



Town Council Meeting

May 21, 2024

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

- a. Town Council Meeting, April 16, 2024
- b. Special Town Council Meeting, April 26, 2024

3. Comments from the Mayor

4. Public Input / Question Period

PLEASE NOTE:

- Each Person can address council for up to 5 minutes.
- Questions or comments are to be directed to the Chair.
- Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.

5. Motions/Recommendations from Committee of the Whole, May 7, 2024:

- a. RFD 029-2024: Budget 2024/2025 and Operational Work Plan
- b. RFD 031-2024: Donation of Box Car



- c. RFD 027-2024: PA 2024-001 First Reading, Rezone 123 Highland Ave S2e (updated *report to follow*)
- d. RFD 028-2024: PA 2024-002 First Reading, Rezone Gaspereau Ave Polycorp (updated *report to follow*)

6. Adjournment to In-Camera under the Municipal Government Act Section 22(2)(e):

- a. Contract Negotiations

7. Adjournment of In-Camera

8. Regular Meeting Reconvenes

9. Motion from In-Camera Meeting

10. Regular Meeting Adjourned

REQUEST FOR DECISION 029-2024

Title: 2024/25 Draft Budget V5

Date: 2024-05-07

Department: Finance



SUMMARY

Draft 2024/25 Budget Version 5 (V5)

The 2024/25 budget process has been very participative in nature and has spanned the past several months. The objective of this document, Request for Decision (“RFD”), is to ensure that the Town has in place the appropriate spending authority for the fiscal year 2024/25, which will enable staff to implement the direction provided by Council in a timely manner. Given the Town is already working in the fiscal year 2024/25, the relevancy of budget approval and financial reporting may eventually be brought into question should this RFD not be passed.

Further evaluation and re-adjusting of the financial lenses shall occur throughout the entire fiscal year, with Council and staff interacting with the public in various formats, including regular Committee of the Whole (“COW”) meetings, Special Committee of the Whole meetings, Advisory Committee meetings, Wolfville Blooms project pages, and many other communication mediums in order to provide useful and timely feedback to the Town.

The parts of the formal budget process in accordance with **Standard Operating Procedure 110-804** are listed below:

- *November: Council will discuss budget philosophy, capital project charters, capital investment plan and reaffirmation of strategic plan priorities at the regularly scheduled Committee of the Whole meeting.*
- *Mid-November: Management to submit budget working papers to Director of Finance*
- *Early-December: The draft Operating Budget will be submitted to Management for review and discussion at the first meeting in December.*
- *Mid-January: The draft Operating Budget, a three-year global operating budget, and operating project charters will be presented at a Special Committee of the Whole meeting.*
- *March: Approval of the Capital and Operating Budgets, advertising of capital tenders, and budget communications.*

Certainly the 2024/25 Budget the process has seen significant changes to the formal budget process due to a variety of reasons, not limited to, staff vacancies, supply chain issues, and new directives provided from Council, which have created a re-engineering of sorts of the 2024/25 budget process as follows:

- An all-day Special Committee of the Whole (COW) meeting was held in November covering:
 - Working draft of the 10-Year Capital Investment Plan (CIP)

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- Preliminary budget discussions and directions by Council for staff to develop the first draft of the budget, for example, initial position on tax rates, property valuations, and impact of Inflation/Cost of Living Adjustments (COLA)
- An all-day Special Committee of the Whole (COW) meeting was held in January to review Draft Version 1 (V1) of the operating and capital budgets
- Another all-day Special COW meeting was held in February to review Draft Version 2 (V2) of the budget incorporating budget revisions created from new and/or more accurate information, and direction provided by Council from the January Special COW meeting. The meeting in February mostly covered a retrospective year in review approach to V2 of the Draft 2024/25 Budget.
- Two additional COW meetings (one regular and one special) were held in March where staff presented the operating and capital budgets separately
- Early May the final iteration V5 of the 2024/25 Draft Budget will be presented to Council along with a supplementary *Draft Department Work Plans* document
- Following in May, Town will hold Public Information Sessions at Town Hall in an open house styled forum (allowing public participation, both in person and virtual)
- An RFD will then be brought to the regular May COW for a balanced 2024/25 Budget
- Should Council agree to Draft V5 of the budget, the RFD shall move forward to May Council for approval

Draft V5 of the budget will be presented at the COW meeting to be held on May 7th and will be the result of hours of deliberation, data matriculation, and discussions with management and members of Council. The budget document presented shall represent a fiscally responsible 2024/25 Budget (Town and Water) and will be accompanied with a supplemented *Draft Department Work Plans* for 2024/25.

DRAFT MOTION:

For Council to approve the 2024/25 Town Operating Budget, Ten Year Capital Investment Plan, and the Water Utility Operating and Capital Budget, including the following details:

- **Town Operating Budget with revenue & expenditures in the amount of \$15,142,000.**
 - Residential Tax Rate of \$1.4655 per hundred dollars of assessment applied to taxable residential and resource assessments
 - Commercial Tax Rate of \$3.5655 per hundred dollars of assessment applied to taxable commercial assessments
 - Taxes to be billed by way of Interim Tax Bill (issued in April, due May 31, 2024) and Final Tax Bill (issued in August, due the October 1, 2024)
 - Interest on overdue amounts to be charged at a rate of 1.00% per month, compounded
- **Town Capital Budget with Year 1 totaling \$5,647,900, including capital reserve funding of \$2,243,100, operating reserve funding of \$207,700, long term debt funding of \$709,200, Active**

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Transportation Grant funding of \$474,900, ACOA grant funding of \$403,300, Provincial Sustainable Service Growth Fund of \$485,000, other grant funding of \$771,000, and other external grant and/or contribution funding of \$353,700.

- **Water Utility Operating Budget with operating revenues of \$1,519,400, operating expenditures of \$1,416,900, non-operating revenues of \$43,600, and non-operating expenditures of \$214,400.**
 - **Water Utility Capital Budget totaling \$679,100 including Depreciation Reserve Funding of \$98,600, Municipal Capital Growth Funding of \$287,500, Capital from Revenue Funding of \$40,000, Long Term Debt of \$230,000 and Accumulated Surplus funding of \$23,000.**
 - **Fire Protection Area Rate (pursuant to Section 80 of the Municipal Government Act) of \$0.0555 per hundred dollars of assessment**
 - **Business Development Area rate (pursuant to Section 56 of the Municipal Government Act) of \$0.23 per hundred dollars of commercial assessment**
 - **Sewer fees**
 - **Sewer usage rate of \$7.08 per 1,000 gallons of water used by customer**
 - **Flat Rate fee of \$135.70 per quarter**
 - **Minimum quarterly charge for any metered customer \$29.85**
 - **Sewer connection fee of \$6,500**
 - **Water connection fee of \$6,500**
 - **Sewer and Water connection fee of \$6,500**
 - **Low Income Property Tax Exemption**
 - **Income threshold to qualify a maximum of \$45,000**
 - **Maximum tax exemption of \$1,040**
 - **Grants to Organizations under General Government/Community Development (*not part of Strategic & Community Partnership Policy*)**

○ Acadia Scholar Bursaries	\$11,000
○ Acadia University	
- MOU main grant allotment	\$35,000
- MOU Events hosting contribution	\$30,000
- Pool Operating Contribution	\$75,000
○ Annapolis Valley Chamber of Commerce	
- Doctor recruitment grant contribution	\$5,000
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- **Devour**
 - **2nd Installment of one-time capital grant** **\$50,000**
 -

1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act Section 65.

3) STAFF RECOMMENDATION

Staff recommend Council ratify for adoption the Draft 2024/25 Budget V5 as presented.

REFERENCES AND ATTACHMENTS

- Town Ops 24-25 Budget Statement V5 Special COW May 7, 2024 (Attachment 1)
- 2024-25 Capital Budget V5 (Attachment 2)
- 2024-25 Water Utility Budget (Attachment 3)
- 2024-25 Water Utility Capital Budget V5 (Attachment 4)
- Draft Department Work Plans
- Committee of the Whole agenda packages
 - November 16th, 2024, Special COW Budget Meeting
 - January 18th, 2024, Special COW Budget Meeting
 - February 21st, 2024, Special COW Budget Meeting
 - March 5th, 2024, Regular COW Meeting
 - March 19th, 2024, Special COW Budget Meeting
 - April 16th, 2024m Special COW Budget Meeting

4) DISCUSSION

The below discussion section will be supported by way of a PowerPoint presentation during the meeting on May 7th, 2024. The information presented shall cover 2024/25 Draft Budget V5 with the following changes identified from V4 budget presentation:

- Re-addition of Soups & Sides Program – use of allowance for grants to organization in Dept. 110 General Government and Dept. 510 Parks
- Addition of portable toilet rental for the months of April through July 2024 **(\$1,200)**
- Senior Planner for Housing Accelerator Program within Planning Dept. (planned start-date for late May 2024) **(\$103,000)**

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- Recognized grant revenue of **\$103,000** from the Housing Accelerator Fund to cover planned Housing Accelerator Fund hiring of Senior Planner

	2024/25	2024/25	Change
	Budget	Budget	V1 to V5
	V1	V5	
REVENUES			
Taxes and grants in lieu of taxes	\$ 12,398,900	\$ 12,487,200	88,300
Sale of service/cost recoveries	1,292,100	1,356,300	64,200
Provincial, Federal & other grants	381,500	497,800	116,300
	14,873,400	15,142,200	268,800
EXPENSES			
Salary and wages	2,735,500	2,893,700	(158,200)
Employee Benefits	690,200	709,200	(19,000)
Seasonal/Term Wages	405,500	416,100	(10,600)
Employee Benefits Seasonal wag	106,900	106,600	300
Professional Development	112,500	110,700	1,800
Office Expense	62,500	62,800	(300)
Legal	97,000	90,000	7,000
Insurance	276,800	259,300	17,500
Heat	54,500	53,900	600
Repairs and Maintenance - buildings	152,600	132,200	20,400
Vehicle Repairs & Maintenance	224,600	219,100	5,500
Operational Equip & Supplies	686,400	668,900	17,500
Equipment Rentals	29,000	30,200	(1,200)
Contracted Services	3,398,600	3,346,600	52,000
Grants to Organizations	275,900	380,900	(105,000)
Partner Contributions	2,238,700	2,251,500	(12,800)
Doubtful accounts allowance	3,000	2,500	500
	12,700,700	12,884,700	(184,000)
Net Operational Surplus (Deficit)	2,172,700	2,257,500	84,800
Capital Program & Reserves	2,422,500	2,257,500	165,000
Net Surplus (Deficit)	\$ (249,800)	\$ -	\$ 249,800
			1.7%

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Water Utility Budget

There are no changes to the 2024/25 Draft Water Utility Operating and Capital Budgets.

Municipal Fees Policy

As per the budget motion, there will be changes implemented for municipal fees. Staff expect to bring the *Municipal Fee Policy* back to Council with an RFD for the June COW meeting to fulfil the annual review and update process for Town fees.

5) FINANCIAL IMPLICATIONS

The proposed V5 draft budget meets the requirement of a balanced budget and reflects a funded Ten-Year Capital Investment Plan.

Important to note, the current multi-year capital investment plan and budget may create movement of a number of provincial Financial Condition Indicators (“FCI’s”) towards higher risk measurements. In addition, funding and implementation of some capital planned projects may require further decisions and risk management as related capital program FCI’s are expected to create acute high-risk situations for multiple years, however, by the latter part of the Ten-Year CIP those indicators will begin to resolve themselves back to a low-risk status. This is a planned and prudent use of Capital Reserves and debt to finance the ten-year capital plan of \$56 million.

The Town should remain focused on ensuring financial sustainability be maintained over the long- term.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

A supplement document titled *Draft Department Work Plan* has been crafted by staff to aid in understanding key responsibilities and areas of functionality for each Town department and offers, similar to an annual Operations Plan, all aspects of Council’s Strategic Plan reflected through Town offerings and related services.

7) COMMUNICATION REQUIREMENTS

Nothing is to be provided at this time. A communications package will be developed for use at the public engagement sessions as well as after the May 16th, 2024, Council meeting, assuming budget approval is carried.

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8) ALTERNATIVES

To not approve current draft budget, with direction to staff of what changes might be desired.

- Best practice would be to have an approved annual operating and capital budget prior to start of a new fiscal year. No one budget can satisfy all service levels desired and/or public request for services and still meet the goal of minimizing tax increases.
- As with past years, to the extent that actual results in 2024/25 start to vary significantly from budget, staff will work with Council to manage any major negative variances.

Town of Wolfville
2024/25 Operating Budget - V5
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	1,163,500	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	174,300	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	225,000	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>12,973,700</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	839,100	742,200	759,600	700,845	688,300
Employee Benefits	196,500	200,000	177,400	212,212	164,200
Meetings, Meals and Travel	6,600	5,700	7,500	4,035	7,400
Professional Development	95,700	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	32,900	35,800	31,000	36,518	30,600
Legal	43,000	67,600	25,000	53,971	22,500
Insurance	251,800	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	57,500	97,500	65,500	94,596	11,000
Contracted Services	245,600	110,300	94,500	80,777	91,900
Grants to Organizations	211,000	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	2,500	2,500	2,500	1,765	2,500
	<u>2,625,900</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)	\$ 10,347,800	\$ 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>\$ 10,427,800</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 Ten Year Capital Investment Plan
Fiscal 2024/25 to 2033/34

BUDGET FOCUS			Accessibility Deadline						
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34

<u>Servers</u>	
Server Replacements	
Σ Servers	
<u>Other IT Upgrades</u>	
Back Office Infrastructure (switches)	
Replace switches	
Σ Other	
Σ Software	
Σ Information Technology	

41,000	41,000	-	-	-	45,000	45,000	-	-	-
41,000	41,000	-	-	-	45,000	45,000	-	-	-
23,000	-	-	24,000	-	-	-	-	25,000	-
23,000	-	-	24,000	-	-	-	-	25,000	-
-	-	-	-	-	-	-	-	-	-
\$ 64,000	\$ 41,000	\$ -	\$ 24,000	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 25,000	\$ -

<u>Municipal Buildings</u>	
Σ Civic Complex - Town Hall & Library	
<u>Community Development/Public Works</u>	
Public Works Building Renos & Deferred Maintenance (Phase 2) - cfwd	
Public Works Building Renos & Deferred Maintenance (Phase 3)	
Dykeland Salt Shed	
Public Works Building - Roof upgrade metal avalanche (req'd for safety)	
PW/Parks Storage Shed Renovations	
Σ Community Development/Public Works	
<u>Welcome Centre</u>	
Replacement Building - cfwd as construction won't be complete by March 31	
Σ Welcome Centre	
<u>Rec Centre</u>	
Automatic Doors	
Σ Rec Centre	
<u>Fire Hall</u>	
New Facility (design phase, construction phase)	
Σ Fire Hall	
Σ Heritage Train Station	
Σ Municipal Buildings	

-	525,000	9,472,000	30,000	-	-	-	-	-	-
-	600,000	-	-	-	-	-	-	-	-
-	-	300,000	-	-	-	-	-	-	-
15,400	-	-	-	-	-	300,000	-	-	-
15,400	600,000	300,000	-	-	300,000	-	-	-	-
716,200	-	-	-	-	-	-	-	-	-
716,200	-	-	-	-	-	-	-	-	-
20,000	-	-	-	-	-	-	-	-	-
20,000	-	-	-	-	-	-	-	-	-
200,000	4,000,000	-	-	-	-	-	-	-	-
200,000	4,000,000	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	500,000	-	-
\$ 951,600	\$ 5,125,000	\$ 9,772,000	\$ 30,000	\$ -	\$ 300,000	\$ 500,000	\$ -	\$ -	\$ -

<u>Protective Services</u>	
<u>Fire Department</u>	
<u>Trucks - may be impacted by service review</u>	
Aerial Ladder Truck	
Pumper 1 E-One Cyclone - shows in year 11	
Ford 4*4 Utility Vehicle	
Pumper 3 E-One Cyclone - to new pumper tanker - cfwd	
Pumper 3 E-One Cyclone - Additional estimated costs	
Rescue 4 Pumper Rescue	
Ford Haz Mat vehicle	
Σ Fire Trucks	

-	-	-	-	2,200,000	-	-	-	-	-
-	-	-	-	-	-	-	200,000	-	-
-	1,400,000	-	-	-	-	-	-	-	-
-	1,375,254	-	-	-	-	-	-	-	-
-	-	-	-	-	1,650,000	-	-	-	-
-	-	-	-	-	170,000	-	-	-	-
-	2,775,254	-	-	2,200,000	1,820,000	-	200,000	-	-

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

Accessibility
Deadline

		BUDGET FOCUS			Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		Year 1	Year 2	Year 3							
		<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>							
Σ Sewer Treatment		1,330,200	4,721,600	500,000	-	-	-	-	-	-	-
Σ Sanitary Sewer Collection		-	-	-	-	-	-	-	-	-	-
<u>Lift Stations</u>											
	Assessment and Upgrade Program - cfwd	50,000	150,000	100,000							
	Harbourside Lift Station										62,000
	Main Lift Station						80,000				
	Oak Ave Lift Station										68,000
	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		1,445,200	4,936,600	665,000	-	-	-	80,000	-	-	130,000
Σ Environmental Health Services		\$ 1,720,200	\$ 5,736,600	\$ 665,000	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 130,000
Σ Community Infrastructure		\$ 1,225,000	\$ 825,000	\$ 385,000	\$ 320,000	\$ 600,000	\$ 600,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 1,100,000
GRAND TOTAL ALL PROJECTS		\$ 5,647,900	\$ 15,916,654	\$ 14,336,500	\$ 3,937,900	\$ 5,270,700	\$ 3,205,000	\$ 3,806,000	\$ 494,400	\$ 2,481,500	\$ 1,820,150

**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	814,900	725,000	998,900	1,046,600	1,047,600	1,048,600
Public Fire Protection Charge	434,300	396,000	497,500	524,600	524,600	524,600
Sprinkler Service	10,800	10,800	11,000	11,200	11,200	11,400
Other/Miscellaneous	9,000	12,000	12,000	12,000	12,000	12,000
	<u>1,269,000</u>	<u>1,143,800</u>	<u>1,519,400</u>	<u>1,594,400</u>	<u>1,595,400</u>	<u>1,596,600</u>
EXPENSES						
Source of Supply	-	-	-	-	-	-
Power and Pumping	117,100	126,900	127,400	130,800	134,100	137,700
Seasonal Wages	-	-	-	-	-	-
Employee Benefits Seasonal wag	-	-	-	-	-	-
Water Treatment	209,700	115,500	203,800	209,500	215,300	221,400
Transmission and Distribution	404,700	319,000	438,200	447,300	456,600	466,300
Administration and General	390,100	347,600	398,600	338,700	340,900	348,300
Supplies	-	-	-	-	-	-
Depeciation	190,000	165,000	190,200	210,000	210,000	210,000
Equipment Rentals	-	-	-	-	-	-
Program Expenditures	-	-	-	-	-	-
Property taxes	55,400	56,500	58,700	59,900	61,100	62,300
Grants to Organizations	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Tax Exemptions	-	-	-	-	-	-
Election	-	-	-	-	-	-
Other debt charges	-	-	-	-	-	-
Debenture interest	-	-	-	-	-	-
Debenture principal	-	-	-	-	-	-
Operating reserves	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Other Operating Expenditures	-	-	-	-	-	-
	<u>1,367,000</u>	<u>1,130,500</u>	<u>1,416,900</u>	<u>1,396,200</u>	<u>1,418,000</u>	<u>1,446,000</u>
Net Operating Surplus (Deficit)	<u>(98,000)</u>	<u>13,300</u>	<u>102,500</u>	<u>198,200</u>	<u>177,400</u>	<u>150,600</u>
NON-OPERATING REVENUE						
Job Cost Billings	19,000	12,000	13,000	13,000	13,000	13,000
Interest on Arrears	2,200	3,000	2,000	3,000	3,000	3,000
Interest on Bank/Investments	28,200	10,000	28,600	20,000	20,000	20,000
Grants	-	-	-	-	-	-
	<u>49,400</u>	<u>25,000</u>	<u>43,600</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
NON-OPERATING EXPENDITURES						
Principal Debenture Repayments	48,500	48,500	61,300	61,300	61,300	61,300
Debenture interest	43,200	25,500	40,100	38,500	36,600	34,500
Future Debt Repayments	-	19,300	20,000	45,000	50,000	-
Other debt charges	3,200	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
	<u>94,900</u>	<u>216,000</u>	<u>214,400</u>	<u>237,800</u>	<u>230,900</u>	<u>178,800</u>
Net Surplus (Deficit)	<u>\$ (143,500)</u>	<u>\$ (177,700)</u>	<u>\$ (68,300)</u>	<u>\$ (3,600)</u>	<u>\$ (17,500)</u>	<u>\$ 7,800</u>
Accumulated Surplus, March 31/23	<u>\$ 345,780</u>		<u>202,280</u>	<u>133,980</u>	<u>60,380</u>	<u>42,880</u>
Transfer to Water Capital Projects	-			<u>(70,000)</u>		<u>(25,000)</u>
Accumulated Surplus, Op Fund, Fiscal Year End	<u>202,280</u>		<u>133,980</u>	<u>60,380</u>	<u>42,880</u>	<u>25,680</u>
Capital Reserve Fund at Year End - Projected						
Water Depreciation Reserve Acct Balance	<u>\$ 110,440</u>		<u>\$ 166,540</u>	<u>\$ 208,340</u>	<u>\$ 418,340</u>	<u>\$ 840</u>

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
Equipment					
Remote Meter System					
Generator					
veh #30 - 1/2 pick up					
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					
University Ave - Main to Crowell					
Wickwire - Little to Beckwith					
Fairfield					
Hillside - Prospect to Fairfield					
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>					
Westwood to University Ave					
University Ave to Skyway					
Cherry Lane to Westwood		569,300			
Skyway to WTP	460,000				
New PW3 to ???					
Σ Transmission Line to WTP	460,000	569,300	-	-	-
<u>Water Treatment Plant</u>					
Security Upgrades at Reservoir	10,000	25,000		200,000	
SCADA Panel Component Replacements					
VCFN Data Infrastructure Integration					
Chlorine Gas Chambers and Gas Monitor	6,200				
Treatment Process Monitoring Replacements	10,900				
Chlorine Probe		3,200			
Σ Water Treatment Plant	27,100	28,200	-	200,000	-
Σ Treatment System	487,100	597,500	-	200,000	-
Source Water					
<u>Production Well #1 (Cherry)</u>					
Mag Flowmeter Replacement					
SCADA Panel Component Replacements (Wickwire & Cherry)	10,000				
VCFN Data Infrastructure Integration	12,500				
Well Pump Replacements - unbudgeted					
Σ Production Well #1 (Cherry)	22,500	-	-	-	-
<u>Production Well #2 (Wickwire)</u>					
Mag Flowmeter Replacement					
SCADA Panel Component Replacements (Wickwire & Cherry) - carr	10,000				
VCFN Data Infrastructure Integration - carry forward to 2024/25	12,500				
Σ Production Well #2 (Wickwire)	22,500	-	-	-	-
<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			
Σ Production Well #3	115,000	100,000	-	-	-
<u>Source Water Protection</u>					
Revise and update Source Water Protection Plan					
Σ Source Water Protection	-	-	-	-	-
<u>Wellhouse Buildings</u>					
Wickwire New Doors, Roof, Exterior Paint	15,000				
Cherry Lane New Doors, Roof, and Exterior Paint					
Wellhouse Site Fencing				35,000	
Σ Wellhouse Buildings	15,000	-	-	35,000	-
Σ Source Water	175,000	100,000	-	35,000	-
GRAND TOTAL ALL PROJECTS	\$ 679,100	\$ 697,500	\$ 30,000	\$ 682,500	\$ 547,500

Funding

Depreciation Reserve Funds - current year	98,589	88,200	-	210,000	210,000
Municipal Capital Growth Program \$621,023	287,500	333,523			
Capital From Revenue	40,000	40,000	30,000	30,000	70,000
Long Term Debt	230,000	235,777	-	-	267,500
Capital From Surplus	23,012	-	-	-	-
	679,101	697,500	30,000	682,500	547,500

REQUEST FOR DECISION 031-2024

Title: Donation of Box Car
Date: 2024-05-05
Department: Office of the CAO



SUMMARY

DONATION OF BOX CAR

The Musquodoboit Harbour Heritage Society have submitted a proposal to acquire the box car (attached to this report). The Society's primary focus has been the preservation of the Musquodoboit Railway Museum which is designated as a Municipal and Provincial heritage site and is listed on the Canadian Register of Historic Places.

The Society has actively been seeking to add to their collection with a rail car typically used on the rail line between Dartmouth and Upper Musquodoboit, which the CN Box Car #562678 is.

The Heritage Society are proposing to cover all costs of removal, transportation, and insurance, and will work with the Town's Traffic Authority to coordinate road closures and ensure safe removal using an experienced professional removal company should the Town agree to donating the box car.

The Town would be recognized on an interpretive sign commissioned by the museum and displayed next to the car.

DRAFT MOTION:

That Council approves the donation of the box car to the Musquodoboit Harbour Heritage Society at no cost or liability to the Town. All logistics of removal to be worked out with Town staff and the Society.

REQUEST FOR DECISION 031-2024

Title: Donation of Box Car

Date: 2024-05-05

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

n/a

3) STAFF RECOMMENDATION

Staff recommend the donation of the box car to the Musquodoboit Heritage Society to display in their Railway Museum to complete their collection of items at no cost or liability to the Town.

4) REFERENCES AND ATTACHMENTS

1. Proposal from Musquodoboit Heritage Society (attached)

5) DISCUSSION

The Musquodoboit Harbour Heritage Society (a not-for-profit, community-based organization) works to promote, protect and preserve the historical and cultural heritage of Musquodoboit Harbour and surrounding area. One area of focus is the preservation and continued development of the Musquodoboit Harbour Railway Museum.

A representative from the Heritage Society reached out to the Office of the CAO to enquire about the box car that currently sits on the rail line in front of the Wolfville library. This box car is one that would have been a familiar site on the rail line between Dartmouth and Upper Musquodoboit and would expand their collection.

A proposal from the Society to acquire the box car as a donation from the Town has been received (attached). They are proposing to cover all costs of removal, transportation and insurance, and work with the Town's Traffic Authority to carry out the removal safely, at a time suitable to the Town and using a qualified company to carry out the removal and transportation. In return the Town would be recognized as donating the box car on a plaque in the railway museum.

Staff recommend donating the box car to the Musquodoboit Heritage Society at no cost or liability to the Town.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

REQUEST FOR DECISION 031-2024

Title: Donation of Box Car

Date: 2024-05-05

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- n/a

8) COMMUNICATION REQUIREMENTS

Information surrounding the removal of the box car and where it is being donated to, as well as road closures to allow for safe removal of the box car, will be advertised on our social media and website. Council will be made aware of the dates/times scheduled for the removal.

9) ALTERNATIVES

Council could choose not to approve the donation of the box car to the Musquodoboit Heritage Society.

Proposal to acquire CN Box Car #562678
from
Wolfville



Submitted
by
Musquodoboit Harbour Heritage Society

Forward:

The Musquodoboit Harbour Heritage Society is a not-for-profit, community based organization working to promote, protect and preserve the historical and cultural heritage of Musquodoboit Harbour and surrounding area. Created in 1975, the organization's primary focus has been the preservation and continued development of the Musquodoboit Harbour Railway Museum as a focal point for the community. We are registered with the Registry of Joint Stock Companies (1461664).



First opened in 1975, the Museum includes a number of different components. Besides housing a railway museum, the station has a number of outdoor displays (a caboose, a snowplow, a shunt and a flatbed), a tourist information centre, a heritage room and a gift shop. The caboose serves as an interpretation centre for the Musquodoboit Trail system which starts at the Station. The Museum has been designated a Municipal and Provincial heritage site and is listed on the Canadian Register of Historic Places.

Originally built in 1918, the building and exhibits provide a glimpse into the past when rail travel opened up the Eastern Shore and provided an important link with rest of the province. Thanks to the efforts of a local teacher, Dave Stephens, and his students who first approached CN with the idea to preserve the station, the Museum has served as a focal point for the community. Displays include photographs, documents and artifacts from over 100 years of rail travel in Nova Scotia. Highlights include a model train exhibit, telegraph display, articles related to the building of the railway along the Eastern Shore and an original pump car.



The line between Dartmouth and Upper Musquodoboit was completed in 1916 and provided an important rail link for the small rural communities along the Easter Shore. Travel to Dartmouth was only accomplished by oxen cart or sail and a round trip often took several days.

In addition to providing rail service, the station served as the communication hub of the village. In the early days, it was the only place where one could find telegraph or telephone service. The Musquodoboit Harbour station had a booking office and two waiting rooms; a larger one with a coal stove for men and a smaller one for women. During its heyday, 14 trains would travel through the station on a given day.

We are one of the last railway stations still standing in Nova Scotia from that era. In addition to the Museum, we also host a craft shop that features over 10 local crafters and their products for sale. In 2025, we will celebrate our fiftieth anniversary as a museum, reinforcing our importance to the surrounding community.

The Museum has also become a stopping place for visitors to enjoy a picnic, pick up tourist information from the area or enjoy the many events and programs that we offer on site. During the summer months, we partner with a number of local businesses to offer a Beer Garden with live entertainment, a food truck, a bicycle rental operation and an Ice Cream Shop. We also host a weekly local Sunday Farmers Market from May until October.

Located in the centre of our community, the museum offers a range of programs and activities. Partnering with our local library, we provide a children's story time program in the caboose, music programs through the season, outdoor movie nights during the month of August and build awareness of our local history through different special displays and presentations inside the museum.

Admission is free though we encourage donations to help maintain the Museum. Our hours are 10:00 am to 4:00 pm Wednesday, Thursday and Sunday and 10:00 am to 7:00 pm Friday and Saturday. As a volunteer organization, we are proud of what we have built and continually look for new opportunities to grow our operation.

The Musquodoboit Harbour Heritage Society Mission Statement

The Musquodoboit Harbour Heritage Society owns and operates the Musquodoboit Harbour Railway Museum on behalf of the community. The Society endeavors to collect, preserve, exhibit artifacts which are used to accurately interpret the rail history of Nova Scotia and the Musquodoboit railway system in particular.

The Heritage Society, through the operation of the Musquodoboit Harbour Railway Museum, is committed to providing opportunities for research and for developing programs that are stimulating, inspire creativity and encourage community participation.

This Mission Statement may not be altered without the consent of the Board of the Musquodoboit Harbour Heritage Society and is reviewed annually at its annual general meeting.

The Musquodoboit Harbour Heritage Society Vision

The Musquodoboit Harbour Heritage Society is dedicated to the preservation and promotion of Nova Scotia's rich railway heritage. We believe our role includes working with the community to promote an interest in our past, encourage historical inquiry and provide programs that stimulate interest, satisfy curiosity and encourage participation.

We believe the Musquodoboit Harbour Railway Station is an important part of the community and we are committed to its preservation and development as a central focus of the community, a place for celebration and a means to promote the surrounding area.

The Musquodoboit Harbour Heritage Society Values

As a Society, we come together in the support of the community we serve and dedicate ourselves to further the goals of the Society. Together, we operate under the following values:

- Commitment
- Innovation
- Creativity
- Respect
- Service to others

Request:

The Musquodoboit Harbour currently has a valuable, though small, collection of rolling stock. Gathered together over a period of 45 years, the Museum owns a vintage 1950's era caboose, a CP snow plow, a flatbed and a shunt. They have been a popular attraction at our museum and a source of the pride for our community. Visitors often go through our cars and take pictures of their visit to the Railway Museum.

Each year, we attract over 10,000 visitors to our site. Whether it's to participate in one of our many programs or activities, attend a musical event or movie night, tour the museum, support our local vendors or just to relax at a picnic table with friends.

As part of our long range strategic plan, we have been actively seeking to augment our collection of rolling stock with a rail car typically used on our line.

It just so happens that I am a frequent visitor to the valley, especially the Wolfville area. I enjoy visiting the various farmers markets, shopping along main street and exploring all that your community has to offer. It was on one of these visits that I came across the box car that currently sits on tracks behind the library. **I am hoping that it is available and that you would consider our request to acquire it for our museum as a donation from one community to another.**

CN Box Car #562678 would be an ideal addition to our collection. The rail line that ran from Dartmouth along the Eastern Shore, through Musquodoboit Harbour to Upper Musquodoboit was operated by CN. The box car would have been a familiar sight at our station, carrying supplies and delivering goods to rural communities along the line. We have the space to accommodate it on our site and tracks to support its positioning.

Our Commitment:

- We commit to preserving its integrity, carry on regular maintenance and establish it as an important part of our presentation on rail service in the rural Nova Scotia.
- Your donation would be recognized on an interpretive sign commissioned by the museum and displayed next to the car.
- The Musquodoboit Heritage Society would work closely with the town of Wolfville to plan, coordinate and execute the safe transfer of the Box car onto a heavy equipment transport vehicle at a date and time to be determined.
- Work closely with the town of Wolfville to coordinate road closures and address any concerns identified by the town as part of the planning process.
- The Musquodoboit Harbour Heritage Society will cover the costs of removal and transportation to the Musquodoboit Harbour Railway Museum.

- Secure the services of a reputable, experienced shipping company that can provide the expertise and the equipment (eg: crane, transport vehicle, escort vehicles) to move the box car from Wolfville to Musquodoboit Harbour.
- Assume responsibility for securing insurance, permits and all paperwork required for transportation.

Contact Information:

Musquodoboit Harbour Railway Museum

Address: 7895 Highway #7, Musquodoboit Harbour, NS., B0J 2L0
Mailing Address: Box 314, Musquodoboit Harbour, NS., B0J 2L0

Website: www.mhrailwaymuseum.com
Facebook: @mhrailwaymuseum
Phone: 909-889-2689

Musquodoboit Harbour Heritage Society

Contact: John Verlinden, President
Phone: 909-889-3168
Email: jhverlinden@gmail.com