



# Committee of the Whole

Tuesday, June 5, 2018

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

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### Call to Order

**1. Approval of Agenda**

**2. Approval of Minutes:**

- a. Committee of the Whole Minutes, May 1, 2018

**3. Presentations:**

- a. Landmark East

**4. Public Input/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 thirty-minute Public Input/Question Period timeframe.

**5. Committee Reports (Internal)**

- a. Audit Committee
- b. Environmental Sustainability Committee
  - RFD 043-2018: Ban on Plastic Bags

[Website](#)

**6. Staff Reports for Discussion**

- a. RFD 040-2018: Parking Management



- b. RFD 042-2018: Appointment of Building Official
- c. RFD 041-2018: Appointment of Assistant Development Officer
- d. RFD 039-2018: Eco Kings
- e. Information Report: Waiving of Banner Fees – Light it up Blue

## **7. CAO Report**

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

- a. Kings Transit Authority (KTA) [website](#)
- b. Kings Point-to-Point (KPPT) [website](#)
- c. Wolfville Business Development Corporation (WBDC) [website](#)

## **9. Conference Updates**

- a. UNSM Spring Workshop – Deputy Mayor Wendy Donovan
- b. Active Transportation Summit – Councillor Jodi MacKay

## **10. Public Input / 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 thirty-minute Public Input/Question Period timeframe.

## **11. Meeting Adjournment**



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**APPROVAL OF AGENDA**

Moved

Seconded

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

**APPROVAL OF MINUTES**

**a. May 1, 2018 Committee of the Whole Meeting**

Moved

Seconded

That the minutes of May 1, 2018 Committee of the Whole meeting be approved as circulated and/or amended.

**STAFF REPORTS FOR DISCUSSION**

**a. RFD 043-2018: Plastic Bags**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council direct staff to (1) develop an awareness strategy and bylaw banning plastic shopping bags, in collaboration with stake holders such as valley waste, (2) continue to work with local, regional and federal partners on plastic-reduction education and awareness campaigns and (3) continue to work with local, regional and federal partners on system approach to reduce or end the use of film plastics and (4) encourage the province to establish an extended producer responsibility program.

**b. RFD 040-2018: Parking Management**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council direct staff to move forward with incremental improvements to the Town's parking situation, as outlined in this report.

**c. RFD 042-2018: Appointment of Building Official / Fire & Life Safety Inspector**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council appoint Mark Jamieson as the Town's "Building Official" pursuant to Section 5(2) of the Building Code Act, Chapter 46 of the Revised Statutes, 1989.

That Council appoint Mark Jamieson as the Municipal Fire and Life Safety Inspector, pursuant to section 19(1)(b) of the Fire Safety Act, Chapter 6 of the Acts of 2002.



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**d. RFD 041-2018: Appointment of Assistant Development Officer**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:

That Council approve the appointment of James Collicutt as Assistant Development Officer for the Town of Wolfville.

**e. RFD 039-2018: Eco-Kings Committee**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:

That Council withdraw the Town of Wolfville's participation on the Eco-Kings Committee.

**ADJOURNMENT**

Moved

Seconded

That the regular Committee of the Whole meeting be adjourned.

### ATTENDING

- Mayor Jeff Cantwell
- Deputy Mayor Wendy Donovan
- Councillor Mercedes Brian
- Councillor Wendy Elliott
- Councillor Jodi MacKay
- Councillor Oonagh Proudfoot
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Jean-Luc Prevost

### ALSO ATTENDING

- Director Corporate Services Jen Boyd
- Director Finance Mike MacLean
- Director Public Works & Parks Kevin Kerr
- Director Planning & Development Devin Lake
- 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 8:32 am

### Agenda Item

### Discussion and Decisions

#### 1. Approval of Agenda

**01-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT AGENDA BE APPROVED AS CIRCULATED**

Amendments:

- Strike items 5 and 6 from the Agenda.

**THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES**

**CARRIED**

#### 2. Approval of Minutes

**02-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 3, 2018 BE APPROVED AS CIRCULATED**

Amendments:

- The meeting adjourned at 12:59pm.

**THE MINUTES WERE APPROVED WITH THE ABOVE NOTED CHANGES**

**CARRIED**

#### 3. Question Period

There were no questions.

**Agenda Item**

**Discussion and Decision**

**4. Presentations**

- a. Valley Regional Enterprise Network  
Colby Milne
- Coby Milne of the Valley REN introduced Council to their new CEO, Deborah Dennis. Together they gave a brief presentation of the Valley REN goals.

**5. Internal Committee Reports**

- a. Emergency Management Advisory Committee
- The update was included in the Agenda Package
- b. Art in Public Spaces Committee  
Councillor Elliott
- Town Planner, Jeremy Banks presented on the incorporation of art into the Town using everyday objects, such as benches and stairs.
- b.i. RFD-030-2018  
Art and Infrastructure
- 03-05-18 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 INCLUDE AN ART COMPONENT, WHERE POSSIBLE, WITH THE DEVELOPMENT OF THE EAST END GATEWAY AND OTHER INFRASTRUCTURE PROJECTS, AS REVIEWED BY THE ART IN PUBLIC SPACES COMMITTEE**  
**CARRIED**
- c. Planning Advisory Committee  
Devin Lake
- Director of Planning + Development, Devin Lake presented an update to the Towns Municipal Planning Strategy outlining a proposed review process.

**6. Staff Reports for Discussion**

- a. RFD 036-2018  
Rental Licensing
- 04-05-18 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 EXPLORE A REVISED RENTAL LICENSING APPROACH THAT WOULD BE BROUGHT BACK TO COUNCIL FOR CONSIDERATION IN THE FALL OF 2018 TO BE CONSIDERED WITH THE MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW**

**CARRIED**

- Staff was looking for direction on whether the Town should move forward with the RRBB as written or if we should look at a revised approach to encompass a broader range of rental properties, including short-term rentals (Airbnb). Staff are seeking direction from Council moving forward.



- The revised Licensing approach could be brought back in the fall once our Building Official/Fire Inspector has had time to understand the issue. The process should move concurrently with the MPS toward adoption.

**a. RFD 023-2018  
 Asset Management  
 Plan**

**05-05-2018 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ACCEPT THE ASSET MANAGEMENT PLAN AS PRESENTED AND AUTHORIZE STAFF TO PROCEED WITH THE IMPLEMENTATION OF RECOMMENDATIONS CONTAINED IN THE PLAN SUBJECT TO APPROVAL OF ANNUAL BUDGETS**

**CARRIED**

- R.V. Anderson Associates Ltd. was contracted to prepare an Asset Management Plan (AMP) for the Town of Wolfville. The objective was to establish an initial AMP that provides the information necessary for staff to ensure Town infrastructure is safe, sustainable and addresses the needs of the residents and businesses of Wolfville.

**b. RFD 032-2018  
 Temporary  
 Borrowing  
 Resolutions**

**06-05-2018 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 TEMPORARY BORROWING RESOLUTIONS;**

TBR #18/19-01	Various purposes Town	\$1,424,400
TBR #18/19-02	Water Distribution	<u>151,700</u>
	Total Borrowing	<u>\$1,576,100</u>

**TO COVER LOAN FACILITIES WITH THE BANK OF MONTREAL UNTIL SUCH TIME AS THE SHORT-TERM LOANS ARE REPLACED WITH DEBENTURE BORROWINGS AS PER THE 2018/19 TOWN CAPITAL BUDGET, TEN YEAR CAPITAL INVESTMENT PLAN (CIP), WATER UTILITY BUDGET, AND TOWN CAPITAL ASSET FUNDING POLICY**

**CARRIED**

- Required annually by municipalities planning to use long term debt as part of their funding source for their capital budget.
- The Temporary Borrowing Resolution (TBR) provides the mechanism to have temporary debt to cover the cost until the first opportunity arrives to put in place a fixed term, debenture.

**c. Information Report: Provincial CAP program** This report was included in the Agenda Package

**d. RFD 031-2018 East End Gateway** **07-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ACCEPT THE EAST END GATEWAY MASTERPLAN PREPARED BY EKISTICS PLAN + DESIGN DATED MARCH 28, 2018**

**CARRIED**

- The East End Gateway consists of Willow Park and the Visitor Information Centre, the NSPI land and the millennium trail connection to the Harvest Moon Trail.

**e. Information report: UNSM 2018/19 Priorities** Chief Administrative Officer, Erin Beaudin summarized the priorities provided by Council to forward to UNSM as per their request

**7. CAO Report** The CAO's report was included as part of the Agenda Package

11:15am Chair Called a break to the Committee of the Whole Meeting  
11:19am Chair Reconvened the Committee of the Whole meeting.

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

**a. Valley Waste Resource Management (VWRM) Councillor Brian**

- The Valley Region Solid Waste-Resource Management Authority last met on April 25, 2018.
- A temporary 3 month draft budget was voted by the board to send to various parties for consideration.
- CAO's have been appointed as a committee of CAO's as interim General Manager.

**a.i. RFD 035-2018 VWRM Temporary Budget** **08-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: TO COUNCIL TO APPROVE THE 3 MONTH TEMPORARY 2018/19 OPERATING BUDGET FOR VALLEY WASTE RESOURCE MANAGEMENT APPROVED BY THE BOARD ON APRIL 25<sup>TH</sup>, 2018.**

**CARRIED**

- Valley Waste Resource Management Authority (VWRM) is in the process of establishing a twelve month budget while at the same time dealing with a vacancy at the General Manager position



- Issues being dealt with by VWRM and the municipal partners have delayed the Board's adoption of a full 12 month budget.
- The Board felt it appropriate to adopt a 3 month budget to provide operational clarity over the short term

**b. Kings Transit Authority (KTA)  
Councillor Brian**

- KTW has a new website up.
- There is expected to be a gap in GM service between a new GM and the current interim GM due to contract negotiations.
- Mercedes Brian has been accepted as new Chair for the Board.

**c. Kings Point-to-Point (KPPT)  
Councillor Brian**

- -KPPT has been in operation for 20 years!
- -A grant of \$3800 will be received for providing affordable & accessible transportation to Kings County residents.

**d. Valley Community Fibre Network (VCFN)  
Mayor Cantwell**

- The Town of Wolfville provided financial information to the Board
- The Town will be working with the Auditors on the year-end audited statements

**e. Annapolis Valley Trails Coalition (AVTC)  
Councillor MacKay**

- AVTC's finances are in good shape at this point in time
- The Treasurer is asking for a review of the books to be done as most of the funds received are from public entities
- The TCT do not typically work with a community development model, so this will take some more conversations

**f. Wolfville Business Development Corporation (WBDC)  
Councillor Donovan**

- Recommended changes to the next WBDC Board were discussed including adding a VP position
- Skate Park to move to Rotary Park (potentially). Town staff will be speaking to skate park patrons
- Summer students have been hired

**9. Question Period**

Audrey Conroy commented that we should look to the Western Regional Housing Authority for guidance regarding our own rental licensing revision. Insisting that people do want to live in Wolfville and that adequate housing is a need.

**11. Adjournment to In-Camera**

**09-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 11:57AM TO AN IN-CAMERA MEETING AS PER SECTION 22(2)C OF THE MUNICIPAL GOVERNMENT ACT – PERSONNEL MATTERS**

**CARRIED**

Mayor Cantwell left the In-Camera meeting at 11:57pm.  
Deputy Mayor Wendy Donovan assumed the Chair at 12:14

**12. Adjournment of In-Camera Meeting**                      **10-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE THAT THE IN-CAMERA MEETING BE ADJOURNED AT 12:14PM**  
**CARRIED**

**13. Regular Meeting Reconvened**                      **11-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE RECONVENED AT 12:14PM**  
**CARRIED**

**14. Motion from In-Camera Meeting**                      **12-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL AMEND THE ACCESSIBILITY ADVISORY COMMITTEE POLICY 110-009, SECTION 5.1.3 MEMBERSHIP TO BE:**

- TO TWO-YEAR TERM – ONE (1) MEMBERS OF COUNCIL,
- TO TWO-YEAR TERMS – FOUR (4) MEMBERS AT LARGE,
- TO THREE-YEAR TERMS – TWO (2) MEMBERS AT LARGE

**THAT COUNCIL APPOINT THE FOLLOWING COUNCILLORS, EFFECTIVE MAY 2018, AS MEMBERS OF THE ACCESSIBILITY ADVISORY COMMITTEE FOR TWO-YEAR TERMS:**

- COUNCILLOR OONAGH PROUDFOOT
- ALTERNATE COUNCILLOR WENDY ELLIOTT

**THAT COUNCIL APPOINT THE FOLLOWING MEMBERS, EFFECTIVE MAY 2018, TO THE ACCESSIBILITY ADVISORY COMMITTEE FOR TWO-YEAR TERMS:**

- DAVID DANIELS
- REBECCA SMITH
- AGNIESZKA HAYES
- ANDREW ROACH

**THAT COUNCIL APPOINT THE FOLLOWING MEMBERS, EFFECTIVE MAY 2018, TO THE ACCESSIBILITY ADVISORY COMMITTEE FOR THREE-YEAR TERMS:**

- BIRGIT ELSSNER
- EMILY DUFFETT

**CARRIED**

**13. Adjournment**                      **13-05-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING ADJOURN AT 12:15PM**

**Approved by Committee of the Whole Motion XX-05-18, June 5th, 2018**  
**As recorded by Jean-Luc Prevost, Administrative Assistant Corporate Services/Town Clerk**

# Economic Impact Assessment of an Expanded Landmark East School

Dr. Brian VanBlarcom  
Acadia University  
Wolfville, Nova Scotia

April 2018

# Economic Impact Assessment of an Expanded Landmark East School

## 1. Introduction

The goal of this research is to estimate the economic impacts associated with Landmark East School (LE) in Wolfville, Nova Scotia. The ultimate purpose is to measure incremental economic activity resulting from the school. More specifically, what money flows to (and circulates within) the local area because of Landmark East that would not occur in the absence of this institution.

Section 1.1 outlines the concept of an economic impact study. Section 2 contains the economic impact calculations. The current operational economic impacts of LE are calculated in Section 2.1. These impacts are on-going and are expressed on an annual basis.

Landmark East has embarked on a capital campaign for a \$2.8 expansion of its current facility. The economic impacts associated with expansion of LE come from two sources. The first relates to the construction phase. By its nature this phase is short term and is estimated to last one year. The construction impacts are estimated in Section 2.2.1. The second source of economic impacts emanating from an expanded LE facility comes from increased operational activities associated with larger enrolment, expanded faculty and staff, etc. These impacts are on-going and are expressed on an annual basis in Section 2.2.2.

Section 2.3 combines Sections 2.1 and 2.2.2 and hence calculates the annual on-going operational impacts from an expanded LE facility. Section 3 is a summary of the impacts.

The study area for the economic impact investigation is the Annapolis Valley of Nova Scotia. An input/output (I/O) model for the Annapolis Valley is used to estimate the multiplied impacts (direct/indirect/induced) of LE activities. The I/O model is described in the Appendix.

## 1.1 What is an Economic Impact Study?

An Economic Impact Study (EIS) involves estimation of incremental economic activity that results from a specific economic stimulus. To fully assess the economic impact of an activity or facility, all expenditures related to the activity or facility which occur within the study area need to be considered. In addition, secondary or multiplied effects should be examined.

Direct economic impacts occur via the purchase of goods or services within the study area related to the specific facility or event. These expenditures are received directly by local businesses. Indirect impacts occur when a portion of the revenue received by local businesses is spent on local inputs of goods and services. Induced impacts occur when the income created through the direct and indirect impacts are recycled throughout the local economy, generating additional activity. Although a clear distinction can be made between induced and indirect economic impacts, they are often considered to be a singular effect, referred to simply as spin-off or multiplied impacts. Figure 1 illustrates the basic sequence of events producing economic impacts.

**Figure 1: The Impact of an Injection of Expenditures on Local Economic Activity**

Money is injected into a local economy  
stimulating the local economy  
(wages/income/profits)



Multiplier effect stimulates further spending  
and employment (indirect and  
induced impacts)



Local economic activity is increased

## 2. The Economic Impacts of Landmark East School

This section calculates the economic impact of Landmark East School. The impacts are delineated as follows:

- LE Current Operational Impacts (Section 2.1)
- LE Expansion Impacts (Section 2.2)
  - Construction Impacts (Section 2.2.1)
  - Operational Impacts (Section 2.2.2)
- Total Expanded LE Facility Operational Impacts (2.3)

### 2.1 LE Current Annual Operational Impacts

Operating impacts of an expanded Landmark East facility will come from continued and expanded activities (both for Landmark East and other community groups who are in need of accessible gathering places). LE currently has an operating budget of \$2.8 million, employs 55 employees, with a wage bill of approximately \$2.1 million per year. Fifty three of the 55 employees (96%) live locally (in the Annapolis Valley). The final demand changes driving these impacts are the \$2.02 million wage bill (96% of \$2.1 million) in the Household Sector and \$700,000 in expenditures which are assumed to spread equally over industries H, J-P and R (Table 1 outlines the specific business-related industries). As previously noted, it is assumed that operational activities are incremental to the local economy (would not happen in absence of Landmark East), and operational spending goes to local companies.

It is estimated that on average four families move to the local area as a result of having a student attending LE. Average household expenditures are estimated at \$54,349 per household,<sup>2</sup> generating spending of \$217,396. As a conservative measure of this impact, this figure is entered in the Household sector. Another related impact pertains to LE graduates who stay in the local area and attend Acadia. It is assumed that these students would not attend Acadia in absence of attending LE. It is estimated that 3 students per year fall into this category and that their Acadia related expenditures total \$25,000 per student per year<sup>3</sup>. In addition, an average of three students stay in the region and attend the Nova Scotia Community College (NSCC- Kingstec Campus). Expenses for these students are estimated at \$20,000 per year. Total expenditures for both these student groups are estimated to be \$135,000 (entered in Table 1 in Sector 0, Educational Services, note this entry also includes operational spending by LE).

Injecting these direct expenditures into the Annapolis Valley Input/Output model will estimate the total direct/indirect/induced (multiplied) impacts on the local economy. The total multiplied annual operational impact is shown in Table 1. Key impacts include \$3.2m in income (wages/profits) and \$2.1 million in total spending across all industries. Industry impacts are concentrated in Finance/Insurance/Real Estate (\$551,000), Combined Educational and Business Services (\$377,000), Retail trade (\$347,000), Communication and Utilities (\$201,000).

<b>Table 1. Landmark East Annual Operational Impacts</b>	<b>\$2017</b>
Division A - Agricultural and related service industries	\$19,150
Division B - Fishing and trapping industries	\$725
Division C - Logging and forestry industries	\$6,498
Division D - Mining (including milling), quarrying and oil wells	\$3,493
Division E- Aggregate Manufacturing	\$31,511
Division F – Construction industries	\$28,079
Division G - Transportation and storage industries	\$160,285
Division H - Communication and other utility industries	\$201,420
Division I - Wholesale trade industries	\$85,867
Division J - Retail trade industries	\$347,377
Division K/L - Finance, Insurance, Real Estate	\$550,676
Division M - Business service industries	\$140,675
Division O - Educational service industries	\$236,613
Division P - Health and social service industries	\$47,974
Division Q - Accommodation, food/beverage service industries	\$192,009
Division R - Other Services	\$73,900
<b>Industry Sum</b>	<b>\$2,126,253</b>
<b>Household Income</b>	<b>\$3,183,258</b>

## 2.2 LE Expansion Impacts

This section outlines the construction and the operational impacts of an expanded LE.

### 2.2.1 Construction Impacts

Total construction expenditures for an expanded Landmark East facility are estimated at \$2.8 million and would take place over a one-year period. The following economic impact assumes that all construction funding is incremental (new money) to the area, construction will be done by local companies and expenditures for components, fixtures, etc., are made through local suppliers. To the extent that construction funds are not incremental and non-local companies are involved, the impacts would be accordingly diminished. It is important to note that GST funds collected at each round of re-spending

are assumed to flow to provincial and federal governments outside the region and hence are not included in the multiplier process. Similarly, retail goods are assumed to be non-local with only retail/wholesale margins re-circulating in the local economy.

Construction expenditures circulate through the local economy creating increased demand for goods/services, income and more re-spending. An input/output model captures such re-spending, as well as additional leakages (money flowing out of the local economy). The total (direct/indirect/induced) impacts on the local economy generated from the construction of an expanded Landmark East facility appear in Table 2. Total spending generated from LE construction across all industries in the study area is \$3.7 million. Not surprisingly, the biggest impact is in the Construction sector with total multiplied spending of \$2.82 million, followed by Finance Insurance and Real Estate (\$218,000), Retail and Wholesale Trade Industries (\$139,000 and \$135,000 respectively) and Business Services (\$79,000). Total income (wages/salaries/profits) generated in the local economy are estimated at approximately \$1.4 million. Given a Nova Scotia median (full time) wage of \$44,326 (Statistics Canada, 2016<sup>1</sup>), this translates into approximately 32 person-years of employment.

<b>Table 2. Construction Impacts Landmark East Expansion</b>	<b>\$2017</b>
Division A - Agricultural and related service industries	\$29,224
Division B - Fishing and trapping industries	\$331
Division C - Logging and forestry industries	\$25,216
Division D - Mining (including milling), quarrying and oil wells	\$11,470
Division E- Aggregate Manufacturing	\$26,181
Division F – Construction industries	\$2,815,880
Division G - Transportation and storage industries	\$38,294
Division H - Communication and other utility industries	\$58,662
Division I - Wholesale trade industries	\$134,865
Division J - Retail trade industries	\$138,868
Division K/L - Finance, Insurance, Real Estate	\$217,851
Division M - Business service industries	\$78,866
Division O - Educational service industries	\$490
Division P - Health and social service industries	\$21,543
Division Q - Accommodation, food/beverage service industries	\$43,488
Division R - Other Services	\$55,011
<b>Industry Sum</b>	<b>\$3,696,240</b>
<b>Household Income</b>	<b>\$1,429,574</b>



### 2.2.2 Operational Impacts

The expansion will allow LE to expand its enrolment (and related activities) and hence increase its annual operational impact. Based on discussions with LE administration, the annual operational economic impacts of the expansion are summarized below.

1. 17 additional teachers @ \$50,000 per year = \$850,000
2. 5 additional staff @ \$35,000 = \$175,000\*75% = \$131,250
3. Increased program expenditures (\$300,000)
4. 10 additional families moving to the area @\$54,349 = \$543,490
5. 1 additional student attending Acadia @\$25,000
6. 1 additional student attending NSCC @ \$20,000

These totals are summed and injected into the I/O model in the following manner.

- Operational Expenditures (Items 3 above) = \$300,000
- Household Income (Items 1, 3, 5 and 6) = \$1,569,740

Additional student tuition is assumed to be spent by LE and is listed under operational spending. As outlined previously, operational expenditures are spread equally over industries H, J-P and R. It is assumed that the additional teachers and staff will live in the local area, hence the wage bill is entered in the Household Income Sector.

Table 3 shows the annual multiplied impacts in terms of total expenditures generated by increased activities emanating from the LE expansion. Total income creation is \$1.8 million and total spending across all industries is approximately \$700,000. Expenditure impacts are concentrated in the Finance/Insurance/Real Estate Sector (\$243,000) and Retail Sector (\$142,000).

<b>Table 3. LE Expansion Annual Operational Impacts</b>	<b>\$2017</b>
Division A - Agricultural and related service industries	\$10,162
Division B - Fishing and trapping industries	\$383
Division C - Logging and forestry industries	\$3,440
Division D - Mining (including milling), quarrying and oil wells	\$1,192
Division E- Aggregate Manufacturing	\$13,048
Division F – Construction industries	\$10,391
Division G - Transportation and storage industries	\$28,514
Division H - Communication and other utility industries	\$51,499
Division I - Wholesale trade industries	\$42,910
Division J - Retail trade industries	\$142,278
Division K/L - Finance, Insurance, Real Estate	\$243,300
Division M - Business service industries	\$18,183
Division O - Educational service industries	\$4,919
Division P - Health and social service industries	\$27,786
Division Q - Accommodation, food/beverage service industries	\$53,751
Division R - Other Services	\$34,420
<b>Industry Sum</b>	<b>\$686,175</b>
<b>Household Income</b>	<b>\$1,846,691</b>

### 2.3 Total Expanded LE Facility Operational Impacts

Table 1 contained the current annual operational/related impacts of the LE. Table 3 showed the operational/related impacts of the LE expansion. Combining the data in Table 1 and Table 3 will show the annual operational/related impacts of an expanded LE. These figures appear in Table 4. An expanded LE will generate annual total (multiplied) incomes (wages/salaries) of \$5.0 million across all industries in the local economy. Given a Nova Scotia median (full time) wage of \$44,326 (Statistics Canada, 2016<sup>1</sup>), this \$5 million in income translates into employment of approximately 114 persons annually. Given that an expanded LE will employ 72 persons, this means that economic activity generated by LE adds the equivalent of an additional 42 jobs across all other industries in the Annapolis Valley. Total (multiplied) expenditures generated by LE across all sectors totals \$2.8 million annually. The 2016 census lists 410 persons employed in Educational Services, in the Town of Wolfville<sup>5</sup>. An Expanded LE, with direct employment of 72 persons, represents approximately 18 percent of total Wolfville employment in this sector and the additional 17 jobs is equivalent to an expansion of employment in this sector of about 4%. The expenditure impacts are concentrated in Finance/Insurance/Real Estate (\$794,000), Retail trade (\$490,000), combined Educational and Business Services (400,000) Communication and Utilities (\$253,000).

<b>Table 4. Total Annual Economic Impact of an Expanded LE</b>	<b>\$2017</b>
Division A - Agricultural and related service industries	\$29,312
Division B - Fishing and trapping industries	\$1,108
Division C - Logging and forestry industries	\$9,938
Division D - Mining (including milling), quarrying and oil wells	\$4,685
Division E- Aggregate Manufacturing	\$44,559
Division F – Construction industries	\$38,470
Division G - Transportation and storage industries	\$188,798
Division H - Communication and other utility industries	\$252,919
Division I - Wholesale trade industries	\$128,777
Division J - Retail trade industries	\$489,655
Division K/L - Finance, Insurance, Real Estate	\$793,976
Division M - Business service industries	\$158,858
Division O - Educational service industries	\$241,533
Division P - Health and social service industries	\$75,760
Division Q - Accommodation, food/beverage service industries	\$245,760
Division R - Other Services	\$108,320
<b>Industry Sum</b>	<b>\$2,812,428</b>
<b>Household Income</b>	<b>\$5,029,949</b>

### 3. Summary

The goal of this research was to estimate the economic impacts associated with Landmark East (LE) School as it currently exists and post \$2.8 million expansion. A summary of the impacts appears in Table 5.

The current economic impact of LE is calculated in Section 2.1. Landmark East currently has an operating budget of \$2.7 million, employs 55 persons, with a wage bill of \$2.1 million per year. LE direct employment and wages represent about 3% of total employment and income in the Town of Wolfville<sup>5</sup>. LE also attracts student families to the area and has an impact on enrolment at Acadia University and NSCC (Kingstec Campus) as graduates stay in the area to continue their education. The total multiplied annual operational impact is \$3.2m in income (wages/profits) and \$2.1 million in total spending across all industries in the study area.

Direct construction expenditures were estimated at \$2.8 million, occurring over a one-year period. The construction impacts were estimated in Section 2.2.1. Total multiplied spending impacts generated from LE construction across all industries in the study area is \$3.7 million. Total income (wages/salaries/profits) generated in the local economy is estimated to be \$1.4 million. This translates into approximately 32 person-years of employment.

The second source of economic impact emanating from an expanded LE facility comes from increased operational activities. These impacts are on-going and are expressed on an annual basis. Section 2.2.2 estimates the specific operational impacts of the LE expansion emanating from increased enrolment, teaching staff, operational expenditures, etc. Total income creation is estimated at \$1.8 million and total spending across all industries is \$700,000.

Section 2.3 combines Sections 2.1 and 2.2.2 and hence calculates the annual on-going operational impacts of an expanded LE facility. An expanded LE will generate annual income of \$5.0 million across all industries in the local economy, 72 direct and 42 indirect jobs and total expenditures of \$2.8 million per year. LE direct and indirect employment creation totals (114) jobs. The 72 direct jobs are equivalent to approximately 4% of total employment in the Town of Wolfville. An Expanded LE represents approximately 18 percent of total Wolfville employment is the Educational Services sector and the additional 17 jobs is equivalent to an expansion of employment in this sector of about 4%.

<b>Table 5. Economic Impact Summary LE (\$2017)</b>		
	<b>Total Income Impact</b>	<b>Total Expenditure Impact</b>
1. Current LE Operational/yearly	\$3.2 million	\$2.1million
2. Construction (one year)	\$1.4 million	\$3.7 million
3. Expansion Operational/yearly	\$1.8 million	\$700,000
4. Expanded LE Total (1+3)/yearly	\$5.0 million	\$2.8 million

## Notes

1. <https://careers.workopolis.com/advice/how-much-money-are-we-earning-the-average-canadian-wages-right-now/>
2. (Statistics Canada, CANSIM, table 203-0021)
3. <https://www.schoolfinder.com/Schools/Fees/University/uacad07/Acadia-University>
4. [https://www.nsc.ca/admissions/cost\\_and\\_financial\\_aid/index.asp](https://www.nsc.ca/admissions/cost_and_financial_aid/index.asp)
5. Statistics Canada Census Profiles:  
<http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=1207024&Geo2=PR&Code2=12&Data=Count&SearchText=Wolfville&SearchType=Begins&SearchPR=01&B1=All&GeoLevel=PR&GeoCode=1207024&TABID=1>

## Appendix I

### The Annapolis Valley Input-Output Model

#### An Input Output Model

Input-output (I/O) analysis attempts to quantify, at a point in time, the economic interdependencies of an economy. I/O accounting is a framework that explicitly recognizes interdependencies among productive industries of the economy and the elements of final demand. Final demand is the demand for goods and services consumed directly by ultimate consumers. Final goods and services are referred to as final because they are not put back into the production process to make some other good. The interdependencies are characterized by the inter-industry structure, which shows the inputs that are combined to produce output. The I/O analysis framework is similar to a financial accounting framework that tracks purchases of and expenditures on goods and services in dollars. The I/O framework traces the dollar flows between businesses and between businesses and consumers in an economy.

The input-output model is summarized below in matrix form. Details of the model are discussed in Appendix I

$$X^* = (1-A^*)^{-1} F^*$$

Where:

$X^*$  = the vector of total output

$(1-A^*)^{-1}$  = the closed model total requirements matrix (Leontief inverse)

$F^*$  = vector of final demand changes associated with the Blue Beach Fossil Museum

#### The Annapolis Valley Input-Output Model description

The Nova Scotia input output (I/O) model forms the basis of the Annapolis Valley I/O model. The provincial I/O model for Nova Scotia is based on Statistics Canada data. The provincial I/O direct requirements matrix was obtained from the NS Department of Finance and adjusted via employment based location quotients (LQ) to approximate the Annapolis Valley economy. The location quotient in this case is a measure comparing the concentration of an industry in the Annapolis Valley and its concentration in the province of Nova Scotia as a whole.

Location quotients were calculated for each industry (excluding households). The rows of the direct requirements matrix are adjusted based on the LQ values. It is assumed that all wage payments are made to county residents, profits are treated as leakages and no adjustment is made for commuters. After adjusting the direct coefficients via the location quotients, the model is transformed into the total requirement matrix via the Leontief

inversion technique described earlier. Given changes in final demand generated by the games, the model can be solved to estimate indirect and induced impacts on the local economy.

The model is closed with respect to households. In the standard or open model, household consumption is a column vector located in final demand and household income (comprised of wages/salaries/profits and other income) is a row vector contained in value added. When the model is closed with respect to households, the household row and column vector are incorporated into the endogenous (inter-industry) matrix. The processing sector is therefore expanded to include households as an industry and the inter-industry matrix reveals the relationships between the household industry and all other industries. As a result, the household sector is no longer exogenous but is now part of the internally determined portion of the model and therefore endogenous. The inclusion of households in the processing sector assumes part of the analysis is to assess not only the impacts of inter-industry purchases but also the effects of household spending on the economy.

The closed model allows the direct, indirect and induced effects of an exogenous change to be captured. The inclusion of households in the inter-industry portion of the table results in multipliers that reflect not only the direct and indirect purchases from the household industry (labour inputs) by other industries but incorporates the effects of household income being re-spent in the economy. The economic activity resulting from the re-spending of income generated by the direct and indirect effects is known as the induced effect. The induced impacts are additional expenditures resulting from increased income brought about by increases in final demand.

One assumption inherent in the induced effects is that household income flows to residents and these residents spend their new income following the pattern of expenditures identified in the household expenditure column of the inter-industry matrix. Given the assumed leakages from the local economy (related to production of goods and industry profits), the closed model is most applicable due to its ability to capture the induced effects associated with the re-spending of income created via the direct and indirect effects.

## COMMITTEE UPDATE

Title: Audit Committee Report  
Date: June 5, 2018  
Department: General Administration

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### UPDATE

#### Audit Committee Report

Representatives from PwC (External Auditors) reviewed the audit plan for the 2017/18 fiscal year and responded to questions from committee members

♣ Audit field work to commence June 4th

♣ On question of risk and is there anything unique to municipal audits, the auditors responded that there are some instances where risk might be assessed higher, from an audit perspective. For example, expense reimbursements for councillors or senior management. No specific issues have been identified for Wolfville, but this is an area of expense that draws attention/public scrutiny, so the audit may look more closely at such expenses.

♣ Materiality – this concept was reviewed with the committee, noting that the auditors will bring to the attention of the committee any individual items not adjusted in the financial statements that are more than approximately \$16,000. Overall materiality is higher, and the sum of all unadjusted items must be below materiality for the auditors to provide an unqualified audit opinion.

♣ The auditors asked whether any committee members were aware of any possible fraud within the Town's operation. All members indicated they were not aware of any issues of fraud.

♣ The auditors noted that if they become aware of any fraud thru the course of their audit, this information would be reported to the audit committee.

Mike Maclean, Director of Finance reviewed the Information Report containing an annual update on receivable arrears.

#### Outstanding Tax Account Receivables –

The Tax Sale Process started in 2017/18 included 9 properties, and that has dropped to 3 still moving through the process. The others have paid the required taxes. Title searches have been completed on the 3 that continue in the process and a date will be selected to carry out the actual sale process. Of the March 31/18 Tax receivables, 5 have tentatively been identified to be included in the next tax sale process. ☒

Water/Sewer Receivables – overall collections have been relatively positive, with approximately \$1,700 having been collected on March 31/17 arrears. Since March 31, 2018, \$2,300 has been collected on



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inactive accounts. Overall potential bad debt risk has dropped from \$3,900 a year ago to \$3,700 currently.

Respectfully Submitted,

Jodi MacKay



## SUMMARY

### Environmental Sustainability Committee - Plastic Bag Options

For Committee of the Whole to consider the Environmental Sustainability Committee's (ESC) recommendation regarding Plastic Bag Options

ESC Motion (May 23rd<sup>th</sup>, 2018):

*MOTION: THE ENVIRONMENTAL SUSTAINABILITY COMMITTEE RECOMMEND THAT COUNCIL DIRECT STAFF TO (1) DEVELOP AN AWARENESS STRATEGY AND BYLAW BANNING PLASTIC SHOPPING BAGS, IN COLLABORATION WITH STAKE HOLDERS SUCH AS VALLEY WASTE, (2) CONTINUE TO WORK WITH LOCAL, REGIONAL AND FEDERAL PARTNERS ON PLASTIC-REDUCTION EDUCATION AND AWARENESS CAMPAIGNS AND (3) CONTINUE TO WORK WITH LOCAL, REGIONAL AND FEDERAL PARTNERS ON SYSTEM APPROACH TO REDUCE OR END THE USE OF FILM PLASTICS AND (4) ENCOURAGE THE PROVINCE TO ESTABLISH AN EXTENDED PRODUCER RESPONSIBILITY PROGRAM.*

CARRIED

#### **DRAFT MOTION:**

That Council direct staff to (1) develop an awareness strategy and bylaw banning plastic shopping bags, in collaboration with stake holders such as valley waste, (2) continue to work with local, regional and federal partners on plastic-reduction education and awareness campaigns and (3) continue to work with local, regional and federal partners on system approach to reduce or end the use of film plastics and (4) encourage the province to establish an extended producer responsibility program.



## **1) CAO COMMENTS**

No Comments Required.

## **2) LEGISLATIVE AUTHORITY**

The Municipal Government Act, part 43, gives Council the ability to create bylaws, policies or resolutions.

## **3) STAFF RECOMMENDATION**

As draft motion.

## **4) REFERENCES AND ATTACHMENTS**

- Attachment 1 - OPTIONS REPORT – Environmental Sustainability: Plastic Bag Options, dated May 23, 2018

## **5) DISCUSSION**

Discussion at the May 23, 2018, meeting of the Environmental Sustainability Committee recognized the inability of a single municipality, anywhere in Nova Scotia, to dramatically alter the large-scale use of plastics in the region or Canada, and that a ban on plastics in Wolfville may influence consumer behavior towards (a) shopping elsewhere and paying additional costs in fuel, and (b) considering their use of plastic bags. To make regional change, ESC recognized a province-wide approach would be required.

Examples of methods of plastic-use-change from across the world were discussed, as well as opportunities to transform plastic-waste into useable materials such as composite wood or fuel. This conversation included the successful impacts of extended producer responsibility programs which require the producer to pay a disposal fee at the time of product-production. These disposal fees are passed on to local waste-service providers or municipalities as part of the disposal process, creating a financial incentive for producers to consider the life-cycle of plastics in a manner that also impacts consumers. This program is not implemented in Nova Scotia at this time.

The Environmental Sustainability Committee also recognized that cultural change is a critical first step to creating demand for plastic bag changes locally and regionally, and that the Town of Wolfville is well positioned to support cultural change around our use of plastics with a progressive, educated community and multiple local plastic-ban or reduction initiatives already in place. Given these circumstances, the ESC recommended the motion, as written above.

## **6) FINANCIAL IMPLICATIONS**

Staff time will be required to accomplish the motion if approved. Later implementation may have additional costs.

**REQUEST FOR DECISION #043-2018**

Plastic Bag Options

Date: 2018-06-05

Department: Community Development

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

See Attachment 1

**8) COMMUNICATION REQUIREMENTS**

If Council approves the motion, extensive communication with stakeholders regarding plastic bags will be required to create a meaningful strategy around banning or reducing the use of plastics. Additional communication may be required related to implementation.

**9) ALTERNATIVES**

1. COTW forwards a motion to Council to not pursue a ban on plastic shopping bags

**REQUEST FOR DECISION #043-2018**

Plastic Bag Options

Date: 2018-06-05

Department: Community Development

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**ATTACHMENT 1**

**OPTIONS REPORT – Environmental Sustainability**

Title: Plastic Bag Options

Date: May 23, 2018



Department: Planning & Development

**1) PURPOSE OF REPORT**

On April 19, 2018, Council agreed to bring the topic of banning the use of one-time Plastic Bags to a future Committee of the Whole (COW) meeting for discussion.

This report provides considerations and options regarding a ban on plastic bags.

**2) EXISTING POLICY**

Existing Town of Wolfville Policy does not address plastic bags specifically. The Municipal Government Act, Part VII, enables municipalities to enact by-laws that regulate items for purposes of health and safety (MGA 172(1)a), nuisances (MGA 172(1)d), and business activities (MGA 172(1)f) which can enable the Town of Wolfville to regulate or prohibit plastic bags, or film plastics in general.

There is not currently legislation to enable municipalities to apply a levy, or surcharge, on the use of plastic bags. Such a tool would require provincial legislation to enable.

The Town's current [Municipal Planning Strategy](#) (MPS) does contain goals, objectives and general policies related to plastic bags / waste management. The preface provides context for the aspirational policies of the current MPS:



## **1.2 PREFACE**

We are faced with a choice. We can continue with business as usual while taking a substantial risk that the consequences of our lifestyles will accelerate climate change and environmental degradation to an unmanageable level or we can take leadership and immediately begin the challenging process of reducing our ecological footprint. The latter action has the prospect of substantially reducing the worst impacts of climate change on our community while thoughtfully adapting to the damage already done.

*Center for Rural Sustainability, 2008.*

When Council initiated the revision of this Municipal Planning Strategy (MPS) in 2005 it had already established guiding principles that embraced the goals of sustainability, fairness, equity, and inclusion. Council recognized that the series of global and local threats that we face as a result of humanity's collective ecological footprint were outstripping the environment's ability to provide the necessary support systems. The Town of Wolfville sees itself as morally obligated to take a leadership role in mitigating the worst impacts of society's wasteful tendencies. To this end the Council endorsed the Wolfville Sustainable Initiative (WSI), a broad based, collaborative undertaking to reduce Wolfville's ecological and carbon footprint while simultaneously ensuring its social and economic resiliency. A key component of this initiative was to revise the MPS within the framework of sustainability principles.

In Part 2 - Vision and Declaration of Sustainability, the MPS states:

### **2.1 VISION STATEMENT**

Wolfville is a vibrant and versatile University Town. It is a Town rich in natural, built and cultural heritage. Its citizens, businesses, institutions and government value and protect our natural environment, economic vitality, social equity, life long learning, cultural diversity and heritage. Everyone accepts responsibility for making decisions that lead to a healthy, equitable and sustainable future.

In Part 2.2 – Declaration of Sustainability, the MPS states:

We will seek innovative and flexible solutions to the challenges involved in creating a more sustainable future. We will be guided in planning for sustainability by Wolfville's version of the Melbourne Principles, Appendix 1, adopted by the Sustainable Community Planning Task Force and the principles associated with The Natural Step (TNS) framework.

## REQUEST FOR DECISION #043-2018

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Council has adopted four sustainability objectives that will help to guide decisions now and in the future. In our journey toward a more sustainable community we will strive to:

- reduce and eliminate our dependence upon fossil fuels, extracted underground metals and minerals;
- reduce and eliminate our dependence upon chemicals and unnatural substances that can accumulate in nature;
- reduce and eliminate our dependence on activities that harm life-sustaining ecosystems and encroach upon nature;
- meet present and future human needs fairly and efficiently.

Finally, Part 13 of the MPS also states:

### **Solid Waste**

The Town is a partner with eight other Municipalities in the Annapolis Valley in the Valley Solid Waste Management Authority. This Authority has established a world class solid waste collection and disposal system which has seen a 50% reduction in the amount of waste going to landfills. All recyclable and compostable materials are collected and used as resources and hazardous waste can be dropped off at local management centres for appropriate disposal. The Town is proud to be a partner in this initiative and will continue to support the sound environmental waste management practices of this Authority.

#### ***It shall be the intention of Council:***

***13.6.5 to continue to support the economically efficient and environmentally responsible management of solid waste.***

### **3) JURISDICTIONAL SURVEY**

Municipalities across Canada have begun to consider a ban, or restrict, plastic bags. Montreal (QC) recently enacted bans on plastic bags (film plastic with a thickness of 50 microns or less). The Regional Municipality of Wood Buffalo (AB), the City of Thompson (MN), the Town of Leaf Rapids (MN), the Ville de Brossard (QC) and the Ville de Huntingdon (QC) have a variety of by-laws restricting the use of plastic bags. Victoria (BC) and Toronto (ON) have had ongoing conversations at Council and in the community about the complications of banning plastics. Many municipal Councils, including the Councils of Halifax Regional Municipality and St. John's (NL), support a provincial ban on plastics yet do not regulate plastic bags municipally.

Rather than ban plastics outright, many municipalities support voluntary-bans on plastics by businesses and support regional collaboration towards plastic regulation, which requires consideration for the plastics within distribution streams and regional implementation.

## REQUEST FOR DECISION #043-2018

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Some private businesses have voluntarily added “bag-fees”, a surcharge on plastic shopping bags, which have resulted in up to a 50% drop in plastic bag use and large volumes of customer complaints which sometimes result in the removal of bag-fees. Businesses that have created, and removed, bag-fees include Superstore, Loblaws, Home Depot, and Indigo Books.

Provincial initiatives to reduce plastic bags by the Provinces of Ontario, Quebec and Manitoba include awareness campaigns or voluntary retailer-programs that have led to of 50%-72% reductions of plastic bag distribution. This approach is supported by the Retailer’s Association of Canada.

### Local Initiatives

Transition Wolfville has taken local steps to encourage waste reduction practices and awareness, such as starting a reusable “Boomerang” bag program to encourage residents to create and share reusable bags made from reused materials, promoted “plogging” – collecting trash while jogging, promoting waste and recycling awareness with VWRM, and encouraging transitions to reusable take-out containers.

Acadia University does not have a ban on plastics. Acadia has taken a targeted approach to reduce the use of plastics on campus with manageable and effective steps, including:

- distributing reusable bottles in student orientation *Axe Packs* each fall,
- establishing “bottle free zones” as part of an educational campaign,
- reducing straws used by Chartwell’s and at the ASU Food and bar services.
- Implementing surcharge on plastic bags distributed by the Student Union Building (effective April 22, 2018), and
- Eliminated the use of plastic bags at the on-campus bookstore (effective April 22, 2018).
- Various other small-scale student-led education initiatives through Community Development program.

Valley Waste Resource Management (VWRM) has been in communication with numerous municipalities in Nova Scotia, as well as the Province of Nova Scotia, regarding a plastic ban. Many municipalities have made public resolutions in support of such a ban, including the Town of Wolfville. VWRM is in favour of a provincial initiative to support a consistent and regionally implemented regulation on plastic bags, yet they recognize that municipalities can regulate or ban plastic bags in lieu of a provincial initiative.

According to VWRM Spokespeople, concerns from municipalities that are considering a ban include fear that consumers may travel to other communities if a ban on plastics was implemented solely within their municipality. VWRM also leads educational presentations on plastic bag reduction.

Divert NS is working with Municipalities on waste reduction, including plastic reduction, education and promotion opportunities as part of regular annual programming.





The Province of Nova Scotia, Department of Environment, is considering a wide range of options to regulate plastic bags. Some options being discussed include a province wide ban on plastic bags, how to address other film plastics, and how to implement policy to require extended producer responsibility, which would require producers of film plastic to be responsible for the end-cost of disposing film plastic. The intended goal is to reduce packaging and keep materials out of landfills.

#### **4) DISCUSSION**

Banning plastic shopping bags is a complicated topic. An estimated ½ of film plastic waste is not plastic shopping bags, but a wide variety of film plastics used in various systems. Plastic is embedded as part of the distribution streams of many goods. A complete ban on film plastics municipally is difficult for business owners and municipalities to accommodate as they rely on goods distributed and methods of distribution that require film plastics for uses such as shipping, packaging, safe transportation of goods, separation of meats, transportation of garbage (garbage bags) and more. To address changing our film-plastics systems, steps must be taken. Education and regulation are generally considered key steps to start this process of systemic change.

Education and awareness are strong behavior influencers supported by multiple levels of government, business, NGOs and industry. The Town of Wolfville is not well positioned to lead an education initiative without assistance from other stakeholders as there is no dedicated resources for local plastic reduction campaign, and no theory of change, or strategy, which outlines our approach.

The Town of Wolfville is well positioned to ban, or regulate, specific plastics from local business use. A decision by Council to ban plastics could have media attention, a major component of raising awareness. Education and awareness could be led by stakeholders if a ban on plastics was set for a future date (e.g. the Town will be banning plastic bags as of December 31<sup>st</sup>, 2018).

Such a ban or regulation is most effective if targeted on a specific, easy to regulate item such as plastic shopping bags, which can be regulated with Staff in collaboration with local businesses. It is important for Council to remember that this regulation, or ban, is not intended to address the systemic issues yet is instead a manageable and effective step toward reducing the use of a specific film plastic in the Town of Wolfville, furthering local and regional conversations about regulation of film plastics, and re-confirming the Town of Wolfville as a progressive, sustainable, and forward-thinking community. Additional collaboration with the Province and other municipalities on a systemic approach to reducing or regulating the use of film plastics in Nova Scotia will also be required.

#### **Mechanics of a Ban**

Banning plastic bags is not an overnight solution and requires dedicated staff resources. Communities that have plastic bag bans consistently have a 6-8 month window between approval of a bylaw banning plastic bags and the date of implementation. This window is used to promote the ban, raise awareness

## REQUEST FOR DECISION #043-2018

Plastic Bag Options

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with community members, and eliminate excess stores of plastic bags. Following a ban, businesses are able to supply reusable bags, for a fee or cost, made of a variety of materials which may include plastic. Consumer behavior following a ban trends to accumulating reusable bags, as if they are single use, until consumer behavior shifts to reusing bags from home. Two municipal experiences, from the Ville de Brossard (QC) and the Regional Municipality of Wood Buffalo (AB) follow.

### **Ville de Brossard**

The Ville de Brossard (QC) approved a bylaw to ban plastic bags in February of 2016. The bylaw came into effect in September 2016. During the transition from approval to implementation, information and awareness activities were conducted, giving residents and merchants time to progressively adapt to the new measure. Featuring the slogan “Oui, j’ai mon sac!” (“Yes, I have my bag!”) and the hashtag #ouijaimonsac, the campaign encouraged residents to change their habits by bringing reusable bags.

The Retail Council of Canada reached out to the Ville de Brossard (QC) advocating to add a fee to the use of plastic bags rather than a ban, stating the up to 93% of plastic bags are reused, and that other options for bags are not as environmentally sensitive due to the increased production costs of reusable plastic bags. The plastic bag ban of the Ville de Brossard continues to remain.

### **Regional Municipality of Wood Buffalo**

The Regional Municipality of Wood Buffalo, including Fort McMurray, (AB) approved a bylaw in December of 2009 to ban plastic bags upon implementation, September 2010. The ban followed the submission of a petition of over 2900 residents supporting the ban. The time between Dec. 2009 and Sept. 2010 included staff resources to raise awareness and publicize notice, as well as time for businesses to eliminate existing inventory. Awareness efforts included one-to-one vendor outreach, an open house on the topic, a “Frequently Asked Questions” Document for circulation to the business community, and a residential awareness campaign was launched in July of 2010 to promote the decision via radio, newspaper, billboard, and through distributed town-branded reusable bags. After implementation, fines for most businesses using plastic bags ranged from \$200 - \$1000. Certain business uses are exempt from this bylaw such as pharmacies, liquor stores, and take-out / drive-in food establishments. The bylaw was revisited in 2011, with updates based on community feedback implemented in 2012.

Following the 2010 implementation of a plastic bag ban, businesses in the Regional Municipality of Wood Buffalo saw 90% of customers stop using business-provided bags. Some consumers were less successful at changing their bag-behavior and accumulated numerous reusable bags rather than reuse bags from home. A pro-plastic bag petition accumulated 890 signatures in 2014 yet no change to the bylaw has occurred.



## 5) CONCLUSIONS

Staff believe it is appropriate to implement a ban on single use plastic bags. Such a ban requires dedicated staff resources, which are not currently in our operating budget. These resources are required to generate a proposed bylaw, awareness strategy, implementing awareness strategy in partnership with stakeholders, as well as enforcement after implementation. This action alone is insufficient without a long term strategy, and for these reasons, Staff recommend:

THAT ENVIRONMENTAL SUSTAINABILITY COMMITTEE RECOMMEND TO COUNCIL TO DIRECT STAFF TO ESTABLISH A BYLAW BANNING PLASTIC SHOPPING BAGS AND AWARENESS STRATEGY, TO CONTINUE TO WORK WITH LOCAL, REGIONAL, AND FEDERAL PARTNERS ON PLASTIC-REDUCTION EDUCATION AND AWARENESS CAMPAIGNS, AND CONTINUE TO WORK WITH LOCAL, REGIONAL, AND FEDERAL PARTNERS ON SYSTEM APPROACH TO REDUCE OR END THE USE OF FILM PLASTICS.

## 6) OPTIONS

Staff have developed suggestions, below. Staff request the Sustainability Committee advise staff on their preferred option, or other recommendation, that will be relayed on to Council.

1. Do nothing at this time.
2. Establish a ban on plastic shopping bags
3. Direct Staff to establish a bylaw banning plastic shopping bags and awareness strategy (recommended)
4. Continue to work with local, regional, and federal partners on plastic-reduction education and awareness campaigns (recommended)
5. Continue to work with local, regional, and federal partners on system approach to reduce or end the use of film plastics (recommended)

## 7) COUNCIL DECISION MAKING

A recommendation will come from the Town's Environmental Sustainability Committee in the form of a Request for Decision that would go to Town Council for discussion/recommendation at Committee of the Whole before a decision is made on the matter.

## 8) REFERENCES

Acadia Press Release, *Acadia aspiring to become a plastic-free campus*, March 28, 2018 ([link](#))

CTV News, *Nova Scotia 'seriously considering' banning plastic bags: environment minister*, January 18, 2018 ([link](#))

Divert NS, *About Divert NS*, as found April 19, 2018 ([link](#))

**REQUEST FOR DECISION #043-2018**

Plastic Bag Options

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Herald News, *Valley authority favours plastic bag ban*, February 22, 2018 ([link](#))

HRM Staff Report, *Options to reduce or eliminate the use of plastic shopping bags in the municipality*, December 12, 2017 ([link](#))

Kings County Advertiser, *VWRM supports plastic shopping bag ban as stockpiles at Scotia Recycling facility grow*, February 16, 2018 ([link](#))

P. Breast, *The Power of Theories of Social Change*, Stanford Social Innovation Review: Spring, 2010 ([link to peer reviewed article](#))

Transition Wolfville, *FB Feed*, as found on April 19, 2018 ([link](#))

Vancouver Sun, *In Fort McMurray life goes on after plastic bags*, June 8, 2012 ([link](#))

Wood Buffalo, *Single-Use Shopping Bag Bylaw No. 09/033* [slide presentation] ([link](#))

**REQUEST FOR DECISION 040-2018**

Title: Parking Management  
Date: 2018-06-05  
Department: Planning & Development

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## **SUMMARY**

### **Parking Management**

The purpose of this report is for Council to provide direction to Staff on making parking management improvements, primarily in the Core neighbourhood and commercial area (the “Core Area”).

The report provides various parking considerations and recommended actions. The focus is on incremental improvements to our current parking situation and a commitment to monitoring. The recommended actions together form an ‘action plan’ or work plan for the current fiscal year, where Staff capacity is available.

This report builds on a Parking report presented to Council in October of 2017 (included for reference) as part of the ongoing Municipal Planning Strategy review.

#### **DRAFT MOTION:**

That Council direct staff to move forward with incremental improvements to the Town’s parking situation, as outlined in this report.

## REQUEST FOR DECISION 040-2018

Title: Parking Management  
Date: 2018-06-05  
Department: Planning & Development

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### 1) CAO COMMENTS

The CAO supports the recommendations of Staff. This report outlines a process that will become part of a long term strategy to deal with parking issues, both real and perceived. As noted in the report, this issue will involve ongoing monitoring, data collection and discussion with the community. Success will be incremental over time, as there is no one silver bullet solution that all members of the community will favour.

### 2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* provides Council the authority to control land use and parking activity. For many years the Town has taken an active role in managing and regulating Core Area parking (lots and on-street spaces).

### 3) STAFF RECOMMENDATION

That Council direct Staff to move forward with incremental improvements to the Town's parking situation, as outlined in this report.

### 4) REFERENCES AND ATTACHMENTS

1. MPS Review – Parking Issue Identification Paper, October 2017 (attachment)
2. Acadia University [Campus Parking Information](#) (reference)

### 5) DISCUSSION

#### Background

As part of Year 1 of the 2018-2022 Town Operations Plan, Staff are working on making parking management improvements. Given the ongoing review of our Municipal Planning Strategy, parking regulation changes are also envisioned with the adoption of a new Municipal Planning Strategy and Land Use By-law (direction from Council to-date included in this report). Appropriate parking regulation and management are essential in maintaining and enhancing the unique downtown experience the Town is known for.

#### Existing Supply

This report builds on the parking work completed as part of the MPS review (October of 2017). The Issue Identification paper (attached) contains further information on our existing parking supply and parking utilization rates based on parking counts. A summary is provided here:

- There are 612 public parking stalls in the Core Commercial and Core Neighbourhood Areas. 221 stalls are on-street and 391 stalls are in parking lots that the Town either owns or has a lease to.

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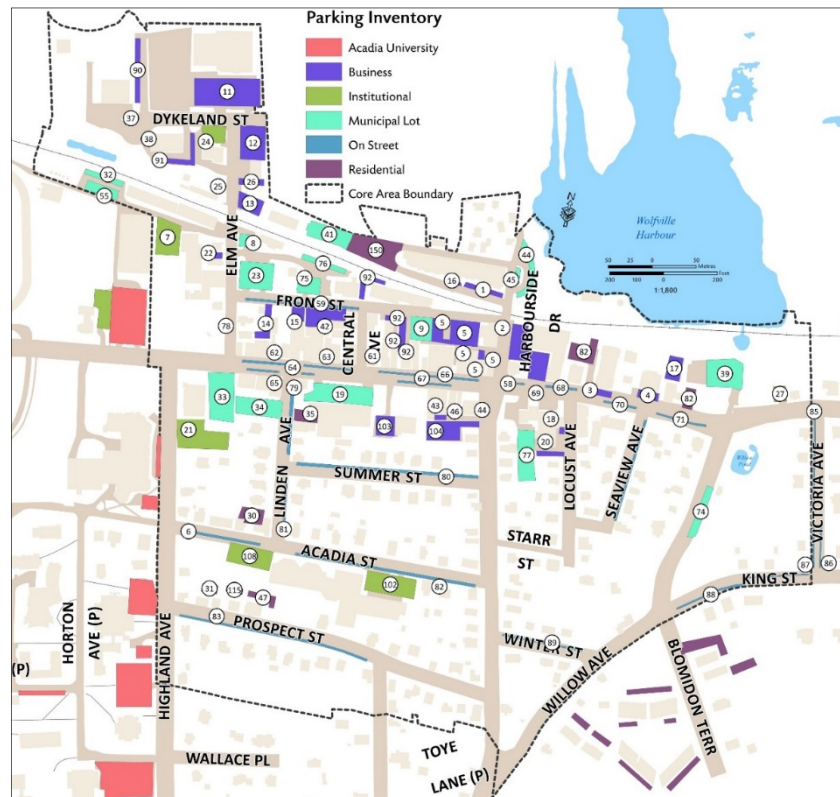
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- There are approximately 802 private parking stalls in the Core Commercial and Neighbourhood area. 377 stalls are business, 222 institutional and 203 residential.
- There are over 1400 parking stalls in the Core Commercial and Core Neighbourhood area.

### Level of Service

Level of Service was a key part of the October 2017 Parking discussion with Council (see Issue Identification paper attached). It should be acknowledged that a level of service for something like parking is not a static measure. Many factors can influence and change the dynamics (e.g. a new land use) and speaks to the importance of ongoing monitoring, data collection, discussion and being open to making changes - when required. The Level of Service findings that were presented to Council in October of 2017 were as follows:



- A parking stall can be found, on average, within a 2 minute walk (160m) of any Core area destination – depending on how much time is required (e.g. all day parking or not). For example, along Front Street and Elm Avenue, including Raitown, there are an average of 27 available parking stalls, that are less than 2 minutes from Main Street.
- A parking stall can definitely be found, on average, within a 5 minute walk of any core area destination.
- At any given time during the weekday period, from 9am to 5pm, drivers can access an average of 164 spaces anywhere within the four sections of the Core Area (see attached for map showing quadrants). Each quadrant contains, on average, approximately 40 available parking stalls at any given time (9am – 5pm weekdays).

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- From the four all day parking lots, there are a total of 141 spaces and at any given time there are 37 spaces available. Also, from these all day parking lots the walk time to the downtown core (to Central Ave) is less than five minutes by sidewalk or trail.

Important to note:

- Parking adequacy is the ability of the parking supply to accommodate the parking demand. The adequacy is determined by comparing the observed parking demand (parking counts) to the parking system's supply. A parking system is judged to have an adequate parking supply if it has an overall surplus of parking spaces.
- A parking system typically operates at peak efficiency when parking occupancy is at 85 to 95 percent of the actual supply. Based on the data gathered by Staff, Wolfville is operating, on average, at approximately a 72% utilization rate overall – parking lots and on-street combined. When occupancy begins exceeding the 85 to 95% utilization level, parking users may experience delays and frustration while searching for a space; moreover, the parking supply may be perceived as inadequate, even though spaces are available within the parking system. Staff have identified areas that are exceeding 85-95% utilization and are taking a closer look at these moving forward (see next section and recommended actions).

### Recommended Actions:

1. Undertake September 2018 parking counts, in conjunction with the WBDC, and provide an update to Council in the fall of 2018 on the findings.
2. Place in MPS policy (as part of the ongoing review) a commitment to monitoring parking service levels and include parking as an ongoing (year over year) item in the Town's operational plan.
3. Have the Town's Compliance Officer and Commissionaires put a priority on monitoring identified 'problem areas' and include an update in the fall 2018 with parking counts/utilization rates.
4. Commit to making evidence-based decisions when considering additional parking supply.

### Identified "Problem Areas"

Although the generalized parking counts show ample available parking (on average), problem areas have been identified and are outlined here:

- On Weekdays, the Linden Avenue Lot (#34), is at capacity from 10am to 4pm presumably because of its central location and it being all day parking.
- Linden Avenue street parking (79 and 81) are all day street parking areas that are at or near capacity throughout the day.



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- The public parking at the Independent lot 9, although is not at capacity the entire day (on average), is at capacity frequently from 11am to 2pm.
- On average, utilization of parking along Main Street is moderate; however, given the linear nature of the Street, people may not end up getting a spot in front of their destination.
- Prospect Street is at or near capacity all of the time.
- Summer Street, on average has 4 spots available at any given time however; at some points (usually between noon-1pm) during our counts, the lowest vacancy count did hit zero (no spots available).
- Weekend occupancy rates are high in the lots nearest to the Wolfville Farmers' Market from approximately 9AM until 12PM.
- Parking areas near the boundaries of the downtown are under-utilized, on average, during the week.
- On summer weekends, the lot at the Visitor Information Centre (VIC) can reach high occupancy due to the arrival of the Magic Wine Bus visitors. Lot 39 (Skate park/NS power leased area) is also influenced by this.

### Recommended Actions:

1. Task Commissionaires with tracking and monitoring problem areas identified and doing regular parking data collection/parking counts and documenting conditions; and
2. Work with the WBDC and other partners on fine tuning our timed parking areas – e.g. in the Linden Ave all day parking lot introducing some timed (3 hr) stalls.

### Induced Demand

Induced or latent demand is the idea that as you increase parking supply, demand or the use of the parking will follow. In Wolfville, this could mean additional traffic and impacts to overall walkability but (perhaps) more convenience for staff and patrons of businesses. The same idea tends to hold for Active Transportation (AT) infrastructure - if safe and accessible AT infrastructure is built, increased usage follows because of latent demand. The inverse can also be true for parking where reducing parking can un-induce demand for parking (over time). There may be times and reasons to intentionally make something difficult to achieve a desired outcome – creating pain points to change behaviour. In the 2008 MPS, this intention seems to have been built into policy where parking requirements in the downtown area were removed.

*Jeff Speck has called induced demand "the great intellectual black hole in city planning, the one professional certainty that everyone thoughtful seems to acknowledge, yet almost no one is willing to act upon."*

**Recommended Action:** Make evidence-based decisions and 'stress test' proposed parking policies/regulation to ensure they are consistent with what Council is trying to achieve in the Core Area.

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### Additional Parking Supply

Often the reaction to our current parking situation is that we need to build additional parking supply. Based on the data collected to-date, it is difficult for Staff to recommend this given our average utilization rates. This said, additional parking may soon be warranted for a variety of reasons and we need to plan for this. Some considerations on additional parking supply moving forward include:

- There are 31 additional parking stalls being added to the East End as part of the East End Gateway project.
- Staff have identified Trailheads, with parking and access to the Harvest Moon Trail, at both Oak Avenue and Cherry Lane. Staff are presenting these areas with the Mobility and Transportation section of the forthcoming MPS draft. If there is interest in these, they would be flagged as future Capital projects to be considered against other priorities.
- Staff have also identified, as part of the MPS review, a future Institutional Use (envisioned as Parking) in the area adjacent to the Railtown parking lot on the land owned by the Town. This land is currently zoned Agriculture and would require Marsh Body permissions but is a centrally located area where future parking may be warranted. The WBDC has expressed interest in contributing to this initiative as well.
- Staff have also identified the area at the end of Dykeland St off the cul-de-sac, by the Public Works/Community Development building as another area for future parking. This area is well located next to the Market parking area and Harvest Moon trail.
- The context map below places red dots in the areas Staff have looked at for potential parking.



*Potential Future Parking Supply Areas*

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- The Town Hall parking lot is officially in our supply and has been discussed as being opened as more of an advertised public parking lot, particularly if/when the RCMP New Minas location is completed.
- Other private options (leases, paid per stall, etc) also exist on properties to secure additional supply. It is not envisioned these options would be under the management of the Town but are part of the overall parking system and could be pursued by private interests. The Legion parking lot and Baptist Church parking lot are 2 underutilized, well located lots that have been mentioned to Staff.
- Finally, it should be noted that the construction of a parking structure has been brought up to Staff by numerous people. The parking counts we have completed would not seem to warrant such a project, particularly by the Town. Future conditions may lead to considering this (e.g. if a parking lot(s) is built upon or new land uses lead to increased demand, etc).

### Recommended Actions:

1. Identify future parking areas as part of the MPS review.
2. Assess changes to the management of the Town Hall parking lot.

### Leased Parking Areas

The Town currently has a lease for the Wade's Parking Lot (Town Centre) in front of Shopper's Drug Mart, which specifies public use of the parking lot and outlines maintenance responsibilities. The lease is now three years old and requires amendment should the relationship continue. Additionally, the Town has been in conversations with the Independent Grocer (Loblaw's) with a request to have a similar arrangement with their parking lot on Front Street.

The Town also leases other parking areas. All of the Town's leased parking areas are as follows:

1. The Subway Parking Lot (from Acadia University) – 40 spaces, 3 hr parking;
2. The Town Centre Parking Lot (from Wade Enterprises) – 45 spaces, 3 hr parking;
3. The East End Gateway Parking area (from NS Power) – 40 spaces (being expanded), all day parking; and
4. The Wolfville Farmer's Market Parking area (from Acadia University) – 44 spaces, all day parking.

It is not anticipated that the Acadia leases or the NS Power lease will need attention in the short-term but the Town Centre property (Wade's) will require an amended lease and Staff are looking to have this updated in a long-term, mutually beneficial manner.

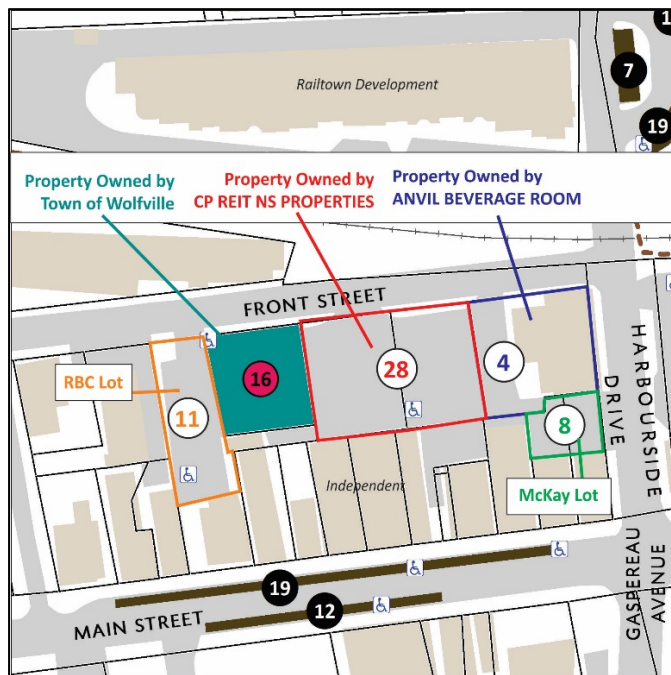
The property owned by the Town behind the Independent Grocer (see context map below) presents different challenges and opportunities. This is an ideal location for infill development and a means to increase commercial tax assessment/possibilities. The ongoing MPS review is identifying opportunities on Front Street and will also be proposing to Council that this area be a candidate for tax abatements

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associated with Bill 177. The inverse of this is that the parking in this area is well used and development on the Town's property may not be possible for a variety of reasons. The area has 5 separate land owners (see map below) that form a large parking lot, loading areas, and access creating a situation where a potential lease is more complicated than others.



### Recommended Actions:

1. Make a decision on whether to pursue an amended long-term, mutually beneficial lease in the Town Centre parking lot.
2. Continue to assess the viability of a lease arrangement with the Independent Grocer (Loblaws), in conjunction with considering downtown infill potential as part of the MPS review.

### Parking Regulation (MPS and Land Use By-law review)

As part of the ongoing MPS review, direction was sought from Council on parking regulation through the attached Issue Identification paper. This paper also discusses our current parking regulation in detail. Council provided the direction included below in the fall of 2017 and this will be included in the July 2018 draft of the MPS for further discussion. In the last few months Staff have also endeavored to quantify the total commercial floor area in the Town. This exercise, and through illustrating the physical implications of the requirements, we should be able to fully understand the implications (what built form will we get?) of the proposed parking requirements.

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### Proposed MPS Core Area Parking Policy:

1. That required Parking in the Core – Commercial Area will be determined as per the following standards:
  - a. For New Commercial Development or a Change of Use in an existing building that requires additional parking, provide parking as per the Land Use By-law at 1 space per 20 square metres of floor area, subject to policy 2.
  - b. For New Residential Development, provide parking as per the Land Use By-law at 0.5 spaces per dwelling unit, subject to policy 2.
2. That required parking in the Core – Commercial Area may be provided in whole or in part through:
  - a. Meeting the requirement with physical spaces as per Policy 1.
  - b. Providing a reasonable cash-in-lieu of parking contribution (note: a research paper on Cash-in-Lieu was prepared and presented to Council previously)
    - i. To require that any cash-in-lieu of parking accepted in place of physical spaces, must be held in trust with a clear plan for how, when and where new parking will be created or what other parking related initiative it will contribute to.
  - c. Providing parking off-site, within a certain distance of a development, where specific terms and conditions can be met.
    - i. Off-site parking must be registered on title to both properties.
  - d. Any combination of a, b, and c.
3. That required parking in the Core – Neighbourhood area will be as per the requirements of the Land Use By-law (1.25 spaces per dwelling unit for residential).
4. To acknowledge that the Town will continue to play a key role in owning, managing, and maintaining public parking in the Core Area.
5. To recognize parking in the Core Area needs to address the different needs of mixed-use developments, including but not limited to: customers of commercial businesses, residents of the area, overnight parking, and tourist/visitors' parking.
6. To enable parking on private, underutilized lots in the core area, as a temporary use in the Land Use By-law, to encourage private land owners to capitalize on underutilized space and ease pressure on municipal parking infrastructure.
7. To consider the development of a parking permit system for the Core Area – Neighbourhood designation for residents of the area.
8. To consider the implementation of paid parking to better manage parking demand and turn over in the Core Area.
9. To consider, as needed, quantitative updates on our parking 'Level of Service' and take actions as warranted.

**Recommended Action:** Additional discussion will be held on parking regulation in September 2018 as part of the MPS and Land Use By-law review.

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### Parking Enforcement

The Town's Compliance Officer and two Commissionaires deal with timed parking enforcement and safety issues in the Core Area (and in some other areas of Town, as needed). A Commissionaire is walking the street from Monday-Friday for 5 of the 10 hours of timed parking/day (25 hours/week). In essence, our timed parking is being actively monitored and enforced 50% of the time indicated on the signs. The Town's Compliance Officer does some proactive parking enforcement but primarily deals with parking complaints and issues as they arise reactively, along with other assigned duties.

Outcomes of Enforcement have included: safer parking around the Wolfville School and developing available parking in the school district by education, messaging and enforcement; better use of loading zones; fewer prolific time parking infractions for business employees; all day parking lots are displaying increased use - opening on-street spots for patrons; delivering safe core parking by enforcing the *Nova Scotia Motor Vehicle Act* parking regulations during the monitoring of timed controlled parking; and recently more monitoring of the core neighbourhood area.

### **Recommended Actions:**

1. Work on having all parking lots that are time restricted signed to the appropriate level for ticket enforcement in Court;
2. Task Commissionaires with tracking and monitoring problem areas identified and doing regular parking data collection/parking counts and documenting conditions;
3. Begin tracking all tickets (parking and other) by civic address. The idea here is that between better tracking (with location) and utilization rates/parking counts we should be able to better understand problem areas.
4. Work on information sharing/public education to remind residents and visitors of our parking rules;
5. Work with the WBDC and other partners on fine tuning our timed parking areas – e.g. in front of the Professional Centre on Little Lane; and in the Linden Ave all day parking lot that is usually at 100% utilization.

### Overnight Parking

Currently the Town does not permit overnight parking in public parking lots and are signed as such. On streets where parking is permitted, overnight parking can take place when the winter parking ban is not in effect. The winter parking ban restricts parking overnight during the months when snow clearing is required.

There has been interest in providing some dedicated overnight parking in the Town, particularly in the summer months when the wine bus is active.

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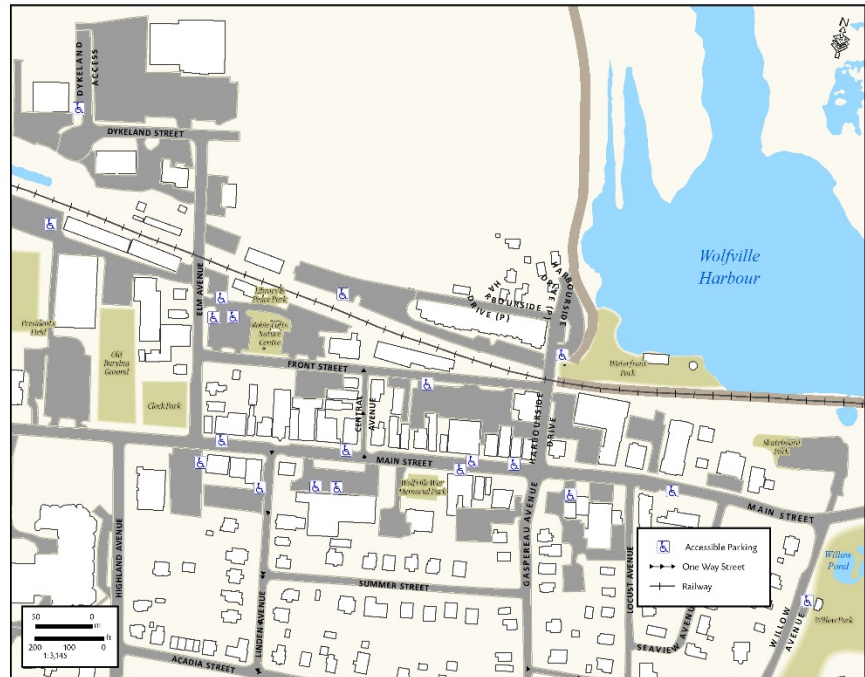


**Recommended Action:** Consider removing the overnight parking signage at the East End Gateway parking lot (NS Power lot) as a pilot project for the summer of 2018.

### Accessibility + Parking

The map to the right shows accessible parking in the Core Area. Given the Town's role as a pilot project for the new Provincial Accessibility legislation, the appropriateness of these will be assessed.

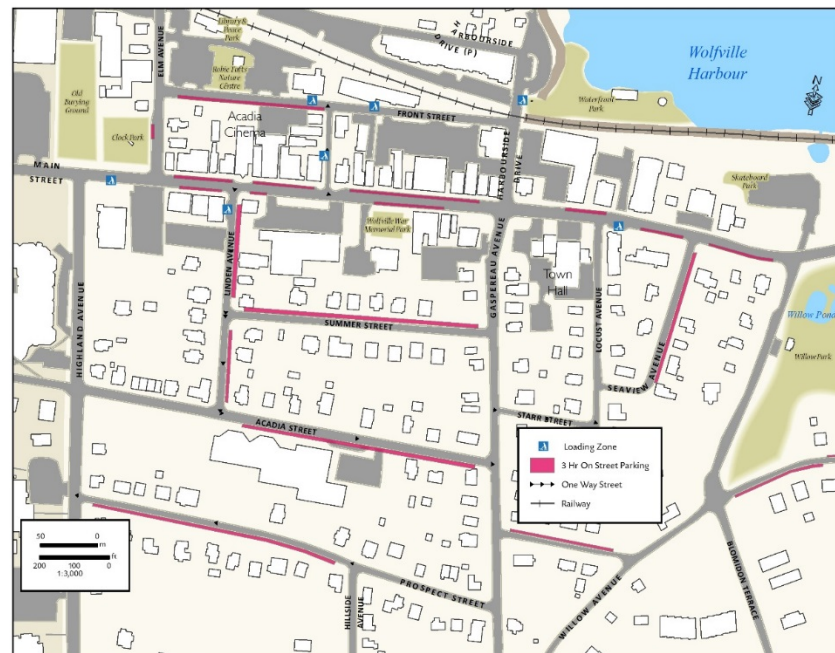
**Recommended Action:** Make improvements to accessible parking as per Accessibility Committee 'Built Form Guidelines' (to be developed).



### Loading Zones

Strategically placed loading zones are sited throughout the Core Commercial area as shown to the right. Loading zones are important for the functioning of our commercial area and as business needs change, loading areas require attention.

**Recommended Action:** Continue to work with stakeholders on locating and managing loading zones in the Core Commercial area.



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### Walkability

The Walkability Project was completed during the previous year and included the temporary installation of large maps of the Downtown that showed parking lots and points of interest. Footprints leading from each parking lot illustrated a path to the centre of Downtown and showed the distance and number of steps it would take the average person to walk. In addition to the signs, a promotional flyer was distributed to all businesses and a demonstration video on the Walkability of Wolfville was developed. These signs will be reinstalled this year.

### **Recommended Actions:**

1. Reinstate walkability signage in the Core Area for summer 2018.
2. Prioritize Town-wide walkability in the ongoing MPS review.

### Paid Parking

There has been interest from some and a bit of discussion with Council on moving to a paid parking system for the Town. Staff are not recommending moving to a paid parking system at this time; however, some considerations are being provided as it is important to think about as we move forward. Considerations include the following:

- Any paid parking system would likely require additional enforcement (for the full number of hours the parking is to be paid) to ensure the paid system(s) is being managed appropriately.
- Acadia University is already using a paid parking system and are moving toward a mobile payment system ([Hotspot parking](#)) to better manage their inventory.
- Other NS Towns (e.g. New Glasgow, Antigonish, Lunenburg, Bridgewater, and Liverpool) have various forms of paid parking systems in place.
- The Town has various costs associated with maintaining public parking (asphalt, curbs, line painting, snow clearing, enforcement, etc). These costs are currently covered through the general tax rate. Other options may include an area rate (like Bridgewater) or a user pay system such as parking meters, kiosks, or gates.
- It should be noted that a classic book on parking management, [The High Cost of Free Parking](#), recommends 3 primary actions for managing parking: charging fair market prices for curb parking, returning parking revenue to neighborhoods for community investment, and removing the requirements for off-street parking for new development.

**Recommended Action:** Begin quantifying the costs (and benefits) of providing public parking - with the goal of informing next year's budget and operations planning.



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### Residential Parking passes

Residential parking passes (typically a paid parking pass for residents of a street or area) has been discussed but is not being recommended by Staff at this time. Pricing one area would have impacts on other parking areas and likely move issues around – if moving to a paid or priority system, it should be all encompassing, in Staff’s opinion. Depending on the final policies that emerge from the MPS review, this may be a strategy that could be pursued in the future. It is also included in the draft MPS as something for Council to consider moving forward.

**Recommended Action:** None at this time.

### Stakeholder Consultation

Staff met twice with members of the WBDC’s parking working group during the formulation of this report. The WBDC are happy to continue dialogue on making incremental improvements; want to participate in identifying future parking areas; will continue to do promotion around the issue; and are interested in dedicating reserve funds to parking improvements.

Staff also met with Acadia’s Security/Parking Management Staff. The campus has very little free parking and the parking they do have is dispersed and usually involves people walking from their vehicle to their destination – similar to the situation in the Core Area. Paid parking rates on campus are \$120/year, \$75/term, \$40/month, \$20/week, and \$6/day. The campus also has parking meters that charge \$1.50/hr and offers an arena parking pass for people not affiliated with the university for \$50/year that enables 3 hour parking. As mentioned above, the University will be using Hotspot Parking to better manage their paid inventory.

### **Recommended Actions:**

1. Continue dialogue with both parties as key stakeholders to improving our parking situation.
2. Work with WBDC and Acadia on continuing to promote walkability and active transportation.

### Conclusions

Parking is, and will continue to be, something that needs to be monitored and managed appropriately. Staff have limited resources to aggressively make changes (if they were warranted). This report tries to set up making incremental improvements – over time – while monitoring the actual usage through data collection.

Many Towns would be envious of our parking issues – it is usually a sign of a healthy, vibrant downtown! This report has identified a number of recommended actions to improve our parking situation incrementally, including:

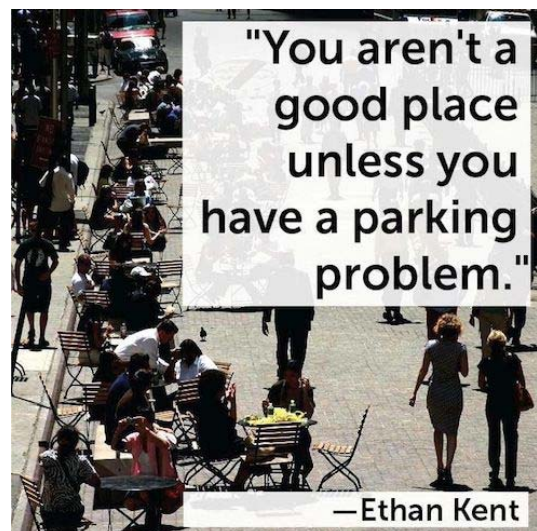
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- Undertake September 2018 parking counts, in conjunction with the WBDC, and provide an update to Council in the fall of 2018 on the findings.
- Place in MPS policy (as part of the ongoing review) a commitment to monitoring parking service levels and include parking as an ongoing (year over year) item in the Town's operational plan.
- Have the Town's Compliance Officer and Commissionaires put a priority on monitoring identified 'problem areas' and include an update in the fall 2018 with parking counts/utilization rates.
- Commit to making evidence-based decisions when considering additional parking supply.
- Work with the WBDC and other partners on fine tuning our timed parking areas – e.g. in the Linden Ave all day parking lot introducing some timed (3 hr) stalls.
- Make evidence-based decisions and 'stress test' proposed parking policies/regulation to ensure they are consistent with what Council is trying to achieve in the Core Area.
- Identify future parking areas as part of the MPS review.
- Assess changes to the management of the Town Hall parking lot.
- Make a decision on whether to pursue an amended long-term, mutually beneficial lease in the Town Centre parking lot.
- Continue to assess the viability of a lease arrangement with the Independent Grocer (Loblaws), in conjunction with considering downtown infill potential as part of the MPS review.
- Have additional discussion on parking regulation in September 2018 as part of the MPS and Land Use By-law review.
- Work on having all parking lots that are time restricted signed to the appropriate level for ticket enforcement in Court.
- Begin tracking all tickets (parking and other) by civic address. The idea here is that between better tracking (with location) and utilization rates/parking counts we should be able to better understand problem areas.
- Work on information sharing/public education to remind residents and visitors of our parking rules.
- Consider removing the overnight parking signage at the East End Gateway parking lot (NS Power lot) as a pilot project for the summer of 2018.
- Make improvements to accessible parking as per Accessibility Committee 'Built Form Guidelines' (to be developed).
- Continue to work with stakeholders on locating and managing loading zones in the Core Commercial area.
- Reinstate walkability signage in the Core Area for summer 2018.
- Prioritize Town-wide walkability in the ongoing MPS review.



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- Begin quantifying the costs (and benefits) of providing public parking - with the goal of informing next year’s budget and operations planning.
- Continue dialogue with both parties as key stakeholders to improving our parking situation.
- Work with WBDC and Acadia on continuing to promote walkability and active transportation.

**6) FINANCIAL IMPLICATIONS**

Actions outlined would be carried out by existing Staff, with timing subject to capacity, priorities and workload. Paid Parking (provided for information) would have budget implications but is not recommended at this time.

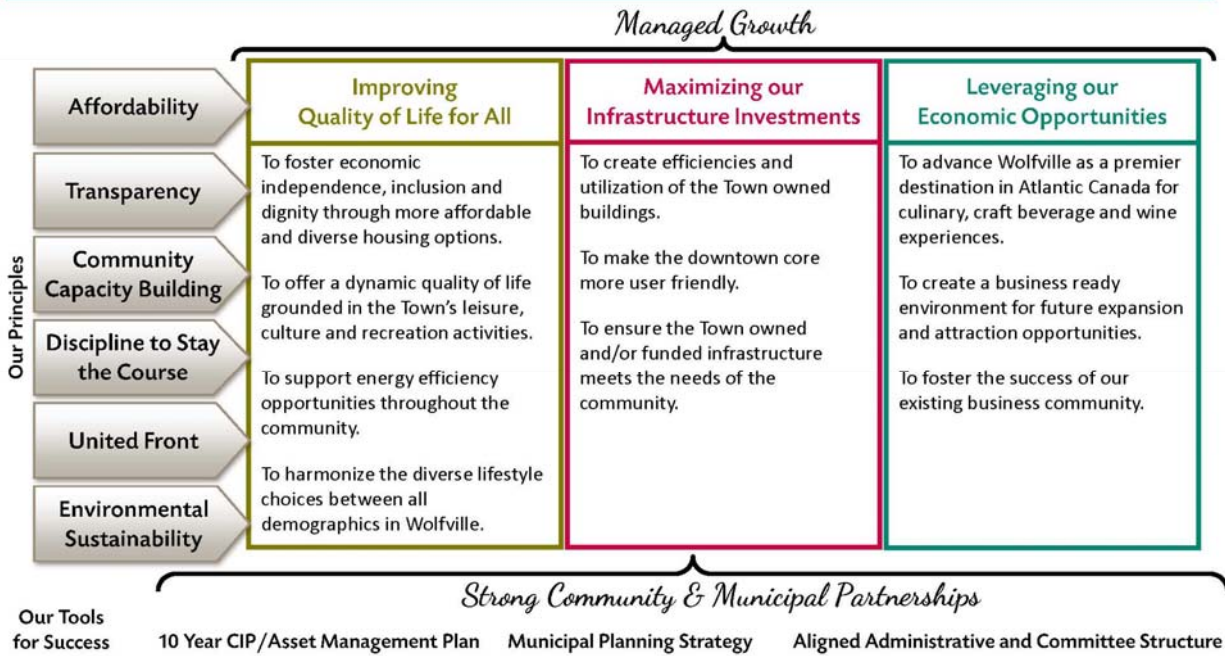
**7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS**

All of Council’s Strategic Directions and principles can be argued to be impacted by how we manage our parking inventory and how we regulate parking moving forward.



Our Vision: We are a *spirited* community  
 where *all can feel part of* and  
 celebrate our *green* town.

Our Mission: We provide leadership and collaborative governance in the allocation of public resources for the greater good of the Wolfville community



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The Town's Operations Plan (2018) states the following in relation to parking management:

### Parking Management

Addressing parking concerns within the Town remains a key priority in 2018/19. Staff will work in conjunction with key stakeholders as the WBDC toward:

- draft changes to the MPS/LUB regarding parking requirements in the downtown and cash in lieu requirements;
- identification of future additional parking lot options to meet the needs of the downtown area;
- determination on the sufficiency of existing handicapped parking spots that are available;
- determination on the sufficiency of parking length maximums at Town owned and leased lots;
- recommendations on how to better connect parking lots to the business community;
- recommendations on how to link Active Transportation initiatives to parking opportunities;
- recommendations on how to utilize CEPTED guidelines (Crime Prevention Through Environmental Design) for public parking lots;
- communication initiatives, including signage, that will be required;
- opportunities for partnership (i.e. Acadia and the WBDC);
- the feasibility of alternatives for addressing parking concerns in the downtown core.

### *Address Parking Lot Leases – Loblaws and Wade's*

The Town currently has a lease for the Wade's Parking Lot in front of Shopper's Drug Mart, which specifies public use of the parking lot and outlines maintenance responsibilities. The lease is now three years old and requires a few amendments should the relationship continue. Additionally, the Town has been in conversations with the Independent Grocer (Loblaws) with a request to have a similar arrangement with their parking lot on Front Street. Council will decide as to whether these lots are integral to our parking management plan and if so, what should be required in the lease(s) on a go-forward basis. This is a carry-forward initiative from 2017-18.

The attached Issue Identification paper also provides context on the Town's existing and proposed parking policies.

## **8) ALTERNATIVES**

Council may wish to provide additional or alternative actions, remove actions, or provide other parking management direction it deems necessary.

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### ATTACHMENT 1 – MPS ISSUE IDENTIFICATION PAPER (October 2017)

#### 1) PROBLEM STATEMENT

Whether to require residential parking requirements in the Core Area – Commercial that equal residential parking requirements in other zones. At the July 18, 2017 meeting of Council, the following motion was passed:

*Council directed staff to prepare a report examining the implication of requiring residential parking regulations in the core area commercial that equal residential parking requirements in other zones.*

#### 2) IMPLICATIONS/RISKS OF PROBLEM

- Car dependence is the norm – small town charm and walkability is not.
- Would consume far more land and make many development proposals either not possible (would not have the space) or a stretch financially to go underground.
- Would contribute to proposed scale of future development – less units and/or larger units.
- If cash-in-lieu pursued, perceptions that it is a barrier to development (more red tape)
- Impacts on growth and new or redevelopment potential (our land costs more)
- Impacts on the Town's role in managing and maintaining parking
- Tax base and financial sustainability
- Trade-offs of maintaining parking lots versus Future capital projects (other roads, trails, etc)
- Impacts of additional parking lots on walkability, active transportation
- Pushing things further apart – more space required = higher cost to develop

#### 3) KEY CONSIDERATIONS

- **Approach:**
  - Town Staff carried out 2 sets of parking counts in the winter of 2015 and the summer of 2015 to provide a snapshot of parking utilization rates and the overall level of service (see Attachment 1 Summary).
  - Town Staff carried out additional parking counts in September of 2017 focused on the Core Neighbourhood area where there is concern about spill over parking from the Core Commercial area and residential parking generally (see Attachment 1 Summary). It is important to look at them together given the intent of the proposed Core Neighbourhood and Core Commercial designations working together to form “the Core.”

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- The parking data has been synthesized for Council and with the other considerations included, should form the basis for discussions on our parking “Level of Service” (what we are trying to achieve or maintain?).
- Policy moving forward can be clearly articulated around the agreed upon level of service the Town is providing or regulating development to conform with.
- It will be helpful to frame future parking actions through the forthcoming Parking Action Plan around an agreed upon level of service.
- **The Big Picture**
  - There are 612 public parking stalls in the Core Commercial and Core Neighbourhood Areas. 221 stalls are on-street and 391 stalls are in parking lots that the Town either owns or has a lease to.
  - There are approximately 802 private parking stalls in the Core Commercial and Neighbourhood area. 377 stalls are business, 222 institutional and 203 residential.
  - There are over 1400 parking stalls in the Core Commercial and Core Neighbourhood area.
  - Figure 1 provides a big picture parking inventory in the Core Area (Commercial and Neighbourhood). The numbers in the small white circles are not the total number of stalls but are a lot identification number that corresponds to the summary table included as Attachment 1. This attachment is a detailed breakdown of parking utilization.

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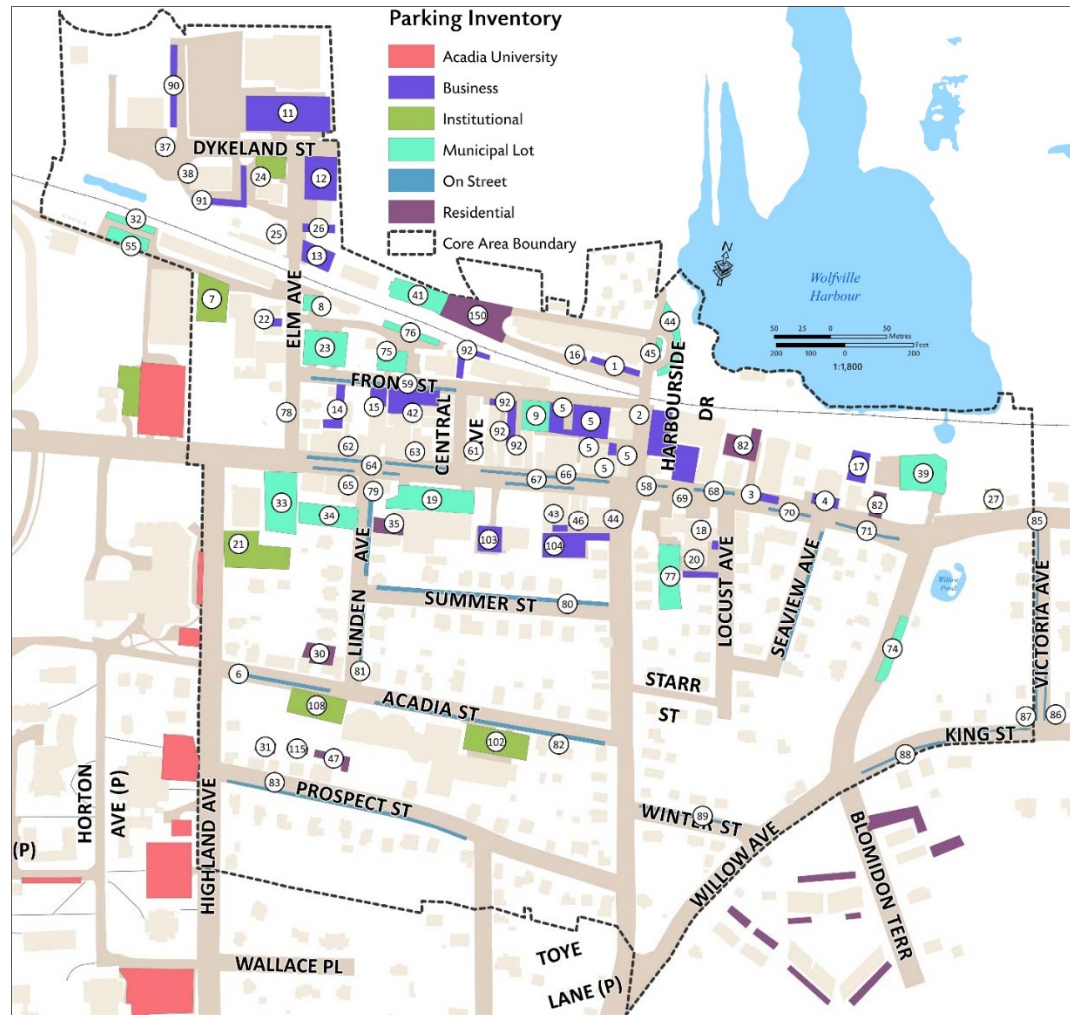


Figure 1 – Core Area Parking Inventory

- The 2008 MPS states that there are “over 900 parking stalls in the downtown commercial district” (Part 15 Preamble – see below) and seems to be part of the justification for not having a requirement. Our counts have expanded the area to include the Core Neighbourhood.
- Parking (Public and Private) consumes 10 acres of the total 101 acres of land area that is the Core Area (neighbourhood and commercial). In terms of the current C-1 zone, parking lots (private and public) occupy approximately 21% (6 acres of 29 total acres) of the total land area. Public parking consumes approximately 16,867 square metres of land (4.2 acres). Private parking consumes approximately 23,073 square metres of land (5.7 acres).

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- With the advent of large big box stores and development patterns where the car is the focus, the parking “normal” has become that you can pull up into a large parking lot and see your destination. Wolfville’s downtown was built in an era where this new normal was not contemplated – the block pattern, lot sizes and other factors are not built to modern engineering standards – the scale is different. Many would argue the scale is better. For perspective, the parking lots of the County Fair Mall (Figure 2) and Walmart (Figure 2) have been overlaid on the downtown and are included here:

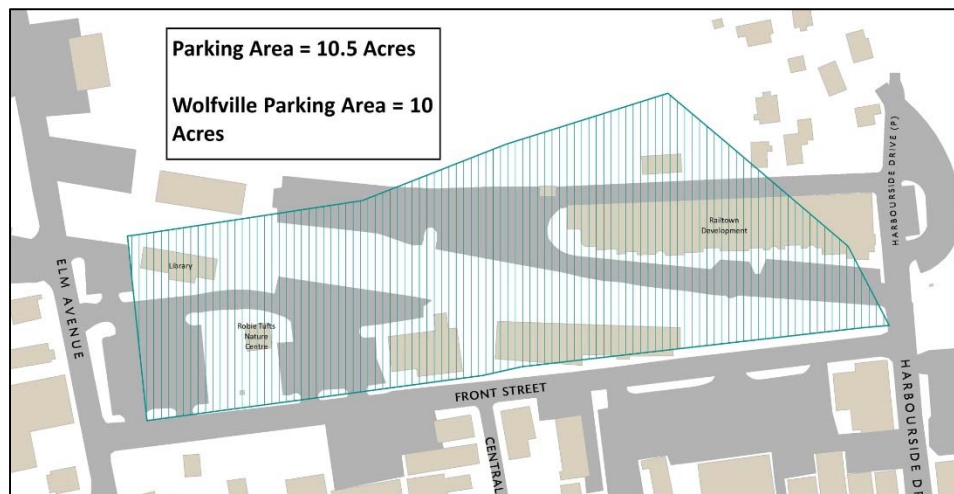


Figure 2 – New Minas County Fair Mall Parking Overlaid on downtown Wolfville

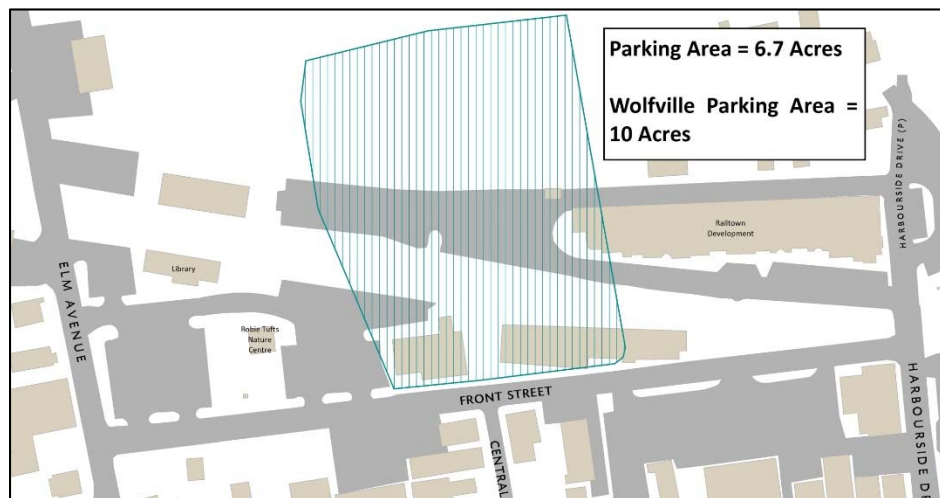


Figure 3 – New Minas Walmart Parking Overlaid on downtown Wolfville

- **Level of Service**



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Staff have ventured to quantify our current level of parking service based on the 2015 and 2017 parking counts, comments from residents and drawing on our Compliance Officer's experience dealing with problem areas, complaints and enforcement. Having everyone on the same page, through a level of service discussion, should aid in moving forward proactively with parking management. Keep in mind as you review this data: is this level acceptable? If not, what should we strive for? Are more physical spaces needed or is it about better managing existing supply? Who provides and pays for the level of service? Unlimited, unpriced, immediately available parking where ever you go is not possible given the Core area's development pattern.

The data is based on averages between 9am and 5pm and assumes we are not trying to plan for "peak" demand during festivals, events, etc. The analysis is based on public parking with the findings broken into 4 sections as shown in Figure 4:

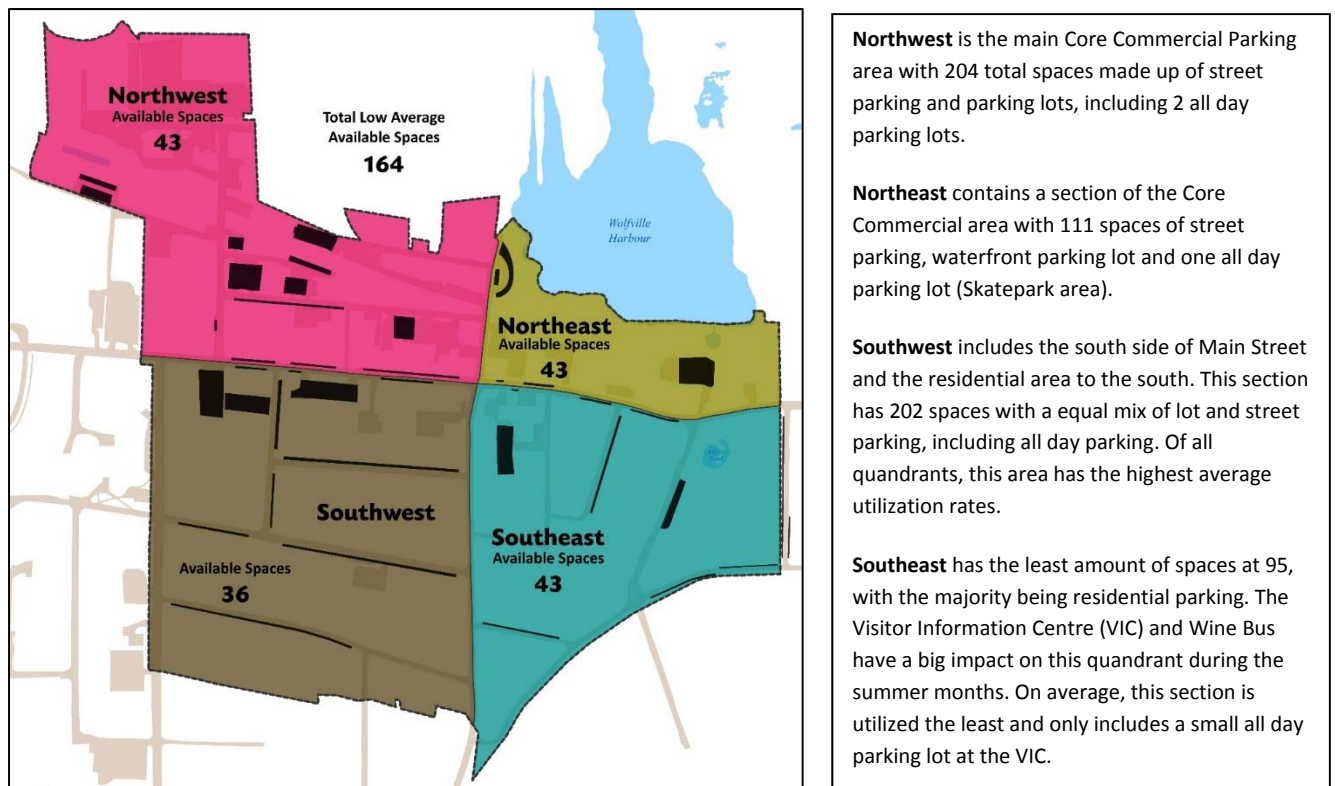


Figure 4 – Average Level of Service Findings

### Summary Findings:

- A parking stall can be found, on average, within a 2 minute walk (160m) of any Core area destination – depending on how much time is required (e.g. all day parking or not). For example, along Front Street and Elm Avenue, including Railtown, there are an average of 27 available parking stalls, that are less than 2 minutes from Main Street.

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- A parking stall can definitely be found, on average, within a 5 minute walk of any core area destination.
- At any given time during the weekday period, from 9am to 5pm, drivers can access an average of 164 spaces anywhere within the four sections of town. Each quadrant contains, on average, approximately 40 parking stalls at any given time (9am – 5pm weekdays).
- From the four all day parking lots, there are a total of 141 spaces and at any given time there are 37 spaces available. Also, from these all day parking lots the walk time to the downtown core (to Central Ave) is less than five minutes by sidewalk or trail. Figure 5 shows generalized walk times while Attachment 3 shows walk times from each all day parking lot.

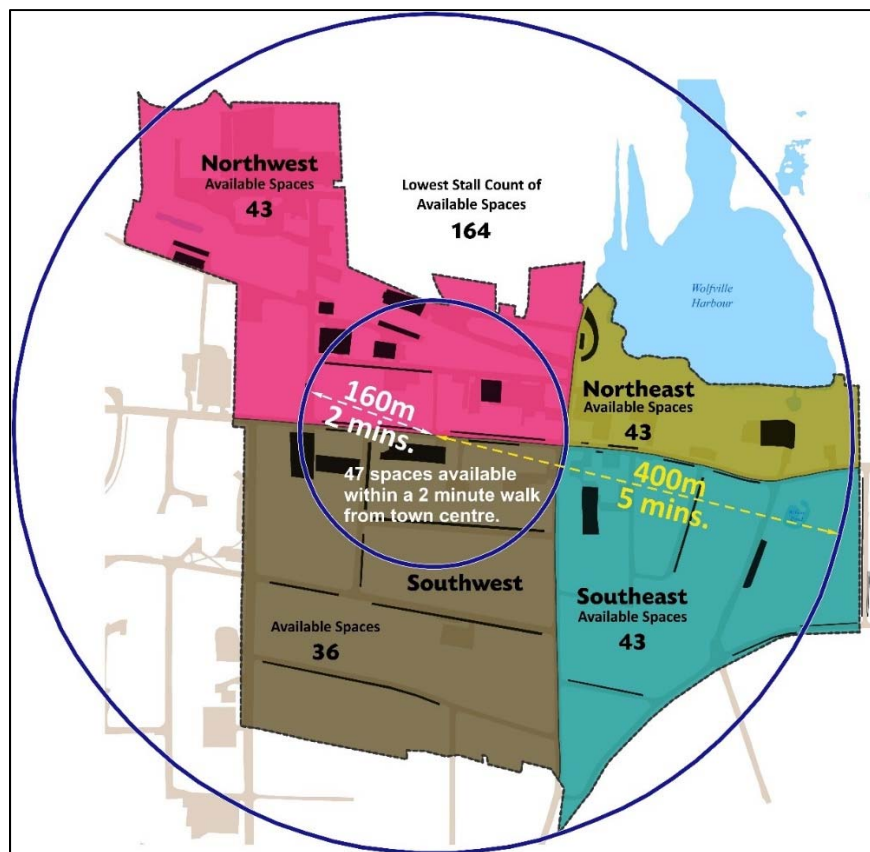


Figure 5 – Summary of walking distance

### Problem Areas:

Although the generalized parking counts show ample available parking (on average), problem areas have been identified and are discussed here:

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- On Weekdays, the Linden Avenue Lot 34, is at capacity from 10am to 4pm presumably because of its central location.
- Linden Avenue street parking 70 and 81 are 3 hour street parking areas that are at capacity throughout the day.
- The public parking at the Independent lot 9, although is not at capacity the entire day (on average), is at capacity frequently from 11am to 2pm.
- On average, utilization of parking along Main Street is moderate; however, given the linear nature of the Street, people may not end up getting a spot in front of their destination.
- Prospect Street is at or near capacity all of the time.
- Summer Street, on average has 4 spots available at any given time however; at some points (usually between noon-1pm) during our counts, the lowest vacancy count did hit zero (no spots available).
- Weekend occupancy rates are high in the lots nearest to the Wolfville Farmers' Market from approximately 9AM until 12PM.
- Parking areas near the boundaries of the downtown are under-utilized, on average, during the week.
- On summer weekends, the lot at the Visitor Information Centre (VIC) can reach high occupancy due to the arrival of the Magic Wine Bus visitors. Lot 39 (Skate park area) is also influenced by this.
- Figure 6 provides context on the problem areas discussed here. Lowest vacancy counts are identified in black circles – these numbers represent the lowest vacancy (or highest utilization), and indicate how many actual parking spots are available – this is the worst cast from our counts (not the average). It can be seen that some are identified as “0” and correspond with the problem areas identified here. The small white circles are the lot numbers that are associated with the Summary Table (Attachment 1).

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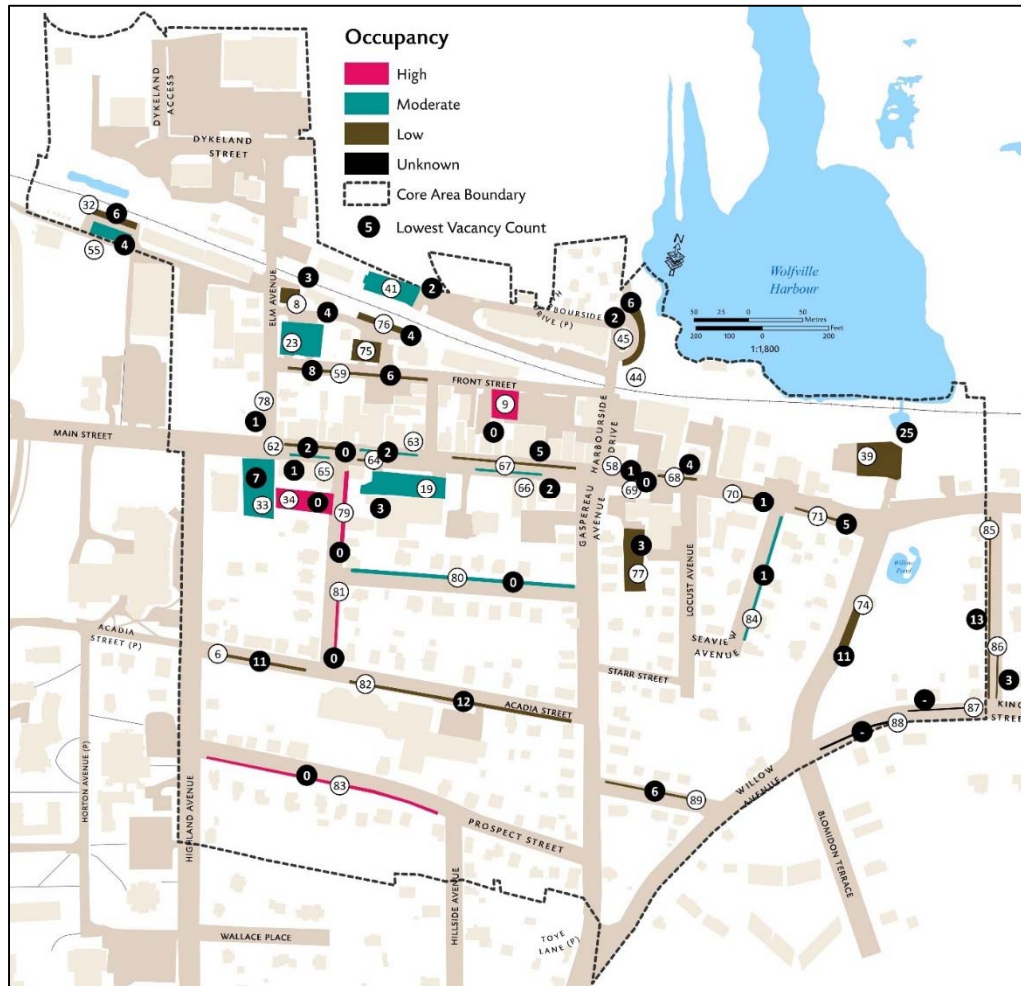


Figure 6 – Parking Problem Areas

- **Existing Policy – How we got here**

Since 2008 and the adoption of our current MPS there has been no parking requirement in our current C-1 zone (shown in red below – Figure 7), for any new use or change of use – commercial or residential.

This said, the MPS does not have an actual policy that states there is no parking requirement - it is only mentioned in the preamble of Part 15 and stated in the Land Use By-law. Given that any new development in the C-1 zone must proceed by development agreement, some new developments have been required to provide a level of on-site parking.

The Town has also taken an active role in providing, managing, and maintaining parking on properties that we own or lease – supplementing the lack of a requirement and bearing the costs of doing so.

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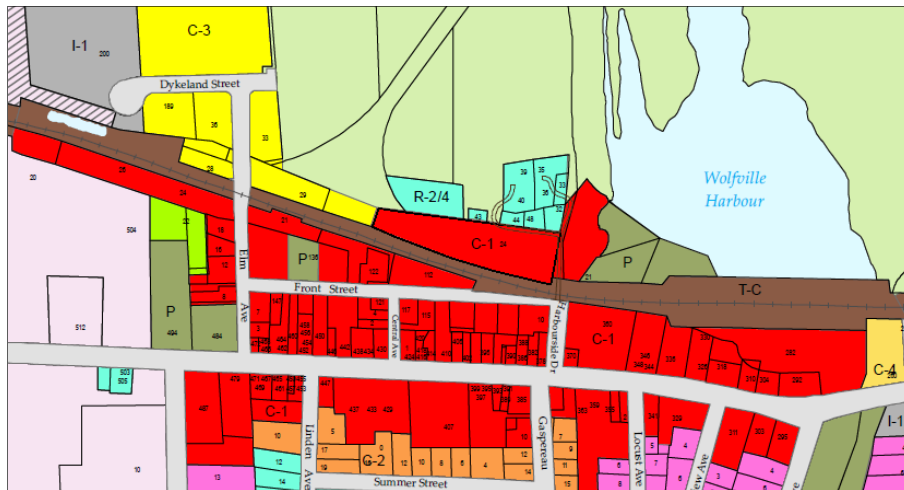


Figure 7 – Current C-1 Zone (shown in RED) Context Map

The preamble of Part 15 “Parking, Yard Requirements and Temporary Uses” of our current MPS summarizes the intent of the current approach:

Parking areas to accommodate the motor vehicles associated with most development activities have often resulted in large expanses of impermeable, asphalt. More than 900 parking spaces exist within the downtown central commercial district where geography constrains the serviceable parking areas. Council wishes to encourage both cyclists and pedestrians in the commercial district and ensure that facilities are provided for active modes of transportation as well as motor vehicles. Due to the current number of parking spaces in the downtown area mandatory parking requirements for new developments in the central commercial zone will be removed from the Land Use By-law.

It is likely that a reduction in the number of motor vehicles will only occur over the long term and that in the interim parking areas will still be required to accommodate larger scale developments. Off street parking is required for larger scale developments as on-street parking can result in traffic congestion, and snow removal problems. Council will require developers to provide adequate off-street parking for new developments outside the central commercial district. The amount of parking permitted within the front yard of a residential lot will be limited and controlled in the Land Use By-law as well as the parking of commercial motor vehicles in residential areas.

A full summary of parking requirements from our current planning documents is included as Attachment 2.

- **Proposed Policy Approach**

It is important to consider the differences between the character of our residential areas and their associated conventional (suburban) regulations and our Core Commercial area. Section 9.2 Central Commercial (par. 5) of our existing MPS summarizes this in advocating for the use of Development Agreements in the Core Commercial area:

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Conventional development standards related to lot area, lot frontage and setbacks are considered to be inappropriate for this area. The land ownership pattern, lot coverage, accessibility, parking and relationships between buildings and uses warrants special consideration by Council for all new buildings over 100 square metres or additions to existing buildings in excess of 100 square metres.

For this reason, it is difficult to contemplate a conventional residential requirement that would apply universally (e.g. 1.25 spaces per dwelling unit) to the Core Commercial area as this rules out the complexities that exist in our downtown. Staff are proposing that policy be introduced to state there is a requirement, but provide some flexibility on how this requirement can be met. The policy and regulatory approach we take in the MPS will, over time, have an impact on the level of service.

Draft Parking policies were included in the June 29, 2017 [PAC/Council package](#) that focused on Parts 3 and 4 of the MPS. Part 4.1.5, Policies 26-32 (pg 47) presented draft parking policies for the Core Commercial area. The draft policies have been updated and additional details are included for clarity:

### Proposed MPS Core Area Parking Policy:

27. That required Parking in the Core – Commercial Area will be determined as per the following standards:
  - a. For New Commercial Development or a Change of Use in an existing building that requires additional parking, provide parking as per the Land Use By-law at 1 space per 20 square metres of floor area.
  - b. For New Residential Development, provide parking as per the Land Use By-law at 0.5 spaces per dwelling unit.
  
28. That required parking in the Core – Commercial Area may be provided in whole or in part through:
  - a. Meeting the requirement with physical spaces as per Policy 26.
  - b. Providing a reasonable cash-in-lieu of parking contribution (see Attached Research Paper on Cash-in-Lieu)
    - i. To require that any cash-in-lieu of parking accepted in place of physical spaces, must be held in trust with a clear plan for how, when and where new parking will be created.
  - c. Providing parking off-site, within a certain distance of a development, where specific terms and conditions can be met.
    - i. Off-site parking must be registered on title to both properties.
  - d. Any combination of a, b, and c.
  
29. That required parking in the Core – Neighbourhood area will be as per the requirements of the Land Use By-law (1.25 spaces per dwelling unit for residential).

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30. To acknowledge that the Town will continue to play a key role in owning, managing, and maintaining public parking in the Core Area.
31. To recognize parking in the Core Area needs to address the different needs of mixed-use developments, including but not limited to: customers of commercial businesses, residents of the area, overnight parking, and tourist/visitors' parking.
32. To enable parking on private, underutilized lots in the core area, as a temporary use in the Land Use By-law, to encourage private land owners to capitalize on underutilized space and ease pressure on municipal parking infrastructure.
33. To consider the development of a parking permit system for the Core Area – Neighbourhood designation for residents of the area.
34. To consider the implementation of paid parking to ease demand in certain areas of the Core Area.
35. To consider, as needed, quantitative updates on our parking 'Level of Service' and take actions as warranted.

### Draft Core Commercial Design Guidelines

To supplement the MPS policies, our Draft Core Commercial Design Guidelines address urban design issues around parking locations, access, and landscaping/buffering as follows:

Town of Wolfville DRAFT Core Commercial Design Guidelines

**SECTION 02 BUILT FORM GUIDELINES**

**E. PARKING LOT LOCATIONS**

- To preserve a continuous street frontage, the amount of lot frontage occupied by parking should be minimized.
- Wherever possible, locate surface parking areas behind buildings and screened from the view of the public realm.
- Parking areas should be organized into small bays, rather than large surface lots.
- If surface parking must be located at the front of the lot, the parking lot should not occupy more than 30% of the lot frontage, parking lot access

**F. PARKING LOT ACCESS**

- Rear lane access to parking amenities is preferred with the number of vehicular entrances held to a minimum. Vehicular access shall be from an alley or mid-block connection on a connecting street
- Curb cuts and vehicular entries should be limited to the minimum width required
- Parking and loading access should be shared where feasible
- Entrances to underground parking should be located behind buildings
- Incorporate direct barrier-free and convenient pedestrian circulation routes within surface parking lots.
- Accessible parking spaces should be available in close proximity to barrier-free access ways.

Figure 39: Parking lot location and access

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Town of Wolfville DRAFT Core Commercial Design Guidelines

**SECTION 02 BUILT FORM GUIDELINES**

**G. PARKING LOT SCREENING**

- Provide a minimum 3m wide landscaped buffer along the entire edge of the parking area for screening.
- Design landscaped areas that continuously screen parked vehicles visible from the street through the use of hedges and low level planting.
- The landscape buffer and/or screening shall be decorative and support the streets existing character.
- Ensure landscape elements are low enough to allow visual surveillance of the parking area.
- Where applicable, apply irrigation systems within the surface parking landscape buffers.

Figure 40: Parking lot screening Section

Figure 41: Parking lot screening Examples

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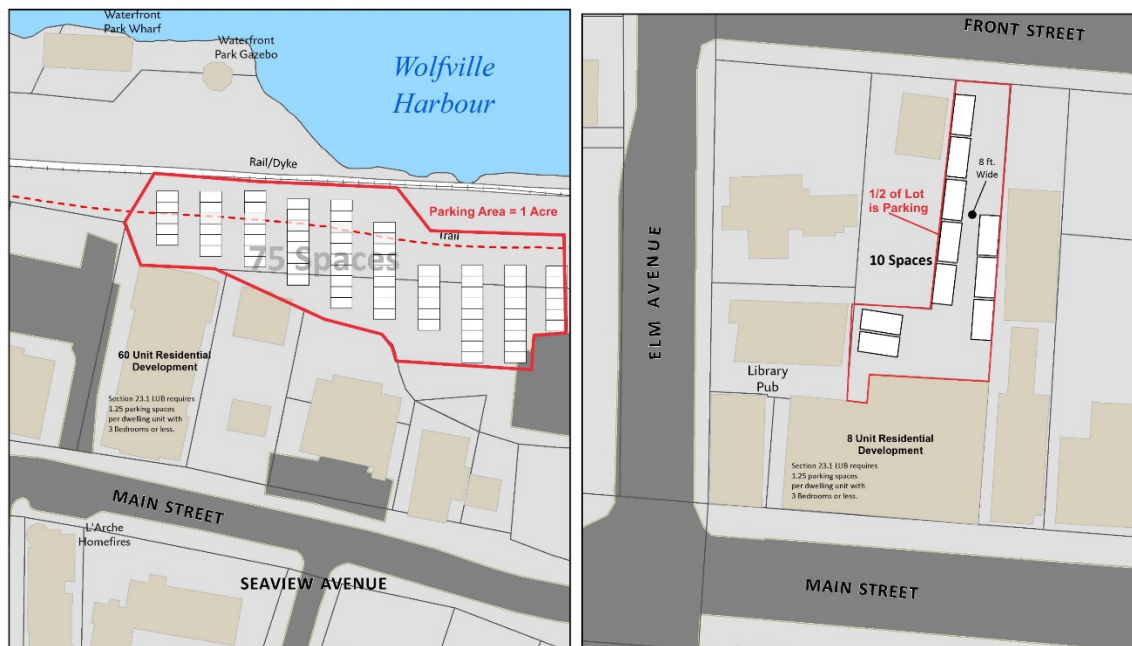


### Approval Tracks

Although there has been discussions on limiting development agreements in the new MPS, Council may wish to require larger projects (where Parking will clearly be an issue) to still be approved by DA in the Core – Commercial Area. Various factors contribute to it being difficult to have hard and fast rules in this area. Implementing a standard requirement without providing flexibility could rule out quality proposals (L'Arche for instance). The policy language of the MPS proposed above, combined with general requirements for Development Agreements (e.g. sufficient parking be required) would ease pressure on public parking lots or contribute funds to operating them.

### 1.25 Parking stalls/Unit Examples

To illustrate the impact of requiring 1.25 parking spaces per dwelling unit in the Core – Commercial area, two examples (Figures 8 and 9) have been prepared. One is for the MicroLofts and one for the proposal at 468 Main Street (Ian Porter). Keep in mind a parking stall can take up to 350 square feet of space (160 square feet or 15 square metres of actual parking + maneuvering space). Having to provide this much parking may prove to make it very difficult to do a multi-unit residential project in this area.



Figures 8 and 9 – Microlofts requirement (60 unit apartment building at 1.25 spaces/unit and 468 Main Street proposal 8 units at 1.25 spaces per unit). These examples do not account for the commercial component.

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- **Jurisdictional Review**

A jurisdictional review has been conducted on Downtown parking requirements in other small towns. Keep in mind that we have a very unique downtown with our own challenges but it can be helpful to see how others are addressing this issue:

- Compared parking requirements in Lunenburg, Town of Antigonish, Sackville (NB), Truro, Town of Bridgewater, and Village of Chester. The purpose was to review existing practices regarding downtown parking.
- Single or multi-unit Residential dwellings generally require 1 space per unit PLUS .5 (or .25) per unit after 3, in a multi-unit dwelling
- Commercial or Retail units in downtown areas generally require 1 space per 30 sq m (300 sq ft)
- Parking Exemptions for existing buildings are included in Lunenburg, Chester, Antigonish and Sackville (NB), unless a change of use occurs.
  - The first 93 sq m of a building is entirely exempt from parking requirements in downtown of the Village of Chester, as long as it is acceptable use according to zoning.
- Cash-in-lieu options exist in Antigonish and Bridgewater which are based on cost per area of parking. Bridgewater limits the maximum cash-in-lieu payment, regardless of required parking area, at \$2500 per development.
- Attachment 4 outlines the Jurisdictional Review in detail.

- **Parking Action Plan – Things to come**

- A Project Charter on a 'Parking Action Plan' was brought forward previously and an updated charter is set to be brought to Council based on the level of service and policy discussion from this report. Things that need to be considered to better manage parking include:
  - Demand management, particularly in identified problem areas (e.g. viability of pricing - parking meters or other measures)
  - Residential Parking Passes
  - Leased Parking areas and their role moving forward (subway, farmers market, Town Centre, Independent)
  - Assessment of Existing Lots and their functionality (CPTED)
  - Regional parking and trail connections (Grand Pre)
  - Overnight parking

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- Enforcement, line painting, education (walkability signage) have been contributing to improved parking management but the Action Plan can further improve the situation.

- **Alignment with Council’s Strategic Plan and MPS Community Priorities**

See Issue Briefs 011, 012 and attachments to this brief that include Council’s Strategic Plan and MPS Community Priorities in-full.

- **Aspirational Vision for our Downtown**

Imagine Wolfville’s Downtown – Moving from Vision to Action (2014) established a vision for the downtown (included below) that has been used to frame what we are trying to achieve in the Core Area as we move through this plan review process. Council should keep this vision in mind as the options of this report are considered.

### *Vision for Downtown Wolfville*

*-Alive...Inviting...Connected...*

*Our Downtown welcomes everyone. Streets are filled with busy shops, cafes, lively entertainment and thriving businesses. You can feel the energy and see the innovation and creativity everywhere.*

*Our spectacular waterfront, downtown neighbourhoods and parks are connected by trails and walkways for easy movement and enjoyment.*

*Downtown is where it's happening – fun and discovery, anytime of the year.*

- **OPTIONS TO ADDRESS PROBLEM**

PARKING OPTIONS	EXPLANATION
1. Institute the standard Residential and Commercial Parking Requirements: <ul style="list-style-type: none"><li>• 1.25 spaces per unit for residential</li><li>• 1 per 30 square metres commercial</li></ul>	Would make things very clear but would likely deter redevelopment or new development in this area. May enable the Town to lessen its parking role over time. Does not recognize complexity of our downtown.
2. Draft Policy Approach from Staff: <ul style="list-style-type: none"><li>• Have a requirement for new development that could be met</li></ul>	Acknowledge some parking concerns and pressures exist. Takes the existing non-requirement and brings in a flexible requirement

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through multiple options, including cash-in-lieu to contribute to the Town operation of public parking.	given the nature of the area. Likely relies on DAs for new development. Shares the cost of parking between the Town and private sector.
3. Maintain no requirement (no change)	Would involve maintaining no requirement and the Town taking on additional responsibility to provide and manage parking.

**• STAFF RECOMMENDATION**

That Council direct staff to include in the ongoing MPS review, the parking requirements contained in Issue Brief 013, subject to the outcomes of the Parking Action Plan and refinement of the draft policies presented to-date.

**• REFERENCES AND ATTACHMENTS**

References:

- July 18, 2017 [Council Meeting Summary](#)
- June 29, 2017 PAC/Council [Workshop Materials](#) (including Draft Core Commercial Design Guidelines)
- Other [Background Materials](#) (e.g. Phase I, Consultations and What We Heard Report, Housing Symposium Papers, etc)
- 2017-2021 [Council Strategic Plan](#) (integrates other Town Plans/Studies)

Attachments:

1. Parking Data Summary Table
2. Summary of Existing Parking Policy, Regulations, Guidelines
3. Walking Maps from All Day Parking Lots
4. Detailed Jurisdictional Review
5. Cash-in-Lieu Research Paper 004

For Staff only:

Drafted by:	Devin Lake
Reviewed by:	JB, EB
Date of COtW Review	
Decision of COtW:	
Amendments made by:	

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Date of amendments made	
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**ATTACHMENT 1 – Parking Summary Table**

Lot No.	Section	Type	Name	Hrs	Period	No. Spaces	Occupancy Rate	Avg. Vacancy	Lowest Vacancy
6	Southwest	On Street	Acadia Street West	20 min	8am to 5pm	12	Low	11	11
8	Northwest	Lot	Library Street	1	8am to 5pm	11	Low	4	3
9	Northeast	Lot	Independent	3	8am to 6pm	16	High	4	0
19	Southwest	Lot	Town Centre	3	8am to 10pm	45	Moderate	6	3
23	Northwest	Lot	Robie Tuft	3	8am to 6pm	40	Moderate	5	4
32	Northwest	Lot	DeWolfe	All Day	8am to 6pm	17	Low	10	6
33	Southwest	Lot	Subway	3	8am to 6pm	40	Moderate	9	7
34	Southwest	Lot	Linden Avenue	All Day	8am to 6pm	23	High	2	0
39	Northeast	Lot	NS Power	All Day	5am to 12pm	40	Low	30	25
41	Northwest	Lot	Railtown	All Day	5am to 12pm	34	Moderate	10	2
44	Northeast	Lot	Waterfront Outer	3	8am to 6pm	19	Low	9	6
45	Northeast	Lot	Waterfront Inner	3	8am to 6pm	7	Low	2	2
55	Northwest	Lot	Farmers' Market	All Day	5am to 12pm	27	Moderate	11	4
58	Northeast	On Street	Main Tim Horton	15 Min	8am to 5pm	2	Low	1	1
59	Northwest	On Street	Front Street	3	8am to 6pm	14	Low	10	8

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Lot No.	Section	Type	Name	Hrs	Period	No. Spaces	Occupancy Rate	Avg. Vacancy	Lowest Vacancy
62	Northwest	On Street	Main North Linden-Elm	3	8am to 6pm	7	Low	3	2
63	Northwest	On Street	Main North Central-Linden	3	8am to 6pm	9	Moderate	3	2
64	Southwest	On Street	Main South Central-Linden	3	8am to 6pm	2	Low	1	0
65	Southwest	On Street	Main South Linden-Highland	3	8am to 6pm	6	Moderate	2	1
66	Southwest	On Street	Main South Harbourview-Central	3	8am to 6pm	12	Moderate	3	2
67	Northeast	On Street	Main North Harbourview-Central	3	8am to 6pm	19	Low	6	5
68	Northeast	On Street	Main Locust-Harbourview	3	8am to 6pm	8	Low	5	4
69	Southeast	On Street	Town Hall	30 Min	8am to 5pm	1	Low	1	0
70	Southeast	On Street	Main Seaview-Locust	3	8am to 6pm	4	Low	2	1
71	Southeast	On Street	Main Victoria-Seaview	3	8am to 6pm	7	Low	7	5
74	Southeast	Lot	Willow Avenue	3	8am to 6pm	16	Low	15	11
75	Northwest	Lot	NSLC South	3	8am to 6pm	27	Low	9	6
76	Northwest	Lot	NSLC North	3	8am to 6pm	16	Low	5	4
77	Southeast	Lot	Town Hall Backlot	4	8am to 6pm	13	Low	4	3
78	Northwest	On Street	Elm Avenue	3	8am to 6pm	2	Low	1	1

Lot No.	Section	Type	Name	Hrs	Period	No. Spaces	Occupancy Rate	Avg. Vacancy	Lowest Vacancy
79	Southwest	On Street	Linden Avenue North	3	8am to 6pm	6	High	0	0
80	Southwest	On Street	Summer St	3	8am to 6pm	22	Moderate	4	0
81	Southwest	On Street	Linden Avenue South	3	8am to 6pm	6	High	0	0
82	Southwest	On Street	Acadia St East	3	8am to 6pm	15	Low	13	12
83	Southwest	On Street	Prospect Street	3	8am to 6pm	13	High	0	0
84	Southeast	On Street	Seaview Avenue	3	8am to 6pm	11	Moderate	4	1
85	Southeast	On Street	Victoria Avenue West	3	8am to 6pm	16	Low	14	13
86	Southeast	On Street	Victoria Avenue East	3	8am to 6pm	4	Low	3	3
87	Southeast	On Street	King St East	3	8am to 6pm	7	Unknown	-	-
88	Southeast	On Street	King St West	3	8am to 6pm	8	Unknown	-	-
89	Southeast	On Street	Winter St	3	8am to 6pm	8	Low	6	6

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**ATTACHMENT 2 - Summary of Parking Policy, Regulations and Guidelines from existing Planning Documents**

Municipal Planning Strategy

6. There is no actual policy that states there is no parking requirement in the C-1 zone but language is contained in the preamble of Part 15 that there will not be one. With most development requiring a DA, the Land Use By-law requirements are merely a guide and parking has been required for some new development.
  
7. Part 15 of the MPS includes requirements on Parking, Yard Requirements and Temporary Uses:
  - 15.1.1 to establish parking standards in the Land Use By-law and ensure that where developments are permitted by development agreement, the agreement makes provision for adequate parking to serve the proposal and encourages alternatives to impermeable surfaces.*
  
  - 15.1.6 to encourage the installation and location of bicycle parking areas.*

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8. 18.6.1 (Criteria for Development Agreements) states:

*(g) to ensure that the proposed site and building design provides the following:*

- 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; and*

Where a landscape plan is required, adequate screening and buffering from parking areas is also a standard consideration.

Land Use By-law

9. Definitions:

**Parking Area** means any portion of a lot used for the parking of vehicles and includes the driveway and circulation areas used to access any parking space.

**Parking Space** means an area of not less than 15.13 square metres, measuring 2.75 metres by 5.5 metres, for the temporary parking or storage of motor vehicles.

10. Central Commercial (C-1) Zone

Zone standards in the C-1 zone state that no parking is required:

**12.4 Zone Standards**

Maximum front yard	4 metres (13 ft)
Minimum front yard	none
Minimum rear yard	none
Minimum side yard	none
Minimum flankage yard	none
Maximum height	12 metres (39 ft)
Maximum lot coverage	none
Parking	none

Note the other zone standards which are also “none” – different from residential standards

**12.6 Special Requirements**

**12.6.1 Parking Lots**

In addition to the requirements of Part 23, parking lots in the C-1 zone shall not be located in a front yard and provide a continuous landscaped strip having a minimum width of 2 metres at the street line, except for points of access. Landscaped strips in excess of 2 metres in width are permitted.

11. Part 23 Parking Requirements:



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Department: Planning & Development



### PART 23 GENERAL REQUIREMENTS FOR PARKING

#### 23.1 Parking Requirements: New Buildings

For every building or structure to be erected, except in the C-1 zone, off street parking having safe, unobstructed access to a public street shall be provided and maintained in conformity with the following schedule:

Type of Use	Minimum Parking Requirement
A dwelling containing not more than 2 dwelling units	1 parking space for each dwelling unit plus ½ space for each bedroom in excess of 3 bedrooms per dwelling unit.
All other dwellings	1.25 spaces for each dwelling unit plus ½ space for each bedroom in excess of 3 bedroom in a dwelling unit
Churches, church halls, auditoria, university academic, research and administration buildings, restaurants, theatres, arenas, halls, stadia, private clubs and other places of assembly.	Where there are fixed seats, 1 parking space for every 5 seats, or 3 metres of bench space. Where there are no fixed seats, one parking space for each 10 square metres of total floor area.
All other commercial uses	1 parking space for each 30 square metres of total floor area.

#### 23.2 Parking Requirements: Existing Buildings

**23.2.1** Notwithstanding section 23.1 there shall be no parking requirement for any development within the C-1 zone.

**23.2.2** In all zones, except C-1, for any additions to, or change of use of an existing building, the required parking will be calculated in accordance with Section 23.1 for the entire building, including existing portions and additions.

#### 23.3 Standards for Parking Areas

**23.3.1** The parking area shall be maintained with a stable surface sufficient to support a vehicle without undue deformation or damage of the surface, such as rutting, and does not allow the raising of dust or loose particles. Acceptable stable parking surfaces include, but are not limited to: asphalt or concrete paving (pervious or impervious), brick pavers, compacted granular surfaces, and structural landscape systems such as driveable grass or grass grid.

**23.3.2** Any lights used for illumination of the parking area shall be arranged as to divert the light away from streets, adjacent lots, and buildings;

**23.3.3** The parking area shall be within 100 metres of the location which it is intended to serve;

**23.3.4** For any parking area containing more than 6 parking spaces, any ingress or egress driveways shall not be closer than 10 metres from the nearest boundary of any street intersection.

**23.3.5** All parking spaces shall have an unobstructed access on a public street or unobstructed access to a driveway or aisle that leads to a public street;

**REQUEST FOR DECISION 040-2018**

Title: Parking Management  
Date: 2018-06-05  
Department: Planning & Development

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12. General Requirements for All Residential Zones:

**5.6 Parking**

- 5.6.1** In all residential zones, no more than 40% of the area of the front yard shall be dedicated to parking areas.
- 5.6.2** No vehicle shall be parked on any area of a lot other than a parking area.
- 5.6.3** Vehicle access width to the street for any residential lot in a residential zone shall not exceed 7.0 metres.
- 5.6.4** On request of the development officer a residential property owner shall provide an accurate site plan of a lot which shows the hard surface area and parking area.

Home Occupations – one off-street customer parking space, other than those required for the dwelling, is provided for the home occupation use.

Bed and Breakfasts – one parking space provided for each bedroom used for rental purposes

Downtown Architectural Guidelines

**REQUEST FOR DECISION 040-2018**

Title: Parking Management

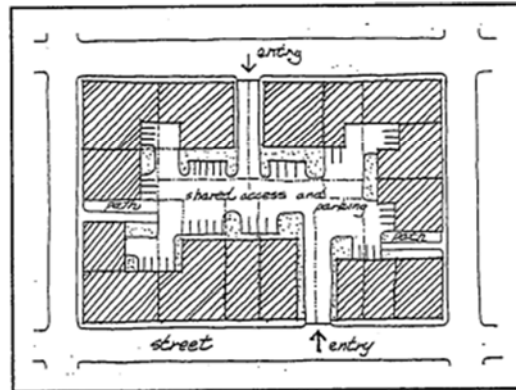
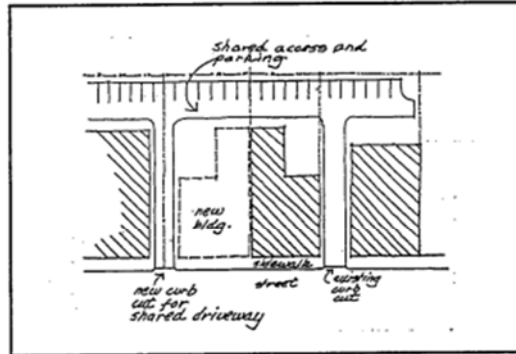
Date: 2018-06-05

Department: Planning & Development



**4.2 Vehicular Access and Parking**

1. The number of vehicular site entrances should be held to a minimum to enable good traffic flow. Combined entrances with other properties are desirable.



**REQUEST FOR DECISION 040-2018**

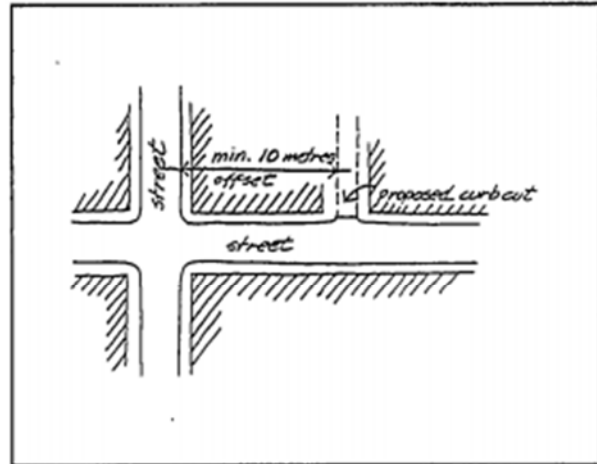
Title: Parking Management

Date: 2018-06-05

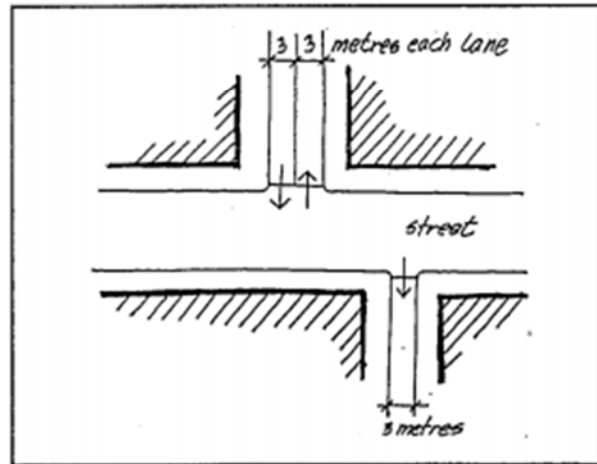
Department: Planning & Development



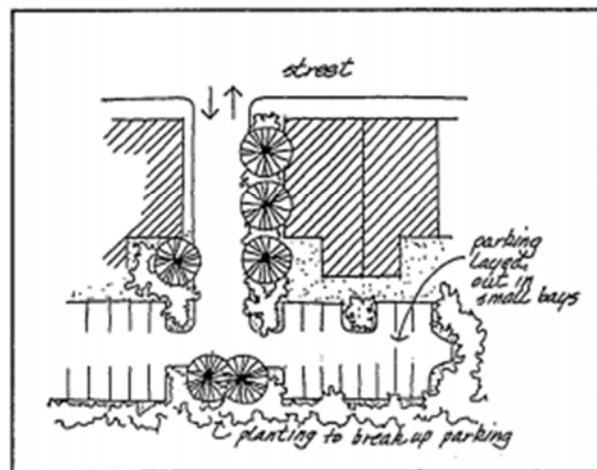
- 2. Curb cuts should be offset at least 10 metres from street intersections to avoid traffic congestion. Additional offset may be required to allow for adequate traffic control.



- 3. Curb cuts should be held to a minimum width necessary for each required travel lane direction, e.g., 3 metres wide. Curb return radii should be sized to accommodate expected vehicle types, with a minimum radius of 6 metres.



- 4. Parking areas which are organized into small bays with landscaping and islands between them are preferable to large open lots.



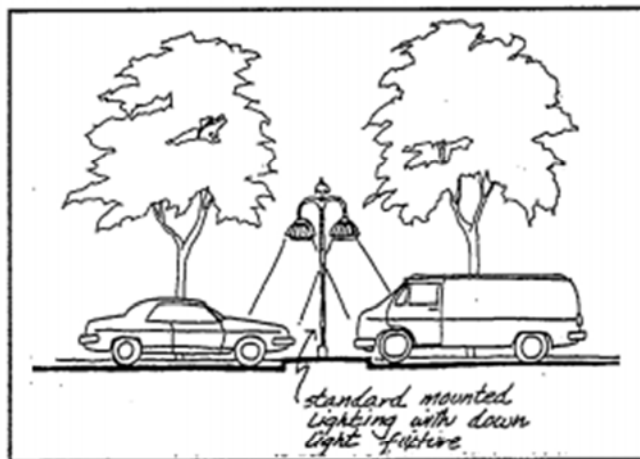
**REQUEST FOR DECISION 040-2018**

Title: Parking Management  
Date: 2018-06-05  
Department: Planning & Development

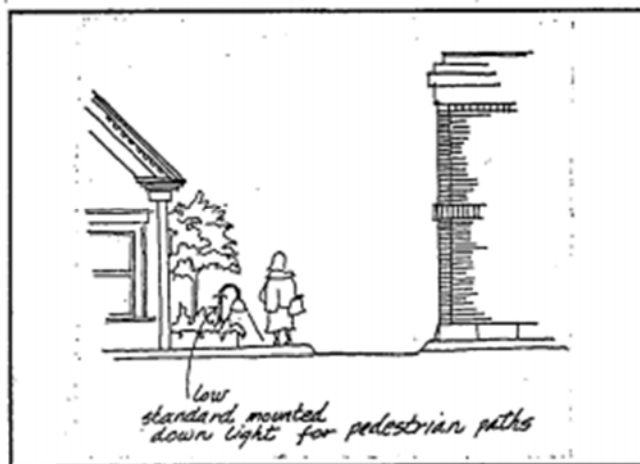


- 5. The intensity and location of lighting for parking and pedestrian areas should be at the minimum necessary to provide for safety in the interests of conserving energy and reducing impacts on adjacent properties.

- 6. Lighting should be of a permanent type, preferably standard mounted with down light fixtures. Glaring, flashing, or large area single source lighting such as pole mounted sodium or mercury vapour lites should be avoided.



- 7. Ground-oriented, pedestrian scale lighting along pedestrian walkways is encouraged. Warm lighting colours are encouraged in contrast to cool, blue-whites.



**REQUEST FOR DECISION 040-2018**

Title: Parking Management

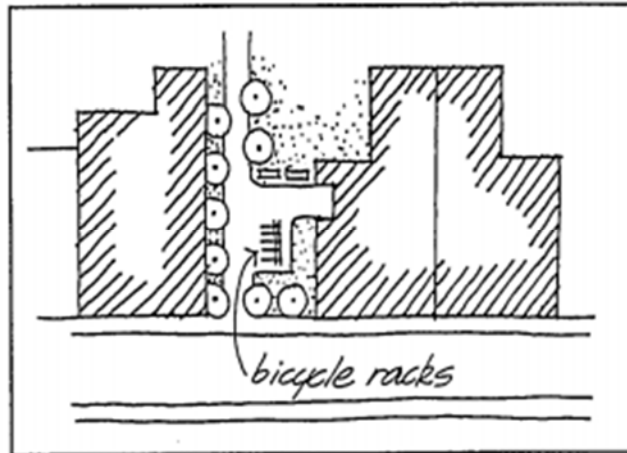
Date: 2018-06-05

Department: Planning & Development

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- 8. Parking areas for bicycles which do not interfere with pedestrians are encouraged in the Downtown.



**REQUEST FOR DECISION 040-2018**

Title: Parking Management

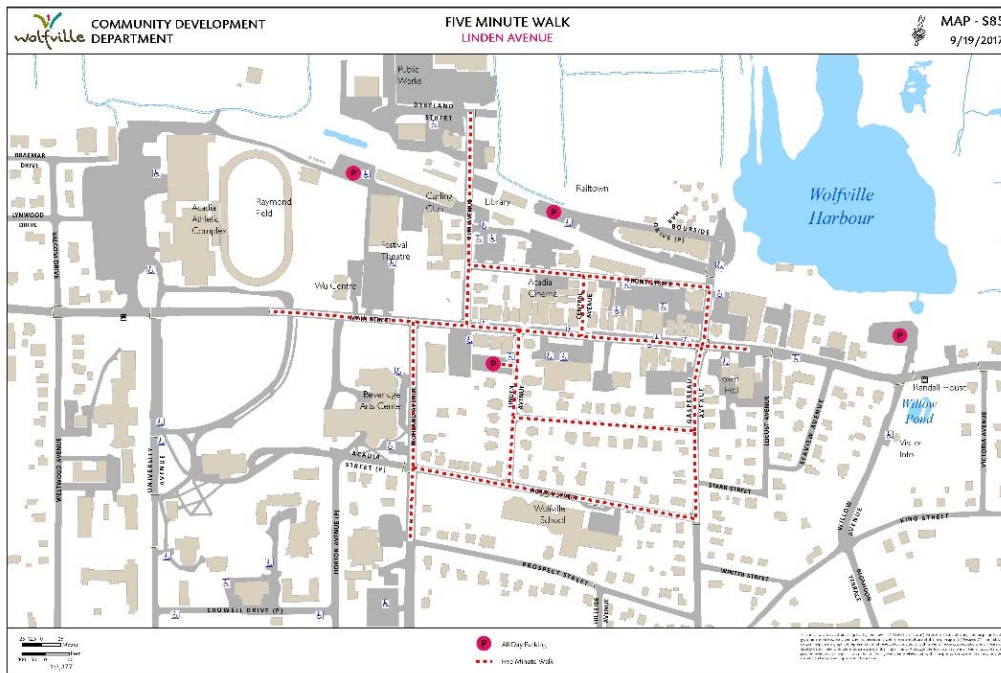
Date: 2018-06-05

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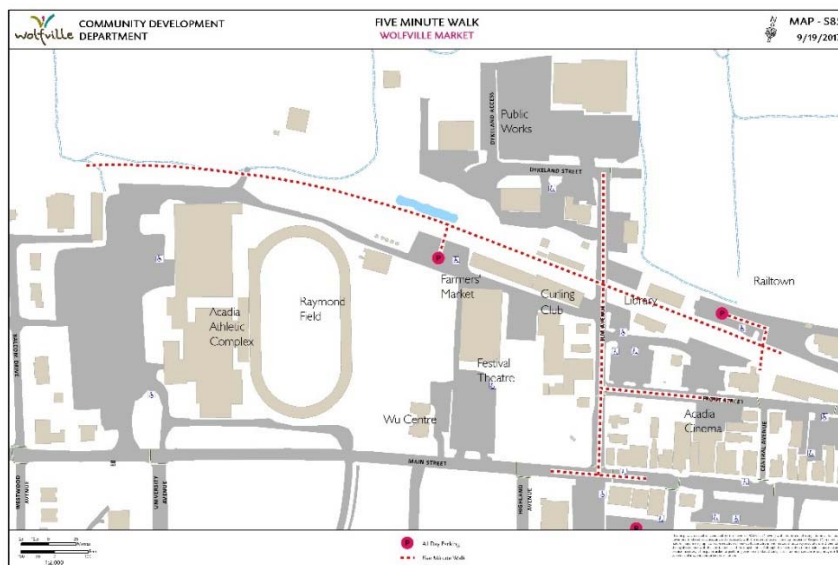


**ATTACHMENT 3 - Walking Maps from All Day Parking Lots**

From the four all day parking lots, drivers can park and walk into the commercial core of downtown in less than 5 minutes, that represents a 400 metre walk using safe walking surface like sidewalks and trails.



*5 Minute Walk Time from All Day Parking at Linden Avenue.*



**REQUEST FOR DECISION 040-2018**

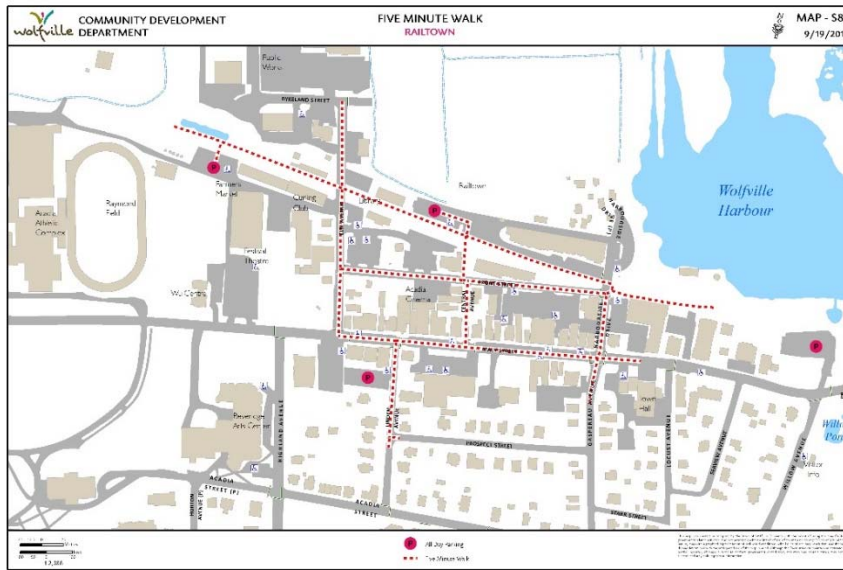
Title: Parking Management

Date: 2018-06-05

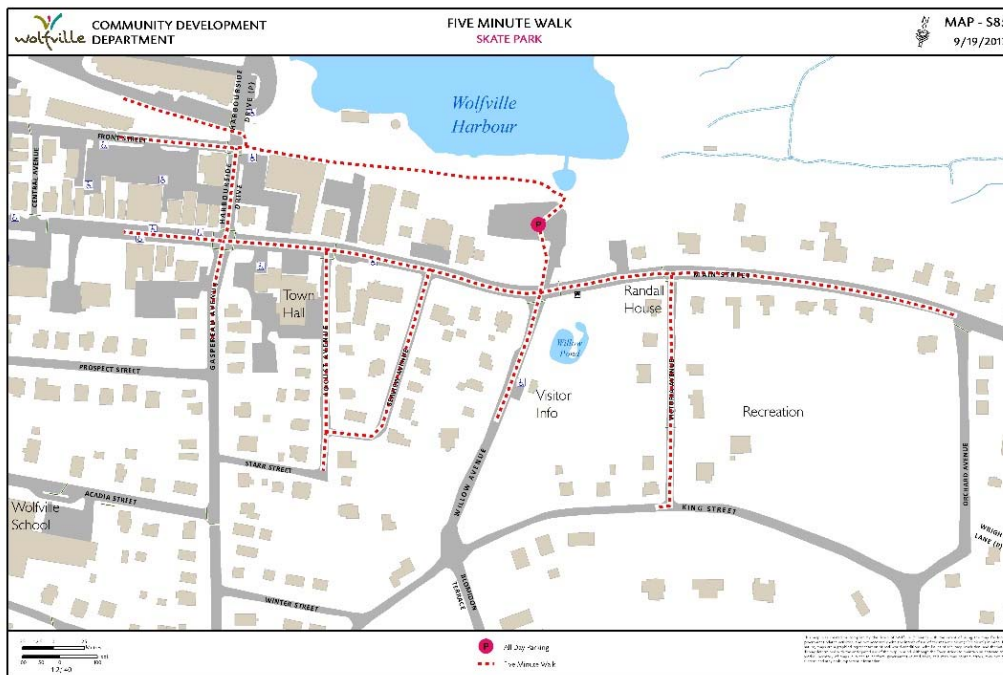
Department: Planning & Development



*5 Minute Walk Time from All Day Parking at Wolfville Market.*



*5 Minute Walk Time from All Day Parking at Railtown.*



*5 Minute Walk Time from All Day Parking at Skate Park/NSP.*



**REQUEST FOR DECISION 040-2018**

Title: Parking Management

Date: 2018-06-05

Department: Planning & Development

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**REQUEST FOR DECISION 042-2018**

Title: Appointment of Building Official / Fire & Life Safety Insp.

Date: 2018-06-05

Department: Community Development

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## SUMMARY

### Appointment of Building Official / Fire & Life Safety Inspector

In order to provide a continuous level of service to the residents it is necessary for the Town to appoint an inspector. Mr. Jamieson is a fully qualified level 2 Building Official with many years of experience in both HRM and East Hants.

#### DRAFT MOTIONS:

That Council appoint Mark Jamieson as the Town's "Building Official" pursuant to Section 5(2) of the Building Code Act, Chapter 46 of the Revised Statutes, 1989.

That Council appoint Mark Jamieson as the Municipal Fire and Life Safety Inspector, pursuant to section 19(1)(b) of the Fire Safety Act, Chapter 6 of the Acts of 2002.

## REQUEST FOR DECISION 042-2018

Title: Appointment of Building Official / Fire & Life Safety Insp.

Date: 2018-06-05

Department: Community Development

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### 1) CAO COMMENTS

The CAO supports the recommendations of Staff.

### 2) LEGISLATIVE AUTHORITY

Pursuant to Section 5(2) the *Nova Scotia Building Code Act* Council is required to appoint a building official or building officials to administer and enforce the Building Code Act in the municipality.

Pursuant to Section 19(1)(b) of the *Fire Safety Act* Council must appoint a Municipal Fire and Life Safety Inspector to perform inspections as laid out in the Fire Safety Regulations.

### 3) STAFF RECOMMENDATION

Staff recommends that Council appoint Mark Jamieson as the Town's Building Official / Fire and Life Safety Inspector.

### 4) REFERENCES AND ATTACHMENTS

N/A

### 5) DISCUSSION

In order to provide a continuous level of service to the residents it is necessary for the Town to appoint an inspector. Mr. Jamieson is a fully qualified level 2 Building Official with many years of experience in both HRM and East Hants.

### 6) FINANCIAL IMPLICATIONS

The Building Inspector position is a permanent budgeted position of the Town of Wolfville.

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

N/A

### 8) COMMUNICATION REQUIREMENTS

Staff will be advised of the appointment and changes to contact information will be made where necessary.

### 9) ALTERNATIVES

N/A

**REQUEST FOR DECISION 041-2018**

Appointment of Assistant Development Officer

Date: June 5<sup>th</sup>, 2018

Department: Community Development



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## SUMMARY

### **Appointment of Assistant Development Officer**

For Council to consider the Staff recommendation regarding the appointment of James Collicutt as an Assistant Development Officer for the Town.

### **DRAFT MOTION:**

That Council approve the appointment of James Collicutt as Assistant Development Officer for the Town of Wolfville.



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## **1) COMMENT / RECOMMENDATION – CAO**

The CAO supports the recommendations of Staff.

## **2) RECOMMENDATION**

Staff recommends that Council appoint James Collicutt as Assistant Development Officer for the Town of Wolfville.

## **3) DRAFT MOTION**

That Council appoint James Collicutt as an Assistant Development Officer for the Town of Wolfville.

## **4) PURPOSE OF REPORT**

To appoint an Assistant Development Officer for the Town of Wolfville.

## **5) DISCUSSION**

Pursuant to Section 243(1) of the MGA, Council must appoint a Development Officer to administer the Land Use By-Law and Subdivision By-law. Currently the Town has one full-time Development Officer (Marcia Elliott) and one alternate Development Officer (Devin Lake).

As part of Mr. Collicutt's professional development, he has joined the *Municipal Development Officer's Association of Nova Scotia* and is already performing many of the duties of an Assistant Development Officer. This appointment will bring his title into alignment with the day-to-day responsibilities of his position and allow him to more effectively work towards eventual certification as a Development Officer.

## **6) BUDGET CONSIDERATIONS**

There are no budget considerations.

## **7) COMMUNICATIONS REQUIREMENTS**

Staff will be advised of the appointment and changes to contact information will be made where necessary.

## **8) REFERENCES TO COUNCIL STRATEGIC PLAN**

5. Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team.

## **9) SUMMARY**

It is recommended that James Collicutt be appointed as an Assistant Development Officer for the Town.

## REQUEST FOR DECISION 039-2018

Title: Eco-Kings Committee

Date: 2018-06-05

Department: Office of the CAO

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## SUMMARY

### Eco-Kings Committee

Over the past few months, there has been a movement to try and get the Eco-Kings Committee re-organized. Despite an initial meeting of committee members in February 2018, there are currently no projects identified and the Chair has recently decided to step down from the committee to focus on other interests. Due to the focus and efforts the Town of Wolfville is now putting into Wolfville's Environmental Sustainability Committee, the Town's representative on Eco-Kings has requested that the Town consider withdrawing from the organization. The Town would still be interested in considering participating on regional sustainability projects if they fit within our Operational Plan.

### DRAFT MOTION:

That Council withdraw the Town of Wolfville's participation on the Eco-Kings Committee.

## REQUEST FOR DECISION 039-2018

Title: Eco-Kings Committee

Date: 2018-06-05

Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendation of Wolfville's representative on the Eco-Kings Committee to withdraw our membership in the Committee.

### 2) LEGISLATIVE AUTHORITY

Participation on the Eco-Kings Committee is discretionary and therefore Council is able to withdraw from the Committee at any time.

### 3) STAFF RECOMMENDATION

Staff supports the recommendation of Wolfville's representative on the Eco-Kings Committee to withdraw our membership in the Committee.

### 4) REFERENCES AND ATTACHMENTS

- a) RFA 002-2018 – Eco-Kings

### 5) DISCUSSION

Over the past few months, there has been a movement to try and get the Eco-Kings Committee re-organized. Despite an initial meeting of committee members in February 2018, there are currently no projects identified and the Chair has recently decided to step down from the committee to focus on other interests.

Due to the focus and efforts the Town of Wolfville is now putting into Wolfville's Environmental Sustainability Committee, the Town's representative on Eco-Kings has requested that the Town consider withdrawing from the organization. The Town would still be interested in considering participating on regional sustainability projects if they fit within our Operational Plan and are regional in scope.

The County of Kings is also considering its withdrawal from the committee and is expected to decide in June.

### 6) FINANCIAL IMPLICATIONS

The Town of Wolfville currently manages the finances for Eco-Kings, which currently has approximately \$1,100 in their account. Should Wolfville withdraw from Eco-Kings, it is recommended that the Eco-Kings funds be returned to the parties on a formula that is acceptable to all members.

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

## REQUEST FOR DECISION 039-2018

Title: Eco-Kings Committee

Date: 2018-06-05

Department: Office of the CAO

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Participation on initiatives related to environmental sustainability relates to the Council goal of improving quality of life for all. This, however, can be achieved directly for Wolfville residents through work with the Environmental Sustainability Committee.

### Council Strategic Principles:

1. **Affordability** - N/A
2. **Transparency** - N/A
3. **Community Capacity Building** – N/A
4. **Discipline to Stay the Course** - N/A
5. **United Front** – N/A
6. **Environmental Sustainability** – As this is a core principle of Council, work should continue directly with the Environmental Sustainability Committee. Additional municipal partners, among others, can be engaged in projects that may have a regional scope or interest.

## 8) COMMUNICATION REQUIREMENTS

All members of Eco-Kings would be notified of Council's decision.

## 9) ALTERNATIVES

Council has the option to remain a member of the Eco-Kings Committee.



## INFORMATION REPORT

Title: Street Banner Installation Fee  
Date: 2018-06-05  
Department: Public Works

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## SUMMARY

### Street Banner Installation Fee

Committee of the Whole made a motion at the February 7<sup>th</sup>, 2017 meeting to forward a motion to Council to waive banner fees for the Rotary Club of Wolfville. On February 21, 2017 Town Council carried the following motion:

**27-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL WAIVE THE BANNER FEES FOR THE ROTARY CLUB OF WOLFVILLE.**

On May 15, 2018, the Town received a request from Harrison Czapalay to waive the fee he was invoiced for raising the “Light It Up Blue – Autism Awareness” banner in March and continue to waive the fee in the future.

This report is intended to provide Council with information about the process and costs associated with raising street banners. The decision to waive banner fees is a decision of Council. Staff will provide information and considerations only.

## INFORMATION REPORT

Title: Street Banner Installation Fee  
Date: 2018-06-05  
Department: Public Works

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### 1) CAO COMMENTS

This information has been provided to assist Council in the decision to waive fees for the installation of street banners.

### 2) REFERENCES AND ATTACHMENTS

- Banner Request Application
- Municipal Fees Policy 140-015

### 3) DISCUSSION

The Town of Wolfville provides non-profit organizations, hosting special events, the opportunity to install street banners at one of two locations on Main Street. The two locations are 550 Main Street (Acadia Athletic Complex) and 512 Main Street (Alumni Hall).

The Public Works staff typically install on average, 15 banners annually. In addition to installing and removing the street banners approximately 10 of these banners are stored at the Public Works facility. The practice of storing banners at our facility is being phased out to free up much needed storage space and eliminate liability for damaged or lost property that is not owned by the Town of Wolfville.

In addition to the street banners non-profit organizations can apply to have Town Entrance sign inserts install and currently there is no charge for this service.

Organizations complete a street banner application form and pay a fee of \$200 plus HST in advance. Prior to 2017, two events received an exemption from paying fees; the Acadia Dump & Run and the Rotary Duck Race. These exemptions have been in place for years. Last February, Council made a motion to waive banner fees for the Rotary Club of Wolfville, which extended the exemption to include the Annapolis Valley Music Festival because the Rotary Club of Wolfville paid for the banner.

On May 15, 2018, the Town received a request from Harrison Czapalay to waive the fee he was invoiced for raising the "Light It Up Blue – Autism Awareness" banner in March and continue to waive the fee in the future. Mr. Czapalay mentioned that the Rotary Club of Wolfville and the Mud Creek Rotary Club co-sponsored the banner and for the first two years of the event the fee was waived.

Based on the motion from February 21, 2017 the fee could be waived since the Rotary Club of Wolfville co-sponsored the banner. If Council chooses to use this reasoning to approve waiving the fee, two things should be considered:

1. When the banner is replaced, and it is not the Rotary Club of Wolfville who pays for it, will the Town continue to waive the fee?
2. Based on the decision, will the Town will waive the fee for the any organization that the Rotary Club of Wolfville paid for their banner?

## INFORMATION REPORT

Title: Street Banner Installation Fee  
Date: 2018-06-05  
Department: Public Works

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If Council decides to waive the fee for the Light It Up Blue banner, they should consider waiving the banner fee for all organizations/events. Otherwise we are creating an unfair playing field and putting pressure on the Rotary Club of Wolfville to receive requests for numerous organization to pay for their banner.

If Council decides to waive the banner fee based on the motion to waive all banner fees for the Rotary Club of Wolfville – a definition of what this means should be decided.

Staff recommends that any multi-year decision to waive a fee should be noted in our Municipal Fees Policy as a footnote to retain corporate knowledge.

Traffic control is required for the installation and removal of the street banners and this along with the installation and removal requires four staff and takes approximately one hour for the installation and one hour for the removal.

### Options Moving Forward

1. Council may approve to waive the Light It Up Blue banner fee indefinitely.
2. Council may decide that the Light It Up Blue banner falls under the motion made in February 2017 and define what this means.
3. Council may decide to waive all banner fees.
4. Council may decide to deny waiving the banner fee for Light It Up Blue

## 4) FINANCIAL IMPLICATIONS

As indicated the fee for the installation of a street banner is \$200 plus HST. The estimated time to install and remove a banner is eight person hours per banner which represents a cost of approximately \$215 excluding equipment costs which are minimal.

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

1. **Affordability** – The cost to the Town is minimal and included in the Town’s current operations.
2. **Transparency** – The decision to waive the banner fee will be made at a regular meeting of Council.
3. **Community Capacity Building** – N/A
4. **Discipline to Stay the Course** – N/A
5. **United Front** – N/A
6. **Environmental Sustainability** – N/A

## 6) COMMUNICATION REQUIREMENTS

Any changes to the Banner Protocol will be communicated to the public through social media and to affected organizations directly.

Harrison Czapalay  
17 Main Street  
Wolfville NS B4P 1B8  
902-542-3421

May 15, 2018

RE: Wolfville Lights It Up Blue for Autism Awareness Street Banner

Dear Mayor Cantwell and Members of Wolfville Town Council

In 2016 I started Wolfville Lights It Up Blue for Autism Awareness for World Autism Awareness Day on April 2<sup>nd</sup>. All over the world buildings are lit blue and I wanted to see Wolfville lit blue. It started with asking Mayor Cantwell and Acadia University President Ray Ivany for their support and with that I went door-to-door along Main Street and beyond asking all the people in the homes and businesses to Wear Blue, Shine a Blue Light, come to my BBQ Fundraiser at Clock Park and buy Raffle Tickets in support of two local charities, the Acadia S.M.I.L.E. program at Acadia and The Annapolis Valley Chapter of Autism NS in Kingston. To help spread the word I got the two Rotary Clubs in Wolfville to co-sponsor the purchase of an expensive street banner and in the second year the Wolfville Lions Club sponsored the signs at the east and west ends of town. I am hugely grateful to these community service groups for their support.

The initiative is not all about raising money; it's about awareness and acceptance of those people living with autism. It is my mission to be an Autism Advocate and be a voice for those who can't. Many people generously donate money to the cause and approximately 50% of the food cost of the BBQ is donated. Expenses are kept to a minimum because I want to give as much of the money as possible back to these groups.

It is my hope that the Town of Wolfville will continue to support this initiative every year by not charging me a fee to raise the street banner. Before it was purchased Mr. Cliff Stanley of the Rotary Club had conversations with Mayor Cantwell in regard to the \$200 fee asking if they buy the banner will the town put it up. This was agreed and the first two years went great but on May 4, 2018 I was surprised to receive a bill of \$200 for this year. I am here tonight to make a request that Wolfville Town Council please consider the following request:

In support of Wolfville Lights It Up Blue for World Autism Awareness the Town of Wolfville will raise the street banner each year with no fees for this community initiative. Any other participation is greatly appreciated!

Thank you for your consideration,



Harrison Czapalay, Autism Advocate

**TOWN OF WOLFVILLE**

**MAY 17 2018**

**FILED TO LASER FICHE**

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## 1) Improving Quality of Life for All

- Staff have been working to better unpack our parking situation to facilitate a discussion and receive direction from Council (June COW);
- Staff have begun working with the Art in Public Spaces Committee to better utilize the committee / better enable additional Public Art opportunities;
- Apple Blossom Weekend in Wolfville was fairly quiet, with an enhanced police presence. Staff are following up on several noise/disturbance complaints that were received;
- The piano was re-installed at the gazebo;
- Bikes in Libraries is a pilot project in partnership with municipalities of Annapolis County, Berwick and Wolfville and the AVRIL to bring 2 bikes to each library. These bikes can be borrowed on a library card;
- Marking Day Camp will be held on June 28 at the Rec Centre. This is a low-cost option during school marking day in Wolfville;
- The Expressive Art Program is a Wolfville 125 free introductory "process art" program for 6 weeks at the Rec Centre that began in May. There will be a showcase of the pieces produced in early June. This was a very popular program that will likely run again and could turn into a regular paid program;
- Tennis courts resurfacing should be starting in the next 2 weeks. This will be done over the course of one week and the Wolfville tennis club will hold a grand re opening once finished;
- The AT summit held in Halifax by the FNSM had a breakout workshop in the Valley, organized by Kentville, Wolfville and Kings County. This session introduced participants to the Harvest Moon Trail, AT and tourism development opportunities with the trail, and the partnership and cooperation municipalities and trail groups deployed to build the trail;
- Free Fridays Rec days at Wolfville Rec Centre, which are designed to supplement the Acadia Camps (that not everyone can afford to access), will be offered again this summer;
- The next Canada 125 Event is the town photo on July 1 at 3:00 Waterfront Park.

## 2) Maximizing Our Infrastructure Investments

- Tenders for Gaspereau Ave and Kent Ave Street improvements should both be out within the next two weeks with work expected to start in July;
- We are finalizing streets to be milled and paved and this work is expected to start within the next two – three weeks;
- The section of Rail Trail between the skateboard park and Harbourside Dr has been realigned as part of the Harvest Moon Trail construction;
- Negotiations for the Post Office lease are coming to a conclusion and the lease should be finalized shortly



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### 3) Leveraging our Economic Opportunities

- Staff continue to provide monthly updates on the MPS review. Draft 2 of the document will be given to PAC and Council at PAC in July. It will give the summer to review before workshops in late September;
- Staff are working on DAs for a multi-unit Development in Woodman's Grove, 292 Main Street, a Single Unit Dwelling on Main Street (East), and a multi-unit on Highland;
- Staff are meeting with the WBDC President and Wolfville Councillor representative to discuss current changes with respect to downtown businesses and commercial space options;
- Shops, restaurants and accommodations maps were updated for 2018 and will be printed and distributed in June;
- Tourism staff visited all accommodation businesses within the Town;
- The Town will participate in the Regional Booth at FCM to promote the Valley Area. This project was completed in conjunction with the REN, AVCC, Municipality of Kings, Kentville, Windsor, West Hants, Berwick, Middleton, and Annapolis Royal.

### 4) Operational Updates

- The first round of Union Negotiations took place May 2<sup>nd</sup> with the second round scheduled for June 18<sup>th</sup> & 19<sup>th</sup>
- Carl Snyder began May 7<sup>th</sup> as the new custodian;
- Jessica Carrie began as a full time Parks seasonal employee May 22<sup>nd</sup> replacing Gary Langille;
- Line marking of the centre lines and bike lanes is complete. The handwork including crosswalks and parking lots is ongoing;
- VCFN Audit has not started. Chair Don Clarke and Wolfville Finance Director still need to meet to discuss outstanding issues. The Town's Accountant is awaiting additional information before books can be closed for the 2017/18 year;
- Preparations for the Town's audit continue. Field work is still planned for the week starting June 4<sup>th</sup>;
- The Audit Committee met with auditors on May 25<sup>th</sup> to review the audit plan and upcoming field work. The Committee also reviewed the annual update on Accounts Receivable arrears. No accounts were presented at this time for write-off. The tax sale process started in fall 2017 and has now reduced the number of properties from 9 down to 3, which may still go to tax sale (date of sale yet to be determined);
- FOIPOP has 5 active files, and an additional file which has been appealed to the provincial review officer. All involve requests for documents related to developments/possible developments;
- New electronic Purchase Order workflow, developed by Town's Accounts Payable Clerk, went live May 14<sup>th</sup>. This should provide efficiency/flexibility for managers to approve PO's in a timely fashion, as well as provide enhanced internal controls/documentation for purchases;
- Wolfville has been asked to do a presentation at the AMA Spring Conference on Audit Committees and the use of citizen committee members;

## CAO REPORT

June 5, 2018

Department: Office of the CAO



- 
- Two members of staff attended The Working Minds training for Mental Health in the Workplace, Managers Training. Staff is going to try to organize a half day training/awareness session for all staff;
  - Three members of staff attended a one day workshop “Introduction to Local Government”;
  - Jean-Luc has started working out of the Community Development office one day a week to provide additional support and free up James for other work;
  - Building Official/Fire and Life Safety Inspector is starting with the Town May 28th, Glen is staying on for a week to aid in the transition.
  - Different staff have pursued professional development by attending training and conferences over the past month (Rick Hansen Accessibility training, Development Officer's Association conference, AT Summit, and the Congress for the New Urbanism);
  - Staff took issues to the Sustainability Committee (Plastic Bags, Mobility Section of the MPS, West End Development Sustainability considerations);

## COMMITTEE UPDATE

Title: Kings Transit Authority  
Date: June 5, 2018  
Department: Council

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### UPDATE

The Kings Transit Authority board met on May 23, 2018.

The board welcomed General Manager Glen Bannon to the board table. He has been with KTA since May 4th.

There are two significant ridership improvement initiatives that are ready to go:

The Summer Student pass program is being offered again this year. \$30 buys unlimited Kings Transit travel for students ages 12-18 for the months of July and August. A submission for school newsletters has been sent to all schools with grades 6 and up between Hantsport and Weymouth. The Town of Kentville has also offered to create an infographic and cartoon to further support this through municipal and school social media.

DoubleMap is up and running. Anyone can download the app from [DoubleMap.com](http://DoubleMap.com) to see, in real-time, the location of the buses. Again, the board will take advantage of the Town of Kentville's design capabilities to promote DoubleMap through social media.

The GM is working with the Municipality of Kings to determine the way forward for the 2018-19 budget.

Diesel prices continue to be a concern. The GM has been approved to renegotiate the fuel contract as he is aware that Halifax Transit's fuel contract price is significantly lower.

The GM and KTA's head mechanic visited the Bus Maintenance Manager of Halifax Transit and it looks promising to be able purchase surplus parts from Halifax Transit at a significant discount.

Respectfully submitted,

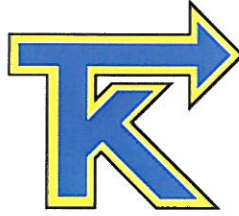
Mercedes Brian





**KINGS TRANSIT AUTHORITY**  
**Board Meeting Agenda**  
**May 23<sup>rd</sup>, 2018, 4:00pm**  
Location: New Minas Office Board Room

1. Welcome and Roll Call
2. Approval of Agenda
3. Approval of April 25<sup>th</sup>, 2018 Regular Board Meeting Minutes
4. Board Chair Update
5. General Manager's Report
6. Ridership Report
7. Financial Report
8. Old Business
  - i. Summer Youth Pass, Roll-Out and Promotion
  - ii. Double Map, Roll-Out and Promotion
9. New Business
  - i. Common Call Centre
  - ii. Disposition of Cutaway Buses
  - iii. Infrastructure Grants – Ideas for Funding Initiatives
10. Correspondence
11. Next Meeting: June 27<sup>th</sup>, 2018, 4:00pm, New Minas Office Board Room



**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING - MINUTES**

**April 25, 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:  
Board Members  
Councillor Raven, Municipality of the County of Kings; Board Chair  
Councillor Brian, Town of Wolfville; Vice Chair  
Councillor Spicer, Municipality of the County of Kings  
Councillor Hodges, Municipality of the County of Kings (Arrived 4:18pm)  
Councillor Walsh, Town of Berwick  
Service Partners  
Councillor LeBlanc, County of Annapolis  
Deputy Warden Linda Gregory, Municipality of the District of Digby  
KTA Staff  
Ken Redden, Interim General Manager  
Kate Dixon, Accounting Coordinator  
Kaileigh Smith, Office Coordinator
  
2. Approval of Agenda  
Motion: To Approve the Agenda of April 25, 2018 with the amendments below.  
Councillor Walsh/Councillor Spicer (Moved/Seconded)  
**MOTION CARRIED**  
List of Amendments: Additions Under New Business
  - 11 a) Update from Towns of Wolfville and Berwick
  - 11 b) Student Summer Bus Pass
  - 11 c) Valley REN Passenger Data Collection
  - 11 d) Emergency Management Link on Website
  
3. Approval of March 28, 2018 Regular Board Meeting Minutes  
Motion: To Accept the March 28, 2018 Regular Board Meeting Minutes  
Councillor Spicer/Councillor Brian (Moved/Seconded)  
**MOTION CARRIED**

4. Board Chair Update
- Grant Thorton Audit Update  
Auditors from Grant Thorton will be on site at the Kings Transit Office beginning on June 18<sup>th</sup>, 2018.
- Board Chair Resignation  
Motion: To Accept Councillor Raven's Resignation as Chair of the Kings Transit Authority Board.  
Councillor Hodges/Councillor Walsh (Moved/Seconded)  
**MOTION CARRIED**
- Motion: To appoint Councillor Brian as Chair of the Kings Transit Authority Board  
Councillor Hodges/Councillor Walsh (Moved/Seconded)  
**MOTION CARRIED**
- Motion: To Nominate Councillor Raven as Vice Chair of the Kings Transit Authority Board.  
Councillor Hodges/Councillor Walsh (Moved/Seconded)  
**MOTION CARRIED**
5. Valley REN Report
- A discussion took place in regard to the report circulated outlining the preliminary steps toward a Strategic Plan for Kings Transit Authority. One suggestion was to have a Kings Transit Rider participate in data collection for planning purposes, a discussion and motion for this was made under item 11 c) Valley REN Passenger Data Collection.  
Motion: To Accept the Valley REN Report  
Councillor Hodges/Councillor Walsh (Moved/Seconded)  
**MOTION CARRIED**
6. Strategic Planning Update
- Motion: To Accept the Strategic Planning Update  
Councillor Hodges/Councillor Spicer  
**MOTION CARRIED**
7. General Managers Report
- Motion: To Accept the General Manager's Report  
Councillor Raven/Councillor Hodges (Moved/Seconded)  
**MOTION CARRIED**
- Deputy Warden Gregory left the meeting at 5:37pm
8. Monthly Ridership Report
- Motion: To Accept the Monthly Ridership Report  
Councillor Hodges/Councillor Raven (Moved/Seconded)  
**MOTION CARRIED**

9. Monthly Financial Report      Motion: To Accept the Monthly Financial Report  
Councillor Raven/Councillor Hodges (Moved/Seconded)  
**MOTION CARRIED**
10. Old Business      No Old Business to Discuss
11. New Business      Councillor Hodges left meeting at 6:05pm
- A) Update from Towns of Wolfville and Berwick  
A discussion took place in regard to the stance of the towns of Wolfville and Berwick on interim supplementary funding awaiting Budget Approval. Both Councillor Brian of the Town of Wolfville and Councillor Walsh of the Town of Berwick reported that favorable motions were put forth in regard to the matter.
- B) Student Summer Bus Pass  
Motion: That Kings Transit construct a High School Student (age 12-18) Bus Pass for July and August 2018, and that the appropriate form be submitted to the UARB.  
Councillor Raven/Councillor Walsh (Moved/Seconded)  
**MOTION CARRIED**
- C) Valley REN Passenger Data Collection  
Motion: That Kings Transit work with a current rider to conduct interviews on the buses with other riders to collect data for Strategic Planning. Work totaling 40-48hours in exchange for a yearly bus pass.  
Councillor Spicer/Councillor Walsh  
**MOTION CARRIED**
- D) Emergency Management Link on Website  
Motion: To add a link on the kbus website to the “Kings County Regional Emergency Guide” prepared by the Regional Emergency Management Planning Committee.  
Councillor Walsh/Councillor Spicer  
**MOTION CARRIED**
- E) Correspondence      Correspondence Regarding Bike Racks:  
An email was received and presented to the Board requesting the Bike Racks be placed on the buses beginning April 1<sup>st</sup> and remain in place until November 30<sup>th</sup>. Discussion resolved that placing the bike racks on the buses beginning April 1<sup>st</sup> was attainable, however leaving them on until the November 30<sup>th</sup> was not an option, due to the obstruction of the headlights on our buses. The final

decision was to leave the placement date of the bike racks to the General Manager's discretion.

SOAR

A request was received from Survivors of Abuse Recovery (SOAR) for a donation for an upcoming fundraiser. The Board discussed this resulting in the decision to approve the donation of an item. The discretion of which items are to be donated will be left to the General Manager.

F) In Camera

Meeting Moved In Camera at 6:30pm

G) Adjournment

Meeting came Out of Camera and Adjourned at 7:20pm

H) Next Meeting

The next meeting will be held on May 23, 2018 at 4:00pm in the Board Room, KTA Office, New Minas

Approved at the KTA Board meeting of 05/23/2018

Recorded by Kaileigh Smith

Signatures of Approval

\_\_\_\_\_ General Manager

\_\_\_\_\_ Board Chair

# General Manager's Report

For the Month of April 2018,  
As Presented at the May 23, 2018 Board Meeting

## **Report Index**

### **Section A**

Occupational Health & Safety

### **Section B**

Garage and

Fuel Prices

### **Section C**

Ridership & Revenue

### **Section D**

Ridership initiatives

### **Section E**

Federal Transit Funds

### **Section F**

Staffing

### **Section G**

Monthly Activities

### **Section H**

Planned Activities

## Section A - Occupational Health & Safety

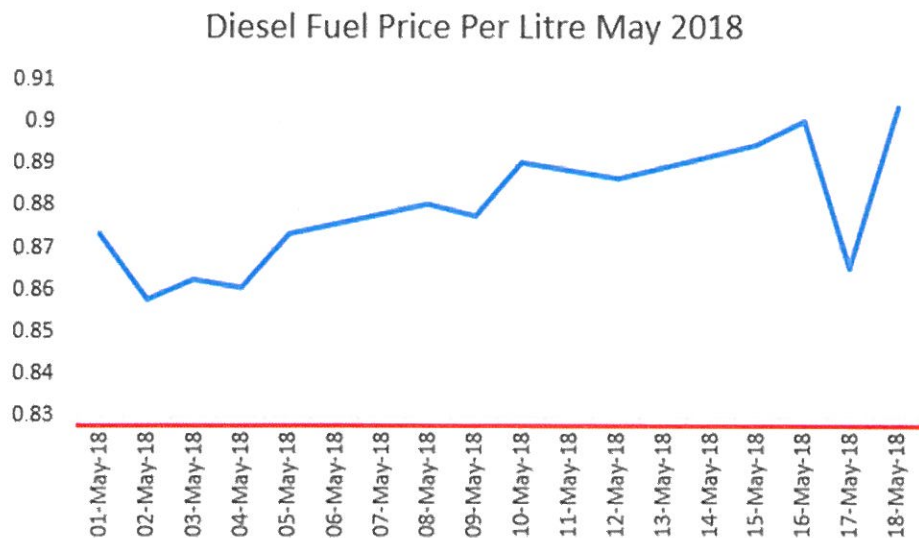
The Safety Committee met on Wednesday April 11<sup>th</sup>; there were no major safety concerns reported. April workplace inspections deemed each work location to be in a good state of repair. The May meeting was cancelled as there were insufficient participants available, but the Chair reports that no concerns have been identified. Workplace inspections were underway at the time of writing; details will be discussed at the Board Meeting. A toolbox talk is scheduled for the week of May 21<sup>st</sup>.

The OH&S committee continues to seek a committee member to represent the workers from the western end of service area.

## Section B – Garage and Fuel Prices

Twenty work orders were issued for bus repairs, with parts costing \$18,509 and \$10,512 charged against labour.

The rising price of diesel fuel is concerning. Prices to date published by our provider (Suncor) are shown in the graph below; we are budgeted for \$0.83 per litre, as depicted by the red horizontal line. The impact on budget will have to be monitored.



## Section C – Ridership & Revenue

The attached Ridership Report indicates an overall **increase** of 4% from the previous month in 2017. The Hants Border route was the exception showing a ridership **decrease** of 7.20%.

The Revenue Report indicates an overall **decrease** of 17.42% from the previous month in 2017.

## **Section D – Ridership initiatives**

Equipment installation for the Double Map System is 100% complete. Staff continue to use and become familiar with the administrative application; it is proving to be a useful tool for customer service and network monitoring purposes. A staff meeting is planned for May 27<sup>th</sup>; operator training will be conducted during that session. Once training is complete and the system is set to work on all buses, we will conduct testing and work out any issues before communicating to the public that the system is ready for use.

## **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** – status as discussed in Section D.
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** – Project complete.
6. **Accessible Bus Stop** – claim package submitted, awaiting response.

## **Section F - Staffing**

There are currently no open positions.

Staff training for the two new buses purchased in 2017 continues.

There are four full time staff off work on potential Long Term Disability claims and one additional full time staff member on a Workers Accident Claim from a previous employer.

Managing the operator schedule continues to be a challenge and will be further complicated by the summer vacation period. The addition of spare Operators will help alleviate this situation; a new spare, Josh DeWolfe, was hired on May 14<sup>th</sup> and another is being assessed for suitability.

## **Section G - Monthly Activities**

There was only one service disruption to report – Bus 58 broke down on April 17<sup>th</sup> resulting in a two hour interruption of service. Generally favourable weather conditions contributed to service reliability.

Work continued on the new Kings Transit website.

GM completed a three day handover with the interim GM.



GM contacted HRM, the Province and Crown Assets to determine if a functioning, surplus pickup truck is available as an interim replacement for our utility pickup; no success, but an asset may be available in the coming months.

GM and Toby Walker visited the Manager of Bus Maintenance at Halifax Transit to determine if there is scope for any type of partnership and request surplus parts for common bus models. The outlook is very promising, and the potential support should have a positive impact on technical readiness and the budget for Repair and Maintenance.

GM met with Karen Corey (KRock) to renew the contra-agreement which features the exchange of two half wraps for \$5000 in radio air time. Usage of this air time should be carefully planned and timed to support any new ridership initiatives.

GM met with Karen Kluska (MOK) to discuss the proposed 2018/19 operating budget and determine the way forward for approval.

#### **Section H – Planned Activities**

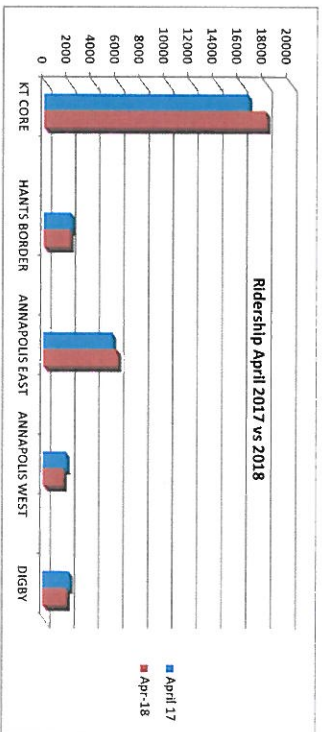
- Progress the Year End
- Finalize Capital and Operating Budgets
- Investigate and leverage funding initiatives
  - Infrastructure Canada
  - PTAP
  - Share of Gas Tax
- Create framework and approach for Ridership Improvement Strategy



# KINGS TRANSIT AUTHORITY RIDERSHIP REPORT April 2018

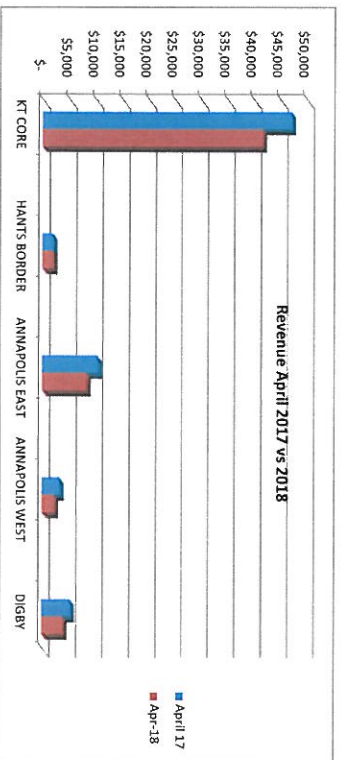


AREA OF SERVICE	April 17		Apr-18		Percentage Previous vs. current year	Year to date 2017	Year to date 2018	Year to date budget 2018	Increase/Decrease	% Increase/Decrease
	Previous vs. current year	current year	current year	current year						
KT CORE	16668	18129	1461	8,006%		16668	18129	17583	546	3.1%
HANTIS BORDER	2277	2124	-153	-7.20%		2277	2124	2500	-376	-15.0%
ANNAPOLIS EAST	5653	6061	408	6.73%		5653	6061	5750	311	5.4%
ANNAPOLIS WEST	1895	1622	-273	-16.83%		1895	1622	2250	-628	-27.9%
DIGBY	2150	1901	-249	-13.10%		2150	1901	2583	-682	-26.4%
<b>TOTAL</b>	<b>28,643</b>	<b>29,837</b>	<b>1,194</b>	<b>4.00%</b>		<b>28,643</b>	<b>29,837</b>	<b>30,686</b>	<b>829</b>	<b>2.70%</b>



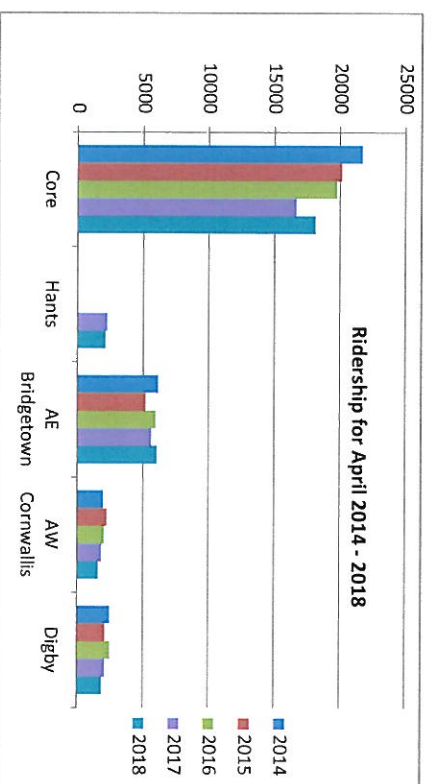
## REVENUE REPORT April 2018

AREA OF SERVICE	April 17		Apr-18		Percentage Previous vs. previous year	Year to date 2017	Year to date 2018	Year to date Budget 2018	Increase/Decrease	% Increase/Decrease
	Previous vs. previous year	current year	current year	current year						
KT CORE	\$ 47,172	\$ 41,705	-\$5,467	-13.11%		\$ 47,172	\$ 41,705	\$ 43,607	-\$1,902	-4.36%
HANTIS BORDER	\$ 2,031	\$ 1,999	-\$32	-1.60%		\$ 2,031	\$ 1,999	\$ 2,225	-\$226	-10.16%
ANNAPOLIS EAST	\$ 10,441	\$ 8,313	-\$2,128	-25.60%		\$ 10,441	\$ 8,313	\$ 10,333	-\$2,020	-19.55%
ANNAPOLIS WEST	\$ 3,338	\$ 2,257	-\$1,081	-47.90%		\$ 3,338	\$ 2,257	\$ 2,793	-\$536	-19.19%
DIGBY	\$ 5,330	\$ 3,902	-\$1,428	-36.60%		\$ 5,330	\$ 3,902	\$ 5,583	-\$1,681	-30.11%
<b>TOTALS</b>	<b>\$ 68,312</b>	<b>\$ 58,176</b>	<b>-\$10,136</b>	<b>-17.42%</b>		<b>\$ 68,312</b>	<b>\$ 58,176</b>	<b>\$ 64,541</b>	<b>-\$6,365</b>	<b>-9.86%</b>



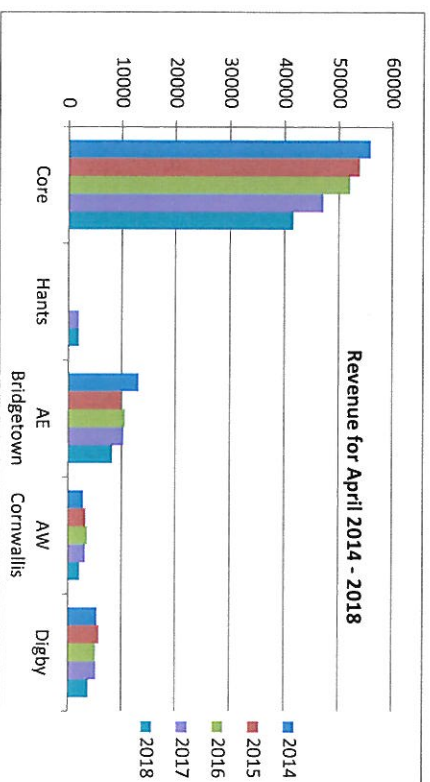
### 5 year ridership analysis for April

	Core	Hants	AE Bridgetown	AW Cornwallis	Digby
2014	21714		6164	2015	2482
2015	20168		5191	2285	2145
2016	19786		5949	2089	2527
2017	16668	2277	5643	1895	2150
2018	18129	2124	6061	1622	1901



### 5 year revenue analysis for April

	Core	Hants	AE Bridgetown	AW Cornwallis	Digby
2014	55971		13178	2959	5498
2015	53861		9930	3377	5874
2016	52175		10662	3733	5266
2017	47172	2031	10441	3338	5330
2018	41705	1999	8313	2257	3902



## Kings Transit Authority

### Monthly Finance Report as of April 30 2018

Revenues	Actual April 2018	Actual (YTD)	Budget	Variance \$	Annual Budget
<b>Revenue from own sources</b>					
Fares	43,704	43,704		(43,703.85)	
Advertising	5,000	5,000		(5,000.00)	
Maritime Bus	600	600		(600.00)	
Interest				0.00	
Miscellaneous	42	42		(42.31)	
<b>Total Rev from own Sources</b>	<b>49,346</b>	<b>49,346</b>	<b>0</b>	<b>(49,346.16)</b>	
<b>Sale of Service</b>					
Management Fees	8,079	8,079		(8,079.00)	
Bus Rentals	0	0		0.00	
Mechanic Revenue	7,778	7,778		(7,777.97)	
<b>Total Sale of Services</b>	<b>15,857</b>	<b>15,857</b>	<b>0</b>	<b>(15,856.97)</b>	
<b>Conditional transfer</b>					
Funding -					
County of Kings	110,666	110,666		(110,666.00)	
Town of Berwick	9,222	9,222		(9,222.25)	
Town of Kentville	36,889	36,889		(36,888.75)	
Town of Wolfville	27,667	27,667		(27,666.50)	
Funding - Capital					
County of Kings	12,000	12,000		(12,000.00)	
Town of Berwick	1,000	1,000		(1,000.00)	
Town of Kentville	4,000	4,000		(4,000.00)	
Town of Wolfville	3,000	3,000		(3,000.00)	
<b>Total Conditional Transfers</b>	<b>204,444</b>	<b>204,444</b>	<b>0</b>	<b>0</b>	
<b>Other Revenues</b>					
Transfer from capital reserve				-	
<b>Total Other Revenues</b>					
<b>Total Revenues</b>	<b>269,647</b>	<b>269,647</b>	<b>0</b>		<b>0</b>

<b>Expenses</b>	<b>Actual April 2018</b>	<b>Actual (YTD)</b>	<b>Budget</b>	<b>Variance \$</b>	<b>Annual Budget</b>
<b>Administration</b>					
Wages	7,505	7,505		(7,505)	
Benefits	747	747		(747)	
Travel				0	
Training & Development				0	
Meetings	66	66		(66)	
CUTA fee				0	
Communications/telephone	368	368		(368)	
Office Supplies	569	569		(569)	
Printing				0	
Bank Charges	181	181		(181)	
Audit				0	
Legal				0	
General Liability Insurance	304	3,642		(304)	
Professional Services/Annual fees	1,939	1,939		(1,939)	
IT Services	209	209		(209)	
Miscellaneous ( Answering Services)				0	
Advertising	207	207		(207)	
<b>Total Administration</b>	<b>12,095</b>	<b>15,433</b>	<b>0</b>	<b>(12,095)</b>	<b>0</b>
<b>Facility</b>					
Repairs & Maintenance	1,424	1,424		(1,424)	
Cleaning	1,855	1,855		(1,855)	
Power				0	
Heat	676	676		(676)	
Insurance	356	4,275		(356)	
Snow Clearing				0	
<b>Total Facility</b>	<b>4,311</b>	<b>8,229</b>	<b>0</b>	<b>(4,311)</b>	<b>0</b>
<b>Operations</b>					
<b>Wages</b>					
Drivers	43,497	43,497		(43,497)	
<b>Benefits</b>					
Drivers	11,857	11,857		(11,857)	
Development & Training	165	165		(165)	
<b>Repairs &amp; Maintenance</b>					
Buses	3,347	3,347		(3,347)	
Freight/Shipping	487	487		(487)	
Service Vehicle				0	
<b>Insurance</b>					
Core	3,066	36,787		(3,066)	
Licenses/Permits				0	
Fuel	16,747	16,747		(16,747)	
Fuel - Service Truck	198	198		(198)	
Cleaning	3,624	3,624		(3,624)	
Tools & Shop Supplies	900	900		(900)	
Advertising	1,298	1,298		(1,298)	
Bus Signage				0	
Driver Uniforms	16	16		(16)	
Commission on Sales	383	383		(383)	
Employee Awards				0	
Professional Services	2,059	2,059		(2,059)	
Radios "Push to Talk" app	675	675		(675)	
Fees & Registration				0	
Communication				0	
Miscellaneous				0	
<b>Total Operations</b>	<b>88,318</b>	<b>122,039</b>	<b>0</b>	<b>(88,318)</b>	<b>0</b>
<b>Fiscal Expenses</b>					
Transfer to capital reserve					
<b>Total Fiscal Expenses</b>					
				-	
<b>Total Expenses</b>	<b>104,723</b>	<b>145,701</b>	<b>0</b>	<b>(104,723)</b>	<b>0</b>
				-	
<b>Surplus/(Deficit)</b>	<b>164,924</b>	<b>123,945</b>	<b>0</b>	<b>104,723</b>	<b>0</b>
<b>As of April 30 2018 the 2018/19 Budget was not approved</b>					

**Monthly Finance Report**  
as at April 30 2018

**Annapolis East 56 & 57**

<b>Revenues</b>	<b>Actual</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
Fares	9,176	9,176		(9,176)	
Advertising				0	
Municipal Contributions	17,128	17,128		(17,128)	
<b>Total Revenues</b>	<b>26,304</b>	<b>26,304</b>	<b>0</b>	<b>(26,304)</b>	<b>0</b>

<b>Expenses</b>					
Wages	6,690	6,690		(6,690)	
Benefits	1,364	1,364		(1,364)	
Vehicle repairs & maintenance	4,631	4,631		(4,631)	
Fuel	4,817	4,817		(4,817)	
Insurance & permits	708	8,490		(708)	
Bus lease/rental	0	0		0	
Uniforms				0	
Communications & office supplies	138	138		(138)	
Miscellaneous professional fee	431	431		(431)	
Advertising				0	
Management fees	3,471	3,471		(3,471)	
Commission on ticket sales	43	43		(43)	
<b>Total Expenses</b>	<b>22,291</b>	<b>30,073</b>	<b>0</b>	<b>(22,291)</b>	<b>0</b>

<b>Surplus/Deficit</b>	<b>4,013</b>	<b>(3,769)</b>	<b>0</b>	<b>(4,013)</b>	<b>0</b>
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As of April 30, 2018 the 2018/19 budget was not approved

**Monthly Finance Report**  
as at April 30 2018

**Annapolis West 46 & 57**

<b>Revenues</b>	<b>Actual</b>	<b>Actual YTD</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
Fares	3,119	3,119		(3,119)	
Advertising				0	
Municipal Contributions	8,564	8,564		(8,564)	
<b>Total Revenues</b>	<b>11,683</b>	<b>11,683</b>	<b>0</b>	<b>(11,683)</b>	<b>0</b>

<b>Expenses</b>					
Wages	6,482	6,482	0	(6,482)	
Benefits	867	867	0	(867)	
Vehicle repairs & maintenance	5,175	5,175	0	(5,175)	
Fuel	4,817	4,817	0	(4,817)	
Insurance & permits	708	8,491	0	(708)	
Bus lease/rental	0	0	0	0	
Uniforms			0	0	
Communications & office supplies	138	138	0	(138)	
Miscellaneous(Professional fees	431	431	0	(431)	
Advertising			0	0	
Management fees	2,242	2,242	0	(2,242)	
Commission on ticket sales	10	10	0	(10)	
<b>Total Expenses</b>	<b>20,868</b>	<b>28,651</b>	<b>0</b>	<b>(20,868)</b>	<b>0</b>

<b>Surplus/Deficit</b>	<b>(9,185)</b>	<b>(16,968)</b>	<b>0</b>	<b>9,185</b>	<b>0</b>
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As of April 30, 2018 the 2018/19 budget was not approved

# Monthly Finance Report

as at April 30 2018

## Municipality of Digby Bus 50 & Bus 50 & 58

Revenues	Actual	Actual YTD	Budget	Variance \$	Annual Budget
Fares	3,902	3,902		3,902	
Advertising				0	
Municipal Contributions	15,900	15,900		15,900	
<b>Total Revenues</b>	<b>19,802</b>	<b>19,802</b>		<b>19,802</b>	
<b>Expenses</b>					
Wages	6,750	6,750		6,750	
Benefits	1895	1895		1,895	
Vehicle repairs & maintenance	15744	15744		15,744	
Fuel	2006	2006		2,006	
Insurance & permits	952	11427		952	
Bus lease/rental	500	500		500	
Uniforms				0	
Professional/consultation fees	881	881		881	
Communications & office supplies	225	225		225	
Miscellaneous				0	
Building & utilities				0	
Management fees	2366	2366		2,366	
Commission on ticket sales	17.22	17.22		17	
Advertising (sign Board ECT)				0	
<b>Total Expenses</b>	<b>31,337</b>	<b>41,811</b>		<b>31,337</b>	<b>0</b>
<b>Surplus/(Deficit)</b>	<b>-11535</b>	<b>-22010</b>		<b>-11535</b>	<b>0</b>

As of April 30 2018 the 2018/19 budget was not approved

## COMMITTEE UPDATE

Title: Kings Point to Point Board  
Date: June 5, 2018  
Department: Council

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### UPDATE

The Kings Point to Point Board met on May 22, 2018

KPPT had an exceptionally good April and May with increased ridership. There have been 9-12 new \$10 memberships each month.

Drivers are working from 7 am to 5 pm, with few breaks, as is reflected by the Pax (passenger efficiency, or the percentage of paid kilometres over total kilometres) of 78.5%. This Pax reflects the need for more drivers, both paid and volunteer

KPPT is reaching out for more volunteer drivers (who are compensated for expenses)

The increase in the price of gas is a concern and the budget will have to be revised if the trend continues.

A co-op marketing student has joined KPPT for a term and is working on an Age-Friendly Communities grant from the Department of Seniors.

Manager Faye Brown attended Clarendon Robicheau's funeral on May 19, 2018, in Church Point. There were 8 CTAP organizations from the province in attendance with their vehicles. Clarendon started Transport de Clare in 1996 and was a founding member of CTNS and the Rural Transportation Association. He mentored most of the CTAP organizations in the province.

Submitted by Councillor Mercedes Brian



## **KINGS POINT – TO - POINT TRANSIT SOCIETY BOARD MEETING**

### AGENDA

Tuesday, May 22, 2018 at 6:00 pm

Held at: Kings Transit Authority, 29 Crescent Ave, New Minas, NS

- Call to Order
- Regrets
- Confirmation of Agenda
- Minutes of meeting April 24, 2018.....*Review and approval*
- Matters arising from the Minutes
- Old Business
  - Bylaws, Policy & Procedures approval for AGM
  - AGM on June 20, 2018
- Financial report.
- Office report
- OH & S report
- Business Plan
- Chair's report
- New Business
  - Nominating Committee
- Correspondence
- Next meeting date: Wednesday, June 20, 2018 at 5:15 pm  
AGM starts at 6:30 pm  
Location: KTA Board Room, 29 Crescent Drive, New Minas
- Adjournment

# **Kings Point –to –Point Transit**

Board Meeting Minutes

April 24, 2018

Held at Kings Transit Authority, 29 Crescent Dr, New Minas

**ATTENDEES** John Mroz, Helen Juskow, Chris Goddard, Gerard Tremere, Fred Dominey, Shelley McMullin, Faye Brown (Manager), Dianna Thomson (Transportation Coordinator),

**GUESTS:**

**REGRETS:** Mercedes Brian, Margot Bishop, Jim Winsor, Lynn Pulsifer

**ABSENT:**

The meeting was called to order at 6:00 by Vice chair, Helen Juskow

**Agenda was confirmed (attached)**

Motion to approve the agenda made by John Mroz, seconded by Shelly McMullin

All in favor

**1. Minutes of meeting**

Motion to approve the agenda made by Chris Goddard, seconded by Gerard Tremere

All in favor

**3. Matters arising from the Minutes:** None at this time

**4. Old Business:**

- There was some discussion around the anticipated poverty reduction monies that the CTAP organizations maybe receiving this year. It was decided that the 4 local foodbanks should be contacted as well as other groups/organizations that work with those in poverty.
- Also discussed KPPT's shortage of Volunteer drivers. It was agreed to contact the local churches for leads.

**5. Financial Report- presented by the Manager (attached):**

- Motion to approve the financial report for April, 2017 moved by Fred Dominey, seconded by Shelly McMullin

All in favor

**6. Office report (attached)**

- Motion to receive the Office Report made by John Mroz

**7. OH & S Report:** None at this time

**8. Chair's report:** None at this time

**9. New Business:**

- KPPT AGM, June 19, or 20, Faye Brown will create a Doodle Poll.

**10. Correspondence:** None at this time

Next meeting date confirmed for May 22, 2018 at 5:15 pm at Kings Transit Authority

Motioned to adjourn made by: Fred Dominey

**Meeting Adjourned at 7:23**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

## COMMITTEE UPDATE

Title: Wolfville Business Development Corporation  
Date: June 5, 2018  
Department: Council



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### UPDATE

The WBDC Board of Directors met on Tuesday, May 8<sup>th</sup> 2018. Highlights of note from that meeting:

- **June 18<sup>th</sup> AGM for WBDC** will be held at the Farmers Market from 6:00 to 8:00 PM.
  - From 5:30 to 6:00 the WBDC will hold a business mixer. Devour!, Al Whittle, Wine Bus, Canopy Creative have been invited to have tables and share information.
  - There will be a presentation by Kevin Dickie related to Destination Acadia, as well as a recognition and awards ceremony.
  - Marianne will compile information related to the East End Gateway for the AGM.
  - Will bring Affiliate Membership draft policy to the membership for approval.
- **Changing Business Locations:**
  - We're Outside will be moving to the former location of Casa Bella and a new business will be moving into their current space;
  - Atlantic Lighting owners are retiring and will vacate their current space by mid-May;
  - Slow Dough is closing shop although still catering;
  - Casa Bella has moved to their new location and their opening "Trunk Show" had a good turnout;
- **WBDC Coordinators report:**
  - Wolfville 125 plans for Mud Creek Days (Pop Up food stations at Willow Park)
  - New Business Ballot Basket context for July;
  - Radio advertising still being pursued;
  - Other draws in the works.
- **Financial Update**
  - Less spent to date than projected
  - Quotes for promotions work discussed as well as discussion that expenditures must reflect importance of promotions initiatives to WBDC Members

## COMMITTEE UPDATE

Title: Wolfville Business Development Corporation

Date: June 5, 2018

Department: Council

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- **Promotions Committee Update**

- Canopy Creative continues to work on promotional videos
- Two summer staff have been hired – Jessica Sanford and Emma Graham who will be working on updating the business director, revamping benches, Wine Bus Advertising, #doitinwolfville Instagram pages and Facebook
- Media Companies – discussed direction to social media RFQ

- **Town Update**

- **Federation Canadian Municipalities Annual conference** - in Halifax ( Choose Annapolis Valley is the promo line); Trip for two to Wolfville - draw in the last day FCM - May 28,29th 30th they will be staying in Wolfville;
- **Parking meeting** - putting together a report to send to council

- **New business**

- Discussion of recruitment of new board members to stand for election at the upcoming AGM

## CONFERENCE UPDATE

Title: Nova Scotia Federation of Municipalities – Spring Conference  
Date: June 5, 2018  
Department: Council – Deputy Mayor W Donovan



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### 1) UPDATE

The NSFAM (formerly UNSM) Spring Conference was held in Yarmouth May 10-12, 2018.

This professional development opportunity presented a number of new and ongoing issues relevant to our work as municipal councillors. For the full conference agenda and presentations. Sessions I attended included:

1. **Town's Caucus meeting** – update on:
  - a. Discussions related to eliminating the CAP;
  - b. Update on the Municipal (NSFM) / Provincial partnership agreement;
  - c. Pending changes by CRA to remove the 1/3 tax free portion of elected officials stipend. This will affect municipal elected officials across Canada and will have the effect of either reducing elected officials stipend take home “pay” or if the wish is to retain the current levels would result in a tax increase to cover those costs. It was noted that the intent of the current policy is that this non-tax amount was/is intended to cover the out of pocket costs for elected officials for such things as travel within their municipality, printing, meetings with constituents, rental of space for meetings etc.
2. **Asset Management Initiatives** including:
  - a. Town of Yarmouth policy to fund annual depreciation from current tax revenues. Yarmouth puts the equivalent amount of annual depreciation on infrastructure into a capital reserve for future infrastructure replacement. This policy was developed after the Town found itself in a very significant infrastructure deficit that necessitated a .25 cent increase in one year to their tax rate.
  - b. **Town of Shelburne** has an asset management committee that includes both staff and residents. Shelburne has also initiated a bi-annual bus tour of Town infrastructure that is offered to residents to assist them to appreciate and be aware of the Town's linear and building infrastructure.

## CONFERENCE UPDATE

Title: Nova Scotia Federation of Municipalities – Spring Conference  
Date: June 5, 2018  
Department: Council – Deputy Mayor W Donovan



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### 3. Extended Producer Responsibility (EPR):

- a. Currently producers of plastic and paper packaging products pay an amount per item to recycle. Because NS does not have an EPR policy residents and municipalities are also paying for recycling of this waste. Small business (under \$5M annual profits) has been resistant to participating in this program, largely due to strong lobbying efforts of their national association. Small businesses however are not required to participate in an EPR and so this is largely not an issue for them in spite of the lobbying efforts.
- b. A request was made to bring this presentation to the attention of local municipalities so that they may be familiarized to the option, which would apparently save municipalities money by having large producers rather than municipalities pay for managing this waste. Again, note that consumers are already paying to remove this packaging from the waste stream through their purchases.

### 4. Roads Nova Scotia

- a. This session was more appropriate to rural communities as Towns already assume all costs for development and maintenance of roads.

### 5. CAP

- a. Presenters included representatives of NS Realtors who are not in favour of the CAP and note that it has impacted their ability to move properties in the Province
- b. HRM and CBRM both have resolutions related to elimination of the CAP. *I have asked that these to be forwarded to our attention.*

### 6. Cannabis Legalization

- a. Status of legislation
- b. Implications for land use bylaw related to areas where cannabis edibles and oils may be sold (has implications for our MPS/LUB)

The full Spring Workshop Presentations may be found at this link <https://nsfm.ca/2018-nsfm-spring-workshop-presentations.html> .

I attended the Active Transportation Conference last week in Halifax. It was well attended and had a wide variety of individuals – those who work in planning, and those who simply represent active groups.

I have put together some of my notes (very roughly) to give you some ideas of what was shared with us during the 2 days. I apologize for the lack of organization as you read through it, as I only had a few minutes to put this together. There were many ideas, and there seemed to be a real willingness to share ideas and best practices. HRM's active transportation plan is certainly more elaborate than those of rural NS but some basic practices and programs are easy to share.

Where Parking was coming up as a discussion, it seemed timely to get these ideas on paper.

It was also interesting timing as we were in a discussion on Exercise as Medicine at the office and all the small things one can do for their health and these 2 youtube videos were talked about – so I invite you to take a look!

<https://www.youtube.com/watch?v=aUaInS6HIGo>

<https://www.youtube.com/watch?v=whPuRLil4c0> - this one is shorter and has my favorite line at the 3:17 mark – Reserved parking spots for those people who want to live longer and have a better quality of life.

Some questions that came up about what prohibits people from using Active Transportation were:

Lockers and shower facilities – when biking for a purpose ex work – how do these things fit into our infrastructure planning?

If they are along trail, can they integrate in?

Should we be asking businesses to provide showers etc., or communities along the trails do this so more people use them for an Active transportation - not just for leisure activities. Is this a community initiative - or can the public use a space that is currently built to facilitate this??

Safe passage to your active transportation corridors (discussed at length in complete streets from various municipalities)

How to create the habit – is it through programming and initiatives to create new habits?

Jodi MacKay



## **Accessibility Presentation**

The curb cut affect - podcast was recommended for further take aways.

Accessible doorways are a piece of technology - push button - lots of people use it – it is not just those with a visible disability

Will there be less parking with curb cuts - yes - but the overall safety for all individuals will be greatly improved.

Can we consider this and not the convenience of having to walk an extra block - this is an education park.

How much does a carb cut cost was a question – and to do it properly with a concrete ring - barrier free style – is expensive however it doesn't keep water so it doesn't freeze and makes it safe for all. The new ones encourage really good drainage.

Can we do the challenge - education on what it feels like? People don't understand the impact if they cannot safely maneuver - this may be inhibiting their ability to work in some cases, so impacts people financially. It also have a huge social impact if you never want to leave home because it's unsafe, it leads to isolation and unhealthy decisions.

How do we make the decisions and how do we look at them through this lense? Should this be on our checklist when making all infrastructure decisions?

Transit stops are they accessible? If your buses are accessible - are the stops; are there tie downs in the bus that are safe? Disney world has these buses that are inclusive.

Do we need the buses - they are expensive - can we only use these funds to do the vans, or to a cab – do we need to think differently?

Transportation - is the spoke that solves so many problems for the individuals with barriers.

What is the accessibility under the act? Disability is a broken arm; it's the aging where mobility is a challenge. If we all live long enough we will all likely be disabled to some extent.

Wayfinding - clearing the path... crosswalk lines are *very important*.... The lines are easy to follow even if you can't see the other side of the walk.

Lighting on signs is important, Not reflective - good size and not a whole lot of pattern.

TWSI can navigate open spaces. Can also use these to show where there is a crosswalk and bus stops.

## **Food for thought.**

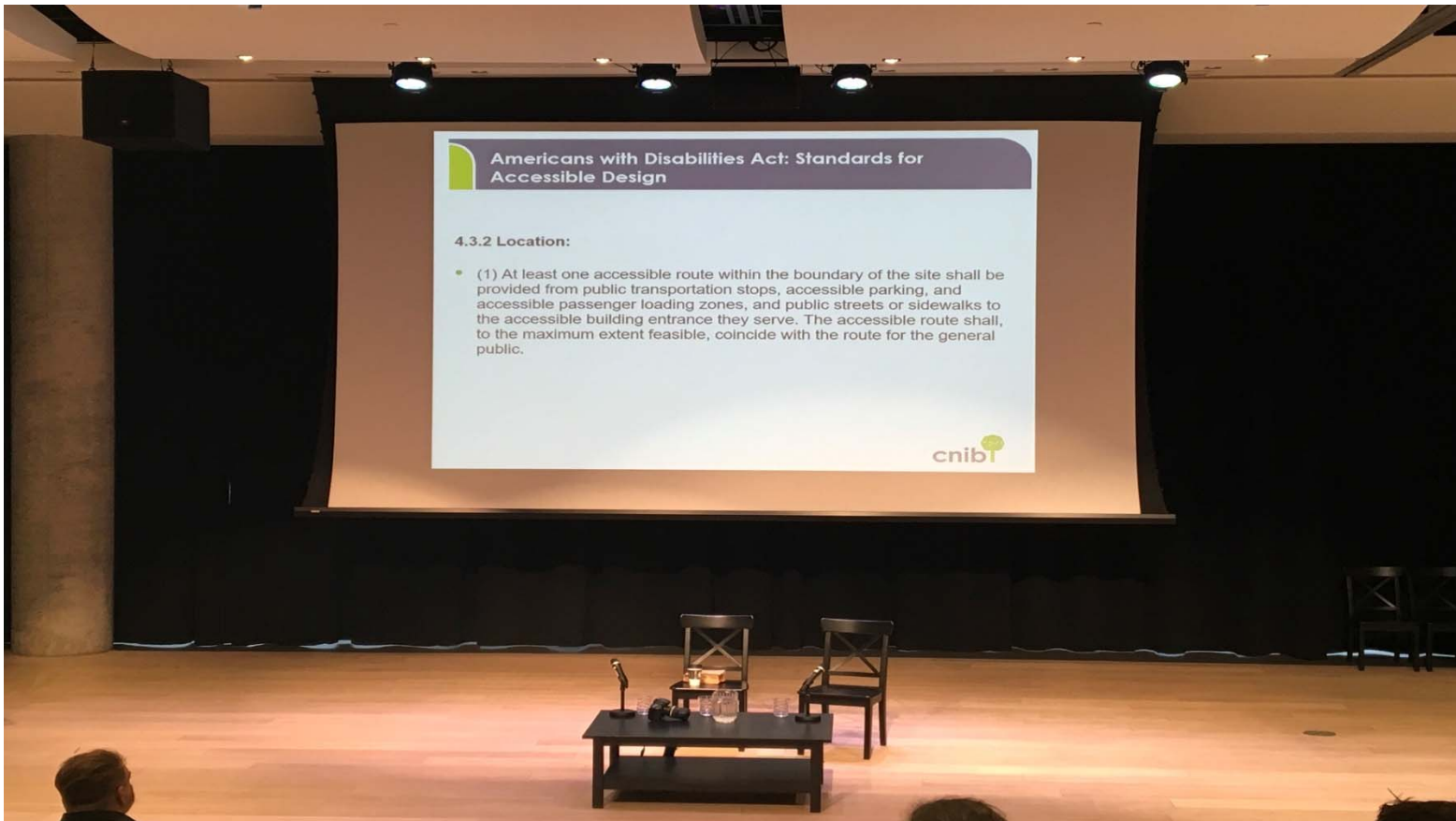
Are the changes reasonable - and if not how will Bill 59 stick. Privatize inclusivity - the jazz festival was fully accessible, do they have innovative ideas we can use? Not every festival can do it – so why not sign onto the festival coalition that they can share resources. Can we share with our neighbors - collaboration will be the key to getting these things done effectively and efficiently...

As we build our trailhead is it accessible for sight and mobility?

In some places there is a guided rope to help navigate the trail, do we have tactile maps – does our trail have a defined edge - GPS apps for visually impaired- name the entrance so you can google map it - help people navigate - if there are bridges name them - and google map them - and they show up on maps and in apps that use google maps.

Blind square is the ap that is used by a good number of the visually impaired population.

Below are a few slides of initiatives from the vision impaired perspective.



## Audio Pedestrian Signals



Lacewood and Willet

cnibi





Design features used for way finding

- Logical Layout
- Textural Contrasts & Tactile Cues
- Acoustic Characteristics
- Colour & Brightness Contrasts
- Signage
- Lighting



Design features used for way finding

- Logical Layout
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Design features used for way finding

- Logical Layout
- Textural Contrasts
- Acoustic Characteristics
- Colour & Brightness
- Signage
- Lighting



Bridgewater gave a few examples of what they were doing to encourage more Active Transportation. They recently introduced their public transportation system. I really liked the idea of making the walk fun – and a walk to school map was done as their Town School is similar to ours where no buses are transporting children within Wolfville's town limits.



# Safe Routes to School Map

Bridgewater Elementary School

**Safe Routes to School - Public Street & Trails**  
 Professional routes for children and families to walk and cycle using public rights of ways. Families should always practice safe walking and cycling habits - see safety tips on the reverse side of this brochure.

**Safe Routes to School - Private Pathways**  
 Landowner permission has been granted to use these pathways for school travel purposes. Families are routes at their own risk.

**P** **Park & Walk Locations**  
 Landowner permission has been granted to use these parking lots for morning drop-off early until 8:30am and afternoon pick-up.

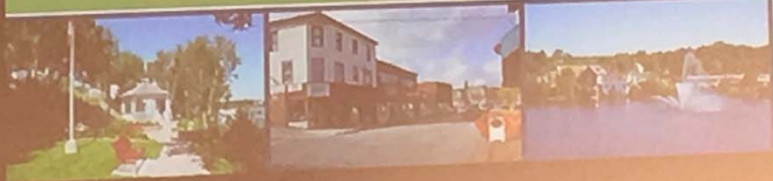
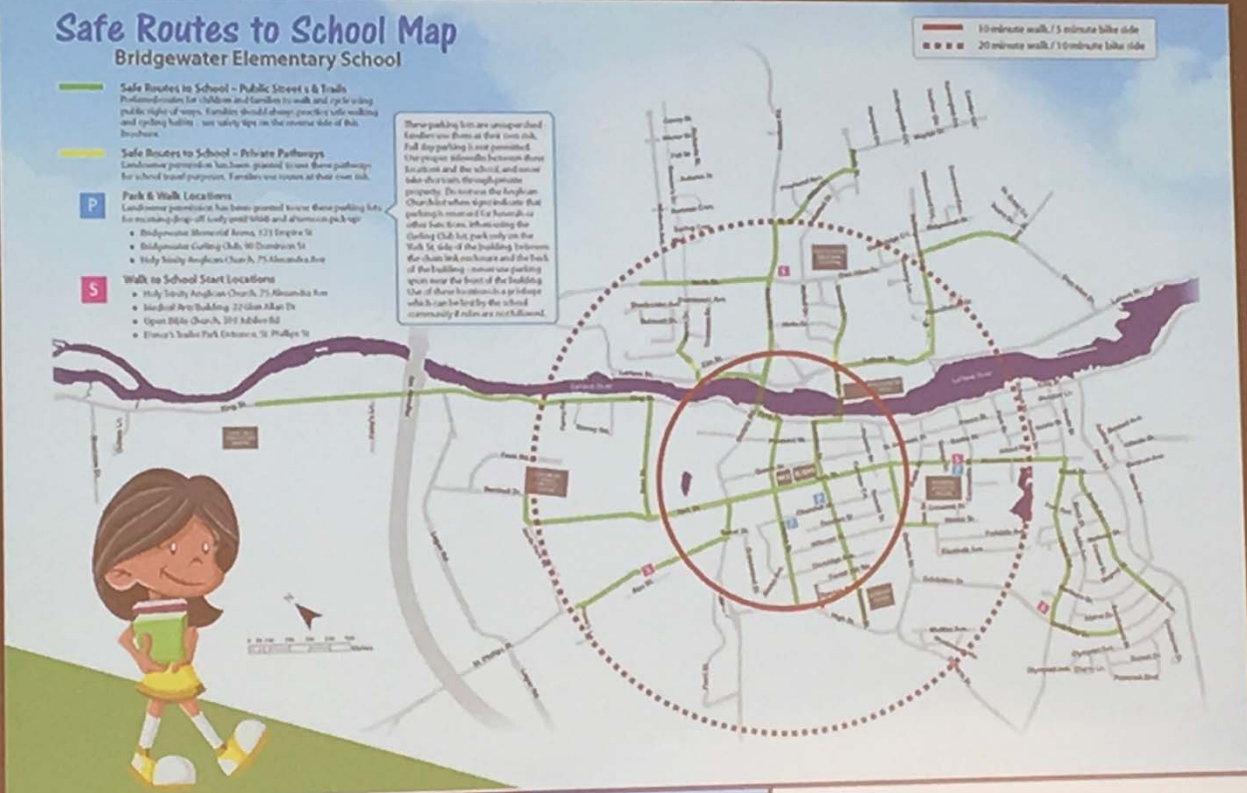
- Bridgewater Memorial Arena, 121 Empire St
- Bridgewater Golfing Club, 90 Dominion St
- Holy Trinity Anglican Church, 75 Alexandra Ave

**S** **Walk to School Start Locations**

- Holy Trinity Anglican Church, 75 Alexandra Ave
- Memorial Arts Building, 22 Great Mall Dr
- Upper Bible Church, 202 Alder St
- Stone's Valley Park Entrance, 30 Phyllis St

These parking lots are unsecured and families are those at their own risk. Full day parking is not permitted. The program is limited to between these locations and the school and must take children through private property. Do not use the Anglican Church lot unless it is indicated that parking is allowed. Car horns or other horns are prohibited. Informing the Golfing Club that you are using the Walk to School route is the responsibility of the parent/guardian and the school. Informing the school of these locations is a privilege which can be revoked by the school community if rules are not followed.

10 minute walk / 5 minute bike ride  
 20 minute walk / 10 minute bike ride



 town of  
**BRIDGEWATER**

## **Successful Approaches to improving active transportation - Susan Sauve - Peterborough**

Population of Peterborough is that 23% of people are more than 65 years of age

The questions she poses is “do you have a cycling plan as part of our active transportation plan – if so do you use it your CIP as part of your road plan. Bike plan - road resurfacing is the time to build your cycling path

Road plans are planned out and budgets - we must be mindful to add in the paths we want them to look like.

Connectivity is where you get that bang for your buck.

Why are people not using the trails - is it because at the bottom you have a bad intersection etc.? Black diamond analogy - from share of the road. (will explain!)

No ATV or motorized on the trails. No ebikes either for insurance reasons.

Children under the age of 14 are allowed on the side walk.

Bike plan - road resurfacing is the time to build your cycling path.

Peterborough did a sidewalk strategic plan - mapped the missing sidewalks - rated the sidewalks on importance (Kelowna had the model) - and the formula gives you which are most important and then they are budgeted for in your CIP.

Active transportation by-law in Peterborough states- bike lanes are used for any wheeled device- skateboard rollerblades etc.

### Shifting habits - role of programs

Shop by bike - new this summer - free packs/ racks for participants!!

Shift into summer - is the launch of shop by bike

Shifting gears - transportation for you bottom line (slides to illustrate these items)

Habits - very hard to break – a new neighborhood make sure the infrastructure for active transportation is there - that will create the new habit (West End?)

Shifting gears - transportation for you bottom line

Month long commuter challenges have been going on since 2004 - Now includes community too and all types of trips count

1/3 of the labor force is participating

Winter wheels - from Oslo Norway Plow the multi-use trails - now have a winter biking program

### Public Transportation Programming

On the bus - show the kids Grade 3 - what taking public transit is and get them comfortable with taking the bus.

Grade 8 Transit Quest - free pass for march break - and free passes to swim, \$\$ off at various activities that they can partake in

Pedal Power - skills for biking for Grade 5 students





## SKILLS TO CULTIVATE

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### LEVERAGING



Downtown quick win, bike lane tacked on to resurfacing

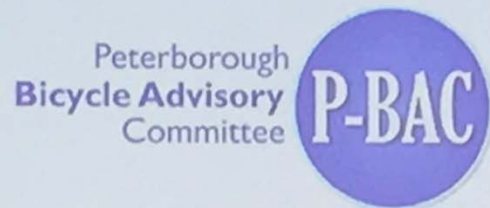
### PERSISTENCE



Parking was permitted in this bike lane for 20 years!

## ROLE OF PETERBOROUGH BICYCLE ADVISORY COMMITTEE

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- Building a culture of cycling
- Work co-operatively
- E-newsletter
- Grassroots initiatives
- Invite dialogue and meaningful input into development of plans

## SHOP BY BIKE

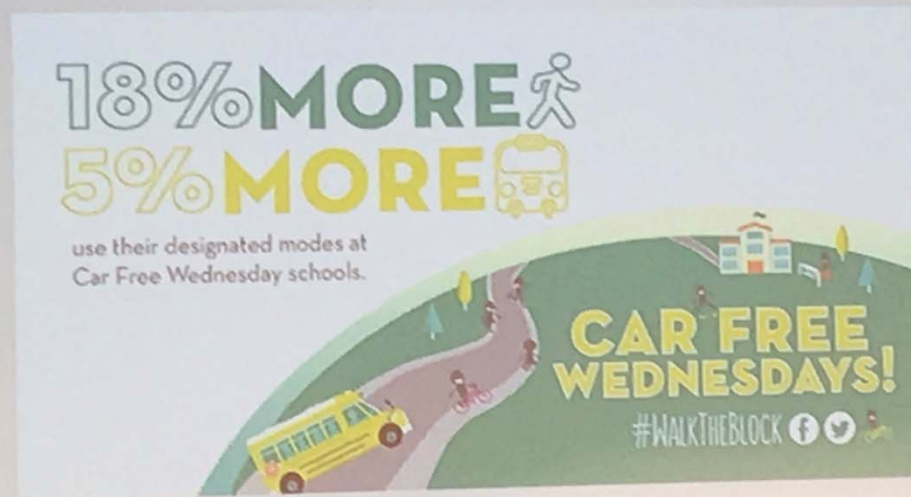
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- New this summer
- Provide and assist in the installation of racks and panniers/baskets
- Social media presence
- Prizes

## CAR FREE WEDNESDAYS - RESULTS

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## HOW DO WE KNOW PEOPLE ARE MAKING A SHIFT?



- Post program on-line survey
- 30% of participants report always driving alone prior
- 60% of their commute trips shifted to walking (11%), cycling (30%), transit (2%), carpooling (14%)
- High quality graphic design needed for social media, etc.

## NORMALIZING WINTER RIDING

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GET A GRIP ON WINTER

- RO&D – ripped off and duplicated from Oslo program
- Funded by City, delivered by B!KE
- 25 program participants received and installed studded tires
- Social media, videos, etc.

## WINTER WHEELS - RESULTS

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'I always thought I hated winter, turns out I hate winter driving.'

- 80% new or inexperienced in winter riding
- Average 4 days riding per week
- 100% said they plan to ride again next winter
- 100% said they would encourage others to try winter riding



## Complete streets Presentation - Charlotte NC, and Port Hawkesbury NS

### **Charlotte**

Took 15 years to get to where they are now

The thought process was we can't keep widening our road have to broaden our thinking

They went from 70 feet across to 16 feet across with division in the middle with plants etc. – Niagara on the Lake does similar things

Pedestrian safety in improved immensely

TAP - Transportation action Plan

City's first comprehensive long range transportation plan

Identifies policies and programs and defines goals and objectives

Affirms "complete streets" approach and philosophy.

Urban street design guidelines

The goal was to design roadways for all users - More quantity travel choices bike and pedestrian amenities

Better quality balance needs - make trade-offs

### Pictures Illustrate

Curb extensions and 6 feet sidewalk so 2 can walk side by side – the feedback has been extremely positive by residents

Two stage crossing – Applicable in our town (East End Gateway?)

Green on the streets at crosswalk that show you the links to the green trail (harvest Moon hook up) they are as wide as the trail itself.

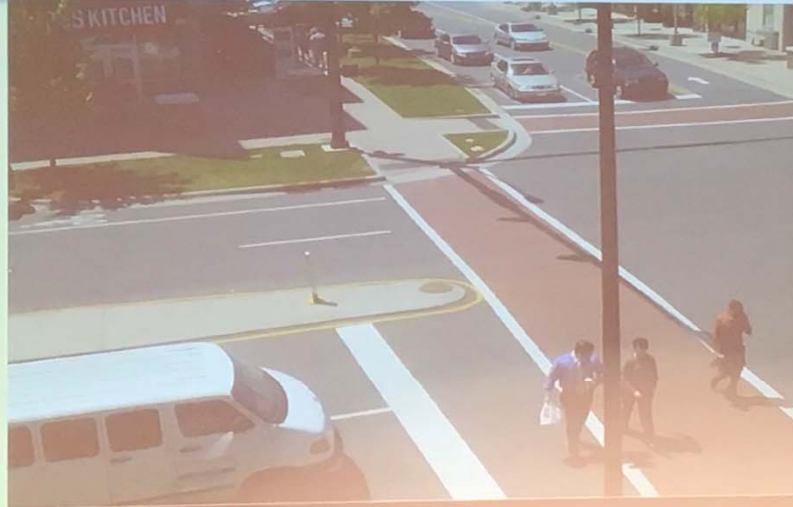
The Color is put into the asphalt

Crosswalks are as wide as the sidewalk and makes them easier for accessibility

Resurfacing and restriped it to get what you want done



## Decorative Crosswalks...







Two-stage crossing....





## *Elements of Design*

- **Reduce number and width of lanes**
- Use small corner curb radii
- **Bulb-outs or curb extensions**
- Raised landscaped medians
- **Provide pedestrian refuge islands**
- Eliminate unnecessary turn lanes
- **High-visibility crosswalk markings**
- Provide bicycle facilities (with buffer/separation)
- **Locate transit stops at median crossings**
- Re-evaluate signal timing/sequencing



## • Ped & Bike LOS

- Developed procedure for calculating level-of-service (LOS) for pedestrians and bicycles at intersections
- Based on physical features, not volumes
- Point-based system that correlates to LOS A - F
- Identifies features that can improve the LOS
- USDG indicates "target LOS" based on type and location of street

