



## Committee of the Whole

June 14, 2022

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

### Agenda

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#### 1. Approval of Agenda

#### 2. Approval of Minutes

- a. Committee of the Whole Minutes, May 3, 2022
- b. Committee of the Whole In Camera Minutes, May 3, 2022

#### 3. Presentations

- a. Summer Camp Update

#### 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. Audit Committee
- b. Planning Advisory Committee



- c. Policing Review Committee
- d. Town & Gown Committee

## **6. CAO Report**

## **7. Staff Reports for Discussion**

- a. RFD 029-2022 Landmark East Capital Grant (v2)
- b. IR 009-2022 Info Report Financial Update
- c. RFD 028-2022 Site Plan Debrief
- d. RFD 037-2022 Valley Waste TBR
- e. RFD 036-2022 AT Network ICIP Grant
- f. Verbal Discussion - Service Exchange and MGA Review Feedback

## **8. Committee Reports (External)**

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

## **9. Request for Agenda Item**

- a. Correspondence Management

## **10. Public Input / Question Period**

## **11. Adjournment to In-Camera Meeting under *section 22(2)(c)(e) Of the Municipal Government Act.***



- a. Personnel
- b. Contract Negotiations

**12. Adjournment of In-Camera Meeting**

**13. Regular Meeting Reconvened**

**14. Motions from In-Camera Meeting**

**15. Regular Meeting Adjourned**

## COMMITTEE UPDATE

Title: Audit Committee Update

Date: June 2022

Department: Audit for Committee of the Whole

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Meeting was held in Council Chambers.

We were accompanied by Jessica Clahane & Victoria Ells, Auditors, Grant Thornton who walked us through the Audit Plan. It was a detailed discussion of the plan. The committee also went in camera to discuss any concerns should there be any.

- Jessica Clahane provided an overview of the Audit plan. The scheduled audit will start in May.
- No significant concerns related to COVID impact.
- No significant changes or large transactions.
- No fraud or non-compliance noted. As per usual practice the committee will go In Camera with Auditors without staff for a chance to discuss any concerns they may have.
- There are presumed risks in every organization and checks are carried out regarding fraud risk and regarding tax revenue and override of controls, and appropriate journal entries and independent third-party valuation for future employee benefits.
- Technical Updates: As of next year, will have to look at asset retirement i.e. costs of removing a building which may contain asbestos for example. Only have to declare items where the work must be carried out, for example, a health and safety concern such as removal of asbestos in a building that is being demolished. Not for renovations work that are not required to be done.
- Underground infrastructure may be excluded but will clarify.
- Assurance – there are some changes to the auditing standards around how auditors carry out their duties and in communications practices, but auditors have already been working to those standards so no real changes.

Director MacLean confirmed the current Finance staff team and their roles and contributions to the Team.

### **Procurement Policy Discussion and Motion Forwarded to Council**

- Discussion regarding the changes relating to the thresholds.
- Comfortable with the 10% authority for CAO for expenditures less than \$100k for both operating and Capital expenses.
- For purchases greater than \$100k there would be more of a limit.
- Infrastructure projects are typically \$1m or less but not always, such as town hall/library for example. If it is above budget it has to come back to Council to consider.
- In response to a question Director MacLean confirmed staff hiring would be separate from this procurement policy. A review is due on the salary bands and that information can be shared.
- In response to a question Director MacLean advised Capital projects coming in are subject to ongoing assessments of costs especially in this climate where costs are increasing, and suppliers are fewer. Council should be made aware of whether changes to costs may affect another project, especially in this climate. If it looks like costs will start to exceed



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the 10% contingency Council could be approached earlier for approval of further costs, if needed and not delay the work and it may not be needed.

- This relates only to those capital projects that have a specific budget identified.
- Seeking grant agreements should fit within departments own spending authority. This is a mechanism of control.
- Standing offers – discussion around better controls and more information on when and where they are used. Some concern around the supports for planning work. The wording of the standing offer was finite but require better understanding when to use and what supports help a smaller dept do day to day work and whether it would be more cost effective to hire another member of staff than use contracted services.
- Discussion around when standing offers should be used.
- Typically, the automatic renewals have been for three years, the policy will limit it to one renewal.
- Engineers may be retained as we don't have inhouse team.
- Some research done around the province regarding RFPs. None of the municipalities polled, bar one, brings RFP's to Council for approval before issuing.
- Project Charters is an area requiring some improvement, but the information for Council would be contained there.
- Concerns over past projects where the RFP was written by staff and the end product was below par due to not enough information being given in the RFP for the consultants to work to.
- If Council have specific skillset and expertise in that area, they could be consulted. Although would not want to delay the process and may be more critical in some areas than others. Scope of Work and Deliverables will be covered in Budget process and the policy will be adjusted to reflect that.
- RFD's will have detail of what is being asked in the RFP for Council to see before it goes out.
- Council can identify the risks during the budget process and decide what RFP's or scope of work they want to see.

There was a lot of discussion, and everyone gave great feedback. It was moved that the RFP come forward – which will likely happen in July. How this discussion translates out to the RFP will be summarized and directed by Director MacLean.

Respectfully submitted,

Jodi MacKay

## **COMMITTEE UPDATE**

Title: Policing Services Review Committee

Date: June 14, 2022

Department: Office of CAO



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### **UPDATE: May 13, 2022 Meeting**

The Committee met on Friday, May 13, to review the further revised draft Engagement & Communications Plan and to discuss the feedback provided by members of the committee. While some changes were made to the questions, the Key Message of the plan remains the same.

The final plan has now been circulated to the members, recognizing that this is a living document and further changes may be required as we follow the process.

Barb Shaw, Communications Specialist, explained the variety of ways that will be used to approach the community. General community outreach will be online and in person sessions. These can be done in a variety of ways. Firstly, all residents are invited to complete the online survey tool, then targeted groups will be approached. Groups have been identified, and contact persons noted for each group as well as the staff/committee member who will initiate the process. In all instances, the same questions will be asked. It was noted that members of this committee will not be taking part in asking the questions but may wish to observe some of the sessions. Staff will gather the data to ensure consistency.

This will not be a quick process, taking over the summer and fall to conduct the engagement with next steps being to collate and analyze the data.

As we are at the stage of the hands-on work commencing, no set meeting has been arranged at this time, however a mid-summer check in can occur if required.

At the time of writing, the survey has gone live on Wolfville Blooms.

**Respectfully submitted by:**  
**Erin Beaudin, CAO**

## COMMITTEE UPDATE

Title: Town and Gown Meeting  
Date: June 14<sup>th</sup>, 2022  
Department: Committee of the Whole

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## TOWN AND GOWN UPDATE

### Town and Gown Committee Meeting Update

The Town and Gown Committee met on May 18<sup>th</sup> in the KC Irving Centre Board Room for half a day. In 2022 Acadia is the host organization and the meetings are chaired by the Acadia President.

The Main topic of discussion was the updating of the MOU between Acadia, Town of Wolfville and the Acadia Student Union. CAO Beaudin prepared and took the Committee through the presentation including an overview of shared goals (Communications, Economic Development, Facilities and Infrastructure, Academic Opportunities, Strategic Planning, Community Harmony).

The planned assessment of the current MOU will consider (1) how we have implemented each of the shared goals (2) where goals have not been implemented a further assessment of why we have not been successful (3) an assessment of partnership initiatives not originally contemplated (4) identification of gaps and challenges.

An engagement process to assess the current MOU will be prepared by staff of the partner organizations and undertaken through the summer and early fall in preparation for the fall meeting of the Town and Gown Committee. Based on the outcomes of consultation and a workshop with Town and Gown Committee a new MOU will be developed and presented to Town Council, the Acadia Student Union and Acadia Board of Governors for approval.

One of the early assessment comments of the MOU was the need for the committee to meet more often than twice annually, which is presented in the MOU as the minimum amount of meetings.

### Town and Gown Conference

Along with CAO Beaudin I attended the International Town and Gown Conference in Clemson South Carolina June 6-9<sup>th</sup>. This is an excellent conference, and I would recommend that any member of Council serving on the T & G committee also attend and, that in the future, it be on the list of “large” conferences that members of council may attend once during their term. While I have only attended the first day of the conference as I prepare this report many town/university situations are both similar to Wolfville with respect to issues dealt with but dissimilar with regard to the significant alliances some groups have with respect to built infrastructure, joint strategic planning and integrated services. Understanding that the American situation of municipal and university governance do have some differences I didn’t see or hear anything that would be so different that they could not work in Wolfville/Acadia. One municipality/university co-developed joint town and university facilities, in some cases the University (who often have large land holdings) gave land to the local municipality for needed community infrastructure. Other sessions focused on the opportunity for town and gown relationships

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to be centres of entrepreneurial innovation, an example that we are pursuing in Wolfville with Acadia, albeit early days. The President of Ohio State University's Athens campus noted how important it was to their students and the success of the University for the University President to be strongly connected with the Community. He and the Athens Mayor meet at minimum monthly to discuss and strategize. He also has begun meeting semi regularly with the 18 Mayors of the region who also meet monthly so that he may be well connected with the region in recognition mutual impact of the university and the municipalities.

I believe there could be a benefit in us trying to organize a virtual session between the Mayor of Athens Ohio and the President of the Ohio State campus and the Town and Gown Committee to explore their process. As well several other sessions might lend themselves to some virtual sharing as we proceed to review and recommend future directions with our MOU.

Respectfully Submitted

Mayor Donovan

## CAO REPORT

June 14, 2022

Department: Office of the CAO



**Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness**

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### Information Updates

#### Website

The new Wolfville.ca website is about to launch. Staff are training on the new content management system, and we should have the new site live by the end of June. Once launched, we will be updating the content and keeping all the electronic pages filled with news and important community information.

Wolfville Blooms is coming up on its first anniversary and we will continue to use our engagement platform for on-going projects.

#### Visitor Information Centre

The Wolfville Visitor Information Centre opened for the season on the May long weekend and during the month we had visitors from all over Atlantic Canada as well as from Ontario, Quebec, Saskatchewan, Alberta, and British Columbia. Our international visitors have come from the United States, South Korea, Germany, South Africa, France, England, Scotland, China, Holland, Norway and Jamaica. Some of our most common questions are where to find apple blossoms, what wineries are nearby, where they can go for a hike and where can they see views of the tides. Visitors have asked for recommendations for where to stay and eat and many are planning for a future visit. We expect a busy season ahead and look forward to welcoming people to Wolfville.

#### East End Secondary Plan

Staff and consultants held four successful engagement events on the East End Secondary Plan. Thank you to all who came out and provided valuable input. A “what we heard” report will be prepared for the Planning Advisory Committee and the process will pick up again in the fall with a joint PAC and Council session and more engagement on framework plans for the sites. The final secondary plan is not envisioned to be completed until at least December 2022.

#### Planning Department

Staff continue to work on reviewing Single Room Occupancies, Short Term Rentals, Business Licensing, and stakeholder consultation (including landlords). A report will come back through PAC on these topics sometime in the coming months.

With the better weather upon us, the building season ramps up and planning staff will be increasingly busy working with developers and property owners on development and building permit applications.

## CAO REPORT

June 14, 2022

Department: Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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#### Compliance

Compliance Officers continue to monitor properties, and to make contact with those that don't meet the requirements set out in the Minimum Standards Bylaw and/or the Municipal Government Act. They will also be out during select weekends and evenings to patrol the neighbourhood and will enforce Town by-laws, including the Nuisance Party By-Law.

Officers continue to enforce the Town parking regulations, and as a reminder, be cautious when parking that you are not blocking someone's driveway or are parked too close to an intersection.

#### Parks and Recreation Updates

Thanks to a flood of responses to our camp offerings, we have added a sixth Earth Leadership Camp for 6 to 8-year-olds. To prepare for the busy season, recreation staff, along with other Valley staff planned and led senior summer staff training for Valley staff. There have also been meetings with community leaders to see if we can bring summer camps to different places within our community.

Our Community Partnership Program Grants distributed in support of five events and programs in our community: Come On Down ("Open Mic for Everyone"), Broken Leg Theatre (theatrical "variety show"), Acadia Community Farm, Stage Prophets "In Revue!", and Lions "After the Bell" (School Food Take Home Program). These will be advertised online and through our kiosks. Our summer events are also featured in a two-page spread in the June Grapevine to help everyone plan for the great line-up of activities in the community.

Gardens and green spaces are coming to life this season and Parks staff are getting planters and baskets out.

#### Horton Grad Parade

Wolfville is hosting the Horton High Class of 2022 Graduation Parade on Thursday, June 23. The Town will close Main Street (Elm to Harbourside Drive) starting at 5:30 pm to accommodate the parade of graduates, who will be walking the red carpet, taking photos and be cheered on by the community.

Mayor Donovan will be representing the Town and the Town Crier, Lloyd Smith, will also attend. Downtown businesses are being encouraged to support the graduates and the goal of the event is to create a great sense of pride for youth in our community. Main Street will re-open by 8:30pm and we all wish the graduates the very best during this exciting time.

## CAO REPORT

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### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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#### Finance Updates

Audit. Audit. Audit.

#### Engineering and Public Works

Emily Pomroy was the successful candidate for the new Utility Operator position approved in this year's budget. She started with the Town on May 30. Manager of Engineering and Public Works interviews were completed on May 31, with a hiring decision expected by early June.

Staff have been working with Acadia on traffic planning for the July 16 CFL game. More updates will follow on this event.

#### Capital Project updates

- Willow Ave: deficiency work and extra paving to be completed in early June
- Salt Shed: foundation has been poured, and construction expected to be completed by July
- Highland Avenue Reconstruction: temporary water installation is being finalized and street excavation scheduled to begin in June
- Traffic Line Marking: complete
- Asphalt Supply (mill and pave): milling scheduled for early July, followed by paving. The larger segments scheduled for this summer are as follows:
  - Pleasant Street from Orchard to Reservoir Park
  - Huron Ave
  - Chestnut Ave from Prince to Beckwith
  - King Street, between Victoria and Orchard
- 3-ton plow truck: review of submissions underway with contract award expected in early June
- University Avenue Water Transmission Line (from Park Street to Skyway): tender to be postponed until completion of Highland Ave, as University Ave will be used as the main north-south traffic detour during construction.

## CAO REPORT

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Department: Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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- Tender package for reinstatement of the Public Works Building is now scheduled to be issued in June.
- Electric compliance vehicle: to be tendered later this year

#### Staff Departure

Staff are wishing Director of Engineering and Public Works, Tim Bouter, all the best as he crosses the border to take on the role of CAO/Treasurer for the Village of New Minas. It has been a pleasure working with Tim and we look forward to seeing Tim and his family at community events.

#### Upcoming Events and key dates

- Woofville Pooch Party – June 18
- Horton High Class of 2022 Graduation Parade – June 23
- Canada Day Celebrations in Willow Park – July 1, 10am – 3pm
- Touchdown Atlantic Game - July 16 at 2:00 pm
- Mud Creek Days - July 22-24



## REQUEST FOR DECISION 029-2022

Title: Landmark East Capital Grant (v2)

Date: 2022-06-14

Department: Parks & Recreation

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## SUMMARY

### Landmark East – Capital Grant

Landmark East School first approached the Town for a one-time capital grant back in early 2017. Since that time, numerous reports were presented to Council, ultimately resulting in a draft MOU that contained a commitment to a \$50,000 grant contribution for a project to be completed by December 2022. With the passing of several years, that agreement has lapsed.

Within the last year, the Town has been made aware that the project is once again back at the forefront of the school's infrastructure planning, with groundbreaking planned for 2023. This date has changed from 2022.

Landmark East has relaunched their capital campaign entitled "Building on Success" and presented an overview of the project to Council in February of 2022. With that, Landmark East is seeking and asking for the original \$50,000 as a one-time capital grant.

This RFD includes a motion for Council's consideration to approve the requested capital grant.

### DRAFT MOTION:

**THAT COUNCIL APPROVE A ONE-TIME CAPITAL GRANT IN THE AMOUNT OF \$50,000 FOR LANDMARK EAST'S "BUILDING ON SUCCESS" CAPITAL CAMPAIGN AND MAKE THE GRANT PAYABLE ON THE APPROVAL AND ISSUING OF THE PROJECT'S DEVELOPMENT PERMIT.**

## REQUEST FOR DECISION 029-2022

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### 1) CAO COMMENTS

Staff do not provide a recommendation to Council, however relevant information and the evaluative criteria from the perspective of staff per Appendix D of the Grants to Organizations Policy have been provided for information.

### 2) LEGISLATIVE AUTHORITY

MGA Section 65A – authorized municipal expenditures

### 3) STAFF RECOMMENDATION

No recommendation.

### 4) REFERENCES AND ATTACHMENTS

1. Direction Request (DR) #001-2017 Landmark East School Expansion (February 2017 COW)
2. RFD #018-2017 Landmark East School Expansion
3. RFD #065-2017 Landmark East School Expansion One Time Capital Request
4. RFD #046-2018 Landmark East One Time Capital Grant
5. RFD #003-2019 Landmark East MOU
6. RFD #039-2019 Landmark East MOU Update (July 2019 COW)
7. RFD #005-2022 Landmark East Grant to Organizations
8. Grants to Organization Policy 710-003 - [Here](#)
9. Attachment 1: Landmark East – Wolfville Council Presentation Overview 2022
10. Attachment 2: Landmark East – Fast Facts (part of Council's presentation)
11. Landmark East Presentation to Town of Wolfville Council - [Here](#)

### 5) DISCUSSION

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

The request is coming back before Council now, because of renewed interest and commitment from Landmark East to the project, with a construction start date planned for 2023 and a facility to be opened in 2025. This is based on a recent discussion staff have had with a representative from Landmark East.

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Although the previous RFDs included requests for a MOU, no MOU has been included in this RFD at this time. It is understood that this space will be available for community use, when possible, but for now, it is not clear how this will be defined until the facility is finished and operational.

B.D. Stevens, a Nova Scotia company, has been hired to design and construct the new building.

Through supporting improved school infrastructure, improvements are planned for both the traditional teaching and learning environment (classrooms), and the planned addition of a new gymnasium, cafeteria, and performance space to help transform the student experience. Currently the school is limited in what it can provide in terms of physical education and play space without having a gymnasium. The gymnasium space is likely to offer the community benefit in much the same way as gymnasium space does at the Wolfville School – details to be determined.

Staff will draw Council's attention to two additional points of reference in their evaluation and consideration of this motion:

1. There is the opportunity to consider this request from two different perspectives, or a combination of both. First, is the investment in Landmark East as an educational institution. Second, the investment in Landmark East as a potential provider of recreation space for town residents through the construction of a new gymnasium.

2. Using and referring to the evaluation criteria, as part of the One-time Special Funding Requests Application (part of the Grants to Organizations Policy). See below:

1. Program/Service Obligations – this score **Low (Discretionary)**, as this is not something the Town would normally provide.
2. Council's Strategic Plan – this would be **Low (Non-critical)**.
3. Public Need/Benefit – this would score **Moderate (Multiple Interests)**, some need/benefit, in a number of areas/communities
4. Human Development and Inclusion - this would be **High (for students)** equality of access and opportunity, but potentially more limited for outside community members simply based on availability.
5. Quality of Life for the Community – this would be **Moderate (Livable Community)**, supporting a livable community, strong community image and community pride.
6. Alternative Providers – this would be **High (Limited)**, as no other *potential* providers of this service exist.
7. Financial Need – **Low** if you consider the size of the project and actual dollar amount requested. Project size currently estimated to be \$4,200,000.
8. Economic Impact to the Town – this would be **Moderate**, as there is demonstrated indirect economic impact to the Town.

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9. Environmental Sustainability – **n/a** but could be based on design and practice.

Landmark East has information on its website, with specific reference to the new building and a detailed prospectus to download with further details. <https://www.landmarkeast.org/buildingonsuccess>

This report comes before Council to consider what direction should be taken under current circumstances. Although not ideal in the manner that a previous commitment must now be considered by a new Council, it is nonetheless an item to be resolved. Council had the benefit of participating in a presentation from Landmark East in February 2022, with opportunity to ask and confirm any questions they may have had regarding this request.

Finally, given the history of this request, staff have added to the motion a stipulation that the funding not be granted until the development permit has been issued, with the understanding that construction of the project would be imminent.

## 6) FINANCIAL IMPLICATIONS

Unless Council decides otherwise, the funding for one-time capital grants is usually drawn from Town Operating Reserve. It is possible to include grants under this program within the capacity of the annual tax levy; however, there are numerous other demands on property tax revenues for services provided directly by the Town. This particular request is being considered outside the annual budget process and no allowance was made in the approved 2022/23 budget for the grant.

As noted in previous years, grants paid to outside organizations should be considered from several perspectives and, with regard to finances, Council should consider the current financial status of the Town and the anticipated financial requirements in the coming years. Any time grants are provided to an external organization, those dollars are no longer available for use on direct Town responsibilities. In addition, ***grants issued in the past may have occurred when there were available dollars, which may not always be the case year in and year out.***

As discussed during the Council's early budget deliberations, there are significant pressures on Town funds in the upcoming years, including ongoing infrastructure needs, proposed new Library and Town Hall, Accessibility Plan goals, flood risk and climate change mitigation efforts. Although the Town currently has Operating Reserves on hand (savings), there is less available than originally estimated (Refer to Financial Update Information Report in June COW agenda). In addition, it is generally true the 10 Year Capital Investment Plan could expend all available funding. There is also a best practice benchmark level of reserves that any Town should ensure is set aside for material, unanticipated events within their borders.

Landmark East presented to Council in February to allow this to be considered in the 2022/23 budgeting program. This is consistent, whenever possible, with past practice with grants to outside organizations.

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This allows Council the benefit of considering all other financial pressures that have to be considered in spending finite taxpayer dollars. Given the timing, staff were not able to bring back this RFD in time to be considered in the 2022/23 budget approval. If Council approves the grant request, it is likely use of Operating Reserves will be the source of funding.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

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

- Economic Prosperity – **Yes**, economic driver for the Town.
- Social Equity – **Yes**, Landmark East is a not-for-profit independent school focusing on supporting students with learning differences.
- Climate Action – **n/a** but could be reflected in building practices.
- Community Wellness – **Yes**, once opened, space will be available for community recreation, in addition to creating space for students and staff to participate in recreation activities.

Reference, if applicable, how the RFD links to a Council Priority Initiative:

- Multi-purpose regional complex (with an aquatics facility) **n/a**
- Revitalization and maintenance of road, sidewalk, crosswalk infrastructure and traffic management **n/a**
- Economic sector growth and support for businesses (retention and attraction) – **Yes**
- Climate management related initiatives (reduce carbon emissions, support local transportation, food security, environmental protection) – **n/a**

### 8) COMMUNICATION REQUIREMENTS

No communications updates required other than advising Council that Development Permit has been granted, project is underway and grant payment has been made.

### 9) ALTERNATIVES

Council does not approve the request.

Council approves the request at a different value.

## ATTACHMENT 1

### LANDMARK EAST – PRESENTATION TO WOLFVILLE COUNCIL 2022



## Presentation to Wolfville Council

**Feb 1<sup>st</sup>, 2022**

Thank you for allowing us time to present to you this morning.

Landmark East School is the only day and boarding school in Canada for students with learning differences.

Landmark East is a not-for-profit, independent school, for students in Grades 3 to 12. Our students are largely from the Annapolis Valley area; however, we have students from outside Nova Scotia and also international students. Currently 5 of our 60 students are from Wolfville.

Our students are bright, hardworking, and committed to learning, albeit in a different way! All our students have something in common.... all have a diagnosed learning disability which we refer to as learning differences. Disability sends a negative message. Our students have great ability, but they must learn differently.

Classrooms in public school typically have 30-35 students with one teacher! There are between 2 and 4 kids per class with one type of learning disability or another in every classroom. One person cannot help those students, so they fall through the cracks. They may feel left out, being bullied, depressed or even suicidal and no longer want to attend school.

Class sizes at Landmark East range from 6 - 10 students which allows for individualized programming.

To enhance the student experience at Landmark East now and far into the future, we are embarking on a \$3.5 million Capital Campaign. This campaign is appropriately named Building on Success. This project includes a new building right on Main Street and much needed upgrades to the existing classrooms.

The new building will house a gymnasium, kitchen and cafeteria / performance centre. These spaces will be available for community use, especially during evenings, weekends and school breaks when not needed by Landmark. Because we have a full kitchen and residence space, we can attract sporting and entertainment groups throughout the summer months.

Research is proving that students with learning differences need particular types of learning tools to increase their interest and engagement while lessening their distractions. This includes stand up desks, calming chairs and bouncy bands.

**Major Donors to date:**

Rotary clubs of the Annapolis Valley  
Sobeys Foundation  
John & Judy Bragg Family Foundation  
Edwards Family Foundation  
Arthur & Sandra Irving  
Tartan Foundation

**Potential Donors:**

Province of Nova Scotia  
Government of Canada  
Municipality of Kings County  
Town of Kentville  
Town of Berwick  
Alumni  
Various Foundations  
Private Donors

Wolfville is a mosaic of so many unique features. Landmark East adds to that mosaic. There are no other schools in Nova Scotia, or in fact, in Canada like Landmark East!

As you can see in the Landmark East Fast Facts that we have shared with you there are many benefits to strengthening this small, but important school. Landmark East school has 44 employees whose wages are cycled back into the community. We contribute significantly to local businesses by sourcing goods and services. Landmark East attracts families to our area and over the past 5 years, 10 families relocated here from outside of NS so their child could attend Landmark East. Visiting families stay in inns and hotels, dine in restaurants, shop in the area, and take advantage of local amenities.

## ATTACHMENT 2

### LANDMARK EAST – FAST FACTS

## Landmark East Fast Facts:

### OUR STUDENTS

#### Student Profile

- average to above-average intellectual and academic abilities
- an identified learning difference that affects reading, writing and/or math
- have made little or no progress in public school over 2 or more years
- likely to experience feelings of worthlessness and lack of self-belief
- often experience anxiety and even school-refusal



#### Graduates

- 85% go on to post-secondary education
- Just a few examples of success include business owners, a pilot for a major Canadian airline, a computer program manager, and a public relations officer.

### OUR SCHOOL

#### Grades

- Elementary (grades 3-6)
- Middle (grades 7-9)
- High School (grades 10-12)
- Consolidating Year (additional year after grade 12)

#### Enrolment

- current: 61
- number from Nova Scotia: 52
- number from Kings County: 41
- maximum possible enrolment: 75

#### Maximum Class Sizes

- Elementary – 6
- Middle School – 8
- High School – 10

#### Staffing

- number of employees: 44
- number of teachers: 17



## ATTACHMENT 2

### LANDMARK EAST – FAST FACTS

- number of administrative staff: 4
- number of support staff: 23

#### Annual Tuition Costs

- basic tuition: \$29,900
- with 1:2 Intensive Support: \$35,400 (2 students together receive individualized support with a teacher for 1 hour daily)
- with 1:1 Intensive Support: \$40,900 (1 student receives individualized support with a teacher for 1 hour daily)
- additional boarding cost: \$18,000

#### Provincial Government Support for Nova Scotia families

- \$9,800 (*Tuition Support Program*)
- up to an additional \$9,800 (*Tuition Support Supplement*) based on financial need

Without this support, few students would be able to attend Landmark East School.

#### Annual Tuition Disbursements (donations and events)

- bursary funds raised and awarded annually: \$280,000
- families who require some level of bursary funding: 50%
- average bursary amount: \$10,000

We are very grateful to local service groups, Foundations and individuals who support our bursary fund regularly.

## ECONOMIC BENEFITS

- Many of our students have natural hands-on learning abilities and go on to be trained and employed in skilled trades such as plumbing, carpentry, and small-engine repair. This is particularly important considering the shortage of skilled trade workers now and projected into the future. Without the necessary supports to be successful in high school, many students with learning differences are unable to attain the necessary credits to attend community college, or may drop out of school altogether before graduating. As a result, they are destined for lives in low-paying employment or worse. That trajectory changes for them at Landmark East School.
- 95% of our 44 employees live in Kings County. Wages earned are cycled back into the community.
- We contribute significantly to local businesses by sourcing goods and services, for example:
  - o food
  - o fuel
  - o painters, roofers, pavers, etc.
  - o vehicle maintenance and repairs
  - o insurance providers
  - o office supplies

## **ATTACHMENT 2**

### **LANDMARK EAST – FAST FACTS**

- In addition to families from Nova Scotia, Landmark attracts families from outside the province to live and work in Kings County. Over the past 5 years, 10 families have relocated here from outside of Nova Scotia so that their children can attend our school.
- Families who do not live locally come to the school to visit their children; they stay in inns and hotels, dine in restaurants, shop in the area and take advantage of local amenities.
- Because of the residence facilities and full kitchen/dining room, visiting groups (e.g., sporting, cultural, entertainment) can stay on campus and enjoy the many opportunities of the region.

### **“BUILDING ON SUCCESS” CAPITAL CAMPAIGN PROJECT**

#### **The importance of a gymnasium on campus**

- Landmark East pays close attention to the importance of educating the whole child, and recognizes that physical health is a vital part.
- A gymnasium on site would provide students with the benefits of daily physical activity to increase their alertness, attention, and motivation to learn – all ingredients to successful learning. These activities have also been proven to reduce disciplinary problems.
- Currently, our students’ opportunities for physical health are impeded by inclement weather. Further, when they travel to other local facilities, they lose valuable instructional time.

#### **Benefits of the new building**

- Gymnasium and Performance Centre will be available for community use, when possible.
- B.D. Stevens, a prominent 4th-generation Nova Scotia company has been hired to design and construct the new building.
- Construction will meet or exceed the *National Energy Code of Canada for Buildings* (NECB) to help reduce energy consumption within the building while balancing the costs of construction, for example:
  - o efficient heating, ventilation and air-conditioning to reduce indoor pollutants, control humidity to provide a healthier indoor environment and reduce operating costs
  - o high performing windows
  - o high performing insulation
  - o air tightness to limit air leakage and exterior noise
  - o ENERGY STAR certified lighting and appliances

#### **Enhancements to existing classrooms**

- interactive Smartboards
- 1 Chromebook per student

## **ATTACHMENT 2**

### **LANDMARK EAST – FAST FACTS**

- low-glare lighting
- flexible seating, including stand-up desks, calming chairs

#### **Major donors to date**

- Sobeys Foundation
- Rotary Clubs of the Annapolis Valley
- John and Judy Bragg Family Foundation
- Edwards Family Foundation
- Arthur and Sandra Irving
- The Tartan Foundation
- The Joan and Regis Duffy Foundation
- Henry and Linda Hicks

## ATTACHMENT 2

### LANDMARK EAST – FAST FACTS

## Landmark East Fast Facts:

### OUR STUDENTS

#### Student Profile

- average to above-average intellectual and academic abilities
- an identified learning difference that affects reading, writing and/or math
- have made little or no progress in public school over 2 or more years
- likely to experience feelings of worthlessness and lack of self-belief
- often experience anxiety and even school-refusal



#### Graduates

- 85% go on to post-secondary education
- Just a few examples of success include business owners, a pilot for a major Canadian airline, a computer program manager, and a public relations officer.

### OUR SCHOOL

#### Grades

- Elementary (grades 3-6)
- Middle (grades 7-9)
- High School (grades 10-12)
- Consolidating Year (additional year after grade 12)

#### Enrolment

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## INFORMATION REPORT

Title: Financial Update

Date: 2022-06-14

Department: Finance

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## SUMMARY

### Financial Update

Typically, staff bring financial updates on a quarterly basis, first to the Audit Committee and then forwarded to Committee of the Whole (COW) to complete the reporting cycle. Most years this provides timely updates, with sufficient information to inform any decision that may be required within the operating year. In 2020, due to the onset of the COVID pandemic, additional financial updates were brought to COW/Council to address changing financial conditions for the Town. Once again, the Town is experiencing early variances from budget that staff believe warrant providing Council an earlier than usual financial update.

Note this information is in the form of an Information Report. It is meant to ensure Council is aware of financial pressures impacting both the operating and capital programs. Through the Office of the CAO, and within current Policy guidelines, senior management has been working through how best to manage the operation within the 2022/23 budget framework. There may be need in coming months to bring specific Request for Decisions to Council. This Information Report should help inform future Council decisions/direction, and keep Council informed of steps taken to date by staff.

Staff don't believe the financial challenges are currently as serious as decision points faced in 2020, rather there are indications that there may be challenges to deal with during the remainder of fiscal 2022/23 and some that will carry over into future years.



## INFORMATION REPORT

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### 1) CAO COMMENTS

For informational purposes.

### 2) REFERENCES AND ATTACHMENTS

- Approved 2022/23 Operations Plan

### 3) DISCUSSION

The Town is experiencing similar financial impacts as the community at large, both commercial and individuals, including increasing cost of goods and supply chain issues. The first part of this report will deal with operating fund impacts, while the capital program will be covered later in the report. This is not meant to be a full financial analysis, but rather drawing attention to key changes that are likely to impact the Town's bottom line by year end.

#### Operating Fund Results

There are a number of expenditure areas that are likely, or will, to be over budget by year end. These include:

- Fuel - could easily end year \$20,000 to \$30,000 over budget
  - Fuel budget was based on average costs over the previous 5 years, with some adjustment upwards in anticipation of rising costs.
  - The extent to which prices have gone up would not have been anticipated even as recent as February.
- Insurance – likely to end year \$10,000 over budget
  - The budget includes an allowance to cover Town's deductible on claims. If not needed then year end should be closer to budget.
- Traffic Services – line painting will be \$10,000 over budget
  - Tender results were higher this year.
- Contributions to regional & provincial organizations
  - Valley Waste Resource Mgt – likely to be \$37,000 more than budget. At budget time there had been an expectation of a surplus for the organizations 2021/22 year end, which the Town would receive its share later this year. Indication now is that surplus may not be realized.
  - Kings Transit Authority – likely to be \$7,000 more than budget (net of funding from Safe Restart grant). Note, looking forward to fiscal 2023/24 there will be no Safe Restart Transit funds left to cover the increasing cost of Kings Transit.
  - Regional Housing Authority – might end year \$5,000 to \$10,000 over budget. Based on an April email providing Town with estimated costs for 2022/23.

Total of items identified is in range of \$104,000.

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It is possible that offsetting expenditure savings, and/or higher than budget revenues, could offset the expected cost overage noted above. It is a bit too early in the year to determine how likely beneficial variances could be. One area, Deed Transfer Tax, could once again be a revenue source that offsets cost overruns. Through most of 2021/22, this revenue was \$25,000 to \$60,000 over budget per month. In the last four months of the year that variance dropped to \$4,500 to \$11,000 more than budget monthly. The real estate market continues to be strong in the Valley, and notably in Wolfville. How the market plays out the remainder of the year will become a key factor in the final year end results.

Key focus will be on continued monitoring of cost escalation in all areas of the operation.

### **Capital Program**

The funding for capital has been strained on several fronts, either in the immediate fiscal year or future years.

- Supply chain challenges have impacted acquisition of vehicles, Water Utility pump supplies, and also are expected to impact construction related projects. Currently the Water Utility has been awaiting the delivery of spare pump parts for over 7 months. A vehicle tender for Public Works recently closed, with noted delivery time of 42 weeks.
- Capital Project Costs
  - Highland Ave Rebuild – actual projected project costs currently estimated to be \$3.39 million. Budget was \$3.2 million. Town will have to find additional \$190,000 to fund project, likely source would be Capital Reserves. CAO approval issued within 10% variance allowance under current Policy guidelines.
  - P Wks 3 ton truck – tender result shows cost of \$162,600 (net of HST rebate). Budget was \$152,000 (including a planned purchase of plow blade apparatus). Director of Public Works determined 3 ton truck higher priority than plow blade, and through the Office of CAO allocated budget funds towards new truck. Cost overage is \$10,600. Purchase approved by CAO as it fit within 10% variance guideline.
    - This is the 42 week delivery item.
    - No firm trade in price truck being replaced due to long delivery date
    - Possible trade in value will be more than budget and offset cost overrun. Otherwise Capital Reserves will likely be required.
  - Water Utility well pump equipment. Last year the Town replaced pump equipment in the Wickwire well, and ordered back up equipment for Cherry Lane (this is the 7 month supply chain issue noted above) in case needed in future. Unfortunately pump issues at Cherry Lane earlier this year required replacement. Costs for the replacement of all parts on the well were (a) not budgeted and (b) have higher costs than past years. Costs not yet finalized, but likely in the area of \$100,000. These parts have all been ordered, or about to be ordered as there is no discretion with regard to ensuring functioning wells. Director of Finance and CAO supported the purchase requisitions given nature of infrastructure in question.

## INFORMATION REPORT

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- Public Works Building requires major refurbishment of second floor offices. Significant water damage occurred this past winter. Walls, insulation, flooring need to be re-installed to allow use of most of the office space. The Capital Budget did not anticipate this scale of work, and had only some dollars to address safety issues, for example improved fire safety barriers. Senior Management is still working through final design work to re-establish the office space. The costs will be much higher than dollars in budget. A tender will be issued once design scope finalized. The tender will be designed to allow several decision points, which will largely be informed by the over costs. More information will come back to Council once costs are known. As this is unbudgeted scope of work, Council will have decisions to make on funding.
- Although not tendered as per budget plan, the Visitor Information Centre capital project is temporarily on hold and staff will be seeking further direction from Council on this in the coming months. Senior Management has discussed rising construction costs and likelihood the tender results would not be within budget parameters. Add in the unexpected costs for required work at Public Works building, and it made sense to put the project on hold. Staff will need to bring further information back to Council to determine what the next steps should be. Staff feel the costs for the Public Works Building become part of this VIC decision, i.e. will there be sufficient dollars to everything.
- Interest costs on long term debt (debentures).
  - With the 2022 Spring Debenture issue finalized through the NS Municipal Finance Corporation, the impact of rising interest rates is known for at least this year. The increase is more than anticipated during the budget process.
    - Capital budget assumption was 2.75%, an increase over 2021 actual rates of 2.5%.
    - 2022 Spring Debenture resulted in all in 15 year debt at 3.86%.
    - This won't have a material impact on the 2022/23 fiscal year. It will have an impact on the funding model for the Ten Year Capital Investment Plan. Time has not allowed detailed recalculation of the ten year model, but it is anticipated the rising interest costs will be in the hundreds of thousands of dollars over ten years.

### Town Reserves

- The 2022/23 budget included assumptions as to what level of Reserves the Town would start this year with. These estimates are always subject to change, impacted mainly by final year end results.
  - Unrestricted Operating Reserves were forecast to be \$2.5 million at end of March 31/22 year. Actual results now sit at \$2.3 million, or \$200,000 less than anticipated.
    - More detailed reporting will come the year end financial statements expected in July, but basically the year end forecast results (refer to 3<sup>rd</sup> quarter financial update) anticipated not having to use Operating Reserves as included in the

## INFORMATION REPORT

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2021/22 budget. Actual results included higher than forecast expenditures, and use of the operating reserves was required to yield a surplus result.

- Unrestricted Capital Reserves were forecast to be \$2.25 million, with actual balance at March 31 being \$2.02 million. That is \$230,000 less than budgeted.
- Similar to the interest impact above, the level of Reserves creates funding hurdles over the long term. In the immediate future the Town still has over \$2 million in each unrestricted reserve.

### Summary

There are variances occurring that are not listed above. Staff have attempted to identify the key items that will impact overall year end results and future budgets. This update is meant to provide transparency as to the likely challenges upcoming. Key for Council at this stage are:

- Knowing capital budget funding requirements for projects already tendered
- Decision/direction/input on projects capital projects deferred. This is most notably the VIC at this point in time.
- At this stage staff are not seeking any further specific decision, but that is based on the Council's comfort level with the issues identified above. As noted, further information will be brought back to Council for the Public Works building and VIC.

## 4) FINANCIAL IMPLICATIONS

The financial implications are noted in the Discussion section above. In terms of Operating Budgets, no specific steps are needed at this stage. First Quarter reporting will provide more detail and possible decision points. This will receive discussion at Audit Committee before it comes back to COW in September. Capital Budget impacts are more long term considerations.

## 5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

## 6) COMMUNICATION REQUIREMENTS

Nothing required at this stage.

## 7) FUTURE COUNCIL INVOLVEMENT

Possible Request for Decisions in coming months on capital projects.

## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

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## 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

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### 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

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- 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 14<sup>th</sup> 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:

## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

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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



## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

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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,

## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

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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

## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

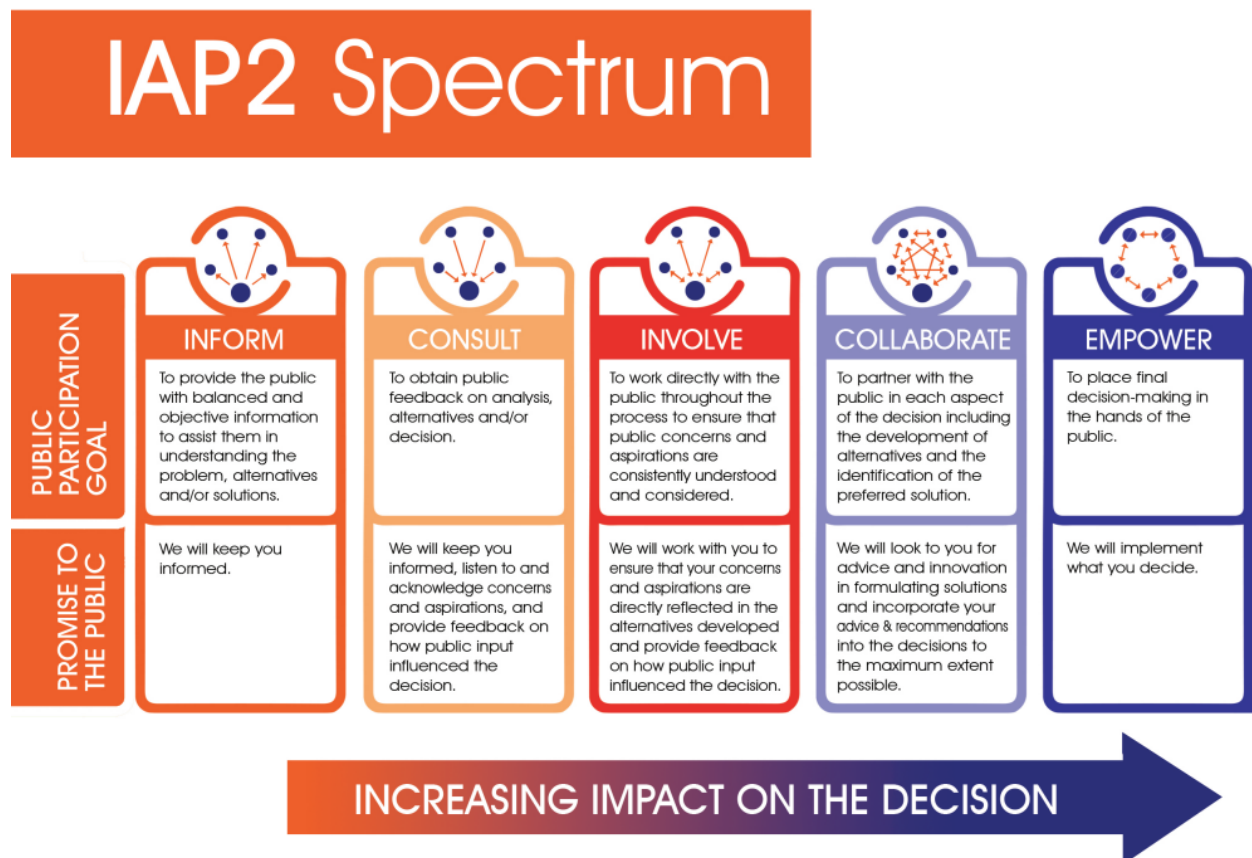


- Need to encourage Acadia to build/encourage student housing on campus

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:



## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

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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 14<sup>th</sup> 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?

## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

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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?

## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

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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

## REQUEST FOR DECISION 028-2022

Title: Site Plan Process - PAC motion

Date: 2022-05-03

Department: Planning & Development

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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

## REQUEST FOR DECISION 037-2022

Title: VWRM – Debt Guarantees '22/23 Capital Program

Date: 2022-06-14

Department: Finance

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## SUMMARY

### Valley Waste Resource Management – Debt Guarantees for 2022/23 Capital Program

Annually the Town is involved in the budget process for Valley Waste Resource Management (VWRM), including any debt guarantees that may be required in relation to the VWRM capital budget.

The request before Council with this report relates to the current year 2022/23 Capital program, for which VWRM would expect to participate in a future NS Municipal Finance Corporation's debenture issue. Essentially this is the same process the Town of Wolfville follows for its capital program. The VWRM Board approved their Temporary Borrowing Resolution (TBR) at their May 18<sup>th</sup> meeting. The next step in the process is for each of the Inter-Municipal Agreement Service Partners to guarantee their proportionate share of the debt. The documents before Council with this report represent that guarantee for Wolfville.

### DRAFT MOTION:

That Council guarantees a share of the Valley Waste Resource Management Authority's TBR Capital FY 2022-23 (in the amount of \$2,105,100), with Wolfville's share being 8.85% or \$186,301 as per attached partner guarantee resolution form.



## REQUEST FOR DECISION 037-2022

Title: VWRM – Debt Guarantees '22/23 Capital Program

Date: 2022-06-14

Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act - Sections 60 & 88
- VWRM Intermunicipal Service Agreement (IMSA)

### 3) STAFF RECOMMENDATION

That Council approve the loan guarantee requested by VWRM to address their 2022/23 capital program requirements.

### 4) REFERENCES AND ATTACHMENTS

- Standard loan guarantee resolution provided by VWRM (attached)
- VWRM TBR 22/23 Capital Program, including schedule A showing breakdown of guarantees, and schedule B noting the Capital Budget items being funded by way of debt (attached)
- VWRM 2022/23 approved budget (refer to Town RFD 022-2022, Special April Council agenda)

### 5) DISCUSSION

Similar to the Town, VWRM must go through the process required to access debenture funding for its capital program. As one of the IMSA parties, Wolfville must guarantee its share of any long term borrowings of VWRM. This paperwork deals with the documentation needed to ensure their TBR can be approved by the Minister.

The breakdown of guarantees by the IMSA group is:

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	73.92%	1,556,090
Town of Kentville	10.23%	215,352
Town of Wolfville	8.85%	186,301
Town of Berwick	3.43%	72,205
Town of Middleton	2.49%	52,417
Town of Annapolis Royal	1.08%	22,735
Total Capital Requirements for Borrowing Resolution	100.00%	\$2,105,100

## REQUEST FOR DECISION 037-2022

Title: VWRM – Debt Guarantees '22/23 Capital Program

Date: 2022-06-14

Department: Finance

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### 6) FINANCIAL IMPLICATIONS

There is no immediate budget impact to the Town as the VWRM capital program was already considered as part of the approval of for the VWRM 2022/23 Budget. The long term debt contemplated will require increased Town contributions in future years, once the debenture is in place and repayments become part of the annual VWRM budget.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided at this time.

### 8) COMMUNICATION REQUIREMENTS

Once approved the guarantee will be signed, and the Town will advise VWRM staff of Councils decision and forward duly signed copies of the guarantee documents.

### 9) ALTERNATIVES

In theory, Council could not provide the guarantee. This option would require VWRM to seek a different mechanism to fund it's 2022/23 capital budget. Since Council has already approved their budget, not providing the guarantee would be an impractical option. The approval process is an annual housekeeping matter to finalize details around VWRM Board and Town Council decisions made earlier in the year.

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
MUNICIPAL PARTNER GUARANTEE RESOLUTION  
COUNCIL OF  
Town of Wolfville**

Guarantee Share Amount: \$ 186,301

Purpose: Capital Projects: Detailed in Schedule "B"  
Capital FY2022-23

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of Two million, One Hundred and Five Thousand, One hundred Dollars (\$ 2,105,100 ) for purpose of Capital Projects: Detailed in Schedule "B" ;

**WHEREAS** the Authority has requested the Council of the Town of Wolfville, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the Town of Wolfville does hereby approve the borrowing of the aggregate principal amount of Two million, One Hundred and Five Thousand, One hundred Dollars (\$ 2,105,100 ) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs Housing of the guarantee, the Council unconditionally guarantee repayment of

One Hundred Eighty Six Thousand, Three Hundred and One Dollars (\$ 186,301 ) for the purpose set out above; and

**THAT** upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

**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 Municipality this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ \$2,105,100

Capital Projects: Detailed in Schedule "B"  
Capital FY2022-23

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the estimated amounts and descriptions of which are contained in Schedule "B";

**WHEREAS** any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing and municipal guarantees have been approved by the Minister of Municipal Affairs;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 92 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed Two million, One Hundred and Five Thousand, One hundred Dollars (\$ \$2,105,100 ) for the purpose set out above;

**THAT** the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

**THAT** pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed Two million, One Hundred and Five Thousand, One hundred Dollars (\$ \$2,105,100 ) 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 Valley Region Solid Waste-Resource Management Authority held on the 18 day of May, 2022.

**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 18 day of May, 2022.

  
Chair

  
Secretary

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ \$2,105,100

Capital Projects: Detailed in Schedule "B"  
Capital FY2022-23

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
Municipality of the County of Kings	73.92%	1,556,090
Town of Kentville	10.23%	215,352
Town of Wolfville	8.85%	186,301
Town of Berwick	3.43%	72,205
Town of Middleton	2.49%	52,417
Town of Annapolis Royal	1.08%	22,735
Total Capital Requirements for Borrowing Resolution	100.00%	\$2,105,100

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ \$2,105,100

Capital Projects: Detailed in Schedule "B"  
Capital FY2022-23

**SCHEDULE "B"  
CAPITAL PROJECTS**

		<b><u>Estimates \$</u></b>
<b>Heading: Vehicles</b>		
<b>Item</b>	Car C&E (Convert to Electric & Charging Station)	45,000
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>45,000</b>
<b>Heading: Machinery and Equipment</b>		
<b>Item</b>	Utility Trailer(s)	15,000
<b>Item</b>	Roll Off Containers	23,000
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>38,000</b>
<b>Heading: Land and Land Improvements</b>		
<b>Item</b>	Land Improvement -Storm-drainage & road safety - EMC	30,000
<b>Item</b>	Land for Future Expansion (EMC)	238,000
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>268,000</b>
<b>Heading: Sites / Facilities</b>		
<b>Item</b>	Replace Outgoing Scale -WMC	127,100
<b>Item</b>	Outgoing Scale House Window-WMC	27,000
<b>Item</b>	Sorting Building and transfer building-EMC	775,000
<b>Item</b>	Public Drop off / HHW Center -EMC	125,000
<b>Heading Sub Total:</b>		<b>1,054,100</b>
<b>Heading: Sites / Facilities-Equipment</b>		
<b>Item</b>	Compaction Equipment - WMC	200,000
<b>Item</b>	Compaction Equipment - EMC	500,000
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>700,000</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>2,105,100</b>

## REQUEST FOR DECISION 036-2022

Title: ICIP Application: Active Transportation Network

Date: 2022-06-14

Departments: Planning & Development, Engineering & Public Works

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## SUMMARY

### ICIP APPLICATION: Active Transportation (AT) Network Implementation

The Town has been working with the Province on an Investing in Canada Infrastructure Program (ICIP) application for the implementation of our active transportation network. The Green Infrastructure – Climate Mitigation sub-stream of the ICIP program focuses on accelerating emissions reductions, consistent with the Town’s Climate Action Plan.

In 2020, Council directed Staff to bring forward meaningful active transportation (AT) improvements that could be integrated into our budget process. In April of 2021 this grant opportunity was presented to Council – outlining the Active Transportation network that Staff had been working on since 2020, building on the 2015 AT plan by WSP. At the time, it was determined our readiness was not where it needed to be. In June of 2021, Staff brought an information report to Council outlining the ongoing network analysis, costing, and functional design that was taking place - supported by a grant from the Province to improve our investment readiness.

Under this program, the Federal Government contributes 40% funding and the Province contributes 33.33% funding towards approved projects, leaving 26.67% for the individual municipal units. Staff are now seeking Council’s approval to move forward with the application to leverage our existing \$800,000 AT investment (outlined in the existing capital budget) so we have the opportunity to implement over \$3,000,000 in AT investment (26% from us, 74% from the Province and Federal Government).

Applications must be accompanied by a Council motion in support of the project.

A detailed presentation outlining the opportunity and potential projects is attached to this report for more information.

### DRAFT MOTION:

That Council approves applying for the Investing in Canada Infrastructure (ICIP) and if that if the ICIP application is to be successful, the Town of Wolfville:

- supports the ICIP-CCM application and commits to the municipal contributions for the outlined projects (26.67%)
- finances the total project costs upfront (including any borrowing required and submits claims throughout the year)
- commits to any land purchases or easements to implement the project (these costs are not eligible under the ICIP program)



## REQUEST FOR DECISION 036-2022

Title: ICIP Application: Active Transportation Network

Date: 2022-06-14

Departments: Planning & Development, Engineering & Public Works

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### CAO COMMENTS

The CAO supports the recommendations of staff.

#### 1) LEGISLATIVE AUTHORITY

- Municipal Government Act

#### 2) STAFF RECOMMENDATION

Staff recommend that Council approve applying to the ICIP program to enhance our AT investments over the next 5 years.

#### 1) REFERENCES AND ATTACHMENTS

1. AT Network Investment Strategy

#### 2) DISCUSSION

The attached AT Network Investment Strategy will be presented to Council by Staff. It outlines the opportunity, background and rationale, the proposed network and projects and other information.

If Council wants to support this opportunity, key questions that may be relevant include:

- How do we build a culture of activity around our AT investments?
- How do we socialize these projects and make people feel part of this as we move forward?
- Is there a community component like a volunteer implementation group? (We need help with public education and outreach).

#### 3) FINANCIAL IMPLICATIONS

Currently, the Capital Budget has the Harbourside Capital Project (\$50,000 for Active Transportation component) in year 23-24 – next year, which would include the intersection, sidewalks and the Harvest Moon trail from Harbourside to the Farmer's Market (paved). In years beyond that our Active Transportation budget simply has \$50,000 (24-25); \$200,000 (25-26); and \$500,000 (26-27). These dollars (\$800,000) are looking to be leveraged through this grant opportunity. Through budget discussions, some of the years/timing could change depending on outcomes of discussions with Council and the balancing of other priorities but the funding window for ICIP closes in 27-28 when projects would have to be completed. Council should feel comfortable about the flexibility we would have on implementation/timing of these projects and we would need to build in detailed design and tendering before projects were to proceed.

## REQUEST FOR DECISION 036-2022

Title: ICIP Application: Active Transportation Network

Date: 2022-06-14

Departments: Planning & Development, Engineering & Public Works

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Without the grant, the Town would currently look to spend \$800,000 on Active Transportation elements that fit within that dollar constraint.

With the grant, if successful in application process, the Town would be able to spend in the area of \$3 million on Active Transportation, i.e. leveraging the grant dollars to do more without adding to Town financing requirement.

### 4) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The attached AT Network Investment Strategy outlines relevant policy and strategy.

This application supports the 2021-2025 Council Strategic Plan in the following areas:

- Economic sector growth
- Climate action
- Environmental protection

### 5) COMMUNICATION REQUIREMENTS

We are not sure if we will get this grant but communication about the overall network and aspirations around AT should be something we work on. Some key questions at the beginning of the attached presentation are meant to get at this idea and spark discussion on how we can build healthy dialogue around these changes.

### 6) ALTERNATIVES

Council does not approve the application for external funding through the ICIP program to improve our Active Transportation network.



# WOLFVILLE COMPREHENSIVE ACTIVE TRANSPORTATION NETWORK

INVESTMENT STRATEGY

ICIP FUNDING APPLICATION

May 2022



# Key questions ...

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How do we build a culture of activity around our AT investments?



How do we socialize these projects and make people feel part of this as we move forward?



Is there a community component (volunteer implementation group)? We need help with public education and outreach.





# **FUNDING AND INVESTMENT OPPORTUNITY**



## INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP)

# Green Infrastructure

## Overview

- ▶ 45% of Green Infrastructure Stream is allocated to **Climate Change Mitigation** Sub Stream
- ▶ **Energy and Mines is lead** on Climate Change Mitigation (CCM) Sub Stream
  - ▶ TIR is overall lead (holds Integrated Bilateral Agreement (IBA) with GOC)
- ▶ \$172M Fed \$ over 10 years for Climate Change Mitigation Sub Stream
- ▶ **Cost sharing of projects;** federal government will pay up to:
  - ▶ 50% for projects led by Province
  - ▶ 40% for projects led by Municipalities and Not-for-Profits
  - ▶ 75% for projects led by First Nations
  - ▶ 25% for projects led by Businesses



### Partnership Focus

Green Infrastructure is about building strong partnerships - to design, develop, and execute excellent projects

# Climate Change Mitigation Sub Stream

## Eligible Ultimate Recipients

- ▶ **Municipalities**
  - ▶ Up to 73.33% of eligible project costs (40% Canada, 33.33% Nova Scotia)

**\$800,000 of our already budgeted AT Capital dollars could be \$3 million to build out our AT network**

\$800,000 Town investment (this is in our current Capital Budget)

\$2,200,000 Provincial and Federal Investment (ICIP application)

**\$3,000,000 in AT Improvements for Wolfville from '23 to '27**

PROJECT	LENGTH
<b>Main Street (east and west)</b> AAA bi-directional AT lane – 3m asphalt with barriers	3,140m
<b>Harvest Moon Trail</b> AAA bi-directional AT lane – 3.2m asphalt and intersection improvements	470m
<b>Connectors</b> Cherry Lane to Harvest Moon Trail; Main Street at Oak Avenue extension to Harvest Moon; Highland to Harvest Moon Trail; Highland to Wolfville School; East End Gateway to Harvest Moon; Reservoir Park to Maple Avenue	870m
<b>Shared Streets</b> Kent; Skyway/Pleasant; Gaspereau; Sherwood	5,460m
<b>New Sidewalk</b> Linden; Summer; Front; Hillcrest; Hillside; Gaspereau	1,010m
<b>Improved Sidewalk</b> Sections of Main Street; Laura Moore; Skyway; Pleasant	2,451m
	<b>13,401m</b>

# Council Motion

That Council approves applying for the Investing in Canada Infrastructure (ICIP) and if that if the ICIP application is to be successful, the Town of Wolfville:

- supports the ICIP-CCM application and commits to the municipal contributions for the outlined projects (26.67%)
- finances the total project costs upfront (including any borrowing required and submits claims throughout the year)
- commits to any land purchases or easements to implement the project (these costs are not eligible under the ICIP program)





# **BACKGROUND + RATIONALE**

# How did we get here?



**September 2015** – Council Adopted the AT Plan prepared by WSP Engineering

**April 2019** – Town adopts Accessibility Plan

**September 2020** – Council approves new Planning documents with improved Mobility policies

**May 2020** – Council directed Staff to focus on meaningful Active Transportation improvements in the budget process.

**April 2021** – Council considered a grant application to improve Active Transportation in the Town.

**June 2021** – Council received an information report outlining the work on the AT network, committee and public feedback and the design/costing that was ongoing with consultants.

**November 2021** – Council received an information report on the Active Transportation network and an update on Highland Avenue

**December 2021** – Council adopted the Town's first Climate Action Plan

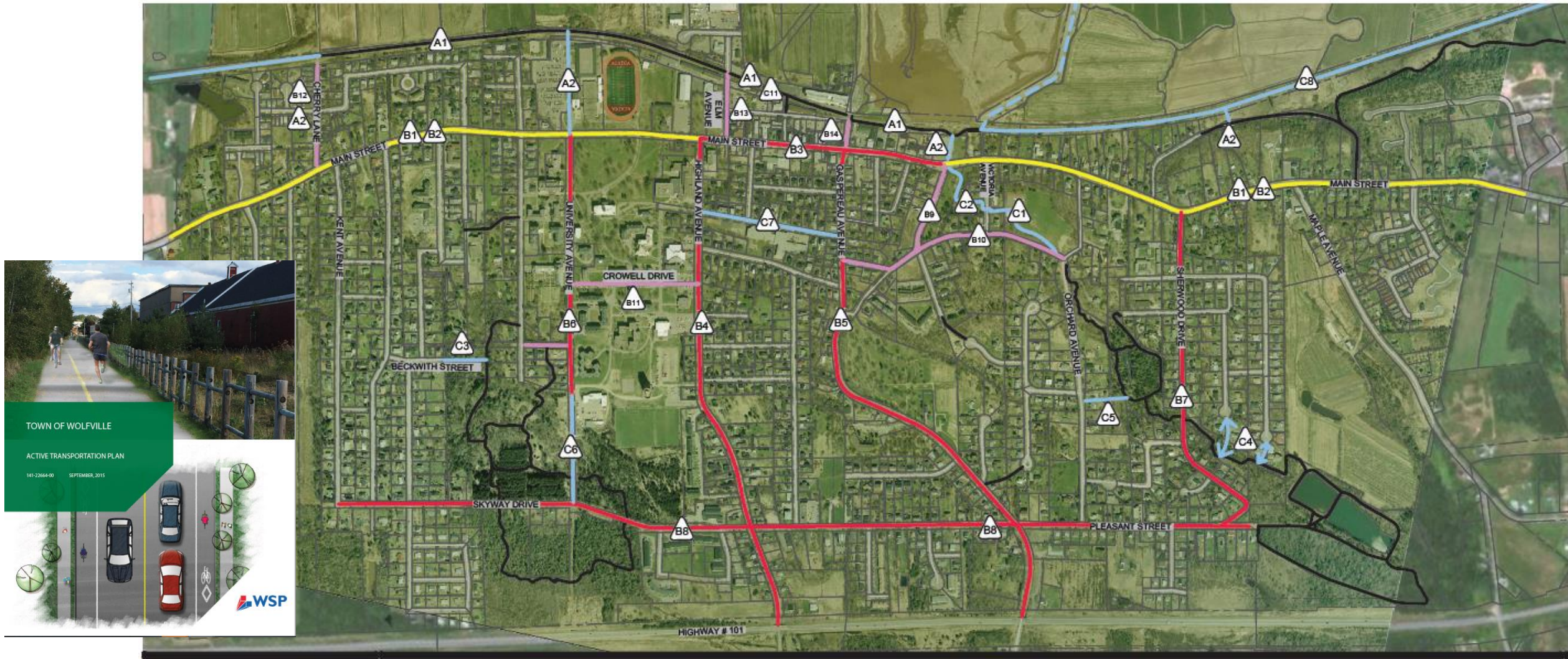
**Early 2022** – Staff continue to work with the Province on submitting an ICIP funding application and have the 2022-23 budget reflect enhanced AT investments

**June 2022** – Council considers the ICIP funding application.

- Only 2% of Wolfville residents commute by Bike and 22% by walking
- 44% of working residents in Wolfville work within Wolfville.
- Wolfville should explore a goal of 50% walking/cycling/transit by 2030.



# 2015 AT Plan Recommendations



## LEGEND:

- Existing Trails
- Proposed Trail Connection
- Reserved Bicycle Lane
- Proposed Shared Use Lanes
- Proposed Signed Bicycle Route

A1 Recommendation Number

**ACTIVE TRANSPORTATION PLAN**  
FIGURE: 6 - 1 RECOMMENDED ACTIVE TRANSPORTATION NETWORK



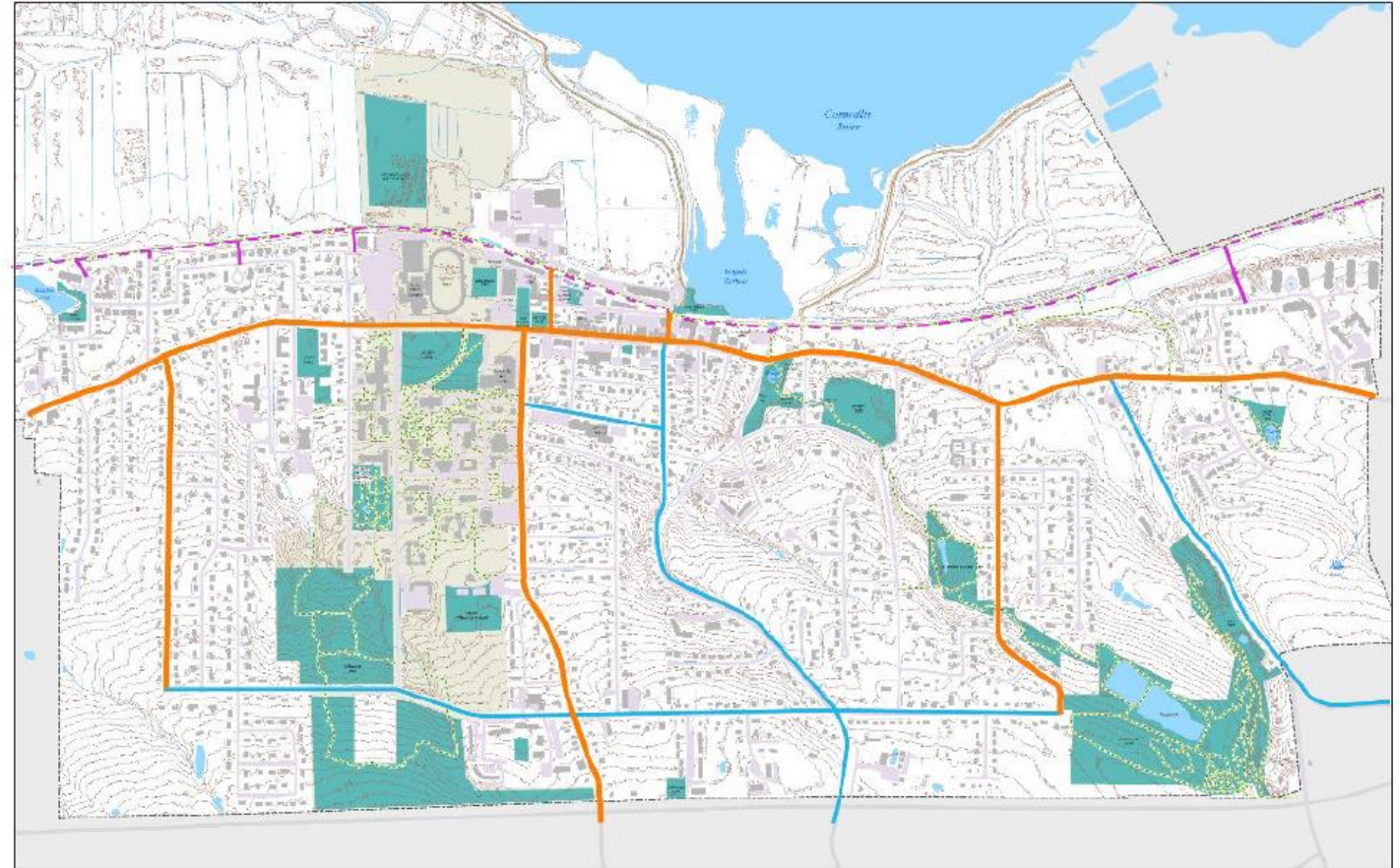
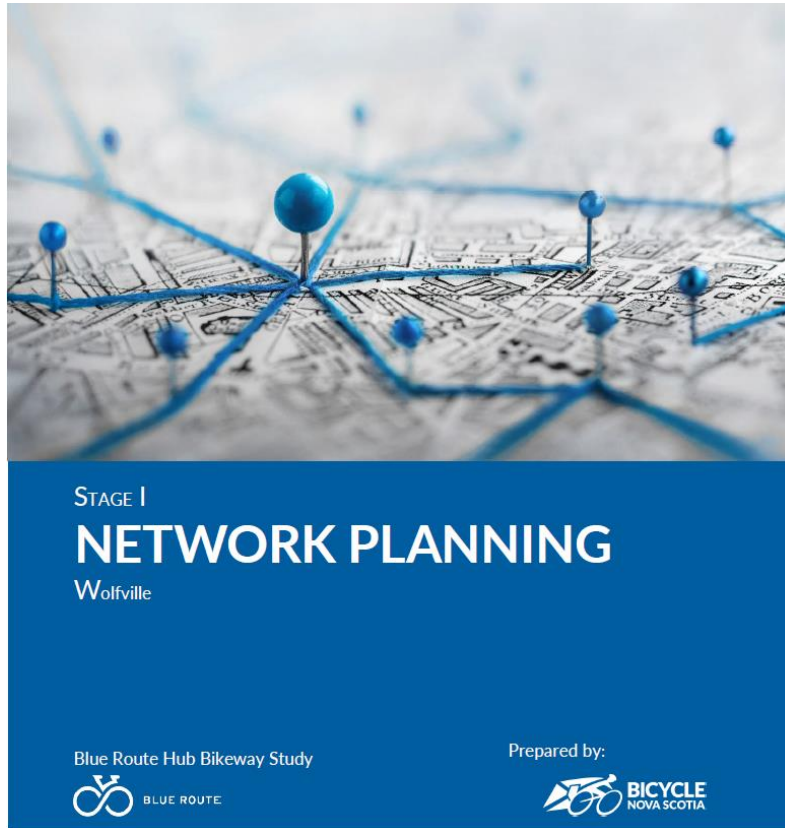


Figure 29\* - Complete network (concept)

To ensure that new bicycle infrastructure will accommodate the broadest spectrum of users, facilities should be designed to meet **All Ages and Abilities** (AAA) best practices.

# 2020-21 AT Work with Bicycle NS



Table 1 - Common themes of comments received during the consultation process

Accessibility	» Greater consideration needs to be given to people with differing abilities.
	» Better provision of space is required to accommodate mobility aids such as wheeled walkers, wheelchairs, adult tricycles, etc.
	» Ensure that ample parking options are provided for people with limited mobility.
Connectivity	» Increase the connection between streets and neighbourhoods (i.e., connector paths), as well as to nearby communities (e.g., New Minas, Grand Pré, Gaspereau).
Education	» More education regarding roadway safety and procedures is needed for all road users to improve safety and flow of traffic.
	» More signage is needed to explain the intended use and flow of the ROW.
Hill	» Cycling as a viable option requires solutions to assist people climbing the hill.
Infrastructure	» Main Street bike lanes are currently unsafe and need improvements.
	» A solution is needed to improve traffic congestion caused by the 4-way stop at Main Street and Gaspereau Avenue.
	» Better crossing treatments are required along the length of Main Street.
Maintenance	» Improvements are needed to maintenance practices throughout the year to provide suitable conditions for all users.
Safety	» Current cycling infrastructure is seen as unsafe due to proximity to motor vehicles (speed & volume) and the physical conditions of the facilities.
	» Separation between motor vehicles, cyclists and pedestrians is desired.
	» Improvements are needed to increase visibility of vulnerable road users.
Parking	» Better parking solutions are needed near Downtown.

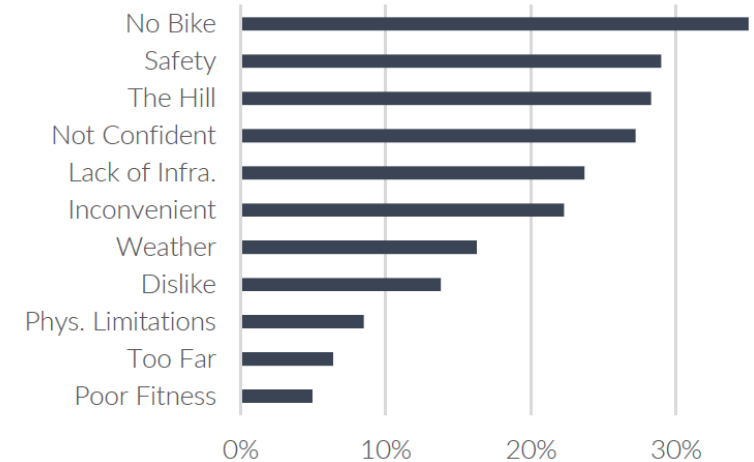


Figure 12 - Deterrents to cycling in Wolfville

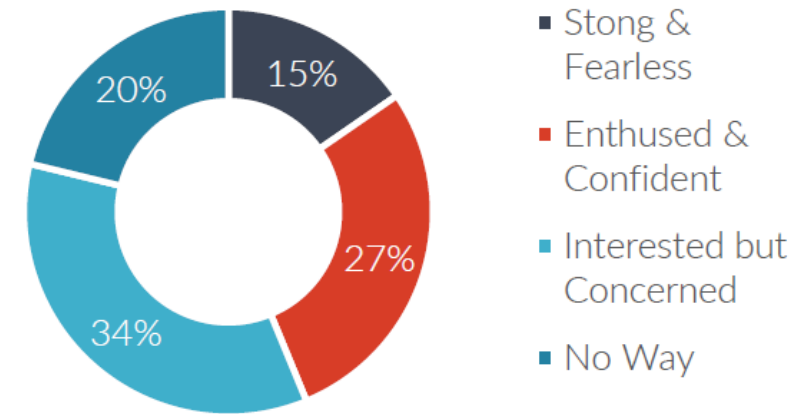
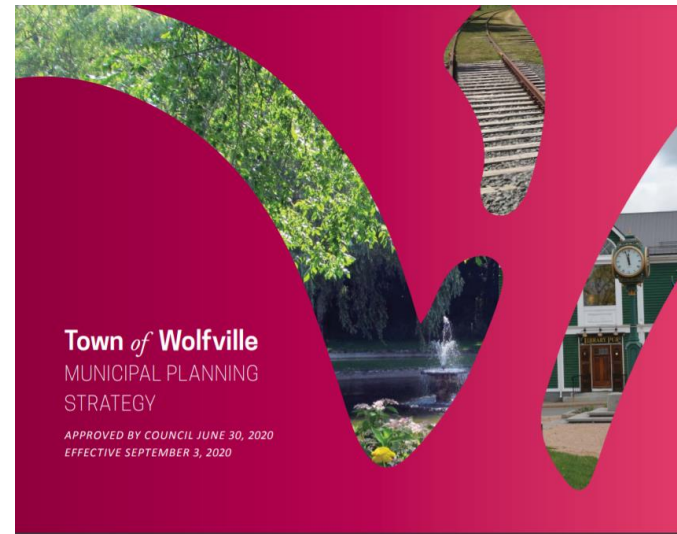
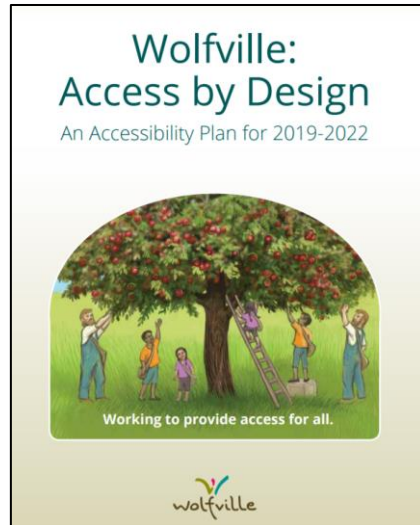


Figure 10 - Type of Cyclist



# Policy and Strategy Support for AT Investment



There is a clear desire for improved active transportation in the Town.

- 1. Wolfville: Access by Design (2019).** The Town adopted an Accessibility plan to ensure equitable access to community life and participation in society for all people regardless of their abilities. The plan has 5 areas of focus: the built environment, information on and communication on, transportation on, goods and services, employment.
- 2. Municipal Planning Strategy (2020).** After a substantial process, Council's Municipal Planning Strategy clearly articulates directions related to Active Transportation in part 5 (Mobility) of the plan.
- 3. Council Strategic Plan (2021-2024).** Council's recently adopted strategic plan outlines priorities and initiatives which include:
  - Clear plan to address, in a timely manner, the revitalization and maintenance of road, sidewalk, crosswalk infrastructure and traffic management including addressing the issue of the 4-way stop
  - Climate management related initiatives to reduce carbon emissions, support local transportation, local food security and environmental protection.



## Wolfville's Low Carbon Pathway

Actions that would achieve net-zero GHG emissions by 2050 were explored using energy and emissions modelling. Assumptions were developed for each action and they were modelled as a low-carbon scenario to demonstrate their emissions reductions potentials compared to current emissions and those projected under the BAU scenario. The collection of actions that will reach the target are summarized here:

### Transportation and Transit

- 30% of new personal vehicles are electric by 2030, 60% by 2035, and 100% by 2040;
- 30% of new commercial vehicles are electric by 2030, 50% by 2035, and 80% by 2040;
- Transit fleet is 100% electric and right sized by 2035;
- Municipal vehicle fleet is 100% electric by 2030;
- Increase transit frequency;
- Transit use increases to 25% by 2030; and
- 40% of shorter trips are made by walking or biking by 2030, 50% by 2050.

### Recommended Actions

*Action 8: Allocate capital budget to continued improvement of Active Transportation Infrastructure (e.g. sidewalks, trails, bike lanes, bike parking, etc.) to achieve 40% mode share by 2040 and 50% by 2050*



# **OVERVIEW OF PROPOSED NETWORK**



# Existing Conditions + Ongoing and Future Projects of-note for overall Network

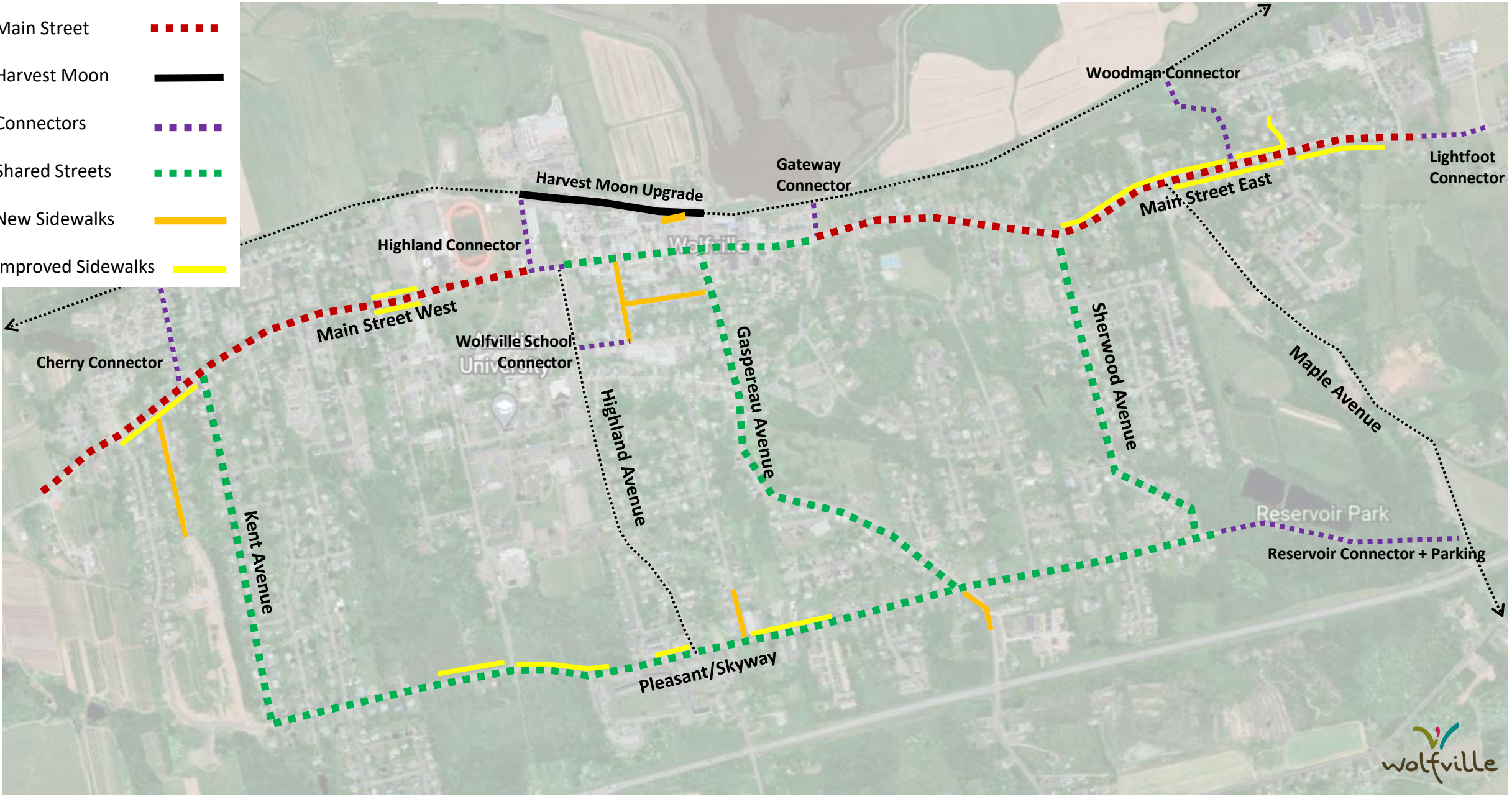




ICIP PROJECTS

- Main Street
- Harvest Moon
- Connectors
- Shared Streets
- New Sidewalks
- Improved Sidewalks

Proposed ICIP AT Projects



# Summary of ICIP Projects



PROJECT	LENGTH
<b>Main Street (east and west)</b> AAA bi-directional AT lane – 3m asphalt with barriers	3,140m
<b>Harvest Moon Trail</b> AAA bi-directional AT lane – 3.2m asphalt and intersection improvements	470m
<b>Connectors</b> Cherry Lane to Harvest Moon Trail; Main Street at Oak Avenue extension to Harvest Moon; Highland to Harvest Moon Trail; Highland to Wolfville School; East End Gateway to Harvest Moon; Reservoir Park to Maple Avenue	870m
<b>Shared Streets</b> Kent; Skyway/Pleasant; Gaspereau; Sherwood	5,460m
<b>New Sidewalk</b> Linden; Summer; Front; Hillcrest; Hillside; Gaspereau	1,010m
<b>Improved Sidewalk</b> Sections of Main Street; Laura Moore; Skyway; Pleasant	2,451m
	<b>13,401m</b>





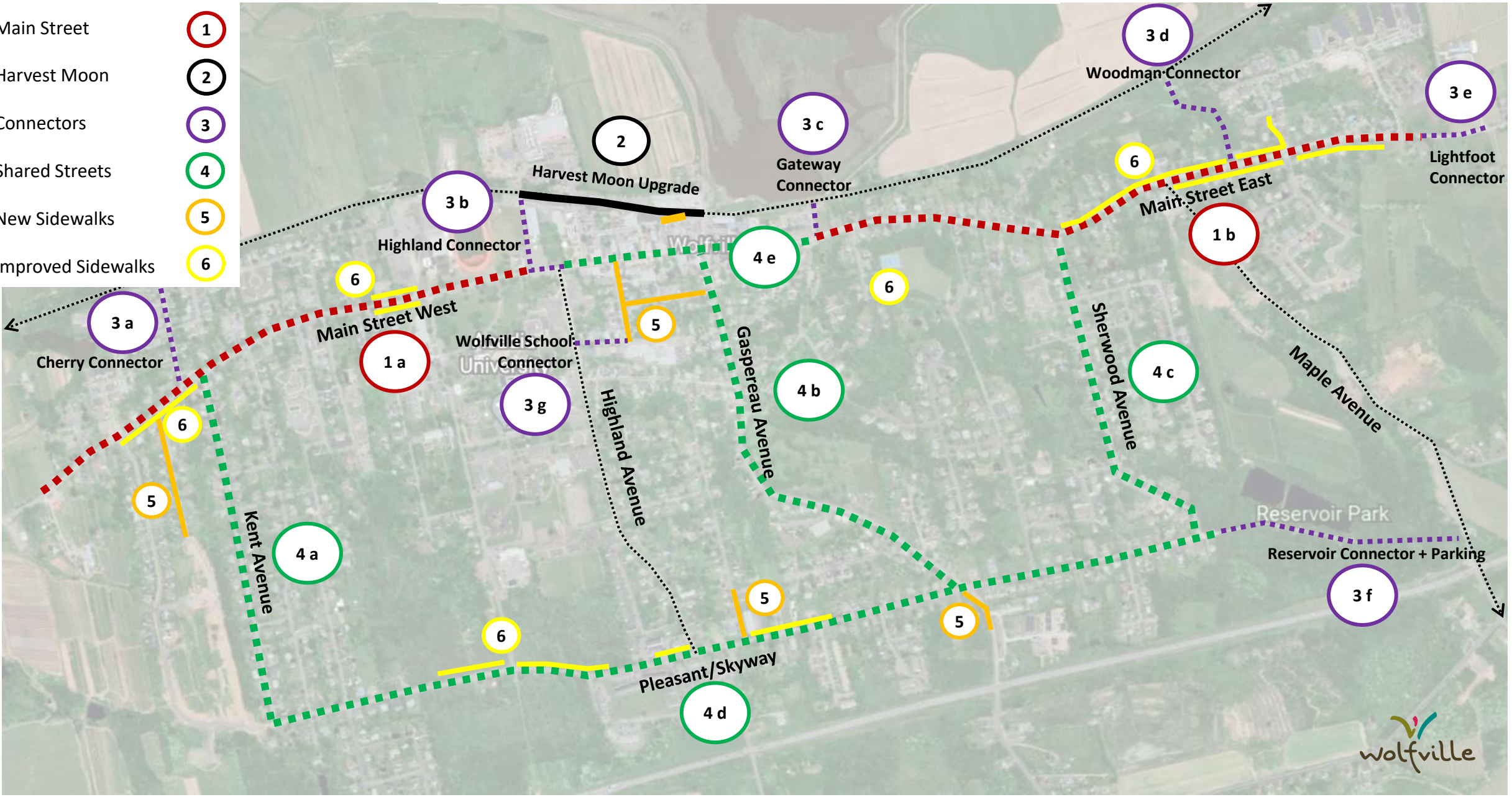
# **PROJECT DETAILS**



ICIP PROJECT NUMBERS

- Main Street 1
- Harvest Moon 2
- Connectors 3
- Shared Streets 4
- New Sidewalks 5
- Improved Sidewalks 6

ICIP Project Map Legend





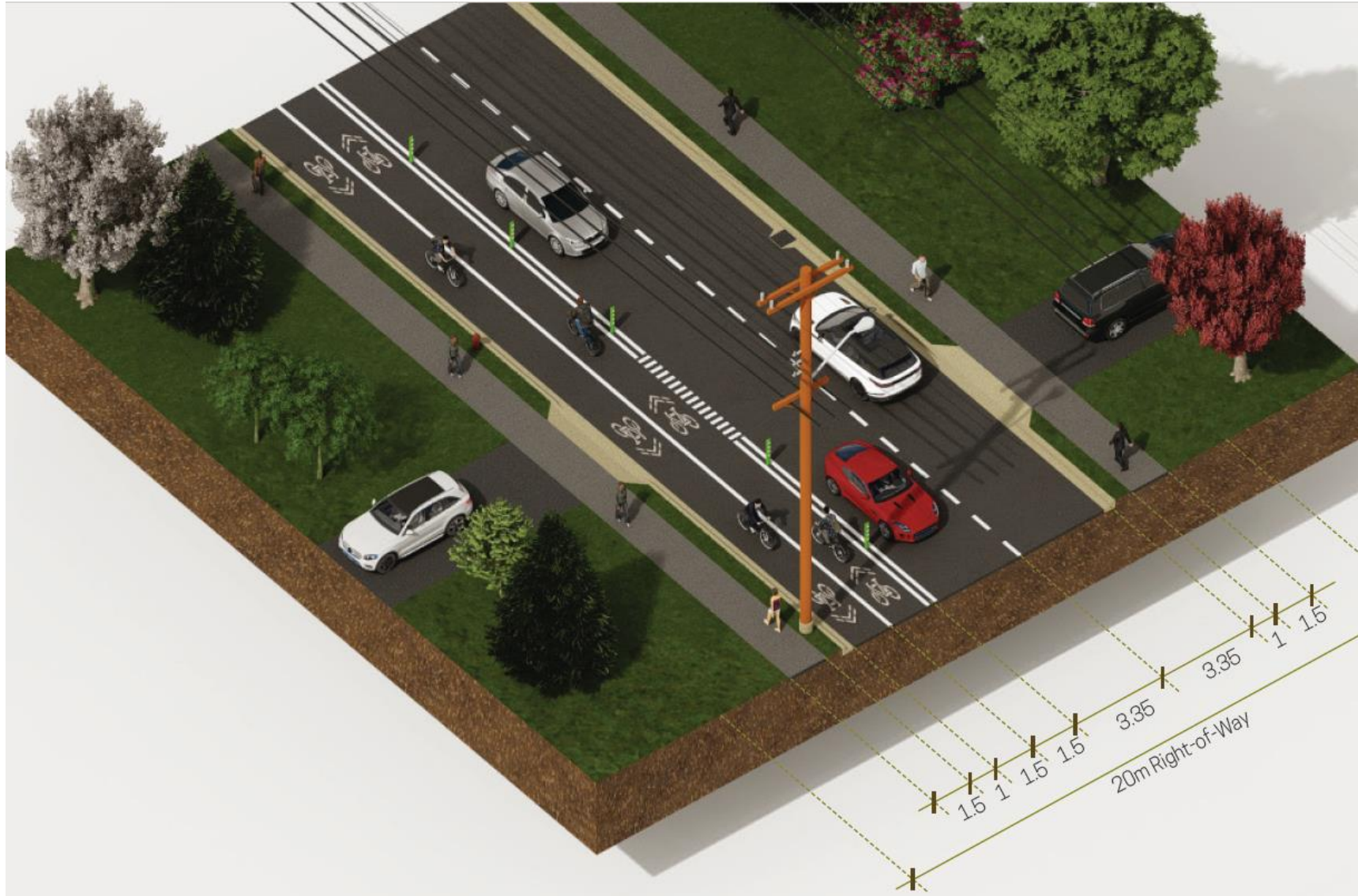
# Main Street – East and West



See Project Map:

1 a

1 b



## Project Details:

1,760m East End 1,380m West End  
3,140m total

West = Town Boundary to East End Gateway;  
West = Town Boundary to Highland Avenue

Separated, AAA asphalt multi-use pathway on south side of roadway.

Separated by bollards and some concrete barriers. Sidewalks maintained.

Involves new surface and bike friendly catch basins, signage, curb repair, crossings, painting and line marking.



# Main Street – East and West



See Project Map:

1 a

1 b



## Project Details:

Before and after conceptual rendering of Main Street East and West shown here for context.

A much safer, All Ages and Abilities (AAA), condition is proposed.





# Main Street – East and West



See Project Map:

1 a

1 b



## Project Details:

Entering Town on West End next to Landmark East and Proposed conditions.

There is also a rapid flashing beacon crossing (not shown in this concept) being installed at this crossing in 2022.



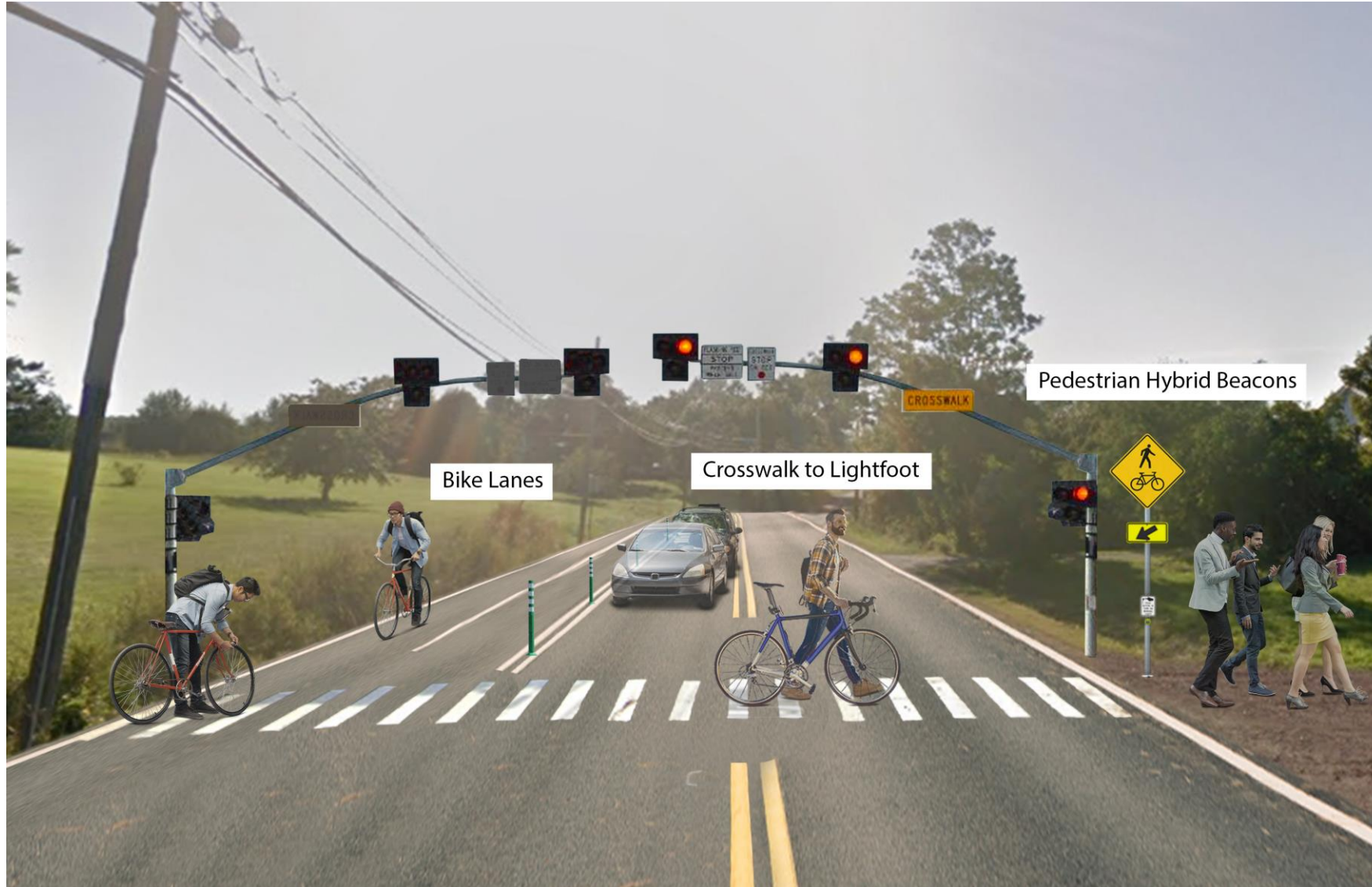
# Main Street – East and West



See Project Map:

1 a

1 b



## Project Details:

Conceptual rendering of the beginning of the Main Street in the east end, looking west, showing the start of the lanes at Lightfoot&Wolfville winery with an added overhead crossing (shown here) or rapid flashing beacon.

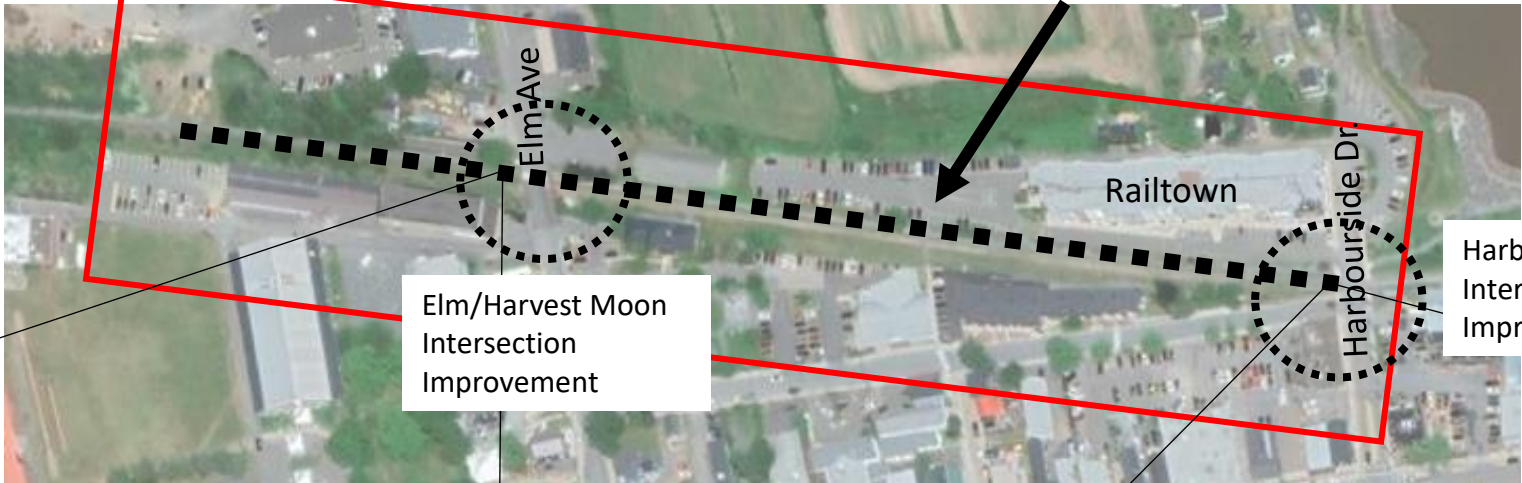


# Harvest Moon Trail and Intersections



See Project Map:

Harbourside to Farmer's Market 3+m asphalt multi-use trail



Harbourside/Front Intersection Improvement

Elm/Harvest Moon Intersection Improvement

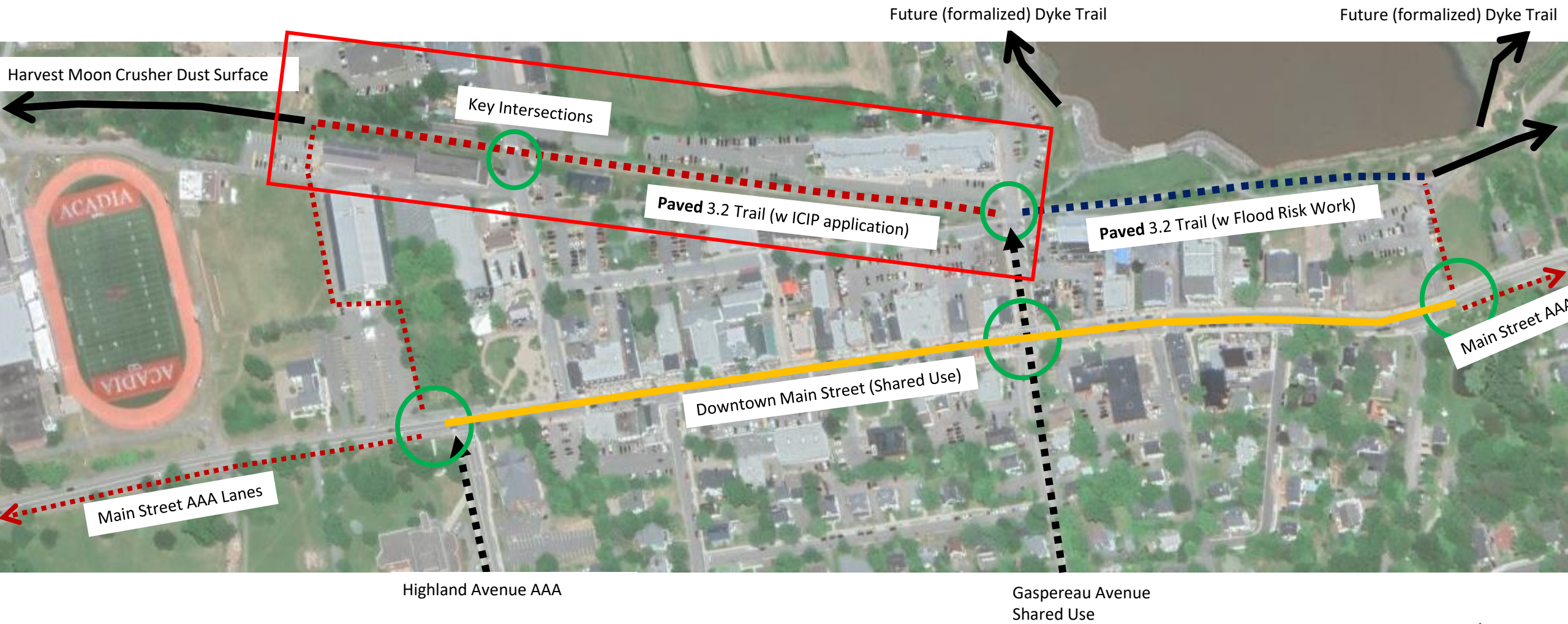
Main Street



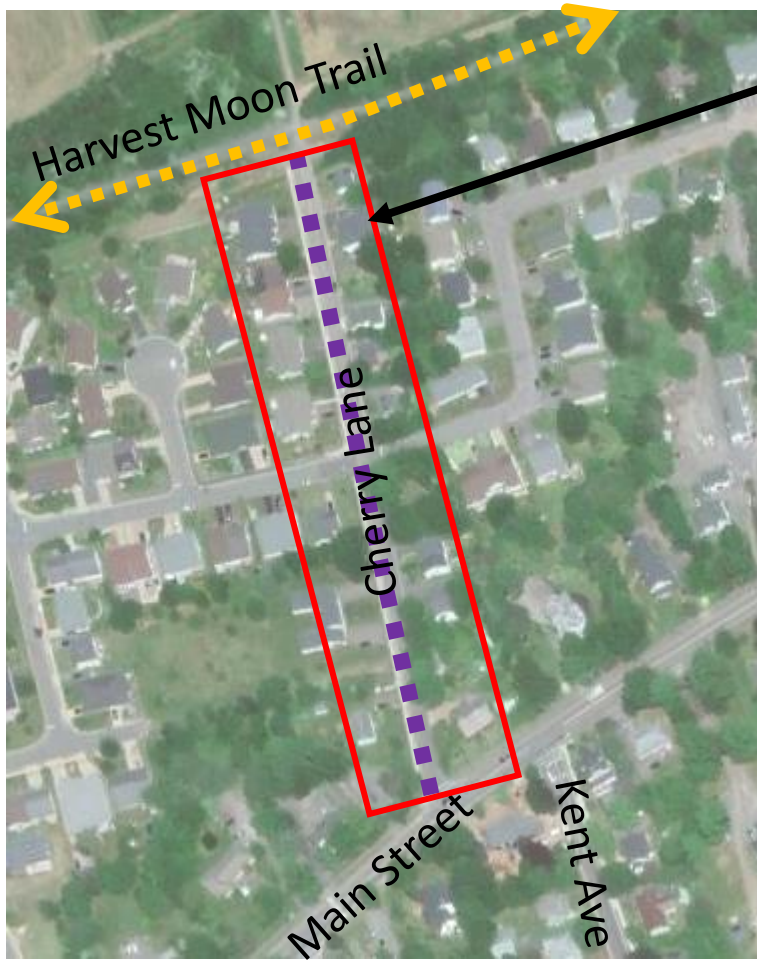
Conceptual Renderings of Intersection areas



# Harvest Moon Trail and Downtown Context







## Project Details:

Bike Boulevard/Shared Street. Line Painting, Signage, Traffic Calming (e.g. speed hump)



Conceptual rendering of proposed condition at Cherry Lane looking south.

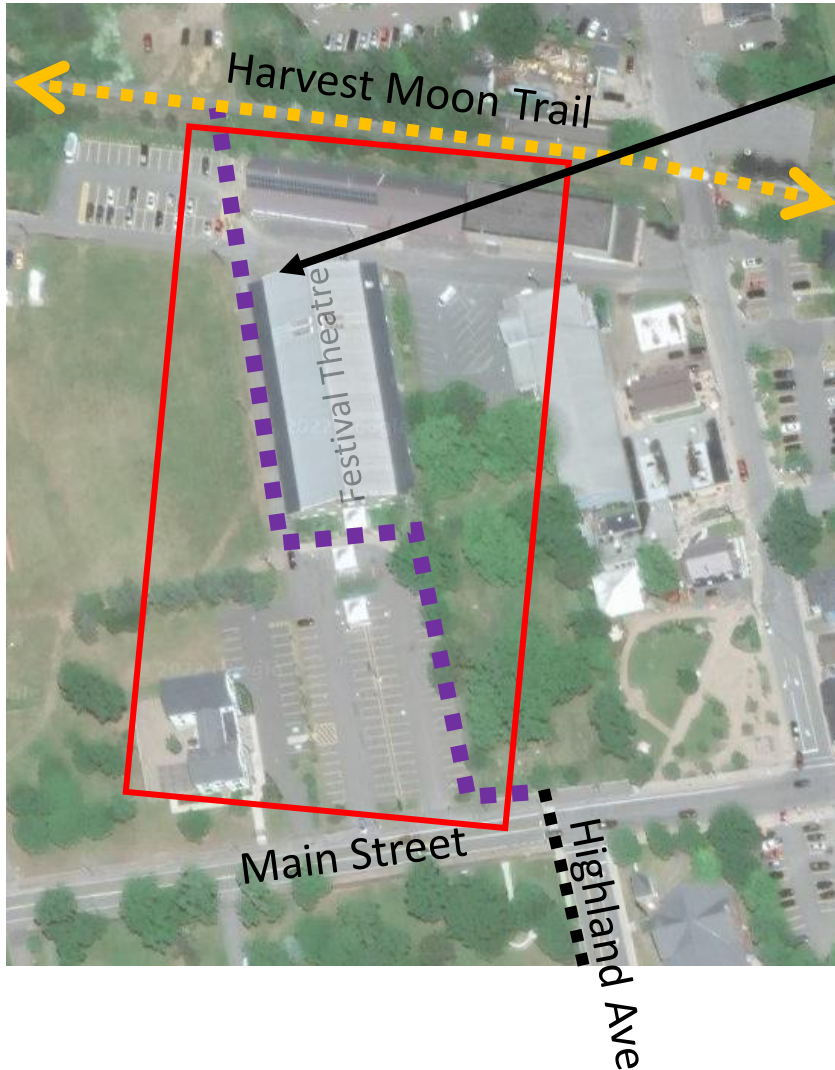


# Connector Highland Avenue to Harvest Moon Trail



See Project Map:

3 b



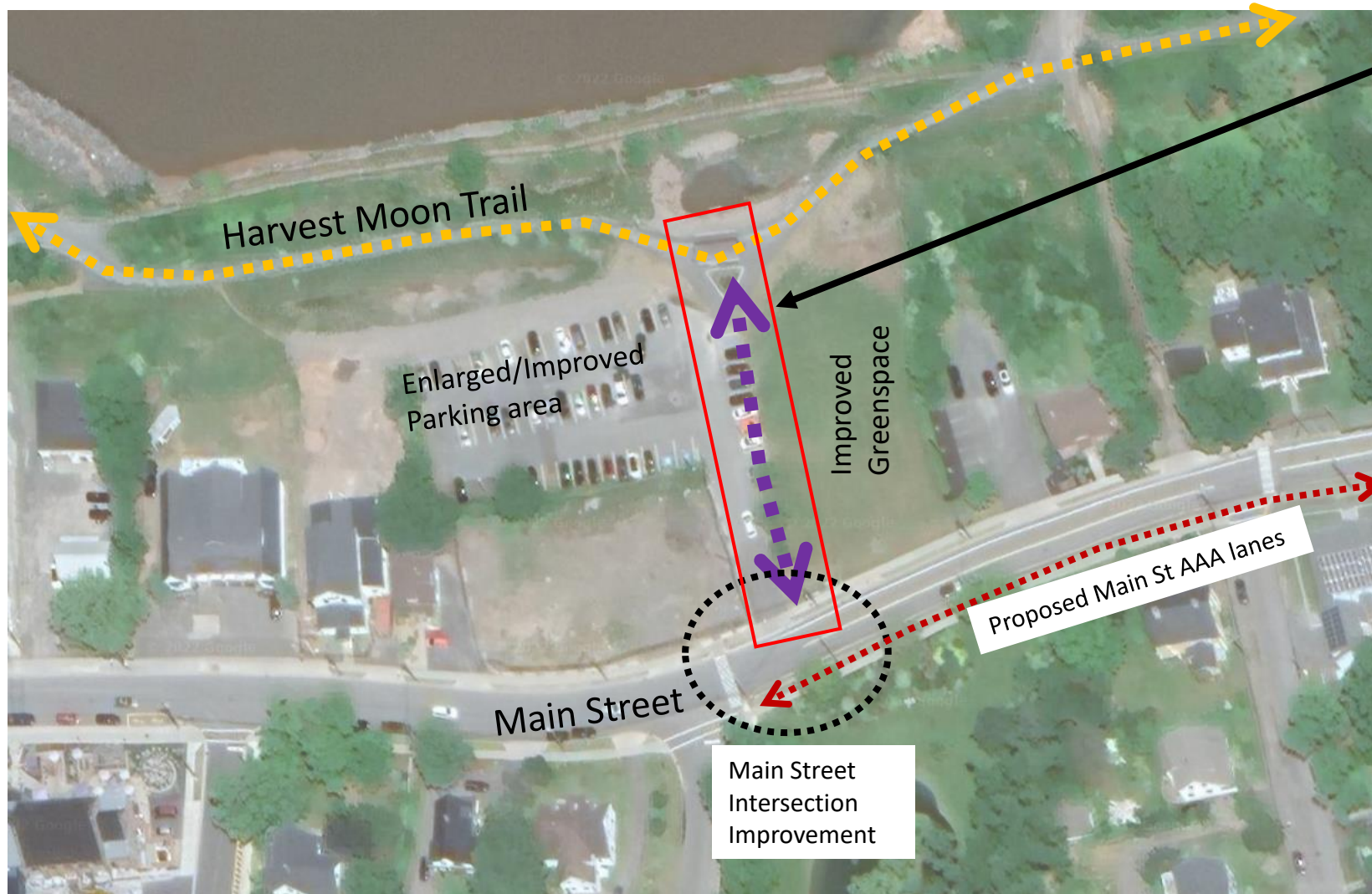
## Project Details:

3.2m asphalt multi-use path, paint, signage through fire lane along Festival Theatre and on to Harvest Moon trail.



Conceptual rendering of proposed condition at Main Street looking north.





## Project Details:

3.2m asphalt multi-use path connecting Main Street through the East End Gateway to the Harvest Moon Trail (shown in purple).

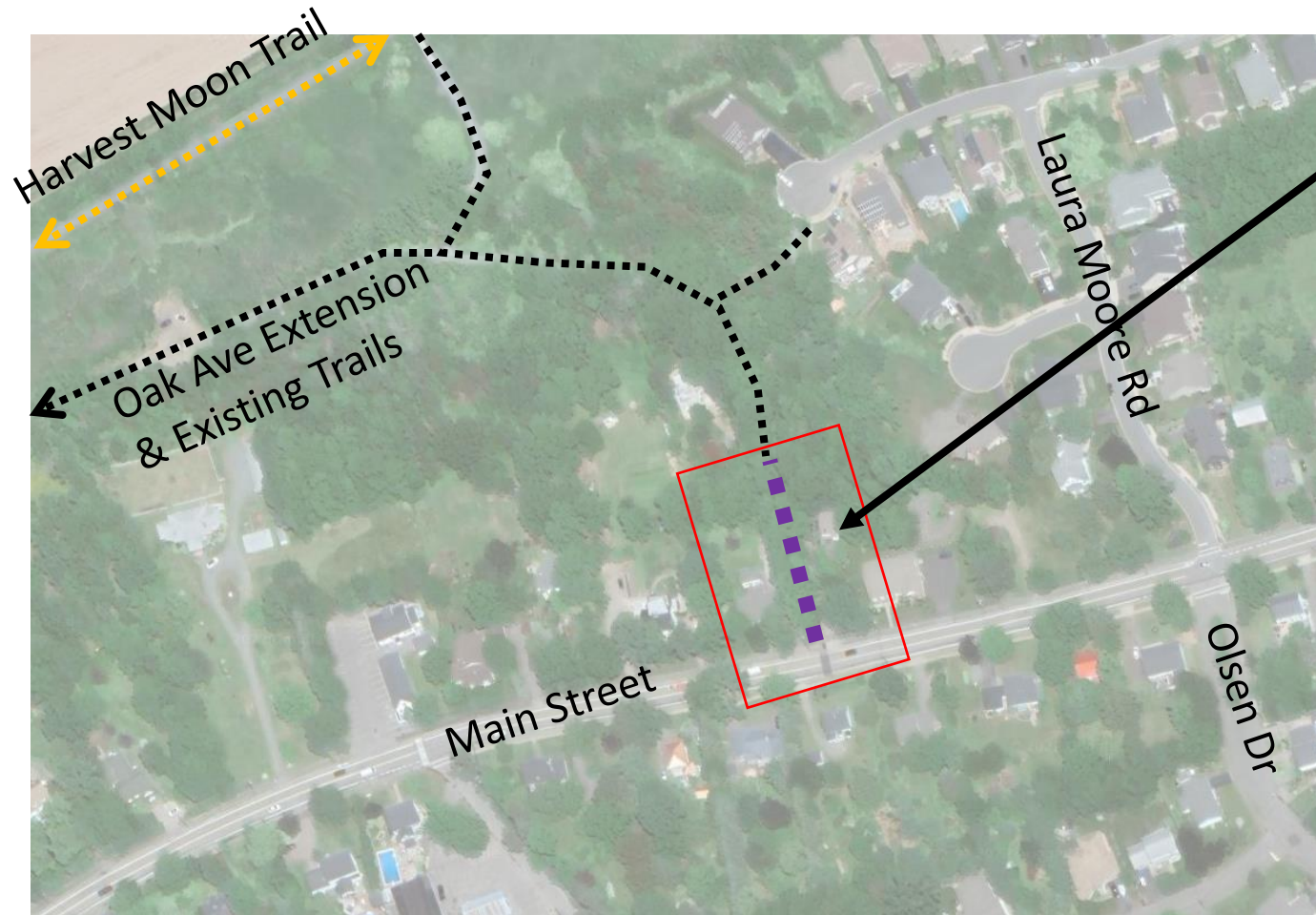
# Connector

Oak Avenue Extension to Harvest Moon



See Project Map:

3 d



## Project Details:

3.2m crusher dust or asphalt multi-use path, paint, signage.



Conceptual rendering of proposed condition at Main Street looking north (using asphalt).



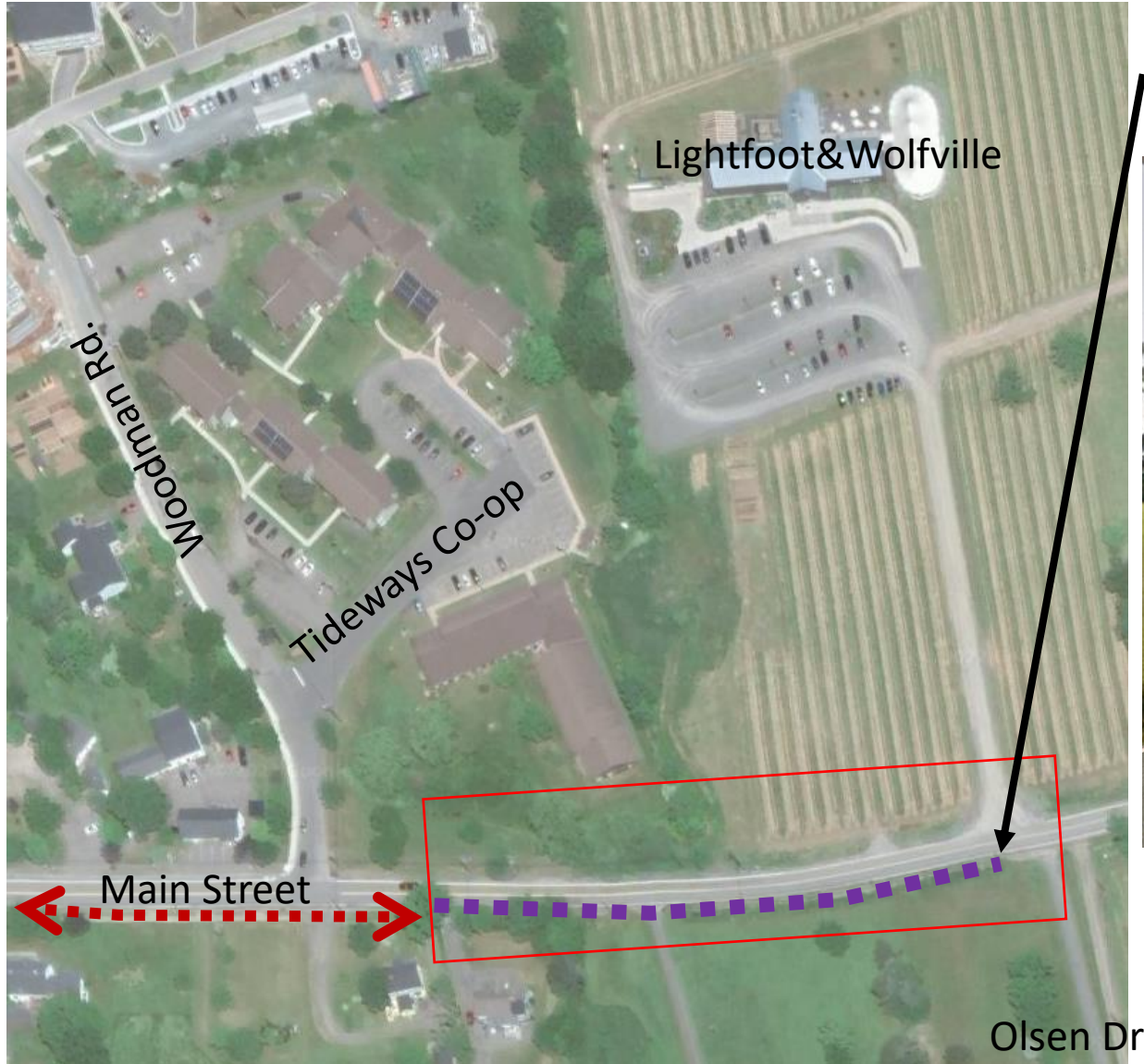
# Connector

Town Boundary to Lightfoot&Wolfville



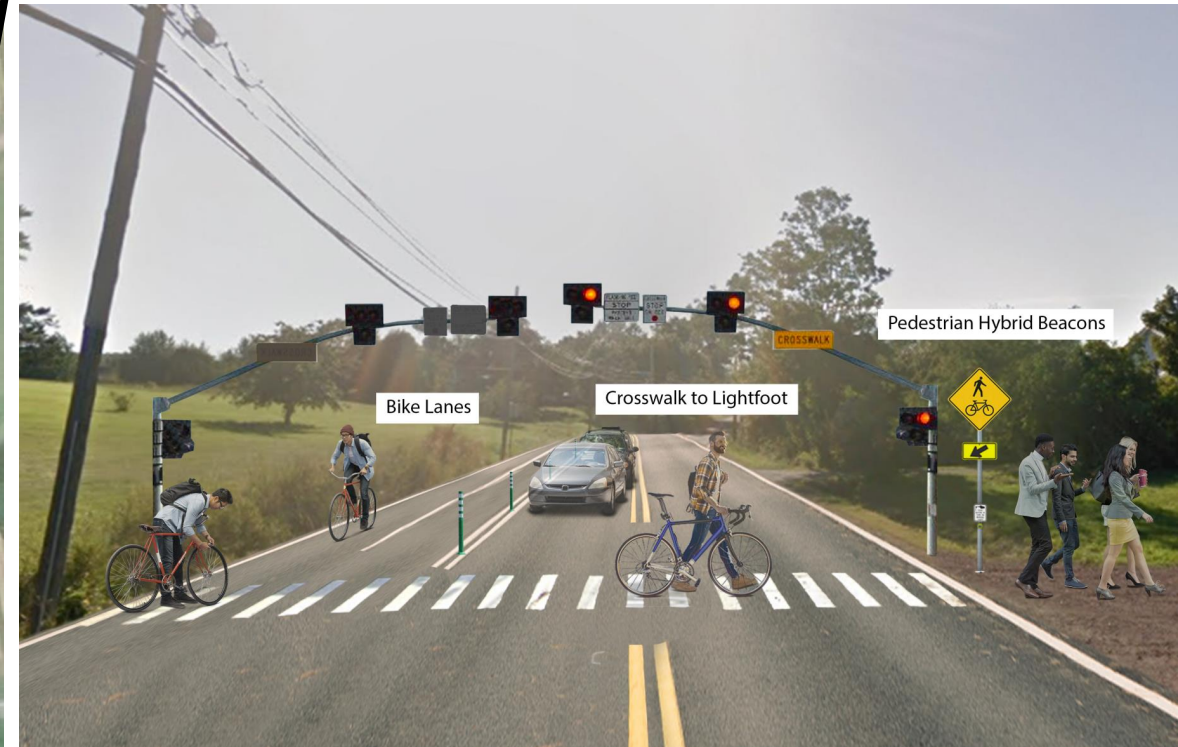
See Project Map:

3 e



## Project Details:

3m asphalt bi-directional multi-use pathway, paint, bollards, signage. A safe crossing (TBD with overhead lights) would also be involved.



Conceptual rendering of proposed condition at Main Street looking west with the Lightfoot&Wolfville driveway to the right.



# Connector + Parking

Reservoir Park to Maple Ave



**Project Details:** 3m crusher dust trail, enhanced parking and signage

See Project Map:



# Connector

Highland Avenue to Wolfville School



See Project Map:

3 g



## Project Details:

3+m asphalt bi-directional multi-use pathway, paint, signage.

Detailed design required.



## Project Details:

Shared Street treatments are proposed for Kent Avenue, Gaspereau Avenue, Sherwood Drive, Skyway Drive, Pleasant Street and for the Downtown of Main Street.

These treatments do not separate vehicles and bicycles and operate on roadways with existing sidewalks, relatively low volumes and speeds. The treatments involve paint, signage, and traffic calming (e.g. speed humps).

The proposed conditions would increase the safety of our streets from what we have today and improve AT culture in the Town. Some of these treatments have been proposed since the 2015 AT plan was adopted but have not been implemented.



# Shared Streets

Project locations



See Project Map:

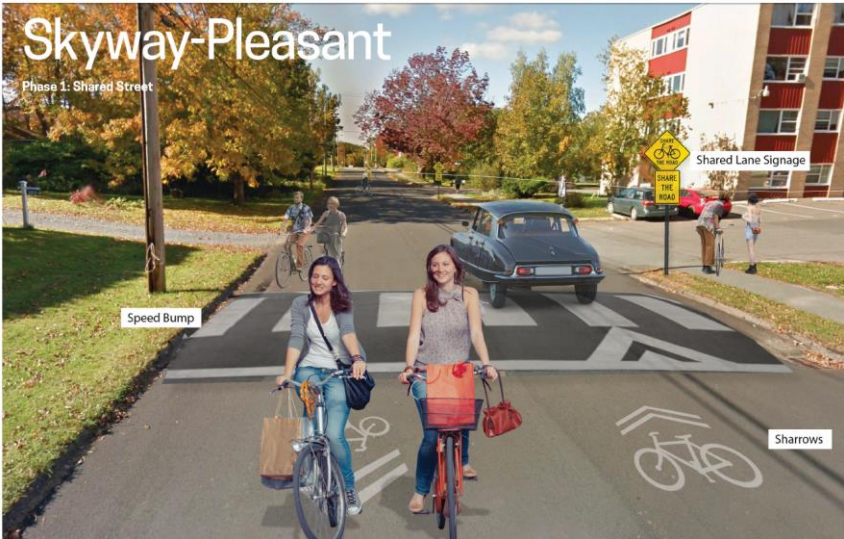
4

## ICIP PROPOSAL

Shared Streets 4



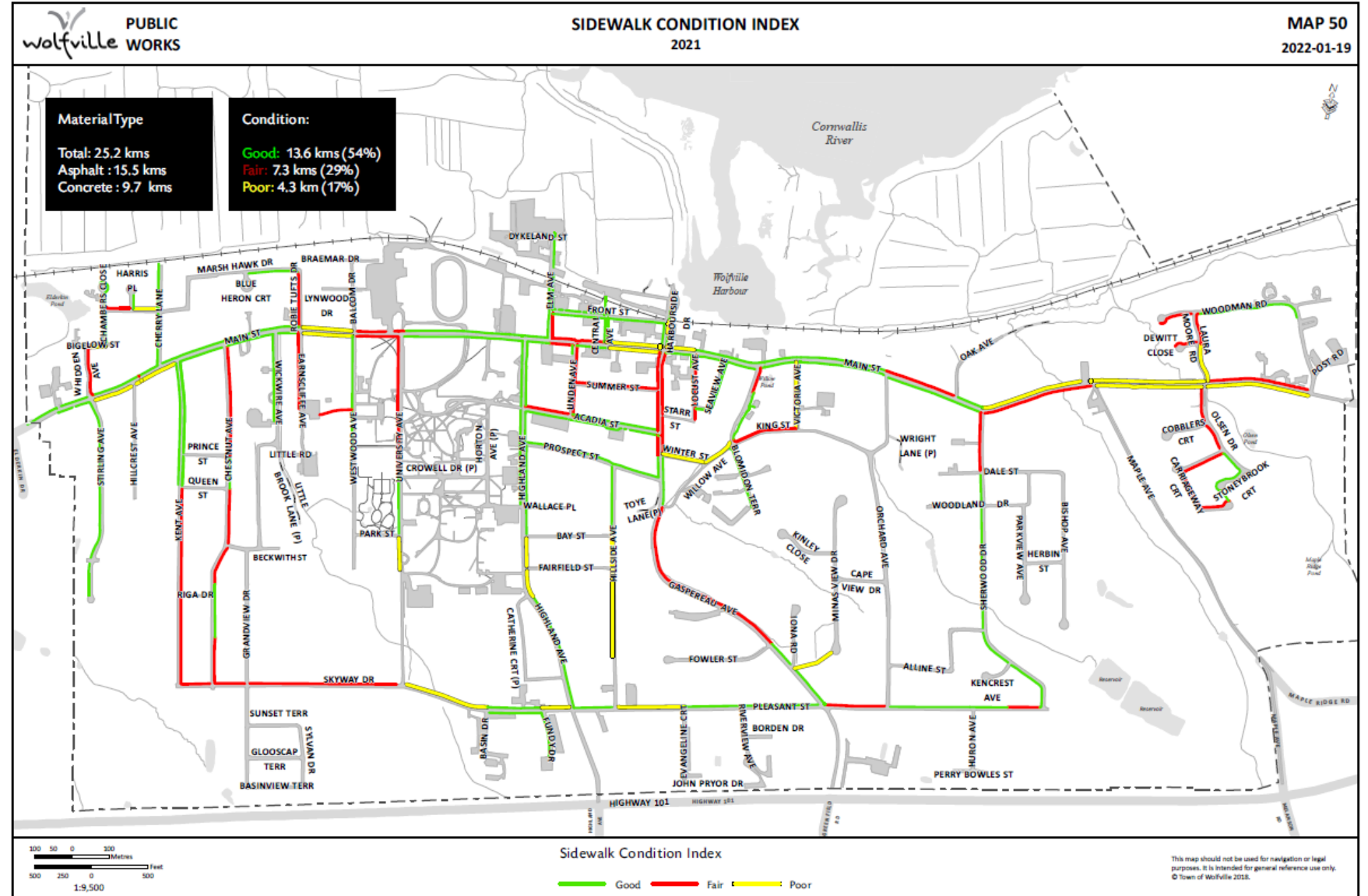
**Project Details:** 5,460m of shared street treatment, including paint, signage and traffic calming (e.g. speed humps).



### Project Details:

The Town keeps a condition assessment of sidewalks in the Town. This project proposes to improve a number of the sidewalks rated 'poor' and move them to 'good' (2,451m).

Also proposed are 6 new sidewalk connections (1,010m).





# Sidewalks

Improved + New Locations



See Project Map:

- 5
- 6

## ICIP PROJECT NUMBERS

- New Sidewalks 5
- Improved Sidewalks 6



### Improved Sidewalks 6

- Main (Stirling to Kent) - Asphalt
- Main (Westwood to university - 2 sides) - Asphalt
- Main (Sherwood to Laura Mosher Road) - Asphalt
- Main (Maple to Woodman Road - South Side) - Asphalt
- Laura Moore (Main to Dewitt) - Concrete
- Skyway (West of University Ave to Basin Dr) - Asphalt
- Skyway (Fundy to Highland) - Concrete
- Pleasant (Hillside to Evangeline) - Asphalt

### New Sidewalks 5

- Linden 1.5m Concrete Sidewalk
- Summer 1.5m Concrete Sidewalk
- Front 1.5m Concrete Sidewalk
- Hillcrest 1.5m Concrete Sidewalk
- Hillside 1.5m Concrete Sidewalk
- Gaspereau 1.5m Concrete Sidewalk



# Sidewalks

Streetview images of new sidewalks



See Project Map:

5

6





# Conclusion

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- Community engagement and education is needed.
- Class D costing/Budget estimates have been completed. Detailed designs required and budgeted for. All of these projects fit. Executed from '23-24 to '26-27 budget years with our \$800,000.
- Flexibility in execution (may want to prioritize certain projects or do 1 or 2 large tenders for the work)
- Need motion to get the process moving – Provincial + Federal Reviews (20+ weeks). Will form part of 23-24 budget.
- Still a lot of work for Staff to pull full application together.

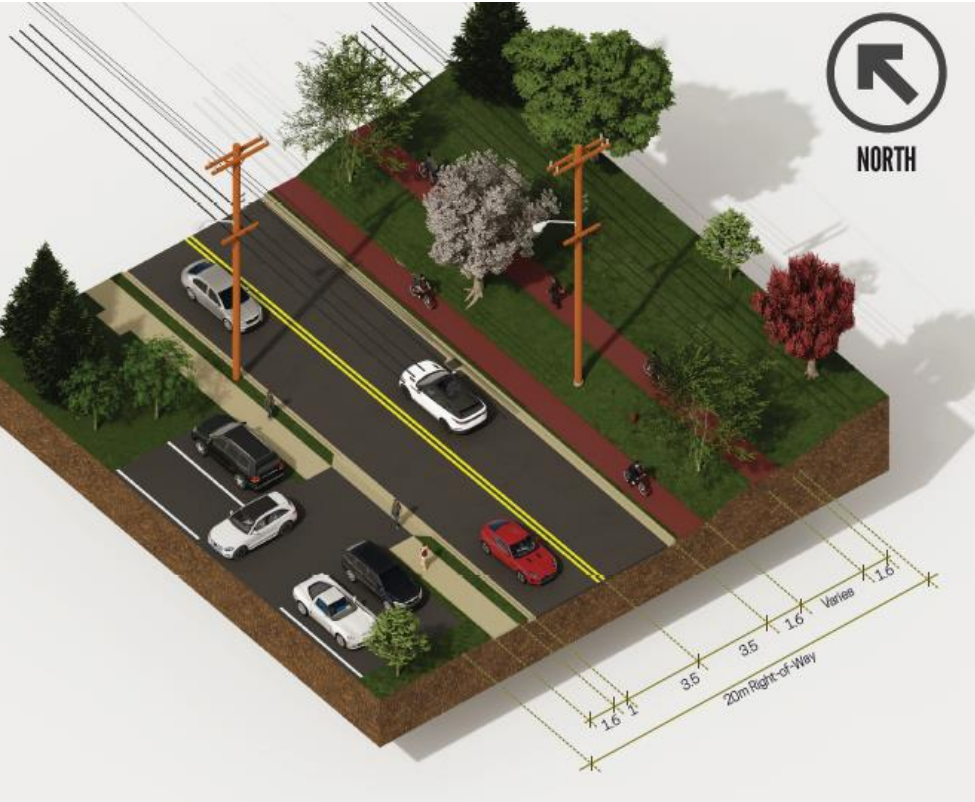






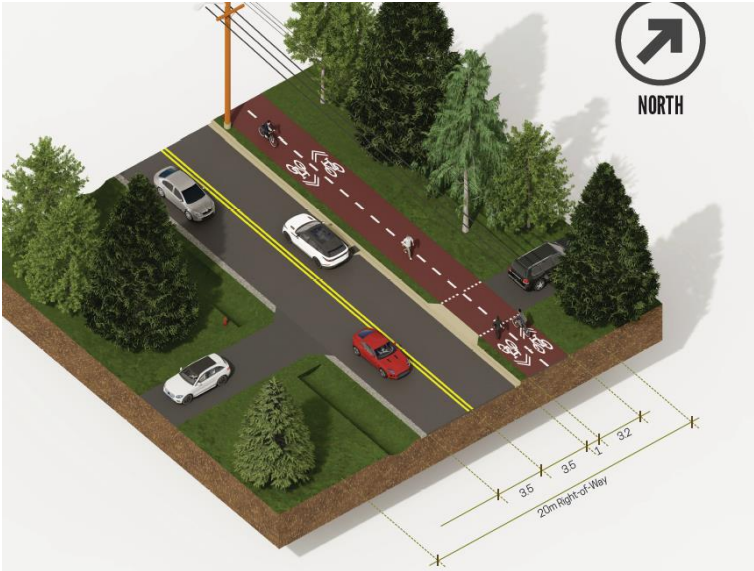
## **Related AT Projects (not in ICIP application)**

Ongoing AT Project with Capital re-build



Highland Avenue

Long-term AT Projects with Capital re-builds



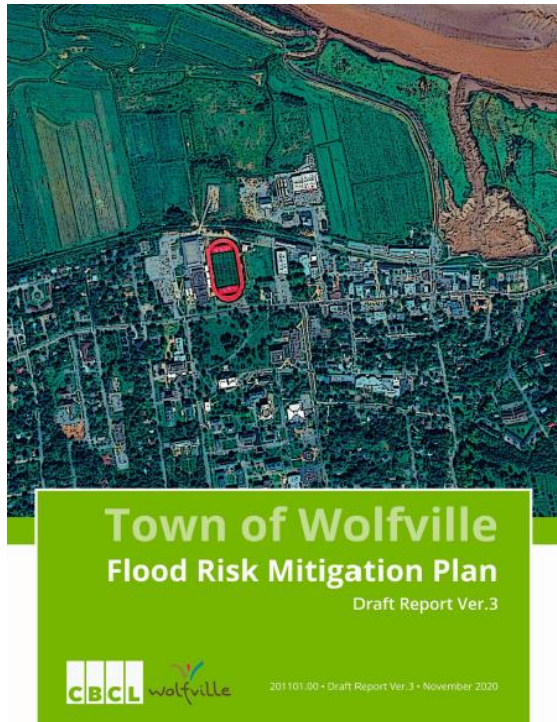
Skyway-Pleasant



Main Street



# Flood Risk along Harvest Moon Trail



Trail Connection along Harvest Moon Trail will happen from East End Gateway to Harbourside with Flood Risk work (budgeted).

Dept of Ag also considering dyke trails in both directions with upgrades.



# Flood Risk along Harvest Moon Trail

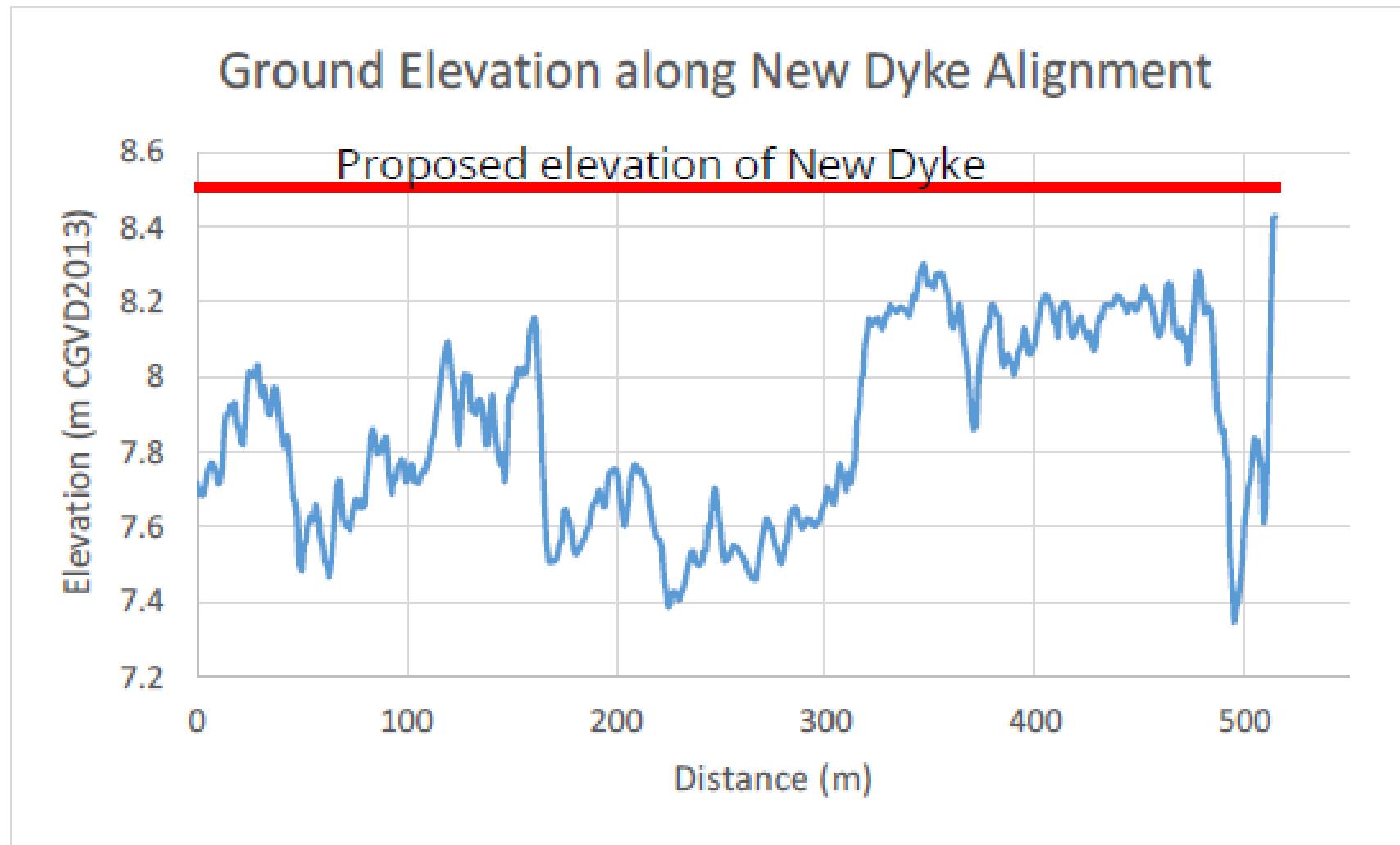


Figure 4.10: Ground Elevation along Potential New Dyke Alignment

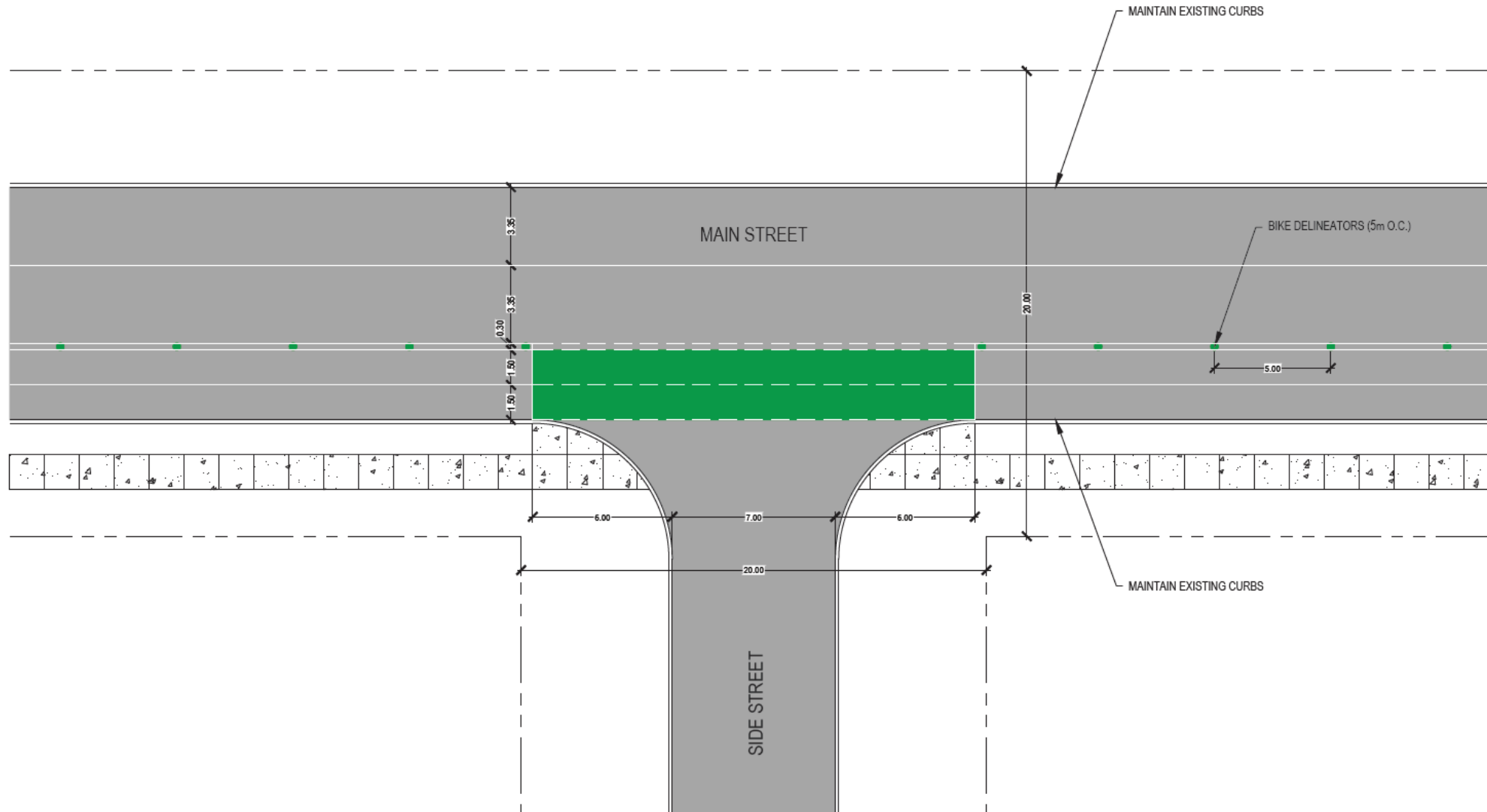


## **Extra Slides**



# Main Street – intersection detail

## ROAD INTERSECTION DETAIL



# Main Street - example from HRM





# Shared Streets – examples from 2015 AT plan

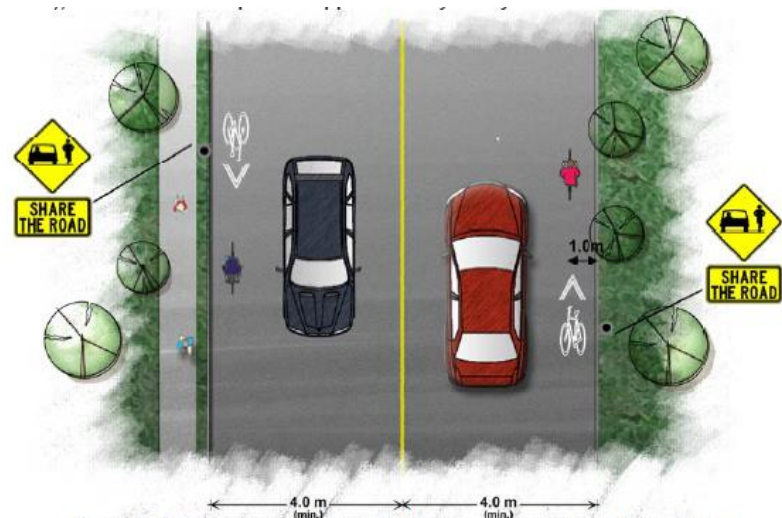


Figure 7-2: Typical Cross Section with Sharrows (Side-by-Side Application)

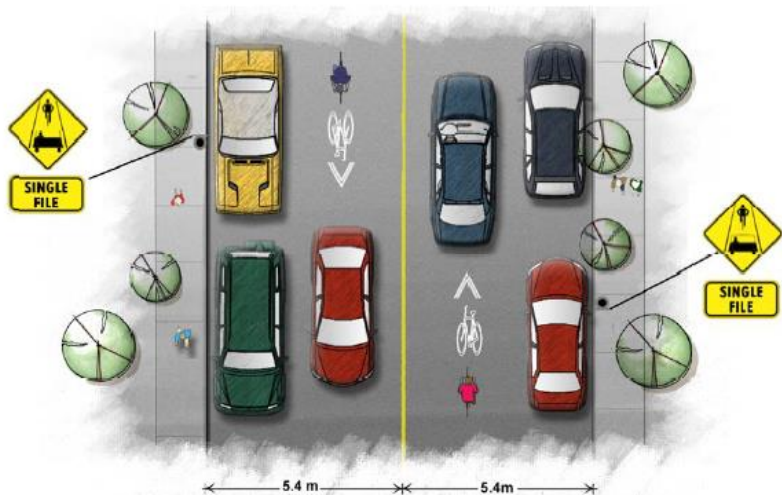
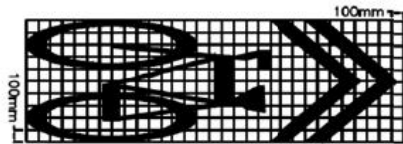


Figure 7-3: Typical Cross Section with Sharrows (Single File Application)



WC-19 / WC-19S Sign



Sharrows Marking



WC-19 / WC-19S Sign



Sharrows Marking



Examples of Side-by-side Sharrows with (Left) and without Parking (Right)



Examples of Single File Sharrows





wolfville

## COMMITTEE UPDATE

Title: Valley Waste Resource Management  
Date: June 14th, 2022  
Department: Committee of the Whole

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### UPDATE

The monthly Valley Waste Management Authority meeting took place on May 18th, 2022. Councillor Elliott attended as our appointed alternate. Highlights of that meeting included:

- **General Manager's Report:**
  - In GM Andrew Wort's absence Andrew Garrett has been appointed as Acting GM.
  - The GM was authorized to extend the Equipment Lease Agreement for densifier equipment between the Authority and Scotia Recycling Ltd to March 2027. (a densifier reduces large but light items such as polystyrene foam).
  - A temporary borrowing resolution for \$2,105,100 to finance 2022/23 projects was approved.
  - Valley Waste has applied for provincial assistance to offset the labour costs of picking up quantities of beach waste.
- **Operations Manager's Report:**
  - The Eastern and Western Management Centres are now both fully staffed. Succession planning continues for the upcoming retirement of the site supervisor in October.
  - Research is underway for replacement of the current compaction equipment used at both sites.
  - Planning continues for the replacement of the EMC tipping floor and quotes are being secured for replacement of the diesel fuel tank at the EMC and replacement of aged waste oil tanks at both centre sites.
  - Staff have reduced the number of loads of waste moving between management centres to save on gas.
  - Planned "roll-off" vehicle likely will not be needed.
  - Spring clean-up is underway at both sites.
- **Enforcement Report:**
  - In April there were 9 cases of illegal dumping, 2 illegal burning, 2 complaints re-sorting and storage of waste and 1 bylaw ticket issued.
- **Education and Social Media Reports:**
  - VWRM participated in the annual Kentville Home Show.
  - School visits have resumed.
  - Information has been sent to all private roads to inform of spring clean-up dates.
- **Transition to New IMSA and Board**
  - It is anticipated that the new IMSA will be in place by June 1<sup>st</sup> with the current board to be replaced by the new IMSA Board. Should the new board not be ready in time the next meeting of the current board will be June 15, 2022.

Respectfully Submitted, June 2022

Mayor Donovan  
Councillor Elliott

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## COMMITTEE UPDATE

Title: Kings Transit  
Date: June 2022  
Department: KTA for Committee of the Whole

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Meeting was held May 25<sup>th</sup>-  
This was a hybrid meeting – I attended in person

Updates from the GM:

### Garage

There are drainage issues which have been present at the garage, outside of the wash bay. We are, approximately every 3-months, having to pump out the drainage system. This costs approximately \$1000 each time, but more so it shows there is a lack of proper drainage system in an area where it needs to be. An engineer has assessed for us free of charge. - **\*\*Update – Updated RFP has been put out in the public sphere. \*\***

### Fuel

Fuel prices remain much higher than predicted. At the end of the April 30<sup>th</sup>, 2022 Kings Transit is reporting \$58,023.07 in fuel costs. In breaking it down further, the **Core is has paid \$33,282.09** in Diesel, **Annapolis has paid \$16,988.27** and **Digby sits at \$7,752.71** in fuel costs. This reason for this is fuel was budgeted at a 20% increase and recently that has been insufficient. As of the time this report is written we are being charged **\$1.85/L** at the time of this report.

### Ridership

When looking at Ridership from 2022 in the month of April we have seen a decrease of **11%** from 2019. This is down from 29,122 riders in April of 2019 to 21,603 riders in April of 2022. KTA is still performing better than last year when in April 2021 KTA had ridership of **15,078**, this translates into **49.33%** increase in ridership.

### Revenue

Revenue for April has **increased** from **\$40,057** in 2021 to **\$49,163** in 2022, meaning an **increase** of **\$9,106**, equating to **22.7%**.

### Service Suspensions

In April there were no service suspensions for any reason.

## COMMITTEE UPDATE

Title: Kings Transit

Date: June 2022

Department: KTA for Committee of the Whole

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We are currently in the stage of wrapping a bus and sending out boosted posts through our social media curated by Revolve Marketing.

Policies and Procedures to our Operating staff to ensure customer satisfaction and ridership safety have been developed and are in the review stage.

DoubleMap is still not providing the service they are contracted too. They issued a \$10,000 invoice for equipment received that was supposed to be new, along with other essentials to have the systems work properly, but the tablets came to us used and the Sim cards do not work in the tablets provided.

I sent the invoice to the DoubleMap management team with a large synopsis of the problems I have seen since being involved with KTA. I refused to pay the invoice at this time, until all contractual agreements have been met. (Ie: working Sim Cards to use the tablets just provided to us, at this time we have not enough tablets to track all the vehicles, this will include the donor buses once they are on the road).

I have yet to receive a response from DoubleMap, however due to the service we have been provided I no longer feel this is best value for KTA and once the ICIP funding starts to be produced for implementation I will need to RFP a new GPS provider with an RFP that suits our needs, not necessarily lowest bidder.

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

1. Completed Stage 1 of the Policy Manual, sent to staff and Board for review;
2. Zoom calls with Provincial partners to review ICIP funding and next steps;
3. Rapid test program discontinued for the time being;
4. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries;
5. Reviewing Website with MCSA and putting in place procedures and policies in regards to updating social media, the website and how our Board Meetings are presented to the public;
6. Working with Revolve in Halifax to complete a Ridership Campaign to receive an 80% grant from the province;
7. Selected training courses and registered the operations supervisor and the accounting clerk;
8. Working with the administrator to ensure all areas of accountability are met;
9. Auditing continues, should be complete by the time of the meeting.



## COMMITTEE UPDATE

Title: Kings Transit

Date: June 2022

Department: KTA for Committee of the Whole

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

1. Continue developing procedures and future training materials from the policy manual;
2. Attending Accessibility Committee at the Town of Kentville;
3. Speaking with the Centerville CDCDA in regards to possible transit solutions;
4. Attending presentation from NSCC COGS in regards to our electrification and zero-emission bus movement;
5. Organizing a Non-Ridership Survey with the VRPTA, in order to assess why people do not ride transit;
6. Continue with planning meetings for ICIP;
7. Finish training of all new employees;
8. Reviewing route and identifying possible new stop locations as well as locations for shelters and benches along route, will be looking at Kings County first, then will assess Annapolis and Digby.

Youth Summer Passes are now on sale – Please share on your social media – via KTA’s social media platforms – if you can.

Respectfully Submitted,

Councillor Jodi MacKay

## COMMITTEE UPDATE

Title: Kings Point to Point

Date: May 18, 2022

Department: Committee of the Whole – June 2022

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- The meeting was a hybrid meeting once again. One committee member attempted to sign in virtually but was unable to. Councillor Proudfoot attended in-person for the first time.
- Minutes from the meeting to follow. Highlights below:
  - The agreement with the County of Kings has been finalized.
  - A lengthy discussion was had on governance, particularly how to recruit new board members; who does that work; what are the length of terms; etc. Two committee members have recently resigned.
  - Additional conversation about by-laws and other policies of the committee and how the work is conducted. (i.e. it was discussed and approved that decisions in between meetings and timely decisions can be made by email vote).
  - A slight rebrand has been done in light of it being the 25<sup>th</sup> anniversary. A new logo was approved and efforts will begin to promote and celebrate the 25<sup>th</sup> anniversary.
- Next meeting – June 15<sup>th</sup> at 5:30 pm.

Respectfully submitted  
Councillor Proudfoot

## COMMITTEE UPDATE

Title: Kings Point to Point

Date: May 18, 2022

Department: Committee of the Whole – June 2022

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- The meeting was a hybrid meeting once again. One committee member attempted to sign in virtually but was unable to. Councillor Proudfoot attended in-person for the first time.
- Minutes from the meeting included. Highlights below:
  - The agreement with the County of Kings has been finalized.
  - A lengthy discussion was had on governance, particularly how to recruit new board members; who does that work; what are the length of terms; etc. Two committee members have recently resigned.
  - Additional conversation about by-laws and other policies of the committee and how the work is conducted. (i.e. it was discussed and approved that decisions in between meetings and timely decisions can be made by email vote).
  - A slight rebrand has been done in light of it being the 25<sup>th</sup> anniversary. A new logo was approved and efforts will begin to promote and celebrate the 25<sup>th</sup> anniversary.
- Next meeting – June 15<sup>th</sup> at 5:30 pm.

Respectfully submitted  
Councillor Proudfoot

## COMMITTEE UPDATE

Title: Annapolis Valley Trails Coalition

Date: June 14, 2022

Department: Committee of the Whole



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The last meeting of AVTC met in person on May 26, 2022. The Annual General Meeting (AGM) will be held on June 9, 2022.

\*A letter on behalf of AVTC was sent to the regional office of the Department of Natural Resources and Renewables outlining the difficulties faced on the Harvest Moon Trail (HMT) and it was decided we follow up with an ask to have someone sit on the committee in the future, so information is readily available.

\* The draft budget is just one month into the fiscal year and invoicing will take place after the AGM. Applications for grants are not efficient and it's a major stumbling block. Members from department of Communities, Culture, Tourism and Heritage (CCTH) will hold guide a session on finding forms. The Trans Canada Trail (TCT) does have new funding available for Accessibility, Indigenous and Tourism. One summer student position has been filled and the second position is in process. Availability of candidates an issue.

\* Currently the HMT status is cleared to Kingston, and overall, 80% ready in Annapolis County. The surface is loose, and cleanup resulted in vegetative mulch. Base restoration and surfacing are the first priorities before additional tasks such as mowing, kiosk and gate painting will take place. Working towards the "tourist" level of the trail we are known for is the primary goal. Getting to this level will take most of the summer, so managing expectations is key for the public to know. Information posted on Destination Trails website will help communication.

\* International Trails Day was on June 4, 2022 with some communities choosing to have community clean-up along the HMT and additional AVTC trails.

Respectively submitted by:

Councillor Jennifer Ingham



## COMMITTEE UPDATE

Title: Diversity Kings County

Date: June 14, 2022

Department: Committee of the Whole

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### Update:

There were two meetings of Diversity Kings to report since the last Committee of the Whole meeting on May 3, 2022. The first one was on May 2<sup>nd</sup> and second was June 6, 2022.

The month of May saw events such as Black Women in Excellence in Kentville with over 20 Vendors representing Nova Scotia Businesses owned and operated by Black Women. Local Olympian Bryan Gibson was honored with the unveiling of a mural painted by local artist Jaimie Peerless outside Kings Arm Pub in Kentville. Finally, Aldershot Elementary named their outdoor Learning Centre Pinewoods which honours the historical black community which the school resides in.

The Diversity calendar was discussed for the months of May and June, 2022. A month-long public radio campaign and official Pride launch ceremony, along with the Pride Summit will be featured in June (*see attached*).

Indigenous month plans are underway, and a workshop partnered with the local indigenous community is in the works.

The Work Plan was reviewed with the following items discussed:

- Economic Empowerment: A comprehensive list of diverse businesses and promotion of Entrepreneurship needs to be established.
- Truth Awareness and Advocacy: Consultation with local indigenous communities to get feedback regarding a land acknowledgement policy.
- Arts and Culture: Collaborate with local artists and make sure different communities are represented.
- Built Environment: Creation of safe spaces.
- Access and Equitable Service Delivery: How can we support delivering services that target underserved communities?

## COMMITTEE UPDATE

Title: Diversity Kings County

Date: June 14, 2022

Department: Committee of the Whole



The following are Diversity observances for the month of June.

Indigenous Month	June
Pride Month	June
Alzheimer's and Brain Awareness Month	June
World Environment Day	June 5th
World Food Safety Day	June 7th
World Day Against Child Labour	June 12th
International Albinism Day	June 13th
World Elder Abuse Awareness Day	June 15th
Father's Day	June 19th
International Day for the Elimination of Sexual violence in Conflict	June 19th
World Refugee Day	June 20th
National Indigenous Peoples Day	June 21st
Pride Day	June 24th
Canadian Multiculturalism Day	June 27th
Stonewall Rebellion Day	June 28th

Respectively submitted by:

Councillor Jennifer Ingham



**MUNICIPALITY** *of the*  
**COUNTY** *of* **KINGS**

**Pride Month Activities**

**June 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <ul style="list-style-type: none"> <li>• Hoisting of Pride flag</li> <li>• Publication of official Pride Month Proclamation</li> <li>• Public education radio campaign and digital media campaign</li> </ul>	2 <ul style="list-style-type: none"> <li>• Public education radio campaign and digital media campaign</li> </ul>	3 <ul style="list-style-type: none"> <li>• Mayor's radio interview</li> <li>• Public education radio campaign and digital media campaign</li> </ul>	4 <ul style="list-style-type: none"> <li>• Public education radio campaign and digital media campaign</li> </ul>
5 <ul style="list-style-type: none"> <li>• Public education radio campaign and digital media campaign</li> </ul>	6 <ul style="list-style-type: none"> <li>• Official Launch of Pride Month &amp; Flag Raising Ceremony at 10: 30 a.m. to noon (in-person &amp; virtual) Link for virtual participation: <a href="#">Pride Month Launch</a></li> <li>• Public education radio campaign and digital media campaign</li> <li>• MoK Council for Pride- digital ally feature 1:00p.m. on the Municipality's social media platforms</li> </ul>	7 <ul style="list-style-type: none"> <li>• Public education radio campaign and digital media campaign</li> </ul>	8 <ul style="list-style-type: none"> <li>• Public education radio campaign and digital media campaign</li> </ul>	9 <ul style="list-style-type: none"> <li>• Public education radio campaign and digital media campaign</li> </ul>	10 <ul style="list-style-type: none"> <li>• MoK radio Interview</li> <li>• Public education radio campaign and digital media campaign</li> </ul>	11 <ul style="list-style-type: none"> <li>• Public education radio campaign and digital media campaign</li> </ul>
12	13	14	15	16	17	18



MUNICIPALITY *of the*  
COUNTY *of* KINGS

Pride Month Activities

June 2022

<ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	<ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	<ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	<ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	<ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> <li>Public education radio campaign and digital media campaign</li> <li>campaign</li> </ul>	<ul style="list-style-type: none"> <li>MoK radio Interview</li> <li>Public education radio campaign and digital media campaign</li> </ul>	<ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>
19 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	20 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	21 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	22 <ul style="list-style-type: none"> <li>Pride Summit at 10: 00 a.m. to noon (in-person &amp; virtual) Link for virtual participation: <a href="#">Pride Summit</a></li> <li>Public education radio campaign and digital media campaign</li> </ul>	23 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	24 <ul style="list-style-type: none"> <li>MoK radio Interview</li> <li>Public education radio campaign and digital media campaign</li> </ul>	25 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>
26 <ul style="list-style-type: none"> <li>1 hour contribution/participation in Rewind Radio Special Pride show— G80s</li> <li>Public education radio campaign and digital media campaign</li> </ul>	27 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	28 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	29 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> </ul>	30 <ul style="list-style-type: none"> <li>Public education radio campaign and digital media campaign</li> <li>The way forward-statement on Pride</li> </ul>		



## REQUEST FOR AGENDA ITEM

Council Correspondence Management

Submitted by: Mayor Wendy Donovan

Submitted on: May 18, 2022



The Request for Agenda Item form is to be used by the Mayor and Councillor's to request an item to be added to the Committee of the Whole agenda for consideration. All Request for Agenda Item forms should be submitted at least **10 BUSINESS DAYS** prior to the scheduled Committee of the Whole meeting to the Chief Administrative Officer. Exceptions may be made for extraordinary circumstances.

**Date of Committee of the Whole requested:** June 14, 2022

### Recommendation(s)

That Council direct staff to bring back a draft policy related to how correspondence to Members of Council is treated with respect to responsibility for responding to sender, inclusion in the Council agenda, timing of receipt relative to the council agenda, and other items as might be relevant to this issue.

### Summary

The Town of Wolfville by practice, although not by policy, includes correspondence directed to all of Council in the monthly Council agenda package. There are a few issues related to how correspondence is treated including but not limited to: (1) who responds to the correspondence – Mayor, CAO, each/any member of Council? (2) If Mayor or CAO, is response simply to note receipt of, should Mayor or CAO be responsible for confirming that all of Council received the correspondence? (3) concern for the “reply all” response and email threads potentially becoming unwieldy for all on the reply all list, but also know members of Council may want to know how an item has been handled? (4) inclusion in the agenda package (4i) what should be included in the agenda package – just correspondence to the *TownCouncil* email, emails addressed to the mayor but in the body stating Mayor and Council, emails addressed just to the Mayor? etc. (4ii) when should correspondence not be included in the agenda pkg – e.g., when contents are inflammatory/what constitutes inflammatory comments? (5) Should correspondence be included in the public agenda? Not all municipalities follow our practice, people may not wish their comments to become overtly public, what if the Council agenda is being used as a public forum rather than simply corresponding to Council?

### Expected Outcome:

- |  |                                     |
|--|-------------------------------------|
| In Camera Discussion   | <input type="checkbox"/>            |
| For information/discussion purposes only                             | <input type="checkbox"/>            |
| Recommend an action to the CAO                                       | <input type="checkbox"/>            |
| Promote clarification/renewal or production of a policy or procedure | <input type="checkbox"/>            |
| Recommend a motion for approval by Council                           | <input checked="" type="checkbox"/> |