



Town Council Meeting

April 18, 2023

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

- a. Town Council Meeting, March 21, 2023
- b. Town Council In Camera Meeting, March 21, 2023
- c. Special Joint Council In Camera Meeting, March 28, 2023

3. Comments from the Mayor

- a. Proclamation - International Day Against Homophobia & Transphobia

4. Public Input / Question Period

PLEASE NOTE:

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



5. Motions/Recommendations from Committee of the Whole, April 4, 2023:

- a. RFD 014-2023 Stage Prophets One Time Operating Grant Request
- b. RFD 016-2023 Compost Site (East End Secondary Planning)
- c. RFD 015-2023 WBDC Agreement
- d. RFD 012-2023 KTA Budget
- e. RFD 013-2023 Valley Waste Budget
- f. RFD 018-203 Acadia / Town MOU

6. New Business

- a. RFD 011-2023 Water Rate Study

7. Adjournment to In-Camera under the Municipal Government Act Section 22(2)(e):

- a. Contractual

8. Adjournment of In-Camera

9. Regular Meeting Reconvenes

10. Regular Meeting Adjourned



INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA

MAY 17, 2023

PROCLAMATION

WHEREAS the Canadian Charter of Human Rights and Freedoms recognizes that no one can be discriminated against on the basis of sexual orientation or gender identity or expression; and

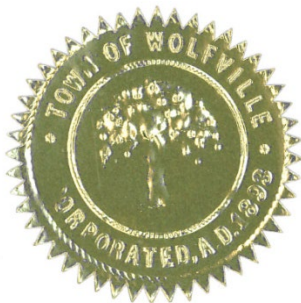
WHEREAS The Town of Wolfville is a society open to everyone, including lesbian, gay, bisexual and trans people (LGBTQ+) and to all other people who identify with sexual diversity and the multiplicity of gender identities and expressions; and

WHEREAS despite recent efforts towards greater inclusion of LGBT people, homophobia and transphobia are still present in society.

WHEREAS May 17th is the International Day Against Homophobia and Transphobia, is celebrated as such in many countries and is the result of a Quebec-based initiative promoted by Fondation Émergence starting in 2003; and

WHEREAS there is reason to support the efforts of Fondation Émergence in holding this day.

NOW THEREFORE I, Mayor Donovan, of the Town of Wolfville, do hereby proclaim May 17 INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA and to recognize this day as such.



Mayor Donovan

REQUEST FOR DECISION 014-2023

Title: Stage Prophets – One-time funding grant request

Date: 2023-03-28

Department: Park and Recreation



SUMMARY

Stage Prophets – One-Time Funding Opportunities Grant Request

Stage Prophets is seeking financial support in the amount of \$10,000.00 from the Town of Wolfville to support a live musical theatre event, with a multiperformance of Andrew Lloyd Webber’s Jesus Christ Superstar.

The production is scheduled to take place at Acadia’s Andrew H. McCain Arena in Wolfville, in June of 2023, with 4 scheduled performances.

Stage Prophets Theatrical Society is a non-profit Society registered under the Nova Scotia Societies Act.

As per the Grants to Organization Policy, 710-003, staff is not making a recommendation regarding the grant request. Staff is forwarding the following motion for Council’s consideration.

DRAFT MOTION:

THAT COUNCIL APPROVE THE GRANT REQUEST FROM STAGE PROPHETS IN THE AMOUNT OF \$10,000.00 FOR THEIR 2023 PRODUCTION OF ANDREW LLOYD WEBBER’S – JESUS CHRIST SUPERSTAR.

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1) CAO COMMENTS

Staff has provided information to assist Council with this decision. It is important that Council consider not only the criteria of this application, but also the current financial situation of the Town and our ability to provide the grant.

2) LEGISLATIVE AUTHORITY

The Grants to Organizations Policy of Council allows grants to be provided to organizations that meet the criteria under the MGA.

3) STAFF RECOMMENDATION

No recommendation provided.

4) REFERENCES AND ATTACHMENTS

- Stage Prophets – ATTACHMENT 1 One-time grant request (including budget and rational)
- Evaluation Checklist – ATTACHMENT 2 Stage Prophets Jesus Christ Superstar June 2023 Production
- Grants to Organizations Policy #710-003

5) DISCUSSION

Please find link to application package provided to the Town by Stage Prophets. Within the submitted package, authors were detailed in their budget outline, accessibility planning, and provided scope to size and scale in terms of this “once-in-a lifetime event” and the benefits to Wolfville.

Budget for this production is \$190,216.82 with projected income to be \$190,879.60 (including fund raising, sponsorship, and a contribution from Stage Prophets in the amount of \$15,000). The Town of Wolfville’s contribution, if approved at \$10,000, would represent approximately 5% of the production costs. Conservative estimate of ticket sales over the four shows 3370 with maximum capacity 5812. Ticket prices range from \$20.00 to \$50.00.

It should be noted Town of Wolfville is not the only source of funding to support this event.

Staff have completed the evaluation checklist, as per policy, and included as an attachment to assist in Council’s decision-making process. Key reference to Council’s Strategic Plan highlights both Community Wellness and indirect Economic Prosperity as a notable fit. In addition, given the size of the production

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there is volunteer opportunity both front of stage and in production. Stage Prophets have been working, supporting, and developing exceptional community theatre in the Valley for the last 20 years.

Finally, referring to Attachment 1, page 5, the outline of Stage Prophets Mission Statement speaks directly through a social justice lens.

Please see attachments: ATTACHMENT 1 Stage Prophets – One-time grant request and ATTACHMENT 2 Evaluation Checklist.

Please find a link to Stage Prophets webpage: <https://www.stageprophets.ca/>

6) FINANCIAL IMPLICATIONS

The Stage Prophets receive funding annually through the Community Partnership Program section of Town Grant Policy 710-003. Over the last number of years that has been at the maximum permitted in that Policy section, i.e. \$2,000.

This year the group is looking at a much larger event, and have therefore submitted their application under the one time operating grant section of the Town Policy. The Policy has noted criteria and staff analysis on that element is included above under the Discussion – section of this RFD.

The request is for \$10,000 and the annual CPP amount does not appear to apply as this production is their event for 2023/24. Effectively this means if approved the group would receive \$8,000 more than the annual grant they receive. The Town's grant allowance is sufficient to cover the requested amount and there would be no requirement to use Town reserves.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic direction and sub-goal from the 2021-2025 Strategic plan:

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

8) COMMUNICATION REQUIREMENTS

The applicant will be notified of Council's decision.

If successful, Town of Wolfville could be engaged to promote the production through their media channels.

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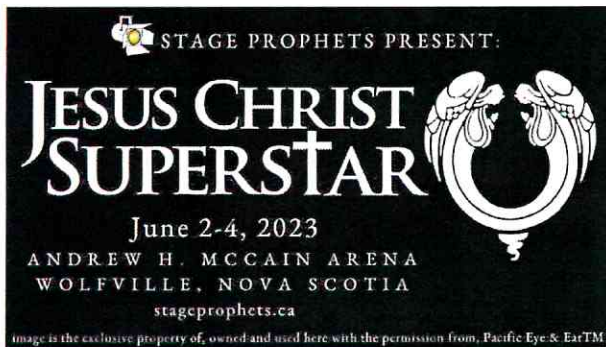
Department: Park and Recreation



9) ALTERNATIVES

To assist Council in its decision making, it may be useful to consider the following alternatives:

1. Provide funding at another level.
2. Not provide funding.



Stage Prophets Present Jesus Christ Superstar

Town of Wolfville - One Time Opportunities Funding Grant

Detailed Program Description

Since 2002 Stage Prophets Theatrical Society (Stage Prophets) has been dedicated to creating and sharing exceptional community theatre in the Annapolis Valley. Our vision is to *build a community of joy, where everyone is welcome to experience the exceptional*. We do this by selecting, designing, rehearsing and then presenting live musical theatre productions every Spring in Wolfville, NS. Past productions include Godspell, Les Misérables, Beauty and the Beast, Anne of Green Gables, Mary Poppins, Anne and Gilbert, The Wizard of Oz, Fiddler on the Roof, and many more.

The mandate of Stage Prophets is to offer family-friendly, high-quality musical theatre for the children, youth, adults and seniors in our community. Our productions are a chance to participate in theatre and experience the thrill of bringing a story to life. Our goal is to involve a very large group of people (sometimes in the hundreds) in an artistic opportunity that incorporates learning, intergenerational interaction, diversity and cultural awareness in a welcoming, inclusive environment that addresses barriers to participation.

We are a registered charity, not-for-profit organization registered in Nova Scotia supported by a core Board of Directors and an army of volunteers. Our funding comes solely from ticket sales, grants, sponsorships, fund raising events, donations, advertising sales and in the event of a short fall a reserve fund managed by the Society. Stage prophets has presented a show almost every year since 2002. For the past 18 years these shows have taken place in Wolfville. The company was forced to work through a two-year hiatus due to the Covid-19 Pandemic.

Our show building process involves everyone who wants to participate, either onstage in the performance or in the myriad of offstage components that go into a show. We create an atmosphere where everyone feels valued and has opportunities to share of themselves. From that community of tightly knit, supportive and passionate individuals, an amazing collective production emerges. The quality of the shows is exceptional and the feedback from our audiences fantastic, but we believe the journey creates the greatest reward for what we do.

Event Description

It has been 20 years since Stage Prophets Theatrical Society launched its first ever production. We started in the basement of a local church, 16 youth wearing tie died shirts and singing their hearts out to Godspell. Over the past 20 years our Stage Prophets Family has grown and

flourished, and we have shared many magical moments with our community and our audiences. It was our hope that we would be celebrating our 20th Anniversary in 2022 with our most ambitious production to date: an epic stadium styled production featuring a mass choir, rock and roll band, pyrotechnics and even motorcycles. Unfortunately, the circumstances of the preceding two years made that impossible until **now!** Beginning late in 2022 our Stage Prophets family began what we are lovingly calling “The Big Lift”.

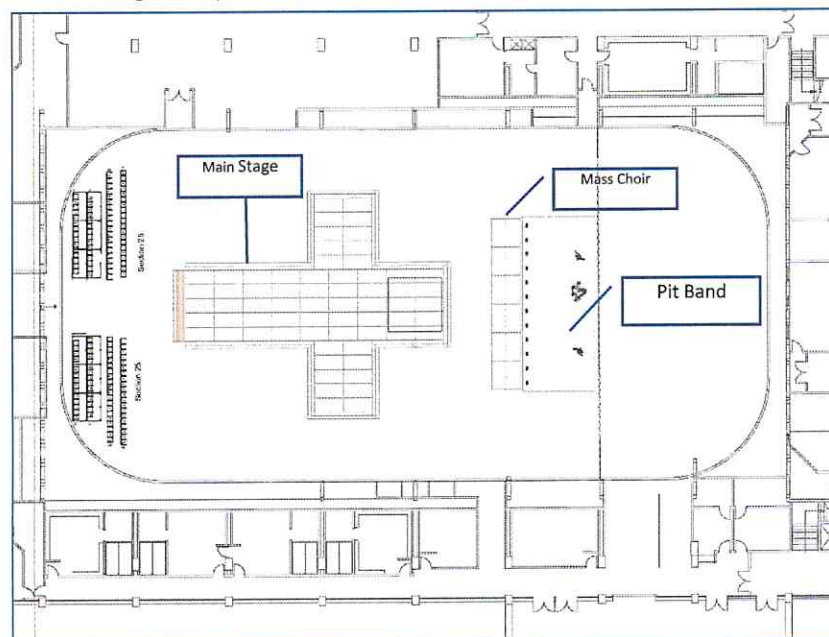
We are working very closely with the Acadia University events team to celebrate the return of live theatre in the wake of the COVID-19 pandemic with our largest show ever - a massive, stadium-sized production of Andrew Lloyd Webber and Tim Rice’s much beloved rock musical *Jesus Christ Superstar*. Where historically we have performed at smaller theatres, for this show we will mount a rock opera style production (complete with pyrotechnics) with an opening night of June 2, 2023 at Acadia’s 1500-seat Andrew H. McCain Arena. Due to the sheer size of this endeavour (a cast of over 180 and live rock band with the potential to bring over 5800 people to Wolfville) we plan to spend more than triple our typical show budget an estimated \$190,000. With the guidance of Tour Tech East, a Nova Scotia-based event services team, we will be dazzling audiences with a huge celebration of live theatre. We will transform the Andrew H McCain arena, “Home of Champions”, into a world class musical theatre venue with sound, lighting, and special effects the likes of which have never been seen in the Annapolis Valley.

The show is now fully cast, and rehearsals have been underway for quite some time. Tickets are also now for sale at the Acadia Box Office (www.Acadiau.universitytickets.com) and a communications plan will be implemented in mid-February. (Promotional Plan included as attachment). You can also view a video promoting Stage Prophets on our [YouTube Channel](#).

You will see in our itemized budget that our plan is to show a modest surplus from the show based on selling 58% of available tickets equivalent to \$113,000. Other funding will come from major gifts (\$22,000), Grass roots giving (\$5,000), Events (\$1,000), Provincial and Municipal grants (\$15,000), Sponsorships and ad sales (\$20,000) and a direct investment from Stage Prophets reserve fund (\$15,000). This conservative approach allows us to manage risk while taking on what we already know will be an exceptional project. An important point to note is that for the past five productions Stage Prophets has sold an average of 80% of available tickets with several productions being completely sold out.

Benefits to the Wolfville Community

Over the past few years, we have used live theatre to raise awareness of important social issues and causes in our communities, including homelessness,



Andrew H. McCain Arena – Jesus Christ Superstar Set

poverty, celebrating our local First Nations culture, and awareness of the refugee crises both past and present which have affected millions around the world. This year, our show looks at the story of Jesus and his followers, who challenged the establishment by practicing radical compassion and acceptance of the outcasts and disadvantaged of their society, a message that rings true today.

Producing this show in the McCain Arena provides us the opportunity to reach a larger and more diverse audience than ever before. We anticipate this production will bring almost 5,000 people to Wolfville, and in order to do so, our publicity team has created a strategy to promote this event throughout the province and beyond. Our publicity will promote the Wolfville brand and prove, without a doubt, that world class events can not only be brought to the Annapolis Valley but can be produced here as well. Our goal is to make a difference in the lives of those who participate and touch the hearts of the many people who come to see our show!

The Town of Wolfville benefits from several annual anchor events, including the DEVOUR Food Film Festival, the Acadia Performing Arts Series, the Deep Roots Music Festival, as well as theatrical productions from the Wolfville Theatre Cooperative, the Fezziwig Society and Women of Wolfville, among others. We believe that Stage Prophets has a similar standing and impact in our community. Since our inception, over 30,000 people have joined us in sharing stories and coming together to experience the thrill of live theatre. This is the impact of a Stage Prophets production. By hosting *Jesus Christ Superstar* at the McCain Arena, the impact of a larger audience will be felt throughout the community. Visitors to our town come to stay at our inns and bed-and-breakfasts, shop in our stores and eat in our restaurants, impacting our economy even if only for a few days. We have also shown that we can draw audiences from beyond the Annapolis Valley. In 2019 through the invitation of the Jewish Community in Halifax, we remounted our spring production of *Fiddler on the Roof* in November at the Spatz Theatre in Halifax. This successful initiative provided even more visibility to the talent that exists in our Valley community. In 2023 Atlantic Tours has partnered with us by promoting a “Come to the Valley” initiative, encouraging our Halifax patrons to take in all that Wolfville has to offer. This package includes a guided bus tour from Halifax to Wolfville, an afternoon to shop our local boutiques, an opportunity to dine at one of our many restaurants, all before taking in our most exciting production to date. Stage prophets is also one of the early supporters and partners of the DEVOUR Studios / Artistic hub project and will be using the facility to host shows, fundraisers, rehearse and perform office work when the site is ready.

Beyond the obvious economic benefits, the most rewarding and important contribution to our community is the experience it offers our cast and crew especially for our youth. Each production welcomes over 100 people across all age groups and *Jesus Christ Superstar* will be no exception with a cast of over 100 and another 80-100 people in our mass choir. We are also supporting, welcoming and gaining insights from over 30 youth in this year’s production. We have the privilege to witness and contribute to the development of our young people as they grow within our Stage Prophets Family. Within this setting they learn lifelong skills and values. Collaboration, confidence, openness, appreciation of diversity, empathy, and community building are all examples of what values we uphold and teach. We have seen many members of our cast and crew grow up before our eyes and make significant contributions to the arts and

local community. In addition, the literature supports our experience in particular for underserved communities (Wright, John, Offord et al., 2006A) and in a review of the applicable literature the authors (Wright, R, Lindsay, J, Alaggia, R, Duku, E, Morton T) found that youth involved in community and after-school performing arts programs had statistically significant improvement in artistic and social skills, managing emotional problems and attaining higher academic achievement. We strongly believe that the investment in time, passion and financial resources we have made over the past 20 years has shown tremendous outcomes.

Active Living

Participation in the performing arts, through the mediums of music, dance and theatre have long been studied for their positive impact on mental and physical health. The production of *Jesus Christ Superstar* will be a demanding show for choreography. This will challenge the cast every week to learn, practice and perform a wide variety of dance and movement. We are privileged to have an experienced choreography team who will lead our cast members through rigorous and engaging physical activity, increasing both their physical and mental wellness and stamina. Individuals of all skills and abilities are welcome to join us, to challenge themselves to work at developing a new skill or honing their craft. There are no barriers to entry. All Are Welcome. By opening night every cast member will have participated in 24 or more 3-hour rehearsals for the show culminating in 4- 2.5-hour performances in early June.

Beyond the Show: Educational and Social Development Impact

A key element of the Stage Prophets experience for all involved is the opportunity to discuss the societal themes presented by our shows. All members of the cast and crew are encouraged before and after each rehearsal to share how the experience has impacted them personally. We take time to learn about the context presented in the performance and how that might be reflected in our day-to-day lives. A wonderful example of this is the discussions we had during our preparation for 2019's *Fiddler on the Roof*. Rabbi Yakov Kerzner from the Halifax Synagogue joined us to share the impact of the historically accurate narrative associated with the pogroms on his own family and community. Jewish members of our cast were also provided the opportunity to share how the traditions portrayed in this musical helped them understand their own heritage and appreciate the significance of simple everyday habits. In 2022 we spent a significant amount of time discussing shows like *Fiddler* and its theme of genocide and mass persecution in light of the war in Ukraine. We actually devoted a part of our show to share how global geopolitical issues have a direct impact on our lives in our community.

Heritage & Diversity

Every year, Stage Prophets chooses a show with a powerful social theme and message. In 2019, we presented *Fiddler on the Roof*, an historical account of the modern-day trauma faced by refugees and whole populations confronted by catastrophic events such as genocide. Other productions, such as *Anne of Green Gables* and *Anne and Gilbert*, shed a light on our own heritage here in the Maritimes. In addition to the universal themes present in our musical productions, we have a mission to welcome all individuals regardless of race, gender or religious affiliation. While we value the importance of spirituality in our work, we do not dictate what the nature of anyone's beliefs should be.

Jesus Christ Superstar is a telling of Jesus and his followers' experiences just before his Crucifixion. This story of course has profound importance to the Christian faith; however it is our goal to highlight its universally human themes, including leadership, fellowship and love, throughout our rehearsal process. After a difficult two years apart, we want nothing else than to create an experience for our cast and crew that fundamentally celebrates togetherness, and we will work actively and tirelessly to be inclusive of people from all faiths and backgrounds.

Accessibility

All Stage Prophets performances and rehearsals are presented in accessible facilities. We value the participation of all members of our community. We embrace individuals from all walks of life, as diversity builds strong and beautiful communities. Everyone who comes out to the information sessions and auditions can find a place on our stage and within our family. Another important component of our community outreach is to welcome members from L'Arche, Open Arms and other organizations to join us for our Dress Rehearsal, free of charge, helping to mitigate financial barriers for those who may not have the opportunity otherwise. Within our cast, we ensure that no one is limited by their economic status - even in simple examples of car-pooling to weekly rehearsals - as all are welcome to participate. The cast rallies together to ensure no one is left behind. Finally, Stage Prophets has embarked on a \$100,000 campaign entitled Building the Exceptional. This campaign, designed to run over several years, will help us develop an academy for youth, create a strategic imperative for accessibility, to procure space to work, play and learn and finally to reach for even greater heights in the quality of our productions. We hope to have a new tool to support accessibility in place in time for Jesus Christ Superstar as we have applied for targeted funding to support an enhanced audio capability to support patrons who are hard of hearing.

Alignment with Council's Strategic Plan

Stage Prophets has reviewed and is encouraged by the Town of Wolfville's Strategic Directions as communicated through the Council's Strategic Plan in the 2022-2026 Operational Plan & Budget Statement. The Town's Vision:

"A vibrant, progressive town, at the centre of a thriving and sustainable region, where residents, visitors, businesses, and university thrive and grow".

We believe that this vision matches our own vision and mission very closely. We believe that we have directly linked our plan as shared above in response to the section on benefits to the community to three of the four of Council's Strategic Directions - Economic Prosperity, Social Equity and Community Wellness. We shared our vision at the beginning of this document and believe our mission statement along with our actual plan for Jesus Christ Superstar supports the Town's Vision, Mission and strategy very well.

Stage Prophets Mission Statement

As a Stage Prophets Family, we:

- Create and share community theatre of exceptional quality that engage, inspire & delight
- Foster belonging, fairness and acceptance
- Welcome all identities; age, race, gender, sexuality, ability, neurodiversity & religion
- Commit to practicing kindness through our actions and words
- Encourage the sharing of gratitude
- Develop the unique gifts and talents within each individual
- Cultivate the growth of our group through the pursuit of excellence
- Acknowledge that we are greater than the sum of our parts
- Thoughtfully select programming that reflects our vision
- Respect & honour all cultures through collaboration and education
- Nurture meaningful partnerships with our local community
- Engage audiences and community into thought-provoking dialogue
- Believe in something greater than ourselves

Key Milestones – Project Timeline

	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Board decision go/no go	█								
Show selection/licensing									
Show budget developed and approved by Board			█	█					
Quotes (TourTech, Venue)			█	█					
Advancement campaign	█	█	█	█	█	█	█	█	█
Ticket sales			█	█	█	█	█	█	█
Grants Apps (Province, Town of Wolfville)			█	█	█	█	█	█	█
Rehearsals begin (leads)(12/08/2022)			█	█	█	█	█	█	█
Band rehearsal			█	█	█	█	█	█	█
Weekly in main cast rehearsals			█	█	█	█	█	█	█
Mass Choir rehearsals begin			█	█	█	█	█	█	█
Marketing / promotion plan			█	█	█	█	█	█	█
Set/ tech design complete		█	█	█	█	█	█	█	█
Cast off book full rehearsal			█	█	█	█	█	█	█

	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Rehearse with live band							■	■	
Contracts executed (venue, TT)						■			
Risk mgt plan / insurance in place							■		
Costumes (design, sewing, fitting, delivered)				■	■	■	■		
Final grant apps (Kings Co, ACOA)							■		
Raffle, silent auction set									
Ad sales, sponsorships					■	■	■		
Program design, printed								■	
Move In Arena (05/28/2023)								■	
Final Dress Rehearsal (06/01/2023)									■
Opening Night (06/02/2023)									■
Close (06/04/2023)									■
Debrief plan for 2024									■

Expected Number of Participants and Attendees

Cast, Crew and Volunteers: 150

Audience, Patrons, Sponsors:

- Capacity - 5812
- Conservative estimate of ticket sales over four shows – 3370
 - Estimated geographic breakdown
 - Kings County – 2000
 - Annapolis, Lunenburg, Hants Counties - 800
 - HRM - 600

Budget - Jesus Christ Superstar

Income Projections

Ticket Sales (4 Shows @58% Capacity)	\$ 112,879.60
Fundraising - Major Gifts	\$ 22,000.00
Grass roots - patreon, GFM etc	\$ 5,000.00
Fundraising Events	\$ 1,000.00
Grants	\$ 15,000.00
SP Balance Contribution	\$ 15,000.00
Sponsorship - Program Ad/Poster Sales	\$ 20,000.00
Total	\$ 190,879.60

Expenses

Department	BUDGET 2023
Set	\$ 4,000.00
Props	\$ 500.00
Costumes	\$ 500.00
TT - Set	\$ 124,809.00
TT - Lighting	\$ 5,520.00
TT - Accomodations	\$ 5,040.00
Electrician (Install & Strike)	\$ 500.00
Marketing	\$ 7,000.00
Programs	\$ 2,500.00
Honorariums	\$ 1,500.00
Technical Staff Wages	\$ 6,000.00
Special Effects - Fireworks FX	\$ 5,000.00
Food + Cast Gathering	\$ 1,000.00
Equipment Rentals	\$ 3,000.00
Uhaul	\$ 800.00
Acadia Staff Parking	\$ 1,400.00
Acadia Glass Removal	\$ 5,000.00
Acadia Staffing	\$ 7,089.88
Contingency (5% this 2023)	\$ 9,057.94
TOTAL	\$ 190,216.82
Income Projections	\$ 190,879.60
Surplus	\$ 662.78

Partner Funding

Stage Prophets will apply for and expects to receive funding from the Nova Scotia Department of Communities, Culture, Tourism and Heritage under its Festival and Community Development Program. We will also apply for grants under the County of Kings and Town of Kenville programs. These grants have yet to be awarded. Stage Prophets has achieved funding through the Rotary Clubs of Kings County Foundation and the 100 People Who Care charitable giving program. To date Stage Prophets has raised approximately \$20,000 through our Building the Exceptional campaign.

Key Personnel – Stage Prophets Board of Directors

- Chair and Artistic Director – Mary Hanneman
 - Mary has been the artistic director for Stage Prophets since its inception in 2002. Her expertise is exemplified by the tremendous success the company has had over the years in selling out shows and engaging partners and hundreds of community members to give of their time and talent. Mary is a Vice-Principal and Crisis Team Lead and Counsellor Support for the Annapolis Valley Regional Centre for Education
- Vice – Chair – Kate Pinto
 - Kate has been a member of Stage Prophets family almost since its inception playing key leading roles in several productions. Kate is the Grow Together Coordinator at Holy Trinity Catholic Church. At Stage Prophets Kate supports Board Governance Policy and Board development. Kate is also the Assistant Director for Jesus Christ Superstar and manages or webpage.
- Secretary- Christine Isenor
 - Christine is a professional educator with the Annapolis Valley Regional Centre for Education and has participated for over a decade in the work of Stage Prophets both on the stage and behind the scenes. Christine as Secretary is responsible for tracking our commitments and filing reports as required for best practice governance standards.
- Treasurer – Jim Murphy
 - Jim is the Vice-president of Telehealth Operations and Client Relations for Assistance Services Group where he is responsible for the clinical operations and P&L of one of Canada’s premier telehealth organizations. He has performed on stage with the Stage Prophets as well as supporting the organization’s governance, finance, marketing, and grant writing teams. He has over 20 years of experience in the area of not-for-profit governance.
- Board Development – Jacob Sampson
 - Jacob teaches Drama for Grades Primary to Nine at Bedford Academy. He is currently the Grade 8 homeroom teacher and also teaches Health to all students of the school. Following his graduation from Acadia, Mr. Sampson acted professionally throughout North America, appearing on stage in plays such as A Mid Summers Nights Dream, Othello, The Bridge and many others. In 2017, Mr. Sampson took a sabbatical from his teaching duties to author and star in his play, *Chasing Champions*, the story of

Nova Scotia boxer Sam Langford. The play received critical acclaim throughout Canada and was named best new play by the Nova Scotia Merritt Awards. Mr. Sampson was also named best actor in a lead role for his work on the play. He has been a volunteer with Stage Prophets since the beginning and provides immeasurable expertise in the subtleties of on-stage performance and the creation of live theatre. Jacob has introduced the concepts of peer mentoring and other developmental processes to ensure all feel welcome and engaged in our work.

- Communications – Gregory Palmer and Nikki Lannan
 - Gregory and Nikki are longstanding cast and behind the scenes members of Stage Prophets. Gregory is a professional level dancer and choreographer and Nikki a tremendously talented singer. Gregory works in the procurement area with COSCO and Nikki is a Registered Nurse. Greg and Nikki bring tremendous enthusiasm to their communication role ensuring that our mission and vision are communicated and our return on promotional spending optimized.
- Operations - Angeline St. Amour
 - Angeline has been a member of the Stage prophets since the beginning. A freelance Lighting Designer, Technical Director, Stage Manager, and Production Manager, Angeline is a graduate of the National Theatre School of Canada's Production Program. Select credits include: Lighting Design for Talisman Theatre and The Concordia Contemporary Dance Department; Assistant Lighting Design for Centaur Theatre Company, Black Theatre Workshop, and Geordie Productions; Video Management for Porte Parole and Crow's Theatre; Production Management and Technical Direction for Tangente, Talisman Theatre, National Theatre School, and Just for Laughs. Angeline is responsible for set design, technical support, sound and lighting.
- Mission and Stewardship - Justin Brown
 - Justin is the Vice-President of Business Development for Coastal Entrance Solutions. He is a member of the Board at the Valley Refuge Association. Justin is a very Talented Actor and Singer having recently played the role of Tevye during Stage Prophets sold out run of shows in 2019. Justin is reprised his role to present the show stopping "if I were a rich man" as part of Stage Prophets 2022 Revue last year. At Stage Prophets Justin works to ensure that the Society stays on Mission and ensure that the needs of the cast and crew are met.

Attachments:

Memorandum of Incorporation

Financial Statements



POLICY

ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (OPERATING)

Applicant Name: Stage Prophets - Jesus Christ + Superstar production

<p>1. Program/Service Obligation Core – event/initiative/service the Town would otherwise provide Important – event/initiative/service the Town might otherwise provide Discretionary – event/initiative/service the Town does not normally provide No Mandate – not enabled by legislation, is not within the Town’s area of responsibility</p>	<p>H M L N</p>
<p>2. Council Strategic Plan Vital – fundamental to Council’s Strategic Plan Notable – solid fit within Council’s Strategic Plan Non-Critical – some relevance to Council’s Strategic Plan, not strategic</p> <p>Provide Specific Linkages to Council’s Strategic Plan:</p> <p><i>Supporting: community Economic Prosperity, and community Wellness.</i></p>	<p>H M L</p>
<p>3. Public Need/Benefit Community at Large – general need/benefit, broad-based Multiple Interests – some need/benefit, a number of areas/communities Vested Interest – special interest group(s), localized</p>	<p>H M L</p>
<p>4. Human Development and Inclusion – Volunteer and Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential</p>	<p>H M L</p>
<p>5. Quality of Life for the Community Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community</p>	<p>H M L</p>
<p>6. Economic Impact to the Town High – there is a strong and demonstrated direct economic impact to the Town Moderate – there is a demonstrated indirect economic impact to the Town Low – there is minimal or no demonstrated economic impact to the Town</p>	<p>H M L</p>

*Parks + Recreation
 2023-03-28.*

ETZ.

REQUEST FOR DECISION 016-2023

Title: Compost Site – East End Secondary Plan

Date: 2023-04-04

Department: Planning & Economic Development



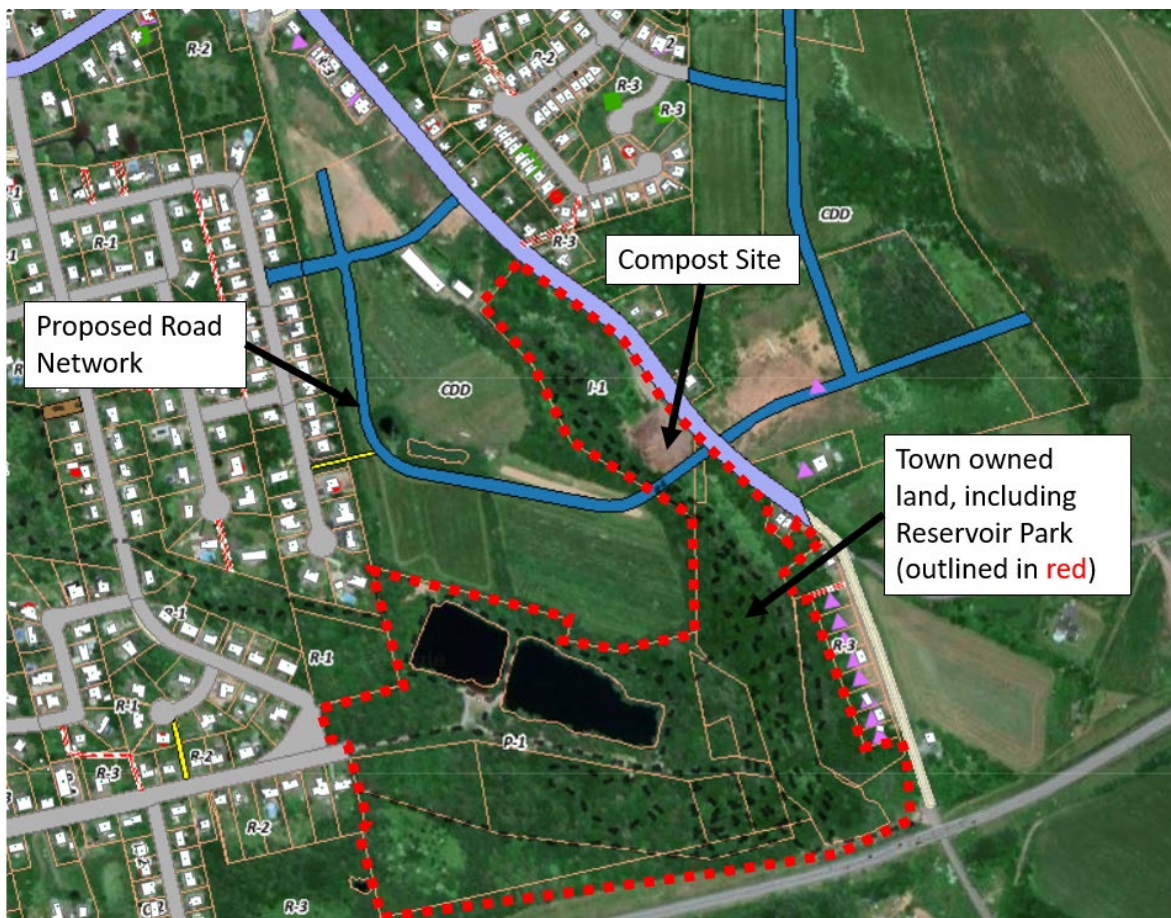
SUMMARY

East End Secondary Planning – Compost Site

This report provides an update on the East End Secondary Planning Strategy – focusing on the area around the existing compost facility and next steps.

It is proposed to close the Compost facility on Maple Avenue permanently by the end of May 2023. That would have the facility open this season from mid-April to the end of May. Further information and communications will come to Council as we move forward.

A lot of other details are being worked on with the next (final) version of the Secondary Plan (that will come to Council) but Staff wanted to be clear and provide an update on the compost site area given the service currently provided and communications that will be required.



REQUEST FOR DECISION 016-2023

Title: Compost Site – East End Secondary Plan

Date: 2023-04-04

Department: Planning & Economic Development



DRAFT MOTION:

That Council approve communicating the closure of the Compost Site by the end of May 2023 to facilitate road construction in the East End Development area.

1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

The Town has broad control over land use through the Municipal Government Act.

3) STAFF RECOMMENDATION

To facilitate development in the East End, Staff are recommending the closure of the compost facility along Maple Avenue by the end of May 2023. Further information and communications will be provided to Council as we move forward.

4) REFERENCES AND ATTACHMENTS

1. Compost usage summary
2. March PAC package - [here](#).
3. Additional background can be found on our blooms page - [here](#).

5) DISCUSSION

The East End Secondary Planning Strategy has been ongoing since September 2021. A report and nearly completed secondary plan can be found in the March PAC package [here](#). Additional background can be found on our blooms page, [here](#).

The proposed road through the compost site and the coming spring construction season are the focus of this report. A lot of details are being worked on for the final Secondary Plan to be presented in May.

Background

The road network is proposed to go immediately adjacent the existing compost site. The road connectivity is essential to the overall functioning of the development to avoid more traffic routing through the Bishop Avenue area (see traffic analysis in secondary plan report); to accommodate the density; and provide connectivity to the Maple Ridge lands – especially for transit and active modes of travel. The road network has not significantly changed for a number of months and it is not anticipated to change moving forward.

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Title: Compost Site – East End Secondary Plan

Date: 2023-04-04

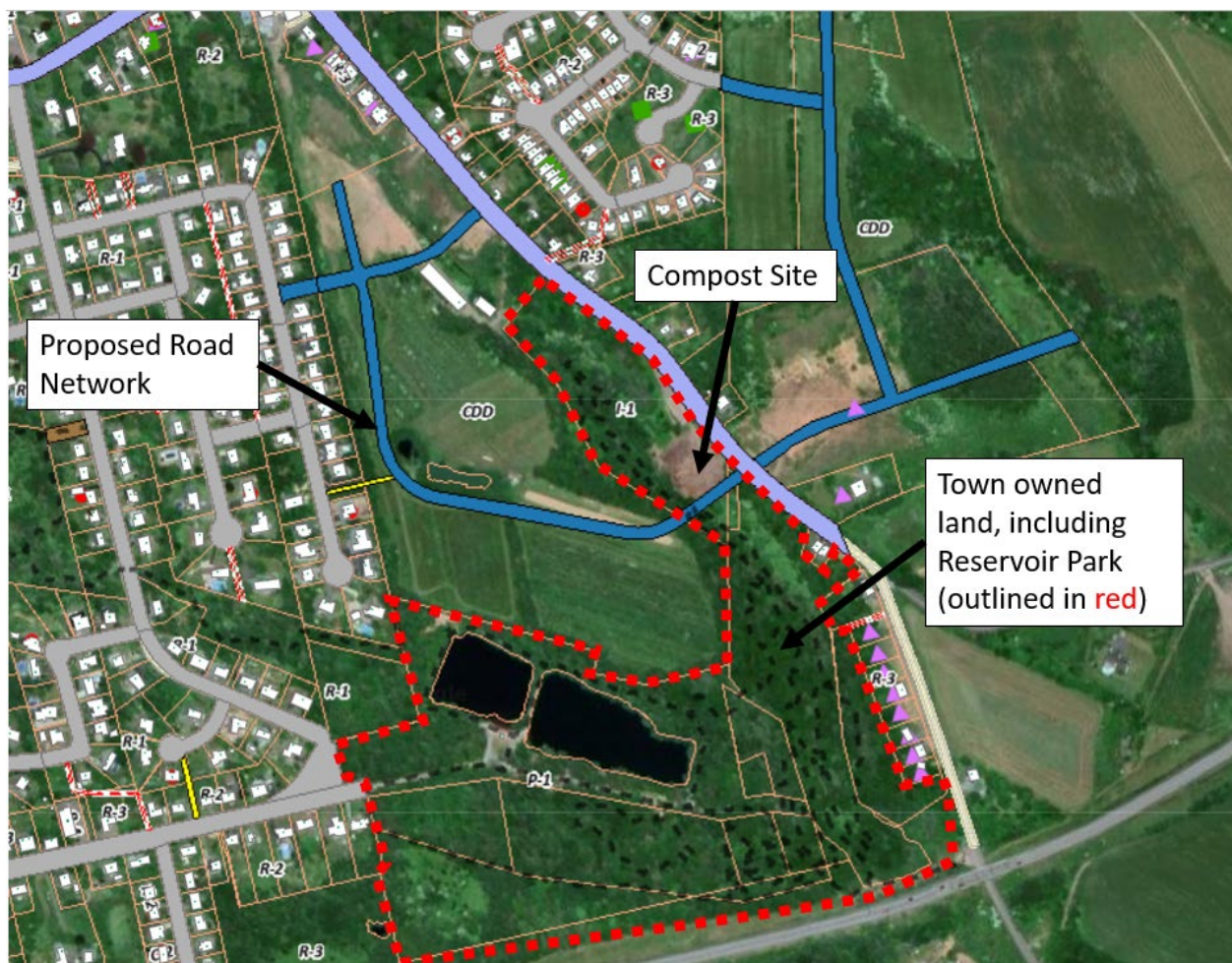
Department: Planning & Economic Development



It is anticipated the Secondary Planning Strategy will be wrapping up in May/June. Concurrently, the owner of the Kenny Lands is planning to begin road construction this coming construction season. We anticipate to have a servicing agreement finalized (outlining all the details of road construction as per the secondary plan) in May/June as well. Initial earth works on the private lands may occur once the roads open, and will be subject to Provincial Erosion and Sedimentation control. Staff have been meeting with the engineering team for the Developer and road construction and servicing drawings are well advanced at this stage.

The Compost Site

The compost site area is owned by the Town. There are a series of large parcels that run along the eastern edge of the Kenny lands that are connected to Reservoir Park (that we own) as shown here:



The existing trails that run to the west of the compost site will be impacted during construction. These trails will be replaced and further trail connectivity added as part of the development. These trails

REQUEST FOR DECISION 016-2023

Title: Compost Site – East End Secondary Plan

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would be closed at some point during construction. A communications plan would accompany any closure.



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What we offer as a value-add compost offering (beyond green bins) once construction begins and the compost facility closes is being evaluated. The PAC report from March stated the following:

<p>What about the Compost Site?</p>	<p>Depending on the start-date of the Kenny Lands project, the compost site and immediately adjacent trails may not be available (during construction). What we offer as a value-add compost offering (beyond green bins) once construction begins is being evaluated.</p> <p>The road connectivity through the compost site is essential to accommodate the overall vision for this area. The latest version of the site layout has this converting to a trailhead park (with some type of amenity) that would connect into new and existing trails. Previous iterations of the layout showed a potential building in this location.</p> <p>Staff are working with Valley Waste on options or additional service that may be possible for compostables. Also being looked at is the potential of a relocated site but at this stage, this is seen as unlikely. In the coming year, the Town will contribute \$605,500 for waste management through Valley Waste.</p>
-------------------------------------	--

Secondary Plan Overall and Next Steps:

The Secondary Planning Strategy envisions the following (see maps on next pages), more broadly. It is not anticipated that major changes will be made to the outcomes at this stage. Staff are working on the details of enabling this development in our Land Use By-law at this point in the process.

Next Steps for the East End Development Process include:

- Staff are currently working on finishing the secondary plan package and renderings, detailing the Land Use By-law, etc
- A Public Participation meeting will be scheduled (including advertising and letters sent) once the work is complete – sometime in May
- PAC will then review the final package in light of public comment and make a recommendation to Council (May)

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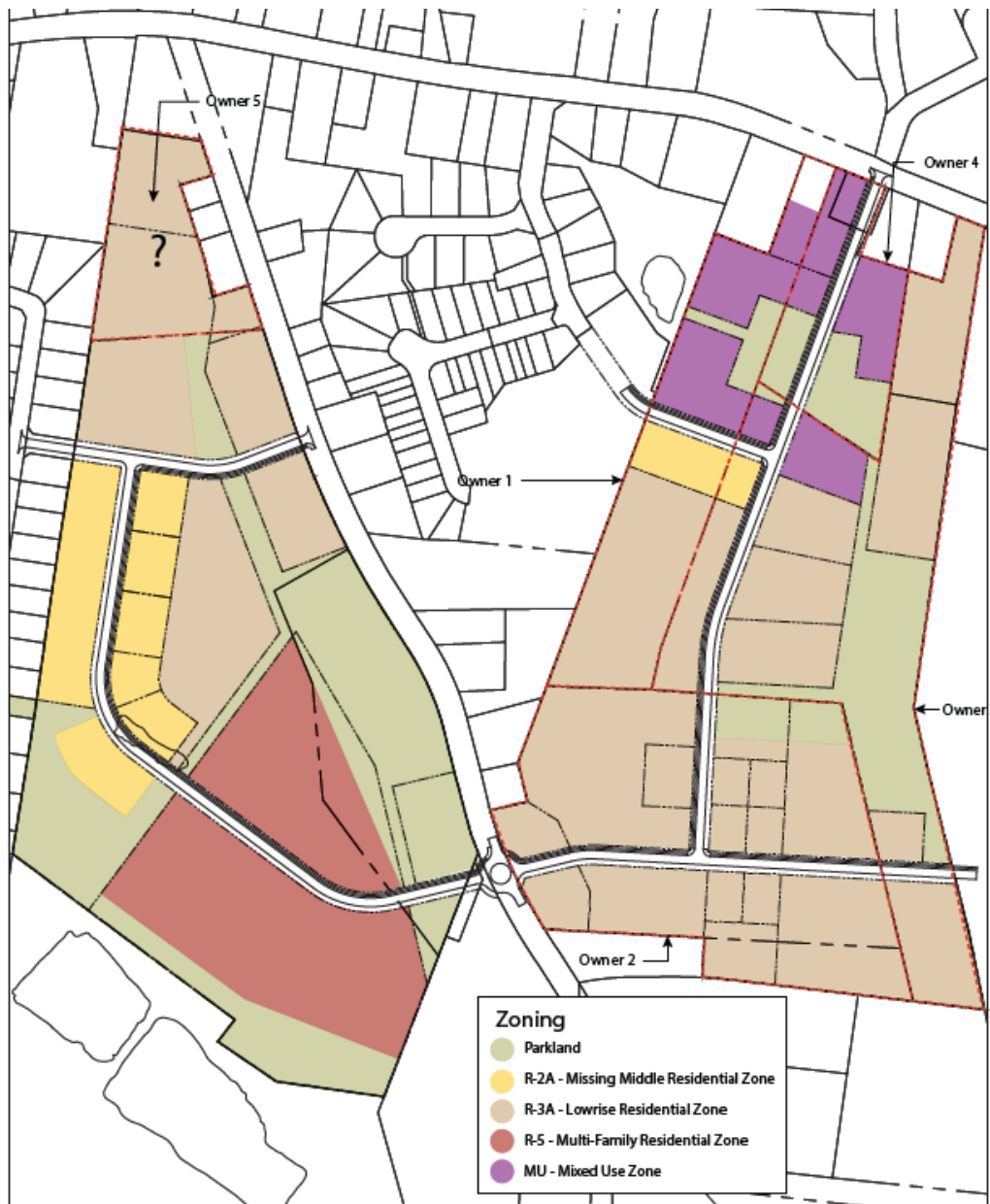
Department: Planning & Economic Development



- Council will then consider the final package, PAC recommendation and hold a public hearing on the changes to our planning documents to enable this development (May-June). A decision from Council is the final step.

Staff are working on a servicing agreement (consistent with the east end secondary plan) that will enable initial road and servicing construction, detail standards, outline park boundaries, trails, etc.

Proposed Zoning (names of zones to be updated)



REQUEST FOR DECISION 016-2023

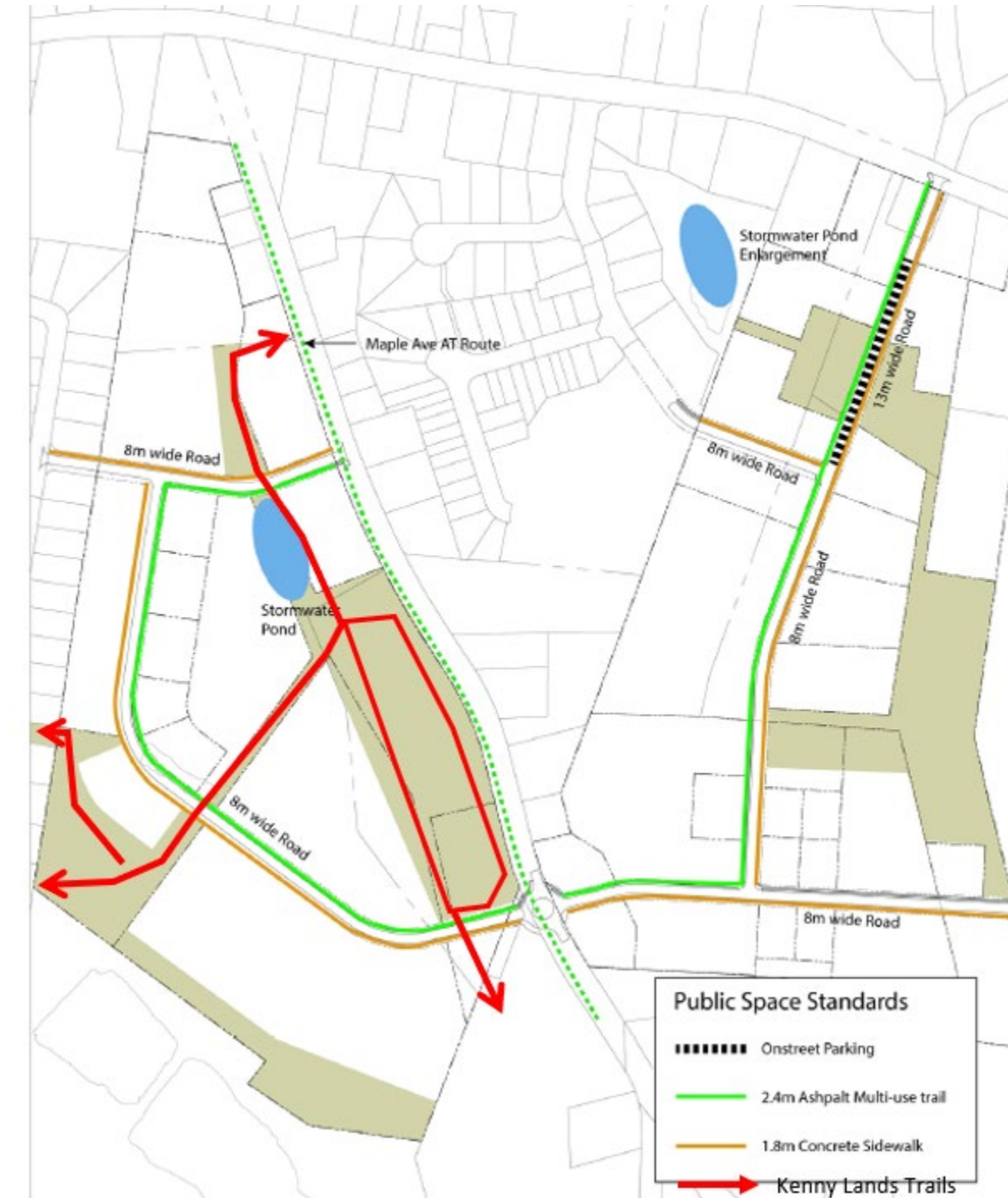
Title: Compost Site – East End Secondary Plan

Date: 2023-04-04

Department: Planning & Economic Development



Proposed Road Network, Sidewalks, Parks and Kenny Land's Trails



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Road Profile Example

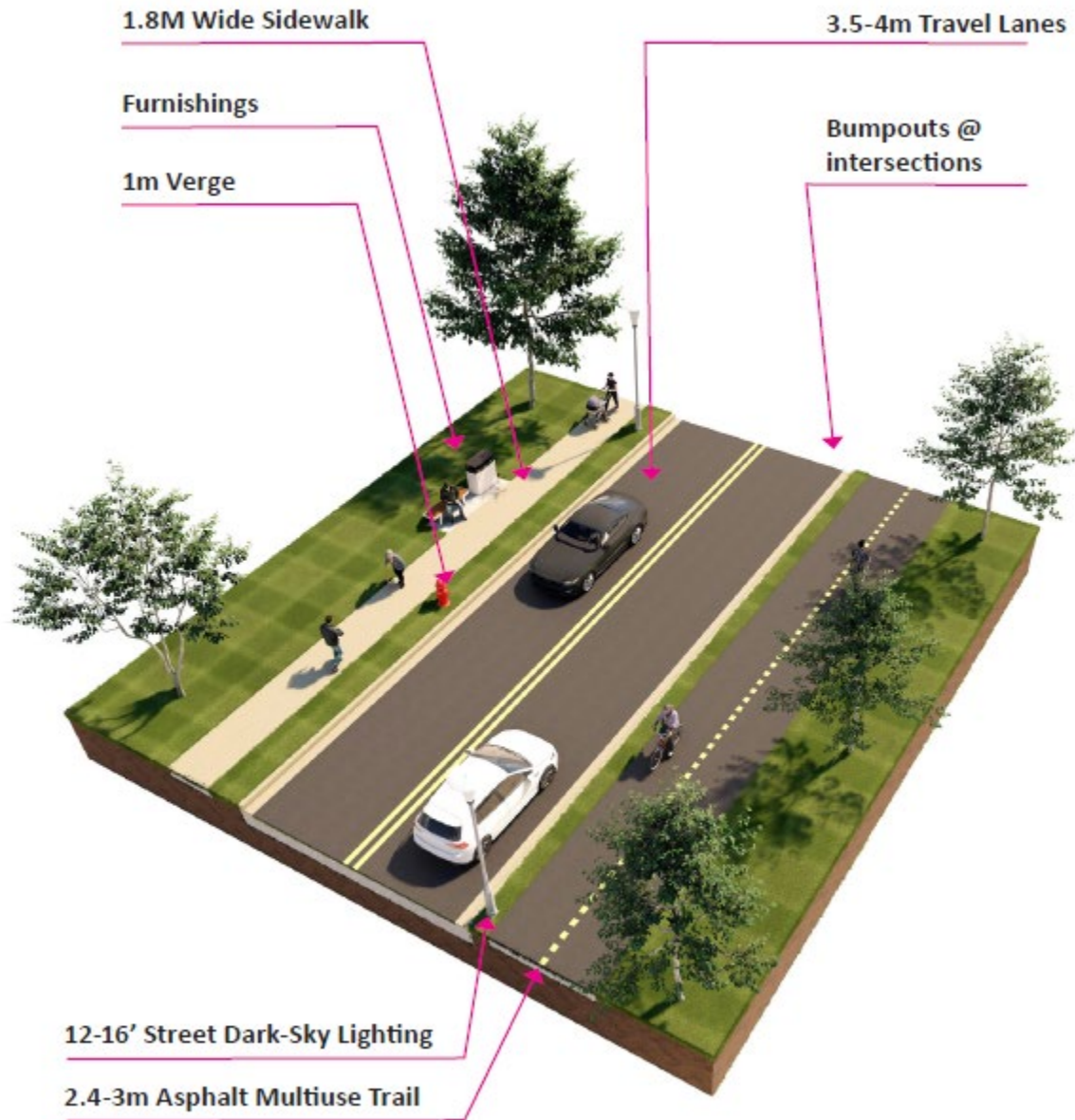


FIGURE 1.17 Typical Collector Street

REQUEST FOR DECISION 016-2023

Title: Compost Site – East End Secondary Plan

Date: 2023-04-04

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6) FINANCIAL IMPLICATIONS

The Town will contribute \$605,500 for waste management through Valley Waste this coming year. Other further composting costs once we close the services will be brought forward to Council.

The assessment increase from the East End Development will be substantial for the Town.

Further financial information will be provided to Council.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The 2021-2025 Strategic Plan and MPS relevant directions:

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

8) COMMUNICATION REQUIREMENTS

Key Message: The Town is closing the compost facility by the end of May to enable the East End Development. Initial earth works, road and servicing construction is anticipated to this construction season.

Further communications information will be provided to Council once a decision is made on the closure and the Secondary Planning moves forward.

9) ALTERNATIVES

Staff do not see much in the way of practical alternatives to what is being presented in terms of the road connectivity in this area and long-term viability of the compost site at this location, given the East End Secondary Planning and traffic study that has been ongoing since 2021. Staff will be further updating the traffic analysis for the final version of the Secondary Plan but it is not anticipated that a single entrance from Maple Avenue will be advised (this would take a lot more traffic to Bishop and limit the overall connectivity of the area).

In terms of alternatives for value-add compost service after the site closes (beyond the current Valley Waste offering) – Staff will provide more information on this in a separate report once more information is gathered.

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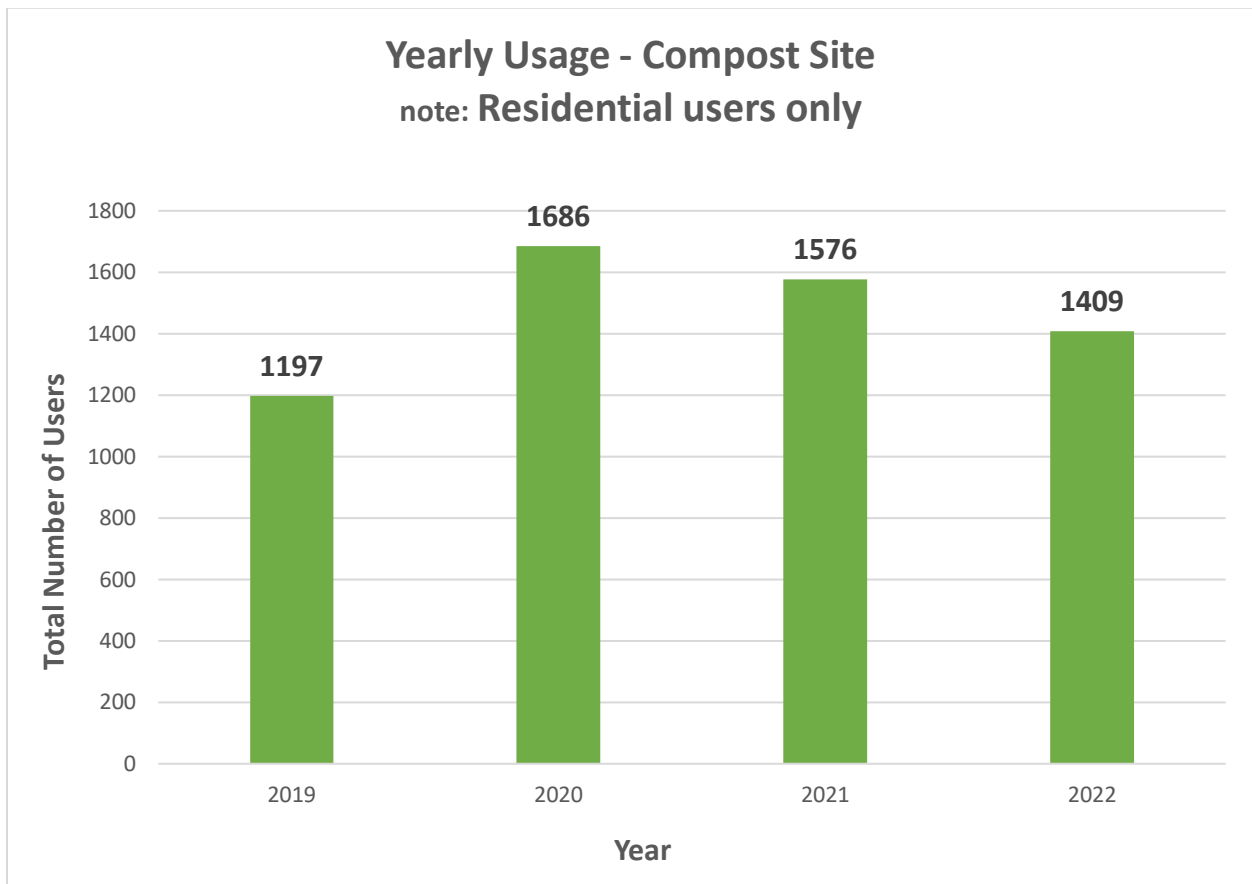
Department: Planning & Economic Development



Attachment 1 – Compost Site Usage

What is the usage of the compost site?

There are a number of commercial clients included in these numbers. These numbers may include multiple visits by the same person/day as they work on a job.

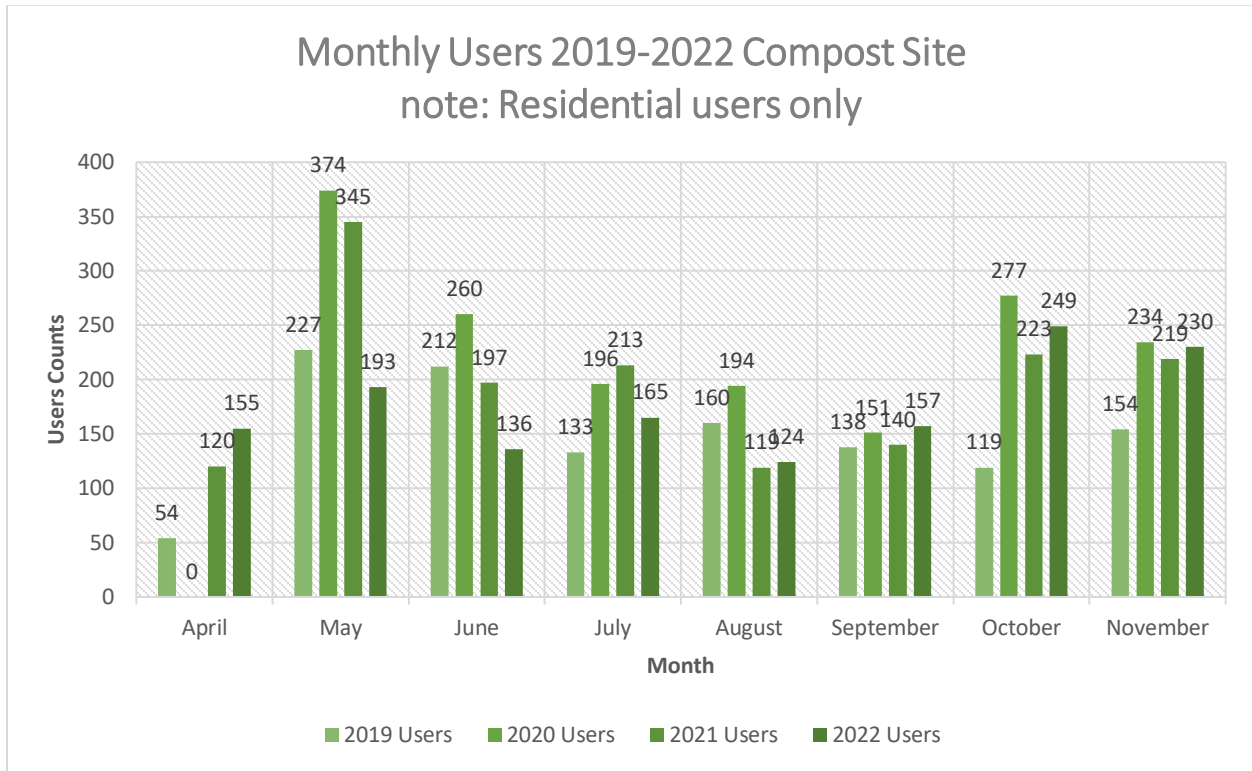


REQUEST FOR DECISION 016-2023

Title: Compost Site – East End Secondary Plan

Date: 2023-04-04

Department: Planning & Economic Development



REQUEST FOR DECISION 015-2023

Title: WBDC Funding Agreement Renewal

Date: 2023-04-04

Department: Planning & Economic Development



SUMMARY

Wolfville Business Development Corporation – Funding Agreement Renewal

The 2022-2023 Interim Funding Agreement between the Town and the Wolfville Business Development Corporation (WBDC) (Attachment A) has ended, and a draft 3-year Agreement has been drafted as a framework to continue our work together. Town Policy 710-004 (WBDC Funding Agreement Policy) (Attachment B) outlines the requirements for determining whether a new Agreement is entered into as well as guidelines for the distribution of any grant funding to the WBDC that is raised through a Commercial Area Rate.

The new 3-Year Funding Agreement allows the Town to support activities of the WBDC as part of a broader strategy to promote the Town of Wolfville as a place to visit, work and live and provides the framework to better define each party's responsibilities and expectations to each other. The 2022-2023 Interim Agreement was created in response to the COVID-19 pandemic and the challenges that it brought to the Town and WBDC, though it is now more desirable to enter into a multi-year agreement as these challenges have largely been managed.

As required by the Funding Policy (Policy 5.5) related to the renewal process and consultation, Staff created a questionnaire which was available digitally at www.wolfvilleblooms.ca/wbdcagreement and also held office hours at the WBDC office (360 Main Street) and invited business members to drop in. Hard copies of the questionnaire were also delivered to more than 70 businesses by Staff and Councillor MacKay, where discussion also took place but surveys not always returned.

This report provides the findings from the agreement renewal engagement (attached) and charts a path forward with a draft 3-year funding agreement (attached).

DRAFT MOTION:

That Council approve entering into a 3-year funding agreement with the Wolfville Business Development Corporation, as outlined in this report RFD 015-2023.

REQUEST FOR DECISION 015-2023

Title: WBDC Funding Agreement Renewal

Date: 2023-04-04

Department: Planning & Economic Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

See Policy 710-004 WBDC Funding Agreement Policy.

3) STAFF RECOMMENDATION

Staff are recommending that the Town and WBDC enter into a new, multi-year funding agreement.

4) REFERENCES AND ATTACHMENTS

1. WBDC 2023-2024 Strategic Plan
2. Wolfville Businesses (Listing by Category)
3. WBDC Funding Agreement – What We Heard
4. 2023-2026 DRAFT 3-Year Funding Agreement
5. Policy 710-004 [WBDC Funding Policy](#)
6. 2022-2023 [Interim Funding Agreement](#) (item 7d.)

5) DISCUSSION

Background

The Town of Wolfville and the Wolfville Business Development Corporation (WBDC) have a long history of working together. The relationship with the WBDC is defined through the Commercial Area Rate collected by the Town and disbursed to the WBDC through a funding agreement (see [WBDC Funding Policy](#) that defines this). The WBDC is provided with \$100,000 through the area rate.

Currently, the Town contains a variety of businesses that pay into the area rate – about 150 businesses are operating in the Town. Staff have summarized the businesses by category (attached). This only includes a few of our Home Based Businesses. The Business Licensing initiative coming forward to Council will help us better manage the relationship with our business community.

Overview

Staff engaged the business community through a questionnaire to understand the level of support for the Funding Agreement between the Town and the WBDC, as per the Funding Policy. Fifty one (51) businesses responded to the questionnaire (1/3 of businesses). The responses received indicate that most business owners who replied are satisfied with the WBDC and the marketing and member support

REQUEST FOR DECISION 015-2023

Title: WBDC Funding Agreement Renewal

Date: 2023-04-04

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initiatives currently offered, though there are some suggestions for consideration moving forward. A summary of responses is attached, WBDC Funding Agreement – What We Heard.

Marketing and member support:

There is a good level of uptake of current marketing initiatives, with most businesses noting participation in the greenery programs, social media campaigns and community sponsorships. Lower participation is noted in Town revitalization projects (murals) and grant funding assistance. Questionnaire responses indicate a desire for additional member support offerings including professional development initiatives such as workshops, training and guest speakers, perks such as discounts on local services, more social gatherings, networking events and more.

Despite most respondents indicating participation in one or more initiative, some businesses stated that they have not participated in a marketing or member support program and are not sure how their business could benefit from marketing specifically. These businesses include health care clinics and larger corporations who may not be able to participate in promotional events such as giveaways. The WBDC's offerings could be strengthened by considering options that support a broader range of business types. The specific initiatives suggested can be viewed in the What We Heard report and should be taken into consideration by the WBDC Board in future strategic plan work.

Discussion

Town Role: The Town's role with the WBDC and funding model was not well understood among respondents. During door-to-door engagement, some businesses stated they were under the impression that the WBDC was a Town department, staffed by Town employees. Increasing awareness of the role of the Town among businesses is advised moving forward.

Resourcing: While most respondents stated they were satisfied with the current staffing model, more staff hours were noted as a desirable change to resourcing along with some recommendations for more funding. More Staff hours and funding were viewed as a means to expand existing offerings and to implement the suggested offerings. From Staff's perspective the WBDC could benefit from more Staff capacity (hours for their coordinator); however, any change in funding would require a change to our approved budget for this fiscal year. If desired, this could be looked at in future agreements.

Communications: The Town's main mode of communication with the business community is through the WBDC. The WBDC's 2023-2024 Strategic Plan outlines plans for improving communication. One such way will be through quarterly plan updates to the Town. To address communication challenges with members, the WBDC will seek to update their website for members and the public and will adopt an email newsletter template along with an updated email database to improve communications with members.

REQUEST FOR DECISION 015-2023

Title: WBDC Funding Agreement Renewal
Date: 2023-04-04
Department: Planning & Economic Development



Town Office Hours at WBDC Office: Staff have been holding office hours at the WBDC office on Mondays and Fridays. Ideally, the office will be used by WBDC members as a member benefit and therefore Staff are recommending that they discontinue using this space on a regular basis. Some use by Town Staff may still happen, as needed. Staff are also working with the Coordinator on providing support and material for the office that benefits members (e.g. welcome information, permitting, posters, etc).

Business Licensing Registration: The 2023-2024 draft Strategic Plan aims to develop a mandatory annual business registration process. The Town has been working towards a Business Licensing Bylaw and if adopted, will serve as the business registry. As the Town begins to roll out the Business Licensing Bylaw, businesses will be required to register with the Town. Having assistance from the WBDC to carry out engagement and communications will be instrumental to ensuring all businesses are registered with the Town.

Next Steps

- Legal Review of Draft 3-Year Agreement & Review by WBDC Board
- Council Approval of Agreement (April Council) and signatures
- Funding dispersed as per funding policy and agreement (April 15 and Oct 15, 50% each).

6) FINANCIAL IMPLICATIONS

The budget passed by Council at the March meeting assumed a \$100,000 WBDC funding agreement would be entered into.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

From the 2021-2025 Council Strategic Plan, this RFD is related to the strategic direction of:

- Economic Prosperity

From the 2021-2025 Council Strategic Plan, this RFD links to the Council Priority Initiative of:

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

8) COMMUNICATION REQUIREMENTS

Key Message: The Town and WBDC are working toward entering into a 3-year funding agreement.

Staff are next working on a business licensing program that will benefit both parties. This will be brought to Council in the coming months.

REQUEST FOR DECISION 015-2023

Title: WBDC Funding Agreement Renewal

Date: 2023-04-04

Department: Planning & Economic Development



9) ALTERNATIVES

- 1) Do not enter into a Funding Agreement with the WBDC.
- 2) Move forward with conditions not included in this report, as outlined by Council.



WBDC 2023-2024 Strategic Plan

February 2023



WBDC Strategic Framework



2022-2023 Year In Review



2023-2024 Annual Plan

Our Purpose

To foster the growth, development and sustainability of our business community, supporting our people to thrive economically, socially and culturally.

The Who

Our Audience:

- Member & affiliate businesses
- New businesses
- Students
- Visitors and residents

Our Partners:

- Acadia University
- Town of Wolfville
- Tourism Nova Scotia
- Government stakeholders
- Media

Activation Pillars

- Communications
- Member Benefits
- Placemaking
- Sponsorships
- Operations



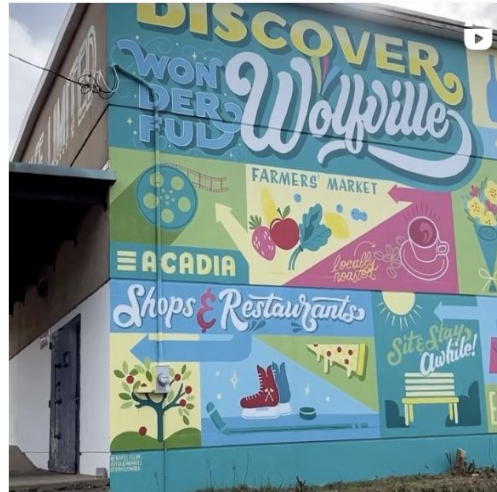
2022-2023 Year In Review

2022 Year In Review: Wins to Celebrate From the Past Year



Grew IG Followers by 100%
from ~5K to 9.9K

Strong member **participation** in promotions & giveaways resulting in an increased **engagement** rate from 1000 views to 3000 sustained views per post.



Reclaiming the walls with
2 beautiful placemaking
murals.

Supports **wayfinding** initiatives and beautification of the town. Funded by a successful ACOA grant. Positive **social response** and engagement.



Holiday Greenery Program:
150% increase in
participation

Standout offerings for businesses and streamlined payment and expense processing to making it easier to participate while **reducing admin costs**.

2021-2022 Year In Review: Activity Tracker

Activity	Pillar	Update / Status	Date
Summer and Winter Greenery	Member Benefits	Increased member participation resulting in almost all storefront businesses taking part.	Summer/Winter 2022
Murals and Sidewalk Art	Placemaking	Awarded \$35K in ACOA funding resulting in two murals and sidewalk wayfinding projects completed.	Fall 2022
Santa Shops IG Campaign	Member Benefits	Partnered with 25 Businesses and Acadia to promote Holiday Shopping in Wolfville. Included Giveaways and drove 900+ new IG followers.	Dec 2022
Promoting Businesses and Wolfville on Social Media	Member Benefits	Concluded contract with Space Creatorz and moved IG management in house to reduce costs and regain creative control. WATCH THIS SPACE!	Sept 2022
Photography copay	Member Benefits	Members have shown interest but vendor terms and availability limited uptake. Additional copay programs and new vendors to be added in 2023.	Ongoing
Member Grant Funding	Member Benefits	Proactively sourcing applicable grants/funding opportunities. Assisted businesses in completing applications and the securing funding for a variety of programs. Received very well by members.	Fall 2022

Continued on next slide



2021-2022 Year In Review: Activity Tracker

Activity	Pillar	Update / Status	Date
Devour and Deep Roots	Sponsorships	Will continue to sponsor key visitor events/attractions that benefit the Wolfville economy.	Aug and Oct 2022
AGM	Communication	Held the first in-person AGM in 3 years with a successful member turnout.	June 2022
Member Newsletter	Communication	Restarted monthly newsletters to the membership with the help of our summer intern.	July 2022
Update member database	Operations	Continue to update and refine the 2021 database of members	July 2022
WBDC Office Improvement	Operations	Completed the setup of the WBDC boardroom with Audio Visual equipment and regular staff hours.	March 2022
Hire new Coordinator	Operations	Successfully hired and onboarded Tami as Coordinator for WBDC	April 2022

[Link to 2022 - 2023 Budget Spreadsheet](#)



2023-2024 Annual Plan

2023-2024 Annual Plan: Key Focus Areas



Communication with members and partners

Better engage with members through educational lunch and learns, newsletters, support for grant applications and more in-person events.



Expanding Member Benefits

Formalize new copay programs to include social media campaigns, packaged giveaway contests, and signage improvements as a way to directly support our local businesses.



Downtown Placemaking

An art installation at Waterfront Park to draw visitors and encourage social engagement and a public parklet on Main St. to provide accessible space for people to relax and enjoy the town; shown to increase foot traffic and create a fun and vibrant atmosphere.

2023-2024 Plan: Communications

Activity	Pillar	Description	Status
Formalize and promote 'lunch and learns'	Communications	Enlist subject matter experts to host 'lunch and learn' sessions for the business community. Partner with the town to communicate member focused events (e.g. Get2Zero)	New
Source and support grant funding opportunities	Communications	Source grant opportunities for members and provide consultative 'office hour' support for applications and follow-up.	On-going
AGM	Communications	Make the WBDC's AGM a night to remember! Goal to increase AGM attendance by 100% for 2023 and drive member engagement	New
Regular updates to The Town	Communications	Town and Acadia representatives to provide updates at the WBDC monthly meeting.	New
Monthly Newsletter	Communications	Adopt an email newsletter template and update email database to support monthly member newsletter. Driven by summer co-op student.	New

Continued on next slide



2023-2024 Plan: Member Benefits

Activity	Pillar	Description	Status
Office use for members	Member Benefits	Continue to promote members use of the WBDC boardroom as a member benefit.	On-going
Copay programs	Member Benefits	In addition to the existing copay programs for summer/winter greenery and photography the WBDC will be adding: 1) Paid Digital Media Campaign Copay 2) Storefront Signage Improvement Copay	New
Social Media Marketing 2.0	Member Benefits	Continue to grow the IG and FB followers for When_In_Wofville to cross promote businesses and Wolfville's overall brand. Develop an in-house media strategy that uses local influencers to produce organic content. Agency led campaigns may be used in one-off seasonal scenarios.	On-going

Continued on next slide



2023-2024 Plan: Placemaking

Activity	Pillar	Description	Status
Waterfront Park Placemaking	Placemaking	An art installation at Waterfront Park to draw visitors and encourage social engagement	New
Main St Parklet	Placemaking	Public Parklet on Main St. to provide accessible space for people to relax and enjoy the town; shown to increase foot traffic and create a fun a vibrant atmosphere.	New
Sidewalk wayfinding murals	Placemaking	Improve wayfinding for businesses off Main Street by increasing size and number of sidewalk murals. Discuss other ideas to support this initiative.	New
Wayfinding Kiosk	Placemaking	Joint funding between WBDC and The Town to build a visitor kiosk in conjunction with the VIC.	New

Continued on next slide



2022-2023 Plan: Operations

Activity	Pillar	Description	Status
WBDC Website Update	Operations	Modernize WBDC website for members and the public. Profile all WBDC members on Wolfville.ca. Promote WBDC as a brand.	On-going
Annual Business Registry	Operations	Develop new mandatory annual business registration process and update the business registry database. Adding SMS opt-in as a new form of communication.	New
Annual Member Survey	Operations	The goal is to achieve 100% completion rate of the annual member survey as part of the new mandatory business registration process. The feedback collected in the survey will form the basis of the 2024 strategic plan.	On-going
Formalize subcommittees	Operations	Identify and enlist subcommittees to “divide and conquer” based on individual areas of expertise and interest. Working groups will cover core areas such as marketing, communications, climate action, accessibility, placemaking and affiliate membership growth.	New

[Link to 2023- 2024 Budget Spreadsheet](#)

Thank You!



<https://www.wolfvillebusiness.com/whoweare>

<https://www.wolfville.ca/wolfville-business-development-corporation.html>

https://www.instagram.com/when_in_wolfville/

Businesses in Wolfville

RETAIL AND SALONS



Fashion

- Cajun's Clothing
- Jane's Again
- Reta's House of Fashion
- Retro Runway Fashions
- The Market General Store
- We're Outside Outdoor Outfitters
- Wild Lily
- Herbin Jewellers
- Studio Philippe Goldsmith

Home

- Buds and Bygones
- Applewick's Craft Shoppe
- Refresh Home and Design
- Rafuse Home Hardware
- Larchwood
- Realm

Other

- Banks Bikes
- Rainbow's End Books & Discs
- The Odd Book
- Wool N' Tart

Food

- Carl's Your Independent Grocer
- Wolfville Farmers Market
- EOS Natural Foods
- Wolfville Cheese Shop
- Supplement King

Pharmacies & Convenience

- Shoppers Drug Mart
- Muddy's Convenience Store
- Cochrane's Pharmasave

Hair Salons & Esthetics

- Beleaf Salon and Spa
- Enliven Hair Salon
- Luminous Beauty Bar & Boutique
- Pure Hair Design
- Tiszta Viz
- Wolfville Tattoo and Piercing

FOOD AND TOURISM



Restaurants

- Danji Restaurant
- Joe's Food Emporium
- Juniper Food + Wine
- The King's Arms Commons
- Li's Wok & Grill
- Library Pub & Merchant Wine Tavern
- Paddy's Brewpub & Rosie's Restaurant
- The Church Brewing Co.
- The Naked Crepe
- Troy Restaurant
- Picasso Pizza
- Pronto Pizza
- Subway
- The Real Scoop
- Front Street Community Oven
- The Rice Bowl

Cafes

- T.A.N. Coffee
- Just Us! Coffee House
- Charts Cafe
- Tim Hortons

Bars & Lounges

- The Anvil Beverage Room

Alcohol

- Annapolis Cider Co.
- NSLC

Arts, Culture & Worship

- Acadia Performing Art Series
- Acadia University Art Gallery
- Al Whittle Theatre
- Harvest Gallery
- Deep Roots Music
- Devour! Food Festival
- The Clayground Studio
- St. Francis of Assisi Catholic Church
- Ummah Masjid & Community Centre
- Wolfville Baptist Church

Accommodations

- Blomidon Inn
- Blue Shutters Accommodations
- Garden House Bed and Breakfast
- Gingerbread House B&B
- Inn Wolfville Luxury Bed & Breakfast
- Locust & Starr Inn
- Micro Boutique Living Wolfville
- Reta's Hideaway by the Harbour
- Roselawn Lodging Ltd.
- Tattingstone Inn
- The Stella Rose B & B
- Victoria's Historic Inn
- 470 Main

Tourism

- Annapolis Valley Adventures
- Destination Acadia
- Tempestuous Culinary
- Valley Ghost Tours
- Randall House museum
- Where it's at
- Wolfville Magic Winery Bus
- Wolfville Visitor Information Centre

SERVICES



Education

- Acadia University
- Building Blocks Daycare
- Wolfville School
- Landmark East School
- Valley Drama School
- Little Apples Theatre Troupe
- Wolfville Children's Centre
- Acadia University Bookstore
- Apple Valley Driving School

Health and Wellness

- Acadia Athletics Complex
- Wolfville Curling Club
- Yoga Life

Services

- Julia Cochrane Editorial Services
- Light and Lens Photography
- MacKay Real Estate
- Property Valuation Services
- Sanisteam Development Limited
- SoundMarket Studio
- Southwest Nova Insurance Group Inc.
- Steven Slipp Design Inc.
- The Grapevine
- Perfect Corner Custom Framing Studio
- Trip Central
- Wiles Laundromat
- Wolfville Animal Hospital
- Wolfville Area Food Bank
- Wolfville Funeral Chapel
- Canopy Creative
- C3 Wealth Partners
- Viking Homes
- Vincent DenHartog, Architect
- Conundrum Press

Services

- CIBC Wood Gundy
- Colibri Software
- Exit Realty Town & Country
- Professional Services
- Hergett Law Inc.
- Edward Jones
- Kimball Law
- Bishop & Company Chartered Professional Accountants Inc.
- Burchell MacDougall Lawyers
- D M Cavanagh Enterprises Ltd.
- Davies & O'Leary Accounting
- Bank of Montreal
- Farback Carpentry & Automation Inc.

Health Services

- Health Services
- Alliance Dental
- Apple Blossom Dental
- Henry Schein Dental
- Dr. Carrie Terry Family Dentistry
- Wolfville Dentistry
- Babble & Beyond Speech-Language Services
- Wolfville Hearing Clinic
- Dr. Allison Wellwood & Dr. Ben Sabine
- Eastern Kings Memorial Health Clinic
- Fundy Chiropractic and Wellness Centre
- Julie Skaling Physiotherapy
- Lee-Ann Cudmore Acupuncture & Traditional Chinese Medicine
- Wolfville Chiropractic Centre Ltd.
- Wolfville Naturopathic Clinic
- Kelly Davison Counselling
- FYi Doctors Visioncare Optometry
- Wolfville Elms
- L'Arche Homefires
- Bodyworks Massage Therapy
- Acadia Sports Therapy Clinic



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What We Heard:

Wolfville Business Development Corporation Funding Agreement Renewal Questionnaire

Purpose

The 2022-2023 Funding Agreement between the Town of Wolfville and the Wolfville Business Development Corporation (WBDC) (Attachment A) has come to an end, and it is now time to determine whether a new Funding Agreement will be entered into.

Policy 710-004 (WBDC Funding Agreement Policy) (Attachment B) outlines the steps to be taken to determine whether a new funding agreement will be entered into. Policy 5.5 requires that a questionnaire and public meeting with businesses be conducted to assess the level of support for the WBDC. In response to this requirement, Staff have invited WBDC members to attend staff office hours at the WBDC office at 360 Main Street to discuss the Draft Funding Agreement and have created a questionnaire in collaboration with the WBDC Coordinator and Board Members on www.wolfvilleblooms.ca. No business owners have dropped in to discuss the Draft Agreement with Staff, however, there have been 51 responses to the questionnaire. Responses to the questionnaire are discussed below.

The Questionnaire

A questionnaire was posted online at www.wolfvilleblooms.ca/WBDCAgreement from January 5th, 2023 to February 12th, 2023. The questionnaire contained questions related to awareness of the WBDC, resourcing, marketing efforts, member support, business registration on the Town website, and communications. The questionnaire was initially promoted to businesses through email by the WBDC Coordinator as the Coordinator maintains an updated list of businesses and their contact information. The WBDC Coordinator stated that email typically receives a low response rate, though it is both the Town and the WBDC's main mode of communication to the business community. Due to a low response rate (17 responses) during the initial engagement period from January 5th to 21st Town Staff and Councillor Jodi MacKay distributed hard copies of the survey and Interim Funding Agreement to more than 70 businesses and promoted the questionnaire on the Town's social media pages and Town website. As of February 12th, there have been 35 online submissions and 16 hard copies collected (51 total), suggesting that door-to-door engagement in combination with digital means may be a more effective strategy for brick-and-mortar businesses than email alone.



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The database currently maintained by the WBDC has 167 businesses listed. This list largely excludes home-based business and may exclude other businesses as well. When distributing the paper surveys to businesses, it became evident that some business owners are not familiar with the WBDC funding agreement, nor what the WBDC can offer them. Some businesses engage with the WBDC and regularly participate in marketing and member support initiatives offered by the WBDC, while other businesses stated they have little to no awareness of the WBDC, beyond the winter greenery program, and some stated they are not sure how the WBDC could support their specific business. The following section describes findings from the questionnaire.

Findings

The first two questions were designed to gauge the level of understanding of the WBDC. The responses provided demonstrate a high level of understanding among those who did respond, with 90% of respondents indicating that they are aware that the WBDC is an independent, non-profit organization, and 86% indicating awareness of how the WBDC is resourced. While the questionnaire responses indicate a high level of awareness, the door-to-door engagement suggests that there remain businesses in Wolfville with little or no awareness of the WBDC. Many of the businesses who stated they had little awareness did not fill out a survey.

During door-to-door engagement, Staff heard from some businesses, who did not complete the survey, that they feel the WBDC does not apply to them. Both large, multi-national corporations as well as local, independent businesses shared this sentiment, suggesting further engagement to understand the wants and needs of these businesses are that the WBDC could support.

1. Are you aware that the WBDC is an independent, non-profit organization?

- 46 yes
- 4 no
- 1 no response

2. Are you aware that the WBDC is resourced by a part-time coordinator year-round and student during the summer?

- Yes: 44
- No: 5
- No response: 2

The next question focuses on determining alternative options for resourcing the WBDC. Responses to this question point largely to the desire for more WBDC coordinator staff hours and more funding to carry out initiatives. The WBDC currently receives \$100,000 per year and the Coordinator position is 21 hours per week.



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3. Do you think the WBDC should be resourced differently? I.e. full-time staff, more office hours, more funding. Please explain.

Responses to the question varied, however the general consensus is that the current model is working well, though there is room for improvement specifically around staff hours:

- Full-time staff: 11
- More funding: 5
- Executive director position: 2
- Full-time staff as a branch of the Town
- Winter student in addition to summer student
- The office space is not necessary
- Target marketing to Ontario, western Canada and US.
- Outsource the marketing
- Remove the greenery programs and direct funding elsewhere

The following four questions were created to understand the uptake of current marketing and member support initiatives, and to identify new opportunities for the WBDC to explore based on member feedback.

The most used marketing and member support initiatives are the seasonal greenery programs and social media promotions and campaigns. Even some of those businesses who stated they had little or no awareness of the WBDC have participated in the winter greenery program. The least commonly used initiatives are Town revitalization projects and funding assistance. 5 respondents did not participate in any of the listed initiatives.

4. The WBDC focuses on marketing and member support. Please check all of the marketing initiatives you have participated in:

While many of the respondents indicated participating in one or more initiatives, some businesses expressed feeling left out of some promotional events but stated that they feel these issues can be resolved.

Marketing Initiatives:	# of participants
Summer Greenery Program	23
Winter Greenery Program	30
Santa Shops Social Media Campaign	24
When In Wolfville Social Media Promotions	28
Funding Assistance	13
Community Sponsorships: Devour, Deep Roots, Christmas with Friends, Al Whittle	22
Town Revitalization Projects – Murals	8
None/No Response	5



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5. Do you have suggestions for other marketing initiatives that should be carried out by the WBDC?

15 participants did not provide a suggestion for marketing initiatives.

The remaining 36 respondents provided suggestions including:

- Large events like the 2022 CFL game or concerts with better attention paid to business promotion.
- Improvements to the tree lighting/Wolfville Glows events and better coordination among businesses for these events.
- Bringing in speakers for the business community.
- A summer social media campaign.
- Facilitating collaborations between Wolfville businesses and/or Halifax-based influencers.

6. Do you have any suggestions for other ways that the WBDC could support your business? I.e. bringing in guest speakers, hosting workshops, exploring funding opportunities.

33 respondents provided the following suggestions:

- Workshops
- Weekly business features
- Small business consulting sessions
- Discounts on local services
- Funding opportunities including support for non-profits
- Town networking events
- Guest speakers
- Human resources
- Digital marketing and social media training
- Photography and videography
- Sales and point of sales systems training
- Annual reminders of existing support programs
- Workshops on reaching newcomers
- Cross promotion of businesses
- Marketing beyond Nova Scotia
- Greater support for arts and heritage interests
- Gatherings at the Community Oven
- Family films, performances and lectures at the Al Whittle
- Supporting the business community more evenly across sectors
- Wayfinding signage improvements
- More off-season events to promote year-round tourism
- Rebates on property taxes for health care providers
- Building housing for health care providers in Wolfville



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18 respondents did not provide a response to this question.

7. In your experience, what type of support has the WBDC provided for your business?

- Greenery programs
- Social media promotion and/or cross posting
- Participation in Mud Creek Days
- Acted as a voice for businesses during the one-way Main Street pilot project
- Christmas give away promotions
- Photography
- Merchandising
- Use of the board room
- Window painting
- Funding application support
- Downtown revitalization through sidewalk improvements, lighting, parking and waterfront park
- Decorating and beautification projects
- Has helped create pride of place
- Co-pay programs
- Information sessions
- Movie sponsorships
- Regular board meetings to keep members informed
- Raising money for the food bank

One respondent from a health care clinic stated that while they do not rely on direct business marketing, that they do benefit from the WBDC indirectly as many of their new patients choose to move to Wolfville because of aspects such as marketing.

While many respondents did indicate support that they have received through the WBDC, not all businesses felt they receive adequate support:

- Other than promoting Wolfville, I am not aware of any,
- In recent years, no support,
- More focus on social media promotion would be beneficial,
- I am not aware of any supports,
- Little to none.

8. Are you aware of the WBDC's Strategic Framework? Example: "An open-minded team of approachable business leaders positively impacting the Wolfville community".

Most respondents were not aware of the WBDC's Strategic Framework:



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- Yes: 16
- No: 27
- No response: 8

9. While the WBDC is an independent, not-for-profit corporation, it does receive some support from the Town. The Town recently launched a new website that is focused on showcasing Wolfville businesses and tourism. Are you aware that you can submit your business information?

This question was created to both share information about the WBDC business model as well as remind business owners that they can register their business information on the Town's website if they have not already done so.

- Yes: 29
- No: 15
- No response: 7

10. Have you registered your business information with the Town so that you can be listed on the website?

- Yes 24
- No 16
- No response 10
- Not sure: 1

If no, please explain why.

- Can't find out where or how to register on the Town or WBDC website,
- Unaware that they could register,
- Lack of time,
- I don't trust the Town,
- No but I will after reading this question,
- Has given their business information in the past, unsure if it needs to be submitted again,
- Did not know they could register their business, and do not always see emails,
- Business does not require promotion (family doctor).

12. The Town's primary mode of communication with businesses is via the WBDC. Is there another avenue of communication that would work better for you? Please explain.



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12 respondents stated the current email-based communications work well for them, though some did state that they occasionally miss emails due to busy schedules. The low response rate to email invitations to participate in this questionnaire and higher participation following door-to-door engagement with hard copies suggests that door-to-door engagement or paper flyers would increase engagement with WBDC communications.

During the same time that the hard copy questionnaires were distributed, Staff also handed out flyers for the Get 2 Zero Energy-Smart Businesses initiative, allowing Staff to share information verbally and leave businesses with information on the program and how to register. Initial web-based promotion resulted in 2 registrations. Following the door-to-door engagement, 9 businesses had registered, demonstrating that in-person engagement may result in higher participation in initiatives.

Other ideas for communications include:

- A short annual informal meeting at lunch.
- In-person communication (door-to-door)
- Two respondents requested direct communication with businesses from the Town
- Hold an open day at the office each week for drop ins.
- Deliver physical newsletters to businesses highlighting WBDC initiatives
- Use the Slack App or a message board for communications

13. Do you have any suggestions for how a greater sense of community among commercial rate payers could be achieved?

Respondents shared many new ideas for fostering a greater sense of community:

- More events/meetings
- networking events/meet-ups/social events
- Showcase what the WBDC does/offers via a summary video shared on social, via email distribution, the Town, etc.
- The Annapolis Valley Chamber of Commerce does the work of networking and training well and the WBDC should encourage Wolfville Businesses to participate in these as part of any strategy to create community between commercial rate payers.
- The only way to bring busy people who don't really know each other well together is to learn something together or do something together.
- If WBDC is focused on marketing initiatives, then bringing people together for a brainstorming session might be good.
- There is a lot of focus on the storefronts when it comes to WBDC, and they have had a challenge connecting with professional services and landlords. A mandatory business registry through the TOW would be helpful with this, and businesses need to renew every year (no fee, or minimal fee). This would allow WBDC to connect with the full base, and to create a line of communication on how funds are collected and spent. There is value for businesses that are not retail or hospitality! For example, promoting Wolfville when recruiting employees.



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- Meet and greet evening for members and Board to get together apart from AGM.
- Regular post-event surveys so businesses' experiences can be collected and better known.
- Rate payers' specific events to build this sense of loyalty and familiarity.
- Host a brainstorming session around what might we want to do together? Morning coffee and walk? Pecha Kucha, Topic Table discussions, Pro-Action Cafe or Huddle like peer support (I have this challenge and want feedback, ideas, connections etc.) Creative Mornings, Valley Social Network format, do activities together regularly.

14. Did you know that the WBDC manages the When in Wolfville Instagram account and that all WBDC members can access WBDC staff for social media assistance to increase their reach and gain more followers?

The When in Wolfville Instagram account has been shown to be an effective tool for gaining new followers for several businesses in Town.

- Yes: 29
- No: 15
- No response: 7

15. Did you know that Town Staff hold office hours on Mondays and Fridays in the WBDC office?

Lindsay and Devin have been holding office hours at the WBDC office on Mondays and Fridays. During these office hours it is uncommon that guests drop in and Staff will be evaluating whether or not these office hours are maintained when the Agreement is signed.

- Yes: 16
- No: 27
- No Response: 8

16. Would you be interested in attending a regular 'members' meeting to be kept informed?

Approximately half of the respondents are interested in attending a regular members' meeting, most of which would prefer a quarterly meeting.

- Yes: 25
- No: 14
- No response: 11
- Maybe: 1

If yes, would you prefer:



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- Monthly: 2,
- Bi-monthly: 9
- Quarterly: 14
- No response: 31

Other comments included the desire for virtual meetings, meetings held at lunchtime and a centralized place online where information (information, calendar of events, agendas and minutes) could be stored so WBDC members could access it outside of meetings. Some respondents indicated they are interested in attending meetings, but their busy schedules often limit their availability to attend.

17. Please provide any further comments related to your level of support for the WBDC.

- I support having marketing and fundraising services that help develop my business, not just flowers and wreathes!
- Without the WBDCL we would not be successful. The Town would not be as successful without the WBDCL. When people move to an area they want a healthy commercial district. When parents sent their child off to university they want to see a healthy and vibrant.
- The WBDC is a helpful support for Wolfville businesses, we're very glad it exists.
- Fully Supportive.
- We fully support the WBDC. They have been very thoughtful with their member offerings and strategy over the past couple of years.
- Great job Tami!
- I always thought the town ran the wbdc, I'm glad to learn that they are independant but \$100 grand doesn't sound like much after salaries and overheads. How do they decide which groups to sponsor? shouldn't the town do that?
- I think it is a very valuable resources, especially for me being new in this role and appreciate the connection! Always friendly and supportive!!
- Instagrammable initiatives play too heavily on name recognition only. More should be made of Town's history, heritage and character.
- As a manager at a local business I am happy to help support the WBDC in any way possible
- I did get good value this year, very happy
- The services get better every year! Can't wait to see what will happen this year
- I love the activities the WBDC has created in the last 5 years or so. Big improvement.
- I support the WBDC
- Support more
- Minimal
- I am so thrilled that the WBDC supports us and I am both curious and intrigued to learn more and hopefully will become more engaged in the future.



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18. Is there an additional level of support you would like to receive from the Town or WBDC that is not currently being met?

- More support for service-based businesses and those who support locals vs just promotions geared towards tourists
- I would like to see more big events to bring more people to Wolfville
- Late night shopping evening, events, social get togethers
- A calendar showing events, especially if they will impact roads, closures, etc
- Suggest more outreach to students as they are not only current customers, but potential word-of-mouth marketers and future citizens/residents/businesses/taxpayers.
- The Town should fix up waterfront park, improve public transit and try to get rid of traffic.
- More grants, marketing promotions and bigger events.
- Casual ways to build relationships with business owners. Not open networking with food, planned activities.
- The Town should attract the right kind of businesses to Main Street, there are too many salons taking up prime retail units.

Key Takeaways:

The survey results suggest that many members are satisfied with the current operations of the WBDC, though there is some room for improvement particularly in the areas of communication, resourcing and broadening the variety of initiatives for a wider range of business types.

Communications: A combination of web-based and in-person communication seems to be effective for not only achieving a greater number of participants, but also in sharing information and building a sense of community among businesses. There is a desire among some businesses to attend in-person meetings, however busy and unpredictable schedules make this challenging for many and door-to-door engagement by the WBDC Coordinator could help fill this gap and improve communications.

Resourcing: The most requested change to resourcing of the WBDC is for full-time Coordinator hours. Currently, the Coordinator works 21 hours per week. More Staff hours would help improve communications by providing the Coordinator with more time to visit businesses in-person and carry out a broader range of initiatives.

Who is the WBDC for? Many of the 70 businesses visited by Staff were in the Downtown Core Area and along Main Street. These businesses largely include retail, food and beverage and professional services. Locally owned retail and food and beverage businesses appear to be the business types most engaged with the WBDC marketing and member support initiatives, while other businesses such as Edward Jones and Shoppers Drug Mart do not tend to engage with WBDC initiatives. Based on discussions with managers or employees at these businesses, these businesses do not rely on the initiatives offered by the WBDC to attract business. Medical clinics and other professional services also stated that while they



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appreciate the offerings of the WBDC, they do not require use of their initiatives due to the nature of their businesses.

One survey respondent stated that the WBDC focuses too strongly on storefronts, excluding many professional services and commercial landlords and that there is value for businesses that are not retail or hospitality and these values should be explored. Some professional services felt uncertain of how the WBDC could provide them with appropriate benefits because their customer base is seeking a highly specific service, and promotions or advertisements are inapplicable or unlikely to help them gain further clientele. These findings suggest that there may be gaps in the services offered by the WBDC that could be explored in order to provide a wider range of businesses with benefits of the WBDC and foster a greater sense of community among businesses.



2023-26 FUNDING AGREEMENT

Between

TOWN OF WOLFVILLE

(hereinafter referred to as “the Town”)

And

Wolfville Business Development Corporation (WBDC)

(hereinafter referred to as “WBDC”)

Whereas the WBDC is a not-for-profit limited company that supports and promotes Wolfville businesses;

And whereas the Town of Wolfville wants to support the activities of the WBDC as part of a broader strategy to promote the Town of Wolfville as a place to visit, work and reside;

And whereas the Town of Wolfville and the WBDC desire to better define their responsibilities and expectations to each other, and so are entering into this Agreement;

And whereas the support of the Town is limited to those items set out herein;

And whereas Town Council Approved Policy 710-004 on May 16, 2017 establishes guidelines for the distribution of any grant funding to the WBDC that is raised through a Commercial Area Rate;

Now therefore in consideration of the mutual promises herein contained and other good and valuable consideration the receipt and sufficiency of which is acknowledged by the execution of this Agreement, the parties agree as follows:

1.0 RESPONSIBILITIES AND EXPECTATIONS OF WBDC

1.1 WBDC shall:

- a. Focus on Marketing and Member Support, which may include but not be limited to those items listed in the WBDC Strategic Plan (2023 - attached) and subsequent strategic plans to cover the duration of this agreement.
- b. Provide quarterly updates to the Town on progress through the year.



- c. Comply with the Town's WBDC Funding Policy, Policy 710-004.
- d. Use any WBDC funds (including reserves) on mutually beneficial project(s) that may involve cost sharing with the Town;
- e. Place Wolfville Town logo on promotional materials, adhering to the guidelines in the Town's *Brand Manual*;
- f. Cross-promote the Town on social media;
- g. Provide the Town with social media information for cross-promotion purposes;
- h. Provide videos for inclusion on the Town of Wolfville's social media;
- i. Work with the Town to update the WBDC section on Wolfville's new website and an updated welcome package;
- j. Provide information on new businesses or potential businesses to the Town as the WBDC becomes aware of this information; unless the WBDC is respecting potential business' request for confidentiality.
- k. As requested in writing by the Town, provide feedback to the Town on policies or initiatives that impact the business community;
- l. Invite the Town to attend the WBDC Board meetings and/or sub-committees if discussions are required on issues or initiatives;
- m. Submit an updated Strategic Plan for the subsequent operating years covered by this agreement (fiscal years 2024-25 and 2025-26) by January 30th of each year and present a year in review and year ahead overview to Council before March 31st of each year (fiscal years 2024-25 and 2025-26).
- n. By January 30, 2026, supply the Town with a strategic plan for the term of the next Funding Agreement, a funding request to carry out the strategic plan, a budget for the upcoming fiscal year and a list of initiatives. The strategic plan shall be complimentary to the Town's approved Strategic Plan and Operational Plan. The Town shall conduct a WBDC review and consult WBDC members during 2025-26, including commercial rate payers, to determine the business community's continued support of the WBDC to determine if a new Funding



Agreement will be entered into. The WBDC will be consulted and be directly involved with this engagement of the business community, and the town will share the results of this consultation with the WBDC.

- o. Supply annual financial statements that have been subject to a Review Engagement and a President's Year in Review Report to the Town no later than June 30 of each year;
- p. Obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Nova Scotia. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
 - i. A limit of liability of not less than one million dollars (\$1,000,000)/occurrence with an aggregate of not less than five million dollars (\$5,000,000);
 - ii. Add Town of Wolfville as an additional insured with respect to the operations of the Named Insured;
 - iii. The policy shall contain a provision for cross liability & severability of interest in respect of the Named Insured;
 - iv. Non-owned automobile coverage with a limit not less than one million dollars (\$1,000,000) and shall include contractual non-owned coverage (SEF 96);
 - v. Products and completed operations coverage;
 - vi. Broad Form Property Damage;
 - vii. Contractual Liability;
 - viii. Hostile fire;
 - ix. The policy shall provide 30 days prior notice of cancellation;
- q. Defend, indemnify and save harmless the Town of Wolfville, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of WBDC, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the



delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by WBDC in accordance with this Agreement, and shall survive this Agreement;

- r. Inform the Town within 48 hours of receipt of a claim or notice of claim or possible claim, including but not limited to the actual claim or notice thereof, irrespective of the possibility, real or perceived, of any risk to the Town or claim being made against the Town;
 - s. Comply with all applicable laws of the Province of Nova Scotia and the Dominion of Canada and all by-laws and policies of the Town of Wolfville and any other municipal jurisdiction in which WBDC provides Deliverables in accordance with the terms of this Agreement;
 - t. Provide the Town with the names, email addresses, civic addresses and telephone numbers (including but not limited to cell phone numbers) of WBDC President, board members and other key contacts following the AGM in June of each year of the agreement.
- 1.2 The WBDC President, or designate, will be the main contact with the Town's Direction of Economic Development, or designate. Contact information for this position must be provided no later than June 30 of each year of the agreement.
- 1.3 A member of the Wolfville Town Council as well as a Town appointed citizen representative will be appointed voting members of the WBDC Board of Directors.
- 1.4 WBDC will not:
- a. Represent that WBDC and the Town are legal partners or joint venturers.
 - b. Represent that the Town guarantees the performance of the Deliverables or provides any control over or oversight of the activities of WBDC.

2.0 RESPONSIBILITIES AND EXPECTATIONS OF THE TOWN

- 2.1 The Town will:
- a. Levy an Area Rate to Taxable Commercial Rate Payers each year (fiscal years 2023-24, 2024-25, and 2025-26) based on \$100,000 total contribution to WBDC.



The total of the Commercial Area Rate collected will be remitted to the WBDC upon compliance with the terms in Policy 710-004;

- b. Charge no administrative fees for the collection and remittance of the Area Rate to the WBDC;
- c. Host a WBDC section on the Town of Wolfville website;
- d. Create a business registry and way to keep an ongoing database of businesses in town (through a licensing by-law);
- e. Contribute Staff time and/or material to the WBDC office space, on a mutually agreed upon schedule (keeping in mind the office should be used by members as a member support initiative);
- f. Work with the WBDC on certain initiatives, including potential grant funding opportunities; and
- g. Cross-promote the WBDC on social media.

2.2 The Town will not:

- a. Direct the manner in which the WBDC fulfills its obligation to provide the Deliverables set out in the Agreement;
- b. Provide any control over or oversight of the WBDC in the fulfillment of its obligations to perform the Deliverables set out in this Agreement; and
- c. Provide any guarantee of the performance of the Deliverables by WBDC.

2.3 Additional support provided by the Town shall be agreed upon by the Town and WBDC and may be at a cost to WBDC.

3.0 RELATIONSHIP BETWEEN THE TOWN AND WBDC

3.1 The Town and WBDC are not partners or co-venturers and nothing in this Agreement or otherwise constitutes either party as a partner or co-venturer of the other party to this Agreement.

4.0 GENERAL



the other party shall deliver a written response to the initiating party's notice. The initial mediation session shall be held within thirty (30) days after the initial notice. The parties agree to share equally the costs and expenses of the mediation (which shall not include the expenses incurred by each party for its own legal representation in connection with the mediation).

5.0 TERMINATION

5.1 This Agreement may be terminated as outlined in Policy 710-004, clauses 5.8 and 5.9.

6.0 TERM

6.1 This Agreement takes effect as of April 1, 2023 and unless renewed in writing, shall expire on March 31, 2026; and

6.2 Subject to review of the WBDC Policy, a new Agreement may be negotiated to begin April 1, 2026 and thereafter in accordance with the Policy.

7.0 PAYMENT SCHEDULE

7.1 The Area Rate shall be disbursed to the WBDC each year in the following increments, provided all conditions of the WBDC Policy and this Agreement are met:

- April 15: 50% of annual amount based on the WBDC's submission of all documentation as required in this Agreement.
- Oct 15: Remaining 50% of annual amount.

8.0 Signed:

Chief Administrative Officer
Town of Wolfville

President
WBDC

Date

Date

REQUEST FOR DECISION 012-2023

Title: Kings Transit Authority 2023/24 Budget

Date: 2023-04-04

Department: Finance



SUMMARY

Kings Transit Authority (KTA) 2023/24 Budget

Each year the Council's signatory to the Inter-Municipal Service Agreements (IMSA's) related to Kings Transit Authority consider the annual budget recommended by the KTA Board. Through an Interim IMSA signed last year, the budgets for KTA and Valley Waste are now vetted through the Interim IMSA Board of Directors and then forwarded to the participating municipal units. The Board met in mid-March and have forwarded the related budgets to the respective municipal units.

As part of the annual process, staff prepare a Request for Decision for Council's consideration as to approving the budget. Effectively KTA and Valley Waste Resource Management (VWRM) approval is the same process once the documents are forwarded to the Town.

For 2023/24, the KTA budget represents and an increase in the municipal units grant towards operations of 19.55%, which is higher than expected even a month ago. In addition to the municipal contribution to operations, there are also contributions towards the KTA capital program. The Town of Wolfville, as well as the other municipal partners will no longer have provincial Safe Restart funding provided a couple of years ago by the province to assist municipal units in dealing with the negative financial impacts of the COVID pandemic.

The municipal partners in the Interim IMSA have made a commitment to review of the transit operation and this process is expected to take a couple of years. In the meantime, KTA continues to provide service and requires municipal contributions to stay financially viable.

DRAFT MOTION:

That Committee of the Whole recommend to Council the following motion: That Council approve the Kings Transit Authority's 2023/24 Operating and Capital Budgets.

REQUEST FOR DECISION 012-2023

Title: Kings Transit Authority 2023/24 Budget

Date: 2023-04-04

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

January 2021 Interim Inter-Municipal Service Agreement, Section 14 - Operational Matters.

3) STAFF RECOMMENDATION

Staff recommend approval of the KTA budgets as submitted by the Interim IMSA Board of Directors. The staff recommendation is made taking into account the Pilot Project Deliverables noted in the Interim IMSA, clause 29. It is important that the municipal units funding Kings Transit determine a service level that works for the community in a manner that avoids to the extent possible the escalating cost of the transit service.

4) REFERENCES AND ATTACHMENTS

- 2023/24 KTA Operating and Capital Budgets - attached
- RFD 063-2022 KTA Temporary Borrowing Guarantee (refer to October 2022 Council Agenda)
- RFD 021-2022 KTA 2022/23 Budget Approval (April 2022)
- Previous year RFDs related to KTA financial matters

5) DISCUSSION

Previous year RFD's have covered a number of areas of concern with regard to the cost escalation of the KTA service to the community. There is a difference this year, and that is the work of the Interim IMSA pilot project currently underway;

INTERIM IMSA (PILOT COMPONENT) DELIVERABLES

Kings Transit Authority

29. During the Term of this Interim IMSA, deliverables for KTA include analysis of the following:
 - (a) Fixed transit route review;
 - (b) Detailing of fixed transit fleet size and type;
 - (c) Integration with on demand service;
 - (d) Integration with Active Transportation;
 - (e) Integration with rapid charging stations;
 - (f) Accessibility plan development; and
 - (g) Branding and marketing.

REQUEST FOR DECISION 012-2023

Title: Kings Transit Authority 2023/24 Budget

Date: 2023-04-04

Department: Finance



This work should address the concerns raised in past years as the KTA budget came forward for approval. It will however take time to complete the work, and as such the 2023/24 KTA budget yields another significant jump in cost to the Town of Wolfville.

A similar process is used by Town Staff in presenting the IMSA budgets (VWRM and KTA) to Council for consideration. The process has become one where Council focuses on the following aspects of a Board approved budget forwarded to municipal units for approval:

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

Do the estimates appear to be reasonable?

The 2023/24 Budget document once again includes a year end financial forecast which can help inform expectations for the coming year. Although this is helpful, as noted the last couple of years, the COVID pandemic seriously impacted transit operations and those impacts are still being felt. How well ridership continues to recover towards pre-pandemic levels is important, as are price stability in expenditures such as fuel.

- Overall KTA is expecting a \$52,600 surplus for the 2022/23 fiscal year just ended. Key to this was an unbudgeted provincial grant of almost \$200,000. Without the unexpected grant the forecast loss would be in the area of \$150,000.
- Fare revenues did see a significant improvement, exceeding budget by over 30%. The 2023/24 budget assumes a continued improvement of another 10% increase.
 - As noted in the past, rising fuel costs can result in higher ridership numbers, so the 2024 budget assumption of 10% growth appears reasonable.
- Fuel costs are budgeted to cover a 13.5% increase over the actual costs during 2022/23. This may be sufficient however this has been a budget item where actual results have tended to exceed the budget on an annual basis.

Any trends that cause concern or should be noted?

The key trend, other than rising fuel costs, over the past number of years has been ridership. As noted above, one of the items in the pilot project is a review of transit routes.

REQUEST FOR DECISION 012-2023

Title: Kings Transit Authority 2023/24 Budget

Date: 2023-04-04

Department: Finance



- The serious decline in ridership (which translates into fare revenue) experienced during the height of the COVID pandemic has started to reverse itself with 2022/23 fares well above budget. The budget for 2023/24 of \$564,500 represents a 10% increase over 2022/23 actuals, but they remain below pre-COVID levels that were in excess of \$600,000.

Staff have annually noted the adverse trend of the ratio of fare revenues to municipal contributions whereby municipal units continue to pick up an ever increasing share of the cost of providing transit service. It is acknowledged that the ratios that were experienced a decade ago are not reflective of current day transit operations. That said, it is still important to keep an eye on the ratio as it is part of the reason transit service cost to the Town is growing faster than other areas of the Town's operations.

- Just over a decade ago, fares revenues were 1.3 times municipal contributions (i.e. fares generated more dollars than the IMSA partners were required to contribute). In fiscal 2015/16 the KTA budget reflect fare revenues approximately equal to municipal contributions, a 1.03 to 1 ratio. By 2019/20 fare revenues were less than municipal contributions, 62% of municipal contributions. With the impact of COVID, the 2022/23 budget ratio showed fares as 26% of municipal contributions.
- The 2023/24 budget shows an improvement in this ratio, with fare revenue expected to be 34% of municipal contribution level. Assuming ridership continues to increase, this ratio should show further levels of improvement.

Even with the improved fare revenue outlook, the Core "owners" of KTA see contributions grow significantly more than inflation. For perspective, comparing the total Core (Wolfville, County of Kings, Kentville and Berwick) municipal contribution in this 2023/24 budget of \$1.6 million with the 2019/20 budget shows an increase cost of just over 82%.

Other comments

The analysis coming out of the Interim IMSA pilot project will help Wolfville Council in future years as it considers how best to provide transit services to the community. Transit has grown in importance over the years in response to a growing acceptance that transit (if well delivered to the community) can positively impact economic development, accessibility, environmental sustainability, and social equity.

Finding a way to provide the service while ensuring reasonable municipal cost increases will be the challenge in upcoming years.

REQUEST FOR DECISION 012-2023

Title: Kings Transit Authority 2023/24 Budget

Date: 2023-04-04

Department: Finance



6) FINANCIAL IMPLICATIONS

The Town's approved budget for 2023/24 includes estimated transit costs of:

• KTA Op Budget contribution	\$237,000	
• KTA Cap Budget contribution	\$12,000	
• KPPT contribution	<u>\$10,000</u>	
TOTAL	<u>\$259,000</u>	as per Transit Service line item

KTA's budget submission to Council requires an operating contribution of \$243,800 and a capital contribution of \$12,000. The resulting variance of \$6,800 will be manageable in the coming year. IF Kings Transit does end the 2022/23 year with a surplus, the Town's share of that surplus may completely offset the extra \$6,800.

Note the KPPT amount above is the estimated annual contribution to Kings Point to Point Transit.

There is a potential additional impact on the Town's contribution to KTA in the upcoming year and that relates to the capital plan to electrify the fleet by leveraging federal/provincial grant funding. Wolfville Council last year approved its participation in this project. Depending on how the temporary borrowings are managed, there may be a requirement to forward additional dollars in the upcoming year. The original intent was to use temporary borrowings until debentures proceeds could be obtained in year 2 or 3 of the plan.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Transit services relate to all four strategic directions from the 2021-2025 Strategic Plan:

- Economic Prosperity
 - Affordable transportation for the greater Wolfville area aids in employee ability to travel to work, as well as an added option for potential customers to shop Wolfville.
- Social Equity
 - One of the growing key aspects of public transit is providing options to those that do not have their own vehicle.
 - Accessible public transit adds a transportation option in an area where private operators are less likely to provide an adequate service level.
- Climate Action
 - Higher use of transit can assist in taking more vehicles off the road and thereby helping to reduce GHG emissions.

REQUEST FOR DECISION 012-2023

Title: Kings Transit Authority 2023/24 Budget

Date: 2023-04-04

Department: Finance



- Community Wellness
 - Public transit is another element that makes for a more inclusive community.

8) COMMUNICATION REQUIREMENTS

Advise Kings Transit of Council's decision.

9) ALTERNATIVES

Not approve the budget. May not have an impact on KTA this year depending on other municipal Council decisions. Refer to IMSA regarding majority vote required for budget approval.

REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance



SUMMARY

Valley Waster Resource Management Authority (VWRM) 2023/24 Operating and Capital Budgets

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

Each year the Council's signatory to the Inter-Municipal Service Agreements (IMSA's) related to Valley Waste Resource Management Authority consider the annual budget recommended by the VWRM Board. Through an Interim IMSA signed last year, the budgets for KTA and Valley Waste are now vetted through the Interim IMSA Board of Directors and then forwarded to the participating municipal units. The Board met in mid-March and have forwarded the related budgets to the respective municipal units.

As part of the annual process, staff prepare a Request for Decision for Council's consideration as to approving the budget. Effectively KTA and Valley Waste Resource Management (VWRM) approval is the same process once the documents are forwarded to the Town.

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

This year, the VWRM budget would result in an increased Town contribution of approximately 13% compared to previous year.

DRAFT MOTION:

That Committee of the Whole recommend to Council the following motion: That Council approve the Valley Waste Resource Management Authority's 2023/24 Operating and Capital Budgets.

REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

January 2021 Interim Inter-Municipal Service Agreement (IMSA), Section 14 - Operational Matters.

3) STAFF RECOMMENDATION

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

4) REFERENCES AND ATTACHMENTS

- VWRM Authority 2023/24 Operating and Capital Budgets – approved by Interim IMSA Board on March 15, 2023.

5) DISCUSSION

In accordance with the Interim IMSA, a draft budget was prepared and presented to the Interim IMSA Board of Directors. After review, The Board approved the budget presented, with one exception and that was the removal of a proposed \$500,000 contribution to an Equipment Reserve Fund. This is the same item that Council dealt with a year ago when the VWRM Board gave contingent approval of setting up an Equipment Reserve. At that time the Board held final off on final approval of the Reserve pending development and adoption of associated policies. Those policies were not brought forward during the past year and the Interim IMSA Board excluded the set up of the reserve until they had benefit of policy development related to the reserve.

Valley Waste budgeted spending for 2023/24 is up 5.6% compared to the 2022/23 budget. Note that on the 2023/24 Budget document the % change column is a comparison of '23/24 budget to '22/23 forecast, not budget to budget. Offsetting portion of the cost increase are higher budgeted program revenues. Of the \$620,000 increase in budgeted costs, there is an additional \$514,000 in program revenues expected. This leaves only \$105,000 for the municipal partners to pick up, representing a small 1.6% increase over 2022/23 municipal contributions.

The impact on Wolfville is higher than the overall budget spending increase. This relates to the funding formula for VWRM where population data (updated each census year) and Uniform Assessment (updated annually) values are used. As most are aware, the Town of Wolfville was the fastest growing population area of the province. This changed the IMSA partner allocation with Wolfville's share of the VWRM budget going from 8.85% to 9.85%. Essentially this means Wolfville picks up a bigger piece of the pie. The result is Wolfville sees a 13.1% increase heading into 2023/24, or \$75,700 higher cost.

REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance



As per past practice, Council is asked to focus on whether the budget estimates seem reasonable (i.e. probable the Authority can break-even by year end) and whether any trends indicate increased pressure in future years on Town finances.

Do the estimates appear to be reasonable?

Valley Waste, like all organizations, is facing cost increase pressures. Fortunately, VWRM is able to generate additional revenues, thereby reducing the budget impact on the municipal partners. The expenditure increases in the budget added staff resources in areas of the operating needing attention.

Similar to last year, the organization also built in estimates for increased revenues in specific areas of the budget. Tipping fees are proposed to increase as are several other revenues.

Overall, the estimates for the upcoming year appear reasonable.

Any trends that cause concern?

As noted last year, the risks for the most part are inherent in the waste collection sector. The ability of the Valley Waste team to adapt to impacts from those risks will be key to continued stability of service, and related cost structure. VWRM Authority has an established trend of ending the fiscal year better than budget and thereby generating some level of surplus.

One of the key areas of potential concern in the past has been long term capital funding. This area has not been completely resolved as the Board continues to look at a possible Capital Equipment Reserve. That said, there is an existing Capital Replacement Reserve and that helps to ensure financial stability at least in the short term.

6) FINANCIAL IMPLICATIONS

The Town 2023/24 Budget includes an estimate of \$590,500 for Regional Solid Waste. The required contribution for the upcoming year based on the VWRM budget is \$652,357, which will leave a variance of \$61,800.

As with every budget year there are variances from budget estimates as a year gets underway. The \$61,800 shortfall is larger than most years, however it is manageable within the Town's approved budget framework (it represents less than half of one percent of the overall budget). It is also likely that the Town will see a partial return of the 2022/23 contributions to VWRM as part of the forecast surplus. Based on current forecasts, the Town would see an offsetting credit of approximately \$50,000. It is equally possible the first quarter update will indicate variances in the other direction will be sufficient to ensure the Town ends the year without a deficit.

REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance



As noted in the discussion section above, the Interim IMSA Board is also considering the establishment of an Equipment Reserve. This may require an additional amount to be contributed by the municipal partners. Current estimates would show that contribution at \$44,000.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

8) COMMUNICATION REQUIREMENTS

Advise Valley Waste of Council decision.

9) ALTERNATIVES

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

REQUEST FOR DECISION 018-2023

Title: MOU Town of Wolfville, Acadia and ASU

Date: 2023-04-04

Department: Office of the CAO



SUMMARY

MOU Town of Wolfville, Acadia and ASU

As per the existing MOU dated October 12, 2018, a formal review of the MOU is to occur every four years, with the first to be undertaken in 2022-23 to ensure that the shared goals and key principles are still relevant and current. Any changes that come from this review must go back to the Parties in the form of an amending agreement.

Over the 2022-23 fiscal year, the Town and Gown Committee has worked to review the existing MOU. Feedback was sought from all three parties on what has worked well and what improvements need to be made to ensure the MOU is effective. Taking this feedback, a revised MOU was drafted and presented to the Town and Gown Committee in early March for feedback. On March 29, 2023 the Town and Gown met to approve the final version and recommended forwarding it to all three Parties for approval.

DRAFT MOTION:

That Council approve the attached MOU between the Town of Wolfville, Acadia University and the Acadia Students' Union and authorize the Mayor and CAO to execute the agreement.

REQUEST FOR DECISION 018-2023

Title: MOU Town of Wolfville, Acadia and ASU

Date: 2023-04-04

Department: Office of the CAO



1) CAO COMMENTS

See below for comments.

2) LEGISLATIVE AUTHORITY

Sections 47(5) and 65 of the *Municipal Government Act* allow for Council to enter into the Memorandum of Understanding.

3) STAFF RECOMMENDATION

It is staff's recommendation that Council approve the attached Memorandum of Understanding between the Town of Wolfville, Acadia University and the Acadia Students' Union and authorize the Mayor and CAO to execute it on behalf of the Town of Wolfville.

4) REFERENCES AND ATTACHMENTS

1. Current MOU – Town of Wolfville, Acadia and ASU dated October 12, 2018
2. Proposed New MOU
3. SOP Working Groups (for information purposes, does not require Council approval)
4. SOP Administrative Leads (for information purposes, does not require Council approval)
5. Annual MOU Timeline (for information purposes, does not require Council approval)
6. Town of Wolfville Feedback Report

5) DISCUSSION

As per the existing MOU dated October 12, 2018, a formal review of the MOU is to occur every four years, with the first to have been undertaken in 2022-23 to ensure that the shared goals and key principles are still relevant and current. Any changes that come from this review must go back to the Parties in the form of an amending agreement.

Over the 2022-23 fiscal year, the Town and Gown Committee has worked to review the existing MOU. Feedback was sought from all three parties on what has worked well and what improvements need to be made to ensure the MOU is effective. Council held a special COW meeting in September to compile the feedback from the Town, Acadia University and the ASU presented their feedback directly to the Town and Gown Committee at the end of January.

Taking the feedback from all three Parties, a revised MOU was drafted and presented to the Town and Gown Committee in early March for feedback. On March 29, 2023 the Town and Gown met to approve the final version and recommended forwarding it to all three Parties for approval.

Staff feel that this MOU addresses the discussion and feedback provided by Council and note the following key changes in the revised version:

REQUEST FOR DECISION 018-2023

Title: MOU Town of Wolfville, Acadia and ASU
Date: 2023-04-04
Department: Office of the CAO



- All specific deliverables have been removed from the MOU and instead will be presented annually in the form of a joint workplan as per the process identified in the MOU.
- All financial contributions have been removed from the MOU. These requests will be dealt with separately in an agreement between the Town and Acadia. 2023-24 will be status quo in terms of contributions from the Town to Acadia and staff will bring back a funding commitment agreement in the fall for Council's consideration for 2024 and beyond.
- There are now 6 key principles. Principle 1 has been expanded from the original MOU and two new principles (Principle 5 and 6) have been added.
- There are now three shared goals that the Town and Gown Committee will focus efforts on.
- The implementation section has been enhanced with the following:
 - Clarification that the Wolfville representative will be a resident of Wolfville and is eligible to serve a second consecutive term if agreed to by the remaining members of the Town and Gown.
 - The Committee will now meet quarterly instead of two times per year.
 - Instead of naming specific positions to support the Committee, each Party will now be responsible for appointing an Administrative Lead. The role of these Leads is outlined in the Administrative Leads SOP for reference.
 - The process for submitting an annual joint workplan has been enhanced. This will be developed in the fall and presented to Town and Gown in November of each year and then sent to the Parties. For the Town, we will then ensure it is included in the annual Operating Budget and Operations Plan.
 - The Agreement allows for the creation of working groups to both help inform the annual joint workplan and to assist in its implementation.
 - Clarification that the meetings can be conducted both in person and virtually.
 - Clarification that the meetings are open to the public.
- The MOU is still intended to be formally reviewed every four years, but an informal review will be conducted every two years by the Town and Gown Committee to ensure we are still on the right track.
- There is clarification that if any Party withdraws from the MOU, the MOU will cease to be in effect upon the withdrawal.

The next step is for all three Parties to approve the attached revised MOU. It is our understanding that all three Parties will be discussing the approval in April 2023. Finally, Council should be aware that the draft MOU has been vetted by the Town's solicitor, Charles Thompson.

6) FINANCIAL IMPLICATIONS

For the 2023-24 fiscal year, Council has allowed for financial contributions to Acadia consistent with the current MOU. Staff will bring back a new agreement between the Town and Acadia in the fall to address revised financial contributions starting in 2024-25.

REQUEST FOR DECISION 018-2023

Title: MOU Town of Wolfville, Acadia and ASU

Date: 2023-04-04

Department: Office of the CAO



Any initiatives coming out of the recommended joint annual workplan will become part of the annual budget and operations plan discussions to ensure Council is in support and that we are an adequately partner on those initiatives deemed to be a priority.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic directions from the 2021-2025 Strategic Plan:

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

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

- Economic sector growth and support for businesses (retention and attraction)
- Climate management related initiatives (reduce carbon emissions, support local transportation, food security, environmental protection)

8) COMMUNICATION REQUIREMENTS

Once all Parties have signed the revised MOU, there will be a press release and the MOU will be distributed to staff and stakeholders of all three parties. The MOU will also be placed on the Town's website.

9) ALTERNATIVES

Council can choose not to approve the attached MOU or can suggest changes to bring back to the other partners.

MEMORANDUM OF UNDERSTANDING

Between

TOWN OF WOLFVILLE
hereinafter referred to as The Town

And

ACADIA UNIVERSITY
hereinafter referred to as Acadia

And

ACADIA STUDENTS' UNION
hereinafter referred to as the ASU

REVISED on 29 March 2023, this Memorandum of Understanding (MOU) is made and entered into by and between The Town, Acadia, and the ASU. The entities listed above may collectively be referred to as the Parties to this MOU.

I. PURPOSE:

Recognizing that we are stronger together than if working in isolation, the Town, Acadia, and the ASU wish to transcend the traditional Town and Gown framework to create the most unified university-town model possible to support our collective goal of becoming an integrated community in which we live, work, and study. This MOU describes a framework that mobilizes our efforts to ensure we best meet the needs of the comprehensive community and our respective institutions.

II. KEY PRINCIPLES:

The Parties are guided by the following key principles:

1. We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We embrace the principles of equity, diversity, inclusion, accessibility, and sustainability in our collaborative work.
2. Wolfville is only Wolfville with Acadia, and Acadia is only Acadia with Wolfville. The Town, Acadia, and ASU recognize that our organizations are intrinsically intertwined, each living up to its full potential of success only with the support and partnership of the other. The Parties actively invite one another to optimize the academic, research, cultural, athletic, recreational, business, economic, and entertainment opportunities provided through their various offices and departments.
3. We willingly invest in each other through dedicated resources, funding, and collaborative partnerships. The Town, ASU and Acadia believe that greater benefit will be achieved if each invests in the other's success.

4. We share a joint responsibility to commit to a high standard of community livability for all residents of Wolfville. Residents deserve to live in a town that is attractive, safe, healthy, and affordable where neighbours appreciate, support, and respect one another. Challenges posed by food insecurity, poor or inadequate housing, or behaviors that are incompatible with the objectives of community well-being are addressed promptly, though collaboration and with sensitivity to all parties.
5. We have a duty to ensure the success of all Acadia students. Acadia students gain experience and knowledge not only through Acadia's academic programs and on-campus experiences, but by integrating as proud citizens of the Town of Wolfville. Their involvement as residents of Wolfville should be enriching and contribute to an overall positive experience for visitors and permanent residents alike.
6. We will proactively consult and collaborate frequently with each other, with students of Acadia, residents of the Town, and other key stakeholders on matters of mutual concern before decisions are made by any one Party that would impact another.

II. SHARED GOALS:

1. Economic Development

The Parties, through engagement with entities including, but not limited to, Events Acadia, Acadia's Office of Industry and Community Engagement, the Wolfville Farmers Market, Valley Regional Enterprise Network, Kentville Research and Development Centre, and Wolfville Business Development Corporation, pursue and leverage joint research and economic development opportunities that provide benefit to the Town, University, and ASU.

2. Facilities, Infrastructure, and Environment

Through consultative and collaborative strategic planning the Parties manage and promote facilities and infrastructure, including parks and open spaces in addition to physical infrastructure, in an environmentally sustainable manner such as to optimize their mutual benefit to all residents and visitors to Acadia and Wolfville.

3. Community Well-Being

The Parties work together to create and sustain a healthy, safe, supportive, affordable, and respectful community for all residents and visitors by:

- a. encouraging the engagement and interaction of all members of the community
- b. seeking affordable and safe housing options for all residents, including students and future students

- c. developing community-based solutions to enhancing food security
- d. committing to compliance of all federal and provincial statutes and regulations, Town bylaws and policies including but not limited to the Noise Bylaw & Nuisance Party Bylaw, and Acadia's Non-Academic Judicial Student Code of Conduct

IV. IMPLEMENTATION:

1. The Parties will provide representatives to the Wolfville and Acadia Town and Gown Committee as follows:
 - President and Vice-Chancellor of Acadia University
 - 1 member of the Board of Governors and/or Senate (2-year term)
 - President of the Acadia Student Union
 - One member of the Students' Representative Council (SRC), usually the Community Relations Representative
 - Mayor of the Town of Wolfville
 - 1 member of the Town Council (2-year term)
 - 1 resident of the Wolfville community. Both the Town and Acadia will cause notice of this position and its subsequent vacancy to be advertised publicly. The member so chosen shall be selected by the other 6 Committee members (2-year term, renewable for 1 additional term subject to Committee approval)
2. The Committee will be chaired by the Mayor of the Town of Wolfville and the President and Vice-Chancellor of Acadia University on an alternating annual basis.
3. The mandate of the Committee is to serve as stewards of this Memorandum of Understanding and to promote its shared goals.
4. The Committee meets quarterly throughout the calendar year, usually in January, April, September, and November, or as required.
5. Each partner will appoint an administrative lead to support the Committee and champion the deliverables of the shared goals.
6. A joint annual workplan is proposed by the administrative leads to the Town and Gown Committee for endorsement, usually at the November meeting.
 - a. The workplan is developed by the administrative leads with input from employees and other contributors as required. The administrative leads may from time-to-time establish working groups or ad-hoc committees to inform or execute the annual workplan.
 - b. Once endorsed by the Committee, the joint annual workplan is forwarded to the Parties.
 - c. The administrative leads will provide workplan progress reports at Committee meetings and a year-in-review summary of accomplishments, usually at the June meeting.

7. The Committee meetings will be held in a hybrid format (in-person and virtual)
8. The meetings are open to the public

V. LENGTH OF AGREEMENT

1. Subject to paragraph V.3 below, the Parties anticipate that this MOU will remain in effect indefinitely.
2. An informal review of effectiveness of this MOU will be held every two years. A formal review will be conducted every 4 years to ensure that the shared goals and key principles remain relevant and current. Any changes as a result of these reviews may require an a new agreement by the Parties.
3. Any Party may withdraw from this MOU with one year written notice. This MOU will cease to be in effect upon the withdrawal of any Party.

In witness whereof, the parties hereto have executed this MOU as of the last date written below:

_____	_____	_____
Wendy Donovan Mayor, Town of Wolfville	Peter Picketts President, Acadia University	Sadie McAlear President, Acadia Students' Union
_____	_____	_____
Date	Date	Date

Supporting Documents: SOP 2023-001 Administrative Leads
 SOP 2023-002 Working Groups
 Annual Timeline

V6: 29 MARCH 2023

STANDARD OPERATING PROCEDURE

Working Groups	
Standard Operating Procedure SOP 2023-002	Supersedes SOP No. N/A
Effective Date 2023-04-01	Approved by Town and Gown Click here to enter a date.

1.0 Purpose

To outline the process for creating Working Groups and how Working Groups will function to support the implementation of the Shared Goals of the Memorandum of Understanding.

2.0 Scope

Applies to the Town of Wolfville, Acadia University and the Acadia Students' Union (ASU).

3.0 References

- 3.1 Memorandum of Understanding – Acadia University, ASU and Town of Wolfville.

4.0 Definitions

- 4.1 **Working Groups** are created by Administrative Leads to support the implementation of the Annual Joint Workplan and to inform future Annual Joint Workplans. They are created to ensure that all three Parties are engaged in the implementation of the MOU and that staff and students throughout the organizations of all three Parties can collaborate to effectively deliver on the Shared Goals.

5.0 Procedure

5.1 Responsibilities

5.1.1 The Town of Wolfville, Acadia and the ASU will:

- a) Allow and support their staff and/or students to serve on Working Groups as appropriate.

5.1.2 The Administrative Leads will:

- a) Collaborate to identify the need for any Working Groups that should be created to ensure the Shared Goals of the MOU can be operationalized and that the Annual Joint Workplan has input from subject matter experts and stakeholders from all three Parties.

STANDARD OPERATING PROCEDURE

- b) Inform the Town and Gown Committee on any Working Groups that will be placed annually for the April 1 – March 31 time period.
- c) Ensure the Working Groups are populated with subject matter experts and suitable representatives from all three Parties and externally as required. At a minimum each Working Group should have at least one representative from each Party.
- d) Ensure the Working Groups have a clear mandate and awareness of tasks to be completed from the Joint Annual Workplan.
- e) Ensure the Working Groups have a Chair and administrative support if required to carry out their mandate.
- f) Work with each Working Group by no later than September of each year to determine recommended actions for the Joint Annual Workplan for the proceeding year and/or to determine if their mandate will end after the current year.
- g) Check in with the Working Groups on progress of implementing their assigned tasks before each Town and Gown meeting to assist in the preparation of progress reports for the Town and Gown Committee.
- h) Receive annual reports by no later than May of every year to incorporate into the Year in Review Document.

5.1.3 The Working Groups will:

- a) Meet as required to action the deliverables assigned to the Working Group.
- b) Recommend new members for the Working Group on an as needed basis.
- c) Prepare regular progress reports and an annual report to inform Town and Gown meetings and the Year in Review Report.

STANDARD OPERATING PROCEDURE

Approved by Chief Administrative Officer

E. Beudin, CAO

[Click here to enter a date.](#)

Date

SOP 2023-002
Working Groups

STANDARD OPERATING PROCEDURE

STANDARD OPERATING PROCEDURE

Administrative Leads	
Standard Operating Procedure SOP 2023-001	Supersedes SOP No. N/A
Effective Date 2023-04-01	Approved by Town and Gown Click here to enter a date.

1.0 Purpose

To outline the responsibilities and procedures for each Partner of the Memorandum of Understanding to appoint Administrative Leads to support the Town and Gown Committee and to champion the deliverables of the Shared Goals.

2.0 Scope

Applies to the Town of Wolfville, Acadia University and the Acadia Students' Union (ASU).

3.0 References

- 3.1 Memorandum of Understanding – Acadia University, ASU and Town of Wolfville.

4.0 Definitions

- 4.1 **Administrative Leads** are senior level administrative representatives from all three Parties to the MOU that are responsible for supporting the Town and Gown Committee and championing the deliverables of the Shared Goals.

5.0 Procedure

5.1 Responsibilities

5.1.1 The Town of Wolfville, Acadia and the ASU will:

- a) Annually appoint one administrative lead each and formally notify the Town and Gown Committee in writing as to who the administrative lead is by March 31st of every year for the proceeding April 1 – March 31 time period.

5.1.2 The Administrative Leads will:

- a) Ensure that the Party responsible for chairing the Town and Gown meetings provides consistent administrative support to the Committee

STANDARD OPERATING PROCEDURE

for agenda preparation, minute taking, notification of meetings and other duties as may be required.

- b) Inform the Town and Gown Committee on any Working Groups that will be in place annually for the April 1 – March 31 time period.
- c) Ensure the Working Groups are populated with subject matter experts and suitable representatives from all three Parties and externally as required.
- d) Strive to have reports, presentations and informational materials developed and provided to the Town and Gown Committee at least one week in advance of each meeting.
- e) Support the Town and Gown Committee at all meetings and speak to any reports, presentations and informational materials as required.
- f) With feedback from the Working Groups and other employees as appropriate, prepare and present a proposed Annual Joint Workplan to the Town and Gown Committee by no later than November each year.
- g) Ensure that the Annual Joint Workplan is sent to all Parties once approved by the Town and Gown Committee to ensure it is embedded in annual operations plans and budgets as required.
- h) Report on progress on implementation of the Annual Joint Workplan at all Town and Gown Committee Meetings as a standing item and in a format that can be easily shared with all Partners.
- i) Provide a Year in Review report for the preceding year to the Town and Gown Committee by no later than June each year. Ensure that this report is shared with all Partners and made publicly available. It should also be used to inform future Annual Joint Workplan processes.

STANDARD OPERATING PROCEDURE

Approved by Chief Administrative Officer

E. Beaudin, CAO

[Click here to enter a date.](#)

Date

STANDARD OPERATING PROCEDURE

Annual Timeline

April:

- Town and Gown Committee Meets
 - New Joint Annual Workplan Commences
 - New Chair Takes Over
 - Administrative Leads inform Town and Gown Committee of any Working Groups
 - Administrative Leads Report on Progress to Date

May:

- Working Groups to Provide Annual Report to Administrative Leads to Inform Year in Review
- ASU and Acadia Town and Gown Reps Attend Town Council Meeting

June:

- Year in Review Completed by Administrative Leads
- Year in Review Sent to Town and Gown Committee and Parties
- Town Council and Citizen Town and Gown Reps Attend Board of Governors Meeting
- Town Council, Acadia and Citizen Town and Gown Reps Attend ASU Executive Meeting

September:

- Town and Gown Committee Meets
 - Administrative Leads Report on Progress to Date
- Working Groups to Provide Input to Administrative Leads into Upcoming Joint Annual Workplan

October:

- Town and Gown Committee Hosts Community Event to Celebrate Partnership and Raise Awareness of MOU

November:

- Town and Gown Committee Meets
 - Draft Joint Annual Workplan endorsed
 - Joint Annual Workplan sent to Parties
 - Administrative Leads Report on Progress to Date

January:

- Town and Gown Committee Meets
 - Administrative Leads Report on Progress to Date

March:

- Each Party Identifies/Confirms their Administrative Lead for the Upcoming Year. Standard Operating Procedure: Administrative Leads

MOU FEEDBACK

TOWN OF WOLFVILLE PERSPECTIVE



To: Town and Gown Committee

From: Erin Beaudin

Date: December 15, 2022

Re: Acadia and Town MOU Feedback – Town of Wolfville Perspective

BACKGROUND

On October 12, 2018, Acadia University, the Acadia Students' Union (ASU) and the Town of Wolfville signed the inaugural Memorandum of Understanding (MOU). The intent of the MOU was to ensure that we collaborate to maximize opportunities for the benefit of permanent residents and students. The MOU outlines key principles and strategic areas of focus as well as how the Town and Gown Committee will be structured and function. It does not expire; however it states that it will be reviewed every 4 years, with 2022 being the first year of review.

As part of the review process, it is important to assess how the first four years of the MOU have gone and to identify the strengths, opportunities, weaknesses, and gaps of the existing MOU. In the fall of 2022 Town Council met to discuss these issues and offers the following assessment and suggestions. It is understood that Acadia and the ASU will also provide feedback as we look to update the MOU.

COMMENTS AND FEEDBACK ON EXISTING MOU

Purpose:

It was noted that the ASU seems to have been added more as an afterthought and not as an equal partner to the MOU. The language in this section (and throughout the document) should be revisited to ensure it reflects that all three parties are equal and important signatories to the agreement. It should

also be clear that the ASU representatives on Town and Gown are elected and represent the student body. *For context, the ASU was a late addition to the existing MOU, and it is critical that their feedback and input inform any revisions as part of this review.*

Key Principles:

- These are still mostly applicable and resonate with the Town.
 - It is felt that not all partners currently provide equal contributions to the partnership, both in terms of financial and internal resources to the partnership. If there is benefit to all by us working together and collaborating, all partners should provide time, energy and financial contributions where appropriate and based on their capacity to contribute. Some examples of other financial arrangements, such as between the City of Kingston and Queens were cited.

Shared Goals:

- These goals are currently not ranked in order of importance. There was some discussion on whether they should be.

Communications

- Overall, Ian Murray and his team have been accessible and eager to collaborate with the Town. The ASU has been supportive, but the Town is aware that there have been some capacity challenges
- We have made progress in amplifying social media posts and messages between the three partners as required
- We have developed relationships between the respective communication teams that for the most part we can get key messages out in a timely manner
- There was an acknowledgement that we have not developed a formal communications plan that would transcend those currently in the communications roles if they were to change. Council would like to see this done as a deliverable in the future
- The annual community forum format should be revisited. Council supports doing this on an annual basis, but it should be more consistent and intentional.

- It has been positive to have the Mayor, ASU President and University President attend each others' meetings to keep communication flowing however these meetings should encourage more dialogue and not just be for updates and could happen more frequently. The Town would like to explore how we can have a more meaningful role in terms of engaging and interacting with the Board of Governors and would like to be invited to the ASU
- It is important that we continue to represent each other on Committees as appropriate and engage each other in strategic planning exercises
- There was some consensus that "Communications" should be a principle and embedded throughout the agreement as opposed to being a Shared Goal
- The CAO provides regular updates to Council, but we could add a formal section on MOU updates to the monthly CAO report to COW

Economic Development

- Destination Acadia, and how the Town is engaged in hosting major events, has been frustrating to date however there has been a vast improvement under Tanya Colbourne in her new position. The CFL was a good example of how we can work together well and under her leadership feel like the Town has been engaged sooner in key discussions
- There is a desire to discuss the future of the Farmers' Market as part of the MOU review and understand how Acadia wishes to support this moving forward
- There is a desire to engage more fully with all three partners on economic development and the Mayors Taskforce on Economic Development highlights some opportunities to bridge the gap between research and entrepreneurship in our community
- Housing is a key priority and must be reflected as we review the next iteration of the MOU.

Facilities and Infrastructure

- The Town commends Acadia for making spaces available at no cost to community groups.
- There is a desire to better quantify the annual financial asks associated with the Acadia pool and Athletics Complex with reporting back on how these contributions have been used.
- The Tower Field long term lease was a success and through the Parks Planning Process we can collectively identify future improvements of the Tower Community Park

- A review of the Day Camp arrangement between the Town and Acadia should be conducted (is this beneficial to both parties, where are the participants in these camps coming from, etc...)
- The Acadia Farm was identified in previous years as a key priority by the ASU. We should intentionally discuss the opportunities around the Acadia Farm and how it can be supported by all three partners

Leveraging Academic Opportunities

- It is felt that little progress has been made in this area, in part due to COVID
- Acadia needs to lead initiatives related to this as the Town and ASU have little ability to do so and can provide supporting roles
- We need engagement from the academic community at Acadia to inform this deliverable
- There was a recognition that the community can also better support academic opportunities at Acadia
- The opportunities in this area should be better identified as part of the MOU review

Strategic Planning

- We need to continue to involve all parties in our respective strategic planning processes and understand the limitations of each party and expectations of each other
- All partners need to operationalize the MOU into their annual operating plans
- The Town appreciated being informally invited into the search process for the new President at Acadia

Community Harmony

- There was an acknowledgement that a great deal of effort and focus as gone into this Shared Goal
- The Community Alcohol Strategy must be supported and actioned by all three Parties in order to be successful
- The Student Code of Conduct updates to reflect off-campus behaviours as part of the original MOU were acknowledged but a better understanding of how these are being operationalized would be appreciated, with reporting back to the Town on statistics and enforcement of the Code

- There was some discussion on how the Town’s Compliance team could (should) have a presence on campus
- The door knocking campaigns in residential neighbourhoods by all three parties was viewed as a success and should continue. Face to face interaction is key and valued

Gaps in Shared Goals:

- Housing initiatives was identified as a gap
- Equity, Diversity and Inclusion work was identified as a gap and could be a principle
- There was a desire expressed to work together on minimizing the negative impact of vehicle use in terms of parking issues and environmental impacts
- Working together on Accessibility initiatives is important and not defined in current MOU

Town and Gown Committee:

- Should have more “town” representation to ensure balance
- Should meet more frequently and have a more defined role
- The ASU Executive Director likely has a role and could serve as a support person to the Town and Gown Committee
- The Town values the feedback and participation of Ian Murray and would like to see this continue for the direct tie in back to the Office of the President. Could/should this role also serve as an official support to the Town and Gown
- There was some discussion on whether there should be alternates for the Town and Gown membership
- There may be a need to establish sub-committees of the Town and Gown Committee where appropriate

General Comments:

- We should try to be more formal and provide an annual report card on progress through the Town and Gown Committee
- The three partners need to provide an appropriate budget and resources for the MOU on an annual basis to ensure key initiatives and deliverables can be achieved

- The financial asks to the Town on an annual basis need to be better quantified. A decision needs to be made on if these asks are part of the MOU or if they continue to come to Council for one-off decisions. It is possible that the types of contributions be highlighted in the MOU but the amounts determined as part of the annual operations planning process
- When the MOU was first drafted it was intentionally specific, however some of the actions may not belong in the MOU and should be defined as part of an improved annual operational process

REQUEST FOR DECISION 011-2023

Title: Water Utility Rate Study

Date: 2023-04-04

Department: Finance



SUMMARY

Water Utility Rate Study

The last rate study for the Wolfville Water Utility was carried out back in early 2018. At that time an application was made to the NS Utility and Review Board (NSUARB) for rate adjustments over a three-year period. The NSUARB held a public hearing on September 6th of that year and issued their Decision on December 6th. Three rate increases were implemented pursuant to the Decision, covering January 2019 through to April 1, 2020. Rates have been unchanged since April 1st of 2020.

During the rate application process back in 2018, staff identified the goal of undergoing a rate study every three to five years helping to ensure the financial health of the Water Utility. This new rate study was originally planned for 2021 or early 2022. That did not occur, partly in relation to the COVID pandemic (which made it more difficult to determine water consumption trends on a go forward basis). Those consumption data points are returning to a more normalized trend pattern providing better information for the rate study. Also, during the last year and a half, key projects have been identified that the Water Utility should carry out. Over that same time staffing level was increased from two to three Utility Plant Operators. All of this has better informed the rate study analysis.

In the fall of 2022, the Town engaged consultants to carry out the study. Rate studies are carried out to assess whether current rate structures are sufficient to cover costs expected in the next few years. Such studies may, or may not, result in a recommendation to amend rates. **In the case of this year's Rate Study the recommendation is to apply to the Nova Scotia Utility and Review Board (NSUARB) to amend rates.**

Before an application can be submitted to the NSUARB, a Council motion must first be made authorizing staff to proceed with an application.

DRAFT MOTION:

That Council authorize the Town of Wolfville to make application to the Nova Scotia Utility and Review Board for changes in its rates for Water and Water Service, Fire Protection to the Town of Wolfville and changes to its rules and regulations for customers served by the Town of Wolfville Water Utility, as set out in the Water Rate Study, dated April 3, 2023, prepared by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited.

REQUEST FOR DECISION 011-2023

Title: Water Utility Rate Study

Date: 2023-04-04

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- The Nova Scotia Utility and Review Board (NSUARB) has oversight on the rates and regulations of public utilities in Nova Scotia
- The NSUARB Water Utility Accounting and Reporting Handbook outlines the framework for utilities for rate structure

3) STAFF RECOMMENDATION

Staff recommend the Town proceed with an application to the NSUARB to amend water rates to ensure financial stability of the Town's Water Utility and to enable ability to carry out needed capital projects and maintenance projects.

4) REFERENCES AND ATTACHMENTS

- Water Rate Study, March ?, 2023 (attached)
- Wolfville Water Utility budgets and March 31, 2022 year-end financial statements

5) DISCUSSION

It has been three years since rates have been changed for the Water Utility and over five years since the last rate study was carried out. During that time significant changes have been experienced by the Utility, not the least of which was the COVID pandemic. The financial impact of the pandemic is still being experienced by all sectors of the community and the Water utility is no different. Key impacts influencing the need for amending rates include:

- Water consumption patterns changed during 2020 and 2021 and are only now returning to somewhat more normal patterns.
- Supply chain delays were especially noted in acquisition of key equipment infrastructure. These delays were over a year in receiving equipment for the Town's wells.
- The cost of certain materials increased at a much higher rate than the inflation data referenced in statistics. The Town's engineering staff note PVC pipe has increased in the area of 30% or more.

The Town also identified the need to have more staff within the Utility Plant operations, covering both Water Treatment and Sewer Treatment operations. Effective April 1, 2022 a third operator position was

REQUEST FOR DECISION 011-2023

Title: Water Utility Rate Study

Date: 2023-04-04

Department: Finance



added to staffing levels. This helps ensure qualified staff over a period of time where retirements were expected and will allow development of routine maintenance programs in several areas.

In addition to the items noted above, the Town continues to see population growth exceeding other areas of the province. The development of the West End is underway, and the potential of the East End Development is closer to starting than it was even a year ago. To ensure the Town's water supply can handle future growth, the Director of Public Works and Engineering is facilitating studies related to water capacity and source water protection. This work has informed projects identified in the multi-year capital plan for the Utility, all of which requires added financial resources.

The consultant selected to carry out the Rate Study has carried out the vast majority of the rate studies for small utilities across the province in past years. The two individuals involved, Gerry Isenor and Blaine Rooney, have engineering and financial backgrounds and have appeared before the NSUARB numerous times on behalf of NS utilities. Their reputation provides a solid standing when appearing before the Board, and as part of the recommendation to apply for rate changes, they would present the Town's application to the Board.

The results of their review of Wolfville's situation are in the attached Water Rate Study. They will be presenting this to Council as part of this RFD on April 18th. Much of the information is technical dealing with such things as allocation of tangible asset costs to service areas, return on rate base, and determination of the costs for fire protection. Keys to note here, pending presentation of the Study, include:

- Impact on "average" quarterly water bill for 2023/24 range between 18% to 20.1% depending on metered service size (page 33 of Rate Study), with smaller increases in the following two years (3% to 5% range).
- The Study assumes a small drop in average consumption for the 5/8" meter service (vast majority of customers including residential fall within this service class) over the life of the Study. This sounds counter intuitive given the Town's growth in population, however the data supports this approach.
 - The number of water customers has increased from approximately 1,500 a decade ago to just under 1,600 currently.
 - Over that same timeframe, the volume of water treated has remained relatively constant with a slight drop over the last 5 years. In fact, total volume of water treated now is approximately the same as it was back in 2007/08. Renovation improvements such as low flow taps and appliance efficiencies have helped water conservation efforts to offset the growth in customer base.
- Return on rate base ranging from 4.29% to 4.58% over the three years covered (page 24 of study). These are reasonable rates of returns for water utilities and are within the range typically allowed by the NSUARB. This will improve the financial health of the Utility as the

REQUEST FOR DECISION 011-2023

Title: Water Utility Rate Study

Date: 2023-04-04

Department: Finance



return on rate base had dropped to a forecast of 1.34% for the March 31/23 year end (page 24 of Rate Study).

- Fire Protection Charge ranges between \$479,277 to \$542,271 in the 3 years covered (page 23 of Study). This is an increase from the current charge billed to the Town. Note the Town utilizes a Fire Protection Area Tax Rate to generate the offsetting revenue in the Town budget and that rate is applied to exempt assessment as well as taxable assessment, meaning it is spread over a larger assessment base than core property taxes.
- The study continues the practice adopted in 2018 of having the Utility pay an annual dividend to the Town. This is consistent with the approach permitted by the UARB and followed by many electric and water utilities. The amount of the proposed dividend has remained at its current level of \$50,000.
- There are a number of other service rates included which are included in the Schedules starting on page 38 of the Study. Based on review with the consultants, the service rates included are intended to be consistent with other utilities in the province and to ensure cost recovery is achieved.

Based on feedback from the consultants, Wolfville continues to provide water at one of the lower cost structures in the province. Despite the proposed increase in rates, this should continue over the next three years.

Once approved by Council, an application will be made to the NSUARB. There is a prescribed process that to be followed which includes review by the Board, clarification request via Information Requests back to Town (IR's), notice of public hearing, required public advertising of public hearing, allowance for possible intervenor status, public hearing itself and ultimately a decision by the board. The exact dates of the process will be contingent on the Boards availability in the coming year. Ideally the Town would like to have the rates in place by the 2nd quarter billing (i.e. end of September) but it will likely be later in the year.

6) FINANCIAL IMPLICATIONS

The Water Utility is currently in a relatively healthy financial position with \$426,000 in Accumulated Surplus (March 31/22 financial statements). Staff would like to see the Accumulated Surplus stay within a ratio of 25% of operating revenues. That would set a target of around \$285,000. Without a rate change, that target will not be met by the March 31, 2024 year end. Other units use a benchmark of 25% of metered sales, and this would put the Accumulated Surplus goal at approximately \$181,000.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

REQUEST FOR DECISION 011-2023

Title: Water Utility Rate Study

Date: 2023-04-04

Department: Finance



Council took the step in the 2018 Rate Study to have the second block consumption rate removed from the approved fees. This removed the financial benefit for high volume consumers who previously benefited from a lower second block rate on high consumption volumes.

This Rate Study includes covering the cost of improvements to the Water Utility's infrastructure and source water protection, both keys to environmental and financial sustainability.

8) COMMUNICATION REQUIREMENTS

There is a prescribed process in applying for amendments to rates, which includes public notices and hearing. That process will be followed by the Town.

9) ALTERNATIVES

Council could decide not to approve the Rate Study and related application to the NSUARB. This would have a negative impact on the financial stability of the Water Utility within a year or two at which point equity would be depleted and the Utility would be less able to continue with a progressive capital program.

Town of Wolfville Water Utility
Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

3-Apr-23

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – RULES AND REGULATIONS

**WOLFVILLE WATER UTILITY
NOTES ON WORKSHEETS
SUPPLEMENTAL NOTES ON WORKSHEETS**

WORKSHEET B-1

Non-operating Expenditures – The non-operating expenditures include a Dividend to the Owner in each of the test years.

WORKSHEET C-4

The number of 5/8" customers is projected to grow by two connection in each test year.

WORKSHEET C-6

The water consumption for 5/8 inch customers has been declining since the last rate study. This decline has been occurring in most water Utilities in Canada and is projected to continue in this Utility. Based on this the water consumption trend the water rate study includes a 1.2% per year reduction for each of the test years for the both the 5/8" customers.

WORKSHEET D-2

The revenue for 2023/24 is based on 6 months at the existing rates and 6 months at the rates proposed in the rate study.

GENERAL NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the year 21/22 (actual) and 22/23 (budget) as provided by the Utility.

Operating Revenues - The operating revenue for 23/24, 24/25, and 25/26 is based on the Utility's budget. There is no projected growth in new customers during the test years. The fire protection rate is based on the rate approved in the last rate hearing.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

Non-operating Revenues – The non-operating revenue projected during the test years is the proposed transfer from the depreciation fund for principal debt payments.

Non-operating Expenditures – The non-operating expenditures include interest and principal on the existing debt. The expenditures include Earnings that will be used to reduce the accumulated deficit.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all three test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 23/24, 24/25, and 25/26.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 22/23. The projected expenditures for the years 23/24, 24/25, and 25/26 for all items are based on the budgets provided by the Utility.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 22/23, 23/24, 24/25, and 25/26. The opening depreciation fund balance is taken from the 21/22 financial statements.

Worksheet B-4

This worksheet details the known and projected capital contributions.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. Each year includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge.

Worksheet C-2

This worksheet calculates the return on rate base.

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate the quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for the current year is based on information provided by the Utility. The rate study is based on the continuation of the current single block rate structure.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 23/24, 24/25, and 25/26 based on a single block rate.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years.

Appendix 1

This appendix provides the debt repayment calculation for the planned capital works.

Town of Wolfville Water Utility
Comparative Statement of Operations
 Fiscal Years ending March 31st

	2021/22 (Actual)	2022/23 (Projected)	Projection Using Current Rates		
			2023/24 Test	2024/25 Test	2025/26 Test
OPERATING REVENUES					
Metered Rate Sales	716,322	717,200	725,000	725,000	725,000
Public Fire Protection	396,023	396,000	396,000	396,000	396,000
Sprinkler Service	10,850	10,800	10,800	10,800	10,800
Other	9,750	11,000	12,000	12,000	12,000
Total	1,132,945	1,135,000	1,143,800	1,143,800	1,143,800
OPERATING EXPENDITURES					
Power and Pumping	119,853	94,400	126,900	130,781	134,807
Water Treatment	102,424	124,700	115,500	119,159	122,908
Transmission and Distribution	363,110	369,600	319,000	329,389	340,091
Administration and General	249,548	271,900	291,100	305,777	315,985
Depreciation	164,908	182,052	202,339	212,201	226,034
Taxes	55,825	55,400	57,600	58,800	60,000
Total	1,055,668	1,098,052	1,112,439	1,156,106	1,199,825
	0	0			
OPERATING PROFIT (LOSS)	77,277	36,948	31,361	-12,306	-56,025
			0		
NON-OPERATING REVENUES					
Interest on Arrears	1,603	3,000	3,000	3,000	3,000
Investment Income	5,918	10,000	6,000	6,500	6,500
Job Cost Billing	15,000	12,000	6,000	6,000	6,000
Total	22,521	25,000	15,000	15,500	15,500
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	36,960	37,000	48,500	48,500	44,900
Debt Charges - Interest	18,535	18,006	25,527	24,312	23,245
New Debt - Principal	0	10,493	11,123	11,790	12,498
New Debt - Interest	0	23,160	22,530	21,863	21,156
New Debt - Principal	0	0	10,871	11,523	12,215
New Debt - Interest	0	0	23,994	23,342	22,650
New Debt - Principal	0	0	0	8,155	8,645
New Debt - Interest	0	0	0	18,000	17,511
New Debt - Principal	0	0	0	0	8,835
New Debt - Interest	0	0	0	0	19,500
Other Debt Charges	123	100	2,700	2,300	2,900
Capital out of Revenue	132,532	0	70,000	70,000	70,000
Dividend	50,000	20,000	50,000	50,000	50,000
Total	238,150	108,759	265,245	289,786	314,054
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES					
	-138,352	-46,811	-218,885	-286,592	-354,579
SURPLUS AT BEGINNING OF YEAR *	674,280	426,050	295,239	54,055	-232,537
TRANSFER TO CAPITAL FUND	109,878	0	0	0	0
CAPITAL FROM SURPLUS	0	84,000	22,300	0	0
ACCUMULATED SURPLUS (DEFICIT)	426,050	295,239	54,055	-232,537	-587,116

Town of Wolfville Water Utility				
Statement of Operating Expenditures and Revenue Requirements				
	2022/23 (Projected)	2023/24 Test	2024/25 Test	2025/26 Test
OPERATING EXPENDITURES				
Power and Pumping	94,400	126,900	130,781	134,807
Water Treatment	124,700	115,500	119,159	122,908
Transmission and Distribution	369,600	319,000	329,389	340,091
Administration and General	271,900	291,100	305,777	315,985
Depreciation	182,052	202,339	212,201	226,034
Taxes	55,400	57,600	58,800	60,000
Total	1,098,052	1,112,439	1,156,106	1,199,825
NON OPERATING EXPENSES				
Debt Charges - Principal	37,000	48,500	48,500	44,900
Debt Charges - Interest	18,006	25,527	24,312	23,245
New Debt - Principal	10,493	11,123	11,790	12,498
New Debt - Interest	23,160	22,530	21,863	21,156
New Debt - Principal	0	10,871	11,523	12,215
New Debt - Interest	0	23,994	23,342	22,650
New Debt - Principal	0	0	8,155	8,645
New Debt - Interest	0	0	18,000	17,511
New Debt - Principal	0	0	0	8,835
New Debt - Interest	0	0	0	19,500
Interest on short term debt	100	2,700	2,300	2,900
Capital out of Revenue	0	70,000	70,000	70,000
Dividend	20,000	50,000	50,000	50,000
Total	108,759	265,245	289,786	314,054
LESS NON-OPERATING REVENUES				
Interest	3,000	3,000	3,000	3,000
Investment Income	10,000	6,000	6,500	6,500
Other	12,000	6,000	6,000	6,000
Total	25,000	15,000	15,500	15,500
LESS OTHER OPERATING REVENUE				
Sprinkler Service	10,800	10,800	10,800	10,800
Other	11,000	12,000	12,000	12,000
Total	21,800	22,800	22,800	22,800
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS				
	1,160,011	1,339,885	1,407,592	1,475,579

Town of Wolfville Water Utility Statement of Operating Expenditures				
	2022/23 (Projected)	2023/24 Test	2024/25 Test	2025/26 Test
POWER AND PUMPING				
Salary and wages	6,800	15,900	16,457	17,032
Employee Benefits	1,100	4,000	4,114	4,258
Utilities	86,000	86,000	88,580	91,237
Repair and Maintenance - building	400	5,000	5,150	5,305
Operational equipment & supplies	0	8,000	8,240	8,487
Equipment Maintenance	0	0	0	0
Contracted Services	0	8,000	8,240	8,487
Other	100	0	0	0
TOTAL POWER AND PUMPING	94,400	126,900	130,781	134,807
WATER TREATMENT (Purification)				
Salary and wages	24,900	26,900	27,842	28,816
Employee benefits	3,900	6,700	6,960	7,204
Utilities	7,400	6,500	6,695	6,896
Repair and Maintenance - building	1,000	2,400	2,472	2,546
Operational equipment & supplies	66,200	55,000	56,650	58,350
Contracted Services	21,300	18,000	18,540	19,096
Other	0	0	0	0
TOTAL WATER TREATMENT	124,700	115,500	119,159	122,908
TRANSMISSION AND DISTRIBUTION				
Wages	160,200	126,900	131,342	135,938
Employee Benefits	32,500	31,700	32,835	33,985
Meetings, meals and travel	300	1,000	1,030	1,061
Telecommunications	1,200	1,500	1,545	1,591
Utilities	4,800	5,000	5,150	5,305
Vehicle Fuel	5,300	2,500	2,575	2,652
Vehicle repairs & maintenance	9,400	14,400	14,832	15,277
Vehicle insurance	1,100	1,000	1,030	1,061
Operational equipment & supplies	133,400	100,000	103,000	106,090
Equipment Maintenance	800	5,000	5,150	5,305
Contracted Service	20,600	30,000	30,900	31,827
Other	0	0	0	0
TOTAL TRANSMISSION AND DISTRIBUTION	369,600	319,000	329,389	340,091

Worksheet B-2a/2b/2c/2d/2e

ADMINISTRATION AND GENERAL				
Salary/wages	153,600	160,000	165,600	171,396
Employee Benefits	33,000	35,200	41,400	42,849
Meetings, meals & travel	200	400	412	424
Professional development	2,600	5,000	5,150	5,305
Membership dues & fees	800	1,000	1,030	1,061
Advertising	0	500	515	530
Office expense	52,500	53,000	54,590	56,228
Legal	0	500	515	530
Insurance	17,000	18,000	18,540	19,096
Audit	6,500	6,500	6,695	6,896
Contracted Services	4,000	10,000	10,300	10,609
Doubtful accounts allowance	1,000	1,000	1,030	1,061
Other	700	0	0	0
TOTAL ADMINISTRATION AND GENERAL	271,900	291,100	305,777	315,985

Town of Wolfville Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2022/23					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate in previous year	164,908
LAND AND LAND RIGHTS					
Source of Supply Land	0				0
Land - General					0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures Flood Study	0		0	0.02	0
Power and Pumping Structures	0		0	0.04	0
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	0	0	0	0.05	0
Water Treatment Plant	0	0	0	0.02	0
Other - Production Well	189,000	0	189,000	0.0333	6,294
Other	0	0	0	0.05	0
Equipment			0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment	0		0		0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment			0	0.1	0
Software / Scada system	0	0	0	0.1333	0
Control and Monitoring equipment	0	0	0	0.05	0
Digital Mapping	0	0	0	0	0
Remote Meter System	35,000	0	35,000	0.025	875
Mains		0	0		0
Transmission	0	0	0	0.0133	0
Distribution	750,000	0	750,000	0.0133	9,975
Meters	0	0	0	0.05	0
Hydrants	0	0	0	0.0133	0
Sprinkler Connections	0	0	0		0
Services	0	0	0	0.02	0
Other - Water Rate Study	0	0	0	0.333	0
TOTAL	974,000	0	974,000		17,144
Source of Funding					
				Depreciation Fund Balance beginning of year	546,126
Funding from Grants	0			Interest on Fund balance	8,192
Depreciation fund	504,000			Fund balance before expenditures	554,318
Long Term Debt	386,000			Transfer from Depreciation	-504,000
Capital out of revenue	0			Contribution during the year	182,052
Capital from Surplus	84,000			Balance after Expenditure	232,370
TOTAL	974,000				

Town of Wolfville Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2023/24					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate in previous year	182,052
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures	12,000		12,000	0.04	480
Power and Pumping Structures	0		0	0.04	0
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	0	0	0	0.02	0
Water Treatment Plant	0	0	0	0.04	0
Production Wells	40,000	0	40,000	0.0333	1,332
Other - Source Water Protection Plan Update	52,300		52,300	0.05	2,615
Equipment	0		0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment	0		0	0.1	0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.1	0
Software / computers	0		0		0
Control and Monitoring equipment	60,000	0	60,000	0.1	6,000
Digital Mapping	0	0	0	0.1	0
Surge tank	0		0	0.02	0
Mains					
Transmission	360,000	0	360,000	0.0133	4,788
Distribution	325,000	0	325,000	0.0133	4,323
Meters	15,000	0	15,000	0.05	750
Hydrants	0	0	0	0.0133	0
Sprinkler Connections	0	0	0		0
Services	0	0	0	0.02	0
Other	0	0	0	0	0
TOTAL	864,300	0	864,300	1	20,288
Source of Funding					
			Depreciation Fund Balance beginning of year		232,370
Funding from Grants	0		Interest on Fund balance		3,486
Depreciation fund	372,100		Fund balance before expenditures		235,855
Long Term Debt	399,900		Transfer from Depreciation		-372,100
Capital out of revenue	70,000		Contribution during the year		202,339
Capital from Surplus	22,300		Balance after Expenditure		66,094
TOTAL	864,300				

Town of Wolfville Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2024/25					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate in previous year	202,339
LAND AND LAND RIGHTS					
Source of Supply Land	0	0	0	0	0
Source Water Protection					0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures	15,000	0	15,000	0.01333	200
Power and Pumping Structures	0	0	0	0.04	0
Purification	0	0	0	0	0
Distribution Reservoirs and Standpipes	10,000	0	10,000	0.05	500
Water Treatment Plant	0	0	0	0.04	0
Production Well Installation	115,000	0	115,000	0.0333	3,830
Other	0	0	0	0.05	0
Equipment		0	0		0
Electrical Pumping	0	0	0	0.05	0
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment	0	0	0	0.05	0
Transportation Equipment		0	0	0	0
Tools and Work Equipment	0	0	0	0.1	0
Software / computers	0	0	0	0.1	0
Control and Monitoring equipment		0	0		0
Digital Mapping	0	0	0	0	0
Surge Tank	0	0	0	0.02	0
Mains		0	0		0
Transmission	400,000		400,000	0.01333	5,332
Distribution	0	0	0	0.01333	0
Meters	0	0	0	0.05	0
Hydrants	0	0	0	0.01333	0
Sprinkler Connections	0		0		0
Services	0	0	0	0.02	0
Other	0		0	0	0
TOTAL	540,000	0	540,000		9,861
Source of Funding					
				Depreciation Fund Balance beginning of year	66,094
Funding from Grants	0			Interest on Fund balance	991
Depreciation fund	170,000			Fund balance before expenditures	67,086
Long Term Debt	300,000			Transfer from Depreciation	-170,000
Capital out of revenue	70,000			Contribution during the year	212,201
Capital from Surplus	0			Balance after Expenditure	109,286
TOTAL	540,000				

Town of Wolfville Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2025/26

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate in previous year	212,201
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS					
Source of Supply Structures Flood Study	0		0	0.01333	0
Power and Pumping Structures	0		0	0.04	0
Purification	25,000		25,000	0.05	1,250
Distribution Reservoirs and Standpipes		0	0	0.05	0
Water Treatment Plant	0		0	0.02	0
Test Well	0	0	0	0.04	0
Other			0		0
Equipment					
Electrical Pumping	80,000	0	80,000	0.05	4,000
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment			0		0
Transportation Equipment	0	0	0	0.2	0
Tools and Work Equipment	0		0	0.1	0
Software / computers	0		0	0.2	0
Control and Monitoring equipment	20,000		20,000	0.1	2,000
Digital Mapping		0	0	0.05	0
Generator			0		0
Mains					
Transmission	495,000		495,000	0.0133	6,584
Distribution	0	0	0	0.01333	0
Meters	0		0	0.05	0
Hydrants	0		0	0.01333	0
Sprinkler Connections	0		0		0
Services	0	0	0	0.02	0
Other	0		0		0
TOTAL	620,000	0	620,000	1	13,834
Source of Funding					
			Depreciation Fund Balance beginning of year		109,286
Funding from Grants	0		Interest on Fund balance		1,639
Depreciation fund	225,000		Fund balance before expenditures		110,926
Long Term Debt	325,000		Transfer from Depreciation		-225,000
Capital out of revenue	70,000		Contribution during the year		226,034
			Balance after Expenditure		111,960
TOTAL	620,000				

Town of Wolfville Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2022/23

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.000	0
Land - General	0	0.000	0
STRUCTURES AND IMPROVEMENTS	0	0.000	0
Source of Supply Structures Flood Study	0	0.020	0
Power and Pumping Structures	0	0.040	0
Purification	0	0.050	0
Distribution Reservoirs and Standpipes	0	0.050	0
Water Treatment Plant	0	0.020	0
Test Well	0	0.033	0
Other	0	0.050	0
Equipment	0	0.000	0
Electrical Pumping	0	0.050	0
Purification Equipment	0	0.050	0
Office Furniture and Equipment	0	0.000	0
Transportation Equipment	0	0.100	0
Tools and Work Equipment	0	0.100	0
Software / Scada system	0	0.133	0
Control and Monitoring equipment	0	0.050	0
Digital Mapping	0	0.000	0
Generator	0	0.025	0
Mains	0	0.000	0
Transmission	0	0.013	0
Distribution	0	0.013	0
Meters	0	0.050	0
Hydrants	0	0.013	0
Sprinkler Connections	0	0.000	0
Services	0	0.020	0
Other	0	0.333	0
TOTAL	0		0

Town of Wolfville Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2023/24

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS		-	0
Source of Supply Land	0	-	0
Land - General	0	-	0
STRUCTURES AND IMPROVEMENTS	0	0.040	0
Source of Supply Structures Flood Study	0	0.040	0
Power and Pumping Structures	0	0.050	0
Purification	0	0.020	0
Distribution Reservoirs and Standpipes	0	0.040	0
Water Treatment Plant	0	0.033	0
Test Well	0	0.050	0
Other	0	-	0
Equipment	0	0.050	0
Electrical Pumping	0	0.050	0
Purification Equipment	0	0.100	0
Office Furniture and Equipment	0	0.100	0
Transportation Equipment	0	0.100	0
Tools and Work Equipment	0	-	0
Software / computers	0	-	0
Control and Monitoring equipment	0	0.100	0
Digital Mapping	0	0.100	0
Surge tank	0	0.020	0
Mains			0
Transmission	0	0.013	0
Distribution	0	0.0133	0
Meters	0	0.050	0
Hydrants	0	0.013	0
Sprinkler Connections	0	-	0
Services	0	0.020	0
Other	0	-	0
TOTAL	0		0

Town of Wolfville Water Utility Calculation of Amortization on Capital Contributions (to Plant) 2024/25			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.01	0
Power and Pumping Structures	0	0.04	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.0500	0
Water Treatment Plant	0	0.04	0
Test Well	0	0.03	0
Other	0	0.05	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.05	0
Transportation Equipment	0	0.00	0
Tools and Work Equipment	0	0.10	0
Software / computers	0	0.10	0
Control and Monitoring equipment	0	0.00	0
Digital Mapping	0	0.00	0
Surge tank	0	0.02	0
Mains	0		0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	0	0.01	0
Hydrants	0	0.05	0
Sprinkler Connections	0	0.01	0
Services	0	0.00	0
Other	0	0.02	0
TOTAL	0		0

<p style="text-align: center;">Town of Wolfville Water Utility Calculation of Amortization on Capital Contributions (to Plant) 2025/26</p>			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.01	0
Power and Pumping Structures	0	0.04	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	0	0.05	0
Water Treatment Plant	0	0.02	0
Test Well	0	0.04	0
Other	0	0.00	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.20	0
Tools and Work Equipment	0	0.10	0
Software / Scada system	0	0.20	0
Control and Monitoring equipment	0	0.10	0
Digital Mapping	0	0.05	0
Generator	0	0.00	0
Mains	0	0.00	0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	0	0.05	0
Hydrants	0	0.01	0
Sprinkler Connections	0	0.00	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	0		0

Town of Wolfville Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2022/23

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-	-	-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-	-	-				
Source of Supply Land	15,226	-	15,226	90.0%	13,703	10.0%	1,523
Land - General	-	-	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Structures and Improvements Source of Supply	329,838	-	329,838	90.0%	296,854	10.0%	32,984
Power and Pumping Structures	36,795	-	36,795	90.0%	33,116	10.0%	3,680
Purification	-	-	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	1,134,766	-	1,134,766	40.0%	453,906	60.0%	680,860
Water Treatment Plant	-	-	-	90.0%	0	10.0%	0
General Improvements	-	-	-	90.0%	0	10.0%	0
Wells	-	189,000	189,000	90.0%	170,100	10.0%	18,900
Source of supply Intake	-	-	-	90.0%	0	10.0%	0
Equipment	-	-	-		0		0
Electrical Pumping	54,717	-	54,717	90.0%	49,245	10.0%	5,472
Purification Equipment	1,099	-	1,099	90.0%	989	10.0%	110
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	43,823	-	43,823	90.0%	39,441	10.0%	4,382
Tools and Work Equipment	-	-	-	90.0%	0	10.0%	0
Software / computers	-	-	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	-	-	90.0%	0	10.0%	0
Digital Mapping	-	-	-	90.0%	0	10.0%	0
Surge Tank	-	35,000	35,000	90.0%	31,500	10.0%	3,500
Mains	-	-	-		0		0
Transmission	847,230	-	847,230	40.0%	338,892	60.0%	508,338
Distribution	4,679,820	750,000	5,429,820	40.0%	2,171,928	60.0%	3,257,892
Meters	148,142	-	148,142	100.0%	148,142	0.0%	0
Hydrants	69,906	-	69,906	0.0%	0	100.0%	69,906
	-	-	-	0.0%	0	100.0%	0
Services	25,172	-	25,172	100.0%	25,172	0.0%	0
Other	-	-	-	90.0%	0	10.0%	0
TOTAL	7,386,534	974,000	8,360,534	45.1%	3,772,989	54.9%	4,587,545

Town of Wolfville Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2023/24							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant	-	-					
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	15,226	-	15,226	90.0%	13,703	10.0%	1,523
Land - General	-	-	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Structures and Improvements Source of Supply	329,838	12,000	341,838	90.0%	307,654	10.0%	34,184
Power and Pumping Structures	36,795	-	36,795	90.0%	33,116	10.0%	3,680
Purification	-	-	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	1,134,766	-	1,134,766	40.0%	453,906	60.0%	680,860
Water Treatment Plant	-	-	-	90.0%	0	10.0%	0
General Improvements	-	-	-	90.0%	0	10.0%	0
Wells	189,000	40,000	229,000	90.0%	206,100	10.0%	22,900
Source of supply intake	-	52,300	52,300	90.0%	47,070	10.0%	5,230
Equipment	-	-	-		0		0
Electrical Pumping	54,717	-	54,717	90.0%	49,245	10.0%	5,472
Purification Equipment	1,099	-	1,099	90.0%	989	10.0%	110
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	43,823	-	43,823	90.0%	39,441	10.0%	4,382
Tools and Work Equipment	-	-	-	90.0%	0	10.0%	0
Software / computers	-	-	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	-	-	90.0%	0	10.0%	0
Digital Mapping	-	60,000	60,000	90.0%	54,000	10.0%	6,000
Surge Tank	35,000	-	35,000	90.0%	31,500	10.0%	3,500
Mains	-	-	-		0		0
Transmission	847,230	360,000	1,207,230	40.0%	482,892	60.0%	724,338
Distribution	5,429,820	325,000	5,754,820	40.0%	2,301,928	60.0%	3,452,892
Meters	148,142	15,000	163,142	100.0%	163,142	0.0%	0
Hydrants	69,906	-	69,906	0.0%	0	100.0%	69,906
Sprinkler Connections	-	-	-	0.0%	0	100.0%	0
Services	25,172	-	25,172	100.0%	25,172	0.0%	0
Other	-	-	-	90.0%	0	10.0%	0
TOTAL	8,360,534	864,300	9,224,834	45.6%	4,209,859	54.4%	5,014,975

Town of Wolfville Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2024/25							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	15,226	0	15,226	90.0%	13,703	10.0%	1,523
Land - General	-	0	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Structures and Improvements Source of Supply	341,838	15,000	356,838	90.0%	321,154	10.0%	35,684
Power and Pumping Structures	36,795	0	36,795	90.0%	33,116	10.0%	3,680
Purification	-	0	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	1,134,766	10,000	1,144,766	40.0%	457,906	60.0%	686,860
Water Treatment Plant	-	0	-	90.0%	0	10.0%	0
General Improvements	-		-	90.0%	0	10.0%	0
Test Well	229,000	115,000	344,000	90.0%	309,600	10.0%	34,400
Other	52,300	0	52,300	90.0%	47,070	10.0%	5,230
Equipment	-	0	-		0		0
Electrical Pumping	54,717	0	54,717	90.0%	49,245	10.0%	5,472
Purification Equipment	1,099	0	1,099	90.0%	989	10.0%	110
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	43,823	0	43,823	90.0%	39,441	10.0%	4,382
Tools and Work Equipment	-	0	-	90.0%	0	10.0%	0
Software / computers	-	0	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	0	-	90.0%	0	10.0%	0
Digital Mapping	60,000	0	60,000	90.0%	54,000	10.0%	6,000
Surge Tank	35,000	0	35,000	90.0%	31,500	10.0%	3,500
Mains	-	0	-		0		0
Transmission	1,207,230	400,000	1,607,230	40.0%	642,892	60.0%	964,338
Distribution	5,754,820	0	5,754,820	40.0%	2,301,928	60.0%	3,452,892
Meters	163,142	0	163,142	100.0%	163,142	0.0%	0
Hydrants	69,906	0	69,906	0.0%	0	100.0%	69,906
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	25,172	0	25,172	100.0%	25,172	0.0%	0
Other	-	0	-	90.0%	0	10.0%	0
TOTAL	9,224,834	540,000	9,764,834	46.0%	4,490,859	54.0%	5,273,975

Town of Wolfville Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2025/26

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS							
Source of Supply Land	15,226	0	15,226	90.0%	13,703	10.0%	1,523
Land - General	-	0	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS							
Structures and Improvements Source of Supply	356,838	0	356,838	90.0%	321,154	10.0%	35,684
Power and Pumping Structures	36,795	0	36,795	90.0%	33,116	10.0%	3,680
Purification	-	25,000	25,000	90.0%	22,500	10.0%	2,500
Distribution Reservoirs and Standpipes	1,144,766	0	1,144,766	40.0%	457,906	60.0%	686,860
Water Treatment Plant	-	0	-	90.0%	0	10.0%	0
General improvements	-	-	-	90.0%	0	10.0%	0
Test Well	344,000	0	344,000	90.0%	309,600	10.0%	34,400
Other	52,300	0	52,300	90.0%	47,070	10.0%	5,230
Equipment							
Electrical Pumping	54,717	80,000	134,717	90.0%	121,245	10.0%	13,472
Purification Equipment	1,099	0	1,099	90.0%	989	10.0%	110
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	43,823	0	43,823	90.0%	39,441	10.0%	4,382
Tools and Work Equipment	-	0	-	90.0%	0	10.0%	0
Software / computers	-	0	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	20,000	20,000	90.0%	18,000	10.0%	2,000
Digital Mapping	60,000	0	60,000	90.0%	54,000	10.0%	6,000
Generator	35,000	0	35,000	90.0%	31,500	10.0%	3,500
Mains							
Transmission	1,607,230	495,000	2,102,230	40.0%	840,892	60.0%	1,261,338
Distribution	5,754,820	0	5,754,820	40.0%	2,301,928	60.0%	3,452,892
Meters	163,142	0	163,142	100.0%	163,142	0.0%	0
Hydrants	69,906	0	69,906	0.0%	0	100.0%	69,906
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	25,172	0	25,172	100.0%	25,172	0.0%	0
Other	-	0	-	90.0%	0	10.0%	0
TOTAL	9,764,834	620,000	10,384,834	46.2%	4,801,359	53.8%	5,583,475

Town of Wolfville Water Utility
Allocation of Fire Protection Charges
 Projected Expenses for 2023/24

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	126,900	10.0%	12,690
Water Treatment	115,500	10.0%	11,550
Transmission and Distribution	319,000	52.8%	168,494
Adminstration and General	291,100	10.0%	29,110
Depreciation	202,339	52.8%	106,874
Taxes	57,600	52.8%	30,424
Return on Rate Base	227,445	52.8%	120,135
Total	1,339,885	35.8%	479,277

Town of Wolfville Water Utility
Allocation of Fire Protection Charges
 Projected Expenses for Year 2024/25

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	130,781	10.0%	13,078
Water Treatment	119,159	10.0%	11,916
Transmission and Distribution	329,389	54.0%	177,903
Adminstration and General	305,777	10.0%	30,578
Depreciation	212,201	54.0%	114,609
Taxes	58,800	54.0%	31,758
Return on Rate Base	251,486	54.0%	135,827
Total	1,407,592	36.6%	515,668

Town of Wolfville Water Utility
Allocation of Fire Protection Charges
 Projected Expenses for Year 2025/26

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	134,807	10.0%	13,481
Water Treatment	122,908	10.0%	12,291
Transmission and Distribution	340,091	53.8%	182,852
Adminstration and General	315,985	10.0%	31,599
Depreciation	226,034	53.8%	121,529
Taxes	60,000	53.8%	32,259
Return on Rate Base	275,754	53.8%	148,261
Total	1,475,579	36.7%	542,271

Town of Wolfville Water Utility				
Calculation of rate Base and required Return on rate Base				
Years Ending March 31st				
	2022/23	2023/24	2024/25	2025/26
	(Estimate)	Test	Test	Test
RATE BASE				
Utility plant in Service March 31st	8,360,534	9,224,834	9,764,834	10,384,834
Less Accumulated Depreciaton on actual cost of plant in service (Estimated)	(3,726,554)	(3,928,893)	(4,141,094)	(4,367,128)
Less unamortized amount of capital contribution for plant in service	-	-	-	-
Estimated Rate Base at Year End	4,633,980	5,295,941	5,623,740	6,017,706
REQUIRED RETURN				
Non-operating Expenditures (B-2)	108,759	265,245	289,786	314,054
Less Non-operating Revenue	(25,000)	(15,000)	(15,500)	(15,500)
Less Other Non-operating Revenue (B-2)	(21,800)	(22,800)	(22,800)	(22,800)
Return on Rate Base	61,959	227,445	251,486	275,754
Required Rate of Return (Req'd Return/Est Rate Base)	1.34%	4.29%	4.47%	4.58%

Town of Wolfville Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2023/24											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Power and Pumping	126,900	12,690	114,210							100%	114,210
Water Treatment	115,500	11,550	103,950							100%	103,950
Transmission and Distribution	319,000	168,494	150,506			0%	0	100%	150,506		
Adminstration and General	291,100	29,110	261,990	10%	26,199	90%	235,791	0%	0		
Depreciation	202,339	106,874	95,465			40%	38,186	30%	28,639	30%	28,639
Taxes	57,600	30,424	27,176			100%	27,176				
Return on Rate Base	227,445	120,135	107,310			40%	42,924	30%	32,193	30%	32,193
SUBTOTAL	1,339,885	479,277	860,607		26,199		344,077		211,339		278,992
TOTAL	1,339,885	479,277	860,607		26,199		344,077		211,339		278,992

Town of Wolfville Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2024/25											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Power and Pumping	130,781	13,078	117,703							100%	117,703
Water Treatment	119,159	11,916	107,243							100%	107,243
Transmission and Distribution	329,389	177,903	151,486			0%	0	100%	151,486		
Adminstration and General	305,777	30,578	275,199	10%	27,520	90%	247,679	0%	0		
Depreciation	212,201	114,609	97,591			40%	39,037	30%	29,277	30%	29,277
Taxes	58,800	31,758	27,042			100%	27,042				
Return on Rate Base	251,486	135,827	115,659			40%	46,263	30%	34,698	30%	34,698
SUBTOTAL	1,407,592	515,668	891,923		27,520		360,022		215,461		288,921
TOTAL	1,407,592	515,668	891,923		27,520		360,022		215,461		288,921

Town of Wolfville Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2025/26											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Power and Pumping	134,807	13,481	121,326							100%	121,326
Water Treatment	122,908	12,291	110,617							100%	110,617
Transmission and Distribution	340,091	182,852	157,239			0%	0	100%	157,239		
Adminstration and General	315,985	31,599	284,387	10%	28,439	90%	255,948	0%	0		
Depreciation	226,034	121,529	104,505			40%	41,802	30%	31,352	30%	31,352
Taxes	60,000	32,259	27,741			100%	27,741				
Return on Rate Base	275,754	148,261	127,493			40%	50,997	30%	38,248	30%	38,248
SUBTOTAL	1,475,579	542,271	933,308		28,439		376,488		226,838		301,543
TOTAL	1,475,579	542,271	933,308		28,439		376,488		226,838		301,543

Worksheet C-4

03-Apr-23

Town of Wolfville Water Utility Service Connections and Equivalents 2022/23			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1361	1	1,361
3/4"	95	1.5	143
1"	70	2.5	175
1.5"	22	5	110
2"	46	8	368
3"	1	16	16
4"	1	25	25
6"	0	50	0
8"	0	90	0
TOTAL	1596		2,198

Town of Wolfville Water Utility Service Connections and Equivalents 2023/24			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1363	1	1,363
3/4"	95	1.5	143
1"	70	2.5	175
1.5"	22	5	110
2"	46	8	368
3"	1	16	16
4"	1	25	25
6"	0	50	0
8"	0	90	0
TOTAL	1598		2,200

**Town of Wolfville Water Utility
Service Connections and Equivalents
2024/25**

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1365	1	1,365
3/4"	95	1.5	143
1"	70	2.5	175
1.5"	22	5	110
2"	46	8	368
3"	1	16	16
4"	1	25	25
6"	0	50	0
8"	0	90	0
TOTAL	1600		2,202

**Town of Wolfville Water Utility
Service Connections and Equivalents
2025/26**

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1367	1	1,367
3/4"	95	1.5	143
1"	70	2.5	175
1.5"	22	5	110
2"	46	8	368
3"	1	16	16
4"	1	25	25
6"	0	50	0
8"	0	90	0
TOTAL	1602		2,204

Worksheet C-5

03-Apr-23

Town of Wolfville Water Utility Service Connections and Equivalents 2023/24					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	156.43	16.39	172.83	43.21
5/8"	1	156.43	16.39	172.83	43.21
3/4"	1.5	234.65	16.39	251.05	62.76
1"	2.5	391.09	16.39	407.48	101.87
1.5"	5	782.17	16.39	798.57	199.64
2"	8	1,251.47	16.39	1,267.87	316.97
3"	16	2,502.95	16.39	2,519.34	629.84
4"	25	3,910.85	16.39	3,927.25	981.81
6"	50	7,821.71	16.39	7,838.10	1,959.53
8"	90	14,079.08	16.39	14,095.47	3,523.87
TOTAL					

Town of Wolfville Water Utility Service Connections and Equivalents 2024/25					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	163.53	17.20	180.73	45.18
5/8"	1	163.53	17.20	180.73	45.18
3/4"	1.5	245.30	17.20	262.50	65.63
1"	2.5	408.84	17.20	426.04	106.51
	5	817.67	17.20	834.87	208.72
2"	8	1,308.28	17.20	1,325.48	331.37
3"	16	2,616.55	17.20	2,633.75	658.44
4"	25	4,088.37	17.20	4,105.57	1,026.39
6"	50	8,176.73	17.20	8,193.93	2,048.48
8"	90	14,718.12	17.20	14,735.32	3,683.83
TOTAL					

Town of Wolfville Water Utility Service Connections and Equivalents 2025/26					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	170.86	17.75	188.61	47.15
5/8"	1	170.86	17.75	188.61	47.15
3/4"	1.5	256.29	17.75	274.04	68.51
1"	2.5	427.15	17.75	444.90	111.22
1.5"	5	854.30	17.75	872.05	218.01
2"	8	1,366.87	17.75	1,384.62	346.16
3"	16	2,733.75	17.75	2,751.50	687.87
4"	25	4,271.48	17.75	4,289.23	1,072.31
6"	50	8,542.95	17.75	8,560.71	2,140.18
8"	90	15,377.32	17.75	15,395.07	3,848.77
TOTAL					

Worksheet C-6

03-Apr-23

Town of Wolfville Water Utility Water Consumption by Block		
Meter Size	2022/23 Current Consumption	2023/24 Consumption
	1st Block imperial gallons	1st Block imperial gallons
Unmetered	0	0
5/8"	53,998,000	53,428,422
3/4"	9,663,000	9,663,000
1"	14,066,000	14,066,000
1.5"	7,351,000	7,351,000
2"	29,444,000	29,444,000
3"	1,028,000	1,028,000
4"	725,000	725,000
6"	-	-
8"	-	-
TOTAL	116,275,000	115,705,422

Town of Wolfville Water Utility Water Consumption by Block		
Meter Size	2024/25 Consumption	2025/26 Consumption
	1st Block imperial gallons	1st Block imperial gallons
Unmetered	0	0
5/8"	52,865,679	52,309,690
3/4"	9,663,000	9,663,000
1"	14,066,000	14,066,000
1.5"	7,351,000	7,351,000
2"	29,444,000	29,444,000
3"	1,028,000	1,028,000
4"	725,000	725,000
6"	0	0
8"	0	0
TOTAL	115,142,679	114,586,690

Worksheet C-7

03-Apr-23

Town of Wolfville Water Utility Calculation of Consumption Charge 2023/24	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	2.41
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.83
TOTAL CONSUMPTION CHARGE PER 1,000 Imp. Gallons	4.24

Town of Wolfville Water Utility Calculation of Consumption Charge 2024/25	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	2.51
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.87
TOTAL CONSUMPTION CHARGE PER 1,000 Imp. Gallons	4.38

Town of Wolfville Water Utility Calculation of Consumption Charge 2025/26	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	2.63
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.98
TOTAL CONSUMPTION CHARGE PER 1,000 Imp. Gallons	4.61

Town of Wolfville Water Utility				
Water Consumption by Block				
2023/24				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	0	172.83	0	
5/8"	1,363	172.83	235,566	
3/4"	95	251.05	23,849	
1"	70	407.48	28,524	
1.5"	22	798.57	17,568	
2"	46	1,267.87	58,322	
3"	1	2,519.34	2,519	
4"	1	3,927.25	3,927	
6"	0	7,838.10	0	
TOTAL BASE REVENUE			370,276	
CONSUMPTION CHARGE				
	Quantity	\$/ 1,000 imp gallons		
1st Block	115,705,422	4.24		490,331
TOTAL CONSUMPTION REVENUE			490,331	
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)				860,607

Town of Wolfville Water Utility				
Water Consumption by Block				
2024/25				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	0	180.73	0	
5/8"	1,365	180.73	246,703	
3/4"	95	262.50	24,938	
1"	70	426.04	29,823	
1.5"	22	834.87	18,367	
2"	46	1,325.48	60,972	
3"	1	2,633.75	2,634	
4"	1	4,105.57	4,106	
6"	0	8,193.93	0	
TOTAL BASE REVENUE			387,541	
CONSUMPTION CHARGE				
	Quantity	\$/ 1,000 imp gallons		
1st Block	115,142,679	4.38		504,382
TOTAL CONSUMPTION REVENUE			504,382	
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)				891,923

Town of Wolfville Water Utility			
Water Consumption by Block			
2025/26			
BASE CHARGE			
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	188.61	0
5/8"	1,367	188.61	257,831
3/4"	95	274.04	26,034
1"	70	444.90	31,143
1.5"	22	872.05	19,185
2"	46	1,384.62	63,693
3"	1	2,751.50	2,751
4"	1	4,289.23	4,289
6"	0	8,560.71	0
TOTAL BASE REVENUE			404,927
CONSUMPTION CHARGE			
	Quantity	\$/ 1,000 imp gallons	
1st Block	114,586,690	4.61	528,381
TOTAL CONSUMPTION REVENUE			528,381
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			933,308

Town of Wolfville Water Utility
Comparison of Current Water Rates with Proposed New Rates
2023/24

Meter Size	Quarterly Consumption (imp. gal.)	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge Change	Percent Change
		Current	Proposed		Current	Proposed		Current	Proposed		
Unmetered											
5/8"	9,800	37.51	43.21	15.2%	33.81	41.53	22.8%	71.32	84.74	13.42	18.8%
3/4"	25,429	54.61	62.76	14.9%	87.73	107.76	22.8%	142.34	170.52	28.18	19.8%
1"	50,236	88.81	101.87	14.7%	173.31	212.89	22.8%	262.12	314.76	52.63	20.1%
1.5"	83,534	174.29	199.64	14.5%	288.19	354.00	22.8%	462.48	553.64	91.16	19.7%
2"	160,022	276.88	316.97	14.5%	552.08	678.13	22.8%	828.96	995.10	166.14	20.0%
3"	257,000	550.44	629.84	14.4%	886.65	1,089.10	22.8%	1,437.09	1,718.94	281.85	19.6%
4"	181,250	858.19	981.81	14.4%	625.31	768.09	22.8%	1,483.50	1,749.91	266.40	18.0%
6"	-	1,716.06			-	-	0.0%	-	-		0.0%

Town of Wolfville Water Utility
Comparison of Current Water Rates with Proposed New Rates
2024/25

Meter Size	Average Quarterly Consumption (imp. gal.)	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge Change	Percent Change
		Current	Proposed		Current	Proposed		Current	Proposed		
Unmetered	-										
5/8"	9,682	43.21	45.18	4.6%	41.53	42.41	2.1%	84.74	87.60	2.86	3.4%
3/4"	25,429	62.76	65.63	4.6%	107.76	111.39	3.4%	170.52	177.02	6.49	3.8%
1"	50,236	101.87	106.51	4.6%	212.89	220.06	3.4%	314.76	326.57	11.81	3.8%
1.5"	83,534	199.64	208.72	4.5%	354.00	365.92	3.4%	553.64	574.64	21.00	3.8%
2"	160,022	316.97	331.37	4.5%	678.13	700.97	3.4%	995.10	1,032.34	37.24	3.7%
3"	257,000	629.84	658.44	4.5%	1,089.10	1,125.79	3.4%	1,718.94	1,784.23	65.29	3.8%
4"	181,250	981.81	1,026.39	4.5%	768.09	793.96	3.4%	1,749.91	1,820.36	70.45	4.0%
6"	-	-									

Town of Wolfville Water Utility
Comparison of Current Water Rates with Proposed New Rates
2025/26

Meter Size	Average Quarterly Consumption (imp. gal.)	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge Change	Percent Change
		Current	Proposed		Current	Proposed		Current	Proposed		
Unmetered											
5/8"	9,567	45.18	47.15	4.4%	42.41	44.11	4.0%	87.60	91.27	3.67	4.2%
3/4"	25,429	65.63	68.51	4.4%	111.39	117.26	5.3%	177.02	185.77	8.75	4.9%
1"	50,236	106.51	111.22	4.4%	220.06	231.65	5.3%	326.57	342.87	16.30	5.0%
1.5"	83,534	208.72	218.01	4.5%	365.92	385.19	5.3%	574.64	603.20	28.56	5.0%
2"	160,022	331.37	346.16	4.5%	700.97	737.89	5.3%	1,032.34	1,084.05	51.70	5.0%
3"	257,000	658.44	687.87	4.5%	1,125.79	1,185.08	5.3%	1,784.23	1,872.95	88.72	5.0%
4"	181,250	1,026.39	1,072.31	4.5%	793.96	835.78	5.3%	1,820.36	1,908.09	87.73	4.8%
6"		-									

Town of Wolfville Water Utility				
Comparative Statement of Operations				
Fiscal Years ending March 31st				
	2022/23 Projected	Projection Using Proposed Rates		
		2023/24 Test	2024/25 Test	2025/26 Test
OPERATING REVENUES				
Metered Sales	717,200	799,171	891,923	933,308
Public Fire Protection	396,000	479,277	515,668	542,271
Total	1,113,200	1,278,448	1,407,592	1,475,579
OPERATING EXPENDITURES				
Power and Pumping	94,400	126,900	130,781	134,807
Water Treatment	124,700	115,500	119,159	122,908
Transmission and Distribution	369,600	319,000	329,389	340,091
Administration and General	271,900	291,100	305,777	315,985
Depreciation	182,052	202,339	212,201	226,034
Taxes	55,400	57,600	58,800	60,000
Total	1,098,052	1,112,439	1,156,106	1,199,825
OPERATING PROFIT (LOSS)				
LESS NON-OPERATING REVENUES				
Public Fire Protection - Additional	3,000	3,000	3,000	3,000
Investment Income	10,000	6,000	6,500	6,500
Job Cost Billing	12,000	6,000	6,000	6,000
Total	25,000	15,000	15,500	15,500
OTHER OPERATING REVENUES				
Sprinkler Service	10,800	10,800	10,800	10,800
Other	11,000	12,000	12,000	12,000
Total	21,800	22,800	22,800	22,800
NON-OPERATING EXPENDITURES				
Debt Charges - Principal	37,000	48,500	48,500	44,900
Debt Charges - Interest	18,006	25,527	24,312	23,245
New Debt - Principal	10,493	11,123	11,790	12,498
New Debt - Interest	23,160	22,530	21,863	21,156
New Debt - Principal	0	10,871	11,523	12,215
New Debt - Interest	0	23,994	23,342	22,650
New Debt - Principal	0	0	8,155	8,645
New Debt - Interest	0	0	18,000	17,511
New Debt - Principal	0	0	0	8,835
New Debt - Interest	0	0	0	19,500
Other Debt Charges	100	2,700	2,300	2,900
Capital out of Revenue	0	70,000	70,000	70,000
Dividend	20,000	50,000	50,000	50,000
Total	108,759	265,245	289,786	314,054
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-46,811	-61,436	0	0
SURPLUS AT BEGINNING OF YEAR *	426,050	295,239	211,503	211,503
TRANSFER TO CAPITAL FUND	0	0	0	0
CAPITAL FROM SURPLUS	84,000	22,300	0	0
ACCUMULATED SURPLUS (DEFICIT)	295,239	211,503	211,503	211,503

Appendix 1

Loan Calculator Long Term Debt 2022/23

Interest Rate	6.0%
Term in years	20
Capital \$	386,000

Payment Schedule

Year	Principal	Interest	Total	Balance
1	\$10,493.24	23,160.00	33,653.24	375,506.76
2	\$11,122.83	22,530.41	33,653.24	364,383.93
3	\$11,790.20	21,863.04	33,653.24	352,593.72
4	\$12,497.62	21,155.62	33,653.24	340,096.11
5	\$13,247.47	20,405.77	33,653.24	326,848.64
6	\$14,042.32	19,610.92	33,653.24	312,806.32
7	\$14,884.86	18,768.38	33,653.24	297,921.46
8	\$15,777.95	17,875.29	33,653.24	282,143.50
9	\$16,724.63	16,928.61	33,653.24	265,418.88
10	\$17,728.11	15,925.13	33,653.24	247,690.77
11	\$18,791.79	14,861.45	33,653.24	228,898.98
12	\$19,919.30	13,733.94	33,653.24	208,979.68
13	\$21,114.46	12,538.78	33,653.24	187,865.22
14	\$22,381.33	11,271.91	33,653.24	165,483.89
15	\$23,724.21	9,929.03	33,653.24	141,759.69
16	\$25,147.66	8,505.58	33,653.24	116,612.03
17	\$26,656.52	6,996.72	33,653.24	89,955.51
18	\$28,255.91	5,397.33	33,653.24	61,699.60
19	\$29,951.26	3,701.98	33,653.24	31,748.34
20	\$31,748.34	1,904.90	33,653.24	-

Loan Calculator Long Term Debt 2023/24

Interest Rate	6.0%
Term in years	20
Capital \$	399,900

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$10,871.10	\$23,994.00	34,865.10	389,028.90
2	\$11,523.37	\$23,341.73	34,865.10	377,505.53
3	\$12,214.77	\$22,650.33	34,865.10	365,290.75
4	\$12,947.66	\$21,917.45	34,865.10	352,343.09
5	\$13,724.52	\$21,140.59	34,865.10	338,618.57
6	\$14,547.99	\$20,317.11	34,865.10	324,070.58
7	\$15,420.87	\$19,444.24	34,865.10	308,649.72
8	\$16,346.12	\$18,518.98	34,865.10	292,303.59
9	\$17,326.89	\$17,538.22	34,865.10	274,976.70
10	\$18,366.50	\$16,498.60	34,865.10	256,610.20
11	\$19,468.49	\$15,396.61	34,865.10	237,141.71
12	\$20,636.60	\$14,228.50	34,865.10	216,505.11
13	\$21,874.80	\$12,990.31	34,865.10	194,630.31
14	\$23,187.29	\$11,677.82	34,865.10	171,443.03
15	\$24,578.52	\$10,286.58	34,865.10	146,864.50
16	\$26,053.23	\$8,811.87	34,865.10	120,811.27
17	\$27,616.43	\$7,248.68	34,865.10	93,194.84
18	\$29,273.41	\$5,591.69	34,865.10	63,921.43
19	\$31,029.82	\$3,835.29	34,865.10	32,891.61
20	\$32,891.61	\$1,973.50	34,865.10	0.00

Loan Calculator
Long Term Debt
2024/25

Interest Rate	6.0%
Term in years	20
Capital \$	300,000

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$8,155.37	\$18,000.00	26,155.37	291,844.63
2	\$8,644.69	\$17,510.68	26,155.37	283,199.94
3	\$9,163.37	\$16,992.00	26,155.37	274,036.57
4	\$9,713.17	\$16,442.19	26,155.37	264,323.40
5	\$10,295.96	\$15,859.40	26,155.37	254,027.44
6	\$10,913.72	\$15,241.65	26,155.37	243,113.72
7	\$11,568.54	\$14,586.82	26,155.37	231,545.17
8	\$12,262.66	\$13,892.71	26,155.37	219,282.52
9	\$12,998.42	\$13,156.95	26,155.37	206,284.10
10	\$13,778.32	\$12,377.05	26,155.37	192,505.78
11	\$14,605.02	\$11,550.35	26,155.37	177,900.76
12	\$15,481.32	\$10,674.05	26,155.37	162,419.44
13	\$16,410.20	\$9,745.17	26,155.37	146,009.24
14	\$17,394.81	\$8,760.55	26,155.37	128,614.42
15	\$18,438.50	\$7,716.87	26,155.37	110,175.92
16	\$19,544.81	\$6,610.56	26,155.37	90,631.11
17	\$20,717.50	\$5,437.87	26,155.37	69,913.61
18	\$21,960.55	\$4,194.82	26,155.37	47,953.06
19	\$23,278.18	\$2,877.18	26,155.37	24,674.87
20	\$24,674.87	\$1,480.49	26,155.37	0.00

Loan Calculator
Long Term Debt
2025/26

Interest Rate	6.0%
Term in years	20
Capital \$	325,000

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$8,834.98	\$19,500.00	28,334.98	316,165.02
2	\$9,365.08	\$18,969.90	28,334.98	306,799.94
3	\$9,926.98	\$18,408.00	28,334.98	296,872.95
4	\$10,522.60	\$17,812.38	28,334.98	286,350.35
5	\$11,153.96	\$17,181.02	28,334.98	275,196.39
6	\$11,823.20	\$16,511.78	28,334.98	263,373.19
7	\$12,532.59	\$15,802.39	28,334.98	250,840.60
8	\$13,284.54	\$15,050.44	28,334.98	237,556.06
9	\$14,081.62	\$14,253.36	28,334.98	223,474.44
10	\$14,926.51	\$13,408.47	28,334.98	208,547.93
11	\$15,822.11	\$12,512.88	28,334.98	192,725.82
12	\$16,771.43	\$11,563.55	28,334.98	175,954.39
13	\$17,777.72	\$10,557.26	28,334.98	158,176.67
14	\$18,844.38	\$9,490.60	28,334.98	139,332.29
15	\$19,975.04	\$8,359.94	28,334.98	119,357.25
16	\$21,173.55	\$7,161.43	28,334.98	98,183.70
17	\$22,443.96	\$5,891.02	28,334.98	75,739.74
18	\$23,790.60	\$4,544.38	28,334.98	51,949.15
19	\$25,218.03	\$3,116.95	28,334.98	26,731.11
20	\$26,731.11	\$1,603.87	28,334.98	(0.00)

**SCHEDULES A, B, AND C
RATES AND CHARGES**

SCHEDULE "A"
TOWN OF WOLFVILLE WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 October 2023)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Wolfville Water Utility.

1. RATES:

(a) Base Charges

Quarterly

Size of Meter	
5/8"	43.21
3/4"	62.76
1"	101.87
1.5"	199.64
2"	316.97
3"	629.84
4"	981.81
6"	1,959.53

(b) Consumption Rate (per cubic metre)

1st Block Consumption Rate 4.24 per 1,000 Imp. Gallons

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Wolfville shall pay, quarterly, to the Water Utility one quarter of the public fire protection services, in the sum of \$479,277.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$100.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$100.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

A

8. WATER ACCOUNT CREATION FEE

The Utility shall charge a \$100.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$100.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$100.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$40.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

SCHEDULE "B"
TOWN OF WOLFFVILLE WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2024)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Wolfville Water Utility.

1. **RATES:**

(a) **Base Charges**

Quarterly

Size of Meter

5/8"	45.18
3/4"	65.63
1"	106.51
1.5"	208.72
2"	331.37
3"	658.44
4"	1,026.39
6"	2,048.48

(b)

Consumption Rate (per cubic metre)

1st Block Consumption Rate \$ 4.38 per 1,000 Imp. Gallons

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Wolfville shall pay, quarterly, to the Water Utility one quarter of the public fire protection services, in the sum of \$515,668.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$100.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$100.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

B

8. WATER ACCOUNT CREATION FEE

The Utility shall charge a \$100.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$100.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$100.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$40.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

SCHEDULE "C"
TOWN OF WOLFVILLE WATER UTILITY

SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2025)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Wolfville Water Utility.

1. **RATES:**

(a) **Base Charges**

Quarterly

Size of Meter

5/8"	47.15
3/4"	68.51
1"	111.22
1.5"	218.01
2"	346.16
3"	687.87
4"	1,072.31
6"	2,140.18

(b)

Consumption Rate (per cubic metre)

1st Block Consumption Rate \$ 4.61 per 1,000 Imp. Gallons

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Town of Wolfville shall pay, quarterly, to the Water Utility one quarter of the public fire protection services, in the sum of \$542,271.

For subsequent years, the annual public fire protection rate shall be based on the above or:

(a) the sum of 53.8% of transmission and distribution, taxes and depreciation expenses of the Commission and return on rate base of the immediately preceding year, plus

(b) 10 % of all other expenses, whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter \$200.00

Each building serviced by a sprinkler service pipe of 8" or more in diameter \$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of 100.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$100.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$200.00.

8. WATER ACCOUNT CREATION FEE

The Utility shall charge a \$100.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$100.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$200.00 shall apply.

10. SPECIAL SERVICE CHARGE:

A special service charge of \$100.00 (\$200.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$40.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

SCHEDULE D
RULES AND REGULATIONS

TOWN OF WOLFVILLE WATER UTILITY

SCHEDULE OF RULES AND REGULATIONS
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES
(Effective 1 October 2023)

In these Rules and regulations, unless the context otherwise requires, the expression:

“Town” means the Town of Wolfville;

“Utility” means the Town of Wolfville Water Utility;

“Customer” means a person, a property owner, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations;

“Domestic Service” means the type of service supplied to the owner or his/her authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.;

“Commercial Service” means any service other than a domestic service as herein defined;

“Metered Rate Service” means that type of service charged for at metered rates. Metered rate service is required for all new services.

- 1) **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement/contract is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:
 - a) the customer applying for and receiving approval for water service;
 - b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

A property owner who rents or leases a property or self-contained unit to a tenant or lessee shall be required to open an account for the provision of water at the property rented or leased.

- c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

- d) Where service is supplied to a condominium unit, the Condominium Corporation in which the unit is situated shall be deemed to be the customer of record and shall be liable for payment of the service bill for the condominium unit.
- 2) **DEPOSITS:** When required, an applicant for service shall deposit with the Utility a sum equal to the previous year's average bill for the meter size for such service for a period of three months, or such lesser amount as the Utility may demand (a minimum of \$50.00). This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all their liability to the Utility in respect of such service, the deposit shall be returned to him with interest based on 2% per annum, not compounded.
- 3) **REFUSAL OF SERVICE:** Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.
- 4) **BILLING:** If an agreement/contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

The Utility charges the base rate for the entire year for seasonal customers. The quarterly base rate charge will apply for each quarter regardless of water turn-offs.

- 5) **PAYMENT OF BILLS:** Bills shall be rendered to each customer at intervals of approximately three months (quarterly). All bills are due and payable when rendered. Bills not paid within thirty days after the billing date shall be subject to the interest charge as set out in the Schedule of Rates and Charges.
- 6) **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
- 7) **ADJUSTMENT OF BILLS:**
- (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in

writing within 30 days of the bill being rendered.

- (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
 - (c) Customer Over billed - In the event a customer has been billed in error for a Service they did not receive, the Utility will reimburse such customer the amount billed to and paid by the customer, together with interest calculated as simple interest paid on savings accounts by the Utility's bank, respecting the period during which the customer was incorrectly billed by the Utility, such period not to exceed five years.
- 8) **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Schedule of Rates and Charges for Re-establishing Water Service after each suspension. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.
- 9) **METER READING:** In the case of Metered Service Customers who are billed quarterly, meters shall be read in at least two of the four quarters, normally, the second and fourth, and, subject to Regulation 7, each billing for these quarters shall be based upon the meter reading with adjustment for any earlier estimated reading. The Utility may, at its option, estimate the readings in the alternate quarters based on the actual consumption from the previous quarter. In the case of Metered Service Customers who are billed bi-monthly, meters shall be read bi-monthly.
- 10) **WATER TO BE SUPPLIED BY METER:** Except where water is used for construction purposes from a hydrant under the supervision of the Utility and except as in these regulations otherwise provided, all services other than those used exclusively for fire protection shall be metered. Any building occupied by more than one tenant may have a separate meter with appropriate isolation valves for each tenant. With the Utility's approval, such a building may be serviced by one meter, provided the landlord is the customer. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.
- 11) **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees of the Utility or duly authorized representatives of the Utility and no

other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.

Each metered service shall have a curb stop outside the building foundation to permit control of the service. The Utility reserves the right to have every service line metered individually. The connection for a meter shall have a shutoff on the inlet side of the meter and double check valve and shutoff on the discharge side of the meter. All valves shall be of a type and located as approved by the Utility.

- 12) **METER READERS**: Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
- 13) **REMOTE REGISTERING WATER METERS**: When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.
- 14) **DAMAGE TO WATER METERS**: Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.
- 15) **METER TESTING**. On the request to have their meter tested, the Utility may charge the sum of \$100.00 to defray, in part, the cost of making the test for meters up to 1 inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.
- 16) **PLUMBING TO BE SATISFACTORY**: All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Municipality and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if,

in the opinion of the proper official of the Municipality and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.

- 17) **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
- 18) **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets, which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
- 19) **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
- 20) **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in (19 mm) diameter shall be laid for any service.

The necessary excavation for the laying of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street line, including supplying and laying a service pipe and fittings between the main pipe and the street line shall be paid for by the customer at a flat rate of \$6,500 per service pipe installed. A service box (standpipe) and curb stop valve shall be installed at the property line by the Utility. The cost of supplying and installing the water pipe from the street line to the premises including all excavation, backfilling and surface restoration shall be paid for by the customer.

For water service pipes larger than 3/4", the cost shall be borne by the customer, less the cost of the 3/4" service pipe and trench from the main in the street to the street line.

Should any person make application for more than one service to his premises, the

decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance to the satisfaction of the Utility. The excavation may be the same excavation as is used for the sewer service pipe or, if minimum horizontal and vertical separation between the water and sewer pipes cannot be obtained, a separate excavation for the water service pipe shall be required.

When a service has been installed without objection from the customer as to the location of the same, any subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

- 21) **REPAIRS TO SERVICES:** If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the street line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at their expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his expense.

The Utility may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Utility to do such work shall deposit with the Utility a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of their service pipe and, after being notified of same, they refuse or unduly delay to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

- 22) **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The Utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and

readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Wolfville Water Utility requirements.

- 23) **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations. Any unauthorized connection shall be subject to removal by the Utility. The cost of the removal including labour and materials and an estimate of the water used together with a \$200 service charge shall be paid by those who made the unauthorized connection.
- 24) **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.
- 25) **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and exchanged and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

26) **CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:**

(a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the

Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

(d) The Utility shall maintain a program for the issuance, renewal and cancellation of Cross Connection Control Tester's Licenses. The Utility's program shall establish minimum standards, minimum insurance requirements, fees and administrative procedures.

(e) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(e) The owner, consumer, customer or other person hereinafter collectively referred to in this rules and regulation as "person" shall immediately notify the Utility of any failure of the Cross Connection Control & Backflow Prevention Device as soon as they are aware of such a failure whether or not it resulted in a backflow to the Utility's water system.

(f) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

27) **ALTERNATE WATER SUPPLY PROHIBITED:** Connection of any customer's installation served by the Utility to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.

28) **DEPOSITS IN ADVANCE:** Whenever a customer requests the Utility to do work for which he/she is required to pay and the Utility agrees to do the work, he/she shall deposit with the Utility, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work or execute an agreement to pay the actual cost. When the actual cost is determined, an adjustment in the payment shall be made. Water service shall not be established by the Utility until all charges are paid in full. Installations shall be

made in accordance with the Wolfville Water Utility specifications and be subject to inspection by the Utility's Staff prior to water service being made available.

- 29) **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.
- 30) **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service. Responsibility for the installation, maintenance of any and all privately owned fire protections systems, including fire protection lines, sprinkler systems and hydrants shall be the responsibility of the owner.
- 31) **RESELLING OF WATER:** It is prohibited for a customer of the Utility to resell water to others, without the express written consent of the Utility. In the event that a customer is reselling water to others, without prior approval by the Utility, the Utility may suspend service to the premises until such time as the activity ceases or approval to resell is granted.
- 32) **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
- 33) **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply designated by the Utility for fire protection purposes.
- 34) **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
- 35) **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.

36) PRESSURE REDUCING VALVES:

- a) Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the customer's side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.
- b) A customer receiving service water pressure less than that which is needed for domestic use and fire protection requirements shall be responsible for providing and maintaining, at no cost to the Utility, a suitable booster pump.

37) PRESSURE RELIEF VALVES: Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 36, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.

38) WATER CONSERVATION DIRECTIVES: The Utility may issue conservation of water directives to its customers, if in the opinion of the Utility, such directives are required to permit the Utility to provide reliable continuous water service to all customers served by the Utility. During such times as these directives are in force, customers who do not comply with the directives may have their water service suspended until such time as they agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. Such customers shall be required to pay the Charge for Re-establishing Water Service as laid out in the approved Schedule of Rates for the Utility.

39) REQUESTS FOR EXTENIONS OF SERVICE: The Utility has no obligation to extend water service into areas with no water service. Requests for such extensions will be reviewed by the Utility on a case by case basis.

40) WORK ON WATER UTILITY INFRASTRUCTURE: The Utility reserves the right to perform all work with its own forces, on existing Utility infrastructure or infrastructure that will be turned over to the Utility. This includes, but is not limited to, new construction of water mains and/or building services and any repairs to existing infrastructure of the Utility. Any work permitted to be undertaken by outside contractors will be under such terms and conditions and to standards as prescribed by the Utility. This regulation shall not apply to land developments involving construction of new streets and services whether the developer has entered a servicing agreement with the Town of Wolfville.

41) CURB STOP/CONTROL VALVE SERVICE BOX: The curb stop/control valve service box housing the customers control valve shall be exposed for access by the Utility at all times. The Utility requires all curb stop/control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of a

customer's water meter. Any adjustment of the service box or valve box is the responsibility of the customer.

The customer shall ensure the curb stop/control valve service box and/or the valve box is exposed at all times. In the event that the curb stop/control valve service box is buried, paved over, back-filled or damaged as a result of carelessness, willful obstruction or any other occurrence that, in the opinion of the Utility, results in the requirement for the Utility to expose, re-expose, adjust or repair the curb stop /control valve service box, it shall be at the customer's expense. The Utility may undertake such activities as it deems necessary to gain access to the premises curb stop/control valve service box without expense to the Utility. When such action is undertaken, the reinstatement of the road, right-of-way, driveway, sidewalk, curb or landscape will be charged back to the customer if such activity is undertaken by the Utility.