurement policy – this was discussed throughout the spring and again at this meeting. It was to move forward with a few small changes. Director MacLean to walk us through that RFD.

Other topics for consideration for council:

Budgets –Capital was especially highlighted in the discussion. We set a tax rate based on projects that are required to be done – either out of need or what our residents would like to see. This year's capital budget has a number of projects that will not be done. What is the process for having an item hit the budget? Can we refine this? As we come up to budget season – this is something that really needs to be nailed down.

Council requires good information to make decisions and when we aren't in a position to get the work done, it should not be on the list. It either shifts priorities or allows for opportunities – either way this is crucial in setting the most important policy Council has, and I ask Council to discuss this and what they'd like to see to ensure that a process of how an item gets in the budget.

Respectfully Submitted,

Jodi MacKay

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: September 8, 2022
Department: Committee of the Whole – October 2022



- The September meeting of PAC was held as a hybrid.
- Director Lake provided an overview of the documents circulated to the committee and suggested that he provide a brief overview of each and then there would be a question and answer opportunity from the committee to either staff or the applicants.
- There were three agenda items:
 - Travis Mills application to increase the number of dwelling units to 16 per acre which would provide 76 units at completion. After discussion, a motion was passed to provide a positive recommendation to council for the application to be considered.
 - An application for a provided marquee-like digital signage for Devour. After discussion it was moved and passed that PAC forward to the Design Review committee for consideration and further discussion/investigation and that the information from the Design Committee be brought to Committee of the Whole.
 - An amendment to the Land Use By-law so that use of the property at PID 55274591 could be altered to allow use as a mosque, and in future as a daycare. The proposed changes are to raise the dwelling to construct a 2000 square foot basement to a daycare space, increase the main floor for the Mosque and community gathering center which would be 1000 square feet and the there would be 900 square feet of residential area. Daycares are not currently permitted in the I-1 Zone, however Staff believe this is an appropriate use for this zone and are bring forward amendments to better allow daycare facilities in Town. After discussion, it was moved that Planning Advisory Committee provide a positive recommendation to council for amendment.
 - Land use by-law amendment to have daycares permitted in additional zones and a request that requirement for architectural drawings only be required for site developments. After some discussion the following motion was approved “that the planning advisory committee recommend to council the amendments to the land use by-law related to daycares and architectural drawings as outlined in attachment 1 (of the agenda circulated).
- There was a short discussion about the timing of the PAC meetings changing and whether that was possible or not. A poll will be circulated.
- A meeting is proposed to be a joint PAC and council on November 10.
- Next meeting of PAC to be on October 13, 2022.

Respectfully submitted

Oonagh Proudfoot
Chair, PAC

CAO REPORT

October 4, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Hurricane Fiona response

Staff from across the organization worked to keep our community safe and functioning during the hurricane. Some worked with Dan Stovel, pulling all-nighters in the Emergency Coordination Centre, while many helped with storm preparations. There was also extra work that went into clean-up and monitoring of our utilities and other assets. Our Fire Department was a big part of the response with their own calls and those from the ECC.

Wolfville was spared major damage and power disruptions, and the community took warning seriously with everyone well prepared for the worst. The most notable near-miss that we're thankful for is the large tree that dropped a limb in front of the post office. By some miracle, our cenotaph was not impacted.

Video cameras activated

The video camera pilot project has now launched in the close-to campus neighbourhoods in Wolfville. The first test of the systems came after one week with the video capture of an individual stealing a street blade. Compliance staff are working with the RCMP as they investigate the incident.

Finance and Corporate Services

2022/23 Final Property Tax Bills were issued at end of August and due date is September 30th. The final week of September is expected to be busy with approximately \$2 million in payments being processed.

The review process of tax arrears will start in early October to identify any problem accounts. Based on March 31/22 year end data, eleven properties had been identified for tax sale process. Two of those properties have since had payments made on their arrears.

Second quarter water bills will be issued by early October, with due date by early November. The bills include a reminder for water customers that a conservation advisory is in effect.

Internally, the Town is implementing a cloud-based timecard system for payroll. The system will improve efficiency, saving upwards of 26 days a year of duplicate data entry, and ease the time restrictions when payroll processing falls in a short work week.

The IT manager continues to support the new webpage deployment as key staff upgrade or tweak the functionality of the Town's online presence. GIS staff have deployed a process for use by compliance staff, effectively creating a link from case files to GIS data, providing geographic referencing and informing dashboard summary of selected data.

GIS staff are working with Compliance, Planning, and Public Works staff on parking data collection and summary reporting options and the system for Building Permits and Fire Inspection data collection,

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

linked to GIS, has been developed and once Planning Dept staff implement the system key dashboard summary reporting will be viable.

Key annual reports are due at the end of September, including:

- Statement of Estimates (SOE A & B) – represents the Towns 2022/23 operating budget information
- Financial Information Return (FIR) – for the fiscal year ended March 31/22. These forms are populated using the audited Financial Statements as the base information. The province uses this data to complete the annual Financial Condition Index they issue for all municipalities in the province.
- Capital Investment Plan (CIP) – The Town's long term capital plan is the basis of this report which is one of the requirements of the Canada Community-Building Fund (formerly known as Federal Gas Tax Fund).
- Non-Consolidated Financials are required to be submitted to the Utility and Review Board for the year ended March 31/22.
- None of the reports noted above have yet been filed.

As reported previously there are a number of FOIPOP files considered active:

- Decision issued for one file on August 29th. Applicant has 60 days to appeal the decision.
- Records for two other files have been identified, and decisions on each of those applications are expected with the next two weeks (by end of first week of October).
- One file dating back to March application is currently in progress. Over 1,000 possible records have been identified and the applicant informed that the process will take some time to review those records before a decision can be reached.
- One file continues in the appeal process to the NS Supreme Court.

The Audit Committee met and reviewed the first quarter financial update, with another meeting scheduled for October to review the second quarter financial update. The second quarter results will help inform year end forecasting model, as well as provide key data for development of next year's 2023/24 budgets and the Management Team continues to work on the early stages of the 2023/24 budget process.

Staff have reached out to the firm who handles the Rate Study process for the Water Utility. No scheduled time has yet been established for any rate application. The first step will be to hear back from the consultant and work through baseline data to inform the rate application likely to occur in calendar 2023.

Economic Development and Planning

Members of Staff and Council have been engaged in the Valley Regional Enterprise Network's (REN) Strategic Tourism for Areas and Regions (STAR) process. See here for more information:

<http://www.valleyren.ca/star-program/> Members of Staff and Council attended presentations from the

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consultant in September and a draft report and recommendations are forthcoming from the consultant. A final plan is expected before Christmas. This work should help inform the Town's own tourism strategy and efforts moving forward.

Staff have submitted for Provincial review the Investing in Canada Infrastructure Program (ICIP) grant that was endorsed by Council at the June 21st Council meeting. Regular updates on the status of this application will come to Council when appropriate – this will be a multi-month process of review before a decision is rendered on our proposal.

Staff continue to work on Short-term rentals, Single Room Occupancies, and Business licensing. A discussion with Council is expected in November.

Staff are working with stakeholders in the East End around the secondary planning strategy. We are working toward a joint PAC and Council session at the regular meeting of the Planning Advisory Committee in November. The final secondary plan is not envisioned to be completed until early 2023.

Staff are working on a climate action volunteer program with [ICLEI Canada](#) that is focused on lowering emissions from Wolfville Businesses. The WBDC Board is being engaged in the process and further updates will be provided as the work moves forward through the fall.

A Council session on the Library/Town Hall site analysis (existing town hall site or existing library site) is expected to be in front of Council October 18th.

Staff are working toward engaging with C-2 property owners and gathering perspectives on how these areas can better develop to support our economic development aspirations. A student project may be integrated into this work (Dalhousie Masters of Planning). More information will be provided to Council as we begin engaging and working on bringing a report to Council.

Staff attended the September WBDC meeting to provide updates on the forthcoming business licensing (tied to website registry), agreement renewal process (as per WBDC funding policy), and GHG emissions reduction work.

Parks and Recreation

Staff successfully lead two interpretive bike rides to Grand Pre for Town of Wolfville residents that made the National News on CBC. Thanks to the Mayor and Councillor Ingham for supporting this and for being available for this event.

Seventeen people have already signed-up for our a new Fall Ukulele Program for Town of Wolfville residents. Wil Brunner's Forest Bathing Walk is also popular with a long list of registrants.

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

Staff continue to lead weekly walks Tuesday at 10:00am and we have worked to bring back Older Adult fitness this fall, with 35 people signed up so far. There is also a new dance class for Town of Wolfville residents that is creating a buzz.

Our Afterschool Program has all staff in place, and programming is under way with full enrollment. We are also working with Wolfville School to provide and coordinate youth programming throughout the school year.

Engineering and Public Works

Highland Ave Reconstruction is making progress and we are only two to three weeks behind the originally proposed schedule. The contractor is struggling to control student vehicle traffic through the site and RCMP have been providing support by having an increased presence in the area and through additional enforcement

The remaining sidewalks in "Phase 1" lower section being poured today Sep 22 and modified sidewalk alignments to save the two trees was successful.

Wickwire Well Generator update

We are still waiting for a confirmed delivery date for the new generator ordered last summer. The unit has been manufactured and is waiting in a holding area at the factory in the USA, waiting for a single computer chip.

The conservation advisory/directive remains in effect until Cherry is back up and running as we are seeing evidence of overutilization.

Cherry Lane Well update

The new pump's estimated ETA is October 18, 2022. A new motor is in transit now - we have a tracking number from Purolator and it should arrive early the week of Sept. 26 at the latest.

We are still waiting for a new backflow/foot valve, a new spool-type pitless adapter and we will be switching installation contractors after the new components arrive.

We have received pricing and availability on an alternative pump/motor from Trident/Xylem for a Franklin/Goulds combination. Pricing is slightly more expensive than the Grundfos equipment we ordered for the other two wells, but ETA is more favourable. Will be issuing a PO for this equipment before the end of this week. (ETA is 6-7 weeks from Guelph, ON).

Once Cherry Lane is back up and running, having this gear will mean we have a complete spare pump assembly on hand, and with the conversion of the well head at Cherry means installation will be more straightforward in the event of another pump failure.

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Public Works Building

Construction (Phase 1) is proceeding according to schedule. Demo is nearly complete, framing, and electrical is proceeding. Several contemplated change orders have occurred thus far and we are waiting for cost and schedule implications for each including:

- Additional safety-related electrical work
- Sub-floor removal in former PW office area
- Lowering of existing duct work to facilitate fire ceiling upgrades (likely to approve on T&M)
- Replacing worn out/leaking isolation valves and kitchen sink drain plumbing
- Adding return air duct work to individual offices

Milling and Paving 2022

Paving has been completed on Pleasant, King, Orchard, Huron, and other areas. Chestnut and Wickwire remain, along with smaller patching areas. Sidewalk paving planned for September with Public Works crew providing demo and prep.

Important Dates:

- Valley Harvest Marathon – October 8th/9th
- Devour! The Food Film Fest – October 24th-30th
- Annual Pumpkin “Parade” – November 1st
- Night of Lights – November 25th
- Wolfville Glows – November 25th – December 23rd

REQUEST FOR DECISION 031-2022

Title: Procurement Policy Update
Date: 2022-04-29 Audit Committee **UPDATED FOR COW**
Department: Finance



SUMMARY

Procurement Policy Update

The Town strives to update Council Policies on an ongoing basis each year. The Procurement Policy has not been formally updated since 2012, although it has been reviewed internally at least once since that date. It is due for review & update and as such was listed on page 29 of the 2021/22 Operations Plan to be looked at in the 2021/22 operating. The process of review and update was started last fall, and included an Information Report presented at the December 12, 2021 Audit Committee meeting.

The process outlined at that time was discussion and feedback from the Audit Committee, followed by discussion and feedback at the senior management table. After that the plan was to come back to Audit Committee in January of 2022. The revised draft document was not ready by that time and is now before Audit Committee at their annual April meeting.

The draft document for the review now incorporates changes based on feedback from December 12th, discussion at a couple of senior management meetings, as well as additional staff research into practices followed at other NS municipalities.

UPDATE NOTES Subsequent to April 29/22 Audit Committee Meeting appear in this colour font. All other information is as per RFD presentation at April Audit Committee.

The Audit Committee started its review of the Procurement Policy in December 2021, with RFD 031-2022 coming before the Committee in April 2022. On April 29th the Audit Committee passed the following motion:

That the Audit Committee forward the attached Procurement Policy, with amendments as discussed, to the June 7th Committee of the Whole Meeting after the final draft is circulated and approved by Committee members via email.

DRAFT COUNCIL MOTION:

That Council approve the attached draft Procurement Policy with an effective implementation date of November 1, 2022.

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Title: Procurement Policy Update

Date: 2022-04-29 Audit Committee **UPDATED FOR COW**

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff and thanks the Audit Committee for their effort and leadership on these recommended revisions.

2) LEGISLATIVE AUTHORITY

- NS Municipal Government Act
- Town Policy 140-001 Procurement

3) STAFF RECOMMENDATION

Staff recommend adoption of the attached draft version of Procurement Policy 140-001. Staff would note that this policy should be scheduled for review again within four to five years, ensuring key terms and thresholds remain up to date. Staff would also note that if circumstances warrant, the Policy be amended prior to 2026.

4) REFERENCES AND ATTACHMENTS

- NS Public Procurement Act
- Atlantic Trade Agreement
- Town Policy 140-001 Procurement (current version)
- Financial Condition Index (FCI's) published by the province
- Draft Revised Policy 140-001 ~ **attached**
- December 10, 2021 Information Report – IR 009-2021 ~ **attached**

5) DISCUSSION

The majority of the comments in the original RFD presented at Audit Committee remain relevant as the Policy moves forward to Council for consideration. Based on discussion during the April 29th Audit Committee meeting, there were a limited number of amendments made to the recommended draft Policy presented at that meeting. The “with amendments as discussed” phrasing in the motion refers to:

- Clause 5.2.1 Purchases greater than \$30,000
 - Additional restriction added covering circumstances where cost of good/service would exceed budget by more than \$100,000. The CAO would not have authority to purchase in these circumstances regardless of percentage variance from budget.
- Clause 5.7.2 Standing Offers

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- The first bullet referencing maximum length of time a Standing Offer can be in place increased from three to four years.
- **Clause 5.7.3 Request for Proposals**
 - This section was added under the Other Considerations area to have use of Request for Proposals (RFP's) following the same process as covered under 5.7.2 Standing Offers.
 - Policy includes requirements linking the use of RFP's with the budget process ensuring Council is aware of when this method of procurement is planned and an opportunity to seek clarification if needed. Also provides direction on instances that occur after budget approval has already occurred.

As referenced in the Audit Committee motion passed In April 2022, the intention was to do an email confirmation with Committee members that changes were accurately included in the draft policy and the RFD would be included on the June Committee of the Whole agenda. A number of circumstances impacted the timing and there was a delay in getting the amended policy back out to Audit Committee members. Given the delay, it was decided that the amended policy come back before the Committee at it's September meeting allowing a chance to review the changes and confirm that noted amendments were as intended. This review and discussion occurred at the September 16th meeting where the changes were confirmed.

A final change not specifically addressed was the effective start date. Section 5.1.1 now notes November 1st as the effective implementation date of the Policy guidelines.

The last amendment to the Procurement Policy was in late 2012. At that time the Town's previous policy had become outdated in both best practice elements as well as provincial legislative changes which had occurred prior to 2013. The review this time around is focused on elements of the existing of Policy without significant change to legislative references. The draft policy attached to this Request for Decision (RFD) has formed based on:

- Preliminary jurisdictional scan completed last fall
- Audit Committee preliminary discussion and feedback carried out December 10th
- Management discussion and review, informed by the above two items
- Audit Committee consideration of updated draft Policy (today's meeting)
- Committee of the Whole/Council consideration of draft policy for approval. The effective date of the updated policy would be determined at the time Council approves updated policy.

The Procurement Policy is a key part of Council's policy framework helping to ensure the Town's processes in spending taxpayer dollars is transparent & accountable, while at the same time enables efficiencies for staff in carrying out day to day services. As noted in the Purpose section of Policy 140-001, the purpose of the policy is

REQUEST FOR DECISION 031-2022

Title: Procurement Policy Update

Date: 2022-04-29 Audit Committee **UPDATED FOR COW**

Department: Finance



To establish a Policy that guides Town staff in the acquisition of goods and services on behalf of the organization in a manner that is (1) consistent with Council's budget approvals, and (2) complies with the Province of Nova Scotia's Public Procurement Act.

The Audit Committee had a productive discussion on December 10th, covering the material included in IR 009-2021. That document is attached to this RFD as a reference document. Key discussion points coming from the Committee at that meeting included:

- Changes to purchase authority and purchase directives should be informed not only by comparisons to other similar municipal units, but also by analysis of the Town's actual spending both in terms of dollars and number of transactions. Summary results of that analysis is provided further on in this report.
- Consider whether the 10% purchase variance authority provided to the CAO in the current Policy (Section 5.2) be reviewed. In some instances, such as large construction projects, that 10% allowance can equate to hundreds of thousands of dollars above Council's approved budget.
- Use of Standing Offers be reviewed further with reference to types of services such agreements are used for, and what dollar thresholds should apply. Also consider improved communication to Council with regard to use of these agreements.

Subsequent to December 10th, discussions have occurred at Committee of the Whole meetings around the appropriate process involving the use of Request for Proposals.

Purchasing Authority Thresholds – section 5.2

The proposed amendments are to the threshold limits themselves, with no additional thresholds added. Refer to IR 009-2021 where examples of added categories/thresholds based on type of expenditure (goods, services, and construction).

The increase in threshold amounts reflects the change in purchasing power of a \$1 over time, i.e. \$1 today does not buy as much as \$1 a decade ago. Although the thresholds proposed are generally higher than many of the Town's municipal counterparts, staff believe they reflect a balance between sufficient oversight by senior staff and efficient use of human resources by the Town.

Key to the purchase authority thresholds is the link back to approved budget allocations.

Amendments also include revision to the CAO's authority to approve expenditures above approved budget allocations. The 10% variance is maintained, but only for purchases of up to \$100,000. Above that amount the variance is now noted as 5%.

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Department: Finance



- The 10% variance on smaller expenditures will continue to allow staff to respond to changing pricing. No one purchase within that variance level would have a material impact on the Town's financial bottom line. The Town's quarterly financial updates to Council helps to ensure that the overall financial health of the Town stays within annual budget overall spending.
- On purchases greater than \$100,000 it is proposed the CAO's authority be limited to a 5% variance from budget. This helps to ensure cost over runs on specific projects, most likely capital projects, stay within reasonable limits of budget.

A clause was added under this section to have the same thresholds apply to grant funding opportunities that staff might pursue for projects. Effectively staff cannot seek grant funding for project values that exceed their own spending authority.

Purchase Directives – section 5.3

After reviewing analysis of the Town's annual expenditures, staff are now proposing an additional category for small purchases, as well as increases threshold amounts for existing categories.

- A new small dollar category added for purchases of up to \$500. It is proposed that for these items no formal procurement process is required. Purchases would be made on an as needed basis by staff at any level.
 - As per A/P standard procedures, Dept. Heads would still be required to approve invoices before submission to A/P for payment. This means the internal control occurs after purchase, but review/approval still occurs before payment.
- Low value procurement defined as \$500 up to \$2,500.
 - Includes added clause for social enterprise organizations, effectively allowing purchase with no formal process.
- Mid-range procurement defined as \$2,500 to \$50,000
 - Social enterprise organization option added in similar fashion to low value above.
 - Added wording includes obtain at least three quotes (current policy is silent on this), and requirement to document why three quotes could not be acquired, when those circumstances encountered.
- High value procurement proposed as greater than 50,000.
 - No separate category for construction is proposed at this time.
 - If no standing offer exists, public process must be followed
 - There is a sound basis to identify construction separately and at a higher threshold, for example \$100,000.

REQUEST FOR DECISION 031-2022

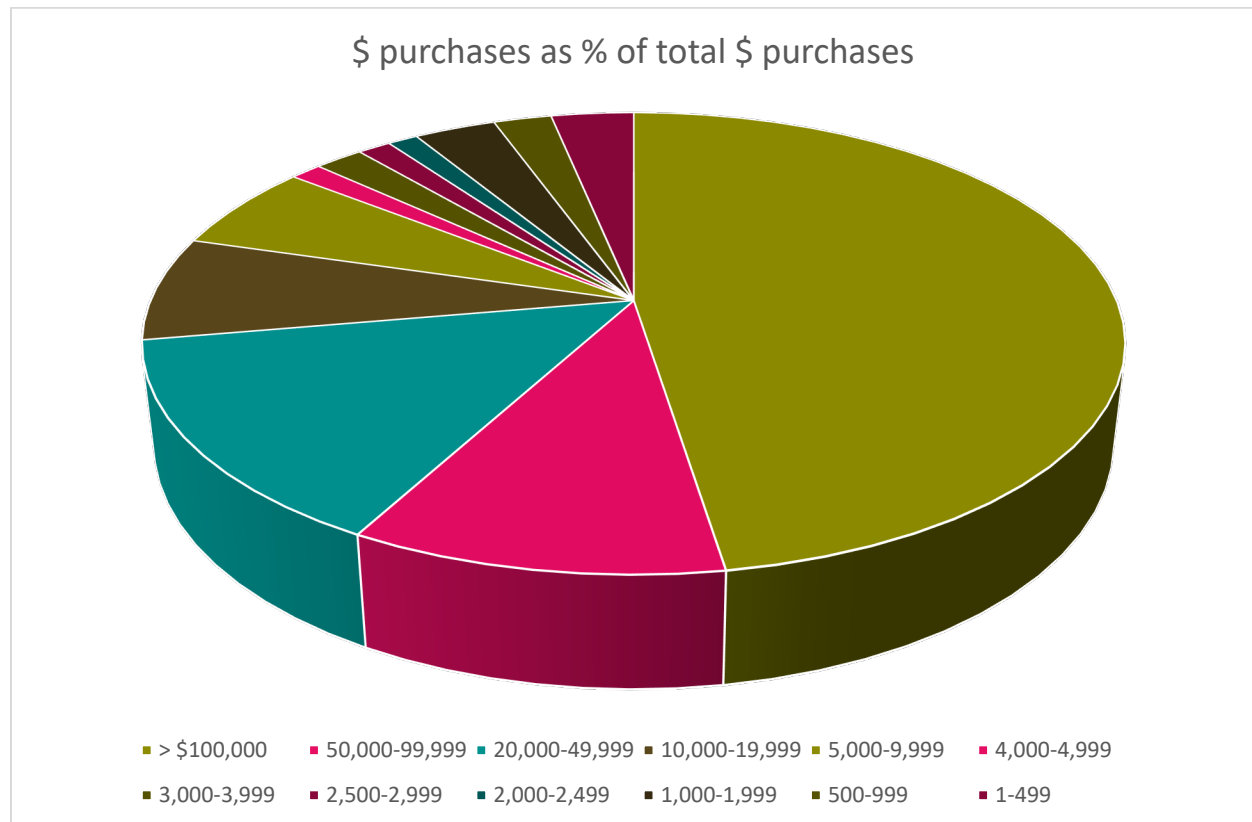
Title: Procurement Policy Update

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Department: Finance



The following two graphs summarize the analysis carried out on the Town's spending. They depict the breakdown of purchases by \$ thresholds and by # of transactions in relation to overall dollars.



The three largest sections of the chart represent approximately 72% of total dollars spent in a year thru the payables process. Conversely these transactions account for only 2.3% of total transactions. This effectively means that purchasing authority proposed (higher level of internal control by virtue of senior mgt approval needed prior to any actual purchase) still provides efficiencies as number of transactions is quite small.

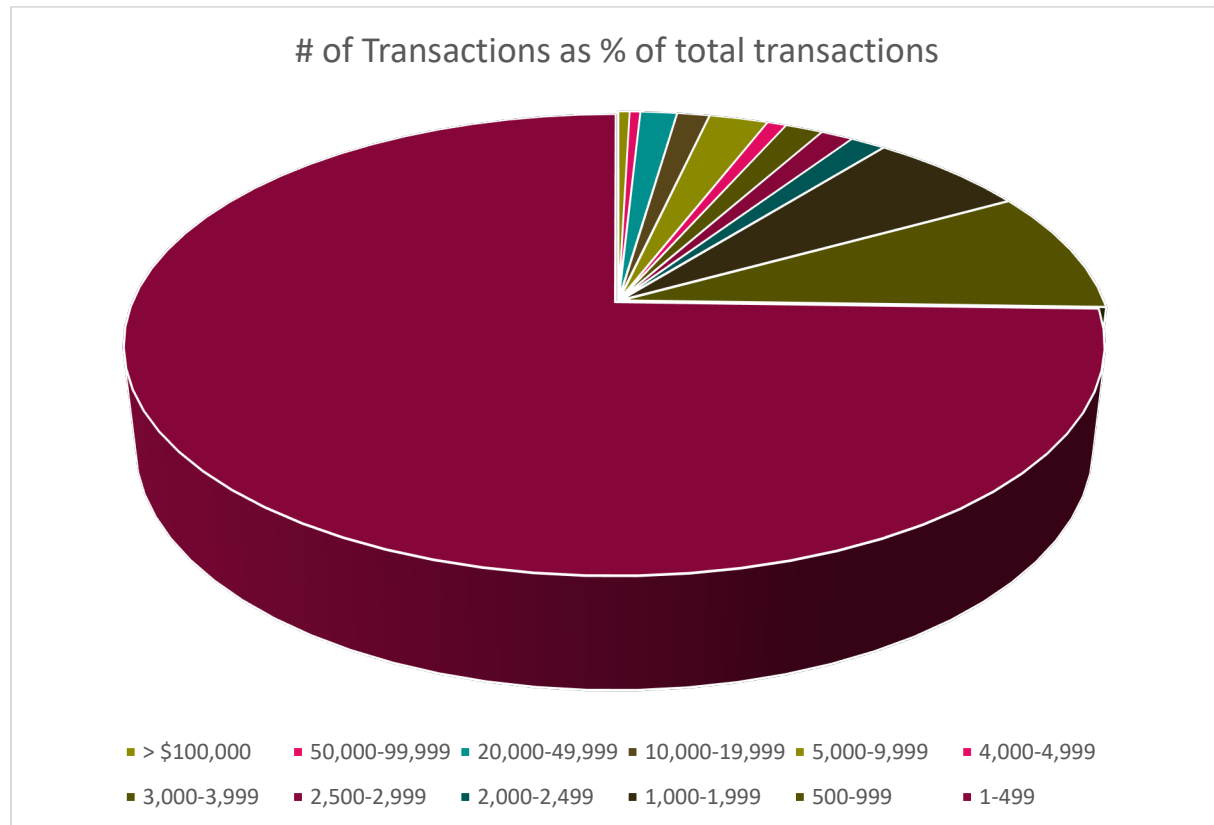
The pie chart below depicts the individual transactions based on number of transactions per dollar threshold, in relation to total annual transactions. Individual transactions of less than \$2,500 account for almost 91% of all transactions, but less than 10% of total dollars spent. Overly restrictive purchase authority restrictions and directives for these transactions can create more bureaucracy/red tape than the dollar amounts require. Note, all such purchases with fewer restrictive directives still require Dept. Head approval before they are submitted for A/P processing.

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Department: Finance



Standing Offers – section 5.7.2

Standing offers can be an effective means to obtain competitive quotes for specific services, and ability to use the successful bidder(s) on an as needed basis over a defined period of time. Additional wording has been proposed in section 5.7.2 to ensure additional oversight/best practice is included in the Policy while still enabling the use of Standing Offers as an effective way for staff to carry out approved budgetary spending.

Standing Offers will initially be for no more than three years, with the option for one renewal period before having to go back out to market. This helps to ensure continued adherence to the policy commitment of fair and open procurement, and encouraging competition and equal access to suppliers.

The CAO shall approve the scope of goods or services to be procured using a standing offer, before staff engage in searching for standing offer submissions.

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Council will be updated annually, during the budget process, of existing and planned use of standing offers.

Use of Request for Proposals (RFP's)

This area of procurement was part of the Audit Committee discussion around Standing Offers, but it also applies to one-time purchases. Most recently it was part of budget discussions in terms of the development of a Parks Master Plan and possible use of consultants for that process. A key element around these discussions included what involvement Council has in the RFP process. Points raised to date include:

- The nature of the service obtained by way of an RFP could involve different manners of Council involvement. Technical services provided by consulting engineers is different than services provided by consultants for something like a new parks plans.
- Should Council be involved, on an ongoing basis/requirement of policy, to approve RFP's before they are issued publicly to obtain proposals.

Staff carried out an additional jurisdictional scan over the last month or so to determine what other NS municipalities do in terms of RFP process. The key question posed to our counterparts in NS was whether other councils required details of RFP's to be approved by Council before staff could issue RFP for services. Of the 16 municipal units that provided feedback, all but one had no requirement for council approval before an RFP was issued.

Eight of the units that did not require council approval as noted, did indicate that in limited (if not rare) circumstances their council has asked for the scope of work/terms of reference to be clarified so Council has a better understanding of services staff might be looking to acquire and does that scope align with Council's goal. Typically this occurs at times the RFP involves a project of high public interest, eg. an MPS process, new community centre discussions or a parks plan.

None of the units had the requirement for Council pre-approval of RFP's embedded in their policy, but rather would respond to council requests for added information if and when that occurred. A key element noted by at least one unit was ensuring that the budget process included sufficient information on large, high public interest projects to allow Council to understand the general scope of an RFP by the time the budget is approved.

Staff believe this focus on the budget process and project information provided is the key. Better use of Project Charters can help to clarify scope and council involvement in public facing projects. As such no provision has been included in the proposed draft Procurement Policy.

REQUEST FOR DECISION 031-2022

Title: Procurement Policy Update

Date: 2022-04-29 Audit Committee **UPDATED FOR COW**

Department: Finance



FINANCIAL IMPLICATIONS

Nothing provided. The Policy itself guides financial expenditures of the Town. The annual budgeting process is the key connection between the Policy and positive financial results.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

7) COMMUNICATION REQUIREMENTS

Once amended, the Policy will be posted on Town website. In addition, updated training for key staff will be undertaken.

8) ALTERNATIVES

Multiple alternatives exist for this type of policy. They might include small changes to the thresholds noted, to major changes to the policy framework.

Staff believe the draft policy addresses both the original need to update selected threshold amounts, as well as new elements added to reflect feedback from the Audit Committee and jurisdictional scans.



POLICY

PROCUREMENT

Policy Number:
140-001

Supersedes Policy Number:
1221-03 & 1221-04

Effective Date:
1999-12-12;
2004-09-20 Revised;
2012-12-17 Amended

Approval By Council (Motion Number):
12-12-99, 09-09-04,
04-12-12

1.0 Purpose

To establish a Policy that guides Town staff in the acquisition of goods and services on behalf of the organization in a manner that is (1) consistent with Council's budget approvals, and (2) complies with the Province of Nova Scotia's Public Procurement Act.

The Town of Wolfville is committed to:

- Providing for the procurement of goods, services, construction and facilities in a fair, open, consistent, and transparent manner resulting in best value
- Encouraging competition, innovative ideas and solutions, while respecting all Legislative and Trade Agreement obligations
- Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations
- Ensuring that qualified suppliers have equal opportunity to bid on the Town of Wolfville's procurement activity
- Being accountable for procurement decisions.

2.0 Scope

This Policy is applicable to all Town of Wolfville employees involved in the procurement process.

3.0 References

- 3.1 Nova Scotia Municipal Government Act



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4.0 Definitions

For the purposes of this policy, the following definitions are provided:

- 4.1 Atlantic Standard Terms & Conditions** - Standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.
- 4.2 Best Value** - Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.
- 4.3 Bid** - A supplier response to a public tender notice to provide goods, services, construction or facilities.
- 4.4 Construction** - The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.
- 4.5 Construction Contract Guidelines** - Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.
- 4.6 Goods** - Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Town of Wolfville for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.
- 4.7 Procurement Advisory Group** - The advisory group established by the Public Procurement Act to provide advice and recommendations to advance the outcomes of the Act.
- 4.8 Procurement Activity** - The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.
- 4.9 Procurement Value** - The value of the total contract excluding taxes but including all options whether exercised or not. For Facilities this value is determined by the monthly lease/rent times the term of the contract.
- 4.10 Procurement Web Portal** - The public website maintained by the Province where all public tender notices are posted.
- 4.11 Public Advertisement** - Advertising a public tender notice on the provincial procurement web portal when PPA thresholds are exceeded. Public advertisement could also include



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advertisement on Town's website and local, provincial, and national newspapers, most notably when PPA thresholds are not exceeded.

4.12 Public Procurement Act (PPA) - An Act outlining the rules related to the procurement activity of all public sector entities in the Province of Nova Scotia.

4.13 Public Tender - Procurement for goods, services, construction, or facilities obtained through public advertisement. (See appendix 2 for an outline of the various tools that can be used for public tender.)

4.14 Public Tender Notice - Notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.

4.15 Services - Services required by the Town of Wolfville for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.

4.16 Social Enterprise – for purposes of this Policy refers to not for profit businesses that are directly involved in producing or selling Goods and Services for the blended purpose of generating income and achieving social, cultural or environmental aims. The majority of profits or surpluses are reinvested to support that purpose.

4.17 Standing Offer - A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an "as required" basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.

4.18 Sustainable Procurement - Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:

- Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction
- Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy
- Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

5.0 Policy

5.1 Application

5.1.1 This policy applies to all procurement activity of the Town of Wolfville effective November 1, 2022.



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5.1.2 The Chief Administrative Officer of the Town of Wolfville is responsible for ensuring compliance with this policy.

5.1.3 All Town of Wolfville personnel who have authority for the procurement of goods, services, construction, or facilities must adhere to this policy. Failure to adhere may result in a temporary or permanent loss of procurement privileges or in more extreme cases result in disciplinary action and/or dismissal.

5.2 Purchasing Authority

5.2.1 Purchase Authority shall be designated based on the following thresholds:

Up to \$5,000 – A Department Head, or designate approved by the CAO and Director of Finance, is authorized to make contracts for the acquisition of goods and services where such expenditure is within budget allocation.

\$5,000 - \$30,000 – A Department Head, is authorized to make contracts for the acquisition of goods and services where such expenditure is within budget allocation.

Greater than \$30,000 – The Chief Administrative Officer, is authorized to make contracts for the acquisition of goods and services where such expenditure does not exceed budget allocation by more than 10%, where a specific budget is established.

- For project budget allocations greater than \$100,000, the CAO is authorized to purchase where such expenditure is within 5% of budget allocation.
- Notwithstanding the variance %'s noted above, in any situation where cost of good/service exceed budget by \$100,000, or more, shall be deemed outside the CAO's purchase authority.
- Purchases not falling within the CAO's authority require Council approval.

5.2.2 All dollar threshold references are to be values excluding tax.

5.2.3 The purchase authority thresholds noted above shall also apply to staff when seeking grant funding to assist in Town projects.

5.3 Directives

5.3.1 Small value procurement of goods and services having a cost of less than \$500.

No Purchase Order is required for this level of procurement. Purchases can be made as needed basis without formal process.

5.3.2 Low value procurement of goods and services having a cost of \$500 up to \$2,500.



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- a. If a local regional social enterprise organization exists for product/service being acquired, then purchase can be made on an as needed basis without formal process.
- b. If a standing offer with the Town exists, the goods or services must be procured under the standing offer.
- c. If a standing offer exists through the Province of Nova Scotia, the good or service may be procured through that standing offer, however the Purchase Authority may give preference to local suppliers.
- d. If no standing offer exists with the Town, the Purchase Authority may authorize acquisition from any supplier, so long as the purchase is consistent with the Purpose of this Policy. Preference may be given to local suppliers as may be applicable in the circumstances.

5.3.3 Mid-range value procurement of goods and services between \$2,500 and \$50,000.

- a. If a local regional social enterprise organization exists for product/service being acquired, then purchase can be made on an as needed basis without formal process
- b. If a standing offer with the Town exists, the goods or services must be procured under the standing offer.
- c. If a standing offer exists through the Province of Nova Scotia, the good or service may be procured through that standing offer, however the Purchase Authority may give preference to local suppliers.
- d. If no standing offer exists, the Purchase Authority will obtain at least three competitive quotes and award the purchase to the supplier providing best value to the Town of Wolfville. In cases where three competitive quotes are not possible, the purchasing authority will document the process followed and why three competitive quotes was not possible.

5.3.4 High Value procurement of goods and services greater than \$50,000.

- a. If a standing offer with the Town exists, the goods or services may be procured under the standing offer.
- b. If no standing offer exists, the procurement must take place by public tender. If the procurement activity exceeds the thresholds stipulated in the PPA, then any public advertisement must include use of the provincial procurement web portal.



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5.4 Alternative Procurement Practices

In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use, each circumstance must be documented by Town of Wolfville personnel stating the rationale permitting the Alternative Procurement circumstance, and signed by the CAO. All documents must be filed and maintained for audit purposes. See Appendix 1 for a list of the Alternative Procurement circumstances, as well as further requirements on documentation.

5.5 Bid Opening, Evaluation, and Award

5.5.1 Bid Opening

Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.

5.5.2 Bid Evaluation

All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

5.5.3 Award

The winning bidder and contract award amount for all high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal. After contracts have been awarded, routine access to information at the vendors request shall be provided in the following areas:

- Bidders list
- Name of winning bidder
- Award price excluding taxes of the winning bidder

Access to tender documents or other proprietary information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

5.5.4 Supplier Debriefing

At the request of a supplier who submitted a bid, Town of Wolfville personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Supplier's bids are not compared to other bids, nor will information on other bids be provided.



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5.5.5 Supplier Complaint Process (SCP)

When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the Public Procurement Act. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

5.6 Fair Treatment for Nova Scotia Suppliers

Based on the principle of best value for the Town of Wolfville and when deemed to be in their best interest, Town of Wolfville personnel may apply a preference for goods valued up to and including \$50,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the Chief Administrative Officer.

Town of Wolfville personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low value procurement thresholds to Nova Scotia Suppliers. Any decision made by Town of Wolfville personnel should be based on budget considerations, and shall be approved by the Chief Administrative Officer.

5.7 Other Considerations

5.7.1 Cooperative Procurement

Town of Wolfville personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, telecommunications, etc.



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5.7.2 Standing Offers

Town of Wolfville personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for the Province should Town of Wolfville personnel wish to make use of the savings opportunities.

Standing Offers obtained by Town process shall;

- Be established for a specified length of time not to exceed four years at a time. Only one renewal period can be agreed to without going back out to market for competitive quotes.
- Be for specific goods, services, or construction. The CAO shall approve the standing offer scope before any call for competitive quotes.
- Annually, as part of the budget process, a listing of existing and/or planned use of standing offers will be provided to Council. The listing will include a description of the nature of items covered by the Standing Offer and the related dollar thresholds involved.

5.7.3 Request for Proposals

Annually, as part of the budget process, a listing of projects for which a Request for Proposal process is intended will be provided to Council. The listing will include a description of the project scope of work and the related dollar threshold involved.

In those instances where an unbudgeted project arises during the fiscal year for which a Request for Proposal process is contemplated, after budget approval, Council will be updated as to the intended scope of work to be covered by the Request for Proposal.

5.8 Obligations under the Public Procurement Act

In addition to the areas already covered by this Policy, the following are additional obligations of the Public Procurement Act that the Town of Wolfville personnel are required to adhere to with their Procurement practices.

5.8.1 Terms and Conditions

Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

5.8.2 Posting Tender Notices and Awards

All opportunities subject to a public tender, as required by the PPA guidelines, must be advertised on the Province of Nova Scotia Procurement Web Portal. Town of Wolfville



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personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

5.8.3 Code of Ethics

Town of Wolfville personnel and board members must ensure their conduct in relation to procurement activity is consistent with the “Duties of public sector entity employees” in the Public Procurement Act. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

5.8.4 Other

Policy Posting

Town of Wolfville personnel will ensure this policy is posted on the Town of Wolfville web site.

Supplier Development Activities

Town of Wolfville personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat

Regulations

Town of Wolfville personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the Public Procurement Act.

5.9 Amendments

Any amendments of this Policy will be communicated to the public on the Town of Wolfville website.

CAO

Date

Appendix 1

Alternative Procurement Approval, Consultation, and Reporting Process

Only those holding the appropriate role/position within the Town of Wolfville may delegate signing authority.

Small & Low Value:

The Department Head will be accountable for the proper use of alternative procurement transactions.

Medium & High Value:

Town of Wolfville personnel wishing to make use of a medium and high value alternative procurement practice (with the exception of an emergency) must consult with the Chief Administrative Officer to obtain approval and identify the most appropriate means by which to proceed with the satisfaction of the requirement. If in agreement, the Chief Administrative Officer may direct Town of Wolfville personnel to proceed with the procurement. The Chief Administrative Officer may wish to confer with provincial government procurement officials for discussion, validation, and or alternative options.

The Chief Administrative Officer may delegate signing authority for high value alternative procurement transactions to an Acting Chief Administrative Officer in his or her absence. All appropriate documentation will be maintained on file for audit purposes. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement transactions.

Alternative Procurement Circumstances

The Province of Nova Scotia is currently reviewing ALTP circumstances and will be issuing regulations that outline best practices in this area. Once issued by the Province, these revisions will be reviewed for incorporation into this Policy.

A. No Threshold Restrictions

Town of Wolfville personnel may use the following Alternative Procurement practices as described below for the procurement of goods, services, construction or facilities, with no threshold restrictions:

1. Where an unforeseeable situation of urgency exists and the goods, services, or construction cannot be obtained in time by means of open procurement procedures. Entities must ensure inadequate planning does not lead to inappropriate use of this exemption.
2. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
3. Where compliance with the open tendering provisions set out in this Policy would interfere with a Party's ability to maintain security or order, or to protect human, animal, or plant life or health.

4. In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
5. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
6. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
7. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
8. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
9. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
10. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
11. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
12. For the procurement of original works of art.
13. For the procurement of subscriptions to newspapers, magazines, or other periodicals.
14. For the procurement of real property.
15. For the procurement of goods intended for resale to the public.
16. For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.
17. For the procurement from a public body or a non-profit organization.
18. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation

B. Threshold Restrictions

Town of Wolfville personnel may use the following Alternative Procurement practices as described below, up to the high value thresholds of this Policy:

1. For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases.
2. For procurement that fosters the development of minority businesses.

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Appendix 2

Below is an outline of some of the various tools available for use when issuing a public tender:

Request for Proposal (RFP)

Used when a supplier is invited to propose a solution to a problem, requirement, or objective.

Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution. Negotiations with suppliers may be required to finalize any aspect of the requirement.

Request for Construction (RFC)

Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.

Request for Quotation (RFQ)

A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specification. An RFQ does not normally but may sometimes include evaluation criteria.

Request for Standing Offer (RSO)

A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.

Request for Expression of Interest (REI)

The Request for the Expression of Interest is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.

INFORMATION REPORT

Title: Procurement Policy Review & Update

Date: 2021-12-10

Department: Finance



SUMMARY

Procurement Policy Review & Policy Update

The Town strives to update Council Policies on an ongoing basis each year. The Procurement Policy has not been formally updated since 2012, although it has been reviewed internally at least once since that date. It is due for review & update and as such was listed on page 29 of the 2021/22 Operations Plan to be looked at in the 2021/22 operating year.

Procurement Policies assist municipalities to outline the manner in which purchases will be made by the municipal unit. The policy must also ensure that the municipal unit is meeting any legislated obligations required by the Province of Nova Scotia. Over time, previously reasonable purchasing thresholds can become outdated and not reflective of the current purchasing power of a dollar.

This Information Report to the Audit Committee is the first step in the formal review. Town staff have been looking at the policy informally for a while, including work carried out by the Town's Accountant, Jenny Johnson, as well as discussions at the Management Team meetings. There is a need to look at spending thresholds, as well as "pain points" experienced by Town Departments in following the Policy.

Staff expect to follow a general process of:

- Jurisdictional scan – completed
- Management informal discussions of existing Policy and possible options – ongoing
- Audit Committee – initial discussion of existing Policy, summary of jurisdictional scan data, examples of other municipal policies, and Management feedback. December 10th Meeting
- Management – review of all feedback, including Audit Committee initial thoughts
- Staff develop a draft amended Policy informed by all feedback
- Audit Committee – staff to bring draft amended policy back to Audit for recommendation to Council. This would occur at regular January Audit Committee
- Committee of the Whole/Council – consider draft amended policy for approval. This would occur in February 2022 allowing the policy to become effective on April 1, 2022.

INFORMATION REPORT

Title: Procurement Policy Review & Update

Date: 2021-12-10

Department: Finance



1) CAO COMMENTS

No comments added at this time. Typically included when report is going to Council.

2) REFERENCES AND ATTACHMENTS

- NS Public Procurement Act
- Atlantic Trade Agreement
- Town Policy 140-001 Procurement
- Town Policy 140-002 Banking Credit Card
- Town Policy 120-011 Signing Authority

3) DISCUSSION

As noted in the Report Summary above, it has been a several years since the Procurement Policy was reviewed in detail and updated. Two additional Town Policies have been referenced as they connect to the Procurement Policy in practice, and in some municipalities both signing authority and credit cards are covered within the procurement/purchasing policies. This Information Report focuses mainly on the Procurement Policy. Staff expect there may be changes to one of the other policies at some point in the coming months.

The last amendment to the Procurement Policy was in late 2012. At that time the Town's previous policy had become outdated in both best practice elements as well as provincial legislative changes which had occurred prior to 2013. The review this time around is focused on elements of the existing of Policy without significant change to legislative references. Staff anticipate taking feedback from the Audit Committee to further consider in developing a proposed amended Procurement Policy. The revised draft Policy will be brought back to the Audit Committee in January with a goal of recommendation to forward to Council for approval.

What follows in this report are staff thoughts on each key section of the Policy, followed by comparative data from other municipalities. The comparative data can help in judging whether the Town's thresholds have become dated.

PURPOSE – Policy Section 1

Generally, staff believe the notations in the current Policy remain relevant. Reference is made to best value, accountability, sustainability, equitable business community access to provide goods/services to the Town, social enterprises, and innovation.

Since 2012 more direct references have been made to environmental sustainability, accessibility, diversity and inclusion. Indirectly at least these focus areas are covered by the current Policy wording.

INFORMATION REPORT

Title: Procurement Policy Review & Update
Date: 2021-12-10
Department: Finance



Purchasing Authority – Policy Section 5.2.1

This section is one where the dollar thresholds may be outdated or perhaps not specific enough. Which staff and at what dollar limits can purchases be authorized. Note the key is authority to purchase, not which staff is actually making the purchase. For example, once a purchase has been authorized (usually by way of a *signed* purchase order (PO)), the task of picking up the item or receiving it can go to any number of staff.

Wolfville currently has a three-tiered breakdown of authority

- Up to \$2,500 Dept Head or designate
- \$2,501 to \$20,000 Dept Head
- > \$20,000 CAO , including 10% variance from budget

Purchases to be within budget, with the CAO having authority to authorize up to a 10% variance above budget, otherwise authorization must go back to Council. In this area Wolfville differs from most other municipal units where most expenditures (at least larger amounts) must go back to Council for approval even if within budget. Staff believe the current approach in Wolfville helps ensure timely acquisitions and project awards, i.e. Council meetings do not always align with pending project start times. It is staff's opinion that Council's process of Operating and Capital budget approval creates the upper limit of spending and acts positively towards that type of internal control.

Council may want to consider the application of the 10% variance authority resting with the CAO. Staff don't necessarily think this is required as the system has worked well over the last decade. The Town's financial activity has been within budgets overall, or at least benchmark parameters noted in the provincial Financial Indicators. At the same time, timelines for purchases and/or projects has been enhanced by allowing award of these items in an efficient manner.

Staff believe some efficiencies might be possible if the lower threshold had a higher dollar limit. If not that approach, then consideration of allowing other staff positions to be designated within the middle tier of purchase authority.

Jurisdictional Scan Selected Comparisons

- Kentville (\$13.7 million op budget)
 - Up to \$2,500 Dept Head or designate
 - \$2,501 to \$10,000 Dept Head
 - \$10,001 to \$50,000 Director of Finance or CAO
 - > \$50,000 Council
- Berwick (\$4.5 million op budget)
 - Up to \$2,500 Dept Head
 - Up to \$10,000 CAO
 - > \$10,000 Council

INFORMATION REPORT

Title: Procurement Policy Review & Update

Date: 2021-12-10

Department: Finance



- Antigonish (\$11.5 million op budget)
 - Up to \$2,500 Dept Head or designate
 - \$2,501 to \$25,000 Dept Head or designate
 - > \$25,000 Dept Head if in budget
 - > \$25,000 Council if not in budget

- Bridgewater (\$22.5 million op budget)
 - Up to \$25,000 Dept Head if in budget
 - > \$25,000 Council unless Council expressly authorizes CAO

- County of Kings (\$49.6 million op budget)
 - Up to \$2,500 Designate
 - Up to \$5,000 Supervisors
 - Up to \$25,000 Managers
 - Up to \$150,000 CAO if in budget

There are other comparators that where data was collected. The ones depicted represent both neighboring municipalities as well as similar size towns and larger towns.

Directives – Policy Section 5.3 (all sections)

This section addresses the manner goods and services are acquired. The good or service in question would already have received authorization to proceed (based on Section 5.2 above). This was the area that staff initially thought the Town may be out of sync with updated thresholds. Staff will review thresholds from other municipalities with the Audit Committee, but on the surface it appears Wolfville compares reasonably with the other units who provided information.

Beyond simply being within similar thresholds from other municipal units, staff believe there would be efficiencies in increasing selected thresholds, while at the same time maintaining effective internal controls. Note ease of purchase (efficiency) does not always align with good internal controls.

Wolfville currently has three tiers for purchase process

- Up to \$1,000 Informal purchasing
- \$1,000 to \$25,000 Competitive quotes
- > \$25,000 Public tender

Similar to the purchasing authority section above, there is a bit of a variety of approaches by municipalities in terms of process directives. There is also a variety of ways the directives are referenced in the policies. Some sperate them out akin to Wolfville, while others reference them in the authority section, while others have a mix of the two approaches.

INFORMATION REPORT

Title: Procurement Policy Review & Update

Date: 2021-12-10

Department: Finance



Staff believe the directives should be separate as per Wolfville's current policy, as the process question (directives) are not the same as authority to purchase.

Jurisdictional Scan Selected Comparisons

- Kentville (\$13.7 million op budget)
 - Up to \$750 Informal
 - \$750 to \$5,000 written or verbal quotes
 - Goods
 - \$5,000 to \$25,000 bids
 - > \$25,000 public tender
 - Services
 - \$5,000 to \$50,000 bids
 - > \$50,000 public tender
 - Construction
 - \$5,000 to \$100,000 bids
 - > \$100,000 public tender
- Berwick (\$4.5 million op budget)
 - Up to \$500 Informal
 - \$500 to \$1,500 quotes
 - \$1,500 to \$10,000 bids
 - > \$10,000 public tenders
- Antigonish (\$11.5 million op budget)
 - Up to \$2,500 Informal or bids. If no bids, documentation required
 - \$2,500 to \$25,000 quotes
 - > \$25,000 public tender
- Bridgewater (\$22.5 million op budget)
 - Up to \$2,000 Informal
 - \$2,000 to \$15,000 quotes
 - > \$25,000 public tender
- County of Kings (\$49.6 million op budget)
 - Up to \$1,500 Informal
 - \$1,500 to \$10,000 quotes
 - > \$10,000 public tender

At Least one other municipality has a similar tiered breakdown as Kentville, with regard goods, services, and construction. That approach is consistent with the NS Procurement Policy. It recognizes the relative difference in cost between goods, services and construction. Those three categories tend to go from lower value to highest value in the same order listed. This is not always the case, but it is generally the

INFORMATION REPORT

Title: Procurement Policy Review & Update
Date: 2021-12-10
Department: Finance



case. This approach was known back in 2012 when Wolfville's current Policy framework was adopted. At that time, staff recommended using the upper limit for goods as the limit for all expenditures requiring public tender. The current procurement thresholds shown on the provincial policy page are:

PROCUREMENT OF GOODS, SERVICES AND CONSTRUCTION

If no standing offer exists for a spending category, public sector entities must procure goods, services and construction over \$2,500 in accordance with the following tables (all values excluding taxes):

Departments	LOW VALUE		HIGH VALUE
	Quotes	Invitational Competition	Open Competition
Goods	<\$10,000	N/A	\$10,000 and above
Services	<\$10,000	\$10,000 - \$49,999	\$50,000 and above
Construction	<\$10,000	\$10,000 - \$99,999	\$100,000 and above
PROCUREMENT PLANNING REQUIRED			✓

ALL OTHER PUBLIC SECTOR ENTITIES	LOW VALUE		HIGH VALUE
	Quotes	Invitational Competition	Open Competition
Goods	<\$10,000	\$10,000 - \$24,999	\$25,000 and above
Services	<\$10,000	\$10,000 - \$49,999	\$50,000 and above
Construction	<\$10,000	\$10,000 - \$99,999	\$100,000 and above
PROCUREMENT PLANNING REQUIRED			✓

It is staff's understanding that the thresholds are being reviewed and are likely to change. Note, much like the Town's policy thresholds, the provincial thresholds need to be modernized to current purchasing power of the dollar.

Fair Treatment of NS Suppliers – Policy Section 5.6

This section is relatively short and could remain unchanged. One element that it does not have that was identified in other municipal policies is a specific reference to maximum percentage preference for "local" suppliers. It may be helpful to identify the acceptable limit.

Standing Offers – Policy Section 5.7.2

These are referenced in several section and included in the definitions section at Policy. Areas to discuss include:

- Use of "must use" phrasing in Section 5.3 versus "may use" reference
- No reference is made to length of time a Standing Offer can be in place, and how many times it could be renewed without going back out to market.---

INFORMATION REPORT

Title: Procurement Policy Review & Update

Date: 2021-12-10

Department: Finance



- Should this approach be used for any type of purchase, or be limited to certain types of goods/services.

Beyond specific sections of the Town's Policy that should be modernized, i.e. threshold limits, there has been a change in legislation. At the recent AMA Fall Conference, staff attended a session on **"social procurement"**. One of the keys noted during the presentation was that procurement from not for profit organizations are exempt from trade agreement thresholds which inform the provincial thresholds noted above. Wolfville's Policy already makes reference to supporting social enterprises (see Section 1 Purpose). It may be appropriate to expand on the inclusion in the definition section to specific reference to how this exemption could be addressed in the Town's Policy. That inclusion might be to do a blanket exemption to an exemption within certain thresholds.

There are other aspects of the Town's current Policy that could be amended. This report has attempted to cover the items currently identified by staff as needing review. Overall, Wolfville's policy is somewhat more flexible than results from the jurisdictional scan. To some that might indicate the need to tighten the parameters within the Procurement Policy. This could include lowering thresholds, requiring quotes and bids over a broader spectrum of expenditures. A key to keep in mind is the balance between effective internal controls over spending and enabling staff to efficiently carry out the work approved by Council annually through the budget process.

Staff believe the current framework, with some moderate amendments, achieves the right balance of controls with enabling efficiency. A review of the provincial Financial Condition Indicators Report on municipalities will show that over the last decade Wolfville's financial position is solid. The Town shows 12 out of 13 indicators as low risk, with the other indicator as moderate risk. For the fiscal year ended March 31, 2019 Wolfville was the only Town with 12 of 13 low risk indicators. The March 31, 2020 indicators have just been released (on December 6th) so analysis of that year has not yet been carried out by staff. The current Procurement Policy is one factor in enabling the Town to achieve financial health.

4) FINANCIAL IMPLICATIONS

Nothing provided. The Policy itself guides financial expenditures of the Town. The annual budgeting process if the key connections between the Policy and positive financial results.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The procurement Policy helps the Town to address elements of Social Equity and Climate Action. It also a key element in ensuring staff accountability and transparency to Council and the public.

INFORMATION REPORT

Title: Procurement Policy Review & Update

Date: 2021-12-10

Department: Finance



6) COMMUNICATION REQUIREMENTS

Once amended, the Policy will be posted on Town website. In addition updated training for key staff will be undertaken.

7) FUTURE COUNCIL INVOLVEMENT

After a second review by Audit Committee in January, the amended Policy will be forwarded to Council for approval. This will likely happen in February.

REQUEST FOR DECISION 051-2022

Title: Signing Authority Policy 120-011

Date: 2022-10-04

Department: Finance



SUMMARY

Signing Authority Policy 120-011

The process of reviewing the Town's Procurement Policy started in fiscal 2021/22 with the Audit Committee recommending Council approval of an updated Policy 140-001. That recommendation and related Request for Decision (RFD) 031-2022 are included in the October Committee of the Whole (COW) agenda. The thresholds noted in Section 5.5 of the Town's Signing Policy 120-011 are derived from details of the Procurement Policy. In order to ensure the two Policy documents remain accurately connected, this RFD 051-2022 is brought forward to have Signing Policy amended to reflect related changes recommended in procurement.

One change to Section 5.6 of Signing Authority is also being recommended by staff. It addresses improving flexibility in the cheque signing process by providing one additional signing officer.

DRAFT MOTION:

That Council approve amendments to section 5.5 and 5.6 of Signing Authority Policy 120-011 as per attached draft policy.

REQUEST FOR DECISION 051-2022

Title: Signing Authority Policy 120-011

Date: 2022-10-04

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA)
- Procurement Policy 140-001

3) STAFF RECOMMENDATION

That Council approve the recommended changes to the Signing Authority Policy as noted in this Request for Decision (RFD).

4) REFERENCES AND ATTACHMENTS

1. RFD 031- Procurement Policy Update (included in October COW agenda)
2. Draft Signing Authority Policy 120-011 (attached)

5) DISCUSSION

Policy 120-011 covers authorizations related to signing various documents including deeds, contracts, agreements, and cheques. The RFD 051-2022 before Council relates to two sections of the Policy, 5.5 and 5.6. No changes are contemplated for other sections at this time.

Policy 120-011, Section 5.5

- The dollar thresholds noted are derived from Section 5.2.1 of the Procurement Policy. With the proposed updates in the procurement policy, this section of the Signing Authority requires changes to ensure consistency between the two documents.
 - The first amended threshold of \$5,000 used to be \$2,500
 - The second threshold used to be \$2,501 to \$20,000
 - The third threshold used to be \$20,000
- Refer to RFD 031-2022 for rationale informing the proposed new threshold levels. This was part of the review and recommendation coming from the Audit Committee.

Policy 120-011, Section 5.6

- Proposed addition of the Accountant to the possible second signature available.
- This section deals only with bank related activities such as cheques and transfer slips.

REQUEST FOR DECISION 051-2022

Title: Signing Authority Policy 120-011

Date: 2022-10-04

Department: Finance



- A note from RFD 029-2010 dealing with the then Cheque Signing Policy, applies to this section of Policy 120-011. “ *The Cheque Signing Policy should ensure that (a) only authorized purchases are paid for, (b) those signing cheques hold positions that provide them sufficient knowledge to ascertain the appropriateness of payments being made, and (c) that there is reasonable flexibility provided to ensure payments can be made on a timely basis.*” The addition of the Accountant position responds to all three objectives.
- Having the Accountant position included as a cheque signing officer is consistent with the job requirements carried out by the Accountant. That person is involved in the development of budget working papers, monthly variance reports, and therefore has knowledge of the full organization. The Town did not have an Accountant position a decade ago (when the policy was last updated) and in fact only incorporated the position five years ago. Adding cheque signing authority with the position helps to continue the development of position as a back up to the Director of Financial Services should that person be unavailable at times.

No other areas of the Policy require change at this time. Sections 5.1 thru 5.4 have specific applications which remain relevant today.

6) FINANCIAL IMPLICATIONS

No financial implications result from proposed policy change.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided for this report.

8) COMMUNICATION REQUIREMENTS

Once Policy amended, staff will contact the Town’s financial institution to begin the process of adding the additional authorized signing officer.

9) ALTERNATIVES

In relation to section 5.5 there is no alternative. It should move in conjunction with the Procurement Policy, so if those amendments are approved then the change noted here should be made.

With regard section 5.6, Council has a few alternatives;

REQUEST FOR DECISION 051-2022

Title: Signing Authority Policy 120-011

Date: 2022-10-04

Department: Finance



- Not approve the addition of another signing officer. This would keep the status quo but not address the occasional need for easier access to a second signature on payments nor continue the development of the Accountant position as a back up to the Director of Finance.
- Have the Accountant option added only to the second signature list, i.e. leave the first section unchanged as requiring either the Chief Administrative Officer or Director of Financial Services.
- Refer to the proposed Policy changes to the Audit Committee for input before any final decision is made.



POLICY

SIGNING AUTHORITY	
Policy Number 120-011	Supersedes Policy Number 1221-43 & 1221-21
Effective Date 2001-12-17 2008-04-21 (Amended) 2010-12-06 (Amended) 2012-12-17	Approval By Council (Motion Number) 09-12-01 06-04-08 029-2010 04-12-12

1.0 Purpose

To adopt a policy permitted under the Municipal Government Act Section 13 (3) that permits Council to authorized designated officials to sign various documents; including deeds, contracts, agreements, and cheques.

2.0 Scope

This Policy is applicable to Town officials responsible for signing Town of Wolfville documentation.

3.0 References

- 3.1 Nova Scotia Municipal Government Act
- 3.2 Town of Wolfville Bylaw Ch03 – Town Seal

4.0 Definitions

- 4.1 **Town Seal** - The seal kept by the Clerk per Municipal Government Act Section 13 (2) requirement, the nature of which is described in bylaw Chapter 3 Town Seal.
- 4.2 **CAO** - Chief Administrative Officer

5.0 Policy

- 5.1 Any legal agreement, agreement amendment, amending agreement, development agreement, servicing agreement, or labour agreement approved by resolution of Council shall be signed by The Mayor or Deputy Mayor and the Town Clerk or CAO, under the seal of the Town if required.
- 5.2 Any bylaw, bylaw amendment or bylaw repeal approved by Council resolution shall be signed by the Town Clerk or CAO, under the seal of the Town if required.
- 5.3 Any Policy approved, amended or repealed by Council by resolution shall be signed by the Town Clerk or CAO.



POLICY

5.4 The Director of Financial Services, and if required, the Mayor or Deputy Mayor, shall sign all Temporary Borrowing Resolutions, Municipal Finance Corporation Debenture Approval resolutions approved by Council as well as Municipal Finance Corporation debenture documentation under the seal of the Town if required.

5.5 Any contracts, agreements not covered by numbers 1 and 4 of this Policy can be signed by the following individuals:

- Up to \$5,000 – Designated employees, approved by the CAO.
- \$5,000 to \$30,000 – Department Head
- Greater than \$30,000 – CAO

5.6 For all Town bank accounts, any cheques or bank transfer slips, regardless of payee, one of the following three officials shall have signing authority;

- Chief Administrative Officer
- Director of Financial Services
- Accountant

With one of the following five officials having co-signing authority;

- Mayor
- Deputy Mayor
- Chief Administrative Officer
- Director of Financial Services
- Accountant

CAO

Date

INFORMATION REPORT

Title: 1st Quarter Financial Update
Date: 2022-09-16 Audit Committee **UPDATED FOR COW**
Department: Finance



SUMMARY

1st Quarter Financial Update

This report comprises one of the components of the Town's commitment to transparency and accountability. The process includes quarterly updates that go first to the Audit Committee for questions and review. After that, the report is forwarded to Council (at the next available COW meeting) to complete that step of updating financial results for the Town.

The Town continues to work through the impacts of COVID, and this includes financial aspects of the operation. Key has been cost escalation of equipment and infrastructure supplies, some of which have gone up in price by 30%. IR 009-2022 Financial Update included information of other revenue and cost factors that are creating variances from budget.

The Finance Department has been working on the June 30, 2022 variance report since early August. An early draft variance report was provided to Management Committee on September 1st. Similar to last year, this year's 1st quarter results are closer to budget than most years in the past. There are a couple of trends that show through the June 30th variances that are likely to influence the final 2022/23 year end results. More details are outlined in the Discussion section of this report.

This Information Report, as well as the financial reports attached to it, were reviewed with the Audit Committee on September 16th. After review and discussion the Audit Committee passed the following motion:

THAT THE AUDIT COMMITTEE FORWARD THE 1st QUARTER FINANCIAL UPDATE REPORT (AS AT JUNE 30, 2022) TO THE NEXT AVAILABLE COMMITTEE OF THE WHOLE MEETING.

October 4th is the first available Committee of the Whole (COW) meeting since that time and as such the Financial Update is brought forward to complete the reporting cycle.

No further motion is required at COW as this report is received for information purposes.

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INFORMATION REPORT

Title: 1st Quarter Financial Update
Date: 2022-09-16 Audit Committee **UPDATED FOR COW**
Department: Finance



1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

- 2022/23 Operations Plan, approved by Council in March 2022
- June 30/22 Variance Report (attached)
- June 30/22 Summary of Significant Variances (attached)

3) DISCUSSION

No further specific analysis has been carried out since the September Audit Committee Meeting. Department Heads are in the process of reviewing a number of projects to determine whether they will be completed in the current fiscal year. Several capital projects were reviewed during the Audit Committee meeting as being likely to be carried forward to the upcoming 2023/24 budget process, i.e. unlikely they will be started and/or completed this year.

The Audit Committee meets again in October to review second quarter results (up to September 30th), at which time a number of potential trends can be more accurately defined. Consumption data from the September water bills will inform not only dollar results, but possibly help inform how well the Town has done in water conservation in the last month or so. Another key piece of information will be the amount of tax arrears after the September 30th due date for final current year tax bills.

The quarterly financial update is intended to provide the Audit Committee and Council with an overview of where the Town's financial results are in comparison to the budgeted expectations up to the most recent quarter end. This report covers the first quarter of fiscal 2022/23.

This year's first quarter results are closer to budget overall than last year's first quarter results. Revenues are within \$90,000 budget and expenditures within \$170,000 of budget. Overall June 30th results show a variance from budget of just under \$260,000 (a 5.2% variance). Taking into account known timing differences between actuals and budget, the adjusted year end forecast surplus is under \$100,000. This represents less than a 1% cushion from ending with a deficit.

Attached to this Information Report is the June 30th Financial Variance Report which provides additional details of Town results. Included is the summary page of all Town operating activities, accompanied by Divisional and Department breakdowns. Also attached to this Info Report is a Summary of Significant Variances broken down by Division.

INFORMATION REPORT

Title: 1st Quarter Financial Update

Date: 2022-09-16 Audit Committee **UPDATED FOR COW**

Department: Finance



Overall Town results and timing differences are as follows:

	Actual 30-Jun-22	Budget 30-Jun-22	Variance over/(under) budget
Revenues	\$ 5,032,550	\$ 4,943,054	\$ 89,496
Expenditures (Operating/capital & reserves)	3,283,238	3,453,457	(170,219)
Net Surplus (Deficit)	\$ 1,749,312	\$ 1,489,597	\$ 259,715

Taking the June 30th reported Net Surplus above, and accounting for timing differences and expected changes between budget and actual, yields a small adjusted forecast for the year;

Timing Difference Reconciliation

Surplus variance, as of June 30/22		\$ 259,715
Revenue variance timing adjustments		
Deed Transfer Tax	(10,000)	
Other Conditional Grants	17,500	
		7,500
Expense variance timing adjustments		
Salary and Wages	(23,800)	
Stipends & honorariums	(14,800)	
Operational Equip/Supplies	(20,000)	
Contracted Services	(64,000)	
Grants to Organizations	(30,000)	
Partner Contributions	(45,500)	
Debenture Principal	27,000	
Expected Capital Overages		(171,100)
Adjusted Surplus Forecast		\$ 96,115

The small adjusted surplus does not come as a surprise as indications early in the year showed a number of expenditure areas that are likely to end the year over budget. Refer to IR 009-2022 presented in June for further details. That report covered items such as fuel and insurance. Beyond operating costs, a number of capital projects look to be over budget upon completion. Funding decisions will need to be finalized by year end as to how the excess costs will be funded. If possible, these costs overruns could be picked up by current year's revenues (capital from revenue). This requires a surplus sufficient to

INFORMATION REPORT

Title: 1st Quarter Financial Update
Date: 2022-09-16 Audit Committee **UPDATED FOR COW**
Department: Finance



cover the costs. Otherwise use of Reserve funds will have to be increased beyond original budget. More information will come to Council later in the year as funding options become clearer.

A table containing key Divisional variances > \$5,000 is attached to this report. Additional explanations of those variances can be found in that document.

Town Capital Fund

A summary is provided in the variance report attached. Only \$1 million of the budgeted \$5.9 million had been incurred as of June 30th. A review of the capital project summary page will show numerous projects have not started or look to be deferred until next year. Staff changes in the senior management within Public Works has for the second year had an impact on timing of some projects. The issue of deferring projects is something the Town should strive to resolve as part of the 2023/24 budget process. Year 1 projects should be ready to be tendered as has been the goal for a number of years.

Water Utility

The Utility results at June 30th in terms net operational results is a small surplus of \$19,800. This varies from budget by \$17,500 which is about a 6% variance from expected results.

Revenues are within \$600 of budget, with metered sales slightly ahead of budget.

Operating Expenses are generally all under budget except for Operational Materials and Supplies. Water line breaks and the related repairs have pushed costs in the Transmission & Distribution department \$21,600 over budget.

The largest area of expenditures exceeding budget is in the capital program. A review of the summary of Water Capital Projects will show unbudgeted costs for well replacement parts.

- Issues first encountered last year with the Cherry Lane well have continued this year only this time with the Wickwire well.
- One other project, Water Capacity Study was started as part of the East End Secondary Plan Review process approved by Council.
- A decision was made early in the year to defer the planned phase (on University Ave.) of the water transmission line replacement until next year. With Highland Ave effectively shut down for the season for reconstruction, University Ave. was an important north/south route to keep open versus having two north/south routes closed. The decision made sense at the time and from a traffic control perspective. It will likely not have a beneficial cost impact as materials used for this type of construction have risen sharply.

INFORMATION REPORT

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Date: 2022-09-16 Audit Committee **UPDATED FOR COW**
Department: Finance



Outstanding Taxes

As noted in the year end financial statements, outstanding taxes had dropped from \$485,000 in March 31/21 to \$420,000 as of March 31/22. Once again one company owes over \$200,000 of the balance. Although significant in dollars, the amount was all the 2021/22 year, i.e. not yet in the tax sale threshold. Staff are once again starting the process of notifying owners with properties identified for tax sale process. At year end eleven properties were identified. That list is down to 9 as two properties had taxes paid up early in new year.

4) FINANCIAL IMPLICATIONS

Not applicable. This report is for information purposes only.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No specific references provided. Generally, the quarterly financial updates help to provide transparency and accountability. In addition, where variances are materially significant, the reports can assist Council in ensuring projects/programs are affordable, and enhance the organization's ability to stay on course.

6) COMMUNICATION REQUIREMENTS

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

7) FUTURE COUNCIL INVOLVEMENT

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

Interim Financial Variance Report

Town of Wolfville

As at June 30, 2022



A cultivated experience for the mind, body, and soil

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GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending June 30, 2022

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	2022-06-30	2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$4,612,803	\$4,546,855	\$65,948	\$10,286,700	\$4,391,236
Cost sharing recoveries	167,699	167,701	(2)	670,800	166,423
Sewer charges	138,069	144,799	(6,730)	608,400	118,467
Sale of services and other revenue	81,118	57,499	23,619	314,500	61,963
Provincial & Federal Grants	32,861	26,200	6,661	111,100	953
	<u>5,032,550</u>	<u>4,943,054</u>	<u>89,496</u>	<u>11,991,500</u>	<u>4,739,042</u>
EXPENSES					
Salary and wages	706,465	741,949	(35,484)	2,702,800	684,450
Employee Benefits	146,814	166,425	(19,611)	608,100	137,425
Meetings, Meals and Travel	4,218	4,323	(105)	22,300	2,751
Professional Development	25,412	20,504	4,908	76,700	7,349
Membership Dues & Fees	9,707	16,700	(6,993)	19,600	6,303
Advertising	4,627	5,464	(837)	21,000	1,773
Telecommunications	9,133	8,987	146	36,100	8,531
Office Expense	14,195	15,766	(1,571)	57,000	14,146
Legal	15,821	12,924	2,897	46,700	26,009
Insurance	176,254	166,550	9,704	183,700	138,716
Marketing and Communications		1,375	(1,375)	5,500	
Audit	(7,326)		(7,326)	22,200	1,064
Stipends & Honorariums	47,310	57,649	(10,339)	215,300	45,268
Miscellaneous	1,927	425	1,502	1,900	3
Heat	4,405	3,300	1,105	27,000	3,794
Utilities	32,618	42,290	(9,672)	180,400	27,246
Building Repairs and Maintenance	14,653	27,611	(12,958)	106,500	24,858
Vehicle Fuel	16,767	9,649	7,118	53,500	9,901
Vehicle Repairs & Maintenance	42,329	38,484	3,845	152,900	34,629
Vehicle Insurance	23,187	19,600	3,587	19,600	18,941
Operational Equip & Supplies	154,265	211,577	(57,312)	544,000	162,435
Equipment Maintenance	2,540	2,500	40	10,000	921
Equipment Rentals	756	2,000	(1,244)	10,000	1,483
Program Expenditures	19,354	14,051	5,303	88,500	3,570
Contracted Services	665,538	701,510	(35,972)	2,969,000	666,744
Grants to Organizations	9,050	39,350	(30,300)	252,000	
Licenses and Permits	460		460	3,400	795
Tax Exemptions	42,051	42,260	(209)	114,200	41,847
Partner Contributions	501,765	501,498	267	1,941,000	455,816
Other debt charges	2,470	9,100	(6,630)	10,000	2,714
Doubtful accounts allowance				2,500	
	<u>2,686,765</u>	<u>2,883,821</u>	<u>(197,056)</u>	<u>10,503,400</u>	<u>2,529,482</u>
Net Operational Surplus	<u>2,345,785</u>	<u>2,059,233</u>	<u>286,552</u>	<u>1,488,100</u>	<u>2,209,560</u>
CAPITAL PROGRAM & RESERVES					
Debenture principal	513,619	486,286	27,333	662,800	521,086
Debenture interest	82,854	83,350	(496)	189,300	72,541
Operating reserves				(432,000)	
Capital Reserves				1,068,000	
	<u>596,473</u>	<u>569,636</u>	<u>26,837</u>	<u>1,488,100</u>	<u>593,627</u>
NET SURPLUS (DEFICIT)	<u>1,749,312</u>	<u>1,489,597</u>	<u>259,715</u>		<u>1,615,933</u>

GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending Thursday, June 30, 2022

	Financial Results To				Annual	Previous Year
	Actual	Budget			Budget	Actual
	6/30/2022	6/30/2022	VARIANCE		3/31/2023	6/30/2021
REVENUES						
Taxes and grants in lieu of taxes	\$4,612,803	\$4,546,855	\$65,948		\$10,286,700	\$4,391,236
Cost sharing recoveries	167,699	167,701	-2		670,800	166,423
Sewer charges	138,069	144,799	-6,730		608,400	118,467
Sale of services and other revenue	81,118	57,499	23,619		314,500	61,963
Provincial & Federal Grants	32,861	26,200	6,661		111,100	953
	5,032,550	4,943,054	89,496		11,991,500	4,739,042
EXPENSES						
Insurance	176,254	166,550	9,704	105.8%	183,700	138,716
Vehicle Fuel	16,767	9,649	7,118	173.8%	53,500	9,901
Program Expenditures	19,354	14,051	5,303	137.7%	88,500	3,570
Professional Development	25,412	20,504	4,908	123.9%	76,700	7,349
Vehicle Repairs & Maintenance	42,329	38,484	3,845	110.0%	152,900	34,629
Vehicle Insurance	23,187	19,600	3,587	118.3%	19,600	18,941
Legal	15,821	12,924	2,897	122.4%	46,700	26,009
Miscellaneous	1,927	425	1,502	453.4%	1,900	3
Heat	4,405	3,300	1,105	133.5%	27,000	3,794
Licenses and Permits	460	0	460	#DIV/0!	3,400	795
Partner Contributions	501,765	501,498	267	100.1%	1,941,000	455,816
Telecommunications	9,133	8,987	146	101.6%	36,100	8,531
Equipment Maintenance	2,540	2,500	40	101.6%	10,000	921
Meetings, Meals and Travel	4,218	4,323	-105	97.6%	22,300	2,751
Tax Exemptions	42,051	42,260	-209	99.5%	114,200	41,847
Advertising	4,627	5,464	-837	84.7%	21,000	1,773
Equipment Rentals	756	2,000	-1,244	37.8%	10,000	1,483
Marketing and Communications		1,375	-1,375	0.0%	5,500	
Office Expense	14,195	15,766	-1,571	90.0%	57,000	14,146
Other debt charges	2,470	9,100	-6,630	27.1%	10,000	2,714
Membership Dues & Fees	9,707	16,700	-6,993	58.1%	19,600	6,303
Audit	-7,326		-7,326	#DIV/0!	22,200	1,064
Utilities	32,618	42,290	-9,672	77.1%	180,400	27,246
Stipends & Honorariums	47,310	57,649	-10,339	82.1%	215,300	45,268
Building Repairs and Maintenance	14,653	27,611	-12,958	53.1%	106,500	24,858
Employee Benefits	146,814	166,425	-19,611	88.2%	608,100	137,425
Grants to Organizations	9,050	39,350	-30,300	23.0%	252,000	
Salary and wages	706,465	741,949	-35,484	95.2%	2,702,800	684,450
Contracted Services	665,538	701,510	-35,972	94.9%	2,969,000	666,744
Operational Equip & Supplies	154,265	211,577	-57,312	72.9%	544,000	162,435
Doubtful accounts allowance				#DIV/0!	2,500	
	2,686,765	2,883,821	-197,056		10,503,400	2,529,482
Net Operational Surplus	2,345,785	2,059,233	286,552		1,488,100	2,209,560
CAPITAL PROGRAM & RESERVES						
Debenture principal	513,619	486,286	27,333		662,800	521,086
Debenture interest	82,854	83,350	-496		189,300	72,541
Operating reserves					-432,000	
Capital Reserves					1,068,000	
	596,473	569,636	26,837		1,488,100	593,627
NET SURPLUS (DEFICIT)	1,749,312	1,489,597	259,715			1,615,933

GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending Thursday, June 30, 2022

	Financial Results To				Annual	Previous Year
	Actual	Budget			Budget	Actual
	6/30/2022	6/30/2022	VARIANCE		3/31/2023	6/30/2021
REVENUES						
Taxes and grants in lieu of taxes	\$4,612,803	\$4,546,855	\$65,948		\$10,286,700	\$4,391,236
Cost sharing recoveries	167,699	167,701	-2		670,800	166,423
Sewer charges	138,069	144,799	-6,730		608,400	118,467
Sale of services and other revenue	81,118	57,499	23,619		314,500	61,963
Provincial & Federal Grants	32,861	26,200	6,661		111,100	953
	5,032,550	4,943,054	89,496		11,991,500	4,739,042
EXPENSES						
Licenses and Permits	460	0	460	#DIV/0!	3,400	795
Audit	-7,326		-7,326	#DIV/0!	22,200	1,064
Doubtful accounts allowance				#DIV/0!	2,500	
Miscellaneous	1,927	425	1,502	453.4%	1,900	3
Vehicle Fuel	16,767	9,649	7,118	173.8%	53,500	9,901
Program Expenditures	19,354	14,051	5,303	137.7%	88,500	3,570
Heat	4,405	3,300	1,105	133.5%	27,000	3,794
Professional Development	25,412	20,504	4,908	123.9%	76,700	7,349
Legal	15,821	12,924	2,897	122.4%	46,700	26,009
Vehicle Insurance	23,187	19,600	3,587	118.3%	19,600	18,941
Vehicle Repairs & Maintenance	42,329	38,484	3,845	110.0%	152,900	34,629
Insurance	176,254	166,550	9,704	105.8%	183,700	138,716
Telecommunications	9,133	8,987	146	101.6%	36,100	8,531
Equipment Maintenance	2,540	2,500	40	101.6%	10,000	921
Partner Contributions	501,765	501,498	267	100.1%	1,941,000	455,816
Tax Exemptions	42,051	42,260	-209	99.5%	114,200	41,847
Meetings, Meals and Travel	4,218	4,323	-105	97.6%	22,300	2,751
Salary and wages	706,465	741,949	-35,484	95.2%	2,702,800	684,450
Contracted Services	665,538	701,510	-35,972	94.9%	2,969,000	666,744
Office Expense	14,195	15,766	-1,571	90.0%	57,000	14,146
Employee Benefits	146,814	166,425	-19,611	88.2%	608,100	137,425
Advertising	4,627	5,464	-837	84.7%	21,000	1,773
Stipends & Honorariums	47,310	57,649	-10,339	82.1%	215,300	45,268
Utilities	32,618	42,290	-9,672	77.1%	180,400	27,246
Operational Equip & Supplies	154,265	211,577	-57,312	72.9%	544,000	162,435
Membership Dues & Fees	9,707	16,700	-6,993	58.1%	19,600	6,303
Building Repairs and Maintenance	14,653	27,611	-12,958	53.1%	106,500	24,858
Equipment Rentals	756	2,000	-1,244	37.8%	10,000	1,483
Other debt charges	2,470	9,100	-6,630	27.1%	10,000	2,714
Grants to Organizations	9,050	39,350	-30,300	23.0%	252,000	
Marketing and Communications		1,375	-1,375	0.0%	5,500	
	2,686,765	2,883,821	-197,056		10,503,400	2,529,482
Net Operational Surplus	2,345,785	2,059,233	286,552		1,488,100	2,209,560
CAPITAL PROGRAM & RESERVES						
Debenture principal	513,619	486,286	27,333		662,800	521,086
Debenture interest	82,854	83,350	-496		189,300	72,541
Operating reserves					-432,000	
Capital Reserves					1,068,000	
	596,473	569,636	26,837		1,488,100	593,627
NET SURPLUS (DEFICIT)	1,749,312	1,489,597	259,715			1,615,933

GP-2013 Wolfville
GENERAL GOVERNMENT DIVISION
For the Three Months Ending June 30, 2022

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	2022-06-30	2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$4,419,046	\$4,348,805	\$70,241	\$9,890,600	\$4,194,204
Cost sharing recoveries	66,719	66,726	(7)	266,900	63,873
Sale of services and other revenue	34,913	28,824	6,089	165,500	27,203
Provincial & Federal Grants	2,121	18,700	(16,579)	71,200	18,670
	<u>4,522,799</u>	<u>4,463,055</u>	<u>59,744</u>	<u>10,394,200</u>	<u>4,303,950</u>
EXPENSES					
Salary and wages	179,502	185,351	(5,849)	688,300	161,006
Employee Benefits	40,283	44,053	(3,770)	164,200	33,581
Meetings, Meals and Travel	818	1,349	(531)	7,400	1,511
Professional Development	23,283	16,754	6,529	61,700	5,999
Membership Dues & Fees	7,421	7,600	(179)	8,700	2,913
Advertising	2,529	2,063	466	8,400	1,773
Telecommunications	3,180	3,141	39	12,700	3,129
Office Expense	10,476	8,837	1,639	30,600	7,560
Legal	8,367	5,625	2,742	22,500	17,267
Insurance	174,506	165,800	8,706	176,200	137,134
Marketing and Communications		500	(500)	2,000	
Audit	(7,326)		(7,326)	22,200	1,064
Stipends & Honorariums	47,310	46,849	461	174,300	45,268
Miscellaneous	62	425	(363)	1,900	3
Heat	2,237	1,600	637	15,000	1,967
Utilities	1,226	1,426	(200)	5,700	892
Building Repairs and Maintenance	6,617	11,912	(5,295)	18,000	586
Operational Equip & Supplies	39,629	74,954	(35,325)	117,900	37,978
Program Expenditures	2,350	2,750	(400)	11,000	
Contracted Services	29,474	13,750	15,724	91,900	29,774
Grants to Organizations		10,000	(10,000)	177,000	
Tax Exemptions	42,051	42,260	(209)	114,200	41,847
Other debt charges	2,470	9,100	(6,630)	10,000	2,714
Doubtful accounts allowance				2,500	
	<u>616,465</u>	<u>656,099</u>	<u>(39,634)</u>	<u>1,944,300</u>	<u>533,966</u>
Net Operational Surplus	<u>3,906,334</u>	<u>3,806,956</u>	<u>99,378</u>	<u>8,449,900</u>	<u>3,769,984</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>3,906,334</u>	<u>3,806,956</u>	<u>99,378</u>	<u>8,449,900</u>	<u>3,769,984</u>

GP-2013 Wolfville
Legislative
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
EXPENSES					
Employee Benefits	\$1,811	\$1,920	(\$109)	\$6,600	\$1,587
Meetings, Meals and Travel	92	750	(658)	5,000	1,345
Professional Development	5,880	6,755	(875)	21,700	469
Membership Dues & Fees	5,381	5,000	381	6,100	1,461
Advertising	183		183	300	
Telecommunications	587	600	(13)	2,400	419
Stipends & Honorariums	47,310	46,849	461	174,300	45,268
Miscellaneous	55	375	(320)	1,700	
	<u>61,299</u>	<u>62,249</u>	<u>(950)</u>	<u>218,100</u>	<u>50,549</u>
Net Operational Surplus	<u>(61,299)</u>	<u>(62,249)</u>	<u>950</u>	<u>(218,100)</u>	<u>(50,549)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(61,299)</u>	<u>(62,249)</u>	<u>950</u>	<u>(218,100)</u>	<u>(50,549)</u>

GP-2013 Wolfville
General Administration
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year Actual
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$70,230	\$70,300	(\$70)	\$261,100	\$54,292
Employee Benefits	14,513	14,060	453	53,500	8,568
Meetings, Meals and Travel	607	250	357	1,000	78
Membership Dues & Fees	1,202	1,800	(598)	1,800	688
Advertising	1,955	2,012	(57)	7,900	991
Telecommunications	469	567	(98)	2,300	620
Office Expense	602	300	302	1,200	81
Legal	2,147	3,750	(1,603)	15,000	17,267
Marketing and Communications		500	(500)	2,000	
Program Expenditures		2,750	(2,750)	11,000	
Contracted Services		13,750	(13,750)	55,000	7,300
	<u>91,725</u>	<u>110,039</u>	<u>(18,314)</u>	<u>411,800</u>	<u>89,885</u>
Net Operational Surplus	<u>(91,725)</u>	<u>(110,039)</u>	<u>18,314</u>	<u>(411,800)</u>	<u>(89,885)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(91,725)</u>	<u>(110,039)</u>	<u>18,314</u>	<u>(411,800)</u>	<u>(89,885)</u>

GP-2013 Wolfville
Human Resources
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year Actual
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
Provincial & Federal Grants	\$850		\$850		
	<u>850</u>		<u>850</u>		
EXPENSES					
Employee Benefits	1,208	3,164	(1,956)	11,000	1,381
Meetings, Meals and Travel	102	225	(123)	900	
Professional Development	17,403	9,999	7,404	40,000	5,530
Membership Dues & Fees					76
Advertising	391		391		782
Office Expense					600
Legal	6,221	1,875	4,346	7,500	
Operational Equip & Supplies	627	250	377	10,000	490
	<u>25,952</u>	<u>15,513</u>	<u>10,439</u>	<u>69,400</u>	<u>8,859</u>
Net Operational Surplus	<u>(25,102)</u>	<u>(15,513)</u>	<u>(9,589)</u>	<u>(69,400)</u>	<u>(8,859)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(25,102)</u>	<u>(15,513)</u>	<u>(9,589)</u>	<u>(69,400)</u>	<u>(8,859)</u>

GP-2013 Wolfville
Finance
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Cost sharing recoveries	\$17,001	\$17,001		\$68,000	\$16,675
Sale of services and other revenue	600	450	150	1,800	1,400
	<u>17,601</u>	<u>17,451</u>	<u>150</u>	<u>69,800</u>	<u>18,075</u>
EXPENSES					
Salary and wages	69,999	68,936	1,063	256,000	65,619
Employee Benefits	13,988	14,374	(386)	53,600	13,297
Meetings, Meals and Travel		74	(74)	300	87
Membership Dues & Fees	688	800	(112)	800	688
Telecommunications	255	270	(15)	1,100	261
Office Expense	440	726	(286)	2,900	193
Audit	(7,326)		(7,326)	22,200	1,064
Miscellaneous	6	50	(44)	200	3
	<u>78,050</u>	<u>85,230</u>	<u>(7,180)</u>	<u>337,100</u>	<u>81,212</u>
Net Operational Surplus	<u>(60,449)</u>	<u>(67,779)</u>	<u>7,330</u>	<u>(267,300)</u>	<u>(63,137)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(60,449)</u>	<u>(67,779)</u>	<u>7,330</u>	<u>(267,300)</u>	<u>(63,137)</u>

GP-2013 Wolfville
IT
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Cost sharing recoveries	\$9,450	\$9,450		\$37,800	\$9,450
	<u>9,450</u>	<u>9,450</u>		<u>37,800</u>	<u>9,450</u>
EXPENSES					
Salary and wages	37,815	37,574	241	139,500	38,817
Employee Benefits	8,506	8,567	(61)	31,800	8,502
Meetings, Meals and Travel	17	50	(33)	200	
Membership Dues & Fees	150		150		
Telecommunications	1,548	1,230	318	5,000	1,463
Operational Equip & Supplies	36,722	74,203	(37,481)	105,900	37,488
Contracted Services	29,474		29,474	36,900	22,474
	<u>114,232</u>	<u>121,624</u>	<u>(7,392)</u>	<u>319,300</u>	<u>108,744</u>
Net Operational Surplus	<u>(104,782)</u>	<u>(112,174)</u>	<u>7,392</u>	<u>(281,500)</u>	<u>(99,294)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(104,782)</u>	<u>(112,174)</u>	<u>7,392</u>	<u>(281,500)</u>	<u>(99,294)</u>

GP-2013 Wolfville
Common Services
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Cost sharing recoveries	\$5,075	\$5,075		\$20,300	\$1,800
	<u>5,075</u>	<u>5,075</u>		<u>20,300</u>	<u>1,800</u>
EXPENSES					
Salary and wages	1,458	8,541	(7,083)	31,700	2,277
Employee Benefits	256	1,968	(1,712)	7,700	247
Advertising		51	(51)	200	
Telecommunications	320	474	(154)	1,900	367
Office Expense	9,434	7,811	1,623	26,500	6,686
Heat	2,237	1,600	637	15,000	1,967
Utilities	1,226	1,426	(200)	5,700	892
Building Repairs and Maintenance	6,617	11,912	(5,295)	18,000	586
Operational Equip & Supplies	2,280	501	1,779	2,000	
	<u>23,828</u>	<u>34,284</u>	<u>(10,456)</u>	<u>108,700</u>	<u>13,022</u>
Net Operational Surplus	<u>(18,753)</u>	<u>(29,209)</u>	<u>10,456</u>	<u>(88,400)</u>	<u>(11,222)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(18,753)</u>	<u>(29,209)</u>	<u>10,456</u>	<u>(88,400)</u>	<u>(11,222)</u>

GP-2013 Wolfville
Other General Government
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$4,419,046	\$4,348,805	\$70,241	\$9,890,600	\$4,194,204
Cost sharing recoveries	35,193	35,200	(7)	140,800	35,948
Sale of services and other revenue	34,313	28,374	5,939	163,700	25,803
Provincial & Federal Grants	1,271	18,700	(17,429)	71,200	18,670
	<u>4,489,823</u>	<u>4,431,079</u>	<u>58,744</u>	<u>10,266,300</u>	<u>4,274,625</u>
EXPENSES					
Insurance	174,506	165,800	8,706	176,200	137,134
Program Expenditures	2,350		2,350		
Grants to Organizations		10,000	(10,000)	177,000	
Tax Exemptions	42,051	42,260	(209)	114,200	41,847
Other debt charges	2,470	9,100	(6,630)	10,000	2,714
Doubtful accounts allowance				2,500	
	<u>221,377</u>	<u>227,160</u>	<u>(5,783)</u>	<u>479,900</u>	<u>181,695</u>
Net Operational Surplus	<u>4,268,446</u>	<u>4,203,919</u>	<u>64,527</u>	<u>9,786,400</u>	<u>4,092,930</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>4,268,446</u>	<u>4,203,919</u>	<u>64,527</u>	<u>9,786,400</u>	<u>4,092,930</u>

GP-2013 Wolfville
PROTECTIVE SERVICES DIVISION
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$193,757	\$198,050	(\$4,293)	\$396,100	\$197,033
Cost sharing recoveries	63,705	63,700	5	254,800	62,450
Sale of services and other revenue	9,781	9,924	(143)	44,700	21,229
Provincial & Federal Grants				1,900	
	<u>267,243</u>	<u>271,674</u>	<u>(4,431)</u>	<u>697,500</u>	<u>280,712</u>
EXPENSES					
Salary and wages	64,990	66,927	(1,937)	246,500	58,840
Employee Benefits	8,852	13,352	(4,500)	49,200	11,106
Meetings, Meals and Travel	817	1,425	(608)	5,700	172
Professional Development	2,129	3,750	(1,621)	15,000	1,350
Membership Dues & Fees	145		145	1,800	110
Telecommunications	2,599	2,346	253	9,400	2,404
Office Expense	130	1,501	(1,371)	6,100	1,069
Legal	3,727	2,300	1,427	9,200	4,115
Insurance	1,749	750	999	7,500	1,582
Marketing and Communications		250	(250)	1,000	
Stipends & Honorariums		10,800	(10,800)	41,000	
Heat	857	900	(43)	5,000	843
Utilities	2,540	1,925	615	17,200	2,475
Building Repairs and Maintenance	2,165	2,949	(784)	12,000	6,822
Vehicle Fuel	3,273	1,551	1,722	6,200	654
Vehicle Repairs & Maintenance	11,938	12,825	(887)	50,900	7,726
Vehicle Insurance	11,465	9,600	1,865	9,600	9,025
Operational Equip & Supplies	6,244	14,724	(8,480)	65,900	25,664
Equipment Maintenance	2,540	2,500	40	10,000	921
Contracted Services	534,633	548,758	(14,125)	2,206,700	490,797
Licenses and Permits	460		460	1,800	445
	<u>661,253</u>	<u>699,133</u>	<u>(37,880)</u>	<u>2,777,700</u>	<u>626,120</u>
Net Operational Surplus	<u>(394,010)</u>	<u>(427,459)</u>	<u>33,449</u>	<u>(2,080,200)</u>	<u>(345,408)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	1,122	1,092	30	2,000	1,691
	<u>1,122</u>	<u>1,092</u>	<u>30</u>	<u>2,000</u>	<u>1,691</u>
NET SURPLUS (DEFICIT)	<u>(395,132)</u>	<u>(428,551)</u>	<u>33,419</u>	<u>(2,082,200)</u>	<u>(347,099)</u>

GP-2013 Wolfville
Police and Law Enforcement
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sale of services and other revenue	\$5,284	\$6,174	(\$890)	\$24,700	\$10,436
	<u>5,284</u>	<u>6,174</u>	<u>(890)</u>	<u>24,700</u>	<u>10,436</u>
EXPENSES					
Salary and wages	1,268	1,864	(596)	7,000	1,701
Employee Benefits	233	448	(215)	1,700	190
Legal	1,800	2,000	(200)	8,000	3,638
Utilities	476	725	(249)	3,500	464
Building Repairs and Maintenance	391	750	(359)	3,000	500
Contracted Services	427,534	442,800	(15,266)	1,776,200	385,042
	<u>431,702</u>	<u>448,587</u>	<u>(16,885)</u>	<u>1,799,400</u>	<u>391,535</u>
Net Operational Surplus	<u>(426,418)</u>	<u>(442,413)</u>	15,995	<u>(1,774,700)</u>	<u>(381,099)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(426,418)</u>	<u>(442,413)</u>	15,995	<u>(1,774,700)</u>	<u>(381,099)</u>

GP-2013 Wolfville
By Law Enforcement
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sale of services and other revenue	\$4,235	\$3,750	\$485	\$15,000	\$1,952
	<u>4,235</u>	<u>3,750</u>	<u>485</u>	<u>15,000</u>	<u>1,952</u>
EXPENSES					
Salary and wages	21,754	20,684	1,070	76,900	17,146
Employee Benefits	3,504	4,137	(633)	15,600	3,962
Meetings, Meals and Travel		75	(75)	300	
Membership Dues & Fees				200	25
Telecommunications	423	246	177	1,000	256
Office Expense	130	376	(246)	1,600	1,069
Legal	1,927	300	1,627	1,200	477
Marketing and Communications		250	(250)	1,000	
Vehicle Fuel	778	126	652	500	26
Vehicle Repairs & Maintenance	1,415	225	1,190	900	233
Vehicle Insurance	673	600	73	600	563
Operational Equip & Supplies	1,368	249	1,119	1,000	628
Contracted Services				5,000	350
	<u>31,972</u>	<u>27,268</u>	<u>4,704</u>	<u>105,800</u>	<u>24,735</u>
Net Operational Surplus	<u>(27,737)</u>	<u>(23,518)</u>	<u>(4,219)</u>	<u>(90,800)</u>	<u>(22,783)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(27,737)</u>	<u>(23,518)</u>	<u>(4,219)</u>	<u>(90,800)</u>	<u>(22,783)</u>

GP-2013 Wolfville
Fire Protection
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$193,757	\$198,050	(\$4,293)	\$396,100	\$197,033
Cost sharing recoveries	43,705	43,700	5	174,800	42,424
Sale of services and other revenue					8,615
	<u>237,462</u>	<u>241,750</u>	<u>(4,288)</u>	<u>570,900</u>	<u>248,072</u>
EXPENSES					
Salary and wages	21,454	23,317	(1,863)	88,000	22,051
Employee Benefits	2,319	4,335	(2,016)	15,800	4,436
Meetings, Meals and Travel	593	624	(31)	2,500	156
Professional Development	2,129	3,750	(1,621)	15,000	1,350
Membership Dues & Fees	145		145	1,600	85
Telecommunications	2,097	2,100	(3)	8,400	2,073
Office Expense		126	(126)	500	
Insurance	1,749	750	999	7,500	1,582
Stipends & Honorariums		10,800	(10,800)	41,000	
Heat	857	900	(43)	5,000	843
Utilities	2,064	1,200	864	13,700	2,011
Building Repairs and Maintenance	1,775	2,199	(424)	9,000	6,322
Vehicle Fuel	2,494	1,425	1,069	5,700	628
Vehicle Repairs & Maintenance	10,523	12,600	(2,077)	50,000	7,493
Vehicle Insurance	10,792	9,000	1,792	9,000	8,462
Operational Equip & Supplies	4,768	13,249	(8,481)	60,000	24,926
Equipment Maintenance	2,540	2,500	40	10,000	921
Contracted Services	103,348	102,208	1,140	410,500	102,905
Licenses and Permits	460		460	1,800	445
	<u>170,107</u>	<u>191,083</u>	<u>(20,976)</u>	<u>755,000</u>	<u>186,689</u>
Net Operational Surplus	<u>67,355</u>	<u>50,667</u>	<u>16,688</u>	<u>(184,100)</u>	<u>61,383</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u><u>67,355</u></u>	<u><u>50,667</u></u>	<u><u>16,688</u></u>	<u><u>(184,100)</u></u>	<u><u>61,383</u></u>

GP-2013 Wolfville
Emergency Measures
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Cost sharing recoveries	\$20,000	\$20,000		\$80,000	\$20,000
	<u>20,000</u>	<u>20,000</u>		<u>80,000</u>	<u>20,000</u>
EXPENSES					
Salary and wages	14,880	14,801	79	54,900	14,313
Employee Benefits	2,310	3,700	(1,390)	13,800	2,224
Meetings, Meals and Travel	224	726	(502)	2,900	16
Telecommunications	79		79		75
Office Expense		999	(999)	4,000	
Operational Equip & Supplies	109	1,101	(992)	4,400	110
	<u>17,602</u>	<u>21,327</u>	<u>(3,725)</u>	<u>80,000</u>	<u>16,738</u>
Net Operational Surplus	<u>2,398</u>	<u>(1,327)</u>	<u>3,725</u>		<u>3,262</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>2,398</u>	<u>(1,327)</u>	<u>3,725</u>		<u>3,262</u>

GP-2013 Wolfville
Other Protective Services
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Cost sharing recoveries					\$26
Sale of services and other revenue	262		262	5,000	226
Provincial & Federal Grants				1,900	
	<u>262</u>		<u>262</u>	<u>6,900</u>	<u>252</u>
EXPENSES					
Salary and wages	5,633	6,261	(628)	19,700	3,629
Employee Benefits	487	732	(245)	2,300	294
Operational Equip & Supplies		125	(125)	500	
Contracted Services	3,750	3,750		15,000	2,500
	<u>9,870</u>	<u>10,868</u>	<u>(998)</u>	<u>37,500</u>	<u>6,423</u>
Net Operational Surplus	<u>(9,608)</u>	<u>(10,868)</u>	1,260	<u>(30,600)</u>	<u>(6,171)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	1,122	1,092	30	2,000	1,691
	<u>1,122</u>	<u>1,092</u>	<u>30</u>	<u>2,000</u>	<u>1,691</u>
NET SURPLUS (DEFICIT)	<u>(10,730)</u>	<u>(11,960)</u>	1,230	<u>(32,600)</u>	<u>(7,862)</u>

GP-2013 Wolfville
PUBLIC WORKS DIVISION
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Cost sharing recoveries	\$37,275	\$37,275		\$149,100	\$40,100
Sale of services and other revenue	5,201	6,800	(1,599)	28,800	7,323
	<u>42,476</u>	<u>44,075</u>	<u>(1,599)</u>	<u>177,900</u>	<u>47,423</u>
EXPENSES					
Salary and wages	137,742	151,720	(13,978)	577,100	150,990
Employee Benefits	34,404	37,254	(2,850)	140,400	33,220
Meetings, Meals and Travel	1,098	125	973	3,500	400
Membership Dues & Fees	530	1,300	(770)	1,300	104
Telecommunications	1,015	1,101	(86)	4,400	941
Office Expense	707	1,429	(722)	4,300	557
Legal		2,500	(2,500)	5,000	911
Heat	1,311	800	511	7,000	984
Utilities	7,348	9,351	(2,003)	38,800	7,688
Building Repairs and Maintenance	2,868	7,251	(4,383)	20,000	5,962
Vehicle Fuel	6,593	5,998	595	40,800	6,653
Vehicle Repairs & Maintenance	11,863	17,499	(5,636)	70,000	14,206
Vehicle Insurance	5,617	5,000	617	5,000	4,892
Operational Equip & Supplies	30,263	28,302	1,961	149,900	27,132
Equipment Rentals		2,000	(2,000)	10,000	669
Contracted Services	53,029	76,250	(23,221)	469,400	84,527
Licenses and Permits				1,600	350
	<u>294,388</u>	<u>347,880</u>	<u>(53,492)</u>	<u>1,548,500</u>	<u>340,186</u>
Net Operational Surplus	<u>(251,912)</u>	<u>(303,805)</u>	<u>51,893</u>	<u>(1,370,600)</u>	<u>(292,763)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	58,550	58,550		127,200	60,288
	<u>58,550</u>	<u>58,550</u>		<u>127,200</u>	<u>60,288</u>
NET SURPLUS (DEFICIT)	<u>(310,462)</u>	<u>(362,355)</u>	<u>51,893</u>	<u>(1,497,800)</u>	<u>(353,051)</u>

GP-2013 Wolfville
Common Services
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Cost sharing recoveries	\$23,600	\$23,600		\$94,400	\$26,425
Sale of services and other revenue	2,792	4,300	(1,508)	14,800	2,823
	<u>26,392</u>	<u>27,900</u>	<u>(1,508)</u>	<u>109,200</u>	<u>29,248</u>
EXPENSES					
Salary and wages	47,059	42,539	4,520	158,400	60,725
Employee Benefits	12,425	8,654	3,771	33,100	11,939
Meetings, Meals and Travel	358	125	233	500	
Membership Dues & Fees	530	1,300	(770)	1,300	104
Telecommunications	1,015	1,101	(86)	4,400	941
Office Expense	707	1,429	(722)	4,300	557
Legal		2,500	(2,500)	5,000	911
Heat	1,311	800	511	7,000	984
Utilities	1,880	3,900	(2,020)	15,800	2,295
Building Repairs and Maintenance	2,868	7,251	(4,383)	20,000	5,962
Operational Equip & Supplies	52	750	(698)	3,000	156
Contracted Services	(253)	375	(628)	1,500	
Licenses and Permits				1,600	350
	<u>67,952</u>	<u>70,724</u>	<u>(2,772)</u>	<u>255,900</u>	<u>84,924</u>
Net Operational Surplus	<u>(41,560)</u>	<u>(42,824)</u>	<u>1,264</u>	<u>(146,700)</u>	<u>(55,676)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(41,560)</u>	<u>(42,824)</u>	<u>1,264</u>	<u>(146,700)</u>	<u>(55,676)</u>

GP-2013 Wolfville
Roads and Streets
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Cost sharing recoveries	\$13,675	\$13,675		\$54,700	\$13,675
Sale of services and other revenue	2,409		2,409		
	<u>16,084</u>	<u>13,675</u>	<u>2,409</u>	<u>54,700</u>	<u>13,675</u>
EXPENSES					
Salary and wages	90,683	108,931	(18,248)	417,700	89,709
Employee Benefits	21,979	28,550	(6,571)	107,100	21,193
Meetings, Meals and Travel	740		740	3,000	400
Vehicle Fuel	6,593	5,998	595	40,800	6,653
Vehicle Repairs & Maintenance	11,863	17,499	(5,636)	70,000	14,206
Vehicle Insurance	5,617	5,000	617	5,000	4,892
Operational Equip & Supplies	18,112	19,177	(1,065)	122,900	20,164
Equipment Rentals		2,000	(2,000)	10,000	669
Contracted Services	16,587	44,500	(27,913)	429,400	54,956
	<u>172,174</u>	<u>231,655</u>	<u>(59,481)</u>	<u>1,205,900</u>	<u>212,842</u>
Net Operational Surplus	<u>(156,090)</u>	<u>(217,980)</u>	<u>61,890</u>	<u>(1,151,200)</u>	<u>(199,167)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(156,090)</u>	<u>(217,980)</u>	<u>61,890</u>	<u>(1,151,200)</u>	<u>(199,167)</u>

GP-2013 Wolfville
Street Lighting
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget 2023-03-31	Previous Year Actual 2021-06-30
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE		
REVENUES					
EXPENSES					
Utilities	\$5,468	\$5,451	\$17	\$23,000	\$5,393
Operational Equip & Supplies	6,596	1,250	5,346	5,000	2,794
Contracted Services		375	(375)	1,500	
	<u>12,064</u>	<u>7,076</u>	<u>4,988</u>	<u>29,500</u>	<u>8,187</u>
Net Operational Surplus	<u>(12,064)</u>	<u>(7,076)</u>	<u>(4,988)</u>	<u>(29,500)</u>	<u>(8,187)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(12,064)</u>	<u>(7,076)</u>	<u>(4,988)</u>	<u>(29,500)</u>	<u>(8,187)</u>

GP-2013 Wolfville
Traffic Services
For the Three Months Ending June 30, 2022

	Financial Results To		Annual	Previous Year
	Actual	Budget	Budget	Actual
	2022-06-30	2022-06-30	2023-03-31	2021-06-30
REVENUES				
EXPENSES				
Salary and wages		\$250	\$1,000	\$557
Employee Benefits		50	200	88
Operational Equip & Supplies	5,503	7,125	19,000	4,018
Contracted Services	36,696	31,000	37,000	29,571
	<u>42,199</u>	<u>38,425</u>	<u>57,200</u>	<u>34,234</u>
Net Operational Surplus	<u>(42,199)</u>	<u>(38,425)</u>	<u>(57,200)</u>	<u>(34,234)</u>
CAPITAL PROGRAM & RESERVES				
NET SURPLUS (DEFICIT)	<u>(42,199)</u>	<u>(38,425)</u>	<u>(57,200)</u>	<u>(34,234)</u>

GP-2013 Wolfville
Other Transportation Services
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sale of services and other revenue		\$2,500	(\$2,500)	\$14,000	\$4,500
		<u>2,500</u>	<u>(2,500)</u>	<u>14,000</u>	<u>4,500</u>
EXPENSES					
Net Operational Surplus		2,500	(2,500)	14,000	4,500
CAPITAL PROGRAM & RESERVES					
Debenture interest	58,550	58,550		127,200	60,288
	<u>58,550</u>	<u>58,550</u>		<u>127,200</u>	<u>60,288</u>
NET SURPLUS (DEFICIT)	<u>(58,550)</u>	<u>(56,050)</u>	<u>(2,500)</u>	<u>(113,200)</u>	<u>(55,788)</u>

GP-2013 Wolfville
SANITARY SEWER DIVISION
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sewer charges	\$138,069	\$144,799	(\$6,730)	\$608,400	\$118,467
Sale of services and other revenue				5,000	
	<u>138,069</u>	<u>144,799</u>	<u>(6,730)</u>	<u>613,400</u>	<u>118,467</u>
EXPENSES					
Salary and wages	23,810	32,636	(8,826)	127,100	17,460
Employee Benefits	4,314	8,577	(4,263)	33,400	3,140
Telecommunications	251		251		138
Utilities	16,053	23,373	(7,320)	98,300	11,189
Building Repairs and Maintenance	371		371		
Vehicle Fuel	1,696		1,696		646
Vehicle Repairs & Maintenance	7,492	5,000	2,492	20,000	5,235
Vehicle Insurance	1,244	1,000	244	1,000	867
Operational Equip & Supplies	29,392	30,097	(705)	103,800	21,363
Contracted Services	22,794	8,125	14,669	48,000	7,764
	<u>107,417</u>	<u>108,808</u>	<u>(1,391)</u>	<u>431,600</u>	<u>67,802</u>
Net Operational Surplus	<u>30,652</u>	<u>35,991</u>	<u>(5,339)</u>	<u>181,800</u>	<u>50,665</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	19,783	20,208	(425)	53,500	6,949
	<u>19,783</u>	<u>20,208</u>	<u>(425)</u>	<u>53,500</u>	<u>6,949</u>
NET SURPLUS (DEFICIT)	<u>10,869</u>	<u>15,783</u>	<u>(4,914)</u>	<u>128,300</u>	<u>43,716</u>

GP-2013 Wolfville
Sewer Administration
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
EXPENSES					
Contracted Services	\$6,475	\$5,525	\$950	\$22,100	\$7,150
	6,475	5,525	950	22,100	7,150
Net Operational Surplus	(6,475)	(5,525)	(950)	(22,100)	(7,150)
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	(6,475)	(5,525)	(950)	(22,100)	(7,150)

GP-2013 Wolfville
Sewer Collection
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year Actual
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$10,113	\$13,678	(\$3,565)	\$50,800	\$5,989
Employee Benefits	1,714	3,495	(1,781)	13,000	1,067
Vehicle Repairs & Maintenance	3,075	3,250	(175)	13,000	3,075
Operational Equip & Supplies	9,526	8,000	1,526	40,000	6,860
Contracted Services	10,990		10,990	15,000	438
	<u>35,418</u>	<u>28,423</u>	<u>6,995</u>	<u>131,800</u>	<u>17,429</u>
Net Operational Surplus	<u>(35,418)</u>	<u>(28,423)</u>	<u>(6,995)</u>	<u>(131,800)</u>	<u>(17,429)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(35,418)</u>	<u>(28,423)</u>	<u>(6,995)</u>	<u>(131,800)</u>	<u>(17,429)</u>

GP-2013 Wolfville
Sewer Lift Stations
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$1,994	\$1,000	\$994	\$9,600	\$1,099
Employee Benefits	189	275	(86)	2,500	155
Utilities	3,073	3,873	(800)	20,300	3,028
Operational Equip & Supplies	1,542	5,950	(4,408)	23,800	3,366
Contracted Services	3,337		3,337	4,000	
	<u>10,135</u>	<u>11,098</u>	<u>(963)</u>	<u>60,200</u>	<u>7,648</u>
Net Operational Surplus	<u>(10,135)</u>	<u>(11,098)</u>	<u>963</u>	<u>(60,200)</u>	<u>(7,648)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(10,135)</u>	<u>(11,098)</u>	<u>963</u>	<u>(60,200)</u>	<u>(7,648)</u>

GP-2013 Wolfville
Sewer Treatment
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$11,702	\$17,958	(\$6,256)	\$66,700	\$10,372
Employee Benefits	2,411	4,807	(2,396)	17,900	1,918
Telecommunications	251		251		138
Utilities	12,980	19,500	(6,520)	78,000	8,161
Building Repairs and Maintenance	371		371		
Vehicle Fuel	1,696		1,696		646
Vehicle Repairs & Maintenance	4,417	1,750	2,667	7,000	2,160
Vehicle Insurance	1,244	1,000	244	1,000	867
Operational Equip & Supplies	13,008	5,001	8,007	20,000	8,287
Contracted Services	1,992	1,750	242	3,500	176
	<u>50,072</u>	<u>51,766</u>	<u>(1,694)</u>	<u>194,100</u>	<u>32,725</u>
Net Operational Surplus	<u>(50,072)</u>	<u>(51,766)</u>	<u>1,694</u>	<u>(194,100)</u>	<u>(32,725)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(50,072)</u>	<u>(51,766)</u>	<u>1,694</u>	<u>(194,100)</u>	<u>(32,725)</u>

GP-2013 Wolfville
Solid Waste Management
For the Three Months Ending June 30, 2022

	Financial Results To		Annual	Previous Year
	Actual	Budget	Budget	Actual
	2022-06-30	2022-06-30	2023-03-31	2021-06-30
REVENUES				
EXPENSES				
Contracted Services		\$850	\$3,400	
		850	3,400	
Net Operational Surplus		(850)	(3,400)	
CAPITAL PROGRAM & RESERVES				
NET SURPLUS (DEFICIT)		(850)	(3,400)	

GP-2013 Wolfville
Other Environmental Health
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sewer charges	\$138,069	\$144,799	(\$6,730)	\$608,400	\$118,467
Sale of services and other revenue				5,000	
	<u>138,069</u>	<u>144,799</u>	<u>(6,730)</u>	<u>613,400</u>	<u>118,467</u>
EXPENSES					
Operational Equip & Supplies	5,316	11,146	(5,830)	20,000	2,850
	<u>5,316</u>	<u>11,146</u>	<u>(5,830)</u>	<u>20,000</u>	<u>2,850</u>
Net Operational Surplus	<u>132,753</u>	<u>133,653</u>	<u>(900)</u>	<u>593,400</u>	<u>115,617</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	19,783	20,208	(425)	53,500	6,949
	<u>19,783</u>	<u>20,208</u>	<u>(425)</u>	<u>53,500</u>	<u>6,949</u>
NET SURPLUS (DEFICIT)	<u>112,970</u>	<u>113,445</u>	<u>(475)</u>	<u>539,900</u>	<u>108,668</u>

GP-2013 Wolfville
PLANNING DIVISION
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sale of services and other revenue	\$16,646	\$6,951	\$9,695	\$23,500	\$5,828
Provincial & Federal Grants					(24,517)
	<u>16,646</u>	<u>6,951</u>	<u>9,695</u>	<u>23,500</u>	<u>(18,689)</u>
EXPENSES					
Salary and wages	99,861	87,258	12,603	324,100	101,447
Employee Benefits	21,906	19,807	2,099	73,500	21,483
Meetings, Meals and Travel	362	999	(637)	4,000	40
Membership Dues & Fees	1,251	2,500	(1,249)	2,500	413
Advertising	900	1,401	(501)	5,600	
Telecommunications	857	876	(19)	3,500	834
Office Expense	2,308	3,000	(692)	12,000	4,246
Legal	3,414	2,499	915	10,000	3,717
Miscellaneous	1,834		1,834		
Operational Equip & Supplies					173
Contracted Services	17,736	10,001	7,735	40,000	18,113
	<u>150,429</u>	<u>128,341</u>	<u>22,088</u>	<u>475,200</u>	<u>150,466</u>
Net Operational Surplus	<u>(133,783)</u>	<u>(121,390)</u>	<u>(12,393)</u>	<u>(451,700)</u>	<u>(169,155)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(133,783)</u>	<u>(121,390)</u>	<u>(12,393)</u>	<u>(451,700)</u>	<u>(169,155)</u>

GP-2013 Wolfville
COMMUNITY SERVICES DIVISION
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sale of services and other revenue	\$14,578	\$5,000	\$9,578	\$47,000	\$379
Provincial & Federal Grants	30,740	7,500	23,240	38,000	6,800
	<u>45,318</u>	<u>12,500</u>	<u>32,818</u>	<u>85,000</u>	<u>7,179</u>
EXPENSES					
Salary and wages	200,561	218,057	(17,496)	739,700	194,707
Employee Benefits	37,055	43,383	(6,328)	147,400	34,895
Meetings, Meals and Travel	1,123	425	698	1,700	629
Membership Dues & Fees	360	5,300	(4,940)	5,300	2,762
Advertising	1,198	2,000	(802)	7,000	
Telecommunications	1,231	1,523	(292)	6,100	1,086
Office Expense	573	999	(426)	4,000	714
Legal	312		312		
Marketing and Communications		625	(625)	2,500	
Miscellaneous	32		32		
Utilities	5,451	6,215	(764)	20,400	5,001
Building Repairs and Maintenance	2,632	5,499	(2,867)	56,500	11,488
Vehicle Fuel	5,206	2,100	3,106	6,500	1,948
Vehicle Repairs & Maintenance	11,035	3,160	7,875	12,000	7,463
Vehicle Insurance	4,861	4,000	861	4,000	4,157
Operational Equip & Supplies	48,736	63,500	(14,764)	106,500	50,125
Equipment Rentals	756		756		813
Program Expenditures	17,003	11,301	5,702	77,500	3,570
Contracted Services	7,872	44,626	(36,754)	113,000	35,768
Grants to Organizations	9,050	29,350	(20,300)	75,000	
	<u>355,047</u>	<u>442,063</u>	<u>(87,016)</u>	<u>1,385,100</u>	<u>355,126</u>
Net Operational Surplus	<u>(309,729)</u>	<u>(429,563)</u>	<u>119,834</u>	<u>(1,300,100)</u>	<u>(347,947)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	3,399	3,500	(101)	6,600	3,612
	<u>3,399</u>	<u>3,500</u>	<u>(101)</u>	<u>6,600</u>	<u>3,612</u>
NET SURPLUS (DEFICIT)	<u>(313,128)</u>	<u>(433,063)</u>	<u>119,935</u>	<u>(1,306,700)</u>	<u>(351,559)</u>

GP-2013 Wolfville
Parks and Playgrounds
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sale of services and other revenue	\$2,239		\$2,239		
Provincial & Federal Grants				4,500	
	<u>2,239</u>		<u>2,239</u>	<u>4,500</u>	
EXPENSES					
Salary and wages	112,514	117,556	(5,042)	381,000	119,855
Employee Benefits	24,088	25,258	(1,170)	81,600	23,533
Meetings, Meals and Travel	69	250	(181)	1,000	439
Telecommunications	226	174	52	700	176
Office Expense	143	125	18	500	165
Utilities	2,254	2,450	(196)	5,400	1,357
Building Repairs and Maintenance					7,018
Vehicle Fuel	5,206	2,100	3,106	6,500	1,948
Vehicle Repairs & Maintenance	10,926	3,160	7,766	12,000	7,353
Vehicle Insurance	4,777	4,000	777	4,000	4,074
Operational Equip & Supplies	40,307	49,950	(9,643)	85,200	45,527
Equipment Rentals	756		756		813
Contracted Services	6,777	43,750	(36,973)	94,500	34,705
	<u>208,043</u>	<u>248,773</u>	<u>(40,730)</u>	<u>672,400</u>	<u>246,963</u>
Net Operational Surplus	<u>(205,804)</u>	<u>(248,773)</u>	<u>42,969</u>	<u>(667,900)</u>	<u>(246,963)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	1,958	1,900	58	3,800	2,089
	<u>1,958</u>	<u>1,900</u>	<u>58</u>	<u>3,800</u>	<u>2,089</u>
NET SURPLUS (DEFICIT)	<u>(207,762)</u>	<u>(250,673)</u>	<u>42,911</u>	<u>(671,700)</u>	<u>(249,052)</u>

GP-2013 Wolfville
Economic Development
For the Three Months Ending June 30, 2022

	Financial Results To		Annual	Previous Year
	Actual	Budget	Budget	Actual
	2022-06-30	2022-06-30	2023-03-31	2021-06-30
REVENUES				
EXPENSES				
Membership Dues & Fees				\$46
Grants to Organizations			10,000	
			10,000	46
Net Operational Surplus			(10,000)	(46)
CAPITAL PROGRAM & RESERVES				
NET SURPLUS (DEFICIT)			(10,000)	(46)

GP-2013 Wolfville
Festival and Events
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year Actual
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
Sale of services and other revenue	\$1,500		\$1,500		
Provincial & Federal Grants		2,500	(2,500)	14,500	1,800
	<u>1,500</u>	<u>2,500</u>	<u>(1,000)</u>	<u>14,500</u>	<u>1,800</u>
EXPENSES					
Salary and wages	4,417	4,480	(63)	22,000	3,822
Employee Benefits	442	538	(96)	2,900	358
Advertising	1,198	1,500	(302)	5,000	
Operational Equip & Supplies	6,801	8,000	(1,199)	11,500	1,360
Program Expenditures	9,686	8,000	1,686	62,000	939
Grants to Organizations	8,550	7,000	1,550	30,000	
	<u>31,094</u>	<u>29,518</u>	<u>1,576</u>	<u>133,400</u>	<u>6,479</u>
Net Operational Surplus	<u>(29,594)</u>	<u>(27,018)</u>	<u>(2,576)</u>	<u>(118,900)</u>	<u>(4,679)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(29,594)</u>	<u>(27,018)</u>	<u>(2,576)</u>	<u>(118,900)</u>	<u>(4,679)</u>

GP-2013 Wolfville
Recreation Adminsitration
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$55,852	\$54,328	\$1,524	\$202,000	\$54,318
Employee Benefits	9,814	12,513	(2,699)	46,400	9,510
Meetings, Meals and Travel	232	50	182	200	6
Membership Dues & Fees	360	4,700	(4,340)	4,700	2,716
Telecommunications	516	648	(132)	2,600	409
Office Expense	223	375	(152)	1,500	336
Legal	312		312		
Marketing and Communications		625	(625)	2,500	
Utilities	1,643	1,125	518	6,000	1,231
Building Repairs and Maintenance	905	999	(94)	20,000	38
Operational Equip & Supplies	358		358		
	<u>70,215</u>	<u>75,363</u>	<u>(5,148)</u>	<u>285,900</u>	<u>68,564</u>
Net Operational Surplus	<u>(70,215)</u>	<u>(75,363)</u>	<u>5,148</u>	<u>(285,900)</u>	<u>(68,564)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(70,215)</u>	<u>(75,363)</u>	<u>5,148</u>	<u>(285,900)</u>	<u>(68,564)</u>

GP-2013 Wolfville
Recreation Programs
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sale of services and other revenue	\$10,734	\$5,000	\$5,734	\$47,000	\$379
Provincial & Federal Grants	25,740		25,740	1,500	
	<u>36,474</u>	<u>5,000</u>	<u>31,474</u>	<u>48,500</u>	<u>379</u>
EXPENSES					
Salary and wages	17,462	21,429	(3,967)	72,500	11,118
Employee Benefits	1,476	2,377	(901)	8,000	923
Meetings, Meals and Travel	822	125	697	500	132
Advertising		500	(500)	2,000	
Miscellaneous	32		32		
Vehicle Repairs & Maintenance	110		110		110
Vehicle Insurance	84		84		83
Operational Equip & Supplies	460	750	(290)	3,000	203
Program Expenditures	7,317	3,301	4,016	15,500	2,632
Contracted Services				15,000	
Grants to Organizations	500	12,350	(11,850)	25,000	
	<u>28,263</u>	<u>40,832</u>	<u>(12,569)</u>	<u>141,500</u>	<u>15,201</u>
Net Operational Surplus	<u>8,211</u>	<u>(35,832)</u>	<u>44,043</u>	<u>(93,000)</u>	<u>(14,822)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>8,211</u>	<u>(35,832)</u>	<u>44,043</u>	<u>(93,000)</u>	<u>(14,822)</u>

GP-2013 Wolfville
Tourism
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Provincial & Federal Grants				\$12,500	
				<u>12,500</u>	
EXPENSES					
Salary and wages	8,692	17,922	(9,230)	53,500	4,169
Employee Benefits	937	2,262	(1,325)	6,700	443
Meetings, Meals and Travel					52
Membership Dues & Fees		600	(600)	600	
Telecommunications	372	501	(129)	2,000	377
Office Expense	57	249	(192)	1,000	52
Utilities	570	890	(320)	2,000	1,315
Building Repairs and Maintenance	1,314	750	564	1,500	2,885
Operational Equip & Supplies	809	4,800	(3,991)	6,800	3,035
Contracted Services	1,095	876	219	3,500	1,064
	<u>13,846</u>	<u>28,850</u>	<u>(15,004)</u>	<u>77,600</u>	<u>13,392</u>
Net Operational Surplus	<u>(13,846)</u>	<u>(28,850)</u>	<u>15,004</u>	<u>(65,100)</u>	<u>(13,392)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(13,846)</u>	<u>(28,850)</u>	<u>15,004</u>	<u>(65,100)</u>	<u>(13,392)</u>

GP-2013 Wolfville
Library Facility
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	Actual 2021-06-30
REVENUES					
Sale of services and other revenue	\$104		\$104		
Provincial & Federal Grants	5,000	5,000		5,000	5,000
	<u>5,104</u>	<u>5,000</u>	<u>104</u>	<u>5,000</u>	<u>5,000</u>
EXPENSES					
Salary and wages	1,624	2,343	(719)	8,700	1,425
Employee Benefits	298	435	(137)	1,800	129
Telecommunications	118	200	(82)	800	124
Office Expense	150	250	(100)	1,000	162
Utilities	984	1,750	(766)	7,000	1,098
Building Repairs and Maintenance	414	3,750	(3,336)	35,000	1,546
	<u>3,588</u>	<u>8,728</u>	<u>(5,140)</u>	<u>54,300</u>	<u>4,484</u>
Net Operational Surplus	<u>1,516</u>	<u>(3,728)</u>	<u>5,244</u>	<u>(49,300)</u>	<u>516</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	1,440	1,600	(160)	2,800	1,523
	<u>1,440</u>	<u>1,600</u>	<u>(160)</u>	<u>2,800</u>	<u>1,523</u>
NET SURPLUS (DEFICIT)	<u>76</u>	<u>(5,328)</u>	<u>5,404</u>	<u>(52,100)</u>	<u>(1,007)</u>

GP-2013 Wolfville
Museum & Historical Facilities
For the Three Months Ending June 30, 2022

	Financial Results To		Annual	Previous Year
	Actual	Budget	Budget	Actual
	2022-06-30	2022-06-30	2023-03-31	2021-06-30
REVENUES				
EXPENSES				
Grants to Organizations		\$10,000	\$10,000	
		10,000	10,000	
Net Operational Surplus		(10,000)	(10,000)	
CAPITAL PROGRAM & RESERVES				
NET SURPLUS (DEFICIT)		(10,000)	(10,000)	

GP-2013 Wolfville
Partner Contributions
For the Three Months Ending Thursday, June 30, 2022

	Financial Results To			Annual Budget 3/31/2023	Previous Year Actual 6/30/2021
	Actual 6/30/2022	Budget 6/30/2022	VARIANCE		
REVENUES					
EXPENSES					
<u>Partner Contributions:</u>					
1-840-9400- Regional Solid Waste	208,230	135,000	73,230	540,000	167,983
1-840-9410- Transit services	63,635	54,000	9,635	189,000	58,945
1-840-9420- Valley Community Fibre				2,000	
1-840-9440- Annapolis Valley Regional Library	7,575	7,750	-175	31,000	7,575
1-840-9450- Kings Region Cooperative Initiatives	2,695	2,500	195	10,000	
1-840-9500- Education funding	179,988	179,748	240	719,000	181,095
1-840-9510- Corrections	20,725	20,500	225	82,000	20,894
1-840-9530- Assessment services	18,917	19,500	-583	78,000	19,324
1-840-9520- Valley Regional Housing Authority				60,000	
1-840-9300- Grant to WBDC		50,000	-50,000	100,000	
1-840-9430- Regional Development		7,500	-7,500	30,000	
1-840-9450-0006 IMSA Governance Review Project		25,000	-25,000	100,000	
Total Partner Contributions	501,765	501,498	267	1,941,000	455,816
	501,765	501,498	267	1,941,000	455,816
Net Operational Surplus	-501,765	-501,498	-267	-1,941,000	-455,816
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	-501,765	-501,498	-267	-1,941,000	-455,816

Town of Wolfville
Capital Fund ~ Project Summary
For the 3 Months Ended June 30 2022

	Actual YTD	Mar 31/22 WIP & Est. Cost to Complete	Forecast Final Cost	Budget Fiscal 21/22	Forecast Budget VARIANCE	
Information Technology						
nothing budgeted in 22/23	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
Municipal Buildings						
P Wks/Communit Dev - refurb and reno	-	623,500	623,500	-	623,500	
P wks Facility/Yard Upgrades	-	-	-	100,000	(100,000)	
Salt Shed	9,240	266,000	275,240	350,000	(74,760)	
Library - Facility Replacement	-	-	-	50,000	(50,000)	
	9,240	266,000	275,240	500,000	(224,760)	
Protective Services						
Fire Equipment Upgrades	-	-	-	160,000	(160,000)	
	-	-	-	160,000	(160,000)	
Fleet/Equip Inventory						
veh # 18 - 2019 Wacker Neuson Loader - attachment	-	-	-	12,000	(12,000)	
veh # 23 - PW 2016 F450 1 ton 4*4	-	162,600	162,600	140,000	22,600	
veh # 31 - Parks 2001 Suzuki micro truck	19,584	-	19,584	25,000	(5,416)	
veh #34 - Parks 2000 Suzuki micro truck	-	-	-	25,000	(25,000)	not replacing. Repair and keep
veh # 40 - 2015 JD Parks loader 1025	-	-	-	25,000	(25,000)	
veh # 38 - Parks 2017 JD mower 1023E	-	-	-	25,000	(25,000)	
veh #new - Parks 3/4 ton full crew cab 4*4	-	-	-	90,000	(90,000)	considering taking old P Wks 1 ton
veh # 17 - Bylaw car 2013 Ford Fusion	-	55,000	55,000	55,000	-	still planned, not tendered yet
	19,584	217,600	237,184	397,000	(159,816)	
Streets						
					-	
Highland Ave. - Propect to Skyway	802,171	2,625,000	3,427,171	3,200,000	227,171	extra due to tender award and CO fro tree removal @ \$35,000
			-		-	
Engineering - 2020/21 Street projects	43,781	12,000	55,781	55,000	781	
	845,952	2,637,000	3,482,952	3,255,000	227,952	
Other Transportation						
Decorative Street Lights	5,738	-	5,738	-	5,738	
Crosswalks - upgrades	42,240	26,102	68,342	40,000	28,342	
Wayfinding	-	-	-	50,000	(50,000)	Note \$26,102 is compleiton of \$40 K project from 2021/22
Flood Risk Mitigation (@ Waterfront) engineering	2,004	73,000	75,004	75,000	4	not yet tendered
	49,982	26,102	149,084	165,000	(15,916)	
Sewer Operations						
treatment Plant Expansion Ph II engineering	-	-	-	200,000	(200,000)	need to get details of proposed project
WWTP PH I final costs	43,407	-	43,407	-	43,407	extras fr PH I, project mgt fees
Lift Station Upgrade program	-	-	-	50,000	(50,000)	need to get details of proposed project
Sub total Sewer Operation	43,407	-	43,407	250,000	(206,593)	
Community Services						
VIC Reno/Upgrade	-	-	-	600,000	(600,000)	likely on hold til next year
East End Gateway - events lawn	-	-	-	75,000	(75,000)	likely on hold til next year
East End Gateway - Willow Reconfiguration	34,048	-	34,048	-	34,048	completed last year. Design flaw had to be fixed,
Nature Preserve - Dam Study and Upgrades	-	50,000	50,000	50,000	-	
Public Art	-	-	-	30,000	(30,000)	need to get details of proposed project
West end Trail System/neighborhood park	-	-	-	20,000	(20,000)	need to get details of proposed project
Reservoir Park - Washrooms/Change Rooms	-	-	-	125,000	(125,000)	original plan being reconsidered/possible change in design
reservoir Park - upgrades around pond area incl shade	-	-	-	30,000	(30,000)	original plan being reconsidered/possible change in design
Rotary Park - soccer upgrades 22/23	-	10,000	10,000	10,000	-	
Rotary Park - parking lot	16,060	-	16,060	10,000	6,060	Prelim work - full project in 2023/24 CIP
Nature Trust Lands - Park improvements	-	-	-	150,000	(150,000)	need to get details of proposed project
Clock Park - walkway upgrade	-	-	-	70,000	(70,000)	may be delayed to next year
Rec Centre - automatic doors	-	20,000	20,000	20,000	-	
Compost Site - review location	-	-	-	30,000	(30,000)	may be delayed to next year
	50,108	80,000	130,108	1,220,000	(1,089,892)	
GRAND TOTAL ALL PROJECTS	1,018,273	3,226,702	4,317,975	5,947,000	(1,629,025)	

GP-2013 Wolfville
Water Utility - Summary
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year
	Actual	Budget		2023-03-31	Actual
	2022-06-30	2022-06-30	VARIANCE		2021-06-30
REVENUES					
Metered Sales	\$173,618	\$171,825	\$1,793	\$725,000	\$170,588
Fire Protection	99,006	99,000	6	396,000	99,006
Sprinkler Service Charge				10,800	
Other	5,860	8,200	(2,340)	32,500	7,909
	<u>278,484</u>	<u>279,025</u>	<u>(541)</u>	<u>1,164,300</u>	<u>277,503</u>
EXPENSES					
Salary and wages	78,546	84,651	(6,105)	325,500	79,820
Employee Benefits	16,118	19,971	(3,853)	76,800	14,701
Seasonal Wages	60		60		
Meeting, Meals and Travel		350	(350)	1,400	
Professional Development		1,250	(1,250)	5,000	
Membership Dues & Fees	31	800	(769)	800	
Advertising		50	(50)	200	
Telecommunications	309	375	(66)	1,500	172
Office Expense	13,361	8,500	4,861	34,000	12,662
Legal		75	(75)	300	
Insurance	17,010	15,000	2,010	15,000	14,300
Audit	(6,500)		(6,500)	6,000	
Miscellaneous	467		467		
Utilities	20,863	23,333	(2,470)	96,500	19,345
Repairs and Maintenance		850	(850)	3,400	
Property Taxes	27,666	28,250	(584)	56,500	27,913
Vehicle Fuel	1,042	625	417	2,500	477
Vehicle Repairs & Maintenance	1,418	3,600	(2,182)	14,400	579
Vehicle Insurance	1,055	1,000	55	1,000	867
Operational Equip & Supplies	65,596	34,305	31,291	138,000	106,950
Equipment Maintenance	242	1,250	(1,008)	5,000	245
Contracted Services	12,118	7,875	4,243	89,000	10,615
Other debt charges	28	500	(472)	500	42
Debenture interest	9,209	9,000	209	27,000	9,589
Doubtful accounts allowance				1,000	
	<u>258,639</u>	<u>241,610</u>	<u>17,029</u>	<u>901,300</u>	<u>298,277</u>
Net Operational Surplus	<u>19,845</u>	<u>37,415</u>	<u>(17,570)</u>	<u>263,000</u>	<u>(20,774)</u>
Capital Program & Reserves					
Depreciation				150,000	
Debenture principal	36,960	37,000	(40)	37,000	36,960
Capital Fund	115,317		115,317	70,000	49,964
Dividend to Town				50,000	
	<u>152,277</u>	<u>37,000</u>	<u>115,277</u>	<u>307,000</u>	<u>86,924</u>
NET SURPLUS (DEFICIT)	<u>(132,432)</u>	<u>415</u>	<u>(132,847)</u>	<u>(44,000)</u>	<u>(107,698)</u>

GP-2013 Wolfville
Power and Pumping
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year Actual
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$921	\$3,281	(\$2,360)	\$12,200	\$3,120
Employee Benefits	163	770	(607)	3,000	543
Utilities	18,420	20,874	(2,454)	85,000	16,687
Repairs and Maintenance		250	(250)	1,000	
Operational Equip & Supplies	8,125	3,126	4,999	8,000	42,008
Contracted Services	8,885		8,885	16,000	2,184
	<u>36,514</u>	<u>28,301</u>	<u>8,213</u>	<u>125,200</u>	<u>64,542</u>
Net Operational Surplus	<u>(36,514)</u>	<u>(28,301)</u>	<u>(8,213)</u>	<u>(125,200)</u>	<u>(64,542)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(36,514)</u>	<u>(28,301)</u>	<u>(8,213)</u>	<u>(125,200)</u>	<u>(64,542)</u>

GP-2013 Wolfville
Treatment
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year Actual
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$4,281	\$8,453	(\$4,172)	\$31,400	\$5,056
Employee Benefits	630	2,128	(1,498)	7,900	844
Utilities	1,475	1,626	(151)	6,500	1,337
Repairs and Maintenance		600	(600)	2,400	
Operational Equip & Supplies	17,119	12,501	4,618	50,000	9,604
Contracted Services	1,350	4,125	(2,775)	18,000	5,428
	<u>24,855</u>	<u>29,433</u>	<u>(4,578)</u>	<u>116,200</u>	<u>22,269</u>
Net Operational Surplus	<u>(24,855)</u>	<u>(29,433)</u>	<u>4,578</u>	<u>(116,200)</u>	<u>(22,269)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(24,855)</u>	<u>(29,433)</u>	<u>4,578</u>	<u>(116,200)</u>	<u>(22,269)</u>

GP-2013 Wolfville
Transmission & Distribution
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year Actual
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$35,589	\$34,192	\$1,397	\$127,000	\$36,880
Employee Benefits	6,554	8,548	(1,994)	31,800	6,502
Seasonal Wages	60		60		
Meeting, Meals and Travel		250	(250)	1,000	
Telecommunications	309	375	(66)	1,500	172
Utilities	968	833	135	5,000	1,320
Vehicle Fuel	1,042	625	417	2,500	477
Vehicle Repairs & Maintenance	1,418	3,600	(2,182)	14,400	579
Vehicle Insurance	1,055	1,000	55	1,000	867
Operational Equip & Supplies	40,352	18,678	21,674	80,000	55,338
Equipment Maintenance	242	1,250	(1,008)	5,000	245
Contracted Services	1,882		1,882	30,000	3,003
	<u>89,471</u>	<u>69,351</u>	<u>20,120</u>	<u>299,200</u>	<u>105,383</u>
Net Operational Surplus	<u>(89,471)</u>	<u>(69,351)</u>	<u>(20,120)</u>	<u>(299,200)</u>	<u>(105,383)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(89,471)</u>	<u>(69,351)</u>	<u>(20,120)</u>	<u>(299,200)</u>	<u>(105,383)</u>

GP-2013 Wolfville
Administration
For the Three Months Ending June 30, 2022

	Financial Results To			Annual Budget	Previous Year Actual
	Actual 2022-06-30	Budget 2022-06-30	VARIANCE	2023-03-31	2021-06-30
REVENUES					
EXPENSES					
Salary and wages	\$37,755	\$38,725	(\$970)	\$154,900	\$34,764
Employee Benefits	8,771	8,525	246	34,100	6,813
Meeting, Meals and Travel		100	(100)	400	
Professional Development		1,250	(1,250)	5,000	
Membership Dues & Fees	31	800	(769)	800	
Advertising		50	(50)	200	
Office Expense	13,361	8,500	4,861	34,000	12,662
Legal		75	(75)	300	
Insurance	17,010	15,000	2,010	15,000	14,300
Audit	(6,500)		(6,500)	6,000	
Miscellaneous	467		467		
Property Taxes	27,666	28,250	(584)	56,500	27,913
Contracted Services		3,750	(3,750)	25,000	
Doubtful accounts allowance				1,000	
	98,561	105,025	(6,464)	333,200	96,452
Net Operational Surplus	(98,561)	(105,025)	6,464	(333,200)	(96,452)
Capital Program & Reserves					
Depreciation				150,000	
				150,000	
NET SURPLUS (DEFICIT)	(98,561)	(105,025)	6,464	(483,200)	(96,452)

Town of Wolville
Summary - Quarterly Variances By Division - Town Operating Fund
Financial Results for the Period Ended June 30, 2022

	Actual 30-Jun-22	Budget 30-Jun-22	Variance over/(under) budget
Revenues	\$ 5,032,550	\$ 4,943,054	\$ 89,496
Expenditures (Operating/capital & reserves)	3,283,238	3,453,457	(170,219)
Net Surplus (Deficit)	\$ 1,749,312	\$ 1,489,597	\$ 259,715

Significant Variance Explanation (over \$5,000 - \$10,000 by Division)

General Government

Account/Explanation	Actual 30-Jun-22	Budget 30-Jun-22	Variance over/(under) budget
Taxes and grants in lieu of taxes assessment losses and none recorded prior to interim tax bill. Commercial taxes are \$5,000 less than budget. Budget did not properly reflect exemption given to Rotary Field lands used by Town by Parks & Rec. Deed Transfer tax is \$74,000 more than budget.	4,419,046	4,348,805	70,241
Provincial, Federal & Other Grants Budget shows \$17,500 for Provincial Financial Capacity Grant (formerly equalization grant). Amount not received until second quarter.	2,121	18,700	(16,579)
Salary & Benefits Mainly related to new part time staff position not hired until August.	179,502	185,351	(5,849)
Professional Development Legislative (Council) is on budget. Staff training shows as \$7,400 over budget. Budget assumes even spending over the year, actual spending can vary. By August the PD variance has dropped to \$4,000 over budget.	23,283	16,754	6,529
Insurance Over budget as actual premium costs came in higher than estimated amount used for budget. Industry wide issue generally and specifically to municipal government. Budget allows for \$2,500 per quarter for claims costs. Actual claims in 1st quarter were approx \$1,000	174,506	165,800	8,706
Operational Equip & Supplies Similar to many years, the actual spending in IT occurs later in year than budget allocation. IT Dept shows as \$37,000 underbudget. Note by August this variance has dropped to only \$5,000 under budget.	39,629	74,954	(35,325)
Contracted Services Shows as over budget in IT as of June 30th. Approx \$16,000 relates to an item (GIS Esri system annual cost posted to this account, budget shows that cost in Op/Materials & Supplies. Journal entry needed	29,474	13,750	15,724
Grants to Organization Budget reflects AVCC grant for Tourism (\$4,000), Doctor Recruitment (\$5,000) and Acadia Stead Bursary (\$1,000). Tourism amount is not requested this year, however Doctor Recruitment and Stead bursary amounts should be paid out.	-	10,000	(10,000)
			-

Protective Services

Account/Explanation	Actual 30-Jun-22	Budget 30-Jun-22	Variance over/(under) budget
Stipends and honorariums Summer standby budgeted to be paid end of June, expense not processed until early July.	-	10,800	(10,800)
Operational Equipment & Supplies Actual spending lower than budget allowance. Savings occur in Fire Dept. where spending requirements can vary depending on replacement needs stemming from response to calls.	6,244	14,724	(8,480)
Contracted Services Savings essentially in Police Services. Costs of RCMP contract will be approximately \$60,000 less than budget, so savings of \$15,000 per quarter. Budget had provided for a 15% increase and actual increase closer to 13%	534,633	548,758	(14,125)

Public Works

Account/Explanation	Actual 30-Jun-22	Budget 30-Jun-22	Variance over/(under) budget
Salary and wages Savings relate to several factors. The Collective Agreement is not yet set for April 1st. Result being no wage rate changes from previous year. Budget provided an estimate of COLA pending negotiations. P Wks crew has also been down one position compared to budget estimate, as well as another position out due to injury being backfilled at 80%. Actual allocation of crews wages are to P Wks, sewer and water depending on required work.	137,742	151,720	(13,978)
Contracted Service savings mainly in Raods and Streets as at June 30th. Annual street maintenance budget did not get started in large scale until July.	53,029	76,250	(23,221)
			-
			-

Environmental - Sanitary Sewer

Account/Explanation	Actual 30-Jun-22	Budget 30-Jun-22	Variance over/(under) budget
Salary & wages See info noted above under P Wks. The crew hours relate to a number of areas, and savings have occurred in a number of those Departments.	23,810	32,636	(8,826)
Utilities No accrual entry at qtr end under Sewer Treatment Dept. results in \$4700 "savings" compared to budget. Actual costs are running approx \$500/month on average less than budget.	16,053	23,373	(7,320)
Contracted Service \$8,200 of catch basin replacement/repairs incurred in May. Posted here although should be Operational Equipment and Supplies. Will be corrected by way of journal entry. A further \$2,700 of sewer line cleaning incurred in first quarter, while budget shows this later in year.	22,794	8,125	14,669
			-
			-

Planning

Account/Explanation	Actual 30-Jun-22	Budget 30-Jun-22	Variance over/(under) budget
Sale of service & other revenue Building and development permit fees well ahead of budget. Several are for amounts of at least \$2,000 each whereas previous year did not show one permit > \$1,000. Budget is a general allowance of \$1,670 per month.	16,646	6,951	9,695
Salary & Wages Budget amount should have been higher. Four positions had salaries underestimated in budget working papers. In addition, contracted employee support for buildings requiring level 2 building inspector has added \$8,700 to wages. The budget shows this allowance under contracted services. Half of the contracted service budget was an allowance for Bldg Inspection support (\$20 K for full year)	99,861	87,258	12,603
Contracted Services As noted above, half of the budget amount is related to allowance for building inspection support. Of dollars recorded in this account to June 30, almost \$12,000 relates to support on the AT project (including grant application). This amount should be in the capital fund books and will be reallocated by journal entry. The remaining \$5,600 expense relates to support of the East End Secondary Planning review.	17,736	10,001	7,735
			-
			-

Community Service Division (Parks/Rec/Tourism)

Account/Explanation	Actual 30-Jun-22	Budget 30-Jun-22	Variance over/(under) budget
Sale of Services & Other Revenues Approximately \$5,800 of variance relates to Enironmental Camp rev. Budget did not reflect these dollars until second quarter. A further \$2,200 relates to revenues from compost site.	14,578	5,000	9,578
Provincial, Federal & other grants Variance relates to grant towards the Memory Café project. No budget is set up for this revenue source. Grant to date this is \$23,710. Of this \$3,710 is carried over from last year, and a further \$20,000 funding was recived in April.	30,740	7,500	23,240
Salary & wages The savings in this variance are spread thru a number of departments. Parks shows savings of \$5,000 mainly related to Collective Agreement currently in negotiations. \$4,000 is on Rec Programming costs and another \$9200 savings show in Tourist Bureau costs.	200,561	218,057	(17,496)
Operational Equipment & Supplies To June 30th Parks shows savings of \$9,600, with the next largest savings in Tourist Bureau showing as \$4,000 under budget.	48,736	63,500	(14,764)
Contracted Service Savings are all largely in Parks. Further analysis will be done before Audits September 16th meeting.	7,872	44,626	(36,754)
Grants to Organizations Not all grants have been processed. The largest of these is the \$10,000 related to the Wolfville Historical Society where paper work for this item has only just come to Town Hall first week of September.	9,050	29,350	(20,300)

REQUEST FOR DECISION 053-2022

Title: Welcome Centre
Date: 2022-09-27
Department: Parks and Recreation



SUMMARY

Since January 2022 when Council approved the Motion in RFD 002-2022, **“THAT COUNCIL AUTHORIZE STAFF TO START THE PROCESS OF DETAILING AND TENDERING A NEW WELCOME CENTRE WITHIN THE CURRENT APPORVED BUDGET OF \$600,000”**, staff has been challenged to meet the requirements of the motion with respect to managing expectations related to the work and the budget.

Through both a public tender and through the Town’s standing offers, staff were unable to secure a vendor, within our budget, to provide detailed drawings and a resulting tender package.

With the recent appointment of our Director of Engineering and Public Works, and after discussions on next steps, it seems reasonable to be able to proceed with the process of detailing and tendering a new Welcome Centre using internal resources with minimal outside consultants. Our new Director is committed to supporting this project and sees opportunity to ensure budget requirements are met.

The intention, based on Council’s ongoing support, is to detail a design and tender in February 2023 for construction in the spring of 2023.

DRAFT MOTION:

THAT COUNCIL AUTHORIZE STAFF TO DETAIL AND TENDER BEFORE YEAR END, A NEW WELCOME CENTRE BASED ON AN AMENDED SCOPE THAT ENSURES THE PROJECT REMAINS WITHIN THE APPROVED BUDGET OF \$600,000.

REQUEST FOR DECISION 053-2022

Title: Welcome Centre
Date: 2022-09-27
Department: Parks and Recreation



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 65A.

3) STAFF RECOMMENDATION

As per draft motion.

4) REFERENCES AND ATTACHMENTS

1. RFD 061-2019
2. RFD 023-2021
3. RFD 002-2022
4. 2021/22 Operations Plan/Budget
5. Accessibility planning
6. ACOA Funding Guidelines

5) DISCUSSION

The Town, on two occasions, has issued tenders for the construction of a new Welcome Centre to replace the current building at Willow Park. In both cases, the tenders have come in well over budget and the project was put on hold. There was consideration to proceed with a major renovation, but that decision was reconsidered, and Council was presented with an updated option to build based on some concept drawings shared in January of 2022 (as outlined in RFD 002-2022).

Since the approval of the Motion in RFD 002-2022, detail design and resulting tender documents were not obtainable based on the overall project budget.

For the project to proceed, the scope of the new building needs to align with the approved budget without sacrificing required elements. Specifically:

1. improved all-around accessibility at the site
2. improved public washrooms and changerooms
3. upgrades to technology to support the visitor experience, both directly and indirectly

The amended scope would:

1. Decrease the overall footprint of the building, without losing any key elements
2. Be a hybrid of both timber framing and conventional building practices
3. Decrease the size of the enclosed service area, but maintain a service counter

REQUEST FOR DECISION 053-2022

Title: Welcome Centre

Date: 2022-09-27

Department: Parks and Recreation



4. Develop and maintain a covered open area for residents and visitor within the scope of the new building
5. Allow for the use of popup sites in town to further support the visitor experience – acting as an extension of the new Welcome Centre

The site needs to represent all that Wolfville can offer. Including supports for our business community. Staff remain confident this can be done within the reduced scope of the building.

The redefined space will be built to support staff both onsite (at Willow Park) but also to allow staff to do outreach within the community through pop-up events. There is still the intention to provide a full-service visitor counter within the rebuild but the space allocated to this will be less than the current building. However, there will be additional covered open space to welcome residents and guests.

Once staff has final designs for Council's consideration, Council will hopefully appreciate that this new space will not only provide an updated and highly functional space but will do so within the approved budget, all the while showcasing great design and function.

It is not lost on staff, that Council has been through several versions of a new Welcome Centre, and the path to this point has been a long one. Staff is working for Council within defined fiscal constraints and sound decision making needs to remain a priority. Questions related to other projects, such as the library and town hall, are certainly welcome and understood, but the investment in this project is as much an investment in improving public facilities (washrooms, rest areas, and passive visitor information) as it is in solely improving an aging Visitor information Centre.

This will be welcoming innovative space once completed.

6) FINANCIAL IMPLICATIONS

As part of the 2021-22 capital plan, budgeted dollars in the amount of \$600,000 have been approved and allocated to support a new Welcome Centre. As this project has crossed fiscal years from 2021/22 to the current 2022/23 year, the project expenditure has remained at the \$600,000 level (page 117 of 2022-2026 Operational Plan & Budget). As with typical capital project budgeting, the cost is intended to cover a full completed/turnkey building ready for use (furnishings and fully equipped included).

This project has been approved for 1/3 ACOA funding, and as such the Capital Budget assumes \$200,000 external grant funding as part of project funding package (page 118 of 2022-2026 Operational Plan & Budget). The other \$400,000 was budgeted to come from debentures. It is likely this project will carry over into the 2023/24 budget process. Staff will have to verify that ACOA funding will be approved for carry over into next year. If it is, then no immediate budget finding impact.

REQUEST FOR DECISION 053-2022

Title: Welcome Centre

Date: 2022-09-27

Department: Parks and Recreation



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity
- Social Equity
- Climate Action
- Community Wellness

8) COMMUNICATION REQUIREMENTS

Based on Council's direction, staff is committed to keeping Council updated on progress made with this project.

9) ALTERNATIVES

Council can choose not to accept the draft motion and defer to another option or choose to do nothing at this time.

INFORMATION REPORT 011-2022

Title: Vending Bylaw Update

Date: 2022-09-23

Department: Parks and Recreation



SUMMARY

VENDING BYLAW UPDATE

On Tuesday, May 17th, 2022, Council approved an amendment to Appendix 1 of Bylaw 99 (Vending Bylaw) to eliminate the list of specific events (that allow for vending on Town property) and replace it with:

- 1) ALL TOWN-ORGANIZED EVENTS
- 2) EVENTS IN PARTNERSHIP WITH THE TOWN, AS APPROVED BY CAO (OR DESIGNATE) TO A MAXIMUM OF (3) PER CALENDAR YEAR, PER APPLICANT.

This Information Report has been prepared to provide Council with an update with regards to the change in the Town's approach to allowing vending on Town property.

INFORMATION REPORT 011-2022

Title: Vending Bylaw Update

Date: 2022-09-23

Department: Parks and Recreation



1) CAO COMMENTS

When the initial changes to the Bylaw were made in the Spring of 2022, staff were directed to bring back an analysis of 1) how the changes worked over the summer and 2) if any further amendments would be required. This report is in response to that direction from Council.

2) REFERENCES AND ATTACHMENTS

- Town of Wolfville Vending [Bylaw](#)
- Request for Decision 020-2022 Vending Bylaw Update

3) DISCUSSION

As referenced in RFD 020-2022, this change/update was made to allow appropriately aligned vendors to participate in Town-organized or supported events. This will allow staff and stakeholders to expand and build upon the Town's resources to create events that are diverse and that offer more variety to residents and visitors.

The change also creates opportunities to allow smaller or more mobile vendors to promote their products and/or their services through a vetted process at times specified by the Town through its own schedule of Events. This further allows the Town to better serve our residents, as well as to bring people to Wolfville to participate in events that support the organizing group while bringing commerce and vitality to the town at large, enhancing the Town's ability to offer enticing events to its residents and visitors. Feedback from the Wolfville Business Development Corporation was addressed by specifying a limit of three (3) opportunities to vend at Town events per year, per vendor.

To date, there have been few opportunities to take advantage of the flexibility provided by the change to Appendix 1 of the Vending Bylaw; however, staff remain optimistic that future opportunities exist and that including appropriately aligned vendors in event programming will enhance the quality of events in Wolfville. There has been no negative feedback received, and staff look forward to creating more diverse and inclusive events moving forward.

Examples of events that could benefit from the change to Appendix 1 of the Vending Bylaw include: Valley Harvest Marathon; Night of Lights and Wolfville Glows; Winter Warmer events and/or Heritage Day; the newly created and successful "Woof-ville" Pooch Party; and Acadia Welcome Week event(s), among others.

4) FINANCIAL IMPLICATIONS

There are limited financial implications directly related to this issue. Revenue streams are negligibly affected and there are no direct costs to the Town in allowing vendors to participate in events.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The following three areas or strategic directions from Council's 2021-2025 Strategic Plan are noted to be supported by this item:

INFORMATION REPORT 011-2022

Title: Vending Bylaw Update

Date: 2022-09-23

Department: Parks and Recreation



- Economic Prosperity
- Social Equity
- Community Wellness

In addition, this issue links to the following Council Priority Initiative:

- Economic sector growth and support for businesses (retention and attraction)

6) COMMUNICATION REQUIREMENTS

Communications related to this issue have been achieved by updating Appendix 1 of the Vending Bylaw.

7) FUTURE COUNCIL INVOLVEMENT

A fulsome review of the Town's Vending Bylaw may be warranted in the future, in collaboration with the WBDC. As Staff have time to work with the updated by-law, another information report and/or RFD may be needed to address emerging issues or concerns. Direction would be sought from Council before this work was undertaken. Staff are committed to working with all stakeholders to offer high quality events and experiences for residents and visitors.

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

Date: 2022-09-26

Department: Office of the CAO



SUMMARY

Municipal Boundary Review

The Municipal Government Act (MGA) states under section 369, Study of polling districts required:

1. In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of Councillors.
2. After the study is completed, and before the end of the year in which the study was conducted, the council shall apply to the Board (Nova Scotia Utility & Review Board) to confirm or to alter the number and boundaries of polling districts and the number of Councillors.

The Nova Scotia Utility and Review Board (NSUARB) provide rules of practice and procedure respecting MGA proceedings for the review of municipal boundaries, including the recommended two-step process for Council to decide the desired number of Councillors and distribution of polling districts (should Council decide to introduce them).

To assist Council with these decisions public consultation occurred during the Spring and Summer of 2022 which included a paper survey sent to all homeowners in the Town with water bills, digital survey on Wolfville Blooms, regular reminders and links on social media and the Town website and pop up in person public engagements which took place outside the post office on Thursday August 4th and Thursday September 15th, as was advertised on our social media.

There were two hundred and thirty-one responses to the Council Size Survey (an increase of 75 from 2014).

- 68% would like status quo (Mayor & 6 Councillors)
- 29% would like to decrease the size (Mayor & 4 Councillors)
- 3% would like to increase the size (Mayor & 8 Councillors)

With regard to introduction of wards or districts, preliminary discussions with residents during the pop-up engagement sessions indicated that there was a lack of knowledge on what a ward or district is. For those who were aware

- 58% did not think it was a good idea
- 16% did think it was a good idea

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

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- 25% were unsure

DRAFT MOTION:

That Committee of the Whole move the following motion to Council:

That Council confirm, based on public input, status quo (Mayor and 6 Councillors at large) would be in the best interests of the Town.

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

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1) CAO COMMENTS

It is felt that the public engagement on this issue meets the requirements of the UARB for public input. Direction is required at this time as the submission is due December 2022.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act 1998 (section 369)

3) STAFF RECOMMENDATION

Based on the three-part public consultation session carried out by staff i.e., digital project survey, paper survey and in person pop up engagement, the Council Size Survey results show the majority of residents are comfortable with the status quo (Mayor & 6 Councillors). Preliminary discussions show residents are not in favour of moving to a ward/polling district. Therefore, staff recommend maintaining status quo. However, should Council wish to consider moving to a ward system, several factors need to be considered such as, number of electors, parity of voting power, population density, community of interest and geographic size of the Town.

4) REFERENCES AND ATTACHMENTS

1. NSUARB (Nova Scotia Utility and Review Board) Municipal Boundaries User Guide (referenced)
2. Copy of Survey (attached)

5) DISCUSSION

As per the NSUARB Guidelines, public consultation took place over several months, on paper, digitally and in person. The purpose of the survey and the various ways available to complete it were advertised on our website and Social Media sites. On Facebook we had a reach of 436 people and 459 people respectively in May and August.

It is felt public engagement on this issue meets the requirement of the UARB for public input and the numbers of responses increased by 75 compared to the last review carried out in 2014.

The following question was asked:

- ❖ Based on the information provided in the [description section](#) of this survey, I would vote to:
 - 0 Keep the Status quo (Mayor + 6 Councillors)
 - 0 Decrease the numbers (Mayor + 4 Councillors)
 - 0 Increase numbers (Mayor + 8 Councillors)

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The [description section](#) was noted as follows:

1. Arguments for maintaining the status quo (6 Council members, plus the Mayor)

- Workload is manageable (when divided amongst the Councillors and when allowing technology to assist)
- Diversity of members provides different perspectives (i.e., age, background, gender, political experience)
- Lowers the ratio of residents to council representation enhancing community connection to Council

2. Arguments for reducing council size (i.e., 4 Councillors and the Mayor)

- Reduction in costs for remuneration and expenses (i.e., conferences and education, technologies, benefits, travel)
 - ◊ *The cost savings per Councillor might be approximately \$22,000/yr. or approx. 0.2% of the \$12 million budget)*
- Reduction of government (the "less" is "more" philosophy.)

3. Arguments for increasing council size (i.e., 8 Councillors and the Mayor)

- Provide more diversity for better debate
- Lessen individual workload, or allow members to play a more active role, or assume additional roles in projects relating to municipal governance.

A comparison of Councillors to population served, (by 2021 consensus figures), shows Wolfville compared to towns of similar size and to neighbouring towns in the Valley.

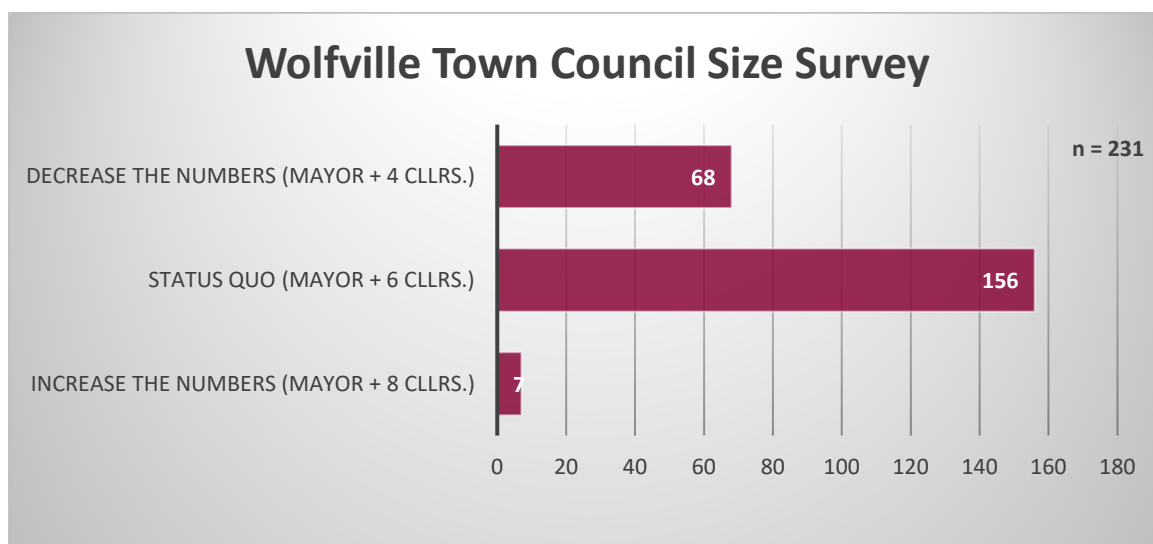
Municipality	Current Council #	Population Served	Citizen / Councillor Ratio
Town of New Glasgow	Mayor + 6 Councillors	9,471	1,579
Town of Bridgewater	Mayor + 6 Councillors	8,790	1,465
Town of Yarmouth	Mayor + 6 Councillors	6,829	1,139
Town of Kentville	Mayor + 6 Councillors	6,630	1,105
Town of Antigonish	Mayor + 6 Councillors	4,656 (9,423 w. students)	776 (1,571 w. students)
Town of Stellarton	Mayor + 4 Councillors	4,007	1002
Town of Wolfville	Mayor + 6 Councillors	5,057 (9,500 w. students)	843 (1,583 w. students)
Town of Amherst	Mayor + 6 Councillors	9,404	1,567
Town of Berwick	Mayor + 6 Councillors	2,455	410

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Although not specifically referenced for applications by a Town which currently has not been divided into wards or polling districts, Council may wish to consider whether to change to a ward system in the NSAURB application.

In Nova Scotia, wards have traditionally been in place for larger municipalities, rather than towns, due to the large geographic areas and distinct communities within these municipalities.

Currently in Nova Scotia, there are 27 towns, four have a ward system. They are as follows:

Town	Population	# of Wards	# of Councillors
Stellarton	4,208	3 (1 Councillor each)	3 + Mayor
Truro	16,050	3 (2 Councillors each)	6 + Mayor
New Glasgow	9,562	3 (2 Councillors each)	6 + Mayor
Westville	3,800	2 (2 Councillors each)	4 + Mayor

In March 2015, the town of Pictou, with a population of 3,186 (2016) changed from a ward system to an 'at large' system. Prior to the change there were 4 Councillors from 2 wards.

The reasons given to the review board for the change were:

- 1) Given the relatively small geographic size of the town, the ward system is outdated.
- 2) Elected officials serve the Town, not just the ward in which they were elected.
- 3) The best candidates should be elected; it should not be based upon the ward in which someone lives.

REQUEST FOR DECISION 041-2022

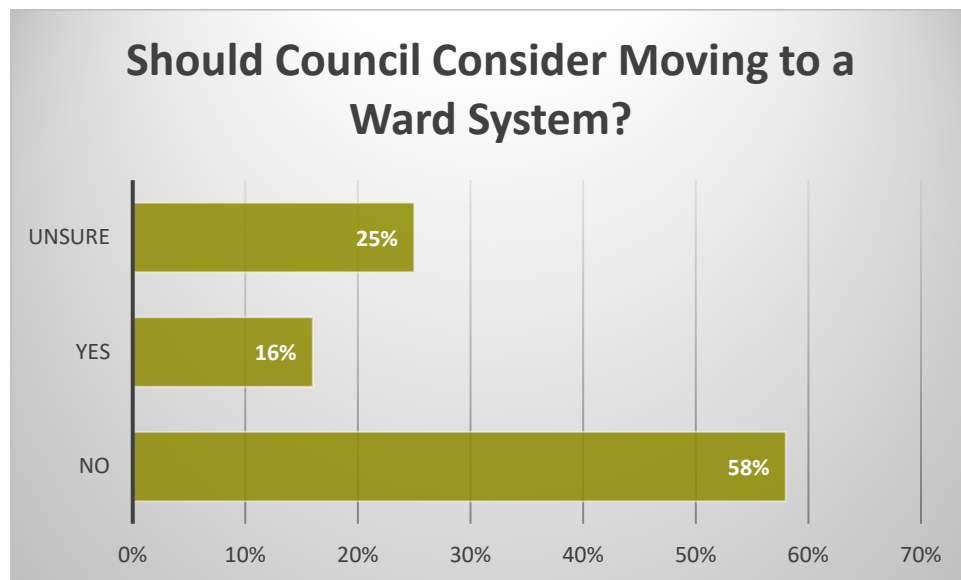
Title: Municipal Boundary Review

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Preliminary discussions were had with residents of the Town during the in-person engagement sessions as to whether they felt a move to a ward system was a good idea or not. The results were not favourable to this move, and it was clear there was a lack of knowledge on what a ward system would look like or how it would affect them.



To fulfill all requirements of the review and application process, the following steps need to be taken:

- Staff asks for Council's recommendation on the council size and if applicable, ward/polling districts at the October 18 Council meeting.
- Application submitted to NSUARB no later than December 2022.
- Once submitted a public hearing will be scheduled by NSUARB

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

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Department: Office of the CAO



Council's decision will be recorded in the minutes and posted on our website/Wolfville Blooms platform and social media accounts.

9) ALTERNATIVES

This survey is mandated and requires to be completed every 8 years. Options available to Council are:

Council Size: keep status quo, reduce or increase

Wards/Polling Districts: remain at-large or divide into wards

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy
Date: 2022-10-04
Department: Office of the CAO



SUMMARY

Community Alcohol Strategy

Wolfville is a well-known destination for visitors seeking artisan beverage experiences. Many craft breweries, wineries, cideries and distilleries have opened over the past years and the significance of this is reflected in the Town of Wolfville's Vision Statement which brands the Town as "a spirited community."

As the home of Acadia University, Wolfville is also a Town and Gown community. When classes are in session, a significant portion of the Town's population is made-up of adults under the age of 24.

Within this unique dynamic, Wolfville has been tasked with managing complaints and responding to the on-going community impacts of alcohol in a responsive manner.

The Town has been focused on mitigating some of the impacts by supporting community harmony initiatives and in December 2021, the Town adopted their own **Municipal Alcohol Policy**.

As a Town, Wolfville alone can only go so far managing the negative impacts of alcohol misuse. **There needs to be a complete community approach.** As a result, a Community Alcohol Strategy has been taking shape over the past four years; visioned by the Acadia/Wolfville/ASU Memorandum of Understanding and drafted by numerous community members representing Public Health, owners and operators of licensed establishments, Acadia University, the ASU, and members of the local Good Neighbours Group.

The Strategy – Awareness, Events and Enforcement

The strategy is made of three distinct pillars with the first being **awareness**. All members of the community can benefit from increasing an understanding of alcohol, how it impacts us and how we can work to mitigate the harms of misuse. Awareness, resulting from this strategy, includes ramping-up support of the **Keep It Social** campaign, increased efforts to offer educational opportunities to both on and off campus communities and through bystander training.

Events are a critical part of the strategy so that safer use of alcohol can be modelled, peer to peer. From safely managed events with alcohol to increased intentionally dry (no alcohol served) recreational opportunities, members of our community will benefit from developing positive practices in their recreational and leisure times.

Events can also be combined with opportunities for awareness. For example, it would be worthwhile to develop an annual community-based symposium where our relationship with alcohol, positive and negative, can be fully unpacked.

Through this entire process, even with increased awareness and well-planned events, the potential is still there for people to misuse alcohol.

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy

Date: 2022-10-04

Department: Office of the CAO



If the negative behaviours associated with this misuse continue, strong **enforcement** is warranted. The Town has staffed-up in the compliance department and data tracking on enforcement of the Town's nuisance party by-law indicates that repeat offences are rare.

It is critical that the community understands the Town alone cannot manage enforcement. All partners, including the RCMP and Acadia, need to enforce through their codes. With consistent enforcement, a strong message will be delivered to those who choose to misuse alcohol in a way that results in harm to others and our Town.

This strategy, while not enforceable, is intended to provide on-ramps for stakeholders across the community who wish to partner with the Town to reduce the downstream harms of alcohol misuse in our community.

DRAFT MOTION:

That Council endorse the Community Alcohol Strategy and support its presentation to the partners outlined in the strategy through a consultation process that will build support and plans for implementation.

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy

Date: 2022-10-04

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff. It is critical that the Town of Wolfville not “own” this strategy alone – its success is dependent on buy-in and leadership from all stakeholder groups.

2) LEGISLATIVE AUTHORITY

The development and endorsement of the Community Alcohol Strategy is in accordance with the Acadia/ASU/Wolfville Memorandum of Understanding.

3) STAFF RECOMMENDATION

Staff recommend support of the Community Alcohol Strategy. Once the presentation/consultation is completed with the noted partners and inputs added, a community-wide information campaign can begin with events and opportunities being developed and scheduled. This is a long process but by keeping the approach targeted, within the scope of the Town and community stakeholders, we will slowly make progress on the elusive goal of reducing the harmful impacts of alcohol in Wolfville.

Staff also recommend that to operationalize this strategy, a working group should be struck, comprised of community stakeholders, to coordinate, and track all components of the strategic process. While funding should be sought for this through partner groups and stakeholders in the community, the Town might want to make the preliminary investment through the annual budget process.

4) REFERENCES AND ATTACHMENTS

Wolfville Community Alcohol Strategy

5) DISCUSSION

The goal of the Wolfville Community Alcohol Strategy is to empower strategic partners to come together to operationalize efforts that will reduce the harmful impacts of alcohol in Wolfville. This, in turn, should increase community harmony and increase community livability.

This Strategy has been in development for the past four years, with numerous drafts and many, inspired strategic components aimed at increasing awareness, and reducing the harms of alcohol to individuals, to others, and to the community. This current version has been drafted with earlier versions as a guide, combined with the results of group facilitation and individual feedback from community stakeholders.

This version has been pared-down from previous iterations and over the past year, the working group, with input from community members, has supported a move from a more public health-centred approach to a version that has been fine-tuned to fit with Wolfville’s unique reality. In simple terms, this version should work well alongside public health initiatives that focus more individual choices and harms.

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy

Date: 2022-10-04

Department: Office of the CAO



Finally, to have a chance at success, **this strategy should not be led by the Town**. This strategy needs to be validated, embraced, and operationalized by a collective of dedicated community partners.

Cultural change can only happen in a meaningful way if diverse partners work towards a shared goal.

6) FINANCIAL IMPLICATIONS

This Strategy will be multi-year by its very nature, and as such will impact future budgets. With multiple partners/stakeholders working with the Town, different approaches will be implemented. As part of the budget process each year staff will work to identify initiatives that require specific budget allocations. This will help ensure adequate dollars are available to carry out these events/projects.

It is anticipated that actual budget funding requirements will vary from year to year based on plans developed. Funding partners will also be identified to ensure equitable allocation of any cost sharing potential. Effectively the budget to be determined on an annual basis and communicated to Council via the budget process. This will ensure Council is aware of intended actions and that Council provides direction on how those actions are to be funded.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity was considered when drafting a strategy that sought to acknowledge the harms of alcohol misuse while also respecting the financial support artisan beverage production, sales and tourism provide to our community.
- Community Wellness was a key consideration in the development of the Community Alcohol Strategy with a focus to the traumatic impacts to residents who lose sleep, work to repair damage to property and who face the on-going incivility of impaired behaviours in the close to campus neighbourhoods.

8) COMMUNICATION REQUIREMENTS

Once consultation with partners is complete, a full communications plan will bring the strategy to the attention of the community members. Wolfville Blooms will be used as a primary platform for this purpose but there will also be a media campaign developed to raise broad awareness.

This strategy also needs to be clearly communicated to those working on the review of the MOU so that work can continue, with full support from all partners. In addition, clear communication of this strategy should be part of the policing services review process as the next contracted policing provider will need to embrace the body of this work.

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy

Date: 2022-10-04

Department: Office of the CAO



9) ALTERNATIVES

Council could endorse the strategy but seek an external partner fully operationalize the strategy.





“From the late 1870s on, vandalism, drunkenness and general rowdism caused citizens great concern. Not a property escaped wanton damage.

By the late 1880s, the *Acadian* disparaged at the disgusting scenes of rowdism occurring nearly every night.”

From *Wolfville & Grand Pré – Past and Present*, by Brian Cuthbertson



Wolfville Community Alcohol Strategy

Wolfville is a well-known destination for visitors seeking artisan beverage experiences. Many craft breweries, wineries, cideries and distilleries have opened over the past years and the significance of this is reflected in the Town of Wolfville's Vision Statement which brands the Town as "a spirited community."

As the home of Acadia University, Wolfville is also a Town and Gown community. When classes are in session, a significant portion of the Town's population is made-up of adults under the age of 24.

Within this unique dynamic, Wolfville has been tasked with managing complaints and responding to the on-going community impacts of alcohol in a responsive manner.

The Town has been focused on mitigating some of the impacts by supporting community harmony initiatives and in December 2021, the Town adopted their own **Municipal Alcohol Policy**.

As a Town, Wolfville alone can only go so far managing the negative impacts of alcohol misuse. There needs to be a complete community approach. As a result, a Community Alcohol Strategy has been taking shape over the past four years; visioned by the Acadia/Wolfville/ASU Memorandum of Understanding and drafted by numerous community members representing Public Health, owners and operators of licensed establishments, Acadia University, the ASU, and members of the local Good Neighbours Group.

This strategy, while not enforceable, can provide on-ramps to stakeholders across the community who wish to partner with the Town to reduce the downstream harms of alcohol misuse in our community.

Observed impacts from the misuse of alcohol in Wolfville

Many young people – even before attending university – view alcohol as an essential ingredient for having fun. As a result, heavy drinking or binge drinking is often seen as a normal and expected behaviour for young adults. Heavy or binge drinking often results in unwanted impacts such as private and municipal property damage, theft, violence, impaired driving, and the neighbourhood disruption caused by nuisance parties. These behaviours have plagued Wolfville for generations.

In Wolfville specifically, binge drinking and the accompanying impairment, results in poor decision making, as evidenced by the significant amount of property damage in our close-to-

campus neighbourhoods. The property damage observed includes the removal of street blades, road safety signage, damage to homes, vehicles, and the on-going issue of smashed bottles on our streets.

Process and Goal

The Wolfville Community Alcohol Strategy has been in development for the past four years, with numerous drafts and many, inspired strategic components aimed at increasing awareness, and reducing the harms of alcohol to individuals, to others, and to the community. This current version has been drafted with earlier versions as a guide, combined with the results of group facilitation and individual feedback from community stakeholders.

The goal of the Wolfville Community Alcohol Strategy is to empower strategic partners to come together to operationalize efforts that will reduce the harmful impacts of alcohol in Wolfville. This, in turn, should increase community harmony and increase community livability.

To have a chance at success, this strategy should not be led by the Town. This strategy needs to be validated, embraced, and operationalized by a collective of dedicated community partners. Cultural change can only happen in a meaningful way if diverse partners work towards a shared goal.

The Issue

The issue the strategy seeks to mitigate is the downstream harm of alcohol misuse, which includes the unwanted impacts to persons and property in the Town of Wolfville. While it is clear that alcohol is unsafe to individuals from a health perspective, the Wolfville Community Alcohol Strategy seeks to connect partners who want to work on the broader issue of community harm.

The Challenges – Pricing, Availability and Marketing

Through the strategic development process, it was possible to identify the challenges our community will face as we tackle reducing and mitigating the downstream harms of alcohol misuse. These challenges include the retail pricing of alcohol, specifically the cost per ounce of hard alcohol when compared to lower percentage alcoholic beverages. For example, a beer, per ounce, is more expensive than rum.

Pricing also becomes a challenge when licensed establishments are required to charge more than the Nova Scotia Liquor Commission (NSLC) per ounce. This factor alone provides a runway for heavier drinking outside of licensed establishments, which also means drinking without the watchful eye of trained, regulated, beverage industry employees.

The difference in pricing between licensed establishments and the NSLC contributes to the local house party culture, which keeps nuisance party behaviours in our residential neighbourhoods.

Availability of alcohol has also been identified as a challenge. Alcohol is available seven days a week in both retail and dining establishments.

Marketing is the third challenge identified. While regulations apply to the mainstream marketing of alcohol, influencer culture, product placement and sponsorships all contribute to the firehose of messages aimed at younger adults.

The challenges identified are large, systemic pieces that would take significant organization and resources to overcome. By raising awareness of the challenges, our strategy seeks to make a positive impact where we can, and to work around these challenges as much as possible.

The Strategy – Awareness, Events and Enforcement

The strategy starts with awareness. All members of the community can benefit from increasing an understanding of alcohol, how it impacts us and how we can work to mitigate the harms of misuse. Awareness, resulting from this strategy, includes ramping-up support of the ***Keep It Social*** campaign, increased efforts to offer educational opportunities to both on and off campus communities and through bystander training.

Events are a critical part of the strategy so that safer use of alcohol can be modelled, peer to peer. From safely managed events with alcohol to increased intentionally dry (no alcohol served) recreational opportunities, members of our community will benefit from developing positive practices in their recreational and leisure times.

Events can be combined with opportunities for awareness. For example, it would be worthwhile to develop an annual community-based symposium where our relationship with alcohol, positive and negative, can be fully unpacked.

Through this entire process, with increased awareness and well-planned events, the potential is still there for people to misuse alcohol. If the negative behaviours associated with this misuse continue, strong enforcement is warranted. The Town has staffed-up in the compliance department and data tracking on enforcement of the Town's nuisance party by-law indicates that repeat offences are rare.

It is critical that the community understands the Town alone can not manage enforcement. All partners, including the RCMP and Acadia, need to enforce through their codes. With consistent enforcement, a strong message will be delivered to those who choose to misuse alcohol in a way that results in harm to others and our Town.

In addition to enforcement, developing an off-campus party registry might provide ways to reduce the amount of enforcement needed in the community. The idea has been bounced around over the years, but no action has been taken thus far.

Next steps

A consultation process starts with a presentation to the Town Council. With support and validation, the strategy will be presented to the following groups:

- Acadia University
- The Acadia Students' Union
- The Good Neighbours Group
- The RCMP
- The Wolfville Business Development Corporation
- The community through Wolfville Blooms

Once the consultation is complete and inputs added, a community-wide information campaign can begin with events and opportunities being developed and scheduled. This is a long process but by keeping the approach targeted, within the scope of the Town and community stakeholders, we will slowly make progress on the elusive goal of reducing the harmful impacts of alcohol in Wolfville.

To operationalise this strategy, a working group should be struck by the Town to manage, coordinate and track all components of the strategic process. While funding should be sought for this through partner groups and stakeholders in the community, the Town might want to make the preliminary investment through the annual budget process.

Potential projects as discussed during the development of the strategy

- The Town of Wolfville is about to launch a community video camera pilot project. This will potentially provide a way to quantify the unwanted behaviours occurring because of the misuse of alcohol. This data should be used to inform research and strategic program development.
- Develop an impactful program for local students focusing on developing a healthier relationship with alcohol. This program should be on-going and be established in a way that welcomes learning, exploration, and self-reflection.
- Develop and launch a community symposium/speaker series that focuses on alcohol and alcohol related community impacts.

- Develop a Town and Gown conference in partnership with Destination Acadia that is focused on nuisance behaviours and the downstream impacts of the misuse of alcohol and other substances.
- Service industry professionals develop deep understanding of the impacts of alcohol. Develop a forum for them to share their learning and lead the dialogue.
- Revisit the notion of off-campus RAs/Red & Blue Crew in partnership with Town compliance staff.
- Develop a community ambassador program for volunteers to support students on party nights by offering food, non alcoholic beverages, and safe walk-home support for those who are impaired.
- Develop collaborative events each season that provide the opportunity for all residents to experience meaningful connections, without the use of alcohol.
- Develop consistent enforcement standards between Acadia, the Town and the RCMP.
- Develop a plan for quarterly conversations between enforcement partners to monitor concerns, note trends and develop strategies to mitigate property damage and vandalism.

Conclusion

This process of culture change will not be quick, but with a targeted approach and community support, we will have greater potential to drive desperately needed change, and develop a more respectful relationship with alcohol. Through collaboration and community-wide effort, we can move beyond finger-pointing blame-based reactions to a more robust understanding of a historically significant challenge and what it takes to make change.

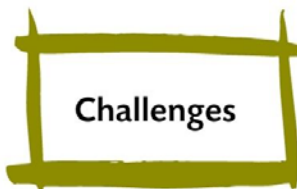


Community Alcohol Strategy



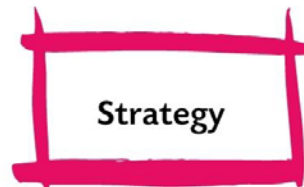
Issue

The downstream harm of alcohol misuse



Challenges

- Pricing
- Availability
- Marketing



Strategy

- Awareness
- Events
- Enforcement



Operationalise

- Awareness - Keep it Social
- Events - On-campus, in Town
- Enforcement - Consistent, targeted compliance and enforcement (Acadia, Town and the RCMP)



SUMMARY

Land Use Bylaw Text Amendments: Daycares and Architectural Drawings

For Committee of the Whole to consider the PAC recommendation regarding the draft text amendments to the Land Use Bylaw as outlined in the Resolution - Attachment 1, related to daycares and architectural drawings.

PAC Motion (September 9th, 2022):

MOTION:

MOTION THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND TO COUNCIL THE AMENDMENTS TO THE LAND USE BY-LAW RELATED TO DAYCARES AND ARCHITECTURAL DRAWINGS, AS OUTLINED IN ATTACHMENT 1.

CARRIED

DRAFT MOTION:

That Committee of the Whole forward the amendments to the Land Use By-law to enable daycares in the I-1, I-2, and C-2 zones 'As-of-Right' and in the R-3 and R-4 by 'Site Plan Approval' and to amend the requirements for Architectural plans for Site Plan Approval Applications as outlined in the Resolution - Attachment 1, to Council for First Reading.

REQUEST FOR DECISION 054-2022 (PA 2022-002)

LUB Text Amendments: Daycares and Architectural Drawings

Date: 2022-09-22

Department: Planning & Economic Development



1) CAO COMMENTS

Not required as this is a direct recommendation from PAC.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* (MGA) gives the Municipality the ability to amend its Planning documents.

3) PAC RECOMMENDATION

MOTION: THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND TO COUNCIL THE AMENDMENTS TO THE LAND USE BY-LAW RELATED TO DAYCARES AND ARCHITECTURAL DRAWINGS, AS OUTLINED IN ATTACHMENT 1.

CARRIED

4) REFERENCES AND ATTACHMENTS

- Attachment 1: Resolution File No. PA 2022-002
- Attachment 2: September 8, 2022 PAC report.

5) PURPOSE OF REPORT

For Council to consider the recommendation of the PAC.

6) DISCUSSION

Staff are seeking to amend the Land Use Bylaw to allow Daycares in the I-1, I-2, and C-2 'As-of-Right' and in the R-3 and R-4 by 'Site Plan Approval' in recognition of the limited opportunities to offer childcare in the Town under the current land use regulations.

Staff are also proposing to only require Architectural Plans (stamped by a Licensed Architect) in the Design Guidelines areas for proposals by Site Plan or Development Agreement. Staff have received concern from Engineers Nova Scotia on this requirement and from Developers looking to move projects forward and are facing issues with this requirement (time, cost, availability, etc). This requirement was created when we moved from almost all proposals going to Council through a Development Agreement to more permissive development controls where site plan and as-of-right approvals would be more common. The change is simply to allow other licensed professionals to prepare drawings.

The proposed text change in the Land Use By-law would be as follows (change highlighted):
Change LUB 2.10(5) to read:

REQUEST FOR DECISION 054-2022 (PA 2022-002)

LUB Text Amendments: Daycares and Architectural Drawings

Date: 2022-09-22

Department: Planning & Economic Development



(5) Architectural plans prepared by a licensed Architect for applications in a Design Guidelines Area or a licensed professional in other areas indicating compliance with the specific design requirements of the zones in this Bylaw including:

- (a) Height, streetwall height and setbacks pursuant to each zone;
- (b) Building elevations and articulation on all sides including signage and lighting;
- (c) Notes on building material intentions;
- (d) Floor plans for every level;
- (e) A perspective rendering of the building showing context and/or 3D Sketchup model may be required.

See Attachment 2. September 8, 2022 PAC report.

7) FINANCIAL IMPLICATIONS

None

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

9) COMMUNICATION REQUIREMENTS

Planning Advisory Committee reviewed these proposed amendments on September 8, 2022. The next step is for Council to give First Reading, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council. A mailing and required advertising on these amendments will be sent prior to the Public Hearing.

10) ALTERNATIVES

1. Committee of the Whole forwards the amendments to Council to refer the amendments back to the Planning Advisory Committee with specific direction or questions for consideration.
2. Committee of the Whole forwards the application to Council with a recommendation to reject or alter the amendments.

CERTIFIED COPY OF LAND USE BY-LAW AMENDMENT

I, Laura Morrison, Town Clerk of the Town of Wolfville in the County of Kings, Province of Nova Scotia, do hereby certify this is a true copy of the amendments to the Land Use By-law adopted by Council of the Town of Wolfville at a meeting duly called and held on the XX day of XXXXXXX, 2022.

Laura Morrison, Town Clerk

This signature is sealed with the Town of Wolfville Corporate Seal.

AMENDMENTS TO THE TOWN OF WOLFVILLE LAND USE BY-LAW

1. Amend tables 8.1, 14.1 and 19.2 in the Land Use Bylaw to include Daycare Facilities as shown below:

Table 8.1 Residential zones:

Neighbourhood Commercial Uses	R-1	R-2	R-3	R-4	CDD	C-2
Daycare Facilities (4 or more persons to a maximum of 30)			SP	SP		P

Table 14.1 Commercial zones:

Commercial zones	C-1	C-2	C-3
Daycare Facilities (4 or more persons to a maximum of 30)	P	P	SP

Table 19.2 Institutional zones:

Institutional	I-1	I-2	P-1	P-2	A	AT
Daycare Facilities (4 or more persons to a maximum of 30)	P	P				

2. Delete 2.10(5) in the Land Use Bylaw and replace with:

2.10(5) Architectural plans prepared by a licensed Architect for applications in a Design Guidelines Area or a licensed professional in other areas indicating compliance with the specific design requirements of the zones in this Bylaw including:

(a) Height, streetwall height and setbacks pursuant to each zone;

- (b) Building elevations and articulation on all sides including signage and lighting;**
- (c) Notes on building material intentions;**
- (d) Floor plans for every level;**
- (e) A perspective rendering of the building showing context and/or 3D Sketchup model may be required.**

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendments

Date: September 2022

Department: Planning & Development



PROPOSAL	To amend the Land Use Bylaw to allow Daycares in the I-1, I-2, and C-2 as-of-right and in the R-3 and R-4 by Site Plan Approval and to amend the requirements for Architectural plans for Site Plan Approval Applications.
LOCATION	Various (I-1, I-2, C-2, R-3 and R-4)

PURPOSE

Periodically Staff will identify amendments to the Land Use By-law, for various reasons. Two are outlined here and others will be warranted as we continue to work with our new (2020) planning documents. See [here](#) to view the Town's Municipal Planning Strategy and [here](#) for the Town's Land Use By-law.

LEGISLATIVE

The *Municipal Government Act (MGA)* states:

Amendment of land-use by-law

210 (1) An amendment to a land-use by-law that

(a) is undertaken in accordance with the municipal planning strategy; and

(b) is not required to carry out a concurrent amendment to a municipal planning strategy,

is not subject to the review of the Director or the approval of the Minister.

(2) The procedure for the adoption of an amendment to a land-use by-law referred to in subsection (1) is the same as the procedure for the adoption of planning documents, but a public participation program is at the discretion of the council and the amendment may be adopted by a majority of votes of the council members present at the public hearing.

BACKGROUND AND CONTEXT

1. Permitting Daycare Use

There is a need for childcare spaces in our region. Limited opportunity exists to create a daycare business in our Town. Staff are proposing to amend the following tables in the Land Use By-law (8.1, 14.1, 19.2) to allow Daycares to a maximum of 30 persons, as shown below. This type of facility is also subject to other Provincial licensing and approvals.

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendments

Date: September 2022

Department: Planning & Development



Table 8.1 Residential zones:

Neighbourhood Commercial Uses	R-1	R-2	R-3	R-4	CDD	C-2
Daycare Facilities (4 or more persons to a maximum of 30)			SP	SP		P

Table 14.1 Commercial zones:

Commercial zones	C-1	C-2	C-3
Daycare Facilities (4 or more persons to a maximum of 30)	P	P	SP

Table 19.2 Institutional zones:

Institutional	I-1	I-2	P-1	P-2	A	AT
Daycare Facilities (4 or more persons to a maximum of 30)	P	P				

The definition of a Daycare Facility is as follows:

Daycare Facility means a place where four or more persons are cared for on a temporary daily basis without overnight accommodation but does not include a school.

2. Requirement for Architectural Plans

Staff are proposing to only require Architectural Plans (stamped by a Licensed Architect) in the Design Guidelines areas for proposals by Site Plan or Development Agreement.

Staff have received concern from Engineers Nova Scotia on this requirement and from Developers looking to move projects forward and are facing issues with this requirement (time, cost, availability, etc).

This requirement was created when we moved from almost all proposals going to Council through a Development Agreement to more permissive development controls where site plan and as-of-right approvals would be more common.

The Design Guidelines areas are shown below:

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendments

Date: September 2022

Department: Planning & Development

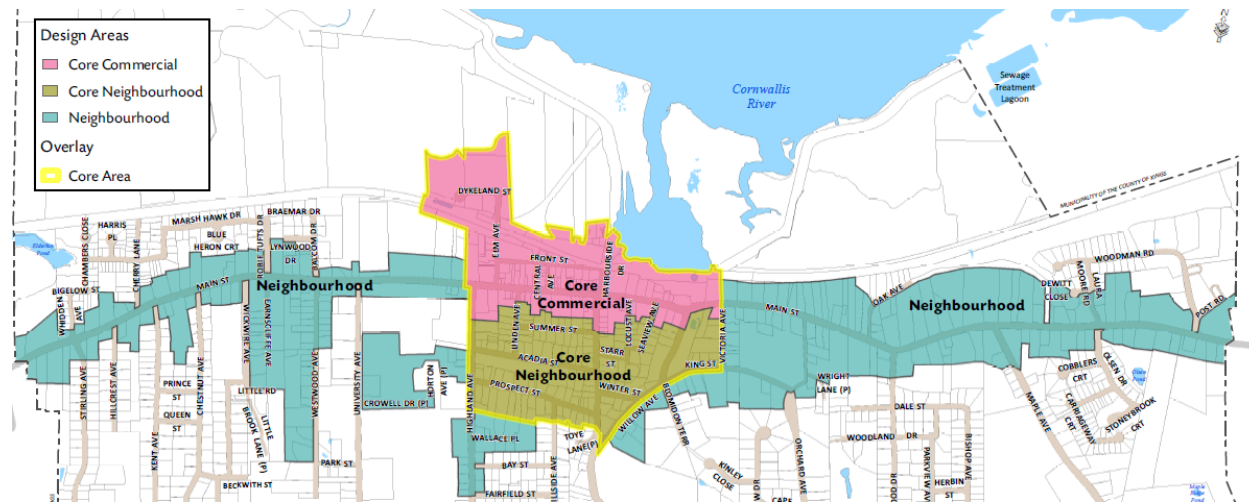


Figure 1 – Design Guidelines areas from LUB

The proposed text change in the Land Use By-law would be as follows:

Change LUB 2.10(5) to read:

(5) Architectural plans prepared by a licensed Architect for applications in a Design Guidelines Area or a licensed professional in other areas indicating compliance with the specific design requirements of the zones in this Bylaw including:

- (a) Height, streetwall height and setbacks pursuant to each zone;
- (b) Building elevations and articulation on all sides including signage and lighting;
- (c) Notes on building material intentions;
- (d) Floor plans for every level;
- (e) A perspective rendering of the building showing context and/or 3D Sketchup model may be required.

PROCESS & NEXT STEPS

Section 210 of The Municipal Government Act (MGA) establishes the process for amendments to the Land Use Bylaw. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person.

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendments

Date: September 2022

Department: Planning & Development



The next step in the Land Use Bylaw Amendment process (as shown below), will be to have the Planning Advisory Committee (PAC) review this report and provide a recommendation to Council. Council will then provide Initial Consideration, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council.

A mailing and required advertising on these amendments will be sent prior to the Public Hearing.

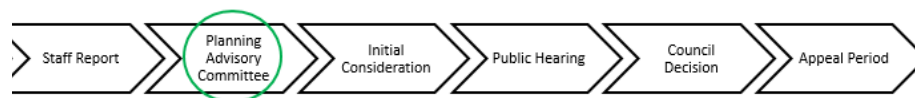


Figure 2 – LUB Amendment Process

STAFF RECOMMENDATION

That the Planning Advisory Committee recommend to Council the amendments to the Land Use By-law related to daycares and architectural drawings, as outlined in Attachment 1.

ATTACHMENTS

1. MPS Policy 11.4.3
2. Resolution

ATTACHMENT 1 – Policy Summary Table

Policy 11.4.3 of the MPS states the general considerations for all LUB amendments. As part of the review for this section, staff may have contacted other departments or outside agencies to seek specific information. The following table outlines the policy and provides Staff comment:

11.4.3 CRITERIA FOR LUB AMENDMENTS AND CONSIDERATION OF DEVELOPMENT AGREEMENTS

GENERAL CONSIDERATIONS	Staff Comment
GENERAL CONSIDERATIONS a. The financial ability of the Town to absorb any costs relating to the proposal; and	<ul style="list-style-type: none"> Not applicable
b. The proposal's conformance with the intent of the Municipal Planning Strategy and to all other applicable Town Bylaws and regulations.	<ul style="list-style-type: none"> conforms with the intent of the MPS and would be regulated at the site level through applicable process (as-of-right, site plan, DA).
c. The proposal's conformance with relevant portions of the Town's 'Sustainability Checklist', where applicable.	<ul style="list-style-type: none"> Not applicable
COMPATIBILITY OF THE DEVELOPMENT d. Compatibility of the proposed land use with adjacent land uses; and	<ul style="list-style-type: none"> Daycares are proposed to be permitted in the R-3 and R-4, C-2 and I-1 and I-2 zones. The land use impacts of a childcare facility are not substantial (some noise, vehicle traffic for drop-offs, pick-ups). These impacts need to be weighed against the need for such spaces. Currently 2 daycares exist in neighbourhoods within the Town. N/A for architectural drawing requirement.
e. Compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, bulk, and architectural style; and	<ul style="list-style-type: none"> See above comment re: compatibility.
f. Compatibility of the development with adjacent properties in terms of lighting, signage, outdoor display, outdoor storage, traffic impacts, and noise; and	<ul style="list-style-type: none"> See above comment re: compatibility.

g. Integration of the development into the surrounding area by means of appropriate landscaping, with screening provided by existing and new vegetation and fencing as required; and	<ul style="list-style-type: none"> • Subject to Land Use By-law requirements
h. The proposal protects and preserves matters of public interest such as, but not limited to:	
i. historically significant buildings;	<ul style="list-style-type: none"> • N/A
j. public access to shorelines, parks, and public and community facilities; and	<ul style="list-style-type: none"> • N/A
k. important and significant cultural features, natural land features and vegetation.	<ul style="list-style-type: none"> • N/A
SERVICING CONSIDERATIONS l. The adequacy of sanitary services, water services, and storm water management services; and	<ul style="list-style-type: none"> • To be reviewed at time of application
M. Contribution of the proposal towards an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure and services.	<ul style="list-style-type: none"> • Child care within the town provides a higher quality of life for parents of young children and a healthy land use mix in existing neighbourhoods.
MOBILITY CONSIDERATIONS n. The adequacy of the road network in, and adjacent to, or leading to the development, regarding connectivity, congestion and traffic hazards; and	<ul style="list-style-type: none"> • To be reviewed with applications
o. The adequacy of site access as determined by the Traffic Authority; and	<ul style="list-style-type: none"> • To be reviewed with applications
p. The ability of emergency services to respond to an emergency at the location of the proposed development; and	<ul style="list-style-type: none"> • To be reviewed with applications

q. The adequacy of active transportation infrastructure to support walking and cycling to and from the proposed development; and	<ul style="list-style-type: none"> To be reviewed with applications
r. The provision of off -street vehicle and bicycle parking to prevent significant congestion, nuisance and inconvenience in the area.	<ul style="list-style-type: none"> To be reviewed with applications. Could be an issue at some locations.
ENVIRONMENTAL CONSIDERATIONS s. Consideration of any previous uses of the site which may have caused soil or groundwater contamination; and	<ul style="list-style-type: none"> To be reviewed with applications
t. Suitability of the site in terms of slope and flood and erosion risk in accordance with Schedule E of the Land Use Bylaw; and	<ul style="list-style-type: none"> To be reviewed with applications
u. Consideration of any anticipated environmental impacts resulting from the development, such as air and water pollution, soil contamination, and potential for the contamination or sedimentation of watercourses. Where Council determines, on the advice of a qualified person, that there is a significant risk of environmental damage from any proposed development, an environmental impact assessment shall be carried out by the developer for the purpose of determining the nature and extent of any impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage; and	<ul style="list-style-type: none"> To be reviewed with applications
v. The application of sustainable design principles and energy efficient technology, including but not limited to renewable energy infrastructure; and	<ul style="list-style-type: none"> To be reviewed with applications

<p>w. Environmentally friendly paving alternatives, provision of alternative transportation parking, integration of landscaping into the design of parking lots, green roofs, etc</p>	<ul style="list-style-type: none"> • To be reviewed with applications

REQUEST FOR DECISION 055-2022 (PA 2022-001)

120 Highland Avenue, Ahmed Nassrat

Date: 2022-10-04

Department: Planning & Economic Development



SUMMARY

120 Highland Avenue Rezoning Application

For Committee of the Whole to consider the PAC recommendation regarding the draft land use bylaw amendment for 120 Highland Avenue (PID 55271563) to rezone the property from Medium Density Residential (R-3) to Institutional General (I-1) for the purposes of opening a Mosque and affiliated uses on the site.

PAC Motion (September 9th, 2022):

MOTION:

THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT LAND USE BYLAW AMENDMENT FOR PID 55271563 AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION.

CARRIED

DRAFT MOTION:

That Committee of the Whole forward to Council for First Reading the amendment to the Land Use By-law (zoning map) to change the zoning of 120 Highland Avenue (PID 55271563), from R-3 Medium Density Residential to I-1 Institutional General, as outlined in the Resolution - Attachment 1.

REQUEST FOR DECISION 055-2022 (PA 2022-001)

120 Highland Avenue, Ahmed Nassrat

Date: 2022-10-04

Department: Planning & Economic Development



1) CAO COMMENTS

Not required. Recommendation from PAC.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* and Municipal Planning Strategy establishes the ability and process to amend the land use by-law and rezone properties from one zone to another.

3) STAFF RECOMMENDATION

Staff considers the application consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommends that it be forwarded to a Public Hearing (see PAC report).

4) REFERENCES AND ATTACHMENTS

- Attachment 1: Resolution
- Attachment 2: September 8, 2022 PAC report.

5) DISCUSSION

The Applicant is seeking to rezone 120 Highland Avenue from the Medium Density Residential (R3) zone to Institutional General (I-1) zone to permit the use of a Mosque, community gathering centre, a residential rental unit and a daycare.

The Planning Advisory Committee have reviewed the application and provided positive recommendations.

See attached PAC Staff report for additional details.

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

8) COMMUNICATION REQUIREMENTS

For past communications regarding the application, see referenced PAC report.

The next step in the 120 Highland rezoning application process is for the application to go forward for First Reading (October Council) and on to a Public Hearing (date TBD). This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. A sign will remain placed on the property indicating the property is

REQUEST FOR DECISION 055-2022 (PA 2022-001)

120 Highland Avenue, Ahmed Nassrat

Date: 2022-10-04

Department: Planning & Economic Development



subject to a planning application. Following the public hearing, Council will make a decision on the application – whether at that meeting or a subsequent meeting.

9) ALTERNATIVES

1. Committee of the Whole forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. Committee of the Whole forwards the application to Council with a recommendation to reject the application or to take other action.

CERTIFIED COPY OF LAND USE BY-LAW AMENDMENT

I, Laura Morrison, Town Clerk of the Town of Wolfville in the County of Kings, Province of Nova Scotia, do hereby certify this is a true copy of the amendments to the Land Use By-law adopted by Council of the Town of Wolfville at a meeting duly called and held on the XX day of XXXXXXX, 2022.

Laura Morrison, Town Clerk

This signature is sealed with the Town of Wolfville Corporate Seal.

AMENDMENTS TO THE TOWN OF WOLFVILLE LAND USE BY-LAW

3. Amend the Zoning Map – *LUB Schedule “A”* – to rezone 120 Highland (PID 55271563) from Medium Density Residential (R-3), as shown below:

PROPOSED ZONING

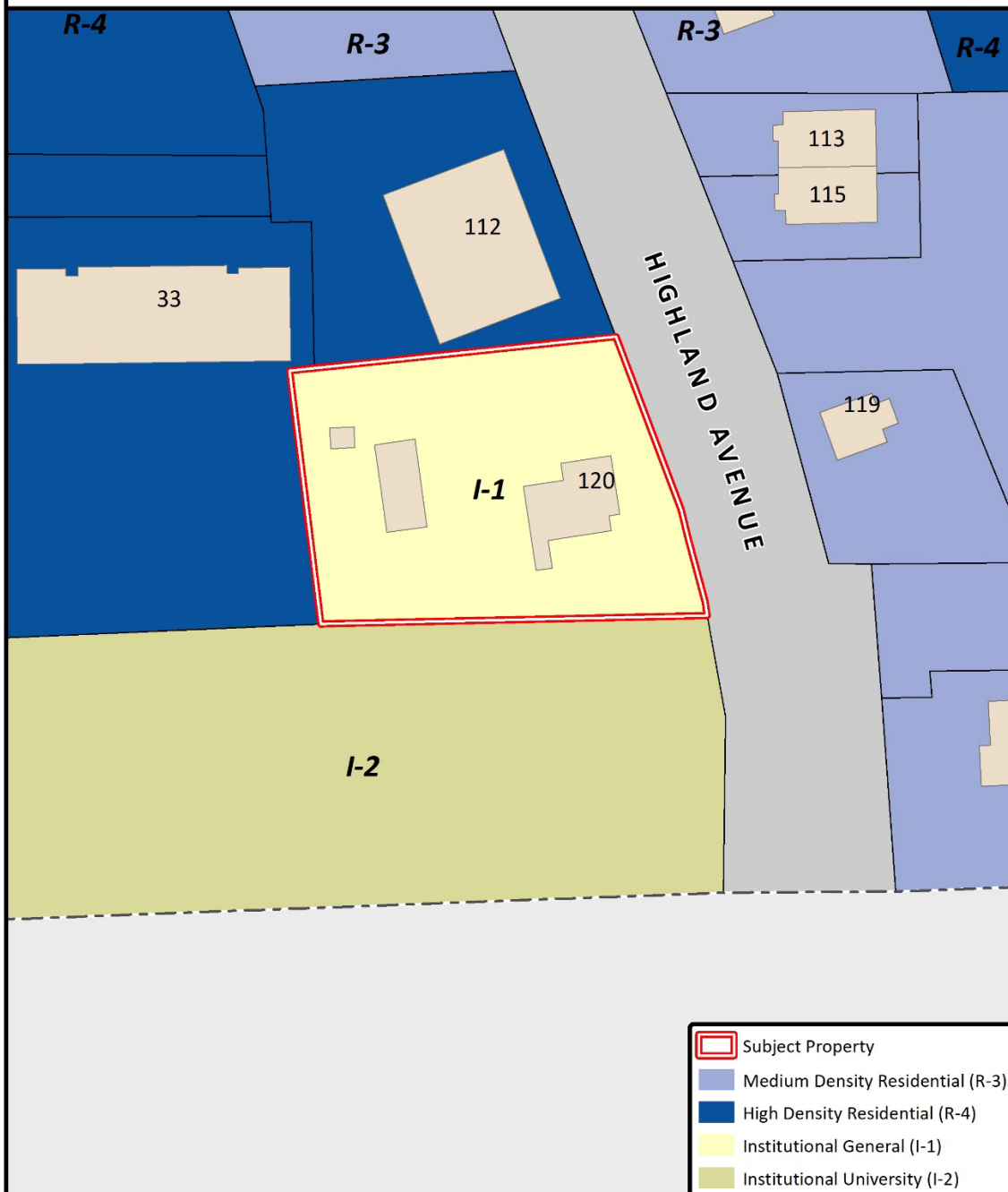
MAP S58

Date: 2022-09-26

120 Highland Avenue

1 in = 63 ft 1 cm = 8 meters

This map should not be
used for navigation or legal
purposes. It is intended for
general reference use only.
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REPORT TO PLANNING ADVISORY COMMITTEE
Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



APPLICANT	Ahmed Nassrat (Ummah Society)
PROPOSAL	To rezone 120 Highland Avenue from Medium Density Residential (R-3) to Institutional General (I-1) to permit the use of a Mosque, community gathering space, a daycare and residential rental unit.
LOCATION	120 Highland Avenue (PID 55271563)
LOT SIZE	0.6 acres/27,340 square feet
DESIGNATION	Neighbourhood Residential Designation
ZONE	Medium Density Residential (R-3)
SURROUNDING USES	Institutional University (I-2) unoccupied property, Medium Density (R-3) and High Density (R-4) properties.
ARCHITECTURAL GUIDELINES	N/A
NEIGHBOUR NOTIFICATION	Newspaper ads and notices mailed to surrounding property owners within 100 metres; Sign placed on property

REPORT TO PLANNING ADVISORY COMMITTEE
Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



PROPERTY LOCATION



Figure 1 – Context map

REPORT TO PLANNING ADVISORY COMMITTEE
Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



Figure 2 – 120 Highland Avenue (existing) looking west from Highland Avenue (Google Streetview)

PROPOSAL

The applicant is seeking a Land Use Bylaw (LUB) Amendment to rezone the property from Medium Density Residential (R-3) to Institutional General (I-1) to permit the use of a Mosque, community gathering space, a residential rental property and a daycare.

There currently are only preliminary site plans of the property and the proposed alterations (shown below); however, the applicant intends to make the following changes to the existing structure:

- Raise the dwelling and construct a new 2000 square foot basement to use as a daycare space.
- Increase the main floor from 1000 square feet to 2200 square feet and use the main floor for a Mosque and community gathering centre.
- The 900 square foot second storey and 600 square foot attic will not be increased in size and will be used as a single residential rental unit.

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



Figure 3 – Draft/Concept site plan

BACKGROUND AND CONTEXT

The Ummah Society has been serving the Muslim community for 44 years in Nova Scotia and is now seeking to better support Muslims in the Annapolis Valley by providing a community gathering space, a place of worship, and a daycare in Wolfville for their more than 50 local members. An attached letter from the Ummah Society (Attachment 3) further describes the society and vision for this space.

The property is currently zoned Medium Density Residential (R-3). The use of the property at the time of purchase by the applicant was a residential rental dwelling unit. The existing dwelling unit is currently unoccupied by tenants and is being used for prayers. The existing area of the main floor is 1000 square feet, the second storey is 900 square feet and the attic is approximately 600 square feet.

The applicant is currently fundraising to rebuild the basement on the south boundary of the property and add additional square footage to bring the basement area to 2000 square feet and use the basement as a daycare. The applicant is also seeking to add 1200 square feet to the first storey, to bring the area to 2200 square feet. The applicant is seeking to use the first storey as a community gathering and prayer space, with a residential rental property throughout the second storey and attic. No plans

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



are prepared at this time, however there is a draft site plan shown above illustrating future plans for an additional structure.

The applicant is seeking to rezone this property to Institutional General I-1 zone to permit the use of a Mosque (place of worship) as well as community gathering space, daycare and residential use. The surrounding properties include one University Institutional I-2 zoned property, and several Medium Density R-3 and High-Density Residential R-4 zone properties, as shown in figure 4 below.



Figure 4 – Zoning context map

POLICY REVIEW & DISCUSSION

The property is designated Neighbourhood Residential in the [Municipal Planning Strategy](#) (MPS) and zoned Medium Density Residential (R-3) in the [Land Use Bylaw](#) (LUB).

Municipal Planning Strategy (MPS)

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



The MPS contains 19 objectives related to land use, economic prosperity, climate action and social equity, 3 objectives related to land use, and 2 related to economic prosperity are particularly relevant to the proposed rezoning:

OBJECTIVE LU To respect and strengthen existing neighbourhood character, while encouraging quality, inclusive urban design.	OBJECTIVE LU To support public art and cultural programming.	OBJECTIVE LU To create complete neighbourhoods to maximize our infrastructure and promote community health.
ANTICIPATED RESULTS <ul style="list-style-type: none">• Improve processes and requirements for infill development.• Create tools for improved social inclusion of all residents.• Policies to support innovation.	ANTICIPATED RESULTS <ul style="list-style-type: none">• Institutionalize public art appreciation.• Work with and support action by community groups, non-profits and other partners.	ANTICIPATED RESULTS <ul style="list-style-type: none">• Create and incentivize neighbourhood commercial to create convenient access to services for all residents.

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



OBJECTIVE	EP	OBJECTIVE	EP
To encourage growth and manage land use with a goal of balanced economic and environmental sustainability.		To ensure a vibrant local economy by supporting economic development, creative entrepreneurship, and home based business endeavours that further the Town's position as a regional cultural, tourism, and educational centre.	
ANTICIPATED RESULTS		ANTICIPATED RESULTS	
<ul style="list-style-type: none">Expand neighbourhood commercial opportunities.Focus on infill development and gentle density.		<ul style="list-style-type: none">Strive for top quality facilities and services, including an enhanced public library.Further our brand as a hub of tourism, food and libations through additional opportunities along Main Street and in the Core Area.	

MPS - Part 8. Neighborhoods

Part 8.1 of the Municipal Planning Strategy outlines considerations for rezoning of lands zoned Medium Density Residential (R-3).

Policy 8.1.2 *To enable the following zones within the Neighbourhood Area Designation and that they be reflected on the Zoning Map of the Land Use Bylaw:*

e. Institutional General (I-1)

Policy 8.1.4 *To enable the rezoning of properties, save and except to or from the "Low Density Residential – Restricted" (R-1) zone, within the Neighbourhood Designation to another zone enabled in the designation where the general criteria of Section 11 – Implementation and specific criteria of the particular zoning category can be met.*

Policy 8.1.5 *To consider new General Institutional uses in the Neighbourhood Designation through a rezoning to the Institutional General (I-1) zone of the Land Use Bylaw.*

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



Policy 8.6.4 To enable economic development opportunities in both the 'Neighbourhood' and 'Core Neighbourhood' Designations in an effort to diversify our local economy, encourage entrepreneurship, reduce people's reliance on the automobile, and contribute to housing affordability.

Policy 8.6.13 To enable the rezoning if properties within the Neighbourhood Designation, to the Institutional General (I-1) zone where the property can meet the requirements of the Land Use Bylaw and the criteria of MPS Section 11 – Implementation.

MPS - Part 11. Implementation

Sections 11.4.1 and 11.4.3 of the MPS outlines the policies of Council when considering a Land Use Bylaw Agreement. 'Attachment 1' outlines all the policies and analysis; however the following lists the most pertinent considerations for this application

11.4.1 Land Use Bylaw (LUB) Amendments

11.4.1.1 To consider amendments to the Land Use Bylaw provided the amendment is consistent with the intent of the Municipal Planning Strategy.

11.4.1. To use the general criteria, outlined in Section 11.4.3, as a guide in the evaluation of Land Use Bylaw amendments.

11.4.1.4 To consider an application for amendment to the Land Use Bylaw (rezoning) only if the application has identified a proposed use for the property. Council shall give consideration to both the proposed use and to the impact of other uses permitted in the requested zone.

11.4.1.5 To consider an application for amendment to the Land Use Bylaw only if the site meets all of the lot size and zone standards for the zone sought.

Land Use By-Law

The Land Use Bylaw (LUB) establishes the following regulations:

Part 19. General Requirements for Institutional, Agricultural, and Parks and Open Space Zones

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

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Table 19.2 Indicates the approval process for various uses in the Institutional General (I-1) zone. Uses permitted as-of-right in the I-1 zone include the following uses relevant to this application:

- Community centres
- Cultural facilities
- Places of Assembly
- Places of Worship
- Residential Uses Accessory to Places of Worship

Table 19.2 does not, however, permit daycares that are not accessory to places of worship. Staff are bringing forward amendments to better allow daycare facilities in the Town. Otherwise, this would have to be a very small facility that is accessory.

Part 20. Institutional General (I-1) Zone

20.1 Intent

The I-1 zone is intended to permit a range of institutional uses such as churches and public government facilities. Council may consider unique and site-specific developments by development agreement.

20.3 Rezoning

Rezoning to any other zone shall be considered subject to Policy 11.4.3 of the MPS.

PROCESS & NEXT STEPS

Section 219 of The Municipal Government Act (MGA) establishes the process for the approval of a Land Use Bylaw Amendment. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person or by the Applicant.

The first stage of the application review process began at the Public Information Meeting (PIM) held on August 4th, 2022. Property owners within 100 metres of the development were notified by mail and a notice of the PIM was posted in the Saltwire newspaper and on www.wolfville.ca indicating that the site was subject to a rezoning application. The purpose of the PIM was to provide the public with an opportunity to offer preliminary feedback on the request and allow the applicant to answer any questions that would arise. Notes from the PIM have been included as 'Attachment 2' and assisted the review process in identifying issues, support or concerns raised by residents and committee members.

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



The next step in the Land Use Bylaw Amendment process (as shown below), will be to have the Planning Advisory Committee (PAC) review this report and provide a recommendation to Council. Council will then provide Initial Consideration, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council.

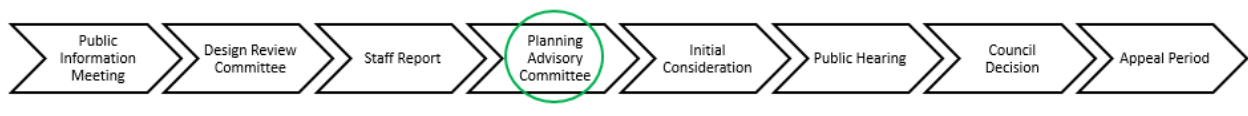


Figure 5 – LUB Amendment Process.

REVIEW FROM OTHER DEPARTMENTS

The following summarizes the comments from the relevant agencies or departments:

1. Traffic Authority and Director of Public Works and Engineering:
 - a. Alex de Sousa is the Traffic Authority for the Town of Wolfville and also the Director of Public Works and Engineering – input is ongoing. No issues are anticipated.

PUBLIC INFORMATION MEETING

The Town held a Public Information Meeting on August 4th, 2022. Notes from this meeting are included as Attachment 2. No members of the public expressed concern regarding this proposal during the PIM, and three members of the public spoke in favour of the proposal.

COMMENTS & CONCLUSIONS

The subject property and existing dwelling is currently unoccupied. The Land Use Bylaw Amendment application proposes the reconstruction and enlargement of an existing basement, additional square footage added to the main and second storeys, and a change in use from medium density residential to a mosque, daycare, community centre and rental apartment.

While daycares uses not accessory to a place of worship are not currently permitted in the I-1 zone, Staff believe these uses are compatible with the intent of the I-1 zone and are being proposed through a separate amendment to be added to LUB table 19.2. Staff believe the development proposal meets the overall intent of the Municipal Planning Strategy and is consistent with relevant policies.

REPORT TO PLANNING ADVISORY COMMITTEE
Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

Department: Planning & Development



STAFF RECOMMENDATION

Staff recommends that the Planning Advisory Committee provide a positive recommendation to Council regarding the Land Use Bylaw Amendment to rezone 120 Highland Avenue from R-3 to I-1.

ATTACHMENTS

1. Policy Summary Tables
2. Public Information Meeting Notes
3. Letter from the Ummah Society

ATTACHMENT 1 – Policy Summary Tables

Policy 11.4.3 of the MPS states the general considerations for all Land Use Bylaw Amendments. As part of the review for this section, staff may have contacted other departments or outside agencies to seek specific information. The following table outlines the policy and provides Staff comment:

11.4.3 CRITERIA FOR LUB AMENDMENTS AND CONSIDERATION OF DEVELOPMENT AGREEMENTS

GENERAL CONSIDERATIONS	Staff Comment
GENERAL CONSIDERATIONS a. The financial ability of the Town to absorb any costs relating to the proposal; and	<ul style="list-style-type: none">• Not applicable
b. The proposal's conformance with the intent of the Municipal Planning Strategy and to	<ul style="list-style-type: none">• The rezoning will enable development that will conform with the intent of the MPS and

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendment Proposal - Rezoning

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all other applicable Town Bylaws and regulations.	all other applicable Town Bylaws and regulations.
c. The proposal's conformance with relevant portions of the Town's 'Sustainability Checklist', where applicable.	<ul style="list-style-type: none"> Not applicable
COMPATIBILITY OF THE DEVELOPMENT d. Compatibility of the proposed land use with adjacent land uses; and	<ul style="list-style-type: none"> The proposed land use is compatible with the adjacent land uses.
e. Compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, bulk, and architectural style; and	<ul style="list-style-type: none"> The development is compatible with the adjacent properties in terms of height, scale, lot coverage, density, bulk and architectural style.
f. Compatibility of the development with adjacent properties in terms of lighting, signage, outdoor display, outdoor storage, traffic impacts, and noise; and	<ul style="list-style-type: none"> The proposed development will be required to minimize any impact on neighbouring properties by adhering to set hours of operation.
g. Integration of the development into the surrounding area by means of appropriate landscaping, with screening provided by existing and new vegetation and fencing as required; and	<ul style="list-style-type: none"> Requirements will be applied during the permitting process.
h. The proposal protects and preserves matters of public interest such as, but not limited to:	
i. historically significant buildings;	<ul style="list-style-type: none"> The proposal does not require alteration of historically significant buildings.
j. public access to shorelines, parks, and public and community facilities; and	<ul style="list-style-type: none"> The plan does not interfere with any shorelines, parks, or public and community facilities.

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k. important and significant cultural features, natural land features and vegetation.	<ul style="list-style-type: none"> The proposed development will provide cultural opportunities not previously offered in Wolfville.
SERVICING CONSIDERATIONS l. The adequacy of sanitary services, water services, and storm water management services; and	<ul style="list-style-type: none"> The proposed development is serviced by municipal water and sewer.
m. Contribution of the proposal towards an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure and services.	<ul style="list-style-type: none"> The proposed development will change the use of an existing, municipally serviced building.
MOBILITY CONSIDERATIONS n. The adequacy of the road network in, and adjacent to, or leading to the development, regarding connectivity, congestion and traffic hazards; and	<ul style="list-style-type: none"> Public Works to review
o. The adequacy of site access as determined by the Traffic Authority; and	<ul style="list-style-type: none"> Traffic Authority to review
p. The ability of emergency services to respond to an emergency at the location of the proposed development; and	<ul style="list-style-type: none"> To review, no issues anticipated
q. The adequacy of active transportation infrastructure to support walking and cycling to and from the proposed development; and	<ul style="list-style-type: none"> The property is located along phase 1 of the active transportation network and there will be sidewalk and bicycle lane access.
r. The provision of off -street vehicle and bicycle parking to prevent significant congestion, nuisance and inconvenience in the area.	<ul style="list-style-type: none"> The proposed development will be required to meet Part 6 Parking and Loading Requirements of the Land Use Bylaw.

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ENVIRONMENTAL CONSIDERATIONS s. Consideration of any previous uses of the site which may have caused soil or groundwater contamination; and	<ul style="list-style-type: none">• Not applicable
t. Suitability of the site in terms of slope and flood and erosion risk in accordance with Schedule E of the Land Use Bylaw; and	<ul style="list-style-type: none">• Not applicable
u. Consideration of any anticipated environmental impacts resulting from the development, such as air and water pollution, soil contamination, and potential for the contamination or sedimentation of watercourses. Where Council determines, on the advice of a qualified person, that there is a significant risk of environmental damage from any proposed development, an environmental impact assessment shall be carried out by the developer for the purpose of determining the nature and extent of any impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage; and	<ul style="list-style-type: none">• Not applicable
v. The application of sustainable design principles and energy efficient technology, including but not limited to renewable energy infrastructure; and	<ul style="list-style-type: none">• N/A at this time
w. Environmentally friendly paving alternatives, provision of alternative transportation parking, integration of	<ul style="list-style-type: none">• N/A at this time

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landscaping into the design of parking lots, green roofs, etc	

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ATTACHMENT 2 - Public Information Meeting and Design Review Committee
Notes

Public Information Meeting
6.00 PM – Council Chambers
Development Agreement Proposal
249 Main Street

Attending

Director of Planning Devin Lake, Community Planner Lindsay Slade, Applicant Ahmed Nassrat and five interested members of the public.

Lindsay Slade began the meeting at 6 PM with a presentation on the development proposal, beginning with an overview of the uses proposed and a review of the policy relating to this application and the requirements of the LUB amendment process. Lindsay Slade then looked to the attendees for questions, or comments. No questions were posed, however two members of the public did provide feedback, summarized below:

Mr. Rafih: Expressed that the proposal is a great addition to the Town and Valley, and is very important to the Muslim community, and that this proposal will be good for refugees and helps to show them that Wolfville is a good place for them to live.

Mr. Kadrav: Expressed that the close proximity of the proposed use to Acadia University is important because there are many Muslim students at Acadia University. There are also many Muslims moving to the Town who will appreciate having the Mosque and community centre nearby.

Director Lake adjourned the meeting at 6.27 PM.

Additional feedback, submitted through email following the PIM, includes the following:

Beverly Boyd: Expressed support for the proposed development, indicated it will bring needed services to the Town, will support diversity and inclusion, and provide an adaptive re-use of the property. Ms. Boyd questioned how the development will be financed and sustained moving forward, and if the development may impact traffic on Highland Avenue.

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ATTACHMENT 3 – Letter from the Ummah Society Regarding the Proposed Uses

Dear Town of Wolfville,

The Ummah Society is a non-profit organization based in Nova Scotia that has a Islamic Community Center and School on Chebucto Road in Halifax. The Ummah Society has been a leader in providing guidance to newcomers. It has also provided community support in areas like mental health, social and family support.

Our local Muslim community has done a lot of work in welcoming new comers to Wolfville as well as befriending the different students that come to Wolfville and Acadia for the past 44 years. We have rented many different venues at no cost to the students, providing them with a meal, friendship and guidance when needed.

We are not a organization and we have being asked by the different families that live here to help provide a place for them and their families to gather for there different religious and cultural events that will enrich our greater community!

As a result, we have partnered with the Ummah Society to provide a well needed place that hopefully will be a torch of hope for Wolfville. We have chosen Wolfville for our endeavour because the town is full cultural and multicultural coexistence! We hope to add much more to our great town.

The Ummah Society recently purchased the property at 120 Highland Ave to help meet the growing demands of our local Muslim Community. Over the past 5 years we have seen a big influx of Muslims specifically through the Syrian Refugees that have moved to the area together with families moving from other provinces for work. There are many Muslim students attending Acadia University that will use this place for worship, community events and holidays.

With this growth in the Muslim Community comes a need for space for community members to meet, congregate and pray. The intended future use of the property at 120 Highland Ave is to have a community center with a hall for events, prayers as well as development of a daycare for children. The upper levels would be used to house students attending Acadia or a family. This is in addition of using the outdoor spaces for gatherings and a playground.

If there is any further questions please do not hesitate to ask.

Ahmed Nassrat
Ummah Society

COMMITTEE UPDATE

Title: Kings Point to Point
Date: September 21, 2022
Department: Committee of the Whole – October 2022



- The meeting was held in person. The regular meeting was at 5:00 pm to allow time before the start of the AGM.
- There was not enough time at the board meeting to review the financials in detail. The board received the financials and they were to be reviewed and motioned in the AGM.
- Provincial increase of \$.025 per hour on the minimum wage. All staff will get the increase. Discussed what percentage looks like. Percentage would give higher paid drivers more of an increase. Last time the wage increase was done by percentage, this time it will be \$0.25 across the board.
- Truth and Reconciliation Day will be a paid holiday moving forward as a Federal statutory holiday.
- Discussion about Kings Transit and KPPT developing a relationship. Councillor Huntley said that KT is open to coming to a meeting with KPPT to have discussion and determine where we have common ground. Margot said that there used to be a member of our committee on the KT committee. A suggestion to have a member of KPPT on KT as well.
- The regular meeting was adjourned.
- The AGM requires 10 members of the society in order to have quorum, this was not reached but there were several drivers in attendance who wished to speak. Motion to return to the meeting and accept guests.
- Motion to return to regular business meeting.
- New Business:
 - Drivers attending – experience from 3 months to 15 years and spoke of their concerns.
 - Top Issues seem to be:
 1. Training of new drivers
 2. Communication in the office – Angie has helped out over the years but would not do it now.
 3. Culture in the office is not good either
 4. Clarification of Job Descriptions and roles

Motion to have a driver representative as ex-officio member of the board and attend all meetings, when Driver Rep can't make it, they will send someone in their place. If there is a concern it must be submitted as an agenda item.

- Next meeting on October 19 at the Orchard Room.

Respectfully submitted
Councillor Proudfoot

COMMITTEE UPDATE

Title: WBDC
Date: September 27, 2022
Department: Committee of the Whole



UPDATE WBDC

WBDC Board Room
Main Street, Wolfville

- a) Co-Chairs Lynda MacDonald and Jill Delaney welcomed the WBDC Board members back after the summer break.
 - It was noted that there are positions open on the board and a review/strategy for board members will be explored soon.
- b) Activities over the summer included:
 - Three Newsletters prepared by Olivia (summer Student)
 - Greenery Program
 - Members Survey (60+ members)
 - Social Media Campaign and Promotions
- c) A detailed update was provided on the work “Space Creatorz” provides to WBDC.
- d) ACOA Grant was received to cover the costs of mural artwork on the following locations:
 - 12 Elm Ave (facing Charts Café)
 - De Wolfe Building facing the trails
 - Sidewalk Placemaking
- e) Information will be sent to WBDC Members encouraging them to send business related photos to the Town for inclusion in the Town’s new Website and the WBDC connection.
- f) Winter Programming efforts are starting with information on the Winter Greening Program options being sent to all businesses.

Meeting adjourned at 10:15am

Next meeting: October, date to be confirmed
8:30 am WBDC Board Room

Respectfully Submitted
Isabel Madeira-Voss, Deputy Mayor

COMMITTEE UPDATE

Title: Diversity Kings County

Date: October 4, 2022

Department: Committee of the Whole



The last Diversity Kings meeting was held in hybrid form on September 7, 2022. The next meeting is scheduled for October 3, 2022.

The meeting focused on the Work Plan for 2022-2023. Brittany Mastroianni guided the discussion noting some deadlines would have to be adjusted given the vacancies of two diversity specialists and the hiring process involved.

A presentation from Ryan Massiah detailed the success of the International Food Festival held in Port Williams in August. The next event is scheduled for October at the Farmers Market in Wolfville; however, the date is yet to be confirmed. This festival showcases the knowledge and cultural exchanges that happens with immigration in our region. It is named My Home Now Food Festival.

The committee discussed how to best showcase the Diversity calendar which highlights events and observances. Education and authenticity in the community is important, as is sharing of information through social media.

September 30th every year marks the National Day for Truth and Reconciliation. Also known as orange shirt day. We honour the children who never returned home and are survivors of residential schools.

October 1, 2022 is Treaty Day and marks the beginning of Mi'kmaw History month in Nova Scotia. A media campaign is scheduled in the County with local events planned.

Members of the committee gave reports from attending the Emancipation Ceremony at Gibson Woods Baptist Church, The National Black Canadian Summit in Halifax, and the Annapolis Valley First Nation Pow Wow.

One member of the public attended and offered his comments.

Respectively submitted by,

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: IMSA Board
Date: October 2022
Department: Committee of the Whole



UPDATE

The IMSA working group met in a hybrid meeting on Wednesday September 21, 2022.

ICIP Grant Request

The working group heard a presentation from Dwight Whynot, ED of the pilot IMSA and Michael Getchell – GM of Kings Transit regarding the ICIP program (Investing in Canadian Infrastructure Program). The intent of the ICIP application from KTA is to respond through technology and a more energy efficient fleet.

The Phase 1 ICIP application was submitted in August 2022. Approval has not been received yet but staff anticipate receiving that around November 30th 2022.

KTA has the option to access approximately 1% of the funds provided by the bi-lateral agreement or just under \$12M for Phase 2. The Phase 2 application deadline has been brought forward to mid-November 2022 from an anticipated date in 2023. Funding is approximately 75/25 (25% Municipal share).

Typically Phase 1 would be done prior to Phase 2 applications but that is not going to be the case. Phase 1 of the study will begin in December 2022 and is scheduled for completion in July of 2023. Phase 2 implementation begins in August 2023.

Due to the change in timing of the Phase 2 application this request had not previously been brought to the KTA Board nor KTA owner partners.

As this information has not been previously brought to the KTA Board or Councils (due to the change in application dates) it was agreed at the IMSA working group that a report would be provided to Council's in the next few weeks allowing Council's to vote and then the IMSA Board to vote to submit application for Phase 2.

Valley REN

The IMSA received a presentation from CAO Boyd (Berwick) regarding the VREN. There remains a small amount of work to be done on the draft IMSA for the VREN. It is anticipated that the proposed agreement which would bring Wolfville back into the VREN will be presented at the November COW.

IMSA Board

A short meeting of the new IMSA Board met to appoint a Chair and Vice Chair. Mayor Muttart was elected Chair of the IMSA Pilot Board and Mayor Donovan the Vice-Chair. Committee appointments were also made:

COMMITTEE UPDATE

Title: IMSA Board
Date: October 2022
Department: Committee of the Whole



- KT Audit Committee: Mayor Sandra Snow & Warden Alan Parish
- VW Audit Committee: Mayor Wendy Donovan & Mayor Sandra Snow
- VW Investment Committee: Mayor Sandra Snow
- Kaiser Meadow Landfill: Warden Alan Parish & Mayor Peter Muttart
- Regional Chairs Committee: Mayor Peter Muttart

Respectfully Submitted,
Mayor Donovan

REQUEST FOR AGENDA ITEM

Title:

Submitted by:

Submitted on:



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

Date of Committee of the Whole requested:

Recommendation(s) and/or Motion

(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

Summary

(provide a Brief description of item/background for this request)

Expected Outcome:

In Camera Discussion

For information/discussion purposes only

Recommend an action to the CAO

Promote clarification/renewal or production of a policy or procedure

Recommend a motion for approval by Council

REQUEST FOR AGENDA ITEM

Potential ban on glyphosate

Submitted by: Councillor Elliott

Submitted on: September 26, 2022



Date of Committee of the Whole requested: For October 4, 2022

Recommendation(s)

That Council review and consider safety of glyphosate spraying provincially. Kings and Annapolis Counties have already met and voted in favour of asking the Nova Scotia government for a ban.

Please see below newspaper article for summary.

Summary

Spraying

Yearly glyphosate spraying has begun in Nova Scotia, and with it, groups of residents are setting up opposition camps against herbicide spraying in the province's forests.

As of Wednesday, protesters are camped out around or on 10 aerial herbicide spray sites in the province, adding to a smaller number of occupations that have existed since Sept. 1. Glyphosate sprays in Nova Scotia [have been cancelled](#) in the past after efforts from the group leading the camps, Don't Spray! Nova Scotia.

Glyphosate-based herbicide spraying is common in the forestry industry, with companies using it to kill vegetation that competes with the softwood trees they harvest.

Brandon Appleton is among the protesters and says the Digby site he is at has received ample support from community members.

"I am camped out next to a spray site here in Bear River because I am absolutely not willing to let a helicopter come in and spray poison in our community," he said.

"This is a place for families to grow, for gardens to thrive; this is my home..."

Glyphosate use is being phased out in Europe, which will ban the product come December. However, Canada's federal government continues to approve its use, most recently in [January 2019](#).

In [2018](#), international concern about glyphosate shot up when a U.S. groundskeeper who worked with the product won a lawsuit against Monsanto after his doctors testified the herbicide likely caused his terminal cancer. The verdict brought previously unseen [Monsanto](#)

REQUEST FOR AGENDA ITEM

Potential ban on glyphosate

Submitted by: Councillor Elliott

Submitted on: September 26, 2022



[documents](#) to light, which the judge said proved the company knew its products were “dangerous.”

The province’s Environment and Climate Change Department said companies using glyphosate have to follow rules that “ensure safe use” and that Health Canada has evaluated glyphosate “twice in recent years and found it to be acceptable when used according to the label.”

As of Wednesday, protesters are camped out around or on 10 aerial herbicide spray sites in N.S., adding to a smaller number of occupations that have been up since Sept. 1.

“Our role is to issue the approvals for its use in the province, conduct audits to ensure full compliance for safe application, and notify municipalities and First Nations when pesticide approvals have been issued for sites in their communities,” said the department.

Don’t Spray Us! said both Kings and Annapolis municipal councils have agreed to ask the province for a moratorium on all future glyphosate spraying in the province — even though they don’t have jurisdiction, they hope pressure will be helpful for the cause. This year, the province [approved 2,306 hectares](#) for spraying by ARF Enterprises Inc., J.D. Irving Ltd., and Wagner Forest NS Ltd. For reference, one hectare is around 2.5 football fields in size. The “proposed time frame” from the province goes until Sept. 30, but approvals don’t expire until Dec. 31.

Spraying also occurs in other areas of Canada. In nearby New Brunswick, citizen groups such as Stop Spraying NB campaign for glyphosate-spraying bans, and Indigenous leaders have [spoken out](#) against the chemical, saying it harms human health and impacts traditional food and medicine sources.

Andrée-Anne Bédard of Baxter’s Harbour says the regulations governing spraying are not being followed. She wasn’t given adequate notice that glyphosate spraying was approved closer than 500 metres from her property. That spray was ultimately cancelled by the government, but Bédard wonders if there were other cases where people weren’t notified of spraying close to their homes.

“It was not an easy or a transparent process to find the facts, and then [the province] was willing to make a deal with ARF [the company] to change their spray boundaries. They should be fining companies that fail to follow their safety regulations, not making deals,” she said.

“In the end, the landowner decided to hire people with saws instead of spraying. So there is an alternative. This aerial spraying should not be allowed.”

REQUEST FOR AGENDA ITEM

Potential ban on glyphosate

Submitted by: Councillor Elliott

Submitted on: September 26, 2022



The National Observer Sept. 22, 2022

Expected Outcome:

In Camera Discussion

☒

For information/discussion purposes only

☐

Recommend an action to the CAO

☐

Promote clarification/renewal or production of a policy or procedure

☐

Recommend a motion for approval by Council

☐