



POLICY

Open Space Fund Expenditure	
Policy Number: 140-012	Supersedes Policy Number: Not Applicable
Effective Date: 1996-08-19	Approval By Council (Motion Number): 21-08-96

1.0 Purpose

To monitor and control the use of the Open Space Fund.

2.0 Scope

This Policy is applicable to all Town of Wolfville employees responsible for monitoring and controlling the use of the Open Space Fund.

3.0 References

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

4.0 Definitions

For the purposes of this policy, the following definitions are provided:

- 4.1 **Open Space** – All properties owned or leased by the Town of Wolfville for the purpose of recreation or leisure use which may include but not be limited to parks, playgrounds, playing fields or undeveloped natural areas.
- 4.2 **Open Space Fund** – Shall refer to:
- a. The fund with cash in lieu contributions from sub dividers of land to meet the 5% Open Space requirement as per the Planning Act
 - b. Cash gained from the sale of Open Space lands owned by the Town of Wolfville
- 4.3 **Capital Development** – any item, asset or land improvement which has a cost in excess of \$100.00 that has a useful life greater than one year.

5.0 Policy

- 5.1 Town Council shall have the final approval for all expenditures from the Open Space Fund.
- 5.2 Any Town Planning Advisory Committee (PAC) or community group within Town with recreational interests may make submissions, applications or suggestions in writing and/or by presentation to the Community Services Public Advisory Committee for a project that may benefit from or that may be developed by Open Space Funds.



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- 5.3 Expenditures do not have to follow regular budget year preparations.
- 5.4 Policies of the Open Space Master Plan will be considered in reviewing applicants for Open Space Funds. In the event of an unplanned project it will be given consideration in reference to the priorities outlined in the Open Space Master Plan.
- 5.5 The following process must be followed to gain approval for an expenditure from the Open Space account.
 - a. submission/application is made to the Community Services Public Advisory Committee
 - b. the application and recommendation of the Community Services Public Advisory Committee is reviewed by the Management Committee
 - c. a Request for Decision (RFD) will be prepared by the Director of Recreation Services and the Director of Planning and Operational Services (as staff representatives) and forwarded to the Chief Administrative Officer for review and submission to Town Council for consideration.
- 5.6 Open space funds may be used for:
 - a. capital development of Open Space lands
 - b. acquisition of Open Space lands
- 5.7 All interest earned by the Open Space fund will be credited to the Open Space account.

CAO

March 10, 2016

Date