



Town Council Meeting

July 19, 2022

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

- a. Town Council Meeting, June 21, 2022

3. Comments from the Mayor

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. Motions/Recommendations from Committee of the Whole, July 5, 2022:

- a. RFD 027-2022: Accessibility Plan



- b. RFD 040-2022: 292 Main Street Development Agreement: Timing Extension
- c. RFD 030-2022: Parks & Open Space Master Plan
- d. RFD 023-2022: SWITCH Program (PACE) Next Steps
- e. RFD 038-2022: Various Policies of Council

6. New Business:

- a. Committee Report – Motion from Police (RCMP) Advisory Board
- b. RFD 042-2022 – Financial Statements March 31, 2022
- c. RFD 043-2022 – Public Works & community Development – Remediation and Refurbishment

7. Correspondence:

- a. A_LeBlanc_ June 27 Email to Council alex is healed, follow up
- b. A_LeBlanc_ Sidewalk jurisdiction Wolfville NS, accessibility infrastructure
- c. D_Campbell_ that which unites us all
- d. D_Daniels Letter_extend time Develop Agreement July 13 2022
- e. D_Daniels_Email_FW_ Time extension - 292 Main Street
- f. D_Hovell_ Horton High Class of 2022 Thanks You!
- g. E_Burton_ [Possible Spam] Downtown Resident Parking Issue Incl. Mayor's Response
- h. E_Ebata_ Cookout_ Wood Fired Cast Iron Pan Cookin'
- i. J_Routledge_ Horton High Class of 2022 Thanks You!
- j. N_McQueen_COW presentation - ATN
- k. N_McQueen_COW presentation - ATN email
- l. T_Doucette_K_Babcooke_ [Possible Spam] Switch Wolfville Program

8. Regular Meeting Adjourned

REQUEST FOR DECISION 027-2022

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 11th. 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 13th. 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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- With the content of the 2022-2025 draft Plan approved to move forward to Council for approval and adoption, the Committee also noted
 - The Chair of the Accessibility Advisory Committee and the Mayor will work with Town Communications staff to finalize welcome messages to be included in the final Plan.
 - The Plan will be reviewed by a Plain Language editor to ensure the document is in line with plan language criteria.
 - The use of a graphic design editor service will be used to finalize the overall layout. This will include some version of the Committees goal to have visual images of successful achievements over the past three years (gallery of achievements).
 - A printed version of the final document will be created, including the same look and feel as the 2019-2022 Plan.

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.

Based on the draft plan approved by the Accessibility Advisory Committee to be forwarded to Council, the following motion is for Council's consideration:

DRAFT MOTION:

That Council approve the attached draft Accessibility Plan (2022-2025).

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1) CAO COMMENTS

The CAO supports the recommendations of the Accessibility Advisory Committee and thanks all committee members for their hard work and dedication in putting this draft together.

2) LEGISLATIVE AUTHORITY

- Bill No. 59 - NS Accessibility Act (2017)

3) STAFF RECOMMENDATION

~~Staff's recommendation will be added once the report is forwarded to Council. This is similar to the process followed in 2018/19 when the first plan was ultimately adopted by Council. Generally speaking, staff support the draft 2022-2026 Accessibility Plan attached to this RFD as it goes before the Accessibility Committee on April 11th.~~

Three years ago, staff included several recommendations, some of which were proposed changes to the draft Plan forwarded by the Advisory Committee. That is not the case this year. The content of the Plan will help ensure the Town continues to make progress to a more accessible (inclusive) community.

4) REFERENCES AND ATTACHMENTS

- Wolfville Access by Design – An Accessibility Plan for 2019-2022
- DRAFT Wolfville Access by Design – An Accessibility Plan for 2022-2026

5) DISCUSSION

The discussion noted below, and reviewed by the Advisory Committee, provides relevant background for Council. The inclusion of more specific mention of universal design will help push the Town beyond equity accommodation towards a barrier free community.

Late Update (June 29) – Staff heard back from the provincial Accessibility Directorate about the desire to have a 4 year Plan rather than a 3 year version. The Accessibility Committee had discussed this idea and comments are noted below as part of the RFD version that went to the Committee. Unfortunately, the Act has a clause specifically requiring an update every three years. To do a proper job on developing a Plan (2018/19 for Wolfville) or updating (2021/22) has taken the better part of a year. This means 1/3 of the lifespan of each Plan is spent developing the next Plan.

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As noted in the summary on page one of this report, 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 2022-2025 Plan attached to this RFD.

As the Accessibility Advisory Committee review the draft Plan attached to this report, staff would highlight the following:

- 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.**
- The Report Card for the year ended March 31, 2022 has not yet been reviewed or approved by the Committee.
 - Staff suggest the March 2022 Report Card be reviewed as part of process finalizing the 2022-2026 Accessibility Plan.
 - Staff suggest that at this point in time, the forward looking draft Accessibility Plan is more important than the Report Card which is looking back in time. Basically, it is more critical to adopt a Plan to help guide next steps, than to spend too much time evaluating the past.
- The 2022-2025 Plan does not reference specific years of completion for Top priorities as did the last Plan. Some top priorities may take all four years of the period of time covered by this Plan, while some “other” priorities may be able to be completed in the short term. Ultimately all action items need to be addressed in the next ~~four~~ 3 years, or reevaluated on the next four years as changes to consider for the 2026-2030 version of the plan.
- **Wording has been added to specifically reference the aspirational goal of Universal Design, which will help set the bar higher than an equity-based goal which can be achieved by accommodation. Universal Design will help move the Town towards barrier free community.**
- After discussion with our Communications staff, Barb Shaw, the final layout of the Plan adopted should be informed by reference to a graphics design consultant. Effectively this will not change the content of the draft before the Committee, but may change the layout in areas such as the proposed Gallery of Achievement. This is not dissimilar to the approach taken with the 2019-2022 Plan. Final content was recommended by the Committee to Council, with a draft layout and images. The final product was modified slightly to produce the actual document made

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available to the public. This largely involved specific visuals used and they were displayed throughout the document.

- Both the Accessibility Committee and staff are committed to the 2022-2025 Accessibility Plan being vetted by a Plain Language editor. Same process as followed three years ago.

For the Committee, the April 11th meeting should provide a chance to review the content, goals and action items, that the Committee looks to the Town to achieve over the next four years. Staff believe the attached is close to or complete in its inclusion of the Committee's goals as discussed over the last year.

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

Council could:

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- Request the Accessibility Advisory Committee to do more work and bring back a revised document.
- Make changes without sending the document back to the Committee.

Staff would note the major focus of the Committee's work over the last year has been development of the draft plan now before Council. Moving forward with the proposed draft plan, a living document subject to changes over time, is considered the most appropriate next step.

Wolfville: Access by Design

An Accessibility Plan for 2022-2025




wolfville

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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.

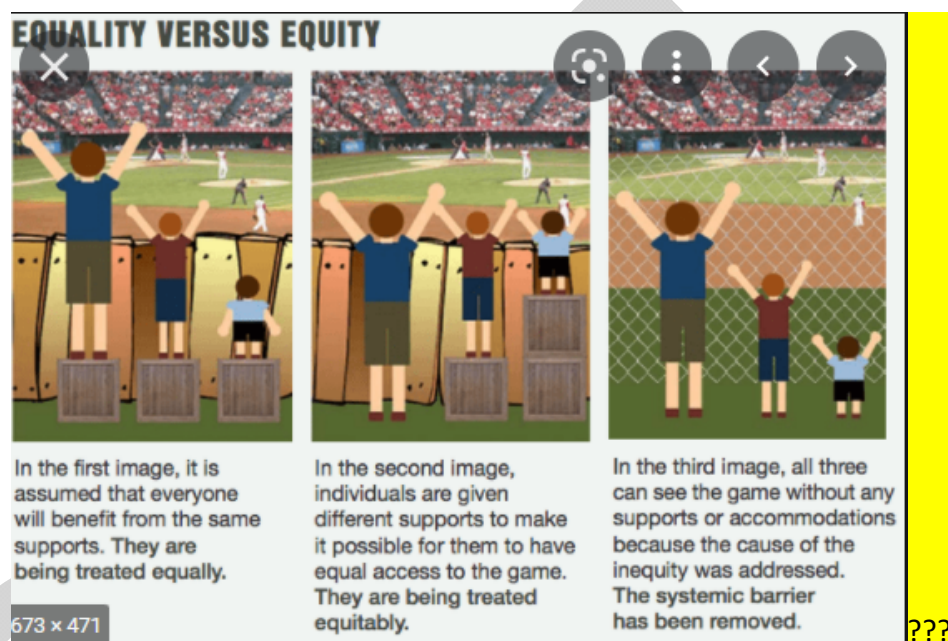
DRAFT

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.

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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 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.

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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 30th 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.

DRAFT

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

DRAFT

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 process which provided not only feedback directly related the Parks visited, but indirectly towards keys to think about for all other Parks.

DRAFT

REQUEST FOR DECISION 040-2022

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.

REQUEST FOR DECISION 040-2022

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:

REQUEST FOR DECISION 040-2022

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.

REQUEST FOR DECISION 040-2022

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.

RECEIVED
MAY 24 2022

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

DEVELOPMENT AGREEMENT – 292 Main Street

This **Development Agreement** is made this 15TH 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 18th, 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.

1. 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

DEVELOPMENT AGREEMENT – 292 Main Street

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.

DEVELOPMENT AGREEMENT – 292 Main Street

“Planning Documents” means Land Use Bylaw, Municipal Planning Strategy, 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.

DEVELOPMENT AGREEMENT – 292 Main Street

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.

DEVELOPMENT AGREEMENT – 292 Main Street

- (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

DEVELOPMENT AGREEMENT – 292 Main Street

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:

$$\$100,000 \text{ minus } (\$2,857 \times 17) = \$51,431$$

- (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

DEVELOPMENT AGREEMENT – 292 Main Street

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.

DEVELOPMENT AGREEMENT – 292 Main Street

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.

DEVELOPMENT AGREEMENT – 292 Main Street

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

DEVELOPMENT AGREEMENT – 292 Main Street

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.

DEVELOPMENT AGREEMENT – 292 Main Street

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.

DEVELOPMENT AGREEMENT – 292 Main Street

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:

V. Pearson.

Witness

TOWN OF WOLFVILLE

By

[Signature]
MAYOR

By

[Signature]
TOWN CLERK

SIGNED, SEALED AND DELIVERED

In the presence of:

[Signature]

Witness

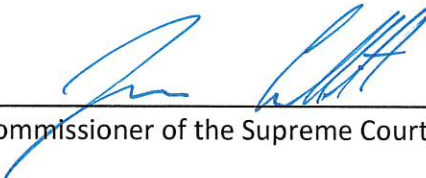
By

[Signature]
292 MAIN STREET DEVELOPMENTS LIMITED

DEVELOPMENT AGREEMENT – 292 Main Street

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 that the **TOWN OF WOLFVILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.


A Commissioner of the Supreme Court of Nova Scotia

JAMES COLLICUTT
A Commissioner of the
Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on 8 August, 2019, Marianne Gates
a witness to this agreement came before me, made oath, and swore that **292 MAIN STREET DEVELOPMENTS LIMITED** caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.


A Commissioner of the Supreme Court of Nova Scotia

JAMES COLLICUTT
A Commissioner of the
Supreme Court of Nova Scotia

DEVELOPMENT AGREEMENT – 292 Main Street

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:

DEVELOPMENT AGREEMENT – 292 Main Street

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

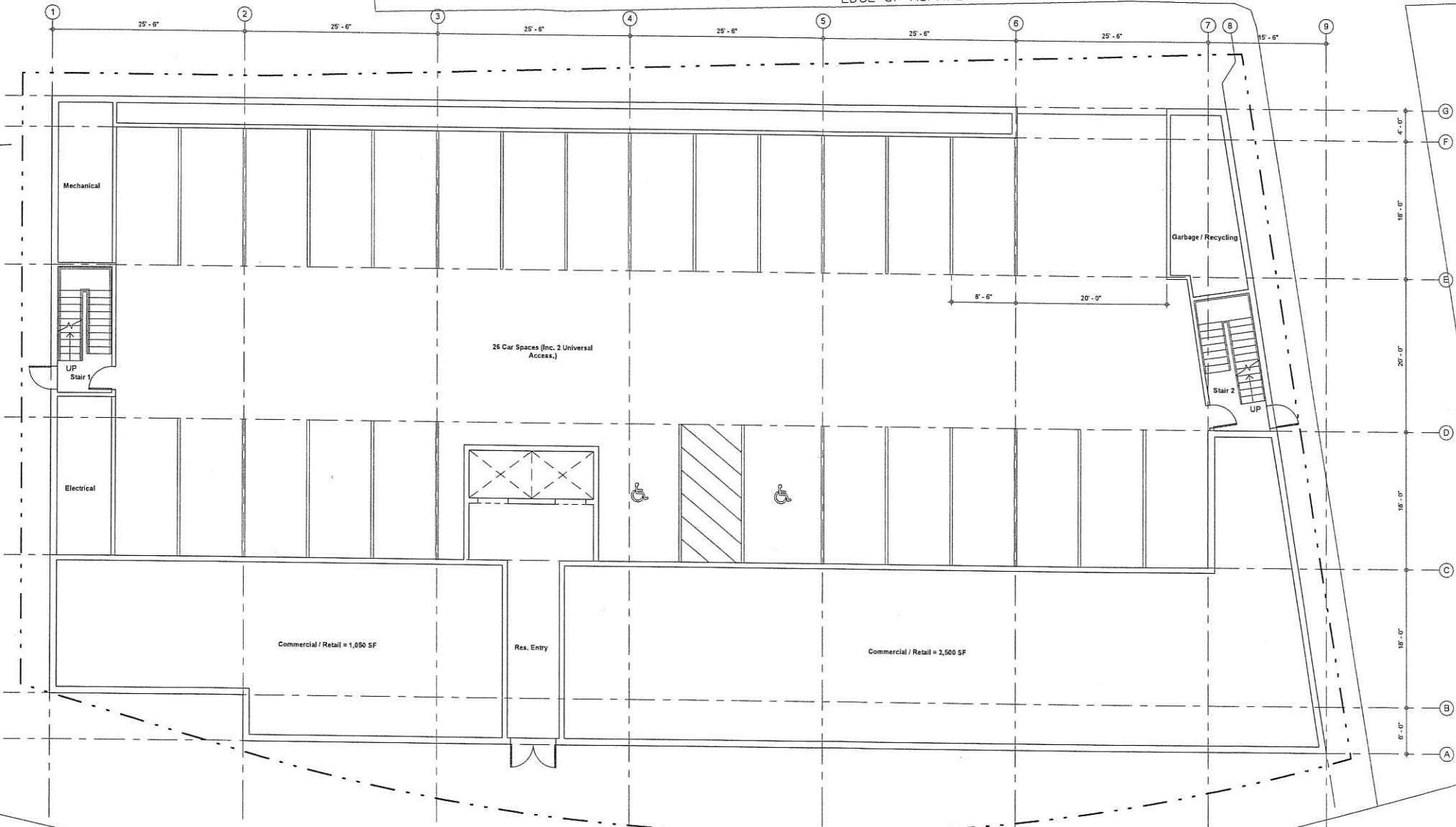
Plan or Document Number: 108704496

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

Schedule "B"
Site / Landscape Plan
As approved by Council 18 June 2019

ASPHALT PARKING LOT

EDGE OF ASPHALT



1660 Hollis Street, Suite 1101
Halifax, Nova Scotia B3J 1V7
t.902.404.8383 f.902.404.8368
email - info@TEALarchitects.com

Consultants:

Stamp:

Plan North:



Project Name:

292 Main Street

City:

Province:

Client:

DO NOT SCALE DRAWINGS. ALL DIMENSIONS TO BE VERIFIED ON SITE IN THE ABSENCE OF DIMENSIONS, OR IF DISCREPANCIES EXIST, CONSULT ARCHITECT. ALL MINIMAL DIMENSIONS SHALL COMPLY WITH THE NATIONAL BUILDING CODE AND LOCAL AUTHORITIES HAVING JURISDICTION. THE USE OF THIS DRAWING SHALL BE GOVERNED BY STANDARD COPYRIGHT LAW AS GENERALLY ACCEPTED IN ARCHITECTURAL PRACTICE.

MARK	DATE	DESCRIPTION
REVISION SCHEDULE		
Date (yyyy-mm-dd): 2019-05-08		
Project No.: 2016-008 292 Main Street		
Drawn By: JE		
Checked By:		
Approved By:		
Copyright:		
Sheet Title:		

Level 1 Floor Plan

Sheet No.:

A101

1 Level 1
1/8" = 1'-0"

5%
Ramp

5%
Ramp

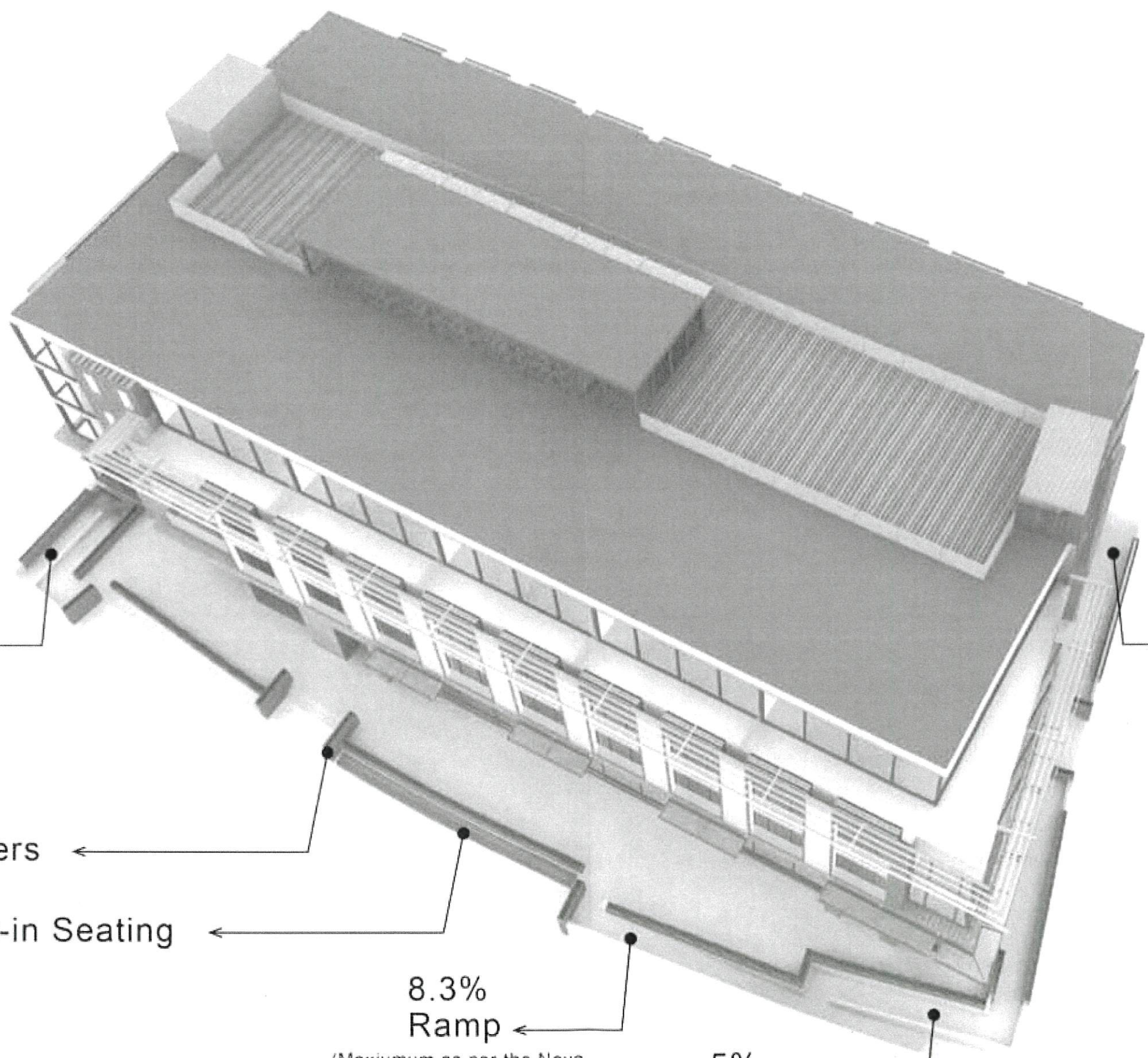
Planters

Built-in Seating

8.3%
Ramp

(Maximum as per the Nova
Scotia Building Code)

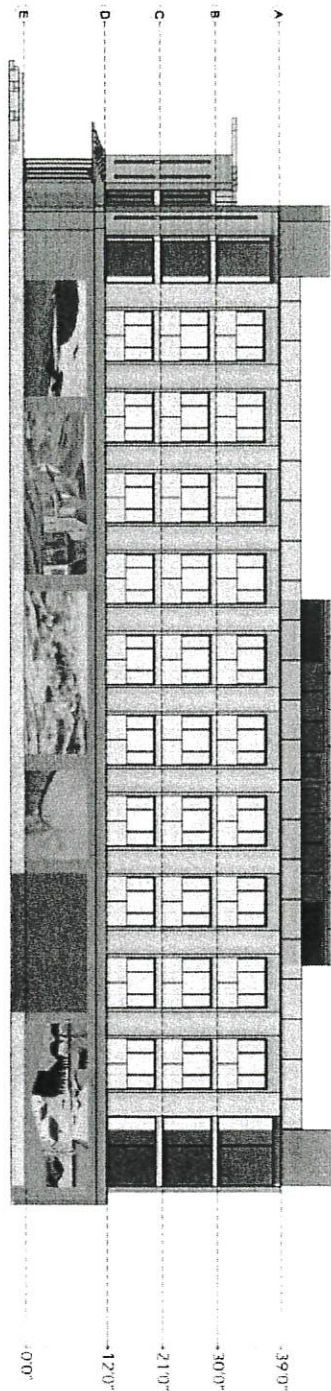
5%
Ramp



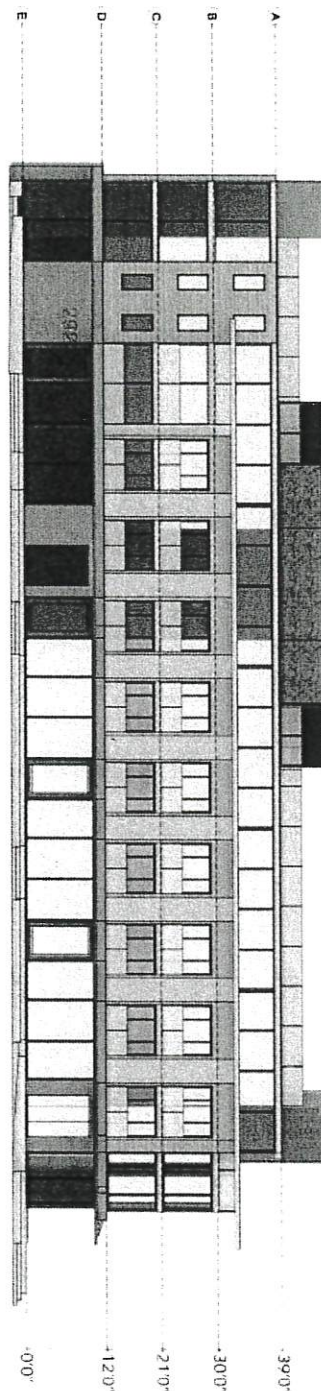
DEVELOPMENT AGREEMENT – 292 Main Street

Schedule “C” – Architectural Design

North Elevation

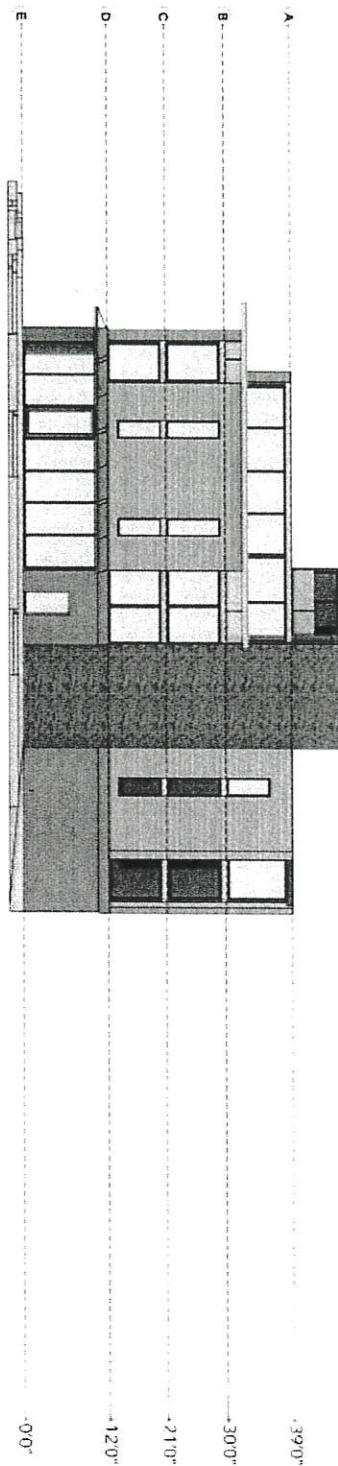


South Elevation

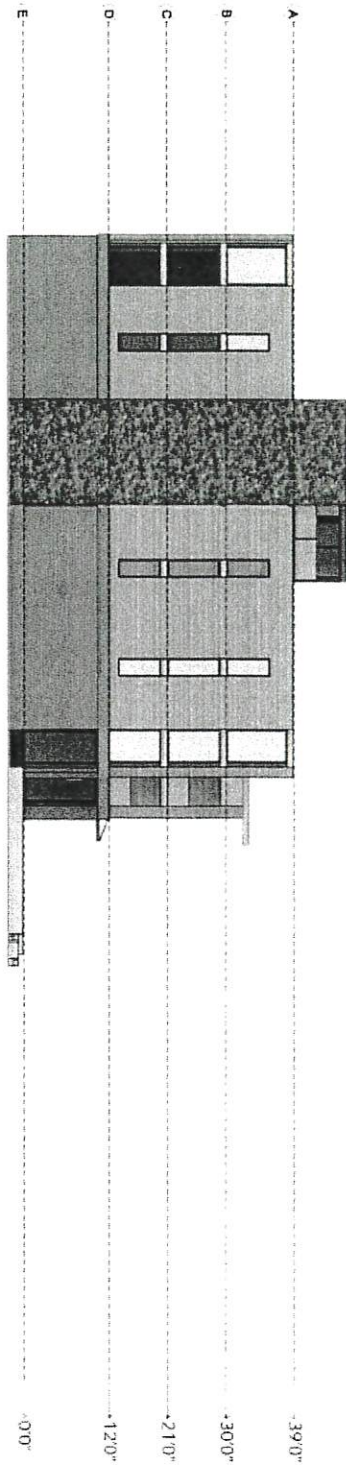


DEVELOPMENT AGREEMENT – 292 Main Street

East Elevation



West Elevation



RECEIVED
MAY 24 2022

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

REQUEST FOR DECISION 030-2022

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

REQUEST FOR DECISION 030-2022

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:

REQUEST FOR DECISION 030-2022

Title: Parks Master Plan – Terms of Reference

Date: 2022-06-30

Department: Parks and Recreation



Please note: 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 not 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

REQUEST FOR DECISION 030-2022

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.

REQUEST FOR DECISION 030-2022

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 with yearly investments in existing parks and trails.

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

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

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

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

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.

REQUEST FOR DECISION 030-2022

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

REQUEST FOR DECISION 030-2022

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?

REQUEST FOR DECISION 030-2022

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; exclusive 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%

REQUEST FOR DECISION 030-2022

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.

REQUEST FOR DECISION 023-2022

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.

REQUEST FOR DECISION 023-2022

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 immediate 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

REQUEST FOR DECISION 023-2022

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.

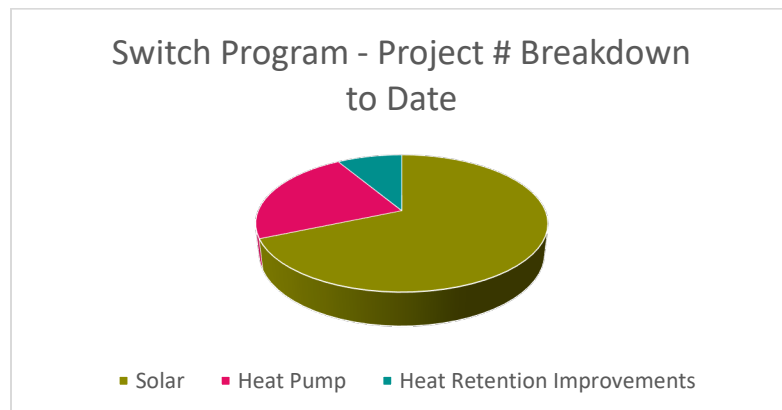
This report focuses on the financial data related to the Town's support for GHG reductions. The benefits of a PACE program are not in question. Relevant background information can be found in the noted references above. The many benefits are highlighted, with RFD 030-2020 providing a beneficial resource 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 (<https://pace-atlantic.org/switch-wolfville/>), 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	<u>35</u>
Solar	24
Heat Pump	8
Heat Retention Upgrades	3



REQUEST FOR DECISION 023-2022

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

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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 (<https://www.halifax.ca/city-hall/standing-committees/july-7-2021-environment-sustainability-standing-committee-special>). 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.

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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.

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- 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 its 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 its 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

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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 its 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.

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- 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.

REQUEST FOR DECISION 038-2022

Title: Expectations of Council Members – Various Policy Amendments

Date: ~~2022-07-05~~ 2022-07-19

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.

[Committee of the Whole had a discussion at the July 5, 2022, meeting and requested changes have been reflected in blue to all three policies under consideration.](#)

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– [Code of Conduct for Elected Municipal Officials Policy](#) as attached to RFD 038-2022.

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Title: Expectations of Council Members – Various Policy Amendments

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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– [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.

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- 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.
 - As a reminder, while not in the Policy because it is already in legislation, if a Council member misses a Public Hearing for a valid reason, they are still not able to vote on the issue when it comes before Council.
- **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

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N/A

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.



POLICY

Attendance and Participation for Council Members 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 clarity 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, [all Public Hearings](#) and all meetings for which they are appointed to under Policy 110-001 - Committees of Council Policy.



POLICY

5.3 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.

5.4 The Town Clerk shall record attendance of Council members for all Town Council meetings, Committee of the Whole Meetings, and meetings for which Council members are appointed per Policy 110-001 - Committees of Council Policy.

5.5 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.

5.6 Valid reasons for not attending Council, Committee of the Whole and Committee meetings are for illness, bereavement, personal and family emergencies, and for circumstances related to Section 5.7. Other individual extenuating circumstances may be considered by Council and approved on a case-by-case basis upon request of a Council member.

5.7 If a scheduled Council or Committee of the Whole Meeting requires a change in date, the meeting will be cancelled and rescheduled. The Town Clerk will conduct a poll of Council members, when feasible, prior to rescheduling. Council Members unable to attend the rescheduled meeting will be considered absent with a valid reason.

5.8 Attendance for Council Members missing a meeting for a valid reason will be reflected as "Approved Absence in accordance with Policy 110-012" in the Information Report provided to Council and in the meeting minutes.

5.9 In addition to the meetings specified in Section 5.2 and 5.3 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
- Province of Nova Scotia Regional and Provincial meetings



POLICY

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

CAO or Town Clerk

Date



POLICY

Committees of Council

Policy Number:
110-001

Supersedes Policy Number:
110-002 Committee Procedures

Effective Date:
1996-08-19
2014-12-16
2015-02-17
2018-02-20
2022-01-25
2022-07-19

Approval By Council (Motion Number):
19-08-96
03-12b-14
19-01-15
26-02-18
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 [Municipal Government Act](#) enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

2.0 Scope

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

3.0 References

3.1 [Nova Scotia Municipal Government Act](#)

4.0 Definitions

4.1 CAO is the Chief Administrative Officer for the Town of Wolfville

4.2 Committee(s) is any committee **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



POLICY

- 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.**



POLICY

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 citizen member on a committee is eligible for reappointment subject to Section 5.3.
- 5.5.3. Any citizen member of a committee, who is absent from three (3) consecutive meetings of the same committee, forfeits office, unless otherwise approved by Council. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term subject to Section 5.3.

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 Municipal Conflict of Interest Act, all committee members present including the person presiding shall vote on a question.
- 5.6.7. Subject to Section 22 of the Municipal Government Act, 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.



POLICY

- 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.



POLICY

- 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.



POLICY

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

	2022_01_25
CAO	Date



POLICY

Appendix A

Audit Committee Terms of Reference

1. Purpose

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

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

2. Mandate & Responsibilities

2.1 Audit

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

2.2 Finance and Risk Management

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

3. References

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



POLICY

4. Membership

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

5. Meeting

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

6. Minutes

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




POLICY

7. Reporting

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

8. Review

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

	2022_01_25
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POLICY

Appendix B

Accessibility Advisory Committee Terms of Reference

1. Purpose

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

2. Mandate & Responsibilities

The committee has the following responsibilities:

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



POLICY

Wolfville.

3. References

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

4. Definitions

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

5. Membership

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

6. Meeting

6.1 Frequency



POLICY

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

6.2 Quorum

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

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

6.4 Decision Making

Majority (50% plus one)

7. Minutes

7.1 Recording

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

7.2 Distribution

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

8. Reporting

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

9. Review

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

	2022_01_25
CAO	Date



POLICY

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 [Public Participation Policy, 610-006](#)



POLICY

4. Definitions

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

5. Membership

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

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

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

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

6. Meeting

6.5 Frequency

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



POLICY

6.6 **Quorum**

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

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

6.8 **Decision Making**

Majority (50% plus one)

7. Minutes

7.2 **Recording**

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

7.2 **Distribution**

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

8. Reporting

The Committee reports to Council on a monthly basis.

9. Review

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

	2022_01_25
CAO	Date



POLICY

Appendix D

Source Water Protection Advisory Committee Terms of Reference

1. Purpose

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

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

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

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

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

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

2. Mandate & Responsibilities

The Committee has the following responsibilities:

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



POLICY

3. References

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

4. Membership

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

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

5. Meeting

5.1 Frequency

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

5.2 Quorum

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



POLICY

5.3 Decision Making

Majority (50% plus one)

6. Minutes

6.1 Recording

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

6.2 Distribution

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

7. Reporting

The Committee reports to Council on a quarterly basis.

8. Review

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

	2022_01_25
CAO	Date

~~Signing a~~ Code of Conduct For Elected Municipal Officials Policy

Policy Number: 110-011	Supersedes Policy Number: Not Applicable
Effective Date: March 3, 2020 Amended Date: July 19, 2022	Approval By Council (Motion Number):

1.0 Purpose

To ensure that all elected **Town of Wolfville** municipal officials adhere to a Code of Conduct as per legislative and **Town of Wolfville requirements**.

2.0 Scope

This Policy is applicable to all elected municipal officials.

3.0 References

- Municipal Elections Act RSNS 1989, c.300
- Municipal Government Act
- The Code of Conduct for Elected Officials Regulation, AR 200/2017 (Regulation)

4.0 Policy

It is the Policy of the Town of Wolfville that **all elected municipal officials sign the attached Town of Wolfville Code of Conduct**.

CAO

Date

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 [all constituents](#) 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 required 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 I acknowledge and support the Councillors' Code of Conduct.

Signed: _____

Declared this _____ day of _____, 20__.

Before me:

Chief Administrative Officer/Town Clerk

COMMITTEE UPDATE

Title: Police (RCMP) Advisory Board

Date: July 12, 2022

Department: Town Council



Police (RCMP) Advisory Board

This meeting was held July 12, 2022 and chaired by Deputy Mayor Isabel Madeira-Voss.

RCMP Sgt. Harold Prime from Kingston attended in place of Sgt. Pelletier and presented on the quarterly Apr-Jun RCMP police report. Highlights include:

- Distracted driving was the focus for June, constructions zones for July, impaired driving - heightened presence for August.
- ATV patrols take up RCMP time complaints from residents who live near trails.
- Annual performance: focus is safe roads and highways, reduction of cybercrime in NS, reduced crime, intelligence led policing.
- Numbers related to Municipal Bylaw calls are mostly noise complaints or parties on our streets. Mischief relates to some as well.
- One robbery which was a cell phone and related assault – random event, two people charged.
- Assaults – majority are domestically related – 4 out of the 9 have been charged.
- Working on the Ops plan for CFL game on Saturday have brought in additional resources for the weekend.

Compliance Presentation

Compliance Coordinator Kaden Thibault presented to the Board. The purpose of this presentation was to raise awareness around areas of opportunity which included more support from the RCMP around clarity of process related to issuance of Nuisance Party Orders (NPOs) and Summary Offence Tickets (SOPs); assistance from the RCMP to obtain ID's; building relationships and improving communications with the RCMP, Town and residents; and clarity around what the Town and residents can expect of the RCMP.

After discussion the following motion was carried.

In accordance with Section 68 of the Nova Scotia Police Act and Section 7 of Bylaw 87, Town of Wolfville RCMP Advisory Board Bylaw, that the RCMP Advisory Board forward the following motion to Council for consideration:

That Council requests that the RCMP provide an action plan to the Town by August 31, 2022, outlining how the following identified areas of opportunity can be addressed:

- ***Defining service level expectations associated with community harmony-related calls for service (i.e., response times, how large gatherings will be managed, expectations for issuance of SOT's and NPO's, follow up with complainant).***
- ***Improving support to the Town's Compliance Team in obtaining proper documentation to enable issuing tickets as required.***

COMMITTEE UPDATE

Title: Police (RCMP) Advisory Board

Date: July 12, 2022

Department: Town Council



- *Providing process clarity for issuing Nuisance Party Orders and Summary Offense Tickets between the RCMP and the Town's Compliance Team.*
- *Improving communications and building an overall collaborative relationship between the RCMP and the Town's Compliance Team*

I submit this to Town Council on behalf of, and as Chair of the Police (RCMP) Advisory Board for the Town of Wolfville.

Report Respectfully submitted by:
Deputy Mayor Isabel Madeira-Voss




wolfville

BACKGROUND



Town of Wolfville Compliance

- The Town of Wolfville filled two positions within their Compliance Team in December of 2021
- The first few months of 2022 were heavily dedicated to preparing for the Community Video Camera Pilot and managing the Winter Parking Ban
- Since spring, a large effort has been placed on trying to improve community harmony in Wolfville's neighbourhoods for all residents



Our Team

- Kaden Thibault – Community Compliance Coordinator
 - Oulton College graduate – Policing and Corrections
 - First Aid & CPR
 - Use of Force
 - ASIST
- Sean LaFontaine – Compliance Officer
 - Security Guard License – more than 10 years of experience
 - Emergency Management



Opportunities for Improvement

Over the past few months Compliance has identified opportunities for the RCMP and the Compliance Team to improve how they interact together and respond to neighbourhood concerns, including:

- Defining service level expectations associated with community harmony related calls for service so that residents and the Compliance Team better understand what to expect when calls for service are made. We want residents to call and service level expectations need to be established so that the RCMP and Town are on the same page.
- Improving support to the Town's Compliance Team in obtaining proper documentation to enable issuing tickets as required.
- Providing process clarity for issuing Nuisance Party Orders and Summary Offense Tickets between the RCMP and the Town's Compliance Team.
- Improving communications and building an overall collaborative relationship between the RCMP and the Town's Compliance Team



TOOLS FOR THE COMPLIANCE TEAM AND RCMP TO LEVERAGE



Prevention of Excessive Noise – Bylaw 64

- This bylaw is used to limit the noise within Wolfville which disturb, or tend to disturb, the peace and tranquility of any person located within the boundaries of the Town of Wolfville
- This Bylaw can be enforced by our Compliance Team or the RCMP



Nuisance Party Bylaw – Bylaw 97

- The purpose of this Bylaw is to create a duty upon those hosting a social gathering or party, to control the participant's behavior.
- Also, to give enforcement personnel a mechanism to disperse persons at a gathering that's become a public nuisance, bridging a gap between existing Bylaws and the Criminal Code



Minimum Property Standards – Bylaw 46

- This Bylaw is in place to establish a set of minimum standards for properties in the Town of Wolfville and outline the responsibilities of property owners.
- This Bylaw covers more than just the outside of the building, it also covers the minimum heating requirements, fire prevention, drainage, plumbing, and more.



Nuisance Party Order (NPO)

Within the Nuisance party Bylaw, the Town of Wolfville Compliance and the RCMP can issue a Nuisance Party Order (NPO). This document describes where an event has taken place, the details of the call/incident, and the outcome (e.g., verbal warning, Summary Offence Ticket issued, whether individual(s) were compliant).

This document is used by Compliance to follow up with Landlords or building owners about the activity that has occurred on their property.

We keep track of all Nuisance Party Orders that are issued on behalf of the Town.



Summary Offence Ticket (SOT)

If the responding officer feels a financial penalty is warranted, a Summary Offence Ticket (SOT) can then be issued. This ticket can be issued to the tenants of a property, the guests participating in the nuisance party, or the property owner.

Summary Offence Tickets are issued for offences under the Town of Wolfville Bylaws and some Nova Scotia laws

A SOT can be issued without a Nuisance Party Order, although if accompanied by a Nuisance Party Order, Compliance can then keep track and do the appropriate follow-ups.

We keep track of all SOT's issued under the Bylaw.



Stats Summary

Since December 2021, there have been 13 Nuisance Party Orders (NPOs) and 7 Summary Offence Tickets (SOTs) issued within the Town of Wolfville

Of the four NPOs the Compliance Team issued, three of them had no name due to not being able to obtain proper identification at the time of the event. Therefore, a Summary Offence Ticket could not be issued.

	NPOs Issued	SOTs Issued
RCMP	9	5
Town of Wolfville	4	3
Total	13	8



Community Video Camera Pilot

- The Town has moved forward with the video camera pilot project, which is expected to launch in August.
- This tool will allow us to share important information with the RCMP for investigative purposes moving forward, assisting Compliance and the RCMP to work together to achieve the same outcome.



CASE STUDIES: CHEATON CUP AND CANADA DAY 2022 – WHAT WORKED WELL AND AREAS OF IMPROVEMENT



March 26th, 2022 “Cheaton Cup”



March 26th Cheaton Cup



July 1st

Canada Day



wolfville

MOVING FORWARD



Motion

In accordance with Section 68 of the Nova Scotia Police Act and Section 7 of Bylaw 87, Town of Wolfville RCMP Advisory Board Bylaw, that the RCMP Advisory Board forward the following motion to Council for consideration:

That Council requests that the RCMP provide an action plan to the Town by August 31, 2022, outlining how the following identified areas of opportunity can be addressed:

- Defining service level expectations associated with community harmony-related calls for service (i.e. response times, how large gatherings will be managed, expectations for issuance of SOT's and NPO's, follow up with complainant).*
- Improving support to the Town's Compliance Team in obtaining proper documentation to enable issuing tickets as required.*
- Providing process clarity for issuing Nuisance Party Orders and Summary Offense Tickets between the RCMP and the Town's Compliance Team.*
- Improving communications and building an overall collaborative relationship between the RCMP and the Town's Compliance Team*



INFORMATION REPORT

Title: Compliance Update
Date: 2022-07-12
Department: Office of the CAO



SUMMARY

COMPLIANCE UPDATE by Compliance Coordinator Kaden Thibault

The Town of Wolfville filled two positions within their Bylaw department in December 2021. I was selected to fill the Community Compliance Coordinator position, while the part-time Compliance Officer role was filled by Sean LaFontaine. Since then, we have worked many hours getting settled in this position and getting ready for the upcoming season. Sean also works with Acadia University with their Safety and Security team. His knowledge has been a great asset when preparing for special event weekends and talking with the students throughout the Town.

Winter/Spring

The first few months of 2022 were heavily dedicated to the Community Video Camera Pilot and managing the Winter Parking Ban. Sean and I obtained our Special Constable status February 24th, 2022, giving us the ability to issue parking tickets and Summary Offence Tickets. This step is crucial when enforcing parking regulations within the Town and enforcing Town Bylaws, the Nuisance Party Bylaw in particular.

As we are not a 24/7 service and were working mainly early mornings during the winter months to manage winter parking, we were not able to work every night or weekend. Therefore, complainants calling us about noise or nuisance parties when we were not on shift, were advised to contact the RCMP to file a complaint. Oftentimes the complainant would advise they were reluctant to do that.

Since the beginning of spring, service calls have decreased, this is due to the winter parking ban being lifted and residents having been redirected to the RCMP to call in nuisance party complaints. However, having spoken to residents more recently, they say they are hesitant to call the RCMP. **Having residents know they can call and that their call will be taken seriously is an area of opportunity.**

Summer

With better weather comes more events. When there is an anticipated “event weekend” approaching, the Compliance team will rearrange schedules so that we can be available day and/or night.

INFORMATION REPORT

Title: Compliance Update
Date: 2022-07-12
Department: Office of the CAO



Within the Nuisance Party Bylaw, the Town of Wolfville Compliance and the RCMP can issue a Nuisance Party Order (NPO). This document describes where an event has taken place, the details of the call/incident, and the outcome (e.g., verbal warning, Summary Offence Ticket issued, whether individual(s) were compliant). If the responding officer feels a financial penalty is warranted, a Summary Offence Ticket (SOT) can then be issued. This ticket can be issued to the tenants of a property, the guests participating in the nuisance party, or the property owner.

Challenges

However, barriers exist when trying to enforce Town Bylaws. The biggest one being unable to obtain the ID of tenants or party guests at the point in time when the offence is occurring. Without having an individual's legal name and address, we are unable to issue individual Summary Offence Tickets. Compliance officers do not have the authority to detain anyone, making it very easy for the individual to say, "no thank you" and walk away, concluding the matter. The RCMP **do** have the means and the authority to ask for identification and issue a Summary Offence Ticket, however, it has been our experience that during these situations, RCMP are unwilling to support Compliance staff in doing so. **Improving the process and/or working relationship with the RCMP to obtain ID's and issue tickets accordingly is an area of opportunity.**

Since December 2021 there have been 13 Nuisance Party Orders (NPOs) and 7 Summary Offence Tickets (SOTs) issued within the Town of Wolfville.

	NPOs issued	SOTs issued
RCMP	9	5
Town of Wolfville	4	3
Total	13	8

Of the four NPOs, the Compliance team issued, three of them had no name, and therefore could not be served a Summary Offence Ticket, nor forwarded to Acadia to be reviewed under their Code of Conduct.

Of the three SOTs the Compliance team issued, two were for a landlord, and one was for a tenant. The tenant ticket happened this past weekend and was the first time the RCMP supported

INFORMATION REPORT

Title: Compliance Update

Date: 2022-07-12

Department: Office of the CAO



Compliance by providing the name of the tenant residing at the address of the nuisance party on scene.

The Town has an additional 3 case files all originating from one event weekend in March 2022 where no NPOs were written by the RCMP and where Compliance Team were unable to write any due to not being able to obtain IDs at the time. Compliance did do follow up visits to try and obtain IDs but by then RCMP had also issued SOTs and as no information was shared with us, we could not ensure the same people were not ticketed twice. **Improving how NPOs and SOTs are issued between RCMP and Compliance is an area of opportunity.**

The numbers of NPOs and SOTs issued are small compared to the number of parties and incidents that are responded to and does not take into account the properties we visit, where the occupants comply with directions given either from the RCMP or Compliance teams. These numbers also do not reflect the warnings the RCMP issue under the Nuisance Party Bylaw that are **not** shared with the Town. **Improving communications overall between RCMP and Compliance is an area of opportunity.**

Compliance uses other methods prior to issuing an NPO or SOT and take a proactive approach to situations. For example, if we notice a property starting to get too loud or we get a complaint, we may give a warning and let them know the next steps if the behaviour continues. We make the occupants aware that if things do get too out of hand, or they experience unwanted guests, they can call us, and we can assist with removing people from their property. If we have to return multiple times in a short period of time, and no attempt is being made by the occupants to solve the problem, this will warrant the issuance of an NPO and possibly an SOT depending on the situation.

Looking to the Future

A solid working relationship with the RCMP and Compliance is important for the success in service provision for the community of Wolfville. Below are some areas of improvement identified.

- **Residents must be encouraged to call and know their concerns will be taken seriously.**
- **Support for Compliance Team from RCMP in obtaining ID's and issuance of tickets.**
- **Clarity of process in how NPOs and SOTs are issued between RCMP and Compliance.**
- **Improving communications and building overall relationship between RCMP and Compliance.**

INFORMATION REPORT

Title: Compliance Update

Date: 2022-07-12

Department: Office of the CAO



1) CAO COMMENTS

For information purposes only.

2) REFERENCES AND ATTACHMENTS

3) DISCUSSION

4) FINANCIAL IMPLICATIONS

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

6) COMMUNICATION REQUIREMENTS

7) FUTURE COUNCIL INVOLVEMENT

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



SUMMARY

March 31, 2022 Financial Statements

Annually the Town's Finance Department prepares and presents the financial statements of the Town for its most recent March 31 year end. In accordance with the MGA and the province's Financial Reporting and Accounting Manual (FRAM), municipalities are ***required to have audited Consolidated Financial Statements***. The Town of Wolfville also prepares Non-Consolidated Financial Statements for the benefit of Council and citizens and to assist in completing provincial financial reporting requirements. This Request for Decision (RFD) deals with the draft motion, and provides information related to these two sets of financial statements.

The Audit Committee met on July 8th to review the year end consolidated (audited) and non-consolidated financial statements. The Town's auditors, Grant Thornton LLP, attended the meeting to review their findings outlined in their Report to Audit Committee (RTAC) and draft audit opinion. The Town has received an unqualified, clean, audit opinion.

The Committee also reviewed this staff Request for Decision (RFD 042-2022). Staff and the auditors responded to questions and provided clarification as requested. Discussion took place with regard to amending the wording of the Deferred Revenue Note to the Financial Statements, and the addition of a Note concerning the ongoing impact of COVID, after which the following motion was passed:

That the Audit Committee forward the following motion to Council for Decision: That Council approve the 2021/22 Consolidated and Non-Consolidated Financial Statements for the year ended March 31, 2022, as amended.

DRAFT COUNCIL MOTION:

That Council approve the 2021/22 Consolidated and Non-Consolidated Financial Statements for the year ended March 31, 2022.

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of the Audit Committee and thanks the Committee and Finance staff for all of their work throughout the auditing process.

2) LEGISLATIVE AUTHORITY

MGA 44 (audit Committee)

FRAM 4.1 to 4.3 and 5.1 to 5.3

3) STAFF RECOMMENDATION

That the Audit Committee forward the Consolidated and Non-Consolidated Financial Statements to Council for approval.

UPDATE: With the changes discussed and approved at the Audit Committee now incorporated into the Consolidated and Non-Consolidated Financial Statements, staff recommend the attached draft statements be approved by Council.

4) REFERENCES AND ATTACHMENTS

- Draft Consolidated Financial Statements (**audited**) for the year ended March 31, 2022 (attached)
- Draft Non-Consolidated Financial Statements for the year ended March 31, 2022 (attached)
- Public Sector Accounting Standards (PSAS)
- Province of Nova Scotia Financial Reporting and Accounting Manual (FRAM)
- Fiscal 2021/22 Quarterly Financial Updates, including year-end forecasts

5) DISCUSSION

UPDATE From Audit Committee – The Committee review on July 8th included questions and comments on the analytical review noted further down in this RFD. It also included a discussion on Notes to the Financial Statements with two changes to be made (amendments) to the draft copy going forward to Council. The amendments relate:

Deferred Revenue

- The manner which the value is reflected on the Statement of Financial Position has been changed from two lines to one line on that page. That line now has a Note reference where added details are provided as to the nature of that asset.

Covid Impact Note

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



- The previous two years there has been a subsequent event note referring to COVID. The audit firm indicated that type note was no longer needed. Staff felt that some reference to COVID and the lingering financial impact was appropriate and hence a COVID note has been added back into the final draft financials.

Not covered at the Audit Committee meeting, but would be appropriate to add now that the Deferred Note and Statement presentation has been amended, is a brief Note stating comparative figures have been updated to reflect current year presentation (this relates to the change from two lines on the Statement of Financial Position to one line).

The Independent Auditors Report will be added as page 1 & 2 of the Consolidated Statements once approved by Council. It reflects standard unqualified audit opinion wording, same as last year.

This year's audit was conducted by Grant Thornton LLP. This is the third year of a four-year cycle before the Town is scheduled to take the audit services back out to a public Request for Proposals.

As stated each year, it is important to note that the *financial statements are the responsibility of Town management*, and that Grant Thornton's responsibility is to audit and express an opinion on those statements.

Following the regulations outlined in the provincial FRAM, the Audit Committee will review the *Draft Consolidated Financial Statements* and the *Auditors Report to the Audit Committee*. This meeting allows the audit firm, and Town staff, to review significant financial figures and to respond to any questions coming from the Committee. By the time the draft statements come before the Audit Committee, major accounting issues should already have been dealt with.

The auditor's report relates to the consolidated financial statements, which includes the Town General Operating Fund (for which tax rates are established), Town Capital Fund, Town Operating Reserve Fund, Town Capital Reserve Fund, Town Water Utility Operating Fund, and Town Water Utility Capital Fund. Refer to Notes 1 & 2 to the Consolidated Financial Statements for further information on accounting policies used in the preparation of the statements.

The non-consolidated financial statements are also reviewed with the Audit Committee. These statements more closely relate to the manner in which the Town budgets, i.e. separate budgets for Town and Water Utility Operating Funds, and Town and Water Capital Funds. These statements are not audited, but form the basis of the audited results.

Although public health restrictions related to COVID did not impact the audit work as they had the past two years, COVID managed to impact the work indirectly when members of the finance department tested positive in mid to late May. This caused a delay in completing the full draft financial statements. Staff in the Finance Department and at Grant Thornton have worked hard to keep to the target of July approval.

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



What follows in this RFD is summary financial information and analysis to assist in the review of the actual draft financial statements.

Provincial Financial Condition Indicators (FCI's)

The Town annually reviews draft FCI's based on the year-end financial statements. The province officially issues the FCI's later in the fiscal year after all municipalities have submitted their required Financial Information Returns. Not all Town's review their own internally produced draft FCI's, however staff believe this is an important part of the year end process, i.e. ***timely review of the FCI's and early identification of any change in trends on a year over year basis***. Typically, the Town's internally produced estimates do not differ from the official data released by the province later in the year. It is worth noting that the province has not yet released FCI results for the March 31, 2021 fiscal year. A draft version has been provided to each municipality which was used to populate the 20120/21 data in the table below.

For those interested, the provincial FCI reports can be viewed on the provincial website:

<https://beta.novascotia.ca/programs-and-services/municipal-finance-and-statistics>

The following table shows Wolfville's internal draft calculation for 2021/22, compared to the previous four years. This year's FCI data table below does not reflect the town's average data points. That information was not part of the provincial release of 2019/20 data (2020/21 data still in draft stage).

Of note, this is the first year the Town expects to see more than one indicator not ranked low risk, with an expected two moderate risk. The Town of Wolfville continues to show a strong financial standing as measured against provincial benchmarks. As noted, the 2021/22 calculations are estimates only and subject to change based on completion of the 2021/22 provincial Financial Information Return (not yet available).

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



	Per PNS Publication			PNS Drafts	Internal Draft Calc.	2019/20 Threshold
	2017/18	2018/19	2019/20	2020/21	2021/22	
Reliance on Gov't Transfers	1.4%	1.1%	2.0%	3.9%	3.3%	Moderate Risk
Uncollected Taxes	4.8%	5.7%	7.0%	7.0%	6.1%	15%-20%
3 Yr change in Tax Base	8.30%	7.50%	4.60%	6.90%	9.60%	10%-15%
Reliance on Single Business	0.6%	0.6%	0.6%	0.6%	0.6%	< CPI (3.2%)
Residential Tax Effort	4.20%	4.20%	4.30%	4.50%	4.50%	10%-15%
# of deficits	-	-	-	-	-	4%-6%
Budget Expense Accuracy	5 out of 5	5 out of 5	5 out of 5	4 out of 5	4 out of 5	at least 1 in 5 yrs
Liquidity Ratio	4.5	3.7	3.6	2.7	2.6	1 out of 5 > 5%
Operating Reserves	26.4%	25.5%	25.1%	30.0%	25.9%	1 - 1.5
Combined Reserves	52.6%	60.6%	46.7%	53.3%	57.6%	10%-20%
Debt Service Ratio	7.1%	7.5%	7.3%	7.4%	7.5%	30%-40%
Outstanding Operating Debt	0.0%	0.0%	0.0%	0.0%	0.0%	10%-15%
Undepreciated Assets	57.4%	55.9%	58.3%	59.1%	57.1%	25%-50%

Most of the Town indicators remain relatively unchanged from last year, four of which improved slightly. Highlights include:

- Eleven of thirteen indicators show low risk (green), with two moderate.
- Residential Tax Effort may change when final data reported by province. Average household income makes up part of this calculation. Assuming the recent StatsCan data released over past year is used to update that piece of info for the Indicators expect this FCI to change.
 - A year ago, staff had incorrectly estimated Budget Accuracy to stay within the 5% variance (+ or -). Final draft FCI's indicate the 2020/21 fiscal year showed expenditures 7.9% below budget. Recall however that the Town had taken steps in the early days of the COVID pandemic to cut costs at a point in time not knowing how the COVID health lockdown would impact operations.
- The "*" noted beside several of the internal estimates indicates those indicators have data elements to be known once the 2021/22 FIR is released by the province.
- Operating Reserves dropped as expected through budgeted use. At 25.9% they remain at a level that provides flexibility for 2022/23 and future years.
- The Combined Reserve indicator has increased again, due to growth in capital reserves. The same caution as noted a year ago is that the increase is a temporary situation as can be noted by reference to the Town's Ten Year Capital Investment Plan (page 58 of 2022-2026 Operations Plan).

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

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Department: Finance



It will be important for Council to maintain the discipline that has helped facilitate the current strong financial position. This discipline includes strategic use of the financial resources in the coming years to address the community priorities. Current multi year plans will significantly reduce the financial equity position of the Town, but the use of those funds will address many identified priorities of Council.

Non-Consolidated Financial Results

Non-consolidated statements provide additional information for both Council and the public. As individual funds they tie directly to the tax rate setting process and annual approved budgets.

Actual results for the two operating funds were:

- | | | |
|--|------------------|-----------------------|
| • Town operating fund, <u>surplus</u> (page 1) | <u>\$125,469</u> | (forecast \$158,600) |
| • Water Utility operating fund, <u>deficit</u> (page 13) | <u>\$138,352</u> | (forecast \$(15,200)) |

The Town's actual results are once again close to the forecast results reported in January. And similar to last year, this result is somewhat more coincidental than complete accuracy of the forecast. The Town ended the year with revenues higher than forecast, with Deed Transfer Tax \$60,000 more than forecast and grant revenue \$138,000 higher than forecast. Operating expenditures ended the year some \$380,000 more than forecast. Offsetting these higher than forecast costs, the approved budget use of Operating Reserves was utilized. In January, based on net forecast results staff expected use of only the COVID SR Reserve.

In terms of budget to actual variances, reference to quarterly financial updates provides information on most of them. A few to highlight with the year end results include:

- Taxes & Grants In Lieu of Taxes - \$300,000 more than budget
 - Deed Transfer Tax ended the year \$289,000 higher than budget. This is one of the most unexpected trends over the last two years, where real estate market grew stronger through COVID, not weaker.
 - HST Offset Grant ended year \$25,000 more than budget. This grant varies year over year.
- Provincial, Federal, and Other grants ended the year \$226,000 more than budget.
 - Provincial Financial Capacity Grant was \$69,000 more than budget. The province did a one time doubling of the grant last fall.
 - The FCM grant supporting the Switch (PACE) Program was \$103,000 for the year. There was no revenue or expenditure budget amount for this program. The details of the final agreement were still being worked out at time budget was set.
 - Additional grants were obtained by staff from the province and ACOA to help fund planned expenditures. The grant revenue was not budgeted.

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



- Legal Expenses ended the year \$38,000 more than budget. Typically, the Town budgets a modest amount, with actual costs varying from year to year based on circumstances.
- Utility costs ended the year \$40,000 higher than budget. \$34,500 of this relates to the new sewer treatment plant. As reported earlier in the year, costs for the upgraded plant are substantially higher than the old facility.
- Building Repairs & Maintenance ended the year \$65,000 more than budget.
 - Town Hall costs were \$33,000 overbudget related to the new ramp. This project was intended to be complete in 2020/21 and therefore not included in the 2021/22 budget.
 - Public Works costs were \$30,000 overbudget related to the clean up remediation required after the water damage incurred on the second floor during the winter months.
- Vehicle Repairs & Maintenance was \$54,000 overbudget. Damage to vehicles and equipment resulted in higher than planned costs. The 5 ton truck alone required a \$28,000 engine repair.
- Program expenses ended the year \$88,000 overbudget.
 - \$82,500 relates to General Government. Budget included a general allowance of \$12,000 and actual costs were \$94,500. The Switch (PACE) as noted above in grant revenue bullet, did not have a budget amount identified. Details were not worked out at time budget was set, however it was known that for the duration of the FCM grant/loan program the Town should have a net zero impact on its bottom line. The PACE Program costs were \$89,000 for the year.
 - The Good Neighbor Project cost an additional \$5,300.
- Contracted Services ended year \$182,000 more than budget.
 - As reported early in the year, RCMP budget was not estimated high enough, ending the year \$28,000 overbudget.
 - Contracted services for street & sidewalk repairs ended year \$31,000 overbudget. Almost \$20,000 of this was late season repairs before winter and about \$4,300 in March to get an early start on pothole management. The total spent for the year was \$388,800.
 - The sewer Adm costs were \$72,000 overbudget.
 - \$68,000 relates to the CIP project to video storm sewer to help inform the long term capital budget. The cost of this project could not easily/appropriately be linked to specific street rebuilds, therefore it was allocated to operating costs for reporting purposes.
 - Planning Dept. costs ended year \$71,000 overbudget. The budget is typically a general allowance to cover costs as they come up through the year. Budget was \$55,000 and actual was \$126,000.
 - Climate Action relates studies included GHG reduction support work costs \$47,700, Low Carbon roadmap video costs \$3,100, and climate action supports \$2,800. This work all supported Council's adoption of the Climate Action Plan

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



- East End Secondary Plan – initiative approved by Council during the year. 2021/22 costs were \$23,000
- Active Transportation Plan costs were \$20,500
- Micro -transit feasibility study cost \$13,500
- Crosswalk review to support development of Crosswalk Policy cost \$8,000
- General planning supports costs of \$7,600
- Grants to Organizations ended year \$90,000 overbudget overall.
 - Grants in the Community Development Dept ended the year \$28,800 under budget as not all SPP or usual CPP amounts were paid out. Note list of SPP recipients was reviewed when Grant Policy reviewed with Council in fall 2021.
 - Grants under General Gov't ended year \$119,000 overbudget. Three grants were approved by Council after the Town's budget was approved. These include \$50,000 to Devour (1st instalment), \$71,900 to support Acadia Pool operation, and \$5,000 for AVCC Navigator position (doctor recruitment initiative) .
- Transfer to Capital Fund (capital from revenue funding) was \$98,000.
 - The Sewer Treatment Plant upgrade had final cost overage of \$71,614.
 - Splash Pad project started in 2020/21 was completed in 2021/22. As previously in 2020/21 this project was to come in overbudget with \$26,338 of costs not having any approved capital reserve or debt financing. This amount becomes capital from revenue.

The Water Utility's result differed from January forecast due mainly Utility costs (\$15,000 more than forecast), Contracted Services (\$19,000 more than budget), Transfer to Capital Fund (\$62,500 more than forecast) and depreciation \$20,000 more than forecast.

- Utility costs for the well pumps higher than budget. Issues with the wells have impact utility costs, replacement part costs and the issue continued into fiscal 2022/23.
- Transfer to Capital Fund extras included \$9,000 to cover overbudget cost of new pick up truck, with the balance of extra to cover cost of pump equipment purchases.

Consolidated March 31, 2022 Financial Statements - Audited

The following are comments which should assist Committee members reviewing the Consolidated Statements:

Page 4 Statement of Financial Position

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



- Cash balances increased by over \$1.146 million. Refer to page 7 for details on cash flow changes. Both unrestricted and capital reserve cash increased.
 - Increase related to restricted cash. The Capital Budget anticipated using approximately \$1.6 million for project funding. Actual use was just over \$600,000.
- Receivables increased almost \$246,000 (Refer to Note 4 to the statements (page 13))
 - There was a decrease of \$64,800 in outstanding taxes.
 - Other receivables include amount invoiced to the fiscal year.
 - New in 2021/22 are long term loan PACE Program receivables. Net amount at March 31, 2022 was \$185,600.
 - Accrued grant receivables was \$67,000 higher this year.
- Temporary Indebtedness decreased to nil.
- Deferred revenue of \$459,809 at March 31/22 reflects growing use of monthly tax prepayments by taxpayers.
- Deferred revenue – grants increased by gas tax grant receipts not utilized in the current year.
- Payables dropped by \$691,000 from previous year. The capital program comprised a large portion of the March 31/21 balance related to the Sewer Treatment Plan project which was complete early in 2021/223.
- Work in Progress dropped by some \$2.6 million from previous year. The March 31/21 balance included \$2.8 million for the Sewer Treatment Plant project that was still in process. That project is complete and the costs capitalized.

Page 5 Statement of Operations

- Total revenues were \$814,000 *more than* budget, a variance of 6.8%
 - Tax revenues contribute approximately \$300,000 to this variance. Deed Transfer Tax and HST Offset grant.
 - Provincial/Federal and Other operating grants contribute \$226,000 to this variance. Financial Capacity Grant and FCM grant for PACE program.
 - Net grants towards capital program were almost \$400,000 more than budget.
- Total expenses were \$570,000 overbudget.
 - Refer to the list noted above for both Town and Water Op Funds for details.

There are a couple of changes to the Notes to the Consolidated Statements. Updated information will be reviewed with the Committee on July 8th.

- Note 15 Subsequent Events – reference to COVID is likely to be removed. Staff will discuss further with Grant Thornton before the audit meeting.

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

Date: 2022-07-08 Audit Committee - **UPDATE FOR COUNCIL**

Department: Finance



- Staff are reviewing note disclosure related to the Asset Retirement Obligation, with draft wording provided by Grant Thornton
- Staff are also considering additional note disclosure for
 - deferred revenue as it relates to prepaid property taxes
 - long term receivables as it relates to the PACE program.

Summary

Overall the Town ended another year on a positive financial footing. There were a couple of areas of expenditure overspending as noted above, however the Town's overall financial health has allowed those costs to be managed.

World markets have impacted both supply chain timelines as well as rising costs. Incremental improvements in financial reporting will continue to assist senior management as well as Council in adapting to a changing financial landscape.

6) FINANCIAL IMPLICATIONS

This RFD does not have financial implications itself. How the Town manages the financial position on a go forward basis will be a key part of upcoming budgets

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Annual, audited financial statements assist Council in demonstrating accountability to the community. Adequate review of the reasons why the financial results occurred can aide Council in future budget iterations. No other references provided at this time

8) COMMUNICATION REQUIREMENTS

Once statements approved, there are several areas of communication that will occur:

- Internally the statements will be made available to all staff, including senior management, and all members of Council.
- Externally a copy of the statements will be posted to the Town's website.

REQUEST FOR DECISION 042-2022

Title: March 31, 2022 Financial Statements

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Department: Finance



- The Town will also file the appropriate financial statement copies, and auditors report, with the province. The information contained in the year end records will also be used to complete the Financial Information Return required by the Province.
- A further copy will be sent to BMO as part of the Town's reporting requirement with its banking institution.

9) ALTERNATIVES

No practical alternatives exist given the nature of the report, and the associated Auditors Report. Notwithstanding a qualified audit opinion, there is no reason not to approve the financials. Even in an instance where there is a qualified audit opinion, there may be reason to still approve the statements.

That would depend on the nature of any qualification. This is not an issue with the Town's statements this year as there is no qualification of the opinion.

Approval of the year end consolidated statements is a required step in the financial reporting of the Town of Wolfville. Once the Audit Committee has recommended their approval, and Council has formally approved them, Grant Thornton LLP will issue the Independent Auditors' Report and final Internal Control Letter. This will allow the Town to complete its annual financial reporting to the Province.

Consolidated Financial Statements

Town of Wolfville

March 31, 2022



A cultivated experience for the mind, body, and soil

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Final Draft - July 19 Council

Left Blank - For Audit Report

Final Draft - July 19 Council

Management's responsibility for the consolidated financial statements

The consolidated financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the consolidated financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the consolidated financial statements. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements.

Town Council fulfils its responsibility through its budget process and review of quarterly financial updates vetted first through Audit Committee. The Audit Committee also meets with management and the external auditors to review the consolidated financial statements and discuss any significant reporting or internal control matters prior to the approval of the consolidated financial statements by Town Council.

The external auditors, Grant Thornton LLP, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the consolidated financial statements. The external auditors have full and free access to financial management of the Town of Wolfville and meet when required. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the consolidated financial statements.

On behalf of the Town of Wolfville

Erin Beaudin, CAO

Mike MacLean, Director of Financial Services

Town of Wolfville

Consolidated Statement of Financial Position

As at March 31, 2022

	2022	2021
	\$	\$
Assets		
Current assets		
Cash	3,485,537	3,507,657
Cash – Capital reserve fund (note 12)	5,185,680	4,017,151
Receivables (note 4)	1,210,126	963,799
	<u>9,881,343</u>	<u>8,488,607</u>
Liabilities		
Temporary bank indebtedness	-	646,801
Payables and accruals	863,542	1,555,429
Deferred revenue (note 15)	1,809,057	1,187,085
Other	35,240	35,248
Long-term debt (note 5)	8,354,716	7,333,433
	<u>11,062,555</u>	<u>10,757,996</u>
Net financial asset (debt)	<u>(1,181,212)</u>	<u>(2,269,389)</u>
Non-financial assets		
Tangible capital assets (note 6)	31,654,384	28,591,509
Prepaid	79,512	69,581
Inventories	28,661	23,403
Work-in-process	685,168	3,333,947
	<u>32,447,725</u>	<u>32,018,440</u>
Accumulated surplus	<u>31,266,513</u>	<u>29,749,051</u>

On Behalf of the Town

Mayor

Chief Administrative Officer

The accompanying notes are an integral part of these consolidated financial statements.

Town of Wolfville
Consolidated Statement of Operations
For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
Revenue			
Taxes	7,816,000	8,104,285	7,755,431
Grants in lieu of taxes	970,500	968,204	1,008,067
Sale of services	879,700	898,227	800,672
Other revenue from own sources	157,000	216,291	172,708
Unconditional transfers from other governments	71,100	140,941	71,063
Conditional transfers from governments and others	1,293,800	1,651,998	1,538,153
Metered sales	700,000	716,322	696,135
Sprinkler services	10,800	10,850	10,850
Other	26,500	32,271	27,432
	<u>11,925,400</u>	<u>12,739,389</u>	<u>12,080,511</u>
Expenses			
General government services	1,762,300	1,975,511	1,781,946
Protective services	2,206,800	2,205,934	2,141,908
Transportation services	2,474,900	2,611,037	2,308,913
Environmental health services	1,133,500	1,210,987	1,067,267
Environmental development services	823,200	932,953	738,032
Recreational and cultural services	1,303,600	1,267,004	1,000,445
Water			
Source of supply	-	-	-
Power and pumping	123,400	119,853	91,970
Treatment	107,900	102,424	87,342
Transmission and distribution	268,900	363,110	295,894
Administrative	267,800	249,548	251,655
Interest and other debt charges	19,300	18,658	20,662
Amortization	160,000	164,908	142,107
	<u>10,651,600</u>	<u>11,221,927</u>	<u>9,928,141</u>
Surplus	<u><u>1,273,800</u></u>	<u>1,517,462</u>	<u>2,152,370</u>
Accumulated surplus – Beginning of year		<u>29,749,051</u>	<u>27,596,681</u>
Accumulated surplus – End of year	-	<u><u>31,266,513</u></u>	<u><u>29,749,051</u></u>

The accompanying notes are an integral part of these consolidated financial statements.

Town of Wolfville
Consolidated Statement of Changes Net Financial Assets (Debt)
For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
Annual surplus	1,273,800	1,517,462	2,152,370
Acquisition of tangible capital assets	(6,439,000)	(4,784,333)	(1,243,748)
(Gain)/Loss on disposal	-	6,123	7,397
Proceeds on disposal	-	12,500	77,841
Amortization	1,570,900	1,702,835	1,553,204
	(4,868,100)	(3,062,875)	394,694
Prepays	-	(9,931)	(12,772)
Inventory	-	(5,258)	1,575
Work-in-progress	-	2,648,779	(2,789,953)
	-	2,633,590	(2,801,150)
Changes in net assets	<u>(3,594,300)</u>	1,088,177	(254,086)
Net assets (Debt) – Beginning of year		<u>(2,269,389)</u>	<u>(2,015,303)</u>
Net assets (Debt) – End of year	-	<u>(1,181,212)</u>	<u>(2,269,389)</u>

The accompanying notes are an integral part of these consolidated financial statements.

Town of Wolfville

Consolidated Statement of Cash Flows

For the year ended March 31, 2022

	2022	2021
	\$	\$
Cash provided by (used in)		
Operating activities		
Annual surplus	1,517,462	2,152,370
Changes to annual surplus not involving cash		
(Gain)/Loss on disposal of tangible capital asset	6,123	7,397
Impairment of asset value - WIP	-	28,241
Amortization of tangible capital assets	1,702,835	1,553,204
	<u>3,226,420</u>	<u>3,741,212</u>
Change in non-cash working capital		
Decrease (increase) in receivables	(246,327)	(84,733)
Increase (decrease) in payables	(691,887)	252,925
Increase (decrease) in other liabilities	621,964	540,318
Decrease (increase) in prepaids	(9,931)	(12,772)
Decrease (increase) in inventories	(5,258)	1,575
	<u>2,894,981</u>	<u>4,438,525</u>
Capital transactions		
Acquisition of tangible capital assets	(4,784,333)	(1,243,748)
Decrease (increase) in work in progress, excluding impairment write-down	2,648,779	(2,818,194)
Proceeds on disposal of tangible capital assets	12,500	77,841
	<u>(2,123,054)</u>	<u>(3,984,101)</u>
Financing activities		
Increase in bank loan	(646,801)	463,643
Proceeds from debt issue	1,660,000	1,613,425
Long-term debt principal repayment	(638,717)	(643,246)
	<u>374,482</u>	<u>1,433,822</u>
Net increase (decrease) in cash	1,146,409	1,888,246
Cash – Beginning of year	7,524,808	5,636,562
Cash – End of year	<u>8,671,217</u>	<u>7,524,808</u>
Cash represented by:		
Cash	3,485,537	3,507,657
Cash - Capital reserve funds (note 11)	<u>5,185,680</u>	<u>4,017,151</u>
	<u><u>8,671,217</u></u>	<u><u>7,524,808</u></u>

The accompanying notes are an integral part of these consolidated financial statements.

1 Status and nature of activities

The consolidated financial statements of the Town of Wolfville (the "Town") are prepared by management in accordance with Public Sector Accounting Standards, as recommended by the Public Sector Accounting Board of CPA Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

2 Summary of significant accounting policies

a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in fund balances and in financial position of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or controlled by the Town.

Inter-departmental and organizational transactions and balances are eliminated.

Trust funds are excluded from the consolidated financial statements, but are disclosed on pages 34 and 35.

b) Basis of accounting

The basis of accounting followed in the consolidated financial statement presentation includes revenues in the period in which the measurable transactions or events occurred that gave rise to the revenues and measurable expenditures in the period the goods and services are acquired and a liability is incurred or transfers are due. Government transfers are recognized as revenue in the period that the events giving rise to the transfer occurred; provided the transfers are authorized, any eligibility criteria have been met by the Town, and reasonable estimates of the amounts can be made.

c) Fund accounting

Funds within the consolidated financial statements consist of the Town Operating, Town Capital, Water Operating, Water Capital, Operating Reserve fund and Capital Reserve fund. Transfers between funds are recorded as adjustments to the appropriate fund balance.

d) Valuation allowance

For uncollected taxes and rates, the Town provides a valuation allowance for estimated losses that will be incurred in collecting receivables outstanding.

2 Summary of significant accounting policies {continued}

e) Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks, bank overdrafts, and short-term deposits with original maturities of three months or less. Bank borrowings are considered to be financing activities.

f) Use of estimates

In preparing the Town's consolidated financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the consolidated financial statements and reported amounts of revenue and expenses during the period. Actual results could differ from these estimates. Estimates include the expected useful life of assets and the defined pension obligations.

g) Revenue recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty.

Property tax billings are prepared by the Town based on assessment rolls issued by the Property Valuation Services Corporation. Tax rates are established annually by Council during the budget approval process. Tax adjustments as a result of appeals and re-assessment are recorded when the result of the appeals process is known.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or services performed.

h) Work-in-process

Work-in-process ("WIP") is recorded at cost and occurs with instances where a capital project is not complete as at year end. Costs include any costs applicable to tangible capital assets. The capital cost reported as WIP as at year end becomes capitalized to tangible capital asset costs when the project is subsequently complete. In some cases, the costs are related to pre-construction engineering design for projects identified through the Town's Ten Year Capital Investment Plan. The Town annually reviews the engineering costs for future projects to ensure the value of the work performed has not been impaired.

Summary of significant accounting policies (continued)

i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Donated assets are recorded at their estimated fair market value upon acquisition.

The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over its useful life. Assets under construction are not amortized until the asset is put into use. Amortization is recorded as an expense commencing in the year of acquisition.

The estimated useful lives are as follows:

Town general capital

Land Improvements (includes LED Street lights)	10-25 years
Traffic lights	25 years
Small and office equipment	4-5 years
Motor vehicles	10-15 years
Fixed and moveable equipment	10 years
Streets, road and curbs	25 years
Sidewalks	25 years
Operating plants (sewage treatment)	25-50 years
Lift stations	25 years
Municipal buildings	40 years
Other infrastructure	50 years

Water utility

Structures, improvements and wells	25-75 years
Equipment	1-10 years
Transmission, distribution and hydrants	50-75 years
Services	50 years
Meters	25 years

Summary of significant accounting policies {continued}

j) Employee future benefits

Defined benefit plan

The Town maintains a contributory defined benefit pension plan for a past employee that provides pensions based on length of service and annual earnings. The Town uses the immediate recognition approach to account for its defined benefit pension plan. The accrued benefit obligations are determined using the most recent actuarial valuation report prepared for funding purposes.

An actuarial valuation of the plan was completed for January 1, 2021 and has been updated by extrapolation to March 31, 2022. Actuarial valuations are performed every three years.

Plan assets are measured at fair value.

The Town would recognize the plan funded deficiency if the accrued obligation was greater than the fair value of the plan assets on the consolidated statement of financial position.

Actuarial gains and losses and past service costs are included in the cost of the plan for the year in the consolidated statement of operations.

Defined contribution plan

The Town offers a defined contribution pension plan to employees. An expense is recorded in the period when the Town is obligated to make contributions for services rendered by the employee. Any unpaid contributions are included in payables and accruals on the consolidated statement of financial position.

k) Inventories

Inventories of materials and supplies held for consumption are valued at the lower of cost and net realizable value, with cost determined by the average cost method.

l) Capital reserve fund

Capital reserve funds represent the amounts set aside to finance future capital expenditures. Reserves are established at the discretion of Council and/or in accordance with the Province of Nova Scotia Financial Reporting and Accounting Manual ("FRAM"). Transfers from the reserve funds are restricted in use in accordance with FRAM.

Summary of significant accounting policies {continued}

m) Budget

The budget figures contained in these financial statements were approved by Council on March 23, 2021 in its original operating plan. The budget figures contained in these financial statements have been adjusted to include amortization in accordance with Public Sector accounting requirements. Note 13 outlines the original operating plan and the adjustments made to come to the budget figures shown in these financial statements.

n) Future Accounting Standards

As of the date of authorization of these financial statements, several new, but not yet effective standards have been published by the PSAB. None of these standards have been adopted early by the Town of Wolfville.

Effective for the fiscal period beginning on April 1, 2022, the Town of Wolfville is required to adopt the following Public Sector Accounting standards:

- section 3280 asset retirement obligations, which establishes the recognition, measurement and disclosure requirements for reporting liabilities associated with the retirement of capital assets
- Section 3450 financial instruments, which establishes standards for recognizing and measuring financial assets, financial liabilities, and non-financial derivatives
- Section 2601 foreign currency translation, 1201 financial statement presentation, and 3041 portfolio investments revise current standards that the Town of Wolfville has already adopted

The Town of Wolfville is in the process of determining the impact of these new sections on the financial statements.

3 Contributions to Boards and Commissions

Other Boards and Commissions - less than 100% interest

The Town is required to finance the operation of the various Boards and Commissions, along with the other Municipal Units in Kings and Annapolis Counties, to the extent of its participation based on assessment or population formula. The financial results of these Boards and Commissions are not consolidated in the Town's financial statements.

In addition to any budgeted contributions, the Municipal Units share in the deficits or surpluses of these Boards based on their sharing percentages. Where shareable deficits or surpluses are measurable, they are accrued in the current year results, otherwise they are recorded in the following year results.

Annapolis Valley Regional Housing Authority

For the year ended March 31, 2022, the Town's share of the deficit was \$72,200 {2021 - \$34,781}.

Annapolis Valley Regional Centre for Education - 4.50%

For the year ended March 31, 2022, the Town contributed \$719,952 {2021 - \$724,380} to the Centre as its share of the operating expenditures.

Valley Waste Management Authority - 8.31%

For the year ended March 31, 2021, the Town's share of the Authority's capital and operating expenditures was \$346,429 net of previous '18/19 and '20/21 year surplus rebates {\$170,442} {2021 - \$425,961}.

Valley Community Fibre Network- 6.20%

For the year ended March 31, 2022, the Town's share of the Authority's capital and operating expenditures was \$1,306 {2021 - \$1,306}

Annapolis Valley Regional Library - 3.5%

For the year ended March 31, 2022, the Town's share of the deficit was \$30,300 {2021 - \$24,320}.

Kings Transit Authority - 15%

For the year ended March 31, 2021, the Town's share of the Authority's capital and operating expenditures was \$190,082 net of previous year surplus rebate (\$12,658), {2021 - \$164,713}.

4 Receivables

	2022 \$	2021 \$
Taxes receivable		
Balance – Beginning of year	485,033	454,122
Current year's levy	8,239,396	8,037,637
	8,724,429	8,491,759
Collections	(8,304,230)	(8,006,726)
Balance – End of year	420,199	485,033
Water rates (net of \$3,500 valuation allowance)	145,397	146,282
Sewer rates (net of \$1,000 valuation allowance)	120,841	109,240
PACE receivables	185,621	-
Intermunicipal billings	126,864	90,042
Other receivables (net of \$355 valuation allowance)	211,204	133,202
	1,210,126	963,799

All receivables are current assets except for PACE receivables. PACE (Property Assessed Clean Energy) customers have contractual obligations as defined by the Towns PACE Bylaw and PACE Policy. Customers have repayment terms up to a maximum of fifteen years.

Town of Wolfville
Notes to Consolidated Financial Statements ... *continued*
For the year ended March 31, 2022

5 Long-term debt

	2022	2021
	\$	\$
MFC debenture, bearing interest from 0.50% to 2.677%, payable in annual instalment of \$65,000 to October 2036, with \$325,000 to be refinanced in 2036 payable annual installments \$65,000 thereafter, plus interest maturing fiscal 2041	1,300,000	-
MFC debenture, bearing interest from 0.40% to 2.809%, payable in annual instalment of \$29,333 to May 2031, \$13,338 thereafter, plus interest maturing fiscal 2036	360,000	-
MFC debenture, bearing interest from 0.678% to 2.378%, payable in annual instalment of \$80,671 to May 2035, with 403,360 to be refinanced in 2035 payable in annual installments \$80,671 thereafter, plus interest maturing fiscal 2040	1,532,754	1,613,425
MFC debenture, bearing interest from 2.95% to 3.05%, payable in annual instalment of \$53,805 to May 2029, 43,805 to 2034, \$219,025 to be refinanced in 2034 payable in annual installments \$43,805 thereafter, plus interest maturing fiscal 2039	868,490	922,295
MFC debenture, bearing interest from 2.06% to 3.501%, payable in annual instalment of \$64,150 to May 2033, with 67,500 to be refinanced in 2033 payable in annual installments \$13,500 thereafter, plus interest, maturing in fiscal 2033	837,300	901,450
MFC debenture, bearing interest from 1.2% to 3.209%, payable in annual instalment of \$95,875 to May 2022, \$80,875 to 2032, with 79,375 refinanced in 2032 payable in annual installments \$15,875 thereafter, plus interest, maturing in fiscal 2033	984,000	1,079,875
MFC debenture, bearing interest from 1.15% to 3.48%, payable in annual instalment of \$111,617 to May 2021, \$109,612 thereafter, plus interest, maturing in fiscal 2032	1,096,165	1,207,782
MFC debenture, bearing interest from 2.49% to 4.221%, payable in annual instalment of \$34,800 plus interest, maturing in fiscal 2022	-	34,800
MFC debenture, bearing interest from 1.93% to 3.48%, payable in annual instalment of \$13,000 plus interest, maturing in fiscal 2023	13,000	26,000
MFC debenture, bearing interest from 1.33% to 3.489%, payable in annual instalment of \$36,733 plus interest, maturing in fiscal 2029	257,136	293,869
MFC debenture, bearing interest from 1.245% to 3.792%, payable in annual instalment of \$56,733 plus interest, maturing in fiscal 2030	453,869	510,602
MFC debenture, bearing interest from 1.245% to 3.792%, payable in annual instalment of \$91,333 to June 2025, \$57,333 thereafter, plus interest, maturing in fiscal 2031	652,002	743,335
	<u>8,354,716</u>	<u>7,333,433</u>

Principal repayments required during the next five years are as follows:

	\$
Year ending March 31, 2023	698,250
2024	668,250
2025	668,250
2026	668,250
2027	668,250

All long-term debt outstanding at year-end has been authorized by the Minister of Municipal Affairs and Housing.

Subsequent to March 31, 2022, the Town placed an additional debenture with Municipal Finance Corporation totalling \$300,000 to finance crosswalk & street lighting, and water transmission line.

Final Draft - July 19 Council

Town of Wolfville
Notes to Consolidated Financial Statements ... continued
For the year ended March 31, 2022

Note 6. Tangible Capital Assets

	Cost March 31, 2021 \$	Additions \$	Disposals \$	Cost March 31, 2022 \$	Accumulated depreciation 2021 \$	Adjustments \$	Amortization expense \$	Accumulated depreciation 2022 \$	Net book value 2022 \$	Net book value 2021 \$
Town General Capital										
Land	1,597,548			1,597,548				-	1,597,548	1,597,548
Land improvements	4,161,808	109,484		4,271,292	1,740,978		180,174	1,921,152	2,350,140	2,420,830
Buildings and structures	3,810,917			3,810,917	1,950,046		89,045	2,039,091	1,771,826	1,860,871
IT infrastructures	163,584			163,584	151,668		3,972	155,640	7,944	11,916
Equipment	895,029	291,024		1,186,053	340,113		104,958	445,071	740,982	554,916
Traffic lights and poles	208,124			208,124	98,571		7,992	106,563	101,561	109,553
Sewer systems	8,201,766			8,201,766	3,232,835		158,500	3,391,335	4,810,431	4,968,931
Sewer plant(s)	1,236,887	3,623,047		4,859,934	808,025		174,908	982,933	3,877,001	428,862
Sidewalks	1,477,417	12,807		1,490,224	621,553		52,934	674,487	815,737	855,864
Streets	11,915,739	226,346	(25,541)	12,116,544	5,115,867	(22,653)	451,453	5,544,667	6,571,877	6,799,872
Vehicles and heavy equipment	5,032,921	49,214	(26,224)	5,055,911	3,129,607	(10,490)	313,991	3,433,108	1,622,803	1,903,314
	38,701,740	4,311,922	(51,765)	42,961,897	17,189,263	(33,143)	1,537,927	18,694,047	24,267,850	21,512,477
Water Utility										
Land and land rights										
Source of supply	15,226			15,226					15,226	15,226
Structures and improvements										
Source of supply	609,016			609,016	268,803		10,375	279,178	329,838	340,213
Power and pumping	85,066			85,066	47,165		1,106	48,271	36,795	37,901
Dist. Reservoirs and standpipes	1,845,986			1,845,986	687,361		23,859	711,220	1,134,766	1,158,625
Equipment										
Pumping	207,799	62,533		270,332	207,799		7,816	215,615	54,717	-
Water treatment	93,348			93,348	91,881		368	92,249	1,099	1,467
Transportation	38,005	49,815		87,820	32,049		11,948	43,997	43,823	5,956
Tools and work equipment	325,509			325,509	325,509		-	325,509	-	-
Office furniture and equipment	21,378			21,378	21,378		-	21,378	-	-
Mains										
Transportation	930,038	330,901		1,260,939	397,317		16,392	413,709	847,230	532,721
Distribution	6,257,408			6,257,408	1,498,992		78,596	1,577,588	4,679,820	4,758,416
Services	63,748			63,748	37,301		1,275	38,576	25,172	26,447
Meters	417,747	29,162		446,909	288,612		10,155	298,767	148,142	129,135
Hydrants	163,305			163,305	90,381		3,018	93,399	69,906	72,925
	11,073,579	472,411	-	11,545,990	3,994,548	-	164,908	4,159,456	7,386,534	7,079,032
	49,775,319	4,784,333	(51,765)	54,507,887	21,183,811	(33,143)	1,702,835	22,853,503	31,654,384	28,591,509

7 Pension plans

Defined benefit plan - Deferred Pension Plan Asset

The Town established a pension plan for a retired town clerk to provide for pension benefits based upon years of service. The most recent actuarial valuation for funding purposes was January 1, 2021.

The significant actuarial assumptions adopted in measuring the Town's accrued benefit obligation as at March 31, 2022 are as follows:

Expected long-term rate of return on plan assets	3.50%
Rate of compensation increase	1.85%

There were no significant changes to the plan during the year.

All plan assets are held in funds administered by Manulife Financial. The Town's current period benefit cost was \$1,335 (2020- \$1,335).

	2022 \$	2021 \$
Accrued benefit obligation – Closing balance	410,900	433,800
Pension fund assets – Closing balance	357,500	390,900
Plan surplus (deficit)	(53,400)	(42,900)
Unamortized actuarial losses	30,200	35,000
Net Pension asset calculated	(23,200)	(7,900)
Net Pension asset recorded	(23,200)	-

Defined contribution plan

All of the Town's full-time employees, as well as part-time employees meeting certain requirements, are members of a defined contribution pension plan. The Town's obligation is to contribute 6% of employees' earnings to the pension plan.

During the year, the Town's required contribution was \$141,573(2021 - \$134,406) to the plan.

8 Remuneration and expenses

The total remuneration and expenses (includes professional development/conference costs) paid to member of the council and senior management official is as follows:

	<u>Remuneration</u>	<u>Expenses</u>	2022 <u>Total</u> \$	2021 <u>Total</u> \$
Mayor Donovan	42,566	259	42,825	16,232
Councilor Donovan	-	-	-	11,990
Deputy Mayor Madera-Voss	6,016	287	6,303	-
Councilor Madera-Voss	16,919	-	16,919	9,309
Deputy Mayor Proudfoot	18,819	-	18,819	10,370
Councilor Proudfoot	5,406	-	5,406	11,990
Deputy Mayor MacKay	-	-	-	13,409
Councilor MacKay	22,326	-	22,326	8,964
Councilor Butler	22,326	546	22,872	9,309
Councilor Elliott	22,326	92	22,418	20,955
Councilor Ingham	22,326	287	22,613	9,309
Mayor Cantwell	-	-	-	21,613
Councilor Brian	-	-	-	11,990
Councilor Oldham	-	-	-	11,990
	179,030	1,471	180,501	167,430
Chief Administrative Officer	136,851	802	137,653	143,621

9 Rate of return on rate base

For the year ended March 31, 2022, the Water Utility had a rate of return on rate base of 2.62% (2021 – 3.06%).

10 Segmented information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens. For management reporting purposes, the Government's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

Town services are provided by departments and their activities are reported in those segments. The following departments have been separately disclosed in the segmented information along with the services they provide:

General government services

Includes the Mayor and Council, the CAO's office, human resources, finance and information technology. Council collectively determines policies to be administered by Town employees, Boards and Commissions; and establishes the direction and approves matters in conducting Town affairs. The administrative departments assist Council with the development of policies and ensure proper management and utilization of financial resources in a legally correct and responsible way, following all guidelines as they pertain to municipal finance.

Protective services

Provides police protection through contracted service with the Royal Canadian Mounted Police; enforcement of bylaws through Bylaw Enforcement Officer; fire protection by a volunteer based department; supports both local and regional emergency measures organizations; and includes other protective services for animal control and crosswalk guards.

Transportation services

Provides the administration and provision of engineering and works; provides services to maintain the roadway systems, the waste water systems and street lighting; and preserves the investment made in infrastructure and equipment.

Environmental health services

Provides sanitary sewer collection and treatment service; collection of solid waste and recyclables in an efficient and environmentally friendly manner.

Environmental development services

Provides civic planning for future development and administers the building inspection services for the Town; contributes to regional planning; and promotes tourism and economic development activities.

Recreational and cultural services

Provides and facilitates quality leisure services for citizens of all ages in the Town; provides the widest possible variety of constructive leisure pursuits including parks, trails, tennis, soccer and playground facilities; and provides for cultural facilities such as a library and museum.

Water services

The Wolfville Water Utility provides the delivery of drinking water through the supply, pumping, treatment and distribution of water to its users.

Certain allocation methodologies are employed in the preparation of the segmented financial information. The General Operating Fund reports on municipal services that are funded primarily by property taxation and rates. The Wolfville Water Operating Fund reports on municipal services that are funded primarily by water rates.

The accounting policies used in these separate segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 2.

11 Cash Capital & Restricted Reserves

	2022 \$	2021 \$
Source of funds		
External sources		
Federal gas tax grant	658,424	322,021
Provincial Covid SRA Grant - deferred revenue	-	161,553
Interest earned	25,730	20,966
Proceeds on sale of land	5,000	
Covid SRA offsetting loss in capital reserve interest income	-	43,221
Contributions/donations	31,400	27,830
Internal sources		
Allocation from Town Operating Fund	1,028,900	999,300
Allocation from Water Operating Fund – Dep'n	164,908	142,107
	<u>1,914,362</u>	<u>1,716,998</u>
Use of funds		
Capital project funding – Town Capital	614,680	824,347
Operating Fund - COVID SRA revenue recognized	<u>131,153</u>	<u>-</u>
	<u>745,833</u>	<u>824,347</u>
Net increase to capital reserves	1,168,529	892,651
Balance, beginning of year	<u>4,017,151</u>	<u>3,124,500</u>
Balance, end of year	<u>5,185,680</u>	<u>4,017,151</u>

12 Commitments

The town guaranteed its share of the loans taken by the Valley Waste Resource Management Authority for purposes of capital projects. The Town is only required to make payments on these debentures if Valley Waste Resource Management Authority defaults on their repayment obligations. The Minister of Municipal Affairs and Housing has authorized all loan guarantees.

The details of the guarantees are:

Debenture number and date	Principal and interest		
	outstanding \$	Share %	Amount \$
37A-1 May 16, 2016	891,090	6.46	57,574
38A-1 November 9, 2017	309,845	8.29	25,729
39A-1 May 30, 2018	24,099	8.26	1,990
41A-1 May 28, 2021	536,873	8.31	44,614
			<u>129,907</u>

13 Budget figures

Public Sector Accounting Standards require a comparison of the results for the period with those originally planned on the same basis as that used for actual results. The fiscal plan in the consolidated statement of operations and consolidated statement of change in net debt has been adjusted to be on a consistent basis as actual results. Below is a reconciliation of the figures from the approved fiscal plan to the fiscal plan per the consolidated financial statements. Adjustments consist of revenues between Town and Water Utility operating funds, budgeted capital funding and amortization of tangible capital assets:

	Approved Fiscal Plan	Adjustments	Fiscal Plan per Consolidated Financial Statements
	\$	\$	\$
Revenue			
Taxes	8,754,000	(938,000)	7,816,000
Grants in lieu of taxes	970,500		970,500
Sale of services	959,700	(80,000)	879,700
Other revenue from own sources	479,100	(322,100)	157,000
Unconditional transfers from other governments	71,100		71,100
Conditional transfers from governments and others	27,500	1,266,300	1,293,800
Metered sales	700,000		700,000
Public Fire Protection - Hydrants	396,000	(396,000)	-
Sprinkler services	10,800		10,800
Other	26,500		26,500
	<u>12,395,200</u>	<u>(469,800)</u>	<u>11,925,400</u>
Expenditures			
General government services	1,744,500	17,800	1,762,300
Protective services	2,497,900	(291,100)	2,206,800
Transportation services	1,613,400	861,500	2,474,900
Environmental health services	390,900	742,600	1,133,500
Environmental development services	588,800	234,400	823,200
Recreational and cultural services	1,266,400	37,200	1,303,600
Local, Regional, Provincial Expenditures	1,823,900	(1,823,900)	-
Fund Transfers and Debt repayment	1,336,100	(1,336,100)	-
Water			
Source of supply	-		-
Power and pumping	123,400	-	123,400
Treatment	107,900	-	107,900
Transmission and distribution	268,900	-	268,900
Administrative	267,800	-	267,800
Property Taxes	53,700	(53,700)	-
Interest and other debt charges	19,300	-	19,300
Dividend	50,000	(50,000)	-
Fund Transfers and Debt repayment	107,000	(107,000)	-
Amortization	160,000	-	160,000
	<u>12,419,900</u>	<u>(1,768,300)</u>	<u>10,651,600</u>
Surplus	<u>\$ (24,700)</u>	<u>\$ 1,298,500</u>	<u>\$ 1,273,800</u>

14 Segment By Object

	General Government Services \$	Protective Services \$	Transportation Services \$	Environmental Health Services \$	Environmental Development Services \$	Recreation and Cultural Services \$	Water Utility Services \$	2022 Consolidated \$	2021 Consolidated \$
Revenue									
Taxes	7,609,689	393,890	-	-	100,706	-	-	8,104,285	7,755,431
Grants in lieu of taxes	968,204	-	-	-	-	-	-	968,204	1,008,067
Sale of services	2,800	306,134	18,858	521,570	3,370	45,495	-	898,227	800,672
Other revenue from own sources	166,425	38,507	(6,123)	-	17,482	-	-	216,291	172,708
Unconditional transfers from other governments	140,941	-	-	-	-	-	-	140,941	71,063
Conditional transfers from governments and others	254,342	1,973	1,252,587	-	114,688	28,408	-	1,651,998	1,538,153
Metered sales	-	-	-	-	-	-	716,322	716,322	696,135
Sprinkler services	-	-	-	-	-	-	10,850	10,850	10,850
Other	-	-	-	-	-	-	32,271	32,271	27,432
Total Revenues	9,142,401	740,504	1,265,322	521,570	236,246	73,903	759,443	12,739,389	12,080,511
Expenses									
Salaries, wages, and benefits	680,899	162,935	543,500	101,717	495,841	738,069	371,051	3,094,012	2,861,832
Contracted Services	59,118	1,592,621	471,657	127,987	130,425	98,064	81,358	2,561,230	2,256,513
Purchases of goods & services from public sector	88,580	9,526	198,341	346,429	1,306	-	-	644,182	679,326
Materials, goods, supplies, and utilities	397,693	205,987	489,587	214,874	68,242	303,343	360,648	2,040,374	1,432,473
Grants and transfers to organizations	302,105	-	-	-	100,000	51,500	-	453,605	303,651
Other Expenses	417,665	60,413	12,142	868	3,562	10,206	22,004	526,860	653,101
Interest on Long term debt	-	2,415	132,722	38,295	-	6,865	18,532	198,829	188,038
Amortization	29,451	172,037	763,088	380,817	133,577	58,957	164,908	1,702,835	1,553,207
Total Expenditures	1,975,511	2,205,934	2,611,037	1,210,987	932,953	1,267,004	1,018,501	11,221,927	9,928,141
Annual Surplus (deficit)	7,166,890	(1,465,430)	(1,345,715)	(689,417)	(696,707)	(1,193,101)	(259,058)	1,517,462	2,152,370

15. Deferred Revenue

	2022	2021
	\$	\$
Prepaid property taxes. At March 31st this balance relates to amounts that will be owing on subsequent Interim Property Tax Bill issued at end of April.	459,809	365,108
Federal & provincial grants received for which terms of grant agreements have not all been completed by March 31, and revenue recognition is deferred until such time as grant terms have been met. The Town plans to utilize the March 31, 2022 deferred grant funds during the 2022/23 fiscal year.	1,349,248	821,977
	<u>1,809,057</u>	<u>1,187,085</u>

16. COVID Pandemic – Continued Financial Implications

The Nova Scotia, Canadian, and world economies continue to be impacted by the COVID-19 pandemic which initially spread globally in 2020. Many of the measures taken to contain the spread of the virus have been lifted in recent months, but the financial disruptions continue into 2022/23 with inflation, interest rates, and supply chain delays to be key factors in changing economic conditions impacting the Town's operations. The Town continues to monitor the impacts on its operations as well as the larger community.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Town for future periods.

Town of Wolfville

Schedules to the Consolidated Statement of Operations For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
Taxes			
Assessable property			
Residential	6,481,000	6,498,491	6,361,370
Commercial			
Commercial property	1,247,700	1,233,574	1,242,311
BID area rate	100,000	100,706	30,355
Resource	13,500	12,735	12,442
Fire protection area rate	396,100	393,890	391,159
	8,238,300	8,239,396	8,037,637
Business property			
Based on revenue (Aliant)	20,500	19,767	20,489
Nova Scotia Power Inc. (GILT)	4,500	-	4,447
NSPI (HST rebate)	37,000	62,004	36,243
	62,000	81,771	61,179
Deed transfer tax	400,000	689,146	521,791
Total tax levied	8,700,300	9,010,313	8,620,607
Taxes collected on behalf of others			
Regional school board	(722,000)	(719,952)	(724,380)
Provincial correctional service	(82,000)	(83,576)	(81,695)
Regional housing authority	(50,000)	(72,200)	(34,781)
Regional library board	(30,300)	(30,300)	(24,320)
	(884,300)	(906,028)	(865,176)
	7,816,000	8,104,285	7,755,431
Grants in lieu of taxes			
Federal government agencies (Post office)	20,500	20,537	19,510
Provincial government			
Property of supported institution (Acadia University)	950,000	947,667	988,557
	970,500	968,204	1,008,067
Sales of services			
General government	1,800	2,800	1,650
Protective services	308,800	306,134	319,880
Transportation	7,000	18,858	12,131
Environmental health	511,000	521,570	428,506
Environmental development	600	3,370	4,708
Recreation, tourism and cultural	50,500	45,495	33,797
	879,700	898,227	800,672

Town of Wolfville

Schedules to the Consolidated Statement of Operations

For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
Other revenue from sources			
Licenses and permits	23,500	17,482	24,085
Fines and fees	20,000	38,507	37,800
Rentals	21,500	24,691	20,020
Interest on investments	20,000	54,841	43,825
Interest on taxes and charges	72,000	71,368	48,314
Gain/(Loss) on disposal capital assets	-	(6,123)	(7,397)
Miscellaneous	-	15,525	6,061
	157,000	216,291	172,708
Unconditional transfers from other governments			
Provincial government			
Municipal Grant Act – Equalization	70,000	139,738	69,869
Farm property acreage	1,100	1,203	1,194
	71,100	140,941	71,063
Conditional transfers from other governments and organizations			
Federal government			
Federal gas tax program	810,000	-	-
Infrastructure Grant	-	657,854	595,222
Other federal	9,000	41,099	13,534
Provincial government			
Capital project grants	-	548,157	
Other provincial	453,200	183,126	833,417
Other	21,600	221,762	95,980
	1,293,800	1,651,998	1,538,153

Town of Wolfville

Schedules to the Consolidated Statement of Operations

For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
General government services			
Legislative			
Mayor remuneration	38,300	42,566	37,845
Council remuneration	129,200	136,464	128,205
Other expenses	38,800	17,241	26,806
	<u>206,300</u>	<u>196,271</u>	<u>192,856</u>
General administrative			
Administrative	1,226,700	1,331,293	1,101,780
Audit	21,500	24,852	23,603
Taxation			
Reduced taxes	111,800	109,195	103,301
Transfer provincial assessments	78,000	77,296	77,246
	<u>1,438,000</u>	<u>1,542,636</u>	<u>1,305,930</u>
Debt charges	-	-	-
Interest and other debt charges	10,100	14,242	20,702
	<u>10,100</u>	<u>14,242</u>	<u>20,702</u>
Valuation allowances			
Doubtful taxes (recovered)	-	-	-
Doubtful receivables other	2,500	-	-
	<u>2,500</u>	<u>-</u>	<u>-</u>
Other general government services			
Grants to organizations	73,900	192,911	122,000
Loss on impairment of asset - WIP	-	-	108,923
	<u>73,900</u>	<u>192,911</u>	<u>230,923</u>
Amortization	31,500	29,451	31,535
	<u>31,500</u>	<u>29,451</u>	<u>31,535</u>
	<u>1,762,300</u>	<u>1,975,511</u>	<u>1,781,946</u>

Town of Wolfville

Schedules to the Consolidated Statement of Operations

For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
Protective services			
Contracted service police	1,517,000	1,544,864	1,471,934
By-law enforcement	99,400	80,885	95,556
Building maintenance	6,200	10,715	10,536
Other	14,700	6,788	9,528
	<u>1,637,300</u>	<u>1,643,252</u>	<u>1,587,554</u>
 Fire protection			
Fire fighting	<u>345,700</u>	<u>352,603</u>	<u>340,100</u>
 Emergency measures (REMO)	<u>10,000</u>	<u>9,561</u>	<u>8,930</u>
 Debt charges	<u>2,500</u>	<u>2,415</u>	<u>3,592</u>
 Other	<u>36,400</u>	<u>26,066</u>	<u>26,821</u>
 Amortization	<u>174,900</u>	<u>172,037</u>	<u>174,911</u>
	<u>2,206,800</u>	<u>2,205,934</u>	<u>2,141,908</u>

Town of Wolfville

Schedules to the Consolidated Statement of Operations For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
Transportation services			
Common services			
Administration	117,700	135,155	112,395
Buildings and equipment, other	63,000	96,246	34,728
	<u>180,700</u>	<u>231,401</u>	<u>147,123</u>
Road transport			
Roads and streets	1,054,400	1,181,520	936,982
Street lighting	29,500	30,625	23,823
Traffic services	52,200	72,675	75,326
Other road transport	-	665	14,450
	<u>1,136,100</u>	<u>1,285,485</u>	<u>1,050,581</u>
Public transport	217,000	198,341	174,813
Debt charges	136,200	132,722	131,408
Amortization	804,900	763,088	804,988
	<u>2,474,900</u>	<u>2,611,037</u>	<u>2,308,913</u>
Environmental health services			
Sewage collection and disposal			
Administration	24,800	107,004	110,699
Sewage collection	142,600	65,681	89,633
Sewage left stations	47,500	55,316	50,095
Sewage treatment	119,000	191,781	111,055
	<u>333,900</u>	<u>419,782</u>	<u>361,482</u>
Garbage and waste collection and disposal			
Garbage and waste collection	512,600	346,429	425,961
Other	28,800	25,664	23,866
	<u>541,400</u>	<u>372,093</u>	<u>449,827</u>
Debt charges	28,200	38,295	25,942
Amortization	230,000	380,817	230,016
	<u>1,133,500</u>	<u>1,210,987</u>	<u>1,067,267</u>

Town of Wolfville

Schedules to the Consolidated Statement of Operations For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
Environmental development services			
Planning and zoning	530,400	644,309	513,883
Community development			
Grant – Business Development Corp	100,000	100,000	30,000
Transfer to Valley Community Fibre	2,000	1,306	1,306
	632,400	745,615	545,189
Community development administration	-	905	(1,756)
Tourism	58,400	52,856	62,118
Debt charges	-	-	50
Amortization	132,400	133,577	132,431
	823,200	932,953	738,032
Recreational and cultural services			
Recreation			
Administration	261,700	229,964	239,578
Program expenses	121,800	91,476	49,031
Parks, playgrounds, and sports fields	623,900	713,413	560,690
Grants to organizations	70,300	41,500	38,350
Other - Festival & Events	86,500	62,193	39,355
	1,164,200	1,138,546	927,004
Cultural buildings and facilities			
Library – Local branch	78,700	52,635	18,898
Museums and cemetery	10,000	10,000	10,000
	88,700	62,635	28,898
Debt charges	13,500	6,866	7,324
Amortization	37,200	58,957	37,219
	1,303,600	1,267,004	1,000,445

Town of Wolfville

Schedules to the Consolidated Statement of Operations

For the year ended March 31, 2022

	Budget	Actual	Actual
	2022	2022	2021
	\$	\$	\$
Administrative			
Salary and benefits	179,900	174,427	176,935
General office expenses	35,100	17,886	15,318
Audit	6,000	6,500	6,500
Building and vehicle expenses	40,800	50,735	52,902
Doubtful accounts recovery	1,000	-	-
Training and travel	5,000	-	-
	<hr/>	<hr/>	<hr/>
	267,800	249,548	251,655
	<hr/>	<hr/>	<hr/>

Town of Wolfville

Schedules of Water Utility Operating Fund

For the year ended March 31, 2022

	Budget 2022 \$	Actual 2022 \$	Actual 2021 \$
Revenue			
Metered sales	700,000	716,322	696,135
Public fire protection	396,000	396,023	396,023
Sprinkler services	10,800	10,850	10,850
Covid SRA Grant Funds	-	-	43,106
Other	26,500	32,271	27,432
	<u>1,133,300</u>	<u>1,155,466</u>	<u>1,173,546</u>
Expenditures			
Source of supply	-	-	-
Power and pumping	123,400	119,853	91,970
Treatment	107,900	102,424	87,342
Transmission and distribution	268,900	363,110	295,894
Administrative	267,800	249,548	251,655
Depreciation	160,000	164,908	142,107
Taxes	53,700	55,825	53,194
	<u>981,700</u>	<u>1,055,668</u>	<u>922,162</u>
Non-operating expenditures			
Debt-charges			
Principal	37,000	36,960	80,360
Interest	18,800	18,535	19,723
Other debt changes	500	123	939
Capital expenditures out of operations	70,000	132,532	10,348
Dividend to Town	50,000	50,000	50,000
	<u>176,300</u>	<u>238,150</u>	<u>161,370</u>
Excess of revenue over expenditures	<u>(24,700)</u>	(138,352)	90,014
Surplus (beginning of year) – End of year		674,280	584,266
Transfer to Water Capital Fund		<u>(109,878)</u>	-
Surplus (deficit) – End of year		<u>426,050</u>	<u>674,280</u>

Town of Wolfville
Schedules of Water Utility Operating Fund
For the year ended March 31, 2022

	2022	2021
	\$	\$
Assets		
Current assets		
Cash	61,600	466,153
Receivables		
Rates, net of allowance for doubtful accounts	145,397	146,282
Own funds and agencies		
Town Capital Fund	-	29,189
Town Operating Fund Fund	7,626	29,160
Water Capital Fund	230,000	-
Prepaid expenses	15,709	15,050
Work In Progress	22,784	20,670
Inventory, at cost	28,662	23,402
	511,778	729,906
Liabilities		
Current liabilities		
Payables and accruals	61,624	49,954
Customer deposits	5,663	5,672
Own funds and agencies		
Town General Operating Fund	18,441	-
	85,728	55,626
Surplus	426,050	674,280
	511,778	729,906

Schedule of Water Utility Capital Fund
Consolidated Statement of Financial Position
As at March 31, 2022

	2022	2021
	\$	\$
Assets		
Current assets		
Cash	546,126	381,218
Utility plant and equipment	11,545,991	11,073,580
	<u>12,092,117</u>	<u>11,454,798</u>
Liabilities		
Current liabilities		
Due to Water Operating Fund	230,000	-
	<u>620,030</u>	<u>656,990</u>
Long-term debt		
	<u>4,159,458</u>	<u>3,994,549</u>
Accumulated allowance for depreciation		
	<u>546,126</u>	<u>381,218</u>
Equity		
Reserve fund balance	6,536,503	6,422,041
Investment in capital assets		
	<u>7,082,629</u>	<u>6,803,259</u>
	<u>12,092,117</u>	<u>11,454,798</u>

Schedule of Water Utility Capital Fund
Consolidated Statement of Investment in Capital Assets
For the year ended March 31, 2022

	2022	2021
	\$	\$
Balance – Beginning of year	<u>6,422,041</u>	<u>6,490,977</u>
Add:		
Term debt retired	36,960	80,360
Gain/(Loss) on disposal of tangible capital assets	-	(17,537)
Capital from Operating Fund - Accumulated Surplus	109,878	-
Capital from operations	<u>132,532</u>	<u>10,348</u>
	<u>279,370</u>	<u>73,171</u>
Less:		
Amortization of capital assets	<u>164,908</u>	<u>142,107</u>
Balance – End of year	<u>6,536,503</u>	<u>6,422,041</u>

Trust Fund Balance Sheet

						2022	2021
	South Mountain Nature Trust	Luc Massery Trust	Jessie L. Bishop Trust	Doug Cochrane Trust	Chipman Jefferson Trust	Total	Total
	\$	\$	\$	\$	\$	\$	\$
Assets							
Cash	28	5,186		69		5,283	5,214
Account receivable					53,345	53,345	51,830
Dominion of Canada bonds 3% perpetual			100			100	100
	28	5,186	100	69	53,345	58,728	57,144
Liabilities							
Reserves	28	5,186	100	69	53,345	58,728	57,144

Statement of Trust Fund Reserve

						2022	2021
	South Mountain Nature Trust	Luc Massery Trust	Jessie L. Bishop Trust	Doug Cochrane Trust	Chipman Jefferson Trust	Total	Total
	\$	\$	\$	\$	\$	\$	\$
Balance – Beginning of year	28	5,150	100	69	52,971	58,318	57,144
Revenues							
Investment income	-	36	-	-	374	410	1,174
Expenses							
Bank fees	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	28	5,186	100	69	53,345	58,728	58,318

Non-Consolidated Financial Statements

Town of Wolfville

March 31, 2022

(Unaudited)

(Refer to Consolidated Financial Statements for Audited Financial Statements)



A cultivated experience for the mind, body, and soil

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Town of Wolfville**Operating Fund****Statement of Operations****Year Ended March 31**

			2022	2021
	<u>Page</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenue				
Taxes	3	\$ 7,869,700	\$ 8,160,110	\$ 7,808,625
Grants in lieu of taxes	3	970,500	968,204	1,008,067
Sales of services	3	879,700	898,227	800,672
Other revenue from own sources	4	422,800	469,583	433,637
Unconditional transfers from other governments	4	71,100	140,941	71,063
Conditional transfers from other governments	4	27,500	213,745	334,946
		<u>10,241,300</u>	<u>10,850,810</u>	<u>10,457,010</u>
Expenditures				
General government services	5	1,830,700	2,053,959	1,831,537
Protective services	6	2,428,700	2,429,920	2,363,020
Transportation services	7	1,785,100	1,963,047	1,619,025
Environmental health services	7	903,500	830,170	837,250
Environmental development services	8	690,800	799,376	605,601
Recreational and cultural services	8	1,266,400	1,208,047	963,226
		<u>8,905,200</u>	<u>9,284,519</u>	<u>8,219,659</u>
Net revenue		<u>1,336,100</u>	<u>1,566,291</u>	<u>2,237,351</u>
Financing and transfers				
Principal repayment of long term debt		(601,800)	(601,757)	(562,886)
Transfers (to) from other funds				
Capital reserves		(1,028,900)	(1,028,900)	(999,300)
Operating reserves		294,600	287,786	(5,000)
Capital Fund		-	(97,952)	(131,231)
		<u>(1,336,100)</u>	<u>(1,440,823)</u>	<u>(1,698,417)</u>
Change in fund balance		<u>\$ -</u>	125,468	538,934
Surplus, beginning of year			-	-
			125,468	538,934
Transferred to operating reserve per Provincial FRAM requirement			<u>(125,468)</u>	<u>(538,934)</u>
Surplus, end of year			<u>\$ -</u>	<u>\$ -</u>

Town of Wolfville
Operating Fund
Statement of Financial Position
March 31

	2022	2021
Assets		
Cash	\$ 578,307	\$ 1,008,190
Receivables		
Taxes	420,199	485,033
Other receivables	592,342	332,484
	<u>1,012,541</u>	<u>817,517</u>
	<u>1,590,848</u>	<u>1,825,707</u>
Liabilities		
Payables		
Trade and accruals	750,848	518,822
Own funds and agencies		
Capital Fund	281,262	398,640
Water Operating Fund	7,626	29,160
Operating Reserve	125,468	538,934
Deferred revenue	459,872	365,107
Other payables	29,576	29,576
	<u>1,654,652</u>	<u>1,880,239</u>
NET ASSETS	(63,804)	(54,532)
Non-Financial Assets		
Prepaid expenses	63,804	54,532
ACCUMULATED SURPLUS	<u>\$ -</u>	<u>\$ -</u>

Town of Wolfville

Operating Fund

Schedules to Statement of Operations

Year Ended March 31

		2022	2021
	Budget	Actual	Actual
Taxes			
Assessable property			
Residential	\$ 6,481,000	\$ 6,498,491	\$ 6,361,370
Commercial			
Commercial property	1,301,400	1,289,399	1,295,505
BID Area Rate	100,000	100,706	30,355
Resource	13,500	12,735	12,442
Fire protection area rate	396,100	393,890	391,159
	<u>8,292,000</u>	<u>8,295,221</u>	<u>8,090,831</u>
Business property			
Business occupancy			
Based on revenue (Aliant)	20,500	19,767	20,489
Nova Scotia Power Inc. (GILT)	4,500	-	4,447
NSPI (HST rebate)	37,000	62,004	36,243
	<u>62,000</u>	<u>81,771</u>	<u>61,179</u>
Deed transfer tax	<u>400,000</u>	<u>689,146</u>	<u>521,791</u>
Taxes collected on behalf of others			
Regional centre for education	(722,000)	(719,952)	(724,380)
Provincial correctional service	(82,000)	(83,576)	(81,695)
Regional housing authority	(50,000)	(72,200)	(34,781)
Regional library board	(30,300)	(30,300)	(24,320)
Appropriation to regional centre for education	<u>(884,300)</u>	<u>(906,028)</u>	<u>(865,176)</u>
	<u>\$ 7,869,700</u>	<u>\$ 8,160,110</u>	<u>\$ 7,808,625</u>
Grants in lieu of taxes			
Federal government agencies	\$ 20,500	\$ 20,537	\$ 19,510
Provincial government			
Property of supported institution	950,000	947,667	988,557
	<u>\$ 970,500</u>	<u>\$ 968,204</u>	<u>\$ 1,008,067</u>
Sales of services			
General government	\$ 1,800	2,800	1,650
Protective services	308,800	306,134	319,880
Transportation	7,000	18,858	12,131
Environmental health	511,000	521,570	428,506
Environmental development	600	3,370	4,708
Recreation, tourism and cultural	50,500	45,495	33,797
	<u>\$ 879,700</u>	<u>\$ 898,227</u>	<u>\$ 800,672</u>

Town of Wolfville

Operating Fund

Schedules to Statement of Operations

Year Ended March 31

		2022	2021
	Budget	Actual	Actual
Other revenue from own sources			
Cost recovery - Water Utility	\$ 215,800	\$ 223,000	\$ 224,500
Licenses and permits	23,500	17,482	24,085
Fines and fees	20,000	38,507	37,800
Rentals	21,500	24,691	20,020
Interest on Investments	20,000	29,109	22,859
Interest on tax arrears	72,000	71,368	48,314
Miscellaneous	50,000	65,426	56,059
	<u>\$ 422,800</u>	<u>\$ 469,583</u>	<u>\$ 433,637</u>
Unconditional transfers from other governments			
Provincial government			
Municipal Grant Act - equalization	\$ 70,000	\$ 139,738	\$ 69,869
Farm property acreage	1,100	1,203	1,194
	<u>\$ 71,100</u>	<u>\$ 140,941</u>	<u>\$ 71,063</u>
Conditional transfers from other governments & agencies			
Federal government	\$ 9,000	41,099	13,534
Provincial government	1,900	51,973	258,262
Other	16,600	120,673	63,150
	<u>\$ 27,500</u>	<u>\$ 213,745</u>	<u>\$ 334,946</u>

Town of Wolfville
Operating Fund
Schedules to Statement of Operations

Year Ended March 31

		2022	2021
	Budget	Actual	Actual
General government services			
Legislative			
Mayor remuneration	\$ 38,300	42,566	37,845
Council remuneration	129,200	136,464	128,207
Other expenses	38,800	17,241	26,806
	<u>206,300</u>	<u>196,271</u>	<u>192,858</u>
General administrative			
Administration, finance, common costs	1,326,600	1,439,193	1,211,147
Audit	21,500	24,852	23,603
Taxation			
Reduced taxes	111,800	109,195	103,301
Transfer provincial assessments	78,000	77,296	77,246
	<u>1,537,900</u>	<u>1,650,536</u>	<u>1,415,297</u>
Debt charges			
Interest, bank and other debt charges	10,100	14,241	20,702
	<u>10,100</u>	<u>14,241</u>	<u>20,702</u>
Valuation allowances			
Doubtful receivables other	2,500	-	-
	<u>2,500</u>	<u>-</u>	<u>-</u>
Other general government services			
Grants to organizations	73,900	192,911	122,000
Loss on impairment of asset - WIP	-		80,680
	<u>73,900</u>	<u>192,911</u>	<u>202,680</u>
	<u>\$ 1,830,700</u>	<u>\$ 2,053,959</u>	<u>\$ 1,831,537</u>

Town of Wolfville**Operating Fund****Schedules to Statement of Operations**

Year Ended March 31

		2022	2021
	Budget	Actual	Actual
Protective services			
Contracted police service	\$ 1,517,000	\$ 1,544,864	\$ 1,471,934
By-law enforcement	99,400	80,885	95,556
Building maintenance	6,200	10,715	10,536
Other	14,700	6,788	9,528
	<u>1,637,300</u>	<u>1,643,252</u>	<u>1,587,554</u>
 Fire protection			
Water supply and hydrants	396,000	396,023	396,023
Fire fighting	345,700	352,603	340,100
	<u>741,700</u>	<u>748,626</u>	<u>736,123</u>
 Emergency measures	<u>10,800</u>	<u>9,561</u>	<u>8,930</u>
 Debt charges	<u>2,500</u>	<u>2,415</u>	<u>3,592</u>
 Other	<u>36,400</u>	<u>26,066</u>	<u>26,821</u>
	<u>\$ 2,428,700</u>	<u>\$ 2,429,920</u>	<u>\$ 2,363,020</u>

Town of Wolfville

Operating Fund

Schedules to Statement of Operations

Year Ended March 31

		2022	2021
	Budget	Actual	Actual
Transportation services			
Common services			
Administration	\$ 198,600	\$ 216,055	\$ 193,295
Buildings and equipment	63,000	96,246	34,728
	<u>261,600</u>	<u>312,301</u>	<u>228,023</u>
Road transport			
Roads and streets	1,088,600	1,215,718	971,182
Street lighting	29,500	30,625	23,823
Traffic services	52,200	72,675	75,326
Other road transport	-	665	14,450
	<u>1,170,300</u>	<u>1,319,683</u>	<u>1,084,781</u>
Public transport	<u>217,000</u>	<u>198,341</u>	<u>174,813</u>
Debt charges	<u>136,200</u>	<u>132,722</u>	<u>131,408</u>
	<u>\$ 1,785,100</u>	<u>\$ 1,963,047</u>	<u>\$ 1,619,025</u>
Environmental health services			
Sewage collection and disposal			
Administration	\$ 24,800	\$ 107,004	\$ 110,699
Sewage collection	142,600	65,681	89,633
Sewage lift stations	47,500	55,316	50,095
Sewage treatment	119,000	191,781	111,055
	<u>333,900</u>	<u>419,782</u>	<u>361,482</u>
Garbage and waste collection and disposal			
Garbage and waste collection	512,600	346,429	425,961
Other	28,800	25,664	23,866
	<u>541,400</u>	<u>372,093</u>	<u>449,827</u>
Debt charges	<u>28,200</u>	<u>38,295</u>	<u>25,941</u>
	<u>\$ 903,500</u>	<u>\$ 830,170</u>	<u>\$ 837,250</u>

Town of Wolfville

Operating Fund

Schedules to Statement of Operations

Year Ended March 31

		2022	2021
	Budget	Actual	Actual
Environmental development services			
Planning and zoning	\$ 530,400	\$ 644,309	\$ 513,883
Community development			
Transfer to Business Development Corp	100,000	100,000	30,000
Transfer to Valley Community Fibre	2,000	1,306	1,306
Community development administration	-	905	(1,756)
Tourism	58,400	52,856	62,118
Debt charges		-	50
	<u>\$ 690,800</u>	<u>\$ 799,376</u>	<u>\$ 605,601</u>
Recreational and cultural services			
Recreation			
Administration	\$ 261,700	\$ 229,964	\$ 239,578
Program expenses	121,800	91,476	49,031
Parks, playgrounds, and sports fields	623,900	713,413	560,690
Grants to organizations	70,300	41,500	38,350
Festival and events	86,500	62,193	39,355
	<u>1,164,200</u>	<u>1,138,546</u>	<u>927,004</u>
Cultural buildings and facilities			
Library	78,700	52,635	18,898
Museums and cemetery	10,000	10,000	10,000
	<u>88,700</u>	<u>62,635</u>	<u>28,898</u>
Debt charges	<u>13,500</u>	<u>6,866</u>	<u>7,324</u>
	<u>\$ 1,266,400</u>	<u>\$ 1,208,047</u>	<u>\$ 963,226</u>

Town of Wolfville**Capital Fund****Statement of Financial Position**

March 31

2022**2021****Assets**

Cash	\$	472,824	-
Receivables			
Grant funding and other		52,188	-
Own funds and agencies			
General operating fund	\$	281,262	\$ 398,640
Water Utility operating fund		18,441	-
Tangible capital assets			
Work in progress		662,384	3,313,278
Property and equipment		24,267,851	21,512,479
		<u>25,754,950</u>	<u>25,224,397</u>

Liabilities

Short-term borrowing	-	646,802
Payables		
Trade accounts	51,070	986,652
Own funds and agencies		
Water Operating Fund	-	29,189
Long-term debt		
Municipal Finance Corporation	<u>7,734,686</u>	<u>6,676,443</u>
	7,785,756	8,339,086

Equity

Investment in capital assets (Page 10)	<u>17,969,194</u>	<u>16,885,310</u>
	<u>\$ 25,754,950</u>	<u>\$ 25,224,396</u>

Town of Wolfville**Capital Fund****Statement of Investment in Capital Assets**

Year Ended March 31

	2022	2021
Balance, beginning of year	<u>\$ 16,885,310</u>	<u>\$ 15,572,111</u>
Add:		
Debt retired	601,757	562,886
Transfer from reserve funds	662,526	964,232
Capital From Revenue	97,952	131,231
Grant funding	1,270,699	1,084,049
Gain (loss) on disposal of assets	(11,123)	10,141
(Loss) on impairment of value - WIP	-	(28,241)
	<u>2,621,811</u>	<u>2,724,298</u>
Less:		
Amortization of capital assets	<u>1,537,927</u>	<u>1,411,099</u>
Balance, end of year	<u>\$17,969,194</u>	<u>\$16,885,310</u>

Town of Wolfville**Reserve Fund****Statement of Financial Position**

March 31

			2022	2021
	<u>Capital</u>	<u>Operating</u>	<u>Total</u>	<u>Total</u>
Assets				
Cash	\$ 4,609,156	\$ 2,403,169	\$ 7,012,325	\$ 5,669,247
Due From own funds and agencies				
Town operating, current year surplus	-	125,468	125,468	538,934
Liabilities	-	-	-	-
Reserves	<u>\$ 4,609,156</u>	<u>\$ 2,528,637</u>	<u>\$ 7,137,793</u>	<u>\$ 6,208,181</u>

Final Draft - July 19 Council

Town of Wolfville
Reserve Fund
Statement of Operations
Year Ended March 31

	2022		2021
	<u>Capital</u>	<u>Operating</u>	<u>Total</u>
Revenue			
Interest	\$ 25,732		\$ 20,965
SRA Funds - Int Income loss	-	-	\$ 43,221
Contributions/donations	36,400	\$ 5,000	32,830
Federal gas tax grant	658,424		322,021
Other - Covid SRA	-		161,553
	<u>720,556</u>	<u>5,000</u>	<u>725,556</u>
Expenses			
Bank charges and sundry	-	-	4
	<u>-</u>	<u>-</u>	<u>-</u>
Net Revenue	<u>720,556</u>	<u>5,000</u>	<u>725,556</u>
Transfer from			
General operating fund - year end surplus	-	125,468	538,934
General operating fund	1,028,900	-	1,004,300
	<u>1,028,900</u>	<u>125,468</u>	<u>1,154,368</u>
Transfer to			
General operating fund		(287,786)	-
General capital fund	(614,680)	(47,846)	(964,232)
	<u>(614,680)</u>	<u>(335,632)</u>	<u>(964,232)</u>
Change in fund balance	1,134,776	(205,164)	1,159,588
Balance, beginning of year	<u>3,474,379</u>	<u>2,733,802</u>	<u>5,048,593</u>
Balance, end of year	<u>\$ 4,609,155</u>	<u>\$ 2,528,638</u>	<u>\$ 6,208,181</u>

Town of Wolfville
Water Utility Operating Fund
Statement of Operations
Year Ended March 31

		2022	2021
	<u>Page</u>	<u>Actual</u>	<u>Actual</u>
Revenue			
Metered sales	\$ 700,000	\$ 716,322	\$ 696,135
Public fire protection	396,000	396,023	396,023
Sprinkler services	10,800	10,850	10,850
Other	26,500	32,271	70,538
	<u>1,133,300</u>	<u>1,155,466</u>	<u>1,173,546</u>
Operating expenditures			
Power and pumping	123,400	119,853	91,970
Treatment	107,900	102,424	87,342
Transmission and distribution	268,900	363,110	295,894
Administrative	267,800	249,548	251,655
Depreciation	160,000	164,908	142,107
Taxes	53,700	55,825	53,194
	<u>981,700</u>	<u>1,055,668</u>	<u>922,162</u>
Operating profit	<u>151,600</u>	<u>99,798</u>	<u>251,384</u>
Non-operating expenditures			
Debt charges			
Principal	37,000	36,960	80,360
Interest	18,000	18,535	19,723
Other debt charges	500	123	939
Capital expenditure out of operations	70,000	132,532	10,348
Dividend to town	50,000	50,000	50,000
	<u>175,500</u>	<u>238,150</u>	<u>161,370</u>
Change in Fund Balance	<u>\$ (23,900)</u>	<u>\$ (138,352)</u>	<u>\$ 90,014</u>
Surplus, beginning of year		\$ 674,280	\$ 584,266
Less: Transfer to Capital Fund		(109,878)	
Change in Fund Balance		<u>(138,352)</u>	<u>90,014</u>
Surplus, end of year		<u>\$ 426,050</u>	<u>\$ 674,280</u>

Town of Wolfville
Water Utility Operating Fund
Statement of Financial Position
March 31

	2022	2021
	<u>Actual</u>	<u>Actual</u>
Assets		
Cash	\$ 61,600	\$ 466,153
Receivables		
Rates, net of allowance for doubtful accounts	145,397	146,282
Own funds and agencies		
Town Capital Fund	-	29,189
Town Operating Fund	7,626	29,160
Water Capital Fund	230,000	-
Prepaid expenses	15,709	15,050
Work In Progress	22,784	20,670
Inventory, at cost	28,662	23,402
	<u>\$ 511,778</u>	<u>\$ 729,906</u>
Liabilities		
Payables and accruals	\$ 61,624	\$ 49,954
Customer deposits	5,663	5,672
Own funds and agencies		
Town General Operating Fund	18,441	-
	<u>85,728</u>	<u>55,626</u>
Surplus	<u>426,050</u>	<u>674,280</u>
	<u>\$ 511,778</u>	<u>\$ 729,906</u>

Town of Wolfville
Water Utility Operating Fund
Schedule to Statement of Operations
Year Ended March 31

		2022	2021
	Budget	Actual	Actual
Administrative			
Salary and benefits	\$ 179,900	\$ 174,427	\$ 176,935
General office expenses	35,100	17,886	52,902
Audit	6,000	6,500	6,500
Building and vehicle expenses	40,800	50,735	15,318
Doubtful accounts expense (recovery)	1,000	-	-
Training and travel	5,000	-	-
	<u>\$ 267,800</u>	<u>\$ 249,548</u>	<u>\$ 251,655</u>

Final Draft - July 19 Council

Town of Wolfville
Water Utility Capital Fund
Statement of Financial Position
March 31

	2022	2021
Assets		
Cash (depreciation fund)	\$ 546,126	\$ 381,218
Utility plant and equipment	<u>11,545,991</u>	<u>11,073,580</u>
	<u>\$12,092,117</u>	<u>\$11,454,798</u>
<hr/>		
Liabilities		
Long term debt	\$ 620,030	\$ 656,990
Due to Water Operating Fund	230,000	-
Accumulated allowance for depreciation	4,159,458	3,994,549
Equity		
Reserve fund balance	546,126	381,218
Investment in capital assets (Page 17)	<u>6,536,503</u>	<u>6,422,041</u>
	<u>\$12,092,117</u>	<u>\$11,454,798</u>

Town of Wolfville**Water Utility Capital Fund****Statement of Investment in Capital Assets**

Year Ended March 31

2022**2021**

Balance, beginning of year	<u>\$ 6,422,041</u>	<u>\$ 6,490,977</u>
Add:		
Term debt retired	36,960	80,360
Gain (Loss) on disposal of assets		(17,537)
Capital from Operating Fund - Accumulated Surplus	109,878	
Capital from operations	<u>132,532</u>	<u>10,348</u>
	<u>279,370</u>	<u>73,171</u>
Less:		
Amortization of capital assets	<u>164,908</u>	<u>142,107</u>
Balance, end of year	<u>\$ 6,536,503</u>	<u>\$ 6,422,041</u>

REQUEST FOR DECISION 042-2022

Title: Public Works/Community Development Building – Remediation
& Refurbishment

Date: 2022-07-19

Department: Finance



SUMMARY

Public Works/Community Development Building Remediation & Refurbishment

During this past winter the second floor of the Public Works/Community Development building located at 200 Dykeland Street incurred substantial water damage. That floor of the building houses the offices for Planning and Development staff as well as Public Works and Engineering staff. The immediate mitigation work carried out after the water damage event left the majority of the second floor unusable. Since that time the Town's Manager of Engineering finalized a scope of work required to remediate the space to allow staff back into offices, and to identify other upgrades that were previously identified as needing attention (for example fire safety upgrades).

The fire safety upgrades had been included in the approved 2022/23 Capital Investment Plan, with costs allocated over a number of years to address issues. The need to refurbish after water damage was not part of the approved 2022/23 budget, and hence this Request for Decision (RFD) comes before Council for decision related to a recent tender closing. The total estimated cost, based on tender results and other non-construction costs, is \$623,500 (net of HST Rebate). Given the condition of the building, the previously identified fire safety issues, and space needs of current Town staff complement, engineering staff recommend proceeding with the tendered work.

This RFD provides additional information on budget implications, options, and path forward for Council to consider.

DRAFT MOTION:

That Council, pending staff confirmation of bid security in accordance with tender specifications, award the contract for the Public Works Building Reconstruction and Renovation (Town Tender #WOL010-2022) to Greytop Commercial Construction in the amount of \$507,618 (HST extra), and further set the overall budget for this project not to exceed \$623,500.

REQUEST FOR DECISION 042-2022

Title: Public Works/Community Development Building – Remediation
& Refurbishment

Date: 2022-07-19

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Section 65, 65A, and 65B

3) STAFF RECOMMENDATION

Staff recommend the Remediation & Renovation project be approved, including awarding the construction portion of the work to Greytop Construction at a cost not to exceed \$507,618 (plus HST).

If cost savings can be identified, without a material change in scope, staff should review those items with the contractor.

4) REFERENCES AND ATTACHMENTS

- 2022-2026 Operations Plan and Budget – approved by Council March 15th

5) DISCUSSION

This RFD deals with restoration work required as a result of water damage incurred this past winter. It is not the same project that had been included in Town budgets prior to fiscal 2022/23. That previous project was somewhat larger in scope with a budget estimate that had started at \$200,000 (fiscal 2015/16) up to \$700,000 (fiscal 2021/22 budget). This project included major reconfiguration of the building and added offices to second floor. Early in fiscal 2021/22 engineering staff had estimated that the \$700,000 budget scope was likely to be over \$800,000, possibly closer to \$1 million. Given the budget shortfall, that project was not carried out.

The scope of work, and related tender, covered by this RFD has some overlap to that prior proposed project. Both included second floor work. The matter before Council now has a more limited scope which includes:

- Restoring the second floor to allow staff to return to offices – i.e. return to pre-water damage capacity, albeit with minor realignment of existing office spaces.
- Creating new office space for the Utility Plant Operators on the first floor by repurposing current shop storage space. This is the first year the Town has had 3 full time Plant Operators and this has further highlighted the lack of functional office space for this group of staff.
- Mechanical upgrades including improved air ventilation and circulation supporting both second floor and first floor spaces.

REQUEST FOR DECISION 042-2022

Title: Public Works/Community Development Building – Remediation
& Refurbishment

Date: 2022-07-19

Department: Finance



- Upgrades to existing first floor meeting room, offices, bathrooms, lunchroom, and change rooms. Each of these areas will be impacted to a varying degree by the necessary disruption of upgrading the mechanical systems. Due to this each of these areas will need to have some attention to restore them to pre-mechanical upgrade work. Given that reality, it is an opportune time to do more complete upgrades rather than have a patch work of repairs.
- In all areas noted above, previously identified safety issues (most notably fire safety issues) will be addressed.

The tender for the proposed work closed on July 13th at 2:00. The Manager of Engineering reviewed the tender submissions and provided the CAO and Director of Finance summary information and recommendation. In summary:

- 3 lump sum bids were received
 - Low bid \$507,618 (plus HST) – Greytap Commercial Construction
 - Second low bid \$581,997 (plus HST)
 - High bid \$812,000 (plus HST)
- Estimated Costs in addition to Construction bids above:
 - Office furniture allowance (desks, tables, filing cabinets) \$61,875 (plus HST)
 - Temporary office space measures \$28,382 (plus HST)
- **Total (including Town net HST) \$623,500**

In theory there is potential cost reductions related to upgrades to the first floor that are more than just patching walls after mechanical equipment changes. It is considered more efficient use of dollars to fully refurbish these areas, e.g., first floor meeting room and offices. Doing it all now will also reduce the number of times, and length of time staff would have to work from temporary locations, or overcrowded spaces.

Note the temporary measures noted above (\$28,000) relate to renting an office trailer to be located at the Dykeland facility during the duration of construction, providing space for staff currently using first floor offices as well as the limited use of some second-floor offices.

This RFD deals with the decision to award the contract to the low bid submission, with the full cost noted for Council's reference and ensure full project cost known before awarding construction work.

6) FINANCIAL IMPLICATIONS

REQUEST FOR DECISION 042-2022

Title: Public Works/Community Development Building – Remediation
& Refurbishment

Date: 2022-07-19

Department: Finance



As noted in the summary at the front of this report, this is an unbudgeted project. The key now is to consider how to fund the project. As previously reported to Council, this work is not covered by the Town's insurance policy. It resulted from conditions known to some staff, but not the Office of the CAO or Council.

What follows is funding proposal references based on recommended approach. Alternatives noted below is Section 9 of this RFD would each have different financial implications.

The current approved 2022/23 Capital Plan provided (page 113 of approved 2022-2026 Ops Plan)

Public Works Facility Upgrades

- \$100,000 in Year 1,
- \$550,000 in Year 2, and
- \$50,000 in Year 3
- The largest portion in Year 2 was mainly for a new Parks Shed in the yard.

Salt Shed

- \$350,000 budget
- Actual costs approximately \$290,000 (awaiting final invoices)

Proposed funding to cover restoration from water damage:

Utilize current year capital budget allocation	\$100,000
Defer Parks Shed proposed in Year 2	<u>\$550,000</u>
Budget potential thru redeploy funding	<u>\$650,000</u>

Note the redeployed funding is in excess of expected project costs under consideration. This will provide a level of contingency if the current project incurs extras (as many renovations do). There is an additional buffer by virtue of the salt shed coming in underbudget.

It should also be noted that the proposed redeployed funds are focused on dollars already connected to the building on Dykeland. There are capital budget considerations outside this limited view of the Ten-Year Capital Improvement Plan (CIP). These include known budget overruns on Highland Avenue, and the changing landscape with interest rates. It is staffs position that these considerations will become part of the formal 2023/24 budget discussions.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time. Project proposed is driven by need to allow staff to return to office space as they provide service to the public.

8) COMMUNICATION REQUIREMENTS

REQUEST FOR DECISION 042-2022

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& Refurbishment

Date: 2022-07-19

Department: Finance



Pending Council decision, appropriate communications will be sent to the 3 companies submitting bids. Internally communications with staff will take place in relation to how the work will proceed and temporary measures for those staff displaced during construction.

9) ALTERNATIVES

There are a number of alternatives, although not all alternatives are practical:

- Not approve the work to restore office space as proposed.
 - This would save dollars in the short term but leave staff with no location to work. Although staff have been flexible with work conditions, long term displacement (multiple years) will become ever more challenging to manage. For example, at some point the Town Hall Meeting Room should return to use as a meeting room. Currently it has been converted to a temporary office.
- Plan to select a different project from the CIP to free up funding
 - Examples could be the Visitor Information Centre replacement project or Reservoir Park Washroom/Changerooms Project. At this stage of the year, these projects are not yet designed, therefore probable that they could be carried over into next year (2023/24). Staff believe the naturally occurring deferral (not ready for tender/construction) will provide temporary funding relief and the projects can be more fully reviewed as part of the next budget process (2023/24) which will start this fall.
- Approve the restoration work without any offset, i.e., simply approve higher borrowings or use of reserves to cover the \$623,000 cost.
 - This is certainly possible in the short term given the Towns balance in reserves.
 - It is not recommended by Finance Staff given longer term considerations, i.e., the capital reserves are already committed fully within the upcoming ten-year plan.
 - The recommended funding plan in Section 6 above provides funding for the proposed project at the same time providing a process (2023/24 budget) to consider the full capital budget on a go forward basis.

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: June 27 Email to Council alex is healed, follow up
Date: July 8, 2022 10:10:32 AM

From: Alex Leblanc
Sent: July 8, 2022 7:39 AM
To: Mike MacLean <MMacLean@wolffville.ca>; Town Council <towncouncil@wolffville.ca>
Subject: Re: June 27 Email to Council alex is healed, follow up

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

Town of Wolfville council and accessibility advisory board

Thank you for the follow up, I received kind messages from the town council, AAB and staff.

My adventures in Wolfville started as a child. My mother Peggy LeBlanc worked for Progeny Software in the building now occupied by Devour team.

I relocated to Wolfville in 2015 when a barrier-free apartment became available for my family and I.

In 2022 my children, assistant and I enjoyed the Canada day celebrations at Willow Park and have been frequenting reservoir park with my service animal regularly.

My leg is almost completely healed from the injury.

It was nice to see the gravel on the sidewalk edges at the corner of Gaspereau and Pleasant repaired by the town.

I remain financially struggling with disability poverty. The unfunded emergency transportation expense from the incident added financial stress I wasn't expecting. It would be nice to discuss the liability settlement aspect of the injury with the appropriate member from the town.

I would like to make a 3min presentation for counselors on accessibility issues, service gaps and safety issues.

I have been studying service gaps in the Disability services sector. Individuals with first voice experiences can explain the importance of the built environment policy to accessibility administrators, our vendors, contractors and builders.

Reaching out to the community to develop a well rounded build environment testing team for consulting on future projects may be a good educational and marketing opportunity for the town and the individuals.

The CSA B651 is a great guide to understand the objectives of the accessibility act built environment

goals. The RHFAC assessment course is a more detailed study of Dignified access issues.

As the town's projects progress forward it would be nice to see increased accessibility sloping incorporated in landscaping. I would like to see less slopes, instead of creating more barriers like concrete steps, slopes above 1:6 for looks and make work projects.

The town may want implement an accessibility enforcement policy on all the contractors performing work in the area. I would like to see they maintain (1000mm min 1:6 max slope) through ways while doing construction in the outdoor environment whenever possible. A accessibility audit policy should be developed as a follow-up prior to the final payment of vendors.

There is a new 2022 barrier on the harvest moon trail, from a electrical Box and fence on harbor side drive. For example this is difficult to navigate for 32" w mobility device users who want to stay on the trail. In my opinion this construction should have not been allowed to start, without a plan to mitigate the thruway. A hypothetical question comes to mind; Who is responsible for the placement of the electronic equipment and fence?, the town, contractors, manufacturer, administrators or NSP?

Does the town have a "common hazards" definition? I purpose a community hazard canvas, identifying safety issues. For example a pothole bigger than 6" or 150mm in diameter and 4"/100mm deep is a unnecessary hazard.

Does the town have defined trailway maintenance and road repair finishing procedures? Development of a municipal community construction standard videos with best practices may be helpful as a educational tool for vendors.

Please consider using packed crusher dust *because concrete heaves, asphalt is not a expensive, the gravel is very difficult for people with mobility devices to navigate.

Please be aware the asphalt paving and added gravel at reservoir park created minor accessibility issues. Loosely packed gravel acts like quick sand for powerchair users. It needs the gravel to be topcoated with packed crusher dust, a 6' w path down the middle by the gate/asphalt for people with mobility devices. Right now it is difficult to navigate in a power wheelchair with the gravel and the 3" jump up onto the asphalt

I spent some time at the elementary school reflecting upon accessibility, doing a estimate for the playground upgrading, I would like to speak with counsel in person and update on that experience.

I will have availability next week Wednesday- Friday please let me know if you're available to meet sometime in the afternoon.

Regards

Alex LeBlanc
Accessibility advocate

Wolfville NS

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: Sidewalk jurisdiction Wolfville NS, accessibility infrastructure
Date: June 27, 2022 8:46:21 AM

From: Alex Leblanc
Sent: June 27, 2022 7:39 AM
To: Town Council <towncouncil@wolfville.ca>
Subject: Fwd: Sidewalk jurisdiction Wolfville NS, accessibility infrastructure

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

Good morning Town of Wolfville council

My name's Thomas Alexander Leblanc, my friends call me Alex.

You may have seen me at townhall meetings or scooting through our town in my Powerchair.

I had an accident yesterday morning, I hit a 4" pothole, then crashed into the crosswalk sign.
I crushed my left leg a little bit.

The location was in the area of the sidewalk *corner of Gaspereau and Pleasant

I asked for the sidewalk to be fixed in February, none of my safety concerns were addressed.

I followed the proper MVA reporting to for personal injury to RCMP, I went to the hospital to get a medical professional to examine the injury.

Then I came back home and with the help of my assistant, filled the holes with a wheelbarrow of crusher dust.

Now I am following up with some emails.

Timeline of events.

1hr in February asking for repairs and notification of hazards.

Reported, medically checked out, hazard temporarily repaired 4-5hrs.

Town followup 1-2hrs.

I am sponsored, work part time and experience disability poverty with necessary unaccounted for service gaps.

I would like to discuss my accident with someone from the town.

Please let me know who to contact and feel free to forward them this email.

Regards

Alex LeBlanc
Wolfville NS

Attached is a few pictures of the damage to my leg and the location

----- Forwarded message -----

From: **Alex Leblanc**

Date: Sun., Feb. 20, 2022, 5:14 p.m.

Subject: Sidewalk jurisdiction Wolfville NS, accessibility infrastructure

To: <tir-occ@novascotia.ca>, <tbouter@wolfville.ca>, <thancock@wolfville.ca>, <accessibility@novascotia.ca>, <mvs-sa@tc.gc.ca>, accessibility.accessibilite@tbs-sct.gc.ca, <accessibility.accessibilite@tbs-sct.gc.ca>

Good afternoon Town of Wolfville, Accessibility Directorate and the DOT team

As we go forward towards our goal of a Accessible NS by 2030 and Canada by 2040, please work together to capitalize on the new funding opportunities offered.

The hard rain and rapidly changing weather conditions is destroying our roads and sidewalks.

I am concerned about the condition of Gaspereau Avenue Wolfville NS.

The hard rain has destroyed most of the street and sidewalk.

It is difficult to navigate in a car without damage. A powerchair or mobility scooter user is at risk of personal injury using the infrastructure as is.

I consider this a provincial road that has many heavy trucks pass through towards the Gaspereau agricultural sector.

When the infrastructure gets repaired please consider modern design for drainage, accessibility, a bike lane (to align with the Altrrnate transportation draft) and take into consideration the future need of our diverse community.

It would be fantastic to see a town map added to the sitting area by willowbank cemetery.

The local signage could be upgraded for wayfinding in the area when the repair/upgrade happens (a few new citizens commented on this last year)

Let's do this

Regards

Thomas Alexander Leblanc
Wolfville NS

From: [sandcastles11](#)
To: [dmuise@munargyle.com](#); [nalbright@munargyle.com](#); [kbourque@munargyle.com](#); [rdonaldson@munargyle.com](#); [geljakl@barringtonmunicipality.com](#); [amoodnickerson@barringtonmunicipality.com](#); [cfrotten@barringtonmunicipality.com](#); [lrossetti@barringtonmunicipality.com](#); [dhunt@barringtonmunicipality.com](#); [lsdonovan@victoriacounty.ca](#); [bruce.morrison@countyvictoria.ns.ca](#); [larry.dauphinee@countyvictoria.ns.ca](#); [district2@countyvictoria.ns.ca](#); [leanne.maceachen@victoriacounty.ca](#); [johnc@district.yarmouth.ns.ca](#); [daniel@district.yarmouth.ns.ca](#); [sheri@district.yarmouth.ns.ca](#); [trevor@district.yarmouth.ns.ca](#); [loren@district.yarmouth.ns.ca](#); [nick@district.yarmouth.ns.ca](#); [victoria@district.yarmouth.ns.ca](#); [darlene@district.yarmouth.ns.ca](#); [jenny@district.yarmouth.ns.ca](#); [info@kentville.ca](#); [dtroke@kentville.ca](#); [ssnow@kentville.ca](#); [ndecoff@modg.ca](#); [farmsworthy@modg.ca](#); [mdesmond@modg.ca](#); [danny.macgillivray@stellarton.ca](#); [garry.pentz@stellarton.ca](#); [simon.lawand@stellarton.ca](#); [bryan.knight@stellarton.ca](#); [susan.campbell@stellarton.ca](#); [townoffice@town.stellarton.ns.ca](#); [Town Council](#); [Wendy Donovan](#); [Erin Beaudin](#); [Lindsay Slade](#); [REMO_KingsCounty@wolfville.ca](#); [dtabor@townofspringhill.ns.ca](#); [lennie.white@westville.ca](#); [Meghan.bragg@westville.ca](#); [clarrie.mackinnon@westville.ca](#); [ken.dunn@westville.ca](#)
Cc: [frontdesk@acadiaband.ca](#); [nbattiste@acadiaband.ca](#); [tompictou@acadiaband.ca](#); [avisjohnson@acadiaband.ca](#); [charmainestevens@acadiaband.ca](#); [andrewfrancis@acadiaband.ca](#); [mcolp@avfn.ca](#); [admin@glooscapfirstnation.com](#); [rcrowe@glooscapfirstnation.com](#); [gtupper@glooscapfirstnation.com](#); [cwarrington@glooscapfirstnation.com](#); [cherylknockwood@membertou.ca](#); [chief@millbrookband.com](#); [anissablackmore@millbrookband.com](#); [zacheryjulian@millbrookband.com](#); [stephenmarshall@millbrookband.com](#); [fisheries@millbrookband.com](#); [mgloade@mfnfisheries.ca](#)
Subject: that which unites us all
Date: June 26, 2022 2:39:38 AM

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

Dear Nova Scotia Municipalities:

No discussion of the climate crisis can be considered legitimate without acknowledging the ongoing atrocities taking place in our skies. Climate engineering is agro-terrorism, it is mass murder, and it is planetary omnicide:

<https://www.geoengineeringwatch.org/>

The California-based research team hosts a live radio broadcast ("**Global Alert News**") out of Santa Cruz, every Saturday from 8:00 a.m. - 9:00 a.m., Pacific Standard Time, available here:

<https://ksco.com/listen/> (click on "Listen Live 1080 KSCO")

Recordings of each episode are available at the main site, under the "Geowatch Radio" tab:

<https://www.geoengineeringwatch.org/category/geoengineering-watch-radio/>

Two supplementary references:

<https://laws-lois.justice.gc.ca/eng/acts/W-5/page-1.html>

https://laws-lois.justice.gc.ca/eng/regulations/C.R.C._c._1604/page-1.html

In Canada, accountability for ALL of these operations--from the relatively smaller scale "weather modification" activities to the all-out global climate engineering assault--lies with the federal Ministers of Environment, Defence, and Transport. Please consider contacting their offices.

You may also wish to contact Diane Campbell, Assistant Deputy Minister of the Meteorological Service of Canada and designated Administrator of the Weather Modification Information Act:

Diane Campbell
Place Vincent Massey, 351, boul. Saint-Joseph, Gatineau, QC, K1A 0H3
613-608-2975
diane.campbell@ec.gc.ca

Cordially,
Concerned Citizens of Saskatchewan

"I'd like to thank those in charge for making that rain available. Keep up the good work."
-former Premier of Manitoba, Brian Pallister (July 2021)

David A. Daniels

July 13, 2022

Dear Wolfville Council Members:

Please accept the following comments and questions concerning the “Timing Extension – 292 Main Street” – Amendment to the Development Agreement (DA)

=====

The DA states, in part, at subsection 5.1.9.2

“Development enabled by this Agreement, for the lands on PID 55278675, shall be completed within three (3) years.”

The proposed amendment would change the above language to read:

“Development enabled by this Agreement, for the lands on PID 55278675, shall be substantially completed within five (5) years.”

The underlining indicates the proposed changes.

The addition of the word “substantially” raises a number of questions.

- Who proposed the addition of the word “substantially” and why?
- If the proposed amendment is approved, should the term “substantially completed” be defined in the DA. By providing a concise and written definition, the chances of a future dispute on the question of whether the project is “substantially complete” will be lessened.
- The DA at subs. 5.1.10.2 states in full:

Following are matters in this Development Agreement which the Town and Developer do not consider to be substantive:

(a) The timing requirements for completion imposed by section 5.1.9.2.

Subs 5.1.10.2 may be interpreted to mean that only a change in the actual number of years falls within the meaning of “timing requirements”. If that is determined to be the correct interpretation, then the proposed change from “*complete*” to “*substantially complete*” may be viewed as a “substantive” change to the DA, triggering the requirements in the Municipal Government Act for a public hearing.

=====

The RFD contains a letter from the Developer to Marcia Elliott, dated May 18, 2022. The letter states in part:

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 light of the information provided by Councillor Butler, (see page 4, below), that several apartment complexes have been constructed in this area during Covid, the Developer needs to provide more details to explain and justify his request for a time extension.

=====

Councillor Proudfoot asked Mr. Lake what would happen if the requested time extension was not approved.

Mr. Lake initially stated that Council would need to articulate reasons why it decided not to approve the time extension. He also suggested that Council seek legal advice if Council was considering not approving the time extension.

One of the options before Council is not to approve the time extension.

Has Council sought legal advice as suggested by Mr. Lake?

=====

Councillor Proudfoot went on to ask about the current appearance of the property, referring to it as an “eyesore”.

Mr. Lake indicated that he and staff were working with the Developer to improve the property’s appearance.

Parties working together to achieve common goals may be the preferred practice. However, the Town should be aware of all of its options to ensure that the Town’s goals are achieved in a timely manner, and its interests are secured.

Does the property meet the definition of “unsightly” under Part XV of the MGA?
Does the property meet the minimum standards as set out in the Town’s Property Minimum Standards Bylaws?

=====

Councillor Ingham asked whether the Developer provided the Town with “assurances” that the Developer would be moving forward with the project in the next two years? Ms. Ingham posed this question in light of her observations that significant supply chain issues continue and costs remaining high.

Mr. Lake did not say any assurances had been given by the Developer to the Town. Mr. Lake stated that there have been substantial discussions between the Developer and Town staff. The parties have been moving forward in good faith as best as they can.

Mr. Lake did say in response to the question that we are entering into even more “tumultuous times on the financial side.”

On the question of assurances, Council should require the Developer to provide the Town with a security or performance bond as permitted by MGA s. 227(1)(h).

It is my understanding that requiring a performance bond may serve two purposes. First, the fact that the Developer is able to acquire a performance bond is a positive indication that the Developer has the financial wherewithal to satisfactorily complete the project. Second, if the Developer does not meet his obligations under the DA and bond, then the Town would have funds available to address outstanding site issues.

=====

Councillor Butler asked what would happen if the extension were granted and in two years only one floor has been completed?

Mr. Lake responded: *“I think it will have to be circumstantial – we’d be dealing with something very unique, context sensitive. We’d have to come back to Council; we’d have to weigh the pros and cons where we’re at.”*

While each building project may have unique features, failure to complete a building as required by an agreement may not be that unusual. The DA has provisions which address what would happen if the Developer failed to comply with the terms of the DA. See *Default*, s. 5.1.13.

Could the half-constructed building sit idle for years while the parties face off in litigation? What, if any, obligations would the Town have to ensure that the site and building do not pose a safety risk to the public?

=====

Councillor Butler then made the following observation: *“You drive through Kentville and New Minas and at least six fully functioning apartment complexes have gone up during Covid. . . .”*

Councillor Butler did not pose the question: how were those six apartment complexes able to be constructed during Covid while only limited construction occurred at 292 Main Street? Or in other words, what prevented the Developer from making substantial progress on the project?

=====

Mr. Lake commented in response to a question:

“A lot of pivoting and adapting have been going on. The primary construction method of the entire building has been changed over the last few months.”

What was the “primary construction method” and what was it changed to? What was the reason(s) for the change? Were the changes Covid related? And if so, why were the changes made only the “last few months”?

=====

During the pre-approval public consultation process I suggested that the DA include requirements that a specified number of the apartments be “affordable”. The final agreement did not include a requirement for affordable housing. The DA does include provisions for streetscape improvements valued at \$150,000; \$100,000 in funding over twenty years for public art; a car sharing program; and a green wall.

I was told by the Developer that he was committed to including affordable rental units in the project. I recall Mr. Gildart referring to his commitment as a “moral” commitment based on his family history.

Considering the increase in construction costs, both labour and material, has the Planning Staff recently asked the Developer whether he is still committed to including affordable units in the complex? The need for affordable housing has only increased with the passage of time.

=====

Several of the questions posed by council members implicated legal issues to a lesser or greater degree.

The Town solicitor may be able to provide more detailed answers to questions concerning what might happen if the Developer defaults on his obligations. In addition, and more importantly, the Town solicitor may be able to provide guidance on what steps the Town is able to take now to prevent future serious legal problems.

=====

Council members at the end of the discussion were asked to vote on a motion whether the Development Agreement should be amended to extend the time the Developer has to “substantially” complete the project. You had two choices: vote for or against the time extension.

You all voted to approve the extension.

In order to make an informed decision on this possibly consequential matter more information and more complete answers to the questions that were posed are needed.

=====

Bad stuff happens. Things do not always go as planned or as hoped for. You need only walk a few hundred yards west on Main Street to the Micro Boutique Living building. Dealing with the fiasco surrounding the approval and construction of that building cost the Town over \$100,000.00.

Respectfully,

/s/

David A. Daniels

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: Time extension - 292 Main Street
Date: July 13, 2022 11:47:17 AM
Attachments: [extend time Develop Agreement July 13 2022.docx](#)

From: David Daniels
Sent: July 13, 2022 11:35 AM
To: Town Council <towncouncil@wolfville.ca>
Subject: Time extension - 292 Main Street

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

Dear Council Members:

Please find attached a letter I've written concerning the above referenced matter.

Respectfully,

David A. Daniels

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: Horton High Class of 2022 Thanks You!
Date: June 27, 2022 2:42:46 PM
Attachments: [image006.png](#)

From: david.hovell
Sent: June 26, 2022 8:59 PM
To: Wendy Donovan <WDonovan@wolfville.ca>; Town Council <towncouncil@wolfville.ca>
Cc: Erin Beaudin <EBeaudin@wolfville.ca>; 'Jodye Routledge'
Subject: Horton High Class of 2022 Thanks You!

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

Mayor Donovan and Members of Council:

On behalf of the parent organizing committee and the Horton High Class of 2022, we extend our thanks to you and members of Council for your participation and enthusiasm in support of the Horton High Grad Main Street Parade on Thursday, June 23rd!

By all accounts, the celebration was a resounding success and it was heart warming to see a thousand or so folks lining downtown Wolfville to cheer on the success of every Horton High Graduate.

It will not be lost on the Graduates the community support they received not only on Parade Day but also in the months leading to the day and all the behind the scenes efforts that were made by "Team Town of Wolfville".

Mayor Donovan, thank you for your opening remarks and kind words of congratulations. And to the other members of Council I saw on the street – thank you for being part of the festivities.

Your staff team are to be commended for their "can-do" attitude and for pulling out all the stops – big and small

Thanks again,
David.



www.magicwinerybus.ca



From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: [Possible Spam] Downtown Resident Parking Issue
Date: July 11, 2022 8:51:51 AM

From: Wendy Donovan <WDonovan@wolfville.ca>
Sent: July 8, 2022 6:28 PM
To: Emily Burton
Cc: Town Council <towncouncil@wolfville.ca>; Compliance <compliance@wolfville.ca>; Devin Lake <DLake@wolfville.ca>; Nick Zamora <NZamora@wolfville.ca>; Amanda Brown <abrown@wolfville.ca>
Subject: Re: [Possible Spam] Downtown Resident Parking Issue

Emily your email for some reason went into our spam mail. It has now been circulated and I am sure the appropriate staff can be in touch next week.

Wendy

Mayor Wendy Donovan
Town of Wolfville
(902) 698-6342

On Jul 7, 2022, at 5:19 PM, Emily Burton <info@valleydramaschool.com> wrote:

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

To Whom It May Concern,

I have lived in Wolfville for five years, and opened a business on Elm Avenue two years ago. I have lived on Elm Ave., across from Clock Park, for 4 years. McKay Realty does not provide parking for this downtown building for either my residential or commercial units. For the past four years I have been finding places to park my car, whether it be Acadia rentals, parking up the hill, etc. and constantly worrying about it being parked so far away from me, or it getting towed. My car has been towed 4 times in the last year and a half- a HUGE expense that I do not budget for. But, I've had to use the 3 hour/ all day lots to keep my car- there is no o

I have grown continually frustrated and now am at a loss. I live and work downtown Wolfville, spend an unbelievable amount of money in this town- I buy everything locally and am hugely supportive of the restaurants and businesses, and yet there is nowhere to park my car. My boyfriend and I have been spending more and more time in Halifax,

especially in the winter, because there is nowhere for him (or me) here to park his car overnight when he visits, without risking it being towed. My family does not visit Wolfville from the months of November to March, because there is nowhere for them to park overnight.

I chose to open my business here and it has been very successful, but I am growing resentful and feeling very unsupported by the town, with constant notices/tickets and \$500+ worth of towing expenses. I live here and I need a car for my business. There needs to be somewhere to park overnight- for myself, and for family and friends who want to visit our town. Parking in a lot far away from my house is also not ideal; my windshield was smashed last year in an Acadia lot. Friends of mine work downtown as well, and before covid when tickets were given out, they had to leave work in the middle of their shifts, every three hours, to move their cars. The "all day" lots were always full, especially during the university season.

After five years living and working and supporting this town, I am asking for a solution to this problem, and very quickly. There needs to be an overnight option downtown. I would be happy to purchase a pass in order to park in one of the lots. In the winter I do understand that cars need to be moved in order to plow. But otherwise, I really do not understand the harm in my car being parked downtown somewhere permanently- I am not taking away from a visitor or customer, as I am a downtown resident and spend much more money here than any visitor ever will.

I am hoping this can be discussed at council and a solution reached quickly. I realize that it is also McKay's responsibility to provide parking for tenants, but I have been struggling with this issue with them for years now. Mine is perhaps a special case, as I know many downtown units provide parking for their tenants.

Thank you very much for your time.

Emily Burton
Owner/Director
Valley Drama School

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: Cookout: Wood Fired Cast Iron Pan Cookin"
Date: June 21, 2022 4:17:40 PM

From: duncan.ebata**On Behalf Of** Front Street Community Oven Wolfville
Sent: June 21, 2022 2:50 PM
To: Town Council <towncouncil@wolfville.ca>
Subject: Fwd: Cookout: Wood Fired Cast Iron Pan Cookin'

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

Good afternoon town council folks,

Just wanted to share a flavour of what's going on at the oven and invite you to our cookout this week. (see this week's email newsletter)

We're 4 events away from our 100th gathering at the oven (61 during the pandemic). We'll have more of the summer cookout schedule on our website in the coming week as well. It's evolving as newcomers and our firemasters come up with ideas and want to host different topics.

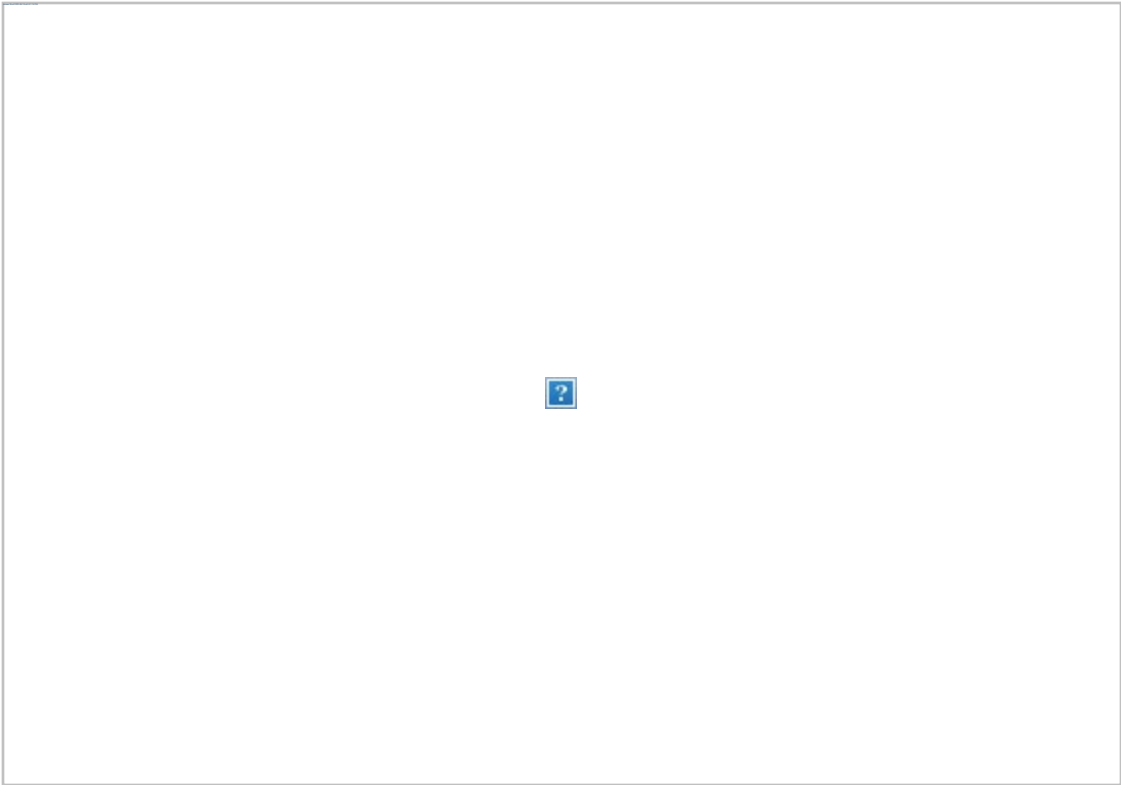
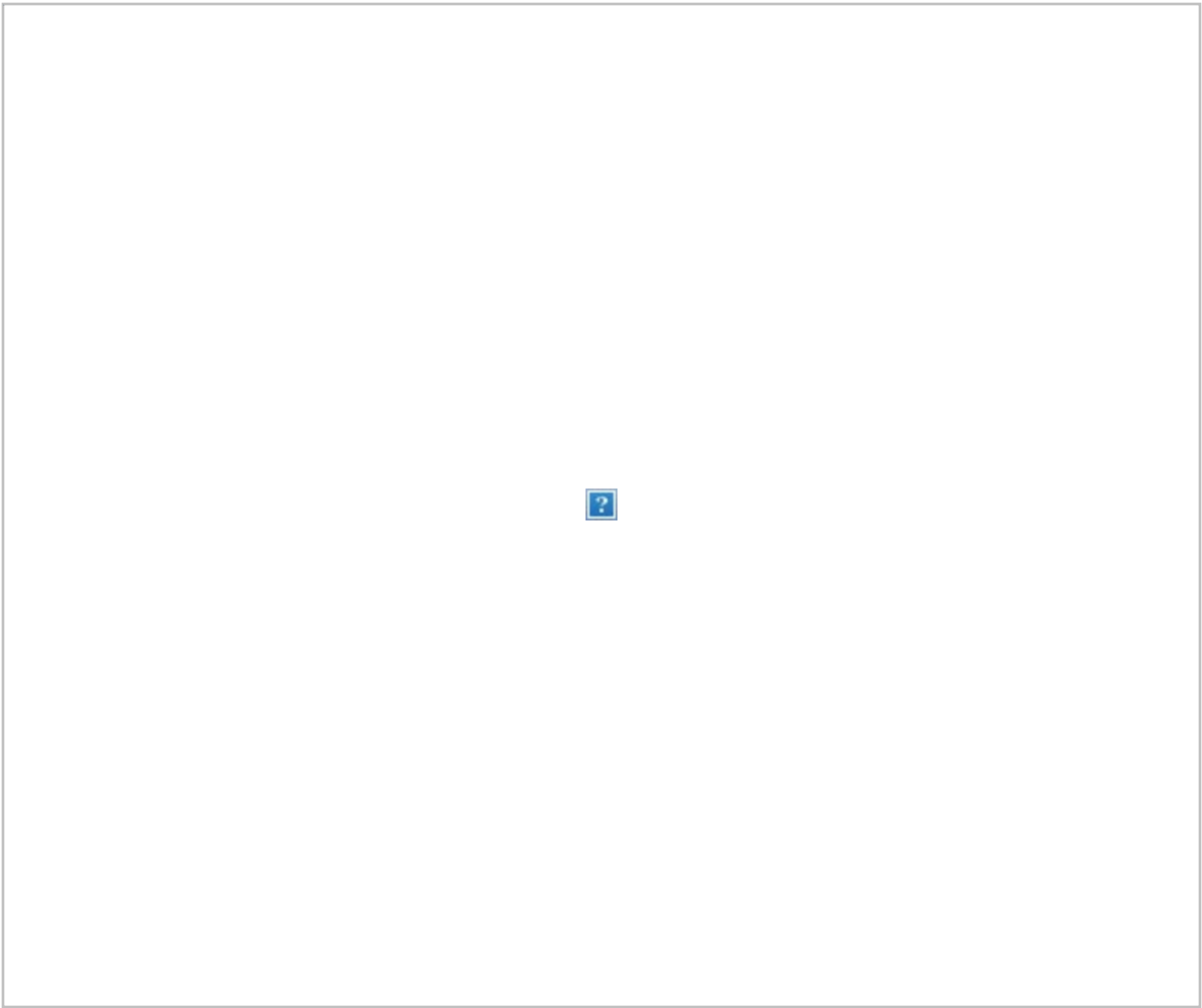
We'll be in touch with a building update next week (our window are finally in!) and see you at committee of the whole in early July!

Hope to cook with you soon.

Duncan

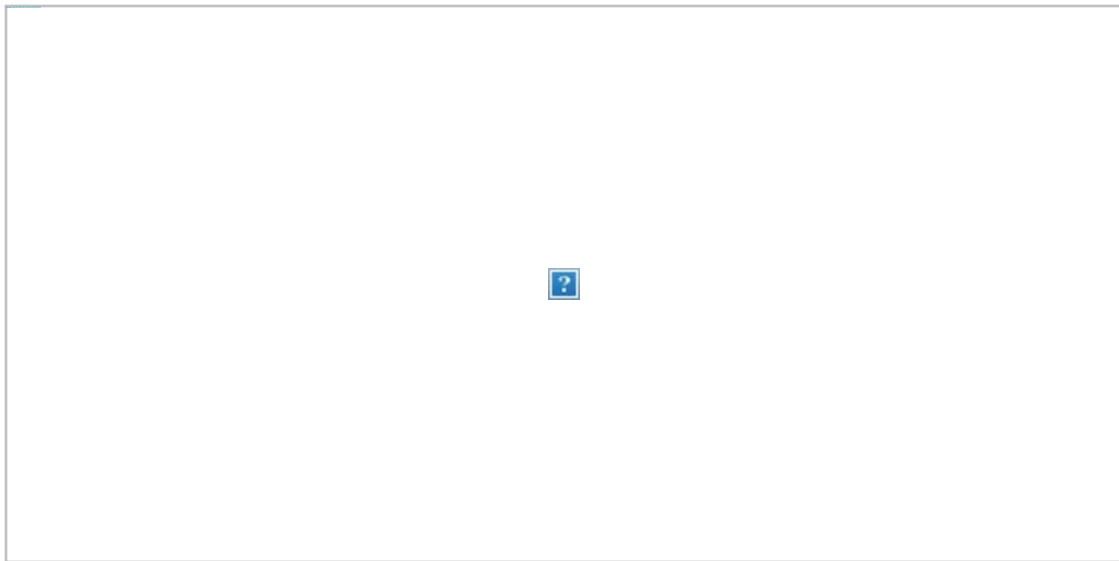
----- Forwarded message -----

From: **Front Street Community Oven** <frontstreetoven@gmail.com@hubspotstarter.net>
Date: Tue, 21 Jun 2022 at 14:37
Subject: Cookout: Wood Fired Cast Iron Pan Cookin'
To: <frontstreetoven@gmail.com>



Hello there,

We're excited to be hosting our 96th gathering on Thursday, where we'll be experimenting with wood fired pan cooking and or anything you want to try cooking/baking in the oven.



Community Cookouts

A weekly space to cook and eat together.

Every Thursday, 6pm-8pm, June to October.

This week's theme:

Wood Fired Pan Cooking

This Thursday event is an open cookout day to play with cooking/baking using

the wood fired oven and cast iron pans.

To get inspired for what to cook, here are a few ideas:

<https://www.youtube.com/c/TheWoodFiredOvenChef/videos>

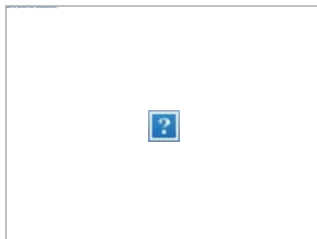
FYI last week's cookout event filled up in the 3.5 days after we sent this message out. This week it's ok to come spontaneously as we will not be providing the base/dough, but registering is still very helpful for us to know how many are coming.

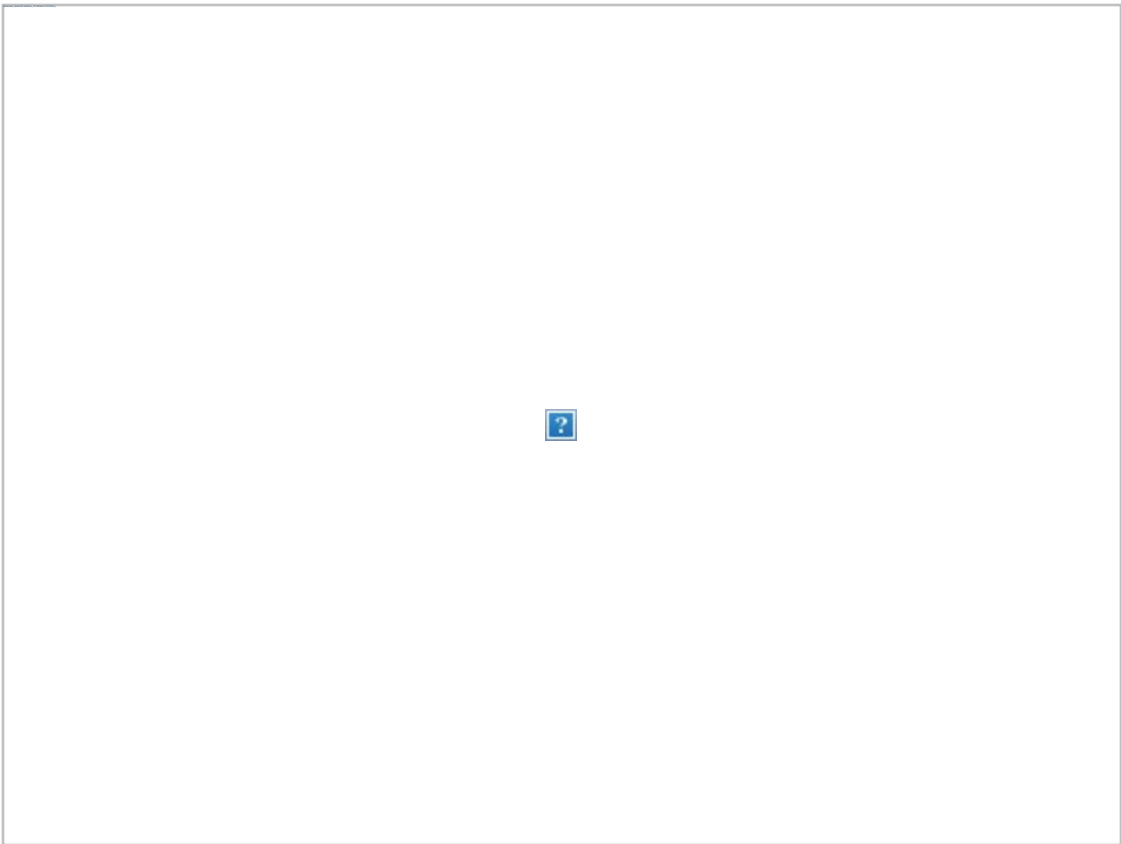
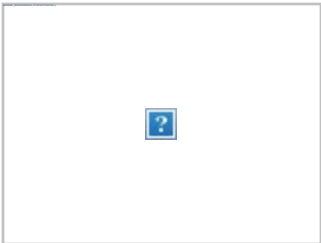
[Click Here for Cookout Details](#)

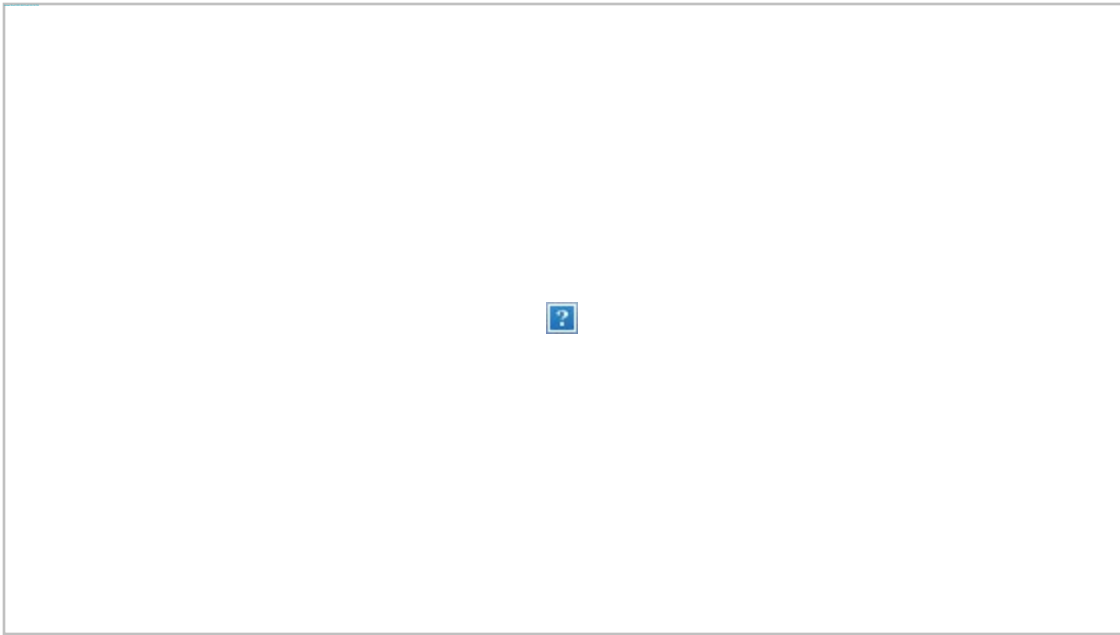
Photos from Last Week's Naan and Chana Masala Cookout

Last Thursday's cookout was a blast, at one point there were over 31 people hanging out, cooking together, eating together, and connecting. Some exciting new cookout plans came out of it, see you soon!

Thank you to [Wolville Wedding Chapel](#) and [Earth Rhythm's](#) for supporting the Community Cookouts program. Thank you to all the firemaster volunteers that made this event possible!







Oven Patron Page and Oven Story Video

We're on a mission to re-imagine how we connect to each other and the land through the magic of food, fire, and stories.

Are you curious about supporting our work?

Take a look at our new donor page below, where you'll also find our new oven story video.

[Visit New Web Page](#)

**If you are coming to this week's Wood Fired Pan
cookout, please register below:**

[Click Here for the Cookout Details](#)

Was this email forwarded to you by a friend?

You can join our community newsletter here if you'd like to be updated on oven happenings.

[Join Oven Newsletter](#)



Have questions? Either respond to this email or contact us at

frontstreetoven@gmail.com

or call 902-233-SALT(7258)

Front Street Community Oven, Front Street, Wolfville, Nova Scotia

[Unsubscribe](#) [Manage preferences](#)

Send free email today



--

Duncan

PS. We send out our events first via our oven email list and the average time it takes our public co-cooking events to fill up is 3 days this year, I invite you to join our email list to ensure you get the invites before events fill up.

Looking forward to cooking with you soon! <https://frontstreetoven.ca/email-list>

Duncan Ebata

Front Street Community Oven

FrontStreetOven@gmail.com

1-902-233-SALT (7258)

[FrontStreetOven.ca](https://frontstreetoven.ca)

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: Horton High Class of 2022 Thanks You!
Date: June 27, 2022 2:38:14 PM
Attachments: [image002.png](#)

From: Jodye Routledge
Sent: June 26, 2022 9:06 PM
To: david.hovell@eastlink.ca; Wendy Donovan <WDonovan@wolfville.ca>; Town Council <towncouncil@wolfville.ca>
Cc: Erin Beaudin <EBeaudin@wolfville.ca>
Subject: RE: Horton High Class of 2022 Thanks You!

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

Thank you so much from the Horton team to your team

I certainly hope that this can continue to be an annual event

Thanks

From: [david.hovell](#)
Sent: Sunday, June 26, 2022 8:59 PM
To: [wdonovan@wolfville.ca](#); [Towncouncil@wolfville.ca](#)
Cc: 'Erin Beaudin' <[EBeaudin@wolfville.ca](#)>; Jodye Routledge
Subject: Horton High Class of 2022 Thanks You!

WARNING - This email originated from outside of @avrce.ca. Use caution when clicking links and opening attachments.

Mayor Donovan and Members of Council:

On behalf of the parent organizing committee and the Horton High Class of 2022, we extend our thanks to you and members of Council for your participation and enthusiasm in support of the Horton High Grad Main Street Parade on Thursday, June 23rd!

By all accounts, the celebration was a resounding success and it was heart warming to see a thousand or so folks lining downtown Wolfville to cheer on the success of every Horton High Graduate.

It will not be lost on the Graduates the community support they received not only on Parade Day but also in the months leading to the day and all the behind the scenes efforts that were made by "Team Town of Wolfville".

Mayor Donovan, thank you for your opening remarks and kind words of congratulations. And to the

other members of Council I saw on the street – thank you for being part of the festivities.

Your staff team are to be commended for their “can-do” attitude and for pulling out all the stops – big and small

Thanks again,
David.



www.magicwinerybus.ca



www.4-h-canada.ca

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: NM Letter
Date: July 7, 2022 9:30:09 AM

From: Noel McQueen
Sent: July 6, 2022 10:21 PM
To: Wendy Donovan <WDonovan@wolfville.ca>
Cc: Town Council <towncouncil@wolfville.ca>; Devin Lake <DLake@wolfville.ca>
Subject: Re: NM Letter

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

Hi Wendy,

Thank you for this information. I am glad to hear Council will have access to the final four points of information I wanted to share at the COW Meeting regarding the route of the ATN on Highland.

The presentation given to Council today by Peter Duinker regarding "Talking Trees In Wolfville" gave everyone information that supports many of the requests, and addresses many of the concerns citizens have expressed about the currently proposed route of the ATN. I greatly appreciate that Council is willing to consider and potentially implement some adjustments to the proposed route that are supported by the information we received today in Peter's presentation.

I appreciate the time it takes for Councilors to read and consider all of the correspondence they receive. I hope that the Town and Council recognize that the information I send them is provided with a spirit of collaboration and co-operation. I truly believe that people who identify areas of need have a responsibility to offer viable suggestions on how to address the need they have identified. I do try to provide information, create awareness and offer solutions in a spirit of collaboration with the goal of making improvements for everyone.

Thank you for your commitment to making Wolfville a great place to live.
Stay safe,
Be well,

Noel

On Jul 6, 2022, at 11:19 AM, Wendy Donovan <WDonovan@wolfville.ca> wrote:

Good Afternoon Noel;

I want to acknowledge that Laura has forwarded your written correspondence to all of Council this morning. By copy to Director Lake I note that I will personally follow up with Devin as to your suggestions, so that all of Council has a clear understanding of what adjustments might still be feasible.

Sincerely
Wendy

Mayor Wendy Donovan
Town of Wolfville

<D49E2EEB3F0945D9AA9EED2D22C7BC75[20466356].jpg>

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

COW Presentation regarding the ATN, July 5 2022

8:30 AM.

Thank you for the opportunity to speak.

I would like to give Council a summary, for public record, of the information I have gathered and attempted to communicate to Town and Council regarding what is now the current construction project of the Active Transportation Network on Highland Ave.

I recognize that Council may regard the information I am about to give you as "too little, too late", but it is my sincere hope that as ground has been broken on this project, but no concrete or asphalt has been poured or laid, that Council may see fit at this eleventh hour to implement some of the potential improvements I will suggest for this project before solid structures are laid. The Route is still largely an idea on paper and ideas can be changed to become even better ideas.

Devin Lake accepted the invitation I extended to Town and Council to walk or bike the currently proposed Active Transportation Network on Highland Ave to discuss serious safety concerns, and social concerns regarding the route.

~~I felt frustrated to learn several things in my conversation with Devin, which I will condense to the following eight points:~~

the information we discussed

1. The changes to the current ATN plan that we would like to see were actually part of the original plan for the ATN (ie: built entirely on the West side of the street, without a need to cross at the Acadia St crosswalk) and there are drawings to prove this, but the past Manager of Public Works changed the plan to what is currently being implemented.
2. Devin recognizes that the current construction is not perfect, but he believes it is better than what we currently have on Highland Ave. I would like to agree with Devin, but the fact that we are building two bike lanes on the East side of Highland (one upper where the current sidewalk is, and one lower - on the street) essentially means that anyone emerging onto Highland from either their driveway or Acadia, Prospect, Wallace, Bay or Fairfield Streets now has to negotiate four lanes of traffic - two bike lanes and two car lanes, and someone is predictably going to get hurt or killed. The sight lines for emerging across two bike lanes and two car lanes does not seem to have been taken into consideration in the construction of this ATN.
3. I still believe that changing the plans to build two wide concrete sidewalks - one on either side of Highland - is a better option than what we have and better than what we are building. Wide concrete sidewalks could accommodate bikers safely, eliminate the need for a curb on the road to separate the lower bike lane from car traffic, and create pedestrian ways that meet the needs of people with mobility aids. Our current asphalt sidewalks are so uneven and incomplete (they just run out half way up the West side of Highland by the Divinity College...) that the construction of sturdy, wide, concrete sidewalks would be a huge improvement over what we currently have.

4. The currently proposed Route requires bikers to have to switch sides of the street at the Acadia /Highland crosswalk at the Wolfville School intersection- a switch that predictably few bikers, if any, will make.

If a biker approaches the sidewalk from the bottom of Highland, they will have used the short flat distance between Main St. and Acadia St. to gain momentum to go up the hill. The currently proposed route requires bikers to stop at that intersection, lose all of their momentum, turn 90 degrees at the crosswalk, cross the street and turn 90 degrees again to continue up the hill at the point where the greatest change in the grade of the hill occurs, and it will be near impossible to re-gain the momentum required to bike up the hill.

Conversely, bikers riding down the hill will be required to screech to a halt at the point of their greatest downhill momentum to cross at the crosswalk instead of continuing in a straight line and coasting to the Main Street intersection.

I would estimate that the likelihood of a biker going over their handlebars in an attempt to pull off the maneuver required by the currently proposed route will result in several riders going over their handlebars and potentially injuring themselves at the crosswalk intersection.

Can the Town or Development Department point out any group of citizens who believe the currently proposed bike route is a good one and has indicated that they plan to use it in its described configuration?

5. The currently proposed construction of the ATN is asphalt on the East side of Highland from the Acadia St. intersection up to the Skyway/Pleasant intersection. This is also where the proposed route becomes doubled (upper and lower routes) on the East side of the street. Devin has informed me that the underlay for this asphalt is meant to be of a construction that will last 100 years. If anyone here has observed the state of any of the asphalt sidewalks on Highland, Hillside or Gaspereau where the grade of the hill is significant, they will know that unless the underlay for this asphalt sidewalk is reinforced by concrete curbs on both sides of the route, the underlay will inevitably wash out over a relatively short span of time due to seasonal water run-off on this steep hill, and the surface of the asphalt will become so uneven that it will not be usable by citizens with wheelchairs, scooters and other mobility aids. The current construction plan for the ATN does not include concrete curbs to reinforce the asphalt underlay.

6. Two citizens who joined myself and Devin on our ride pointed out that no sensible biker chooses to bike on Highland Ave. because there is almost always a dangerous amount of broken glass on the road and sidewalk and intersections from weekends of partying, especially during the school year.

7. The consultation process for this ATN was flawed in the exact same way that the consultation process for the Main St. one-way-street experiment was flawed: the process consulted all kinds of user groups and outside groups, but did not intentionally seek the input of those people who would be directly affected by the construction. Specifically: the Town could have invited and hosted a meeting for people who live in

the neighbourhood and along the path of the ATN and sought their input and fielded their concerns.

People who are directly affected can contribute insight into the planning process that points out areas of need, dangers and offer suggestions for improvement. If anyone at the Town had consulted with the people who live on Highland, Fairfield, Bay, Wallace, Prospect or Acadia Streets, they would have had to take into consideration the extremely high population and vehicle density on these streets that all emerge onto Highland, and the poor sight lines for merging into traffic that currently exist (and are not improved by the construction of the ATN).

8. Finally, Devin confirmed that at least two mature trees will be cut down on Highland to accommodate this ATN, and there may be more as construction progresses. I was amazed that the planning did not seem to even consider the possibility of building around the trees instead of cutting them down. If anyone has bothered to look at the destruction that the old trees on Highland have already endured in this process so far, they would have noticed major branches broken off and major root systems torn up. How are these trees expected to survive?

It makes one question why the Town is putting so much effort into consulting people about trees and green spaces in the East End development project when century trees that we have in the densely populated core of Town are not being protected as Town assets?

I greatly appreciate the fact that Devin made the effort to have a conversation and listen to concerns, but unless Council is ready to take action or more voices are added immediately to this issue, I believe we are stuck with a dangerously flawed plan for an ATN on Highland Ave.

Citizens are not asking for construction to stop, we are asking for it to be altered to reflect the concerns enumerated in this presentation

I still think Wolfville needs an Active Transportation Network, and it is a good idea, but I am baffled as to why the original plan was not implemented (as it seems to be what we are advocating for now), and the current plan is being built.

Thank you for your time and attention. I sincerely hope Council does not regard this presentation as "too little, too late" with regards to the concerns I have made you aware of.

Your efforts on behalf of all the citizens of Wolfville are, as always recognized and appreciated. I hope you receive this information in the spirit with which it is given: an effort to allow us all to improve Wolfville together.

From: [Laura Morrison](#)
To: [Laura Morrison](#)
Subject: FW: [Possible Spam] Switch Wolfville Program
Date: June 29, 2022 9:09:13 AM

-----Original Message-----

From: Tim Doucette
Sent: June 23, 2022 9:59 PM
To: Town Council <towncouncil@wolfville.ca>
Subject: [Possible Spam] Switch Wolfville Program

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We had hoped to add solar power to our home, but by the time we had got an energy audit done, there was no available funding remaining.

Is there going to be any further funding approved by the council?

Tim Doucette & Kathy Babcooke