



Committee of the Whole

September 6, 2022

9:00 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

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

3. Presentations

- a. Environmental Camps 2022 Highlights

4. Public Input / Question Period

PLEASE NOTE:

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

5. Committee Reports (Internal)

- a. Accessibility Advisory Committee

6. CAO Report



7. Staff Reports for Discussion

- a. RFD 044-2022: Skateboard Bylaw
- b. RFD 045-2022: Taxi Bylaw
- c. RFD 039-2022: Council Correspondence Policy
- d. RFD 009-2022: Virtual Meeting Policy
- e. RFD 035-2022: Council Professional Development 2022-24
- f. RFD 050-2022: Maple Avenue Resurfacing
- g. RFD 046-2022: Appointment of Alternate to the IMSA Pilot Board
- h. RFD 049-2022: Operating Lines of Credit – Annual Approval

8. Committee Reports (External)

- a. Kings Transit Authority (KTA) *verbal update*
- b. Kings Point-to-Point (KPPT)
- c. Diversity Kings (DK)
- d. Annapolis Valley Library
- e. Regional EM Advisory Committee (REMAC)

9. Public Input / Question Period

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

- a. MOU Renegotiation
- b. Collective Bargaining
- c. Fire Services Contract Update

11. Adjournment of In-Camera Meeting



12. Regular Meeting Reconvened

13. Regular Meeting Adjourned

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: September 6, 2022

Department: Committee of the Whole



The last meeting of the Accessibility Advisory Committee was held in Hybrid form on July 11, 2022. The next meeting is scheduled for September 12, 2022.

The committee thanked Director MacLean for his leadership over the last 4 years guiding Wolfville's Access by design, An Accessibility Plan for 2019 to 2022, as well as the 2022-2025 plan. Director Thomason was welcomed by the committee taking on the full-time role.

Public input from Alex LeBlanc was shared stating the service gaps in Accessibility in Wolfville.

The Plan went to Council for approval at the July 19, 2022, council meeting and it was unanimously passed. I would like to thank the committee once again for all their input and hard work on the Access by Design, An Accessibility Plan for 2022-2025.

The meeting focused on the Committee's next steps. The desire for more public input, the value of having guest speakers, and encouragement of committee members sharing information from conferences, and workshops etc.

The WBDC coordinator shared with its members various grants available to the business community through the province. Inviting WBDC members to our Accessibility meetings during Guest speakers' events and sharing any videos related to business and Accessibility would be beneficial.

Work on the Plan will commence again in the Fall'22. The committee was advised to think about how we can play a role in advising and education and was encouraged to share any information with the committee through email.

Respectively submitted by:

Councillor Jennifer Ingham

CAO REPORT

September 6, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Website

After more than a year of work, the new Wolfville.ca website was finally launched. Since going live, changes have been made to the mobile version to make it easier for residents and stakeholders to access Town services.

Most of the feedback related to the new website has been positive and there are far more requests going direct to staff through the new contact menu feature. More online wizards and forms will be built moving forward.

The business directory is also being built out, slowly, as more and more businesses complete their information and photo submissions. Positive feedback has been coming through the WBDC on the directory.

Summer Visitation

It was a busy summer season for the Visitor Information Centre. Staff provided tourism information for guests from across Canada, the USA and many European countries (a lot of visitors from France, UK and Germany), also South Africa, Australia, New Zealand, China, Japan, Indonesia, Israel and Turkey.

Staff worked to provide assistance and information to new Canadian residents from the Ukraine, letting them know about shopping, dining, things to see, waste removal, parking, walk in clinics, veterinarians, and more.

During the summer, the Visitor Information Centre works with our local Inns and B&Bs, providing information for their guests about the town and surrounding area. We are currently working on welcome packets for International Students at Acadia University

Planning and Development

Members of Staff and Council have been engaged in the Valley Regional Enterprise Network's (REN) Strategic Tourism for Areas and Regions (STAR) process. See here for more information: <http://www.valleyren.ca/star-program/> The consultation is wrapping up (July-August) and a draft report and recommendations are coming from the consultant in September. A final plan is expected before Christmas. This work should help inform tourism strategy and Town efforts moving forward.

CAO REPORT

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Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Staff have submitted for Provincial review the Investing in Canada Infrastructure Program (ICIP) grant that was endorsed by Council at the June 21st Council meeting. Regular updates on the status of this application will come to Council when appropriate – this will be a multi-month process of review before a decision is rendered on our proposal.

Staff continue to work on Short-term rentals, Single Room Occupancies, and Business licensing. A discussion with Council is expected in November. Information is being through in-person interviews and through www.wolfvilleblooms.ca.

Staff are working with stakeholders in the East End around the secondary planning strategy. We are working toward a joint PAC and Council session at the regular meeting of the Planning Advisory Committee in November. The final secondary plan is not envisioned to be completed until early 2023.

Staff are working on a climate action volunteer program with [ICLEI Canada](https://www.iclei.org/) that is focused on lowering emissions from Wolfville Businesses. The WBDC Board is being engaged in the process and further updates will be provided as the work moves forward.

The Planning Advisory Committee is considering three Development Applications and some housekeeping Land Use By-law amendments at their September meeting. Council will consider these files at the October Committee of the Whole.

A Council session on the Library/Town Hall site analysis (existing town hall site or existing library site) is expected to be in front of Council mid-October.

Staff are working toward engaging with C-2 property owners and gathering perspectives on how these areas can better develop to support our economic development aspirations. More information will be provided to Council as we begin engaging and working on bringing a report to Council.

Parks and Recreation

We enjoyed a successful six weeks of summer camp programming as well as organizing Town events and supporting partnership opportunities, like the Touchdown Atlantic Game. Canada Day and Mud Creek Days had great attendance numbers and positive feedback has been received for all our signature programs and events this season.

Fall events and programming is now in the works, including a Cittaslow Sunday event on Sept. 18.

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

Community Partnership Program funding 2022-23 recipients:

- Come On Down Open Mic: \$2,000
- Broken Leg Theatre: \$1,950
- Acadia Farm: \$2,000
- Lions After the Bell: \$600
- Stage Prophets: \$2,000

Compliance

The Town of Wolfville is prepared to welcome students back to Wolfville. Through the summer, joint planning of welcome week activities resulted in the Student Street Fair on Labour Day. Staff also offered workshops to Acadia RAs and Axe Staff to help explain the importance of the nuisance party by-law.

We have seen a steady decrease in parking violations since the Spring. Overnight parking is being piloted in two Town lots to support visitors while also helping folks make better choices when it comes to drinking and driving. Feedback on this pilot, through the WBDC, has been positive.

Community Engagement

Community members are being invited to participate in the Policing Services Review through Wolfville Blooms. Staff completed community pop-ups in August that allowed for in-person comment on the review. Staff also presented the boundary review (Council size survey) information at the pop-up. More are planned for the Fall.

Community Video Cameras

Video cameras are now installed and fully operational. Community notification has been provided and our six month pilot project is set to begin.

Engineering and Public Works

Highland Ave Reconstruction is proceeding at a good pace, but progress remains about two weeks behind the originally proposed schedule. The contractor is making preparations for the return of students, and they are into “Phase 3” with work now past lower Catherine Court.

Wickwire Well Generator

We are still waiting for a confirmed delivery date for the new generator ordered last summer. The unit has been manufactured and is in a holding area at the factory in the USA, waiting for a

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

single computer chip. The Wickwire Well pump motor installed in spring of 2021 burned out on August 17.

Engineering and Public Works mobilized a well pump installer and electrician for emergency service work to diagnose and replace the malfunctioned unit and the new pump (originally destined for Cherry) installed in Wickwire is functioning adequately, however this again leaves us with only one well and one pump assembly.

We are making inquiries to multiple vendors to secure another pump assembly in as little time as possible and the conservation advisory/directive remains in effect until Cherry is back up and running as we are seeing evidence of overutilization. The new Cherry Lane pump has an expected arrival date of eight weeks. The new motor should arrive within the next two weeks.

Public Works Building Construction (Phase 1)

Construction is set to begin by the end of August. The temporary office trailer has been delivered and set-up. Staff are packing-up office contents and Public Works is assisting with the move.

Salt Shed

The contract scope is now complete, and waterproofing was applied to the foundation at the end of August. The salt shed will be ready for use in September.

Roads

Paving has been completed on Pleasant, King, Orchard, Huron, and other areas. Chestnut and Wickwire remain, along with smaller patching areas. Sidewalk paving is planned for early September with Public Works crew providing demo and prep assistance.

Building Permits

GIS staff have created an App to be used for the Building Permit process, from taxpayer request for a permit to end of process sign-off by the Building Inspector. Planning staff have been trained on the application which will replace the more manual process of using fillable pdf forms. The App will also automatically provide dashboard summary of all permit activity.

Finance Department

The Finance Department is entering its busy season of reporting requirements, with upcoming deadlines to submit SOE, FIR, and CIP information to province (SOE = budget, FIR = year end financial statements, and CIP is the Ten-Year Capital Investment Plan). Work continues on setting up a new e-timecard platform that links to our payroll system. Once activated this should provide efficiencies in the workflow process, from employee entry to approval, to payroll processing.

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Work has begun on the 2023/24 budget process, with the goal to have Council's first formal discussion at a Special COW meeting in November.

The Director of Finance currently has 3 active FOIPOP files with decisions pending. In addition, work continues on the FOIPOP decision that has been appealed to the NS Supreme Court.

The Audit Committee meets in early September, marking the start of formal financial updates for the 2022/23 fiscal year.

Important Dates:

- September 18, Cittaslow Sunday, 11am – 2pm, Robie Tufts Park
- Deep Roots Music Festival – September 21st - 25th
- Valley Harvest Marathon – October 8th/9th
- Devour! The Food Film Fest – October 24th-30th
- Annual Pumpkin "Parade" – November 1st
- Night of Lights – November 25th
- Wolfville Glows – November 25th – December 23rd

REQUEST FOR DECISION 044-2022

Title: Skateboard Bylaw

Date: 2022-09-06

Department: Office of the CAO

**SUMMARY****SKATEBOARD BYLAW**

Skateboarding Bylaw #70 is due for review. It has become apparent to staff that there has been a large decrease in the number of skateboarders and/or personal transportation devices in the downtown area. Staff report zero recorded complaints in recent years.

The Motor Vehicle Act outlines regulations regarding personal transportation devices, skateboards, and scooters. Therefore, should a complaint be brought to the Town's attention, the Town and local RCMP can refer to this Act.

Staff therefore recommended the Skateboard Bylaw be repealed.

DRAFT MOTION:

That Council repeal the Skateboard Bylaw #70 as attached to RFD 044-2022.

REQUEST FOR DECISION 044-2022

Title: Skateboard Bylaw

Date: 2022-09-06

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Under Sections 172(1) of the Nova Scotia Municipal Government Act (NS MGA), Council may make bylaws, respecting health, wellbeing, safety and protection of persons, activities, and things in, on or near public place or place that is open to the public.

3) STAFF RECOMMENDATION

Staff recommends that Council repeal Skateboard Bylaw #70.

4) REFERENCES AND ATTACHMENTS

1. A copy of the current Skateboarding Bylaw #70 (attached)
2. A copy of the repeal Skateboarding Bylaw (attached)

5) DISCUSSION

The current Skateboarding Bylaw was passed by Council on July 9th, 2013. The Skateboarding Bylaw is due for review. During the review, staff discussed the minimal impact this bylaw has in regard to the changing trends. There has been a decrease in the number of skateboards being used in the downtown area, and no recorded complaints of such activity.

The Motor Vehicle Act outlines regulations regarding personal transportation devices, skateboards, and scooters. Therefore, should a complaint be brought to the Town's attention, the Town and local RCMP can refer to this Act.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

The repeal of a Bylaw is communicated on the Town's website so that the public is aware of the change.

9) ALTERNATIVES

Council does not approve this repeal and keeps the Skateboard Bylaw as is or asks staff to make amendments to reflect any changes they want to see.

SKATEBOARDING BYLAW

Be it enacted, by the Council of the Town of Wolfville under the authority of Section 172 of the Municipal Government Act, as amended:

1 Title

This bylaw shall be titled and referred to as the 'Skateboarding Bylaw'.

2 Background

Section 172 of The Municipal Government Act gives Council the authority to establish by-laws. Section 172(b) and 172(d) allow by-laws to be created for the health, wellbeing, safety, and protection of persons, and that regulate activities in a public place. The purpose of this bylaw is to provide for the safety of pedestrians in the Town of Wolfville by controlling the use of skateboards and scooters in certain high traffic pedestrian areas.

3 Definitions

In this Bylaw:

- (1) "Bylaw Enforcement Officer" means a person appointed by the Chief Administrative Officer who is a Special Constable or Bylaw Enforcement Officer pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this By-law.
- (2) "Prohibited Area 1" is that section of Main Street including all sidewalks bounded at the East by the South East corner of the building at 344 Main Street, and the North East corner of Firefighters Square, and bounded to the West by Highland Avenue and the South West corner of the building at 472 Main Street.

The "Prohibited Area 1" shall include 25 feet of any sidewalk or any street that intersects the prohibited area.

- (3) "Prohibited Area 2" is that section of Elm Avenue including all sidewalks bounded at the South by Main Street, and bounded at the North by the access road to the Wolfville Curling Club.

(See Appendix A, map with prohibited areas indicated)

- (4) "Sidewalk" means any public path, lane, walkway or other area designated for pedestrian travel or use.

- (5) "Scooter" means a device consisting of a long foot board between two small end wheels, controlled by an upright steering handle attached to the front wheel.
- (6) "Skateboard" means a board constructed of any material which has affixed thereto rollers or wheels designed to be mounted and operated by any individual or individuals.
- (7) "Town" means the Town of Wolfville.
- (8) "Town Police Officer" means any member of a Municipal, Provincial or Federal law enforcement agency that is contracted to provide police services to the Town.

4 Enforcement

The ByLaw Enforcement Officer, Town Police Officer or any other person so appointed by the Chief Administrative Officer may enforce this Bylaw.

5 Offence

- (1) No person shall:
 - (a) use or operate a skateboard, or scooter, on the section of Main Street identified as "Prohibited Area 1";
 - (b) use or operate a skateboard, or scooter, on the section of Elm Avenue identified as "Prohibited Area 2";
 - (c) use or operate a skateboard, or scooter, on any street or sidewalk in the Town, or on any property in the Town, in a manner that causes harm, injury, or distress to any other person or damage to property.
- (2) Where an offence is committed contrary to the provisions of this Bylaw, and that offence continues beyond 12:00 midnight on the day it was committed, each subsequent day the offence continues shall be deemed to be a separate offence.

6 Penalties

- (1) Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$50 and not more than \$500 and to imprisonment of not more than 30 days in default of payment thereof.

- (2) Staff shall apply to the Governor in Council pursuant to the *Summary Proceedings Act*, R.S.N.S. 1989, c.450, as amended, to have the offences under this Bylaw designated by the *Summary Offence Ticket Regulations* to permit the use of summary offence tickets for prosecuting such offences in appropriate circumstances.

7 REPEAL

The Skateboarding Bylaw passed by Town Council on 15th January 2001 is repealed.

FIRST READING: June 4, 2013

SECOND READING: July 9, 2013

CERTIFICATE

I, Michael MacLean, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 9th day of July, 2013.

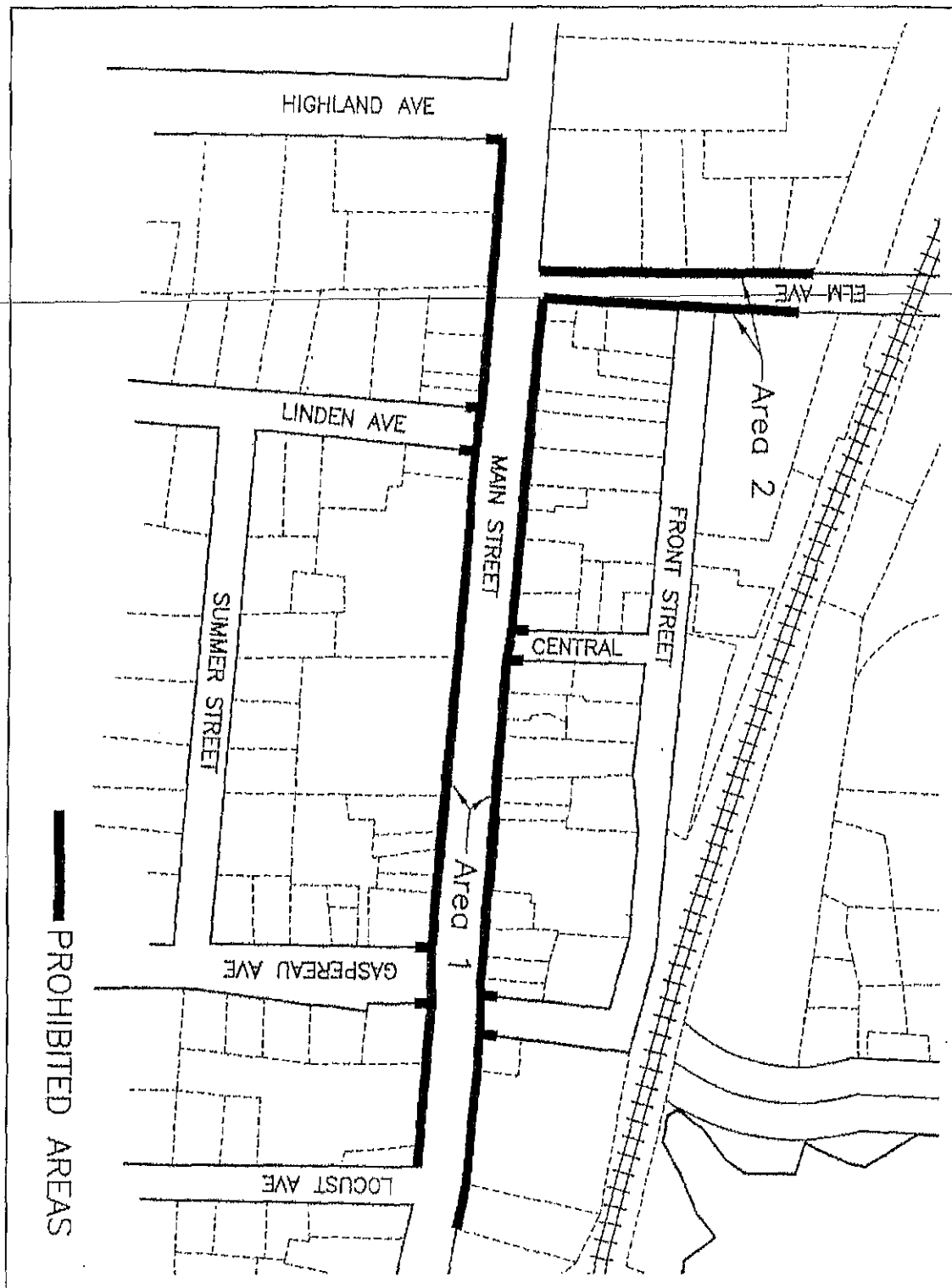
Notice of the said Bylaw passing was published in ***THE ADVERTISER***, a newspaper circulating in the said Town on the 23rd day of July 2013.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this 13th day of August, 2013,



MICHAEL MACLEAN
Town Clerk

Appendix A



1. Title

- 1.1 This Bylaw is entitled “Repeal of Bylaws and Regulations Ch 109”

2. Repeal

- 2.1. Be it enacted by the Council of the Town of Wolfville under the authority of the *Municipal Government Act* as follows:

The following Bylaws by Chapter and Description be hereby repealed in their entirety:

Chapter 70 – Skateboarding Bylaw

Clerk’s Annotation for Official By-law Book

Date of first reading:

September 27, 2022

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

Date of advertisement of Passage of By-law:

Date of mailing to Minister a certified copy of Bylaw:

I certify that this **REPEAL OF BYLAWS AND REGULATIONS #109** was adopted by Council and published as indicated above.

Erin Beaudin, CAO & Town Clerk

Date

REQUEST FOR DECISION 045-2022

Title: Taxi Bylaw
Date: 2022-09-06
Department: Office of the CAO



SUMMARY

Taxi Bylaw, Chapter 40

The Taxi Bylaw was scheduled for a review in the Wolfville Operational Plan. The Taxi Bylaw needed updating to support the present taxi services but also required amendments to support new ideas for vehicles for hire within the Town. These ideas include innovated transportation modes, such as Uber and pedicab taxi services for the future.

The recommended updates include the definition addition of “vehicles for hire” and the requirement for licensing such vehicles.

The amended bylaw clarifies the requirements on application forms for the Taxi Owner, Taxi Driver, and the renewal forms. The two Licensing Sections of the Bylaw, 4.1 and 4.3, detail the necessary information required for the approval by the Licensing Authority.

The additional amendments are wording clarity and updating except for the Penalties, Section 8. There has been an increase in the fines with defined amounts in a graduated scale for first, second and third or subsequent offences. This fine schedule will allow for an efficient and expeditious method of handling offences by way of a summary offence ticket offering an out of court settlement.

DRAFT MOTION:

That Council give first reading to the amended Taxi Bylaw, Chapter 40, and direct staff to advertise the notice of intention and to schedule a second reading at a future Council meeting.

REQUEST FOR DECISION 045-2022

Title: Taxi Bylaw
Date: 2022-09-06
Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

The authority under the Municipal Government Act (M.G.A) grants Municipal Councils under Section 171(1) (a), (b) and (c) the power to license; includes the power to regulate; regulate, includes the power to license; and includes the power to prohibit. The M.G.A. gives authority to Council to make bylaws, for municipal purposes, respecting transport and transport systems under Section 172(1)(e).

3) STAFF RECOMMENDATION

Staff recommendation is for Council to provide first reading to the attached draft Bylaw, directing staff to advertise notice of intention and to schedule second reading at a future Council meeting.

4) REFERENCES AND ATTACHMENTS

1. Taxi Bylaw, Chapter 40, dated October 25th, 2017 (attached)
2. Taxi Bylaw, M-27 Schedule of fines (attached)
3. Pedicab Operation Regulations of Nova Scotia
4. Pedicab Helmet and Equipment Regulations of Nova Scotia
5. Helmet Regulations of Nova Scotia
6. Taxi Owner's Licensing Application Schedule
7. Taxi Driver's Licensing Application Schedule
8. Taxi Driver's Licensing Renewal Application

5) DISCUSSION

The Taxi Bylaw was scheduled for a review in the Wolfville Operational Plan. The Taxi Bylaw needed updating to support the present taxi services but also needed changes to support new ideas for vehicles for hire within the Town. These ideas include innovated transportation ideas, like Uber and pedicab taxi services for the future.

The amendments to the Taxi Bylaw expand the options of vehicles for hire. The direction is to place similar regulations for all types of vehicles used for transportation for compensation. There is a move in other municipalities to endorse more innovated transportation modes like the Uber concept and the eco-mobility revolution concepts of electric assisted pedicabs or rickshaws. To date, there has been one enquiry on the rules for pedicabs in Wolfville. The definition section has defined the "Vehicle for Hire" and the "Pedicab or Rickshaw Bike" as a Taxi under this bylaw.

REQUEST FOR DECISION 045-2022

Title: Taxi Bylaw
Date: 2022-09-06
Department: Office of the CAO



Although quite different transportation, the similarities for regulation as a vehicle for hire are apparent. The need to license the Owner and each Driver, the obligation to carry insurance coverage and have a safe vehicle are just a few. There are some provincial regulation differences between a motor vehicle and the pedicab or rickshaw bikes. These vehicles are not solely propelled by human power nor solely propelled by mechanical power but by both. The Province of Nova Scotia has a separate designation for these vehicles which are separated in the Motor Vehicle Act under the Pedicab Operation Regulations, the Pedicab Helmet and Equipment Regulation and the Helmet Regulations of Nova Scotia. Section 5(b) of the Pedicab Operation Regulation allows for the operation of a pedicab on a public highway (street as defined) in accordance with a town municipal bylaw.

The amended bylaw clarifies the requirements on application forms for the Taxi Owner, Taxi Driver, and the renewal forms. The forms have been updated into a new format outlining the required support documents as outlined in attached applications. The two Licensing Sections of the bylaw, 4.1 and 4.3, detail the necessary information required for the approval by the Licensing Authority.

Section 4.2 details the Taxi Owner's responsibilities once approved for license by the Licensing Authority. This includes the proof of financial responsibility, reporting of taxi collisions, staffing and vehicle replacements.

The Taxi Owner and the Drivers have further requirements in Section 5 which details the standards required for a taxi to be operated over and above a Nova Scotia Vehicle Inspection report. In addition, Section 5(b) requires the Taxi Owner or Taxi Driver of a Pedicab or Rickshaw Bike to operate and equip as detailed in three regulations, the Pedicab Operation Regulations, the Pedicab Helmet and Equipment Regulation and the Helmet Regulations of Nova Scotia, under the Motor Vehicle Act. Furthermore, a taxi must be submitted on a twenty-four-hour notice by the Licensing Authority for an inspection and failing to meet the standards the taxi may be ordered to cease operation until reapproved by the licensing authority.

The Licensing Authority duties, Section 7, outlines the authority for declining or revoking any license. Section 7(a) references, "Disqualifying Conditions ", which are detailed in the definitions, as reasons for refusing, suspending, or revoking a license to a Taxi Driver applicant. This Section sets out the procedure for the appeal of any licensing decision by the Licensing Authority to Town Council. The criteria for the revoking a license in the public interest has a procedure with a strict notice procedure with timelines as set out in Section 7 (c) and (e). This Section also allows for an opportunity to solve the issues by compliance during a hearing between the License Holder and the Licensing Authority. If in the public interest that license is to be suspended or revoked, after the hearing, there will be a written notice to the License Holder and if a Taxi Driver's license is cancelled the Licensing Authority will notify the Taxi Owner.

Penalties, Section 8, have been completely overhauled with an increase in fines which are graduated based on the first offence of two hundred dollars (\$200.00), second offence of four hundred dollars (\$400.00) and third or subsequent offences of nine hundred dollars (\$900.00).

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Passing this Bylaw does not mean we will see an enhancement of Vehicles for Hire options in Wolfville in the short term, or potentially for years. However, it will provide a regulatory framework for if and when this happens. Passing these amendments will be enabling such services within Wolfville in the future.

6) FINANCIAL IMPLICATIONS

There should be little financial implications related to the decision. With the introduction of the summary offence ticket (SOT) for expeditious and efficient processing of violations, prosecution cost should be kept to a minimum

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Relevance to strategic direction from the 2021-2025 Strategic Plan:

- Community Wellness

Relevant to Council Priority Initiative:

- Economic sector growth and support for businesses (retention and attraction)
- Climate management related initiatives (reduce carbon emissions, support local transportation, food security, environmental protection)

8) COMMUNICATION REQUIREMENTS

Second reading will be advertised in accordance with the Municipal Government Act and if approved, the revised Bylaw will be updated on the Town's website.

9) ALTERNATIVES

Council may consider alternative options to the recommended decision as follows:

- Approve portions of the bylaw and send back to staff for amendment; or
- Approve the by-law with other specific conditions.

1. Title

This bylaw shall be known as Bylaw Chapter 40 and may be cited as the Taxi Bylaw.

2. References

- 2.1 Nova Scotia Municipal Government Act (NS MGA)
- 2.2 Municipal Fee Policy, Policy 140-015

3. Definitions

In this bylaw:

- **Disqualifying Conditions** means:
 - an order prohibiting the possession of any firearm, ammunition, or explosive substance pursuant to the Criminal Code of Canada,
 - a conviction for any offence in which violence was used, threatened, or attempted, within the past three (3) years,
 - a conviction for an offence pursuant to the Controlled Drug and Substance Act of Canada, within the past three (3) years,
 - a conviction for an offence involving the illegal sale of liquor or the illegal possession of liquor pursuant to the Liquor Control Act of Nova Scotia within the past three (3) years,
 - a conviction for an offence involving the illegal sale of cannabis or the illegal possession of cannabis pursuant to the Cannabis Control Act of Nova Scotia, within the past three (3) years,
 - convictions for three or more driving offences or two or more convictions for driving offences in the past 12 months, pursuant to the Motor Vehicle Act unless, in the opinion of the Licensing Authority, the convictions were for offences unrelated to the possible safety of passengers or other persons using the street or highways,
 - a conviction in another country, province, or jurisdiction similar in nature to those described in the preceding sections,
 - a concern raised from the information received from a Vulnerable Sector or Child Abuse Registry check, in the reasonable opinion of the Licensing Authority.
- **Driver** means a person, to whom a taxi driver's license has been issued, is operating, driving, or having the care and control of a taxi or a vehicle for hire.
- **Licensing Authority** means a person appointed by the Chief Administrative Officer (CAO) by authorization of Town Council of Wolfville for the purposes of this bylaw.
- **Motor Vehicle** means a vehicle which is propelled or driven otherwise than by muscular power.
- **Owner** means any one or more persons or entities which the records of the Registrar of Motor Vehicles disclose as the owner of a vehicle or, in the case of a vehicle for which registration is either not required or not possible, the one or more persons or entities which, on their own or together with others, have the authority, whether exercised or not, to control the use of the vehicle or the authority, whether exercised or not, to dispose of the vehicle.

- **Pedicab or Rickshaw Bike** means a three-wheeled vehicle having a seat, pedals, and handlebars for the operator and capable of transportation of 3 or fewer passengers, and maybe assisted with an electric motor under 500W as set out by the Pedicab Operation Regulations under the Motor Vehicle Act of Nova Scotia.
- **Proof of Financial Responsibility** means a written document from an insurance broker or an authorized insurer that it has been issued or caused to be issued to or for the benefit of the person named in the document; a vehicle liability policy which, at the date of the document, is in full force and effect and which certifies that the person named in the document has at least insurance coverage required by this bylaw, or such other proof as the licensing authority may require.
- **Taxi** means a motor vehicle as defined in the Motor Vehicle Act used to transport passengers or goods for compensation or a Vehicle for Hire as defined in this bylaw but does not include either a motor vehicle owned or operated by a public utility as defined in the Public Utilities Act, or a motor carrier required to be licensed under the Motor Carrier Act.
- **Taxi Stand** means off-street parking as defined in the Land Use Bylaw for a taxi or taxis within the town.
- **Town** means the town of Wolfville.
- **Vehicle** means every device in, upon or by which any person or property is or may be transported or drawn upon a public highway, including pedicabs or rickshaw bikes for hire except a motorized wheelchair or scooter.
- **Vehicle for Hire** means a taxi, pedicab, rickshaw bike, or other devices that transports passengers or chattels for compensation.

4. Licensing

4.1 Taxi Owner's License

- a) No owner of a vehicle shall operate that vehicle or permit that vehicle to be operated as a taxi within the town, without a taxi owner's license issued for that vehicle.
- b) Every applicant for a taxi owner's license shall submit an application, in form Schedule "A" of this bylaw to the Licensing Authority.
- c) Application Schedule "A" will include, where applicable:
 - i. Full name and address of the applicant.
 - ii. Company name and address.
 - iii. The year, make, and model of any one or more vehicles to which the application applies.
 - iv. Proof of registration of license plate number for one or more vehicles to which the application applies.
 - v. Proof of ownership of one or more vehicles to which the application applies.
 - vi. Serial number or attached identification number for non-registerable vehicles.

- vii. Valid Nova Scotia Safety Inspection Report for any one or more vehicles, to which the application applies, dated not more than 60 days immediately preceding the date of the application.
- viii. Proof of financial responsibility certifying that any one or more vehicles to which the application applies have in place public liability of not less than \$2,000,000, passenger and cargo insurance of not less than \$1,000,000, in addition to accident and uninsured motorist coverage and endorsement permission to carry passengers for compensation for each vehicle, and
- ix. payment or proof of payment of taxi owner's licensing fee as outlined in Municipal Fee Policy.
- d) A taxi owner's license is issued in the name of the owner of a vehicle and is not transferable by that owner.
- e) All taxi owner's licenses expire on March 31st, of each year.
- f) A taxi owner's license can be issued for part of a year and the fees payable to the town will
- g) be prorated accordingly.
- h) The holder of a taxi owner's license may, during the duration of the license be required, by the Licensing Authority, to establish and maintain a taxi stand suitable to accommodate all vehicles licensed to that taxi license holder.

4.2 Taxi Owner's License Responsibilities

- a) Every person who operates a taxi within the town shall have a taxi owner's license issued by the Licensing Authority.
- b) A taxi owner's license holder shall supply documents in each taxi to certify proof of financial responsibility for each taxi as follows:
 - i. Public liability of no less than two million dollars (\$2,000,000).
 - ii. Passenger and cargo coverage of no less than one million dollars (\$1,000,000).
 - iii. Accident benefits and uninsured motorist coverage as required by the Motor Vehicle Act or other Provincial Statute.
 - iv. Insurance endorsement for permission to carry passengers for compensation or approved comparable form.
- c) Every holder of a taxi owner's license shall report to the Licensing Authority any collision involving any one or more taxis owned or operated by that taxi owner no later than the first weekday immediately following the collision.
- d) The taxi owner shall not allow a taxi to be operated by any person without a valid taxi driver's license.
- e) Every taxi owner shall report to the Licensing Authority, within two (2) business days:
 - i. the name and address of a person who will or has been hired to operate any one or more taxis owned by that taxi owner;
 - ii. the name of any person who previously had been permitted to operate a taxi owned by the taxi owner and who is no longer permitted, for any reason, by the taxi owner to operate any one or more taxis owned by the taxi owner.
- f) The taxi owner shall immediately report any new additions or disposals of operational taxis to the Licensing Authority.
- g) The taxi owner shall, on replacement of a taxi with another vehicle, submit a new application without added fee for the replacement vehicle for the licensing year.

4.3 Taxi Driver's License

- a) Every person who **drives** a taxi in the town shall have a taxi driver's license issued by the Licensing Authority.
- b) **A taxi driver's license will not be issued to any person to whom a disqualifying condition applies.**
- c) Every applicant for a taxi driver's license shall submit a complete Application Schedule "B" as outlined in this bylaw before approval of the license.
- d) Every taxi driver's license expires on March 31st, of each year.
- e) **Every renewal for a taxi driver's license shall submit a complete Application Schedule "C" as outlined in this bylaw before approval of the renewal license.**
- f) **A taxi driver's license can be issued for part of a year and the fees applicable to any such application will be prorated accordingly.**
- g) **Every application for a taxi driver's license must be accompanied by two (2) photographs taken no more than 30 days prior to the date of the application and provided to the Licensing Authority in an untouched format measuring 70mm (2¾") by 50mm (2") and having a certification as to the date of the photograph.**

5 Conditions of Vehicle and Inspection

- a) **No taxi owner or taxi driver shall operate or permit to be operated any taxi that **does not** meet the following **applicable** standards:**
 - i. A valid Nova Scotia Registry of Motor Vehicles Safety Inspection Report for a **Motor Vehicle** issued not more than sixty (60) days prior to the application.
 - ii. The interior shall be clean and sanitary.
 - iii. The upholstery shall be clean, free from holes, cuts, and tears, and shall not show excessive wear.
 - iv. Every seat shall be equipped with a properly functioning seat belt for passengers or possible passengers which shall be securely mounted and shall maintain its position and its adjustments.
 - v. The side windows **are designed** to open and close and shall be in good repair and in good working order.
 - vi. **The exterior shall be clean and in good repair, not damaged or unsightly with no protrusions as to be a hazard to persons or vehicles.**
 - vii. Every door and trunk lid shall open and close securely.
 - viii. Interior dome lights shall be in good working order and shall operate when any door is opened, or the light switch is turned on.
 - ix. A **securely affixed** sign bearing the word "Taxi" on the exterior of the taxi, lit after dark, and visible at all times from a distance of at least two hundred (200) feet.
 - x. **A copy of the taxi owner's license shall be conspicuously displayed at the taxi stand and made available for viewing at the request of any passenger.**
 - xi. **A copy of the taxi permit shall be conspicuously displayed on the rear of the front seat of the taxi during operation for view by the passengers.**

- xii. A copy of the taxi driver's license shall be conspicuously displayed within the driver's compartment of the taxi during operation for view by passengers.
 - xiii. A copy of the current approved fee schedule for service, as set out in Section 6(g), shall be conspicuously displayed on the rear of the taxi driver's seat during operation for view by passengers.
 - xiv. A copy of rate charges
- b) No taxi owner or taxi driver shall operate or permit to be operated any pedicab or rickshaw bike that does not also meet the following operational standards:
- i. All rules for helmets and equipment set out pursuant to the Pedicab Helmet and Equipment Regulations of Nova Scotia.
 - ii. All applicable rules and standards for pedicab operator's helmets and exemptions for pedicab passengers are set out pursuant to the Helmet Regulations of Nova Scotia.
 - iii. All rules of operation are set out pursuant to the Pedicab Operation Regulations of Nova Scotia under the regulations of the Motor Vehicle Act of Nova Scotia.
- c) Every taxi owner shall submit a taxi for examination by the Licensing Authority on twenty-four (24) hour notice and shall not prevent or hinder the Licensing Authority from carrying out the inspection.
- d) When a taxi fails to meet the required standards set out in Section 5(a), or 5(b), the Licensing the taxi shall not return to service until reapproved by the Licensing Authority.

6 General Conditions and Exemptions

- a) Every taxi driver shall be polite and respectful to passengers.
- i. A driver must not smoke, including e-cigarettes, in the vehicle does not permit passengers to smoke, including e-cigarettes, in the vehicle.
- b) A taxi driver transporting for hire passengers or goods brought into the town from outside the town is not regulated by this bylaw.
- c) A taxi driver transporting for hire passengers or goods taken on within the town to be discharged or unloaded outside the town is not regulated by this bylaw.
- d) No taxi shall be parked or left standing on any highway or street in the town for a period longer than ten (10) minutes between the hours of 8:00 a.m. and 10:00 p.m. or for the purpose of soliciting business or passengers, unless in a taxi stand or in a parking space designated by the Traffic Authority as, "Taxi Only Parking".
- e) If a taxi owner's or taxi driver's license is lost, stolen, or destroyed the Licensing Authority, on receipt of a replacement fee, may issue a replacement license.
- f) No owner or driver shall charge a higher fare than set out by approval of the Licensing Authority and displayed in the taxi interior.
- g) All fees payable for licenses are outlined in Policy 140-015, Municipal Fees Policy.
- h) Drivers must provide a print or electronic receipt to the passenger(s) at the end of the trip or shortly thereafter that includes information confirming:
- i. The rate and surcharge, if any, charged for the trip
 - ii. The total amount paid for the trip
 - iii. The date and time of the trip

- i) The Driver of a Taxi must post in a place which is clearly visible to passengers, a copy of the Taxi Rate Schedule

7 Duties of the Licensing Authority

- a) The Licensing Authority shall decline to issue a taxi driver's license to an applicant if determined disqualifying conditions exist to hold such a license based on the information provided by the applicant in the application.
- b) If the Licensing Authority declines to issue any license, the applicant may appeal that decision of the Licensing Authority to the Town Council at its next regular meeting.
- c) If the Licensing Authority has reason to believe that it is in the public interest to suspend or revoke any license under this bylaw, the Licensing Authority shall provide to the taxi owner and /or driver written notice of:
 - i. the proposed revocation,
 - ii. the reasons for the proposed revocation, and
 - iii. a twenty-four (24) hour notice of the date, time, and place for a hearing with the Licensing Authority to hear the reasons for the proposed revocation,
 - iv. the suspension or revocation requirements shall be served personally to the address given in the license application or a current address provided by the owner or driver, and,
 - v. any immediate suspension or revocation of the license if the continued operation of the taxi poses, in the opinion of the Licensing Authority, an immediate risk to the operator of the taxi, passengers, or possible passengers of the taxi or the general public.
- d) If the Licensing Authority is satisfied after the hearing, or if there is a non-appearance by the license holder at the hearing, that it is in the public interest, the Licensing Authority may cancel the license.
- e) The Licensing Authority shall provide written notice of cancellation of license to the license holder, effective twenty-four (24) hours after the day of personal service of the notice of cancellation or deemed delivered on the third full day after mailing the notice of cancellation to the license holder.
- f) If the notice of cancellation applies to a taxi driver's license, the Licensing Authority shall give notice of the cancellation to the applicable holder of the taxi owner's license.
- g) Any taxi owner or driver whose license has been canceled under this section may appeal the decision of the Licensing Authority to the Town Council at its next regular meeting.

8 Penalties

- a) Any taxi owner or driver who contravenes or fails to comply with any of the provisions of the Taxi Bylaw shall be liable to a penalty of not less than two hundred dollars (\$200.00) for the first offense, not less than four hundred dollars (\$400.00) for the second offense, and not more than nine hundred dollars (\$900.00) for the third and any subsequent offenses.
- b) Any fines provided in this bylaw shall not relieve a license holder from the necessity of paying any fee, charge, or cost for which they are liable under the provisions of this bylaw.

9 Repeal

- a) Any previous Taxi Bylaws and amendments are repealed upon passage of this bylaw.

Clerk's Annotation for Official Bylaw Book

Date of first reading: 2020-XX-XX

Date of advertisement of Notice of Intent to Consider: 2020-XX-XX

Date of second reading: 2020-XX-XX

Date of advertisement of Passage of By-law: 2020-XX-XX

Date of mailing to Minister a certified copy of By-law: 2020-XX-XX

I certify that this Taxi **Bylaw Chapter 40** was adopted by Council and published as indicated above.

Town Clerk

Date

Schedule M-27

Town of Wolfville Bylaws

Taxi Bylaw

Offence	Section	Out of Court Settlement	
Permitting operation or operating vehicle without a taxi owner's license (specify)	4.1(a)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Owner failing to report collision	4.2(c)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Owner allowing operation without taxi driver's license	4.2(d)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Owner failing to report change in drivers	4.2(e)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Owner failing to report taxi vehicle replacement	4.2(f)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Driving taxi without a valid Taxi Driver's	4.3(a)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Operating or permitting operation of taxi vehicle not meeting standards (specify)	5(a)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50

Operating or permitting operation of Pedicab or Rickshaw bike not meeting operational standards	5(b)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Failing, hindering or preventing examination of Taxi by Licensing Authority	5(c)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Parking or standing taxi on street over 10 minutes	6(d)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Charging higher fare than approved	6(f)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50

REQUEST FOR DECISION 039-2022

Title: Council Correspondence Policy

Date: 2022-09-06

Department: Office of the CAO



SUMMARY

COUNCIL CORRESPONDENCE POLICY

Council has requested that staff bring back a draft Council Correspondence Policy for consideration at the September COW meeting. The key elements of the Policy were discussed at the July COW meeting and the attached draft covers the direction and discussion from that meeting.

DRAFT MOTION:

That Council approve Policy 110-013 – Council Correspondence Policy, as attached to RFD 039-2022.

REQUEST FOR DECISION 039-2022

Title: Council Correspondence Policy

Date: 2022-09-06

Department: Office of the CAO



1) CAO COMMENTS

See below.

2) LEGISLATIVE AUTHORITY

Municipal Government Act

3) STAFF RECOMMENDATION

Staff recommend that Council adopt the attached Policy as presented, with clarity given on:

- 1) If a sender of correspondence can opt to have it not included in Correspondence on a Town Council agenda.
 - a. At the July COW meeting Council requested a mechanism for correspondence senders to be able to “opt out” of having their correspondence included.
 - b. In reviewing the draft policy staff felt it was important to revisit this discussion with Council as for example if some or many opted not to have their correspondence included does this still meet the policy goal of transparency to the public?
- 2) If correspondence that is derogatory in nature, includes profanity or personally attacks Council, Town staff, or members of the public should be included.
 - a. A limited jurisdictional scan has shown that typically these types of correspondence are not included
 - b. At the discussion at the July COW, there did not seem to be a clear consensus on this, so direction from Council is required.
- 3) If responses from the Mayor and/or CAO to the sender should be included in the Correspondence section of the Agenda Package.
 - a. These could result in long email chains that could have FOIPOP implications, depending on the situation and how much back and forth correspondence occurs.

4) REFERENCES AND ATTACHMENTS

1. Draft Policy 110-013 – Council Correspondence Policy

5) DISCUSSION

Council has requested that staff bring back a policy for discussion related to how Council Correspondence is managed. The Town currently does not have a policy to govern this.

Specifically, the Policy that has been drafted includes:

REQUEST FOR DECISION 039-2022

Title: Council Correspondence Policy

Date: 2022-09-06

Department: Office of the CAO



- The requirement for clear communication for correspondence senders on what to expect when their correspondence is sent.
- Clear timelines for including correspondence on upcoming Town Council agendas.
- A process for Councillors to discuss any items received in correspondence more formally if desired.
- Clarity on how correspondence is received during the agenda (no motion is required).
- Clarity on what will and will not be included under Council Correspondence.
- A process for responding to correspondence to ensure consistency and promptness in response.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

The Policy will be published on the Town's website.

9) ALTERNATIVES

Council can choose not to approve the Policy as drafted, or can approve with amendments. Some examples of other policy options could include limiting correspondence received in a Town Council agenda package but providing a full listing on the Town's website, limiting the correspondence included in the agenda package to written correspondence that hadn't been already received via email/mail by all Councillors, etc.



POLICY

Council Correspondence Policy	
Policy Number: 110-013	Supersedes Policy Number: N/A
Effective Date: 2022-09-27	Approved by Council Motion Number:

1.0 Purpose

To provide clarity on how correspondence to the Mayor and Town Council is responded to and to ensure a transparent public record is kept of correspondence received by the Town of Wolfville that is addressed to the Mayor and Town Council.

2.0 Scope

This Policy applies to all correspondence received by the Town of Wolfville addressed to the Mayor and Town Council. It does not apply to correspondence received by an individual Councillor or to the Mayor exclusively. It includes correspondence that is delivered in person to Town Hall, emailed or received via mail. Correspondence from Town staff or individual Councillors addressed to the Mayor and Town Council are excluded from this Policy.

3.0 Policy

- 3.1 All correspondence to be included in the public record on a future Council meeting must be addressed to the Mayor and Town Council and be emailed to the towncouncil@wolfville.ca email distribution list, delivered in person to Town Hall or mailed to the Town. The Town will publish information regarding this Policy on the Town's website in the Town Council contact section to ensure that this is clear prior to correspondence being sent. Exceptions to this include correspondence that is:
- i. deemed to be spam
 - ii. related to marketing/sales
 - iii. related to potential or ongoing legal matters
 - iv. ***derogatory in nature, includes profanity or personally attacks Council, Town staff, or members of the public***



POLICY

- 3.2 All correspondence meeting the criteria of Section 3.1 will be included as an informational item on a future Town Council Agenda Package, ***unless otherwise requested not to be included by the sender.*** The name of the sender will remain part of the correspondence, however the Town Clerk will redact any other personal information. The Town will publish information regarding this Policy on the Town's website in the Town Council contact section to ensure that this is clear prior to correspondence being sent.
- 3.3 Correspondence sent to the towncouncil@wolfville.ca email account will generate an auto response with the same information provided in Section 3.1 and 3.2.**
- 3.4 The Mayor will seek permission from any sender to include correspondence on an upcoming Town Council agenda that is received exclusively by the Mayor but that is addressed to Mayor and Town Council. Should permission of the sender be granted, the Mayor will circulate the correspondence to the towncouncil@wolfville.ca email distribution list.
- 3.5 The Mayor will respond on behalf of Town Council to all correspondence sent in accordance with Section 3.1 to acknowledge receipt within three business days. If it is an operational issue that requires Town staff to follow up, the CAO will action it. All responses from the Mayor and/or CAO to the sender will be copied to all Town Councillors and the Town Clerk. ***Responses from the Mayor and/or CAO will also be included for information under the Correspondence section with the original correspondence from the sender.***
- 3.6 It will be the practice of the Town that any correspondence meeting the criteria of Section 3.1 will be included as an informational item under Correspondence as part of the upcoming Town Council Agenda Package, provided it is received 7 business days in advance of the date of the meeting. Any correspondence received after this cut off will be included in the Town Council Agenda Package for the following month.
- 3.7 Correspondence meeting the criteria of Section 3.1 that pertains to a Public Hearing or Special Town Council meeting agenda topic will be included as an informational item under Correspondence as part of that Agenda Package, provided it is received in accordance with Section 3.6.
- 3.8 During the Correspondence section of the Town Council Agenda, Council will receive the correspondence that has been included in the package. No motion will be required.
- 3.9 Should an individual Councillor wish to discuss a specific item received under Correspondence, they will complete and submit a Request for Agenda Item after the meeting for discussion at an upcoming Committee of the Whole meeting.

4.0 Definitions

- 5.1 **"Town"** means the Town of Wolfville



POLICY

- 5.2 **“Town Council”** means the Council of the Town of Wolfville;
- 5.3 **“Council Member(s)”** include(s) the Mayor; and
- 5.4 **“Town Council Meeting”** means a regularly scheduled meeting of Town Council.

CAO or Town Clerk

Date

DRAFT



SUMMARY

COUNCIL & COMMITTEES OF COUNCIL VIRTUAL MEETING POLICY

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

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

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

Staff recommend this policy takes effect as soon as possible.

DRAFT MOTION:

That Council approve Policy #110-014 Council & Committees of Council Virtual Meeting Policy as presented.



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

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

3) STAFF RECOMMENDATION

Staff recommend approval of the policy allowing for Council & Committees of Council members and staff to attend meetings virtually and in conjunction with [Policy #110-012 Attendance Policy for Council](#) and [Policy #110-001 Committees of Council Policy](#).

4) REFERENCES AND ATTACHMENTS

1. AMANS Model Council Videoconferencing Policy
2. Municipal Government Act.
3. [Policy #110-001 Committees of Council Policy](#)
4. [Policy #110-012 Attendance Policy for Council](#)

5) DISCUSSION

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

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

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

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



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

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

After discussion at April COW and implementation of the Attendance Policy, the following amendments have been made:

- Policy #100-012 Attendance Policy for Council Members now in place and revisions to Policy #110-001 Committees of Council Policy.
- Additional definitions to provide more clarity.
- More clarity on circumstances where Council/staff may attend virtually.
- Included example of exclusions where a member may **not** be granted virtual attendance:
 - Vacation
 - Illness or injury where the participant's ability to fully participate on camera is adversely affected.
- More explicitly stated that Council members attending virtually are expected to be on camera.
- Section 5.2.1 – clarity around process to request to attend a meeting virtually and removed parameters around citizen members.
- Chair has right to move a hybrid meeting to fully virtual where the number of participants attending virtually compared to those in person would make it challenging to hold an effective meeting.
- Code of Conduct more explicit around being on camera.
- Attending a meeting virtually must have prior approval (if not part of an accommodation)
- Did not include any limit on the number of times someone may attend virtually as each decision would be made based on its own merits in line with Attendance Policy.
- Clarified only Town Council & Committee of the Whole meetings are livestreamed.
- This policy can come back to Council for revision at any time.

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

6) FINANCIAL IMPLICATIONS



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

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This policy fits with the following guiding principles:

- Community Wellness

8) COMMUNICATION REQUIREMENTS

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

9) ALTERNATIVES

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



POLICY

Council & Committees of Council Virtual Meeting Policy	
Policy Number: 110-014	Supersedes Policy Number: Not Applicable
Effective Date: 2022-09-20	Approved by Council Motion Number:

1.0 Purpose

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

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

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

Meetings of Council which this policy applies to are:

- Town Council Meetings (including Special Meetings of Council)
- Committee of the Whole
- Accessibility Committee
- Audit Committee
- Planning Advisory Committee
- RCMP Advisory Committee
- Source Water Protection Committee
- Any other Committee of Council formed as per the Committees of Council Policy #110-001



POLICY

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

2.0 Scope

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

3.0 References

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

4.0 Definitions

- 5.1 **“Town”** means the Town of Wolfville
- 5.2 **“Council”** means the Council of the Town of Wolfville
- 5.3 **“Council member(s)”** include(s) the Mayor
- 5.4 **“Citizen member(s)”** mean citizen committee members
- 5.5 **“Committees of Council”** means the advisory committees as referenced in our Committees of Council Policy
- 5.6 **“virtual”** means video conference
- 5.7 **“hybrid”** means a mix of virtual and in person participants
- 5.8 **“accommodation”** means adjustment made in method of meeting participation to allow for individual needs

5.0 Policy

5.1 Public Notice

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

The notice to the public will be given by advertising:

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



POLICY

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

5.2 Virtual Attendance at Meetings

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

- Injury or illness preventing attendance in person but allowing **full participation by** virtual attendance
- Inclement weather conditions
- For Council Members and Staff - scheduling conflict, where an ad hoc meeting of Council has been arranged at short notice
- For Staff – scheduling conflict, where conflicting Town of Wolfville work commitments make in person attendance not possible

Exclusions to this list include:

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

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

5.2.1 Request to Attend Virtually

Members of Council

Where virtual attendance at meetings has **not** previously been approved by accommodation, and is not in conflict with Attendance Policy for Council #110-012, a Council member wishing to attend a meeting virtually shall:

- i. request to do so through the Mayor and CAO.



POLICY

- ii. use equipment that allows all participants and viewing members of the public to see and hear them.

Members of Staff

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

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

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

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

Citizen Committee Members & Members of the Public

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

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

5.3 Town Equipment Requirements

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

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



POLICY

5.4 Recording Attendance of Council Members attending virtually

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

- i. present if approval has been granted for them to participate virtually under this Policy and **in conjunction with Attendance Policy for Council #110-012**
- ii. absent for any parts of the meeting in which a member is not permitted to participate virtually under this Policy and **in conjunction with Attendance Policy for Council #110-012.**

5.5 Technological problems - failure to connect or disconnection

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

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

5.6 Secret Ballot Voting

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

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

5.7 Code of Conduct

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



POLICY

6.0 Review of Policy

The Town will review this Policy every four years.

CAO or Town Clerk

Date

DRAFT



POLICY

Appendix A

Code of Conduct for Virtual Meeting Participants

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

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

Technical Requirements and Equipment

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

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

Technical considerations

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



POLICY

Virtual meeting etiquette

- All Council members taking part in a meeting virtually shall have their cameras switched on.
- The Chair should let participants know when they will be able to make comments/ask questions during the meeting.
- Ask all participants to signal and wait a couple seconds before speaking to account for lagging time.
- Remind participants to be on mute, have webcam on and limit background noise and distractions as much as possible.
- For In Camera meetings, participants joining virtually **must**:
 - be alone unless with another participant of the meeting who has permission to attend.
 - Ensure no-one can see or hear you or other participants in the in-camera meeting if they are not an attendee of that portion of the meeting.

No unauthorized recording of any meeting shall take place.

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

Name

Signature

Date

REQUEST FOR DECISION 035-2022

Title: Council Conference & Professional Development

Date: Policy 2022-09-06

Department: Office of the CAO



SUMMARY

Council Conference & Professional Development Policy

Staff has reviewed the policy which was last revised in 2016. Due to the global pandemic in 2020, conferences/events were cancelled, and we were unable to create a four-year conference and professional development schedule at the beginning of this Council's term.

In order for Council to be able to take advantage of these types of events that once more become available, staff will provide a list of known conferences/training to Council for the remainder of their terms and ask that any requests to attend are made by **mid October 2022** so they can be included in November budget discussions.

For 2022-23, aside from NSFM, requests to be made to the Mayor and CAO and one-off decisions will be made based on budget constraints.

As part of this discussion, staff also identified some administrative and housekeeping changes to the existing Policy, which we are bringing forward for consideration.

DRAFT MOTION:

That Committee of the Whole make the following recommendations to Council:

- That Council approve the changes to the Council Conference & Professional Development Policy 110-004.
- That Council agree to send their conference and training plan for the next two years to the budget process for discussion at the first session in November.

REQUEST FOR DECISION 035-2022

Title: Council Conference & Professional Development

Date: Policy 2022-09-06

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Section 48 of the *Municipal Government Act* enables Council to adopt policies on any matter that the Council considers conducive to the effective management of the municipality.

3) STAFF RECOMMENDATION

Staff recommends that Council approve the changes to the Council Conference & Professional Development Policy.

4) REFERENCES AND ATTACHMENTS

- Council Conference & Professional Development Policy, 110-004 (attached)
- *Municipal Government Act* (MGA)

5) DISCUSSION

Staff has reviewed the policy and some administrative changes are being recommended.

As well, due to the pandemic, we have been operating off-policy. For the remainder of this Council's term to offer some professional development the following process shall take place.

- Staff will prepare a list of known conferences for consideration by Council for the remainder of their term, including dates and locations where available and including local and national conferences.
- Requests to attend should be submitted by **mid-October** to be discussed in the November budget discussion looking at how best to manage needs over the next two years.
- Requests for **2022/23** should be made directly to the Mayor and CAO for one-off decisions.
- **2024/25** is an election year and typically training or large conferences are avoided.

6) FINANCIAL IMPLICATIONS

Depending on demand for conferences/training, financial information will be brought forward as part of the budget discussion for 2023-24. As Council is aware training/professional development budgets were reduced for both staff and Council during the pandemic years. Small increases were included in the 2022/23 budget, but the total budget allocation is still not back to pre-COVID budgets.

As of August 2022, the Professional Development budget for Council remains on budget, so should end the year with the annual allotment approved for 2022/23.

REQUEST FOR DECISION 035-2022

Title: Council Conference & Professional Development

Date: Policy 2022-09-06

Department: Office of the CAO



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

Following approval of the Policy, it will be updated to the Town's website.

9) ALTERNATIVES

- The alternative is that Council does not approve the changes to the policy.

DRAFT



POLICY

Council Conference and Professional Development	
Policy Number: 110-004	Supersedes Policy Number: Not Applicable
Effective Date: 2010-11-15 2012-10-15 Amended 2016-12-19 Amended 2022-09-20 Amended	Approval By Council (Motion Number): 11-07-10 08-10-12 10-12-16

1.0 Purpose

To provide a procedure for the opportunity for effective professional development for the Mayor and Councillors, to ensure proper representation at National/Provincial conferences and Boards/committees and to allow a fair and equitable schedule for participation at these conferences and Boards/committees by the Mayor, and Councillors.

2.0 Scope

This Policy is applicable to all Town of Wolfville Staff and Town Council members who attend conferences as representatives of the Town of Wolfville.

3.0 References

- [Nova Scotia Municipal Government Act](#)

4.0 Definitions

- 4.1 **FCM** means the Federation of Canadian Municipalities.
- 4.2 **NSFM** means the Nova Scotia Federation of Municipalities (*previously named UNSM - Union of Nova Scotia Municipalities*)
- 4.3 **SCC** means Sustainable Communities Conference.
- 4.4 **AMA** means Association of Municipal Administrators.
- 4.5 **Council** means the Council of the Town of Wolfville.
- 4.6 **CAO** means the Chief Administrative Officer of the Town of Wolfville.



POLICY

5.0 Policy

5.1 General Procedure

- a. Staff will prepare a list of known Conferences and Professional Development opportunities for Council, including locations, based on the four-year term of Council.
- b. Members of Council will complete a Council Conference & Professional Development Planning Form prior to January 15th of their first Council term. The Form is based on a four-year period. *(See Appendix A).*
- c. Members of Council will review their Council Conference & Professional Development Planning Form annually prior to December 15th and submit any requested changes at that time.
- d. Staff will use the Forms to develop an annual training plan for Council and inform Council's professional development budget.

5.2 Priority

- a. Budget and schedule priority is to be given to attendance at **NSFM**.
- b. To ensure adequate representation and appropriate opportunities for the Mayor and Council to attend, the maximum numbers will apply:
 - i) Fall **NSFM** – Mayor and 6 Councillors will attend
 - ii) Spring **NSFM** – Mayor and 3 Councillors will attend
- c. Each member of Council will be provided the opportunity to attend at least one conference outside of **NSFM** during their four-year term as long as the content of the conference supports the strategic direction of Council and must be approved by Council.
- d. The Mayor may attend one conference per year.
- e. Where budget allows the Town will support members of Councils interested in participating in the **NSFM**/AMA Municipal Leadership Education Modules.

5.3 Selection of Attendees

- a. To ensure the fair allocation of the conference and professional development opportunities, a four-year schedule will be set at the beginning of the term and reviewed/updated annually during the budget process and an appropriate budget allocation will be made on an annual basis.
- b. Members of Council will be expected to attend the conferences allocated to them. Councillors wishing to attend other conferences or workshops, outside of the approved



POLICY

training plan, will submit a request using Council Conference & Development Request Form (*see Appendix B*) to the CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council for their final decision.

- c. All members of Council will be permitted to attend the FCM Annual Conference when it is in Nova Scotia.
- d. All members of Council will be permitted to attend the **NSFM** Spring Conference when it is in the Valley Region.
- e. Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

5.4 Registration and Reporting for Conferences

- a. Intending delegates are expected to complete the registration forms and submit, with a copy to the CAO, in reasonable time to meet the conference early registration deadline.
- b. Delegates who miss the early registration deadline are responsible for the additional cost of registration.
- c. For Mayor, Deputy Mayor and Councillors attending a conference on behalf of the Town of Wolfville, a brief written report, describing the purpose of the trip and results achieved must be submitted to Council for information using the Conference Update Form (*see Appendix C*).

5.5 Board and Committee Membership

- a. Council acknowledges the importance of representation by the Town of Wolfville at the board or Committee level for **NSFM** or other organization identified by Council.
- b. Where appropriate, Council will endorse the candidacy of one (1) Council Member to represent the Town of Wolfville on boards and committees described in 5.5.a. through Council resolution.
- c. Where there is more than one (1) interested candidate from Council for a given position, Council will call for expressions of interest and the candidacy will be put to a vote by secret ballot.
- d. If the candidacy is successful for a board or committee, the Town of Wolfville will provide reimbursement of expenses to attend the board or committee meetings as appropriate.



POLICY

- e. Such endorsement and support for candidacy will be subject to annual review by Council.
- f. Any support for candidacy will always be subject to the budgetary funds available.

5.6 Council Approvals

- a. In circumstances where time does not allow for Council Approval at the Council table, Council polling will be via electronic format. This will supersede Policy 110-008, - Telephone Polls.

CAO

2022-09-20

Date



POLICY

Appendix A

Council Conference & Professional Development Planning Form



Name: _____

This form should be submitted to the CAO by December 15.

Please use this form to identify your professional development and training priorities for the next four-years. This form will be reviewed, and updated if necessary, on an annual basis.

Top Four Priorities

Identify the top four conferences and/or professional development opportunities you would like to attend in your four-year term. You may list more than one priority in the same year, however, you are less likely to be approved for two in the same year as part of the Conference & Professional Development Plan. List the top priority as number 1 and so on.

Name of Conference	Location	Year
1.		
2.		
3.		
4.		

Other Conferences, Workshops, Training and Courses

There may be other opportunities you wish to participate in that do not fall in the top four or occur in the same year as your top four. Please identify any additional opportunities below to allow Council and Staff to get a feel for potential one-off requests and indicate the level of importance that opportunity has for you – high or low.

Name of Conference	Location	Year	Importance

If your conference/professional development opportunity is not indicated on the selection provided by staff, please include a website address or information on how to find out more about the opportunity.



POLICY

Appendix B

Council Conference & Professional Development Request Form



Name: _____ Date of Request: _____

Name of Professional Development or Training Program

Location: _____ Date(s) of Program: _____

Description of Program: ☐ Program Outline Attached

Explain how this particular program supports the strategic direction of Council:

Is this program in addition to your approved training plan or in place of an approved program?

☐ Addition ☐ In Place of _____

Date Reviewed by Chief Administrative Officer

☐ Approved

☐ Not Approved

☐ To be considered next fiscal year

Comments:

CAO Signature

Date



POLICY

Appendix C

CONFERENCE UPDATE

Title: xxxxx
Date: Month dd, YYYY
Department: Office of the CAO



1) UPDATE

xxx

REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing
Date: 2022-09-06
Department: Public Works & Engineering



SUMMARY

Maple Avenue Resurfacing

This Request for Decision (RFD) brings before Council a request to fund a surface upgrade to Maple Avenue. This street has been noted by the community as needing attention for a number of years. It has also been noted in annual Pavement Condition Index (PCI) maps during the annual budget process discussions. Several factors have impacted the timing of when to include Maple Avenue in the annual budgets (operating and capital) for surface improvements (pavement). These include the Asset Management Plan review of underground infrastructure condition throughout Town and more recently, potential timing of the development of east end lands.

Staff are still reviewing video data of underground pipes and this remains a work in progress. This will help determine when Maple is added to the Capital Budget along with all other infrastructure deficit priorities.

In terms of Operating budget and maintenance dollars (resurfacing), the approved 2022/23 Operations Plan & Budget included \$353,400 for streets throughout Town. Maple Avenue was not one of the streets (refer to page 55 of Operations Plan). Subsequent discussions at Management, including new faces at the table, highlighted two factors. One was a reaffirmation of the poor pavement quality (PCI) and the second was the status of the East End Secondary Plan Review underway. Given expected timing of development starting in the East End, it is appropriate to consider resurfacing Maple Avenue in this fiscal year, assuming adequate funding exists for Council to consider.

DRAFT MOTION:

That Council approve a maximum of \$80,000 be incurred in this fiscal year to resurface portions of Maple Avenue. The expenditure will be funded by way of a transfer from the Town's Unrestricted Operating Reserve Fund.

REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing
Date: 2022-09-06
Department: Public Works & Engineering



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal government Act 65A and B

3) STAFF RECOMMENDATION

That Council approve the estimated costs required to improve the pavement surface on Maple Avenue. This will involve maintenance processes which fit the street.

4) REFERENCES AND ATTACHMENTS

- 2021 Pavement Condition Index map of Town streets
- 2022/23 Operations Plan and Budget
- 2020/21 Operations Plan and Budget
- Information Report – IR009-2022 Financial Update

5) DISCUSSION

As noted in the summary at the top of this report, Maple Ave. has been noted as a Town roadway with poor condition of the paved surface. Two budget cycles ago (fiscal 2020/21) sections of Maple Avenue were included in the Ten-Year Capital Investment Plan (CIP), refer to page 101 of that year's Operations Plan. This work was planned for fiscal 2024/25 thru to 2029/30 and involved complete infrastructure rebuild. With staff changes with the Public Works Department over the last two years, changes were made to the long term CIP in 2022/23 involving fewer streets being specifically identified in the CIP. This was intentional and related to new project to gather video data of underground sanitary and storm water systems. This data is key to better determination of major infrastructure priorities.

The potential development of lands on the east end of Town also started to influence any decision as to timing of work on Maple Avenue. Last year Council approved an East End Secondary Plan Review and that process continues into this year. Over this time, it has become clear that substantial development is not likely to start for another 3 to 5 years. Any early phase work will benefit from a refreshed surface. The Secondary Plan review process needs to be fully carried out and after that point in time, road and infrastructure work will be required before potential developers begin actual projects (buildings).

Given the state of Maple Ave. pavement, a maintenance resurfacing will provide an improved service level for the community in the short term (next 5 years). This should also help line up any major infrastructure work to occur in conjunction with future development of the East End lands.

REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing
Date: 2022-09-06
Department: Public Works & Engineering



The 2021/22 Operations Plan and Budget included Maple Ave. as part of the planned mill/pave maintenance program (page 50 of document). Ultimately Maple did not get included in the 2021/22 street maintenance work carried out.

6) FINANCIAL IMPLICATIONS

Whereas the expenditure contemplated in this RFD was not part of the approved budget, and the street maintenance budget has been linked to the streets noted on page 55 of the 2022/23 Operations Plan, staff are looking for approval for the unbudgeted amount of \$80,000. This dollar amount, over the past number of years would have been relatively easy to fit into spending without risk of creating a deficit. This is less certain in fiscal 2022/23. Refer back to IR-009 2022 Financial Update reviewed at the June Committee of the Whole which showed early indications that this might be a tougher year to ensure a break-even operation. That report noted a number of growing expenditure pressures likely to push costs at least \$104,000 over budget for the year.

A quick, high level, review of Deed Transfer Tax revenues indicates that this revenue source is not as likely to significantly exceed budget by year end as it had in past couple of years. As of end of August, it is estimated this revenue will still exceed budget by \$84,000, but the majority of that was earlier in the year. Over the last three months (June-August) the total revenue is estimated to be approximately \$12,000 less than budgeted for those three months.

REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing
Date: 2022-09-06
Department: Public Works & Engineering



In terms of Operating Reserves, it was noted during the report of the March 31/22 Financial Statements that the Town ended the year with healthy level of reserves with just over \$2.4 million in unrestricted Operating Reserves. The issue today is almost \$1,000,000 will be utilized in the current year from those reserves. \$437,000 is earmarked for the Towns Operating Fund revenues and a further \$510,000 is noted for Capital Fund projects.

The provincial benchmark to keep the Operating Reserves financial indicator in the low risk category equates to approximately \$1.7 million for the Town of Wolfville.

All things being equal, the Town will drop below the low-risk benchmark at least temporarily based on budget spending. If Council approves the additional \$80,000 for Maple Avenue in this fiscal year, it will leave the Town that much further below the benchmark.

It is possible that the Town can still end the year break even or better. The Senior Management Team should work to identify potential areas of savings to help mitigate any overspending in pockets of the operation. Regular formal financial variance reporting starts with the Audit Committee in September, at which time year end forecast results can be discussed in more detail.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No specific references provided to the Strategic Plan. This spending is at the core of the Town's commitment to maintain and improve community infrastructure.

8) COMMUNICATION REQUIREMENTS

Nothing specific identified at this time.

9) ALTERNATIVES

Council has options with regard this report.

- Not approve the unbudgeted spending and leave Maple Ave. for future years to be part of a complete capital infrastructure rebuild.
 - This clearly leaves the street surface at a low service level for likely at least 5 years.
- Not approve the unbudgeted spending, and direct staff to ensure Maple Ave. is part of next years 2023/24 street maintenance budget.
 - Defers by a year the work proposed in this RFD.
 - Would also likely result in other streets that would have been included in next years plan being bumped out to at least 2024/25.

REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing

Date: 2022-09-06

Department: Public Works & Engineering



- Approve the unbudgeted spending for Maple Ave. and direct staff to identify specific budgeted projects/programs that can offset this cost.
 - Project would still need approval in September to ensure contractor can line up the work for this season before the asphalt plants close later in the year.
 - Staff would bring back the identified offset savings to October or November Council

REQUEST FOR DECISION 046-2022

Title: Appointment of Alternate to the IMSA Pilot Board

Date: 2022-09-06

Department: Office of the CAO



SUMMARY

APPOINTMENT OF ALTERNATE TO THE IMSA PILOT BOARD

With the hiring of Dwight Whynot and MNP to work on the IMSA Pilot Project over the next two years, the KTA and Valley Waste Boards have now turned their authority over to the Mayors and Warden, who collectively now serve as the Board of Directors for the Pilot Project, KTA and Valley Waste.

It is anticipated that all partnering municipalities will be requested to appoint an alternate member to serve on this Board.

DRAFT MOTION:

That Council appoint Councillor Jodi MacKay as the alternate member for the Town of Wolfville to serve on the Interim IMSA Board of Directors for the duration of the pilot project.

REQUEST FOR DECISION 046-2022

Title: Appointment of Alternate to the IMSA Pilot Board

Date: 2022-09-06

Department: Office of the CAO



1) CAO COMMENTS

See below.

2) LEGISLATIVE AUTHORITY

The Interim IMSA adopted in early 2022 by all Parties governs the work of this Board over the next two years.

3) STAFF RECOMMENDATION

Staff recommend that Councillor Jodi MacKay be appointed as the alternate.

4) REFERENCES AND ATTACHMENTS

1. IMSA – Pilot Project

5) DISCUSSION

It is recommended that Councillor Jodi MacKay be appointed as the alternate member for the reasons below:

- 1) As the Chair of KTA until the IMSA for the Pilot Project took effect, Councillor MacKay is now without that Committee workload and has in-depth knowledge of the KTA operation. There are a few issues at KTA that are carrying over between the former and new Boards and being familiar with these issues is an asset.

The Wolfville representative for Valley Waste was Mayor Wendy Donovan and she now serves on the Board as Mayor so the continuity and knowledge on the Valley Waste front remains.

- 2) Staff had considered recommending the Deputy Mayor, however for continuity it is important that the alternate be appointed for the duration of the pilot (September 2022 – September 2024) and the Deputy Mayor position may change twice during this time frame (November 2022 and November 2023).

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

REQUEST FOR DECISION 046-2022

Title: Appointment of Alternate to the IMSA Pilot Board

Date: 2022-09-06

Department: Office of the CAO



The decision of Council will be communicated to the IMSA Pilot Board of Directors.

9) ALTERNATIVES

Council can choose to appoint another Councillor to this role.

REQUEST FOR DECISION 049-2022

Title: Annual Operating Line of Credit

Date: 2022-09-06

Department: Finance



SUMMARY

Annual Operating Line of Credit

Each year Council approves **maximum limits** for any potential use of operating lines of credit. This is separate from the Temporary Borrowing Resolutions (TBR's) approved earlier in the fiscal year for capital project funding. This is also separate from the operating line of credit Council approved for purposes of the PACE Program (i.e. Switch). Both the capital borrowing and PACE borrowing required TBR's ultimately authorized by the Minister of Municipal Affairs and Housing for funds that will flow through the Municipal Finance Corporation.

With regard the operating line of credit (this RFD), it is established to ensure adequate cash flow is available to meet expenditure requirements during the year. Timing of cash flow receipts does not always match the timing of required payments. The approval of annual operating lines of credit *provides flexibility* for staff to carry out the approved budget plans of Council in an effective and efficient manner.

In 2020 Council approved an increase to the Town's Operating Fund limit, taking into account the uncertainty created by the COVID-19 pandemic. That limit remained unchanged a year ago, and this year's RFD recommends remaining at that level approved two years ago.

DRAFT MOTION:

That Council approves the following lines of credit with the Bank of Montreal, effective October 1, 2022 to September 30, 2023:

- | | |
|---|---|
| 1. Town Operating Fund, bank account | \$700,000 maximum credit |
| 2. Water Utility Operating Fund, bank account | \$150,000 maximum credit |
| 3. Corporate Credit Cards | \$ 50,000 maximum credit (all cards combined) |

REQUEST FOR DECISION 049-2022

Title: Annual Operating Line of Credit

Date: 2022-09-06

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA), Section 84

3) STAFF RECOMMENDATION

Staff recommend that Council approve a maximum line of credit for the Town's Operating Fund bank account of \$700,000, Water Utility Fund of \$150,000 and aggregate credit card limit of \$50,000.

4) REFERENCES AND ATTACHMENTS

- Bank Credit Card Policy #140-002
- Approved 2022/23 Operations Plan/Budget
- Consolidated and Non-Consolidated March 31, 2022 Financial Statements

5) DISCUSSION

This RFD provides Council with information to assist in the **annual decision** to establish lines of credit for the Town's **operating** fund bank accounts and corporate credit cards. Capital funding requirements have previously been approved by Council by way of Temporary Borrowing Resolutions (TBR).

The Town's borrowing for the PACE Program (Switch) is an operating line of credit, but it has been dealt with by Council under a separate TBR requiring ministerial approval. This funding process involves the Federation of Canadian Municipalities (FCM) and the Municipal Finance Corporation (MFC).

The Town's operating lines of credit are renewed with the Bank of Montreal once a year, with the current agreement expiring at the end of September. The Director of Finance met with the BMO commercial account representative and no change in timing of approving this line of credit is required at this time.

Up until two years ago, this report had been a housekeeping matter required to keep our agreement with the Bank of Montreal up to date. The financial impact of the COVID pandemic and the lingering effects of the pandemic have created unanticipated results, notably in the area of supply chain issues and accelerating inflationary costs. For the Town, these impacts have become very real. Key equipment has had delivery times of over a year. Some costs of infrastructure costs have risen by at least 20% from a couple of years ago.

REQUEST FOR DECISION 049-2022

Title: Annual Operating Line of Credit
Date: 2022-09-06
Department: Finance



In addition, cash inflows have shown periodic signs of weakness. A couple of larger tax accounts have been slower paying, often well after due date. Although ultimately the accounts have been brought up to date, the delay has negatively impacted timing of cash inflows.

The Water Utility has, by design, drawn down it's level of Accumulated Surplus and with another expected to have a deficit result, cash flow for the Utility can benefit from maintaining an approved line of credit.

At the end of the day, having a line of credit in place is a proactive way to ensure the Town can manage it's annual budget efficiently.

MGA Section 84 allows municipalities to utilize temporary borrowings to cover current expenditures

Borrowing limits

84 A municipality may borrow to cover the annual current expenditure of the municipality that has been authorized by the council, but the borrowing shall not exceed fifty per cent of the combined total of the taxes levied by the municipality for the previous fiscal year and the amounts received, or to be received, by the municipality from Her Majesty in right of Canada or in right of the Province or from an agency of Her Majesty. 1998, c. 18, s. 84.

Note the limit per MGA 84 is 50% of previous years tax levy. For Wolfville that equates to over \$4 million. This upper level permitted by the MGA is a level that the Town does not need to look at, it is noted as reference only, i.e. what is permitted under legislation.

As reflected in amounts authorized by Council over the years, the Town has not required a line of credit anywhere near the maximum permitted. It is still relevant to consider factors noted in past reports, including:

- It has been a number of years since the Town experienced any timing issues with cash flow, and when they had occurred it tended to be in April and May, prior to the due date of interim tax bills. The annual agreement with the bank (Oct to following Sept) covers this period of time.
- As noted in past reports the last overdraft position for the two operating accounts (Town General and Water Operating) was:
 - Town general account required \$270,700 in temporary borrowings in April & May 2011.
 - In November 2010 the Water Utility required temporary borrowings of \$123,900.
- In addition, years with surplus results have helped eliminate the Town's reliance on short term borrowings.
- The bank requires an approved resolution in order to facilitate any temporary borrowings.

With regard to the limit required for the Town credit cards, the maximum overall credit has been set at \$50,000. This remains unchanged. This coincided with changes to the Credit Card Policy (140-002)

REQUEST FOR DECISION 049-2022

Title: Annual Operating Line of Credit

Date: 2022-09-06

Department: Finance



which reduced the number of cards from maximum of 20 down to 3. The suggested limit has been set at a level that would provide flexibility *if* required during the fiscal year.

- There have been no issues during the past twelve months with the limit of \$50,000. Note the Town Policy has a per-card limit of \$5,000, unless otherwise required and temporarily increased by the Director of Financial Services.

6) FINANCIAL IMPLICATIONS

Nothing specific noted. This RFD deals with source of payments not an increase in spending.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No references provided.

8) COMMUNICATION REQUIREMENTS

The lines of credit are a matter of routine operation; therefore, the only communication required is with the Bank of Montreal to ensure renewed credit facilities are in place before October 1, 2022.

9) ALTERNATIVES

Council has the option to amend the upper limits for line of credits to anything from nil to the upper legislated limit of over \$4 million. Staff have recommended a level that considers the ongoing operational needs of the Town while keeping the limit low enough to ensure senior management take due diligence to manage the Town's financial resources.

COMMITTEE UPDATE

Title: Kings Point to Point

Date: August 17, 2022

Department: Committee of the Whole – September 2022



- The meeting was an in-person meeting.
- A new location has been found for the KPPT office.
- Financial report presented:
 - Does not reflect govt funding or municipality contributions. These will be added.
 - Salaries and benefits line is down due to staff shortages
 - Maintenance, including fuel, is up
- Discussion about the service being offered to transport people from downtown Kentville to North Kentville to the Foodland as the Independent is closed. The service is not seeing any uptake.
- There is a need for volunteer drivers for trips to the city for medical appointments.
- The 25th anniversary campaign is beginning with the eye of making \$25,000
- Next meeting – September 21 at 5:00 pm
- Annual General Meeting beginning at 5:30 pm on September 21 following a short board meeting.

Respectfully submitted

Councillor Proudfoot

COMMITTEE UPDATE

Title: Diversity Kings County

Date: September 6, 2022

Department: Committee of the Whole



The last meeting of Diversity Kings was held July 4, 2022. The next meeting is scheduled for September 7, 2022.

Feedback on a successful Pride month was discussed in collaboration with community which centered on various lived experiences targeting action development through building a community of communities. The media campaign saw up to 70,000 impressions, interactions, and engagements through visits and clicks on different devices. Discussion was had on how we maximize this momentum moving forward.

The Work Plan was completed and submitted with some timeline changes to council.

Kenya, the summer intern student went over Equity, Diversity, and Inclusion terms, 2SLGBTQIAA and Decolonization. I was fortunate enough to attend a workshop put on through the legal information society of NS, on August 18, 2022. It was titled Moving Beyond the Binary, how to include gender diverse people. Using of proper pronouns is extremely important and was one of the main topics of discussion.

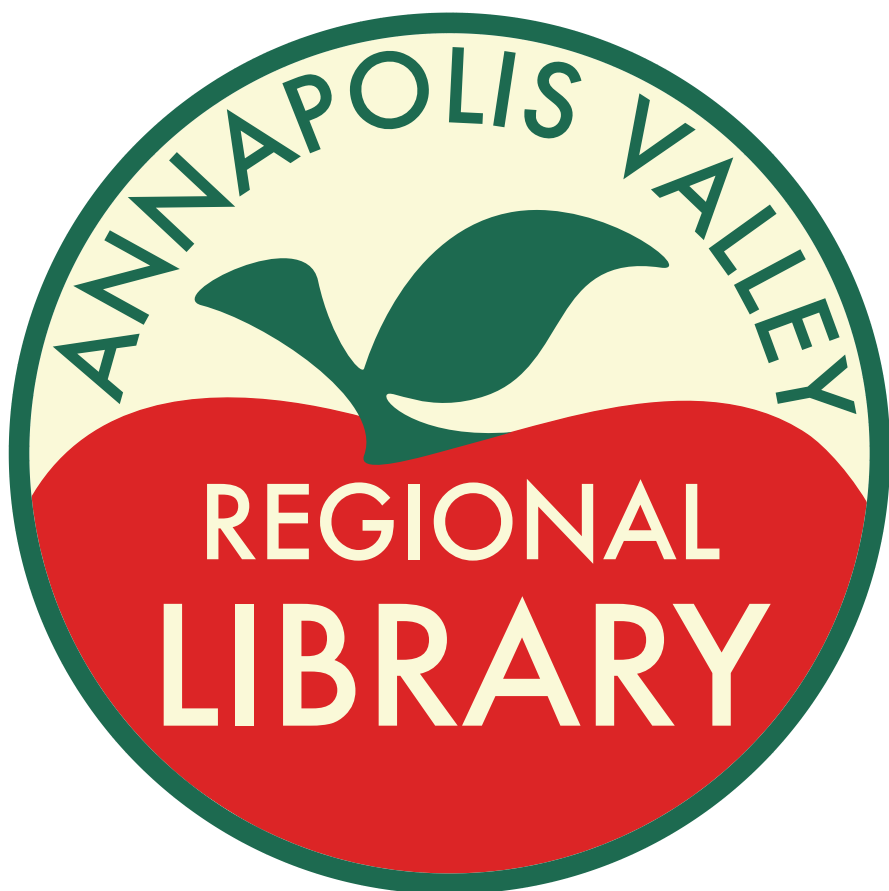
On August 14, 2022, I attended a joint Emancipation Civic Ceremony at Gibson Woods Baptist Church in collaboration with the Municipality of the County of Kings. It was inspiring and educational for me to see to community front and center and how important it is that we continue building cultural awareness in our community, where all people belong.

The Diversity calendar was discussed with these days in September being identified as observances by the Municipality.

- *September 5th Labour Day
- * September 8th World Literacy Day
- * September 15th International Day of Democracy
- * September 21st International Day of Peace
- *September 25th to September 27th Rosh-Hashanah (Jewish New Year)
- * September 30th National Day for Truth and Reconciliation (Orange Shirt Day)
- *September 30th World Maritime Day

Respectively submitted by:

Councillor Jennifer Ingham



ANNAPOLIS VALLEY REGIONAL LIBRARY
ANNUAL REPORT

April 1, 2021 - March 31, 2022

*"The Annapolis Valley Regional Library
builds strong communities
through the sharing of places
for collections and connections."*

A note from the CEO



Much has happened during April 1st, 2021 - March 31st, 2022 - the continuation of COVID-19 being the most impactful. I am extremely proud that during this period, AVRL was an essential service provider for our community. I am grateful for our staff, who worked tirelessly to provide an evolving array of virtual and branch services, all the while navigating changing public health restrictions. Staff support and engagement with AVRL's patrons was inspirational. AVRL was extremely pleased to partner with five other regional libraries in the development of our Accessibility Plan. Approved in March, the plan reflects our desire to be responsive to the needs of people with various abilities. We aspire for our libraries to be welcoming, inclusive, and accepting public spaces to all people.

Through this work, all Nova Scotians will have full and equitable access to spaces, services, resources, programs, and employment/volunteer opportunities offered by public libraries. We have lived through an extraordinary time. COVID-19 turned the library world on its head. Our sector, like many others, has spent the last 24-plus months examining and reimagining our future. Many of our core services have remained, but with different delivery mechanisms. New services were developed, new skills were acquired by staff to meet this ongoing challenge. We know that the library is an important place in the community. The 'new normal' may make our libraries and services look a little different, but at the core, we still provide collections and connections to our resources, and connections to each other. This particular report is bittersweet for me as I announced my retirement from the AVRL effective May 26, 2022. As this is my last report, I would be remiss if I didn't thank the people who have made this journey so enjoyable, and so successful. To the Library Management Committee - Angela Reynolds, Charlotte Janes, and Wendy Trimper, I have so enjoyed working with you. Please know that you were my bedrock during these challenging times. Shelley Wallace has been there to assist me in maintaining the health of AVRL's finances. I leave the AVRL in your capable hands. And finally, I have worked with some of the finest Board Chairs in my 40 year career - Shirley Pineo and Janet Ness demonstrated incredible leadership, and a passion for AVRL's libraries. I am grateful to the commitment and creativity of the library staff, AVRL's dedicated Board, enthusiastic Friends Groups, generous donors, our supportive Municipal Units, and the Department of CCTH. It's a pleasure to work with these stakeholders to ensure service that is evolving to meet the ever-changing needs and interests of Valley Residents. I look forward to passing the torch, knowing that the AVRL team is inspired by everything we have learned and accomplished throughout the pandemic and excited to continue our forward momentum to build community and transform lives.

Ann-Marie Mathieu

Take-Home COVID-19 Rapid Testing Kit Distribution

In order to fulfill demand for Covid-19 Test kits, AVRL offered **Pop-Up Drive through distribution** of kits in several locations. Staff braved cold, rain, and snow to get kits into the hands of Valley residents. Once the demand slowed down, the kits were once again distributed in the branches.



Proof of Vaccination Cards

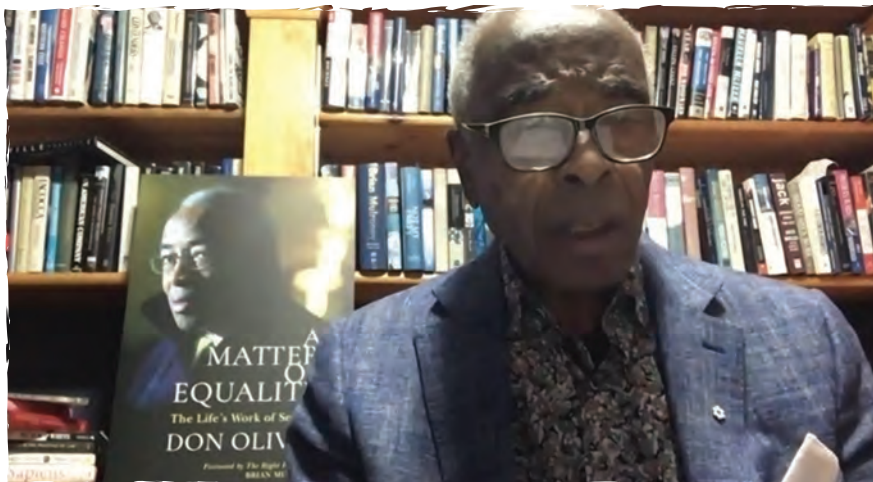
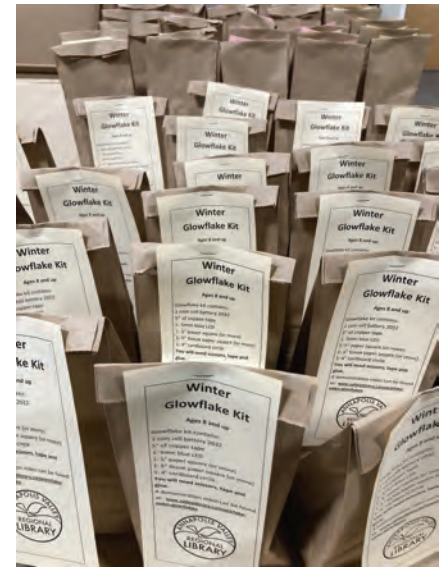
All of our locations are offering the printing and laminating of Proof of Vaccination cards free of charge. The desktop laminators have made this service easy for staff and attractive to library users. Some of our locations have printed over 400 cards to date.

Virtual Events and Take & Make Kits



As libraries slowly moved back to open hours and a return to “normal” services, in-person programs were still on hold.

AVRL offered virtual events and Take-Home art kits for all ages.

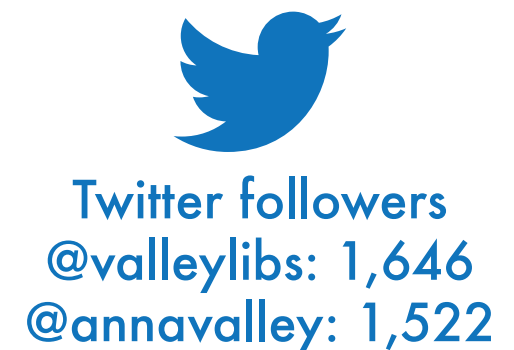
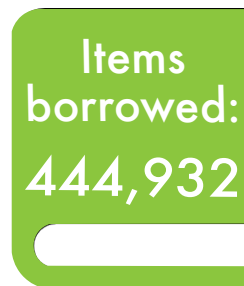
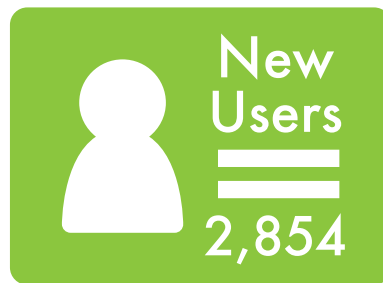
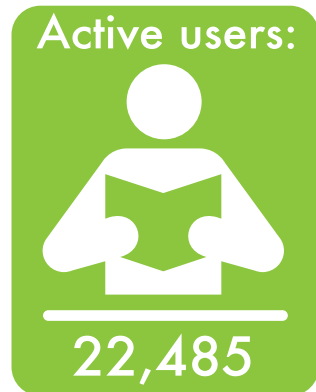




Income:
\$2,738,484
Provincial 70%
Municipal 25%
Other 5%

Expenses
\$2,554,979
Staff 74%
Other 14%
Library Materials 12%

At A Glance





The Gathering: September, 2021



Monique Gray Smith Workshop was held on May 17, with nearly all AVRL staff attending, along with several board members, and NSLA members.

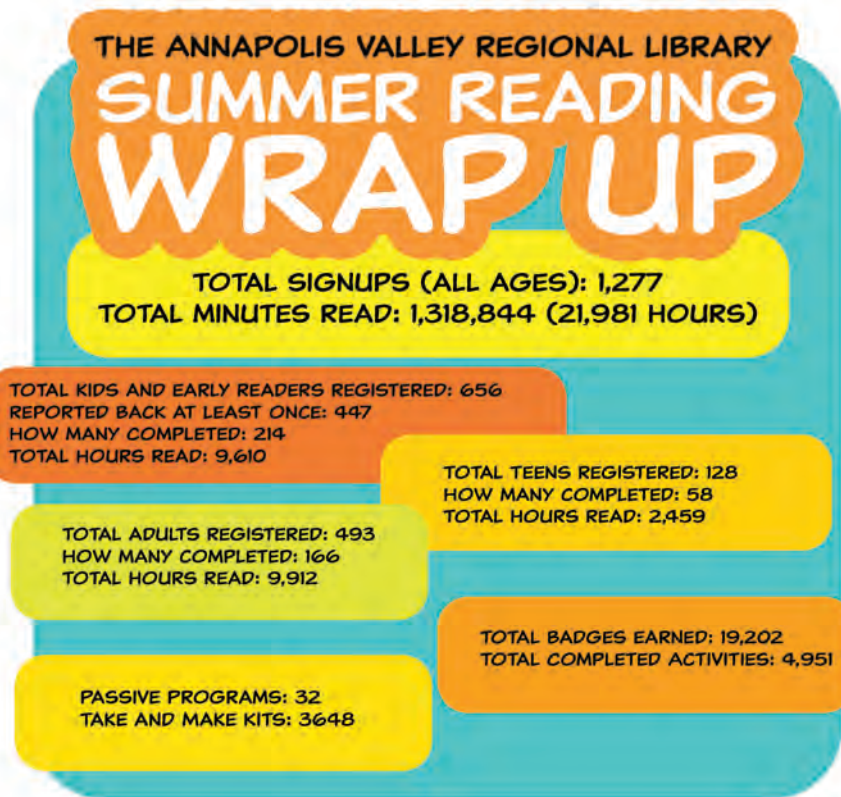


The 2-year grant for the Moving Through Project ended on March 31, 2022. Over 1300 people attended programs through this project, which used the principles of the Truth and Reconciliation Calls to Action, and the guiding themes of the Nova Scotia Culture Action Plan to incorporate Indigenous ways of knowing and doing to the development of programs, library spaces, and materials, helps build relationships between Annapolis Valley Regional Library (AVRL) and three area First Nations communities of Annapolis Valley, Bear River, and Glooscap, and to strengthen literacy connections for local Indigenous families.

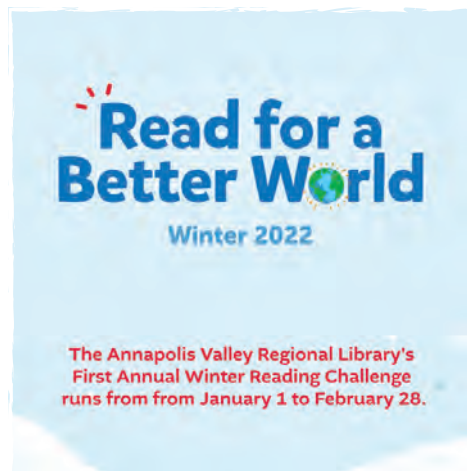
Visit the project website at Renewyourcuriosity.ca/MovingThrough



Reading Challenges



The success of our Summer Reading Challenge led to AVRL offering the first-ever Fall and Winter Reading Challenges. 289 people signed up and participated in these challenges.



A Message From The Chair

Resilience and resourcefulness has been a constant driving force for the AVRL this past year. Staff at all levels continued to develop innovative new ways of delivering resources to patrons, producing and starring in unique on-line programming, and support communities by taking on added responsibility for distributing Covid-19 tests, etc. While managing the ever-changing environment the pandemic threw our way, AVRL was also looking to the future and our mission to “build strong communities through the sharing of places for collections and connections”. The future we envision includes equal access, reconciliation with First Nations, and expanded resources for all library patrons. To achieve these goals, AVRL collaborated with five other library regions in Nova Scotia to produce our Library Accessibility Plan. The respectful and inclusive input from the accessibility community created a document that will be a blueprint for the future. I would like to thank our community representative Alnoor Rajan Talwar for his inspiring contribution to the report. AVRL’s Moving Through program guided by Angela Reynolds and Marlene Joudry, continues to reach out to our First Nations communities of Annapolis Valley, Bear River and Glooscap by building on the inclusion of Indigenous ways of knowing and doing through programming, spaces and collections. Creating a permanent position focused on delivering services through the lens of the Truth and Reconciliation Calls to Actions ensures that this too will shape the future of AVRL’s commitment to First Nations. The recently launched Same Page initiative has exploded the resources available to all library patrons across Nova Scotia. This innovative program has been 5 years in the making and the leadership of AVRL CEO Ann-Marie Mathieu played a major role in bringing it to a successful conclusion. Imagine - with one library card you now have access to the holdings of eight regional libraries in Nova Scotia from the comfort of your home or local library! The future is indeed bright for library services in AVRL. We owe that to the leadership of CEO Ann- Marie Mathieu,

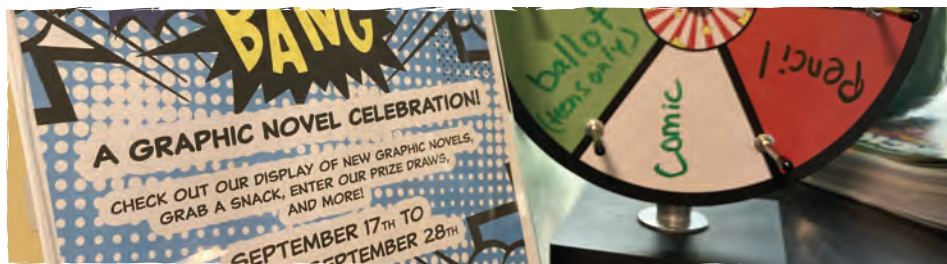
along with the leadership team of Angela Reynolds, Charlotte Janes and Wendy Trimper. Together they have innovated, supported and inspired our staff at headquarters and our 11 community branches through the changes of the last 2 years. While change has become the catchword of the day, it is never easy. So it is with regret that the AVRL Board has reluctantly accepted Ann-Marie Mathieu’s much deserved retirement on May 26, 2022. We could not have asked for more from Ann-Marie. She arrived almost 7 years ago with a wealth of knowledge gained from a library career in Ontario, BC and Saskatchewan. She immediately put that experience and professionalism into action creating a progressive and respectful workplace, guiding new initiatives locally and provincially, empowering problem solving especially throughout AVRL during Covid, and advocating for staff and public at every Board meeting. She has shown inspiring, compassionate and knowledgeable leadership that has set a high bar. We wish Ann-Marie an enjoyable retirement where she will have endless time to knit, sing and garden to her heart’s content. A search for a new CEO will commence this summer. To maintain organizational cohesion AVRL has initiated a transition plan. We are pleased to announce that Angela Reynolds has been appointed interim CEO from May 27 to Dec 31, 2022 to oversee the organizational change currently underway. In closing, I would like to thank each of our Board Members for their diligence, support and advocacy of public libraries within their communities, municipal councils and throughout the Annapolis Valley. AVRL is stronger because of the respectful knowledge you each contribute to the governance of our public libraries. It is indeed an honour to serve with each of you.

Janet Ness, Chair AVRL



Board Members 2021-22

Municipality of Annapolis County:	Alex Morrison
Municipality of Kings County:	Emily Lutz
Municipality of West Hants:	Bob Morton
Annapolis Royal:	Pat Power
Town of Berwick:	Jane Bustin
Town of Kentville:	Gillian Yorke
Town of Middleton:	Jill Cox – Vice Chair
Town of Wolfville:	Janet Ness – Chair
Province of Nova Scotia:	Lesley MacDonald – Treasurer



Kingston Library

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Toll Free: 1-866-922-0229
Fax: (902) 665-4899

Email: administration@valleylibrary.ca

www.valleylibrary.ca

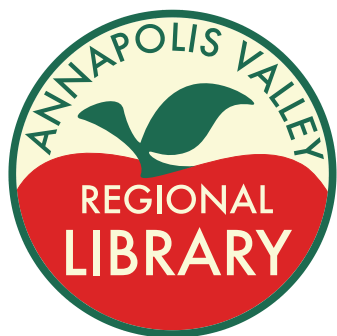


AVRLibrary



@valleylibs

renewyourcuriosity.ca



ANNAPOLIS VALLEY REGIONAL LIBRARY BRANCHES

Annapolis Royal	143 Ritchie Street	532-2226
Berwick	236 Commercial Street	538-8060
Bridgetown	38 Queen Street	665-2758
Hantsport	10 Main Street	684-0103
Kentville	440 Main Street	679-2544
Kingston	671 Main Street	765-3631
Lawrencetown	489 Main Street	334-5142
Middleton	45 Gates Avenue	825-4835
Port Williams	1045 Main Street	542-3005
Windsor	195 Albert Street	798-5424
Wolfville	21 Elm Avenue	542-5760





June 2022

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: September 6, 2022
Department: CAO



UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, July 18, 2021.

Key issues of discussion included:

- **Kings REMO Administration – REMAC Membership**

Membership amended for Town of Berwick to include CAO Jen Boyd replacing Mike Payne

- **Kings REMO Agreements-MOUs**

The Kings-Annapolis Emergency Management (EM) Mutual Aid Agreement has been distributed to municipalities in Kings and Annapolis

Similar EM Agreements have been drafted were submitted for both Lunenburg County and West Hants Regional Municipality, and approved by REMAC

- **Presentation: NS Health – Emergency Preparedness Program Overview**

NS Health employees need to be ready to respond and recover quickly from incidents and events that affect or disrupt daily operations. The Emergency Preparedness Program is a corporate program within NS Health and is responsible for leading and coordinating emergency management activities throughout the organization. The Program collaborates with internal and external partners and agencies to ensure the effective delivery of emergency management capabilities.

Emergency Preparedness Program Response:

- Infrastructure Loss
- Emergency colour Code Situations
- Severe Weather
- Mass Gatherings

- **COVID-19 Pandemic Update**

Cases of COVID-19 continue to rise putting further pressure on stressed healthcare systems and healthcare workers

Border Restrictions to re-enter Canada extended until at least September 30th

- foreign travellers will still need to provide proof of being fully vaccinated to enter the country and unvaccinated Canadians or permanent residents will need to provide a molecular COVID-19 test taken prior to entering and quarantine for 14 days upon arrival

All Travellers, regardless of citizenship, are required to upload vaccine information & travel documents to ArriveCAN

COMMITTEE UPDATE

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NACI Canada issued interim guidance on planning considerations for a fall 2022 COVID-19 Booster Program in Canada:

- Individuals who are at increased risk of severe illness from COVID-19 should be offered a fall COVID-19 vaccine booster dose regardless of the number of booster doses previously received
- All other individuals 12 to 64 years of age maybe offered a COVID-19 booster dose in the fall of 2022

COVID-19 Rapid Test Kits – Annapolis Valley Library facilities

- Free COVID rapid antigen tests are once again available to pick up at the Library
- Available during open hours.
- Limited but regular supplies

Given BA.4 and BA.5 are even more transmissible and immune evasive than BA.1 and BA.2, it is reasonable to expect that we could see an increase in cases over the coming weeks (Dr Tam, 2022-06-30)

All COVID-19 Community Restrictions lifted on July 6, 2022 ([NS News Release](#)):

- Isolation no longer mandatory
- Masks optional
- Testing: asymptomatic testing no longer offered
- Long-Term Care, Corrections Facilities, Shelters and Transition Houses
- Monthly Reporting
 - Most Restrictions in High-Risk settings will remain in place

- **2022 Hurricane Season**

Atlantic Hurricane Season: June 1 to November 30. Forecasters are expecting another very active Atlantic hurricane season in 2022, along with the potential for pre-season tropical development. Tropical storms have developed ahead of the June 1 start of hurricane season in each of the last seven years. To-date, there have been 3 named storms. Peak Hurricane Season is Aug-Sep-Oct, with the mid-point of the season being September 10, 2022

Administrative changes (Change 1) to the [Kings REMO Hurricane Preparedness and Response Plan, 2022-06](#), and were approved

- **Heat Advisory and Response System (HARS), Change 1**

In Canada, extreme heat events are the leading weather-related cause of death, with health effects related to several variables:

- The number of days and maximum temperatures of the event;
 - When it occurs in the season;
 - How accustomed people of the area are to extreme heat;
 - The ability of the community to respond; and
-

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: September 6, 2022
Department: CAO



- Actions taken, particularly for the most vulnerable, to manage risks

Not all people experienced the same degree of heat health risks during the extreme heat event.

- The elderly, persons with chronic health conditions, persons living alone, those with no access to cooling, and those in particular geographic areas were more impacted by the heat.

Wider public awareness about heat, and targeting community training on how to recognize heat concerns is needed.

Season forecast for Nova Scotia: Probability of above normal temperatures forecast for July-August-September

Administrative changes (Change 1) to the [Kings REMO Heat Advisory and Response System \(HARS\), 2022-06](#), and were approved

- **Kings REMO Comfort Centres** (www.kingsremo.ca/comfort.aspx)

Kings REMO has identified 24 Comfort Centres across Kings County with the pending addition of the Grafton Community Centre, 5350 Brooklyn St, subject to the installation of a generator and signing of the Kings REMO Comfort Centre Agreement. Of the 24 Comfort Centres, six facilities are identified as Emergency Shelters:

- Canning Multiplex
- Kentville Fire Department
- New Minas Firehall
- New Minas Louis Millet Centre
- Waterville Fire Department
- Wolfville School

- **Kings Vulnerable Persons Registry (VPR)** (www.kingsremo.ca/vpr/)

Increasing awareness of the Kings County Vulnerable Persons Registry program is ongoing across Kings County. Recommendations for outreach included the following organizations:

- Municipal Mailers (i.e., Water & Tax Bills)
- Careforce (New Minas)
- Senior Homecare by Angels (Berwick)
- Annapolis Valley Home Care Ltd (Greenwood)
- St John's Ambulance
- Canadian Red Cross
- VON
- Kings County Senior's Safety Program Coordinator

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: September 6, 2022
Department: CAO



- **Kings REMO Community Outreach**

Kings REMO REMC is working to reinvigorate in-person Emergency Preparedness Community Awareness sessions

- 2022-tbc Town of Berwick Council & Staff
- 2022-tbc Town of Wolfville Council & Staff
- 2022-06-07 Offer of presentation sent to all Kings County Fire Chiefs for Fire Department members and Family

- **Kings REMO Social Media Account**

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

- **Kings REMO Training & Exercises**

- Upcoming Training:

- 2022-09-tbc ICS-100 (Kentville) Kings REMO
- 2022-09-22 BEM Kings REMO
- Dates tbd WebEOC NS EMO

- Upcoming Exercises:

- 2022-07-28 Hurricane / ECC Activation Tabletop Exercise & Discussion
- 2022-11-24 Winter Storm/Power Outage Tabletop Exercise

Next Meeting: Monday, October 17, 2022