



Committee of the Whole

January 11, 2022

8:30 a.m.

Virtual - Via Zoom

359 Main Street

Agenda

1. **Approval of Agenda**

2. **Approval of Minutes**

- a. Committee of the Whole Minutes, December 7, 2021
- b. In-Camera Minutes from Committee of the Whole, December 7, 2021

3. **Presentations**

- a. Regional GHG Emissions Inventory and Reduction Opportunity Study – AET Group Inc (Steve Boles)

4. **Public Input / Question Period**

PLEASE NOTE:

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

5. **Committee Reports (Internal)**



- a. Accessibility Advisory Committee
- b. Audit Committee
- c. RCMP Advisory Board

6. **CAO Report**

7. **Staff Reports for Discussion**

- a. RFD 002-2022: Welcome Centre Capital Project
- b. RFD 003-2022: Business and Rental Licensing Bylaw
- c. RFD 004-2022: Committees of Council Policy and Committee Terms of Reference
- d. RFD 001-2022: Council-Committees of Council Meeting Schedule 2022
- e. RFD 006-2022: One Time Operating Grant – Stage Prophets
- f. RFD 005-2022: Landmark East – Grant to Organization
- g. Info Report 001-2022: Micro-transit Feasibility Study Update

8. **Committee Reports (External)**

- a. Valley Waste Resource Management (VWRM)
- b. Kings Transit Authority (KTA)
- c. Kings Point-to-Point (KPPT)
- d. Annapolis Valley Trails Coalition (AVTC)
- e. Wolfville Business Development Corporation (WBDC)
- f. Diversity Kings (DK)

9. **Public Input / Question Period**

10. **Regular Meeting Adjourned**

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: December 13,2021

Department: Committee of the Whole



The last meeting of the Accessibility Advisory Committee met in hybrid form on December 13,2021. The next meeting is scheduled for January 10,2022.

An update from Meghan Swanburg of Acadia was provided regarding the Built environment and the audits being completed. Presently 26% of the buildings are done and will be entered into management software program.

Barb Shaw, (Special Projects and Communications) gave a detailed update on clear, accessible communication channels the town can implement, such as, meetings, emails, documents, verbal sharing, posters local media, word of mouth and Wolfville Blooms. Barriers were identified such as Facebook having captions, the use of plain language, staff training, and internal awareness. Ongoing awareness was noted to promote inclusion in communications. Examples the town will focus on implementing communications: 1) Hold in person barrier free meetings. 2) Train front line staff to communicate with all ages and abilities. Public awareness through social media channels specifically Wolfville Blooms. 4) Provide modified additions to key municipal resources.

Other topics members of the committee brought up were, adding braille business cards, and having a web presence to meet accessibility guidelines such as digital communications being screen readable. It was noted that having a list of current sign language interpreters would be beneficial.

Staff will bring back more detail in Version 2 of the Accessibility Plan noting it should be specific and measurable.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Audit Committee Update
Date: December, 2021
Department: Audit for Committee of the Whole



Meeting was held in Council Chambers.

Director MacLean did an overview of the Information Report, with the Committee discussing key points of interest. It was noted the Town's Policy had not been updated since 2012. Not only have some of the dollar thresholds become outdated, but some legislative changes have occurred over that time potentially impacting options available through the Policy.

- Both the Information Report and the current Procurement Policy were reviewed following the sections of the Policy. Staff looking for initial feedback on the Policy and thoughts on where changes may be warranted, both from a staff perspective as well as Committee perspective.
- Section 1 of the Policy still relevant, with possible wording changes to more explicitly recognize Climate Change and Accessibility as areas of consideration in procurement.
- Section 5 – Purchasing Authority. Review and discussion around dollar thresholds. Suggestion made for staff to review Town's spending patterns and how the ratio of those individual purchases fit within each existing threshold. Discussion also involved 10% budget variance provided to the Office of CAO. Larger projects typically have at least a 10% contingency. If combined with CAO 10%, actual project cost could be 20% more than budget without Council involvement.
- The use of Standing Offers was reviewed from a number of perspectives. Areas of input included need for specific defined dollar thresholds in which Standing Offers can be used, i.e. a Standing Offer should not necessarily allow staff to proceed with a contracted service at higher purchase amounts. Discussion also involved whether a Request for Proposal should be reviewed by Council before staff issue the public process to obtain services. A key identified in this area was that the Budget process is key to setting approved spending levels for the year.
- Standing Offers related to soft services (e.g. studies and public engagement processes) might benefit from better up front Council understanding before staff proceed with work.
- Method of Procurement – some discussion of the existing requirements took place, including how credit card use might be better incorporated.
- The Committee noted policy should include reference to grant applications and ensuring authority for related projects align with purchasing thresholds.
- Staff noted the Committee's feedback will be provide input into an amended draft policy. The process will be for the Management Team to review draft Policy changes, with a revised Policy coming back to Audit Committee in January and then onto Council in February. Goal would be to have revised policy effective by the beginning of the next fiscal year.

Really good roundtable discussion with everyone giving feedback. At the end of the conversation I think everyone felt that we were on a path to a good revised policy. Overall take aways were to ensure good budgeting, good controls that were still effective and efficient, our standing offers could use some thought, and this policy was to ensure the Town got the best value for its money and that our values and strategic plans were recognized in the purchasing power.

Respectfully submitted,

Jodi MacKay

COMMITTEE UPDATE

Title: RCMP Advisory Board

Date: January 11, 2021

Department: Committee of the Whole



UPDATE:

The RCMP Advisory Board met on Tuesday, December 14, 2021. This meeting was chaired by Councillor Jodi MacKay and commenced at 10:02 am.

The RCMP Quarterly Update was provided by Sgt. Pelletier and included the following highlights:

- increase in bylaw events, specifically Parking and Nuisance Party Orders
- calls for nuisance parties have dropped significantly, possibly due to SOT related costs
- working with Public Works on parking during snow events, namely ticketing and towing
- mental health and safety checks are carried out with community members without accommodations in the winter months
- RCMP will continue to work alongside other community groups to identify individuals who may need assistance with homelessness or mental health issues
- Parks & Rec can reach out to Sgt Pelletier when concerns are brought forward.
- Cpl. Joe Fraser and Const. Kelly Goodie are working with support groups to identify accommodation options
- Town of Wolfville is participating in and has written a letter of support for an initiative Kentville has been spearheading to get some funding to help support non-traditional homeless who may have been hit hard by COVID and don't have winter accommodations
- two large drug arrests made, both of significance to Wolfville and surrounding areas
- COVID outbreak in Antigonish could crossover between universities

Policing Services Review

- In November, Council entertained a request for decision to do a full policing services review.
- Police Review Committee has been struck consisting of:
Doug Lutes and Jim Sponagle are our two community members, Mayor Donovan and Councillor MacKay are the two members of Council, as well there will be a member from Justice, a member from Acadia and the CAO as non-voting Chair who will form the Committee. First meeting will be in January.
- RCMP will be presenting to Council January 25, 2022 on existing service.
- RCMP Advisory Board has no direct role in the Police Review Committee but will be engaged as part of the broader consultation process.
- A recommendation is expected in the Fall, however this timeline is optimistic.

Next Meeting: April 12, 2022

Respectfully submitted by:
Councillor Isabel Madeira-Voss
Chair, RCMP Advisory Board

CAO REPORT

January 11, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

COVID-19 workplace screening and safety measures

The Town of Wolfville's Workplace COVID-19 Screening Program had completed more than 1,500 rapid tests when the Province paused our participation at the end of December. The program was initially designed to act as an early warning system, with the potential to detect new cases in our community. With the explosion of case counts due to Omicron, the Province determined that the rapid tests were needed elsewhere.

The test kits served us well and program participants will be notified if the Province changes direction on testing mandates in the weeks and months to come.

With the pause of our testing program, all members of staff and Council will need to take extra care with masking, distance and self-monitoring for any symptoms. Surgical masks are available in all work sites and the recommendation is to wear a surgical mask with a cloth mask placed on top.

Town Hall and our other work sites currently remain closed to the public and as much as possible, Town staff are being encouraged to work from home. All committees and Council meetings are being hosted virtually. Additional precautions are being taken with our utility workers to ensure continuity of service provision as omicron spreads.

Website development

The website development process is moving forward. Content is being crafted and mapping is now underway for the new interactive wizard components. Staff are working across departments to determine what services can be delivered online to further support stakeholders.

Tender packages

Preparation of the tender packages for the 2022 construction season is now ongoing.

Compliance

Community compliance officers have issued numerous warning tickets to further spread the message of the Winter Parking Ban that prohibits overnight parking on Wolfville's streets and in our parking lots. Public messages about the parking ban will continue online and in print advertising through the winter season.

CAO REPORT

January 11, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Compliance officers have also started communicating with local business and members of the public to support the development of stakeholder relationships, letting individuals know compliance officers are available to help, or to answer questions. Frequent patrols are also happening around Wolfville, to address infractions and reported concerns.

Winter parking ban

After months of notice, the parking ban is now being fully enforced. The ban prohibits cars parking on Town streets and in Town parking lots overnight and requires streets and parking lots to be clear of vehicles one hour after the start of snow through to two hours after the snow has stopped. This parking ban allows for the safe and efficient removal of snow during the winter months. At this time tickets for parking infractions are being issued by the RCMP while the Town has authorized towing.

In advance of the parking ban, Town staff worked closely with Acadia University to find alternatives for those without sufficient access to parking and as of December 1, Acadia made 50 parking permits available at the arena. The permits cost \$80 and are good until the end of the parking ban.

Town staff continue to communicate directly with tenants who don't have parking as well as with accommodation providers along Main Street who do not have parking available for their hotel guests.

Secondary planning process

Work has now begun on the East End Secondary Planning Process with an overview presented to our Planning Advisory Committee at their November meeting. Staff and consultants have met with most owners within the comprehensive development district area and our Wolfville Blooms project page attracted significant interest to-date.

A design brief will be going to the Planning Advisory Committee in February and an updated population forecast is being sourced. Once in-person meetings are possible a project launch will happen. Virtual engagement will be considered if current COVID conditions do not change.

Library project

A report will be coming to Committee of the Whole in February summarizing what has been heard through the recent engagement sessions with Council, staff and consultants. The report will also map next steps for the project. An updated population forecast is also being sourced and will be reviewed to inform the process.

CAO REPORT

January 11, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Wolfville Blooms as an information portal

Staff are advancing work on single room occupancies, a business registry, and short-term rentals with updates and information being loaded onto Wolfville Blooms. All stakeholders should be able to independently navigate the different projects as we work to develop easy to understand information for community members.

Active transportation

Staff are moving to finalize the costing of the all-ages-accessible bike network and continuing to pursue grant opportunities. The current focus is on Highland Avenue given the upcoming re-build of a large portion of this street. Communication has been happening with residents along the Highland Corridor.

FOIPOP

Our recent FOIPOP decision has been appealed to the Nova Scotia Supreme Court. Town legal counsel is managing an appearance before a Judge this week for Motion for Directions. The Court is expected to set a hearing date and prehearing deadlines.

SWITCH Wolfville

With Council's approval of the increased budget for the Property Assessed Clean Energy (PACE) program, staff are beginning to assist PACE Atlantic CIC in moving projects from the queue thru to project approvals.

The Minister has signed-off on the revised Temporary Borrowing Resolution, but the NS Municipal Finance Corporation has not yet signed off on the FCM agreement, and staff hope this will occur in early in 2022 so the Town can access the FCM funding. There are some 20 to 30 projects in the queue awaiting approval.

In addition to the change made by Council to the approved budget threshold, staff have noted a few areas of the Town's PACE Policy that require amendment. Some changes will be housekeeping in nature while others are need to correct Policy terms that are different from the intention of the PACE program from the outset. Once such key change involves source water protection where the Policy (5.9.1_ refers to a 60m buffer zone and the intent was the larger Zone A – 2 Year zone reflected on development constraints mapping. Town staff are looking to work with PACE Atlantic CIC staff to approve projects that fall within the larger 2 Year zone. This change as well as other housekeeping changes will be brought back to COW in February to amend the Policy wording.

Third Quarter financials

CAO REPORT

January 11, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Finance staff will be working on the third quarter financials and the year-end forecasts that are part of that reporting cycle. This reporting will go to the Audit Committee on January 21. The information will also help inform the 2022/23 budget process as current trends are clarified.

Draft budget

Finance and the Management Team continue to work on the 2022/23 draft budget documents, with a key Special COW meeting scheduled for January 20th. This will be Council's first look at what the draft budget looks like and how big the early budget shortfall will be.

Taxable assessment changes

The 2022 Assessment Roll was downloaded from PVSC site at the end of December and analysis of the taxable assessment changes between 2021 and 2022 has begun.

Staff updates

Luke Moffat joined the Parks and Recreation staff as our Community Recreation Programmer. Luke is a recent graduate of Acadia's Community Development program with experience in developing and delivering programming to diverse age groups.

Holiday decorations and park maintenance

After countless photographs and positive comments on social media, the Town's holiday decorations are being removed during the next weeks and placed into storage for a long winter's nap. Work also continues in the woods at Reservoir Park.

Upcoming Events

- Overnight parking restrictions are now in effect.
- Third Quarter water bills are being prepared to be mailed mid-January.
- Regional Recreation Facility Study January 18.
- Special all-day Budget COW January 20.
- RCMP presenting at Council January 25.
- First Policing Services Review Committee meeting is January 26.

REQUEST FOR DECISION 002-2022

Title: Welcome Centre Capital Project

Date: 2022-01-04

Department: Parks and Recreation



SUMMARY

Welcome Centre Capital Project

In spring of 2021 Council approved Request For Decision 023-2021, which directed staff to proceed with a major renovation to the current Visitor Information Centre.

Since that time much has happened in Willow Park, specifically the addition of the Town's first splash pad. With that, staff have reconsidered the direction to undertake a major renovation to the current building and are asking Council to consider replacing the current building with a new one, all within the same approved budget.

A concept has been created to envision what this new building will look like and how it will function. Please refer to the Discussion section for details.

If Council approves the move from a major renovation to new construction, staff will begin the steps involved in the tendering process. Please note that the proposed new construction has increased the amount of covered, open-air space and reduced the amount of indoor space. At the same time, the project proposal meets our requirements with funding partner ACOA and the Town's commitment to increasing the Centre's accessibility standards.

Providing that Council approves this motion, a final timeline related to the work schedule will be shared with Council once details can be confirmed. At this point, it is not certain that construction will be possible in the spring or will be scheduled for the fall 2022.

DRAFT MOTION:

THAT COUNCIL AUTHORIZE STAFF TO START THE PROCESS OF DETAILING AND TENDERING A NEW WELCOME CENTRE WITHIN THE CURRENT APPROVED BUDGET OF \$600,000.

REQUEST FOR DECISION 002-2022

Title: Welcome Centre Capital Project

Date: 2022-01-04

Department: Parks and Recreation



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 65A.

3) STAFF RECOMMENDATION

As per draft motion.

4) REFERENCES AND ATTACHMENTS

- 2021/22 Operations Plan/Budget
- Accessibility
- ACOA Funding Guidelines

5) DISCUSSION

The Town of Wolfville, on two occasions, has tendered for the construction of a new Welcome Centre to replace the current building in Willow Park. Results of both have ended up being over budget and therefore the project was put on hold. In the spring of 2021 Council approved a motion to have staff proceed with a major renovation to the current building. Given the summer to reflect on this decision, and with the addition of a new splash pad and significant upgrades to sidewalk and parking infrastructure along Willow Avenue, staff are reconsidering what is best for the site, the residents and visitors to Wolfville.

Given this, staff have worked to create a concept of a new Welcome Centre. A space that creates both an open, covered area and an efficient, yet much smaller, interior space. The interior space still provides open public space, along with staff space and upgraded accessible public washrooms that can be accessed from the outside. In addition, the current design has included two changing rooms to support users of the splash pad on the south side of the building. The outdoor covered space provides an area for a kiosk, visitor assistance, displays, performance and gathering space. Throughout the development of this concept, accessibility was at the forefront of all design choices.

If this motion is approved by Council, staff will seek proposals for detail design, costing, and a final tender package. Once this is complete, the tender process will begin in accordance with the Town's procurement policy.

The project timeline will be dependent on several factors and, once details are confirmed, Council will be updated. Once again, there is not a request to increase the approved budget but simply to move away from a major renovation to a new build. Staff recognize that this has been an ongoing

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Title: Welcome Centre Capital Project

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Department: Parks and Recreation



project with little to show to date. However, staff feel that this design will integrate well within the larger East End Gateway project (connecting Willow Park and the Harvest Moon Trailhead on the north side on Main Street) and service the site for years to come.

The following concept designs provide insight into the direction and intentions of staff to create a functional and accessible Welcome Centre for the residents of Wolfville and guests of the town.



Concept Drawing 1. View from the Pond (Main Street). Willow Ave. to the right (west) side. Washrooms located on the left-hand (east) side of building.

REQUEST FOR DECISION 002-2022

Title: Welcome Centre Capital Project

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Department: Parks and Recreation



Concept Drawing 2. View from Willow Ave. travelling towards Main Street. Doors to the right (south) access changing rooms. Please note: Parking and planter not to scale.



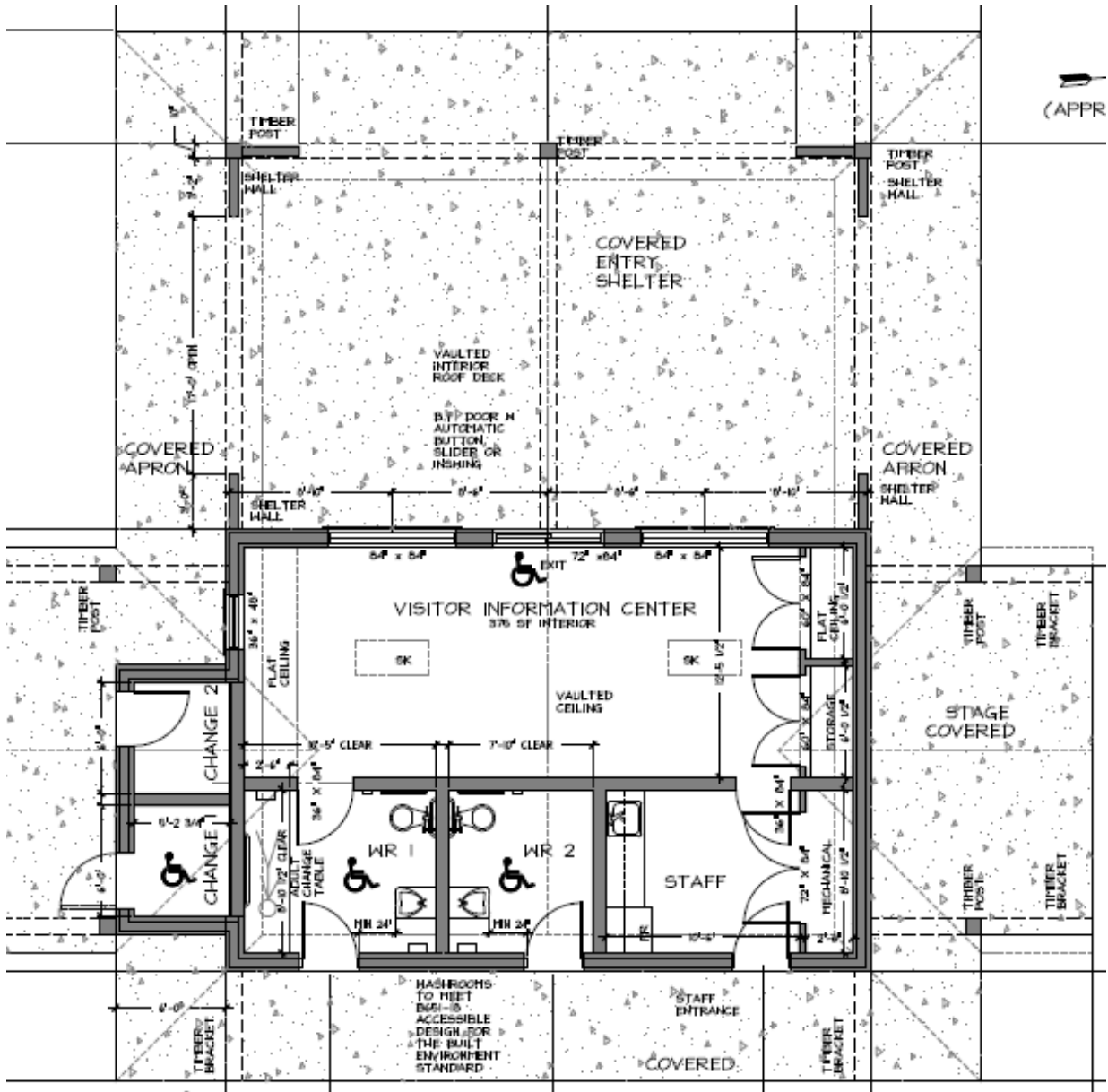
Concept Drawing 3. View from Willow Ave. Please note: planter and parking spaces not to scale.

REQUEST FOR DECISION 002-2022

Title: Welcome Centre Capital Project

Date: 2022-01-04

Department: Parks and Recreation



Concept Drawing 4. Floor plan.

6) FINANCIAL IMPLICATIONS

As part of the 2021-22 capital plan, budgeted dollars in the amount of \$600,000 have been approved and allocated to support a new Welcome Centre. Budget includes not only the construction of a new building but the required outfitting.

If Council were to elect to move forward with a new building, which meets budget, monies would be available as part of the approved capital investment plan.

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Title: Welcome Centre Capital Project

Date: 2022-01-04

Department: Parks and Recreation



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic direction and sub-goal from the 2021-2025 Strategic plan:

- Economic Prosperity
- Social Equity
- Climate action
- Community Wellness

Council Strategic Principles:

1. **Affordability:** Project must be based on aligning with Town's Capital Investment plan.
2. **Transparency:** Tender as per procurement policy.
3. **Community Capacity Building:** East End Gateway improvements are at the forefront of capital projects with your Parks and Recreation Department.
4. **Discipline to Stay the Course:** Improvements to the East End Gateway have been part of the Town's operating plan for several years.
5. **United Front:** Recreational space and supporting active lifestyles are specific to the Town's Strategic Plan.
6. **Environmental Sustainability:** Every opportunity for energy efficiencies will be incorporated into the project.

8) COMMUNICATION REQUIREMENTS

Based on Council's direction, staff is committed to keeping Council updated on progress made with this project.

9) ALTERNATIVES

Council can choose not to accept the draft motion and defer to another option or choose to do nothing at this time.

REQUEST FOR DECISION 003-2022

Title: Business Licensing By-law
Date: 2022-01-11
Department: Planning & Economic Development



SUMMARY

Business Licensing By-law – initial Council direction

There have been various discussions about business licensing in the Town over the last 4-6 years. The thrust of this has largely come from a desire to license and better regulate residential rental properties. This direction came from work and engagement associated with the 2020 Municipal Planning Strategy and Land Use By-law. The intent of licensing rental properties was largely built into the new Land Use By-law but a licensing system would be complementary to the Land Use By-law regulations and also ensure the Town has a current inventory/database of businesses in the Town. A licensing system also acts as another enforcement tool, if required. Collectively, residential rental properties are one of the Town's largest business operations.

Through work with the Wolfville Business Development Corporation (WBDC), a licensing system for “traditional” businesses (e.g. those along Main Street) is seen as a means to 1) maintain our business registry - updated in the summer of 2021 in partnership with the WBDC; 2) ensure new businesses are checking in with the Town before opening and allowing a welcome opportunity; and 3) provide an opportunity to effectively showcase businesses on our new website with the proposed business profiles.

The applicability of licensing to other types of business in the Town (e.g. home based) will be determined as we move forward and do outreach to these operators.

The approach outlined in this report brings together both the rental licensing work and Wolfville Business Development Corporation discussions into one tool. The purpose of this Request for Decision is to provide Council an update on the work-to-date, outline proposed next steps and take direction on how to move forward with this work in the coming months. An early draft by-law is attached to this report.

DRAFT MOTION:

That Council direct staff to move forward with exploring a business licensing program in the Town, as outlined in this report (RFD 003-2022).

REQUEST FOR DECISION 003-2022

Title: Business Licensing By-law
Date: 2022-01-11
Department: Planning & Economic Development



1) CAO COMMENTS

The CAO supports the recommendations of staff. This discussion has been ongoing for years and this process will allow the Town to move forward in developing the most effective business licensing program to meet the various needs.

2) LEGISLATIVE AUTHORITY

Nova Scotia *Municipal Government Act* (see attached By-law for references).

3) STAFF RECOMMENDATION

Staff are recommending to proceed with consultation and more analysis that will be brought to Council before a decision is made.

4) REFERENCES AND ATTACHMENTS

1. Draft Business License By-law (attached)
2. [RFD 004-2020](#) – outlines related background and “how we got here” with links to other documents
3. 2017 [White Paper](#) on Rental Licensing (used to inform Single Room Occupancy Land Use regulations)

5) DISCUSSION

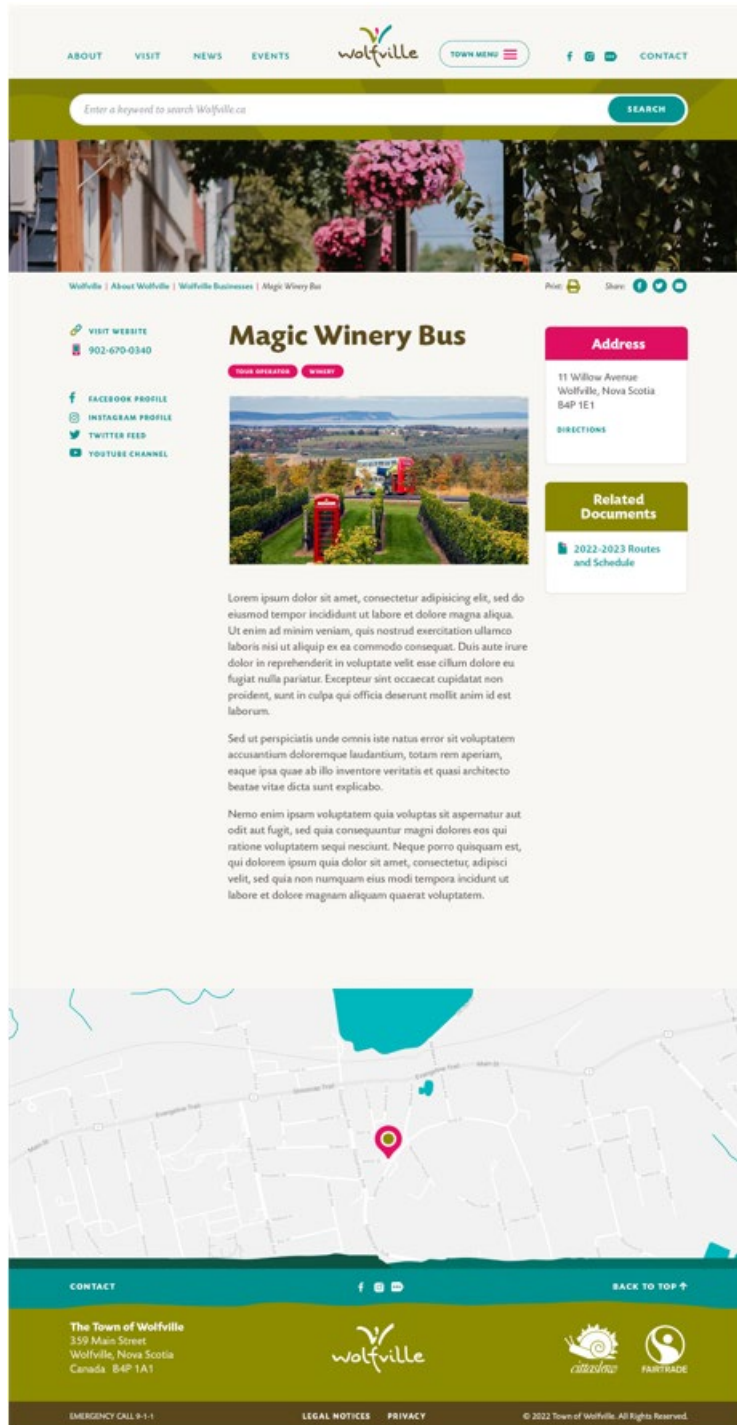
Overview

There have been various discussions about business licensing in the Town over the last 4-6 years (see RFD 004-2020 referenced above). The thrust of this has largely come from a desire to license and better regulate residential rental properties. This direction came from work on the Town’s 2020 Municipal Planning Strategy and Land Use By-law. The intent of licensing rental properties was largely built into the new Land Use By-law but a licensing system would be complementary to the Land Use By-law regulations and also ensure the Town has a current inventory/database of businesses in the Town. A licensing system also acts as another enforcement tool, if required. Collectively, residential rental properties are one of the Town’s largest business operations.

Through work with the Wolfville Business Development Corporation (WBDC), a licensing system for “traditional” businesses (e.g. those along Main Street) is seen as a means to 1) effectively maintain our business registry (updated in the summer of 2021 in partnership with the WBDC); 2) ensure new businesses are checking in with the Town before opening; and 3) provide an opportunity to effectively showcase businesses on our new website with the proposed business profiles (see example below):

REQUEST FOR DECISION 003-2022

Title: Business Licensing By-law
Date: 2022-01-11
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What are other places doing?

It is not typical in Nova Scotia to have a business licensing program. Rental licensing is being explored by HRM. Other jurisdictions have been reviewed in the past related to rental licensing and Staff have

REQUEST FOR DECISION 003-2022

Title: Business Licensing By-law
Date: 2022-01-11
Department: Planning & Economic Development



looked at other smaller municipalities (in other Provinces) and their approach to business licensing more generally in preparing this report.

Land Use By-law

When altering an existing land use or creating a new one, the Town's [Land Use By-law](#) requires a Development Permit be issued. For traditional Main Street businesses, sometimes a change of use requires little, if any changes and Planning Staff often do not have a trigger to engage with a new business.

For specific Land Uses (or businesses) – the new Land Use By-law is specific. Short-term Rentals and Single Room Occupancies are two good examples in this context:

4.30 SHORT TERM RENTALS

Short Term Rentals shall be permitted in any zone that permits residential uses, except the Low Density Residential Restricted (R-1) zone, subject to the following conditions:

- (1) Short-term rentals shall only be permitted where proof of primary residence is provided to the Development Officer;
- (2) No more than three rental rooms are permitted;
- (3) Notwithstanding 4.30(2), a whole unit may be rented not more than 150 days per year. A record of rental days shall be provided to the Development Officer upon request.
- (4) In the case of a rental situation, written confirmation from the Landlord shall be provided;
- (5) A Fire and Life Safety Inspection shall be conducted on the premises before any Development Permit is issued;
- (6) Proof of any required licensing from the Province, or other regulatory bodies shall be provided to the Development Officer;
- (7) Proof of insurance shall be provided to the Development Officer;
- (8) A fee shall be provided as per the Municipal Fees Policy;
- (9) Short Term Rentals (e.g. Bed and Breakfast) shall not be subject to the size restrictions specified in section 4.16.7;
- (10) Must meet the parking requirements of Part 6.
- (11) Sections 4.30(1-3) do not apply to the Core Commercial (C-1) zone.

REQUEST FOR DECISION 003-2022

Title: Business Licensing By-law

Date: 2022-01-11

Department: Planning & Economic Development



4.32 SINGLE ROOM OCCUPANCY

Single Room Occupancies are a housing type where one or two people are housed in single rooms where tenants may share bathrooms and a kitchen in a dwelling unit.

Single Room Occupancies do not include Short Term Rentals or dwelling units with up to 3 rental rooms.

Dwellings with four or more rooms used for single room occupancies are permitted in the R-2, R-3, R-4, I-2 and C-2 zones, subject to the following:

- (1) A Fire and Life Safety Inspection shall be conducted on the premises before any Development Permit is issued;
- (2) The maximum number of single room occupancies shall correspond to the underlying zone:
 - a) R-2 - max 4 bedrooms
 - b) R-3 - max 6 bedrooms
 - c) R-4 - max 8 bedrooms
 - d) C-2 - max 6 bedrooms
- (3) fee shall be provided as per the Town's Fees Policy.
- (4) In addition to the normal parking requirements for the dwelling, one parking space shall be provided for each bedroom, in excess of three, being used for rental purposes.
- (5) Existing single room occupancies may be subject to some or all of the requirements of this section, subject to context and the development history of the property.

The regulations for the Single Room Occupancies, outlined above, form the majority of what was previously conceived of for a rental licensing program (Residential Rental License By-law "RRBB").

Under the proposed Business Licensing by-law, both of these business types would require a license. The license could only be issued if all Town by-laws are complied with (e.g. Land Use By-law, Minimum Property Standards, etc – see draft by-law attached).

There may be some perceived redundancy between a Development Permit and a Business License but without a tool like this, it is difficult for Staff to seek compliance for things that we do not know are happening.

The applicability of licensing to other types of business in the Town (e.g. home based) will be determined as we move forward and do outreach to these operators. Development Permits are required for this type of Land Use currently.

Other By-laws

As we move further into this, it may make sense to pull other by-laws (e.g. [vending](#)) into our business license by-law to streamline the number of by-laws we are using with similar intent.

Staff Capacity

REQUEST FOR DECISION 003-2022

Title: Business Licensing By-law
Date: 2022-01-11
Department: Planning & Economic Development



It is not yet fully clear how much Staff capacity will be involved in taking this work on. As we take next steps, this information will be brought forward. Other Municipalities with a business licensing program will be contacted.

Next Steps and Stakeholder Consultation

1. Integrate Council feedback from January 11th, 2022 meeting
2. Consult with business community (“traditional” businesses)
 - Wolfvilleblooms.ca page, letters, emails, meetings if possible.
 - Information on the by-law
 - Information about our new website and business profiles
3. Consult with home-based businesses
 - Wolfvilleblooms.ca page, letters, emails, meetings if possible.
4. Consult with Landlords/Rental operators
 - Wolfvilleblooms.ca page, letters, emails, meetings if possible.
 - Staff are already working on a wolfvilleblooms.ca page to share information and engage with landlords
 - A page on wolfvilleblooms.ca already exists for short-term rentals and some compliance work under way
5. Further investigate potential workload and determine Staff capacity constraints (if any) and associated costs.
6. Bring summary of feedback, updated By-law, proposed fees, application forms, and other information back to Council for direction.

Given the current workload of the Planning department and the current status and unknowns around Covid-19 (particularly with having meetings and doing consultation), this work will take a number of months to complete and would be factored into our 2022-23 workplan and Staffing. Staff would aim to have a report back to Council in May of 2022.

6) FINANCIAL IMPLICATIONS

N/A at this time – further information to come.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

From the 2021-2025 Council Strategic Plan, this RFD is related to the strategic directions of:

- Economic Prosperity
- Social Equity
- Community Wellness

From the 2021-2025 Council Strategic Plan, this RFD links to the Council Priority Initiatives of:

REQUEST FOR DECISION 003-2022

Title: Business Licensing By-law

Date: 2022-01-11

Department: Planning & Economic Development



- Economic sector growth and support for businesses (retention and attraction)

The Town's [Municipal Planning Strategy](#) and [Land Use By-law](#) are also relevant (see references above).

8) COMMUNICATION REQUIREMENTS

The next steps outlined above require Staff to communicate to various Stakeholders and report back to Council.

9) ALTERNATIVES

- 1) Do not move forward with a Business Licensing By-law at this time.
- 2) Move forward with conditions not included in this report, as outlined by Council.

INITIAL DRAFT FOR DISCUSSION PURPOSES ONLY

1. Title

This bylaw shall be known as bylaw 109 and may be cited as the *Business Licence Bylaw*.

2. References

2.1 Nova Scotia *Municipal Government Act* (NS MGA), sections 172(1)(f) and 172(2)

2.2 Policy 140-015, *Municipal Fees Policy*

3. Definitions

3.1 In this Bylaw:

- (1) "**business**" means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services, for the purpose of gain or profit (this includes Short and Long-term residential rentals);
- (2) "**Bylaw Enforcement Officer**" means the Bylaw Enforcement Officer or other persons acting on behalf of the Town properly authorized by law to enforce this Bylaw.
- (3) "**council**" means the Wolfville Town Council;
- (4) "**Inspector**" means the person appointed from time to time by Bylaw or resolution of Council as Inspector of the Town for the purpose of enforcing and carrying out the provisions of this Bylaw and shall include any acting or assistant Licence Inspector, or their delegates.
- (5) "**licence**" means a licence issued pursuant to this Bylaw;
- (6) "**licencee**" means a person which holds a valid licence to operate a business within the Town under this Bylaw;
- (7) "**person**" includes any corporation, partnership, sole proprietorship, party or individual;
- (8) "**premises**" means a building or portion of a building or an area of land occupied, or capable of being occupied, by a business for the purpose of carrying on a business;
- (9) "**Town**" means the Town of Wolfville.

4. Licence Required

- (a) Every person who owns or operates a business in the Town shall apply for, obtain and hold a licence for each business.
- (b) Every person who operates a business at more than one premises shall obtain a separate licence for each premises.
- (c) No person shall carry on any business for which a licence is required under this bylaw without holding a valid and subsisting licence for the carrying on of such business.
- (d) Every person who carries on a business in the Town shall comply with all bylaws of the Town and all applicable laws, rules, codes, regulations and orders of all federal or provincial authorities having jurisdiction over such business.

5. Effect of Licence

- (a) Every licence issued under this Bylaw is personal to the person named in the licence and may not be transferred to another person.
- (b) A person shall not carry on a business in or on any premises other than those identified on the licence without first making an application for and obtaining a new licence.
- (c) The granting of a licence under this Bylaw in no way implies or constitutes a representation or warranty of the Inspector or the Town that the licensee is competent in the business operation for which they are licenced or that the licenced business or the business premises comply with the Town's bylaws or any federal or provincial laws.
- (d) Every operator of a business is responsible for complying with, and is subject to, the requirements of all other Town bylaws and federal and provincial laws applicable to the business.

6. Licence Period and Renewal

- (a) A licence shall be valid for one year from the date of issuance.
- (b) On or before the expiry of a licence, the licensee must renew the licence for a further one-year period.

7. Licence Application and Fee

- (a) The applications for a licence and for the renewal of a licence and the licence issued thereafter shall be in the form prescribed in the Town.
- (b) Every person applying for a licence or a licence renewal shall, at the time of making the application, pay to the Town the applicable fee as prescribed in the Town's *Municipal Fees Policy*.

-
- (c) Any person applying for a licence or to renew a licence must, at the time of making such application, make a true and correct statement in writing disclosing the nature of and character of such business to be carried on by the applicant, including business name, legal business name if different, contact information, and number of persons employed or otherwise engaged in the business.

8. Licence to be displayed

- (a) Every licensee shall keep a copy of the licence posted in a conspicuous place on the premises where the business is conducted and for which the licence is issued.

9. Inspector

- (a) The Council may, by resolution, from time to time, appoint an Inspector for the purposes of administering and enforcing the provisions of this Bylaw.
- (b) An Inspector shall have the authority to grant or refuse a licence or a licence renewal and to suspend or cancel a licence.
- (c) At all reasonable times, an Inspector may enter premises to inspect and determine whether the requirements of this Bylaw are being met.

10. Granting and refusal of licences

- (a) The Inspector must grant a licence or a licence renewal where the Inspector is satisfied that the applicant has complied with the requirements of this Bylaw and has no reasonable grounds to believe that the applicant and the business do not comply with all other applicable bylaws and provincial and federal laws.
- (b) The Inspector must refuse to grant a licence or licence renewal where the Inspector is satisfied that the applicant has not complied with the requirements of this Bylaw or has reasonable grounds to believe that the applicant and the business do not comply with all other applicable bylaws and provincial and federal laws.
- (c) The Inspector must not unreasonably refuse to grant a licence or licence renewal and, in the case of refusal, upon request, the Inspector must provide written reasons for the refusal.

11. Suspension and cancellation of licences

- (a) The Inspector may suspend or cancel a licence for failure by a licensee to comply with a term or condition of the licence, with this Bylaw, or with any other Town bylaw or federal or provincial law, and the Inspector must provide written reasons for the suspension or cancellation.

12. Council reconsideration of refusal, suspension or cancellation of licence

- (a) The refusal, suspension or cancellation of a licence by the Inspector shall be made in writing and sent by regular mail to the applicant or licensee to the address given by the applicant or licensee on the application for the licence.
- (b) If the Inspector cancels, refuses or suspends a licence, the applicant or licensee may appeal the decision to Council.
- (c) An appeal under subsection (b) must be made by written notice provided to the Town Clerk within 10 business days of the date on which the notice under subsection (1) was sent. The notice of the appeal shall state in concise fashion the grounds upon which the appeal is based.
- (d) Upon receiving notice of an appeal, the Town Clerk shall refer the matter to Council to appoint a time and place for the hearing of the appeal.
- (e) The applicant or licensee shall be given notice of the time and place for the appeal, and shall be given an opportunity to be present and to be heard at the appeal.
- (f) Upon hearing an appeal, Council may uphold the Inspector's decision or may make any other decision that the Inspector was entitled to make with respect to the licence.

13. General

- (a) Where any federal or provincial laws or any other Town bylaw applies to any matter covered by this Bylaw, the issuance of a licence under this Bylaw shall not relieve the licensee from complying with the provision of such other laws.
- (b) A licence is not assignable or transferable. If ownership of a business, or control of a business entity, changes, the new owner(s) of the business must apply to the Town for a new licence.

14. Penalty

- (a) Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$_____ and not more than \$_____ and to imprisonment of not more than three months in default of payment thereof.

15. Effective Date

- (a) This Bylaw comes into force and effect on (INSERT DATE).

Clerk's Annotation for Official Bylaw Book

Date of first reading:

Town of Wolfville
Bylaw Ch109
Business Licence Bylaw



Date of advertisement of Notice of Intent to Consider:

Date of second reading:

Date of advertisement of Passage of Bylaw:

Date of mailing to Minister a certified copy of Bylaw:

I certify that this **Business Licence Bylaw 109--** was adopted by Council and published as indicated above.

Laura Morrison, Town Clerk

Date

DRAFT

REQUEST FOR DECISION 004-2022

Title: Committee of Council Policy Amendments

Date: 2022-01-11

Department: Office of the CAO



SUMMARY

Committee Policy Amendments

Staff and Council have been reviewing all policies related to Committees of Council to ensure committees remain integral to the Town's operations and that they are consistent with the overall Committees of Council Policy. After a discussion at COW in November, staff are recommending amendments to the Committee Policy 110-001 and subsequent Committees of Council Policy Terms of Reference affected by the amendments.

In respect of the RCMP Advisory Board, the terms of reference for this Committee are legislated by Police Act Nova Scotia and will remain a bylaw.

DRAFT MOTIONS:

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

That Council approve the repeal of Policy 110-009 Accessibility Advisory Committee, to be replaced with Accessibility Advisory Committee Terms of Reference as appended to the amended Policy 110-001 Committees of Council Policy.

That Council approve the repeal of Policy 140-007 Audit Committee, to be replaced with Audit Committee Terms of Reference as appended to the amended Policy 110-001 Committees of Council Policy.

That Council approve the repeal of Policy 610-002 Planning Advisory Committee to be replaced with Planning Advisory Committee Terms of Reference as appended to the amended Policy 110-001 Committees of Council Policy.

That Council approve the repeal of Policy 910-001 Source Water Protection Advisory Committee to be replaced with Source Water Protection Advisory Committee Terms of Reference as appended to the amended Policy 110-001 Committees of Council Policy.

That Council approve the repeal of Policy 120-015 Environmental Sustainability Committee.

That Council approve the repeal of Policy 610-001 Design Review Committee.

That Council approve the repeal of Policy 760-002 Public Art.

REQUEST FOR DECISION 004-2022

Title: Committee of Council Policy Amendments

Date: 2022-01-11

Department: Office of the CAO



1) CAO COMMENTS

Refer to discussion section of this RFD.

2) LEGISLATIVE AUTHORITY

1. Section 26 of the *Municipal Government Act* enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.
2. Section 44 of the *Municipal Government Act* Audit Committee
3. Bill No. 59 - Accessibility Act, Chapter 2 of the Acts of 2017
4. Municipal Source Water Protection Plan
5. Police Act Nova Scotia 2004

3) STAFF RECOMMENDATION

Staff recommend that Council approve the amendments to the Committees of Council Policy and the appended Committee Terms of Reference as attached to RFD 004-2022.

4) REFERENCES AND ATTACHMENTS

1. Committees of Council Policy, 110-001 (attached)

5) DISCUSSION

The current Committee and Committee Terms of Reference policies include duplicate information; therefore, staff is recommending that the current Committees of Council Policy incorporate Terms of Reference for each of the Council Committees to provide one succinct policy that will apply to all committees of Council unless otherwise mandated i.e., Police (RCMP) Advisory Board.

All comments and feedback, including housekeeping amendments, from the November COW meeting have been incorporated.

Paragraphs and text that appear underlined and in “red” are changes or additions.

Notable policy changes that should be mentioned include:

Paragraph 5.2.1: Planning Advisory Committee will continue to serve as the Heritage Advisory Committee as well receive feedback on environmental and climate change issues.

Paragraph 5.8.2: Working Groups may include, but not be limited to, areas including Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives. Some of the duties and responsibilities that were mandated under Design Review Committee or Public Art would be addressed

REQUEST FOR DECISION 004-2022

Title: Committee of Council Policy Amendments

Date: 2022-01-11

Department: Office of the CAO



via a Working Group system. The Terms of Reference that are being repealed for Design Review and Public Art would form the basis of the terms for those working groups. These groups are informal, not formally appointed by Council, but do require the CAO to notify Council of their creation and provide Council with their Terms of Reference for information purposes.

Appendix C Planning Advisory Committee Terms of Reference: There is no longer a requirement for the Deputy Mayor to Chair this committee.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The proposed amendments to the Committees of Council Policy and the subsequent Committee Policies are administrative in nature.

8) COMMUNICATION REQUIREMENTS

The amendments to the Committees of Council policy will be communicated to all members appointed to Committees of Council through the Town Clerk or designate upon approval by Council.

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

9) ALTERNATIVES

That Council does not approve the amendments to the Committees of Council Policy and subsequent repeal of individual Committees of Council Policies as noted.



POLICY

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

1.0 Purpose

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

Section 26 of the *Municipal Government Act* enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

2.0 Scope

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

3.0 References

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

4.0 Definitions

- 4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville
- 4.2 **Committee(s)** is any committee of council established by Town Policy or Bylaw
- 4.3 **Majority** is fifty percent plus one
- 4.4 **Town Clerk** is the Town Clerk, as appointment by the CAO, for the Town of Wolfville

5.0 Policy

- 5.1. This policy shall apply to all committees of council unless otherwise stated in the respective policies or bylaws.
- 5.2. **Committees of Council**

5.2.1 Council shall have the following Committees of Council – Committee of the Whole, RCMP Advisory Committee, Source Water Protection Committee, Planning Advisory Committee, Audit Committee and Accessibility Committee.



POLICY

5.2.1. Planning Advisory Committee will serve as the Heritage Advisory Committee.

5.3. Membership

5.3.1. The Mayor and CAO will recommend Councillor appointments to committees to Council in November of each year.

5.3.2. Applications for citizen appointments to committees shall be invited by public advertisement. Council will review all applications and select citizen appointments to committees in December of each year.

5.3.3. The Mayor shall be an ex-officio voting member on all committees of council.

5.3.4. Committees will be chaired by a seated member of council unless mandated by a higher legislation.

5.3.5. Any citizen member on a committee shall take a leave for one term following two consecutive terms.

5.4. Qualifications

5.4.1. Committee members shall reside or operate a business in the Town of Wolfville, unless otherwise approved by council. All committee appointments are made at the discretion of council.

5.4.2. Any member on a committee is eligible for reappointment subject to para 5.3.5.

5.4.3. Any member of a committee, who is absent from three (3) consecutive meetings of the committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the committee and noted in the committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

5.5. Rules of Engagement

5.5.1. A majority of the members of a committee constitutes a quorum.

5.5.2. All committees shall meet in accordance with their Terms of Reference (see attached Appendices).

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

5.5.4. Special meetings of a committee may be called by the chair with advanced notice to all members and the CAO.

5.5.5. Subject to the principles set out in the *Municipal Conflict of Interest Act*, all committee members present including the person presiding shall vote on a question.

5.5.6. Subject to Section 22 of the *Municipal Government Act*, committee meetings are open to the public.



POLICY

- 5.5.7. The role of all committees is limited to advising council unless otherwise stated in the bylaw or resolution governing that committee.
- 5.5.8. Unless specifically granted the power to do so, no committee has the power to commit the Town to either spend money or take any particular action.
- 5.5.9. No member of a committee shall give specific direction to any staff member at any committee meeting. The responsibility for giving specific direction to staff shall reside with the full council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.5.10. A committee may choose to endorse the report of staff to council or offer a different solution (alternative); in either instance, the staff report should always be attached.

5.6. Administration

- 5.6.1. The Town Clerk or designate shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 5.6.2. Meeting agendas shall be prepared by the committee chair and staff representative and shall be submitted to the **Chief Administrative Officer (CAO) or designate** for information.
- 5.6.3. The Town Clerk, or designate, will endeavour to have all agendas circulated to committee members, and posted for the public, at least three (3) business days before the scheduled meeting, and Town Council and Committee of the Whole agendas available to committee members, and the public, by the Thursday prior to the Tuesday meeting.
- 5.6.4. Agendas may be varied by an affirmative vote of the members present.
- 5.6.5. The minutes of all committee meetings are to be recorded and shall be forwarded to the Town Clerk or designate. The Town Clerk, or designate, shall cause copies of minutes of all committee meetings to be available to all councillors. All approved minutes shall be annotated as being approved once approved at a subsequent meeting.
- 5.6.6. Information or actions from a committee to be considered by Council will be presented using the "Committee Update Template" and included in the agenda package for the next regularly scheduled Committee of the Whole meeting.
- 5.6.7. The Town Clerk, or designate, is responsible for providing a recording secretary for committee meetings.



POLICY

- 5.6.8. The CAO is responsible for reviewing minutes of all committee meetings and for highlighting for council those items in the minutes which require council's attention.
- 5.6.9. The chair of any committee may request an opportunity to report on the minutes or may request a council member appointed to that committee to present the information or actions during the Committee Report to Council.
- 5.6.10. The CAO shall appoint a staff member or members as a liaison/resource member to all committees.
- 5.6.11. The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.

5.7. Task Force Committees

- 5.7.1. Council may appoint special Task Force committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by council.
- 5.7.2. In appointing a Task Force committee, council shall fix clear terms of reference, a time schedule for the Task Force committee to report, and the procedure to be followed in the selection of a Task Force chair.

5.8. Working Groups

- 5.8.1. Council authorizes the CAO to structure and utilize Working Groups from time to time to support and inform staff recommendations to Council.
- 5.8.2. Working Groups may include, but not be limited to, areas including Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives.
- 5.8.3. The CAO, or designate, shall develop terms of reference for each Working Group and inform Council of the creation and terms of reference of any Working Group that has been established.

5.9. External/Partnership Committees

- 5.9.1. Council may participate on committees with other municipal partners via request or through Intermunicipal Service Agreements.
 - 5.9.1.1. These committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Community Fibre Network.
 - 5.9.1.2. These committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.



POLICY

- 5.9.1.3. Subject to Section 22 of the *Municipal Government Act*, these committee meetings are open to the public.
- 5.9.2. Council may participate on committees with other partners via request or through established contracts or policies.
 - 5.9.2.1. These committees include, but are not limited to, Town and Gown, Annapolis Valley Regional Library, Wolfville Business Development Corporation and the Annapolis Valley Trails Coalition.
 - 5.9.2.2. These committees will be governed by their approved Terms of Reference and are outside of this Policy.
- 5.9.3. Council will appoint Council or citizen representatives to committees under 5.9.1 and 5.9.2 in accordance with 5.3.1, 5.3.2, 5.9.1.1. and 5.9.2.1.
 - 5.9.3.1. Each Council or Citizen representative will provide monthly written updates on each committee to Committee of the Whole.

6.0 Policy Review

This Policy will be reviewed every four years from effective/amended date.

7.0 Repeal and Replace

The following policies are repealed and replaced with this policy:

- 110-009 Accessibility Advisory Committee
- 120-015 Environmental Sustainability Committee
- 140-007 Audit Committee
- 610-001 Design Review Committee
- 760-002 Public Art
- 610-002 Planning Advisory Committee
- 910-001 Source Water Protection Advisory Committee

CAO

2018-02-20

Date



POLICY

Appendix A

Audit Committee Terms of Reference

1. Purpose

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

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

2. Mandate & Responsibilities

2.1 Audit

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

2.2 Finance and Risk Management

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

3. References

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



POLICY

4. Membership

- 5.1 The committee shall consist of five (5) voting members who serve without pay.
- 5.2 Council shall appoint each of the five (5) voting members as follows:
 - i. The Mayor.
 - ii. To two-year terms – two members of council, in December
 - iii. To two-year terms – two members at large, in December
- 5.3 In the first year, one of the members at large will sit for a one-year term to allow the members at large to rotate off in opposite years to maintain continuity.
- 5.4 If a member of the committee vacates for any reason at any time before that member's term would normally expire, council shall appoint promptly a new member to the committee to hold office for the unexpired term.
- 5.5 Applications for appointment to the committee shall be invited by public advertisement.
- 5.6 Council will appoint a member of council to serve as chair in December.
- 5.7 Committee members will have an understanding of the auditing procedure and the components associated with auditing in order to resolve the issues brought forth by the external auditor and should possess knowledge in accounting, auditing, financial reporting, and finance expertise.

5. Meeting

- 5.1 **Frequency**
The committee shall meet at least four times a year. Additional meetings may be necessary to review items related to the audit and will be called by the chair.
- 5.2 **Quorum**
A majority of the voting members of the committee constitutes a quorum.
- 5.3 **Decision Making**
Majority (50% plus one)

6. Minutes

- 6.1 **Recording**
Minutes of each meeting are recorded by the Town Clerk or designate.
- 6.2 **Distribution**
Minutes are circulated to each Committee member and posted on Town website.



POLICY

7. Reporting

The Committee reports to Council at least four times per year.

8. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

CAO

2022_01_10

Date



POLICY

Appendix B

Accessibility Advisory Committee Terms of Reference

1. Purpose

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

2. Mandate & Responsibilities

The committee has the following responsibilities:

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



POLICY

Wolfville.

3. References

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

4. Definitions

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

5. Membership

- 5.1 The committee will consist of seven (7) voting members who serve without pay.
- 5.2 Council shall appoint each of the seven (7) voting members as follows:
 - i. The Mayor
 - ii. To two-year term – One (1) members of council, in December
 - iii. To two-year terms – three (3) members at large
 - iv. To three-year terms – two (2) members at large.
- 5.3 At least one half of the members of the Accessibility Advisory Committee must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.4 If a member vacates the committee for any reason at any time before that member's term would normally expire, council shall appoint promptly a new member to the committee to hold office for the unexpired term.
- 5.5 Applications for the appointment to the committee shall be invited by public advertisement.
- 5.6 The chair and vice chair will be appointed annually by the committee.

6. Meeting

6.1 Frequency



POLICY

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

6.2 Quorum

A majority of the voting members of the committee constitutes a quorum.

6.3 The committee may receive presentations from the public upon approval of the chair.

6.4 Decision Making

Majority (50% plus one)

7. Minutes

7.1 Recording

Minutes of each meeting are recorded by the Town Clerk or designate.

7.2 Distribution

Minutes are circulated to each Committee member and posted on Town website.

8. Reporting

The Committee reports to Council at least four times per year.

9. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

CAO

2022_01_10

Date

Appendix C



POLICY

Planning Advisory Committee Terms of Reference

1. Purpose

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

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

2. Mandate & Responsibilities

The committee has the following responsibilities:

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

3. References

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



POLICY

4. Definitions

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

5. Membership

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

Heritage Knowledge - Members at large shall have professional experience related to at least one of the following disciplines: urban planning or developing, landscape architecture, architecture, visual, literary or performing arts, art history, art administration or education, curating, visual arts consulting, civil engineering, art reviewing/writing, or heritage research and planning.

- 5.1 The Committee consists of nine voting members who serve without pay.
- 5.2 The mayor is an ex-officio voting member of the PAC and HAC.
- 5.3 Council shall appoint each of the nine voting members as follows:
 - i. To one year term – three members of Council, in December of each year.
 - ii. To two-year terms – five members at large - three members to be appointed in December of each year to serve for 2-year terms; the remaining members to be appointed for a 3-year term.
 - iii. One Environmental rep as part of the five
 - iv. One Heritage rep as part of the five

6. Meeting

6.5 Frequency

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

6.6 Quorum

A majority of the voting members of the committee constitutes a quorum.



POLICY

6.7 The committee may receive presentations from the public upon approval of the chair.

6.8 **Decision Making**
Majority (50% plus one)

7. Minutes

7.2 **Recording**
Minutes of each meeting are recorded by the Town Clerk or designate.

7.2 **Distribution**
Minutes are circulated to each Committee member and posted on Town website.

8. Reporting

The Committee reports to Council on a monthly basis.

9. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

CAO

2022_01_10

Date



POLICY

Appendix D

Source Water Protection Advisory Committee Terms of Reference

1. Purpose

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

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

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

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

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

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

2. Mandate & Responsibilities

The Committee has the following responsibilities:

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



POLICY

3. References

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

4. Membership

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

- 4.1 The Committee will consist of seven (7) voting members who serve without pay.
- 4.2 The mayor is an ex-officio voting member of the Committee.
- 4.3 Council shall appoint each of the seven (7) voting members as follows:
 - i. Two (2) members of Council
 - ii. One (1) member of the Municipality of the County of Kings
 - iii. One (1) member of Acadia University
 - iv. Two (2) members at large from the Town of Wolfville
 - v. One (1) member at large from the County of Kings
- 4.4 Non-voting members who shall serve on the committee without pay are as follows:
 - i. Director of Engineering and Public Works, Town of Wolfville
 - ii. Manager of Engineering, Town of Wolfville
 - iii. Planning staff, County of Kings
 - iv. Nova Scotia Department of Environment representative
 - v. Consultant
 - vi. Other outside resources as required – i.e., Nova Scotia Department of Transport and Infrastructure Renewal (NSDTIR), NS Agriculture.

5. Meeting

5.1 Frequency

The committee shall meet quarterly. Meetings of the Committee shall be open to the public.

5.2 Quorum

A majority of the voting members of the Committee constitutes a quorum.



POLICY

5.3 Decision Making

Majority (50% plus one)

6. Minutes

6.1 Recording

Minutes of each meeting are recorded by the Town Clerk or designate.

6.2 Distribution

Minutes are circulated to each Committee member and posted on Town website.

7. Reporting

The Committee reports to Council on a quarterly basis.

8. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

CAO

2022_01_10

Date

REQUEST FOR DECISION 001-2022

Title: Council – Committees of Council Meeting Schedule 2022

Date: 2022-01-

Department: Office of the CAO



SUMMARY

Council-Committees of Council Meeting Schedule 2022

The purpose of this RFD is for Council to consider accepting the Committees of Council Schedule for 2022 as attached.

DRAFT MOTION:

That Council adopt the 2022 Council-Committees of Council Meeting Schedule as presented in RFD 001-2022.

REQUEST FOR DECISION 001-2022

Title: Council – Committees of Council Meeting Schedule 2022

Date: 2022-01-

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the 2022 Council-Committees of Council calendar as presented.

2) LEGISLATIVE AUTHORITY

The Nova Scotia Municipal Government Act, Section 19(2), states that Council members must be notified at least three days in advance of council meetings, and the clerk is to give at least two days' public notice of the meetings. A long-term 2022 forecast of Council-Committees of Council meetings supports a more strategic view of scheduling.

3) STAFF RECOMMENDATION

Staff recommends that Council accept the 2022 Council-Committees of Council meeting schedule as detailed within this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings.

Due to the tentative date of the NSFM

4) REFERENCES AND ATTACHMENTS

Appendix A – 2022 Council-Committees of Council meeting schedule (attached)

5) DISCUSSION

The Council, Committee of the Whole and Committees of Council meeting dates for 2022 are recommended as detailed in Appendix A to this RFD.

Frequency of Meetings:

- | | |
|--|----------------------|
| • Committee of the Whole | Monthly |
| • Special Budget Committee of the Whole | Bi-annually |
| • Town Council | Monthly |
| • Accessibility Advisory Committee | Four times per annum |
| • Planning Advisory Committee | Monthly |
| • Audit Committee | Four times per annum |
| • Regional Emergency Management Advisory Committee | Quarterly |
| • RCMP Advisory Board | Quarterly |
| • Source Water Protection Advisory Committee | Quarterly |
| • Town & Gown Committee | Bi-annually |

REQUEST FOR DECISION 001-2022

Title: Council – Committees of Council Meeting Schedule 2022
Date: 2022-01-
Department: Office of the CAO



With the understanding the meeting dates may change as the year progresses, the proposed 2022 Council-Committees of Council meeting schedule considers the following annual conferences (NSFM and AMANS dates to be confirmed):

- May 4-6, 2022 (tentative) NSFM Spring Workshop
- June 15-17, 2022 (tentative) AMANS Spring Conference
- Sept 20-23, 2022 (tentative) AMANS Fall Conference
- Nov 1-4, 2022 (tentative) NSFM Fall Conference

As such the September Council meeting has been pushed back one week to September 27th to avoid conflict with the AMANS tentative Fall Conference dates.

6) FINANCIAL IMPLICATIONS

Not Applicable

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This RFD is administrative in nature for establishing the 2022 Council & Committees of Council meeting calendar.

8) COMMUNICATION REQUIREMENTS

Once accepted, the 2022 Council-Committees of Council schedule will be published to the Town of Wolfville website "[Meeting Calendar](#)".

9) ALTERNATIVES

Throughout 2022, there may be the requirement to adjust scheduled meetings based on unforeseen scheduling conflicts that arise – these will be dealt with on a case-by-case basis.

Council Meetings		
Meeting	Time	Frequency
Committee of the Whole (COW)	8:30am - 11:30am	Monthly - 1st Tue of the Month
Town Council	6:30pm - 8:30pm	Monthly (Tuesdays)
Special Budget COW	All Day	Bi-annually
Committees of Council		
Accessibility Advisory Committee	4:30pm - 5:30pm	At Least 4 times per year (Mondays)
Audit Committee	9:00am - 11:00am	At least 4 times per year (Fridays)
Planning Advisory Committee (PAC)	4:00pm - 6:00pm	Monthly from Feb (Thursdays)
Town & Gown Committee	12:00pm - 1:00pm	Bi-Annually (Mondays)
RCMP Advisory Board	10:00am - 12:00pm	Quarterly (Tuesdays)
Source Water Protection Advisory Committee	2:30pm - 4:00pm	Quarterly (Wednesdays)
Regional Emergency Management Advisory Committee	10:00am - 11:30am	Quarterly (Mondays)
Note: Above timings are 'regular' timings. Scheduling may be modified by Committee.		

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 NEW YEAR'S DAY
2	3	4	5	6	7	8
9	10	11 8:30am - 11:30am COW	12 2:30pm-4pm Source Water	13	14	15
16	17 10am to 11:30am REMAC	18	19	20 9am-4pm Special Budget COW	21 9am-11am Audit Committee	22
23	24	25 6:30pm - 8:30pm Town Council	26	27	28	29
30	31	1	2	3	4	5

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 8:30am - 11:30am COW	2	3	4	5
6	7	8	9	10 4pm - 6pm PAC	11	12
13	14 4:30pm - 5:30pm AAC	15 6:30pm - 8:30pm Town Council	16	17	18	19
20	21 Heritage Day	22	23	24	25	26
27	28	1	2	3	4	5

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1 8:30am - 11:30am COW	2	3	4	5
6	7	8	9	10 4pm - 6pm PAC	11	12
13	14 4:30pm - 5:30pm AAC	15 6:30pm - 8:30pm Town Council	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5 8:30am - 11:30am COW	6	7	8 9am-11am Audit Committee	9
10	11 10am to 11:30am REMAC (<i>tentative</i>) 4:30pm - 5:30pm AAC	12 10am - 12pm RCMP Advisory	13	14 4pm - 6pm PAC	15 GOOD FRIDAY	16
17	18 EASTER MONDAY	19 6:30pm - 8:30pm Town Council	20	21	22	23
24	25	26	27	28	29	30

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 8:30am - 11:30am COW	4	5	6	7
<i>Tentative NSFAM Spring Conference 4-6 May</i>						
8 Mother's Day	9 12pm - 1pm Town & Gown <i>(tentative Acadia to Chair)</i>	10	11	12 4pm - 6pm PAC	13	14
15	16	17 6:30pm - 8:30pm Town Council	18	19	20	21
22	23 VICTORIA DAY	24	25	26	27	28
29	30	31	1	2	3	4

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2022

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7 8:30am - 11:30am COW	8	9 4pm - 6pm PAC	10	11
12	13	14	15-17 June <i>Tentative Spring AMANS Conference</i>			18
19 Father's Day	20	21 6:30pm - 8:30pm Town Council	22	23	24 9am-11am Audit Committee	25
26	27	28	29	30	1	2

JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 CANADA DAY	2
3	4	5 8:30am - 11:30am COW	6	7	8	9
10	11	12 10am - 12pm RCMP Advisory	13	14	15	16
	4:30pm - 5:30pm AAC		2:30-4pm Source Water (SWPAC)	4pm - 6pm PAC		
17	18 10am to 11:30am REMAC	19	20	21	22	23
		6:30pm - 8:30pm Town Council				
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

AUGUST 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 NATAL DAY	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 LABOUR DAY	6 8:30am - 11:30am COW	7	8 4pm - 6pm PAC	9	10
11	12	13 10am - 12pm RCMP Advisory	14	15	16 9am-11am Audit Committee	17
18	19	20	21	22	23	24
		<i>Tentative AMANS Fall Conference Sept 20-23</i>				
25	26	27 6:30pm - 8:30pm Town Council	28	29	30	1

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4 8:30am - 11:30am COW	5	6	7	8
9	10 THANKSGIVING DAY	11	12 2:30-4pm Source Water (SWPAC)	13 4pm - 6pm PAC	14	15
16	17 10am to 11:30am REMAC 4:30pm - 5:30pm AAC	18 6:30pm - 8:30pm Town Council	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
30	31	1	2	3	4	5	
		<i>Tentative NSFM Fall Conerence Nov 1-4</i>					
		8:30am - 11:30am COW					
6	7	8	9	10	11	12	
				4pm - 6pm PAC	REMEMBRANCE DAY		
13	14	15	16	17	18	19	
		6:30pm - 8:30pm Town Council		9am-4pm Special Budget COW			
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6 8:30am - 11:30am COW	7	8 4pm - 6pm PAC	9	10
11	12	13 10am - 12pm RCMP Advisory	14	15	16	17
18	19	20 6:30pm - 8:30pm Town Council	21	22	23	24
25 Christmas	26 CHRISTMAS DAY STAT	27 BOXING DAY STAT	28	29	30	31

REQUEST FOR DECISION 006-2022

Title: Stage Prophets – Grant Request

Date: 2022-01-06

Department: Park and Recreation



SUMMARY

Stage Prophets – One-Time Funding Opportunities Grant Request

Stage Prophets is seeking financial support in the amount of \$5000.00 from the Town of Wolfville to support a live musical theatre event, with a multiperformance of Andrew Lloyd Webber’s Jesus Christ Superstar.

The production is scheduled to take place at Acadia’s Andrew H. McCain Arena in Wolfville, in June of 2022, with 4 scheduled performances.

Stage Prophets Theatrical Society is a non-profit Society registered under the Nova Scotia Societies Act.

As per the Grants to Organization Policy, 710-003, staff is not making a recommendation regarding the grant request. Staff is forwarding the following motion for Council’s consideration.

DRAFT MOTION:

THAT COUNCIL APPROVE THE GRANT REQUEST FROM STAGE PROPHETS IN THE AMOUNT OF \$5000.00 FOR THEIR 2022 PRODUCTION OF ANDREW LLOYD WEBBER’S – JESUS CHRIST SUPERSTAR.

REQUEST FOR DECISION 006-2022

Title: Stage Prophets – Grant Request

Date: 2022-01-06

Department: Park and Recreation



1) CAO COMMENTS

Staff has provided information to assist Council with this decision. It is important that Council consider not only the criteria of this application, but also the current financial situation of the Town and our ability to provide the grant. Although the production isn't until later in 2022, if Council does decide to support this request, it could also come out of the existing 2021-22 budget or as per the financial section, 2022-23.

2) LEGISLATIVE AUTHORITY

The Grants to Organizations Policy of Council allows grants to be provided to organizations that meet the criteria under the MGA.

3) STAFF RECOMMENDATION

No recommendation provided.

4) REFERENCES AND ATTACHMENTS

- Application – INCLUDING BUDGET AND RISK MANAGEMENT INFORMATION

5) DISCUSSION

Please find link to application package provided to the Town by Stage Prophets. Within the submitted package, authors were detailed in their budget outline, risk management planning, and provided scope to size and scale in terms of this “once-in-a lifetime event” and the benefits to Wolfville.

It should be noted Town of Wolfville is not the only source of funding to support this event.

Application link can be found here: [617f25114d21c-Stage Prophets Application_One Time Grant Town of Wolfville 2021.pdf](#)

Please find a link to Stage Prophets webpage: <https://www.stageprophets.ca/>

REQUEST FOR DECISION 006-2022

Title: Stage Prophets – Grant Request

Date: 2022-01-06

Department: Park and Recreation



6) FINANCIAL IMPLICATIONS

Similar to comments on other requests, grant dollars go outside the Town organization and therefore those funds are not available to finance Town programs and initiatives. With larger grant requests (for example one time capital requests) the Town usually turns to Operating Reserves to finance the grants.

The dollar amount of this groups grant request is small enough that it may fit within the operating expenditures of the 2022/23 budget. As a matter of process, if Council approves the above noted grant, it will be included in the draft 2022/23 budget process initially without use of reserves. Depending on the final 2022/23 Budget, use of operating Reserves might be necessary and would be identified prior to final Council approval of the 2022/23 Operations Plan and Budget.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic direction and sub-goal from the 2021-2025 Strategic plan:

- Economic Prosperity
- Social Equity
- Climate Action
- Community Wellness

Council Strategic Principles:

1. **Affordability:** Project must be based on aligning with Town’s fiscal management oversight.
2. **Transparency:** Followed applications process.
3. **Community Capacity Building:** Large scale live theater is not new to Wolfville and is always welcomed. Both in terms of creating opportunities for residents but also supporting the number of guests who will choose to visit Wolfville for the production.
4. **United Front:** Recreation activities supporting community health and wellness are specific to the Councils’ Strategic Plan.
5. **Environmental Sustainability:** N/A

8) COMMUNICATION REQUIREMENTS

The applicant will be notified of Council’s decision.

If successful, Town of Wolfville could be engaged to promote the production through their media channels.

REQUEST FOR DECISION 006-2022

Title: Stage Prophets – Grant Request

Date: 2022-01-06

Department: Park and Recreation



9) ALTERNATIVES

To assist Council in its decision making, it may be useful to consider the following alternatives:

1. Provide funding at another level.
2. Not provide funding
3. Wait until the 2022-23 Budget is approved and reconsider request.

REQUEST FOR DECISION 005-2022

Title: Landmark East – Grant to Organization
Date: 2021-02-02
Department: Office CAO/Finance



SUMMARY

Landmark East – Grant to Organization

Landmark East School first approached the Town for a one-time capital grant back in early 2017. Since that time, numerous reports were presented to Council, ultimately resulting in a draft MOU that contained a commitment to a \$50,000 grant contribution for a project to be completed by December 2022. With the passing of several years since that time, it looked like the agreement would simply lapse with a project that did not appear to be proceeding. Within the last year, the Town has become aware that the project is once again back at the forefront of the School’s plans for the future. Landmark East has relaunched their capital campaign, noting 2023 as their target date. Given the timelines of the 2019 MOU, Council needs to consider a new MOU/grant if the Town is to provide grant funding to the new campaign.

DRAFT MOTION:

That Council, taking into account the delayed project timelines of the Landmark East School expansion plans, cancel the terms of the previous draft MOU containing a \$50,000 grant to the School,

And further, that Council refer the new capital grant request to the 2022/23 Town budget process.

REQUEST FOR DECISION 005-2022

Title: Landmark East – Grant to Organization
Date: 2021-02-02
Department: Office CAO/Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff. It should be noted that in addition to the project not being completed in the timeframe as initially contemplated, another key change is to the agreed community use from Monday-Friday 1:15-3:15 that had been agreed upon. At the time of the MOU development, this would have been possible because all students did the SPARK program at the same time. Now they are broken into classes so the facility would be used during school hours. As community use was a key negotiation as part of the MOU, it will also have to be revisited should Council refer the request to the 2022-23 budget process.

2) LEGISLATIVE AUTHORITY

MGA Section 65A – authorized municipal expenditures

3) STAFF RECOMMENDATION

Staff recommend that Council formally cancel the previous commitment noting the difficulties for Landmark East School to complete the project within the timelines negotiated three years ago. Staff further recommend the matter be referred to the budget process providing staff time to bring information back to Council updated to reflect the current envisioned project, as well as how that project fits within the criteria of the Towns grant policy.

4) REFERENCES AND ATTACHMENTS

- Direction Request (DR) #001-2017 Landmark East School Expansion (February 2017 COW) - **attached**
- RFD #018-2017 Landmark East School Expansion
- RFD #065-2017 Landmark East School Expansion One Time Capital Request
- RFD #046-2018 Landmark East One Time Capital Grant (**attached**)
- RFD #003-2019 Landmark East MOU
- RFD #039-2019 Landmark East MOU Update (July 2019 COW) - **attached**
- Grants to Organization Policy 710-003

5) DISCUSSION

As illustrated by the references above, the Landmark East expansion and related Town grant have been before Council numerous times going back to 2017. The process of review and clarification by Council included approval of \$50,000 to come from reserves (RFD 046-2018, July 2018 Council) and ultimately the approval of a Memorandum of Understanding (MOU) at the July 2019 Council meeting (RFD 039-2019).

REQUEST FOR DECISION 005-2022

Title: Landmark East – Grant to Organization
Date: 2021-02-02
Department: Office CAO/Finance



The terms of the draft MOU included:

- the Town of Wolfville shall provide \$50,000 within 30 days of signing the MOU.
- Landmark will ensure construction of the expansion by December 2022.

The issue is coming back before Council now so that the matter to be considered during the 2022/23 budget process. As noted above, the MOU had a requirement for the expansion to be complete by December 2022, a completion date not possible at this stage given delays in the project originally envisioned five years ago. Ultimately the MOU was not signed off by the Town in 2019. MOU sign off was delayed pending some indication that a development application was expected in near future, i.e. back in 2019. As of today's date, no such application has been submitted to the Town's Planning Department. The project, however, has been brought back as an active goal by the School. Representatives from Landmark East have been in contact with the Town in the past year seeking clarification of the pending \$50,000 commitment.

This report comes before Council to consider what direction should be taken under current circumstances. Although not ideal in the manner that a previous commitment must now be considered by a new Council, it is nonetheless an item to resolve in the coming year. The building will not be complete by December 2022, which was a key term in the MOU, but Landmark East has indicated they still wish to have the Town contribute \$50,000.

A few of the reference documents noted above, staff reports, have been included as attachments to this RFD. They provide background material for the current Council and include much of the information that would be pertinent to a decision in 2022. Key to a renewed consideration are the following points:

- Does Council wish to extend the timeline for the draft \$50,000 commitment?
 - If no, then a motion to formally nullify the commitment should be made to ensure clarity of the change.
 - If yes, a motion may still be appropriate to amend the terms of the MOU. An amendment would provide clarity on what could be revised terms or even revised dollar amount.
- Should Landmark East come before Council to present what their capital plan now entails.
 - Is it the same blueprint or have changes been made to the structures to be built?
 - What does public access look like for the new facilities?
- What changes have occurred since Landmark first approached Council in 2017 including but not limited to, financial capacity of Town to provide grant, have other changes happened in Town that addressed identified community needs, and have new spaces been added within the Town that may address community needs.

REQUEST FOR DECISION 005-2022

Title: Landmark East – Grant to Organization
Date: 2021-02-02
Department: Office CAO/Finance



Staff believe there are sufficient items to reconsider before this Council would renew any grant commitment. This report does not attempt to reiterate what has already been presented to Council in the past. Landmark East has information on its website, with specific reference to the new buildings:

<https://www.landmarkeast.org/buildingonsuccess>

As with all potential grants to external organizations, especially the larger one-time capital grants, staff believe it important to note those grant dollars go outside the Town organization and therefore are not available for the initiatives/priorities that directly provided by the Town. At this stage, staff are looking for direction on whether this grant request is considered in the upcoming 2022/23 budget. If there is interest in providing the financial support, staff would endeavour to bring back an evaluation of the proposed facilities, using the criteria checklist required under the Town's Grant to Organizations Policy (refer to DR #001-2017 for the results of that staff evaluation back in 2017). That information would be brought back during the remainder of the budget process.

6) FINANCIAL IMPLICATIONS

Any financial implications will be related to whether this grant request ultimately is included in the upcoming 2022/23 budget. Landmark East originally requested \$100,000 back in 2017, which was reduced to \$50,000 by Council during subsequent budget considerations.

As with past large capital grants to organizations, in order to avoid immediate impact on the Town property tax revenues, the likely source of funding would be Operating Reserves.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided with this report. Would become part of the analysis if this matter is referred to budget process.

8) COMMUNICATION REQUIREMENTS

Update representatives from Landmark East regarding Council's direction to staff, with details as to whether the School would come before Council for an updated presentation of their plans.

9) ALTERNATIVES

The recommended course of action is to formally cancel the former draft MOU and refer the grant request to the 2022/23 budget process.

Council could simply renew the MOU terms and approve the previous \$50,000 commitment. This is not a recommended approach as key areas of public access should be reconsidered both in terms of community need for facilities and possible limitations on public access. These matters require further work by staff in order to bring back an appropriate report to Council.

REQUEST FOR DECISION 005-2022

Title: Landmark East – Grant to Organization

Date: 2021-02-02

Department: Office CAO/Finance



Council could decide to not renew the commitment and not refer it to budget. This may be a possibility, however staff would require a clear motion of Council if this were the case.

INFORMATION REPORT

Title: Micro-transit Feasibility Study Update

Date: 2022-01-11

Department: Planning & Development; Engineering and Public Works



SUMMARY

Micro-transit Feasibility Study Update

Staff are conducting a feasibility study for micro-transit and/or micro-mobility in the Town. This feasibility study is being conducted to identify low carbon transportation options that could be implemented in the Town to reduce private vehicle dependency, particularly for short trips (under 2 km). How people move through the town is an important aspect to Wolfville's future growth and community health.

This information report provides an overview of the draft feasibility study and outlines the next steps in the process. This project is being supported by a Provincial Government grant (NSTRIP funding) and is for the feasibility study only. No decisions on whether a micro-transit or micro-mobility project in the Town are being made at this stage. An early draft feasibility study is included as an attachment to this information report for Council's information.

INFORMATION REPORT

Title: Micro-transit Feasibility Study Update
Date: 2022-01-11
Department: Planning & Development; Engineering and Public Works



1) CAO COMMENTS

For information purposes. This study will align with, and inform, the work conducted under the IMSA Pilot initiative for KTA and Valley Waste, and in particular will be shared as part of the Master Transit Study deliverable of this pilot.

2) REFERENCES AND ATTACHMENTS

- 1) Draft Feasibility Study (attached)
- 2) [Climate Action Plan](#)
- 3) [Active Transportation Network](#)

3) DISCUSSION

Purpose

This feasibility study aims to:

1. Determine whether there is a need for community transit in Wolfville.
2. Determine the technical and financial feasibility of providing community transit services in Wolfville.
3. Determine whether and how a community transit service could connect with existing transit services in Wolfville along with non-transit transportation networks, options, and amenities.
4. Establish a route, rate system, and service structure for a community transit pilot program

The outcomes of the project are:

1. A study assessing the technical and financial feasibility of a community transit program for Wolfville.
2. A preliminary design for a community transit program for Wolfville.

Micro-transit or micro-mobility may assist with the following:

- Reduction of greenhouse gas emissions from vehicular travel.
- Advance transportation related greenhouse gas emissions reductions as stated in the Climate Action Plan.
- Reducing the reliance of personal vehicles for short trips in Town.
- Reducing congestion during peak traffic hours and tourism seasons.
- Reducing the need for private vehicle ownership by providing efficient, on-demand and affordable transportation.
- Improvement of parking conditions in Town resulting from the high rate of car ownership.

INFORMATION REPORT

Title: Micro-transit Feasibility Study Update
Date: 2022-01-11
Department: Planning & Development; Engineering and Public Works



- Improvement of connections to Kings Transit routes to increase transit ridership.
- Resolving the “first and last mile” issue by providing transit that links areas on Kings Transit routes with areas not currently served.
- Improvement of transportation options for those with low incomes and accessibility needs.
- Advancement of the Town’s switch to an electric vehicle fleet through the purchasing of electric buses and electric vehicle charging stations.

How we got here

During summer 2020, Staff began conducting a jurisdictional scan of micro-transit feasibility studies to understand how a micro-transit system might benefit Wolfville and staff began working on a grant application to receive funding for a feasibility study. In May 2021, the Town received a Nova Scotia Transit Research Incentive Program (NSTRIP) grant to help fund a feasibility study for micro-transit and or micro-mobility.

During summer 2021, two Climate Action Interns held several community pop-up events to gather feedback on the Draft 2050 Low Carbon Roadmap and to inspire sustainable behaviours. During these engagement sessions, several community members remarked upon the lack of transit options in Wolfville, as well as concerns regarding parking and congestion in the downtown core area. These Climate Action Interns then began piecing together a micro-transit and micro-mobility feasibility study that has largely informed the attached draft study.

During winter 2021/2022, Staff completed the draft feasibility study and will begin work with consultants in January 2022 to complete the feasibility study.

In 2022, Kings Transit Authority will be conducting a full Transit Master Plan. The forthcoming feasibility study will identify options for how a micro-transit system can align with Kings Transit following its review.

Community Engagement

While community members have been outspoken about transit issues in Town during climate action related pop-up events, no formal community engagement related to micro-transit and micro-mobility has yet occurred. Staff will be publishing a micro-transit/micro-mobility information page on www.wolfvilleblooms.ca in the new year to begin the education process and gather some community input, using the feasibility study as a background document to help people understand the issue.

Due to the ongoing COVID-19 pandemic and related public health guidelines, in-person community engagement is not currently scheduled, and Staff aim to do engagement virtually over the Winter. If Staff are directed to begin a planning process for micro-transit or micro-mobility after the completion of the feasibility study, and depending on public health guidelines, virtual or in-person engagement will occur during Spring and Summer of 2022.

INFORMATION REPORT

Title: Micro-transit Feasibility Study Update
Date: 2022-01-11
Department: Planning & Development; Engineering and Public Works



Funding

This feasibility study received \$15,00 in grant funding from the Nova Scotia Department of Transportation and Active Transit's Nova Scotia Transit Research Incentive Program (NSTRIP) and must be completed by March 2022. The purpose of this funding is to help improve access to transportation across the province.

Next Steps

- Following Staff's initial preparation of the feasibility study, consultants will conduct spatial, routing, costing and safety analyses, and identify any further options not identified by Town Staff.
- Following January 11, 2022, meeting of the Committee of the Whole, Staff will continue to work on finalizing the feasibility study including work with a consultant.
- Following the completion of the feasibility study (February 28th as per NSTRIP funding), Staff will engage the public through www.wolfvilleblooms.ca and other means informing them of the feasibility study and any opportunities to engage in the feasibility study process.
- The feasibility study, once completed by consultants, will be brought to March or April Committee of the Whole, incorporating any feedback gathered through Wolfville Blooms or through Council.
- Depending on the outcomes on the feasibility study, the Town could be well positioned for grant funding and partnership opportunities with Kings Transit or others to improve our mobility options. There may be a need for further analysis or business case on specifics in the future. If desired and feasible, this would eventually be brought into the budget process to be weighed against other initiatives and spending pressures.

Investment Readiness

The goal in preparing this feasibility study is to be prepared to move forward with a micro-transit or micro-mobility project as grant programs become available. Once feedback and further Council consideration is given to this study, the goal is to work a feasible micro-transit option into future capital and operating budget and be investment ready for federal, provincial and other funding to accelerate important mobility initiatives that can contribute to a needed low carbon future.

4) FINANCIAL IMPLICATIONS

This information report is for the feasibility study only and therefore there are no financial implications at this time. A grant from NSTRIP was received to support this project and will be used to cover the cost of hiring a consultant.

INFORMATION REPORT

Title: Micro-transit Feasibility Study Update

Date: 2022-01-11

Department: Planning & Development; Engineering and Public Works



5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Relevant directions from the 2021-2025 Council Strategic Plan include:

- Economic Prosperity
- Social Equity
- Climate Action
- Community Wellness

This project could also be relevant to Council's Priority Initiatives of:

- Revitalization and maintenance of road, sidewalk, crosswalk infrastructure and traffic management
- Economic sector growth and support for businesses (retention and attraction)
- Climate management related initiatives (reduce carbon emissions, support local transportation, food security, environmental protection)

The Town's [Municipal Planning Strategy](#) also provides policy support for this initiative and better mobility options as we manage growth moving forward.



Town of Wolfville Micro-transit Feasibility Study

This feasibility study has been supported by the NS department of Transportation and Active Transit's Nova Scotia Transit Research Incentive Program (NSTRIP) through a grant contribution of \$15,000.00 to improve access to community transit across the province.

Introduction

Municipalities and small communities across North America are looking for creative and effective ways to reduce on-road greenhouse gas (GHG) emissions and address gaps in existing transportation networks and systems. Micro-transit and micro-mobility solutions are two attractive approaches to strengthening low-carbon transportation infrastructure within the Town of Wolfville. **This feasibility study has been completed to understand if these options can improve public transit ridership and accessibility within the Town, as well as to understand how these modes of transportation may reduce vehicular GHG emissions and ease congestion and parking demand within the Town.**

King's Transit, the transit authority serving Wolfville and the region, is currently undergoing a review of its transit service. This review process provides an appropriate time to consider how micro-transit may supplement the regional transit system while also increasing ridership and reducing reliance on private vehicles in Wolfville. **This feasibility study will introduce the concept of micro-transit and micro-mobility, describe how it aligns with the Town's existing policies and strategic plan, identify transit habits and groups that may be more or less likely to use these modes, the impacts of COVID-19 on public transportation habits, an overview of community transit options in other small municipalities and describe two micro-transit service models that may be suitable for the Town.**

This study will be communicated with the community and stakeholders to gather feedback and strengthen the work, hopefully to eventually build a business case and sustainable funding model for a service that works for Wolfville. The following communication is expected:

- 1) What would it take for community members to choose micro-transit over private vehicles?
- 2) What does a successful micro-transit system look and feel like?
- 3) What does micro-transit need to cost to be a worthwhile investment for the Town?
- 4) What fare are community members willing to pay for this service?
- 5) What areas must the micro-transit system provide service to?

Once feedback and further Council consideration is given to this study, the goal is to work a feasible micro-transit option into our future capital and operating budget and be investment ready for federal, provincial and other funding to accelerate important mobility initiatives that can contribute to a needed low carbon future.

This feasibility study will be integrated with the Kings Transit Authority review at a later date to ensure it is complimentary to regional transportation.

What is Micro-transit and Micro-mobility?

Micro-transit is a form of public transit using small buses or other motor vehicles that provides on-demand shared rides. Micro-transit may exist as a sole transit system or may supplement existing public transit systems.



(<https://www.propmodo.com>)

Micro-transit differs from traditional bus services that travel a fixed route regardless of the demand at any point in time by providing a more dynamic option where trips can be dispatched to riders based on real time demand, i.e. riders request a trip and a vehicle is dispatched to them, similar to a taxi service. Micro-transit is suitable in areas where there is not enough density or demand to provide or enhance existing fixed-route, fixed-scheduled public transportation.

Generally, riders will use an app or make a phone call to indicate where they need to be picked up and dropped off, and state what time pick up is needed. Unless the rider requires being picked up at their doorstep for accessibility purposes, riders will walk a block or two to reach a “virtual bus stop” to reduce the time the bus travels to pick up and drop off users. Riders can pay with their app, a bus pass, cash or

card depending on the model selected. Once on board, there may be other passengers on the bus, and the bus may stop to pick up other riders along the journey to each destination.

Further benefits of micro-transit are that it provides a highly flexible transit option that allows for changes to be made to the route and model service as needed.

Micro-mobility refers to mobility options for individuals, including bicycles, e-bikes, e-scooters and more. This study seeks to understand the feasibility of expanding the shared e-bike program at the Wolfville Library as well as the option to introduce e-scooters.



(<https://thecityfix.com/blog/3-ways-cities-can-leverage-micromobility-services-for-good/>)

Objectives and Outcomes

The primary objectives and outcomes of micro-transit and micro-mobility are as follows:

- Reduction in transportation related GHG emissions
- Increased road safety and reduced motor-vehicle collisions and resulting injuries
- Creating a truly complete community: Increased access to goods, services, and destinations around town for people who are transportation disadvantaged, that is, they cannot drive due to physical, economic, or social constraints. This includes marginalized groups, children and youth, seniors, and those with mobility restrictions.
- Improved social integration and community connectedness
- Reduced motor vehicle congestion
- Increased physical activity and improved physical health
- Improved air quality
- Reduced parking demand
- Improved personal safety and security
- Reduced traffic noise

- Reduced water pollution
- Local economic development

Alignment with the Town's Policies, Strategic Plan and existing projects

Municipal Planning Strategy:

The Wolfville Municipal Planning Strategy (MPS) outlines 6 Community Priorities, one of which is Climate Action. The Community Priorities are specific statements of what the Town intends to achieve during the life of this plan. One of the Core Concepts of the Climate Action Community Priority is Mitigation. This includes strategies and actions that reduce the emissions that cause climate change. Given that transportation accounts for 21% of all GHG emissions in Wolfville, reducing personal vehicular travel is key to mitigating climate change impacts. Another Core Concept is Active Transportation. This includes any form of human-powered transportation through many modes such as walking and cycling that encourage less vehicle transportation. Anticipated results of this Core Concept as stated in the MPS include: Better leverage our partnership with Regional Transit Authorities and Explore community/micro-transit options.

Section 5.0 of the MPS, Providing for Mobility Options, outlines policies that improve the needs of drivers, cyclists, pedestrians and transit users, and policies intended to reduce fossil fuel reliance:

It shall be the policy of Council:

2. To support sustainable transportation, reduce our reliance on fossil fuels, and promote health by striving to prioritize infrastructure development, in the following order of infrastructure;

2.1. active transportation (walking, biking)

2.2. public transportation options

2.3. other shared mobility options

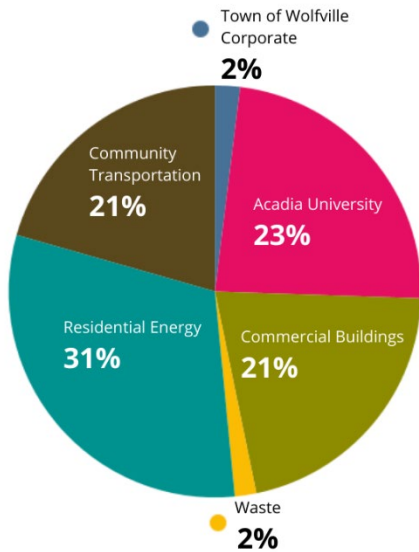
2.4. private electric vehicles

2.5. private fossil-fuel vehicles

7. To collaborate with residents and stakeholders towards a cost-efficient and useful public transit service dedicated to connecting existing compact residential areas, services and parks with each other and other regions.

Climate Plan:

GHG emissions from transportation make up 21% of Wolfville's overall emissions profile. Introducing new, sustainable modes of transportation is key to cutting these emissions.



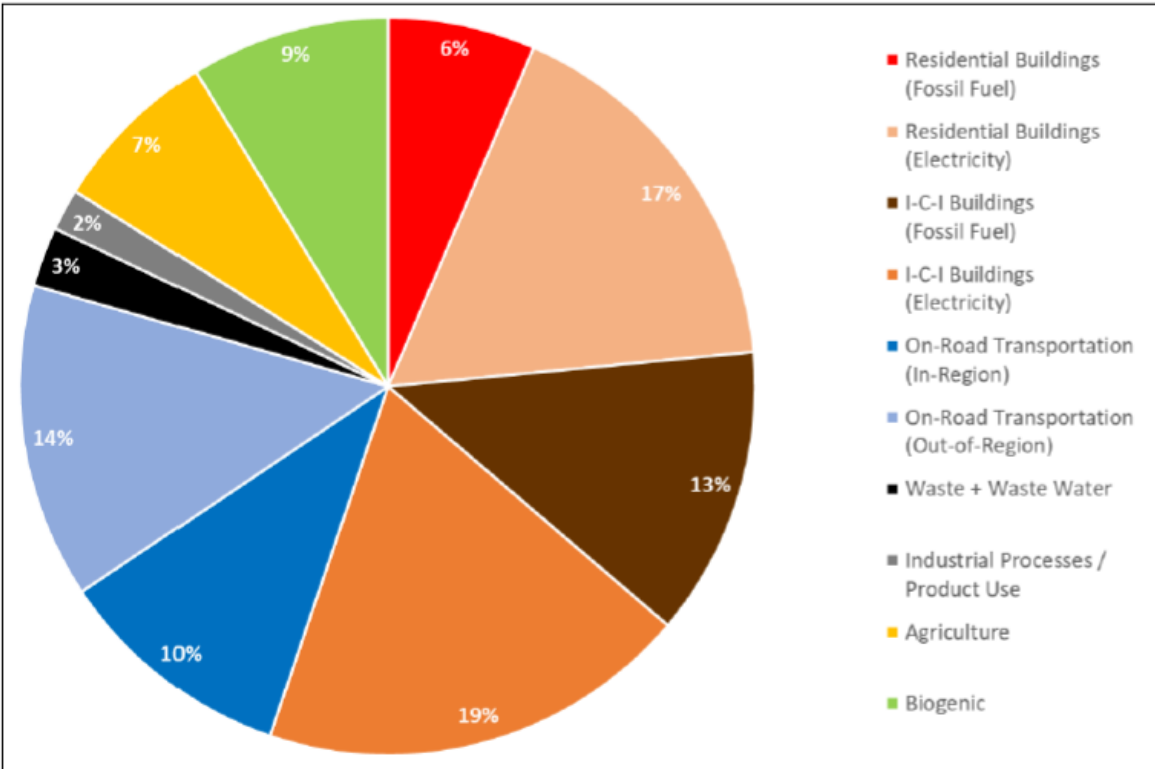
Wolfville’s Climate Action Plan also outlines actions that Council and Staff will take over the next three years aimed at improving transportation options in the Town:

Action Area 3: Complete Communities and Active Transportation:

- 2. Investigate micro transit or other public transportation to increase public transit ridership.
- 5. Expand existing e-bike or e-scooter program with the Wolfville Library to include Acadia University, and integrate into potential park and ride facilities.
- 12. Better encourage Town employees to use AT or Transit or work from home.

Furthermore, transportation related emissions account for 24% of all GHG emissions in the region as shown in the pie chart below. Actions recommended to reduce emissions from the transportation sector as outlined in the Regional Greenhouse Gas Emissions Reduction Opportunity Study conducted by consultants at AET Group Inc include:

- Increased adoption of EV (investment in charging station availability)
- Federal fuel efficiency standards
- **Increased transit usage (in and out of region)**
- Increased use of AT



Council's Strategic Plan:

Council's Strategic Plan identifies three action areas for managing growth. One of these action areas is to maximize our infrastructure investments to make the downtown core more user friendly and to ensure the Town owned and or/funded infrastructure meets the needs of the community. The downtown core can be made more user friendly by reducing the number of private vehicles and supplementing active and existing public transportation options with micro transportation options.

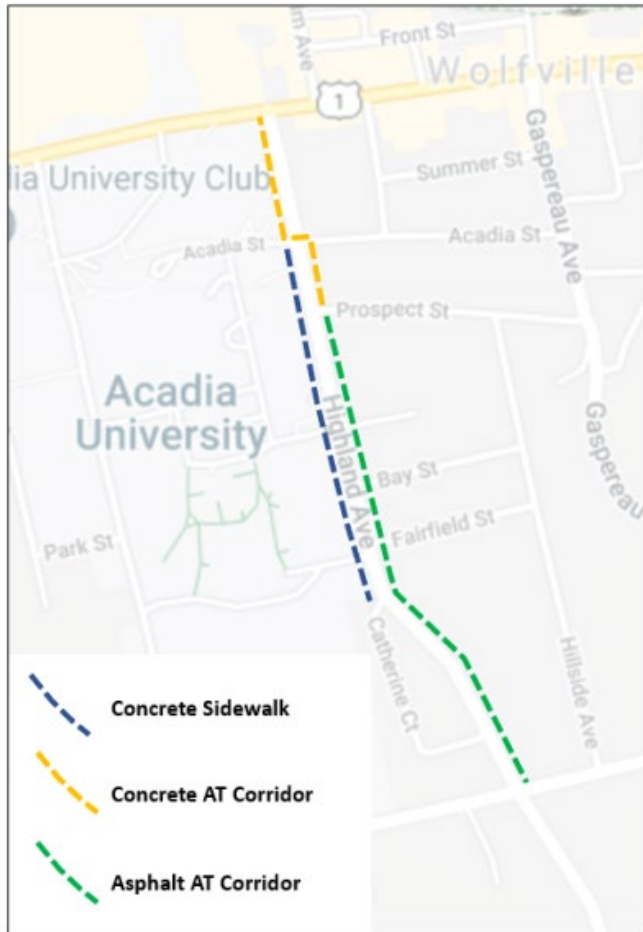
Active Transportation Network:

Wolfville is in the planning phase of implementing an all ages and abilities active transportation network for the Town (shown below). The micro-transportation model should complement the network plans by linking key origins and destinations throughout the Town and enhancing opportunities for active transportation use. While the Town is dedicated to improving active transportation accessibility and infrastructure, not all members of the community can or will use active transportation, and an additional mode of sustainable transportation must be created to fill this gap.



The first phase of the active transportation network is to build a two-directional active-transportation lane along Highland Avenue (shown below).

DRAFT



The following phases of the active transportation network are as follows:

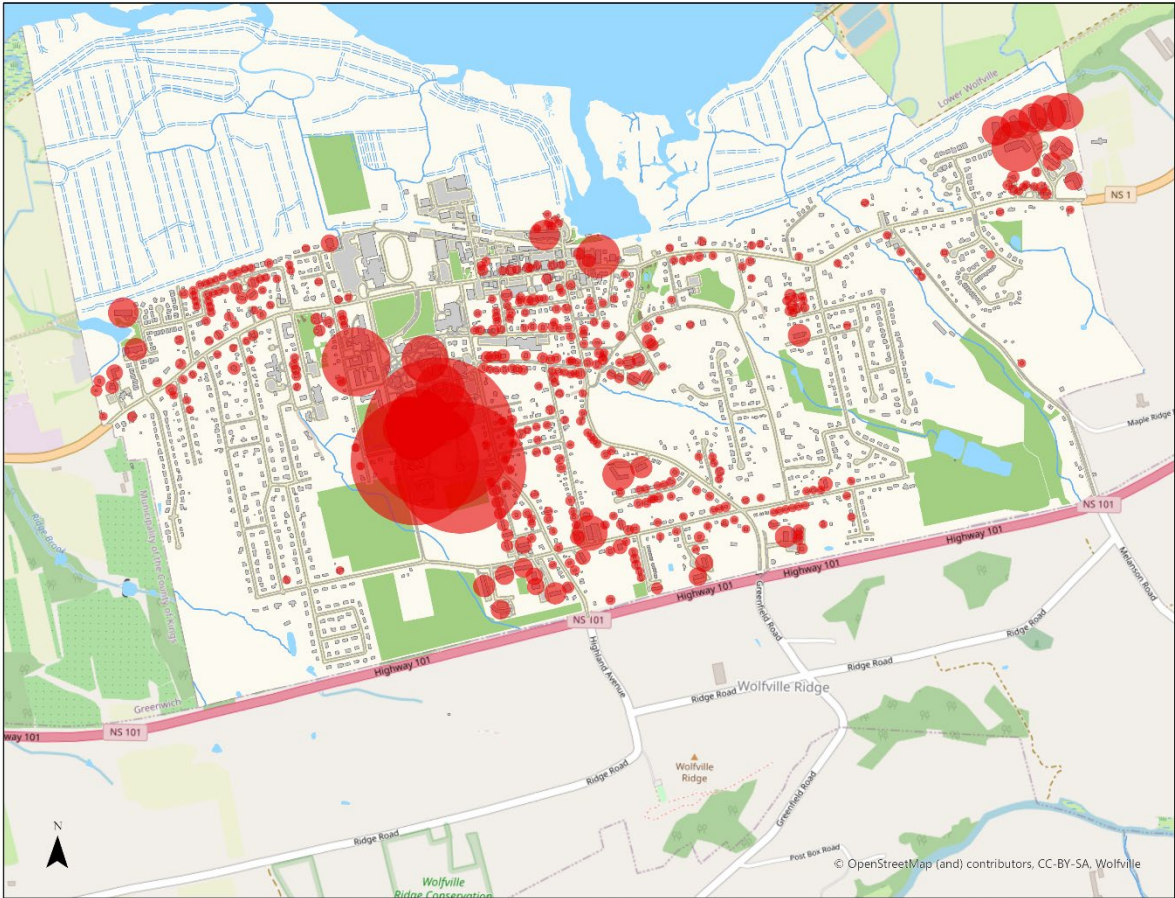
1. **Harborside Drive** as part of scheduled Capital Project – improved pedestrian crossing, Harvest Moon Trail upgrades and sidewalk connections.
2. **Main Street East and/or Main Street West** – All Ages and Abilities Active Transportation corridor (not including the downtown).
3. Safety, traffic calming and All Ages and Abilities improvements to **Cherry Lane, Kent Avenue, Skyway/Pleasant** (and other connections to the Harvest Moon trail).

The First and Last Mile Problem:

Regardless of the presence of public transportation in Wolfville and the region, many residents live or travel to destinations outside of the designated routes and require private vehicles to link their origins and destinations to existing transit routes. Micro-transit and micro-mobility are two of the leading options that cities and towns are looking at to bridge this gap and create a more equitable transit

system. These modes of transportation provide an opportunity to fill this gap in the transit system that is too small to justify a bus route. Any proposed micro-transit or micro-mobility options for the Town should address the first and last mile issue.

The map below shows the areas in Town with the highest number of dwelling units in red. It can be assumed that these are the most densely populated areas of Town, and where a transit option should ensure service is provided. The areas with the greatest population density are the areas surrounding Acadia University and Woodman’s Grove, with density in the Marsh Hawk Drive area and throughout the centre of the Town. The areas with the least density are the R1 zones such as the Kent Ave/Grandview Ave (West End) and Orchard Ave/Sherwood Ave area (East End).



Wolfville’s Demographics and Transportation Habits

Age

A well-implemented transit program must consider community, individual, and stakeholder needs. Wolfville has a population of approximately 4,200 people. This population is largely made up of families, seniors (65 years or older), and those between the ages of 20 and 25. The high number of residents

between the ages of 20 and 25 can be largely attributed to the presence of Acadia University, which attracts an additional 1,500 young people during the academic year.

Based on these demographics, Staff and Council should select a micro-transit model that is accessible, appropriate and supported by individuals of all ages and abilities and provides improved access to key origins and destinations for individuals of all age groups and stages of life. A transportation system that includes both micro-transit and micro-mobility may prove to be effective when considering such a broad range of ages. As the Town is implementing an all-ages and abilities active transportation route, access to e-bikes and e-scooters may result in a greater uptake of active transportation among those hesitant to use non-electric bikes and scooters. Staff acknowledge, however, that not all members of the community will rely on active transportation for short trips and understand that some individuals require accessible transportation that can be provided through micro-transit options.

Transit Habits in Wolfville

Understanding transit habits in Wolfville is helpful when deciding whether micro-transit can improve transit ridership, where service is most needed, and who is most or least likely to use transit.

- **Short Trips**

Most car trips that occur in Wolfville are 2 kilometres or less. This suggests that an on-demand transit model linking key origins and destinations in the Town could help to reduce the number of short trips made by private vehicles. Providing access to quick, affordable and reliable micro-transit and micro-mobility options could also help reduce these short car trips. A better understanding of where these short trips begin and end would help when deciding areas where micro-transportation should be focused.

- **Commuting**

Private vehicles are the most used mode of transportation for commuting in Wolfville. According to Statistics Canada (2016), 73.5% of census respondents in Wolfville use a personal vehicle for commuting followed by 21.5% who walk, 1.9% who use public transportation, 1.6% who cycle and 1.6% who use another mode of transportation. While these statistics suggest that public and active transportation are not a well-used modes of transportation in the Town, it also suggests that the infrastructure for using any active or public transportation that links residents to workplaces may be lacking.

- **Traffic and Parking**

Anecdotally, the ownership of vehicles among residents in Wolfville is high. Based on street level reconnaissance and information gathered from residents, most permanent residents and seasonal university students own a car. This high presence of vehicles and inadequate number of residential parking spaces leads to congestion along residential streets due to roadside parking. Cars are also commonly parked on lawns and other areas not suitable for parking. Not only does this raise concerns regarding the ease of access for emergency vehicles when cars are parked along narrow residential streets, it raises concerns regarding in-Town congestion, greenhouse gas emissions and air quality. The

high number of cars in Town also creates an issue while Wolfville's Winter Parking Regulations are in effect from December 1st to March 31st when cars are prohibited from parking on streets during snow falls and overnight to ensure efficient snow clearing can occur. The lack of appropriate parking spaces compounded with the winter parking regulations results in a high number of vehicles that are ticketed and or towed.

Town Council have also been notified by many residents regarding frustrations with traffic on Main Street and throughout the Town, an issue that worsens during the summer months during Wolfville's peak tourism season. Micro-transit could ease traffic in the Town by reducing the number of people using private vehicles to reach destinations in Town and by linking users to Kings Transit bus stops. According to the Boston Consulting Group, micro-transit is proven to reduce traffic congestion by 15-30%, enhance economic development and reduce air pollution (Hazan, Wegscheider & Fassenot, 2019).

Easing congestion along roads and providing improved access to small businesses in the downtown area should, however, be viewed as two different issues needing two different solutions. Critics of urban design suggest that rather than widening streets and increasing the number of parking spaces to improve traffic flow while also providing parking access for local shoppers, that municipalities should look to solve the two issues separately (Durand-Wood, 2021). This can be done by prioritizing the success of small businesses over the expediency of vehicular traffic flow by providing adequate parking, slowing speed limits, providing clear sightlines to stores and signage, and providing sufficient active transportation infrastructure and quality sidewalks. These critics argue that trying to make commercial areas efficient for vehicles has a detrimental effect on the local businesses that line these corridors (Durand-Wood, 2021). Providing opportunities to allow active transportation users to peer into store fronts and restaurants, read sandwich boards and window shop means people can make more informed decisions about where they spend their money, learn what local businesses can offer them, and reduce the perceived necessity to shop elsewhere. When congestion becomes the focus, however, planners seek to find ways for vehicles to travel quickly. This results in the success of large chains at the expense of small businesses, whose signage may not be as visible or recognizable as other corporations when vehicles are speeding along roadways looking to get from point A to point B (Durand-Wood, 2021).

- **Increasing Transit Ridership**

While Kings' Transit currently services Wolfville and the region, many of these large city buses continue their routes with few passengers on board. This is a problem many small towns face, including UK town, Sevenoaks. To mitigate this problem, Sevenoaks switched from a fixed route, scheduled service to on-demand transit, eliminating the need to continue along routes with empty buses. This switch resulted in a 77% increase in ridership and reduced wait times by 75% (Ridewithvia, 2021).

- **Acadia University**

Due to the high presence of university students in the Town, it is important that the micro-transit or micro-mobility option selected aligns with the needs and values of this population as well. Transit ridership among students in Wolfville is low. The lack of ridership may be due to the fact that transit

passes are not automatically included in students' tuition and the fact that most students have their own car. During the Fall of 2019, Acadia University students voted against a referendum to pursue a universal transit (U-Pass) program. One of the main components of the program offered to students was increased local service in Wolfville. In debriefing the referendum after its negative outcome, student leaders pointed out that students had been asked, unfairly in the opinion of many, to fund a program that stood to benefit all members of the community. Staff research into successful U-Pass initiatives reinforced their point: successful U-Pass programs were developed, and associated costs shared, by universities, municipalities, and students. This realization prompted early staff discussions with the regional transit authority and explorations into a community transit program for Wolfville, the origin and destination for most student commute trips. According to a 2020 transportation survey at Acadia University, 50% of students, staff, and faculty who live off campus, but within the town boundary, rely on a motor vehicle as their primary form of transportation to and from campus.

Dalhousie University addressed parking requirements on campus by requiring anyone who parks on campus to purchase a parking pass. General annual parking passes that do not guarantee a parking spot start at \$364 for students and \$406 for faculty and staff, and annual reserved parking spot passes start at \$821 and cost up to \$1940. The high cost of these parking passes resulted in a greater number of students, faculty and staff opting for public or active transportation to commute to campus.

COVID-19

The COVID-19 pandemic saw a collapse of 70-90% of transit ridership across Canada as work from home orders began and individuals opted for private vehicles or alternative modes of transportation as a safety measure (Deloitte, 2021). While it is unknown how long COVID-19-related ridership decreases will continue for, the pandemic provides an opportunity to rethink existing modes of public transportation and identify smarter, more resilient options. Micro-transit and micro-mobility offer potential safety benefits during the pandemic as the apps used to book the ride provide an opportunity for better contact tracing, allowing all riders to be notified if another passenger has tested positive while in the same vehicle, and micro-mobility allows a no-contact, open-air transportation option.

Micro-transit also provides a more resilient transit option than fixed-route, scheduled service as the routes and schedules of micro-transit can be changed or switched to solely on-demand service much more easily than a region-wide bus route. This means that micro-transit is less likely to be affected by stay-at-home orders that see a decline in ridership along scheduled routes. Sanitizing the vehicle and monitoring the number of riders is also easier with smaller, micro-transit vehicles than large city buses.

Equity and inclusion

Public transportation plays an important role in equity and inclusion for low-income groups, those with disabilities, visible minorities and those living outside of existing transit routes. Public transit provides a relatively low-cost transportation option that can help link people to employment, education, health

services and social events while also linking people to the broader region, ensuring that all residents have access to preferred destinations.

Data from the 2016 census shows the unemployment rate in Wolfville to be 15.3%. Micro-transit solutions can help ameliorate the growing problem of unemployment. According to a 2009 Transport Canada study, one of the benefits of transit for smaller communities is that it helps employers tap into labour markets by improving the mobility of potential employees such as lower-income residents, youth, working seniors, as well as disabled individuals who would otherwise not have access to frequent and reliable transportation service options (Kang & Hamidi, 2009).

There is also a significant equity and accessibility dimension to the implementation of micro-transit services in the Town of Wolfville. Lower-income residents disproportionately rely on public transit services and active transportation, as the cost of personal vehicle purchase, insurance, and upkeep may be out of reach for this demographic. Evidence from the Tofino-Ucluelet region also shows that eliminating transit fares can lead to major upticks in service use while addressing cost barriers. In 2012, the Municipality of Tofino began offering a free, hourly shuttle service in the summer months, which is funded through grants, taxes, and pay parking revenues, among other sources. Statistics from 2012 to 2018 show a steady increase in shuttle ridership, from both residents and visitors alike.

Reliable, low-cost, or free transportation options are critical for the most vulnerable members of our community: the elderly, the under or unemployed, people with disabilities, and racialized or disadvantaged minority groups. Those persons identifying as female and/or 2SLGBTQQIA+ are at a higher risk of experiencing harassment or unsafe encounters, both on transit, at bus shelters, and elsewhere. Any transportation solutions implemented in Wolfville must be timely and reliable to address issues of community safety.

Climate Action

Vehicular transportation accounts for 21% of all GHG emissions within the town boundaries. Personal transportation accounts for 17.5% of all town emissions. The Town has set emissions reductions targets of 45% reduction in GHG emissions by 2030, and net-zero emissions by 2050. These targets cannot be met if rigorous efforts to cut transportation emissions are not taken. The Town is well positioned to invest in opportunities for the wider community to make behavioural changes that reduce emissions through actions such as implementing active transportation routes and low carbon transportation models so that all members of the community can reduce their reliance on private-vehicle transportation while maintaining ease of access to transportation options.

Overall, the goal of micro-transit is to make non-private vehicular travel an easy and appealing option to all residents and visitors of Wolfville. By providing more, efficient, and cost-effective ways to travel within the Town and to the region, the need for car ownership decreases, freeing up expenses for individuals and creating a less congested community with better air quality and fewer greenhouse gas emissions.

Service and Model Options

Fleet and Infrastructure

Currently, transit service in Wolfville is provided as part of the Kings Transit Authority's regional transit service. Wolfville sits on Kings Transit's east-west service corridor; a bus passes through town at 1-or-2-hour intervals, depending on the time of day and day of week. Kings Transit bus service operates Monday through Saturday. All current service vehicles are full-size, standard diesel buses, some of which have been in service for 20 years. Any proposed micro-transit option should complement the service offered by Kings Transit buses by providing faster, quieter, more frequent, and cleaner micro-transit that services the community more effectively. In the summer of 2020, the Town of Wolfville partnered with Acadia University to install a level-3 EV charging station in the University's Athletic Centre parking lot. As part of this project, the Town should plan to install a second level-3 charging station in its public works yard for use in charging the community transit buses and other electronic fleet vehicles the Town purchases moving forward.

Service and Model Options

After reviewing and analyzing the success and challenges other small municipalities across North America have experienced with their micro-transit programs, there are at least two feasible options for Wolfville with regards to micro-transit models and services. This also includes options for a micro-mobility service, in recognition of the need for increased infrastructure for a variety of transportation options.

Two proposed micro-transit models for Wolfville to consider:

A Flex-Routed Transit Model, and a **Fixed-Route Loop**. In either outlined scenarios, Wolfville should be looking to purchase two electric minibuses. As far as determined at this point, there are currently 3 firms offering suitable buses for purchase in North America: GreenPower, Lion Electric, and BYD. These buses have batteries ranging in size from 118 kWh to 160 kWh capacity, have a range of up to 240kms (about half the length of Nova Scotia) on a single charge, and seat 16-19 passengers plus 1 driver. The buses are accessible to wheelchairs and strollers. Municipalities can also choose to hire an agency, such as Via Transportation to identify suitable vehicles for use, perform maintenance, hiring and training of staff, creation of the app, and more.

a. Flex-Routed Transit Model

The 'Flex-Routed' model encompasses both on-demand transit as well as consistent and frequent regularly routed transit. Implemented in tandem with an application and/or website, users can either use micro-transit by waiting at designated stops, or by identifying that they would like to be picked up closer to where they are located. The on-demand system is especially attractive to individuals who are limited in mobility. Buses would follow, for example, a route that would regularly take 20 minutes, but scheduling would incorporate extra time (i.e., 10 minutes) for the users who will be locating themselves for their pick-up to be 'added' to the route, and the driver would be alerted via a digital map program, allowing for safe and easy detours.

b. Fixed-Route Loop

The “Fixed-Route Loop” model would allow one or two buses to travel on a fixed path throughout the Town. To provide timely service to all users, one bus could travel in a clockwise direction, with the other bus traveling in a counterclockwise direction to ensure users on both sides of the street and traveling in either direction have access to an efficient transit service. This model could include a flex-route option to allow the driver to divert from the route $\frac{3}{4}$ kilometre to pick up and drop off riders with accessibility requirements. Riders would either wait at bus stops or notify the driver that they would like to be picked up using the app. The app would notify the driver where they need to divert from the loop to pick up the user.

c. Free-Rental Model for E-Bike or E-scooter Micro-mobility

Micro-mobility paired with micro-transit would provide the ideal transportation replacement for personal vehicle trips under 2 km. The two transportation options would complement each other by connecting routes and filling the gaps in transportation needs. The Free-Rental model is already in place at the Wolfville Memorial Library and is exceedingly popular. The three existing e-bikes at Wolfville Memorial Library are consistently signed out. Providing an additional nine (9) bikes for both Acadia students, staff, and faculty, as well as for community members and visitors would be worthwhile and would serve to enrich our town. Using a similar system to the waiver and library card necessary to sign out an e-bike at the Wolfville Memorial Library would be easy and effective in welcoming all Acadia students, staff, and faculty to participate in active transportation starting at the Acadia Vaughan Memorial Library. This program expansion would also be of great benefit to reducing on-road emissions and will contribute positively to Wolfville’s goal of decarbonization by 2050.

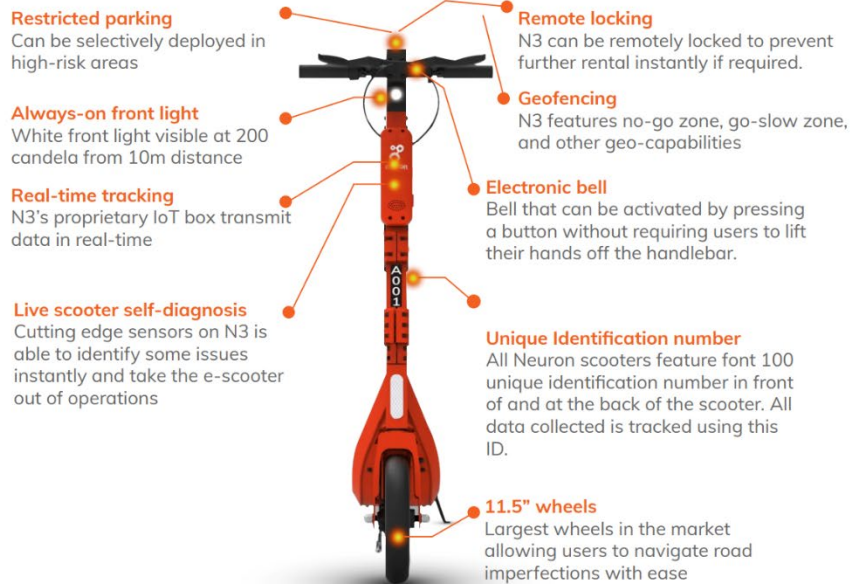
The 3 e-bikes currently available at the Wolfville Library could be increased to 12, split evenly between the Wolfville Memorial Library and the Acadia Vaughan Memorial Library. There is an available covered space outside of the Acadia Vaughan Memorial Library underneath the second-floor atrium, or there are low-cost options to install a shelter outside. A partnership with Acadia University is recommended for this expansion of the e-bike program and would help Acadia reach its GHG reduction goals while reducing the need for students, staff and faculty who live in Town to use private vehicles for commuting.

The Town was approached by Neuron, an e-bike and e-scooter sharing company seeking to expand operations in Canada. During October 2021, employees from Neuron provided a presentation to Staff and allowed Staff to trial the e-scooters to understand how they function. Neuron currently operates more than 12,000 e-scooters and e-bikes globally, and operates in Ottawa Calgary, Red Deer and Vernon. Shared e-scooters have been growing in popularity over the past several years, allowing time for companies to make adjustments based on pilot projects in many cities. The scooters that Neuron offers (shown below) include safety features such as large wheels and a wide deck to stand on when riding, geofencing technology to control riding and parking areas, a helmet lock, voice guidance that alerts riders how to ride and park, topple detection, a 911 emergency button and follow my ride functions.

Typically, with shared micro-mobility programs, the public uses a credit card to reserve a bike or scooter. It is suggested that a subsidized option is considered for Wolfville to increase ridership and accessibility.

Other companies offering e-scooter sharing programs in Canada include Atom Mobility, Bolt, Smart Wheel and Bird.

The N3 Neuron e-scooter



neuron

Transit Systems in other Small Towns and Cities:

Delivering cost-effective and desirable public transportation in small towns is challenging. Staff have reviewed transit models from various cities, towns and municipalities to better understand what challenges and successes have been faced elsewhere. Wolfville, however, presents a unique case due to the small area (6km²) of the Town, a dense population, the presence of Acadia University and the presence of an existing regional transit system. Transit systems from six towns and cities are described below. The transit systems offered in each vary, some with strictly on-demand transit service, some with fixed-route public transit. The purpose of this scan is to understand how the various models may have increased transit ridership and accessibility for riders, as well as what the cost has been to the municipalities if available.

Yarmouth, Nova Scotia: Fix Route Bus Service

The Town of Yarmouth completed a feasibility study for a public transit system in 2014. Similar to Wolfville and the region, Yarmouth is a rural community with a small town with a population of approximately 6,761. Yarmouth's feasibility study consisted of the following three phases:

Phase I: Transit Service Model Design

- Review of other similar communities with fixed-route transit service
- Community Engagement
- Recommended service model

Phase II: Business Model

Five-year business plan (operations and capital budgets)

Phase III: Tender document that mitigates financial risk to the Town

This feasibility study involved an analysis of annual driving costs of residents based on the Civic LX vehicle. This analysis considered kilometres driven per year, annual operating costs and ownership costs to determine the total cost, cost per kilometer and cost per week. This allowed the Town to understand how much residents were spending on transportation per week and therefore how much money residents could save if a public transit option were introduced. According to this analysis, the median cost of owning and driving a vehicle in Yarmouth is \$9,200 per year, or \$177.00 per week. A similar analysis of Wolfville residents driving habits could provide powerful data to encourage public or active transportation use. These costs become particularly burdensome for those earning low incomes. For residents employed part-time at 24 hours a week earning a net income of \$10 per hour, they must work 14 hours per week to own and operate their vehicle, accounting for roughly 60% of their earnings.

Yarmouth's study also included a scan of other municipalities with a public transit service with populations of up to 30,000 residents. This scan identified 11 municipalities with a median population of 18,600. Most of the municipalities offered transit service Monday through Saturday and weekday service starting times varied from 5:30-8am and ran until 5:00-10:00pm. Few of these municipalities had transit service on Sundays.

Designing the new bus route involved extensive public engagement and defining a reasonable walking distance to bus services with the reasonable walking distance noted as 450 metres from 95% of all dwelling units in the town, this distance should take less than 5 minutes for most people if able to walk 4kph. Wolfville should identify bus stop locations that would be 450 meters or less from densely populated areas of Town.

The study argues that loop transit routes longer than 2km in distance are unacceptable as they serve only one side of the street, that average travel speeds in urban environments should be approximately 18kph, and that when bus routes are one hour or longer, a bus moving in either direction is warranted.

Yarmouth's transit system now consists of a "flag stop system" where riders can board the bus at existing stops, or by waving at the driver. To do so, users:

- find a safe location along the route
- stand on the side of the road that the bus is traveling
- wave at the bus

Users then ask the driver to stop at a safe location near their destination when ready to depart.

The flag stop system is currently being used in order to help the town select new stop locations and make future route changes.

Bus fare: \$2.00 per ride,
Day pass: \$3.00
Week pass: \$15.00
Reloadable monthly pass \$50.00
Reloadable yearly pass: \$500.00
Free for children under 2 years.

Bridgewater, Nova Scotia



Bridgewater, Nova Scotia has a population of 8,532. In 2017 Consultants at CBCL conducted a feasibility study for a transit system, historically the Town has not had a public transit system. Bridgewater's population has been increasing steadily since the 1980s, and is home to many seniors and retirement and nursing homes. Town Council sought to understand how public transportation might improve mobility of those who do not own a car, cannot afford a car, and who cannot afford to use a taxi.

For Bridgewater's feasibility study, CBCL had access to many useful sources of information including:

GIS database of street, building, active transportation, parking and land use data, key intersections; aerial photos; origin-destination data; traffic counts/intersection turning movements; new developments; specific growth areas; a comprehensive walking and bicycling survey over the phone (travel behaviour); an active transportation survey; and potential origin points/potential transit stop locations.

CBCL also reviewed "planning documents, and undertook a review of previously conducted transit studies, undertook a review of existing conditions within the town, including average traffic volumes, the active transportation network and potential connections to a proposed public transit system, and considered the geographic boundaries which the transit system would need to operate within, which for this study are within the limits of the town boundary". CBCL also identified key activity destinations and examined 2011 census data to understand population trends and demographics.

Bridgewater's Community Engagement:

Stakeholder engagement consisted of a focus group with mapping exercises and group discussions to identify community attitudes and aspirations toward public transit, and to allow participants to design their own transit routes. During these sessions, 70% of the 33 respondents in attendance stated they were extremely likely to use public transit if available and 64% were willing to pay between \$2-3 per ride. CBCL also interviewed large employers and organizations to understand how willing employees were likely to use transit. Furthermore, an Open House event was held where 35 community members attended and were asked to select their preferred route designs based on prior engagement sessions. The option gaining the most support was the Loop Design. "The loop design follows a single continuous loop around the town, using both bridges across the river, travelling in one direction, and would use one bus." While the stakeholder engagement sessions identified key stop locations, Bridgewater adopted the same flag stop service as Yarmouth for the first year to allow for changes to the bus stop locations.

Bridgewater Transit Hours of Service:

During engagement sessions, community members suggested the bus should run from 7am to 7pm on weekdays, with reduced service on weekends, however a scan of hours of operation of major employers in the area indicated that service between 6am and 9pm would be more suitable. It was suggested that bus service is more frequent during the peak hours of 6am to 9am and 4pm-9pm, with reduced service during the day.

Currently, the Bridgewater transit bus serves 25 stops along the Loop route, and the flag stop system is still in use. Service begins at 6am on weekdays, and the last bus begins the loop at 7:00pm. Saturday service runs from 8am to 5pm, and there is no service on Sundays.

A transit tracker map is available on Bridgewater's website to allow users to see where the bus is on the route at any time.

Fares:

Student/youth Single Pass: \$1.50 (or 10 passes for \$13.50, Monthly pass \$3.00)

Adult Single Pass: \$2.00 (or 10 passes for \$18.00, Monthly pass \$45.00)

Family: \$4.00 per ride (for groups of up to five people with a maximum of two adults)

Bridgewater accepts cash, tickets, or riders can use the HotSpot app to pay and tap when boarding.

Innisfil, Ontario

In 2015, Innisfil, Ontario sought to identify public transit options that would suit the growing town. Following feasibility studies of both a fixed-route transit system with one to two buses or an on-demand system for which the bulk of the fares could be subsidized, the Town opted for the on-demand option. The feasibility studies found that a one bus system would cost \$270,000 annually, and a two-bus system \$610,000. These options proved too expensive for the limited service they could provide to the 262km² town. The on-demand transit system was selected and powered using Uber. The Town committed \$100,000 the first year of operations and \$125,000 the second year.

Using this model of transportation is similar to using an Uber in any town where Uber is available; users request an on-demand UberPool trip through the Uber app or through a toll-free number. Riders can take trips throughout the town as long as the trip starts and ends within Innisfil's boundaries. Trip cost varies depending on length, and there are a few set trips in the town with costs varying from \$4-\$6. For set trips the town subsidizes \$4 of the total fare and for other trips the town subsidizes approximately \$10 on average.

Researchers at Ryerson University conducted a 2020 study to understand how well this transit system performed since it began in 2017. This study found that over the 3-year period, over 220,000 trips were taken on Innisfil Transit, that trips cost approximately \$17.00 each, with the rider paying an average of \$7 per trip and the town paying an average of \$10 per trip. The total cost of the program to the Town during the 3 years was \$2.2 million, slightly higher than what the two-bus fixed-route system was estimated to cost. The study indicated however, that the level of service provided using the on-demand transit system exceeds that of which the fixed-route bus concept would deliver, and that equivalent service by bus would exceed \$8 million annually.

The greatest advantage of the on-demand system isn't the lower cost per trip, but rather the higher level of connectivity and availability. The fixed-route option would have reduced hours in comparison to the 24-hour on-demand model, and no Sunday service. Fixed-route is also restricted to a specific route while on-demand can cover any and all areas of the town (Shared Use Mobility Centre, 2019).

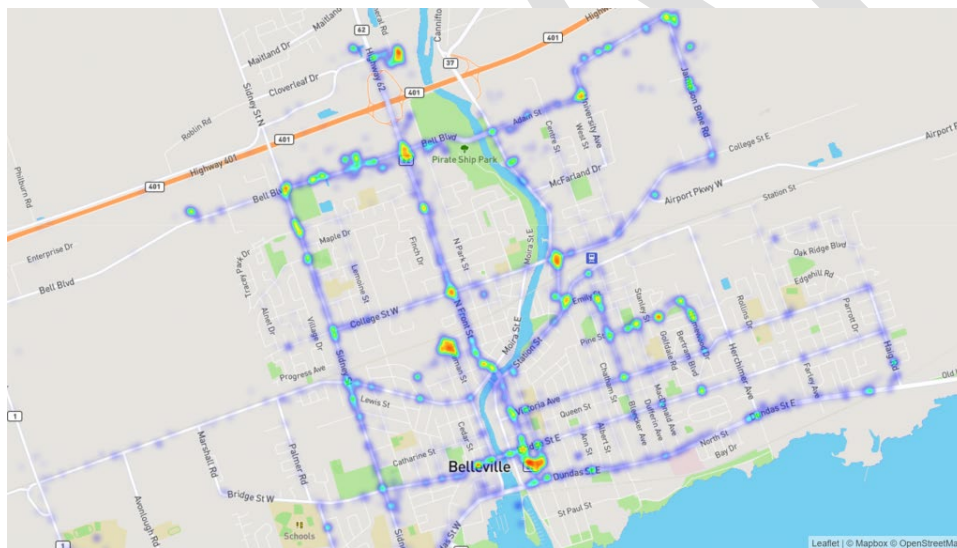
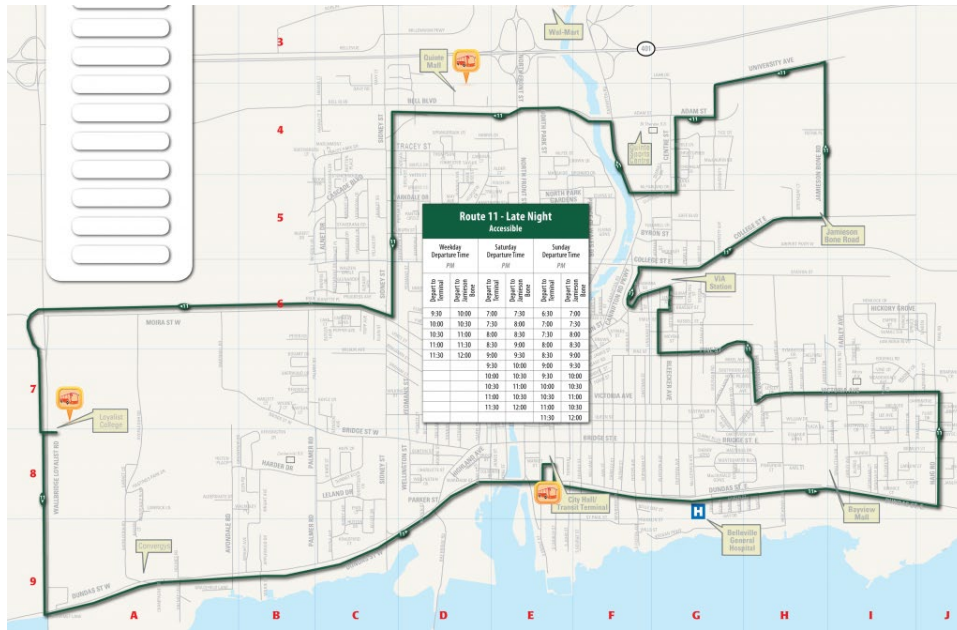
The success of this program, however, has led the town to limit the number of rides each passenger is permitted each month due to the cost the town must bare, and the cost of rides has increased by \$1.00. Furthermore, the program has been criticized for not offering further subsidies for low income community members. Critics also warn that in cities where ride-sharing services such as Uber are being made available, transit use has fallen by approximately 2%, with some major cities seeing ridership reduced by more than 12%, and that cities with ride-sharing services are seeing an increase in traffic and congestion as fewer people opt for public transit and take Ubers instead (Cecco, 2019).

Belleville, Ontario

Belleville Ontario, a city with 500 people per square kilometre, piloted an on-demand transit service during nighttime hours to replace the existing fixed-schedule service. This switch resulted in an increase in ridership by 300%, a decrease of per vehicle mileage by 30%, and the number of bus stops covered by the service is 70% greater than the previous bus service, using the same number of vehicles and service hours.

Belleville's on-demand transit service proved so successful, the city opted to switch three additional buses to on-demand service. During lockdowns brought on by the COVID-19 pandemic, Belleville switched its entire transit system to on-demand. Switching to on-demand service and using the associated app, the transit authority was able to limit the number of passengers during the pandemic (Chin, 2020). Critics note, however, that relying solely on an app disadvantages many community members such as seniors, those without smart phones, recent immigrants, and those looking to use cash.

Belleville’s previous night bus fixed route is shown below, followed by a heat map of actual destinations that riders needed to access. These maps show a contrast in the areas serviced and the destinations desired by users. The Town should conduct a similar analysis to understand where transit is most needed.



Tofino-Ucluelet, British Columbia, Micro-transit

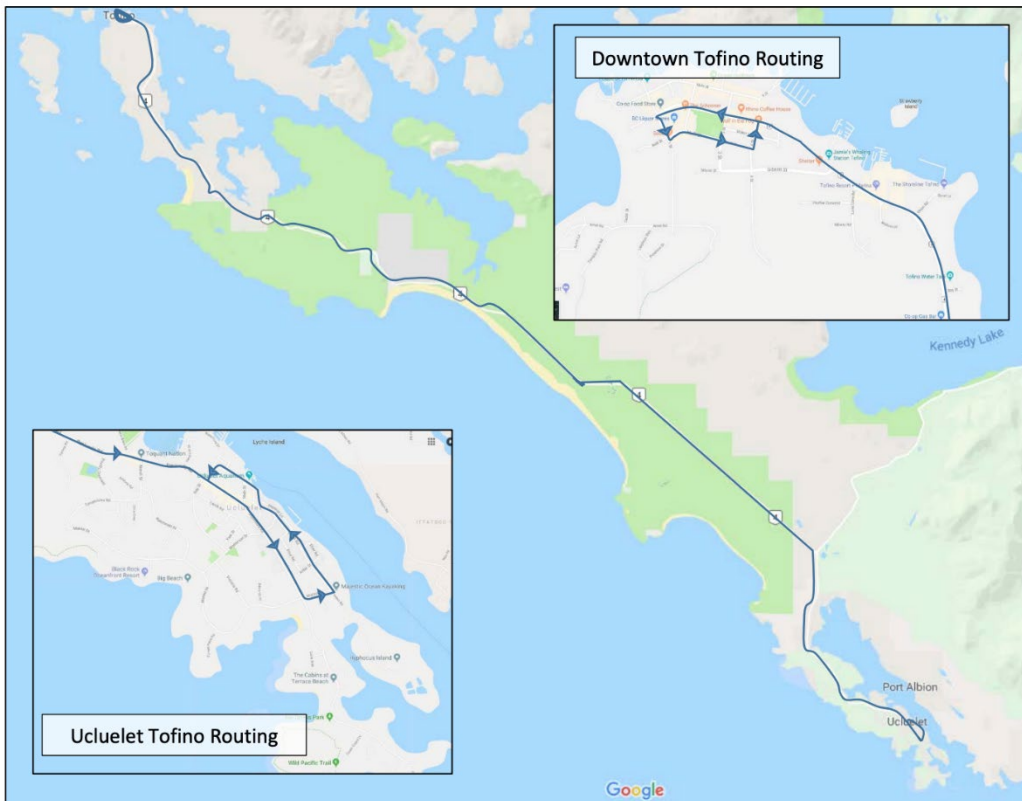
BC Transit conducted a feasibility study for the Tofino-Ucluelet area. This community is sparsely populated, made up of 5340 residents over 3228 square kilometres of diverse geography. While much larger than Wolfville, this area is also a popular tourist destination in the summer and is home to many seasonal workers. Existing transport in the area at the time of the feasibility study consists of a free daytime shuttle that runs from late June to early September funded through municipal incentives, pay

parking revenue and gas tax grant funding. This shuttle bus runs from 8:00am to 10:00pm. A 2009 feasibility study was conducted and no action followed. A further study was conducted in This area has a young population, with a median age of 34, and only 13% of the population are youth, with 12% age 65 years or older.

66% of housing in the community is single family dwellings, and most employment (28%) is in the accommodation and food services sector. The Tofino-Ucluelet area required transit that would link the two communities as residents from either community would often travel to the other seeking employment, health care, education and other necessities. To justify a transit system linking the two communities, 8 key destinations were identified between the two communities.

The Tofino-Ucluelet area faces limitations to walking and cycling as well as infrastructure is limited in sections of each communities, highway shoulders are narrow and inconsistently present, however there have been recent improvements to active transportation infrastructure.

Based on the needs of residents in the study area, it is anticipated that transit users will use the transit service for many types of trips rather than just for commuting during peak hours. The feasibility study recommended a 42 kilometre one-way route (shown below) that would take 1 hour to complete and would run between 7am and 7pm.



<https://www.acrd.bc.ca/cms/wpattachments/wpID546atID3213.pdf>

For this proposed route, there are three proposed service models:

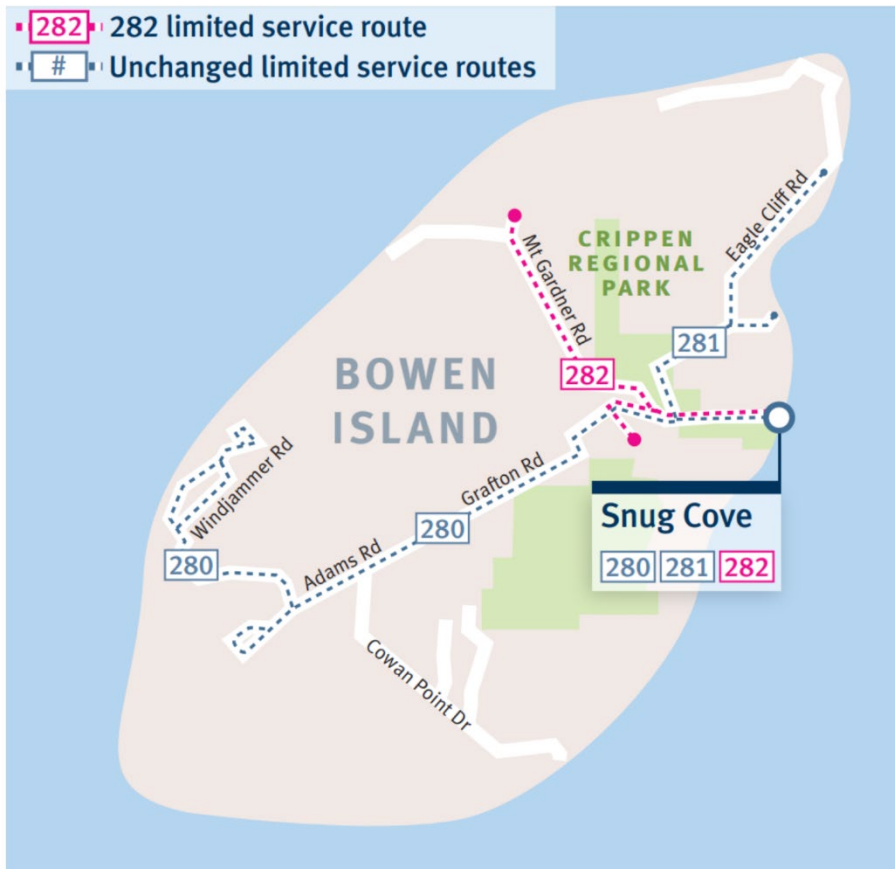
1. A conventional transit service running Monday to Sunday that offers a higher level of service during the summer tourist season (6am to 9pm) and basic service during the winter to accommodate everyday trips (7am to 9pm). Two buses would be required during the summer months.
2. A flex-route transit system that travels a conventional route with additional time scheduled for the bus to deviate from the route to pick passengers up. This model would allow service to the First Nations Community that would be excluded from the first option.
3. An all-day on-demand transit service that is not tied to a schedule or fixed route. Customers would call the operator one day in advance to request a pickup. The operator creates a schedule based on the requests each day and notifies riders of the schedule for the next day. Customers who did not schedule a pick-up can still catch the bus by flagging down the bus along the route. This model provides service to all areas and would be considered in addition to options 1 or 2. This service model is similar to Kings Point to Point.

At the time of the completion of the feasibility study no community consultation had taken place and it is unknown whether residents in the area would be in favour of supporting a transit system using tax dollars or otherwise, or whether they approve of the proposed route.

Bowen Island, British Columbia,

Bowen Island ran a micro-transit pilot from July 15 to September 15 during 2019. This pilot project did not affect regular, existing service and used an app called TapRide to allow users to reserve seats. This project consisted of two on-demand concepts. On weekday evenings, users could book a ride in a set location called The Cove. The bus would then take the riders to their preferred location. On the weekends, riders could request rides from anywhere to anywhere within the service area. This pilot saw 1,947 boardings over 1,201 trips during the two-month period. This pilot project found more passengers booking rides during the weekends, when the bus operated from 10am to 6pm and allowed users to board from anywhere. While successful, it is unknown if the micro-transit pilot will be adopted as a permanent transit system.

Currently, there are three community buses operated by TransLink following the route shown below. Bowen Island also has a taxi service and a ride sharing program called Bowen Lift that allows drivers who display a "Bowen Lift" tag in their car window to pick up passengers needing a ride. It is unclear if there are requirements to be a Bowen Lift driver.



<https://www.bowenislandmunicipality.ca/transportation>

Micro-mobility Examples

Ottawa E-scooter Pilot

Ottawa recently completed a two-year e-scooter pilot project. This pilot project has proven a success with more than 452,808 trips taken during the two-year pilot. One rider survey found that 47% of e-scooter trips taken replaced a car journey, ultimately reducing transportation related GHG emissions. The same survey found that 79% of riders in Ottawa used e-scooters to visit restaurants, cafes and explore the city, with 67% of trips resulting in a purchase. Business owners in key commercial areas expressed support for the e-scooter pilot, saying that the e-scooters bring more people to local businesses and appear to be filling a gap in Ottawa's transportation modes.

In Ottawa, e-scooters are not permitted on sidewalks or the National Capital Commission Pathway, a 200km multi-use trail. To further deter riders from using sidewalks, new developments such as sidewalk-ride detection, virtual corrals and improved geofencing and noise emission have been developed. Sidewalk-ride detection will beep if a rider is on the sidewalk, warning the rider to move to the roadway. Geofencing constrains riders to a defined geographic area. One of the e-scooter brands used in the pilot,

Bird, received 89 parking complaints out of 244,000 rides in 2021. These complaints were resolved within 8 minutes on average. It is not yet known if Ottawa will implement e-scooters as a permanent transportation option (Tynes-MacDonald, 2021).

Vancouver, BC

Vancouver is currently conducting a two-year e-scooter pilot project. The scooters have a 24km/hr speed limit, and riders must be 16 years or older and wear a helmet to use them. Vancouver city officials hope that the e-scooters will offset the need for people to drive personal vehicles, and local e-scooter retailers struggle to keep them in stock. The popularity of e-scooters in Vancouver can be attributed in part to the high gasoline prices in the province of BC, as well as the ease of mobility they provide to riders traveling throughout the city. Other BC cities such as Kelowna, however, are considering cancelling the approval of shared e-scooters as drunk riders are creating hazardous conditions for pedestrians and motorists and scooters are being left on sidewalks instead of returned to designated drop-off locations (Smyth, 2021).

Recommendations

TBD

Next steps

- Following Staff's initial preparation of the feasibility study, consultants will conduct spatial, routing, costing and safety analyses, and identify any further options not identified by Town Staff.
- Following January 11, 2022, meeting of the Committee of the Whole, Staff will continue to work on finalizing the feasibility study including work with a consultant.
- Following the completion of the feasibility study (February 28th as per NSTRIP funding), Staff will engage the public through www.wolfvilleblooms.ca and other means informing them of the feasibility study and any opportunities to engage in the feasibility study process.
- The feasibility study, once completed by consultants, will be brought to March or April 2022 Committee of the Whole, incorporating any feedback gathered through Wolfville Blooms or through Council.
- Depending on the outcomes on the feasibility study, the Town could be well positioned for grant funding and partnership opportunities with Kings Transit or others to improve our mobility options. There may be a need for further analysis or business case on specifics in the future. If desired and feasible, this would eventually be brought into the budget process to be weighed against other initiatives and spending pressures.

Work to be completed by consultants:

- Identify suitable vehicle type and quantity.
- What options not in this report should the Town consider if any?
- Ridership analysis, what is needed to ensure community members will use a micro-transit system?
- Possibility of integrating micro-transit and micro-mobility into a complete system.
- Fleet details (number of vehicles, battery size, passenger capacity, storage capacity, accessibility).
- Charging infrastructure equipment and location.
- How this project supports the fleet transition to zero-emission vehicles.
- Approach to fleet operations.
- Intended service area coverage:
 - Considerations for bus stop locations
 - Route considerations
- Considerations for accessibility and bike racks.
- Cost breakdown analysis.
- App/website considerations.
- Promotion and branding for the program.

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COMMITTEE UPDATE

Title: Valley Waste Management
Date: January 11, 2022
Department: Committee of the Whole



UPDATE

The Valley Waste Management Board met on December 22nd, 2021, to review the draft budget for 2022/23 year. The focus of the upcoming budget for VWMA is building resiliency e.g., through (1) upgrading systems (2) expanding recycling and reuse options.

The new finance position that will be rolled out with the commencement of the new IMSA will contribute to this resiliency.

Staff informed the Board that the Minister of the Environment will embark on a 90-day targeted consultation related to EPR (Extended Producer Responsibility). Staff also noted that full roll-out of EPR legislation could be up to two years from now.

The current Valley Waste Management Board will remain in place until a CAO and finance staff are in place for the new IMSA – likely sometime in late winter or early spring. At that time the current board responsibilities will be transferred to the IMSA Board.

The Valley Waste Authority Landfill Liaison Committee met on December 8th, 2021. The Liaison Committee is a subcommittee of the Authority Board that liaises with staff and elected officials of the Municipality of Chester who operate the landfill that AVWA uses. This subcommittee meets quarterly to discuss issues of mutual interest and concern. One of the issues of interest/concern has been the Sustane operation. Sustane is a private operation whose operation when operational will divert waste to create fuel and potentially fertilizer. 70,000 tonnes of diverted waste could reduce greenhouse gas emissions equal to taking 54,000 vehicles off the streets. There is a financial cost to waste diversion and as Sustane comes online our tipping fees will increase. Some savings to AVWA in the last year or so is due to Sustane not being operational. While direct costs of waste management will increase with Sustane's full operation environmental costs will decrease. Sustane is now approximately three years behind its initial full operation date. This is creating some difficulties for budget preparation and projections, and it was recommended that for the upcoming fiscal year the assumption of 0% operation of Sustane be used, so that large surpluses can be avoided. Note that the operating direction of the current IMSA requires that surpluses be returned to the participating municipal owners.

AVWA also contributes to the cell infrastructure of the Cheser Landfill and without Sustane being fully operational it is likely that a third cell will be required in the short to medium term. It was recommended that a capital contribution to this development be included in the upcoming AVWA budget.

Respectfully Submitted
Wendy Donovan
Mayor, Town of Wolfville

COMMITTEE UPDATE

Title: Kings Transit
Date: September 22, 2021
Department: KTA for Committee of the Whole



Meeting was held on December 22nd – virtually.

4.0 Monthly Financial Summary

Core	YTD Actual	YTD Budget	Variance
Revenue	\$ 1,362,044.65	\$ 1,338,392.00	\$ -23,652.65
Expenses	\$ 1,140,487.90	\$ 1,191,600.00	\$ -54,112.10
Surplus/Deficit	\$ 221,556.75	\$ 146,792.00	\$ 74,764.75

Annapolis	YTD Actual	YTD Budget	Variance
Revenue	\$ 402,244.25	\$ 387,597.30	\$ 14,646.95
Expenses	\$ 439,516.33	\$ 385,285.00	\$ 54,231.33
Surplus/Deficit	\$ -37,271.75	\$ 2,312.30	\$ -34,959.45

Digby	YTD Actual	YTD Budget	Variance
Revenue	\$ 230,978.05	\$ 223,266.64	\$ 7,711.41
Expenses	\$ 200,301.08	\$ 219,765.28	\$ -19,464.20
Surplus/Deficit	\$ 30,676.97	\$ 3,501.36	\$ -27,176.61

COMMITTEE UPDATE

Title: Kings Transit
Date: September 22, 2021
Department: KTA for Committee of the Whole



7.0 Monthly Activities

Those following is the list of actions and activities from the previous meeting up until the current one

1. High-Level review of all policies and procedures continue;
2. RFP awarded to *Mike Davies Inc.* for the Four (4) "Donor Buses" body work and painting;
3. Met with County, Municipal and Provincial Partners in regards to funding;
4. Met with Glooscap First Nations, requested a stop within the community in the Spring of 2022, and a further stop at the Gas Bar within 2-3 years;
5. Continued working on the 2022-23 Draft Budget to be presented 90 days prior to the end of the Fiscal Year;
6. Began and completed the recruitment process for new Accounting Coordinator;
7. Consulted HR Legal Counsel to finalize a personnel issue;
8. Vaccination Policy Draft revised and is being finalized prior to forwarding to Legal Counsel for review;
9. Attended AMA training in By-Law and Policy Drafting;
10. Participated in the Atlantic Transit Managers Meeting virtually, during which NOVA Bus presented their new long-range electric transit bus;
11. Multiple other policies revised, awaiting to be finalized and sent to Counsel for review;
12. Rapid Testing Program rolled out to employees, all employees testing themselves twice weekly;
13. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries;
14. Providing Free of charge advertising to Valley Regional Hospital Association for their Fund Raising initiative;
15. Working on Two (2) advertising contracts for bus wrapping;
16. Working on revising price points for bus advertising as they appear too low;
17. KTA participated in the Parade of Lights in New Minas on November 27th, 2021;
18. KTA-Church Brewing Company-Magic 94.9 combined forces to put on the "Stuff the Bus" event collecting food, clothing and toy donations for families in the area on December 17th, 2021.

The topics noted above were the basis for the majority of the conversation.

The only other topic discussed was the Intermunicipal Services Agreement – where Kings Transit did agree to be signatory to the agreement and have the Board take a leave for the term of the project once the Executive Director was hired.

Respectfully Submitted,

Councillor Jodi MacKay

COMMITTEE UPDATE

Title: Diversity Kings County Committee

Date: December 6, 2021

Department: Committee of the Whole



The last meeting of Diversity Kings met in council chambers on December 6, 2021. The next meeting is scheduled for January 5, 2022.

New and existing committee members were introduced and welcomed, as well as election of Chair and Vice Chair, which remained the same as the previous year. (Councillor Lexie Misner, and Councillor June Granger respectively.) Presently, the terms of reference state these roles can only be filled by councillors from County of Kings.

A video was played for the committee welcoming new members and explaining their roles. Kenisha reviewed the schedule of meetings for the 2022 calendar year and updated how the committee should report relevant matters from organizations, and other engagements relating to diversity, equity, and inclusion, from verbal to written reports.

Kenisha briefly discussed the draft calendar of events for African Heritage month, 2022. A comprehensive month of activities, education, and cultural events. A final draft is yet to be released. I am excited to bring the calendar of events to the Town of Wolfville, as there will be many activities for all to participate, learn and enjoy.

Finally, the Municipal Council approved "Towards Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings". This is exciting news as our Region is showing willingness to be inclusive and proactive appreciating the diversity in our community. As this is a working document, the committee will continue to work on strategies moving forward.

https://www.countyofkings.ca/upload/All_Uploads/Living/diversity/plan/Strategy%20for%20Belonging.pdf

Respectively submitted by:

Councillor Jennifer Ingham
