



Committee of the Whole

October 3, 2023

9:00 a.m.

TBD

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, September 12, 2023
- b. Committee of the Whole In Camera September 12, 2023

3. Presentations

- a. Scott Duguay - Vice Provost Students - Strategic Enrolment Plan

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. Committee Reports (Internal)

- a. Audit Committee
- b. Planning Advisory Committee



- c. RCMP Advisory Board

6. CAO Report

7. Staff Reports for Discussion

- a. Info Report IR017-2023: Q1 Variance Report
- b. RFD 049-2023: One Time Operational Funding Request – Devour!(*to follow*)
- c. RFD 051-2023: Development Agreement - 234 Main Street
- d. RFD 050-2023: Revision of Wolfville Building Bylaw Ch. 65
- e. Info Report IR 019-2023: Fire & Life Safety Inspections
- f. Info Report IR 018- 2023: Accessibility Report Card / Access by Design
- g. Preliminary Budget and Operations Planning Workshop
- h. Nuisance Party Bylaw General Discussion

8. Committee Reports (External)

- a. Kings Point-to-Point (KPPT)
- b. Wolfville Business Development Corporation (WBDC)
- c. Diversity Kings (DK)
- d. Inter-Municipal Services Agreement for Valley Waste & Kings Transit (IMSA for VW & KTA)

9. Public Input / Question Period

10. Adjournment to In-Camera Meeting under *section 22(2)C Of the Municipal Government Act.*

- a. RFD 048-2023: Citizen Application to PAC Committee (Environmental Representative)



- 11. Adjournment of In-Camera Meeting**
- 12. Regular Meeting Reconvened**
- 13. Motions from In-Camera Meeting**
- 14. Regular Meeting Adjourned**

COMMITTEE UPDATE

Title: Audit Committee Report
Date: September 15th, 2023
Department: Committee of the Whole



Audit Committee Report

- Meeting was called to order at 8:30, Agenda and Previous Meeting Minutes Approved
- Introduction of Frank Lussing to the Audit Committee. Frank is filling in the remainder of David Crabb's Position on the committee until next appointments.
- Director MacLean dove right into our new business which was a presentation and discussion of the 1st Quarter Financial Report.
- Director MacLean discussed the current economy, how prices have gone up for materials and how it affects our numbers. More of the same discussion will come to council for the budget process.
- One trend that was highlighted was the difficulty in acquiring vehicles for our town fleet. As well, parts and materials for the completion of other projects has become difficult as well.
- From report: The variance report shows a net surplus position on June 30th of \$288,500 with revenues \$119,000 more than budget and expenditures \$169,500 less than budget. As with other years, a closer look is needed to estimate what the results might mean by year end. This includes timing differences (for example when expenses show as under budget, but that is due to not being incurred as early in the year as budgeted.... meaning once incurred the June 30th "savings" won't exist). Considering likely timing differences, the adjusted June 30th outlook is a deficit. See summary below of timing differences. It is unusual to be seeing a potential deficit this early in the year.
- Good Discussions about Water Utility (A positive sign is revenues were \$10,000 more than budget by June 30th, with metered sales (customers) ending the quarter \$6,200 more than budget) and Capital Budget. As well, a discussion of the deferring of projects each year and the pros and cons.
- There will be lots to discuss at the upcoming budget meetings!
- Motion was moved and seconded:

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

- Prior to adjournment, a discussion was had to hold onto our current auditors for additional time as we transition to a new director of finance, following Director MacLean's announcement of retirement at the end of this year.
- Next meeting scheduled for Friday October 27th, 2023, 8:30 Council Chamber

Respectfully Submitted
Councillor Mike Butler (He/Him/They)

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: October 3, 2023
Department: Planning & Economic Development



During the September 2023 Planning Advisory Committee, members focused on the Housing Accelerator Fund. Staff outlined a refined action plan following discussion with CMHC staff and the Committee held a fulsome discussion. The following motion was passed:

Motion:

THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION FOR THE TOWN TO SUBMIT AN APPLICATION TO THE HOUSING ACCELERATOR FUND.

CARRIED

The Committee also reviewed a Development Agreement application for 234 Main Street to construct a 10-unit dwelling and passed the following motion:

THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55278626 AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION.

CARRIED

An update on the Neighbourhood Commercial (C-2) work was provided, and Staff sought feedback from the Committee on the work-to-date. A discussion around barriers to commercial expansion in this zone occurred and Staff will consider holding a workshop to further delve into this project and determine recommendations.

The Committee is also continuing to look for a member with environmental expertise to join and has received one application for this position.

COMMITTEE UPDATE

Title: RCMP (Advisory) Board
Date: October 3, 2023
Department: Committee of the Whole



UPDATE

- **RCMP Advisory Board**

Report and Updates

Tuesday, September 19, 2023 Advisory Board Meeting

Council Chambers, (10:28am–11:18am, late start due to technical difficulties)

Approval of Agenda and Minutes

Public Input

Mr. George Lohnes thanked the RCMP members who presented on Tuesday, September 12, 2023 regarding the General Duty Police Resourcing Model (GDPRM) and expressed concern that there has been no provincial appointment from the Department of Justice to this advisory board in over two years. Discussion also included a reference to Dr. Robert Peel's 9 Policing Principles and a suggestion that these be reviewed when looking at proposed policing services models.

New Business

1. Cpl. Collins advised that Cpl. David Lane from Halifax, who is in charge of Human Trafficking Investigations, will hopefully attend our December 2023 meeting as he was unable to attend in September due to an ongoing operation.
2. Const. Jean Britton provided an update on RCMP community engagement activities, outlining activities related specifically to Wolfville School and others in our area and the topics discussed with the various age groups, teachers and parents.

RCMP Report

Corporal Travis Collins presented the pre-circulated quarterly RCMP report and advised following discussions at the GDPRM presentation he has included some information on Priority calls for Wolfville as requested. There were 296 calls for service in the Wolfville area in the last quarter. The categories included crimes against persons, drug, traffic related and other.

Crimes against Persons: There were 8 assaults, 6 with charges raised. Three were assaults on police officers, one with a weapon. The breakdown of this category includes domestic assaults or general assaults. It does not include sexual offences of which there were two occurrences with charges.

COMMITTEE UPDATE

Title: RCMP (Advisory) Board
Date: October 3, 2023
Department: Committee of the Whole



Indecent and harassment communications include uttering threats to cause bodily harm to a person or pet or cause damage to property. A notable one included in the report was the threats to Acadia University. An Action plan, investigation and media release took place. As a follow up there has been increased police presence on campus and working with Director of Safety and Security Acadia. Also increased enforcement taken place at major events.

In response to a question, Cpl. Collins advised the August 23rd court appearance was a disclosure appearance to collect evidence the crown has. This is typically the case with first court appearances where the accused elects to hold off on a plea or enter a plea of not guilty to give the defence time to review information or to set a trial date which will be further down the line.

There was crime of break and enter to a residence reported but insufficient evidence to proceed with investigation.

One reported theft of a car which was unfounded; they forgot where the car was parked.

There is a monetary threshold for thefts, frauds or damage to property of \$5,000. Under \$5,000 could include things like a package being taken from a doorstep or a scooter that was left overnight at school is not there in the morning.

Fraud made up most of the property crime reported, this includes online banking scams or credit card information being stolen. It is an ongoing battle for the police, as soon as understand how the scam works, a new one has taken over. There is a Fraud Centre tracking these types of crimes and continual education for the public which ties into some of the cyber security education Const. Britton shares with youth.

Noise Complaints include damage to property and stopping the enjoyment of property or obstructing access to a business or property.

There were two drug related offences for this quarter. One involved the Street Crimes Enforcement Unit operating on information received relevant to trafficking cocaine and other drugs out of the Wolfville area. They set up a quick response, conducted surveillance and were able to action and observe drugs transactions taking place. The accused was arrested, and charges laid as well as seizure of illicit drugs. This is a really good example of how the SCEU (Street Crime Enforcement Unit) supports, where general duty officers may not be available or have time to conduct covert operations.

The other category under drug-related offences was a tip received from the public on information were there might be some drug activity in Wolfville.

COMMITTEE UPDATE

Title: RCMP (Advisory) Board
Date: October 3, 2023
Department: Committee of the Whole



We receive tips from the public most commonly through Crimestoppers which gets to us and we create a file. Others come from relationships developed with the public and they share what they are observing or hearing on the street. This helps us to spotlight the correct area.

There were 17 traffic related charges which could include speeding or driving while disqualified, failure to remain or stop in relation to an accident or a collision. This could be parking lot accident where a collision wasn't noticed or intentionally leaving the scene to escape consequences. Reportable collisions are where damage is more than the \$5,000 threshold.

Other traffic offences could include fake MVI stickers.

Other under municipal bylaw would be primarily noise complaints under nuisance party bylaw – excessive noise. Also, wellbeing checks and suspicious persons.

Cpl. Collins referenced page 8 of the report on the amount of Priority 1, 2 and 3 calls received for Wolfville in last quarter and what those priorities mean.

As an example of how the district model works, there were 296 calls for police services. Of the 296, 66 or 22% were responded to or attended to by members from New Minas.

Priority 1 calls are urgent need where there is potential for loss of life, weapons could be involved, armed robberies, domestic violence in progress with potential for harm, collision with entrapment or injury or bodily harm suspected or reported.

Priority 2 could be a firearms response where loss of life is not present or is reduced, a theft in progress or break and enter where officers could interject.

Priority 3 wouldn't use lights or sirens and be a crime that is not in progress and where there is no imminent harm to a person.

Priority 4 are follow up calls.

Wolfville is comparable with Kings County in number of level 1 priority calls received but less than the province.

Round Table

The CAO advised that complaints had been received regarding speeding on Maple Ave. and Main Street and requested some proactive policing in response for that area. Cpl. Collins noted that a

COMMITTEE UPDATE

Title: RCMP (Advisory) Board
Date: October 3, 2023
Department: Committee of the Whole



request had already been sent to the Annapolis Valley Traffic unit to increase presence. Community members on Maple Ave have indicated the speed bumps are helping.

Next meeting: December 12, 2023 at 10:00am

Respectfully Submitted by: Isabel Madeira-Voss
Deputy Mayor, Wolfville

CAO REPORT

October 3, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Water damage from Lee

At Town Hall, the Finance and IT group is adapting as we deal with water damage to the first floor of Town Hall that happened during post-tropical system, Lee. The area impacted has been sealed off to carry out repairs. The hallway is sealed off just before the front office area and has required three staff (and equipment) to relocate to the Mayor's Office and share space with compliance staff.

Access is now cut off to the front office workstations, to the first-floor bathroom, and to chambers. The rear entrance will be used by the contractor as they carry out required repairs. We will keep Council updated with a timeline for repairs once known.

Retirement announced for Director of Finance

Mike MacLean has announced his retirement and is now working with the Office of the CAO to facilitate the process to recruit the next Director of Financial Services. Efforts will be made to address outstanding items, and to develop a list of key items for the new Director.

Crosswalk Flag Pilot Program

Since the pilot launched in January, staff have been monitoring the removal of flags at our test sites through Town. Since the launch of the pilot, 48 flags have been removed. Staff continue to monitor the flag numbers and replace the missing flags on a regular basis. Highland and Pleasant has been a hotspot for flag thefts.

SOUP planning session

Sofia Munoz has joined the Wolfville Farmers' Market as their Community Engagement Coordinator. Her role includes the task of working with a team of collaborators to launch the new SOUP program that the Town is supporting as part of our inclusion work. A planning meeting was hosted in September, and Town staff attended to participate in a discussion about the program's vision. Community members participating in the session included representatives from local churches, Acadia, Valley REN, the Wong Centre, and The Front Street Community Oven. Staff will continue to be closely involved in the weeks ahead with a launch now planned for the beginning of November.

Built Environment Accessibility Standards

Nova Scotia's proposed Built Environment Accessibility Standard [work is now available for review and comment](#). This is an important milestone in the development of Nova Scotia's first accessibility standard and the Town of Wolfville, as a prescribed public sector body, will be held to these standards.

CAO REPORT

October 3, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

The goal of this standard is to address barriers to accessibility in buildings and outdoor spaces and the Accessibility Advisory Committee will review and provide comment in October. Town staff have already started reviewing the new standards.

Community Safety Office Feasibility Report

Dr. Stephen Schneider's interviews continue, and a project area should be launched on Wolfville Blooms in October. Thanks to members of Council who have participated in the interview process to date.

Parks Plan

After presenting an updated work plan at the September Committee of the Whole meeting, staff have carried out most of the activities outlined in the September timeframe (meetings with stakeholders, getting up to speed on other aspects) and will be advertising for consultation events for Reservoir and Waterfront Park soon (week of October 16). Other consultation that is required will wrap-up by the end of October. An interim report on parks planning report will come to Council in November to inform the budget process, along with an RFD on the proposed Pickleball facility.

Wayfinding

Staff are continuing to implement wayfinding signage – welcome signs at the entries to Town (Highland, Maple, Harvest Moon Trail, etc) and directional signage along the trail and at key destinations are being looked at.

Finance and Corporate Services

Finance Department staff are working on finalizing required annual reporting to the Province and the Utility and Review Board, including 2023/24 budget submissions and March 31/23 year end results.

Property tax bills have been sent out and the second quarter water/sewer bills process is underway, with bills to go out by end of September.

Work has started on Policy updates to first go to Audit Committee in October and if recommended to November Committee of the Whole. This work involves the Tax Sale Policy and Low-Income Exemption Policy.

Work on the 2024/25 budget process started back in August with staff, with the afternoon of the October COW meeting scheduled to allow Council to start dialogue with staff to identify priorities for next year. This will allow an earlier start than past years and inform COW meetings dealing with budget again in November thru to March of next year.

CAO REPORT

October 3, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

UARB approval of water rate change

The Town received word that the Water Utility's application for rate changes has been approved by the NS Utility and Review Board, with an effective date of October 1 for the first round of changes, with further changes to occur on April 1 of the following two years.

Homecoming

Compliance staff will be working on an operations plan and at this time, the approach, as led by Acadia, is to keep students, alumni and visitors entertained by offering numerous on-campus activities.

On Thursday, October 12 at 8pm there's a concert with Kip Moore at the Acadia Arena. On Friday there are sports games and a Scary Movie Marathon and Bonfire Night at the KCIC Garden at 7:00 PM, that is open to everyone. Saturday events include a Yard Party in the morning, a BBQ at lunch and an outdoor concert on Saturday night. On Sunday morning there is a Town clean-up starting at 10am.

Parks and Recreation Updates

The Recreation Nova Scotia Annual Conference is being hosted by Valley Recreation, October 11-13, at Digby Pines Resort. 2023 marks the 25th anniversary of Recreation Nova Scotia, with a conference theme of "Remember, Recognize, Re-ignite".

The second annual "Welcome to Wolfville" Steet Fair attracted thousands to Main Street and was well-received, with much positive feedback. A de-brief of the event has been completed with the team from Acadia and plans have already started for next year's Labour Day event.

Planning for the Night of Lights, November 25, and Wolfville Glows, November 25 – December 23, are now under way, with a potential shift to an earlier time and expanded program area for Night of Lights. Staff are now considering an event time of 3:30-6:30pm with a Main Street closure, like Welcome Week program area, and culminating with the Tree Lighting Ceremony at Clock Park.

WBDC beautification projects are moving along, with Hammocks and the "Wolfville" sign at Waterfront Park planned for completion by December. Staff are working closely with the WBDC to support these projects in Waterfront Park.

Public Works Updates

Fairfield asphalt removal began last week. Progress has been slow so far but now expected to ramp-up. Temporary water has been installed and compliance staff continue to support on delivering notices to homes to ensure that the large number of students in rental housing have good access to all messaging.

The University Water Transmission Main replacement has been awarded but construction hasn't started. Expect this project to happen during the winter (same contractor as Fairfield).

CAO REPORT

October 3, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

The East Main Street cross culvert was awarded to Brison Developments. The kick-off meeting will be completed during the last week of September.

The East End gateway parking lot design is 90% complete. Staff expect to get through the tender review with a winter construction schedule. The parking lot will be closed for the duration of construction and this impact will be communicated in advance of the closure.

Our Active Transportation work is currently stalled at design with ARIA consulting with no timeline for completion at present.

Signs have been ordered for Four-way stops along Pleasant/Skyway and a purchase order has been issued for flashing lights. Rumble strips are to go in within next few weeks, with signs to be installed shortly thereafter.

Street maintenance with asphalt is proceeding. There have been minor overages so far, which will likely result in less sidewalk being replaced on Victoria.

Street maintenance concrete bids received. The unit rates are significantly higher than even our most conservative projections. Quantities and scope will need to be drastically reduced to stay within the budget allowance.

Save the date:

Homecoming Weekend – October 12 – 15

Community engagement at the Wolfville Farmers' Market – Proposed Community Safety Office – Saturday, October 14

13th Annual Devour! The Food Film Fest taking place October 23rd-29th. This year's theme: "French Cuisine et Culture". Events, films, workshops and music at various Wolfville venues. Full schedule, information and tickets available at www.devourfest.com

Community Safety Office Public Meeting
Wednesday, October 25, from 5 – 7pm in the firehall training room

Night of Lights – Saturday, November 25

Wolfville Glows – November 25 – December 23

INFORMATION REPORT – IR 017-2023

Title: First Quarter Financial Update
Date: 2023-09-15 **UPDATE TO OCT COW**
Department: Finance



SUMMARY

1st Quarter Financial Update

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

In the couple of years since the height of the pandemic, the economy continues to experience impacts from that time. Supply chains are still problematic in some areas. For example, it is no longer unusual to have a 1 to 2 year delay in acquiring vehicles. This compares to a few months in the years prior to 2020. Add in the escalating cost of items and the Town continues to face challenges, most notably with capital budget items.

The Finance Department has been working on the June 30, 2023 variance report since late July. Early draft monthly reports have been provided to the Senior Management via the Management Teams portal. With vacation schedules impacting the month of August, finance staff have not had a chance to review all variances prior to the completion of this Information Report. There are a couple of trends that show through the June 30th variances that are likely to influence the final 2023/24 year end results and inform the upcoming 2024/25 budget process. More details are outlined in the Discussion section of this report.

This Information Report and associated 1st Quarter Financial Update were reviewed at the September 15th Audit Committee meeting. After review and discussion the Committee passed the following motion:

THAT THE AUDIT COMMITTEE FORWARD THE 1st QUARTER FINANCIAL UPDATE REPORT (AS AT JUNE 30, 2023) TO THE NEXT AVAILABLE COMMITTEE OF THE WHOLE MEETING.

After review by the Audit Committee, the financial update is forwarded to Committee of the Whole for Council's benefit. No Motion is required at Committee of the Whole in relation to the report itself. Presentation at COW completes the reporting cycle and provides all members of Council an opportunity to ask questions as part of their responsibilities.

INFORMATION REPORT – IR 017-2023

Title: First Quarter Financial Update
Date: 2023-09-15 **UPDATE TO OCT COW**
Department: Finance



1) CAO COMMENTS

For information purposes only.

2) REFERENCES AND ATTACHMENTS

- 2023/24 Operations Plan, approved by Council in March 2023
- June 30/23 Variance Report (attached)
- June 30/23 Summary of Significant Variances (attached)

3) DISCUSSION

Subsequent to the Audit Committee meeting, the information addressed in this report was reviewed with the Senior Management Team. Department Heads are aware of the potential deficit and the challenge of also ensuring adequate service levels to the community.

The quarterly financial update is intended to provide the Audit Committee and Council with an overview of where the Town's financial results are in comparison to the budget expectations up to the most recent quarter end. This report covers the first quarter of fiscal 2023/24.

As per summary info noted below, the variance report shows a net surplus position at June 30th of \$288,500 with revenues \$119,000 more than budget and expenditures \$169,500 less than budget. As with other years, a closer look is needed to estimate what the results might mean by year end. This includes timing differences (for example when expenses show as under budget, but that is due to not being incurred as early in the year as budgeted....meaning once incurred the June 30th "savings" won't exist). Taking into account likely timing differences, the adjusted June 30th outlook is a deficit. See summary below of timing differences. It is unusual to be seeing a potential deficit this early in the year.

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

Overall Town results and timing differences are as follows:

	Actual 30-Jun-23	Budget 30-Jun-23	Variance over/(under) budget
Revenues	\$ 5,677,644	\$ 5,558,675	\$ 118,969
Expenditures (Operating/capital & reserves)	3,465,373	3,634,975	(169,602)
Net Surplus (Deficit)	\$ 2,212,271	\$ 1,923,700	\$ 288,571

INFORMATION REPORT – IR 017-2023

Title: First Quarter Financial Update
 Date: 2023-09-15 **UPDATE TO OCT COW**
 Department: Finance



Taking the June 30th reported Net Surplus above, and accounting for timing differences and expected changes between budget and actual, yields a small deficit projection for the year. The following Summary shows the main components of the timing differences:

Surplus variance, as of June 30/23		\$	288,571
Revenue variance timing adjustments			-
Expense variance timing adjustments			
Stipends & honorariums	(10,900)		
Operational Equip/Supplies	(35,400)		
Program Expenditures	(28,000)		
Contracted Services	(121,500)		
Grants to Organizations	(44,000)		
Partner Contributions	(52,900)		
Debenture Principal			
Possible Capital Overages	(100,000)		
			(392,700)
Adjusted Projection - Deficit		\$	(104,129)

It is unusual to see a projected deficit coming out of the 1st quarter results however a number of items have been known since early in the year. Key overages that will occur by year end include RCMP, Valley Waste (VWRM), and Kings Transit (KTA) budgets were received by Council in April, after the Town budget had been set. Both inter-municipal organizations had final budget submissions with higher required contributions than they had indicated earlier in the year. The RCMP cost estimate was based on input from the Dept of Justice earlier in the year and the actual cost thru the provincial budget came in almost double the % increase noted previously in the years.

It should be noted that the adjusted deficit is relatively small when compared to total budget (approximately 0.8% of budget). With the majority of the fiscal year yet to take place, there is time to manage costs and the Management Team will be actively looking for possible cost savings to offset known cost over runs. The second quarter variance report will be reviewed by the Committee a month from now, at which time trend analysis will be more refined/accurate.

Further analysis of specific variances is noted in the attached Summary of Major Variances.

INFORMATION REPORT – IR 017-2023

Title: First Quarter Financial Update
Date: 2023-09-15 **UPDATE TO OCT COW**
Department: Finance



Town Capital Fund

A summary is provided in the variance report attached. Very little of the capital budget had been incurred by June 30th. This holds true even thru August. A review of the capital project summary page will show numerous projects have not started or look to be deferred until next year. The issue of deferring projects was identified a year ago and still is something the Town should strive to resolve. No doubt this will become part of the discussions during the upcoming 2024/25 budget process. Staff will also endeavor to bring updates for projects noted as not having information at the time of preparing this report.

Water Utility

As members of Council are aware, the staff appeared before a UARB Hearing in August seeking approval for revised rates. The hope is the UARB will issue their decision by October 1st which would allow new rates to be implement for the 3rd quarter (Oct – Dec) billing cycle. If approved, the new rates will improve the revenue outcome for the Utility by year end.

The Utility results at June 30th in terms net operational results is a small deficit variance of \$26,500.

A positive sign is revenues are were \$10,000 more than budget by June 30th, with metered sales (customers) ending the quarter \$6,200 more than budget. Other sundry revenue were \$4,000 more than budget. The metered sales would hint at a trend of pre-COVID level consumption, but one quarter is not sufficient to say the trend is established.

Two areas of operating expenses are contributing to the deficit position and both appear to be identifiable trends.

First, Treatment costs were \$22,000 over budget by June 30th and this relates to supplies used to continue to maintain water composition within required standards. This cost, expected to be upwards of \$80, 000 over budget by year end was a point of discussion at the UARB Rate Hearing in August.

The second area is in the Transmission/Distribution cost centre where \$11,000 over budget at June 30th. This largely relates to wage allocation for the Utility Plant operators and Public Works crews as they deal with water line breaks.

Keys at this stage in the year for the Utility will be the second quarter billing (it's has not been a dry summer, so the July to Sept billing may drop as lawn maintenance becomes less of a factor), and timing of potential new rate approvals by the NS Utility and Review Board (UARB).

Subsequent to Audit Committee Meeting, the Town received confirmation that the NS UARB had approved the Rate Application covered during the August 16th NSUARB Public Hearing on that matter. The new rates are effective October 1st and as such will not show on customer invoices until the December 31st (3rd quarter) billings. The September bills going out reflect the existing rates prior to the rate application.

INFORMATION REPORT – IR 017-2023

Title: First Quarter Financial Update
Date: 2023-09-15 **UPDATE TO OCT COW**
Department: Finance



Outstanding Taxes

As discussed last year, and evident in the year end financial statements, outstanding taxes have increased over the last year. The same issue as last exists where one company (with multiple properties) has arrears on all their properties. Work on the tax sale process has only started in September, and more information will be available by the time the Audit Committee meets again in October. Staff also intend to bring proposed changes to the Tax Sale Policy to the Audit Committee in October with an eye to ensuring more timely collection of arrears for large dollar accounts.

In the period between IR 017-2023 being prepared for Audit Committee and the meeting date of September 15th, the Town received just over \$130,000 towards the arrears of the properties referenced above.

4) FINANCIAL IMPLICATIONS

Not applicable. This report is for information purposes only.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

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

6) COMMUNICATION REQUIREMENTS

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

7) FUTURE COUNCIL INVOLVEMENT

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

Interim Financial Variance Report

Town of Wolfville

As at June 30, 2023



A cultivated experience for the mind, body, and soil

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GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$5,115,808	\$5,084,649	\$31,159	\$11,472,800	\$4,612,803
Cost sharing recoveries	193,167	193,732	(565)	774,900	167,699
Sewer charges	170,737	163,268	7,469	686,000	138,069
Sale of services and other revenue	122,161	70,926	51,235	411,200	81,118
Provincial & Federal Grants	75,771	46,100	29,671	112,100	32,861
	<u>5,677,644</u>	<u>5,558,675</u>	<u>118,969</u>	<u>13,457,000</u>	<u>5,032,550</u>
<u>EXPENSES</u>					
Salary and wages	693,516	718,698	(25,182)	2,992,900	706,465
Employee Benefits	185,254	168,982	16,272	684,900	146,814
Meetings, Meals and Travel	4,726	4,476	250	20,900	4,218
Professional Development	30,367	27,193	3,174	102,500	25,412
Membership Dues & Fees	6,715	9,301	(2,586)	16,300	9,707
Advertising	5,314	3,815	1,499	19,900	4,627
Telecommunications	11,069	9,710	1,359	39,100	9,133
Office Expense	17,056	16,062	994	57,300	14,195
Legal	17,479	14,508	2,971	53,000	15,821
Insurance	199,058	191,750	7,308	209,500	176,254
Marketing and Communications		1,400	(1,400)	5,600	
Audit	(2,872)		(2,872)	23,200	(7,326)
Stipends & Honorariums	45,778	56,616	(10,838)	239,300	47,310
Miscellaneous	126	800	(674)	3,200	1,927
Heat	3,277	4,300	(1,023)	39,700	4,405
Utilities	57,311	44,130	13,181	197,600	32,618
Building Repairs and Maintenance	36,577	38,779	(2,202)	111,700	14,653
Vehicle Fuel	13,389	13,701	(312)	79,900	16,767
Vehicle Repairs & Maintenance	55,963	45,775	10,188	182,700	42,329
Vehicle Insurance	26,766	24,000	2,766	24,000	23,187
Operational Equip & Supplies	220,602	257,243	(36,641)	625,600	154,265
Equipment Maintenance	4,298	3,750	548	15,000	2,540
Equipment Rentals	866	4,000	(3,134)	20,000	756
Program Expenditures	38,016	60,127	(22,111)	243,000	19,354
Contracted Services	630,261	682,135	(51,874)	2,932,300	665,538
Grants to Organizations	22,000	61,000	(39,000)	275,000	9,050
Licenses and Permits	491		491	3,400	460
Tax Exemptions	44,546	42,070	2,476	124,200	42,051
Partner Contributions	518,365	550,626	(32,261)	2,137,500	501,765
Other debt charges	8,437	9,100	(663)	10,000	2,470
Doubtful accounts allowance				2,500	
	<u>2,894,751</u>	<u>3,064,047</u>	<u>(169,296)</u>	<u>11,491,700</u>	<u>2,686,765</u>
Net Operational Surplus	<u>2,782,893</u>	<u>2,494,628</u>	<u>288,265</u>	<u>1,965,300</u>	<u>2,345,785</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture principal	492,619	492,619		638,300	513,619
Debenture interest	78,003	78,309	(306)	211,700	82,854
Operating reserves				(150,000)	
Capital Reserves				1,260,600	
	<u>570,622</u>	<u>570,928</u>	<u>(306)</u>	<u>1,960,600</u>	<u>596,473</u>
NET SURPLUS (DEFICIT)	<u>2,212,271</u>	<u>1,923,700</u>	<u>288,571</u>	<u>4,700</u>	<u>1,749,312</u>

GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending Friday, June 30, 2023

	Financial Results To				Annual	Previous Year
	Actual	Budget			Budget	Actual
	6/30/2023	6/30/2023	VARIANCE		3/31/2024	6/30/2022
REVENUES						
Taxes and grants in lieu of taxes	\$5,115,808	\$5,084,649	\$31,159		\$11,472,800	\$4,612,803
Cost sharing recoveries	193,167	193,732	-565		774,900	167,699
Sewer charges	170,737	163,268	7,469		686,000	138,069
Sale of services and other revenue	122,161	70,926	51,235		411,200	81,118
Provincial & Federal Grants	75,771	46,100	29,671		112,100	32,861
	<u>5,677,644</u>	<u>5,558,675</u>	<u>118,969</u>		<u>13,457,000</u>	<u>5,032,550</u>
EXPENSES						
Licenses and Permits	491	-	491	#DIV/0!	3,400	460
Doubtful accounts allowance	-	-	-	#DIV/0!	2,500	-
Audit	(2,872)	-	(2,872)	#DIV/0!	23,200	(7,326)
Advertising	5,314	3,815	1,499	39.29%	19,900	4,627
Utilities	57,311	44,130	13,181	29.87%	197,600	32,618
Vehicle Repairs & Maintenance	55,963	45,775	10,188	22.26%	182,700	42,329
Legal	17,479	14,508	2,971	20.48%	53,000	15,821
Equipment Maintenance	4,298	3,750	548	14.61%	15,000	2,540
Telecommunications	11,069	9,710	1,359	14.00%	39,100	9,133
Professional Development	30,367	27,193	3,174	11.67%	102,500	25,412
Vehicle Insurance	26,766	24,000	2,766	11.53%	24,000	23,187
Employee Benefits	185,254	168,982	16,272	9.63%	684,900	146,814
Office Expense	17,056	16,062	994	6.19%	57,300	14,195
Tax Exemptions	44,546	42,070	2,476	5.89%	124,200	42,051
Meetings, Meals and Travel	4,726	4,476	250	5.59%	20,900	4,218
Insurance	199,058	191,750	7,308	3.81%	209,500	176,254
Vehicle Fuel	13,389	13,701	(312)	-2.28%	79,900	16,767
Salary and wages	693,516	718,698	(25,182)	-3.50%	2,992,900	706,465
Building Repairs and Maintenance	36,577	38,779	(2,202)	-5.68%	111,700	14,653
Partner Contributions	518,365	550,626	(32,261)	-5.86%	2,137,500	501,765
Other debt charges	8,437	9,100	(663)	-7.29%	10,000	2,470
Contracted Services	630,261	682,135	(51,874)	-7.60%	2,932,300	665,538
Operational Equip & Supplies	220,602	257,243	(36,641)	-14.24%	625,600	154,265
Stipends & Honorariums	45,778	56,616	(10,838)	-19.14%	239,300	47,310
Heat	3,277	4,300	(1,023)	-23.79%	39,700	4,405
Membership Dues & Fees	6,715	9,301	(2,586)	-27.80%	16,300	9,707
Program Expenditures	38,016	60,127	(22,111)	-36.77%	243,000	19,354
Grants to Organizations	22,000	61,000	(39,000)	-63.93%	275,000	9,050
Equipment Rentals	866	4,000	(3,134)	-78.35%	20,000	756
Miscellaneous	126	800	(674)	-84.25%	3,200	1,927
Marketing and Communications		1,400	(1,400)	-100.00%	5,600	-
	<u>2,894,751</u>	<u>3,064,047</u>	<u>(169,296)</u>		<u>11,491,700</u>	<u>2,686,765</u>
Net Operational Surplus	<u>2,782,893</u>	<u>2,494,628</u>	<u>288,265</u>		<u>1,965,300</u>	<u>2,345,785</u>
CAPITAL PROGRAM & RESERVES						
Debenture principal	492,619	492,619	-		638,300	513,619
Debenture interest	78,003	78,309	(306)		211,700	82,854
Operating reserves	-	-			(150,000)	-
Capital Reserves	-	-			1,260,600	-
	<u>570,622</u>	<u>570,928</u>	<u>(306)</u>		<u>1,960,600</u>	<u>596,473</u>
NET SURPLUS (DEFICIT)	<u>2,212,271</u>	<u>1,923,700</u>	<u>288,571</u>		<u>4,700</u>	<u>1,749,312</u>

Expense Variance sorted by %

GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending Friday, June 30, 2023

	Financial Results To				Annual	Previous Year
	Actual	Budget			Budget	Actual
	6/30/2023	6/30/2023	VARIANCE		3/31/2024	6/30/2022
REVENUES						
Taxes and grants in lieu of taxes	\$5,115,808	\$5,084,649	\$31,159		\$11,472,800	\$4,612,803
Cost sharing recoveries	193,167	193,732	-565		774,900	167,699
Sewer charges	170,737	163,268	7,469		686,000	138,069
Sale of services and other revenue	122,161	70,926	51,235		411,200	81,118
Provincial & Federal Grants	75,771	46,100	29,671		112,100	32,861
	<u>5,677,644</u>	<u>5,558,675</u>	<u>118,969</u>		<u>13,457,000</u>	<u>5,032,550</u>
EXPENSES						
Licenses and Permits	491	-	491	#DIV/0!	3,400	460
Doubtful accounts allowance	-	-	-	#DIV/0!	2,500	-
Audit	(2,872)	-	(2,872)	#DIV/0!	23,200	(7,326)
Advertising	5,314	3,815	1,499	39.29%	19,900	4,627
Utilities	57,311	44,130	13,181	29.87%	197,600	32,618
Vehicle Repairs & Maintenance	55,963	45,775	10,188	22.26%	182,700	42,329
Legal	17,479	14,508	2,971	20.48%	53,000	15,821
Equipment Maintenance	4,298	3,750	548	14.61%	15,000	2,540
Telecommunications	11,069	9,710	1,359	14.00%	39,100	9,133
Professional Development	30,367	27,193	3,174	11.67%	102,500	25,412
Vehicle Insurance	26,766	24,000	2,766	11.53%	24,000	23,187
Employee Benefits	185,254	168,982	16,272	9.63%	684,900	146,814
Office Expense	17,056	16,062	994	6.19%	57,300	14,195
Tax Exemptions	44,546	42,070	2,476	5.89%	124,200	42,051
Meetings, Meals and Travel	4,726	4,476	250	5.59%	20,900	4,218
Insurance	199,058	191,750	7,308	3.81%	209,500	176,254
Vehicle Fuel	13,389	13,701	(312)	-2.28%	79,900	16,767
Salary and wages	693,516	718,698	(25,182)	-3.50%	2,992,900	706,465
Building Repairs and Maintenance	36,577	38,779	(2,202)	-5.68%	111,700	14,653
Partner Contributions	518,365	550,626	(32,261)	-5.86%	2,137,500	501,765
Other debt charges	8,437	9,100	(663)	-7.29%	10,000	2,470
Contracted Services	630,261	682,135	(51,874)	-7.60%	2,932,300	665,538
Operational Equip & Supplies	220,602	257,243	(36,641)	-14.24%	625,600	154,265
Stipends & Honorariums	45,778	56,616	(10,838)	-19.14%	239,300	47,310
Heat	3,277	4,300	(1,023)	-23.79%	39,700	4,405
Membership Dues & Fees	6,715	9,301	(2,586)	-27.80%	16,300	9,707
Program Expenditures	38,016	60,127	(22,111)	-36.77%	243,000	19,354
Grants to Organizations	22,000	61,000	(39,000)	-63.93%	275,000	9,050
Equipment Rentals	866	4,000	(3,134)	-78.35%	20,000	756
Miscellaneous	126	800	(674)	-84.25%	3,200	1,927
Marketing and Communications		1,400	(1,400)	-100.00%	5,600	-
	<u>2,894,751</u>	<u>3,064,047</u>	<u>(169,296)</u>		<u>11,491,700</u>	<u>2,686,765</u>
Net Operational Surplus	<u>2,782,893</u>	<u>2,494,628</u>	<u>288,265</u>		<u>1,965,300</u>	<u>2,345,785</u>
CAPITAL PROGRAM & RESERVES						
Debenture principal	492,619	492,619	-		638,300	513,619
Debenture interest	78,003	78,309	(306)		211,700	82,854
Operating reserves	-	-	-		(150,000)	-
Capital Reserves	-	-	-		1,260,600	-
	<u>570,622</u>	<u>570,928</u>	<u>(306)</u>		<u>1,960,600</u>	<u>596,473</u>
NET SURPLUS (DEFICIT)	<u>2,212,271</u>	<u>1,923,700</u>	<u>288,571</u>		<u>4,700</u>	<u>1,749,312</u>

Expense variance sorted by \$

GP-2013 Wolfville
GENERAL GOVERNMENT DIVISION
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$4,871,292	\$4,886,599	(\$15,307)	\$11,076,700	\$4,419,046
Cost sharing recoveries	78,257	78,282	(25)	313,100	66,719
Sale of services and other revenue	78,791	43,426	35,365	235,500	34,913
Provincial & Federal Grants	46,721	18,700	28,021	71,200	2,121
	<u>5,075,061</u>	<u>5,027,007</u>	<u>48,054</u>	<u>11,696,500</u>	<u>4,522,799</u>
<u>EXPENSES</u>					
Salary and wages	174,876	175,281	(405)	759,600	179,502
Employee Benefits	58,369	41,299	17,070	177,400	40,283
Meetings, Meals and Travel	1,069	1,875	(806)	7,500	818
Professional Development	30,107	23,443	6,664	87,500	23,283
Membership Dues & Fees	4,256	4,401	(145)	9,500	7,421
Advertising	2,551	2,189	362	8,600	2,529
Telecommunications	3,522	3,270	252	13,200	3,180
Office Expense	11,527	8,837	2,690	31,000	10,476
Legal	8,349	6,249	2,100	25,000	8,367
Insurance	197,463	191,000	6,463	202,000	174,506
Marketing and Communications		525	(525)	2,100	
Audit	(2,872)		(2,872)	23,200	(7,326)
Stipends & Honorariums	45,778	45,816	(38)	198,300	47,310
Miscellaneous	13	800	(787)	3,200	62
Heat	1,652	2,500	(848)	22,700	2,237
Utilities	1,352	1,426	(74)	5,700	1,226
Building Repairs and Maintenance	15,958	11,906	4,052	18,000	6,617
Operational Equip & Supplies	71,372	68,023	3,349	118,800	39,629
Program Expenditures	14,265	8,001	6,264	65,500	2,350
Contracted Services	15,229	15,250	(21)	94,500	29,474
Grants to Organizations		18,000	(18,000)	200,000	
Tax Exemptions	44,546	42,070	2,476	124,200	42,051
Other debt charges	8,437	9,100	(663)	10,000	2,470
Doubtful accounts allowance				2,500	
	<u>707,819</u>	<u>681,261</u>	<u>26,558</u>	<u>2,210,000</u>	<u>616,465</u>
Net Operational Surplus	<u>4,367,242</u>	<u>4,345,746</u>	<u>21,496</u>	<u>9,486,500</u>	<u>3,906,334</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>4,367,242</u>	<u>4,345,746</u>	<u>21,496</u>	<u>9,486,500</u>	<u>3,906,334</u>

GP-2013 Wolfville
Legislative
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Employee Benefits	\$1,664	\$1,810	(\$146)	\$7,500	\$1,811
Meetings, Meals and Travel	153	1,251	(1,098)	5,000	92
Professional Development	8,620	8,443	177	27,500	5,880
Membership Dues & Fees	1,652	1,701	(49)	6,800	5,381
Advertising	824	125	699	500	183
Telecommunications	531	600	(69)	2,400	587
Stipends & Honorariums	45,778	45,816	(38)	198,300	47,310
Miscellaneous		675	(675)	2,700	55
	<u>59,222</u>	<u>60,421</u>	<u>(1,199)</u>	<u>250,700</u>	<u>61,299</u>
Net Operational Surplus	<u>(59,222)</u>	<u>(60,421)</u>	<u>1,199</u>	<u>(250,700)</u>	<u>(61,299)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(59,222)</u>	<u>(60,421)</u>	<u>1,199</u>	<u>(250,700)</u>	<u>(61,299)</u>

GP-2013 Wolfville
General Administration
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$65,910	\$65,850	\$60	\$285,400	\$70,230
Employee Benefits	15,650	12,883	2,767	57,200	14,513
Meetings, Meals and Travel	20	249	(229)	1,000	607
Membership Dues & Fees	1,497	1,800	(303)	1,800	1,202
Advertising	1,727	2,013	(286)	7,900	1,955
Telecommunications	631	567	64	2,300	469
Office Expense	283	300	(17)	1,200	602
Legal	8,031	3,750	4,281	15,000	2,147
Marketing and Communications		525	(525)	2,100	
Program Expenditures		3,125	(3,125)	12,500	
Contracted Services		13,750	(13,750)	55,000	
	<u>93,749</u>	<u>104,812</u>	<u>(11,063)</u>	<u>441,400</u>	<u>91,725</u>
Net Operational Surplus	<u>(93,749)</u>	<u>(104,812)</u>	<u>11,063</u>	<u>(441,400)</u>	<u>(91,725)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(93,749)</u>	<u>(104,812)</u>	<u>11,063</u>	<u>(441,400)</u>	<u>(91,725)</u>

GP-2013 Wolfville
Human Resources
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Provincial & Federal Grants	\$900		\$900		\$850
	<u>900</u>		<u>900</u>		<u>850</u>
<u>EXPENSES</u>					
Employee Benefits	14,657	3,164	11,493	11,000	1,208
Meetings, Meals and Travel	896	250	646	1,000	102
Professional Development	21,486	15,000	6,486	60,000	17,403
Advertising					391
Legal	317	2,499	(2,182)	10,000	6,221
Operational Equip & Supplies	1,846	1,375	471	14,500	627
Contracted Services	4,382		4,382		
	<u>43,584</u>	<u>22,288</u>	<u>21,296</u>	<u>96,500</u>	<u>25,952</u>
Net Operational Surplus	<u>(42,684)</u>	<u>(22,288)</u>	<u>(20,396)</u>	<u>(96,500)</u>	<u>(25,102)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(42,684)</u>	<u>(22,288)</u>	<u>(20,396)</u>	<u>(96,500)</u>	<u>(25,102)</u>

GP-2013 Wolfville
Finance
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$24,225	\$24,238	(\$13)	\$96,900	\$17,001
Sale of services and other revenue	1,050	450	600	1,800	600
	<u>25,275</u>	<u>24,688</u>	<u>587</u>	<u>98,700</u>	<u>17,601</u>
<u>EXPENSES</u>					
Salary and wages	70,481	71,073	(592)	308,000	69,999
Employee Benefits	17,725	14,178	3,547	61,500	13,988
Meetings, Meals and Travel		75	(75)	300	
Membership Dues & Fees	688	900	(212)	900	688
Telecommunications	290	324	(34)	1,300	255
Office Expense	574	726	(152)	3,000	440
Audit	(2,872)		(2,872)	23,200	(7,326)
Miscellaneous	13	125	(112)	500	6
	<u>86,899</u>	<u>87,401</u>	<u>(502)</u>	<u>398,700</u>	<u>78,050</u>
Net Operational Surplus	<u>(61,624)</u>	<u>(62,713)</u>	<u>1,089</u>	<u>(300,000)</u>	<u>(60,449)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(61,624)</u>	<u>(62,713)</u>	<u>1,089</u>	<u>(300,000)</u>	<u>(60,449)</u>

GP-2013 Wolfville
IT
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$9,620	\$9,620		\$38,500	\$9,450
	<u>9,620</u>	<u>9,620</u>		<u>38,500</u>	<u>9,450</u>
<u>EXPENSES</u>					
Salary and wages	36,531	35,448	1,083	153,600	37,815
Employee Benefits	8,652	8,436	216	36,600	8,506
Meetings, Meals and Travel		50	(50)	200	17
Membership Dues & Fees	419		419		150
Telecommunications	1,750	1,230	520	5,000	1,548
Operational Equip & Supplies	66,443	66,147	296	102,300	36,722
Contracted Services	7,196	1,500	5,696	39,500	29,474
	<u>120,991</u>	<u>112,811</u>	<u>8,180</u>	<u>337,200</u>	<u>114,232</u>
Net Operational Surplus	<u>(111,371)</u>	<u>(103,191)</u>	<u>(8,180)</u>	<u>(298,700)</u>	<u>(104,782)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(111,371)</u>	<u>(103,191)</u>	<u>(8,180)</u>	<u>(298,700)</u>	<u>(104,782)</u>

GP-2013 Wolfville
Common Services
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$2,674	\$2,674		\$10,700	\$5,075
	<u>2,674</u>	<u>2,674</u>		<u>10,700</u>	<u>5,075</u>
<u>EXPENSES</u>					
Salary and wages	1,954	2,910	(956)	12,600	1,458
Employee Benefits	21	828	(807)	3,600	256
Advertising		51	(51)	200	
Telecommunications	320	549	(229)	2,200	320
Office Expense	10,671	7,811	2,860	26,800	9,434
Heat	1,652	2,500	(848)	22,700	2,237
Utilities	1,352	1,426	(74)	5,700	1,226
Building Repairs and Maintenance	15,958	11,906	4,052	18,000	6,617
Operational Equip & Supplies	3,082	501	2,581	2,000	2,280
Contracted Services	3,650		3,650		
	<u>38,660</u>	<u>28,482</u>	<u>10,178</u>	<u>93,800</u>	<u>23,828</u>
Net Operational Surplus	<u>(35,986)</u>	<u>(25,808)</u>	<u>(10,178)</u>	<u>(83,100)</u>	<u>(18,753)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(35,986)</u>	<u>(25,808)</u>	<u>(10,178)</u>	<u>(83,100)</u>	<u>(18,753)</u>

GP-2013 Wolfville
Other General Government
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$4,871,292	\$4,886,599	(\$15,307)	\$11,076,700	\$4,419,046
Cost sharing recoveries	41,738	41,750	(12)	167,000	35,193
Sale of services and other revenue	77,741	42,976	34,765	233,700	34,313
Provincial & Federal Grants	45,821	18,700	27,121	71,200	1,271
	<u>5,036,592</u>	<u>4,990,025</u>	<u>46,567</u>	<u>11,548,600</u>	<u>4,489,823</u>
<u>EXPENSES</u>					
Insurance	197,463	191,000	6,463	202,000	174,506
Program Expenditures	14,265	4,876	9,389	53,000	2,350
Grants to Organizations		18,000	(18,000)	200,000	
Tax Exemptions	44,546	42,070	2,476	124,200	42,051
Other debt charges	8,437	9,100	(663)	10,000	2,470
Doubtful accounts allowance				2,500	
	<u>264,711</u>	<u>265,046</u>	<u>(335)</u>	<u>591,700</u>	<u>221,377</u>
Net Operational Surplus	<u>4,771,881</u>	<u>4,724,979</u>	<u>46,902</u>	<u>10,956,900</u>	<u>4,268,446</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>4,771,881</u>	<u>4,724,979</u>	<u>46,902</u>	<u>10,956,900</u>	<u>4,268,446</u>

GP-2013 Wolfville
PROTECTIVE SERVICES DIVISION
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$244,516	\$198,050	\$46,466	\$396,100	\$193,757
Cost sharing recoveries	62,485	63,025	(540)	252,100	63,705
Sale of services and other revenue	9,368	9,000	368	46,000	9,781
Provincial & Federal Grants	20,000		20,000	1,900	
	<u>336,369</u>	<u>270,075</u>	<u>66,294</u>	<u>696,100</u>	<u>267,243</u>
<u>EXPENSES</u>					
Salary and wages	56,925	62,527	(5,602)	272,300	64,990
Employee Benefits	8,736	12,114	(3,378)	51,400	8,852
Meetings, Meals and Travel	1,159	1,425	(266)	5,700	817
Professional Development	261	3,750	(3,489)	15,000	2,129
Membership Dues & Fees	134		134	1,900	145
Telecommunications	2,689	2,688	1	10,800	2,599
Office Expense	(384)	1,051	(1,435)	4,300	130
Legal	4,583	2,750	1,833	11,000	3,727
Insurance	1,595	750	845	7,500	1,749
Marketing and Communications		250	(250)	1,000	
Stipends & Honorariums		10,800	(10,800)	41,000	
Heat	708	1,200	(492)	7,000	857
Utilities	3,973	2,525	1,448	17,800	2,540
Building Repairs and Maintenance	5,172	2,999	2,173	12,200	2,165
Vehicle Fuel	2,508	2,001	507	8,000	3,273
Vehicle Repairs & Maintenance	17,759	12,975	4,784	51,500	11,938
Vehicle Insurance	12,794	12,500	294	12,500	11,465
Operational Equip & Supplies	20,404	18,124	2,280	68,500	6,244
Equipment Maintenance	4,298	3,750	548	15,000	2,540
Contracted Services	559,560	546,983	12,577	2,192,800	534,633
Licenses and Permits	491		491	1,800	460
	<u>703,365</u>	<u>701,162</u>	<u>2,203</u>	<u>2,809,000</u>	<u>661,253</u>
Net Operational Surplus	<u>(366,996)</u>	<u>(431,087)</u>	<u>64,091</u>	<u>(2,112,900)</u>	<u>(394,010)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	909	909		1,700	1,122
	<u>909</u>	<u>909</u>		<u>1,700</u>	<u>1,122</u>
NET SURPLUS (DEFICIT)	<u>(367,905)</u>	<u>(431,996)</u>	<u>64,091</u>	<u>(2,114,600)</u>	<u>(395,132)</u>

GP-2013 Wolfville
Police and Law Enforcement
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$5,985	\$4,500	\$1,485	\$18,000	\$5,284
	<u>5,985</u>	<u>4,500</u>	<u>1,485</u>	<u>18,000</u>	<u>5,284</u>
<u>EXPENSES</u>					
Salary and wages	1,233	1,750	(517)	7,500	1,268
Employee Benefits	11	420	(409)	1,800	233
Legal		2,000	(2,000)	8,000	1,800
Utilities	745	725	20	3,500	476
Building Repairs and Maintenance	272	800	(528)	3,200	391
Contracted Services	453,364	440,575	12,789	1,767,300	427,534
	<u>455,625</u>	<u>446,270</u>	<u>9,355</u>	<u>1,791,300</u>	<u>431,702</u>
Net Operational Surplus	<u>(449,640)</u>	<u>(441,770)</u>	<u>(7,870)</u>	<u>(1,773,300)</u>	<u>(426,418)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(449,640)</u>	<u>(441,770)</u>	<u>(7,870)</u>	<u>(1,773,300)</u>	<u>(426,418)</u>

GP-2013 Wolfville
By Law Enforcement
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$3,069	\$4,500	(\$1,431)	\$23,000	\$4,235
	<u>3,069</u>	<u>4,500</u>	<u>(1,431)</u>	<u>23,000</u>	<u>4,235</u>
<u>EXPENSES</u>					
Salary and wages	17,010	19,887	(2,877)	91,500	21,754
Employee Benefits	4,184	4,773	(589)	22,000	3,504
Meetings, Meals and Travel	20	75	(55)	300	
Membership Dues & Fees	25		25	300	
Telecommunications	373	471	(98)	1,900	423
Office Expense	185	376	(191)	1,600	130
Legal	4,583	750	3,833	3,000	1,927
Marketing and Communications		250	(250)	1,000	
Vehicle Fuel					778
Vehicle Repairs & Maintenance	220	375	(155)	1,500	1,415
Vehicle Insurance	806	600	206	600	673
Operational Equip & Supplies	2,322	4,000	(1,678)	4,000	1,368
	<u>29,728</u>	<u>31,557</u>	<u>(1,829)</u>	<u>127,700</u>	<u>31,972</u>
Net Operational Surplus	<u>(26,659)</u>	<u>(27,057)</u>	<u>398</u>	<u>(104,700)</u>	<u>(27,737)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(26,659)</u>	<u>(27,057)</u>	<u>398</u>	<u>(104,700)</u>	<u>(27,737)</u>

GP-2013 Wolfville
Fire Protection
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$244,516	\$198,050	\$46,466	\$396,100	\$193,757
Cost sharing recoveries	42,485	43,025	(540)	172,100	43,705
Provincial & Federal Grants	20,000		20,000		
	<u>307,001</u>	<u>241,075</u>	<u>65,926</u>	<u>568,200</u>	<u>237,462</u>
<u>EXPENSES</u>					
Salary and wages	19,429	20,640	(1,211)	90,800	21,454
Employee Benefits	1,677	3,645	(1,968)	14,000	2,319
Meetings, Meals and Travel	391	624	(233)	2,500	593
Professional Development	261	3,750	(3,489)	15,000	2,129
Membership Dues & Fees	109		109	1,600	145
Telecommunications	2,207	2,091	116	8,400	2,097
Office Expense	(569)	126	(695)	500	
Insurance	1,595	750	845	7,500	1,749
Stipends & Honorariums		10,800	(10,800)	41,000	
Heat	708	1,200	(492)	7,000	857
Utilities	3,228	1,800	1,428	14,300	2,064
Building Repairs and Maintenance	4,900	2,199	2,701	9,000	1,775
Vehicle Fuel	2,508	2,001	507	8,000	2,494
Vehicle Repairs & Maintenance	17,540	12,600	4,940	50,000	10,523
Vehicle Insurance	11,988	11,900	88	11,900	10,792
Operational Equip & Supplies	17,605	13,249	4,356	61,000	4,768
Equipment Maintenance	4,298	3,750	548	15,000	2,540
Contracted Services	103,812	102,658	1,154	410,500	103,348
Licenses and Permits	491		491	1,800	460
	<u>192,178</u>	<u>193,783</u>	<u>(1,605)</u>	<u>769,800</u>	<u>170,107</u>
Net Operational Surplus	<u>114,823</u>	<u>47,292</u>	<u>67,531</u>	<u>(201,600)</u>	<u>67,355</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>114,823</u>	<u>47,292</u>	<u>67,531</u>	<u>(201,600)</u>	<u>67,355</u>

GP-2013 Wolfville
Emergency Measures
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$20,000	\$20,000		\$80,000	\$20,000
	<u>20,000</u>	<u>20,000</u>		<u>80,000</u>	<u>20,000</u>
<u>EXPENSES</u>					
Salary and wages	13,746	13,962	(216)	60,500	14,880
Employee Benefits	2,351	2,514	(163)	10,900	2,310
Meetings, Meals and Travel	748	726	22	2,900	224
Telecommunications	109	126	(17)	500	79
Office Expense		549	(549)	2,200	
Operational Equip & Supplies	477	750	(273)	3,000	109
	<u>17,431</u>	<u>18,627</u>	<u>(1,196)</u>	<u>80,000</u>	<u>17,602</u>
Net Operational Surplus	<u>2,569</u>	<u>1,373</u>	<u>1,196</u>		<u>2,398</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>2,569</u>	<u>1,373</u>	<u>1,196</u>		<u>2,398</u>

GP-2013 Wolfville
Other Protective Services
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$314		\$314	\$5,000	\$262
Provincial & Federal Grants				1,900	
	<u>314</u>		<u>314</u>	<u>6,900</u>	<u>262</u>
<u>EXPENSES</u>					
Salary and wages	5,506	6,288	(782)	22,000	5,633
Employee Benefits	513	762	(249)	2,700	487
Operational Equip & Supplies		125	(125)	500	
Contracted Services	<u>2,384</u>	<u>3,750</u>	<u>(1,366)</u>	<u>15,000</u>	<u>3,750</u>
	<u>8,403</u>	<u>10,925</u>	<u>(2,522)</u>	<u>40,200</u>	<u>9,870</u>
Net Operational Surplus	<u>(8,089)</u>	<u>(10,925)</u>	<u>2,836</u>	<u>(33,300)</u>	<u>(9,608)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	<u>909</u>	<u>909</u>		<u>1,700</u>	<u>1,122</u>
	<u>909</u>	<u>909</u>		<u>1,700</u>	<u>1,122</u>
NET SURPLUS (DEFICIT)	<u>(8,998)</u>	<u>(11,834)</u>	<u>2,836</u>	<u>(35,000)</u>	<u>(10,730)</u>

GP-2013 Wolfville
PUBLIC WORKS DIVISION
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$52,425	\$52,425		\$209,700	\$37,275
Sale of services and other revenue	6,666	4,300	2,366	28,800	5,201
	<u>59,091</u>	<u>56,725</u>	<u>2,366</u>	<u>238,500</u>	<u>42,476</u>
<u>EXPENSES</u>					
Salary and wages	170,849	155,607	15,242	667,200	137,742
Employee Benefits	49,510	36,900	12,610	158,500	34,404
Meetings, Meals and Travel	511	250	261	4,000	1,098
Membership Dues & Fees	544	1,300	(756)	1,300	530
Telecommunications	1,721	1,380	341	5,600	1,015
Office Expense	1,863	2,300	(437)	6,500	707
Legal		3,010	(3,010)	7,000	
Heat	916	600	316	10,000	1,311
Utilities	11,833	8,000	3,833	43,100	7,348
Building Repairs and Maintenance	8,862	9,250	(388)	25,000	2,868
Vehicle Fuel	7,901	9,600	(1,699)	65,400	6,593
Vehicle Repairs & Maintenance	25,404	21,300	4,104	85,200	11,863
Vehicle Insurance	5,772	5,000	772	5,000	5,617
Operational Equip & Supplies	40,583	57,601	(17,018)	204,100	30,263
Equipment Rentals	798	4,000	(3,202)	20,000	
Contracted Services	1,828	38,975	(37,147)	427,800	53,029
Licenses and Permits				1,600	
	<u>328,895</u>	<u>355,073</u>	<u>(26,178)</u>	<u>1,737,300</u>	<u>294,388</u>
Net Operational Surplus	<u>(269,804)</u>	<u>(298,348)</u>	<u>28,544</u>	<u>(1,498,800)</u>	<u>(251,912)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	54,819	54,871	(52)	153,200	58,550
	<u>54,819</u>	<u>54,871</u>	<u>(52)</u>	<u>153,200</u>	<u>58,550</u>
NET SURPLUS (DEFICIT)	<u>(324,623)</u>	<u>(353,219)</u>	<u>28,596</u>	<u>(1,652,000)</u>	<u>(310,462)</u>

GP-2013 Wolfville
Common Services
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$31,950	\$31,950		\$127,800	\$23,600
Sale of services and other revenue	3,166	4,300	(1,134)	14,800	2,792
	<u>35,116</u>	<u>36,250</u>	<u>(1,134)</u>	<u>142,600</u>	<u>26,392</u>
<u>EXPENSES</u>					
Salary and wages	58,750	47,100	11,650	203,600	47,059
Employee Benefits	18,542	9,900	8,642	42,800	12,425
Meetings, Meals and Travel	77	250	(173)	1,000	358
Membership Dues & Fees	544	1,300	(756)	1,300	530
Telecommunications	1,721	1,380	341	5,600	1,015
Office Expense	1,863	2,300	(437)	6,500	707
Legal		3,010	(3,010)	7,000	
Heat	916	600	316	10,000	1,311
Utilities	4,091	1,760	2,331	16,700	1,880
Building Repairs and Maintenance	8,862	9,250	(388)	25,000	2,868
Operational Equip & Supplies	89	750	(661)	3,000	52
Contracted Services		1,400	(1,400)	5,600	(253)
Licenses and Permits				1,600	
	<u>95,455</u>	<u>79,000</u>	<u>16,455</u>	<u>329,700</u>	<u>67,952</u>
Net Operational Surplus	<u>(60,339)</u>	<u>(42,750)</u>	<u>(17,589)</u>	<u>(187,100)</u>	<u>(41,560)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(60,339)</u>	<u>(42,750)</u>	<u>(17,589)</u>	<u>(187,100)</u>	<u>(41,560)</u>

GP-2013 Wolfville
Roads and Streets
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$20,475	\$20,475		\$81,900	\$13,675
Sale of services and other revenue					2,409
	<u>20,475</u>	<u>20,475</u>		<u>81,900</u>	<u>16,084</u>
<u>EXPENSES</u>					
Salary and wages	106,680	104,607	2,073	454,500	90,683
Employee Benefits	30,634	26,100	4,534	113,600	21,979
Meetings, Meals and Travel	434		434	3,000	740
Vehicle Fuel	7,901	9,600	(1,699)	65,400	6,593
Vehicle Repairs & Maintenance	25,404	21,300	4,104	85,200	11,863
Vehicle Insurance	5,772	5,000	772	5,000	5,617
Operational Equip & Supplies	25,267	33,851	(8,584)	138,100	18,112
Equipment Rentals	798	4,000	(3,202)	20,000	
Contracted Services	391	4,700	(4,309)	380,700	16,587
	<u>203,281</u>	<u>209,158</u>	<u>(5,877)</u>	<u>1,265,500</u>	<u>172,174</u>
Net Operational Surplus	<u>(182,806)</u>	<u>(188,683)</u>	<u>5,877</u>	<u>(1,183,600)</u>	<u>(156,090)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(182,806)</u>	<u>(188,683)</u>	<u>5,877</u>	<u>(1,183,600)</u>	<u>(156,090)</u>

GP-2013 Wolfville
Street Lighting
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Utilities	\$7,742	\$6,240	\$1,502	\$26,400	\$5,468
Operational Equip & Supplies		5,000	(5,000)	20,000	6,596
Contracted Services	1,437	375	1,062	1,500	
	<u>9,179</u>	<u>11,615</u>	<u>(2,436)</u>	<u>47,900</u>	<u>12,064</u>
Net Operational Surplus	<u>(9,179)</u>	<u>(11,615)</u>	<u>2,436</u>	<u>(47,900)</u>	<u>(12,064)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(9,179)</u>	<u>(11,615)</u>	<u>2,436</u>	<u>(47,900)</u>	<u>(12,064)</u>

GP-2013 Wolfville
Traffic Services
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$5,419	\$3,900	\$1,519	\$9,100	
Employee Benefits	334	900	(566)	2,100	
Operational Equip & Supplies	15,228	18,000	(2,772)	43,000	5,503
Contracted Services		32,500	(32,500)	40,000	36,696
	20,981	55,300	(34,319)	94,200	42,199
Net Operational Surplus	(20,981)	(55,300)	34,319	(94,200)	(42,199)
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	(20,981)	(55,300)	34,319	(94,200)	(42,199)

GP-2013 Wolfville
Other Transportation Services
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$3,500		\$3,500	\$14,000	
	<u>3,500</u>		<u>3,500</u>	<u>14,000</u>	
<u>EXPENSES</u>					
Net Operational Surplus	<u>3,500</u>		<u>3,500</u>	<u>14,000</u>	
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	54,819	54,871	(52)	153,200	58,550
	<u>54,819</u>	<u>54,871</u>	<u>(52)</u>	<u>153,200</u>	<u>58,550</u>
NET SURPLUS (DEFICIT)	<u>(51,319)</u>	<u>(54,871)</u>	<u>3,552</u>	<u>(139,200)</u>	<u>(58,550)</u>

GP-2013 Wolfville
SANITARY SEWER DIVISION
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sewer charges	\$170,737	\$163,268	\$7,469	\$686,000	\$138,069
Sale of services and other revenue				6,000	
	<u>170,737</u>	<u>163,268</u>	<u>7,469</u>	<u>692,000</u>	<u>138,069</u>
<u>EXPENSES</u>					
Salary and wages	12,550	31,831	(19,281)	144,100	23,810
Employee Benefits	3,137	8,225	(5,088)	37,200	4,314
Telecommunications	183		183		251
Utilities	33,152	24,291	8,861	102,200	16,053
Building Repairs and Maintenance	104		104		371
Vehicle Fuel					1,696
Vehicle Repairs & Maintenance	7,710	5,250	2,460	21,000	7,492
Vehicle Insurance	482	1,500	(1,018)	1,500	1,244
Operational Equip & Supplies	24,437	31,395	(6,958)	109,000	29,392
Contracted Services	<u>16,164</u>	<u>16,725</u>	<u>(561)</u>	<u>61,900</u>	<u>22,794</u>
	<u>97,919</u>	<u>119,217</u>	<u>(21,298)</u>	<u>476,900</u>	<u>107,417</u>
Net Operational Surplus	<u>72,818</u>	<u>44,051</u>	<u>28,767</u>	<u>215,100</u>	<u>30,652</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	<u>19,109</u>	<u>19,109</u>		<u>50,700</u>	<u>19,783</u>
	<u>19,109</u>	<u>19,109</u>		<u>50,700</u>	<u>19,783</u>
NET SURPLUS (DEFICIT)	<u>53,709</u>	<u>24,942</u>	<u>28,767</u>	<u>164,400</u>	<u>10,869</u>

GP-2013 Wolfville
Sewer Administration
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Contracted Services	\$8,425	\$7,475	\$950	\$29,900	\$6,475
	8,425	7,475	950	29,900	6,475
Net Operational Surplus	(8,425)	(7,475)	(950)	(29,900)	(6,475)
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	(8,425)	(7,475)	(950)	(29,900)	(6,475)

GP-2013 Wolfville
Sewer Collection
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$2,804	\$12,624	(\$9,820)	\$54,700	\$10,113
Employee Benefits	701	3,162	(2,461)	13,700	1,714
Vehicle Repairs & Maintenance	7,675	3,250	4,425	13,000	3,075
Operational Equip & Supplies		8,000	(8,000)	40,000	9,526
Contracted Services	198		198	15,000	10,990
	<u>11,378</u>	<u>27,036</u>	<u>(15,658)</u>	<u>136,400</u>	<u>35,418</u>
Net Operational Surplus	<u>(11,378)</u>	<u>(27,036)</u>	<u>15,658</u>	<u>(136,400)</u>	<u>(35,418)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(11,378)</u>	<u>(27,036)</u>	<u>15,658</u>	<u>(136,400)</u>	<u>(35,418)</u>

GP-2013 Wolfville
Sewer Lift Stations
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$2,380	\$1,000	\$1,380	\$10,500	\$1,994
Employee Benefits	595	275	320	2,800	189
Utilities	4,178	3,990	188	21,000	3,073
Building Repairs and Maintenance	104		104		
Operational Equip & Supplies	9,251	6,000	3,251	24,000	1,542
Contracted Services				4,000	3,337
	<u>16,508</u>	<u>11,265</u>	<u>5,243</u>	<u>62,300</u>	<u>10,135</u>
Net Operational Surplus	<u>(16,508)</u>	<u>(11,265)</u>	<u>(5,243)</u>	<u>(62,300)</u>	<u>(10,135)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(16,508)</u>	<u>(11,265)</u>	<u>(5,243)</u>	<u>(62,300)</u>	<u>(10,135)</u>

GP-2013 Wolfville
Sewer Treatment
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$7,366	\$18,207	(\$10,841)	\$78,900	\$11,702
Employee Benefits	1,841	4,788	(2,947)	20,700	2,411
Telecommunications	183		183		251
Utilities	28,974	20,301	8,673	81,200	12,980
Building Repairs and Maintenance					371
Vehicle Fuel					1,696
Vehicle Repairs & Maintenance	35	2,000	(1,965)	8,000	4,417
Vehicle Insurance	482	1,500	(1,018)	1,500	1,244
Operational Equip & Supplies	9,047	6,249	2,798	25,000	13,008
Contracted Services	5,130	8,000	(2,870)	8,000	1,992
	<u>53,058</u>	<u>61,045</u>	<u>(7,987)</u>	<u>223,300</u>	<u>50,072</u>
Net Operational Surplus	<u>(53,058)</u>	<u>(61,045)</u>	<u>7,987</u>	<u>(223,300)</u>	<u>(50,072)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(53,058)</u>	<u>(61,045)</u>	<u>7,987</u>	<u>(223,300)</u>	<u>(50,072)</u>

GP-2013 Wolfville
Solid Waste Management
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Contracted Services	\$825	\$1,250	(\$425)	\$5,000	
	825	1,250	(425)	5,000	
Net Operational Surplus	(825)	(1,250)	425	(5,000)	
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	(825)	(1,250)	425	(5,000)	

GP-2013 Wolfville
Other Environmental Health
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sewer charges	\$170,737	\$163,268	\$7,469	\$686,000	\$138,069
Sale of services and other revenue				6,000	
	<u>170,737</u>	<u>163,268</u>	<u>7,469</u>	<u>692,000</u>	<u>138,069</u>
<u>EXPENSES</u>					
Operational Equip & Supplies	6,138	11,146	(5,008)	20,000	5,316
Contracted Services	<u>1,585</u>		<u>1,585</u>		
	<u>7,723</u>	<u>11,146</u>	<u>(3,423)</u>	<u>20,000</u>	<u>5,316</u>
Net Operational Surplus	<u>163,014</u>	<u>152,122</u>	<u>10,892</u>	<u>672,000</u>	<u>132,753</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	<u>19,109</u>	<u>19,109</u>		<u>50,700</u>	<u>19,783</u>
	<u>19,109</u>	<u>19,109</u>		<u>50,700</u>	<u>19,783</u>
NET SURPLUS (DEFICIT)	<u>143,905</u>	<u>133,013</u>	<u>10,892</u>	<u>621,300</u>	<u>112,970</u>

GP-2013 Wolfville
PLANNING DIVISION
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$9,563	\$9,200	\$363	\$33,600	\$16,646
	<u>9,563</u>	<u>9,200</u>	<u>363</u>	<u>33,600</u>	<u>16,646</u>
<u>EXPENSES</u>					
Salary and wages	84,834	84,090	744	364,400	99,861
Employee Benefits	23,504	23,431	73	87,000	21,906
Meetings, Meals and Travel	520	501	19	2,000	362
Membership Dues & Fees	1,062	3,000	(1,938)	3,000	1,251
Advertising	1,512	1,251	261	5,000	900
Telecommunications	966	825	141	3,300	857
Office Expense	2,457	3,000	(543)	12,000	2,308
Legal	4,177	2,499	1,678	10,000	3,414
Miscellaneous	113		113		1,834
Vehicle Fuel	153		153		
Vehicle Repairs & Maintenance	135		135		
Vehicle Insurance	806		806		
Operational Equip & Supplies	83		83		
Contracted Services	21,973	10,001	11,972	40,000	17,736
	<u>142,295</u>	<u>128,598</u>	<u>13,697</u>	<u>526,700</u>	<u>150,429</u>
Net Operational Surplus	<u>(132,732)</u>	<u>(119,398)</u>	<u>(13,334)</u>	<u>(493,100)</u>	<u>(133,783)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(132,732)</u>	<u>(119,398)</u>	<u>(13,334)</u>	<u>(493,100)</u>	<u>(133,783)</u>

GP-2013 Wolfville
COMMUNITY SERVICES DIVISION
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$17,773	\$5,000	\$12,773	\$61,300	\$14,578
Provincial & Federal Grants	9,050	27,400	(18,350)	39,000	30,740
	<u>26,823</u>	<u>32,400</u>	<u>(5,577)</u>	<u>100,300</u>	<u>45,318</u>
<u>EXPENSES</u>					
Salary and wages	193,483	209,362	(15,879)	785,300	200,561
Employee Benefits	41,998	47,014	(5,016)	173,400	37,055
Meetings, Meals and Travel	1,468	425	1,043	1,700	1,123
Membership Dues & Fees	720	600	120	600	360
Advertising	1,251	375	876	6,300	1,198
Telecommunications	1,987	1,547	440	6,200	1,231
Office Expense	1,592	874	718	3,500	573
Legal	371		371		312
Marketing and Communications		625	(625)	2,500	
Miscellaneous					32
Utilities	7,001	7,888	(887)	28,800	5,451
Building Repairs and Maintenance	6,481	14,624	(8,143)	56,500	2,632
Vehicle Fuel	2,826	2,100	726	6,500	5,206
Vehicle Repairs & Maintenance	4,955	6,250	(1,295)	25,000	11,035
Vehicle Insurance	6,912	5,000	1,912	5,000	4,861
Operational Equip & Supplies	63,723	82,100	(18,377)	125,200	48,736
Equipment Rentals	68		68		756
Program Expenditures	23,751	52,126	(28,375)	177,500	17,003
Contracted Services	15,507	54,201	(38,694)	115,300	7,872
Grants to Organizations	22,000	43,000	(21,000)	75,000	9,050
	<u>396,094</u>	<u>528,111</u>	<u>(132,017)</u>	<u>1,594,300</u>	<u>355,047</u>
Net Operational Surplus	<u>(369,271)</u>	<u>(495,711)</u>	<u>126,440</u>	<u>(1,494,000)</u>	<u>(309,729)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	3,166	3,420	(254)	6,100	3,399
	<u>3,166</u>	<u>3,420</u>	<u>(254)</u>	<u>6,100</u>	<u>3,399</u>
NET SURPLUS (DEFICIT)	<u>(372,437)</u>	<u>(499,131)</u>	<u>126,694</u>	<u>(1,500,100)</u>	<u>(313,128)</u>

GP-2013 Wolfville
Parks and Playgrounds
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue					\$2,239
					<u>2,239</u>
<u>EXPENSES</u>					
Salary and wages	109,998	114,235	(4,237)	409,200	112,514
Employee Benefits	28,045	28,719	(674)	99,300	24,088
Meetings, Meals and Travel	34	250	(216)	1,000	69
Telecommunications	981	174	807	700	226
Office Expense	220	125	95	500	143
Utilities	2,673	4,213	(1,540)	12,500	2,254
Vehicle Fuel	2,826	2,100	726	6,500	5,206
Vehicle Repairs & Maintenance	4,669	6,250	(1,581)	25,000	10,926
Vehicle Insurance	6,818	5,000	1,818	5,000	4,777
Operational Equip & Supplies	53,540	61,550	(8,010)	96,400	40,307
Equipment Rentals	68		68		756
Contracted Services	14,381	52,750	(38,369)	95,000	6,777
	<u>224,253</u>	<u>275,366</u>	<u>(51,113)</u>	<u>751,100</u>	<u>208,043</u>
Net Operational Surplus	<u>(224,253)</u>	<u>(275,366)</u>	<u>51,113</u>	<u>(751,100)</u>	<u>(205,804)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	1,819	1,820	(1)	3,500	1,958
	<u>1,819</u>	<u>1,820</u>	<u>(1)</u>	<u>3,500</u>	<u>1,958</u>
NET SURPLUS (DEFICIT)	<u>(226,072)</u>	<u>(277,186)</u>	<u>51,114</u>	<u>(754,600)</u>	<u>(207,762)</u>

GP-2013 Wolfville
Economic Development
For the Three Months Ending Friday, June 30, 2023

	Financial Results To		Annual	Previous Year
	Actual	Budget	Budget	Actual
	6/30/2023	6/30/2023	3/31/2024	6/30/2022
<u>REVENUES</u>				
<u>EXPENSES</u>				
Grants to Organizations			\$10,000	
			10,000	
Net Operational Surplus			(10,000)	
<u>CAPITAL PROGRAM & RESERVES</u>				
NET SURPLUS (DEFICIT)			(10,000)	

GP-2013 Wolfville
Festival and Events
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue				\$8,000	\$1,500
Provincial & Federal Grants	2,400	2,400		14,000	
	<u>2,400</u>	<u>2,400</u>		<u>22,000</u>	<u>1,500</u>
<u>EXPENSES</u>					
Salary and wages	4,179	5,652	(1,473)	26,100	4,417
Employee Benefits	384	850	(466)	4,100	442
Advertising	1,251		1,251	4,800	1,198
Operational Equip & Supplies	1,254	15,500	(14,246)	19,000	6,801
Program Expenditures	4,275	8,625	(4,350)	80,500	9,686
Grants to Organizations	17,000	8,000	9,000	30,000	8,550
	<u>28,343</u>	<u>38,627</u>	<u>(10,284)</u>	<u>164,500</u>	<u>31,094</u>
Net Operational Surplus	<u>(25,943)</u>	<u>(36,227)</u>	<u>10,284</u>	<u>(142,500)</u>	<u>(29,594)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(25,943)</u>	<u>(36,227)</u>	<u>10,284</u>	<u>(142,500)</u>	<u>(29,594)</u>

GP-2013 Wolfville
Recreation Adminsitrarion
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$52,542	\$52,199	\$343	\$225,700	\$55,852
Employee Benefits	11,072	11,504	(432)	50,000	9,814
Meetings, Meals and Travel	61	50	11	200	232
Membership Dues & Fees	673		673		360
Telecommunications	507	648	(141)	2,600	516
Office Expense	526	375	151	1,500	223
Legal	371		371		312
Marketing and Communications		625	(625)	2,500	
Utilities	2,077	1,125	952	6,000	1,643
Building Repairs and Maintenance	75	999	(924)	20,000	905
Operational Equip & Supplies	5,231		5,231		358
Program Expenditures	4,893	20,000	(15,107)	60,000	
	<u>78,028</u>	<u>87,525</u>	<u>(9,497)</u>	<u>368,500</u>	<u>70,215</u>
Net Operational Surplus	<u>(78,028)</u>	<u>(87,525)</u>	<u>9,497</u>	<u>(368,500)</u>	<u>(70,215)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(78,028)</u>	<u>(87,525)</u>	<u>9,497</u>	<u>(368,500)</u>	<u>(70,215)</u>

GP-2013 Wolfville
Recreation Programs
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$17,716	\$5,000	\$12,716	\$53,300	\$10,734
Provincial & Federal Grants	1,650	20,000	(18,350)	20,000	25,740
	<u>19,366</u>	<u>25,000</u>	<u>(5,634)</u>	<u>73,300</u>	<u>36,474</u>
<u>EXPENSES</u>					
Salary and wages	15,165	21,567	(6,402)	73,600	17,462
Employee Benefits	1,564	3,640	(2,076)	12,200	1,476
Meetings, Meals and Travel	1,373	125	1,248	500	822
Advertising		375	(375)	1,500	
Miscellaneous					32
Vehicle Repairs & Maintenance	286		286		110
Vehicle Insurance	94		94		84
Operational Equip & Supplies	3,088	750	2,338	3,000	460
Program Expenditures	14,583	23,501	(8,918)	37,000	7,317
Contracted Services				15,000	
Grants to Organizations	5,000	25,000	(20,000)	25,000	500
	<u>41,153</u>	<u>74,958</u>	<u>(33,805)</u>	<u>167,800</u>	<u>28,263</u>
Net Operational Surplus	<u>(21,787)</u>	<u>(49,958)</u>	<u>28,171</u>	<u>(94,500)</u>	<u>8,211</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(21,787)</u>	<u>(49,958)</u>	<u>28,171</u>	<u>(94,500)</u>	<u>8,211</u>

GP-2013 Wolfville
Tourism
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$9,982	\$13,702	(\$3,720)	\$42,000	\$8,692
Employee Benefits	901	1,791	(890)	5,600	937
Membership Dues & Fees	46	600	(554)	600	
Telecommunications	377	525	(148)	2,100	372
Office Expense	379	249	130	1,000	57
Utilities	960	675	285	2,800	570
Building Repairs and Maintenance	112	500	(388)	1,500	1,314
Operational Equip & Supplies	611	4,300	(3,689)	6,800	809
Contracted Services	1,126	1,451	(325)	5,300	1,095
	<u>14,494</u>	<u>23,793</u>	<u>(9,299)</u>	<u>67,700</u>	<u>13,846</u>
Net Operational Surplus	<u>(14,494)</u>	<u>(23,793)</u>	<u>9,299</u>	<u>(67,700)</u>	<u>(13,846)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(14,494)</u>	<u>(23,793)</u>	<u>9,299</u>	<u>(67,700)</u>	<u>(13,846)</u>

GP-2013 Wolfville
Library Facility
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$57		\$57		\$104
Provincial & Federal Grants	5,000	5,000		5,000	5,000
	<u>5,057</u>	<u>5,000</u>	<u>57</u>	<u>5,000</u>	<u>5,104</u>
<u>EXPENSES</u>					
Salary and wages	1,617	2,007	(390)	8,700	1,624
Employee Benefits	32	510	(478)	2,200	298
Telecommunications	123	200	(77)	800	118
Office Expense	468	125	343	500	150
Utilities	1,292	1,875	(583)	7,500	984
Building Repairs and Maintenance	6,293	13,125	(6,832)	35,000	414
	<u>9,825</u>	<u>17,842</u>	<u>(8,017)</u>	<u>54,700</u>	<u>3,588</u>
Net Operational Surplus	<u>(4,768)</u>	<u>(12,842)</u>	<u>8,074</u>	<u>(49,700)</u>	<u>1,516</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	1,347	1,600	(253)	2,600	1,440
	<u>1,347</u>	<u>1,600</u>	<u>(253)</u>	<u>2,600</u>	<u>1,440</u>
NET SURPLUS (DEFICIT)	<u>(6,115)</u>	<u>(14,442)</u>	<u>8,327</u>	<u>(52,300)</u>	<u>76</u>

GP-2013 Wolfville
Museum & Historical Facilities
For the Three Months Ending Friday, June 30, 2023

	Financial Results To		Annual	Previous Year
	Actual	Budget	Budget	Actual
	6/30/2023	6/30/2023	3/31/2024	6/30/2022
<u>REVENUES</u>				
<u>EXPENSES</u>				
Grants to Organizations		\$10,000	\$10,000	
		10,000	10,000	
Net Operational Surplus		(10,000)	(10,000)	
<u>CAPITAL PROGRAM & RESERVES</u>				
NET SURPLUS (DEFICIT)		(10,000)	(10,000)	

GP-2013 Wolfville
Partner Contributions
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
Partner Contributions:					
Grant to WBDC	50,000	50,000		100,000	
Regional Solid Waste	175,803	147,625	28,178	590,500	208,230
Transit services	50,780	71,500	(20,720)	259,000	63,635
Valley Community Fibre				2,000	
IMSA - REMO	2,695	2,500	195	10,000	
Regional Development	6,060	7,500	(1,440)	30,000	
Annapolis Valley Regional Library	7,575	8,000	(425)	32,000	7,575
IMSA Governance Review Project	63,803		63,803		
Education funding	180,636	206,001	(25,365)	824,000	179,988
Corrections	20,603	20,500	103	82,000	20,725
Valley Regional Housing Authority	(58,500)		(58,500)	60,000	
Assessment services	18,910	19,500	(590)	78,000	18,917
Kings Region Cooperative Initiatives		17,500	(17,500)	70,000	2,695
Total Partner Contributions	518,365	550,626	(32,261)	2,137,500	501,765

Town of Wolfville
Capital Fund ~ Project Summary

	Actual YTD	Forecast Final Cost	Budget Fiscal 23/24	Previous Budget Fiscal 22/23	Forecast Budget VARIANCE over/(under)	
<u>Information Technology</u>						
nothing budgeted in 23/24	-	-	-		-	
<u>Municipal Buildings</u>						
Civic Complex - Town Hall & Library	-	-	50,000		(50,000)	These cosst may carryover to 24/25
Town Hall - heat pump Chambers	6,508	6,508	10,000		(3,492)	complete
P Wks Building Reno - Phase I	2,211	2,900	-		2,900	project substantially complete 22/23.
P Wks Building Reno - Phase II	-	600,000	600,000		-	If this project proceeds. May carryover into 24/25
Rec Centre - Rotary Park	-	-	20,000		(20,000)	Possible carryover to 24/25
Welcome Centre - VIC Reno/Upgrade	-	-	600,000		(600,000)	to be tendered in fall 2023 for winter construction
	<u>8,719</u>	<u>609,408</u>	<u>1,280,000</u>		<u>(670,592)</u>	
<u>Protective Services</u>						
Fire Equipment Upgrades	-	335,300	420,000		(84,700)	SCBA gear - purchased in second quarter
	<u>-</u>	<u>335,300</u>	<u>420,000</u>		<u>(84,700)</u>	
<u>Fleet/Equip Inventory</u>						
						tender closed -30% overbudget. Alternative
Veh #25 - 5 ton plow truck	-	-	300,000		(300,000)	procurement being considered as only one tender
veh #32 - plow attachment	6,173	6,173	8,000		(1,827)	submission recived.
Other Equip - Sewer Camera	14,183	14,183	13,500		683	complete
Other Equip - Portable LED Light Tower	17,781	17,781	17,500		281	complete
					-	complete
	<u>38,137</u>	<u>38,137</u>	<u>339,000</u>		<u>(300,863)</u>	
<u>Streets</u>						
						completion of job in previous year budget. Project had
Highland Ave. - Propect to Skyway	116,054	3,457,000	-	3,200,000	257,000	been forecast to have final cost of \$4.44 million.
Fairfield St - full length	7,297	1,200,000	1,300,000		(100,000)	tender closed, project starting in Sept.
East End Main - Cross Culvert replacment	7,587	500,000	650,000		(150,000)	tender results below budget. Just closed Sept 7
Engineering - 2020/21 Street projects	1,643	55,000	55,000		-	
	<u>132,581</u>	<u>5,212,000</u>	<u>2,005,000</u>		<u>7,000</u>	
<u>Other Transportation</u>						
Wayfinding	-	-	50,000		(50,000)	no update available at time of this report
Flood Risk Mitigation (@ Waterfront) engineering			75,000		(75,000)	no update available at time of this report
Crosswalks - upgrades			25,000		(25,000)	no update available at time of this report
AT Network Projects		-	50,000		(50,000)	no update available at time of this report
Willow & Winter Reconfiguration			15,000		(15,000)	no update available at time of this report
Intersection Safety Program		-	15,000		(15,000)	no update available at time of this report
	<u>-</u>	<u>-</u>	<u>230,000</u>		<u>(230,000)</u>	
<u>Sewer Operations</u>						
						design work ongoing...tender in fall 2023. Bulk of the
Sewer Treatment Plant Expansion Ph II	15,783	230,000	230,000		-	project to occur in 2024/25
Lift Station Upgrade program		-	50,000			no update available at time of this report
SCADA & Electrical Panel Repalcements		-	65,000		(65,000)	no update available at time of this report
Sub total Sewer Operation	<u>15,783</u>	<u>230,000</u>	<u>345,000</u>		<u>(65,000)</u>	
<u>Community Services</u>						
						no update available at time of this report
Clock Park - concrete walkway 23/24	-	-	70,000		(70,000)	likely deferred to 2024/25 budget process
East End Gateway - events lawn		-	75,000		(75,000)	start date delayed awaiting 292 development
						construction
East End Gateway - parking lot		-	455,000		(455,000)	cost extras approved by Council (RFD 029-2023, June Council)
Public Art		35,000	30,000		5,000	likely deferred to 2024/25 budget process
Reservoir Park - Washrooms/Change Rooms		-	125,000		(125,000)	likely deferred to 2024/25 budget process
reservoir Park - upgrades around pond area incl shade			30,000		(30,000)	
Pickelball Courts - not in budget 23/24 but may have prelim design costs		-			-	
						\$10,000 soccer club donation in the bank. Project needs
Rotary Park - soccer upgrades 22/23					-	to be scoped.
						on hold....possible use by Rotary Club for different
Rotary Park - parking lot			150,000		(150,000)	purpose.
Tennis Courts - Resurface			75,000		(75,000)	July 14 tender clsoing date - no tenders rec'd. Likely
Nature Trust Lands - Park improvements			185,000		(185,000)	deferral to 2024/25 budget process
	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	likely deferred to 2024/25 budget process
	<u>-</u>	<u>35,000</u>	<u>1,195,000</u>		<u>(1,160,000)</u>	
GRAND TOTAL TOWN PROJECTS	<u>195,220</u>	<u>6,459,845</u>	<u>5,814,000</u>		<u>(2,504,155)</u>	

Town of Wolfville
Capital Fund ~ Project Summary

	Actual YTD	Forecast Final Cost	Budget Fiscal 23/24	Previous Budget Fiscal 22/23	Forecast Budget VARIANCE over/(under)	
Remote Meter System			-		-	
Transmission Line Replacement (University to Skyway)	4,596	416,000	360,000		56,000	tender results over budget - extra approved by Council (RFD 036-2023) in July
Fairfield		325,000	325,000		-	tender closed.... Expectation is water portion should be bear budget
Water Treatment Plant - SCADA		10,000	10,000		-	no update available at time of this report
Water Treatment Plant - Fibre Integration		5,000	5,000		-	no update available at time of this report
Production Well #1 - Cherry Lane - MAG flowmeter		7,500	7,500		-	no update available at time of this report
Production Well #1 - Cherry Lane -SCADA Panel		10,000	10,000		-	no update available at time of this report
Production Well #1 - Cherry Lane - Fibre Intergration		12,500	12,500		-	no update available at time of this report
Production Well #2 - Wickwire - MAG Flowmeter		7,500	7,500		-	no update available at time of this report
Production Well #2 - Wickwire - SCADA Panel		10,000	10,000		-	no update available at time of this report
Production Well #2 - Wickwire - Fibre Integration		12,500	12,500		-	no update available at time of this report
		-			-	
Production Well #3		40,000	40,000		-	Costs to identify and locate, not to build
		-			-	
Source Water Protection Plan	6,429	52,429	52,300		129	ongoing work
		-			-	
Well House buildings	565	12,065	12,000		65	no update available at time of this report
		-			-	
Capital Fund	14,727	14,727	0		14,727	late invoice from fall 2022 rec'd in July after audit & y/e
GRAND TOTAL WATER PROJECTS	26,317	935,221	864,300		56,000	financials finalized.

GP-2013 Wolfville
Water Utility - Summary
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
REVENUES					
Metered Sales	\$178,028	\$171,825	\$6,203	\$725,000	\$173,618
Fire Protection	99,006	99,000	6	396,000	99,006
Sprinkler Service Charge				10,800	
Other	13,273	9,200	4,073	37,000	5,860
	<u>290,307</u>	<u>280,025</u>	<u>10,282</u>	<u>1,168,800</u>	<u>278,484</u>
EXPENSES					
Salary and wages	96,846	79,162	17,684	329,700	78,546
Employee Benefits	21,881	17,907	3,974	77,600	16,118
Seasonal Wages					60
Meeting, Meals and Travel		350	(350)	1,400	
Professional Development		1,250	(1,250)	5,000	
Membership Dues & Fees	48	333	(285)	1,000	31
Advertising	871	125	746	500	
Telecommunications	682	375	307	1,500	309
Office Expense	12,355	13,251	(896)	53,000	13,361
Legal				500	
Insurance	19,200	18,000	1,200	18,000	17,010
Audit	(8,100)		(8,100)	6,500	(6,500)
Miscellaneous	1,640		1,640		467
Utilities	28,500	23,359	5,141	97,500	20,863
Repairs and Maintenance	5,910	5,600	310	7,400	
Property Taxes	27,672	28,250	(578)	56,500	27,666
Vehicle Fuel	2,362	624	1,738	2,500	1,042
Vehicle Repairs & Maintenance	8,501	3,600	4,901	14,400	1,418
Vehicle Insurance	2,518	1,000	1,518	1,000	1,055
Operational Equip & Supplies	50,479	40,749	9,730	163,000	65,596
Equipment Maintenance	267	1,250	(983)	5,000	242
Contracted Services	13,937	14,000	(63)	66,000	12,118
Other debt charges	3,096	2,700	396	2,700	28
Debenture interest	13,035	13,035		44,800	9,209
Doubtful accounts allowance				1,000	
	<u>301,700</u>	<u>264,920</u>	<u>36,780</u>	<u>956,500</u>	<u>258,639</u>
Net Operational Surplus	<u>(11,393)</u>	<u>15,105</u>	<u>(26,498)</u>	<u>212,300</u>	<u>19,845</u>
Capital Program & Reserves					
Depreciation				165,000	
Debenture principal	48,460	48,500	(40)	48,500	36,960
Capital Fund	25,752		25,752	70,000	115,317
Dividend to Town				50,000	
	<u>74,212</u>	<u>48,500</u>	<u>25,712</u>	<u>333,500</u>	<u>152,277</u>
NET SURPLUS (DEFICIT)	<u>(85,605)</u>	<u>(33,395)</u>	<u>(52,210)</u>	<u>(121,200)</u>	<u>(132,432)</u>

GP-2013 Wolfville
Power and Pumping
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
REVENUES					
EXPENSES					
Salary and wages	\$773	\$3,669	(\$2,896)	\$15,900	\$921
Employee Benefits	194	924	(730)	4,000	163
Utilities	25,318	20,900	4,418	86,000	18,420
Repairs and Maintenance	5,910	5,000	910	5,000	
Operational Equip & Supplies		2,001	(2,001)	8,000	8,125
Contracted Services		2,000	(2,000)	8,000	8,885
	32,195	34,494	(2,299)	126,900	36,514
Net Operational Surplus	(32,195)	(34,494)	2,299	(126,900)	(36,514)
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	(32,195)	(34,494)	2,299	(126,900)	(36,514)

GP-2013 Wolfville
Treatment
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
REVENUES					
EXPENSES					
Salary and wages	\$4,480	\$6,207	(\$1,727)	\$26,900	\$4,281
Employee Benefits	1,115	1,545	(430)	6,700	630
Utilities	1,936	1,626	310	6,500	1,475
Repairs and Maintenance		600	(600)	2,400	
Operational Equip & Supplies	35,305	13,749	21,556	55,000	17,119
Contracted Services	7,429	4,500	2,929	18,000	1,350
	50,265	28,227	22,038	115,500	24,855
Net Operational Surplus	(50,265)	(28,227)	(22,038)	(115,500)	(24,855)
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	(50,265)	(28,227)	(22,038)	(115,500)	(24,855)

GP-2013 Wolfville
Transmission & Distribution
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
REVENUES					
EXPENSES					
Salary and wages	\$46,833	\$29,286	\$17,547	\$126,900	\$35,589
Employee Benefits	10,262	7,314	2,948	31,700	6,554
Seasonal Wages					60
Meeting, Meals and Travel		250	(250)	1,000	
Telecommunications	682	375	307	1,500	309
Utilities	1,246	833	413	5,000	968
Vehicle Fuel	2,362	624	1,738	2,500	1,042
Vehicle Repairs & Maintenance	8,501	3,600	4,901	14,400	1,418
Vehicle Insurance	2,518	1,000	1,518	1,000	1,055
Operational Equip & Supplies	15,174	24,999	(9,825)	100,000	40,352
Equipment Maintenance	267	1,250	(983)	5,000	242
Contracted Services	562	7,500	(6,938)	30,000	1,882
	<u>88,407</u>	<u>77,031</u>	<u>11,376</u>	<u>319,000</u>	<u>89,471</u>
Net Operational Surplus	<u>(88,407)</u>	<u>(77,031)</u>	<u>(11,376)</u>	<u>(319,000)</u>	<u>(89,471)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(88,407)</u>	<u>(77,031)</u>	<u>(11,376)</u>	<u>(319,000)</u>	<u>(89,471)</u>

GP-2013 Wolfville
Administration
For the Three Months Ending Friday, June 30, 2023

	Financial Results To			Annual	Previous Year
	Actual	Budget		Budget	Actual
	6/30/2023	6/30/2023	VARIANCE	3/31/2024	6/30/2022
REVENUES					
EXPENSES					
Salary and wages	\$44,761	\$40,000	\$4,761	\$160,000	\$37,755
Employee Benefits	10,310	8,124	2,186	35,200	8,771
Meeting, Meals and Travel		100	(100)	400	
Professional Development		1,250	(1,250)	5,000	
Membership Dues & Fees	48	333	(285)	1,000	31
Advertising	871	125	746	500	
Office Expense	12,355	13,251	(896)	53,000	13,361
Legal				500	
Insurance	19,200	18,000	1,200	18,000	17,010
Audit	(8,100)		(8,100)	6,500	(6,500)
Miscellaneous	1,640		1,640		467
Property Taxes	27,672	28,250	(578)	56,500	27,666
Contracted Services	5,947		5,947	10,000	
Doubtful accounts allowance				1,000	
	<u>114,704</u>	<u>109,433</u>	<u>5,271</u>	<u>347,600</u>	<u>98,561</u>
Net Operational Surplus	<u>(114,704)</u>	<u>(109,433)</u>	<u>(5,271)</u>	<u>(347,600)</u>	<u>(98,561)</u>
Capital Program & Reserves					
Depreciation				165,000	
				<u>165,000</u>	
NET SURPLUS (DEFICIT)	<u>(114,704)</u>	<u>(109,433)</u>	<u>(5,271)</u>	<u>(512,600)</u>	<u>(98,561)</u>

Town of Wolville
Summary - Quarterly Variances By Division - Town Operating Fund
Financial Results for the Period Ended June 30, 2023

	Actual 30-Jun-23	Budget 30-Jun-23	Variance over/(under) budget
Revenues	\$ 5,677,644	\$ 5,558,675	\$ 118,969
Expenditures (Operating/capital & reserves)	3,465,373	3,634,975	(169,602)
Net Surplus (Deficit)	\$ 2,212,271	\$ 1,923,700	\$ 288,571

Significant Variance Explanation (for variances over \$10,000 by Division Summaries)

General Government

Account/Explanation	Actual 30-Jun-23	Budget 30-Jun-23	Variance over/(under) budget
Taxes and grants in lieu of taxes Overall, property taxes are within \$2,500 of budget. The Aliant GILT shows as approx. \$7,000 less than budget (this will reverse at March 31/24 with annual 3 month accrual at year end). The main shortfall is with Deed Transfer Tax showing as \$12,800 below budget at June 30th. As with any year, this variance will be important to track thru the year as the revenue reacts to market transactions in the community.	4,871,292	4,886,599	(15,307)
Sale of services & other revenues Investment income is 28,900 ahead of budget to June 30th. This trend is likely to continue thru the full fiscal year as Bank of Canada prime rate continued to increase during the second quarter. Town's cash balances rate of return is tied to the BoC prime rate. In addition, interest on tax arrears continues to exceed budget with a portion of this related to the property owner (6 multi-unit apartment buildings) who has yet to catch up on arrears.	77,741	42,976	34,765
Provincial, Federal & Other Grants Grant revenue shows as \$27,100 over budget to June 30th. This is entirely related to amount of FCM PACE Program grant recognized in the first quarter. Note this is offset by \$27,000 in PACE program costs incurred in 1st quarter. The net impact is nil, but show as variances on the individually on the revenue and expense side of the variance report.	46,721	18,700	28,021
Employee Benefits Retired Clerk's Pension (refer to Note 12 audited March 31/23 Financial Statements), required a contribution of \$13,156 in current year. This amount can vary from year to year. Budget only includes \$2,000 allowance. Balance of overage should shrink over second half of 2023 as a number of employees hit maximum CPP, EI and WCB related contributions, i.e. Town share typically drops from July thru to December.	58,369	41,299	17,070
Grants to Organization Budget reflects AVCC grant for Doctor Recruitment Navigator program (\$5,000) and Acadia Stead Bursary (\$1,000) and an \$12,000 allowance for new requests not specified at budget. None of these dollars have been spent in the first quarter	-	18,000	(18,000)
			-

Protective Services

Account/Explanation	Actual 30-Jun-23	Budget 30-Jun-23	Variance over/(under) budget
Taxes and grants in lieu of taxes The area rate for Fire Protection was set to recover the amount noted in the Water Utility's rate application, pending final UARB approval of rate application. The Town's budget was left unchanged from previous years amount. The difference results in the \$46,400 variance above budget.	244,516	198,050	46,466
Provincial, Federal & Other Grants The Fire Dept secured a provincial grant towards the HAZMAT service which was not part of budget estimates.	20,000	-	20,000
Stipends and honorariums Summer standby budgeted to be paid end of June, expense not processed until end of July. Note the amount paid in July is \$12,262 so the actual variance thru early part of year (to July 31st) will show as over budget.	-	10,800	(10,800)
Contracted Services Unlike a year ago, this year's final RCMP costs will be over budget estimates for the year. Expect Town to be \$50,000 over budget by year end.	559,560	546,983	12,577

Public Works

Account/Explanation	Actual 30-Jun-23	Budget 30-Jun-23	Variance over/(under) budget
Salary and wages & benefits The budget assumes a portion of office salary & benefits will be allocated to the capital program. As of June 30th, no dollars have yet been allocated leaving those costs (wages and benefits) all in operations for now. No estimate yet available as to how many actual \$'s will be allocated to capital program.	220,359	192,507	27,852
Operational equipment & supplies Savings show under all departments within this Division. At this stage of year the savings variance should be considered a timing difference as budgeted items not yet incurred. For example the Roads & Streets Dept shows the largest savings by June of \$8,584. Preliminary August numbers show that line item overbudget two months later.	40,583	57,601	(17,018)
Contracted Service Savings mainly under Traffic Services. Budget allowed for line painting to occur by June 30th. Actual line painting occurred after that point in time. As with Ops Equipment info noted above, this variance is a timing difference and no saving savings expected as year goes on.	1,828	38,975	(37,147)

Environmental - Sanitary Sewer

Account/Explanation	Actual 30-Jun-23	Budget 30-Jun-23	Variance over/(under) budget
Salary & wages Both Sewer Collection and Treatment Dept's show actual results under budget. Savings within these areas are offset by wages overbudget in other areas. Refer to Water Utility Statement showing costs exceeding budget by June 30th. Wage allocations are based on timecards and it shows a trend of increased resources dealing with water related items (e.g. water line breaks).	12,550	31,831	(19,281)
Utilities Noted even though variance is less than \$10,000. The monthly cost Treatment Plant trend appears to have changed towards end of last year and continued thru this year. Fiscal 2022/23 saw monthly bills averaging \$6,500, with final month going up to \$9,800. This trend now shows approx \$10,000/month. If this continues thru the year, power for the Treatment Plant will be at least \$35,000 over budget.	33,152	24,291	8,861

Planning

Account/Explanation	Actual 30-Jun-23	Budget 30-Jun-23	Variance over/(under) budget
Contracted Services This line item covers professional support services to the Planning Dept on a number of projects/issues such as the East End Secondary Planning Process. Actual use of these services was higher in the first quarter than the general budget allocation thru the year. During the second quarter the use of contracted service dropped in July and early August bringing the cost over run closer to budget. It is too early in the year to determine if this expense can get back on budget by year end.	21,973	10,001	11,972

Community Service Division (Parks/Rec/Tourism)

Account/Explanation	Actual 30-Jun-23	Budget 30-Jun-23	Variance over/(under) budget
Sale of Services & Other Revenues The variance relates to the Environmental Camps. The budget reflects collection of revenues in July and August. As noted in 1st quarter variance report, over \$10,000 was collected in May and June. SO most of this variance represents a timing difference, although even by August it still shows as slightly more than budget.	14,309	5,000	9,309
Provincial, Federal & other grants Variance relates to grant towards the Memory Café project. Budget reflected \$20,000 revenue by June 30th. None has been posted in the first quarter. This is a timing difference which will resolve thru the year as staff post revenues received to offset costs as they occur.	9,050	27,400	(18,350)
Salary & wages Small savings are noted in several departments with the largest savings under Recreation Programming. Some of the savings are timing differences that have reversed thru the summer months (Parks crew and Festival & Events). Other areas will see savings thru the end of the year largely influenced by corporate reorganization.	193,483	209,362	(15,879)
Operational Equipment & Supplies Savings show in several departments with the largest savings variance under Festival and Events. Budget reflected purchases of banners/event tents and new muddy mascot outfit during the first quarter. Savings also show under Parks where supply purchases to June 30th were less than budget. For now, this area of savings should be considered timing differences.	63,723	82,100	(18,377)
Program/Project Expenditures Savings show in all three departments involved (Festival/Events, Rec Adm and Rec Programs). EDI events costs are showing in second quarter where the budget reflected \$4,000 to be incurred in first quarter. Under Rec Adm, the budget reflected \$20,000 to be incurred for the Parks Master Plan Project. Less than \$5,000 was incurred during the first quarter. Under Rec Programs, the Memory Cafe costs are \$14,000 less than budget allocation (refer also to revenue variance noted above for this program).	23,751	52,126	(28,375)
Contracted Service Largest portion of savings relates to Box Car project budgeted to be 50% complete by June 30th, with no costs incurred to date. Several other budgeted costs have not yet been incurred as per budget timing including stump grinding services. In theory these items are likely all timing differences and will be incurred by year end. The possible exception to that might be the box car refurbishment project which has been carried forward for two budget years.	15,507	54,201	(38,694)
Grants to Organizations Not all grants have been processed. By August majority of budgeted dollars show as spent. This grant line will end the year over budget as the Stage Prophet grant was at \$10 K to help them facilitate the larger than usual production, Jesus Christ Superstar.	22,000	43,000	(21,000)



SUMMARY

Development Agreement

234 Main Street

For the Committee of the Whole to consider the PAC recommendation regarding the draft development agreement, DA 2023-001, for 234 Main Street (PID 55278626) to build a multi-unit dwelling containing up to 10 dwelling units.

PAC Motion (September 14, 2023):

MOTION

THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55278626 AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION.

CARRIED.

DRAFT MOTION:

THAT COMMITTEE OF THE WHOLE RECOMMEND THAT THE DEVELOPMENT AGREEMENT FOR 234 MAIN STREET (PID 55278626) BE FORWARDED TO A PUBLIC HEARING.



1) CAO COMMENTS

The CAO concurs with the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* and Municipal Planning Strategy establishes the ability to enter into development agreements.

3) STAFF RECOMMENDATION

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

4) REFERENCES AND ATTACHMENTS

- Attachment 1: Draft Development Agreement DA 2023-001
- Reference: September 14th, 2023 PAC Report – found [here](#)

5) DISCUSSION

This application went to Planning Advisory Committee on September 14th, 2023. The Applicant is seeking to build a new multi-unit dwelling containing up to 10 dwelling units. A preliminary site plan is shown in image 1. A detailed site plan and landscaping plan will be required by the Development Agreement.



Image 1. Conceptual site and landscape plan.

The Planning Advisory Committee has reviewed the application and provided a positive recommendation. See referenced PAC Staff report for additional details.

234 Main Street falls within the Design Guideline Areas and the application has been reviewed by the Design Review Committee. Feedback from the Design Review Committee was positive, though

REQUEST FOR DECISION 051-2023
DA 2023-001: 234 Main Street

Date: October 3, 2023

Department: Planning & Economic Development



suggestions for natural building materials on the façade and a porch or verandah were made to allow the building to complement existing dwellings on Main Street and to provide an opportunity for social interactions from the sidewalk. The Applicant has provided feedback stating that final building materials have not yet been determined but may include wooden clapboard on the façade, metal siding in less prominent areas, and metal roofing.

Preliminary elevations are shown in images 2-5.



Image 2. South elevation



Image 3. East elevation



Image 4. West elevation (rear)



Image 5. West elevation

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The Town's Municipal Planning Strategy supports this type of housing through a Development Agreement process.

8) COMMUNICATION REQUIREMENTS

If approved, a public hearing will require advertising and direct mail to residents.

For past communications regarding the application, see referenced Planning Advisory Committee report. The next step in the Development Agreement application process is for the application to go forward to a public hearing, which has tentatively been planned for the evening of the October 24th Council meeting. This step provides the opportunity for Council to hear directly from the public

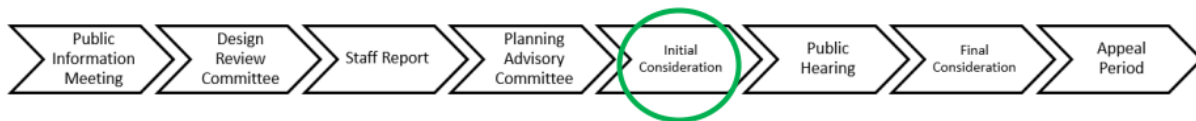
REQUEST FOR DECISION 051-2023
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Date: October 3, 2023

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regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. The existing sign will remain placed on the property indicating the property is subject to a planning application. Following the public hearing, Council will then give consideration to the development agreement.



9) ALTERNATIVES

1. COTW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COTW forwards the application to Council with a recommendation to reject the application.

This **Development Agreement** is made this _____ day of _____, 2023.

BETWEEN:

Nancy Price
(Hereinafter called the “Developer”)

OF THE FIRST PART

- and -

TOWN OF WOLFFVILLE
A municipal body corporate,
(Hereinafter called the “Town”)

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a Development Agreement relating to the use and development of the Lands (PID 55278626) pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval for the development of the Lands is that the parties enter into this Development Agreement;

AND WHEREAS the Town Council of the Town, at its meeting on DDMMYYYY approved entering into this Development Agreement to permit the establishment of one building containing ten dwelling units on the Lands, subject to the registered owner of the Lands entering into this Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Development Agreement and other valuable consideration the Developer and the Town agree to the following terms.

1. Schedules

The following schedules form part of this Development Agreement:

- Schedule “A” – Legal Parcel Description of Lands
- Schedule “B” – Site and Landscape Plan
- Schedule “C” – Architectural Design

2. Definitions

2.1 In this Development Agreement:

- “Building By-Law” means Chapter 65 of the By-Laws of the Town of Wolfville.
- “Developer” means the owner(s) of the lands, their heirs, successors, assigns, and all subsequent owners of the lands.
- “Development” means the construction of a new building containing up to ten (10) dwelling units.
- “Development Officer” means the Development Officer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.
- “Engineer” means the Engineer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.
- “Effective date” means the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.
- “Lands” means the real property in the Town of Wolfville owned by the Developer, PID 55278626, and as described in Schedule “A”.
- “Land Use By-Law” means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law effective September 3, 2020.
- “Municipal Planning Strategy” means the municipal planning strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy effective September 3, 2020.
- “MGA” means the *Municipal Government Act*, S.N.S. 1998, c. 18, as amended.

“Planning Documents” means Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw.

- 2.2** Where terms (words or phrases) are not defined in this Development Agreement, definitions in the Town’s planning documents shall apply. Where terms are not defined in the planning documents, definitions in the MGA shall apply. Where terms are not defined in the aforementioned sources, their ordinary meaning shall apply.

3. Relevance of Planning Documents and Other Regulations

- 3.1** This Development Agreement contains definitions and regulations for the Development. It complements the Town’s Planning Documents. Unless specified in this Development Agreement, requirements in the Town’s Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.
- 3.2** Regulations outside of this Development Agreement or the Town’s Planning Documents may be applicable to the Development. However, the terms of this Development Agreement shall not be materially changed in order to comply with such regulations without an amendment to this Development Agreement.

4. Background

The Developer wishes to build a new multi-unit dwelling containing up to ten (10) dwelling units.

5. Terms

5.1 Development Conditions

5.1.1 Permits and Approvals

- 5.1.1.1** This Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this Agreement.
- 5.1.1.2** The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.
- 5.1.1.3** Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.
- 5.1.1.4** No occupancy permit shall be granted for this Development until all provisions of this agreement are met, except for landscaping requirements that cannot be met due to seasonal restrictions.

5.1.2 Land Use

- 5.1.2.1** The following uses are permitted:
- (a)** Continuation of existing uses in existing structures;
 - (b)** Construction of new “Proposed Building” generally consistent with Schedule “B” and “C” and use of that building for up to ten dwelling units;
 - (c)** Other accessory uses permitted as by the Land Use Bylaw for the corresponding zone.

5.1.3 Landscaping & Site Requirements

- 5.1.3.1** The Development shall conform to the zone standards of the Land Use By-law, except as otherwise established by this Agreement.
- 5.1.3.2** All Development shall occur on the Lands.
- 5.1.3.3** Development on the Lands shall be built generally in accordance with the Site Plan and Specifications of Schedule “B”, which may be varied to accommodate location of outdoor decks, patios, porches and vegetation.
- 5.1.3.4** The Developer shall establish and maintain all non-hard surface areas on the Lands as landscaped areas.
- 5.1.3.5** Storm water runoff from the Lands shall not be directed onto adjacent properties unless permission is obtained from the adjacent property owner for the direction of such storm water runoff.
- 5.1.3.6** Parking spaces shall be provided as set out in Schedule “B” or as approved by the Development Officer .
- 5.1.3.7** No parking shall be permitted on non-hard surfaced areas of the site.

- 5.1.3.8** The Developer shall provide sufficient onsite lighting for all driveways and walkways on the Lands to provide for the reasonable safety and security of vehicles and pedestrians. All exterior lighting fixtures shall direct light toward the ground as to prevent the unreasonable illumination of adjacent properties.

5.1.4 Municipal Services

- 5.1.4.1** The parties agree that municipal sanitary sewer and water services are available.
- 5.1.4.2** The Town makes no warranties, guarantees or claims as to the adequacy of the Town's water supply to provide the recommended Fire Flow amounts for protection of the building from fire. The Developer shall satisfy itself that the available fire flows are satisfactory to meet its needs.

5.1.5 Refuse Storage and Utility Equipment

- 5.1.5.1** Refuse, compost, recyclables, and other similar matters shall be stored within the building(s), or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Valley Region Solid Waste-Resource Management By-Law, and other applicable regulations.
- 5.1.5.2** Containers referenced in 5.1.5.1 shall be located so that they are visually screened.
- 5.1.5.3** Utility equipment such as mechanical and electrical equipment shall be visually screened by fencing or landscaping.

5.1.6 General Maintenance and Operation

- 5.1.6.1** Buildings, landscaping, and other related features shall be maintained in good condition, pursuant to the Town's Property Minimum Standards By-law.

5.1.7 Architecture

- 5.1.7.1** The developer shall build the Development generally as illustrated in Schedule "C", Architectural Design.

5.1.8 Timing

- 5.1.8.1** This Development Agreement shall be deemed entered into on the day following the day on which the time for appeal of Town Council's approval has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable.
- 5.1.8.2** This Development Agreement does not come into effect until the requirement of Section 228(3) of the Municipal Government Act are fulfilled and this development agreement is filed in the Registry of Deeds. All other time requirements imposed in this Development Agreement shall be calculated from that date, the effective date.
- 5.1.8.3** All Development enabled by this Agreement shall be completed within three (3) years. Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer.

5.1.9 Amendment

- 5.1.9.1** With the exception of matters which the Town and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.
- 5.1.9.2** Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:
(a) The requirements for completion imposed by section 5.1.8.3.

5.1.10 Expenses

- 5.1.10.1** The Developer shall pay all costs and expenses incurred by the Town related to this Development Agreement.

5.1.11 Liability

- 5.1.11.1** The Developer shall be liable for any damage caused to persons or public or private property by the Developer or any contractor or other individual doing work related to the Development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the Development. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to insure the responsibilities which the Developer is assuming in this section.

5.1.12 Default

- 5.1.12.1** If the Developer fails to comply strictly with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may, after 30 days notice in writing to the Developer, enter the lands and perform any obligation with which the Developer has failed to comply strictly. All expenses arising out of the entry of the Lands and performance of the obligations may be recovered by the Town from the Developer by direct suit and shall form a charge upon the Lands. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.
- 5.1.12.2** If the Developer breaches any of the terms of this Development Agreement, the Town, at its sole option, may:
- (a)** Terminate this Development Agreement;
 - (b)** Exercise its rights under paragraph 5.1.12.1 above; or,
 - (c)** Take no action.
- 5.1.12.3** Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach.
- 5.1.12.4** Any expenses incurred by the Town in exercising its rights under sections 5.1.12.1 and 5.1.12.2, or either of them, shall be paid by the Developer to the Town.

5.1.13 Administration

The Development Officer administers this Agreement. His/Her decision is final and binding on all parties.

6. Warranties by the Developer

6.1 Title and Authority

- 6.1.1** The Developer warrants as follows:
- (a)** The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Development Agreement to validly bind the Lands.
 - (b)** The Developer has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

7. Full Agreement

7.1 Other Agreements

- 7.1.1** This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.
- 7.1.2** This Development Agreement shall not be a precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

8. Notice

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1
Attention: Development Officer

and if to the Developer:

Nancy Price

9. Headings

The headings used in this Development Agreement are for convenience only. If any of the headings are inconsistent with the provisions of the Development Agreement which it introduces, the provisions of the Development Agreement shall apply.

10. Binding Effect

This Development Agreement shall ensure to the benefit of and be binding upon the parties to this Development Agreement, their respective successors, administrators, and assigns.

11. Execution

In witness of this Development Agreement the parties have signed and delivered it to each other on the date set out at the top of the first page.

SIGNED AND DELIVERED

In the presence of:

)

)

)

) TOWN OF WOLFVILLE

)

)

) By _____

) MAYOR

)

Witness

)

)

) By _____

) TOWN CLERK

)

)

SIGNED AND DELIVERED

In the presence of:

)

)

)

) By _____

) Nancy Price

)

Witness

)

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2023, _____ a witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFVILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2023, _____ a witness to this agreement came before me, made oath, and swore that **Nancy Price** caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

Schedule “A” – Property Description

ALL that certain lot, piece or parcel of land situate, lying and being on the North side of Main Street in the Town of Wolfville, in the County of Kings and Province of Nova Scotia, bounded and described as follows:

COMMENCING at a point on the North side line of said Main Street, said point marking the Southwest corner of lands of one Hayes;

THENCE in a westerly direction by the North limit of said Street, one hundred eleven (111) feet more or less to the East limit of a driveway serving the Wheaton Apartments so called;

THENCE northerly in a straight line passing through a point one and one half (1 1/2) feet West of the centre line of the shade tree located approximately one hundred (100) feet in a northerly direction from the Southwest corner of the herein described lands;

THENCE continuing in such straight line to the Southern boundary of the right of way to the Dominion Atlantic Railway;

THENCE in an easterly direction by the said Southern limit of the said right of way to the said Dominion Atlantic Railway to the West boundary line of the said lands of Hayes;

THENCE in a southerly direction by the West boundary line of the said Hayes lands to the point of beginning;

TOGETHER WITH a right of way for all purposes over the right of way now used along the Western boundary line herein;

BEING AND INTENDED TO BE the same land and premises as conveyed from Ian Long Allen in his personal capacity and as the Executor and Trustee of the Estate of Ian James Allen to Jacqueline Dophe Gifford by Deed dated September 17, 2008 and recorded in the Kings County Registry of Deeds as Document No. 91835067.

*** Municipal Government Act, Part IX Compliance ***

Not Subject To:

The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.
Schedule “B” Site and Landscape Plan

Schedule “B” – Site/Landscape Design

Schedule “C” – Architectural Design (to be updated)

South Elevation

North Elevation

West Elevation

East Elevation

DRAFT

REQUEST FOR DECISION 050-2023

Title: Revision of Wolfville Building Bylaw Ch. 65

Date: 2023-10-03

Department: Planning & Development



SUMMARY

Revision of Wolfville Building Bylaw Ch. 65

Staff succession planning within the organization has seen the Town's Senior Building Inspector, Mark Jamieson, move into an advisory and support role as James Collicutt received Level-2 certification in May of this year. His scope of work covers all aspects of building inspection within the Town.

The existing Building Bylaw for the Town, passed in 2017, unnecessarily duplicates much of what is already found in the Nova Scotia Building Code Regulation (NSBCR). In doing so the existing bylaw is prone to falling out of sync with Provincial regulations as amendments are made to the NSBCR. The attached revision to the Town's Building Bylaw heavily references the NSBCR rather than repeating it, resulting in a more streamlined and effective Building Bylaw.

This report is supplemented by Information Report 019-2023 (also in the Oct 3, 2023 Council package) which provides an update on our Fire Inspections program – an important aspect of our Building Inspections unit.

DRAFT MOTION:

That Council give first reading to the updated Wolfville Building By-law Ch. 65 (attached to RFD 050-2023).

REQUEST FOR DECISION 050-2023

Title: Revision of Wolfville Building Bylaw Ch. 65

Date: 2023-10-03

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Under Section 7 of the Building Code Act. R.S., c. 46, s. 1., Council may pass bylaws not inconsistent with the Act.

3) STAFF RECOMMENDATION

Staff recommend that the attached revision of the Town's Building Bylaw be adopted as a replacement to the current bylaw.

4) REFERENCES AND ATTACHMENTS

1. Revised Town of Wolfville Building By-law Ch. 65.

5) DISCUSSION

As part of the Town's Operations Plan staff regularly review policies and by-laws. It was noted that the current Building By-law was no longer complimentary to the NSBCR. Rather than duplicating the efforts of the province by replicating sections of provincial regulations (e.g. required documents to be submitted with an application), it was determined that the most effective approach in terms of staff hours and enforceability was to reference the NSBCR wherever possible. If adopted, the revised bylaw will require very little in terms of future amendment.

[Proposed Amendments to the Nova Scotia Building Code Regulations](#)

Upcoming amendments to the NSBCR proposed to come into effect January 1st, 2024 focus heavily on accessibility and energy conservation. Some points of interest within these amendments include:

- All entrances to be barrier-free for buildings or parts thereof requiring barrier-free access.
- Buildings constructed as "roofed accommodations" (e.g. hotels, inns, etc.) to have 1:10 suites constructed as barrier-free.
- All larger multi-unit residential buildings will be required to have barrier-free units.
- Barrier-free path of travel to buildings from a public thoroughfare.
- Introduction of tiered requirements intended to improve the energy efficiency of new construction gradually. There will not be an immediate increase associated with the January adoption date; however, it is proposed that Tier 2 be adopted in January 2025 and Tier 3 in January 2028.

REQUEST FOR DECISION 050-2023

Title: Revision of Wolfville Building Bylaw Ch. 65

Date: 2023-10-03

Department: Planning & Development



In addition to the upcoming NSBCR amendments, the provincial government is moving forward with the implementation of the [Built Environment Accessibility Standard Regulations](#), intended to become effective in 2026. The extent of application for these regulations is noted as “Government of Nova Scotia, Prescribed Public Sector Bodies, and other organizations prescribed by the Regulations”. A few examples from the current draft:

- Accessible exterior stairs for barrier-free paths of travel not associated with a building.
- Accessible parking spaces for parking areas not associated with a building.
- Outdoor public eating areas must have a minimum of 20% accessible tables where provided.
- Snow and ice control standards for pedestrian facilities must be made publicly available.
- Compliance with national standards for design specifications of sidewalks.

[Link to public Review of the proposed Built Environment Accessibility Standard](#)

6) FINANCIAL IMPLICATIONS

Limited to cost of advertisement as per requirements of the *Nova Scotia Municipal Government Act* (NS MGA).

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Ensuring compliance with relevant regulations is a primary Town responsibility.

8) COMMUNICATION REQUIREMENTS

The key message intended to be conveyed by this bylaw amendment is that the Town seeks to streamline the approach to building bylaw administration within the jurisdiction, keeping in-sync with other municipalities across the province via the NSBCR.

As per the requirements of the *Nova Scotia Municipal Government Act*, s. 168 – A by-law shall be read twice with public notice given in a locally-circulating newspaper at least 14 days before second reading. A bylaw will have force of law once notice is published in the manner provided in the NS MGA.

9) ALTERNATIVES

The alternative will be for Staff to continue administering the current Building By-law.

BE IT ENACTED by the Town Council of the Town of Wolfville that the following Bylaw be enacted and that the Town Clerk file a copy with the office of the Minister pursuant to Section 7 of the Building Code Act, R.S., c. 46, s.1.

The Town of Wolfville hereby adopts the Nova Scotia Building Code, Nova Scotia Building Code Regulation and amendments as adopted by the province from time to time.

1. Title

This bylaw shall be known as Bylaw Chapter 65 and may be cited as the Building Bylaw.

2. References

2.1 [Nova Scotia Municipal Government Act \(NS MGA\)](#)

2.2 [Policy 140-015, Municipal Fees Policy](#)

2.3 [Nova Scotia Building Code Regulation \(NSBCR\)](#)

2.4 [Nova Scotia Building Code Act](#)

3. Definitions

3.1 Definitions contained in the Building Code Act, NSBCR and Nova Scotia Building Code (NSBC) apply to this Bylaw.

4. Bylaw

4.1 Permits

- 1) A building permit, occupancy permit or demolition permit shall be in such form and contain such information as may be required for the proper administration of this bylaw the NSBCR and the NSBC.
- 2) To obtain a permit the owner shall file an application as prescribed by the authority having jurisdiction.
- 3) Every application for a permit shall include the required information in conformance with the NSBCR.
- 4) An application for a permit may be deemed to have been abandoned if it has not been completed in conformance with the requirements of this bylaw within six months of filing.

- 5) A permit may be revoked where, after one year, the construction or demolition in respect of which it was issued has not been seriously commenced; or where the construction or demolition of the building is substantially suspended or discontinued.
- 6) An occupancy permit may be issued, subject to compliance with provisions to safeguard persons in or about the premises, to allow the occupancy of a building or part thereof for the accepted use prior to commencement or completion of the construction.
- 7) Before issuing a building permit, a complete application shall be approved by the authority having jurisdiction.
- 8) Before issuing a building permit, the authority having jurisdiction shall be satisfied that a development permit has been issued, site plan approval granted, or a development agreement entered into where required pursuant to the Land Use Bylaw of the Town of Wolfville.
- 9) The authority having jurisdiction shall, in the case of the construction of new buildings or structures, withhold an occupancy permit until satisfied that any approvals required by the Town of Wolfville's Department of Engineering and Public Works have been granted.
- 10) A permit for a temporary building must be posted on the building and shall not be issued for a period exceeding one year.
- 11) The authority having jurisdiction may allow, at the risk of the owner, for excavation or construction to proceed in part where found to be in conformance with the NSBCR.
- 12) Where applicable, a location certificate must be approved by the Development Officer before inspections beyond the footings interval will be carried-out. Construction beyond this stage is not permitted to take place until this approval is received unless otherwise granted by the authority having jurisdiction.

4.2 Permit Fees

Fees for permits are outlined in Policy 140-015, Municipal Fees Policy.

4.3 Inspections

The authority having jurisdiction shall be notified no less than 48 hours prior to a required inspection as per the NSBCR.

4.4 Demolition and Disposal

A copy of any permit issued in relation to a demolition project shall be forwarded to Valley Waste Resource Management.

5. Repeal Section:

Chapter 65, Town of Wolfville Building Bylaw passed by Town Council on October 25th, 2017 is hereby repealed upon publication of this revised Bylaw under Section 169(2) of the NS MGA.

Clerk's Annotation for Official Bylaw Book

Date of first reading: *

Date of advertisement of Notice of Intent to Consider: *

Date of second reading: *

Date of advertisement of Passage of Bylaw: *

Date of mailing to Minister a certified copy of Bylaw: *

I certify that this **Building Bylaw 65** was adopted by Council and published as indicated above.

_____, Town Clerk * Date

1) SYSTEM OF MUNICIPAL FIRE INSPECTIONS

The objective of [Policy 220-002 “System of Municipal Fire Inspections”](#) is to meet the Town’s obligations as stated in the *Nova Scotia Fire Safety Act and Regulations* and improve Fire Safety within the Town of Wolfville by implementing a system of Fire Inspections in a manner which acknowledges the finite resources of the Town through application of a risk-based approach in a manner which least inconveniences tenants and businesses. The adopted scope and frequency of inspections is as follows:

Occupancy Classification	Frequency of Inspection
<ul style="list-style-type: none"> Assembly Occupancies (Group A) <i>e.g. – Theatres, Churches, Restaurants or Rinks.</i> 	Every 3 Years
<ul style="list-style-type: none"> Residential Occupancies, >3 dwelling units (Group C) <i>e.g. – Apartments, Hotels or Boarding Houses</i> 	Every 4 Years
<ul style="list-style-type: none"> Business & Personal Service Occupancies (Group D) <i>e.g. – Banks, Dental or Medical Offices.</i> 	Every 5 Years
<ul style="list-style-type: none"> Mercantile Occupancies (Group E) <i>e.g. – Grocery Stores, Markets or Shops.</i> 	Every 5 Years
<ul style="list-style-type: none"> Industrial Occupancies (Group F) <i>e.g. – Repair Garages or Distilleries.</i> 	Every 5 Years
<ul style="list-style-type: none"> Single-Room Occupancies (>3 rental rooms) <i>e.g. – Single-Unit Dwelling with 4 rental rooms.</i> 	Every 4 Years
<ul style="list-style-type: none"> Short Term Rentals <i>e.g. – Air B&B</i> 	Province requires inspection prior to licensing – No further inspection rotation has been outlined

2) INSPECTION PROGRESS IN 2023

The Town’s policy acknowledges that priority for inspections should take a risk-based approach. Residential occupancies have been part of our primary focus of fire inspections to-date. The rationale supporting this approach is based on the prevalence of older home conversions to multi-units where tenants are at greatest risk while they sleep, unaware of what activities may be ongoing under separate tenancies within the building. Inspections of Acadia Residence buildings have also been conducted under this scope for the first time and the University is currently correcting any deficiencies.



In 2023, Staff have opened 21 new fire inspection case files to-date, all of which include residential occupancies to some extent. These are in addition to the following on-going case files:

Scheduled for initial inspection – 5 properties to-date.

On-going deficiency files – 36 properties to-date. Work is currently being completed to determine if there are further files opened with deficiencies from the years of 2019-2022 that could be moved from the scheduled/required inspections to the deficiency files.

Completed files – 38 properties in 2023.

Require Inspections – 193 properties to-date. This number is approximate as some of the properties may have been completed or may have changed use. Continued work is being undertaken to determine.

Approximate total of Fire Inspections for the Town of Wolfville: 293 properties (as per the schedule outlined in the System of Municipal Fire Inspections).

3) LIMITATIONS

When initiating the fire inspection process Staff and building owners are faced with numerous hurdles to overcome throughout the process including, but not limited to:

- Difficulty establishing a line of communication between Staff and the building owner.
- Reluctance of building owners to initiate the process on their end due to financial implications.
- Coordinating with tenants to allow inspections to take place.
- Consultation with property owners or managers to find acceptable solutions.
- Supply chain and labour shortages.
- Ensuring that tenants and businesses are not unduly inconvenienced.
- Workload attributed to building inspection unrelated to fire inspections.

It has become abundantly clear that design and construction professionals with important skillsets are in high demand and that many cannot commit to small projects required to address fire inspection deficiencies. The result is that many case files require a high level of involvement by Staff over a prolonged period to achieve compliance. With that in mind, Staff have tempered expectations around timeframes where appropriate.



4) SOLUTIONS

The importance of conducting fire inspections and the sheer volume of work needed to be undertaken has necessitated the training and appointment of a full-time Municipal Fire Inspector. The appointed Staff member has completed the Level 1 training and is pursuing Level 2 over the next few years as training is offered. As much of the National Fire Code refers to the inspector to the National Building Code it has also been necessary for this individual to undertake a certain amount of Building Official training, although their primary role will be as a Fire Inspector. The training for this is still in progress and it is expected the Staff member will have obtained their Level 1 Building training in 2025-26 (approximately) as training is offered. The capacity of Staff to undertake the work of conducting fire inspections has increased tremendously.

5) MOVING FORWARD

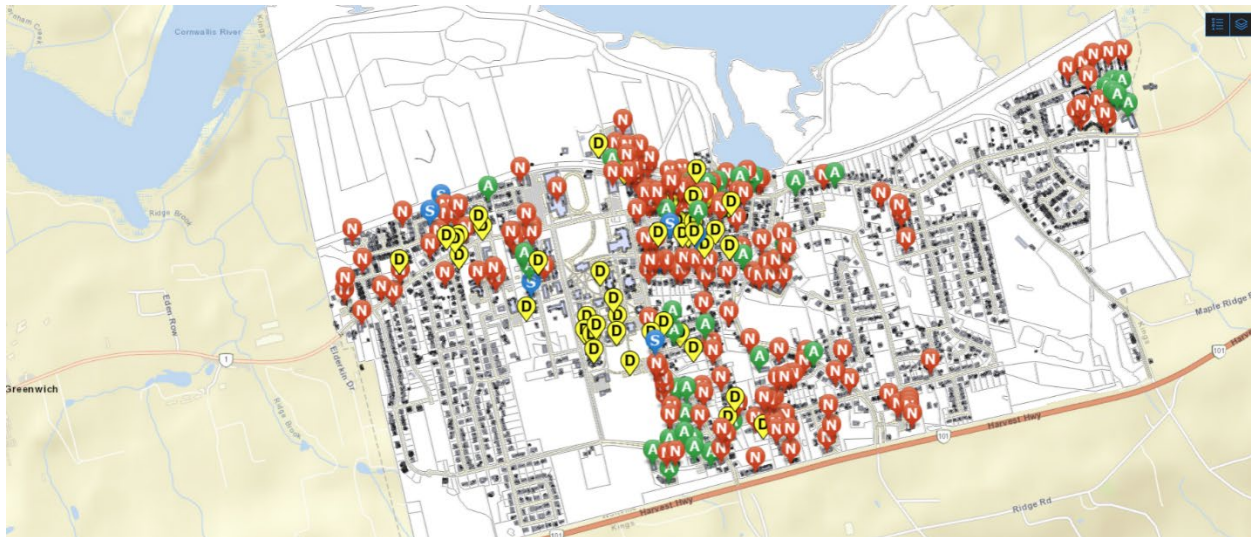
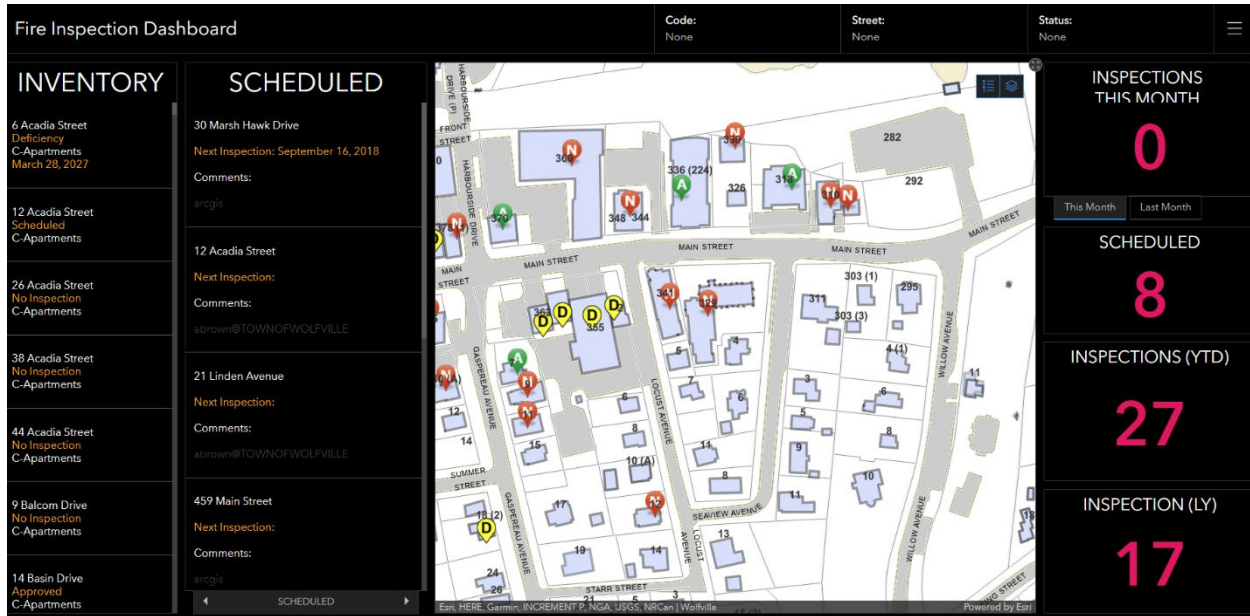
Staff are proposing the following to continue increasing the Fire Inspections understanding and capacity within the Town while continuing to provide the necessary education to members of the community:

- Staff will continue to complete work on existing case files from years past.
- Continue to prioritize buildings that are primarily of residential occupancies, focusing most heavily on older buildings converted to multi-unit or single-room occupancies.
- Execute a street-by-street approach for fire inspections, where appropriate.
- Respond to safety concerns and requests for inspections.
- Maintain a maximum number of approximately 40 open case files per year to allow for proper follow-up of previous deficiency files and legal action if necessary.
- Conduct first inspections of all properties before returning for follow-ups (every 3-5 years).
- Maintain tracking systems both on LF in the form of an Excel spreadsheet with a replica of the map in the GIS with the corresponding markers as per the legend, as well as updating the GIS-based system of record keeping used to track progress. The GIS-based system which is updated by the Staff member on a regular basis can be located at [Fire Inspection Dashboard \(wolfville.ca\)](https://www.wolfville.ca/FireInspectionDashboard). A screenshot of how the system is laid out can be found on the following pages.

2023 Fire & Life Safety Inspections Information Report

Date: 2023-10-03

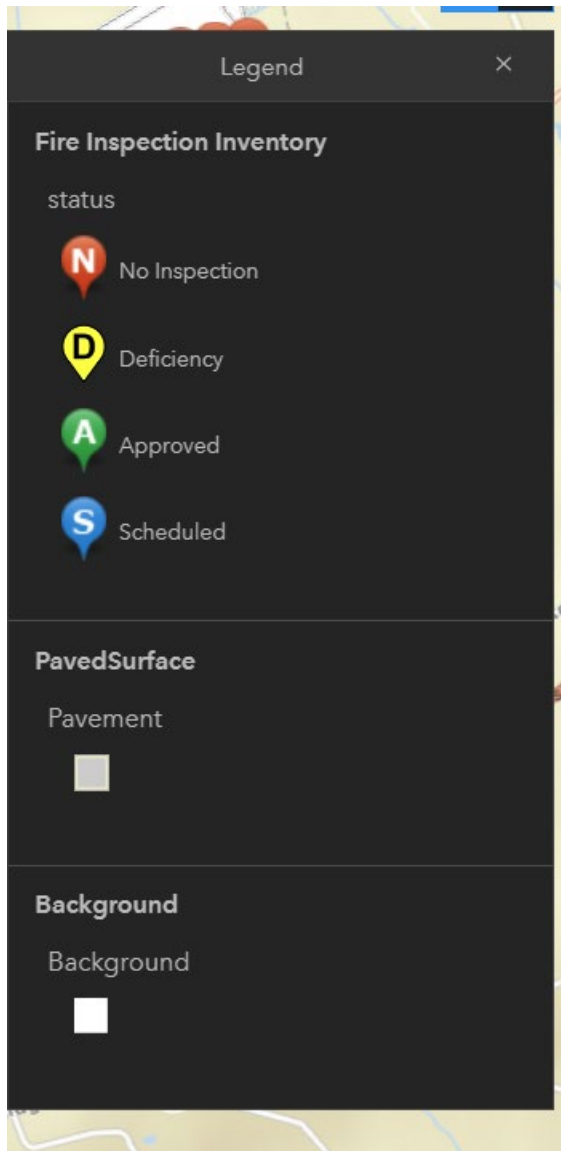
Department: Planning & Development



2023 Fire & Life Safety Inspections Information Report

Date: 2023-10-03

Department: Planning & Development



INFORMATION REPORT

Title: IR 018-2023: Accessibility Plan and Report Card Update

Date: 2023-10-03

Department: Office of the CAO



SUMMARY

ACCESSIBILITY PLAN AND REPORT CARD UPDATE

Wolfville published the second version of *Access by Design* in June of 2023, just in time for AccessAbility Week. The new report lays out our commitment to five main areas of focus: Built Environment, Information and Communications, Employment, Goods and Services and Transportation.

The plan represents a significant amount of work by our Accessibility Advisory Committee and the new version is proudly presented with an improved layout and plain language editing.

Access by Design also includes annual report cards that measure progress from the first version of reporting. Staff have prepared a presentation to highlight achievements and remaining barriers based on the calendar date of March 31, 2023. This presentation was shared with the Accessibility Advisory Committee in March.

INFORMATION REPORT

Title: IR 018-2023: Accessibility Plan and Report Card Update
Date: 2023-10-03
Department: Office of the CAO



1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

[Wolfville: Access by Design, An Accessibility Plan for 2022-2025](#)

[Nova Scotia Access by Design 2030](#)

3) DISCUSSION

As a prescribed public sector body, the Town of Wolfville was required to complete an accessibility plan. The first version covered 2019 – 2022. The framework of the plan, which continues into the second version, helps us to carefully and intentionally consider how we can do our part to make the Province of Nova Scotia more accessible for all by identifying, removing, and preventing barriers.

By starting with the programs, services, environment, tools and physical spaces that we work with, the Town has the opportunity to play a significant role in this quest to remove barriers that can make members of our community feel isolated and rejected.

Our accessibility plan, when used correctly, serves as a reminder to work on incremental, achievable changes, steadily over time, that will help all people take part in life and society, whatever their abilities.

Through this plan, we remain committed to identifying, removing and preventing barriers as we work to meet the requirements of Nova Scotia's Accessibility Act.

4) FINANCIAL IMPLICATIONS

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Wolfville is a prescribed public sector body but in addition to that, the Town is committed to equity, and community wellness.

[Access by Design 2019 - 2022](#)

6) COMMUNICATION REQUIREMENTS

The new accessibility plan was presented at the Wolfville Farmers' Market in June 2023, promoted through our social channels, and is linked on our website.

7) FUTURE COUNCIL INVOLVEMENT

Council may find it helpful to review the report in advance of the budget process to use the areas of focus as a decision-making lens.

COMMITTEE UPDATE

Title: KPPT Committee Meeting
Date: September 20th, 2023
Department: Committee of the Whole



KPPT COMMITTEE MEETING

- Meeting was held at Aberdeen Street headquarters, Kentville. Called to order at 5:08pm.
- Agenda and Minutes Approved
- Conversations have surfaced and patrons are starting to be aware of a cancellation fee of \$10.00 when minimum notice is given to the organization. Same day/ short notice cancellations were between 100-150 each month and the bulk without any notice.
- At last month's meeting a discussion was had about hiring a part time person to assist with grant writing. Kathleen has reached out to a previous KPPT worker, obtained through Peopleworx who will assist with this.
- Board members will submit a personal skillset note to the Kathleen about their strengths and weaknesses so we can form a strategic planning committee for succession.
- Financials were discussed. Things are healthy but some work is being done with grants, rebates etc. Schools are back in so that revenue is nice to see. A discussion was had to move financial statements to be presented every second meeting, not monthly.
- Discussion on raising rates to come to us in October.
- The New "Fit for Work" policy was put forward with many parameters to deal with workers expectations, performance, self-evaluations etc. It's a big policy that will take a few months to move forward. A few changes were motioned forward.
- No other business discussed. Next Meeting scheduled for October 18th, 5:00pm in Kentville!

Respectfully Submitted,

Councillor Mike Butler (He/Him/They)

COMMITTEE UPDATE

Title: WBDC

Date: Oct 2023

Department: Committee of the Whole



Monthly meeting of the WBDC

Held September 11, 2023 at WBDC office.

Tanvi Dabas was introduced as new Coordinator.

Round table discussion on what was going on around town.

Discussion around placemaking initiatives including hammocks at waterfront park and benches in front of Shoppers. It was decided to park the idea of 'in front' of Shoppers at this time and to investigate further the placing of hammocks along the western edge of the park near Raitown.

Holiday wreath order has begun and has had a lot of interest from merchants.

As part of Town update, I thanked the WBDC's involvement in the Welcome Week event and we briefly discussed the effects of the recent rain event on the town businesses.

A social media update was provided by Devyn. She reported that all avenues of visibility had experienced an uptick that more work required on interpreting the data.

Respectfully submitted.

Ian Palmeter

COMMITTEE UPDATE

Title: Diversity Kings County

Date: October 3, 2023

Department: Committee of the Whole



UPDATE:

The last meeting of Diversity Kings County was held on September 6, 2023. The next meeting is scheduled for October 4, 2023.

Discussion was held regarding the Multicultural Festival, however due to storm Lee it was postponed, and a new date will be set.

Mi'kmaq Heritage month for October was discussed with a proclamation event. Pow wow competitions are being held Oct. 14-15 with the Annapolis Valley First Nation and October 28th with Glooscap First Nation.

The terms of reference for Diversity Kings County were reviewed with close attention on their by-law, 102.

A Nurturing strong program for African NS families was presented briefly. This program was developed for African Nova Scotian's parents/ caregivers in response to the lack of parenting programs that address culturally specific realities facing African Nova Scotian families. <https://www.nurturingstrongansf.com>

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: IMSA
Date: September 2023
Department: Committee of the Whole



Held in person and virtual at the County of Kings Chambers

Kings Transit Update –

Dwight gave an update on the progress of the projects ongoing at KTA and the progress on outcomes of the study thus far.

Still looking for a person to fill the Financial Management piece and they have it down to a candidate – so hopefully that will be filled within the week.

Update on ICIP funding – Phase 2 – awarded to KTA and announcement was on Friday following the meeting.

Andrew – gave update on Valley Waste and the responsibilities that may be changing with recyclables/cardboard. This is ongoing – and evaluations will need to be done/assessed to see what is cost efficient and manageable.

Financials for both organizations were presented and approved.

Cornwallis Bus Shelters were approved for funding up to \$24,000.

Also, a presentation by AVRL was done – and slides attached. It was noted the library is not part of the Return of Service discussions happening now. Follow up will be with our individual councils at some point soon.

Respectfully Submitted,

Councillor MacKay


Annapolis Valley Regional Library

Upcoming Provincial Funding
Formula Review



A large red circle on the left side of the slide, partially cut off by the edge.

Activity 2022-23

- 5,252 new cardholders
 - Use levels higher than 2019
 - Same Page = provincial collection
 - Programming for all ages
 - Moving Through
 - Tech expansion > hotspots
- 
- Three purple curved lines of varying lengths and orientations, located in the bottom right corner of the slide.

Funding Formula Review:

- ❑ Current formula: Apr 1, 2020 – Mar 31, 2025
- ❑ MCCTH is set to begin review in Q4 2023
- ❑ Municipalities need notice by March 31, 2024 to implement changes for April 1, 2025
- ❑ Council of Regional Librarians has confirmed its strategic priorities for funding; will have firm \$ ask by November
- ❑ Public Libraries are not included in SERMGAR 2023

Shared Funding

- 80 library branches across the Province
- Provincial annual budget: \$16.39 million
- Municipal annual budget: \$18.47 million (\$14.4 from HRM)

Regions outside of Halifax	Halifax public libraries
71% provincial	26% provincial
26% municipal	71% municipal
3% board	3% board



AVRL Budget 2020-2025

REVENUE	
Municipal Units & Province	
Province	\$ 1,919,600
Annapolis County	\$ 130,700
Kings County	\$ 331,600
West Hants County	\$ 134,400
Annapolis Royal	\$ 3,400
Middleton	\$ 12,300
Berwick	\$ 17,400
Kentville	\$ 42,800
Wolfville	\$ 30,300
Total	\$ 2,622,500

*plus Board-generated revenue of \$81,100 annually: service fees, donations, grants

AVRL Context

- Historically underfunded
- Salary and staffing model unsustainable
- 2023-2025 will require Board to use reserve funds; not sustainable for '25-26





RENEW
YOUR
CURIOSITY

TRANSIT 250

Are you following us?
www.valleylibrary.ca

Questions?

COMMITTEE UPDATE

Title: AVRL Board Meeting September 21, 2023

Date: September 22, 2023

Department: Committee of the Whole



AVRL Board Meeting Synopsis

The AVRL Board convened at 5pm on Thursday September 21, 2023 in the Berwick Council Chambers with all members present or virtual.

The main items on the agenda were CEO Report, Financial Reports, and Labour Negotiations

CEO Report

- This years Summer Reading Club again exceeded 1million minutes read (19,676 hours). There were 1033 participants from children to adults registered: 632 Kids & Early Readers read 9,236 hrs, 106 Teens read 3,107hrs and 295 Adults read 7,333 hrs.
- A financial process review with Grant Thornton is mid-way through and a final report is expected before the end of 2023 so changes can be implemented for fiscal year 2024-25.
- Employees changes continue to open opportunities for reconfiguring tasks and create new positions relevant to the current and future needs of the AVRL. Two new positions are Marketing Librarian and Programming Librarian. These will both be full-time, living-wage positions that will be able to draft and deliver strategies that move the Library's upcoming strategic plan forward. Given timelines for recruitment, the incumbents are not expected to start until January. As a result there will necessarily be a slowdown in how many programs are offered/advertised over the fall/winter.
- During August and September Julia Merritt, CEO, met or has scheduled meetings with 7 of our 8 funding municipal units to provide a preliminary overview of the upcoming funding formula review and AVRL's financial position. On September 20th Ms Merritt presented to the Intermunicipal Service Corporation to speak to elected officials from all funding municipalities regarding the funding formula review. No further details have been received from CCTH regarding the timeline or process for the Funding Review.
- No further updates on the Wolfville Library project.
- Performance Measures
Overall AVRL circulation increased by 11.34% from April 01, 2023 to July 30, 2023, with Wolfville experiencing a 9.87% increase. Computer use in the Wolfville Branch was down 3.59% while the average hours of wireless use per month increased by 18.85% indicating that access to wifi is a continuing need for the community.

Financial Report

- Financial Statements indicate AVRL YTD Actuals are within Budget YTD expectations. These reports show a small year end deficit, however, due to the ongoing the Financial Review process municipal income payments were not reflected in this report.
- Investment report

COMMITTEE UPDATE

Title: AVRL Board Meeting September 21, 2023

Date: September 22, 2023

Department: Committee of the Whole



In 2021, AVRL received a substantial bequest from the estate of a patron in the Annapolis Royal area. This bequest of 1.2million dollars was for the “benefit of the Annapolis Royal Library”. The receipt of this generous donation was the catalyst for AVRL to develop a number of new policies related to donations and bequests. These include an Investment Policy, Disbursement Policy and Fundraising and Donation Policy. The board continues to fine tune these policies to ensure that there are clear guidelines for future sustainable investments.

AVRL Investment Advisor Terry Miller (CFP, CPA CA) presented the Investment Report and advised on questions the board had about returns on investment over time and reasonable expectations for disbursement of funds for the Annapolis Library.

Labour Negotiations

A motion to accept the Tentative Collective Labour Agreement with NSUPE Local 23 and AVRL (Subject to proofing by both parties) was passed. Board members were informed that Local 23 members have voted in favour of the Tentative agreement.

Meeting Adjourned at 7:50pm.

Next Meeting Nov 16, 2023

Respectfully submitted by:

AVRL Town of Wolfville Representative and Board Chair, Janet Ness