



Special Town Council Meeting

March 27, 2024

4:30pm

Virtual Zoom Meeting

Agenda

Call to Order

1. Approval of Agenda

2. 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.

3. Staff Report

- a. RFD 022-2024: Transfer from Operating Reserves
- b. RFD 023-2024: Authorization of Municipal Expenditures

4. Regular Meeting Adjourned

REQUEST FOR DECISION 022-2024

Title: Transfer from Operating Reserves

Date: 2024-03-27

Department: Finance



SUMMARY

Transfer from Operating Reserves

As part of the annual financial reporting process, the Audit Committee and Committee of the Whole receive an Information Report dealing with Third Quarter Financial Update. The update includes year end forecast results, which on occasion might call for Council to make decisions related to year-end, effectively before the March 31st year-end occurs. Those decisions are dependent on the circumstances of the year in question. Typically, no decision is required when Town is in a surplus position.

For this fiscal year, 2023/24 ending on March 31st, staff are forecasting a deficit of \$122,800.

The precise dollar amount is not as important as the relative size of the forecasted shortfall and the reasons for the result. Please refer to Information Report 004-2024 for the financial information outlining the December 31st, 2023, financial results and the year-end estimates yielding the forecasted deficit.

This year, the staff recommendation is for a transfer from Operating Reserves to offset unbudgeted costs incurred in this fiscal year. Each of the items adding to Town expenditures are the type that can be considered for funding from reserves and fit with Town's Reserve Policy 140-006 (Section 5.0 and 5.1)

The Audit Committee reviewed and discussed the recommendation (see Info Report 004-2024) and motioned that the Third Quarter Financial Update be forwarded to Council for February 14th, 2024, Committee of the Whole.

DRAFT MOTION:

THAT COUNCIL APPROVE A TRANSFER FROM OPERATING RESERVES OF \$150,000 TO OPERATING FUND COVERING BUDGET SHORTFALLS RELATED TO 2023/24 PROJECTED OVERAGES, AND CAPITAL RESERVE FUNDING.

1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Financial Reporting and Accounting Manual – NS Department of Municipal Affairs S 3(1)(a)(iv) B.
- Town Reserve Policy 140-006

REQUEST FOR DECISION 022-2024

Title: Transfer from Operating Reserves

Date: 2024-03-27

Department: Finance



3) STAFF RECOMMENDATION

Staff recommend Council approve the motion to transfer an additional \$150,000 from Operating Reserves Fund, for purposes previously unbudgeted or approved, to the Towns Operating Fund to cover costs not included in the 2023/24 approved budget.

REFERENCES AND ATTACHMENTS

1. Information Report (IR) 004-2024 – 2023/24 Third Quarter Financial Update & Year End Forecast

4) DISCUSSION

The Third Quarter Financial Update forecasts that the Town is to expect to end the year with \$283,800 more revenue than budget, and (\$406,600) in operating and capital expenditures higher than budget, netting an overall forecasted deficit of (\$122,800).

Forecasted 2023/24 Year-End Deficit Table:

	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)

As noted in IR 004-2024 and discussed at the January 26th, 2024, Audit Committee meeting, operating expenditures are forecasted to be over budget by March 31st, 2024.

Important to note that multiple capital initiatives did not actually incur costs in 2023/24. The largest initiatives are those noted in 2022/23 financial updates: the second grant instalment to Devour \$50,000 and the Boxcar project \$30,000. In addition, \$60,000 budgeted for the Parks Master Plan process has incurred \$16,800 in actual expenditures to date. Had all projects been completed prior to the March 31st year-end, the 2023/24 net operating deficit would be forecasted at greater than (\$170,000).

In addition to operating expenses, the year end forecast includes an estimate of \$220,000 to cover capital budget overages that did not have other funding sources.

5) FINANCIAL IMPLICATIONS

Effectively, if the motion is approved, the same dollar amount will come from Reserves. It is the purpose of those funds which is different from the original 2023/24 budget.

REQUEST FOR DECISION 022-2024

Title: Transfer from Operating Reserves

Date: 2024-03-27

Department: Finance



The additional transfer of \$150,000 will provide coverage of cost overruns and allow the Town to realize at least a break-even result for the year end, or a small net surplus.

Town staff want to provide accountability and transparency by virtue of recognizing the forecasted deficit position, and the change in reserve usage.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing added here for this report.

7) COMMUNICATION REQUIREMENTS

Nothing added here.

8) ALTERNATIVES

Council could decide not to approve the \$150,000 recommended transfer. Assuming the year end forecast is accurate the result would be a deficit for the Town at year end. Deficit results for municipalities are to be recognized in the next fiscal budget (in this case 2024/25) as an expense. This would add to any draft 2024/25 budget position. It is likely the option would be to use Operating Reserves to offset the item in that budget, leaving the Town in the same equity position as it would have been had this motion been approved. It is only the timing that would be different. The recommended option demonstrates effective use of Reserves in a timely and best practice manner.

The final 2023/24 year-end financial position will not be known until year-end financials have been compiled, which is expected in late May or early June.

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



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 31st year end financial statements, typically presented in July of each year.

The third quarter update includes both actual results (up to December 31st) 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 31st 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 3rd 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 3rd 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 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 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 3rd Quarter Financial Update were reviewed at the Jan 21st Audit Committee meeting. After review and discussion the Committee passed the following motion:

That the Audit Committee forward the 3rd 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



1) CAO COMMENTS

For informational purposes only.

2) REFERENCES AND ATTACHMENTS

- 3rd Quarter Financial Update – Variance & Year End Forecast (attached)
- 2nd 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 31st, 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 2nd 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

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



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 1st and 2nd 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 31st 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 31st. 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 2nd 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 31st.
- The only use of Operating Reserves noted relate to costs actually incurred on approved items.

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

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

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



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 1st. 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.

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



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.

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



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.

REQUEST FOR DECISION 023-2024

Title: Authorization of Municipal Expenditures

Date: 2024-03-27

Department: Finance



SUMMARY

Authorization of Municipal Expenditures

As of today, March 27th, 2024, the 2024/25 Draft Operating and Capital Budgets for both the Town of Wolfville and the Water Utility have not been presented in final format, and therefore, Council has not had sufficient time to execute an in-depth review and subsequent approval for the upcoming new fiscal year. With both the departure of the previous CAO, Erin Beaudin, and the retirement of long-time Director of Finance, Mike MacLean, the budget process has been slowed as new staff take much needed time to learn and acclimate to organizational requirements, financial information, reporting, and operational responsibilities.

This RFD staff are requesting Council to approve monthly expenditures sufficient to cover all required expenditures for the month of April 2024 until such time as Council has had the opportunity to review and approve the 2024/25 budget documents.

Per the **Municipal Government Act (“MGA”)**, Part IV, sections 65 and 65A (1) (a), (b), and (c) of the MGA requires the adoption of an operating and a capital budget to permit authorized municipal expenditures. See below excerpt from the MGA.

Adoption of budgets

65 The council shall adopt an operating budget and a capital budget for each fiscal year. 2019, c. 19, s. 5.

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if

(a) the expenditure is included in the municipality’s operating budget or capital budget or is otherwise authorized by the municipality;

(b) the expenditure is in respect of an emergency under the Emergency Management Act; or

(c) (2) the expenditure is legally required to be paid.

Using actual and forecasted expenditures for the fiscal year 2023/24 along with draft 2024/25 operating and capital budgets, staff have calculated monthly expenditures no greater than \$1,400,000 to be expended in the month of April 2024. Only expenditures previously approved by Council shall be undertaken and/or incurred.

REQUEST FOR DECISION 023-2024

Title: Authorization of Municipal Expenditures

Date: 2024-03-27

Department: Finance



DRAFT MOTION:

THAT COUNCIL APPROVE MONTHLY MUNICIPAL EXPENDITURES UP TO AN AMOUNT OF \$1,400,000 FOR THE MONTH OF APRIL 2024 TO ALLOW FOR THE CONTINUED DELIVERY OF MUNICIPAL SERVICES, AND OPERATIONAL AND CAPITAL EXPENDITURES.

1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- **Municipal Government Act** Part IV Finance; S 65 - Adoption of budgets, and 65A - Authorized Municipal Expenditures.

3) STAFF RECOMMENDATION

Staff recommend Council approve the motion to permit municipal expenditures up to \$1,400,000 for the month of April 2024. The monthly expenditure amount has been calculated using 2023/24 actual and forecasted expenditures as well as April 2024 draft operating and capital budget expenditures, inclusive of debt repayments and interest charges.

REFERENCES AND ATTACHMENTS

1. Information Report (IR) 004-2024 – 2023/24 Third Quarter Financial Update & Year End Forecast
2. Information Report (IR) 007-2024 – 2024/25 Draft Operating Budget V3
3. Information Report (IR) 009-2024 – 2024/25 Draft Capital Budget V3

4) DISCUSSION

Should Council not approve the RFD, Town staff will not be able to perform or deliver required municipal services, incur approved expenditures, or make legally required payments.

5) FINANCIAL IMPLICATIONS

Without the ability to delivery municipal services, incur approved expenditures or execute legally required payments, the financial implications could be severe and pose significant future financial and legal repercussions to the Town, its residents, businesses, staff, stakeholders, future economic development, and Provincial mandates.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing added here for this report.

REQUEST FOR DECISION 023-2024

Title: Authorization of Municipal Expenditures

Date: 2024-03-27

Department: Finance



7) COMMUNICATION REQUIREMENTS

Nothing added here.

8) ALTERNATIVES

Council could decide not to approve the RFD, halting all municipal expenditures and ultimately impede delivery of municipal services, legally required payments, and impose potentially undue hardship to residents, commercial businesses, and all Town staff and stakeholders.

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



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 31st year end financial statements, typically presented in July of each year.

The third quarter update includes both actual results (up to December 31st) 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 31st 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 3rd 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 3rd 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 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 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 3rd Quarter Financial Update were reviewed at the Jan 21st Audit Committee meeting. After review and discussion the Committee passed the following motion:

That the Audit Committee forward the 3rd 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



1) CAO COMMENTS

For informational purposes only.

2) REFERENCES AND ATTACHMENTS

- 3rd Quarter Financial Update – Variance & Year End Forecast (attached)
- 2nd 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 31st, 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 2nd 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

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



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 1st and 2nd 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 31st 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 31st. 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 2nd 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 31st.
- The only use of Operating Reserves noted relate to costs actually incurred on approved items.

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

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

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



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 1st. 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.

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



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.

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



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.

INFORMATION REPORT IR 007-2024

Title: Draft 2024/25 Budget V3

Date: 2024-03-05

Department: Finance



SUMMARY

Draft 2024/25 Budget Version 3 (V3)

This Information Report brings forward changes in the Town's draft 2024/25 budgets from Version 1 (V1) to Version 3 (V3).

V3 shall include changes made to budget from first blush of the draft budgets in January 2024. In addition to changes made from V1 and Version 2 (V2), the Information Report also includes changes based on direction from Council coming from discussions and considerations requested at the January 18th Special Committee of the Whole (COW) meeting as well as from the Town Council Meeting held on February 27th, 2024.

As is the case each year, there can be a few refinements of estimates by staff with each iteration of the Operating and Capital Budgets. The resultant funded budget presented in V3 is a result of all changes incorporated into V2 & V3 budget documents. The initial V1 shortfall of \$249,800 has been eliminated through a tax rate adjustment of 1.25 cents from V1 requested by Council's from the January 18th, 2024, COW; changes to contract services estimates; operating reserve funding; and refined budget estimates. Note, any net operating proceed shall be directed toward reserve funding to obtain a \$0 balanced budget.

The review of the budget at the March COW meeting will include:

- Review of changes made to Town Operating Budget from V1 to V3
- Discussion/decisions on further changes to the draft budget
- Review 2024/25 Capital Budget, including funding model
- Review of selected decision points, reaffirming or establishing clear direction heading towards an RFD for a final 2024/25 budget
- Determination if an additional Budget presentation would be beneficial, understanding this may involve adding and/or eliminating budget items

The focus for this report is on changes incorporated in V3 and any direction or further discussion needed to get to a final 2024/25 budget document. Ultimately, the budget review process should lead to a Request for Decision (RFD) at either a Special Town Council Meeting on a date prior to April 1st, 2024.

INFORMATION REPORT IR 007-2024

Title: Draft 2024/25 Budget V3

Date: 2024-03-05

Department: Finance



- **CAO COMMENTS**

For information purposes.

- **REFERENCES AND ATTACHMENTS**

- Draft 2024/25 Operating Budget V3
- Draft 2024/24 Capital Budget V3
- Ten Year CIP V3
- Draft 2024/24 Water Utility Operating Budget
- Draft 2024/24 Water Utility Capital Budget

- **DISCUSSION**

This shall be the Council's second in-depth look at the Town's draft Operating Budget, with several decision points reviewed at the January 18th Special Committee of the Whole meeting and Town Council Meeting on February 27th, 2024.

V3 presents a positive net proceed of \$7,600.

It should be noted that V3 draft budget document includes all 2024/25 financial forecast estimates. These were not included in V1 as the data had not been finalized when the agenda was pulled together for the January 18th, 2024, meeting. The forecast estimates are part of the 3rd Quarter (Q3) Financial Update presented to the Audit Committee on January 26th, 2024. This report was included in the February 14th, 2024, Committee of the Whole agenda. Forecast results can be used as a tool to provide helpful insight when reviewing budget estimates for the new fiscal year.

Revenues in V3 use a tax rate of \$1.4645 (\$0.0095 decrease in annual tax rate actioned for consideration by Council from the January 18th, 2024, COW). Total revenue change of \$78,800 of \$14,873,400. The following table shows the summary of changes made from V1 to V3 of the draft operating budget.

INFORMATION REPORT IR 007-2024

Title: Draft 2024/25 Budget V3

Date: 2024-03-05

Department: Finance

**2024/25 Comparative Draft Operating Budget V1 to V3**

	<u>2024/25</u>	<u>2024/25</u>	Budget
	Budget	Budget	Change
	V1	V3	V1 to V3
<u>REVENUES</u>			
Taxes and grants in lieu of taxes	\$ 12,398,900	\$ 12,477,700	78,800
Sale of service/cost recoveries	1,292,100	1,291,900	(200)
	<u>14,873,400</u>	<u>14,952,000</u>	78,600
<u>EXPENSES</u>			
Salary and wages	2,735,500	2,778,800	43,300
Employee Benefits	690,200	698,700	8,500
Professional Development	112,500	115,700	3,200
Insurance	276,800	258,900	(17,900)
Operational Equip & Supplies	686,400	688,800	2,400
Project & Program Expenditures	205,300	235,300	30,000
Contracted Services	3,398,600	3,207,500	(191,100)
Grants to Organizations	275,900	285,900	10,000
Partner Contributions	2,238,700	2,251,500	12,800
	<u>12,700,700</u>	<u>12,601,900</u>	<u>(98,800)</u>
Net Operational Surplus (Deficit)	<u>2,172,700</u>	<u>2,350,100</u>	<u>177,400</u>
Capital Program & Reserves			
Principal Debenture Repayments	680,800	680,800	-
Debenture interest	256,700	256,700	-
Transfer to Operating Reserves	5,000	5,000	-
Transfer to Capital Reserves	1,078,000	1,078,000	-
Transfer to Cap Reserve - Fire Equip	402,000	402,000	-
Transfer from Operating Reserves	-	(80,000)	(80,000)
	<u>2,422,500</u>	<u>2,342,500</u>	<u>(80,000)</u>
Net Surplus (Deficit)	<u>\$ (249,800)</u>	<u>\$ 7,600</u>	<u>\$ 257,400</u>

Town Capital Budget

The ten-year Capital Investment Plan has a few changes and is included in the budget document. Progress had been made on funding the full ten years in V1, given the significant number changes in costing estimates and expected timing of capital initiatives, further work is required to rebalance the ten-year CIP.

Important to note, Council approves Year 1 of the ten-year CIP plan. The ten-year forecast funding scenario help inform and prepare for future budget years and future reaching, long-term capital decisions.

INFORMATION REPORT IR 007-2024

Title: Draft 2024/25 Budget V3

Date: 2024-03-05

Department: Finance



V3 of the CIP has changes requiring Council approval from V1 to V3 highlighted in **yellow**.

- Welcome Centre -> **\$720,000** (includes \$40,000 metal roof estimate)
- Parks Dept – Fleet/Equipment -> new Top Dresser **\$31,500**
- Kent Ave. Sidewalk (500m) -> **\$225,000**
- Streets, Sidewalks, Parking Lots work
 - Engineer Support Contingency (Recurring) Year 1 -> **\$60,000** (represents 5% design allowance included for street projects)
 - Allocation of staff wages from Public Works Department to capital Year 1 -> **\$101,200**
- Sewer Treatment Plant Expansion -> **\$270,000** project change with most of the work deferred from Year 1 to 2
- West End Parkland & Trail -> **\$100,000** (estimate increase from \$100,000 to \$200,000)
- Tower Community Park – Resurface tennis courts for pickleball -> **\$70,000**.
- Nature Preserve (Gaspereau) Dam Upgrades -> **\$25,000**
- Nature Preserve (Gaspereau) Dam Monitoring/Surveillance -> **\$24,000**
- Public Art Concrete Walkways for Mona Parsons Statue and Alex Colville Wall moved to Year 2 -> **(\$100,000)**

• FINANCIAL IMPLICATIONS

No financial implications to Year 1.

• REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Staff will review key links to the Strategic Plan during the presentation of the Operations Plan. Nothing further added in this report.

• COMMUNICATION REQUIREMENTS

The Wolfville Blooms site will continue to be used to provide the Wolfville Community continued updates on the budget process, including copies of the information reviewed at Committee of the Whole meetings. A public engagement will be held at a future date to be determined.

• FUTURE COUNCIL INVOLVEMENT

The council will be formally involved in at least one more COW meeting to consider an RFD seeking approval of a final balanced budget document. Any additional meetings beyond this have not yet been identified and may or may not be needed.

TOWN OF WOLFVILLE
OPERATING & CAPITAL BUDGET
Draft Version 3 (V3)
FISCAL 2024/25

March 5th Committee of the Whole



A cultivated experience for the mind, body, and soil

Contents

Contents	Page
----------	------

Town Operating Budget

Summary – All Town Divisions/Department	1
Tax Revenue Requirement	2
General Government Division Summary	3
Protective Services Division	11
Public Works Division	17
Sanitary Sewer Division	23
Planning & Development Division	30
Parks & Rec, Community Services Division	31
Partner Contributions	40

Ten Year Capital Investment Plan

Ten Year CIP	41-45
--------------	-------

Water Utility

Operating	46-47
Capital	48

Town of Wolfville
2024/25 Operating Budget - V3
All Divisions

	2024/25	2023/24		2022/23	
	Budget	Forecast	Budget	Actual	Budget
REVENUES					
Taxes and grants in lieu of taxes	\$ 12,477,700	\$ 11,626,000	\$ 11,472,800	\$ 10,393,535	\$ 10,286,700
Sale of service/cost recoveries	1,291,900	1,229,600	1,186,100	964,954	985,300
Sewer Rates	800,900	680,300	686,000	584,374	608,400
Provincial, Federal & other grants	381,500	204,900	112,100	262,474	111,100
	14,952,000	13,740,800	13,457,000	12,205,337	11,991,500
EXPENSES					
Salary and wages	2,778,800	2,914,100	2,609,300	2,268,270	2,331,900
Employee Benefits	698,700	714,300	605,900	598,470	543,100
Seasonal/Term Wages	405,500	-	383,600	450,745	370,900
Employee Benefits Seasonal wag	106,900	-	79,000	40,709	65,000
Meetings, Meals and Travel	19,100	19,500	20,900	17,475	22,300
Professional Development	115,700	69,200	102,500	57,911	76,700
Membership Dues & Fees	22,500	21,800	21,000	21,001	19,600
Advertising	15,200	18,700	19,900	19,378	21,000
Telecommunications	45,700	43,000	39,100	37,136	36,100
Office Expense	62,500	55,700	57,300	59,008	57,000
Legal	97,000	112,200	53,000	91,064	46,700
Insurance	258,900	234,900	209,500	191,235	183,700
Marketing and Communications	10,000	1,000	5,600	519	5,500
Audit	29,500	26,000	23,200	27,153	22,200
Stipends & Honorariums	248,500	233,200	239,300	209,531	215,300
Miscellaneous	3,200	3,200	3,200	11,610	1,900
Heat	54,500	40,100	39,700	36,649	27,000
Utilities	223,300	210,700	197,600	184,736	180,400
Repairs and Maintenance - buildings	152,600	101,000	111,700	64,153	106,500
Vehicle Fuel	102,800	77,300	79,900	68,816	53,500
Vehicle Repairs & Maintenance	224,600	241,300	182,700	201,565	152,900
Vehicle Insurance	29,900	26,800	24,000	25,238	19,600
Operational Equip & Supplies	688,800	668,500	625,600	564,832	544,000
Equipment Maintenance	15,000	16,100	15,000	12,388	10,000
Equipment Rentals	29,000	21,100	20,000	22,443	10,000
Project & Program Expenditures	235,300	251,400	243,000	262,437	88,500
Contracted Services	3,207,500	2,919,100	2,932,300	2,860,602	2,969,000
Grants to Organizations	285,900	217,000	275,000	161,550	252,000
Licenses and Permits	3,500	3,500	3,400	1,840	3,400
Tax Exemptions	137,000	125,100	124,200	104,381	114,200
Election	30,000	-	-	15,185	-
Partner Contributions	2,251,500	2,146,500	2,137,500	1,898,455	1,941,000
Other debt charges	10,000	9,500	10,000	2,060	10,000
Doubtful accounts allowance	3,000	2,500	2,500	1,765	2,500
	12,601,900	11,544,300	11,496,400	10,590,310	10,503,400
Net Operational Surplus (Deficit)	2,350,100	2,196,500	1,960,600	1,615,027	1,488,100
Capital Program & Reserves					
Principal Debenture Repayments	680,800	638,300	638,300	659,290	662,800
Debenture interest	256,700	219,600	211,700	185,622	189,300
Principal/Interest Future Debt	-	-	-	-	-
Transfer to Operating Reserves	5,000	5,000	5,000	5,000	5,000
Transfer to Capital Reserves	1,078,000	1,260,600	908,600	809,000	809,000
Transfer to Cap Reserve - Fire Equip	402,000	220,000	352,000	259,000	259,000
Transfer to Capital Fund	-	-	-	35,936	-
Transfer from Operating Reserves	(80,000)	(24,200)	(155,000)	(265,047)	(372,000)
Transfer from COVID Reserve	-	-	-	(99,153)	(65,000)
	2,342,500	2,319,300	1,960,600	1,589,648	1,488,100
Net Surplus (Deficit)	\$ 7,600	\$ (122,800)	\$ -	\$ 25,379	\$ -

Town of Wolfville
Operating Budget ~ Tax Revenue Requirement
2024/25 Operating Budget - V3

		BUDGET		
		Current Yr 2024/25	Required Increase	Prior Yr 2023/24
<i>Total to be funded by Property Tax Rates</i>		10,138,200	765,300	9,372,900
			8.17%	
		Budget 2024/25	\$ Increase	Budget 2023/24
RESULTING TAXES				
	tax rate change			
Residential ~ No Change to Rate	(0.0095)	1.4655	8,592,300	706,500
Resource	(0.0095)	1.4655	15,500	1,100
	Subtotal from residential sector		8,607,800	707,600
			8.96%	7,900,200
Commercial	(0.0095)	3.566	1,538,000	65,300
	Subtotal from commercial sector		1,538,000	65,300
			4.43%	1,472,700
TOTAL			10,145,800	772,900
			8.25%	9,372,900
Revenue surplus (shortfall)			\$7,600	\$0
Overall Increase in Tax Revenue			8.25%	

Tax Rate Change Assumption

Residential	1.4655	1.4750
Commercial	3.566	3.575

BUDGETED TAXABLE ASSESSMENTS (net of allowance for appeals)

Residential	9.67%	586,301,700	534,628,000
Commercial	4.71%	43,134,700	41,194,700
Resource	8.20%	1,057,000	976,900
Business Occupancy		-	-
TOTAL		630,493,400	576,799,600

2019 PVSC ASSESSMENT ROLL

	Per Roll (net of Cap)	Allowance For Appeals & Bus Closings & Adjustments	Expected Taxable Assessment
Residential	587,301,700	(1,000,000)	586,301,700
Commercial	43,487,100	(352,400)	43,134,700
Resource	1,057,000	-	1,057,000
TOTAL	631,845,800	(1,352,400)	630,493,400

Town of Wolfville
2024/25 Operating Budget - V3
General Government Division

	<u>2024/25</u>	<u>2023/24</u>		<u>2022/23</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Residential & resource taxes	8,607,800	7,915,300	7,900,200	6,996,754	6,982,000
Commercial taxes	1,618,300	1,537,800	1,563,000	1,408,006	1,436,700
Deed Transfer Tax	500,000	531,600	465,000	543,959	400,000
Business development area rate	100,000	103,800	100,000	97,243	100,000
Grant in lieu of taxes	1,154,000	1,048,500	1,048,500	960,430	971,900
Kings County Fire Protection	165,500	167,000	167,000	131,400	140,800
Cost recoveries	153,800	142,300	142,300	122,304	122,300
Cost recoveries from Sewer Dept	3,800	3,800	3,800	3,800	3,800
Interest on investments & o/s taxes	215,000	250,100	167,000	191,186	97,000
Other revenues	68,300	19,900	68,500	(46,821)	68,500
Equilization Grant	346,000	69,900	70,000	69,869	70,000
Farm Acreage Grant	1,200	1,300	1,200	1,271	1,200
Other conditional grants	-	77,500	-	113,872	-
	<u>12,933,700</u>	<u>11,868,800</u>	<u>11,696,500</u>	<u>10,593,273</u>	<u>10,394,200</u>
EXPENSES					
Salary and wages	866,600	742,200	759,600	700,845	688,300
Employee Benefits	201,600	200,000	177,400	212,212	164,200
Meetings, Meals and Travel	6,600	5,700	7,500	4,035	7,400
Professional Development	100,700	64,200	87,500	52,293	61,700
Membership Dues & Fees	10,500	11,200	9,500	10,711	8,700
Advertising	4,400	8,300	8,600	10,085	8,400
Telecommunications	11,100	14,000	13,200	12,808	12,700
Office Expense	32,600	35,800	31,000	36,518	30,600
Legal	50,000	67,600	25,000	53,971	22,500
Insurance	251,400	228,300	202,000	184,341	176,200
Marketing and Communications	5,000	1,000	2,100	68	2,000
Audit	29,500	26,000	23,200	27,153	22,200
Mayor and Council Remuneration	207,500	199,300	198,300	181,785	174,300
Miscellaneous	3,200	1,600	3,200	8,467	1,900
Heat	33,300	22,700	22,700	18,318	15,000
Utilities	5,700	5,200	5,700	5,585	5,700
Repairs and Maintenance	21,800	38,200	18,000	16,499	18,000
Operational Equip & Supplies	134,700	157,800	118,800	132,830	117,900
Project & Program Expenditures	87,500	97,500	65,500	94,596	11,000
Contracted Services	228,100	110,300	94,500	80,777	91,900
Grants to Organizations	200,000	126,000	200,000	108,500	177,000
Tax Exemptions	137,000	125,100	124,200	104,381	114,200
Election	30,000	-	-	15,185	-
Other debt charges	10,000	9,500	10,000	2,060	10,000
Doubtful accounts allowance	3,000	2,500	2,500	1,765	2,500
	<u>2,671,800</u>	<u>2,300,000</u>	<u>2,210,000</u>	<u>2,075,788</u>	<u>1,944,300</u>
Net Division Surplus (Deficit)	\$ 10,261,900	\$ 9,568,800	\$ 9,486,500	\$ 8,517,485	\$ 8,449,900
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	<u>80,000</u>	<u>-</u>	<u>65,000</u>	<u>-</u>	<u>145,200</u>
Net Surplus (Deficit)	<u>\$ 10,341,900</u>	<u>\$ 9,568,800</u>	<u>\$ 9,551,500</u>	<u>\$ 8,517,485</u>	<u>\$ 8,595,100</u>

**Town of Wolfville
2024/25 Operating Budget - V3
Legislative ~ 110**

	<u>2024/25</u>	<u>2023/24</u>		<u>2022/23</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
TOTAL REVENUE	-	-	-	-	-
EXPENSES					
Employee Benefits - CPP & EAP	7,500	6,900	7,500	6,656	6,600
Meetings, Meals and Travel	5,000	2,600	5,000	1,729	5,000
Professional Development	30,700	19,200	27,500	11,321	21,700
Membership Dues & Fees	6,800	7,200	6,800	7,445	6,100
Advertising	500	3,000	500	1,043	300
Telecommunications	2,300	2,200	2,400	2,098	2,400
Stipends & Honorariums	207,500	199,300	198,300	181,785	174,300
Miscellaneous	2,700	1,400	2,700	3,519	1,700
Contracted Services	-	-	-	292	-
	<u>263,000</u>	<u>241,800</u>	<u>250,700</u>	<u>215,888</u>	<u>218,100</u>
Net Department Surplus (Deficit)	\$ 263,000	\$ 241,800	\$ (250,700)	\$ (215,888)	\$ (218,100)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
Net Surplus (Deficit)	<u>\$ 263,000</u>	<u>\$ 241,800</u>	<u>\$ (250,700)</u>	<u>\$ (215,888)</u>	<u>\$ (218,100)</u>

Town of Wolfville
2024/25 Operating Budget - V3
Office of the CAO/General Gov't Administration

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Sewer Dept	-	-	-	-	-
Miscellaneous	-	-	-	754	-
TOTAL REVENUE	-	-	-	754	-
EXPENSES					
Salary and wages	326,000	266,200	285,400	275,794	261,100
Employee Benefits	67,200	57,300	57,200	55,036	53,500
Meetings, Meals and Travel	-	1,500	1,000	2,042	1,000
Membership Dues & Fees	2,800	2,600	1,800	2,355	1,800
Advertising	3,900	5,300	7,900	8,651	7,900
Telecommunications	1,900	2,300	2,300	1,857	2,300
Office Expense	1,200	1,000	1,200	3,254	1,200
Legal	20,000	17,600	15,000	19,140	15,000
Marketing and Communications	5,000	1,000	2,100	68	2,000
Miscellaneous	-	-	-	57	-
Project & Program Expenditures	12,500	-	12,500	-	11,000
Contracted Services	92,500	29,600	55,000	12,097	55,000
Election	30,000	-	-	15,185	-
	563,000	384,400	441,400	395,536	411,800
Net Department Surplus (Deficit)	\$ (563,000)	\$ (384,400)	\$ (441,400)	\$ (394,782)	\$ (411,800)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	30,000	-	-	-	-
Net Surplus (Deficit)	\$ (533,000)	\$ (384,400)	\$ (441,400)	\$ (394,782)	\$ (411,800)

Town of Wolfville
2024/25 Operating Budget - V3
Human Resources ~ 130

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Other conditional grants	-	900	-	850	-
	-	900	-	850	-
EXPENSES					
Salary and wages				11,000	-
Employee Benefits	3,200	19,900	11,000	64,013	11,000
Seasonal Wages					
Employee Benefits Seasonal wag					
Meetings, Meals and Travel	1,000	1,500	1,000	153	900
Professional Development	70,000	45,000	60,000	40,972	40,000
Membership Dues & Fees	-	-	-	73	
Advertising	-	-	-	391	
Telecommunications		100			
Office Expense	-	500	-	307	
Legal	30,000	50,000	10,000	34,831	7,500
Insurance					
Marketing and Communications					
Operational Equip & Supplies	14,500	17,600	14,500	9,786	10,000
Contracted Services	-	6,500	-		
Grants to Organizations					
	118,700	141,100	96,500	161,526	69,400
Net Department Surplus (Deficit)	\$ (118,700)	\$ (140,200)	\$ (96,500)	\$ (160,676)	\$ (69,400)

Town of Wolfville
2024/25 Operating Budget - V3
Finance ~ 140

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Tax Certificates & ByLaws	1,800	2,700	1,800	1,900	1,800
Cost recoveries from Water Util	104,800	96,900	96,900	68,004	68,000
Miscellaneous	-	500	-	100	-
	106,600	100,100	98,700	70,004	69,800
EXPENSES					
Salary and wages	361,000	315,500	308,000	280,132	276,000
Employee Benefits	80,400	76,200	61,500	57,165	58,800
Meetings, Meals and Travel	400	100	300	94	300
Membership Dues & Fees	900	900	900	688	800
Telecommunications	800	900	1,300	1,104	1,100
Office Expense	3,000	2,300	3,000	1,994	2,900
Audit	29,500	26,000	23,200	27,153	22,200
Miscellaneous	500	200	500	1,982	200
Contracted Services	-	16,000	-	-	-
	476,500	438,100	398,700	370,312	362,300
Net Department Surplus (Deficit)	\$ (369,900)	\$ (338,000)	\$ (300,000)	\$ (300,308)	\$ (292,500)

Town of Wolfville
2024/25 Operating Budget - V3
Information Technologies ~ 150

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	39,700	34,700	34,700	34,000	34,000
Cost recoveries from Sewer Dept	3,800	3,800	3,800	3,800	3,800
Miscellaneous			-	500	-
	<u>43,500</u>	<u>38,500</u>	<u>38,500</u>	<u>38,300</u>	<u>37,800</u>
EXPENSES					
Salary and wages	167,000	158,300	153,600	128,205	139,500
Employee Benefits	39,800	39,600	36,600	28,783	31,800
Seasonal Wages	-		-	-	-
Employee Benefits Seasonal wag	-		-	-	-
Meetings, Meals and Travel	200		200	17	200
Membership Dues & Fees		500	-	150	-
Telecommunications	5,000	6,800	5,000	6,337	5,000
Office Expense		100	-	668	-
Operational Equip & Supplies	120,200	136,800	102,300	119,263	105,900
Contracted Services	135,600	51,900	39,500	68,388	36,900
	<u>467,800</u>	<u>394,000</u>	<u>337,200</u>	<u>351,811</u>	<u>319,300</u>
Net Department Surplus (Deficit)	\$ (424,300)	\$ (355,500)	\$ (298,700)	\$ (313,511)	\$ (281,500)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	23,200
Net Surplus (Deficit)	<u>\$ (424,300)</u>	<u>\$ (355,500)</u>	<u>\$ (298,700)</u>	<u>\$ (313,511)</u>	<u>\$ (258,300)</u>

Town of Wolfville
2024/25 Operating Budget - V3
General Government Common Costs ~ 160

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	9,300	10,700	10,700	20,300	20,300
Other conditional grants		11,600			
TOTAL REVENUE	9,300	22,300	10,700	20,300	20,300
EXPENSES					
Salary and wages	12,600	2,200	12,600	5,714	11,700
Employee Benefits	3,500	100	3,600	559	2,500
Advertising	-		200	-	200
Telecommunications	1,100	1,700	2,200	1,412	1,900
Office Expense	28,400	31,900	26,800	30,295	26,500
Heat	33,300	22,700	22,700	18,318	15,000
Utilities	5,700	5,200	5,700	5,585	5,700
Repairs and Maintenance	21,800	38,200	18,000	16,499	18,000
Operational Equip & Supplies	-	3,400	2,000	3,781	2,000
Contracted Services		6,300		-	
	106,400	111,700	93,800	82,163	83,500
Net Department Surplus (Deficit)	\$ (97,100)	\$ (89,400)	\$ (83,100)	\$ (61,863)	\$ (63,200)

Town of Wolfville
2024/25 Operating Budget - V3
Other General Government ~ 190

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Residential Tax	8,592,300	7,901,700	7,885,800	6,983,421	6,967,900
Resource Tax	15,500	13,600	14,400	13,333	14,100
Commercial Tax	1,538,000	1,458,400	1,472,700	1,312,905	1,346,400
NSLC - exempt assessment	24,300	26,700	24,300	24,192	24,300
Aliant	21,000	18,500	21,000	18,928	21,000
HST Offset Grant	35,000	34,200	45,000	51,981	45,000
Deed Transfer Tax	500,000	531,600	465,000	543,959	400,000
Commercial Area Rate	100,000	103,800	100,000	97,243	100,000
Post Office GILT	21,000	20,500	20,500	20,356	20,500
Acadia GILT	1,133,000	1,028,000	1,028,000	940,074	951,400
Kings County Fire Protection	165,500	167,000	167,000	131,400	140,800
Facility Rental	16,500	16,500	16,500	16,435	16,500
Land Leases	-	-	200	-	200
Interest on investments	150,000	187,000	95,000	92,675	25,000
Interest on outstanding taxes	65,000	63,100	72,000	98,511	72,000
Miscellaneous/Dividend	50,000	200	50,000	(66,510)	50,000
Financial Capacity Building/Equilization Grant	346,000	69,900	70,000	69,869	70,000
Farm Acreage Grant	1,200	1,300	1,200	1,271	1,200
PNS conditional grants	-	-	-	-	-
Other conditional grants	-	65,000	-	113,022	-
TOTAL REVENUE	12,774,300	11,707,000	11,548,600	10,463,065	10,266,300
EXPENSES					
Insurance	251,400	228,300	202,000	184,341	176,200
Miscellaneous	-	-	-	2,909	-
Project & Program Expenditures	75,000	97,500	53,000	94,596	-
Grants to Organizations	200,000	126,000	200,000	108,500	177,000
Tax Exemptions	137,000	125,100	124,200	104,381	114,200
Other debt charges	10,000	9,500	10,000	2,060	10,000
Debenture interest	-	-	-	-	-
Doubtful accounts allowance	3,000	2,500	2,500	1,765	2,500
	676,400	588,900	591,700	498,552	479,900
Net Department Surplus (Deficit)	\$ 12,097,900	\$ 11,118,100	\$ 10,956,900	\$ 9,964,513	\$ 9,786,400
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	50,000		65,000		122,000
Net Surplus (Deficit)	\$ 12,147,900	\$ 11,118,100	\$ 11,021,900	\$ 9,964,513	\$ 9,908,400

**Town of Wolfville
2024/25 Operating Budget - V3
Protective Services Division**

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Fire Protection Rate	497,600	489,000	396,100	387,143	396,100
Kings County Fire Protection	181,800	166,500	172,100	128,000	174,800
License & fee revenue	2,800	3,000	5,000	2,778	5,000
Parking fines	18,000	14,100	18,000	20,181	15,000
Other fines	33,000	29,400	23,000	27,248	24,700
REMO IMSA Cost Recovery	83,300	75,300	80,000	76,556	80,000
EMO 911 Cost Recovery	1,900	1,900	1,900	1,973	1,900
Other conditional grants	-	26,000	-	-	-
Miscellaneous		600			
	<u>818,400</u>	<u>805,800</u>	<u>696,100</u>	<u>643,879</u>	<u>697,500</u>
EXPENSES					
Salary and wages	279,600	259,300	252,600	227,210	229,100
Employee Benefits	67,500	46,100	49,000	31,406	47,200
Seasonal Wages	22,200	-	19,700	16,248	17,400
Employee Benefits Seasonal wag	2,900	-	2,400	1,413	2,000
Meals and Travel	4,800	5,300	5,700	3,798	5,700
Professional Development	15,000	5,000	15,000	5,618	15,000
Membership Dues & Fees	1,900	600	1,900	405	1,800
Telecommunications	10,400	11,000	10,800	10,791	9,400
Office Expense	4,200	1,200	4,300	1,451	6,100
Legal	22,000	21,300	11,000	23,181	9,200
Insurance	7,500	6,600	7,500	6,894	7,500
Marketing and Communications	1,000	-	1,000	-	1,000
Honorariums	41,000	33,900	41,000	27,746	41,000
Heat	8,200	6,200	7,000	7,591	5,000
Utilities	17,800	17,800	17,800	16,831	17,200
Repairs and Maintenance	12,500	13,100	12,200	9,999	12,000
Vehicle Fuel	9,000	10,800	8,000	10,464	6,200
Vehicle Repairs & Maintenance	56,500	57,500	51,500	42,078	50,900
Vehicle Insurance	14,700	12,800	12,500	11,465	9,600
Operational Equip & Supplies	67,700	96,000	68,500	41,754	65,900
Equipment Maintenance	15,000	16,100	15,000	12,388	10,000
Contracted Services	2,264,800	2,288,700	2,192,800	2,143,364	2,206,700
Grants to Organizations	-	-	-	-	-
Licenses and Permits	1,800	1,900	1,800	1,840	1,800
Debenture interest	1,600	1,700	1,700	1,866	2,000
	<u>2,949,600</u>	<u>2,912,900</u>	<u>2,810,700</u>	<u>2,656,007</u>	<u>2,779,700</u>
Net Division Surplus (Deficit)	\$ (2,131,200)	\$ (2,107,100)	\$ (2,114,600)	\$ (2,012,128)	\$ (2,082,200)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	120,000
Net Surplus (Deficit)	<u>\$ (2,131,200)</u>	<u>\$ (2,107,100)</u>	<u>\$ (2,114,600)</u>	<u>\$ (2,012,128)</u>	<u>\$ (1,962,200)</u>

**Town of Wolfville
2024/25 Operating Budget - V3
Police Service ~ 210**

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Other fines	28,000	25,200	18,000	27,248	24,700
	<u>28,000</u>	<u>25,200</u>	<u>18,000</u>	<u>27,248</u>	<u>24,700</u>
EXPENSES					
Salary and wages	7,500	1,400	7,500	4,756	7,000
Employee Benefits	2,300	200	1,800	488	1,700
Legal	12,000	9,800	8,000	11,785	8,000
Utilities	3,500	3,000	3,500	3,156	3,500
Repairs and Maintenance	3,500	1,900	3,200	3,279	3,000
Contracted Services	1,737,800	1,820,900	1,767,300	1,714,747	1,776,200
	<u>1,766,600</u>	<u>1,837,200</u>	<u>1,791,300</u>	<u>1,738,211</u>	<u>1,799,400</u>
Net Department Surplus (Deficit)	\$ (1,738,600)	\$ (1,812,000)	\$ (1,773,300)	\$ (1,710,963)	\$ (1,774,700)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	120,000
Net Surplus (Deficit)	<u>\$ (1,738,600)</u>	<u>\$ (1,812,000)</u>	<u>\$ (1,773,300)</u>	<u>\$ (1,710,963)</u>	<u>\$ (1,654,700)</u>

Town of Wolfville
2024/25 Operating Budget - V3
Compliance (By Law Enforcement) Dept ~ 215

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Parking fines	18,000	14,100	18,000	20,181	15,000
Other fines	5,000	4,200	5,000	-	-
Miscellaneous		600			
	23,000	18,900	23,000	20,181	15,000
EXPENSES					
Salary and wages	100,000	85,600	91,500	86,208	76,900
Employee Benefits	29,700	22,200	22,000	14,521	15,600
Meetings, Meals and Travel	300	200	300	-	300
Membership Dues & Fees	300	100	300	-	200
Telecommunications	1,500	1,700	1,900	1,752	1,000
Office Expense	1,500	1,100	1,600	854	1,600
Legal	10,000	11,500	3,000	11,396	1,200
Marketing and Communications	1,000		1,000	-	1,000
Vehicle Fuel	-		-	1,866	500
Vehicle Repairs & Maintenance	1,500	1,300	1,500	3,985	900
Vehicle Insurance	900	800	600	673	600
Operational Equip & Supplies	3,000	5,600	4,000	2,410	1,000
Equipment Maintenance					
Equipment Rentals					
Program Expenditures					
Contracted Services	-		-	-	5,000
	149,700	130,100	127,700	123,665	105,800
Net Department Surplus (Deficit)	\$ (126,700)	\$ (111,200)	\$ (104,700)	\$ (103,484)	\$ (90,800)

Town of Wolfville
2024/25 Operating Budget - V3
Fire Services ~ 220

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Fire Protection Area Rate	497,600	489,000	396,100	387,143	396,100
Kings County Fire Protection	181,800	166,500	172,100	128,000	174,800
Miscellaneous	-	-	-	2,555	-
Other conditional grants	-	26,000	-	-	-
	<u>679,400</u>	<u>681,500</u>	<u>568,200</u>	<u>517,698</u>	<u>570,900</u>
EXPENSES					
Salary and wages	106,900	90,900	90,800	79,650	88,000
Employee Benefits	22,000	11,200	14,000	7,104	15,800
Seasonal Wages					
Employee Benefits Seasonal wag					
Meeting, Meals and Travel	2,500	2,700	2,500	2,218	2,500
Professional Development	15,000	5,000	15,000	5,618	15,000
Membership Dues & Fees	1,600	500	1,600	405	1,600
Supplies					
Advertising					
Telecommunications	8,400	8,900	8,400	8,644	8,400
Office Expense	500	100	500	580	500
Insurance	7,500	6,600	7,500	6,894	7,500
Stipends & Honorariums	41,000	33,900	41,000	27,746	41,000
Miscellaneous					
Heat	8,200	6,200	7,000	7,591	5,000
Utilities	14,300	14,800	14,300	13,675	13,700
Repairs and Maintenance	9,000	11,200	9,000	6,720	9,000
Property Taxes					
Vehicle Fuel	9,000	10,800	8,000	8,598	5,700
Vehicle Repairs & Maintenance	55,000	56,200	50,000	38,093	50,000
Vehicle Insurance	13,800	12,000	11,900	10,792	9,000
Operational Equip & Supplies	61,000	86,800	61,000	32,690	60,000
Equipment Maintenance	15,000	16,100	15,000	12,388	10,000
Equipment Rentals					
Program Expenditures					
Contracted Services	512,000	452,800	410,500	413,617	410,500
Grants to Organizations					
Licenses and Permits	1,800	1,900	1,800	1,840	1,800
	<u>904,500</u>	<u>828,600</u>	<u>769,800</u>	<u>684,863</u>	<u>755,000</u>
Net Department Surplus (Deficit)	<u>\$ (225,100)</u>	<u>\$ (147,100)</u>	<u>\$ (201,600)</u>	<u>\$ (167,165)</u>	<u>\$ (184,100)</u>

Note: \$497,700 (\$396,100 in 23/24) of contracted services expense relates to Fire Hydrant Fee paid to Wolfville Water Utility, as per UARB approved formula. The full amount of this fee is recovered by the Town through the Fire Protection Area Rate, noted in revenues above.

Town of Wolfville
2024/25 Operating Budget - V3
REMO ~ 230

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
REMO IMSA - Cost Recovery	83,300	75,300	80,000	74,001	80,000
	83,300	75,300	80,000	74,001	80,000
EXPENSES					
Salary and wages	62,300	59,400	60,500	56,437	54,900
Employee Benefits	13,100	10,100	10,900	9,252	13,800
Meeting, Meals and Travel	2,000	2,400	2,900	1,580	2,900
Advertising	-	-	-	206	-
Telecommunications	500	400	500	395	-
Office Expense	2,200	-	2,200	17	4,000
Operational Equip & Supplies	3,200	3,000	3,000	6,114	4,400
	83,300	75,300	80,000	74,001	80,000
Net Department Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

DRAFT V3.COV

Town of Wolfville
2024/25 Operating Budget - V3
Other Protective Services ~ 290

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
License & fee revenue	2,800	3,000	5,000	2,778	5,000
EMO 911 Cost Recovery	1,900	1,900	1,900	1,973	1,900
	4,700	4,900	6,900	4,751	6,900
EXPENSES					
Salary and wages	2,900	22,000	2,300	159	2,300
Employee Benefits	400	2,400	300	41	300
Seasonal Wages	22,200		19,700	16,248	17,400
Employee Benefits Seasonal wag	2,900		2,400	1,413	2,000
Operational Equip & Supplies	500	600	500	540	500
Contracted Services	15,000	15,000	15,000	15,000	15,000
Debenture interest	1,600	1,700	1,700	1,866	2,000
	45,500	41,700	41,900	35,267	39,500
Net Department Surplus (Deficit)	\$ (40,800)	\$ (36,800)	\$ (35,000)	\$ (30,516)	\$ (32,600)

Town of Wolfville
2024/25 Operating Budget - V3
Public Works Division

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Metered Sales	11,500	11,400	14,800	11,572	14,800
Job Cost billings	6,000	3,500	6,000	4,000	10,000
Cost recoveries from Water Util	165,900	149,100	149,100	106,500	106,500
Cost recoveries from Sewer Dept	77,800	60,600	60,600	42,600	42,600
Land Leases	10,000	8,000	8,000	7,809	4,000
Miscellaneous	-	500	-	4,156	-
TOTAL REVENUE	271,200	233,100	238,500	176,637	177,900
EXPENSES					
Salary and wages	759,700	755,500	667,200	610,525	577,100
Employee Benefits	217,000	200,300	158,500	154,578	140,400
Seasonal Wages	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-
Meals and Travel	4,400	3,800	4,000	3,838	3,500
Membership Dues & Fees	2,200	2,700	1,300	2,967	1,300
Advertising	500	500	-	469	-
Telecommunications	11,300	6,400	5,600	3,933	4,400
Office Expense	10,100	5,100	6,500	6,325	4,300
Legal	9,000	4,600	7,000	1,915	5,000
Heat	13,000	11,200	10,000	10,740	7,000
Utilities	48,900	46,800	43,100	34,914	38,800
Repairs and Maintenance	63,200	24,700	25,000	25,139	20,000
Vehicle Fuel	79,300	55,300	65,400	41,191	40,800
Vehicle Repairs & Maintenance	107,300	122,600	85,200	99,459	70,000
Vehicle Insurance	6,000	5,800	5,000	7,668	5,000
Operational Equip & Supplies	230,500	214,900	204,100	212,396	149,900
Equipment Rentals	23,000	18,700	20,000	17,371	10,000
Contracted Services	523,100	319,800	427,800	436,390	469,400
Licenses and Permits	1,700	1,600	1,600	-	1,600
Debenture interest	157,500	153,200	153,200	136,984	127,200
	2,267,700	1,953,500	1,890,500	1,806,802	1,675,700
Net Division Surplus (Deficit)	\$ (1,996,500)	\$ (1,720,400)	\$ (1,652,000)	\$ (1,630,165)	\$ (1,497,800)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	65,000
Net Surplus (Deficit)	\$ (1,996,500)	\$ (1,720,400)	\$ (1,652,000)	\$ (1,630,165)	\$ (1,432,800)

Town of Wolfville
2024/25 Operating Budget - V3
Public Works Common Costs ~ 310

	<u>2024/25</u>	<u>2023/24</u>		<u>2022/23</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Metered Sales	11,500	11,400	14,800	11,572	14,800
Cost recoveries from Water Util	105,300	97,900	97,900	72,300	72,300
Cost recoveries from Sewer Dept	41,400	29,900	29,900	22,100	22,100
TOTAL REVENUE	158,200	139,200	142,600	105,972	109,200
EXPENSES					
Salary and wages	250,800	237,400	203,600	239,918	158,400
Employee Benefits	78,800	60,500	42,800	55,842	33,100
Meetings, Meals and Travel	1,100	600	1,000	708	500
Membership Dues & Fees	2,200	2,700	1,300	2,967	1,300
Advertising	500	500	-	469	-
Telecommunications	11,300	6,400	5,600	3,933	4,400
Office Expense	10,100	5,100	6,500	6,325	4,300
Legal	9,000	4,600	7,000	1,915	5,000
Heat	13,000	11,200	10,000	10,740	7,000
Utilities	21,500	19,200	16,700	12,781	15,800
Repairs and Maintenance	63,200	24,700	25,000	25,139	20,000
Operational Equip & Supplies	3,000	1,300	3,000	2,665	3,000
Contracted Services	24,300	6,500	5,600	(253)	1,500
Licenses and Permits	1,700	1,600	1,600	-	1,600
	490,500	382,300	329,700	363,149	255,900
Net Department Surplus (Deficit)	\$ (332,300)	\$ (243,100)	\$ (187,100)	\$ (257,177)	\$ (146,700)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
Net Surplus (Deficit)	<u>\$ (332,300)</u>	<u>\$ (243,100)</u>	<u>\$ (187,100)</u>	<u>\$ (257,177)</u>	<u>\$ (146,700)</u>

Town of Wolfville
2024/25 Operating Budget - V3
Roads and Streets ~ 320

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Cost recoveries from Water Util	60,600	51,200	51,200	34,200	34,200
Cost recoveries from Sewer Dept	36,400	30,700	30,700	20,500	20,500
Miscellaneous	-	500	-	4,156	-
Other conditional grants	-	-	-	-	-
	97,000	82,400	81,900	58,856	54,700
EXPENSES					
Salary and wages	495,700	512,300	454,500	368,920	417,700
Employee Benefits	134,400	138,500	113,600	98,736	107,100
Seasonal Wages	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-
Meetings, Meals and Travel	3,300	3,200	3,000	3,130	3,000
Vehicle Fuel	79,300	55,300	65,400	41,191	40,800
Vehicle Repairs & Maintenance	107,300	122,600	85,200	99,459	70,000
Vehicle Insurance	6,000	5,800	5,000	7,668	5,000
Operational Equip & Supplies	183,000	181,200	138,100	176,970	122,900
Equipment Rentals	23,000	18,700	20,000	17,371	10,000
Contracted Services	415,800	289,000	380,700	386,282	429,400
	1,447,800	1,326,600	1,265,500	1,199,727	1,205,900
Net Department Surplus (Deficit)	\$ (1,350,800)	\$ (1,244,200)	\$ (1,183,600)	\$ (1,140,871)	\$ (1,151,200)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus				-	65,000
Net Surplus (Deficit)	\$ (1,350,800)	\$ (1,244,200)	\$ (1,183,600)	\$ (1,140,871)	\$ (1,086,200)

Town of Wolfville
2024/25 Operating Budget - V3
Street Lighting ~ 330

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
Utilities	27,400	27,600	26,400	22,133	23,000
Operational Equip & Supplies	5,000		20,000	10,030	5,000
Contracted Services	19,000	6,200	1,500	673	1,500
	51,400	33,800	47,900	32,836	29,500
Net Department Surplus (Deficit)	\$ (51,400)	\$ (33,800)	\$ (47,900)	\$ (32,836)	\$ (29,500)

DRAFT V3.COV

Town of Wolfville
2024/25 Operating Budget - V3
Traffic Services ~ 340

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES	-	-	-	-	-
EXPENSES					
Salary and wages	13,200	5,800	9,100	1,687	1,000
Employee Benefits	3,800	1,300	2,100	-	200
Operational Equip & Supplies	39,500	32,400	43,000	22,029	19,000
Contracted Services	64,000	18,100	40,000	41,761	37,000
	120,500	57,600	94,200	65,477	57,200
Net Department Surplus (Deficit)	\$ (120,500)	\$ (57,600)	\$ (94,200)	\$ (65,477)	\$ (57,200)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
Net Surplus (Deficit)	\$ (120,500)	\$ (57,600)	\$ (94,200)	\$ (65,477)	\$ (57,200)

DRAFT V3 COW

Town of Wolfville
2024/25 Operating Budget - V3
Other Transport ~ 390

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Job Cost billings	6,000	3,500	6,000	4,000	10,000
Land Leases	10,000	8,000	8,000	7,809	4,000
	16,000	11,500	14,000	11,809	14,000
EXPENSES					
Operational Equip & Supplies				702	-
Contracted Services				7,927	
Debenture interest	157,500	153,200	153,200	136,984	127,200
	157,500	153,200	153,200	145,613	127,200
Net Department Surplus (Deficit)	\$ (141,500)	\$ (141,700)	\$ (139,200)	\$ (133,804)	\$ (113,200)

DRAFT V3.COV

Town of Wolfville
2024/25 Operating Budget - V3
Sewer & Solid Waste Division

Environmental Health

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUE					
Sewer Rates	800,900	680,300	686,000	584,374	608,400
Kings County Sewer Contribution	6,000	6,000	6,000	5,355	5,000
PNS conditional grants	-	-	-	-	-
TOTAL REVENUE	806,900	686,300	692,000	589,729	613,400
EXPENSES					
Salary and wages	110,100	61,000	144,100	68,256	127,100
Employee Benefits	28,300	10,100	37,200	7,873	33,400
Telecommunications	1,500	700	-	1,357	-
Utilities	122,100	114,200	102,200	100,671	98,300
Repairs and Maintenance	2,000	1,300	-	1,207	-
Property Taxes	-	-	-	-	-
Vehicle Fuel	2,000	-	-	2,168	-
Vehicle Repairs & Maintenance	28,500	30,900	21,000	23,298	20,000
Vehicle Insurance	500	500	1,500	1,244	1,000
Operational Equip & Supplies	130,000	84,700	109,000	62,986	103,800
Contracted Services	81,400	74,800	61,900	54,021	48,000
Debtenture interest	92,000	58,600	50,700	40,375	53,500
	598,400	436,800	527,600	363,456	485,100
Net Division Surplus (Deficit)	\$ 208,500	\$ 249,500	\$ 164,400	\$ 226,273	\$ 128,300

Town of Wolfville
2024/25 Operating Budget - V3
Sewer Administration ~ 410

	<u>2024/25</u> Budget	<u>2023/24</u> Forecast/Act Budget		<u>2022/23</u> Actual Budget	
EXPENSES					
Salary and wages				682	
Employee Benefits				48	
Contracted Services	41,400	33,700	29,900	25,900	22,100
	<u>41,400</u>	<u>33,700</u>	<u>29,900</u>	<u>26,630</u>	<u>22,100</u>
Net Department Surplus (Deficit)	<u>\$ (41,400)</u>	<u>\$ (33,700)</u>	<u>\$ (29,900)</u>	<u>\$ (26,630)</u>	<u>\$ (22,100)</u>

DRAFT V3.COV

Town of Wolfville
2024/25 Operating Budget - V3
Sanitary & Storm Sewer Collection ~ 420

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
Salary and wages	57,700	18,100	54,700	20,161	50,800
Employee Benefits	15,600	3,500	13,700	2,724	13,000
Vehicle Repairs & Maintenance	20,500	30,700	13,000	12,300	13,000
Operational Equip & Supplies	40,000	3,000	40,000	16,406	40,000
Contracted Services	15,000	15,200	15,000	13,234	15,000
	148,800	70,500	136,400	64,825	131,800
Net Department Surplus (Deficit)	\$ (148,800)	\$ (70,500)	\$ (136,400)	\$ (64,825)	\$ (131,800)

DRAFT W3COW

**Town of Wolfville
2024/25 Operating Budget - V3
Lift Stations ~ 430**

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
Salary and wages	12,400	8,900	10,500	6,273	9,600
Employee Benefits	2,200	1,400	2,800	341	2,500
Utilities	22,100	20,600	21,000	17,239	20,300
Repairs and Maintenance		600			
Operational Equip & Supplies	35,000	35,800	24,000	16,793	23,800
Contracted Services	4,000	500	4,000	3,337	4,000
	75,700	67,800	62,300	43,983	60,200
Net Department Surplus (Deficit)	\$ (75,700)	\$ (67,800)	\$ (62,300)	\$ (43,983)	\$ (60,200)

DRAFT V3.COV

Town of Wolfville
2024/25 Operating Budget - V3
Sewer Treatment ~ 440

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES	-	-	-	-	-
EXPENSES					
Salary and wages	40,000	34,000	78,900	41,140	66,700
Employee Benefits	10,500	5,200	20,700	4,760	17,900
Telecommunications	1,500	700		1,357	
Utilities	100,000	93,600	81,200	83,432	78,000
Building Repairs and Maintenance	2,000	700		1,207	
Property Taxes					
Vehicle Fuel	2,000			2,168	-
Vehicle Repairs & Maintenance	8,000	200	8,000	10,998	7,000
Vehicle Insurance	500	500	1,500	1,244	1,000
Operational Equip & Supplies	35,000	29,500	25,000	10,777	20,000
Equipment Maintenance	-			-	
Equipment Rentals	-			-	
Program Expenditures	-			-	
Contracted Services	16,000	12,600	8,000	9,075	3,500
	215,500	177,000	223,300	166,158	194,100
Net Department Surplus (Deficit)	\$ (215,500)	\$ (177,000)	\$ (223,300)	\$ (166,158)	\$ (194,100)

Town of Wolfville
2024/25 Operating Budget - V3
Solid Waste Department ~ 450

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES	-	-	-	-	-
EXPENSES					
Operational Equip & Supplies	-	-	-	-	-
Contracted Services	5,000	3,700	5,000	2,475	3,400
	5,000	3,700	5,000	2,475	3,400
Net Department Surplus (Deficit)	\$ (5,000)	\$ (3,700)	\$ (5,000)	\$ (2,475)	\$ (3,400)

DRAFT V3 COW

Town of Wolfville
2024/25 Operating Budget - V3
Other Environmental ~ 490

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Sewer Rates	800,900	680,300	686,000	584,374	608,400
Kings County Sewer Contribution	6,000	6,000	6,000	5,355	5,000
PNS conditional grants				-	-
	806,900	686,300	692,000	589,729	613,400
EXPENSES					
Operational Equip & Supplies	20,000	16,400	20,000	19,010	20,000
Contracted Services		9,100		-	-
Debenture interest	92,000	58,600	50,700	40,375	53,500
	112,000	84,100	70,700	59,385	73,500
Net Department Surplus (Deficit)	\$ 694,900	\$ 602,200	\$ 621,300	\$ 530,344	\$ 539,900

DRAFT V3.COV

Town of Wolfville
2024/25 Operating Budget - V3
Planning & Development Division ~ 610

Environmental Development

	<u>2024/25</u>	<u>2023/24</u>		<u>2022/23</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Zoning & Subdivision approvals	3,000	2,700	3,000	4,607	1,100
License & fee revenue	600	700	600	655	1,500
Building & development permits	30,000	33,300	30,000	42,061	20,000
Development agreements	-	-	-	-	-
Land Leases	-	-	-	-	900
PNS conditional grants	-	-	-	-	-
Other conditional grants	-	-	-	15,000	-
	<u>33,600</u>	<u>36,700</u>	<u>33,600</u>	<u>62,323</u>	<u>23,500</u>
EXPENSES					
Salary and wages	409,000	380,100	364,400	339,981	324,100
Employee Benefits	104,300	95,600	87,000	83,833	73,500
Seasonal Wages	-	-	-	11,251	-
Employee Benefits Seasonal wag	-	-	-	1,447	-
Meetings, Meals and Travel	2,000	1,200	2,000	2,510	4,000
Membership Dues & Fees	3,000	3,200	3,000	3,106	2,500
Advertising	5,000	4,400	5,000	2,125	5,600
Telecommunications	3,300	3,400	3,300	3,433	3,500
Office Expense	12,000	9,500	12,000	11,333	12,000
Legal	16,000	17,800	10,000	11,018	10,000
Miscellaneous	-	1,600	-	3,054	-
Vehicle Fuel	600	700	-	130	-
Vehicle Repairs & Maintenance	1,000	600	-	114	-
Vehicle Insurance	900	800	-	-	-
Operational Equip & Supplies	-	500	-	137	-
Project & Program Expenditures	-	-	-	235	-
Contracted Services	40,000	40,000	40,000	74,087	40,000
	<u>597,100</u>	<u>559,400</u>	<u>526,700</u>	<u>547,794</u>	<u>475,200</u>
Net Division Surplus (Deficit)	(563,500)	\$ (522,700)	(493,100)	\$ (485,471)	(451,700)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
Net Surplus (Deficit)	<u>\$ (563,500)</u>	<u>\$ (522,700)</u>	<u>\$ (493,100)</u>	<u>\$ (485,471)</u>	<u>\$ (451,700)</u>

Town of Wolfville
2024/25 Operating Budget - V3
Community Development Division

Recreation & Cultural

	<u>2024/25</u>	<u>2023/24</u>		<u>2022/23</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Kings County Recreation Contrib	15,000	15,000	15,000	18,020	15,000
Program fees	27,000	47,300	29,300	45,352	20,000
Festival & events revenues	7,000	11,900	8,000	1,389	-
Facility fees & cost recoveries	6,800	7,400	9,000	10,393	12,000
Miscellaneous	-	200	-	3,853	-
Employment grants	5,000	8,100	-	12,059	7,000
PNS conditional grants	-	7,500	-	7,500	-
Other conditional grants	27,400	12,700	39,000	40,930	31,000
Federal Grants	-	27,800	-	-	-
TOTAL REVENUE	88,200	137,900	100,300	139,496	85,000
EXPENSES					
Salary and wages	353,800	716,000	421,400	321,453	386,200
Employee Benefits	80,000	162,200	96,800	108,568	84,400
Seasonal/Term Wages	383,300	-	363,900	423,246	353,500
Employee Benefits Seasonal wag	104,000	-	76,600	37,849	63,000
Meals and Travel	1,300	3,500	1,700	3,294	1,700
Membership Dues & Fees	4,900	4,100	5,300	3,812	5,300
Advertising	5,300	5,500	6,300	6,493	7,000
Telecommunications	8,100	7,500	6,200	4,814	6,100
Office Expense	3,600	4,100	3,500	3,381	4,000
Legal	-	900	-	979	-
Marketing and Communications	4,000	-	2,500	451	2,500
Miscellaneous	-	-	-	89	-
Utilities	28,800	26,700	28,800	26,735	20,400
Repairs and Maintenance	53,100	23,700	56,500	11,309	56,500
Vehicle Fuel	11,900	10,500	6,500	14,863	6,500
Vehicle Repairs & Maintenance	31,300	29,700	25,000	36,616	12,000
Vehicle Insurance	7,800	6,900	5,000	4,861	4,000
Operational Equip & Supplies	125,900	114,600	125,200	114,729	106,500
Equipment Rentals	6,000	2,400	-	5,072	-
Project & Program Expenditures	147,800	153,900	177,500	167,606	77,500
Contracted Services	70,100	85,500	115,300	71,963	113,000
Grants to Organizations	85,900	91,000	75,000	53,050	75,000
Debenture interest	5,600	6,100	6,100	6,397	6,600
	1,522,500	1,454,800	1,605,100	1,427,630	1,391,700
Net Division Surplus (Deficit)	(1,434,300)	\$ (1,316,900)	\$ (1,504,800)	\$ (1,288,134)	\$ (1,306,700)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	90,000	-	50,000
	-	-	90,000	-	50,000
Net Surplus (Deficit)	\$ (1,434,300)	\$ (1,316,900)	\$ (1,414,800)	\$ (1,288,134)	\$ (1,256,700)

Town of Wolfville
2024/25 Operating Budget - V3
Parks Dept ~ 510

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous	-			3,524	-
Employment grants	-			-	4,500
PNS conditional grants	-	6,000	-	-	-
Other conditional grants	-	-	-	-	-
TOTAL REVENUE	-	6,000	-	3,524	4,500
EXPENSES					
Salary and wages	188,700	412,600	180,000	96,700	168,000
Employee Benefits	44,100	107,800	43,000	68,104	34,800
Seasonal Wages	254,400		229,200	306,706	213,000
Employee Benefits Seasonal wag	84,000		56,300	28,064	46,800
Meetings, Meals and Travel	600	500	1,000	300	1,000
Telecommunications	2,600	3,900	700	747	700
Office Expense	1,000	1,400	500	964	500
Utilities	12,500	11,300	12,500	11,126	5,400
Repairs and Maintenance	6,600	6,300	-	156	-
Vehicle Fuel	11,900	10,500	6,500	14,863	6,500
Vehicle Repairs & Maintenance	31,300	29,000	25,000	36,351	12,000
Vehicle Insurance	7,800	6,800	5,000	4,777	4,000
Operational Equip & Supplies	93,600	91,500	96,400	97,465	85,200
Equipment Rentals	6,000	2,400	-	5,072	-
Contracted Services	51,300	60,800	95,000	52,520	94,500
Debenture interest	3,200	3,500	3,500	3,683	3,800
	799,600	748,300	754,600	727,598	676,200
Net Division Surplus (Deficit)	\$ (799,600)	\$ (742,300)	\$ (754,600)	\$ (724,074)	\$ (671,700)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus		-	30,000	-	30,000
Net Surplus (Deficit)	\$ (799,600)	\$ (742,300)	\$ (724,600)	\$ (724,074)	\$ (641,700)

Town of Wolfville
2024/25 Operating Budget - V3
Economic Development Department ~ 710

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
Contracted Services	-			-	-
Grants to Organizations	20,000	10,000	10,000	-	10,000
	20,000	10,000	10,000	-	10,000
Net Operational Dept. Surplus (Deficit)	\$ (20,000)	\$ (10,000)	\$ (10,000)	\$ -	\$ (10,000)

DRAFT V3.COV

Town of Wolfville
2024/25 Operating Budget - V3
Festival & Events Department ~ 720

	<u>2024/25</u>	<u>2023/24</u>		<u>2022/23</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Festival & events revenues	7,000	11,900	8,000	1,389	-
Employment grants	5,000	4,100	-	8,318	-
PNS conditional grants				-	-
Other conditional grants	2,400		14,000	7,133	14,500
Federal Grants		2,400			
	<u>14,400</u>	<u>18,400</u>	<u>22,000</u>	<u>16,840</u>	<u>14,500</u>
EXPENSES					
Salary and wages	3,500	10,500	3,500	1,044	4,000
Employee Benefits	700	1,100	700	403	700
Seasonal Wages	12,000		22,600	23,939	18,000
Employee Benefits Seasonal wag	1,600		3,400	1,817	2,200
Advertising	3,800	5,500	4,800	6,282	5,000
Operational Equip & Supplies	22,000	16,400	19,000	10,816	11,500
Project & Program Expenditures	90,700	84,400	80,500	87,262	62,000
Contracted Services	-			-	-
Grants to Organizations	28,000	42,000	30,000	33,050	30,000
	<u>162,300</u>	<u>159,900</u>	<u>164,500</u>	<u>164,613</u>	<u>133,400</u>
Net Department Surplus (Deficit)	\$ (147,900)	\$ (141,500)	\$ (142,500)	\$ (147,773)	\$ (118,900)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Surplus (Deficit)	<u>\$ (147,900)</u>	<u>\$ (141,500)</u>	<u>\$ (142,500)</u>	<u>\$ (147,773)</u>	<u>\$ (118,900)</u>

Town of Wolfville
2024/25 Operating Budget - V3
Community Development Adm & Rec Centre ~ 730

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
PNS conditional grants	-	-	-	-	-
Other conditional grants	-	-	-	-	-
	-	-	-	-	-
EXPENSES					
Salary and wages	148,900	185,300	225,700	213,988	202,000
Employee Benefits	31,300	40,200	50,000	38,194	46,400
Seasonal Wages	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-
Meetings, Meals and Travel	200	600	200	542	200
Membership Dues & Fees	4,700	3,900	4,700	3,673	4,700
Advertising	-	-	-	-	-
Telecommunications	2,600	2,000	2,600	2,100	2,600
Office Expense	1,500	1,000	1,500	1,616	1,500
Legal	-	900	-	979	-
Marketing and Communications	2,500	-	2,500	-	2,500
Utilities	6,000	6,400	6,000	6,567	6,000
Repairs and Maintenance	10,000	6,400	20,000	2,948	20,000
Operational Equip & Supplies	-	1,100	-	485	-
Project & Program Expenditures	20,000	16,800	60,000	20,593	-
Contracted Services	-	700	-	-	-
	<u>227,700</u>	<u>265,300</u>	<u>373,200</u>	<u>291,685</u>	<u>285,900</u>
Net Department Surplus (Deficit)	\$ (227,700)	\$ (265,300)	\$ (373,200)	\$ (291,685)	\$ (285,900)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	60,000	-	-
	-	-	60,000	-	-
Net Surplus (Deficit)	<u>\$ (227,700)</u>	<u>\$ (265,300)</u>	<u>\$ (313,200)</u>	<u>\$ (291,685)</u>	<u>\$ (285,900)</u>

Town of Wolfville
2024/25 Operating Budget - V3
Recreation Programs Department ~ 740

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Kings County Recreation Contrib	15,000	15,000	15,000	18,020	15,000
Program fees	27,000	47,300	29,300	45,352	20,000
Facility fees & cost recoveries	6,800	7,400	9,000	10,393	12,000
Employment grants	-	4,000	-	3,741	-
Other conditional grants	20,000	1,700	20,000	28,797	1,500
Federal Grants		25,400			
	68,800	100,800	73,300	106,303	48,500
EXPENSES					
Salary and wages	-	68,900	-	-	-
Employee Benefits	-	9,200	-	-	-
Seasonal Wages	73,600		73,600	62,273	72,500
Employee Benefits Seasonal wag	12,800		12,200	5,651	8,000
Meetings, Meals and Travel	500	2,300	500	2,452	500
Advertising	1,500		1,500	211	2,000
Miscellaneous	-			89	
Vehicle Repairs & Maintenance	-	700	-	265	-
Vehicle Insurance	-	100	-	84	-
Operational Equip & Supplies	3,500	3,900	3,000	2,074	3,000
Project & Program Expenditures	37,100	52,700	37,000	59,751	15,500
Contracted Services	15,000	15,000	15,000	15,000	15,000
Grants to Organizations	27,900	29,000	25,000	10,000	25,000
	171,900	181,800	167,800	157,850	141,500
Net Department Surplus (Deficit)	\$ (103,100)	\$ (81,000)	\$ (94,500)	\$ (51,547)	\$ (93,000)

Town of Wolfville
2024/25 Operating Budget - V3
Tourism Department ~ 750

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous					
PNS conditional grants	-	1,500		7,500	-
Other conditional grants		6,000		-	10,000
	-	7,500	-	7,500	12,500
EXPENSES					
Salary and wages	3,600	36,700	3,500	4,781	3,500
Employee Benefits	1,200	3,700	900	1,282	700
Seasonal Wages	43,300		38,500	30,328	50,000
Employee Benefits Seasonal wag	5,600		4,700	2,317	6,000
Meetings, Meals and Travel	-	100	-	-	-
Membership Dues & Fees	200	200	600	139	600
Telecommunications	2,100	1,100	2,100	1,490	2,000
Office Expense	600	700	1,000	170	1,000
Marketing and Communications	1,500		-	451	-
Utilities	2,800	2,800	2,800	3,044	2,000
Repairs and Maintenance	1,500	100	1,500	1,712	1,500
Operational Equip & Supplies	6,800	1,700	6,800	3,795	6,800
Contracted Services	3,800	6,100	5,300	4,443	3,500
	73,000	53,200	67,700	53,952	77,600
Net Department Surplus (Deficit)	\$ (73,000)	\$ (45,700)	\$ (67,700)	\$ (46,452)	\$ (65,100)

Town of Wolfville
2024/25 Operating Budget - V3
Library ~ 760

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
REVENUES					
Miscellaneous	-	200	-	329	-
Other conditional grants	5,000	5,000	5,000	5,000	5,000
	5,000	5,200	5,000	5,329	5,000
EXPENSES					
Salary and wages	9,100	2,000	8,700	4,940	8,700
Employee Benefits	2,700	200	2,200	585	1,800
Telecommunications	800	500	800	477	800
Office Expense	500	1,000	500	631	1,000
Utilities	7,500	6,200	7,500	5,998	7,000
Repairs and Maintenance	35,000	10,900	35,000	6,493	35,000
Operational Equip & Supplies	-	-	-	94	-
Contracted Services	-	2,900	-	-	-
Debenture interest	2,400	2,600	2,600	2,714	2,800
	58,000	26,300	57,300	21,932	57,100
Net Department Surplus (Deficit)	\$ (53,000)	\$ (21,100)	\$ (52,300)	\$ (16,603)	\$ (52,100)
Reserve Funding					
Transfer from Operating Reserves & Accumulated Surplus	-	-	-	-	20,000
	-	-	-	-	20,000
Net Surplus (Deficit)	\$ (53,000)	\$ (21,100)	\$ (52,300)	\$ (16,603)	\$ (32,100)

Town of Wolfville
2024/25 Operating Budget - V3
Museum & Historical ~ 770

	2024/25	2023/24		2022/23	
	Budget	Forecast/Act	Budget	Actual	Budget
EXPENSES					
Grants to Organizations	10,000	10,000	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)	\$ (10,000)

DRAFT V3.COV

Town of Wolfville
2024/25 Operating Budget - V3
Partner Contributions ~ 840

	<u>2024/25</u>	<u>2023/24</u>		<u>2022/23</u>	
	Budget	Forecast/Act	Budget	Actual	Budget
<u>EXPENSES</u>					
<u>Local partners</u>					
Grant to WBDC	100,000	100,000	100,000	100,000	100,000
<u>Regional partners</u>					
Regional Solid Waste - VWRM	675,800	621,500	590,500	563,102	540,000
Transit services - KTA & KPPT	287,900	247,900	259,000	224,653	189,000
Valley Community Fibre Network	2,000	2,000	2,000	1,306	2,000
Regional Development - REN	25,500	24,300	30,000	-	30,000
Regional Emergency Measure - REMO	11,600	10,000	10,000	9,970	10,000
Kings Region -cooperative Initiatives	70,000	63,600	70,000	33,345	100,000
<u>Provincial partners</u>					
Annapolis Valley Regional Library	32,000	30,300	32,000	30,300	31,000
Education	968,700	828,700	824,000	722,544	719,000
Corrections	-	82,500	82,000	82,900	82,000
Regional Housing Authority	-	60,000	60,000	54,666	60,000
Assessment services	78,000	75,700	78,000	75,669	78,000
	<u>2,251,500</u>	<u>2,146,500</u>	<u>2,137,500</u>	<u>1,898,455</u>	<u>1,941,000</u>
Net Department Surplus (Deficit)	<u>\$ (2,251,500)</u>	<u>\$ (2,146,500)</u>	<u>\$ (2,137,500)</u>	<u>\$ (1,898,455)</u>	<u>\$ (1,823,900)</u>

Town of Wolfville 2024/25 Ten Year Capital Investment Plan Fiscal 2024/25 to 2033/34	Carried forward	Changes from V1 (Jan 18/24)			Accessibility Deadline						
	BUDGET FOCUS				Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Year 1 <u>2024/25</u>	Year 2 <u>2025/26</u>	Year 3 <u>2026/27</u>		<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>	<u>2033/34</u>
Information Technology											
<u>Servers</u>											
Server Replacements	41,000	41,000					45,000	45,000			
Σ Servers	41,000	41,000					45,000	45,000			
<u>Other IT Upgrades</u>											
Back Office Infrastructure (switches) Replace switches	23,000				24,000					25,000	
Σ Other	23,000				24,000					25,000	
Σ Information Technology	\$ 64,000	\$ 41,000	\$ -		\$ 24,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 25,000	\$ -
Municipal Buildings											
<u>Civic Complex - Town Hall & Library</u>											
New or Major Renovated Facility (design phase, construction phase)		475,000	9,472,000		30,000						
Σ Civic Complex - Town Hall & Library		475,000	9,472,000		30,000						
<u>Community Development/Public Works</u>											
Public Works Building Renos & Deferred Maintenance (Phase 2) - cfwd	600,000										
Public Works Building Renos & Deferred Maintenance (Phase 3)		300,000									
Σ Community Development/Public Works	600,000	300,000					300,000				
<u>Welcome Centre</u>											
Replacement Building - cfwd as construction won't be complete by March 31	720,000										
Σ Welcome Centre	720,000										
<u>Fire Hall</u>											
New Facility (design phase, construction phase)	200,000	4,000,000									
Σ Fire Hall	200,000	4,000,000									
Σ Municipal Buildings	\$ 1,520,000	\$ 4,775,000	\$ 9,472,000		\$ 30,000	\$ -	\$ 300,000	\$ 500,000	\$ -	\$ -	\$ -
Protective Services											
<u>Fire Department</u>											
<u>Trucks - may be impacted by service review</u>											
Aerial Ladder Truck			2,200,000								<<41>>

Town of Wolfville
2024/25 Ten Year Capital Investment Plan
Fiscal 2024/25 to 2033/34

	Carried forward	Changes from V1 (Jan 18/24)		Accessibility Deadline						
	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>	<u>2033/34</u>
Pumper 3 E-One Cyclone - to new pumper tanker - cfwd	-	1,700,000								
Σ Fire Trucks	-	1,700,000	2,200,000	-	1,650,000	170,000	-	200,000	-	-
Equipment										
Equipment Upgrades	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Σ Misc Fire Equipment	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Σ Fire Department	20,000	1,720,000	2,220,000	20,000	1,670,000	190,000	20,000	220,000	20,000	20,000
Σ Protective Services	\$ 20,000	\$ 1,720,000	\$ 2,220,000	\$ 20,000	\$ 1,670,000	\$ 190,000	\$ 20,000	\$ 220,000	\$ 20,000	\$ 20,000
Transportation Services										
Public Works Equipment										
Public Works - Fleet Inventory										
veh # 18 - 2019 Wacker Neuson Loader	10,000	-		-	-		175,000			-
veh # 19 - PW 2017 3/4 ton Crew Cab			70,000				-			
veh # 21 - PW 2015 3/4 ton 4*4 with dump body			140,000						175,000	
veh # 22 - PW 2014 1/2 ton	55,000									60,000
veh # 27 - PW 2020 Backhoe			190,000							230,000
veh # 28 - PW 2013 Loader			800,000							
veh # 51 - PW 2017 Sidewalk Tractor (snow removal)		190,000								
veh #?? - new 5 ton...we are keeping old 5 ton - cfwd	407,000								600,000	
Σ Public Works - Fleet Inventory	472,000	190,000	1,200,000	183,000	-	60,000	675,000	-	775,000	290,000
Parks Dept - Fleet/Equip										
Top Dresser (New)	31,500									
veh # 20 - 2014 Ford 1/2 pick up			60,000							
veh # 31 - Parks 2001 Suzuki micro truck	25,000						30,000			
veh # 38 - Parks 2017 JD mower 1023E			40,000							
veh # 39 - Parks 2015 JD mower X730		18,000					20,000			
veh # 40 -2015 JD Parks tractor 1025 with cab			45,000						60,000	
Σ Parks Dept - Fleet/Equip	56,500	18,000	145,000	365,000	160,000	60,000	80,000	-	60,000	-
Water & Wastewater Dept's										
veh #14 - Works Pick Up - Likely will be an EV Transit van	75,000									<<42>>

Town of Wolfville
2024/25 Ten Year Capital Investment Plan
Fiscal 2024/25 to 2033/34

Carried forward Changes from V1 (Jan 18/24)

Accessibility
Deadline

BUDGET FOCUS

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>	<u>2033/34</u>
Σ Water & Wastewater Dept's	75,000	-	-	-	-	90,000	-	-	60,000	-
Σ Public Works Fleet/Equipment	603,500	208,000	1,345,000	548,000	160,000	210,000	755,000	-	950,000	290,000
Transportation Infrastructure										
<i>includes active transport corridors, street, sidewalk, sanitary & storm sewer where applicable</i>										
Streets, Sidewalks, Parking Lots										
Kent Ave - Sidewalk (500m)	225,000									
Earnscliffe Ave. - Main St. to EKM (340m)	-		89,500	1,790,000						
Engineering Support Contingency (Recurring)	60,000	63,600	67,400	71,400	75,700	80,200	85,000	90,100	95,500	101,200
Allocation of staff wages (from dept 310)	101,200	105,300	109,500	113,900	118,500	123,200	128,100	133,200	138,500	144,000
Σ Streets, Sidewalks, Parking Lots	386,200	168,900	266,400	2,084,800	2,384,200	308,200	2,309,100	282,600	1,420,000	399,150
Σ Transportation Infrastructure	386,200	168,900	266,400	2,084,800	2,384,200	308,200	2,309,100	282,600	1,420,000	399,150
Other Transportation										
Miscellaneous										
Decorative Light Posts - to Willow	-	235,000								
Flood Risk Mitigation - cfwd	75,000			1,000,000						
Σ Miscellaneous	75,000	235,000	-	1,000,000	-	-	-	-	-	-
Traffic Safety & Mobility Program										
Crosswalk Evaluations, Treatment Upgrades, and New Crosswalks	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
AT Network (\$3,393,000 in total)	513,600	862,200	1,967,600	-	-	-				
Willow & Winter One-Way - cfwd	15,000									
Intersection Safety	100,000									
Σ Traffic Safety & Mobility Program	653,600	887,200	1,992,600	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Σ Other Transportation	728,600	1,122,200	1,992,600	1,025,000	25,000	25,000	25,000	25,000	105,000	25,000
Σ Transportation Services	\$ 1,718,300	\$ 1,499,100	\$ 3,604,000	\$ 3,657,800	\$ 2,569,200	\$ 543,200	\$ 3,089,100	\$ 307,600	\$ 2,475,000	\$ 714,150
Environmental Health Services										
Storm Water Management										
Allowance for projects yet identified	275,000	800,000								
Σ Storm Water Management	275,000	800,000	-	-	-	-	-	-	-	-
Sewage Treatment/Collection										

Town of Wolfville
2024/25 Ten Year Capital Investment Plan
Fiscal 2024/25 to 2033/34

	Carried forward	Changes from V1 (Jan 18/24)	BUDGET FOCUS							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>	<u>2033/34</u>
Sewer Treatment										
Treatment plant expansion - Phase II	1,550,200	4,721,600								
Flood Mitigation @ STP	50,000									
Σ Sewer Treatment	1,600,200	4,721,600								
Lift Stations										
Assessment and Upgrade Program - cfwd	50,000	150,000	100,000							
SCADA and Electrical Panel Replacements incl. VCFN integration - cfwd	65,000	65,000	65,000							
Σ Lift Stations	115,000	215,000	165,000				80,000			130,000
Σ Sewage Treatment/Collection	1,715,200	4,936,600	165,000				80,000			130,000
Σ Environmental Health Services	\$ 1,990,200	\$ 5,736,600	\$ 165,000	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 130,000
Community Infrastructure										
Park and Trail Infrastructure										
Trails and Trailheads										
<i>East End Gateway</i>										
Parking Lot Expansion and Reconstruction (multi-year)	430,000									
Σ Trails and Trailheads	430,000									
Parks										
<i>West End Parkland & Trail</i>										
improvements - define before end of process	200,000									
<i>Reservoir Park</i>										
Washroom/Change Rooms - cfwd	160,000									
Main walking trails, steps into large pond, shading/other stuff cfwd	30,000									
Bike skills park - boardwalk & bridge rehab work		225,000								
<i>Clock Park</i>										
Accessibility Upgrades - Concrete walkways cfwd	110,000									
<i>Rotary Park</i>										
Resurface Tennis Courts - cfwd	125,000									
<i>Tower Community Park</i>										

Town of Wolfville
2024/25 Ten Year Capital Investment Plan
Fiscal 2024/25 to 2033/34

	Carried forward	Changes from V1 (Jan 18/24)		Accessibility Deadline						
	BUDGET FOCUS			Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>	<u>2033/34</u>
Refurb tennis courts for pickleball	70,000									
<i>Miscellaneous</i>										
Allow for Future Park Development	-	200,000	200,000	200,000	-	-	200,000	100,000	100,000	100,000
Pickleball Courts (Location TBD)	-	300,000								
Σ Parks	695,000	725,000	200,000	200,000	-	-	200,000	100,000	100,000	100,000
Σ Park and Trail Infrastructure	1,125,000	725,000	200,000	200,000	-	-	200,000	100,000	100,000	100,000
Open Spaces and Town Amenities										
Nature Preserve										
Dam Upgrades	25,000	-	-	120,000	600,000	600,000				1,000,000
Dam monitoring/surveillance	24,000	25,500	27,000	28,500	30,300	32,200	34,100	36,100	38,200	40,500
Nature Trust (External Funding) - cfwd	-		185,000							
Σ Nature Preserve	49,000	25,500	212,000	148,500	630,300	632,200	34,100	36,100	38,200	1,040,500
<i>Public Art</i>										
Public Art Project										
Concrete walkways to Mona Parsons Statue and Alex Colville Wall		100,000								
Σ Miscellaneous Amenities	-	100,000	-	-	-	-	-	-	-	-
Σ Open Spaces and Town Amenities	49,000	125,500	212,000	148,500	630,300	632,200	34,100	36,100	38,200	1,040,500
Σ Community Infrastructure	\$ 1,174,000	\$ 850,500	\$ 412,000	\$ 348,500	\$ 630,300	\$ 632,200	\$ 234,100	\$ 136,100	\$ 138,200	\$ 1,140,500
GRAND TOTAL ALL PROJECTS (V3)	\$ 6,486,500	\$ 14,622,200	\$ 15,873,000	\$ 4,080,300	\$ 4,869,500	\$ 1,710,400	\$ 3,968,200	\$ 663,700	\$ 2,658,200	\$ 2,004,650
GRAND TOTAL ALL PROJECTS (V1)	\$ 10,079,600	\$ 9,244,800	\$ 15,647,000	\$ 3,708,400	\$ 4,720,700	\$ 1,450,200	\$ 3,806,000	\$ 435,100	\$ 2,481,500	\$ 1,666,200
NEW PROJECTS TO BE APPROVED	\$ (3,593,100)	\$ 5,377,400	\$ 226,000	\$ 371,900	\$ 148,800	\$ 260,200	\$ 162,200	\$ 228,600	\$ 176,700	\$ 338,450

Wolfville Water Utility
All Divisions
2024/25 Draft Operating Budget

	2023/24		2024/25	2025/26	2026/27	2027/28
	Forecast	Budget	Budget	Three Year Budget Projection		
OPERATING REVENUES						
Metered Sales	-	725,000	998,900	1,046,600	1,047,600	1,048,600
Public Fire Protection Charge	-	396,000	497,500	524,600	524,600	524,600
Sprinkler Service	-	10,800	11,000	11,200	11,200	11,400
Other/Miscellaneous	-	12,000	12,000	12,000	12,000	12,000
	-	1,143,800	1,519,400	1,594,400	1,595,400	1,596,600
EXPENSES						
Source of Supply	-	-	-	-	-	-
Power and Pumping	-	126,900	127,400	130,800	134,100	137,700
Water Treatment	-	115,500	203,800	209,500	215,300	221,400
Transmission and Distribution	-	319,000	438,200	447,300	456,600	466,300
Administration and General	-	291,100	342,100	338,700	340,900	348,300
Depeciation	-	165,000	190,200	210,000	210,000	210,000
Property taxes	-	56,500	58,700	59,900	61,100	62,300
Other Operating Expenditures	-	-	-	-	-	-
	-	1,074,000	1,360,400	1,396,200	1,418,000	1,446,000
Net Operating Surplus (Deficit)	-	69,800	159,000	198,200	177,400	150,600
NON-OPERATING REVENUE						
Job Cost Billings	-	12,000	13,000	13,000	13,000	13,000
Interest on Arrears	-	3,000	2,000	3,000	3,000	3,000
Interest on Bank/Investments	-	10,000	28,600	20,000	20,000	20,000
Grants	-	-	-	-	-	-
	-	25,000	43,600	36,000	36,000	36,000
NON-OPERATING EXPENDITURES						
Principal Debenture Repayments	-	48,500	61,300	61,300	61,300	61,300
Debenture interest	-	25,500	40,100	38,500	36,600	34,500
Future Debt Repayments	-	19,300	20,000	45,000	50,000	-
Other debt charges	-	2,700	3,000	3,000	3,000	3,000
Transfer to Capital Fund	-	70,000	40,000	40,000	30,000	30,000
Dividend to Town	-	50,000	50,000	50,000	50,000	50,000
	-	216,000	214,400	237,800	230,900	178,800
Net Surplus (Deficit)	\$ -	\$ (121,200)	\$ (11,800)	\$ (3,600)	\$ (17,500)	\$ 7,800
Accumulated Surplus, Marc 31/23	\$ 345,780		345,780	333,980	260,380	242,880
Transfer to Water Capital Projects	-			(70,000)		(25,000)
Accumulated Surplus, Op Fund, Fiscal Year End	345,780		333,980	260,380	242,880	225,680
Capital Reserve Fund at Year End - Projected						
Water Depreciation Reserve Acct Balance :	\$ 110,440		\$ 166,540	\$ 208,340	\$ 418,340	\$ 840

Town of Wolfville

Water Utility - Draft Five Year Capital Plan

Fiscal 2024/25 to 2028/29

	BUDGET FOCUS				
	Year 1	Year 2	Year 3	Year 4	Year 5
	2024/25	2025/26	2026/27	2027/28	2028/29
Σ Equipment	-	-	-	-	-
Distribution					
<u>General street distribution system</u>					
Earncliffe - Main to EKM				447,500	
Gaspereau Ave - civic 94 to Fowler					547,500
Grandview - Beckwith to Skyway					
Victoria - Main to King					
Commercial Fill Station			30,000		
<u>Pressure and air control</u>					
50mm Pressure reducing valve replacements (7)	17,000				
Σ Distribution	17,000	-	30,000	447,500	547,500
Treatment System					
<u>Transmission Line to WTP</u>					
Cherry Lane to Westwood		569,300			
Skyway to WTP	460,000				
New PW3 to ???					
<u>Σ Transmission Line to WTP</u>	460,000	569,300	-	-	-
<u>Water Treatment Plant</u>					
Security Upgrades at Reservoir	10,000	25,000		200,000	
Chlorine Gas Chambers and Gas Monitor	6,200				
Treatment Process Monitoring Replacements	10,900				
Chlorine Probe		3,200			
<u>Σ Water Treatment Plant</u>	27,100	28,200	-	200,000	-
Σ Treatment System	487,100	597,500	-	200,000	-
Source Water					
<u>Production Well #1 (Cherry)</u>					
Σ Production Well #1 (Cherry)	-	-	-	-	-
<u>Production Well #2 (Wickwire)</u>					
Σ Production Well #2 (Wickwire)	-	-	-	-	-
<u>Production Well #3</u>					
Groundwater Supply Development Phase					
Production Well Installation	115,000				
Wellhouse and Site					
Pumping and Equipment		80,000			
SCADA integration		20,000			
<u>Σ Production Well #3</u>	115,000	100,000	-	-	-
<u>Source Water Protection</u>					
Revise and update Source Water Protection Plan					
<u>Σ Source Water Protection</u>	-	-	-	-	-
<u>Wellhouse Buildings</u>					
Wickwire New Doors, Roof, Exterior Paint	15,000				
Wellhouse Site Fencing				35,000	
<u>Σ Wellhouse Buildings</u>	15,000	-	-	35,000	-
Σ Source Water	130,000	100,000	-	35,000	-
GRAND TOTAL ALL PROJECTS	\$ 634,100	\$ 697,500	\$ 30,000	\$ 682,500	\$ 547,500

Funding

<u>Depreciation Reserve Funds - current year</u>	134,100	168,200	-	210,000	210,000
<u>Depreciation Reserve Funds - accumulated</u>	-	-	-	442,500	-
<u>Capital From Revenue</u>	40,000	40,000	30,000	30,000	70,000
<u>Long Term Debt</u>	460,000	419,300	-	-	267,500
<u>Capital From Surplus</u>	-	70,000	-	-	-
	634,100	697,500	30,000	682,500	547,500

INFORMATION REPORT 009-2024

Title: 2024/25 Draft Capital Budget V3

Date: 2024-03-12

Department: Finance



SUMMARY

Draft 2024/25 Capital Budget Version 3 (V3)

This Information Report and attachments deal with V3 of the Town's 2024/25 Draft Capital Budget. Version 3 includes changes from the capital budgeting process and direction from Council coming from discussions at the February 21st, 2024, and March 5th, 2024, Special Committee of the Whole (COW) meetings.

Throughout the budget process there have been additional refinements of capital estimates and/or actual capital expenditures tendering. The purpose of this document is to highlight capital amounts requiring carry over into the future fiscal year 2024/25; capital projects requiring approval for the 2024/25 budget Year 1; as well as revisions to capital expenditures for existing capital projects and/or changes to their anticipated completion timeframe(s).

The review of the budget at the March 19th COW meeting will include:

- Review of 2024/25 draft Capital Budget
- Review of 2024/25 draft Water Utility Budget
- Review of selected decision points.

It is expected that this meeting shall establish clear direction from Council for Year 1 capital projects. Ensuring that all Year 1 capital projects are fully funded, there may be a need to amend, eliminate or replan proposed capital projects. The accompanying March 19th, 2024, Special COW presentation should provide additional details to current IR 009-2024 document to prepare Council for the 2024/25 Operating and Capital Budget RFD proposal. The RFD proposal shall be presented at either a Special March COW meeting or the regularly scheduled April COW meeting (date will be determined in the future).

The focus of this review shall start from the 2023/24 Approved Capital Budget and the approved Ten-Year 2023/24 Capital Budget (RFD 005-2023) and work through the 2024/25 draft Capital Budget.

In Year 1, 2024/25, the following previously approved capital projects require carry-forward from fiscal year 2023/24 to fiscal 2024/25:

- Public Works Building Renos & Deferred Maintenance Phase II \$600,000
- Welcome Centre \$688,100 (does not include RFD for Metal Roof – decision pending)
- Recreation Centre - automatic doors \$20,000
- Public Works Fleet – new plow truck \$407,000
- Wayfinding \$50,000
- Transportation Flood Risk Mitigation \$75,000

INFORMATION REPORT 009-2024

Title: 2024/25 Draft Capital Budget V3

Date: 2024-03-12

Department: Finance



In Year 1, 2024/25, the following previously approved capital projects require carry-forward from fiscal year 2023/24 to fiscal 2024/25: (cont'd)

- Willow & Winter One-Way \$15,000
- Sewer Treatment Phase II \$230,000 – design & geotechnical work
- Lift Station – assessment and upgrade \$50,000
- SCADA and Electrical Panel replacement \$65,000
- East End Gateway Parking Lot Expansion and Reconstruction - \$430,000 balance remaining
- Reservoir Park Washroom/Change Rooms \$125,000
- Reservoir Park Walking Trail \$30,000
- Clock Park Accessibility Upgrades \$70,000
- Rotary park- resurface tennis courts \$75,000.

Total Capital Projects requiring carry-forward to 2024/25 Year 1 = \$2,930,100

Approval is required from Council on the following proposed new capital projects for 2024/25 Year 1:

- IT Servers (replacement) \$41,000
- IT Upgrades to IT infrastructure (switches) \$23,000
- Welcome Centre - upgrade metal roof RFD 015-2024 for \$33,000
- Parks Fleet – Top Dresser \$31,500
- Parks – Vehicle #31 2001 Suzuki Micro Truck \$25,000
- Kent Avenue \$225,000
- Storm Water Management \$275,000 for undefined projects
- Reservoir Park Washroom/Change Room \$35,000 in additional costs
- Clock Park \$40,000 in additional costs
- Rotary Park- resurface tennis courts \$50,000 in additional costs
- Tower Community Park – refurbish tennis courts for pickleball \$70,000
- Nature Preserve – dam upgrades \$25,000
- Public Art - concrete walkway to Mona Parsons Statue and Alex Colville Art Wall \$100,000.

Proposed New Capital Projects for 2024/25 Year 1 = \$973,500

A number of capital projects, which had been previously approved by Council through the 2023/24 budget process utilizing the Ten-Year CIP, have had refinements to costing estimates and deliverable timeframes. These projects may require additional capital funding and carry-forward into Year 2 and/or Year 3. Projections into Year 4 and beyond are highly subjective and should be utilized as a planning tool, however, these projections shall be reviewed in detail within the 2024/25 Capital Budget process.

INFORMATION REPORT 009-2024

Title: 2024/25 Draft Capital Budget V3

Date: 2024-03-12

Department: Finance



Year 2 and Year 3 amended projects are listed below:

- Town Hall & Library latest expenditure estimate is \$9,950,000, up \$1,050,000 from 2023/24 approved estimates of \$8,900,000; tentative carry-forward to Year 2 and Year 3;
- Public Works Building Renovations & Deferred Maintenance – Phase III \$300,000 carry-forward to Year 2, 2025/26;
- Pumper 3 E-One Cyclone \$1,807,500 to Year 2, 2025/26;
- Sewer Treatment to Year 2 and Year 3 with new cost estimates of \$6,500,000, up \$500,000;
- Life Station Assessment and Upgrade \$50,000 Year 1; \$150,000 Year 2; and \$100,000 Year 3;
- SCADA and Electrical Panel replacement \$65,000 each Years 2 & 3; and
- Nature Trust \$185,000 (externally funded) to Year 3.

One final note related to capital projects, the expected start date of the Fire Hall is in the new fiscal 2024/25, however, this project is vulnerable to variables not yet accounted for. Staff are not prepared to guarantee that design work can be completed in fiscal 2024/25 without selection of a build site and new estimates for both design and construction given the past CPI increases for 2023 and 2024. Staff would be remiss not to plant the seed should this project present a later than expected start and subsequent completion dates.

Water Utility Capital Budget

The 2024/25 draft Water Utility Capital Budget proposes \$679,100 in capital projects in Year 1. There are four projects requiring carry-forward from fiscal 2023/24.

- Production Well # 1 SCADA Panel Component Replacements (Wickwire & Cherry) \$10,000
- Production #1 VCFN Data Infrastructure Integration \$12,500
- Production Well # 2 SCADA Panel Component Replacements (Wickwire & Cherry) \$10,000
- Production #2 VCFN Data Infrastructure Integration \$12,500

Total Capital Projects requiring carry-forward to 2024/25 Year 1 = \$45,000

Approval is required from Council on the following proposed new water utility capital projects for 2024/25 Year 1:

- Water Distribution - 50mm Pressure reducing valve replacements (7) \$17,000
- Transmission Line to WTP – Skyway to WTP \$60,000 additional costs
- WTP Chlorine Gas Chambers and Gas Monitor \$6,200
- WTP Treatment Process Monitoring Replacements \$10,900

Proposed New Capital Projects for 2024/25 Year 1 = \$94,100

INFORMATION REPORT 009-2024

Title: 2024/25 Draft Capital Budget V3

Date: 2024-03-12

Department: Finance



Due to the value and complexity of certain capital projects, future year(s) projections may create challenges for staff to ascertain accurate future costing estimates. Variability of change may or may not include capital expenditure refinements, timing of deliverables, scope of work, and project funding. Staff shall do their best and continue to work on the multi-year project proposals and funding assumptions, ensuring that Council is apprised of any unexpected project change(s) or other material developments.

1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

- 2023/24 Approved Capital Budget (Attachment #1)
- 2024/25 Draft Capital Budget V3 (Attachment #2)
- 2024/25 Draft Water Utility Five-Year CIP Budget V3 (Attachment #3)
- Info Report 005-2024 Draft Budget V2 (February 21st Special COW)
- Info Report 007-2024 Draft Budget V1 (March 5th Special COW)

3) DISCUSSION

Town Capital Budget

This will be Council's third review of the 2024/25 draft Capital Budget and will encompass several decision points as noted above for Council.

The ten-year Capital Investment Plan has incurred several changes since January 18th COW meeting and is included in the budget document. Additional work is required to ensure full funding each year of the ten-year CIP funding plan. Council will be asked to approve Year 1 of the ten-year plan. The balance of any capital projects in future years will help with continuity of information and preparation for Town sustainability and future budget year decisions.

The new budget year's focus continues to work to achieve the objectives of the four-year Strategic Plan. Some of the information to be reviewed during the March 5th COW meeting will be to revisit and reaffirm direction on topics previously discussed, while other information will be reviewed for the first time this year with a goal to clarify what direction Council may want to take.

Water Utility Capital Budget

The 2024/25 Water Utility Capital Budget initiatives are proposed to ensure adequate infrastructure improvements and growth to ensure a healthy and sustainable water supply to municipal customers.

Grant funding of \$621,000 through the Municipal Capital Growth Program (MCGP) has been approved to support water capacity supply and transmission improvements through March 31, 2026.

INFORMATION REPORT 009-2024

Title: 2024/25 Draft Capital Budget V3

Date: 2024-03-12

Department: Finance



4) FINANCIAL IMPLICATIONS

No other key discussion points are needed in this section of the report at this time.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing further added in this report.

6) COMMUNICATION REQUIREMENTS

The Wolfville Blooms site will continue to be used to provide the Wolfville Community continued updates on the budget process, including copies of the information reviewed at Committee of the Whole meetings.

7) FUTURE COUNCIL INVOLVEMENT

Council will be formally involved in at least one more COW meeting to consider an RFD seeking approval of a final balanced budget document. Any additional meetings beyond this have not yet been identified and may not be needed.

Town of Wolfville
2023/24 Ten Year Capital Investment Plan
Fiscal 2023/24 to 2032/33

Accessibility
 Deadline

		BUDGET FOCUS									
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>
Aerial Ladder Truck	2000		-	2,000,000							
Pumper 1 E-One Cyclone	2019										
4*4 Utility Vehicle										200,000	
Pumper 3 E-One Cyclone	2003	-	1,400,000								
Tanker 6 Int'l Pumper/Tanker	2006								-	1,000,000	
Rescue 4 Pumper Rescue	2007						1,150,000				
Haz Matt vehicle								170,000			
Σ Fire Trucks		-	1,400,000	2,000,000	-	-	1,150,000	170,000	-	1,200,000	-
Equipment											
Radio Repeater Replacement											
Equipment Upgrades		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
SCBA Apparatus		400,000									
Σ Misc Fire Equipment		420,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Σ Fire Department		420,000	1,420,000	2,020,000	20,000	20,000	1,170,000	190,000	20,000	1,220,000	20,000
Σ Protective Services		\$ 420,000	\$ 1,420,000	\$ 2,020,000	\$ 20,000	\$ 20,000	\$ 1,170,000	\$ 190,000	\$ 20,000	\$ 1,220,000	\$ 20,000

Transportation Services

Public Works Equipment											
Public Works - Fleet Inventory											
veh # 18 - 2019 Wacker Neuson Loader	7 yrs	-	10,000	-		175,000	-				
veh # 19 - PW 2017 3/4 ton Crew Cab	10 yrs	-			55,000		-				
veh # 21 - PW 2015 3/4 ton 4*4 with dump body	10 yrs				140,000		-				100,000
veh # 22 - PW 2014 1/2 ton	10		55,000								
veh # 23 - PW 2016 1 ton 4*4 (will move to Parks fleet sub-category)	6										
veh # 25 - PW 2017 5 ton plow truck	6	300,000							-	270,000	
veh # 27 - PW 2020 Backhoe	7				190,000						
veh # 28 - PW 2013 Loader	12				303,000						
veh # 29 - PW 2020 Sidewalk Tractor (snow removal)	8						-	195,000			
veh #15 - PW LH Truck 2019 pick up truck	10								60,000		
veh # 24 - PW 2011 asphalt recycler					110,000						
veh # 51 - PW 2017 Sidewalk Tractor (snow removal)	8			190,000							
Σ Public Works - Fleet Inventory		300,000	65,000	190,000	798,000	175,000	195,000	60,000	270,000	-	100,000
Parks Dept - Fleet/Equip											
veh # 20 - 2014 1/2 ton truck	7			50,000							
veh # 26 - Parks 2016 3/4 ton crew cab						120,000					
veh # 31 - Parks 2001 micro truck	9									30,000	

Town of Wolfville
2023/24 Ten Year Capital Investment Plan
Fiscal 2023/24 to 2032/33

Accessibility
Deadline

Other Transportation

Miscellaneous

Decorative Light Posts - to Willow		-	235,000							
Wayfinding - <i>carryforward from 21/22</i>	50,000									
Flood Risk Mitigation - <i>partial cfwd</i>	75,000	-			1,000,000					

Σ Miscellaneous	125,000	-	235,000	-	1,000,000	-	-	-	-	-
------------------------	----------------	----------	----------------	----------	------------------	----------	----------	----------	----------	----------

Generators

Generator replacements - Comfort Centre										80,000
---	--	--	--	--	--	--	--	--	--	--------

Σ Generators	-	-	-	-	-	-	-	-	-	80,000
---------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	---------------

Traffic Safety & Mobility Program

Crosswalk Upgrades, eg. RRB/accessibility	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
AT Network	50,000	50,000	200,000	500,000	-	-	-	-	-	-
Willow & Winter One-Way reconfiguration	15,000									
Intersection Safety	15,000	100,000								

Σ Traffic Safety & Mobility Program	105,000	175,000	225,000	525,000	25,000	25,000	25,000	25,000	25,000	25,000
--	----------------	----------------	----------------	----------------	---------------	---------------	---------------	---------------	---------------	---------------

Σ Other Transportation	230,000	175,000	460,000	525,000	1,025,000	25,000	25,000	25,000	25,000	105,000
-------------------------------	----------------	----------------	----------------	----------------	------------------	---------------	---------------	---------------	---------------	----------------

Σ Transportation Services	\$ 2,574,000	\$ 942,000	\$ 818,000	\$ 2,383,000	\$ 3,125,000	\$ 1,940,000	\$ 1,795,000	\$ 1,935,000	\$ 1,585,000	\$ 1,940,000
----------------------------------	---------------------	-------------------	-------------------	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------

Environmental Health Services

Sewage Treatment/Collection

Σ Miscellaneous Equipment	-	-	-	-	-	-	-	-	-	-
----------------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Sewer Treatment

Treatment plant expansion - Phase II	230,000	5,720,000								
Flood Mitigation @ STP		50,000								

Σ Sewer Treatment	230,000	5,770,000	-	-	-	-	-	-	-	-
--------------------------	----------------	------------------	----------	----------	----------	----------	----------	----------	----------	----------

Σ Sanitary Sewer Collection	-	-	-	-	-	-	-	-	-	-
------------------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Lift Stations

Assessment and Upgrade Program	50,000	150,000	100,000							
Main Lift Station								80,000		
SCADA and Electrical Panel Replacements incl. VCFN integration	65,000	65,000	65,000							

Σ Lift Stations	115,000	215,000	165,000	-	-	-	-	80,000	-	-
------------------------	----------------	----------------	----------------	----------	----------	----------	----------	---------------	----------	----------

Σ Sewage Treatment/Collection	345,000	5,985,000	165,000	-	-	-	-	80,000	-	-
--------------------------------------	----------------	------------------	----------------	----------	----------	----------	----------	---------------	----------	----------

Σ Environmental Health Services	\$ 345,000	\$ 5,985,000	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -
--	-------------------	---------------------	-------------------	-------------	-------------	-------------	-------------	------------------	-------------	-------------

Community Infrastructure

Park and Trail Infrastructure

Trails and Trailheads

East End Gateway

Parking Lot Expansion and Reconstruction (multi-year)	455,000									
---	---------	--	--	--	--	--	--	--	--	--

Other Gateway Upgrades - parking/sidewalk/street layout

Town of Wolfville
2023/24 Ten Year Capital Investment Plan
Fiscal 2023/24 to 2032/33

Accessibility
Deadline

	BUDGET FOCUS									
	Year 1 <u>2023/24</u>	Year 2 <u>2024/25</u>	Year 3 <u>2025/26</u>	Year 4 <u>2026/27</u>	Year 5 <u>2027/28</u>	Year 6 <u>2028/29</u>	Year 7 <u>2029/30</u>	Year 8 <u>2030/31</u>	Year 9 <u>2031/32</u>	Year 10 <u>2032/33</u>
Events Lawn/Trail Connection	75,000									
Willow Playground		150,000								
Σ Trails and Trailheads	530,000	150,000	-	-	-	-	-	-	-	-
<u>Parks</u>										
<i>West End Parkland & Trail</i>										
Trail system neighborhood		50,000	150,000							
<i>Reservoir Park</i>										
Washroom/Change Rooms - cfwd	125,000									
Main walking trails, steps into large pond,shading/other stuff cfwd	30,000									
<i>Clock Park</i>										
Accessibility Upgrades - Concrete walkways cfwd	70,000									
<i>Miscellaneous</i>										
Allow for Future Park Development after Master Plan Developed		-	200,000	200,000	200,000	-	-	200,000	100,000	100,000
Pickleball Courts (Location/Scope TBD)	-	300,000								
Σ Parks	450,000	350,000	350,000	200,000	200,000	-	-	200,000	100,000	100,000
Σ Park and Trail Infrastructure	980,000	500,000	350,000	200,000	200,000	-	-	200,000	100,000	100,000
<u>Open Spaces and Town Amenities</u>										
<u>Open Spaces</u>										
<i>Farmers Market (open space enhancements)</i>										
Parking Lot - Dykeland/Elm cul de sac	-		175,000							
Pond & Park area	-	-		100,000	-					
Σ Open Spaces	-	-	175,000	100,000	-	-	-	-	-	-
<u>Nature Preserve</u>										
Dam Upgrades	-		-	-		600,000	600,000			
Nature Trust (External Funding) - cfwd	185,000									
Σ Nature Preserve	185,000	-	-	-	-	600,000	600,000	-	-	-
<u>Miscellaneous Amenities</u>										
<i>Public Art</i>										
Public Art Project	30,000									
Σ Miscellaneous Amenities	30,000	-	-	-	-	-	-	-	-	-
Σ Open Spaces and Town Amenities	215,000	-	175,000	100,000	-	600,000	600,000	-	-	-
Σ Community Infrastructure	\$ 1,195,000	\$ 500,000	\$ 525,000	\$ 300,000	\$ 200,000	\$ 600,000	\$ 600,000	\$ 200,000	\$ 100,000	\$ 100,000
GRAND TOTAL ALL PROJECTS	\$ 5,814,000	\$ 9,397,000	\$ 8,253,000	\$ 11,190,000	\$ 3,845,000	\$ 3,710,000	\$ 2,585,000	\$ 2,235,000	\$ 2,905,000	\$ 2,075,000
									\$ 43,642,000	\$ 8,367,000

\$ 52,009,000

Town of Wolfville
2024/25 Ten Year Capital Investment Plan
Fiscal 2024/25 to 2033/34

				Carry-forward	New CapEx	Future Yr. Decision	Accessibility							
				Prev YR	BUDGET FOCUS			Deadline						
				2023/24	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29	Year 6 2029/30	Year 7 2030/31	Year 8 2031/32	Year 9 2032/33	Year 10 2033/34
Σ Misc. Fire Equipment				356,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Σ Fire Department				356,000	20,000	1,827,525	20,000	20,000	3,870,000	190,000	20,000	220,000	20,000	20,000
Σ Protective Services				\$ 356,000	\$ 20,000	\$ 1,827,525	\$ 20,000	\$ 20,000	\$ 3,870,000	\$ 190,000	\$ 20,000	\$ 220,000	\$ 20,000	\$ 20,000
Transportation Services														
Public Works Equipment														
Public Works - Fleet Inventory														
RFD005-2023	03/20/2023	veh # 15 - PW LH Truck 2019 pick up truck	10	-	-	-	-	-	60,000	-	-	-	-	-
		veh # 18 - 2019 Wacker Neuson Loader	7 yrs.	-	10,000	-	-	-	-	-	175,000	-	-	-
		veh # 19 - PW 2017 3/4 ton Crew Cab	10 yrs.	-	-	-	70,000	-	-	-	-	-	-	-
RFD005-2023	03/20/2023	veh # 21 - PW 2015 3/4 ton 4*4 with dump body	10 yrs.	-	-	-	140,000	-	-	-	-	175,000	-	-
		veh # 22 - PW 2014 1/2 ton	10	-	55,000	-	-	-	-	-	-	-	-	60,000
		veh # 24 - PW 2011 asphalt recycler		-	-	-	-	183,000	-	-	-	-	-	-
		veh # 25 - PW 2017 5 ton plow truck	6	-	-	-	-	-	-	-	500,000	-	-	-
		veh # 27 - PW 2020 Backhoe	7	-	-	-	190,000	-	-	-	-	-	-	230,000
		veh # 28 - PW 2013 Loader	12	-	-	-	800,000	-	-	-	-	-	-	-
		veh # 51 - PW 2017 Sidewalk Tractor (snow removal)	8	-	-	190,000	-	-	-	-	-	-	-	-
RFD005-2023	03/20/2023	New veh #?? - 5 Tonne...we are keeping old 5 ton - cwfd		-	300,000	-	-	-	-	-	-	-	600,000	-
RFD046-2029	10/15/2023	New veh #?? - new 5 ton...revised costing		-	107,000	-	-	-	-	-	-	-	-	-
Σ Public Works - Fleet Inventory				-	472,000	190,000	1,200,000	183,000	-	60,000	675,000	-	775,000	290,000
Parks Dept - Fleet/Equip														
Decision Required					31,500									
		Top Dresser (New)			31,500									
		veh # 13 - 1999 Subaru micro truck						25,000						
		veh # 16 - Parks LH Truck 2019 F150	8					-		60,000				
		veh # 20 - 2014 Ford 1/2 pick up	7				60,000							
		veh # 23 - PW 2016 1 ton 4*4 (moved from P Wks. fleet sub-category)							160,000					
		veh # 26 - Parks 2016 Ford F250 3/4 ton crew cab						120,000	-					
		veh # 31 - Parks 2001 Suzuki micro truck	9		25,000						30,000			
		veh # 33 - Parks 2015 F450 3/4 ton crew cab 4*4 dump body						140,000						
		veh # 34 - Parks 2000 Suzuki micro truck - solid waste	9					25,000			30,000			
		veh # 37 - Parks 2021 JD mower/backhoe 2032	6?					55,000						
		veh # 38 - Parks 2017 JD mower 1023E					40,000							
		veh # 39 - Parks 2015 JD mower X730				18,000					20,000			
		veh # 40 -2015 JD Parks tractor 1025 with cab					45,000						60,000	
Σ Parks Dept - Fleet/Equip				-	56,500	18,000	145,000	365,000	160,000	60,000	80,000	-	60,000	-
Water & Wastewater Dept's														
		Veh #30 - Works 2021 Ford F150	WTP										60,000	
		veh # 32 - Works 2017 F250 3/4 ton 4*4	WWTP	6,173						90,000				
		veh #14 - Works Pick Up - Likely will be an EV Transit van			75,000									
RFD005-2023	03/20/2023			6,173	75,000	-	-	-	-	90,000	-	-	60,000	-
Σ Water & Wastewater Dept's				6,173	75,000	-	-	-	-	90,000	-	-	60,000	-
Σ Other				31,964	-	-	-	-	-	-	-	-	55,000	-
Σ Public Works Fleet/Equipment				38,137	603,500	208,000	1,345,000	548,000	160,000	210,000	755,000	-	950,000	290,000
Transportation Infrastructure														
<i>includes active transport corridors, street, sidewalk, sanitary & storm sewer where applicable</i>														
Streets, Sidewalks, Parking Lots														
Decision Required					225,000									
		Kent Ave - Sidewalk (500m)			225,000									
		Earncliffe Ave. - Main St. to EKM (340m)	4%				89,500	1,790,000						
		Gaspereau - Civic 94 to Fowler (400m)	4%					109,500	2,190,000					
		Grandview - Beckwith to Skyway (368m)	4%							104,800	2,096,000			

Town of Wolfville
 2024/25 Ten Year Capital Investment Plan
 Fiscal 2024/25 to 2033/34

			Prev YR	Carry-forward	New CapEx	Future Yr. Decision	Accessibility							
				BUDGET FOCUS				Deadline						
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	
Park and Trail Infrastructure														
<u>Trails and Trailheads</u>														
		East End Gateway												
RFD005-2023	03/20/2023	Parking Lot Expansion and Reconstruction (multi-year)	455,000	430,000										
Other Gateway Upgrades - parking/sidewalk/street layout														
Σ Trails and Trailheads			455,000	430,000										
<u>Parks</u>														
<u>West End Parkland & Trail</u>														
		Trail system												
RFD005-2023	03/20/2023	Neighborhood Improvements - define before end of process		200,000										
<u>Reservoir Park</u>														
RFD005-2023	03/20/2023	Washroom/Change Rooms - cfwd	-	125,000										
		Decision Required												
RFD005-2023	03/20/2023	Washroom/Change Rooms - additional costs		35,000										
RFD005-2023	03/20/2023	Main walking trails, steps into large pond, shading/other stuff cfwd		30,000										
		Decision Required Year 2												
		Bike skills park - boardwalk & bridge rehab work			225,000									
<u>Clock Park</u>														
RFD005-2023	03/20/2023	Accessibility Upgrades - Concrete walkways cfwd	-	70,000										
		Decision Required												
		Accessibility Upgrades - additional costs		40,000										
<u>Rotary Park</u>														
		Parking	16,000											
		Soccer												
RFD005-2023	03/20/2023	Resurface Tennis Courts - cfwd		75,000										
		Decision Required												
		Resurface Tennis Courts - additional costs		50,000										
		Decision Required												
<u>Tower Community Park</u>														
		Refurb tennis courts for pickleball		70,000										
		Decision Required												
<u>Miscellaneous</u>														
		Allow for Future Park Development			200,000	200,000	200,000			200,000	100,000	100,000	100,000	
		Pickleball Courts (Location TBD)			300,000									
		Landscaping												
Σ Parks			16,000	695,000	725,000	200,000	200,000	-	-	200,000	100,000	100,000	100,000	
Σ Park and Trail Infrastructure			471,000	1,125,000	725,000	200,000	200,000	-	-	200,000	100,000	100,000	100,000	
Open Spaces and Town Amenities														
<u>Open Spaces</u>														
<u>Nature Preserve</u>														
		Dam Upgrades		25,000			120,000	600,000	600,000					1,000,000
		Decision Required												
		Nature Trust (External Funding) - cfwd				185,000								
Σ Nature Preserve				25,000		185,000	120,000	600,000	600,000					1,000,000
<u>Miscellaneous Amenities</u>														
<u>Public Art</u>														
		Public Art Project	35,000											
		Decision Required												
		Concrete walkways to Mona Parsons Statue and Alex Colville Wall		100,000										
Σ Miscellaneous Amenities			35,000	100,000										
Σ Open Spaces and Town Amenities			35,000	125,000		185,000	120,000	600,000	600,000					1,000,000
Σ Community Infrastructure			\$ 506,000	\$ 1,250,000	\$ 725,000	\$ 385,000	\$ 320,000	\$ 600,000	\$ 600,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 1,100,000	
GRAND TOTAL ALL PROJECTS			\$ 3,108,645	\$ 6,762,439	\$ 14,498,925	\$ 13,536,500	\$ 3,937,900	\$ 6,920,700	\$ 1,555,000	\$ 3,806,000	\$ 494,400	\$ 2,481,500	\$ 1,820,150	

Town of Wolfville

Water Utility -Draft Five Year Capital Plan

Fiscal 2024/25 to 2028/29

	Current Yr	BUDGET FOCUS				
		Year 1	Year 2	Year 3	Year 4	Year 5
		2024/25	2025/26	2026/27	2027/28	2028/29
Σ Equipment						
Distribution						
General street distribution system						
Earncliffe - Main to EKM				447,500		
Gaspereau Ave - civic 94 to Fowler					547,500	
Grandview - Beckwith to Skyway						
Victoria - Main to King						
Commercial Fill Station			30,000			
Pressure and air control						
50mm Pressure reducing valve replacements (7)		17,000				
Σ Distribution	325,000	17,000	-	30,000	447,500	547,500
Treatment System						
Transmission Line to WTP						
University Ave to Skyway	360,000					
Cherry Lane to Westwood			569,300			
Skyway to WTP		460,000				
New PW3 to ???						
Σ Transmission Line to WTP	360,000	460,000	569,300	-	-	-
Water Treatment Plant						
Security Upgrades at Reservoir		10,000	25,000		200,000	
SCADA Panel Component Replacements	10,000					
VCFN Data Infrastructure Integration	5,000					
Chlorine Gas Chambers and Gas Monitor		6,200				
Treatment Process Monitoring Replacements		10,900				
Chlorine Probe			3,200			
Σ Water Treatment Plant	15,000	27,100	28,200	-	200,000	-
Σ Treatment System	375,000	487,100	597,500	-	200,000	-
Source Water						
Production Well #1 (Cherry)						
Mag Flowmeter Replacement	7,500					
SCADA Panel Component Replacements (Wickwire & Cherry)		10,000				
VCFN Data Infrastructure Integration		12,500				
Well Pump Replacements - unbudgeted						
Σ Production Well #1 (Cherry)	7,500	22,500	-	-	-	-
Production Well #2 (Wickwire)						
Mag Flowmeter Replacement	7,500					
SCADA Panel Component Replacements (Wickwire & Cherry) - carry forward to 20		10,000				
VCFN Data Infrastructure Integration - carry forward to 2024/25		12,500				
Σ Production Well #2 (Wickwire)	7,500	22,500	-	-	-	-
Production Well #3						
Groundwater Supply Development Phase	40,000					
Production Well Installation		115,000				
Wellhouse and Site			310,512			
Pumping and Equipment			80,000			
SCADA integration			20,000			
Σ Production Well #3	40,000	115,000	410,512	-	-	-
Source Water Protection						
Revise and update Source Water Protection Plan	52,300					
Σ Source Water Protection	52,300	-	-	-	-	-
Wellhouse Buildings						
Wickwire New Doors, Roof, Exterior Paint		15,000				
Cherry Lane New Doors, Roof, and Exterior Paint	12,000					
Wellhouse Site Fencing					35,000	
Σ Wellhouse Buildings	12,000	15,000	-	-	35,000	-
Σ Source Water	119,300	175,000	410,512	-	35,000	-
GRAND TOTAL ALL PROJECTS	\$ 819,300	\$ 679,100	\$ 1,008,012	\$ 30,000	\$ 682,500	\$ 547,500

Funding

Depreciation Reserve Funds - current year	165,000	98,589	168,200	-	210,000	210,000
Depreciation Reserve Funds - accumulated	207,100	-	-	-	442,500	-
Municipal Capital Growth Program	-	310,512	310,512			
Capital From Revenue	47,300	40,000	40,000	30,000	30,000	70,000
Long Term Debt	399,900	230,000	419,300	-	-	267,500
Capital From Surplus	-	-	70,000	-	-	-
	819,300	679,100	1,008,012	30,000	682,500	547,500