



Committee of the Whole

November 7, 2023

8:30 a.m.

Wolfville Fire Hall
Locust Ave Entrance

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, October 3, 2023
- b. Committee of the Whole In Camera Minutes, October 3, 2023
- c. Special Committee of the Whole Minutes, October 26, 2023

3. Presentations

- a. Peter Duinker, PhD, Professor Emeritus, School for Resource & Environ. Studies, Dalhousie University
- b. Dan Stovel, Alert Ready

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. Accessibility Advisory Committee
- b. Audit Committee

6. CAO Report

7. Staff Reports for Discussion

- a. Info Report: IR 022-2023 Housing Assessments & Provincial Plan 2023
- b. RFD 056-2023: Pickleball Siting Decision & Parks Planning
- c. RFD 055-2023 Video Camera Pilot (*report to follow*)
- d. RFD 059-2023 Nuisance Party Bylaw First Reading
- e. Info Report: IR 023-2023 Council Policies for Review
- f. RFD 061-2023 Policy Making and Management Policy
- g. RFD 060-2023 Code of Conduct for Elected Municipal Officials Policy
- h. Info Report: IR 021-2023 2nd Quarter Financial Update
- i. RFD: 052-2023 Annual Appointment of Auditor
- j. RFD: 053-2023 Low Income Tax Exemption Policy#140-003
- k. RFD: 054-2023 Tax Sale Policy# 140-009
- l. RFD: 062-2023 Council Appointments to Committees

8. Committee Reports (External)

- a. Kings Point-to-Point (KPPT)
- b. Inter-Municipal Services Agreement for Valley Waste & Kings Transit (IMSA for VW & KTA)

9. Request for Agenda Item

- a. Request for New Committee (Cllr. Ingham)



10. Public Input / Question Period

11. Regular Meeting Adjourned

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: November 7, 2023

Department: Committee of the Whole



Update:

The last AAC meeting was held in the L'Arche building. The next meeting is to be determined.

A Mobility matters event was proposed to the committee which would fulfill one of the priorities in our Access by design plan developing awareness around barriers to accessibility. Some of the ideas discussed were having mobility devices available for able bodied individuals to experience and invite guests to attend who have different lived experiences. The goal would be to raise awareness during National Accessibility week from May 25 - June 1, 2024 without exhibiting tokenism. Staff was directed to look at options and bring ideas back to the committee.

Next the discussion was had around the Proposed standards for the built environment accessibility standard. The committee was encouraged to submit feedback through the Accessibility Directorate by October 30/23. It was agreed to submit a statement directly from the committee.

Some of the key points included:

- Building code should be in plain language.
- Changes in turning radius for mobility devices.
- Stricter guidelines for visually displaying parking permits.
- More focus on visual and hearing impairments.
- Maintaining accessible sidewalks- temporary ground cover vs. permanent cover.

Round table discussion led to staff looking at the concrete landings in park benches in town to ensure they are all level. It was also noted, the town has a list of ASL (American Sign language interpreters) for future use, and staff continue to work on braille business cards.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Audit Committee
Date: October 27, 2023
Department: Committee of the Whole



Audit Committee Meeting

- Meeting was held in the 3rd floor office at L'Arche, due to Town Hall still being repaired.
- Meeting commenced at 8:35 once tech issues were solved. All in attendance except regrets from Mayor Donovan
- Agenda and Minutes Approved, No Public Input
- Director Maclean reviewed our 2nd Quarter Financial Report
- From report: As of September 30th, the financial variance report shows the Town in a net surplus position compared to budget. As is the case with the financial data, a closer look is needed to determine what the results might be 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 Sept 30th "savings" won't exist). Considering likely timing differences, the adjusted Sept 30th outlook is a deficit of \$19, 478.
- Summaries were provided for Town Capital Fund, Water Utility and Outstanding Taxes.
- Discussions were had, much like Council meetings of late, about projects getting finished that have been in the hopper for a while. A Discussion was had about the reasons behind the ebb and flow of water usage- wet summer etc. and We went more in depth on tax discussion with Tax Sale Policy report.
- Director MacLean presented a report to the Committee on maintaining Grant Thornton as our auditors for this fiscal year ending March 31st, 2024. Discussion had; motion carried to Council.

Reasons:

- continuity of corporate knowledge as it relates to the Town's financials during the transition period for a new Director of Financial Services. • remaining finance staff are familiar with the audit planning and field work process to be carried out, again helping during the transition year to a new Director. • Council receives the audit feedback at the service level they expect. Grant Thornton has conducted the last four audits in a manner that has been appreciated by the Audit Committees and Councils involved each year.
- Director MacLean presented a report updating the Low-Income Tax Exemption Policy
- For fiscal 2023/24, Council approved an exemption amount of \$1,000 for households with income not exceeding \$38,000.
- Director MacLean presented a report to update Tax Policy 140-009. Audit Committee discussed and approved motion to Council.

Changes:

- Property shall be put up for tax sale if: a) taxes are in arrears for the preceding two fiscal years, or b) taxes are in arrears in an amount greater than \$120,000 and greater than one year. c) The application of the Town Policy will ensure that the legislative parameters of

COMMITTEE UPDATE

Title: Audit Committee
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the Municipal Government Act (MGA) are adhered to, most notably no sale can occur if arrears are less than one year (MGA Section 134 (1) allowing property to be sold if taxes are in arrears one year).

Our Next Audit meeting will be January 26th, 2024, at 830am, hopefully in the Town Hall Building 😊 at which time our new director of finance will be present.

Our Audit team said a hearty thank you to the current Director of Finance for all of his years of hard work and dedication and we wish Mike the very best in his retirement!

Respectfully submitted,
Councillor Mike Butler



CAO REPORT

November 7, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Parks and Open Spaces Master Planning Process

Staff provided an updated work plan for the Parks Plan at the September Committee of the Whole (see report [here](#)) and have carried out most of the activities outlined.

Two successful public engagement events on Reservoir Park and Waterfront Park were hosted and staff also met with representatives of the Rotary Club (re: Rotary Park), Randall House, key Acadia University Staff, Wolfville Children's Centre and have held discussions with the Rail Line owner and Devour Studios about completing the deck on the waterfront side of that building. There were also pop-ups on the Acadia campus to engage students.

Although some other discussions and meetings will be required, the bulk of the consultation is scheduled to wrap up by the end of October. An interim report on Year 1 Parks investment(s) parks planning will come to Council in November to inform the budget process – as per the September work plan update to Council. Staff are working toward another update in December on the Parks Plan with our consultants.

Public Art - Colville Gallery

The wall has been prepared and dates for installation are being finalized so that in the next few weeks, an outdoor gallery of Alex Colville's work will be unveiled. A detailed timeline will be communicated with Council once known. Communications materials are now being prepared to be released when the installation occurs.

Library & Town Hall

Staff have almost finalized the public-facing blooms page for the budgeted Library and Town Hall project at 359 Main Street (current Town Hall site). As per the Operations Plan on this project, public information on the decisions and process to-date will be put out in the next weeks and Staff are working on an RFP for consulting/design services that will be brought to Council early in the new year.

292 Main Street

The Developer of 292 Main Street will be coming back to Council for amendments to their Development Agreement. Dates are TBD as Staff work to understand the scope of changes requested and prepare reports for consideration.

Finance and Corporate Services

The 2024/25 Budget Process is underway with staff meetings and preliminary discussions with COW that started on October 3. The special COW meeting on October 26 and November 16 (all day meeting) will be key next steps in the process.

Currently staff are working through one active FOIPOP file and awaiting review by the provincial OIPC on a matter appealed to the Privacy Commissioner also involving the Office of the Ombudsman.

CAO REPORT

November 7, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Preliminary discussions have taken place with Grant Thornton on an engagement to review the steps taken thus far to address our cyber security protections. Once a formal proposal is received from the firm the CAO and Director of Finance will look to facilitate the audit of the IT systems.

GIS staff have been working with the Office of the CAO on potential use of the Town's GIS system to provide a cohesive complaints process. First steps will be to test possibilities of how the ESRI system would work.

The due date for taxes has gone by and staff will begin the process of identifying accounts in arrears and beginning the tax sale process for those that fall within the Tax Sale Policy requirements.

Staff have received five potential claims for reimbursement in the last couple of months. All files are currently active and under review by the Director of Finance or referred to adjuster.

Engineering and Public Works

Fairfield is moving along on schedule. Pipework is nearly complete, and homes are now off temporary water. Access challenges are expected to continue as road gravels go in, and concrete sidewalks and curb are placed over the next few weeks. Paving is expected around the end of November to early December.

A culvert that runs under Main Street needs to be replaced. To complete this replacement, road work on Main Street (from Civics 126 - 133) will start in early November. As a result of the road work, expect delays along Main Street between Maple and Sherwood through the month of November.

The all-way stops along Pleasant/Skyway have all been laid out and the work has been ordered. This project is expected to be complete before winter and we are currently waiting on electrical and NS Power approvals for the flashing lights.

The annual parking review completed this week with no significant changes to report to Council this year. The most visible changes will be improved signage in a number of our existing 'no parking' areas and painted parallel spot and enlarged accessible spots on Main through the core.

The leak at Town Hall has been identified and we are working towards correcting it. First OnSite will proceed with restorations when complete. We hope to have access to Chambers by mid-November if everything continues on schedule.

The temporary compost collection site will close for the season on Saturday, November 25 at the end of the collection time. Staff will bring an RFD to Council in January as we start to plan for the year ahead.

Our recreation programs are busy

Intro to Latin, intermediate Latin, and the new intro to ball room lessons are up and running with 46 participants. Ukulele lessons have 17 participants.

CAO REPORT

November 7, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

The Try it in Wolfville Tai Chi program was a success and staff are going to look at continuing this as a weekly program moving forward. The month long Try it in Wolfville wood fired sauna pilot program at Rotary Park saw 30 participants for the free program, during the month of October.

Our 6-week outdoor trailblazer program for Wolfville School has 30 kids signed up. There are also guitar and yoga afterschool programs running at Wolfville School.

Rec staff provided support for a successful Deep Roots Music Festival, including assistance with the Fresh Beats Rhythm Parade and street closure to ensure enhanced safety for this event. We also worked with Devour! organizers to support festival offerings, particularly in Waterfront Park. Tickets to the Chicken Dinner were distributed to equity-deserving residents and via Food Bank(s). The Town of Wolfville's support for free music events was mentioned on radio and other advertising media by Devour.

Planning and organizing decorations is now under way for Wolfville Glows (Nov.25-Dec.23) and Night of Lights (Nov.25). Programming includes the Tree Lighting Ceremony, free holiday films at Al Whittle Theatre, free Children's Entertainment performance by the Sparkles at Al Whittle Theatre, Santa appearances, caroling, and a Christmas Night Market at the Farmers' Market.

WBDC projects at Waterfront are progressing with hammocks ordered and engineering/excavating consultation held. The WOLFVILLE sign creator is back to work after a brief delay and looking forward to installation of the piece.

Inclusion program provides support to "Soups and Sides"

The new community supper program launches at the Wolfville Farmers' Market on Wednesday, November 1 from 5:30pm to 7:30pm. The program celebrates community connections through delicious locally made food with free and pay-it-forward offerings for all diners. The pilot will run for six weeks as a model for the full program that is slated to launch in January 2024.

Community Safety Office Feasibility Project

Staff and members of Council joined Dr. Schneider at the Farmers' Market for a community engagement session on Oct. 14. The community safety survey is online and can be found through our [Wolfville Blooms page](#). At this time, more than 20 interviews have been conducted and around 30 surveys have been completed.

A community meeting is scheduled on Wednesday, November 15 from 6 – 8pm in the L'Arche Community Room. Representatives from the RCMP will be attending as well as some of our partners from Acadia. The meeting will be led by Dr. Schneider and Council are encouraged to attend.

CAO REPORT

November 7, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

HOCO 2023

Compliance and staff from the Office of the CAO worked closely with partners from Acadia and the RCMP to keep the close to campus neighbourhood calm during the Homecoming weekend. Acadia offered a remarkable line-up of activities including a skateboard show and multiple concerts. The events were well attended, and additional harm reduction measures, like late-night pizza deliveries to the residences, were in place.

House parties did start early in the day with Summer Street being the hot spot. Compliance staff worked closely with the RCMP from Saturday morning into the night, with multiple tickets being issued. In a post-event de-brief with Acadia staff and the RCMP, it was confirmed that additional charges were laid because of assaults. A follow-up meeting has been organized to share what we learned with local landlords.

Improving accessibility through social media

Staff are working to increase our level of accessibility in communications with some new internal standards being adopted for social media posts. Staff are working through internal training and will all be using the new process of adding alt text and limiting text in images posted.

Diwali in the Valley

The Town has provided funding and support for the Diwali in the Valley Festival that is happening at the Lion's Hall on November 10. The Indian Festival of Lights celebrates the victory of light over darkness, good over evil and knowledge over ignorance. The event starts at 6pm and ends with fireworks at 10pm.

Fire Department

As requested by Council, Chief Crowell has provided a summary of calls for September and October. This report will become a regular part of the CAO Report to COW. Please see attached.

Save the date:

- Saturday, November 10 – Diwali in the Valley – Wolfville Lion's Club, starting at 6pm
- Wednesday, November 15, from 6:00 – 8:00pm in the L'Arche Community Room for the Community Safety Office Town Hall Meeting
- Saturday, November 25 – last day for the temporary compost collection site
- Saturday, November 25 – Night of Lights at Clock Park – tree lighting at 6:30pm



WOLFVILLE FIRE DEPARTMENT

355 Main St., Wolfville, Nova Scotia, Canada B4P 1A1



Monthly Chiefs Report

September/October2023

General:

September 2023 was a busy month with 27 calls; as of October 28 we have had 23 calls.

The Executive Committee met October 16th.

Chief Crowell attended the county FSAC meeting on Sept 21st.

DC Schrader and D/C Whitman attended the KCFFA meeting on Sept 28th.

Chief Crowell attended the KCFFA meeting on Oct 26th.

Alarms:

Twenty-seven alarms were received in September, eleven were in Town, and eleven were in the County, five Mutual Aid and one Silent.

299 person hours were spent on alarms in September.

Alarms by type for September:

Building Alarms-6

Motor Vehicle-6

Medical-1

Powerlines-5

Investigation-3

Mutual Aid -5

Silent-1

October's hours are not available for this report.



WOLFVILLE FIRE DEPARTMENT

355 Main St., Wolfville, Nova Scotia, Canada B4P 1A1



Budget:

22 SCBA breathing apparatus have been delivered and put in service, we were fortunate to have received grants from the Province of Nova Scotia's ESPF Emergency Service Providers Fund for \$20,000, as well as \$15,000 from the EKM Health Foundation.

The process for the new Pumper/Tanker has started.

Apparatus:

All apparatus have passed their annual Motor Vehicle inspections, as well as annual Flow Tests.

Tower 41 has also had its annual ladder function test and certification nothing major required all repairs required were minor and due to be completed by the end of October.

Property / Station

Nothing to report.

Training:

Three regular Monday evening sessions were held in September with 189 person hours being expended.

Four regular Monday evening training sessions were held in October, hours not available for this report.

Fire Prevention:

October is Fire Prevention month, our Fire Prevention team was busy with visits to the 3 schools in our area, as well as off site visits to other groups.

Respectfully Submitted,

Todd Crowell

Chief

INFORMATION REPORT (022-2023)

Title: Housing Needs Assessment Reports

Date: 2023-11-07

Department: Planning & Economic Development



SUMMARY

Housing Needs Assessment Report – Province of NS and Town of Wolfville

The Province has recently released a 5-year Action Plan for Housing, supported by their Provincial Housing Needs Assessment, also just released.

Staff have had the Town of Wolfville Housing Needs Assessment as an embargoed version (and had shared this with PAC and Council) to help prepare our Federal Housing Accelerator Fund (HAF). A contemporary needs assessment was a requirement of applying to HAF and the Province supported municipalities by providing these.

This information report is to simply share the Provincial Needs Assessment, Provincial 5-year Plan, and also the Town of Wolfville Needs Assessment. A future discussion, hopefully with Staff from Turner Drake (the authors) present to help explain the report, will be forthcoming at a future meeting as we get an update on our Housing Accelerator Fund application (anticipated in the next month).

The Provincial Needs Assessment and the 5-year Our Homes, Action for Housing Plan are included here: <https://novascotia.ca/action-for-housing/>

The Town of Wolfville Housing Needs Assessment is attached.

INFORMATION REPORT (022-2023)

Title: Housing Needs Assessment Reports

Date: 2023-11-07

Department: Planning & Economic Development



1) CAO COMMENTS

N/A

2) REFERENCES AND ATTACHMENTS

- The Housing Accelerator Fund was discussed through the summer and after the deadline was extended, Staff submitted an application with Council's support.

3) DISCUSSION

This information report is to ensure all are aware of the Provincial Housing Actions and to make our Town of Wolfville Needs Assessment public. Discussions on this information will follow at future meetings.

4) FINANCIAL IMPLICATIONS

Council supported a Housing Accelerator Fund application being submitted. We should know whether we were successful in the next month or two. This would provide additional resources and budget (amount TBD) to increase housing supply in the Town.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Strategic direction(s) from the 2021-2025 Strategic Plan:

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

6) COMMUNICATION REQUIREMENTS

Right now it is recommended to read both the provincial documents and the Wolfville assessment. More information and discussion is forthcoming.

7) FUTURE COUNCIL INVOLVEMENT

Various, TBD.

Town of Wolfville

Municipal Housing Needs Report

2023

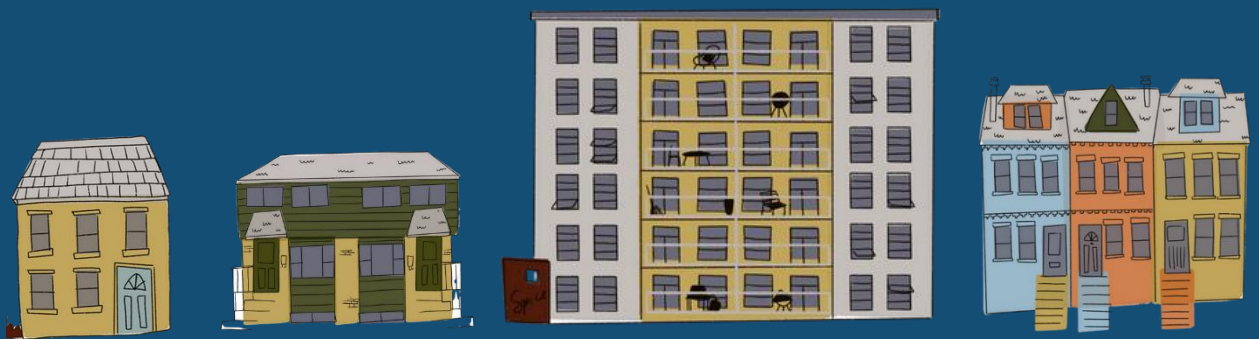


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1 Introduction

The purpose of a housing needs assessment is to understand the current and anticipated housing conditions across a given geography, in the case of this and accompanying reports, the conditions across the province of Nova Scotia and its municipalities. Generally, this work strengthens the ability of local stakeholders and governments to:

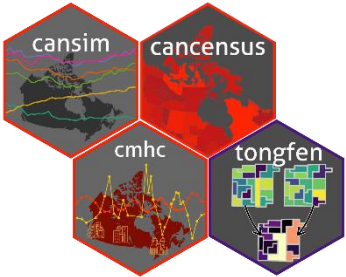
- Identify current and future housing needs and
- Identify existing and projected gaps in housing supply

Empowering municipalities and the province to become effective partners in housing provision requires reliable data to identify the stock necessary to meet current and future needs and how to drive related policy and investment. The insights generated by a needs assessment can help to inform ongoing land use and social planning initiatives at the local level, as well as provide hard evidence in support of advocacy to more senior levels of government.

The goal of this municipal report is to share appropriate, available, and accurate data to municipal governments so that they further understand their current housing situation and what they might anticipate. It is important to note that the same data methodologies and calculations are applied across each municipality, based on available data. This means that reports cannot consider all the nuanced conditions of individual communities that would be known best by municipal staff, stakeholders, and residents.

The report should be considered a form of base knowledge, intended for local review and discussion. Municipalities should use local information to provide additional context and information for discussion and decision-making as they see fit. For more details about methodologies, provincial trends, and definitions, please refer to the **Provincial Report**.

Note that all data references the municipality unless noted otherwise.



2 Key Findings

Housing shortage

As of the end of 2022, there was a gap between housing demand and available supply of about 165 units, including both market and non-market housing.

Projections suggest that to keep pace with population growth, the municipality will need 830 new units by 2027 (including the existing shortage of 165) and 1,705 by 2032. Assuming that future housing development matches recent trends, the current supply shortage could increase to 705 units by 2027.

"It's not just students, it's all kinds of people looking for housing."

Population

Over the last five years, the municipality's population grew at significantly faster rate than the province's (21% versus 5%) between 2016 and 2021. The municipality's population grew across most of the defined age cohorts between 2016 and 2021, with noticeably strong growth among 15- through 44-year-olds. This has led to an increase of demand among younger age cohorts who may come with or eventually have a family. While some of this increase may be due to increased migration to the Kings Census Division, much of the increase may be more to do with how students reported their permanent residence during the Census survey.

Finance and Treasury Board (FTB) estimates suggest that the total 2022 population was 5,195, with a projected increase of 4% between 2022 and 2027. Senior populations should increase during that time, with decreases mostly occurring among non-senior populations. Even so, total 25- to 44-year-olds may expand 8% over the five years.

Households

Between 2016 and 2021, there was an overall 24% increase in households, with tenures split between 38% owners and 62% renters. Non-census families (which would include students if they reported Wolfville as their permanent place of residence) have seen the largest increase - 46% since 2016. Households in Wolfville are also getting larger with 50% and 58% increases in 3-person and 5+ person households, respectively, between census periods.

Estimates suggest that total households may increase 6% from 2022 to 2027 (110 total). Household losses should predominantly occur among young adult households (led by 15- to 24-year-olds) and older working professional led households (45- to 64-year-

olds). Similar to the anticipated population, the greatest rate of growth should be among senior-led households.

Non-market housing

As of January 2023, Wolfville had a public-housing inventory of 56 units, of which 2 are for families and 54 for seniors.

Short-term rentals (STRs)

About 1% of the municipality's housing inventory may have been used as a short-term commercial rental in 2021 (the last full year of data). This means that upwards of 57 units might have been removed from the long-term market, though it is uncertain exactly how many would have been long-term rentals or purchased for permanent occupancy if not used as a STR.

Shelter costs

Average rents reported by the Property Valuation Services Corporation (PVSC) increased 2% from 2020 to 2021, following a 4% increase between 2019 and 2020. According to PVSC, the local vacancy rate decreased to 3.3% in 2021, falling within the healthy vacancy range of 3% to 5% reported by PVSC across Nova Scotia.

Median municipality home prices increased 79% from 2019 to 2022, compared to 8% between 2016 and 2019. The rapid rise in prices is a combination of increased demand and low interest rates (until recently).





Municipality's public survey responses

Affordability

In the municipality, affordability has fallen since 2016. At least 84% of all couples, 96% of all lone-parent households, and 99% of all single person households earned below the estimated income required to afford the 2022 median sale price of a local dwelling. For rentals, at least 19% of **renting** couples, 41% of **renting** lone-parents, and 75% of **renting** single persons earned below the estimated income required to afford the 2021 average local rents.

Housing need

When a household lives in a dwelling that requires more than 30% of its before-tax household income, is overcrowded, and needs major repairs - and no alternative exists - it is in Core Housing Need. In 2021, about 8% (190 total) of the Municipality's households lived in Core Housing Need. Need is particularly prevalent among:

- 11% of renter households (165);
- 13% of Indigenous households (20);
- 13% of lone-parent households (15); and
- 11% of single persons / roommate households (135).

Generally, the number of people in and rates of Core Housing Need across segments has decreased since 2016 (even while affordability for many categories). However, comparing 2021 to 2016 rates (particularly for affordability) is difficult given the influence of the Canada Emergency Response Benefit (CERB) on incomes. Overall, the municipality reported a lower rate of core need than that of Nova Scotia (10%).

3 Housing Supply

3.1 Market Housing

As of the 2021 Census, there were 2,856 private dwellings across Wolfville, 85% of which were occupied by usual residents (those who live in Wolfville permanently). The rest of the inventory may either be occupied solely by foreign residents and/or by temporarily present persons, and unoccupied dwellings. For those dwellings occupied by usual residents, Table 3-1 summarizes the totals and distribution by structure type for Wolfville. The greatest share of the current supply is currently held by apartment buildings of fewer than 5 storeys at 52%

Table 3-1: Total & Share of Dwellings Occupied by a Usual Resident by Structure Type

Total	Single-detached	Semi-detached	Row house	Duplex apt	Apt (< 5 storeys)	Apt (5+ storeys)	Movable	Other
2,440	855	105	110	105	1,260	5	5	5
100%	35%	4%	5%	4%	52%	0%	0%	0%

Source: 2021 Census



Wolfville’s public survey responses

3.1.1 Construction Activity

The pace of construction is represented by the annual total units permitted, units started, and units completed - these are separate but related phases of the same unit construction process.

A permit signifies the anticipated future housing to be built, a start reflects how many permits led to a shovel in the ground, and a completion represents how many units were actually added to the occupiable supply. Construction takes time and its pace varies depending on building type. Consequently, the number of units permitted in one year cannot be directly linked to starts or completions in another. The **Provincial Report** offers a detailed explanation of each element.

Permit activity refers to the total units permitted by a municipality. Table 3-2 shows the number units permitted, started, and completed in the Town of Wolfville between 2010

to 2022 (note that 2022 data reflects an extrapolated September 2022 total). Recent construction data shows a notable decrease in activity in recent years compared to the 99 units permitted in 2019.

Table 3-2: Permit Activity by Dwelling Type

Units permitted							
	2010	2017	2018	2019	2020	2021	2022*
Total	48	6	14	99	3	7	12
Single	10	3	1	7	0	2	5
Semi	2	2	4	10	2	0	0
Row	0	0	0	0	0	0	0
Apartment	36	1	9	82	1	5	7
Other	0	0	0	0	0	0	0

* 2022 data extrapolated from September 2022 data to end of year 2022.
Source: Statistics Canada Custom CSD Tables 34-10-0001, 34-10-0066

Table 3-3 summarizes the change in unit size and tenure increase between the 2016 and 2021 Censuses. The distribution of new units shows what sizes are most occupied by renter and owner households. These results indicate that the long-term rental supply is growing at a faster pace than ownership relative to percent change - owned dwellings increased 2% and renter occupied dwellings increased 44%. Relatedly, there has been a noticeable increase of 2-bedroom units. Note that totals for owned dwellings may not equate the exact total due to Statistics Canada's random rounding.

Table 3-3: Change in Units by Size & Tenure between Census Periods

	Total	Studio / 1-bedroom	2-bedroom	3+ bedroom
Owned dwellings				
Owned (2016) - 47% of total HHs	925	20	165	740
Owned (2021) - 38% of total HHs	945	20	190	730
Change in units	20	0	25	-10
Share of change	100%	0%	71%	29%
Rented dwellings				
Rented (2016) - 53% of total HHs	1,045	390	480	180
Rented (2021) - 62% of total HHs	1,500	545	650	305
Change in units	455	155	170	125
Share of change	100%	34%	38%	28%

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

Note that not all additional units in the table necessarily reflect a new unit, and some may represent conversions from rental to ownership or vice versa. Between 2016 and 2021, total dwellings (not only occupied by a usual resident) increased from 2,585 to 2,856 – a 261-unit increase. This suggests a much higher share of the existing inventory transitioned to long-term permanent tenancy compared to what was added to the inventory during that time. This may be due high volumes of students who might have stayed in Wolfville at the time of the Census survey and reported their residence as being permanently in the town. This would also have impacts on the total reported local population.

Table 3-4: Change in Total Dwellings versus Dwellings Occupied by Usual Residents

Dwellings	2016	2021	% change
Total dwellings (a)	2,585	2,856	10%
Dwelling occupied by a usual resident (b)	1,970	2,440	24%
Share (b / a)	76%	85%	

Source: Statistics Canada 2016 & 2021 Census

3.1.2 Housing Accelerator Fund Considerations

The Housing Accelerator Fund (HAF) is a program introduced by the Canada Mortgage & Housing Corporation (CMHC) with the objective to bolster the housing supply at an accelerated pace. Local governments within Canada – including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals – are eligible to apply to the HAF. Interested municipalities can find the HAF’s pre-application reference material [here](#). Note that a Housing Needs Assessment (such as this one) is required as part of a complete application (though not needed immediately for the initial submission).

An applicant is required to provide two projections to CMHC. The applicant must calculate their own projections based on reasonable assumptions and data sources, including Statistics Canada and/or its own administrative data. There is no prescribed formula; however, projections should be based on a three-year period ending September 1, 2026. The two projections are:

- The total permitted housing units projected without program funding.
- The total number of permitted housing units projected with program funding. This second projection is known as the “housing supply growth target.”

The data shared in this overall section can be used to inform local decisions related to projected permits by September 2026.

For additional guidance, Table 3-1 summarizes the growth by unit type (more closely defined with HAF application requirements) and tenure between 2016 and 2021.

Table 3-5: Unit Change by Estimated HAF Dwelling Type & Tenure, 2016 & 2021 Census

	Total	Single ^a	Missing middle ^b	Multi-unit ^c
Total dwellings				
Total (2016)	1,970	810	1,160	0
Total (2021)	2,445	880	1,560	0
Change in units	475	70	400	0
Share of change	100%	15%	85%	0%
Owned dwellings				
Owned (2016)	925	725	205	0
Owned (2021)	945	755	190	0
Change in units	20	30	-15	0
Share of change	100%	67%	33%	0%
Rented dwellings				
Rented (2016)	1,045	85	955	0
Rented (2021)	1,500	125	1,370	0
Change in units	455	40	415	0
Share of change	100%	9%	91%	0%

^a Single means single-detached homes, which are buildings containing 1 dwelling unit, which is completely separated on all sides from any other dwelling or structure.

^b Missing middle refers to ground-oriented housing types that exist between single-detached and mid-rise apartments. This includes garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing, low-rise apartments (less than 4 storeys). Note that this definition for low-rise does not match the Statistics Canada cut off less than 5 storeys.

^c Multi-unit refers to apartments that are 4-or-more storeys. The HAF further defines these by whether they are in close proximity to rapid transit or not, which is not possible to summarize based on the data available.

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

CMHC does not prescribe a formula for projections, leaving this decision up to the municipality who would know best about on-the-ground construction activity (not only by the numbers but also through discussions with local builders/developers).

A simple example includes using most recent permitting data (the five-year average between 2017 and 2021), applying the historical shares of new construction between 2016 and 2021, and comparing the potential units permitted to the estimated total demand over the three years (based on Housing Shortage data – Section 4). The results, shown in Table 3-6, are for discussion purposes and not a prescribed logic – the municipality can form its own approach based on other data provided and internal resources.

Note that the final column provides the straight-lined shortage anticipated by the end of the HAF. This may not represent the total possible intervention by the HAF, as this depends on the choices made by the municipality. Rather, it highlights the total shortage the HAF can help reduce. Furthermore, values are rounded to the nearest 5.

Table 3-6: Example of Simple HAF Permit Projection

	Historical share of new housing	Possible annual units permitted	Estimated 3-year units permitted ^a	Estimated 3-year unit demand ^a	Gap that HAF can help reduce
Total	100%	25	75 (A)	570 (B)	495
Single	15%	5	15	85	70
Missing middle	85%	20	60	485	425
Multi-unit	0%	0	0	0	0

Relationship between units permitted and shortage	
C: Estimated September 2023 housing stock: ^b	2,870
Projected permitted unit growth over 3 years without HAF (A / C x 100):	2.6%
Projected permitted unit growth over 3 years needed to meet demand (B / C x 100):	19.9%
% increase in units permitted to meet shortage (B / A - 1) x 100:	660%

Relationship between units permitted and HAF requirements (rounded up to nearest 5)	
D: Estimated September 2023 housing stock: ^b	2,870
E: Projected annual units permitted (based on '16-'21 average - see Table 3-2)	25
Required units permitted over 3 years to meet minimum 1.1% average annual growth rate ^c (D x 1.1% x 3 years)	95
Required additional units permitted over 3 years to meet minimum 10% increase ^d over historical average (E x 10% x 3 years)	10

^a Units permitted between September 2023 and September 2026; 3-year unit demand includes 2022 shortage

^b 2021 Census (Statistics Canada) + 2021 permits + 2021 permits x 2/3 (September 2023 estimate)

^c Average annual units permitted (min. 1.1%) = Total number of units permitted with HAF support / 3 years / Total dwelling stock (results rounded up to nearest 5)

^d Increase in units permitted (min. 10%) = (Projected average housing supply growth rate with HAF) / Projected average housing supply growth rate without HAF - 1 (results rounded up to nearest 5)

3.2 Non-Market Housing

3.2.1 Public Housing

Of the 11,200 total inventory of publicly owned dwelling units (as administered by the Nova Scotia Provincial Housing Authority), 56 are located in Wolfville – 2 of these units are reserved for families while 54 are for seniors housing. Most units are 1-bedroom

apartments, due to the high volume of senior-specific units - 96% of all units and 100% of these 1-bedroom units were for seniors.

About 52% of Wolfville's public housing tenants have lived in public housing for more than 5 years, with most having lived there between 5 and 10 years.

Table 3-7: Public Housing Inventory, January 2023

		Total	Family	Senior
Total unit inventory		56	2	54
Inventory by unit size	Studio	0	0	0
	1-bedroom	52	0	52
	2-bedroom	2	0	2
	3+ bedroom	2	2	0
	Not reported	0	0	0
Inventory by dwelling type	Single family	2	2	0
	Row	0	0	0
	Apartment	54	0	54
	Not reported	0	0	0
Length of tenure in public housing	Less than 1 year	7%	0%	8%
	1 to 5 years	38%	0%	40%
	5 to 10 years	27%	0%	28%
	10+ years	25%	100%	23%
Household income	Median income (mth)	\$1,790	\$2,180	\$1,775
	Median income (ann)	\$21,480	\$26,160	\$21,300

Source: Derived from Ministry of Municipal Affairs & Housing data

3.2.2 Rent Supplements

As of March 2023, 374 households across the Kings Census Division (no data is specifically available for the Town of Wolfville) were receiving rent supplement support, equivalent to 602 total people. About 25% were families, 47% were seniors, and 28% were classified as non-elderly households. Table 3-8 further details the percentage share of rent supplements that served a specific vulnerable population.

Table 3-8: Rent Supplement Demographics, Kings Census Division, March 2023

	Total	Family	Senior	Non-elderly
Total rent supplements	374	93	175	106
People benefiting	602	289	192	121
Average HH size	1.6	3.1	1.1	1.1
Average dependents	0.5	1.9	0.0	0.0
Share of supplements serving a vulnerable group:				
Indigenous person(s)	3%	6%	3%	2%
Person(s) w/ a disability	20%	13%	15%	35%
At risk of homelessness	14%	11%	8%	26%
Homeless	2%	1%	1%	3%
Newcomer(s)	1%	4%	0%	0%
Mental health / addictions	13%	14%	6%	25%
Racialized person(s)	3%	9%	1%	3%
Veteran(s)	0%	0%	0%	0%
Fleeing domestic violence	3%	9%	1%	2%
Young adults	6%	12%	1%	8%

Source: Derived from Ministry of Municipal Affairs & Housing data

3.2.3 Non-Profit & Co-operative Housing and Shelters

Formal datasets related to third-party affordable housing organizations and their unit inventories are limited. The **Provincial Report** offers some discussion about what shelters exist provincially, with some detail by Economic Region.

"Historic co-ops in town got lots of money from CMHC - they worked really well - but are no longer possible because government shut down those programs."

According to a community support and service-based count of homelessness in 2022 - performed by researchers at Acadia University¹ - 231 individuals were known to be

¹ Town of Kentville. (2023, March 13). Town of Kentville Council Advisory Committee March 13, 2023, Agenda. <https://kentville.ca/sites/default/files/town-files/2023-03/00%20Meeting%20Documents%202023-03-13.pdf>

experiencing homelessness between West Hants and Digby, Nova Scotia.² Among them, there are an additional 124 known children. Furthermore:

- Individuals experiencing homelessness were on average 28 years old
- 192 clients could not find a place of their own because rents are too high
- 173 clients could not find a place because options that existed were in poor condition
- 112 clients mostly accessed supports in the Town of Kentville
- 116 clients lived across the Kings Census Division

The above demonstrates that homelessness is not solely an issue within large municipalities but is a challenge across Nova Scotia - particularly related to hidden homelessness which is incredibly difficult to identify or quantify. Note that a service-based count estimates homelessness by collecting information from knowledgeable service providers and key community informants.

3.3 Post-secondary Student Housing

The Town of Wolfville is home to Acadia University (Acadia). According to the Maritime Provinces Higher Education Commission (MPHEC), Acadia had 4,336 students during the 2021-2022 academic year. The university experienced 3% decline in total enrolment since 2017-2018. Enrolment losses occurred among both Canadian and international students. The latter decreased from 519 to 452 over the same period.

"We've added approximately 2500 students off-campus recently. Realistically, the town population is about 9000. [The municipality is] working with Acadia to develop student housing. But [they're] not focusing on residences, because most students want to move off campus after first year."

"Lots of students are moving off-campus after the alcohol policy changes at Acadia. Students are living in poor conditions, too many people in a house, and sharing rooms."

Several residence options exist, of varying size and offerings (i.e., Chase Court, Chipman House, Christofer Hall, Crowell Tower, Cutten House, Dennis House, Eaton House, Roy Jodrey Hall, Seminary House, War Memorial House, and Whitman House). The Acadia website indicates that about 1,500 students can live on-campus. This means that about 2,835 students, who are generally not identified by the Census (their

² Results were mostly presented at a regional level; thus, this section will be similar across municipal reports within the Kings Census Division, with some variation where possible.

information is recorded where their permanent address is) must find housing off-campus. That is more than half of the actual reported Town of Antigonish population (5,060 people). With general increases to housing demand (not only from students), but greater rental pressures are also imposed onto students wishing to move between units, and households seeking to move to the area.

3.4 Short-Term Rentals (STRs)

Between 2018 and 2022, there has been an increase of 63 dwellings used as short-term rentals. In 2022, 57% were entire homes or apartments, of which 57 were potentially³ “commercial” units - meaning they were available or reserved more than half of the year.

If 2021 commercial units are compared to the 2021 dwelling stock (2,856 - as per the Census), about 1% of the municipality’s housing inventory may have been used as a short-term commercial rental.

Table 3-9: Short-Term Rental Activity & Inventory

	Data by year				Percent change		
	2018	2020	2021	2022	'18-'20	'20-'22	18-'22**
Total unique STRs	99	165	167	162	+67%	-2%	+64%
Entire home/apt	46	86	83	92	+87%	+7%	+100%
Hotel room	30	42	38	38	+40%	-10%	+27%
Private room	23	37	46	32	+61%	-14%	+39%
Shared room	0	0	0	0	n.a.	n.a.	n.a.
Avg annual revenue	\$7,344	\$5,458	\$7,399	\$10,747	-26%	+97%	+46%
Total market ('000s)	\$727	\$901	\$1,236	\$1,741	+24%	+93%	+139%
Commercial STRs*	35	45	39	57	+29%	+27%	+63%

* A commercial STR is one that was listed as available and/or has been reserved more than 50% of the days in a calendar year.

** 2022 data reflects as of September 2022. Commercial STRs use 9 months for their calculations versus a full year.

Source: derived from AirDNA data

³Noted as “potentially” since 2022 data is only up to September.

4 Housing Shortage

Based on demographic modeling results (see **Provincial Report** for details), the municipality’s potential housing shortage (as of the end of 2022) may be 165 units. Note that this estimate represents the sum of all units, be they rented or owned in terms of their tenure, or market or non-market housing.

Figure 4.1 offers a summary of the trajectory of the housing shortage over the next decade under a base population growth scenario provided by Nova Scotia’s Department of Finance and Treasury Board.

In five years, the municipality may have a total dwelling demand (existing shortfall plus anticipated demand) of about 830 units, which could grow to 1,705 by 2032.

Based on the recent pace of construction, demand could significantly outpace anticipated new supply. About 25 new units could be completed annually over the next decade, based on the assumptions using historical data trends. That leaves a remaining gap of 705 units by 2027. Note that status quo construction follows the method used in the provincial report, being average historical permits adjusted by 5% to account for permit withdrawals or cancellations. Results are rounded to the nearest 5.⁴

Figure 4.1: Anticipated Unit Gap based on Total Units Required and Estimated Completions, Demographic Model Results

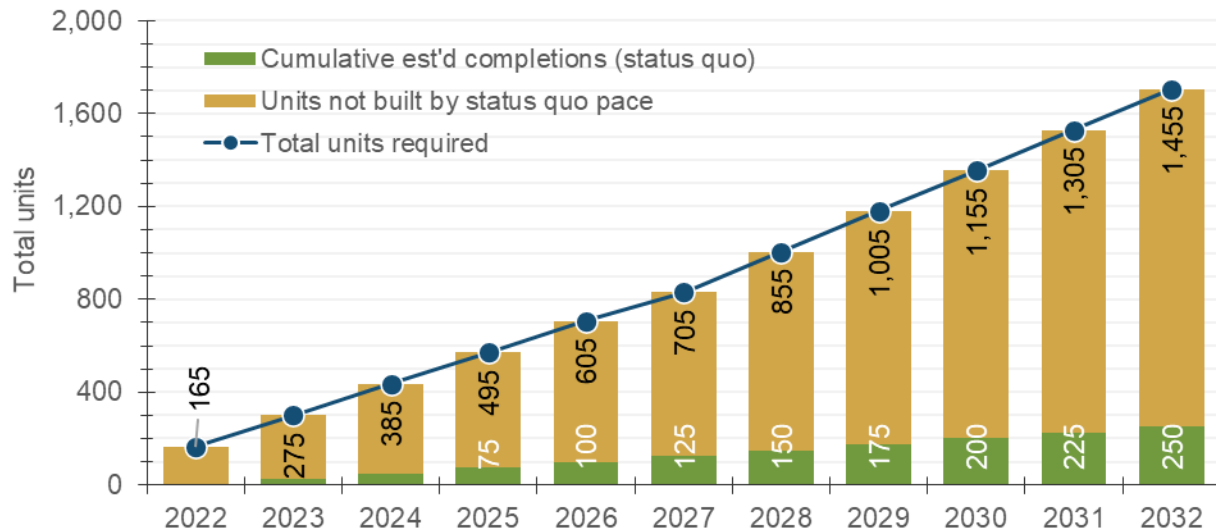


Table 4-1 summarizes possible guides for constructing unit sizes over the next half-decade. As previously described, about 830 new units may need to be built to meet

⁴ All municipalities use the same approach for consistency. However, for smaller municipalities, the combination of fewer units permitted and rounding practices can under or over represent anticipated construction activity. As such, greater attention should be directed to the projected demand, instead of anticipated supply, which can be later cross-reference with internal municipal data.

demand by 2027. Based on historical preference of household sizes relative to household types,⁵ about 30% could be studio/1-bedroom dwellings (250 units), 40% 2-bedroom dwellings (335), and 30% 3+ bedroom dwellings (245). This includes the existing unit shortfall.

If forecasting until 2032, Wolfville may need to build about 1,705 units (cumulative demand plus existing shortfall), which would follow the same unit size distribution.

Table 4-1: Estimated Current & Anticipated Unit Shortfall by Unit Size, 2022-2027

	Total	Studio + 1-bedroom	2-bedroom	3+ bedroom
A: Current shortfall (end of 2022)	165	50	65	50
B: Anticipated demand by 2027	665	200	270	195
C: Total units required by 2027 (A + B)	830	250	335	245
D: Anticipated 5 year supply (status quo pace*)	125	40	50	35
E: Total shortfall	705	210	285	210
F: Total extra units required annually (E / 5 years)	140	40	55	40

* The distribution of supply is based on household preferences, not actual anticipated build out.

⁵ In this case, unit sizes reflect the preference for unit size, not the historical distribution of unit sizes in the existing inventory. Briefly, historical distributions of household sizes by household family types are used to estimate required bedrooms. The estimated share of unit sizes is then distributed into forecasted demand calculations. More explanation about how preference distributes can be found in the Housing Shortage section of the Provincial report.

5 Housing Affordability



Municipality’s public survey responses

5.1 Homeownership

Housing is becoming more expensive. This is not simply a claim observing the appreciation of property as a commodity but as an increase relative to other periods, levels of income, and availability.

5.1.1 Market Activity

Median sale prices across Nova Scotia have seen increases since 2016, with significant increases since 2019. Wolfville’s median sale price has increased from \$258,500 to \$500,000 between 2016 and 2022. This represents a 93% increase in median sale price.

Table 5-1: Median Sale Prices by Dwelling Type & Select Years

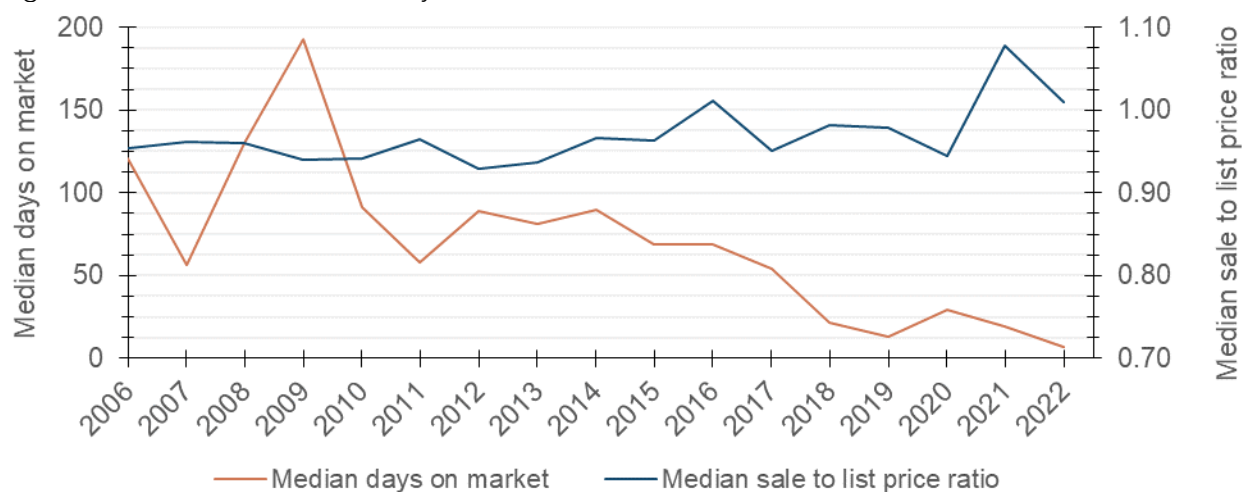
	Price				Percent Change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Total	\$225,000	\$258,500	\$279,000	\$500,000	+15%	+8%	+79%
Single	\$227,500	\$310,000	\$306,750	\$536,125	+36%	-1%	+75%
Semi	\$165,000	\$208,000	\$210,000	\$365,000	+26%	+1%	+74%
Row	\$166,250	\$122,500	\$160,750	\$301,000	-26%	+31%	+87%
Condo Apt	\$199,000	\$237,000	\$227,000	\$426,000	+19%	-4%	+88%

Source: NSAR MLS®

The increase in price can, at least in part, be attributed to an increase in demand. Figure 5.1 illustrates the sale-to-list-price ratio compared to the median days a dwelling was on the market. The number of days on the market is a general indicator of market demand (fewer days means more interest and more days means less interest). As the median number of days on the market decreases, there is generally a rise in sale prices (and sale to list price ratios).

As of 2021, the median sale price about equalled its listing price, diverging from the historical trend of homes normally being sold for slightly less than what they were asking. The median number of days a dwelling was on the market dropped to below 20 days and the real sale price exceeded the list price by up to 10% from 2021 to 2022.

Figure 5.1: Historical Median Days on Market vs. Median Sales-List Price Ratio



Source: NSAR MLS®

The shift in demand leading to faster home purchases is largely attributed to substantial population growth over recent years, fuelled by both interprovincial and international in-migration, in a market where housing supply growth is not keeping pace with the increased demand.

5.1.2 Homeownership Affordability

Table 5-2 details the percentage share of households, separated by household types, that could afford a home based on their respective income levels versus the median sale prices from 2022. The affordability threshold is the same used by Statistics Canada and CMHC - 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and in direct costs related to shelter. More detail is provided in the **Provincial Report**. Note that income bracket distributions are based on Census Division data.⁶

Lone parents and single persons are least likely to have income levels necessary to afford to own a home. Row homes are the most attainable types of dwellings based on value, but 87% of lone-parent households and 96% of single-person households fall below the income levels necessary to afford them.

⁶ Since Census Division data is used, readers will notice estimate similarities between municipalities belonging to the same Census Division.

Table 5-2: Estimate of Sales Affordability by Income Level (All Households)

		2022 median sale price:			\$536,125	\$365,000	\$301,000	\$426,000
		% of HHs below income level			Single Detached Dwelling	Semi Detached	Row	Condo Apt
Income level	Attainable sales price	Couples	Lone parents	Single persons				
\$90,000	\$269,000	50%	81%	95%	no	no	no	no
\$95,000	\$284,000	54%	84%	96%	no	no	no	no
\$100,000	\$299,000	57%	87%	96%	no	no	no	no
\$105,000	\$314,000	61%	89%	97%	no	no	yes	no
\$110,000	\$329,000	64%	90%	97%	no	no	yes	no
\$115,000	\$344,000	68%	92%	97%	no	no	yes	no
\$120,000	\$359,000	71%	93%	98%	no	no	yes	no
\$125,000	\$373,500	73%	94%	98%	no	yes	yes	no
\$130,000	\$388,500	76%	95%	98%	no	yes	yes	no
\$135,000	\$403,500	78%	96%	98%	no	yes	yes	no
\$140,000	\$418,500	80%	96%	98%	no	yes	yes	no
\$145,000	\$433,500	82%	96%	98%	no	yes	yes	yes
\$150,000	\$448,500	84%	96%	99%	no	yes	yes	yes

Homeownership	Total Dwelling	Single Detached Dwelling	Semi Detached	Row	Condo Apt
Est'd income needed to buy median home	\$167,200	\$179,300	\$122,100	\$100,700	\$142,500
% of total households below income	90%	90%	81%	72%	87%

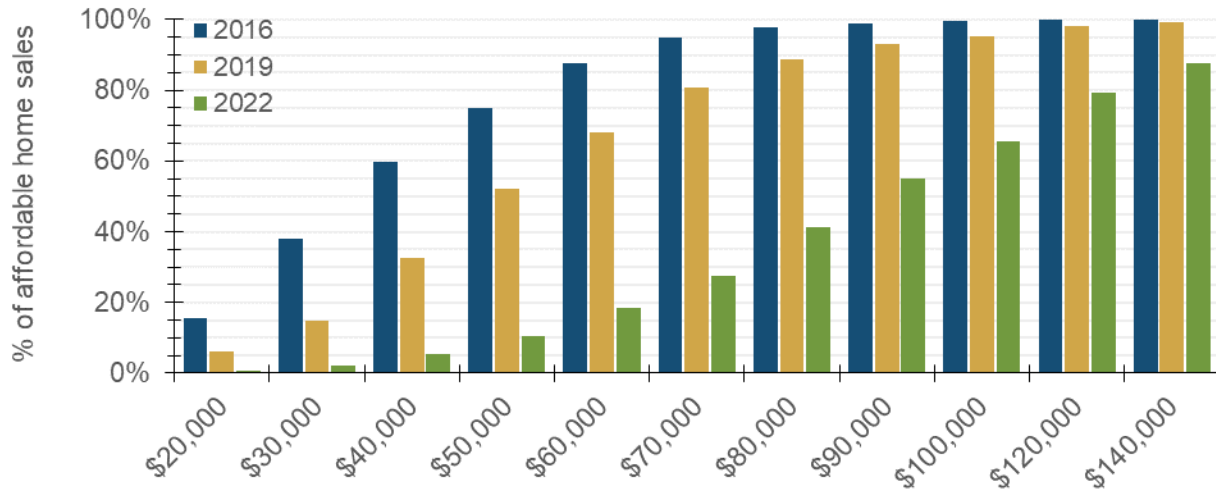
Source: derived from Statistics Canada tables (see Provincial Report), Bank of Canada, NSAR MLS®

About 90% of all local households earned an income below what would be needed (around \$167,200) to purchase the median home in 2022. This highlights the importance of housing interventions to address the shortage identified above in order to reduce typical housing prices to reasonably affordable levels.

Figure 5.2 presents the levels of affordability for respective household income levels for 2016, 2019, and 2022 for Kings Census Division (no data is specifically available for the Town of Wolfville). It illustrates the percentage of home sales in each year that would be affordable (30% of household income) at a given income level.

While there were already signs of decreasing affordability from 2016 to 2019, the municipality suffered a significant shock from 2019 to 2022. For instance, a \$70,000 income could afford 81% of home sales in 2019. In 2022, this fell to 27%.

Figure 5.2: Estimated % of Households that Can / Cannot Afford Typical Sale Prices, Kings Census Division



Source: Derived from Statistics Canada Custom Census 2021 Tables, Bank of Canada, NSAR MLS®

5.2 Rental Market

5.2.1 Market Activity

Table 4-3 reports the rental data for Wolfville (as provided by PVSC). The overall average rent in 2021, per PVSC data, was \$760. This is an increase of 11% from 2018. There has been a 5% increase for studio units, a 13% increase for 1-bedroom units, an 8% increase for 2-bedroom units, and a 5% increase for 3+ bedroom units over the same period.

Table 5-3: Average Rents by Unit Size and Select Years

	Price				Percent Change		
	2018	2019	2020	2021	'18-'19	19-'20	20-'21
Total	\$685	\$716	\$746	\$760	+5%	+4%	+2%
Studio	\$561	\$577	\$592	\$590	+3%	+3%	0%
1-bed	\$619	\$645	\$673	\$697	+4%	+4%	+4%
2-bed	\$729	\$750	\$781	\$789	+3%	+4%	+1%
3+bed	\$944	\$970	\$996	\$992	+3%	+3%	0%
Vacancy	4.0%	4.0%	3.3%	3.3%			

Source: PVSC Custom Tables

Wolfville's vacancy rate has gone from 4% to 3.3% between 2018-2021. Despite a declining vacancy rate, this falls within the healthy vacancy range of 3% to 5%, based on PVSC data.

"Because of this high demand, landlords can be really selective about who they pick. And they don't like people with pets, people with kids, people with a particular gender expression."

5.2.2 Rental Affordability

Table 5-4 details the percentage share of **renter** households, divided by household type and income levels, that can afford 2021 average rent for various unit types. As with ownership, lone-parent and single person households face the highest income barrier to affordability. About 23% of lone-parent households and 60% of single person households fall below the income level required to afford the average rent for a studio apartment in 2021.

It should be noted that the affordability reported is based on the ability to afford the rent for the entire unit, not split between tenants. Furthermore, the affordability threshold is the same used by Statistics Canada and CMHC - 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and indirect costs related to shelter. More detail is provided in the **Provincial Report**.

Approximately 48% of local renter households earned an income below what would be needed (about \$45,400) to afford the average rental unit. Readers will notice that the financial barriers to own appear to be significantly higher than to rent. While this may be the case, it is important to recognize the data source impacts to this discussion.

Sales data for homeownership only considers asking prices, not the existing mortgages held by homeowners at the same time. Rental data includes both asking and occupied rents, meaning that the rents reported underrepresent what households would pay changing units.

Table 5-4: Estimated Rent Affordability by Income Level (Renter Households)

		2021 average rent:			\$590	\$697	\$789	\$992
		% of HHs below income level			Studio	1-bed	2-bed	3+ bed
Income level	Attainable rent	Couples	Lone parents	Single persons				
\$20,000	\$330	1%	4%	19%	no	no	no	no
\$25,000	\$420	2%	8%	39%	no	no	no	no
\$30,000	\$500	4%	16%	50%	no	no	no	no
\$35,000	\$590	9%	23%	60%	no	no	no	no
\$40,000	\$670	14%	29%	68%	yes	no	no	no
\$45,000	\$750	19%	41%	75%	yes	yes	no	no
\$50,000	\$840	23%	50%	80%	yes	yes	yes	no
\$55,000	\$920	28%	62%	83%	yes	yes	yes	no
\$60,000	\$1,000	35%	69%	87%	yes	yes	yes	yes
\$65,000	\$1,090	43%	74%	89%	yes	yes	yes	yes
\$70,000	\$1,170	49%	80%	91%	yes	yes	yes	yes
\$75,000	\$1,260	54%	84%	94%	yes	yes	yes	yes
\$80,000	\$1,340	59%	86%	96%	yes	yes	yes	yes
Renting				Average	Studio	1-bed	2-bed	3+ bed
Est'd income needed to rent average unit				\$45,400	\$35,200	\$41,600	\$47,100	\$59,200
% of renter households below income				48%	34%	41%	48%	58%

Source: derived from Statistics Canada Custom Census 2021 tables, PVSC

6 Housing Need

Three housing indicators are used to evaluate housing need: adequacy (housing condition), suitability (enough space), and affordability. Core housing need is a specific condition of housing where a household falls under one of the aforementioned indicators and cannot find reasonable housing without spending 30% or more of their before-tax income. Deep unaffordability (also known as “severe” unaffordability) is when a household is spending 50% or more of their before-tax income on housing.

Generally, housing indicators and Core Housing Need data demonstrate the number and share of households particularly impacted by precarious living conditions. These are the households that increased supply or non-market interventions would positively impact most, as many might not have the means or supports to escape these conditions without intervention.

6.1 Housing Need by Tenure & Indigenous Identity

Table 6-1 shows the share of households currently living in conditions that meet the three housing criteria, separated by tenure and Indigenous identity.

In Wolfville, overall households living in unaffordable dwellings increased by 26% between 2016 and 2021. Those living in unsuitable dwellings increased by 55%, and those living in inadequate dwellings increased by 78% between 2016 and 2021. Along with respective 37% and 11% increases between census periods, 36% of all renters and 33% of Indigenous households lived in unaffordable dwellings as of 2021.

Table 6-1: Housing Need Criteria by Tenure & Indigenous Identity, 2021

		Total	Owner	Renter	Indigenous
Total Households:		2,350	920	1,425	150
Households living in inadequate conditions	Total households	160	85	75	15
	<i>Change since 2016</i>	+78%	+113%	+50%	-
	Share of households	7%	9%	5%	10%
Households living in unsuitable conditions	Total households	85	15	70	-
	<i>Change since 2016</i>	+55%	-	+56%	-
	Share of households	4%	2%	5%	-
Households living in unaffordable conditions	Total households	615	90	520	50
	<i>Change since 2016</i>	+26%	-14%	+37%	+11%
	Share of households	26%	10%	36%	33%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Most Canadian communities experienced an improvement in their affordability indicator between the 2016 and 2021 Census, due to the impacts of government transfers during the COVID-19 pandemic. The fact that affordability declined in Wolfville is telling of the general market conditions, particularly for rental housing.

Table 6-2 shows the municipality's households currently meeting the conditions of Core Housing Need and those in deep unaffordability, as well as the changes in those categories between 2016 and 2021. Since 2016, there has been a 22% decrease in overall Core Housing Need, with decreases across the tenure and Indigenous Identity. Notwithstanding, 8% of all households faced core need in 2021.

Since 2016 there has been an overall decrease of 3% to households living in deep unaffordability, but 11% of all renters remain in these conditions.

Table 6-2: Core Housing Need & Deep Unaffordability by Tenure & Indigenous Identity, 2021

		Total	Owner	Renter	Indigenous
Total Households:		2,350	920	1,425	150
Households living in Core Housing Need	Total households	190	20	165	20
	<i>Change since 2016</i>	-22%	-50%	-20%	-20%
	Share of households	8%	2%	12%	13%
Households living in deep unaffordability	Total households	180	25	155	-
	<i>Change since 2016</i>	-3%	-17%	-3%	-
	Share of households	8%	3%	11%	-

Source: Statistics Canada Custom Census 2016 & 2021 Tables

6.2 Housing Need by Household Type

Table 6-3 and Table 6-4 present information related to housing indicators and Core Housing Need, respectively, by household type.

Generally, renter and single person / roommate households experience similar issues when it comes to housing. About 39% of these single person / roommate households faced financial challenges related to shelter in 2021, a 37% increase over 2016.

Lone parents also faced considerable housing challenges, reporting the second highest rate of unaffordability (17%).

Contrary to trends seen across the province, couples without children faced increasing pressures related to housing need criteria. With respective increases of 200% and 23%, 8% of these households lived in inadequate dwellings and 13% in unaffordable dwellings.

Table 6-3: Housing Need Criteria by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		600	360	115	1,240
Households living in inadequate conditions	Total households	45	25	-	70
	<i>Change since 2016</i>	+200%	-	-	+40%
	Share of households	8%	7%	-	6%
Households living in unsuitable conditions	Total households	-	20	-	60
	<i>Change since 2016</i>	-	0%	-	-
	Share of households	-	6%	-	5%
Households living in unaffordable conditions	Total households	80	20	20	480
	<i>Change since 2016</i>	+23%	-20%	-56%	+37%
	Share of households	13%	6%	17%	39%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Since 2016, single persons / roommate households living in Core Housing Need decreased 7%, reaching a 11% share of all related households in 2021. Lone parents reported the most prevalent core need (13%), despite a 63% decrease between census periods. Further, 11% of single persons lived in deeply unaffordable conditions as of 2021, despite a 3% decrease.

Table 6-4: Core Housing Need & Deep Unaffordability by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		600	360	115	1,240
Households living in Core Housing Need	Total households	20	-	15	135
	<i>Change since 2016</i>	-43%	-	-63%	-7%
	Share of households	3%	-	13%	11%
Households living in deep unaffordability	Total households	20	-	-	140
	<i>Change since 2016</i>	-	-	-	-3%
	Share of households	3%	-	-	11%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

7 Demographic Profile

7.1 Population

7.1.1 Current Population

Between 2016 and 2021, the population of Wolfville increased by 21%, compared to the provincial growth rate of 5%. Table 7-1 below illustrates the municipality’s population change compared to provincial changes.

The municipality grew across most of the defined age cohorts between 2016 and 2021, with noticeably strong growth among 15- through 44-year-olds. This has led to an influx of demand to the municipality among younger age cohorts that might also come with or may eventually have a family.

While some of this increase may be due to increased migration to the Kings Census Division, much of the increase (particularly among university aged residents) may be more to do with how students reported their permanent residence during the Census survey, which occurred in June 2021 amidst tightened regulations related to movement between provinces.

Table 7-1: Total Population by Age Cohort (2021) & Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Nova Scotia	Total	136,710	106,185	234,180	276,990	192,285	23,035	969,380
	Share	14%	11%	24%	29%	20%	2%	100%
	5yr %Δ	+2%	-1%	+9%	-2%	+19%	+6%	+5%

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Town of Wolfville	Total	415	1,245	1,015	1,060	1,120	210	5,060
	Share	8%	25%	20%	21%	22%	4%	100%
	5yr %Δ	+5%	+47%	+32%	+2%	+23%	-13%	+21%

Source: Statistics Canada Census 2016 and 2021

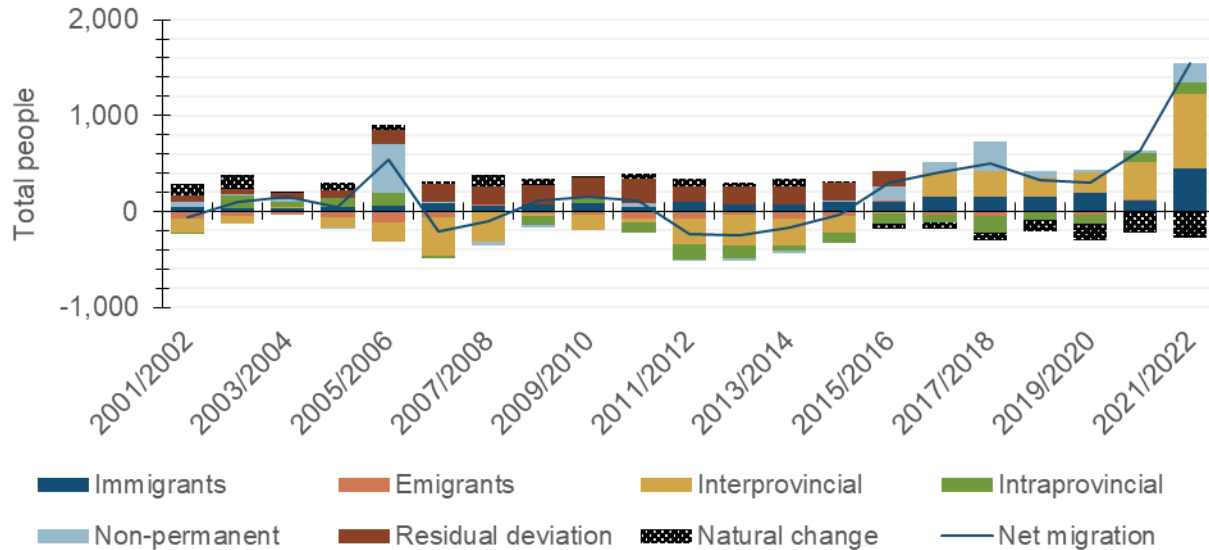
“Seniors want to downsize but there’s nowhere to go.”

7.1.2 Migration

Shown in Figure 7.1 is the net-migration for the **entire** Kings Census Division (data is not available at the municipal level - the entire Census Division includes all related urban and rural municipalities) between 2001/02 and 2021/22, inclusive of totals for intra-provincial and international migration, as well as emigration.

Between 2016 and 2021, the Kings Census Division’s net-migration steadily increased to a two-decade high in 2021/2022 with a total of 1,541 newcomers. Not all newcomers will move to one place and could distribute across the region.

Figure 7.1: Historical Components of Migration, Kings Census Division



Source: Statistics Canada Table 17-10-0140

7.1.3 Anticipated Population

The municipality’s anticipated population is derived from applying the historical share of local total populations by age cohort to the regional projections by age cohort produced by the Department of Finance & Treasury Board (FTB) in February 2023. In other words, results assume that the municipality will represent the same share of the region’s population over the projection horizon.⁷ This does not consider nuanced population changes by community.

Estimates suggest that the 2022 total population was 5,195, with a projected increase of 4% between 2022 and 2027. Senior populations should increase during that time, with decreases mostly occurring among non-senior populations. Even so, the 25- to 44-year-olds cohort may expand 8% over the five years.

⁷ Since a municipality represents the same share of its region (i.e., Census Division) over time for projections (population and households), similar rates of growth will exist for each of the municipalities within the region. Therefore, readers reviewing multiple reports may notice a likeness between them.

Table 7-2: Anticipated Total Population by Age Cohort and Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	430	1,190	1,140	1,010	1,340	285	5,395
	Share	8%	22%	21%	19%	25%	5%	100%
	5yr %Δ	+1%	-8%	+8%	-4%	+16%	+33%	+4%
		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	445	1,215	1,155	1,025	1,475	395	5,710
	Share	8%	21%	20%	18%	26%	7%	100%
	5yr %Δ	+3%	+2%	+1%	+1%	+10%	+39%	+6%

Source: derived from Department of Finance & Treasury Board February 2023

Growth from 2027 to 2032 may be of a slightly greater magnitude (6%) compared to the five years prior, with growth largely coming from senior populations. The total 25- to 44-year-old cohort could continue to expand, though much slower than prior, with a corresponding slight increase in youth (0- to 14-year-olds) population. This demonstrates a short-term need to house families, but a long-term need to meet the needs of an expanding senior age group.

7.2 Households

7.2.1 Current Households

Table 7-3 illustrates the various characteristics of households in Wolfville. The tables show tenure splits for maintainer by age cohort, household types, and household sizes respectively, as well as the 5-year percent change in those populations. The primary household maintainer is the person within a household who pays the rent, mortgage, taxes, or other major expenses for the dwelling. For households in which multiple incomes are present, the first name listed on a census questionnaire is taken to be the primary maintainer.

Between 2016 and 2021, there was an overall 24% increase in households, with tenures split into 38% owners and 62% renters in 2021. Tenures may not exactly sum to 100% because of Statistics Canada's random rounding practice.

Non-census families (which would include students) have seen the largest increase, with 46% since 2016. Households in Wolfville are also getting larger with 50% and 58% increases in 3-person and 5+ person households, respectively, between census periods.

Table 7-3: Households by Tenure & Characteristics (2021) & Five-Year Percent Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Household Maintainer Age	Total	400	565	605	760	110	2,435
	Owner	0%	25%	56%	54%	36%	38%
	Renter	100%	75%	44%	46%	64%	62%
	5yr %Δ	+40%	+35%	-2%	+35%	+22%	+24%

		Couple w/o Child	Couple w/ Child	Lone Parent	Non-census*	Other**	Total
Household Type	Total	600	360	115	1,320	40	2,435
	Owner	62%	75%	30%	18%	100%	38%
	Renter	38%	25%	70%	82%	0%	62%
	5yr %Δ	+1%	+38%	-23%	+46%	-33%	+24%

		1-person	2-person	3-person	4-person	5+ person	Total
Household Size	Total	990	895	270	185	95	2,435
	Owner	21%	46%	44%	84%	56%	38%
	Renter	79%	54%	56%	16%	44%	62%
	5yr %Δ	+35%	+10%	+50%	+6%	+58%	+24%

* Non-census means single persons or persons living with a roommate

** Other households are one-census-family households with additional persons or multiple-family households

Source: Statistics Canada Custom Census 2016 & 2021 Tables

"Lots of people looking for 1-2 bedrooms, like seniors and students, but also 3-4 bedrooms for families."

Note that the percent change of households can increase faster than population (or even if there is population decline). As residents age, their likelihood of forming or leading a household increase. For instance, a child growing up and moving out of their family home turns one household into two. This can also occur if there is notable growth among smaller household sizes.

7.2.2 Anticipated Households

A similar apportionment as for the anticipated population is performed for anticipated households. Note that anticipated households are a major input to housing demand calculations, but do not equate exactly to demand. Housing demand projections

incorporated adjustments to reflect total dwellings (not only those occupied by a usual resident which projections would solely consider).

Estimates suggest total households reached 2,500 in 2022, with a potential increase of 6% from 2022 to 2027 (110 total). Household losses should predominantly occur among young adult households (led by 15- to 24-year-olds) and older working professional led households (45- to 64-year-olds). The greatest rate of growth should be among senior-led households.

Similar magnitudes of growth may continue from 2027 to 2032. Senior-led households (particularly those with a maintainer aged 85+) should remain the cohort with greatest relative growth. From 2022 to 2032, about 275 new senior-led households might choose to live in the municipality, again reinforcing the need for senior appropriate or generally accessible housing over the foreseeable future.

Table 7-4: Anticipated Households by Maintainer Age and Five-Year Percent Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	355	635	575	895	150	2,610
	Share	14%	24%	22%	34%	6%	100%
	5yr %Δ	-14%	+9%	-4%	+13%	+36%	+4%

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	360	650	585	955	220	2,770
	Share	13%	23%	21%	34%	8%	100%
	5yr %Δ	+1%	+2%	+2%	+7%	+47%	+6%

Source: derived from Statistics Canada 2016 Census, Department of Finance & Treasury Board February 2023

8 Conclusion

The above information provides context for Wolfville's housing conditions. Significantly increased demand - brought on by a surge of in-migration that is expected to continue only somewhat abated - has resulted in higher-than-expected local housing prices, for both rental and ownership markets.

The current estimated unit shortage for Wolfville is 165. Demand, including the shortage, is estimated to increase to 830 by 2027. Using current construction trends (based on historical permitting data from Statistics Canada), 25 new units are estimated to be introduced into the market annually over the next 5 years, leaving a remaining gap of 705 units by 2027.

Unless completions exceed the estimated annual rate of construction, ongoing trends within both rental and ownership markets can be expected to continue.

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Department: Parks & Recreation, Planning & Economic Development



SUMMARY

Pickleball Siting Decision and Parks Planning

Pickleball has become an increasingly popular recreational activity. It is an inclusive, lower impact sport that many people have taken to. It is particularly popular with the large aging (baby boomer) demographic in the province/country.

Pickleball facility discussions have been ongoing since 2019 in the Town. In recent years Staff have worked with Acadia University to make minor improvements to the current tennis courts at Tower Community Park and have also created playing space at the Wolfville School to allow for pickleball opportunities within Wolfville. These opportunities have been very well received and the pickleball community is hopeful that a dedicated facility can be created.

A tender package was prepared in 2021 for further investment in pickleball at Tower Community Park; and RFD 043-2021 was brought to September 7/21 Committee of the Whole. The motion to approve the project at a cost higher than budget (\$105,300 more than budget) was defeated with the project deferred to future budget process. Ultimately the Pickleball Project was included in subsequent Capital Investment Plans and is currently scheduled for fiscal 2024/25. Other projects have been deferred pending completion of the Parks Master Plan, however Pickleball was noted as high priority and retained as an identified project in the capital budget. Staff committed to bringing info back to Council before the final location and project approval would occur.

This report focuses on:

- 1) Context on parks planning and the annual budget process
- 2) Whether we want to invest in a dedicated pickleball facility in the upcoming fiscal year
- 3) Making a decision on the location between 2 identified sites

DRAFT MOTION:

That Council direct staff to move forward with the planning and design of a six-court dedicated Pickleball Facility in the East End on the former compost site and that further costing and details be brought into the 2024/25 budget process.

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1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* provides the Town authority to do land use planning and invest in recreational facilities.

3) STAFF RECOMMENDATION

Given the uncertainty associated with making a further investment at the Tower Community Park, Staff are recommending that a dedicated pickleball facility be built-out in the East End off of Maple Avenue on the former compost facility.

In order to ensure this project can be complete in 2024/25, further planning and design need to happen right away and additional information and better cost information can be brought back as we move through the budget process.

4) REFERENCES AND ATTACHMENTS

1. Tower Community Park Lease
2. [East End Secondary Plan](#)
3. Parks and Open Space Master Plan [Update](#) (September Committee of the Whole)

5) DISCUSSION

Parks Planning

Staff provided an updated work plan for the Parks and Open Space Master Plan at the September Committee of the Whole (see report [here](#)). Staff changes have impacted on the project timeline and staff want to make sure the existing Parks team is fully engaged in this process. Staff have carried out most of the activities outlined in the September timeframe (meetings with stakeholders, getting up to speed on other aspects, etc – see report from September) and have completed 2 successful public engagement events on Reservoir Park and Waterfront Park. Staff also met with representatives of the Rotary Club (re: Rotary Park), Randall House, key Acadia University Staff, Wolfville Children’s Centre and have held discussions with the Rail Line owner and Devour Studios about completing the deck on the waterfront side of that building. Although some other discussions / meetings will be required the bulk of the consultation is scheduled to wrap up by the end of October.

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Budget Process

Town Staff are actively working on the 2024-2025 budget and to ensure projects are completed, direction is required on whether we are proceeding with a pickleball facility in the '24-25 budget year. It is important for Council to understand that projects that we want to execute in the '24-'25 fiscal year need the time to be designed and planned, tendered and then built. Ideally we have the planning and some design work completed by Christmas and then can complete tender packages early in the new year for these projects to be put out to ASAP in April once the budget is approved. For the pickleball facility – Staff have carried out some costing, design and preliminary discussions with partners so that this project is possible for the upcoming fiscal year.

In the bigger picture, as part of our budget planning for the 2024-25, a number of potential Parks, Active Transportation and Open Space investments are being proposed:

Project	Description
Reservoir Park	Washrooms and change facilities along with other improvements to the beach area (e.g. shade).
Reservoir Park / East End	Viewing platform and trail connections: it is anticipated the Developer will have a viewing platform constructed on the site before the summer of 2024. Trail connections will also be coming online + a stormwater pond park area/trail and other improvements to the public spaces we will be taking on.
Active Transportation	As part of our ICIP funding – multiple projects need to be executed in the 2024-25 fiscal year: <ul style="list-style-type: none">• Harvest Moon Trail paving from the Farmers' Market to Harbourside Drive• Multi-use path through the East End Gateway (Main Street to Trailhead as part of parking lot upgrades)• Connection from Highland Avenue to the Harvest Moon trail around festival theatre• + Potential other project(s) TBD subject to budget and process
Wayfinding and Signage	Our original wayfinding signage plan was never fully completed. Staff are working on an inventory of work that needs to be completed and plan to have this completed in the next fiscal year (e.g. street blades, trail signage, park signage, wayfinding, etc). A project charter will be completed for this and be brought into the budget process.
East End Gateway and Welcome Centre	The Parking lot in the East End is set to be completed this fiscal year (expanded parking area, paving, curbing, sidewalks, etc).

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	The new Welcome Centre is also going to be tendered and is planned to be built in '24-'25.
Pickleball	Staff are seeking direction on whether to proceed with planning, design and tender of a dedicated pickleball facility – this report outlines 2 options with a more 'status quo' option and a defer option outlined in the alternatives.
West End Park and Trail	Staff are exploring how to make initial investments in the West End park and trail system. Making initial investments for useability are the focus with additional investment coming to the spaces in future budget years.
Rotary Park Tennis Courts	Resurfacing of these courts is budgeted and proposed for '24-25
Waterfront Park	Devour Studios deck and public space at Waterfront Park (the Town has contributed \$50,000 to this) – this will be executed by Devour and the pieces are coming together to have this done in the spring/summer of 2024. Waterfront Park Fence removal – this is something we hope to have completed in 2024. Placemaking at Waterfront (partnership with WBDC) – hammocks and Wolfville letter art install.

Acadia University Pickleball Facility Option – Tower Community Park

Various discussions have been held going back to 2020 about whether to have a dedicated pickleball facility at Tower Community Park. The current lease arrangement for the Park is included as Attachment 1. This site was initially identified by staff as a preferred location given the synergies with the existing Tower Community Park, and the temporary pickleball space on the Acadia tennis courts that was made available in the summer of 2023 demonstrated that this could be a suitable location. The initial feedback from Acadia staff was positive and staff had been leaning in the direction of recommending this site.

However, over the past year, the University began a process with the [SCION group](#) to better define their residence needs and plan for future investments. It is not known at this time what that will lead to but some recent indications from Acadia staff suggest that potential future residence locations may be in conflict with the proposed location of the pickleball courts.

The primary area for future residence growth that is identified in the current Campus Master Plan is the area around Tower Community Park – including the skate park, basketball court and sports fields (see below for context).

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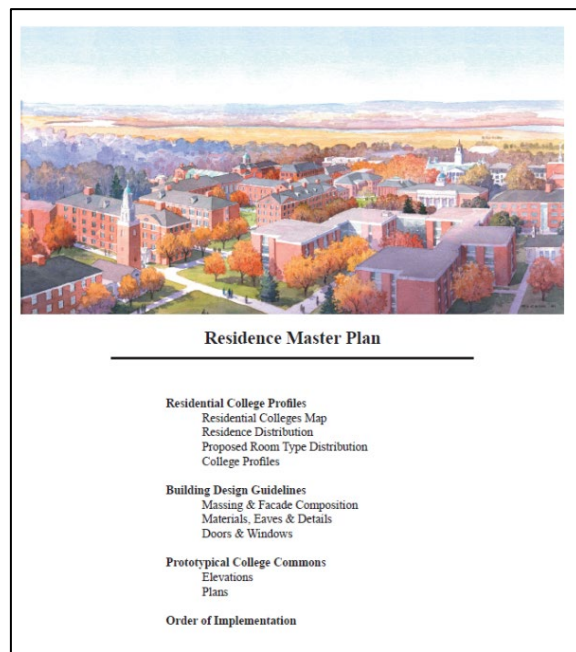
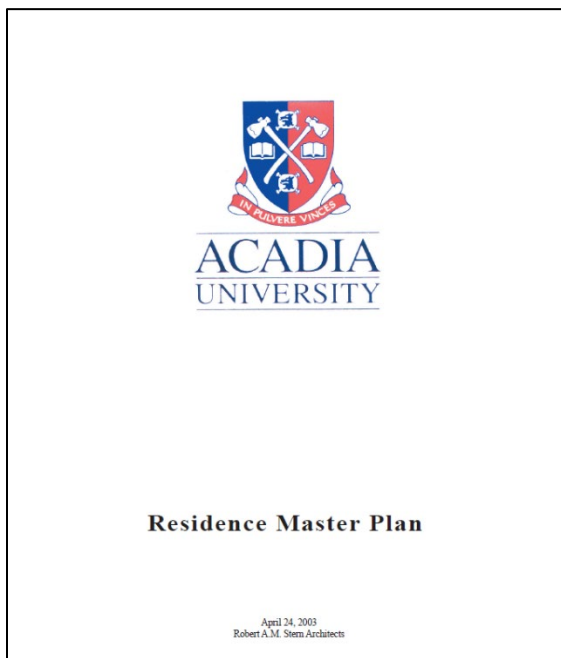
Department: Parks & Recreation, Planning & Economic Development



Given the unknown timing of any future residential investment by the University (or in partnership with a private developer if they were to go that way) it is difficult to say whether further investment would have a full life cycle of usage before they would need the area for additional residential needs.

The key take-away here is that the ‘East Campus’ (see map below) is planned at some point in the future (TBD timeline) for additional residence buildings and parking. Given the unknowns – it is hard for Staff to rationalize any further significant investment in Tower Community Park at this time.

The Acadia University Residence Master Plan shows the intention for the East Campus – the cover and table of contents is also shown for context.



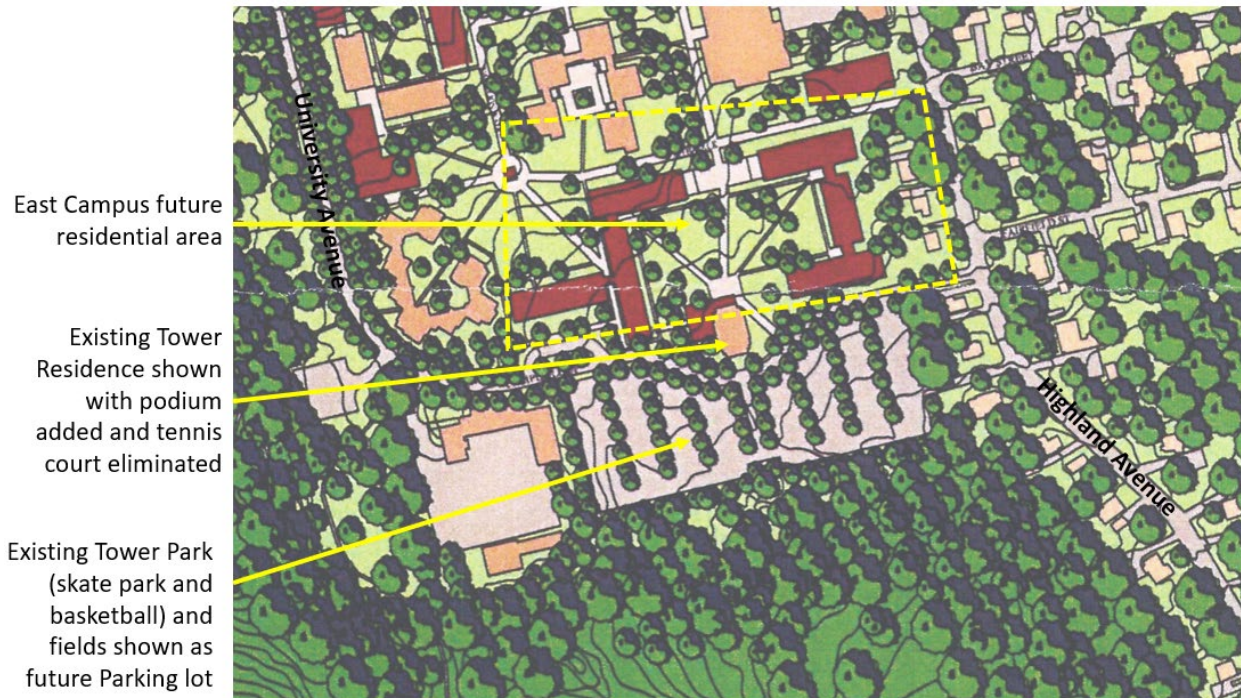
Excerpt from Campus Master Plan showing ‘East Campus’:

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Existing Conditions Tower Field and Community Park (for context):

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We have previous design work for the space – to add a dedicated Pickleball Facility. The proposed layout and improvements are shown here (from 2021). This would need to be updated slightly if we were to pursue this option.

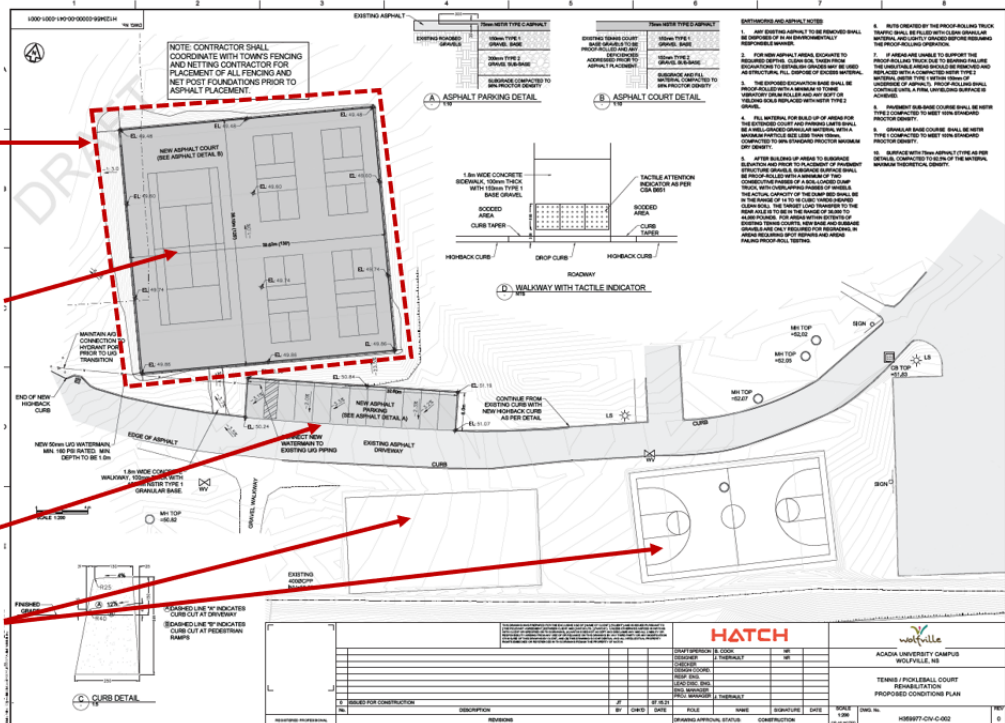
Potential Tower Community Park Pickleball Improvements:

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Existing Tennis Court area to be expanded
 6 Courts could be created; however, this drawing shows a single tennis court that could be multi-purpose (tennis and pickleball)
 New formalized parking
 Existing skatepark and basketball court



Preliminary Costing:

In 2021 there was some response to the tender issued for the scope of work. This is helpful in providing approximate cost to complete this project. It is anticipated that the work shown would be in the magnitude of \$300,000. This includes a 20% mark-up for inflation and some pricing also includes contingency.

Risk Assessment

In summary, Tower Community Park physically is a viable option for the location of the pickleball courts. However, due to recent feedback from Acadia related to the uncertainty with that site related to future residence development, there is a risk if Council were to approve this site that we may need to relocate the courts in the future before their end of life. Further, it should be noted that if Acadia does proceed with development in this area Council may have to make future decisions around the Tower Community Park overall. If this option is the one preferred by Council, the Town should only proceed if they can receive reasonable assurance that recreational amenities at the Tower location will be in place for a decade or more (similar to past Council decisions on areas such as Subway Parking Lot and skateboard park/basketball courts at Tower location).

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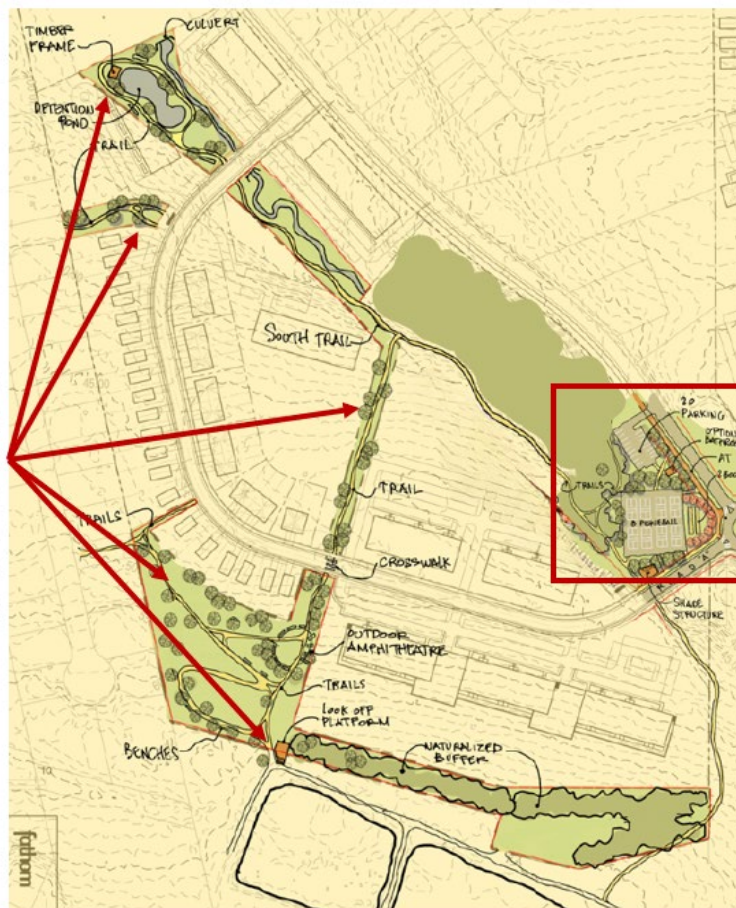
East End Development – Pickleball Facility Option

The development of the East End is proceeding. A Secondary Plan was approved and infrastructure, roads, trails, parks, etc. are being built currently on the Kenny Lands property (the west side of Maple Avenue). This area could have 600+ residential units constructed in a mix of building types – with the future phase on the Maple Ridge lands (the east side of Maple Avenue) bringing more residential units, commercial development, and activity.

The Developer of the Kenny Lands is building trails, parks and open spaces that will be transferred to the Town (see context map below). The former compost site has had a substantial amount of work completed over the last number of months (mainly to facility a new larger culvert) and this town-owned site is available for a park/recreational opportunity.

East End Kenny Lands Public Space and Trails – context map:

The Developer is committed to improvements in the park and trail areas shown (these are a concept subject to detailed design)



Former compost site could be where a pickleball facility is located

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Staff have developed both a 6 and 10 court layout for the former compost site lands and have received class D costing for both sites so this project can move forward if directed by Council. Additional discussions with the East End Developer and design work will be required if we are to build this in 2024-25.

The 6-court and 10-court options are shown below. Right now, Staff are recommending proceeding with the 6-court option but additional work is needed to finalize this.



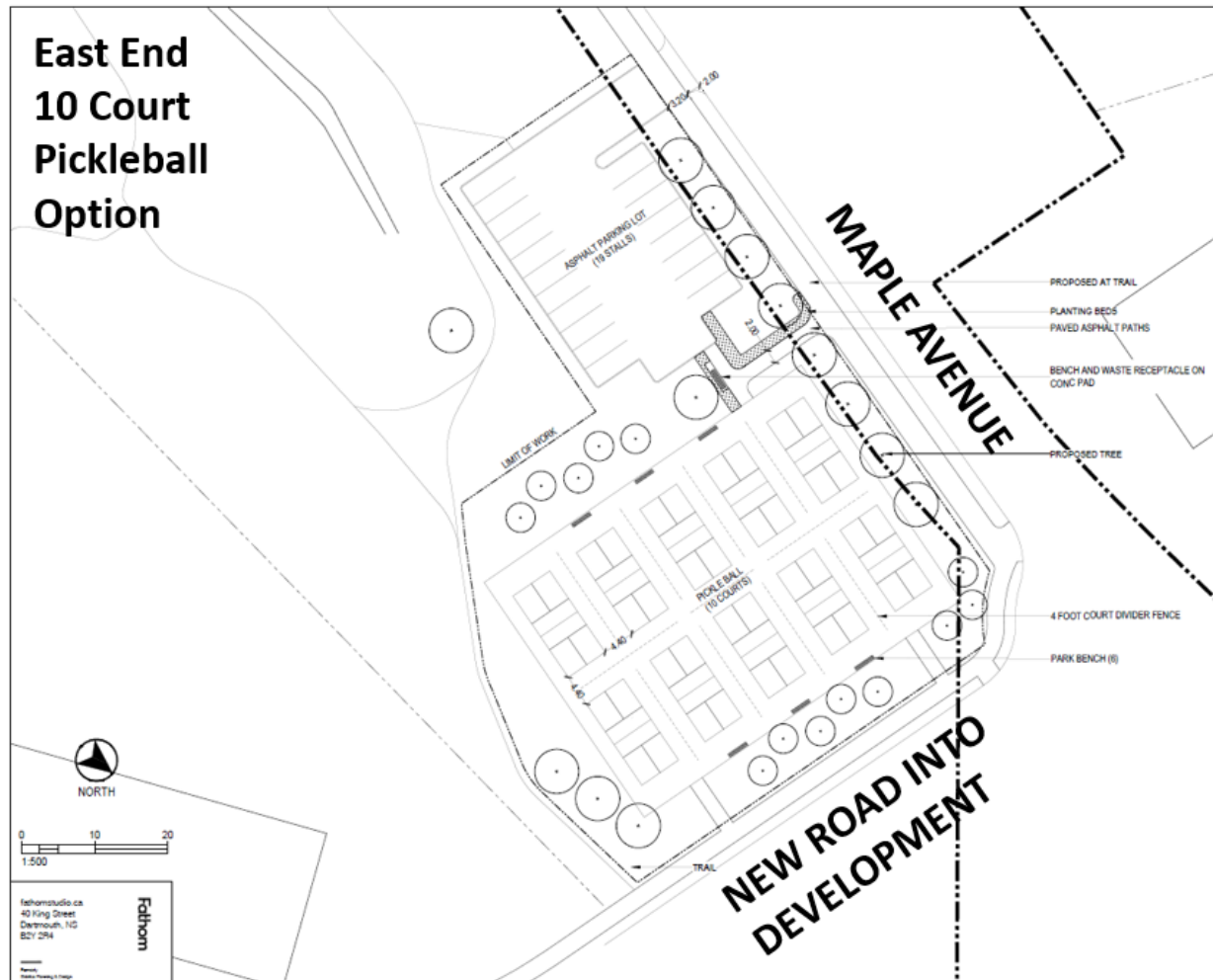
**East End
6 Court
Pickleball
Option**

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Estimate of Probable Costs (Class D):

Staff have received costing for both a 6 and 10 court option in the East End. It would be anticipated that the Developer in the East End could assist in some of the additional site preparation required and other improvements (e.g. paving while they are also paving roads) once a decision is made – preliminary discussions indicate cost savings could be had given the amount of equipment on site and paving that will be coming. Depending on the scope of improvements it is anticipated based on costing we have received from consultants that this area would need \$500,000 - \$700,000 in investment (that is assuming no involvement from the Developer working in the East End).

It may be possible for a phased approach to be taken (e.g. just build 3 courts or part of the site out) and less upfront investment made but this has not been explored in detail.

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6) FINANCIAL IMPLICATIONS

Depending on which site option was selected by Council, Tower Community Park or East End, the funding impact on the budget differs.

If Council decided the risks around Tower Field (i.e. would the courts be in place for a reasonable period of time, say at least ten years) were worth investing in that location, then the current Capital Investment Plan already includes \$300,000 for Pickleball and no change would be required in the upcoming budget process.

If Council approves the staff recommendation (East End off Maple Ave.), then the draft 2024/25 Ten Year Capital Investment Plan (CIP) will be updated to reflect a cost of \$500,000 to \$700,000 depending on the number of courts Council wishes to build. This change would then become part of the over CIP funding model and options to pay for this will be brought forward during the 2024/25 budget process.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Relevant Strategic Directions from the 2021-2025 Strategic Plan:

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

8) COMMUNICATION REQUIREMENTS

This decision will feed into our budget process. It will be important to communicate intentions to stakeholders.

9) ALTERNATIVES

Staff do not believe that another site is ready or viable for a dedicated pickleball facility. If Council does not want to pick one of the two sites presented options are:

1. Continue with existing temporary options at Tower Community Park and Wolfville School and defer a decision on Pickleball investment until the next budget planning cycle and consider investing in fiscal '25-'26, subject to the Parks Plan being further developed
2. Decide to not invest in a dedicated Pickleball facility in the foreseeable future
3. Other option(s) as directed by Council.

Governors of Acadia University
And
Town of Wolfville

Occupancy Agreement – Tower Fields and Recreation Park

THIS OCCUPANCY AGREEMENT dated _____ is made between:

GOVERNORS OF ACADIA UNIVERISTY, a body corporate, the “**OWNER**”,

-and-

TOWN OF WOLFVILLE, a municipal body corporate, the “**OCCUPIER**”

Recitals:

- A. Whereas the Owner owns land between University Avenue and Highland Avenue in Wolfville, Nova Scotia;
- B. Whereas the Owner wishes to provide the Occupier with the opportunity to use Property for the purposes of providing recreational opportunities to the citizens of the Occupier.

NOW THEREFORE IN CONSIDERATION of the agreements contained in this Agreement the Owner and Occupier agree as follows:

- 1. The Owner grants to the Occupier the right to use the Property on the terms set out in this Agreement.
- 2. The Occupier agrees to use the Property for the purposes of providing sport and recreational opportunities to the citizens of the Town of Wolfville and other who use the Property with the permission of the Occupier.

THE PROPERTY

- 3. The property that is the subject of this Agreement is located within the Town of Wolfville, Kings County, Nova Scotia. The Property is a portion of the property of the Owner known as “Upper and Lower Playing Fields” and includes additional property of the Owner immediately adjacent thereto. The Property includes the lands between the Upper Field and the Lower Fields and the private road servicing that portion of the Owner’s property between Highland Avenue and University Avenue. The Property is as outlined in red on the map attached to the Lease as Schedule “A” to this Agreement (“the Property”).
- 4. It is understood and agreed that the Property is being provided to the Occupier “as is”. Prior to occupying the Property in accordance with the terms of this Agreement, the

Occupier will satisfy itself as to the condition of the Property and its fitness of the use intended. The Occupier acknowledges that prior to use and occupation of the Property the Occupier will have inspected the Property and conducted an independent investigation of current and past uses of the property. The Occupier acknowledges that it has not relied on any representations by the Owner concerning the condition of the Property.

5. During the period of exclusive use and responsibility by the Occupier as set out in this Agreement, the Occupier shall immediately carry out all measures which the Owner, in its sole discretion, considers necessary to keep the property free and clear of all environmental contaminants or residue (referred to as “environmental contamination”) resulting from the Occupier’s occupation or use of the Property. The Occupier shall be solely responsible for the cost of all work carried out correct any environmental contamination which occurs on other lands as a result of the Occupier’s occupation or use of the Property.
6. The Owner covenants and agrees that it shall be solely and exclusively responsible for any and all environmental liabilities relating to the property that are caused by the Owner or any person or party that it is responsible for, and shall indemnify and save the Occupier harmless against, and all liabilities, claims, damages, interest, penalties, fines, monetary sanctions, losses, costs and expenses whatsoever (including, without limitation, reasonable costs of professional advisors, consultants and experts in respect of any investigation and all costs of remediation and other clean-up costs and expenses) arising in any manner whatsoever out of any and all such environmental liabilities relating to the Property and any breach by the Owner of any provisions of this Article or any noncompliance with any environmental laws and regulations by the Owner, its agents, employees and contractors.
7. The Owner shall have reasonable access to the property to carry out any remedial work necessary under this indemnification.

TERM

8. The term of this Agreement is 120 months, commencing May _____, 2019 and terminating May _____, 2029.

9. The term of this Agreement will be automatically extended for an additional period of 119 months unless terminated in advance by either party to this Agreement in accordance with the terms of this Agreement and further providing that the Owner continue to own the Property.

PAYMENT

10. For the continuing use of the Property in accordance with the terms of this Agreement, the Occupier shall pay to the Owner \$1.00 yearly, in advance, commencing _____ (date of Agreement), and continuing on the first day of April of each year of the terms of this Agreement, including any extensions thereof in accordance with Clause 5, herein.

COVENANTS

11. During and for the duration of the Occupier's period of exclusive use and operation as set out in this Agreement, the Occupier covenants with the Owner:
 - a. to maintain the Property in good condition, ordinary wear and tear excepted and subject to environmental conditions;
 - b. to occupy the property during the term, only as a playing field(s) and recreation park, including the provision a skateboard park, outdoor basketball court, social and green space;
 - c. to maintain liability insurance upon the Property in at least the amount of \$2,000,000.00/occurrence with an aggregate of not less than \$5,000,000.00 during the term of this Agreement, including any extensions thereof;
 - d. to indemnify and hold harmless the Owner from all claims, suits, actions or applications brought against, suffered by or imposed on the Owner, which arise during the Occupier's period of exclusive use and occupation of the Property, from any injury, loss or damage and resulting from the use of the Property by the Occupier, its employees and agents or any person or entity lawfully using the Property with the permission of the Occupier and resulting from any act or omission of the Occupier, its employees and agents.

- e. to inform by signs and other reasonable means determined by the Occupier in its sole discretion those attending at the Property that the Property is subject to the “no smoking” policy in effect at Acadia University;
 - f. to respect and make reasonable efforts to enforce any directive from the Owner that specific named individuals not be permitted to attend at or use the Property, provided that such persons are “Banned” generally from attending at the property and facilities of the Owner.
12. During the term of this Agreement, the Occupier covenants with the Owner:
- a. to pay rent promptly when due;
 - b. to carry out only such improvements as have been in advance in writing by the Owner;
 - c. not to assign or sublet the Occupier’s privileges under this Agreement without the written permission of the Owner, which permission shall not be unreasonably withheld. Nothing in this clause precludes or in any limits the ability of the Occupier to allow other persons, groups or organizations (including but not limited to youth and adult soccer groups not affiliated with or under the control of the Occupier) from using the Property;
 - d. to deliver up the Property quietly at the expiration of the term of this Agreement including any extensions thereof;
 - e. to permit the Owner, and the invitees of the Owner, at no cost to any of them, to use the property for a playing field between the Friday of the Labour Day long weekend and the Monday of the Victoria Day long weekend;
13. The Owner covenants with the Occupier:
- a) to provide quiet use and enjoyment of the Property;
 - b) to permit the Occupier, and members of the public using the Property in accordance with terms of this Agreement reasonable access to the property by all methods of ingress and egress. Access to the Property shall include but not be limited to access from Highland Avenue across the Owner’s existing property behind Crowell Tower. Parking for users of this playing field will be subject to Acadia University’s parking regulations.

14. The Owner and Occupier mutually covenant:

- a) Subject to sub-clause 14.d), herein, the Occupier shall have the exclusive use and responsibility for the Property from the Friday of the Victoria Day long weekend in May to the Monday of the Labour Day long weekend in September. During this period the Occupier shall have the exclusive privilege and responsibility to solicit and accept bookings of the Property.
- b) Subject to sub-clause 14.d), herein, for the period commencing on the Tuesday immediately following the Labour Day long weekend in September to the Thursday immediately preceding the Victoria Day long weekend in May the Owner shall have the exclusive of and responsibility for the Property. During this period the Owner shall have the exclusive privilege and responsibility to solicit and accept bookings of the Property.
- c) Subject to sub-clause 14.d), herein, use of the Property by the party not having exclusive use of and responsibility for the Property will be only as agreed upon by the parties;
- d) The portion of the property located south of the service road connecting Highland Avenue and University Avenue and north of the upper and lower playing fields located on the Property (“the Southern Piece”) shall not be subject to the presumption of exclusive use and occupation by either party to this Agreement. The Southern Piece shall be maintained by the Occupier and shall be available for use by the general public including but not limited to all residents of the Town of Wolfville and all members of the Acadia community. The parties agree that, with respect to the Southern Piece, the terms of Clause 11 of this Agreement shall apply at all times and shall not be limited to the period of exclusive use and occupation of the Occupier.

DEFAULT, TERMINATION AND EXPIRATION

15. On default of payment or upon the breach of any term of this Agreement, the Owner may, upon no less than 14 days notice if default or breach occurs on or before the period of exclusive use and responsibility of the Owner as set out in Clause 9, herein, and if notice

of default is provided during the same period or on no less than 90 days if the default or breach occurs during the period of exclusive use and responsibility of the Occupier.

- 16. Either party may terminate this Agreement on the same terms as set out in Clause 15, by providing written notice of an intention to terminate to the other party.

OR

- 16. Either party may terminate this Agreement by giving the other party one years written notice. In the event of termination by the Owner for reasons other than default or breach by the Occupier, the Owner agrees to reimburse the Occupier twenty percent of the cost of the permitted improvements made by the Occupier on the Property for each year (or Part of a year) that the Lease term is reduced.

GENERAL

- 17. This Agreement shall be read with all changes of number and gender required by the context.

- 18. This Agreement shall endure to benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed the within agreement and affix the respective hand and seal this _____ day of _____, 2019.

Signed, Sealed and Delivered

In the presence of:

Witness

GOVERNORS OF ACADIA
UNIVIERISTY

By _____

By _____

In the presence of:

Signed, Sealed and Delivered

Witness

By _____

TOWN OF WOLFVILLE

By _____

Schedule “A”



Canada

Province of Nova Scotia

County of Kings

I Certify that on _____, 2019 _____

a witness to this Agreement came before me, made oath, and swore that Governors of Acadia University caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed his/her hand in its name and in its behalf in his/her presence.

Canada

Province of Nova Scotia

County of Kings

I Certify that on _____, 2019 _____

a witness to this Agreement came before me, made oath, and swore that Town of Wolfville caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed his/her hand in its name and in its behalf in his/her presence.

REQUEST FOR DECISION 059-2023

Title: Nuisance Party Bylaw Amendments

Date: 2023-11-07

Department: Office of the CAO



SUMMARY

NUISANCE PARTY BYLAW AMENDMENTS

Amendments to the Nuisance Party Bylaw first came to Council in July 2023 and first reading was given. Over the course of August and September staff conducted an Open House, held a session to get feedback from landlords, and requested feedback on the proposed changes via Wolfville Blooms. After this feedback, staff came back to Council in September and recommended that Section 7.4 and 7.5 be removed from the draft bylaw under consideration and that a report come back for a new first reading. During that same September Council meeting, Council requested more time before making a decision and revisited the topic at the October COW meeting, where direction was provided to staff to remove Sections 7.4 and 7.5 from the draft bylaw and bring it back through a new approval process. At that meeting Council also asked staff to re-engage with the landlords and discuss how the Town, RCMP, Acadia, students and landlords can all be meaningful partners in preventing and managing nuisance parties in the absence of punitive measures for landlords.

To lessen confusion, a new RFD (059-2023) has been created for the purposes of the new First Reading

DRAFT MOTION:

That Council give first reading to the amended Nuisance Party Bylaw Ch. 97 as attached to RFD 059-2023.

REQUEST FOR DECISION 059-2023

Title: Nuisance Party Bylaw Amendments

Date: 2023-11-07

Department: Office of the CAO



1) CAO COMMENTS

See discussion for CAO comments.

2) LEGISLATIVE AUTHORITY

Municipal Government Act, Section 172(1).

3) STAFF RECOMMENDATION

Staff recommend that Council give first reading to the attached amended Nuisance Party Bylaw.

4) REFERENCES AND ATTACHMENTS

1. Draft amended Nuisance Party Bylaw Ch. 97
2. [RFD 034-2023 Nuisance Party Bylaw Amendments](#)

5) DISCUSSION

RFD 034-2023 provides the rationale and background for all of the proposed changes to the Nuisance Party Bylaw. The edits to this RFD that were provided in red at the September 2023 Council meeting highlight the overview of the feedback received after the original first reading and the rationale for why staff recommended removing sections 7.4 and 7.5. RFD 034-2023 can be reviewed for this full context.

New information for Council is that after the COW meeting in October, staff met with landlords and representatives from the RCMP and Acadia to discuss how we can partner together to tackle nuisance party issues in the absence of punitive measures for landlords in the Nuisance Party Bylaw. The meeting was a great first step with the key takeaways including, but not limited to:

- Including landlords in the pre and post event planning and debrief sessions;
- Working with landlords to designate any desired “party-free” homes in advance of party weekends to assist the RCMP in shutting down unwanted parties;
- Creating a working group to plan events that students would want to attend for key weekends on campus. Landlords are keen to support this work, help plan and lend ideas;
- Hosting an event with colleagues from HRM, CBRM and Antigonish on common issues to both brainstorm solutions and best practices but also to identify areas where we can jointly lobby the Province for legislative changes that may assist in tackling these issues.

REQUEST FOR DECISION 059-2023

Title: Nuisance Party Bylaw Amendments

Date: 2023-11-07

Department: Office of the CAO



6) FINANCIAL IMPLICATIONS

There are minimal financial implications to these amendments, however the Town will no longer collect fine revenue for landlord infractions.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

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

- Community Wellness

8) COMMUNICATION REQUIREMENTS

After first reading is given, the proposed amended Bylaw will be advertised and second reading scheduled for the Council meeting in December. As extensive engagement opportunities were provided on this issue through the summer, Blooms will be updated and those interested can provide feedback.

9) ALTERNATIVES

Council can choose not to give first reading to the proposed amended Bylaw or can make changes prior to giving first reading.



1. Title:

This Bylaw shall be titled and referred to as the “Nuisance Party Bylaw”.

2. Background:

The Nova Scotia Municipal Government Act (NS MGA), Section 172 gives Council the specific authority to establish Bylaws. Sections 172(1) of the NS MGA authorizes Council to establish bylaws for municipal purposes respecting (a) the health, well-being, safety and protection of persons; (b) the safety and protection of property; (c) persons, activities and things, in, on or near a public place or place that is open to the public; (d) nuisances, activities and things that maybe or may cause nuisances.

The purpose of this Bylaw is to create a duty upon those hosting a social gathering or party to control the participants’ behavior and to give enforcement personnel a mechanism to disperse persons at a gathering that’s become a public nuisance, bridging a gap between existing Bylaws and the Criminal Code.

3. Definitions:

In this Bylaw;

“**Building**” means any permanent structure consisting of a roof supported by walls that is used or intended to be used for the shelter, accommodation of persons, animals, goods, chattels or equipment;

“**Bylaw Enforcement Officer**” means a person appointed by the Chief Administrative Officer who is a Special Constable or Bylaw officer pursuant to the Nova Scotia Police Act or similar legislation and empowered by such appointment to enforce this bylaw;

“**Dwelling**” means a Building containing one or more units for human habitation;

“**Town**” means the Town of Wolfville;

“**Highway**” includes public highway, street, lane, road, alley, sidewalk, parking lot, driveway, park, beach, or place including bridges, any part of which is intended for or used by the general public for the passage of vehicles or persons, and includes private property that is designed to be and is accessible to the general public for the pedestrian and motor vehicle use;

“**Municipality**” means the land within the geographic limit of the Town of Wolfville;

“**Nuisance Party**” means a gathering on Property which, by reason of the conduct of any one or more of the Person(s) in attendance, is characterized by any one or more of the following elements:

- (a) public intoxication;
- (b) the unlawful sale, furnishing, or distribution of alcoholic beverages or



- controlled substances;
- (c) the unauthorized deposit of litter on public or private property;
- (d) damage to public or private property;
- (e) the obstruction of vehicular or pedestrian traffic, or interference with the ability to provide emergency services;
- (f) sound that is unusual or excessive, or that is likely to be unwanted by or disturbing to persons, as described in the Prevention of Excessive Noise Bylaw;
- (g) unauthorized open burning as described in the Open Fires Bylaw;
- (h) public disturbance, including confrontations and violence;
- (i) outdoor public urination or defecation;
- (j) use of or entry upon a roof not intended for such occupancy.

“Officer” means a Police Officer or any Bylaw Enforcement Officer, assigned to administering or enforcing this bylaw;

“Police Officer” means a member of the Royal Canadian Mounted Police or municipal police service authorized to provide police services to the Municipality;

“Person” means a corporation as well as an individual;

“Public Place” means a Highway, public park, parking lot or other lands to which the public has access as of right or by invitation and includes private property that is exposed to public view;

“Property” means any public or private place in the Municipality, including but not limited to Highways, parks, parking lots, yards appurtenant to a Building or Dwelling, or vacant lands.

4. Bylaw Offences:

4.1 No person shall sponsor, conduct, continue, host, create or attend a Nuisance Party.

4.2 No person who, individually or jointly with others, is an owner, occupant, tenant, or who otherwise has rightful possession of or possessory control of any Property, shall allow, cause or permit a Nuisance Party on the Property under their possession or control.

4.3 No person, not residing at the Property, shall fail to leave the Property after having been directed to leave by an order to discontinue activity under this bylaw.

4.4 No person shall urinate or defecate in a Public Place.

4.5 No person shall stand, sit upon or otherwise occupy any roof of any Building unless carrying out legitimate maintenance or construction.

4.6 No person shall fail to comply with an order pursuant to Section 5.1 of this bylaw.



4.7 No person shall willfully obstruct, hinder or otherwise interfere with an Officer in the performance of the Officer's duties, rights, functions, powers or authority under this bylaw.

5. Order to Discontinue Activity:

5.1 Upon an order of an Officer to discontinue a Nuisance Party, the Nuisance Party shall immediately cease and all persons who do not, not residing on the Property, shall immediately leave the Property where it is occurring.

Commented [CT1]: Make it clear that an order to discontinue a Nuisance Party takes effect immediately.

5.2 The order under this section shall identify:

- (a) the location of the Property of the Nuisance Party occurrence;
- (b) the elements in determining the Nuisance Party;
- ~~(c) the date and time by which there must be compliance with the order.~~

Commented [CT2]: Remove this clause, since all orders to discontinue Nuisance Parties take effect and must be complied with immediately.

5.3 An order issued under this bylaw, as outlined in Section 5.1 and 5.2, may be given immediately verbally or may be served personally on the person to whom it is directed. If the order is given by regular mail to the last known address of that person, and if given by registered mail, it shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be carried out by registered mail to the corporate mailing address.

5.4 A Police Officer may temporarily close any Highway or portion thereof to public travel where a Nuisance Party is occurring adjacent to the Highway to ensure public safety.

5.5 Where a Highway or portion of a Highway has been closed, the common law right of passage by the public over the Highway and the common law right of access to the Highway by an owner of land abutting the Highway are restricted as directed by a Police Officer.

5.6 No person shall use a Highway or portion of a Highway that has been temporarily closed under this bylaw except with lawful authority or in accordance with direction of a Police Officer.

6. Enforcement and Inspection:

6.1 The provisions of this bylaw may be enforced by an Officer ~~of the Municipality.~~

Commented [CT3]: Delete - not necessary (and potentially confusing) given the definition of "Officer" as a Police Officer or Bylaw Enforcement Officer assigned to administering or enforcing the bylaw

6.2 Any Officer may enter upon Property for the purpose of investigation and enforcement of this bylaw.

6.3 Each Officer is hereby authorized to inform any person of the provisions of this bylaw and to request compliance.

6.4 When an Officer believes on reasonable grounds that an offence under this bylaw has been committed by a person, the Officer may require the name, address, proof of the identity of that person, and that person shall supply the required information.

6.5 Every person who contravenes or who causes or permits a contravention of any provisions of this bylaw is guilty of an offence.

Town of Wolfville
Bylaw Ch. 97
Nuisance Party Bylaw



6.6 Every director or officer of a corporation who knowingly concurs in the convention of any provision of this bylaw by the corporation is guilty of an offence.

6.7 Any Officer who believes on reasonable grounds that there has been a violation of this bylaw may issue a summary offence ticket to that person.

7. Ownership Provision:

7.1 As soon as practicable following the order to discontinue a Nuisance Party pursuant to Section 5.1 of this bylaw, a notice of the order shall be sent to the owner(s) of the property at which the Nuisance Party was discontinued.;

7.2 The notice of the order to the owner will include all the information outlined in Section 5.2 of this bylaw and include the date and approximate time that the order was made.;

7.3 The notice of the order will be deemed delivered as outlined in Section 5.3 of this bylaw.;

8. Penalty:

8.1 Every person who contravenes or fails to comply with any provisions of this bylaw shall be liable to a penalty of not less than four hundred dollars (\$400.00) for a first offence, not less than six hundred dollars (\$600.00) for the second offence, and not less than nine hundred dollars (\$900.00) for a third and any subsequent offences.

Commented [CT4]: Add this requirement to make it clear that the notice to the landlord has to include the date and time the notice to discontinue the Nuisance Party was issued.

INFORMATION REPORT

Title: IR 023-2023: Council Policies for Review

Date: 2023-11-07

Department: Council Policy Review Task Force/Office of the CAO



SUMMARY

COUNCIL POLICIES FOR REVIEW

In July 2023, Council approved the creation and Terms of Reference of a Council Policy Review Task Force. Their mandate is to review all Council policies, ensuring they are still relevant and accurate as well as looking at them from a plain language and inclusivity point of view.

Due to their multi-faceted nature, it was agreed this would be a more effective and efficient way to review these policies, rather than repeatedly bringing them to Council for tweaking.

The Task Force began its work in August 2023 with an informal meeting to create a strategy around prioritization of the policies for review.

The first two policies are being presented at the November Committee of the Whole meeting.

A list of policies in the order of review is appended to this report.

INFORMATION REPORT

Title: IR 023-2023: Council Policies for Review

Date: 2023-11-07

Department: Council Policy Review Task Force/Office of the CAO



1) CAO COMMENTS

This report is for information purposes only.

2) REFERENCES AND ATTACHMENTS

- Order of Council Policies for Review (Appendix I)

3) DISCUSSION

The Task Force presents the first two policies for review (Policy 110-011 Code of Conduct for Elected Municipal Officials & Policy 110-007 Policy Making & Management Policy) at the November Committee of the Whole meeting.

Members of Council who are not sitting on the Task Force, are encouraged to be engaged in the review of these policies and can provide feedback and input by sending an email to all Town Council and/or through discussion at the Committee of the Whole meeting where the policies are presented for Council decision.

When reviewing each policy, the Task Force looks from an equity, diversity and inclusivity lens considering whether the policy is still relevant, whether it requires updating, replacing and how to write it in plain language.

4) FINANCIAL IMPLICATIONS

N/A

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

6) COMMUNICATION REQUIREMENTS

All policies are posted on our website.

7) FUTURE COUNCIL INVOLVEMENT

Council is required to review their policies at least every four years.

INFORMATION REPORT

Title: IR 023-2023: Council Policies for Review

Date: 2023-11-07

Department: Council Policy Review Task Force/Office of the CAO

**Appendix I****Order of Council Policies for Review**

ALL POLICIES TO BE REVIEWED WITH EQUITY, DIVERSITY & INCLUSION (EDI) AND PLAIN LANGUAGE LENS.

No.	Title	Priority	Points for discussion
110-011	Code of conduct for elected municipal officials' policy	Sep-23	(i) NSFM to start a consultation process soon which members of this Task Force should attend. (ii) Consider guidelines re terms of engagement, checklist of basic council duties added as appendix.
110-007	Policy Making and Management Policy	Review September 2023 circle back Sept 2024	Review in September and again at end of process to decide what, if any, changes are required.
110-004	Council Professional Development Policy	November	
110-008	Telephone and Electronic Polls	November	
110-012	Attendance Policy for Members of Council	December start	may run into Jan/Feb - discussion around whether NSFM or other meetings should be included not just those where Council are appointed.
110-014	Virtual Meeting Policy	December start	may run into Jan/Feb
120-006	Flag Flying Policy/Street Banners	January	
120-014	Proclamations	January	

INFORMATION REPORT

Title: IR 023-2023: Council Policies for Review

Date: 2023-11-07

Department: Council Policy Review Task Force/Office of the CAO



110-010	Public Participation & Input at Council Meetings	March	
120-016	Hospitality	May	Look at along with Policy#120-008 Travel, Meal, Miscellaneous
110-001	Committees of Council Policy	June/July	Do alongside 110-003 DM policy
110-003	Deputy Mayor	June/July	(1) List of DM duties (2) Current asked last
110-005	Council Renumeration	June/July	Do with 110-006
110-006	Council Board and Commission Remuneration	June/July	Stipend instead of mileage or food expenses?

REQUEST FOR DECISION 061-2023

Title: Policy Making and Management Policy

Date: 2023-11-07

Department: Office of the CAO



SUMMARY

POLICY MAKING AND MANAGEMENT POLICY

In 2023, Council created a Working Group of four members of Council to review all of Council's legislative policies between now and September 2024. The Working Group has met three times and has identified a schedule to review all policies. One of the first policies to be reviewed was the Policy Making and Management Policy, which sets the tone and parameters under which all other policies are created.

DRAFT MOTION:

That Council approve the amended Policy 110-007 – Policy Making and Management Policy, as attached to RFD 061-2023.

REQUEST FOR DECISION 061-2023

Title: Policy Making and Management Policy

Date: 2023-11-07

Department: Office of the CAO



1) CAO COMMENTS

See below for the discussion.

2) LEGISLATIVE AUTHORITY

Motion 19-07-23 of Council.

Nova Scotia Municipal Government Act.

3) STAFF RECOMMENDATION/RECOMMENDATION OF POLICY WORKING GROUP

It is recommended that Council approve the amended Policy Making and Management Policy 110-007.

4) REFERENCES AND ATTACHMENTS

1. Draft Amended Policy Making and Management Policy 110-007

5) DISCUSSION

One of the first policies reviewed by the Policy Working Group was the Policy Making and Management Policy. This policy sets the framework and guidelines for which all other policies of Council are created. For the most part, the intent and the content of the existing policy was still relevant.

The main proposed changes to the Policy are as follows:

- Defining the term “Administrator” to replace the term “Owner” and ensuring that all policies that are reviewed from this point on clearly articulate who the Administrator will be;
- Editing language throughout to be written in plain language and to limit wordiness;
- Editing language throughout to be gender neutral; and
- Improving the definition section of the Policy. These definitions will remain consistent for future policies of Council

The Working Group has agreed that at the end of their full review of all policies to revisit this Policy to ensure it captures all of the elements that are required. At that time the Working Group will likely recommend that it change to a Standing Committee of Council and this will be referenced in this Policy at that time.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

REQUEST FOR DECISION 061-2023

Title: Policy Making and Management Policy

Date: 2023-11-07

Department: Office of the CAO



N/A although some legislative policies were slated to be reviewed in the 2023-24 Operations Plan.

8) COMMUNICATION REQUIREMENTS

Once approved, the amended Policy will be put on the Town's website.

9) ALTERNATIVES

Council can choose not to approve the recommended amendments or can make changes to the draft policy before it is approved.



POLICY

Policy Making & Management Policy

Policy Number: 110-007	Supersedes Policy Number: 1221-01
Effective Date 1996-01-15 Amended: 2015-12-15 Amended: 2023-11-21	Approved By Council (Motion Number): 22-12-15

1.0 Purpose

To indicate Council’s desire to develop policies on any matter that it considers conducive to the effective management.

2.0 Scope & Responsibility

This Policy covers all policies developed for the Town of Wolfville. Its provisions extend to all staff involved in the development and management of policies for the Town of Wolfville. **The Council Policy Review Task Force is the Administrator of this policy.**

3.0 References

- 3.1 [Nova Scotia Municipal Government Act \(MGA\)](#)
- 3.2 [Town of Wolfville Bylaws](#)

4.0 Definitions

- 4.1 **Administrator** is defined as the staff position delegated by the CAO, responsible for the implementation and coordination of review of a specific Policy. For legislative policies, Council, or a delegated Council Policy Committee, is considered the **Administrator**.
- 4.2 **Council** means the Council of the Town of Wolfville
- 4.3 **Members of Council** includes the Mayor
- 4.4 **Mayor** is the Mayor of the Town of Wolfville.
- 4.5 **Policy** is defined as a generalized statement of interest based upon a body of principles, which describes what is to be done now and in the future.
- 4.6 **Procedure** is defined as a statement(s) arising from policy which sets out who does what, how, and in what sequence, the method of carrying out the policy.
- 4.7 **Town** means the Town of Wolfville

POLICY

5.0 Policy

5.1 Council has a broad mandate of providing services to its residents. **To do that Council will develop policies which help to achieve their goals and objectives.**

5.2 Policies will be developed on important issues and approved by a majority of the members of Council.

5.3 While the staff, public, and advisory committees may provide input on the **nature of the policy**, Council will retain authority to approve policies. The Town of Wolfville Policy numbering system is outlined in [Appendix A](#).

5.4 Policies will change in response to new issues, circumstances, needs or concepts as they become known and new or amended legislation.

5.5 All policies, actions and the committees that are a result of the policies must be consistent with all Bylaws of the Town, Municipal Government Act, and other Acts of Legislature.

5.6 Functions of Policy

5.6.1 They reflect the strategic plan and values of the Town.

5.6.2 They are the principles that guide action.

5.6.3 They are the planning tools for goal setting and service delivery.

5.6.4 They contain the rules and regulations and provide guidance for decisions Council is asked to make.

5.6.5 They provide for resource allocations (e.g., budget, staff time); and

5.6.6 They are a tool which helps to guide operational planning and goals as laid out in the Operational Plan.

5.7 Management Responsibility

The **Policy Administrator** is responsible for, conducting a comprehensive review of their policies at a minimum of every 4 years, and to make recommended changes to Council as necessary. The purpose of the review is to determine:

5.7.1 If they are accessible to their intended audience.

5.7.2 If they are inclusive and written in plain language.

5.7.3 If the policy is still necessary and if so, still accurate.

5.7.4 If a new policy is required.

5.7.5 If the policy should be combined with another policy or be repealed.

5.7.6 If the policy is up to date with current laws and regulations.

5.7.7 If changes are required to improve the effectiveness and clarity of the policy.



POLICY

5.8 General Provision

A policy for the Town of Wolfville is not considered an official policy unless it has been approved by a motion of Council.

6.0 Policy Review

This policy will be reviewed every four years from effective/amended date.

Appendices:

- [Appendix A](#) – Policy Numbering System

Administration and Contact

For any questions about this policy or its associated procedures please contact:

Erin Beaudin,
Chief Administrative Officer
ebeaudin@wolfville.ca
Tel: 902-599-2380

Laura Morrison,
Town Clerk
lmorrison@wolfville.ca
Tel: 902-698-1338

Approved by Chief Administrative Officer

E. Beaudin, CAO

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

Date

POLICY

Appendix A

Policy Numbering System

- 100 Administration**
 - 110 Council
 - 120 General Government
 - 130 Human Resources
 - 140 Finance
 - 150 Information Technology

- 200 Protective Services**
 - 210 Police
 - 215 Bylaw Enforcement
 - 220 Fire
 - 230 Emergency Measures

- 300 Public Works and Water/Sewer**
 - 310 Public Works General
 - 320 Streets

- 400 Sewer**
 - 410 Sewer

- 500 Parks**
 - 510 Parks

- 600 Planning**
 - 610 Planning

- 700 Economic & Community Development**
 - 710 Economic Development
 - 720 Festivals and Events
 - 740 Recreation
 - 750 Tourism
 - 760 Culture

- 800 Partners Contributions**
 - 810 Partner Contributions

- 900 Water**
 - 910 Water

Individual policies are numbered 001-799

REQUEST FOR DECISION 060-2023

Title: Code of Conduct for Elected Municipal Officials Policy

Date: 2023-11-07

Department: Office of the CAO



SUMMARY

CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS' POLICY

In 2023, Council created a Working Group of four members of Council to review all of Council's legislative policies between now and September 2024. The Working Group has met three times and has identified a schedule to review all policies. One of the first policies to be reviewed was the Code of Conduct for Elected Municipal Officials Policy, which provides guidance on Code of Conduct investigations and outcomes, and aligns the Town's policy with the work of the NSFM/Provincial Code of Conduct Working Group.

DRAFT MOTION:

That Committee of the Whole forward the following motion to Council for decision:

That Council approve the amended Policy 110-011, Code of Conduct for Elected Municipal Officials Policy, as attached to RFD 060-2023.

REQUEST FOR DECISION 060-2023

Title: Code of Conduct for Elected Municipal Officials Policy

Date: 2023-11-07

Department: Office of the CAO



1) CAO COMMENTS

See below for discussion.

2) LEGISLATIVE AUTHORITY

Motion 19-07-23 of Council.

Nova Scotia Municipal Government Act.

3) STAFF RECOMMENDATION/RECOMMENDATION OF POLICY WORKING GROUP

It is recommended that Council approve the amended Code of Conduct for Elected Municipal Officials Policy 110-011.

4) REFERENCES AND ATTACHMENTS

1. Draft amended Code of Conduct for Elected Municipal Officials Policy 110-011
2. Recommendations and Findings to Date – NSFM/Provincial Municipal Elected Official Code of Conduct Working Group

5) DISCUSSION

The Town's current Policy 110-011 is very succinct and its sole purpose is to require all members of Council to sign a Code of Conduct, which is attached to the existing Policy. The current Policy does not give direction on how to handle Code of Conduct investigations and outcomes and it is currently not well aligned with the draft recommendations of the NSFM/Provincial Municipal Elected Official Code of Conduct Working Group.

The Policy Working Group reviewed the draft work of the NSFM/Provincial Municipal Elected Official Working Group and decided to align the recommended changes to match this work. Once the MGA is officially amended, Council can review this Policy to ensure we meet with the legislative requirements at that time.

The key elements of the Policy include:

- A revised code of conduct embedded into the Policy to reflect the draft code of conduct that will be recommended by the NSFM/Provincial Municipal Elected Official Code of Conduct Working Group;
- A section on considerations for Council to evaluate prior to applying sanctions after an investigation. It should be noted that the NSFM/Provincial Municipal Elected Official Code of Conduct Working Group has recommended a list of potential sanctions that is expanded beyond

REQUEST FOR DECISION 060-2023

Title: Code of Conduct for Elected Municipal Officials Policy

Date: 2023-11-07

Department: Office of the CAO



what is currently enabled in the MGA. As this is not yet approved and the MGA not yet amended, the policy simply refers to the MGA for Section 5.3.2; and

- A section on the Complaint and Investigator process, including the requirement for the appointment of an external investigator along with rules for the process to be followed and timelines associated with investigating complaints.

Once the amended Policy is approved by Council, it is recommended that all current Councillors sign Appendix A – Statement of Commitment to Councillors’ Code of Conduct.

6) FINANCIAL IMPLICATIONS

The cost of each Code of Conduct investigation is unknown at this time, but will become known after the Town conducts a procurement process and selects a person or entity to receive and investigate complaints. The structure of any retainer and hourly amounts will be provided once the procurement process is completed through an RFD to Council to formally appoint the investigator.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- N/A

8) COMMUNICATION REQUIREMENTS

Once approved, the amended Policy will be put on the Town’s website.

9) ALTERNATIVES

Council can choose not to approve the recommended amendments or can make changes to the draft policy before it is approved.



POLICY

Code of Conduct for Elected Municipal Officials Policy	
Policy Number: 110-011	Supersedes Policy Number: Not Applicable
Effective Date: March 3, 2020 Amended Date: July 19, 2022 November 21, 2023	Approval By Council (Motion Number): 17-07-22

1.0 Purpose

To ensure that all elected Town of Wolfville municipal officials adhere to a Code of Conduct as per legislative and Town requirements.

2.0 Scope & Responsibility

This Policy is applicable to all elected municipal officials. The Council Policy Review Task Force is the Administrator of this policy.

3.0 References

- Municipal Elections Act RSNS 1989, c.300
- Municipal Government Act 1998
- The Code of Conduct for Elected Officials Regulation, AR 200/2017 (Regulation)
- Policy 130-818 Respectful Workplace Policy

4.0 Definitions

- 4.1 Administrator** is defined as the staff position delegated by the CAO, responsible for the implementation and co-ordination of review of a specific Policy. For legislative policies, Council, or a delegated Council Policy Committee, is considered the **Administrator**.
- 4.2 Council** means the Council of the Town of Wolfville
- 4.3 Members of Council** include(s) the Mayor



POLICY

- 4.4 Mayor** is the Mayor of the Town of Wolfville
- 4.5 Policy** is defined as a generalized statement of interest based upon a body of principles, which describes what is to be done now and in the future.
- 4.6 Procedure** is defined as a statement(s) arising from policy which sets out who does what, how, and in what sequence, the method of carrying out the policy.
- 4.7 Town** means the Town of Wolfville

5.0 Policy

5.1 Guiding Principles

The below guiding principles are intended to underlie the specific standards established for the conduct of members:

- 5.1.1 **Collegiality:** members of council will work together to further the best interests of the Town in an honest and honourable way.
- 5.1.2 **Respect:** members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- 5.1.3 **Integrity:** members of council are expected to be lawful and adhere to strong ethical principles by giving the Town interests priority over private individual interests.
- 5.1.4 **Professionalism:** members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, while supporting and encouraging others to participate in council activities.
- 5.1.5 **Transparency:** members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.
- 5.1.6 **Responsibility:** members of council are responsible for the decisions that they make and must be held accountable for their outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

POLICY

5.2 Standards

The below outlines the set of standards for the conduct of members, set out by general topic, that must be adhered to:

5.2.1 General Conduct

- Members of council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.
- Members of Council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the Town.
- Members of Council will adhere to procedure and direction of presiding officers in respect to rules of procedure.
- Members of Council must conduct Council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the Town.

5.2.2 Confidential Information

- No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.
- Members of Council should not access or attempt to access confidential information in the custody of the Town unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or



POLICY

policies of the Town.

5.2.3 Gifts and Benefits

- No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 - i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation.
 - ii. a suitable memento of a function honouring the member of Council.
 - iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council.
 - iv. compensation authorized by the Town.
- A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

5.2.4 Use of Municipal Property, Equipment and Services

- No member of Council shall use, or request the use of, any Town property, including surplus material or equipment for personal convenience or profit, unless the property is:
 - i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - ii. made available to the member of Council in the course of carrying out council activities and duties.
- No Member of Council shall use, or request the use of, for personal purpose any Town property, equipment, services, supplies or other Town-owned materials, other than for purposes connected with the discharge of Town duties.



POLICY

- No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of Town-developed intellectual property.
- No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the public for any purposes other than carrying out their official duties.
- No Member of Council, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

5.2.5 Planning or Procurement Proposals before Council

- No Members of Council shall solicit or accept support in any form from an individual, group or corporation with any planning or procurement proposal before Council.

5.2.6 Improper Use of Influence

- No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

5.2.7 Business Relations

- No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the Town.
- No Member of Council shall borrow money from any person who regularly does business with the Town unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the Town.

5.2.8 Employment of Persons Closely Connected to Members of Council



POLICY

- No member of Council shall attempt to influence any Town employee to hire or promote a person closely connected to the member.
- No member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline, or terminate any person closely connected to.

5.2.9 Fairness

- No member of Council shall give special consideration, treatment, or advantage to any individual or entity beyond that which is accorded to all.
- No member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

5.2.10 Adherence to Policies, Procedures, Bylaws and Other Laws

- Members of Council will adhere to:
 - i. applicable national and provincial legislation.
 - ii. procedures, policies and bylaws of the Town.
 - iii. expense and hospitality policies of the Town.

5.2.11 Respect for Council as a decision-making body

- A member of council must abide by and act in accordance with any decision made by council, whether the member voted in favour of the decision or not.
- Members of Council must not encourage non-compliance with a bylaw, policy or procedure.

5.2.12 Communicating on behalf of Council

- A member, other than the Mayor, must not claim to speak on behalf of Council unless the member has been authorized to do so.



POLICY

- The Mayor may speak on behalf of Council and must make every effort to convey the intent of councils' decision accurately.

5.2.13 Interactions of Council with Staff and Service Providers

- Members of Council must respect the role of the CAO as head of the administrative branch of government of the Town and must not involve themselves directly in the administration of the affairs of the Town, including, without limitation, the administration of contracts.
- No member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.
- Members of Council shall be respectful of the role of CAO and Town employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- Members of Council must not direct or influence or attempt to direct or influence any Town employees in the exercise of their duties or functions.
- Council cannot direct Town employees except through the CAO.
- Members of Council are not to issue instructions to any of the contractors, tenderers, consultants, or other service providers to the Town.
- No member of Council shall require or request that a Town employee undertake personal chores or tasks for the member unrelated to Town business.
- Members of Council must not make public statements reflecting negatively on identifiable groups of individuals.

5.2.14 Respectful Interactions

- A member of Council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.



POLICY

- A member of Council must not sexually harass any person.
- A member of Council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

5.2.15 Reprisal

- A member of Council must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct, or any person providing relevant information in relation to a matter under this Code of Conduct.

5.3 Breach of Code of Conduct

5.3.1 Considerations

- An elected official must evaluate the following 7 considerations before imposing a sanction on a member:
 1. The nature of the code contravention.
 2. The length or persistence of the code contravention.
 3. If the member knowingly contravened the code of conduct.
 4. If the member has taken any steps to remedy the contravention.
 5. If the member previously contravened the code of conduct.
 6. Any external factors that exist to the member's contravention.
 7. The resources the member will need to complete their job.

5.3.2 Sanctions

- Sanctions can be administered in accordance with legislation.

5.4 Complaint and Investigator Process

- 5.4.1 The Town will appoint a person or entity other than a Council member or an employee to receive and investigate complaints.

POLICY

- 5.4.2 The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice. No conflict of interest can exist between the investigator and the parties involved.
- 5.4.3 A complaint will be submitted to the investigator no later than 6 months from discoverability.
- 5.4.4 Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
- 5.4.5 The CAO/Clerk will be notified by the investigator that a complaint has been received.
- 5.4.6 The investigator will determine if there is validity to the complaint. If there is no validity, then the complaint can be dismissed.
- 5.4.7 If the complaint is valid, the investigator will begin their investigation and Council will be notified about the investigation in camera.
- 5.4.8 The investigator shall present a report to council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.
- i. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded.
 - ii. Council may grant the investigator an extension on when the report can be brought to Council for extenuating circumstances.
 - iii. Council can discuss the investigators report in-camera.
- 5.4.9 Council determines if a breach occurred and determines the sanction(s) to impose. The member who had the complaint lodged against them will not participate in the vote.
- 5.4.10 The section under the code of conduct the complaint was lodged and the investigators recommendations are made public.
- 5.4.11 The decision or penalty of Council on a code of conduct matter is final and binding on all parties.



POLICY

6.0 Policy Review

This policy will be reviewed every four years from effective/amended date.

Appendices:

- [Appendix A](#) – Statement of Commitment to Councillors Code of Conduct

Administration and Contact

For any questions about this policy or its associated procedures please contact:

Erin Beaudin,
Chief Administrative Officer
ebeaudin@wolfville.ca
Tel: 902-599-2380

Laura Morrison,
Town Clerk
lmorrison@wolfville.ca
Tel: 902-698-1338

Approved by Chief Administrative Officer

E. Beaudin, CAO

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

Date



POLICY

APPENDIX A

STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

I, (Full Name) _____ declare that as a Councillor of the
Town of Wolfville I acknowledge and support the Councillors' Code of Conduct.

Signed:

Declared this _____ day of _____, 20__.

Before me:

Chief Administrative Officer/Town Clerk



MUNICIPAL AND VILLAGE CODES OF CONDUCT

Proposed recommendations on framework

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Introduction

The Code of Conduct Working Group (COCWG) was established in January 2022 to develop recommendations on the content to include in a code, sanctions council may impose, and around the complaint and investigator process. The COCWG consisted of the following voting members:

- Mayor Pam Mood, Town of Yarmouth, Chair
- Mayor Brenda Chisholm-Beaton, Town of Port Hawkesbury
- Rob Frost, Deputy CAO, Municipality of the County of Kings
- Lisa Macdonald, CAO, Town of New Glasgow
- John Traves, Municipal Solicitor, Halifax Regional Municipality
- Brian Banks, Village of Greenwood, ANSV Representative
- Nick Barr, Director of Governance and Advisory Services, DMAH
- Kathleen Patterson, Director of Strategic Policy and Planning, DMAH

The COCWG conducted two rounds of consultation on their initial recommendations in September 2022 and February 2023. Based on the feedback from both these consultations some revisions to the recommendations have been made. Please note, we are only seeking feedback on the recommendations that have been added or changed; we are not seeking feedback on the recommendations that received consensus during the consultations.

Proposed Recommendations from Code of Conduct Working Group

There are 23 recommendations in total which reflect the consensus opinion the COCWG heard throughout consultation with municipalities and villages. The recommendations are broken down into 5 categories:

- Application;
- Content to include;
- Complaint and investigator process;
- Training; and
- Review

Below includes the summary of the COCWG's recommendations, including a rationale, and whether or not your feedback will be required during the final survey.

Application

Recommendation	Rationale	Feedback required
There should be one code for all municipalities and villages.	Ensure a consistent level of standard is adhered to for all elected officials. The codes will reflect the appropriate terminology (e.g. CAO versus Clerk) when established in regulation.	None – consultation provided consensus for this recommendation.

The code of conduct should operate together and as supplement to other applicable laws, including the bylaws and policies with the municipality or village.	The code is not intended to replace any existing legislation it is intended to support the existing pieces in place.	None – consultation provided consensus for this recommendation.
The code of conduct should apply to elected officials at all times with respect to their behaviour regarding any action that negatively impacts the municipality or tarnishes its reputation	Members elected to local government represent their constituents and should adhere to the code at all times.	None – consultation provided consensus for this recommendation.
Nothing in the code of conduct is intended to silence elected officials from sharing or expressing dissenting opinions.	Sharing dissenting opinions is an important aspect of democracy and encouraged as long as the dissenting opinions are expressed respectfully and done without the intention of undermining council's wishes.	None – consultation provided consensus for this recommendation.
The code of conduct should apply to those who have been elected but not yet sworn in.	Returning councillors, wardens or mayors would be identified as a group of individuals that must adhere to the code of conduct, while those who did not previously hold a seat following the election would not be adhering to the code of conduct until they have been sworn in. This is intended to reduce an unintended gap created by an election.	Feedback is required. This was identified as a gap following consultations.

Content to include

Recommendation	Rationale	Feedback required
The code of conduct should include 43 provisions, under various headings. See Appendix A for full detailed provisions.	The COCWG looked at a number of different codes of conduct in other jurisdictions to determine what provisions they would like to see elected officials adhere to. Based on consultation in September 2022 the following amendments were made: 1. addition of no member tendering on sale of older/extra equipment.	Feedback is required. Based on consultation an addition and revision was needed.

	<p>2. revising provision on members making negative statements about “individuals or groups of municipal employees” to “identifiable groups of individuals.</p>	
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Sanctions

Recommendation	Rationale	Feedback required
<p>Include 7 considerations for elected officials to evaluate before they can impose a sanction</p> <p>See Appendix B for the sanction considerations.</p>	<p>Important to have a framework created for elected officials to consider before imposing a sanction to ensure their rationale is justifiable and defensible.</p> <p>Ensures a greater level of accountability to elected official when imposing a sanction on a member publicly.</p>	<p>None – consultation provided consensus for this recommendation.</p>
<p>Include 13 sanctions that can be imposed on a member for breaching the code of conduct.</p> <p>See Appendix B for the sanctions.</p>	<p>Sanctions range from a letter of reprimand to imposing a monetary penalty.</p> <p>Based on consultation the following amendments were made:</p> <ol style="list-style-type: none"> 1. sanction on board and committee suspension/removal was merged together. 2. revised fine payable from collected as a tax to collected as a payable. 	<p>Feedback is required. Based on consultation revisions were made.</p>
<p>Failure to comply with a sanction imposed is considered a breach of the code itself and can go to council without investigation.</p>	<p>During consultation concerns were raised about costs around additional investigations. To help minimize costs on the municipality, when an individual fails to comply with a sanction impose no additional investigation is needed.</p>	<p>Feedback is required. Based on consultation revisions were made.</p>

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Complaint and Investigator Process

Recommendation	Rationale	Feedback required
<p>Municipalities and villages will appoint their own investigator.</p> <p>See Appendix C for the detailed complaint and investigator process.</p>	<p>No consensus could be reached on which investigator model is preferred for administering the code of conduct. The COCWG felt this model offered the most flexibility to municipalities and villages and allows some time for data to be collected before determining if the investigator services need to be centralized in the future.</p>	<p>Feedback is required as the investigator method varies from the one proposed during consultation.</p>
<p>Investigators should have experience in conducting investigations and have experience in applying the principles of natural justice.</p>	<p>With municipalities and villages appointing their own investigator, the COCWG wanted to ensure there were qualified individuals being appointed to conduct the investigations. Putting parameters around the type of experience required by the investigator ensures qualified individuals would be appointed.</p>	<p>Feedback is required as the investigator method varies from the one proposed during consultation.</p>
<p>No conflict of interest can exist between the investigator and the parties involved.</p>	<p>With municipalities and villages appointing their own investigator, the COCWG wanted to ensure that no conflict of interest would exist between the investigator and the parties involved to ensure a high level of procedural fairness.</p>	<p>Feedback is required as the investigator method varies from the one proposed during consultation.</p>
<p>The CAO/Clerk shall be notified by the investigator that a complaint has been received and Council/Commission shall be notified if a complaint makes it to the investigation stage.</p>	<p>During consultation municipalities asked for parameters around notification about a complaint. The working group determined where the CAO/Clerk is the individual responsible for administering funds of the municipality, they should be notified that a complaint has been received. Council would only need to be notified when it makes it to</p>	<p>Feedback is required as this was identified as a necessity during consultation.</p>

	investigation stage as they are the determinants of the outcome.	
A complaint can be submitted no later than 6 months from discoverability.	Important to set a timeframe for when complaints can be brought forward. If a complaint required more than 6 months to mentally process, then there would likely be other recourse mechanisms available to the complainant than just the municipal code of conduct.	Feedback is required. This was not proposed during initial consultations.
The investigators report shall be brought to council/commission no later than 6 months from the time the complaint is brought forward. Extensions may be granted by for extenuating circumstances.	Wanted to ensure that investigations were prioritized, and events were not taking years to resolve.	Feedback is required. This was not proposed during initial consultations.
Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.	Complaints are still able to be brought forward but the investigation would not be swayed by political interference.	Feedback is required. This was not proposed during initial consultations.
A member who has had a complaint lodged against them is not able to participate in the vote on whether or not there was a breach, and if applicable, determine what sanction to impose.	Aligns to the <i>Municipal Conflict of Interest Act</i> and ensures that elected officials who have had a complaint lodged against them would not be able to determine their own outcome.	Feedback is required. This was not proposed during initial consultations.
A decision or penalty of a Council on a code of conduct matter is final and binding on all parties.	This would reduce the possibility of overturning council on these matters. This will not eliminate a member's ability to seek judicial review but would only allow for the most extreme cases to be considered.	Feedback is required. This was not proposed during initial consultations.
Require that, in addition to the investigator's recommendation being made public, the section the complaint was lodged under also needs to be made public.	In the provisions yet to be proclaimed in the MGA and HRMC, only the investigators recommendation is made public. To ensure that the public was	Feedback is required. This was not proposed during initial consultations.

	also made aware of what section the complaint was lodged under to ensure a greater level of transparency and accountability to councils/commissions while protecting the privacy of the complainant.	
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Training

Recommendation	Rationale	Feedback required
Training to be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.	Want training to be easily accessible and monitored. Ensuring a quiz with a minimum pass rate is included in the online training can support the development of a minimum level of understanding.	Feedback is required. This was not proposed during initial consultations.
Elected officials should be required to complete the training within 30 days of being sworn into office and failure to do so is considered a breach of the code itself and may go to council without an investigation.	The COCWG wanted a timeframe for when all elected officials should complete the training. If the training was offered in an online module format then this 30 days timeline would be easy to achieve. Furthermore, the COCWG wanted to have some type of penalty in place for members who did not complete their training in the timeframe allotted. This aligns to other jurisdictions.	Feedback is required. This was not proposed during initial consultations.

Review

Recommendation	Rationale	Feedback required
A review on the code of conduct shall begin 3 years post implementation to consider the effectiveness for municipal elected officials.	Ensure the proposed framework is meeting the needs of elected officials.	Feedback is required. This was not proposed during initial consultations.
Review the <i>Municipal Elections Act</i> (MEA) to see if there is potential to reduce the gap between the sanctions in the code of conduct and the <i>Municipal Elections Act</i>	The COCWG recognizes there is a higher level of standard required for sitting councillors than those running for office. A review of the MEA was beyond the scope of the COCWG but wanted to ensure some sort of	Feedback is required. This was not proposed during initial consultations.

	review on the MEA was completed.	
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Appendices

Appendix A: Proposed Model Code of Conduct

Guiding Principles:

The below guiding principles are intended to underlie the specific standards established for the conduct of members:

- a. Collegiality: members of council will work together to further the best interests of the municipality in an honest and honourable way.
- b. Respect: members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- c. Integrity: members of council are expected to be lawful and adhere to strong ethical principles by giving the municipality or village interests priority over private individual interests.
- d. Professionalism: members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, while supporting and encouraging others to participate in council activities.
- e. Transparency: members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.
- f. Responsibility: members of council are responsible for the decisions that they make and must be held accountable for their outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

Standards:

The below outlines the set of standards for the conduct of members, set out by general topic, that must be adhered to:

General Conduct

- Members of council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.
- Members of Council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the municipality.

- Members of Council will adhere to procedure and direction of presiding officers in respect to rules of procedure.
- Members of Council must conduct Council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the municipality.

Confidential Information

- No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.
- Members of Council should not access or attempt to access to confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.

Gifts and Benefits

- No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 - i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - ii. a suitable memento of a function honouring the member of Council;
 - iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council.
 - iv. compensation authorized by the municipality.
- A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

Use of Municipal Property, Equipment and Services

- No member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:

- i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - ii. made available to the member of Council in the course of carrying out council activities and duties.
- No Member of Council shall use, or request the use of, for personal purpose any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.
 - No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.
 - No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.
 - No Member of Council, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

Planning or Procurement Proposals before Council

- No Members of Council shall solicit or accept support in any form from an individual, group or corporation, with any planning or procurement proposal before Council.

Improper Use of Influence

- No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

Business Relations

- No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

Employment of Persons Closely Connected to Members of Council

- No member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- No member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to.

Fairness

- No member of Council shall give special consideration, treatment or advantage to any individual or entity beyond that which is accorded to all.
- No member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

Adherence to Policies, Procedures, Bylaws and Other Laws

- Members of Council will adhere to the applicable national and provincial legislation.
- Members of Council will adhere to the procedures, policies and bylaws of the municipality.
- Members of Council will adhere to the expense and hospitality policy of the municipality.

Respect for Council as a decision-making body

- A member of council must abide by and act in accordance with any decision made by council, whether or not the member voted in favour of the decision.
- Members of Council must not encourage non-compliance with a bylaw, policy or procedure.

Communicating on behalf of Council

- A member, other than the Mayor/Warden, must not claim to speak on behalf of Council unless the member has been authorized to do so.
- The Mayor/Warden/designated individual may speak on behalf of council and must make every effort to convey the intent of councils' decision accurately.

Interactions of Council with Staff and Service Providers

- Members of Council must respect the role of the CAO as head of the administrative branch of government of the municipality and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- No member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.
- Members of Council shall be respectful of the role of CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- Members of Council must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.
- Council cannot direct municipal employees except through the CAO.
- Members of Council are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.
- No member of council shall require or request that a municipal employee person undertake personal chores or tasks for the council member unrelated to municipal business.
- Members of Council must not make public statements reflecting negatively on identifiable groups of individuals.

Respectful Interactions

- A member of council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.
- A member of council must not sexually harass any person
- A member of council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

Reprisal

- A member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

Appendix B: Sanction Framework and Sanctions

Sanction Framework:

An elected official must evaluate the 7 considerations before imposing a sanction on a member:

1. The nature of the code contravention
2. The length or persistence of the code contravention
3. If the member knowingly contravened the code of conduct
4. If the member has taken any steps to remedy the contravention
5. If the member previously contravened the code of conduct
6. Any external factors that exist to the member's contravention
7. The resources the member will need to complete their job

Sanctions:

One, or a combination, of the below 13 sanctions can be imposed on an elected official:

1. Member will receive a letter of formal reprimand or warning, as directed by council
2. Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days
3. Member will attend training, appropriate to the incident, as directed by council
4. Censure the member publicly
5. Limit the member's access to certain local government facilities, equipment and/or property
6. Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable
7. Suspending or removing the member for no longer than 6 months from some or all committees and/or boards
8. Impose a limit on the member's participation on behalf of the municipality
9. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality

10. Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no longer than 6 months from the decision of council and to be collected as a payable
11. Impose an appropriate reduction in compensation to the member for no longer than 6 months based on the circumstances of the outcomes
12. Make individual liable for direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator
13. Make individual liable to repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator

Appendix C: Complaint and Investigator Process

1. Municipality or village will appoint a person or entity other than a council member or an employee of the municipality to receive and investigate complaints.
 - a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice. No conflict of interest can exist between the investigator and the parties involved.
2. A complaint will be submitted to the investigator no later than 6 months from discoverability.
 - a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
3. The CAO/Clerk will be notified by the investigator that a complaint has been received.
4. Investigator will determine if there is validity to the complaint. If no validity then complaint can be dismissed.
5. If the complaint is valid, the investigator will begin their investigation and Council/Commission will be notified about the investigation in camera.
6. The investigator shall present a report to council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.
 - a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded
 - b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances
 - c. Council is able to discuss the investigators report in camera.
7. Council determines if a breach occurred and determines the sanction(s) to impose. The member who had the complaint lodged against them will not participate in the vote.

8. The section under the code of conduct the complaint was lodged and the investigators recommendations are made public.
9. The decision or penalty of Council/Commission on a code of conduct matter is final and binding on all parties.

INFORMATION REPORT – IR 021-2023

Title: 2nd Quarter Financial Update

Date: 2023-10-27 AUDIT COMMITTEE **UP TO NOV. COW**

Department: Finance



SUMMARY

2nd 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.

This report builds on the information covered in the first quarter financial update. Based on the information in the attached Financial Variance Report, the Town still looks to be facing a small deficit by year end.

This Information Report and associated 2nd Quarter Financial Update were reviewed at the October 27th Audit Committee meeting. After review and discussion the Committee passed the following motion:

THAT THE AUDIT COMMITTEE FORWARD THE 2nd QUARTER FINANCIAL UPDATE REPORT (AS AT SEPT. 30, 2023) TO THE NOVEMBER 7th 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 021-2023

Title: 2nd Quarter Financial Update

Date: 2023-10-27 AUDIT COMMITTEE **UP TO NOV. COW**

Department: Finance



1) CAO COMMENTS

Typically added when report goes to Committee of the Whole/Council.

2) REFERENCES AND ATTACHMENTS

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

3) DISCUSSION

Although there has not been time to formally review the details of this financial update with senior Management Team, they have been aware that the year end projection still shows a deficit and attention to departmental budgets will be needed to move the year end result back to a positive result. One correction was made in the Financial Variance Statement and that is the expected completion cost of the Art in Public Spaces Project. It had been incorrectly noted in the report as \$44,469 and should have been \$35,000 (as approved by Council via RFD 029-2023).

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 half of fiscal 2023/24

As of September 30th, the financial variance report shows the Town in a net surplus position compared to budget. As is the case with the financial data, a closer look is needed to determine what the results might be 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 Sept 30th "savings" won't exist). Taking into account likely timing differences, the adjusted Sept 30th outlook is a deficit. See summary below of timing differences. As with the 1st quarter analysis, the adjusted results based on Sept 30th variances show a projected deficit.

Attached to this Information Report is the September 30th Financial Variance Report which provides additional details of Town and Water Utility results. Included is a 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:

INFORMATION REPORT – IR 021-2023Title: 2nd Quarter Financial UpdateDate: 2023-10-27 AUDIT COMMITTEE **UP TO NOV. COW**

Department: Finance



	Actual 30-Sep-23	Budget 30-Sep-23	Variance over/(under) budget
Revenues	\$ 11,414,160	\$ 11,194,920	\$ 219,240
Expenditures (Operating/capital & reserves)	6,619,109	7,003,391	(384,282)
Net Surplus (Deficit)	\$ 4,795,051	\$ 4,191,529	\$ 603,522

Taking the Sept. 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 Sept 30/23		\$ 603,522
Revenue variance timing adjustments		-
Expense variance timing adjustments		
Operational Equip/Supplies	(52,000)	
Equipment rentals	(13,000)	
Program Expenditures		
Contracted Services	(309,000)	
Grants to Organizations	(59,000)	
Partner Contributions	(90,000)	
Possible Capital Overages	(100,000)	
		(623,000)
Adjusted Forecast - Deficit		\$ (19,478)

This result is consistent with the trends covered during the first quarter update. Although the forecast deficit is somewhat smaller than reported previously, this appears to be tied more to healthier revenues than identified cost savings.

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

Town Capital Fund

A summary is provided in the variance report attached. The information reconfirms items noted in the first quarter update, i.e. too many projects not being started and likely to be deferred to the 2024/25 budget process. The issue of deferring projects was identified a year ago and still is something the Town should strive to resolve. This will have to become part of the discussions during the upcoming 2024/25

INFORMATION REPORT – IR 021-2023

Title: 2nd Quarter Financial Update

Date: 2023-10-27 AUDIT COMMITTEE UP TO NOV. COW

Department: Finance



budget process. Despite last years budget process goal that no project would be included in Year 1 of the Ten Year Capital Investment Plan unless the scope/design had been established, the number of projects not started yet this year include issues of not design ready.

Staff will need to revisit capacity limitations to help ensure the capital budget does not overcommit the Town beyond it's resource limits.

Water Utility

The Town received word in September that the Water Utility's rate application to the Utility and Review Board was successful. The new rates are effective October 1st and will impact revenues in the second half of the year. That news is positive for the ongoing financial health of the Utility.

With regard to the financial results up to September 30th, the full variance report is included in the attached documents. Key highlights at this stage include:

- Metered revenues are now back on budget. The revenue surplus from the first quarter has been offset by second quarter revenues coming in under budget. Anecdotally this is likely attributed to the wet summer season impacting the amount of water used by residents to water lawns and gardens. Staff will be doing more analysis on this before the Audit Meeting on the 27th.
With the approved rate increases, revenues over the second half of year should bring this line item above budget by March 31st.
- Treatment costs continue to run higher than past years, however the UARB allowed the Water Utility to amend it's application such that those costs will now be covered by increased revenues going forward.
- Transmission and Distribution costs continue to be overbudget, and this is before all costs for water main breaks have been allocated to the Utility. This largely involves gravel and asphalt needed to reestablish the street after the pipe has been repaired.

Outstanding taxes

With the September 30th due date for final bills now passed, staff have started work on contacting those accounts in arrears. Efforts will also begin on contacting properties that fall into the Tax Sale Policy parameters.

Staff hope to bring proposed changes to the Tax Sale Policy intended to help the Town address the more significant dollar amounts in arrears. The proposed changes have been referred to legal for feedback.

INFORMATION REPORT – IR 021-2023

Title: 2nd Quarter Financial Update

Date: 2023-10-27 AUDIT COMMITTEE UP TO NOV. COW

Department: Finance



Staff want to ensure the rewording keeps the process within legislative restriction in the Municipal Government Act.

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 September 30, 2023



A cultivated experience for the mind, body, and soil

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GP-2013 Wolfville
Town Operating Fund
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$10,311,592	\$10,213,776	\$97,816	\$11,472,800	\$9,206,079
Cost sharing recoveries	386,334	387,464	(1,130)	774,900	335,398
Sewer charges	340,635	341,628	(993)	686,000	289,674
Sale of services and other revenue	254,655	176,852	77,803	411,200	210,559
Provincial & Federal Grants	120,944	75,200	45,744	112,100	67,569
	<u>11,414,160</u>	<u>11,194,920</u>	<u>219,240</u>	<u>13,457,000</u>	<u>10,109,279</u>
<u>EXPENSES</u>					
Salary and wages	1,549,415	1,586,655	(37,240)	2,992,900	1,339,382
Employee Benefits	367,480	359,123	8,357	684,900	284,020
Meetings, Meals and Travel	8,828	8,952	(124)	20,900	7,859
Professional Development	37,782	46,834	(9,052)	102,500	34,428
Membership Dues & Fees	9,965	16,802	(6,837)	21,000	14,574
Advertising	9,180	9,780	(600)	19,900	8,454
Telecommunications	22,385	19,420	2,965	39,100	17,818
Office Expense	30,139	30,824	(685)	57,300	31,819
Legal	53,916	29,016	24,900	53,000	27,389
Insurance	207,345	195,000	12,345	209,500	178,624
Marketing and Communications		2,800	(2,800)	5,600	451
Audit	4,349		4,349	23,200	401
Stipends & Honorariums	111,865	112,943	(1,078)	239,300	112,982
Miscellaneous	1,371	1,600	(229)	3,200	2,427
Heat	4,809	5,200	(391)	39,700	4,405
Utilities	111,715	95,302	16,413	197,600	75,892
Building Repairs and Maintenance	70,184	72,184	(2,000)	111,700	29,293
Vehicle Fuel	26,028	30,102	(4,074)	79,900	36,168
Vehicle Repairs & Maintenance	111,599	91,550	20,049	182,700	102,536
Vehicle Insurance	26,766	24,000	2,766	24,000	23,187
Operational Equip & Supplies	422,269	414,141	8,128	625,600	293,464
Equipment Maintenance	10,695	7,500	3,195	15,000	8,981
Equipment Rentals	2,708	16,000	(13,292)	20,000	4,662
Program Expenditures	117,492	140,004	(22,512)	243,000	104,006
Contracted Services	1,389,145	1,666,404	(277,259)	2,932,300	1,467,159
Grants to Organizations	71,000	130,000	(59,000)	275,000	29,050
Licenses and Permits	983		983	3,400	920
Tax Exemptions	125,092	124,120	972	124,200	104,381
Partner Contributions	1,040,379	1,092,252	(51,873)	2,137,500	994,583
Other debt charges	8,993	9,400	(407)	10,000	3,003
Doubtful accounts allowance				2,500	
	<u>5,953,877</u>	<u>6,337,908</u>	<u>(384,031)</u>	<u>11,496,400</u>	<u>5,342,318</u>
Net Operational Surplus	<u>5,460,283</u>	<u>4,857,012</u>	<u>603,271</u>	<u>1,960,600</u>	<u>4,766,961</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture principal	573,290	573,290		638,300	594,290
Debenture interest	91,942	92,193	(251)	211,700	97,139
Operating reserves				(150,000)	
Capital Reserves				1,260,600	
	<u>665,232</u>	<u>665,483</u>	<u>(251)</u>	<u>1,960,600</u>	<u>691,429</u>
NET SURPLUS (DEFICIT)	<u>4,795,051</u>	<u>4,191,529</u>	<u>603,522</u>	<u>1,960,600</u>	<u>4,075,532</u>

GP-2013 Wolfville
GENERAL GOVERNMENT DIVISION
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
REVENUES					
Taxes and grants in lieu of taxes	\$9,822,597	\$9,817,676	\$4,921	\$11,076,700	\$8,818,936
Cost sharing recoveries	156,514	156,564	(50)	313,100	133,438
Sale of services and other revenue	148,189	90,652	57,537	235,500	101,514
Provincial & Federal Grants	75,834	36,200	39,634	71,200	19,588
	<u>10,203,134</u>	<u>10,101,092</u>	<u>102,042</u>	<u>11,696,500</u>	<u>9,073,476</u>
EXPENSES					
Salary and wages	379,575	379,778	(203)	759,600	337,277
Employee Benefits	104,044	89,371	14,673	177,400	75,533
Meetings, Meals and Travel	2,509	3,750	(1,241)	7,500	1,618
Professional Development	37,522	39,334	(1,812)	87,500	32,299
Membership Dues & Fees	6,063	6,102	(39)	9,500	7,869
Advertising	3,991	4,228	(237)	8,600	3,509
Telecommunications	7,416	6,540	876	13,200	6,153
Office Expense	21,109	17,274	3,835	31,000	19,789
Legal	30,943	12,498	18,445	25,000	16,533
Insurance	204,080	193,500	10,580	202,000	175,100
Marketing and Communications		1,050	(1,050)	2,100	
Audit	4,349		4,349	23,200	401
Stipends & Honorariums	99,603	99,143	460	198,300	103,382
Miscellaneous	135	1,600	(1,465)	3,200	288
Heat	3,185	2,500	685	22,700	2,237
Utilities	2,582	2,852	(270)	5,700	2,493
Building Repairs and Maintenance	32,445	14,188	18,257	18,000	8,679
Operational Equip & Supplies	111,010	81,446	29,564	118,800	85,916
Program Expenditures	49,175	24,502	24,673	65,500	33,888
Contracted Services	52,421	66,534	(14,113)	94,500	62,016
Grants to Organizations		65,000	(65,000)	200,000	
Tax Exemptions	125,092	124,120	972	124,200	104,381
Other debt charges	8,993	9,400	(407)	10,000	3,003
Doubtful accounts allowance				2,500	
	<u>1,286,242</u>	<u>1,244,710</u>	<u>41,532</u>	<u>2,210,000</u>	<u>1,082,364</u>
Net Operational Surplus	<u>8,916,892</u>	<u>8,856,382</u>	<u>60,510</u>	<u>9,486,500</u>	<u>7,991,112</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>8,916,892</u>	<u>8,856,382</u>	<u>60,510</u>	<u>9,486,500</u>	<u>7,991,112</u>

GP-2013 Wolfville
Legislative
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Employee Benefits	\$3,425	\$3,750	(\$325)	\$7,500	\$3,557
Meetings, Meals and Travel	955	2,502	(1,547)	5,000	129
Professional Development	8,620	9,334	(714)	27,500	5,880
Membership Dues & Fees	3,304	3,402	(98)	6,800	5,659
Advertising	1,111	250	861	500	183
Telecommunications	1,138	1,200	(62)	2,400	1,082
Stipends & Honorariums	99,603	99,143	460	198,300	103,382
Miscellaneous	73	1,350	(1,277)	2,700	55
	<u>118,229</u>	<u>120,931</u>	<u>(2,702)</u>	<u>250,700</u>	<u>119,927</u>
Net Operational Surplus	<u>(118,229)</u>	<u>(120,931)</u>	<u>2,702</u>	<u>(250,700)</u>	<u>(119,927)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(118,229)</u>	<u>(120,931)</u>	<u>2,702</u>	<u>(250,700)</u>	<u>(119,927)</u>

GP-2013 Wolfville
General Administration
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Sale of services and other revenue					\$443
					<u>443</u>
<u>EXPENSES</u>					
Salary and wages	145,773	142,674	3,099	285,400	131,483
Employee Benefits	30,139	29,296	843	57,200	25,974
Meetings, Meals and Travel	595	498	97	1,000	1,371
Membership Dues & Fees	1,652	1,800	(148)	1,800	1,371
Advertising	2,880	3,876	(996)	7,900	2,936
Telecommunications	1,214	1,134	80	2,300	867
Office Expense	506	600	(94)	1,200	1,240
Legal	10,083	7,500	2,583	15,000	6,908
Marketing and Communications		1,050	(1,050)	2,100	
Miscellaneous					38
Program Expenditures		6,250	(6,250)	12,500	
Contracted Services	6,257	27,500	(21,243)	55,000	
	<u>199,099</u>	<u>222,178</u>	<u>(23,079)</u>	<u>441,400</u>	<u>172,188</u>
Net Operational Surplus	<u>(199,099)</u>	<u>(222,178)</u>	<u>23,079</u>	<u>(441,400)</u>	<u>(171,745)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(199,099)</u>	<u>(222,178)</u>	<u>23,079</u>	<u>(441,400)</u>	<u>(171,745)</u>

GP-2013 Wolfville
Human Resources
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Provincial & Federal Grants	\$900		\$900		\$850
	<u>900</u>		<u>900</u>		<u>850</u>
<u>EXPENSES</u>					
Employee Benefits	15,791	5,534	10,257	11,000	2,422
Meetings, Meals and Travel	959	500	459	1,000	102
Professional Development	28,901	30,000	(1,099)	60,000	26,419
Advertising					391
Office Expense					307
Legal	20,861	4,998	15,863	10,000	9,626
Operational Equip & Supplies	2,955	4,550	(1,595)	14,500	650
Contracted Services	4,382		4,382		
	<u>73,849</u>	<u>45,582</u>	<u>28,267</u>	<u>96,500</u>	<u>39,917</u>
Net Operational Surplus	<u>(72,949)</u>	<u>(45,582)</u>	<u>(27,367)</u>	<u>(96,500)</u>	<u>(39,067)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(72,949)</u>	<u>(45,582)</u>	<u>(27,367)</u>	<u>(96,500)</u>	<u>(39,067)</u>

GP-2013 Wolfville
Finance
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Cost sharing recoveries	\$48,450	\$48,476	(\$26)	\$96,900	\$34,002
Sale of services and other revenue	1,950	900	1,050	1,800	1,250
	<u>50,400</u>	<u>49,376</u>	<u>1,024</u>	<u>98,700</u>	<u>35,252</u>
<u>EXPENSES</u>					
Salary and wages	152,530	153,995	(1,465)	308,000	132,683
Employee Benefits	35,130	30,720	4,410	61,500	26,484
Meetings, Meals and Travel		150	(150)	300	
Membership Dues & Fees	688	900	(212)	900	688
Telecommunications	509	648	(139)	1,300	428
Office Expense	1,145	1,452	(307)	3,000	761
Audit	4,349		4,349	23,200	401
Miscellaneous	62	250	(188)	500	49
	<u>194,413</u>	<u>188,115</u>	<u>6,298</u>	<u>398,700</u>	<u>161,494</u>
Net Operational Surplus	<u>(144,013)</u>	<u>(138,739)</u>	<u>(5,274)</u>	<u>(300,000)</u>	<u>(126,242)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(144,013)</u>	<u>(138,739)</u>	<u>(5,274)</u>	<u>(300,000)</u>	<u>(126,242)</u>

GP-2013 Wolfville
IT
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Cost sharing recoveries	\$19,240	\$19,240		\$38,500	\$18,900
	<u>19,240</u>	<u>19,240</u>		<u>38,500</u>	<u>18,900</u>
<u>EXPENSES</u>					
Salary and wages	79,151	76,805	2,346	153,600	70,446
Employee Benefits	19,539	18,277	1,262	36,600	16,609
Meetings, Meals and Travel		100	(100)	200	17
Membership Dues & Fees	419		419		150
Telecommunications	3,421	2,460	961	5,000	3,111
Office Expense					21
Operational Equip & Supplies	104,895	75,894	29,001	102,300	81,967
Contracted Services	38,131	39,035	(904)	39,500	62,016
	<u>245,556</u>	<u>212,571</u>	<u>32,985</u>	<u>337,200</u>	<u>234,337</u>
Net Operational Surplus	<u>(226,316)</u>	<u>(193,331)</u>	<u>(32,985)</u>	<u>(298,700)</u>	<u>(215,437)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(226,316)</u>	<u>(193,331)</u>	<u>(32,985)</u>	<u>(298,700)</u>	<u>(215,437)</u>

GP-2013 Wolfville
Common Services
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$5,348	\$5,348		\$10,700	\$10,150
Provincial & Federal Grants	11,646		11,646		
	<u>16,994</u>	<u>5,348</u>	<u>11,646</u>	<u>10,700</u>	<u>10,150</u>
<u>EXPENSES</u>					
Salary and wages	2,122	6,304	(4,182)	12,600	2,665
Employee Benefits	21	1,794	(1,773)	3,600	487
Advertising		102	(102)	200	
Telecommunications	1,134	1,098	36	2,200	666
Office Expense	19,458	15,222	4,236	26,800	17,460
Heat	3,185	2,500	685	22,700	2,237
Utilities	2,582	2,852	(270)	5,700	2,493
Building Repairs and Maintenance	32,445	14,188	18,257	18,000	8,679
Operational Equip & Supplies	3,161	1,002	2,159	2,000	3,298
Contracted Services	3,650		3,650		
	<u>67,758</u>	<u>45,062</u>	<u>22,696</u>	<u>93,800</u>	<u>37,985</u>
Net Operational Surplus	<u>(50,764)</u>	<u>(39,714)</u>	<u>(11,050)</u>	<u>(83,100)</u>	<u>(27,835)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(50,764)</u>	<u>(39,714)</u>	<u>(11,050)</u>	<u>(83,100)</u>	<u>(27,835)</u>

GP-2013 Wolfville
Other General Government
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$9,822,597	\$9,817,676	\$4,921	\$11,076,700	\$8,818,936
Cost sharing recoveries	83,476	83,500	(24)	167,000	70,386
Sale of services and other revenue	146,239	89,752	56,487	233,700	99,820
Provincial & Federal Grants	63,288	36,200	27,088	71,200	18,738
	<u>10,115,600</u>	<u>10,027,128</u>	<u>88,472</u>	<u>11,548,600</u>	<u>9,007,880</u>
<u>EXPENSES</u>					
Insurance	204,080	193,500	10,580	202,000	175,100
Miscellaneous					146
Program Expenditures	49,175	18,252	30,923	53,000	33,888
Grants to Organizations		65,000	(65,000)	200,000	
Tax Exemptions	125,092	124,120	972	124,200	104,381
Other debt charges	8,993	9,400	(407)	10,000	3,003
Doubtful accounts allowance				2,500	
	<u>387,340</u>	<u>410,272</u>	<u>(22,932)</u>	<u>591,700</u>	<u>316,518</u>
Net Operational Surplus	<u>9,728,260</u>	<u>9,616,856</u>	<u>111,404</u>	<u>10,956,900</u>	<u>8,691,362</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>9,728,260</u>	<u>9,616,856</u>	<u>111,404</u>	<u>10,956,900</u>	<u>8,691,362</u>

GP-2013 Wolfville
 PROTECTIVE SERVICES DIVISION
 For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$488,995	\$396,100	\$92,895	\$396,100	\$387,143
Cost sharing recoveries	124,970	126,050	(1,080)	252,100	127,410
Sale of services and other revenue	22,401	20,000	2,401	46,000	18,562
Provincial & Federal Grants	20,000		20,000	1,900	
	<u>656,366</u>	<u>542,150</u>	<u>114,216</u>	<u>696,100</u>	<u>533,115</u>
<u>EXPENSES</u>					
Salary and wages	124,770	133,787	(9,017)	272,300	117,737
Employee Benefits	19,600	25,327	(5,727)	51,400	16,504
Meetings, Meals and Travel	2,435	2,850	(415)	5,700	2,295
Professional Development	261	7,500	(7,239)	15,000	2,129
Membership Dues & Fees	159	1,100	(941)	1,900	170
Advertising					206
Telecommunications	5,566	5,376	190	10,800	5,079
Office Expense	(103)	2,102	(2,205)	4,300	252
Legal	10,867	5,500	5,367	11,000	4,781
Insurance	3,266	1,500	1,766	7,500	3,524
Marketing and Communications		500	(500)	1,000	
Stipends & Honorariums	12,262	13,800	(1,538)	41,000	9,600
Heat	708	1,200	(492)	7,000	857
Utilities	7,684	6,175	1,509	17,800	6,503
Building Repairs and Maintenance	6,382	5,998	384	12,200	3,112
Vehicle Fuel	4,668	4,002	666	8,000	6,465
Vehicle Repairs & Maintenance	30,902	25,950	4,952	51,500	27,239
Vehicle Insurance	12,794	12,500	294	12,500	11,465
Operational Equip & Supplies	66,115	38,248	27,867	68,500	13,580
Equipment Maintenance	10,695	7,500	3,195	15,000	8,981
Contracted Services	1,120,943	1,098,266	22,677	2,192,800	1,073,735
Licenses and Permits	983		983	1,800	920
	<u>1,440,957</u>	<u>1,399,181</u>	<u>41,776</u>	<u>2,809,000</u>	<u>1,315,134</u>
Net Operational Surplus	<u>(784,591)</u>	<u>(857,031)</u>	<u>72,440</u>	<u>(2,112,900)</u>	<u>(782,019)</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>(785,500)</u>	<u>(857,940)</u>	<u>72,440</u>	<u>(2,114,600)</u>	<u>(783,141)</u>

GP-2013 Wolfville
 Police and Law Enforcement
 For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$15,866	\$9,000	\$6,866	\$18,000	\$8,643
	<u>15,866</u>	<u>9,000</u>	<u>6,866</u>	<u>18,000</u>	<u>8,643</u>
<u>EXPENSES</u>					
Salary and wages	1,353	3,750	(2,397)	7,500	2,258
Employee Benefits	11	900	(889)	1,800	426
Legal	4,679	4,000	679	8,000	1,800
Utilities	1,441	1,475	(34)	3,500	1,219
Building Repairs and Maintenance	1,212	1,600	(388)	3,200	773
Contracted Services	906,728	886,150	20,578	1,767,300	859,678
	<u>915,424</u>	<u>897,875</u>	<u>17,549</u>	<u>1,791,300</u>	<u>866,154</u>
Net Operational Surplus	<u>(899,558)</u>	<u>(888,875)</u>	<u>(10,683)</u>	<u>(1,773,300)</u>	<u>(857,511)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(899,558)</u>	<u>(888,875)</u>	<u>(10,683)</u>	<u>(1,773,300)</u>	<u>(857,511)</u>

GP-2013 Wolfville
By Law Enforcement
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$6,096	\$11,000	(\$4,904)	\$23,000	\$6,981
	<u>6,096</u>	<u>11,000</u>	<u>(4,904)</u>	<u>23,000</u>	<u>6,981</u>
<u>EXPENSES</u>					
Salary and wages	40,301	45,910	(5,609)	91,500	41,057
Employee Benefits	10,255	11,019	(764)	22,000	6,828
Meetings, Meals and Travel	20	150	(130)	300	
Membership Dues & Fees	50	300	(250)	300	
Telecommunications	833	942	(109)	1,900	858
Office Expense	466	752	(286)	1,600	252
Legal	6,188	1,500	4,688	3,000	2,981
Marketing and Communications		500	(500)	1,000	
Vehicle Fuel					1,395
Vehicle Repairs & Maintenance	455	750	(295)	1,500	1,669
Vehicle Insurance	806	600	206	600	673
Operational Equip & Supplies	3,498	4,000	(502)	4,000	1,559
	<u>62,872</u>	<u>66,423</u>	<u>(3,551)</u>	<u>127,700</u>	<u>57,272</u>
Net Operational Surplus	<u>(56,776)</u>	<u>(55,423)</u>	<u>(1,353)</u>	<u>(104,700)</u>	<u>(50,291)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(56,776)</u>	<u>(55,423)</u>	<u>(1,353)</u>	<u>(104,700)</u>	<u>(50,291)</u>

GP-2013 Wolfville
Fire Protection
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Taxes and grants in lieu of taxes	\$488,995	\$396,100	\$92,895	\$396,100	\$387,143
Cost sharing recoveries	84,970	86,050	(1,080)	172,100	87,410
Sale of services and other revenue					2,555
Provincial & Federal Grants	20,000		20,000		
	<u>593,965</u>	<u>482,150</u>	<u>111,815</u>	<u>568,200</u>	<u>477,108</u>
<u>EXPENSES</u>					
Salary and wages	45,503	45,420	83	90,800	39,938
Employee Benefits	3,600	6,945	(3,345)	14,000	4,267
Meetings, Meals and Travel	1,245	1,248	(3)	2,500	1,116
Professional Development	261	7,500	(7,239)	15,000	2,129
Membership Dues & Fees	109	800	(691)	1,600	170
Telecommunications	4,531	4,182	349	8,400	4,035
Office Expense	(569)	252	(821)	500	
Insurance	3,266	1,500	1,766	7,500	3,524
Stipends & Honorariums	12,262	13,800	(1,538)	41,000	9,600
Heat	708	1,200	(492)	7,000	857
Utilities	6,243	4,700	1,543	14,300	5,284
Building Repairs and Maintenance	5,170	4,398	772	9,000	2,339
Vehicle Fuel	4,668	4,002	666	8,000	5,070
Vehicle Repairs & Maintenance	30,447	25,200	5,247	50,000	25,570
Vehicle Insurance	11,988	11,900	88	11,900	10,792
Operational Equip & Supplies	61,629	32,498	29,131	61,000	11,280
Equipment Maintenance	10,695	7,500	3,195	15,000	8,981
Contracted Services	206,832	204,616	2,216	410,500	206,557
Licenses and Permits	983		983	1,800	920
	<u>409,571</u>	<u>377,661</u>	<u>31,910</u>	<u>769,800</u>	<u>342,429</u>
Net Operational Surplus	<u>184,394</u>	<u>104,489</u>	<u>79,905</u>	<u>(201,600)</u>	<u>134,679</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>184,394</u>	<u>104,489</u>	<u>79,905</u>	<u>(201,600)</u>	<u>134,679</u>

GP-2013 Wolfville
Emergency Measures
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$40,000	\$40,000		\$80,000	\$40,000
	<u>40,000</u>	<u>40,000</u>		<u>80,000</u>	<u>40,000</u>
<u>EXPENSES</u>					
Salary and wages	29,672	30,251	(579)	60,500	27,685
Employee Benefits	4,996	5,447	(451)	10,900	4,407
Meetings, Meals and Travel	1,170	1,452	(282)	2,900	1,179
Advertising					206
Telecommunications	203	252	(49)	500	187
Office Expense		1,098	(1,098)	2,200	
Operational Equip & Supplies	988	1,500	(512)	3,000	741
	<u>37,029</u>	<u>40,000</u>	<u>(2,971)</u>	<u>80,000</u>	<u>34,405</u>
Net Operational Surplus	<u>2,971</u>		<u>2,971</u>		<u>5,595</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>2,971</u>		<u>2,971</u>		<u>5,595</u>

GP-2013 Wolfville
 Other Protective Services
 For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$439		\$439	\$5,000	\$383
Provincial & Federal Grants				1,900	
	<u>439</u>		<u>439</u>	<u>6,900</u>	<u>383</u>
<u>EXPENSES</u>					
Salary and wages	7,940	8,456	(516)	22,000	6,799
Employee Benefits	738	1,016	(278)	2,700	575
Operational Equip & Supplies		250	(250)	500	
Contracted Services	7,384	7,500	(116)	15,000	7,500
	<u>16,062</u>	<u>17,222</u>	<u>(1,160)</u>	<u>40,200</u>	<u>14,874</u>
Net Operational Surplus	<u>(15,623)</u>	<u>(17,222)</u>	<u>1,599</u>	<u>(33,300)</u>	<u>(14,491)</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>(16,532)</u>	<u>(18,131)</u>	<u>1,599</u>	<u>(35,000)</u>	<u>(15,613)</u>

GP-2013 Wolfville
PUBLIC WORKS DIVISION
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Cost sharing recoveries	\$104,850	\$104,850		\$209,700	\$74,550
Sale of services and other revenue	22,482	19,500	2,982	28,800	21,158
	<u>127,332</u>	<u>124,350</u>	<u>2,982</u>	<u>238,500</u>	<u>95,708</u>
<u>EXPENSES</u>					
Salary and wages	367,426	336,299	31,127	667,200	247,364
Employee Benefits	97,183	79,800	17,383	158,500	64,248
Meetings, Meals and Travel	762	500	262	4,000	1,688
Membership Dues & Fees	1,088	1,300	(212)	1,300	1,516
Telecommunications	3,378	2,760	618	5,600	1,812
Office Expense	2,489	3,700	(1,211)	6,500	4,065
Legal	2,496	6,020	(3,524)	7,000	766
Heat	916	1,500	(584)	10,000	1,311
Utilities	20,091	16,370	3,721	43,100	13,111
Building Repairs and Maintenance	15,291	14,500	791	25,000	9,161
Vehicle Fuel	13,988	21,700	(7,712)	65,400	18,123
Vehicle Repairs & Maintenance	40,708	42,600	(1,892)	85,200	43,302
Vehicle Insurance	5,772	5,000	772	5,000	5,617
Operational Equip & Supplies	97,139	100,252	(3,113)	204,100	64,441
Equipment Rentals	1,415	16,000	(14,585)	20,000	60
Contracted Services	130,926	340,000	(209,074)	427,800	258,096
Licenses and Permits				1,600	
	<u>801,068</u>	<u>988,301</u>	<u>(187,233)</u>	<u>1,737,300</u>	<u>734,681</u>
Net Operational Surplus	<u>(673,736)</u>	<u>(863,951)</u>	<u>190,215</u>	<u>(1,498,800)</u>	<u>(638,973)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	62,187	62,184	3	153,200	66,101
	<u>62,187</u>	<u>62,184</u>	<u>3</u>	<u>153,200</u>	<u>66,101</u>
NET SURPLUS (DEFICIT)	<u>(735,923)</u>	<u>(926,135)</u>	<u>190,212</u>	<u>(1,652,000)</u>	<u>(705,074)</u>

GP-2013 Wolfville
Common Services
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$63,900	\$63,900		\$127,800	\$47,200
Sale of services and other revenue	7,075	8,500	(1,425)	14,800	6,289
	<u>70,975</u>	<u>72,400</u>	<u>(1,425)</u>	<u>142,600</u>	<u>53,489</u>
<u>EXPENSES</u>					
Salary and wages	121,932	101,900	20,032	203,600	83,287
Employee Benefits	33,007	21,400	11,607	42,800	21,365
Meetings, Meals and Travel	203	500	(297)	1,000	448
Membership Dues & Fees	1,088	1,300	(212)	1,300	1,516
Telecommunications	3,378	2,760	618	5,600	1,812
Office Expense	2,489	3,700	(1,211)	6,500	4,065
Legal	2,496	6,020	(3,524)	7,000	766
Heat	916	1,500	(584)	10,000	1,311
Utilities	5,944	3,200	2,744	16,700	3,235
Building Repairs and Maintenance	15,291	14,500	791	25,000	9,161
Operational Equip & Supplies	175	1,500	(1,325)	3,000	192
Contracted Services		2,800	(2,800)	5,600	(253)
Licenses and Permits				1,600	
	<u>186,919</u>	<u>161,080</u>	<u>25,839</u>	<u>329,700</u>	<u>126,905</u>
Net Operational Surplus	<u>(115,944)</u>	<u>(88,680)</u>	<u>(27,264)</u>	<u>(187,100)</u>	<u>(73,416)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(115,944)</u>	<u>(88,680)</u>	<u>(27,264)</u>	<u>(187,100)</u>	<u>(73,416)</u>

GP-2013 Wolfville
Roads and Streets
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Cost sharing recoveries	\$40,950	\$40,950		\$81,900	\$27,350
Sale of services and other revenue	441		441		3,061
	<u>41,391</u>	<u>40,950</u>	<u>441</u>	<u>81,900</u>	<u>30,411</u>
<u>EXPENSES</u>					
Salary and wages	239,913	226,599	13,314	454,500	164,077
Employee Benefits	63,824	56,600	7,224	113,600	42,883
Meetings, Meals and Travel	559		559	3,000	1,240
Vehicle Fuel	13,988	21,700	(7,712)	65,400	18,123
Vehicle Repairs & Maintenance	40,708	42,600	(1,892)	85,200	43,302
Vehicle Insurance	5,772	5,000	772	5,000	5,617
Operational Equip & Supplies	72,993	52,752	20,241	138,100	51,333
Equipment Rentals	1,415	16,000	(14,585)	20,000	60
Contracted Services	112,112	296,450	(184,338)	380,700	212,736
	<u>551,284</u>	<u>717,701</u>	<u>(166,417)</u>	<u>1,265,500</u>	<u>539,371</u>
Net Operational Surplus	<u>(509,893)</u>	<u>(676,751)</u>	<u>166,858</u>	<u>(1,183,600)</u>	<u>(508,960)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(509,893)</u>	<u>(676,751)</u>	<u>166,858</u>	<u>(1,183,600)</u>	<u>(508,960)</u>

GP-2013 Wolfville
Street Lighting
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
<u>REVENUES</u>					
<u>EXPENSES</u>					
Utilities	\$14,147	\$13,170	\$977	\$26,400	\$9,877
Operational Equip & Supplies		10,000	(10,000)	20,000	6,596
Contracted Services	1,903	750	1,153	1,500	
	<u>16,050</u>	<u>23,920</u>	<u>(7,870)</u>	<u>47,900</u>	<u>16,473</u>
Net Operational Surplus	<u>(16,050)</u>	<u>(23,920)</u>	<u>7,870</u>	<u>(47,900)</u>	<u>(16,473)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(16,050)</u>	<u>(23,920)</u>	<u>7,870</u>	<u>(47,900)</u>	<u>(16,473)</u>

GP-2013 Wolfville
Traffic Services
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$5,582	\$7,800	(\$2,218)	\$9,100	
Employee Benefits	352	1,800	(1,448)	2,100	
Operational Equip & Supplies	23,970	36,000	(12,030)	43,000	6,320
Contracted Services	16,910	40,000	(23,090)	40,000	39,272
	<u>46,814</u>	<u>85,600</u>	<u>(38,786)</u>	<u>94,200</u>	<u>45,592</u>
Net Operational Surplus	<u>(46,814)</u>	<u>(85,600)</u>	<u>38,786</u>	<u>(94,200)</u>	<u>(45,592)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(46,814)</u>	<u>(85,600)</u>	<u>38,786</u>	<u>(94,200)</u>	<u>(45,592)</u>

GP-2013 Wolfville
 Other Road Transport
 For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
<u>REVENUES</u>	_____	_____	_____	_____	_____
<u>EXPENSES</u>	_____	_____	_____	_____	_____
Contracted Services	_____	_____	_____	_____	\$6,342
	_____	_____	_____	_____	6,342
Net Operational Surplus	_____	_____	_____	_____	(6,342)
<u>CAPITAL PROGRAM & RESERVES</u>	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
NET SURPLUS (DEFICIT)	_____	_____	_____	_____	(6,342)

GP-2013 Wolfville
 Other Transportation Services
 For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
<u>REVENUES</u>					
Sale of services and other revenue	\$14,965	\$11,000	\$3,965	\$14,000	\$11,809
	<u>14,965</u>	<u>11,000</u>	<u>3,965</u>	<u>14,000</u>	<u>11,809</u>
<u>EXPENSES</u>					
Net Operational Surplus	14,965	11,000	3,965	14,000	11,809
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	62,187	62,184	3	153,200	66,101
	<u>62,187</u>	<u>62,184</u>	<u>3</u>	<u>153,200</u>	<u>66,101</u>
NET SURPLUS (DEFICIT)	<u>(47,222)</u>	<u>(51,184)</u>	<u>3,962</u>	<u>(139,200)</u>	<u>(54,292)</u>

GP-2013 Wolfville
SANITARY SEWER DIVISION
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Sewer charges	\$340,635	\$341,628	(\$993)	\$686,000	\$289,674
Sale of services and other revenue				6,000	
	<u>340,635</u>	<u>341,628</u>	<u>(993)</u>	<u>692,000</u>	<u>289,674</u>
<u>EXPENSES</u>					
Salary and wages	30,875	73,801	(42,926)	144,100	38,792
Employee Benefits	4,514	19,023	(14,509)	37,200	7,546
Telecommunications	331		331		912
Utilities	65,220	51,105	14,115	102,200	38,449
Building Repairs and Maintenance	619		619		864
Vehicle Fuel					2,168
Vehicle Repairs & Maintenance	15,385	10,500	4,885	21,000	12,759
Vehicle Insurance	482	1,500	(1,018)	1,500	1,244
Operational Equip & Supplies	55,832	78,495	(22,663)	109,000	45,062
Contracted Services	37,984	44,450	(6,466)	61,900	31,317
	<u>211,242</u>	<u>278,874</u>	<u>(67,632)</u>	<u>476,900</u>	<u>179,113</u>
Net Operational Surplus	<u>129,393</u>	<u>62,754</u>	<u>66,639</u>	<u>215,100</u>	<u>110,561</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	25,680	25,680		50,700	26,517
	<u>25,680</u>	<u>25,680</u>		<u>50,700</u>	<u>26,517</u>
NET SURPLUS (DEFICIT)	<u>103,713</u>	<u>37,074</u>	<u>66,639</u>	<u>164,400</u>	<u>84,044</u>

GP-2013 Wolfville
Sewer Administration
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages					\$424
Employee Benefits					36
Contracted Services	16,850	14,950	1,900	29,900	12,950
	<u>16,850</u>	<u>14,950</u>	<u>1,900</u>	<u>29,900</u>	<u>13,410</u>
Net Operational Surplus	<u>(16,850)</u>	<u>(14,950)</u>	<u>(1,900)</u>	<u>(29,900)</u>	<u>(13,410)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(16,850)</u>	<u>(14,950)</u>	<u>(1,900)</u>	<u>(29,900)</u>	<u>(13,410)</u>

GP-2013 Wolfville
Sewer Collection
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$7,320	\$27,352	(\$20,032)	\$54,700	\$14,069
Employee Benefits	1,156	6,850	(5,694)	13,700	2,494
Vehicle Repairs & Maintenance	15,350	6,500	8,850	13,000	6,150
Operational Equip & Supplies		40,000	(40,000)	40,000	11,457
Contracted Services	7,582	15,000	(7,418)	15,000	10,990
	<u>31,408</u>	<u>95,702</u>	<u>(64,294)</u>	<u>136,400</u>	<u>45,160</u>
Net Operational Surplus	(31,408)	(95,702)	64,294	(136,400)	(45,160)
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(31,408)</u>	<u>(95,702)</u>	<u>64,294</u>	<u>(136,400)</u>	<u>(45,160)</u>

GP-2013 Wolfville
Sewer Lift Stations
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$5,235	\$7,000	(\$1,765)	\$10,500	\$3,549
Employee Benefits	813	1,825	(1,012)	2,800	341
Utilities	10,364	10,503	(139)	21,000	7,453
Building Repairs and Maintenance	261		261		
Operational Equip & Supplies	26,459	12,000	14,459	24,000	9,352
Contracted Services	156	4,000	(3,844)	4,000	3,337
	<u>43,288</u>	<u>35,328</u>	<u>7,960</u>	<u>62,300</u>	<u>24,032</u>
Net Operational Surplus	<u>(43,288)</u>	<u>(35,328)</u>	<u>(7,960)</u>	<u>(62,300)</u>	<u>(24,032)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(43,288)</u>	<u>(35,328)</u>	<u>(7,960)</u>	<u>(62,300)</u>	<u>(24,032)</u>

GP-2013 Wolfville
Sewer Treatment
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$18,320	\$39,449	(\$21,129)	\$78,900	\$20,749
Employee Benefits	2,545	10,348	(7,803)	20,700	4,676
Telecommunications	331		331		912
Utilities	54,856	40,602	14,254	81,200	30,996
Building Repairs and Maintenance	359		359		864
Vehicle Fuel					2,168
Vehicle Repairs & Maintenance	35	4,000	(3,965)	8,000	6,609
Vehicle Insurance	482	1,500	(1,018)	1,500	1,244
Operational Equip & Supplies	19,379	12,498	6,881	25,000	14,467
Contracted Services	8,149	8,000	149	8,000	4,040
	<u>104,456</u>	<u>116,397</u>	<u>(11,941)</u>	<u>223,300</u>	<u>86,725</u>
Net Operational Surplus	<u>(104,456)</u>	<u>(116,397)</u>	<u>11,941</u>	<u>(223,300)</u>	<u>(86,725)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(104,456)</u>	<u>(116,397)</u>	<u>11,941</u>	<u>(223,300)</u>	<u>(86,725)</u>

GP-2013 Wolfville
Solid Waste Management
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Contracted Services	\$825	\$2,500	(\$1,675)	\$5,000	
	825	2,500	(1,675)	5,000	
Net Operational Surplus	(825)	(2,500)	1,675	(5,000)	
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	(825)	(2,500)	1,675	(5,000)	

GP-2013 Wolfville
Other Environmental Health
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
<u>REVENUES</u>					
Sewer charges	\$340,635	\$341,628	(\$993)	\$686,000	\$289,674
Sale of services and other revenue				6,000	
	<u>340,635</u>	<u>341,628</u>	<u>(993)</u>	<u>692,000</u>	<u>289,674</u>
<u>EXPENSES</u>					
Operational Equip & Supplies	9,994	13,997	(4,003)	20,000	9,786
Contracted Services	4,422		4,422		
	<u>14,416</u>	<u>13,997</u>	<u>419</u>	<u>20,000</u>	<u>9,786</u>
Net Operational Surplus	<u>326,219</u>	<u>327,631</u>	<u>(1,412)</u>	<u>672,000</u>	<u>279,888</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
Debenture interest	25,680	25,680		50,700	26,517
	<u>25,680</u>	<u>25,680</u>		<u>50,700</u>	<u>26,517</u>
NET SURPLUS (DEFICIT)	<u>300,539</u>	<u>301,951</u>	<u>(1,412)</u>	<u>621,300</u>	<u>253,371</u>

GP-2013 Wolfville
 PLANNING DIVISION
 For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
REVENUES					
Sale of services and other revenue	\$21,413	\$16,700	\$4,713	\$33,600	\$30,764
	<u>21,413</u>	<u>16,700</u>	<u>4,713</u>	<u>33,600</u>	<u>30,764</u>
EXPENSES					
Salary and wages	187,938	182,195	5,743	364,400	179,596
Employee Benefits	48,344	43,498	4,846	87,000	42,222
Meetings, Meals and Travel	715	1,002	(287)	2,000	362
Membership Dues & Fees	1,723	3,000	(1,277)	3,000	1,811
Advertising	1,799	2,502	(703)	5,000	1,187
Telecommunications	1,949	1,650	299	3,300	1,619
Office Expense	4,434	6,000	(1,566)	12,000	5,977
Legal	8,775	4,998	3,777	10,000	4,749
Miscellaneous	1,236		1,236		2,079
Vehicle Fuel	351		351		
Vehicle Repairs & Maintenance	244		244		
Vehicle Insurance	806		806		
Operational Equip & Supplies	400		400		84
Contracted Services	21,973	20,002	1,971	40,000	8,085
	<u>280,687</u>	<u>264,847</u>	<u>15,840</u>	<u>526,700</u>	<u>247,771</u>
Net Operational Surplus	<u>(259,274)</u>	<u>(248,147)</u>	<u>(11,127)</u>	<u>(493,100)</u>	<u>(217,007)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(259,274)</u>	<u>(248,147)</u>	<u>(11,127)</u>	<u>(493,100)</u>	<u>(217,007)</u>

GP-2013 Wolfville
COMMUNITY SERVICES DIVISION
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Sale of services and other revenue	\$40,170	\$30,000	\$10,170	\$61,300	\$38,561
Provincial & Federal Grants	25,110	39,000	(13,890)	39,000	47,981
	<u>65,280</u>	<u>69,000</u>	<u>(3,720)</u>	<u>100,300</u>	<u>86,542</u>
<u>EXPENSES</u>					
Salary and wages	458,831	480,796	(21,965)	785,300	418,617
Employee Benefits	93,795	102,104	(8,309)	173,400	77,967
Meetings, Meals and Travel	2,407	850	1,557	1,700	1,896
Membership Dues & Fees	932	5,300	(4,368)	5,300	3,208
Advertising	3,390	3,050	340	6,300	3,551
Telecommunications	3,745	3,094	651	6,200	2,241
Office Expense	2,211	1,748	463	3,500	1,736
Legal	834		834		559
Marketing and Communications		1,250	(1,250)	2,500	451
Miscellaneous					60
Utilities	16,137	18,800	(2,663)	28,800	15,335
Building Repairs and Maintenance	15,447	37,498	(22,051)	56,500	7,478
Vehicle Fuel	7,021	4,400	2,621	6,500	9,413
Vehicle Repairs & Maintenance	24,359	12,500	11,859	25,000	19,235
Vehicle Insurance	6,912	5,000	1,912	5,000	4,861
Operational Equip & Supplies	91,772	115,700	(23,928)	125,200	84,381
Equipment Rentals	1,293		1,293		4,602
Program Expenditures	68,317	115,502	(47,185)	177,500	70,119
Contracted Services	24,899	97,152	(72,253)	115,300	33,910
Grants to Organizations	71,000	65,000	6,000	75,000	29,050
	<u>893,302</u>	<u>1,069,744</u>	<u>(176,442)</u>	<u>1,599,000</u>	<u>788,670</u>
Net Operational Surplus	<u>(828,022)</u>	<u>(1,000,744)</u>	<u>172,722</u>	<u>(1,498,700)</u>	<u>(702,128)</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>(831,188)</u>	<u>(1,004,164)</u>	<u>172,976</u>	<u>(1,504,800)</u>	<u>(705,527)</u>

GP-2013 Wolfville
Parks and Playgrounds
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Sale of services and other revenue					\$2,239
Provincial & Federal Grants	6,000		6,000		
	<u>6,000</u>		<u>6,000</u>		<u>2,239</u>
<u>EXPENSES</u>					
Salary and wages	260,551	262,599	(2,048)	409,200	231,830
Employee Benefits	64,141	60,980	3,161	99,300	50,372
Meetings, Meals and Travel	125	500	(375)	1,000	168
Telecommunications	1,773	348	1,425	700	388
Office Expense	539	250	289	500	497
Utilities	9,773	10,950	(1,177)	12,500	8,908
Building Repairs and Maintenance	6,236		6,236		156
Vehicle Fuel	7,021	4,400	2,621	6,500	9,413
Vehicle Repairs & Maintenance	24,073	12,500	11,573	25,000	19,016
Vehicle Insurance	6,818	5,000	1,818	5,000	4,777
Operational Equip & Supplies	78,229	88,400	(10,171)	96,400	71,953
Equipment Rentals	1,293		1,293		4,602
Contracted Services	22,521	79,000	(56,479)	95,000	31,606
	<u>483,093</u>	<u>524,927</u>	<u>(41,834)</u>	<u>751,100</u>	<u>433,686</u>
Net Operational Surplus	(477,093)	(524,927)	47,834	(751,100)	(431,447)
<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>(478,912)</u>	<u>(526,747)</u>	<u>47,835</u>	<u>(754,600)</u>	<u>(433,405)</u>

GP-2013 Wolfville
Economic Development
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023		
<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 Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Sale of services and other revenue	\$600	\$8,000	(\$7,400)	\$8,000	\$1,389
Provincial & Federal Grants	2,400	14,000	(11,600)	14,000	6,000
	<u>3,000</u>	<u>22,000</u>	<u>(19,000)</u>	<u>22,000</u>	<u>7,389</u>
<u>EXPENSES</u>					
Salary and wages	9,583	15,880	(6,297)	26,100	14,294
Employee Benefits	930	2,475	(1,545)	4,100	1,456
Advertising	3,390	2,300	1,090	4,800	3,551
Operational Equip & Supplies	2,955	19,000	(16,045)	19,000	7,041
Program Expenditures	40,721	45,500	(4,779)	80,500	51,098
Grants to Organizations	32,000	30,000	2,000	30,000	18,550
	<u>89,579</u>	<u>115,155</u>	<u>(25,576)</u>	<u>164,500</u>	<u>95,990</u>
Net Operational Surplus	<u>(86,579)</u>	<u>(93,155)</u>	<u>6,576</u>	<u>(142,500)</u>	<u>(88,601)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(86,579)</u>	<u>(93,155)</u>	<u>6,576</u>	<u>(142,500)</u>	<u>(88,601)</u>

GP-2013 Wolfville
Recreation Admsintration
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$114,833	\$112,847	\$1,986	\$225,700	\$104,583
Employee Benefits	21,432	25,035	(3,603)	50,000	19,255
Meetings, Meals and Travel	529	100	429	200	440
Membership Dues & Fees	747	4,700	(3,953)	4,700	3,069
Telecommunications	1,094	1,296	(202)	2,600	1,037
Office Expense	592	750	(158)	1,500	767
Legal	834		834		559
Marketing and Communications		1,250	(1,250)	2,500	
Utilities	2,726	2,450	276	6,000	3,048
Building Repairs and Maintenance	1,771	9,998	(8,227)	20,000	2,239
Operational Equip & Supplies	5,231		5,231		457
Program Expenditures	7,159	40,000	(32,841)	60,000	
	<u>156,948</u>	<u>198,426</u>	<u>(41,478)</u>	<u>373,200</u>	<u>135,454</u>
Net Operational Surplus	<u>(156,948)</u>	<u>(198,426)</u>	<u>41,478</u>	<u>(373,200)</u>	<u>(135,454)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(156,948)</u>	<u>(198,426)</u>	<u>41,478</u>	<u>(373,200)</u>	<u>(135,454)</u>

GP-2013 Wolfville
Recreation Programs
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Sale of services and other revenue	\$39,404	\$22,000	\$17,404	\$53,300	\$34,681
Provincial & Federal Grants	5,710	20,000	(14,290)	20,000	29,481
	<u>45,114</u>	<u>42,000</u>	<u>3,114</u>	<u>73,300</u>	<u>64,162</u>
<u>EXPENSES</u>					
Salary and wages	43,504	51,304	(7,800)	73,600	39,299
Employee Benefits	4,416	8,149	(3,733)	12,200	3,536
Meetings, Meals and Travel	1,753	250	1,503	500	1,288
Advertising		750	(750)	1,500	
Miscellaneous					60
Vehicle Repairs & Maintenance	286		286		219
Vehicle Insurance	94		94		84
Operational Equip & Supplies	3,708	1,500	2,208	3,000	1,041
Program Expenditures	20,438	30,002	(9,564)	37,000	19,021
Contracted Services		15,000	(15,000)	15,000	
Grants to Organizations	29,000	25,000	4,000	25,000	500
	<u>103,199</u>	<u>131,955</u>	<u>(28,756)</u>	<u>167,800</u>	<u>65,048</u>
Net Operational Surplus	<u>(58,085)</u>	<u>(89,955)</u>	<u>31,870</u>	<u>(94,500)</u>	<u>(886)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(58,085)</u>	<u>(89,955)</u>	<u>31,870</u>	<u>(94,500)</u>	<u>(886)</u>

GP-2013 Wolfville
Tourism
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
<u>REVENUES</u>					
Provincial & Federal Grants	\$6,000		\$6,000		\$7,500
	<u>6,000</u>		<u>6,000</u>		<u>7,500</u>
<u>EXPENSES</u>					
Salary and wages	28,504	33,817	(5,313)	42,000	25,841
Employee Benefits	2,844	4,365	(1,521)	5,600	2,828
Membership Dues & Fees	185	600	(415)	600	139
Telecommunications	633	1,050	(417)	2,100	620
Office Expense	457	498	(41)	1,000	170
Marketing and Communications					451
Utilities	1,325	1,650	(325)	2,800	1,483
Building Repairs and Maintenance	469	1,250	(781)	1,500	1,545
Operational Equip & Supplies	1,650	6,800	(5,150)	6,800	3,795
Contracted Services	2,378	3,152	(774)	5,300	2,305
	<u>38,445</u>	<u>53,182</u>	<u>(14,737)</u>	<u>67,700</u>	<u>39,177</u>
Net Operational Surplus	<u>(32,445)</u>	<u>(53,182)</u>	<u>20,737</u>	<u>(67,700)</u>	<u>(31,677)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(32,445)</u>	<u>(53,182)</u>	<u>20,737</u>	<u>(67,700)</u>	<u>(31,677)</u>

GP-2013 Wolfville
Library Facility
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
<u>REVENUES</u>					
Sale of services and other revenue	\$166		\$166		\$252
Provincial & Federal Grants	5,000	5,000		5,000	5,000
	<u>5,166</u>	<u>5,000</u>	<u>166</u>	<u>5,000</u>	<u>5,252</u>
<u>EXPENSES</u>					
Salary and wages	1,856	4,349	(2,493)	8,700	2,770
Employee Benefits	32	1,100	(1,068)	2,200	520
Telecommunications	244	400	(156)	800	196
Office Expense	623	250	373	500	302
Utilities	2,314	3,750	(1,436)	7,500	1,896
Building Repairs and Maintenance	6,972	26,250	(19,278)	35,000	3,538
Operational Equip & Supplies					94
	<u>12,041</u>	<u>36,099</u>	<u>(24,058)</u>	<u>54,700</u>	<u>9,316</u>
Net Operational Surplus	<u>(6,875)</u>	<u>(31,099)</u>	<u>24,224</u>	<u>(49,700)</u>	<u>(4,064)</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>(8,222)</u>	<u>(32,699)</u>	<u>24,477</u>	<u>(52,300)</u>	<u>(5,504)</u>

GP-2013 Wolfville
Museum & Historical Facilities
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
<u>REVENUES</u>					
<u>EXPENSES</u>					
Grants to Organizations	\$10,000	\$10,000		\$10,000	\$10,000
	10,000	10,000		10,000	10,000
Net Operational Surplus	(10,000)	(10,000)		(10,000)	(10,000)
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	(10,000)	(10,000)		(10,000)	(10,000)

GP-2013 Wolfville
Partner Contributions
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To			Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023	VARIANCE		
Partner Contributions:					
Grant to WBDC	50,000	100,000	(50,000)	100,000	
Regional Solid Waste	338,893	295,250	43,643	590,500	324,191
Transit services	110,226	134,000	(23,774)	259,000	118,965
Valley Community Fibre				2,000	
IMSA - REMO	2,695	5,000	(2,305)	10,000	
Regional Development	12,119	15,000	(2,881)	30,000	
Annapolis Valley Regional Library	15,150	16,000	(850)	32,000	15,150
Kings Region Cooperative Initiatives	2,695	35,000	(32,305)	70,000	5,389
IMSA Governance Review Project	36,077		36,077		90,332
Education funding	414,348	412,002	2,346	824,000	361,272
Corrections	20,603	41,000	(20,397)	82,000	41,450
Valley Regional Housing Authority	(246)		(246)	60,000	
Assessment services	37,820	39,000	(1,180)	78,000	37,834
Total Partner Contributions	1,040,379	1,092,252	(51,873)	2,137,500	994,583

**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)	
Municipal Buildings						
Civic Complex - Town Hall & Library	-	-	50,000		(50,000)	These costs 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	2,809	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>9,317</u>	<u>609,408</u>	<u>1,280,000</u>		<u>(670,592)</u>	
Protective Services						
Fire Equipment Upgrades	335,212	335,300	420,000		(84,700)	SCBA gear - purchased in second quarter
	<u>335,212</u>	<u>335,300</u>	<u>420,000</u>		<u>(84,700)</u>	
Fleet/Equip Inventory						
Veh #25 - 5 ton plow truck	-	407,000	300,000		107,000	tender closed -30% overbudget. Alternative procurement
veh #32 - plow attachment	7,508	7,600	8,000		(400)	being considered as only one tender submission received.
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
	<u>39,472</u>	<u>446,564</u>	<u>339,000</u>		<u>107,564</u>	
Streets						
Highland Ave. - Project to Skyway	405,111	3,457,000	-	3,200,000	257,000	completion of job in previous year budget. Project had been
Fairfield St - full length	126,200	1,200,000	1,300,000		(100,000)	forecast to have final cost of \$3.44 million.
East End Main - Cross Culvert replacement	13,077	500,000	650,000		(150,000)	tender closed, project starting in Sept.
Engineering - 2020/21 Street projects	2,918	55,000	55,000		-	tender results below budget. Just closed Sept 7
	<u>547,306</u>	<u>5,212,000</u>	<u>2,005,000</u>		<u>7,000</u>	
Other Transportation						
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	1,472	5,000	15,000		(10,000)	no update available at time of this report
	<u>1,472</u>	<u>5,000</u>	<u>230,000</u>		<u>(225,000)</u>	
Sewer Operations						
Sewer Treatment Plant Expansion Ph II	31,321	230,000	230,000		-	design work ongoing...tender in fall 2023. Bulk of the project
Lift Station Upgrade program	-	-	50,000		-	to occur in 2024/25
SCADA & Electrical Panel Replacements	-	-	65,000		(65,000)	no update available at time of this report
Sub total Sewer Operation	<u>31,321</u>	<u>230,000</u>	<u>345,000</u>		<u>(65,000)</u>	no update available at time of this report
Community Services						
Clock Park - concrete walkway 23/24	-	-	70,000		(70,000)	no update available at time of this report
East End Gateway - events lawn	-	-	75,000		(75,000)	likely deferred to 2024/25 budget process
East End Gateway - parking lot	-	-	455,000		(455,000)	start date delayed awaiting 292 development construction
Public Art	9,469	35,000	30,000		5,000	cost extras approved by Council (RFD 029-2023, June Council)
Waterfront Park Amenities	7,514	17,500	-		17,500	This project is partnership with WBDC, grant funded
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)	likely deferred to 2024/25 budget process
Pickleball Courts - not in budget 23/24 but may have prelim design costs	-	-	-		-	
Rotary Park - soccer upgrades 22/23	-	-	-		-	\$10,000 soccer club donation in the bank. Project needs to be scoped.
Rotary Park - parking lot	-	-	150,000		(150,000)	on hold....possible use by Rotary Club for different purpose.
Tennis Courts - Resurface	-	-	75,000		(75,000)	July 14 tender closing date - no tenders rec'd. Likely deferral
Nature Trust Lands - Park improvements	-	-	185,000		(185,000)	to 2024/25 budget process
	<u>16,983</u>	<u>52,500</u>	<u>1,195,000</u>		<u>(1,142,500)</u>	likely deferred to 2024/25 budget process
GRAND TOTAL TOWN PROJECTS	<u><u>981,083</u></u>	<u><u>6,890,772</u></u>	<u><u>5,814,000</u></u>		<u><u>(2,073,228)</u></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	9,192	55,192	52,300		2,892	ongoing work
		-			-	
Well House buildings	1,831	13,331	12,000		1,331	no update available at time of this report
Water/Sewer Capacity Study	8,572	8,572	0		8,572	
		-			-	
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	38,918	947,822	864,300		56,000	financials finalized.

GP-2013 Wolfville
Water Utility - Summary
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
REVENUES					
Metered Sales	\$358,943	\$360,325	(\$1,382)	\$725,000	\$360,784
Fire Protection	198,000	198,000		396,000	198,012
Sprinkler Service Charge				10,800	
Other	26,962	18,500	8,462	37,000	22,081
	<u>583,905</u>	<u>576,825</u>	<u>7,080</u>	<u>1,168,800</u>	<u>580,877</u>
EXPENSES					
Salary and wages	186,855	164,851	22,004	329,700	167,253
Employee Benefits	42,325	38,800	3,525	77,600	35,436
Seasonal Wages					60
Meeting, Meals and Travel		700	(700)	1,400	33
Professional Development		2,500	(2,500)	5,000	
Membership Dues & Fees	577	666	(89)	1,000	62
Advertising	1,158	250	908	500	
Telecommunications	1,272	750	522	1,500	575
Office Expense	23,993	26,502	(2,509)	53,000	26,708
Legal				500	
Insurance	19,200	18,000	1,200	18,000	17,010
Audit				6,500	
Miscellaneous	1,640		1,640		467
Utilities	59,820	48,351	11,469	97,500	47,576
Repairs and Maintenance	6,545	6,200	345	7,400	91
Property Taxes	55,079	56,500	(1,421)	56,500	55,328
Vehicle Fuel	4,277	1,248	3,029	2,500	2,125
Vehicle Repairs & Maintenance	16,999	7,200	9,799	14,400	1,899
Vehicle Insurance	2,518	1,000	1,518	1,000	1,055
Operational Equip & Supplies	106,380	81,498	24,882	163,000	79,701
Equipment Maintenance	560	2,500	(1,940)	5,000	509
Contracted Services	59,590	28,000	31,590	66,000	44,672
Other debt charges	3,113	2,700	413	2,700	53
Debenture interest	13,035	13,035		44,800	9,209
Doubtful accounts allowance				1,000	
	<u>604,936</u>	<u>501,251</u>	<u>103,685</u>	<u>956,500</u>	<u>489,822</u>
Net Operational Surplus	<u>(21,031)</u>	<u>75,574</u>	<u>(96,605)</u>	<u>212,300</u>	<u>91,055</u>
Capital Program & Reserves					
Depreciation				165,000	
Debenture principal	48,460	48,500	(40)	48,500	36,960
Capital Fund	38,918		38,918	70,000	145,707
Dividend to Town				50,000	
	<u>87,378</u>	<u>48,500</u>	<u>38,878</u>	<u>333,500</u>	<u>182,667</u>
NET SURPLUS (DEFICIT)	<u>(108,409)</u>	<u>27,074</u>	<u>(135,483)</u>	<u>(121,200)</u>	<u>(91,612)</u>

GP-2013 Wolfville
Power and Pumping
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
REVENUES					
EXPENSES					
Salary and wages	\$1,139	\$7,950	(\$6,811)	\$15,900	\$2,118
Employee Benefits	223	2,002	(1,779)	4,000	338
Meeting, Meals and Travel					33
Utilities	53,900	42,600	11,300	86,000	42,003
Repairs and Maintenance	6,266	5,000	1,266	5,000	91
Operational Equip & Supplies		4,002	(4,002)	8,000	
Contracted Services	2,753	4,000	(1,247)	8,000	13,281
	<u>64,281</u>	<u>65,554</u>	<u>(1,273)</u>	<u>126,900</u>	<u>57,864</u>
Net Operational Surplus	<u>(64,281)</u>	<u>(65,554)</u>	<u>1,273</u>	<u>(126,900)</u>	<u>(57,864)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(64,281)</u>	<u>(65,554)</u>	<u>1,273</u>	<u>(126,900)</u>	<u>(57,864)</u>

GP-2013 Wolfville
Treatment
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
REVENUES					
EXPENSES					
Salary and wages	\$10,870	\$13,449	(\$2,579)	\$26,900	\$10,069
Employee Benefits	1,510	3,348	(1,838)	6,700	1,666
Utilities	3,272	3,252	20	6,500	3,113
Repairs and Maintenance	279	1,200	(921)	2,400	
Operational Equip & Supplies	73,288	27,498	45,790	55,000	34,874
Contracted Services	14,863	9,000	5,863	18,000	15,138
	<u>104,082</u>	<u>57,747</u>	<u>46,335</u>	<u>115,500</u>	<u>64,860</u>
Net Operational Surplus	<u>(104,082)</u>	<u>(57,747)</u>	<u>(46,335)</u>	<u>(115,500)</u>	<u>(64,860)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(104,082)</u>	<u>(57,747)</u>	<u>(46,335)</u>	<u>(115,500)</u>	<u>(64,860)</u>

GP-2013 Wolfville
Transmission & Distribution
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual Budget 3/31/2024	Previous Year Actual 9/30/2022
	Actual 9/30/2023	Budget 9/30/2023			
REVENUES					
EXPENSES					
Salary and wages	\$82,348	\$63,452	\$18,896	\$126,900	\$80,022
Employee Benefits	19,874	15,848	4,026	31,700	15,945
Seasonal Wages					60
Meeting, Meals and Travel		500	(500)	1,000	
Telecommunications	1,272	750	522	1,500	575
Utilities	2,648	2,499	149	5,000	2,460
Vehicle Fuel	4,277	1,248	3,029	2,500	2,125
Vehicle Repairs & Maintenance	16,999	7,200	9,799	14,400	1,899
Vehicle Insurance	2,518	1,000	1,518	1,000	1,055
Operational Equip & Supplies	33,092	49,998	(16,906)	100,000	44,826
Equipment Maintenance	560	2,500	(1,940)	5,000	509
Contracted Services	30,684	15,000	15,684	30,000	16,253
	<u>194,272</u>	<u>159,995</u>	<u>34,277</u>	<u>319,000</u>	<u>165,729</u>
Net Operational Surplus	<u>(194,272)</u>	<u>(159,995)</u>	<u>(34,277)</u>	<u>(319,000)</u>	<u>(165,729)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(194,272)</u>	<u>(159,995)</u>	<u>(34,277)</u>	<u>(319,000)</u>	<u>(165,729)</u>

GP-2013 Wolfville
Administration
For the Six Months Ending Saturday, September 30, 2023

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 9/30/2023	Budget 9/30/2023		Budget 3/31/2024	Actual 9/30/2022
REVENUES					
EXPENSES					
Salary and wages	\$92,497	\$80,000	\$12,497	\$160,000	\$75,045
Employee Benefits	20,718	17,602	3,116	35,200	17,487
Meeting, Meals and Travel		200	(200)	400	
Professional Development		2,500	(2,500)	5,000	
Membership Dues & Fees	577	666	(89)	1,000	62
Advertising	1,158	250	908	500	
Office Expense	23,993	26,502	(2,509)	53,000	26,708
Legal				500	
Insurance	19,200	18,000	1,200	18,000	17,010
Audit				6,500	
Miscellaneous	1,640		1,640		467
Property Taxes	55,079	56,500	(1,421)	56,500	55,328
Contracted Services	11,290		11,290	10,000	
Doubtful accounts allowance				1,000	
	<u>226,152</u>	<u>202,220</u>	<u>23,932</u>	<u>347,600</u>	<u>192,107</u>
Net Operational Surplus	<u>(226,152)</u>	<u>(202,220)</u>	<u>(23,932)</u>	<u>(347,600)</u>	<u>(192,107)</u>
Capital Program & Reserves					
Depreciation				165,000	
				<u>165,000</u>	
NET SURPLUS (DEFICIT)	<u>(226,152)</u>	<u>(202,220)</u>	<u>(23,932)</u>	<u>(512,600)</u>	<u>(192,107)</u>

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

	Actual 30-Sep-23	Budget 30-Sep-23	Variance over/(under) budget
Revenues	\$ 11,414,160	\$ 11,194,920	\$ 219,240
Expenditures (Operating/capital & reserves)	6,619,109	7,003,391	(384,282)
Net Surplus (Deficit)	\$ 4,795,051	\$ 4,191,529	\$ 603,522

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

General Government

Account/Explanation	Actual 30-Sep-23	Budget 30-Sep-23	Variance over/(under) budget
Sale of services & other revenues			
Investment income is now 47,600 ahead of budget to Sept 30th. As noted with the June 30th report, 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.	148,189	90,652	57,537
Provincial, Federal & Other Grants			
In addition to the PACE grant revenue noted in 1st quarter report, the TOWN has also received the grant related to LED light upgrades. Both the LED light grant and PACE grant are offset by costs. The net impact is nil, but show as variances individually on the revenue and expense side of the variance report.	75,834	36,200	39,634
Employee Benefits			
As reported in 1st quarter update, 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.	104,044	89,371	14,673
Legal			
Almost \$16,000 of the overage relates to HR issues. Costs in this area will likely continue to a smaller extent thru the fall season.	30,943	12,498	18,445
Insurance			
Insurance budget did not include the fee NSFMs bills muni's who utilize the insurance program endorsed by NSFMs. Historically these fees did not always get paid. They are based on a % of total premiums and this year the fee was \$6,163. It does appear that the NSFMs is taking steps to provide workshops/info packages to municipal units, so the fee is starting to show some value.	204,080	193,500	10,580
Building Repairs and Maintenance			
Two unbudgeted costs were incurred so far this year impacting this variance. Apprx \$11,000 was incurred to have proper egress from basement (OH&S identified issue for basement office) with the work involving proper emergency exit lighting, and replacing two sets of doorways. The other item identified by our insurer was need for railing along top of wall by basement ramp. This cost \$3,700.	32,445	14,188	18,257
Operational Equipment & Supplies			
The IT Dept has had to spend unbudgeted amounts to address aging IT infrastructure (eg. firewalls), as well as mobile devices. Steps have also been taken to upgrade the Town's cyber security beyond where it had been last year. Staff are also engaging the services of Grant Thornton's IT department to assess our systems and to note any changes that could be beneficial. This info will feed into the 2024/25 budget process. Staff are also working to identify possible cost savings to offset the extras.	111,010	81,446	29,564
Program Expenditures			
This variance is largely driven by the PACE program costs. This program did not have budget estimates for either revenue or expenses (see note above under revenue line) as it was known to be a fully grant funded program to the Town. There are a number of other smaller programs in this line item, some of which have incurred no costs to date.	49,175	24,502	24,673
Contracted Services			
Savings generally related to the contingency amount included in the CAO budget, the amount of which has not been fully required thus far in the year.	52,421	66,534	(14,113)
Grants to Organization			
Budget reflects AVCC grant for Doctor Recruitment Navigator program (\$5,000) and Acadia Stead Bursary (\$1,000), \$35,000 general grant to Acadia Athletic Complex, and an \$24,000 allowance for new requests not specified at budget. None of these dollars have been spent in the first half of the year.	-	65,000	(65,000)

Protective Services

Account/Explanation	Actual 30-Sep-23	Budget 30-Sep-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 \$92,895 variance above budget.	488,995	396,100	92,895
Provincial, Federal & Other Grants The Fire Dept secured a provincial grant towards the HAZMatt service which was not part of budget estimates.	20,000	-	20,000
Operational Materials and Supplies Approx \$18,000 of new bunker gear was required this year, and \$4,500 for a new thermal imaging camera. This account may normalize compared to budget as the year continues, but will still end year somewhat over budget.	66,115	38,248	27,867
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.	1,120,943	1,098,266	22,677

Public Works

Account/Explanation	Actual 30-Sep-23	Budget 30-Sep-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. No allocation has yet been posted to move wage \$'s to capital. No estimate yet available as to how many actual \$'s will be allocated to capital program. This accounts for approximately \$20,000 of the variance. The remaining variance is in the Roads and Streets Dept. Although that Dept shows as over budget, the wage costs of the crews are allocated based on where they work...so this includes Sewer and water operations. Overall, Roads/Streets shows as \$13,000 overbudget, Sewer operations shows as \$23,800 under budget, and Water services \$10,000 over budget.	464,609	416,099	48,510
Equipment rentals To date the allowance for seasonal equipment rentals has not been used.	1,415	16,000	(14,585)
Contracted Service Main savings show under Roads & Streets where the annual street maintenance shows as \$180,000 under budget. This is a timing difference where invoiced costs do match timing of budget allocation. Savings mainly under Traffic Services shows as \$23,000 under budget.	130,926	340,000	(209,074)

Environmental - Sanitary Sewer

Account/Explanation	Actual 30-Sep-23	Budget 30-Sep-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).	30,875	73,801	(42,926)
Utilities This variance was noted in the 1st quarter report despite being less than \$10,000 off budget. As noted here it is now \$14,000 over budget so the monthly trend of higher utility cost has continued.	65,220	51,105	14,115
Operational Equipment and Supplies Further analysis needed. Sewer collection shows no dollars spent on a budget of \$40,000, with lift station costs and treatment costs each over budget.	55,832	78,495	(22,663)

Planning

Account/Explanation	Actual 30-Sep-23	Budget 30-Sep-23	Variance over/(under) budget
No single variances exceed \$10,000. Overall the department shows as \$15,800 over budgeted expenditures, with almost \$10,000 related to wage and benefits. This is mainly resulted from pay changes stemming from the Remuneration review carried out and approved by Council to be implemented in August.			-

Community Service Division (Parks/Rec/Tourism)

Account/Explanation	Actual 30-Sep-23	Budget 30-Sep-23	Variance over/(under) budget
Sale of Services & Other Revenues Variance mainly relates to Rec Program Fees where a number of programs are generating more than the budgeted amount of revenues.	40,170	30,000	10,170
Provincial, Federal & other grants The variance is split between Festival & Events, \$11,600 under budget and Rec Programs, \$14,300 under budget. Further analysis needed but it appears to be a combination of timing differences and grants being allocated to different departments.	25,110	39,000	(13,890)
Salary & wages This is a combination of smaller savings within each department with the larger savings in Festival & Events wages and Rec Programs.	458,831	480,796	(21,965)
Building Maintenance The main savings are in the Library Facility where budgeted maintenance has yet to be carried out.	15,447	37,498	(22,051)
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 Sept 30th were less than budget. For now, this area of savings should be considered timing differences.	91,772	115,700	(23,928)
Program/Project Expenditures Savings show in all three departments involved (Festival/Events, Rec Adm and Rec Programs). Festival & Events shows small variances within each identified event. Under Rec Adm, the budget reflected \$40,000 to be incurred for the Parks Master Plan Project by Sept 30th. Less than \$7,200 has been incurred to date. Under Rec Programs, the Memory Cafe costs are \$13,000 less than budget allocation (refer also to revenue variance noted above for this program).	68,317	115,502	(47,185)
Contracted Service The Boxcar project was budgeted to be done by Sept 30th and no costs incurred to date. Savings \$30,000. Other savings in Parks Dept appear to be timing differences of when service is being acquired. Under Rec Programs no cost paid yet to Acadia for hosting summer camp program, however this should be considered a timing difference of \$15,000	24,899	97,152	(72,253)

REQUEST FOR DECISION 052-2023

Title: Annual Appointment of Auditor – Fiscal 2023/24
Date: 2023-10-27 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



SUMMARY

Annual Appointment of Auditor

In accordance with the Municipal Government Act (Section 42), Council appoints an external auditor to conduct the required audit of the financial records and financial statements of the Town of Wolfville. The Town has had the practice of taking audit services to public tender, largely based on purchasing thresholds noted in the Procurement Policy. In fiscal 2019/20, Grant Thornton was successful in their response to the Town's Request for Proposal (RFP) – Audit Services. The terms of the RFP covered four years, and the firm has now conducted the audit of the 2019/20, 2020/21, 2021/22, and 2022/23.

The typical process would be go back to market, in line with the Town's Procurement guidelines. In past years this involved a public tender, however under the current Policy it would now involve inviting at least 3 quotes (Policy 5.3.3 d). As with any decision, Council has authority to deviate from their Policy if circumstances warrant a different process.

Given the recent news that the Director of Financial Services has decided to step down from his duties effective December 31st of this year, staff are recommending that Council reappoint Grant Thornton for at least one more year without going to market. This will help ensure:

- continuity of corporate knowledge as it relates to the Town's financials during the transition period for a new Director of Financial Services.
- remaining finance staff are familiar with the audit planning and field work process to be carried out, again helping during the transition year to a new Director.
- Council receives the audit feedback at the service level they expect. Grant Thornton has conducted the last four audits in a manner that has been appreciated by the Audit Committees and Councils involved each year.

The Audit Committee briefly discussed this reappointment during the September 15th meeting and were in favour of the idea. To ensure accountability and transparency to the public, a written RFD was considered appropriate before the recommendation went forward to Council.

At the October 27th meeting, the Audit Committee passed the following motion:

- **That the Audit Committee forward the following motion to Committee of the Whole for decision: That Council appoint Grant Thornton as the Town's Auditor for the fiscal year ending March 31, 2024.**

DRAFT COW MOTION:

That Committee of the Whole forward the following motion to Council for decision: That Council appoint Grant Thornton as the Town's Auditor for the fiscal year ending March 31, 2024.

REQUEST FOR DECISION 052-2023

Title: Annual Appointment of Auditor – Fiscal 2023/24
Date: 2023-10-27 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff. This allows for continuity in the auditor in a year where the Director of Finance position has turnover.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) 42(1)

3) STAFF RECOMMENDATION

Staff recommend that Grant Thornton be appointed as auditor for the 2023/24 fiscal year. Staff believe the continuity such appointment will provide is an important part of the transition for the new Director of Financial Services.

4) REFERENCES AND ATTACHMENTS

1. Procurement Policy 140-001

5) DISCUSSION

The Audit Committee discussed this recommendation, making note of the benefit of having the incumbent auditor appointed during the transition the Town will under go once a new Director of Financial Services is hired.

Audit services in past years have gone to market via a Request for Proposal (RFP) basis with the typical award being for a 3-4 year period. Going to market has been a practice, not necessarily a procurement requirement. The former Atlantic Trade Agreement contained services that were exempt from public tendering process, with audits falling within that group. That Agreement has been replaced with the Atlantic Trade and Procurement Partnership (ATPP) which is a more general document which does not refer to exemptions at all. There are related provincial documents which do reference exemptions, however in NS accountants are not one of them. That said, audit service costs are well below tender thresholds included in provincial regulations, i.e. formal tender process not required.

With the updated Town Procurement Policy last year, audit service cost no longer cross the threshold requiring public tender process. At most, by Town Policy (clause 5.3.3.d), the audit service falls into a threshold that would have invitations to submit service proposals. That said, with the recent announcement that the Town will be looking for a new Director of Financial Services, staff believe it is important to retain the current audit firm for at least one more year, possibly a couple more years. Key to this include the following:

REQUEST FOR DECISION 052-2023

Title: Annual Appointment of Auditor – Fiscal 2023/24
Date: 2023-10-27 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



- The auditors, Grant Thornton, are familiar with the manner in which the Town's current Director of Financial Services prepares the year end statements, and as such can provide continuity of knowledge for the new Director in what will be a transition year.
- Grant Thornton have provided audit services over the past four years in a manner well received by staff, Audit Committee and Council. During a period with key new standards coming into effect, eg. Asset Retirement Obligation, their resource support has been key to Town staff.
- Quality of audit service has been a key criteria in past years in evaluating proposal submissions. Audit services is not an area where the low bid should necessarily be awarded a contract. Best value is key.
- Grant Thornton is an international firm providing full resources in all areas of financial management, including support to IT departments.
- The Town has had three different audit firms over the last thirteen year, and during each change in firm there is an added burden on Finance Department Staff to orient themselves to how the new firm works, and to help the new firm learn the systems of the Town.

Staff expect the cost of audit services will be modestly higher than the past year, however the cost of this service is no different than other sectors in this post-pandemic environment. The public tender process also does not limit cost increases as firms invariably bid the work with annual cost escalation factors built in.

It is not unusual to see a municipality keep the same audit firm for years. In some cases, this has been decades. Although staff believe it's important to check the market periodically (be it a full public tender process or invitational bid process), in the circumstances upcoming this winter it is more important to keep continuity in corporate financial knowledge.

6) FINANCIAL IMPLICATIONS

No additional budget or action result from the recommended approach of keeping the current audit firm. The cost of this service will increase from past years, but modestly on a year over year basis. The results of the 2019 call for proposals showed the average cost of submissions to be almost 24% higher than the call for proposals in 2014. The 2023/24 budget allowed for audit costs of \$29,700. Costs last year were slightly higher, mostly related to added procedures around the new Asset Retirement Obligation reporting.

Pressure on internal staff resources will be minimized by staying with the current audit firm, which can be a benefit during a transition year.

REQUEST FOR DECISION 052-2023

Title: Annual Appointment of Auditor – Fiscal 2023/24
Date: 2023-10-27 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided. Appointment of an auditor is a legislated requirement and the work of the auditor is a key component in basic financial accountability and transparency to the public.

8) COMMUNICATION REQUIREMENTS

Notify Grant Thornton of appointment and begin process of audit planning for the upcoming year end.

9) ALTERNATIVES

Not approve recommendation. If this occurs staff will have to go thru a process to invite audit proposals, evaluate submissions and come back to Audit Committee with a recommendation. Effectively this would take the process into the new calendar year at which point new staff resources will be in the midst of orientation and budget process.

REQUEST FOR DECISION 053-2023

Title: Low Income Property Tax Exemption Policy 140-003
Date: 2023-10-20 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



SUMMARY

Low Income Property Tax Exemption Policy 140-003

This Policy was last updated formally in 2012. At that time, the policy update involved updating what had been exemption and threshold amounts which had remained unchanged since 1999. The 2012 changes included a mechanism to update both the exemption amount offered to residents and the income requirements on an annual basis. Since that time, Council has considered increases as part of the annual budget process, with approval of changes made by way of the motion approving the budget. For fiscal 2023/24, Council approved an exemption amount of \$1,000 for households with income not exceeding \$38,000.

As noted in the 2023-2027 Operations Plan the Low Income Property Tax Exemption Policy is due for review and update (page 33 of Operations Plan). This RFD addresses a number of changes to the Policy to modernize it and includes wording so that the exemption and income threshold will change automatically based on objective criteria, meaning it is not as prone to what has been a somewhat subjective recommendation by staff each year.

This Request for Decision (RFD) was reviewed and discussed at the October 27th Audit Committee Meeting. After discussion the Committee passed the following motion:

**That the Audit Committee forward the following motion to Committee of the Whole for decision:
That Council approve the attached revised Low Income Property Tax Exemption Policy 140-003.**

DRAFT MOTION:

That Committee of the Whole forward the following motion to Council for decision: That Council approve the attached revised Low Income Property Tax Exemption Policy 140-003.

REQUEST FOR DECISION 053-2023

Title: Low Income Property Tax Exemption Policy 140-003
Date: 2023-10-20 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) Section 69
- Town Policy 140-003

3) STAFF RECOMMENDATION

Staff recommend Council adopt the attached draft Policy as submitted. Further, that this Policy continue to be reviewed periodically to ensure it stays current and achieves the intent of the Policy, i.e. tax relief for qualifying households.

This periodic review of the Policy can coincide with the remuneration review carried out every four years. Each remuneration review in the future should revisit a determination of living wage, and cross reference that information to the base line assumptions built into the attached draft policy.

4) REFERENCES AND ATTACHMENTS

- Draft update – Policy 140-003 (attached)

5) DISCUSSION

During the October 27th Audit Committee meeting there were generally questions of clarification. It was noted the Policy requires the income threshold to be include household income, i.e. all family members of the residence. It was also pointed out by a Committee member that, although income may be a helpful measure of ability to pay it can also end up providing an exemption to someone with a lower income but who also has substantial assets. This is an acknowledged issue, however the legislative framework (MGA) leans on income as the measure for ability to pay.

No content changes were made from Audit Committee draft Policy to the attached Draft Policy. There were a few formatting changes made between drafts.

Most, if not all, municipalities in NS provide some level of property tax relief to qualifying households. As noted in the 2011 RFD 011-2011, it is one step to help create a more inclusive/diverse community by recognizing the difficulties faced by some low income earners (both working and retired). It is only one

REQUEST FOR DECISION 053-2023

Title: Low Income Property Tax Exemption Policy 140-003
Date: 2023-10-20 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



piece of a complex issue and based on current provincial legislation (MGA Section 69) is only available to the person(s) owning a property.

There are two key parts to a property tax exemption under MGA S 69, and those are:

- Income threshold – an amount below which a property would qualify for the exemption
- Exemption amount – the maximum reduction in property taxes available to an owner

Wolfville Council has set the dollar amounts applicable to the two items above as part of the motion approving the annual budget. For the 2023/24 operating year, the parameters were set at:

- Income threshold \$38,000 (in calendar 2022)
- Exemption amount \$1,000 (maximum)

As a matter of comparison to other municipalities, websites for the following selected locations were reviewed. Where info could not be located on websites, staff called the municipality. The results show the following data:

Town of Kentville

- Income scale based approach
 - < \$12,000 = \$620 exemption
 - < \$16,000 = \$490 exemption
 - < \$18,000 = \$370 exemption
 - < \$30,000 = \$290 exemption

Town of Berwick

- Income threshold \$27,648
- Exemption amount \$350

Town of Bridgewater

- Income scale based approach
 - < \$20,000 = \$800 exemption
 - < \$25,000 = \$500 exemption
 - < \$30,000 = \$300 exemption
 - < \$35,000 = \$100 exemption

County of Kings

- Income threshold \$45,000
- Exemption amount \$510

During budget deliberations over the last few years, staff have mentioned the desire to find a more appropriate income threshold mechanism than the one noted in Policy 140-003. Although it provided

REQUEST FOR DECISION 053-2023

Title: Low Income Property Tax Exemption Policy 140-003
Date: 2023-10-20 AUDIT COMMITTEE **UPDATE TO NOV COW**
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an objective, external point of reference that included an annual inflation adjustment, it was not necessarily the most effective manner to set an income threshold. The thought has been that a higher threshold would be a way to provide assistance to a broader group than had been the case previously. From 2011 to 2020 the income threshold was set in line with the wording of Policy 140-003, section 5.4, i.e. the maximum income provided a retired couple by OAS and GIS provided by the federal government. As noted during the fiscal 2021/22 budget process, the income threshold was increased higher than would have occurred if the Policy wording had been followed.

The Remuneration Review carried out in the last year included feedback on what might be considered a living wage in the Valley area. This was requested to help inform how municipal pay rate compared to a living wage data point. It also provided an opportunity to compare that data to the income threshold used for the Low Income Property Tax Exemption. As reported to Council, the data showed a living wage as \$22.40 per hour. Based on a 35 hour work week that equates to a salary of \$40,768. This value is slightly below the minimum pay on Grade 1 of the Town's non-union pay grid which is set at \$41,738 for fiscal 2023/24.

Staff are proposing the tax exemption parameter be tied to that ratio between living wage, for this purpose defined as \$40,768, and Town minimum pay band salary of \$41,738. That ratio reads as living wage is 97.5% of minimum Town salary. So how would this proposal work in practical terms:

- For upcoming budget year 2024/25
 - Assume Cost of Living Adjustment (COLA) is based on 4% (inflation rate).
 - Note this is for example purposes only. The final inflation data for calendar 2023 may differ, but this assumption is close to the average change so far this year in the Consumer Price Index (CPI) for Nova scotia.
 - Consistent with past practice, assume Town pay scale is adjusted by COLA (4%)
 - Minimum pay on Town grid increase by 4%, going from current \$41,738 up to \$43,407
 - Result, income threshold would increase to \$42,322
 - \$43,407 multiplied by 97.5%

In the same way that the income threshold would get adjusted by formula each year, staff believe the amount of exemption should be adjusted annually to ensure the tax relief does not become outdated (as it had occurred between the 1990's and 2011 when the amount remained unchanged at \$200). A straight forward approach would involve changing the exemption amount in relation to the annual inflation rate for NS. This is the same parameter used annually in the budget process adjusting Council and staff remuneration levels. In terms of the example noted above, this is how it would work:

- For upcoming budget year 2024/25
 - Assume Cost of Living Adjustment (COLA) is based on 4% (inflation rate).

REQUEST FOR DECISION 053-2023

Title: Low Income Property Tax Exemption Policy 140-003
Date: 2023-10-20 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



- Note this is for example purposes only. The final inflation data for calendar 2023 may differ, but this assumption is close to the average change so far this year in the Consumer Price Index (CPI) for Nova scotia.
- Result, tax exemption amount would increase to \$1,040
 - \$1,000 times 1.04

Refer to the attached draft Policy to see how the above noted process is phrased to have this function each year.

Other Factors to Consider and Note

MGA Section 69 provides room for councils to create their policy, and also specifies a couple of elements. As illustrated by the municipal comparisons provided above, there are varied approaches and levels of tax relief provided.

- MGA 69 (1) - Income does not include amounts related to War Veterans Allowance Act or Pension Act of Canada
- MGA 69 (1) - Income is to be determined based on the previous calendar year for the year an exemption is provided. For example, the exemptions provided in the current year (2023/24) are based on income from calendar 2022
- MGA 69 (1) - Income measurement may include all members of the same family residing in the home
- MGA 69 (2) – a council may prescribe a scale of exemptions (as can be seen by the examples above for Kentville and Bridgewater
- MGA 69 (3) – a council may require an applicant to provide proof of income and/or sign affidavit
- MGA 69 (4a) - a council may require applicant to use the property as their principal residence
- MGA 69 (4b) - a council may allow for a proration of exemption if property owned by more than one person
- MGA 69 (4c) - a council may specify a date which applications must be submitted, after which no application will be received
- Some municipalities limit exemption as a factor of total taxes, eg. exemption is “x” dollar not to exceed 50% of total taxes. Other units simply set a fixed amount.

In practice, finance staff have processed the applications, and for those that meet the Policy criteria the exemption amount has been applied directly to the property tax account prior to the final tax bill each year. The Town’s application form includes space for applicant to show breakdown of income

REQUEST FOR DECISION 053-2023

Title: Low Income Property Tax Exemption Policy 140-003
Date: 2023-10-20 AUDIT COMMITTEE **UPDATE TO NOV COW**
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(employment, pension, other) and requires a copy of CRA Notice of Assessment for the applicant. It also notes July 31st as deadline to apply. In instances where the application has been incomplete or incorrectly completed, staff have contacted the applicant for clarification and/or missing support documentation.

The process has worked well over the years from a staff perspective. There have been occasions where applications were considered and approved despite coming into Town Hall after the deadline. Extenuating circumstances such as family illness have been considered when late submissions come in. The July 31st deadline has been selected as it allows time to review/process the applications before final tax bills are processed at the end of August.

During the application process this year, several applications involved follow up questions from staff. Approximately a quarter of the applications involved follow up questions. Although this has occurred over past application processes, this year there was a couple instances of feedback that may inform how Council would like to see staff manage the process. The feedback included:

- Follow up questions from staff were perceived to be made on questionable ethical judgement calls
- Follow up staff questions had the applicant feeling like they were being called a liar
- Through the verification process staff were discriminating against individuals
- Both the application form and staff questions (where they occurred) create barriers to applicants

Staff believe that the feedback is helpful to inform how the Policy will work going forward. A question was posed on the Association of Municipal Administrators listserv and a portion of the feedback reinforced the note above that the application for this type of assistance has an element of labeling and therefore can inadvertently create barriers. At least one municipal unit responded that they accept the applications at face value and do not have follow up questions. They rely on the CRA Notice of Assessment as verification.

There is a logic to making it easier to apply, without what would have traditionally been referred to as due diligence (verifying incomplete application forms). Although it removes a step meant to ensure Town receives complete information, removal of the extra verification would remove what some applicants believe is a barrier to apply.

Summary of key elements of discussion

- Income Threshold to be tied to non union pay band, at 97.5% of minimum pay, Grade 1
- Exemption amount to be increased by COLA, as measured by average calendar year change in Consumer Price Index (CPI)
 - Exemption not to exceed total property taxes

REQUEST FOR DECISION 053-2023

Title: Low Income Property Tax Exemption Policy 140-003
Date: 2023-10-20 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



- Exemption to be applied directly to tax account as a credit, and only to residential assessment in cases where property has both residential and commercial assessment
- Applicant(s) use property as their principal residence
- Application form, with CRA Notice of Assessment will be sufficient to verify application

6) FINANCIAL IMPLICATIONS

The budget annual budget process includes an estimated allowance to cover low income exemptions provided to residents. The 2023/24 Budget included an estimate of \$40,000 based on an estimate 40 qualifying properties each receiving \$1,000 credit on their tax account. This amount is included with exemptions under Policy 140-014 in a budget total estimate of \$124,200 (refer to Dept 190 in the approved budget and powerpoint slide presentation at last year's January 19th Special COW meeting.

The actual qualifying applications this year was 36, slightly less than budget estimate. That said, 36 is the highest # of qualifying applications on record. This might be partially attributed to increasing the qualifying income level. In 2022/23 there were 26 qualifying properties. A little over a decade ago there were 5 qualifying properties.

The recommended changes to policy are not likely to require material changes to upcoming 2024/25 budget. They will be incremental in nature. The current budget already has a small buffer built into the number, i.e. allows for 40 exemptions compared to the 36 actual this year.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Policy 140-003 address areas of social equity, one of Council's strategic directions in the 2021-2025 Strategic Plan.

8) COMMUNICATION REQUIREMENTS

Policy 140-003 includes a requirement to advertise the exemption in the local paper in April or May each year. Additional Policy promotion has also occurred through social media posts, and info sheets included in bill mail outs.

9) ALTERNATIVES

REQUEST FOR DECISION 053-2023

Title: Low Income Property Tax Exemption Policy 140-003
Date: 2023-10-20 AUDIT COMMITTEE **UPDATE TO NOV COW**
Department: Finance



In the areas that Council has authority, income and exemption amounts, the alternatives in some ways are endless. There is no right answer to the parameters. This is evident when comparing to other municipalities. In general, the options include:

- Make no changes to the Policy, and revert back to the income threshold that would require.
 - The likely outcome here is fewer households would qualify which would lower Town expenses, but not achieve the goal of reasonable tax relief to households below a living wage

- Set higher thresholds to both parameters or one of them
 - Higher limits should have some rationale to how they are set, and that approach can be replicated year over year.
 - A higher income threshold may allow more property owners to qualify and receive higher tax relief.

- Lower the thresholds
 - This would reduce number of properties qualifying



POLICY

Low Income Property Tax Exemption

Policy Number 140-003	Supersedes Policy No. Old Policy dating prior to 1991
Effective Date 1999-04-19 2012-05-16	Approval By Council Resolution No. 11-04-99 04-05-11

1.0 Purpose

To provide a low income tax exemption for tax payers as provided in the Municipal Government Act.

2.0 Scope

This Policy is applicable to those tax payers within the Town of Wolfville who meet the requirements outlined in section 5.0.

3.0 References

- 3.1 War Veterans Allowance Act (Canada)
- 3.2 Nova Scotia Municipal Government Act

4.0 Definitions

- 4.1 **Income** is defined as a person's total income from all sources except allowances paid pursuant to the War Veterans Allowance Act (Canada) or a pension paid pursuant to the Pension Act (Canada) for the calendar year preceding the fiscal year of the Town and includes the income of all other members of the same family residing in the same household.
- 4.2 **Town** means the Town of Wolfville.

5.0 Policy

- 5.1 In the fiscal year 2023/24, an exemption of \$1,000.00 was the maximum grant provided per household, for households with total income less than \$38,000. These amounts will form the base amounts to which changes are applied as outlined in clause 5.4 of this Policy.

An exemption will be granted to a taxpayer for a property subject to the following conditions:



POLICY

- total household income does not exceed the annual threshold as determined by clause 5.4
 - The taxpayer makes application to the Town and provides an affidavit of income, including a copy of their CRA Notice of Assessment
 - The taxpayer owns and occupies (Wolfville resident) the property as their principal residence.
- 5.2 A minimum of one advertisement shall be placed in a newspaper circulating within the Town during the month of April or May in any given year to advise residents that applications with affidavits will be accepted for a low income exemption according to this policy, and that applications must be submitted no later than July 31st.
- 5.3 Starting with fiscal 2024/25 the following adjustments will be made to the baseline amounts noted in 5.1:
- Total Household Income Threshold – to be set at a value equal to 97.5% of the minimum non-union salary for the applicable fiscal year.
 - Maximum Exemption Amount – to be set at a value equal to the prior year exemption increased by the average change in calendar year Consumer Price Index (CPI) for NS
 - The amounts established each year will be included in the motion of Council approving the annual budget.
- 5.4 Every four years, in conjunction with the remuneration review carried out, a review of living wage data will take place and Council will consider that information in amending the baseline data if appropriate.

Date

REQUEST FOR DECISION 054-2023

Title: Tax Sale Policy 140-009 Update
Date: 2023-10-27 AUDIT COMMITTEE **UPDATE FOR COW**
Department: Finance



SUMMARY

Tax Sale Policy 140-009

The Tax Sale Policy was last updated in 2012. This is not entirely unusual as the parameters of the Policy should function as intended and if followed, a municipality should not experience issues with growing tax arrears. This theory has held from 2012 until more recent years where the outstanding tax balance (arrears) has increased to a level more than double what it was 5 years ago.

Staff have been reviewing possible factors that have driven the arrears to a higher level. Factors to consider have covered overall increase in tax billings, impact of inflation on ability to pay, and categories of tax bills that have fallen behind the most in terms of dollar amount. The changes being recommended are focused on risk area around large value assessments. A year ago, a group of such properties showed total arrears to the Town of over \$630,000.

This Request for Decision (RFD) and attached draft Policy 140-009 were reviewed at the October 27th Audit Committee meeting. After review and discussion, the Committee passed the following motion:

**That the Audit Committee forward the following motion to Committee of the Whole for decision:
That Council approve the attached draft Tax Sale Policy 140-009.**

DRAFT MOTION:

That Committee of the Whole the following motion to the Council for decision: That Council approve the attached draft Tax Policy 140-009.

REQUEST FOR DECISION 054-2023

Title: Tax Sale Policy 140-009 Update
Date: 2023-10-27 AUDIT COMMITTEE **UPDATE FOR COW**
Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) 134.

3) STAFF RECOMMENDATION

Staff recommend that Council approve the revised Tax Sale Policy.

4) REFERENCES AND ATTACHMENTS

1. Draft Tax Sale Policy 140-009 (attached)

5) DISCUSSION

This Request for Decision (RFD) and attached draft Policy was discussed and reviewed at the October 27th Audit Committee meeting. As noted in the information noted below, the rationale for making changes to the Policy relate to what had been a growing issue of arrears related to properties with large assessed values.

It was noted during the Audit Committee meeting that the properties that highlighted this potential issue with cash flow had, over the summer/early fall months, caught up on what had been arrears to the point they now only owe current year taxes. That said, the draft Policy is meant to help ensure similar circumstances are avoided in the future.

Staff also provided a verbal update with regard to feedback from legal, not below as not received at the time of writing this report for Audit agenda. Legal confirmed that they believe the draft Policy stays within bounds of the MGA legislation.

As part of an effort to help staff address what has become a growing dollar amount in tax arrears, the Town's Tax Sale Policy was reviewed to determine if changes could be made to address situations where material amounts were in arrears from individual properties.

Working within the parameters of the MGA, the amended policy adds a second condition that could trigger a property to be placed into a tax sale policy. The key portion of the previous policy was arrears in excess of two years meant a property would be placed in a tax sale process. Note the MGA provides the following key thresholds:

- A property may be placed up for tax sale if arrears exceed one year

REQUEST FOR DECISION 054-2023

Title: Tax Sale Policy 140-009 Update

Date: 2023-10-27 AUDIT COMMITTEE **UPDATE FOR COW**

Department: Finance



- A property must be placed up for tax sale if arrears exceed three years.

The issue over the last few years of growing balance of outstanding taxes has not been with the typical family home, but rather with larger assessed properties where annual taxes can approach \$100,000. This has created situations where upwards of \$650,000 is owing on a handful of accounts, and those properties are in arrears just shy of 2 years worth of taxes. This negatively impacts the Town's cash flows and could add to risk over time.

Staff have added a clause to the Policy that should address large balances in a way that does not go offside of the MGA requirement that taxes be at least one year in arrears, and also allow the tax sale process to begin before an account reaches a full 2 years of arrears. The proposed amendment has been sent to legal for feedback to ensure the wording stays within the MGA parameters. That legal feedback has not been received at the time of writing this report. A verbal update will be provided at the Audit Committee on the 27th.

6) FINANCIAL IMPLICATIONS

This policy change should have a beneficial impact on the Town's cash flows by encouraging more timely payment by ratepayers. At this stage no budgetary impact is anticipated.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided for this report.

8) COMMUNICATION REQUIREMENTS

Nothing added at this time.

9) ALTERNATIVES

The alternatives would include:

- Not approve any changes to the existing Policy
 - This may end up allowing an ever growing number of accounts with large assessed values to be in arrears to a material amount impacting Town cash flows.
- Change the Policy to require all properties in arrears one year be placed in the tax sale process

REQUEST FOR DECISION 054-2023

Title: Tax Sale Policy 140-009 Update

Date: 2023-10-27 AUDIT COMMITTEE **UPDATE FOR COW**

Department: Finance



- Staff believe this would create a much larger process each year as it would likely double the number of properties which are identified for tax sale. Unlikely current staff resources would allow for the larger volume.
- Change the Policy to have properties only go to tax sale process with three years of arrears, at which point the MGA requires tax sale anyways.



POLICY

TAX SALE

TAX SALE	
Policy Number: 140-009	Supersedes Policy Number: Not Applicable
Effective Date: 1998-04-20 2012-09-17 Amended	Approval By Council (Motion Number): 24-04-98 07-09-12

1.0 Purpose

To identify the criteria/thresholds that will result in a property being considered for tax sale, as permitted under Section 134 of the Municipal Government Act (MGA).

2.0 Scope

This Policy is applicable to Financial Staff within the Town of Wolfville responsible for the collection of property taxes.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (MGA), Section 134

4.0 Definitions

- 4.1 The **Town Treasurer** means the Town Treasurer for the Town of Wolfville.

5.0 Policy

- 5.1 It is the Policy of the Town of Wolfville that all property taxes be collected in a timely manner. Property tax accounts that fall into arrears will be subject to collection efforts that ultimately can result in a tax sale.

- 5.2 Property shall be put up for tax sale if:

- a) taxes are in arrears for the preceding two fiscal years,
or
- b) taxes are in arrears in an amount greater than \$120,000 and greater than one year.
- c) The application of the Town Policy will ensure that the legislative parameters of the Municipal Government Act (MGA) are adhered to, most notably no sale can occur if arrears are less than one year (MGA Section 134 (1) allows property to be sold if taxes are in arrears one year).



POLICY

- 5.3 The Town Treasurer shall prepare annually a list of properties meeting the criteria for tax sale. The list will be reported to Council prior to the commencement of the formal tax sale process. Included with the list will be a summary of any properties that tax sales will not proceed on, noting which section of MGA 134 (4) the property qualifies for possible exclusion from tax sale.

CAO

March 10, 2016

Date

DRAFT

REQUEST FOR DECISION 062-2023

Title: Councillor Appointments to Committees

Date: 2023-11-07

Department: Office of the CAO



SUMMARY

COUNCILLOR APPOINTMENTS TO COMMITTEES

The purpose of this RFD is for Council to consider committee appointments for each Councillor for the period starting December 2023.

DRAFT MOTION:

That Council approves the Council Committee appointments as outlined in RFD 062-2023.

REQUEST FOR DECISION 062-2023

Title: Councillor Appointments to Committees

Date: 2023-11-07

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations staff.

2) LEGISLATIVE AUTHORITY

[Nova Scotia Municipal Government Act](#)

3) STAFF RECOMMENDATION

Staff recommend Council support the appointments as contained within this RFD.

4) REFERENCES AND ATTACHMENTS

- [Policy 110-001 Committees](#)

5) DISCUSSION

The Town Clerk, Mayor and CAO met to discuss Council Committee appointment recommendations to bring to Council in November so the new appointments can start in December. Appointments are based on equal representation/workload, interest, and skill sets.

The following appointments are being recommended for Council's consideration (changes are highlighted in yellow):

TOWN OF WOLFVILLE COMMITTEES

ACCESSIBILITY ADVISORY COMMITTEE

Name	Appointed	Expiry
Councillor Jennifer Ingham (Chair)	2022-12	2024-10
Councillor Wendy Elliott	2023-11	2024-10
Councillor Mike Butler (alternate)	2023-11	2024-10

AUDIT COMMITTEE

Name	Appointed	Expiry
Mayor Wendy Donovan	Not Applicable	Not Applicable
Councillor Mike Butler (Chair)	2022-12	2024-10

REQUEST FOR DECISION 062-2023

Title: Councillor Appointments to Committees

Date: 2023-11-07

Department: Office of the CAO



[Councillor Ian Palmeter](#)

2023-01

2024-10

PLANNING ADVISORY COMMITTEE (PAC)

Name	Appointed	Expiry
Mayor Wendy Donovan	Non-applicable	Non-applicable
Deputy Mayor Isabel Madeira-Voss (Chair)	2022-12	2024-10
Councillor Wendy Elliott	2022-12	2024-10
Councillor Jennifer Ingham	2022-12	2024-10

POLICE (RCMP) ADVISORY BOARD (BYLAW CH. 87)

Name	Appointed	Expiry
Deputy Mayor Isabel Madeira-Voss	2022-12	2024-10
Councillor Ian Palmeter	2023-11	2024-10
Councillor Wendy Elliott	2023-11	2023-11

SOURCE WATER PROTECTION ADVISORY COMMITTEE

Name	Appointed	Expiry
Mayor Wendy Donovan	Non-applicable	Non-applicable
Councillor Ian Palmeter (Chair)	2023-11	2024-10
Councillor Wendy Elliott	2022-12	2024-10

TOWN & GOWN COMMITTEE

Name	Appointed	Expiry
Mayor Wendy Donovan (Chair)	2022-12	2024-10
Councillor Jodi MacKay	2022-12	2024-10
Councillor Jennifer Ingham (alternate)	2023-11	2024-10

REQUEST FOR DECISION 062-2023

Title: Councillor Appointments to Committees

Date: 2023-11-07

Department: Office of the CAO



INTER-MUNICIPAL / PARTNER ORGANIZATIONS

Wolfville Business Development Corporation (WBDC) Board

Name	Appointed	Expiry
Councillor Jodi MacKay	2022-12	2024-10
Councillor Ian Palmeter (alternate)	2022-12	2024-10

REGIONAL COMMITTEES

ANNAPOLIS VALLEY TRAILS COALITION

- Councillor Jodi MacKay
- Councillor Ian Palmeter (alternate)

BISHOP-BECKWITH MARSH BOARDY

- Councillor Wendy Elliott
- Mayor Wendy Donovan (alternate)

DIVERSITY KINGS COUNTY

- Councillor Jennifer Ingham
- Councillor Mike Butler (alternate)

GRAND PRE MARSH BODY

- Councillor Wendy Elliott
- Mayor Wendy Donovan (alternate)

INTER-MUNICIPAL SERVICE AGREEMENT (IMSA)

- Mayor Wendy Donovan
- Councillor Jodi MacKay (alternate)

KINGS POINT TO POINT

- Councillor Mike Butler
- Councillor Jennifer Ingham (alternate)

REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

- Councillor Jodi MacKay
- Councillor Jennifer Ingham
- Councillor Ian Palmeter (alternate)

REQUEST FOR DECISION 062-2023

Title: Councillor Appointments to Committees

Date: 2023-11-07

Department: Office of the CAO



VALLEY COMMUNITY FIBRE NETWORK

- Councillor Ian Palmeter
- Mayor Wendy Donovan (alternate)

OTHER COMMITTEE / TASK FORCE

Council Policy Review Task Force

- [Deputy Mayor Isabel Madeira-Voss](#)
- [Councillor Jodi MacKay](#)
- [Councillor Mike Butler](#)
- [Councillor Jennifer Ingham](#)

Policing Review Committee

- [Mayor Wendy Donovan](#)
- [Councillor Jodi MacKay](#)

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

7) COMMUNICATION REQUIREMENTS

Committee members are currently posted on website and will be updated with the changes as approved.

8) ALTERNATIVES

Council can choose to make further changes to these committee appointments.

COMMITTEE UPDATE

Title: Kings Point to Point
Date: October 18, 2023
Department: Committee of the Whole



KPPT MEETING October 18th, 2023

- Meeting was held in Kentville at Aberdeen Street Board Room
- Meeting Commenced at 5:07
- Not enough members for quorum so it was an information session only.
- Financial Reports not available as some information was not available at the time. Will be circulated later.
- Discussion was had about frequency of meetings with a suggestion to go quarterly (January, April, July, October) but more discussion and motion will be moved to November meeting.
- Kathleen reported she is working on a driver handbook for policies, updates of things. No driver representative yet, because of frequency of meetings so with new, potential quarterly meetings, we might entice someone.
- Office report and OH&S report: Kathleen reported on driver recruitment. One candidate is great but there are issues with some the other two applicants- still in discussions. She reported that one vehicle might have to be retired early because of some major repairs that still won't cut it.
- Purchases were made recently for updated mask, cleaning policies. Products have been purchased in preparation for the upcoming cold, flu, Covid months.
- Drivers required to wear masks when in close contact with clients. There's pullback but KPPT is working on it through discussions.
- KPPT looking at winter wear products for drivers: traction slip-ons for boots etc.
- Discussion was had about two possible committees of the board: Succession Planning and Fundraising. We are looking into how we structure those and how to populate them.
- Discussion had about any current grant options and how to have readymade letters and facts & figures in place for when things come up.
- Next meeting November 15th, 2023, in Kentville Office.

Happily Submitted,

Councillor Mike Butler

COMMITTEE UPDATE

Title: IMSA Board Meeting

Date: October 18, 2023

Department: Committee of the Whole



UPDATE

The IMSA Board for KTA and VWRM met on Wednesday, October 18th at the Municipality of Kings.

A Director of Finance jointly used by KTA and VWRM has been hired and is now well into the position.

Valley Waste Resource Management:

1. Andrew Garrett has assumed the role of GM for the organization.
2. Mr Garrett reviewed the process for participation in the EPR PPP (Printed Paper and Packaging) process. EPR (Extended Producer Responsibility) will commence in Nova Scotia December 1, 2025. At that point if VWRM opts to participate we will no longer have responsibility for residential recycling.
 - a. On motion the Board agreed to opt in and register for EPR for PPP by the December 31st deadline. (Please see powerpoint presentation for additional information)
3. The Reuse Centre reopened in April. The popularity of the centre has grown significantly with weekly sales exceeding expectation.
4. Hydro Geology for site monitoring tender closed with three respondents. All tender prices were significantly higher than budgeted. The current VWRM policy covering this situation differs from our municipal policy (which requires a potential purchase to come back to Council if the item is above \$100K and is more than 10% above the budget allocation. The VWRM policy simply requires the item to come in within overall budget if other items have been underbudget. This policy will be reviewed as part of the ongoing pilot project review.
5. The Board received and reviewed accounts to be written off as uncollectable as per the Authority's overdue accounts collection policy.

Kings Transit Authority

1. Bus availability continues to be an issue with delays caused by routine maintenance, delays in receipt of repair parts and limited availability of bus drivers.
2. Fuel budget is well over budgeted amount for the year to date expectations. Carbon tax impacts are now reflected in the fuel expenditures.
3. Ridership continues to increase over 2022. With rider revenues also up.
4. The ICIP project for KTA is well underway. Public Meetings were held in October and an online survey is active. GIS overlays of routes and demographics has been completed.
5. The Phase 2 ICIP approval has been received with a public announcement held in late September.

Respectfully Submitted,

Mayor Donovan



EPR for Packaging & Printed Paper

Implications for Valley Region
Solid Waste-Resource
Management Authority

October 18, 2023

BRIEF HISTORY

- ▶ EPR regulation requires producers (brand owners) become responsible for the operational and financial management of packaging and printed paper –what is currently in blue bag recycling
- ▶ Already regulated in most provinces (~85% of country) with costs included in products, nation-wide
- ▶ Proposed for NS in 2014, however, government felt there was not enough support to move forward
 - ▶ A working group was established through an NSFPM resolution to review and develop consensus across NS (Priorities Group)
 - ▶ A proposal was provided to the province in 2019 that demonstrated consensus from across NS

EPR REGULATION

- ▶ Regulations for Nova Scotia announced August 1, 2023
- ▶ Divert NS has been appointed as the Administrator
 - ▶ Manage registrations and data collection for both producers and municipalities
 - ▶ Oversee compliance with the regulations
- ▶ Producers will appoint a Producer Responsibility Organization (PRO) to develop and operate the program on their behalf

KEY DATES

- ▶ **January 1, 2024** – Last date for municipalities and Producers to register with Divert NS - and manner specified (details forthcoming).
- ▶ **January 1, 2024** - Producers must select a Producer Responsibility Organization (PRO) to consult with stakeholders, including municipalities.
- ▶ **October 1, 2024** – PRO must consult with every municipality in the Province and submit a readiness report to Divert NS.
- ▶ **December 1, 2025** – Full EPR for PPP implementation begins. PRO will manage and pay for residential recycling.

CURRENT VALLEY WASTE SERVICES

- ▶ Limited recycling collection from all sources
 - ▶ Single family homes
 - ▶ Apartments/Condos of any size
 - ▶ Businesses
- ▶ Transportation of materials from Lawrencetown to Kentville
- ▶ Processing and marketing by Scotia Recycling
- ▶ Education and enforcement programs for all aspects of solid waste

PRO WILL PROVIDE

- ▶ Unlimited collection of recycling from:
 - ▶ Single family homes
 - ▶ Apartments/Condos of any size
 - ▶ Schools
 - ▶ Some senior homes
 - ▶ Seasonal trailer parks
- ▶ Free drop-off of recyclable materials at depots
- ▶ Transportation of materials to a processing facility
- ▶ Processing (sorting) of materials for end markets
- ▶ Marketing of materials
- ▶ Education and Administration – development of educational materials, maintaining ‘hotline’ services, and oversight of collection specific to residential recycling



DECISION: OPTING –IN OR OPTING-OUT

▶ Opting out

- ▶ Continue to pay for:
 - ▶ 100% of collection costs
 - ▶ 100% of Processing or transportation costs through usual procurement methods
- ▶ Maintain current service levels and collection methods
- ▶ May need to issue an RFP for processing based on success of current contractor

DECISION: OPTING -IN OR OPTING-OUT

▶ Opting in

- ▶ Reduced costs for waste collection
 - ▶ We'll have an option to continue to collect under contract with the PRO or decide to hand over recycling collection entirely
- ▶ No residential recycling processing or transportation costs
- ▶ Increased collection limits for residential recycling
- ▶ Potential cost recovery for education and administration
- ▶ Continue to pay for business related recycling
- ▶ Valley Waste will need to register with Divert NS and provide necessary data
- ▶ TBD
 - ▶ Collection strategy may change - carts or boxes instead of bags (paid for by producers)
 - ▶ Glass, foam polystyrene and plastic bags may only have depot collection
 - ▶ Collection from businesses may be negotiated at cost to municipality

PRODUCER DETERMINATION

- ▶ Businesses or organizations with a gross revenue below \$1 Million in NS or that distribute less than 1 tonne of PPP are exempt
 - ▶ Will be required to track and keep records to demonstrate if they meet or exceed the exemption criteria i.e. tax bills, pamphlets, waste management calendars
 - ▶ If a municipality is deemed a Producer, they will likely have to pay a nominal fee

MOTION

- ▶ Our recommendation is that members of the Valley Waste IMSA pass the following motion:

That Valley Waste-Resource Management opts-in and registers for EPR for Packaging & Printed Paper by the December 31, 2023 deadline on behalf of members.

and further;

Designate Valley Waste-Resource Management to consult with the PRO and Divert NS to negotiate the transition to full EPR for PPP on the members behalf.

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: November 7, 2023
Department: CAO



UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, October 16, 2023 (Meeting for information purposes only as there was not a quorum for putting forward Motions)

Key issues of discussion included:

- **Presentation: Department of Agriculture (Ross MacNeil, Senior Agriculture Representative)**
 - The NSDA Regional Office is located in Kentville
 - During Events, NSDA:
 - Provides coordinated updates to NSDA on impacts to agricultural operations.
 - Coordinates with Provincial EMO.
 - Provides subject matter expertise depending on the event – example Chief Veterinary Officer, Farm Animal Welfare Veterinarian
 - Industry Initiatives:
 - NSFA is establishing an Emergency Management Advisory Committee with industry (staff) – will be posting a position for an Emergency Management Coordinator
 - Commodity Associations are being encouraged to develop Emergency Management Plans
 - NSFA Supported producers who took the Large Animal Rescue Training from DNRR
 - NSDA conducts operational maintenance and surveillance on dykeland infrastructure
 - NSDA monitors major events in advance and will coordinate with local EMOs
- **Public Health Update:**
 - **COVID-19 Update**
 - **WHO, Dr Tedros, Director General, 2023-05-05**
 - The recent declining trend in the number of new cases reported globally should be interpreted with caution due to decreased testing, sequencing and reporting, alongside reporting delays in many countries.
 - Globally, 96 countries are reporting COVID-19 cases and 37 are reporting COVID-19 deaths. Note that this statistic does not reflect the actual number of countries where cases or deaths are occurring
 - **Health Canada, 2023-09-12**
 - In Canada, most COVID-19 activity indicators continue to increase.
 - COVID-19 Activity Levels were moderate in the majority of reporting provinces and territories, with most observing stable or increasing trends.
 - National percent positivity has been increasing since early July.
 - Overall outbreak incidence has increased since late July.
 - **NS COVID-19: Reporting Period September 2023**
 - 440 PCR positive cases of COVID-19
 - 28 hospitalizations, and
 - 2 deaths

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: November 7, 2023
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2023-10-03, Free Vaccines available to protect against COVID

- Nova Scotia will also be offering updated COVID-19 vaccine to people aged six months and older and regular-dose influenza vaccine for those six months to 64 years old. These vaccines are free, safe and protect against the latest strains of both illnesses.
- They will be available later this month.
- It is safe and convenient to receive both the influenza and COVID-19 vaccines at the same time, and it is recommended that Nova Scotians book them at the same appointment if their provider is offering this option.
- Vaccines will be available following this approximate schedule:
 - Moderna's updated COVID-19 vaccine – the week of October 16
 - Pfizer's updated COVID-19 vaccine – late October/early November
- People who have already completed the primary series of COVID-19 vaccine can receive a dose of the updated COVID-19 vaccine if it has been at least six months since their last COVID-19 vaccine or known COVID-19 infection

2023-10-06 COVID-19 Vaccine Available across Nova Scotia

- It is one of the new, monovalent vaccines, which provide the best protection against the latest strain of the virus.
 - People aged six months and older who have already completed the primary series of COVID-19 vaccine can receive a dose of the updated Moderna vaccine if it has been at least six months since their last COVID-19 vaccination or known COVID-19 infection.
 - Nova Scotians are encouraged to get the COVID-19 vaccine and the influenza vaccine at the same time. People aged 65 years and older can now receive the high-dose influenza vaccine for free, and appointments are currently available.
 - Appointments for COVID-19 and influenza vaccines in pharmacies and outreach clinics will be posted online as they become available at:
<https://novascotia.flow.canimmunize.ca/en/covid-flu-booking>
 - Pfizer's updated; monovalent COVID-19 vaccine is expected to arrive in late October/early November.
- **Alert Ready**
 - Enhanced ability to raise public awareness of emergencies / serious events
 - An ability to transmit public alerts via existing media structures (tv, radio, cell phones, RSS feeds, The Weather Network)
 - Facilitate coordinated communication to the public by emergency management stakeholders
 - NSEMO is the "Authorized Government Agency" for this system and currently utilizes Shubie Radio (PSFC) to send Alerts
 - RCMP and HRM Police agencies issue their own alerts
 - Requirements to receive an Alert Ready Message
 - Compatible LTE device (Long Term Evolution 4G)
 - Latest operating system software version for the compatible device
 - The compatible device must be connected to the LTE network at the time of the alert.

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: November 7, 2023

Department: CAO



-
- Will not receive alert on a 3G network
 - Will not receive alert when connected to Wi-Fi.
 - CAOs in Kings County are the authorized Approvers for a Kings County Alert Ready message. As a 'REMO' any CAO can approve the Alert Ready message in Kings County – municipal PIN assigned to each CAO
 - Ongoing municipal awareness through the Kings REMO Emergency Preparedness Community Outreach program

 - **2023 Wildfire Season: March 15 to October 15**

To-date, there have been reported 220 Wildfires in Nova Scotia with 17 of those being reported in Kings County

The 17-year average for wildfires in Kings County is 21 wildfires/year

 - **2023 Hurricane Season**

2023 was updated to be an 'above-average' Hurricane Season by NOAA on August 10th:

 - 14-21 named storms (average 14)
 - 6-11 Hurricanes (average 7)
 - 2-5 Major Hurricanes (average 3)

To-date, there have been 18 named Tropical Storms, 6 of which have reached Hurricane strength, and 3 of those reached Major Hurricane strength

The Atlantic Hurricane season continues through to end-November

 - **Comfort Centres** www.KingsREMO.ca/comfort.aspx
 - 26 Comfort Centres (as of 2023-10-16)
 - The Lake Paul/Lake George Comfort Centre is unavailable until further notice due to remediation issue for fungus cleanup.

 - Pending Additions (Provincial Generator Program Funding):
 - Devour Studios (Wolfville)
 - Salvation Army Church (Kentville)

 - **Community Outreach Program**

2023 Outreach sessions:

Jan-Oct	25 presentations
2023-10-17	Tideways Apartments (Wolfville)
2023-10-23	Valley Waste Regional Management Staff (2 presentations)
2023-10-24	Town of Berwick Council
2023-10-25	Black Rock Community Centre
2023-10-26	PROBUS New Minas Baptist Church
2023-11-07	Amateur Radio Group
2023-##-##	NS Public Housing Authority Staff (Western Region)
-

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: November 7, 2023

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- **Kings REMO Social Media**

Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings and preparedness messages

Kings REMO actively uses Social Media to increase community awareness:

Facebook followers:

6,761 2023-07-17 (+ 1,824)

8,228 2023-10-16 (+ 1,467)

Twitter followers:

858 2023-07-17 (+ 23)

950 2023-10-16 (+ 92)

Instagram followers:

262 2023-06-17 (+ 5)

285 2023-10-16 (+ 23)

- **Vulnerable Persons Registry (VPR) Program**

Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program

2023-05-18 Email from Greg Barr, on AMANS Board of Directors, to VPR Coordinator inquiring about presenting/speaking at a future Board Meeting

2023-05-19 Email from AMANA Executive Director regarding potential for Kings VPR Program to be briefed to AMANS Meeting – June agenda is already full but will look to future meetings.

2023-06-20 HRM announced the adoption of a Voluntary Vulnerable Persons Registry

2023-07-19 Email from CAO Richmond County on AMANS List Serve regarding the development of a province-wide registry for the Vulnerable Persons Registry program

2023-10-03 CBC Cape Breton Morning Show interview: 'The Path to a Vulnerable Persons Registry'

ACTION: Kings REMO REMAC membership to promote awareness of the Kings VPR Program within their organizations and community

- **Kings REMO Training & Exercises**

Sep 13-14: ICS 200 - Kings

Oct 11-13: Weather Interpretation – West Hants

Nov 8-9: ICS 400 – Kings

Nov 16: BEM Course – Kings

2023-07-20 Hurricane-ECC Activation Workshop

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: November 7, 2023
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2023-11-01 NS EMO Preparedness Workshop (Kings County)

Hurricane-ECC Activation Workshop After Action Review

Participants: 20 (Virtual Workshop)

Municipal Staff: 11

Agency Representatives: 9

What went well:

- Review of CBRM Lessons Learned and their impact to Kings County
- Introduction of Artificial Intelligence as a tool to support Emergency Preparedness & Planning

Areas for Improvement:

- In-person scenario discussions
- Development of Public Messaging

Improvement Plan:

- Action-Oriented Exercises

Motion to approve the After-Action Review deferred to the January 15, 2024 meeting as there was not a quorum present at the October 16, 2023 meeting

- **2023-11-01 NSEMO Preparedness Workshop**

Date: Wednesday, November 1

Time: 1:30pm – 4:30pm

Venue: New Minas Firehall Auditorium, 6 Jones Rd., New Minas

Attendees: Municipal Staff, RCMP, CRC, NSHealth, EHS, DPW, DNRR, Salvation Army, ESS, KTA, VSAR

- Conducted to replace NSMO Regional Exercise Program that was disrupted during Hurricane Fiona and the Wildfire Evacuations
- Aim is to disseminate the lessons learned from Fiona and the Wildfire Evacuation events, discuss local preparedness issues and training requirements
- Feedback from session(s) will be gathered and returned to participants by mid-January
- Agenda:
 - Meeting introduction (10 minutes)
 - Disseminate and discuss the lessons learned from Fiona and the Wildfire Evacuation events (60 minutes)
 - Discuss local preparedness issues and training requirements (60 minutes)

Next Meeting: Monday, January 15, 2024

REQUEST FOR AGENDA ITEM

Title:

Submitted by:

Submitted on:



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

Date of Committee of the Whole requested:

Recommendation(s) and/or Motion

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

Summary

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

Expected Outcome:

In Camera Discussion

For information/discussion purposes only

Recommend an action to the CAO

Promote clarification/renewal or production of a policy or procedure

Recommend a motion for approval by Council