



# Committee of the Whole

February 14, 2024

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

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### 1. Approval of Agenda

### 2. Approval of Minutes

- a. Committee of the Whole Minutes, January 9, 2024
- b. Committee of the Whole In Camera Minutes, January 9, 2024
- c. Special Committee of the Whole All-Day Budget Minutes, January 18, 2024
- d. Special Committee of the Whole In Camera Minutes, January 18, 2024

### 3. Presentations

- a. Marcel Falkenham and Jodie Noiles, Acadia Sustainability Presentation

### 4. Public Input / Question Period

#### PLEASE NOTE:

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



## **5. Committee Reports (Internal)**

- a. Audit Committee
- b. Planning Advisory Committee
- c. Town & Gown Committee

## **6. CAO Report**

## **7. Staff Reports for Discussion**

- a. RFD 007-2024: Committees of Council Policy Amendments
- b. RFD 008-2024: Virtual Meeting Policy Amendments
- c. RFD 009-2024: Council Professional Development Policy Amendments
- d. RFD 010-2024: Routine Access Policy
- e. RFD 004-2024: Kings Transit Budget
- f. RFD 005-2024: Valley Waste Budget
- g. IR 004-2024: Third Quarter Financial Update
- h. IR 002-2024: Homelessness update

## **8. Committee Reports (External)**

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

## **9. Public Input / Question Period**

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



a. Personnel

**11. Adjournment of In-Camera Meeting**

**12. Regular Meeting Reconvened**

**13. Motions from In-Camera Meeting**

**14. Regular Meeting Adjourned**

## COMMITTEE UPDATE

Title: Audit Committee  
Date: January 26<sup>th</sup>, 2024  
Department: Committee of the Whole

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### Audit Committee

- Meeting was held in Council Chambers.
- Meeting commenced at 8:30- Agenda and previous minutes approved, no public input.
- Intro of Interim CAO Rob Simonds to the Committee
- Director MacLean walked us through the 3<sup>rd</sup> Quarter Financial Statements
- *Consistent with the 1st and 2nd quarterly financial updates, the forecast included with the December 31 Financial Variance Report reflects an expected deficit. Based on the forecast, the Town can expect a March 31st deficit around \$122,800. The forecast includes certain assumptions where actual result could differ, but this is the third financial update for 2023/24, and all three have indicated a financial deficit for the year. This despite revenues expected to end the year \$280,000 more than budget.*
- Deed Transfer Tax revenue is forecast to end year \$66,600 more than budget.
- Discussed our Parks Master plan numbers being low, possible late invoicing.
- Great update on outstanding property taxes and the few properties that will fall into the new tax sale policy.
- Great discussions were had about vacations/ time in lieu for staff and the importance of those payouts and numbers on the finances.
- As well, discussions were had about legal fees being on the rise, especially as new projects come to light, there will potentially be more public scrutiny of the numbers and transparency. Our legal fees were quite a bit higher than projected/ budgeted. This was something council might consider for the following budget is to up those fee projections. Possibly suggest to NSFM to have a seminar on that subject.
- Good Discussion on Grants to organizations, and possibly a review of that policy as it pertains to additional “asks” throughout the year, after budget.
  - We bid farewell to Director MacLean
  - Next meeting is scheduled for April 26<sup>th</sup>, 2024, at 8:30

Respectfully submitted,  
Councillor Mike Butler

## COMMITTEE UPDATE

Title: Planning Advisory Committee

Date: February 14, 2024

Department: Committee of the Whole

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- A meeting of the Planning Advisory Committee (PAC) was held on January 14, 2024. The agenda included:
  - Housing Needs Assessment Presentation: Andrew Scanlan Dickie (Turner Drake & Partners) **Attached.**
  - Housing Discussion
    - Open discussion on Needs Assessment
    - Housing Accelerator Fund Update
    - Homelessness in Wolffville discussion
  - Updates
    - Active Transportation Network Update
    - East End Updates
    - 292 Main Street Update
- No motions were passed – this meeting was for information purposes and discussion only.
- There is no scheduled meeting of the PAC in February but it is anticipated a meeting will take place in March 2024.



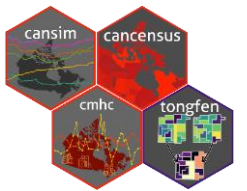
# Provincial Housing Needs Assessment

Wolfville presentation

January 2024



UPLAND



# Nova Scotia overview

# Recent Market Changes

## **Nova Scotia's demographics have changed and so are housing needs**

- The Province's increase in total population outpaced most other provinces since 2020
- In-migration has been unprecedented since 2019, with net positive in-flows since 2015

## **Rapid inflation and reduced individual/household purchasing power**

## **Cost of materials and labour reducing the economic viability of housing development**

- Several certified construction trades are projected to be at risk over the next decade

**Pace of construction is higher than historically, but the volumes started and completed are not enough.**





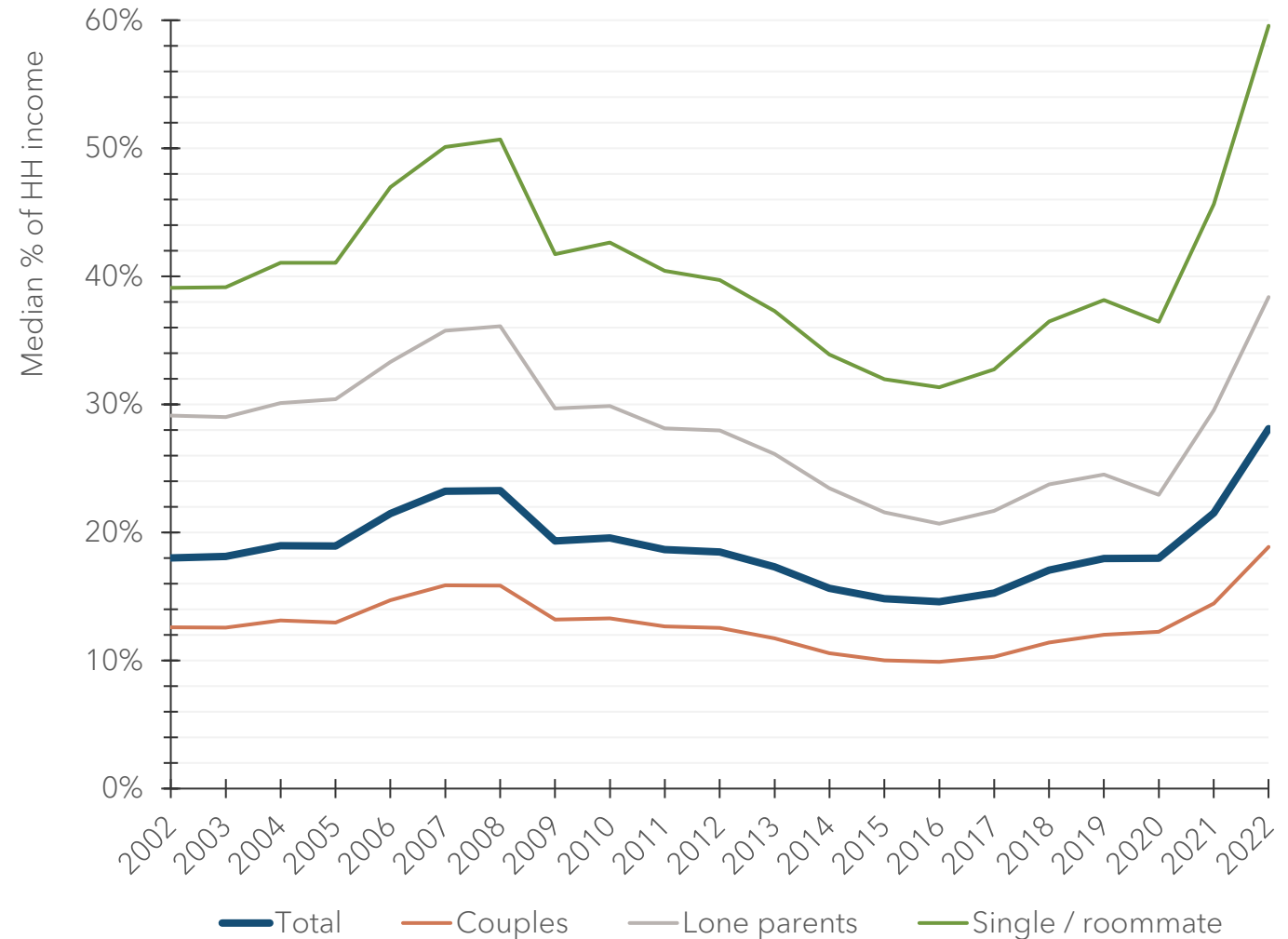
# Changes to Affordability

Statistics Canada's housing affordability data suggests that there were broad improvements to household finances between 2016 and 2021

- Largely due to temporary COVID-19 relief / support

In actuality, the share of income required to afford shelter has worsened since then.

Figure: Median percent of household income required to purchase a home by family type



Source: derived from Statistics Canada and NSAR MLS®

# Current & Anticipated Housing Shortage

## Current

- There was a supply shortage across the province and spectrum of 27,300 units at the end of 2022

## Anticipated

- Housing demand (with the existing shortage) may be ~71,600 units by 2027
- Historical pace construction cannot fill the gap (~6,080 units per year)
- A possible shortage of ~41,200 units by 2027 and ~44,000 by 2032.



Table: Current & anticipated unit shortfall by 2027 and additional units required above status quo unit production (Economic Regions)

	Nova Scotia	Annapolis Valley	Cape Breton	Halifax	North Shore	South Shore
A: Current shortfall (end of 2022)	27,300	1,650	2,550	17,500	2,550	3,050
B: Total units required by 2027 (incl. current shortfall)	71,600	6,300	2,950	52,050	5,175	5,125
C: Estimated annual pace of construction (status quo)	6,080	600	150	4,210	635	485
D: Estimated total units to be built by 2027 at status quo pace (C x 5 years)	30,400	3,000	750	21,050	3,175	2,425
E: Remaining units not built based on status quo pace (B - D)	41,200	3,300	2,200	31,000	2,000	2,700
F: Estimated annual units needed to meet 2027 shortage (E / 5 years)	8,240	660	440	6,200	400	540

# Engagement – Overview

Engagement work occurred during the summer and fall of 2022

It covered all 49 municipalities, supplemented by a Nova Scotia-wide survey and several stakeholder engagement sessions.

## Summary of respondents/sessions:

- Public survey – 20,000+ responses
- Employer survey – 115 responses
- Municipal engagement sessions – 50 sessions
- Stakeholder engagement sessions – 36 sessions / 100+ organizations
- Post-secondary questionnaire for administrators
- Post-secondary engagement – 7 sessions (4x administration, 3x student groups)
- First voice workshops with Indigenous groups, the African Nova Scotian community, Newcomers, and Nova Scotians with Disabilities.
- Public housing tenant sessions – 4 sessions



# Engagement – Themes

The major themes that emerged from the engagement included:

## **Affordability & Availability**

- There is a housing supply shortage across the spectrum (student & seniors housing, shelters, transitional housing, accessible housing).

## **Suitability**

- The housing stock is aging, especially in rural areas. Many cannot afford to maintain their homes.

## **Transportation**

- Housing development should be approached with transportation in mind. Rural and regional transportation options are needed.

## **Social Impacts**

- Housing issues disproportionately impact marginalized communities who face barriers and discrimination to accessing suitable housing.

## **Barriers to Development**

- Non-market financing, a lack of skilled labour, the higher cost of materials, limited municipal government capacity are impacting the ability to develop new housing.



# Wolfville overview

# Municipal Report Process

The goal of the municipal reporting was to provide a consistent template across all of Nova Scotia's municipalities, using the same (where possible) datasets. No approach is perfect. The advantages and disadvantages of this route were:

## Advantage:

- Reports are completed all at once
- Results all fit within the broader Nova Scotia puzzle (i.e., the sum of municipal projections equal provincial projections)
- No municipal resources – apart from participation – required
- All municipalities treated as equal as possible

## Disadvantage:

- All municipalities treated as equal as possible
- No nuanced analysis
- Municipalities disconnected from process

Overall, the municipal reports serve as a benchmark for municipalities to build on or even challenge.



# Demographic Change

Wolfville's population has increased and should continue to increase

- The 2021 Census reported 21% growth, reaching 5,060 people.
- The Kings Census Division (CD) reported two-decade high net-migration in 2021/2022, welcoming 1,541 newcomers.
- Total persons could grow another 10% over the next decade (5,710 by 2032).

So too should Wolfville's total households

- The 2021 Census reported 24% growth, reaching 2,435 households.
- There were notable gains among 15- to 44-year-old-led households (~+37%) and non-census households (+46%).
- Like population, total households could grow 10% over the next decade (2,770 by 2032)



# Housing Need

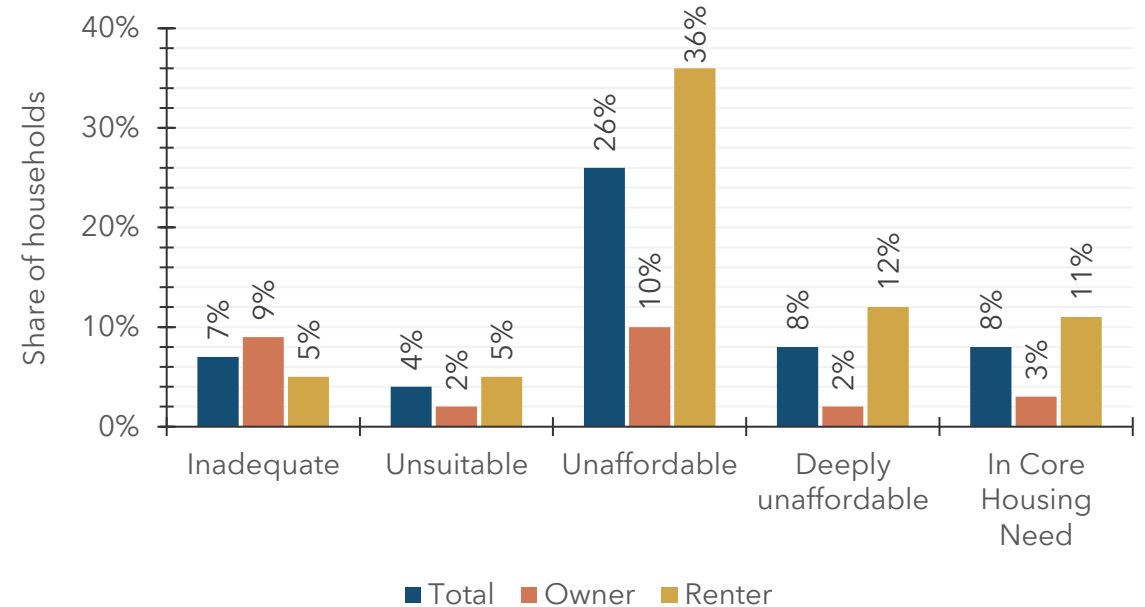
In 2021, about 62% of the 2,435 Wolfville households rented the dwelling they occupy.

Renters generally experience higher prevalence of housing challenges, particularly related to affordability.

- About 36% of renter households spent more than 30% of their income on shelter.
- About 12% of renter households spent more than 50% of their income on shelter.

Even with a high share of renters, Wolfville reported a lower rate of Core Housing Need (8%) than the province (10%)

Figure: Housing metrics by tenure





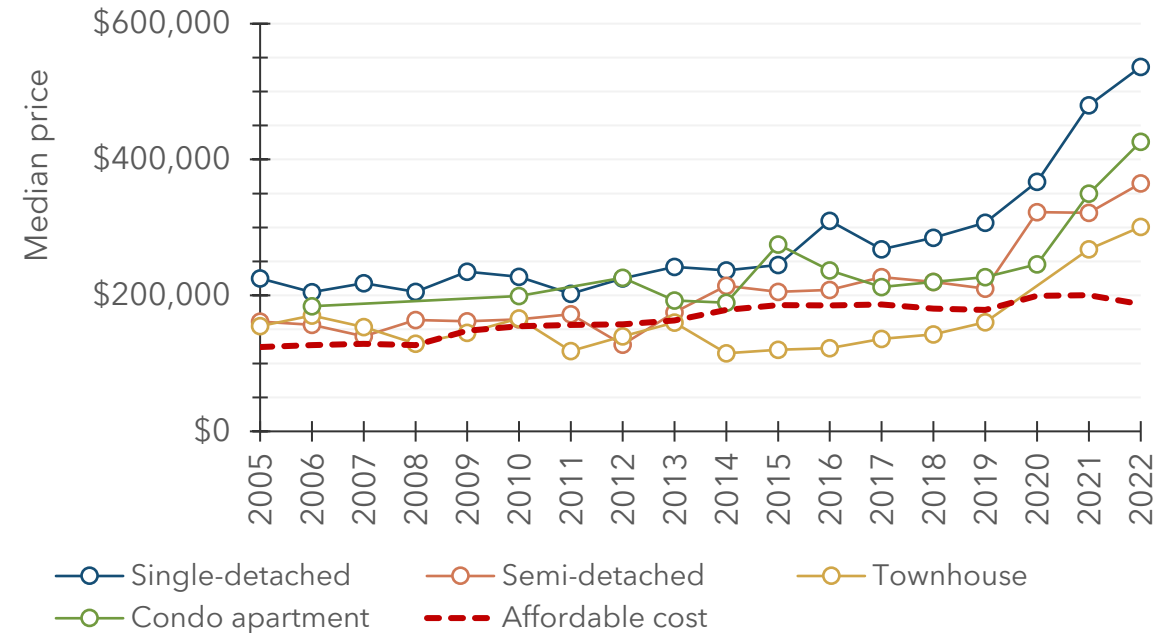
# Market Change & Affordability

From 2019 to 2022, the median local housing price jumped 79% to \$500,000.

The “affordable cost of housing” and the actual price generally followed similar trends until the late 2010s, marked by a pronounced deviation after 2019.

The estimated affordable purchase price in 2022 was \$187,200, well below prices.

Figure: Change in housing price versus affordable cost



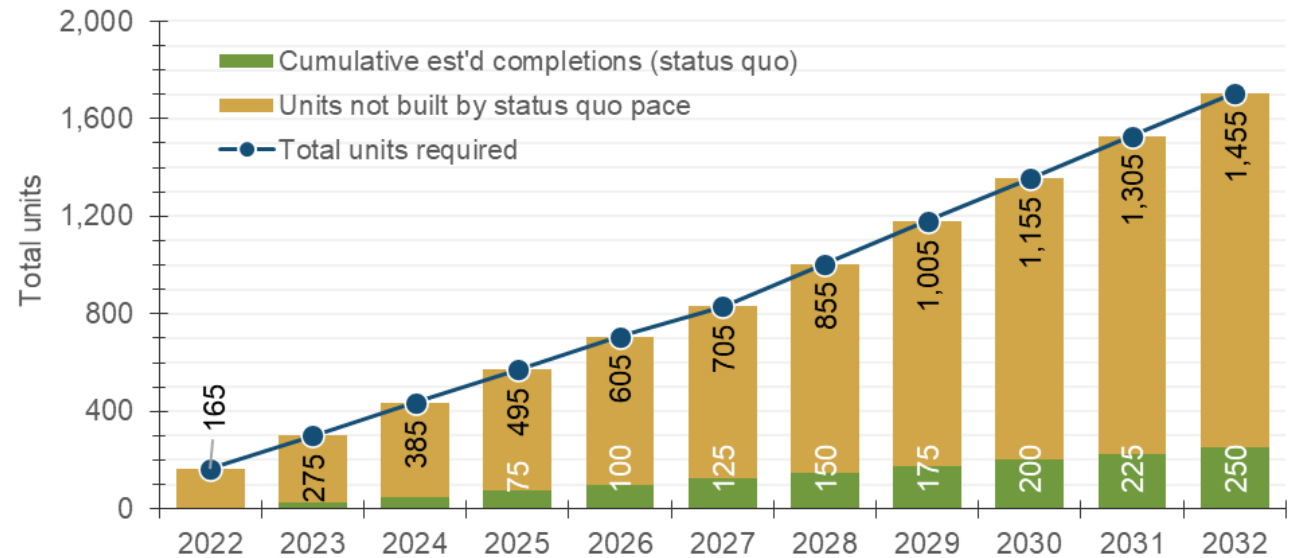
# Housing Shortage

The municipality's potential housing shortage (as of the end of 2022) may be 165 units.

By 2027, 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 outpace anticipated new supply.

Figure: Change in housing balance



# Short-term Rentals

In 2018, total unique STR properties were estimated to be 99 across Wolfville, growing to 162 by September 2022.

Alongside growth in units was revenue growth

- In 2022, an STR unit earned about an average of \$10,750 annually.
- By September 2022, total STR revenues for the year had reached \$1,741,000

Turner Drake estimates that 57 STRs could have been commercial units (available > 50% of the year).

- 35% of all STRs
- ~1% of the local dwelling stock

Figure: Recent short-term rental data

	2020	2021	2022
Total unique STRs	165	167	162
Entire home/apt	86	83	92
Hotel room	42	38	38
Private room	37	46	32
Shared room	0	0	0
Avg annual revenue	\$5,458	\$7,399	\$10,747
Total market ('000s)	\$901	\$1,236	\$1,741
Commercial STRs	45	39	57



# Comparisons

Figure: Wolfville compared to other municipalities

Municipality	Population growth '16-'21	Household growth '16-'21	Price growth '19-'22	Median house price 2022	Median income 2020	Shortage (% of total dwellings)	Unaffordable	Core Housing Need	Commercial STR share of dwellings
Wolfville	+21%	+24%	+79%	\$500,000	\$58,400	5.8%	26%	8%	1%
Kentville	+6%	+8%	+95%	\$370,000	\$68,500	2.4%	21%	10%	< 0.5%
Bridgewater	+3%	+4%	+69%	\$270,000	\$57,200	5.5%	22%	14%	< 0.5%
Lunenburg	+6%	+4%	+105%	\$523,700	\$63,200	5.2%	23%	4%	4%
Truro	+6%	+5%	+77%	\$265,250	\$54,800	2.6%	25%	14%	~0%
East Hants	+6%	+4%	+76%	\$377,300	\$85,000	~0%	12%	6%	< 0.5%
Antigonish	+7%	+10%	+57%	\$341,000	\$54,800	11%	21%	6%	< 1%
Halifax	+14%	+10%	+67%	\$484,000	\$81,000	9%	18%	12%	0.7%



Thank you

## COMMITTEE UPDATE

Title: Town and Gown Meeting

Date: February 14, 2024,

Department: Committee of the Whole

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### UPDATE

- The Town and Gown Committee met on January 22<sup>nd</sup> in the Town's Council Chambers to review the 2024-25 Workplan Priorities.
- The Committee reviewed our shared goals:
  - **#1 Economic Development** – improve communication and strengthen collaboration between partners re large scale events that are anticipated to produce economic spin-offs.
  - **#2 Facilities, Infrastructure** – Jointly explore opportunities to enhance and possibly expand housing options or all residents of Wolfville; jointly explore opportunities to expand recreation services and opportunities to enhance active living.
  - **#3 Community Well-Being** – focused effort on recommendations of the Community Safety Office research initiative; Food Security initiatives; Host Family Feasibility Project.
- The Committee discussed working groups to be set up for each of the workplan priorities including – events, housing, recreation, community well-being and food security. The working groups will be populated by representatives of Acadia Administration, the ASU and the Town as well as members of the community as appropriate.
- The Town's early investigations of collaborative care initiatives was discussed including identified lack of space in medical practices in Town, lack of space at the EKM. Lack of childcare was also noted with regard to some potential for partnerships further down the road, perhaps with consideration to Acadia's new nursing program.
- During the **Round Table discussions**, the following topics were brought up:
  - Future connections with Council and the ASU could be relooked at (previous to CoVid there were attempts to create "partnerships" between ASU executive and Town Councillors.
  - Future connections with the Town and Gown Association of Ontario. Wolfville is now a member of this organization.
- In April the Chair of Town and Gown will pass to Acadia for the 2024-25 Fiscal Year.

Respectfully Submitted,

Mayor Donovan



## **Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness**

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### **Information Updates**

#### **Interim CAO**

Staff and Council have welcomed Rob Simonds as our Interim CAO. Rob has been supporting both staff and Council as we work towards budget. Rob is also working on the process of searching for, and securing, a new CAO.

#### **Community Safety Feasibility Project**

Dr. Stephen Schneider presented his preliminary work to the management team for their awareness and comment as the end of the project cycle quickly approaches. The work at this time, based on significant research, still needs refinement before a final delivery to Council. Staff look forward to the final report that will map details for how a community safety office could work, including resources required and an evaluation framework. Our partners at Acadia will also be receiving project updates in the weeks ahead.

#### **Parks and Open Spaces Master Planning Process**

Staff are focused on preparing budget and plans/information for Council to inform 2024/25 budget year investments, including:

- West End Park (initial Phase 1 investment) and trail;
- Reservoir Park – bathrooms, change room and other smaller upgrades (shade);
- Investigating improving the current Pickleball arrangement (Tower Park and Wolfville school) eg fix surfacing;
- Tennis Court resurfacing at Rotary Park;
- Working with East End Developer on their trail and park contributions;
- Clock Park accessibility improvements;
- Pathways/walkway improvements at Mona Parsons and Colville Gallery;
- Park and Trail wayfinding

#### **Waterfront Park – WBDC Partnership Project**

As part of the improvements in Waterfront Park that are supported by the WBDC, the installation of hammocks is now tentatively scheduled for March. Staff are working with the WBDC on dates and communication will be shared with Council and the community once plans become firmer.

#### **Active Transportation**

A working group has been launched with a call for participants ending in early January. The group met and reviewed the 2024/25 budget year projects to be tendered ASAP. See here for more information: <https://wolfville.ca/news-and-notice/join-active-transportation-working-group>.



## Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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The 2024/25 budget year projects for Active Transportation include:

1. finishing Highland Avenue (paint, signage, crosswalk)
2. connecting Highland to the Harvest Moon trail through the festival theatre property
3. paving the harvest moon trail from the Farmers' Market to Harbourside Drive
4. traffic calming and improved safety measures along Cherry Lane and Kent Avenue
5. an improved AT connection from Main Street to the East End Gateway trailhead/Harvest Moon Trail.

### Housing Accelerator Fund

The Town has applied to the Housing Accelerator Fund. The Housing Accelerator Fund provides incentive funding to local governments encouraging initiatives aimed at increasing housing supply. It also supports the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse.

Our application included:

1. Exclusionary Zoning Reform – promoting and allowing more housing types.
2. Public education – share our housing needs, identify needs across the spectrum and systemic changes required to improve the housing situation.
3. Reduce discretionary and political approval (as-of-right zoning), appropriately zone properties, waive fees, reduce parking requirements.
4. Work with Acadia to create a Student Housing Strategy, identify “investment ready” projects, create purpose-built student housing.
5. Enable more non-market options by forming a working group with stakeholders, create a non-market strategy, affordable housing grant program, and a land bank.
6. Implement inclusionary zoning to increase non-market supply and make housing projects more economically viable.

For more information on the [housing accelerator fund, click here](#).

### Parks and Recreation

The RFP for the Tennis Courts will be posted before the middle of the month. An RFP for the Reservoir Park washrooms and other upgrades is now in development and a site plan is being requested from our consultant.

**Heritage Day** is Monday, February 19. The Town is supporting a free skate and hot chocolate event at the Acadia Arena from 8:45-10:45am and from 2-4pm a Heritage Day 'Hope Fest' Winter Warmer is planned at the Community Oven with uplifting music, fires, food, and fun.



## CAO REPORT

February 14, 2024

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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Our Winter programming line-up includes the following:

- Older Adult Fitness
- Ukulele (Adult & Youth)
- Morning Fitness at Wolfville School
- Dance – Latin and Ballroom
- Afterschool Program
- Tai Chi
- Memory Café

#### **Winter Parking Regulations**

Winter parking regulations and the winter parking ban are in effect and compliance staff have been asked to assist with tickets and towing during snow events. The winter parking ban is needed to provide support to our winter operations crews as they work to keep our roads clear.

#### **Support for the unhoused in Wolfville**

Compliance staff have booked a training event to support staff who are interacting with those in our community who are sheltering outdoors. Compliance staff will be joined from by staff from across the organization and members of Council as we take part in a Harm Reduction training on Feb. 13<sup>th</sup>, being led by the POSSE Project.

With two tents erected at the Library, compliance staff continue to provide wellness checks to those who are sheltering outdoors. Staff were asked to participate and assist when one of the structures had to be moved to a new location on the Library property, to be in accordance with fire regulations. Staff have also delivered fire extinguishers to those using the tents for housing.

Staff continue to communicate with professionals from Open Arms and the Wolfville Library as we do what we can to provide support to those sheltering outdoors.

#### **Taxi bylaw**

Taxi inspections are now being scheduled. Taxi Company owners will be required to have each taxi in their fleet inspected by a Compliance Officer, and all licensing-related processes will be followed, under our Taxi bylaw.

#### **Wolfville GIS**

Permittable has been launched. Planning staff are now using Wolfville GIS to geographically reference permit activity locations and status. It has allowed planning staff to use secured forms via tablet to

## CAO REPORT

February 14, 2024

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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capture the permitting approval process. This real time information will allow us to summarize permit activity quickly and efficiently.

GIS staff have also been working on “Wolfville Voices,” a secure web-based application that allows residents of Wolfville to submit non-emergency service requests from their PC or mobile device. Once launched, the request is passed along to staff where the request is reviewed and assigned to staff for resolution. The staff member can update the request with comments, pictures, and update the progress until the request has been completed.

#### **Finance**

Staff are excited to welcome Beth Hopkins as our new Director of Finance. She started with the Town on February 5 and is located upstairs in Town Hall.

Audit committee met on Friday, January 26 to review the 3<sup>rd</sup> quarter financials and currently forecasted to be in a \$600k deficit by March 31<sup>st</sup>.

Finance and Corporate Services staff are working on collecting outstanding tax arrears. One property is moving towards the tax sale process with details being sent to lawyers for title search. Staff are also working on T4A and T4 slips.

## REQUEST FOR DECISION 007-2024

Title: Committees of Council Policy Amendments  
Date: 2024-02-14  
Department: Office of the CAO

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## SUMMARY

### Committees of Council Policy Amendments

The Council Policy Review Task Force Committee are recommending the following amendments to the Committees of Council Policy #110-001:

- Improved clarity around attendance requirements, which would result in the repeal of the Attendance & Participation Policy for Council Policy #110-012
- Introduction of Code of Conduct for Citizen Members.

A lot of work was done in July 2022 on revising Council policies to better lay out the expectations of members, including the introduction of the Attendance and Participation Policy for Council and update of the Code of Conduct for Elected Municipal Officials Policy.

In November 2023, the Code of Conduct for Elected Municipal Officials Policy was once more strengthened to align with the work of the NSFM/Provincial Code of Conduct Working Group, and to better lay out standards and expectations of members in a number of areas. Upon carrying out that review, the legislated requirements in the MGA and the amendments proposed to the Committees of Council Policy, the Task Force do not see a need for a separate Attendance and Participation Policy and are recommending its repeal. A further recommendation is for a Code of Conduct for Citizen Members of Committees similar to the one used for Council members, as attached.

### DRAFT MOTIONS:

That Council approve amendments as per the attached Committees of Council Policy #110-001.

That Council approves the repeal of Attendance and Participation Policy for Council, Policy #110-012.

That Council approve the introduction of a Code of Conduct for Citizen Committee Members as attached to RFD 007-2024.

## REQUEST FOR DECISION 007-2024

Title: Committees of Council Policy Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff bring forward the recommendation from the Council Policy Review Task Force Committee, that Council approve the amendments to the Committees of Council Policy #110-001, the introduction of a Code of Conduct for Citizen Committee Members and the repeal of Attendance and Participation Policy for Council #110-012.

### 4) REFERENCES AND ATTACHMENTS

1. Revised Draft Committees of Council Policy #110-001 (attached)
2. Attendance & Participation Policy for Council #110-012 (attached)
3. Proposed Code of Conduct for Citizen Committee Members (attached)

### 5) DISCUSSION

The Attendance and Participation Policy for Council #110-012 was first introduced in July 2022 when Council were seeking clarity around expectations of Council members. This coincided with a review of the Committees of Council Policy #110-001 and a review of the Code of Conduct for Elected Officials Policy.

More recently, the Code of Conduct for Elected Municipal Officials was strengthened to align with the work of the NSFM/Provincial Code of Conduct Working Group and lays out more specifically the expectations of members.

Amendments to the Committees of Council Policy include more detail on the expectations around meeting attendance and the process of rescheduled/cancelled meetings which was duplicated in the Attendance and Participation Policy for Council.

It is therefore felt that along with already existing legislation in the MGA, there is no requirement for a separate Attendance and Participation policy.

## REQUEST FOR DECISION 007-2024

Title: Committees of Council Policy Amendments

Date: 2024-02-14

Department: Office of the CAO

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As referenced in the Committees of Council policy, a Code of Conduct for Citizen Committee Members has been drafted for Council approval.

### 6) FINANCIAL IMPLICATIONS

N/A

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

The proposed amendments to the Committees of Council Policy are administrative in nature.

### 8) COMMUNICATION REQUIREMENTS

The Town's records will be updated to reflect the amendments and made available to the public. The Code of Conduct for Citizen Members of Committees will be introduced at the next meetings of the committees and will become part of the orientation process for new citizen members.

### 9) ALTERNATIVES

That Council does not approve the amendments to the Committees of Council Policy and subsequent repeal of the Attendance and Participation Policy.

That Council do not approve the Code of Conduct for Citizen Members of Committees.



## POLICY

Committees of Council	
<b>Policy Number:</b> 110-001	<b>Supersedes Policy Number:</b> 110-002 Committee Procedures
<b>Effective Date:</b> 1996-08-19 2014-12-16 2015-02-17 2018-02-20 2022-01-25 2022-07-19 2023-07-18	<b>Approval By Council (Motion Number):</b> 19-08-96 03-12-14 19-01-15 26-02-18 26-01-22 16-07-22 17-07-23

### 1.0 Purpose

The purpose of this policy is to outline the role and operation of committees under the jurisdiction of the Town.

Section 26 of the [Municipal Government Act](#) enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

### 2.0 Scope

This Policy is applicable to all committees of council, and their appointed members, within the Town of Wolfville.

### 3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)

### 4.0 Definitions

- 4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville
- 4.2 **Committee(s)** is any committee under Section 5.2, 5.8 and 5.10 of this Policy.
- 4.3 **Quorum** is the number of members required to make decisions at the meeting. A majority of members present equals quorum.
- 4.4 **Town Clerk** is the Town Clerk, as appointment by the CAO, for the Town of Wolfville

### 5.0 Policy

This policy shall apply to all Committees of Council unless otherwise stated in the respective policies or bylaws.



## POLICY

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### **5.1. Committees of Council**

- 5.1.1** Council shall have the following Committees of Council – Accessibility Advisory Committee, Audit Committee, Committee of the Whole, Planning Advisory Committee, Police (RCMP) Advisory Committee and Source Water Protection.
- 5.1.2** The Planning Advisory Committee will serve as the Heritage Advisory Committee.

### **5.2. Council Membership**

- 5.2.1** In November of each year, the Mayor and CAO will recommend Councillor appointments including alternates to committees referenced under Sections 5.1, and 5.11 of this Policy, excluding Committee of the Whole.
- 5.2.2** These recommendations will be based on Council member interests, Committee needs, and Council member scheduling conflicts, along with other considerations that may be relevant (i.e., family and work commitments). The Mayor and CAO will strive to bring forward recommendations that are equitable and fair when distributing the workload amongst Council members.
- 5.2.3** Once appointed to Committees, Council members are expected to attend and be fully committed to each Committee they are appointed to.
- 5.2.4** The Mayor, or Deputy Mayor with approval of Council, shall be an ex-officio voting member on all Committees of Council.
- 5.2.5** Where a Committee has two or less Council members, one Councillor will be appointed as an alternate to fill in for any Council member on that committee who may be unavailable.
- 5.2.6** Committees will be chaired by a seated member of Council unless mandated by higher legislation.
- 5.2.7** Committees will be Vice Chaired by a seated member of Council unless mandated by higher legislation.
- 5.2.8** Chair & Vice Chair positions will be selected annually by Council unless mandated by higher legislation.

### **5.3. Citizen Membership**

- 5.3.1** Applications for citizen appointments to Committees shall be invited by public advertisement.
  - 5.3.2** Council will review all applications and select citizen appointments to Committees in December of each year.
  - 5.3.3** Citizen members serving on any Committee shall be eligible to reapply for a consecutive term. Applications of returning members shall be reviewed along with new applicants. Completion of a first term does not guarantee selection for a second term.
  - 5.3.4** Citizen members who have served two consecutive terms on the same Committee must take a leave of absence for at least one term before reapplying to serve on the same Committee but could apply for a different Committee without any such break.
  - 5.3.5** A citizen member may serve on more than one Committee at a time.
  - 5.3.6** Any citizen member of a Committee, who is absent from three (3) consecutive
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meetings of the same Committee, forfeits office, unless otherwise approved by Council. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term subject to Section 5.3.3 and 5.3.4.

**5.3.7** If a citizen member vacates the committee before that member's term would normally expire, the vacancy will be posted to the end of the unexpired term.

**5.3.8** Citizen members are required to sign a statement acknowledging compliance with the Citizen Member Code of Conduct (attached).

### **5.4. Decision Making & Voting**

Decisions are made by majority vote of the members present.

### **5.5. Scheduling**

**5.5.1** Council shall approve a meeting schedule in December of every year for the following January – December calendar year.

**5.5.2** All Council, Committee of the Whole (including full day meetings and special budget meetings) and Committees of Council meetings will be included in this schedule. Meetings for Committees under Section 5.10 of this Policy will not be included in the schedule.

**5.5.3** All members of Council shall receive calendar notifications of every Committee of Council meeting. Council members attending a Committee who are not the appointed official for that Committee shall sit in the viewing gallery and have the same rights and privileges as any member of the viewing public.

### **5.6. Qualifications**

**5.6.1** Committee members shall reside or operate a business in the Town of Wolfville, unless otherwise approved by Council.

**5.6.2** Citizen members are selected by Council, after consideration of various factors including skillset, knowledge, experience, level of interest and reason for applying, as well as any identified knowledge/experience gaps currently on the Committee. Specific knowledge/experience requirements are included in the Terms of Reference for each Committee.

**5.6.3** All Committee appointments are made at the discretion of Council.

### **5.7. Rules of Engagement**

**5.7.1** A majority of the members of a Committee constitutes a quorum.

**5.7.2** All Committees shall meet in accordance with their Terms of Reference (*see attached Appendices*).

**5.7.3** Committees may move or cancel a regularly scheduled meeting with advanced notice to all members, the CAO, and the public.

**5.7.4** Special meetings of Committees of Council, with the exception of Committee of the Whole, may be called by the Chair with advanced notice to all members and the CAO.

**5.7.5** Special meetings of Committee of the Whole may be called by the Town Clerk, upon request of the Mayor and CAO, as required. The Town Clerk will aim to





## POLICY

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provide minimally three weeks' notice for any special meetings and will conduct a poll of Council members, when feasible, to schedule special meetings.

- 5.7.6** Subject to the principles set out in the Municipal Conflict of Interest Act, all Committee members present including the person presiding shall vote on a question.
- 5.7.7** Any member attending virtually in accordance with Virtual Meeting Policy 110-004 is deemed present for quorum and voting purposes.
- 5.7.8** Subject to Section 22 of the Municipal Government Act, Committee meetings are open to the public.
- 5.7.9** The Committee may receive presentations from the public upon approval of the chair.
- 5.7.10** The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.
- 5.7.11** Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.
- 5.7.12** No member of a Committee shall give specific directions to any staff member at any Committee meeting. The responsibility for giving specific directions to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.7.13** A Committee may choose to endorse the report of staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached to the agenda.

### **5.8. Administration**

- 5.8.1** The Town Clerk or designate shall arrange for an orientation session for each new Committee member upon that member's appointment to the Committee. The purpose of the orientation session is to familiarize the member with the role of the Committee, the policies and procedures of the Town which affect the Committee and all other information which will assist the member to make a meaningful contribution to the work of the Committee. The personnel delivering these sessions will differ for each committee but will involve some combination of the Town Clerk, Staff Liaison and Chair of the Committee.
- 5.8.2** Meeting agendas shall be prepared by the Committee Chair and staff representatives and shall be submitted to the Chief Administrative Officer (CAO) or designate for information.
- 5.8.3** The Town Clerk, or designate, will strive to have all Committee, Town Council and Committee of the Whole agendas circulated to Committee members, and posted for the public, one week in advance of the scheduled meeting.
- 5.8.4** Agendas may be varied at the beginning of the meeting by an affirmative vote of the members present.
- 5.8.5** The minutes of all Committee meetings are to be recorded and shall be forwarded to the Town Clerk or designate. The Town Clerk, or designate, shall ensure minutes of all Committee meetings are available to Councillors. All approved minutes shall be annotated as such once approved at a subsequent meeting.



## POLICY

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- 5.8.6** Information or actions from a Committee to be considered by Council will be presented in writing, using the “Committee Update Template” and included in the agenda package for the next regularly scheduled Committee of the Whole meeting. If the timing between meetings does not allow for a written submission to be produced prior to the agenda being circulated, a verbal report may be given at the meeting with the written report circulated and included in the next COW agenda package.
    - 5.8.7** The Town Clerk, or designate, is responsible for providing a recording secretary for Committee meetings.
    - 5.8.8** The CAO is responsible for reviewing minutes of all Committee meetings and for highlighting for Council those items in the minutes which require Council's attention.
    - 5.8.9** The Chair of any Committee may request an opportunity to report on the minutes or may request a Council member appointed to that Committee to present the information or actions during the Committee Report to Council.
    - 5.8.10** The CAO shall appoint a staff member or members as a liaison/resource member to all Committees.
    - 5.8.11** The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.
  - 5.9. Task Force Committees**
    - 5.9.1** Council may appoint special Task Force Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by Council.
    - 5.9.2** In appointing a Task Force Committee, Council shall fix clear terms of reference, a time schedule for the Task Force Committee to report, and the procedure to be followed in the selection of a Task Force Chair.
  - 5.10. Working Groups**
    - 5.10.1** Council authorizes the CAO to structure and utilize Working Groups from time to time to support and inform staff recommendations to Council.
    - 5.10.2** Working Groups may include, but not be limited to, areas including Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives.
    - 5.10.3** The CAO, or designate, shall develop terms of reference for each Working Group and inform Council of the creation and terms of reference of any Working Group that has been established.
    - 5.10.4** While Council members are not involved in the creation of a Working Group, they may become a member of a Working Group if appropriate.
  - 5.11. External/Partnership Committees**
    - 5.11.1** Council may participate on Committees with other municipal partners via request or through Intermunicipal Service Agreements.
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## POLICY

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- i. These Committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Community Fibre Network.
  - ii. These Committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.
  - iii. While these Committees may provide their own orientation sessions, the CAO or designate will provide overview of the purpose of the Committee to the appointed Council member(s).
- 5.11.2** Council will participate in Committees with other partners via request or through established contracts or policies.
  - i. These Committees include, but are not limited to, Kings Point to Point Transit Society, Town and Gown, Annapolis Valley Regional Library, Wolfville Business Development Corporation, and the Annapolis Valley Trails Coalition.
  - ii. These Committees will be governed by their approved Terms of Reference and are outside of this Policy.
- 5.11.3** Council will appoint Council representatives including alternates to External/Partnership Committees identified under Section 5.11 in accordance with sections 5.2.1, 5.2.2, 5.3.1 and 5.3.2.
- 5.11.4** Council members who have already served on one of these Committees may be called upon to mentor/orientate new Councillors.
- 5.11.5** Alternates for these committees are appointed by Council.
- 5.11.6** Each Council representative will provide an update from their committee meeting(s) at the Committee of the Whole.

### **5.12. Council Member Attendance**

It is mandatory that Council members attend all Council meetings, including Committee of the Whole regular, budget and special meetings; all Public Hearings and all meetings for which they are appointed to under this policy. Attendance of members is recorded on each set of minutes. Virtual attendance is counted as if in person as per section 5.7.7 of this policy and MGA Section 19A.

In addition to the meetings specified in Section 5.1, 5.9, 5.10 and 5.11 of this Policy, Council members are expected to attend and participate in the following:

- Council Orientation Sessions
- Council Strategic Planning Sessions
- Council Retreats
- Meetings with local community groups and constituents as required.
- Meetings with adjacent municipal representatives as required.
- Nova Scotia Federation of Municipalities (NSFM) Regional and Provincial meetings
- Province of Nova Scotia Regional and Provincial meetings



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- Official Town of Wolfville events (Mayor or designate is officially expected to represent Council at these functions)
- Training and Conferences as per 110-004 – Conferences and Professional Development Policy

### 6.0 Policy Review

This Policy including the attached Terms of References will be reviewed every four years from effective/amended date.

### 7.0 Repeal and Replace

The following policies are repealed and replaced with this policy:

110-009 Accessibility Advisory Committee

120-015 Environmental Sustainability Committee

140-007 Audit Committee

601-001 Design Review Committee

760-002 Public Art

610-002 Planning Advisory Committee

910-001 Source Water Protection Advisory Committee

110-012 Attendance & Participation for Council Members Policy

CAO	Date

## POLICY

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### Appendix A

## Accessibility Advisory Committee Terms of Reference

### 1. Purpose

The Accessibility Advisory Committee (AAC) provides advice to council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The committee plays a pivotal role in helping the Town of Wolfville become a barrier-free community and ensuring obligations under “*An Act Respecting Accessibility in Nova Scotia*” Chapter 2 of the *Accessibility Act (2017)* are met.

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Advise council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must:
  - 2.1.1 Include a report on measures the Town of Wolfville has taken and intends to take to identify, remove and prevent barriers.
  - 2.1.2 Include information on procedures the Town of Wolfville has in place to assess the following for their effect on accessibility for persons with disabilities:
    - i. Any of its proposed policies, programs, practices and services,
    - ii. Any proposed enactments or bylaws it will be administering; and
    - iii. Any other prescribed information.
  - 2.1.3 Advise Council on the impact of Town of Wolfville policies, programs and services on persons with disabilities.
  - 2.1.4 Review and monitor existing and proposed Town of Wolfville bylaws to promote full participation of persons with disabilities, in accordance with the Act.
  - 2.1.5 Identify and advise on the accessibility of existing and proposed municipal services and facilities.
  - 2.1.6 Advise and make recommendations about strategies designed to achieve the objectives of the Town’s Accessibility Plan.
  - 2.1.7 Receive and review information directed to it by council and its committees, and to make recommendations as requested.
  - 2.1.8 Monitor federal and provincial government directives and regulations; and
  - 2.1.9 Host community consultations related to accessibility in the Town of



## POLICY

Wolfville.

### 3. References

- 3.1 [Policy 110-001, Committees of Council Policy](#)
- 3.2 [Bill No. 59 - Accessibility Act, Chapter 2 of the Acts of 2017](#)

### 4. Definitions

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Council** means the Town Council for the Town of Wolfville.
- 4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society.

### 5. Membership

- 5.1 The Committee will consist of seven (7) voting members who serve without pay.
- 5.2 Council shall appoint each of the seven (7) voting members as follows:
  - i. The Mayor
  - ii. To two-year term – One (1) member of council
  - iii. To two-year terms – three (3) members at large
  - iv. To three-year terms – two (2) members at large.
- 5.3 At least one half of the members of the Accessibility Advisory Committee must be persons with disabilities or representatives from organizations representing persons with disabilities.

### 6. Meeting

#### 6.1 Frequency

The committee shall meet at least four times a year, or otherwise as required to fulfill the duties as outlined.

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CAO	Date

## POLICY

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### Appendix B

## Audit Committee Terms of Reference

### 1. Purpose

The purpose of the Audit Committee is to provide advice to Council on all matters relating to audit and finance. The objectives of the committee are to:

- i. Fulfil the requirements outlined in Section 44 of the *Municipal Government Act*.
- ii. Assist council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

### 2. Mandate & Responsibilities

#### 2.1 Audit

- i. Review the qualifications, independence, quality of service, performance and fees of the External Auditors annually and recommend the appointment of an auditor to council.
- ii. Carry out the responsibilities of an Audit Committee contained in Section 44 of the Municipal Government Act.
- iii. Review with management and the external auditor, the annual audited financial statements and recommend the approval to council.
- iv. Review with management, the internal control management letter received from the auditors and recommend any changes to council, as required.

#### 2.2 Finance and Risk Management

- i. Review with management the quarterly financial package to be presented to council and recommend approval.
- ii. Review with management annually all financial policies including those used in the preparation of the external financial statements.
- iii. Review with management the adequacy of internal controls.
- iv. Review with management, annually, risk management practices including insurance coverage.

### 3. References

- 3.1 [Nova Scotia Municipal Government Act](#)
- 3.2 [Policy 110-001, Committees Policy](#)
- 3.3 [Nova Scotia Municipal Finance Corporation Core Best Practices – Audit Committee](#)



## POLICY

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### 4. Membership

- 5.1 The committee shall consist of five (5) voting members who serve without pay.
- 5.2 Council shall appoint each of the five (5) voting members as follows:
  - i. The Mayor
  - ii. To two-year terms – two (2) members of council
  - iii. To two-year terms – two (2) members at large
- 5.3 In the first year, one of the members at large will sit for a one-year term to allow the members at large to rotate off in opposite years to maintain continuity.
- 5.4 Committee members will have an understanding of the auditing procedure and the components associated with auditing in order to resolve the issues brought forth by the external auditor and should possess knowledge in accounting, auditing, financial reporting, and finance expertise.

### 5. Meeting

#### 5.1 Frequency

The committee shall meet at least four times a year. Additional meetings may be necessary to review items related to the audit and will be called by the chair.

	2023_07_18
CAO	Date



## POLICY

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### Appendix C

## Planning Advisory Committee Terms of Reference

### 1. Purpose

The Planning Advisory Committee is responsible for providing clear and complete advice and policy options to Council on issues related to the development, standards, and planning of our town's spaces, specifically concerning:

- Land Use Planning
- Heritage Planning and Preservation
- Environmental Issues
- Building Standards
- Housing Issues
- Parks, Trails, Playgrounds and Open Space Planning
- Landscaping and Beautification of Municipal Property; and
- Any other related matter referred to this Committee by Council or by the Chief Administrative Officer

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Upon request of council, provide recommendations on planning and heritage issues.
- 2.2 To consider Municipal Planning Strategy in all recommendations and advice provided by the committee.
- 2.3 To act as and carry out the purposes of a Planning Advisory Committee as prescribed under the Municipal Government Act.
- 2.4 To act as and carry out the duties of the Heritage Advisory Committee as prescribed in Heritage Property Act.
- 2.5 To follow the Town's Public Participation Program.

### 3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Municipal Planning Strategy \(MPS\)](#)
- 3.3 [Land Use Bylaw \(LUB\)](#)
- 3.4 [Public Participation Policy, 610-006](#)



## POLICY

### 4. Definitions

- 4.1 **HAC** means the Heritage Advisory Committee
- 4.2 **PAC** means the Planning Advisory Committee

### 5. Membership

*Environmental Knowledge* - Members at large will be selected based on either a professional expertise or a general background in one or more of the following subjects: Watershed, Urban Forest, Parks/Recreation, Sustainability, Planning/Development, Utilities, Wildlife, Solid Waste and Recycling, Air Quality, Climate Change, or Green Practices. This knowledge could have been acquired through many avenues including professional practice or community involvement activities.

*Heritage Knowledge* - Members at large shall have professional experience related to at least one of the following disciplines: urban planning or development, landscape architecture, architecture, civil engineering, a background in heritage and/or built heritage matters and/or heritage research and planning.

As well as Environmental or Heritage Knowledge, other appropriate knowledge or professional skills areas may include public engagement, public-private partnerships, government relations, indigenous affairs.

- 5.1 The Committee consists of nine (9) voting members who serve without pay.
- 5.2 Council shall appoint each of the nine voting members as follows:
  - i. The Mayor
  - ii. To two-year term – three (3) members of Council.
  - iii. To two-year terms – three (3) members at large
  - iv. To three-year terms – two (2) members at large.
  - v. Environmental rep and Heritage rep to be included as part of the members at large group.

### 6. Meetings

#### 6.1 Frequency

The committee shall meet monthly (except in the month of August), or as otherwise required to fulfill the duties as outlined.

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## POLICY

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### Appendix D

## Source Water Protection Advisory Committee Terms of Reference

### 1. Purpose

The Delivery of safe water to consumers is the top priority for water utilities. The approach to achieve this in Nova Scotia and in many areas throughout the world is the multiple barrier approach. This is a series of steps taken by the water supplier which together provide multiple layers of protection to ensure that safe water is delivered to the consumer.

In Nova Scotia the barriers outlined in the province's Drinking Water Strategy are as follows:

1. Keeping it Clean - by ensuring that the water source is protected from contamination.
2. Making it Safe - by providing the required treatment
3. Proving it Safe - through continuous testing and monitoring

The Town of Wolfville Water Utility (Utility) has a complete program of water treatment, testing and monitoring in full compliance with all regulations to provide a finished product which meets or exceeds the Guidelines for Canadian Drinking Water Quality as published by Health Canada.

To complete the multiple barriers of protection the Utility adopt a Source Water (wellhead) Protection Plan to ensure the source water remains clean.

Guided by the Source Water Protection Plan, the objective of the Source Water Protection Advisory Committee (the Committee) is to provide the Water Utility with advice that will attempt to satisfy the water quality and quantity concerns of all stakeholders; about the sources of contamination in the source water supply area; about the management options available, and about the success of the protection plan.

### 2. Mandate & Responsibilities

The Committee has the following responsibilities:

- 2.1 Review and make recommendations on activities affecting the SWP area lands.
- 2.2 Review and comment on water quality and quantity monitoring programs and other studies related to the SWP area.
- 2.3 Inform and educate local residents, landowners and other users of the SWP area lands about source water protection.



## POLICY

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### 3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Source Water Protection Plan](#)

### 4. Membership

Membership of the Advisory Committee shall reflect the broad spectrum of landowners, interested groups and government officials that have a stake in the monitoring of the Plan. As it is clear that some of the protection zones will extend into Kings County, representatives from the County will participate on the Committee.

- 4.1 The Committee will consist of eight (8) voting members who serve without pay.
- 4.2 Council shall appoint each of the eight (8) voting members as follows:
  - i. The mayor
  - ii. To two year terms - two (2) members of Council
  - iii. To two year terms - two (2) members at large from the Town of Wolfville
  - iv. One (1) member of the Municipality of the County of Kings
  - v. One (1) member of Acadia University
  - vi. One (1) member at large from the County of Kings
- 4.3 Non-voting members who shall serve on the committee without pay are as follows:
  - i. Director of Engineering and Public Works, Town of Wolfville
  - ii. Manager of Engineering, Town of Wolfville
  - iii. Planning staff, County of Kings
  - iv. Nova Scotia Department of Environment representative
  - v. Consultant
  - vi. Other outside resources as required – i.e., Nova Scotia Department of Transport and Infrastructure Renewal (NSDTIR), NS Agriculture.

### 5. Meeting

- 5.1 **Frequency**  
The committee shall meet quarterly.

	2023_07_18
CAO	Date



## TOWN OF WOLFVILLE CODE OF CONDUCT FOR CITIZEN

### MEMBERS OF COMMITTEES

#### I. PURPOSE

The purpose of this Code is to establish guidelines to ensure committee business is conducted with integrity, in a fair, honest and open manner with respect for all; and to make decisions which are in the best interest of the Town of Wolfville.

#### II. STANDARDS OF CONDUCT

Citizen Committee Members shall perform their role truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:

- (i) **Integrity** - giving the municipality's interests absolute priority over private individual interests. Citizen members shall strive for impartiality in all decision-making. If conflict arises between personal views and the duties of the committee, the conflict shall be resolved in favour of the public interest.
- (ii) **Honesty** - being truthful and open.
- (iii) **Objectivity** - making decisions based on a careful and fair analysis of the facts.
- (iv) **Conduct** - being accountable for how you conduct yourself in meetings, giving full deliberation of issues and providing meaningful involvement.
- (v) **Leadership** - keeping informed by attending meetings regularly, reading all meeting materials and reports provided to you, and familiarizing yourself with the committee Terms of Reference and applicable Town policies and bylaws.

#### III. MEMBER RESPONSIBILITIES

- (i) Act in the public interest – make decisions on the merits and substance of the matter at hand, acting in the interest of the citizens of the Town.



- (ii) Compliance with Process – members must participate fully and perform their duties within the policies, procedures and Terms of the committee they serve on. Members who miss three consecutive meetings will no longer be able to serve on the committee.
- (iii) Confidentiality – members shall respect the confidentiality of any information they learn during their time on a committee which is not subject to the Freedom of Information and Protection of Privacy Act.
- (iv) Respect – treat one another, staff and the public with respect and be supportive of the personal dignity, self-esteem, and well-being of those with whom you come in contact with during the course of their duties.
- (v) Ethical Behaviour - Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.
- (vi) Use of Public Property – You shall not request the use of municipal-owned equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public.

#### **IV. COMPLIANCE WITH CODE**

This Code of Conduct is intended to be self-enforcing. Members should view the Code as a set of guidelines that expresses the standard of conduct expected of them.

Implementation is most effective when both council and citizen members are familiar with the Code and embrace its contents. As such, Council follow a similar Code of Conduct for Elected Municipal Officials Policy #110-011.

Citizen members are asked to sign the statement attached to the Code of Conduct in Appendix A, affirming they have read, understood and will abide by its provisions.

The code shall be reviewed at least every four years.



## **V. NON-COMPLIANCE WITH THE CODE**

Council may impose sanctions on members whose conduct does not comply with this Code of Conduct including termination of committee membership and restriction of future membership on Committees of Council.

DRAFT



## APPENDIX A:

### TOWN OF WOLFVILLE CITIZEN COMMITTEE MEMBER STATEMENT

As a Citizen Member of a Committee of Council of the Town of Wolfville, I affirm that I have read and understood the Town's Code of Conduct for Citizen Committee Members, which I agree to uphold.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Before me:

\_\_\_\_\_

Chief Administrative Officer/Town  
Clerk



## REQUEST FOR DECISION 008-2024

Title: Virtual Meeting Policy #110-014 Amendments

Date: 2024-02-14

Department: Office of the CAO

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## SUMMARY

### Virtual Meeting Policy Amendments

The Council Policy Review Task Force Committee recommend the following amendments to the Virtual Meeting Policy #110-014:

- Removing limits on how many meetings may be attended virtually.
- Clarifying the process around virtual polling of Council, resulting in the repeal of the Telephone & Electronic Polls Policy#110-008

Acknowledging that everyone's circumstances differ and to promote inclusivity, the Task Force wish to encourage future members who may not have considered running for Council or joining a committee previously, by removing a barrier which may restrict in person attendance at meetings. As an example, this could be due to working outside of the Town and being unable to attend a meeting on time, family or other commitments or a disability. Removing the limit to the number of times a member may attend a meeting virtually could help promote diversity within Council and among citizen committee members, by making the business of meetings more accessible for everyone.

Virtual platforms for meetings were used throughout the COVID pandemic without disruption to process and have continued to be utilized. There is increased comfort in the use of the technology required and a Teams or Zoom meeting is the preferred option if having to meet to discuss an urgent subject. As such using the telephone or email to conduct voting among Council is no longer common practice. Using a virtual platform provides more transparency, greater clarity, is more efficient and means everyone is getting the same information at the same time.

It is the recommendation of the Task Force Committee to repeal Policy #110-008, Telephone & Electronic Polls Policy and approve the amendments to policy#110-014, Virtual Meeting Policy.

### DRAFT MOTIONS:

That Council approve amendments as per the attached Virtual Meeting Policy #110-014.

That Council approve the repeal of Telephone and Electronic Polls Policy #110-008.

## REQUEST FOR DECISION 008-2024

Title: Virtual Meeting Policy #110-014 Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff bring forward the recommendation from the Council Policy Review Task Force Committee, that Council approve the amendments to the Virtual Meeting Policy #110-014 and approve the repeal of Telephone & Electronic Polls Policy #110-008 as attached to this RFD.

### 4) REFERENCES AND ATTACHMENTS

1. Revised Draft Virtual Meeting Policy #110-014 (attached)
2. Telephone & Electronic Polls Policy #110-008 (attached)

### 5) DISCUSSION

The Virtual meeting Policy #110-014 was created as a direct result of the COVID pandemic to enable Council to continue to meet without interruption and carry out their duties openly and transparently. Meeting by virtual platform continues and is integral to continuing workplace practices allowing meetings to continue when people are unable to gather in one physical spot.

The use of this technology promotes a more inclusive, barrier free environment and amending the Virtual Meeting Policy to remove the limit on how many times a meeting can be attended virtually could help open the door for underrepresented members of society to participate in the work of Council either as a Council member, citizen or staff member.

A barrier to someone wishing to join Council or a committee could be their work proximity, other commitments, or a disability to name a few. Allowing attendance virtually without limit could encourage those who may not have felt it was possible if they had to attend most meetings in person.

The Virtual Meeting Policy has its own Code of Conduct which holds members accountable to be able to participate fully while attending virtually.

## REQUEST FOR DECISION 008-2024

Title: Virtual Meeting Policy #110-014 Amendments

Date: 2024-02-14

Department: Office of the CAO

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Since the Telephone & Electronic Poll Policy #110-008 was created back in 2012, the use of video technology to carry out polls negates the need for this policy. Using a virtual platform for urgent polling of Council rather than email or telephone is more efficient, transparent and reduces errors in counting.

Therefore staff recommend the approval of the amendments to the Virtual Meeting Policy and the repeal of the Telephone and Electronic Poll Policy.

### 6) FINANCIAL IMPLICATIONS

N/A

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

The proposed amendments to the Virtual Meeting Policy and the subsequent repeal of the Telephone & Electronic Poll policy are administrative in nature.

The promotion of a barrier free, inclusive environment aligns with Council's strategic objective of Social Equity.

### 8) COMMUNICATION REQUIREMENTS

The policy will be updated to reflect the amendments and made available to the public.

### 9) ALTERNATIVES

That Council does not approve the amendments to the Virtual Meeting Policy.

That Council does not approve the repeal of the Telephone and Electronic Poll Policy.



## POLICY

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<b>Council &amp; Committees of Council Virtual Meeting Policy</b>	
<b>Policy Number:</b> 110-014	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2022-09-27	<b>Approved by Council Motion Number:</b> 24-09-2022

### 1.0 Purpose

The Town of Wolfville is committed to working to provide a work environment that promotes **barrier free accessibility, inclusivity and** the safety of members of the public, Council members and staff.

The COVID-19 pandemic which affected Nova Scotia at the beginning of 2020, provided opportunity to seek alternative, safe and secure solutions to enable meetings of Council and the work of the Town, Council and their Committees to continue with minimal interruption, in an off-site setting, maintaining transparency and providing increased accessibility options for all.

Circumstances may exist where it may not be possible for every member of Council/citizen member or staff to meet in person for every meeting. This policy enables the Town to continue to offer virtual/hybrid meeting options to Councillors, Citizen Committee members, staff and members of the public enabling full participation in Council and Committees of Council meetings virtually (by video conference) and to promote diversity by encouraging anyone who may have been unable to attend meetings in person by helping to remove that barrier.

Meetings of Council which this policy applies to are:

- Town Council Meetings (including Special Meetings of Council)
- Committee of the Whole
- Accessibility Committee
- Audit Committee
- Planning Advisory Committee
- RCMP Advisory Committee
- Source Water Protection Committee
- Any other Committee of Council formed as per the Committees of Council Policy #110-001



## POLICY

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The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in the ***Municipal Government Act***.

### 2.0 Scope

This policy applies to all members of Council and Committees of Council (including citizen members), members of the public and staff.

### 3.0 References

3.1 *Municipal Government Act*, R.S.N.S. 1998, c.19A:

### 4.0 Definitions

**"Town"** means the Town of Wolfville

**"Council"** means the Council of the Town of Wolfville

**"Council member(s)"** include(s) the Mayor

**"Citizen member(s)"** mean citizen committee members

**"Committees of Council"** means the advisory committees as referenced in our Committees of Council Policy

**"virtual"** means video conference

**"hybrid"** means a mix of virtual and in person participants

**"accommodation"** means adjustment made in method of meeting participation to allow for individual needs

**"Ad Hoc"** means a meeting not in the approved Committees of Council/Council meeting Calendar.

### 5.0 Policy

#### 5.1 Public Notice

In accordance with the Municipal Government Act, a Council meeting or Committee of Council meeting may take place virtually if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted.

The notice to the public will be given by advertising:

- i. on the Town's publicly accessible Internet site; and
- ii. on the Town's social media platforms such as Facebook and Twitter.



## POLICY

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Notwithstanding section 5.1, where the Mayor determines that there is an emergency, a meeting may be conducted virtually without notice or with such notice as is possible in the circumstances.

### 5.2 Virtual Attendance at Meetings

Council and staff may attend meetings of Council virtually in accordance with the Committees of Council Policy #110-001.

The Chair may request an all-virtual meeting should the number of participants approved to attend virtually cause a challenge to hold an effective hybrid meeting and by providing one weeks' notice.

#### 5.2.1 Attending Virtually

##### Members of Council

A member of Council attending a meeting virtually shall:

- i. advise Members of Council, the CAO and the Town Clerk using the Town Council email.
- ii. use equipment that allows all participants and viewing members of the public to see and hear them.

##### Members of Staff

Members of staff attending a meeting virtually shall:

- i. inform the CAO and Town Clerk.
- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.

The CAO attending a meeting virtually shall:

- i. inform the Mayor and Deputy Mayor and Town Clerk
- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.

##### Citizen Committee Members & Members of the Public

All citizen committee members and members of the public will be given the option of attending meetings virtually through the Town Clerk.



## POLICY

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The Town Clerk is to be made aware of all requests with no less than 24 hours' notice where possible, to allow for technical set up.

### 5.3 Town Equipment Requirements

The Town is committed to providing a hybrid/virtual option for all meetings and will ensure:

- i. the electronic equipment enables all meeting participants to see and hear each other during the meeting.
- ii. a link to enable members of the public to participate in the meetings will be made available upon request.
- iii. a live streaming option will be available for observation in real time of Town Council and Committee of the Whole meetings only.

### 5.4 Recording Attendance of Council Members attending virtually

Any Council member participating virtually in a meeting shall be deemed to be:

- i. Present in accordance with the guidelines in the Code of Conduct for Virtual Meeting Participants.
- ii. absent for any parts of the meeting in which a member is not permitted to participate virtually under this Policy and in conjunction with **Committees of Council Policy 110-001**.

### 5.5 Technological problems - failure to connect or disconnection

If technological problems prevent a Council or Citizen member of Council from participating in a meeting prior to the meeting commencing, said member shall be marked absent from the meeting.

If a Council or Citizen member of Council becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that said member left the meeting at the time of the disconnection.

### 5.6 Virtual Voting

The Mayor or CAO may call for any urgent decisions arising to be voted upon virtually. If a quorum has been reached by virtual means i.e. video call, the vote can proceed and is

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## POLICY

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valid. Votes made by telephone, email or during informal in person discussions between members are not valid and do not count.

### 5.7 Secret Ballot Voting

Council members are unable to participate virtually, in any of the following:

- i. any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot.
- ii. vote held by secret ballot.

### 5.8 Code of Conduct

All Council and staff members who attend Council & Committee of Council meetings will read and sign a Code of Conduct for Virtual Meeting Participants (*see Appendix A*) confirming they have understood and will abide by the requirements laid out therein.

## 6.0 Review of Policy

The Town will review this Policy every four years.

## 7.0 Repeal and Replace

This policy repeals and replaces the following policy:

110-008 Telephone & Electronic Polls Policy

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CAO or Town Clerk

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Date





## **POLICY**

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### **Appendix A**

#### **Code of Conduct for Virtual Meeting Participants**

Participants attending meetings virtually shall have equipment that enables you to:

- Share your camera
- Mute/unmute microphone
- Share files
- Share your desktop/screen
- Send and read chat messages, if required

#### **Technical Requirements and Equipment**

It is recommended you test all technical requirements and equipment in advance to avoid disruption of the meeting.

- Stable and reliable Internet connection
- Audio (computer speakers, microphone, telephone, etc.)
- Webcam
- Headset required for In Camera portion of meetings.

#### **Technical considerations**

- Presenters (if presenting virtually) can consider using a microphone for better sound (headset, clip-on, desktop mic)
- It is preferred all presenters are in person.
- Decide how media will be displayed (and test it in advance) – share your screen/desktop.



## POLICY

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### Virtual meeting etiquette

- All Council members taking part in a meeting virtually shall have their cameras switched on for the entirety of the meeting.
- The Chair should let participants know when they will be able to make comments/ask questions during the meeting.
- Ask all participants to signal and wait a couple seconds before speaking to account for lagging time.
- Remind participants to be on mute, have webcam on and limit background noise and distractions as much as possible.
- For In Camera meetings, participants joining virtually *must*:
  - be alone unless with another participant of the meeting who has permission to attend.
  - Ensure no-one can see or hear you or other participants in the in-camera meeting if they are not an attendee of that portion of the meeting.

**No unauthorized recording of any meeting shall take place.**

**I have read, understood, and agree to abide by this Code of Conduct.**

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**Name**

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**Signature**

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**Date**



## POLICY

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### Telephone and Electronic Polls

<b>Policy Number:</b> 110-008	<b>Supersedes Policy Number:</b> 1221-37
<b>Effective Date</b> 1999-11-15 Amended 2012-10-15	<b>Approval By Council (Motion Number):</b> 12-11-99 10-10-12

#### 1.0 Purpose

To establish a policy for the handling of polls of members of Council.

#### 2.0 Scope

This Policy is applicable to the Chief Administrative Officer, Mayor and Council Members of the Town of Wolfville.

#### 3.0 References

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

#### 4.0 Definitions

- 4.1 **Telephone Polls:** An arrangement where individuals are consulted individually by phone, provided with information, then asked for their approval. For the purpose of this policy individuals may be consulted in person or by telephone.
- 4.2 **Electronic Poll:** An arrangement where individuals are contacted electronically, provided with information and requested to respond with their approval or disapproval of the question presented.
- 4.3 **Polls:** Telephone or electronic.

#### 5.0 Policy

- 5.1 Polls of members of Council may be conducted by the Mayor or Chief Administrative Officer requesting a decision on any matter. Whenever possible, electronic polls are preferred as they provide documentation of the individual's response.
- 5.2 The Chief Administrative Officer may delegate a single staff member to conduct a poll of Council members provided that the staff member is provided with sufficient information to respond to questions from members.
- 5.3 All reasonable efforts will be made to contact all Council members.



## POLICY

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- 5.4 If a request made in any poll is approved by all members of Council contacted, provided that number constitutes a quorum, it is deemed to be approved and a resolution ratifying the decision shall be introduced at the next regularly scheduled meeting.
- 5.5 If a request made in any poll is not approved by all members contacted, the decision is deemed to be not approved.
- 5.6 If ( Subject to Section 5.4) the request is not approved, the Mayor or Chief Administrative Officer, shall have three options:
- No further action is taken on the request.
  - A Special Meeting is called according to the Municipal Government Act or Town Bylaw to deal with the request at which time majority and minority opinions can both be heard.
  - The request is deferred and placed on the Agenda for the next regularly scheduled Council meeting during which time majority and minority opinions can both be heard.

Note: As in other policies it is understood that in emergency situations the Mayor and Chief Administrative Officer (should time not permit the polling of Council) make decisions and inform Council of such action as is appropriate.

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CAO

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March 10, 2016

Date

## REQUEST FOR DECISION 009-2024

Title: Council Conference & Professional Development Policy Amendments

Date: 2024-02-14

Department: Office of the CAO

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## SUMMARY

### Council Conference & Professional Development Policy Amendments

Upon review of the Council Conference & Professional Development Policy #110-004, the Council Policy Review Task Force Committee recommend the following amendments:

- Each Council member will be given a stipend for their term on Council (identified during the budget process)
- There will be no date restrictions on members to identify the training they wish to pursue.
- Members to provide fulsome feedback on conferences/training they attend.

It is recognized that asking new members of Council to identify conferences/professional development they wish to undertake after being in the role a matter of months may not be realistic. Having a deadline each year to identify desired training is restrictive and there is a danger members may miss out on more suitable training due to the timing of it happening in a year where events have already taken place and the budget used up.

To ensure members can identify and attend opportunities to assist them with their role on Council, the recommendation is to introduce a stipend for each member informed during the budget process for their four-year term on Council, removing timeline restrictions.

A revised feedback form is attached as an appendix to this policy.

### DRAFT MOTIONS:

That Council approve amendments as per the attached Policy, Council Conference and Professional Development Policy #110-004.

## REQUEST FOR DECISION 009-2024

Title: Council Conference & Professional Development Policy Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff bring forward the recommendations made by the Council Policy Review Task Force Committee that Council approve the amendments to Council Conference & Professional Development Policy #110-004.

### 4) REFERENCES AND ATTACHMENTS

1. Revised Council Conference & Professional Development Policy #110-004 (attached)

### 5) DISCUSSION

The amendments to the Council Conference & Professional Development Policy #110-004 are intended to give Council more flexibility to decide what their professional development goals are and to remove restrictions in choosing conferences/training which will support those goals.

It was recognized that there is a learning curve for any new member of Council so to ask them to identify what areas of professional development may assist them in their time on Council within the first few months is not ideal. The introduction of a stipend at the beginning of their four-year term and the removal of restrictive deadlines supports members to take time to learn the role and identify which area of training and development they want to pursue.

Members are encouraged to share their newly acquired knowledge with Council and a more detailed feedback form has been drafted to support this as an Appendix to the revised policy.

All members are encouraged to attend NSFM and FCM when it comes to Halifax.

### 6) FINANCIAL IMPLICATIONS

These amendments will inform the budget process for the new Council.

NSFM is separately budgeted and not part of the stipend.

## REQUEST FOR DECISION 009-2024

Title: Council Conference & Professional Development Policy Amendments

Date: 2024-02-14

Department: Office of the CAO

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

The proposed amendments to the Council Conference & Professional Development Policy are administrative in nature.

### 8) COMMUNICATION REQUIREMENTS

The Town's policies will be updated to reflect the amendments and made available to the public.

### 9) ALTERNATIVES

That Council does not approve the amendments to the Council Conference & professional Development Policy.



## POLICY

Council Conference and Professional Development	
<b>Policy Number:</b> 110-004	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2010-11-15 2012-10-15 Amended 2016-12-19 Amended 2022-09-27 Amended	<b>Approval By Council (Motion Number):</b> 11-07-10 08-10-12 10-12-16 25-09-22

### 1.0 Purpose

To provide a procedure for the opportunity for effective professional development for the Mayor and Councillors, to ensure proper representation at National/Provincial conferences and Boards/committees and to allow a fair and equitable schedule for participation at these conferences and Boards/committees by the Mayor, and Councillors.

### 2.0 Scope

This Policy is applicable to all Town of Wolfville Staff and Town Council members who attend conferences as representatives of the Town of Wolfville.

### 3.0 References

- Nova Scotia Municipal Government Act

### 4.0 Definitions

- 4.1 **FCM** means the Federation of Canadian Municipalities.
- 4.2 **NSFM** means the Nova Scotia Federation of Municipalities (*previously named UNSM - Union of Nova Scotia Municipalities*)
- 4.3 **SCC** means Sustainable Communities Conference.
- 4.4 **AMA** means Association of Municipal Administrators.
- 4.5 **Council** means the Council of the Town of Wolfville.
- 4.6 **CAO** means the Chief Administrative Officer of the Town of Wolfville.





## POLICY

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### 5.0 Policy

#### 5.1 General Procedure

- a. Staff will prepare a list of known Conferences and Professional Development opportunities for Council, including locations, based on the four-year term of Council.
- b. Each member of Council will have a term stipend for the purpose of attending conferences and professional development opportunities. This amount will be identified during the budget process.
- c. Members of Council will identify the conferences and professional development opportunities they wish to attend.
- d. Members are expected to share their learned knowledge with the other Council members and complete a report as to the relevance of the course for future members.
- e. NSFMM is a separate budgeted amount and will not be funded from the term stipend.

#### 5.2 Priority

- a. Budget and schedule priority is to be given to attendance at NSFMM.
- b. To ensure adequate representation and appropriate opportunities for the Mayor and Council to attend, the maximum numbers will apply:
  - i) Fall NSFMM – Mayor and 6 Councillors will attend.
  - ii) Spring NSFMM – Up to 2 members of Council will attend.
  - iii) FCM - Mayor and 6 Councillors will attend when in Halifax.
- c. Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

#### 5.3 Registration and Reporting for Conferences

- a. Attending delegates are expected to complete the registration forms and submit, with a copy to the CAO, in reasonable time to meet the conference early registration deadline.
- b. Delegates who miss the early registration deadline are responsible for the additional cost of registration.
- c. For Mayor, Deputy Mayor and Councillors attending a conference on behalf of the Town of Wolfville, a brief written report, describing the purpose of the trip and results achieved must be submitted to Council for information using the Conference Update Form (*see Revised Form Appendix A*).



## POLICY

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### 5.4 Board and Committee Membership

- a. Council acknowledges the importance of representation by the Town of Wolfville at the board or Committee level for NSFM or other organization identified by Council.
- b. Where appropriate, Council will endorse the candidacy of one (1) Council Member to represent the Town of Wolfville on boards and committees described in 5.4.a. through Council resolution.
- c. Where there is more than one (1) interested candidate from Council for a given position, Council will call for expressions of interest and the candidacy will be put to a vote by secret ballot.
- d. If the candidacy is successful for a board or committee, the Town of Wolfville will provide reimbursement of expenses to attend the board or committee meetings as appropriate.
- e. Such endorsement and support for candidacy will be subject to annual review by Council.
- f. Any support for candidacy will always be subject to the budgetary funds available.

### 5.5 Council Approvals

- a. In circumstances where time does not allow for Council approval at a regularly scheduled Council meeting, Council polling may be conducted at a virtual meeting of Council in accordance with the Virtual Meeting Policy 110-014.

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CAO

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Date





## POLICY

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### Implementation at the Town

*(What takeaways if any, would be beneficial to the Town and any thoughts on how they could be implemented)*

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### Next Steps

*(What do you want to see happen next, staff instruction/further training/)*

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### Final Thoughts

*(Was it worth attending, and would you recommend it to the other Council members in this term or the next)*

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Submitted by:

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## REQUEST FOR DECISION 010-2024

Title: Routine Access Policy#120-010 - Amendments

Date: 2024-02-14

Department: Office of the CAO

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## SUMMARY

### Routine Access Policy Amendments

While not a policy of Council, during discussions, the Council Policy Review Task Force Committee identified there was a need for clarity around correspondence that is received by all Town Council from members of the public. The discussion was sparked when a member of the community requested a piece of correspondence from a couple of years earlier.

Public correspondence was previously published in background agendas to Town Council meetings and therefore easily accessible on the Town's website. In 2022 the decision was made to stop including public correspondence. It is not a legislated requirement and concerns had been raised around policy on whether to publish correspondence received that may contain derogatory or inflammatory remarks. After lengthy discussion, Council decided to stop publishing the correspondence, resulting in there no longer being a need for a policy.

Policy around requests from the public to access this correspondence is now covered in the updated Routine Access Policy #120-010 as attached to this RFD.

### DRAFT MOTIONS:

That Council approve amendments as per the attached Policy, Routine Access Policy #120-010.

## REQUEST FOR DECISION 010-2024

Title: Routine Access Policy#120-010 - Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act
- Freedom of Information Act 1993

### 3) STAFF RECOMMENDATION

Staff recommend that Council approve the amendments to the Routine Access Policy #120-010

### 4) REFERENCES AND ATTACHMENTS

1. Revised Routine Access Policy #120-010 (attached)

### 5) DISCUSSION

Council previously discussed a policy around dealing with public correspondence received by all Town Council as it was published in the background agendas for Town Council meetings. During those discussions, concerns were raised around what to do if correspondence came in that contained derogatory or inflammatory remarks. The result being that as it is not a legislated requirement, we would no longer publish any public correspondence and therefore the need for a policy ceased.

Correspondence to Council is still received, stored and accessible to the public upon request. A recent request from the public to view a piece of correspondence from the past revealed a gap in policy. Amendments to the Routine Access Policy #120-010 address this gap.

For clarity, this only relates to correspondence received to the Mayor and Council whether through the Town Council email, hand delivered or via regular mail. It does not refer to correspondence received by an individual Councillor or to the Mayor exclusively.

### FINANCIAL IMPLICATIONS

N/A

## REQUEST FOR DECISION 010-2024

Title: Routine Access Policy#120-010 - Amendments

Date: 2024-02-14

Department: Office of the CAO

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

While being administrative in nature, this change also supports Councils guiding principle of Transparency.

### 7) COMMUNICATION REQUIREMENTS

The Town's policies will be updated to reflect the amendments and made available to the public.

### 8) ALTERNATIVES

That Council does not approve the amendments to the Routine Access Policy.



## POLICY

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Routine Access	
<b>Policy Number:</b> 120-010	<b>Supersedes Policy Number:</b> Not applicable
<b>Effective Date:</b> 2015-02-17	<b>Approval By Council Motion Number:</b> 18-01-15

### 1.0 Purpose

The purpose of this policy is to clarify which records of the Municipality are available routinely upon request and which requests for records require review by the Responsible Officer under Part XX, Freedom of Information and Protection of Privacy, of the *Municipal Government Act*.

### 2.0 Scope

- 2.1 This Policy will improve public access to records of the Town which are not released through active publication, without having to submit a request under Part XX of the Municipal Government Act.
- 2.2 This Policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer under Part XX of the Municipal Government Act.

### 3.0 References

- 3.1 Nova Scotia Municipal Government Act Part XX
- 3.2 Freedom of Information Act 1993

### 4.0 Definitions

- 4.1 **Council** means the Town Council of the Town of Wolfville
- 4.2 **Town** means the Town of Wolfville.
- 4.3 **Town Clerk** means the Town Clerk for the Town of Wolfville.

### 5.0 Policy

- 5.1 Applications for routine release of information may be made in person, or in writing, to the staff person having custody of the record.
- 5.2 Any applications for records exceeding one copy of a single record must be made in writing to the Town Clerk and such applicants may be expected to pay for the staff time and costs required to process the application.





## POLICY

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- 5.3 A charge may also apply for the reproduction of any map.
- 5.4 Staff having custody of the requested record will release one copy, at no charge (unless otherwise noted), of any of the following records within two business days of a request.
- a. All Policies and Bylaws approved by Council.
  - b. Any document received by Council or any Committee of Council at a meeting which is not a “closed session” under Sections 22 or 203 of the *Municipal Government Act*. For greater certainty, this includes all financial statements and reports, as well as all Council approved and/or received studies and reports.
  - c. All approved minutes of any meeting of Council or any Committee of Council which are not associated with a “closed session” under Sections 22 or 203 of the *Municipal Government Act*. For greater clarity, draft minutes that have not yet been approved by Council or any Committee of Council are not considered to be routine access.
  - d. All agendas of any meeting of Council or any Committee of Council which is not a “closed session” under Sections 22 or 203 of the *Municipal Government Act*.
  - e. Any permit or approval issued by any employee of the Town except that the mailing address of the permit holder shall be excised. This specifically does not include the application for such permit or approval, nor any document which is not directly referenced by the permit or approval. Copies of any document directly referenced by the permit or approval will not be routinely copied, however can be reviewed at the Town upon request.
  - f. Any finished map created and published by the Town. This specifically does not include i) raw data such as shape files or data tables required to produce the map; and ii) printed copies of map images or other information pages produced by Property Online. Raw data may be shared upon approval through the execution of a data sharing agreement. There may be a charge incurred by the applicant associated with the reproduction of any maps.
  - g. Any newsletter, advertisement or other document publicly distributed by the Town.
  - h. Any document published by the Town on its website.
  - i. Civic address, Property Identification Number, Assessment Account Number, and assessed value of any property within the Town. This specifically does not include the capped assessment figure or the owner mailing address.



## POLICY

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- j. The amount of taxes or other debts owed to the Town.
  - k. The job description and salary band of any employee or Council member of the Town.
  - l. The expense claims of any employee or Council member of the Town, including all associated receipts and documentation, in accordance with Town Policy 120-008.
  - m. Correspondence addressed to all Town Council whether received via email or mail or hand delivered to the Town.
- 5.5 Staff having custody of a requested record which is not clearly listed or defined in Section 5.4 of this Policy shall not release the requested record and shall refer the matter to the Responsible Officer under Part XX of the *Municipal Government Act*.
- 5.6 Staff shall protect the privacy of individuals' personal information contained in public correspondence before any disclosure to the public if it is deemed to be an unreasonable invasion of their personal privacy.

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CAO

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Date

## REQUEST FOR DECISION 004-2024

Title: Kings Transit Authority 2024/25 Budget

Date: 2024-02-14

Department: Finance

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## SUMMARY

### Kings Transit Authority (KTA) 2024/25 Budget

Each year the Council's signatory to the Inter-Municipal Service Agreements (IMSA's) related to Kings Transit Authority consider the annual budget recommended by the KTA Board of Directors. The budget for KTA is vetted through the Interim IMSA Board of Directors and then forwarded to the participating municipal units. The Board met January 17, 2024 and forwarded the related budgets to the respective municipal units.

As part of the annual process, staff prepare a Request for Decision for Council's consideration as to approving the budget.

For 2024/25, KTA's budget submission to Council requires an operating contribution from Town of Wolfville in the amount of \$259,365 (increase of \$22,365 from previous year budget) and a capital contribution of \$12,000 (no change from previous year budget).

### DRAFT MOTION:

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

That Council approve the Kings Transit Authority's 2024/25 Operating and Capital Budgets.

## REQUEST FOR DECISION 004-2024

Title: Kings Transit Authority 2024/25 Budget

Date: 2024-02-14

Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

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

### 3) STAFF RECOMMENDATION

Staff recommend approval of the KTA budgets as submitted by the Interim IMSA Board of Directors.

### REFERENCES AND ATTACHMENTS

- 2024/25 KTA Operating and Capital Budgets – attached

### 4) DISCUSSION

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

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

#### Do the estimates appear to be reasonable?

The 2024/25 Budget document once again includes a year end financial forecast for 2023/24 which can help inform expectations for the coming year.

- Overall KTA is expecting a surplus of \$85,405 for the 2023/24 fiscal year.
  - Fare revenue is forecasted to be higher than expected by \$42k (5%)
  - Fuel expense is down \$119k due to price not volume driven
- KTA is requesting a 6.4% increase for the 2024/25 Budget compared to 2023/24 Budget

## REQUEST FOR DECISION 004-2024

Title: Kings Transit Authority 2024/25 Budget

Date: 2024-02-14

Department: Finance

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### Any trends that cause concern or should be noted?

- KTA took into account the increase in ridership of 104k.
- KTA recognizes other funding sources will be down 28k (They will not be receiving a \$22,000 grant from the province and believe advertising income will also be down \$6,000).
- They have considered the anticipating average price of fuel to be \$1.65 net of HST rebate.
- As the older buses require more repairs, they have increased the cost of repairs and maintenance of 23k

### Other comments

Transit has grown in importance over the years in response to a growing acceptance that transit (if well delivered to the community) can positively impact economic development, accessibility, environmental sustainability, and social equity.

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

## 5) FINANCIAL IMPLICATIONS

The Town's approved budget for 2024/25 includes estimated transit costs of:

	<b>2024/25 Budget</b>	<b>2023/24 Budget</b>
KTA Op Budget contribution	\$259,365	\$237,000
KTA Cap Budget contribution	\$12,000	\$12,000
Kings Point to Point Transit estimated contribution	\$10,200	\$10,000
<b>Total per Transit Service Line</b>	<b>\$281,565</b>	<b>\$259,000</b>

KTA's budget submission to Council requires an operating contribution of \$259,365 and a capital contribution of \$12,000. The increase from the previous budget of \$22,365 for KTA will be manageable in the coming year. If Kings Transit does end the 2023/24 year with a surplus, the Town's share of that surplus will help with the increased budget.

## REQUEST FOR DECISION 004-2024

Title: Kings Transit Authority 2024/25 Budget

Date: 2024-02-14

Department: Finance

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

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

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

## 7) COMMUNICATION REQUIREMENTS

Advise Kings Transit of Council's decision.

## 8) ALTERNATIVES

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



# Budget Presentation

2024-2025 Budget  
2023-2024 Forecast  
Operating and Capital



**Kings Transit**  
Authority

# OPERATIONS FUNDING OVERVIEW

## Kings Transit Authority

### Municipal Contributions

### Operating Grants

			2023-2024 Forecast		2024-2025
			Budgeted Funding	(Surplus) / Deficit	Budgeted Funding
Core Partners	Municipality of Kings	60%	975,406	(51,243)	924,162
	Town of Kentville	20%	325,135	(17,081)	308,054
	Town of Wolfville	15%	243,851	(12,811)	231,041
	Town of Berwick	5%	81,284	(4,270)	77,014
		100%	1,625,676	(85,406)	1,540,270
Service Partners	Annapolis County	Actual	656,003	49,824	705,827
	Digby County	Costs	340,333	11,008	351,341
			996,336	60,832	1,057,168
					1,200,030

2025 budget represents an overall increase of 6.4% to Core, 24.2% to Annapolis and 13.3% to Digby vs 2024 budget.



# PROPOSED CONTRIBUTION SCHEDULE

## *Kings Transit Authority*

### *Municipal Contributions*

#### *Proposed Operating Grant Schedule*

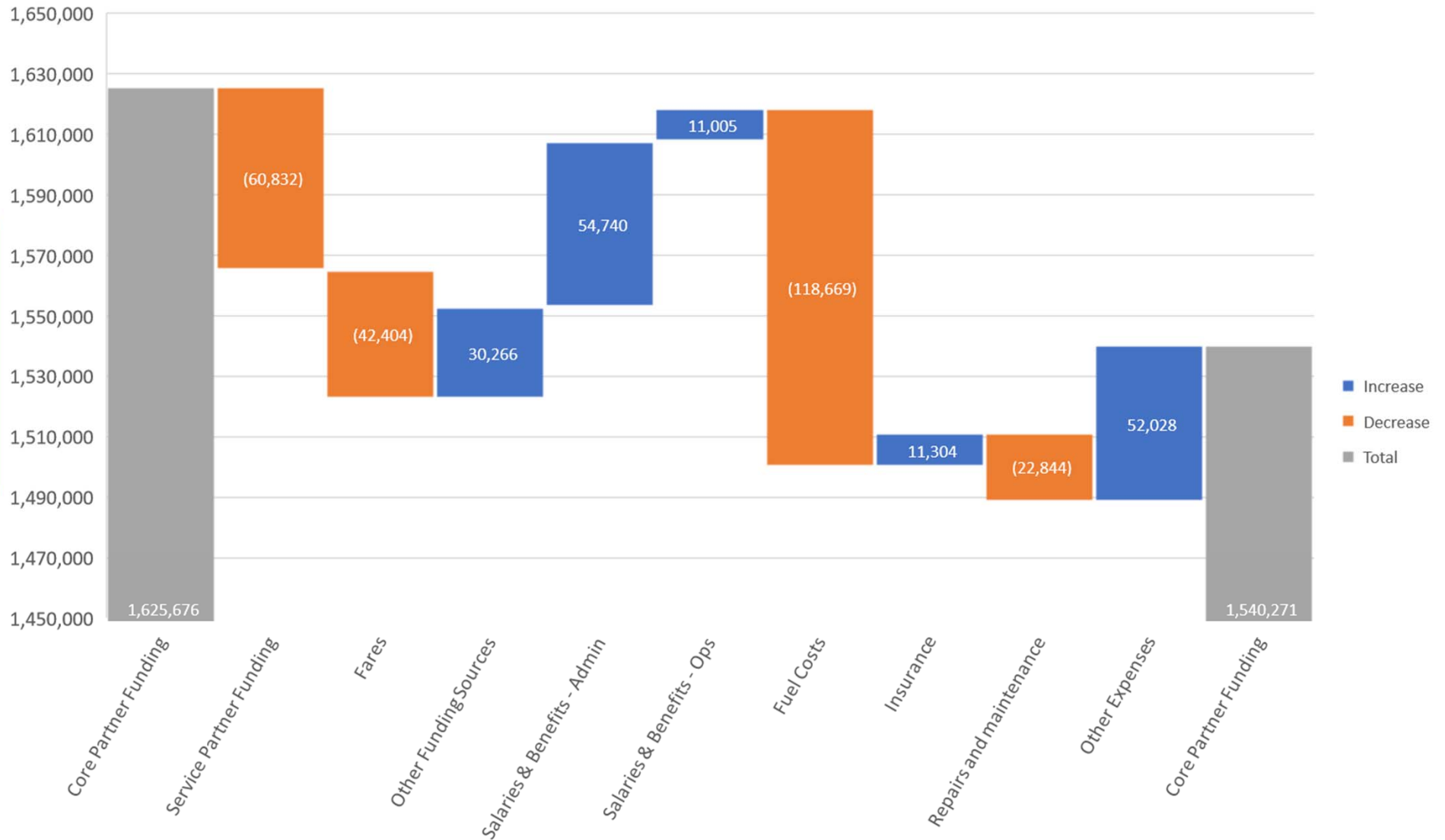
		Q1	Q2	Q3	Q4	Total
Core Partners	60% Municipality of Kings	414,985	311,238	155,619	155,619	<b>1,037,462</b>
	20% Town of Kentville	138,328	103,746	51,873	51,873	<b>345,821</b>
	15% Town of Wolfville	103,746	77,810	38,905	38,905	<b>259,365</b>
	5% Town of Berwick	34,582	25,937	12,968	12,968	<b>86,455</b>
		<b>691,641</b>	<b>518,731</b>	<b>259,365</b>	<b>259,365</b>	<b>1,729,103</b>
Service Partners	Annapolis County	each month	67,878			<b>814,534</b>
	Digby County	each month	32,125			<b>385,496</b>

### *Municipal Contributions*

#### *Proposed Operating Grant Worksheet*

	Q1	Q2	Q3	Q4	Total
Core Partners					
External Funded Revenue	532,709	548,856	551,109	555,171	<b>2,187,845</b>
Expenses	991,610	890,695	996,569	958,074	<b>3,836,948</b>
Net Surplus (Deficit)	<b>(458,901)</b>	<b>(341,839)</b>	<b>(445,460)</b>	<b>(402,903)</b>	<b>(1,649,103)</b>
Estimated Loss Ratios	27.8%	20.7%	27.0%	24.4%	100.0%
Suggested Ratios to Use	40.0%	30.0%	15.0%	15.0%	100.0%

## Change in Municipal Operations Partner Funding - Budget 2024 to Forecast 2024



# F24 TO B24 VARIANCES

Net Surplus of \$85,405 forecasted - 5.3% of 2024 budget

- Fuel 119K - price not volume driven
- Service partner funding 61K - Annapolis 50K / Digby 11K
- Fare revenues 42K - ridership higher than expected
- Other expenses (63K) - insurance 11K / IT 28K / travel 8K / professional services 14K
- Employee compensation (28K)

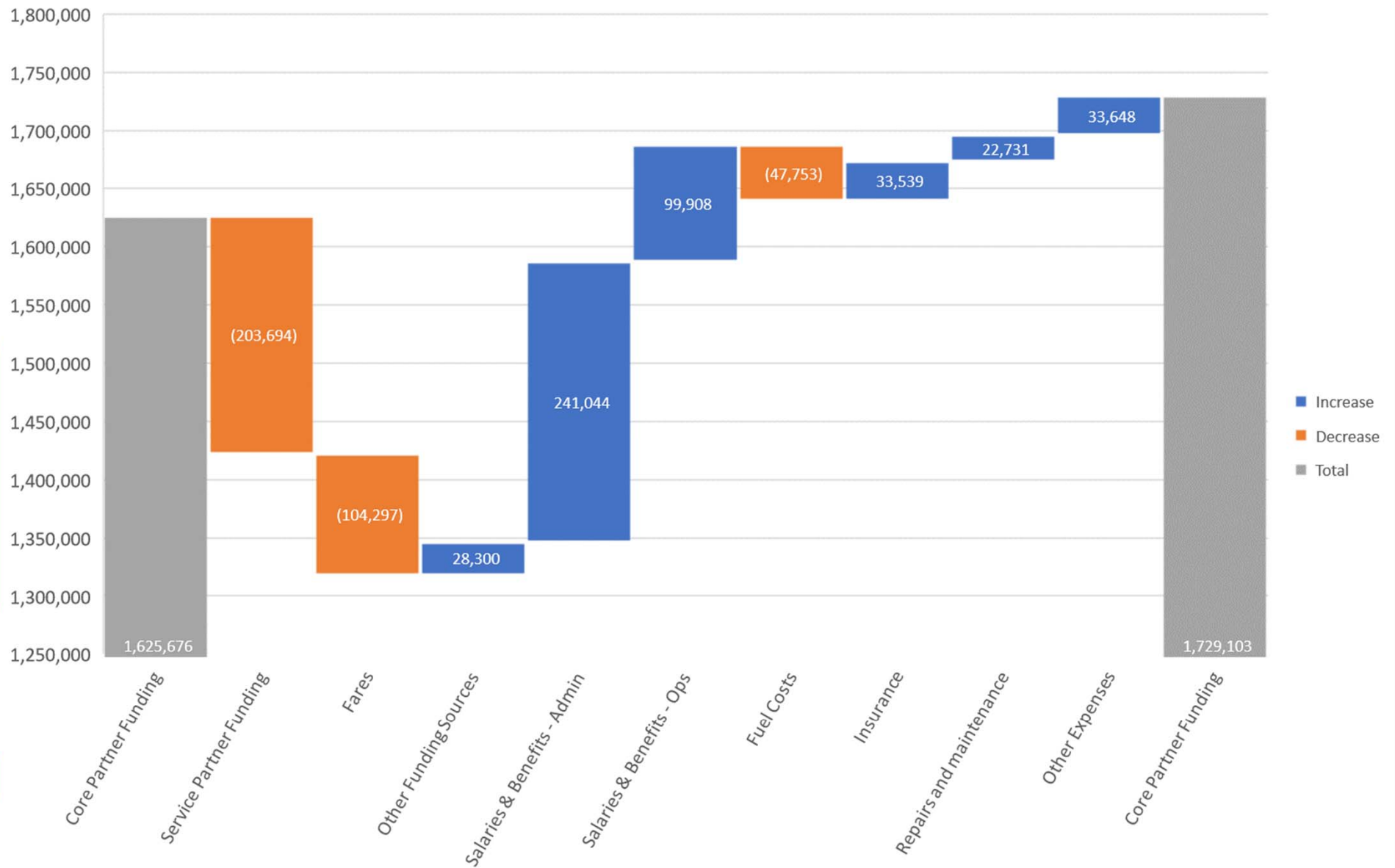
Training Manager missed in last year's budget

Additional mechanic hired in Q3

Annapolis / Digby mechanic labour not accounted for properly in 2024 budget

Full time GM not hired; Dwight part time / Director of Finance hired in Q3

## Change in Municipal Operations Partner Funding - Budget 2024 to Budget 2025



# B25 TO B24 VARIANCES

Requesting 6.4% increase to funding from Core

- Fuel 48K – anticipating average price of \$1.65 net of HST rebate
- Service partner funding 204K – Annapolis 159K / Digby 45K
- Other funding sources (28K) – advertising & PNS grant
- Fare revenues 104K – ridership increase continues
- Bus repairs and maintenance (23K) – older buses require more repairs, scarcity of parts increasing prices more than cost of living
- Other expenses (67K) - insurance costs +10% / IT – M365 / professional services 26K (recruiting, legal & audit)
- Employee compensation (341K)

GM & Dir. of Finance offer increases +45K (market driven)

Cost of living increase 5.3%

+2.5 FTEs – Training Manager, additional Mechanic and part time Operations Supervisor

Annapolis / Digby mechanic labour not accounted for properly in 2024 budget

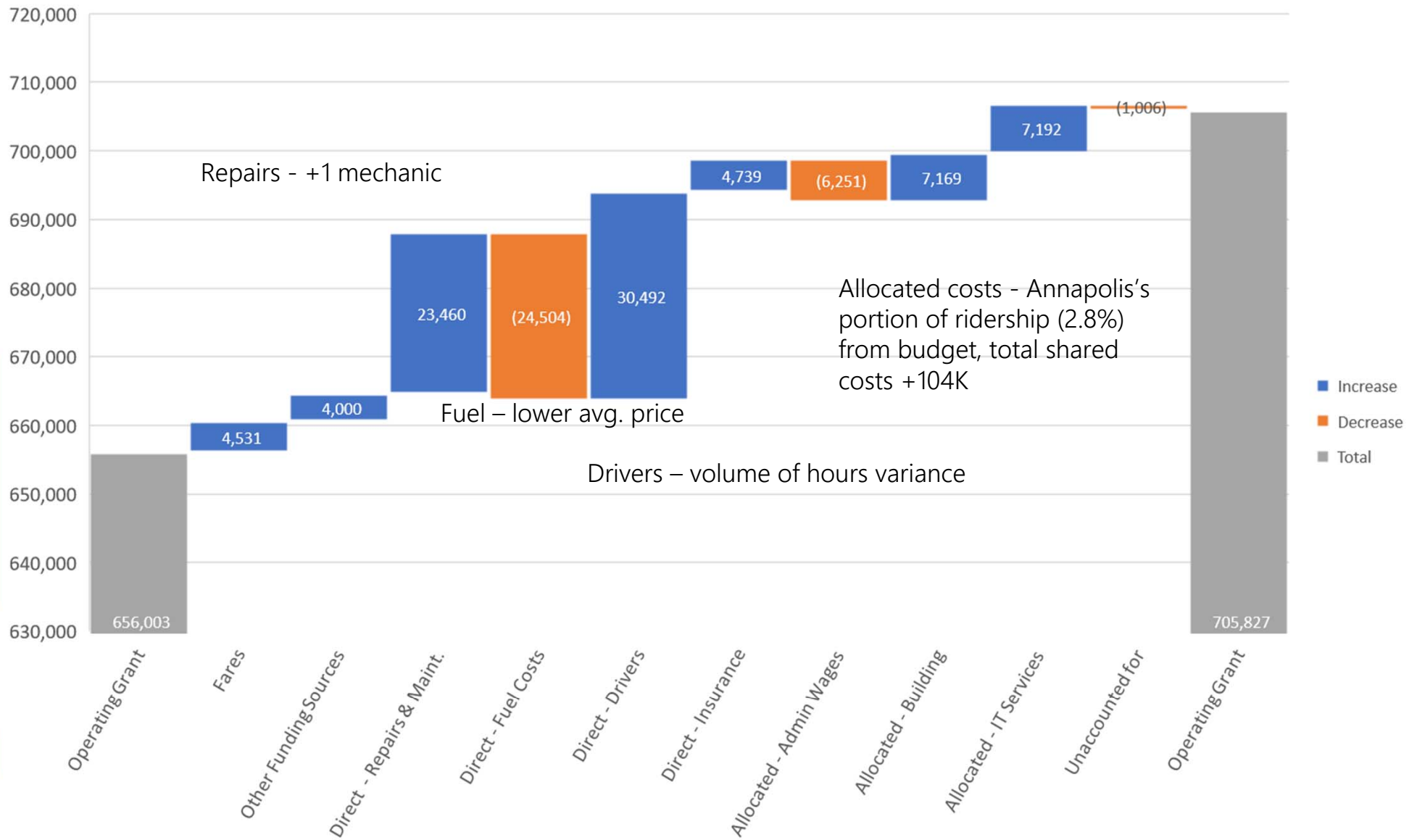
# Kings Transit Authority

## Statement of Revenues and Expenditures

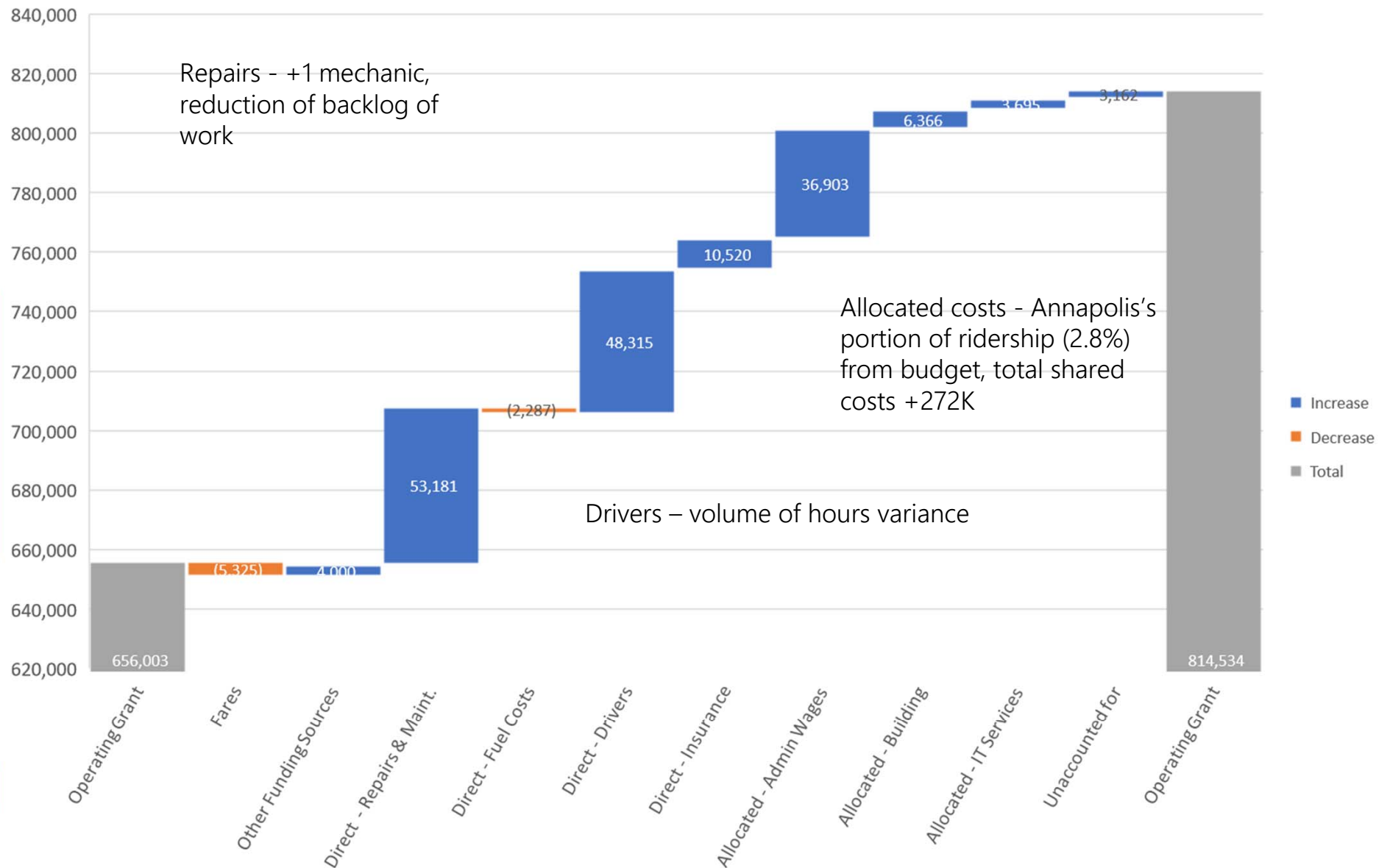
### Operating Budget

	2024-2025 Budget	2023-2024 Forecast	2023-2024 Budget	2022-2023 YE Actuals
<b>Revenues</b>	Fares	898,815	836,922	794,518
	Advertising income	9,000	7,134	15,000
	Operating grants PNS	-	-	22,000
	Operating grants core members	1,729,103	1,625,676	1,625,676
	Operating grants service partners	1,200,030	1,057,168	996,336
	Gain/loss from sale of capital assets	-	8,572	14,666
	Other revenues	-	(8,672)	300
	<b>3,836,948</b>	<b>3,526,799</b>	<b>3,453,830</b>	<b>3,172,649</b>
<b>Expenses</b>	Salaries - administration	675,644	489,340	434,600
	Salaries - operations	1,510,388	1,421,485	1,410,480
	Fuel	713,047	642,131	760,800
	Insurance	213,539	191,304	180,000
	Repairs and maintenance	347,731	302,156	325,000
	Allocated shared costs	360,767	296,140	226,062
	Cost recovery - Annapolis	(238,733)	(195,966)	(166,593)
	Cost recovery - Digby	(122,034)	(100,173)	(59,469)
	Administrative	376,598	394,978	342,950
	<b>3,836,948</b>	<b>3,441,393</b>	<b>3,453,830</b>	<b>3,172,649</b>
<b>Net Surplus</b>		<b>-</b>	<b>85,405</b>	<b>-</b>

## Change in Annapolis Service Partner Funding - Budget 2024 to Forecast 2024



## Change in Annapolis Service Partner Funding - Budget 2024 to Budget 2025





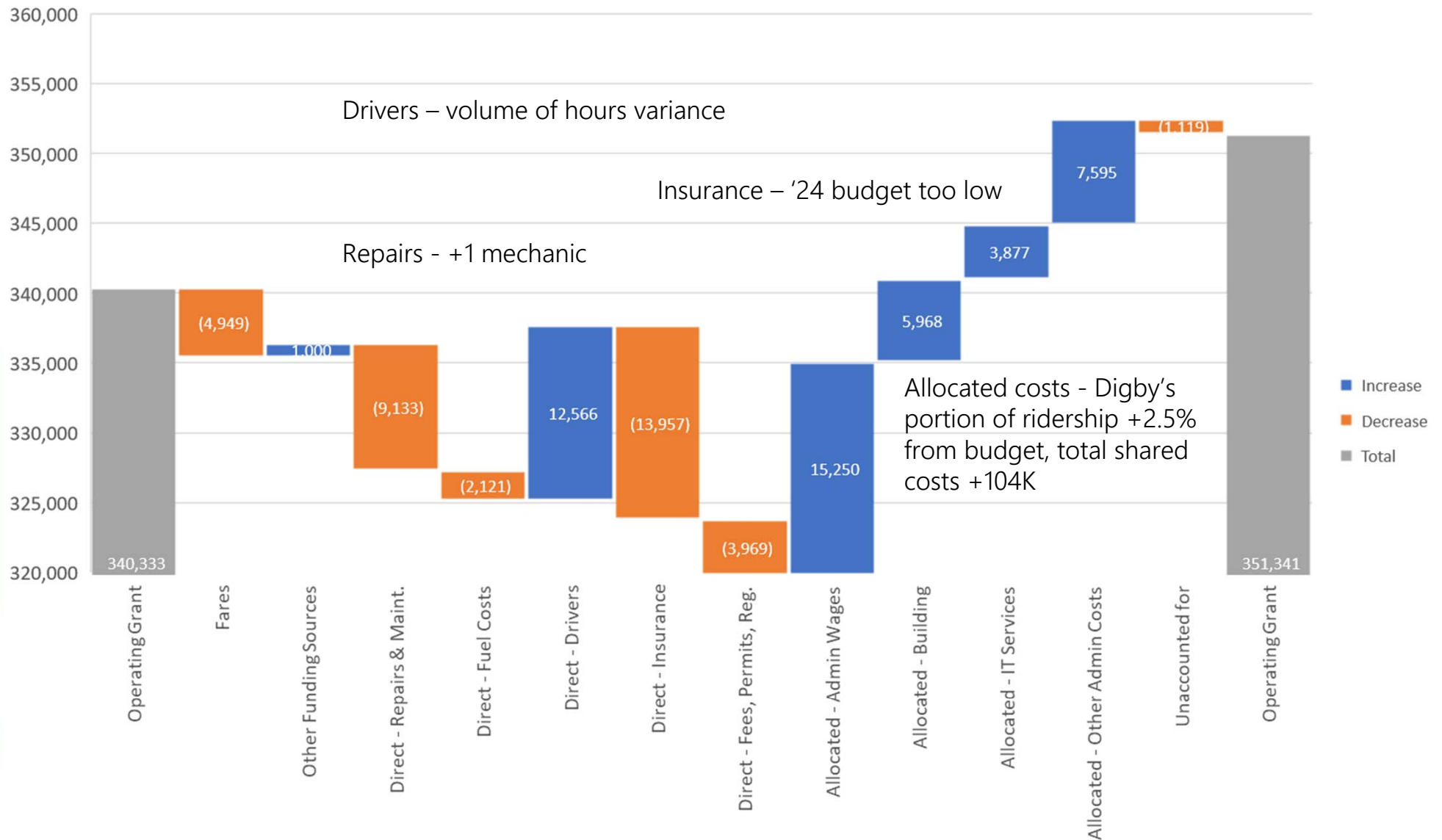
# Kings Transit Authority

## Statement of Revenues and Expenditures

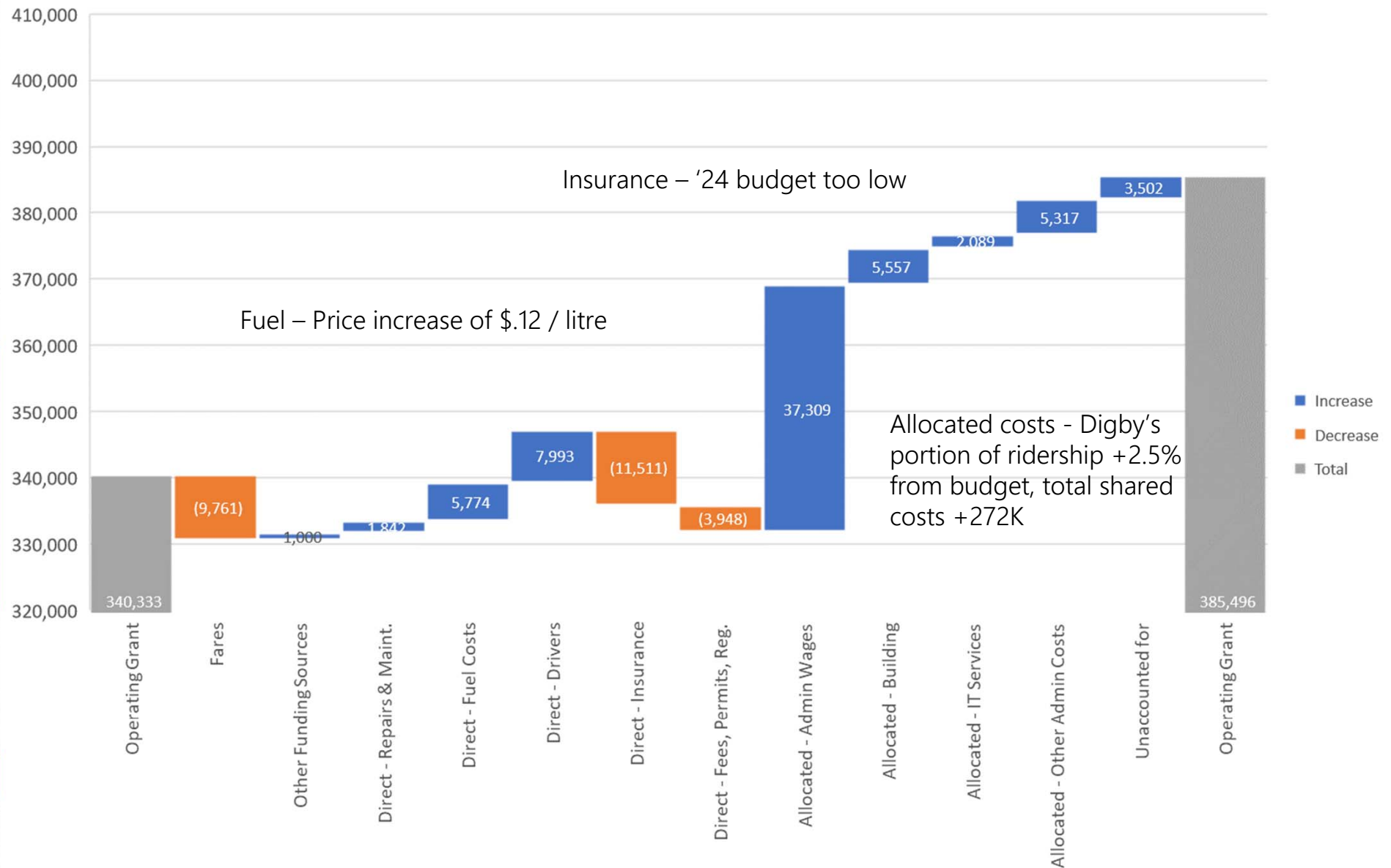
### Budget - Annapolis

	2024-2025 Budget	2023-2024 Projection	2023-2024 Budget
<b>Revenue</b>	Fares	161,595	151,739
	Advertising income	-	-
	Operating grants PNS		4,000
	Operating grants core members		
	Operating grants service partners	814,534	705,827
	Other revenues		656,003
	<b>976,128</b>	<b>857,566</b>	<b>816,273</b>
<b>Expenses</b>	Salaries - administration		
	Salaries - operations	303,195	285,372
	Fuel	212,513	190,296
	Insurance	55,520	49,739
	Repairs and maintenance	153,181	123,460
	Allocated shared costs	238,733	195,966
	Cost recovery - Annapolis		
	Cost recovery - Digby		
	Other expenses	12,986	12,731
	<b>976,128</b>	<b>857,566</b>	<b>816,273</b>
<b>Net Surplus</b>	-	-	-

## Change in Digby Service Partner Funding - Budget 2024 to Forecast 2024



## Change in Digby Service Partner Funding - Budget 2024 to Budget 2025



# Kings Transit Authority

## Statement of Revenues and Expenditures

### Budget - Digby

	2024-2025 Budget	2023-2024 Projection	2023-2024 Budget
<b>Revenue</b>	Fares	83,507	78,695
	Advertising income		73,746
	Operating grants PNS		1,000
	Operating grants core members		
	Operating grants service partners	385,496	351,341
	Other revenues		340,333
	<b>469,003</b>	<b>430,036</b>	<b>415,079</b>
<b>Expenses</b>	Salaries - administration		
	Salaries - operations	140,153	144,726
	Fuel	110,774	102,879
	Insurance	23,489	21,043
	Repairs and maintenance	51,842	40,867
	<i>Allocated shared costs</i>	<i>122,034</i>	<i>100,173</i>
	<i>Cost recovery - Annapolis</i>		
	<i>Cost recovery - Digby</i>		
	Other expenses	20,710	20,347
	<b>469,003</b>	<b>430,036</b>	<b>415,079</b>
<b>Net Surplus</b>	-	-	-

# CAPITAL BUDGET

## Kings Transit Authority

### Multi-year Capital Budget

Capital	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027
	Budget	Projection	Budget	Budget	Budget
ICIP phase 1 - transit study	200,000	200,000	-	-	-
Rural Transit Fund	1,000,000	50,000	500,000	450,000	-
Project management	50,000	-	30,000	20,000	-
Electronic vehicle infrastructure	5,000,000	-	5,000,000	5,000,000	1,957,807
Equipment	25,000	35,000	50,000	50,000	50,000
Building, office equipment	80,000	-	50,000	50,000	50,000
	6,355,000	285,000	5,630,000	5,570,000	2,057,807

## Kings Transit Authority

### Capital Funding Source

Capital	2024-2025	Replacement	Government of	ICIP
	Budget	Reserve	Canada	
ICIP phase 1 - transit study	-	-		
Rural Transit Fund	500,000		500,000	
Project management	30,000	30,000		
Electronic vehicle infrastructure	5,000,000			5,000,000
Equipment	50,000	50,000		
Building, office equipment	50,000	50,000		
	5,630,000	130,000	500,000	5,000,000

# CAPITAL BUDGET

## Capital Replacement Reserve

- Current value \$1,837,339

### *Kings Transit Authority*

#### *Municipal Contributions*

#### *Capital Grants*

#### 2023-2024 Projection

#### 2024-2025

Quarterly  
Funding

Predicted Year  
End True-up

Annual Total

Annual Total

Core Partners

Municipality of Kings	60%	12,000	-	48,000	48,000
Town of Kentville	20%	4,000	-	16,000	16,000
Town of Wolfville	15%	3,000	-	12,000	12,000
Town of Berwick	5%	1,000	-	4,000	4,000

100%

20,000

-

80,000

80,000

Service  
Partners

Annapolis County	n/a	n/a
Digby County	n/a	n/a

-

-

-

-



**Kings Transit  
Authority**

## REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance

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## SUMMARY

### Valley Waster Resource Management Authority (VWRM) 2024/25 Operating and Capital Budgets

The Town of Wolfville provides solid waste service through an Inter Municipal Service Agreement (IMSA) with six partnering Municipalities.

Each year the Council's signatory to the Inter-Municipal Service Agreements (IMSA's) related to VWRM consider the annual budget recommended by the VWRM Board of Directors. The budget for VWRM is vetted through the Interim IMSA Board of Directors and then forwarded to the participating municipal units. The Board met January 17, 2024 and forwarded the related budgets to the respective municipal units.

As part of the annual process, staff prepare a Request for Decision for Council's consideration as to approving the budget.

For 2024/25, VWRM's budget submission to Council requires an operating and capital contribution from Town of Wolfville in the amount of \$675,804 (increase of \$23,446 from previous year).

### DRAFT MOTION:

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

That Council approve the Valley Waste Resource Management Authority's 2024/25 Operating and Capital Budget.

## REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

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

### 3) STAFF RECOMMENDATION

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

### 4) REFERENCES AND ATTACHMENTS

- VWRM Authority 2024/25 Operating and Capital Budgets – approved by Interim IMSA Board on January 17, 2024

### 5) DISCUSSION

Budget represents an overall increase of \$238,978 or 3.59% to municipal parties compared to this year's budget. Like last year, the organization also built in estimates for increased revenues in specific areas of the budget. Tipping fees are proposed to increase.

Overall, the estimates for the upcoming year appear reasonable.

### 6) FINANCIAL IMPLICATIONS

The Town's approved budget for 2024/25 includes estimated transit costs of:

	<b>2024/25 Budget</b>	<b>2023/24 Budget</b>
VWRM Budget	\$675,804	\$652,358

VWRM budget submission to Council requires an operating and capital budget of \$675,804. The increase from the previous budget of \$23,446 for VWRM will be manageable in the coming year.

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

Nothing provided at this time.



## REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance

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### 8) COMMUNICATION REQUIREMENTS

Advise Valley Waste Resource Management of Council's decision.

### 9) ALTERNATIVES

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



# Budget Presentation

FY 2024-2025

Operating and Capital Budget



# BUDGET OVERVIEW

## Valley Region Solid Waste-Resource Management Authority

Total Contributions from Municipal Parties

		2024-2025 Budget	2023-2024 Forecast Before True-Up	2023-2024 Projected True-Up <sup>1</sup>	2023-2024 Budget	2022-2023 Actuals
73.40%	<b>Municipality of Kings</b>	5,035,156	4,860,472	(1,016,828)	4,860,472	4,637,558
10.33%	<b>Town of Kentville</b>	708,444	683,866	(143,067)	683,866	625,101
9.85%	<b>Town of Wolfville</b>	675,804	652,358	(136,476)	652,358	516,871
3.08%	<b>Town of Berwick</b>	211,137	203,812	(42,638)	203,812	219,561
2.03%	<b>Town of Middleton</b>	139,387	134,551	(28,149)	134,551	155,499
1.31%	<b>Town of Annapolis Royal</b>	89,638	86,528	(18,102)	86,528	65,310
		<b>6,859,565</b>	<b>6,621,586</b>	<b>(1,385,259)</b>	<b>6,621,587</b>	<b>6,219,900</b>

<sup>1</sup> this does not include the impact of year end audit entries and Chester landfill adjustments

Budget represents an overall increase of \$238,978 or 3.59% to municipal parties compared to this year's budget

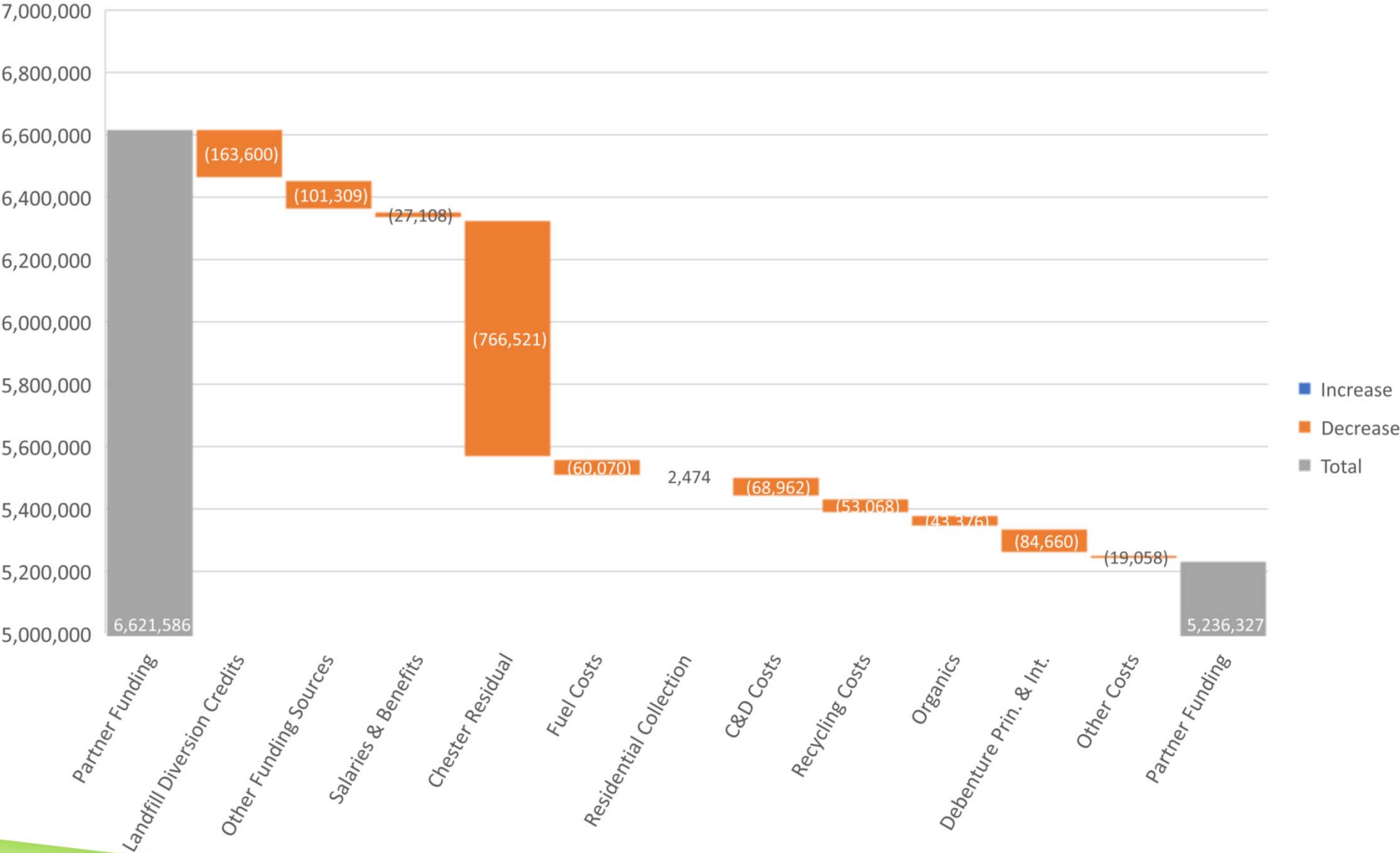
# CONTRIBUTION SCHEDULE

## *Municipal Contributions by Quarter*

**2024-2025**

	Q1	Q2	Q3	Q4	Total
73.40% <b>Municipality of Kings</b>	1,510,547	1,510,547	1,007,031	1,007,031	<b>5,035,156</b>
10.33% <b>Town of Kentville</b>	212,533	212,533	141,689	141,689	<b>708,444</b>
9.85% <b>Town of Wolfville</b>	202,741	202,741	135,161	135,161	<b>675,804</b>
3.08% <b>Town of Berwick</b>	63,341	63,341	42,227	42,227	<b>211,137</b>
2.03% <b>Town of Middleton</b>	41,816	41,816	27,877	27,877	<b>139,387</b>
1.31% <b>Town of Annapolis Royal</b>	26,891	26,891	17,928	17,928	<b>89,638</b>
	<b>2,057,870</b>	<b>2,057,870</b>	<b>1,371,913</b>	<b>1,371,913</b>	<b>6,859,565</b>

Change in Municipal Operations Partner Funding - Budget 2024 to Forecast 2024

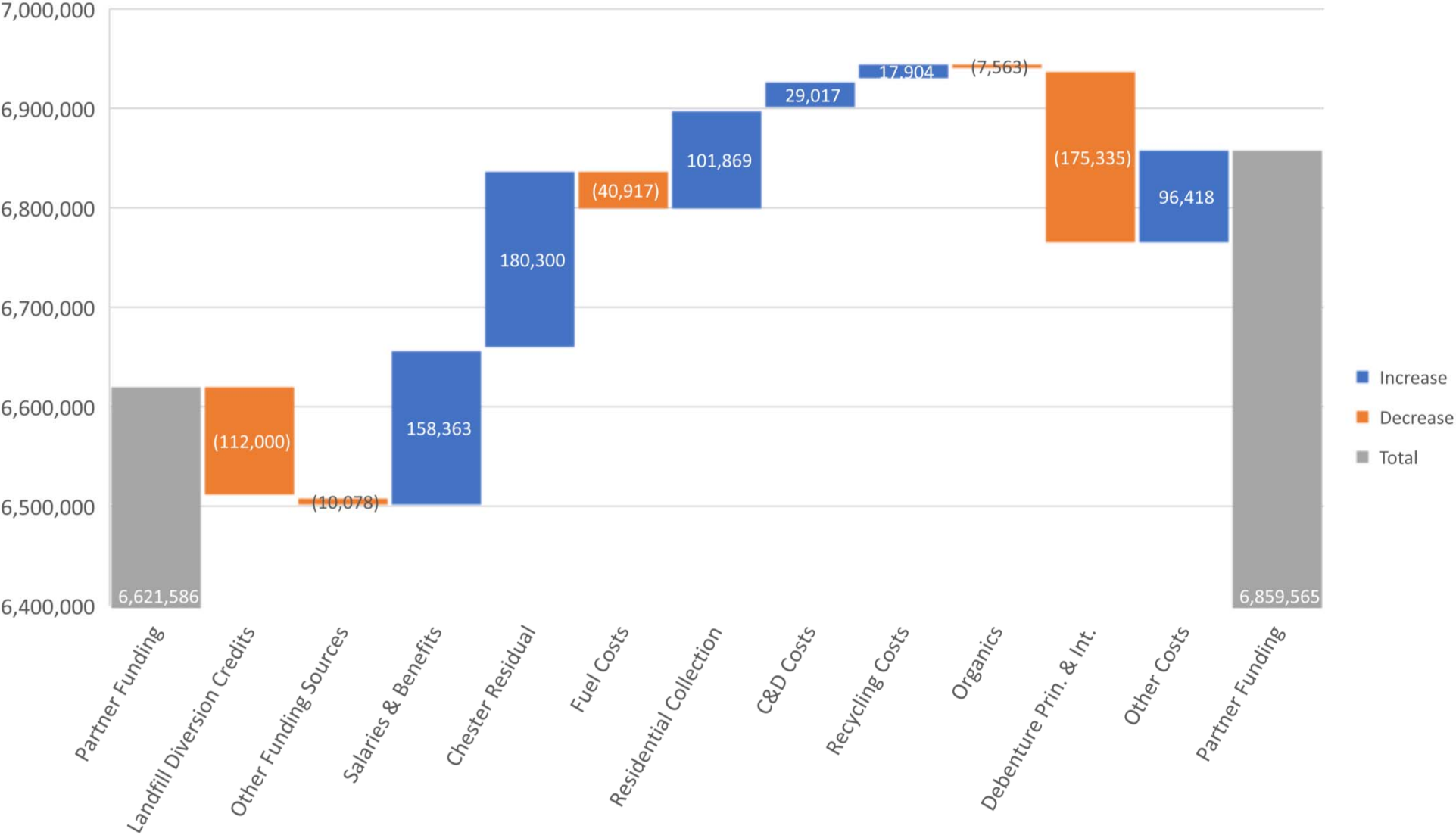


# KEY FORECAST INFLUENCES

- \$766,000 – savings due to adjusted disposal fee, subject to change
- \$100,000 – higher than budgeted tipping fee revenue
- \$160,000 – in additional diversion credit funding
- \$120,000 - lower than budgeted fuel costs, both our fleet and on major contracts
- \$65,000 - reduced operating cost of Western Management Centre
- \$44,000 - reduced construction and demolition debris processing
- \$50,000 - lower than budgeted recycling processing



Change in Municipal Operations Partner Funding - Budget 2024 to Budget 2025



# KEY BUDGET INFLUENCES

- ▶ Overall increase of 3.6%
- ▶ Overall FTE staff decrease of 0.1 positions.
- ▶ Employee Compensation \$158,000
  - ▶ 5.3 % Cost of living increase based on 12-month average NS CPI (Oct 22 – Sept 23)
  - ▶ Includes potential step increases
    - ▶ Majority of staff (64%) have worked fewer than 5 years





# MAJOR CONTRACTS

- ▶ Major contracts ~ \$339,000 increase
  - ▶ Landfill Disposal \$180,000, reduced tonnage, higher contract price
  - ▶ Residential Collection \$101,000 - annual increase and est. 500 new dwelling units
  - ▶ Recycling Processing \$18,000 - reduced tonnage, estimated 5% contract increase
  - ▶ Organics Processing - \$8,000 – reduced tonnage, annual contract increase
  - ▶ C&D Debris Processing \$29,000 - more diversion
  - ▶ Hazardous Waste Processing \$19,000 - increased volume

# CAPITAL BUDGET

## ▶ Three elements:

- ▶ Rolling Stock - regular replacement capital for equipment.
- ▶ Safety and Efficiency – improved performance.
- ▶ Building and Infrastructure - site capacity upgrades.



# ROLLING STOCK

- ▶ Wheel loader \$375,000
  - ▶ Replaces 2013 loader
- ▶ One tonne diesel pick-up \$95,000
  - ▶ Needed to haul gooseneck trailer – transport recycling from EMC, litter cleanups, dumps etc.
- ▶ Forklift for WMC \$55,000
  - ▶ To load hazardous waste drums, electronics

# SAFETY & EFFICIENCY

- ▶ Cardboard baler (2) @ \$110,000
  - ▶ To process & sell commercially generated cardboard
  - ▶ Estimated payback of 2-3 years
- ▶ Wood Shredder \$600,000
  - ▶ To process lumber, yard waste, shingles for processing and potential sale
  - ▶ Increases volume permitted on site as per regulations
- ▶ Excavator \$300,000
  - ▶ Needed to load wood shredder
- ▶ Radios \$10,000
  - Improved communication, reduced operating costs

# BUILDINGS & INFRASTRUCTURE

- ▶ *Tipping floor replacement EMC \$200,000*
  - ▶ *Trying to complete this fiscal year with operating funds*
- ▶ *Replacement doors EMC \$120,000*
  - ▶ *Trying to complete this fiscal year with operating funds*
- ▶ HHW / Stewardship Center - Drop off EMC \$350,000
  - ▶ Current depot needs replacing & expansion

# BUILDINGS & INFRASTRUCTURE

- ▶ Engineering and design of EMC building \$200,000
  - ▶ For potential expansion in F2026
- ▶ Roadway expansion EMC \$55,000
  - ▶ To improve traffic flow, separate small vehicles from commercial vehicles
- ▶ Concrete pad for C&D yard EMC \$20,000
  - ▶ To improve C&D sorting
- ▶ Expansion of yard to include metal storage EMC \$350,000
  - ▶ To allow for potential expansion of EMC tipping floor

## ▶ Existing Capital Replacement Reserve

- ▶ Current value: \$2,646,142
- ▶ Budget includes a contribution of \$313,838 as per approved policy

## ▶ Existing Sale of Surplus Equipment Reserve

- ▶ Current value: \$317,323



## INFORMATION REPORT - IR 004-2024

Title: Third Quarter Financial Update – Audit Committee

Date: 2024-01-26 **UPDATE TO FEB 14 COW**

Department: Contracted Service thru Office of CAO

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# SUMMARY

## Third Quarter Financial Update & Year End Forecast

This report is the third of a series of recurring financial updates to the Audit Committee and Council. The fourth report will involve the March 31<sup>st</sup> year end financial statements, typically presented in July of each year.

The third quarter update includes both actual results (up to December 31<sup>st</sup>) as well as a year-end forecast result. Included with this Information Report are the following:

- December 31/23 Financial Variance Report, including year-end forecasts
- Summary of Significant Variances by Division – Town Operating Fund

Although the December 31<sup>st</sup> actual results are important, many of the variances have been noted previously in the first 2 updates. As key as, if not more so, is the overall expected result for the Town as noted in the Forecast column. The forecast is informed by the 3<sup>rd</sup> Quarter actuals, and includes most likely revenue and expenses over the January to March timeframe. Note these are still estimates, but by the end of the 3<sup>rd</sup> quarter many of the trends are well established. The information has been prepared under a contracted service this year, and there may be specific spending or revenue items that the contracted service is not aware of. The key element is narrowing down what year end result the Town can expect, i.e. a surplus or deficit result.

Consistent with the 1<sup>st</sup> and 2<sup>nd</sup> quarterly financial updates, the forecast included with the December 31 Financial Variance Report reflects an expected deficit. Based on the forecast, the Town can expect a March 31<sup>st</sup> deficit in the area of \$122,800. The forecast includes certain assumptions where actual result could differ, but this is the third financial update for 2023/24, and all three have indicated a financial deficit for the year. This despite revenues expected to end the year \$280,000 more than budget.

**This Information Report and associated 3<sup>rd</sup> Quarter Financial Update were reviewed at the Jan 21<sup>st</sup> Audit Committee meeting. After review and discussion the Committee passed the following motion:**

**That the Audit Committee forward the 3<sup>rd</sup> Quarter Financial Update to the February 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.**



## INFORMATION REPORT - IR 004-2024

Title: Third Quarter Financial Update – Audit Committee

Date: 2024-01-26 **UPDATE TO FEB 14 COW**

Department: Contracted Service thru Office of CAO

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### 1) CAO COMMENTS

For informational purposes only.

### 2) REFERENCES AND ATTACHMENTS

- 3<sup>rd</sup> Quarter Financial Update – Variance & Year End Forecast (attached)
- 2<sup>nd</sup> Quarter Financial Update (November COW)
- First Quarter Financial Update (October COW).

### 3) DISCUSSION

Provide Council the necessary information here to make an informed decision.

The quarterly financial updates are intended to provide the Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to budget expectations. Where circumstances warrant, Council can be presented with recommended courses of action to address specific financial issues. Included with the third quarter results are year-end forecasts. ***The forecast results are important in relation to any action that may be required before year end and to provide an additional reference for the 2024/25 budget discussions.***

For a second year in a row, the year end forecast is for a deficit position. Based on this, Council may want to consider a motion to approve a transfer from Operating Reserves to the Operating Fund to offset the estimated deficit. This would be in addition to the use of Operating Reserves already approved in the 2023/24 Budget. The recommended use of Operating Reserves helps ensure the year end result reflects a surplus result, while the final net balance of reserves ending in the same place as they would otherwise.

#### **TOWN OPERATING FUND**

A review of the attached December 31 Financial Variance Report shows the Town is expected to end the year with \$283,800 more revenue than budget. Offsetting the extra revenue are higher than budget expenditures higher than budget. Overall forecast deficit is \$122,800.

	Actual 31-Dec-23	Budget 31-Dec-23	Variance over/(under) budget	Forecast to 31-Mar-24	Budget 31-Mar-24	Variance
Revenues	\$ 12,119,311	\$ 12,819,781	\$ (700,470)	\$ 13,740,800	\$ 13,457,000	\$ 283,800
Expenditures (Operating/capital & reserves)	9,642,294	9,756,839	(114,545)	13,863,600	13,457,000	406,600
Net Surplus (Deficit)	\$ 2,477,017	\$ 3,062,942	\$ (585,925)	\$ (122,800)	\$ -	\$ (122,800)

Similar to a year ago (2022/23 year-end forecast report), operating expenditures are forecast to be over budget by March 31<sup>st</sup>, despite several initiatives not having any anticipated cost this year. Two of the largest are the same two noted a year ago, those being the 2<sup>nd</sup> grant instalment to Devour (\$50,000) and the Boxcar project (\$30,000). In addition, this year shows \$60,000 budgeted for the Parks Master Plan

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process but only \$16,800 incurred. Had these three items been incurred, it would be expected operating expenditures would be more than budget by \$170,000 by year end. Despite early reporting of potential deficit (refer to 1<sup>st</sup> and 2<sup>nd</sup> quarter Financial Updates), additional unbudgeted costs have been incurred. On top of the operating expenses, the year end forecast includes an estimate of \$220,000 to cover capital budget overages that don't have other funding sources.

In terms of year end forecast there are a few key assumptions that should be noted, where actual results could vary from year end estimate. These include:

- Deed Transfer Tax revenue is forecast to end year \$66,600 more than budget. As noted in the December 31<sup>st</sup> actual results the revenue source is exceeding budget by more than the noted year end forecast. This reflects the unpredictability of the revenue this past year. A review of the Deed Transfer Tax folder noting DTT Certificates filed, there is only one transaction at nil value (exempted family transfer).
- No payment of a dividend from Water Utility (expense to Utility) to Town (revenue to Town) of budgeted \$50,000. With the Water Utility reflecting an expected deficit, payment of dividend is not recommended. The Utility needs to manage it's Accumulated Surplus (equity) position over the next couple of years pending indications of actual surplus results.
- Budgeted payments will be made by year end for Grants to Organization that have not yet been incurred as of December 31<sup>st</sup>. These payments include:
  - \$125,000 to Acadia University covering assistance for sports complex, swimming pool, and special events attraction, as well as support to the scholar/bursaries connected to the Town.
- The \$50,000 2<sup>nd</sup> instalment grant to Devour is not expected to be made.
- An allowance to cover year end payouts of unused Time in Lieu (overtime accumulated by staff) and vacation entitlements has not been included in the forecast result. This has been an increasing amount over the last number of years. The payout will depend on how many vacation and/or lieu time days staff use between now and March 31<sup>st</sup>.
- The only use of Operating Reserves noted relate to costs actually incurred on approved items.

<b>Use of Reserves</b>	<b>Forecast</b>	<b>Budget</b>
Offset Devour Grant - 2nd instalment	-	50,000
Offset EDI initiatives	5,000	10,000
Offset Acessibility initiatives	2,400	5,000
Offset cost to refurbish boxcar	-	30,000
Offset cost of Parks Master Plan Process	16,800	60,000
	<b>24,200</b>	<b>155,000</b>

- Year end forecast expenditures are based on posted data up to December 31<sup>st</sup>, and where possible include allowances for expenses not yet incurred or posted. That said, there is a fair

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number of invoices related to December that have been posted in January (received by Payables after month end cut-off of January 12) or not yet posted (awaiting approval by Directors). In total there is just under \$50,000 of operating invoice costs not posted to December month end, that relate to that period (or earlier in year).

Audit Committee members, Council, and anyone else reviewing this report are encouraged to review the Summary of Major Variances by Division document attached to this report. Key variances are identified with brief notes on what created the variance.

### **TOWN AND WATER CAPITAL PROJECTS**

Included in the Financial Variance document is a summary of capital project expenditures.

### **WATER UTILITY – OPERATING FUND**

The Utilities budget was created last year prior to the completion of the Rate Study subsequently submitted to the NS Utility and Review Board (UARB) for approval. In August of 2023 the UARB approved new rate structure for the Water Utility with rate increases effective starting October 1<sup>st</sup>. These rate changes have meant the revenues for the Utility in the second half of the year are higher than budget (based entirely on old rates). This is reflected in the year end forecast revenue being almost \$150,000 higher than budget.

In terms of operating expenses a key change has occurred in water treatment costs, where that item saw a change in trend starting early in the fiscal year. It is expected that cost of treatment supplies will be \$87,000 over budget by year end. Another increase is in the area of staff wages allocated to the Transmission and Distribution department where year end results are that wages & benefits will be almost \$50,000 over budget.

Over the last year or two, there has been a trend towards more staff costs from Public Works being dedicated to Water Utility and issues with the distribution system. Continued focus on what is driving this trend should continue so that more accurate budget allocations can be made in coming years.

A key note to make, made in previous year financial reports, is the clear increase in number of Water Utility customers over time with no increase in volume of water sold over the same period of time. This is a trend going back over a decade. If and when total gallons of water sold increases, the Utility will see a change in revenue trends.

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### **OUTSTANDING PROPERTY TAXES**

A key change in outstanding balance has occurred since earlier in the fiscal year and that relates to the large balance owed by a business (owner of multiple multi-unit residential buildings). The arrears on this group of properties were paid up in full by the end of November. As noted thru last year into this year, the total amount owed to the Town had exceeded \$600,000.

In addition to the amount noted above, the tax sale process started in November is beginning to show positive results. Preliminary Notices were sent out in the fall, providing property owners the opportunity to pay in full or meet with staff to arrange reasonable payment terms to get caught up. In December and earlier this January Finance Department staff have met with the majority of these arrears accounts. All but a couple of accounts have made payments or committed to a payment plan in the coming months. Expectations at this time, assuming owners stick to the payment plans, is that only 2 or 3 properties are likely to go to actual tax sale.

### **4) FINANCIAL IMPLICATIONS**

With the noted forecast deficit, Council should consider approving an additional transfer from Operating Reserves to offset the deficit. This can help ensure a surplus result for the year and is a valid use of Reserves.

Another key is for staff to review details of the forecast results and how these may impact the 2024/25 budget process currently underway. Trends apparent in the 2023/24 results can help inform budget estimates for 2024/25. If at all possible, these changes should be made as part of the development of draft 2024/25 Budget V2 expected to come to Council sometime in February. There a number of areas where this information appears relevant to 2024/25, including:

- Deed Transfer Tax Revenue
- Legal fee estimates
- Grants to Organizations
- Annual cost of street/sidewalk maintenance program
- Professional Development costs
- Capital cost estimates

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

Nothing added at this time.

### **6) COMMUNICATION REQUIREMENTS**

Nothing added at this time.

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### 7) FUTURE COUNCIL INVOLVEMENT

Through the February Committee of the Whole meeting, Council will receive this information report. In addition Council should consider a motion to approve additional use of Operating Reserves to offset the forecast deficit for the Town.

# **Interim Financial Variance Report**

## **Town of Wolfville**

**As at December 31, 2023**



A cultivated experience for the mind, body, and soil

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Town of Wolfville  
All Divisions  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual	Budget	over(under)	Forecast	Budget	Variance
	31-Dec-23	31-Dec-23	VARIANCE	03/31/24	03/31/24	
<b>REVENUES</b>						
Taxes and grant in lieu of taxes	\$ 10,508,221	\$ 11,370,079	\$ (861,858)	\$ 11,626,000	\$ 11,472,800	\$ 153,200
Metered Sales - Solar Panels	9,742	11,300	(1,558)	11,400	14,800	(3,400)
Tax Certificates & ByLaws	2,500	1,350	1,150	2,700	1,800	900
Kings County Fire Protection	252,669	254,325	(1,656)	333,500	339,100	(5,600)
REMO Cost Recovery	60,000	60,000	-	75,300	80,000	(4,700)
Zoning & Subdivision approvals	2,647	3,000	(353)	2,700	3,000	(300)
Job Cost billings	3,500	6,000	(2,500)	3,500	6,000	(2,500)
Sewer Rates	510,403	513,128	(2,725)	680,300	686,000	(5,700)
Kings County Sewer Contribution	-	-	-	6,000	6,000	-
Kings County Recreation Contrib	-	-	-	15,000	15,000	-
Program fees	40,362	22,000	18,362	47,300	29,300	18,000
Festival & events revenues	11,947	8,000	3,947	11,900	8,000	3,900
Facility fees & cost recoveries	7,398	9,000	(1,602)	7,400	9,000	(1,600)
License & fee revenue	1,224	600	624	3,700	5,600	(1,900)
Building & development permits	30,295	22,500	7,795	33,300	30,000	3,300
Parking fines	10,712	13,500	(2,788)	14,100	18,000	(3,900)
Other fines	22,275	17,000	5,275	29,400	23,000	6,400
Cost recoveries from Water Util	218,532	218,571	(39)	291,400	291,400	-
Cost recoveries from Sewer Dept	48,300	48,300	-	64,400	64,400	-
Facility Rental	13,636	12,375	1,261	16,500	16,500	-
Land Leases	7,965	8,200	(235)	8,000	8,200	(200)
Interest on investments	111,551	71,253	40,298	187,000	95,000	92,000
Interest on outstanding taxes	57,333	54,700	2,633	63,100	72,000	(8,900)
Miscellaneous	1,927	-	1,927	2,000	50,000	(48,000)
Provincial Financial Capacity Grant	52,401	52,500	(99)	69,900	70,000	(100)
Farm Acreage Grant	1,354	1,200	154	1,300	1,200	100
EMO 911 Cost Recovery	1,953	1,900	53	1,900	1,900	-
Employment grants	8,191	4,500	3,691	8,100	4,500	3,600
PNS conditional grants	16,250	-	16,250	7,500	-	7,500
Other conditional grants	78,196	32,100	46,096	116,200	32,100	84,100
Federal Grants	27,827	2,400	25,427	-	2,400	(2,400)
	<u>12,119,311</u>	<u>12,819,781</u>	<u>(700,470)</u>	<u>13,740,800</u>	<u>13,457,000</u>	<u>283,800</u>
<b>EXPENSES</b>						
Salary and wages	2,204,652	2,276,081	(71,429)	2,914,100	2,992,900	(78,800)
Employee Benefits	519,179	524,189	(5,010)	714,300	684,900	29,400
Meetings, Meals and Travel	12,901	14,178	(1,277)	19,500	20,900	(1,400)
Professional Development	59,562	82,860	(23,298)	69,200	102,500	(33,300)
Membership Dues & Fees	15,248	18,503	(3,255)	21,800	21,000	800
Advertising	14,231	15,745	(1,514)	18,700	19,900	(1,200)
Telecommunications	31,937	29,130	2,807	43,000	39,100	3,900
Office Expense	42,671	44,886	(2,215)	55,700	57,300	(1,600)
Legal	84,479	41,024	43,455	112,200	53,000	59,200
Insurance	215,872	201,750	14,122	234,900	209,500	25,400
Marketing and Communications	-	4,200	(4,200)	1,000	5,600	(4,600)
Audit	10,486	-	10,486	26,000	23,200	2,800
Honorariums	179,341	185,959	(6,618)	233,200	239,300	(6,100)
Miscellaneous	1,706	2,400	(694)	3,200	3,200	-
Heat	13,907	17,500	(3,593)	40,100	39,700	400
Utilities	149,386	140,294	9,092	210,700	197,600	13,100
Repairs and Maintenance	85,434	100,538	(15,104)	101,000	111,700	(10,700)
Vehicle Fuel	41,390	46,403	(5,013)	77,300	79,900	(2,600)
Vehicle Repairs & Maintenance	188,090	137,325	50,765	241,300	182,700	58,600
Vehicle Insurance	26,766	24,000	2,766	26,800	24,000	2,800
Operational Equip & Supplies	577,504	521,559	55,945	668,500	625,600	42,900
Equipment Maintenance	12,364	11,250	1,114	16,100	15,000	1,100
Equipment Rentals	20,958	20,000	958	21,100	20,000	1,100
Program Expenditures	222,792	222,638	154	251,400	243,000	8,400
Contracted Services	2,205,879	2,338,320	(132,441)	2,919,100	2,932,300	(13,200)
Grants to Organizations	87,000	195,000	(108,000)	217,000	275,000	(58,000)
Licenses and Permits	1,474	-	1,474	3,500	3,400	100
Tax Exemptions	125,092	124,120	972	125,100	124,200	900
Partner Contributions	1,659,228	1,583,878	75,350	2,146,500	2,137,500	9,000
Other debt charges	9,426	9,700	(274)	9,500	10,000	(500)
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	<u>8,818,955</u>	<u>8,933,430</u>	<u>(114,475)</u>	<u>11,544,300</u>	<u>11,496,400</u>	<u>47,900</u>
Net Operational Surplus (Deficit)	<u>3,300,356</u>	<u>3,886,351</u>	<u>(585,995)</u>	<u>2,196,500</u>	<u>1,960,600</u>	<u>235,900</u>
<b>Capital Program &amp; Reserves</b>						
Principal Debenture Repayments	638,290	638,290	-	638,300	638,300	-
Debenture Interest	185,049	185,119	(70)	219,600	211,700	7,900
Transfer to/(from) Operating Reserves	-	-	-	5,000	5,000	-
Transfer to Capital Reserves	-	-	-	1,260,600	1,260,600	-
Transfer to Capital Fund	-	-	-	220,000	-	220,000
Transfer from Operating Reserves	-	-	-	(24,200)	(155,000)	130,800
	<u>823,339</u>	<u>823,409</u>	<u>(70)</u>	<u>2,319,300</u>	<u>1,960,600</u>	<u>358,700</u>
Net Surplus (Deficit)	<u>\$ 2,477,017</u>	<u>\$ 3,062,942</u>	<u>\$ (585,925)</u>	<u>\$ (122,800)</u>	<u>\$ -</u>	<u>\$ (122,800)</u>



Town of Wolfville  
General Government Division  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Residential Tax	7,901,720	7,885,800	15,920	7,901,700	7,885,800	15,900
Resource Tax	13,664	14,400	(736)	13,600	14,400	(800)
Commercial Tax	1,458,432	1,472,700	(14,268)	1,458,400	1,472,700	(14,300)
Town Business Occupancy Tax	26,695	24,300	2,395	26,700	24,300	2,400
Aliant	14,020	21,000	(6,980)	18,500	21,000	(2,500)
HST Offset Grant	34,268	45,000	(10,732)	34,200	45,000	(10,800)
Deed Transfer Tax	466,572	362,279	104,293	531,600	465,000	66,600
Commercial Area Rate	103,855	100,000	3,855	103,800	100,000	3,800
Post Office GILT	-	20,500	(20,500)	20,500	20,500	-
Acadia GILT	-	1,028,000	(1,028,000)	1,028,000	1,028,000	-
Tax Certificates & ByLaws	2,500	1,350	1,150	2,700	1,800	900
Kings County Fire Protection	125,214	125,250	(36)	167,000	167,000	-
Cost recoveries from Water Util	106,707	106,746	(39)	142,300	142,300	-
Cost recoveries from Sewer Dept	2,850	2,850	-	3,800	3,800	-
Facility Rental	12,326	12,375	(49)	16,500	16,500	-
Land Leases	-	200	(200)	-	200	(200)
Interest on investments	111,551	71,253	40,298	187,000	95,000	92,000
Interest on outstanding taxes	57,333	54,700	2,633	63,100	72,000	(8,900)
Miscellaneous/dividend	700	-	700	700	50,000	(49,300)
Equilization Grant	52,401	52,500	(99)	69,900	70,000	(100)
Farm Acreage Grant	1,354	1,200	154	1,300	1,200	100
Other conditional grants	39,546	-	39,546	77,500	-	77,500
	<u>10,531,708</u>	<u>11,402,403</u>	<u>(870,695)</u>	<u>11,868,800</u>	<u>11,696,500</u>	<u>172,300</u>
<b>EXPENSES</b>						
Salary and wages	559,290	555,059	4,231	742,200	759,600	(17,400)
Employee Benefits	143,523	130,670	12,853	200,000	177,400	22,600
Meals and Travel	3,954	5,625	(1,671)	5,700	7,500	(1,800)
Professional Development	57,374	71,610	(14,236)	64,200	87,500	(23,300)
Membership Dues & Fees	8,760	7,803	957	11,200	9,500	1,700
Advertising	5,711	6,567	(856)	8,300	8,600	(300)
Telecommunications	10,367	9,810	557	14,000	13,200	800
Office Expense	29,115	25,011	4,104	35,800	31,000	4,800
Legal	52,707	18,747	33,960	67,600	25,000	42,600
Insurance	209,970	199,500	10,470	228,300	202,000	26,300
Marketing and Communications	-	1,575	(1,575)	1,000	2,100	(1,100)
Audit	10,486	-	10,486	26,000	23,200	2,800
Stipends/Honorariums	145,491	144,959	532	199,300	198,300	1,000
Miscellaneous	367	2,400	(2,033)	1,600	3,200	(1,600)
Heat	6,944	9,200	(2,256)	22,700	22,700	-
Utilities	3,626	4,278	(652)	5,200	5,700	(500)
Repairs and Maintenance	33,927	16,094	17,833	38,200	18,000	20,200
Operational Equip & Supplies	146,638	109,869	36,769	157,800	118,800	39,000
Contracted Services	68,037	80,285	(12,248)	110,300	94,500	15,800
Grants to Organizations	6,000	120,000	(114,000)	126,000	200,000	(74,000)
Tax Exemptions	125,092	124,120	972	125,100	124,200	900
Election	-	-	-	-	-	-
Other debt charges	9,426	9,700	(274)	9,500	10,000	(500)
Doubtful accounts allowance	-	-	-	2,500	2,500	-
	<u>1,723,313</u>	<u>1,709,517</u>	<u>13,796</u>	<u>2,300,000</u>	<u>2,210,000</u>	<u>90,000</u>
Net Division Surplus (Deficit)	8,808,395	9,692,886	(884,491)	9,568,800	9,486,500	82,300
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-		65,000	( 65,000 )
Net Surplus (Deficit)	<u>\$ 8,808,395</u>	<u>\$ 9,692,886</u>	<u>\$ ( 884,491 )</u>	<u>\$ 9,568,800</u>	<u>\$ 9,551,500</u>	<u>\$ 17,300</u>

Town of Wolfville  
Legislative  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>EXPENSES</b>						
Employee Benefits	5,081	5,560	(479)	6,900	7,500	(600)
Meetings, Meals and Travel	1,681	3,753	(2,072)	2,600	5,000	(2,400)
Professional Development	18,237	26,610	(8,373)	19,200	27,500	(8,300)
Membership Dues & Fees	5,206	5,103	103	7,200	6,800	400
Advertising	2,831	375	2,456	3,000	500	2,500
Telecommunications	1,647	1,800	(153)	2,200	2,400	(200)
Stipends & Honorariums	145,491	144,959	532	199,300	198,300	1,000
Miscellaneous	295	2,025	(1,730)	1,400	2,700	(1,300)
	<u>180,469</u>	<u>190,185</u>	<u>(9,716)</u>	<u>241,800</u>	<u>250,700</u>	<u>(8,900)</u>
Net Department Surplus (Deficit)	(180,469)	(190,185)	9,716	(241,800)	(250,700)	8,900
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (180,469)</u>	<u>\$ (190,185)</u>	<u>\$ 9,716</u>	<u>\$ (241,800)</u>	<u>\$ (250,700)</u>	<u>\$ 8,900</u>

Town of Wolfville  
General Administration  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Miscellaneous		-	-		-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-	-
<b>EXPENSES</b>						
Salary and wages	214,194	208,524	5,670	266,200	285,400	(19,200)
Employee Benefits	42,558	42,179	379	57,300	57,200	100
Meetings, Meals and Travel	1,268	747	521	1,500	1,000	500
Membership Dues & Fees	2,447	1,800	647	2,600	1,800	800
Advertising	2,880	6,039	(3,159)	5,300	7,900	(2,600)
Telecommunications	1,670	1,701	(31)	2,300	2,300	-
Office Expense	688	900	(212)	1,000	1,200	(200)
Legal	13,897	11,250	2,647	17,600	15,000	2,600
Marketing and Communications	-	1,575	(1,575)	1,000	2,100	(1,100)
Program Expenditures	-	9,375	(9,375)	-	12,500	(12,500)
Contracted Services	7,092	41,250	(34,158)	29,600	55,000	(25,400)
	<u>286,694</u>	<u>325,340</u>	<u>(38,646)</u>	<u>384,400</u>	<u>441,400</u>	<u>(57,000)</u>
Net Department Surplus (Deficit)	(286,694)	(325,340)	(38,646)	(384,400)	(441,400)	(57,000)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-			-
Net Surplus (Deficit)	<u>\$ (286,694)</u>	<u>\$ (325,340)</u>	<u>\$ (38,646)</u>	<u>\$ (384,400)</u>	<u>\$ (441,400)</u>	<u>\$ (57,000)</u>

Town of Wolfville  
Human Resources  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>REVENUES</b>						
Other conditional grants	900	-	(900)	900		(900)
	900	-	(900)	900	-	(900)
<b>EXPENSES</b>						
Employee Benefits	17,292	8,698	8,594	19,900	11,000	8,900
Meetings, Meals and Travel	1,005	750	255	1,500	1,000	500
Professional Development	39,137	45,000	(5,863)	45,000	60,000	(15,000)
Telecommunications	32	-	32	100	-	100
Office Expense	273	-	273	500		500
Legal	38,810	7,497	31,313	50,000	10,000	40,000
Operational Equip & Supplies	14,163	13,125	1,038	17,600	14,500	3,100
Contracted Services	6,494	-	6,494	6,500	-	6,500
	117,206	75,070	42,136	141,100	96,500	44,600
Net Department Surplus (Deficit)	(116,306)	(75,070)	(43,036)	(140,200)	(96,500)	(45,500)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-	-
Net Surplus (Deficit)	\$ (116,306)	\$ (75,070)	\$ (43,036)	\$ (140,200)	\$ (96,500)	\$ (45,500)

Town of Wolfville  
Finance  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Tax Certificates & ByLaws	2,500	1,350	1,150	2,700	1,800	900
Cost recoveries from Water Util	72,675	72,714	(39)	96,900	96,900	-
Miscellaneous	560		560	500		500
	<u>75,735</u>	<u>74,064</u>	<u>1,671</u>	<u>100,100</u>	<u>98,700</u>	<u>1,400</u>
<b>EXPENSES</b>						
Salary and wages	227,292	225,068	2,224	315,500	308,000	7,500
Employee Benefits	50,266	44,898	5,368	76,200	61,500	14,700
Meetings, Meals and Travel	-	225	(225)	100	300	(200)
Membership Dues & Fees	688	900	(212)	900	900	-
Telecommunications	630	972	(342)	900	1,300	(400)
Office Expense	1,567	2,178	(611)	2,300	3,000	(700)
Audit	10,486	-	10,486	26,000	23,200	2,800
Miscellaneous	72	375	(303)	200	500	(300)
Contracted Services	-	-	-	16,000	-	16,000
	<u>291,001</u>	<u>274,616</u>	<u>16,385</u>	<u>438,100</u>	<u>398,700</u>	<u>39,400</u>
Net Department Surplus (Deficit)	(215,266)	(200,552)	(14,714)	(338,000)	(300,000)	(38,000)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (215,266)</u>	<u>\$ (200,552)</u>	<u>\$ (14,714)</u>	<u>\$ (338,000)</u>	<u>\$ (300,000)</u>	<u>\$ (38,000)</u>

Town of Wolfville  
Information Technology  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>			-			-
Cost recoveries from Water Util	26,010	26,010	-	34,700	34,700	-
Cost recoveries from Sewer Dept	2,850	2,850	-	3,800	3,800	-
Miscellaneous			-	-		-
	<u>28,860</u>	<u>28,860</u>	<u>-</u>	<u>38,500</u>	<u>38,500</u>	<u>-</u>
<b>EXPENSES</b>						
Salary and wages	115,682	112,253	3,429	158,300	153,600	4,700
Employee Benefits	28,305	26,713	1,592	39,600	36,600	3,000
Meetings, Meals and Travel	-	150	(150)	-	200	(200)
Membership Dues & Fees	419		419	500		500
Telecommunications	5,100	3,690	1,410	6,800	5,000	1,800
Office Expense	66		66	100		100
Operational Equip & Supplies	129,236	95,241	33,995	136,800	102,300	34,500
Contracted Services	49,376	39,035	10,341	51,900	39,500	12,400
	<u>328,184</u>	<u>277,082</u>	<u>51,102</u>	<u>394,000</u>	<u>337,200</u>	<u>56,800</u>
Net Department Surplus (Deficit)	(299,324)	(248,222)	(51,102)	(355,500)	(298,700)	(56,800)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ ( 299,324 )</u>	<u>\$ ( 248,222 )</u>	<u>\$ ( 51,102 )</u>	<u>\$ ( 355,500 )</u>	<u>\$ ( 298,700 )</u>	<u>\$ ( 56,800 )</u>

Town of Wolfville  
General Government Common Services - Town Hall  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Cost recoveries from Water Util	8,022	8,022	-	10,700	10,700	-
Other conditional grants	11,646		11,646	11,600	-	11,600
<b>TOTAL REVENUE</b>	<b>19,668</b>	<b>8,022</b>	<b>11,646</b>	<b>22,300</b>	<b>10,700</b>	<b>11,600</b>
<b>EXPENSES</b>						
Salary and wages	2,122	9,214	(7,092)	2,200	12,600	(10,400)
Employee Benefits	21	2,622	(2,601)	100	3,600	(3,500)
Advertising	-	153	(153)	-	200	(200)
Telecommunications	1,288	1,647	(359)	1,700	2,200	(500)
Office Expense	26,521	21,933	4,588	31,900	26,800	5,100
Heat	6,944	9,200	(2,256)	22,700	22,700	-
Utilities	3,626	4,278	(652)	5,200	5,700	(500)
Repairs and Maintenance	33,927	16,094	17,833	38,200	18,000	20,200
Operational Equip & Supplies	3,239	1,503	1,736	3,400	2,000	1,400
Contracted Services	5,075		5,075	6,300		6,300
	<b>82,763</b>	<b>66,644</b>	<b>16,119</b>	<b>111,700</b>	<b>93,800</b>	<b>17,900</b>
Net Department Surplus (Deficit)	(63,095)	(58,622)	(4,473)	(89,400)	(83,100)	(6,300)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-	-
<b>Net Surplus (Deficit)</b>	<b>\$ ( 63,095 )</b>	<b>\$ ( 58,622 )</b>	<b>\$ ( 4,473 )</b>	<b>\$ ( 89,400 )</b>	<b>\$ ( 83,100 )</b>	<b>\$ ( 6,300 )</b>

Town of Wolfville  
Other General Government  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>REVENUES</b>						
Residential Tax	7,901,720	7,885,800	15,920	7,901,700	7,885,800	15,900
Resource Tax	13,664	14,400	(736)	13,600	14,400	(800)
Commercial Tax	1,458,432	1,472,700	(14,268)	1,458,400	1,472,700	(14,300)
NSLC - GILT	26,695	24,300	2,395	26,700	24,300	2,400
Aliant	14,020	21,000	(6,980)	18,500	21,000	(2,500)
HST Offset Grant	34,268	45,000	(10,732)	34,200	45,000	(10,800)
Deed Transfer Tax	466,572	362,279	104,293	531,600	465,000	66,600
Commercial Area Rate	103,855	100,000	3,855	103,800	100,000	3,800
Post Office GILT	-	20,500	(20,500)	20,500	20,500	-
Acadia GILT	-	1,028,000	(1,028,000)	1,028,000	1,028,000	-
Kings County Fire Protection	125,214	125,250	(36)	167,000	167,000	-
Facility Rental	12,326	12,375	(49)	16,500	16,500	-
Land Leases	-	200	(200)	-	200	(200)
Interest on investments	111,551	71,253	40,298	187,000	95,000	92,000
Interest on outstanding taxes	57,333	54,700	2,633	63,100	72,000	(8,900)
Miscellaneous	140	-	140	200	50,000	(49,800)
Equalization/Financial Capacity Grant	52,401	52,500	(99)	69,900	70,000	(100)
Farm Acreage Grant	1,354	1,200	154	1,300	1,200	100
Other conditional grants	27,000		27,000	65,000	-	65,000
<b>TOTAL REVENUE</b>	<b>10,406,545</b>	<b>11,291,457</b>	<b>(884,912)</b>	<b>11,707,000</b>	<b>11,548,600</b>	<b>158,400</b>
<b>EXPENSES</b>						
Insurance	209,970	199,500	10,470	228,300	202,000	26,300
Miscellaneous	-		-	-		-
Program Expenditures	86,508	47,260	39,248	97,500	53,000	44,500
Grants to Organizations	6,000	120,000	(114,000)	126,000	200,000	(74,000)
Tax Exemptions	125,092	124,120	972	125,100	124,200	900
Other debt charges/bank fees	9,426	9,700	(274)	9,500	10,000	(500)
Debenture interest	-		-	-		-
Doubtful accounts allowance	-		-	2,500	2,500	-
	<b>436,996</b>	<b>500,580</b>	<b>(63,584)</b>	<b>588,900</b>	<b>591,700</b>	<b>(2,800)</b>
Net Department Surplus (Deficit)	9,969,549	10,790,877	(821,328)	11,118,100	10,956,900	161,200
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-			-
Net Surplus (Deficit)	<u>\$ 9,969,549</u>	<u>\$ 10,790,877</u>	<u>\$ ( 821,328 )</u>	<u>\$ 11,118,100</u>	<u>\$ 10,956,900</u>	<u>\$ 161,200</u>



Town of Wolfville  
Protective Services Division  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual	Budget		Forecast	Budget	
	31-Dec-23	31-Dec-23	VARIANCE	03/31/24	03/31/24	Variance
<b>REVENUES</b>						
Fire Protection Rate	488,995	396,100	92,895	489,000	396,100	92,900
Kings County Fire Protection	127,455	129,075	(1,620)	166,500	172,100	(5,600)
REMO Cost Recovery	60,000	60,000	-	75,300	80,000	(4,700)
License & fee revenue	501	-	501	3,000	5,000	(2,000)
Parking fines	10,712	13,500	(2,788)	14,100	18,000	(3,900)
Other fines	22,275	17,000	5,275	29,400	23,000	6,400
Miscellaneous	620	-	620	600	-	600
EMO 911 Cost Recovery	1,953	1,900	53	1,900	1,900	-
Other conditional grants	26,000	-	26,000	26,000	-	26,000
	738,511	617,575	120,936	805,800	696,100	109,700
<b>EXPENSES</b>						
Salary and wages	186,216	197,814	(11,598)	259,300	272,300	(13,000)
Employee Benefits	31,652	37,801	(6,149)	46,100	51,400	(5,300)
Seasonal Wages	-	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-	-
Meals and Travel	3,564	4,275	(711)	5,300	5,700	(400)
Professional Development	2,188	11,250	(9,062)	5,000	15,000	(10,000)
Membership Dues & Fees	184	1,100	(916)	600	1,900	(1,300)
Telecommunications	7,971	8,064	(93)	11,000	10,800	200
Office Expense	(61)	3,153	(3,214)	1,200	4,300	(3,100)
Legal	16,020	8,250	7,770	21,300	11,000	10,300
Insurance	5,902	2,250	3,652	6,600	7,500	(900)
Marketing and Communications	-	750	(750)	-	1,000	(1,000)
Stipends & Honorariums	33,850	41,000	(7,150)	33,900	41,000	(7,100)
Heat	2,976	4,300	(1,324)	6,200	7,000	(800)
Utilities	10,385	11,225	(840)	17,800	17,800	-
Repairs and Maintenance	9,974	9,197	777	13,100	12,200	900
Vehicle Fuel	8,719	6,003	2,716	10,800	8,000	2,800
Vehicle Repairs & Maintenance	44,845	38,925	5,920	57,500	51,500	6,000
Vehicle Insurance	12,794	12,500	294	12,800	12,500	300
Operational Equip & Supplies	88,040	54,872	33,168	96,000	68,500	27,500
Equipment Maintenance	12,364	11,250	1,114	16,100	15,000	1,100
Contracted Services	1,707,544	1,646,329	61,215	2,288,700	2,192,800	95,900
Licenses and Permits	1,474	-	1,474	1,900	1,800	100
Debenture interest	1,736	1,700	36	1,700	1,700	-
	2,188,337	2,112,008	76,329	2,912,900	2,810,700	102,200
Net Division Surplus (Deficit)	(1,449,826)	(1,494,433)	44,607	(2,107,100)	(2,114,600)	7,500
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-		-	-
Net Surplus (Deficit)	\$ ( 1,449,826 )	\$ ( 1,494,433 )	\$ 44,607	\$ ( 2,107,100 )	\$ ( 2,114,600 )	\$ 7,500

Town of Wolfville  
Police and Law Enforcement  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Other fines	22,275	13,500	8,775	25,200	18,000	7,200
	22,275	13,500	8,775	25,200	18,000	7,200
<b>EXPENSES</b>						
Salary and wages	1,353	5,500	(4,147)	1,400	7,500	(6,100)
Employee Benefits	11	1,320	(1,309)	200	1,800	(1,600)
Legal	5,550	6,000	(450)	9,800	8,000	1,800
Utilities	1,947	2,425	(478)	3,000	3,500	(500)
Repairs and Maintenance	1,307	2,400	(1,093)	1,900	3,200	(1,300)
Contracted Services	1,366,308	1,326,725	39,583	1,820,900	1,767,300	53,600
	1,376,476	1,344,370	32,106	1,837,200	1,791,300	45,900
Net Department Surplus (Deficit)	(1,354,201)	(1,330,870)	(23,331)	(1,812,000)	(1,773,300)	(38,700)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-			-
Net Surplus (Deficit)	\$ (1,354,201)	\$ (1,330,870)	\$ (23,331)	\$ (1,812,000)	\$ (1,773,300)	\$ (38,700)

Town of Wolfville  
Bylaw Enforcement  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Parking fines	10,712	13,500	(2,788)	14,100	18,000	(3,900)
Other fines	-	3,500	(3,500)	4,200	5,000	(800)
Miscellaneous	620	-	620	600	-	600
	<u>11,332</u>	<u>17,000</u>	<u>(5,668)</u>	<u>18,900</u>	<u>23,000</u>	<u>(4,100)</u>
<b>EXPENSES</b>						
Salary and wages	60,659	67,297	(6,638)	85,600	91,500	(5,900)
Employee Benefits	16,656	16,152	504	22,200	22,000	200
Meetings, Meals and Travel	20	225	(205)	200	300	(100)
Membership Dues & Fees	75	300	(225)	100	300	(200)
Telecommunications	1,218	1,413	(195)	1,700	1,900	(200)
Office Expense	508	1,128	(620)	1,100	1,600	(500)
Legal	10,470	2,250	8,220	11,500	3,000	8,500
Marketing and Communications	-	750	(750)	-	1,000	(1,000)
Vehicle Fuel	-	-	-	-	-	-
Vehicle Repairs & Maintenance	707	1,125	(418)	1,300	1,500	(200)
Vehicle Insurance	806	600	206	800	600	200
Operational Equip & Supplies	4,485	4,000	485	5,600	4,000	1,600
Contracted Services	-	-	-	-	-	-
	<u>95,604</u>	<u>95,240</u>	<u>364</u>	<u>130,100</u>	<u>127,700</u>	<u>2,400</u>
Net Department Surplus (Deficit)	(84,272)	(78,240)	(6,032)	(111,200)	(104,700)	(6,500)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-	-
Net Surplus (Deficit)	<u>\$ ( 84,272 )</u>	<u>\$ ( 78,240 )</u>	<u>\$ ( 6,032 )</u>	<u>\$ ( 111,200 )</u>	<u>\$ ( 104,700 )</u>	<u>\$ ( 6,500 )</u>

Town of Wolfville  
Fire Service  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Fire Protection Rate	488,995	396,100	92,895	489,000	396,100	92,900
Kings County Fire Protection	127,455	129,075	(1,620)	166,500	172,100	(5,600)
Other conditional grants	26,000	-	26,000	26,000	-	26,000
	<u>642,450</u>	<u>525,175</u>	<u>117,275</u>	<u>681,500</u>	<u>568,200</u>	<u>113,300</u>
<b>EXPENSES</b>						
Salary and wages	66,346	66,060	286	90,900	90,800	100
Employee Benefits	6,262	10,590	(4,328)	11,200	14,000	(2,800)
Meetings, Meals and Travel	1,946	1,872	74	2,700	2,500	200
Professional Development	2,188	11,250	(9,062)	5,000	15,000	(10,000)
Membership Dues & Fees	109	800	(691)	500	1,600	(1,100)
Telecommunications	6,441	6,273	168	8,900	8,400	500
Office Expense	(569)	378	(947)	100	500	(400)
Insurance	5,902	2,250	3,652	6,600	7,500	(900)
Stipends & Honorariums	33,850	41,000	(7,150)	33,900	41,000	(7,100)
Heat	2,976	4,300	(1,324)	6,200	7,000	(800)
Utilities	8,438	8,800	(362)	14,800	14,300	500
Repairs and Maintenance	8,667	6,797	1,870	11,200	9,000	2,200
Vehicle Fuel	8,719	6,003	2,716	10,800	8,000	2,800
Vehicle Repairs & Maintenance	44,138	37,800	6,338	56,200	50,000	6,200
Vehicle Insurance	11,988	11,900	88	12,000	11,900	100
Operational Equip & Supplies	80,768	48,247	32,521	86,800	61,000	25,800
Equipment Maintenance	12,364	11,250	1,114	16,100	15,000	1,100
Contracted Services	329,965	308,354	21,611	452,800	410,500	42,300
Licenses and Permits	1,474		1,474	1,900	1,800	100
	<u>631,972</u>	<u>583,924</u>	<u>48,048</u>	<u>828,600</u>	<u>769,800</u>	<u>58,800</u>
Net Department Surplus (Deficit)	<u>10,478</u>	<u>(58,749)</u>	<u>69,227</u>	<u>(147,100)</u>	<u>(201,600)</u>	<u>54,500</u>

Town of Wolfville  
Emergency Measures  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
REMO Cost Recovery	60,000	60,000	-	75,300	80,000	4,700
	60,000	60,000	-	75,300	80,000	4,700
<b>EXPENSES</b>						
Salary and wages	43,431	44,213	782	59,400	60,500	1,100
Employee Benefits	7,355	7,961	606	10,100	10,900	800
Meetings, Meals and Travel	1,598	2,178	(580)	2,400	2,900	(500)
Advertising			-	-		-
Telecommunications	312	378	(66)	400	500	(100)
Office Expense	-	1,647	(1,647)	-	2,200	(2,200)
Operational Equip & Supplies	2,208	2,250	(42)	3,000	3,000	-
	54,904	58,627	(3,723)	75,300	80,000	(4,700)
Net Department Surplus (Deficit)	5,096	1,373	3,723	-	-	9,400
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-	-
Net Surplus (Deficit)	\$ 5,096	\$ 1,373	\$ 3,723	\$ -	\$ -	\$ 9,400

Town of Wolfville  
Other Protective Service Costs  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b><u>REVENUES</u></b>						
Kings County Fire Protection	-	-	-	-	-	-
License & fee revenue	501	-	501	3,000	5,000	(2,000)
EMO 911 Cost Recovery	1,953	1,900	53	1,900	1,900	-
	<u>2,454</u>	<u>1,900</u>	<u>554</u>	<u>4,900</u>	<u>6,900</u>	<u>(2,000)</u>
<b><u>EXPENSES</u></b>						
Salary and wages	14,427	14,744	(317)	22,000	22,000	-
Employee Benefits	1,368	1,778	(410)	2,400	2,700	(300)
Operational Equip & Supplies	579	375	204	600	500	100
Contracted Services	11,271	11,250	21	15,000	15,000	-
Debenture interest	1,736	1,700	36	1,700	1,700	-
	<u>29,381</u>	<u>29,847</u>	<u>(466)</u>	<u>41,700</u>	<u>41,900</u>	<u>(200)</u>
Net Department Surplus (Deficit)	(26,927)	(27,947)	1,020	(36,800)	(35,000)	(1,800)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-	-
Net Surplus (Deficit)	<u>\$ ( 26,927 )</u>	<u>\$ ( 27,947 )</u>	<u>\$ 1,020</u>	<u>\$ ( 36,800 )</u>	<u>\$ ( 35,000 )</u>	<u>\$ ( 1,800 )</u>

Town of Wolfville  
Public Works Division  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Metered Sales - Solar Panels	9,742	11,300	(1,558)	11,400	14,800	(3,400)
Job Cost billings	3,500	6,000	(2,500)	3,500	6,000	(2,500)
Cost recoveries from Water Util	111,825	111,825	-	149,100	149,100	-
Cost recoveries from Sewer Dept	45,450	45,450	-	60,600	60,600	-
Land Leases	7,965	8,000	(35)	8,000	8,000	-
TOTAL REVENUE	178,923	182,575	(3,652)	233,100	238,500	(5,400)
<b>EXPENSES</b>						
Salary and wages	533,381	489,606	43,775	755,500	667,200	88,300
Employee Benefits	138,414	116,200	22,214	200,300	158,500	41,800
Meals and Travel	1,589	1,500	89	3,800	4,000	(200)
Membership Dues & Fees	2,196	1,300	896	2,700	1,300	1,400
Advertising	469	-	469	500	-	500
Telecommunications	4,980	4,140	840	6,400	5,600	800
Office Expense	3,991	5,100	(1,109)	5,100	6,500	(1,400)
Legal	2,818	6,530	(3,712)	4,600	7,000	(2,400)
Heat	3,987	4,000	(13)	11,200	10,000	1,200
Utilities	29,709	26,570	3,139	46,800	43,100	3,700
Repairs and Maintenance	19,259	19,750	(491)	24,700	25,000	(300)
Vehicle Fuel	22,270	34,300	(12,030)	55,300	65,400	(10,100)
Vehicle Repairs & Maintenance	92,505	63,900	28,605	122,600	85,200	37,400
Vehicle Insurance	5,772	5,000	772	5,800	5,000	800
Operational Equip & Supplies	160,279	140,478	19,801	214,900	204,100	10,800
Equipment Rentals	18,622	20,000	(1,378)	18,700	20,000	(1,300)
Contracted Services	308,800	419,425	(110,625)	319,800	427,800	(108,000)
Licenses and Permits	-	-	-	1,600	1,600	-
Debenture interest	125,214	133,078	(7,864)	153,200	153,200	-
	1,474,255	1,490,877	(16,622)	1,953,500	1,890,500	63,000
Net Division Surplus (Deficit)	(1,295,332)	(1,308,302)	12,970	(1,720,400)	(1,652,000)	(68,400)

Town of Wolfville  
Public Works Common Services  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>REVENUES</b>						
Metered Sales - Solar Panels	9,742	11,300		11,400	14,800	(3,400)
Cost recoveries from Water Util	73,425	73,425	-	97,900	97,900	-
Cost recoveries from Sewer Dept	22,425	22,425	-	29,900	29,900	-
TOTAL REVENUE	105,592	107,150	-	139,200	142,600	(3,400)
<b>EXPENSES</b>						
Salary and wages	176,208	149,000	27,208	237,400	203,600	33,800
Employee Benefits	45,904	31,300	14,604	60,500	42,800	17,700
Meetings, Meals and Travel	355	750	(395)	600	1,000	(400)
Membership Dues & Fees	2,196	1,300	896	2,700	1,300	1,400
Advertising	469		469	500		500
Telecommunications	4,980	4,140	840	6,400	5,600	800
Office Expense	3,991	5,100	(1,109)	5,100	6,500	(1,400)
Legal	2,818	6,530	(3,712)	4,600	7,000	(2,400)
Heat	3,987	4,000	(13)	11,200	10,000	1,200
Utilities	9,214	7,160	2,054	19,200	16,700	2,500
Repairs and Maintenance	19,259	19,750	(491)	24,700	25,000	(300)
Operational Equip & Supplies	337	2,250	(1,913)	1,300	3,000	(1,700)
Contracted Services	3,810	4,200	(390)	6,500	5,600	900
Licenses and Permits	-		-	1,600	1,600	-
	273,528	235,480	38,048	382,300	329,700	52,600
Net Department Surplus (Deficit)	(167,936)	(128,330)	(38,048)	(243,100)	(187,100)	(56,000)



Town of Wolfville  
Roads and Streets  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Cost recoveries from Water Util	38,400	38,400	-	51,200	51,200	-
Cost recoveries from Sewer Dept	23,025	23,025	-	30,700	30,700	-
Miscellaneous	441		441	500		500
	<u>61,866</u>	<u>61,425</u>	<u>441</u>	<u>82,400</u>	<u>81,900</u>	<u>500</u>
<b>EXPENSES</b>						
Salary and wages	351,383	331,506	19,877	512,300	454,500	57,800
Employee Benefits	92,133	82,800	9,333	138,500	113,600	24,900
Meetings, Meals and Travel	1,234	750	484	3,200	3,000	200
Vehicle Fuel	22,270	34,300	(12,030)	55,300	65,400	(10,100)
Vehicle Repairs & Maintenance	92,505	63,900	28,605	122,600	85,200	37,400
Vehicle Insurance	5,772	5,000	772	5,800	5,000	800
Operational Equip & Supplies	128,496	80,828	47,668	181,200	138,100	43,100
Equipment Rentals	18,622	20,000	(1,378)	18,700	20,000	(1,300)
Contracted Services	282,291	374,100	(91,809)	289,000	380,700	(91,700)
	<u>994,706</u>	<u>993,184</u>	<u>1,522</u>	<u>1,326,600</u>	<u>1,265,500</u>	<u>61,100</u>
Net Department Surplus (Deficit)	(932,840)	(931,759)	(1,081)	(1,244,200)	(1,183,600)	(60,600)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (932,840)</u>	<u>\$ (931,759)</u>	<u>\$ (1,081)</u>	<u>\$ (1,244,200)</u>	<u>\$ (1,183,600)</u>	<u>\$ (60,600)</u>

Town of Wolfville  
Street Lighting  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b><u>EXPENSES</u></b>						
Utilities	20,495	19,410	1,085	27,600	26,400	1,200
Operational Equip & Supplies	-	15,000	(15,000)	-	20,000	(20,000)
Contracted Services	4,649	1,125	(3,524)	6,200	1,500	(4,700)
	25,144	35,535	(10,391)	33,800	47,900	(14,100)
Net Department Surplus (Deficit)	(25,144)	(35,535)	10,391	(33,800)	(47,900)	14,100

Town of Wolfville  
Traffic Services  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b><u>EXPENSES</u></b>						
Salary and wages	5,790	9,100	(3,310)	5,800	9,100	(3,300)
Employee Benefits	377	2,100	(1,723)	1,300	2,100	(800)
Operational Equip & Supplies	31,446	42,400	(10,954)	32,400	43,000	(10,600)
Contracted Services	18,050	40,000	(21,950)	18,100	40,000	(21,900)
	<u>55,663</u>	<u>93,600</u>	<u>(37,937)</u>	<u>57,600</u>	<u>94,200</u>	<u>(36,600)</u>
Net Department Surplus (Deficit)	<u>(55,663)</u>	<u>(93,600)</u>	<u>37,937</u>	<u>(57,600)</u>	<u>(94,200)</u>	<u>36,600</u>

Town of Wolfville  
Other Transportation Expenses  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b><u>REVENUES</u></b>						
Job Cost billings	3,500	6,000	(2,500)	3,500	6,000	(2,500)
Land Leases	7,965	8,000	(35)	8,000	8,000	-
	<u>11,465</u>	<u>14,000</u>	<u>(2,535)</u>	<u>11,500</u>	<u>14,000</u>	<u>(2,500)</u>
<b><u>EXPENSES</u></b>						
Contracted Services			-			-
Other debt charges			-			-
Debenture interest	125,214	133,078	(7,864)	153,200	153,200	-
	<u>125,214</u>	<u>133,078</u>	<u>(7,864)</u>	<u>153,200</u>	<u>153,200</u>	<u>-</u>
Net Department Surplus (Deficit)	<u>(113,749)</u>	<u>(119,078)</u>	<u>5,329</u>	<u>(141,700)</u>	<u>(139,200)</u>	<u>(2,500)</u>

Town of Wolfville  
Sewer & Solid Waste Division  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUE</b>						
Sewer Rates	510,403	513,128	(2,725)	680,300	686,000	(5,700)
Kings County Sewer Contribution	-	-	-	6,000	6,000	-
<b>TOTAL REVENUE</b>	<b>510,403</b>	<b>513,128</b>	<b>(2,725)</b>	<b>686,300</b>	<b>692,000</b>	<b>(5,700)</b>
<b>EXPENSES</b>						
Salary and wages	44,352	108,132	(63,780)	61,000	144,100	(83,100)
Employee Benefits	5,785	27,948	(22,163)	10,100	37,200	(27,100)
Telecommunications	458	-	458	700	-	700
Utilities	84,967	75,396	9,571	114,200	102,200	12,000
Repairs and Maintenance	963	-	963	1,300	-	1,300
Vehicle Fuel	-	-	-	-	-	-
Vehicle Repairs & Maintenance	23,205	15,750	7,455	30,900	21,000	9,900
Vehicle Insurance	482	1,500	(1,018)	500	1,500	(1,000)
Operational Equip & Supplies	72,206	93,890	(21,684)	84,700	109,000	(24,300)
Contracted Services	59,580	53,175	6,405	74,800	61,900	12,900
Debenture interest	52,017	44,241	7,776	58,600	50,700	7,900
	<b>344,015</b>	<b>420,032</b>	<b>(76,017)</b>	<b>436,800</b>	<b>527,600</b>	<b>(90,800)</b>
Net Division Surplus (Deficit)	166,388	93,096	73,292	249,500	164,400	85,100

Town of Wolfville  
Sewer Administration  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b><u>EXPENSES</u></b>						
Salary and wages			-			-
Employee Benefits			-			-
Contracted Services	25,275	22,425	2,850	33,700	29,900	3,800
	25,275	22,425	2,850	33,700	29,900	3,800
Net Department Surplus (Deficit)	(25,275)	(22,425)	(2,850)	(33,700)	(29,900)	(3,800)

Town of Wolfville  
Sewer Collection  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b><u>EXPENSES</u></b>						
Salary and wages	12,050	39,976	(27,926)	18,100	54,700	(36,600)
Employee Benefits	1,637	10,012	(8,375)	3,500	13,700	(10,200)
Meetings, Meals and Travel	-	-	-	-	-	-
Vehicle Repairs & Maintenance	23,025	9,750	13,275	30,700	13,000	17,700
Operational Equip & Supplies	2,974	40,000	(37,026)	3,000	40,000	(37,000)
Equipment Rentals	-	-	-	-	-	-
Contracted Services	13,179	15,000	(1,821)	15,200	15,000	200
	<u>52,865</u>	<u>114,738</u>	<u>(61,873)</u>	<u>70,500</u>	<u>136,400</u>	<u>(65,900)</u>
Net Department Surplus (Deficit)	<u>(52,865)</u>	<u>(114,738)</u>	<u>61,873</u>	<u>(70,500)</u>	<u>(136,400)</u>	<u>65,900</u>

Town of Wolfville  
Sewer Lift Stations  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b><u>EXPENSES</u></b>						
Salary and wages	6,768	10,500	3,732	8,900	10,500	1,600
Employee Benefits	900	2,800	1,900	1,400	2,800	1,400
Utilities	13,947	14,493	(546)	20,600	21,000	(400)
Repairs and Maintenance	417		(417)	600		(600)
Operational Equip & Supplies	31,217	18,000	13,217	35,800	24,000	11,800
Contracted Services	489	4,000	3,511	500	4,000	3,500
	<u>53,738</u>	<u>49,793</u>	<u>3,945</u>	<u>67,800</u>	<u>62,300</u>	<u>5,500</u>
Net Department Surplus (Deficit)	<u>(53,738)</u>	<u>(49,793)</u>	<u>(3,945)</u>	<u>(67,800)</u>	<u>(62,300)</u>	<u>(5,500)</u>



Town of Wolfville  
Sewer Treatment  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b><u>EXPENSES</u></b>						
Salary and wages	25,534	57,656	(32,122)	34,000	78,900	(44,900)
Employee Benefits	3,248	15,136	(11,888)	5,200	20,700	(15,500)
Telecommunications	458	-	458	700		700
Utilities	71,020	60,903	10,117	93,600	81,200	12,400
Repairs and Maintenance	546		546	700		700
Vehicle Fuel	-		-	-		-
Vehicle Repairs & Maintenance	180	6,000	(5,820)	200	8,000	(7,800)
Vehicle Insurance	482	1,500	(1,018)	500	1,500	(1,000)
Operational Equip & Supplies	24,365	18,747	5,618	29,500	25,000	4,500
Equipment Rentals	-		-	-		-
Contracted Services	11,828	8,000	3,828	12,600	8,000	4,600
	<u>137,661</u>	<u>167,942</u>	<u>(30,281)</u>	<u>177,000</u>	<u>223,300</u>	<u>(46,300)</u>
Net Department Surplus (Deficit)	<u>(137,661)</u>	<u>(167,942)</u>	<u>30,281</u>	<u>(177,000)</u>	<u>(223,300)</u>	<u>46,300</u>

Town of Wolfville  
Solid Waste Management  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b><u>REVENUES</u></b>						
	-	-	-	-	-	-
<b><u>EXPENSES</u></b>						
Operational Equip & Supplies		-	-			-
Contracted Services	2,425	3,750	(1,325)	3,700	5,000	(1,300)
	2,425	3,750	(1,325)	3,700	5,000	(1,300)
Net Department Surplus (Deficit)	(2,425)	(3,750)	1,325	(3,700)	(5,000)	1,300

Town of Wolfville  
Other Environmental  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b><u>REVENUES</u></b>						
Sewer Rates	510,403	513,128	(2,725)	680,300	686,000	(5,700)
Kings County Sewer Contribution		-	-	6,000	6,000	-
	<u>510,403</u>	<u>513,128</u>	<u>(2,725)</u>	<u>686,300</u>	<u>692,000</u>	<u>(5,700)</u>
<b><u>EXPENSES</u></b>						
Operational Equip & Supplies	13,650	17,143	(3,493)	16,400	20,000	(3,600)
Contracted Services	6,384		6,384	9,100		9,100
Debenture interest	52,017	44,241	7,776	58,600	50,700	7,900
	<u>72,051</u>	<u>61,384</u>	<u>10,667</u>	<u>84,100</u>	<u>70,700</u>	<u>13,400</u>
Net Department Surplus (Deficit)	<u>438,352</u>	<u>451,744</u>	<u>(13,392)</u>	<u>602,200</u>	<u>621,300</u>	<u>(19,100)</u>

Town of Wolfville  
Planning Division  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Zoning & Subdivision approvals	2,647	3,000	(353)	2,700	3,000	(300)
License & fee revenue	723	600	123	700	600	100
Building & development permits	30,295	22,500	7,795	33,300	30,000	3,300
	<u>33,665</u>	<u>26,100</u>	<u>7,565</u>	<u>36,700</u>	<u>33,600</u>	<u>3,100</u>
<b>EXPENSES</b>						
Salary and wages	276,793	266,285	10,508	380,100	364,400	15,700
Employee Benefits	68,763	66,929	1,834	95,600	87,000	8,600
Seasonal Wages			-	-		-
Employee Benefits Seasonal wag			-	-		-
Meetings, Meals and Travel	841	1,503	(662)	1,200	2,000	(800)
Membership Dues & Fees	2,759	3,000	(241)	3,200	3,000	200
Advertising	3,129	3,753	(624)	4,400	5,000	(600)
Telecommunications	2,720	2,475	245	3,400	3,300	100
Office Expense	6,691	9,000	(2,309)	9,500	12,000	(2,500)
Legal	12,100	7,497	4,603	17,800	10,000	7,800
Miscellaneous	1,339		1,339	1,600		1,600
Vehicle Fuel	521		521	700		700
Vehicle Repairs & Maintenance	317		317	600		600
Vehicle Insurance	806		806	800		800
Operational Equip & Supplies	484		484	500		500
Program Expenditures	-		-	-		-
Contracted Services	26,144	30,003	(3,859)	40,000	40,000	-
	<u>403,407</u>	<u>390,445</u>	<u>12,962</u>	<u>559,400</u>	<u>526,700</u>	<u>32,700</u>
Net Division Surplus (Deficit)	<u>(369,742)</u>	<u>(364,345)</u>	<u>(5,397)</u>	<u>(522,700)</u>	<u>(493,100)</u>	<u>(29,600)</u>

Town of Wolfville  
Community Development Division  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>REVENUES</b>						
Kings County Recreation Contrib	-	-	-	15,000	15,000	-
Program fees	40,362	22,000	18,362	47,300	29,300	18,000
Festival & events revenues	11,947	8,000	3,947	11,900	8,000	3,900
Facility fees & cost recoveries	7,398	9,000	(1,602)	7,400	9,000	(1,600)
Tourist Bureau revenues	-	-	-	-	-	-
Miscellaneous	166	-	166	200	-	200
Employment grants	8,191	4,500	3,691	8,100	4,500	3,600
PNS conditional grants	16,250	-	16,250	7,500	-	7,500
Other conditional grants	12,650	32,100	(19,450)	12,700	32,100	(19,400)
Federal Grants	27,827	2,400	25,427	27,800	2,400	25,400
<b>TOTAL REVENUE</b>	<b>126,101</b>	<b>78,000</b>	<b>48,101</b>	<b>137,900</b>	<b>100,300</b>	<b>37,600</b>
<b>EXPENSES</b>						
Salary and wages	604,620	659,185	(54,565)	716,000	785,300	(69,300)
Employee Benefits	131,042	144,641	(13,599)	162,200	173,400	(11,200)
Seasonal Wages	-	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-	-
Meals and Travel	2,953	1,275	1,678	3,500	1,700	1,800
Membership Dues & Fees	1,349	5,300	(3,951)	4,100	5,300	(1,200)
Advertising	4,922	5,425	(503)	5,500	6,300	(800)
Telecommunications	5,441	4,641	800	7,500	6,200	1,300
Office Expense	2,935	2,622	313	4,100	3,500	600
Marketing and Communications	-	1,875	(1,875)	-	2,500	(2,500)
Miscellaneous	-	-	-	-	-	-
Heat	-	-	-	-	-	-
Utilities	20,699	22,825	(2,126)	26,700	28,800	(2,100)
Building Repairs and Maintenance	21,311	55,497	(34,186)	23,700	56,500	(32,800)
Vehicle Fuel	9,880	6,100	3,780	10,500	6,500	4,000
Vehicle Repairs & Maintenance	27,218	18,750	8,468	29,700	25,000	4,700
Vehicle Insurance	6,912	5,000	1,912	6,900	5,000	1,900
Operational Equip & Supplies	109,857	122,450	(12,593)	114,600	125,200	(10,600)
Equipment Maintenance	-	-	-	-	-	-
Equipment Rentals	2,336	-	2,336	2,400	-	2,400
Program Expenditures	136,284	166,003	(29,719)	153,900	177,500	(23,600)
Contracted Services	35,774	109,103	(73,329)	85,500	115,300	(29,800)
Grants to Organizations	81,000	75,000	6,000	91,000	75,000	16,000
Debenture interest	6,082	6,100	(18)	6,100	6,100	-
	<b>1,211,449</b>	<b>1,411,792</b>	<b>(200,343)</b>	<b>1,454,800</b>	<b>1,605,100</b>	<b>(150,300)</b>
Net Division Surplus (Deficit)	(1,085,348)	(1,333,792)	248,444	(1,316,900)	(1,504,800)	187,900
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	90,000	(90,000)
Net Surplus (Deficit)	<u>\$ (1,085,348)</u>	<u>\$ (1,333,792)</u>	<u>\$ 248,444</u>	<u>\$ (1,316,900)</u>	<u>\$ (1,414,800)</u>	<u>\$ 97,900</u>

Town of Wolfville  
Parks Division  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>REVENUES</b>						
Facility Rental	1,310		1,310			-
PNS conditional grants	14,750	-	(14,750)	6,000	-	(6,000)
<b>TOTAL REVENUE</b>	<b>16,060</b>	<b>-</b>	<b>(13,440)</b>	<b>6,000</b>	<b>-</b>	<b>(6,000)</b>
<b>EXPENSES</b>						
Salary and wages	353,536	357,885	(4,349)	412,600	409,200	3,400
Employee Benefits	89,946	86,993	2,953	107,800	99,300	8,500
Meetings, Meals and Travel	180	750	(570)	500	1,000	(500)
Telecommunications	2,875	522	2,353	3,900	700	3,200
Office Expense	1,056	375	681	1,400	500	900
Utilities	10,414	11,700	(1,286)	11,300	12,500	(1,200)
Repairs and Maintenance - Building	6,236		6,236	6,300		6,300
Vehicle Fuel	9,880	6,100	3,780	10,500	6,500	4,000
Vehicle Repairs & Maintenance	26,672	18,750	7,922	29,000	25,000	4,000
Vehicle Insurance	6,818	5,000	1,818	6,800	5,000	1,800
Operational Equip & Supplies	89,054	94,400	(5,346)	91,500	96,400	(4,900)
Equipment Rentals	2,336		2,336	2,400		2,400
Contracted Services	28,348	89,750	(61,402)	60,800	95,000	(34,200)
Debenture interest	3,491	3,500	(9)	3,500	3,500	-
	<b>630,842</b>	<b>675,725</b>	<b>(44,883)</b>	<b>748,300</b>	<b>754,600</b>	<b>(6,300)</b>
Net Division Surplus (Deficit)	(614,782)	(675,725)	31,443	(742,300)	(754,600)	300
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	30,000	(30,000)
<b>Net Surplus (Deficit)</b>	<b>\$ ( 614,782 )</b>	<b>\$ ( 675,725 )</b>	<b>\$ 31,443</b>	<b>\$ ( 742,300 )</b>	<b>\$ ( 724,600 )</b>	<b>\$ ( 29,700 )</b>

Town of Wolfville  
Economic Development  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b><u>REVENUES</u></b>						
	-	-	-	-	-	-
<b><u>EXPENSES</u></b>						
Grants to Organizations	-	10,000	(10,000)	10,000	10,000	-
	-	10,000	(10,000)	10,000	10,000	-
Net Department Surplus (Deficit)	-	(10,000)	10,000	(10,000)	(10,000)	-

Town of Wolfville  
Festival and Events  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b>REVENUES</b>						
Festival & events revenues	11,947	8,000	3,947	11,900	8,000	3,900
Employment grants	4,131	4,500	(369)	4,100	4,500	(400)
Other conditional grants	-	7,100	(7,100)	-	7,100	(7,100)
Federal Grants	2,400	2,400	-	2,400	2,400	-
	<u>18,478</u>	<u>22,000</u>	<u>(3,522)</u>	<u>18,400</u>	<u>22,000</u>	<u>(3,600)</u>
<b>EXPENSES</b>						
Salary and wages	9,968	25,350	(15,382)	10,500	26,100	(15,600)
Employee Benefits	949	3,950	(3,001)	1,100	4,100	(3,000)
Advertising	4,922	4,300	622	5,500	4,800	700
Operational Equip & Supplies	14,377	19,000	(4,623)	16,400	19,000	(2,600)
Program Expenditures	79,718	72,500	7,218	84,400	80,500	3,900
Grants to Organizations	42,000	30,000	12,000	42,000	30,000	12,000
	<u>151,934</u>	<u>155,100</u>	<u>(3,166)</u>	<u>159,900</u>	<u>164,500</u>	<u>(4,600)</u>
Net Department Surplus (Deficit)	<u>(133,456)</u>	<u>(133,100)</u>	<u>(356)</u>	<u>(141,500)</u>	<u>(142,500)</u>	<u>1,000</u>



Town of Wolfville  
Community Development Adm & Rec Centre  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	Variance
<b><u>REVENUES</u></b>						
Facility fees & cost recoveries	-	-	-	-	-	-
	-	-	-	-	-	-
<b><u>EXPENSES</u></b>						
Salary and wages	147,051	165,045	(17,994)	185,300	225,700	(40,400)
Employee Benefits	28,839	36,539	(7,700)	40,200	50,000	(9,800)
Meetings, Meals and Travel	529	150	379	600	200	400
Membership Dues & Fees	1,164	4,700	(3,536)	3,900	4,700	(800)
Telecommunications	1,478	1,944	(466)	2,000	2,600	(600)
Office Expense	651	1,125	(474)	1,000	1,500	(500)
Legal	834	-	834	900	-	900
Marketing and Communications	-	1,875	(1,875)	-	2,500	(2,500)
Utilities	4,698	3,175	1,523	6,400	6,000	400
Repairs and Maintenance	5,131	18,997	(13,866)	6,400	20,000	(13,600)
Operational Equip & Supplies	1,026		1,026	1,100		1,100
Program Expenditures	16,762	60,000	(43,238)	16,800	60,000	(43,200)
Contracted Services	225		225	700		700
	208,388	293,550	(85,162)	265,300	373,200	(107,900)
Net Department Surplus (Deficit)	(208,388)	(293,550)	85,162	(265,300)	(373,200)	107,900

Town of Wolfville  
Recreation Programs  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>REVENUES</b>						
Kings County Recreation Contrib	-	-	-	15,000	15,000	-
Program fees	40,362	22,000	18,362	47,300	29,300	18,000
Facility fees & cost recoveries	7,398	9,000	(1,602)	7,400	9,000	(1,600)
Employment grants	4,060	-	4,060	4,000	-	4,000
PNS conditional grants	-	-	-	-	-	-
Other conditional grants	1,650	20,000	(18,350)	1,700	20,000	(18,300)
Federal Grants	25,427	-	25,427	25,400	-	25,400
	<u>78,897</u>	<u>51,000</u>	<u>27,897</u>	<u>100,800</u>	<u>73,300</u>	<u>27,500</u>
<b>EXPENSES</b>						
Salary and wages	55,484	63,420	(7,936)	68,900	73,600	(4,700)
Employee Benefits	7,588	10,174	(2,586)	9,200	12,200	(3,000)
Meetings, Meals and Travel	2,215	375	1,840	2,300	500	1,800
Advertising	-	1,125	(1,125)	-	1,500	(1,500)
Miscellaneous	-	-	-	-	-	-
Vehicle Fuel	-	-	-	-	-	-
Vehicle Repairs & Maintenance	546	-	546	700	-	700
Vehicle Insurance	94	-	94	100	-	100
Operational Equip & Supplies	3,750	2,250	1,500	3,900	3,000	900
Program Expenditures	39,804	33,503	6,301	52,700	37,000	15,700
Contracted Services	-	15,000	(15,000)	15,000	15,000	-
Grants to Organizations	29,000	25,000	4,000	29,000	25,000	4,000
	<u>138,481</u>	<u>150,847</u>	<u>(12,366)</u>	<u>181,800</u>	<u>167,800</u>	<u>14,000</u>
Net Department Surplus (Deficit)	<u>(59,584)</u>	<u>(99,847)</u>	<u>40,263</u>	<u>(81,000)</u>	<u>(94,500)</u>	<u>13,500</u>

Town of Wolfville  
Tourism  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>REVENUES</b>						
Tourist Bureau revenues	-	-	-			-
Employment grants	-		-			-
PNS conditional grants	1,500		1,500	1,500		1,500
Other conditional grants	6,000		6,000	6,000		6,000
	<u>7,500</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>	<u>-</u>	<u>7,500</u>
<b>EXPENSES</b>						
Salary and wages	36,686	41,128	(4,442)	36,700	42,000	(5,300)
Employee Benefits	3,683	5,375	(1,692)	3,700	5,600	(1,900)
Meetings, Meals and Travel	29		29	100		100
Membership Dues & Fees	185	600	(415)	200	600	(400)
Telecommunications	763	1,575	(812)	1,100	2,100	(1,000)
Office Expense	457	747	(290)	700	1,000	(300)
Marketing and Communications	-		-	-		-
Utilities	2,238	2,325	(87)	2,800	2,800	-
Repairs and Maintenance - Buidling	86	1,500	(1,414)	100	1,500	(1,400)
Operational Equip & Supplies	1,650	6,800	(5,150)	1,700	6,800	(5,100)
Contracted Services	4,907	4,353	554	6,100	5,300	800
	<u>50,684</u>	<u>64,403</u>	<u>(13,719)</u>	<u>53,200</u>	<u>67,700</u>	<u>(14,500)</u>
Net Department Surplus (Deficit)	<u>(43,184)</u>	<u>(64,403)</u>	<u>21,219</u>	<u>(45,700)</u>	<u>(67,700)</u>	<u>22,000</u>

Town of Wolfville  
Library  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b>REVENUES</b>						
Miscellaneous	166		166	200		200
Other conditional grants	5,000	5,000	-	5,000	5,000	-
Federal Grants	-	-				
	<u>5,166</u>	<u>5,000</u>	<u>166</u>	<u>5,200</u>	<u>5,000</u>	<u>200</u>
<b>EXPENSES</b>						
Salary and wages	1,895	6,357	(4,462)	2,000	8,700	(6,700)
Employee Benefits	37	1,610	(1,573)	200	2,200	(2,000)
Telecommunications	325	600	(275)	500	800	(300)
Office Expense	771	375	396	1,000	500	500
Utilities	3,349	5,625	(2,276)	6,200	7,500	(1,300)
Repairs and Maintenance	9,858	35,000	(25,142)	10,900	35,000	(24,100)
Operational Equip & Supplies	-	-	-	-	-	-
Contracted Services	2,294		2,294	2,900		2,900
Debenture interest	2,591	2,600	(9)	2,600	2,600	-
	<u>21,120</u>	<u>52,167</u>	<u>(31,047)</u>	<u>26,300</u>	<u>57,300</u>	<u>(31,000)</u>
Net Department Surplus (Deficit)	(15,954)	(47,167)	31,213	(21,100)	(52,300)	31,200
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (15,954)</u>	<u>\$ (47,167)</u>	<u>\$ 31,213</u>	<u>\$ (21,100)</u>	<u>\$ (52,300)</u>	<u>\$ 31,200</u>

Town of Wolfville  
Museum & Historical Facilities  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 03/31/24	Budget 03/31/24	
<b><u>EXPENSES</u></b>						
Miscellaneous			-			-
Contracted Services		-	-	-	-	-
Grants to Organizations	10,000	10,000	-	10,000	10,000	-
	10,000	10,000	-	10,000	10,000	-
Net Department Surplus (Deficit)	(10,000)	(10,000)	-	(10,000)	(10,000)	-

Town of Wolfville  
Partner Contributions  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-23	31-Dec-23		03/31/24	03/31/24	
<b>EXPENSES</b>						
Grant to WBDC	100,000	100,000	-	100,000	100,000	-
Regional Solid Waste	471,077	442,875	28,202	621,500	590,500	31,000
Transit services	183,878	196,500	(12,622)	247,900	259,000	(11,100)
Valley Community Fibre	-	-	-	2,000	2,000	-
REMO	2,695	7,500	(4,805)	10,000	10,000	-
Regional Development	18,179	22,500	(4,321)	24,300	30,000	(5,700)
Kings Region - cooperative Initiatives	141,462	52,500	88,962	63,600	70,000	(6,400)
Annapolis Valley Regional Libra	22,725	24,000	(1,275)	30,300	32,000	(1,700)
Education	621,522	618,003	3,519	828,700	824,000	4,700
Corrections	41,206	61,500	(20,294)	82,500	82,000	500
Regional Housing Authority	(246)	-	(246)	60,000	60,000	-
Assessment services	56,730	58,500	(1,770)	75,700	78,000	(2,300)
	<u>1,659,228</u>	<u>1,583,878</u>	<u>75,350</u>	<u>2,146,500</u>	<u>2,137,500</u>	<u>9,000</u>
Net Department Surplus (Deficit)	(1,659,228)	(1,583,878)	(75,350)	(2,146,500)	(2,137,500)	(9,000)
Reserve Funding						
Transfer from Operating Reserves & Accumulated Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ ( 1,659,228 )</u>	<u>\$ ( 1,583,878 )</u>	<u>\$ ( 75,350 )</u>	<u>\$ ( 2,146,500 )</u>	<u>\$ ( 2,137,500 )</u>	<u>\$ ( 9,000 )</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)
<u>Municipal Buildings</u>					
Civic Complex - Town Hall & Library		-	50,000		(50,000)
Town Hall - heat pump Chambers	6,508	6,508	10,000		(3,492)
P Wks Building Reno - Phase I	3,359	3,359	-		3,359
P Wks Building Reno - Phase II	-	600,000	600,000		-
Rec Centre - Rotary Park	-	-	20,000		(20,000)
Welcome Centre - VIC Reno/Upgrade	21,667	680,000	600,000		80,000
	<u>31,534</u>	<u>1,289,867</u>	<u>1,280,000</u>		<u>9,867</u>
<u>Protective Services</u>					
Fire Equipment Upgrades	335,212	335,300	420,000		(84,700)
	<u>335,212</u>	<u>335,300</u>	<u>420,000</u>		<u>(84,700)</u>
<u>Fleet/Equip Inventory</u>					
Veh #25 - 5 ton plow truck	-	407,000	300,000		107,000
veh #32 - plow attachment	7,508	7,600	8,000		(400)
Other Equip - Sewer Camera	14,183	14,183	13,500		683
Other Equip - Portable LED Light Tower	17,781	17,781	17,500		281
	<u>39,472</u>	<u>446,564</u>	<u>339,000</u>		<u>107,564</u>
<u>Streets</u>					
Highland Ave. - Propect to Skyway	542,404	3,457,000	-	3,200,000	257,000
Fairfield St - full length	677,639	1,200,000	1,300,000		(100,000)
East End Main - Cross Culvert replacment	23,928	434,500	650,000		(215,500)
Engineering - 2020/21 Street projects	4,846	55,000	55,000		-
	<u>1,248,817</u>	<u>5,146,500</u>	<u>2,005,000</u>		<u>(58,500)</u>
<u>Other Transportation</u>					
Wayfinding		-	50,000		(50,000)
Flood Risk Mitigation (@ Waterfront) engineering			75,000		(75,000)
Crosswalks - upgrades			25,000		(25,000)
AT Network Projects	18,916	18,916	50,000		(31,084)
Willow & Winter Reconfiguration			15,000		(15,000)
Intersection Safety Program	1,525	5,000	15,000		(10,000)
	<u>20,441</u>	<u>23,916</u>	<u>230,000</u>		<u>(206,084)</u>
<u>Sewer Operations</u>					
Sewer Treatment Plant Expansion Ph II	45,128	230,000	230,000		-
Lift Station Upgrade program		-	50,000		-
SCADA & Electrical Panel Repalcements		-	65,000		(65,000)
Sub total Sewer Operation	<u>45,128</u>	<u>230,000</u>	<u>345,000</u>		<u>(65,000)</u>
<u>Community Services</u>					
Clock Park - concrete walkway 23/24	3,201	3,201	70,000		(66,799)
East End Gateway - events lawn		-	75,000		(75,000)
East End Gateway - parking lot	10,395	10,395	455,000		(444,605)
Public Art	31,369	35,000	30,000		5,000
Waterfront Park Amenities	17,942	35,000	-		35,000
Reservoir Park - Washrooms/Change Rooms		-	125,000		(125,000)
reservoir Park - upgrades around pond area incl shade			30,000		(30,000)
Pickleball Courts - not in budget 23/24 but may have prelim de		-			-
Rotary Park - soccer upgrades 22/23					-
Rotary Park - parking lot			150,000		(150,000)
Tennis Courts - Resurface			75,000		(75,000)
Nature Trust Lands - Park improvements			185,000		(185,000)
	<u>62,907</u>	<u>83,596</u>	<u>1,195,000</u>		<u>(1,111,404)</u>
GRAND TOTAL TOWN PROJECTS	<u>1,783,511</u>	<u>7,555,743</u>	<u>5,814,000</u>		<u>(1,408,257)</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 t	4,596	416,000	360,000	56,000	project started but had to be halted. tender closed.... Expectation is water portion should be near budget
Fairfield		325,000	325,000	-	Need to review op expenses and review Dept Head.
Water Treatment Plant - SCADA		10,000	10,000	-	
Water Treatment Plant - Fibre Integration		5,000	5,000	-	Need to review op expenses and review Dept Head.
Production Well #1 - Cherry Lane -	6,184	30,000	30,000	-	Need to review op expenses and review Dept Head.
Production Well #2 - Wickwire - MAG					
Flowmeter	8,976	30,000	30,000	-	Need to review op expenses and review Dept Head.
		-		-	
Production Well #3	2,795	40,000	40,000	-	Costs to identify and locate, not to build
		-		-	
Source Water Protection Plan	15,017	52,300	52,300	-	ongoing work
		-		-	
Well House buildings	23,203	23,203	12,000	11,203	Need to review op expenses and review Dept Head.
Water/Sewer Capacity Study	17,598	17,598	0	17,598	ongoing work late invoice from fall 2022 rec'd in July after audit & y/e financials finalized.
Capital Fund	14,727	14,727	0	14,727	
GRAND TOTAL WATER PROJECTS	93,096	963,828	864,300	56,000	



Wolfville Water Utility  
All Divisions  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 31-Mar-24	Budget 31-Mar-24	Variance
<b>REVENUES</b>						
Metered Sales	585,599	541,575	44,024	814,900	725,000	89,900
Fire Protection Charge	316,165	297,000	19,165	434,300	396,000	38,300
Sprinkler Service	-	-	-	10,800	10,800	-
Miscellaneous	7,597	9,000	(1,403)	9,000	12,000	(3,000)
Interest on arrears	1,504	2,300	(796)	2,200	3,000	(800)
Job Cost billings	19,000	9,000	10,000	19,000	12,000	7,000
Investment Income	20,796	7,500	13,296	28,200	10,000	18,200
	<u>950,661</u>	<u>866,375</u>	<u>84,286</u>	<u>1,318,400</u>	<u>1,168,800</u>	<u>149,600</u>
<b>EXPENSES</b>						
Salary and wages	282,859	244,013	(38,846)	389,900	329,700	(60,200)
Employee Benefits	63,404	56,707	(6,697)	91,700	77,600	(14,100)
Meetings, Meals and Travel	107	1,050	943	200	1,400	1,200
Professional Development	-	3,750	3,750	5,000	5,000	-
Membership Dues & Fees	626	1,000	374	1,000	1,000	-
Advertising	1,158	375	(783)	1,200	500	(700)
Telecommunications	1,913	1,125	(788)	2,600	1,500	(1,100)
Office Expense	36,424	39,753	3,329	48,400	53,000	4,600
Legal	-	-	-	-	500	500
Insurance	19,200	18,000	(1,200)	19,200	18,000	(1,200)
Audit	-	-	-	7,000	6,500	(500)
Miscellaneous	1,640	-	(1,640)	1,700	-	(1,700)
Utilities	78,873	71,710	(7,163)	112,400	97,500	(14,900)
Repairs and Maintenance	6,956	6,800	(156)	7,500	7,400	(100)
Property Taxes	55,079	56,500	1,421	55,400	56,500	1,100
Vehicle Fuel	6,050	1,872	(4,178)	8,100	2,500	(5,600)
Vehicle Repairs & Maintenance	27,209	10,800	(16,409)	33,300	14,400	(18,900)
Vehicle Insurance	2,518	1,000	(1,518)	2,600	1,000	(1,600)
Operational Equip & Supplies	167,263	122,247	(45,016)	243,300	163,000	(80,300)
Equipment Maintenance	755	3,750	2,995	800	5,000	4,200
Contracted Services	72,965	52,000	(20,965)	89,300	66,000	(23,300)
Doubtful accounts allowance	-	-	-	1,000	1,000	-
	<u>824,999</u>	<u>692,452</u>	<u>(132,547)</u>	<u>1,121,600</u>	<u>909,000</u>	<u>(212,600)</u>
Net Operating Surplus (Deficit)	<u>125,662</u>	<u>173,923</u>	<u>(48,261)</u>	<u>196,800</u>	<u>259,800</u>	<u>(63,000)</u>
<b>Non-Operating</b>						
Principal Debenture Repayments	48,460	48,500	40	48,500	48,500	-
Debenture interest	33,553	35,150	1,597	43,200	44,800	1,600
Other debt charges	3,141	2,700	(441)	3,200	2,700	(500)
Transfer to Capital Fund	93,096	-	(93,096)	-	70,000	70,000
Depreciation	-	-	-	190,000	165,000	(25,000)
Dividend to Town	-	-	-	-	50,000	50,000
	<u>178,250</u>	<u>86,350</u>	<u>(91,900)</u>	<u>284,900</u>	<u>381,000</u>	<u>96,100</u>
Net Surplus (Deficit)	<u>\$ (52,588)</u>	<u>\$ 87,573</u>	<u>\$ (140,161)</u>	<u>\$ (88,100)</u>	<u>\$ (121,200)</u>	<u>\$ 33,100</u>

Town of Wolfville  
Power and Pumping - Dept #962  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 31-Mar-24	Budget 31-Mar-24	
<b><u>EXPENSES</u></b>						
Salary and wages	2,226	11,619	9,393	3,900	15,900	12,000
Employee Benefits	343	2,926	2,583	800	4,000	3,200
Meals and Travel	-	-	-	-	-	-
Utilities	70,579	63,500	(7,079)	99,500	86,000	(13,500)
Repairs and Maintenance	6,677	5,000	(1,677)	6,900	5,000	(1,900)
Operational Equip & Supplies	18	6,003	5,985	200	8,000	7,800
Equipment Maintenance	-	-	-	-	-	-
Contracted Services	2,753	6,000	3,247	5,800	8,000	2,200
	<u>82,596</u>	<u>95,048</u>	<u>12,452</u>	<u>117,100</u>	<u>126,900</u>	<u>9,800</u>
Net Department Surplus (Deficit)	<u>(82,596)</u>	<u>(95,048)</u>	<u>12,452</u>	<u>(117,100)</u>	<u>(126,900)</u>	<u>9,800</u>

Town of Wolfville  
Treatment  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 31-Mar-24	Budget 31-Mar-24	
<b><u>EXPENSES</u></b>						
Salary and wages	18,107	19,656	1,549	25,900	26,900	1,000
Employee Benefits	1,852	4,893	3,041	3,800	6,700	2,900
Utilities	4,561	4,878	317	7,500	6,500	(1,000)
Repairs and Maintenance	279	1,800	1,521	600	2,400	1,800
Operational Equip & Supplies	101,064	41,247	(59,817)	142,200	55,000	(87,200)
Contracted Services	22,508	13,500	(9,008)	29,700	18,000	(11,700)
	<u>148,371</u>	<u>85,974</u>	<u>(62,397)</u>	<u>209,700</u>	<u>115,500</u>	<u>(94,200)</u>
Net Department Surplus (Deficit)	<u>(148,371)</u>	<u>(85,974)</u>	<u>(62,397)</u>	<u>(209,700)</u>	<u>(115,500)</u>	<u>(94,200)</u>

Town of Wolfville  
Transmission and Distribution  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		Variance
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 31-Mar-24	Budget 31-Mar-24	
<b><u>EXPENSES</u></b>						
Salary and wages	120,293	92,738	(27,555)	165,100	126,900	(38,200)
Employee Benefits	29,792	23,162	(6,630)	43,400	31,700	(11,700)
Meetings, Meals and Travel	-	750	750	-	1,000	1,000
Telecommunications	1,913	1,125	(788)	2,600	1,500	(1,100)
Utilities	3,733	3,332	(401)	5,400	5,000	(400)
Vehicle Fuel	6,050	1,872	(4,178)	8,100	2,500	(5,600)
Vehicle Repairs & Maintenance	27,209	10,800	(16,409)	33,300	14,400	(18,900)
Vehicle Insurance	2,518	1,000	(1,518)	2,600	1,000	(1,600)
Operational Equip & Supplies	66,181	74,997	8,816	100,900	100,000	(900)
Equipment Maintenance	755	3,750	2,995	800	5,000	4,200
Contracted Services	36,414	22,500	(13,914)	42,500	30,000	(12,500)
	<u>294,858</u>	<u>236,026</u>	<u>(58,832)</u>	<u>404,700</u>	<u>319,000</u>	<u>(85,700)</u>
Net Department Surplus (Deficit)	<u>(294,858)</u>	<u>(236,026)</u>	<u>(58,832)</u>	<u>(404,700)</u>	<u>(319,000)</u>	<u>(85,700)</u>

Town of Wolfville  
Administration  
For the Nine Months Ending December 31, 2023

	Financial Results To			Year End		
	Actual 31-Dec-23	Budget 31-Dec-23	VARIANCE	Forecast 31-Mar-24	Budget 31-Mar-24	Variance
<b>REVENUES</b>			-			-
	-	-	-	-	-	-
<b>EXPENSES</b>						
Salary and wages	142,233	120,000	(22,233)	195,000	160,000	(35,000)
Employee Benefits	31,417	25,726	(5,691)	43,700	35,200	(8,500)
Meetings, Meals and Travel	107	300	193	200	400	200
Professional Development	-	3,750	3,750	5,000	5,000	-
Membership Dues & Fees	626	1,000	374	1,000	1,000	-
Advertising	1,158	375	(783)	1,200	500	(700)
Office Expense	36,424	39,753	3,329	48,400	53,000	4,600
Legal	-	-	-	-	500	500
Insurance	19,200	18,000	(1,200)	19,200	18,000	(1,200)
Audit	-	-	-	7,000	6,500	(500)
Miscellaneous	1,640	-	(1,640)	1,700	-	(1,700)
Property Taxes	55,079	56,500	1,421	55,400	56,500	1,100
Contracted Services	11,290	10,000	(1,290)	11,300	10,000	(1,300)
Doubtful accounts allowance	-	-	-	1,000	1,000	-
	299,174	275,404	(23,770)	390,100	347,600	(42,500)
Net Department Surplus (Deficit)	(299,174)	(275,404)	(23,770)	(390,100)	(347,600)	(42,500)

**Town of Wolville**  
**Summary - Quarterly Variances By Division - Town Operating Fund**  
**Financial Results for the Period Ended December 31, 2023**

	Actual 31-Dec-23	Budget 31-Dec-23	Variance over/(under) budget	Forecast to 31-Mar-24	Budget 31-Mar-24	Variance
Revenues	\$ 12,119,311	\$ 12,819,781	\$ (700,470)	\$ 13,740,800	\$13,457,000	\$ 283,800
Expenditures (Operating/capital & reserves)	9,642,294	9,756,839	(114,545)	13,863,600	13,457,000	406,600
Net Surplus (Deficit)	\$ 2,477,017	\$ 3,062,942	\$ (585,925)	\$ (122,800)	\$ -	\$ (122,800)

Significant Variance Explanation (*over \$15,000 by Division* )

***Focused on year end Forecast Variances***

**General Government**

Account/Explanation	Actual 31-Dec-23	Budget 31-Dec-23	Variance over/(under) budget	Forecast to 31-Mar-24	Budget 31-Mar-24	Variance
Residential taxes						-
Lower loss of assessment on appeal than provided for in the budget.	7,901,720	7,885,800	15,920	7,901,700	7,885,800	15,900
Deed transfer tax revenue						-
This line item has moved back and forth from underbudget to overbudget. Both October and December saw revenues much higher than budget. The forecast estimates for January thru March are on the conservative side, but as of mid January no records have been downloaded to show any DTT revenue for that month.	466,572	362,279	104,293	531,600	465,000	66,600
Interest on investments						-
Interest rate increases in the first part of the year have continued to provide higher than budget returns	111,551	71,253	40,298	187,000	95,000	92,000
Interest in o/s taxes						-
Forecast to end year \$21,000 more than budget. This is largely related to six properties (one owner) owing > \$600,000 with interest added each month.	74,892	54,000	20,892	93,300	72,000	21,300
Miscellaneous/Dividend						
Based on Water Utility forecast deficit, town result reflects NOT receiving budgeted dividend	700	-	700	700	50,000	(49,300)
Other Conditional grants						
This relates to the PACE program where neither the grant revenue or expnses are budgeted. This is a self balancing program.	39,546	-	39,546	77,500	50,000	27,500
Salary & Benefits						
New part time staff position not hired until August, where budget allowed for position over full 12 months. Note the new 0.50 FTE salary budget was noted under Town Hall Common Service Dept, whereas the actual pay is being posted to Finance as the position reports through Finance Dept. Budget for employee benefits higher than actual costs thru the year.	702,813	685,729	17,084	942,200	937,000	5,200
Legal						-
legal supports for HR related items has run higher than budget. This is an area that should be reviewed in the 2024/25 budget process.	52,707	18,747	33,960	67,600	25,000	42,600
Insurance						-
As reported earlier in year, the NSFM bills towns participating in the NSFM endorsed insurance program. This was not included in budget estimates as it is only recently that the NSFM has started to look to collect their fee. In response to collecting the fee, the NSFM has increased the amount of insurance program information to municipalities. In addition to that fee, the Town has had a number of deductible claim expenses.	209,970	199,500	10,470	228,300	202,000	26,300
Building Repairs & 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.	33,927	16,094	17,833	38,200	18,000	20,200
Operational equipment and 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.	146,638	109,869	36,769	157,800	118,800	39,000
Contracted service						
This is a change in trend from earlier in year. Largely related to IT Department and needed improvements to key areas of infrastrucutre, most notably cyber security.	68,037	80,285	(12,248)	110,300	94,500	15,800
Grants to organizations						
Year end forecast assumes all major grants issued except for second instalment to Devour, as conditions for that grant yet to be met.	6,000	120,000	(114,000)	126,000	200,000	(74,000)

**Protective Services**

Account/Explanation	Actual 31-Dec-23	Budget 31-Dec-23	Variance over/(under) budget	Forecast to 31-Mar-24	Budget 31-Mar-24	Variance
<b>Taxes and grant in lieu ~ Fire Protection Rate</b>						
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	489,000	396,100	92,900
<b>Other Conditional Grants</b>						
The Fire Dept secured a provincial grant towards the purchases. The grant was not part of the budget estimates.	26,000	-	26,000	26,000	-	26,000
<b>Operational equipment &amp; supplies</b>						
Approx \$18,000 of new bunker gear was required this year, and \$4,500 for a new thermal imaging camera. Offsetting this is the provincial grant noted above.	88,040	54,872	33,168	96,000	68,500	27,500
<b>Contracted services</b>						
As reported earlier in the year, RCMP costs came in over budget. Input from Justice in developing 23/24 budget estimate was off by several % points leaving actual cost higher than budget. This accounts for \$53,000 of overage. Other element is the Hydrant Fee which shows as a contracted service from the Water Utility (UARB approved rate....see note above on area rate revenue related to the same item. Contract cost for Hydrant is \$42,000 more than budget.	1,707,544	1,646,329	61,215	2,288,700	2,192,800	95,900

**Public Works**

Account/Explanation	Actual 31-Dec-23	Budget 31-Dec-23	Variance over/(under) budget	Forecast to 31-Mar-24	Budget 31-Mar-24	Variance
<b>Salary and wages</b>						
The budget assumes a portion of office salary & benefits will be allocated to the capital program. To date only \$3,200 has been allocated to capital. Budget assumed \$30,000 to capital. Allocations at year end will determine final variance in this area. Also impacting the salary difference is the changes stemming from the Remuneration Review results adopted by Council for staff. P Wks office salaries up approx. \$13,000 over budget. 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. Sewer shows as well under budget and Water shows as over budget.	533,381	489,606	43,775	755,500	667,200	88,300
<b>Vehicle repairs and maintenance</b>						
Generally higher maintenance costs for many pieces of equip/vehicles. Of note is \$5,500 on new 2022 three ton truck, \$26,000 on 2017 five ton truck. Note new 5 ton is on order.	92,505	63,900	28,605	122,600	85,200	37,400
<b>Contracted Services</b>						
The largest portion of this variance relates to annual street/sidewalk maintenance program. Budgeted at \$360,000 actual expected to be approx \$260,000 after allocation to Water Utility for work related to water service cuts and water line breaks.	308,800	419,425	(110,625)	319,800	427,800	(108,000)

**Environmental - Sanitary Sewer**

Account/Explanation	Actual 31-Dec-23	Budget 31-Dec-23	Variance over/(under) budget	Forecast to 31-Mar-24	Budget 31-Mar-24	Variance
<b>Salary and wages</b>						-
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. Wage allocations are based on timecards and it shows a trend of increased resources dealing with water related items (e.g. water line breaks).	44,352	108,132	(63,780)	61,000	144,100	(83,100)
<b>Operational equipment and supplies</b>			-			-
Less spending occurred in both Sewer Collection Dept and Lift Stations.	72,206	93,890	(21,684)	84,700	109,000	(24,300)

**Planning**

Account/Explanation	Actual 31-Dec-23	Budget 31-Dec-23	Variance over/(under) budget	Forecast to 31-Mar-24	Budget 31-Mar-24	Variance
Salary & Wages						
Largely impacted by Remuneration Review results adopted by the Town in mid-August.	276,793	266,285	10,508	380,100	364,400	15,700

**Community Service Division (Parks/Rec/Tourism)**

Account/Explanation	Actual 31-Dec-23	Budget 31-Dec-23	Variance over/(under) budget	Forecast to 31-Mar-24	Budget 31-Mar-24	Variance
Program Fees						
Variance mainly relates to Rec Program Fees where a number of programs are generating more than the budgeted amount of revenues.	40,362	22,000	18,362	47,300	29,300	18,000
Other Grants & Federal Grants						
Budget included a Memory Café grant as Other Revenue...actual grant posted to Federal Grants. Note Memory Café grants are matched to spending under Rec Programming costs, net zero impact on bottom line.	40,477	34,500	5,977	40,500	34,500	6,000
Salary & wages & Benefits						
Main savings show in Rec Adm where one position eliminated in organization approx mid year, with remaining savings showing under Festival Events.	604,620	659,185	(54,565)	716,000	785,300	(69,300)
Building Repairs & maintenance						
\$24,000 relates to Library where planned work not carried out. Also upgrades to Rec Centre at Rotary Park not carried out.	21,311	55,497	(34,186)	23,700	56,500	(32,800)
Vehicle Repairs & maintenance						
cost overruns are in the Parks Dept. Unit #26 has required \$6,500 of maintenance to date, with a further \$1,300 needed to bring one of the mini Suzuki trucks back to road worthy. Budget allowance likely too low as this area of equipment repairs has increased in last few years.			-			-
Program expenditures						
Main savings relates to Rec Master Plan Process budgeted in Rec Adm Dept at a cost of \$60,000. Actual spent to date is \$16,800 for a variance of \$43,200. Partially offsetting the savings is budget overage in Rec Programming of \$15,700. This relates to the Memory Cafe program. Refer to revenue variance noted above. Neither the cost or the expense was budgeted, but the program is a net zero impact on bottom line.	136,284	166,003	(29,719)	153,900	177,500	(23,600)
Contracted services						
As reported thru the year, the Boxcar Project has not occurred. Budget was set at \$30,000.	35,774	109,103	(73,329)	85,500	115,300	(29,800)
Grants to Organizations						
Overage relates to two grant requests outside the normal annual grants. One time additional grant dollars went to Devour (\$5,000) and Stage Prophets (\$8,000 more than usual amount).	81,000	75,000	6,000	91,000	75,000	16,000





## SUMMARY

### Homelessness

Like many communities across the Province, Wolfville is seeing an increase in the number of folks experiencing homelessness and sleeping rough in Town. An occupational health and safety concern came through to management about human waste in public areas last fall and compliance staff also noted an increase in the number of folks living outdoors within the Town. As a result, the concerns came to weekly management meetings for discussion.

During the Dec. 19 Council meeting, a discussion between staff and Council occurred that focused on how to start a caring and compassionate approach to homelessness, while looking into immediate steps to help support unhoused community members in Town.

Ideas included harms reduction training for staff and installing a port-a-potty outside of the Wolfville Memorial Library. Council ultimately decided against the port-a-potty.

Staff have welcomed discussions with service providers in the area to better understand the local situation and have explored what role the Town might play in supporting the unhoused. An equity lens is being used as staff navigate this complex issue.

On January 11, Planning Advisory Committee received a presentation on homelessness, including updates since the December Council meeting.

This report provides a summary of that presentation.

On January 23, staff presented this information report to Council, along with a version of the presentation that went to the Planning Advisory Committee.

Council approved the installation of a port-a-potty and sent back a long list of questions and considerations for staff to work on.

At Committee of the Whole on Feb. 14, Council will have the answers to questions, but there is not an easy, nor clear, path forward. The current situation, with two persons sheltering in ice fishing huts at the Library, continues to be a difficult one to navigate because the role of the Town remains unclear. Professionals from Open Arms continue to offer supports, but for now, the tents remain.

Until further decisions are made, staff will continue with wellness checks, to monitor the safety of the shelters on Town property and to work with Open Arms, with the goal of supporting the transition of the unhoused into some form of housing.



## 1) CAO COMMENTS

This report is for information purposes only.

## 2) ATTACHMENTS AND REFERENCES

1. Planning Advisory Committee presentation slides on homelessness
2. [Halifax's Framework for Addressing Homelessness](#)

## 3) DISCUSSION

### Background

A minimum of 231 adults, plus their 124 attached children have been identified as at risk of or experiencing homelessness between West Hants to Digby in [Homeless No More's 2022 Service Based Count](#).

Of those identified in the study, 116 reside in Kings County, and 112 access services in nearby Kentville.

The primary factor behind the increase in homelessness is the lack of affordable, stable, and supportive housing for people to move into when faced with financial hardship or major life events ([Homeless Hub](#)). This lack of affordable housing, rising cost of living, high rents and low vacancy rates have pushed more people out of stable housing and into the streets, shelters, and transitional housing.

### What can Wolfville do about homelessness?

With the rise of individuals sleeping rough in Town, Town Staff have been encountering unhoused folks and/or their belongings while performing work tasks such as parks maintenance, custodial work, and waste removal. Occupational Health and Safety concerns have also been raised by staff who are encountering human waste while performing their regular work duties.

Staff are also not sure how to interact with folks living outdoors as they perform work duties. To increase comfort, and to ensure we are interacting with all members of our community in a safe and dignified manner, we have engaged [the POSSE Project](#) to do a training session for 20 staff on February 13.

The session will build staff comfort with the needs of these vulnerable community members, demonstrate how we can interact in a positive and person-focused way, and it will also provide an opportunity for our staff to be supported through a refresher in safe work practices.

There are many service providers in the region who are working to support unhoused and at-risk individuals every day including the Portal Youth Outreach Centre, Open Arms, Department of Community Services, Chrysalis House, Project Hope, Valley Outreach Connect, POSSE Project, Kings



Senior Safety, and more. To understand how the Town can best support unhoused people, Staff have been communicating with many of these service providers.

Meredith Cowan, Executive Homelessness Lead with Nova Scotia's Department of Community Services (DCS) was engaged to walk staff through the requirements of the province when exploring shelter options. It was recommended through these discussions that Wolfville connect with service providers in the region to see if they could extend some services to include Wolfville. Extending services to Wolfville, rather than creating them here, was suggested due to the lower number of people sleeping rough in Wolfville compared to other areas, and fewer services available in Town.

In response to the advice of DCS, Open Arms was invited to meet with staff to share information and best practices in relation to our local situation. From this conversation, Town staff are now aware that free return transportation is provided to those seeking shelter services, but a call needs to be made to request the service.

Staff also discussed what it would take to extend some of Open Arms' services such as site visits and check-ins to Wolfville to ensure unhoused folks here are equally connected to support and services.

Open Arms is already in contact with many of the unhoused individuals in Town and would like to explore the possibility of an indoor site in Town where they could meet with unhoused individuals once or twice a week, provide a meal, showers, and laundry facilities.

Access to showers and laundry services is critical for the unhoused who are trying to find or maintain employment.

The Wolfville Memorial Library currently provides support to unhoused folks by providing a warm, free space to spend the day indoors, as well as access to phones, bus tickets and snacks. Town staff have been holding discussions with library staff to understand what additional support might be needed.

A port-a-potty, pantry, and storage lockers continue to come up in all of our discussions. Some folks who are sleeping rough are not comfortable leaving their possessions behind to seek shelter indoors during extreme weather events, and storage lockers may provide a level of comfort needed to do so. Library staff have indicated that a port-a-potty would provide a much-needed resource for all members of the community, including those who attend events at Robie Tufts Park as the library is not always open for washroom use during event times.

Currently, some unhoused people are currently toileting outdoors because there are no washrooms open 24 hours a day and in close proximity to where they are sheltering. This impacts the dignity of unhoused folks and creates unsafe conditions for Town Staff who have been cleaning up human waste. The port-a-potty was identified as an immediate and temporary solution to these issues.



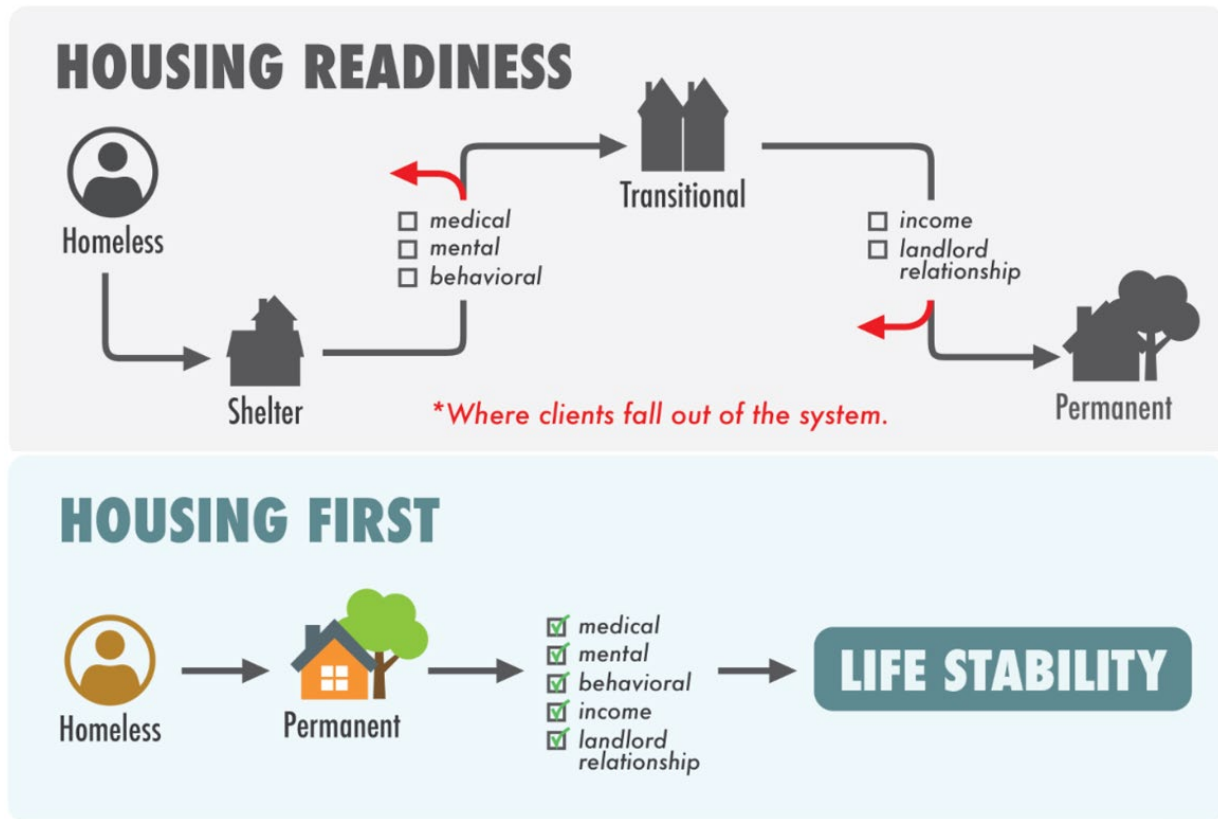
### What are other places doing about homelessness?

- **Street Navigators:** Halifax Regional Municipality has hired Street Navigators to provide outreach support and provision of survival supplies to people sleeping rough. Kentville Police have a Community Crisis Coordinator who performs similar tasks.
- **Training:** Kentville staff have also participated in harm reduction training with POSSE Project.
- **Shelters and sheltering sites:** New indoor, overnight shelters are opening in Halifax with support from the province. Halifax has designated sites for camping with caps on the number of tents per site. Halifax and Kentville are both approved sites for Pallet Shelters. Halifax is exploring more “to code” shelter options such as tiny homes.
- **Operational supports:** Maintenance and clean up at tent sites, garbage collection, port-a-potty provision, outreach support, providing power and water to tent sites.

Halifax has also adopted a [Framework for Addressing Homelessness](#) that sets out roles of the municipality to ensure they are providing appropriate supports while not duplicating efforts where other organizations are better positioned or responsible. Examples include supporting unhoused people through Street Navigators, financial support to keep people housed (paying outstanding bills, completing minor repairs, etc), supporting public education efforts and facilitating construction and maintenance of affordable housing through grant programs, surplus land and more.

### Housing First

A well-documented and proven intervention for homelessness in the medium to long-term is the Housing First approach. The basic underlying principle of Housing First is that people are better able to move forward with their lives if they are housed first, rather than waiting for people to become “housing ready” before accessing housing. While addressing affordable housing gaps in the medium-term, actions in the immediate term are still required.



\*There is a lot of complexity around getting people out of homelessness to permanent housing first, including choice of housing options, supporting relationships with landlords, rent subsidies, and assistance in setting up apartments.

Staff have submitted a Housing Accelerator Fund Action Plan that includes many tools such as exclusionary zoning reform, allowing backyard and secondary suites in all residential zones, financial support for affordable housing units that can help encourage the development of affordable housing units so that individuals are less likely to end up sleeping rough, and less likely to spend a prolonged amount of time sleeping rough or in shelters if they do enter into homelessness.

Additional tools include public education and the formation of an affordable housing working group to help ensure the types of housing units that are needed are getting built. These tools help support a Housing First approach.

## NEXT STEPS

Harms reduction training is happening on Feb. 13, and Town staff will continue to communicate with regional service providers. Town staff will also make an effort to support those sheltering outdoors in



advance of dangerous weather conditions through direct communications and reminders about services available, including free return transportation to shelter.

### **ALTERNATIVES**

While no motion has been proposed, Council may wish to pass a motion on a particular action(s) to provide immediate support for unhoused folks such as the port-a-potty, and storage lockers on Town land, by the library.

Council may also wish to participate in the training on Feb. 13.

### **ADDITIONAL DETAILS COMING FROM THE JANUARY 23 MEETING OF COUNCIL**

At the January 23 meeting of Council, the following motion was passed:

**IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL APPROVE THE INSTALLATION OF A PORT-A-POTTY ON A TEMPORARY BASIS FOR ONE MONTH AT THE WEST END OF THE LIBRARY.**

Staff were also asked to determine, in advance of installing the port-a-potty, if the individuals sheltering by the Library would like this to happen. The response was positive from those living in tents, but challenges were encountered when fire regulations caused staff to explore alternate locations. One accessible unit has been ordered and it is expected to be installed during the week of February 5.

At the January 23 meeting, questions were raised by community members in attendance as well as members of Council. Staff have worked to provide the following answers as well as some additional updates.

On January 24, staff worked to communicate with those sheltering in tents by the Library. Library staff assisted with this communication to determine interest in washrooms (port-a-potty or flush toilet access), interest in lockers and interest in accessing a community pantry. All offers were received in a positive manner.

Town staff also started to assess the safety of the structures and it was determined that the tent closest to the Library would have to move as a result of safety considerations. The individual sheltering in the tent was informed as were the community members who had provided and installed the shelter. The tent was moved on January 26 and fire extinguishers have been provided to occupants. Fire professionals have had conversations with those in the tents regarding the use of propane stoves.

### **Questions and answers:**

<b>Can power be provided to the shelters/tents?</b>	<b>From our fire inspector: An electrician needs to install exterior plugs in accordance with code for the tents. This would allow for an electric space heater to plug directly into the outlets.</b>
-----------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	<p>Those sheltering at the Library will not be permitted any use of extension cords for any appliances to be used within the tent.</p> <p>Any appliance will be required to be plugged directly into the outlets only.</p> <p>This would apply to an electric blanket as well.</p>
<p>Would electric blankets be safe to use in tents? Are they safer than space heaters?</p>	<p>From the Fire Chief: Electric blankets are safer than space heaters as they typically have auto shut offs.</p> <p>Running extension cords remains a fire hazard, however, and is not recommended.</p> <p>For information purposes: Propane heaters called Buddy Heaters are being used in HRM. The propane unit sits outside of the tent and blows warm air through a hose into the tent.</p> <p>Cold temperatures are resulting in frost build-up on the inside of the tents which when warmed, will cause moisture to collect in the tents.</p>
<p>Has the safety of the shelters/tents at the library been considered?</p>	<p>HRM staff suggested contact with the fire inspector be made prior to setting tents up to confirm compliance and required distance from structures as well as emergency access for the fire department.</p> <p>This was done on January 24 and it was determined that any shelters and/or personal lockers will be a minimum of 10 feet away from any structures containing occupants.</p> <p>No fuel fired heaters will be permitted in the accommodations.</p> <p>Two 10lb fire extinguishers have been purchased for use in the tents. One has been delivered and an overview of how to use it was provided to the</p>

**IR-002-2024 – HOMELESSNESS UPDATE**

Title: Homelessness Update

Date: January 12, 2024

Department: Planning &amp; Economic Development



	<p>tent occupant. The other occupant was not present during delivery and compliance left the extinguisher outside of the tent and will return to ensure the occupant received it and will describe how to use it.</p> <p>Carbon Monoxide detectors are recommended but have not been provided.</p> <p>Any cooking appliances that use propane, charcoal etc., will need to be used in a designated area away from tents and other structures.</p>
Is a port-a-potty wanted by those sheltering at the Library?	<p>Confirmed on January 24. This is wanted.</p> <p>HRM Parks staff suggest putting a sharps container in the port-a-potty to support use by all people.</p> <p>The port-a-potty is expected to be installed the week of Feb. 5.</p>
Would those sheltering at the Library use Raitown washrooms if they were kept open?	<p>Confirmed on January 30.</p> <p>Raitown would be used.</p>
Would those sheltering at the Library want/use a composting or camping toilet in their shelter?	<p>Staff need more information to determine how to offer this. Size of units, function in cold weather and maintenance are all considerations.</p>
What is the best location for a portable toilet?	<p>Based on direction from Fire Inspector – we need a 10-foot setback from occupied structures. Staff worked with the lead hand to find a suitable location and to construct a base for an accessible unit.</p>
Would unhoused folks like/use lockers? If so, where should/could they be located?	<p>Yes. Staff are exploring bike storage lockers as part of the active transportation network that could be used as storage lockers for personal items if needed.</p>
Would unhoused folks like access to a community pantry? What would the best location be for this?	<p>Yes. Staff are exploring options including Robie Tufts Park.</p>
What else would be helpful?	<p>Hand and foot warmers have been requested by the tent occupants. Staff have confirmed these are available at the Library.</p>
What is the role of staff, Council and the Town in this situation?	<p>Homelessness is a Provincial issue, however there are actions the Town can take.</p>





	<p>For awareness, In HRM, Parks staff are hiring contractors to maintain outdoor shelter sites. They hire port-a-potty companies and deliver water to shelter sites.</p> <p>HRM has hired two Street Navigators to perform wellness checks. These are staff with social worker backgrounds and lived experience. They deliver survival supplies, pamphlets containing information on where to access meals, shower, laundry, shelter, and connect individuals with service providers.</p> <p>HRM's Council has endorsed a staff proposal for designated outdoor sheltering sites.</p> <p>HRM has assigned a staff person to coordinate with the many volunteer groups serving this population to ensure their efforts are beneficial, meaningful, and aligned with shared objectives.</p> <p>Municipalities can provide in-kind support for indoor shelter sites (i.e. maintenance, work required to bring the site to compliance, snow clearing, garbage removal), share information about existing services via word of mouth or through pamphlets with information on services, meals, laundry etc.</p> <p>Municipalities can also provide land for shelter sites, land servicing and preparation support.</p>
<p>If numbers grow at the Library, is there another location that should be considered?</p>	<p>There is only room for the two existing tents at the library.</p> <p>Staff are considering other locations should more tents be needed but staff need to know what services would be needed at the new location (washrooms, water, power) before making a recommendation.</p>

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If there is another location that is established by the Town, how would we service it? What services would be provided?	Until we understand what Council wishes to provide (washroom, power, water) we cannot recommend any other options.
Have we considered/explored the possibility of a security person to keep the Library/washrooms open overnight?	<p>This has not been explored.</p> <p>Library staff, however, will open the doors to the entry/washrooms at 9am while staff are inside, rather than at 10am when the library opens to allow earlier access to the washroom.</p>
Why did we previously ask people to move out of Reservoir Park?	At the time, the individuals camping had another location to move to.
Can we use the VIC at this time?	The VIC will be demolished shortly.
What are the impacts to the community if unhoused are sheltering at the Library?	Staff have received complaints from community members about the appearance of tents near the Library, safety concerns have been voiced as well.
Community suggestion regarding pool passes for lockers/showers/warm space	<p>Access to the showers has been offered by Acadia as of January 25. Lockers are only available for day use.</p> <p>The showers that have been offered are shared, with up to 6 shower heads. One of the community members is not comfortable with this option and has not used the showers.</p>
<p>What exactly is Open Arms' role <u>in our community</u> and what exactly are their services (e.g., are these different in Kentville than for Wolfville – would they for example be actively engaging with those living rough in Kentville but only if someone called them in Wolfville?)</p> <p>I understand they have now opened a second space near Centreville as overflow.</p> <p>Has this been communicated to those who might be interested in Wolfville?</p>	<p>Open Arms goal is to stay connected with unhoused and precariously housed individuals so that they can connect them with other services and housing options.</p> <p>Open Arms staff do outreach work, though they are doing this off the side of their desk. They are seeking more support from the Department of Community Services for outreach workers.</p> <p>They piloted a program in the summer that was successful but has since ended. The outreach workers worked partly in the shelter and on the street to help connect people with services.</p> <p>They are often introduced to people sleeping rough in Wolfville and other areas when these individuals visit Open Arms for a hot meal.</p>

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Title: Homelessness Update

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	The shelter in Centreville (Billtown) is run by Inn From the Cold and is separate from Open Arms.
Re: the discussion of the port-a-potty and some of the questions last evening. Has anyone from the Town or Open Arms or library or other formal organization confirmed that this is a desirable installation? Assuming that has or will happen can the result be shared with Council?	Access to washroom facilities is something our local support organization has suggested is a helpful offering. The Library staff also support this recommendation.
How did the group POSSE get started, who is part of the group, and is there an opportunity to expand or recreate in Kings? The Mayors in Kings have spoken informally about the need for something like this in Kings, and as of last evening I received a message that New Minas would also be interested in how this type of service might be extended to NM. What and who would investigate that?	<p>POSSE is a youth-driven, harm reduction and human rights training and peer outreach project, for youth between the ages of 15-35. POSSE educates youth to become peer outreach workers within their community. Trained youth then assist and educate their peers, reaching youth where they're at, during street-level outreach, regarding violence, homelessness, harm reduction, substance use, sexual health, exploitation, human trafficking, human rights, and sexualized violence.</p> <p>A team of peer outreach workers (possibly you!) are trained in effective outreach work and will provide peer-driven, non-judgmental support in harm reduction outreach; to assist youth in decision making, coping, and problem-solving. POSSE is operating in the communities of Sipekne'katik First Nation and area, Sackville, and Windsor/West Hants.</p> <p>Any discussions about increasing or extending service would need to happen directly with POSSE.</p>
With respect to a more permanent washroom facility in the general vicinity of where folks might be sleeping rough as well as for use by the general population (I would add that I would really hope by the next winter we might have a better sleeping solution but know that that might not be the case) would this come to council during this budget session? Would it be part of the parks plan? How does staff see this discussion being brought forward?	<p>Council need to determine what it is they would want to provide and who they would like to provide it to.</p> <p>Council will also need to determine timelines – as in, how long would the Town want to provide services.</p> <p>This would allow staff to bring back options and costing.</p>

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Two spaces that of which I (WD) am aware (there may be more) have been suggested and perhaps offered for Open Arms to meet with individuals – the WBC and the Library – has anyone shared that information with Open Arms and asked for their input as to the most suitable space of those two – or others?	Community groups should contact Open Arms directly to offer space that can be used for outreach and supportive services.
How does the Town plan to communicate the decisions and the issue to the broader Wolfville Community?	A project area will be built on Wolfville Blooms.
Staff to investigate if the Market washrooms can be left open, to be accessed by the community 24/7.	Discussed with Market manager on Jan. 30. This idea would need to be fully developed with clear roles and responsibilities.  The Market manager costs from cleaning, staffing and some construction would need to be part of the conversation.
Staff to investigate if a community organization can provide services in buildings that are owned by the Town for the purpose of providing shelter.	No Town building has what is required: kitchen, laundry, showers.  The Rec Centre was considered but there is a conflict with use by community groups and the afterschool program.  The Fire Hall is not considered a suitable location due to the nature of the department's work.  Staff continue to hope that a community facility will be offered by a community organization to Open Arms as soon as possible.
Can we ensure that a community pantry can be accessed by all, not just the unhoused?	There will be no restrictions on a community pantry.
Can we make Raitown washrooms available 24/7?	The Town has a lease for the space at Raitown and the current agreement states that the Town can operate these from sun-up to sundown.  Any change in this agreement requires permission from the property owner.



**Community Pantry:** Staff have not been able to identify any community pantry projects that are municipally led. Most of these initiatives are volunteer or non-profit run. Would Council like the Town to be the (possibly) first municipality to run its own community pantry, or would Council like staff to look for a community partner to work with to deliver this service?

**Storage Lockers:** There are a few options to consider for storage lockers. [Bike lockers](#) could be purchased through the active transportation network project and could provide an option for folks to leave behind belongings. Other options include [outdoor storage lockers](#) that could be located at a site within Town.

**Showers:** The Director of Engineering and Public Works is in conversation with the designer of the Welcome Centre in Willow Park to determine if a shower can be added to the changeroom/washroom design.

## **NEXT STEPS**

With the information provided, Council needs to determine the Town's role.

The Town's role could include efforts to support those experiencing homelessness by providing necessities like water, washrooms, and garbage removal. The Town could hire street navigators to carry out wellness checks, use the compliance team to do so, or rely on the RCMP, Valley Search and Rescue or volunteers to do these tasks.

The Town could designate outdoor sheltering sites, use Town facilities as shelters with support from the province, or use Town owned land for outdoor sheltering sites. The Town can provide in-kind support to volunteer efforts through garbage removal, snow clearance and maintenance, and/or conduct asset mapping of resources nearby and distribute information on what community members can do to help.

Until a decision is made, staff will continue with wellness checks, to monitor the safety of the shelters on Town property and to work with Open Arms, with the goal of supporting the transition of the unhoused into some form of housing.

## COMMITTEE UPDATE

Title: KPPT Committee Report  
Date: January 17th, 2024  
Department: Committee of the Whole



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### KPPT REPORT

- Meeting was held January 17<sup>th</sup>, 2024, at the Aberdeen Office in Kentville, commenced at 5:08
- We welcomed new board member, Kentville Councillor Gillian Yorke
- Agenda and Minutes Approved
- Old Business: We discussed the Prov/Fed Grant to create a plan of what we learned from Covid and how we are improving, moving forward, and growing through what we've learned. The report with results came before us as the Roman 3 (company that compiled) Update, put together by Coby and Kathleen to express our board ideas and put them into a plan.
- A lot of ideas expressed in the report cannot be implemented until new vehicles arrive, through Government funding, supply demands for seats and other items is slowing down this process. Deadlines of Late June are being kept in view.
- Early plans are in place for an awareness drive to let the public know of the services that can be provided, especially with new vehicles coming.
- Discussion continued about naming of vehicles, and Gillian identified that Town of Kentville just updated their naming policy so we may use that as a discussion point and jumping point for future vehicles.
- Succession Planning Committee: Coby, Lisa, and Chris have begun preliminary discussions of a plan forward, more for next meeting.
- Financial Report: Budget projections have started for the next few months and as year end comes upon us. November and December were busy, numbers were strong and the decision to do quarterly meetings will help get better projections and actuals- more time to scrutinize the numbers. Costs of fuel, repairs and maintenance, office supplies, labor are going to cause a deficit for year end.
- Discussion was had to strike a fundraising committee now that terms of reference have been approved. More to come.
- Office report given with discussions of current driver roster. All is well. Both office and financial reports approved.
- Next Meeting scheduled at Aberdeen Office, Kentville April 17<sup>th</sup>, 2024, at 5:00

Respectfully submitted,

Councillor Mike Butler

## COMMITTEE UPDATE

Title: Diversity Kings County

Date: February 14, 2024

Department: Committee of the Whole

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### Update:

The last Diversity Kings meeting was held in hybrid form on January 3, 2024. The next meeting is scheduled for March 4, 2024.

A presentation from Placemaking 4G about supporting Municipalities on their journeys and equitable access to prosperity was given to the committee. Leadership, Bias workshops and equitable recruitment were the focus.

Kathleen Novelia from the Valley REN, who is their Immigration and Settlement Navigator talked about how the committee can help support and welcome newcomers to our area.

The month of February is African Heritage month, proposed events were discussed. I had the pleasure of attending the Proclamation Event on February 1, 2024, which included a Libation ceremony, a cultural performance by the IMANI drummers, and a presentation by the Horton High School Afrocentric Cohort. The African Heritage month poster was unveiled. The theme this year is Our smiles, Our Joy, Our resilience of African Nova Scotians. This year marks the end of the 10<sup>th</sup> year of the United Nations International Decade for people of African decent. The purpose of this decade was to strengthen global cooperation in support of people of African decent.

Respectively submitted by:

Councillor Jennifer Ingham

## COMMITTEE UPDATE

Title: IMSA Update Report

Date: February 14, 2024,

Department: Committee of the Whole

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### UPDATE

The IMSA Board for KTA and VWRM met on Wednesday, January 17<sup>th</sup> in the Municipality of Kings Council Chambers. The progress update for the IMSA Pilot Project included the following points:

- Cost calculations continue to be a work in progress and will not be ready before municipal budgets are prepared and so existing cost formulas will be used. Dan MacDougal (formerly a municipal CAO in various communities in NS) is now providing leadership to the IMSA staff senior team and is working closely with the IMSA finance officer on this work.
- Draft budgets for IMSA components have been sent to municipal units and for Wolfville will be part of the COW and budget meetings in February.

#### Valley Waste Resource Management:

1. Staff provided a review of current operations including a suggestion for a change to spring and fall clean up that would involve elimination of these events with one or two items for “large clean-up” being done during bi-weekly garbage pickups. The Board unanimously expressed concern for this suggestion citing untidiness all year round, and their support for annual opportunities for recycling and reusing during the bi-annual clean-up events. The Board asked for more details and time to consider this suggestion.
2. The IMSA Board approved the use of approximately \$400,000 of anticipated 2023-24 operating surplus (estimated to be approximately \$1.38M, to fund operating expenses associated with repairing the tipping floor and replacing 4 overhead doors at the East Management Centre. This will reduce the 2024-25 capital budget accordingly.

#### Kings Transit Authority

1. The IMSA Board anticipates receiving the draft ICIP Phase 1 report at the February 21<sup>st</sup> meeting of the Board. This report will outline recommendations for the future transit service.
2. The Board approved the Violence in the Workplace Policy with administrative amendments including the use of gender-neutral pronouns.

Respectfully Submitted,

Mayor Donovan



## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
Date: February 6, 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:

- **Appointment of Chair and Election of Deputy Chair:**
  - Deputy Mayor Cate Savage, Town of Kentville, appointed as Chair
  - Councillor Jodi MacKay, Town of Wolfville, elected as Deputy Chair
- **Presentation: Environment & Climate Change Canada (ECCC) Winter Outlook**
  - Overview of hazards associated with Winter Weather
  - Typical Storm Tracks
  - Factors influencing Winter Weather
  - Temperature outlook by month (Dec-Jan-Feb): Above average temperatures forecast for this winter
- **Membership Update:**
  - Updated to amend CAO Town of Kentville: Jeff Lawrence (as of 2024-01-29)
  - Updated to amend Interim CAO Town of Wolfville: Rob Simonds (as of 2024-01-22)
- **REMAC Terms of Reference Biennial Review:**
  - Administratively, a biennial review of the Kings REMO REMAC Terms of Reference (TOR) was completed by the committee – no amendments
- **Public Health Update:**
  - COVID-19 Update**  
**WHO, Dr Tedros, Director General, 2024-01-09**
    - Nearly 10,000 deaths reported world-wide in December 2023
    - Hospital admissions during the month jumped 42% in nearly 50 countries
    - JN.1 variant is now the most prominent in the world
  - Health Canada, 2024-01-06**
    - National SARS-CoV-2 percent positivity has decreased over the most recent three surveillance weeks. Trends currently vary by region
    - Activity of influenza decreased in week 1, but is within expected levels for this time of year
    - Activity of RSV is near expected levels for this time of year
    - Activity of all other non-SARS-CoV-2 respiratory viruses is low and near expected levels typical of this time of year.

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
Date: February 6, 2023  
Department: CAO



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### NS Respiratory Watch Report – Week 1 December 1, 2023 – January 6, 2024:

- Influenza PCR positives has continued to steadily rise since week 48
- COVID-19 PCR positives has declined compared to last week
- RSV has remained stable over the past two weeks

Outbreaks: 9 new long-term care facility outbreaks

- 1 influenza
- 5 COVID-19
- 3 RSV

- **ECCC Coastal Flood Risk Mapping Project**

Current coastal flood mapping

- Reference: NSCC Maritime Coastal Flood Risk Map
- Limited to areas LIDAR (Light Detection and Ranging) Mapped. Within Kings County the Minas Basin was mapped

ECCC Coastal Flood Mapping Project

- Predicting and Alerting for Coastal Flooding (PACF) is a National Coastal Flooding project, covering all Canadian Coasts
- ECCC is developing the capacity to issue Impact-Based Coastal Flooding Warnings by the Spring of 2024
- At this time, capabilities are being developed under PACF to forecast:
  - Tides
  - Storm Surge
  - Increase of Water at the shoreline due to incident waves
- ECCC is not developing the capacity to forecast flooding due to Tsunamis or Flash Floods
- It will categorize stage levels for road type and building type, for example:
  - Minimal Threshold: beach roads, boat launch ramps, wharves
  - Minor Threshold: seasonal road, cottage access road/driveway, wharf roads and buildings
  - Major Threshold: houses, commercial or other public facilities (restaurant, museum, information centre)
  - Severe Threshold: main roads (or access roads to multiple houses)

- **VON CAPABLE Program – Kings County**

Reference: [VON CAPABLE Website](#)

- A new pilot Victorian Order of Nurses - VON program, the first of its kind in Canada, will soon help seniors in the Preston area, Kings County and on the Halifax peninsula live more independently in their homes.
- The Community Aging in Place, Advancing Better Living for Elders program (CAPABLE) will pair seniors with a registered nurse, an occupational therapist and a handyperson who will work with them to identify needs in their daily activities and inside their homes that will help them age in place.

## COMMITTEE UPDATE

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- The Nova Scotia Government is spending \$2 million on the new program and to qualify, seniors must be 65 or older, have physical or mobility challenges and have a net income of \$85,000 or less or receive income assistance.
- Applications are expected to open for seniors in Kings County and on the Halifax peninsula early in 2024
- Kings REMO REMC attending a VON CAPABLE Information session Thursday, January 18th

### Kings REMO Programs:

- **Kings REMO Annual Workplan 2024-25**
  - Regional Emergency Management Organization
  - Legislation and Policies & Procedures
  - Public Health (COVID-19, Influenza & RSV)
  - Emergency Management Plans / Operational Guidelines
  - Emergency Coordination Centre (ECC)
  - Regional MOUs / Agreements
  - Training and Exercise Programs
  - Public Awareness and Education Programs
  - EM Support Planning – Regional Events

### **IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE 2024/25 KINGS REMO ANNUAL WORKPLAN**

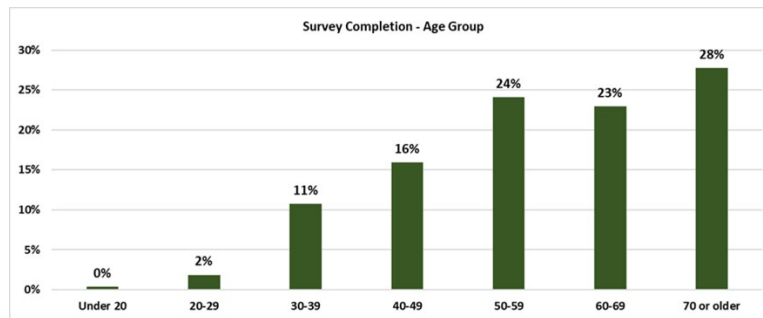
- **Hazard Risk Vulnerability Assessment (HRVA) & Public Survey**
  - Feedback received from nine members of the Kings REMO Regional Emergency Management Planning Committee & feedback included from Emergency Preparedness Public Survey with 270 surveys completed
  - Emergency Preparedness Survey distributed to the public on November 10, 2023 (email, social media, and website) with a closure date of Friday, December 1, 2023
  - Top five 'Very Concerned' hazards:
    - Wildfire ranked 7 in 2020
    - Flood ranked 10 in 2020
    - Extreme Heat Events ranked 12 in 2020
    - Industrial Accident not ranked in 2020
    - Electrical Power Outage ranked 1 in 2020
  - Greatest barrier faced in being Emergency Prepared: Financial
  - 77% of those surveyed indicated that their family is prepared to be on their own for a minimum of 72 hours
  - Most concerned with when they think of a disaster happening in their community or at their work/school: "I just want to know what is happening and why – I can take care of myself"
  - Survey Age Group:

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: February 6, 2023

Department: CAO



**IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE 2024/25 HAZARD RISK VULNERABILITY ASSESSMENT**

- **Alert Ready Standard Operating Procedure (SOP)**

**Purpose:**

To establish a standardized procedure for the activation and use of the Alert Ready system by the Kings County Nova Scotia Regional Emergency Management Organization for the purpose of notifying the public about emergencies.

**IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO ALERT READY STANDARD OPERATING PROCEDURE (SOP 001).**

- **2023 Atlantic Hurricane Season**

- The 2023 Atlantic hurricane season ended on November 30, ranking fourth for the most named storms since 1950.
- This season stood out because of warmer-than-usual ocean temperatures and a strong El Niño.
- Typically, El Niño suppresses hurricanes, but the warm Atlantic Ocean countered that effect, resulting in more storms than usual for an El Niño year.

2023 forecast (updated 2023-08-10) "Above Average"

- 14-21 Named Storms                      Average 14
- 6-11 Hurricane Strength              Average 7
- 2-5 Major Hurricanes                  Average 3

2023 Atlantic Tropical Cyclone Season:

- 20 Named Storms
- 7 Hurricanes
- 3 Major Hurricanes

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: February 6, 2023

Department: CAO



- **Kings County Comfort Centres**

[www.KingsREMO.ca/comfort.aspx](http://www.KingsREMO.ca/comfort.aspx)

25 Comfort Centres (as of 2023-12-14)

Woodville Community Centre removed from list of active Comfort Centres – replacement generator being investigated

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Salvation Army Church (Kentville)
- Morden Community Centre (Morden)
- Bethany Memorial Baptist Church (Aldershot)
- Valley Community Learning Association (Kentville)

- **Community Outreach Program**

Total number of 2023 presentations 35

2024 Scheduled Presentations:

2024-01-08	White Rock Community Hall	Postponed
2024-01-25	Kings RCMP New Minas	
2024-02-12	Wolfville farmer's Market & WBDC	

- **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:
  - 8227 2023-10-16 (+ 1,575)
  - 8983 2024-01-15 (+ 756)
- X followers:
  - 950 2023-10-16 (+ 96)
  - 963 2024-01-15 (+ 13)
- Instagram followers:
  - 285 2023-10-16 (+ 22)
  - 295 2024-01-15 (+ 10)

- **Vulnerable Persons Registry (VPR)**

Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program

- 2023-09-21 38 registrations
- 2023-10-16 40 registrations
- 2024-01-15 47 registrations

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The Kings County VPR Program was highlighted in the [Accessibility Standards Canada CAN-ASC-5.1 Standard on Emergency Measures](#)

- **Training & Exercises**

2023-07-20 Hurricane-ECC Activation Workshop After Action Review:

- Participants: 20 (Virtual Workshop)
  - Municipal Staff: 11 and Agency Representatives: 9
- What went well:
  - Review of CBRM Fiona Lessons Learned and their impact to Kings County
  - Introduction of Artificial Intelligence (AI) as a tool to support Emergency Preparedness & Planning
- Areas for Improvement:
  - In-person scenario discussions
  - Development of Public Messaging
- Improvement Plan:
  - Action-Oriented Exercises

**IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE JULY 20TH HURRICANE-ECC ACTIVATION WORKSHOP AFTER ACTION REVIEW**

### ICS Training Schedule

2023 Training Summary for Western Region (Region 3) – hosted by Kings REMO:

- May 17: BEM Course
- Sep 13-14: ICS 200
- Nov 8-9: ICS 400
- Nov 16: BEM Course

2024 Planned Training – hosted by Kings REMO:

- Feb 29: BEM Course (to be scheduled quarterly)
- Mar 7: ECC Course
- Sep 11-13: ICS-300

### 2024 Planned Exercises

- 2024-04-18 Wildfire-Evacuation Exercise Kings REMO
- 2024-05-29/30 NS EMO Exercise Nova Bravo NS EMO
- 2024-07-11 Hurricane-ECC Activation Exercise Kings REMO
- 2024-11-21 Winterstorm-Shelter Exercise Kings REMO

**Next Meeting:** Monday, April 15, 2024