



Town Council Meeting

January 25, 2022

6:30 p.m.

Virtual

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

- a. Town Council Meeting, December 21, 2021

3. RCMP Presentation to Council

4. Comments from the Mayor

5. 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.

6. Motions/Recommendations from Committee of the Whole, January 11, 2022



- 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

7. Correspondence:

- a. A.Jones_FW_Parking Issue
- b. B.BoydWHS Surveys Summary
- c. C.Harris_Attachment Letter_Toddler Playground Letter
- d. C.Harris_Re_Community Recreation Proposal Incl. Response from Director, Parks & Rec
- e. E.Mills_FW_Proposed AT Network project on Highland Ave
- f. E.Mills_Letter_Proposed AT Network Project on Highland Ave
- g. E.Swain_RE_General Inquiry Including response from Town
- h. R.Bishop_FW_Town of Wolfville East End Secondary Plan_Including Mayor Donovan's Response

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

- a. Contract Discussion

9. Adjournment of In-Camera

10.Regular Meeting Reconvenes

11.Regular Meeting Adjourned

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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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.

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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.



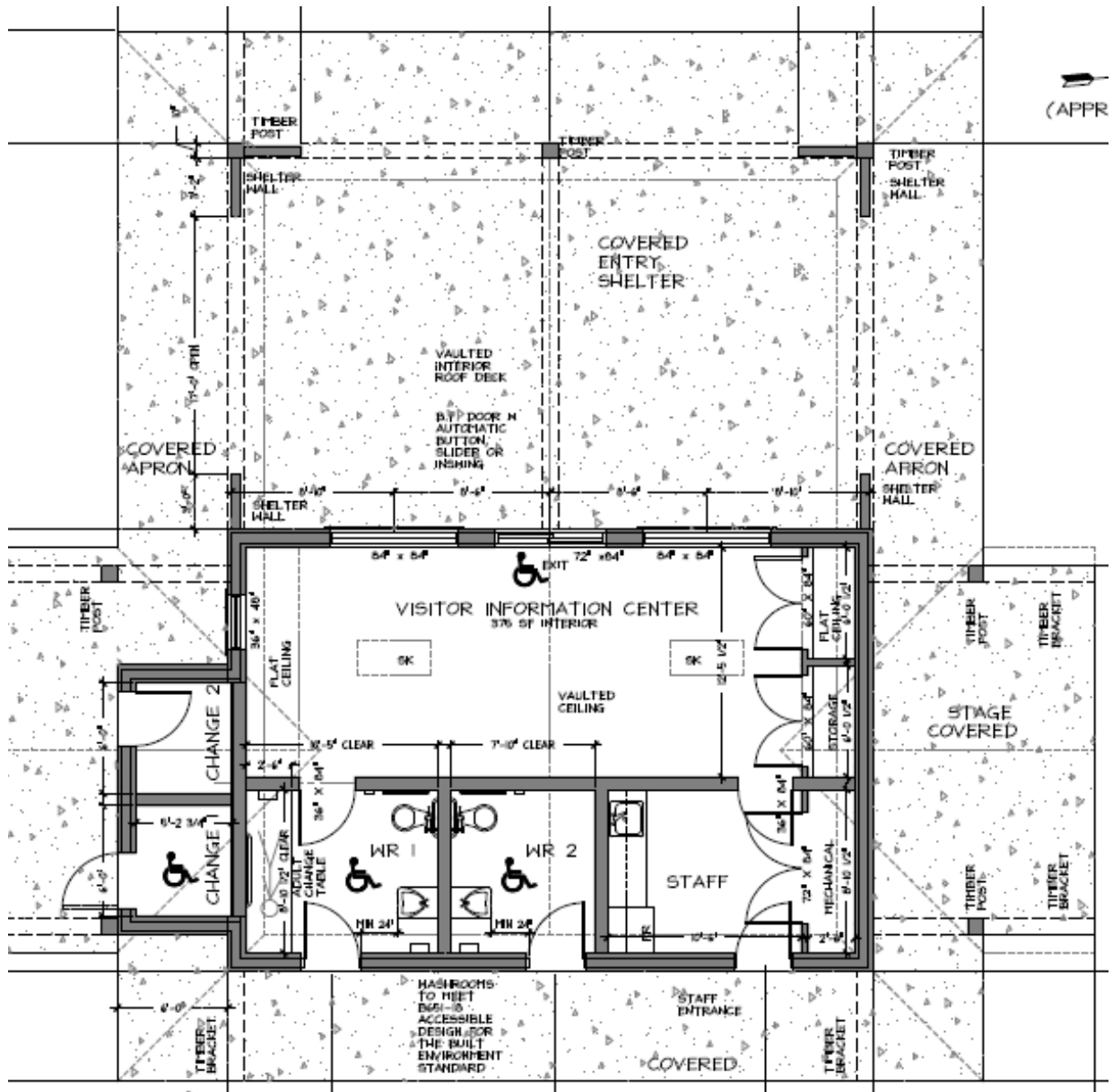
Concept Drawing 3. View from Willow Ave. Please note: planter and parking spaces not to scale.

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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

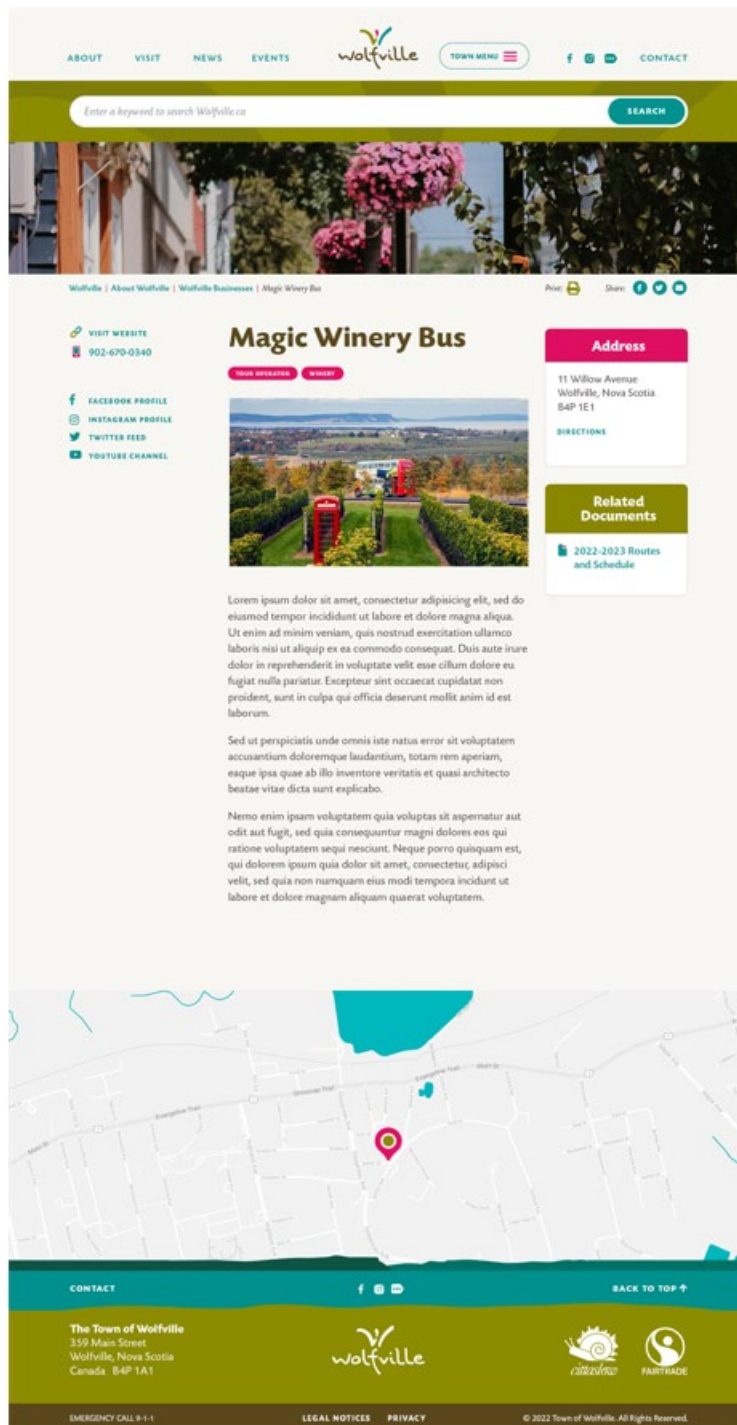
Overview

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):

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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

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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.

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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

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Date: 2022-01-11
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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*.

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- (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, **Kings Point to Point Transit Society**, 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_25

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_25

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 development, landscape architecture, architecture, civil engineering, **a background in heritage and/or built heritage matters and/or heritage research and planning.**

As well as Environmental or Heritage Knowledge, other appropriate knowledge or professional skills areas may include public engagement, public-private partnerships, government relations, indigenous affairs.

- 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.



POLICY

6.6 **Quorum**

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

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_25

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_25

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 (quarterly full day sessions – Feb, Apr, Jun, Sept) |
| • 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 <i>(quarterly full day: Feb, Apr, Jun, Sep)</i>	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 9am - 4pm 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
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20	21	22	23	24	25	26
27	28					

APRIL 2022

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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
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MAY 2022

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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 9am - 4pm COW	6	7	8 9am-11am Audit Committee	9
10	11 4:30pm - 5:30pm AAC	12 10am - 12pm RCMP Advisory	13 2:30-4pm Source Water (SWPAC)	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 10am to 11:30am REMAC	26	27	28	29	30

APRIL 2022

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE 2022

S	M	T	W	T	F	S
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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 <i>Tentative NSFAM Spring Conference 4-6 May</i>	5	6	7
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

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2022

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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 9am - 4pm COW	8	9 4pm - 6pm PAC	10	11
12	13	14	15-17 June <i>Tentative Spring AMANS Conference 15-17 June</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
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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

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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 4:30pm - 5:30pm AAC	12 10am - 12pm RCMP Advisory	13 2:30-4pm Source Water (SWPAC)	14 4pm - 6pm PAC	15	16
17 10am to 11:30am REMAC	18	19 6:30pm - 8:30pm Town Council	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JULY 2022

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2022

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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
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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
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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 9am - 4pm 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

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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
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30	31					

DECEMBER 2022

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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

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY 2023

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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.

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: Parking Issue
Date: January 7, 2022 8:41:37 AM

From: Allie Jones
Sent: January 6, 2022 9:30 AM
To: Town Council <towncouncil@wolfville.ca>
Subject: Parking Issue

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello, Town of Wolfville,

I am reaching out because I have a problem. I live in Wolfville and have recently purchased a car. Unfortunately, my apartment building does not offer a place to park so I was forced to park around town. This ended with me being towed, from a near-empty parking lot. Because of the ban on parking, I was forced to rent a parking spot that I can barely afford, but it is better than an unexpected \$155.00 tow fee. Now I am having a problem with my guests being towed.

It is not an option for me financially to rent a second parking spot. My brother came to visit me for one night and got towed. What is the point of staying at my place to save money if he is going to be charged more than a hotel for parking?

I find it ridiculous that I pay so much to live in town, and now to park, but you have no guest overnight parking places.

Where can my guests park without being towed? There must be a parking lot, out of the 20 empty ones, that you allow people to park in.

I need answers, I cannot afford ANOTHER car tow. Please let me know where I can allow my visitors to park.

Thank you,
Allie Jones

Wolfville Historical Society Surveys conducted November 2021

Prepared by Beverly Boyd

The Membership Survey

- 23 responded of approximately 80 who received a personal email with survey link.
- Over half of the members responding members for 1-10yrs/ 3 @10-15 yrs/ 4@20yrs+
- Most (70%) think fees are reasonable
- Most (57%) joined because “they value the work WHS does”
- Suggestions for programs varied, but traditional ideas dominated
- Most learn about WHS/RH from member Newsletter
- Top 3 among “Benefits” cited 1) members-only events 2) personal assistance with history/heritage matters 3) discounts at other museums
- On volunteering with WHS, 85% responded NO.
- On interest in Board of Directors, 3 respondents offered their contact information

Observations

Being a member suggests an “engaged” group, however, only about a quarter of 80 individuals who received the email took a few minutes to complete survey. Given that the Society admittedly has done little novel to retain members and remind them of their dues renewal, and we are in year 2 of Covid19 restrictions on gatherings, the low response rate is not surprising but very concerning. While members responding are supportive of the “value” WHS, most respondents (several who have been members over 10 yrs) are not interested in volunteering: this suggests that the WHS model based on volunteer time is not realistic today/sustainable. Even with a concerted effort to grow memberships which WHS cited as a priority in its *2021-22 WHS Action Plan*, there is high competition for volunteers. Although the WHS has an impressive “Manual” with numerous committees and sub-committees reporting to the Board of Directors, most of these committees are currently scarcely populated or non-existent. Without volunteer time, it is impossible to operate and maintain the Randall House, let alone as a broader network of heritage advocacy and programming. It begs the question for the municipality and business community: how important is the WHS and Randall House to our local heritage protection and tourism offer? Is there any municipal interest in new models of operating the RH, or providing at least administrative and tourism promotional support the WHS seasonal operation of the RH? And for the WHS- without the RH, our most visible contribution, where does that leave the mission?

The Community Survey

- 76 respondents online, most responded when survey launched Nov.16
- Location: 55% Wolfville; 18% Not Wolfville; 27% outside
- Awareness of WHS: 88% (High 😊)
- Open- ended questions about memories of RH Visit : lots of great feedback here; Curator and staff kudos several times; learning about town Wolfville, “ The Hair Exhibit”
- Top 3 types of heritage experiences from the list given: 1) Walking Tours; 2) Culinary Heritage; 3) Theatre and concerts events

- How community hears about WHS/RH. 1) Social media combined Facebook and Instagram 51%; 2) Word of mouth; 3) Signage
- Membership fees – current structure cited in survey to which 88% think it is “reasonable”
- On volunteering: 83% said No.
- “Other comments” section: lots of great feedback here again, overall positive. Several thanking WHS. Some good ideas for future RH and WHS programs.

Observations

Given the limited free promotion available to WHS for this survey, respondents came in mostly via social media channels to which they already belong. In other words, we were already among an audience where we could expect some interest and a high awareness level of WHS (so 88% not surprising)

If we were able to field this survey more randomly through paid sponsorship on wider social media, news media and use of community signage we likely would have a wider representation of community awareness and interest. But if we consider these 76 as a “focus group” of sorts, it is still a valuable exercise.

The RH experiences mentioned by respondents are typical hallmarks of what makes an experience memorable: great staff and human interactions; relevance (Wolfville is current or new town); oddities (the Hair exhibit!). RH is doing a great job based on these remarks. The Town’s financial investment in WHS/ RH is valuable in terms of telling the Wolfville story to visitors, current and new residents. Given limited resources of WHS/RH staff, if the Town had a staff function related specifically to cultural heritage, we could likely partner to do more to include heritage and history not only for tourism development, but in town planning and communications priorities.

Based on top types of experiences of interest, WHS should continue with its Walking Tours program and expand it potentially. We should also develop culinary heritage experiences beyond the Tea Time at RH; lots of partners here! And with pandemic easing, and if we can engage more volunteers, respondents are encouraging us to get back to theatre and concert events!

The facts that most respondents hear about WHS/RH via social media shows again our limited audience for this survey but also sign of the times. Word of mouth and signage still small town effective! While the Manager/Curator of RH and our student staff effectively use “the socials” from late May – late September, there remains a good amount of time annually where this important function is unstaffed officially. If we are to recruit and refresh a membership program, and stay in our community’s eyes and ears, we need to think about how we can communicate on a more consistent perspective. Can we get partners in the Town or economic development office to help with this especially in the off season?

Similar to the member respondents, the community respondents are largely not interested in volunteering with the WHS. Same observations about the sustainability of the WHS operating model based on volunteerism for RH operations and maintenance year-round, and to fulfill the rest of our mission.

Courtney Harris

May 5th, 2021

Town Hall
359 Main St.
Wolfville, NS
B4P 1A1

To Whom It May Concern,

I want to offer my sincere gratitude and appreciation for the Splash Pad being built in Willow Park. While I understand the significant amount of time, money, and effort that are involved in these projects, I would like you to consider creating a playground that is suitable for toddlers. I envision this could be paired with the Splash Pad. I believe that our community is under-serving our young families with children aged 1-4. I realize that Wolfville currently has playground facilities; however, none are suitable or safe for young children.

I gave birth to my first child during a global pandemic. I feared for her physical health and her social-emotional wellbeing. Due to our community being in lockdown, I was not able to provide social-emotional opportunities for my child that I had planned like community support groups, parent-baby yoga, and public skating to name a few. In fact, my daughter missed out on many recreational opportunities as purchasing any form of equipment was nearly impossible. Basic inexpensive recreational items for toddlers were out of stock like swings, play sets and kiddie pools.

14 Wing Greenwood Playground is an example of a playground designed for children aged 1-4. A toddler playground would benefit the community at large. Many generations of community members could utilize a playground regardless of their socioeconomic status. Social-emotional opportunities in early childhood set the foundation for success in educational settings. Please consider my request to provide this age group with suitable, safe, and accessible recreational opportunities.

Sincerely,

Courtney Harris

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: Community Recreation Proposal
Date: January 12, 2022 1:48:27 PM
Attachments: [image001.png](#)

From: Kelton Thomason <kthomason@wolfville.ca>
Sent: January 11, 2022 5:45 PM
To: Courtney Harris; Town Council <towncouncil@wolfville.ca>; Nick Zamora <NZamora@wolfville.ca>; Dave Taylor <DTaylor@wolfville.ca>; Karen Outerleys <KOuterleys@wolfville.ca>
Subject: RE: Community Recreation Proposal

Good afternoon Courtney,

Thank you for your thoughtful follow-up and your earlier proposal.

Your reference to giving birth to your first child during the pandemic and your observations about what was being missed in that development period did, in an odd way, demonstrate what a terrific mother you are and will be. Sharing that was wonderful to read and nice to know the good things your child has afforded to them.

As far as your proposal, it confirms the direction we are taking in the Town as we consider all our parks and open spaces. This year's upcoming capital budget has a number of park and recreation improvements planned but not specifically a toddlers park development. There are park spaces in the early planning stages for the town and clearly will need to serve our diverse users.

With this, we plan to redevelop, in the coming years, the playground at Willow Park for improved accessibility and to your request, for users from toddlers all the way up! Everyone should enjoy a great park. This will be a large investment and something we can be very proud of. The ongoing development of accessible play spaces are fascinating to follow and I look forward to seeing what we can offer. From my observations, increased accessibility brings many things including spaces that are more universally designed, which can by default create safer spaces for all ages.

In the short term there may be a few things we can do to improve the experiences for you and your child. Happy to discuss if that is something you are willing to do.

Once again thank you. I can assured you, your Town Council is aware and working to make these improvements a reality within the scope of managing budget priorities.

Take care, hug your child, and hopefully we can create some short-term solutions to improve your experiences in our parks and open spaces.

Kelton



Kelton Thomason (he/him)
Director, Parks and Recreation
p 902-599-2441 | e kthomason@wolfville.ca
359 Main Street, Wolfville, NS B4P 1A1
wolfville.ca

From: Courtney Harris
Sent: Saturday, January 8, 2022 5:27 PM

To: Town Council <towncouncil@wolfville.ca>; Kelton Thomason <kthomason@wolfville.ca>; Alisha Christie <achristie@wolfville.ca>; Nick Zamora <NZamora@wolfville.ca>; Dave Taylor <DTaylor@wolfville.ca>; Karen Outerleys <KOuterleys@wolfville.ca>

Subject: Re: Community Recreation Proposal

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am wondering if there is an update on this proposal? I was told it had to be approved during the budget meeting in December so I am wondering where this stands?

Thank you,
Courtney Harris

Sent from my iPhone

On May 5, 2021, at 2:23 PM, Courtney Harris wrote:

Hello,

I have attached a letter for a community recreation proposal I would like you to consider for the town.

Thank you,

Courtney Harris

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: Proposed AT Network project on Highland Ave
Date: December 17, 2021 10:48:16 AM
Attachments: [Letter to Wolfville-ATNetwork.docx](#)

From: ElizabethAnn Mills
Sent: December 17, 2021 9:23 AM
To: Town Council <towncouncil@wolfville.ca>; Devin Lake <DLake@wolfville.ca>
Cc: Lindsay Slade <lslade@wolfville.ca>
Subject: Proposed AT Network project on Highland Ave

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attached is a Word document of the following text:

To the Wolfville Town Council and the Planning and Development Department:

Dear Mayor, Councillors and Director:

After reading about the AT Network project on the website <https://wolfvilleblooms.ca/atnetwork>, and also looking over the website that Lindsay Slade kindly sent to me (<https://nacto.org/publication/urban-bikeway-design-guide/designing-ages-abilities-new/>), I have a few comments that I hope you will take into serious consideration.

The AT project proposes to put fast-moving downhill-running cyclists on the same sidewalk as pedestrians. This sidewalk is used by old people, disabled people, and children trying to walk to school from Skyway and Pleasant Streets (and back again). The project also proposes to remove “a few” old shade trees and replace them with saplings in order to facilitate this scheme.

The map on the AT Network project webpage shows a sidewalk on the west side of Highland Avenue running from Main Street to Catherine Court, and I have been told that if pedestrians are uncomfortable sharing a bike lane they can use that sidewalk. However the map is wrong, the sidewalk only goes from Main Street to the Acadia Divinity College; it is a bit of a slog to continue further south along a deeply rutted path and multiple private lawns, not to mention bypassing fences and hedges that extend to the kerb. Children going to/from school will have to cross Highland Avenue twice, once with a crossing guard at a designated crosswalk and another without. They will still have to contend with speeding bicycles for the remainder of their walk between the Divinity College and the Pleasant/Skyway/Highland intersection.

For a pedestrian who feels vulnerable to sharing a path with fast moving cyclists, the only alternative is going to be to walk all the way over to Gaspereau Avenue and cross at a dangerous pedestrian crossing with very poor sightlines, or to take a roundabout detour of Pleasant Street, Hillside Avenue (with no sidewalk on the upper part), Prospect Street to Highland and cross over with no crosswalk. The old route through the schoolyard is now permanently blocked to public foot traffic.

If the people designing this network cannot even get the map right, I feel I cannot trust much else. The fact that “a few” large older shade trees will be chopped down and replaced with young vulnerable-to-vandalism saplings just does not fill me with confidence. I am a cyclist and a tree-hugger and a pedestrian; this plan just does not strike me as well thought out. I understand that no parent in Wolfville Court has been consulted, nor any property owner along the proposed Highland Avenue bike route, nor the Wolfville Public School.

What happened to the MADD sapling at Highland and Acadia? And numerous other saplings planted over the years on Main Street and elsewhere? Yes, some of them did survive vandalism. It appalls me that it is blithely being proposed that chopping down big healthy shade trees for a questionable bike route that also takes away protected walking space for pedestrians is in some way good for the town, good for the planet, good for people’s health.

I am 73 years old and have an e-bike. I can ride up Highland Ave in the roadway with no problem at all thanks to the e-bike. There is no way on God’s green earth I could ride a regular bike up that street. The idea that older people will take to riding

bikes on Highland Avenue simply because you have turned a sidewalk into a bike path is overly optimistic. The traffic on Highland Avenue does not prohibit the riding of bikes in the roadway, I find it very easy. Taking away safe sidewalk space from pedestrians and cutting down old shade trees in order to do it, is just a horrible thing to do, in my opinion.

The nacto.org website previously referenced lauds creating bike paths as a way to increase physical activity and health. It is a big site so I have not read it all, but I cannot find the part that says turning an existing pedestrian-only sidewalk into a shared bike/pedestrian pathway is a safe or reasonable thing to do. We have citizens in Wolfville who are not able to ride bikes, who are disabled or sight-impaired, and children who are trying to get to school safely. Turning the sidewalk from the Pleasant/Skyway intersection on Highland all the way down to Main Street into a shared pathway of slow moving pedestrians and fast moving cyclists on a downhill run is in my opinion a dangerous thing to do.

I have talked to other cyclists who have told me that the preferred routes up the steep Wolfville Ridge hill are Gaspereau and Kent Avenues. Highland Avenue is not even a suitable bike route!

If the point of this project is to attract tourists who will drive their gasoline-dependent vehicles to this town in order to slog up and down Highland Avenue on their healthy planet-saving bikes, the mind boggles.

If the point of this whole effort is to get people out of their cars and into more physically active forms of transport, please keep in mind that walking is a very legitimate mode of movement and an AT Network should be encouraging foot travel not discouraging it. Leave pedestrian-only sidewalks in place, encourage people to walk, even make it more difficult to use cars by narrowing the roadway in favour of dedicated bike paths. But PLEASE, do not take protected pedestrian space away from us.

With regards and hope that careful research and sanity will prevail,

ElizabethAnn Mills

December 16, 2021

To the Wolfville Town Council and the Planning and Development Department:

Dear Mayor, Councillors and Director:

After reading about the AT Network project on the website <https://wolfvilleblossoms.ca/atnetwork>, and also looking over the website that Lindsay Slade kindly sent to me (<https://nacto.org/publication/urban-bikeway-design-guide/designing-ages-abilities-new/>), I have a few comments that I hope you will take into serious consideration.

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With regards and hope that careful research and sanity will prevail,

ElizabethAnn Mills



From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: General Inquiry
Date: January 12, 2022 3:13:46 PM

From: Laura Morrison
Sent: January 12, 2022 3:00 PM
To: emily swain; Town Council <towncouncil@wolfville.ca>
Subject: RE: General Inquiry

Good afternoon, Emily,

I can advise you that the shop in question is called "Handcrafted With Love" and the owner is XXXX. She is expecting your call.

Good luck!

Cheers,
Laura



Laura Morrison (she/her)
Executive Assistant/Town Clerk
902-698-1338 | lmorrison@wolfville.ca
359 Main Street, Wolfville, NS B4P 1A1
wolfville.ca

DISCLAIMER: This email (and any attachments) is confidential, may be privileged, and is only for the use of the intended recipient. Other use is prohibited. If you have received this email in error, please notify us and delete this message. Thank you.

From: emily swain
Sent: January 11, 2022 9:32 PM
To: Town Council <towncouncil@wolfville.ca>
Subject: General Inquiry

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am hoping someone may have the information I am looking for regarding info on a shop at 456 Main street.

I was in your lovely town not too long ago and noticed the wonderful crafts but no store name. I was hoping to get in touch with the owner as they have a sign 'handcrafters wanted' in the front window.

Anything is appreciated and thank you for your time.

I apologize for the slightly unorthodox request as you all have many things to deal with already.

Sincerely,
Emily Swain

From: [Wendy Donovan](#)
To: [Ruth Bishop](#); [Devin Lake](#); [Town Council](#)
Subject: RE: Town of Wolfville East End Secondary Plan
Date: January 10, 2022 11:58:16 AM

Thank You for your very detailed and well thought out email Ruth. I too think there is much to be excited about in this pending development. I am looking forward to the lowering of covid restrictions so that we can begin a more formal consultation with the public on this secondary planning process. Much food for thought.

Wendy



Mayor Wendy Donovan

Town of Wolfville

p 902-698-6342 | f 902-542-4789 | e wdonovan@wolfville.ca
wolfville.ca

From: [Ruth Bishop](#)
Sent: January 8, 2022 1:12 PM
To: [Devin Lake](#); [Town Council](#)
Subject: Town of Wolfville East End Secondary Plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Wolfville Town Council and Wolfville Planning Department:

I am writing as a resident of Wolfville and really want to express how impressed I am by the Town of Wolfville's East End Secondary Planning Strategy. The Town has clearly spent some time researching and developing the strategy and it includes some clearly defined and commendable principles such as connectivity, social equity, and environmental sustainability. I am also impressed that the Town has shared their plan with residents and given multiple opportunities for citizen input, including Wolfville Blooms.

As a citizen, I would like to offer a few suggestions to ensure that the actual development of Wolfville's East End reflects your lofty goals. Most importantly, I believe that the plan needs to emphasize certain factors in keeping with the Town of Wolfville Climate Action Plan. First, to promote the "urban forest" advocated in the Climate Action Plan, I suggest that you preserve as many of the older trees in the area as possible, including many of the old apple trees (which also preserve some of the area's social history). Second, to ensure that 90% of Wolfville buildings use solar panels by 2050, I recommend that all new buildings have solar panels. I also strongly advocate that the new developments include high density housing only: no single family homes, but instead, row housing, apartments, condominiums, and duplexes. Such development will reduce carbon emissions, make better use of the land available, and at the same time allow higher profits for construction companies. Lastly, I suggest that the development promotes active transportation by including multiple walking trails and separated bicycle lanes.

In order to facilitate connectivity, I strongly recommend that your plan include indoor as well as outdoor recreation and community centres, in which you also try to include businesses. First of all, I believe that you should include at least one primary school or childcare centre in your plan. Not only will the presence of a school attract young families to the area, but it will also provide space for

indoor recreation activities during the winter and could be linked to a community garden (even a rain garden) during the rest of the year. In addition, I recommend that you consider multipurpose buildings (similar to Railtown) which may include residences, businesses, family or seniors' centres, or even a small library.

Thank you very much for the opportunity to share my suggestions with you. I wish you the best of luck with the planning process.

Best regards,

Ruth Bishop