

## **Committee of the Whole**

July 5, 2022 8:30 a.m. Council Chambers, Town Hall 359 Main Street

## Agenda

## 1. Approval of Agenda

## 2. Approval of Minutes

- a. Committee of the Whole Minutes, June 14, 2022
- b. Committee of the Whole In Camera Minutes, June 14, 2022

### 3. Presentations

a. Community Oven

## 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. Conference Reports (Council)

a. International Town & Gown Association



## 6. Committee Reports (Internal)

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

## 7. CAO Report

a. Overview of CFL Game – Logistics and Emergency Planning (Dan Stovel and Erin Beaudin)

## 8. Staff Reports for Discussion

- a. RFD 027-2022: Accessibility Plan
- b. RFD 040-2022: 292 Main Street Development Agreement Timing Extension
- c. RFD 030-2022: Parks & Open Spaces Master Plan
- d. RFD 023-2022: SWITCH Next Steps
- e. RFD 038-2022: Expectations of Council Members Various Policies of Council

## 9. Committee Reports (External)

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

## 10. Request for Agenda Item

a. Correspondence Management



- 11. Public Input / Question Period
- 12. Regular Meeting Adjourned

Title: International Town and Gown Conference

Date: June 14<sup>th</sup>, 2022

Department: Committee of the Whole



#### **ITGC Summary**

I attended the International Town and Gown Conference (ITGC) in Clemson South Carolina – June 6<sup>th</sup> - 9<sup>th</sup>, 2022. The conference was excellent – lots of content, all the sessions I attended were well presented. I would strongly recommend that for future conferences representatives of Acadia also attend and perhaps the full-time staff person for the Acadia Student Union. This is also a valuable conference for staff other than/in addition to our CAO including compliance and planning staff. Of note the ITG was started by a one-time Mayor and University President of Clemson/Clemson University who were lifelong friends.

Sessions I attended included "Private Sector University Housing – A New Economic Engin"; "Building Bridges: Identifying and Connecting Partners in Prevention Among Town and Gown Efforts"; "Bridging the Gap between Off-campus Stakeholders: Improving Engagement, Education and Communication for Student Tenants and Their Landlords"; "The Changing Face of Student Leadership: Empowering the Next Generation"; "Common Operating Pictures: How Clemson University Tells a Story"; "Creating a pathway to the Perfect Union aka the Four Pillars"; "Town and Gown Advisory Boards"; "Research Parks and Anchor Institution Approach"; "From Residential Life to Community Living".

#### Take Aways from the sessions include:

- Importance of strong working relationship between University President and local Mayor 'e.g.,, "Mayor's Partnership for Progress" between Ohio State University in Athens Ohio and Mayor of Athens Ohio. University President spoke at length about the importance of the University President being connected with the Community and the University responding to community needs including infrastructure (Ohio State funded an underpath to allow students to get from one side of a major arterial to the other side of campus and so not disrupt traffic into Athen's downtown. Clemson University has the local Fire Department that the Town of Clemson (17,000 pop) contributes to financially. The University Fire Department is also the Town's. University of Ohio (Athens) gave land for the Athen's Fire Station.
- There seems to be a move in US universities to show what they can do for their local communities e.g., Georgia Tech in Atlanta is developing a research park that will displace an area of very poor housing. They are managing a process to both replace that housing and, also, a \$2,000,000 fund to provide skill training enabling local residents to work in the research park. Georgia Tech considers itself an "Anchor Institution" in its city, and an engine for economic growth in Atlanta.
- Several examples of jointly (T & G) paid for positions to support student ombudsmen to liaise with landlords and Students.
- Dr Randall Edourd's Dean of Students at Binghampton University "Blueprint for Town and Gown Advisory Boards" is available through the ITG.
- Students will embrace less car use if there are sufficient amenities e.g., entertainment, shopping etc., close by where a car isn't required.

Title: International Town and Gown Conference

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• Emerging trend in student housing is mixed housing including undergraduates, graduates, and non-students.

- Universities with sufficient services to support students on and off campus to cope with stresses.
- Changing the narrative not 15% of students binge drink but 85% of students do not.
- Encourage Student leaders (e.g., sport teams) to model "intentional good behaviour" in and with the community.
- "Blue Jay Off-Campus Housing Commitment Program" an initiative of John Hopkins University
  in Baltimore a two-person housing office (one staff is a former City Police Chief) manages
  residential commercial properties some owned by the university to provide enhanced
  security and more collaborative off-campus living experience for students while still providing
  property management, safety, and security through the University.

In summary, those universities/municipalities that presented seem to work very closely at all levels of their organizations, are aware of and committed to their mutual success. Their Town and Gown meetings are frequent and in at least one of the examples have a variety of subgroups working on specific mutually beneficial initiatives. They do more than just meet.

Respectfully Submitted

Mayor Donovan

Title: Accessibility Advisory Committee

Date: July 5,2022

Department: Committee of the Whole



#### **Update:**

The last meeting of the Accessibility Advisory Committee was held in hybrid form on June 13,2022, the next meeting is scheduled for July 11, 2022.

Megan gave an update on Acadia's Accessibility Plan indicating renovating washrooms and adding QR codes used in a directory were underway. She noted their plan is three years and our Accessibility committee agreed to a four-year plan, of which Director MacLean will confirm with the province.

Director MacLean presented the last Draft Plan for 2022-2026. An accessibility expert will review graphics and plain language. A few changes such as wording around seniors' units and adding barrier free to Universal design were discussed. The virtual meeting policy is still being worked on but hopefully will be in place soon. The draft report card will be included in the appendix for information and progression with focus on plain language and ease of readability. A separate staff report will come before council.

Discussion was had regarding community outreach since we haven't been able to engage with the public for two years due to Covid-19. A presentation to the WBDC was favourable as well as looking into what the Valley Ren has planned, and a possible collaboration with Acadia. More information will be forthcoming at the July meeting.

Respectively submitted by:

Councillor Jennifer Ingham

Title: Planning Advisory Committee

Date: June 9, 2022

Department: Committee of the Whole – July 2022



#### Update:

- The June meeting of PAC was held as a hybrid meeting and Deputy Mayor Madeira Voss chaired.
- Lindsay Slade did a presentation of all of the information collected through various methods regarding the East End development (attached). There was nothing particularly surprising, and, as always some opinions and suggestions at the opposite ends of the spectrum. The comments and suggestions will certainly be helpful as we move forward with discussions and planning.
- Following the presentation there was a brief discussion on the following specific topics:
  - 1. Affordability
  - 2. Building Height
  - 3. Density and Housing Type
  - 4. Sustainability
  - 5. Parks and Trails
  - 6. Commercial Use/village square
  - 7. Inclusion in the planning process
- Next meeting is scheduled for: July 14, 2022 at 4:00 pm

Respectfully Submitted

Councillor Oonagh Proudfoot



East End: What We Heard, June 9, 2022 Lindsay Slade

## **Overview**



- Overview of attendance/level of engagement
- Debrief following in-person open house events and virtual Q&A
- Includes feedback from Wolfville Blooms
- Focus on areas from the Community Workbook
- Highlights the range of feedback and preferences



## **Wolfville Blooms Attendance**



First Blooms page: (Dec-May)
 Highlights



Current Blooms Page (May-now):
 Highlights









## **Open House Attendance**



Lightfoot & Wolfville May 31: ~70 guests

Firehall June 1: ~30 guests

• Virtual June 1: 28 guests

Lightfoot & Wolfville June 2: ~30 guests

• Total: ~158



# **Community Planning Workbook**



- Open houses and Wolfville Blooms followed similar layout
  - Use sticky notes/dots to respond to questions
- Blooms has built in polls, survey questions
  - Respond directly through website
  - Links to info reports, requests for decisions



## **Main themes**



- Density and density trade-off
- Parks and trees
- Trails and AT,
- Village square and commercial use
- Stormwater management,
- Housing types

- Street design,
- Future uses,
- Social equity,

Additional topics

Key discussion topics



# **Density**



Minimum net density is 10 units per acre (UPA). Should the density target be achieved by spreading density out equally, or by increasing density to leave more open space.

Spread density out equally: 4 votes

Increase density in exchange for more open space: 19 votes

- Mixed density like Woodman's Grove
- Increased density key to climate change mitigation, affordability, inclusion
- Would like to see more options between 5-10 UPA
- Limit max size of R-1 lots to meet r-2, r-3







### 1 UPA: 8

 We don't need high density in Wolfville, it's not Paris

### 15 UPA: 18

- Density ok but need buffers between high density and Bishop ave
- Mixed dwelling types meets more peoples needs
- Why is density allowed to feed the avarice of developers?
- Only if affordability is manageable

### 20 UPA: 12

- More density to preserve open/public space
- Density ok if well planned

# **Density**

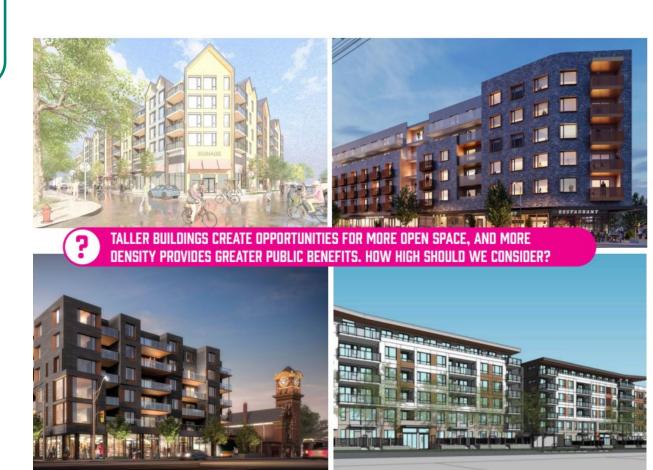


**Storeys:** 

2 storeys: 8 4-6 storeys: 1
3 storeys: 19 5 storeys: 2
3-4 storeys: 6 6 storeys: 1
5-12 storeys: 2

4 storeys: 9

- Community character
- No large apartments x 2
- No max, more density to preserve natural space x 2
- Tall buildings just make more sense today



# **Density Trade-off**





What public benefits should the Town consider requiring in return for achieving the density targets set for these lands? (i.e. sidewalks, trails, high quality architecture, sustainable design, mixed housing options, etc.)

#### **Transportation/Active Transportation:**

- Bike lanes/at lanes/treed trails x 21
- Sidewalks x8
- Street lighting x2
- Minibus service x3
- Bus loop through east end
- Parking throughout town
- No street parking
- EV stations
- Easy access to Main St Traffic calming on maple ave

#### **Architecture and Design:**

- High quality/site contextual architecture, (coastal, agriculture), not modern x7
- Net zero building requirement /sustainable design x5
- Sustainable/inclusive design x5
- Small town feel
- Line streets with trees
- Green roofs
- Shared yards ie cluster housing, row houses

#### Wildlife/environment:

- Keep the ponds x8
- Preserve trees/grow sustainable species x 4
- Preserve wildlife corridors x 2
- Preserve agricultural land







# **Density Trade-off**





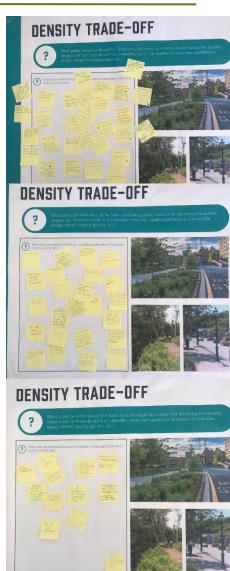
What public benefits should the Town consider requiring in return for achieving the density targets set for these lands? (i.e. sidewalks, trails, high quality architecture, sustainable design, mixed housing options, etc.)

#### **Housing Types:**

- Mixed housing types/price points x 6
- Single family homes x3
- If affordable housing included, it must be well defined
- Density is too high
- Intergenerational housing
- Mix low and high density
- Designate areas for permanent non-profit affordable housing
- Mixed housing types and unit sizes for singles, couples, families
- No 6 storey units
- No more than 4 stories
- Max 3 stories

#### **Amenities:**

- Another school x 4
- Playgrounds x 2
- Community gardens x2
- Municipal pool/skating rink
- · Youth friendly recreation
- Proper drainage infrastructure
- Public washroom
- Cameras
- Underground electrical
- Small shops for essentials
- Parks/greenspace x7
- Greenbelt behind bishop ave
- Keep views x5
- Benches/seating options



## **Housing Types**



- Mixed density like Woodman's Grove
- No high-rises
- No townhomes
- No more single-family homes
- Avoid identical homes
- Accessible single-story homes
- Affordable, student, young families
- Cluster housing
- Affordable for min. wage /disability allowance x 3
- Rental houses
- co-op housing
- Carbon neutral building requirements
- Natural buildings
- Green/LEED/passive buildings
- Garden + urban farm space

## **HOUSING TYPES**



What types of housing would you like to see built? Place a sticker to show your preference.













## **Parks**



#### **Park Types:**

- Community garden/Edible landscape x 15
- Natural playground/wild natural spaces/urban forest x15
- Connection between new and old parks x13
- Trails, AT lanes, sidewalks x 7
- Keep Kenny pond x 7
- Playground x6
- Water feature x5
- Solar farm x 4
- Large park with trails x2
- Don't waste water on splash pad x 2
- Splash pad on Kenny lands
- Make reservoir park larger (population increase)
- Rec facilities for children, youth
- Outdoor fitness for adults x2



## **Parks**



### **Vegetation:**

Native plants x7 Wildlife habitat x 4 Greenspace for climate and biodiversity x4 Trees x4

#### **Elements:**

Green roofs x 3
Seating x3
Spaces usable in extreme heat
No crusher dust gravel

#### Other comments:

1,400 units is too many x 2 Target 2,200 units Put parks in the west end x2



## **Trees**





Wolfville is known for its old growth trees. It is realistic this community will have more trees in the future than is currently present. Should this development create standards to ensure a diverse urban forest in the future?

Trees are important: 77
Trees are not important: 1

#### **Comments:**

- Native/sustainable species
- Needs an Urban Forest Masterplan
- Consider impacts of hemlock wooly adelgid (insect)
- Consider risk of old, unhealthy trees during storms
- Plan around/save mature trees
- We need trees in east end and beyond
- Edible fruit trees
- Tree buffer behind Bishop Ave for pheasants, owls, eagles
- Good for increasing heat risk



# **Trails and Active Transportation**



AT is a priority: 71

AT is not a priority: 1

#### **Comments:**

- Build them when the road is first built rather than later
- Build paved trails
- Multi-use trails with no cars
- Existing bike lanes are scary
- AT is necessary
- Make AT easier than car use
- Think of the needs 10 years from now
- Clear bike lanes in all seasons/winter maintenance
- Forested trails to Reservoir Park





# Village Square





What type of village square would you like to see? Should it contain commercial use?

Votes for commercial use: 10
Votes for no commercial use: 1

#### **Commercial Uses:**

- Coffee shop x 14
- No big box stores/food chains/local only x 11
- New Grocery store x 7
- Local restaurant x5
- Any commercial space should be mixed with housing x 5
- Farmers market stall x3
- Convenience store/basic needs shop x 3
- Commercial can be in New Minas x 3

- Small NSLC x2
- Focus on existing downtown x 2
- Keep local grocery store x 2
- Hair salon
- Bookstore
- Limited commercial
- Offices as well as retail
- Community sauna
- Bike rental system





# Village Square





What type of village square would you like to see? Should it contain commercial use?

#### Other uses:

- Forested/green space x 10
- Recreation centre/community building x 9
- Public art x 5
- Pedestrian only x4
- Plan for climate change impacts like heat by avoiding concrete/pavement x 4
- Active transportation friendly design x 3
- Fountain x3
- Free wifi x2

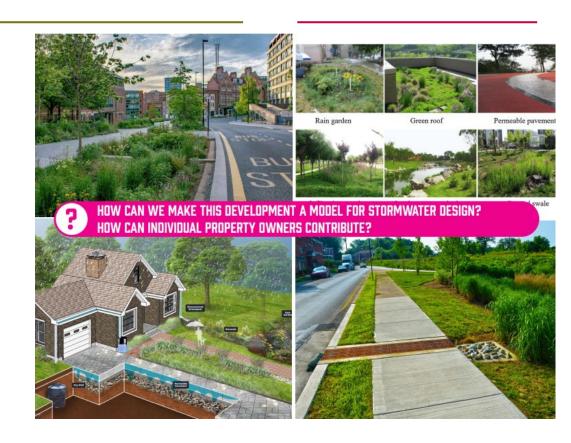
- Police/paramedic station
- Spaces for chance encounters
- 4-season usable space
- Maximize greenspace minimize commercial
- Spend funds on Waterfront Park instead
- Walking trails
- Non-commercial public space
- Covered campfire space



## **Stormwater Management**



- Greenspaces/vegetation Preserve natural waterways
- Avoid use of concrete/pavement/Use permeable surfaces
- Revitalize Olsen Park
- Manage stormwater runoff to Bishop Ave
- Green roofs
- Rain barrels
- Permaculture design
- Swales on contour
- Food forests, rain gardens
- Culverts
- Water/drainage plan
- Collection ponds/streams x2
- Use existing stormwater standards



Many concerns regarding stormwater/rainwater run off along paved surfaces.

# **Social Equity**



### Affordable housing: 37

- Young, medium income families
- Town needs a comprehensive affordable housing strategy
- Co-op housing for long-term affordability x 4
- Mix all incomes in one area don't separate them
- Affordable and multi generational x 2

#### **Accessibility: 29**

- Key for everyone, able bodied and mobility aids x 5
- Need high accessibility standards
- Check in with those with accessibility needs to understand need x 3
- Triple A streets everywhere

### Aging in place: 34

- Becoming more important
- Smaller single homes for aging,
- Very important including some level of care
- Multi-generational, multi unit housing with health and childcare x 5
- Can't age here if we can't afford to live here as young people
- Facility for aging a great idea

#### Other: 1

- Childcare in accessible and walkable location
- No surveillance cameras/less policing x 4
- Safety from mixed use and lighting
- Lighting along walkways x3
- How do we address/consider marginalized/racialized communities for development? What engagement for design is needed? x7
- Don't put low income furthest from downtown x2
- Add bus routes to this area x 2
- Who did we miss at this engagement because of the location?

## **Discussion**



- Affordability
- Building Height
- Density and Housing Type
- Sustainability
- Parks and Trails
- Commercial Use and Village Square



## **Street Design**



#### **Active Transportation:**

- Separate Bike lanes x 8
- Narrow bike lanes
- Bike trail similar to Harvest Moon
- Pedestrian walkways/sidewalks x 4
- Bike lane winter maintenance x2
- Woonerf Dutch pedestrian street in Banff
- Sidewalks/bike lanes away from streets
- Shared bike lanes with cars
- Wide sidewalks for strollers/wheelchairs x2
- One-way road with bike lane x 2
- Fix Maple Ave, it is scary to cross Main Street at Maple
- Bus service or minibus x 3

### **Parking:**

- Covered parking for winter and summer
- Small parking lots available in strategic locations
- Bike trails should front houses with parking in the back x4



## **Street Design**



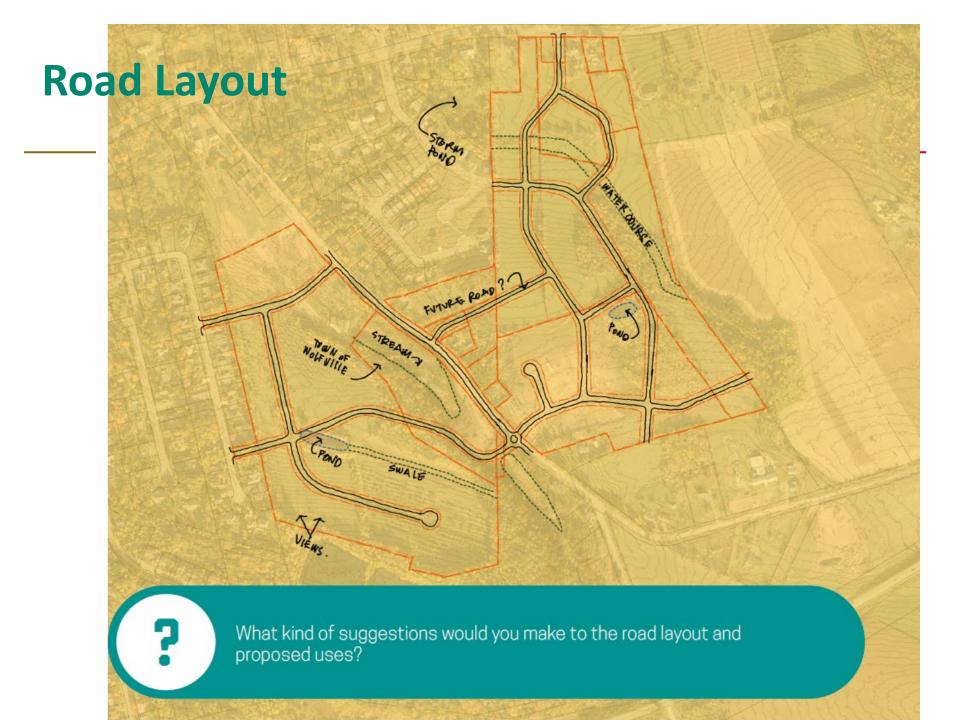


### **Street Design:**

- · Streets with medians
- Two-way streets where possible x2
- First decide on 101 interchange
- Traffic calming: skinny streets/Speed enforcement/radar signs/visible signs/speed bumps/ticketing x9
- Limit excessive road noise /enforce noise bylaws/stop modified mufflers x 2

### Other:

- Children play spaces
- Underground wires
- Curved streets in cluster neighbourhoods, straight streets in traditional neighbourhoods



# **Road Layout**



#### Traffic concerns:

- Traffic flow onto Maple Ave & Main Street
- Kids playing on Bishop, Herbin, Parkview
- Tractor trailers will come through the interchange
- Fix 4 way stop
- Address traffic issues before construction x 2
- First handle existing traffic issues downtown x 3
- Get highway interchange built x 4
- Don't built interchange x 3

#### Ideas:

- Speed bumps and traffic calming
- Top of Bishop Ave only pedestrian access
- Don't build road at Kenny pond, expand park instead x 2
- No apartments at top of Kenny x 2

#### Other:

- New compost should not be near homes
- Small bus to connect to downtown x2
- Need more parking
- Easy and safe access to Main St
- Easy access to Reservoir Park not impeded by housing
- Don't use Olsen Drive as throughfare
- No buffer zone for R1 zone, less income does not mean less valuable
- AT focus not car x 2
- Triple A roads

## **Future Uses**



#### Recreation/multi-use space/youth/teen space x20

- Healthcare x10
- Nursing home x6
- Daycare/childcare x5
- Library x5
- School x4
- Craft/makers space/tool library x3
- First nations space x2
- Co-work space x2
- · Hospitality x 2
- Regional recreation centre for Kings County x2
- Greenspace x2
- Community garden/greenhouse
- Parks
- Playground
- Viewpoint/look off
- Climate resilience and relocation of main street amenities.
- Grocery shop/stand
- Reserve land for satellite operations
- Post office
- ATM
- Churches
- Institutional
- No chains, vape shops, liquor store



#### **CAO REPORT**

July 5, 2022

Department: Office of the CAO



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

### **Information Updates**

#### Touchdown Atlantic (CFL Game) - July 16

On Saturday, July 16, 10,000 Canadian Football fans will be arriving at Acadia's Raymond Field in Wolfville for the sold-out Touchdown Atlantic Game. While this is not a Town of Wolfville event, the Town will be working to manage what happens outside of the Acadia event space. The Town is also the traffic authority so we have completed a traffic plan for the big day.

For Wolfville residents, a project page has been created on Wolfville Blooms at <a href="https://wolfvilleblooms.ca/touchdown-atlantic-cfl-game-july-16">https://wolfvilleblooms.ca/touchdown-atlantic-cfl-game-july-16</a> and this page will act as a portal for up-to-date information on the game and any anticipated local impacts.

On July 16 a command centre will be opened at Town Hall to manage additional security staff, to support the traffic authority and to provide a live voice if residents need to reach out with questions or concerns. Staff will also be out and about, on foot, in Wolfville branded shirts and hats, to provide directions, answer questions and to act as ambassadors as we welcome so many guests to our Town.

For game or event details please check out the CFL's website: https://www.cfl.ca/category/touchdown-atlantic/

#### **Policing Review**

The Town of Wolfville Policing Review engagement process has started with the launch of an online data collection tool on Wolfville Blooms. This tool can be found at <a href="https://wolfvilleblooms.ca/wolfville-policing-review">https://wolfvilleblooms.ca/wolfville-policing-review</a> and stakeholders are being encouraged to share their experiences and insights.

Small group facilitated sessions will be booked through the summer with unique stakeholder groups and a public engagement session is being planned for the Fall.

#### Wolfville.ca rebuild

The new Town website is in its final weeks of tweaking before we have a soft launch later in July. Thanks to Council members for providing bios to fill out the newly built Councillor pages.

#### **CAO REPORT**

July 5, 2022

Department: Office of the CAO



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

Once launched, staff will be spending the months ahead loading new content, transferring archival materials, loading documents, and building out our business listings.

#### **Planning Department**

Staff are working on finalizing and submitting the Investing in Canada Infrastructure Program (ICIP) grant that was endorsed by Council at the June 21 Council meeting. Regular updates on the status of this application will come to Council when appropriate.

Staff continue to work on Short-term rentals, Single Room Occupancies, and Business licensing. A discussion with Council is expected this fall.

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.

Staff are working on a climate action volunteer program with <u>ICLEI Canada</u> that is focused on lowering emissions from Wolfville Businesses. The WBDC Board is being engaged in the process and further updates will be provided as the work moves forward.

The building season has ramped up and planning staff will be increasingly busy working with developers and property owners on development and building permit applications.

#### **Engineering and Public Works**

The Highland Ave Reconstruction is proceeding at a good pace. Our inspector from DesignPoint is on site every day, keeping an eye on the progress and sending regular update reports. The project is a little behind schedule, but the contractor is making up for lost time now with work progressing to Bay Street, with asphalt demolition and new underground installations.

#### **CAO REPORT**

July 5, 2022

Department: Office of the CAO



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

Willow Ave is now almost complete with lines painted and accessible parking signage is installed. One remaining warranty issue (puddle in the new bus lay-by) will be fixed this season at the contractor's cost.

Our crosswalk upgrades are now complete, and we will be installing five additional streetlights between the three locations to increase nighttime visibility and pedestrian safety. Milling is now completed on Pleasant, King, Orchard, Huron, and Chestnut and paving will occur within a month.

In-house design and specifications package for Phase 1 reconstruction, fire safety upgrades, and cosmetic renovations for the Public Works Building was completed and is now out for tender. The closing date is July 13.

The sewer treatment capacity assessment is now complete with recommendations received for Phase 2 upgrades. We're waiting for a proposal from CBCL for the design phase and waiting for notice of ICIP funding.

The Manager of Public Works position is not yet filled. We have re-advertised the position and this is a high priority to fill.

Tim Bouter's last day was June 15. Erin and Alex have divided his duties for the time being.

#### **Financial Services**

The annual financial audit is nearly complete. Final draft consolidated financial statements were provided to Grant Thornton on June 24 and audit field work was complete earlier in June.

Auditors are scheduled to meet with Audit Committee on July 8, with statements to move forward to our July 19 Council meeting. A staff report will accompany financial statements highlighting key variances and showing estimated March 31, 2022, Financial Indicator Results.

The new meter reading software/mobile device was successfully implemented for the June water/sewer billing run. This ensures the utility billing process stays current with IT software.

GIS staff have created an application (App) to be used for the Building Permit process, from taxpayer request for a permit to end of process signoff by Building Inspector. Planning staff

## **CAO REPORT**

July 5, 2022

Department: Office of the CAO



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

have been trained on the application which will replace the more manual process of using fillable pdf forms. The App will also automatically provide dashboard summary of all permit activity.

The budgeted, permanent/part time position to support the Finance, Corporate Services and Office of the CAO has been advertised.

During the month of July, the Management Team will start reviewing early priority projects to be considered for next years 2023/24 Operating and Capital Budget.

The Accessibility Advisory Committee has formally approved the next version of the Accessibility Plan (proposed to be 2022-2026) to move forward to Council for adoption.

In the coming months finance staff will be working on testing software updates. One relates to timecard data with the goal to eliminate data input duplication. The other item is a report writer platform linked to excel, which will create time savings for regular quarterly updates, year end forecasts, and likely budget preparations.

The Town received another FOIPOP application, with staff working through two active applications, and one pending submission.

#### Parks and Recreation

Staff planned and executed a couple of days of Pride events at the Wolfville school. We also worked with staff from Acadia to deliver a Pride Run at Willow Park.

Rec staff ran a table and programs for the Wolfville School Family Fun Fair, attended Valley Recreation conference/AGM and set-up and facilitated the first annual Pooch Party on June 18 in Waterfront Park. Staff are also organizing support and some programming for Wolfville Farmers' Market 30<sup>th</sup> Anniversary celebration on July 9. The Horton Grad Parade was supported, and Parks staff are working on baskets and planters for the season to keep the Town looking great.

New signage on Harvest Moon Trail has been added, outlining good trail etiquette with the goal of improving user experience. New bike racks have also been installed in Willow Park and another to be installed in Robie Tuffs.

#### **CAO REPORT**

July 5, 2022

Department: Office of the CAO



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

The Magic Winery Bus is back on four-day schedule and Visitor Information Centre staff assisting and supporting guests as needed.

The splash pad at Willow Park has also re-opened for the season, with shorter hours. The splash pad is open daily from 11am to 6pm.

#### **Important Dates:**

- July 1 Canada Day Celebration in Willow Park 10am-3pm
- July 9 Water Sports Try it in Wolfville, Reservoir Park 2pm-4pm
- July 16 CFL Game, Raymond Field Full day
- July 21 Come On Down, Willow Park 6pm-8pm
- July 22 24 Mud Creek Days, Willow Park/Clock Park/Main Street
- July 23 Mud Challenge, Willow Park 2pm-5pm
- July 23 Children's Painting Demo Try it in Wolfville 11am-12pm and 2pm-3pm, Hosted by Evangeline Artist Cooperative

Title: Accessibility Plan 2022-2026

Date: 2022-04-11 Accessibility Advisory Committee

**UPDATED – 2022-07-05 Committee of the Whole** 

Department: Finance



# **SUMMARY**

# Accessibility Plan 2022-2026

In early 2019, Council adopted the Town's first ever Accessibility Plan, Wolfville: Access by Design 2019-2022. As part of a pilot project supported by the province, Wolfville was the first Town in Nova Scotia to adopt such a plan as it works to meet provincial legislation mandating all NS municipalities become accessible under the legislation by the year 2030.

That first version of what is now a living document, looked to have Council adopt a second version by the end March 31, 2022. Over the last three years many things have occurred, not the least of which has been the COVID pandemic. This pandemic impacted the timing of the Accessibility Plan update, with the Accessibility Committee looking to recommend a Plan to Council by May 2022. The draft plan attached to this Request for Decision (RFD), pending any changes by Council, will form the 2022-2026 Plan for the Town.

The Accessibility Advisory Committee has spent the last year reviewing each of the five areas of focus of the 2019-2022 Plan, with an eye to updating the information and setting the goals for the next four years. This work has included numerous meetings as well as a field trip to three selected parks in Town to help inform how parks/open spaces might be improved. The culmination of the Committees work is now represented by the proposed 2022-2026 Plan attached to this RFD.

This Request for Decision (RFD) was presented to the Town's Accessibility Advisory Committee at its meeting on April 11<sup>th</sup>. After discussion and review of the draft plan, the Committee passed the following motion:

BY MOTION, BIRGIT ELSSNER MOVED THAT THE ATTACHED DRAFT ACCESSIBILITY PLAN 2022-2026, AS AMENDED, BE FORWARDED TO COUNCIL FOR APPROVAL AND ADOPTION BY THE TOWN, SECONDED BY PAMELA CAPERN.

#### Since that time,

- The amendments as discussed and referenced in the motion noted above, have been incorporated into the draft document now before Council.
- The Report Card for the year ended March 31, 2022 was populated by staff and reviewed with the Accessibility Advisory Committee on June 13<sup>th</sup>. The Report Card as approved by the Committee has now been incorporated as an Appendix to the draft Accessibility Plan before Council.

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Late update (June 29) – staff heard back from the provincial Accessibility Directorate regarding our desire to have a 4 year plan. Informed that the provincial Act is specific and we are to have plans fully updated every three years. Minor amendments have been made to reflect this requirement.

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#### 3) STAFF RECOMMENDATION

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- The Plan is still in draft form as such may still require further editing.
- The draft Plan covers the next four years, versus the three year period covered by the first plan adopted by the Town. This will allow time to achieve the goals as outlined, and allows the Town to have 2 four year plans moving forward, i.e. 2022-2026 and 2026-2030 which easily ties into the provincial deadline to achieve all goals by 2030. The use of annual report cards will still ensure the Town is making progress. UPDATE this is changed back to 3 year plan, 2022-2025.
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#### 6) FINANCIAL IMPLICATIONS

Many of the action items have been included in the 2022/23 multi year Operations Plan and Budget. The specific financial implications will continue to evolve over time as the Town attempts to implement the goals. Areas such as replacing existing buildings with new facilities come with a significant financial commitment. The proposed new Town Hall and Library currently show in the long term capital plan at a combined cost of some \$5.6 million dollars. Such investments will help achieve not only accessibility goals, but also environmental goals, improved public services, and much needed practical space for existing staff.

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

The Accessibility Plan, like many plans adopted by the town have linkages to more than one aspect of the Council's overall Strategic Plan. Achieving a barrier free community can enhance economic development, become a pillar of social equity, and improve opportunity for community wellness.

#### 8) COMMUNICATION REQUIREMENTS

A specific communications plan will be developed once Council approves the 2022-2025 Accessibility Plan.

#### 9) ALTERNATIVES

The AAC could request staff to bring back further revisions to the draft plan before approving a motion to forward to Council. It is important for the committee to balance the time required for further revisions with the goal to operationalize the plan

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Make changes without sending the document back to the Committee.

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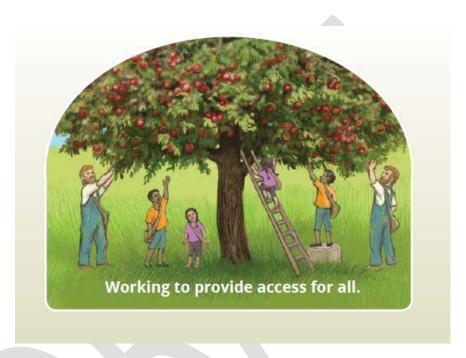
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# Wolfville: Access by Design

An Accessibility Plan for 2022-2025







# **Contents**

Welcome Message			3
Introduction	Error! I	Bookmark not	defined
Gallery of Achievements			
Built Environment			9
Information and Communications.			13
Employment			16
Goods and Services			18
Transportation			20
Implementing the Plan			22
Appendices			<b>2</b> 4

For important terms, check out "What the Words Mean (Glossary of Terms)" on page 6.



# **Welcome Message: current Chair and Mayor**

Note Barb will be working with the Mayor and Jen to develop this welcome message.



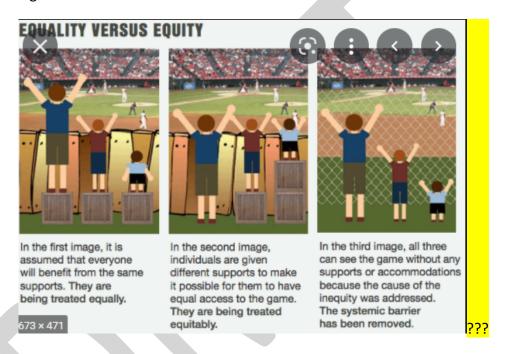


#### What We Believe

The Town of Wolfville is committed to ensuring equitable access to community life and participation in society for all people, regardless of their abilities. We are committed to helping all people maintain their dignity and independence. We believe in inclusion.

Equitable access is different from equal access. Equality means everybody gets the same thing; equity means everybody is treated fairly, based on their needs and abilities (Figure 1).

Figure 1.



We are committed to meeting the needs of people who face barriers to accessibility. We will do this by identifying, removing, and preventing these barriers and by meeting the requirements of Nova Scotia's Accessibility Act. The Town will strive to incorporate Universal Design (barrier free) concepts wherever possible within the financial constraints inherent in municipal entities.



## **Areas of Focus**

Our plan includes five areas of focus (Figure 2).



Figure 2.



# What the Words Mean (Glossary of Terms)

**AAC:** Accessibility Advisory Committee. (Where possible, avoid using acronyms and initials for short forms. Use words instead. For example, when it is clear which committee you mean, use "the committee" rather than the AAC.)

**Appeal:** Make a formal request to clarify or change a decision.

**ASL:** American Sign Language.

**Auditory:** Related to hearing or sensing sound.

**Barrier:** Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a *barrier* as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice."

**Braille:** A reading and writing system for people who are visually impaired.

**CART:** Communication Access Realtime Translation.

CSA: Canadian Standards Association.

**Density bonusing:** (Also called "incentive zoning" or "bonus zoning") A way for developers and municipalities to negotiate changes to zoning rules. For example, the municipality might allow the developer to include less parking in exchange for benefits to the public, such as public art, parks, or accessibility improvements.

**Disability:** A condition that makes it harder for a person to participate. The condition may always interfere, or only sometimes. Nova Scotia's Accessibility Act defines *disability* as "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual's full and effective participation in society."

EMO: Emergency Management Office.

**Equitable/equity:** A commitment to fairness. *Equitable access* is different from *equal access*. *Equality* means everybody is treated the same; *equity* means everybody is treated fairly, based on their needs and abilities.

*Infrastructure:* The "underlying structure" that makes a place liveable and keeps its systems working (e.g., roads, sewers, clean water, electricity, and more).



**NSFM:** Nova Scotia Federation of Municipalities.

**Pedestrian:** A person walking outside or using an assistive device outside to travel at a walking speed.

**Plain language:** Language a reader or listener can understand easily and completely.

**Retrofit:** To add features that were not included in the original design.

**RHF:** Rick Hansen Foundation.

**RHFAC:** Rick Hansen Foundation Accessibility Certification. (Learn more at www.rickhansen.com/become-accessible/rating-certification.)

**Tactile:** Related to the sense of touch.

WCAG: Web Content Accessibility Guidelines. (Learn more at www.w3.org/WAI/standards-

guidelines/wcag.)



## **Gallery of Achievements**

Staff are proposing that we create a page or two of visual pictures of selected achievements over the last few years. For example the Splashpad and amenities at Willow Park, new ramp at Town Hall, concrete pathway to Cenotaph located in front of post office, pathway to Mona Parsons Project, and new accessible parking at Town Hall and also on Main Street.

Barb is collecting relevant visual images. Thought is to engage a graphic designer to help with layout of entire document, including how to incorporate images of achievement. Could be a one or two page gallery, could be an appendix, or could be distributed throughout the document.





# **Built Environment**

#### **Our Commitment**

Our public buildings and public spaces will become more accessible to people of all ages and abilities, whether we own, lease, or operate the space. We will also encourage citizens, the business community, and Acadia University to make other public and private spaces accessible.

# **Our Starting Point**

#### Overview

The Town of Wolfville owns, leases, and operates public facilities such as Town Hall, Rotary Park, streets and sidewalks, parking areas, and a wide variety of other buildings, parks, and infrastructure (basic structures and systems that help the Town run smoothly).

#### **Achievements**

- Incremental improvements have occurred over the past few years to improve trail and pathway surfaces including concrete walkway to Town Cenotaph, pathway created to Mona Parsons statue, and improved attention to compacting existing crusher dust pathways.
- Sidewalk rebuilding is included in the 10-year capital investment plan, and sidewalk repairs now have more attention in the Operations Plan. Includes move towards Active Transportation, beyond just sidewalk.
- The Town bought additional equipment, and allocated additional human resources, to improve snow removal.
- Town Hall has new improved entrance ramp, accessible service counter, and general barrier free first floor.
- Additional accessible parking spaces have been added in the downtown core area including Town Hall parking lot and street parking. Street accessible parking now includes curb cuts and ramps at each location and improved signage.
- Added accessible parking included in Willow Park street reconfiguration
- Town's new Municipal Planning Strategy (2020) includes provisions addressing ability for people to age-in-place

#### **Barriers**

- Some sidewalks and walkways are uneven.
- Some entryways to public and private buildings are narrow.
- Some public open spaces—such as, Quiet Park and the Harvest Moon Trail (Rail Trail) are not accessible to people with mobility challenges.
- Some public washrooms are not fully accessible to people of all ages and abilities.



- There are not enough signs for people with visual and hearing impairments.
- Cars and pedestrian traffic compete for street priority and snow clearance.
- Sidewalk snow clearing does not always meet accessibility requirements.
- It can be very expensive to update (retrofit) existing buildings to make them more accessible.
- Accessibility projects compete with other budget demands, including core services such as policing, fire, water and sewer services.

#### **Policies**

#### For Public Spaces

The Town of Wolfville will...

- Continue to, ensure that all or most municipal facilities meet the Accessibility
  requirements (Schedule "C") in the latest version of the Nova Scotia Building Code
  Regulation. For facilities not yet achieving regulation, have a plan in place to complete
  the work by 2030 Currently the Town plans to upgrade key buildings by 2027.
- Ensure that all new municipal buildings (including major renovations) can be Rick Hansen Foundation Accessibility Certified. (RHFAC). Where possible, achieve as many elements of gold certification within the Town's financial capacity. Encourage Universal Design.
- Provide basic access for people of all ages and abilities at public parks with a natural slope of less than 5 percent (e.g., parts of Reservoir Park; Harvest Moon Trail; Quiet Park; parts of Willow Park, etc.).

#### For Community Partnerships

The Town of Wolfville will...

- Regard Rick Hansen Accessibility Certification as a "public benefit" under the Density Bonus Program.
- Work with the Wolfville business community, including the Wolfville Business
   Development Corporation, to promote Wolfville as an accessible community.
- Encourage seniors to "age in place" through alternative housing options.



#### **Actions**

#### **Top Priorities**

- Ensure Town Crosswalk Policy includes accessibility considerations into annual crosswalk improvement program. Refer to Town's Ten Year Capital Investment Plan.
- Have Town staff work with business community to place street furniture, sandwich boards and sidewalk planters away from the path of travel and set back from curb cuts and sidewalks so that people can move freely.
- Install automatic doors at Rec Centre located at Rotary Park.
- Include Accessibility Committee as a source of input to the Town's development of a Parks Masterplan.
- Upgrades at Reservoir Park around beach area include accessible washroom/change room facilities and shade from sun.
- New Welcome Centre at Willow Park (formerly Visitor Information Centre) to be accessible including washrooms
- Convert a portion of pathways at Clock Park to concrete surface.

#### **Other Priorities**

- Include Accessibility Advisory Committee as a source of input to the Town's design of new Library/Town Hall facility.
- Ensure added accessible parking spaces included in new parking lot at East End Gateway (adjacent to Harvest Moon Trailhead)
- Include Accessibility Committee as a source of input in design of playground upgrades at Willow Park
- Include Accessibility Committee as a source of input in design considerations at Quiet Park
- Review with Planning Department staff whether the following can be implemented in a practical/impactful way.
  - For renovations to private buildings that aim to meet the Rick Hansen
     Foundation Accessibility Certification, fast track the approval and waive the development fee.
  - For new developments that aim to achieve Rick Hansen Accessibility
     Certification, consider:
    - deducting the cost of certification from development fees, and
    - fast tracking these applications through the development approval process.
- Develop a directory of accessibility related grant programs available to the Town's business community. Promote and make the list available to the business community.



• Increase number of accessible parking spots at Farmers Market parking lot. Ensure spots meet accessible standards.





# **Information and Communications**

#### **Our Commitment**

Information and communications delivered by the Town of Wolfville will be clear and accessible for people of all ages and abilities.

We will take steps so people understand accessibility and barriers to participation and will increase awareness about the accessibility rights of people of all ages and abilities.

# **Our Starting Point**

#### Overview

The Town delivers information to the public in many ways, including:

- meetings of Town Council and Advisory Committees, which are open to the public
- email, the Town's website, Wolfville Blooms public engagement platform, Facebook,
   Twitter, Instagram, and other forms of social media
- kiosks (display structures) to promote events and special town meetings
- public awareness campaigns

#### **Achievements**

- Meetings are generally held at Town Hall, where the first floor is barrier free.
- When meetings are not held at Town Hall, a wheelchair-accessible space is booked, whenever possible.
- Agendas and minutes of all meetings are posted on the Town website.
- Town Council, and Committee of the Whole, meetings are now conducted in-person and virtually, referred to as hybrid meetings. People can attend at Town Hall or request a virtual link if they wish to address Council. People can listen to or watch Town Council meetings on the Internet via Facebook Live streaming. After the meeting, people can listen to or watch an archived copy on the Town's website. The Facebook Live stream includes ability to have closed captioning.
- The Emergency Management Office (EMO) Coordinator has worked with seniors and seniors' housing to develop a contact list for use in the event of an emergency.

#### **Barriers**

- Many people do not know that others face barriers to accessibility.
- There is currently no process for hearing-impaired individuals to r easily participate in public meetings, including meetings of Town Council and Advisory Committees.



- Staff are generally not trained to promote inclusion in communications.
- "Plain language" is not consistently used in written material.
- The Municipal Government Act sets limitations for certain public notices—for example, advertisements must be published in newspapers, which may not be accessible to people with visual impairments.

#### **Policies**

The Town of Wolfville will...

- On request, provide information in an accessible format, or with communication supports that consider a person's specific needs. Build a campaign to promote this service to the public.
- Ensure the Town's continued digital presence (e.g., website and social media) and Information Technology systems are designed for people of all ages and abilities.
- Strive to hold all in-person public meetings in barrier-free locations.
- Train front-line staff in better ways to communicate with people of all ages and abilities, and to provide information in an accessible format.
- Create and maintain a presence on the Towns public engagement site Wolfville Blooms, providing an ongoing forum for public outreach and feedback.

#### Actions

#### **Top Priorities**

- Train staff in plain language and inclusive communications.
- Develop and implement a public awareness program (for Town staff and the public) to build awareness around barriers to accessibility and what an accessible community means.
- Provide modified editions of key municipal resources—in large print and/or in plain language—on request. Examples include recreation guides, emergency management information, and bylaw services.
- Ensure digital communications, including emergency alerts, are screen-readable.
   Encourage partner agencies to achieve the same standard of communication.

#### **Other Priorities**

- Provide American Sign Language (ASL) and/or Communication Access Realtime
   Translation (CART) services at Town Council and other Town-hosted public meetings, on request.
- Include braille on all employee business cards.



- Issue meeting agendas with enough lead time to review and book communication accommodations, if needed.
- Ensure the public have enough notice to give feedback and participate in discussions before Town Council makes a decision.





# **Employment**

#### **Our Commitment**

We will remove barriers to employment for people of all ages and abilities who seek a career with the Town of Wolfville. Our workforce will, over time, reflect the Town's diverse population. We will make our employment practices and workplaces more accessible for new and existing employees of all ages and abilities.

# **Our Starting Point**

#### Overview

The Town employs 49 permanent employees. There are 7 elected representatives on Town Council, including the mayor. Elected representatives must be Canadian citizens, at least 18 years old, and live in the community. The Council may appoint other members of the public to serve on committees or task forces.

#### **Achievements**

- Members of Council receive Surface Pro devices for reading agendas and Town documents. This makes reading more accessible because users can zoom in on text and change the font size.
- Town Hall is barrier free on the first floor.
- The Council table is generally wheelchair accessible.
- The Public Works/Community Development building is wheelchair accessible on the first floor.
- Town maintains a financially sustainable level of reserve funds, ensuring ability to cover cost of a requested accommodation.

#### **Barriers**

- The second floor is not wheelchair accessible in Town-owned buildings. Bathroom facilities in Town buildings do not meet accessible standards.
- Staff, including senior management, are generally not trained to recognize barriers that may limit job opportunities for qualified individuals.
- Jobs are posted in traditional ways, including web pages, which may not be accessible to some individuals.
- Because the Town does not have a Human Resources Department, there are limited resources to help staff who have individual needs.
- Because buildings have limited accessible access, Town's capacity to accommodate within the current offices is minimized.



#### **Policies**

The Town of Wolfville will...

- Provide accommodation during recruitment, if needed.
- Offer accommodation to employees of all ages and abilities. This includes providing assistive devices so that employees can succeed at their jobs.
- Track the number of employees with disabilities, with the aim of reflecting the Town's diversity by 2030.
- Work with Town employees to build an understanding of the value of accessibility and inclusion.
- Continue to ensure adequate financial funds on hand to assist with any required accommodation.

#### **Actions**

#### **Top Priorities**

- Update the employee training manual to include a section on respecting diversity. This
  will include training in working with people of all ages and abilities. All town employees
  will be required to take the Working with Abilities online training provided free by the
  Nova Scotia Human Rights Commission (workwithabilitiesns.ca).
- Start identifying staff positions that can remote work full time, increasing the Town's ability to accommodate staff facing barriers.

#### **Other Priorities**

- Survey the municipal workforce to get baseline data on the ages and abilities of employees.
- Produce annual diversity reports, including trends and analysis about people with varying abilities.
- Share opportunities for accessibility training with residents and local businesses—online or in person with Town of Wolfville staff training.
- Investigate strategies to reach a wider and more diverse audience with job postings.
   Include statements in the job postings to ensure applicants are aware that accommodation can be provided.
- Assign a designated staff person to help individuals who may need assistance to succeed at their jobs.
- Ensure new buildings identified in Town's long term capital investment plan are constructed by 2030. Develop alternatives if new buildings are delayed.



# **Goods and Services**

#### **Our Commitment**

We will ensure that people of all ages and abilities have equitable access to goods and services delivered by the Town of Wolfville. This includes ensuring that there are policies, procedures, and tools to promote the accessible delivery of goods and services.

# **Our Starting Point**

#### Overview

Following are some of the many services the Town of Wolfville delivers to the public:

- handling meetings of Town Council and Advisory Committees
- overseeing communication to the public (see Information and Communication section)
- providing Customer Service counters
- maintaining streets, including sidewalk snow removal (see Built Environment section)
- maintaining parks, trails, and open spaces, including playgrounds, and a Visitor Information Centre (see Built Environment section)
- maintaining water and sewer services
- providing emergency services, such as police and fire

#### **Achievements**

- The customer service counter in Town Hall is at a height that is wheelchair accessible.
- The Visitor Information Centre has no steps, and so it is partially wheelchair accessible.
- New ramp at Town Hall has reduced slope and added a mid-ramp rest area.
- Use of virtual meetings has expanded ability of members of community to attend or participate in Council meetings.
- Recreation program offerings have been expanded to provide a more diverse number of options for the community

#### **Barriers**

- Although the Visitor Information Centre is built at ground level, it is not fully accessible.
   For example, it does not have an automatic door opener and does not have an accessible washroom.
- Although the Recreation Centre at Rotary Park is built at ground level, it is not fully accessible. For example, there are no automatic door openers, some doors are too narrow, and the ramp to the program room is inappropriate.



- No staff members are trained in alternative communication methods, such as American Sign Language (ASL).
- No resources or funds are designated to offer alternative communications to people who need them (for example, a sign language interpreter).

## Policy

The Town of Wolfville will deliver all goods and services without bias. No resident shall be denied a service because of a disability.

#### Actions

#### **Top Priorities**

- Ensure public parks can be enjoyed by people of all ages and abilities.
- Create an accessible playground at Willow Park. Ensure Parks Masterplan process includes accessibility considerations in other Parks.
- Provide an adapted listing of recreation programs and services for people of all ages and abilities and update it annually.
- Train the staff who are responsible for delivering accessible services to people with diverse abilities.
- Over the next three years, consider move towards Hybrid meetings ensuring equitable access and participation in Town meetings. Provide relevant feedback to Council to inform any future changes in Town Virtual Meeting Policy.

#### **Other Priorities**

- Create a directory, or link to a directory, of available ALS interpreters, CART Service Providers, and other resources the community can access.
- Provide sign language interpreters, on request, to enable people to participate in recreation and library programs.
- Provide accessible exercise equipment at municipal recreational facilities.
- Provide accessibility training to the Town's Building Inspector, through the RHFAC training offered by Nova Scotia Community College.



# **Transportation**

#### **Our Commitment**

We will ensure that people of all ages and abilities have equitable access to publicly funded transportation services. These currently include Kings Transit Authority, and Kings Point to Point Transportation.,.

# **Our Starting Point**

#### Overview

Kings Transit Authority operates 13 buses from Weymouth to Grand Pre with service extending to through Cornwallis Park, and Port Williams.

Kings Point-to-Point Transit (KPPT) provides a door-to-door accessible public transportation service for all residents of Central and Eastern Kings County. KPPT operates a fleet of 8 vehicles, including an 18-passenger minibus. All vehicles are accessible.

#### **Achievements**

All Kings Transit Authority buses are equipped with the following:

- Global Positioning System (GPS) and Automatic Vehicle Location (AVL), using DoubleMap. These features enable passengers to get up-to-the-minute estimates of bus arrival times, by phone or Internet.
- Automatic Voice Annunciation (AVA) Technology to announce the next stop for passengers with visual impairments
- low-floor kneeling capabilities and electric ramps
- priority seating

All of the Kings Point-to-Point vehicles are accessible.

#### **Barriers**

There are currently no accessible taxis operating in Wolfville.

Kings Point-to-Point Transit must be booked at least 24 hours in advance.

#### **Policies**

The Town of Wolfville will...

Ensure that no resident is denied transit service because of a disability.



• Ensure that no resident is charged an additional fee for transit or taxi service because of a disability.

#### **Actions**

#### **Top Priorities**

- Work with Kings Transit to ensure all transit stops are designed to meet or exceed Canadian Standards Association (CSAA) Standard B651-12, Accessible Design for the Built Environment. This will be a multi year process.
- Town to assess main bus stop on Main Street in downtown core. Upgrade stop as required to meet CSAA Standard.

#### Other Priorities

- Explore increasing subsidized transit fares and/or transit passes for people with disabilities and/or low income.
- Complete process of reviewing micro transit, including working with Kings Transit and Kings Point to Point to improve accessibility options.
- Encourage training is available for operators and drivers of public transportation.



# **Implementing the Plan**

# Responsibilities

- **Town Council** is responsible for adopting and overseeing *Wolfville: Access by Design.*
- The **Chief Administrative Officer** is responsible for implementing the plan and assigning an Accessibility Coordinator.
- The **Accessibility Coordinator** is responsible for receiving and responding to public concerns, complaints, and suggestions.
- The **Accessibility Advisory Committee** is responsible for giving feedback and recommendations to the Town Council.

## Schedule

All priorities in this plan will be implemented by March 31, 2025. If not complete, Committee will review for inclusion in the third version of the Plan covering 2025-2028.

#### Monitoring

- The Wolfville Accessibility Advisory Committee (AAC) will prepare an Access by Design Report Card for council by April 30<sup>th</sup> of each year (one month after the end of the fiscal year). This report card will measure the performance of the policies and actions in this plan for the previous year. The committee may also make recommendations to improve the plan.
- The Access by Design Report Card will be a public document. It will be posted on the Town's website.

# **Evaluating**

The Town will lead a public review and evaluation of *Wolfville: Access by Design* before fiscal year 2025/26.

# Responding to Questions and Complaints

 Anyone can lodge a complaint, pose a question, or express a concern about accessibility in the Town of Wolfville. These should be directed to the Accessibility Coordinator via Town Hall or by emailing accessibility@wolfville.ca



- The Accessibility Coordinator will respond within a reasonable time. Before responding, the Coordinator will consult with the staff person responsible for the area of inquiry. The Coordinator's response will contain the reasons for the decision.
- Anyone can appeal to Council if they are not satisfied with the response from the
  Accessibility Coordinator. Council may refer any appeal to the Accessibility Advisory
  Committee for additional review and recommendations before issuing a final response
  to the complainant.
- The Accessibility Coordinator will keep a record of all complaints, questions, and concerns submitted to them, and will provide summary updates to the advisory committee on a regular basis. These updates will become part of the advisory committee's continual review of the Accessibility Plan, and may inform future changes.



Working Draft Page 23



# **Appendices**

Annual Report Cards – past three years

- Report Cards Year Ended March 31, 2020
- Year Ended March 31, 2021
- Year Ended March 31, 2022

Committee – Field Trip to Review Selected Parks July 2021



Working Draft Page 24



## Committee Tour of Selected Town Parks July 2021

The Accessibility Advisory Committee undertook a fieldtrip to Reservoir Park, Willow Park, and Waterfornt Park. Committee members were challenged to consider each park in reference to the 5 "s". These were Site, Surface, Signage, Services, and Standards. The Town's Director of Parks and Recreation, the Town's only RHFAC trained staff, facilitated this processs which provided not only feedback directly related the Parks visited, but indirectly towards keys to think about for all other Parks.



Working Draft Page 25

Title: Timing Extension – 292 Main Street

Date: 2022-07-05

Department: Planning & Economic Development



## **SUMMARY**

## Timing Extension – 292 Main Street

292 Main Street Development Limited entered into a Development Agreement with the Town, effective September 5, 2019, to construct a mixed-use building at 292 Main Street. The agreement required that the development be complete within three years of the effective date (by September of 2022); however, due to impacts of COVID on supply chains, etc. the developer is unable to meet that requirement and is requesting a two-year extension (see attached letter). Under the terms of the Development Agreement Council can consider this request as a non-substantive amendment and a Public Hearing is not required.

#### **DRAFT MOTION:**

That Council approve a non-substantive amendment to clause 5.1.9.2 of the Development Agreement with 292 Main Street Development Limited to read:

Development enabled by this Agreement, for the Lands on PID 55278675, **shall be substantially completed within five (5) years.** Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer.

Title: Timing Extension – 292 Main Street

Date: 2022-07-05

Department: Planning & Economic Development



### 1) CAO COMMENTS

The CAO supports the recommendation of Staff.

### 2) LEGISLATIVE AUTHORITY

MGA section 230
Development Agreement section 5.1.10.2

## 3) STAFF RECOMMENDATION

Staff recommend that Council approve a non-substantive amendment to clause 5.1.9.2 of the Development Agreement with 292 Main Street Development Limited to read "...shall be completed within **five (5) years**..." as follows:

5.1.9.2 Development enabled by this Agreement, for the Lands on PID 55278675, **shall be substantially completed within five (5) years.** Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer.

#### 4) REFERENCES AND ATTACHMENTS

- 1. Letter of Request for Extension Kevin Gildart
- 2. Development Agreement (2019) 292 Main Street Developments Limited

#### 5) DISCUSSION

Council entered into a Development Agreement (DA) with 292 Main Street Developments Limited to construct a mixed-use building at 292 Main Street, effective September 5, 2019. The DA requires that the development be completed within 3 years:

5.1.9.2 Development enabled by this Agreement, for the Lands on PID 55278675, shall be completed within three (3) years. Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer.

Due to the impacts of COVID on supply chains, labour shortages, etc. as detailed in the attached letter the Developer is unable to meet this requirement and has requested a two-year extension to complete the project.

Section 5.1.10.2 of the DA has identified the timing for completion of the development as a non-substantive amendment that Council can consider without the holding of a Public Hearing:

Title: Timing Extension – 292 Main Street

Date: 2022-07-05

Department: Planning & Economic Development



#### 5.1.10 Amendment

- 5.1.10.1 With the exception of matters which the Town and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.
- 5.1.10.2 Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:
  - (a) The timing requirements for completion imposed by section 5.1.9.2.

Staff recommend that Council approve the non-substantive amendment and grant a two-year extension, as requested by the Developer.

Staff continue to work with the Developer on completing the project as per the approved Development Agreement with Council. As of late June 2022, the project seems to be on track to meet all requirements and a start date is currently being finalized.

## 6) FINANCIAL IMPLICATIONS

N/A

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

Strategic directions from the 2021-2025 Council Strategic Plan:

Economic Prosperity

Council Priority Initiative:

• Economic sector growth and support for businesses

#### 8) COMMUNICATION REQUIREMENTS

Key message: 292 Main Street has been delayed due to the COVID-19 pandemic but is moving ahead and Staff will communicate a project start date when known.

#### 9) ALTERNATIVES

• That Council not approve the non-substantive amendment to extend the timing for completion.

Title: Timing Extension – 292 Main Street

Date: 2022-07-05

Department: Planning & Economic Development



• That Council approve the non-substantive amendment with an alternative time frame for completion.







May 18, 2022

Ms Marcia Elliott Development Officer Town of Wolfville, Dykeland Dr, Wolfville, NS

Re: Request for extension to Development Agreement between 292 Main Street Developments Limited, and the Town of Wolfville

Dear Ms Elliott:

Please consider this a formal request to extend our Development Agreement for an additional 24 month period.

As previously discussed with yourself and the Planning Department, our project has seen unprecedented challenges, totally beyond our control. The impact of COVID related labour shortages, supply line challenges of required key early stage components, such as underground plumbing products (PVC Pipe) due to global shortages of construction grade resins, etc., have necessitated this request.

In pre-construction mobilization meetings this afternoon, our Project Managers (Jetco Contracting) and our design team at TEAL Architecture, believe that the requested extension should be sufficient to allow us to deliver the completed project to the Town.

We appreciate your presenting this request to Town Council for approval.

Yours truly,

Kevin Gildart

Cc: Tom Emodi, TEAL Architects

David MacVicar, Jetco Contracting

This **Development Agreement** is made this 15<sup>TH</sup> day of August, 2019.

BETWEEN:

## 292 MAIN STREET DEVELOPMENTS LIMITED,

(Hereinafter called the "Developer")

OF THE FIRST PART

- and -

#### **TOWN OF WOLFVILLE**

A municipal body corporate, (Hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a Development Agreement relating to the use and development of the Lands (PID 55278675) pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval for the development of the Lands is that the parties enter into this Development Agreement;

AND WHEREAS the Town Council of the Town, at its meeting on June  $18^{\rm th}$ , 2019 approved entering into this Development Agreement to permit the Development on the Lands, subject to the registered owner of the Lands entering into this Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Development Agreement and other valuable consideration the Developer and the Town agree to the following terms.

#### Schedules

The following schedules form part of this Development Agreement:

Schedule "A" – Legal Parcel Description of Lands

Schedule "B" - Site Plan/Landscape Plan for the Lands

Schedule "C" – Architectural Design illustrating the require roof line, window treatment and front entry feature for the building

#### 2. Definitions

### 2.1 In this Development Agreement:

"Barrier Free Parking Stall" means the provisions set forth under Section 3.8.2.2 (4) and Section 3.8.2.2(5) under Schedule C within the Nova Scotia Building Code Regulations made under Section 4 of the Building Code Act.

"Building By-Law" means Chapter 65 of the By-Laws of the Town of Wolfville.

"Developer" means the owner(s) of the Lands, their heirs, successors, assigns, and all subsequent owners of the Lands.

"Development" means a new main building on the Lands dedicated to mixed use, containing 60 residential dwelling units and commercial space.

"Development Officer" means the Development Officer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

"Engineer" means the Engineer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

"Effective date" means the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.

"Lands" means the real property in the Town of Wolfville owned by the Developer, PID 55278675, and as described in Schedule "A".

"Land Use By-Law" means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law adopted by Council on September 23, 2008, and recorded at the Kentville Land Registry Office on November 6, 2008, as Document Number 92078600.

"Municipal Planning Strategy" means the municipal planning strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy adopted by Council on September 23, 2008, and recorded at the Kentville Registry of Deeds Office on November 6, 2008, as Document Number 92078543.

"MGA" means the Municipal Government Act, S.N.S. 1998, c. 18, as amended.

"Planning Documents" means <u>Land Use Bylaw</u>, <u>Municipal Planning Strategy</u>, and Subdivision Bylaw.

2.2 Where terms (words or phrases) are not defined in this Development Agreement, definitions in the Town's planning documents shall apply. Where terms are not defined in the planning documents, definitions in the MGA shall apply. Where terms are not defined in the aforementioned sources, their ordinary meaning shall apply.

## 3. Relevance of Planning Documents and Other Regulations

- 3.1 This Development Agreement contains definitions and regulations for the Development. It complements the Town's Planning Documents. Unless specified in this Development Agreement, requirements in the Town's Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.
- 3.2 Regulations outside of this Development Agreement or the Town's Planning Documents may be applicable to the Development. However, the terms of this Development Agreement shall not be materially changed in order to comply with such regulations without an amendment to this Development Agreement.

## 4. Background

The developer requested approval to build a mixed-use building containing 60 dwelling units and commercial space on the Lands.

#### 5. Terms

#### 5.1 Development Conditions

#### 5.1.1 Permits and Approvals

- 5.1.1.1 This Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this Agreement.
- 5.1.1.2 The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.
- 5.1.1.3 Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.

#### 5.1.2 Land Use

- 5.1.2.1 The following uses are permitted:
  - (a) Up to 60 residential dwelling units
  - (b) Commercial activities as outlined in the Land Use By-Law for areas zoned Central Commercial (C-1).

## 5.1.3 Landscaping & Site Requirements

- 5.1.3.1 The Development shall conform to the zone standards of the Land Use By-law, as established in Section 9.2 of the Municipal Planning Strategy except as otherwise established by this Agreement.
- 5.1.3.2 All Development shall occur on the Lands unless otherwise shown on Schedule "B", site plans.
- 5.1.3.3 Development on the Lands shall be built generally in accordance with the Site Plan/Landscape Plan and Specifications of Schedule "B." Landscaping requirements as shown in Schedule "B" may be varied to accommodate minor details, including but not limited to different plant varieties and the location of planting beds.
  - (a) A temporary vehicle entrance on the east side of the building is permitted until such time that an access-easement is provided to the vehicle entrance shown on Schedule "B".
- 5.1.3.4 Storm water runoff from the Lands shall not be directed onto adjacent properties unless permission is obtained from the adjacent property owner for the direction of such storm water runoff.
- 5.1.3.5 The Developer shall develop and maintain a total of sixty (60) bicycle parking spaces internal to the building
- 5.1.3.6 The Developer shall develop and maintain a total of twenty-seven (27) parking spaces internal to the building, at least two (2) of which shall be parking spaces reserved for car-share use.
- 5.1.3.7 The Developer shall ensure a car-sharing service is available to residents of the Development, including at least two (2) vehicles available for hourly or short-term rental, commencing within one (1) year of the issuance of an occupancy permit and continuing for a period of twenty (20) years from the date of commencement.

- (a) If the car-sharing service does not commence within one (1) year of the issuance of an occupancy permit, the Developer shall pay to the Town \$100,000 by no later than sixty (60) days after the expiry of one (1) year from the date the occupancy permit is issued.
- (b) If the car sharing service becomes unavailable to residents of the Development before the expiration of twenty (20) years from the date of commencement, the Developer shall pay \$100,000 to the Town by no later than sixty (60) days after the date the car service becomes unavailable to residents.
- (c) If the funds described in (a) or (b) above become payable to the Town, it is the Town's intention to use the funds for the purpose of reducing parking issues in the area of the Development.
- 5.1.3.8 The Developer shall pay to the Town \$66,000 cash-in-lieu of additional parking spaces, to be paid prior to the issuance of an occupancy permit.
- 5.1.3.9 The Developer shall, prior to the issuance of an occupancy permit, install a wall which is partially or completely covered with greenery that includes a growing medium, such as soil, water or a substrate, on the eastern exterior side of the Development (the "green wall"), and the Developer shall maintain the green wall in good condition.
  - (a) If the Developer does not complete construction of the green wall prior to the issuance of an occupancy permit, the Developer shall pay \$100,000 to the Town prior to the issuance of an occupancy permit.
  - (b) If the funds described in (a) become payable to the Town, it is the Town's intention to use the funds for the purpose of improving park areas in the area of the Development.
- 5.1.3.10 The Developer shall ensure the Development is at least 35% more energy efficient than National Building Code standards, as confirmed by Efficiency Nova Scotia prior to the issuance of an occupancy permit.
  - (a) If the Development is not confirmed by Efficiency Nova Scotia to be at least 35% more efficient than National Building Code

standards prior to the issuance of an occupancy permit, the Developer shall, prior to the issuance of an occupancy permit, pay to the Town an amount calculated as follows, to a maximum of \$100,000:

Amount payable to Town = \$100,000 minus (\$2,857 multiplied by the percentage by which the Development is more energy efficient than National Building Code standards)

Example: If the Development is 17% more efficient than National Building Code standards, the amount payable would be \$51,431:

\$100,000 minus (\$2,857 x 17) = \$51,431

- (b) If the funds described in (a) become payable to the Town, it is the Town's intention to use the funds for the purpose of reducing energy use within the Town of Wolfville.
- 5.1.3.11 The Developer shall provide onsite lighting for all driveways and walkways on the Lands of number and design sufficient to provide for the reasonable safety and security of vehicles and pedestrians. All lighting fixtures shall be of a design as to prevent the unreasonable illumination of adjacent properties and full cut off fixtures shall be used for all outdoor lighting.
- 5.1.3.12 The Developer shall provide proof of floodproofing to 12m geodetic elevation from a qualified professional.

#### 5.1.4 Amenities

- 5.1.4.1 The Developer shall provide streetscaping improvements along Main Street, including those improvements outlined in Schedule "B", estimated at least \$150,000 in value. The streetscaping improvements shall approved by the Town's Director of Parks and must be completed within one (1) year of the issuance of an occupancy permit.
  - (a) If the Developer does not complete the streetscaping improvements described above within one (1) year of the issuance of an occupancy permit, the Town may enter the Lands and complete the streetscaping improvements at the expense of the Developer, or, at the Town's option, the

- Developer shall pay to the Town \$150,000, to be paid no later than one (1) year after the issuance of an occupancy permit.
- (b) If the funds described in (a) become payable to the Town, it is the Town's intention to use the funds for the purpose of making streetscaping improvements.
- 5.1.4.2 The Developer shall provide public access to a rooftop patio on the Development at no cost to the public.
- 5.1.4.3 The Developer shall provide at \$100,000 to the Town over a maximum of 20 years, which the Town shall use for public art located at or in the general area of 292 Main Street. The Developer must pay a minimum of \$5,000 annually and can pay up to the entire outstanding balance owing at any time. The Developer shall make the first payment of \$5,000 to the Town prior to the issuance of an occupancy permit and shall make subsequent payments by no later than December 31 of each calendar year after the year in which the occupancy permit is issued. The Town shall use the first payment of \$5,000 for murals on the north face of 292 Main Street, and the remainder of the payments shall be used for art on or in the area of 292 Main Street.
  - The Developer shall have the opportunity to veto decisions regarding the placement of public art using the funds provided within this clause, subject to Town of Wolfville policies
  - The Developer shall be recognized for its contribution to art produced using these funds if the art is not located on 292
     Main Street

#### 5.1.5 Municipal Services

- 5.1.5.1 The parties agree that municipal sanitary sewer and water services are available in the street on Main Street. All costs to connect the new building (as shown on Schedule "B") to these services are the responsibility of the Developer.
- 5.1.5.2 The Town makes no warranties, guarantees or claims as to the adequacy of the Town's water supply to provide the recommended Fire Flow amounts for protection of the building from fire. The Developer shall satisfy itself that the available fire flows are satisfactory to meet its needs.

## 5.1.6 Refuse Storage and Utility Equipment

- 5.1.6.1 Refuse, compost, recyclables, and other similar matters shall be stored within the building(s), or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Valley Region Solid Waste-Resource Management By-Law, and other applicable regulations.
- 5.1.6.2 Containers referenced in 5.1.6.1 shall be located so that they are visually screened.
- 5.1.6.3 Utility equipment such as mechanical and electrical equipment shall be visually screened by fencing or landscaping.

#### 5.1.7 General Maintenance and Operation

5.1.7.1 Buildings, landscaping, and other related features shall be maintained in good condition, pursuant to the Town's Property Minimum Standards By-law.

#### 5.1.8 Architecture

5.1.8.1 The developer shall build the one (1) new mixed-use building with roof lines, windows and front entry as illustrated in Schedule "C", Architectural Design.

#### **5.1.9** Timing

- 5.1.9.1 This Development Agreement shall be deemed to be entered into on the day the Agreement is registered in the registry as per section 228(3) of the MGA. All time requirements imposed in this Development Agreement shall be calculated from that date unless otherwise specified.
- 5.1.9.2 Development enabled by this Agreement, for the Lands on PID 55278675, shall be completed within three (3) years. Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer.
- 5.1.9.3 Within 1 year of the issuance of the occupancy permit for the Development, all landscaping required by this Agreement shall be completed.

#### 5.1.10 Amendment

- 5.1.10.1 With the exception of matters which the Town and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.
- 5.1.10.2 Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:
  - (a) The timing requirements for completion imposed by section 5.1.9.2.

#### 5.1.11 Expenses

5.1.11.1 The Developer shall pay all costs and expenses incurred by the Town related to this Development Agreement.

#### 5.1.12 Liability

5.1.12.1 The Developer shall be liable for any damage caused to persons or public or private property by the Developer or any contractor or other individual doing work related to the Development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the Development. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to ensure the responsibilities which the Developer is assuming in this section.

#### 5.1.13 Default

- 5.1.13.1 If the Developer fails to comply strictly with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may, after 30 days notice in writing to the Developer, enter the Lands and perform any obligation with which the Developer has failed to comply strictly.
  - (a) All expenses arising out of the entry of the Lands and performance of the obligations may be recovered by the Town from the Developer by direct suit and shall form a first lien upon the Lands. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged

by the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.

- 5.1.13.2 If the Developer breaches any of the terms of this Development Agreement, the Town, at its sole option, may:
  - (a) Terminate this Development Agreement;
  - (b) Exercise one or more of its other rights under this
     Development Agreement, applicable legislation and Town by-laws, or common law; or,
  - (c) Take no action.
- 5.1.13.3 Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach.
- 5.1.13.4 Any expenses incurred by the Town in exercising its rights under sections 5.1.13.1(a) or 5.1.13.2, or either of them, shall be paid by the Developer to the Town.

### 5.1.14 Administration

The Development Officer administers this Agreement. His/Her decision is final and binding on all parties.

## 6. Warranties by the Developer

#### 6.1 Title and Authority

- 6.1.1 The Developer warrants as follows:
  - 6.1.1.1 The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Development Agreement to validly bind the Lands.

6.1.1.2 The Developer has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

## 7. Full Agreement

## 7.1 Other Agreements

- 7.1.1 This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.
- 7.1.2 This Development Agreement shall not be a precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

#### 8. Notice

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville 359 Main Street Wolfville, Nova Scotia B4P 1A1 Attention: Development Officer

and if to the Developer:

and if to 292 Main Street Developments:

292 Main Street Developments Limited c/o Stephen Ling, Agent for 292 Main Street Developments Limited Landry McGillivray, Barristers and Solicitors Suite 300, 33 Ochterloney St. Dartmouth, NS B2Y 4P5

## 9. Headings

The headings used in this Development Agreement are for convenience only. If any of the headings are inconsistent with the provisions of the Development Agreement which it introduces, the provisions of the Development Agreement shall apply.

## 10. Binding Effect

This Development Agreement shall ensure to the benefit of and be binding upon the parties to this Development Agreement, their respective successors, administrators, and assigns.

#### 11. Execution

In witness of this Development Agreement the parties have signed, sealed and delivered it to each other on the date set out at the top of the first page.

SIGNED, SEALED AND DELIVERED  In the presence of:  )	TOWN OF WOLFVILLE  By Man June 1
Witness )	By WMMMam TOWN CLERK
SIGNED, SEALED AND DELIVERED In the presence of:  Witness	By 292 MAIN STREET DEVELOPMENTS LIMITED

CANADA	
PROVINCE OF NOVA SCOTIA	
COUNTY OF KINGS	
I certify that on 15 August ,2019, Vanessa	Pearson
a witness to this agreement came before me, made oath, and swore t	
WOLFVILLE, caused the same to be executed by its proper officers wh	
Seal and subscribed their hands in its name and in its behalf in his/her	presence.
In hall	AMES COLLICUTT
A Commissioner of the Supreme Court of Nova Scotia	Commissioner of the
	are Court of Nova Scotia
CANADA	
PROVINCE OF NOVA SCOTIA	
COUNTY OF KINGS	
I certify that on 8 August, 2019, Mari	anne Gates
a witness to this agreement came before me, made oath, and swore t	hat 292 MAIN STREET
<b>DEVELOPMENTS LIMITED</b> caused the same to be executed by its prop	
Corporate Seal and subscribed their hands in its name and in its behal	
0 116	in may her presence.
A Commissioner of the Supreme Court of Nova Scotia	JAMES COLLICUTT
A commissioner of the supreme court of Nova Scotla	A Commissioner of the
	Joureme Court of Nova Scotia

## Schedule "A" - Parcel Description

All that certain lot, piece or parcel of land as shown on plan of survey No. R-1-2008-095 prepared by Cyr Surveys Limited, dated July 4, 2008, situated at Wolfville, Kings County, Nova Scotia, more particularly bounded and described as follows:

Beginning at a survey marker on the northern boundary of Main Street, at the southeast corner of land conveyed to Oulton Investments Limited (PID No. 55278683) being north seventy-four degrees thirty-three minutes thirty-two seconds east a distance of 250.83 feet from Nova Scotia Control Monument 8371;

Thence north eight degrees sixteen minutes twenty-two seconds west following the eastern boundary of said land conveyed to Oulton Investments Limited a distance of 60.51 feet to a survey marker at the northeast corner of said land conveyed to Oulton Investments Limited;

Thence north sixty-eight degrees forty-three minutes fifty-five seconds west following the northern boundary of said land conveyed to Oulton Investments Limited a distance of 29.53 feet to a survey marker on the southern boundary of land conveyed to Nova Scotia Power Inc. (PID No. 55278667);

Thence north eighty-two degrees six minutes forty-four seconds east following the said southern boundary of land conveyed to Nova Scotia Power Inc. a distance of 25.66 feet to an iron bar;

Thence continuing along the said southern boundary of land conveyed to Nova Scotia Power Inc. north eighty-one degrees fifty minutes thirty-three seconds east a distance of 33.28 feet to a survey marker;

Thence continuing along the said southern boundary of land conveyed to Nova Scotia Power Inc. north seventy-nine degrees fifty minutes forty seconds east a distance of 128.13 feet to a survey marker;

Thence south seventeen degrees eleven minutes twenty-two seconds east following the western boundary of said land conveyed to Nova Scotia Power Inc. a distance of 75.05 feet to a survey marker on the said northern boundary of Main Street;

Thence south seventy-nine degrees thirty-nine minutes fifty-six seconds west following the said northern boundary of Main Street a distance of 140.03 feet to a survey marker;

Thence continuing along the said northern boundary of Main Street south eighty-one degrees fifty-eight minutes thirty-eight seconds west a distance of 33.00 feet to the Point of Beginning.

Together with a right-of-way at all times and for all purposes for the Grantee its servants and all persons authorized by it or them over that portion of land described as follows:

Commencing at the southeastern corner of the above described lot:

Thence easterly along Main Street fifteen feet;

Thence northerly parallel with the last boundary of the above described lot seventy-five feet;

Thence westerly fifteen feet to the northeast corner of above described lot;

Thence southerly along the east line of said lot to the place of beginning;

Subject to a right-of-way in common with the Grantee for persons, animals and vehicles over and along that portion of the above described lands, described as follows:

Commencing at the southeastern corner of the described lot on Main Street;

Thence westerly along Main Street ten feet;

Thence northerly and parallel with the east line seventy-five feet;

Thence easterly along the north boundary ten feet;

Thence southerly along the eastern boundary seventy-five feet to the place of beginning.

Containing an area of 12,684 square feet.

Bearings are referred to the Nova Scotia 3 degrees Modified Transverse Mercator Grid, Zone 5, Central Meridian 64 degrees 30 minutes West.

AND ALSO Parcel R as shown on registered plan no. 108704496 recorded in the Land Registration Office for Kings County.

\*\*\* Municipal Government Act, Part IX Compliance \*\*\*

#### Compliance:

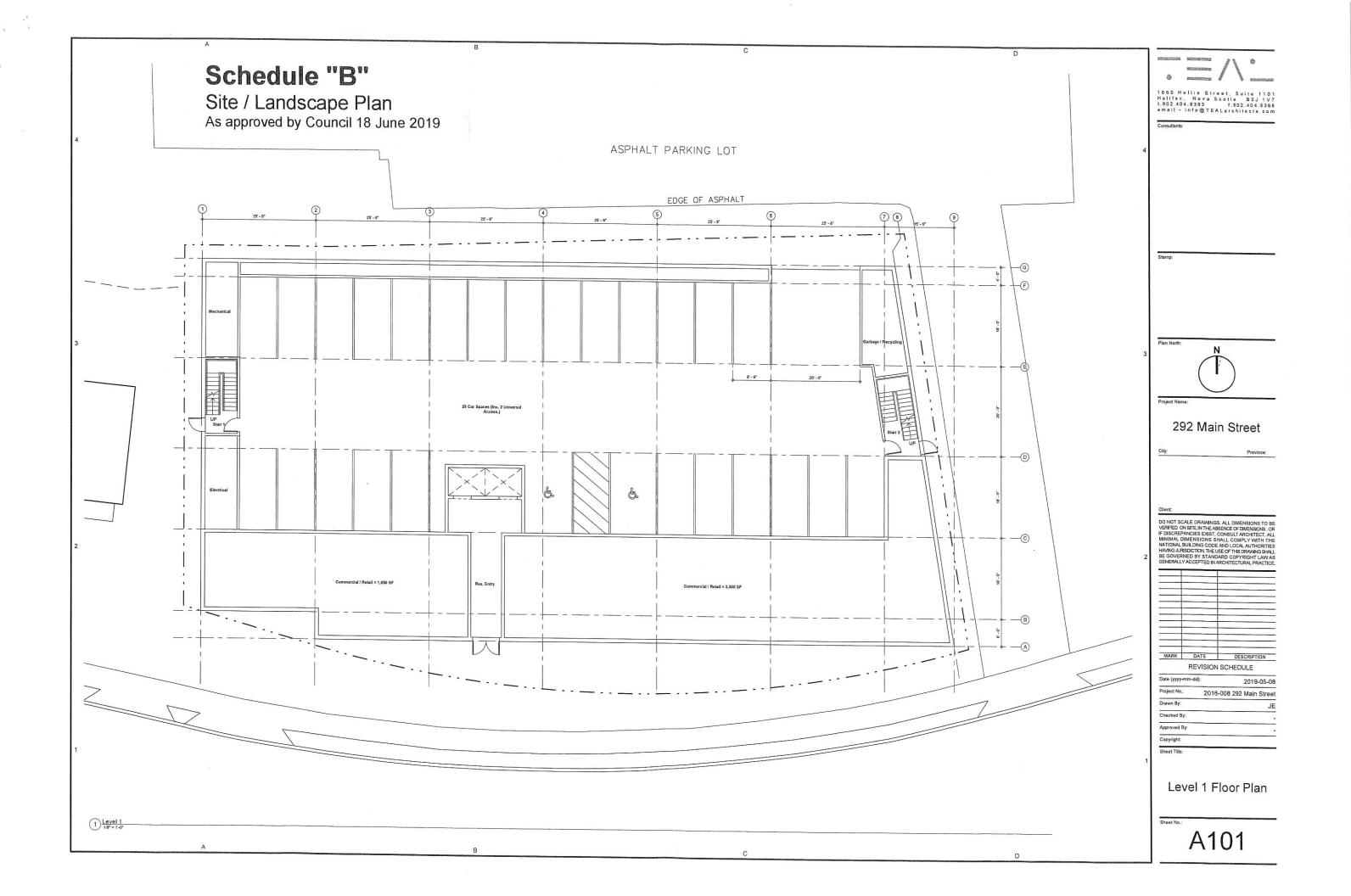
The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

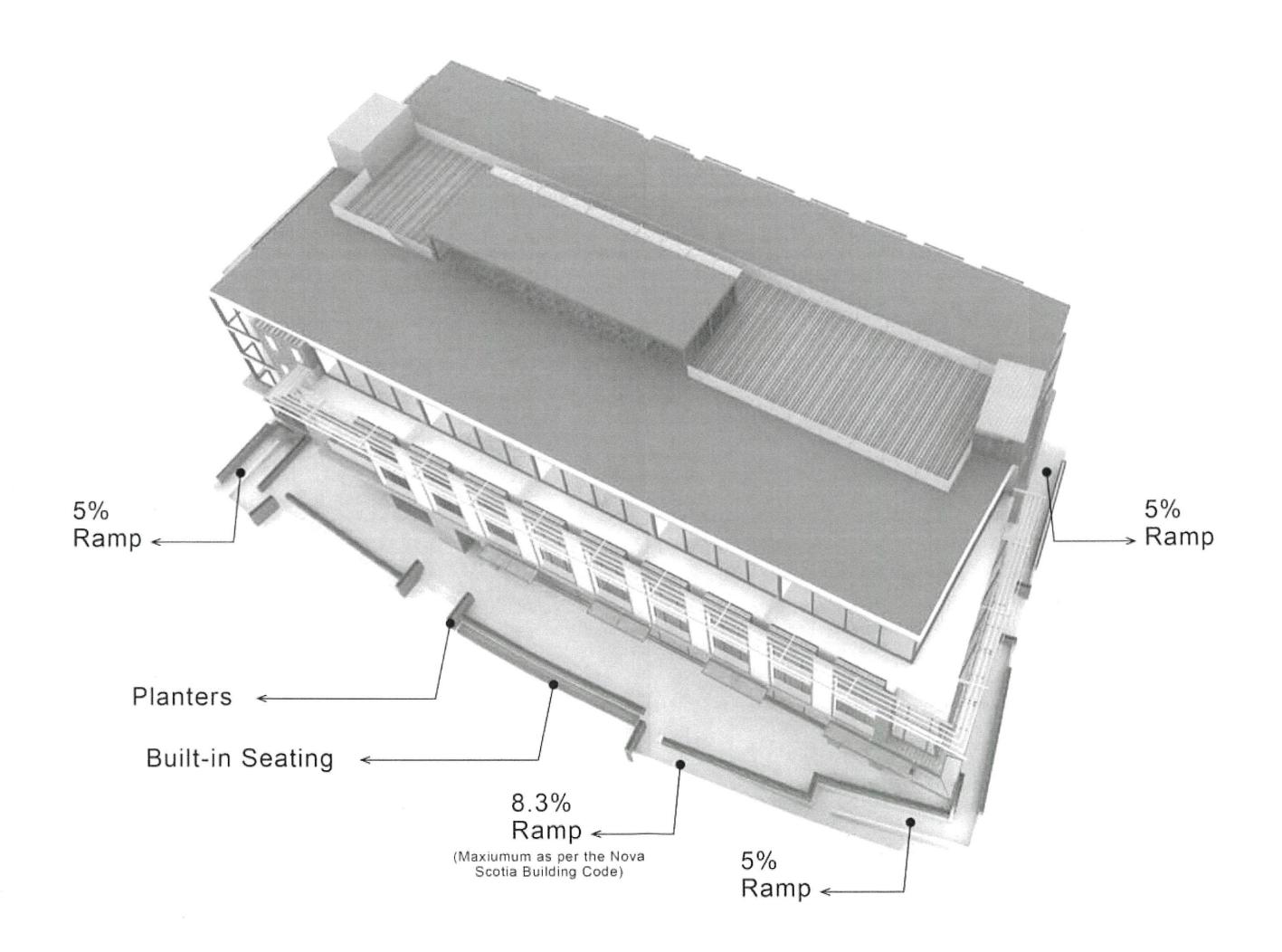
Registration District: KINGS COUNTY

Registration Year: 2016

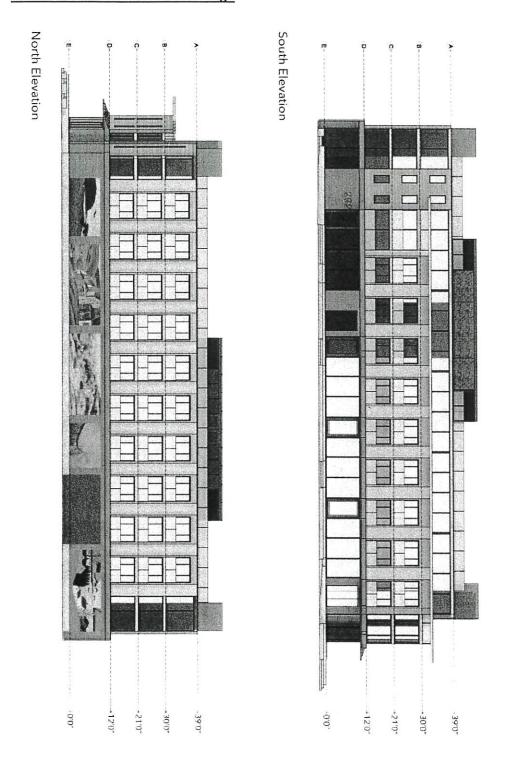
Plan or Document Number: 108704496

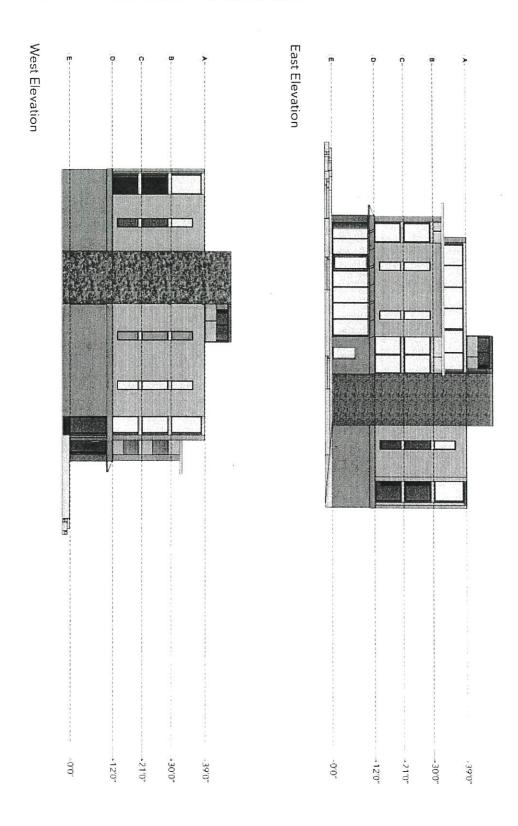
The MGA compliance statement has been applied by SNSMR during the processing of Land Registration Plan





## Schedule "C" - Architectural Design





Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



## **SUMMARY**

## Parks and Open Space Master Plan – Terms of Reference

At the April Council meeting Council passed the following motion:

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

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

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

#### **DRAFT MOTION:**

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

Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

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

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

## 2) LEGISLATIVE AUTHORITY

2022-23 Operating Budget Municipal Government Act

#### 3) STAFF RECOMMENDATION

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

## 4) REFERENCES AND ATTACHMENTS

N/A

## 5) DISCUSSION

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

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Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



<u>Please note</u>: the format of this Discussion Section is similar to the last RDF and specific changes have not been highlighted to reflect the updates to allow for a side-by-side comparison. But changes have been made to:

- 1. improve clarity of desired outcomes, including combining the Invitation and Project Description into one section,
- 2. to ensure this is <u>not</u> a request for a recreation master plan but a parks and open space master plan,
- 3. earlier reference to establishing standards, goals and a mission for the Parks and Recreation department have been removed to focus work solely on providing a parks and open space plan,
- 4. and additional section has been added to outline the requirements of a successful submission, including requirements related to the firm's experience, references, itemized costing, and project timeline. All of which are to be included in the Request for Proposal,
- 5. the elevation criteria have been updated to adjust more weight to Project Understanding/Deliverables.

#### Invitation/Project description

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

The plan should create a roadmap for ensuring that residents enjoy fair and equitable quantity, quality, proximity and access to parks and green spaces throughout the community, now and into the future. Wolfville is seeking a system-wide approach to developing new Parks and Open Space Master Plan. The Town uses the term *system-wide* to help understand the history and current barriers to park access and set a vision and plan to remove these inequities and ensure parks and open space are providing the most benefits to all members of our community. Finally, the plan must prioritize strategies based on current and future funding scenarios and the inevitable unknowns.

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

The Parks and Open Space Master Plan that will be created from this work will be a guiding document for future development and redevelopment of the community's system of parks, open spaces, active transportation corridors over the next 10 years. Throughout this work, improving access and accessibility of the town's parks and open spaces must remain a priority.

The Town of Wolfville has a strong commitment to providing fair and equitable access to high-quality parks, green spaces, recreation facilities and programs for all members of the community, which this

Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



master plan will guide and support. Specifically, the consultant will collect and analyze data to develop a clear set of goals for the community's park system, green spaces, trails, and active transportation corridors (detailed work on AT is available and would be integrated into the parks and open space master plan), development for the next 10 years.

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

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

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

#### **Background**

Wolfville is situated in the southwestern portion of Nova Scotia, along the shores of the Minas Basin, which is part of the Bay of Fundy, home to the world's highest tides. The Town is separated from the Minas Basin by agricultural dykes which were built by Acadians in the 17th century. Wolfville experiences the Bay of Fundy's record setting tides each day as water fills and drains from the Wolfville Harbour.

You can find Wolfville along Highway 1, which is connected to Highway 101 at two interchanges (exit 10 & 11) approximately 4 kilometers east or west of Town limits. The Town has a geographic area of 7.31 square kilometers and is approximately an hour's drive from Halifax International Airport and Halifax, Atlantic Canada's largest city. Wolfville is a growing rural center in the Annapolis Valley with a population of approximately 5,000 and having been recently noted as one of the fastest growing communities in Canada. In addition, there is effort underway to develop a secondary planning process for a large-scale development on the east end of the town.

Wolfville is a University Town, home to Acadia University. In addition to Acadia University being an economic driver for the region, it also invites 3,500 students to live and study in Wolfville, thereby adding significantly to the town's population and demands on the park and recreation offerings.

Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



### **Demographic Data**

In addition to the information provided in the background section, Wolfville is home to an elementary school, an active L'Arche Community, Landmark East School, and several housing projects supporting seniors and senior living.

Wolfville is home to residents with a diverse set of socio-economic circumstances, including those facing poverty and homelessness and those with significant wealth. While its population includes an above-average proportion of young adults compared to Nova Scotia as a whole, the town's age distribution skews significantly older than the rest of Nova Scotia's, with a growing senior population.

There are areas of the town which have been established in a flood plane and work is currently underway to identify and address issues related to this moving forward. Some of this work will have direct impacts on park and trail spaces.

#### **Park & Recreation Context**

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

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

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

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

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

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

Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



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

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

### Scope of Work – 5 Sections

#### 1. Internal Assessment and Project Administration

- Provide the Town's staff team with a presentation of your approach to the planning process, timelines, plan for consultation and engagement, outcomes, and deliverables for sign-off.
- Once endorsed by the staff team, present to Council your approach to the planning process, timelines, plan for consultation and engagement, outcomes, and deliverables.
- Participate in progress meetings with the staff team (or designate) as often as necessary, but not less than once per month until the final Plan is approved. These can be virtual if necessary.
- Provide a written monthly update on progress and obstacles to be included in the CAO update to Council and community.
- Supply the staff team (or designate) with an update of all completed or partially completed work and list of obstacles or concerns at least five (5) working days before each scheduled progress meeting.
- Respect and acknowledge that not all things are possible and there are limited resources available. Use this filter when making final recommendations.

## 2. Community Engagement

- Identify, describe, and implement a comprehensive strategy and methodology for community involvement as part of this Master Plan. Include the process for online as well as in-person involvement. These methods should solicit quality input from as many stakeholders as possible, including under-resourced populations, users and non-users of the services and facilities.
- Review existing documentation of engagements conducted by the Parks and Recreation Department or other Departments to compile available information about community needs. Summarize and identify gaps in data.
- Act as professional facilitators to gather specific information about services, use, preferences and strengths, weaknesses, opportunities, and threats.
- Provide written records and summaries of the results of all public processes and communications strategies that can be shared with the public.
- Through community engagement build a Vision for Wolfville Parks and Open Spaces.
- Help to build consensus and agreement on the Plan. If consensus is not possible, provide
  information for informed and equitable decision-making for Council, acknowledging constraints

Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



(not everything is possible). Distilling hopes/wants/dreams into actions and priorities is one of the fundamental outcomes that will ensure this project is a success.

#### 3. Resource and Data Collection

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

#### 4. Implementation

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

#### 5. Development of Final Plan, Supporting Materials, and required Outcomes

- The Master Plan must include an introduction, executive summary, written goals, objectives, policy statements, a financial and action plan that articulate a clear vision, "roadmap" and model for the Town of Wolfville's Parks and Open Spaces moving forward. The Vision for the Parks and Open Space plan must be community generated
- The plan must include a summary of existing conditions, inventories and system-wide metrics, distribution metrics, population demographics and outcome metrics.
- The plan must identify land use policies around size of parks, answering whether some parks be designated for specific uses or should all parks have same basic uses.
- What is the priority for park development?

Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



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

## All proposals should include the following information:

- A Letter of Submission that includes the name, contact information of the person(s) who is/are representing the firm.
- Background on the firm and its experience in preparing Parks and Recreation Master Plans for public agencies, as well as engagements involving communities that have characteristics like the Town of Wolfville.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables, and client meeting outcomes.
- Identification of the personnel to be assigned to this engagement, including a résumé of related experience and estimated number of hours per person.
- A timeline for preparation and implementation of the Master Plan and its components.
- A summary of liability, errors, and omissions insurance coverage the firm maintains.
- At least three (3) public agency references for projects of a similar nature. Include a description
  of the projects, including (at minimum) client, location, contact person, contact information
  (telephone/email address) and a summary of the project.
- Provide itemized project costs. The project cost for services should be a "not-to-exceed cost for services."
- Prices are to be quoted in Canadian dollars; inclusive of duty, where applicable; <u>exclusive</u> of Harmonized Sales Tax (HST).
- The Proponent shall submit a fee schedule for the major components of the assignment as proposed.

#### **Proposal Evaluation**

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

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

Proposal Evaluation Criteria:

Project Understanding/deliverables

40%

Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



Company Experience and Project Team Qualifications 30%
Project Management/timeline 20%
Financial 10%

## 6) FINANCIAL IMPLICATIONS

Please refer to RFD 024-2022

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

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

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

## 8) COMMUNICATION REQUIREMENTS

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

## 9) ALTERNATIVES

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

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

Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



# **SUMMARY**

### PACE Program (Switch) - Update/Next Steps

Back in early 2019/20 the Town started to look into the development of a Property Assessed Clean Energy (PACE) Program. This involved a number of Nova Scotia and PEI municipalities, with three municipal units ultimately (Wolfville in NS and Stratford and Charlottetown in PEI) working together to create a program supported by the Federation of Canadian Municipalities' (FCM) \$300M Community Energy Financing Fund. The approved FCM project totaled over \$10M in forecast capital project costs, and over \$17.5M in funding from all funding sources. Originally the FCM funded program was expected to cover 3 years. The program is a combination of loan and grant funding.

As Council is aware, it quickly became clear that, at least for Wolfville, it would not take 3 years to fully consume the budgeted funds. Within six months of launch (last August 2021) Wolfville's share of the program was effectively fully subscribed/committed. The exception to that is a small portion of dollars intended for projects in a defined well field protection zone. This part of the program is comprised of grant dollars as an incentive for properties to move from oil based heating to heat pump service.

This report is before Council to both provide an update on the current Town PACE program, as well as provide options for next steps.

#### **DRAFT MOTION:**

That Council direct staff to:

- a. ensure current Switch Program through the FCM agreement is fully utilized.
- b. work with PACE Atlantic CIC to complete the targeted "off-oil" portion of the Switch Program.
- c. work with PACE Atlantic CIC to communicate to the general public, and specifically to pending projects in the queue, that no further projects will be approved under the Switch program as the funding is fully committed.
- d. continue to implement the Action items outlined in the Town's Climate Action Plan.

Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



#### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

#### 2) LEGISLATIVE AUTHORITY

Relevant Sections of Municipal Government Act (MGA)

- MGA 66 Power to borrow money
- MGA 81A By-Law regarding equipment charges
- MGA 84 Borrowing limits

**Town Bylaws & Policies** 

- Bylaw 108 PACE
- Policy 610-007 PACE

#### 3) STAFF RECOMMENDATION

Staff recommend that the obligations under the Town's agreement with the Federation of Canadian Municipalities (FCM) for the current Switch Program be completed. Further that no <u>immediate</u> agreements be entered into for a Switch Program 2.0 (or V2). Key to this recommendation will be resources to communicate with property owners who have expressed interest in the Switch Program, but did not get in before the funds were fully utilized. Also key is to carry out the portion of the FCM targeted for the well protection zone and identifying houses to incentivize to get off-oil by way of heat pump installation.

The recommendation takes into account the terms of the FCM agreement and overall program budget. It is informed by the community's uptake of solar projects outside of the Switch program, i.e. some community members are able to pursue conversions within the existing commercial market of installers and lenders. The announcement of the CMHC no interest program may help fill the energy poverty void. Final piece impacting choice of recommendation is the data noted below showing Wolfville's financial commitment to PACE program far exceeds other comparative programs. An understanding of how the current financial climate, provincial position on application of "net" PACE impacts, and other potential options needs to be looked at before adding to the million dollar support the Town has currently provided.

#### 4) REFERENCES AND ATTACHMENTS

- 1. Town of Wolfville Climate Action Plan
- 2. RFD 030-2020 covered consideration of implementing PACE Program
- 3. RFD 050-2020 setting up PACE Bylaw
- 4. RFD 025-2021 setting up PACE Policy
- 5. RFD 061-2021 increasing budget allocation for Switch (PACE) Program

Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



#### 5) DISCUSSION

As one of a number of initiatives being taken by the Town to help address climate change, the Town became a member of a three-municipality governance group accessing a Federation of Canadian Municipalities (FCM) Community Energy Financing program. The program is being managed by PACE Atlantic CIC.

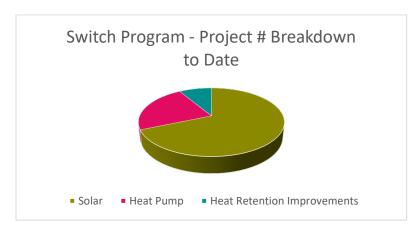
This report focuses on the financial data related to the Town's support for GHG reductions. The benefits of a PACE program are not in question. Relevant background information can be found in the noted references above. The many benefits are highlighted, with RFD 030-2020 providing a beneficial resource to look to for why a municipality might consider a PACE program.

As Council is aware, the Wolfville portion of the FCM funded program was effectively fully committed before the end of last fiscal year (March 31, 2022). The planned 3 year program took only half a year. The success of the community participation is laudable and should be celebrated. This success comes with financial impacts that create decision points for Council. The following information is meant to provide Council with some comparisons to other NS PACE programs as well as data on the Town's program. This high-level data can help inform next steps, be they immediate or over the coming years.

#### Wolfville's PACE Program - Switch

Branded under the name Switch (<a href="https://pace-atlantic.org/switch-wolfville/">https://pace-atlantic.org/switch-wolfville/</a>), the program has provided financial assistance to Wolfville property owners for solar applications, heat pumps, and building envelope improvements (eg. insulation).

Project Approvals to Date 35
Solar 24
Heat Pump 8
Heat Retention Upgrades 3



Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



Over \$1 million in project costs have been approved, with FCM loan program covering \$839,000 and owners committing over \$83,000 of their own funds where project cost exceeds the maximum available under the Switch. Twenty projects have been processed as complete, representing over \$500,000.

#### In relation to Town's Budget

Total committed to date \$1,000,000 (approximate)

Town Operating Budget, own source rev. \$11.8 M PACE program as % of annual budget 8.4%

#### Other data points

Residential accounts 1,600

Solar installs, non-Switch program 29 (since 2020 based on Building Permits)

Total Switch, and non-Switch projects 64 (since 2020)

At this point in time, no data is available to indicate how many heat pumps have been installed in residences. The solar project data was gathered from building permit title info. That option is not available for heat pumps. Taking this into account, it is safe to assume the total energy efficiency upgrades in the community exceeds the 64 value noted above.

The management of the Switch program was awarded to PACE Atlantic CIC, after appropriate vetting/input by Town solicitor as the muni group process did not have a public tender process. The process was unique to the circumstances of the day as it related to the FCM application.

- If Wolfville were to have another PACE program it is possible an appropriate public tender (RFP) process would be required under Procurement Policy guidelines.
- Sole sourcing to PACE Atlantic CIC would not likely be appropriate under procurement guidelines. There are other companies in this field now. Staff would hope PACE Atlantic CIC would respond to any future call for proposals, and in fact they have worked on developing new options for the municipal world, including Wolfville.

In response to a staff Listserv question, two municipalities provided key program budget data that Wolfville staff have used to provide a comparison of the scale of magnitude of Wolfville's program to those two units.

#### **District of Lunenburg**

Maximum program parameters

- \$200,000 per year
- \$20,000 per project, equates to 10 projects per year
- 15 year repayment
- Annual PACE budget represents 0.77% of their annual \$25.8 M tax revenue budget

Based on the assumption of program budget maximums, the highest amount of loans provided to residents would be \$1,600,000 in Year 15, assuming every project is at max. amount and every owner

Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



takes the max. 15 years to repay. From Year 15 on, the total loan exposure to the District would be the \$1,600,000 (equates to 6.2% of annual tax revenue).

As a comparison, if you applied the annual PACE 0.77% of budget ratio to Wolfville's budget, the result would be an annual PACE program of \$90,900. This compares to Wolfville's actual result of \$1,000,000.

#### **Cumberland County**

Maximum program parameters

- 10 houses per year
- \$25,000 per project, at their highest level. They have a lower tier as well at \$15,000/year.
- \$250,000 annual maximum, based on 10 per year at \$25,000 max.
- 10 year repayment
- Annual PACE budget represents 0.92% of their annual \$27 M tax revenue budget

Based on the assumption of program budget maximums, the highest amount of loans provided to residents would be \$1,375,000 by Year 10, assuming every project is at max. amount and every owner takes the max. 10 years to repay. From Year 10 on, the total loan exposure to Cumberland would be the \$1,375,000 (equates to 5.1% of annual tax revenue).

As a comparison, if you applied the annual PACE 0.92% of budget ratio to Wolfville's budget, the result would be an annual PACE program of \$108,600. This compares to Wolfville's actual result of \$1,000,000.

#### HRM (based on information obtained from HRM website)

As most are aware, the HRM was one of the earliest municipalities in the country to implement a PACE program, known as Solar City Program. It has been in effect for a number of years, and has help put HRM in a leadership role nationally. In 2019 the FCM identified HRM as a leader in community energy financing programming.

The following info has been selected from a July 7, 2021 Standing Committee Report available on the HRM website ( <a href="https://www.halifax.ca/city-hall/standing-committees/july-7-2021-environment-sustainability-standing-committee-special">https://www.halifax.ca/city-hall/standing-committees/july-7-2021-environment-sustainability-standing-committee-special</a>). The information selected has been chosen to assist in allowing a comparison of Solar City project ratio to overall budget with Wolfville's Switch Program.

- Table 1 of the above noted HRM report, shows executed Solar City Projects from 2016 through 2020 as 553 agreements.
- Total system costs of projects is noted as \$13,950,000.

HRM's annual budget, for 2022/23, is \$925.7 million excluding mandatory provincial amounts. The total 5 year system costs of \$13.95 million would equate to 1.5% of that annual operating budget. That's without taking into account cash inflow from customer loan repayments, which would lower the % ratio.

As a comparison, if you applied the Solar City cumulative 1.5% of budget ratio to Wolfville's budget, the result would be an annual PACE program of \$177,000. This compares to Wolfville's actual result of \$1,000,000.

Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



What do the comparisons above tell someone? Based on the assumptions applied, it appears Wolfville's financial commitment to its PACE Program (currently Switch) far exceeds the municipal units noted in this report. This is not noted in attempt to say Wolfville should stop addressing climate change, simply that the financial commitment to this particular program approach is significant. The Town's Climate Action Plan has an implementation section that continues to guide next steps.

#### **Other Information/Comments**

PACE Programs involve long term account receivables (the loans provided to the resident by the Town). They also typically involve some form of municipal borrowing (Town debt) be it from a bank, FCM (current Switch Program), or municipal reserves.

The receivables have been noted as lower risk, based on previous PACE programs. It is acknowledged that effectively the Town is acting as a bank, but with the security of first lien in the same manner as property taxes.

The municipal borrowing side of the ledger comes with different types of risk depending on the circumstances of municipality in question. Some municipalities may have excess operating reserves and that capacity is leveraged to fund the PACE projects, with an interest rate coming back to the municipality that is higher than it would otherwise earn on conservative based investments. At the other extreme a municipality may have to borrow from chartered banks (or the FCM if part of a qualifying program) which would come with principal and interest repayment requirements. Wolfville falls in the area of borrowing to provide residents with PACE loans. As noted by staff in previous RFD's, one of the areas of financial concern/risk was around borrowing capacity of the Town overall, and more specifically debenture borrowing constraints for capital projects. Currently, it appears that PACE programs do not adversely impact the provincial approval of municipal borrowings.

- Possible area of risk staff started a dialogue with the Department of Municipal Affairs and Housing (DMAH) back in 2020 to get clarity on application of the "net" PACE cash flow approach in reviewing municipal capacity to borrow. It is beneficial that the provincial borrowing approvals look to net PACE receipts from residents against the Town's debt payments (effectively a nil impact), but Wolfville finance staff would prefer to see that "practice" in written form.
- As of the date of this report, staff continue to seek clarity from DMAH as to whether this practice will be codified in regulations or legislation.

What about use of Capital Reserves?

- Staff believe the use of capital reserves is not appropriate. Technically speaking, the restrictions on Capital Reserve limit their use (or borrowing from the Reserve) to assets of the Town.
- Beyond the technical constraints, capital reserves are key to the Town addressing future capital
  asset acquisitions. As noted each year in the review of the Town's 10 Year Capital Investment
  Plan, staff expect the Capital Reserve to be depleted after which it will be built back up again.
  It's a balancing act between reserves and debt that allow the capital program to be sustainable.

Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



• If the Town's capital reserves are depleted to fund PACE projects, those dollars won't be available when needed to fund Town capital program.

#### What about use of Operating Reserves?

- Staff believe this use is plausible, but it requires a level of reserves that might otherwise be termed higher than required, i.e. excess reserves.
- Currently the Town's multi-year operating and capital budgets utilize the majority of any excess that may exist at this point in time.
- To borrow Operating Reserves to a point bringing it below the provincial benchmark would leave the Town with some exposure to future unexpected negative financial impacts. The benchmark level of reserve can be compared to an individual's rainy day fund. It is set aside to be available if and when needed. In an ideal world it's never needed, but its part of good financial management to have it on hand.

#### What about full private commercial funding?

- This is an option and has been an option before Wolfville started it's PACE program.
- Full commercial funding can impact who qualifies for a loan, i.e. lending institutions have tighter credit checks and not everyone qualifies. This might pose a constraint on addressing energy poverty.
- Berwick has adopted a heat pump focused program, which is managed by AREA, not by the Town. Through the program a preferred creditor option is available (credit union), but residents can also use their own financial institution.
- One of the objectives noted in the FCM funding agreement was transitioning to full commercial funding.
- PACE Atlantic CIC has been researching options for commercial funding and may develop a program that municipalities might be interested in.

#### Are there changes in the landscape of Climate Change?

- There is no doubt changes have been happening, and continue to happen.
- Six years ago there were only a few solar installers in the province, and as of a couple of years ago there were over 50. There is a competitive market with experienced installers available.
- Both the province and federal governments are adding to their grant programs, making energy improvement projects more viable for individual families.
- In mid-June CMHC opened an interest-free greener homes loan program. This helps address energy poverty, especially in an environment where municipalities will unlikely be able to offer interest free loans.
- Every year that goes by NSPI increases it's green energy component of supply.

The other general change that has occurred locally and globally is inflation and interest rates. As noted in RFD 030-2020 under the cash flow discussion, the low risk of default on PACE programs was based on experience during what was generally considered a period of positive economic growth with low inflationary pressures and historically low interest rates. Today's reality is much different and financial

Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



pressures are being felt in all aspects of people's lives. Energy, groceries, and housing costs. Ability to manage debt will be a challenge for many. Staff believe this could impact some people's ability to manage household debt loads. It is too soon to know whether this will impact PACE loans.

#### 6) FINANCIAL IMPLICATIONS

As noted earlier, there is no immediate impact on the Town's financial standing with it's current Switch Program. The net cash flow impact approach by DMAH allows the Town's other borrowing requirements to proceed (i.e. debt borrowing for capital projects). If the Town continued to offer a PACE program (which would require updating terms to reflect at least the interest rate component) the long term receivable balance would grow. At some point there would be a need to limit further loans, assuming the Town hasn't reached that point already. If there isn't a limit, then the extreme end of the scale would be approximately 1600 residential accounts getting financed. Assume an average project costs of \$30,000 and that equates to \$48 Million.

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

Refer to previous RFD's for relevant links.

#### 8) COMMUNICATION REQUIREMENTS

A clear communication plan should be developed to update the public, including those that had expressed interest in the Switch Program after the full budget had been committed.

#### 9) ALTERNATIVES

Council could consider:

- Continue with the Switch program, within a new FCM funding agreement (if one can be secured)
  or without the FCM. PACE Atlantic CIC has been working hard to identify options that include
  possible private financing.
  - This approach would still require new legal agreements and assessment of relevant terms of the updated program. For example, highly unlikely such a program would be interest free.

Title: PACE (currently Switch) Program – Update/Next Steps

Date: 2022-07-05 Department: Finance



 Finishing obligations under the current Switch program and simply getting out of any role in a PACE type program.

- Finish current Switch obligations and look to a revised PACE program based on current \$1M as an upper limit. Budget room will be created as loans are repaid to Town potentially allowing new projects outlays while staying within the \$1M upper limit.
- Similar to option noted above, but with a revised upper limit. Could be higher or lower depending on Council's desire.
- Not pursue any future PACE program in-house, but continue to promote energy conversions. This could include a preferred commercial lender following the approach taken by Berwick.
- Utilizing the Low Income Exemption as a tool to help address not only energy poverty, but also other household costs such as groceries.

At this point in time, regardless of alternative selected, time would be needed to study alternatives in order to bring information back to Council to make an informed decision.

Title: Expectations of Council Members – Various Policy Amendments

Date: 2022-07-05

Department: Office of the CAO



## **SUMMARY**

#### EXPECTATIONS OF COUNCIL MEMBERS – VARIOUS POLICY AMENDMENTS

In advance of considering a Virtual Meeting Policy, Council requested that staff bring back a draft Attendance Policy for review. Additionally, Council has expressed an interest in clarifying the expectations of being Wolfville Town Council member.

To address these requests, staff have provided several draft policy amendments, and have recommended the creation of a new policy. The goal is for these recommendations to collectively provide Council with tools to strengthen accountability for attendance at meetings by Council members and to clarify the expectations of being a member of Wolfville Town Council.

The proposed Policy 110-012 – Attendance and Participation Policy for Council Members - works with the Committees of Council Policy and the Signing a Code of Conduct for Elected Municipal Officials Policy to achieve the stated goals of Council.

#### **DRAFT MOTIONS:**

That Council adopt Policy 110-012 – Attendance and Participation for Council Members Policy as attached to RFD 038-2022.

That Council amend Policy 110-001 – Committees of Council Policy as attached to RFD 038-2022.

That Council amend Policy 110-011 – Signing a Code of Conduct for Elected Municipal Officials Policy as attached to RFD 038-2022.

Title: Expectations of Council Members – Various Policy Amendments

Date: 2022-07-05 Department: Office of the CAO



#### 1) CAO COMMENTS

Refer to staff recommendations section.

#### 2) LEGISLATIVE AUTHORITY

Municipal Government Act.

#### 3) STAFF RECOMMENDATION

Staff recommend that Council discuss, amend as necessary and approve the following policies to provide the additional guidance and direction requested by Council:

That Council adopt Policy 110-012 – Attendance and Participation for Council Members Policy as attached to RFD 038-2022.

That Council amend Policy 110-001 – Committees of Council Policy as attached to RFD 038-2022.

That Council amend Policy 110-110 – Signing a Code of Conduct for Elected Municipal Officials Policy as attached to RFD 038-2022.

#### 4) REFERENCES AND ATTACHMENTS

- Draft Policy 110-012 Attendance and Participation Policy for Council Members
- Draft Amended Policy 110-001 Committees of Council Policy
- Draft Amended Policy 110-011
   – Signing a Code of Conduct for Elected Municipal Officials Policy

#### 5) DISCUSSION

There are three Policies impacted in drafting changes to meet the direction of Council in relation to clarifying attendance expectations.

#### Committee of Council Policy 110-001 (amended)

- Clarifies that recommendations for committee appointments applies to Committees of Council, external committees, and task forces.
- Clarifies that all Council members are members of Committee of the Whole and are expected to attend each COW meeting, including budget and special COW's.
- Ensures that the process undertaken by the Mayor and CAO to recommend appointments to Committees accounts for scheduling conflicts and personal/work commitments, in addition to Council member interests and committee needs.

Title: Expectations of Council Members – Various Policy Amendments

Date: 2022-07-05
Department: Office of the CAO



- Reinforces that once appointed to committees, Council members are expected to attend all committee meetings they are appointed to.
- Formalizes that a schedule of all internal committee meetings will be provided and approved annually.
- Provides a process for scheduling special COW meetings, which includes striving for three weeks' notice and polling of Council members for availability.
- Strives to ensure the Council and COW meeting agenda packages are provided to Council members and the public a week in advance

#### • Attendance and Participation for Council Members Policy 110-012 (new)

- Creates a new policy to improve transparency to the public on Council member attendance at meetings and to clarify attendance expectations for Council members.
- Sets out a process for the Town Clerk to report on attendance
- Provides for valid reasons for a Council member to not attend meetings for which they are expected to attend.
- Clarifies additional mandatory, strongly encouraged and optional meetings and events for Council members.

#### Signing a Code of Conduct for Elected Municipal Officials Policy 110-011 (amended)

- Allows for Council members to sign an amended version of the NSFM Code of Conduct template to reflect that embracing the Committees of Council and Attendance and Participation for Council Members Policy are part of the Code of Conduct requirements.
- Cleans up a section that has been previously mentioned in prior years around fully participating and focusing on Council business during meetings.

#### 6) FINANCIAL IMPLICATIONS

N/A

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

N/A

Title: Expectations of Council Members – Various Policy Amendments

Date: 2022-07-05

Department: Office of the CAO



## 8) COMMUNICATION REQUIREMENTS

If approved, the three Policies will be updated on the Town's website.

## 9) ALTERNATIVES

Council can choose not to adopt any or all of the proposed Policies or can adopt any or all with amendments.



<b>Attendance and Participation for Council Members</b>	
Policy	
Policy Number: 110-012	Supersedes Policy Number: N/A
Effective Date: 2022-19-07	Approved by Council Motion Number:

#### 1.0 Purpose

The purpose of this Policy is to provide clarity on attendance and required participation expectations for elected municipal officials with the Town of Wolfville.

#### 2.0 Scope

This Policy applies to the Mayor, Deputy Mayor and Councillors for the Town of Wolfville

#### 3.0 References

Section 18, Municipal Elections Act.
Policy XXX, Virtual Meetings Policy
Section 33, Municipal Government Act

#### 4.0 Definitions

- 4.1 "Town" means the Town of Wolfville
- 4.2 "Council" means the Council of the Town of Wolfville;
- 4.3 "Council member(s)" include(s) the Mayor; and

#### 5.0 Policy

- 5.1 The Town of Wolfville wishes to provide clarify on attendance and required participation expectations for Council members in addition to the Municipal Elections Act and Municipal Government Act requirements.
- 5.2 It is mandatory that Council members attend all Council meetings and all meetings for which they are appointed to under Policy 110-001 Committees of Council Policy.

# wolfville

# **POLICY**

- 5.3 The Town Clerk shall record attendance of Council members for all Town Council meetings and meetings for which Council members are appointed as per Policy 110-001 -Committees of Council Policy.
- 5.4 The Town Clerk will report on a quarterly basis, the number of meetings Council members were scheduled to attend and the actual attendance at these meetings. This will be reported through an Information Report to Council at the regular Council meetings in April, July, October and January. The Information Report will be posted on the Town's website.
- 5.5 Valid reasons for not attending Council and Committee meetings are for illness, bereavement, and personal and family emergencies. Valid reasons for not attending meetings will be noted in the Information Report provided to Council.
- 5.6 In addition to the meetings specified in Section 5.2 of this Policy, Council members are expected to attend and participate in the following:

#### Mandatory Participation:

- Council Orientation Sessions
- Council Strategic Planning Sessions
- Council Retreats
- Meetings with local community groups and constituents as required
- Meetings with adjacent municipal representatives as required

#### Strongly Encouraged Participation:

- Nova Scotia Federation of Municipalities (NSFM) Regional and Provincial meetings
- o Province of Nova Scotia Regional and Provincial meetings

#### Optional Participation:

- Official Town of Wolfville events (Mayor or designate is officially expected to represent Council at these functions)
- Training and Conferences as per 110-004 Conferences and Professional Development Policy

# wolfville

# **POLICY**

CAO or Town Clerk	Date



Committees of Council		
Policy Number: 110-001	Supersedes Policy Number: 110-002 Committee Procedures	
Effective Date:	Approval By Council (Motion Number):	
1996-08-19 2014-12-16	19-08-96 03-12b-14	
2015-02-17 2018-02-20	19-01-15 26-02-18	
2022-01-25 2022-07-19	26-01-22	

#### 1.0 Purpose

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

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

## 2.0 Scope

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

#### 3.0 References

3.1 Nova Scotia Municipal Government Act

#### 4.0 Definitions

- **4.1 CAO** is the Chief Administrative Officer for the Town of Wolfville
- **4.2** Committee(s) is any committee under Section 5.2, 5.8 and 5.10 of this Policy.
- **4.3 Majority** is fifty percent plus one
- **4.4** Town Clerk is the Town Clerk, as appointment by the CAO, for the Town of Wolfville

#### 5.0 Policy

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



- **5.2.1** Council shall have the following Committees of Council Committee of the Whole, RCMP Advisory Committee, Source Water Protection Committee, Planning Advisory Committee, Audit Committee and Accessibility Committee.
- **5.2.1.** Planning Advisory Committee will serve as the Heritage Advisory Committee.

#### 5.3. Membership

- 5.3.1. The Mayor and CAO will recommend Councillor appointments to Committees under Sections 5.2, 5.8 and 5.10 of this Policy, excluding Committee of the Whole, to Council in November of each year.
- 5.3.2. All Council members are members of Committee of the Whole and are expected to attend all Committee of the Whole regular, budget and special meetings (in accordance with Sections 5.4 and 5.6.5).
- 5.3.3. Recommendations in Section 5.3.1 will be based on Council member interests, Committee needs, and Council member scheduling conflicts, along with other considerations that may be relevant (i.e. family and work commitments). The Mayor and CAO will strive to bring forward recommendations that are equitable and fair to all Council members and to distribute the workload amongst all Council members.
- **5.3.4.** Once appointed to Committees, Council members are expected to attend and be fully committed to each Committee they are appointed to.
- 5.3.5. Applications for citizen appointments to committees shall be invited by public advertisement. Council will review all applications and select citizen appointments to committees in December of each year.
- 5.3.6. The Mayor shall be an ex-officio voting member on all committees of council.
- 5.3.7. Committees will be chaired by a seated member of council unless mandated by a higher legislation.
- **5.3.8.** Any citizen member on a committee shall take a leave for one term following two consecutive terms.

#### 5.4. Scheduling

- 5.4.1. Council shall approve a meeting schedule in December of every year for the following January December calendar year.
- 5.4.2. All Council, Committee of the Whole (including full day meetings and special budget meetings) and Committees of Council meetings will be included in this schedule. Meetings for Committees under Section 5.10 of this Policy will not be included on the schedule.



#### 5.5. Qualifications

- 5.5.1. Committee members shall reside or operate a business in the Town of Wolfville, unless otherwise approved by council. All committee appointments are made at the discretion of council.
- 5.5.2. Any member of the public on a committee is eligible for reappointment subject to Section 5.3.8.
- 5.5.3. Any member of a committee, who is absent from three (3) consecutive meetings of the committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the committee and noted in the committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

#### 5.6. Rules of Engagement

- 5.6.1. A majority of the members of a committee constitutes a quorum.
- 5.6.2. All committees shall meet in accordance with their Terms of Reference (see attached Appendices).
- 5.6.3. Committees may move or cancel a regularly scheduled meeting with advanced notice to all members, the CAO, and the public.
- 5.6.4. Special meetings of Committees of Council, with the exception of Committee of the Whole, may be called by the chair with advanced notice to all members and the CAO.
- 5.6.5. Special meetings of Committee of the Whole may be called by the Town Clerk, upon request of the Mayor and CAO, as required. The Town Clerk will aim to provide minimally three weeks' notice for any special meetings and will conduct a poll of Council members, when feasible, to schedule special meetings.
- 5.6.6. Subject to the principles set out in the <u>Municipal Conflict of Interest Act</u>, all committee members present including the person presiding shall vote on a question.
- 5.6.7. Subject to Section 22 of the <u>Municipal Government Act</u>, committee meetings are open to the public.
- 5.6.8. The role of all committees is limited to advising council unless otherwise stated in the bylaw or resolution governing that committee.
- 5.6.9. Unless specifically granted the power to do so, no committee has the power to commit the Town to either spend money or take any particular action.
- 5.6.10. No member of a committee shall give specific direction to any staff member at any committee meeting. The responsibility for giving specific direction to staff



- shall reside with the full council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.6.11. A committee may choose to endorse the report of staff to council or offer a different solution (alternative); in either instance, the staff report should always be attached.

#### 5.7. Administration

- 5.7.1. The Town Clerk or designate shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 5.7.2. Meeting agendas shall be prepared by the committee chair and staff representative and shall be submitted to the Chief Administrative Officer (CAO) or designate for information.
- 5.7.3. The Town Clerk, or designate, will endeavour to have all agendas circulated to committee members, and posted for the public, at least three (3) business days before the scheduled meeting, and Town Council and Committee of the Whole agendas available to committee members, and the public, a week before the scheduled meeting.
- 5.7.4. Agendas may be varied by an affirmative vote of the members present.
- 5.7.5. The minutes of all committee meetings are to be recorded and shall be forwarded to the Town Clerk or designate. The Town Clerk, or designate, shall cause copies of minutes of all committee meetings to be available to all councillors. All approved minutes shall be annotated as being approved once approved at a subsequent meeting.
- 5.7.6. Information or actions from a committee to be considered by Council will be presented using the "Committee Update Template" and included in the agenda package for the next regularly scheduled Committee of the Whole meeting.
- 5.7.7. The Town Clerk, or designate, is responsible for providing a recording secretary for committee meetings.
- 5.7.8. The CAO is responsible for reviewing minutes of all committee meetings and for highlighting for council those items in the minutes which require council's attention.
- 5.7.9. The chair of any committee may request an opportunity to report on the minutes or may request a council member appointed to that committee to present the information or actions during the Committee Report to Council.



- 5.7.10. The CAO shall appoint a staff member or members as a liaison/resource member to all committees.
- 5.7.11. The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.

#### 5.8. Task Force Committees

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

#### 5.9. Working Groups

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

#### 5.10. External/Partnership Committees

- 5.10.1. Council may participate on committees with other municipal partners via request or through Intermunicipal Service Agreements.
  - 5.10.1.1. These committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Community Fibre Network.
  - 5.10.1.2. These committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.
  - 5.10.1.3. Subject to Section 22 of the *Municipal Government Act*, these committee meetings are open to the public.
- 5.10.2. Council may participate on committees with other partners via request or through established contracts or policies.
  - 5.10.2.1. These committees include, but are not limited to, Kings Point to Point Transit Society, Town and Gown, Annapolis Valley Regional Library,



Wolfville Business Development Corporation and the Annapolis Valley Trails Coalition.

- 5.10.2.2. These committees will be governed by their approved Terms of Reference and are outside of this Policy.
- 5.10.3. Council will appoint Council or citizen representatives to committees under 5.10.1 and 5.10.2 in accordance with Section 5.3.
  - 5.10.3.1. Each Council or Citizen representative will provide monthly written updates on each committee to Committee of the Whole.

### 6.0 Policy Review

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

# 7.0 Repeal and Replace

The following policies are repealed and replaced with this policy:

110-009 Accessibility Advisory Committee

120-015 Environmental Sustainability Committee

140-007 Audit Committee

610-001 Design Review Committee

760-002 Public Art

610-002 Planning Advisory Committee

910-001 Source Water Protection Advisory Committee

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CAO	Date



#### Appendix A

# Audit Committee Terms of Reference

#### 1. Purpose

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

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

#### 2. Mandate & Responsibilities

#### 2.1 Audit

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

#### 2.2 Finance and Risk Management

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

#### 3. References

- 3.1 Nova Scotia Municipal Government Act
- 3.2 Policy 110-001, Committees Policy
- 3.3 <u>Nova Scotia Municipal Finance Corporation Core Best Practices Audit Committee</u>



#### 4. Membership

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

#### 5. Meeting

#### 5.1 Frequency

The committee shall meet at least four times a year. Additional meetings may be necessary to review items related to the audit and will be called by the chair.

#### 5.2 **Quorum**

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

#### 5.3 **Decision Making**

Majority (50% plus one)

#### 6. Minutes

#### 6.1 **Recording**

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

#### 6.2 **Distribution**

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



#### 7. Reporting

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

#### 8. Review

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

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CAO	Date



#### Appendix B

# Accessibility Advisory Committee Terms of Reference

#### 1. Purpose

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

#### 2. Mandate & Responsibilities

The committee has the following responsibilities:

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



Wolfville.

#### 3. References

- 3.1 Policy 110-001, Committees Policy
- 3.2 <u>Bill No. 59 Accessibility Act, Chapter 2 of the Acts of 2017</u>

#### 4. Definitions

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

#### 5. Membership

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

#### 6. Meeting

#### 6.1 **Frequency**



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

#### 6.2 Quorum

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

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

#### 6.4 **Decision Making**

Majority (50% plus one)

#### 7. Minutes

#### 7.1 Recording

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

#### 7.2 Distribution

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

#### 8. Reporting

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

#### 9. Review

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

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CAO	Date



#### **Appendix C**

# Planning Advisory Committee Terms of Reference

#### 1. Purpose

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

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

#### 2. Mandate & Responsibilities

The committee has the following responsibilities:

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

#### 3. References

- 3.1 Policy 110-001, Committees Policy
- 3.2 Municipal Planning Strategy (MPS)
- 3.3 Land Use Bylaw (LUB)
- 3.4 <u>Public Participation Policy, 610-006</u>



#### 4. Definitions

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

#### 5. Membership

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

Heritage Knowledge - Members at large shall have professional experience related to at least one of the following disciplines: urban planning or development, landscape architecture, architecture, civil engineering, a background in heritage and/or built heritage matters and/or heritage research and planning.

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

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

#### 6. Meeting

#### 6.5 Frequency

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



#### 6.6 **Quorum**

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

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

#### 6.8 **Decision Making**

Majority (50% plus one)

#### 7. Minutes

#### 7.2 Recording

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

#### 7.2 Distribution

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

#### 8. Reporting

The Committee reports to Council on a monthly basis.

#### 9. Review

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

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CAO	Date



#### Appendix D

# Source Water Protection Advisory Committee Terms of Reference

#### 1. Purpose

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

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

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

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

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

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

#### 2. Mandate & Responsibilities

The Committee has the following responsibilities:

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



#### 3. References

- 3.1 Policy 110-001, Committees Policy
- 3.2 Source Water Protection Plan

#### 4. Membership

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

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

#### 5. Meeting

#### 5.1 Frequency

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

#### 5.2 Quorum

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



#### 5.3 **Decision Making**

Majority (50% plus one)

#### 6. Minutes

#### 6.1 **Recording**

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

#### 6.2 **Distribution**

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

#### 7. Reporting

The Committee reports to Council on a quarterly basis.

#### 8. Review

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

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CAO	Date

Policy Number:  110-011  Effective Date:	Supersedes Policy Number:  Not Applicable
110-011 Effective Date:	
Effective Date:	Not Applicable
March 3, 2020	Approval By Council (Motion Number):
Amended Date: July 19, 2022	
<ul><li>2.0 Scope</li><li>This Policy is applicable to all elected munic</li><li>3.0 References</li></ul>	ipal officials.
<ul> <li>Municipal Elections Act RSNS 1989, c.300</li> <li>Municipal Government Act</li> <li>The Code of Conduct for Elected Officials</li> </ul>	
4.0 Policy It is the Policy of the Town of Wolfville that Wolfville Code of Conduct.	all elected municipal officials sign the attached Town of

Date

CAO

# TOWN OF WOLFVILLE CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS

#### I. PURPOSE

The public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Town of Wolfville.

#### II. STANDARDS OF CONDUCT

Members shall uphold the law and at all times:

- (a) Seek to advance the common good of the municipality as a whole while conscientiously representing the communities they serve;
- (b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
  - (i) **Integrity** giving the municipality's interests absolute priority over private individual interests;
  - (ii) **Honesty** being truthful and open;
  - (iii) **Objectivity** making decisions based on a careful and fair analysis of the facts;
  - (iv) **Accountability** being accountable to each other and the public for decisions taken;

- (v) **Leadership** confronting challenges and providing direction on the issues of the day.
- (c) Uphold this Code as a means of promoting the standards of behaviour expected of Members and enhancing the credibility and integrity of Council in the broader community.

## III. COUNCIL RESPONSIBILITIES

The Council (or its designated committee) will:

- (a) review the municipality's Code of Conduct as <u>required</u> and make any amendments considered appropriate
- (b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

## IV. MEMBER RESPONSIBILITIES

#### **CONDUCT TO BE OBSERVED**

Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

#### **DEDICATED SERVICE**

All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

All Members will undertake an equitable share of workload with respect to participation on Committees and other Member duties as specified in the Town's Committees of Council and Attendance and Participation of Council Members Policies.

#### **RESPECT FOR DECISION-MAKING PROCESS**

All Members recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

### **CONDUCT AT MEETINGS**

Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making. Members shall be focused on the meeting, actively participate in discussion and debate, and eliminate any unnecessary distractions (i.e. undertaking non-Council or Committee activities during meetings).

#### RELEASE OF CONFIDENTIAL INFORMATION PROHIBITED

No Member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

#### **GIFTS AND BENEFITS**

No Member shall show favouritism or bias toward any vendor, contractor or others doing business with the municipality. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.

#### USE OF PUBLIC PROPERTY

No Member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the municipality is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

## **OBLIGATIONS TO CITIZENS**

No member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

#### **INTERPERSONAL BEHAVIOUR**

Members shall treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

#### **COMMUNITY REPRESENTATION**

Members shall observe a high standard of professionalism when representing the municipality and in their dealings with members of the broader community.

## COMPLIANCE WITH EXPENSE POLICY AND HOSPITALITY POLICY

Members shall comply with the expense policy and the hospitality policy for the municipality.

#### V. GOOD GOVERNANCE

Members accept that effective governance of the Town of Wolfville is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the municipality to function as a good corporate citizen.

#### VI. GOVERNMENT RELATIONSHIPS

Members recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of

the municipality.

## VII. CONFLICT OF INTEREST AVOIDANCE

Members are committed to making decisions impartially and in the best interests of the municipality and recognize the importance of fully observing the requirements of the *Municipal Conflict of Interest Act, R.S.N.S.* 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest.

## VIII. REPORTING BREACHES

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or municipal employee who, acting in good faith, brings forward such information.

## IX. CORRECTIVE ACTION

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.

## X. COMPLIANCE WITH CODE

Pursuant to section 23 of the *Municipal Government Act*, S.N.S. 1998, c 18., the code of conduct applies to mayors, wardens, councillors, and positions prescribed by provincial regulations. Every person to whom a code of conduct for a municipality applies shall comply with the code of conduct. Each of these persons is required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' oath pursuant to section 147 of the *Municipal Elections Act*, R.S.N.S. 1989, c. 300.

# **ATTACHMENT A**

## STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

I, (Full Name)			declare that as a Councillor of the
Town of Wolfville Tacknowl	edge and suppor	t the Councillors'	Code of Conduct.
Signed:			
Declared this	day of		, 20
Before me:			
	Chief Administ	trative Officer/To	own Clerk

Title: Valley Waste Management Special Board Meeting (VWMA)

Date: June 29, 2022

Department: Committee of the Whole



#### **UPDATE**

- VWMA Board held a special board meeting to review and approve the 2021-22 Audit Report prepared by MNP (Auditing Firm).
- No significant matters arose during the course of the audit.
- Valley Waste surplus to be returned to owners totals just over \$188,000. This is significantly lower than recent past resulting from the one-time settlement recovery from Annapolis County in 2021 and a decrease in the Chester Accrual of \$445,000 related to post closure costs for the current landfill cell, which staff and the new board will continue to investigate.
- The need for a five-year capital plan was noted and presumably will be part of the new IMSA going forward.

Respectfully Submitted

Mayor Donovan

Title: Kings Transit
Date: July 2022

Department: KTA for Committee of the Whole



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.

Able engineering responded to the RFP, attended the site meeting, the only organization to attend. They will be putting together a proposal for us to review. As of now it appears another RFP will have to go out for tender in regards to the actual work. I have been advised everyone is so busy, they are having difficulty making any site visits.

Discussion around how difficult it is to get bids on any type of work.

#### Section 2.0 – Ridership and Revenue

#### Ridership

When looking at Ridership numbers for 2022 in the month of May we have seen a **136%** increase in ridership. KTA is performing better than last year when in May 2021 KTA had ridership of **9,980**, and in 2022 Ridership for the month of May ended up being **23,553**. These ridership numbers are better than expected during the budgetary process.

Year to Date ridership will show us how we progress as Ridership. At the end of May, 2021 Ridership was recorded at **25,058**. According to information of the same lineage we currently sit at **45,156** at the end of May 2022. Year-to-Date budget is at **36,114**, this translates to a **25.04%** increase over the budgetary amounts. We are seeing higher ridership so far this year than budgeted for. This is encouraging for our future business needs.

#### Revenue

Revenue for May is \$25,519 in 2022. This is down from \$75,896 in 2019. This equates to 33.7% of funds accrued in May from 2019 compared to 2022.

Numbers are improving however cash flow is still an issue due to the increase in fuel costs. Discussions around approved budgets (Annapolis and Digby have now approved theirs) and invoicing the other partners earlier to enable KTA to pay the bills on time.

Title: Kings Transit
Date: July 2022

Department: KTA for Committee of the Whole



#### Activities this month:

- 1. Completed Stage 1 of the Policy Manual, sent to legal for review;
- 2. Zoom calls with Provincial partners to review ICIP funding and next steps;
- 3. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries;
- 4. Reviewing Website 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;
- 5. Working with Revolve in Halifax to complete a Ridership Campaign;
- 6. Selected training courses and registered the operations supervisor and the accounting clerk;
- 7. Working with the administrator to ensure all areas of accountability are met;
- 8. Meeting with focus group in West Hants (Windsor) in regards to possible public transit solution starting again to and from Windsor, connecting them to the rest of the valley;
- 9. Working with MOK to produce a complete large format map of KTA service area, in order to further plan out locations needed for new stops and shelter locations.

#### Planned Activities:

- 1. Continue developing procedures and future training materials from the policy manual;
- 2. Continuing to work on estimates for the Centerville CDCDA in regards to possible transit solutions;
- 3. Organizing a Non-Ridership Survey with the VRPTA, in order to assess why people do not ride transit;
- 4. Continue with planning meetings for ICIP with Provincial Partners;
- 5. Recruiting for Marketing-Customer Service Administration;
- 6. Organizing Planning trips with a bus to run through the entire MOK transit system in order to identify possible stop locations, but mainly to perform a route analysis in order to prep for the IMSA;
- 7. Reviewing route and identifying possible new stop locations as well as locations for shelters and benches along route, will be moving through Kings County first, then will assess Annapolis and Digby.

Audit is moving along and should be presented in July.

Discussion around the IMSA work – and possibly holding a joint meeting in July to approve the statements and put the new governing body in place to start the work as outlined previously.

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

Title: Valley Community Fibre Network (VCFN)

Date: June 27, 2022

Department: Committee of the Whole



#### **UPDATE**

- The VCFN Board met virtually on June 27<sup>th</sup>, 2022. Updates included:
  - NSP had conducted a Pole Audit to determine billings for use of poles. The audit identified double the amount of poles as the year before. It is believed this is a clerical error and staff are following up.
  - The County's CTI program (Federal Government program Connect to Innovate) continues to expand the fibre network that invests in high-speed internet to rural communities. The VCFN existing fibre will be moved to new poles across the Gaspereau River. This work is additional to the CTI project.
  - The VCFN AGM is planned for later in July.

Respectfully Submitted Mayor Donovan

Title: Annapolis Valley Trails Committee

Date: July 5,2022

Department: Committee of the Whole



## **Update:**

The Annual General meeting of AVTC was held in person on June 9, 2022.

## Chair's report:

The theme of last year was described as, lows and highs.

- Lows being storm damage, managing user expectations, rising costs of lumber, gas, and contractors.
- Highs being the programs working with students from Highbury Education Centre, mapping, trail etiquette and the website identifying ongoing maintenance. Two summer students were hired for eight weeks, one in Annapolis, and one in Kings County.

## Coordinators report:

Disaster report: Five natural disasters in six weeks this year. In recovery phase and 95% cleared along the Harvest moon trail, except bridges. Look to Destination Trails NS website for maintenance updates. https://destinationtrailsnovascotia.com/

Wolfville's section of the Harvest Moon Trail remained the busiest section in 2021 with just over 900 users per day. 66% are cyclists and the peak hours are Monday to Friday before 8am and after 5pm. Suggesting the trail is used for travelling to and from work. Saturdays are busier than Sundays.

Our Guest speaker: Will Brunner from Soft Pine Wellness. He is a certified Nature & Forest Therapy Guide. The focus is that spending time in Nature helps improve mental and physical health and supports personal growth. I was fortunate through "Try it in Wolfville" to attend a session led by Will at Reservoir Park on June 27,

Title: Annapolis Valley Trails Committee

Date: July 5,2022

Department: Committee of the Whole



2022. Please check out his website and try it for yourself, I had an excellent sleep that night!

http://www.softpinewellness.ca/

The next meeting is yet to be confirmed but it will be sometime in September 2022.

Respectively submitted by:

Councillor Jennifer Ingham

Title: WBDC
Date: July 5, 2022

Department: Committee of the Whole



#### **UPDATE**

WBDC June, 2022
 Reports and Updates

WBDC, Annual General Meeting (AGM)
June 14, 2022, 5-7pm
Wolfville Lions Club

## Highlights of the AGM:

- This year's meeting was very well attended with over 40 people present.
- Co-Chairs Lynda MacDonald and Jill Delaney called the meeting to order and provided welcoming remarks that included a brief overview of the progress made to date on the Strategic Plan.
- The following were approved: Accountant – Grant Thornton Legal Counsel – Tim Hergett
- Mayor Wendy Donovan provided greetings from the Town of Wolfville, noting the town's commitment to the business community and to advancing entrepreneurial opportunities.
- Space Creatorz provided an extensive presentation on the Social Media work they have carried out on behalf of the WBDC.
- Tanya Colburne, the new Director of Destination Acadia gave a brief update on her department's current activities.
- Olivia Haley, (WBDC Summer Student) shared the results of the WBDC survey, with many respondents noting the struggles they have experienced during the covid period.

The meeting adjourned at 7:15.

Next regular WBDC meeting is set for September 13, 2022 WBDC Board Room

Title: Multipurpose Recreation Facility Study

Date: June 23, 2022

Department: Committee of the Whole



#### **UPDATE**

The Steering Committee for this study met to review the draft needs assessment report. The draft report identified the core facilities and locational recommendations as well as high level order of magnitude capital costs. There was muted but general agreement with the consultant's draft recommendations. The consultant was asked to reduce some of the sections by putting information into an appendix and provide a more detailed analysis leading to their recommendations.

There was also some discussion regarding the timing of taking the draft report to the three participating councils (Wolfville, Kentville and Kings). It is anticipated that the report will be presented to councils in September 2022. There was some discussion regarding the approach with the likely option being that the three councils will meet jointly in September for a presentation and Q & A to the consultants and then meet separately to discuss and determine each council's level of support prior to going to the public in each community. This process was not finalized and may change as September gets closer.

Respectfully Submitted Mayor Donovan

#### **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)

**Expected Outcome:** 

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 unwieldly 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?

# In Camera Discussion For information/discussion purposes only Recommend an action to the CAO Promote clarification/renewal or production of a policy or procedure Recommend a motion for approval by Council