



Special Town Council Meeting

April 26, 2024

12noon

Council Chambers/Hybrid Meeting

Agenda

Call to Order

1. Approval of Agenda

2. Public Input / Question Period

PLEASE NOTE:

- Each person has up to 5 minutes to speak.
- You may return to speak once, for up to 5 minutes, if you have new information to add.
- 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 026-2024: Authorization of Municipal Expenditures (May 2024)

4. Regular Meeting Adjourned

REQUEST FOR DECISION 026-2024

Title: Authorization of Municipal Expenditures

Date: 2024-04-25

Department: Finance



SUMMARY

Authorization of Municipal Expenditures

Council and staff are nearing the final iteration of the 2024/25 Draft Operating and Capital Budgets for both the Town of Wolfville, and the Water Utility.

With this RFD staff are requesting Council to approve monthly expenditures sufficient to cover all required expenditures for the month of May 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 May 2024. Only expenditures previously approved by Council shall be undertaken and/or incurred.

DRAFT MOTION:

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

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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 May 2024. The monthly expenditure amount has been calculated using 2023/24 actual and forecasted expenditures as well as May 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) 011-2024 – 2024/25 Draft Budget V4

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.

7) COMMUNICATION REQUIREMENTS

Nothing added here.

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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.