



Committee of the Whole

May 3, 2022

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, April 5, 2022

3. Presentations

- a. TOW Greenspace and Community Resilience – Sarah Lavallee, Acadia Honours Summary

4. Public Input / Question Period

PLEASE NOTE:

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

5. Committee Reports (Internal)

- a. Accessibility Advisory Committee
- b. Planning Advisory Committee



- c. Policing Review Committee
- d. Source Water Protection Advisory

6. CAO Report

7. Staff Reports for Discussion

- a. RFD 013-2022 Community Video Camera Policy
- b. RFD 032-2022 Temporary Borrowings Resolutions – 2022/23 Capital Program
- c. RFD 028-2022 Site Plan Process
- d. IR 007-2022 WBDC Interim Agreement
- e. RFD 009-2022 Virtual Meeting Policy
- f. RFD 030-2022 Parks & Open Space Plan – Terms of Reference
- g. RFD 020-2022 Vending Bylaw

8. Committee Reports (External)

- a. Valley Waste Resource Management (VWRM)
- b. Kings Transit Authority (KTA)
- c. Kings Point-to-Point (KPPT)
- d. Valley Community Fibre Network (VCFN)
- e. Annapolis Valley Trails Coalition (AVTC)
- f. Wolfville Business Development Corporation (WBDC)
- g. Diversity Kings (DK)
- h. Recreation Task Force
- i. Regional Emergency Management (REMAC)
- j. Grand Pre Marsh Body AGM

9. Public Input / Question Period



10. **Adjournment to In-Camera Meeting under *section 22(2)(c)(a) Of the Municipal Government Act.***
 - a. Human Resources
 - b. Land
11. **Adjournment of In-Camera Meeting**
12. **Regular Meeting Reconvened**
13. **Motions from In-Camera Meeting**
14. **Regular Meeting Adjourned**

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: April 11, 2022

Department: Committee of the Whole



Update:

The last meeting of the Accessibility Advisory committee was held virtually on April 11, 2022, the next meeting is scheduled for May 9, 2022.

Director MacLean presented the Accessibility Draft Plan for discussion before presentation to council. The plan will cover years 2022-2026, moving from a three-year plan to a four-year plan. The report card is not yet finished but will be included in the final document. It was agreed to hold off on giving priorities a timeline, as many can take several years to complete.

Design of the final plan was discussed but noted by staff to allow the graphic designer to create the final layout, as they will be looking at it through an accessibility lens and working with a Plain language editor. The front page will be a different color than the first plan for differentiation. The mayor and Chair will each write a welcome message at the beginning of the plan.

A glossary of terms should be added at the end of the Plan for reference, and visuals will be important for highlighting the Plan's gallery of achievements.

Acadia delivered their Accessibility Plan to the province, and it was noted collaboration with the Town of Wolfville is vital when delivering accessible transportation. This will tie in with the town's micro transit review with Kings Transit.

Biographies of committee members were discussed again, and a group picture would be preferential along with names acknowledging each member.

Director MacLean briefly discussed the videoconferencing policy before council, and flexibility is key to this committee, so hybrid form is preferred.

The committee was very happy and proud of the report and a motion was passed for the Accessibility Plan of 2022-2026 be forwarded to council for approval and adoption.

Respectively submitted by:

Jennifer Ingham

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: April 14, 2022
Department: Committee of the Whole – May 2022



- The meeting was held as a fully virtual meeting.
- Public Input included several citizens with comments and questions, primarily about the recent appeal hearing.
- A motion was passed **THAT PAC ASK COUNCIL TO DIRECT STAFF TO REVIEW THE LAND USE BYLAW SITE PLAN PROCESS WITH A VIEW TO CONSIDER INCORPORATING SOME OF THE RECOMMENDATIONS THAT HAVE COME FORWARD AS A RESULT OF A DEBRIEF PROCESS**
- Director Lake provided an overview of the East End Secondary Planning. The reality is the plan is going to take until early fall before it is presented completely to Council.
- Rob LeBlanc from Fathom Studios provided an overview of the Secondary Plan and the pathway they will be following.
- Review provided surrounding the Wolfville Blooms within the Our Community Thought Garden and what has been heard so far from the public.
- An extensive overview of the Land Use and Design was provided and the benefits for the community.
- The Planning Committee needs to make recommendations to Council regarding the site approval process.
- Director Lake advised there is going to be more of a report on the website when the site plan goes on the website that will provide more information.
- Director Lake provided an explanation regarding the different approvals:
As of Right Approval Process – an example is a single residential home, additions to home etc.

Site Plan Process – Staff are working with applicants guided by the LUB and MPS as well as the Design Committee and it is for new builds. This process also allows for appeal and Council acts as the Development Officer.

Development Agreement Process – It is more complicated but has additional consultation build into it. There is more notification to the public involved in this process and there are public hearings. It is outlined in the MGA.

- Next meeting: May 12, 2022 at 4:00 pm

COMMITTEE UPDATE

Title: Policing Services Review Committee

Date: May 3, 2022

Department: Office of CAO



UPDATE: April 22, 2022 Meeting

The Committee met on Friday, April 22nd to review the draft Engagement & Communications Plan to be utilized over the coming year as part of the workplan.

Barb Shaw, Special Projects and Communications, walked the Committee through elements of the Plan including approaches to reach the general community and outreach to specific stakeholder groups. A list of stakeholder groups had been developed at the Meeting held on April 1.

Community engagement will be made up of a combination of outreach efforts that will be promoted and advertised. As well as the digital survey, there will be small in person group meetings, virtual meetings if that is the preference, on a one-to-one basis, all depending on comfort level of the participants. In all instances, the same questions will be asked.

Discussion included points of clarification around the Wolfville Blooms public engagement platform and how outreach to stakeholder groups would be tailored to each group, as well as thoughts on the proposed list of survey questions. Based on discussion it was decided that each Committee member would, by April 29, provide additional feedback to Barb with regard to list of stakeholder group points of contact and proposed survey questions.

The Committee will meet again on May 13th at which time revisions to the Engagement & Communications will be discussed and finalized.

Respectfully submitted by:
Mike MacLean, Acting CAO

COMMITTEE UPDATE

Title: Source Water Protection Committee
Date: March 22, 2022
Department: Committee of the Whole – May 2022



- A very informative meeting with a presentation from Colin Walker from CBCL. Following the presentation there was a fulsome discussion with several questions directed at Colin Walker, Tim Bouter and Alex de Sousa

Part 1, Well & Aquifers in Wolfville.

- Wickwire Well the main source for the Town's drinking water, this well is the purer of the two wells the other being Cherry Lane well. Wickwire Well requires less treatment.
- Wickwire Wellhead is outside, and the Cherry Lane Wellhead is housed inside a structure. Both wells draw water from the same deposit of sand and gravel.
- Acadia University uses geothermal wells, which there are two, one pumps water out of the aquifer that generates heat the second returns the water to the aquifer.
- At the present time hydrogeologist don't feel that the salt water in the estuary interferes with the aquifer. Our increasing salt numbers over the years is most likely from road salt usage.

Part 2, Multi -Barrier Approach includes Source Water Protection

- Protect the source
- Provide treatment – disinfected commonly with chlorine, surface water will require more types of treatment.
- Monitoring & Enforcement
- NSE-Recommended Zones, the idea is that the farther from the Well the level of protect and risk gets lower and lower. Well Site Control Zone (immediately around the well), Zone 1 - 2year travel time, Zone 2 - 5year travel time and Zone 3 - 25year travel time.
- Contaminates following groundwater flow paths can flow vertically as well as horizontally into the aquifer. A barrier blocking (like clay or bedrock) the flow of groundwater is important when assessing flow zones.
- When thinking of source water protection, the source, the pathway and receptor are important to consider when thinking about risk to the wellfield.
- Biologicals are the most concerning if they enter the water system.
- Various approaches are being used to protecting drinking water, they include, education, Cooperative Agreements, LUB and zoning, development agreements and the NSE Protected Water Area.

Water Study_Results

- The study focused on what the capacity of the two wells Wickwire & Cherry Lane and how does it compare to what the Town is using currently and what will be needed in the future.
 - Wickwire well is pretty much at capacity but the Cherry Lane Well can be used when needed.
 - Growth in water use will require the use of both wells, and if one of these wells go down there would be a water shortfall, so a third well is being considered as a backup well, possible locations being considered as well as the logistics.
 - The current 2011 Source Water Protection Policy needs to be reviewed and updated.
-
- Next meeting: June 14, 2022 at 2:30 pm
-



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Earth Day

The Town held its first electric vehicle test ride event on Earth Day, April 22. This event demonstrated that there is a lot of interest in electric vehicles in Wolfville, with more than half of the bookings reserved on the first day the event was advertised. The event also gained a lot of attention with many residents approaching staff to learn more and inquire about future similar events.

The Earth Day events also included a seed swap, the re-launch of the Climate Walk and promotion of the e-bike program, in partnership with the Wolfville Library.

Summer Recreation Opportunities

Staff are hired and all but one of our Earth Leadership Camp weeks are now full, with waiting lists. Registration was swift and positive feedback was received on the topic of the programming options. A request was even made to offer similar programming and format for older adults.

Work is underway for the Summer Music Series. Dates, times and musical guests will be announced shortly. For those who want to play music, the Adult Ukulele program started on April 28 at the Wolfville Rec Centre.

The Woofville Pooch Party

The Woofville Pooch Party is coming together with a schedule of events locked and marketing materials now under review. This new local dog festival will run at Waterfront Park on June 18, from 10 – 4. Staff hope to present to WBDC in the next weeks to increase business awareness and participation in the one-day event.

Town Council Size Survey

Every eight (8) years the Department of Municipal Affairs requires all municipalities in Nova Scotia to survey the public to determine the appropriate size of their local Council. Hard copy (paper) surveys will be mailed with property tax bills and a digital survey has been created for Wolfville Blooms.

Public consultation will also be organized, and Council will be updated as the engagement progresses.

East End Secondary Planning Process

Planning Staff presented an overview of initial work on the East End Secondary Planning and a framework for public consultation (a [‘community workbook’](#)) and next steps to the Planning Advisory Committee (PAC) on April 14. The PAC will act as a steering committee on this project moving forward.

The draft timeline presented to the PAC will be amended to reflect late fall 2022 as a more realistic goal to have the process completed. Staff are working on getting the workbook online to Wolfville Blooms

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and will be sending letters to residents about in-person (and virtual) public engagement that will be organized for a time in late May or June. Council will be updated when the engagement events are finalized.

Wolfville Business Development Corporation

Staff are working with the new WBDC coordinator, Tami McEvoy, on grant applications. The interim agreement with the WBDC will be brought to Council for information at the May Committee of the Whole.

Licensing and Development Efforts

Staff continue to work on reviewing Single Room Occupancies, Short Term Rentals, Business Licensing and stakeholder consultation (including landlords). A pamphlet went out to all residents about these initiatives and Staff are following up by consulting different stakeholders (residents, tenants, landlords, etc). The pamphlet has been effective in generating more interest in people providing feedback. A report will come back through the Planning Advisory Committee on these topics sometime in the next six months, depending on workload pressures.

As better weather approaches, the building season ramps up and planning staff will be increasingly busy working with developers and property owners on development and building permit applications. GIS staff continue to work with the Planning Department to transition to an electronic approach to the building permit process that links to the GIS system. After testing and training in 2021/22, the process will be effectively transitioned completely for 2022/23.

Climate

Staff are recommending the Regional Climate Action efforts be paused until funding sources and a better scope of work and cooperation model can be developed. Municipalities can focus on their own climate action efforts and 'readiness' in the meantime. Staff are working on a climate action volunteer program with [ICLEI Canada](#) that Council will be provided information on in the coming weeks. Other aspects of our Climate Action Plan are being focused on (both mitigation and adaptation) as outlined in the Operations Plan for the coming year.

Active Transportation

Staff continue to work through details of the ICIP Active Transportation application. This grant funding opportunity provides 75 per cent funding to accelerate the ability for the town to leverage budgeted Active Transportation dollars in our capital budget and help to build-out a town network of enhanced mobility options. More details will come to Council on this once work is complete.

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Zoom and Teams

Information Technology staff continue to work on options for hybrid meetings for all committees. Currently the Zoom platform is used for COW and Council, but Teams is frequently used for Committees.

Finance updates

Year end audit work has started, with Finance staff uploading working papers to the audit firm's client web portal. The majority of hours in May will be focused on finalizing the 2021/22 financial records, preparing all required working papers and prepping draft financial statements. This typically takes around 160 hours of effort.

PVSC has received a higher than usual number of assessment appeals for Wolfville, both in number of appeals as well as dollar value being challenged. Finance staff will be reviewing the results of appeals as they occur to determine whether there will be a material impact on the 2022/23 financial results of the Town. It should be noted the budget provided for \$1 million in taxable assessment losses on appeals.

Finance staff continue to work on a update to the procurement policy, with the Audit Committee having a second review of the draft document as it's April 29 meeting.

Freedom of Information Protection of Privacy

Staff currently have three (3) active FOIPOP files. One relates to an appeal to the Nova Scotia Supreme Court on a 2016 decision, one relates to a development in Town, and one relates to a general inquiry from a media outlet.

SWITCH Wolfville

With the Switch Program effectively fully subscribed for the FCM loan program, staff will be working with PACE Atlantic reps to contact properties within the "off-oil" zone that might qualify for the grant portion of the FCM program.

Accessibility

The Accessibility Advisory Committee met in April and approved a draft update of the Accessibility Plan to move forward to Committee of the Whole. Depending on available staff resource time, this 2022-2026 version of the Plan will come to COW in June.

Once approved by Council a formal document will be vetted through a plain language editor, and graphic design consultant, to produce the finished copy of the updated Plan.

Proposed Community Video Camera Pilot Project

Communication with residents and stakeholders continues through Wolfville Blooms and emails to staff and Council. The office of the CAO hosted two separate virtual engagement sessions to answer questions and listen to feedback from the public.



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There has been a significant amount of media interest in this topic and Mayor Donovan has completed multiple interviews on the subject.

Capital Project Updates:

- Salt Shed: awarded to Howard Little Excavating, with construction underway
- Highland Avenue Reconstruction: awarded to Gary Parker Excavating, with construction anticipated to start in May
- Traffic Line Marking: awarded to Provincial Pavement Markings, with work to take place in May
- Asphalt Supply (mill and pave): awarded to Dexter Construction, with work to take place throughout the summer
- 3-ton plow truck: tender closing on April 28
- University Avenue Water Transmission Line (from Park Street to Skyway): to be tendered in May
- Electric compliance vehicle: to be tendered in May

Additionally, the ICIP funding application for phase 2 of the sewer treatment plant upgrade has been submitted to the Province and the tender package for reinstatement of the Public Works Building will be issued by the end of this month.

Highland Avenue

Beginning on or around May 9, Gary Parker Excavating will begin street reconstruction work on Highland Ave. The main scope of the project (noted as Phase 2 and 3) consists of full reconstruction of sanitary and storm sewers, water main, sidewalks (including construction of the new active transportation corridor), road paving, and concrete curb and gutter.

Sidewalks within the phase 1 areas completed previously will be enhanced to meet the new AT standard, so pedestrian access will be limited as required.

Project communication is underway, including dialogue with Acadia to ensure Acadia’s graduation ceremonies are not impacted.

Upcoming Events and key dates

- Interim property tax bills are being finalized and will be issued by end of April, due May 31.
- May 9 – potential start date for Highland Avenue construction
- Woofville Pooch Party – June 18
- Prom Parade – June 23

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- Touchdown Atlantic Game - July 16 at 2:00 pm
- Mud Creek Days - July 22-24

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Title: Community Video Camera Pilot Project
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Department: Office of the CAO



SUMMARY

Community Video Camera Pilot Project

As discussed at the December Committee of the Whole meeting, the Town is proposing a video camera pilot project as one of many layers of responses to on-going reports of property damage to Town and private property and to on-going nuisance party by-law infractions. This pilot is intended to be a two year pilot project, with a full evaluation and determination of long term requirements at the end of the two years.

Property damage includes the on-going removal of street blades/signs and traffic signs, which pose on-going safety risks to both residents and visitors. Residents have also reported an increase in property damage including damage to cars, theft of patio furniture, business signs and on-going vandalism.

Last summer and fall, as part of the “Good Neighbours Make Great Neighbourhoods Pilot,” messaging placed in a close to campus neighbourhood established community expectations. As Council is aware, this crime prevention through environmental design pilot was not successful and the property damage and calls for enforcement have continued.

An Information Report (IR 008-2021) came to Committee of the Whole in December, which outlined the steps staff would take to mobilize this project including drafting a policy for Council’s consideration, undertaking communications with property owners and the development of draft signage.

The attached draft policy outlines how the video footage at the 11 proposed locations will be collected, stored, and how it can be accessed in cases of alleged criminal activity. The policy also speaks to signage and the disposal of footage.

The draft policy was created after reviewing the policies used by other Towns and Municipalities in the region and with local RCMP. The Town’s legal team has also reviewed the policy.

As outlined in the policy, **the cameras will not be used for monitoring**. Footage will only be viewed if there is a report of a crime or a report outlining the violation of a by-law.

For Council awareness, an estimated 30 – 50 street blades have been replaced at a cost of approximately \$12,000 in the past year.

DRAFT MOTION:

That Council approve the attached Community Video Camera Policy (215-004).

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1) CAO COMMENTS

The CAO supports the recommendations of staff. The installation of video cameras in key locations is intended to be one tool in a multi-faceted approach to address negative behavioural concerns in several key areas within the Town of Wolfville.

Staff have attempted to address the concerns that have been expressed through the consultation process over the past few weeks in the draft policy that has been presented. Should Council wish for additional information or further consultation prior to determining whether to support the draft policy, either as drafted or with amendments, this item could be carried over to a future Committee of the Whole meeting to allow for this additional information gathering.

Since December, and as discussed during the 2022-23 Operations Plan and Budget process, the pilot is now for a two-year period (initially was projected to be for 6 months however the supplier adjusted the pilot term) and an additional camera has been added to Main Street in the downtown core from the original map. At the December meeting there was a suggestion that an additional camera on Westwood may be appropriate and there has been a further request from a member of the public for an additional camera to be installed on Balcolm/Main. Council can provide direction should they feel additional cameras beyond the proposed eleven locations be warranted, either at these locations or in alternative locations.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act - <https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf>
- Nova Scotia FOIPOP - <https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>
- OIPC Nova Scotia Video Surveillance Guidelines - [https://oipc.novascotia.ca/sites/default/files/publications/Video%20Surveillance%20Guidelines%20\(16%20March%202017\).pdf](https://oipc.novascotia.ca/sites/default/files/publications/Video%20Surveillance%20Guidelines%20(16%20March%202017).pdf)

3) STAFF RECOMMENDATION

That Council approve the motion as presented.

4) REFERENCES AND ATTACHMENTS

- IR 008-2021 Video Camera Pilot (December 7th, 2021, COW)
- Map of video camera proposed locations
- Part 20 – Freedom of Information and Protection of Privacy, of the Municipal Government Act
- Form 1 – Application for Access to a Record

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- Bible Hill Security Camera Policy - <https://www.biblehill.ca/policies/447-security-camera-policy/file>
- Lunenburg Video Surveillance Policy- https://www.modl.ca/index.php?option=com_docman&view=download&alias=6756-modl-policy-089-video-surveillance-2020-11-24&category_slug=policies&Itemid=1070
- Municipal Government Act - <https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf>
- Nova Scotia FOIPOP - <https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>
- OIPC Nova Scotia Video Surveillance Guidelines - [https://oipc.novascotia.ca/sites/default/files/publications/Video%20Surveillance%20Guidelines%20\(16%20March%202017\).pdf](https://oipc.novascotia.ca/sites/default/files/publications/Video%20Surveillance%20Guidelines%20(16%20March%202017).pdf)

5) DISCUSSION

At the December COW meeting staff committed to operationalizing the pilot project by:

- 1) Undertaking community consultation and addressing any concerns, where possible, prior to the start of the pilot;
- 2) Bringing back a Video Camera Policy for Council's consideration; and
- 3) Finalizing a signage plan for all video camera locations.

Purpose of Project

Staff feel that video cameras can do two main things.

- (1) **that the cameras can act as a behavioural speed bump.** A bit of stimulus in the moment to make someone stop - before they steal a street sign or key a car; and
- (2) **that the cameras can help with accountability.** If you ignore the behavioural speed bump and go ahead and steal a sign you will be on video and then, we hope, there will be accountability.

It is important to note that this initiative is one of many that are proposed to attempt to address some of the behavioural concerns within Town. The video cameras represent one option the Town can try to support other community-based efforts through our partnerships with Acadia, ASU, RCMP and the Good Neighbours Group. The pilot will be evaluated at the end of the two years and if not successful, the Town will continue to try other initiatives to attempt to alleviate the concerns that have been expressed.

During our engagement sessions we had some valuable suggestions on things we can try including:

1. Communicate with everyone - especially with people you don't know and especially in person and not just on social media.
2. Make people feel welcome.

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3. Remember to keep it social when it comes to alcohol (and drugs) and if you are not keeping it social - invite your friends to help you stay out of harm's way.
4. Use empathy.

There are also other, Town-led ways residents can get involved and help with this situation. The Town is currently working with community partners and stakeholders on an alcohol strategy for our community. We are also in the first stages of a policing review, and we will need community input and involvement in this process. If people are interested in getting involved, www.wolfvilleblooms.ca is the place to start. Project information is posted there.

It is also important to note that Town staff have also been working on and reviewing land use matters like single room occupancies, business licensing for landlords and increasing fire and life safety inspections of local properties. Compliance staff have also been granted Special Constable status and can issue summary offence tickets under the Town's Nuisance Party By-law.

Community Consultation

The proposed community video camera pilot project has been brought to the Community Harmony (Teams) group, to the Alcohol Harms Reduction/Community Alcohol Strategy Working Group, to the Good Neighbours Group (based in the project area), business owners have been engaged in dialogue and our partners at the ASU and Acadia received advance notification and were engaged in dialogue regarding the proposed pilot. These partners were also asked to help communicate this proposal through their networks.

On April 11, a direct mail notification was sent to property owners in the project neighbourhood and project information was published on the Town website and shared through social media (Twitter and Facebook). These notifications included an invitation to attend one of two virtual engagement sessions where questions could be asked and where staff would listen and document feedback. The sessions were hosted on April 20 at 2pm and April 25 at 6:30pm.

The project has been featured on Wolfville Blooms, again, allowing for questions and feedback and the press has taken an interest, with coverage on major networks, like CBC and Global News. Emails and phone calls have also come to staff, with questions and comments.

Below are a few of the common concerns/feedback we have received:

- Concerns about facial recognition
 - o This is not a feature on the current proposed video cameras.
- Distrust in the RCMP
 - o Do we have commitment from the RCMP that the potential evidence will be used to open an investigation?
 - o Bias in policing

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- How do we know if this will be successful?
 - o Since this is a pilot project, we will not know if it is successful until the two-year term is complete.
- Reactionary / problem will not be solved with cameras
 - o Cameras are not the solution but could play a part in getting there. It could take many different solutions to aid this issue.
- Acadia and local businesses use surveillance/security cameras
 - o Why is there not equal concern about Acadia using security/surveillance cameras?
 - o Acadia's policy allows for covert use of cameras
- Something needs to be done – last straw with residents
 - o Some residents who have been living in Wolfville for a number of years, have been dealing with these matters for a long time. Some feel that this pilot is picking at the remaining straws in hopes that it'll work.

For the full report, please see Attachment B.

Video Camera Policy

The drafted Policy is compiled from research done around other municipalities and their video camera policies, such as Bible Hill and Lunenburg. It outlines the intended usage of the cameras, their locations, who would have access, and their retention period. A few key points this Policy outlines is:

- **Privacy:** These cameras are **not** actively monitored, only viewed upon a report of an alleged crime or violation. The locations of the proposed video cameras are determined by previous safety and/or security concerns. The camera system shall, to the extent possible, be focused on the location as having safety or security concerns.
- **Signage:** If this policy is adopted, where a camera system is permanently installed on Town Property, there will be signage posted in a conspicuous area in proximity to the system, advising that the area is being captured by video cameras.
- **Authorization:** Viewing of camera footage shall only be performed by the authorized personnel by the CAO to operate surveillance equipment and access live or recorded material.
- **Third-Party Access:** Third parties may request access to digital recordings by submitting an application pursuant to Part XX, Freedom of Information and Protection of Privacy, of the MGA

The draft policy has been reviewed by legal.

Signage

As noted, signage would be placed in proximity to where a permanent video camera is installed. Below is an example of what the sign would look like.

Legal has been consulted and made recommendations to add the reasons why, and a contact number.

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The proposed cameras would be installed on our previous existing street-light fixtures. By doing this, the video cameras would be very difficult to reach, so theft or vandalism should not be a concern.



6) FINANCIAL IMPLICATIONS

- Staff have received a final proposal from LED Roadway Lighting and cameras will cost \$72/month/device/location. (Originally \$80/month/device but offered a 10% discount)
- In the past, due to vandalism and theft, the Town has replaced many street signs, and blades. This totaled approximately \$12,000 in less than one year.
- Within the two-year term, once the 4K cameras are available from Livable Cities, we will be eligible for the upgrade with free installation.
- This project will be supported by the CAO's budget

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- We have consulted with LED Roadway Lighting who would be the provider of the cameras for the 2-year term. At the end of the pilot, there is possibility to change providers if desired.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity – Crime prevention is important to our business community. Recently, there have been reports of vandalism to our local businesses in Wolfville.
- Social Equity – Everyone who chooses to live in Wolfville has the right to a livable and safe community. With the theft of street blades, this put our residents in danger of not receiving emergency care due to First Responders not being able to find civic addresses.
- Community Wellness – A calm, livable neighbourhood, free from crime, will increase wellbeing of Wolfville’s residents.

8) COMMUNICATION REQUIREMENTS

If the Policy is approved and the pilot project launches, we will continue to update the community through all regular communication channels, including our website, social media, and through the electronic newsletter. Signs will be posted by the actual cameras.

Based on direction from Council, staff will communicate next steps, key decisions, make policy available and continue to receive input.

9) ALTERNATIVES

Council can amend or not approve the attached policy.

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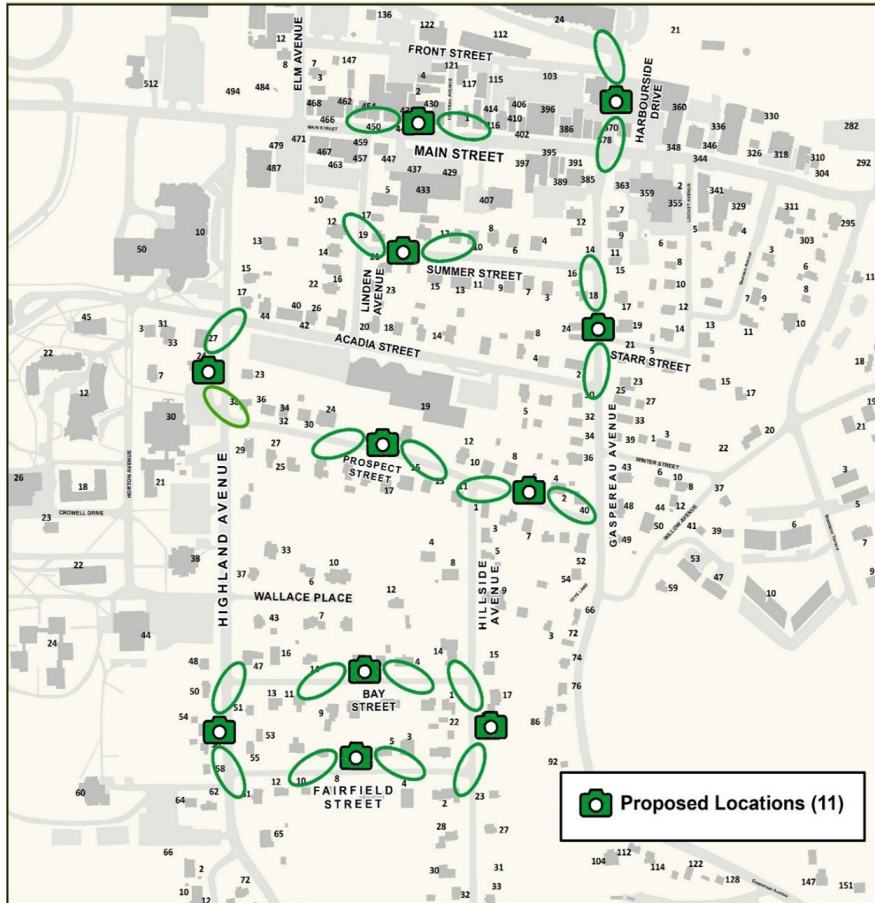
Title: Community Video Camera Pilot Project

Date: 2022-05-03

Department: Office of the CAO



Appendix A – PROPOSED CAMERA LOCATIONS



REQUEST FOR DECISION 013-2022

Title: Community Video Camera Pilot Project

Date: 2022-05-03

Department: Office of the CAO



Appendix B – WHAT WE HEARD SUMMARY

Staff have pulled the following thematic comments from all engagement and communications received. These are presented in no specific order.

1. Privacy concerns

- Concern over the monitoring of public spaces
- Intrusion into public life
- People mention this feels targeted towards students
- “I understand it’s just going to be pointed toward the sidewalks and streets sides, but that’s still an invasion of privacy.”

2. What kind of message does this send/ how does this impact Wolfville’s reputation?

- Not a welcoming approach to incoming students or other potential residents
- Seems to be targeted at off campus students

3. Facial Recognition

- Concerns raised about facial recognition

Staff note: These cameras will not have this feature and would require legal input and policy review in order to incorporate it.

4. RCMP Distrust/ impact to equity/ impact to racialized populations

- Do we have a commitment from RCMP that they will use the footage to do an investigation?
- Targeting the Black community or any cultural group
- Bias in policing
- “Why more policing and not communications?”
- People have felt in the past, when there was video camera evidence of a crime being committed, the police did not do the proper investigation and this resulted in no fines being given, and no one being held accountable.
- How will the Town ensure these cameras are not used in a way that furthers the over-policing of low-income folks? Security systems such as cameras tend to disproportionately harm low-income people.
- “Never in my community development education or professional work has greater policing been discussed as a solution for community development and in fact has been discussed as causing more problems.”

REQUEST FOR DECISION 013-2022

Title: Community Video Camera Pilot Project

Date: 2022-05-03

Department: Office of the CAO



5. How do we know if this is successful?

- Many questions raised about whether this will be successful and how we will measure or evaluate the results

Staff note: Since this is a pilot project, we will not know if it is successful until the two-year term is complete. If this policy is passed and adopted, at the end of two years, we will view the number of charges laid, criminal activity, vandalism, theft, and costs of repairing town property.

6. Root causes

- Alcohol is part of the problem
- “If people feel a sense of ownership over a space, they are more likely to protect it, this includes the homes that they rent.”
- If students are treated like outsiders, they will act out
- “If they are old enough to be on their own, attending university, living on their own, they should know the difference between right and wrong. Not vandalizing people property or urinating on people’s lawns.”
- Male trauma is the root cause
- You need to examine the root cause

7. Fit with the policing review

- “Why is this decision being made before the policing review? I believe it should be made after.”

8. Will this make the situation worse

- Many comments suggest a belief that greater policing or surveillance would cause the situation to be worse.

9. Community building is underway

- “We host neighbourhood BBQs so that students and residents can get to know each other.”

10. Why are the cameras only being proposed for “low-income areas”

- “A lot of them are pointed towards predominately low-income areas and I’m concerned about what narratives this is setting for us as a community.”
- “Right now, this looks like we are continuing the policing of low-income areas, which we know across the board as increased equity issues.”
- Long-time residents in the project neighbourhood suggest they are not living in a low-income neighbourhood

11. Reactionary / problem will not be solved with cameras

REQUEST FOR DECISION 013-2022

Title: Community Video Camera Pilot Project

Date: 2022-05-03

Department: Office of the CAO



- People feel this is a reaction to a problem, and not a solution
- It would take many different solutions to aid this problem
- Cameras will not be the solution, but they could play a part in getting there

12. Acadia and local businesses use surveillance/security cameras

- Why is there not equal concern about Acadia using security/surveillance cameras
- Acadia's policy allows for covert use of cameras
- Positive feedback from business owners regarding use of security cameras
- Request from local businesses and collectives for the use of security cameras

13. Scope creep

- "Cameras have been known to be subject to 'scope creep', they get installed for one reason, and then over the years what the footage can get used for, it starts to get watered down and broaden, and that is related for potential misuse and abuse. "
- RCMP trust issues noted

14. Something needs to be done – last straw with residents

- Some residents who have been living in Wolfville for a number of years, have been dealing with these matters for a long time. Some feel that this pilot is picking at the remaining straws in hopes that it'll work.
- "If this doesn't go forward, what is next?"
- Traumatic for residents and students (younger residents) to have to live with the impacts of crime and vandalism
- Residents outside of proposed project area also want cameras on their streets

15. How do we help residents connect?

- Suggestions were made by guests at the virtual session that there need to be more Town and Acadia events, where both come together so new/current students and permanent residents/people in the town get the chance to connect
- More outreach, open engagement with the residents and students living on and off campus
- Be welcoming
- Use empathy

16. Hours of operation for cameras

- If these cameras had to be put up, why not make the hours of operations when the most activity happens? From 11:00PM - 06:00AM?
- This would be ineffective for "party weekends" or event weekends where there is activity starting in the morning and lasting all day

17. Lower the drinking age

REQUEST FOR DECISION 013-2022

Title: Community Video Camera Pilot Project

Date: 2022-05-03

Department: Office of the CAO



- If the drinking age was lowered, it would allow for a large population of students (mainly first years) the ability to go to the local pubs and bars with friends. Since they cannot, they are limited to house parties

18. General project feedback

- Acknowledgement that there is an issue, and it impacts some more than others
- Agreement that something needs to be done, but the approach of surveillance/policing is not correct
- “The cameras will NOT help me with my issues – noise, fireworks, and an excess of cars on rental properties – but if they help my Neighbours save tax dollars, I support them. After all, one thing many of the speakers failed to note is that it is we, the permanent residents, who pay the taxes.”
- Don’t want to need video cameras, but if it’ll help the situation, then they are willing to give it a try
- People understand the damage and vandalism, theft, or aggression that has been shown in the past, and no one agrees that it is acceptable. If video cameras are the next step in resolving these issues, then why not give it a chance.
- “Postpone the decision until the Town has done more work, and especially until the Town finishes the policing review.”
- Need more consultation over the summer with professionals/experts
- “I wanna live in a place where everybody respects each other.”
- Students, part-time residents, permanent residents, all would like to be treated with respect
- These cameras captured after the crime has been committed, it does not relate to the root causes as to why they are happening
- These cameras could be used for more than just a deterrent for vandalism, theft, and other crimes. Used for Town Bylaw infractions such as Winter Parking Ban, Property Minimum Standards, and in worst case, Motor vehicle accidents, hit and runs, etc.
- Audio could be helpful, to capture the verbal assault or loud noises



POLICY

Community Video Camera Policy

Community Video Camera Policy	
Policy Number: 215-004	Supersedes Policy Number: Not Applicable
Effective Date: 2022-XX-XX	Approved by Council Motion Number:

1.0 Purpose

Providing procedures for the effective management of video surveillance by the Town, so that employees, members of the public, and Town property are safer and more secure. This includes preventing and deterring crime, identifying suspects, and gathering evidence, while minimizing privacy intrusion. Cameras are not actively monitored, only viewed upon report of a crime or violation.

2.0 Scope

This Policy applies to all those within the Town of Wolfville, citizens and employees, who live, visit, or are passing through the pilot area

For the purpose of this Policy, the Towns property includes all streets and public places within the pilot area.

3.0 References

- Part 20 – Freedom of Information and Protection of Privacy, of the Municipal Government Act
- Part 20 - Freedom of Information and Protection of Privacy, of the Municipal Government Act Form 1 – Application for Access to a Record



POLICY

4.0 Review of Policy

5.0 Definitions

- 5.1 **“authorized personnel”** means the personnel authorized by the CAO to operate surveillance equipment and access live or recorded material.
- 5.2 **“camera system or system”** means security camera equipment, including cameras, monitors, and associated control and storage equipment that allow for remote viewing of images and/or audio captured within the field of vision of the cameras.
- 5.3 **“CAO”** means the Chief Administrative Officer of the Town of Wolfville.
- 5.4 **“contractor”** means a corporate entity or an individual performing work on behalf of the Town under contract.
- 5.5 **“digital recordings”** means the images, data, and associated records created and retained because of the Town’s use of a camera system.
- 5.6 **“employee”** means any person categorized as permanent, term, full-time, part-time, casual, contract, seasonal, temporary, or student worker in the employ of the Town, as well as volunteers.
- 5.7 **“MGA”** means the Municipal Government Act.
- 5.8 **“personal information”** has the same meaning as defined in Part XX of the MGA.
- 5.9 **“secure”** means to copy a portion of digital recording to an external storage device such as a hard drive or flash drive.
- 5.10 **“Town”** means the Town of Wolfville.
- 5.11 **“Town property”** means any real property owned or leased, and operated directly by the Town, including buildings, parks, and recreational facilities.

6.0 Installation

- 6.1 The decision to install a camera system or systems in the Town of Wolfville shall be made by Council.
- 6.2 When considering the installation of a camera system, the following criteria shall be considered and documented by the CAO or delegate.
 - 6.2.1 The existence of demonstrated and significant safety and/or security concerns at the location, or at similar locations to the location, where placement of the camera system is being proposed.
 - 6.2.2 What measures, other than the installation of a camera system, are available to addresses identified safety or security concerns.
- 6.3 Signage



POLICY

- 6.3.1 Where a camera system is permanently installed on Town Property, the CAO or delegate shall post signage in a conspicuous place in proximity to the system, advising that the area is being recorded by a surveillance system.
- 6.3.2 Notwithstanding paragraph 6.3.1, if a sign cannot physically be posted in a conspicuous place in proximity to the camera system, it shall be posted in the general vicinity.
- 6.3.3 Where several camera systems are placed in a location, it shall be sufficient to display a single sign in a conspicuous place at or near the entry point advising those entering the location that it is being recorded by a camera system.
- 6.4 A camera system shall, to the extent possible, be focused on the location identified as having safety or security concerns.
- 6.5 To the extent possible, video displays of digital recordings should not be located such that the public or unauthorized staff may view the images.
- 6.6 Camera systems may operate at any time in a twenty-four-hour period.
- 6.7 The CAO shall maintain an inventory of all camera systems under control of the Town.

7 Use of Digital Recordings

- 7.1 Digital recordings obtained through a camera system may be used by the Town to:
 - 7.1.1 Enhance the safety and security of employees, contractors and members of the public who are on Town property
 - 7.1.2 Safeguard Town property and other assets
 - 7.1.3 Detect and deter criminal activity by providing law enforcement agencies with evidence related to possible unlawful activities
 - 7.1.4 Undertake internal investigations, as authorized by the CAO or delegate.
- 7.2 The CAO or delegate may secure digital recordings from an identified time and location for any of the purposed set out in paragraph 7.1.

8 Viewing of Cameras

- 8.1 Viewing of video footage from the camera systems shall only be performed by authorized personnel.
- 8.2 Viewing of recorded footage shall be based on suspicious behavior, not individual characteristics. Authorized personnel will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, or disability.
- 8.3 Personnel who violate guidelines set out in the Policy shall be subject to



POLICY

disciplinary action up to and including termination and possibly legal action where appropriate.

9 Control of Digital Recordings

- 9.1 The CAO or delegate is responsible for the digital recordings applicable to this policy within the Town's custody and control.
- 9.2 Camera system recording equipment shall be located such that only individuals authorized by the CAO may access the equipment.
- 9.3 The CAO may designate employees or contractors who are authorized to access the camera system and digital recordings for the purpose of:
 - 9.3.1 Viewing of a given location
 - 9.3.2 Retrieving, downloading, viewing, and/or securing a digital recording; and
 - 9.3.3 Performing maintenance and repairs on the system
- 9.4 The CAO or delegate shall maintain a list of authorized individuals designated pursuant to paragraph 9.3.

10 Third-party Access to Digital Recordings

- 10.1 Third parties may request access to digital recordings in the following manner:
 - 10.1.1 An application pursuant to Part XX, Freedom of Information and Protection of Privacy, of the MGA
 - 10.1.2 As part of a legal actions against the Town; or
 - 10.1.3 By way of a court order or otherwise as provided for by law.
- 10.2 Law enforcement personnel may request access to digital recordings for law enforcement or investigate reasons by contacting the CAO.
- 10.3 A third party who is given access to digital recordings may be required to acknowledge his or her duties, obligations, and responsibilities with respect to the confidentiality, use, and disclosure of the digital recordings in writing.
- 10.4 Any unauthorized access to digital recordings or the camera system shall be reported to the CAO for investigation.
- 10.5 Any employee who provides digital recordings to unauthorized parties, either because of intentional wrongful disclosure or disclosure caused by negligence, may be subject to disciplinary action, up to and including dismissal.
- 10.6 Any contractor who provides digital recordings to unauthorized parties, either because of intentional wrongful disclosure or disclosure caused by negligence, may be subject to termination of their contract and/or legal action.



POLICY

11 Retention and Disposal of Digital Recordings

- 11.1 The CAO may develop retention periods establishing the length of time digital recordings are to be maintained and may develop different retention periods for those digital recordings secured under paragraph 7.2.
- 11.2 Digital recordings that have been secured due to a request pursuant to paragraph 10.1 shall be retained in accordance with the legal and records management requirements of the request.
- 11.3 Notwithstanding paragraph 11.1, where digital recordings that have been secured in response to a request pursuant to paragraph 7.2 are subsequently used to make a decision that directly affects an individual, they shall be retained for a minimum of one year.
- 11.4 Digital recordings for which no request to secure has been received by the CAO or delegate, shall not be retained for longer than 7 days. A camera system may record over such existing recording.
- 11.5 Secured digital recordings shall be disposed of in a manner that ensures that personal information is erased and cannot be retrieved or reconstructed. Disposal methods may include shredding, burning, or erasing depending on the type of storage device.

DRAFT

CAO or Town Clerk

Date

REQUEST FOR DECISION 032-2022

Title: Temporary Borrowing Resolutions – 2022/23 Capital Program

Date: 2022-05-03

Department: Finance



SUMMARY

Temporary Borrowing Resolutions (TBRs) - 2022/23 Capital Program

This RFD deals with the **annual process** required each year by municipalities planning to use long term debt as part of their **funding source for their capital budget**. Permanent long term debt (debentures) can only be put in place after completion of the capital projects in scope and the Temporary Borrowing Resolution (TBR) provides the mechanism to have temporary debt to cover the cost until the first opportunity arrives to put in place a fixed term debenture. The TBR also provides the mechanism by which the Minister of Municipal Affairs and Housing approves a municipality’s use of long term debt. Without the Minister’s approval, a municipality may not access long term debt for capital funding purposes.

Depending on the projects in any given year, there may be a need to identify two subtotals, one for the Town operation and one for the Town’s Water Utility operation. The 2022/23 year includes both Town and Water infrastructure borrowing requirements.

DRAFT MOTION:

That Council approve the attached Temporary Borrowing Resolutions;

• TBR #22/23-01 Various purposes Town	\$1,425,000
TBR #22/23-02 Water Transmission & Distribution	<u>\$ 386,000</u>
Total Borrowing	<u>\$1,811,000</u>

to cover loan facilities with the Bank of Montreal until such time as the short-term loans are replaced with debenture borrowings as per the 2022/23 Town Capital Budget, Ten Year investment Plan (CIP), and 2022/23 Water Utility Capital Budget.

REQUEST FOR DECISION 032-2022

Title: Temporary Borrowing Resolutions – 2022/23 Capital Program

Date: 2022-05-03

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

NS Municipal Government Act (MGA) Section 66, 88 & 92

3) STAFF RECOMMENDATION

That Council approve the TBR requirements for the 2022/23 capital budget season to ensure previously approved funding is in place in a timely manner.

4) REFERENCES AND ATTACHMENTS

- TBR 22/23-01 Town (attached)
- TBR 22/23-02 Water Utility (attached)
- 2022/23 Operations Plan, including Ten Year Capital Investment Plan (2022/23 funding page)
- Water Utility Capital Budget (funding page)

5) DISCUSSION

Annually this is a housekeeping matter as it relates to capital purchases/projects previously approved by Council as part of the budget process. In this case it relates to the 2022/23 Budget approved on March 15th. The budget motion details capital funding sources, including long term debt.

The **TBR forms the first required step** in the process by which Town's obtain debenture funding through the NS Municipal Finance Corporation (MFC). It also becomes part of the paperwork required by the Bank of Montreal to set up the temporary loan facility. The TBR template issued by the Department of Municipal Affairs and Housing is a standard form with a twelve month term.

The budget plan is to replace the TBR funds with 15-20 year debenture proceeds (in accordance with Town Policy on capital asset funding). Based on our expected capital financing, the Town's total debt repayments over the next 4 years, page 71 of Operations Plan, (excluding Water Utility that functions with its own debt ratio) will be approximately:

2021/22	\$852,100	(7.9% DSR based on own sourced revenue of \$10.75 million)
2022/23	\$835,000	(7.6% DSR)
2023/24	\$927,200	(8.3% DSR)
2024/25	\$1,010,000	(8.9% DSR)

REQUEST FOR DECISION 032-2022

Title: Temporary Borrowing Resolutions – 2022/23 Capital Program

Date: 2022-05-03

Department: Finance



Note interest assumption utilized for the debenture funding included 2.75% rate over years 1-5 and 3.5% for years 6-10. Last years debenture rates were approximately 2.5%. The 2023/24 budget process will likely see the need to increase the estimated cost of debt, i.e. interest rates. For this 2022/23 year, the 2.75% estimate should still be reasonable.

Our total own source revenue is budgeted to be just \$10.75 million for 2022/23 (total revenue less school board funding, corrections and regional housing, and provincial/federal grants). As demonstrated by the debt service ratio calculations, the town's debt costs are well within the capacity of town to manage. This should not be unexpected given Council reviews this information annually as part of the budget setting process. Note by the end of the Ten Year Capital Investment Plan the DSR is likely to reach 15% based on current funding framework. As staff are able to secure external funding sources (grants, capital contributions) in coming years, the DSR should not rise as dramatically.

The Town's ability to take on the approved capital budget debt funding is reflected in the draft provincial financial indicators which notes Wolfville's Debt Service Ratio at 7.3% which is half of the provinces required benchmark of 15%.

Once Council approves the TBR's, the following occurs:

- Town related TBR (22/23-01) goes back to Dept. Municipal Affairs and Housing (DMAH) for Ministerial approval.
- Water utility related TBR 22/23-02 goes back to DMAH, but awaits UARB approval of the Water Utility Capital Budget before Ministerial sign off.

By using two TBR's, there can be a quicker turnaround from DMAH for at least the Town portion of work.

6) FINANCIAL IMPLICATIONS

Financial implications are one of the factors reviewed during the budget process and considered by Council before budget approval in March. As noted above, the resulting debt ratios indicate the Town's ability to manage the debt load approved by Council remains stable for the next 4 years.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable as this RFD is a **required step** for projects already approved in the 2022/23 Operations Plan, including Ten Year CIP

8) COMMUNICATION REQUIREMENTS

REQUEST FOR DECISION 032-2022

Title: Temporary Borrowing Resolutions – 2022/23 Capital Program

Date: 2022-05-03

Department: Finance



There will be formal communications with external sources in two areas:

- With DMAH to obtain Ministerial approval;
- With BMO to arrange our line of credit renewal based on the approved TBR amounts

9) ALTERNATIVES

No true alternatives exist as these TBR's relate to previously approved capital project funding. Not approving the TBR's would require putting major portions of the 2022/23 Capital Budget on hold pending identification of other funding sources.

**MUNICIPAL COUNCIL OF THE
TOWN OF WOLFVILLE
TEMPORARY BORROWING RESOLUTION** TBR #2022/23-01

Amount: \$ 1,425,000

Purpose: Capital Budget Projects

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the
TOWN OF WOLFVILLE, subject to the approval of the Minister
of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the TOWN OF WOLFVILLE has
adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are
so authorized to expend funds for capital purposes as identified in their capital budget; and

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the
TOWN OF WOLFVILLE borrow a sum or sums not exceeding
One Million, Four Hundred Twenty Five Thousand Dollars (\$ 1,425,000) for the
purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the
TOWN OF WOLFVILLE to such an amount as the Council
deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act
and that a sum or sums not exceeding One Million, Four Hundred Twenty Five Thousand
Dollars (\$ 1,425,000) in total be borrowed from time to time from any chartered bank or trust company
doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the
approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read
and duly passed at a meeting of the Council of the
TOWN OF WOLFVILLE
held on the ____ day of _____, 2022.

GIVEN under the hands of the Clerk and under the seal of the Council of the
TOWN OF WOLFVILLE
this ____ day of _____, 2022.

Clerk

**MUNICIPAL COUNCIL OF THE
TOWN OF WOLFVILLE
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,425,000

Purpose: Capital Budget Projects

SCHEDULE "A"

		\$
Heading: Municipal Buildings & Structures		
Item	Salt Shed @ Public Works Facility	250,000
Item	Visitor Information Centre	400,000
Item		
Item		
Heading Sub Total:		650,000
Heading: Street rebuild, including underground sanitary and storm sewer systems		
Item	Highland Avenue - from Prospect to Skyway, plus AT Main to Prospect	775,000
Item		
Item		
Item		
Heading Sub Total:		775,000
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		1,425,000

MUNICIPAL COUNCIL OF THE

TOWN OF WOLFVILLE

TEMPORARY BORROWING RESOLUTION

TBR #2022/23-02

Amount: \$ 386,000

Purpose: Water Utility - replace distribution system on Highland Ave.

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the TOWN OF WOLFVILLE, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the TOWN OF WOLFVILLE has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the TOWN OF WOLFVILLE has determined to borrow for the purposes of Water Utility - replace distribution system on Highland Ave.;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the TOWN OF WOLFVILLE borrow a sum or sums not exceeding Three Hundred, Eighty Six Thousand Dollars (\$ 386,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the TOWN OF WOLFVILLE to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Three Hundred, Eighty Six Thousand Dollars (\$ 386,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the TOWN OF WOLFVILLE held on the ____ day of _____, 2022.

GIVEN under the hands of the Clerk and under the seal of the TOWN OF WOLFVILLE this ____ day of _____, 2022.

Clerk

REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development



SUMMARY

Site Plan Process - Planning Advisory Committee (PAC) motion

The Planning Advisory Committee (PAC) passed a motion at their April 14, 2022 meeting that states:

THAT PAC ASKS COUNCIL TO DIRECT STAFF TO REVIEW THE LAND USE BYLAW SITE PLAN PROCESS WITH A VIEW TO CONSIDER INCORPORATING SOME OF THE RECOMMENDATIONS THAT HAVE COME FORWARD AS A RESULT OF A DEBRIEF PROCESS.

This report provides some recommendations to address concerns and improve the site plan process. Discussions and comments that have been received on site plan approval at the PAC meeting and during the 568 Main St. appeal are included for context.

Staff are not recommending to review the land use by-law in any detail at this time. If Council would like to review areas of the land use by-law, Staff would ask for clear direction on what those are and the intended outcomes and process expectations.

This report is limited in scope to address the Site Plan approval process. Recommended operational or administrative changes include:

- Place a larger, prefabricated sign on properties when full application is received (note: people with concerns should contact planning staff for more information – our contact information is on the sign).
- Provide more information on our website about the application, including relevant Land Use By-law requirements while an application is being considered by Staff and relevant reviews are taking place.
- At time of approval, make it standard that a 50m notification area be used for letters (from the current 30m in the *Municipal Government Act*) and ensure the mail delay is accounted for so residents have a full 14 days to consider an appeal. Our Public Participation Program policy allows the development officer to notify up to 100m in certain circumstances that may also be used for certain applications.
- Update application forms (clarify traffic impact requirement).

DRAFT MOTION:

That Council direct Staff to operationalize the administrative site plan process changes as outlined in this report RFD 028-2022.

REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* and the Town's Planning Documents provide authority to control and manage land uses in the town.

3) STAFF RECOMMENDATION

To make administrative changes to the site plan process (nothing is required to change in the Land Use By-law or further public process)

4) REFERENCES AND ATTACHMENTS

1. April 14, 2022 Planning Advisory Committee [Agenda Package](#) (see site plan 'check-in and debrief' item) – see process diagrams included after report.
2. [Municipal Planning Strategy](#)
3. [Land Use By-law](#)
4. [Zoning Map](#)
5. [Recent Site Plan Approval Appeal Hearing](#) (568 Main Street – includes site plan process context)
6. [Public Participation Program Policy](#) (specific for planning applications and required by the *Municipal Government Act*)

5) DISCUSSION

Introduction

This report is in response to the motion from the Planning Advisory Committee (PAC) made on April 14, 2022:

THAT PAC ASKS COUNCIL TO DIRECT STAFF TO REVIEW THE LAND USE BYLAW SITE PLAN PROCESS WITH A VIEW TO CONSIDER INCORPORATING SOME OF THE RECOMMENDATIONS THAT HAVE COME FORWARD AS A RESULT OF A DEBRIEF PROCESS.

This is coming out of a debrief on the 568 Main Street site plan appeal and information related to that is included in the public input below and also in the report references above.

Recommended Administrative Changes to Site Plan Process

REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development



- Place a larger, pre-fabricated sign on properties when full application is received (note: people with concerns should contact planning staff for more information – our contact information is on the sign).
- Provide more information on our website about the application, including relevant Land Use By-law requirements while an application is being considered by Staff and relevant reviews are taking place.
- At time of approval, make it standard that 50m notification area (from the current 30m in the *Municipal Government Act*) and ensure the mail delay is accounted for so residents have a full 14 days. Our Public Participation Program policy allows the development officer to notify up to 100m in certain circumstances.
- Update application forms (clarify Traffic Impact requirement)

April 14, 2022 Planning Advisory Committee Discussion

At the April 14th meeting there was discussion on the issue including:

- Should requirements exist or be enhanced for abutting zones? (e.g. C-2 and residential? R-3 and R-2? – see note on this below);
- ‘Neighbourhood Context’ can be used as an exclusionary tool and behaviour is the issue;
- Could the LUB and MPS be better “meshed together?”;
- Questions and comments around notification requirements and expectations.

There was also public input at the beginning of the meeting that is summarized below with other comments we have received related to the 568 Main Street appeal/the site plan issue that is before Council with this report.

It should be noted about the first point that our new Land Use By-law (8.6.2 and 14.4) does have this requirement and this was a topic discussed as we went through our plan review from 2015-2020. These sections are included below for reference:

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Title: Site Plan Process - PAC motion

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Abutting requirements for Residential

(2) **Abutting Landscape buffers**

- (a) Where a multi-unit building greater than 3 units abuts a yard in any Residential, Institutional, Park or Recreation zone a landscaped buffer is required. The minimum yard requirement for the abutting yard (rear or side) shall be 3 metres and shall include one or more of the following between the building and the abutting property:
- i) At least one native shrub (that will grow to at least 2m in height) for along the abutting sideyard and one tree (minimum caliper of 50 millimetres) for every 4.5 linear metres of building depth; or
 - ii) Evergreen shrubs (that will grow to at least 2m in height) that form an opaque and continuous visual barrier between the proposed building and the sideyard, or
 - iii) An opaque wood fence or masonry wall at least 1.8 metres high continuous along the entire side yard.
 - iv) Or any combination of 1-3.
- (b) No parking space, driveway or travel lane shall be permitted in the 3 metre landscape buffer. This requirement may be reduced to 1.5 metres provided that landscape screening as described in 8.3.2.(a) provides a visual barrier along the full length of the sideyard lot line.

Abutting requirements for Commercial

14.4 ABUTTING YARD REQUIREMENTS

Where a yard in a Core Commercial (C-1), Neighbourhood Commercial (C-2), Large Format (C-3) zone abuts a yard in any Residential, Institutional or Park zone, the following restrictions shall apply to the abutting Yard within the Commercial zone:

- (1) the minimum side yard requirement for the abutting side yard shall be 3 metres; and
- (2) the minimum rear yard requirement for the abutting rear yard shall be 3 metres; and
- (3) no parking space, driveway or travel lane shall be permitted in an abutting yard within 3 metres of a side or rear lot line. This requirement may be reduced to 1.5 metres provided a double-sided opaque wooden fence or landscape screening which provides a similar visual barrier along the lot line. The fence or landscape screening shall be a minimum of 1.5 metres in height and be established within one (1) year of establishment of the parking space, driveway or travel lane.

Public Input Summary (including 568 Main St appeal letters)

Through the 568 Main Street appeal hearing and the lead up to this report and discussion at PAC – many comments were received. Staff have attempted to summarize them here by theme. Staff are recommending changes to address some comments and improve the process. Many of the other concerns are outside of the scope of the site plan approval process and would have to be scoped as separate projects with further direction to Staff required.

Density/Housing Type

- The presence and development of high density apartment buildings.
- Students living together in one dwelling, overcrowded dwellings

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- The proposed 18 bed building is too many beds for the area.
- Concern for tenement housing
- Concerns of how the conversion to 5 apartments aligns with the MPS's Community Profile and Housing Needs (Which state "This plan looks to diversify our residential land uses by providing opportunity for 'missing middle' housing forms, innovative housing, a focus on affordability, and home-based business.")
- Concerns about short-sighted planning decisions and the need to consider what Wolfville will need in 25 years.
- Concerns for windowless rooms
- Concerns that this is a rooming house
- Impression that most looking to buy or rent in Wolfville are not looking for 4-5 bedroom units.
- Need for sustainable and resilient neighbourhoods that will last well into the future.
- More diversity and density should be permitted in R1 zone
- Increases in the creation of low-cost rentals,
- We need affordable rental options, but not here.
- Would prefer if the development was for seniors rather than students,
- Wolfville has a chronic shortage of affordable housing options
- Concerns for renting bedrooms rather than homes/apartments
- Taxing rental property owners by unit or bedroom,

Landlord Concerns

- Concerns of interior property maintenance
- Concerns for property management – if well managed it could fit in well, if mismanaged, could cause issues.
- Landlords unable and/or unwilling to manage tenant behaviors, absentee landlords,
- Poorly managed and maintained rental properties,
- Concern for the Town's lack of information on the number of student housing rentals and information on the ownership of these properties,

Site Plan Process/LUB

- Concerns regarding the timing of the letter of Plan Notification.
- Concerns regarding sign posting on the affected site.
- Need for easier access to details of site plan process including architectural drawings
- Concerns regarding the design guidelines and architectural requirements for a renovation of the building.
- Questions regarding the timeline of the site plan approval process – why is construction permitted before approval given?
- Confusion that the existing building will be torn down and 5 new buildings will be built.
- Concerns for need of traffic impact study and clarification needed for when this is triggered.
- Does the proposed building require zoning changes? Need for clarification of the site plan approval process as to not feel left out of town decisions.
- Construction occurring without a development agreement, site plan approval or building permit obtained first,

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- The absence of elevations showing the front and side exterior design with the application given the property is located in a design guidelines area, to ensure architectural consistency with existing neighborhood,
- Grandfathering in of some uses not permitted in new LUB,
- Residents within 100 m should receive notice
- Town disregard for owners of heritage properties
- This development should be a model of our new MPS – particularly for Housing Choice and Affordability.
- Existing LUB/MPS not accurately meeting the needs of long-term residents.

Neighbourhood Character/Quality of Life

- Concerns that transient renters work against the existing character, including loss of charm or character and the transformation of large, old, single-family homes into rentals, and the loss of historically significant architecture,
- Intensification of “student ghettos”,
- Lowering of aesthetic quality of neighbouring, stately homes
- Concerns of compatibility of permitting an R4 dwelling adjacent to R2 lots.
- Disrupting quality of life of those living in R2 zone,
- Student housing will cause stress and anger to nearby residents,
- Most neighbours are seniors or are living with disabilities and will be negatively affected.
- We need high density development from an environmental perspective, just not here.
- Over the past 30 years, Wolfville has degraded from small, family community to a dense, disruptive, student town.
- This development will cause nearby property values to decline
- The lot should be rezoned to R2

Traffic/Parking

- Wolfville becoming too much of a tourist destination creating parking issues
- Street light needed at Gaspereau and Main
- Parking issues including number of vehicles per property and size of paved areas, as well as illegal parking,
- Concerns for accommodating vehicles for all units on site.
- Concerns for increased traffic on Balcom

Nuisance/Disturbance/Enforcement

- Parties, noise, nuisances, vandalism, trespassing resulting from student housing,
- Too many establishments sell alcohol in Town
- Students leaving garbage on properties, urinating on properties,
- Concerns regarding noise from student housing affecting quality of life
- Fear that tenants of this development will vandalize neighboring vehicles/properties
- RCMP ill-suited to police civic infractions and complaints, residents overpay for underperforming police

Acadia University

- Need for more on-campus student housing
-

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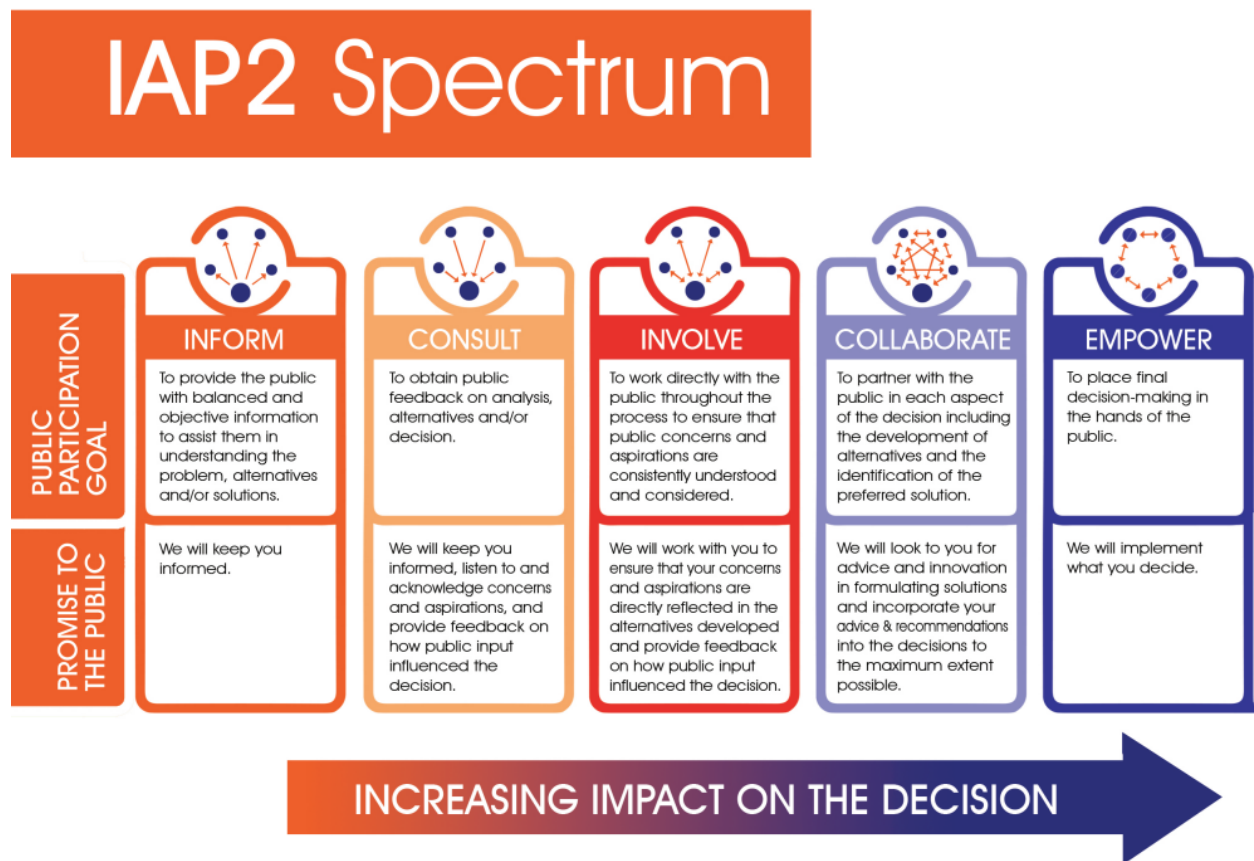


- Need to encourage Acadia to build/encourage student housing on campus

The following was stated in the 568 Main Street appeal report to address comments (included above) as they relate to the site plan process: “Land use planning cannot control or dictate what type of people live where in the Town. Many of the concerns received in support of the appeal are not relevant to the specific issue being considered by Council (e.g. was this site plan approval done properly, as per the Land Use By-law requirements?) but fall into broader policy and strategy discussions that may be important; however, cannot be considered in this matter where Council is acting with the authority of the Development Officer as per MGA section 232(3).” In this case, there are various initiatives the town and our partners are undertaking to address issues in the Town. The recommendations in this report address the mechanics of the site plan process but do not attempt to address other issues.

Managing Expectations

When asking the public for input on projects – it needs to be clear how or if the public can influence the decision. The [International Association for Public Participation](#)’s Spectrum of Public Participation may be useful for Council to consider in this discussion:



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For planning matters – our [public participation program policy](#) and the *Municipal Government Act* outline requirements in different circumstances (e.g. for plan amendments, rezonings, development agreements, site plan approval, etc). For as-of-right and site plan applications, we are operating in an “inform” or “consult” part of the spectrum. If our land use by-law clearly states someone can do a certain thing on their property, planning staff’s role is to administer the by-law – it becomes quite binary in many circumstances. Yes or No. Certainly with new construction or larger projects there is more to consider but in many cases the process is being criticized yet the real issue is people are not in agreement with the underlying zoning and what is being allowed in the land use by-law or other issues (like behaviour). Everything cannot be discretionary – there needs to be clear parameters on what is possible on a property and when different processes will be used (this is the entire premise of land use planning). If we ask someone to provide feedback on something we cannot do anything about – is this fair? The “involve”, “collaborate” and “empower” parts of the IAP2 spectrum shown above are great tools when Council are doing strategy and policy development – not always the case when Staff are implementing/administering by-laws with clear requirements and legislative and legal processes associated with them.

Site plan approval is new for the Town. We are on a learning curve and Staff do not expect everyone to do a deep dive into the planning documents. Often in land use planning, zoning is a foreign concept until it impacts you directly. Development Agreements had been used for almost everything in Wolfville for many years. During our plan review – it was discussed for a number of years the importance of deciding in the policy and enabling documents (Municipal Planning Strategy, Land Use By-law, Subdivision By-law) what we want and allowing those things to proceed without a political Development Agreement process. The thought was that if expectations are clear (both for a property owner/developer and the surrounding neighbours) processes like as-of-right and site plan approval would be used. In the current Staff’s view, Development Agreements had been used in the past ineffectively and set unrealistic expectations for both the property owners/developers and the neighbours and other stakeholders. The driving force behind much of this, and the use of Development Agreements, has been an effort to control behaviour through land use planning. Much conflict and division has arisen over processes where expectations are not set properly.

The questions asked to the Planning Advisory Committee in the April 14th Staff presentation are relevant here for Council in terms of thinking about changes beyond what is recommended:

- Do you understand the difference between development agreements, site plan approval and as-of-right development? (note: There seems to be a lot of misunderstanding of how processes work, legislative requirements, and other issues or history that is no longer relevant).
- What land uses and in what areas are problematic to be considered by site plan approval? Why?
- Are there aspects of the site plan process that should be changed? Why?
- What outcomes do you feel are not happening? Are they land use planning issues?

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Design Guidelines Areas

The Town in the 1990's developed Architectural Controls. These were carried into our new planning documents as a reference for historic architectural styles (see the 'Heritage Architecture Style Guide' in the Land Use By-law). The Town also has a number of municipally and provincially registered heritage buildings or properties. See Schedule F of the Land Use By-law for the Design Guidelines document we currently administer.

Through the plan review, it was decided that a wider range of design choices would be acceptable and the design review committee would still be used as a resource – subject to broader criteria (related to design and not other issues).

The Town's design review committee has met recently and reviewed 3 different site plans (for new buildings) and also were provided an overview of the East End project and potential architectural controls there. The Land Use By-law outlines the Design Guidelines areas, the checklist used and considerations (see checklist below). Where minor modifications are being made to a building – the design review committee is not used as we do not have prescriptive requirements around what is "in keeping" on certain architectural details as some people have stated. Staff have worked on many applications in the design guidelines areas and believe the approach we have in our current planning documents is effective. If more prescriptive architectural treatments are desired, we should look at a process to code those types of requirements into our planning documents. If these are desired – what are they?

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4.0 Design Review Checklist

The following checklist shall be considered when an applicant is subject to these guidelines. Example questions/considerations are provided, based on the Design Principals this document is based on.



CHARACTER

Does the proposed development maintain clear development patterns and continuous built form within the area? Is the existing scale and rhythm of buildings and open spaces respected?



PEDESTRIAN EXPERIENCE

Will the proposed development improve the pedestrian experience, and safety, of residents and visitors to the Town of Wolfville?



DIVERSITY

Does this proposed development increase the diversity of housing types, land uses and architectural styles within the Town of Wolfville while reflecting local values and culture? Does the edge on the street show diversity?



PATTERNS

Will the proposed development maintain or create a pattern of trees or building walls? Does it include a landscaped public sphere?



PUBLIC REALM

Does the proposed development improve the quality of the public realm and contribute to a safe and vibrant community?



SUSTAINABILITY & RESILIENCE:

Will this proposed development reduce fossil fuel use and/or contribute to low carbon community outcomes.

It should be noted that in discussions on architectural vernacular or neighbourhood design, “Neighbourhood Character” (a subjective term) or “this is not in keeping” is often used in discussions as a means to define the types of people that should or can live in an area or other expectations around behaviour that are difficult for land use planning to control. Change is inevitable in our current real estate climate in Nova Scotia. Certainly there is a place for discussion on character as it relates to our built form (particularly with registered heritage properties) but this type of terminology should be used carefully and balanced against more important issues of equity, diversity, and inclusion.

Staff Capacity

Planning staff are engaged in a number of large projects (e.g. east end secondary plan, library and town hall, short term rental and single room occupancy review, business licensing, climate action initiatives, working with the WBDC and economic development, and others) and also have day-to-day operational commitments that have to be met. If Council would like a broader review of the land use by-law or to

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use development agreements more widely Staff would ask for some time to look at how and when this could be done and to be able to understand the scope and scale of changes desired so it can be worked into our operations planning and balanced against other projects.

6) FINANCIAL IMPLICATIONS

N/A at this time.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See references to the Town Planning Documents and other reports above.

8) COMMUNICATION REQUIREMENTS

Primary message: The Town has taken feedback on the new site plan process and is looking to improve. Many other issues are outside the scope of our site plan process but either are being looked at or can be looked at in the future (if desired by Council).

9) ALTERNATIVES

Council may wish to:

- Direct Staff to make other changes to the site plan process
- Direct Staff to look more broadly at the Land Use By-law or Zoning issues (there are many raised in the comments above)
- Direct Staff to take a different direction on this issue or provide other direction

INFORMATION REPORT

Title: WBDC Interim Agreement
Date: 2022-05-03
Department: Planning & Economic Development



SUMMARY

WBDC Interim Agreement 2022-23

A (draft) Interim Wolfville Business Development Corporation (WBDC) funding agreement is attached to this information report for Council's information and discussion.

The Town's WBDC Funding Policy (710-004 – attached) Policy 5.4 states that a review of the WBDC will be conducted before multi-year agreements are entered into – this is the primary driver of this interim agreement – so we can do this work before a multi-year agreement is entered into or other action is taken. The Draft Agreement states:

By January 30, 2023, the WBDC will supply the Town with a strategic plan for the term of the next Funding Agreement, a funding request to carry out the strategic plan, a budget for the upcoming fiscal year and a list of initiatives. The strategic plan shall be complimentary to the Town's approved Strategic Plan and Operational Plan. The Town shall conduct a WBDC review and consult WBDC members during 2022-23, including commercial rate payers, to determine the business community's continued support of the WBDC to determine if a new Funding Agreement will be entered into. At a minimum, a jointly designed questionnaire and public meeting with businesses will be conducted to assess the level of support. The WBDC will be consulted and be directly involved with this engagement of the business community, and the town will share the results of this consultation with the WBDC.

Staff are working with the new WBDC coordinator to carry out this consultation and design something that will give Council meaningful information by January 2023 when we would be looking at a new agreement.

INFORMATION REPORT

Title: WBDC Interim Agreement
Date: 2022-05-03
Department: Planning & Economic Development



1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

- WBDC Interim Agreement (attached)
- WBDC Funding Policy (attached)
- WBDC Strategic Plan summary (attached)

3) DISCUSSION

The draft agreement is attached and has been reviewed by the WBDC leadership.

The agreement outlines what the WBDC will focus on (section 1.1 a):

Focus on Marketing and Member Support, which may include but not be limited to:

- Maintaining an Office space with regular hours
- Having a Coordinator Position + Students
- Carrying out Placemaking Initiatives, including but not limited to:
 - Summer Greenery Program
 - Winter Greenery Program
 - KDP letters stuff upcoming
- Carrying out the Photography Package Promotion
- Running a Santa Shops in Wolfville
- Event support (e.g. ASU sneaker rally, Deep Roots, Marathon, Devour, etc)
- Holding an AGM and Business Awards
- Using Ambassadors/Influencers in marketing efforts
- Leveraging Social Media and the Wolfville brand
- Stiving to put on Learning + Networking events or initiatives

The agreement also outlines the Town's responsibility in working with the WBDC (see section 2 of the agreement):

4) FINANCIAL IMPLICATIONS

The Interim agreement allows the budgeted levy to be distributed for this fiscal year (\$100,000 total).

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The relevant 2021-2025 Council Strategic Plan areas include:

- Economic Prosperity
- Community Wellness

INFORMATION REPORT

Title: WBDC Interim Agreement
Date: 2022-05-03
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6) COMMUNICATION REQUIREMENTS

Primary message: Council is following their WBDC funding policy and before a multi-year agreement is entered into, an interim agreement will be signed while engagement work with the business community is carried out.

7) FUTURE COUNCIL INVOLVEMENT

Council will be provided a package to evaluate future agreements once consultation is designed and carried out (early 2023 with budget process). Information on the consultation will be provided to Council once formulated.



2022-23 INTERIM AGREEMENT

Between

**TOWN OF WOLFVILLE
(hereinafter referred to “the Town”)**

And

**Wolfville Business Development Corporation (WBDC)
(hereinafter referred to as “WBDC”)**

Whereas the WBDC is a not-for-profit limited company that supports and promotes Wolfville businesses;

And whereas the Town of Wolfville wants to support the activities of the WBDC as part of a broader strategy to promote the Town of Wolfville as a place to visit, work and reside;

And whereas the Town of Wolfville and the WBDC desire to better define their responsibilities and expectations to each other, and so are entering into this Agreement;

And whereas the ongoing global pandemic has created challenges for both organizations and an interim agreement is deemed appropriate;

And whereas the support of the Town is limited to those items set out herein;

And whereas Town Council Approved Policy 710-004 on May 16, 2017 that establishes guidelines for the distribution of any grant funding to the WBDC that is raised through a Commercial Area Rate;

Now therefore in consideration of the mutual promises herein contained and other good and valuable consideration the receipt and sufficiency of which is acknowledged by the execution of this Agreement, the parties agree as follows:

1.0 RESPONSIBILITIES AND EXPECTATIONS OF WBDC

1.1 WBDC shall:

- a. Focus on Marketing and Member Support, which may include but not be limited to:
 - Maintaining an Office space with regular hours
 - Having a Coordinator Position + Students
 - Carrying out Placemaking Initiatives, including but not limited to:



- Summer Greenery Program
 - Winter Greenery Program
 - KDP letters stuff upcoming
-
- Carrying out the Photography Package Promotion
 - Running a Santa Shops in Wolfville
 - Event support (e.g. ASU sneaker rally, Deep Roots, Marathon, Devour, etc)
 - Holding an AGM and Business Awards
 - Using Ambassadors/Influencers in marketing efforts
 - Leveraging Social Media and the Wolfville brand
 - Stiving to put on Learning + Networking events or initiatives
-
- b. Place Wolfville Town logo on promotional materials. Please adhere to guidelines in Town's *Brand Manual* (separate attachment);
 - c. Cross-promote the Town on social media;
 - d. Provide the Town with social media information for cross-promotion purposes;
 - e. Provide videos for inclusion on the Town of Wolfville's social media;
 - f. Work with the Town to update the WBDC section on Wolfville's new website and an updated welcome package;
 - g. Provide information on new businesses or potential businesses to the Town as the WBDC becomes aware of this information; unless the WBDC is respecting potential business' request for confidentiality.
 - h. As requested in writing by the Town, provide feedback to the Town on policies or initiatives that impact the business community;
 - i. Invite the Town to attend the WBDC Board meetings sub-committees if discussions are required on issues or initiatives;
 - j. By January 30, 2023, the WBDC will supply the Town with a strategic plan for the term of the next Funding Agreement, a funding request to carry out the strategic plan, a budget for the upcoming fiscal year and a list of initiatives. The strategic plan shall be complimentary to the Town's approved Strategic Plan and Operational Plan. The Town shall conduct a WBDC review and consult WBDC members during 2022-23, including commercial rate payers, to determine the business community's continued support of the WBDC to determine if a new Funding Agreement will be entered into. At a minimum, a



jointly designed questionnaire and public meeting with businesses will be conducted to assess the level of support. The WBDC will be consulted and be directly involved with this engagement of the business community, and the town will share the results of this consultation with the WBDC.

- k. Supply annual financial statements that have been subject to a Review Engagement and a President's Year in Review Report to the Town no later than June 30 of each year;
- l. Obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Nova Scotia. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
 - i. A limit of liability of not less than one million dollars (\$1,000,000)/occurrence with an aggregate of not less than five million dollars (\$5,000,000);
 - ii. Add Town of Wolfville as an additional insured with respect to the operations of the Named Insured;
 - iii. The policy shall contain a provision for cross liability & severability of interest in respect of the Named Insured;
 - iv. Non-owned automobile coverage with a limit not less than one million dollars (\$1,000,000) and shall include contractual non-owned coverage (SEF 96);
 - v. Products and completed operations coverage;
 - vi. Broad Form Property Damage;
 - vii. Contractual Liability;
 - viii. Hostile fire;
 - ix. The policy shall provide 30 days prior notice of cancellation;
- m. Shall defend, indemnify and save harmless the Town of Wolfville, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of WBDC, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by WBDC in accordance with this Contract, and shall survive this Contract;
- n. Inform the Town within 48 hours of receipt of a claim or notice of claim or possible claim, including but not limited to the actual claim or notice thereof, irrespective of the



possibility, real or perceived, of any risk to the Town or claim being made against the Town;

- j. Comply with all applicable laws of the Province of Nova Scotia and the Dominion of Canada and all by-laws and policies of the Town of Wolfville and any other municipal jurisdiction in which WBDC provides Deliverables in accordance with the terms of this Agreement;
- k. Provide the Town with the names, email addresses, civic addresses and telephone numbers (including but not limited to cell phone numbers) of WBDC President, board members and other key contacts following the AGM in June of each year of the agreement;
- l. The WBDC President, or designate, will be the main contact with the Town Economic Development Manager, or designate. Contact information for this position must be provided no later than June 30 of each year of the agreement; and
- m. A member of the Wolfville Town Council as well as a Town appointed citizen representative will be appointed voting members of the WBDC Board of Directors.

1.2 WBDC will not:

- a. Represent that WBDC and the Town are legal partners or joint venturers.
- b. Represent that the Town guarantees the performance of the Deliverables or provides any control over or oversight of the activities of WBDC.

2.0 RESPONSIBILITIES AND EXPECTATIONS OF THE TOWN

2.1 The Town will:

- a. By January 30, 2023, the WBDC will supply the Town with a strategic plan for the term of the next Funding Agreement, a funding request to carry out the strategic plan, a budget for the upcoming fiscal year and a list of initiatives. The strategic plan shall be complimentary to the Town's approved Strategic Plan and Operational Plan. The Town shall conduct a WBDC review and consult WBDC members during 2022-23, including commercial rate payers, to determine the business community's continued support of the WBDC to determine if a new Funding Agreement will be entered into. At a minimum, a jointly designed questionnaire and public meeting with businesses will be conducted to assess the level of support. The WBDC will be consulted and be directly



involved with this engagement of the business community, and the town will share the results of this consultation with the WBDC.

- b. Levy an Area Rate to Taxable Commercial Rate Payers each year based on \$100,000 total contribution to WBDC. The total of the Commercial Area Rate collected will be remitted to the WBDC upon compliance with the terms in Policy 710-004.
- c. Charge no administrative fees for the collection and remittance of the Area Rate to the WBDC;
- d. Host a WBDC section on the Town of Wolfville website;
- e. Create a business registry and way to keep an ongoing database of businesses in town (e.g. potential licensing by-law);
- f. Contribute Staff time to the WBDC office space, on a mutually agreed upon schedule;
- g. Work with the WBDC on certain initiatives, including potential grant funding opportunities; and
- h. Cross-promote the WBDC on social media.

2.2 The Town will not:

- a. Direct the manner in which the WBDC fulfills its obligation to provide the Deliverables set out in the Agreement;
- b. Provide any control over or oversight of the WBDC in the fulfillment of its obligations to perform the Deliverables set out in this Agreement; and
- c. Provide any guarantee of the performance of the Deliverables by WBDC.

2.3 Additional support provided by the Town shall be agreed upon by the Town and WBDC and may be at a cost to WBDC.

3.0 RELATIONSHIP BETWEEN THE TOWN AND WBDC

3.1 The Town and WBDC are not partners or co-venturers and nothing in this Agreement or otherwise constitutes either party as a partner or co-venturer of the other party to this Agreement.



arbitration or other dispute resolution procedures. Either party may commence the mediation process by providing to the other party written notice, setting forth the subject of the dispute, claim or controversy and the relief requested. Within ten (10) days after the receipt of the foregoing notice, the other party shall deliver a written response to the initiating party's notice. The initial mediation session shall be held within thirty (30) days after the initial notice. The parties agree to share equally the costs and expenses of the mediation (which shall not include the expenses incurred by each party for its own legal representation in connection with the mediation).

5.0 TERMINATION

5.1 This Funding Agreement may be terminated as outlined in Policy 710-004, clauses 5.8 and 5.9. - **attached.**

6.0 TERM

6.1 This Agreement will be valid on the last day signed by an authorized representative of the Town or WBDC;

6.2 Unless renewed in writing, this Funding Agreement shall expire on March 31, 2023; and

6.3 Subject to review of the WBDC Policy, a new agreement will be negotiated to begin April 1, 2023 and thereafter in accordance with the policy.

7.0 PAYMENT SCHEDULE

7.1 The Area Rate shall be disbursed in the following increments, provided all conditions of the WBDC policy and agreement are met:

- April 15: 50% of annual amount based on the WBDC's submission of all documentation as required in the Funding Agreement.
- Oct 15: Remaining 50% of annual amount.

8.0 Signed:

Chief Administrative Officer
Town of Wolfville

President
WBDC



Date

Date



POLICY

WBDC Funding Policy	
Policy Number: 710-004	Supersedes Policy Number: 140-010
Effective Date: 2017-05-16	Approved by Council Motion Number: 26-05-17

1.0 Purpose

This policy is intended to establish guidelines for the distribution of any grant funding to the Wolfville Business Development Corporation that is raised through a Commercial Area Rate.

2.0 Scope

This Policy is applicable to the Wolfville Business Development Corporation (WBDC).

3.0 References

- 3.1 Council Strategic Plan and Yearly Operational Plan – As amended from time to time.

4.0 Definitions

- 4.1 **Agreement Year** means that year in which a new Funding Agreement is entered into between the Town and the WBDC.
- 4.2 **Area Rate** means a charge levied to a group or geographic area for the specific benefit of that area or group, for any purpose for which a municipality may expend funds or borrow.
- 4.3 **Taxable Commercial Rate Payer** means a property assessed by the Property Valuation Services Corporation as commercial which remits taxes to the Town.
- 4.4 **Funding Agreement** means a legal agreement that outlines the financial and reporting relationship between the Town and the WBDC.
- 4.5 **Policy** means a course or principle of actions adopted by Council to guide the relationship between the Town and the WBDC as outlined in this document.
- 4.6 **Town** means the Town of Wolfville.
- 4.7 **WBDC** means Wolfville Business Development Corporation.
- 4.8 **Petition** means a formal written submission that outlines the reason for the petition and includes the name, business name, address, and signature of those named on the petition.



POLICY

5.0 Policy

- 5.1 The Town agrees to levy an Area Rate to Taxable Commercial Rate Payers each year. This amount will be remitted to the WBDC upon compliance with the terms of this Policy.
- 5.2 A Funding Agreement must be executed in order for the Area Rate funds to be disbursed. The Funding Agreement will be for a maximum of four (4) years and no less than two (2), and shall include the following:
 - a. Requirements for the continuation of funding, which shall include yearly submissions of reviewed financial statements, a work plan for the upcoming year that supports Council's Strategic Plan, reporting on the activities of the previous year, minutes of the AGM, an updated copy of the by-laws of the organization, an updated membership list and a list of board members;
 - b. Any in kind contributions;
 - c. The total Area Rate amount;
 - d. The expiration date of the agreement;
 - e. Withdrawal provisions and notice provisions as referenced in 5.8 of this Policy;
 - f. Other items as mutually agreed to by the Town and the WBDC.
- 5.3 Council may waive the requirement for an executed funding agreement in the Agreement Year and permit the initial disbursement as outlined in 5.7 of this Policy. No further disbursement will occur until an Agreement is in place.
- 5.4 In January, before the Agreement Year, the WBDC will supply the Town with a strategic plan for the term of the Funding Agreement, a funding request to carry out the strategic plan, a budget for the upcoming fiscal year and a list of initiatives. The strategic plan shall be complimentary to the Town's approved Strategic Plan and Operational Plan. The Town shall conduct a WBDC review and consult WBDC members, including rate payers, to determine the business community's continued support of the WBDC to determine if a new Funding Agreement will be entered into. At a minimum, a questionnaire and public meeting with businesses will be conducted to assess the level of support. The WBDC will be involved with this engagement of the business community and the town will share the results of this consultation with the WBDC.
- 5.5 In each year covered by the Funding Agreement, the WBDC will supply an annual submission no later than January 30 indicating the annual budget and list of initiatives for the upcoming year. In addition, the WBDC shall conduct an annual survey of its members in a form approved by the WBDC board and the Director of Community Development or designate and include a report on the survey results with the annual submission.
- 5.6 The WBDC will supply annual financial statements that have been subject to a Review Engagement to the Town no later than June 30 of each year.



POLICY

- 5.7 The Area Rate shall be disbursed in the following increments:
- April 15: 50% of annual amount based on the WBDC's submission of all documentation as required in the Funding Agreement.
 - Oct 15: Remaining 50% of annual amount.
- 5.8 If any of the following occurs, town staff will immediately form a review committee with the WBDC executive to investigate the incidence and bring a report to council within 45 days:
- A petition signed by list 33% or 50 members on the most current membership list of the WBDC, whichever is the lesser of the two, as defined by the WBDC's bylaw, asking the Town to withdraw support for the WBDC;
 - Identified concerns and documented incidences of financial mismanagement or financial irregularities;
 - Initiatives submitted or undertaken by the WBDC are contradictory to the Town's Strategic Plan or the Public Interest;
 - Non-compliance with the terms of the Funding Agreement.
- Following review of this report, the Town, through a motion of Council, reserves the right to provide notice of immediate withdrawal from the Funding Agreement should the report conclude justification for withdrawal due to one of the reasons outlined above.
- 5.9 Upon notice of withdrawal outlined in 5.8 of this Policy, the WBDC has the option of presenting to Council to provide clarification on issues and address the reasons for the notice of withdrawal, and present any supplementary information that may be cause for Council to reconsider. At that same meeting the membership of the WBDC may also make presentations to Council regarding the withdrawal.
- 5.10 The Town will not charge any administrative fees for the collection and remittance of the Area Rate to the WBDC.
- 5.11 Any funding to the WBDC approved by Council that is raised through the Area Rate shall be reduced by the amount of the Area Rate levied in the prior year, but not collected as of March 31.
- 5.12 If any of the amounts deducted per Section 5.11 of this Policy are collected in the next fiscal year, they are to be added to the WBDC Grant in the following year, or otherwise, at the discretion of Council.
- 5.13 There shall be one Area Rate for all taxable commercial assessments.
- 5.14 This policy repeals and replaces the WBDC Grant Funding Policy 140-010.



POLICY

6.0 Policy Review

The policy will be reviewed every four years from the effective/amended date.

Ann Maudin

CAO

2017-05-16

Date

APRIL 2021

WOLFVILLE BUSINESS DEVELOPMENT CORPORATION

STRATEGIC FRAMEWORK

OUR VISION

See your future in Wolfville.

OUR PURPOSE

To foster the growth, development and sustainability of our business community, supporting our people to thrive economically, socially and culturally.

OUR VALUES

COLLABORATIVE

A volunteer board in Wolfville connecting our businesses to the community and other stakeholders.

TRUSTWORTHY

An organization committed to transparency by communicating internally and externally with honesty and respect.

FORWARD-THINKING

An open-minded team of approachable business leaders positively impacting the Wolfville community.

PURPOSEFUL

Providers of strategic, creative business initiatives in the best interest of our members.

OUR STRATEGIC OBJECTIVE

We are recognized as consistently promoting Wolfville as a great place to work, live, study and visit year-round.

OUR STRATEGY IS BASED ON FOUR PILLARS FOR GROWTH

1. Sustainability
2. Communications
3. Relationships
4. Measurement



SUMMARY

COUNCIL & COMMITTEES OF COUNCIL VIRTUAL MEETING POLICY

As the State of Emergency has now been lifted for the COVID-19 pandemic, meetings may only be conducted by electronic means if enabled by a procedural policy of Council as per the Municipal Government Act.

The proposed policy in the RFD enables virtual attendance by participants of meetings of Council and Committees of Council under certain circumstances and takes into consideration the health and safety of all, as pandemic restrictions are lifted, and gathering limits increased.

By enabling virtual/hybrid meetings to remain in place, Council is supporting barrier-free access, relief from pandemic anxiety related to in person gatherings and work/life balance.

Staff recommend this policy takes effect as soon as possible.

DRAFT MOTION:

That Council approve Policy 120-804 Council & Committees of Council Virtual Meeting Policy as presented.



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c.19A:

3) STAFF RECOMMENDATION

Staff recommend approval of the policy allowing for Council, Committees of Council members and staff to attend meetings virtually.

4) REFERENCES AND ATTACHMENTS

1. AMANS Model Council Videoconferencing Policy
2. Municipal Government Act.

5) DISCUSSION

As a result of the COVID-19 pandemic which affected Nova Scotia at the beginning of 2020 and the State of Emergency that was declared, ministerial changes were made to the Municipal Government Act allowing Council to meet electronically. This provided opportunity for the Town to seek alternative, safe and secure solutions to enable all meetings of Council and their committees to continue with minimal interruption, in an off-site setting while maintaining transparency.

Investment was made in equipment which enabled this to occur, and virtual meetings have been the practice in the Town ever since.

The State of Emergency was lifted on March 21st, 2022, and in order to continue to hold meetings of Council electronically, a procedural policy is required.

It is recognized there is benefit in retaining the ability to meet virtually and in a hybrid setting. Meeting virtually has increased accessibility options for those previously unable to attend in-person meetings, helps allay anxiety around increase in gathering limits, as well as supporting work/life balance.

Discussion on this matter took place with Council at March COW where it was understood that while meeting in person is the preference of Council members, it is recognized circumstances exist where this is not always possible. This policy enables the Town to continue to hold meetings without disruption and with full participation as if meeting in person.



The only exception to this is in the instance of a secret ballot as currently we do not have the capability to hold secret votes by an electronic means.

After discussion at April COW, the following amendments have been made:

- Additional definitions for clarity
- Added to the examples of reasons for requesting virtual attendance and exclusions to this list such as:
 - Vacation
 - Illness or injury where the participant's ability to fully participate on camera is adversely affected.
- More explicitly stated that Council members attending virtually are expected to be on camera.
- Section 5.2.1 – clarity around process to request to attend a meeting virtually and removed parameters around citizen members.
- Reference to Attendance Policy as yet to be created, allows for this policy to proceed.
- Chair has right to move a hybrid meeting to fully virtually where the number of participants meeting virtually would make it challenging to hold an effective meeting.
- Code of Conduct explicit around being on camera.
- Attending a meeting virtually must have prior approval (if not part of an accommodation)
- Did not put in any limit on the number of times someone may attend virtually as each decision would be made based on its own merits, however, if desired this could be addressed in an attendance policy.
- Only Town Council & Committee of the Whole meetings are livestreamed.
- This policy can come back to Council for revision at any time.

Taking all the above into consideration, it is the recommendation of staff that this policy is implemented.

6) FINANCIAL IMPLICATIONS

Equipment already exists to continue to offer virtual meetings. Improvements and upgrades of equipment as new technology is discovered, and replacement of older equipment may be required at some points in the future.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This policy fits with the following guiding principles:

REQUEST FOR DECISION RFD: 009-2022

Title: Council & Committees of Council Virtual Meeting Policy

Date: **2022/04/05 Updated**

Department: Office of the CAO



- Community Wellness

8) COMMUNICATION REQUIREMENTS

The policy, if approved, will be shared with all new Council and Committee of Council members and staff as required and posted on the Town's website.

9) ALTERNATIVES

Do not approve the policy and require all meetings of Council to be in person only.



POLICY

Council & Committees of Council Virtual Meeting Policy	
Policy Number: 120-804	Supersedes Policy Number: Not Applicable
Effective Date: 2022-05-17	Approved by Council Motion Number:

1.0 Purpose

The Town of Wolfville (**the "Town"**) is committed to providing a work environment that promotes the safety of members of the public, Council members and staff, while minimizing disruption to workflow, maintaining transparency and accountability during decision making processes.

The COVID-19 pandemic which affected Nova Scotia at the beginning of 2020, provided opportunity to seek alternative, safe and secure solutions to enable meetings of Council and the work of the Town, Council and their Committees to continue with minimal interruption, in an off-site setting, maintaining transparency and providing increased accessibility options for all.

While it is preferred that Council and Committee of Council members and staff meet in person as much as possible, it is understood circumstances exist where this may not be possible for everyone. This policy enables the **Town** to continue to offer virtual/hybrid meeting options to Councillors, Citizen Committee members, staff and members of the public enabling full participation in Council and Committees of Council meetings virtually (by video conference).

Meetings of Council which this policy applies to are:

- Town Council Meetings (including Special Meetings of Council)
- Committee of the Whole
- Accessibility Committee
- Audit Committee
- Planning Advisory Committee
- RCMP Advisory Committee
- Source Water Protection Committee
- Any other Committee of Council formed as per the Committees of Council Policy



POLICY

The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in the **Municipal Government Act**.

2.0 Scope

This policy applies to all members of Council and Committees of Council (including citizen members), members of the public and staff.

3.0 References

3.1 *Municipal Government Act*, R.S.N.S. 1998, c.19A:

4.0 Definitions

5.1 **“Town”** means the Town of Wolfville

5.2 **“Council”** means the Council of the Town of Wolfville

5.3 **“Council member(s)”** include(s) the Mayor

5.4 **“Citizen member(s)”** mean citizen committee members

5.5 **“Committees of Council”** means the advisory committees as referenced in our Committees of Council Policy

5.6 **“virtual”** means video conference

5.7 **“hybrid”** means a mix of virtual and in person participants

5.8 **“accommodation”** means adjustment made in method of meeting participation to allow for individual needs

5.0 Policy

5.1 Public Notice

In accordance with the Municipal Government Act, a Council meeting or Committee of Council meeting may take place virtually if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted.

The notice to the public will be given by advertising:

- i. on the Town’s publicly accessible Internet site; and
- ii. on the Town’s social media platforms such as Facebook and Twitter.



POLICY

Notwithstanding section 5.1, where the Mayor determines that there is an emergency, a meeting may be conducted virtually without notice or with such notice as is possible in the circumstances.

5.2 Virtual Attendance at Meetings

Where virtual attendance has **not** previously been approved **by accommodation** upon commencement of council term or employment of staff; Council and staff may request to attend a meeting virtually in accordance with **any attendance policy in existence and where the following extenuating circumstances exist:**

- Injury or illness preventing attendance in person but allowing **full participation by** virtual attendance
- Inclement weather conditions
- Scheduling conflict, where an ad hoc meeting of Council has been arranged at short notice.

Exclusions to this list include:

- Vacation
- Illness or injury where the participant's ability to fully participate on camera is adversely affected.

The Chair may request an all-virtual meeting should the number of participants approved to attend virtually cause a challenge to hold an effective hybrid meeting.

5.2.1 Request to Attend Virtually

Members of Council

Where virtual attendance at meetings has **not** previously been approved by accommodation, and is not in conflict with any attendance policy, a Council member wishing to attend a meeting virtually shall:

- i. request to do so through the Mayor and CAO.
- ii. use equipment that allows all participants and viewing members of the public to see and hear them.



POLICY

Members of Staff

Where virtual attendance at meetings has **not** previously been approved by accommodation on commencement of employment, a staff member wishing to attend a meeting virtually shall:

- i. request to do so through the CAO and Town Clerk.
- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.

Citizen Committee Members & Members of the Public

All citizen committee members and members of the public will be given the option of attending meetings virtually through the Town Clerk.

The Town Clerk is to be made aware of all approved requests with no less than 24 hours' notice where possible, to allow for technical set up.

5.3 Town Equipment Requirements

The Town is committed to providing a hybrid option for all meetings and will ensure:

- i. the electronic equipment enables all meeting participants to see and hear each other during the meeting.
- ii. a link to enable members of the public to participate in the meetings will be made available upon request.
- iii. a live streaming option will be available for observation in real time of Town Council and Committee of the Whole meetings only.

5.4 Recording Attendance of Council Members attending virtually

Any Council member participating virtually in a meeting shall be deemed to be:

- i. present if approval has been granted for them to participate virtually under this Policy and **in conjunction with any Council Attendance policy that may exist.**
- ii. absent for any parts of the meeting in which a member is not permitted to participate virtually under this Policy and **in conjunction with any Council**



POLICY

Attendance policy that may exist.

5.5 Technological problems - failure to connect or disconnection

If technological problems prevent a Council or **Citizen member of Council** from participating in a meeting prior to the meeting commencing, said member shall be marked absent from the meeting.

If a Council or **Citizen member of Council** becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that said member left the meeting at the time of the disconnection.

5.6 Secret Ballot Voting

Council members are unable to participate virtually, in any of the following:

- i. any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot;
- ii. vote held by secret ballot.

5.7 Code of Conduct

All Council and staff members who attend Council & Committee of Council meetings will read and sign a Code of Conduct (*see Appendix A*) confirming they have understood and will abide by the requirements laid out therein.

6.0 Review of Policy

The Town will review this Policy every four years.

CAO or Town Clerk

Date



POLICY

Appendix A

Code of Conduct for Virtual Meeting Participants

Participants attending meetings virtually shall have equipment that enables you to:

- Share your camera
- Mute/unmute microphone
- Share files
- Share your desktop/screen
- Send and read chat messages, if required

Technical Requirements and Equipment

It is recommended you test all technical requirements and equipment in advance to avoid disruption of the meeting.

- Stable and reliable Internet connection
- Audio (computer speakers, microphone, telephone, etc.)
- Webcam
- Headset required for In Camera portion of meetings.

Technical considerations

- Presenters (if presenting virtually) can consider using a microphone for better sound (headset, clip-on, desktop mic)
- It is preferred all presenters are in person.
- Decide how media will be displayed (and test it in advance) – share your screen/desktop.



POLICY

Virtual meeting etiquette

- All Council members taking part in a meeting virtually shall have their cameras switched on.
- The Chair should let participants know when they will be able to make comments/ask questions during the meeting.
- Ask all participants to signal and wait a couple seconds before speaking to account for lagging time.
- Remind participants to be on mute, have webcam on and limit background noise and distractions as much as possible.

- For In Camera meetings, participants joining virtually **must**:
 - be alone unless with another participant of the meeting who has permission to attend.
 - Ensure no-one can see or hear what is being said by other participants.
 - Ensure no-one can see or hear what you are saying.

No unauthorized recording of any meeting shall take place.

I have read, understood, and agree to abide by this Code of Conduct.

Name	Signature	Date
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REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-04-26

Department: Parks and Recreation



SUMMARY

Parks and Open Space Master Plan – Terms of Reference

At the April Council meeting Council passed the following motion:

19-04-22 THAT COUNCIL AUTHORIZE STAFF TO DEVELOP A PARKS AND OPEN SPACE MASTER PLAN AT A COST NOT TO EXCEED \$100,000, USING OPERATING RESERVES IF REQUIRED, AND THAT A TERMS OF REFERENCE BE DEVELOPED AND APPROVED BY COUNCIL PRIOR TO ISSUING A REQUEST FOR PROPOSAL.

As requested, the purpose of this RFD is to provide the draft Terms of Reference that will inform the final Request for Proposal for Council to provide feedback on and amend/approve so that the project can move forward.

Please note: staff understands that a tree policy is a Council priority but it is not included in the Parks and Open Space Master Plan. The tree policy will be a unique piece of work separate from the Parks Plan and further information on this process will be brought to Council in the coming months.

DRAFT MOTION:

THAT COUNCIL APPROVE THE *TERMS OF REFERENCE* PROVIDED IN RFD 030-2022, AS WRITTEN, TO FORM THE BASIS OF THE *REQUEST FOR PROPOSAL* THE TOWN WILL ISSUE FOR A PARKS AND RECREATION MASTER PLAN.

REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-04-26

Department: Parks and Recreation



1) CAO COMMENTS

The CAO supports the recommendations of staff.

It is understood that Council has a great deal of passion, expertise and community knowledge related to this project. Staff have worked to provide a detailed Scope of Work to allow Council the opportunity to see how their role can be included both as members of Council but also as leaders within the community. Council's role throughout the planning process will be both explicit and implicit, which gives Council a great opportunity to be involved in numerous ways. It is anticipated that Council will be actively involved throughout this project as follows:

- Council will be updated on the rollout once the final details are confirmed by the staff team and the successful consultant. Council will have to chance to confirm and articulate any other questions they might have before the process gets fully underway;
- Council will have monthly updates included in the Committee of the Whole agendas by way of the CAO update and an opportunity to provide feedback on progress;
- Council is a considered a key-shareholder and will be called upon during the engagement process both directly and hopefully indirectly, by encouraging community involvement. Involvement will be with both our online platforms and with in-person sessions;
- Council will have final approval of the Parks and Open Space Master Plan and the implications and opportunities this will afford the Town.

2) LEGISLATIVE AUTHORITY

2022-23 Operating Budget

Municipal Government Act

3) STAFF RECOMMENDATION

It is staff's recommendation for Council to approve the motion.

4) REFERENCES AND ATTACHMENTS

N/A

5) DISCUSSION

The discussion section of this RFD includes the *Invitation, Parks & Recreation Context, Project Description, Scope of Work, and Proposal Evaluation* to be included in the Request for Proposal being issued by the Town for a Parks and Open Space Master Plan. Please refer to the following excerpts from the Request for Proposal:

Invitation

REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-04-26

Department: Parks and Recreation



The Town of Wolfville is seeking proposals from qualified consulting firms to provide services to develop a Parks and Open Space Master Plan. The Town is looking for a partner to do this work, as the Town believes that they must work together with the chosen firm and not simply stand aside. The Town will establish a staff working group supporting this project and this group will be integral to ensuring that outcomes are achieved.

The plan should create a roadmap for ensuring that residents enjoy fair and equitable quantity, quality, proximity and access to parks and green spaces, recreation facilities and programs throughout the community, now and into the future. Wolfville is seeking a system-wide approach to developing goals, policies and standards related to new park and open space investments, as well as ongoing maintenance and improvement requirements. Finally, the plan must prioritize strategies based on current and future funding scenarios and the inevitable unknowns.

A fundamental piece to this work will be the participation and engagement of the Wolfville community in developing a Vision for their parks and open spaces.

The Parks and Open Space Master Plan that will be created from this work will be a guiding document for future development and redevelopment of the community's system of parks, open spaces, active transportation corridors and recreation programming over the next 10 years.

Park & Recreation Context

Wolfville is home to numerous parks, trails, and open spaces. New parks and trails are being planned for both the west and east ends of the town, along with yearly investments in existing parks and trails.

Currently there are 20 parks in town; mostly modest neighbourhood parks and a few, well-used signature community parks. There are limited traditional playgrounds. Within one park there is a bike-skills park. A splash pad was added to the parks inventory in 2021. Tower Community Park, a recent addition to the inventory, is home to a basketball court and small skateboarding facility. There are several notable park locations that require planning and investment – the extent of this to be determined. A few years ago, planning and concept drawings for significant investment in one of the parks (Quiet Park) was developed but not executed.

There is some shared recreation and parks space with both the University and Wolfville school.

Along with the parks, there are several well-used trails/trail systems providing residents with a degree of interconnectedness. Recent work to develop an active transportation network has been presented to Council and steps are being taken to build out this network. Active Transportation will need to be a priority in the Parks and Recreation Master plan.

There are previous Parks & Open Space Master plans that can be drawn from, along with active transportation, micro-transit, flood risk and climate plans.

REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-04-26

Department: Parks and Recreation



The community, through informal processes, has identified pickleball courts and outdoor skating as desirable improvements, in addition to all other needs and wants that will likely emerge from community consultation.

As the Town moves towards accessibility goals, it is recognized that parks need to be transformed into more accessible play spaces.

In 2018, the Town created a Parks and Recreation Department. Since that time investments have been made in certain parks but not with the aid of a Master Plan or intentional community consultation. One of the outcomes of this Master Plan will be to guide both investment and timelines for building out the parks, open spaces and an interconnected trail system to serve residents and visitors to Wolfville.

Project Description

The Town of Wolfville is seeking proposals from qualified consulting firms to partner with and provide services to develop a Parks and Open Space Master Plan. The Town of Wolfville has a strong commitment to providing fair and equitable access to high-quality parks, green spaces, recreation facilities and programs for all members of the community, which this Master Plan will guide and support. Specifically, the consultant will collect and analyze data to develop a clear set of goals, policies and standards for the community's park system, green spaces, trails and active transportation corridors, recreation facilities and program development for the next 10 years. These will include standards for construction, maintenance and signing, thereby informing the Town's 10-year Capital Investment Plan and maintenance requirements.

The consultant will work closely with staff from the Parks and Recreation Department, along with key staff from other departments including Planning, GIS, Engineering and Public Works and the Senior Management team. A Parks and Open Space Master Plan advisory team will be formed to facilitate the Town's involvement and deliverables.

The consultant will create a process for communication, consultation and engagement with the public that involves both online and in-person activities. The use of Wolfvilleblooms.ca will be integral to the online platform. Public consultation will include the general public as well as focused consultation with a number of key stakeholders, including but not limited to: Members of our business community; youth; Town committees; Town Council; Acadia University; and other special interest groups.

Once the Plan is complete it will be presented to Council for final approval and endorsement.

Scope of Work

Internal Assessment and Project Administration

REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-04-26

Department: Parks and Recreation



- Provide the Town's staff team with a presentation of your approach to the planning process, timelines, plan for consultation and engagement, outcomes and deliverables for sign-off.
- In consultation with the staff team, workshop a process to establish the mission and goals of the Parks and Recreation Department. Vision to be community-generated.
- Once endorsed by the staff team, present to Council the mission and goals of the Parks and Recreation Department.
- Once endorsed by the staff team, present to Council your approach to the planning process, timelines, plan for consultation and engagement, outcomes and deliverables.
- Participate in progress meetings with the staff team (or designate) as often as necessary, but not less than once per month until the final Plan is approved.
- Provide a written monthly update on progress and obstacles to be included in the CAO update to Council and community.
- Supply the staff team (or designate) with an update of all completed or partially completed work and list of obstacles or concerns at least three (3) working days before each scheduled progress meeting.
- Understand and value the Town's commitment to improving access and accessibility.
- Respect and acknowledge that not all things are possible and there are limited resources available. Use this filter when making final recommendations.

Community Engagement

- Identify, describe, and implement a comprehensive strategy and methodology for community involvement as part of this Master Plan. Include the process for online as well as in-person involvement.
- Review existing documentation of engagements conducted by the Parks and Recreation Department or other Departments to compile available information about community needs. Summarize and identify gaps in data.
- Provide well-organized and directed activities, techniques and formats that will ensure an equitable, inclusive, open, and proactive public participation process is achieved. These methods should solicit quality input from as many stakeholders as possible, including under-resourced populations, users and non-users of the services and facilities.
- Act as professional facilitators to gather specific information about services, use, preferences and strengths, weaknesses, opportunities, and threats.
- Provide written records and summaries of the results of all public processes and communications strategies that can be shared with the public.
- Through community engagement – build a Vision for Wolfville Parks and Recreation.
- Help to build consensus and agreement on the Plan. If consensus is not possible, provide information for informed and equitable decision-making for Council, acknowledging constraints (not everything is possible). Distilling hopes/wants/dreams into actions and priorities is one of the fundamental outcomes that will ensure this project is a success.

Resource and Data Collection

REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-04-26

Department: Parks and Recreation



- Conduct analysis that considers the fair and equitable quantity, distribution, inclusivity, condition, cultural relevancy, connections and proximity of parks, green spaces, programs, recreation centers and services across the entire town. Evaluation criteria should be based on the expressed values of the community and focus on improved health, social and environmental outcomes.
- Provide an assessment and analysis of the Parks and Recreation Department’s current level of programming, services, and maintenance in relation to present and future goals, objectives, and directives.
- Compile an inventory and assessment of the existing parks, trails, green spaces, and facilities in Geographic Information System (GIS). Compare to national benchmarking tools.
- Provide a community-wide, statistically valid community needs assessment survey on recreation and park programs and facilities. The return rate should accurately represent a sampling of the population, including vulnerable populations, so that an analysis can be segmented by various demographic groups.
- Review and interpret demographic trends and characteristics of the community.

Implementation

- Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-, mid- and long-term timelines for the park system, green spaces, trails and recreation programs and services. The action plan should prioritize strategies by their level of impact on social, health and environmental outcomes.
- Prioritize recommendations for needs and the development of parks, trails, green spaces and recreation facilities.
- Prioritize recommendations for maintenance, renovation and operation of parks, trails, and recreation facilities.
- Recommend collaborative partnerships and other solutions to minimize duplications or enhance opportunities for collaborative partnerships.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated parks and green spaces with acreages and parameters defined as appropriate.
- Develop recommendations for operations, staffing, maintenance, programming, and funding needs.

Development of Final Plan and Supporting Materials

- The Master Plan must include an introduction, executive summary, written goals, objectives, policy statements, a financial and action plan that articulate a clear vision, “roadmap” and model for the Town of Wolfville’s Parks and Recreation Department moving forward.
- The plan must include a summary of existing conditions, inventories and system-wide metrics, distribution metrics, population demographics and outcome metrics.

REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-04-26

Department: Parks and Recreation



- The plan must include consolidation of the recommendations for each site.
- The plan must include concept drawings for proposed recommendations (as applicable), charts, graphs, maps, and other data as needed to support the plan, including public feedback.

Proposal Evaluation

Proposals will be evaluated based on all information provided by the Proponent. Nothing should be assumed. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive. In recognition of the importance of the procedure by which a Proponent may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order).

Selection of a proposal will be based on the following criteria and any other relevant information provided by the Proponent in the submission. The Town of Wolfville reserves the right to prioritize and weigh the importance of each *sub-criterion* within the identified technical criteria confidentially.

Proposal Evaluation Criteria:

Project Understanding/deliverables	30%
Company Experience and Project Team Qualifications	35%
Project Management/timeline	25%
Financial	10%

6) FINANCIAL IMPLICATIONS

Please refer to RFD 024-2022

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic directions from the 2021-2025 Strategic Plan:

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

8) COMMUNICATION REQUIREMENTS

A Communication and Engagement Plan for this project will be developed to inform both Council and our Community. It is possible that a sub-section of the monthly CAO report could include an update on this specific project (as noted above).

REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-04-26

Department: Parks and Recreation



9) ALTERNATIVES

Council could choose not to use the Scope of Work as provided.

Council could request changes to the Scope of Work as provided.

REQUEST FOR DECISION 020-2022

Title: Vending Bylaw Update

Date: 2022-04-05

Department: Parks and Recreation



SUMMARY

Updates to Vending Bylaw 99

The current Vending Bylaw permits vending in the Town of Wolfville upon obtainment of a vending permit and payment of the associated fee. The Approval process rests with the Town’s Development Officer.

Bylaw 99 currently restricts Vending in Public Places, except during a “Special Event”, which is defined as “a time-specific event defined in Appendix 1 to this bylaw,” which “may be amended by Council resolution from time-to-time.” Section 4.2 of Bylaw 99 outlines the Vending Categories and Limitations:

4.2 Vending Categories and Limitations

In accordance with, and subject to, the provisions of this bylaw, Vending Permits may be obtained for Vending in the following categories:

Category	Limitations
a) Mobile Canteens	<ul style="list-style-type: none">Permitted in a Public Place during Special Events subject to a Vending Permit; orPermitted on Private Property subject to a Vending Permit.
b) Stands or Mobile Stands	<ul style="list-style-type: none">Permitted in a Public Place during Special Events subject to a Vending Permit; orPermitted on Private Property subject to a Vending Permit.
c) Fundraising events for not-for-profit and community groups	<ul style="list-style-type: none">May be permitted anytime in a Public Place or on Private Property subject to a Vending Permit.

Appendix 1 currently defines “Special Events” as follows:

APPENDIX 1 – Town of Wolfville Vending Bylaw “Special Events”

The following are considered “Special Events” pursuant to this by-law:

- 1) Devour! The Food Film Festival
- 2) Wolfville Mud Creek Days
- 3) Valley Harvest Marathon
- 4) Deep Roots Music Festival

Staff would like to amend Appendix 1 of Bylaw 99 to remove reference to a list of specific events, and to include all Town Events and other events which are fully endorsed and supported by the Town.

REQUEST FOR DECISION 020-2022

Title: Vending Bylaw Update

Date: 2022-04-05

Department: Parks and Recreation



DRAFT MOTION:

THAT COUNCIL APPROVE AN AMENDMENT TO APPENDIX 1 OF BYLAW 99 TO ELIMINATE THE LIST OF SPECIFIC EVENTS AND REPLACE IT WITH:

“1) ALL TOWN-ORGANIZED EVENTS

2) EVENTS IN PARTNERSHIP WITH THE TOWN, AS APPROVED BY CAO (or Designate), TO A MAXIMUM OF (3) PER CALENDAR YEAR, PER APPLICANT.”

REQUEST FOR DECISION 020-2022

Title: Vending Bylaw Update

Date: 2022-04-05

Department: Parks and Recreation



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Town of Wolfville Vending Bylaw.

3) STAFF RECOMMENDATION

It is the recommendation of staff that Council approve the proposed Motion.

4) REFERENCES AND ATTACHMENTS

1. Town of Wolfville Vending [Bylaw](#)

5) DISCUSSION

Staff understands the purpose of the current Vending Bylaw 99 and the rationale that supports the Town's tax-paying, brick and mortar businesses and provides protection from undue and potentially unfair competition. Staff also sees value in allowing vendors to participate in Town-organized or supported events in order to expand and build upon the Town's resources to create events that are diverse and offer more variety to residents and visitors. Current examples of groups that have requested permission to vend in Wolfville that would not be permitted under the current bylaw include the NS Craft Council wishing to do a pop-up event in town and a local artist group wanting to showcase and sell art. Furthermore, the Town is currently not permitted to attract vendors that could offer products and services that complement our events outside of those events listed in Appendix 1 of the bylaw.

Staff also understands that the current amendment to the bylaw does create added flexibility but perhaps does not go far enough. There are some short-term opportunities that the Town is working to support, and this amendment will allow for this. A wholesome review of this bylaw will be part of our ongoing work with the WBDC. As staff looks to bring a new agreement with the WBDC back to Council for consideration, WBDC's support of an updated vending bylaw will be important.

Eliminating the list of specific events that are exceptions to Bylaw 99 and including all Town Events and other events approved by the Town will allow staff to manage and support the Vending Bylaw more effectively, while encouraging visitors and economic inputs and creating opportunities to showcase different products, artisan goods and services.

As part of a process intended to amend the Vending Bylaw in 2021, the Wolfville Business Development Corporation was presented with similar proposed changes, although the previous proposal went beyond the scope of the current Request for Decision. Feedback from the WBDC was positive, with some concern over large vendors 'taking advantage' by attending every possible event to vend. This concern

REQUEST FOR DECISION 020-2022

Title: Vending Bylaw Update

Date: 2022-04-05

Department: Parks and Recreation



has been heard and is addressed in the current proposed change by specifying a limit of three (3) opportunities per year, per vendor. Staff are working closely with the WBDC on events as they are executed and will involve them in project planning to ensure business awareness and involvement where appropriate.

It is important to consider that this Motion is not intended to create unfair competition within the Town's business community, but to create opportunities to allow smaller or more mobile vendors to promote their products and/or their membership through a vetted process, at times specified by the Town through its own schedule of Events and the approval process for other events.

Through this process it is the intention of this Motion to create opportunities to better serve our residents, as well as to bring people to Wolfville to participate in events that not only support the organizing group but bring commerce and vitality to the town at large. Staff believe that the flexibility this will provide will enhance the Town's ability to offer enticing events to its residents and visitors.

Should Council see value in putting some limitations on the proposed Motion, such as limiting the number of times a group can apply annually for a permit under these circumstances or limiting what can be sold, this would become part of the permit application and approval process.

6) FINANCIAL IMPLICATIONS

There are limited financial implications directly related to this Motion. Revenue streams would not be affected and have little to no impact on the Town's finances.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The following three areas or strategic directions from Council's 2021-2025 Strategic Plan should be noted and supported by this Motion:

- Economic Prosperity
- Social Equity
- Community Wellness

In addition, this RFD links to the following Council Priority Initiative:

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

8) COMMUNICATION REQUIREMENTS

Communications related to this Motion would be represented by updating Appendix 1 of the Vending Bylaw.

REQUEST FOR DECISION 020-2022

Title: Vending Bylaw Update

Date: 2022-04-05

Department: Parks and Recreation



9) ALTERNATIVES

Council can choose not to approve the Motion.

Council can choose to put limitations or restrictions on the Motion.

COMMITTEE UPDATE

Title: Valley Waste Resource Management
Date: May 3, 2022
Department: Committee of the Whole



UPDATE

The monthly Valley Waste Management Authority meeting took place on April 20, 2022. Highlights of that meeting included:

- **General Manager's Report:**

- Scale House software RFP responses have been received and preferred option identified to be installed by summer.
- Most partner municipalities have finalized and approved the VWMA budget with the last two to be finalized by the end of April.
- Repairs to the Western Management tipping floor are now complete.

- **Enforcement Report:**

- During the month of March there were 7 cases of illegal dumping, 2 cases of illegal burning, and 9 issues related to sorting, storage, set out dates etc.

- **Education and Social Media Reports:**

- During March Break VWMA invited families to tour the waste management site.
- Community groups continue to work on beach waste pickup, an initiative supported by VWA. 2.5 tonnes of waste, mostly fishing gear was removed from Huntington Point Beach on one day in March. In the past three years VW has supported the collection of more than 35 tonnes of beach waste. Most beach waste is marine waste which includes fishing gear, plastics, weather balloons etc. Beach waste report attached. The federal government does have a fund to support financial management of commercial fishing waste but at present waste companies do not seem to be eligible. It was noted that we should investigate financial support for the work VWA and volunteers do in this regard.

- **Transition to New IMSA and Board**

- It is anticipated that the new IMSA will be in place by June 1st with the current board to be replaced by the new IMSA Board.

Respectfully Submitted, May 2022

Mayor Donovan

Beach Waste Report

2022



Photo credit: Karen Jenner



01

Beach Waste from the Bay of Fundy shores

In the past 3 fiscal years, Valley Waste has collected a total of 35.4 tonnes of beach waste from collectors



Photo credit: Karen Jenner

Over the past three years, Valley Waste has seen an increase in the collection of beach waste. During the pandemic a number of beach collector groups formed and the 'past time' of collecting litter from the beach has grown exponentially from 2019 – 2022.

The most active groups and individuals include Friends of Scots Bay, Nova Scotia Beach Awareness, Eddie Simmons, and Scotian Shores. They have been the driving force that has organized more regular and structured clean-ups along the Bay of Fundy.

Nova Scotia Beach Awareness documented collecting 17,576 lb (7.97 tonnes) of rope in the last 4 years.

Approximately 80% of the waste is marine waste which includes fishing gear, plastics, weather balloons and aquaponic waste.

The other 20% is shore based and includes shotgun shell casings, cigarette butts and lighters, needles, shoes, toys, plastic cutlery, and other odds and ends.

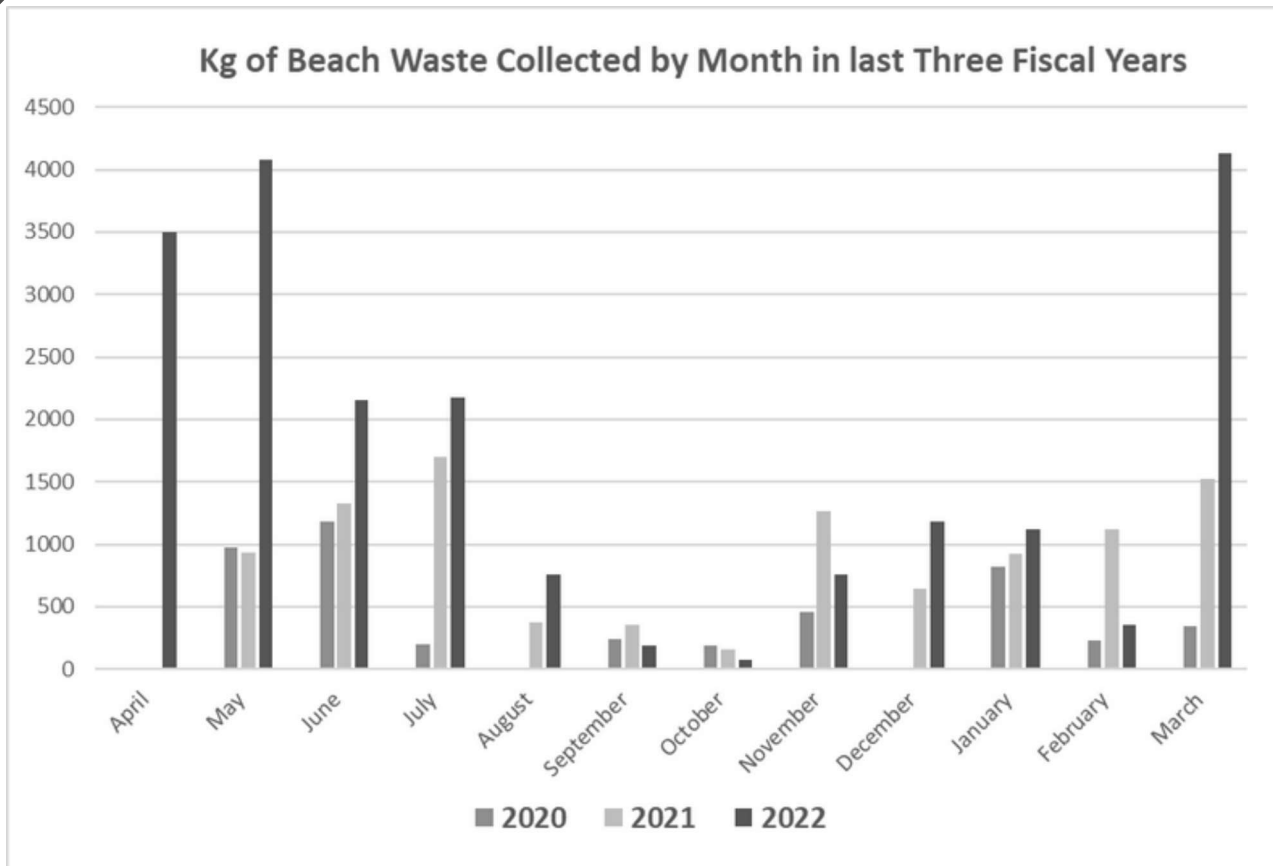
In the past four years, 51332 straps were collected. The average length is 45" (1.14m) which if put end to end would stretch for 36.5 miles (58.74km).



Photo credit: Karen Jenner

Beach Waste collected

02



Total of Beach Waste collected by fiscal year.

Fiscal Year	Kg	Tonnes
2019/2020	4,630	4.6
2020/2021	10,300	10.3
2021/2022	20,460	20.5
Totals	35,390	35.4

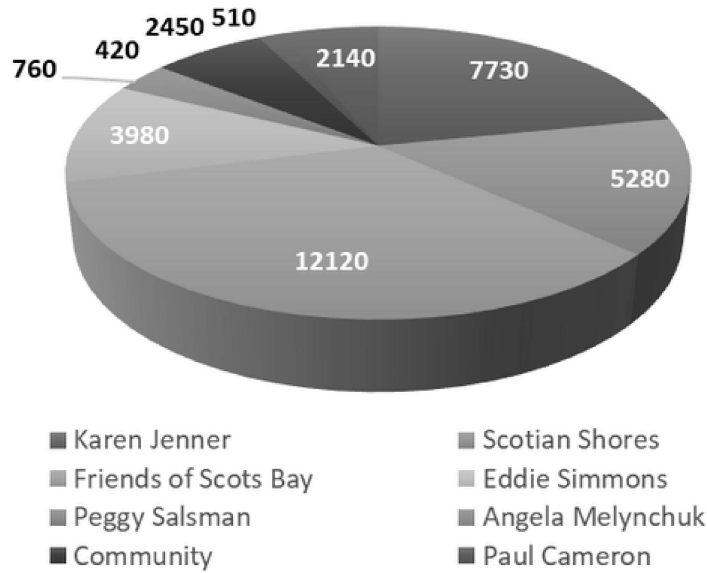
Beach waste collection has doubled in the past fiscal, and quadrupled from the previous fiscal.

The number of organized beach collectors has grown since COVID started.

Beach Waste Collectors 2019 - 2022

03

Beach Waste Collection in kg (2019-2022)



Collector	kg	Number of collections	VWRM hours
Angela Melynychuk	420	2	4
Community	2450	15	30
Eddie Simmons	3980	22	2
Friends of Scots Bay	12120	44	97
Karen Jenner	7730	39	80
Other	2140	14	25
Paul Cameron	510	3	6
Peggy Salsman	760	3	6.5
Scotian Shores	5280	25	52
Grand Total	35390	167	302.5

Beach Waste Collected

04



Photo credit: Karen Jenner

Bay of Fundy clean ups

The most cleaned beaches on the Bay of Fundy, and Valley Waste Region, include Scots Bay, Huntington's Point, Harbourville, Donnellens Brook, Black Rock, and Morden. Collectors have formed groups and many have collaborated their efforts which has also increased the tonnage of waste collected.



Photo credit: Karen Jenner

Data Collection

1239 Containers are shown in the left hand photo. This is an example of some of the plastic waste washed on shore. Many of the items have been traced to companies in Maine.

In the last 4 years, Nova Scotia Beach Awareness has documented collecting 286,454 items, 29,517lb (13.38 tonnes) debris and 17,576lb (7.97 tonnes) of rope.



Photo credit: Karen Jenner

Scotian Shores estimated a total of 12,426 lb (5.63 tonnes) of beach waste collected from Kings and Annapolis Counties. 11,462 lb (5.2 tonnes) was collected from Kings County beaches and 964 lb (0.43 tonnes) from Annapolis County beaches.

Among the beach waste collected in the past year were over 2,000 shotgun shell casings, wads and tampon applicators, 1,896 caps, lids and coffee pods, 213 bait bags, and 6,179 lobster bands.

05

Valley Waste and beach collections



Valley Waste has supported the collectors with pick-ups from agreed points at the beaches or homes of collectors.

In the fiscal year 2019/2020, Valley Waste dedicated 50 people hours and 25 truckloads weighing in at 4.63 tonnes.

In 2020/2021 49 waste collections were made, and 85 people hours used, and in 2021/2022, this increased to 93 truckloads and 167.5 hours of staff time.



Beach collectors are offered a tipping fee exemption to bring their beach waste into the transfer stations but Valley Waste also offers a pick up service for those groups who do not have the means to get their waste to the site.



Some of the collectors have tried to look at sustainable options with the use of reusable bags, recycling some of the rope collected into other items such as bags and mats.

While beach waste continues to increase on our shores, more volunteers are looking for support with collections, equipment and bags. Valley Waste continues to support the collectors as much as they can but recognise the issue is a larger one with beaches in need of constant cleaning to make them inviting and safe for residents, wildlife, and visitors alike.

COMMITTEE UPDATE

Title: Kings Point to Point
Date: April 20, 2022
Department: Committee of the Whole – May 2022



- The meeting was a hybrid meeting.
- Still have not seen draft agreement from the County
- There is a desperate need for drivers. A driver recruitment brainstorm will be had at next meeting.
- Kathleen, the manager, gave an overview of her ideas and suggestions for acknowledging and celebrating the 25th anniversary of Kings Point to Point.
 - Good time to reignite, perhaps a bit of rebrand
 - Will use as a fundraiser with the aim of reaching \$25,000
 - Social media campaign of showcasing drivers, users, spotlights, stories, etc.
 - Potential to purchase swag to complement the celebration
 - Potential for KPPT to get involved with other community initiatives
 - Use AGM as launch of the 25th anniversary plan
- AGM is in June. Two board members need to be recruited. The nominating committee will need to begin its work.
- By-laws, governance policies and driver handbook all need to be reviewed. Committee members have been asked to review and provide feedback
- Next meeting – May 18th at 5:15 pm.

COMMITTEE UPDATE

Title: Annapolis Valley Trails Coalition

Date: March 31, 2022

Department: Committee of the Whole



The last meeting of Annapolis Valley Trails Coalition was held in person on March 31/22. The next meeting will be held on May 26/22.

The Chair (Beth) reported the cash flow is low, but balance is fine, thus will be doing invoicing early.

Rick gave a work plan update focusing on the work done on the Harvest moon Trail so it can be user friendly with focus on prevention, protection, mitigation, assessment, response, and recovery. Managing expectations will be key with users this year as ongoing work progresses. Grading, mowing, and culvert repair will be the areas of priority.

Work completed:

- Danger and downed tree removal between Annapolis Royal and Bridgetown (20kms)
- Mulching vegetative and storm debris between Annapolis Royal and Tupperville.
- Removal of ditch blockages in 20 locations and bridge repairs between Annapolis Royal and Kingston.
- Work continues in preparation with contractors to repair damage bridge and culvert replacements.

Discussion was held regarding ideas for International Trails Day on June 4/22. In keeping with all the clean up with storms being done, it was suggested communities help clean up garbage along their portion of the Harvest Moon Trail.

Topics for the AGM in June were discussed and having a presentation on Climate change was forefront. The meeting in May will narrow down topics.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Diversity Kings County

Date: April 4, 2022

Department: Committee of the Whole



The last meeting was held virtually on April 4, 2022. The next meeting will be in person May 2, 2022.

Areas of discussion on the new Work Plan included:

- Reviewing all the County of Kings policies to be gender neutral. (Over 80 policies currently.) For example, removing the word Master, and “grandfathered” with another words.
- Plain language and more pictures should be added to the plan.
- How to engage with more diverse businesses in the area.
- Public engagement should continue in online forums and in person. Having community chats without an agenda or minutes would be beneficial.
- Internal Actions are impactful. Councillors should share cultural celebrations with the committee that are going on in their area, as “The Strategy” is very localized. Identifying yourself as a Councillor at events is important.

Brittany gave a few employment updates:

- Recruitment of a summer student from Acadia University was successful and their term will be from May- August/22.
- There are resources available for adding an additional Diversity specialist. The job will be posted for an 8-week period and a virtual open house will be held for candidates to be able to make informed decisions.

Finally, the Diversity calendar was reviewed with the committee:

- Transgender day of Visibility – March 31,2022
- Ramadan: April 1- May 1, 2022
- Autism Awareness Day: April 2, 2022
- Earth Day: April 22, 2022
- Moosehide campaign- May 12, 2022

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Recreation Facility Feasibility Study Task Force
Date: May 2022
Department: Committee of the Whole



UPDATE

The Task Force met on April 12th to receive an update from the consulting team.

- **General Update:**

The consulting team reviewed activities that they have been working on since the last meeting and some next steps including:

- Meetings have now occurred with all three Councils;
- Draft report will be complete by latter part of May and will include capital and operating costs for different components of a potential facility;
- There will need to be discussion about how we proceed in terms of speaking with Councils, public consultation, decision points.

- **Functional Space Program**

Primary facility is an aquatics facility (an 8-lane pool with separate tank for a leisure pool and perhaps a therapy warm pool), double gymnasium with a 3 lane track, 4 multi-purpose rooms, and additional amenity/ support spaces

The addition of a single ice pad adds 44,000 sq ft, and two ice pads adds approximately 79,000 sq. ft. The task force discussed the need to rationalize existing ice should a decision be made to include ice in the new facility. There is currently no unmet demand for ice time in the region and new facilities, which would be arguably more modern, would require the closing of existing facilities to make this affordable. To date there has been no discussion to closing existing rinks and this information was provided simply for information purposes.

- **Siting and Fit**

With a general space program in mind consultants have then been looking at proposed sites including how such a structure may fit, what options there are for future growth, and the associated efforts of development of one site over another.

Based on the criteria used, three main sites were being looked at more closely with a fourth site added by the Task Force for assessment. Sites will be made public with the draft report.

- **Schedule**

- Draft report will be complete by the end of May
- Working Group will review and a meeting will occur early in June to discuss release to Councils and consultation on the report with the public.

Respectfully Submitted, May 2022

Mayor Donovan

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: May 3, 2022
Department: CAO



UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, April 25, 2022.

Key issues of discussion included:

- **Kings REMO Administration – REMAC Membership**
Membership amended for Town of Kentville to include Councillor Huntley replacing Mayor Snow

- **Kings REMO Agreements-MOUs**
The Kings-Annapolis Emergency Management Mutual Aid Agreement was approved by the Regional Emergency Management Advisory Committee on April 15, 2019 and has been approved by the Municipalities of Annapolis County.
The Agreement is in the process of being submitted for Mayoral signatures.

- **2022-02-17 Wind-Rain-Flash Freeze Event Overview**
The Wind-Rain-Flash Freeze event February 17-19 saw minimal impact due to Power Outages in Kings County, but a number of roads were impacted with flood conditions. Kings REMO REMC was called upon to support the following Fire Departments with sandbags:
 - Canning Fire Department – sandbags provided by Municipality of the County of Kings Public Works
 - Greenwich Fire Department – sandbags provided by Town of Kentville Public Works with support from VSAR in filling sandbags

Kings REMO REMC investigating the purchase of sandbags to have available for future use and distributed across Kings County via the Municipal Public Works offices.

- **COVID-19 Pandemic Update**
 - Friday, March 11th marked the 2-year point since the World Health Organization announced that the global spread of the COVID virus could be characterized as a Pandemic.
 - “Although reported cases and deaths are declining globally, and several countries have lifted restrictions, the pandemic is far from over, and it will not be over anywhere until it is over everywhere.” (Dr Tedros, Director General WHO, 2022-03-09)
 - Border Measures update:
 - Federal Government ends pre-arrival COVID testing for travellers entering Canada as of April 1 for fully vaccinated travellers
 - Random Testing of arrivals will continue to track emergence of new COVID-19 variants
 - The BA.2 subvariant of Omicron has been outcompeting the previously dominant BA.1 subvariant in several countries
 - COVID-19 updates in Nova Scotia are being provided weekly on Thursdays as of March 10th

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: May 3, 2022
Department: CAO



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- Arrangements to be made for the contractor to run the cables above the ceiling, drill a hole through the side of the building, and install the mounting brackets on the roof. Amateur Radio personnel will be on hand to ensure that everything is placed properly.
 - Once that work is done, all that remains is to install proper connectors on the cables, purchase several mast sections (available locally from Home Hardware), and attach the antennas.

 - **Kings REMO Community Outreach**
REMC continuing to promote in-person Emergency Preparedness awareness sessions for Community outreach with 3 sessions conducted to-date in 2022

 - **Kings REMO Comfort Centres**
Effective March 2022, the Kings REMO I am Responding (IaR) Database for Comfort Centres has been updated and is posted/available on Kings REMO WebEOC File Library
 - 24 Comfort Centres in Kings County www.kingsremo.ca/comfort.aspx
 - Of the 24 Comfort Centres, 5 facilities are identified as being Emergency Shelters

 - **Kings REMO Social Media Account**
While not all residents of Kings County are connected to the Internet or Social Media, Kings REMO REMC is making use of Social Media to reach out to the community in support of increasing Emergency Preparedness Awareness.

 - **Kings REMO Training & Exercises**
 - Upcoming Training:
 - Kings REMO REMAC available to provide ICS-100 and Basic Emergency Management (BEM) courses in-person and will be targeting coordinators of Kings County Comfort Centres for upcoming BEM courses
 - Upcoming Exercises:
 - 2022-04 Functional Flood exercise was postponed
 - 2022-07 Hurricane/ECC Activation tabletop Exercise/Discussion

 - **Management of Spontaneous Volunteers in a Disaster**
 - The concept of a Kings REMO Program to manage spontaneous volunteers in a disaster was brought forward at the March meeting of the Regional EM Planning Committee and was supported for submission to the Regional EM Advisory Committee
 - When disaster – natural or man-made – strikes a community, specific emergency management and non-profit organizations automatically respond according to a pre-established plan. Each of these designated organizations has a specific role to play in
-

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: May 3, 2022
Department: CAO



ensuring an effective response to and recovery from the disaster's devastation. Yet one element within the present system continues to pose a challenge: spontaneous, unaffiliated volunteers.

- Spontaneous, unaffiliated volunteers – our neighbors and ordinary citizens – often arrive on-site at a disaster ready to help. Yet because they are not associated with any part of the existing emergency management response system, their offers of help are often underutilized and even problematic to professional responders. The paradox is clear: people's willingness to volunteer versus the system's capacity to utilize them effectively.

- **Events**

- EP Week 2022:
 - May 1-7
 - Theme: "Emergency Preparedness: Be Ready for Anything"
- Apple Blossom Festival
 - 88th Annapolis Valley Apple Blossom Festival Scheduled May 25-30
 - 2022 Theme: "Back in Bloom"
- CFL Football Game
 - Scheduled July 16th
 - Acadia University's Raymond Field will be expanded to host 10,000 fans, installing approximately 7,000 seats
 - Bus service offered on game day to help bring spectators from Halifax to Acadia
 - Three-days of festivities leading up to the main event including football camps and clinics, black parties and live music
 - Ticket sales open April 26th

Next Meeting: Monday, July 18, 2022

COMMITTEE UPDATE

Title: Grand Pre Marsh Body AGM

Date: May 3, 2022

Department: Committee of the Whole



Grand Pre Marsh Body AGM

The province spent \$144,748.67 on land protection in Western Nova Scotia last year. Grand Pre's share was \$5,480. (Incidentally the Bishop-Beckwith dykes needed \$4,380 in maintenance. They don't seem to meet).

Survey work has begun on the planned Dykeland Systems Upgrade Project for both systems that won't occur till 2024. Preliminary data collection is complete. Geotechnical drilling has been done. Design options are expected late in the year.

Claude DeGrace of the Landscape of Grand Pre updated the members about the work of his organization, which is 10 years old this year. There was a discussion about traffic and safety, staying off dykes and use of the Harvest Moon Trail. While there are walkers closer to town, vehicles cause more issues adjacent to the Guzzle.

DeGrace said studies have been done about a potential building at the View Park with no consensus. June 30/July 1 is the 10th anniversary, plus the 100th anniversary of the church at the park will be celebrated at the end of July.

There was a discussion about drainage and ditching issues – the marsh body graded most roads. There was \$31,000 in income last year with \$37,500 expenses, but secretary treasure Bev Palmeter reported on cash holdings of \$30,000.

Further discussion centred on eastern road issues that persist. An incorrect GPS listing has posed a bit of a problem given the number of fishermen and birdwatchers visiting the area.

I was asked about our water treatment plant. The province noted there has been riverbank erosion by the water treatment plan and limited foreshore.

Grand Pre is one of 21 marsh bodies in Western Nova Scotia. The AGM was held on April 20.

Respectfully submitted by:
Councillor Wendy Elliott