



# Special Committee of the Whole Budget Meeting

January 19, 2023

9:00 a.m.

Council Chambers, Town Hall  
359 Main Street

## Agenda

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### 1. Approval of Agenda

### 2. 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.

### 3. Staff Reports for Discussion

- a. Info Report 003-2023 – Draft 2023/24 Budget V1
  - i. Attachment 1 – Draft Budget
  - ii. Attachment 2 – Draft Project Charters

### 4. Public Input / Question Period

### 5. Regular Meeting Adjourned

## INFORMATION REPORT #003-2023

Title: 2023/24 Draft Budget V1

Date: 2023-01-19

Department: Finance

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## SUMMARY

### 2023/24 Draft Budget – Version 1 (V1)

This Information Report deals with presentation of the draft 2023/24 Operating and Capital Budgets V1 for the Town and Town Water Utility. The majority of the attention in the early stages of the process is on the Town budgets and relevant property tax implications. The Water Utility has a rate structure approved by the NS Utility and Review Board (NSUARB) and expenditures required to maintain the water supply to the Town's residents and businesses.

The annual budget process starts with staff work in July of each year, followed by reports to Council from November through to March. An all-day Special Committee of the Whole (COW) meeting took place November 17, 2022. The January 19<sup>th</sup> meeting will continue that process, and includes a full draft of the Town's Operating and Capital Budget, as well as the Water Utility Budgets

As per Standard Operating Procedure (SOP), **January is Council's first look at draft operating estimates** for the upcoming year based on the initiatives/projects/service levels expected to be addressed. Ultimately the final budget document will include a four-year budget and forecast. The multi-year outlook is important to aid in identifying issues/opportunities likely to occur in the near future. Key to this is identification of future resource requirements beyond the Year 1 revenue framework. **The focus with Draft Budget V1 is on 2023/24**, with the multi-year assumptions being developed through February and March.

As typically occurs each year, work on the text related Operations Plan is currently underway and that document will be brought forward for discussion at a future meeting.

Two more sessions are scheduled for further budget review and discussions, and these will occur during the regular scheduled times for COW in February and March. This year's February regular COW meeting is an all-day session, providing more time for budget deliberations within the items on the agenda. Not all decisions need to be made during this first review. If a balanced budget direction can be achieved early that's always helpful. The multi-year outlook may result in options to defer initiatives until Year 2 thru 4 if financial constraints don't allow something to fit in 2023/24.

**This year's Draft Budget V1 Town shortfall is \$110,300** which compares to previous years of:

- Shortfall of \$142,800 – fiscal 2022/23
- Shortfall of \$342,000 – fiscal 2021/22
- Shortfall of \$155,100 – fiscal 2020/21
- Shortfall of \$ 88,000 – fiscal 2019/20
- Shortfall of \$290,000 – fiscal 2018/19

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A smaller V1 shortfall is not always indicative of an easier path to balanced budget. Part of the annual process is to work through what is included in the first version, as well as what is not included. This January meeting allows Council to start to weigh the pros/cons of initiatives and how to modify the tax structure if needed.

***As with the November meeting, next Thursday will be a full day. This should allow time to review high level budgetary impacts (including tax rates), and connect Council's Strategic Plan with the budget. Staff will make use of powerpoint presentations to help focus discussion on key projects/initiatives and how they are reflected in the budget dollars.***

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### 1) CAO COMMENTS

No comments added at this time.

### 2) REFERENCES AND ATTACHMENTS

- Council Strategic Plan (attached)
- Draft 2023/24 Town Operating and Capital Budgets V1 (attached)
- Info Report 019-2022 Fiscal 2023/24 Budget Process (refer to Nov 17<sup>th</sup> Special COW agenda)
- [Provincial Financial Condition Index Report \(FCI\)](#)
  - Data from the draft 2020/21 Report will be referenced in discussion section below. The 20/21 FCI Reports have not yet been updated on the province's website.
- Current 2022/23 Operations Plan and Budget (approved March 2022)

### 3) DISCUSSION

As noted in the Summary section on page 1, this will be Council's first look at a full draft version of the budget documents. Discussions in November focused on key high level concepts and a snapshot of the working copy of the ten year Capital Investment Plan (CIP).

As the budget process now gets into the details of dollars and taxes, it's important to keep Council's Strategic Plan and key projects in mind. The Strategic Plan was a four year plan covering the term of the current Council. The 2023/24 budget represents the 3<sup>rd</sup> year of Council's four year term. Some projects will continue to fit within that timeframe, while others may fall further into future years. This Council, however, can help set the stage for short-term success as well as a framework for longer term success.

Although the budget process formally started in November, input on budget matters takes place throughout the year. Ultimately, the final 2023/24 budget will be a result of public input received formally (e.g. studies, public consultation, direction of Council, Council's Strategic Plan) and informally (e.g. feedback discussed directly with elected officials). To date community suggestions have been received via email and feedback through the Wolfville Blooms platform. Interestingly, and as an example of year round feedback, the kick-off of the Parks Master Planning process occurred January 12<sup>th</sup> and that process will become a key input in the 2024/25 budget process (which won't formally start until November 2023).

This year staff will again be working with the Wolfville Blooms web-based platform to interact with the public. This will be outward looking, providing background information on all things to assist in understanding municipal budgets, as well as an open door for input/thoughts from the community.

Wolfville Council, as with all municipal councils, has the task of balancing the ever-growing demands on service levels with a finite resource, taxpayer's money. This year's budget process occurs at a time where the province is moving away from the lock downs/restrictions of the COVID pandemic, but also at a time where the financial impacts of the pandemic are still being experienced and inflation is at levels not

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experienced for decades. That level of inflation has been the key driver in ever increasing interest rates. All in all, there are unique budgetary pressures to work through for the 2023/24 budget.

Several items to keep in mind as budget discussions continue include:

- Expectations are that inflation has peaked, with monthly changes to the Consumer Price Index (CPI) likely to be less severe over the coming year. That said, the December data has not yet been released by the province in terms of NS CPI changes.
- Regardless of CPI data, which measures changes in the cost of a fixed/defined basket of goods by the “average” consumer, the costs of many municipal supplies (basket of goods) is increasing exponentially more than the published CPI data. For example, pvc pipe costs (water and sewer lines) increased at least 30% in past year.
- 6% growth in the annual funding for capital program is the minimum required to keep pace with replacement of current assets.
- As Town takes on responsibility for new roads (eg. approximately 1 km of new section of Stirling Ave.) there should be steps taken to increase annual transfer to capital reserve to ensure adequate funding for replacement 30 to 50 years in the future. Depending on assumptions used, this could equate to \$80,000 to \$100,000 additional reserve transfers per km of road.
- The 2023 Assessment Roll is now available and no doubt some folks have already read articles on assessment changes province wide Wolfville’s specific data is similar to the provincial data. Overall Wolfville shows;
  - residential assessments are up 18.9% (at market, taxable and exempt)
  - taxable residential is up 11.8%
  - commercial assessments are up 3.8%
  - taxable commercial is up 9.4%
- Assuming no changes in tax rates, the increase in taxable assessments generates \$950,700 more dollars than the 2022/23 budget.
  - Important to link the shortfall result in Draft V1 of Town Operating budget of \$110,300 despite almost a million in increased revenue.
- 1,093 of all 1,624 residential accounts show as being under the CAP assessments (67%).
  - CAP % set at 7.7%

Additional assessment/tax analysis will be reviewed at the January 19<sup>th</sup> meeting. This year’s review of the information is important as once again the provincial CAP has increased. This time from 5.4% to 7.7%. This means any property that falls within that CAP %, based on current draft budget, their property tax bill increase by 7.7%. This would equate to \$112 for every \$100,000 of taxable assessed value.

In terms of the V1 budget shortfall, the following represents a high level summary of expenditure changes from the current 2022/23 Budget to the draft V1 2023/24 Budget:

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Decrease in use of Operating Reserves	(317,000)
Costs escalation reducing the amount of rev increase available	
Capital Program - planned annual general increase in funding	(115,500)
Capital Program - additional fire equip reserve	(75,500)
Salary, wages and benefits	(377,900)
Professional development	(18,000)
Legal	(15,300)
Insurance	(42,000)
Stipends	(24,000)
Heat	(12,700)
Utilities (NSPI and water, not heat)	(17,200)
Vehicle fuel	(26,400)
Vehicle R&M	(29,800)
Op Equip & Supplies	(46,100)
Equipment rentals	(10,000)
Program Expenditures	(40,500)
Contracted Service (RCMP account for \$109,900 of this)	(117,100)
Tax exemptions	(10,000)
Partner Contributions	(155,400)
POTENTIAL SHORTFALL/DEFICIT accounted for	<u>(94,700)</u>

The difference between the \$94,700 shortfall noted here and the full budget shortfall of \$110,300 is all the smaller cost increases that individually were less than \$10,000, but added together would be \$15,600.

A couple of key items to point at this stage include:

- V1 draft effectively represents a status quo budget, using 2022/23 as a base line. To that base cost estimates have been revised to reflect actual spending patterns needed to maintain current budgeted service levels (e.g. vehicle repairs & maintenance), specific items with escalating supplier costs (e.g. fuel, RCMP), as well as increased costs required by provincially mandated costs (e.g. education) and regional Intermunicipal Services (e.g. Kings Transit and Valley Waste).
- Increased contribution to the capital program funding covering both transfers to reserves and debt repayment costs.
- Continuation of “pool” support (whether that be to Acadia or towards new facility).
- Allowance to cover 2<sup>nd</sup> installment to Devour if appropriate by March 31, 2024.
- Full year allowance for Video Camera pilot project currently underway
- Boxcar renovation carried forward to new budget year
- Co-Op student in Community Development, on a grant contingent bases in V1
- Reduced use of Operating Reserves as a means to balance budget.

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- In reference to the Capital Plan, a key element was confirmed this month and that is the successful application for federal/provincial grant funding towards Phase II of the Wastewater Treatment Plant Upgrades.
- Changes have been made to the draft CIP reviewed by Council in November, and there are likely still a few changes yet to be made to update cost estimates. Just over \$400,000 was added to the CIP bringing the total up to \$51.35 million.
  - This plan is not yet fully funded for the ten years as the \$400,000 was added by Dept Heads this Wednesday. It will take staff time to work through funding scenarios to find a path to full funding.
- Updated Project Charters are included in the agenda package. These are still a work in progress but should be reviewed to ensure the project scopes are in line with Council thinking.
  - Staff also need to ensure the dollar estimates in the Charters reconcile to the amounts included in the actual CIP.

Not included at this stage are items requiring discussion and direction from Council. Important to note that if items below are to be added to the budget, likely offsetting spending cuts and/or tax increases will be needed to fit any of the below into budget estimates. Many of the items below have been identified by Council and/or staff as important, but they currently fall outside of 2022/23 baseline budget framework. The key at this stage is the conversation around expected costs for each and how to add to budget and still balance.

- Professional Development allowance for both Council and Staff increased only to pre-covid budget level. This is insufficient to cover:
  - Additional members of council to attend International Town & Gown Conference, or other major conferences beyond standard annual events.
  - Increased costs for staff conference and training which would reflect increased number of staff since 2020.
- Seasonal staff support to GIS system
- Additional compliance staff. There has been some discussion around one more 50% FTE staff to enhance service level most notably on weekends
- Allowance for Planning Dept for consulting support for emerging issues, building inspection support if needed.
- Additional staff in Parks Dept to start succession planning process
- Additional weeks for existing Parks staff to carry majority of workers into December
- Budget allowance for new events, some of which occurred in 2022 but were not in approved budget. They include September 1<sup>st</sup> Welcome to Wolfville Event, Pooch Party, and Equity Diversity and Inclusion events.
- Red and Blue Crew

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Next week’s budget discussions will include a slide on each of the above noted items, with relevant cost information, to help Council’s consideration of whether to add to the budget. In some cases, the additional may be relatively easy of \$ estimates are low or an external funding source can be identified. This area of discussion and direction from Council forms one of the key parts of the annual budget process, deciding how all the desired projects/initiatives/priorities fit within the financial framework of the Town.

The following couple of tables are provided each year to help add some external references related to the Town’s finances and spending. They are here to help inform, not necessarily to provide answers:

## Town of Wolfville FCI – based on draft 2020/21 provincial reporting

### Financial Condition Indicators Highlights for 2020-21

**Overall Assessment** Green (low risk)  
The overall Financial Conditions Index assessment for the Town of Wolfville is green (low risk). This means that while the Municipality might face some challenges, it is considered low risk for fiscal instability.

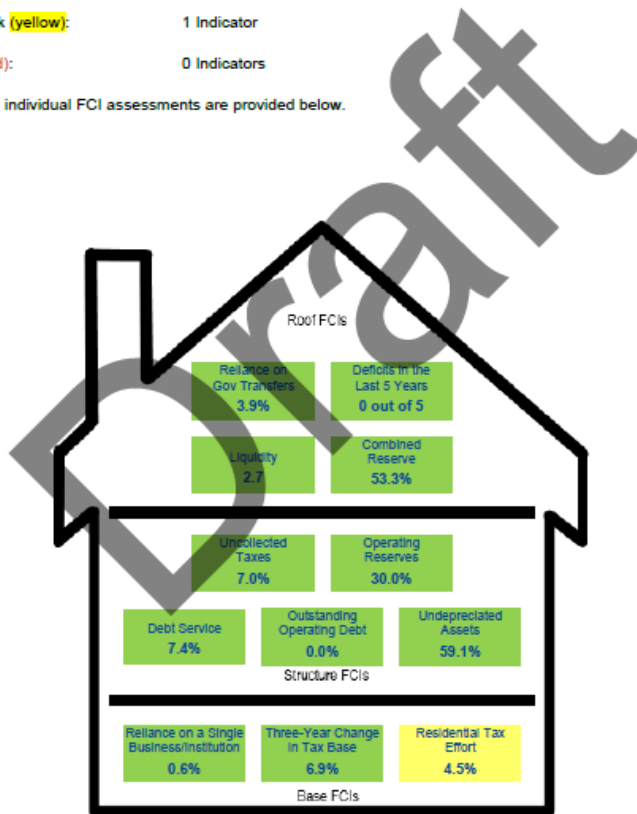
As shown in the House model below, Wolfville's FCIs are comprised of:

**Low Risk (green):** 11 Indicators

**Moderate Risk (yellow):** 1 Indicator

**High Risk (red):** 0 Indicators

Details on the individual FCI assessments are provided below.





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The visual above provides rankings on key indicators that the province publishes for all municipalities. Once the 2020/21 reports are posted to the provincial website, staff will review to see how Wolfville compares to other Towns. In past years Wolfville has had the largest number of low risk (green) indicators of any NS Town, with all but one ranked green. This indicates general financial health, but trends over time for each indicator are more important than the one year noted.

The table below shows Town spending compared to the provincial town’s average.



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Also included in the budget attachments to this report are:

### Water Utility Operating and Capital Budgets

- These are not always available at this point in time, but early drafts have been included.
- Staff note that a Rate Study process is underway and over the next month the Director of Finance and Director of Public Works will be meeting with the consultants to refine financial estimates. The Water Utility budgets will be updated in conjunction with that process
- Results of the Rate Study will become a key decision point in the coming months.

### Project Charters

- Most are still generally working documents, but they are included for Council reference and provide support for a number of areas of budget spending.
- They are marked draft to indicate they are still a work in progress

**It should also be noted that, as in every budget year, there may be a need to adjust budget estimates already included in the first draft. As these changes are made, they will be highlighted so that Council is aware of the impact.**

## 4) FINANCIAL IMPLICATIONS

No implications are currently noted. These will be quantified as the budget process continues into March.

## 5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

To be covered during January 20<sup>th</sup> budget presentation

## 6) COMMUNICATION REQUIREMENTS

Nothing provided at this time. Information will continue to be published on Wolfville Blooms.

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### 7) FUTURE COUNCIL INVOLVEMENT

The budget process will continue according to the timeline below:

- Jan. 20 – Jan 31 - Mgt Team to incorporate COW feedback into second draft of budget
- February 7 (regular Committee of the Whole) - Draft 2 and key decisions
- February – possible special COW meeting ( if required)
- Wolfville Blooms platform – ongoing dialogue with community
- March 7 (Committee of the Whole) Draft 3 (final draft).
- March 21 – Final 2023/24 Operations and Budget approval at regular Council Meeting.

# OPERATING & CAPITAL DRAFT BUDGET V1

TOWN OF WOLFVILLE

FISCAL 2023/24

January 19<sup>th</sup> Committee Of The Whole



A cultivated experience for the mind, body, and soil

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## **Ten Year Capital Investment Plan**

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**Town of Wolfville  
2023/24 Operating Budget  
All Divisions**

	2023/24	2022/23		2021/22	
	Budget	Forecast/Actual	Budget	Actual	Budget
<b>REVENUES</b>					
Taxes and grants in lieu of taxes	\$ 11,379,000	\$ -	\$ 10,286,700	\$ 10,034,342	\$ 9,724,500
Sale of service/cost recoveries	1,170,100	-	985,300	971,192	929,800
Sewer Rates	686,000	-	608,400	516,429	509,000
Provincial, Federal & other grants	112,100	-	111,100	354,686	98,600
	<b>13,347,200</b>	<b>-</b>	<b>11,991,500</b>	<b>11,876,649</b>	<b>11,261,900</b>
<b>EXPENSES</b>					
Salary and wages	2,609,300	-	2,331,900	2,132,981	2,227,100
Employee Benefits	620,900	-	543,100	493,478	443,300
Seasonal/Term Wages	379,600	-	370,900	398,316	370,200
Employee Benefits Seasonal wag	79,000	-	65,000	40,992	58,500
Meetings, Meals and Travel	22,900	-	22,300	12,823	24,000
Professional Development	95,000	-	76,700	42,522	66,900
Membership Dues & Fees	21,000	-	19,600	15,401	19,600
Advertising	19,900	-	21,000	6,972	27,800
Telecommunications	39,700	-	36,100	33,876	38,300
Office Expense	57,300	-	57,000	53,187	57,600
Legal	53,000	-	46,700	91,230	52,700
Insurance	225,700	-	183,700	149,131	154,500
Marketing and Communications	5,600	-	5,500	4,608	4,500
Audit	23,200	-	22,200	24,852	21,500
Stipends & Honorariums	239,300	-	215,300	211,846	207,900
Miscellaneous	3,200	-	1,900	2,026	1,400
Heat	39,700	-	27,000	33,774	26,200
Utilities	197,600	-	180,400	177,778	138,200
Repairs and Maintenance - buildings	111,700	-	106,500	202,300	136,600
Vehicle Fuel	79,900	-	53,500	59,810	47,700
Vehicle Repairs & Maintenance	182,700	-	152,900	198,396	144,100
Vehicle Insurance	24,000	-	19,600	19,275	19,200
Operational Equip & Supplies	590,100	-	544,000	609,551	563,100
Equipment Maintenance	15,000	-	10,000	28,074	10,000
Equipment Rentals	20,000	-	10,000	21,603	5,000
Program Expenditures	129,000	-	88,500	168,121	80,100
Contracted Services	3,086,100	-	2,969,000	2,875,897	2,693,600
Grants to Organizations	255,000	-	252,000	244,411	154,200
Licenses and Permits	3,400	-	3,400	3,178	3,300
Tax Exemptions	124,200	-	114,200	109,195	111,800
Election	-	-	-	-	-
Partner Contributions	2,096,400	-	1,941,000	1,650,211	1,823,900
Other debt charges	10,000	-	10,000	14,242	10,100
Doubtful accounts allowance	2,500	-	2,500	-	2,500
	<b>11,461,900</b>	<b>0</b>	<b>10,503,400</b>	<b>10,130,057</b>	<b>9,745,400</b>
Net Operational Surplus (Deficit)	<b>1,885,300</b>	<b>0</b>	<b>1,488,100</b>	<b>1,746,592</b>	<b>1,516,500</b>
<b>Capital Program &amp; Reserves</b>					
Principal Debenture Repayments	638,300	-	662,800	601,757	601,800
Debenture interest	177,700	-	189,300	180,300	180,400
Principal/Interest Future Debt	-	-	-	-	-
Transfer to Operating Reserves	5,000	-	5,000	5,000	5,000
Transfer to Capital Reserves	942,600	-	809,000	769,900	769,900
Transfer to Cap Reserve - Fire Equip	352,000	-	259,000	259,000	259,000
Transfer to Capital Fund	-	-	-	97,952	-
Transfer from Operating Reserves	(120,000)	-	(437,000)	(193,633)	(234,600)
Transfer from COVID Reserve	-	-	-	(99,153)	(65,000)
	<b>1,995,600</b>	<b>-</b>	<b>1,488,100</b>	<b>1,621,123</b>	<b>1,516,500</b>
Net Surplus (Deficit)	<b>\$ (110,300)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,469</b>	<b>\$ -</b>

**Town of Wolfville**  
**Operating Budget ~ Tax Revenue Requirement**  
**2023/24 Operating Budget**

		BUDGET		
		Current Yr 2023/24	Required Increase	Prior Yr 2022/23
<b>Total to be funded by Property Tax Rates</b>		9,389,400	1,061,000	8,328,400
			12.74%	
		Budget 2023/24	\$ Increase	Budget 2022/23
<b>RESULTING TAXES</b>				
Residential ~ No Change to Rate	1.4575	7,792,200	824,300	6,967,900
Resource	1.4575	14,200	100	14,100
	Subtotal from residential sector	7,806,400	824,400	6,982,000
			11.81%	
Commercial	3.575	1,472,700	126,300	1,346,400
	Subtotal from commercial sector	1,472,700	126,300	1,346,400
			9.38%	
<b>TOTAL</b>		9,279,100	950,700	8,328,400
			11.42%	
Revenue surplus (shortfall)		(\$110,300)		\$0
<b>Overall Increase in Tax Revenue</b>		11.42%		

**Tax Rate Change Assumption**

Residential - 1.75 cent decrease	1.4575	1.4575
Commercial - 1 cent decrease	3.575	3.575

**BUDGETED TAXABLE ASSESSMENTS (net of allowance for appeals)**

Residential	11.83%	534,628,000	478,068,800
Commercial	9.39%	41,194,700	37,660,200
Resource	1.20%	976,900	965,300
Business Occupancy		-	-
<b>TOTAL</b>		<b>576,799,600</b>	<b>516,694,300</b>

**2019 PVSC ASSESSMENT ROLL**

	Per Roll (net of Cap)	Allowance For Appeals & Bus Closings & Adjustments	Expected Taxable Assessment
Residential	535,628,000	(1,000,000)	534,628,000
Commercial	41,194,700	-	41,194,700
Resource	976,900	-	976,900
<b>TOTAL</b>	<b>577,799,600</b>	<b>(1,000,000)</b>	<b>576,799,600</b>

**Town of Wolfville**  
**2023/24 Operating Budget**  
**General Government Division**

	2023/24	2022/23		2021/22	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Residential & resource taxes	7,806,400	-	6,982,000	6,511,226	6,494,500
Commercial taxes	1,563,000	-	1,436,700	1,371,170	1,363,400
Deed Transfer Tax	465,000	-	400,000	689,146	400,000
Business development area rate	100,000	-	100,000	100,706	100,000
Grant in lieu of taxes	1,048,500	-	971,900	968,204	970,500
Kings County Fire Protection	167,000	-	140,800	140,551	141,200
Cost recoveries	142,300	-	122,300	107,900	107,900
Cost recoveries from Sewer Dept	3,800	-	3,800	3,800	3,800
Interest on investments & o/s taxes	159,000	-	97,000	100,477	92,000
Other revenues	68,500	-	68,500	71,486	68,500
Equilization Grant	70,000	-	70,000	139,738	70,000
Farm Acreage Grant	1,200	-	1,200	1,203	1,100
PNS conditional grants	-	-	-	33,000	-
Other conditional grants	-	-	-	123,789	-
	11,594,700	-	10,394,200	10,362,396	9,812,900
<b>EXPENSES</b>					
Salary and wages	759,600	-	688,300	637,919	644,000
Employee Benefits	182,200	-	164,200	154,679	133,300
Seasonal Wages	-	-	-	-	12,000
Employee Benefits Seasonal wag	-	-	-	-	1,200
Meetings, Meals and Travel	9,500	-	7,400	4,268	6,700
Professional Development	80,000	-	61,700	35,310	51,900
Membership Dues & Fees	9,500	-	8,700	7,568	8,800
Advertising	8,600	-	8,400	6,382	8,500
Telecommunications	13,200	-	12,700	11,270	14,900
Office Expense	31,000	-	30,600	33,104	30,600
Legal	25,000	-	22,500	49,357	30,000
Insurance	218,200	-	176,200	142,748	147,000
Marketing and Communications	2,100	-	2,000	3,262	1,000
Audit	23,200	-	22,200	24,852	21,500
Mayor and Council Remuneration	198,300	-	174,300	179,029	167,500
Miscellaneous	3,200	-	1,900	985	1,400
Heat	22,700	-	15,000	16,225	15,100
Utilities	5,700	-	5,700	5,165	5,700
Repairs and Maintenance	18,000	-	18,000	53,713	20,000
Operational Equip & Supplies	118,800	-	117,900	133,314	122,000
Program Expenditures	25,500	-	11,000	94,562	12,000
Contracted Services	94,500	-	91,900	59,118	91,100
Grants to Organizations	180,000	-	177,000	192,911	73,900
Tax Exemptions	124,200	-	114,200	109,195	111,800
Election	-	-	-	-	-
Other debt charges	10,000	-	10,000	14,242	10,100
Doubtful accounts allowance	2,500	-	2,500	-	2,500
	2,165,500	0	1,944,300	1,969,180	1,744,500
Net Division Surplus (Deficit)	\$ 9,429,200	\$ -	\$ 8,449,900	\$ 8,393,216	\$ 8,068,400
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	50,000	-	122,000	-	47,600
Net Surplus (Deficit)	\$ 9,479,200	\$ -	\$ 8,571,900	\$ 8,393,216	\$ 8,116,000



**Town of Wolfville  
2023/24 Operating Budget  
Legislative ~ 110**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
TOTAL REVENUE	-	-	-	-	-
<b>EXPENSES</b>					
Employee Benefits - CPP & EAP	7,500		6,600	6,142	6,600
Meetings, Meals and Travel	7,000		5,000	2,073	4,300
Professional Development	25,000		21,700	1,251	16,900
Membership Dues & Fees	6,800		6,100	4,841	6,100
Advertising	500		300		300
Telecommunications	2,400		2,400	2,022	3,400
Stipends & Honorariums	198,300		174,300	179,029	167,500
Miscellaneous	2,700		1,700	912	1,200
Contracted Services			-		-
	<u>250,200</u>		<u>218,100</u>	<u>196,270</u>	<u>206,300</u>
Net Department Surplus (Deficit)	\$ 250,200	\$ -	\$ (218,100)	\$ (196,270)	\$ (206,300)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus			-		
Net Surplus (Deficit)	<u>\$ 250,200</u>	<u>\$ -</u>	<u>\$ (218,100)</u>	<u>\$ (196,270)</u>	<u>\$ (206,300)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Office of the CAO/General Gov't Administration**

	<u>2023/24</u> Budget	<u>2022/23</u> Budget		<u>2021/22</u> Actual	<u>Budget</u>
<b>REVENUES</b>					
Cost recoveries from Water Util	-	-	-	-	-
Cost recoveries from Sewer Dept	-	-	-	950	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950</b>	<b>-</b>
<b>EXPENSES</b>					
Salary and wages	285,400	261,100	237,192	258,700	258,700
Employee Benefits	58,400	53,500	40,135	49,800	49,800
Meetings, Meals and Travel	1,000	1,000	1,985	1,000	1,000
Membership Dues & Fees	1,800	1,800	1,737	1,900	1,900
Advertising	7,900	7,900	5,600	8,000	8,000
Telecommunications	2,300	2,300	2,015	3,500	3,500
Office Expense	1,200	1,200	701	1,200	1,200
Legal	15,000	15,000	40,641	15,000	15,000
Marketing and Communications	2,100	2,000	1,937	1,000	1,000
Miscellaneous	-	-	50	-	-
Program Expenditures	12,500	11,000	-	12,000	12,000
Contracted Services	55,000	55,000	7,300	55,000	55,000
Election	-	-	-	-	-
	<u>442,600</u>	<u>-</u>	<u>411,800</u>	<u>339,293</u>	<u>407,100</u>
Net Department Surplus (Deficit)	\$ ( 442,600 )	\$ -	\$ ( 411,800 )	\$ ( 338,343 )	\$ ( 407,100 )
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
Net Surplus (Deficit)	<u>\$ ( 442,600 )</u>	<u>\$ -</u>	<u>\$ ( 411,800 )</u>	<u>\$ ( 338,343 )</u>	<u>\$ ( 407,100 )</u>

**Town of Wolfville  
2023/24 Operating Budget  
Human Resources ~ 130**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>REVENUES</u></b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>EXPENSES</u></b>					
Salary and wages					
Employee Benefits	11,000		11,000	29,632	9,000
Meetings, Meals and Travel	1,000		900	123	900
Professional Development	55,000		40,000	34,059	35,000
Membership Dues & Fees	-	-	-	302	-
Advertising	-	-	-	782	-
Office Expense	-	-	-	4,293	-
Legal	10,000		7,500	8,716	15,000
Operational Equip & Supplies	14,500		10,000	12,698	10,000
	<u>91,500</u>	<u>-</u>	<u>69,400</u>	<u>90,605</u>	<u>69,900</u>
Net Department Surplus (Deficit)	<u>\$ (91,500)</u>	<u>\$ -</u>	<u>\$ (69,400)</u>	<u>\$ (90,605)</u>	<u>\$ (69,900)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Finance ~ 140**

	2023/24	2022/23		2021/22	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Tax Certificates & ByLaws	1,800		1,800	2,800	1,800
Cost recoveries from Water Util	96,900		68,000	66,700	66,700
Miscellaneous	-	-	-	301	-
	<u>98,700</u>	<u>-</u>	<u>69,800</u>	<u>69,801</u>	<u>68,500</u>
<b>EXPENSES</b>					
Salary and wages	308,000		256,000	247,627	239,900
Employee Benefits	64,500		53,600	46,545	41,200
Meetings, Meals and Travel	300		300	87	300
Membership Dues & Fees	900		800	688	800
Telecommunications	1,300		1,100	1,039	1,100
Office Expense	3,000		2,900	2,553	2,900
Audit	23,200		22,200	24,852	21,500
Miscellaneous	500		200	23	200
	<u>401,700</u>	<u>-</u>	<u>337,100</u>	<u>323,414</u>	<u>307,900</u>
Net Department Surplus (Deficit)	<u>\$ ( 303,000 )</u>	<u>\$ -</u>	<u>\$ ( 267,300 )</u>	<u>\$ ( 253,613 )</u>	<u>\$ ( 239,400 )</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Information Technologies ~ 150**

	2023/24	2022/23		2021/22	
	Budget	Forecast/Act	Budget	Actual Restated	Budget Restated
<b>REVENUES</b>					
Cost recoveries from Water Util	34,700		34,000	34,000	34,000
Cost recoveries from Sewer Dept	3,800		3,800	2,850	3,800
Miscellaneous	-	-	-	75	-
	<u>38,500</u>	<u>-</u>	<u>37,800</u>	<u>36,925</u>	<u>37,800</u>
<b>EXPENSES</b>					
Salary and wages	153,600		139,500	148,569	134,100
Employee Benefits	36,600		31,800	31,635	24,600
Seasonal Wages	-	-	-	-	12,000
Employee Benefits Seasonal wag	-	-	-	-	1,200
Meetings, Meals and Travel	200		200		200
Telecommunications	5,000		5,000	4,754	5,000
Office Expense	-	-	-	12	-
Operational Equip & Supplies	102,300		105,900	92,117	110,000
Contracted Services	39,500		36,900	51,818	36,100
	<u>337,200</u>	<u>-</u>	<u>319,300</u>	<u>328,905</u>	<u>323,200</u>
Net Department Surplus (Deficit)	\$ (298,700)	\$ -	\$ (281,500)	\$ (291,980)	\$ (285,400)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	23,200
Net Surplus (Deficit)	<u>\$ (298,700)</u>	<u>\$ -</u>	<u>\$ (281,500)</u>	<u>\$ (291,980)</u>	<u>\$ (262,200)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
General Government Common Costs ~ 160**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Cost recoveries from Water Util	10,700		20,300	7,200	7,200
<b>TOTAL REVENUE</b>	<b>10,700</b>	-	<b>20,300</b>	<b>7,200</b>	<b>7,200</b>
<b>EXPENSES</b>					
Salary and wages	12,600		31,700	4,531	11,300
Employee Benefits	4,200		7,700	590	2,100
Meetings, Meals and Travel	-	-	-		-
Advertising	200	-	200		200
Telecommunications	2,200		1,900	1,440	1,900
Office Expense	26,800		26,500	25,545	26,500
Marketing and Communications	-		-	1,325	-
Heat	22,700		15,000	16,225	15,100
Utilities	5,700		5,700	5,165	5,700
Repairs and Maintenance	18,000		18,000	53,713	20,000
Operational Equip & Supplies	2,000		2,000	28,499	2,000
	<b>94,400</b>	-	<b>108,700</b>	<b>137,033</b>	<b>84,800</b>
Net Department Surplus (Deficit)	<b>\$ (83,700)</b>	<b>\$ -</b>	<b>\$ (88,400)</b>	<b>\$ (129,833)</b>	<b>\$ (77,600)</b>

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**Town of Wolfville  
2023/24 Operating Budget  
Other General Government ~ 190**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Residential Tax	7,792,200		6,967,900	6,498,491	6,481,000
Resource Tax	14,200		14,100	12,735	13,500
Commercial Tax	1,472,700		1,346,400	1,265,157	1,277,100
NSLC - exempt assessment	24,300		24,300	24,242	24,300
Aliant	21,000		21,000	19,767	20,500
NSPI Grant	-		-		4,500
HST Offset Grant	45,000		45,000	62,004	37,000
Deed Transfer Tax	465,000		400,000	689,146	400,000
Commercial Area Rate	100,000		100,000	100,706	100,000
Post Office GILT	20,500		20,500	20,537	20,500
Acadia GILT	1,028,000		951,400	947,667	950,000
Kings County Fire Protection	167,000		140,800	140,551	141,200
Facility Rental	16,500		16,500	16,435	16,500
Land Leases	200		200		200
Interest on investments	87,000		25,000	29,109	20,000
Interest on outstanding taxes	72,000		72,000	71,368	72,000
Miscellaneous	50,000		50,000	51,950	50,000
Equilization Grant	70,000		70,000	139,738	70,000
Farm Acreage Grant	1,200		1,200	1,203	1,100
EMO 911 Cost Recovery					
Employment grants					
PNS conditional grants	-		-	33,000	
Other conditional grants				123,789	
<b>TOTAL REVENUE</b>	<u>11,446,800</u>	<u>-</u>	<u>10,266,300</u>	<u>10,247,595</u>	<u>9,699,400</u>
<b>EXPENSES</b>					
Insurance	218,200		176,200	142,748	147,000
Program Expenditures	13,000		-	94,562	-
Grants to Organizations	180,000		177,000	192,911	73,900
Tax Exemptions	124,200		114,200	109,195	111,800
Other debt charges	10,000		10,000	14,242	10,100
Debenture interest			-	2	-
Doubtful accounts allowance	2,500		2,500		2,500
	<u>547,900</u>	<u>-</u>	<u>479,900</u>	<u>553,660</u>	<u>345,300</u>
Net Department Surplus (Deficit)	\$ 10,898,900	\$ -	\$ 9,786,400	\$ 9,693,935	\$ 9,354,100
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>50,000</u>	<u>-</u>	<u>122,000</u>	<u>-</u>	<u>24,400</u>
Net Surplus (Deficit)	<u>\$ 10,948,900</u>	<u>\$ -</u>	<u>\$ 9,908,400</u>	<u>\$ 9,693,935</u>	<u>\$ 9,378,500</u>

**Town of Wolfville  
2023/24 Operating Budget  
Protective Services Division**

	2023/24	2022/23		2021/22	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Fire Protection Rate	396,100	-	396,100	393,890	396,100
Kings County Fire Protection	172,100	-	174,800	165,583	167,600
License & fee revenue	5,000	-	5,000	2,731	5,000
Parking fines	18,000	-	15,000	10,535	10,000
Other fines	23,000	-	24,700	27,972	10,000
REMO IMSA Cost Recovery	80,000	-	80,000	81,758	80,000
EMO 911 Cost Recovery	1,900	-	1,900	1,973	1,900
	<u>696,100</u>	<u>-</u>	<u>697,500</u>	<u>684,442</u>	<u>670,600</u>
<b>EXPENSES</b>					
Salary and wages	252,600	-	229,100	201,618	210,100
Employee Benefits	54,800	-	47,200	32,025	35,200
Seasonal Wages	19,700	-	17,400	-	16,700
Employee Benefits Seasonal wag	2,400	-	2,000	-	1,700
Meals and Travel	5,700	-	5,700	2,436	7,700
Professional Development	15,000	-	15,000	7,212	15,000
Membership Dues & Fees	1,900	-	1,800	760	1,700
Advertising	-	-	-	-	-
Telecommunications	11,400	-	9,400	9,958	9,400
Office Expense	4,300	-	6,100	1,171	7,800
Legal	11,000	-	9,200	9,537	7,700
Insurance	7,500	-	7,500	6,383	7,500
Honorariums	41,000	-	41,000	32,817	40,400
Heat	7,000	-	5,000	6,953	4,100
Utilities	17,800	-	17,200	16,036	17,200
Repairs and Maintenance	12,200	-	12,000	19,560	11,600
Vehicle Fuel	8,000	-	6,200	4,467	6,200
Vehicle Repairs & Maintenance	51,500	-	50,900	27,401	46,500
Vehicle Insurance	12,500	-	9,600	9,025	9,100
Operational Equip & Supplies	68,500	-	65,900	98,488	69,500
Equipment Maintenance	15,000	-	10,000	12,417	10,000
Contracted Services	2,311,600	-	2,206,700	1,988,644	1,957,500
Licenses and Permits	1,800	-	1,800	1,780	1,800
Debenture interest	1,700	-	2,000	2,415	2,500
	<u>2,935,900</u>	<u>-</u>	<u>2,779,700</u>	<u>2,491,103</u>	<u>2,497,900</u>
Net Division Surplus (Deficit)	\$ ( 2,239,800 )	\$ -	\$ ( 2,082,200 )	\$ ( 1,806,661 )	\$ ( 1,827,300 )
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>40,000</u>	<u>-</u>	<u>120,000</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ ( 2,199,800 )</u>	<u>\$ -</u>	<u>\$ ( 1,962,200 )</u>	<u>\$ ( 1,806,661 )</u>	<u>\$ ( 1,827,300 )</u>



**Town of Wolfville  
2023/24 Operating Budget  
Police Service ~ 210**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Other fines	18,000		24,700	27,972	10,000
	<u>18,000</u>	-	<u>24,700</u>	<u>27,972</u>	<u>10,000</u>
<b>EXPENSES</b>					
Salary and wages	7,500		7,000	3,374	6,800
Employee Benefits	1,800		1,700	476	1,400
Legal	8,000		8,000	6,788	6,500
Utilities	3,500		3,500	3,007	3,500
Repairs and Maintenance	3,200		3,000	3,859	2,700
Contracted Services	1,886,100		1,776,200	1,544,864	1,517,000
	<u>1,910,100</u>	-	<u>1,799,400</u>	<u>1,562,368</u>	<u>1,537,900</u>
Net Department Surplus (Deficit)	\$ (1,892,100)	\$ -	\$ (1,774,700)	\$ (1,534,396)	\$ (1,527,900)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>40,000</u>		<u>120,000</u>		
Net Surplus (Deficit)	<u>\$ (1,852,100)</u>	<u>\$ -</u>	<u>\$ (1,654,700)</u>	<u>\$ (1,534,396)</u>	<u>\$ (1,527,900)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Compliance (By Law Enforcement) Dept ~ 215**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Parking fines	18,000		15,000	10,535	10,000
Other fines	5,000	-	-		-
	<u>23,000</u>	<u>-</u>	<u>15,000</u>	<u>10,535</u>	<u>10,000</u>
<b>EXPENSES</b>					
Salary and wages	91,500		76,900	44,451	63,600
Employee Benefits	22,800		15,600	7,757	12,700
Seasonal/Part Time/Term Wages	-				-
Employee Benefits Seasonal wag	-				-
Meetings, Meals and Travel	300		300		200
Membership Dues & Fees	300		200	75	100
Telecommunications	2,500		1,000	961	1,000
Office Expense	1,600		1,600	1,171	1,600
Legal	3,000		1,200	2,749	1,200
Marketing and Communications	1,000		1,000		1,000
Vehicle Fuel	-		500	440	500
Vehicle Repairs & Maintenance	1,500		900	1,299	900
Vehicle Insurance	600		600	563	600
Operational Equip & Supplies	4,000		1,000	1,661	1,000
Contracted Services	-		5,000	19,758	15,000
Grants to Organizations	-		-		-
	<u>129,100</u>	<u>-</u>	<u>105,800</u>	<u>80,885</u>	<u>99,400</u>
Net Department Surplus (Deficit)	<u>\$ (106,100)</u>	<u>\$ -</u>	<u>\$ (90,800)</u>	<u>\$ (70,350)</u>	<u>\$ (89,400)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Fire Services ~ 220**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Fire Protection Area Rate	396,100		396,100	393,890	396,100
Kings County Fire Protection	172,100		174,800	165,390	167,000
Miscellaneous	-		-	11,049	-
	<u>568,200</u>	<u>-</u>	<u>570,900</u>	<u>570,329</u>	<u>563,100</u>
<b>EXPENSES</b>					
Salary and wages	90,800		88,000	82,852	84,700
Employee Benefits	19,000		15,800	13,989	12,300
Meeting, Meals and Travel	2,500		2,500	1,390	2,500
Professional Development	15,000		15,000	7,212	15,000
Membership Dues & Fees	1,600		1,600	685	1,600
Telecommunications	8,400		8,400	8,631	8,400
Office Expense	500		500		500
Insurance	7,500		7,500	6,383	7,500
Stipends & Honorariums	41,000		41,000	32,817	40,400
Heat	7,000		5,000	6,953	4,100
Utilities	14,300		13,700	13,029	13,700
Repairs and Maintenance	9,000		9,000	15,701	8,900
Vehicle Fuel	8,000		5,700	4,027	5,700
Vehicle Repairs & Maintenance	50,000		50,000	26,102	45,600
Vehicle Insurance	11,900		9,000	8,462	8,500
Operational Equip & Supplies	61,000		60,000	93,424	60,000
Equipment Maintenance	15,000		10,000	12,417	10,000
Contracted Services	410,500		410,500	412,772	410,500
Licenses and Permits	1,800		1,800	1,780	1,800
	<u>774,800</u>	<u>-</u>	<u>755,000</u>	<u>748,626</u>	<u>741,700</u>
Net Department Surplus (Deficit)	<u>\$ (206,600)</u>	<u>\$ -</u>	<u>\$ (184,100)</u>	<u>\$ (178,297)</u>	<u>\$ (178,600)</u>

Note: \$396,100 (\$396,100 in 21/22) of contracted services expense relates to Fire Hydrant Fee paid to Wolfville Water Utility, as per UARB approved formula. This amount will be updated based on current Rate Study in progress. Expect it to increase.

**Town of Wolfville  
2023/24 Operating Budget  
REMO ~ 230**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
REMO IMSA - Cost Recovery	80,000		80,000	70,709	80,000
	<u>80,000</u>	<u>-</u>	<u>80,000</u>	<u>70,709</u>	<u>80,000</u>
<b>EXPENSES</b>					
Salary and wages	60,500		54,900	57,590	52,800
Employee Benefits	10,900		13,800	8,768	8,500
Meeting, Meals and Travel	2,900		2,900	1,046	5,000
Advertising	-		-	-	-
Telecommunications	500		-	366	-
Office Expense	2,200		4,000	-	5,700
Operational Equip & Supplies	3,000		4,400	2,973	8,000
	<u>80,000</u>	<u>-</u>	<u>80,000</u>	<u>70,743</u>	<u>80,000</u>
Net Department Surplus (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (34)</u>	<u>\$ -</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Other Protective Services ~ 290**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Kings County Fire Protection		-	-	193	600
License & fee revenue	5,000		5,000	2,731	5,000
EMO 911 Cost Recovery	1,900		1,900	1,973	1,900
	<u>6,900</u>	<u>-</u>	<u>6,900</u>	<u>4,897</u>	<u>7,500</u>
<b>EXPENSES</b>					
Salary and wages	2,300		2,300	13,351	2,200
Employee Benefits	300		300	1,035	300
Seasonal Wages	19,700		17,400		16,700
Employee Benefits Seasonal wag	2,400		2,000		1,700
Operational Equip & Supplies	500		500	430	500
Contracted Services	15,000		15,000	11,250	15,000
Debenture interest	1,700		2,000	2,415	2,500
	<u>41,900</u>	<u>-</u>	<u>39,500</u>	<u>28,481</u>	<u>38,900</u>
Net Department Surplus (Deficit)	<u>\$ (35,000)</u>	<u>\$ -</u>	<u>\$ (32,600)</u>	<u>\$ (23,584)</u>	<u>\$ (31,400)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Public Works Division**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Metered Sales	14,800	-	14,800	12,158	-
Job Cost billings	6,000	-	10,000	6,700	7,000
Cost recoveries from Water Util	149,100	-	106,500	115,100	115,100
Cost recoveries from Sewer Dept	60,600	-	42,600	45,300	45,300
Land Leases	8,000	-	4,000	8,256	3,900
<b>TOTAL REVENUE</b>	<b>238,500</b>	<b>-</b>	<b>177,900</b>	<b>197,989</b>	<b>171,300</b>
<b>EXPENSES</b>					
Salary and wages	667,200	-	577,100	570,149	568,600
Employee Benefits	158,500	-	140,400	133,753	124,200
Seasonal Wages	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-
Meals and Travel	4,000	-	3,500	3,842	3,300
Membership Dues & Fees	1,300	-	1,300	1,204	1,400
Advertising	-	-	-	469	-
Telecommunications	5,600	-	4,400	4,119	3,800
Office Expense	6,500	-	4,300	4,153	4,000
Legal	7,000	-	5,000	5,247	5,000
Heat	10,000	-	7,000	10,596	7,000
Utilities	43,100	-	38,800	36,096	33,000
Repairs and Maintenance	25,000	-	20,000	70,125	40,000
Vehicle Fuel	65,400	-	40,800	43,301	34,000
Vehicle Repairs & Maintenance	85,200	-	70,000	122,816	69,500
Vehicle Insurance	5,000	-	5,000	5,226	4,900
Operational Equip & Supplies	176,100	-	149,900	177,288	147,000
Equipment Rentals	20,000	-	10,000	15,847	5,000
Contracted Services	462,800	-	469,400	471,657	425,000
Licenses and Permits	1,600	-	1,600	1,398	1,500
Debenture interest	119,200	-	127,200	132,722	136,200
	<b>1,863,500</b>	<b>-</b>	<b>1,675,700</b>	<b>1,810,008</b>	<b>1,613,400</b>
Net Division Surplus (Deficit)	\$ (1,625,000)	\$ -	\$ (1,497,800)	\$ (1,612,019)	\$ (1,442,100)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	65,000	-	30,000
Net Surplus (Deficit)	<b>\$ (1,625,000)</b>	<b>\$ -</b>	<b>\$ (1,432,800)</b>	<b>\$ (1,612,019)</b>	<b>\$ (1,412,100)</b>

**Town of Wolfville  
2023/24 Operating Budget  
Public Works Common Costs ~ 310**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Metered Sales	14,800		14,800	12,158	
Cost recoveries from Water Util	97,900		72,300	80,900	80,900
Cost recoveries from Sewer Dept	29,900		22,100	24,800	24,800
<b>TOTAL REVENUE</b>	<u>142,600</u>	<u>-</u>	<u>109,200</u>	<u>117,858</u>	<u>105,700</u>
<b>EXPENSES</b>					
Salary and wages	203,600		158,400	178,973	178,900
Employee Benefits	42,800		33,100	45,671	30,000
Meetings, Meals and Travel	1,000		500	1,020	300
Membership Dues & Fees	1,300		1,300	1,204	1,400
Advertising	-		-	469	
Telecommunications	5,600		4,400	4,119	3,800
Office Expense	6,500		4,300	4,153	4,000
Legal	7,000		5,000	5,247	5,000
Heat	10,000		7,000	10,596	7,000
Utilities	16,700		15,800	13,252	10,000
Repairs and Maintenance	25,000		20,000	70,125	40,000
Operational Equip & Supplies	3,000		3,000	875	3,000
Contracted Services	5,600	-	1,500		1,500
Licenses and Permits	1,600		1,600	1,398	1,500
	<u>329,700</u>	<u>-</u>	<u>255,900</u>	<u>337,102</u>	<u>286,400</u>
Net Department Surplus (Deficit)	\$ (187,100)	\$ -	\$ (146,700)	\$ (219,244)	\$ (180,700)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-		-		-
Net Surplus (Deficit)	<u>\$ (187,100)</u>	<u>\$ -</u>	<u>\$ (146,700)</u>	<u>\$ (219,244)</u>	<u>\$ (180,700)</u>

**Town of Wolfville  
2023/24 Operating Budget  
Roads and Streets ~ 320**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Cost recoveries from Water Util	51,200		34,200	34,200	34,200
Cost recoveries from Sewer Dept	30,700		20,500	20,500	20,500
Miscellaneous	-		-	900	-
Other conditional grants				9,575	
	<u>81,900</u>	<u>-</u>	<u>54,700</u>	<u>65,175</u>	<u>54,700</u>
<b>EXPENSES</b>					
Salary and wages	454,500		417,700	390,619	388,700
Employee Benefits	113,600		107,100	87,994	94,000
Seasonal Wages	-		-		-
Employee Benefits Seasonal wag	-		-		-
Meetings, Meals and Travel	3,000		3,000	2,822	3,000
Vehicle Fuel	65,400		40,800	43,301	34,000
Vehicle Repairs & Maintenance	85,200		70,000	122,816	69,500
Vehicle Insurance	5,000		5,000	5,226	4,900
Operational Equip & Supplies	120,100		122,900	147,170	125,000
Equipment Rentals	20,000		10,000	15,847	5,000
Contracted Services	415,700		429,400	420,426	385,000
	<u>1,282,500</u>	<u>-</u>	<u>1,205,900</u>	<u>1,236,221</u>	<u>1,109,100</u>
Net Department Surplus (Deficit)	\$ (1,200,600)	\$ -	\$ (1,151,200)	\$ (1,171,046)	\$ (1,054,400)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus			65,000		30,000
Net Surplus (Deficit)	<u>\$ (1,200,600)</u>	<u>\$ -</u>	<u>\$ (1,086,200)</u>	<u>\$ (1,171,046)</u>	<u>\$ (1,024,400)</u>



**Town of Wolfville  
2023/24 Operating Budget  
Street Lighting ~ 330**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>EXPENSES</u></b>					
Utilities	26,400		23,000	22,844	23,000
Operational Equip & Supplies	20,000		5,000	6,303	5,000
Contracted Services	1,500		1,500	1,477	1,500
	<u>47,900</u>	<u>-</u>	<u>29,500</u>	<u>30,624</u>	<u>29,500</u>
Net Department Surplus (Deficit)	<u>\$ (47,900)</u>	<u>\$ -</u>	<u>\$ (29,500)</u>	<u>\$ (30,624)</u>	<u>\$ (29,500)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Traffic Services ~ 340**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>REVENUES</u></b>	-	-	-	-	-
<b><u>EXPENSES</u></b>					
Salary and wages	9,100		1,000	557	1,000
Employee Benefits	2,100		200	88	200
Operational Equip & Supplies	33,000		19,000	22,277	14,000
Contracted Services	40,000		37,000	49,754	37,000
	<u>84,200</u>	<u>-</u>	<u>57,200</u>	<u>72,676</u>	<u>52,200</u>
Net Department Surplus (Deficit)	\$ (84,200)	\$ -	\$ (57,200)	\$ (72,676)	\$ (52,200)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
Net Surplus (Deficit)	<u>\$ (84,200)</u>	<u>\$ -</u>	<u>\$ (57,200)</u>	<u>\$ (72,676)</u>	<u>\$ (52,200)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Other Roads & Street ~ 350**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>EXPENSES</u></b>					
Professional Development				663	
Operational Equip & Supplies	-		-		
Contracted Services	-		-		
	-	-	-	663	-
Net Department Surplus (Deficit)	\$ -	\$ -	\$ -	\$ (663)	\$ -

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**Town of Wolfville  
2023/24 Operating Budget  
Other Transport ~ 390**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Job Cost billings	6,000		10,000	6,700	7,000
Land Leases	8,000		4,000	8,256	3,900
	<u>14,000</u>	<u>-</u>	<u>14,000</u>	<u>14,956</u>	<u>10,900</u>
<b>EXPENSES</b>					
Operational Equip & Supplies					-
Debenture interest	119,200		127,200	132,722	136,200
	<u>119,200</u>	<u>-</u>	<u>127,200</u>	<u>132,722</u>	<u>136,200</u>
Net Department Surplus (Deficit)	<u>\$ (105,200)</u>	<u>\$ -</u>	<u>\$ (113,200)</u>	<u>\$ (117,766)</u>	<u>\$ (125,300)</u>

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**Town of Wolfville**  
**2023/24 Operating Budget**  
**Sewer & Solid Waste Division**

Environmental Health

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUE</b>					
Sewer Rates	686,000	-	608,400	516,429	509,000
Kings County Sewer Contribution	6,000	-	5,000	5,141	2,000
PNS conditional grants	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>692,000</b>	<b>-</b>	<b>613,400</b>	<b>521,570</b>	<b>511,000</b>
<b>EXPENSES</b>					
Salary and wages	144,100	-	127,100	87,567	87,500
Employee Benefits	37,200	-	33,400	14,149	20,300
Utilities	102,200	-	98,300	96,857	62,500
Vehicle Repairs & Maintenance	21,000	-	20,000	21,989	17,600
Operational Equip & Supplies	109,000	-	103,800	76,728	107,800
Contracted Services	61,900	-	48,000	127,989	66,000
Debenture interest	50,700	-	53,500	38,295	28,200
	<b>527,600</b>	<b>-</b>	<b>485,100</b>	<b>483,740</b>	<b>390,900</b>
<b>Net Division Surplus (Deficit)</b>	<b>\$ 164,400</b>	<b>\$ -</b>	<b>\$ 128,300</b>	<b>\$ 37,830</b>	<b>\$ 120,100</b>

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**Town of Wolfville  
2023/24 Operating Budget  
Sewer Administration ~ 410**

	<u>2023/24</u> Budget	<u>2022/23</u> Forecast/Act      Budget		<u>2021/22</u> Actual      Budget	
<b><u>EXPENSES</u></b>					
Salary and wages				10,245	
Employee Benefits					
Contracted Services	29,900		22,100	96,759	24,800
	<u>29,900</u>	<u>-</u>	<u>22,100</u>	<u>107,004</u>	<u>24,800</u>
Net Department Surplus (Deficit)	<u>\$ (29,900)</u>	<u>\$ -</u>	<u>\$ (22,100)</u>	<u>\$ (107,004)</u>	<u>\$ (24,800)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Sanitary & Storm Sewer Collection ~ 420**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>EXPENSES</u></b>					
Salary and wages	54,700		50,800	22,848	46,500
Employee Benefits	13,700		13,000	4,146	10,800
Vehicle Repairs & Maintenance	13,000		13,000	12,300	12,300
Operational Equip & Supplies	40,000		40,000	18,663	48,000
Contracted Services	15,000		15,000	7,724	25,000
	<u>136,400</u>	<u>-</u>	<u>131,800</u>	<u>65,681</u>	<u>142,600</u>
Net Department Surplus (Deficit)	<u>\$ (136,400)</u>	<u>\$ -</u>	<u>\$ (131,800)</u>	<u>\$ (65,681)</u>	<u>\$ (142,600)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Lift Stations ~ 430**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>EXPENSES</u></b>					
Salary and wages	10,500		9,600	6,515	-
Employee Benefits	2,800		2,500	1,035	-
Utilities	21,000		20,300	19,931	20,300
Operational Equip & Supplies	24,000		23,800	21,025	23,800
Contracted Services	4,000		4,000	6,810	3,400
	<u>62,300</u>	<u>-</u>	<u>60,200</u>	<u>55,316</u>	<u>47,500</u>
Net Department Surplus (Deficit)	<u>\$ (62,300)</u>	<u>\$ -</u>	<u>\$ (60,200)</u>	<u>\$ (55,316)</u>	<u>\$ (47,500)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Sewer Treatment ~ 440**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>REVENUES</u></b>	-	-	-	-	-
<b><u>EXPENSES</u></b>					
Salary and wages	78,900		66,700	47,959	41,000
Employee Benefits	20,700		17,900	8,968	9,500
Telecommunications	-			679	
Utilities	81,200		78,000	76,926	42,200
Vehicle Fuel	-		-	2,963	
Vehicle Repairs & Maintenance	8,000		7,000	9,689	5,300
Vehicle Insurance	1,500		1,000	867	1,000
Operational Equip & Supplies	25,000		20,000	16,862	16,000
Equipment Maintenance				15,657	-
Contracted Services	8,000		3,500	11,210	4,000
	<u>223,300</u>		<u>194,100</u>	<u>191,780</u>	<u>119,000</u>
Net Department Surplus (Deficit)	<u>\$ (223,300)</u>	<u>\$ -</u>	<u>\$ (194,100)</u>	<u>\$ (191,780)</u>	<u>\$ (119,000)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Solid Waste Department ~ 450**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>REVENUES</u></b>	-	-	-	-	-
<b><u>EXPENSES</u></b>					
Operational Equip & Supplies	-	-	-	-	-
Contracted Services	5,000	-	3,400	3,400	5,000
	<u>5,000</u>	<u>-</u>	<u>3,400</u>	<u>3,400</u>	<u>5,000</u>
Net Department Surplus (Deficit)	<u>\$ (5,000)</u>	<u>\$ -</u>	<u>\$ (3,400)</u>	<u>\$ (3,400)</u>	<u>\$ (5,000)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Other Environmental ~ 490**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Sewer Rates	686,000		608,400	516,429	509,000
Kings County Sewer Contribution	6,000		5,000	5,141	2,000
PNS conditional grants			-		
	<u>692,000</u>	<u>-</u>	<u>613,400</u>	<u>521,570</u>	<u>511,000</u>
<b>EXPENSES</b>					
Operational Equip & Supplies	20,000		20,000	20,178	20,000
Contracted Services			-	2,086	3,800
Debenture interest	50,700		53,500	38,295	28,200
	<u>70,700</u>	<u>-</u>	<u>73,500</u>	<u>60,559</u>	<u>52,000</u>
Net Department Surplus (Deficit)	<u>\$ 621,300</u>	<u>\$ -</u>	<u>\$ 539,900</u>	<u>\$ 461,011</u>	<u>\$ 459,000</u>

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**Town of Wolfville**  
**2023/24 Operating Budget**  
**Planning & Development Division ~ 610**  
Environmental Development

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Zoning & Subdivision approvals	3,000		1,100	3,370	600
Bldg Insp. & Development Revenues	-		-	-	-
License & fee revenue	600		1,500	75	1,500
Building & development permits	30,000		20,000	14,676	16,000
Development agreements	-	-	-	-	1,000
Land Leases	-	-	900	-	900
Employment grants	-	-	-	-	-
PNS conditional grants	-		-	12,000	-
Other conditional grants	-		-	-	-
	<u>33,600</u>	<u>-</u>	<u>23,500</u>	<u>30,121</u>	<u>20,000</u>
<b>EXPENSES</b>					
Salary and wages	364,400		324,100	342,093	339,600
Employee Benefits	87,500		73,500	73,282	58,800
Seasonal Wages	-		-	46,025	30,000
Employee Benefits Seasonal wag	-		-	4,649	3,000
Meetings, Meals and Travel	2,000		4,000	471	5,000
Membership Dues & Fees	3,000		2,500	2,035	2,500
Advertising	5,000		5,600	-	8,000
Telecommunications	3,300		3,500	3,358	5,300
Office Expense	12,000		12,000	10,064	13,200
Legal	10,000		10,000	25,146	10,000
Miscellaneous	-		-	1,041	-
Operational Equip & Supplies	-		-	932	-
Program Expenditures	-		-	9,105	-
Contracted Services	40,000		40,000	126,108	55,000
	<u>527,200</u>	<u>-</u>	<u>475,200</u>	<u>644,309</u>	<u>530,400</u>
Net Division Surplus (Deficit)	(493,600)	\$ -	(451,700)	\$ ( 614,188 )	(510,400)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	129,000
Net Surplus (Deficit)	<u>\$ ( 493,600 )</u>	<u>\$ -</u>	<u>\$ ( 451,700 )</u>	<u>\$ ( 614,188 )</u>	<u>\$ ( 381,400 )</u>

**Town of Wolfville**  
**2023/24 Operating Budget**  
**Community Development Division**

Recreation & Cultural

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Kings County Recreation Contrib	15,000	-	15,000	18,743	15,000
Program fees	29,300	-	20,000	18,363	15,000
Festival & events revenues	-	-	-	3,500	-
Facility fees & cost recoveries	9,000	-	12,000	4,889	12,000
Tourist Bureau revenues	-	-	-	-	8,500
Miscellaneous	-	-	-	1,153	-
Employment grants	-	-	7,000	9,638	4,500
PNS conditional grants	-	-	-	5,000	-
Other conditional grants	39,000	-	31,000	18,770	21,100
<b>TOTAL REVENUE</b>	<b>92,300</b>	<b>-</b>	<b>85,000</b>	<b>80,056</b>	<b>76,100</b>
<b>EXPENSES</b>					
Salary and wages	421,400	-	386,200	293,635	377,300
Employee Benefits	100,700	-	84,400	85,590	71,500
Seasonal/Term Wages	359,900	-	353,500	352,291	311,500
Employee Benefits Seasonal wag	76,600	-	63,000	36,343	52,600
Meals and Travel	1,700	-	1,700	1,806	1,300
Membership Dues & Fees	5,300	-	5,300	3,834	5,200
Advertising	6,300	-	7,000	121	11,300
Telecommunications	6,200	-	6,100	4,492	4,900
Office Expense	3,500	-	4,000	4,695	2,000
Legal	-	-	-	1,943	-
Marketing and Communications	2,500	-	2,500	1,346	2,500
Utilities	28,800	-	20,400	23,624	19,800
Repairs and Maintenance	56,500	-	56,500	58,902	65,000
Vehicle Fuel	6,500	-	6,500	9,079	7,500
Vehicle Repairs & Maintenance	25,000	-	12,000	26,190	10,500
Vehicle Insurance	5,000	-	4,000	4,157	4,200
Operational Equip & Supplies	117,700	-	106,500	122,801	116,800
Equipment Rentals	-	-	-	5,756	-
Program Expenditures	103,500	-	77,500	64,454	68,100
Contracted Services	115,300	-	113,000	102,381	99,000
Grants to Organizations	75,000	-	75,000	51,500	80,300
Debenture interest	6,100	-	6,600	6,866	13,500
	<b>1,523,500</b>	<b>-</b>	<b>1,391,700</b>	<b>1,261,806</b>	<b>1,324,800</b>
Net Division Surplus (Deficit)	(1,431,200)	\$ -	\$ (1,306,700)	\$ (1,181,750)	\$ (1,248,700)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	30,000	-	50,000	-	61,000
	<b>30,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>61,000</b>
Net Surplus (Deficit)	<b>\$ (1,401,200)</b>	<b>\$ -</b>	<b>\$ (1,256,700)</b>	<b>\$ (1,181,750)</b>	<b>\$ (1,187,700)</b>

**Town of Wolfville  
2023/24 Operating Budget  
Parks Dept ~ 510**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Miscellaneous	-		-	1,075	-
Employment grants	-		4,500	-	4,500
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>4,500</b>	<b>1,075</b>	<b>4,500</b>
<b>EXPENSES</b>					
Salary and wages	180,000		168,000	67,720	161,600
Employee Benefits	43,000		34,800	52,090	32,500
Seasonal Wages	225,200		213,000	304,877	204,300
Employee Benefits Seasonal wag	56,300		46,800	30,658	40,800
Meetings, Meals and Travel	1,000		1,000	905	-
Telecommunications	700		700	688	-
Office Expense	500		500	957	-
Utilities	12,500		5,400	6,860	5,400
Repairs and Maintenance	-		-	9,736	-
Vehicle Fuel	6,500		6,500	9,079	6,500
Vehicle Repairs & Maintenance	25,000		12,000	25,689	8,500
Vehicle Insurance	5,000		4,000	4,074	3,600
Operational Equip & Supplies	96,400		85,200	111,654	88,200
Equipment Rentals	-		-	5,756	-
Contracted Services	95,000		94,500	82,669	72,500
Debenture interest	3,500		3,800	3,968	10,400
	<u>750,600</u>	<u>-</u>	<u>676,200</u>	<u>717,380</u>	<u>634,300</u>
Net Division Surplus (Deficit)	<u>\$ (750,600)</u>	<u>\$ -</u>	<u>\$ (671,700)</u>	<u>\$ (716,305)</u>	<u>\$ (629,800)</u>
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>-</u>	<u>15,000</u>
Net Surplus (Deficit)	<u>\$ (720,600)</u>	<u>\$ -</u>	<u>\$ (641,700)</u>	<u>\$ (716,305)</u>	<u>\$ (614,800)</u>

**Town of Wolfville  
2023/24 Operating Budget  
Economic Development Department ~ 710**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>EXPENSES</u></b>					
Employee Benefits	-		-	( 121 )	-
Membership Dues & Fees	-		-	46	-
Marketing and Communications				892	
Operational Equip & Supplies	-		-	88	-
Grants to Organizations	10,000		10,000		10,000
	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>905</u>	<u>10,000</u>
Net Operational Dept. Surplus (Deficit)	<u>\$ (10,000)</u>	<u>\$ -</u>	<u>\$ (10,000)</u>	<u>\$ ( 905 )</u>	<u>\$ (10,000)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Festival & Events Department ~ 720**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Festival & events revenues	-	-	-	3,500	-
Employment grants	-	-	-	4,200	-
PNS conditional grants	-	-	-	-	-
Other conditional grants	14,000	-	14,500	1,800	4,500
	<u>14,000</u>	<u>-</u>	<u>14,500</u>	<u>9,500</u>	<u>4,500</u>
<b>EXPENSES</b>					
Salary and wages	3,500	-	4,000	12,123	3,500
Employee Benefits	700	-	700	1,204	700
Seasonal Wages	22,600	-	18,000	-	9,300
Employee Benefits Seasonal wag	3,400	-	2,200	-	1,000
Advertising	4,800	-	5,000	121	6,000
Operational Equip & Supplies	11,500	-	11,500	4,101	12,000
Program Expenditures	66,500	-	62,000	44,249	54,000
Contracted Services	-	-	-	395	-
Grants to Organizations	30,000	-	30,000	29,500	35,300
	<u>143,000</u>	<u>-</u>	<u>133,400</u>	<u>91,693</u>	<u>121,800</u>
Net Department Surplus (Deficit)	\$ (129,000)	\$ -	\$ (118,900)	\$ (82,193)	\$ (117,300)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (129,000)</u>	<u>\$ -</u>	<u>\$ (118,900)</u>	<u>\$ (82,193)</u>	<u>\$ (117,300)</u>



**Town of Wolfville**  
**2023/24 Operating Budget**  
**Community Development Adm & Rec Centre ~ 730**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b><u>REVENUES</u></b>	-	-	-	-	-
<b><u>EXPENSES</u></b>					
Salary and wages	225,700		202,000	181,196	200,500
Employee Benefits	53,900		46,400	29,018	36,300
Seasonal Wages	-		-		-
Employee Benefits Seasonal wag	-		-		-
Meetings, Meals and Travel	200		200	49	800
Membership Dues & Fees	4,700		4,700	3,788	4,700
Advertising	-		-		3,300
Telecommunications	2,600		2,600	1,807	2,300
Office Expense	1,500		1,500	2,371	
Legal	-		-	1,943	
Marketing and Communications	2,500		2,500	387	2,500
Utilities	6,000		6,000	6,818	5,800
Repairs and Maintenance	20,000		20,000	2,587	4,000
Contracted Services	-	-	-		1,500
Debenture interest	-		-		100
	<u>317,100</u>	<u>-</u>	<u>285,900</u>	<u>229,964</u>	<u>261,800</u>
Net Department Surplus (Deficit)	<u>\$ (317,100)</u>	<u>\$ -</u>	<u>\$ (285,900)</u>	<u>\$ (229,964)</u>	<u>\$ (261,800)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Recreation Programs Department ~ 740**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Kings County Recreation Contrib	15,000		15,000	18,743	15,000
Program fees	29,300		20,000	18,363	15,000
Facility fees & cost recoveries	9,000		12,000	4,889	12,000
Employment grants	-		-	2,719	-
PNS conditional grants	-		-	-	-
Other conditional grants	20,000		1,500	11,970	1,500
	<u>73,300</u>	<u>-</u>	<u>48,500</u>	<u>56,684</u>	<u>43,500</u>
<b>EXPENSES</b>					
Seasonal Wages	73,600		72,500	47,414	65,900
Employee Benefits Seasonal wag	12,200		8,000	5,685	7,600
Meetings, Meals and Travel	500		500	800	500
Advertising	1,500		2,000		2,000
Utilities	-		-		
Vehicle Fuel	-		-		1,000
Vehicle Repairs & Maintenance	-		-	501	2,000
Vehicle Insurance	-		-	83	600
Operational Equip & Supplies	3,000		3,000	1,788	3,100
Program Expenditures	37,000		15,500	20,205	14,100
Contracted Services	15,000	-	15,000	15,000	25,000
Grants to Organizations	25,000		25,000	12,000	25,000
	<u>167,800</u>	<u>-</u>	<u>141,500</u>	<u>103,476</u>	<u>146,800</u>
Net Department Surplus (Deficit)	<u>\$ (94,500)</u>	<u>\$ -</u>	<u>\$ (93,000)</u>	<u>\$ (46,792)</u>	<u>\$ (103,300)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Tourism Department ~ 750**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Tourist Bureau revenues	-		-		8,500
Employment grants			2,500	2,719	-
PNS conditional grants	-		-	5,000	-
Other conditional grants		-	10,000		10,100
	<u>-</u>	<u>-</u>	<u>12,500</u>	<u>7,719</u>	<u>18,600</u>
<b>EXPENSES</b>					
Salary and wages	3,500		3,500	27,268	3,300
Employee Benefits	900		700	2,644	400
Seasonal Wages	38,500		50,000		32,000
Employee Benefits Seasonal wag	4,700		6,000		3,200
Meetings, Meals and Travel	-		-	52	-
Membership Dues & Fees	600		600		500
Telecommunications	2,100		2,000	1,508	2,000
Office Expense	1,000		1,000	483	1,000
Marketing and Communications	-		-	67	
Utilities	2,800		2,000	3,952	2,000
Repairs and Maintenance	1,500		1,500	7,865	1,000
Operational Equip & Supplies	6,800		6,800	4,700	13,000
Contracted Services	5,300		3,500	4,317	-
	<u>67,700</u>	<u>-</u>	<u>77,600</u>	<u>52,856</u>	<u>58,400</u>
Net Department Surplus (Deficit)	<u>\$ (67,700)</u>	<u>\$ -</u>	<u>\$ (65,100)</u>	<u>\$ (45,137)</u>	<u>\$ (39,800)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Library ~ 760**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>REVENUES</b>					
Miscellaneous	-	-	-	78	-
Other conditional grants	5,000		5,000	5,000	5,000
	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>5,078</u>	<u>5,000</u>
<b>EXPENSES</b>					
Salary and wages	8,700		8,700	5,328	8,400
Employee Benefits	2,200		1,800	755	1,600
Telecommunications	800		800	489	600
Office Expense	500		1,000	884	1,000
Utilities	7,500		7,000	5,994	6,600
Repairs and Maintenance	35,000		35,000	38,714	60,000
Operational Equip & Supplies	-		-	470	500
Contracted Services	-		-	-	-
Debenture interest	2,600		2,800	2,898	3,000
	<u>57,300</u>		<u>57,100</u>	<u>55,532</u>	<u>81,700</u>
Net Department Surplus (Deficit)	\$ (52,300)	\$ -	\$ (52,100)	\$ (50,454)	\$ (76,700)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus			20,000	-	46,000
			<u>20,000</u>	<u>-</u>	<u>46,000</u>
Net Surplus (Deficit)	<u>\$ (52,300)</u>	<u>\$ -</u>	<u>\$ (32,100)</u>	<u>\$ (50,454)</u>	<u>\$ (30,700)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Museum & Historical ~ 770**

	<u>2023/24</u> Budget	<u>2022/23</u>		<u>2021/22</u>	
		Forecast/Act	Budget	Actual	Budget
<b><u>EXPENSES</u></b>					
Grants to Organizations	10,000		10,000	10,000	10,000
	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Net Department Surplus (Deficit)	<u>\$ (10,000)</u>	<u>\$ -</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>

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**Town of Wolfville  
2023/24 Operating Budget  
Partner Contributions ~ 840**

	<u>2023/24</u>	<u>2022/23</u>		<u>2021/22</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<b>EXPENSES</b>					
<u>Local partners</u>					
Grant to WBDC	100,000		100,000	100,000	100,000
<u>Regional partners</u>					
Regional Solid Waste - VWRM	605,500		540,000	346,429	512,600
Transit services - KTA & KPPT	236,000		189,000	198,342	217,000
Valley Community Fibre Network	2,000		2,000	1,306	2,000
Regional Development - REN	30,000		30,000	-	-
Regional Emergency Measure - REMO	10,000	-	10,000	9,525	-
Kings Region -cooperative Initiatives	70,000		100,000	11,285	30,000
<u>Provincial partners</u>					
Annapolis Valley Regional Libra	32,000		31,000	30,300	30,300
Education	790,900		719,000	719,952	722,000
Corrections	82,000		82,000	83,576	82,000
Regional Housing Authority	60,000		60,000	72,200	50,000
Assessment services	78,000		78,000	77,296	78,000
	<u>2,096,400</u>	<u>-</u>	<u>1,941,000</u>	<u>1,650,211</u>	<u>1,823,900</u>
Net Department Surplus (Deficit)	<u>\$ ( 2,096,400 )</u>	<u>\$ -</u>	<u>\$ ( 1,941,000 )</u>	<u>\$ ( 1,650,211 )</u>	<u>\$ ( 1,823,900 )</u>

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Town of Wolfville  
2023/24 Ten Year Capital Investment Plan  
Fiscal 2023/24 to 2032/33

		BUDGET FOCUS									
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33

Information Technology

Σ Servers	-	-	-	15,000	-	-	-	-	-	-	15,000
Σ Other	-	-	-	-	-	-	-	-	-	-	-
Σ Information Technology	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000

Municipal Buildings

<b>Civic Complex - Town Hall &amp; Library</b>											
New or Major Renovated Facility (design phase, construction phase)	50,000		425,000	8,472,000	-	-	-	-	-	-	-
Heat Pump Units for current building?	10,000										
Σ Civic Complex - Town Hall & Library	60,000	-	425,000	8,472,000	-	-	-	-	-	-	-
<b>Community Development/Public Works</b>											
Public Works Building Renos & Deferred Maintenance (Phase 2)	600,000										
Public Works Building Renos & Deferred Maintenance (Phase 3)		292,000									
PW/Parks Storage Shed Renovations			300,000								
Σ Community Development/Public Works	600,000	292,000	300,000	-	-	-	-	-	-	-	-
<b>Welcome Centre</b>											
Replacement Building - cfwd	600,000										
Σ Welcome Centre	600,000	-	-	-	-	-	-	-	-	-	-
<b>Rec Centre</b>											
Automatic Doors - cfwd	20,000										
Other Upgrades		50,000									
Σ Rec Centre	20,000	50,000	-	-	-	-	-	-	-	-	-
<b>Fire Hall</b>											
New Facility (design phase, construction phase)	-	200,000	4,000,000								
Σ Fire Hall	-	200,000	4,000,000	-	-	-	-	-	-	-	-
<b>RCMP Detachment</b>											
may be impacted by service review											
Σ RCMP Detachment	-	-	-	-	-	-	-	-	-	-	-
<b>Heritage Train Station</b>											
Something					500,000						
Σ Heritage Train Station	-	-	-	-	500,000	-	-	-	-	-	-
Σ Municipal Buildings	\$ 1,280,000	\$ 542,000	\$ 4,725,000	\$ 8,472,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Protective Services

<b>Fire Department</b>											
<b>Trucks - may be impacted by service review</b>											
Aerial Ladder Truck			2,000,000								
Pumper 1 E-One Cyclone											
Ford 4*4 Utility Vehicle										200,000	
Pumper 3 E-One Cyclone	-	1,400,000									
Tanker 6 Int'l Pumper/Tanker											1,000,000
Rescue 4 Pumper Rescue						1,150,000					
Ford Haz Matt vehicle							170,000				
Σ Fire Trucks	-	1,400,000	2,000,000	-	-	1,150,000	170,000	-	-	1,200,000	-

**Town of Wolfville**  
**2023/24 Ten Year Capital Investment Plan**  
**Fiscal 2023/24 to 2032/33**

	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>
<b>Equipment</b>										
Radio Repeater Replacement										
Equipment Upgrades	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
SCBA Apparatus	400,000									
<b>Σ Misc Fire Equipment</b>	<b>420,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Σ Fire Department</b>	<b>420,000</b>	<b>1,420,000</b>	<b>2,020,000</b>	<b>20,000</b>	<b>20,000</b>	<b>1,170,000</b>	<b>190,000</b>	<b>20,000</b>	<b>1,220,000</b>	<b>20,000</b>
<b>Σ Protective Services</b>	<b>\$ 420,000</b>	<b>\$ 1,420,000</b>	<b>\$ 2,020,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 1,170,000</b>	<b>\$ 190,000</b>	<b>\$ 20,000</b>	<b>\$ 1,220,000</b>	<b>\$ 20,000</b>

**Transportation Services**

<b>Public Works Equipment</b>										
<b>Public Works - Fleet Inventory</b>										
veh # 18 - 2019 Wacker Neuson Loader	-	10,000	-	-	175,000	-	-	-	-	-
veh # 19 - PW 2017 F250 3/4 ton Crew Cab	-	-	-	55,000	-	-	-	-	-	-
veh # 21 - PW 2015 F250 4*4 dump body	-	-	-	140,000	-	-	-	-	-	100,000
veh # 22 - PW 2014 Ford F150 1/2 ton	-	50,000	-	-	-	-	-	-	-	-
veh # 23 - PW 2016 F450 1 ton 4*4 (will move to Parks fleet sub-category)	-	-	-	-	-	-	-	-	-	-
veh # 25 - PW 2017 5 ton plow truck	250,000	-	-	-	-	-	-	270,000	-	-
veh # 27 - PW 2020 JD backhoe	-	-	-	190,000	-	-	-	-	-	-
veh # 28 - PW 2013 Case loader	-	-	-	303,000	-	-	-	-	-	-
veh # 29 - PW 2020 trackless (sidewalk Tractor)	-	-	-	-	-	195,000	-	-	-	-
veh #15 - PW LH Truck 2019 F150	-	-	-	-	-	-	60,000	-	-	-
veh # 24 - PW 2011 asphalt recycler	-	-	-	110,000	-	-	-	-	-	-
veh # 51 - PW 2017 trackless	-	-	190,000	-	-	-	-	-	-	-
<b>Σ Public Works - Fleet Inventory</b>	<b>250,000</b>	<b>60,000</b>	<b>190,000</b>	<b>798,000</b>	<b>175,000</b>	<b>195,000</b>	<b>60,000</b>	<b>270,000</b>	<b>-</b>	<b>100,000</b>
<b>Parks Dept - Fleet/Equip</b>										
veh # 20 - 2014 Ford 1/2 pick up	-	-	50,000	-	-	-	-	-	-	-
veh # 26 - Parks 2016 Ford F250 3/4 ton crew cab	-	-	-	-	120,000	-	-	-	-	-
veh # 31 - Parks 2001 Suzuki micro truck	-	-	-	-	25,000	-	-	-	-	-
veh #34 - Parks 2000 Suzuki micro truck	-	22,000	-	-	-	-	-	-	-	-
veh #16 - Parks LH Truck 2019 F150	-	-	-	-	-	-	60,000	-	-	-
veh # 39 - Parks 2015 JD mower X730	-	-	18,000	-	-	-	-	20,000	-	-
veh # 40 - 2015 JD Parks tractor 1025 with cab	-	45,000	-	-	-	-	-	-	-	60,000
veh # 37 - Parks 2021 JD mower/backhoe 2032	-	-	-	-	55,000	-	-	-	-	-
veh # 38 - Parks 2017 JD mower 1023E	-	-	40,000	-	-	-	-	-	-	-
veh # 33 - Parks 2015 F450 3/4 ton crew cab 4*4 dump body	-	-	-	-	140,000	-	-	-	-	-
veh #59 - Parks 2020 Kubota Mower	-	-	-	-	25,000	-	-	-	-	-
veh #13 - 1999 Subaru micro truck	-	-	-	-	-	-	-	-	-	-
veh #new - Parks 3/4 ton full crew cab 4*4 (NOW UNIT #23) Chipper	-	-	-	-	-	160,000	-	-	-	-
<b>Σ Parks Dept - Fleet/Equip</b>	<b>-</b>	<b>67,000</b>	<b>108,000</b>	<b>-</b>	<b>365,000</b>	<b>160,000</b>	<b>60,000</b>	<b>20,000</b>	<b>-</b>	<b>60,000</b>
<b>Water &amp; Wastewater Dept's</b>										
Veh #30 - Works 2021 Ford F150	-	-	-	-	-	-	-	-	-	60,000
veh # 32 - Works 2017 F250 3/4 ton 4*4	8,000	-	-	-	-	-	90,000	-	-	-
veh #14 - Works Pick Up, was 2014 veh #30 - maybe consider Sprinter van	-	90,000	-	-	-	-	-	-	-	-



**Town of Wolfville**  
**2023/24 Ten Year Capital Investment Plan**  
**Fiscal 2023/24 to 2032/33**

	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
<b>Σ Water &amp; Wastewater Dept's</b>	8,000	90,000	-	-	-	-	90,000	-	-	60,000
<b>Other</b>										
Bylaw car				-					-	55,000
Sewer Camera	13,500									
Portable LED Light Tower	17,500									
<b>Σ Other</b>	<b>31,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>
<b>Σ Public Works Fleet/Equipment</b>	<b>289,000</b>	<b>217,000</b>	<b>298,000</b>	<b>798,000</b>	<b>540,000</b>	<b>355,000</b>	<b>210,000</b>	<b>290,000</b>	<b>-</b>	<b>275,000</b>
<b>Transportation Infrastructure</b>										
<i>includes active transport corridors, street, sidewalk, sanitary &amp; storm sewer where applicable</i>										
<b>Streets, Sidewalks, Parking Lots</b>										
Victoria - Main to King	-			1,000,000						
Fairfield	1,300,000									
Harbourside		500,000								
Future Street Project Allowance					1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
East End Main Street Cross Culvert Replacement	375,000									
Engineering External Support	55,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
<b>Σ Streets, Sidewalks, Parking Lots</b>	<b>1,730,000</b>	<b>560,000</b>	<b>60,000</b>	<b>1,060,000</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,560,000</b>
<b>Land Acquisitions/Disposals</b>										
<b>Σ Land Acquisitions/Disposals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Σ Transportation Infrastructure</b>	<b>1,730,000</b>	<b>560,000</b>	<b>60,000</b>	<b>1,060,000</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,560,000</b>
<b>Other Transportation</b>										
<b>Miscellaneous</b>										
Decorative Light Posts - to Willow			235,000							
Wayfinding - might be op										
Wayfinding - carryforward from 21/22	50,000									
Flood Risk Mitigation - partial cfwd	75,000				1,000,000					
<b>Σ Miscellaneous</b>	<b>125,000</b>	<b>-</b>	<b>235,000</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Σ Generators</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,000</b>
<b>Traffic Safety &amp; Mobility Program</b>										
Crosswalk Upgrades, eg. RRB/accessibility	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
AT Network		50,000	200,000	500,000	-	-	-			
Willow & Winter One-Way	15,000									
Intersection Safety	15,000	100,000								
<b>Σ Traffic Safety &amp; Mobility Program</b>	<b>55,000</b>	<b>175,000</b>	<b>225,000</b>	<b>525,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Σ Other Transportation</b>	<b>180,000</b>	<b>175,000</b>	<b>460,000</b>	<b>525,000</b>	<b>1,025,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>105,000</b>
<b>Σ Transportation Services</b>	<b>\$ 2,199,000</b>	<b>\$ 952,000</b>	<b>\$ 818,000</b>	<b>\$ 2,383,000</b>	<b>\$ 3,125,000</b>	<b>\$ 1,940,000</b>	<b>\$ 1,795,000</b>	<b>\$ 1,875,000</b>	<b>\$ 1,585,000</b>	<b>\$ 1,940,000</b>

Town of Wolfville  
2023/24 Ten Year Capital Investment Plan  
Fiscal 2023/24 to 2032/33

BUDGET FOCUS										
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	

**Environmental Health Services**

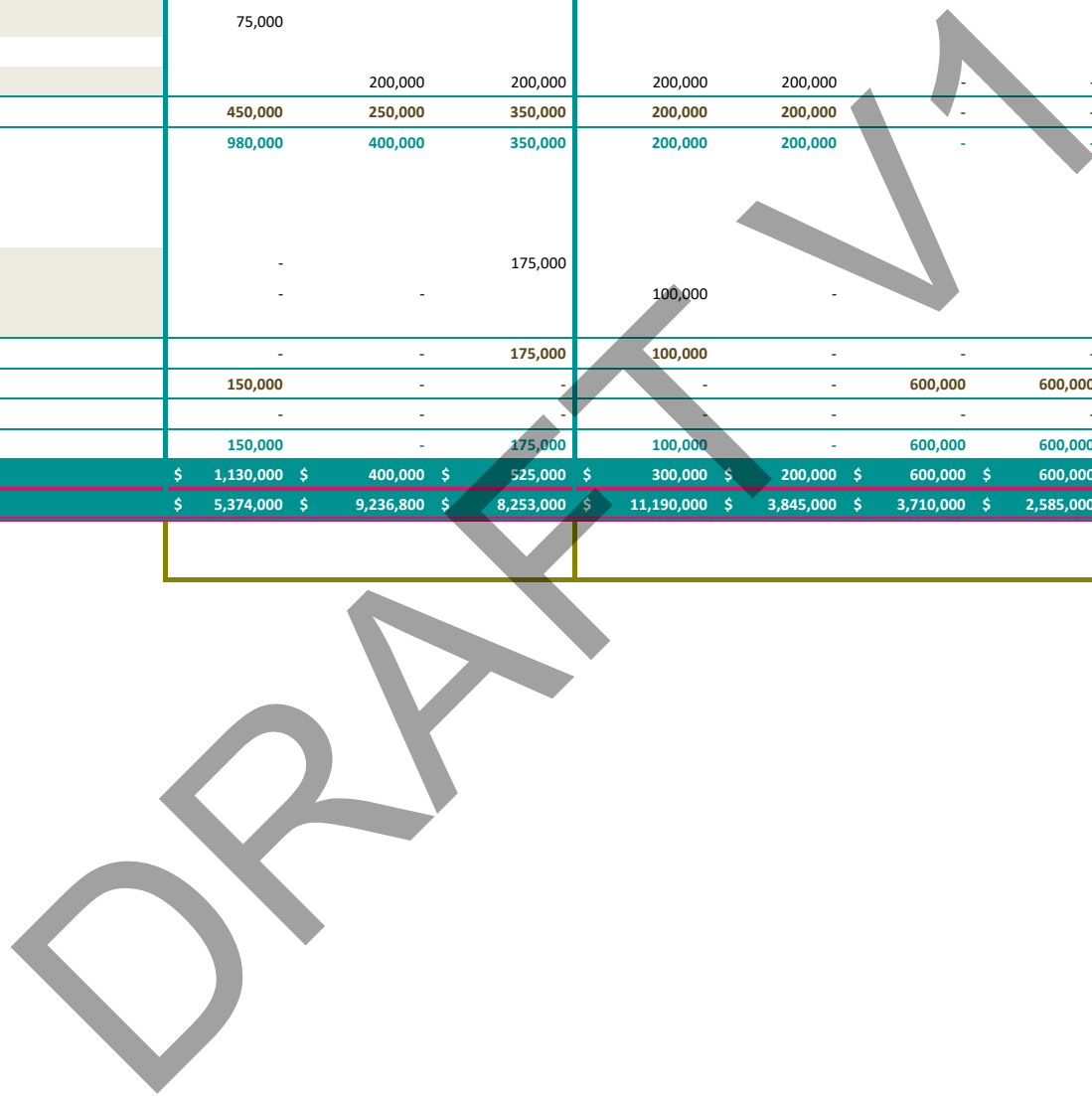
<b>Storm Water Management</b>										
Oak Ave (included in Street infrastructure above)										
Σ Storm Water Management										
<b>Sewage Treatment/Collection</b>										
<b>Miscellaneous Equipment</b>										
WWTP influent meters										
Σ Miscellaneous Equipment										
<b>Sewer Treatment</b>										
Treatment plant expansion - Phase II										
230,000	5,657,800									
Flood Mitigation @ STP										
	50,000									
Σ Sewer Treatment										
230,000	5,707,800									
<b>Sanitary Sewer Collection</b>										
<i>included in Street infrastructure above</i>										
Σ Sanitary Sewer Collection										
<b>Lift Stations</b>										
<b>Assessment and Upgrade Program</b>										
Main Lift Station										
50,000	150,000	100,000								
SCADA and Electrical Panel Replacements incl. VCFN integration										
65,000	65,000	65,000					80,000			
Σ Lift Stations										
115,000	215,000	165,000					80,000			
Σ Sewage Treatment/Collection										
345,000	5,922,800	165,000					80,000			
Σ Environmental Health Services										
\$ 345,000	\$ 5,922,800	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	

**Community Infrastructure**

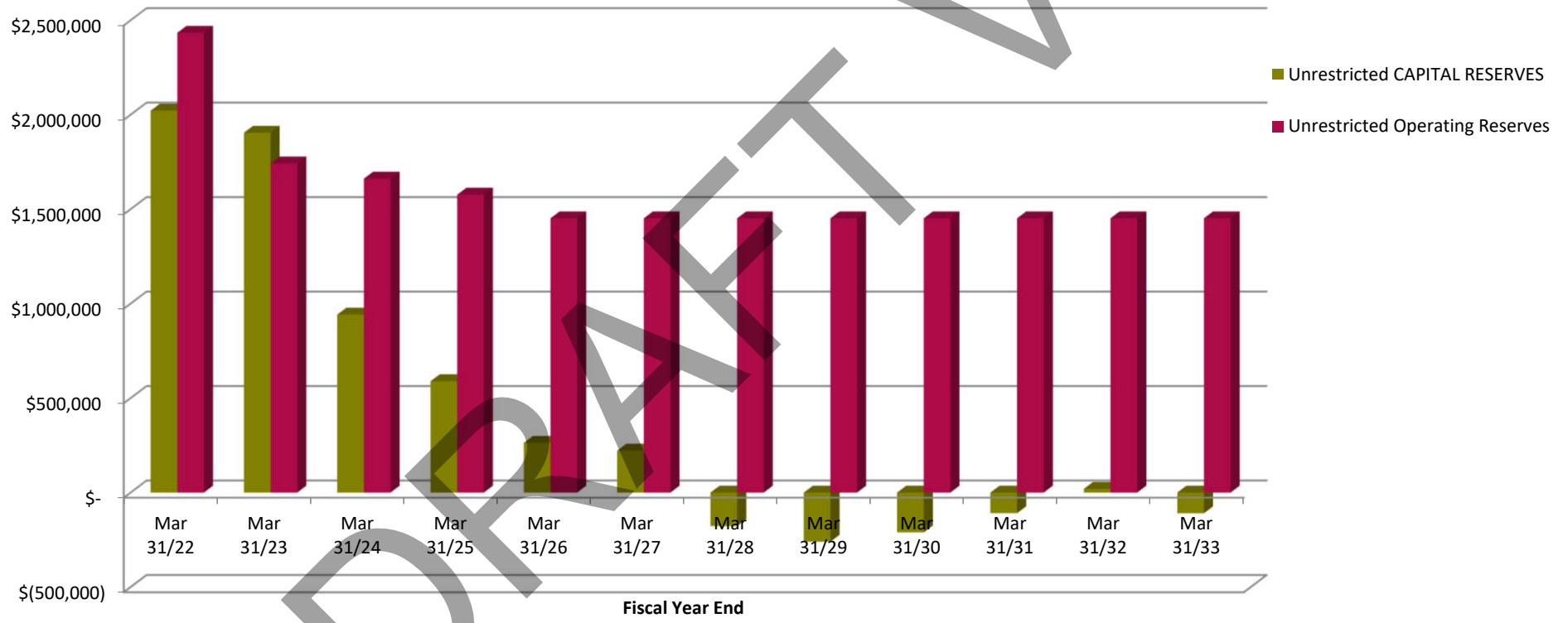
<b>Park and Trail Infrastructure</b>										
<b>Trails and Trailheads</b>										
<i>East End Gateway</i>										
<i>Other Gateway Upgrades - parking/sidewalk/street layout</i>										
455,000										
Events Lawn										
75,000										
Willow Park										
	150,000									
Σ Trails and Trailheads										
530,000	150,000									
<b>Parks</b>										
<i>West End Parkland &amp; Trail</i>										
Trail system neighborhood										
	50,000		150,000							
<i>Reservoir Park</i>										
Washroom/Change Rooms - cfwd										
125,000										
Main walking trails, steps into large pond, shading/other stuff cfwd										
30,000										
<i>Clock Park</i>										
Accessibility Upgrades - Concrete walkways cfwd										
70,000										

**Town of Wolfville**  
**2023/24 Ten Year Capital Investment Plan**  
**Fiscal 2023/24 to 2032/33**

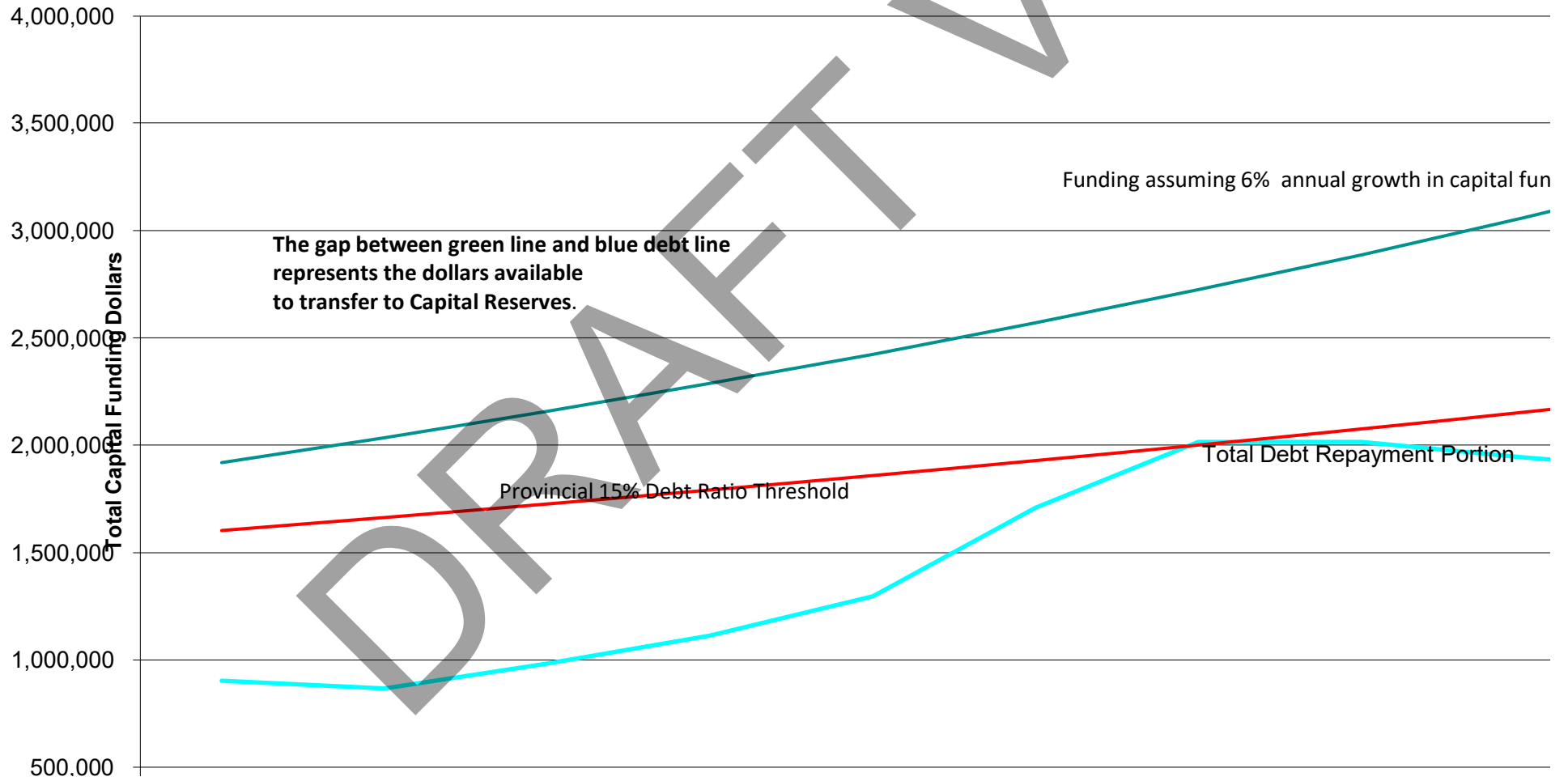
	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>
<i>Rotary Park</i>										
Parking	150,000		-							
Soccer										
Resurface Tennis Courts	75,000									
<i>Miscellaneous</i>										
Allow for Future Park Development		200,000	200,000	200,000	200,000	-	-	200,000	100,000	100,000
<b>Σ Parks</b>	<b>450,000</b>	<b>250,000</b>	<b>350,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Σ Park and Trail Infrastructure</b>	<b>980,000</b>	<b>400,000</b>	<b>350,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Open Spaces and Town Amenities</b>										
<i>Open Spaces</i>										
<i>Farmers Market (open space enhancements)</i>										
Parking Lot - Dykeland/Elm cul de sac	-		175,000							
Pond & Park area	-	-		100,000	-					
<b>Σ Open Spaces</b>	<b>-</b>	<b>-</b>	<b>175,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Σ Nature Preserve</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Σ Miscellaneous Amenities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Σ Open Spaces and Town Amenities</b>	<b>150,000</b>	<b>-</b>	<b>175,000</b>	<b>100,000</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Σ Community Infrastructure</b>	<b>\$ 1,130,000</b>	<b>\$ 400,000</b>	<b>\$ 525,000</b>	<b>\$ 300,000</b>	<b>\$ 200,000</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>GRAND TOTAL ALL PROJECTS</b>	<b>\$ 5,374,000</b>	<b>\$ 9,236,800</b>	<b>\$ 8,253,000</b>	<b>\$ 11,190,000</b>	<b>\$ 3,845,000</b>	<b>\$ 3,710,000</b>	<b>\$ 2,585,000</b>	<b>\$ 2,175,000</b>	<b>\$ 2,905,000</b>	<b>\$ 2,075,000</b>
										\$ 51,348,800
									\$ 43,642,000	\$ 7,706,800



## Year End Reserve Balances - Projections 2023/24 Ten Year CIP



# 10 Year Debt Repayment Projection 2023/24 Ten Year CIP



The gap between green line and blue debt line represents the dollars available to transfer to Capital Reserves.

Funding assuming 6% annual growth in capital fun

Provincial 15% Debt Ratio Threshold

Total Debt Repayment Portion

**Town of Wolfville  
Water Utility  
2023/24 Draft Operating Budget**

	2022/23		2023/24	2024/25	2025/26	2026/27
	Forecast	Budget	Budget	Three Year Budget Projection		
<b>Operating Revenue: Dept 950</b>						
Metered Sales		725,000	725,000	725,000	725,000	725,000
Fire Protection Charges		396,000	396,000	396,000	396,000	415,800
Sprinkler Service		10,800	10,800	11,000	11,000	11,200
Other		12,000	12,000	12,000	12,000	12,000
Job Cost Billings		12,000	12,000	12,000	12,000	12,000
Interest on Arrears		3,000	3,000	3,000	3,000	3,000
Investment Income		5,500	10,000	6,000	6,500	6,500
	-	<b>1,164,300</b>	<b>1,168,800</b>	<b>1,165,000</b>	<b>1,165,500</b>	<b>1,185,500</b>
<b>Operating Expenditures:</b>						
<b>Power &amp; Pumping 962</b>						
Salary and wages		12,200	12,400	12,600	12,900	13,200
Employee Benefits		3,000	3,000	3,200	3,200	3,300
Utilities		85,000	86,000	87,700	89,500	91,300
Repairs and Maintenance - buildings		1,000	5,000	5,000	5,000	5,000
Operational equipment & supplies		8,000	8,000	8,000	8,000	8,000
Equipment Maintenance		-	-	-	-	-
Contracted Service		16,000	16,000	5,000	5,000	5,000
	-	<b>125,200</b>	<b>130,400</b>	<b>121,500</b>	<b>123,600</b>	<b>125,800</b>
<b>Treatment 964</b>						
Salary and wages		31,400	45,500	46,400	47,300	48,600
Employee benefits		7,900	11,400	11,600	11,800	12,200
Professional Development		-	-	-	-	-
Utilities		6,500	6,500	6,700	6,900	7,100
Repairs & maintenance - Bldg		2,400	2,400	1,000	1,000	1,000
Operational equipment & supplies		50,000	65,000	65,700	66,400	67,100
Equipment Maintenance		-	-	-	-	-
Contracted Service		18,000	18,000	18,200	18,400	18,600
	-	<b>116,200</b>	<b>148,800</b>	<b>149,600</b>	<b>151,800</b>	<b>154,600</b>
<b>Transmission &amp; Distribution 966</b>						
Wages		127,000	143,000	145,900	148,800	152,900
Employee Benefits		31,800	35,800	36,500	37,200	38,200
Meetings, Meals and Travel		1,000	1,000	1,000	1,000	1,000
Telecommunications		1,500	1,500	1,500	1,500	1,500
Utilities		5,000	5,000	5,200	5,400	5,600
Vehicle Fuel		2,500	2,500	2,500	2,500	2,500
Vehicle Repairs & Maintenance		14,400	14,400	14,400	14,400	14,400
Vehicle Insurance		1,000	1,000	1,000	1,000	1,000
Operational equipment & supplies		80,000	100,000	100,000	100,000	100,000
Equipment Maintenance		5,000	5,000	5,000	5,000	5,000
Contracted Service		30,000	30,000	30,300	30,600	30,900
	-	<b>299,200</b>	<b>339,200</b>	<b>343,300</b>	<b>347,400</b>	<b>353,000</b>
<b>Administration And General 970</b>						
Salary/wages		154,900	160,000	164,000	168,100	172,300
Employee Benefits		34,100	35,200	36,100	37,000	37,900
Meetings, Meals & Travel		400	400	400	400	400
Professional development		5,000	5,000	5,000	5,000	5,000
Membership dues & fess		800	1,000	1,000	1,000	1,000
Advertising		200	500	500	500	500
Office expense		34,000	53,000	53,500	54,000	54,500
Legal		300	500	500	500	500
Insurance		15,000	18,000	18,200	18,400	18,600
Audit		6,000	6,500	7,000	7,000	7,000
Miscellaneous		-	-	-	-	-
Contracted services		25,000	10,000	5,000	5,000	5,000
Doubtful accounts allowance		1,000	1,000	1,000	1,000	1,000
	-	<b>276,700</b>	<b>291,100</b>	<b>292,200</b>	<b>297,900</b>	<b>303,700</b>
Depreciation		150,000	165,000	160,000	160,000	160,000
Property Taxes		56,500	-	-	-	-
<b>Operating Expense total</b>	-	<b>1,023,800</b>	<b>1,074,500</b>	<b>1,066,600</b>	<b>1,080,700</b>	<b>1,097,100</b>
<b>NET OPERATING SURPLUS (DEFICIT):</b>	-	<b>140,500</b>	<b>94,300</b>	<b>98,400</b>	<b>84,800</b>	<b>88,400</b>

**Town of Wolfville  
Water Utility  
2023/24 Draft Operating Budget**

	2022/23		2023/24	2024/25	2025/26	2026/27
	Forecast	Budget	Budget	Three Year Budget Projection		
<b>Non Operating Expenditures:</b>						
Debenture Interest		27,000	34,500	43,500	52,500	15,400
Debenture Principle		37,000	48,500	48,500	48,500	48,500
Future debt repymts		-	-	19,300	38,500	59,000
Other Debt Charges		500	500	500	500	500
Capital From Revenue		70,000	70,000	70,000	-	70,000
Dividend to Town		50,000	50,000	50,000	50,000	50,000
		<u>184,500</u>	<u>203,500</u>	<u>231,800</u>	<u>190,000</u>	<u>243,400</u>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (44,000)</b>	<b>\$ (109,200)</b>	<b>\$ (133,400)</b>	<b>\$ (105,200)</b>	<b>\$ (155,000)</b>
<b>Accumulated Surplus, Marc 31/22</b>	<b>\$ 426,050</b>		<b>\$ 426,050</b>	<b>\$ 316,850</b>	<b>\$ 183,450</b>	<b>\$ 78,250</b>
Transfer to Water Capital Projects			-	-	-	-
<b>Accumulated Surplus, Op Fund, Fiscal Year End</b>	<b>426,050</b>	<b>-</b>	<b>316,850</b>	<b>183,450</b>	<b>78,250</b>	<b>(76,750)</b>
<b>Capital Reserve Fund at Year End</b>						
Water Depreciation Reserve Acct Balance :	<u>\$ 207,126</u>	<u>\$ -</u>	<u>\$ 5,026</u>	<u>\$ 5,026</u>	<u>\$ 5,026</u>	<u>\$ 5,026</u>

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**Town of Wolfville**

**Water Utility -Draft Five Year Capital Plan**

**Fiscal 2023/24 to 2027/28**

	BUDGET FOCUS				
	Year 1	Year 2	Year 3	Year 4	Year 5
	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>
Σ Equipment	-	-	-	-	-
Σ Distribution	325,000	-	-	250,000	375,000
Σ Treatment System	370,000	425,000	495,000	-	200,000
Σ Source Water	127,000	215,000	-	-	35,000
<b>GRAND TOTAL ALL PROJECTS</b>	<b>\$ 822,000</b>	<b>\$ 640,000</b>	<b>\$ 495,000</b>	<b>\$ 250,000</b>	<b>\$ 610,000</b>

**Funding**

Depreciation Reserve Funds - current year	160,000	160,000	160,000	160,000
Depreciation Reserve Funds - accumulated	207,100			
Capital From Revenue	70,000	70,000		70,000
Long Term Debt	384,900	410,000	335,000	20,000
Capital From Surplus				
	<u>822,000</u>	<u>640,000</u>	<u>495,000</u>	<u>250,000</u>

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# PROJECT CHARTER: Fairfield Street Reconstruction

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## 1. PURPOSE & DESCRIPTION

### PURPOSE

The complete reconstruction of Fairfield Street from Highland Ave to Hillside Ave, including replacement of a water distribution main connector from Hillside Ave to Gaspereau Ave.

### DESCRIPTION

This project will consist of the removal and replacement of all existing underground infrastructure (water main, sanitary sewer manholes and mains, and storm catch basins, manholes, and mains) between new work completed on Highland Ave in 2022 and Hillside Ave. Also contained within this project is 270m of road reconstruction that includes permanent ditch infilling, revisions to travelled right-of-way, and installation of concrete sidewalk and curb & gutter. At the end of Fairfield is a water distribution connector main between Hillside Ave and Gaspereau Ave through private easements – this will be included in the scope of this project due to efficiencies of timing and scale.



Figure 1 - Inside Fairfield Water Main (PW, 2017)

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes three (3) strategic directions and six (6) strategic principles. The project will meet the strategic directions and principals of Council by:

1. **Affordability** - The street section of the Capital Investment Plan is a funding priority for the Town. This is the first section that is funded to ensure these projects can be completed.
2. **Transparency** - All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
3. **Community Capacity Building** - N/A
4. **Discipline to Stay the Course** - The Capital Investment Plan lays out a 10-year plan for street work and has considered the paving condition index, status of underground infrastructure, etc. Staff follow the 10-year capital plan unless circumstances such as infrastructure failures or new analysis data necessitate the need to adjust the order of street reconstruction.

# PROJECT CHARTER: Fairfield Street Reconstruction

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5. **United Front** - N/A
6. **Environmental Sustainability** - N/A

## OTHER TOWN PLANS

- Pavement Condition Survey
- Capital Investment Plan

## 3. SCOPE

### OBJECTIVES

The objectives of the *Fairfield Street Reconstruction* project are:

1. To add to and improve the functionality and resiliency of all underground infrastructure;
2. To bring consistency to, and improve the overall street condition, appearance, and functional safety for all users – pedestrians, cyclists, and motorists.

### DELIVERABLES

The deliverables for the project are:

1. New underground infrastructure on Fairfield, including distribution main connector to Gaspereau;
2. New street including base materials, asphalt surface, and concrete curb on both sides of Fairfield;
3. New sidewalk on the north side of Fairfield from Highland to Hillside;
4. New landscaping, which will include a minimum of ten (10) new street trees;
5. Additional street lighting to address resident safety.

## 4. TIMELINES AND MILESTONES

Detailed design work to occur through early 2023, with public tender by end of March 2023 and construction through to substantial performance by the end of the 2023 calendar year.

DATE	ACTION
2022-23, Q4	Complete design, call for tenders
2023-24, Q1	Contract award, begin construction
2023-24, Q3	Complete construction

# PROJECT CHARTER: Fairfield Street Reconstruction

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## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

- Data collected to date is sufficient for detailed design;
- Additional data required can be collected before snow coverage;
- Detailed design can be completed in time for spring tender, with award by May 2023.

### CONSTRAINTS

- Inconvenience of residents and members of the public, as with any street reconstruction project.

### RISKS

- Negative public opinion regarding placement of new sidewalk

## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

Class C Cost Estimate - **\$1,300,000** for 2023/24 CIP. 20-25% will be borne by the Water Utility.

### RESOURCES

*Project Lead:* Director of Engineering & Public Works

#### Internal Resources:

- *Engineering* – Provide engineering design review, project management, and contract administration, with construction phase coordination.
- *Municipal Engineering Technician* – Provide and manage field inspection and quality verification.
- *Water Utility* – Typical workload for utility staff for any street reconstruction project.

#### External Resources

- *Engineering Consultant(s)* – Provide *complete engineering design*, with as-needed construction phase support for design changes and unanticipated conditions and third-party construction materials testing services as well.
- *Contractor* – Street construction.

### PROCUREMENT

In accordance with the Town's Procurement Policy 140-001, Section 5.3.4 "high value procurement of goods and services greater than \$50,000", street construction will be publicly tendered.

## PROJECT CHARTER: Fairfield Street Reconstruction

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### 7. ROLES & RESPONSIBILITIES

Council's role is to approve the 2023-24 Capital Investment Plan and related projects.

### 8. COMMUNICATION & ENGAGEMENT

Project updates will be provided to Council at major milestones through the course of design development, tendering, and construction through Information Reports and CAO updates.

A Communications Checklist will be prepared prior to the start of construction. All residents will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule. Detours and limited access will be clearly communicated with media messaging and site-level information with flashing message boards.

**Prepared by:** Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works  
**Date Prepared:** November 11, 2022

DRAFT

# PROJECT CHARTER: PW Building Renovations

## Phases 2-3 (Improvements for Occupant Safety & Comfort, Deferred Maintenance)

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### 1. PURPOSE & DESCRIPTION

#### PURPOSE

The purpose is to continue work started in Phase 1 (2022) that will improve deficiencies regarding occupant safety, comfort, usability, and gender equity at the Public Works building located at 200 Dykeland St. and perform previously deferred maintenance tasks to improve building appearance, energy efficiency, and longevity. This work will improve efficiency and appearance, and allow the building to remain useful, occupiable, and efficient during the second half of its lifecycle.

#### DESCRIPTION

The Public Works building was originally constructed in 1991, with the main floor consisting of primarily shop space, locker rooms, men's washrooms, and a few small offices. The second floor originally had a meeting room and storage space, but was renovated to include offices for Public Works and Planning departments in the mid-90s. Unplanned Phase 1 renovations (2022) to the second floor were required following snow infiltration into the attic through the large gable vents, and subsequent water and electrical damage caused by melting. Maintenance, appearance, and life safety improvements were carried out as part of the scope during the scope of the reconstruction.

#### Phase 2 (2023/24)

The next phase of renovation work for the public works building will address the immediate need for:

- Gender neutral washrooms;
- Corridor accessibility improvements in preparation for future accessibility upgrades;
- Overhaul and expansion of crew lunchroom to accommodate growing workforce;
- Locker room overhaul and reorganization to add locker space and replace aging appliances;
- Replacement of 30 year old lighting and heating controls to improve occupant comfort and energy efficiency, consistent with Phase 1 renovations;
- General maintenance and appearance improvements to be consistent with Phase 1 renovations;
- Reorganization of shop storage and relocation of woodshop to address life and fire safety risks;
- Overhaul of 30 year old shop heating, ventilation, and mechanical controls to thoroughly increase effectiveness and energy efficiency;

#### Phase 3 (2024/25)

The third and final phase of the planned renovation work will focus on the building envelope and exterior appearance. As the building has had little maintenance work over its life cycle, there is an immediate need for replacement windows and doors to address corrosion, drafts, and non-function. Also required is repairs to existing siding and repainting the entire structure. This phase will include:

# PROJECT CHARTER: PW Building Renovations Phases 2-3 (Improvements for Occupant Safety & Comfort, Deferred Maintenance)

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- Replacement of all exterior doors with new, code-approved, energy efficient models;
- Replacement of all original windows on the first and second floor to address drafts, water leaks, non-functional locks, and missing screens;
- Exterior lighting improvements;
- Permanent removal of large gable vents and replacement with an engineered attic ventilation solution;
- Repairs to original cedar siding where required;
- Repainting entire exterior with a high-grade exterior paint in colours consistent with the Town's current image, branding, and future Civic Complex concepts;

The building has experienced a lifetime of neglect and deferred maintenance, and though minor improvements have been made through the years, occupant safety, comfort, usability, and gender equity is an ongoing concern. The multi-phased approach for this project will divide building improvement activities into multiple fiscal periods to mitigate impacts to the yearly capital budgets and disruptions to staff who occupy the space.

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes six (6) strategic principles. The project upgrades will meet the strategic principles of Council by:

1. **Affordability** – Upgrades and updates to the current building will be limited to what is functionally required as described above to allow for its continued use for Parks and Public Works staff in the second half of its lifecycle.
2. **Transparency** – All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
3. **Community Capacity Building** – N/A
4. **Discipline to Stay the Course** – N/A
5. **United Front** – N/A
6. **Environmental Sustainability** – Building efficiency upgrades are a key part of this project.

### OTHER TOWN PLANS

- WOL010-2022 PW Reconstruction and Renovations Phase 1 (2022)
- Equilibrium Engineering Building Energy Roadmap Level 1 Audit Report (2022)
- October 2020 Fire and Life Safety Report



# PROJECT CHARTER: PW Building Renovations Phases 2-3 (Improvements for Occupant Safety & Comfort, Deferred Maintenance)

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- Hatch H356256-REP-001 Wolfville Energy Study (2018)
- WOL016-2015 Hatch 361147 Municipal Facilities Condition Assessment (2016)

### 3. SCOPE

#### OBJECTIVES

The objectives of the project are:

1. To improve the safety, accessibility, comfort, and gender equity of the building for occupants;
2. To reduce the likelihood of requiring large future expenditures due to neglect;
3. To improve the general appearance of the building and interior spaces;
4. To improve energy efficiency.

#### DELIVERABLES

The deliverables for the project are:

1. Reconfiguration of space to meet current and future needs, and improve gender equity;
2. Reconfiguration to improve fire safety (refer to Fire and Life Safety report)
3. Updates to improve occupant comfort and energy efficiency (HVAC system/controls, new windows, and exterior doors)
4. Maintenance to improve exterior appearance (Siding replacement and exterior painting)
5. Maintenance to improve interior appearance (painting, flooring, trim, etc.)

### 4. TIMELINES AND MILESTONES

DATE	ACTION
2023-24, Q2	Complete design (Phase 2)
2023-24, Q2	Call for tenders (Phase 2)
2023-24, Q2	Begin construction (Phase 2)
2023-24, Q4	Complete construction (Phase 2)
<hr/>	
2024-25, Q1	Complete design (Phase 3)
2024-25, Q2	Call for tenders (Phase 3)
2024-25, Q2	Begin construction (Phase 3)
2024-25, Q3	Complete construction (Phase 3)



# PROJECT CHARTER: PW Building Renovations Phases 2-3 (Improvements for Occupant Safety & Comfort, Deferred Maintenance)

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## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

- Updates, safety, and maintenance priorities can be agreed on by Council and staff;
- No significant hidden defects or issues;
- Design for Phase 2 and 3 can be completed by 2023-24 Q2 and 2024-25 Q1 respectively.

### CONSTRAINTS

- Space will continue to be occupied and used to some extent during renovations – temporary site trailers will be required for some continued functionality

## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

The project is estimated at approximately **\$900,000** over the next two fiscal years (**\$600,000** in FY 2023/24, and **\$300,000** in FY 2024/25), following the successful completion of \$625,000 of unplanned work in phase 1 during the 2022-23 FY due to unforeseen circumstances.

### RESOURCES

**Project Lead:** Director of Engineering & Public Works

#### Internal Resources:

- **Engineering** – Provide architectural design, tender package prep, and project management

#### External Resources

- **Contractor** – Construction

### OPERATIONAL BUDGET IMPACT

- Maintenance and efficiency upgrades will reduce operational costs

### PROCUREMENT

In accordance with the Town's Procurement Policy 140-001, Section 5.3.4 "high value procurement of goods and services greater than \$50,000", construction will be publicly tendered where required.

## 7. ROLES & RESPONSIBILITIES

Council's role is to approve the 2023-24 Capital Investment Plan and subsequent projects.



# PROJECT CHARTER: PW Building Renovations Phases 2-3 (Improvements for Occupant Safety & Comfort, Deferred Maintenance)

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## 8. COMMUNICATION & ENGAGEMENT

A Communications Checklist will be prepared prior to the start of construction. Staff will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule.

**Prepared by:** Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works

**Date Prepared:** November 11, 2023

DRAFT

# PROJECT CHARTER: WWTP Phase 2 Upgrades and Expansion

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## 1. PURPOSE & DESCRIPTION

### PURPOSE

The proposed upgrades are necessary to ensure Wolfville continues to meet the applicable federal and provincial regulations that govern the operation of the wastewater collection and treatment facilities. These requirements are included in Wolfville's approval to operate issued by the Provincial Department of Environment. The upgrades planned will allow for population growth and ensure the facility meets the applicable regulations as the population grows. They will also improve energy efficiency and include flood risk mitigation work.

### DESCRIPTION

At present, the Town of Wolfville's wastewater treatment infrastructure is at times operating beyond maximum capacity and is often out of compliance with the Approval to Operate. The Town's engineering consultant (EXP) recommended upgrades as a two-phase approach, the first of which replaced aging process components, improved safety, and reduced chlorine residual in effluent, which was a time-sensitive requirement (Phase 1 completed in 2021). The second phase will increase the system's overall treatment capacity, as that was not the intent of the first phase.

The first phase of upgrades to the wastewater treatment facility were completed from 2020-2021, which consisted of the addition of mechanical screening equipment to prevent plastics and other solids from damaging aeration and disinfection equipment in the treatment process. This phase also included the replacement of original chlorine disinfection equipment that was at the end of its service life with a modern UV disinfection system that is safer to operate and has less of an impact to receiving waters.

As the Town is currently undergoing surging growth through new mixed residential and light commercial developments at the east and west ends of town, the additional capacity is urgently needed. This need was identified in a follow-up capacity assessment completed in February 2022 by EXP, the engineering consultant responsible for design of the first phase of upgrades. Approvals for new development projects have been and will continue to consider the overburdened infrastructure until it can be upgraded as required.

This project will aim to provide the increased capacity needed to treat and manage present and anticipated wastewater volumes by adding a third lagoon cell, improving aeration, process monitoring/automation, and adding environmental protective measures. Major project activities include:

- Detailed study and design, engineering, contract/specification preparation, and tendering;
- Construction of a third lagoon cell adjacent to existing cells within town-owned property boundaries, including de-sludging of both existing cells. The purpose of this item is to add surge capacity to reduce flooding/release of untreated sewage, increase hydraulic retention time, and improve the biological process for better treatment effectiveness;

# PROJECT CHARTER: WWTP Phase 2 Upgrades and Expansion

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- Improvements to existing aeration system to increase efficiency and reduce energy consumption. Addition of the third cell will require expanding/extending the aeration system;
- Improvements to process monitoring and control automation to optimize aeration (reduce energy consumption) and prevent flooding/release of untreated sewage;
- Construction of protective measures to safeguard existing plant buildings and recently upgraded infrastructure from sea level rise and climate change, as recommended in the Town's 2021 Flood Risk Mitigation study and report.

These upgrades will benefit the environment by improving the quality of the treated wastewater effluent using natural biological processes while reducing overall energy consumption. They will also provide the Town of Wolfville with much needed additional capacity to support population growth and economic development while improving resilience to climate change.

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes three (3) strategic directions and six (6) strategic principles. The project will meet the strategic directions and principals of Council by:

1. **Affordability** - The upgrades and design work for the wastewater treatment upgrades are funded within the proposed 2023-24 Capital Investment Plan, dependent on imminent ICIP funding announcement to cover 73.3% of total project costs.
2. **Transparency** - All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
3. **Community Capacity Building** - Allows for the population growth of the community while maintaining the treatment requirements of our approval to operate.
4. **Discipline to Stay the Course** – N/A
5. **United Front** – N/A
6. **Environmental Sustainability** - Design will ensure effluent quality is maintained and energy requirements are minimized where possible. Climate change and sea level rise is also a consideration.

### OTHER TOWN PLANS

- RFD 017-2022 ICIP Application: Green Environmental Quality Stream (2022-03-15)
- EXP Treatment Capacity Study and Report (2022)
- CBCL Flood Risk Mitigation Study and Report (2021)
- WOL014-2020 WWTP Phase 1 Upgrades and related documentation (2020)
- WWTP Phase 1 Project Charter (2020)

# PROJECT CHARTER: WWTP Phase 2 Upgrades and Expansion

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## 3. SCOPE

### OBJECTIVES

The objectives of the *WWTP Phase 2 Upgrades and Expansion* are:

1. To ensure effluent quality is maintained in accordance with governing regulations;
2. To improve efficiency of the facility and better manage energy requirements;
3. Allow for future growth of the community while maintaining effluent quality and environmental sustainability.

### DELIVERABLES

The deliverable for the project is completion of phase 2 upgrades and expansion by the end of the 2024-25 FY.

## 4. TIMELINES AND MILESTONES

DATE	ACTION
2023/24, Q1	Complete option-cost feasibility design (preliminary) and selection
2023/24, Q4	Geotechnical investigation and detailed design, including tender package preparation
2024/25, Q1	Tender phase and contractor selection
2024/25, Q4	Complete construction of upgrades and expansion

## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

- ICIP grant funding. Funding model assumes delivery of all approved funding from the Provincial and Federal governments.
- Council will approve funding model and timelines presented for Phase 2.

### CONSTRAINTS

- Budget – 2024/25 FY is the first of a three year period of significant investments into Town of Wolfville buildings and other capital assets.

### RISKS

- Plant will not operate in accordance with government regulations and our approval to operate without planned improvements;
- New development in Town may need to be paused until upgrades can be completed.

# PROJECT CHARTER: WWTP Phase 2 Upgrades and Expansion

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## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

**\$6,000,000** through 2024-25 FY with 73.3% external funding.

### RESOURCES

*Project Lead:* Director of Engineering and Public Works

#### Internal Resources:

- *Utility Operators* – Provide support during design and construction phases;
- *Municipal Engineering Technician* – Provide contract coordination and assistance to the Director.

#### External Resources:

- *Engineering Consultant*
  - Provide engineering design and consulting services to aid in selection of appropriate options;
  - Provide complete project management and contract administration during construction, per stipulations of the funding agreement;
  - Provide full-time site inspection during construction and closeout services.
- **Contractor(s)** – provide complete construction services to complete scope of work.

### PROCUREMENT

In accordance with the Town's Procurement Policy, Section 5.3 "high value procurement of goods and services greater than \$50,000", each component of the project will be publicly tendered separately. Use of engineering consultants will be from standing offer.

## 7. ROLES & RESPONSIBILITIES

Council's role is to approve the project charter and capital investment plan. Once approved, staff will lead the project through to completion with assistance from external resources as described above.

## 8. COMMUNICATION & ENGAGEMENT

Project updates will be provided to Council at major milestones through the course of design development, tendering, and construction through Information Reports and CAO updates.

**Prepared by:** Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works

# PROJECT CHARTER: WWTP Phase 2 Upgrades and Expansion

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Date Prepared: January 13, 2023 November 11, 2022

DRAFT

## 1. PURPOSE & DESCRIPTION

### PURPOSE

To plan, design and implement/construct a new Civic Complex (Library and Town Hall) at 359 Main Street – the location of the existing Town Hall.

### DESCRIPTION

Committee of the Whole have recommended to Council (October 18, 2022 – see [report](#)) to locate the new Civic Complex at 359 Main Street (decision to come on November 15 Council meeting).

The immediate next step is just simply a marketing document to start a fundraising campaign and to raise awareness with the Library. This would involve a basic illustrated concept on the chosen site and some high-level information – to be updated as the process moves forward. Wolfville Blooms platform will also be updated.

Another action Council may want to consider is visiting some libraries, as a team, to begin to imagine what could be.

Outside of this, Staff are going to work on a Request for Proposals – reviewed by Council so everyone is on the same page – to outline how a consulting team would work through the detailed library and town hall planning, public consultation, and costing so we can have a project ready to meet the 2026-27 budget timeline.

If we issue the RFP by the Fall of '23, this gives us a 2 year and bit timeframe to work through a process and have construction drawings ready for the winter of '25 in advance of the '26/27 build year.

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

- Municipal Planning Strategy
- Asset Management Plan

## 3. SCOPE

### OBJECTIVE

The objective of the project is to build a new civic complex – library and town hall.

**Detail**

# PROJECT CHARTER: Wolfville Civic Complex (Library and Town Hall) '23-27 Capital Investment Plan



## DELIVERABLES

The deliverables for the project are an improved Wolfville Public Library

**Detail**

## 4. TIMELINES AND MILESTONES

DATE	ACTION
2023/24	Issue RFP (fall '23? Earlier if possible)
2024/25	Consultation, Preliminary Design, Options, etc
2025/26	Refined Design, Final Design and Costing
2026/27	Implement/Build and Project Management
'28	Opening?

## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

**XXX** to be updated

## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

% allocated of \$8.9 million budget spread from year 1-3 in advance of building

### RESOURCES

**Project Leads: Director of Engineering & Director of Planning**

#### Internal Resources:

- **TBD**

#### External Resources

- **Consultant – TBD**
- **Builders/Contractor(s) – TBD**

### PROCUREMENT

RFP will lead to a public call for proposals. Still thinking to be done on overall approach (e.g. design-build or other process)

## 7. ROLES & RESPONSIBILITIES

Council's role is to approve the Project Charter and Capital Investment Plan. The RFP will be reviewed by Council before issuance. Council will be involved throughout the consultation and design process.



## 8. COMMUNICATION & ENGAGEMENT

Engagement TBD

DRAFT

## 1. PURPOSE & DESCRIPTION

### PURPOSE

To plan, design and implement/construct improvements to the Town's **Active Transportation infrastructure, sidewalks, traffic calming/safety measures, crosswalks, and intersections**

### DESCRIPTION

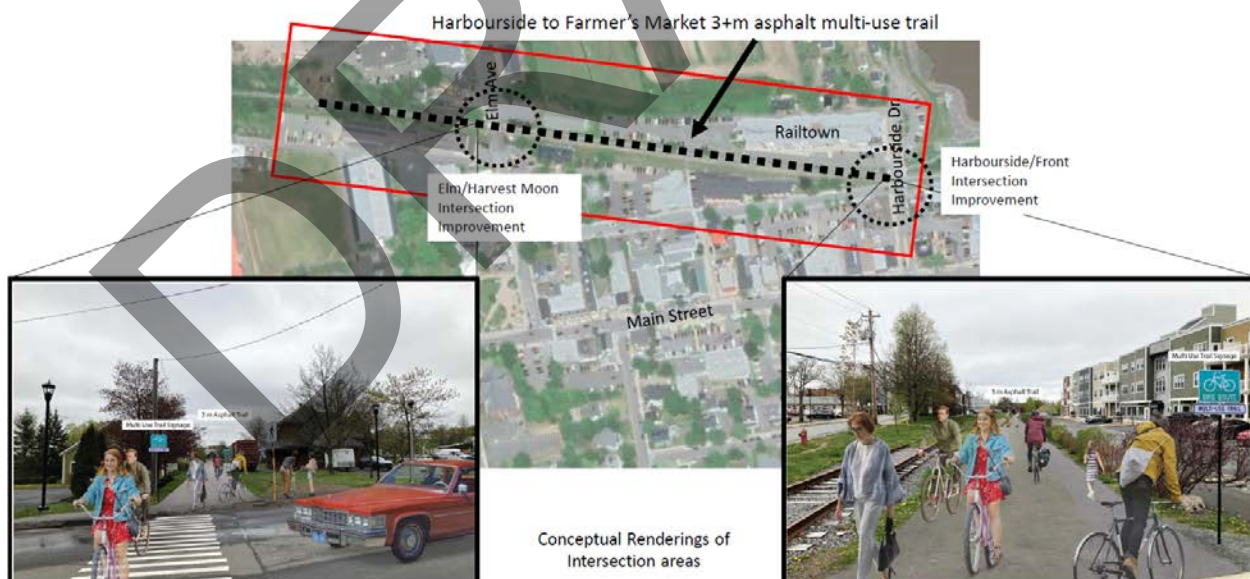
#### Active Transportation

- The Town applied for federal/provincial AT grant funding during the past year. If the application is successful and the Town awarded the amount included in application, \$2.2 million, the Capital Investment Plan would see \$3 million (existing CIP funding of \$800,000 plus grant) available to address the elements of the AT Network presented to Council in June 2022. Staff are reviewing how improvements involving the Harvest Moon Trail connections at Harbourside Drive and Elm Ave. can be implemented. Elements that can be considered if the grant application is successful include paving the Harvest Moon Trail from Harbourside to The Farmer's Market, Intersection safety at Harbourside and Elm, and a connection from Highland Ave to The Harvest Moon trail at the Market. If the application is unsuccessful, details of how to use the \$800,000 will have to be made. The project details are shown below:

### Harvest Moon Trail and Intersections



See Project Map: **2**



# PROJECT CHARTER: Mobility and Traffic Safety

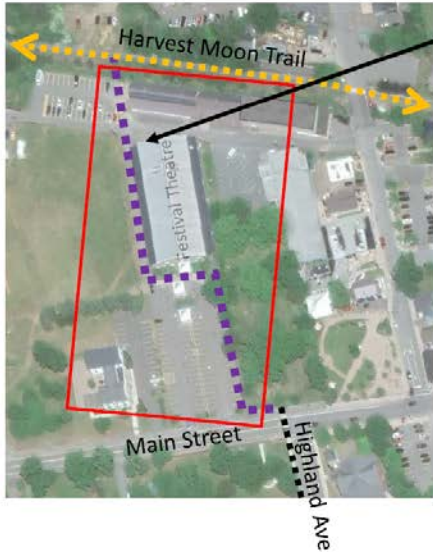
## 2023-24 Capital Investment Plan – Mobility and Traffic Safety



### Connector Highland Avenue to Harvest Moon Trail



See Project Map: **3 b**



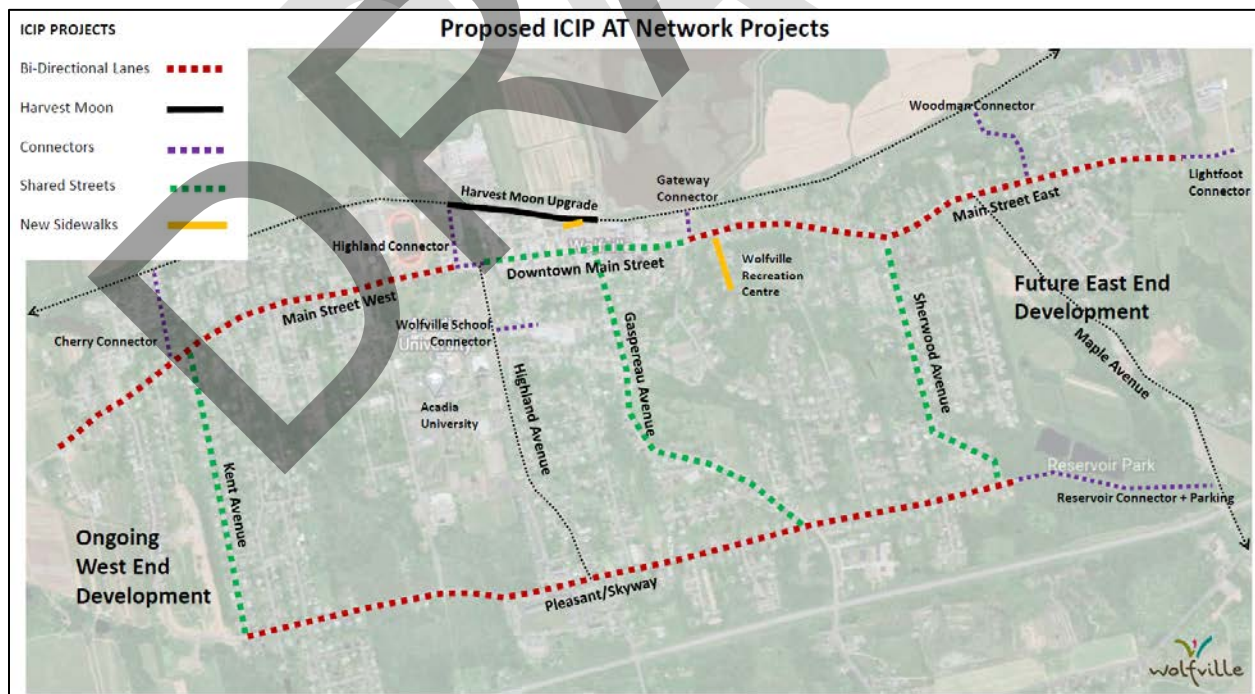
#### Project Details:

3.2m asphalt multi-use path, paint, signage through fire lane along Festival Theatre and on to Harvest Moon trail.



Conceptual rendering of proposed condition at Main Street looking north.

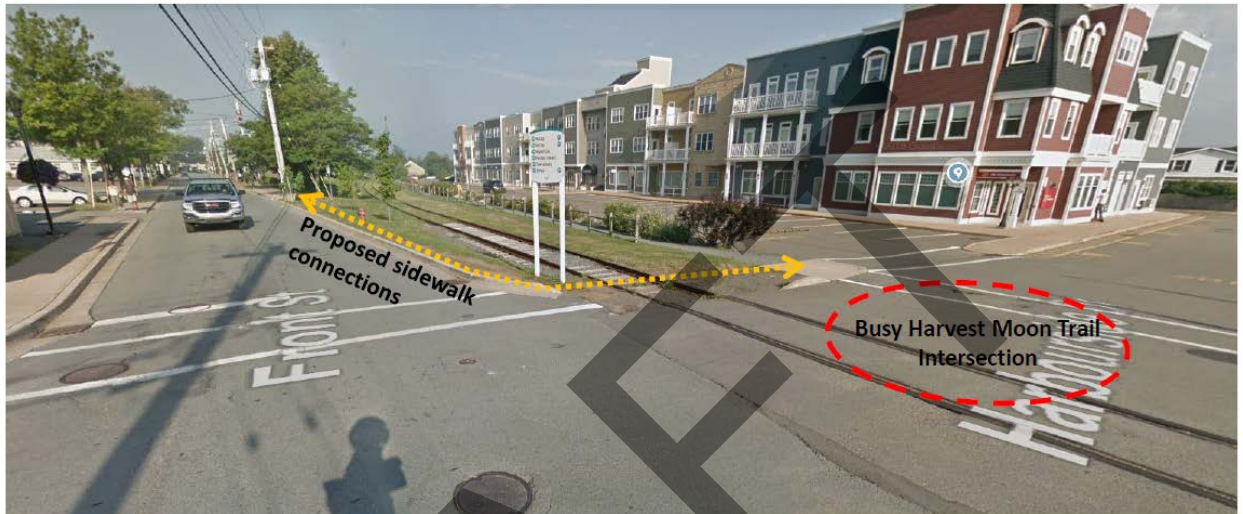
- The overall AT network is shown below and the [June 2022 Council package](#) outlines project details and is where Council passed the motion to proceed with the funding application.





### Sidewalks

- Through the Town’s AT ICIP application, year 1 project is to finish the sidewalk along Harbourside and Front.



- New sidewalk projects on Staff’s radar are: Victoria, Kent, Hillcrest, and Earnescliff are being evaluated currently based on whether streets will be re-built and the timing of such
- Staff will again evaluate and rehabilitate a number of sidewalks in the 23-24 budget year based on need (this work is ongoing) and will be communicated with Council. This work would be carried out as part of the annual Street/Sidewalk maintenance program.
- Staff are looking to develop a sidewalk policy that can guide longer-term sidewalk priority setting and improve the condition assessment process

### Crosswalks

- Council recently adopted a crosswalk policy.
- Staff have in the last year installed 3 RRFs (flashing beacons) at Landmark East, Woodman Rd and Willow Ave. New street lighting will also be installed at these locations for increased safety. Staff have also purchased traffic and pedestrian counting equipment.
- Rainbow crosswalk installations at intersection crosswalks (not mid-block) are being looked at.
- Elm Avenue and Harbourside intersections/Crosswalks will be upgraded as part of the AT improvements in 23-24
- On Staff’s radar now for evaluation are Pleasant/Huron, Gaspereau/Pleasant, Main/Maple, Main/Victoria and additional evaluation of existing crosswalks based on the recently adopted policy is needed. As the budget process continues and Staff have evaluated options, priorities for 23-24 will be brought forward.

### Traffic Calming (Traffic Safety)

- A Pilot Project using seasonal speed bumps on Willow Ave was installed in spring of ‘22. This will be re-installed in the Spring of ‘23.

**PROJECT CHARTER: Mobility and Traffic Safety**  
**2023-24 Capital Investment Plan – Mobility and Traffic Safety**



- Speed tables or raised crosswalks (or other traffic calming measures) have been proposed as traffic calming measures as part of the ‘shared streets’ component of our AT ICIP application (Kent, Sherwood, Gaspereau, Cherry)
- Staff are looking to develop a traffic calming policy that can guide longer-term priority setting and evaluate requests

**Intersections**

- 4-way stop (Gaspereau-Main-Harbourside): Based on growth projections, analysis to-date, and traffic volumes, Staff would like to take this coming fiscal year (23-24) to further evaluate and bring a traffic light proposal into next year’s budget discussion. For this year, a \$100,000 placeholder is being contemplated in year ‘24-’25 fiscal year to install lights. Funding scenarios will be reviewed to determine whether the project fits it that year.
- Gaspereau and Pleasant intersection has been identified as one that could benefit from improvements. Currently Staff are looking to implement a 4-way stop at this location in the ‘23-24 fiscal year to increase the level of safety until a street re-build is contemplated.

**2. ALIGNMENT TO COUNCIL’S STRATEGIC PLAN & OTHER TOWN PLANS**

- Municipal Planning Strategy
- Asset Management Plan

**3. SCOPE**

**OBJECTIVE**

The objective of the project is to improve mobility options, safety and accessibility.

**Detail** to come

**DELIVERABLES**

The deliverables for the project are the projects outlined above, with more detail to come.

**Detail** to come

**4. TIMELINES AND MILESTONES**

**To be updated**

DATE	ACTION
2023/24	
2024/25	

**5. ASSUMPTIONS, CONSTRAINTS & RISKS**

**To be updated**

## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

To be updated

### RESOURCES

**Project Lead: Director of Planning**

#### Internal Resources:

To be updated

#### External Resources

To be updated

### PROCUREMENT

TBD depending on value of improvements pursuant to policy.  
The design work would be done through the Town's standing offers.

## 7. ROLES & RESPONSIBILITIES

Council's role is to approve the Project Charter and Capital Investment Plan.

## 8. COMMUNICATION & ENGAGEMENT

Engagement TBD

# PROJECT CHARTER: PW & Parks Fleet Acquisition Program

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## 1. PURPOSE & DESCRIPTION

### PURPOSE

Each year the Town replaces equipment as required, to ensure the fleet inventory is maintained in a cost-effective manner and enables staff to provide the level of services mandated.

### DESCRIPTION

The vehicle replacement schedule is developed by staff as a guide for determining the useful life of Town vehicles. The schedule, with input from the Town's mechanic, the Manager of Public Works, and the Parks Lead Hand, is used to determine which vehicles are scheduled for replacement each year. The following vehicles and equipment are planned to be purchased, or have been flagged for replacement:

#### FY 2022/23

- Vehicle #23 (Public Works 3-ton Plow Truck) – The new 3-ton vehicle tendered in 2022 is expected to be delivered by the end of February, 2023, and will be given a new unit number. The existing 1-ton Vehicle #23 will have some minor maintenance and rehabilitation work completed for use by Parks staff during the summer seasons, and as a spare plow truck by Public Works in the winter.
- Bylaw Car – Procurement was completed in late 2022 for a new battery-electric vehicle to replace the existing Ford Fusion for use by Compliance staff. A level-2 electric charger was installed behind Town Hall for this vehicle. The Fusion will remain in the Public Works fleet for regular use by the new Municipal Engineering Technician, and occasional use by building inspectors and shop staff when available.

#### Year 1 – 2023/24

- **\$300,000** – Replacement for Vehicle #25 (Public Works 5-ton Plow Truck) – A replacement with similar specifications will be tendered after budget approval. It is expected that delivery will be 1-2 years after award of contract. **Upon receiving, the new vehicle will be given a new unit number** and the existing 5-ton plow truck will remain in the fleet as a backup until disposal.
- **\$13,500** – Replacement for portable sewer camera – This new unit will replace the Public Works department's existing portable sewer camera, which is more than 20 years old, and does not function well or reliably. The new unit will have a modern, high-definition display and be capable of exporting video in current compressed digital file formats for archives.
- **\$17,500** – New equipment (Portable LED light tower) – This acquisition will allow for a safer work environment for work crews and event staff during night operations.

#### Year 2 – 2024/25

- **\$10,000** – Vehicle #18 (Wacker Neuson Loader) – Planned acquisition of a small plow blade to allow for more flexibility in snow removal operations and maximize equipment usage.

## PROJECT CHARTER: PW & Parks Fleet Acquisition Program

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- **\$50,000** – Vehicle #22 (Public Works 1/2 ton regular-cab work truck) – Scheduled regular replacement for a vehicle at the end of its useful life.
- **\$22,000** – Vehicle #34 (Parks Micro Truck) – Scheduled regular replacement for a vehicle at the end of its useful life.
- **\$45,000** – Vehicle #40 (Parks Tractor with Cab) – Scheduled regular replacement for a piece of equipment at the end of its useful life.
- **\$90,000** – Vehicle #14 (Utility 1/2 ton 4x4 work truck) – This vehicle, used by one of our Utility operators is being considered for replacement with a heavier-duty pick up with space cap (tall enough to stand and work in), or a Sprinter-style work van. The current Vehicle #30 is a 2014 Ford F150, which was retained in the fleet when we acquired Vehicle #30 in 2021 (instead of trading in.) *The replacement details and year are tentative at this point, and may push to a future year, or be considered for alternative procurement (such as acquisition at auction).*

### Year 3 – 2025/26

- **\$190,000** – Vehicle #51 (Public Works Sidewalk Plow) – The current Vehicle #51 is a 2017 model year, and is manufactured by Trackless (based in Ontario). These units are heavily used in some of the most severe operating conditions. During summer seasons, these Trackless units are also used for mowing and tree trimming with the flail-mowing attachments. This unit is scheduled for regular replacement as it is expected that it will be at the end of its useful life.
- **\$50,000** – Vehicle #20 (Parks 1/2 ton regular-cab work truck) – Scheduled regular replacement for a vehicle expected to be at the end of its useful life.
- **\$18,000** – Vehicle #39 (Parks small riding mower) – Scheduled regular replacement for a piece of equipment expected to be at the end of its useful life.
- **\$40,000** – Vehicle #38 (Parks large riding mower) – Scheduled regular replacement for a piece of equipment expected to be at the end of its useful life.

At this time, there are no reasonable battery-electric alternatives for the fleet vehicles and equipment scheduled for replacement in years 1-3. This will be re-assessed on an annual basis, as will the availability of grants and other external funding relating to decarbonization. The replacement plan for all vehicles and equipment is reviewed annually to maximize life cycle use within an acceptable maintenance budget and reliability tolerance for each piece of equipment.

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes three (3) strategic directions and six (6) strategic principles. The project will meet the strategic directions and principals of Council by:



# PROJECT CHARTER: PW & Parks Fleet Acquisition Program

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## Council Strategic Principles:

1. **Affordability** - Developing and keeping a schedule for fleet replacements ensures that the replacement costs are manageable for the Town. It also ensures staff has reliable equipment needed to complete work assigned, and deliver the levels of service committed to by Council.
2. **Transparency** - All capital projects and acquisitions are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
3. **Community Capacity Building** - N/A
4. **Discipline to Stay the Course** - N/A
5. **United Front** - N/A
6. **Environmental Sustainability** – Assessing market options and availability for battery-electric alternatives ensures replacements are evaluated through a lens of environmental sustainability.

## OTHER TOWN PLANS

- Vehicle replacement schedule
- Electrification of fleet
- Capital Investment Plan

## 3. SCOPE

### OBJECTIVES

The objectives of the *PW & Parks Fleet Acquisition Program* are:

1. To manage the cost of operating and maintaining the Town fleet in a manner that maximizes the useful life, controls growth of the fleet, and accurately budgets for maintenance and replacement costs.
2. To promote an orderly system of purchasing and financing a fleet replacement process and plans for future departmental requirements.
3. To ensure continued reliability of fleet to maintain current or planned levels of service.

### DELIVERABLES

The deliverable for the project is to replace and add the vehicles and equipment identified in accordance with the current replacement schedule and departmental requirements.

# PROJECT CHARTER: PW & Parks Fleet Acquisition Program

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## 4. TIMELINES AND MILESTONES

DATE	ACTION
2023-24, Q1	Call for tenders for Y1 ( <i>or other alternative procurement, where applicable</i> )
2023-24, Q1	Award contracts
>2023-24, Q3	Delivery of vehicles
2023-24, Q4	Re-assess current Y2-3 plans and adjust as needed

---

## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

- Assumes budgeted amounts are sufficient to cover acquisition costs.
- Assumes a conventional tender process is still appropriate for vehicle and equipment purchases – i.e. that a call for tender will result in multiple competitive bids.

### CONSTRAINTS

- Supply chain issues causing long delivery delays and price escalations.

### RISKS

- If vehicles are not replaced as scheduled, the Town runs the risk of using older, less reliable equipment that becomes harder to replace in a timely manner, more difficult to find parts for and maintain, and increased operating costs. Less reliable equipment also poses a risk to service levels should equipment go down for repairs.
- The Town operates with only one piece of equipment for most tasks, therefore, it is important to keep equipment well maintained to ensure less down time due to unscheduled repairs. Most critical equipment does not have a backup in the current fleet.

## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

- Year 1 – 2023/24: **\$339,000** for Public Works, Parks, Utility, and other Equipment
- Year 2 – 2024/25: **\$217,000** for Public Works, Parks, Utility, and other Equipment
- Year 3 – 2025/26: **\$298,000** for Public Works, Parks, Utility, and other Equipment
- **Operational budget impacts:** Controls operational spending by reducing maintenance costs

*The budget costs depicted for years 2-3 are subject to change based on supply-chain and other market conditions.*

# PROJECT CHARTER: PW & Parks Fleet Acquisition Program

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## RESOURCES

- **Project Lead:** Operator/Mechanic and Administrative Assistant, with input from Director of EPW
- **Other internal resources:** Public Works to provide bid review

## PROCUREMENT

In accordance with the Town's Procurement Policy 140-001, Section 5.3.4 "high value procurement of goods and services greater than \$50,000", construction will be publicly tendered where required.

## 7. ROLES & RESPONSIBILITIES

It is Council's role to approve the Capital Investment Plan and related projects. Once approved, it is Staff's role to manage the procurement process.

## 8. COMMUNICATION & ENGAGEMENT

N/A

**Prepared by:**

Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works

**Date Prepared:**

January 11, 2023



# PROJECT CHARTER: Lift Station Inspections and Rehabilitations

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## 1. PURPOSE & DESCRIPTION

### PURPOSE

This project is being planned to assess the current condition of Town's six (6) sanitary sewer lift stations, and perform minor maintenance and rehabilitation work to increase reliability and operator safety.

### DESCRIPTION

The focus of this project will be to retain the services of an Engineering Consultant from our Standing Offer list to thoroughly review each of the Town's six (6) sanitary sewer lift stations. This is a multi-year project spanning from the 2023/24 FY to 2025/26. The focus in Y1 will be for the consultant to review any existing engineering plans and maintenance records, inspect each lift station thoroughly for condition of structures and components, and present recommendations and budget costs for maintenance and rehabilitation work. The focus of Y2 and Y3 will be on the implementation of the consultant's recommendations.

Planned within the scope of this project over the next three years is the replacement of aging SCADA panels and components, including connecting each lift station to the Valley Community Fibre Network (VCFN) to improve SCADA communication reliability and security.

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes three (3) strategic directions and six (6) strategic principles. The project will meet the strategic directions and principals of Council by:

Council Strategic Principles:

1. **Affordability** – The assessment and rehabilitation work for the lift stations will be funded by the proposed 2023-24 Capital Investment Plan.
2. **Transparency** – All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
3. **Community Capacity Building** – Allows for the population growth of the community while maintaining the environmental requirements of our approval to operate.
4. **Discipline to Stay the Course** – N/A
5. **United Front** – N/A
6. **Environmental Sustainability** – Maintenance and rehabilitation work will ensure sanitary sewage overflows are minimized or eliminated with improved capacity and equipment reliability. Climate change and sea level rise is also a consideration of this work.

# PROJECT CHARTER: Lift Station Inspections and Rehabilitations

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## 3. SCOPE

### OBJECTIVES

The objectives of the *Lift Station Inspections and Rehabilitations* project are:

1. Identifying age and life cycle of existing components in each lift station
2. Reviewing maintenance records and discussing the operation each lift station with the Town's Utility operators to identify pain points
3. Reviewing electrical hardware to assess life-safety risks
4. Reviewing standby power equipment capabilities
5. Identifying capacity and redundancy issues
6. Reviewing SCADA integration

### DELIVERABLES

The deliverables for the project are:

1. Consultant recommendations for improvements.
2. Tender packages and specifications for required maintenance and rehabilitation work.
3. Maintenance and rehabilitation work for all lift stations, as required, over three years.
4. Connection of lift stations to VCFN and replacement SCADA hardware.

## 4. TIMELINES AND MILESTONES

DATE	ACTION
2023-24, Q1	Prepare and issue RFP to consultant(s), award consultant scope
2023-24, Q2	Investigations and field work
2023-24, Q3	Review consultant recommendations, tender and specification package preparations
2023-24, Q4	Issue work packages for Y1 projects for tender
2024-25	Y2 projects
2024-26	Y3 projects

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## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

Assumes budgeted amounts are sufficient to cover consulting and construction costs.

# PROJECT CHARTER: Lift Station Inspections and Rehabilitations

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## CONSTRAINTS

Supply chain issues causing long delivery delays and price escalations.

## RISKS

- Life safety risks (dated and inadequate electrical safety systems on control panels)
- Environmental risks due to station overflows during periods of high demand or equipment failures

## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

- Year 1 – 2023/24: **\$115,000** – Covers assessment and planning work for the first two lift stations, and the SCADA and electrical panel upgrades for the first two lift stations.
- Year 2 – 2024/25: **\$215,000** – Covers assessment and planning work for the second two lift stations, including SCADA and electrical panel upgrades. Also includes consultant-recommended maintenance and rehabilitation work from Y1 assessment for the first two lift stations.
- Year 3 – 2025/26: **\$165,000** – Covers assessment and planning work for the last two lift stations, including SCADA and electrical panel upgrades. Also includes consultant-recommended maintenance and rehabilitation work from Y2 assessments for the second two lift stations.

### RESOURCES

- **Project Lead:** Municipal Engineering Technician with oversight by Director of EPW
- **Other Internal Resources:** Utility Operators, PW Mechanic

### PROCUREMENT

In accordance with the Town's Procurement Policy, Section 5.3 "high value procurement of goods and services greater than \$50,000", each component of the project will be publicly tendered separately. Use of engineering consultants will be from standing offer.

## 7. ROLES & RESPONSIBILITIES

Council's role is to approve the project charter and capital investment plan. Once approved, staff will lead the project through to completion with assistance from external resources as described above.

## 8. COMMUNICATION & ENGAGEMENT

N/A

**Prepared by:** Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works

# PROJECT CHARTER: Lift Station Inspections and Rehabilitations

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Date Prepared: January 12, 2023

DRAFT



# PROJECT CHARTER: East Main St. Cross Culvert Replacement

## 1. PURPOSE & DESCRIPTION

### PURPOSE

The purpose of this project is to replace components of failed, inadequate infrastructure within one of the Town's critical transportation arteries. The new configuration will meet modern environmental standards and legislation, accounting for future growth and a changing climate. The work will also improve the overall street condition, appearance, and functional safety for all road users (pedestrians, cyclists, and motorists) in the vicinity of the work.

### DESCRIPTION

Main Street is the primary artery for traffic through Wolfville, with residents, students, and tourists relying on its use. At present, there are two parallel culverts near Civic 133 Main Street which are in disrepair, and require full replacement. These culverts convey flow from a watercourse which runs south to north, and which has a tributary watershed area of approximately 96 hectares, including a significant portion of the planned East End development. A site visit was conducted by DesignPoint and the Town of Wolfville (Town) staff on August 18, 2022, which included a preliminary assessment of the existing culverts and surrounding area. The two culverts at this location are a Corrugated Steel Pipe (CSP) and a Cast-In-Place arched concrete culvert, installed side-by-side. The CSP culvert has undergone significant corrosion, with the bottom of the pipe completely gone. The CIP culvert is in adequate condition but is not hydraulically adequate on its own.

At this location, there are two existing catch basins on Main Street which tie directly into the CSP culvert. There is significant erosion of the asphalt and roadbed material around the catch basin on the south side of Main Street, which has been a public hazard marked by an orange cone for more than a year. This is particularly hazardous to cyclists using the eastbound bicycle lane.

Main Street at the culvert crossing location has municipal water and wastewater services, with pipes for each system crossing under the existing

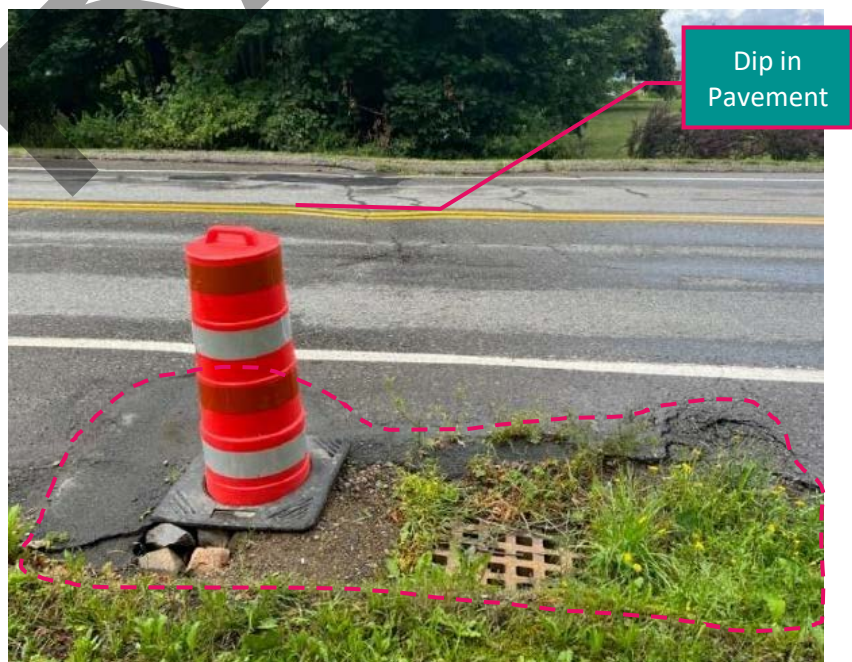


Figure 1 - Deterioration at South Catch Basin



# PROJECT CHARTER: East Main St. Cross Culvert Replacement

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culvert. The actual depths of the pipes are unknown as there is limited record information for this location. It has been recommended that a hydro-vac excavation be conducted in the vicinity of the existing culverts to determine the actual depth of the existing water main, information will be critical during the detailed design of the culvert replacement so that the water main can be designed to be lowered, if required.

This project aims to replace both culverts with a single, new, 3-sided precast concrete box culvert of adequate hydraulic capacity, meeting current standards and legislation required by the Nova Scotia department of Environment and Climate Change (NSECC). The two existing failed Main Street catch basins will be replaced with new, precast concrete units in a new location slightly east of where they are currently, and will be properly connected to the new precast box culvert.

Engineering and Public Works will continue to work with DesignPoint to complete the detailed design work in keeping with the preliminary design work already completed. They will prepare a tender and specification package so the Town can tender the work and complete the culvert replacement project in the 2023-24 FY.

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes three (3) strategic directions and six (6) strategic principles. The project will meet the strategic directions and principals of Council by:

- Improving quality of life for all by providing safe and reliable transportation and storm drainage infrastructure; and
- Maximizing our infrastructure investments by responsibly allocating Capital funds to the projects where it is needed most.

### Council Strategic Principles:

1. **Affordability** – The street section of the Capital Investment Plan (CIP) is a funding priority for the Town. This is the first section of the CIP to be funded to ensure these projects can be completed effectively.
2. **Transparency** – All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
3. **Community Capacity Building** – While not directly, this project ties into the planned East End development projects as this structure drains a major tributary of the proposed development.
4. **Discipline to Stay the Course** – The CIP presents a 10-year plan for street work and has considered the paving condition index, status of underground infrastructure, public feedback, etc. Staff plan projects in accordance with the CIP unless circumstances such as infrastructure

# PROJECT CHARTER: East Main St. Cross Culvert Replacement

failures necessitate the need to adjust the order of street reconstruction. This is reviewed on an annual basis.

5. **United Front** – N/A
6. **Environmental Sustainability** – This project will adhere to current environmental standards with respect to the discharge characteristics expected in the receiving environment, and fish passage where applicable.

## OTHER TOWN PLANS (Appendix A)

- *DesignPoint Proposal for Services - Town of Wolfville Culvert Design 23AUG2022.pdf*
- *DesignPoint 22-449\_Preliminary\_20221122.pdf*

## 3. SCOPE

### OBJECTIVES

The major objectives of the *East Main St. Cross Culvert Replacement* project are:

1. Replace components of failed, inadequate infrastructure within one of the Town's critical transportation arteries;
2. Meet modern environmental standards and legislation;
3. Account for future growth and a changing climate;
4. Improve the overall street condition, appearance, and functional safety for all road users (pedestrians, cyclists, and motorists).

### DELIVERABLES

The deliverables for the project are:

1. Detailed design work, project specifications, and a public construction tender;
2. A new, 3-sided concrete box culvert;
3. Two new concrete catch basins on Main Street;
4. New street at the replacement location (including asphalt paving, road base materials, and concrete curb, gutter, and sidewalk on both sides)

## 4. TIMELINES AND MILESTONES

DATE	ACTION
2023-24, Q1	Detail design work, project specifications, and tender package
2023-24, Q2	Public tender and contract award

# PROJECT CHARTER: East Main St. Cross Culvert Replacement

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2023-24, Q2-3 | Complete construction scope

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## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

- CIP for FY 2023-24 is approved by Council;
- Detailed design can be completed by March 2023;
- Allocated budget is sufficient to cover remaining scope.

### CONSTRAINTS

- Approvals from external parties such as NSECC and the Department of Fisheries and Oceans may be required.

### RISKS

- Approvals from external parties at the Provincial and Federal level can be lengthy and may jeopardize the timeline and milestone schedule;
- Unknown depth of sanitary sewer and water main through this section of Main Street may necessitate post-award changes to construction scope, which can be costly

## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

With the assistance of DesignPoint, an estimated budget of **\$375,000** has been allocated in the CIP for this project. The department's *Operational Maintenance Budget* for roads and streets is not expected to be impacted in a significant way, though regular monitoring and patching at the location of the failed culvert is expected to result in a slight reduction of costs.

### RESOURCES

#### Internal Resources

- **Project Lead** – Engineering and Public Works. The detailed design phase of this project will be lead by the Director of Engineering & Public Works, with subsequent management and inspection of construction to be lead by the department's Municipal Engineering Technician.
- **Support and Coordination** – This work will be coordinated with the Manager of Public Works to manage and monitor detours and other impacts to the public and local residents.

# PROJECT CHARTER: East Main St. Cross Culvert Replacement

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## External Resources

- **Engineering Consultant** – DesignPoint will complete the detailed design, project specifications, tender package, and assist on an as-needed basis with questions during construction (through to closeout).
- **Construction Contractor** – The construction scope will be awarded to the successful bidder.

## PROCUREMENT

In accordance with the Town's Procurement Policy, Section 5.3 "high value procurement of goods and services greater than \$50,000", each component of the project will be publicly tendered separately. Use of engineering consultants will be from standing offer.

## 7. ROLES & RESPONSIBILITIES

Council's role is to approve the project charter and capital investment plan. Once approved, staff will lead the project through to completion with assistance from external resources as described above.

## 8. COMMUNICATION & ENGAGEMENT

Project updates will be provided to Council at major milestones through the course of design development, tendering, and construction through Information Reports and CAO updates.

A *Communications Checklist* will be prepared prior to the start of construction. All residents will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule. Detours and limited access will be clearly communicated with media messaging and site-level information with flashing message boards.

**Prepared by:** Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works  
**Date Prepared:** January 13, 2023

August 23, 2022

**Town of Wolfville**

359 Main Street  
Wolfville, NS, B4P 1A1

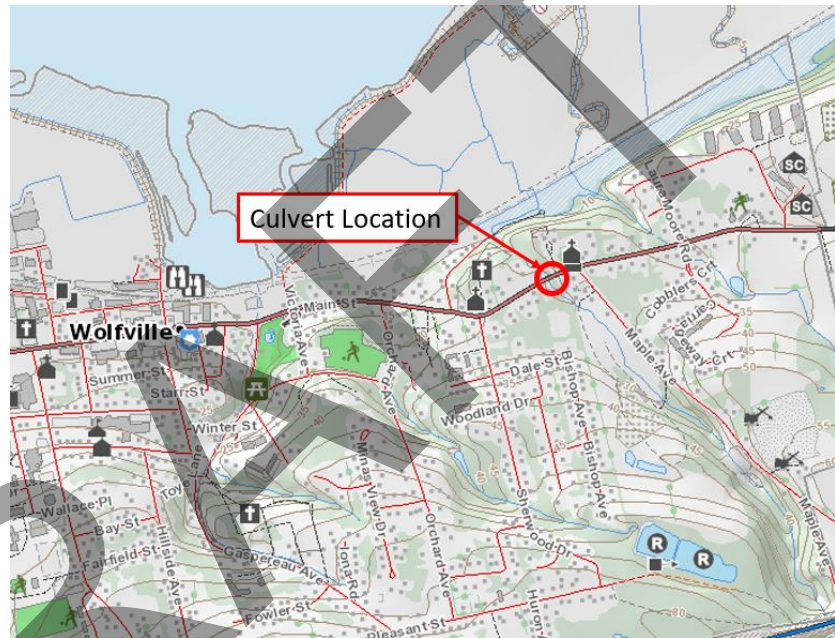
Attention: Alexander de Sousa, P. Eng., Director of Engineering & Public Works

**RE: Proposal for Engineering and Surveying Services – Main Street Wolfville Watercourse Culvert Assessment and Replacement**

Further to your email on August 8, 2022, we are happy to provide a scope of work and fee for services relating to the detailed design and construction support for the replacement of two parallel watercourse culverts near Civic 133 Main Street, in Wolfville, Nova Scotia.

**Project Understanding**

Main Street is the primary artery for traffic through Wolfville, Nova Scotia, with residents, students, and tourists relying on its use. It is understood that there are two parallel culverts near Civic 133 Main Street which are in disrepair, and which likely require full replacement. These culverts convey flow from a watercourse which runs south to north, and which has a tributary watershed area of approximately 96 hectares. A site visit was conducted by DesignPoint and the Town of Wolfville (Town) staff on August 18, 2022, which included a preliminary assessment of the existing culverts and surrounding area. It was discovered that the easternmost culvert is a 900 mm diameter corrugated steel pipe (CSP) culvert, and the westernmost culvert is a cast-in-place (CIP) concrete culvert, measuring approximately 900 mm x 900 mm with an arch structure at the top. The CSP culvert has undergone significant corrosion, with the bottom of the pipe completely gone. The CIP culvert is in good condition but may not be hydraulically adequate on its own.



*Culvert Location*



*Road Surface Degradation*

As detailed in The Town’s GIS data, there are two existing catchbasins which tie directly into the CSP culvert. There is significant road material which is eroding around the catchbasin on the south side of Main Street which has



become a public hazard. Significant asphalt and gravel can be seen underneath this catchbasin in the existing CSP culvert.

Main Street at the culvert crossing location has municipal water and wastewater services, with pipes for each system crossing the existing culvert. It is understood that there are no available record drawings for the water/wastewater systems in this area. As such, the actual depths of the infrastructure are unknown. The inverts of the wastewater system in the area will be collected as part of the Site Topographic Survey task, but the depth of the existing water main will not be known. It is recommended that a hydro-vac excavation be conducted in the vicinity of the existing culverts to determine the depth of the existing water main. This information will be critical during the detailed design of the culvert replacement so that the water main can be designed to be lowered, if required.

It is understood that The Town is looking to have these two existing culverts replaced with a single culvert of adequate hydraulic capacity. DesignPoint is pleased to provide the following scope of work to complete the detailed design and construction support services relating to the replacement of these two culverts.

## Scope of Services

### 1. Site Topographic Survey

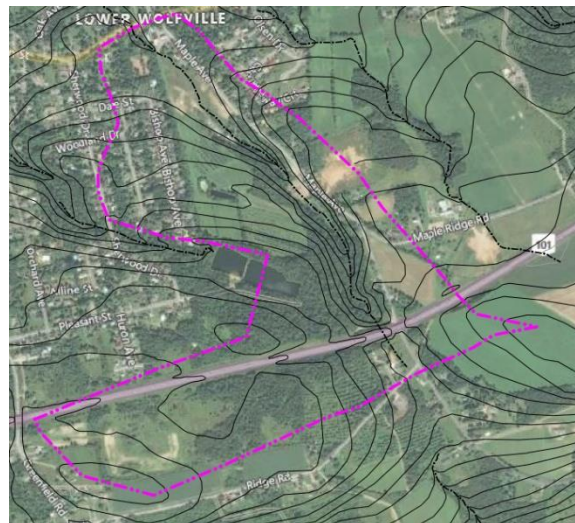
Using modern GPS and total station survey equipment, we will collect topographic data of the relevant surface features around the culvert crossing. Our survey crew will be fully briefed by the Project Manager as to what points will need to be located in the field. These points will include the watercourse, culverts, road surface, top/bottom of slopes, manholes, valves, hydrants, utility poles, and any other items necessary to complete proper detailed designs. We will also set several geodetic control points at each site. These control points will be set close enough to the work for easy use during construction but out of the way such that the control points are not destroyed during construction. The control points will be shown on the design drawings with coordinates and elevations such that the construction activity can take place from the same datum.

As DesignPoint provides both engineering and surveying services, we can collect field data and efficiently transform it into data which is useable by the engineering design team. This topographic data will be combined with property boundaries from provincial property mapping to form the base plan.

### 2. Hydrologic/Hydraulic Assessment

Using provincially available LIDAR elevation data, we will delineate preliminary drainage boundaries to the culverts. We often find, especially with urban environments, preliminary drainage boundaries have errors that need to get corrected through field verification. These errors could include high points in different locations, connectivity of existing storm infrastructure, and several other factors. It is critical that the watershed boundary is properly determined as all the subsequent work done is based on the information determined from that area. Once the preliminary drainage boundaries have been determined, we will conduct a site visit to field verify the boundaries.

With the drainage areas confirmed, we will prepare a hydrologic model using a computer-based stormwater



Preliminary Drainage Boundary Using Topographic Mapping Contours

modeling program (HydroCAD) which calculates stormwater runoff by applying local rainfall using the SCS TR-20 method. We have used this model extensively in Nova Scotia and for several projects within Wolfville. As part of the hydrology calculations, we will need to select appropriate land uses and corresponding curve numbers (CN). The CN values will be based on current land uses and / or the projected land uses based on current zoning.

The hydrologic model will require rainfall data to simulate a significant rainstorm – the 1:100-year design storm input data will be used for this watercourse culvert. We will, in consultation with The Town, consider increasing the current theoretical rainfall amounts to adjust for possible climate change induced increases.

With the design rainfall event selected, the hydrologic model will then be used to calculate the peak flow to the watercourse crossing. Once the peak flow is determined, culvert geometries will be added to the HydroCAD model to determine the most appropriate design option. The model will calculate the headwater at the inlet of the culvert. Generally, we need to limit the headwater to reach no higher than the top of the culvert. We will look at various culvert configurations to determine the most suitable and cost-effective choice. We will provide The Town with a summary email outlining the possible culvert geometries and order of magnitude costs for each option.

### *3. Preliminary Design*

Once the desired culvert geometry has been determined, the base plans will be advanced to the preliminary design stage. These drawings will show the extent of the proposed work and will provide The Town with an opportunity to provide input at an early stage of the design. We will make a site visit to the culvert site with the preliminary design in hand to consider any possible changes required to better suit the conditions on the ground. It is assumed that this watercourse is fish-bearing, and as such, the culvert replacement will require fish passage infrastructure. If requested by The Town, we can provide an additional scope/fee to complete a fish passage assessment at the crossing location.

### *4. Detailed Design*

With comments received on the preliminary designs from The Town and any other stakeholders, we will further advance the drawings to the detailed design stage. The details of any headwalls, pipe crossings, backfill, re-instatement, and grates if required will be added to the drawings. In addition, detailed grading will be reviewed for the culvert inlet and outlet. We will prepare an environmental protection plan that will show details of sedimentation and erosion control measures along with other measures to protect the environment such as temporary pumping of the watercourse. The drawings will show the limit of the estimated 1:100-year peak flow at the inlet of the culvert in plan and on the cross section. If downstream channel protection or improvement is required, we will prepare a separate detail or drawing for those channel improvements.

All drawings and revisions will be made using Autodesk's Civil 3D software. The final design drawings will be carefully reviewed by a second engineer as a quality assurance measure.

The cost estimates prepared in the Hydrologic/Hydraulic Assessment task will be updated to reflect any changes in the design that would affect the cost.

### *5. Watercourse Alteration Application*

We will prepare formal approval documents for the various agencies or organizations that have an interest in this work. As these culverts service watercourses, they will require more in-depth regulatory approval submissions than a typical road cross-culvert. These submissions will include a Watercourse Alteration Permit Approval or Notification (depending on the site-specific conditions meeting prescribed criteria) from Nova

Scotia Environment and Climate Change (NSECC). In October 2014, NSECC issued new requirements for watercourse alterations and culvert notifications – we are well versed in the approvals/notification process with NSECC, and we will make our applications in accordance with these new requirements. It is assumed that we will submit the applications to NSECC on behalf of The Town and will communicate with NSECC as required throughout the approval process.

#### *6. Tender Drawings and Documents*

We will update the design drawings prepared in the previous task and prepare specifications based on comments from The Town and the approval agencies such that the drawings can be issued for tender. Referencing the Standard Specification for Municipal Services, we will prepare tender documents including the form of tender, form of contract, schedule of quantities, and supplementary specifications. These tender documents will be issued in draft format to The Town for review – once comments have been received, we will finalize the tender documents and submit to The Town.

We will be available during the tender process to assist The Town in reviewing any questions and issuing clarifications and / or addenda.

#### *7. Construction Inspection/Support (Provisional)*

If desired by The Town, during the construction phase of this project, we will have a construction inspector on site on a full time and/or part time basis as required to review the work being done by the contractor. Our inspector will confirm quality of the materials and workmanship and confirm quantities for measurement and payment purposes. The inspector will have survey equipment to take measurements for record drawing purposes and to check the work as compared to the design locations. The inspector will also take photos on a regular basis to document the work as it proceeds. Other project team members will be available to provide office support to the inspector as needed.

The design drawings will be updated to reflect the as-built infrastructure as collected by the inspector, and Record Drawings will be issued.

### Exclusions

During the preparation of this proposal, we have not included the following services:

- Hydro-excavation fees for water main;
- Geotechnical investigation;
- Fish passage assessment;
- Legal survey; and
- Application or permit fees.

### Proposed Fee

We are prepared to complete the above tasks for fees as per the table below. The attached fee breakdown table provides the required hours and hourly rates for each member of the Project Team.



Task No.	Task	Fee
1	Site Topographic Survey	\$3,088.00
2	Hydrologic/Hydraulic Assessment	\$4,124.00
3	Preliminary Design	\$3,060.00
4	Detailed Design	\$4,104.00
5	Watercourse Applications	\$1,452.00
6	Tender Drawings and Documents	\$1,860.00
7	Construction Inspection/Support (Provisional)*	\$7,160.00
<b>Total Non-Provisional (excluding HST)</b>		<b>\$17,688.00</b>
<b>Total incl. Provisional Items (excluding HST)</b>		<b>\$24,848.00</b>

\*Contract for Construction Inspection/Support to be hourly based on hourly rates provided.

### Proposed Schedule

We have the capacity to complete the above tasks in accordance with the table below. This assumes a project award date of September 2, 2022.

Task No.	Task	Deliverable Date
1	Site Topographic Survey	September 30, 2022
2	Hydrologic/Hydraulic Assessment	October 14, 2022
3	Preliminary Design	October 28, 2022
4	Detailed Design	November 18, 2022
5	Watercourse Applications	November 25, 2022
6	Tender Drawings and Documents	November 25, 2022
7	Construction Inspection/Support (Provisional)*	Summer 2023

### Closing

We appreciate the opportunity to provide a proposal for this work and look forward to working with you on this project.

If you have any questions, please feel free to contact us.

Thank you,  
**DesignPoint Engineering & Surveying Ltd.**

Logan King, P.Eng.  
Project Engineer & Principal

LAK/lak

**Fee Proposal**

**Detailed Design of Wolfville Watercourse Culvert**

August 23, 2022



Project Unit Rate	\$102	\$194	\$82	\$113	\$128	\$0.85	
Staff/Position	LAK	GSW	EIT	LJS	Survey Crew	Mileage	Task Total
Total Hours	64	16	128	8	16	2080	
Percent of Total Hours	27.6%	6.9%	55.2%	3.4%	6.9%		
<b>Project Task</b>							
Site Topographic Survey				8	16	160	\$3,088.00
Hydrologic/Hydraulic Assessment	16	2	24			160	\$4,124.00
Preliminary Design	12	2	16			160	\$3,060.00
Detailed Design	12	4	24			160	\$4,104.00
Watercourse Application*	4	2	8				\$1,452.00
Tender Drawings and Documents	8	2	8				\$1,860.00
Construction Inspection/Support (Provisional)**	12	4	48			1440	\$7,160.00
<b>SubTotals</b>	<b>\$6,528.00</b>	<b>\$3,104.00</b>	<b>\$10,496.00</b>	<b>\$904.00</b>	<b>\$2,048.00</b>	<b>\$1,768.00</b>	<b>\$24,848.00</b>

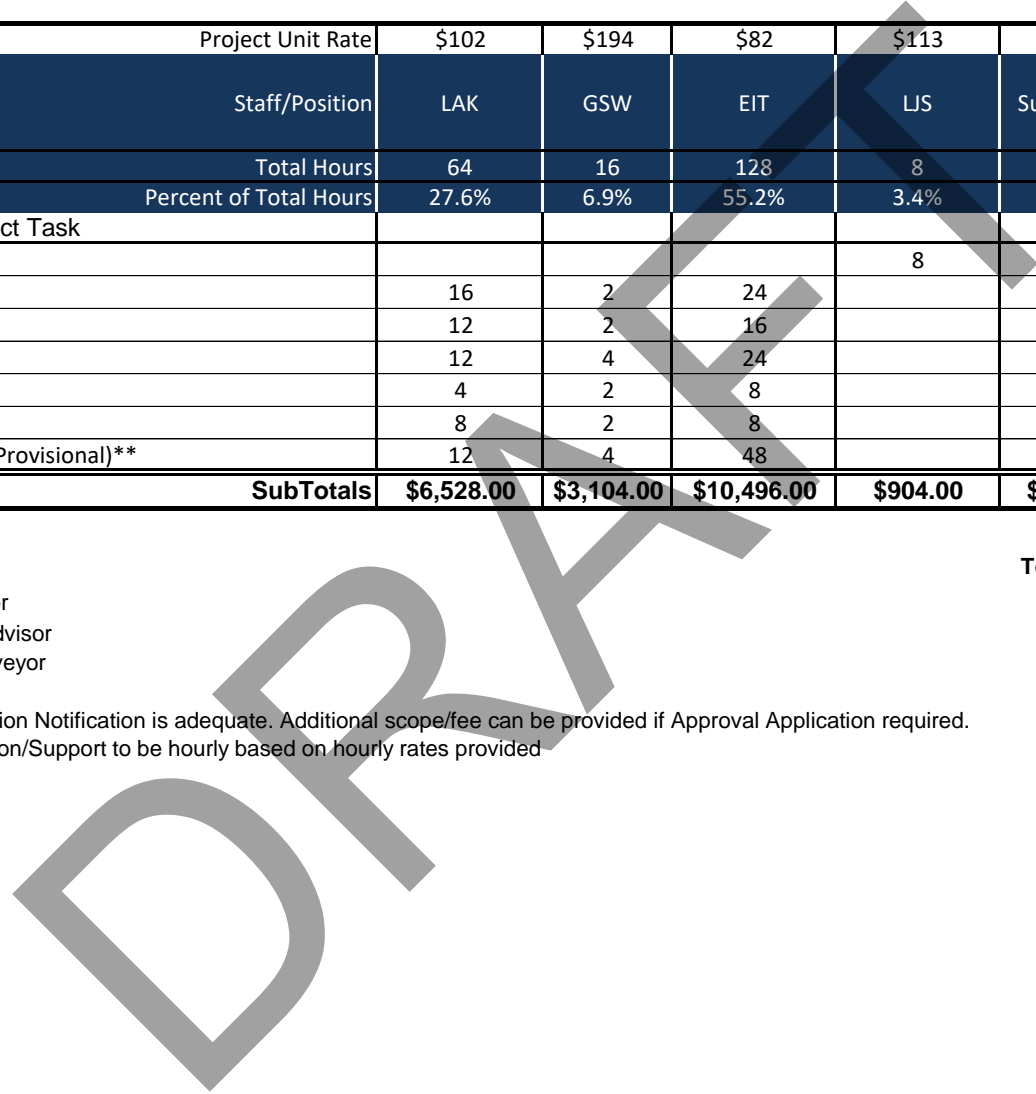
Staff Resources

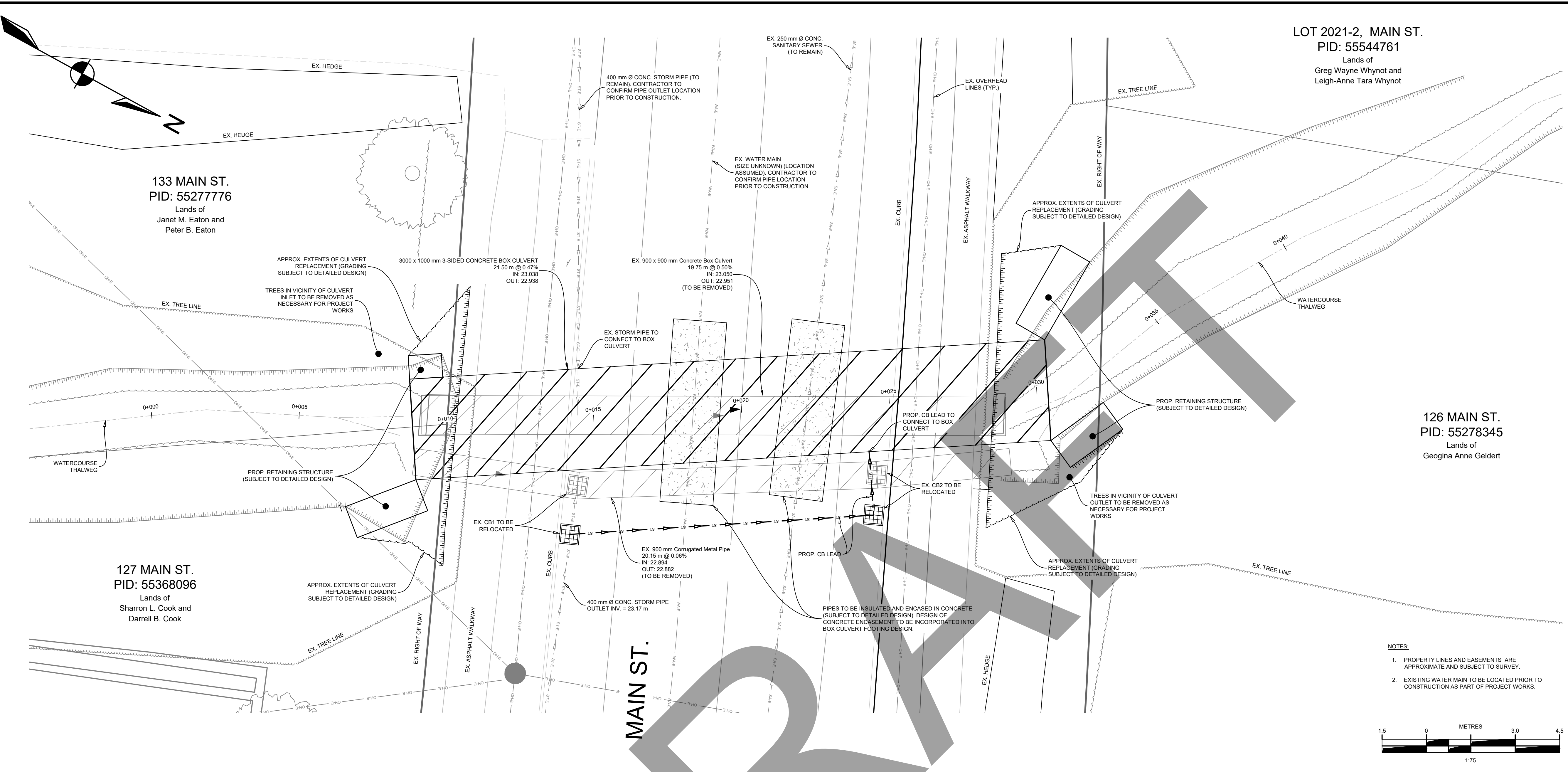
Logan King - LAK - Project Engineer  
 Glenn Woodford - GSW - Senior Advisor  
 Luke Sarginson - LJS - Project Surveyor

**Total (not including HST) \$24,848.00**  
 HST (15%) \$3,727.20  
**Total (incl. HST) \$28,575.20**

\*Assumed that Watercourse Alteration Notification is adequate. Additional scope/fee can be provided if Approval Application required.

\*\*Contract for Construction Inspection/Support to be hourly based on hourly rates provided



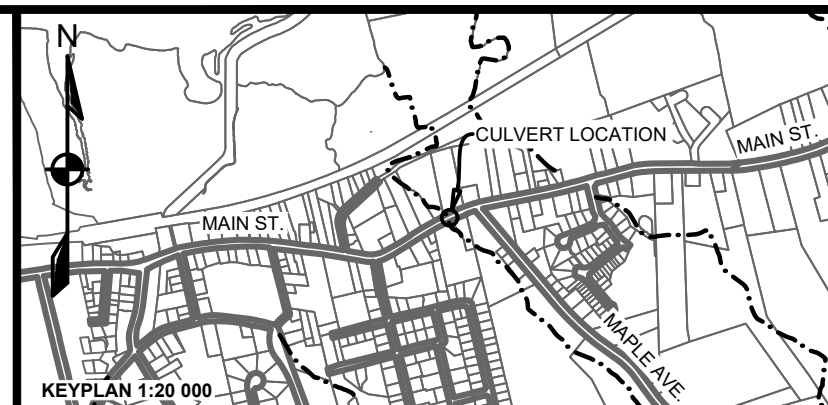


LOT 2021-2, MAIN ST.  
 PID: 55544761  
 Lands of  
 Greg Wayne Whynot and  
 Leigh-Anne Tara Whynot

133 MAIN ST.  
 PID: 55277776  
 Lands of  
 Janet M. Eaton and  
 Peter B. Eaton

127 MAIN ST.  
 PID: 55368096  
 Lands of  
 Sharron L. Cook and  
 Darrell B. Cook

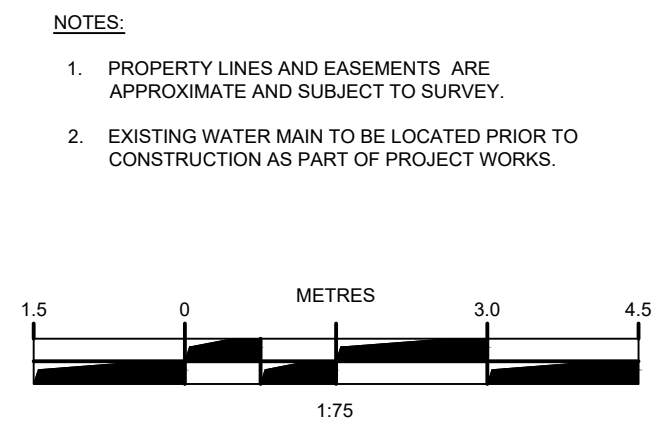
126 MAIN ST.  
 PID: 55278345  
 Lands of  
 Geogina Anne Geldert



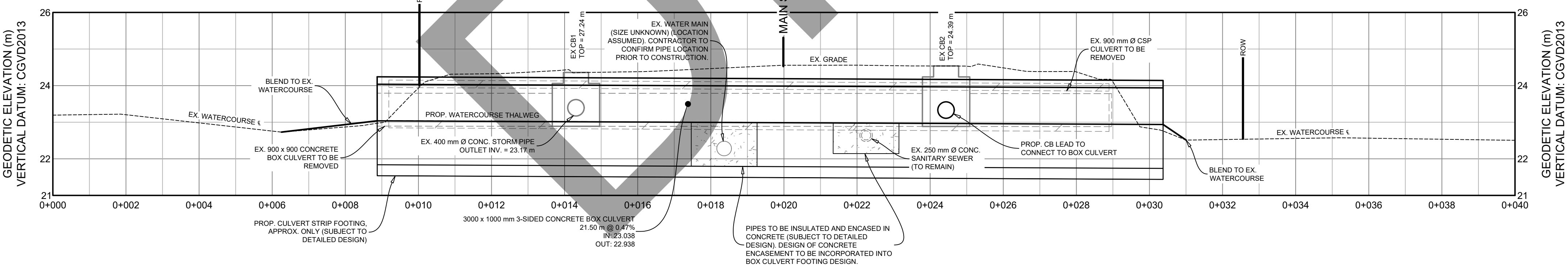
LEGEND

EXISTING	PROPOSED

NOTES:  
 1. ALL BEARINGS AND DISTANCES ARE GRID DERIVED FROM NRTK GNSS OBSERVATION TO NSHPN 208378, REFERENCED TO THE NOVA SCOTIA ST. MODIFIED TRANSVERSE MERCATOR PROJECTION, ZONE 5, CENTRAL MERIDIAN 64°30' W, BASED ON THE HORIZONTAL REFERENCE FRAME NAD83 (CSRS), EPOCH 2010.0.  
 2. ELEVATIONS ARE REFERENCED TO NSHPN 208378, HAVING AN ELEVATION OF 32.447 METRES (CGVD2013).  
 3. FIELD SURVEYS WERE CARRIED OUT ON OCTOBER 13, 2022 AND NOVEMBER 4, 2022.  
 4. FIELD MEASUREMENTS HAVE NOT BEEN ADJUSTED.  
 5. BOUNDARIES SHOWN ON THIS PLAN ARE SUBJECT TO ADDITIONAL FIELD SURVEY.  
 6. STORM LINE THAT RUNS FROM THE WEST INTO BOX CULVERT, EXACT INTERSECTION POINT AND INVERT UNKNOWN AT CULVERT, AND ASSUMED PIPE SIZE OF 4000.  
 7. EXACT LOCATION OF WATER LINE UNKNOWN.



CULVERT PROFILE A  
 SCALE = 1:75  
 1



**DESIGNPOINT**  
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 902.832.5597 designpoint.ca

CLIENT  
  
 PROJECT DESCRIPTION  
**WOLFVILLE WATERCOURSE CULVERT**  
 WOLFVILLE, NOVA SCOTIA  
 SHEET DESCRIPTION

MAIN STREET CULVERT PLAN & PROFILE	
Drawn H. SAMPSON	Engineer L. KING
Scale 1:75H, 1:75V	Project No. 22-449
Filename 22-449_Base.dwg	Drawing No. C-PP01

P:\2022\22-449 Town of Wolfville - Main Street Culvert\01 - Drawings\Eng Design\22-449\_Base.dwg, Plot Date: 2022-Nov-22, Plot Size: ISO FULL BLEED A1 (841.00 X 594.00 MM)

# PROJECT CHARTER: East End Parking Lot and Events Lawn

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## 1. PURPOSE & DESCRIPTION

### PURPOSE

*The Town of Wolfville has budgeted (\$530,000) to upgrade the public parking lot in the East End Gateway (282 Main Street) and update and upgrade the green space (sometimes referred to as the Events Lawn) on the eastern edge of this property.*

### DESCRIPTION

*A major building development is planned for 292 Main Street and construction is scheduled to begin winter 2023. Behind this development and to the east of this development the town owns the land and plans to provide three things: a fully serviced public parking lot capable of accommodating approximately 90 vehicles, and active transportation corridor from Main Street to the trailhead on the Harvest Moon Trailway, and a revitalized green space (event space) on the eastern edge. The outcome of what the event space could look like will be part of the Parks and Open Space Master plan the town is developing in 2023.*

*It is important to note the parking lot will extend back in behind the Legion building and will serve as both parking for their patrons and provide access from Main St. The lane to the west of the Legion building will provide a suitable walkway for folks exiting the parking lot and walking west along Main Street.*

*The parking lot will, once completed, meet Town standards, be lit, help to manage stormwater runoff, and provide accessible parking for both trail users and those seeks to explore all the town has to offer.*

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes four (4) strategic directions and four (4) priority initiatives for the 201-2024 Council Term. The project will meet the strategic directions of Council by:

*Reference the appropriate strategic direction from the 2021-2024 Strategic plan:*

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

### OTHER TOWN PLANS

*Both draft concepts and working drawings have been developed for this space. Previous concepts for the green space included a prominent piece of public art. This art piece has since*

# PROJECT CHARTER: East End Parking Lot and Events Lawn

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*been cancelled at the request of the artist. Planning for this green space will be part of the Parks & Open Space Plan the town is currently developing.*

## 3. SCOPE

### OBJECTIVES

The objectives of the *East End Parking lot and Events Lawn* are:

1. *Create a first-class parking area where users can park for work, shopping, or visiting. Maximize and utilize the space to ensure efficiency. Maximize user safety.*
2. *Create pathway connecting Main Street to Trail.*
3. *Manage stormwater run off.*
4. *Create an inviting green space to help show case the area.*

### DELIVERABLES

The deliverables for the project are:

1. *Meet each of the objectives on Budget.*

## 4. TIMELINES AND MILESTONES

DATE	ACTION
2022-23, 24 Q4-Q1	Complete design – for parking lot and walkway
2023-24, Q1	Finish tender documents and Call for tenders - for parking lot and walkway
2023-24, Q2	Construction (parking lot and walkway) – TBD based on building development.
2023-24, Q3-4	Complete design for green space and tender any required components.
2024-25, Q1	Make improvements to green space as per design

## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

- Building Development processes as planning.
- New design will meet budget allowances.

### CONSTRAINTS

- Timeline.
- Approved budget.
- Development progress at 292 Main Street and coordination of the work
- Paving work will likely be phased.

### RISKS

- Operating parking lot during construction of large-scale building development.

# PROJECT CHARTER: East End Parking Lot and Events Lawn

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## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

*Council has approved a budget for this project in the amount of \$530,000. Of this, a third is funding provided by way of ACOA support. However, there is a timeline on the ACOA funding ending in 2023. Green space improvements and final paving will not happen in 2023 and Council will have to consider how to fund this phase of the project in 2024-25.*

### RESOURCES

**Project Leads:** Director of Engineering & Public Works and Director of Parks and Recreation

#### Internal Resources:

- **Engineering** – Provide architectural design, tender package prep, and assist with project management.
- **Communications** – Craft and deliver messaging for Council and public.

#### External Resources

- **Contractor (s)**– Construction

### PROCUREMENT

*In accordance with the Town's Procurement Policy 140-001, Section 5.3.4 "high value procurement of goods and services greater than \$50,000", construction will be publicly tendered where required.*

## 7. ROLES & RESPONSIBILITIES

Council's role is to approve budget through the public process. Staff's role is to ensure project in managed and deliverables achieved.

## 8. COMMUNICATION & ENGAGEMENT

*A Communications Checklist will be prepared prior to the start of construction. Council and public will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule.*



# PROJECT CHARTER: Tennis Courts

2023/24 Capital Investment Plan



## 1. PURPOSE & DESCRIPTION

### PURPOSE

To assess the condition of the Town's tennis court facilities and implement necessary remediation.

### DESCRIPTION

The tennis courts at Rotary Park were last resurfaced in 2018, with a warranty that has since expired, at a cost of just under \$40,000. In addition to a few patches and fixes that were covered by the warranty, Wolfville Parks staff have maintained the surface well and performed minor patching where necessary. Heavy usage and the natural effects of the elements have caused erosion, cracking and indentations to occur on the surface.

The proposed 10-year Capital Investment Plan includes a provision of \$75,000 towards resurfacing of the tennis courts during year one (2023/24).

Given the relatively recent refurbishing of these courts in 2018 and the level of deterioration that has occurred over the 5 years since then, it is proposed that a more complete resurfacing be explored to ensure a longer lifespan of the surface. Following the Town's procurement policy will also help to ensure that the highest quality of product and workmanship is attained.

## 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes six (6) strategic principles. The project will meet the following strategic principles of Council by:

**1. Affordability**

The preparation, resurfacing, painting, fence repairs, and finishing of the tennis courts are funded within the proposed 2023/24 Capital Investment Plan.

**2. Transparency**

All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.

**3. Community Capacity Building**

The Wolfville Tennis Club are strategic partners with the Town of Wolfville, and have provided input and support to the proposed project.

**4. Discipline to Stay the Course**

N/A

**5. United Front**

N/A

**6. Environmental Sustainability**

N/A

### OTHER TOWN PLANS

- Parks and Open Space Master Plan (2012)

# PROJECT CHARTER: Tennis Courts

2023/24 Capital Investment Plan

## 3. SCOPE

### OBJECTIVES

The objectives of the project are:

1. To engage suitable providers to provide options for resurfacing the tennis courts at a cost that is within the budget; and
2. To accommodate the selected provider to attain access to the facility and complete the necessary work at the beginning of the 2023 tennis season.
3. To have all work completed with minimal disruption to the normal season of tennis activities.

### DELIVERABLES

The deliverables for the project are:

1. To perform all necessary preparations to existing surface prior to resurfacing, including addressing any cracks, indentations, “bird baths”, or raised areas.
2. To fully resurface the entire area of the Town’s three tennis courts and surrounding area.
3. To apply appropriate paint to the tennis courts and surrounding area.
4. To apply appropriate sealant finish to the courts.
5. Repair damage to court fencing on the West side of the courts.

## 4. TIMELINES AND MILESTONES

DATE	ACTION
2022-23, Q4	Issue Request for Proposals for resurfacing of tennis courts.
2022-23 Q4	Evaluate bids and award contract.
2023-24 Q1	Accommodate contractor to complete work.
2023-2024 Q1/Q2	Hold Grand Re-Opening Event.

## 5. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

- The current tennis courts remain intact and do not require a full removal and replacement.

### CONSTRAINTS

- Seasonal temperatures and frost levels will dictate timing of pavement installation.

### RISKS

- If the resurfacing is not completed in a timely fashion, further deterioration could lead to a more complete removal of the existing surface and installment of new surface, at a higher cost.

## 6. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

The total budget amount in the 10-year Capital Investment Plan is \$75,000. The Wolfville Tennis Club could be approached to invest additional funding to ensure that the work is complete and of the highest quality.



# PROJECT CHARTER: Tennis Courts

2023/24 Capital Investment Plan

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## RESOURCES

**Project Lead:** Director, Parks & Recreation

### Additional Internal Resources

- **Parks Lead Hand and Parks staff** – to provide input into the selection of a provider and support for the implementation of the remediation plan.

### External Resources

- **Contractors** – provide assessment of current surface, provide options for repair, and complete all necessary work.

## PROCUREMENT

In accordance with the Town's Procurement Policy 140-001 Section 5.3.4 "High Value procurement of goods and services greater than \$50,00", procurement will take place by public tender.

## 7. ROLES & RESPONSIBILITIES

Council's role is to approve the Capital Investment Plan and subsequent projects.

## 8. COMMUNICATION & ENGAGEMENT

A grand re-opening event will be planned in conjunction with the Wolfville Tennis Club for the spring/summer of 2023 and should include present and past members of the club as guests to acknowledge their contribution and give thanks. Accompanying this event will be a press release, as well as announcements through the Town's usual publications and social media channels.

## PROJECT CHARTER: Welcome Centre

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### 1. PURPOSE & DESCRIPTION

#### PURPOSE

*The Town of Wolfville has budgeted (\$600,000) to replace its aging Visitor Information Centre, with a new and improved town Welcome Centre.*

#### DESCRIPTION

*The current Visitor Information Centre in Willow Park needs updating. The facility can not meet demands in several areas including accessibility and providing public infrastructure to support increasing activity in the park. With the addition of a splashpad, has come the requirements of additional access to washrooms and changing rooms.*

*A new Welcome Centre will prioritize improving public infrastructure and services in the town.*

### 2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

#### COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes four (4) strategic directions and four (4) priority initiatives for the 201-2024 Council Term. The project will meet the strategic directions of Council by:

*Reference the appropriate strategic direction from the 2021-2024 Strategic plan:*

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

#### OTHER TOWN PLANS

*There have been several previous attempts to design/tender/construct a new welcome centre since 2019. Each attempt has fallen short due to budget.*

#### SCOPE

#### OBJECTIVES

The objectives of the new Welcome Centre are:

1. *Create a more welcoming and serviced site for visitors and guests using Willow Park.*
2. *Update our visitor information services to support 21<sup>st</sup> century traveller.*

#### DELIVERABLES

The deliverables for the project are:

1. *Design and tender a new Welcome Centre on budget.*
2. *Construct, open and operate the new Welcome Centre for the 2024 season and beyond.*

## PROJECT CHARTER: Welcome Centre

### 3. TIMELINES AND MILESTONES

DATE	ACTION
2022-23, Q4	Complete design
2022-23, Q4	Present design to Council for approval.
2023-24, Q1	Finish tender documents and Call for tenders
2023-24, Q2	Begin construction – late Q3
2023-24, Q3-4	Complete construction
2024-25, Q1	Open for service

### 4. ASSUMPTIONS, CONSTRAINTS & RISKS

#### ASSUMPTIONS

- Council will support the new design being presented to them in February Committee of the Whole.
- New design will meet budget allowances.

#### CONSTRAINTS

- Approved budget. Timelines and operating season.

#### RISKS

- Pricing fluctuations.

### 5. BUDGET, RESOURCES & PROCUREMENT

#### BUDGET

*Council has approved a budget for this project in the amount of \$600,000. Of this, \$400,000 is internal funding and \$200,000 of this is funding provided by way of ACOA support.*

#### RESOURCES

**Project Lead:** Director of Parks and Recreation

#### Internal Resources:

- **Engineering** – Provide architectural design, tender package prep, and assist with project management.
- **Parks and Recreation** – Design and build out the building's programming.
- **Communications** – Craft and deliver messaging for Council and public.

#### External Resources

- **Contractor** – Construction

## PROJECT CHARTER: Welcome Centre

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### PROCUREMENT

*In accordance with the Town's Procurement Policy 140-001, Section 5.3.4 "high value procurement of goods and services greater than \$50,000", construction will be publicly tendered where required.*

### 6. ROLES & RESPONSIBILITIES

Council's role is to approve budget through the public process. Staff's role is to ensure project in managed and deliverables achieved.

### 7. COMMUNICATION & ENGAGEMENT

*A Communications Checklist will be prepared prior to the start of construction. Council and public will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule.*

DRAFT