

# **Committee of the Whole**

Tuesday, April 3, 2018

# 8:30 a.m. Council Chambers, Town Hall 359 Main Street

# Agenda

### Call to Order

- 1. Approval of Agenda
- 2. Approval of Minutes:
  - a. Committee of the Whole Minutes, March 6, 2018

### 3. Presentations:

- a. Destination Acadia, Kevin Dickie
- b. Annapolis Valley Regional Library, Janet Ness & Ann-Marie Mathieu
- c. Accessibility Act & Wolfville's Pilot Project, Gerry Post & Josh Bates
- d. East End Gateway Master Plan Ekistics

### 4. Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirtyminute Public Input/Question Period timeframe.



### 5. Committee Reports (Internal)

- a. Environmental Sustainability Committee
- b. RCMP Advisory Board
- c. Planning Advisory Committee
  - (1) RFD 025-2018: West End Development
  - (2) RFD 026-2018: Residential-Commercial Buffering
  - (3) Information Report: MPS Update

### 6. Staff Reports for Discussion

- a. RFD 028-2018: Water Rate Study
- b. RFD 027-2018: Accessibility Advisory Committee

### 7. New Business

- a. Ban use of one-time plastic bags in Wolfville, Councillor Elliott
- b. Eco-Kings, Councillor Brian
- c. Street Signs, Councillor Brian

## 8. CAO Report

### 9. Committee Reports (External)

- a. Valley Waste Resource Management (VWRM) website
- b. Kings Transit Authority (KTA) website
- c. Kings Point-to-Point (KPPT)
- d. Valley Community Fibre Network (VCFN) website
- e. Wolfville Business Development Corporation (WBDC) website
- f. Race Relations and Anti-Discrimination Committee (RRADC)
- g. Eco Kings
  - (1) Viability

<u>Website</u> <u>Website</u> Website

website





#### **10.** Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirtyminute Public Input/Question Period timeframe.

#### 11. Regular Meeting Adjourned



#### 1. APPROVAL OF AGENDA

Moved Seconded That the agenda be approved as circulated and/or amended.

#### 2. APPROVAL OF MINUTES

#### a. March 6, 2018 Committee of the Whole Meeting

- Moved
- Seconded

That the minutes of March 6, 2018 Committee of the Whole meeting be approved as circulated and/or amended.

#### 5. COMMITTEE REPORTS (INTERNAL)

#### b. RCMP ADVISORY BOARD

- **CROSSWALK SAFETY AND FLAGS**
- Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council consider the installation of orange crosswalk flags, and bright yellow crossing signs being placed at crosswalks outside the downtown core with a specific focus on Chestnut Avenue and Main Street, Willow Avenue and Main Street, Westwood Avenue and Main Street, and Main Street between Wolfville Elms and Landmark East School

#### c. PLANNING ADVISORY COMMITTEE

#### (1) RFD 025-2018: WEST END DEVELOPMENT

Moved

Seconded

That Committee of the Whole move the Draft Development Agreement for the West End Lands with Viking Ventures Limited to a Public Hearing before a decision is made on the Application.

Moved

Seconded

That Committee of the Whole move the Draft Development Agreement for the West End Lands with 2231266 Nova Scotia Limited to a Public Hearing before a decision is made on the Application.



#### Moved

#### Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council requests the Environmental Sustainability Committee provide information and recommendations related to MPS Section 8.4.5 as to how the West End Lands development can more comprehensively address sustainability

#### (2) RFD 026-2018: RESIDENTIAL-COMMERCIAL BUFFERING

- Moved
- Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council direct staff to incorporate a more nuanced approach to buffering in a future-draft of the municipal planning strategy and land use by-law

#### 6. STAFF REPORTS FOR DISCUSSION

#### a. RFD 028-2018: WATER RATE STUDY

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council authorize the Town to make application to the Nova Scotia Utility and Review Board to amend rates and regulations as contained in the Water Rate Study, dated February 20, 2018, prepared by G.A. Anderson Consulting Limited in Association with Blaine Rooney Consulting Limited

#### b. RFD 027-2018: ACCESSIBILITY ADVISORY COMMITTEE

#### Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council approve the Accessibility Advisory Committee Policy 110-009

#### 11. ADJOURNMENT

Moved Seconded That Committee of the Whole meeting be adjourned



#### ATTENDING

- Mayor Jeff Cantwell
- Deputy Mayor Carl Oldham
- Councillor Mercedes Brian
- Councillor Wendy Donovan
- Councillor Wendy Elliott
- Councillor Jodi MacKay
- Councillor Oonagh Proudfoot
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Dan Stovel

#### ALSO ATTENDING

- Director Finance Mike MacLean
- Manager Economic Development Marianne Gates
- Community Planner Jeremy Banks, and
- Interested members of the public

#### CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:30 am

Agenda Item		Discussion and Decisions	
1.	Approval of Agenda	01-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED	
		CARRIE	D
2.	Approval of Minutes	02-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE	
a.	February 6, 2018	MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF	
		FEBRUARY 6, 2018 BE APPROVED AS CIRCULATED	
		CARRIE	D
3.	Presentations		
a.	Annapolis Valley Chamber of	• An overview of what Tourism means for the Annapolis Valley region was provided to Council	
	Commerce Judy Rafuse &	• The presentation was part of an annual update and overview to Council with AVCC's request for funding	
	Heather Leeman	• AVCC put forward a request that the tourism funding from the Town of Wolfville be a budget line item of \$4000 annually for 3 years	I
		Questions from Council	
		• Does the AVCC receive any funding from the REN? No, they will not fund but will help with content production	
		<ul> <li>Are there other partners available for AVCC? AVCC is open to as mar partnerships as they can create</li> </ul>	ıy



_	enda Item Wolfville Community Oven Adam Barnett & Duncan Ebata	<ul> <li>Discussion and Decisions</li> <li>The idea of a 'Community Oven' was pitched to Town Council for the development of a community oven in the Robie Tufts Park</li> <li>This concept would bring another level of dynamic to the Town by providing a community space</li> <li>No funding request from the Town of Wolfville as the community group will be conducting their own fund raising. The purpose of the presentation was to seek support from Council</li> </ul>
		Questions from Council
		<ul> <li>If a group wanted to book the community oven for the day, is there a charge related to the booking? Yes, there would be a booking charge but estimated to be at a low-level of approximately \$25</li> <li>If someone wanted to book the oven, is there a priority listing of who books the oven when multiple booking requests received? A good question, but this issue has not yet been examined</li> <li>How does clean up work – does the community oven have a water supply? The concept is 'Pack In – Pack Out'</li> <li>How does the Food Bank fit into this concept? This issue has been discussed but not yet planned – still being researched</li> <li>Mayor Cantwell expressed thanks to Adam Barnett for the presentation</li> </ul>
4.	Question Period	No questions presented to Council
5.	Conference Update	
а.	FCM Sustainable Communities Conference Councillor Brian	<ul> <li>Councillor Brian attended the bi-annual Federation of Canadian Municipalities Sustainable Communities Conference in Ottawa from February 6-8, 2018</li> </ul>
6.	Committee Reports (Int	ernal)
a.	Planning Advisory Committee Deputy Mayor Oldham	<ul> <li>Development Agreement Amendment – Paddy's Brewpub. This application came forward as the result of a recent plan amendment that removed the limitations on lounge seating from the MPS. The PAC was supportive of the proposed amendment</li> <li>MPS Review Update. Staff provided a brief overview to the Committee of the items currently being addressed as part of the MPS Review process and noted that the MPS Review webpage is undergoing a comprehensive update</li> </ul>



#### Agenda Item

(1) RFD 022-2018 Paddy's Pub Development Agreement Amendment

#### (2) Information Report MPS Review Update

#### Discussion and Decisions

03-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE AMENDING DEVELOPMENT AGREEMENT FOR 460 MAIN STREET TO A PUBLIC HEARING ON APRIL 17, 2018, BEFORE A DECISION IS MADE BY COUNCIL

CARRIED

- This report provided an update to Council on the ongoing review of the Town's Municipal Planning Strategy and built on the update provided to both PAC and Council in December 2017
- The report provided Council with notable staff work since the last update and the latest table of contents for the MPS

#### **Dalhousie Intern**

 A Dalhousie Community Design Student has been working with Staff on preparing the completed document for review. The current MPS is almost 100 pages (+ we are bringing forward the Land Use By-law and Design Guidelines) so document preparation, formatting, research, etc have been extremely valuable contributions

#### **Future Neighbourhoods**

 A Master of Planning Studio class, under the direction of Dr. John Zuck, are developing principles and policy statements for Future Neighbourhoods

#### **Environmental Constraints**

 Staff presented the work-to-date, particularly related to Flood Risk, and received feedback from the Environmental Sustainability Committee

#### Asset Management

 An early draft of the Asset Management plan has been received and staff is looking at ways to use the findings to inform new development/infrastructure policy

#### **Incentives for Infill Development**

• Staff is working on the implementation of Bill 177 through work with the Town of Windsor. This legislation may be useful for encouraging infill development along Front St and the Rail Line in Wolfville

#### Website and Communications

Project updates/information will be posted to the MPS portion of the website



Agenda Item		<ul> <li>Discussion and Decisions</li> <li>Question from the Public</li> <li>Audrey Conroy – In regard to demolition and the MPS, there should also be a statement with regard to re-purposing</li> </ul>		
7. a.	Staff Reports for Discu RFD 021-2018	The Draft Budget (Version 3) was presented to Council, along wi	th	
	2018/19 Budget & Operations Plan	changes from Version 2 to Version 3:		
	operations ridin	Revenue Changes		
		Property Taxes	\$42,700	
		• 1 cent change in residential and commercial tax rate	. ,	
		Sale of Service, Planning – increase	\$33,000	
		Covers full year based on most recent input from Winds		
		Expenditure Changes		
		Valley Waste Resource Management	\$20 <i>,</i> 000	
		<ul> <li>VWRM Board and staff working with regional CAOs to re draft budget – savings identified</li> </ul>	eview	
		Kings Transit Authority	\$7,300	
		<ul> <li>Removed allowance for potential deficit operation</li> </ul>		
		Education – Increase cost	\$85,500	
		<ul> <li>Unexpected result of change in draft student ratio</li> </ul>		
		<ul> <li>Student numbers need to be verified/confirmed and thi finalized until later in the year</li> </ul>	s won't be	
		Grants to Organizations – Landmark East School	\$50,000	
		<ul> <li>Per Council direction, removed from 2018/19 budget per additional information from staff</li> </ul>	ending	
		• No final decision yet – essentially set aside until later		
		Op Reserves		
		Use of Reserves – Landmark East School	\$50,000	
		<ul> <li>Set aside pending decision later in the year</li> </ul>	. ,	
		Use of Reserves – Municipal Planning Strategy	\$20,000	
		Portion of Contracted Services in Planning intended for	MPS	
		Review (if required)		
		Items not surroutly identified in Version 2 of the 2019/10 Pudge	±.	
		<ul> <li>Items not currently identified in Version 3 of the 2018/19 Budge</li> <li>Additional training dollars recognizing added Full Time Empl</li> </ul>		
			oyment	
		positions (Corporate Services and Public Works)	~	
		Added resources for Parking Enforcement to build on the su	ccess of	
		recent enforcement/education efforts		
		<ul> <li>No funding for Summer Music Series – 2017/18 funded by warenets. May be able to fit within budget dollars.</li> </ul>	vay of	
_		grants. May be able to fit within budget dollars		



Agenda Item	<ul> <li>Discussion and Decisions</li> <li>No additional funding for Volunteer Appreciation event</li> <li>No funding for any potential regional governance study/review/ municipal modernization</li> <li>No additional allowance in Legislative/Mayor's Office for small grants/advertising outside of policy</li> <li>No allowance to increase maximum funding thru Strategic Partnership Program (SPP)</li> <li>No funding for Annapolis Valley Chamber of Commerce (AVCC) tourism request. Council indicated approval to staff to include the AVCC request for \$4000 in the 2018/19 budget, to be reflected in Version 4 for March 20 Council</li> <li>No funding to move skateboard park – may have to be mid-year decision</li> <li>Potential impact of location and support needed for community oven request.</li> <li>Development of an Accessibility Plan – the Town of Wolfville was approached to be a 'Pilot Project' and will be moving forward with an Accessibility Advisory Committee to support the development of the Plan which will likely be an 18-month process. Version 4 of budget requires \$15,000 to address this project, to be funded from reserves</li> <li>There is a potential to have a booth at the upcoming FCM Conference that would be a shared marketing opportunity for the region. There are further discussions required with the REN as to who will be paying</li> </ul>
	the bill for the booth
	<ul> <li>04-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE 2018/19 TOWN OPERATIONS PLAN AND RELATED OPERATING BUDGET, TEN YEAR CAPITAL INVESTMENT PLAN, AND THE WATER UTILITY THREE YEAR OPERATING AND CAPITAL BUDGET, INCLUDING THE FOLLOWING DETAILS:</li> <li>TOWN OPERATING BUDGET WITH REVENUE &amp; EXPENDITURES IN THE AMOUNT OF \$10,118,500:</li> <li>RESIDENTIAL TAX RATE OF \$1.46 PER HUNDRED DOLLARS OF ASSESSMENT APPLIED TO TAXABLE RESIDENTIAL AND RESOURCE ASSESSMENTS;</li> <li>COMMERCIAL TAX RATE OF \$3.57 PER HUNDRED DOLLARS OF</li> </ul>

 COMMERCIAL TAX RATE OF \$3.57 PER HUNDRED DOLLARS OF ASSESSMENT APPLIED TO TAXABLE COMMERCIAL ASSESSMENTS;



Agenda Item D	Discussion and Decisions	
	<ul> <li>TAXES TO BE BILLED BY WAY OF INTERIM TAX BIAPRIL, DUE JUNE 4, 2018) AND FINAL TAX BILL (IAUGUST, DUE THE OCTOBER 1, 2018);</li> <li>INTEREST ON OVERDUE AMOUNTS TO BE CHARGOF 1.25% PER MONTH</li> <li>TOWN CAPITAL BUDGET WITH YEAR 1 TOTALING \$3, INCLUDING CAPITAL RESERVE FUNDING OF \$1,184,00 RESERVE FUNDING OF \$260,000, GAS TAX RESERVE F\$316,900, LONG TERM DEBT FUNDING OF \$1,424,400 OTHER/EXTERNAL GRANT/CONTRIBUTION FUNDING AND \$315,000 FROM THE TOWN'S WATER UTILITY FOOF STREET INFRASTRUCTURE</li> <li>WATER UTILITY OPERATING BUDGET WITH REVENUE \$1,096,400, OPERATING EXPENDITURES OF \$860,200 OPERATING EXPENDITURES OF \$221,100</li> <li>WATER UTILITY CAPITAL BUDGET TOTALING \$350,00 DEPRECIATION RESERVE FUNDING OF \$128,300, CAP REVENUE FUNDING OF \$70,000, AND LONG-TERM DID OF \$151,700</li> </ul>	SSUED IN GED AT A RATE 477,300, 00, OPERATING UNDING OF 0, OF \$27,000, OR ITS SHARE S OF 0, AND NON- 0, INCLUDING ITAL FROM EBT FUNDING
	SEWER FEES	
•	<ul> <li>SEWER FEES</li> <li>SEWER USAGE RATE OF \$3.36 PER 1,000 GALLON</li> </ul>	S OF WATER
	USED BY CUSTOMER;	
	<ul> <li>FLAT RATE FEE OF \$65.00 PER QUARTER;</li> <li>MINIMUM QUARTERLY CHARGE FOR ANY METER</li> </ul>	
	<ul> <li>MINIMUM QUARTERLY CHARGE FOR ANY METER \$16.00;</li> </ul>	COSTOWER
	• SEWER CONNECTION FEE OF \$3,500, IF ONLY SEV	
	• SEWER CONNECTION FEE OF \$1,000 IF HOOK UP WITH WATER	COMBINED
•	LOW INCOME PROPERTY TAX EXEMPTION	
	• INCOME THRESHOLD TO QUALIFY A MAXIMUM (	<b>DF \$26,739;</b>
	• MAXIMUM EXEMPTION OF \$625	
•	GRANTS TO ORGANIZATIONS UNDER GENERAL GOVE COMMUNITY DEVELOPMENT (NOT PART OF COMMU PARTNERSHIP POLICY)	-
	• ACADIA SCHOLAR BURSARIES	\$10,500
	<ul> <li>WOLFVILLE HISTORICAL SOCIETY</li> <li>ACADIA UNIVERSITY:</li> </ul>	\$5,000
	<ul> <li>DEVELOPMENT OF</li> </ul>	



Agenda Item	Discussion and Decisions PARTNERSHIP AGREEMENT \$35,000 • EVENTS HOSTING CONTRIBUTION \$10,000 CARRIED	
	10:50am Councillor MacKay left the Committee of the Whole meeting 10:51am Councillor MacKay returned to the Committee of the Whole meeting	
	10:52am Deputy Mayor Oldham left the Committee of the Whole meeting 10:54am Deputy Mayor Oldham returned to the Committee of the	
	Whole meeting	
	11:00am Chair called a break to the Committee of the Whole meeting 11:11am Chair reconvened Committee of the Whole meeting	
b. RFD 020-2018 Property Tax Exemption Policy L'Arche Homefires	05-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE FOLLOWING CHANGES TO POLICY 140-014: • ADD 341 MAIN STREET, OWNER WOLFVILLE L'ARCHE HOMEFIRES, TO SCHEDULE A. • REFLECT THE APPLICATION OF THE EXEMPTION TO THE WHOLE PROPERTY; • REFLECT THE EXTENT OF THE APPLICATION TO PROVIDE L'ARCHE HOMEFIRES RELIEF BY APPLYING THE RESIDENTIAL TAX RATE RATHER THAN COMMERCIAL RATE, AND RELIEF FROM ALL AREA RATES, EXCEPT FIRE PROTECTION RATE.	
c. RFD 017-2018 Culinary Tourism Centre (CTC)	06-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO REQUEST THE RETURN OF THE \$10,000 PROVIDED TO THE CULINARY TOURISM CENTRE FOR THE COMPLETION OF A BUSINESS PLAN IN THE 2015-16 FISCAL	
	<ul> <li>YEAR CARRIED</li> <li>Question Period</li> <li>Peter Herbin</li> <li>Wanted to assure Council that the CTC committee is still very committed to moving this project forward</li> <li>Council is most supportive of this project moving forward</li> </ul>	



Agenda Item		Discussion and Decisions
d.	RFD 019-2018 Spring 2018 Debenture Issue Approval	07-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE ATTACHED RESOLUTION FOR PRE-APPROVAL OF PARTICIPATION IN THE SPRING DEBENTURE ISSUE, WITH THE FOLLOWING MAXIMUM PARAMETERS:
e.	RFD 016-2018 Community Oven Support	STREET INFRASTRUCTURE INCL SIDEWALKS, UNDERGROUND SANITARY, STORM SYSTEMS \$534,750 15-20 years SIDEWALK – WICKWIRE 75,000 15 years CEMETERY WALL 150,000 15 years WATER UTILITY – DISTRIBUTION LINES 270,000 20 years TOTAL BORROWING \$1,029,750 MAXIMUM AVERAGE INTEREST RATE SET AT 5% CARRIED 08-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO PROVIDE A LETTER OF SUPPORT IN PRINCIPLE FOR THE WOLFVILLE COMMUNITY OVEN
		09-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO WORK WITH THE COMMUNITY OVEN GROUP TO DEVELOP AN AGREEMENT THAT DETERMINES THE LOCATION, MAINTENANCE RESPONSIBILITY, INSURANCE, FIRE/BUILDING/PERMIT REQUIREMENTS AND OTHER REQUIRED DETAILS
8.	CAO Report	<ul> <li>CARRED</li> <li>The CAO's report was presented to Council as part of the Agenda Package</li> <li>CAO highlighted the following issues from the report:</li> <li>There are three active FOIPOP requests which fall to the Director of Finance, which translates to a lot of work above and beyond the typical duties for the Director of Finance</li> </ul>
9.	Committee Reports (Ex	ternal)
а.	<u>Valley Waste</u> <u>Resource</u> <u>Management</u> (VWRM)	<ul> <li>2018-19 Operating and Capital Budgets</li> <li>Draft Budgets were presented. Discussions resulted in the draft budget being turned back to staff for further investigation targeting four (4) key areas. A Special authority meeting will be called for the</li> </ul>



Ag	enda Item Councillor Elliott	<ul> <li>Discussion and Decisions purpose of further considering the draft budgets</li> <li>Corporate Strategic Plan</li> <li>The plan continues to be a high priority. The Authority will move forward with the project in mid-April</li> <li>General Manager Recruitment</li> <li>The Authority's General Manager recruitment process continues to move forward successfully under the guidance of Consultant, Gerald Walsh and Associates</li> <li>Plastic Film Update</li> <li>Municipalities and Regional Authorities across the Province have been having the discussion around a potential province-wide ban on single-use plastic bags. Twenty-six municipalities have expressed support so far. One municipality is opposed, and several others have yet to weigh in on the topic. The province has also issue a public opinion poll to gauge interest from the public</li> </ul>
b.	Kings Transit Authority (KTA) Councillor Brian	<ul> <li>Version two of the budget was discussed with a commitment to incorporating the information requested by municipal partners</li> <li>Federal and Provincial funding is being sought for the development of a strategic plan to increase ridership</li> <li>Federal Transit Funding, with the \$80,000 yearly capital contribution from the municipal units, and \$375,000 from the Province, has allowed Kings Transit to: <ul> <li>Install free wifi on the buses</li> <li>Purchase 2 new buses</li> <li>Have Automatic Vehicle Location (an app with real-time bus location) and Computer Assisted Dispatch (automatic voice and visual stop announcements)</li> <li>Order a new bus shelter for Digby and one for after-hours at the New Minas Depot</li> <li>Update all bus cameras; and</li> <li>Install an accessible pad and bus stop exit at the depot in New Minas</li> </ul> </li> </ul>
c.	<u>Kings Point-to-Point</u> (KPPT) Councillor Brian	<ul> <li>There's been an 8% growth in individual fares for January, bringing total receipts for the fiscal year to \$14,062 above budget</li> <li>Total Overhead Costs for the year were \$12,934 below budget in spite of two vehicle inspections last month. KPPT is required to have motor vehicles inspections every six months and the standards are more rigorous than for the general public</li> </ul>
d.	<u>Valley Community</u> <u>Fibre Network</u> (VCFN) Mayor Cantwell	Nothing significant to report



#### Agenda Item

#### **Discussion and Decisions**

- e. Annapolis Valley Trails Coalition (AVTC) Councillor MacKay
- The financial statements were provided, indicating that the organization is in good standing. An increase in spending, primarily due to travel expenses related to work being done at opposite ends of the trail concurrently, was offset by increased revenue from the Destination Trail grant and trail coordinator services rendered
- The proposed 2018 trail projects were discussed, with Wolfville's major project of re-routing the trail near the trail head location at the east end gateway on the slate. Also listed is Wolfville's trail head development at the same location.
- The announcement of the Harvest Moon Trail's inclusion as part of the Trans Canada Trail was discussed, and what this means in terms of increased funding opportunities, exposure and tourism in the area. The major point is that Federal funding can now be accessed due to this designation
- f. <u>Wolfville Business</u> <u>Development</u> <u>Corporation</u> (WBDC) Councillor Donovan
- WBDC is participating in Wolfville 125 working group. Members will be asked to have 12.5 off sales the weeks around the March 25
   Wolfville 125 event. A contest will be run for a chance to win a WDBC gift basket
  - HRM bill boards were reviewed. These will run for 4 weeks.
  - The Wolfville Brand document will be used to market the brand in future WBDC promotions
  - Destination Acadia is exhibiting in Saltscapes. A partnership with WBDC, town and Acadia should be explored for this event.
  - The cost for a light at skatepark Parking lot has been confirmed \$25 a month. Permission is required from the town. This will be explored wit the town
  - Affiliate membership confirmed as \$200 + \$10 per employee to a maximum of \$500. A package will be developed to market to potential affiliate members
  - Parking continues to be identified as number one concern from members. A meeting is planned with town staff to look at plans to improve parking
- g. <u>Race Relations and</u> <u>Anti-Discrimination</u> <u>Committee</u> (RRADC) Councillor Proudfoot
- Nothing significant to report



Agenda Item 10. Adjournment to In- Camera	Discussion and Decisions 10-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 11:46 AN IN-CAMERA MEETING UNDER SECTION 22(2)(E)(G) OF THE MUNICIPAL GOVERNMENT ACT: a. CONTRACT NEGOTIATIONS (VWRM) b. LEGAL ADVICE ELIGIBLE FOR SOLICITOR-CLIENT PRIVILEGE	ΑΜ ΤΟ
11. Adjournment of	11-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE	CARRIED
In-Camera Meeting	IN-CAMERA COMMITTEE OF THE WHOLE MEETING BE ADJOURN 12:51 PM	
		CARRIED
12. Regular Meeting Reconvened	12-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT REG MEETING OF COMMITTEE OF THE WHOLE BE RECONVENED AT 1	
13. New Business	13-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTIO COUNCIL FOR DECISION: THAT COUNCIL APPOINT COUNCILLOR DONOVAN AS VICE CHAIR OF THE PLANNING ADVISORY COMMI TO SERVE AS CHAIR IN THE EVENT THAT THE DEPUTY MAYOR IS UNAVAILABLE.	ON TO
		CARRIED
14. Adjournment	14-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURI 1:02 PM	
		CARRIED

Approved by Committee of the Whole Motion 02-04-18, April 3, 2018

As recorded by Dan Stovel, AA Corporate Services/Town Clerk

# Destination Acadia



- Growth & Operations
- Conferences, Concerts, Culture & Education
- Sport Tourism
- 4 Consecutive U SPORTS Nationals
- Gunn Baldersson thru Canada Cups of Football
- Rogers Hometown Hockey
- > 70K Fans, 800K Visits

# EXPERIENCE HOSTING

# The Mission (& Objectives) = Experiences!

- Legacy tangible (ie: facilities), intangible (ie: tourism)
- Revenue, Economic Spinoff
- > 2 Secondary, 1 Major new events annually (Apr 4<sup>th</sup>@12:30pm)

# STRATEGIC PLAN STARTS WITH WHY? DEFINE SUCCESS!

- Contained, Safe
- Beauty
- ► Hospitality
- Brand, Big Game in Town

# ACADIA, WOLFVILLE, VALLEY ADVANTAGE

# Accommodations

- Volunteer Pool
- Big cities, small towns (ie: grants)
- Town & Municipal Partnership

# TURNING CHALLENGES INTO OPPORTUNITIES

- ► Drivers...
- ► Supporters...
- ► Customers...
- Contributors... COMMUNITY!

# OUR STAKEHOLDERS



# Hard Launch this Spring (Events Atlantic, CSTA Congress, Saltscapes, Farmer's Market)

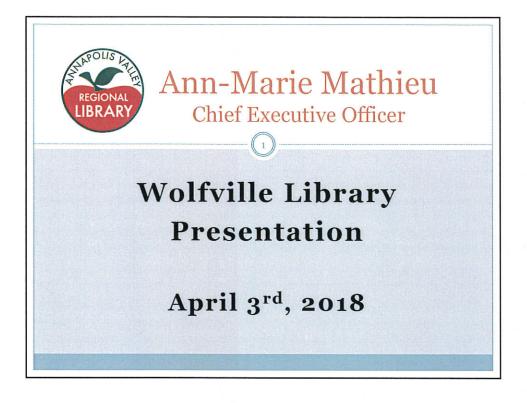
- Create Mutually Beneficial Partnerships = "Win/Win"
- Think locally, regionally, provincially, nationally & beyond!
- Find like-minded thinkers to...

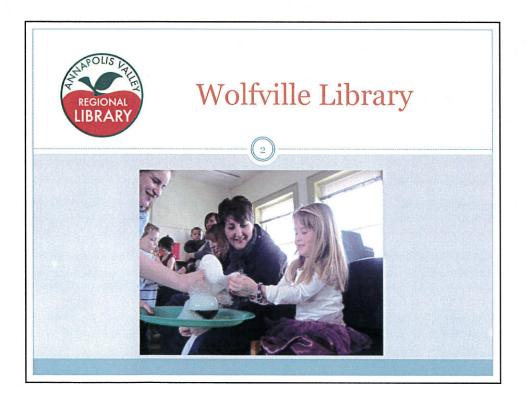
# A CALL TO ACTION!

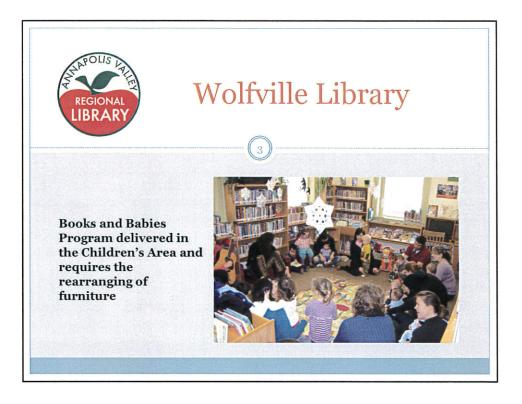


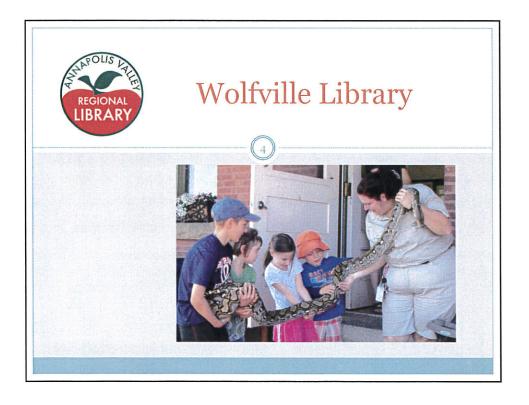
"IF YOU HAVE THE GUTS, OR THE NEED: IF YOU CHALLENGE CONVENTIONAL WISDOM, YOU WILL FIND WAYS TO DO THINGS MUCH BETTER THAN THEY ARE CURRENTLY DONE."

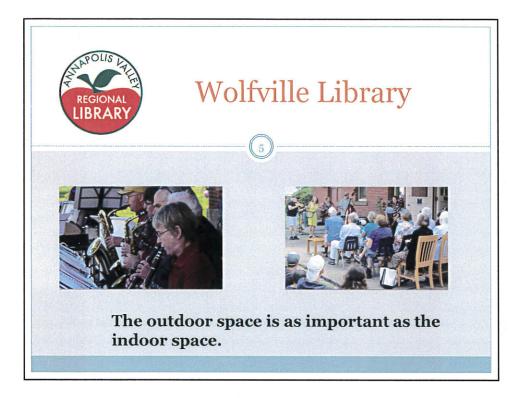
# MICHAEL LEWIS

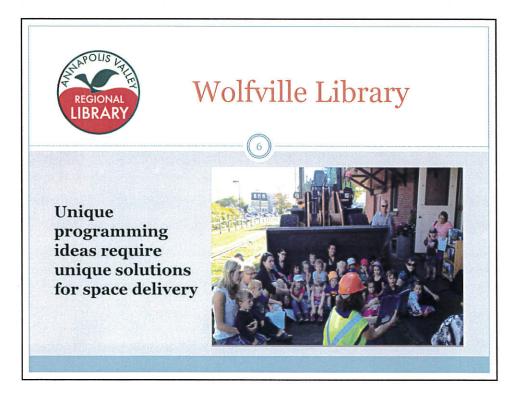


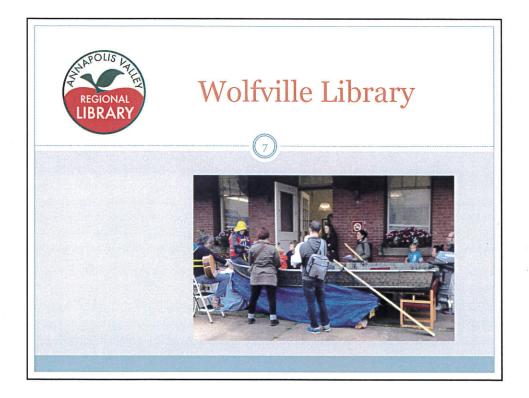


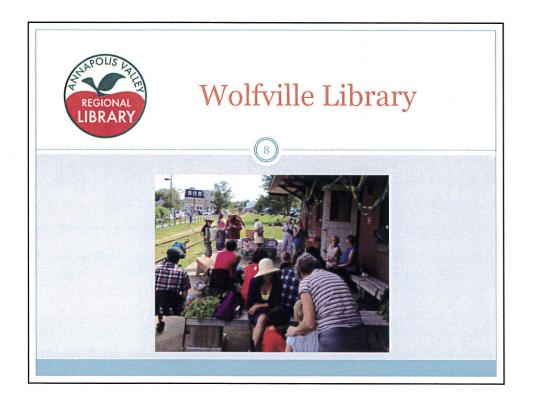




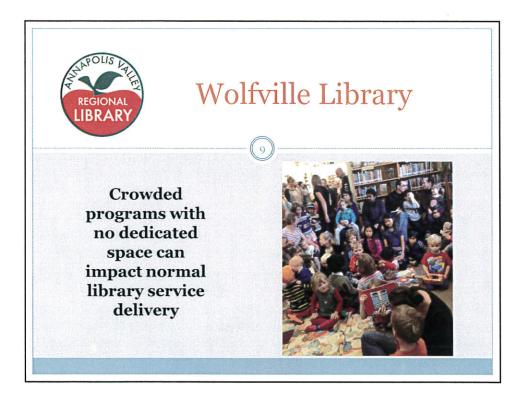


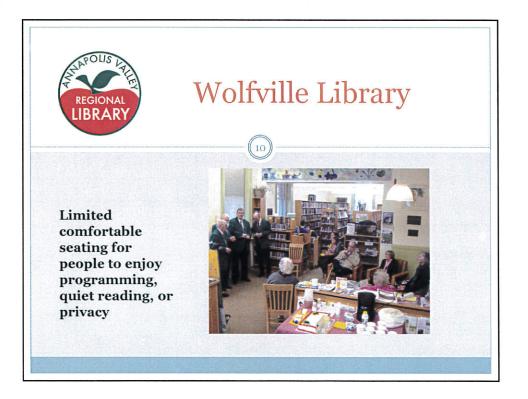


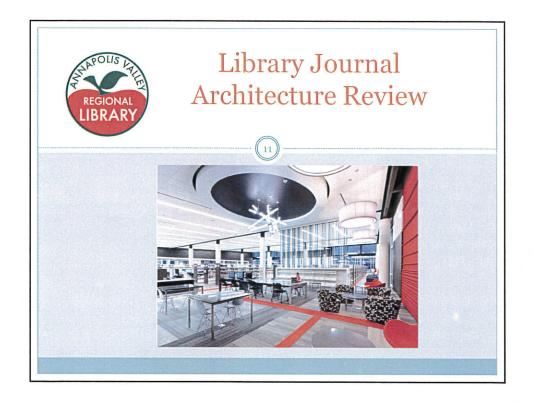


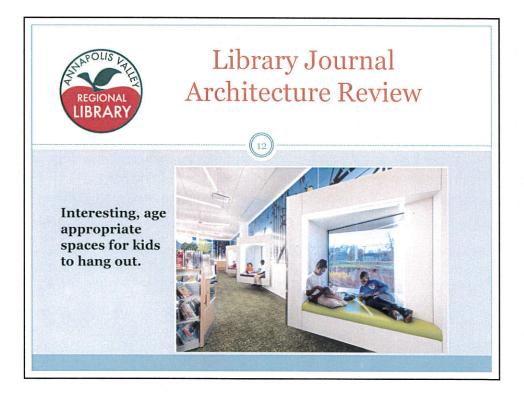


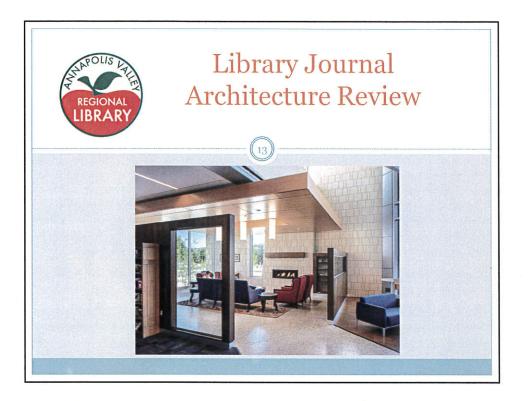
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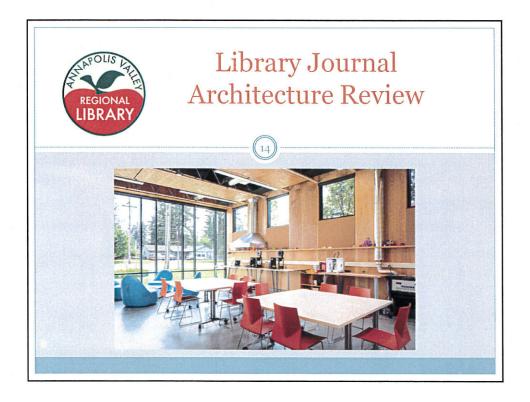




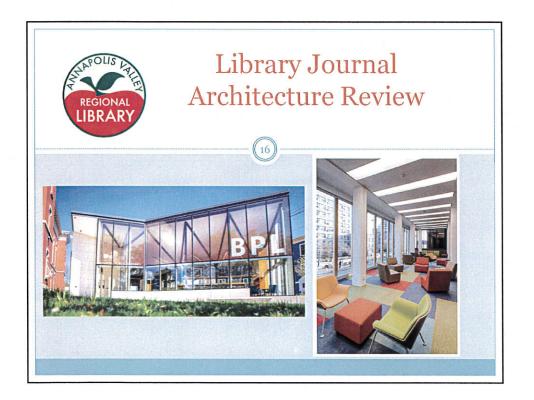












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	ATTAC P
	regional LIBRARY
ent Coordinator	

POLISI

То:	Town of Wolfville
From:	Ann-Marie Mathieu, CEO Angela Reynolds, Community Engagement Coordinator
Date:	December 11, 2017
Re:	Wolfville Library Community Consultation 2017

#### Wolfville Community Consultation: Introduction

An in-person consultation was held at the Wolfville Market on November 4, 2017. Approximately 20 people were attending. An online survey with the same questions was made available until November 24. Just under 50 people responded online. Many responses were similar; below we have captured the most common responses. A full document with all raw data has been compiled.

As you will see, in general, most agree that a larger library is needed. Many respondents are concerned about the building: they want the library to stay in the current building. The community is looking for a social gathering space, but also wants to use the library in a traditional manner.

It is heartening that many people responded favourably with support—at least 30 people gave their names and contact information, and guite a few others said they might help if they knew what they would be asked to do. The community supports the expansion of the library, and there appears to be willing to help make it happen.

#### SPACES: How will the space be used?

Summary of Responses:

- Community/social gathering space
- Borrow books
- More space: for programs, more books (and more space between shelves)
- Family friendly
- Café
- Quiet reading Room
- Meeting place, meeting rooms
- Place to bring children

- Centrally located in town
- Accessible; mobility considerations a MUST
- Program room separate from main part of library (noise, etc)
- Comfy seating and research seating
- Programming for seniors

#### FURNISHINGS: What is needed for comfort and use?

#### Summary of Responses:

- Comfy chairs
- Bright, modern furniture that can be rearranged as needed
- Study/research seating and tables
- Quiet Reading Room
- Computer use area
- Natural light, windows
- Collaboration/study areas
- Good lighting
- ✤ Accessible

#### **YOUTH SPACES:**

#### Summary of Responses:

- Media area, computer stations
- Separate space for kids, separate space for teens/tweens
- More space
- More books
- Interactive play
- Keep noise in children's area
- Study spaces, table/chairs
- Programming room
- Comfy chairs
- Parent space/mom& baby space
- Outdoor space

#### TOP FIVE: What are the top 5 things you want in your library?

#### Summary of responses:

- More Space
- Accessible
- Comfortable
- More books
- Computer area/more computers
- Children's area
- Programming/meeting rooms
- Art gallery
- Café

- Wired study spaces
- Location: Keep it where it is
- Parking
- Collaborate with Acadia
- Outdoor space
- Quiet space
- Engagement with Indigenous community

#### WILD CARD: Tell us anything else you want!

#### Summary of responses:

- Include present building in whatever is done with library/build extension, perhaps modern
- ✤ A place to hang my coat
- Central to town
- Maintain the character in a larger space (many comments on the important heritage of the building)
- Be innovative- capture what is loved about current library, but dream big. Does not have to be this space
- Many comments that the library does what it needs to do—loaning books as core service
- Clean bathrooms
- Interactive items: train tracks, fish
- Add train cars on tracks outside as part of library
- Involvement from Acadia students
- Opportunity for major change think different
- Accessible, bright, technologically that is current
- Public venue
- Elevator to upstairs room

#### APPENDIX 1:SPACES - How do you want to use the library?

Full Responses Provided Via Online Survey:

- All resources it currently has but upgraded. Interactive for young children with their own indoor and open garden space. A small cafe on site .
- I would like to have lots of room to explore the shelves of book and magazines. Lots of space is important with separate areas for the various activities. It would be great to have a separate area for the play area along with meeting rooms and a quiet space where one could go to read without interruption or noise.
- To pick up and deposit books I have ordered through your website; to read local newspapers; to view the occasional art shows; to bump into friends and neighbours.
- To find books and other materials, to borrow (such as music and DVDs), to go to programs (children's programs, etc.), to browse the collection, to read books with my child, and chat with people while my child reads or plays.
- Mostly for borrowing adult books.
- As a more family friendly space. The staff is extremely family friendly, the space is not. It's tiny! The kids programmes are jammed between a few shelves. It's sad.
- As a quiet but social space, conducive to discovery, exploration, study, and learning. A modern-day "STORYLAB."
- As a place for reading the papers, and borrowing books and magazines. Also appreciate access to some of the community services such as battery drop off.
- I come to borrow books and the occasional movie. I think the space is enough for me as it is, but perhaps it's a bit crowded.
- As a research space with computers and all the things you have now. More books would be nice by other than almost 70% female authors. Lately libraries seem to want to be everything else but libraries. Good to a point but not their mandated function.
  - 1. Browse shelves and check out books.
  - 2. Space for quiet reading, especially a reference or other non-fiction volume that is need only for a small section of its contents.
  - 3. Space for community meetings, especially NGOs.
  - 4. Space for children's programs, for adult literacy programs.
  - 5. Space for public computers for those who do not own their own.
- Space for more books/materials would be ideal especially with more comfortable places to sit and enjoy reading at the library. Room(s) to have lecture, presentations, and/or classes. A place to use for research and to do schoolwork. A space to show local artists. Join together with one of the local coffee places!
- I want the library to be THE centre for all things related to information. To me that means not only information included in holdings (books, magazines, audio-visual etc) but in the programs and services and spaces it provides. This will require a change in staff direction it will require much more than helpful checking out of materials and story time. It will require a different knowledge base which frankly could be virtual as well as in person. To be a true centre of information dissemination and conversation there needs to be an outreach to those with these skills e.g., Acadia faculty, business community, social services

providers, service groups - in other works library staff have the skills of community development.

- More books less computers/toys.
- It is definitely time to grow the Wolfville library. There's not enough space for either the collection or the clients. I would like there to be room to walk around the shelves. Also accessibility for wheelchairs or walkers, which would entail having more space. I want to use books and periodicals. I don't need to use the library PCs although I realize that many others do. I would like to see topical displays, mostly of printed material, which of course would demand more space.
- Simply as a place to find, find out about, and borrow books. Please add more computers, books and magazines.
- Borrow books and music.
- Find books, quiet space.
- I want the library to be a space that is functional, modern, and social. A place where students from Acadia, residents of Wolfville, and visitors from elsewhere will come to learn and ponder.
- I largely take books out, but I can see the crowding.
- Easy access to books, book displays, computers, and event space for readings, children's events, etc.
- Basically to access books of all kinds.
- ✤ A larger room to hold meetings for serious community gatherings. Increased space to attract the younger members of the community to use and appreciate the value of books.
- Borrowing books, lectures, gathering for special topics, learning new games, activities for seniors.
- Reading, baby groups, technology lessons for youth, adults and seniors, art lessons. Musical space for teens, 3D printers, art and craft activities. Please check out this website for an amazing small town library in my home town. It is amazing: <u>http://ffpltc.ca/</u>
- Family friendly area, meeting place, activities for children.
- I would love to use the library for more public events, and to go and study/write/do work.
- I bring our 2 kids aged 4 and almost 2. We like to check out books but also enjoy staying to enjoy the kids space for an extended amount of time. Tables or a separate place to sit and eat a snack would be helpful too.
- In terms of preserving and working with the heritage status of the current library, a very good example to consider is the Strathcona Branch of Edmonton Public Library, which includes a built addition, but effectively preserves the character of the original building.
- I want to use the library to sit, bring my laptop, a coffee, and get some work done in a quiet space. I want to come and see familiar faces (of the staff, of other patrons) and connect with my community. I want to have access to computers, printers and photocopiers at reasonable rates so I can use the library as an extension of my home business. I want to attend groups to meet other people that I have things in common with.
- Place for community groups, gathering, socialization, education, seminars, playtime for children.
- More space for general use. More computers.
- To borrow books, movies, magazines.

- A place to spend time with my children, to engage in programs both for myself and my children, a place to study and read, a social space to meet friends.
- Great the way it is.
- I want to be able to walk into the library and have it a quiet place to spend time to read and not have to shut out noise. As it is, I go in to borrow and not stay.
- I would like to see more programs oriented to seniors. I also would like to have a quiet area for reading newspapers, browsing magazines & using a tablet.
- It should be a multifaceted space that is family and community inclusive.
- For reading books and checking out books.
- All library spaces need to be accessible. This is a non-negotiable requirement, in order for all community members, including those who use wheelchairs and scooters for mobility, to be able to use the physical library. Currently, the main doors of the library have an accessibility button, and the washroom is large enough to accommodate wheelchairs, scooters, and strollers. However, the door to the washroom lacks an accessibility button, making it difficult, if not impossible for some library patrons to keep the door open as they try to go in with their wheelchairs, scooters, walkers, crutches, etc. The upstairs computer lab is completely inaccessible, as potential users can only reach it by using the stairs. If the computer lab remains upstairs, an elevator needs to be built in order to make it accessible to all patrons. Otherwise, the computer lab should be moved downstairs to an addition built onto the existing library. Needless to say, if the lab is to have doors, they need to have accessibility buttons. There should be a designated program room. Having such a room will allow for programming to occur without disturbing patrons who come to the library and do not wish to listen to the program. I do not doubt that children's programming is heard throughout the library. As a parent who participates in such programming, I can attest that it is loud. Most likely, there are patrons who are disturbed by this programming, and may choose not to return to the library, as they may think that the library does not have the space for their needs (study, reading, reflection, etc.). A designated program room would also make it easier for staff members to host programs, as they would simply use the program room, which would be versatile enough to accommodate many types of programs for many types of audiences. Currently, staff members have to rearrange the children's area for the duration of the program. This practice makes the children's area inaccessible to children who wish to look for materials, use the computer, or read while the program is taking place. A designated program room would allow for children who are not taking part in the program to use the children's area. A designated program room would also allow for programming on sensitive topics, as well as adult programming. Program participants would be able to express themselves freely, both in terms of volume and in terms of discussion topics, since the whole library would not be listening. Of course, the designated program room would need to be accessible, so it would have to be in a built addition to the existing building. The room should also have a place where program participants can hang up their coats, and store some belongings (hats, gloves, scarves, purses, diaper bags, backpacks, and the many other accoutrements that parents bring for their children, etc.) for the duration of the program. My current experience as a programming participant is limited to children's programming, and I find that there is no space to place all these things, especially in the fall and winter months which bring an increase of "stuff" to bring. Little touches such as the aforementioned

storage space would make the designated program room, and consequently the library itself, more welcoming than it currently is.

Full Responses Provided at Public Meeting:

- ✤ Large print improved-updated collection.
- Computers & access.
- ✤ Accessible.
- Space for story times and furniture.
- Space for seating both for quiet and group.
- Quiet room.
- Community meeting space.
- Ground floor multi-purpose room-quiet, lectures, concerts.
- Staff are wonderful.
- Expand? our 'heart'.
- Computers grouped together.
- Quiet reading space.
- Programming for adults/seniors.
- To borrow books ordered online or at site.
- To sit in comfortable chairs to read papers and periodicals.
- Space for concerts, book readings and collapsible chairs.
- (Most) activities on ground floor for accessibility.
- To consult staff re materials or difficulty using the online system.
- I love the library as it is, however, if more space is needed, which is probably true, it might be able to combine it with space needed for a meeting room and storage (eg. Needed by the Historical society). There are other needs in the town which might be added. The present situation is good being near everything.
- Enough room for staff to be able to serve patrons and provide service.
- There is so little truly 'public' or common space left in the world-or at least Western World. There is space that is 'open to the public' like Irving Centre, coffe shops, etc., but not much public space. This is why libraries are so important. So how the space would be used is hard to predict. People are not used to having public space. 'Build it they will come.'
- Add trays for wall space with several strategic removable walls, cosey quiet reading nooks, corners with 2-4 chairs for conversation.

### <u>APPENDIX 2: FURNISHINGS</u> - What is needed for your comfort and use of the library?

Full Responses Provided Via Online Survey:

- Bright furniture for children and comfortable cozy groupings and work tables with computer stations for laptops.
- Padded chairs. Tables.
- ✤ A few armchairs.
- Seating for reading, a play area for children, computers for accessing the catalog, lots of shelving for easy browsing of books and other materials.
- I would love to see a designated "reading room" for adults with comfortable chairs and also reading/working desks with chairs. A computer area should be separate from this space.
- Better seating for both adults and children.
- Places to work individually and in groups, publicly and privately. Places to sit and read, both comfortable (sofas and armchairs) and professionally (desks or long tables with areas to spread your working documents, equipped with sockets for laptops and other devices. Designated places to eat and drink, and separation of space between youth and adult activities so that children can play-learn without interrupting adult learning. A designated space for events and lectures.
- Presently, it is tricky to land a piece of furniture for reading. Also tricky to get around the stacks one way traffic.
- OK as it is, but there are times I'd appreciate a small chair or someplace to sit down as I browse.
- Leave at least 2 wooden chairs with flat hard seats (like the ones with red cushion seats like you have now) for people with bad backs. Need these downstairs and upstairs in the <u>C@P</u> lab. New upstairs computer chairs are the most uncomfortable ever.
- Comfortable chairs in a quiet area; tables and chairs for research quests; many book shelves filled with books
- Tables for working, computers for researching, comfortable chairs for reading. More space between rows so it is easier to see book titles.
- I think this is fairly obvious comfortable areas for quiet reading and study, comfortable areas for not so quiet conversation; indoor outdoor space; accessible space rather than requiring the significant amount of space that Ontario's accessibility legislation suggests there are ways to make a library accessible that focus on staff assistance, and individual accessibility options e.g., a wheel chair that lifts. In other words we need to be sensible in our accessibility options so as not to make the legislation so onerous that buildings aren't built at all. That said audio, visual, and mobility accessibility need to be addressed.
- Doesn't matter. I would sit and read if there were more room to do so. I don't require a coffee machine. If we're thinking really big, a small version of the Garden Room at the Irving Centre would be nice. Some players and headphones for using the talking books in the library.
- I'm satified with the available furniture, and I do use it from time to time.
- More comfortable chairs for reading newspapers and for working at the computers.
- A few comfy chairs in the children's area for nursing moms.
- Comfortable seating, cushions for computer chairs.

- Modern furnishings, more windows and natural light, a larger space, and collaborative spaces for projects. Having spaces for meetings, learning, or research are incredibly important. Let me stress that this should not just be a library, but a learning commons. To some it is just semantics, but it is imperative that going into the 21st century the idea of creating a municipal learning commons is important.
- Comfy chairs, table space.
- We could use more areas where one could sit and read and correspondingly more chairs to accommodate this.
- More nooks/cozy for private reading, glass-walled study rooms that can be signed out, booths (like in a restaurant) where people can collaborate, community room for meetings, conferences, movie watching (for kids and seniors), adult book clubs. Play structure for preschooler activity while other family members look at books. Rollable shelves that can be moved for larger events.
- More desk space, more flexible community use space for events.
- Seats for more than 1 would be appreciated (like to sit with a child).
- Comfortable couches, chairs, with nearby tables for laptops/drinks/books. I love the current library building...if this building could use one new feature it would be an elevator (or any other accessible mode through which to access the room upstairs).
- Not much really, a comfy chair I suppose to sit in for bit.
- Nothing. The library is quite comfortable as is.
- Chairs. rugs could be replaced.
- Tables for research, a sitting (reading) area with comfy chairs and hard chairs, enough space for wheelchairs, walkers, canes so no tripping, separate computer area.
- Comfortable chairs at computer terminals & in the reading area.
- More comfortable seating, more privacy on computers.
- Flexible, comfortable furniture. Spaces for quite work and dialogue. The capacity to move and use the space as needed.
- Nice conference rooms where we can relax and read with a family.

### Full Responses Provided at Public Meeting:

- Elevator to second floor.
- Comfy chairs.
- Quiet area.
- Theatre area.
- Computer table with room to spread out your stuff.
- Moveable furniture suitable for multi-use spaces.
- ✤ Accessibility.
- Improved ventilation in the washroom.
- Bigger spaces.
- More space with chairs.
- Maybe more computers.
- Good lighting.
- More room in the current location.
- I think the present location is great being very central and with parking.
- Upstairs at present not accessible to all.

- Place to spread out your reading material in order to take notes.
- Parent/child reading space.
- Bed bug resistant furniture.
- Moveable table and chairs.
- Comfortable chairs-some not too low with arms for easy up and down near periodicals.
- Some work tables and chairs.
- Accessible shelves for average height adult without use of stools.
- Computers in one work area on ground floor.
- Ability to move chairs and tables for various arrangements-sometimes you want to listen to a lecture other times you want a circle.
- The present library building appears to be well furnished as space permits. If this gets enlarged or a new building constructed, there should be space for quiet corners, several small sitting areas with comfortable chairs conversation. There needs to be accessible space for computers. Any additions should be designed for flexibility, eg. moveable walls. Maybe some soundproof space.
- Space and furnishings for board games.

### <u>APPENDIX 3: YOUTH SPACES</u> - What are your dreams for the children and teen spaces?

Full Responses Provided Via Online Survey:

- An area large enough to accommodate children's reading groups. to introduce the very young to the pleasures of reading.
- A media area for teens where the value of communication and its various forms, uses, drawbacks, etc., could be explored: books, newspapers, TV. the internet, movies, videos, twitter.
- More literature and computer stations plus outside garden reading areas with unique seating area.
- Their own defined space; whether it is a play area for the young; or, an area exclusively for books and for sitting comfortably to read and explore the pages.
- Lots of materials for browsing, some things for creative collaborative play (blocks, kitchen, lego, puzzles).
- Room for physical appreciation of literature and videos, these age groups should not be hampered by shelving and tables as they partake in the library experience.
- Perhaps upstairs? More of a designated area. Trendy. More of a mediatheque feel
- Interactive play materials for children so that a trip to the library is FUN 3D printer Audiovisual materials that can be loaned for visual storytelling, like cameras, microphones and other film equipment.
- Important to continue children and YA services.
- I don't use these areas my kids outgrew these spaces decades ago.
- The library needs to balance youth non-reading activities with literary ones. Good to encourage kids and youth but don't forget your adult patrons.
- Ideally a space for small children that could be partitioned so their noise and excitement does not cause problems for other users-- The new Halifax library has such a space.
- Young adult/teen space with study areas, both for individuals and for small groups to work together.
- Small tables and chairs for young children as well as cozy corners. Tables/chairs for teens to do work with stations for tablets, laptops, etc. to plug in.
- The same as my dreams for areas for all ages. Why does the AVRL library feel a need to only focus on one or two age groups - suggests that this is all they are considering! Spaces need to be age appropriate and age friendly while encouraging various ages to work and learn together.
- Try to get the first book of a series instead of later books because the later books won't make sense.
- No opinion. Well maybe some study space for high school students who don't have satisfactory spaces for study at home.
- ✤ A larger storytime area for the toddler storytime (no "nook", there is NO room for parents/caregivers).
- Larger programming space.
- interactive, keep the train display.
- Children should have a space dedicated to them, and for teens there should be collaborative spaces and social spaces. The library does not have to be a stuffy space where only work is done. It can be used to read a book, work with friends, have a coffee,

or sit down and unwind. It should be used by students and teachers, for leisure as well as learning. Attached is a link to the idea of a learning commons. <u>http://llsop.canadianschoollibraries.ca/library-learning-commons/</u>

- ✤ A program area would be excellent.
- Toys, Books.
- We just basically NEED a tween/teen area. There are two in my home town library a tween area in the children's department with lots of funky bean bag chairs. And the teen area in that library is also awesome. It has an extensive graphic novel section and is next to the community music area (used often by teens) that includes multiple guitars, a high end electric piano, and is next to a fireplace with cozy armchairs. Lego and robotic club. Here is the website for the library in the town I am from. It's a small town in Northern Ontario, but one of the nicest libraries in Canada, I'd say: <a href="http://ffpltc.ca/">http://ffpltc.ca/</a> ... Maybe a pair of guinea pigs in a large glassed in cage in the children's department.
- Comfy chairs for reading, safe space to hang out.
- I LOVE the children's space in the Wolfville library lots of nooks to play in, toys that encourage imaginative play (while not being too close to an exit that you have to watch). A teen area that has lots of couches for social time would be great - potentially a separate space that could house groups for teens where they could feel comfortable talking without feeling that people in other parts of the library could hear them.
- Have the ability to accommodate 2 school classes or 30 toddler-guardian dads for group session or event.
- It would be great for the kids and teens to each have their own spaces, where they can sit and read, play and meet with friends.
- The space both upstairs and downstairs is used and designed well. The space can currently host events of over 60 children. If anything there would be more use of the upstairs for youth programming.
- After school programs! every day!
- ✤ A space for the youngest on their group days separate from the quiet area a space for teens to listen to their books or whatever - with earplugs.
- Wonderful to have these programs but ideally they would be in a separate room so as not to disturb others who need a quiet space.
- Again, a community space that has activities and provide learning activities and materials. A place where children and teens want to be. When my kids were young, the kids play area was always a favourite.
- Much more activities to keep them busy year long.
- The children's area should have computers that only children can access. The children's area should be a safe space. In no way does the creation of a safe space imply that the library would take on an in loco parentis role. Children would still need to be supervised by their parents/guardians. However, the current situation, in which the computer in the children's area is used by adults, precludes the area from being a safe space. A child predator can prey on potential victims by gleaning information about them simply by being in the children's area even when parents/guardians are present, e.g. listening for a child's name, age, book/video preferences, and other information. With the children's computers being reserved solely for children, child predators would not have the opportunity to spend copious amounts of time in the children's area. An adult spending much time alone in the children's area would raise suspicion. If individuals think that

Wolfville is "too small," or "too friendly" to have child predators, they are mistaken. No town is immune from the potential of child predators. There are many libraries that reserve children's computers solely for the use of children. Such a policy ensures both that computers are more likely to be available for children who need/want to use them than when they are open to all users, and that adults with predatory intentions have a minimized opportunity to be in the presence of children at the library. AVRL may be concerned about complaints from patrons who cannot use children's area computers that are not being used. Such patrons would need to wait until an adult area computer is available, which may increase their wait time. However, the best analogy for this situation is that of accessible parking spots. Drivers without an accessible parking permit are not allowed to park in accessible parking spots, even when these spots are unused. The goal is to ensure that when a driver with an accessible parking permit seeks a spot, one is available for him or her. Such availability would also be granted to children and their computers. Moreover, it would lead to the creation of a safe space for children, which should be a priority for the library. Speaking of creating a safe space, staff members should not be yelling out children's names for everyone in the library to hear, either during a program or at the circulation desk. A designated program space would allow for children's privacy and safety. A staff member could address a child by name in a program, but bystanders in the library would not hear it. I have no doubt that staff members are merely trying to be friendly, but the safety concern should override friendliness. Staff members can be friendly without divulging children's personal information.

### Full Responses Provided at Public Meeting:

- Outdoor space.
- Evaluate great open space as available in Halifax main-games/story areas/theatre.
- New space needed-same level. This means we need to expand the 1<sup>st</sup> level.
- More space would be good.
- Dedicated presentation space.
- Multi-use space/amphitheatre/story circle style benches.
- A space that could be used for story times, and other events too, without interfering with browsing.
- More space for programs.
- Teen section separate from children's.
- Outdoor/roofed area for outdoor/mature programs. Eg. Roofed area facing the tracks or something like it if library expands.
- Lots of windows/outdoor light.
- Love the children's groups-babies and mothers they probably need more space.
- Comfortable space where older people can watch the kids and feel involved.
- Older people usually love children and babies.

### APPENDIX 4:TOP 5 - What are the top 5 things you want in your library?

Full Reponses Provided Via Online Survey:

1. Space.

2. Upgraded resources including computer stations.

3. Defined children friendly areas including outside areas.

4. Easy central location with a nice setting such as dyke area on Main Street or perhaps that old church on the south side of Main STREET- it is not being used and it has character and is central for walking and parking care.

5. Small coffee cafe indoor and outdoor access.

- 1. More, more, more space.
- 2. The most recently published books.
- 3. Safety and accessibility.
- 4. Comfort.
- 5. Enjoyment.
- 1. Ability to obtain books, read newspapers.
- 2. Lots of books.
- 3. Friendly staff, quiet work/ reading spaces or carrels.
- 4. Computers for public use.
- 5. Bathroom for public use.
- 1. Space to "swing a cat!"
- 2. Larger selection of books, films and videos.
- 3. Good lighting and comfortable furnishings out of the way of patrons coming and going.
- 4. A dedicated computer area away from the stacks.
- 5. A welcoming place for book readings and intimate musical events.
- 1. More space for patrons.
- 2. More space for children's programming.
- 3. Designated space for youth.
- 4. To see upstairs put to better use.

1. A versatile space for events (readings, lectures, films, festivals, guest speakers etc).

2. A large space designed for children, including room for stroller parking, toys and games, comfortable seating for snuggle-reading, etc (particularly important in the winter).

3. A place to eat and drink (ie a small cafe) so you can have a break from studying and learning (and feed your kids) without leaving the premises.

4. A gallery for print and book arts exhibitions.

5. Spaces to work and study equipped with sockets for charging devices, both for individuals

and groups (ie private meeting rooms with whiteboards and projectors available to book upon request).

In my DREAM WORLD?

1. STORYLAB! Access to printing presses, and a designated area where exploration of book construction can be conducted (bookbinding, art and illustration activities, paper-making etc).

- 2. BOOKSPRESSO machine! http://www.ondemandbooks.com/
- 3. BIBLIOMAT! <a href="http://www.craigsmall.com/portfolio/the-biblio-mat/">http://www.craigsmall.com/portfolio/the-biblio-mat/</a>
- 4. Telepoem Booth! <u>http://www.telepoembooth.com/</u>

5. A retail space selling books, cards, prints, and other print ephemera featured in exhibitions or for special events (author readings, etc).

1. Location, 2. parking, 3. character. All of which we have. 4. Services are sometimes tricky due to space, so we need more space.

1. I appreciate the knowledgeable helpful staff. 2. I like being able to find and reserve a book on line. 3. I have used the tech support upstairs.

1. Reading desk and work table. Another reading desk and table would be great, too.

1. Books; 2, staff who are personable and helpful; 3. public computer access; 4. comfortable reading areas; 5. study areas for children and adults.

1. More space generally; 2. more materials; 3. more comfortable seating; 4. more space to work; 5. more opportunities for community connection.

1. A stronger attempt to move toward a community development model rather than simply an information distribution model.

2. Age friendly spaces, welcoming, warm, spaces that encourage interaction, exploration, learning and community involvement.

3. It should remain in the downtown area although not necessarily in the same area.

4. I want it to be innovative - we have the opportunity given the proximity to Acadia, the nature of our Town and surrounding area to do something that will be truly unique in not only our region but far beyond. We take almost no opportunity to combine the public library with Acadia and yet they are blocks from each other. Creating a physical stronger link, including Acadia's academic and personnel resources and skills and the skills and interests in the community for so many things, would literally be a first in Canada, perhaps North America. Let's not think small!!!

1. More books.

1. More large print books which do not assume a low IQ. If they don't exist, lobby the publishers. 2. More periodicals which are not crammed into stacks. 3. Staff is great, 4. opening hours are good.

1. The library as it is has all that I require. Let me add that it has a uniformly wonderful staff who is always friendly and always willing to help with all that I require, one if the most pleasant places in town.

1. No more unisex bathrooms; please install separate bathrooms for women and men with wheelchair access.

- 2. Please add an edition to the library to make it bigger.
- 3. Please have the library open on Mondays.
- 4. Please don't keep current issues of "The Chronicle Herald" behind the checkout desk.
- 5. Please add self checkout kiosks as well.

1. A larger children's area. 2. A better bathroom. 3. A bigger community gathering area. 4. A source for drinking water (water fountain to fill bottles).

1. Lending library. 2. Educational space. 3. CAP site. 4. Accessibility. 5. Train station ambience and architectural style.

1. Selection of books, DVD's, 2. kind and knowledgeable Librarians, 3. local information

1. Expansion and integration with Acadia University 2- Redesign to fit the concept of a "learning commons" 3- Collaborative spaces 4- Public art 5- Engagement with natural surroundings & town's history.

1. Just more space 2. New carpet

1. Books / Good Magazines / the local papers / CDs of Books for reading challenged / access to information as to how to use the latest forms of communication and where they work best.

1. Books, 2. activities (music, lectures, book club), 3. teaching (Mahjong, chess, knitting, writing, poetry, etc) 4. videos/movies, 5. health focus (yoga, mindfulness)

Community connections 2. access to new media 3. outreach to new community members,
 a friendly and welcoming safe place 5. a replica of the library in my small Northern Ontario home town <a href="http://ffpltc.ca/">http://ffpltc.ca/</a>

1. Designated area for children that is "sectioned off" so that parents are chasing their kids around.

- 1. Completely accessible library (every space is accessible).
- 2. Designated program room.
- 3. Children's area as a safe space.
- 4. All staff with library education credentials (MLIS/MLS/MI or Library Technician).

1. Accessibility - physical accessibility, accessibility for those who need the most (folks who fall in lower income brackets).

2. Children's space - we already have this (and top-notch programming to go along with it)!

3. Connection to the community - I love having a library in the middle of the downtown, with a wide variety of community coming in and accessing services and programs regularly.

4. Diverse programming - There's so much going on all of the time, I hope the library can continue providing services for a wide range of people.

5. Space to hang-out - If there were to be a physical addition to the current library, increasing the spaces for people to relax and hang out with a book or their computer would be a lovely addition to the current library.

1. More space to lease out to the community. 2. Play area that is expanded and improved. 3. More computers. 4. Upgraded audio equipment that can be loaned out to community members who are unable to read. 5. Add on a coffee shop on site.

1 - Books. 2 - Friendly people to help me and to check out the books (I am not interested in self checkout) 3 - Clean bathroom (current washroom is smelly and dirty) 4 - warm and cozy but not stuffy and smelly 5 - variety in material offered.

1. Large children's area, 2. outdoor space for programming and to reading, 3. accessible to people with disabilities and of varying incomes, 4. greater attention to the social services that are provided through the library.

1. books! 2. people to help 3. computers with internet access 4. working printers.

1. QUIET zone where it is truly quiet and respected as a QUIET zone.

2. a children's section separate and away from the quiet area.

3. larger space for tables and comfy chairs where patrons can lay out books for study & research.

4. a computer room.

5. larger room for the librarians use only and a larger area behind the counter for shelves for the books that are set aside for borrowers. (okay, so that's really 6)

1. A convenient location & friendly, helpful staff(which I feel we have now). Better outside lighting would be desirable.

2.A periodical/magazine display(with a list of those which are subscriptions)

3. A quiet area for using tablets & reading.

4. User-friendly grouping of desktop computers.

5. More programs

1. Pleasant librarians, 2. comfortable seating, 3. books available on a broad range of topics, 4. printing scanning and copying availability.

1. Books. 2. community. 3. safety. 4. comfort. 5. inclusion.

- 1. More space to study/do work (ie, desks without computers).
- 2. More space for community events/workshops/collaboration.
- 3. A safe space for children and/or teens to hang out.
- 4. Great selection of books a little something for everyone.
- 5. Accessible computers/internet.

### Full Responses provided at public meeting:

- 1. Open flexible space to accommodate evolving program needs-for all demographic needs.
- 2. Use Halifax model-re variety of database accessibility.
- 3. Quiet are for reading/relaxing.
- 4. Kids emphasis again of Halifax main.
- 5. Café option but using local.
- 6. Library based book clubs.
- 1. Friendly, knowledgeable staff (they are).
- 2. Accessible space-in town, little parking (we have).
- 3. Good service reasonable hours.
- 4. Some comfort in the surroundings.
- 5. Possibility for other groups to use the space-a meeting room/concert space.

1. More space for programs, books, sitting/reading & researching/writing/computing in one area/age appropriate areas for teens, children, reading, working spaces.

- 2. Exterior light sources where possible.
- 3. Add to the existing building in architecturally appropriate/fitting style.
- 4. Librarians to consult re books, sources how to use computer when a problem arises.
- 5. Energy efficiency.

### Vote for status quo

- 1. I love the ambiance of the current location.
- 2. Top marks to the and excellent accessibility to the holdings
- 3. If any expanded facility is considered do so as an auxiliary building. (keep present quarters).
- 4. Easy access which we already have.
- 5 Walking from existing downtown and onsite parking.
- 6. Love the patio concerts.
- 1. More space- expand current space or new space close by.
- 2. Meeting room space for community groups- bookable for no to very limited charge.
- 3. Sponsoring/supporting/facilitating citizenship education initiatives.
- 4. Accessible location within town walking area.
- 5. Engagement with indigenous communities.

1. Space for talks, concerts, etc. in a ground floor added room -could be closed when library is noisy to provide a quiet reading space.

2. could have more bookcases around walls if that kind of space is needed.

- 1. Inviting space.
- 2. Enough space for patrons/programs.
- 3. Good access to the AVRL collection.
- 4. Although I don't need computer access, it's valuable for members of the community.

### APPENDIX 5: WILD CARD - Tell us anything else you want!

Full Responses Provided Via Online Survey:

- I would love to include the present library as part of whatever we decide to do. New does not necessarily mean better, more attractive or more inclined to stimulate reading. The current building means a lot to many of us.
- Take into account other successful libraries outside this province and country- think creatively!
- Natural light. Quiet acoustics. Artwork. A blending of the modern and traditional. A place to hang my coat.
- Convenient parking and bike racks, convenience to the centre of town.
- The library in Wolfville is really excellent exactly as it is. I don't feel that we need to change it, only ensure continued and possibly increased funding to maintain its current level of excellent service to our community. (this was from a person who said the library needed more space)
- The library must be central to the town and ideally would be an extension and upgrade of the present facility. The train station with its surrounding public spaces is integral to the heart of the town.
- More open, inviting feel, more light, better spaces for patrons of all ages. It's wonderful and unique that we're using the old railroad but we have drastically outgrown the space as a community.
- Have a tea, read the Globe, browse magazines in a comfy spot. Life is good.
- I'd like to make more use of the CAP lab upstairs, but I have a desktop computer and can't bring it with me. I have a program that allows my son to take over my computer and show me how to do things, but he's very busy now. I'd like to be able to make an appointment with someone upstairs and have him or her help me over the phone as my son did.
- Work stations for computers and reading table. Kids play area. The train. Headphones should be able to sign these out like a book for library use - you lose them - you pay for a new set. (Very counterproductive not to have them available.) Less emphasis on getting rid of a lot of hard copy material.
- If the library had meeting rooms that would hold 10-20 people, it could become a hub for small community groups, for groups planning events. It would be a centre of the community.
- The current library is well-used and loved in Wolfville but is limited by space. Maintaining the same character but enlarging the space would be wonderful.
- Let's be innovative, capture what the community likes about the current library but not be slaves to an old and existing space; dream big in terms of services; make it a space that showcases and connects with the opportunities of the academic, entrepreneurial, environmental and social community around us.
- More books!
- I think the library should stick to the core business. Nobody else is doing this. It doesn't have to be a movie theatre or a games hub or a toy shop. If there was more room there could be occasional activities which might bring people to the library who don't ordinarily go there. I sometimes see one-one-one tutoring going on there. Good idea but some more private work spaces for this activity would be useful.

- I like it the way it is. I do realize that changes must be made periodically.
- Clean smelling bathrooms! The public bathroom at The Wolfville Library stinks and nothing has been done about it. I also want to be able to pay for overdue fines for books I have borrowed at The Halifax Central Library at the Wolfville Library.
- Train engine and cars on track. Any expansion in scale with existing building.
- ✤ I love seeing the fish.
- This is an opportunity for major change. I have found that many people in Atlantic Canada are abhorrent of risk. The very mention of it becomes a toxic word, and any idea that is associated with risk is one that is thrown out. I disagree. This is the opportunity for the Town of Wolfville to take a stand and, as Steve Jobs once said, to think different. There are opportunities for architectural awards, massive investment from Acadia alumni, input from energetic students, and the engagement of a town that is currently disengaged from their local library. Wolfville has a tremendous history that should be celebrated. The design of a new building should incorporate our past and its neoclassical architecture and present aesthetics that incorporate the environment. We believe that its possible for it.
- I want the library to stay in its current building it is a centerpiece of the town.
- Interesting area to read outside area in suitable seasons, Book Club
- I wish that the library would invest in some "play away" audio books for both adults and kids. These are awesome digital audio books that people just have to add their own headphones to and get walking. Great for promoting health/activity. Perhaps a healthy-living grant could help with this? ... Also, having an ongoing "book sale" area that people could donate books and magazines to and people could buy from (for very cheap 50 cents for magazines and \$1-\$2 per book) would be a great ongoing trickling in fundraiser.
- I love that some of the libraries in the area are open every day of the week- so if we want to go on a Sunday, we can.
- I would be interested in more workshops/events for the public.
- My absolutely favourite thing about the Wolfville library is how charming it is! When I have friends and family visit from other provinces and countries, the library (in the charming historic train station) is one of the first places I show them! I love the history of the place such a perfect use of a heritage building! Having the library situated right in the heart of downtown makes it a regular stop for me while running errands, and the abundance of parking also makes it an easy stop to make at any time. Add in an elevator to increase accessibility to the upstairs and I couldn't think of any other way it could be better!
- The library was one of the first places I visited before moving to the valley, and the combined charm of the building and the staff drew us in!
- Make it accessible, bright, technologically current and think about the broader uses that it could offer to the community as a public venue that could help engage folks socially and with literature.
- I want to keep the heritage component of the library. It's a remarkable building. The key for me is recognizing that the facility as it exists excels in providing a great place for people of all ages and socio-economic status to come together and engage with programming or simply to have access to basic informational resources. The library is not so much about the building as the staff. The staff are amazing and really engage in their jobs and act as great ambassadors for our community.

- You have a beautiful staff. Penny and Alice know us by name.
- I'm impressed at the library's tech services, and the ability that I have to read digital books and magazines. I am impressed that any books that I have asked to be considered for purchase, we received! I appreciate being able to put books/movies/audio books on hold I appreciate interlibrary loans and returns.
- ✤ A library patron gold card for frequent borrowers. ;) Just kidding! Actually, I think we should have a librarians day for our superb regular librarians.
- Components of a toy library/equivalent for older kids. Progressive and innovative writing, art and design activities for youth and teens.
- How to handle teenagers? After school activities for them etc.
- All library staff members should have library education credentials, either with a Master's degree (MLIS/MLS/MI) or a library technician diploma. It is unacceptable that some library staff members lack a library education. Below I present merely two instances of how a lack of a library education negatively impacts the work of a library. These examples are meeting information needs in reference questions, and meeting educational needs in children's programming. How can such uneducated staff members meet patrons' information needs without knowing how to do a reference interview? How can they adjust and tailor a reference interview to the particular information needs of a patron when they do not know the principles behind a reference interview? Do they even know about roving reference as a means of identifying patrons with unmet information needs? Are they familiar with the concept of library anxiety and how it can block un- and underserved community members from accessing library services? How can such uneducated staff members lead children's programming without a background in early literacy and children's literature? This comment is directed to AVRL as a whole, not just the Wolfville Library. A programmer in a different library introduced herself as a substitute library clerk and a mom, neither of which justifies her ability to lead a children's program. If she were a professional librarian or library technician, I assume she would have said so in her introduction. Why does AVRL settle for just anybody to lead children's programming? Is AVRL unaware of the potential for STEAM education that children's programs can impart on its youngest patrons? Is AVRL unaware of the grants that are available to libraries who engage in STEAM education programming? Such grants are given to libraries that take children's programming seriously. Some libraries have professional children's librarians lead children's programming. Others have professional children's librarians overseeing the programming as a whole, while library technicians lead the programs. In both cases, the employees have a library education. Why does AVRL hand this crucial educational role to a seemingly random, unqualified person? A hospital would not allow a receptionist who happens to be a parent treat its pediatric patients, since it realizes that such a person is not qualified to perform this role. It entrusts qualified professionals, namely doctors and nurses, to treat patients. Why is AVRL treating its educational and community role with such disdain that it does not ensure that its employees are qualified to do the important work that a library does?

Full responses provided via the public meeting:

- Retain the current building and add to it within historical guidelines. Match tile/bricks/mortar to the current building style plus energy efficiency built in, lots of windows/material light.
- Existing library should have an extension. Mostly glass. Library location is PERFECT-great hub-creative additional space would enhance trail use/importance/accessibility.
- Accessibility of existing structure could use enhancement to maximize 2<sup>nd</sup> floor.
- The station is a lovely old building, at one time there was a freight shed to the east of the station. Expanding to the east would not violate Historic nature of building.
- The current location is ideal, central, lots of character. A bit more (lot more) space would be an improvement though.
- Addition to the present library could be in pavilion form-several placed on east, west and north sides of the present building all accessible from the present one.
- They could each have their own architectural features. Mix the old with the new. There are plenty of examples in other places. Use skylights for light.



Wolfville Town Council – 3 April 2018 Gerry Post, NS Accessibility Directorate gerry.post@novascotia.ca

### BILL NO. 59

### (as passed, with amendments)



3rd Session, 62nd General Assembly Nova Scotia 66 Elizabeth II, 2017

Government Bill

### **Accessibility Act**

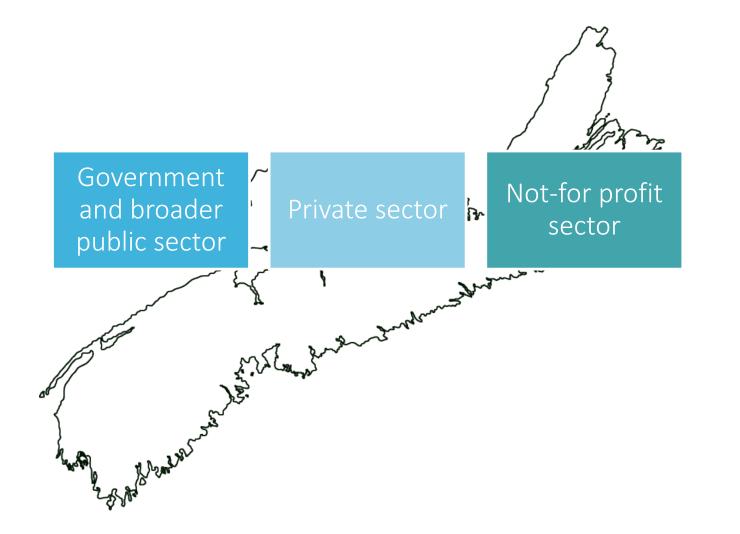
CHAPTER 2 OF THE ACTS OF 2017

## Accessibility Act Essentials

- Act is rooted in the principles of Human Rights
- Purpose of Act
  - An Accessible Nova Scotia by 2030
  - Preventing and Removing Barriers
  - Continued Community Engagement & Transparency
  - Prescribes Requirement for Accessibility Plans & Standards



## Who does the Act Apply to?





## Standards are Key

Developing standards in the areas of:

- Goods and Services
- Information and communication
- Transportation
- Employment
- The built Environment
- Education



## Municipal Role

Municipalities MUST prepare an Accessibility Plan within One Year of being prescribed.

Municipalities have not yet been prescribed under the Act.

A UNSM/Provincial Accessibility Working Group Established

Co-Chaired by Mayor Cantwell and Gerry Post



## Municipal Role in the Act

### **Accessibility Plans**

Two or more municipalities may develop a joint accessibility plan

When developing the accessibility plan, municipalities must seek input from persons with disabilities and organizations representing persons with disabilities

The accessibility plan must be publicly available, and updated every 3 years



## Municipal Role in the Act

### Accessibility Advisory Committees

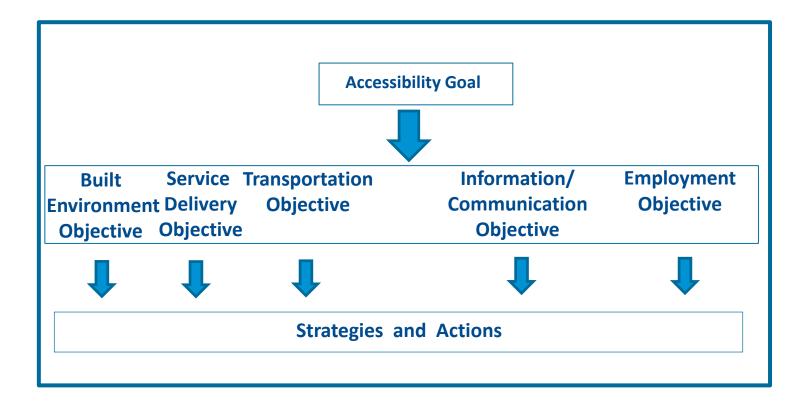
Every municipality must establish an accessibility advisory committee.

Municipalities located within the same geographic region are encouraged to establish joint Accessibility Advisory Committees

At least one half of committee members must be persons with disabilities or representatives of organizations representing persons with disabilities



# What a Policy Framework May Look Like...





# Comprehensive vs. Incremental Approach

### Comprehensive

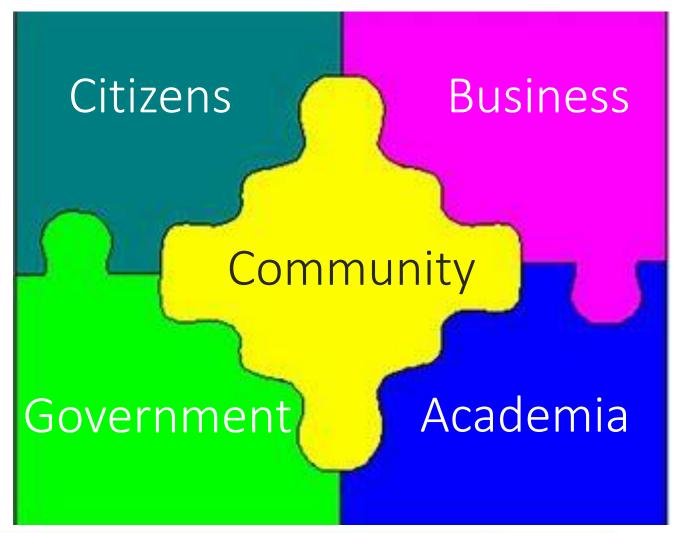
Don't have to prioritize "One and done" Can lose momentum/buy-in Inability to make adjustments along the way

### Incremental

Stays on the agenda Becomes embedded in institutional thinking Ability to gain traction Quick wins



## **Collaborative Effort**





## What's Next?

### **Creating an Accessibility Plan**

Assign a Business Unit + Staff Member Responsible Form an Accessibility Advisory Committee Hear from Your Community Perform an Accessibility Audit Set Priorities Identify Actions



### Thanks You! Questions/Discussion



### **COMMITTEE UPDATE**

Title:Environmental Sustainability CommitteeDate:April 3, 2018Department:CAO



### UPDATE

The Environmental Sustainability Committee met on Monday, March 12, 2018

- 1) Plastic Bag Update:
  - Municipal discussions continue, so far 34 municipalities have expressed support for a ban on plastic bags
  - Divert NS is working with municipalities on waste education
  - Transition Wolfville Area group committed to starting the "Boomerang Bag" program
  - Acadia and ASU event March 28<sup>th</sup>, 7-9pm with guest speakers and a Special Public Announcement to finish off the evening
- 2) Partners for Climate Protection Program Presentation
  - Samantha Peverell provided an overview of the Partners for Climate Protection Program
  - "New" Milestone tools available to assist in updating corporate inventories as well as PCP hub providing information
  - Funding opportunity available through FCM and Enercan to support staffing
- 3) Sustainable Communities Conference-Report Highlights:
  - Infrastructure and Communities Minister shared that Indigenous communities ae working on more that 1.300 renewable energy projects across Canada
  - Green Affordable Housing: Successes and Challenges highlighted a new multi-unit building with heating cots per unit of \$29 per year, upgraded and retrofits all applicable to Wolfville's housing stock
  - FCM's Sustainable Communities Awards presentations on natural living soils filtration system, a free bus pass program for grades 9-12
  - "Design Thinking" for Sustainability Challenges
  - Tour of the "Maker Spaces" models fostering local entrepreneurs and business acceleration along with other "Sharing Economy's" Airbnb, Uber, Tool Library, Music Instrument Library, Food Sharing like "Eat With"
- 4) Highlights from Roundtable Discussion
  - Creation of a working group to consider specific issues, discuss more in-depth and bring back recommendations to the ES committee.
  - Presentation, March 23<sup>rd</sup>, 2018 at 3pm, Council Chambers Leon de Vreede (Sustainability Planner, Town of Bridgewater) highlighting their successes.
  - Fracking Moratorium, Guysborough would like moratorium lifted, suggested the Town vote against lifting the moratorium.

The next Environmental Sustainability Committee meeting will take place May 14, 2018

### **COMMITTEE UPDATE**

Title:RCMP Advisory BoardDate:April 3, 2018Department:CAO



### UPDATE

The RCMP Advisory Board met on Tuesday, March 20, 2018.

### RCMP Annual Report (April 1, 2017 – March 8, 2018)

Total calls for service in the Town of Wolfville: 370

#### **RCMP Headquarters Tour**

A tour of the RCMP HQ building and training facility took place on February 23 for Advisory Board members, providing a good exposure to the division's tech crime unit, emergency response team unit, division operational communication centre and police dog

#### Eagle Feather

- Nova Scotia RCMP first launched the eagle feather initiative in October 2017 to detachments whose area included an Indigenous community. Last week all 54 RCMP detachments in Nova Scotia were provided with an eagle feather. As part of the initiative, each detachment will also display the attached poster in English, French and Mi'kmaq explaining how the eagle feather may be used.
- The use of the eagle feather is in support of numerous calls to action recommended by the Truth and Reconciliation Commission of Canada. The eagle feather is yet another way we can further strengthen these relationships and our goal of creating a more inclusive and relevant justice system for Indigenous people

### Cheaton Cup/St Patrick's Day

Reports of a relatively quiet weekend with no incidents of open liquor. The success of the weekend is a testament to the proactive work being conducted by the Town's Compliance Officer and the operations plans being put in place by the RCMP.

#### **Cannabis Discussion**

- In September 2017, Wolfville's Compliance Officer became a member of the Municipal Cannabis Working Group
- The mandate of the Working Group is to develop recommendations for the province, and to assist in the development of Policies and Bylaws and help municipalities deal with the upcoming legislation for the legalization of cannabis
- The Working Group has researched the needs and best practices of other municipalities
- There are 9 NSLC stores identified as the core retail distribution centres for cannabis
- Legalization will likely be pushed from July 1 to further into the Fall
- Rules for the consumption of cannabis are not yet fully developed
- Landlords have expressed concern with regard to restrictions on tenants for the use of cannabis

## COMMITTEE UPDATETitle:RCMP Advisory BoardDate:April 3, 2018Department:CAO



- Land Use issues have been identified by the Working Group as the Federal Government has approved micro-cultivation within the Federal Policy
- There may be municipal costs associated with the legalization of cannabis that have yet to be fully identified, such as legal costs and public engagement and communication

The next regular meeting of the RCMP Advisory Board is scheduled for Tuesday, June 19, 2018

### **COMMITTEE UPDATE**

Title:Planning Advisory CommitteeDate:April 3, 2018Department:CAO



### UPDATE

The Planning Advisory Committee met on Wednesday, March 28<sup>th</sup>, 2018.

#### Vice Chair Election

The Committee elected Councillor Jodi MacKay.

#### West End Comprehensive Development

Staff believe that the proposal is consistent with the policies of the MPS. The review of the comprehensive development plan for the West End Lands noted and addressed the primary issues of traffic, density and storm water management:

- Density of 5-12 units per acre required of various housing types.
- Various uses such as B&Bs and home occupations will be permitted.
- The Town will carry-out the public consultation for the neighbourhood park.
- No design guidelines are being proposed.
- External reviews of the Traffic Impact Analysis and Storm Water Plan have been conducted.

The Committee noted that it would like to see the parks/open spaces developed as quickly as possible and that more detail is needed relating to the traffic-calming measures, which should be specified in the servicing agreements. Furthermore, the Committee requested that Staff work with the Environmental Sustainability Committee to determine how the development can more comprehensively address sustainability.

#### **Residential-Commercial Buffering – Options Report**

Staff found that most other local municipalities had some requirements for buffering; however, buffering policies can limit development opportunities and could encourage parcel consolidations. Staff recommended a more "nuanced" approach to buffering that would see more specific vegetative or barrier requirements for buffer yards depending on the nature of the adjacent commercial use. Staff do not anticipate receiving any applications in the near future that would be affected by buffering provisions.

The Committee agreed that a nuanced approach to buffering would address their concerns relating to the possible negative limitations on development while ensuring the quiet enjoyment of residential properties through appropriate buffering provisions and recommend they be included in a future MPS/LUB draft.

#### MPS Update – Information Report

Staff continue to work towards a next draft that will hopefully be ready for review during a June/July workshop. PAC will set a tentative date for this workshop at the next meeting.

#### 2018 LLPANS Conference

The 2018 conference themed "Inspiring Results" will be held on May 16<sup>th</sup> – 18<sup>th</sup> in Halifax, NS.

The next Planning Advisory Committee meeting will take place on Wednesday, April 25<sup>th</sup>, 2018.



# **SUMMARY**

# West End Development Agreements

For Committee of the Whole (Council) to consider the Planning Advisory Committee recommendations regarding the draft development agreements with Viking Ventures Limited (Michael MacArthur) and 2231266 Nova Scotia Limited (Issam Kadray).

PAC Motions (March 28<sup>th</sup>, 2018):

MOTION: That the Planning Advisory Committee forward the West End draft development agreement with Viking Ventures to Council with a positive recommendation.

CARRIED

MOTION: That the Planning Advisory Committee forward the West End draft development agreement with 2231266 Nova Scotia Limited to Council with a positive recommendation.

CARRIED

MOTION: That the Planning Advisory Committee requests the Environmental Sustainability Committee provide information and recommendations related to MPS Section 8.4.5 as to how the West End Lands development can more comprehensively address sustainability.

CARRIED

### **DRAFT MOTIONS:**

- 1. That Committee of the Whole move the Draft Development Agreement for the West End Lands with Viking Ventures Limited to a Public Hearing before a decision is made on the Application.
- 2. That Committee of the Whole move the Draft Development Agreement for the West End Lands with 2231266 Nova Scotia Limited to a Public Hearing before a decision is made on the Application.
- 3. That Council requests the Environmental Sustainability Committee provide information and recommendations related to MPS Section 8.4.5 as to how the West End Lands development can more comprehensively address sustainability.



### CAO COMMENTS

The CAO supports the recommendation to move the Development Agreements forward to a Public Hearing before a decision is made by Council on the applications.

### **1) LEGISLATIVE AUTHORITY**

The Municipal Government Act establishes the ability of the Town to enter into development agreements.

### 2) STAFF RECOMMENDATION

Staff considers the draft development agreements consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommend they move forward to a Public Hearing.

### 3) REFERENCES AND ATTACHMENTS

• Attachment - PAC Staff Report dated March 28, 2018 (with attachments and DAs with minor wording changes after legal review)

### 4) **DISCUSSION**

The application is for the Comprehensive Development of the West End Lands through 2 Development Agreements with the respective land owners. The attached PAC report provides substantial background, policy analysis and other information for Council's consideration.

### PAC Meeting

At the March 28<sup>th</sup>, 2018 meeting of the PAC the following issues were noted:

- Desire to have the Park and Trail construction happen in a timely manner
- Support for traffic calming measures
- Questions around density and issues
- Desire to see the existing section of Hillcrest have a sidewalk in a timely manner
- Suggestions for additional cross-walk locations, stop sign locations
- Question raised around the timeline (10 years for tentative subdivision)
- Comment on not having sidewalks on both sides may mean multi-unit (e.g. townhomes) would be sited with no sidewalk in front



- Questions and comments about wider trail and sidewalk connectivity
- Questions and comments on the overall walkability and lack of certainty around creating a complete neighbourhood where needs could be met (local commercial or otherwise)
- Concerns relating to the safe design of storm water retention ponds
- Concern and various questions about the responses provided to Policy 8.4.5 of the MPS (sustainability policies)
  - Solar orientation, food production on the site (gardening), waste reduction, water conservation, sustainable materials, active transportation, etc

#### DA Legal Review

It should also be noted that minor changes have been made to the draft DAs (nothing substantive) after the Town and Developer Solicitors have reviewed the agreements. Minor amendments may be made up until the Public Hearing.

### 5) FINANCIAL IMPLICATIONS

None

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

Full policy review provided in the attached PAC Staff Report.

### 7) COMMUNICATION REQUIREMENTS

If Council proceeds to a Public Hearing notification of the meeting will be advertised and letters sent to property owners nearby.

#### 8) ALTERNATIVES

- 1. COTW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
- 2. COTW forwards the application to Council with a recommendation to reject the application.

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APPLICANT	2231266 NOVA SCOTIA LIMITED ("NSL") and VIKING VENTURES LIMITED ("Viking")
PROPOSAL	To develop approximately 45 acres of land (approximately 29 acres by Viking and 16 acres by Kadray – current ownership) in the southwest corner of the Town for mixed use residential development
LOCATION	Extension of Skyway Drive, Stirling Avenue, Hillcrest Avenue
LOT SIZE	32.33 acres of developable land (both Developers, without roads) and 6.35 acres of Parks/Open Space
DESIGNATION	Comprehensive Development District
ZONE	Residential Comprehensive Development District (RCDD)
SURROUNDING USES	Residential/Agriculture (County)
NEIGHBOUR NOTIFICATION	Newspaper ads and notices mailed to surrounding property owners within 100 metres, ongoing email list notification, and public consultations.

# 1) PROPOSAL

2231266 Nova Scotia Limited ("NSL" - Principal Issam Kadray) and Viking Ventures Limited ("Viking" -Principal Michael MacArthur) are seeking Development Agreements (DAs) to proceed with further development of the "West End Lands" (see context images below). Given the Comprehensive Development District (CDD) Designation of these lands in the Municipal Planning Strategy (MPS) and the constraints presented by current land ownership and road network, the two Developers have been required to bring forward a comprehensive development proposal for the entire West End Lands area.



Figure 1: Context Aerial Image - West End Lands (outlined in Red)

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The development proposal provides for a mix of residential uses, including Townhomes, 'group dwellings' and other potential uses (see attached DA and tables in this report) along with the opportunity for neighbourhood commercial and consideration of other uses. The overall area would be held to a maximum density of 12 dwelling units per acre (387 units total – 266 for Viking and 121 for NSL maximum – as per the maximum density permitted in the MPS) with the highest densities proposed in the south of the development site, closer to Highway 101.

Lands will be transferred to the Town and take the form of public roadways along with parks and/or open space, including a Neighbourhood Park (1.1 acres) a multi-use trail and environmental open space included in a Linear Park (5.25 acres total) that encircles Phase 3 of the development. Figure 2 below outlines a conceptual plan for the entire comprehensively planned area while additional detail and analysis are provided in this report and in the draft Development Agreements (attached).

Staff have attempted to address resident concerns around the continued development of these lands. The existing residential development pattern and aspirations around new growth in the Town must be balanced.



WEST END LANDS DEVELOPMENT CONCEPT PLAN

Figure 1: West End Development Concept Plan

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### 2) STAFF RECOMMENDATION

Staff considers the draft development agreements (for both Developers) to be consistent with the relevant policies of the Municipal Planning Strategy and recommend that they be submitted with a positive recommendation from the Planning Advisory Committee for consideration by Council.

### 3) BACKGROUND AND CONTEXT

The historic use of this land has been for agriculture (primarily apple orchards); however, for several decades it has been designated and zoned to allow for a residential/mixed use neighbourhood. Since the adoption of the 2008 Municipal Planning Strategy (MPS) the area has been designated in the MPS and zoned in the Land Use By-law as Comprehensive Development District. This designation/zone requires that development be approved by a development agreement.

Viking Ventures had a development agreement in place on its portion of the property since 1999 and have been proceeding, pursuant to this agreement, to build single family homes along Stirling Avenue. That Agreement expired in May of 2016. NSL also had a previous development agreement for their portion of land but it has also since expired. No further development can proceed on any of the west end lands until a comprehensive development approach is approved by Council. Given the size and shape of the current land holdings of the two developers; environmental and servicing constraints; and current policy, it is essential a comprehensive proposal be adopted for the entire area.

Staff have been working with the two developers for many years to coordinate a development approach for the West End lands. Wolfville has very few large tracts of land left for a new residential subdivision and there are many infrastructure issues that need to be addressed, including creating effective transportation links, water, sewer and storm water pipes that tie in to the existing system, and parkland and trail connections to promote recreational use and active living needs.

After years of working with the two land owners of the West End lands to negotiate agreements, Plan Amendments (putting the roads and open space in our Municipal Planning Strategy as a secondary plan) was considered but the Developers and current Staff would like to have the long-standing Development Agreement applications considered before this option is pursued further.

### Recent Work by Staff on Key Issues

Since moving away from the Plan Amendment process, Staff have been working with the 2 Developers to bring draft DAs to the Planning Advisory Committee and Council that work to address the key issues related to this development to-date: Comprehensive/Coordinated Development, Density, Traffic, Parks and Open Space, and Stormwater Management. These issues are discussed in detail further on in this report.

Working with 2 Developers on a comprehensive plan has been challenging, particularly given the Staff turnover and timescale and events that have transpired to get us to this point. It is important to

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underscore that the Development Agreements for the lands are tied together but will resolve long standing issues that have stalled the development of these lands – primarily road connectivity and servicing issues. The Land Swap and agreement between the Developers enables the connectivity to be resolved and the Town has taken an additional measure by taking Road Reserves (title to land) to the key areas that link the land (and necessary second access points).

# 4) PROCESS & PUBLIC CONSULTATION

After the adoption of the 2008 Municipal Planning Strategy and the introduction of the Comprehensive Development District Designation and Zone (RCDD), the Town's position is that the West End Lands should be developed in a comprehensive manner, consistent with the policies of the 2008 Municipal Planning Strategy. In 2010, <u>a Town-led planning study</u> was carried out with the two West End land owners. The planning study, completed by consultants <u>Ekistics Planning+Design</u>, was adopted by the Community Development Committee as a reference and planning tool in 2011:

AMENDED MOTION: it was regularly moved and seconded that the Community Development Committee accept the West End Planning Study consultant's report for use as a reference and planning tool.

However, Council never adopted the study or integrated it into the MPS or Land Use By-law. The Study can be used for reference and information, but not as a regulatory document that requires the developers to take any particular action.

In November of 2013, the two Developers came forward with one development agreement (DA) application for the entirety of the West End Lands using the 2010 planning study as a reference for their proposal. In January of 2014, staff held a Public Information Meeting (see Attachment 6 for a summary) and continued to negotiate aspects of the proposal with the Developers throughout 2014/15. After the Developers reached a private partnership arrangement in December of 2015, the proposal continued to move forward and the Developers requested that the DA application be split into 2 separate development agreements. Staff agreed to draft two separate agreements as long as the developers cooperate on the road network, servicing, parks and open space: an overall comprehensive plan. To achieve this cooperation, the development agreements are almost identical and use the same Schedules (e.g. maps that outline where the key pieces are located – roads, parks, etc).

In February of 2016 Staff took a <u>report</u> to the Planning Advisory Committee seeking direction on key issues and in April of 2016 another Public Information Meeting was held based on direction from the PAC (see Attachment 6 for a summary). In August of 2016 Staff held, at the direction of Council, an additional Public Open House to communicate the most recent iteration of the proposal and outline potential timelines and process moving forward.

Between August of 2016 to the present, Plan Amendments were considered (including a Public Participation Meeting – see Attachment 6 for a summary) to put the road network, servicing, and open

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space items into policy; however, this approach has been abandoned so the longstanding Development Agreements can be considered by Council and a comprehensive development can still be achieved. Staff have worked to balance resident concerns, Developer issues, and the housing and neighbourhood needs of the Town moving forward.

The formal development agreement process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council.

In addition to the above, Staff have sought comment on the proposal from the Traffic Authority, the Fire Chief, Municipal Engineer, School Board, King's County Planning Staff, King's Transit and Valley Waste. Property owners within 100 metres of the property were notified by mail of the application, a sign was placed on the property indicating that the site is subject to development agreement applications and notification/updates have been placed on our website regarding the proposal. Staff have also been communicating updates on the application through an email list of over 50 interested residents and met with many individuals to delve into particular aspects of the proposal. Given the significance of this development agreement application. Staff is of the opinion that the process has led to a better overall outcome and a proposal consistent with the policies of the MPS. This process is consistent with the approach outlined for major applications previously reviewed by Council.

# 5) POLICY REVIEW AND DISCUSSION

The Municipal Planning Strategy (MPS) provides a number of policies that Council is to consider when reviewing such an application. A review of relevant policies is provided here with other policy references included in the 'Discussion – Key Issues' section for particularly significant issues.

Section 8.4 of the MPS provides specific policy guidance for control of development in the RCDD designation/zone. A review of this policy and its application to this development proposal is as follows:

**8.4.1** to designate Comprehensive Development District (CDD) the areas as shown on Map 1 - The Future Land Use Map. It is intended to include developing residential areas and areas for future residential development.

The West End lands are within the CDD designation as an area planned for future residential development as per MPS policy 8.4.1.

**8.4.2** to establish a Residential Comprehensive Development District (RCDD) zone in the Land Use By-law, as shown on Schedule A, the Zoning Map of the Land Use By-law, within the area designated Comprehensive Development District and to permit existing agricultural and residential uses and decks and additions to existing buildings.

MPS policy 8.4.2 establishes the RCDD zoning for the proposed West End development lands and only allows continuation of existing uses (agricultural uses in this case) without a development agreement.

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**8.4.3** to consider only by development agreement, all proposals for development within the Residential Comprehensive Development District (RCDD) zone for mixed residential uses, limited institutional uses and local commercial uses.

The developers are proposing mixed residential uses with the opportunity provided in the draft DAs for local commercial and some limited other uses. MPS policy 8.4.3 requires that all development in the RCDD zone be approved by a development agreement.

- **8.4.4** to ensure the following criteria are met when Council is considering development proposals in the Residential Comprehensive Development District (RCDD) zone:
  - (a) a minimum EnerGuide rating of 80 is achieved by all new single unit and two unit residential dwellings; and

Current Building Code requires this level of energy efficiency and the regular building permit and inspection process will ensure this standard is met.

(b) the maximum density of residential dwellings units shall be an average of 12 dwelling units per acre and the minimum density shall be an average of 5 dwelling units per acre; and

The development agreement proposes the total density (for the entire development) will be between 5-12 dwelling units per net acre, as per policy 8.4.4(b). The total area available for development, minus roads and parks is approximately 32 acres, which would result in a range between 161 (5 units/acre) to 387 units (12 units/acre). The Developers propose to have lower densities (singles, semis, townhouses, etc) north of the watercourse area (Phase 1 and 2) with the area south of the watercourse (Phase 3) having higher average densities, including apartment buildings.

(d) development is in accordance with policy 18.6.1.

MPS policy 18.6.1 references a number of general planning issues that are to be considered by Council in approving or rejecting any development application that is subject to a development agreement. A summary table of this policy is provided as Attachment 1 while specific matters relevant to this application are discussed in the 'Discussion – Key Issues' section below.

**8.4.5** to require that all developments within the Residential Comprehensive Development District (RCDD) zone respond to sustainability principles. The sustainability principles to be considered by Council shall include, but not be limited to the following:

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- (a) the project provides buildings and site design that reduce the required operational energy requirements by a significant amount from conventional buildings. (e.g. district heating systems)
- (b) the project provides buildings and site design that substantially reduce the impact on the environment through:
  - i. retention of natural systems, e.g. retaining natural slopes
  - ii. retention of Category 2 soils, e.g. community gardens
  - iii. use of renewable energy sources, e.g. site orientation
  - iv. management of construction wastes
  - v. reduced storm water run off, e.g. storm retention ponds
  - vi. water conservation; e.g. low flow fixtures
  - vii. waste reduction including solid waste and sewage
  - viii. use of environmentally sustainable materials
  - ix. use of certified Fair Trade products
- (c) the project provides an affordability component that would meet the need to provide housing in Wolfville that is affordable and available for all sectors of society.
- (d) the project provides for alternative or shared housing and services models such as co-operative housing, co-housing, life lease, car pooling/sharing, district heating, etc.
- (e) the project provides barrier free/accessible housing units.
- (f) the project demonstrates high quality architectural and environmental design that is compatible with the landscape and that will contribute positively to the immediate area and the Town in general.
- (g) the project provides a mixture of housing types and densities as well as a variety of housing designs
- (h) the project provides public or private amenities such as parks, walkways, public art, daycare, cultural venues, and public gathering spaces.
- the project provides active transportation routes and amenities and maximizes connections with existing trail/walkway systems.
- (j) the project provides access to public transportation.
- (k) the project provides mixed uses of a local commercial nature including but not limited to convenience stores, laundromats, farm markets, etc.
- (I) the proposal makes efficient use of land in relation to infrastructure requirements (e.g. clustering of homes).

An explanation and summary of how this proposal responds to the sustainability principles of Policy 8.4.5 is included as Attachment 2 to this report. Other issue specific discussion and document references

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(i.e. Ekistics Planning Study, Parks and Open Space Master Plan) are also included in the 'Discussion – Key Issues' section below.

# 6) **DISCUSSION – KEY ISSUES**

#### A) PHASING & DENSITY

The proposal calls for the overall development to be built-out over 3 Phases as shown in Figure 2 below. Phase 1 will see the construction of 2 additional entrances into the West End lands. One connects through to the existing Stirling Avenue entrance (eastern portion of site) and the other connects Hillcrest Avenue, around a proposed Neighbourhood Park, and to the west also connecting with Stirling Avenue. Phase 2 would see the balance of the lands north the watercourse area – on Hillcrest Extension and Road R – developed. Phase 3, the lands south of the open space/linear park area, would be developed by Viking Ventures and may take a number of years to get underway. The Developers will focus on their respective Phases 1's initially. Additional phasing detail is provided in the draft DAs (Attachment 7 a. and b.).

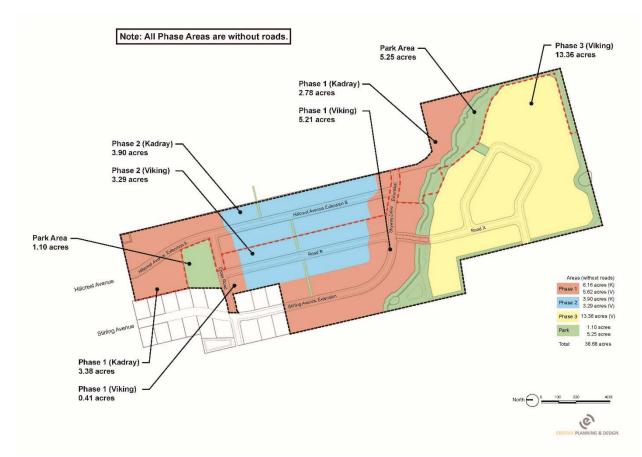


Figure 2: West End Development Phasing Plan

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The draft DA requires each phase to be built-out at a density consistent with policy 8.4.4(b) of the MPS. The overall level of density has been a contentious issue throughout the development of this proposal; however, the MPS policy is clear on achieving a density of 5-12 dwelling units per acre. Calculating density using net density calculations (removing roads, parks, trails, etc) versus a gross calculation (just taking the overall area) provides the developers with the ability to build up to 387 units. If gross density was used the density would be significantly higher (over 500 units). Given the level of concern around the overall level of density, it is the recommendation of Staff and supported by the Developers to use the net calculation to achieve the 5-12 dwelling units per acre. Our policy does not require one or the other to be used. The density ranges for each Phase are included below in Table 1:

Phase	Area (Acres)	Unit Range (5-12 dwelling units/net acre)
1 Kadray	6.16	31-74
1 Viking	5.62	28-67
2 Kadray	3.90	19-47
2 Viking	3.29	16-39
3 Viking	13.36	67-160
Total	32.33	161-387

Table 1: West End Development Unit Density Ranges

It should be further noted that the MPS provides support for higher density development throughout the document; however, is summarized in Section 8 by stating:

Council supports higher density residential developments that meet our desire for a more sustainable community for the following reasons:

- Higher density of population reduces the unit costs and environmental impacts of providing town services such as water, sewer, paved streets, sidewalks and snow removal.
- 2. More affordable housing can be achieved within higher density developments.
- 3. Higher density favours development of user services which will reduce the use of private vehicles, but which require certain threshold levels of participation, such as local bus/shuttle services and home deliveries from local businesses.
- 4. Higher density near the downtown business district allows more people to reduce dependence on the automobile.

#### **B) RESIDENTIAL HOUSING TYPES**

A diverse housing mix is a key component of a healthy, vibrant neighbourhood. The draft DAs propose that different housing typologies are permitted in each phase of the proposed development as follows:

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PHASE	HOUSING TYPES PERMITTED
1	Single Unit Dwellings
	Accessory Dwelling Units
	• Detached Accessory Dwelling Units, considered by Development Agreement
	Semi-Detached and Duplex Dwellings
	Townhouses up to 4 dwelling units
	<ul> <li>Apartment Houses (Multi-unit dwelling up to 4 dwelling units)</li> </ul>
	Group Dwellings subject to 6.2.3 of this Development Agreement
2	Single Unit Dwellings
	Accessory Dwelling Units
	Detached Accessory Dwelling Units, considered by Development Agreement
	Semi-detached and Duplex Dwellings
	Townhouses up to 4 dwelling units
	<ul> <li>Apartment Houses (Multi-unit dwelling up to 4 dwelling units)</li> </ul>
	Group Dwellings subject to 6.2.3 of this Development Agreement.
3	Semi-Detached and Duplex Dwellings
	Townhouses
	<ul> <li>Apartment Houses (multi-unit dwelling up to 4 dwelling units)</li> </ul>
	• Group Dwellings subject to 6.2.3 of this Development Agreement.
	Multi-Unit Residential & Mixed-Use Developments

 Table 2: West End Development Housing Typologies (taken from draft DAs)
 Image: Comparison of the second second

Density and the placement of different housing types are interrelated and it should be noted that a primary concern throughout the consultation on this proposal was a transition in density from existing single detached homes in the area. The overall proposal and placement of housing types have responded to this by attempting to balance some continuity of housing form with the need for efficient use of infrastructure and the desire to increase densities consistent with policies of the MPS.

Section 3.1 of the Ekistics Planning Study, adopted by the former Community Development Committee as a guide, discussed different potential housing typologies and provided recommendations on the implementation of each. These have been used as reference in the formulation of the draft DA provisions. Section 3.1 of the planning study states the following in regards to housing mix, density, and the relationship to sustainable community planning:

#### Exerts from Ekistics Planning Study (2010)

A diverse housing mix is one of the key components of a sustainable community plan for Wolfville. These include small lot detached housing, semi-detached housing, townhouses, cluster housing and multi-unit housing. The overall intent of the various housing types is to maximize density and implement environmental standards at the scale of the community, lot and unit.

#### Mixed-Use, Mixed Density, and Housing Diversity

Zoning must allow for a mix of uses and a mix of densities. This leads to a mix of residential types and mixed income levels within a neighborhood. A range of housing styles and sizes should be provided, allowing for a greater diversity of residences. Single housing types should be limited in favour of a range of housing types catering to a wider range of resident types.

#### Sustainability

High density mixed use developments provide all the housing, recreation, and retail necessary to retain a populace and ensure that they don't need to expend energy traveling outside of town. Economic sustainability is possible when needs are met within. Environmental sustainability is possible due to lower infrastructure and green technologies.

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To better illustrate the different housing types proposed by each Developer (as outlined in *Table 2: West End Development Housing Typologies*) examples have been provided as Attachment 4 to this report. The mixture of housing types and densities outlined responds directly to MPS policy 8.4.5(g) which states:

(g) the project provides a mixture of housing types and densities as well as a variety of housing designs

By enabling a mixture of housing types and setting minimum density requirements, it is envisioned the overall development will respond with 'missing middle' housing types (ground oriented semidetached, duplexes and townhomes) that the Town is lacking. The need for alternative and economically efficient housing becomes increasingly important as large portions of the population are aging and the Town faces increased competition in attracting young families, professionals and other newcomers. It is also difficult for the Town to compete in the large lot, single family home market given the road, infrastructure, and overall spatial layout differences between the Town and surrounding municipal units. The lack of semi-detached, townhome and duplex housing is illustrated in *Table 3: Current Residential Mix, Wolfville (2016 Census)* which outlines the existing housing stock in the Town:

Residential Unit Type	Percentage
Single Detached	41%
Attached (townhouses, duplexes and semi- detached)	13%
Apartment	46%

Table 3: Current Residential Mix, Wolfville (2016 Census)

### C) OTHER PERMITTED USES (LOCAL COMMERCIAL, HOME OCCUPATIONS, ETC)

Other uses are enabled in the draft DAs mostly consistent with the regulations and approval tracks of the Land Use By-law, with other uses enabled by a separate Development Agreement, as follows:

LAND USE	REGULATION
Residential Care Facilities	Permitted as-of right subject to provisions of the Land Use By-
	law
Home Occupations	Permitted as-of right subject to provisions of the Land Use By-
	law
Bed & Breakfasts	Permitted as-of right subject to provisions of the Land Use By-
	law
Utility Equipment Building or	Permitted as-of right subject to provisions of the Land Use By-
Installation	law

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Churches, community	Considered by a separate Development Agreement in any
centres, private schools or	Phase
other community uses	
Local Commercial	Permitted as-of-right in Phase 3 (as shown on Schedule "C") as
	the ground floor component of a multi-unit residential
	building. Considered only by a seperate Development
	Agreement for any other property in Phases 1 or 2, as a stand-
	alone or mixed use.

 Table 4: West End Development Other Permitted Uses (taken from draft DAs)

Enabling a mix of non-residential uses is consistent with Policy 8.4.5(k) of the MPS which states:

(*k*) the project provides mixed uses of a local commercial nature including but not limited to convenience stores, laundromats, farm markets, etc.

### D) SITE PLANNING & YARD REQUIREMENTS

To facilitate additional ground oriented housing forms and lower land costs to contribute to affordable housing, the proposal involves site planning with reduced requirements from what has been typical of low density areas of Wolfville in the past. The minimum requirements are outlined below in Table 5:

Dwelling Type	Frontage (Min.)	Lot Area (Min.)	Front Yard (Min.)	Flankage (Min.)	Side Yard (Min.)	Rear yard (Min.)	Height (Max.)	Lot Coverage (Max.)
Single Unit	11m (36')	300m <sup>2</sup> (3,229ft <sup>2</sup> )	4.5m (15')	4m (13')	1.7m (5.6')	4m (13')	11m (36')	40%
Semi-Detached	9m (29.5')	280m <sup>2</sup> (3,014ft <sup>2</sup> )	4.5m (15')	4m (13')	1.7m (5.6')	4m	11m (36')	40%
Duplex	12m (40')	366m <sup>2</sup> (4,000ft <sup>2</sup> )	4.5m (15')	4m (13')	2m (5.6')	4m	11m (36')	40%
Town House	4.5m (15')	137m <sup>2</sup> (1,474ft <sup>2</sup> )	4.5m (15')	4m (13')	2m (5.6')	4m	11m (36')	40%
Apartment House (up to 4 units)	18m (60')	560m <sup>2</sup> (6,027ft <sup>2</sup> )	4.5m (15')	4m (13')	1.7m (5.6')	4m (13')	11m (36')	40%
Multi-Unit Dwellings & Mixed-Use Developments	18m (60')	120m <sup>2</sup> (1,292ft <sup>2</sup> ) per dwelling unit	4.5m (15')	4m (13')	3m one side, 2m other	4m	11.88m (39')	40%

 Table 5: West End Development Site Planning & Yard Requirements (taken from Draft DAs)

• <u>Parking</u> for all uses shall be regulated by Part 23 of the Land Use By-law with additional provisions included in the draft DAs for larger parking areas of multi-unit dwellings.

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- <u>Landscaping</u> requirements are regulated in the draft DAs and include specific provisions for different unit types with a landscape plan, prepared by a qualified person, being required for multi-unit proposals.
- <u>Hard surface coverage</u> on properties will be consistent with the current MPS and Land Use Bylaw requirements of 50% of total lot area.
- <u>Group Dwelling</u> development that is created will be subject to the above noted yard requirements. The draft DAs outline provisions specific to Group Dwelling development. This type of development has often been described as "Cluster Housing" in Wolfville.
- <u>Apartment Houses</u> have been introduced to allow for small units (up to 4 with bedroom limitations on a larger lot) in a single building that appears from the street as a single unit dwelling.

### E) BUILDING DESIGN & STREETSCAPE

To encourage quality design and increased walkability, three building design and streetscape issues are regulated in the draft DAs. These are:

- <u>Varied Street Scene</u>: The draft development agreements include provisions to ensure the duplication of housing designs cannot occur on adjacent properties. The intent is to discourage development that places identical homes along uninterrupted linear streetscapes. Housing variety provides for a more interesting street scene and lends to creating more walkable neighbourhoods. Ensuring a varied street scene is consistent with Policy 8.4.5(g) of the MPS, which states:
  - (g) the project provides a mixture of housing types and densities as well as a variety of housing designs
- 2. <u>Garage placement:</u> The draft development agreements include provisions to ensure garages are not the prominent feature of homes. The intent is to avoid homes and streetscapes that are utilitarian in nature (all garage faces) and avoid homes becoming a garage with a house attached rather than a home with a garage attached. It should be noted that the Ekistics planning study discouraged garages for most housing types given the impacts on streetscapes and walkability. Ensuring high quality design is consistent with policy 8.4.5(f) of the MPS which states:
  - (f) the project demonstrates high quality architectural and environmental design that is compatible with the landscape and that will contribute positively to the immediate area and the Town in general.
- 3. <u>Flankage Yard Treatments (Corner Lots)</u>: The draft development agreements include provisions to avoid facades of large blank walls abutting a street. The intent is to have a

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corner lot address the street equally on both frontages – often achieved by having both street facing facades strive for an equal design and materials standard. Ensuring high quality design is consistent with policy 8.4.5(f) of the MPS (included above).

### F) AFFORDABLE HOUSING

The Developers have provided a response to MPS policy 8.4.5 (c), included as Attachment 3. Policy 8.4.5 (c) states:

(c) the project provides an affordability component that would meet the need to provide housing in Wolfville that is affordable and available for all sectors of society.

The Developer's response to this policy argues that the additional housing supply on smaller lots, with different tenures and at higher densities will contribute to more affordable housing options for residents at different ages and stages of their lives. Staff are comfortable with this response given the relevance to existing policy and the lack of specific targets or other measures in the Town's current planning documents related to affordable housing. Additional supply will impact price and affordability on some level, even if nothing else was done. Some excerpts from our current MPS where affordable housing is mentioned are provided here for context:

- Part 3 Community Profile states: The 2006 census data indicates that the average value of an owned dwelling in Wolfville is approximately \$248,000 compared to a provincial average value of \$158,000. Young families require affordable housing in Wolfville in order to be encouraged to settle here and provide some balance for the aging demographic profile of the Town.
- Part 8 Residential Development & Land Use states: Council supports high density residential developments that meet our desire for a more sustainable community for the following reasons:
   2. More Affordable housing can be achieved within higher density developments.
- Part 8.1 Low Density Residential states: An accessory dwelling unit provides an affordable housing option for certain segments of the population, rarely involves change to the streetscape and does provide additional income for the homeowner. Usually the resident owner provides an inherent control of the rental unit.
- Our current MPS does not provide a definition of Affordable Housing; however, our Land Use By-law includes the following:

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**Affordable Housing** means housing with a sales price or rental amount within the means of a household that may occupy moderate and low income housing. In the case of dwelling units for sale, affordable means housing in which mortgage, amortization, taxes, insurance, and condominium or association fees, if any, constitute no more than 30% of such gross annual household income for a household of the size that may occupy the unit in question. In the case of dwelling units for rent, affordable means housing for which the rent and utilities constitute no more than 30% percent of such gross annual household income for a household of the size that may occupy the unit in question. (*Canadian Mortgage and Housing Corporation (CMHC) Benchmark*).

It should also be noted that the trend towards smaller households or fewer persons per household is apparent here in Wolfville. Most households are comprised of 1 or 2 persons (2016 census). About 25% of individuals in private households in Wolfville have incomes below the low-income measure. This is above the provincial average of 17.4%. This especially affects young people (under 18). 29.3% of young people in Wolfville live in low-income households, compared to 20.9% provincially. The only age category in Wolfville where the percentage of people living in households falling below the low-income level was not higher than the provincial average was seniors.

Planning for a variety of dwelling types can help ensure the Town continues to offer appropriate and affordable housing for people of all ages, abilities and incomes, and can ensure that smaller households who wish to remain in Wolfville can choose to do so.

### G) PARKLAND & OPEN SPACE

Significant work has gone into negotiating the Parks and Open Space contributions of this development proposal. The Subdivision By-Law requires the subdivider of land to transfer to the Town a parkland dedication equal to 10% of the area of the new lots created by a subdivision. The subdivider may provide cash-in-lieu of this land dedication or a combination of land, cash-in-lieu or equivalent value. In the case of this proposal, the total developable area is approximately 32 acres for the entire West End area (net) therefore the minimum contribution should be 3.2 acres if only land were to be provided. The parkland dedication proposed for the West End development is a combination of land and cash-in-lieu, as outlined below in the Parks and Open Space contribution table. The proposed parks and open space areas can be seen in context in Figure 2 while a detail of the neighbourhood park space and the proposed trail system/linear park are shown below.

Park / Open Space Feature or Contribution	Details & Discussion
Neighbourhood Park	1.1 acres with 175' frontage on Hillcrest and 292' of frontage on the unnamed connector Street, 'Cross Road' (see Figure 3 for details).
	Staff are recommending the proposed neighbourhood park space given its central location, large frontage, lack of grade change ("flat-top"), and it being consistent with the policies of the MPS and Parks and Open Space Master Plan (see

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below for open space related policy review). Negotiations around this park's frontage, size, and location have been
• • • •
ongoing since the comprehensive development of these
lands was contemplated, including direction from the PAC in
February of 2016. The initial proposal was altered through
negotiations and direction from PAC with regards to
frontage and location (slightly to the south), since
application in 2013. It has been expressed by some that the
neighbourhood park should be located further to the south
(approximately 150m), closer to the higher density of Phase
3 and consistent with the Ekistics Planning Study. Given this
concern, Staff have included provisions in the DA for the
Phase 3 lands to contain amenity/open space as part of the
higher density development, consistent with the existing R-
2/HD provisions of the MPS and LUB (see MPS Policy 7.4.3)
and a trailhead open space in Phase 3. The neighbourhood
park will be approximately 400m (5 min walk) from Phase 3
and the proposed trail/linear park will also offer a high
quality amenity and open space for Phase 3 residents.
It is proposed the Town would take the lead on designing
and building this park as part of the capital planning
process, consistent with Section 5.1 of the Parks & Open
Space Master Plan (included below). The Developers will
deed the land to the Town as part of Phase 1 of the
development.
Figure 3: Current Neighbourhood Park Proposal (2018)
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Figure 4: Initial Neighbourhood Park Proposal (2013)

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	Staff have been striving to move toward a consistent Parks Planning Process. The first step of that process is to develop a series of concepts and inspiration for a park space (by a Professional Landscape Architect) and present these to the Public for feedback. The Developers engaged Ekistics Planning + Design to develop 3 high-level concepts for the neighbourhood park site and has provided these to park/recreation staff. If Development Agreements are approved by Council, Staff will schedule a public engagement to discuss the neighbourhood park space and work toward a more refined concept and construction drawings. This space has been identified in the Town's Capital budget for construction once Road access (e.g. a public street) is completed and taken over by the Town.
Linear Park trail system (including Highway 101 buffer, trailhead park space, and conservation easement/area along ravine – see Figure 5 below)	1,200m (3,920 ft, 1.2km) of trail (including approximately 5.25 acres of land) along the environmentally sensitive ravine/watercourse area and circling Phase 3 of the Development (see Figure 5) are proposed. The trail is proposed to be built to a "Type III" standard, similar to the Millennium Trail running from Willow Park to Reservoir Park in the east end of Wolfville.
	This trail/linear park is consistent with the Parks & Open Space Master Plan and forms a walking/multi-use loop that residents can easily enjoy. The trail feature has been positively received throughout the development of this proposal. A trailhead park space, with road frontage, will be allocated for additional trail access once the final layout is determined in Phase 3. Additional provisions ensure the multi-family development within Phase 3 include trail connections as part of the development permitting process.

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It is proposed the Town would take the lead on designing and building this trail as a future capital project. The developer will deed the land to the Town during Phase 1 so capital planning for the trail can begin. Having a trail in place before development proceeds is important for community acceptance. Figure 5: Excerpt from overall conceptual plan showing trail/linear park around Phase 3 king T 4000 li Bu

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	<caption></caption>
Cash-in-Lieu Contribution of \$100,000	Through 2014/15 extensive negotiations took place around the park space contribution. At this time, Planning Staff had the ravine/watercourse lands appraised using an alternative valuation. Staff believed that a market value appraisal would not fairly represent the value of these lands to the community, particularly the importance of the environment (as articulated through the MPS) and thus undertook the alternative valuation. This type of valuation includes cultural, social and environmental factors, particularly the ecological goods and services provided by the lands. <sup>1</sup> Ecological goods and services can be defined as "benefits that humans receive from the natural processes and functions of healthy ecosystems." <sup>2</sup> Two different scenarios were considered with the alternative valuation – one for a larger ravine area yielding a value of \$322,000 and another with a smaller ravine area with a value of \$205,000. A report was taken to Council (January 2015) and subsequent negotiations ended with the smaller ravine area, a caveat that a conservation easement

<sup>&</sup>lt;sup>1</sup> For an overview of ecological good and services, refer to this webpage entitled <u>Valuation of Ecological Goods and</u> <u>Services in Canada's Natural Resources Sectors</u> Another useful report is <u>Human Activity and the Economy</u>, produced by StatsCan, particularly section 2.3

<sup>&</sup>lt;sup>2</sup> Definition taken from <u>Valuation of Ecological Goods and Services in Canada's Natural Resources Sectors</u>

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(or similar regulatory tool) be included, and the difference between the valuations to be used as the basis for the cash- in-lieu payment to meet the requirements of the subdivision by-law (\$100,000).
With the separation of the two development proposals, the developers have split the \$100,000 contribution between them, with \$70,000 falling to Viking Ventures and \$30,000 to NSL. Since the developers agreed to this contribution, Viking amended its original development agreement to allow for the creation of 4 additional lots and has paid open space fees on three of them. Staff is recommending that the \$16,090 be deducted from the \$70,000 contribution. The Developer would pay \$53,910 over 3 years. NSL would
pay \$30,000 over 3 years.

Table 6: West End Parkland Dedication

Staff are recommending the acceptance of the proposed parks/open space proposal as it is consistent with relevant MPS policy and the Parks and Open Space Master Plan. Section 7 of the MPS establishes Open Space policies, with the following policies being most relevant.

- **7.4.2** to require developers to dedicate useable land (in the amount of 10% of the area of the lots to be approved on a final plan of subdivision) or cash in lieu of such land, for recreation purposes when subdividing land.
- **7.4.3** to require developers to provide space for leisure or recreation facilities in association with new multi-unit residential developments.
  - **7.4.4** to acquire and develop open space for the enjoyment of residents according to the Open Space Master Plan as funds permit.

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- **7.4.7** to provide a diversity of open space experiences for residents through acquisition and development with priorities placed on the following needs:
  - (a) neighbourhood parks within walking distance of developed and future neighbourhoods with an emphasis on existing West end neighbourhoods.
  - (b) intensive trail systems that link neighbourhoods and/or recreation areas with a current emphasis on East/West links.
  - (c) Town wide open spaces for passive and active recreation uses.
  - (d) open spaces which form buffers around environmentally sensitive and aesthetically important water bodies and land areas.
  - (e) parks and trails that utilize natural areas and provide interconnections with other parks and neighbourhoods.

The *Open Space Master Plan* provides valuable policy guidance to Council in describing the characteristics of a Neighbourhood Park (included below) and also outlines Parks and Open Space Development Principles:

	Table 5.1. Park Classification System		
Park Classification	Size (acres)	Description and Function	
Neighbourhood Parks	Preferably 1.0-2.0 acres	<ul> <li>Provided in residential neighborhoods where population is sufficient to warrant a local serving park and where other open space resources cannot fulfill needs. Features of interest to all neighbourhood residents would be appropriate.</li> <li>Intended to be located within a 500-600m. walking distance without crossing arterial roads (unless a pedestrian road crossing can be provided).</li> <li>Should have frontage on a local or collector road, with a minimum 50m. of continuous frontage.</li> <li>Generally equipped with recreation facilities and amenities to serve non-organized recreational activities (pick-up play, passive activities; individual fitness; social interaction).</li> <li>Appropriate features would include seating, shaded landscaped areas for social interaction; junior and senior playgrounds; multi-purpose courts; outdoor gym equipment; open areas for unorganized play, etc.</li> </ul>	

Table 5.1: Park Classification System

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The Town of Wolfville will be guided by the following principles when evaluating, planning and managing the parks and open space system.

- a. To the greatest extent possible, parks will be fully developed and provide opportunities for multiple activities, i.e. picnicking, play structures, passive play areas, active play areas, to encourage maximum use and enjoyment of these resources by community residents.
- b. Parks and open space areas will be developed and maintained in a manner that is safe for users and protects the interests of the Town.
- c. In planning for the overall parks system, a number of considerations must be balanced – including the quality of park development, maintenance costs, and accessibility. To achieve this balance, the number of park properties may be reduced so that resources are available to upgrade and improve the remaining parks.
- d. All major parks will be developed in accordance with a concept plan, developed by a licensed Landscape Architect, which clearly indicates appropriate uses, functional areas of the park, natural and environmentally sensitive areas, and relationships among park activity areas. A concept plan is required to ensure the park is developed in the most cost effective manner to serve the broadest range of community needs.
- e. Accepted design principles will be employed, as warranted, to guide the layout of the park and the provision of park equipment, such as CSA standards for playgrounds, Crime Prevention Through Environmental Design (CPTED) guidelines. Park proposals will be evaluated with respect to their contribution to other approved municipal planning documents (e.g. Physical Activity Strategy; sustainability guidelines).
- f. To the extent possible, trails, sidewalks and paths will link parkland and open spaces to promote healthy living, encourage tourism, and protect significant natural feature.

#### H) STORMWATER MANAGEMENT & MUNICIPAL SERVICES

At the Development Agreement stage, plans for stormwater management and municipal services (water, sewer, etc) have been reviewed by the Town Engineer with detail schematics provided in a servicing agreement that is enabled once a development agreement is approved.

A summary of the stormwater management plan (prepared by ABLE Engineering) and overall approach is included as Attachment 5. It is important to note:

- A master (detailed) stormwater management plan has been developed for the site and will form part of the servicing agreement for each phase. Each individual lot will then have to comply with the overall stormwater management plan.
- The details of the detention ponds will be finalized as part of tentative subdivision and servicing agreement for each phase.
- Storm sewers will be installed underground within roadways.

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• Backyard drainage swales are proposed in the rear of most properties to direct water toward detention ponds and/or storm sewer infrastructure. Individual site drainage plans will be approved during the subdivision process.

- An erosion and sediment control plan identifying measures to be implemented, details of the measures taken and locations, will be required.
- The final street cross sections will be developed based on the recommendations of a geotechnical consultant.
- MPS policy related to stormwater management is included as part of MPS Policy 8.4.5 (see Attachment 2).
- A third party Engineering Consultant (HATCH Engineering) also reviewed the Stormwater Management approach proposed.

A summary and overall servicing plan is provided as Attachment 5 as well. It is important to note:

- A master (detailed) servicing plan will be developed for each phase at time of tentative subdivision and required for the servicing agreement.
- Services (water and sewer) will be connected in Phase 1 from Skyway Drive to the proposed Stirling Avenue extension. The connection of services from Skyway Drive will provide for required water pressure.
- Services are installed with other infrastructure in 2 phases, "primary" and "secondary" defined in the draft DAs.
- The Town has recently completed a servicing capacity analysis (water and sewer) and there is adequate capacity to service the anticipated dwellings/year.

### I) Road Network, Traffic Impact, Active Transportation & Transit

The proposed road network has been relatively consistent since the formal comprehensive development application was made in 2013. It has always been proposed that Hillcrest Avenue would be a through street. A proposed change was made in (2014) to make Stirling Avenue a cul-de-sac where a cul-de-sac was originally proposed on the middle street that runs parallel between Stirling and Hillcrest Avenues. The 2014 change was driven by concern regarding an unimpeded throughway (Stirling) and fast moving traffic as a result. Recently, the developers have asked that Stirling revert back to a through street to allow each of the landowners the flexibility to proceed individually. The "P-Loop" proposed in Phase 3 of the development has remained unchanged since the original application.

Although the community expressed some concerns about Stirling as a through street, it is generally more desirable to have an interconnected street network to disperse traffic and ease walking distance. This approach is in keeping with the New Urbanist principles espoused in 8.3 of the MPS, which states:

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Higher density land use could help solve many of the environmental, social and aesthetic problems of sprawl, yet wide spread misconceptions about increased density often prevent communities from adopting compact land use strategies. The movements known as "New Urbanism" and "Smart Growth" promote a shift in conventional development patterns and encourage energy-efficient land use planning. These principles of "New Urbanism" identify walkability, connectivity, mixed use and mixed housing, quality architecture and urban design, combined with traditional neighbourhood structure and increased density as some of the desirable characteristics for sustainable, residential development.

To mitigate concerns, Staff have also worked with the Developers to integrate east-west pedestrian walkways which would double as a traffic calming measure (see Figure 2) with both a raised crosswalk and an extended curb.

A Traffic Impact Analysis (TIA) was conducted by WSP Engineering in 2014 which was updated in 2016 and then again commented on in 2017. The Town also had another Engineering Firm (EXP) review the findings of the TIA for certainty. The TIA noted the following:

- "The proposed street network within the development provides good connectivity and circulation for vehicular traffic, pedestrians, and other active transportation (AT) uses." (Page 3 of TIA)
- Manual Traffic Counts were conducted on Wednesday, April 30 2014 and May 1, 2014 at the Main Street-Kent and Main Street-Whidden/Stirling intersections during peak AM and PM periods.
- At full build-out for the entire West End Area (estimated on approx. 400 units in 2024) the development will generate 292 two-way vehicle trips (66 entering and 226 exiting) during the AM peak hour and 372 two-way vehicle trips (237 entering and 135 exiting) during the PM peak hour.
- Recommends monitoring on Main and Stirling/Hillcrest to see if left turning lanes may be required in the future

During public consultation events, the public expressed concerns regarding traffic, particularly on the existing section of Hillcrest Avenue. There is no question that there will be an increase in traffic in the area but are within acceptable levels. It is expected that traffic will increase in areas where development is encouraged by policy. The question is whether that increase is reasonable and in the best interest of the Town. The Traffic Authority has reviewed the Traffic Impact Study and is satisfied that the proposed road network and associated infrastructure can accommodate the proposed development.

In terms of active transportation (AT), the proposed development incorporates sidewalks on all streets (one side), walking trails, and connections between streets at mid-block as well to encourage active modes and ease of traveling west to east toward the downtown. The development is approximately 1km from Acadia University and approximately 2km from

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downtown Wolfville, further increasing the likelihood that trips will be made by walking and cycling. The policy review of MPS policy 8.4.5 (Attachment 2) also provides response to AT specific policies.

In terms of transit, Kings Transit service has stops along Main Street adjacent to the Development and the conceptual plan has been sent to them for future consideration. If densities warrant in the future, a bus route/stop within the west end development area may be warranted.

# 7) REVIEW FROM OTHER DEPARTMENTS AND AGENCIES

The proposal has been reviewed by other Town Departments and agencies including Public Works, Fire, the Traffic Authority, King's Transit, the School Board and King's County planning Staff. Comments/concerns have been dealt with adequately through the project design and terms of the development agreements or are noted as discussion items.

# 8) PUBLIC FEEDBACK AND OTHER REVIEWS

Public Information Meetings (PIMs)

The Town held a PIM in January of 2014 and the notes from the meeting are included as Attachment 5. The main issues were concerning:

- Increased traffic for adjacent streets and intersections
- Provision of east/west pedestrian linkages
- The unit density, particularly in the southern portion of the development

An additional PIM was held in April of 2016, as per direction from the PAC. The notes from the meeting are included as Attachment 6. The main issues were concerning:

- Increased traffic for adjacent streets and intersections
- Various comments on density and where higher density housing types should be placed
- Parks/Trails particularly the placement and size of the neighbourhood park
- Impacts on property values
- Tree retention
- Phasing and timing
- Stormwater management
- If there would be local commercial uses enabled

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#### Public Open House

The Town held a public open house in August of 2016. The intent was to continue sharing information with residents and to provide an opportunity to view the most recent proposal and discuss with various professionals and the developers who were in attendance. The main issues were similar to those outlined for the PIMs above. The notes from this meeting are included as Attachment 6.

#### Public Participation Meeting (PPM) for Plan Amendments

The Town held a Public Participation Meeting for potential Plan Amendments (no longer proceeding) on July 26<sup>th</sup>, 2017. The Minutes/Notes and Public submissions that were included for this meeting are included in Attachment 6.

<u>Design Review Committee</u> The Development Agreement regulations have not been reviewed by the Design Review Committee given it is not a requirement of the CDD designation/zone.

### 9) SUMMARY OF DRAFT DA PROVISIONS

Highlights of the draft DAs (Attachments 7a. and b.), are as follows:

- Provisions around phasing and density specified;
- Residential land uses and housing types specified;
- Provisions for other uses permitted (i.e. local commercial, home based businesses, etc) specified;
- Minimum lot sizes and yards, including amenity spaces for multi-unit development;
- Use of tentative subdivision approvals and servicing agreements associated with each phase;
- Landscaping and tree planting requirements, landscape architect requirements and parking treatments for multi-unit dwellings;
- Conditions for the acceptance of public streets are specified;
- Urban Design provisions (i.e. garages, corner lots, varied street scene); and
- Details of Parkland dedication specified.

It should be noted that the draft DAs are subject to a final legal review and may undergo minor revisions (wording, formatting, etc) before a Committee of the Whole.

### 10) CONCLUSION

Given the scale of this development, coordination required between 2 developers, and potential impacts to the community at-large, additional public consultation and staff time have gone into bringing this proposal forward. Staff are of the opinion the proposal is consistent with the policies of the MPS and as such, recommend to the Planning Advisory Committee that the attached DAs be forwarded to Council with a positive recommendation through 2 separate motions.

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## 11) ATTACHMENTS

- 1. MPS Policy 18.6.1 policy summary table
- 2. MPS Policy 8.4.5 sustainability principles review
- 3. Affordable Housing Response from Developers
- 4. Housing Typology Examples from Developers
- 5. Stormwater and Servicing Summaries + Schematics
- 6. Public Information Meetings (PIM) and Open House
  - a. PIM Notes (January 2014)
  - b. PIM Notes (April 2016)
  - c. Open House Notes (August 2016)
  - d. Plan Amendment PPM (July 2017)
- 7. Draft Development Agreements
  - a. NSL
  - b. Viking



# ATTACHMENT 1 – MPS POLICY 18.6.1 SUMMARY

MPS POLICY 18.6.1 REVIEW		
MPS POLICY	STAFF COMMENT	
18.6.1 to consider the following in addition to all other criteria set out in the various policies of this MPS, when considering proposals for development agreement and Land Use By-Law (LUB) amendments:		
(a) to ensure that the proposal conforms to the intent of the MPS and to all other applicable Town By- Laws and regulations, except where the application for a development agreement modifies the requirements of the LUB or Subdivision By-Law.	Proposal is considered by staff to be consistent with the policies of the MPS.	
(b) to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:		
i) the type and intensity of use	There will be areas of intensified land use within the development. These are concentrated in the southern area of the development away from existing lower density development. The proposal has looked to balance the desires of existing residents with the Town's identified housing needs moving forward.	
<ul> <li>the height, mass or architectural design of proposed buildings</li> </ul>	Provisions provided in the draft DAs concerning treatment of corner lots, varied street scene, and garage placement; however, fairly limited control of architectural design is proposed when compared to the Town's architectural control areas.	
iii) hours of operation of the use	No issues anticipated given the majority of land use will be residential in nature.	
iv) outdoor lighting	No issues anticipated, existing regulation in Land Use By-Law would be enforced.	
v) noise, vibration, or odour	No issues anticipated.	
vi) vehicles and pedestrian traffic	No significant concerns identified by traffic authority or consultant traffic study. Left hand turning lanes may be warranted at Main Street in future as development proceeds.	
vii) alteration of land levels/or drainage patterns	Provisions in development agreement to control any issues that may arise. Storm detention ponds are enabled, subject to detailed design, to limit run off and sustainability of municipal infrastructure.	
viii) deprivation of natural light	No issues anticipated.	

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(c)	to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following:	The required densities (5-12 du/acre) provides for land use efficiency and reduces infrastructure servicing costs moving forward.
	i) sanitary and storm sewer systems	No issues anticipated – see attached schematic. Detailed design to be provided in Servicing Agreement.
	ii) water systems	No issues anticipated – see attached schematic. Servicing Agreement will be required.
	iii) schools	No issues anticipated. Conceptual plans/unit numbers circulate to School Board.
	iv) recreation and community facilities	Will increase community facilities with neighborhood park and linear park/ trail.
	v) fire and police protection	No issues anticipated.
	vi) street and walkway networks	No issues anticipated. East-west connectivity enhanced.
	vii) solid waste collection and disposal systems	No issues anticipated.
(d)	to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the town to absorb capital and/or maintenance costs related to the development.	Developer pays all capital costs to install initial infrastructure. Fiscal sustainability is enhanced through the required densities. An analysis of long-term asset replacement costs was not completed.
(e)	to ensure that the proposal does not cause environmental damage or damage to adjacent properties through:	
	i) pollution of soils, water or air	No issues anticipated.
	ii) erosion or sedimentation	Controls provided in development agreement and in forthcoming servicing agreement for each phase.
	iii) interference with natural drainage systems	Important natural drainage system along ravine area will continue to function with buffers proposed on each side.
	iv) flooding	Stormwater management (flooding) has been addressed in the draft DAs with detailed design forthcoming at time of subdivision and servicing agreements.
(f)	to ensure that the proposal protects and preserves matters of public interest such as, but not limited to:	
	i) historically significant buildings	N/A
	ii) public access to shorelines, parks and public and community facilities	Connectivity to the proposed trail system is provided and a requirement for future Phase 2 multi-unit development.
	<ul> <li>iii) important and significant cultural features, natural land features and vegetation</li> </ul>	Proposal will see natural ravine area protected and preserved as a linear park/open space area.
(g)	to ensure that the proposed site and building design provides the following:	

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<ul> <li>i) useable active transportation networks that contribute to existing active transportation links throughout the community</li> </ul>	Sidewalks and walkways (east-west connections) provided along with linear park/trail system circling Phase 3.
<ul> <li>ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property</li> </ul>	Site specific controls for vehicle circulation are provided in the Land Use By-Law while the TIA for the overall development provided recommendations on future improvements to maintain adequate service levels.
iii) facilities for the safe movement of pedestrians and cyclists	Adequate facilities provided.
iv) adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area	Landscaping provisions included in the draft DA.
<ul> <li>v) screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins</li> </ul>	Requirements included in draft DA.
vi) safe access for emergency vehicles	No issues anticipated – reviewed by Fire Chief
vii) adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation	N/A
viii) architectural features, including but not limited to, mass, scale, roof style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition	Limited design provisions are included in the draft DA.
ix) useable outdoor amenity space for use of residents in a residential development	Neighborhood park, multi-use trail/linear park, and cash-in-lieu provided to meet policy requirements (see details in earlier sections of this report)
<ul> <li>x) accessible facilities for the storage and collection of solid waste materials</li> </ul>	Controlled by Solid Waste/Resource By-Law.
xi) appropriate consideration for energy conservation	Building Code requirements will apply as well as the encouragement of building orientation to maximize sun exposure.
xii) appropriate consideration of and response to site conditions, including but not limited to; slopes, soil, and geological conditions, vegetation, watercourses, wet lands, and drainage	Preservation of natural ravine and watercourse has been provided. Storm detention ponds will also provide for stormwater management.
(h) where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment	No issues identified.

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Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage West End Lands DA Proposals Date: March 28, 2018 Department: Planning & Development



# **ATTACHMENT 2 – MPS POLICY 8.4.5 SUMMARY**

# **Guide to Interpretation of Clause 8.4.5 – Sustainability Principles**

MPS Ref. No.	Short Description	Priority
8.4.5 (a)	Building & site design to reduce energy requirements	High
Objective:		
To encourage bui	Iding and site design that reduces operational energy require	ements of a
development ove	r its lifecycle.	
Definitions/Exam	nples:	
Operational Energ	gy Requirements – include building heating and cooling, light	ing (indoor &
outdoor), water h	neating, building orientation and other mechanical & electric	al systems within
the development	(i.e. district heating systems).	
Staff Comment:		
Provided in the p	roposal is an efficient road system, conservation of natural a	reas, and small
	provide some response to this principle. Having the long ax	
	s of the east-west orientation can contribute to positive sola	-
-	road network, this should not be difficult in the siting of hor	-
An example of th	e winter and summer sun path is shown below. The long axis	s of this example
building is oriente	ed directly south in an east-west orientation.	
10	Summer Sun Path	
do-1 M		
	The second se	
A LIN	L L	
Winter Sun Path		
and		
NO Present The		

MPS Ref. No.	Short Description	Priority

West End Lands DA Proposals Date: March 28, 2018





8.4.5 (b) (i)	Retention of Natural Systems	High
Objective:		·

To substantially reduce the harmful impact of development on the environment by retaining and/or re-establishing natural systems. To enhance the connectivity of natural systems to maintain, rehabilitate or enrich biodiversity and provide protective systems, such as flood control.

### **Definitions/Examples:**

*Natural Systems* - include, but are not limited to, watercourses, wetlands, wooded or forested areas, and individual trees of significant size, ravines, steep slopes, and wildlife habitat.

### Staff Comment:

crops.

Provided in the proposal is the retention of the natural ravine lands (including a conservation easement) along with provisions to ensure development does not encroach on water bodies or steep slopes, as per typical development constraints. Mature tree preservation is also encouraged.

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (ii)	Retention of Category 2 soils	Medium
Objective:		
potential use in t	y 2 soils, in accordance with Statements of Provincial he future for food production. This could be accompli busing or creation of community gardens.	
Definitions/Exam	iples:	
<i>Category 2 Soils</i> - soils in this class have moderate limitations which restrict the range of crops or require moderate conservation practices. The soils are deep and hold moisture well. The limitations are moderate and the soils can be managed and cropped with little difficulty. Under good management they are moderately high to high in productivity for a fairly wide range of		

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## Staff Comment:

Limited response provided in the proposal to this principle, although there are options available for some group dwelling development (cluster housing) within the development and nothing precludes the inclusion of a community garden(s) or other features in the area.

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (iii)	Use of renewable energy sources	Medium
Objective:	<u> </u>	
e e	use renewable energy sources within a development to reduce greenhouse gases.	reduce dependence
Definitions/Exam	ples:	
Renewable Energ	y - is generated from natural resources which are repleni	ished by natural
processes. Examp	les of such resources are solar, wind, and geothermal he	at.
Staff Comment:		
Limited response	. See 8.4.5 (a) above	

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (iv)	Management of construction wastes	Medium
Objective:		
	ount of construction waste to make optimum use of manufa e amount of waste going to land fill.	actured materials
Definitions/Exam	nples:	
	te Reduction - can be accomplished through avoiding over o	0.1
time delivery to a	void weather damage, designing for standard sizes, reusing	of waste material

on site or nearby, and separation of waste materials for recycling.

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## Staff Comment:

No response indicated by the proposal.

		Priority
8.4.5 (b) (v)	Reduced storm water run off	High
Objective:		
To reduce the am	ount of, or increase in, storm water runoff from a new	development. This ha
the benefit of dec	creasing downstream erosion and sedimentation damage	ge, reducing the size
(and cost) of dow	nstream drainage infrastructure, and increasing opport	unity for groundwater
recharge.		
Definitions/Exam	iples:	
Storm Water Run	off – is rain water that falls on a developed site and is no	ot retained on the site
(such as roof drain	ns that connect to storm sewer systems) and is dischare	ged to surrounding
down gradient lar	nds.	
Storm Water Dete	ention – is the temporary collection and detention of sto	orm runoff (usually
	ed ponds or water conserving landscaping) to be releas	
	han those prior to development.	
Staff Comment:		
The proposal prov	vides for the inclusion of storm water detention and als	o the limiting of post
	-off to equal to or less than pre-development run-off as	
	l in the DAs. A master stormwater management plan wi	•
	subdivision approval (and servicing agreement) with ea	•
lot required to bu	ild to the overall master plan.	-
MPS Ref. No.	Short Description	Priority
8.4.5 (b) (vi)	Water conservation	High
Objective:	1	
To substantially re	educe water consumption through efficient conservatio	n practices.

West End Lands DA Proposals Date: March 28, 2018 Department: Planning & Development



#### Definitions/Examples:

*Efficient Conservation Practices* - include, but are not limited to: water conserving landscape practices and design, low flow toilets (6L or less), low flow showerheads (20L or less), and low flow faucets, greywater reuse, and rainwater collection.

#### Staff Comment:

Much of this will be the decision of the individual homeowner (i.e. rainwater collection, water conserving landscaping); however, low flow toilets and showerheads are now prevalent in new construction.

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (vii)	Waste reduction (solid waste and sanitary sewage)	High
Objective:	<u> </u>	
e e	established inter-Municipal waste reduction practices and rec that reduce the load on Municipal sanitary sewage infrastruct	, , ,
Definitions/Exam	ples:	
Recycling Practice	es- include, but not limited to appropriate recycling receptacles	5.
Staff Comment:		
Development will Management.	be part of the regime of waste reduction under Valley Waste	Resource

MPS Ref. No.	Short Description	Priority
8.4.5 (b)(viii)	Use of Environmentally Sustainable Materials	Medium
Objective:		
To encourage the use of building materials that are not harmful to the environment, either in their production, transportation or use, and reduce the amount and use of harmful materials within a development.		

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#### Definitions/Examples:

*Environmentally Sustainable Materials* - are materials that eliminate or reduce harm to the environment by not releasing toxic substances in their production, are made from renewable resources, or are not sourced unnecessarily from distant locations which increase carbon emissions. Examples of environmentally sustainable materials include renewable forest products, and durable materials such as masonry supplies (bricks and stone), concrete and metals (particularly those sourced from recycled materials). Examples of environmentally less acceptable materials include those heavily reliant on limited non-renewable resources such as petroleum and natural gas including vinyl and other plastics as well as asphalt.

#### Staff Comment:

Any response to this principle would be voluntary on the part of the builder/owner.

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (ix)	Use of certified Fair Trade products	Low
Objective:		
To encourage, what a development.	ere appropriate and reasonable, the use of certified Fair Trade	products within
Definitions/Exam	ples:	
producers in deve payment of a high	organized social movement and market-based approach that ai loping countries and promote sustainability. The movement ac er price to producers as well as social and environmental stand duction of a wide variety of goods. The Town of Wolfville is a c	dvocates the dards in areas
Comments:		
Limited applicabili	ty for this development.	

MPS Ref. No.	Short Description	Priority
8.4.5 (c)	Affordable Housing	High

West End Lands DA Proposals Date: March 28, 2018 Department: Planning & Development



#### **Objective:**

To provide a component of affordable housing in Wolfville for families with low to moderate incomes, and encourage young families to settle in town.

#### **Definitions/Examples:**

*Affordable Housing* - means housing with a sales price or rental amount within the means of a household that may occupy moderate and low income housing. In the case of dwelling units for sale, affordable means housing in which mortgage, amortization, taxes, insurance, and condominium or association fees, if any, constitute no more than 30% of such gross annual household income for a household of the size that may occupy the unit in question. In the case of dwelling units for rent, affordable means housing for which the rent and utilities constitute no more than 30% percent of such gross annual household income for a household of the size that may occupy the unit in question. *(Canadian Mortgage and Housing Corporation (CMHC) Benchmark).* 

#### Comments:

The Developer has included a rationale addressing their response to this specific policy, included as Attachment 3.

MPS Ref. No.	Short Description	Priority
8.4.5 (d)	Alternative Housing models	Low
Objective:		
To provide choice	es in types of financial models and social housing str	ructures.
Definitions/Exam	ıples:	
Alternative Housi	ing - includes but is not limited to condominiums an	nd co-op housing such as
	-	
equity 60 0p3)	which ownership is tied to occupancy area, or co-ho	ousing, in which each unit
	which ownership is fied to occupancy area, or co-he Other arrangements such as a common/district hea	0.

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#### Comments:

A wide variety of housing types are permitted by the development agreements. These will allow opportunities for alternative housing models if there is a demand for such arrangements.

MPS Ref. No.	Short Description	Priority
8.4.5 (e)	Barrier Free provisions	Low/High (for
	(Note: The National Building Code (NBC) includes	multiple
	requirements for a minimum number of barrier free units	housing units)
	within multiple housing developments)	
Objective:		
To provide, when	e appropriate and reasonable, barrier free housing units within	n a development
To provide barrie	er free access and mobility within the municipal infrastructure of	of a
development.		
Definitions/Example	nples:	
Barrier Free – me	eans a building and its facilities can be approached, entered, an	d used by
persons with phy	vsical or sensory disabilities (NBC).	
Staff Comment:		
The developmen	t agreement provides that the requirements of all relevant buil	lding/fire codes
be adhered to.		

MPS Ref. No.	Short Description	Priority
8.4.5 (f)	Architectural and environmental design	High
Objective:		I
To encourage de	velopments with high architectural value and aesthet	ic appeal.
Definitions/Exar		

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*Architectural Value* – means individual buildings or entire neighborhoods whose design pays attention to scale, proportion, structural integrity, and appropriate use of materials, in harmony with the site and reflecting the character and climate of Wolfville

## Staff Comment:

Draft Development Agreement has limited design provisions included, primarily to deal with garage placement, corner lot treatments and housing variety to encourage walkability. Detailed architectural requirements have not been included in the draft DAs giving the builder/owner flexibility and choice.

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MPS Ref. No.	Short Description	Priority
8.4.5 (g)	Mixture of Housing types and densities	High
Objective:		

To encourage the development of neighbourhoods containing a variety of single and multiple unit housing that complements the established housing stock in the Municipality.

## **Definitions/Examples:**

The variety of housing includes some or all of the following: detached single family housing, semi-detached, duplex and row housing (townhomes) and single buildings with multiple units. Such housing will provide a variety of designs forming a cohesive and complementary whole.

## Staff Comment:

Proposal provides a response to this principle with a mixture of housing types and densities provided for. Change in density in proximity to existing single family housing has been a significant issue amongst community members and the proposal has responded to this concern by limiting the location of certain higher density housing types (e.g. Group Dwellings).

MPS Ref. No.	Short Description	Priority
8.4.5 (h)	Public and private amenities	Medium
Objective:		
-	e development of recreational, cultural and health and with of life in Wolfville.	vellness amenities that
Definitions/Exam	nples:	
Public and Private	e Amenities - include such amenities as walkways, parks	and natural
landscapes.		
Staff Comment:		
	s a response to this principle with the provision of a nei ea/linear park for public amenities and walking trails.	ghbourhood park and

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MPS Ref. No.	Short Description	Priority
8.4.5 (i)	Active Transportation	High
Objective:		
transportation by	tive Transportation (human-powered transporta r providing and maintaining well-connected side ture that integrates with existing Municipal syst	ewalks, trail/walkways and
Definitions/Exan	ıples:	
Active Transporto and skateboardin	ntion - includes, but is not limited to; walking, cy ng.	cling, running, in-line skating,
Staff Comment:		
	s for a response to this principle through well co ections and a trail system around the southern p	

MPS Ref. No.	Short Description	Priority	
8.4.5 (j)	Access to public transportation	High	
Objective:			
To facilitate appropriate and reasonable access to public transportation.			
Definitions/Examples:			
Facilitation (in a development context) - shall include, but is not limited to, consultation with the			
appropriate Municipal agencies, and public transit providers, so as to identify potential bus			
stops, route designs, and other required infrastructure.			

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# wolfville

## Staff Comment:

Proposal provides limited response at this stage; however, build out of the development may encourage rerouting of public transit through the development and the provision of additional infrastructure (bus stop).

MPS Ref. No.	Short Description	Priority
8.4.5 (k)	Mixed Use – Local Commercial	Low
Objective:		
To encourage the	provision of local commercial services as part of ho	using developments.
Definitions/Exam	iples:	
Local Commercia	Services - include convenience stores, laundry mats	s, farm markets, etc.
Staff Comment:		
	able local/neighbourhood commercial uses. Other us	ses have been enabled ir
the draft DAs as v	vell.	

MPS Ref. No.	Short Description	Priority
8.4.5 (I)	Efficient use of Land	High
Objective:		
To reduce capital	and operating costs for provision of Municipal infrast	ructure and services.
Definitions/Exam	ples:	
Efficient planning	optimizes the costs of infrastructure and services wit	hin the context of land
use zoning, but no	ot in isolation of other important considerations such	as environmental
protection. For ex	ample, developments that are contiguous to develop	ed areas are preferable
to isolated develo	pmonte. Efficiency is achieved with the full integration	n of transportation

to isolated developments. Efficiency is achieved with the full integration of transportation corridors between developments and the minimization of roadways. This could be effected through cluster housing within a buffering green space.

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## Staff Comment:

The comprehensive development of the two land parcels included through the draft MPS has resulted in an efficient roads and municipal services layout thereby providing a good response to this principle. The required densities (5-12 du/acre) provides for land use efficiency and reduces infrastructure servicing costs/maintenance moving forward.



# **ATTACHMENT 3 – DEVELOPER'S AFFORDABLE HOUSING RATIONALE**

The following was provided by the Developers (NSL and Viking) as a response to providing affordable housing, as per MPS policy 8.4.5:

The West End project will offer many affordable options for Wolfville residents, including:

- 1. There will be a great variety of housing in this development. Single family, duplex, semidetached, townhouses, condominiums and rentals are included in our concept.
- 2. The density is higher than any other development in Wolfville which will reduce the land cost as a component of the home price. Prices will be reflected in the smaller homes on smaller lots.
- 3. Rentals will give people that cannot afford home ownership a chance to live in rental accommodation in Wolfville. The cost of rental is always less than ownership.
- 4. Single family homes will have the option of accessory units which can then be rented or used as in-law suites. This will reduce the homeowner's housing cost.
- 5. There will be the option of home occupations which will allow some homeowners to write off some of their home expenses as business expenses.
- 6. If the Development is able to have a portion of the power overhead (versus underground), this will aid in not transferring this additional cost to the price of homes in the area.
- 7. The Town could aid in affordability by removing or amending the deed transfer tax and the 10% open space requirement.
- 8. The Town could also help with the cost of servicing of affordable housing developments.
- 9. Affordable housing should be a shared responsibility; developers cannot carry the whole load.

Affordability becomes a big challenge when builders are faced with higher taxes, fees, open space, regulations and the red tape from all levels of government. Not to mention the long lead time needed to bring a project like this through the development phase to implementation. In spite of all this, we think the West End Project in Wolfville will offer Wolfville residents many affordable options that will keep them in Wolfville and help it grow.

We hope that the features outlined here address the affordability policy in the MPS.

## **REPORT TO PLANNING ADVISORY COMMITTEE** West End Lands DA Proposals

Date: March 28, 2018 Department: Planning & Development



# **ATTACHMENT 4 - HOUSING TYPE EXAMPLES**

# VIKING Examples (Singles, Semis, Townhomes, Group/Cluster, Multis)













# NSL Examples (Singles, Semis, Townhomes)







West End Lands DA Proposals Date: March 28, 2018 Department: Planning & Development



# **ATTACHMENT 5 – Servicing and Stormwater Summaries + Schematics**



4 Calkin Drive 4073 Hig Kentville, NS B4N 3V7 Chester, Phone: (902) 678-2774 Phone: (1

4073 Highway #3 Chester, NS B0J 1J0 Phone: (902) 273-3050

5209 St. Margaret's Bay Road Upper Tantallon, NS B3Z 1E3 Phone: (902) 820-3255

March 23, 2018

Town of Wolfville 200 Dykeland Street Wolfville, NS B4P 1A1 *Attn: Devin Lake, Dir. of Planning and Development* 

Dear Devin:

We have summarized a description of the servicing plan as follows:

The proposed residential development by Viking Ventures (MacArthur) and 2231266 Nova Scotia Limited (Kadray) is located in west end of the Town of Wolfville, Nova Scotia. It is bound on the north and east by private lands, Highway 101 on the south, and the private lands on the west. The total area is approximately 48 acres.

Although the development consists of two separate properties, there is a need to examine the whole development in order to get a clear picture of how the will come together in an effective manner so as to eliminate and negative impacts on the community.

#### Water Services

Water from the Town of Wolfville will be supplied to this development from three separate connections: one at Stirling Avenue, one at Hillcrest Avenue, and another at Skyway Avenue. There will be two distinct pressure zones, a low pressure and a high pressure zone. The low pressure zone will be at the upper ends of the existing water mains on Stirling and Hillcrest. The high pressure zone will connect from Skyway, loop around from Hillcrest to Road R and Stirling via Cross Road, and up again to Skyway. The separation of pressure zones will ensure that all residents have adequate water pressure. Fire protection will be available throughout the entire development.





4 Calkin Drive Kentville, NS B4N 3V7 Phone: (902) 678-2774 4073 Highway #3 Chester, NS B0J 1J0 Phone: (902) 273-3050

5209 St. Margaret's Bay Road Upper Tantallon, NS B3Z 1E3 Phone: (902) 820-3255

#### Sanitary Sewer Services

Sanitary sewer collected from the development will connect to the Town of Wolfville sanitary collection and treatment system at two connections, one at Stirling Avenue, one at Hillcrest Avenue both of which flow to a main collector line on Main Street.

#### Storm Sewer Services

Storm sewer collection is described in detail in the Storm Water Management Plan Summary.

#### Roadway Services

The roadway system continues up from existing roadways at Stirling, Hillcrest, and Skyway. The extension of Stirling continues southward and then eastward to connect to Skyway. Hillcrest extends southward to connect with Skyway. At the lower (north) end of the development Hillcrest is connected to Stirling via the Cross Road. From the Cross Road, Road R extends southward to connect to Skyway. All roads will be paved with curb and gutter.

I trust this is the information you require, but should you have any questions please contact me at 902-678-2774.

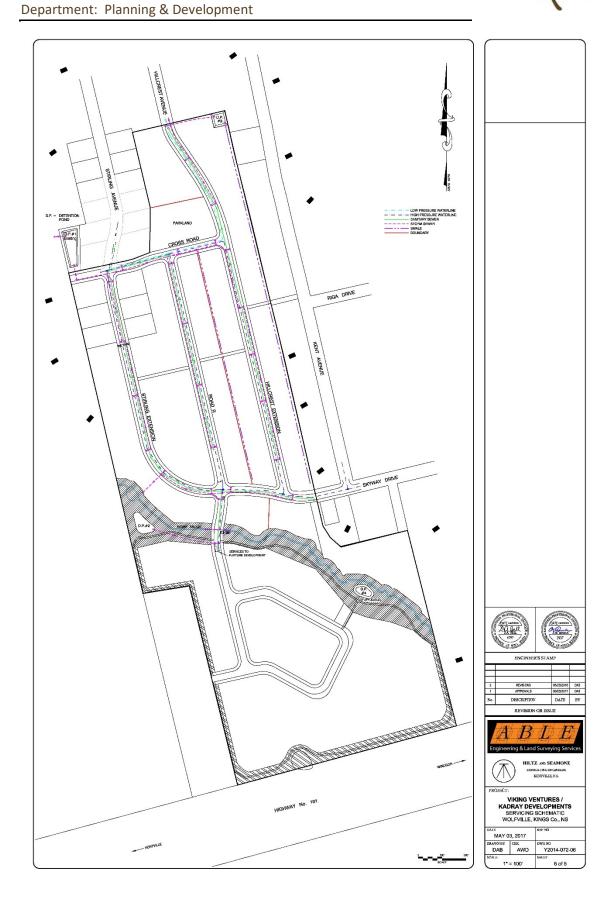
Yours truly,

A.W. Dewar, P. Eng. AWD/ajs Enclosure t:\drainage reports\kadray viking services letter



West End Lands DA Proposals Date: March 28, 2018







5209 St. Margaret's Bay Road

Upper Tantallon, NS B3Z 1E3

Phone: (902) 820-3255



Engineering Services Inc.

Town of Wolfville 200 Dykeland Street Wolfville, NS B4P 1A1 Attn: Devin Lake, Dir. of Planning and Development

Dear Devin:

We have summarized a description of the storm water management plan as follows:

4073 Highway #3

Chester, NS B0J 1J0

Phone: (902) 273-3050

The proposed residential development by Viking Ventures (MacArthur) and 2231266 Nova Scotia Limited (Kadray) is located in west end of the Town of Wolfville, Nova Scotia. It is bound on the north and east by private lands, Highway 101 on the south, and the private lands on the west. The total drainage area is approximately 48 acres. The drainage catchment area consists of three (3) separate sub catchment areas, one to the south (24.7 acres), the second to the west (17.0 acres), and the third to the east (6.7 acres).

Although the development consists of two separate properties, there is a need to examine the whole development in order to get a clear picture of how the rainfall runoff flow patterns change from pre-development to post-development. This information is essential for storm water management and mitigation of development challenges. This information will also allow the allocation of drainage sub-areas to be directed to the most beneficial outlet from the development.

The primary vegetation of the property is presently long grass, with one-quarter of the property in the south being forest. The land slopes moderately to the northwest boundary, with the high point being located in the southeast corner.





4 Calkin Drive Kentville, NS B4N 3V7 Phone: (902) 678-2774

4073 Highway #3 Chester, NS B0J 1J0 Phone: (902) 273-3050

5209 St. Margaret's Bay Road Upper Tantallon, NS B3Z 1E3 Phone: (902) 820-3255

Presently, approximately 60% of the storm water runoff flows overland to an existing detention pond, and then to private land on the west of the property. Some flows overland to private land on the north of the property, and the remaining storm water flows overland to a small watercourse (Ridge Brook), in the southern portion of the property. Since these are normal runoff flow conditions, the drainage evaluation has been concentrated on pre and post development flows during 5, 10, 25, 50, and 100 year storms.

Given the large volume of residual rainfall, the very short time of concentration, and the non-linear relationship of rainfall intensity to time, regulating agencies have dictated a "net zero" mitigation response. "Net zero" means the postdevelopment rainfall runoff cannot exceed the pre-development rainfall runoff.

Due to topographical changes on the final development, there will be an increase in the total storm runoff. However, due to the collection system, which has been designed for the development, the storm runoff that is directed towards the north west of the development and private lands will be the same or less after development. Also, all storm water that is collected by the system will be routed to detention ponds, and be released slowly so as to provide a "net-zero affect".

Both erosion and sedimentation control measures have been accounted for in the management plan to minimize the impact of these developments on the existing and future environmental features on or near the properties.

Low impact techniques also form part of this management plan in order to deal with the storm water "where it lands". Although many options of low impact measures are available, only those applicable (swales and home owner rains barrels) to these developments have been examined. All other low impact measures have been ruled out because of soil conditions and or freezing.

/3





4 Calkin Drive Kentville, NS B4N 3V7 Phone: (902) 678-2774 Phone: (902) 273-3050

4073 Highway #3 Chester, NS B0J 1J0

5209 St. Margaret's Bay Road Upper Tantallon, NS B3Z 1E3 Phone: (902) 820-3255

Detention ponds and swales provide a full effective "net zero" solution.



The existing detention pond (photo) in the Northwest the corner of Viking development is designed, and has demonstrated that it is capable of retaining peak storm water flows for the south eastern portion of the development.

I trust this is the information you require, but should you have any questions please contact me at 902-678-2774.

Yours truly,

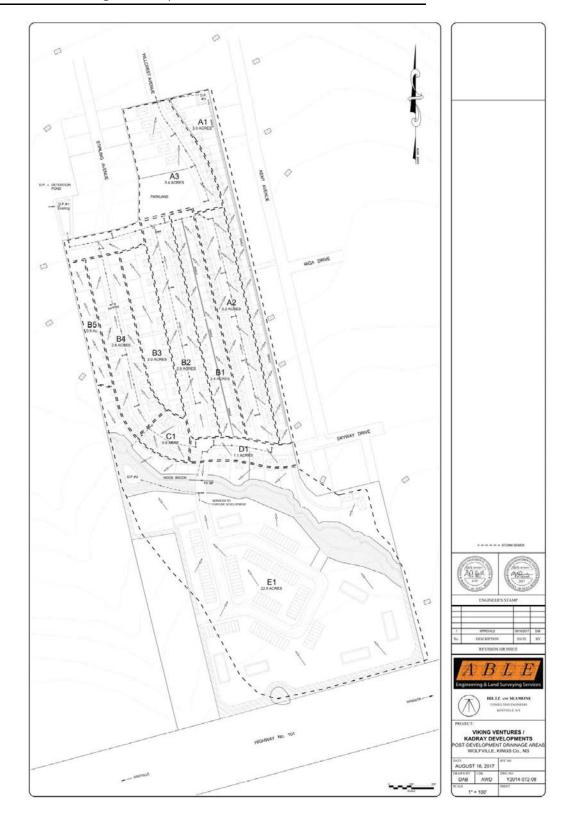
A.W. Dewar, P. Eng. AWD/ajs Enclosure t:\drainage reports\kadray viking swmp letter



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Date: March 28, 2018 Department: Planning & Development





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# **ATTACHMENT 6** – Public Information Meeting and Open House Notes

# Attachment 6 a. - Public Information Meeting (2014)

Development Agreement Proposal West End Lands

## Attending:

Staff – Gregg Morrison, Marcia Elliott CDC Members - Mercedes Brian, Dan Sparkman, Jim Morgenstern, Scott Roberts, Dale Gruchy Council – Mayor Cantwell, David Mangle Approximately 50 members of the public

Gregg Morrison presented an overview of the proposal from Viking Ventures and Issam Kadray for a mixed use residential development at the west end of Town.

Jacob Ritchie of Ekistics presented on behalf of the developers.

#### **Public Comments and Questions**

- What is the total number of structures for the multi-units?
- Concerns were raised regarding the increase in traffic.
- Concern was raised that the density of the multi-unit buildings is too high.
- What will the size of the lots be? 35-80 ft frontages.
- Is there any commercial aspect to the development?
- Will the woods at the top be removed?
- Will the trail be owned and maintained by the Town?
- Concern was raised about increased runoff to Whidden Ave and the pond off Bigelow St.
- Concern was raised that the connections for active transportation (pedestrian and bicycle) are not adequate.
- Concern was raised that the proposed parkland is not consistent with the Open Space Master Plan.
- Suggested that the density be more intermixed rather.
- Will the apartment buildings be condos?
- Can the Town water and sewer handle the additional load?
- Has there been a study to assess the need for the additional housing?
- How much investment will the Town need to make?
- Will there be any need for blasting?
- How will the stormwater retention ponds work?

# Attachment 6 b. - Public Information Meeting (2016)

7.00 PM – K.C. Irving Centre Development Agreement Proposal West End Lands

Attending:

West End Lands DA Proposals Date: March 28, 2018 Department: Planning & Development



Staff - Devin Lake, Town Planner & James Collicutt, Administrative Assistant

#### 37 Members of the Public

**Developers** – Mike MacArthur, Sue MacArthur and Issam Kadray **Consultant** – Rob LeBlanc, Ekistics Planning and Design

Mr. Lake began the meeting by presenting an overview of the proposed development, relevant policies and ways in which members of the public can be involved in the process.

A presentation from Rob LeBlanc of Ekistics Planning and Design followed, which began with an overview of the development's background before moving into a rationale for the conceptual plan in terms of housing density, connectivity, mixed dwelling types, parks & open spaces, opportunities, constraints and other more site-specific factors such as slope and aspect.

Mr. LeBlanc then outlined the changes to the current plan from the 2010 Plan in terms of traffic volume, agreements defining the phasing of services, density target updates, parkland dedications, the storm water management plan and creating walkable streets. In summation Mr. LeBlanc reiterated that the goals and intentions of the plan had stayed the same.

Before entering into an overview of the current plan, Mr. LeBlanc briefly introduced a case study of a master planned community in Milton, Ontario to elaborate on how these types of communities can achieve the goals and objectives most important in creating successful communities.

Mr. LeBlanc then led into his overview of the development, explaining the phasing plan for the West End Lands and the relevant densities/frontages of the different housing types. This conceptual plan would encapsulate approximately 390 units spanning over roughly 4.4 acres.

The discussion was then turned to the members of the public for comment and questions.

#### Public Comments & Questions

Public: What kind of housing will be included in Phase 2?

**LeBlanc:** Single family housing, some semis and possibly some townhouses.

Public: Why has the plan changed since I've purchased a property in the development?

**LeBlanc:** The 2010 Master Plan was highly conceptual and was intended to establish the guiding principles for the development, which would lead into the completion of the development agreement as the process moved forward. Changes to the plan can be affected by the economic factors that govern the housing market. **Lake:** Asked for further clarification regarding the resident's concerns.

**Public:** The parkland is markedly decreased in the newest plan.

**Lake/LeBlanc:** Explained why the plan has changed over time and how the plan can be locked-in via a Development Agreement.

Public: There has to be more park area for families to enjoy.

**Public:** The holding pond creates a very unsightly and uncomfortable feature in the next-door resident's backyard. **LeBlanc:** The pond is a functional feature of the development that manages storm water runoff.

Public: There has to be a barrier, such as a fence, to keep kids safe. Why not use storm waterdrains?LeBlanc: The most effective way of managing storm water run-off is to sequester it on-site andcreate infiltrationwithin the development. The storm water management plan has to follow theprovincial government's run-offand erosion management plan guidelines.create infiltration

**Lake:** The Town is working with the developer to correct the problems associated with the storm water reservoir.

**Public:** Would like to see more detail on how the development will manage its storm water because there will be more runoff as development continues and the relatively small amount there is now isn't being handled effectively.

**LeBlanc:** Storm water management plan considerations will be a key component moving forward. **Public:** Can you clarify what is meant by the Phase 1 and Phase 3 "alternative housing" types?

**LeBlanc:** Phase 1 will consist primarily of single family homes and may extend further than is shown in the plan. Phase 3 will consist primarily of townhomes and multiunit buildings. The alternative housing types could be, cluster developments, townhomes or stacked townhomes – totalling approximately 24 units in the current plan.

#### West End Lands DA Proposals

Date: March 28, 2018

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Public: Many of these alternative housing types will attract young families that need more open parkland, notlinear parks along waterways – spaces where kids can play such as playgrounds,sports fields, etc.Kadray: Throughout the development of the conceptual plan the Town gave the developers noindication as towhat they would like to see as dedicated parklands.

**Public:** Housing densities are too high.

LeBlanc: The density is necessary to achieve financial viability in the development and to allowfor varied levelsof income to purchase homes here. Densities range from 5 - 13.7 units per acre.Mr. LeBlanc went on toprovide some rationale for the financial implications of loweringdensities and how they affect theaffordability of these developments for residents and the hostmunicipalities. Mr. Lake re-iterated howmembers of the public could get involved in theprocess.

**Public:** How many people will live here?

**LeBlanc:** High end approximately 850, low end 300-400.

Public: Is there a provincial standard for designing storm water retention ponds?

**LeBlanc:** There are provincial standards for having engineered drawings, which can also incorporate barrier or greenery.

**Detention Pond Designer:** The pond is not finished; it will be re-sloped and vegetated with the intention of holding the water and preventing erosion from happening downstream. An example exists in Canaan Heights. **Public:** Does the MPS allow for clear cutting to accommodate Phase 3?

Lake: The MPS doesn't specifically outline credentials for persevering vegetation on developable lands.

Public: What has the back-and-forth between the Town and the developers been previously?

Lake: Couldn't speak to the entirety of the process but spoke about the more recent discussion around alternative housing forms, density, affordable housing, storm water management, servicing and parkland dedications.

Public: Has the possibility of creating an access to Highway 101 been considered?

**LeBlanc:** Cost would be approximately \$10M and it has not been considered as part of this development. **Kadray:** The developer's preference is to build low density housing but they are required to adhere to the policies outlined in the MPS relating to density.

Public: How will traffic be handled at the intersection with Main?

**Lake:** The Traffic Study identifies monitoring certain intersections and includes the possibility of creating a turning lane onto Stirling and Kent.

**Public:** In relation to the density of housing, are there special provisions for fire barriers for homes with such small side yards?

**LeBlanc:** These considerations are regulated by the NS building Code.

**Public:** If three lots were purchased by an individual would you have to build three houses or could you just build one?

**LeBlanc:** Negotiating that sort of development would be left to the developers and the terms of the DA. **Devin:** In response, the overall density range for the development would have to be maintained but if possible,

would this be desirable?

Public: Yes.

Public: Does Phase 3 include apartments?

**LeBlanc:** Yes, they could be apartments or condos but the developer will decide how many units per building are constructed as long as they stay within the terms of the DA and MPS.

Public: Is the final decision on what happens here the Town's or the developer's?

**LeBlanc:** The Town and the developers negotiate throughout the development process but the Town Council will make the final decision on the development agreement that will govern this development.

Public: When will the total number of units for the development be decided on?

LeBlanc: During the development agreement process.

Public: How will the Town afford the services?

**Kadray:** The developers will pay for the initial cost of installing the services, which are then turned over to the Town to care for in future.

LeBlanc: Density is a key factor in making these developments affordable for the Town in the long term.

#### West End Lands DA Proposals

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Public: What kinds of developments are contributing to the growth in Wolfville during recent years? LeBlanc: Higher density developments such as apartments and condos have been important drivers in population growth under similar circumstances elsewhere and that could very well be the case here. Lake: The specifics on the types of development that support the increased population in Wolfville are available in Wolfville's new draft planning-related documents. Public: Local economic factors in Wolfville and Nova Scotia as a whole may leave the community vulnerable to failure if it relies primarily on real estate taxes. Lake: The MPS review discussions relate very closely to this issue so staying involved in those discussions is a way to affect these sorts of changes in Wolfville. Public: Is there a timeline for the development? LeBlanc: Construction could take 12 to 15 year plan or more. **Public:** Would like to have access to basics (bread, milk, etc.) via a sidewalk for everyone living in the development. LeBlanc: The sidewalks within the development would provide access to the Main Street sidewalks leading to the downtown and possibly to the nearby farm markets. Public: Who is the target market for the higher-density areas within the development? Lake: The idea would be that this will become a mixed community, and that the concept of aging in place would necessitate having smaller units but what the developer does really depends on how they choose to

would necessitate having smaller units but what the developer does really depends on how they choose to respond to the market.

**Councillor Donovan:** Housing stock of this type is sought after by seniors, young professionals and families who may not be interested in a single-family home.

At this time there were no more questions or comments and the meeting was adjourned at 8:38PM.

## Attachment 6 c. - West End Public Open House (August 23, 2016)

Wolfville Farmer's Market (7pm-9pm) ~30 people in attendance.

Event was set up with display boards around the room (included as Attachment 5d) and Staff, Developers and Consultants available to discuss the project with residents.

Notes are a summation of conversations had with residents by Town Planner Devin Lake, Planning Consultant Rob LeBlanc, and the two Developer's. Comment sheets received at the event have also been summarized and included here.



Image of August 23, 2016 West End Public Open House event

Planner's Notes (including comment sheets):

• A walking trail amenity was well received by residents

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- Neighbourhood Park location and size both positive and negative comments received
- Density some supportive of attached forms and higher density while others echoed previous concerns we have heard about higher density (increased traffic a primary one). One comment sheet states we should reconsider the du's/acre we have in policy
- Residents happy to hear more details on how stormwater ponds will function if they are required.
- How will affordable housing be achieved? (comment sheet)
- What will ensure quality construction of homes? (comment sheet)
- How will the zoning and housing types be determined? (comment sheet)
- Lack of sidewalk and the width of the existing section of Hillcrest concern especially during construction if increase in truck traffic with kids playing
- Some concern about the existing truck traffic in the neighbourhood (acknowledging a lot of this is due to summer 2016 Town projects)
- Trees along the rear property lines of Kent Ave homes
- Proposed detention ponds and what these would look like
- 2 people said in the comments sheets that they prefer a Town Hall style event so they can hear other people's concerns

## Consultant's Notes:

- Few had concern about the density particularly in phase 3. They want it to be left undeveloped or R1 like surrounding lands, they didn't want anything denser.
- Few wanted the park moved to a more central location
- Few concerns with stormwater management.
- Some wanted trees preserved near property lines abutting existing R1 uses
- Some thought the density should be closer to the downtown but understood that that meant closer to existing homes
- Some would have preferred more cluster type development
- Some concerned for architectural controls.
- Some concerned with phasing
- Some concerbed that the grading work that is going on now presupposes a positive outcome for the process
- Few felt we should just get on with it.

## Developer's Notes

- Trails were likely the most talked about element and that it would be positive for all residents of Wolfville
- That this process has been going on for a long time and needed to be moved forward to provide the variety and types of new homes being proposed. One comment that there seems to be regular traffic looking in the area for home options.

# West End Lands DA Proposals

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- Comments that they are looking for smaller and nice options in some part of the development. Want to downsize but want new and nice finishes.
- Quality homes would ensure a quality development and bring great energy to Wolfville
- 2 different folks commented they would find It imaginable to have some sort of commercial entities on the upper lands once the area was developed...ie a small convenience store maybe in a larger building so getting the jug of milk was convenient for those that didn't want to drive or walk all the way to town.
- That the parks were great, and the views on the artists images there would be nice to enjoy. That people like Wolfville for its amenities and this would add to those that already exist.
- Was refreshing to hear a comment from someone very experienced that recognized that development costs were expensive and there should be flexibility on a bit of 3 phase power to control ultimate lot costs and, that this land was a certain shape and orientation and that there was only so much that could be done in terms of layout. They felt the design was good and very excited to see it get going before other neighboring communities pulled residents away with new housing opportunities and no deed transfer taxes.
- A comment that the traffic appears to be managed with the layout being proposed and the splitting of traffic on more than one street.
- That the park was good, and that it would need to be designed and maintained so it would be kept looking good for years to come as it was central to the community (which was perceived to be good).

Attachment 6 d. - West End Public Participation Meeting for Plan Amendments



## Public Participation Meeting 6.00 PM – Wolfville School Library Municipal Planning Strategy Amendment West End Lands

#### ATTENDING

Mayor Jeff Cantwell, Councillor Wendy Donovan, Councillor Jodi MacKay, Melinda Norris, Steve Mattson, Scott Roberts & Recording Secretary James Collicutt

#### ALSO ATTENDING

Director Chrystal Fuller, Director of Corporate Services Jennifer Boyd, Planner Doug Parrish & Councillor Mercedes Brian (late arrival), Developers Mr. & Mrs. MacArthur, Developer Issam Kadray, Consultant Rob LeBlanc (Ekistics) and approximately 45 members of the public

Director Fuller began the meeting with a PowerPoint presentation that provided an overview of the proposed amendment to establish a secondary plan for the West End Lands, a review of relevant policies, background information and a look at the MPS amendment process before turning to the public for comments or questions.

#### Public Comments & Questions:

#### Emily Parks, 14 Hillcrest Avenue:

• Will there be any sidewalks in the development?

#### Director Fuller:

• Sidewalks will be located as part of the development agreement for each of the developers.

#### Erma Stultz, 62 Chambers Close:

• What is a single unit dwelling?

#### Director Fuller:

• A dwelling type that would previously have been thought of as a single-family home.

#### Keith Appleton, 71 Chambers Close:

• Will there be a bridge over the ravine?

#### Director Fuller:

• There are no set plans for a bridge over the ravine but if a crossing for a future trail is required it will be done in an ecologically sensitive manner.

#### Garland Greene, 48 Stirling Avenue:

• The sidewalks should be regarded as mandatory, for our children's safety. There should be better connectivity to ensure the sidewalks are accessible for young families and their children, especially where smaller lots are being considered that don't have large yards for play.



#### Director Fuller:

• There are provisions in the draft development agreements for sidewalks.

#### Mr. Kadray:

• The developers have granted 13% of the total land area to the Town for open space as well as having paid open space fees. There will be a sidewalk along the Kadray extension.

#### Mr. Green:

• If there an existing right of way from Hillcrest Ave. to Kent Ave. then it should be made into a public walkway.

#### Audrey Conroy, 35 Bishop Avenue:

• How will the children living in the denser area north of the ravine travel to and from this part of the development?

#### Director Fuller:

• Pedestrian traffic will likely access this area of the development along the road network.

#### Bruce Musgrave, 51 Stirling Avenue:

• Have considerations been made for incorporating traffic calming measures in establishing the road network?

#### Director Fuller:

• Traffic calming measures have been discussed and their implementation will be considered as the development progresses.

#### Kim MacDonald, 27 Stirling Avenue:

• Stop signs should be part of the plan at this point.

#### Director Fuller:

• Decisions around the placement of stop signs is not part of the planning process. They will be placed by the Traffic Authority throughout development as required.

#### Maxwell Moulton, 42 Bigelow Street:

• The Town should look very carefully at speed limits in this development.

#### Director Fuller:

• The Traffic Authority will determine the speed limits throughout the development.

#### Mr. Moulton:

• Will the run-off from the development work end up in Pondview Park?

#### Director Fuller:

• Developers are normally required to submit an erosion control plan as part of the subdivision process; this is where issues or concerns are identified and dealt with accordingly.



#### Carol Donaldson, 70 Stirling Avenue:

- The remnants of agricultural infrastructure in the area (drainage tile) are likely contributing to the water management issues and engineers should consider this very carefully.
- Agricultural vehicles should not be allowed to operate in residential areas and left turns off Stirling Avenue are already difficult so the information supplied by the traffic engineers in their report is likely flawed.

#### Wanda, (representative of) 63 Stirling Avenue:

• Retention ponds are dangerous to children and no more should be allowed in the West End Lands.

#### Director Fuller:

• A storm water management plan is currently being reviewed in order to understand what the best tools for on-site storm water management are. The draft policies only allow for retention ponds when deemed necessary.

#### Andrew Buckle, 20 Stirling Avenue:

• The number of children on Stirling has grown significantly over the past few years and this raises concerns with the Skyway connection, which are always busier (dangerous). Why has the design changed from Stirling ending in a cul-de-sac to a connection with Skyway?

#### Director Fuller:

• The cul-de-sac was a temporary change to an established plan that came forward in 1999, which showed a connection with Skyway. The connection acts as an additional point of access for emergency services and lends itself to grid development and consistency between block sizes in the west end of Town.

#### Mr. Buckle:

• The development north of the ravine will be denser and there are serious concerns with the amount of traffic coming from that area along Stirling Avenue.

#### Director Fuller:

• The traffic statement notes that it (the connection) will have no bearing on the functioning of the street network.

#### John Whidden, 7 Fowler Street:

- Has there been any thought about going back to the original vision for Hillcrest; for familyorganized development?
- Many of the storm water issues in Town are likely the result of ditches being filled to allow for wider streets and sidewalks.

#### Director Fuller:

• The landowners have the right to the develop this land and the role of Staff is to evaluate their applications against existing policies.



#### Peter Rice, 64 Stirling Avenue:

• Is there a timeframe for development being imposed by the Town?

#### Director Fuller:

• The development agreements will include details on phasing. There will also be a requirement for any new development to have two exits within the overall development, but how that is done is up to the developer. They will have to establish that second exit before they are able to build any additional dwellings.

#### Andrew Buckle, 20 Stirling Avenue:

• Can Stirling Avenue loop back down Hillcrest?

#### Director Fuller:

• This is not an option being considered at present as it would not lend itself well to improving connectivity.

#### Juan Lopez, 36 Stirling Avenue:

• Is there a need (sufficient housing demand) for this development?

#### Director Fuller:

• According to recent census data, the Town has been experiencing growth over each census period except for the most recent. It is the developer's responsibility to gauge the market and determine if there is a market for new housing. The Town is allowing for the growth.

#### Mr. Lopez:

• What will happen to the people already living on Stirling (regarding storm water) with future development occurring?

#### Director Fuller:

• The master storm water management plan – provided by the developers – is intended to ensure that storm water is managed in an appropriate way. There are numerous methods being suggested for managing the water and the specifics are detailed in the plan itself.

#### Michael Shreve, 1 Riga Drive:

• Why does the high-density area north of the ravine only have one exit?

#### Director Fuller:

• The requirement for number of connections to an area is determined by the size of the area and its distance from other connections.

#### Ryan, 23 Stirling Avenue:

• Which services require the connection to Skyway? Why does there need to be a road to accommodate the service connection?

#### Director Fuller:

• Water will connect from Skyway. There is no requirement for a road and the public's preference for not having a road there will be taken into consideration; however, it does limit connectivity from a planning (traffic flow) standpoint.



#### Karen Padovani, 22 Kent Avenue:

• What policies, other than those relating to roadways, will there be? Why can the provision of sidewalks not be part of these policies?

#### Director Fuller:

• There are both general Town policies and policies that apply specifically to this land use designation. The existing policies do require sidewalks on some classes of roadways but normally the exact placement of sidewalks is not written into policy. It would make sense to add them to the existing road network map.

#### Pam Frail, 68 Kent Avenue:

• Will the zoning along the Hillcrest extension be similar to the existing zoning on Kent that it will back onto?

#### Director Fuller:

• This is the intention.

#### Linda Rice, 64 Stirling Avenue:

• The residents of Stirling Avenue feel mislead. Many had purchased property with the understanding that the street would end in a cul-de-sac.

#### John Comeau, 59 Stirling Avenue:

• A public meeting was held several months ago with the intent of developing a storm water management policy – does the Town now have one in place?

#### Director Fuller:

• The Town has general policies that storm water management plans will be approved by the Town's engineer. The Town does not have specific storm water standards and relying on best practices and engineering expertise to evaluate management plans.

#### Mr. Comeau:

• Are there any plans for future (retention) ponds?

#### Director Fuller:

• Storm water management methods are being discussed and the Town will be diligent about accepting infrastructure that it cannot effectively maintain, be it a pond, road, ect.

#### Maxwell Moulton, 42 Bigelow Street:

- Landmark East should have a school zone established around it, irrespective of it being a private school.
- Will there be an opportunity for residents to provide input on the final draft?

#### Director Fuller:

• The public hearing will be the next opportunity for public input and the subsequent development agreements will also go through a public consultation process.



#### Frank Hazel, 12 Stirling Avenue:

• Will underground services continue throughout the development?

#### Director Fuller:

• Council recently removed the requirement for underground services, therefore it won't be required. It is up to the developers and will be discussed as part of the development agreement.

#### Mrs. MacArthur:

• Nova Scotia Power has some requirements to supply certain types of power overhead but it will be underground where possible/sensible (in the Viking Ventures development).

#### Mr. Kadray:

• There will overhead along the street and underground from the poles to the units (in the Kadray development).

Both developers noted that the max number of units shown in the staff presentation are not being seen by the developers as a density goal.

#### Brian Steeves, 68 Kent Avenue:

• Is there a proposed start date for further development?

#### Director Fuller:

• Further development hinges on Council's approval. Assuming the amendment progresses as expected, development would likely start in Spring 2018.

The meeting paused for a break at 7:35PM and resumed at 7:48PM.

#### John Comeau, 59 Stirling Avenue:

• Sediment – who does a property owner contact with concerns?

#### Director Fuller:

• Director of Public Works, Kevin Kerr.

#### Kim MacDonald, 27 Stirling Avenue:

• Can the connector midway up Hillcrest serve as an alternative (second entrance) to the Skyway connection?

#### Director Fuller:

• The current proposal is to have a secondary entrance from Skyway.

#### Mr. Kadray:

• The first phase of development will see Hillcrest loop up around to Stirling and the developers intent to do this as soon as possible.

#### Mrs. MacDonald:

• Can the Town setup phases to ensure the Skyway connection is part of the last phase?

#### Director Fuller:

• It is possible but that may not be the approach taken. Thoughts noted.



#### Andrew Buckle, 20 Stirling Avenue:

• The biggest issue for everyone is the connection to Skyway. How will that concern be handled? Can the public get involved again at PAC?

#### Director Fuller:

• The next opportunity for the public to present their concerns is the public hearing; however, the comments from this PPM will move forward for consideration.

#### Jean McRae, 74 Kent Avenue:

• Where will the walkway from Kent to Hillcrest be?

#### Director Fuller:

• Approximately midblock, in-line with Riga Drive.

#### Pam Frail, 68 Kent Avenue:

• Why are there connections to outside of Town shown?

#### Director Fuller:

• These are road reserves for potential future development on adjacent lands, which allows for connectivity between neighbouring streets. They do not indicate that any adjacent development will ever take place, only that it may.

#### Andrew Buckle, 20 Stirling Avenue:

• Are there plans for a trail between Hillcrest and Kent?

#### Director Fuller:

• Yes, via a walkway running in-line with Riga Drive.

#### John Comeau, 59 Stirling Avenue:

• Will the bulk of the storm water from future development end up in the existing storm water (retention) pond?

#### Director Fuller:

• The intent is to manage storm water on-site; however, planning Staff are unable to provide any further comment on the management plan that is still evolving.

#### Mr. LeBlanc:

• Most run-off from the northern area of the development will drain into the ravine.

At this time, there were no further question or comment and the Public Participation Meeting was officially adjourned at 8:00.

From:	Andrew Buckle <via email=""></via>
Sent:	Monday, June 19, 2017 11:14 AM
То:	Chrystal Fuller
Cc:	Adam Fraser, Krista Doucette, Kevin Dickie, Kerry Deveau, Greg Deaveau,
	Charmaine Buckle, Scott Landry
Subject:	RE: West End Lands Update

Hi Crystal,

In looking at this plan... There is a remarkable difference to the plan that was presented earlier this year.

Stirling Avenue was shown to end in a cul-du-sac and now the new plan shows it will be a thru road with Skyway Drive.

When did this change come about and I did not see any notification come through of this significant change.

Thanks Andrew From:Al Comeau <via Email>Sent:Monday, June 19, 2017 8:12 PMTo:Chrystal FullerSubject:RE: West End Lands Update

Hello Chrystal,

First, thank you for forwarding the material to me regarding the upcoming meeting. I am quite surprised that the public invite also entails we absorb the 194 pages of material during the next two days prior to the meeting. It is apparent several staff members have been working towards this development for years, thus they would fully understand the various aspects being discussed in the attachment. I was told last year when I made an inquiry regarding future development that inevitably a proposal would be approved, thus I question the rationale of inviting the public ?

Last year I participated in numerous in meetings regarding "storm water management " and only after many hours of discussions was the original design modified to a viable design. The final design did fall short of the understanding I had.

I notice multiple references in this attachment which talk about "storm water management " directing water to ponds etc., I am extremely concerned that future development will produce yet another plan approved for storm water management and that plan will be as poorly thought out as the detention pond behind my property !!!

In the short time that I have been a resident of Wolfville it is discouraging to see that any efforts to cause future development appear to require constant changes to the last proposal.

I unfortunately due to the short notice will be unable to attend this meeting, thus I felt it appropriate to let you know a few of my concerns.

Kind Regards,

Al Comeau

From:	Adam Fraser <via email=""></via>
Sent:	Wednesday, July 26, 2017 1:55 PM
То:	James Collicutt
Subject:	Re: Upcoming Public Participation Meeting - West End Lands

Hi James,

Thank you for the letter informing our household of the meeting. Unfortunately due to work commitments I will be unable to attend this evenings meeting.

Regarding the development, I have no issues with both parties developing their land and adding to the tax base in Wolfville. What concerns me is that many on our street were led to believe by both Mike and the town that Stirling Avenue would end in a Cul-du-sac and would connect to Hillcrest and the new development above Stirling via a side street. In a lot of our minds this would act as way of slowing the increased traffic we are going to see from the over 400 additional proposed units, especially considering we have 27 children that now live on Stirling Ave.

Some of our neighbours and I are also concerned that the current plan/decision connecting Skyway with Stirling is in the bag and that this meeting is just for show. Walking at the top of the street it appears as though part of the proposed route is already staked off.

I hope the town takes the time to address the increase in traffic flow, and do something to address the speed at which cars would be going down the current proposed route. Nobody wants an accident, and with the number of children on our street and the proposed large radius turn connecting to Skyway, I fear that it would only be a matter of time.

Sincerely,

Adam Fraser

From:	Greg&TrishStarkey <via email=""></via>
Sent:	Wednesday, July 26, 2017 3:30 PM
То:	Chrystal Fuller
Subject:	PPM SUBMISSION - WEST END

Dear Ms Fuller: We had intended on being at the meeting tonight but something has come up. The following is my concern regarding the proposed designated park land:

The rear of our property at 60 Stirling Ave abuts the west boundary of the proposed park land. I note that there is a concern some of the linear green space in the ravine to the South is more suitable for walking and hiking vice more active sports facilities for youth. By implication, one can surmise that the designated parkland would have facilities such as: play ground equipment, sports fields, tennis courts, basket ball courts/hoops etc, perhaps even lighting. We would be very concerned if such facilities were located adjacent to our property due to the noise implications at various hours of the day and night. If such facilities were being considered for the proposed parkland, we would hope they would be located as far to the eastern boundary of the plot as possible.

If notes/minutes of the meeting tonight are taken, I trust they will be posted for distribution in the near future. Thank you for your attention in this matter.

**Greg Starkey** 

From:	Howard Williams <via email=""></via>
Sent:	Thursday, July 27, 2017 9:57 AM
То:	Chrystal Fuller
Subject:	West End Lands meeting July 26

#### Hi Chrystal:

First, you managed the meeting well, I know from personal experience what it is like to do that job. I have a number of questions and comments of a technical nature that I felt would be more suitable if put in writing for you and any technical review panel to address. I wish for these to be appended to the official minutes of the meeting and they can be distributed or provided as a link to interested stakeholders.

#### Comments:

- 1. Traffic density is likely to impact on existing residents of Stirling, especially children, who have now made the street their traditional meeting and playing place (a fact I find charming). One reason for that is the wet nature of people's back yards and the lack of level public playing space. Any new recreation area should include easily and quickly accessible and secure playing space. Currently, there is none for Stirling. The comments by the RCMP member who lives on Stirling are pertinent in regard to traffic calming in order that Stirling does not become a 'cut' used by traffic from Skyway and the southern end of the proposed subdivision, down to Main Street. Instead of making the route from Skyway into Stirling direct, there should be at least one intersection with a stop sign/turn within the subdivision, to slow traffic. Alternatively, chicanes could be used to slow traffic.
- Currently, Kent is the preferred link between Cherry Lane farm traffic and the Gaspereau area. Why those residents put up with this commercial traffic is beyond my understanding but I do not wish for Stirling to become that preferred route. Please alert your traffic management consultants to this issue, they may not be local residents.
- Furthermore, it is already tiresome to turn left (west) from Stirling Avenue in the morning and afternoon. On Main Street, traffic is bunched by the time it gets to Stirling from Greenwich. I question the conclusions of the traffic management report and would like access to it. Please provide a link.
- 4. Footpaths are absolutely necessary in a subdivision, not only for safety but also to promote walking rather than driving, a sustainability issue promoted in your MPS.
- 5. Again, despite what is written in your recently published MPS (Section 8.4.5.b iii), streets are still elongated on north-south lines, not east-west, that would promote energy efficiency. Given the number of times that sustainability and energy efficiency are used in the MPS it surprises me that you are not taking heed of the possibilities for new builds.
- 6. My professional expertise was in stormwater and groundwater management, I am now retired. The grounds that surround our newly-built house on Stirling are suffering from both groundwater seeps and the inability of rainfall to infiltrate into the highly inhomogeneous clayrich soils. The use of swales only leads stormwater to the street because in the swale length available it does not infiltrate. In places gradients of the swales are insufficient to lead water away from the property, so it then sits in the swale and eventually evaporates. More attention to land gradient, its orientation and the soil permeability needs to be taken when designing and preparing lots for development. Furthermore, we have it on good authority from a long-time

resident of Stirling that tile drains still exist under the old orchards and that these may in part be the cause of some of the seeps. These tile drains should have been removed from the site before building, perhaps by ripping the land, which would have broken up much of the compacted soil, improving its permeability and thereby solving at least some of the infiltration issue.

7. I am not able to find soil geochemical analyses for the West End lands on your website. Were soils in the Stirling Avenue area tested for organic herbicides and pesticides and arsenic prior to subdivision? If not, why not, and what gives you confidence that the ground is safe for subdivision use? Please provide a link to analyses of soil.

I look forward to responses to my comments and queries and to links as requested.

Regards

Howard Williams

70 Stirling Avenue Wolfville Nova Scotia B4P 2S1 Canada Cell: 1 519 301 5303

From:	Howard Williams <via email=""></via>
Sent:	Thursday, July 27, 2017 12:40 PM
То:	Chrystal Fuller
Subject:	RE: West End Lands meeting July 26

Thanks Chrystal:

I have two more points.

- 1. I would like to view the Drainage Plan for the proposed subdivision when it becomes available. You will recall from my earlier comments that I am not satisfied with the current arrangements for drainage from my lot.
- 2. When lots are landscaped by the Developer, a great deal of bare soil is created on adjacent lots. Currently, these are not vegetated, with the result that silt is transported into the swales, reducing their influence on land drainage and clogging up my carefully designed gravel-filled structures.

Regards

**Howard Williams** 

Wolfville Nova Scotia B4P 2S1 Canada

From:	Karissa Fraser <via email=""></via>
Sent:	Wednesday, June 26, 2017 2:28 PM
То:	Chrystal Fuller
Subject:	West End Lands Development

Hi Chrystal,

My name is Karissa Fraser, and I am a home-owner on Stirling Avenue. I am aware that there is a public meeting tonight to discuss the development of our area, and unfortunately, due to work scheduling, neither my husband nor I are able to make it. I would still like to be able to voice my opinion in this matter, however, so I hope that you and the council will take this into consideration.

We bought our house 5 years ago knowing that it was a quiet street, knowing that it was going to be a great street to raise a family. It had the potential to be the street I grew up on - kids playing everywhere, parents at ease not worrying about busy traffic driving about. There was only one problem when we moved in, there were no children. In 5 short years, there are now 26 (maybe more since we got new neighbours up the street and I'm not sure on their child situation) kids under the age of 13. It's like gem that was discovered by families, and now Stirling Avenue is the type of street that everyone desires. On a warm, sunny day, its the scene out of a movie; kids are playing hockey in the street, or running between houses to play on the swing set here, jump on the trampoline there, run through the sprinkler over there, and neighbours are mingling, enjoying the chaos. When new neighbours move in, often what we hear is something along the lines of, "we wanted to move somewhere that there were lots of kids for \*insert name here\* to play with, and this is such a quiet, beautiful street."

What we have going on here is very sought after and hard to find in today's world. Up until a month ago, when the new plans were released on the town's website, everyone on this street was living (and paying a premium for homes) under the impression that Stirling Avenue was going to be a quiet street. Yes, the old plans had the streets connecting up, but Stirling would not be the main throughway for traffic. What this new roadway will mean for us, is very much life-changing. Skyway is a major bypass for Wolfville, and with the Main Street backlogged with traffic, more and more cars are taking backroads to skip around. With Stirling Avenue being at the terminal end of this bypass, this means no more hockey games in the street, this means parents afraid to let their children play in their yard without being watched like hawks. Property values will no doubt decrease, because our street will no longer have that same charm and appeal.

I am aware that change has to happen, and developments have to go forward, however I feel like there is a better way to accomplish this. Why are the old plans, that were agreed upon long ago, being changed? How can people be sold homes on a cul-de-sac, only to be told a few years later, oh never mind, this is now going to be a busy street?

Thank you for your time, I do hope you take all of your residents' opinions into great consideration.

Sincerely,

Karissa Fraser

From:Lynda Rice <via Email>Sent:Monday, June 19, 2017 12:24 PMTo:Chrystal FullerSubject:RE: West End Lands Update

Good day Chrystal. Thank you for the heads up on the upcoming meeting. I see that the public will not have an chance for input at this meeting. Will there be an opportunity for residents of Stirling Ave to express any concerns at a meeting in the future? Many residents of Stirling Avenue are upset that Viking Ventures has requested that Stirling Avenue continue to Skyway rather than end in a cul-de-sac as originally planned and promised to residents. Viking Ventures was still telling the owners who moved in above us, as little as a month ago, that it was still going to be a cul-de sac.

Regards, Lynda Rice

Lynda Ríce 64 Stirling Avenue Wolfville, NS, B4P 2S1 *Phone*: (902) 697-2311 *Cell*: (902) 680-5196 *Email*: ricewolf@msn.com

From:	Lloyd Robbins <via email=""></via>
Sent:	Tuesday, June 20, 2017 4:39 PM
То:	Carl Oldham; Jeff Cantwell
Cc:	Bernie Conway; Chrystal Fuller; issam kadray
Subject:	West end lands

Dear Deputy Mayor Oldham Chair of the Town of Wolfville PAC and Mayor Cantwell

I represent 2231266 Nova Scotia Limited which owns PID 55268494 part of the Westend lands.

I am sure you are aware that my client has been working with the planning staff for a period in excess of ten years. It has been a painful process with delays and obstacles placed by various staff. This spring we had been hopeful that we were finally turning the corner. Unfortunately when the draft of the Development agreement was provided to us it was clear that there were substantial issues which needed to be dealt with . Unfortunately when we tried to discuss these issues, staff put my client in a position, where his option was to agree with the towns drafting or the agreement would be delayed or not happen.

This was an untenable position given the 10 years of prior negotiation. My client needs to have an Agreement that meets Town planning goals but is also economical and marketable. He is taking the financial risk. While I am sure some of the positions taken by the staff had merit from the Towns perspective other changes were just related to wording only. We did not necessarily disagree with the intent but wanted the wording to be clear so that there was no misunderstanding in the future that could further delay or introduce new costs or discretionary decisions that were not expected. That seems a reasonable position. We asked for extended working meetings with staff to work out the wording but were denied. The attitude was adversarial and not open to discussion. Take it or leave it . In the end we were not able to agree on the draft Development Agreement.

Ms Fuller came up with a proposal to do a Plan amendment to establish the road system which she viewed as necessary to allow Viking to move ahead alone. We agreed to this proposal. Shortly after this my client left for Lebanon where he is today. Recently in communications with Sue MacArthur he became aware that the Plan amendment would possibly deal with storm water issues in addition to the transportation system. This was of great concern to my client as it was one of the main issues that we were trying to clarify. He e mailed Ms Fuller on June 14<sup>th</sup> as follows:

#### Dear Crystal,

In a conversation with Sue ,she mentioned that you were removing the retention ponds from the mapping. These retention ponds are critical to the storm water management of our property. Our engineering plans and our site require the utilization of the retention ponds we have included in all our drawings.

If it is your intention to remove them, then it is a major change which we cannot accept.

Please clarify your intention.

Yours Truly,

Ms Fuller responded as follows:

Sam,

The retention ponds are not on the MPS plan but can form part of detailed servicing plan. We are not dictating where they go as part of the Viking DA.

# Chrystal

Now that he has received the e mail of the 19<sup>th</sup>, two days before the meeting, he feels that he was misled by Ms Fuller in the earlier e mail. The e mail on 19<sup>th</sup> indicates that the storm water management is part of the MPS amendment and there is an express policy that the use of Retention ponds shall be discouraged. This is absolutely new and is a major change. Retention ponds are a necessary part of the development of my clients and Vikings property and were always part of the design. We do not know what the word "discouraged" means it could be innocent or it could give the Town engineer a discretion that could severely affect our development. Given that the town Engineer lives near the existing retention pond this concern is real. This is an example of the wording issues that concern I and my client. A contract should be precise not subject to interpretation alternatives.

Our concern was heightened when we looked at the draft DA. For Viking. It was always the understanding that there would have to be an overall servicing plan for both developers lands with individual Service Agreements for each parcel. That is not in the Development Agreement. It provides for a "Master Service Agreement" for each phase. Again this may be a drafting issue but the plain reading of the reference to phases are Viking Phases only.

The guiding principles for the Servicing Agreement have always been a key concern. These principles need to be in the Development Agreement. The property cannot be developed or affordable housing provided without use of the existing retention pond and the addition of a pond on my clients property. On the issue of affordable housing the water retention policies according to my client could add up to \$5000.00 to each unit and in the end provide a major management issue for the town. If the storm water calculation is calculated based on the use of the concepts what happens down the road when homeowners do not maintain them? Who is responsible for any flooding that may occur.

My client would ask that the MPS amendment and Viking contract not move ahead until the issue of Storm water have been dealt with. My client does have an agreement to convey land to Viking for the road but that was based on a MPS amendment with respect to roads only. The agreement was entered into on the basis that the MPS dealt with roads only and that the servicing master plan would be for the whole area. Now that that appears not to be the

case my client needs to consider his options, one of them being not to convey any land until this issue is dealt with.

In the end my client wants a successful development for the Town himself and Viking . He will be back in Nova Scotia in about a week, hopefully with some encouragement and direction from PAC and council, staff will be more cooperative and less adversarial and we will be able to resolve all issues to everyone's satisfaction.

Sincerely yours

Lloyd Robbins 902 443 1445

From:	Sandy Dewar <via email=""></via>
Sent:	Tuesday, June 20, 2017 4:15 PM
То:	Chrystal Fuller
Cc:	Dave Bell, Robert Rowe
Subject:	<b>RE: Proposed MPS Amendments</b>

Chrystal,

I have been asked to comment on the proposed MPS regarding new development. I applaud your Low Impact Development Storm Water Management techniques, these are all excellent ways to reduce the impact of storm events. By dealing with the storm water "where it lands", Town infrastructure (pipe, catch basins, storm drains, swales/ditches and detention pond) sizing can be reduced. This is a win-win situation where the taxpayer/homeowners and the environment both win.

The Low Impact Techniques are dependent on, but not limited to the following;

- Permeability of the soil
- Homeowner/taxpayer participation
- Willingness of the homeowner/taxpayer to invest \$5,000 to \$10,000 capital costs
- Maintenance and repair by the homeowner/taxpayer on a regular basis

Low Impact measures are more effective during minor storm events (less than 5 years storms) and minimally effective during a major storm event (25 year storm event) and not effective at all during a 100 year storm event. These low impact measures cannot and should not replace detention ponds in a Storm water Management Strategy.

In order to meet Nova Scotia Environment Guidelines on Sedimentation and Erosion Control and also DOE's policy of "Net Zero" effect Storm Water Management Policy,. Detention Ponds are necessary to delay the rainfall intensity peaks experienced during storm events.

Perhaps the wording of 8.4.6.3 could be "The use of storm water detention ponds must consider the effects of Low Impact Development techniques and reduce the size accordingly."

Once again Chrystal, Low Impact solutions are a win-win situation.

Regards

Sandy

From:Chrystal FullerSent:Thursday, July 06, 2017 12:03 PMTo:'swehrell@ns.sympatico.ca'Cc:Doug ParrishSubject:RE: West End Lands meeting

Hello,

Here is the staff report that was presented to the Planning Advisory Committee at a recent meeting. It has maps and all the background information for your review.

https://www.wolfville.ca/component/com\_docman/Itemid,264/alias,1703-pac-report-westend-lands/category\_slug,da-13-08-west-end-lands/view,download/

Feel free to contact me if you have any questions. You also have the option of submitting something in writing if you are unable to attend the meeting.

Chrystal



Chrystal Fuller LPP, MCIP Director of Community Development p 902- 542-8842 | f 902- 542-5066 | e <u>cfuller@wolfville.ca</u> 200 Dykeland Street, Wolfville, NS B4P 1A1 wolfville.ca

From: <a href="mailto:swehrell@ns.sympatico.ca">swehrell@ns.sympatico.ca</a> [mailto:swehrell@ns.sympatico.ca</a> Sent: Tuesday, July 04, 2017 6:47 PM
To: Chrystal Fuller <<u>CFuller@wolfville.ca</u>>
Subject: West End Lands meeting

Hello-

Will there be any information (maps, etc) available ahead of the meeting on July 26th? The plan seems to change each time it's presented to the public, and it's hard to comment if one isn't aware of the proposal ahead of time.

Susan Wehrell

SUBJECT TO FINAL LEGAL REVIEW – MINOR CHANGES MAY BE WARRANTED PRIOR TO THE PUBLIC HEARING

This Development Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_\_, 2018.

BETWEEN:

#### 2231266 NOVA SCOTIA LIMITED

(Hereinafter called "the Developer")

OF THE FIRST PART

- and -

#### TOWN OF WOLFVILLE, A municipal body corporate, (Hereinafter called the "Town")

OF THE SECOND PART

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

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

AND WHEREAS the Town Council of the Town, at its meeting on <u>Month Day, Year</u> approved entering into this Development Agreement to permit the use of the Lands in accordance with the terms of the Development Agreement, subject to the registered owner of the Lands entering into this Development Agreement;

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

#### 1. Schedules

The following schedules form part of this Development Agreement:

Schedule "A" Property Description (to be updated once Land Swap executed) Schedule "B" West End: Conceptual Master Plan Schedule "C" West End: Phasing Plan Schedule "D" West End: Land Swap Schedule "E" West End: Overall Stormwater and Servicing Schematics

#### 2. Definitions

**2.1.** In this Development Agreement:

"Accessory Dwelling Unit" means a self-contained dwelling unit with a maximum of 2 bedrooms that is wholly contained within a single unit dwelling (usually in a basement or a attached garage). The Accessory Dwelling Unit shall be subordinate in size to the main dwelling unit.

"Amenity Space" means an area within the boundaries of a multi-unit residential development site that is specifically designed to be used by residents for recreational, leisure, or open space purposes, and may include decks, balconies, green roofs, gardens, gyms, swimming pools, sports fields & courts, parks, landscaped open spaces, and other indoor and outdoor recreational uses.

"Apartment House" means a building which contains a maximum of four dwelling units and contains no more than six bedrooms in a three unit building or eight bedrooms in a four unit building and does not include duplex, semi-detached or townhouse dwelling.

**"Bed & Breakfast"** means a dwelling in which there is a resident owner or manager who Provides overnight accommodation for the travelling public and is licensed by the Province of Nova Scotia, for this purpose.

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

**"Building Code Act"** means an Act to adopt and implement a building code for the Province of Nova Scotia RSNS 1989 Chapter 46, as amended.

"Conservation Easement" means a legal agreement between a landowner and the Town of Wolfville that permanently limits uses of the land subject to the easement in order to protect its conservation and ecological values and may include a restrictive covenant.

**"Daycare Facility"** means a place where four or more persons are cared for on a temporary daily basis without overnight accommodation but does not include a school.

**"Detached Accessory Dwelling Unit"** means a self-contained dwelling unit with a maximum of 2 bedrooms that is wholly contained within a building accessory to a single unit dwelling (usually in a detached garage or granny flat). <u>Note:</u> This use is only enabled by the property owner entering into a Development Agreement with Council to appropriately regulate the size, orientation, servicing, access and neighbourhood impacts.

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

**"Development"** means the construction of municipal roads and services and a variety of residential housing types and other uses on the Lands as permitted by the terms of this agreement and shown on Schedule "B".

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

"Development Site" means a lot on which a construction of a dwelling or building will occur.

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

"Effective Date" means the date on which the time for appeal of Town Council's approval to enter it has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board. The Development Agreement is to be signed within sixty (60) days of the effective date.

"Existing" means adjacent residential development to the Lands as of October 30, 2016.

"Group Dwellings" means more than two buildings on a lot which may be comprised of single unit, semi-detached, duplex or townhouses, grouped around a common open space and accessed by a private road.

"Hard Surface" means any surface on a lot that is impervious to water (70% or greater run-off) and includes a building, asphalt paving, concrete paving, brick paving, and compacted granular surfaces.

"Home Occupations" means the accessory use of a dwelling for gainful employment involving the production, sale, or provision of goods and services on a small scale.

'Land Owner" means the owner of the land.

**"Lands"** means the real property in the Town of Wolfville owned or to be owned by the Developer written in the deed description in Schedules "A" and as shown on the mapping in Schedule "B" thru "D".

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

"Local Commercial Use" means a convenience store, coffee shop, laundromat, or other small scale commercial use aimed at a local neighbourhood clientele.

"Municipal Services" means both the Primary Services and Secondary Services that will be accepted by the Town.

**"Municipal Planning Strategy (MPS)"** means the Municipal Planning Strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy adopted by Council on September 23, 2008

and recorded at the Kentville Registry of Deeds Office on November 6, 2008, as Document Number 92078543.

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

"Net Acres" means the total area minus roads, parks, trails and lands on which other pieces of municipal infrastructure are located.

"Nursing Home" means a building wherein nursing care, room and board are provided to individuals incapacitated in some manner for medical reasons, but does not include a hospital.

"Office (Business, Professional)" means a room or rooms where business may be transacted a service performed or consultation given, including but not limited to physicians, lawyers, architects, engineers, accountants, real estate agents, insurance agents, massage therapists, photographers, and similar uses, and may include retail sales or dispensing of goods associated with and incidental to the main use.

"Occupancy Permit" means a permit issued by the Building Official of the Town of Wolfville that allows the full occupancy or partial occupancy of a building for its intended use.

"Parking Area" means land used for parking for multi-unit residential development, excluding Townhouse development where individual units have separate driveways/parking areas on defined lots.

"Permeable Surface" any surface that contains materials that permits full or partial absorption of stormwater into previously unimproved land and does not meet the definition of Hard Surface as defined in this Development Agreement.

"Phase" means a development undertaken in a logical time and geographical sequence.

"Planning Documents" means the Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw of the Town of Wolfville.

"Primary Services" means those services which must be installed and accepted by the Town prior to accepting a public street and include: sanitary sewer, storm sewer, electrical and communication distribution system, street lighting system, sidewalks, traffic calming measures, storm surface drainage, street signs (street name blades), water system complete with valves, hydrants, laterals and all appurtenances, street construction including all gravel layers and base lift of asphalt including concrete curb and gutter, guiderails, traffic signs, and stabilization of all exposed areas.

"Private School" means a school conducted for gain, and includes, but is not limited to, a secretarial school, language school, or driving school, but does not include a public school.

"Public Street" means a street that has been built according to municipal standards and deeded to the Town.

"Residential Care Facility" means a single unit dwelling in which accommodation, together with

nursing and personal care is provided or is available, for no more than four persons who live as a single housekeeping unit. There shall be a resident manager at such a facility. These facilities in a general institutional zone may provide care for five or more persons.

"Secondary Services" means all services other than Primary Services and includes: top lift asphalt, driveway entrances, walkways with approved surface, sodding, seeding, walkway lights, street trees, and landscaping within the street right-of-way.

**"Subdivision Bylaw"** means the Subdivision Bylaw and the Subdivision Regulations of the Town of Wolfville.

"**Sub phase"** means the subdivision or development of one or more lots in a phase but less than all the lots in a phase.

**"Townhouse"** means a one unit dwelling in a row of at least three joined such-units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common fire-walls.

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

### 3. Relevance of Planning Documents and Other Regulations

- **3.1** This Development Agreement contains definitions and regulations for the Development. It complements the Town's Planning Documents. Unless specified in this Development Agreement, requirements in the Town's Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.
- **3.2** Regulations outside of this Development Agreement or the Town's Planning Documents may be applicable to the Development. The terms of this Development Agreement shall not be substantially changed in order to comply with such regulations, unless otherwise specified in part 10 of this Agreement.
- **3.3** The Developer and Council recognize that at the time of executing this Agreement the Town is undergoing a review of its Planning Documents and, after this agreement is executed and the Town's new planning documents approved, it may be practical to discharge this Development Agreement and have the road network, open space and other elements adopted in policy and appropriate zoning applied to undeveloped portions of the Lands, provided that in doing so, the Developer does not lose any approvals or rights granted in this Agreement.

# 4. Background

The Developer wishes to develop the Lands for a variety of residential housing types and other neighbourhood appropriate uses (e.g. local commercial). The Lands are designated CDD – Comprehensive Development District and zoned RCDD – Residential Comprehensive Development District where a Development Agreement is required to enable the proposed use of the Lands.

## 5. Land Transfer and Consolidation

- 5.1 This agreement can only be fully effective upon the completion, to the satisfaction of the Development Officer, of the land transfer and consolidation of lands as shown on Schedule "D" of this Development Agreement. The land transfer shall be completed within sixty (60) days of the effective date. This Development Agreement becomes null and void if the land transfer and consolidation are not executed.
- **5.2** The Town, as part of land transfer process as shown on Schedule "D", shall be transferred fee simple ownership of two (2) Road Reserves, as shown on Schedules "B" thru "D" to ensure overall connectivity as the comprehensive development of the area proceeds.

## 6. Development Terms and Conditions

## 6.1 Permits and Approvals

- **6.1.1** This Development Agreement allows the Developer to obtain development permits, other permits, subdivision approvals, and permissions to allow uses on the Lands permitted by this Development Agreement.
- **6.1.2** The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.
- **6.1.3** Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.
- **6.1.4** Occupancy permits shall be granted for this Development in accordance with the normal requirements of the Town of Wolfville Building By-Law unless otherwise regulated by the terms of this Development Agreement.

# 6.2 Land Use

**6.2.1** The following **residential land uses** are permitted in each Phase on the Developer's Lands:

PHASE	HOUSING TYPES PERMITTED
1 and 2	Single Unit Dwellings
	Accessory Dwelling Units
	<ul> <li>Detached Accessory Dwelling Units, considered by separate</li> </ul>
	development agreement
	<ul> <li>Semi-Detached and Duplex Dwellings</li> </ul>
	<ul> <li>Townhouses up to 4 dwelling units</li> </ul>
	• Apartment Houses (multi-unit dwelling up to 4 dwelling units subject
	to 6.2.4 of this Agreement)
	Group Dwellings (subject to 6.2.3 of this Agreement)

**6.2.2** The following **other land uses** are permitted, subject to other provisions outlined here and in the Planning Documents:

LAND USE	REGULATION
Residential Care Facilities	Subject to provisions of the Land Use By-law
Home Occupations	Subject to provisions of the Land Use By-law
Bed & Breakfasts	Subject to provisions of the Land Use By-law
Utility Equipment Building or	Subject to provisions of the Land Use By-law
Installation	
Churches, community centres,	Considered by Development Agreement in any
private schools or other	Phase
community uses	

- 6.2.3 Group Dwellings shall be permitted in accordance with the following conditions:
  - **6.2.3.1** No Group Dwelling development shall be permitted adjacent to Existing Housing as defined in this Agreement.
  - **6.2.3.2** Densities of Group Dwelling developments shall not exceed 12 dwelling units/acre (net).
  - **6.2.3.3** Grouped dwellings shall be accessed by a private road with a minimum width of six (6) metres. The structure and design of the roadway shall be appropriate to support emergency vehicles and provide a dust free surface.
  - **6.2.3.4** Group dwelling proposals shall include a site plan, prepared by a qualified person, showing the following:
    - Location of buildings, driveways, parking areas and common open spaces.
    - Yard setbacks shall be generally consistent with the requirements as laid out in paragraph 6.2.6. The distance between buildings should be equal to that of side setbacks and no road frontage is required.
    - Landscaping ensuring a high-quality landscape design, buffering, and parking area treatment, subject to paragraphs 6.3.4 and 6.3.4.1 of this Agreement.
- **6.2.4 Detached Accessory Dwelling Units** are enabled on properties containing a single unit dwelling through the property owner entering into a separate development agreement with the Town to ensure size, orientation, service, access, buffering and other matters are dealt with appropriately.
- **6.2.5 Apartment Houses** shall be limited to a maximum of 4 dwelling units and:
  - **6.2.5.1** Shall appear as a single unit dwelling from the street with a single front entrance.

- **6.2.5.2** Shall not be permitted to construct external staircases in the front yard.
- **6.2.5.3** Shall be limited to six bedrooms in a three unit dwelling and eight bedrooms in a four unit dwelling.
- **6.2.5.4** Proposals shall include a landscape plan, prepared by a qualified person, to ensure that high quality landscape design, buffering and parking area treatment is provided, subject to 6.3.4 and 6.3.4.1 of this Agreement.

#### 6.2.6 Lot and Yard Requirements

Notwithstanding the requirements of the Planning Documents, the following yard and massing requirements shall apply (metric measurement is the standard of measurement for this Development Agreement and any reference to imperial measurement is approximate and provided for convenience only):

Dwelling Type	Frontage (Min.)	Lot Area (Min.)	Front Yard (Min.)	Flanka ge (Min.)	Side Yard (Min.)	Rear yard (Min.)	Height (Max.)	Lot Coverage (Max.)
Single Unit	11m (36')	300m <sup>2</sup> (3,229ft <sup>2</sup> )	4.5m (15')	4m (13')	1.7m (5.6')	4m (13')	11m (36')	40%
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Semi-	9m	280m <sup>2</sup>	4.5m	4m	1.7m	4m	11m	40%
Detached	(29.5')	(3,014ft <sup>2</sup> )	(15')	(13')	(5.6')		(36')	
Duplex	12m	366m <sup>2</sup>	4.5m	4m	2m	4m	11m	40%
	(40')	(4,000ft <sup>2</sup> )	(15')	(13')	(5.6')		(36')	
Town House	4.5m	137m <sup>2</sup>	4.5m	4m	2m	4m	11m	40%
	(15')	(1,474ft <sup>2</sup> )	(15')	(13')	(5.6')		(36')	
Apartment	18m	560m <sup>2</sup>	4.5m	4m	1.7m	4m	11m	40%
House (up	(60')	(6027ft <sup>2</sup> )	(15')	(13')	(5.6')	(13')	(36')	
to 4 units)								

### 6.2.7 Encroachments

Permitted encroachments in yards shall be as per the Land Use By-law except for sills, belt courses, cornices, eaves, gutters, chimneys, pilasters, canopies or similar building elements which shall be permitted to encroach up to 70cm.

### 6.2.8 Hard Surface

Hard surface coverage on properties shall not exceed 50% of total lot area. Open decks or porches or permeable pavers shall not contribute to lot coverage.

### 6.3 Landscaping, Amenity Space & Tree Preservation

**6.3.1** All non-hard surface area on a lot shall be Landscaped as defined in the Land Use By-law and if left in a natural state, must be kept in a clean and tidy condition as required by the Property Minimum Standards Bylaw.

- **6.3.2** Hard surfacing of parking areas is required. Hard surfacing may include permeable hard surface treatments.
- 6.3.3 For single unit and duplex dwellings, a minimum of two trees shall be planted in the front or flankage yard of the property. For semi-detached dwellings, single detached dwellings with less than 40' of lot frontage, and townhome and/or row housing (up to 4 units) a minimum of one tree shall be planted in the front yard of each dwelling. Trees shall be a minimum of 1.8 m (6 feet) in height and have a minimum trunk diameter of 39 millimetres (~1.5 inch) measured 0.61 metres (~2 feet) above grade.
- **6.3.4** Townhouse development (3-4 units+), apartment houses, group dwellings, and multi-unit residential or mixed use development shall be required to submit a landscape plan prepared by a qualified person, which includes:
  - **6.3.4.1** Tree and shrub planting with a minimum of one tree of at least 1.5m (5') in height for every 40m<sup>2</sup> (430ft<sup>2</sup>) of non-hard surface area. Trees shall be a variety of species which may include: maple, oak, linden, ash, and beech or other climate appropriate species. Two (2) shrubs of a minimum height of 0.6m (2') may be substituted for a tree planting to meet this requirement.
- **6.3.5** Required trees shall be planted prior to an occupancy permit being issued for the dwelling unit(s) and trees shall be a variety of species which may include: maple, oak, linden, ash, and beech or other climate appropriate species. The Developer shall ensure coordination with the Nova Scotia Power or other parties regarding easements and meeting the planting requirement.

The Developer may provide the Town with a deposit in the amount of \$300 in lieu of planting a tree. This deposit will be returned, without interest, to the Developer on completion of the required planting. If the Developer fails to do the required planting within one year of the issuance of an occupancy permit for the dwelling, the Town may carry out the work as provided for in paragraph 15 of this agreement and use the deposited amount to recover the costs of performing the work.

**6.3.6** Existing trees and vegetation are encouraged to be retained during the early development stage. All trees that are retained in the front and flankage yard shall replace, or count towards, the requirements of paragraph 6.3.3 and 6.3.4. The Developer shall be permitted to remove trees to install services or elements in order to comply with the Storm Water Management Plan.

# 6.4 Urban Design

- **6.4.1** So that the prominent feature of a single detached, duplex, semi-detached or townhouse dwelling on narrow lots (less than 20m (65') frontage) is not a garage, where a garage is part of, or attached to a main dwelling, the garage shall meet one of the following:
  - **6.4.1.1** be flush or recessed from the front wall of the dwelling (1.2m (4') recommended), or
  - **6.4.1.2** include a roofed veranda structure which is part of the building facade extending past the front of the garage by no less than 30cm (1') for no less than 3m (10')

of frontage width. Also, if the garage extends past the main building facade, the garage shall include a window (no less than 0.37sqm (4 sqft) on the side of the garage within 1.8m (6') of the front of the garage, or

- 6.4.1.3 extended garage units (garages that protrude from the front façade more than 1.2m (4') shall not be sited adjacent to another unit with an extended garage. The 'flush' or 'recessed' garage unit should be sited 60cm (2') closer to the street than the adjacent 'extended' garage unit. Extended garage units should not extend more than 3m (10') from the front facade and shall include a window (no less than 0.37sq (4 sqft) on the side-yard of the garage within 1.8m (6') of the front of the garage. A minimum of fifty percent (50%) of the dwellings with extended garages on any street shall be two stories.
- **6.4.2** No garage shall occupy a more than 50% of the front street elevation of any building.
- **6.4.3** To provide for a varied street scene and contribute to a more walkable neighbourhood, the reuse of identical buildings in close proximity to one another shall not be permitted. Identical buildings may not be repeated more frequently than every fourth (4<sup>th</sup>) building along the same side of a street or adjacent to one another within a cul-de-sac.
- 6.4.4 Buildings are not identical if they are varied in at least 2 of the following: roof style; building mass and form; elevation plane; variation in exterior surfaces, colours, materials; fenestration; and main entry and garage placement.
- 6.4.5 To avoid facades of large blank walls on corner sites (having frontage on two streets), the façades of a principal building abutting the front lot line and the flanking side lot line shall use consistent building materials and architectural features on both frontages, and shall include features such as windows, doors, or porches.

### 6.5 Density

- **6.5.1** The density for this Development shall be a minimum of five (5) and a maximum of twelve (12) dwelling units per net acre.
- **6.5.2** The Developer shall submit a density calculation report at time of tentative subdivision approval for each phase (as outlined in Schedule "C"). The calculation shall provide anticipated density numbers for the phase and compliance with the overall development's density limitations as outlined in paragraph 6.5.1 of this Development Agreement.
- **6.5.3** For the purposes of regulating the number of dwelling units pursuant to 6.5.1, a building initially built as a single unit dwelling that may add an accessory dwelling unit in the future shall count as one unit until such time as a second dwelling unit receives an occupancy permit.
- **6.5.4** The tentative plan shall also show the number of proposed units for townhouse lots or multi-unit lots.

6.5.5 If during the development of any phase, changes to the density provided at tentative approval are made, the Developer will have to show that the overall density requirements for the phase/development are still being met prior to final subdivision being approved.

#### 6.6 Stormwater Management

- **6.6.1** The Storm Water Management Plan prepared by Able Engineering and approved by the Town Engineer prior to this Development Agreement being fully executed shall be adopted and form part of the Servicing Agreement unless material conditions or assumptions have changed which require a modification to the Able Engineering Plan. Any change will be done in a manner consistent with the overall engineering principles that governed the original design and shall be approved by the Town Engineer.
- **6.6.2** The storm water management plan shall ensure that measures are taken to ensure post development runoff from the Development on the Lands achieves a net zero affect on adjacent properties.
- **6.6.3** Individual lots within each phase shall submit a lot grading plan that conforms to the overall storm water drainage plan and erosion and sedimentation control plan before a Development Permit is issued by the Development Officer.

### 6.7 Subdivision and Phasing

- **6.7.1** The Developer shall be permitted to complete the Development in phases, as outlined in Schedule "C" West End Phasing Plan.
- **6.7.2** As part of the tentative subdivision application for all phases (as defined in Schedule "C") the Developer shall:
  - **6.7.2.1** Enter into a Servicing Agreement with the Town to set out the detailed standards, terms and conditions for the installation of all Municipal Services and storm water management infrastructure included in each phase of the Development. No construction of any Municipal Services shall commence until the Servicing Agreement has been executed by the Town in a timely manner.
  - **6.7.2.2** Provide an erosion and sedimentation control plan.
- **6.7.3** The Development shall comply with the Subdivision By-law, unless varied by the terms of this Agreement.
- **6.7.4** Tentative Approval shall not be granted where the submitted plan shows a single loaded street.
- **6.7.5** The Developer shall provide a cash payment (Open Space Fees) of \$30,000, paid over 3 years, with the first payment a condition of the approval for the first lot taken from tentative to final subdivision approval within Phase 1 (as shown on Schedule "C"). This amount along with the lands provided to the Town as outlined in paragraph 7 of the agreement shall be deemed to include all requirements of the subdivision bylaw including

any future amendment. The Developer shall not be required to provide more land or funds as the lands are subdivided over time.

- **6.7.6** Final Subdivision approval of any lots in Phase 1 or 2 shall not be granted until a second entrance on a Public Street into the phase is provided to the Lands.
- **6.7.7** The placement of the east-west Pedestrian Walkways, may be altered as part of subdivision approval but shall be sited within 20m of the locations shown on Schedule "B".

## 7 Parkland Dedication

- **7.1** The Parkland dedication requirements for the Lands shall be deemed to include all requirements of the subdivision bylaw as indicated in paragraph **6.7.5** and as outlined below:
- **7.2** The Developer shall provide title for the Developer's portion of the Linear Park land, as identified on Schedule "B". The Linear Park lands shall be provided to the Town within 3 months of the Linear Park's Phase 1 access and the Phase 1 Skyway Drive extension (as shown on Schedule "C") being accepted by the Town;
  - **7.2.1** The Town shall register conservation easements or restrictive covenants against the title to lots that are created abutting the Linear Park's "Conservation Area" as shown on Schedule "C". The Conservation Easement shall ensure:
    - Restrictions on the ability to erect any buildings or structures.
    - Restrictions on the ability to remove trees or vegetation.
    - Restrictions on excavating or altering land levels.
    - Restrictions on the application of any toxic herbicide or pesticide.
  - **7.2.2** The minimum width of the Linear Park adjacent to Highway 101 shall between 11-13 meters, to ensure appropriate buffering, as shown on Schedule "B".
  - **7.2.3** The minimum width of the Linear Park sections along the far eastern and western boundaries of the Lands shall be between 6-7 m, as shown on Schedule "B".
- **7.3** The requirements of paragraph 7.2 shall be conveyed to the Town free of all liens or encumbrances except for any that may be acceptable to the Town.
- **7.4** The parkland areas, as shown on Schedule "B", may increase or decrease in size by up to 2% as a result of survey anomalies, minor road alignment issues, or other similar factors.

# 8 Mobility and Traffic Calming

- **8.1** Sidewalks and mid-block pedestrian walkways shall be completed on the Lands as per Schedule "B".
- 8.2 Pedestrian walkways shall be detailed in the Servicing Agreement and shall include:

- Raised crosswalks
- Extended Curb Bump outs
- Landscape Plan to ensure proper pathway entry and that buffering / separations between adjacent properties are achieved.
- **8.3** Crosswalks that do not connect the mid block pedestrian connections (as shown on Schedule "B") are not required to be raised.
- **8.4** The Developer shall complete the pedestrian walkway on the eastern boundary of the Lands so that it connects through the Town's property onto Kent Avenue.
- **8.5** On-Street Parking shall be permitted on all streets on the Lands and shall be recognized as a traffic calming measure.
- **8.6** Future Bus Routing and Active Transportation (e.g. bike lanes) may be accommodated on the Lands as the full build-out proceeds over time.

# 9 Timing

- 9.1 This Development Agreement shall be deemed to be entered into on the day following the day on which the time for appeal of Town Council's approval to enter it has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable. All other time requirements imposed in this Development Agreement shall be calculated from that date, the Effective Date.
- 9.2 Tentative subdivision approvals for all phases of the development (as shown on Schedule "C") shall be obtained within 10 years of the effective date. The developer may develop phase 2 in a sub-phase manner so long as temporary cul-de-sacs' are provided and erosion and sedimentation measures are approved and put in place and the provisions of the Storm water Management plan have been accounted for.
- 9.3 The application for tentative subdivision approval for Primary Services from the existing Hillcrest Avenue to the Crossroad over to road "R" (as shown on Schedule "C") must be received by the Town within (2) years of the effective date.

### **10** Amendment

- 10.1 With the exception of matters which the Town and the Developer do not consider to be substantive, outlined in paragraphs 10.2 and 10.3, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the Municipal Government Act, including the holding of a Public Hearing.
- **10.2** The following are non-substantive amendments to this Development Agreement, approved through a motion of Council as per section 230(7) of the MGA:
  - Timing of the Agreement
  - Timing of parkland dedication

- **10.3** The following are amendments to this Development Agreement that the Development Officer may action without Council approval:
  - Changes clearly outlined in this agreement (e.g. paragraph 6.7.8)
  - Landscaping or garage and design requirements
  - Minor changes required to implement changes as a result of Provincial or other regulations with the exception of changes to roads, parks or infrastructure which would be considered a substantive amendment.
  - Minor changes to the schedules (e.g. crosswalk locations, stop signs) that are conceptual at this stage and will be detailed in the servicing agreement.
  - Location and number of stop signs in conjunction with the Director of PW and/or Traffic Authority

# 11 Expenses

The Developer shall pay all costs and expenses primarily related to public advertising and not including legal fees, incurred by the Town related to this Development Agreement.

# 12 Liability

The Developer shall be liable for any damage to persons or public or private property caused by the Developer contractors or subcontractor work related to the provision of primary or secondary services. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to activities during the construction of primary and secondary services. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to insure the responsibilities which the Developer is assuming.

# **13** Subsequent Owners

- **13.1** This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which are the subject of this Agreement until this Agreement is discharged by Council.
- **13.2** Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the lot(s) and the prior land owner(s) shall have no responsibilities or liabilities under this contract for the conveyed lot.

### 14 Completion of Development

Upon the completion of the whole Development, complete phases or sub phases of the Development, Council may review this Agreement, in whole or in part, and may:

- **14.1** Retain the Agreement in its present form;
- **14.2** Negotiate a new Agreement;
- **14.3** Discharge the Agreement, wholly or partially, and apply appropriate zoning pursuant to the Municipal Planning Strategy and Land Use Bylaw for the Town of Wolfville.

## 15 Default

- **15.1** If the Developer fails to comply with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may give to them a notice identifying the failure or failures to comply and stating a reasonable time for remedy given the nature of the failure, in any event not less than 30 days, within which the Developer must comply. If the Developer does not comply with the identified failure or failures within the stated time, the Town may take any action authorized by the *Municipal Government Act* and at its sole discretion may:
  - **15.1.1** Terminate this Agreement if the failure to comply is deemed to be substantially non-compliant with the terms of this Agreement. Termination shall only be permitted if there is an underlying zone adopted pursuant to paragraph 3.3;
  - **15.1.2** Enter the Lands and take any action required to correct the identified failure to comply;
  - **15.1.3** Enter the Lands and remove and/or demolish, part or all of any building or structures on the Lands, or take any other action required to bring the Lands to a safe and sightly condition in compliance with the Dangerous and Unsightly provisions of the Municipal Government Act; or,

15.1.4 Take no action.

- **15.2** Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach or later take action on the same breach.
- **15.3** Any costs and expenses incurred by the Town in exercising its rights under paragraphs 14.1, shall include, but are not limited to, costs and expenses incurred in returning the Lands to their original condition before work began on the Development and all solicitors' fees and disbursements incurred in terminating or discharging this Development Agreement. The costs and expenses shall be paid by the Developer to the Town as a debt and may be recovered by direct suit. Such expenses form a first lien on the Lands as provided by Section 507 of the Municipal Government Act. The Developer shall pay interest on the costs and expenses, outstanding from time to time, at the same monthly rate charged by the Town for municipal real property tax arrears. Such interest costs shall be treated as an expense.

### 16 Administration

The Development Officer administers this Development Agreement. His / Her decision is final and binding on all parties unless the issue is a non-substantive amendment and the approval of Council is required. Any substantive amendments to the Agreement may only be made in accordance with the requirements of the MGA.

## **17** Warranties by the Developer

### 17.1 Title and Authority

- **17.1.1** The title to the Lands shall be registered under the Land Registration Act showing the Developer as the sole registered interest holder, holding good title in fee simple to the lands subject only to any normal financing encumbrance. No other entity shall have any interest in the lands which would require their signature on this Development Agreement to validly bind the Lands.
- **17.1.2** The Developer have taken all steps necessary to, and they have full authority to, enter this Development Agreement.

#### 18 Full Agreement

- **18.1** This Development Agreement and any subsidiary agreement referenced herein constitute the totality of the Agreements entered into between the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.
- **18.2** This Development Agreement shall not be precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

## 19 Notice

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

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

and if to the Developer:

2231266 Nova Scotia Limited 8 Borrett Avenue Halifax, NS B3M 3G4

### 20 Headings

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

# 21 Binding Effect

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

# 22 Execution

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

SIGNED, SEALED AND DELIVERED ) In the presence of:	
	) TOWN OF WOLFVILLE
	) ) By ) MAYOR )
Witness	) ) By ) TOWN CLERK
SIGNED, SEALED AND DELIVERED ) In the presence of:	
WITNESS	) ) By ) 2231266 NOVA SCOTIA LIMITED
	) )

CANADA PROVINCE OF NOVA SCOTIA COUNTY OF KINGS

I certify that on ,2018,

а

witness to this agreement came before me, made oath, and swore that the TOWN OF WOLFVILLE, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA **PROVINCE OF NOVA SCOTIA** COUNTY OF KINGS

> ,2018, I certify that on \_\_\_\_\_ а witness to this agreement came before me, made oath, and swore that 2231266 NOVA SCOTIA LIMITED caused the same to be executed by its proper officers and subscribed their hand in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

# SCHEDULE A – Legal Description

To be inserted after land swap.

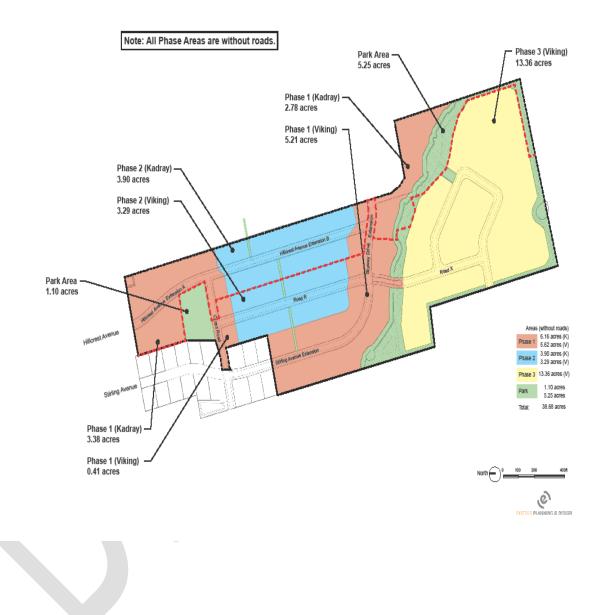
# SCHEDULE B – Conceptual Master Plan

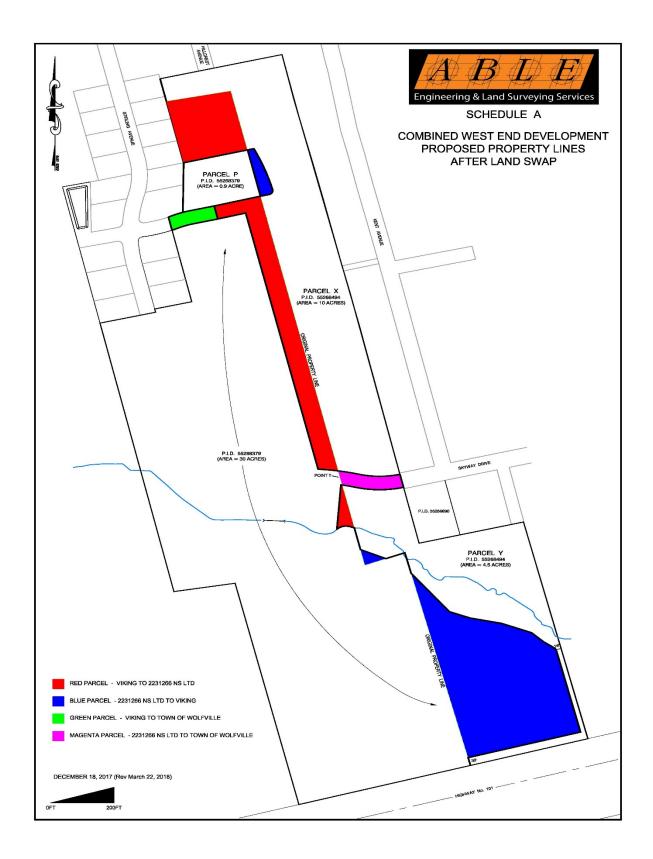
WEST END LANDS DEVELOPMENT CONCEPT PLAN



# SCHEDULE C – Phasing Plan

WEST END LANDS DEVELOPMENT PHASING PLAN





D. NENO D.P. = DETEN POND RIGA DRIVE 虿 SKYWAY DRIVE D.P. Xan man CRUPTION DATE REVISION OR ISSU ARR BERGE ILTZ AND SEAMONE  $(\Lambda$ TNG FROMM TVILLP, N.S. ROJEC KADRAY DEVELOPMENTS SERVICING SCHEMATIC WOLFVILLE, KINGS Co., NS REF NO MAY 03, 2017 DAB AWD Y2014-072-06 ALE 1" = 100 6 of 5

SCHEDULE E – Servicing and Stormwater

## SUBJECT TO FINAL LEGAL REVIEW – MINOR CHANGES MAY BE WARRANTED PRIOR TO THE PUBLIC HEARING

This Development Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_\_, 2018.

BETWEEN:

#### VIKING VENTURES LIMITED

(Hereinafter called "the Developer")

OF THE FIRST PART

- and -

### TOWN OF WOLFVILLE, A municipal body corporate, (Hereinafter called the "Town")

OF THE SECOND PART

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

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

AND WHEREAS the Town Council of the Town, at its meeting on <u>Month Day, Year</u> approved entering into this Development Agreement to permit the use of the Lands in accordance with the terms of the Development Agreement, subject to the registered owner of the Lands entering into this Development Agreement;

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

#### 1. Schedules

The following schedules form part of this Development Agreement:

Schedule "A" Property Description (to be updated once Land Swap executed) Schedule "B" West End: Conceptual Master Plan Schedule "C" West End: Phasing Plan Schedule "D" West End: Land Swap Schedule "E" West End: Overall Stormwater and Servicing Schematics

#### 2. Definitions

**2.1.** In this Development Agreement:

"Accessory Dwelling Unit" means a self-contained dwelling unit with a maximum of 2 bedrooms that is wholly contained within a single unit dwelling (usually in a basement or a attached garage). The Accessory Dwelling Unit shall be subordinate in size to the main dwelling unit.

"Amenity Space" means an area within the boundaries of a multi-unit residential development site that is specifically designed to be used by residents for recreational, leisure, or open space purposes, and may include decks, balconies, green roofs, gardens, gyms, swimming pools, sports fields & courts, parks, landscaped open spaces, and other indoor and outdoor recreational uses.

"Apartment House" means a building which contains a maximum of four dwelling units and contains no more than six bedrooms in a three unit building or eight bedrooms in a four unit building and does not include duplex, semi-detached or townhouse dwelling.

**"Bed & Breakfast"** means a dwelling in which there is a resident owner or manager who Provides overnight accommodation for the travelling public and is licensed by the Province of Nova Scotia, for this purpose.

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

**"Building Code Act"** means an Act to adopt and implement a building code for the Province of Nova Scotia RSNS 1989 Chapter 46, as amended.

"Conservation Easement" means a legal agreement between a landowner and the Town of Wolfville that permanently limits uses of the land subject to the easement in order to protect its conservation and ecological values and may include a restrictive covenant.

**"Daycare Facility"** means a place where four or more persons are cared for on a temporary daily basis without overnight accommodation but does not include a school.

**"Detached Accessory Dwelling Unit"** means a self-contained dwelling unit with a maximum of 2 bedrooms that is wholly contained within a building accessory to a single unit dwelling (usually in a detached garage or granny flat). <u>Note:</u> This use is only enabled by the property owner entering into a Development Agreement with Council to appropriately regulate the size, orientation, servicing, access and neighbourhood impacts.

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

**"Development"** means the construction of municipal roads and services and a variety of residential housing types and other uses on the Lands as permitted by the terms of this agreement and shown on Schedule "B".

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

"Development Site" means a lot on which a construction of a dwelling or building will occur.

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

"Effective Date" means the date on which the time for appeal of Town Council's approval to enter it has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board. The Development Agreement is to be signed within sixty (60) days of the effective date.

"Existing" means adjacent residential development to the Lands as of October 30, 2016.

"Group Dwellings" means more than two buildings on a lot which may be comprised of single unit, semi-detached, duplex or townhouses, grouped around a common open space and accessed by a private road.

"Hard Surface" means any surface on a lot that is impervious to water (70% or greater run-off) and includes a building, asphalt paving, concrete paving, brick paving, and compacted granular surfaces.

"Home Occupations" means the accessory use of a dwelling for gainful employment involving the production, sale, or provision of goods and services on a small scale.

'Land Owner" means the owner of the land.

**"Lands"** means the real property in the Town of Wolfville owned or to be owned by the Developer written in the deed description in Schedules "A" and as shown on the mapping in Schedule "B" thru "D".

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

"Local Commercial Use" means a convenience store, coffee shop, laundromat, or other small scale commercial use aimed at a local neighbourhood clientele.

"Municipal Services" means both the Primary Services and Secondary Services that will be accepted by the Town.

**"Municipal Planning Strategy (MPS)"** means the Municipal Planning Strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy adopted by Council on September 23, 2008

and recorded at the Kentville Registry of Deeds Office on November 6, 2008, as Document Number 92078543.

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

"Net Acres" means the total area minus roads, parks, trails and lands on which other pieces of municipal infrastructure are located.

"Nursing Home" means a building wherein nursing care, room and board are provided to individuals incapacitated in some manner for medical reasons, but does not include a hospital.

"Office (Business, Professional)" means a room or rooms where business may be transacted a service performed or consultation given, including but not limited to physicians, lawyers, architects, engineers, accountants, real estate agents, insurance agents, massage therapists, photographers, and similar uses, and may include retail sales or dispensing of goods associated with and incidental to the main use.

"Occupancy Permit" means a permit issued by the Building Official of the Town of Wolfville that allows the full occupancy or partial occupancy of a building for its intended use.

"Parking Area" means land used for parking for multi-unit residential development, excluding Townhouse development where individual units have separate driveways/parking areas on defined lots.

"Permeable Surface" any surface that contains materials that permits full or partial absorption of stormwater into previously unimproved land and does not meet the definition of Hard Surface as defined in this Development Agreement.

"Phase" means a development undertaken in a logical time and geographical sequence.

"Planning Documents" means the Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw of the Town of Wolfville.

"Primary Services" means those services which must be installed and accepted by the Town prior to accepting a public street and include: sanitary sewer, storm sewer, electrical and communication distribution system, street lighting system, sidewalks, traffic calming measures, storm surface drainage, street signs (street name blades), water system complete with valves, hydrants, laterals and all appurtenances, street construction including all gravel layers and base lift of asphalt including concrete curb and gutter, guiderails, traffic signs, and stabilization of all exposed areas.

"**Private School**" means a school conducted for gain, and includes, but is not limited to, a secretarial school, language school, or driving school, but does not include a public school.

"Public Street" means a street that has been built according to municipal standards and deeded to the Town.

**"Residential Care Facility"** means a single unit dwelling in which accommodation, together with nursing and personal care is provided or is available, for no more than four persons who live as a single housekeeping unit. There shall be a resident manager at such a facility. These facilities in a general institutional zone may provide care for five or more persons.

"Secondary Services" means all services other than Primary Services and includes: top lift asphalt, driveway entrances, walkways with approved surface, sodding, seeding, walkway lights, street trees, and landscaping within the street right-of-way.

**"Subdivision Bylaw"** means the Subdivision Bylaw and the Subdivision Regulations of the Town of Wolfville.

"**Sub phase"** means the subdivision or development of one or more lots in a phase but less than all the lots in a phase.

**"Townhouse"** means a one unit dwelling in a row of at least three joined units in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common fire-walls.

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

## 3. Relevance of Planning Documents and Other Regulations

- **3.1** This Development Agreement contains definitions and regulations for the Development. It complements the Town's Planning Documents. Unless specified in this Development Agreement, requirements in the Town's Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.
- **3.2** Regulations outside of this Development Agreement or the Town's Planning Documents may be applicable to the Development. The terms of this Development Agreement shall not be substantially changed in order to comply with such regulations, unless otherwise specified in part 10 of this Agreement.
- **3.3** The Developer and Council recognize that at the time of executing this Agreement the Town is undergoing a review of its Planning Documents and, after this agreement is executed and the Town's new planning documents approved, it may be practical to discharge this Development Agreement and have the road network, open space and other elements adopted in policy and appropriate zoning applied to undeveloped portions of the Lands, provided that in doing so, the Developer does not lose any approvals or rights granted in this Agreement.

#### 4. Background

The Developer wishes to develop the Lands for a variety of residential housing types and other neighbourhood appropriate uses (e.g. local commercial). The Lands are designated CDD -

Comprehensive Development District and zoned RCDD – Residential Comprehensive Development District where a development agreement is required to enable the proposed use of the Lands.

## 5. Land Transfer and Consolidation

- 5.1 This agreement can only be fully effective upon the completion, to the satisfaction of the Development Officer, of the land transfer and consolidation of lands as shown on Schedule "D" of this Development Agreement. The land transfer shall be completed within sixty (60) days of the effective date. This Development Agreement becomes null and void if the land transfer and consolidation are not executed.
- **5.2** The Town, as part of land transfer process as shown on Schedule "D", shall be transferred fee simple ownership of two (2) Road Reserves, as shown on Schedules "B" thru "D" to ensure overall connectivity as the comprehensive development of the area proceeds.

## 6. Development Terms and Conditions

## 6.1 Permits and Approvals

- **6.1.1** This Development Agreement allows the Developer to obtain development permits, other permits, subdivision approvals, and permissions to allow uses on the Lands permitted by this Development Agreement.
- **6.1.2** The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.
- **6.1.3** Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.
- **6.1.4** Occupancy permits shall be granted for this Development in accordance with the normal requirements of the Town of Wolfville Building By-Law unless otherwise regulated by the terms of this Development Agreement.

#### 6.2 Land Use

**6.2.1** The following **residential land uses** are permitted in each Phase on the Developer's Lands:

PHASE	HOUSING TYPES PERMITTED				
1 and 2	Single Unit Dwellings				
	Accessory Dwelling Units				
	<ul> <li>Detached Accessory Dwelling Units, considered by separate</li> </ul>				
	development agreement				
	Semi-Detached and Duplex Dwellings				
	Townhouses up to 4 dwelling units				
	• Apartment Houses (multi-unit dwelling up to 4 dwelling units subject				
	to 6.2.5 of this Agreement)				
	<ul> <li>Group Dwellings (subject to 6.2.3 of this Agreement)</li> </ul>				
3	Semi-Detached and Duplex Dwellings				

٠	Townhouses
٠	Apartment Houses (multi-unit dwelling up to 4 dwelling units subject
	to 6.2.5 of this Agreement)
٠	Group Dwellings (subject to 6.2.3 of this Agreement)
٠	Multi-Unit Residential & Mixed-Use Developments

**6.2.2** The following **other land uses** are permitted, subject to other provisions outlined here and in the Planning Documents:

LAND USE	REGULATION
Residential Care Facilities	Subject to provisions of the Land Use By-law
Home Occupations	Subject to provisions of the Land Use By-law
Bed & Breakfasts	Subject to provisions of the Land Use By-law
Utility Equipment Building or Installation	Subject to provisions of the Land Use By-law
Churches, community centres, private schools or other community uses	Considered by Development Agreement in any Phase
Local Commercial	Permitted as-of-right in Phase 3 (as shown on Schedule "C") as the ground floor component of a multi-unit residential building. Considered only by Development Agreement for any other property in Phases 1 or 2, as a stand- alone or mixed use.

**6.2.3 Group Dwellings** shall be permitted in accordance with the following conditions:

- **6.2.3.1** No Group Dwelling development shall be permitted adjacent to Existing Housing as defined in this Agreement.
- **6.2.3.2** Densities of Group Dwelling developments shall not exceed 12 dwelling units/acre (net).
- **6.2.3.3** Grouped dwellings shall be accessed by a private road with a minimum width of six (6) metres. The structure and design of the roadway shall be appropriate to support emergency vehicles and provide a dust free surface.
- **6.2.3.4** Group dwelling proposals shall include a site plan, prepared by a qualified person, showing the following:
  - Location of buildings, driveways, parking areas and common open spaces.
  - Yard setbacks shall be generally consistent with the requirements as laid out in paragraph 6.2.6. The distance between buildings should be equal to that of side setbacks and no road frontage is required.

- Landscaping ensuring a high-quality landscape design, buffering, and parking area treatment, subject to paragraphs 6.3.4 and 6.3.4.1 of this Agreement.
- **6.2.4 Detached Accessory Dwelling Units** are enabled on properties containing a single unit dwelling through the property owner entering into a separate development agreement with the Town to ensure size, orientation, service, access, buffering and other matters are dealt with appropriately.
- 6.2.5 Apartment Houses shall be limited to a maximum of 4 dwelling units and:
  - **6.2.5.1** Shall appear as a single unit dwelling from the street with a single front entrance.
  - **6.2.5.2** Shall not be permitted to construct external staircases in the front yard.
  - **6.2.5.3** Shall be limited to six bedrooms in a three unit dwelling and eight bedrooms in a four unit dwelling.
  - **6.2.5.4** Proposals shall include a landscape plan, prepared by a qualified person, to ensure that high quality landscape design, buffering and parking area treatment is provided, subject to 6.3.4 and 6.3.4.1 of this Agreement.
- 6.2.6 For all Multi-Unit Residential Dwellings (greater than 4 units), the development shall:
  - **6.2.6.1** Where the development site is adjacent, provide pedestrian connections onto the trail system.
  - **6.2.6.2** Store refuse, compost, recyclables, and other similar matters within the main building, or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Valley Region Solid Waste-Resource Management By-Law, and other applicable regulations.
  - **6.2.6.3** Locate containers referenced in paragraph 6.2.6.2 so they are visually screened from public view by fencing or landscaping.
  - **6.2.6.4** Visually screen utility equipment such as mechanical and electrical equipment by fencing or landscaping.
  - **6.2.6.5** Provide a landscape plan, amenity space and parking area treatment as per part 6.3 of this agreement.

#### 6.2.7 Lot and Yard Requirements

Notwithstanding the requirements of the Planning Documents, the following yard and massing requirements shall apply (metric measurement is the standard of measurement for this Development Agreement and any reference to imperial measurement is approximate and provided for convenience only):

Dwelling Type	Frontage (Min.)	Lot Area (Min.)	Front Yard (Min.)	Flanka ge (Min.)	Side Yard (Min.)	Rear yard (Min.)	Height (Max.)	Lot Covera ge (Max.)
Single Unit	11m	300m <sup>2</sup>	4.5m	4m	1.7m	4m*	11m	40%
	(36')	(3,229ft <sup>2</sup> )	(15')	(13')	(5.6')	(13')	(36')	
Semi-	9m	280m <sup>2</sup>	4.5m	4m	1.7m	4m*	11m	40%
Detached	(29.5')	(3,014ft <sup>2</sup> )	(15')	(13')	(5.6')		(36')	
Duplex	12m	366m <sup>2</sup>	4.5m	4m	2m (5.6')	4m*	11m	40%
	(40')	(4,000ft <sup>2</sup> )	(15')	(13')			(36')	
Town House	4.5m	137m <sup>2</sup>	4.5m	4m	2m (5.6')	4m*	11m	40%
	(15')	(1,474ft <sup>2</sup> )	(15')	(13')	r		(36')	
Apartment	18m	560m <sup>2</sup>	4.5m	4m	1.7m	4m*	11m	40%
House (up	(60')	(6027ft <sup>2</sup> )	(15')	(13')	(5.6')	(13')	(36')	
to 4 units)								
Multi-Unit	18m	120m <sup>2</sup>	4.5m	4m	3m one	4m*	11.88	40%
Dwellings &	(60')	(1,292ft <sup>2</sup> )	(15')	(13')	side, 2m		m	
Mixed-Use		per			other		(39')	
Developmen		dwelling						
ts		unit						

\* lots backing onto agricultural lands in the County of Kings shall have a 6m rear yard and provide a landscape buffer along the rear lot line of a continuous row of trees, shrubs or fencing or a combination thereof.

#### 6.2.8 Encroachment

Permitted encroachments in yards shall be as per the Land Use By-law except for sills, belt courses, cornices, eaves, gutters, chimneys, pilasters, canopies or similar building elements which shall be permitted to encroach up to 70cm.

## 6.2.9 Hard Surface

Hard surface coverage on properties shall not exceed 50% of total lot area. Open decks or porches or permeable pavers shall not contribute to lot coverage.

## 6.3 Landscaping, Amenity Space & Tree Preservation

- **6.3.1** All non-hard surface area on a lot shall be Landscaped as defined in the Land Use By-law and if left in a natural state, must be kept in a clean and tidy condition as required by the Property Minimum Standards Bylaw.
- **6.3.2** Hard surfacing of parking areas is required. Hard surfacing may include permeable hard surface treatments.
- **6.3.3** For single unit and duplex dwellings, a minimum of two trees shall be planted in the front or flankage yard of the property. For semi-detached dwellings, single detached dwellings with less than 40' of lot frontage, and townhome and/or row housing (up to 4 units) a minimum of one tree shall be planted in the front yard of each dwelling. Trees shall be a

minimum of 1.8 m (6 feet) in height and have a minimum trunk diameter of 39 millimetres (~1.5 inch) measured 0.61 metres (~2 feet) above grade.

- **6.3.4** Townhouse development (3-4 units+), apartment houses, group dwellings, and multiunit residential or mixed use development shall be required to submit a landscape plan prepared by a qualified person, which includes:
  - **6.3.4.1** Tree and shrub planting with a minimum of one tree of at least 1.5m (5') in height for every 40m<sup>2</sup> (430ft<sup>2</sup>) of non-hard surface area. Trees shall be a variety of species which may include: maple, oak, linden, ash, and beech or other climate appropriate species. Two (2) shrubs of a minimum height of 0.6m (2') may be substituted for a tree planting to meet this requirement.
- 6.3.5 Multi-unit residential or mixed-use (4+ dwelling units) requirements for Parking Areas:
  - **6.3.5.1** Incorporation of bicycle parking at the rate of 0.5 spaces per dwelling unit with clear routes for pedestrians and cyclists incorporated in the parking area.
  - **6.3.5.2** The maximum length of a parking row shall be ten (10) parking stalls and a landscaped island/bump-out shall be located at both ends of each parking row and designed in accordance with:
    - Be the full length of the abutting parking row and be a minimum of 1.5m (5') in width;
    - Contain a minimum of one deciduous tree (min 1.5m in height) and two shrubs (min. 0.6m in height) and may include additional vegetation to the satisfaction of the Development Officer; and
    - Be incorporated into the storm water management plan for the site.
  - **6.3.5.3** Parking rows may exceed ten (10) parking stalls where a landscaped island/bump-out is incorporated, in accordance with paragraph 6.3.4.
  - **6.3.5.4** Where parking areas cannot be located to the rear or side of a building, away from the public right-of-way, a landscaped strip shall be provided. A landscaped strip shall:
    - Be a minimum of 1.5m (5') in width;
    - Contain a minimum of one deciduous tree for each space that fronts onto the abutting public right-of-way, or one tree per every 3m (10') in length, whichever provides the greatest number of trees;
    - Contain shrubs that are a minimum of 0.6m (2') in height at the time of planting;
    - Incorporate additional vegetation to screen parked cars without obstructing views, to the satisfaction of the Development Officer; and

• Be incorporated into the storm water management plan for the site.

Dwelling Category	Required Amenity Space (Min.)
Bachelor & One-bedroom units	15m <sup>2</sup> (162ft <sup>2</sup> ) per unit
Two-bedroom units	20m <sup>2</sup> (216ft <sup>2</sup> ) per unit
3-bedroom units	25m <sup>2</sup> (269ft <sup>2</sup> ) per unit
4 or more bedroom units	30m <sup>2</sup> (323ft <sup>2</sup> ) per unit

**6.3.6** Multi-unit residential (4+ units) shall provide Amenity Space for residents as per:

**6.3.7** Required trees shall be planted prior to an occupancy permit being issued for the dwelling unit(s) and trees shall be a variety of species which may include: maple, oak, linden, ash, and beech or other climate appropriate species. The Developer shall ensure coordination with the Nova Scotia Power or other parties regarding easements and meeting the planting requirement.

The Developer may provide the Town with a deposit in the amount of \$300 in lieu of planting a tree. This deposit will be returned, without interest, to the Developer on completion of the required planting. If the Developer fails to do the required planting within one year of the issuance of an occupancy permit for the dwelling, the Town may carry out the work as provided for in paragraph 15 of this agreement and use the deposited amount to recover the costs of performing the work.

**6.3.8** Existing trees and vegetation are encouraged to be retained during the early development stage. All trees that are retained in the front and flankage yard shall replace, or count towards, the requirements of paragraph 6.3.3 and 6.3.4. The Developer shall be permitted to remove trees to install services or elements in order to comply with the Storm Water Management Plan.

#### 6.4 Urban Design

- **6.4.1** So that the prominent feature of a single detached, duplex, semi-detached or townhouse dwelling on narrow lots (less than 20m (65') frontage) is not a garage, where a garage is part of, or attached to a main dwelling, the garage shall meet one of the following:
  - **6.4.1.1** be flush or recessed from the front wall of the dwelling (1.2m (4') recommended), or
  - **6.4.1.2** include a roofed veranda structure which is part of the building facade extending past the front of the garage by no less than 30cm (1') for no less than 3m (10') of frontage width. Also, if the garage extends past the main building facade, the garage shall include a window (no less than 0.37sqm (4 sq ft) on the side of the garage within 1.8m (6') of the front of the garage, or

- 6.4.1.3 extended garage units (garages that protrude from the front façade more than 1.2m (4') shall not be sited adjacent to another unit with an extended garage. The 'flush' or 'recessed' garage unit should be sited 60cm (2') closer to the street than the adjacent 'extended' garage unit. Extended garage units should not extend more than 3m (10') from the front facade and shall include a window (no less than 0.37sq (4 sq ft) on the side-yard of the garage within 1.8m (6') of the front of the garage. A minimum of fifty percent (50%) of the dwellings with extended garages on any street shall be two stories.
- 6.4.2 No garage shall occupy a more than 50% of the front street elevation of any building.
- **6.4.3** To provide for a varied street scene and contribute to a more walkable neighbourhood, the reuse of identical buildings in close proximity to one another shall not be permitted. Identical buildings may not be repeated more frequently than every fourth (4<sup>th</sup>) building along the same side of a street or adjacent to one another within a cul-de-sac.
- **6.4.4** Buildings are not identical if they are varied in at least 2 of the following: roof style; building mass and form; elevation plane; variation in exterior surfaces, colours, materials; fenestration; and main entry and garage placement.
- **6.4.5** To avoid facades of large blank walls on corner sites (having frontage on two streets), the façades of a principal building abutting the front lot line and the flanking side lot line shall use consistent building materials and architectural features on both frontages, and shall include features such as windows, doors, or porches.

#### 6.5 Density

- **6.5.1** The density for this Development shall be a minimum of five (5) and a maximum of twelve (12) dwelling units per net acre.
- **6.5.2** The Developer shall submit a density calculation report at time of tentative subdivision approval for each phase (as outlined in Schedule "C"). The calculation shall provide anticipated density numbers for the phase and compliance with the overall development's density limitations as outlined in paragraph 6.5.1 of this Development Agreement.
- **6.5.3** For the purposes of regulating the number of dwelling units pursuant to 6.5.1, a building initially built as a single unit dwelling that may add an accessory dwelling unit in the future shall count as one unit until such time as a second dwelling unit receives an occupancy permit.
- **6.5.4** The tentative plan shall also show the number of proposed units for townhouse lots or multi-unit lots.
- **6.5.5** If during the development of any phase, changes to the density provided at tentative approval are made, the Developer will have to show that the overall density requirements for the phase/development are still being met prior to final subdivision being approved.

**6.5.6** Unused Density in Phase 1 and 2 of Viking's Lands, may be transferred to Phase 3 up to a maximum of 18 dwelling units/acre.

#### 6.6 Stormwater Management

- **6.6.1** The Storm Water Management Plan prepared by Able Engineering and approved by the Town Engineer prior to this Development Agreement being fully executed shall be adopted and form part of the Servicing Agreement unless material conditions or assumptions have changed which require a modification to the Able Engineering Plan. Any change will be done in a manner consistent with the overall engineering principles that governed the original design and shall be approved by the Town Engineer.
- **6.6.2** The storm water management plan shall ensure that measures are taken to ensure post development runoff from the Development on the Lands achieves a net zero affect on adjacent properties.
- **6.6.3** Individual lots within each phase shall submit a lot grading plan that conforms to the overall storm water drainage plan and erosion and sedimentation control plan before a Development Permit is issued by the Development Officer.

## 6.7 Subdivision and Phasing

- **6.7.1** The Developer shall be permitted to complete the Development in phases, as outlined in Schedule "C" West End Phasing Plan.
- **6.7.2** As part of the tentative subdivision application for all phases (as defined in Schedule "C") the Developer shall:
  - **6.7.2.1** Enter into a Servicing Agreement with the Town to set out the detailed standards, terms and conditions for the installation of all municipal services and storm water management infrastructure included in each phase of the Development. No construction of any municipal services shall commence until the Servicing Agreement has been executed by the Town in a timely manner.
  - **6.7.2.2** Provide an erosion and sedimentation control plan.
- **6.7.3** The Development shall comply with the Subdivision By-law, unless varied by the terms of this Agreement.
- **6.7.4** Tentative Approval shall not be granted where the submitted plan shows a single loaded street.
- **6.7.5** The Developer shall provide a cash payment (Open Space Fees) of \$70,000, minus any amounts paid for lots 29-34 on Stirling Avenue, paid over 3 years, with the first payment a condition of the approval for the first lot taken from tentative to final subdivision approval within Phase 1 (as shown on Schedule "C"). This amount along with the lands provided to the Town as outlined in paragraph 7 of the agreement shall be deemed to include all requirements of the subdivision bylaw including any future amendment. The Developer shall not be required to provide more land or funds as the lands are subdivided over time.

- **6.7.6** Final Subdivision approval of any lots in Phase 1 or 2 shall not be granted until a second entrance on a Public Street into the phase is provided to the Lands.
- **6.7.7** The Developer may choose to develop either Road R or Stirling Avenue Extension (as shown on Schedule B) or both provided that the requirements of 6.7.6 are satisfied.
- **6.7.7** For Phase 3, tentative subdivision approval is required for the entire phase, including the road network. A piecemeal approach to planning the road layout shall not be permitted.
- **6.7.8** The placement of the east-west Pedestrian Walkways, may be altered as part of subdivision approval but shall be sited within 20m of the locations shown on Schedule "B".

## 7 Parkland Dedication

- **7.1** The Parkland dedication requirements for the Lands shall be deemed to include all requirements of the subdivision bylaw as indicated in paragraph **6.7.5** and as outlined below:
- **7.2** The Developer shall provide title for, and improvements to (as defined in paragraph 7.2.1) the **Neighbourhood Park** land, as identified on Schedule "B". The Neighbourhood Parkland shall be provided to the Town within 3 months of the Neighbourhood Park's road frontage (a public street) being accepted by the Town;
  - 7.2.1 Improvements before acceptance by the Town of the Neighbourhood Parkland, as identified on Schedule "B" shall include:
    - 7.2.1.1 Removal of brush and scrub vegetation as directed by the Development Officer;
    - **7.2.1.2** Grading of the site to create a smooth surface consistent with the general topography of the area;
    - **7.2.1.3** Supply and level a minimum depth of 100 mm of topsoil over all disturbed areas;
    - **7.2.1.4** Hydroseed or seeding all disturbed areas.
    - **7.2.1.5** Notwithstanding paragraph 7.2.1., the Developer may provide a performance security satisfactory to the Development Officer for the completion of improvements to the Neighbourhood Parkland at time of final subdivision approval for the Parkland portion of Phase 1.
- 7.3 The Developer shall provide title for, and improvements to (as defined in paragraph 7.3.1) the Developer's portion of the Linear Park land, as identified on Schedule "B". The Linear Park lands shall be provided to the Town within 3 months of the Linear Park's Phase 1 access and the Phase 1 Skyway Drive extension (as shown on Schedule "C") being accepted by the Town;
  - **7.3.1** Improvements before acceptance by the Town of the Linear Park, as identified on Schedule "B" shall include:
    - **7.3.1.1** Completion of the Phase 1 Skyway Drive access and cul-de-sac to the satisfaction of the Development Officer. \*needs to be indicated on schedule B

- **7.3.2** The Town shall register conservation easements or restrictive covenants against the title to lots that are created abutting the Linear Park's "Conservation Area" as shown on Schedule "C". The Conservation Easement shall ensure:
  - Restrictions on the ability to erect any buildings or structures.
  - Restrictions on the ability to remove trees or vegetation.
  - Restrictions on excavating or altering land levels.
  - Restrictions on the application of any toxic herbicide or pesticide.
- **7.3.3** The minimum width of the Linear Park adjacent to Highway 101 shall between 11-13 meters, to ensure appropriate buffering, as shown on Schedule "B".
- **7.3.4** The minimum width of the Linear Park sections along the far eastern and western boundaries of the Lands shall be between 6-7 m, as shown on Schedule "B".
- **7.4** The Developer shall provide title for the **Trailhead Park**, as identified on Schedule "B". The Trailhead Park shall be provided to the Town within 3 months of the Trailhead Park's road frontage (a public street) being accepted by the Town;
  - **7.4.1** Improvements before acceptance by the Town of the Trailhead Park, as identified on Schedule "B" shall include:
    - 7.4.1.1 Removal of brush and scrub vegetation as directed by the Development Officer;
    - **7.4.1.2** Grading of the site to create a smooth surface consistent with the general topography of the area;
    - **7.4.1.3** Supply and level a minimum depth of 100 mm of topsoil over all disturbed areas; and
    - **7.4.1.4** Hydroseed or seeding all disturbed areas.
    - **7.4.1.5** Notwithstanding paragraph 7.4.1., the Developer may provide a performance security satisfactory to the Development Officer for the completion of improvements to the Neighbourhood Parkland at time of final subdivision approval for the Parkland portion of Phase 1.
  - **7.4.2** The minimum frontage of the Trailhead Park within Phase 3, as shown on Schedule "B", shall be a minimum 15m (50').
  - **7.4.3** The location of the Trailhead Park in Phase 3, as shown on Schedule "B" may be moved to any other location in Phase 3 under any of the following conditions:
    - **7.4.3.1** The Trailhead Park does not include land that makes the construction of a parking area difficult or cost prohibitive for the municipality.
    - **7.4.3.2** The overall size is not decreased.

- **7.4.3.3** The Trailhead is located on a public street and meets the frontage requirements established in this agreement.
- **7.5** The requirements of paragraph 7.2, 7.3, and 7.4 shall be conveyed to the Town free of all liens or encumbrances except for any that may be acceptable to the Town.
- **7.6** The parkland areas, as shown on Schedule "B", may increase or decrease in size by up to 2% as a result of survey anomalies, minor road alignment issues, or other similar factors.

## 8 Mobility and Traffic Calming

- **8.1** Sidewalks and mid-block pedestrian walkways shall be completed on the Lands as per Schedule "B".
- 8.2 Pedestrian walkways shall be detailed in the Servicing Agreement and shall include:
  - Raised crosswalks
  - Extended Curb Bump outs
  - Landscape Plan to ensure proper pathway entry and that buffering / separations between adjacent properties are achieved.
- **8.3** Crosswalks that do not connect the mid block pedestrian connections (as shown on Schedule "B") are not required to be raised.
- **8.4** On-Street Parking shall be permitted on all streets on the Lands and shall be recognized as a traffic calming measure.
- **8.5** Future Bus Routing and Active Transportation (e.g. bike lanes) may be accommodated on the Lands as the full build-out proceeds over time.

## 9 Timing

- 9.1 This Development Agreement shall be deemed to be entered into on the day following the day on which the time for appeal of Town Council's approval to enter it has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable. All other time requirements imposed in this Development Agreement shall be calculated from that date, the Effective Date.
- 9.2 Tentative subdivision approvals for all phases of the development (as shown on Schedule "C") shall be obtained within 10 years of the effective date. The developer may develop phase 2 in a sub-phase manner so long as temporary cul-de-sacs' are provided and erosion and sedimentation measures are approved and put in place and the provisions of the Storm water Management plan have been accounted for.

## **10** Amendment

**10.1** With the exception of matters which the Town and the Developer do not consider to be substantive, outlined in paragraphs 10.2 and 10.3, the amendment of any other matter in this

Development Agreement can only be made under the provisions of Section 230 of the Municipal Government Act, including the holding of a Public Hearing.

- **10.2** The following are non-substantive amendments to this Development Agreement, approved through a motion of Council as per section 230(7) of the MGA:
  - Agreement timing
  - Timing of parkland dedication
  - Road Layout and Housing types permitted in Phase 3
- **10.3** The following are amendments to this Development Agreement that the Development Officer may action without Council approval:
  - Changes clearly outlined in this agreement (e.g. paragraph 6.7.8)
  - Landscaping or garage and design requirements
  - Minor changes required to implement changes as a result of Provincial or other regulations with the exception of changes to roads, parks or infrastructure which would be considered a substantive amendment.
  - Minor changes to the schedules (e.g. crosswalk locations, stop signs) that are conceptual at this stage and will be detailed in the servicing agreement.
  - Location and number of stop signs in conjunction with the Director of PW and/or Traffic Authority

#### 11 Expenses

The Developer shall pay all costs and expenses primarily related to public advertising and not including legal fees, incurred by the Town related to this Development Agreement.

## 12 Liability

The Developer shall be liable for any damage to persons or public or private property caused by the Developer contractors or subcontractor work related to the provision of primary or secondary services. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the construction of primary and secondary services. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to insure the responsibilities which the Developer is assuming.

#### **13** Subsequent Owners

- **13.1** This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which are the subject of this Agreement until this Agreement is discharged by Council.
- **13.2** Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the lot(s) and the prior land owner(s) shall have no responsibilities or liabilities under this contract for the conveyed lot.

## 14 Completion of Development

Upon the completion of the whole Development, complete phases or sub phases of the Development, Council may review this Agreement, in whole or in part, and may:

- **14.1** Retain the Agreement in its present form;
- **14.2** Negotiate a new Agreement;
- **14.3** Discharge the Agreement, wholly or partially, and apply appropriate zoning pursuant to the Municipal Planning Strategy and Land Use Bylaw for the Town of Wolfville .

## 15 Default

- **15.1** If the Developer fails to comply with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may give to them a notice identifying the failure or failures to comply and stating a reasonable time for remedy given the nature of the failure, in any event not less than 30 days, within which the Developer must comply. If the Developer does not comply with the identified failure or failures within the stated time, the Town may take any action authorized by the *Municipal Government Act* and at its sole discretion may:
  - **15.1.1** Terminate this Agreement if the failure to comply is deemed to be substantially non-compliant with the terms of this Agreement. Termination shall only be permitted if there is an underlying zone adopted pursuant to paragraph 3.3;
  - **15.1.2** Enter the Lands and take any action required to correct the identified failure to comply;
  - 15.1.3 Enter the Lands and remove and/or demolish, part or all of any building or structures on the Lands, or take any other action required to bring the Lands to a safe and sightly condition in compliance with the Dangerous and Unsightly provisions of the Municipal Government Act; or,
  - 15.1.4 Take no action.
- **15.2** Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach or later take action on the same breach.
- **15.3** Any costs and expenses incurred by the Town in exercising its rights under paragraphs 15.1, shall include, but are not limited to, costs and expenses incurred in returning the Lands to their original condition before work began on the Development and all solicitors' fees and disbursements incurred in terminating or discharging this Development Agreement. The costs and expenses shall be paid by the Developer to the Town as a debt and may be recovered by direct suit. Such expenses form a first lien on the Lands as provided by Section 507 of the Municipal Government Act. The Developer shall pay interest on the costs and expenses, outstanding from time to time, at the same monthly rate charged by the Town for municipal real property tax arrears. Such interest costs shall be treated as an expense.

### 16 Administration

The Development Officer administers this Development Agreement. His / Her decision is final and binding on all parties unless the issue is a non-substantive amendment and the approval of Council is required. Any substantive amendments to the Agreement may only be made in accordance with the requirements of the MGA.

## **17** Warranties by the Developer

#### **17.1** Title and Authority

- **17.1.1** The title to the Lands shall be registered under the Land Registration Act showing the Developer as the sole registered interest holder, holding good title in fee simple to the lands subject only to any normal financing encumbrance. No other entity shall have any interest in the lands which would require their signature on this Development Agreement to validly bind the Lands.
- **17.1.2** The Developer have taken all steps necessary to, and they have full authority to, enter this Development Agreement.

#### 18 Full Agreement

- **18.1** This Development Agreement and any subsidiary agreement referenced herein constitute the totality of the Agreements entered into between the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.
- **18.2** This Development Agreement shall not be precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

#### 19 Notice

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

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

and if to the Developer:

Viking Ventures Limited 4248 NO 1 Hwy Berwick, NS BOP 1E0

#### 20 Headings

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

## 21 Binding Effect

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

## 22 Execution

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

SIGNED, SEALED AND DELIVERED ) In the presence of:	)
	) ) TOWN OF WOLFVILLE )
	) ) By ) MAYOR
Witness	) ) By
	) TOWN CLERK
SIGNED, SEALED AND DELIVERED ) In the presence of:	)
	) ) ) Ву
WITNESS	) VIKING VENTURES LIMITED ) )

CANADA PROVINCE OF NOVA SCOTIA COUNTY OF KINGS

I certify that on \_\_\_\_\_\_\_,2018, \_\_\_\_\_\_\_\_ a witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFVILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA PROVINCE OF NOVA SCOTIA COUNTY OF KINGS

I certify that on \_\_\_\_\_\_\_\_,2018, \_\_\_\_\_\_\_\_\_\_a witness to this agreement came before me, made oath, and swore that **VIKING VENTURES LIMITED** caused the same to be executed by its proper officers and subscribed their hand in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

# SCHEDULE A – Legal Description

To be inserted after land swap.

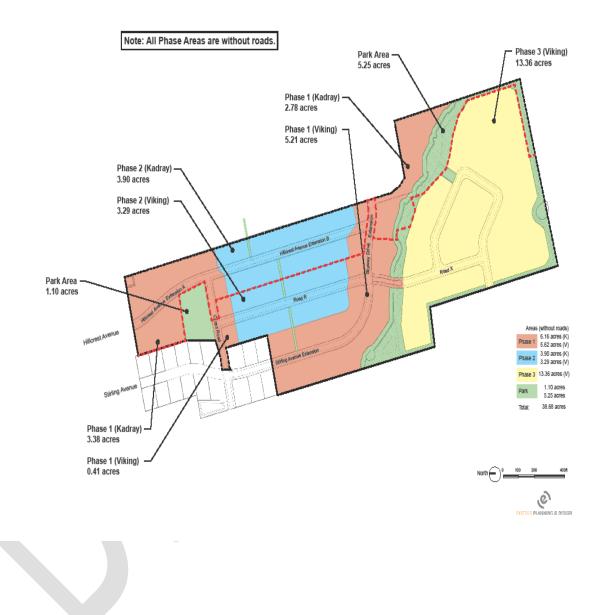
# SCHEDULE B – Conceptual Master Plan

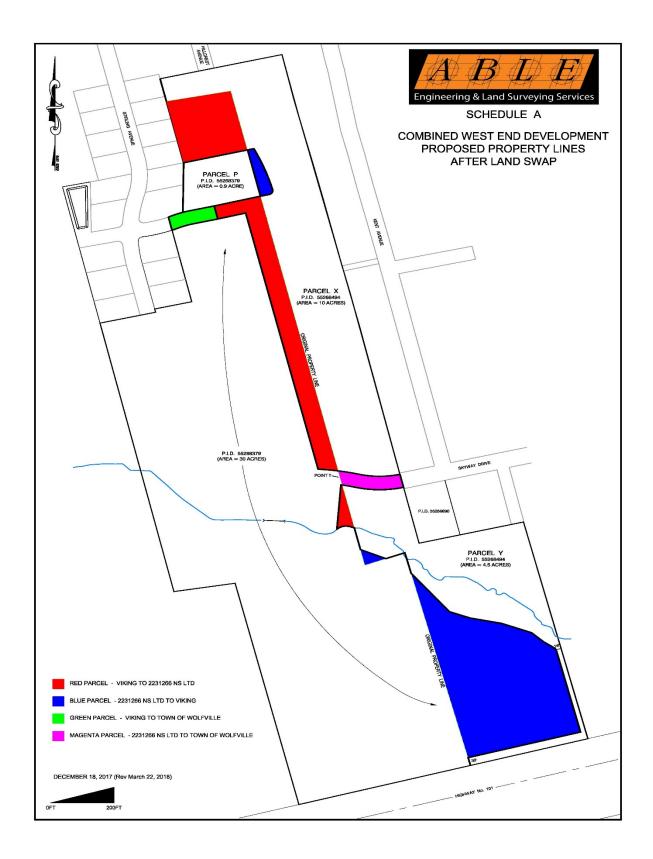
WEST END LANDS DEVELOPMENT CONCEPT PLAN



# SCHEDULE C – Phasing Plan

WEST END LANDS DEVELOPMENT PHASING PLAN





D. NENO D.P. = DETEN POND RIGA DRIVE 虿 SKYWAY DRIVE D.P. Xan man CRUPTION DATE REVISION OR ISSU ARRENT BER ILTZ AND SEAMONE  $(\Lambda$ TNG FROMM TVILLP, N.S. ROJEC KADRAY DEVELOPMENTS SERVICING SCHEMATIC WOLFVILLE, KINGS Co., NS REF NO MAY 03, 2017 DAB AWD Y2014-072-06 ALE 1" = 100 6 of 5

SCHEDULE E – Servicing and Stormwater



## 1) PURPOSE AND SUMMARY

To provide Council an update related to the ongoing review of our Municipal Planning Strategy and to build on the previous updates provided (updates can be found on the MPS portion of the Town <u>website</u>).

## 2) DISCUSSION

Moving Forward – what we've been up to:

- **Contract Employee (Emily Statton):** Emily is a Dalhousie Community Design student who is now working with us 2 days/week exclusively on the MPS.
- Future Neighbourhoods: A Master of Planning Studio Class, under the direction of Dr. John Zuck, have been advancing their project on principles and policy statements for Future Neighbourhoods through site-design of a potential Residential Comprehensive Development District (RCDD) zone. A presentation of their recommendations will take place April 12<sup>th</sup>. An invite to PAC, Council and others interested is forthcoming. Samples of their interim report are here:







Regional Housing Needs Assessment (Report 1): As part of Phase 1 and continuing into Phase 2

 particularly through the Housing Symposium - the Town undertook a housing needs assessment. The following was identified and supported by PAC and Council in review of the Neighbourhood Designation of the MPS during the summer of 2017:

## Key Housing Challenges and Strategies

Ke	y Housing Challenges / Needs	Ke	y Housing Strategies	Ot	her Strategies
1.	We need to address the middle (both demographically and in terms of our housing stock). We need to make housing more affordable for first-time buyers and young families and enable more 'mortgage helper' accessory dwelling units. We need to make sure rental housing is well-managed and	1. 2. 3. 4.	Facilitating housing choices; Encouraging higher densities in strategic areas; Introducing dwelling type mix targets; Creating a policy framework that is receptive to innovative housing proposals.	fall pla	RRBB Social Inclusion Town & Gown Dangerous and Unsightly Enforcement ee: These "other" strategies outside of land use nning but are important to
4. 5.	safe. We need to provide more options for the aging population who wish to downsize and/or retire to Wolfville. We need to build on existing expertise in the community and work toward better non-market housing options.			life req	lude. Housing and quality of issues are complex and juire a multi-pronged proach.

#### Housing Priorities by Type/Form

Housing Type/Form Priorities						
<ul> <li>Attached housing forms and ground-oriente</li> </ul>						
	(	dwelling units;				
	•	Supportive housing;				
	•	Accessible housing;				
	•	Well Managed Safe rental housing;				
	•	Subsidized, non-market housing; and				
	•	Innovative Housing.				
	• (	Other				



Missing from this was a regional lens. Over the past number of months, groups have come together to work on better understanding our regional housing challenges and their first report – *Housing: Now and Into the Future – Precarious Housing and Homelessness across our Rural Communities (March 2018).* The report is included for information for PAC and Council with the recommendations to Municipalities from the report included below.

A Wolfville Specific report and findings will be forthcoming out of the ongoing Regional Housing work and will further inform where we sit in the region, better articulate challenges and solutions, and how the Town can contribute to an improved regional housing situation.



#### What Municipal Governments Can Do?

- Establish programs and volunteer networks (e.g., small jobs, daily living assistance, social connections, transportation networks, senior safety programs)
- Healthy Neighborhood Design Enhance neighborhood walkability; Create mixed land use; Prioritize new affordable developments
- Healthy Transportation Networks Enable mobility for all ages and abilities; Make active transportation convenient and safe; Prioritize safety; Increase access to public transit (free bus passes);
- Healthy Natural Environments Preserve and connect open space and environmentally sensitive areas; Maximize opportunities to access and engage with the natural environment; Restrict smoking in outdoor spaces.
- Healthy Food Systems Enhance agricultural capacity; Increase access to healthy foods in all neighbourhoods; Improve community-scale food infrastructure and services; Increase access
- Healthy Housing Increase access to affordable housing through provision of diverse housing forms and tenure types; Ensure adequate housing quality for all segments of society; Prioritize housing for the homeless, elderly, youth, women leaving domestic violence, low income groups, and people with disabilities; Establish and enforce minimum housing standards
- Housing Policies and Bylaws E.g., Require a portion of new construction units to be designated affordable; Negotiate affordable housing options when public lands are sold to private developers; Allow flexibility for re-zoning when affordable and supportive housing options are proposed; Identify land banks that can be used for affordable housing infrastructure; Rental unit inspections and licensing; Bill property owners through taxes when orders to comply are ignored; Tax breaks for affordable housing units; Relaxed parking requirements; Explore density bonus, inclusionary zoning, secondary suites
- Ensure the Municipal Planning Strategy takes into consideration affordable housing priorities and consider ways to help increase and protect affordable housing stocks.
- Work collaboratively and be an advocate for safe and affordable housing!



- **Design Guidelines:** an updated draft (based on Council direction) of the design guidelines is nearing completion and feedback will be sought from the design review committee before the draft document is brought to PAC and Council for consideration.
- **Economic Development Policies:** Staff have been working with the Town's Manager of Economic Development to include a strong economic development focus in the forthcoming draft.
- Website and Communications: Project updates/information will be posted to the MPS portion of the <u>website</u>.



# **SUMMARY**

# **Residential-Commercial Buffering**

For COTW to consider the Planning Advisory Committee (PAC) recommendation regarding the development of buffering policies to preserve the quiet enjoyment when commercial uses abut residential uses.

PAC Motion (March 28<sup>th</sup>, 2017):

MOTION: THAT PAC RECOMMEND COUNCIL DIRECT STAFF TO INCORPORATE MORE NUANCED APPROACH TO BUFFERING IN A FUTURE-DRAFT OF THE MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW

CARRIED

## DRAFT MOTION:

THAT COUNCIL DIRECT STAFF TO INCORPORATE MORE NUANCED APPROACH TO BUFFERING IN A FUTURE-DRAFT OF THE MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW



## 1) CAO COMMENTS

No Comments Required.

## 2) LEGISLATIVE AUTHORITY

The Municipal Planning Strategy establishes Council's power to direct staff.

## 3) STAFF RECOMMENDATION

Staff recommend including more nuanced buffering techniques, which may include more detailed spacing and vegetation requirements, in the future draft-Municipal Planning Strategy.

## 4) **REFERENCES**

- PAC Staff Report on Residential-Commercial Buffering, dated March 28, 2018
  - o (PAC Agenda Item 5, viewable online here)

## 5) DISCUSSION

Preserving the quiet enjoyment of neighborhoods is the purpose of residential-commercial buffering yet existing buffering requirements may not be sufficient to accomplish this. Staff conducted a survey of seven other municipalities to understand how buffering is accomplished across Nova Scotia. Increasing buffering requirements usually relates to more specific vegetation or barrier requirements and/or increasing buffer-yard widths. As Wolfville, and many parcels within, is limited geographically, Staff believe increasing specific vegetation or barrier requirements depending on the abutting use is appropriate.

As buffering has implications on commercial "creep", future development, parking availability, and other issues, Staff recommend including new buffering requirements in a future-draft of the Municipal Planning Strategy.

## 6) **FINANCIAL IMPLICATIONS**

None

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

Full policy review provided in the linked PAC Staff Report.

## 8) COMMUNICATION REQUIREMENTS

None at this time.

## 9) ALTERNATIVES

1. That Committee of the Whole recommend to Council to do nothing at this time.



2. That Committee of the Whole recommend to Council to direct staff to develop buffering amendments, with a more nuanced approach, to the Land Use By-Law ahead of a future-draft of the Municipal Planning Strategy.



# **SUMMARY**

# Water Rate Study

The need for a Water Rate Study was identified a few years ago by the Finance Department, and has been on the department workplan for the last couple of years. The last rate study carried out for the Town's Water Utility was carried out in 2001. That Study resulted in UARB approved rate changes over a three year period, with the last change in rates occurring on January 1, 2004.

Combine that passage of time with changes in the Town's operations and it is prudent to review the rate structure to ensure continued long term financial viability of the Water Utility. This will ensure the Utility's revenues are sufficient to absorb growing operational costs (eg. wages, fuel) as well as capital infrastructure replacement costs needed to replace aging water systems.

During the 2017/18 fiscal year, the Town engaged consultants to carry out a study. Rate studies are carried out to assess whether current rate structures are sufficient to cover costs expected in the next few years. Such studies may, or may not, result in a recommendation to amend rates. In the case of the 2018 Rate Study the recommendation is to apply to the Nova Scotia Utility and Review Board (NSUARB) to amend rates.

Council must first pass a motion approving the Town's application to the NSUARB amend the Schedule of Rates and Schedule of Rules/Regulations before the submission is made to the NSUARB.

## **DRAFT MOTION:**

That Council authorize the Town to make application to the Nova Scotia Utility and Review Board to amend rates and regulations as contained in the Water Rate Study, dated February 20, 2018, prepared by G.A. Anderson Consulting Limited in Association with Blaine Rooney Consulting Limited.



## 1) CAO COMMENTS

The CAO supports the recommendations of staff.

## 2) LEGISLATIVE AUTHORITY

The Nova Scotia Utility and Review Board (NSUARB) has oversight on the rates and regulations of public utilities in Nova Scotia

The NSUARB Water Utility Accounting and Reporting Handbook outlines the framework for utilities for rate structure.

## 3) STAFF RECOMMENDATION

That Council authorize staff to proceed with the application process to the NSUARB to have water rates amended as outlined in the Water Rate Study.

## 4) REFERENCES AND ATTACHMENTS

- 1. Water Rate Study, February 20, 2018 (attached)
- 2. Wolfville Water Utility budgets and year-end financial statements

## 5) **DISCUSSION**

It has been just under 15 years since the Town last changed the Water Utility's billing rate structure. Since that time costs have increased in both operations as well as capital cost replacement. Given this fact, the Town engaged a consulting firm to carry out a Rate Study for the Water Utility. The consultant selected has carried out the vast majority of the rate studies for utilities across the province over the last number of years. The two individuals involved, Gerry Isenor and Blaine Rooney, have engineering and financial backgrounds and have appeared before the NSUARB numerous times on behalf of NS utilities. Their reputation provides a solid standing when appearing before the Board, and as part of the recommendation to apply for rate changes, they would present the Town's application to the Board.

The results of their review of Wolfville's situation are in the attached Water Rate Study. They will be presenting this to Council as part of this RFD on April 3<sup>rd</sup>. Much of the information is technical dealing with such things as allocation of tangible asset costs to service areas, return on rate base, and determination of the costs for fire protection. Keys to note hear, pending presentation of the Study, are:

• Phased elimination of the Town's two block rate structure, i.e. Utility would no longer provide lower rate for water consumption levels exceeding prescribed threshold.



- Impact on "average" quarterly water bill for 2018/19 range between 3.4% to 8.6% depending on metered service size (page 33 of Rate Study), with smaller increases (in some cases decreases) in the following two years.
- Return on rate base ranging from 3.14 % to 2.66% over the three years covered (page 24 of study). These are reasonable rates of returns for water utilities and are within the range typically allowed by the NSUARB.
- Fire Protection Charge ranges between \$389,668 to \$408,077 in the 3 years covered (page 23 of Study). This is within the fee charged by the Water Utility to the Town over the last few years, so no significant impact on Town budget is expected.
- Inclusion of an annual dividend from the Water Utility to the Town (owner) starting in 2018/19 (page 34 of study). This concept has been raised by the Director of Finance a number of times over the last few years, and is consistent with he approach taken by many municipal water utilities.
- There are a number of other service rates included which are included in the Schedules starting on page 38 of the Study. Based on review with the consultants, the service rates included are intended to be consistent with other utilities in the province and to ensure cost recovery is achieved.

It is important to note that, although the study is recommending rate increases, the increases are relatively small compared to many utilities that have had an extended period of time between rate studies. On a go forward basis, the Town should look to carry out a Rate Study every three to five years to ensure its rate structure is adequate for the financial requirements over time. As noted earlier, the rate study will confirm whether rates need to change and there may be years where no adjustment is needed.

Once approved by Council, an application will be made to the NSUARB. There is a prescribed process that will then be followed which includes review by the Board review, clarification request via Information Requests back to Town (IR's), notice of public hearing, required public advertising of public hearing, allowance for possible intervenor status, public hearing itself and ultimately a decision by the board. The exact dates of the process will be contingent on the Boards availability in the coming year. Ideally the Town would like to have the rates in place by the 2<sup>nd</sup> quarter billing (i.e. end of September) but it may be later in the year.

## 6) FINANCIAL IMPLICATIONS

The Water Utility is currently in a strong balance sheet financial position with \$946,000 in Accumulated Surplus (March 31/17). As noted during this years budget process, the Town will now start to strategically draw down the Water Utilities surplus for use in funding capital projects over the coming



years. This should help ensure the water rates recommended in the Study are adequate in the next few years.

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

Beyond Council's responsibility to ensure the financial viability of the Town, the removal of the 2 block rate structure is consistent with environmental sustainability which is one of Council's strategic principles. Customers will no longer receive the financial benefit of a lower rate for high water levels of consumption.

## 8) COMMUNICATION REQUIREMENTS

There is a prescribed process in applying for amendments to rates, which includes public notices and hearing. That process will be followed by the Town.

## 9) ALTERNATIVES

Council could decide not to approve the Rate Study and related application to the NSUARB. Although this would not have an immediate impact on the financial stability of the Water Utility, it would over time result in likely shortfalls both operationally and with capital replacement programs. Indirectly, the town's capital replacement program (streets) could be impacted if the Water Utility is unable to finance its share of a complete street infrastructure replacement.

## Town of Wolfville Water Utility

## Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

February 20, 2018

## **INDEX**

# NOTES TO WORKSHEETS

## WORKSHEETS B-1 TO D-2

## SCHEDULES A, B, AND C – RATES AND CHARGES

### SCHEDULE D – PROPOSED RULES AND REGULATIONS

### WOLFVILLE WATER UTILITY NOTES ON WORKSHEETS SUPPLEMENTAL NOTES ON WORKSHEETS

### WORKSHEET B-3

<u>Non-operating Expenditures</u> – The non-operating expenditures include a Dividend to the Owner in each of the test years.

### WORKSHEET C-4

The number of 5/8" customers is projected to grow by two connection in each test year.

### WORKSHEET C-6

The water consumption for 5/8 inch customers has been declining since the last rate study. This decline has been occurring in most water Utilities in Canada and is projected to continue in this Utility. Based on this the water consumption trend the water rate study includes a 1.0% per year reduction for each of the test years for the both the 5/8" customers.

The Utility currently has a two Block rate and requesting that the 2<sup>nd</sup> Block size be changed from the current volume of 250,000 imp. gallons per quarter to 1,300,000 imperial gallons per year in the first test year and 2,000,000 imperial gallons per year in the second test year. The Utility is requesting the 2<sup>nd</sup> Block be eliminated in the final test year.

### **GENERAL NOTES ON WORKSHEETS**

### Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the year 16/17 (actual) and 17/18 (budget) as provided by the Utility.

<u>Operating Revenues</u> - The operating revenue for 18/19, 19/20 and 20/21 is based on the Utility's budget. There is no projected growth in new customers during the test years. The fire protection rate is based on the rate approved in the last rate hearing.

<u>Operating Expenditures</u> - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

<u>Non-operating Revenues</u> – The non-operating revenue projected during the test years is the proposed transfer from the depreciation fund for principal debt payments.

<u>Non-operating Expenditures</u> – The non-operating expenditures include interest and principal on the existing debt. The expenditures include Earnings that will be used to reduce the accumulated deficit.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all three test years.

### Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 18/19, 19/20 and 20/21.

### Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 17/18. The projected expenditures for the years 18/19, 19/20 and 20/21 for all items are based on the budgets provided by the Utility for the 18/19.

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 17/18, 18/19, 19/20 and 20/21. The opening depreciation fund balance is taken from the 16/17 financial statements.

### Worksheet B-4

This worksheet details the known and projected capital contributions.

### Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. Each year includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection.

### Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge (See Supplemental notes)

### Worksheet C-2

This worksheet calculates the return on rate base.

### Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production (See Supplemental Notes).

### Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents. The Utility is not projecting any growth during the test years.

### Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate the quarterly base charge for each size of meter.

### Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for the current year is based on information provided by the Utility. The rate study is based on the continuation of the current single block rate structure.

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 18/19, 19/20 and 20/21 based on a single block rate.

### Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

### Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

### Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years.

### Appendix 1

This appendix provides the debt repayment calculation for the planned capital works.

## Town of Wolfville Water Utility Comparitive Statement of Operations Fiscal Years ending March 31st

				Projection Using Current Rates		
		2016/17 (Actual)	2017/18 (Estimated)	2018/19 Test	2019/20 Test	2020/21 Test
			(			
OPERATING REVENUES						
Metered Rate Sales		669,816	660,000	660,000	660,000	660,00
Public Fire Protection		401,832	380,000	380,000	380,000	380,00
Sprinkler Service		7,880	7,500	7,900	8,300	8,30
Other		22,078	1,200	2,000	2,000	2,00
	Total	1,101,606	1,048,700	1,049,900	1,050,300	1,050,30
OPERATING EXPENDITURES						
Power and Pumping		100,700	97,600	100,528	103,544	106,65
Water Treatment		74,773	81,900	84,357	86,888	89,49
Transmission and Distribution		265,819	247,200	257,216	267,382	275,404
Administration and General		232,599	207,500	213,725	220,137	226,74
Depreciation		136,710	144,212	150,152	158,317	165,56
Taxes		52.699	55,000	56,100	57,200	58,00
	Total	863,300	833,412	862,078	893,468	921,85
	Total	000,000	0	002,010	000,400	021,00
OPERATING PROFIT (LOSS)		238,306	215,288	187,822	156,832	128,44
		200,000	210,200	0	100,002	120,44
NON-OPERATING REVENUES						
Interest on Arrears			1,500	1,500	1,500	1,50
Investment Income			5,000	5,000	5,000	5,00
Job Cost Billing			6,000	6,000	6,000	6,00
Transfer Water Capital (Department Funds)		131,867	0,000	0	0	0,00
	Total	131,867	12,500	12,500	12,500	12,50
NON-OPERATING EXPENDITURES						
Debt Charges - Principal		90,000	83,100	93,683	93,683	53,983
Debt Charges - Interest		13,639	11,200	21,906	17,681	14,312
New Debt - Principal		13,039	7,340	7,780	8,247	8,742
New Debt - Interest		0	16,200	15,760	15,293	14,79
New Debt - Principal		0	0	0	0	14,73
New Debt - Interest		0	0	0	0	
New Debt - Principal		0	0	0	1,813	1,92
New Debt - Interest		0	0	0	4,002	3,89
New Debt - Principal		0	0	0	4,002	5,03
New Debt - Interest		0	-	0	0	
Other Debt Charges		186	500	500	500	50
Capital out of Revenue		131,867	70,500	70,000	70,000	70,00
Dividend		0	0	35,000	45,000	50,00
	Total	235,692	188,840	244,629	256,219	218,15
EXCESS (DEFICIENCY) OF REVENUES OVER						
EXPENDITURES		134,481	38,948	-44,307	-86,887	-77,20
SURPLUS AT BEGINNING OF YEAR *		811,979	946,460	-44,307 985,408	-86,887 789,401	
CAPITAL SPENDING IN CURRENT YEAR		011,979	946,460	985,408 151,700	250,000	452,51
ACCUMULATED SURPLUS (DEFICIT)		946,460	985,408	789,401	452,514	375,30

20-Feb-18

Town of V	Nolfville Wat	or Utility		20-Feb-18
Statement of Operating Ex		•	equirements	
	2017/18	2018/19	2019/20	2020/21
	(Estimated)	Test	Test	Test
OPERTATING EXPENDITURES	07.000	400 500	100 511	100.05
Power and Pumping	97,600	100,528	103,544	106,65
Water Treatment	81,900	84,357	86,888	89,49
Transmission and Distribution	247,200	257,216	267,382	275,40
Administration and General	207,500	213,725	220,137	226,74
Depreciation	144,212	150,152	158,317	165,56
Taxes	55,000	56,100	57,200	58,00
Tota	833,412	862,078	893,468	921,85
NON OPERATING EXPENSES				
Debt Charges - Principal	83,100	93,683	93,683	53,983
Debt Charges - Interest	11,200	21,906	17,681	14,312
New Debt - Principal	7,340	7,780	8,247	8,742
New Debt - Interest	16,200	15,760	15,293	14,79
New Debt - Principal	0	0	0	14,73
New Debt - Interest	0	0	0	
New Debt - Principal	0	0	1,813	1,922
New Debt - Interest	0	0	4,002	3,89
New Debt - Principal	0	0	4,002	0,00
New Debt - Interest	0	0	0	
Interest on short term debt	500	500	500	50
Capital out of Revenue	70,500	70,000	70,000	70,00
Dividend	10,300	35,000	45,000	50,00
Tota	Ű			
Tota	188,840	244,629	256,219	218,15
LESS NON-OPERATING REVENUES				
Interest	1,500	1,500	1,500	1,50
Investment Income	5,000	5,000	5,000	5,00
Other	6,000	6,000	6,000	6,00
Tota		12,500	12,500	12,50
LESS OTHER OPERATING REVENUE				
Sprinkler Service	7,500	7,900	8,300	8,30
Other	1,200	2,000	2,000	2,00
Tota	8,700	9,900	10,300	10,30
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS	1,001,052	1,084,307	1,126,887	1,117,20
FROTECTION AND WATER CUSTOWERS	1,001,052	1,004,307	1,120,00/	1,117,20

Worksheet 2a/2b/2c/2d/2e

### Town of Wolfville Water Utility Statement of Operating Expenditures

	2017/18 (Estimated)	2018/19 Test	2019/20 Test	2020/21 Test
POWER AND PUMPING				
Salary and wages	11,300	11,639	11,988	12,348
Employee Benefits	2,300	2,369	2,440	2,513
Utilities	76,000	78,280	80,628	83,047
Operational equipment & supplies	8,000	8,240	8,487	8,742
Other	0	0	0	C
TOTAL POWER AND PUMPING	97,600	100,528	103,544	106,650
WATER TREATMENT (Purification)				
Salary and wages	21,600	22,248	22,915	23,603
Employee benefits	4,300	4,429	4,562	4,699
Utilities	5,000	5,150	5,305	5,464
Operational equipment & supplies	40,000	41,200	42,436	43,709
Contracted Service	11,000	11,330	11,670	12,020
Other		0	0	C
TOTAL WATER TREATMENT	81,900	84,357	86,888	89,494

### Worksheet B-2a/2b/2c/2d/2e

TRANSMISSION AND DISTRIBUTION				
Wages	87,300	89,919	92,617	95,395
Employee Benefits	17,500	18,025	18,566	19,123
Meals and travel	1,000	1,030	1,061	1,093
Telecommunications	2,500	2,575	2,652	2,732
Operational equipment & supplies	80,000	85,000	90,000	92,700
Vehicle fuel	2,500	2,575	2,652	2,732
Vehicle repairs & maintenance	21,000	21,630	22,279	22,947
Vehicle insurance	400	412	424	437
Equipment Maintenance	5,000	5,150	5,305	5,464
Contracted Service	30,000	30,900	31,827	32,782
Other	0	0	0	0
TOTAL TRANSMISSION AND DISTRIBUTION	247,200	257,216	267,382	275,404
ADMINISTRATION AND GENERAL				
Salary/wages	118,000	121,540	125,186	128,942
Employee Benefits	23,600	24,308	25,037	25,788
Travel and meals	400	412	424	437
Professional development	2,000	2,060	2,122	2,185
Membership dues & fess	500	515	530	546
Office expense	33,000	33,990	35,010	36,060
Insurance	7,500	7,725	7,957	8,195
Audit	5,500	5,665	5,835	6,010
Contracted services	16,000	16,480	16,974	17,484
Doubtful accounts allowance	1,000	1,030	1,061	1,093
Other	0	0	0	0
TOTAL ADMINISTRATION AND GENERAL	207,500	213,725	220,137	226,741

20-Feb-18	
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Town of Wolfville Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2017/18						
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation	
			Depreciation	Rate in 2016/17	136,71	
LAND AND LAND RIGHTS						
Source of Supply Land	0					
Land - General						
STRUCTURES AND IMPROVEMENTS						
Source of Supply Structures Flood Study	0		0			
Power and Pumping Structures	0		0			
Purification	0		0			
Distribution Reservoirs and Standpipes	0	0	0			
Water Treatment Plant	0	0	0	0.02		
Other - New Well	0	0	0	0.0333		
Other	0	0	0	0.05		
Equipment			0			
Electrical Pumping	0	0	0	0.05		
Purification Equipment	0	0	0	0.05		
Office Furniture and Equipment	0		0			
Transportation Equipment	0	0	0	0.1		
Tools and Work Equipment	0		0			
Software / Scada system	0	0	-	÷		
Control and Monitoring equipment	0	0	-			
	0	0				
Digital Mapping			-	-		
Generator	0	0	-			
Mains		0	-			
Transmission	0	0	-			
Distribution	432,500	0		0.0133	5,75	
Meters	35,000	0	,	0.05	1,75	
Hydrants	0	0	-			
Sprinkler Connections	0	0	-			
Services	0	0				
Other - Water Rate Study TOTAL	0	0		0.333	7 50	
TOTAL	467,500	0	467,500		7,50	
Source of Funding		Depreciation	Fund Balance	beginning of year	5,01	
Funding from Grants	0			on Fund balance	7	
Depreciation fund	-			ore expenditures	5,08	
Long Term Debt				rom Depreciation	-127,00	
Capital out of revenue	70,500		Contributio	n during the year	144,21	
Capital from Surplus	0		Balance	after Expenditure	22,30	
TOTAL	467,500					

Town of Wolfville Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2018/19						
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation	
		De	epreciation Rate	in previous year	144,212	
LAND AND LAND RIGHTS	0		0		0	
Source of Supply Land	0		0		0	
Land - General STRUCTURES AND IMPROVEMENTS			0		0	
	0		÷	0.01000	0	
Source of Supply Structures Flood Study	0		0	0.01333	•	
Power and Pumping Structures	0		0	0.04	0	
Purification	0		-	0.05	0	
Distribution Reservoirs and Standpipes Water Treatment Plant	0		-	0.02	0	
	-	-	÷	0.01	\$	
Well	0		0	0.03333	0	
Other	0		0	0.05	0	
Equipment	0		÷	0.05	0	
Electrical Pumping	0	-		0.05	0	
Purification Equipment	0			0.05	0	
Office Furniture and Equipment	0		0	0.1	0	
Transportation Equipment	0		-	0.1	0	
Tools and Work Equipment	0		0	0.1	0	
Software / computers	0		0		0	
Control and Monitoring equipment	0			0	0	
Digital Mapping	0	-	÷	0.1	0	
Surge tank	0		0	0.02	0	
Mains						
Transmission	0			0.0133	0	
Distribution	315,000		,	0.0133	4,190	
Meters	35,000			0.05	1,750	
Hydrants	0	-	÷	0.0133	0	
Sprinkler Connections	0				0	
Services	0			0.02	0	
Other	0			0.333	0	
TOTAL	350,000	0	350,000	1	5,940	
Source of Funding		Depreciation	Fund Balance b	beginning of year	22,301	
Funding from Grants	0			on Fund balance	335	
Depreciation fund				ore expenditures	22,636	
Long Term Debt			Transfer f	rom Depreciation	-128,300	
Capital out of revenue				n during the year	150,152	
Capital from Surplus	151,700			after Expenditure	44,488	
TOTAL	350,000					

Town of Wolfville Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2019/20						
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation	
		De	preciation Rate	in previous year	150,152	
LAND AND LAND RIGHTS						
Source of Supply Land	0	0	0	0		
Source Water Protection						
STRUCTURES AND IMPROVEMENTS						
Source of Supply Structures Flood Study	0	0	0	0.01333		
Power and Pumping Structures	0	0	0	0.04		
Purification	0		0	0		
Distribution Reservoirs and Standpipes	0	0	0	0.0133		
Water Treatment Plant	0	0	0	0.02		
Test Well	0	0	0	0.04		
Other	0	0	0	0.05		
Equipment		0	0			
Electrical Pumping	0	0	0	0.05		
Purification Equipment	0	0	0	0.05		
Office Furniture and Equipment	0	0	0	0.05		
Transportation Equipment		0	0	0		
Tools and Work Equipment	0	0	0	0.1		
Software / computers	0	0	0	0.1		
Control and Monitoring equipment		0	0			
Digital Mapping	0	0	0	0		
Surge Tank	0	0	0	0.02		
Mains		0	0			
Transmission	0		0	0.01333		
Distribution	481,300	0	481,300	0.01333	6,41	
Meters	35,000	0	35,000	0.05	1,75	
Hydrants	0	0	00,000	0.01333	.,	
Sprinkler Connections	0		0			
Services	0	0	0	0.02		
Other	0		0	0.02		
TOTAL	516,300	0	516,300		8,16	
Source of Funding		Depreciation	Fund Balance b	beginning of year	44.48	
Funding from Grants	0			on Fund balance	66	
Depreciation fund	129,600	Fu		ore expenditures	45,15	
Long Term Debt	66,700		Transfer fr	rom Depreciation	-129,60	
Capital out of revenue	70,000			n during the year	158,31	
Capital from Surplus TOTAL	250,000 516,300		Balance a	after Expenditure	73,87	

in Service         Others         Service         Rate           Depreciation Rate in previous yet         Depreciation Rate in previous yet         Depreciation Rate in previous yet           LAND AND LAND RIGHTS         0         0         0           Source of Supply Land         0         0         0           Land - General         0         0         0         0           Source of Supply Structures Flood Study         0         0         0         0           Power and Pumping Structures         0         0         0         0         0           Distribution Reservoirs and Standpipes         0<	Town of Wolfville Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2020/21							
Depreciation Rate in previous yet           LAND AND LAND RIGHTS			Contribution from	Plant in	Depreciation	Annual Depreciation		
Source of Supply Land         0         0           Land - General         0         0           STRUCTURES AND IMPROVEMENTS         0         0           Source of Supply Structures Flood Study         0         0         0.013           Power and Pumping Structures         0         0         0.013           Punification         0         0         0         0           Distribution Reservoirs and Standpipes         0         0         0         0           Other         0         0         0         0         0         0           Test Well         0			De	preciation Rate		158,317		
Source of Supply Land         0         0           Land - General         0         0           STRUCTURES AND IMPROVEMENTS         0         0           Source of Supply Structures Flood Study         0         0         0.013           Power and Pumping Structures         0         0         0.013           Punification         0         0         0         0           Distribution Reservoirs and Standpipes         0         0         0         0           Other         0         0         0         0         0         0           Test Well         0								
Land - General         0           STRUCTURES AND IMPROVEMENTS         0           Source of Supply Structures Flood Study         0         0           Power and Pumping Structures         0         0         0           Distribution Reservoirs and Standpipes         0         0         0         0           Distribution Reservoirs and Standpipes         0<								
STRUCTURES AND IMPROVEMENTS         0           Source of Supply Structures Flood Study         0         0         0.013           Power and Pumping Structures         0         0         0.013           Power and Pumping Structures         0         0         0.013           Power and Pumping Structures         0         0         0         0           Purification         0		0		-		(		
Source of Supply Structures Flood Study         0         0         0.013           Power and Pumping Structures         0         0         0.0.         0.0.           Purification         0         0         0.0.         0.0.           Distribution Reservoirs and Standpipes         0         0         0         0.0.           Water Treatment Plant         0         0         0         0.0.           Test Well         0         0         0         0.0.           Other         0         0         0         0.0.           Equipment         0         0         0.0.         0.0.           Purification Equipment         0         0         0.0.         0.0.           Office Furniture and Equipment         25,000         0         25,000         0.0.           Transportation Equipment         0         0         0         0.0.         0.0.           Control and Monitoring equipment         0         0         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.         0.0.				-		(		
Power and Pumping Structures         0         0         0         0           Purification         0				-		(		
Purification         0         0         0           Distribution Reservoirs and Standpipes         0 <td< td=""><td></td><td>-</td><td></td><td>-</td><td>0.01333</td><td>(</td></td<>		-		-	0.01333	(		
Distribution Reservoirs and Standpipes         0         0         0         0           Water Treatment Plant         0		0		-	0.04	(		
Water Treatment Plant         0         0         0         0           Test Well         0				-	0.05	(		
Test Well         0         0         0           Other         0         0         0           Equipment         0         0         0           Electrical Pumping         0         0         0         0           Purification Equipment         0         0         0         0         0           Office Furniture and Equipment         25,000         0         25,000         0         0           Tools and Work Equipment         0 </td <td>• •</td> <td></td> <td></td> <td></td> <td>0.1</td> <td>(</td>	• •				0.1	(		
Other         0         0           Equipment         0         0           Equipment         0         0         0           Purification Equipment         0         0         0         0           Office Furniture and Equipment         0         0         0         0         0           Transportation Equipment         25,000         0         25,000         0		÷			0.02	(		
Equipment         0         0           Electrical Pumping         0 </td <td></td> <td>0</td> <td>0</td> <td>-</td> <td>0.04</td> <td>(</td>		0	0	-	0.04	(		
Lectrical Pumping         0         0         0           Purification Equipment         0         0         0         0         0           Office Furniture and Equipment         0         0         0         0         0         0           Transportation Equipment         25,000         0         25,000         0 <td></td> <td></td> <td></td> <td>-</td> <td></td> <td>(</td>				-		(		
Purification Equipment         0	•			-		(		
Office Furniture and Equipment         0         0           Transportation Equipment         25,000         0         25,000         0           Tools and Work Equipment         0         0         0         0         0           Tools and Work Equipment         0				-	0.05	C		
Transportation Equipment         25,000         0         25,000         0           Transportation Equipment         0		0	0	-	0.05	C		
Tools and Work Equipment         0         0         0         0           Software / computers         0 <td>• •</td> <td></td> <td></td> <td>•</td> <td></td> <td>(</td>	• •			•		(		
Software / computers000Control and Monitoring equipment000Digital Mapping0000Generator0000Mains0000Transmission0000.01Distribution0000.013Meters45,00045,00000Hydrants0000Sprinkler Connections000Strices0000Other0000Source of FundingDepreciation Fund Balance beginning of yesFunding from Grants0Interest on Fund balanDepreciation fund0Fund balance before expenditurLong Term Debt0Transfer from DepreciatiCapital out of revenue70,000Contribution during the yes			-		0.2	5,000		
Control and Monitoring equipment0Digital Mapping00Generator00Mains00Transmission00Distribution00Distribution00Meters45,00045,000Hydrants00Sprinkler Connections00Services00Other00TOTAL70,0000Source of Funding01Funding from Grants01Depreciation fund0Fund balance before expenditur Long Term Debt0Capital out of revenue70,000Contribution during the yee				-	0.1	(		
Digital Mapping     0     0     0       Generator     0     0       Mains     0     0       Transmission     0     0       Distribution     0     0       Distribution     0     0       Meters     45,000     45,000       Hydrants     0     0       Sprinkler Connections     0     0       Services     0     0       Other     0     0       Source of Funding     0     70,000       Funding from Grants     0     1       Depreciation fund     0     Fund balance before expenditure       Long Term Debt     0     Transfer from Depreciation       Capital out of revenue     70,000     Contribution during the yee		0		-	0.2	(		
Generator       0         Mains       0       0         Transmission       0       0       0.01         Distribution       0       0       0.013         Meters       45,000       45,000       0.013         Meters       0       0       0.013         Meters       0       0       0.013         Sprinkler Connections       0       0       0.013         Sprinkler Connections       0       0       0         Services       0       0       0         Other       0       0       0         Source of Funding       Depreciation Fund Balance beginning of yee       0         Funding from Grants       0       Interest on Fund balance before expenditure         Long Term Debt       0       Transfer from Depreciation fund purceitation fund balance before expenditure         Capital out of revenue       70,000       Contribution during the yee	<u> </u>			-		(		
Mains0Transmission00Distribution00Distribution00Meters45,00045,000Hydrants00Sprinkler Connections00Services00Other00Other00Source of FundingDepreciation Fund Balance beginning of yeeFunding from Grants0Interest on Fund balanceDepreciation fund0Fund balance before expenditureLong Term Debt0Transfer from DepreciationCapital out of revenue70,000Contribution during the yee			0	-	0.05	(		
Transmission000.01Distribution000.013Meters45,00045,0000.01Hydrants000Sprinkler Connections000Services000Other000TOTAL70,000Depreciation Fund Balance beginning of yeeFunding from GrantsDepreciation fund0Fund balance before expenditure Long Term DebtCapital out of revenue70,000Contribution during the yee				-		(		
Distribution       0       0       0       0.013         Meters       45,000       45,000       0.013         Hydrants       0       0       0.013         Sprinkler Connections       0       0       0.013         Services       0       0       0       0.013         Other       0       0       0       0       0         Source of Funding       Depreciation Fund Balance beginning of yee       Depreciation Fund balance before expenditure         Long Term Debt       0       Transfer from Depreciation during the yee         Capital out of revenue       70,000       Contribution during the yee		-		-		(		
Meters     45,000     45,000     0.0       Hydrants     0     0     0       Sprinkler Connections     0     0     0       Services     0     0     0       Other     0     0     0       Source of Funding     Depreciation Fund Balance beginning of yee       Funding from Grants     0     Interest on Fund balance before expenditure       Long Term Debt     0     Transfer from Depreciation during the yee       Capital out of revenue     70,000     Contribution during the yee				-		(		
Hydrants000.013Sprinkler Connections000Services0000Other0000TOTAL70,000070,000Source of FundingFunding from Grants0Interest on Fund balance beginning of yeeFunding from Grants0Interest on Fund balance before expenditureLong Term Debt0Transfer from DepreciationCapital out of revenue70,000Contribution during the yee		÷	÷			(		
Sprinkler Connections       0       0         Services       0       0       0       0         Other       0       0       0       0       0         TOTAL       70,000       0       70,000       0       70,000         Source of Funding       Depreciation Fund Balance beginning of yes       Depreciation Fund balance beginning of yes         Funding from Grants       0       Interest on Fund balance before expenditure         Long Term Debt       0       Transfer from Depreciation during the yes         Capital out of revenue       70,000       Contribution during the yes					0.05	2,250		
Services       0       0       0       0       0         Other       0       0       0       0       0       0       0         TOTAL       70,000       0       70,000       0       70,000       0       70,000         Source of Funding       Depreciation Fund Balance beginning of yes         Funding from Grants       0       Interest on Fund balance before expenditure Long Term Debt       0       Fund balance before expenditure Transfer from Depreciation Contribution during the yes         Capital out of revenue       70,000       Contribution during the yes				-	0.01333	(		
Other         0         0           TOTAL         70,000         0         70,000           Source of Funding         Depreciation Fund Balance beginning of yee           Funding from Grants         0         Interest on Fund balance beginning of yee           Depreciation fund         0         Fund balance before expenditure           Long Term Debt         0         Transfer from Depreciation during the yee           Capital out of revenue         70,000         Contribution during the yee				-	0.00	(		
TOTAL         70,000         0         70,000           Source of Funding         Depreciation Fund Balance beginning of yee           Funding from Grants         0         Interest on Fund balance beginning of yee           Depreciation fund         0         Fund balance beginning of yee           Long Term Debt         0         Transfer from Depreciation fund begin			0	0	0.02	(		
Source of Funding         Depreciation Fund Balance beginning of ye           Funding from Grants         0         Interest on Fund balan           Depreciation fund         0         Fund balance before expenditure           Long Term Debt         0         Transfer from Depreciation           Capital out of revenue         70,000         Contribution during the ye			^	70.000	A	7.250		
Funding from Grants0Interest on Fund balanDepreciation fund0Fund balance before expenditurLong Term Debt0Transfer from DepreciatiCapital out of revenue70,000Contribution during the yet	TOTAL	70,000	0	70,000	1	7,250		
Funding from Grants0Interest on Fund balanDepreciation fund0Fund balance before expenditurLong Term Debt0Transfer from DepreciatiCapital out of revenue70,000Contribution during the yet	urse of Funding		Decretet	Fund Balana - 1	oginning of the	73.873		
Depreciation fund0Fund balance before expenditureLong Term Debt0Transfer from DepreciatiCapital out of revenue70,000Contribution during the year	5	0			0 0 7	- , -		
Long Term Debt0Transfer from DepreciatiCapital out of revenue70,000Contribution during the year						1,108		
Capital out of revenue 70,000 Contribution during the ye	•					74,98		
	5				•	165,56		
TOTAL 70,000 Balance after Expenditu	·	,				240,548		

Worksheet B-4

20-Feb-18

Town of Wolfville Water Utility Calculation of Amoritization on Capital Contributions (to Plant) 2017/18					
	Capital Contributions to				
	Utility Plant in Service	Amortization Rate	Annual Amortization		
LAND AND LAND RIGHTS					
Source of Supply Land	0	0.000	0		
Land - General	0	0.000	0		
STRUCTURES AND IMPROVEMENTS	0	0.000	0		
Source of Supply Structures Flood Study	0	0.020	0		
Power and Pumping Structures	0	0.040	0		
Purification	0	0.050	0		
Distribution Reservoirs and Standpipes	0	0.050	0		
Water Treatment Plant	0	0.020	0		
Test Well	0	0.033	0		
Other	0	0.050	0		
Equipment	0	0.000	0		
Electrical Pumping	0	0.050	0		
Purification Equipment	0	0.050	0		
Office Furniture and Equipment	0	0.000	0		
Transportation Equipment	0	0.100	0		
Tools and Work Equipment	0	0.100	0		
Software / Scada system	0	0.133	0		
Control and Monitoring equipment	0	0.050	0		
Digital Mapping	0	0.000	0		
Generator	0	0.025	0		
Mains	0	0.000	0		
Transmission	0	0.013	0		
Distribution	0	0.013	0		
Meters	0	0.050	0		
Hydrants	0	0.013	0		
Sprinkler Connections	0	0.000	0		
Services	0	0.020	0		
Other	0	0.333	0		
TOTAL	0		0		

Town of Wolfville Water Utility Calculation of Amoritization on Capital Contributions (to Plant) 2018/19				
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization	
LAND AND LAND RIGHTS		-	(	
Source of Supply Land	0	-	(	
Land - General	0	-	(	
STRUCTURES AND IMPROVEMENTS	0	0.013	(	
Source of Supply Structures Flood Study	0	0.040	(	
Power and Pumping Structures	0	0.050	(	
Purification	0	0.020	(	
Distribution Reservoirs and Standpipes	0	0.020	(	
Water Treatment Plant	0	0.033	(	
Test Well	0	0.050	(	
Other	0	-	(	
Equipment	0	0.050	(	
Electrical Pumping	0	0.050	(	
Purification Equipment	0	0.100	(	
Office Furniture and Equipment	0	0.100	(	
Transportation Equipment	0	0.100	(	
Tools and Work Equipment	0	-	(	
Software / computers	0	-	(	
Control and Monitoring equipment	0	-	(	
Digital Mapping	0	0.100	(	
Surge tank	0	0.020	(	
Mains			(	
Transmission	0	0.013	(	
Distribution	0	0.0133	(	
Meters	0	0.050	(	
Hydrants	0	0.013	(	
Sprinkler Connections	0	-	(	
Services	0	0.020	(	
Other	0	-	(	
TOTAL	0		(	

Town of Wolfville Water Utility Calculation of Amoritization on Capital Contributions (to Plant) 2019/20				
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization	
LAND AND LAND RIGHTS				
Source of Supply Land	0	0.00	(	
Land - General	0	0.00	(	
STRUCTURES AND IMPROVEMENTS	0	0.00	(	
Source of Supply Structures Flood Study	0	0.01	(	
Power and Pumping Structures	0	0.04	(	
Purification	0	0.00	(	
Distribution Reservoirs and Standpipes	0	0.0133	(	
Water Treatment Plant	0	0.02	(	
Test Well	0	0.04	(	
Other	0	0.05	(	
Equipment	0	0.00	(	
Electrical Pumping	0	0.05	(	
Purification Equipment	0	0.05	(	
Office Furniture and Equipment	0	0.05	(	
Transportation Equipment	0	0.00	(	
Tools and Work Equipment	0	0.10	(	
Software / computers	0	0.10	(	
Control and Monitoring equipment	0	0.00	(	
Digital Mapping	0	0.00	(	
Surge tank	0	0.02	(	
Mains	0		(	
Transmission	0	0.0133	(	
Distribution	0	0.0133	(	
Meters	0	0.01	(	
Hydrants	0	0.05	(	
Sprinkler Connections	0	0.01	(	
Services	0	0.00	(	
Other	0	0.02	(	
TOTAL	0		(	

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	Town of Wolfville Water Utility Calculation of Amoritization on Capital Contributions (to Plant) 2020/21										
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization								
LAND AND LAND RIGHTS											
Source of Supply Land	0	0.00									
Land - General	0	0.00									
STRUCTURES AND IMPROVEMENTS	0	0.00									
Source of Supply Structures Flood Study	0	0.01									
Power and Pumping Structures	0	0.04									
Purification	0	0.05									
Distribution Reservoirs and Standpipes	0	0.10									
Water Treatment Plant	0	0.02									
Test Well	0	0.04									
Other	0	0.00									
Equipment	0	0.00									
Electrical Pumping	0	0.05									
Purification Equipment	0	0.05									
Office Furniture and Equipment	0	0.00									
Transportation Equipment	0	0.20									
Tools and Work Equipment	0	0.10									
Software / Scada system	0	0.20									
Control and Monitoring equipment	0	0.00									
Digital Mapping	0	0.05									
Generator	0	0.00									
Mains	0	0.00									
Transmission	0	0.0133									
Distribution	0	0.0133									
Meters	0	0.05									
Hydrants	0	0.01									
Sprinkler Connections	0	0.00									
Services	0	0.02									
Other	0	0.00									
TOTAL	0										

	Town of Wolfville Water Utility Allocation of the Total Cost of Utiliy Plant in Service Between General Service and Fire Protection 2017/18													
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection							
Intangible Plant														
Organization and Working Capital	-		-	100.0%	0	0.0%								
Tangible Plant LAND AND LAND RIGHTS	-		_											
Source of Supply Land			_	00.0%	12 702	10.0%	4 50							
Land - General	15,226	-	15,226	90.0% 90.0%	13,703 0	10.0% 10.0%	1,52							
STRUCTURES AND IMPROVEMENTS	-		-	90.0%	0	10.0%								
Structures and Improvements Source of Supply	- 609.016		- 609.016	90.0%	548.114	10.0%	60.90							
Power and Pumping Structures	85,066		85.066	90.0%	76,559	10.0%	8.50							
Purification	-	-		90.0%	10,559	10.0%	0,50							
Distribution Reservoirs and Standpipes	1.845.986	-	1.845.986	40.0%	738.394	60.0%	1,107,59							
Water Treatment Plant	-	-	-	90.0%	0	10.0%	1,107,00							
General Inprovements	-	_	-	90.0%	0	10.0%								
Wells	-	-	-	90.0%	0	10.0%								
Source of supply Intake	-	-	-	90.0%	0	10.0%								
Equipment	_		-		0									
Electrical Pumping	207,799	-	207,799	90.0%	187,019	10.0%	20,78							
Purification Equipment	93,348	-	93,348	90.0%	84,013	10.0%	9,33							
Office Furniture and Equipment	39.661	-	39.661	90.0%	35.695	10.0%	3,96							
Transportation Equipment	92,343	-	92,343	90.0%	83,109	10.0%	9,23							
Tools and Work Equipment	325,509	-	325,509	90.0%	292.958	10.0%	32,55							
Software / computers	-	-	-	90.0%	0	10.0%								
Control and Monitoring equipment	-	-	-	90.0%	0	10.0%								
Digital Mapping	-	-	-	90.0%	0	10.0%								
Surge Tank	-	-	-	90.0%	0	10.0%								
Mains	_	-	_		0									
Transmission	734,962	-	734,962	40.0%	293.985	60.0%	440,97							
Distribution	5,488,169	432,500	5,920,669	40.0%	2,368,268	60.0%	3,552,40							
Meters	363,236	35,000	398,236	100.0%	398.236	0.0%	0,002,10							
	· · · ·	,					400.40							
Hydrants	129,486	-	129,486	0.0%	0	100.0%	129,48							
	-	-	-	0.0%	0	100.0%								
Services	63,748	-	63,748	100.0%	63,748	0.0%								
Other	-	-	-	90.0%	0	10.0%								
TOTAI	10,093,555	467,500	10,561,055	49.1%	5,183,802	50.9%	5,377,253							

	Allocation of the	e Total Cost		t in Service	9		
	Between Ge	neral Servic	e and Fire Pr	otection			
		2018/	19				
	Utility Plant in		1				
	Service Previous		Utility Plant in		General		
	Year	Additions	Service	Percent	Service	Percent	Fire Protection
	rear	Additions	OctVice	rereent	Octvice	rereent	The Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	C
Tangible Plant	-	-					
LAND AND LAND RIGHTS	-		-	00.0%	40 700	10.0%	1,523
Source of Supply Land	15,226	-	15,226	90.0%	13,703	10.0%	1,523
Land - General	-	-	-	90.0%	0	10.0%	
STRUCTURES AND IMPROVEMENTS	-	-	-		0	10.00	0
Structures and Improvements Source of Supply	609,016	-	609,016	90.0%	548,114	10.0%	60,902
Power and Pumping Structures	85,066	-	85,066	90.0%	76,559	10.0%	8,507
Purification	-	-	-	90.0%	0	10.0%	
Distribution Reservoirs and Standpipes	1,845,986	-	1,845,986	40.0%	738,394	60.0%	1,107,592
Water Treatment Plant	-	-	-	90.0%	0	10.0%	C
General Inprovments	-		-	90.0%	0	10.0%	0
Wells	-	-	-	90.0%	0	10.0%	C
Source of supply intake	-	-	-	90.0%	0	10.0%	C
Equipment	-	-	-		0		C
Electrical Pumping	207,799	-	207,799	90.0%	187,019	10.0%	20,780
Purification Equipment	93,348	-	93,348	90.0%	84,013	10.0%	9,335
Office Furniture and Equipment	39,661	-	39,661	90.0%	35,695	10.0%	3,966
Transportation Equipment	92,343	-	92,343	90.0%	83,109	10.0%	9,234
Tools and Work Equipment	325,509	-	325,509	90.0%	292,958	10.0%	32,551
Software / computers	-	-	-	90.0%	0	10.0%	C
Control and Monitoring equipment	-	-	-	90.0%	0	10.0%	C
Digital Mapping	-	-	-	90.0%	0	10.0%	C
Surge Tank	-	-	-	90.0%	0	10.0%	C
Mains	-	-	-		0		C
Transmission	734,962	_	734,962	40.0%	293,985	60.0%	440,977
Distribution	5,920,669	315,000	6,235,669	40.0%	2,494,268	60.0%	3,741,401
Meters	398,236	35,000	433,236	100.0%	433,236	0.0%	C
Hydrants	129,486	-	129,486	0.0%	0	100.0%	129,486
Sprinkler Connections	-	-	-	0.0%	0	100.0%	.20,400
Services	63,748	-	63,748	100.0%	63,748	0.0%	0
Other	-	-	-	90.0%	00,740	10.0%	0
TOTAL	10,561,055	350,000	10,911,055	49.0%	5,344,802	51.0%	5,566,253

	Allocation of the	e Total Cost	e and Fire Pro	t in Service			
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	(
Tangible Plant	_						
LAND AND LAND RIGHTS	-		_				
Source of Supply Land	15,226	0	15,226	90.0%	13,703	10.0%	1,523
Land - General	-	0	- , -	90.0%	0	10.0%	.,020
STRUCTURES AND IMPROVEMENTS	-	0			0		0
Structures and Improvements Source of Supply	609,016	0	609,016	90.0%	548,114	10.0%	60,902
Power and Pumping Structures	85,066	0		90.0%	76,559	10.0%	8,507
Purification	-	0	-	90.0%	0	10.0%	C
Distribution Reservoirs and Standpipes	1,845,986	0	1,845,986	40.0%	738,394	60.0%	1,107,592
Water Treatment Plant	-	0	-	90.0%	0	10.0%	C
General Inproovements	-		-	90.0%	0	10.0%	(
Test Well	-	0	-	90.0%	0	10.0%	(
Other	-	0	-	90.0%	0	10.0%	0
Equipment	-	0	_		0		C
Electrical Pumping	207,799	0	207,799	90.0%	187,019	10.0%	20,780
Purification Equipment	93,348	0	93,348	90.0%	84,013	10.0%	9,335
Office Furniture and Equipment	39,661	0	39,661	90.0%	35,695	10.0%	3,966
Transportation Equipment	92,343	0	92,343	90.0%	83,109	10.0%	9,234
Tools and Work Equipment	325,509	0	325,509	90.0%	292,958	10.0%	32,551
Software / computers	-	0	-	90.0%	0	10.0%	C
Control and Monitoring equipment	-	0		90.0%	0	10.0%	C
Digital Mapping	-	0		90.0%	0	10.0%	C
Surge Tank	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-		0		0
Transmission	734,962	0	,	40.0%	293,985	60.0%	440,977
Distribution	6,235,669	481,300	6,716,969	40.0%	2,686,788	60.0%	4,030,181
Meters	433,236	35,000	468,236	100.0%	468,236	0.0%	0
Hydrants	129,486	0	129,486	0.0%	0	100.0%	129,486
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	63,748	0	63,748	100.0%	63,748	0.0%	
Other	-	0		90.0%	0	1010 /0	(
TOTAL	10,911,055	516,300	11,427,355	48.8%	5,572,322	51.2%	5,855,033

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	Allocation of the	e Total Cost		t in Service	!		
	Between Ge	neral Servico 2020/2	e and Fire Pro 21	otection			
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		_	100.0%	0	0.0%	0
Tangible Plant				100.070		0.070	
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	15,226	0	15,226	90.0%	13,703	10.0%	1.523
Land - General	-	0	-	90.0%	0	10.0%	0
STRUCTURES AND IMPROVEMENTS	-	0	-		0	,	0
Structures and Improvements Source of Supply	609,016	0	609,016	90.0%	548,114	10.0%	60,902
Power and Pumping Structures	85.066	0	85.066	90.0%	76.559	10.0%	8.507
Purification	-	0	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	1,845,986	0	1,845,986	40.0%	738,394	60.0%	1,107,592
Water Treatment Plant	-	0	-	90.0%	0	10.0%	0
General inprovements	-		-	90.0%	0	10.0%	0
Test Well	-	0	-	90.0%	0	10.0%	0
Other	-	0	-	90.0%	0	10.0%	0
Equipment	-	0	-				
Electrical Pumping	207,799	0	207,799	90.0%	187,019	10.0%	20,780
Purification Equipment	93,348	0	93,348	90.0%	84,013	10.0%	9,335
Office Furniture and Equipment	39,661	0	39,661	90.0%	35,695	10.0%	3,966
Transportation Equipment	92,343	25,000	117,343	90.0%	105,609	10.0%	11,734
Tools and Work Equipment	325,509	0	325,509	90.0%	292,958	10.0%	32,551
Software / computers	-	0	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	0	-	90.0%	0	10.0%	0
Digital Mapping	-	0	-	90.0%	0	10.0%	0
Generator	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-		0		0
Transmission	734,962	0	734,962	40.0%	293,985	60.0%	440,977
Distribution	6,716,969	0	6,716,969	40.0%	2,686,788	60.0%	4,030,181
Meters	468,236	45,000	513,236	100.0%	513,236	0.0%	0
Hydrants	129,486	0	129,486	0.0%	0	100.0%	129,486
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	63,748	0	63,748	100.0%	63,748	0.0%	0
Other	-	0	-	90.0%	0	10.0%	0
TOTAL	. 11,427,355	70,000	11,497,355	49.1%	5,639,822	50.9%	5,857,533

20-Feb-18

## Town of Wolfville Water Utility Allocation of Fire Protection Charges

Projected Expenses for 2018/19

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	100,528	10.0%	10,053
Water Treatment	84,357	10.0%	8,436
Transmission and Distribution	257,216	51.0%	131,218
Adminstration and General	213,725	10.0%	21,373
Depreciation	150,152	51.0%	76,600
Taxes	56,100	51.0%	28,619
Return on Rate Base	222,229	51.0%	113,370
Total	1,084,307	35.9%	389,668

Town of Wolfville Water Utility Allocation of Fire Protection Charges Projected Expenses for Year 2019/20											
PerCent       Allocation to fire       Estimated Expenses       Protection       Charge											
Power and Pumping	103,544	10.0%	10,354								
Water Treatment	86,888	10.0%	8,689								
Transmission and Distribution	267,382	51.2%	136,999								
Adminstration and General	220,137	10.0%	22,014								
Depreciation	158,317	51.2%	81,117								
Taxes	57,200	51.2%	29,308								
Return on Rate Base	233,419	51.2%	119,597								
Total	1,126,887	36.2%	408,077								

## Town of Wolfville Water Utility Allocation of Fire Protection Charges

Projected Expenses for Year 2020/21

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	106,650	10.0%	10,665
Water Treatment	89,494	10.0%	8,949
Transmission and Distribution	275,404	50.9%	140,309
Adminstration and General	226,741	10.0%	22,674
Depreciation	165,567	50.9%	84,351
Taxes	58,000	50.9%	29,549
Return on Rate Base	195,350	50.9%	99,525
Total	1,117,207	35.4%	396,023

				20-Feb-18									
Town of Wolfville W	/ater Utility												
Calculation of rate Base and required Return on rate Base													
Years Ending March 31st													
	2017/18	2018/19	2019/20	2020/21									
	(Estimate)	Test	Test	Test									
RATE BASE													
Utility plant in Service March 31st	10,561,055	10,911,055	11,427,355	11,497,355									
Less Accumulated Depreciaiton on actual cost of plant in service (Estimated)	(3,688,714)	(3,838,866)	(3,997,183)	(4,162,751)									
Less unamoritized amount of capital contribution for plant in service	-	-	-	-									
Estimated Rate Base at Year End	6,872,341	7,072,189	7,430,172	7,334,604									
REQUIRED RETURN													
Non-operating Expenditures (B-2)	188,840	244,629	256,219	218,150									
Less Non-operating Revenue	(12,500)	(12,500)	(12,500)	(12,500)									
Less Other Non-operating Revenue (B-2)	(8,700)	(9,900)	(10,300)	(10,300)									
Return on Rate Base	167,640	222,229	233,419	195,350									
Required Rate of Return (Req'd Return/Est Rate Base)	2.44%	3.14%	3.14%	2.66%									

20-Feb-18

### Town of Wolfville Water Utility Calculation of Revenue Required for Each Billing/Cost Category 2018/19

			2	018/19								
	Total Revenue Protection Required Revenue	Total Revenue	Fire Protection	Revenue Required from		Ch	narge			Commodit	y Charge	
		Revenue	Metered Rates	Cus	Customer		Base		Delivery		Production	
Power and Pumping	100,528	10,053	90,475							100%	90,475	
Water Treatment	84,357	8,436	75,921							100%	75,921	
Transmission and Distribution	257,216	131,218	125,998			0%	0	100%	125,998			
Adminstration and General	213,725	21,373	192,353	10%	19,235	90%	173,117	0%	0			
Depreciation	150,152	76,600	73,552			40%	29,421	30%	22,066	30%	22,066	
Taxes	56,100	28,619	27,481			100%	27,481					
Return on Rate Base	222,229	113,370	108,859			40%	43,544	30%	32,658	30%	32,658	
SUBTOTAL	1,084,307	389,668	694,639		19,235		273,562		180,721		221,120	
TOTAL	1,084,307	389,668	694,639		19,235		273,562		180,721		221,120	

	Town of Wolfville Water Utility Calculation of Revenue Required for Each Billing/Cost Category 2019/20																																			
	Total Revenue	Fire Protection	Revenue Required from			narge			Commodit																											
	Required	Revenue I	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Metered Rates	Cus	tomer		Base	De	elivery	Proc	duction
Power and Pumping	103,544	10,354	93,189							100%	93,189																									
Water Treatment	86,888	,	,							100%	78,199																									
Transmission and Distribution	267,382	136,999	,			0%	0	100%	130,384																											
Adminstration and General	220,137	22,014	198,123	10%	19,812	90%	178,311	0%	0																											
Depreciation	158,317	81,117	77,200			40%	30,880	30%	23,160	30%	23,160																									
Taxes	57,200	29,308	27,892			100%	27,892																													
Return on Rate Base	233,419	119,597	113,822			40%	45,529	30%	34,147	30%	34,147																									
SUBTOTAL	1,126,887	408,077	718,810		19,812		282,612		187,690		228,695																									
TOTAL	1,126,887	408,077	718,810		19,812		282,612		187,690		228,695																									

	Cal		Town of Wolf Revenue Requi 2				t Category				
	Total Revenue Protection Ree		Revenue Required from Metered Rates	Cus	Cl	harge	Base	De	Commodit		luction
	Required	Revenue	Metered Nates				Dase		invery	1100	
Power and Pumping	106,650	10,665	95,985							100%	95,985
Water Treatment	89,494	8,949	80,545							100%	80,545
Transmission and Distribution	275,404	140,309	135,094			0%	0	100%	135,094		
Adminstration and General	226,741	22,674	204,067	10%	20,407	90%	183,660	0%	0		
Depreciation	165,567	84,351	81,216			40%	32,486	30%	24,365	30%	24,365
Taxes	58,000	29,549	28,451			100%	28,451				
Return on Rate Base	195,350	99,525	95,825			40%	38,330	30%	28,748	30%	28,748
SUBTOTAL	1,117,207	396,023	721,184		20,407		282,928		188,207		229,643
TOTAL	1,117,207	396.023	721.184		20.407		282.928		188.207		229,643

20-Feb-18

	of Wolfville Wate Connections and E 2017/18	•	
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1324	1	1,324
3/4"	85	1.5	128
1"	60	2.5	150
1.5"	20	5	100
2"	40	8	320
3"	1	16	16
4"	1	25	25
6"	0	50	0
8"	0	90	0
TOTAL	1531		2,063

	of Wolfville Wate Connections and E 2018/19		
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1326	1	1,326
3/4"	85	1.5	128
1"	60	2.5	150
1.5"	20	5	100
2"	40	8	320
3"	1	16	16
4"	1	25	25
6"	0	50	0
8"	0	90	0
TOTAL	1533		2,065

	of Wolfville Wate Connections and E 2019/20	-	
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1328	1	1,328
3/4"	85	1.5	128
1"	60	2.5	150
1.5"	20	5	100
2"	40	8	320
3"	1	16	16
4"	1	25	25
6"	0	50	0
8"	0	90	0
TOTAL	1535		2,067

	of Wolfville Wate Connections and E 2020/21	-	
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1330	1	1,330
3/4"	85	1.5	128
1"	60	2.5	150
1.5"	20	5	100
2"	40	8	320
3"	1	16	16
4"	1	25	25
6"	0	50	0
8"	0	90	0
TOTAL	1537		2,069

20-Feb-18

		of Wolfville connections 2018/1	and Equival		
	Capacity	Base	Customer	Total Bas	e Charge
Meter Size	Ratio	Charge	Charge	Annual	Quarterly
Unmetered	1	132.51	12.55	145.06	36.26
5/8"	1	132.51	12.55	145.06	36.26
3/4"	1.5	198.76	12.55	211.31	52.83
1"	2.5	331.27	12.55	343.82	85.95
1.5"	5	662.54	12.55	675.09	168.77
2"	8	1,060.06	12.55	1,072.61	268.15
3"	16	2,120.13	12.55	2,132.67	533.17
4"	25	3,312.70	12.55	3,325.24	831.31
6"	50	6,625.39	12.55	6,637.94	1,659.49
8"	90	11,925.71	12.55	11,938.26	2,984.56
TOTAL					

### Town of Wolfville Water Utility Service Connections and Equivalents 2019/20

	Capacity	Base	Customer	Total Bas	se Charge
Meter Size	Ratio	Charge	Charge	Annual	Quarterly
Unmetered	1	136.76	12.91	149.67	37.42
5/8"	1	136.76	12.91	149.67	37.42
3/4"	1.5	205.14	12.91	218.05	54.51
1"	2.5	341.90	12.91	354.80	88.70
	5	683.79	12.91	696.70	174.18
2"	8	1,094.07	12.91	1,106.98	276.74
3"	16	2,188.14	12.91	2,201.05	550.26
4"	25	3,418.97	12.91	3,431.88	857.97
6"	50	6,837.94	12.91	6,850.85	1,712.71
8"	90	12,308.30	12.91	12,321.21	3,080.30
TOTAL					

## Town of Wolfville Water Utility Service Connections and Equivalents 2020/21

	Capacity	Base	Customer	Total Bas	se Charge
Meter Size	Ratio	Charge	Charge	Annual	Quarterly
Unmetered	1	136.78	13.28	150.06	37.51
5/8"	1	136.78	13.28	150.06	37.51
3/4"	1.5	205.17	13.28	218.45	54.61
1"	2.5	341.95	13.28	355.22	88.81
1.5"	5	683.90	13.28	697.17	174.29
2"	8	1,094.23	13.28	1,107.51	276.88
3"	16	2,188.47	13.28	2,201.74	550.44
4"	25	3,419.48	13.28	3,432.75	858.19
6"	50	6,838.96	13.28	6,852.23	1,713.06
8"	90	12,310.12	13.28	12,323.40	3,080.85
TOTAL					

20-	Feb	-18

		Volfville Water onsumption by B	•	20-FeD-18
	2017/	18	2018	3/19
	Current Con		Consu	•
	1st Block	2nd Block	1st Block	2nd Block
Meter Size	Imp. Gallons	Imp. Gallons	Imp. Gallons	Imp. Gallons
Unmetered	0		0	
5/8"	56,012,000	-	55,535,518	
3/4"	10,024,000	-	10,024,000	
1"	12,727,000	1,967,000	14,161,000	533,000
1.5"	6,435,000	18,000	6,453,000	-
2"	23,354,000	10,242,000	31,545,000	2,051,000
3"	831,000	33,000	864,000	-
4"	725,000	-	725,000	
6"	-		-	
8"	_		-	
TOTAL	110,108,000	12,260,000	119,307,518	2,584,000
	TOTAL	122,368,000	TOTAL	121,891,518

		Wolfville Water Consumption by B	-	
	2019	9/20	202	0/21
	Consur	mption	Consu	mption
	1st Block	2nd Block	1st Block	2nd Block
Meter Size	Imp. Gallons	Imp. Gallons	Imp. Gallons	Imp. Gallons
Unmetered	0		0	
5/8"	55,063,800		54,596,800	
3/4"	10,024,000		10,024,000	
1"	14,694,000	0	14,694,000	
1.5"	6,453,000		6,453,000	
2"	33,206,000	390,000	33,596,000	
3"	864,000		864,000	
4"	725,000		725,000	
6"	0		0	
8"	0		0	
TOTAL	121,029,800	390,000	120,952,800	0
	TOTAL	121,419,800	TOTAL	120,952,800

		20-Feb-18
Town of Wolfville Water Uti	lity	
Calculation of Consumption Cha	-	
2018/19		
2010,10		
NET PRODUCTION EXPENSE	BLOCK 1	BLOCK 2
Total Charge Worksheet C-3 Quantity Worksheet C-6	1.81	1.81
NET DELIVERY EXPENSES		
Total Charge Worksheet C-3 Quantity Worksheet C-6	1.51	
TOTAL CONSUMPTION CHARGE PER 1,000 Imp. Gallons	3.33	1.81
Town of Wolfville Water Uti	lity	
Calculation of Consumption Cha	arge	
2019/20	•	
NET PRODUCTION EXPENSE	BLOCK 1	BLOCK 2
Total Charge Worksheet C-3	1.88	1.88
Quantity Worksheet C-6		
NET DELIVERY EXPENSES		
Total Charge Worksheet C-3	1.55	
Quantity Worksheet C-6		
TOTAL CONSUMPTION CHARGE PER 1,000 Imp. Gallons	3.43	1.88
Town of Wolfville Water Uti	lity	
Calculation of Consumption Cha	•	
2020/21	arge	
NET PRODUCTION EXPENSE	BLOCK 1	BLOCK 2
Total Charge Worksheet C-3 Quantity Worksheet C-6	1.90	
NET DELIVERY EXPENSES		

Total Charge Worksheet C-3 Quantity Worksheet C-6 TOTAL CONSUMPTION CHARGE PER 1,000 Imp. Gallons 3.45

1.56

Т	own of Wolfville	-	
	Water Consumpt	-	
	2018/1	9	
BASE CHARGE			
Meter Size	Number	Base Rate	Dollar Revenue
Unmetered	0	145.06	
5/8"	1,326	145.06	192,343
3/4"	85	211.31	17,96
1"	60	343.82	20,62
1.5"	20	675.09	13,50
2"	40	1,072.61	42,90
3"	1	2,132.67	2,13
4"	1	3,325.24	3,32
6"	0	6,637.94	
TOT	TAL BASE REVENUE		292,79
ONSUMPTION CHARGE		¢/ 1 000 :''	
	Quantity	\$/ 1,000 imp gallons	007 45
1st Block	119,307,518	3.33	397,154
2nd Block	2,584,000	1.81	4,687.56
тот	TAL CONSUMPTION RE	VENUE	401,84
OTAL OPERATING REVENUE	S FOR YEAR (BASE + )	CONSUMPTION)	694,639
OTAL OPERATING REVENUE	S FOR YEAR (BASE + )		694,63
		Water Utility	694,63
	own of Wolfville	Water Utility ion by Block	694,63
Т	own of Wolfville Water Consumpti	Water Utility ion by Block	694,63
Т	own of Wolfville Water Consumpti	Water Utility ion by Block	694,63
T ASE CHARGE	own of Wolfville Water Consumpti 2019/2	Water Utility ion by Block 20	
T ASE CHARGE <u>Meter Size</u>	own of Wolfville Water Consumpti 2019/2 <u>Number</u>	Water Utility ion by Block 0 <u>Base Rate</u>	Dollar Revenue
T ASE CHARGE <u>Meter Size</u> Unmetered	Fown of Wolfville Water Consumpti 2019/2 <u>Number</u> 0	e Water Utility ion by Block 20 <u>Base Rate</u> 149.67	Dollar Revenue 198,75
T ASE CHARGE <u>Meter Size</u> Unmetered 5/8"	own of Wolfville         Water Consumpti         2019/2         Number         0         1,328         85	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05	<u>Dollar Revenue</u> 198,75 18,53
T ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4"	Fown of Wolfville Water Consumpti 2019/2 <u>Number</u> 0 1,328	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80	Dollar Revenue 198,75 18,53 21,28
T ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5"	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70	Dollar Revenue 198,75 18,53 21,28 13,93
T ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1"	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20           40	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98	Dollar Revenue 198,75 18,53 21,28 13,93 44,27
T ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5" 2"	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20           40           1	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98 2,201.05	Dollar Revenue 198,75 18,53 21,28 13,93 44,27 2,20
T ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5" 2" 3"	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20           40	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98	Dollar Revenue 198,75 18,53 21,28 13,93 44,27 2,20 3,43
T ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5" 2" 3" 4" 6"	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20           40           1           1	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98 2,201.05 3,431.88	Dollar Revenue 198,75 18,53 21,28 13,93 44,27 2,20 3,43
ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5" 2" 3" 4" 6" TOT	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20           40           1           0           1           0	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98 2,201.05 3,431.88	Dollar Revenue 198,750 18,53 21,28 13,93 44,27 2,20 3,43
T ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5" 2" 3" 4" 6"	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20           40           1           0           1           0	Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98 2,201.05 3,431.88	
ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5" 2" 3" 4" 6" TOT	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20           40           1           0           XAL BASE REVENUE	A Water Utility ion by Block 20 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98 2,201.05 3,431.88 6,850.85	Dollar Revenue 198,75 18,53 21,28 13,93 44,27 2,20 3,43 302,42
ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5" 2" 3" 4" 6" TOT ONSUMPTION CHARGE	Own of Wolfville         Water Consumpti         2019/2         Number         0         1,328         85         60         20         40         1         1         0         XAL BASE REVENUE         Quantity	• Water Utility ion by Block 0 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98 2,201.05 3,431.88 6,850.85	Dollar Revenue 198,75 18,53 21,28 13,93 44,27 2,20 3,43
ASE CHARGE <u>Meter Size</u> Unmetered 5/8" 3/4" 1" 1.5" 2" 3" 4" 6" TOT ONSUMPTION CHARGE 1st Block 2nd Block	Own of Wolfville           Water Consumpti           2019/2           Number           0           1,328           85           60           20           40           1           0           XAL BASE REVENUE           Quantity           121,029,800	A Water Utility ion by Block 20 <u>Base Rate</u> 149.67 149.67 218.05 354.80 696.70 1,106.98 2,201.05 3,431.88 6,850.85 \$/ 1,000 imp gallons 3.43 1.88	Dollar Revenue 198,75 18,53 21,28 13,93 44,27 2,20 3,43 302,42 415,651

	Town of Wolfville Water Consumpt 2020/2	ion by Block	
BASE CHARGE			
Meter Size	<u>Number</u>	Base Rate	Dollar Revenue
Unmetered	0	150.06	0
5/8"	1,330	150.06	199,575
3/4"	85	218.45	18,568
1"	60	355.22	21,313
1.5"	20	697.17	13,943
2"	40	1,107.51	44,300
3"	1	2,201.74	2,202
4"	1	3,432.75	3,433
6"	0	6,852.23	0
то	TAL BASE REVENUE		303,334
CONSUMPTION CHARGE			
	Quantity	\$/ 1,000 imp gallons	
1st Block	120,952,800	3.45	417,850
то	TAL CONSUMPTION RI	EVENUE	417,850
TOTAL OPERATING REVENUE	ES FOR YEAR (BASE +	CONSUMPTION)	721,184

#### 20-Feb-18

Percent

Change

Town of Wolfville Water Utility Comparison of Current Water Rates with Proposed New Rates 2018/19									
Average	Quarterly								
Consu	mption	Base (	Charge	Percent	Commo	dity Charge	Percent	Quarterly	Water Bill
1st Block	1st Block 2nd Block Current Proposed Change Current Proposed Change Current Propos						Proposed		

Meter Size

Unmetered											
5/8"	10,470		33.92	36.26	6.9%	34.34	34.85	1.5%	68.26	71.12	4.2%
3/4"	29,482		49.26	52.83	7.2%	96.70	98.14	1.5%	145.96	150.97	3.4%
1"	59,004	133,250	79.96	85.95	7.5%	402.74	438.14	8.8%	482.70	524.09	8.6%
1.5"	80,663	-	156.69	168.77	7.7%	264.57	268.51	1.5%	421.26	437.28	3.8%
2"	197,156	128,188	248.78	268.15	7.8%	847.93	888.84	4.8%	1,096.71	1,156.99	5.5%
3"	216,000	-	494.33	533.17	7.9%	708.48	719.03	1.5%	1,202.81	1,252.19	4.1%
4"	181,250		770.58	831.31	7.9%	594.50	603.35	0.0%	1,365.08	1,434.66	0.0%
6"	-		-			-	-	0.0%	-	-	0.0%

	Town of Wolfville Water Utility Comparison of Current Water Rates with Proposed New Rates 2019/20										
Average Quarterly Consumption Base Charge Percent Commodity Charge Percent Quarterly Water Bill Percent									Percent		
Meter Size	1st Block	2nd Block	Current	Proposed	Change	Current	Proposed	Change	Current	Proposed	Change
Unmetered	-										
5/8"	10,366		36.26	37.42	3.2%	34.85	35.60	2.1%	71.12	73.02	2.7%
3/4"	29,482		52.83	54.51	3.2%	98.14	101.25	3.2%	150.97	155.76	3.2%
1"	61,225		85.95	88.70	3.2%	438.14	210.26	-52.0%	524.09	298.97	-43.0%
1.5"	80,663	-	168.77	174.18	3.2%	268.51	277.02	3.2%	437.28	451.19	3.2%
2"	207,538	48,750	268.15	276.74	3.2%	888.84	712.74	-19.8%	1,156.99	989.49	-14.5%
3"	216,000	-	533.17	550.26	3.2%	719.03	741.81	3.2%	1,252.19	1,292.07	3.2%
4"	181,250		831.31	857.97	3.2%						
6"	-		-								

	Town of Wolfville Water Utility Comparison of Current Water Rates with Proposed New Rates 2020/21										
	Average Quarterly Consumption Base Charge Percent Commodity Charge Percent Quarterly Water Bill Percent								Percent		
Meter Size	1st Block	2nd Block	Current	Proposed	Change	Current	Proposed	Change	Current	Proposed	Change
Unmetered											
5/8"	10,263		37.42	37.51	0.3%	35.60	35.45	-0.4%	73.02	72.97	-0.1%
3/4"	29,482		54.51	54.61	0.2%	101.25	101.85	0.6%	155.76	156.46	0.4%
1"	61,225		88.70	88.81	0.1%	210.26	211.51	0.6%	298.97	300.32	0.5%
1.5"	80,663	-	174.18	174.29	0.1%	277.02	278.66	0.6%	451.19	452.95	0.4%
2"	209,975	-	276.74	276.88	0.0%	712.74	725.39	1.8%	989.49	1,002.27	1.3%
3"	216,000	-	550.26	550.44	0.0%	741.81	746.20	0.6%	1,292.07	1,296.64	0.4%
4"	181,250	-	857.97	858.19							
6"			-								

20-Feb-18

Comparitive Statement of Operations Fiscal Years ending March 31st								
		Projectior	u Using Proposed	Rates				
	2017/18 Estimated	2018/19 Test	2019/20 Test	2020/21 Test				
OPERATING REVENUES	0.07 500	004.000	740.040	704.40				
Metered Sales	667,500	694,639	718,810	721,18				
Public Fire Protection Total	380,000 1,047,500	389,668 1,084,307	408,077 1,126,887	<u>396,02</u> 1,117,20				
	1,017,000	1,001,001	1,120,001	1,111,20				
OPERATING EXPENDITURES	07.000	(00.500	100 511	100.05				
Power and Pumping	97,600	100,528	103,544	106,65				
Water Treatment	81,900	84,357	86,888	89,49				
Transmission and Distribution	247,200	257,216	267,382	275,40				
Administration and General	207,500	213,725	220,137	226,74				
Depreciation	144,212	150,152	158,317	165,56				
Taxes Total	55,000 833,412	56,100 <b>862,078</b>	57,200 <b>893,468</b>	58,00 <b>921,85</b>				
Total	033,412	002,070	093,400	921,65				
OPERATING PROFIT (LOSS)								
LESS NON-OPERATING REVENUES								
Public Fire Protection - Additional	1,500	1,500	1,500	1,50				
Investment Income	5,000	5,000	5,000	5,00				
Job Cost Billing	6,000	6,000	6,000	6,00				
Total	12,500	12,500	12,500	12,50				
OTHER OPERATING REVENUES								
Sprinkler Service	7,500	7,900	8,300	8,30				
Other	1,200	2,000	2,000	2,00				
Total	8,700	9,900	10,300	10,30				
NON-OPERATING EXPENDITURES								
Debt Charges - Principal	83,100	93,683	93,683	53,98				
Debt Charges - Interest	11,200	21,906	17,681	14,31				
New Debt - Principal	7,340	7,780	8,247	8,74				
New Debt - Interest	16,200	15,760	15,293	14,79				
New Debt - Principal	0	0	0	,. 0				
New Debt - Interest	0	0	0					
New Debt - Principal	0	0	1,813	1,92				
New Debt - Interest	0	0	4,002	3,89				
New Debt - Principal	0	0	0					
New Debt - Interest	0	0	0					
Other Debt Charges	500	500	500	50				
Capital out of Revenue	70,500	70,000	70,000	70,00				
Dividend Total	0	35,000	45,000	50,00 218 16				
lotai	188,840	244,629	256,219	218,15				
EXCESS (DEFICIENCY) OF REVENUES								
OVER EXPENDITURES	46,448	0	0					

<u>Appendix 1</u>		
Loan Calculator	Interest Rate	6.0%
Long Term Debt	Term in years	20
2017/18	Capital \$	270,000

### Payment Schedule

	Principal	Interest	Total	Balance
Year				
1	\$7,339.83	16,200.00	23,539.83	262,660.17
2	\$7,780.22	15,759.61	23,539.83	254,879.95
3	\$8,247.03	15,292.80	23,539.83	246,632.92
4	\$8,741.86	14,797.97	23,539.83	237,891.06
5	\$9,266.37	14,273.46	23,539.83	228,624.69
6	\$9,822.35	13,717.48	23,539.83	218,802.35
7	\$10,411.69	13,128.14	23,539.83	208,390.66
8	\$11,036.39	12,503.44	23,539.83	197,354.26
9	\$11,698.57	11,841.26	23,539.83	185,655.69
10	\$12,400.49	11,139.34	23,539.83	173,255.20
11	\$13,144.52	10,395.31	23,539.83	160,110.68
12	\$13,933.19	9,606.64	23,539.83	146,177.49
13	\$14,769.18	8,770.65	23,539.83	131,408.31
14	\$15,655.33	7,884.50	23,539.83	115,752.98
15	\$16,594.65	6,945.18	23,539.83	99,158.33
16	\$17,590.33	5,949.50	23,539.83	81,568.00
17	\$18,645.75	4,894.08	23,539.83	62,922.25
18	\$19,764.50	3,775.33	23,539.83	43,157.75
19	\$20,950.37	2,589.47	23,539.83	22,207.39
20	\$22,207.39	1,332.44	23,539.83	(0.00

Loan Calculator	Interest Rate	6.0%
Long Term Debt	Term in years	20
2018/19	Capital \$	-

### Payment Schedule for Capital Works

	Principal	Interest	Total	Balance
Year				
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

Loan Calculator	Interest Rate	6.0%
Long Term Debt	Term in years	20
2019/20	Capital \$	66,700

### Payment Schedule for Capital Works

	Principal	Interest	Total	Balance
Year				
1	\$1,813.21	\$4,002.00	5,815.21	64,886.79
2	\$1,922.00	\$3,893.21	5,815.21	62,964.79
3	\$2,037.32	\$3,777.89	5,815.21	60,927.46
4	\$2,159.56	\$3,655.65	5,815.21	58,767.90
5	\$2,289.14	\$3,526.07	5,815.21	56,478.77
6	\$2,426.48	\$3,388.73	5,815.21	54,052.28
7	\$2,572.07	\$3,243.14	5,815.21	51,480.21
8	\$2,726.40	\$3,088.81	5,815.21	48,753.81
9	\$2,889.98	\$2,925.23	5,815.21	45,863.83
10	\$3,063.38	\$2,751.83	5,815.21	42,800.45
11	\$3,247.18	\$2,568.03	5,815.21	39,553.27
12	\$3,442.01	\$2,373.20	5,815.21	36,111.25
13	\$3,648.53	\$2,166.68	5,815.21	32,462.72
14	\$3,867.45	\$1,947.76	5,815.21	28,595.27
15	\$4,099.49	\$1,715.72	5,815.21	24,495.78
16	\$4,345.46	\$1,469.75	5,815.21	20,150.32
17	\$4,606.19	\$1,209.02	5,815.21	15,544.13
18	\$4,882.56	\$932.65	5,815.21	10,661.56
19	\$5,175.52	\$639.69	5,815.21	5,486.05
20	\$5,486.05	\$329.16	5,815.21	-

Loan Calculator	Interest Rate	6.0%
Long Term Debt	Term in years	20
2020/21	Capital	\$-

### Payment Schedule for Capital Works

	Principal	Interest	Total	Balance
Year				
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

# SCHEDULES A, B, AND C RATES AND CHARGES

#### SCHEDULE "A" TOWN OF WOLFVILLE WATER UTILITY

#### SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 July 2018)

#### **RATES**

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Wolfville Water Utility.

#### 1. <u>RATES:</u>

(a)	Base Charges	Quarterly
	Size of Meter	
	5/8"	36.26
	3/4"	52.83
	1"	85.95
	1.5"	168.77
	2"	268.15
	3"	533.17
	4"	831.31
	6"	1,659.49

(b) Consumption Rate (per cubic metre)

1st Block Consumption Rate3.33per 1,000 Imp. Gallons2nd Block Consumption Rate\$1.81per 1,000 Imp. Gallons(>1,300,000 imperial gallons per year)

#### (c) <u>Minimum Bill</u>

The minimum bill shall be the Base Charge.

#### 2. <u>PUBLIC FIRE PROTECTION RATE</u>

The Town of Wolfville shall pay, quarterly, to the Water Utility one quarter of the public fire protection services, in the sum of \$389,668.

#### 3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

#### 4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

#### 5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

#### 6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

#### 7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

#### 8. WATER ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

#### 9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

#### 10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

#### 11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

#### 12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

#### SCHEDULE "B" TOWN OF WOLFVILLE WATER UTILITY

#### SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2019)

#### **RATES**

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Wolfville Water Utility.

#### 1. <u>RATES:</u>

Base Charges	Quarterly
Sizo of Motor	
Size of Meter	
5/8"	37.42
3/4"	54.51
1"	88.70
1.5"	174.18
2"	276.74
3"	550.26
4"	857.97
6"	1,712.71
	Size of Meter 5/8" 3/4" 1" 1.5" 2" 3" 4"

(b)

Consumption Rate (per cubic metre)

1st Block Consumption Rate	\$3.43	per 1,000 Imp. Gallons
2nd Block Consumption Rate	\$1.88	per 1,000 Imp. Gallons
(>2,000,000 imperial gallons per		

#### (c) <u>Minimum Bill</u>

The minimum bill shall be the Base Charge.

#### 2. <u>PUBLIC FIRE PROTECTION RATE</u>

The Town of Wolfville shall pay, quarterly, to the Water Utility one quarter of the public fire protection services, in the sum of \$408,077.

#### 3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

#### 4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

#### 5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

#### 6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

#### 7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

#### 8. WATER ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

#### 9. DISCONNECTION FEE

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$1500.00 shall apply.

#### 10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

#### 11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

#### 12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

#### SCHEDULE "C" TOWN OF WOLFVILLE WATER UTILITY

#### SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2020)

#### <u>RATES</u>

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Wolfville Water Utility.

#### 1. RATES:

(a)	Base Charges	Quarterly
	Size of Meter	
	5/8"	37.51
	3/4"	54.61
	1"	88.81
	1.5"	174.29
	2"	276.88
	3"	550.44
	4"	858.19
	6"	1,713.06

(b)

Consumption Rate (per cubic metre)

1st Block Consumption Rate \$3.45 per 1,000 lmp. Gallons

#### (c) <u>Minimum Bill</u>

The minimum bill shall be the Base Charge.

#### 2. <u>PUBLIC FIRE PROTECTION RATE</u>

The Town of Wolfville shall pay, quarterly, to the Water Utility one quarter of the public fire protection services, in the sum of \$396,023.

For subsequent years, the annual public fire protection rate shall be based on the above or:

(a) the sum of 50.9% of transmission and distribution, taxes and depreciation expenses of the Commission and return on rate base of the immediately preceding year, plus

(b) 10 % of all other expenses, whichever is the greater.

#### 3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00

Each building serviced by a sprinkler service pipe of 8" or more in diameter \$250

## \$250.00

#### 4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

#### 5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$200.00.

#### 6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

#### 7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

#### 8. WATER ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred.

#### 9. <u>DISCONNECTION FEE</u>

Whenever a customer requests the water be turned off from any premises for an extended period of time, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply.

#### 10. SPECIAL SERVICE CHARGE:

A special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a necessary or requested service, such as the shutting off or turning on of water service or other special services not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed.

#### 11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

#### 12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

# **SCHEDULE D**

# **RULES AND REGULATIONS**

#### TOWN OF WOLFVILLE WATER UTILITY

#### SCHEDULE OF RULES AND REGULATIONS GOVERNING THE SUPPLY OF WATER AND WATER SERVICES (Effective 1 July 2018)

In these Rules and regulations, unless the context otherwise requires, the expression:

"Town" means the Town of Wolfville;

"Utility" means the Town of Wolfville Water Utility;

<u>"Customer"</u> means a person, a property owner, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations;

"Domestic Service" means the type of service supplied to the owner or his/her authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.;

"Commercial Service" means any service other than a domestic service as herein defined;

<u>"Metered Rate Service"</u> means that type of service charged for at metered rates. Metered rate service is required for all new services.

- 1) <u>LIABILITY FOR PAYMENT OF WATER BILL</u>: An agreement/contract is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:
  - a) the customer applying for and receiving approval for water service;
  - b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

A property owner who rents or leases a property or self contained unit to a tenant or lessee shall be required to open an account for the provision of water at the property rented or leased.

c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

- d) Where service is supplied to a condominium unit, the Condominium Corporation in which the unit is situated shall be deemed to be the customer of record and shall be liable for payment of the service bill for the condominium unit.
- 2) <u>DEPOSITS</u>: When required, an applicant for service shall deposit with the Utility a sum equal to the previous year's average bill for the meter size for such service for a period of three months, or such lesser amount as the Utility may demand (a minimum of \$50.00). This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all their liability to the Utility in respect of such service, the deposit shall be returned to him with interest based on 2% per annum, not compounded.
- 3) **REFUSAL OF SERVICE**: Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.
- 4) <u>BILLING:</u> If an agreement/contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

The Utility charges the base rate for the entire year for seasonal customers. The quarterly base rate charge will apply for each quarter regardless of water turn-offs.

- 5) **PAYMENT OF BILLS**: Bills shall be rendered to each customer at intervals of approximately three months (quarterly). All bills are due and payable when rendered. Bills not paid within thirty days after the billing date shall be subject to the interest charge as set out in the Schedule of Rates and Charges.
- 6) ESTIMATED READINGS FOR BILLING PURPOSES METERED CUSTOMERS: If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.

#### 7) ADJUSTMENT OF BILLS:

(a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in

writing within 30 days of the bill being rendered.

- (b) Customers Under billed Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
- (c) Customer Over billed In the event a customer has been billed in error for a Service they did not receive, the Utility will reimburse such customer the amount billed to and paid by the customer, together with interest calculated as simple interest paid on savings accounts by the Utility's bank, respecting the period during which the customer was incorrectly billed by the Utility, such period not to exceed five years.
- 8) <u>SUSPENSION OF SERVICE FOR NON\_PAYMENT BILLS</u>: The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Schedule of Rates and Charges for Re-establishing Water Service after each suspension. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.
- 9) <u>METER READING</u>: In the case of Metered Service Customers who are billed quarterly, meters shall be read in at least two of the four quarters, normally, the second and fourth, and, subject to Regulation 7, each billing for these quarters shall be based upon the meter reading with adjustment for any earlier estimated reading. The Utility may, at its option, estimate the readings in the alternate quarters based on the actual consumption from the previous quarter. In the case of Metered Service Customers who are billed bi-monthly, meters shall be read bi-monthly.
- 10) WATER TO BE SUPPLIED BY METER: Except where water is used for construction purposes from a hydrant under the supervision of the Utility and except as in these regulations otherwise provided, all services other than those used exclusively for fire protection shall be metered. Any building occupied by more than one tenant may have a separate meter with appropriate isolation valves for each tenant. With the Utility's approval, such a building may be serviced by one meter, provided the landlord is the customer. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.

#### 11) **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed

only by employees of the Utility or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.

Each metered service shall have a curb stop outside the building foundation to permit control of the service. The Utility reserves the right to have every service line metered individually. The connection for a meter shall have a shutoff on the inlet side of the meter and double check valve and shutoff on the discharge side of the meter. All valves shall be of a type and located as approved by the Utility.

- **12)** <u>METER READERS</u>: Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
- 13) <u>**REMOTE REGISTERING WATER METERS**</u>: When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.
- 14) DAMAGE TO WATER METERS: Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.
- **15)** <u>**METER TESTING**</u>. On the request to have their meter tested, the Utility may charge the sum of \$100.00 to defray, in part, the cost of making the test for meters up to 1 inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.
- **16) PLUMBING TO BE SATISFACTORY**: All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Municipality and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements

have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Municipality and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.

- 17) <u>DANGEROUS CONNECTIONS</u>: No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
- 18) PROHIBITED DEVICES: Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets, which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
- 19) IMPROPER USE OR WASTE OF WATER: No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
- **20)** <u>SERVICE PIPES</u>: Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in (19 mm) diameter shall be laid for any service.

The necessary excavation for the laying of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street line, including supplying and laying a service pipe and fittings between the main pipe and the street line shall be paid for by the customer at a flat rate of \$3,000 per service pipe installed. A service box (standpipe) and curb stop valve shall be installed at the property line by the Utility. The cost of supplying and installing the water pipe from the street line to the premises including all excavation, backfilling and surface restoration shall be paid for by the customer.

For water service pipes larger than  $\frac{3}{4}$ ", the cost shall be borne by the customer, less the cost of the  $\frac{3}{4}$ " service pipe and trench from the main in the street to the street line.

Should any person make application for more than one service to his premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance to the satisfaction of the Utility. The excavation may be the same excavation as is used for the sewer service pipe or, if minimum horizontal and vertical separation between the water and sewer pipes cannot be obtained, a separate excavation for the water service pipe shall be required.

When a service has been installed without objection from the customer as to the location of the same, any subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

21) <u>REPAIRS TO SERVICES</u>: If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the street line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at their expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his expense.

The Utility may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Utility to do such work shall deposit with the Utility a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of their service pipe and, after being notified of same, they refuse or unduly delay to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

22) SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM: The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The Utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility.

Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Wolfville Water Utility requirements.

- 23) <u>UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS</u>: No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations. Any unauthorized connection shall be subject to removal by the Utility. The cost of the removal including labour and materials and an estimate of the water used together with a \$200 service charge shall be paid by those who made the unauthorized connection.
- 24) <u>ACCESS TO CUSTOMER'S PREMISES</u>: Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.
- 25) <u>LOCATION OF METERS</u>: The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and exchanged and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

#### 26) <u>CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:</u>

(a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow

prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

(d) The Utility shall maintain a program for the issuance, renewal and cancellation of Cross Connection Control Tester's Licenses. The Utility's program shall establish minimum standards, minimum insurance requirements, fees and administrative procedures.

(e) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(f) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.

- 27) <u>ALTERNATE WATER SUPPLY PROHIBITED:</u> Connection of any customer's installation served by the Utility to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.
- 28) <u>DEPOSITS IN ADVANCE:</u> Whenever a customer requests the Utility to do work for which he/she is required to pay and the Utility agrees to do the work, he/she shall deposit with the Utility, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work or execute an agreement to pay the actual cost. When the actual cost is determined, an adjustment in the payment shall be made. Water service shall not be established by the Utility until all charges are paid in full. Installations shall be made in accordance with the Wolfville Water Utility specifications and be subject to inspection by the Utility's Staff prior to water service being made available.
- 29) **SEASON FOR LAYING PIPES**: The Utility shall not be required to lay any pipe at any

season of the year or at any time which, in its opinion, is not suitable.

- **30) PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service. Responsibility for the installation, maintenance of any and all privately owned fire protections systems, including fire protection lines, sprinkler systems and hydrants shall be the responsibility of the owner.
- 31) <u>RESELLING OF WATER:</u> It is prohibited for a customer of the Utility to resell water to others, without the express written consent of the Utility. In the event that a customer is reselling water to others, without prior approval by the Utility, the Utility may suspend service to the premises until such time as the activity ceases or approval to resell is granted.
- **32)** <u>LIABILITY OF UTILITY</u>: The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
- **33) INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply designated by the Utility for fire protection purposes.
- 34) <u>SUSPENDING SERVICE FOR VIOLATION</u>: Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
- **35)** <u>**RESUMPTION OF SERVICE**</u>: In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.

#### 36) **PRESSURE REDUCING VALVES**:

a) Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the customer's side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure

reducing valve at all time.

- b) A customer receiving service water pressure less than that which is needed for domestic use and fire protection requirements shall be responsible for providing and maintaining, at no cost to the Utility, a suitable booster pump.
- **37) PRESSURE RELIEF VALVES**: Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 37, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
- **38)** WATER CONSERVATION DIRECTIVES: The Utility may issue conservation of water directives to its customers, if in the opinion of the Utility, such directives are required to permit the Utility to provide reliable continuous water service to all customers served by the Utility. During such times as these directives are in force, customers who do not comply with the directives may have their water service suspended until such time as they agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. Such customers shall be required to pay the Charge for Reestablishing Water Service as laid out in the approved Schedule of Rates for the Utility.
- **39)** <u>**REQUESTS FOR EXTENIONS OF SERVICE**</u>: The Utility has no obligation to extend water service into areas with no water service. Requests for such extensions will be reviewed by the Utility on a case by case basis.
- **40)** WORK ON WATER UTILITY INFRASTRUCTURE: The Utility reserves the right to perform all work with its own forces, on existing Utility infrastructure or infrastructure that will be turned over to the Utility. This includes, but is not limited to, new construction of water mains and/or building services and any repairs to existing infrastructure of the Utility. Any work permitted to be undertaken by outside contractors will be under such terms and conditions and to standards as prescribed by the Utility. This regulation shall not apply to land developments involving construction of new streets and services whether the developer has entered a servicing agreement with the Town of Wolfville.
- **41)** CURB STOP/CONTROL VALVE SERVICE BOX: The curb stop/control valve service box housing the customers control valve shall be exposed for access by the Utility at all times. The Utility requires all curb stop/control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of a customer's water meter. Any adjustment of the service box or valve box is the responsibility of the customer.

The customer shall ensure the curb stop/control valve service box and/or the valve box is exposed at all times. In the event that the curb stop/control valve service box is buried, paved over, back-filled or damaged as a result of carelessness, willful obstruction or any other occurrence that, in the opinion of the Utility, results in the requirement for the Utility

to expose, re-expose, adjust or repair the curb stop /control valve service box, it shall be at the customer's expense. The Utility may undertake such activities as it deems necessary to gain access to the premises curb stop/control valve service box without expense to the Utility. When such action is undertaken, the reinstatement of the road, right–of-way, driveway, sidewalk, curb or landscape will be charged back to the customer if such activity is undertaken by the Utility.



# **SUMMARY**

# Accessibility Advisory Committee Policy

In September 2017 the Province of Nova Scotia passed Bill No. 59 – the *Accessibility Act*, Chapter 2 of the Acts of 2017. Municipalities are required to establish an Accessibility Advisory Committee to prepare an Accessibility Plan within one year of being prescribed.

Although Municipalities have not yet been prescribed, the Town has been selected as a pilot project. Therefore, the Town must establish an Accessibility Advisory Committee.

#### **DRAFT MOTION:**

That Council approve the Accessibility Advisory Committee Policy 110-009



# 1) CAO COMMENTS

The CAO supports the recommendations of staff.

## 2) LEGISLATIVE AUTHORITY

In September 2017 the Province of Nova Scotia passed Bill No. 59 – the *Accessibility Act*, Chapter 2 of the Acts of 2017. Municipalities are required to establish an Accessibility Advisory Committee to prepare an Accessibility Plan within one year of being prescribed. Municipalities have not yet been prescribed.

Section 26 of the Municipal Government Act enables Council, by policy, to establish citizen advisory committees which shall advise the council.

#### 3) STAFF RECOMMENDATION

That Council approve the Accessibility Advisory Committee Policy 110-009.

#### 4) REFERENCES AND ATTACHMENTS

- 1. Accessibility Presentation, Gerry Post
- 2. Accessibility Advisory Committee Policy 110-009 (attached)

#### 5) DISCUSSION

In September 2017 the Province of Nova Scotia passed Bill No. 59 – the *Accessibility Act*, Chapter 2 of the Acts of 2017. The purpose of *Act* is to have an Accessible Nova Scotia by 2030, Preventing and Removing Barriers, Continued Community Engagement & Transparency, and Prescribes Requirement for Accessibility Plans and Standards. Municipalities will be required to prepare an Accessibility Plan within one year of being prescribed. Municipalities have not yet been prescribed.

Although Municipalities have not yet been prescribed, the Town has been selected as a pilot project. Therefore, the Town must establish an Accessibility Advisory Committee. The AAC is a Committee of Council and not a Task Force because the Committee has on-going responsibilities once the Plan has been established. As well, the Accessibility Plan must be reviewed every three (3) years.

At least one half of committee members must be persons with disabilities or representatives of organizations representing persons with disabilities. Following the Committee of the Whole meeting, the Town will advertise and reach out to the community to find committee members for the Accessibility Advisory Committee.

#### 6) FINANCIAL IMPLICATIONS



The Accessibility Advisory Committee has been created to prepare an Accessibility Plan for the Town of Wolfville. The Town has been selected through the UNSM/Provincial Accessibility Working Group to be a pilot project to develop a template for other municipal plans. The Town has included \$15,000 in the 2018/19 Operating Budget to assist with the development of the Town's Accessibility Plan. The \$15,000 funded through the Town's Operating Reserve Fund.

# 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The Accessibility Plan for the Town of Wolfville meets the Town's Strategic Direction to Improve the Quality of Life for All.

#### **Council Strategic Principles:**

- 1. Affordability: The work of the Committee has been included in the Town's 2018/19 Operating Budget and is funded through the Town's Operating Reserve Fund.
- **2. Transparency:** The Town's Accessibility Plan will be developed through the work of an Accessibility Advisory Committee and all meetings will be open to the public.
- **3.** Community Capacity Building: Citizen advisory committees build community capacity.
- 4. Discipline to Stay the Course: The Committee was approved in the 2018/19 Operating Plan.
- 5. United Front: N/A
- 6. Environmental Sustainability: N/A

#### 8) COMMUNICATION REQUIREMENTS

The Policy 110-009 will be updated in the appropriate places and communicated to the public. The Policy will be reviewed with the Committee upon the appointment of the Committee members. Staff will begin advertisement for Committee members following the April 3 Committee of the Whole meeting.

## 9) ALTERNATIVES

Provide Council with alternative options to the recommended decision. (i.e. do not approve).

# POLICY



Accessibility Advisory Committee		
Policy Number:	Supersedes Policy Number:	
110-009	Not Applicable	
Effective Date:	Approval By Council (Motion Number):	
yyyy-mm-dd	##-##-18	

#### 1.0 PURPOSE

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

#### 2.0 Scope

This Policy is applicable to all members appointed to the Town of Wolfville's Accessibility Advisory Committee (AAC).

#### 3.0 References

3.1 Bill No. 59 - Accessibility Act, Chapter 2 of the Acts of 2017

#### 4.0 Definitions

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

#### 5.0 Policy

#### 5.1 Membership:

- 5.1.1 The Committee will consist of seven (7) voting members who serve without pay.
- 5.1.2 The Mayor is an ex-officio voting member of the AAC.

# POLICY



- 5.1.3 Council shall appoint each of the seven (7) voting members as follows:
  - a. To onetwo-year term two (2) members of Council, in December
  - b. To two-year terms five-three (3) members at large, three members to be appointed in December of each year to serve for two year terms; the remaining members to be appointed for a 3 year term
     b.c. To three-year terms two (2) members at large.
- 5.1.4 At least one half of the members of the Accessibility Advisory Committee must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.5 If a member vacates the Committee for any reason at any time before that member's term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.6 Applications for the appointment to the Committee shall be invited by public advertisement.
- 5.1.7 The Chair and Vice-Chair will be appointed annually by the Committee

#### 5.2 **Qualifications**

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

#### 5.3 Mandate and Responsibilities

The Committee has the following responsibilities:

- 5.3.1 Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
  - a. A report on measures the Town of Wolfville has taken and intends to take to identify, remove and prevent barriers;
  - b. Information on procedures the Town of Wolfville has in place to assess the following for their effect on accessibility for persons with disabilities:
    - i. Any of its proposed policies, programs, practices and services, and



- ii. Any proposed enactments or bylaws it will be administering; and
- c. Any other prescribed information.
- 5.3.2 Advise Council on the impact of Town of Wolfville Policies, Programs and Services on persons with disabilities;
- 5.3.3 Review and monitor existing and proposed Town of Wolfville Bylaws to promote full participation of persons with disabilities, in accordance with the Act;
- 5.3.4 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.5 Advise and make recommendations about strategies designed to achieve the objectives of the Town's Accessibility Plan;
- 5.3.6 Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
- 5.3.7 Monitor federal and provincial government directives and regulations; and
- 5.3.8 Host community consultations related to accessibility in the Town of Wolfville

#### 5.4 Rules of Engagement:

- 5.4.1 The Committee shall meet no less than six times per year, or otherwise as required to fulfill the duties as outlined. Meetings of the AAC shall be open to the public.
- 5.4.2 A majority of the voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the <u>Municipal Conflict of Interest Act</u>, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to Section 22 of the <u>Municipal Government Act</u>, meetings of the committee are open to the public.
- 5.4.5 The Committee may receive presentations from the public upon approval of the Chair.
- 5.4.6 The Advisory Committee may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the

# POLICY



Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

# 6.0 Policy Review

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

CAO

Date

**REQUEST FOR AGENDA ITEM** hellist. Title: Submitted by: Submitted on:



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

Date of Committee of the Whole requested:

#### Recommendation(s) and/or Motion

(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

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(provide a Brief description of item/background for this request)

D 0

Expected Outcome: In Camera Discussion For information/discussion purposes only Recommend an action to the CAO

Promote clarification/renewal or production of a policy or procedure

Recommend a motion for approval by Council

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

#### Date of Committee of the Whole requested:

#### **Recommendation(s) and/or Motion**

(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

That the Down of Walfville withdraw from 200- Kings.

#### Summary

(provide a Brief description of item/background for this request)

200-Kines had an organizing meeting on Debruary 2, 2018 Wolfville has been asked to send a counciller to porticipate and to provide staff support to update the website. Shere are no projects currently being considered by Eoo Kings. On the past panding has been received for sammer student employment and a Otioly on commuter bus service between Halifar and the annopolis Valley. Otholy a commute our things could make the prossibility of regional Withdrawing from Exo. Kings could make the prossibility of regional environmental initiatives less likely. Nowever, it doesn't rule them out. In addition the Down of Wolfville's Environmental Sustainability Committee is I'm addition the Down of Wolfville's Environmental Sustainability Committee is Well-Supported and could reach out to (reach) other municipalities to propose Well-Supported and could reach out to (reach) other municipalities to propose Well-Supported and could reach out to (reach actions, either singly or together. ?? In Camera Discussion For information/discussion purposes only Recommend an action to the CAO Promote clarification/renewal or production of a policy or procedure Recommend a motion for approval by Council

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

#### Date of Committee of the Whole requested:

#### **Recommendation(s) and/or Motion**

(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

THAT THE TOWN OF WOLFVILLE STOP REPLACING OLD STREET BLADES (STREET SIONS) WITH NEW, BRANDED, STREET BLADES UNTIL THE ACCESSIBILITY COMMITTEE HAS CONSIDERED THEIR UTILITY (USEFULNESS).

#### Summary

(provide a Brief description of item/background for this request)

AS THE PURPOSE OF A STREET SION IS TO BE READ AND STATE THE NAME OF THE STREET FOR THOSE LOOKING FOR ADDRESSES, AND

AS ACCESSIBILITY CONSIDERATIONS AND ACCESSIBILITY LEGISLATION ARE BEING CONSIDERED THIS YEAR AND SHOULD BE CONSIDERED ALL YEARS, AND AS THE NEW, BRANDED, STREET SIGN'S ARE DIFFICULT TO READ EVEN WITHOUT VISUAL IMPAIRMENT, I RECCOMEND THE ABOVE.

SEE ATTA CHED PHOTO FOR A REFERENCE.

#### Expected Outcome:

In Camera Discussion		
For information/discussion purposes only		
Recommend an action to the CAO	$\sim$	$\mathbf{r}$
Promote clarification/renewal or production of a policy or procedure		
Recommend a motion for approval by Council		



# 1) Improving Quality of Life for All

- The Town had a successful Cheaton Cup and St. Patrick's Day from an enforcement standpoint. A shuttle was in place during the day and accommodated approximately 500 users. Both major parties were registered in advance as part of the Party Registration Pilot initiative and this enabled staff to do some preventative education with the party organizers. The Alcohol Committee will be debriefing to continue to make improvements to both the shuttle service and the Party Registration program;
- The East End Gateway Report is now finalized and will be presented to Council at the April COW meeting;
- A successful Wolfville 125 Opening Celebration was held on March 24<sup>th</sup> at the Farmers' Market. Approximately 175 people attended this event with speeches, excellent performances and delicious food. A Wolfville 125 banner is now available to be displayed at events throughout the year and Wolfville 125 pins are available for distribution;

# 2) Maximizing Our Infrastructure Investments

- Staff are working to facilitate a discussion with Council on parking in May;
- Staff are working on getting direction from Council in May on a proposed Rental Licensing Program for the Town;
- Tenders for traffic line marking, asphalt supply and sanitary sewer flushing are scheduled to close early May;
- The contract for uni-directional flushing has been extended for another five-year term;
- Design for Kent and Gaspereau have begun and tenders are expected to be awarded by late May/early June;
- The Annual Water Report to the Department of Environment has been submitted

# 3) Leveraging our Economic Opportunities

- Staff continue to provide monthly updates n the progress of the MPS Review;
- DA's are being worked on for a multi-unit development in Woodman's Grove, 292 Main Street and a single-unit dwelling on Main Street (East);
- The WBDC produced a video in celebration of Wolfville 125 on the history of Wolfville as part of their participation on the Wolfville 125 Working Group. Additionally, they have organized the business community to have Wolfville 125 specials and a prize package contest;
- Welcome folders and notebooks have been printed for the Business Welcome Package;
- The Wolfville Trail Map is printed and will be distributed at the VIC this season

# 4) Operational Updates

• We were saddened to learn that Gary Langille, a long-time Parks employee, passed away;



- Parks staff are scheduled to return to work on April 3<sup>rd</sup> and the vacant position will be filled by early May;
- Two 17-week summer seasonal positions with the Parks Department have been filled and will begin in early May;
- Public Works winter shifts have been extended by another week due to weather;
- The Town was approved for a Co-op Student to work in the VIC this summer. Applications are being sought from Tourism Students at NSCC;
- Staff continue to provide planning service to the Town of Windsor, including making amendments to their planning documents to enable Bill 177;
- The Sustainability Planner from Bridgewater was brought in to the Sustainability Committee to do a presentation earlier in March;
- The IT Manager implemented a new help desk system, which is now live;
- The Town continues to work on transitioning from MangoApps to Microsoft Teams. Council will be notified by email when agenda packages are ready and Laserfiche will still be used for these packages;
- Jean-Luc Prevost has been hired as the Administrative Assistant for Corporate Services to back-fill the position while Dan Stovel is seconded to REMO;
- With Council approval of budget, work begins on uploading the data to the financial system and getting things in place for the upcoming year;
- Fiscal year end is March 31st and work has started this week on year end procedures that need to be completed, for example inventory counts and purchase order cut-off. Focus over the next couple of months will be on completing the financial working papers and preparing financial statements for the annual audit, likely to start end of May or early June;
- Meter reading has been completed and March water bills will be ready by end of month. Mailing will occur during first week of April;
- Finance Dept has helped prepare information for fellow municipal units on joint financial issues including Education Funding budget estimates and Kings Transit HST Offset grant information;
- Technically there are now 4 active FOIPOP files. The 3 actives that were on hand over the last month as well as another that had been put on hold back in the fall. There is potential for another new application based on a request that went to the Planning Department, part of which does not appear to be covered by our Routine Access Policy;
- Work is beginning on preparing data for Interim Tax Bills which will be issued end of April or early May;
- Our Accountant is busy preparing all payroll items related to start of new fiscal year including COLA adjustments, merit adjustments, vacation entitlements, setting up seasonal workers for upcoming year;
- We are also working on the year-end for the VCFN.

# **COMMITTEE UPDATE**

Title:Kings Transit Authority (KTA)Date:April 3, 2018Department:Office of the CAO



## UPDATE

Two new buses are now on the road, funded through the combined \$80,000 yearly capital contributions of Kings County, Kentville, Wolfville, and Berwick, \$375,000 yearly capital contributions of the Province, with the remainder by the one-time Federal Transportation Infrastructure Fund. At \$436,000 each, the new buses are 32 feet long and can seat up to 32 passengers. These replace two 40 foot, 40 seat buses (which each have a replacement cost of around \$600,000).

The KTA board passed a motion to allow temporary expenditures at the the 2017-18 levels until the 2018-19 budget is ready to be approved.

The Audit Committee was struck, consisting of Chair Councillor Pauline Raven (County of Kings), Vice-Chair Councillor Mercedes Brian (Town of Wolfville), and Councillor Paul Spicer (County of Kings). The Committee will meet with the auditors, Grant Thornton, before and after the audit of Kings Transit Authority.

Respectfully Submitted,

Mercedes Brian

#### KINGS TRANSIT BOARD MEETING: CHAIR UPDATE

From: Pauline Raven Date: March 28, 2018

- 1. No work has been conducted regarding this Acadia U-Pass project.
- 2. The new website was reviewed by Vice-Chair Mercedes Brian and is ready for a soft launch. The old website will be removed. Many thanks to Kayleigh for her work on this.
- 3. On March 5 Mercedes Brian, Vice-Chair, Ken Redden, Interim Manager, and Pauline Raven, met with Coby Milne, Interim CEO Valley-REN, and Melissa Quinn, ACOA Economic Development Officer on March 5. We had a very productive meeting and support has been promised. In brief, V-REN staff will complete the Strategic/Business Planning with/for KTA and once needed resources are identified, Melissa Quinn, ACOA, will work with us to access programs and funding to move the plan forward. Both VREN and ACOA acknowledged that KTA was an important resource for valley employees and employers. The work starts today with Jennifer Tufts, Special Projects VREN, leading an introduction with the board and service partners at 3PM.
- 4. The Selection Committee (Anna Ashford-Morton; Mercedes Brian; Meg Hodges; Pauline Raven; and Paul Spicer) with the guidance of Gerald Walsh (recruitment firm) and Chris Moore (HR Specialist Municipality of the County of Kings) interviewed 5 candidates on March 21, 2018. We arrived at a unanimous decision and held a special board meeting to confirm that an offer would be made based on a salary to be negotiated within a range. A conditional offer (based on budget approval) has been made, and accepted, based on the in-camera discussions at the March 21, board meeting. The offer is conditional on budget approval.

# Recommended motion: "That the board give formal consent to the offer made to the selected candidate as circulated to all board members on the morning of March 24, 2018."

Thankfully, our Interim Manager has agreed to continue with us during this transition period and the successful candidate is happy to delay the start of employment.

5. 2018-19 Finances. The Chair and Vice-Chair meet on March 31, 2018, to discuss progress on budget revisions; audit and an initiative for a municipal review of the KTA/Valley Waste and Valley Community Fibre Network Finances, including contracts.

Staff are making significant progress. Refinements are providing a more robust budget for the 2018-19 year. The salary details of the new General Manager will be incorporated. An increase is still in view, most likely larger than the budget reviewed by the board at its January, 2018, board meeting.

Given that it may be 2-months before the new GM is in place we are anticipating hiring a contractual person (Charted Accountant or CGA) to begin the review requested by the municipal partners ASAP. This initiative has been presented to our Interim Manager and Financial Coordinator. This review is an opportunity to make adjustments prior to the audit work and will provide guidance with the preparation of working papers for financial statements.



#### PLEASE NOTE 3-4PM SESSION VALLEY REGIONAL ENTERPRISE NETWORK HELD PRIOR TO THE BOARD MEETING DISCUSSION OF STAKEHOLDERS MEETINGS AND STRATEGIC BUSINESS PLANNING

#### KINGS TRANSIT AUTHORITY Board Meeting Agenda March 28<sup>th</sup>, 2018, 4:00pm

Location: New Minas Office Board Room

- 1. Welcome and Roll Call
- 2. Approval of Agenda
- 3. Approval of February 28<sup>th</sup> Regular Board Meeting Minutes
- 4. Board Chair Report
- 5. General Managers Report
- 6. Ridership Report
- 7. Financial Report
- 8. Old Business
- 9. New Business
- 10.Correspondence

11.Next Meeting: April 25<sup>th</sup>, 2018, 4:00pm, New Minas Office Board Room



### **KINGS TRANSIT AUTHORITY**

REGULAR BOARD MEETING-MINUTES February 28<sup>th</sup>, 2018 The regular board meeting of Kings Transit Authority was held on the above date at 4:00pm at Kings Transit Authority - New Minas NS.

1.	Welcome and Roll Call	Attendance: <u>Board Members</u> Councillor Pauline Raven, Municipality of the County of Kings, Board Chair Councillor Mercedes Brian, Town of Wolfville, Vice Chair Councillor Andrews, Town of Kentville Councillor Spicer, Municipality of the County of Kings Councillor Wash, Stand in for Councillor Morton, Town of Berwick <u>Service Partners</u> Councillor LeBlanc, County of Annapolis Deputy Warden Linda Gregory, Municipality of the District of Digby <u>KTA Staff</u> Ken Redden, Interim General Manager Kate Dixon, Accounting Coordinator Kaileigh Smith, Coordinator of Customer Service Regrets: Councillor Hodges, Municipality of the County of Kings
2.	Approval of Agenda	Councillor Brian/Councillor Spicer (Moved/Seconded)
3.	Approval of (Last	<ul> <li>List of Amendments:</li> <li>Addition of "In Camera" section as Item 4B</li> <li>Discussion of Budget Presentation for Annapolis County as item 9B</li> <li>Councillor Walsh/Councillor Andrews (Moved/Seconded)</li> <li>Councillor Spicer/Councillor Brian (Moved/Seconded)</li> </ul>
	Meeting Date) Minutes	List of Amendments: - Regrets from Councillor Spicer were sent - Councillor Walsh left at 6:00pm Councillor Walsh/Councillor Spicer (Moved/Seconded)

4.	Board Chair Update	<u>Website Update</u> Councillor Raven and Councillor Brian met with Kaileigh Smith, Coordinator of Customer Service to review the current website. There has been much improvement made towards a new and updated website. Within the next couple of weeks the new website will be launched and cared for in-house. <u>Strategic Plan</u> A preliminary discussion will take place on March 5 <sup>th</sup> , 2018 from 2:00pm-3:30pm in regards to strategic planning, which could also explore the possibilities of funding.
		Motion to Accept Board Chair Update Councillor Brian/Councillor Spicer (Moved/Seconded)
5.	In Camera	Councillor Brian/Councillor Spicer (Moved/Seconded) Meeting Moved "In Camera" at <u>4:20pm.</u>
		Regular Meeting Resumed <u>4:40pm</u>
6.	General Manager Report	Motion to Accept General Manager Report Councillor Andrews/Councillor Walsh (Moved/Seconded)
7.	Monthly Ridership Report	It was requested that Kate Dixon, the Accounting Coordinator, create a Year to Date graph as well as Yearly comparison graphs and distribute them every month with the Ridership reports. Motion to Accept Monthly Ridership Report Councillor Walsh/Councillor Brian (Moved/Seconded)
8.	Monthly Financial Reports	No discussion took place. Motion to Accept Monthly Financial Reports Councillor Walsh/Councillor Brian (Moved/Seconded)
9.	New Business	New information was received from Kings County CAO as well as the Town of Wolfville in regard to the 2018/19 Budget. Both have questions in regards and have requested revisions. When the revisions have been made more information will be provided.
		<ul> <li>A) Federation of Canadian Municipality's (FCM) Sustainable Communities Conference Update – Kingston's Transit Initiative (Councillor Brian)</li> <li>Councillor Brian spoke in regards to the information she had received from the FCM Sustainable Communities Conference on the Transit Initiative of Kingston ON.</li> </ul>

	B) <u>Presentation of Budget for Annapolis</u> Councillor LeBlanc has requested for a County of Annapolis in regard to the 20 date of this is tentatively set for March 2	presentation for the 18/19 Budget. The
	A discussion was held in regards to old being held at the Kings Transit Office. C look into the possibility of the Municipali Kings having a sale of surplus equipme at the next meeting. Additionally Ken Re Manager, will create a report in regards	Councillor Spicer will ity of the County of nt and report back edden, Interim
10. Correspondence	There was no Correspondence	
11. Adjournment	Councillor Walsh/Councillor Brian (Move Meeting Adjourned <b>5:53pm</b>	ed/Seconded)
12. Next Meeting	The next meeting will be held on March 4:00pm in the Board Room, KTA Office,	
	Approved at the KTA Board meeting of	03/28/2018
	Recorded by Kaileigh Smith	
Signatures of Approval		
		General Manager
		Board Chair
Action Items	Councillor Spicer; gather information in the Municipality of the County of Kings is sale. Ken Redden, Interim Manager; Prepare to surplus policies. Kate Dixon, Accounting Coordinator; cree graph as well as Yearly comparison grap Meeting.	s holding a surplus report in regards eate Year-To-Date

**Kings Transit Authority** 

### General Managers Report

March 2018

**Report Index** 

Section A Occupational Health & Safety Section B Garage report Section C Ridership & Revenue Section D Ridership initiatives Section E Transit Funds & Tenders Section F Staffing Section G Monthly activities

Ken Redden 3/21/2018

#### Section A-Occupational Health & Safety

Safety Committee held their monthly meeting on Monday March 12<sup>th</sup> there were no major safety concerns reported at this time. Workplace inspections deemed each work location to be in a good state of repair. The Janitorial storage area safety concern noted from the previous OH&S meeting has now been addressed, the General Manager met with the Supervisor for Janitorial Contract Services to resolve this issue.

The transfer of passengers at Station Lane Kentville was discussed at some length, at present the passengers transferring from one bus to another bus are required to cross the street and while the transfer is happening the entire street is shut down. This situation has been created by bus operators from the Hants Border route trying to avoid going through downtown Kentville and street lights saving time on an already tight route schedule. Blocking the flow of traffic and asking passengers to cross a street in order to transfer from one bus to another is incorrect, therefore the night shift coordinator will advise those drivers to discontinue this practice immediately.

The Evening Shift Coordinator had reviewed with workshop staff the safe work practices for using cleaning solvents.

The OH&S committee continues to seeking a committee member to represent the workers from the western end of KTA service area.

Safety Services Nova Scotia are sponsoring an OH&S safety conference at Halifax April 8<sup>th</sup> and 9<sup>th</sup>, Kings Transit will be sending one committee member to this conference.

#### Section B – Garage Report

During the Month of February 33 work orders were issued for bus repairs. The parts and labour cost associated with the repairs totaled \$ 17,896.

#### Section C - Ridership & Revenue

<u>Ridership</u> for the Month of February 2018 indicates an overall <u>decrease</u> of 12.53% from the previous year 2017. The Hants Border route was the exception showing a ridership increase of 4.80%.

**<u>Revenue</u>** for the month of February 2018 indicates an overall <u>decrease</u> of 2.20% from the previous year 2017. The Core and Hants Border routes were the exception showing a revenue increase of 2.20% and 21.42% respectively.

#### Section D – Ridership initiatives

The Committee will be reinvestigating the Acadia U-Pass Project and reviewing the intended results from the installation of the CAD/AVL project.

Installation date for the CAD/AVL equipment is now planned for the first week of April weather permitting.

#### Section E- Federal Transit Funds

Review of Kings Transit projects, six in total.

- 1. Purchase and Installation of Wi-Fi equipment Project complete
- 2. Purchase 2 new 30'low floor busses 32 passenger project complete.
- 3. **CAD/AVL Project** Waiting on installation of equipment to be installed on buses. The planned installation date is set for the first week of April 2018.
- 4. Purchase and installation of two bus shelters- Tender awarded, waiting on the supply of those shelters, partial payment has been paid to date.
- 5. **Camera Replacement Project** Installation of equipment is now complete on all buses; staff has now received training on the equipment.
- 6. Accessible Bus Stop- Installation of accessible pad and bus stop exit at Kings Transit Facility New Minas, project complete, waiting on final project claim from the Federal Accessibility Grant Fund. The final claim package was delivered through MP Scott Brison office.

#### Section F- Staffing

Currently all open positions have been filled.

Gerald Walsh and Associates are currently in the recruitment process to fill the General Manager position. An interview committee has been established comprising of members from Kings Transit Authority board of directors, Chris Moore Human Resources Municipality of Kings and Gerald Walsh from Gerald Walsh and Associates. First round of interviews start date is March 21, 2018.

Driver training continues with a potential spare part time bus driver, their name will be added to the spare driver list if they meet all requirements.

Several staff has received driver training and information pertaining to the operation of the two new 2017 buses. Time permitting all staff will be trained on these units.

Currently we have three full time staff off work on potential Long Term Disability claims and one additional full time staff member on a Workers Accident Claim.

Staff continues to manage the day to day operations of Kings Transit keeping in mind that it is the public we serve.

#### Section G- Monthly Activities

The two new 2017 Eldorado's buses that arrived early January have undergone all necessary inspections required by the Motor Carrier Division of UARB. Final documentation from the Motor Carrier Division along with new Motor Carrier plates required to operate the buses has now been received.

The two new 2017 buses went into full service starting March 19<sup>th</sup>, working well with only a couple minor issues to date.

Bus number 54 a 2005 year bus with seating capacity of 39 has been removed from service and will be used as a spare parts bus.

Accident involving the Digby bus January 3, 2018 has been forwarded to our insurance broker for action; additional information that was received February 22, 2018 by letter has also been forwarded. A reprehensive of Marsh Adjustment Limited visited our office requesting camera footage from the bus involved in the January 3, accident; we were able to comply with that request.

Double Map CAD/AVL installation of hardware equipment on buses, I had previously reported that work was to be completed February 24<sup>th</sup> and 25<sup>t</sup>. Just prior to that date It was determined three (3) of the buses are not equipped with the necessary amplifier equipment or connections to allow Double Maps equipment to connect into voice or audio system on those buses. Kings Transit staff investigated available options and pricing to resolve this issue, and determined amplifiers for this project were available from a supply company in the US. Materials were ordered, received and are currently being installed on the buses. The installation date for the Double Map equipment to be installed is tentatively set for the first week of April 2018.

Again on a positive note the overall weather conditions for the month of February was favorable to Kings Transit with only minor reduction to overall service level. At the time of writing this report weather conditions for March may not be so favorable.

The development of the new Kings Transit website is progressing fairly well, an initial review of design and layout has been completed resulting in some suggested changes. Those changes have been completed and currently waiting on further review prior to initial start-up date, that anticipated date is late March early April 2018.

As per requests from Municipality of Kings and Town of Wolfville, to review and revise format presentation for the 2018/19 Capital and operating budgets, staff are currently working on this request.

The Municipality of Annapolis has requested Kings Transit present their 2018/19 capital and operating budgets to their Committee of the Whole meeting scheduled for April 10, 2018.

Grant Thornton, Licensed Professional Accounts again this year have been engaged to provide the 2017/18 Annual Financial Audit for Kings Transit Authority. The first initial meeting is scheduled for March 29' 2018.



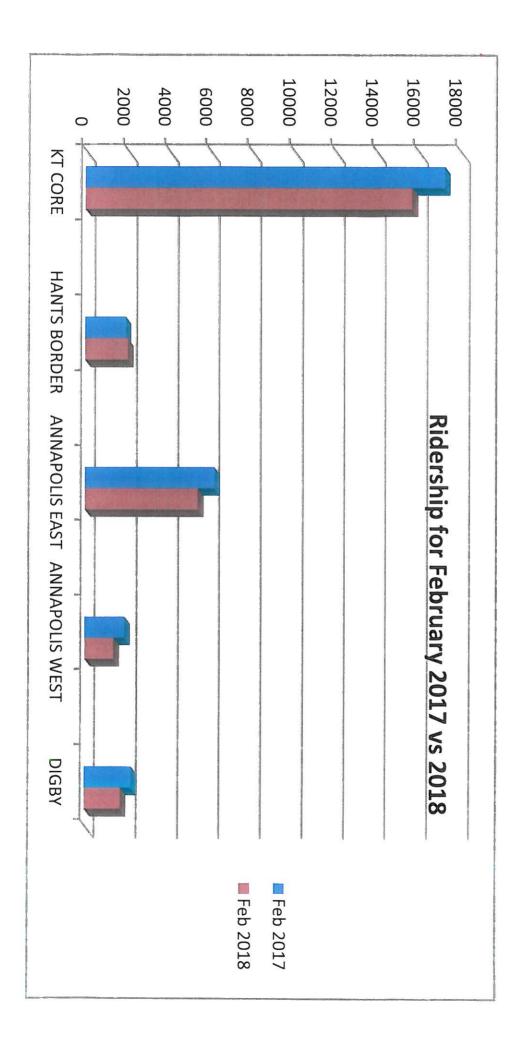
# **KINGS TRANSIT AUTHORITY**



# **RIDERSHIP REPORT**

# 'February 2018

AREA OF SERVICE				Percentage					Increase decrese	% Increse decreses
	Feb 2017	Feb 2018	Previous vs previous vs Feb 2018 current year current yea	previous vs current year		Year to date 2017	Year to date 2018	Year to Year to date date 2018 budget 2018	udget vs actual	budget vs actual
KT CORE	17289	15733	-1556	-9.89%		190143	185892 197200	197200	-11308	-5.7%
HANTS BORDER	1925	2022	97	4.80%		26515	26769	26749	20	0.1%
ANNAPOLIS EAST	6227	5416	-811	-14.97%		62764	62691	60311	2380	3.9%
ANNAPOLIS WEST	1874	1364	-510	-37.39%		22747	22101	27858	-5757	-20.7%
DIGBY	2213	1710	-503	-29.42%		24607	26528	28865	-2337	-8.1%
TOTAL	29,528	26,245	-3,283	-12,51%		326,776	323,981	326,776 323,981 340,983 .17,002	-17,002	-4.99%



## REVENUE REPORT 'February 2018

-6.48%	-51,304	\$791,607	\$740,303	<b>%</b> \$768,815 \$740,303  \$791,607    - <mark>51,30</mark> 4	-2.00%	-1,231	\$61,700	\$62,931 \$61,700	TOTALS
0.17%	86	\$56,563	\$55,396 \$56,661	\$55,396	-27.75%	-1094	\$ 3,942	\$ 5,036 \$ 3,942	DIGBY
				1111					
-28.22%	-11,269	\$39,927 -11,269	\$34,254 \$28,658	\$34,254	-76.23%	-1347	\$ 1,767	\$ 3,114 \$ 1,767	ANNAPOLIS WEST
-2.32%	-2,616	\$114,697 \$110,297 \$112,913	\$110,297	\$114,697	-3.03%	-269	\$ 8,880	\$ 9,149 \$ 8,880	ANNAPOLIS EAST
				1111					
6.71%	1,538	\$22,920	\$18,792 \$24,458	\$18,792	21.42%	483	\$ 2,255	\$ 1,772 \$ 2,255	HANTS BORDER
				1111					
-6.98%	-39,055	\$545,676 \$520,229 \$559,284 -39,055	\$520,229	\$545,676	2.22%	996	\$44,856	\$43,860	KT CORE
actual	actual	budget 2018	date 2017 date 2018 budget 2018	// date 2017	current year current year	current year	Feb 2018	Feb 2017	
budget vs	udget vs	Year to Year to date	Year to	Vear to	previous vs	Previous vs			
decreses	decrese				Percentage //				AREA OF SERVICE
% Increse	Increase								

#### **Kings Transit**

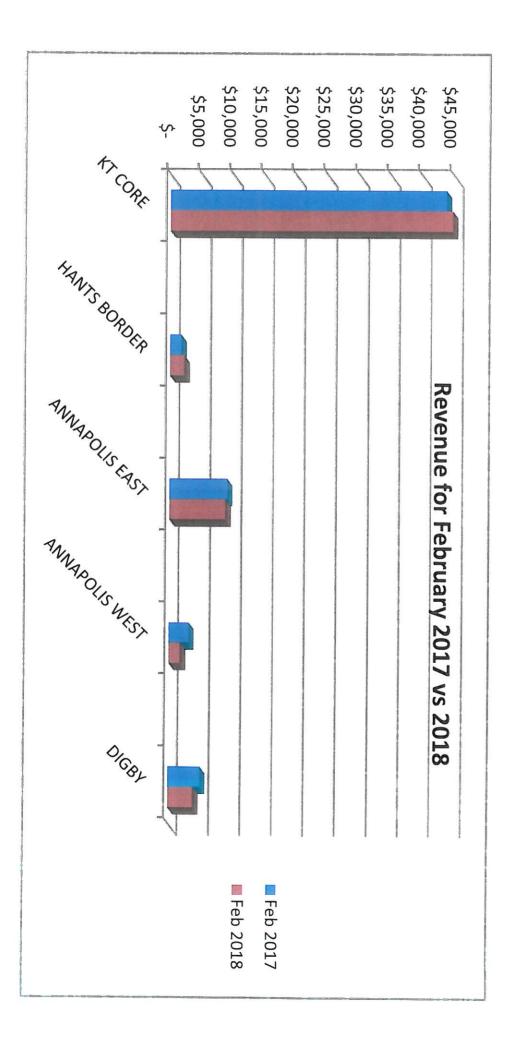
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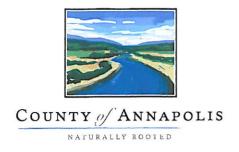
#### **Monthly Finance Report**

as of February 30 2018

Revenues	Actual February 2018	Actual (YTD)	Budget	Variance \$	Annual Budget
Revenue from own sources					
Fares	47.112	543.984	51,542	4.430	618,500
Advertising	550	10,330	2.250	1,700	27.000
Maritime Bus	600	6.616	600	0	7,200
Interest	173	1,654	0	(173)	
Miscellaneous	0		125	125	1.500
Total Rev from own Sources	48,435	562,584	54,517	6,082	654,200
Sale of Service					
Management Fees	8.033	88,363	8.033	0	96,400
Bus Rentals	0	695	667	667	8.000
Mechanic Revenue	3,735	63,763	3,927	192	47,124
Total Sale of Services	11,768	152,821	12,627	859	151,524
Conditional transfer					
Funding -					-
County of Kings	0	442.664	0	0	442.664
Town of Berwick	0	36.889	0	0	36.889
Town of Kentville	0	110.666	0	0	147.55
Town of Wolfville	0	110,666	0	0	110.66
Funding - Capital		2201000		V	110.00
County of Kings	0	48,000	0	0	48.00
Town of Berwick	0	4.000	0	0	4.00
Town of Kentville	0	16.000	0	0	16.00
Town of Wolfville	0	12.000	0	0	12.000
Total Conditional Transfers	0	780,885	0	0	817,774
Other Revenues					
Transfer from capital reserve			-	all and an	
Total Other Revenues	60,203				
Total Revenues	60,203	1,496,290	67,144	6,941	1,623,498
Expenses	Actual February 2018	Actual (YTD)	Budget	Variance \$	Annual Budget
Aministration					
Wages	9.563	155.677	13.455	3,892	139.189
Benefits	1.047	17.478	2.276	1.229	18.200
Travel	37	4.116	250	213	3.000
Training & Development	76	4,895	433	357	5.700
Meetings	24	660	167	143	2.000
CUTA fee	0	3,595	242	242	2.900
Communications	560	4,726	775	215	9.300
Office Supplies	346	11,043	625	279	7.500
Printing	0	5,519	792	792	9.500
Bank Charges	497	2.812	517	20	6.200
Audit	0	28,272	1.083	1.083	13.000
Legal	0	1,742	208	208	2.500
General Liability Insurance	458	5,038	458	0	5.500
Professional Services/Annual fees	1.600	4,393	317	(1.283)	3.800
IT Services	208	2,249	225	17	2.700

Miscellaneous (Answering Services)	222	1,786	225	3	2.700
Employee Awards	1	0.025		0	3.000
Advertising	11 630	9,925	617	617	7.400
Total Administration	14,638	263,926	22,665	8,027	247,089
Facility					
Repairs & Maintenance	685	38.701	1.217	532	14.600
Cleaning	495	9,156	658	163	7.900
Power	984	10,548	1.000	16	12.000
Heat	1.631	5,499	550	(1.081)	6.600
Insurance	383	4,213	383	0	4.600
Snow Clearing	746	5,853	667	(79)	8.000
Total Facility	4,924	73,970	4,475	(449)	53,700
Operations		1			
Wages					
Drivers	22.696	691,604	82.062	59.366	656,495
Benefits					
Drivers	2.783	82,180	13.062	10.279	104,500
Development & Training	650	3,606	225	(425)	2,700
Repairs & Maintenance					
Buses	6.145	187,193	10.875 438	4.730	130,500
Service Vehicle Van &	0	3,145	438	438	5,250
Insurance				A CONTRACTOR OF	
Core	3,635	39,985	3,635	0	43,614
Licenses/Permits	212	741	515	303	5,500
Fuel	19,998	252,539	20,375	377	244,500
Fuel - Service Truck	771	6.176	167	(604)	2.000
Cleaning	3.000	27.984	2.625	(375)	31.500
Tools & Supplies	207	6.271	167	(40)	2.000
Advertising	413	413	83	(330)	1.000
Bus Signage	0	141	125	125	1.500
Driver Uniforms	136	2,255	425	289	5.100
Commission on Sales	390	5,172	292	(98)	3.500
Employee Awards	0	1,068	250	250	3.000
Professional Services	3.000	5,863	233	(2.767)	2.800
Radios "Push to Talk" app	909	9,277	283	(626)	3,400
Fees & Registration	0	354	108	108	1.300
Communication	0	2,415	483	483	5.800
Miscellaneous	0	3.471	0	0	
Total Operations	64,945	1,328,382	136,428	71,483	1,255,959
Fiscal Expenses					
Transfer to capital reserve			80,000	(80,000)	80,000
Total Fiscal Expenses			80,000	(80,000)	80,000
Tabel Fun anaga				-	
Total Expenses	84,507	1,666,277	163,568	79,061	1,556,748
		(169,987)		-	
Surplus/(Deficit)	24,305)		(96,424)	(72,119)	66,750





February 28, 2018

752 St. George Street, PO Box 100 Annapolis Royal, Nova Scotia, Canada BOS 1A0 Phone: (902) 532-2331 Fax: (902) 532-2096 Website: AnnapolisCounty.ca

> 81520-30 Kings Transit Authority

Kings Transit Authority ATTN. Ken Redden, Acting General Manager 29 Crescent Drive New Minas, NS B4N 3G7

Dear Mr. Redden:

#### Re: Request Options for East End Route

Last fall the Kings Transit bus route heading west from Kingston to Middleton had to be detoured through the Village of Kingston due to bridge construction in South Farmington. The service provided by the detour was well received by the travelling public. Subsequently the Municipality has received a request from the Village asking that consideration be given to making the detoured route permanent.

At its regular meeting of February 20<sup>th</sup>, Council made the following motion:

Motion 180220.29 Kings Transit – Request Options East End Route Councillor Wilkins moved, seconded by Councillor Fowler, to request a report and response back for consideration of options to provide service to both parts of the east end route from Kingston to Middleton. Motion carried unanimously.

Council looks forward to a report as soon as is possible. If you wish to make a verbal report, please make arrangements with the Municipal Clerk Carolyn Young at (902) 532-3136 or cyoung@annapoliscounty.ca. A written report may be sent to the address noted above.

ute Yours truly,

Tinothy Habinski Warden

TH:WLA:wla

cc. Don Holmesdale, Chair, Village of Kingston



March 9<sup>th</sup>, 2018

Mr. Timothy Habinski Warden County of Annapolis 752 St. George St, PO Box 100 Annapolis Royal NS, B0S 1A0

Dear Mr. Habinski,

I have received your letter Re: Request Options for East End Route dated February 28<sup>th</sup>, 2018. I have filed this in our correspondence file to be presented to the Authority's Board of Directors at our upcoming board meeting on March 28<sup>th</sup>, 2018. This letter will be presented for consideration and further direction will come from this.

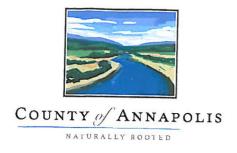
Once I have more information in regards to this matter, I will be in touch.

Sincerely,

Ker Redde

Ken Redden Interim General Manager Kings Transit Authority 29 Crescent Dr. New Minas NS, B4N 3G7 902-679-1459 <u>manager@kingstransit.ns.ca</u> ks

Directors: Chair: Pauline Raven, Vice Chair: Mercedes Brian Meg Hodges, Paul Spicer, John Andrews, Anna Ashford-Morton



752 St. George Street, PO Box 100 Annapolis Royal, Nova Scotia, Canada BOS 1A0 Phone: (902) 532-2331 Fax: (902) 532-2096 Website: AnnapolisCounty.ca

February 28, 2018

81520-30 Kings Transit Authority

Kings Transit Authority ATTN. Ken Redden, Acting General Manager 29 Crescent Drive New Minas, NS B4N 3G7

Dear Mr. Redden:

#### Re: Request Options for Bear River / Cornwallis

At its regular meeting of February 20<sup>th</sup>, Council made the following motion: **Motion 180220.230** Kings Transit – Request Options Bear River / Cornwallis It was moved by Councillor Gunn, seconded by Councillor Fowler, to request a report and response on options for routing from Bear River to Cornwallis. Motion carried unanimously.

Council looks forward to a report as soon as is possible. If you wish to make a verbal report, please make arrangements with the Municipal Clerk Carolyn Young at (902) 532-3136 or cyoung@annapoliscounty.ca. A written report may be sent to the address noted above.

Yours truly,

Timothy Habinski Warden

TH:WLA:wla

cc. Councillor Gunn, District 8 (mgunn@annapoliscounty.ca)



March 9<sup>th</sup>, 2018

Mr. Timothy Habinski Warden County of Annapolis 752 St. George St, PO Box 100 Annapolis Royal NS, B0S 1A0

Dear Mr. Habinski,

I have received your letter Re: Request Options for Bear River /Cornwallis dated February 28<sup>th</sup>, 2018. I have filed this in our correspondence file to be presented to the Authority's Board of Directors at our upcoming board meeting on March 28<sup>th</sup>, 2018. This letter will be presented for consideration and further direction will come from this.

Once I have more information in regards to this matter, I will be in touch.

Sincerely,

Ken Redden Interim General Manager Kings Transit Authority 29 Crescent Dr. New Minas NS, B4N 3G7 902-679-1459 <u>manager@kingstransit.ns.ca</u> ks

Directors: Chair: Pauline Raven, Vice Chair: Mercedes Brian Meg Hodges, Paul Spicer, John Andrews, Anna Ashford-Morton

Serving; Kings, Annapolis County and Digby County

From: Owen, Julie
Sent: Friday, March 02, 2018 11:58 AM
To: 'info@kingstransit.ns.ca' <<u>info@kingstransit.ns.ca</u>>
Subject: Kings Transit Bus Passes

Hi Stephen,

Please see my attached letter.

Thank you for considering supporting these at risk families.

Julie



Julie Owen, RN BN Public Health Nurse, Healthy Beginnings Eastern Kings Memorial Health Centre 23 Earnscliffe Ave, Wolfville, NS B4P 1X4 Office: 902–542–6315 www\_nshealth.ca

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March 2<sup>nd</sup>, 2018

Dear Stephen,

Public Health continues to collaborate with community partners to offer prenatal sessions to youth and at-risk families. As you know, Kings Transit has continued to support families within the Annapolis Valley to access these services. Last year we received a small grant to reduce the barrier of transportation, and offer bus passes to families who require assistance in accessing public transportation for medical appointments, as well as connecting with their community. Often we will discuss with families their network of support, and barriers to accessing services, and to be able to problem solve and offer them bus tickets donated by Kings Transit and our local foundation, has certainly made their goal more attainable.

Unfortunately, we are at a point, where our funds have diminished and we are currently looking for support from Kings Transit to offer bus tickets to the participants who are fortunate to live on the bus route.

In the past, we have been privileged enough to receive tickets from Kings Transit to support these families, and are grateful for the ongoing support.

If you need any more information, please feel free to contact me.

Sincerely,

Julie Owen

#### Ken Redden

From:	Marsters, Meaghan <meaghan.marsters@nshealth.ca></meaghan.marsters@nshealth.ca>	
Sent:	Wednesday, March 21, 2018 4:19 PM	
То:	Ken Redden	
Cc:	Owen, Julie	
Subject:	Kings Transit Bus Passes	
Attachments:	Kings Transit Request.docx	

Hi Stephen,

Please see below a request for a donation of bus passes. One of our Public Health Nurses attempted to connect with the office coordinator but didn't receive a response back. In the past, you have been so helpful with my requests, in such a timely manner.

Last year, we received a fund to purchase 150 bus tickets and were able to provide tickets to families who cannot afford transportation, and do not qualify for income assistance related initiatives and funds. Unfortunately we have used all of our bus tickets and are looking for a donation to help young families attend a prenatal class in an under resourced community in terms of social programs. The prenatal classes are starting soon, which is why I thought I would touch base with you.

Because we cannot sustain the resources nor can we provide transportation, Public Health shares with the client that the bus tickets have been donated by a local organization, or the Kings Transit themselves. We often find the families are who resistant to travel on the bus, and may have the financial means to afford a bus pass, eventually become more comfortable accessing this form of public transportation.

Please let me know if you are able to support our request, as you have in the past.

Thanks so much,

Meaghan



#### **Meaghan Marsters**

Early Years Consultant – Western Zone Eastern Kings Memorial Health Centre 23 Earnscliffe Ave Wolfville, NS B4P 1X4 Office: 902–542–6320 Cell: 902–599–2865 Fax: 902–542–6333 Email: <u>Meaghan.Marsters@nshealth.ca</u> www.nshealth.ca

Copy and Paste the following URL Link in your browser to watch a video about Healthy Beginnings: Enhanced Home Visiting Program https://www.youtube.com/watch?v=sV0ptKEsL w&feature=player detailpage

Title:Kings Point-to-Point (KPPT)Date:April 3, 2018Department:Office of the CAO



#### UPDATE

The chair noted that Kings Point to Point Transit was organized as a society in 1998. For twenty years KPPT has been serving the community.

Of note in the financial reports is that there were 19 new members (users) in February, double the usual, and that rides were up from last February. Staff reported that it was a very busy month. Projected year end results are for the small surplus to be used up in unanticipated repairs and maintenance.

As required by our annual reporting to Joint Stocks, the bylaws and policies and procedures were reviewed during the board meeting. The chair requested that bylaw 17, stating that the chair shall only have a vote in the case of an equality of votes be changed to the chair shall have a vote and in the case of an equality of votes the motion shall fail. This will be further considered at the board meeting in April.

Respectfully submitted,

Mercedes Brian

#### KINGS POINT – TO - POINT TRANSIT SOCIETY BOARD MEETING

AGENDA Tuesday, March 27, 2018 at 5:15 pm Held at: Kings Transit Authority, 29 Crescent Ave, New Minas, NS

- Call to Order
- Regrets
- Confirmation of Agenda
- Minutes of meeting February 27, 2018.....Review and approval
- Matters arising from the Minutes
- Old Business
- Financial report
  - Approve the two ATAP applications.
- Office report
- OH & S report
- Business Plan review & update
- Chair's report
- New Business
  - Review & approve the Bylaws, Policy & Procedures & Driver's Handbook
- Correspondence
  - Letter received from Municipal Affairs
- Next meeting date: Tuesday, April 24, 2018 at 6:00 pm Location: KTA Board Room, 29 Crescent Drive, New Minas
- Adjournment

#### **Kings Point-to-Point Transit**

#### **Board Meeting Minutes**

February 27, 2018

Held at Kings Transit Authority, 29 Crescent Drive, New Minas NS

**ATTENDEES:** Mercedes Brian (Chair), John Mroz, Helen Juskow, Lynn Pulsifer, Chris Goddard, Margot Bishop, Fred Dominey, Shelley McMullin, Faye Brown (manager)

**GUESTS:** Tanya Graves

**REGRETS:** Jim Winsor, Dianna Thomson, Gerald Tremere, Wayne Davis

#### ABSENT:

The meeting was called to order at **5:20pm** by chair, Mercedes Brian.

#### 1. Agenda was confirmed (attached)

 Motion to approve the Agenda made by Chris Goddard and seconded by John Mroz.

All in favor.

#### 2. Minutes of meeting,

• Motion to approve the Minutes made by Helen Juskow and Seconded by Margot Bishop.

All in favor.

#### 3. Matters arising from the minutes:

• None at this time.

#### 4. Old Business:

- The Chair, Mercedes Brian, advised the Board that Dan Stovel of the Town of Wolfville is working on the Regional Emergency Measures Organization (REMO) with the four Municipalities in Kings.
- 5. Financial Report- Presented by the Manager: Faye Brown (attached)
  - Motion to approve the financial report for January, 2018 moved by Helen Juskow and seconded by John Mroz All in favor.

#### 6. Office Report (Attached)

• Motion to receive the Office Report made by John Mroz.

#### 7. Occupational Health & Safety Report:

• None at this time.

#### 8. Chair's Report:

• Mercedes Brian accompanied Faye Brown, Manager, who gave a presentation to the Canning Village Commission and was pleased by the response.

#### 9. New Business:

• ATAP grant applications due April 5, 2018. Discussed replacing the 2009 minibus, with the purchase of a 14-passenger minibus costing over \$100,000. The Board felt it was the better option than to purchase a full-sized van which clients find difficult to access.

Noted the possibility of applying for a 2nd ATAP grant as KPPT needs to replace the 2010 accessible van with nearly 400,000 kilometers.

 Suggestion to arrange a meeting with Scott Brison MP regarding the Federal Infrastructure Funding and if the Community Transit organizations in NS would be eligible to apply for vehicle purchases. Currently the Federal funding is only available to government (municipal) funded transit. John Mroz will arrange the meeting.

#### **10.** Correspondence:

• Chair, Mercedes Brian received a letter from Wayne Davis resigning from the Board

Next meeting date confirmed for March 27<sup>th</sup> at 5:15pm at Kings Transit Authority.

Motioned to adjourn made by Fred Dominey

Meeting adjourned at 6:17pm.

Signed:	

Date: \_\_\_\_\_

Signed: \_\_\_\_\_\_

Title:Wolfville Business Development CorporationDate:April 3, 2018Department:Office of the CAO



#### UPDATE

The WBDC Board of Directors met on Tuesday, March 13<sup>th,</sup> 2018

Summary of key issues discussed:

- The WBDC three-year agreement with the Town has been signed;
- WBCD President met with Devin Lake to discuss downtown parking. A report from the Town's Planning Department related to downtown parking is expected to go to Council in May;
- WBDC Board is negotiating with the Grapevine to sell ads, and hopes to hire a summer student to assist downtown businesses with this process. WBDC have received notification of one successful summer grant submission and are awaiting word on a second submission for summer students;
- The WBDC Coordinator noted in his report that the 4 boards purchased in Halifax re #doitinwolfville have received a positive response;
- Coordinator is involved with the Wolfville 125 event planning;
- There has been a good response from businesses to the WBDC Member survey with results indicating parking and the need to focus advertising beyond the valley as key issues;
- Canopy Creative is preparing a video with Acadia for Destination Acadia;
- The Board was updated on the Town's request to return the \$10,000 toward the business plan for the Culinary Tourism Centre. It was noted that when the group is ready to move forward with the business plan that they could ask the Town to reinstate this grant. It was also noted that there is a need for leadership for this initiative and that that was proving difficult in light of the demands of the CTB's boards members primary business activities; and
- Affiliated membership was discussed.

Title:Race Relations and Anti-Discrimination Committee (RRADC)Date:April 3, 2018Department:Office of the CAO



#### UPDATE

The RRADC met on March 12, 2018

- Chair Emily Lutz will be taking some time away from the meetings (one to two meetings) to have her baby. Oonagh Proudfoot as Co-Chair will fill-in as Chair in Emily's absence/
- Committee Name: Diversity Kings County proposed as a new name. The desire of the committee is to have a name that is more encompassing to all as opposed to being specifically about race and being more positive in language as opposed to using the word discrimination. The process has to go to council for approval. Motion to recommend the name change to the Municipal of Kings
- County AVFN Elder Ida MacLeod 85th Birthday Celebration on May 5th. Emily plans on attending. Other dignitaries have been invited. Devon will go as well. It is on the reserve in Cambridge.
- Diversity Specialist Update including Action Plan Review some interviews have been completed. Still waiting on scheduling one more. Emily has been sitting on the committee with Chris and Bob Ffrench from VANSDA. The incumbent will be doing a lot of work with VANSDA so that the person is well equipped with the knowledge to do the job. Large number of applicants. Five interviewed so far. Hiring to be done as soon as the decision is made; decision to be made immediately after the last interview.
- Upcoming events and dates of note:
  - International Women's Day Comments made at council that this committee does not do enough to promote important events. Resources are scarce which makes it difficult. Emily has asked that the Event person be assigned some tasks to help with this promotion. Conversation ensued on what our purpose is. We are not able to have an event for every day, month, celebration, but we can create awareness and education around groups, history, acceptance of all.
  - 100th Anniversary for Women's Right to Vote: do we do something for it? It is on April 28th. Discussion about what we could do/should do in order to recognize this celebration.
    - Ideas list: plant a tree with a plaque, park bench with plaque, 100 tulips planted: Motion to use some of the \$10000 event funds in to have a plaque created acknowledging the 100th anniversary of the women's right to vote (this plaque can be put aside until a further plan is developed on where the plaque will be placed). A presentation to happen at the April COW at Kings.
  - March 21 is the day for the Elimination of Racial Discrimination Emily shared some information about it and what is recommended to do in order to recognize it. Announcement at Committee of the whole by Emily at Kings Co. on March 20th; Oonagh to acknowledge at Wolfville Town Council; look into adding to each individual council calendars;
  - March 21 is also Down Syndrome day
  - April 20th is the deadline to apply for Paul Yuzyk \$1500 for youth 18-24 to do something to promote multi-culturalism

Title: Race Relations and Anti-Discrimination Committee (RRADC)

Date: April 3, 2018 Department: Office of the CAO



• Decolonization update – Oonagh provided an update on the presentation from Dr. Ricketts from the Presidents' Council on Decolonization:

#### Decolonization recommendations:

Student support:

- 1. Full time student advisor position includes providing support and advice to the President, more support into resources
- 2. Establish an elder in residence program

Community Engagement

- 1. Make advisory council permanent PAC to develop TOR for such council
- 2. Formal engagement in community plan; environmental scan; increase level of understanding and education. "This is all of our business"
- 3. Aboriginal representation on board; senate and ASU.
- 4. Fund the welcome event regularly; increase art and other cultural representations
- 5. Recognition of land at the beginning of events

Campus Engagement

- 1. Increase indigenous representation in staff and faculty
- 2. Increase sources of funding for indigenous research
- 3. Benchmark study

Curriculum

1. Increase knowledge across the curriculum; coordinated indigenous education strategy (engage with Maple League colleagues)

Immediate changes in student support fiscal support; Dedicated website for indigenous affairs live today;

- Motion to start our meetings by recognizing the land on which we meet by Oonagh, seconded by Peter; all in favor.
- Carrie and Carolyn joined us from Horizons quick introductions by all. Appreciated the input from the proposal and have taken it into consideration. A quick recap of the proposal: Suggesting that the next time be 12 hours instead of 8. Conceptual changes: Stress the importance of the relationship to land. The first three sessions would be pretty much the same. Fourth Session: Exploring current stories. Particularly the strength and resilience. Better job to be done on this piece the next time around. More focus on how do we have these conversations and how do we move forward once we have the knowledge. Six two-hour sessions (total of 12). Have been asked by folks from Yarmouth to Cape Breton to do the program. The budget currently includes the value of everything - if they were to go to a funder. Size of group needs to be small so that it is a safe space; involving people by video is not ideal either because we want people in the room to be able to engage them appropriately. Carrie and Carolyn have the idea of running two groups at the same time. One planning would support two groups (Tuesdays and Thursdays for example). This would use the Course prep and promotion; and the Course content and delivery costs would be the same but cover double the people. Total cost for running two courses (32 people) would be \$20,000 (\$19, 885). Next time they don't want to do it during history month so as to not compete with others who may be doing celebratory events.

Title:Race Relations and Anti-Discrimination Committee (RRADC)Date:April 3, 2018

Department: Office of the CAO



Partnering could look like many different things: in-kind of a facility or food; direct financial donation; applying for grants from the County that Horizons may not be able to access.

- Discussion ensued about possible funding from this committee: location for sure; help with applying to other funding; and provide a financial contribution.
- Additional Comments under New Business:
  - 1. Black History Month VANSDA Devon was at Acadia for official tip off for the Women's bball game; Devon was helping with interview for a new staff person at VANSDA.
  - 2. Dean brought up the concern that parking spaces for people with physical disabilities seems to be outdated specific to a building that he works at. He was told that the allocation was decided when the building was built and that stands for the duration of the building's age.
  - Dean suggested Wayne Kelly as the speaker next month. Discussion of ordering a wreath. Both in honour of the April 28<sup>th</sup> being the Day to recognize workers who lost their life on the job.
  - 4. Closed the meeting by acknowledging that we met on the traditional unceded aboriginal land.

Next meeting: April 9th at 5 pm