



Committee of the Whole

Tuesday, December 4, 2018

8:30 a.m.

Council Chambers, Town Hall
359 Main Street

Agenda

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a. Committee of the Whole Minutes, November 6, 2018
3. **Presentations:**
 - a. PVSC – Assessment Approach
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. Planning Advisory Committee [Website](#)
 - i) MPS Update
6. **Staff Reports for Discussion**
 - a. RFD 077-2018: Expense Hospitality Policy
 - b. RFD 076-2018: St. George's Lodge



c. Info Report – Capital Budget & Project Charters

7. CAO Report

8. Committee Reports (External)

- a. Valley Waste Resource Management (VWRM) [website](#)
- b. Kings Point-to-Point (KPPT) [website](#)
- c. Wolfville Business Development Corporation (WBDC) [website](#)

9. 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.

10. Adjournment to In Camera Meeting under *section 22(2)(c) of the Municipal Government Act.*

- a. Personnel Matters – Committees of Council Appointments

11. Adjournment of In Camera Meeting

12. Regular Meeting Reconvened

13. Motions from In-Camera Meeting

- a. RFD 078-2018: Committees of Council Appointments

14. Regular Meeting Adjourned



APPROVAL OF AGENDA

Moved

Seconded

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

APPROVAL OF MINUTES

a. November 6, 2018 Committee of the Whole Meeting

Moved

Seconded

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

STAFF REPORTS FOR DISCUSSION

a. RFD 076-2018: St. George's Lodge

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council approve the addition of St. George's Lodge, 43 Gaspereau Avenue, to Schedule C of Town Policy 140-014 and that public access to parking be considered a qualifying use for purposes of the Policy.

ADJOURNMENT TO IN-CAMERA

Moved

Seconded

That Council move to an in-camera meeting under section 22(2)(c) of *the Municipal Government Act, Personnel Matters*.

MOTIONS FROM IN-CAMERA MEETING

a. RFD 078-2018: Committee Appointments

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council appoint, effective December 11, 2018, the following community members to the Committees of Council for the period of terms indicated (term of service to expire end-December of the applicable year):

- Name - Art in Public Spaces Committee two-year appointment
- Name – Audit Committee two-year appointment
- Name – Environmental Sustainability Committee two-year appointment



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- Name – Environmental Sustainability Committee two-year appointment
 - Name – Environmental Sustainability Committee two-year appointment
 - Name – Environmental Sustainability Committee two-year appointment
 - Name – Environmental Sustainability Committee two-year appointment
 - Name – Planning Advisory Committee two-year appointment
 - Name – RCMP Advisory Board two-year appointment

ADJOURNMENT

Moved

Seconded

That the regular Committee of the Whole meeting be adjourned.

ATTENDING

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

ALSO ATTENDING

- Director Finance Mike MacLean
- Director Planning & Development Devin Lake
- Director of Public Works Kevin Kerr
- 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 8:31 am

Agenda Item

Discussion and Decisions

- 1. Approval of Agenda** **01-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED**
CARRIED
- 2. Approval of Minutes** **02-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 2, 2018 BE APPROVED AS CIRCULATED**
CARRIED
 - a. October 2, 2018**
- 3. Presentation Valley REN** Senior Economic Development Officer Jennifer Tufts gave a quarterly update on the progress the Valley REN has made with a complete rebrand of their organization. She also touched on upcoming projects related to their action strategy and marketing initiatives, as well as a recently signed M.O.U with the Valley Chamber of Commerce.
- 4. Public Input / Question Period**

Robert Bearne of the St. George's Lodge No.20, requested to have the Tax rate for the Temple changed from commercial to residential.

Bill Zimmerman expressed how he hopes Council will consider the fossil fuel motion coming from the Environmental Committee.

Agenda Item	Discussion and Decisions
5. Committee Reports (Internal)	
a. <u>Emergency Management Advisory Committee</u> Mayor Cantwell	Dan Stovel presented the Draft Kings Regional Emergency Management plan reflecting the feedback from the EMO NS evaluation which he hopes to have all Councils of the Inter-Municipal Services Agreement adopt.
b. <u>Town & Gown Committee</u> Councillor Proudfoot	This marked the last Town and Gown meeting with the current Committee formation as the new M.O.U between Acadia and the Town comes into effect, which will have a new Town and Gown Committee sitting in Chambers as of December 2018.
c. <u>Art in Public Spaces</u> Councillor Elliott	Updates were given on recent projects such as the mural at Herbins and the Cultural Passport. Coming meetings will have updates about an Art Inventory Map and a public donation which the Committee hopes to bring to Wolfville.
d. <u>Audit Committee</u> Deputy Mayor MacKay	The 2 nd Quarter Variance Report was attached as an Agenda item for review by Council. Director of Finance Mike Maclean highlighted a few points showing why we do not have as high of a surplus as previous years.
e. <u>Planning Advisory Committee</u> Councillor Oldham	The focus of the meeting were key issues that have arose out of Draft 2 of the Municipal Planning Strategy. After an overview presentation by Staff, discussion focused around: <ul style="list-style-type: none">• Process Changes – moving away from Development Agreements and better utilizing Site Plan approval, rezoning and other tools.• The Core Area – integrating the “core neighbourhood” into the core area design guidelines and commercial expansion opportunities were discussed.
f. <u>Environmental Sustainability Committee</u> Councillor Brian	Staff provided updates on the Solar Electricity for Community Buildings Pilot Program, the status of the FCM Staff grant, Low Carbon Communities funding, and other initiatives.

03-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

WHERE AS; IT IS NECESSARY TO TAKE IMMEDIATE ACTION TO ATTEMPT TO REDUCE THE IMPACT OF CLIMATE CHANGE,

WHERE AS; THERE ARE ALTERNATIVES AVAILABLE,

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- | Agenda Item | Discussion and Decisions |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>WHERE AS; THERE ARE ADDITIONAL ENVIRONMENTAL IMPACTS FROM FOSSIL FUEL DEVELOPMENT,</p> <p>THAT COUNCIL TAKE A POSITION AGAINST THE FURTHER DEVELOPMENT OF FOSSIL FUEL RESOURCES IN THE REGION AND THE TOWN THEREFORE URGES NO FURTHER FOSSIL FUEL DEVELOPMENTS IN NOVA SCOTIA, BASED ON THE RECENT INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE REPORT.</p> <p style="text-align: right;">CARRIED</p> <p>It was also mentioned that Staff would discuss the stance on Fossil Fuel development at an upcoming Management Meeting to decide how to operationalize the intent of the motion.</p> |
| 5. Staff Reports for Discussion | |
| a. Information Report: Capital Budget and Operating Direction | <p>This Information Report is the start of the budget process and covers:</p> <ul style="list-style-type: none">• Key Financial Data to inform discussion on budget philosophy/approach for the 2019/20 Operating and Capital Budgets.• Capital budget information including draft Capital Investment Plan (CIP) with selected supporting documentation <p>Staff were seeking consensus from members of Council on overall budget goals as the 1st Draft Version 2019/20 Operating and Capital Budgets (Town and Water Utility) will be presented to COW in January.</p> <p><i>Mayor Cantwell called for a break at 10:19 am.</i></p> <p><i>The Committee of the Whole Meeting reconvened at 10:31 am.</i></p> |
| b. RFD 072-2018
Committees of Council Meeting Schedule 2019 | <p>04-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ADOPT THE 2019 COUNCIL-COMMITTEES OF COUNCIL MEETING SCHEDULE AS PRESENTED IN RFD 072-2018</p> <p style="text-align: right;">CARRIED</p> |
| c. RFD 074-2018
Council Appointments to Committees of Council | <p>05-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT THE FOLLOWING COUNCILLORS AS LISTED IN THE ATTACHED COUNCIL – COMMITTEE APPOINTMENTS, EFFECTIVE NOVEMBER 2018, FOR A ONE YEAR TERM IN ACCORDANCE WITH POLICY 610-002 AND BYLAW CHAPTER 87</p> <p style="text-align: right;">CARRIED</p> |
| d. RFD 068-2018
CRA Stipends | <p>Director of Finance Mike MacLean presented Council with a report to show what the new remuneration would be if Council were to increase their Gross</p> |

Agenda Item

Discussion and Decisions

pay in order to keep their net pays the same due to the elimination of the 1/3 non-taxable expense allowance with the CRA.

06-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE INCREASES TO REMUNERATION AS FOLLOWS:

**MAYOR – INCREASE BY \$3,748 TO AN EFFECTIVE ANNUAL STIPEND OF \$33,883
DEPUTY MAYOR – INCREASE BY \$2,185 TO AN EFFECTIVE ANNUAL STIPEND OF \$22,673**

COUNCILLORS – INCREASE BY \$2,126 TO AN EFFECTIVE ANNUAL STIPEND OF \$20,274

AND THAT POLICY #110-005 BE AMMENDED TO REMOVE REFERENCES TO THE 1/3 NON-TAXABLE EXPENSE ALLOWANCE

DEFEATED

07-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD TO COUNCIL FOR DECISION: THAT STAFF AMMEND POLICY 110-005 AND REMOVE REFERENCES TO THE 1/3 NON-TAXABLE EXPENSES ALLOWANCE

CARRIED

**e. RFD 075-2018
Craft-Beverage
Industry – Accessory
Use Options**

A recent court decision has highlighted possible inconsistencies in the Town’s Land Use By-Law. In doing so the Court indicated that it would not have found the issuing of a development permit “reasonable” if the property was used to make a product intended for off-site sales. Indirectly, the Court placed limitations on off-site sales for accessory uses.

08-11-18 THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO DELAY ENFORCEMENT AND MOVE FORWARD WITH OPTION 2 AS OUTLINED IN THE ACCESSORY USES OPTIONS RFD 075-2018.

RECORDED VOTE REQUESTED

**MAYOR CANTWELL – AYE
DEPUTY MAYOR MACKAY – AYE
COUNCILLOR PROUDFOOT – AYE
COUNCILLOR OLDHAM – AYE
COUNCILLOR DONOVAN – NAY
COUNCILLOR BRIAN – NAY
COUNCILLOR ELLIOTT – NAY
CARRIED**

Agenda Item

Discussion and Decisions

6. CAO Report

The lights in clock park came in over budget, thus, the CAO wanted to flag this to Council that it may or may not come out over the CAO's approval budget and require a motion later.

It was also mentioned that RFD 012-2018 had removed St. Georges from the tax exemption policy earlier this year.

09-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE DIRECT STAFF TO BRING RFD 012-2018 TO THE DECEMBER 2018 COMMITTEE OF THE WHOLE FOR REVIEW

CARRIED

7. Committee Reports (External)

a. Valley Waste Resource Management (VWRM)

Councillor Elliott

Cathie Osborn, interim general manager, and staff continue to keep a close eye on finances since Annapolis County continues to be in arrears. Staff are still very much involved in the continuing collection of green bins in Annapolis County. Markets exist for all that are in good shape. The court date for the hearing on Annapolis County's attempt to expropriate the western management centre is Nov. 20

b. Kings Transit Authority (KTA)

Councillor Brian

September revenue was up 11.04% in the Core. Repair and Maintenance is running a little below budget. Revenue is \$636 below a budget that year-to-date, is \$300,000. Fare revenue for the entire service, from Weymouth to Hants Border, is trending up at 3.2% below budget as efforts to combat fare evasion seem to be paying off.

c. Kings Point-to-Point (KPPT)

Councillor Brian

Kings Point to Point Transit's service continues to be in increasing demand. In an annual budget of \$524,970, year-to-date excess of revenues over expenditures is \$27,815, 38% above budget. Passenger efficiency (measuring kilometres with a passenger over total kilometres) was 80% for September 2018.

d. Annapolis Valley Trails Coalition (AVTC)

Councillor MacKay

Expenditure costs are up however the revenues have increased as well. There were well over 107 major trees down across the trails which is a huge amount of maintenance clearing. Round Hill Sink Hole-This issue appears to be problematic and Lands and Forest representatives have been on site assessing. Gates located in strategic areas are used for traffic calming and there are wash outs and some are creating ongoing maintenance issues. Land and Forests (former DNR) will be reviewing the rules of the trail network. This year is a learning year for general maintenance and the overhangs and canopy can be problematic in wind storms.

Agenda Item	Discussion and Decisions
e. <u>Wolfville Business Development Corporation (WBDC)</u> Councillor Donovan	<p>Number of shoppers increased for town businesses during September, with Homecoming and Harvest Marathon. Noted that road traffic was busy but not overboard.</p> <p>Discussed options for outdoor winter skating, no viable options appeared although believe Marianne was going to follow up.</p> <p>Two summer staff have been hired – Jessica Sanford and Emma Graham who will be will be working on updating the business director, revamping benches, Wine Bus Advertising, #doitinwolfville Instagram pages and Facebook</p> <p>Discussion of recruitment of new board members to stand for election at the upcoming AGM</p>
8. Adjournment to In-Camera	<p>10-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING ADJOURN TO AN IN-CAMERA MEETING AT 12:58 PM UNDER SECTION 22(2)(D) OF THE MUNICIPAL GOVERNMENT ACT – LABOUR RELATIONS</p> <p style="text-align: right;">CARRIED</p>
9. Adjournment of Meeting	<p>11-11-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA SESSION & REGULAR COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 1:13 PM</p>

Approved by Committee of the Whole Motion 02-12-18, December 4, 2018

As recorded by Jean-Luc Prevost, AA Corporate Services

Town of Wolfville

December 4, 2018

Carlos Resendes, VP Business and Innovation

Paul Beazley, Regional Manager

Bob Gordon, Commercial Manager

Mathieu Chaput, Assessor



Agenda

- About PVSC
- PVSC Mandate
- Land Ownership and PVSC
- Assessment 101
- Property Data Collection
- Important Assessment Dates
- Capped Assessment Program
- Questions



About PVSC

- Municipally funded, independent, not-for-profit organization that provides assessment services for 50 municipalities in Nova Scotia
- Governed by a Board of Directors
- 135 employees across the province
- ~ 620,000 assessment accounts
- Provides annual assessment rolls to municipalities and annual assessment notices to property owners

PVSC Mandate

Legislated mandate

- Nova Scotia Assessment Act
- Property Valuation Services Corporation Act

Section 42 Nova Scotia Assessment Act:

“All property shall be assessed at its market value, such value being the amount which in the **opinion of the assessor** would be paid if it were sold on a date prescribed by the Director in the **open market by a willing seller to a willing buyer**, but in forming his opinion the assessor shall have regard to the assessment of other properties in the municipality so as to ensure that, subject to Section 45A, taxation falls in a uniform manner upon all residential and resource property and in a uniform manner upon all commercial property in the municipality”

Land Ownership and PVSC

Deeds are recorded in the Land Registration office when a property is transferred/sold from one owner to another



Land Registration links the ownership to the piece of property or parcel



Ownership, location and area information is sent electronically to PVSC and information is updated

*Creating and updating PID, AAN and ownership information is the responsibility of Land Registration

Assessment 101

- Analyse sales
- Determine geographic areas
- Review economic factors
- Review physical characteristics
 - Construction quality, materials and method
 - Condition, size, age and utility of building
 - Proximity to other value influences (nuisances)
 - Damage from fire, flood, etc.
 - Other factors that could affect sales price
- Annual Assessment Process: Mass Appraisal
 - Changes based on similar properties within a geographic area
 - Series of adherence standards by International Association of Assessing Officers



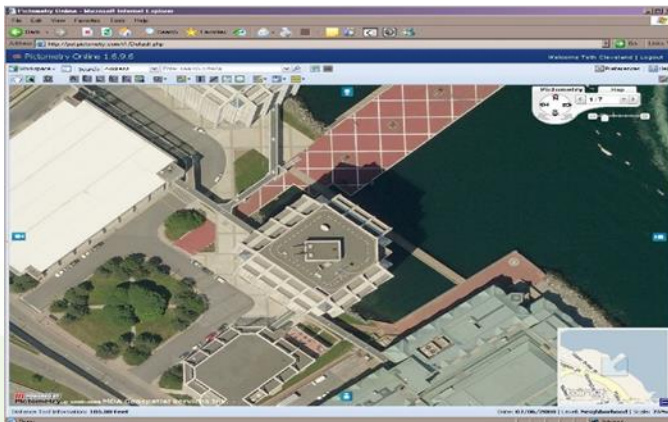
Commercial Valuation: Income Approach



- Commercial properties purchased for revenue producing potential are valued using the income approach
- Owners are sent request for income and expense questionnaire each February
 - Used to determine the amount of income that a property can earn and converting that net operating income into an estimate of market value
- Market rents, vacancy, expenses, and capitalization rates are applied to similar property groupings
 - Provides fairness and consistency for all properties (not just those who submitted RFI)

Property Data Collection

- PVSC collects property data through a variety of sources, such as:
 - Property inspection
 - Permits
 - Sales investigation
 - Appeal review
 - Advanced notification period
 - Pictometry – aerial photography
 - Real estate websites



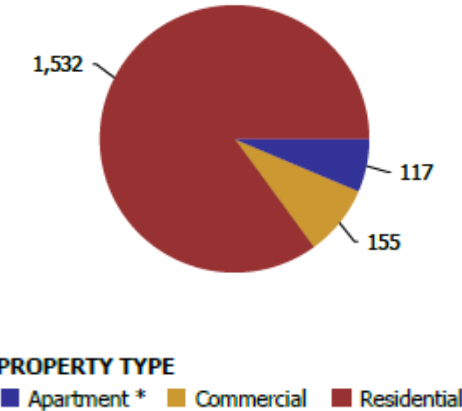
Important Assessment Dates

- **Base Date:** PVSC reviews and analyzes property sales to capture a snapshot of the real estate market as of January 1, one year prior to the mailing of assessment notices
 - Example: 2019 assessments reflect the real estate market as of January 1, 2018.
- **State Date:** PVSC takes into account individual property characteristics to reflect the uniqueness of each property up to December 1, one month prior to the mailing of assessment notices
 - Example: 2019 assessments reflect a state date as of December 1, 2018.



Town of Wolfville: 2018 Activity Overview

Accounts by Property Type



New Construction & Permits (that resulted in a change in assessment)

	Residential	Commercial
2018	29	3
2017	60	8

Base Date Sales (excluding ownership changes: \$0, \$1)

	Residential	Commercial	Apartments
2018	53	0	6
2017	60	4	11

Town of Wolfville - Assessment History

	2018	2017	2016
All Residential Assessed Value	\$480,271,700	\$476,217,200	\$470,944,400
Residential Taxable Assessed Value	\$393,784,300	\$388,459,400	\$380,261,900
Resource Taxable Assessed Value	\$699,800	\$711,800	\$638,800
Residential Exempt Assessed Value	\$70,107,100	\$70,161,300	\$70,433,000
All Commercial Assessed Value	\$198,404,900	\$197,818,400	\$194,169,700
Commercial Taxable Assessed Value	\$33,796,400	\$32,223,700	\$31,854,800
Commercial Exempt Assessed Value	\$164,608,500	\$165,594,700	\$162,314,900

Residential Taxable Assessed Value, excludes exempt and resource, and is used to calculate property taxes and includes eligible capped assessments

Capped Assessment Program Overview

- Provincial Legislation - places a "cap" on the amount that residential property assessments can increase year over year
- The capped assessment value increases each year by the Nova Scotia Consumer Price Index (CPI).
 - This means that even if the assessed value of a property did not increase, the capped assessment value (if eligible) will increase in accordance with the CPI
 - 2019 CPI = 2.9%
 - 2018 CPI = 0.9%
 - 2017 CPI = 1.4%
 - 2016 CPI = 0.3%
 - 2015 CPI = 2.1%
 - 2014 CPI = 0.9%
- When a residential property is purchased, provided it was not an eligible family transaction, the CAP on that property is removed. The CAP, if eligible, is placed back on the property after one year, using the assessed value as it's base.

CAP Eligibility

- **Eligible**
 - At least 50% owned by a Nova Scotia resident
 - Residential property with less than four dwelling units or vacant resource
 - Annual increase in market value greater than the Nova Scotia Consumer Price Index
 - Ownership remained within the family
 - Owner occupied condominium
 - Manufactured home
 - Manufactured home park, co-operative housing, residential or resource portions of commercial farm

- **Not Eligible**
 - Majority owned by an out of province resident
 - Commercial property
 - New construction
 - Transfer in ownership during the year unless to a close family member
 - Non-owner occupied condominium

Capped Assessment History

	2018	2017	2016
All Residential Assessed Value	\$480,271,700	\$476,217,200	\$470,944,400
Residential Taxable Assessed Value	\$393,784,300	\$388,459,400	\$380,261,900
Residential Taxable Assessed Value not eligible for the CAP	\$223,411,700	\$209,462,500	\$181,925,700
Residential Taxable Assessed Value eligible for the CAP	\$170,372,600	\$179,062,900	\$198,336,200

Sample 2019 Assessment Notice

Dwelling Unit(s): 1
 Municipality: MUNICIPALITY OF PROPERTYVILLE

Property taxes will be based on *Taxable Assessed Value* (and/or *Acres* in the case of partially exempt forest property).

2019 PROPERTY ASSESSMENT		<i>Carlos Resendes for the Director of Assessment</i>		
Classification	Assessed Value	Capped Assessment	Acres	Taxable Assessed Value
RESIDENTIAL TAXABLE	\$264,800	\$232,300		\$232,300
2019 TOTAL	\$264,800	\$232,300		\$232,300

Assessed Value: is based on market value as of January 1, 2018 and reflects the property's physical state as of December 1, 2018.

Capped Assessment: the capped assessment value of the property, if eligible.

Taxable Assessed Value*: is used to calculate property taxes and is either the Assessed Value or the Capped Assessment, which ever is lower.

*partially exempt forestry property is based on acreage.

www.PVSC.ca

Detailed information available to owners with a PIN (available on assessment notice)


Public search by AAN, address or advanced property lookup

- Building characteristics
- Civic address
- Sales information
- Assessed value
- Taxable (capped) assessed value
- Assessment history

Assessed Value (last 5 years)

Year	Assessed Value	Taxable Assessed Value
2018	\$293,200	\$293,200
2017	\$284,800	\$265,800
2016	\$292,100	\$262,000
2015	\$297,400	\$261,300
2014	\$303,500	\$256,000

The above information will be updated as new parcels are selected.



The map displays a grid of property parcels. The parcel with AAN 05635608 is highlighted in yellow and outlined in red. Other visible AANs include 02412233, 01700375, 02598159, 02404044, 04456076, 10430357, 05849209, 02412195, 03040267, 02075091, 00333026, 10438421, 00240470, 03447063, 01323474, and 0039934. The map includes navigation controls (zoom in/out, pan) and an Esri logo.

AAN: 05635608
Civic address: 75 FIVE ISLAND RD HUBLEY
Land size: 20,000 Sq. Ft.
Sale price: \$246,000
Sale date: 27-01-2017
of parcels in sale: 1
Current property assessment: \$293,200
*** Current taxable assessed value:** \$293,200
**** Preliminary property assessment for 2019:** \$290,500

Building style: 2 Storey
Construction quality: Average
Under construction: N
Year built: 1989
Living units: 1
Living area (Sq. Ft): 2446
of bedrooms: 4
of baths (includes 1/2 baths): 3
Finished basement: Y
Garage: Y

Questions?

www.pvsc.ca

1-800-380-7775

servicedesk@pvsc.ca



COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: December 4, 2018
Department: Planning Department



UPDATE

The Planning Advisory Committee met on Wednesday, November 28, 2018.

The focus of the meeting were key issues that have arose out of Draft 2 of the Municipal Planning Strategy. After an overview presentation by Staff, discussion focused around:

- Flood Risk and Approaches.
- The Core Area, commercial expansion opportunities
- Short Term Rentals, regulating and monitoring

of Draft 2 of the Municipal Planning Strategy discussions will continue at the next meeting.

To date, outcomes of PAC meeting discussions on the topic have informed staff as follows:

- Process Changes are appropriate
 - Site Plan Approval processes should include “triggers” which can result in public participation or information meetings, such as developments that are out-of-context or with exceptional density in contrast to the existing neighborhood.
 - Development Agreements should continue to be used for certain projects, and Staff should be empowered to escalate a Site Plan Approval application to a development agreement style process if needed (Oct PAC meeting).
- The Core Area, “core neighbourhood,” opportunities are valued.
 - Residents within the Core Area neighborhood should have the opportunity to apply to Council, with a proposal, to rezone a residentially zoned property to a C2, live-work zoning, in accordance with MPS amendment processes.
- Commercial Expansion and investment through upzoning of properties within the Core Area, such as Summer Street, Rail lands, AVRL site, and areas north of Rail Town, is appropriate at this time.
- Commercial Expansion along Main Street should be possible for residents with property abutting Main Street.
 - The owners of these properties should have the opportunity to apply to Council, with a proposal, to rezone a residentially zoned property to a zoning which permits commercial activities, in accordance with MPS amendment processes.

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: December 4, 2018
Department: Planning Department



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- Sea Level Rise and Flooding projections should require that all new buildings within the floodplain should be accommodated with floodproofing to 12m at this time.
 - This includes areas north of Railtown.

 - The Town of Wolfville should investigate a long-term approach to climate change.
 - This study should consider the opportunity to “retreat” from Main Street in contrast to adapt or harden the dykes. This conversation should be ongoing and inform future revisions of the Municipal Planning Strategy.

 - Short Term Rental licensing is appropriate for Bed and Breakfast operators (including AirBnB).
 - It should be approached with caution as it has not previously been implemented in Nova Scotia and may have unintended consequences for the Town of Wolfville.
 - Intended consequences of licensing include
 - increased income diversity for residents,
 - limiting the opportunity to operate Short Term Rentals to residents of the property with property owner’s consent, or in accordance with uses outlined in the Land Use By-Law.
 - Consideration of vacant properties within the Town of Wolfville and how to discourage them is appropriate for a future date.

The Planning Advisory Committee will continue to discuss key issues from the Draft 2 planning documents at upcoming meetings. The key issues will go on to Council for discussion before Staff move forward with detailing the final documents that will advance through the legislated adoption/approval process.

REQUEST FOR DECISION 077-2018

Title: Hospitality Policy

Date: 2018-12-04

Department: Finance



SUMMARY

Hospitality Policy

Due to issues in the past in other areas of the province with regard to questionable spending by elected officials and senior management, the provincial government initiated steps to amend the Municipal Government Act (MGA) to enhance accountability and transparency around expense reimbursements. In the fall of 2017 Bill No. 10 was introduced with MGA Section 65A including new requirements around Expense Reimbursement policies, and adding a requirement to have a Hospitality policy.

The Town of Wolfville's existing Travel, Meal, and Miscellaneous Allowance Policy (120-008) already met the key requirements of the changes to the MGA, most notably stipulating that alcohol was not eligible for reimbursement.

The requirement for a Hospitality Policy was new to municipal units in the province, meaning councils would now be reviewing and adopting a policy framework they likely did not have in the past. This RFD brings forward information for Council to consider in adopting this new policy area.

DRAFT MOTION:

None provided for the December Committee of the Whole (COW) Meeting. The intent is to review the draft Policy with Council, obtain feedback and bring a revised, final draft version to January COW for final review. This would allow the Policy to be approved at the regular January Council meeting.

REQUEST FOR DECISION 077-2018

Title: Hospitality Policy

Date: 2018-12-04

Department: Finance



1) CAO COMMENTS

No comments required at this time.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) s. 65A
- Provincial Financial Reporting and Accounting Manual (FRAM) for municipalities

3) STAFF RECOMMENDATION

No specific recommendation for the December meeting. Will be noted for January COW after getting feedback and direction from Council at December 4 COW.

4) REFERENCES AND ATTACHMENTS

- Travel, Meal, and Miscellaneous Allowance Policy #120-008
- Draft Hospitality Policy 120-016 – attached

5) DISCUSSION

As noted in the Summary on page 1, the province has amended the MGA to add specific requirements for municipalities to follow with regard Expense Reimbursements and a new Hospitality Policy to adopt.

The Town's Policy 120-008 already meets key requirements of the new legislation for routine expense reimbursements. Although it does not yet have references to new Review and Reporting requirements, these can be brought back at a later date.

This RFD is focused on opening the discussion around a new Hospitality Policy. The draft presented is meant to be an initial draft to allow Council to consider the nature of this new legislated requirement. The expectation is through discussion on December 4th, direction will be given to staff to refine/amend the document and a final draft will be brought back to January COW. The attached document is meant to generate discussion with Council, and staff will review possible points of interest and/or decision during the presentation at the December 4th meeting. Items to point out now include:

- The Association of Municipal Administrators (AMANS) Model Policy was utilized as a starting point for the Town's document. Most of the requirements are drawn from the AMANS source, adapted to the Town's policy template layout.
- Key difference from an Expense Reimbursement Policy is the provision for purchase of alcohol.
- Recognizing the need for a higher level of oversight, partially related to the potential for alcohol expenses, the model policy includes sign off by two individuals before reimbursement is considered.

REQUEST FOR DECISION 077-2018

Title: Hospitality Policy

Date: 2018-12-04

Department: Finance



- A clause covering criteria for purchasing gifts is included.
- Formal recognition of provincial Reporting and Review requirements are included. This may be redundant as the legislation and FRAM would echo the same information. Inclusion helps with transparency to the public, so their inclusion is recommended.
 - Timelines for reporting and review requirements are shorter in the draft Town document compared to the AMANS model Policy. Staff feel the number of days allowed in the model policy are not needed, and that timely reporting the information is enhanced by shortening the window of time allowed.
 - Where applicable, timelines have been selected to mirror the timeline u=typical of the annual external financial audit.
- Selection of Effective Date – current suggestion is to make it April 1, 2019 which is the start of the next fiscal year.

6) FINANCIAL IMPLICATIONS

None at this time. Once Policy is adopted, there may be additional budget requirements to provide funding for previously disallowed spending.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Adoption of the Policy is a legislated requirement, however it's purpose is consistent with the Town's Strategic Principles of Affordability and Transparency.

8) COMMUNICATION REQUIREMENTS

None at this time. More information to be provided with revised report to come back to January COW.

9) ALTERNATIVES

No alternatives exist with regard adoption of policy. Specific clauses within the Policy are open to some alteration, as long as the provincial mandate is met.

REQUEST FOR DECISION 077-2018

Title: Hospitality Policy

Date: 2018-12-04

Department: Finance



SUMMARY

Hospitality Policy

Due to issues in the past in other areas of the province with regard to questionable spending by elected officials and senior management, the provincial government initiated steps to amend the Municipal Government Act (MGA) to enhance accountability and transparency around expense reimbursements. In the fall of 2017 Bill No. 10 was introduced with MGA Section 65A including new requirements around Expense Reimbursement policies, and adding a requirement to have a Hospitality policy.

The Town of Wolfville's existing Travel, Meal, and Miscellaneous Allowance Policy (120-008) already met the key requirements of the changes to the MGA, most notably stipulating that alcohol was not eligible for reimbursement.

The requirement for a Hospitality Policy was new to municipal units in the province, meaning councils would now be reviewing and adopting a policy framework they likely did not have in the past. This RFD brings forward information for Council to consider in adopting this new policy area.

DRAFT MOTION:

None provided for the December Committee of the Whole (COW) Meeting. The intent is to review the draft Policy with Council, obtain feedback and bring a revised, final draft version to January COW for final review. This would allow the Policy to be approved at the regular January Council meeting.

REQUEST FOR DECISION 077-2018

Title: Hospitality Policy

Date: 2018-12-04

Department: Finance



1) CAO COMMENTS

No comments required at this time.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) s. 65A
- Provincial Financial Reporting and Accounting Manual (FRAM) for municipalities

3) STAFF RECOMMENDATION

No specific recommendation for the December meeting. Will be noted for January COW after getting feedback and direction from Council at December 4 COW.

4) REFERENCES AND ATTACHMENTS

- Travel, Meal, and Miscellaneous Allowance Policy #120-008
- Draft Hospitality Policy 120-016 – attached

5) DISCUSSION

As noted in the Summary on page 1, the province has amended the MGA to add specific requirements for municipalities to follow with regard Expense Reimbursements and a new Hospitality Policy to adopt.

The Town's Policy 120-008 already meets key requirements of the new legislation for routine expense reimbursements. Although it does not yet have references to new Review and Reporting requirements, these can be brought back at a later date.

This RFD is focused on opening the discussion around a new Hospitality Policy. The draft presented is meant to be an initial draft to allow Council to consider the nature of this new legislated requirement. The expectation is through discussion on December 4th, direction will be given to staff to refine/amend the document and a final draft will be brought back to January COW. The attached document is meant to generate discussion with Council, and staff will review possible points of interest and/or decision during the presentation at the December 4th meeting. Items to point out now include:

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 - Where applicable, timelines have been selected to mirror the timeline u=typical of the annual external financial audit.
- Selection of Effective Date – current suggestion is to make it April 1, 2019 which is the start of the next fiscal year.

6) FINANCIAL IMPLICATIONS

None at this time. Once Policy is adopted, there may be additional budget requirements to provide funding for previously disallowed spending.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Adoption of the Policy is a legislated requirement, however it's purpose is consistent with the Town's Strategic Principles of Affordability and Transparency.

8) COMMUNICATION REQUIREMENTS

None at this time. More information to be provided with revised report to come back to January COW.

9) ALTERNATIVES

No alternatives exist with regard adoption of policy. Specific clauses within the Policy are open to some alteration, as long as the provincial mandate is met.

REQUEST FOR DECISION 076-2018

Title: St George's Lodge Request for Tax Exemption

Date: 2018-12-04

Department: Finance



SUMMARY

St George's Lodge Request for Tax Exemption

St. Georges Lodge, 43 Gaspereau Avenue, had received a partial tax exemption from the Town for years through an old Bylaw. The Bylaw was replaced with a Town Policy, 140-014, in April 2016 at which time St. Georges Lodge was placed in Schedule C along with a number of other properties in Town which received partial property tax exemptions (effectively paying the residential rate versus the commercial tax rate that would otherwise apply). It was determined that the Lodge did not meet the intent/criteria of the Policy and earlier this year Council approved changes to the Policy which included the removal of the Lodge from Schedule C.

Mr. Robert Bearne addressed members of Council at the November 6th Committee of the Whole (COW) Meeting, after which staff were requested to bring additional information back to the December COW Meeting for further consideration.

DRAFT MOTION:

No motion required unless Council decides to provide the partial exemption.

If tax exemption is to be granted, motion would be:

That Council approve the addition of St. George's Lodge, 43 Gaspereau Avenue, to Schedule C of Town Policy 140-014 and that public access to parking be considered a qualifying use for purposes of the Policy.

REQUEST FOR DECISION 076-2018

Title: St George's Lodge Request for Tax Exemption

Date: 2018-12-04

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Section 71 – provides councils with the authority to exempt (partial/full) properties from taxation, but only by way of Policy.

3) STAFF RECOMMENDATION

That St. Georges Lodge not be granted a partial tax exemption until such time as it meets the criteria/intent of Schedule C of the Town Policy 140-014, or Council can revise the Policy to include parking as a qualifying criteria.

4) REFERENCES AND ATTACHMENTS

1. September 20, 2018 letter from Lodge (attached).
2. Request for Decision (RFD) # 012-2018 Property Tax Exemption Amendments (refer to February 2018 Committee of the Whole and Council agenda packages)

5) DISCUSSION

St. Georges Lodge, 43 Gaspereau Avenue, had received a partial tax exemption from the Town through an old Bylaw. The Bylaw was replaced with a Town Policy, 140-014, in April 2016 at which time St. Georges Lodge was placed in Schedule C along with a couple of other properties in Town which received partial property tax exemptions (effectively paying the residential rate versus the commercial tax rate that would otherwise apply).

After the adoption of Policy 140-014, staff notified the treasurer of the Lodge that the property did not meet all the criteria set out by the Policy, Schedule C. Taking into account the Policy was new, over the next couple of years staff worked with the treasurer to see if the Lodge could avoid being removed from the Tax Exemption Policy. During that time the Lodge continued to receive the exemption. The key issue was the facility being open for public use, similar to the other properties included in Schedule C.

The issue of general public access was not resolved by the winter of 2018, and in February RFD 012-2018 was presented to Council in which several changes to Policy 140-014 were approved by Council. One of those changes involved removing St. George's Lodge from the exemption policy.

As noted in RFD 012-2018, other than use by Lodge members and the 1st Wolfville Beavers, there is little to no other public use. In discussions with the Treasurer it was noted that the facility is not particularly conducive to general public use.

REQUEST FOR DECISION 076-2018

Title: St George's Lodge Request for Tax Exemption

Date: 2018-12-04

Department: Finance



On September 20th of 2018, the Town received a letter from the Lodge with a request to reinstate the property tax exemption previously afforded as part of Schedule C of the Town's Property Tax Exemption Policy 140-014. This letter was included in the Correspondence section of October 16th Town Council agenda package. On November 6th, Lodge member Robert Bearne addressed Council during the Public Input/Question Period section of the Agenda, requesting Council consider providing the Lodge a partial exemption from property taxes. At that time, Mr. Bearne referenced the issue of the Lodge being classified as commercial assessment and that as a Temple it should not be taxed. The following information is intended to address details of the Lodges property assessment in order to assist Council in reviewing the tax status of the property.

With regard to commercial classification for purposes of assessment by Property Valuations Services Corporation (PVSC), this is not a factor that the Town determines. Generally, the properties in Town can be classified as Residential (taxable or exempt), Commercial (taxable or exempt), Resource (taxable or exempt), or Farm. **Properties noted as Commercial do not necessarily represent businesses**, i.e. what most people might think of as "commercial" enterprises. Rather for purposes of municipal assessment rolls (issued by PVSC) a commercial property is one that does not fit the definition of residential, resource, or farm. In accordance with this approach, the Lodge's property is defined as commercial.

As noted by Mr. Bearne, the property serves both as a Lodge and as a Temple and the belief was that the Temple use is equivalent to churches (which are exempt from property taxes). The property at 43 Gaspereau Avenue is assessed as follows:

- | | |
|-----------------------------|------------------|
| • Commercial taxable | \$66,200 |
| • Commercial exempt | <u>\$130,800</u> |
| ○ Total | <u>\$197,000</u> |

As reflected above, the majority of the property is classified as "exempt" assessment by PVSC, i.e. the Town cannot charge taxes on it. This would relate to the use as a temple. The result for 2018 is two thirds of the assessed value had no property taxes, while one third resulted in property taxes of \$2,678 (area rates included).

Up until 2012, fifty percent of the assessed value was classified as taxable.

In the September 20th letter to Council, the Lodge notes they would be willing to allow daytime use of their parking space if a tax break were granted by Council. A couple of items should be considered with regard the offer of parking access:

- A staff report was presented earlier this year and based on the data, it was agreed the service level was currently adequate in the downtown area (RFD 040-2018, June). This was based on an acceptable service level reviewed with Council, i.e. there was sufficient parking within a 2 to 5 minute walk of any spot in the downtown.

REQUEST FOR DECISION 076-2018

Title: St George's Lodge Request for Tax Exemption

Date: 2018-12-04

Department: Finance



- Lack of daytime parking spaces in the area of the Lodge has not yet been identified by staff as an issue to address.
- Staff are currently conducting parking counts in the downtown and data results should be available later this fiscal year.
- If a shortfall in parking spaces is identified in the downtown, and if the spaces at the Lodge can address that shortfall, then there may be some value in entering an agreement with the Lodge for use of their spaces. This would not necessarily have to occur by way of tax exemption, rather it could occur as an MOU and a related fee paid to the Lodge relative to the value of the parking spaces gained.

6) FINANCIAL IMPLICATIONS

If Council decides to provide St George's Lodge with a partial tax exemption, there will be an additional \$1,500 expense incurred in the Town's annual operations.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided at this time

8) COMMUNICATION REQUIREMENTS

A letter will be sent to the Lodge advising of Council's decision.

9) ALTERNATIVES

There are essentially only a couple of options. Grant a partial exemption or stay with the decision earlier this year to not allow the exemption. Loss of the exemption occurred through the application of the Town Policy, so a desire to provide tax relief to St. George's Lodge would require clarification of the eligibility criteria outlined in Schedule C of the Policy.

COPY

RECEIVED
SEP 20 2018

September 20th, 2018

The Mayor and Town Council Members
Town of Wolfville
Wolfville, Nova Scotia

Dear Mr. Mayor and Members of the Wolfville Town Council

As a member of St. George's Lodge No. 20, situated at 43 Gasperau Avenue in the Town of Wolfville, I have been asked to write to you with regards to our present Tax Bill.

Presently we pay a Commercial rate on our taxable portion for our Temple. We are not a commercial enterprise nor are we in a commercial zone, however being a Temple, property assessment has been categorized as commercial.

Commercial assessment places a heavy debt on the Lodge as we do not have any fund raising means other than members dues and donations.

We do provide for the Beavers program to hold their meetings at no charge in our basement.

Physically as we are not in a position to offer our building for public use, we cannot use the building for other means of raising revenue.

Therefore I have been instructed to ask the Town of Wolfville if our Commercial Rate of assessment could be reduced to Residential Rate, which had been afforded us in the past.

We have considered and are willing to offer daytime usage of our parking space to the Town, if Council were to grant us Residential Rate on our Tax Bill as assessed.

St. George's Lodge No. 20, located in the Town of Wolfville is the oldest Masonic Lodge outside of the city of Halifax, in the province of Nova Scotia, having been founded in 1784 that has continued since its inception under the same name.

We trust that the Town of Wolfville will give sincere consideration to the Lodge's request and we look forward to a favorable reply.

Sincerely, Robert L. Bearne. Past Master St. George's No. 20
43 Gasperau Ave, Wolfville NS

ROBERT L. BEARNE

INFORMATION REPORT

Title: Capital Budget Project Charters

Date: 218-12-04

Department: Finance



SUMMARY

Capital Budget Project Charters

Over the last few years, staff have provided Council with project charters related to major capital projects included in the Ten Year Capital Investment Plan (CIP). These summaries of project information have helped ensure clarity of scope of work, timing, and areas of responsibility. As noted in the budget Info Report presented in at the November Committee of the Whole (COW) meeting, the charters would be provided to Council in December if possible.

The documents presented with this report are still in draft form and subject to revision, however staff felt it was helpful to provide Council the information now as it may help inform upcoming budget discussions. It also provides more time for members of Council to review the information before more detailed budget deliberations begin in January.

INFORMATION REPORT

Title: Capital Budget Project Charters

Date: 218-12-04

Department: Finance



1) CAO COMMENTS

The draft project charters have been made available so that Council can clearly understand, discuss, and ultimately approve, the scope of work for the capital projects in Year 1 of the 10 Year CIP. One of the project charters that will be provided at a future meeting is the one for the Downtown Sound System. As this project is re-scoped and the costs are better known, this will be presented to Council via a project charter so everyone is on the same page.

2) REFERENCES AND ATTACHMENTS

- Draft Ten Year CIP as presented during November COW
- Draft Project Charters
 - Street Infrastructure Projects
 - Seaview Avenue
 - Gaspereau Avenue
 - Westwood Avenue
 - Flood Risk Adaption Project
 - Shoreline Protection Project
 - Town Fleet/Equipment Replacement
 - Community Development/Public Works Building Renovation

3) DISCUSSION

The information attached is meant to update Council on budget details as they develop. The project charters are not finalized and some changes can be expected. If members of Council notice areas of concern, this review at the December meeting will allow a chance to discuss with staff.

Staff will continue to work on key charters for projects in year 1, and the next two years where possible. The Sewer Treatment Plant Upgrade and East End Gateway are two charters that should be developed to assist Council in reviewing the ten year plan.

A copy of the Ten Year CIP has been included to allow for discussion of any project priorities that members of Council may feel have not been covered yet.

It should also be noted that one project not yet on the draft CIP is an Electronic Vehicle Charging Station. This item was in the 2018/19 Four Year Operations Plan to scope out, but no capital project had been included. Staff have held ongoing discussion with Acadia about the possibility of a cooperative project in this area. The indication is that Acadia has made headway on a possible project and that it would be more viable if the Town could partner with them. Not all details are available at this point in time, but there is a time sensitive process that Acadia has pursued and it may require a commitment from the town prior to the adoption of the 2019/20 budget, that would likely impact installation in the 2019/20 year. Key highlights are:

- A “quick” EV Charge station would be installed

INFORMATION REPORT

Title: Capital Budget Project Charters

Date: 218-12-04

Department: Finance



- Location yet to be determined
- Cost could be as high as \$100,000 to be split between Town and Acadia
- Includes a revenue recovery set up
- ***Commitment required no later than mid-January***
- Actual acquisition and installation likely to occur in 2019/20

This project is highlighted here in order to give Council a chance to consider the concept further, and to see if there is a desire to have further details presented at the January COW. This would allow a decision to occur before the mid-January deadline that Acadia is currently facing.

4) FINANCIAL IMPLICATIONS

Not applicable at this stage. This is a continuation of budget discussions that will lead to a decision by March 31, 2019.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time

6) COMMUNICATION REQUIREMENTS

Nothing provided at this time

7) FUTURE COUNCIL INVOLVEMENT

Part of ongoing budget discussions with Council. Additional discussions will occur during January, February and March COW meetings.

Town of Wolfville
DRAFT 2019/20 Ten Year Capital Investment Plan - Nov 6 COW
Fiscal 2019/20 to 2028/29

	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
Information Technology										
Servers		15,000	-	-	-	-	-	15,000	-	-
Other IT Upgrades										
Total Other	-	-	-	-	-	-	-	-	-	-
Information Technology	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -
Municipal Buildings										
Town Hall Civic Complex										
New Facility								2,800,000		
Community Development/Public Works										
Accessibility/Reno upgrade	300,000									
Fire Hall										
New Facility								1,700,000		
RCMP Detachment										
Library										
New Facility								1,900,000		
Total Municipal Buildings	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400,000	\$ -

Town of Wolfville
DRAFT 2019/20 Ten Year Capital Investment Plan - Nov 6 COW
Fiscal 2019/20 to 2028/29

	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
Protective Services										
Fire Department										
Trucks										
Aerial Ladder Truck						1,350,000	-			
Pumper 1 E-One Cyclone										
Ford 4*4 Utility Vehicle										
Pumper 3 E-One Cyclone					800,000					
Tanker 6 Int'l Pumper/Tanker										
Rescue 4 Pumper Rescue										750,000
Ford Haz Matt vehicle										
Fire Trucks	-	-	-	-	800,000	1,350,000	-	-	-	750,000
Equipment										
Equipment Upgrades	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
SCBA Apparatus	30,000	30,000	30,000	30,000						
Misc Fire Equipment	50,000	50,000	50,000	50,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Fire Department	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 820,000	\$ 1,370,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 770,000
Transportation Services										
Public Works - Fleet Inventory										
veh # 18 - skid steer (currently)	120,000				60,000					60,000
veh # 19 - PW 3/4 ton Crew Cab				36,500						
veh # 20 - 1/2 pick up - Rec		30,000					30,000			
veh # 21 - PW 3/4 ton 4*4		30,000					35,000			
veh # 22 - PW 1/2 ton		30,000					30,000			
veh # 23 - PW 1 ton		70,200					75,000			
veh # 25 - PW 5 ton plow truck					185,000					
veh # 26 - Parks 3/4 ton crew cab			32,400						35,000	
veh # 27 - PW backhoe	120,000						130,000			
veh # 28 - PW loader				155,500						160,000
veh # 29 - PW trackless		160,000						160,000		
veh # 31 - Parks micro truck			25,000					25,000		
veh # 32 - PW 3/4 ton				40,600						40,600
veh # 34 - PW micro truck				25,000					25,000	
veh #?? - Parks micro truck				25,000					25,000	
veh # 39 - Parks Z Track mower		12,200					13,000			
veh # 40 - Parks loader/backhoe				57,500					60,000	
veh # 37 - Parks mower					13,000				13,000	
veh # 38 - Parks mower		12,500					13,000			
veh # 24 - PW asphalt recycler					110,000					
veh # 17 - Bylaw car		30,000						25,000		
veh # 51 - PW trackless					160,000					
veh # 33 - Parks 3/4 ton crew cab				69,300						69,300
New PW/Parks Vehicle	30,000					30,000				
New PW/Parks Vehicle	30,000					30,000				
flail mower							40,000			
Rec Dept - Bike Trailer						15,000				
New - Utility Trailer										
Fleet/Equipment	300,000	374,900	57,400	409,400	528,000	75,000	366,000	210,000	158,000	329,900

Town of Wolfville
DRAFT 2019/20 Ten Year Capital Investment Plan - Nov 6 COW
Fiscal 2019/20 to 2028/29

	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
Transportation Infrastructure										
<i>includes active transport corridors, street, sidewalk, sanitary & storm sewer where applicable</i>										
Earncliffe Ave. - civic 16 to end Earncliffe Ave. Main to civic 16				648,000	612,000					
Gaspereau - civic 128 to Fowler Gaspereau - civic 94 to civic 128 Gaspereau - Willow to civic 94	\$ 600,000								648,000	612,000
Highland - Bay to Civic 76 Highland - civic 76 - Skyway Dr Highland - Prospect to Bay			900,000	900,000			900,000			
Kent Ave - Main to Queen King St - Victoria to Willow		-								
Maple Ave - civic 43 to Civic 83 Maple Ave - Main to civic 19 Maple Ave -civic 19 to civic 43 Maple Ave -civic 83 to end			-		756,000		792,000		828,000	
Pleasant - Huron to Orchard Pleasant - Sherwood to Huron			648,000					864,000		
Seaview	665,000									
Sidewalk - Blomidon Terrace										
University - civic 18 to Crowell Dr University - Main to civic 18						720,000		720,000		
Victoria - Main to King								612,000		
Westwood - Main to Irving Centre Wickwire - Little to Beckwith	1,260,000					1,080,000				
Parking lots					100,000					
Engineering - design work year in advance	-	77,400	77,400	73,400	90,000	84,600	109,800	73,800	30,600	
	2,525,000	77,400	1,625,400	1,621,400	1,558,000	1,884,600	1,801,800	2,269,800	1,506,600	612,000
Streets, Sidewalks, Parking Lots	2,525,000	77,400	1,625,400	1,621,400	1,558,000	1,884,600	1,801,800	2,269,800	1,506,600	612,000

Town of Wolfville
DRAFT 2019/20 Ten Year Capital Investment Plan - Nov 6 COW
Fiscal 2019/20 to 2028/29

	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
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Community Infrastructure										
Infrastructure										
<u>West End Gateway</u>										
Clock Park Lighting										
<u>East End Gateway</u>										
Harvest Moon Trail Head	25,000									
VIC & Willow Park Upgrades		500,000								
Other Upgrades - incl Willow	50,000	200,000								
Gateway Streetscape		100,000								
Wireless Sound System - Downtown	30,000									
Nature Preserve - dam upgrade				500,000						
Mona Parsons Project	20,000									
Allow for Future Park Development			100,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
West End Parkland & Trail	10,000	100,000								
<u>NOT IN PLAN YET</u>										
Robie Tufts										
Quiet Park										
Waterfront Park										
Ravine Trail - West End										
Graveyard										
Fitness Trail										
Harvest Moon Trail										
Kiosks										
Nature Preserve										
Trail System Woodmans Grove										
	\$ 135,000	\$ 900,000	\$ 100,000	\$ 550,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
GRAND TOTAL ALL PROJECTS	\$ 3,855,000	\$ 2,967,300	\$ 2,032,800	\$ 2,690,800	\$ 2,956,000	\$ 3,379,600	\$ 2,237,800	\$ 2,564,800	\$ 9,134,600	\$ 1,761,900
										\$ 33,580,600

PROJECT CHARTER: Seaview Avenue (Main to Locust)

2019/20 Capital Investment Plan



1. PURPOSE & DESCRIPTION

PURPOSE

The purpose is to rehabilitate 185 metres of Seaview Ave with all new infrastructure installed between Main Street and Locust Ave.

DESCRIPTION

The project includes the installation of new water, sanitary and storm water infrastructure, reconstruction of the street with new gravels, asphalt, concrete curb on both sides and all associated reinstatement of disturbed areas. Design work for Seaview Ave will be completed and the project tendered in May 2019.

The existing infrastructure on Seaview Ave has outlived its useful life. Underground infrastructure dates back to the 1940's and the asphalt pavement has deteriorated to a point beyond repair.

2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes six (6) strategic principles. The project upgrades will meet the strategic principles of Council by:

1. Affordability

The street section of the Capital Investment Plan is a funding priority for the Town. This is the first section that is funded to ensure these projects can be completed.

2. Transparency

All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.

3. Community Capacity Building

N/A

4. Discipline to Stay the Course

The Capital Investment Plan lays out a 10-year plan for street work and has considered the paving condition index, status of underground infrastructure, etc. Unless unforeseen conditions such as numerous watermain breaks occur on a section of road that was not planned for the next fiscal year staff continue to address the streets in the order they appear in the plan.

5. United Front

N/A

6. Environmental Sustainability

N/A

OTHER TOWN PLANS

- Pavement Condition Survey (2015)

PROJECT CHARTER: Seaview Avenue (Main to Locust)

2019/20 Capital Investment Plan

3. SCOPE

OBJECTIVES

The objectives of the project are:

1. To improve the functionality of all underground infrastructure
2. To improve the overall street condition for all users – pedestrians, cyclists and motorists

DELIVERABLES

The deliverables for the project are:

1. New underground infrastructure
2. New street including base materials, asphalt surface, and concrete curb on both sides of Seaview Ave.

4. TIMELINES AND MILESTONES

DATE	ACTION
2018/19, Q4	Street design is complete
2019/20, Q1	Call for Tenders
2019/20, Q1	Begin construction
2019/20, Q3	Complete construction

5. ASSUMPTIONS, CONSTRAINTS & RISKS

ASSUMPTIONS

- Street design can be completed and tender awarded by May 2019.

CONSTRAINTS

- Work on Seaview Ave. as on all streets will create inconvenience for the public and alternate routes will be identified and communicated.

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

The project is estimated to cost \$625,000 with approximately 25% of that total being charged to the water utility.

RESOURCES

Project Lead: Director of Public Works

Internal Resources:

- **Public Works** – Provide Project Management

External Resources



PROJECT CHARTER: Seaview Avenue (Main to Locust)

2019/20 Capital Investment Plan

- **Engineer Consultant** – Provide street design and on-site project management
- **Contractor** – Street construction

OPERATIONAL BUDGET IMPACT

- Maintenance requirements can be directed to other infrastructure.

PROCUREMENT

In accordance with the Town's Procurement Policy 140-001, Section 5.3 "high value procurement of goods and services greater than \$25,000", street construction will be publicly tendered.

7. ROLES & RESPONSIBILITIES

Council's role is to approve the 2018/19 Capital Investment Plan and subsequent projects.

8. COMMUNICATION & ENGAGEMENT

A Communications Checklist will be prepared prior to the start of construction. All residents will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule.

DRAFT

1. PURPOSE & DESCRIPTION

PURPOSE

The purpose is to rehabilitate 180 metres of ~~storm sewer on~~ Gaspereau Ave beginning at Willow Ave and heading south up Gaspereau Ave including sanitary and storm sewer with the associated site restoration.

DESCRIPTION

The project includes the installation of new sanitary and storm water infrastructure on Gaspereau Ave that is beginning to collapse. The project will begin at Willow Ave ~~on the east side of Gaspereau, cross Gaspereau~~ and continue up ~~the west side of~~ Gaspereau 180 m to approximately civic # 94 and include street reconstruction and all associated reinstatement of disturbed areas. Design work for this project was started in 2018 and the scope of work revised when it was determined the sanitary sewer lines were nearing the end of their life cycle. will be completed and the project tendered in April 2018.

This section of existing storm water infrastructure on Gaspereau Ave is a mixture of pipe materials and has outlived its expected useful life. Some sections of the sections of the storm water infrastructure are beginning to collapse. The sanitary sewer lines are also nearing the end of their life cycle and therefore should be replaced. The waterline through this section is

2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes five (5) strategic goals. The project upgrades will meet the strategic goals of Council by:

1. Affordability

The street section of the Capital Investment Plan is a funding priority for the Town. This is the first section that is funded to ensure these projects can be completed.

2. Transparency

All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.

3. Community Capacity Building

N/A

4. Discipline to Stay the Course

The Capital Investment Plan lays out a 10-year plan for street work and has considered the paving condition index, status of underground infrastructure, etc. Unless unforeseen conditions such as numerous watermain breaks occur on a section of road that was not planned for the next fiscal year staff continue to address the streets in the order they appear in the plan.

5. United Front

N/A

6. Environmental Sustainability

N/A

OTHER TOWN PLANS

- Repair History
- Field Inspections

3. SCOPE

OBJECTIVES

The objectives of the project are:

1. To improve the functionality of all underground infrastructure;
2. To improve the overall street condition for all users – pedestrians, cyclists and motorists.

DELIVERABLES

The deliverables for the project are:

1. New underground infrastructure;
2. New pavement

4. TIMELINES AND MILESTONES

DATE	ACTION
2018 7 /19 8 , Q4	Street design is complete
2019 8 /20 19 , Q1	Call for Tenders
2019 8 /20 19 , Q1	Begin construction
2019 8 /20 19 , Q2	Complete construction

5. ASSUMPTIONS, CONSTRAINTS & RISKS

ASSUMPTIONS

- Street design can be completed and tender awarded by April 2019~~8~~.

CONSTRAINTS

- Work on Gaspereau Ave. as on all streets will create inconvenience for the public and alternate routes will be identified and communicated.

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

The project is estimated to cost \$~~600,000.250,000~~.

RESOURCES

Project Lead: Director of Public Works

Internal Resources:

PROJECT CHARTER: Gaspereau Avenue Storm

2017/18 Capital Investment Plan



- **Public Works** – Provide Project Management

External Resources

- **Engineer Consultant** – Provide street design and on-site project management
- **Contractor** – Street construction

OPERATIONAL BUDGET IMPACT

- Maintenance requirements can be directed to other infrastructure.

PROCUREMENT

In accordance with the Town's Procurement Policy 140-001, Section 5.3 "high value procurement of goods and services greater than \$25,000", street construction will be publicly tendered.

7. ROLES & RESPONSIBILITIES

Council's role is to approve the 2018/19 Capital Investment Plan and subsequent projects.

8. COMMUNICATION & ENGAGEMENT

A Communications Checklist will be prepared prior to the start of construction. All residents will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule.

DRAFT

1. PURPOSE & DESCRIPTION

PURPOSE

The purpose is to rehabilitate 350 metres of Westwod Ave with all new infrastructure installed between Main Street and Civic 36.

DESCRIPTION

The project includes the installation of new water transmission line, sanitary and storm water infrastructure, reconstruction of the street with new gravels, asphalt, concrete curb on both sides and a concrete sidewalk on the east side and all associated reinstatement of disturbed areas. Design work for Westwood Ave will be completed and the project tendered in April 2019.

The existing sanitary and storm infrastructure on Westwood Ave has outlived its expected useful life. The asphalt pavement has deteriorated to a point beyond repair.

The water main is in good shape however the transmission line from the wells to the reservoir needs to be replaced over the next number of years and this will be the first of a multi-phased project to replace the old transmission line.

2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes six (6) strategic principles. The project upgrades will meet the strategic principles of Council by:

1. Affordability

The street section of the Capital Investment Plan is a funding priority for the Town. This is the first section that is funded to ensure these projects can be completed.

2. Transparency

All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.

3. Community Capacity Building

N/A

4. Discipline to Stay the Course

The Capital Investment Plan lays out a 10-year plan for street work and has considered the paving condition index, status of underground infrastructure, etc. Unless unforeseen conditions such as numerous watermain breaks occur on a section of road that was not planned for the next fiscal year staff continue to address the streets in the order they appear in the plan.

5. United Front

N/A

6. Environmental Sustainability

N/A

PROJECT CHARTER: Westwood Avenue (Main to Civic # 36)



2019/20 Capital Investment Plan

OTHER TOWN PLANS

- Pavement Condition Survey (2015)

3. SCOPE

OBJECTIVES

The objectives of the project are:

1. To improve the functionality of all underground infrastructure
2. To improve the overall street condition for all users – pedestrians, cyclists and motorists

DELIVERABLES

The deliverables for the project are:

1. New underground infrastructure
2. New street including base materials, asphalt surface, concrete curb and concrete sidewalk on the east side of Kent Ave.

4. TIMELINES AND MILESTONES

DATE	ACTION
2018/19, Q4	Street design is complete
2019/20, Q1	Call for Tenders
2019/20, Q1	Begin construction
2019/20, Q3	Complete construction

5. ASSUMPTIONS, CONSTRAINTS & RISKS

ASSUMPTIONS

- Street design can be completed and tender awarded by April 2019.

CONSTRAINTS

- Work on Westwood Ave. as on all streets will create inconvenience for the public and alternate routes will be identified and communicated.

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

The project is estimated to cost \$1,260,000 with approximately 25% of that total being charged to the water utility.

RESOURCES

Project Lead: Director of Public Works

Internal Resources:

PROJECT CHARTER: Westwood Avenue (Main to Civic # 36)



2019/20 Capital Investment Plan

- **Public Works** – Provide Project Management

External Resources

- **Engineer Consultant** – Provide street design and on-site project management
- **Contractor** – Street construction

OPERATIONAL BUDGET IMPACT

- Maintenance requirements can be directed to other infrastructure.

PROCUREMENT

In accordance with the Town's Procurement Policy 140-001, Section 5.3 "high value procurement of goods and services greater than \$25,000", street construction will be publicly tendered.

7. ROLES & RESPONSIBILITIES

Council's role is to approve the 2018/19 Capital Investment Plan and subsequent projects.

8. COMMUNICATION & ENGAGEMENT

A Communications Checklist will be prepared prior to the start of construction. All residents will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule.

DRAFT

1. PURPOSE & DESCRIPTION

PURPOSE

To plan, design and implement Climate Adaption measures with a focus on sea level rise.

Key terms:

Climate change

A change in the state of the climate that can be identified by changes in the mean or variability of its properties and that persists for an extended period – typically decades or longer.

Adaptation

The process of adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

Mitigation

Climate change mitigation refers to efforts to reduce or prevent the emission of greenhouse gases. Mitigation can mean using new technologies and renewable energies, making older equipment more energy efficient, or changing management practices or consumer behaviour.

DESCRIPTION

As of October 2018, Climate Change predictions are dire. According to the U.S. National Oceanic and Atmospheric Administration, which is similar to Fisheries and Oceans Canada, by the year 2100, sea levels could rise between 0.35 metres (one foot) and 2.5 metres (8.2 feet), depending on what efforts are made to reduce climate change.¹

The Town has operationalized Climate Change mitigation work in the 2018-2019 budget cycle and are hoping to secure a FCM funded Staff position to focus exclusively on this work. Climate Mitigation efforts can buy additional time for adaptation measures to be implemented.

In order for municipalities in Nova Scotia to have access to federal gas tax revenues, they were required to complete a Municipal Climate Change Action Plan (MCCAP) by December 31, 2013. The MCCAP is an amendment to the Integrated Community Sustainability Plans (ICSP), which were prepared by municipalities and submitted to the province in March 2010. The MCCAP focuses on both climate change adaptation and mitigation and describes how municipalities plan to respond to climate change. The Kings Regional MCCAP was a Kings 2050 collaboration. REGIONAL ISSUE – Trevor to supply info on Grand Pre section that impacts Wolfville

The mapping and data collection from Kings 2050/MCCAP work has continued with the Town's ongoing Municipal Planning Strategy Review. The primary issue to be addressed is the lack of a dyke along the southern shore of Wolfville Harbour. The Department of Agriculture maintains dykes up-to this area but the elevation changes and this area is vulnerable to rising sea levels and storm surge.

The Department of Agriculture has been maintaining and raising dyke heights around the Province and recently completed (March 2018) a risk assessment. The Town of Wolfville was highlighted as a gap in the dyke system and Staff would be working with Department of Agriculture as part of this project to coordinate appropriate adaptation measures.

¹ <https://www.cbc.ca/news/canada/new-brunswick/sea-level-new-brunswick-bay-of-fundy-1.3963567>

PROJECT CHARTER: Climate Change Adaptation

2019/20 Capital Investment Plan – Flood Risk



The current elevations of the Dykes are included below. Mapping as part of the ongoing MPS review assumed an extreme water level of 12m in the event of a 1 in 100 year storm during the highest high tide of the year based on sea level rise predictions for 2100. Extreme water level predictions for current conditions (today in the event of a 1 in 100 year storm) are estimated at 10.3m. A high tide in Wolfville currently is just under 8m. For context, included at the end of this project Charter are:

- MCCAP/King's 2050 mapping for Wolfville (shows where dyke starts and ends)
- Existing elevations along the waterfront area
- Ongoing MPS Review (Draft 2) Development Constraints

Summary of Flood Risk:

1. The dykelands, and some areas on Main Street, of the Town of Wolfville are lower than sea level (like Grand Pre). The dykes in the area protect us from flooding. A high tide comes into Wolfville at just under 8m (approx.)
2. Flood predictions are based on the most extreme predictions of data collected in December of 2016, which include MCCAP, IPCC, localized data.
3. New data is constantly emerging and needs to be updated frequently. For that reason, Environmental Sustainability Committee advised staff to use most extreme predictions and update semi-frequently as new data arises.
4. Development, and redevelopment, shall continue to be required within flood-areas of Wolfville and rather than retreat from inhabiting those areas, Environmental Sustainability Committee and staff believe permitting development with a requirement for flood-proofing is appropriate.
5. The biggest flooding threats are during an intersection of "worst case scenarios" that statistically are very unlikely to occur yet can, and did during the Saxby Gale.
6. The "every-day" threat of flooding is manageable through maintaining and improving dykewalls.

To note:

Meetings set with Regional and Provincial EMO Officials, Department of Agriculture

Previous Study with Flood Gates further out in Harbour?

FCM's [Climate Adaptation Maturity Scale](#) should be reviewed.

~~Accessibility upgrades will be made to the main level entry space and meeting room to allow for a staff person to greet the public on the main level and make the meeting space accessible. This option ensures accessibility on the main level where meetings with the public can be held.~~



2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes six (6) strategic principles. The project will meet the strategic principles of Council by:

- 1. Affordability**
N/A
- 2. Transparency**
All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
- 3. Community Capacity Building**
N/A
- 4. Discipline to Stay the Course**
The Town's Planning documents and MCCAP work commit to building a resilient community and adapting to the impacts of Climate Change.
- 5. United Front**
N/A
- 6. Environmental Sustainability**
Climate Change adaptation is important (morally, financially, etc) and will ensure the long-term prosperity of the Town's assets.

OTHER TOWN PLANS

- Existing and Proposed Municipal Planning Strategy
- Asset Management Plan
- Municipal Climate Change Adaptation Plan

3. SCOPE

OBJECTIVES

The objectives of the project are:

1. To understand and address Flood Risk potential and plan/design options for adapting to potential risks.
2. Based on the planning & design, have the ability to appropriately prioritize and budget a larger Climate Change Adaptation/Flood Risk capital expenditure.

DELIVERABLES

The deliverables for the project are:

1. To address all fire safety issues identified in the facilities condition assessment.
2. To address minor issues that are prohibitive to persons with accessibility issues.

4. TIMELINES AND MILESTONES

DATE	ACTION
2019/20, Q1-1	Stakeholder Meetings and Terms of Reference
2019/20, Q1-21	Award Contract and begin work

PROJECT CHARTER: Climate Change Adaptation

2019/20 Capital Investment Plan – Flood Risk



2019/2019, Q4 TBD	Complete Planning & Design Work Capital Project Tender and Construction (TBD depending on Planning & Design work)
----------------------	-------------------------------------------------------------------------------------------------------------------------

5. ASSUMPTIONS, CONSTRAINTS & RISKS

Climate change predictions are ever evolving and are associated with macro factors the Town has little or no influence on. The risks of NOT taking action far outweigh a “wait and see” approach, as outlined in a recent **IPCC report**.

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

The planning & design aspect of this project is estimated to cost approximately **\$75,000**. Actual construction costs for adaptation measures (e.g. dyke improvements or other measures) would be determined as part of the planning & design exercise but would be expected to be substantial (multi-million dollars).

Various funding sources exist and will be explored for this. Examples include:

Disaster Mitigation:

<https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/dsstr-prvntn-mtgn/ndmp/index-en.aspx>

FCM Municipalities for Climate Innovation

<https://fcm.ca/home/programs/municipalities-for-climate-innovation-program/about-municipalities-for-climate-innovation-program.htm>

FCM Asset Management Program

<https://fcm.ca/home/programs/municipal-asset-management-program/why-invest-in-asset-management.htm>

RESOURCES

Project Lead: Director of Planning & Development

Internal Resources:

- **Direction of Engineering & Public Works** – Project support (co-lead)
- **Climate Change & Energy Coordinator** (funding dependant) - Project support, coordination
- **REMO coordinator** - TBD

External Resources

- **Planning & Engineering Consultant** – Provide planning & design options with associated costs
- **Consultant** – Project Management (if applicable)
- **Contractor(s)** – Construction (when applicable)
- **King’s County or other Regional Partner** - TBD

PROCUREMENT

In accordance with the Town’s Procurement Policy 140-001, Section 5.3 “high value procurement of goods and services greater than \$25,000”, this work will be publicly tendered.

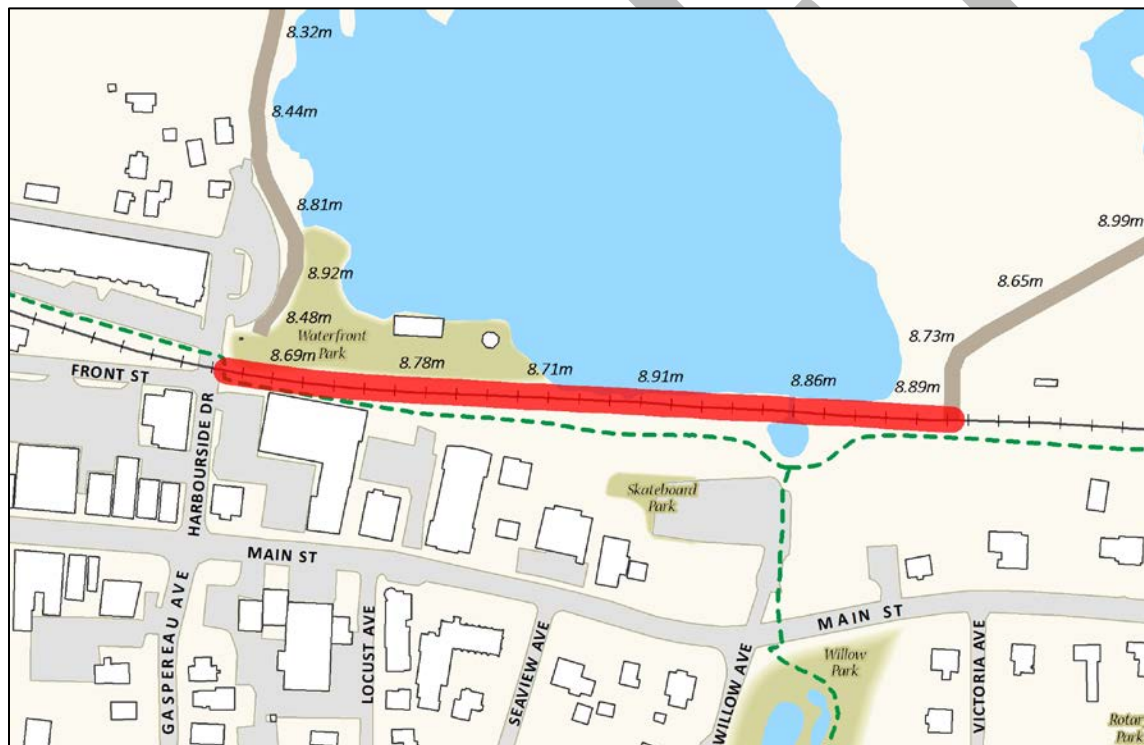
7. ROLES & RESPONSIBILITIES

Council’s role is to approve the Project Charter and Capital Investment Plan.

8. COMMUNICATION & ENGAGEMENT

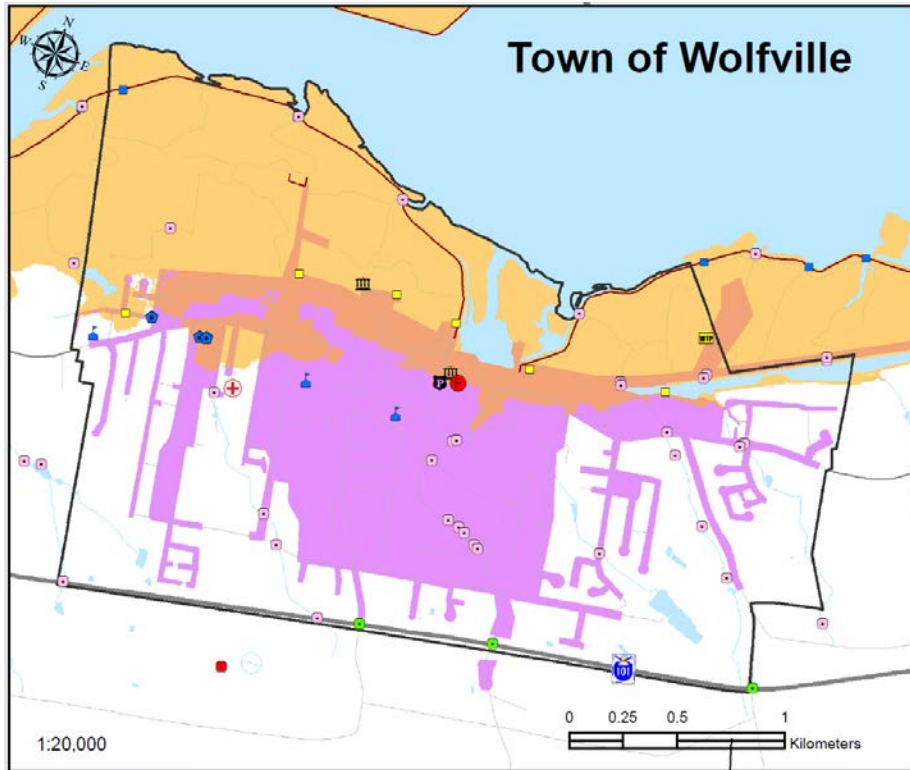
A Communication and Engagement plan would be developed as part of the planning & design work

9. REFERENCE MAPS



PROJECT CHARTER: Climate Change Adaptation

2019/20 Capital Investment Plan – Flood Risk



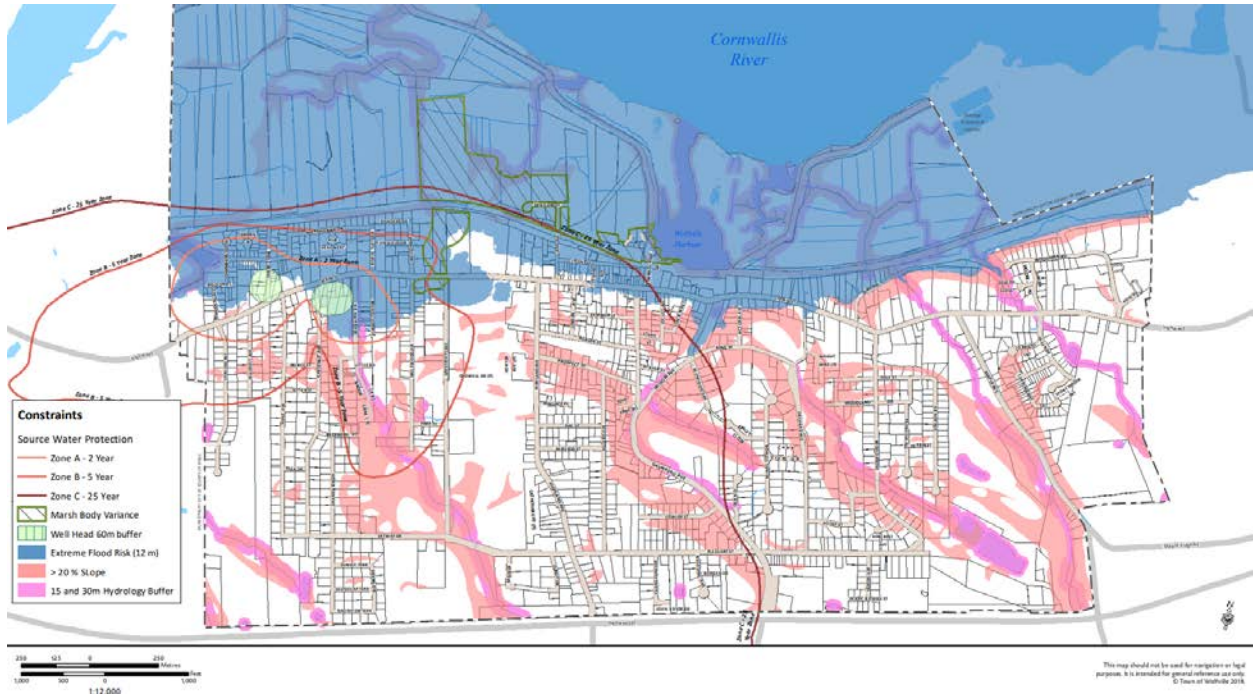
● Fire Department	⊗ * Culvert
▲ School	■ * Aboiteau
▩ Town Hall / Municipal Building	— Dyke
⊠ Police / RCMP	— Berm
⊕ Hospital	— Hydro Pipeline
★ Waste Facility	— Transmission Line
● Water Tower / Reservoir	⚡ NS Power Substation
○ Wharf	☁ Serviced Water Area
● Community Centre	☁ Serviced Sewer Area
● Wellhead	☁ ** Floodplain Surge
■ Sewage Treatment Plant	⊞ Administrative Boundary
■ Pumping Station	⊞ Reserve Boundary
■ Hydro Control Gate	— Trunk # 1
▲ Dam	— Collector Highway
● Bridge	— Highway 101

* Aboiteaus and Culverts are only visible in the inset maps

** Floodplain Data compiled by Applied Geomatics Research Group (AGRG) and is based on a hydrodynamic model (Mike 11 from Danish Hydraulic Institute). Data was also used from the Atlantic Climate Adaptation Solutions Project (ACAS).

PROJECT CHARTER: Climate Change Adaptation

2019/20 Capital Investment Plan – Flood Risk



See ongoing MPS mapping in PDF here:

https://www.wolfville.ca/component/com_docman/Itemid,264/alias,2129-map-3-development-constraints-ledger-mps-review/category_slug,maps/view/download/

DRAFT

PROJECT CHARTER: Waterfront Park Shoreline Protection



2018/19 Capital Investment Plan

1. PURPOSE & DESCRIPTION

PURPOSE

The purpose of this project is to supply and install shoreline protection along approximately ~~130~~170 metres of shoreline in Waterfront Park to protect the park and park infrastructure from erosion, and to repair the wharf.

DESCRIPTION

The existing riprap shoreline protection in Waterfront Park is in poor condition. The foundation soils are being undermined beneath the platform structure in the northwest corner of the park, as well as the gravel walkway between the wharf and the platform. The existing riprap appears to be undersized for the intended use and does not extend from the toe of the slope to the crest of the slope.

A engineering review of the wharf has determined that repairs are need to maintain the wharf in a safe condition.

2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes six (6) strategic principles. The project will meet the strategic principles of Council by:

1. **Affordability**
The project is funded within the proposed 2018/19 Capital Investment Plan.
2. **Transparency**
All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
3. **Community Capacity Building**
N/A
4. **Discipline to Stay the Course**
N/A
5. **United Front**
N/A
6. **Environmental Sustainability**
N/A

OTHER TOWN PLANS

- Waterfront Upgrades – Wharf Inspection Report (2016)
- Operational Reports

3. SCOPE

OBJECTIVES

The objectives of the project are:

1. To protect Waterfront Park from further shoreline erosion

PROJECT CHARTER: Waterfront Park Shoreline Protection 
 2018/19/20 Capital Investment Plan

- 2. Repair the existing wharf

DELIVERABLES

The deliverables for the project are:

- 1. Engineered shoreline protection for approximately 130 metres of shoreline protection through Waterfront Park.

4. TIMELINES AND MILESTONES

DATE	ACTION
2018/19, Q4	Begin Design and Approval Process
2019/2020, Q1	Call Tender
2019/2020, Q2	Award Contract
2019/2020, Q3	Complete Construction

5. ASSUMPTIONS, CONSTRAINTS & RISKS

CONSTRAINTS

- Construction will disrupt use of Waterfront Park and restoration of disturbed areas will be required.

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

The estimated cost to complete ~~130~~170 metres of shoreline protection and the necessary wharf repairs is ~~\$300,000~~\$400,000 over two years. The original plan was to complete the work in phases over the course of three years. This has been revised to minimize disruption to waterfront park to one year. The plan is to complete design and get required Government approvals in the upcoming fiscal year and complete construction in the 2019/20 fiscal year.

Commented [KK1]: Confirm scheduling with Hatch

	Year 1 2018/19	Year 2 2019/20
Shoreline Protection Design	\$ 50,000	
Shoreline Protection Work		\$250,000 <u>\$350,000</u>
Total	\$ 50,000	\$250,000<u>\$350,000</u>

RESOURCES

Project Lead: Director of Public Works

Internal Resources:

- **Public Works** - Provide Project Management

External Resources:

PROJECT CHARTER: Waterfront Park Shoreline Protection 
20189/1920 Capital Investment Plan

- **Engineer Consultant** – provide design and on-site project management
- **Contractor** – shoreline protection construction

PROCUREMENT

In accordance with the Town’s Procurement Policy 140-001, Section 5.3 “high value procurement of goods and services greater than \$25,000”, street construction will be publicly tendered.

7. ROLES & RESPONSIBILITIES

Council’s role is to approve the Project Charter and Capital Investment Plan.

8. COMMUNICATION & ENGAGEMENT

A Communications Checklist will be prepared prior to the start of construction. All residents will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule.

9. APPROVAL

Approved by Council on *(month, day, year)*.

DRAFT

PROJECT CHARTER: Public Works Fleet Replacement

20189/1920 Capital Investment Plan



1. PURPOSE & DESCRIPTION

PURPOSE

Each year the Town replaces equipment as required, to ensure the fleet inventory is maintained in a cost effective manner and sufficient to provide the level of services mandated.

DESCRIPTION

The vehicle replacement schedule is developed by staff as a guide for determining the useful life of Town vehicles. The schedule, in addition to input from the Town's mechanic, is used to determine which vehicles are schedule for replacement in a given year. This year Vehicle #18 – Skid Steer is scheduled for replacement.

2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes five (5) strategic goals. The project will meet the strategic goals of Council by:

1. **Affordability**
Developing and keeping a schedule for fleet replacements ensures that the replacement costs are manageable for the Town. It also ensures that
2. **Transparency**
All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.
3. **Community Capacity Building**
N/A
4. **Discipline to Stay the Course**
The fire safety issues were addressed in the Facilities Condition Assessment and should be addressed as part of the recommendations from the report.
5. **United Front**
N/A
6. **Environmental Sustainability**
N/A

OTHER TOWN PLANS

- Vehicle Replacement Schedule

3. SCOPE

OBJECTIVES

The objectives of the project are:

1. To control the cost of operating and maintaining the Town fleet in a manner that maximizes the useful life, controls growth of the fleet, standardizes composition of the fleet and accurately budgets for maintenance and replacement costs.
2. To promote an orderly system of purchasing and financing a fleet replacement process and plans for future departmental requirements.

PROJECT CHARTER: Public Works Fleet Replacement



20189/1920 Capital Investment Plan

DELIVERABLES

The deliverables for the project are:

1. To replace the ~~Skid Steer~~ bylaw car and the PW backhoe in accordance with the current replacement schedule
- ~~1.2.~~ To add a new ½ ton truck to the fleet and purchase a small loader in lieu of the skidsteer scheduled in 2018/19.

4. TIMELINES AND MILESTONES

DATE	ACTION
2018/19, Q1	Call for Tenders
2018/19, Q1	Award contracts
2018/19, Q 2 3	Delivery of vehicle

5. ASSUMPTIONS, CONSTRAINTS & RISKS

RISKS

- If vehicles are not replaced the Town runs the risk of using out of date equipment that becomes harder to replace in a timely manner if the schedule is not followed.
- The Town operates with only one piece of equipment for each job; therefore, it is important to keep equipment newer to ensure it does not break down. If it does break down there is no back up.

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

The total Replacement is estimated to cost ~~\$56,000~~ \$231,500

RESOURCES

Project Lead: Lead Hand and PW, Operator/Mechanic

Internal Resources

- **Public Works** – Provide project management

OPERATIONAL BUDGET IMPACT

- Keeps maintenance costs down

PROCUREMENT

In accordance with the Town's Procurement Policy 140-001, Section 5.3 "high value procurement of goods and services greater than \$25,000", the vehicles will be publicly tendered.

7. ROLES & RESPONSIBILITIES

Council's role is to approve Capital Investment Plan and subsequent projects.

PROJECT CHARTER: Public Works Fleet Replacement

201~~89~~/1920 Capital Investment Plan



8. COMMUNICATION & ENGAGEMENT

N/A

9. APPROVAL

Approved by Council on *(month, day, year)*.

DRAFT



1. PURPOSE & DESCRIPTION

PURPOSE

Ensure municipal facilities are maintained in a cost-effective manner and safe and accessible to the public.

DESCRIPTION

The original plan was to consider the installation of an elevator to make the upstairs Community Development offices accessible. During this year's budget discussions, Management decided the focus should be on fire safety issues identified in the Facilities Condition Assessment and upgrades to address accessibility on the main level not access to the second level. The condition assessment identified the need for fire separation and a sprinkler system throughout the building to meet the current National Building Code. During the initial inspection the consultant suggested renovations to the first level that would allow more staff to work from this level and improve accessibility and overall use of the space.

~~Accessibility upgrades will be made to the main level entry space and meeting room to allow for a staff person to greet the public on the main level and make the meeting space accessible. This option ensures accessibility on the main level where meetings with the public can be held.~~

2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes six (6) strategic principles. The project will meet the strategic principles of Council by:

1. Affordability

Staff feel confident that the suggested renovations to the first level accessibility upgrades can be made ~~to the main level~~ to better serve the public without investing in an elevator until a decision about the future of Town buildings has been made. This option is funded in the proposed 2018/19 Capital Investment Plan.

2. Transparency

All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.

3. Community Capacity Building

N/A

4. Discipline to Stay the Course

The fire safety issues were addressed in the Facilities Condition Assessment and should be addressed as part of the recommendations from the report.

5. United Front

N/A

6. Environmental Sustainability

N/A

OTHER TOWN PLANS

- Capital Investment Plan

PROJECT CHARTER: Community Development/Public Works Building Upgrades

2018/19 Capital Investment Plan



- Municipal Facilities Condition Assessment

3. SCOPE

OBJECTIVES

The objectives of the project are:

1. To address fire safety issues identified in the facilities condition assessment including the installation of a sprinkler system, fire alarm and fire separations throughout the building.
2. To ~~renovate make minor upgrades to ensure~~ the main level of the building ~~to provide more office space and improve is accessibaccessibility le~~ for ~~meeting with membersstaff and -of~~ the public.

DELIVERABLES

The deliverables for the project are:

1. To address all fire safety issues identified in the facilities condition assessment.
2. To address minor issues that are prohibitive to persons with accessibility issues.

4. TIMELINES AND MILESTONES

DATE	ACTION
2018/19, Q 4 1	Prepare Tenders
2018/19, Q 4 1	Award Contract and begin work
201 9 8/2019, Q2	Complete work

5. ASSUMPTIONS, CONSTRAINTS & RISKS

ASSUMPTIONS

- Work can be tendered and awarded in the ~~fourth~~first quarter of 2018/19 fiscal year

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

The project is estimated to cost approximately \$250,000.

RESOURCES

Project Lead: Director of Public Works

Internal Resources:

- **Public Works** – Provide Project Management

External Resources

- **Engineer Consultant** – Provide building design and on-site project management, if required.
- **Contractor** – Building construction

PROJECT CHARTER: Community Development/Public Works Building Upgrades
2018/19 Capital Investment Plan



PROCUREMENT

In accordance with the Town’s Procurement Policy 140-001, Section 5.3 “high value procurement of goods and services greater than \$25,000”, this work will be publicly tendered.

7. ROLES & RESPONSIBILITIES

Council’s role is to approve the Project Charter and Capital Investment Plan.

8. COMMUNICATION & ENGAGEMENT

N/A

DRAFT



1) Improving Quality of Life for All

- The Town's Draft Accessibility Plan has been developed and the Committee is working towards public outreach for feedback on the draft;
- The Art in Public Spaces Committee is updating the art site plan, policy and preparing for community outreach;
- Planters with Christmas trees are scheduled to be placed on Main Street the week of Nov 26th;
- The last Wolfville 125 event is scheduled for December 31st at 10 a.m.; there will be a free Brunch at the Wolfville Farmers Market with activities for children including a magician. Brunch includes: Crepes from Naked Crepe; Waffles from The Real Scoop; Smorgasbord of breakfast meats from Just Us Coffee; Cheese, croissants and fruit; Coffee, tea, juice, water; as well as Breakfast Sandwiches in support of the Wolfville Historical Society with a free-will offering. Attendees will receive the gift of acorns which can be planted around town to celebrate Wolfville 125 into the future. At 12:00noon, those in attendance will gather outside the market for a photo with the 2018 Wolfville 125 Time Capsule (box made by L'Arche Home fires) and at 12:30pm there will be a free family skate at Acadia Arena;
- At 3:00 p.m. on New Year's Eve, the Resolution Run will take place.

2) Maximizing Our Infrastructure Investments

- Staff are working through MPS Draft II comments and feedback. Staff will continue discussion and seek direction at the next number of PAC meetings;
- The Library working group has received and evaluated Review Group applications. The working group is focused on working through the Action Plan with recent focus on the site assessment (existing library site) and community engagement;
- Staff, using the Commissionaires, are finishing up the fall parking counts. This is part of an ongoing effort to quantify and understand parking supply/demand. A report will be brought to Council once the data is processed in early 2019;
- Staff have completed Fire Inspection background and inventory work and are proceeding with notification and inspections as per the priorities outlined in the system of municipal fire inspections;
- The NS Building Code Regulations are proposed to be amended to better deal with Tiny Homes, Recreational Cabins, and Accessibility. Changes are expected to be in place Spring-Summer 2019. The National Building Code is also undergoing amendments expected to be in place sometime in 2020;
- Preliminary work has been done on incorporating sidewalk condition assessments into the GIS system;
- Kent Ave construction is completed;
- Blomidon Terrace sidewalk construction is ongoing. Weather has delayed construction, but most work is expected to be completed this calendar year. Site restoration will be completed in the spring;
- There are still a few areas that have been milled and need to be paved. It is hoped this can be done before the end of the calendar year.

- The Regional Recreation Assessment Study RFP was awarded to Stantec and the work will be completed over the next few months and is planned to be finished by the end of February.

3) Leveraging our Economic Opportunities

- The Culinary Tourism Centre has resumed its work and staff are meeting with CTC representatives to discuss next steps and how we can assist;
- The WBDC has organized a Market on Central Avenue the afternoon of November 30th to complement the Night of Lights event;
- Wolfville Glows holiday campaign will begin with the Night of Lights event on November 30th. A flyer was distributed to more than 7000 households as well as distributed through local merchants. Additionally, an advertising campaign was conducted with K-Rock to promote Wolfville events in December. Twenty-six businesses participated in the flyer as well as eleven community events. The campaign goal is to attract people to shop in Wolfville for the holiday season;
- The Night of lights event will include a Santa/Mrs. Claus parade style sidewalk stroll along Main Street with carolling led by Fezziwig singers. There will also be a petting zoo, the Annapolis Valley Honor Choir members, hot chocolate, and cookies. New lights were added this year including the tree at the post office and some additional trees on Gaspereau Avenue to recognize the new businesses in this area;

4) Operational Updates

- Staff will be undertaking a review of the Town's communication strategy/plan over coming months to ensure it meets the needs of our residents, Council, staff and the general public as a whole. This is a large undertaking and will include internal and external communications and review of our Website and social media sites. We will take this opportunity to build accessibility features into the website. This review process will begin with surveys to our various audiences to gather information on what works and what doesn't work early in the New Year;
- The Nova Scotia Planning Directors Association is holding their annual meeting in Wolfville at the Blomidon Inn Nov 29-30;
- Staff continue to work with Developers on Development Agreement proposals;
- Planning Staff and Town's Development Officer continue to provide services to the Town of Windsor;
- Staff are pursuing FCM funding for a Climate Change and Energy Coordinator position for the Town (funding decisions will be made early December). Staff are also a part of a submission from CLEAN NS to further pursue GHG emission reductions. Staff are also pursuing funds to compliment Energy and Climate change work through the recently announced Low Carbon Community fund;
- Staff are working on updates to the property minimum standards by-law and working with the Building/Fire Official, Development Officer, and legal to better deal with Rental Businesses in the Town (e.g. licensing). Preliminary discussions have also taken place on a Nuisance Party By-law;
- Budget work is now becoming a focus, with preliminary work starting on operating budgets;

CAO REPORT

December 4th, 2018

Department: Office of the CAO



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- Reversing a trend of the last few years, CPI in October increase from the month before and result is PVSC Provincial CAP is set at 2.9% (compared to 0.9% a year ago);
 - The Town was selected for a Federal Gas Tax Project audit. Documents were submitted to the federal auditors on November 7th. This is the second time in three years the Town has been selected;
 - The backlog of outstanding HST filings has been cleared and the Town is now current with no returns in arrears;
 - Finance reviewed several selected preliminary assessments and has sent a short list to PVSC to review before the 2019 Assessment Roll is issued in January;
 - The Town received a new FOIPOP application related to Valley Waste Resource Management. Preliminary work has been started on the file. As of today, there are 3 active files (including the new one received in November). One of these is the file with an appeal pending at the provincial Office of the Information and Privacy Commissioner (OIPC), one 99% complete, and the new application;
 - The Town is still awaiting a decision from the NSUARB regarding the Rate Application submitted earlier this year. The NSUARB indicates a decision is currently being worked on and should be issued in December. If the decision is issued in time, a notice will be placed with the December 31st water bills advising customers of the impact of the rate increase;
 - Over the next month, the Management Team will begin work on year end financial projections;
 - Upcoming issues/projects for the finance/IT staff include processing retroactive pay adjustments for the unionized workers, updating the Town's payroll software with the 2019 payroll tax tables, processing the final pay for 2018 T4 purposes and starting the 2019 T4 payrolls, scheduling training for eSend billing module, and completion of the December water bills
 - Work continues updating the GIS system with new parking data;
 - The Collective Agreement has been signed by both parties and retro adjustments are planned for the Dec 7th pay;
 - Public Works staff have begun winter maintenance operations and shifts will begin in December – earlier than usual due to an earlier start to winter;
 - Staff are working on the 2019/20 capital budget and beginning to work on 2019/20 operating budget.
 - The Town was represented at the Tourism Industry Association of NS annual conference by VIC supervisor Darrel Doucette.

COMMITTEE UPDATE

Title: Valley Waste
Date: December 4, 2018
Department: Town Council



UPDATE

There was celebration Nov. 29 at the Valley Waste Management Authority due to Supreme Court decision the day previous. Annapolis County cannot expropriate the Western management centre, but apparently the county is going to appeal that decision.

Annapolis Co. owes the sum of \$800,000 in outstanding costs for garbage pickup and \$25,000 in interest. VWM has incurred \$50,000 in costs to collect its green bins in Annapolis thus far. It seems some residents prefer the green bins to the newer ones.

Acting general manager Cathie Osborne noted that by Dec. 30 VW will have cash flow issues, but documentation is being collected for the Municipal Finance Corp. debenture.

The Valley Waste board passed motions to look at bridging the management gap since it will likely be two months before a new general manager is hired. Osborne has agreed to stay on (15 hours per week) to manage operations, including contract extensions. A staff member at the County of Kings could be seconded to look at infrastructure needs and 'right-sizing' the organization.

Respectfully Submitted,
Councillor Wendy Elliott

COMMITTEE UPDATE

Title: Kings Point-to-Point (KPPT)
Date: December 4, 2018
Department: Office of the CAO



UPDATE

The KPPT chair was unable to attend November's Board Meeting as Wolfville Council was in a retreat on that evening. The agenda is enclosed. In November the Chair initiated a monthly meeting with the Manager and a review of bank statements, bank reconciliation, and Canada Revenue remittances as financial oversight.

Respectfully Submitted,

Councillor Brian

KINGS POINT – TO - POINT TRANSIT SOCIETY BOARD MEETING

AGENDA

Tuesday, November 21, 2018 at 5:15 pm

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

- Call to Order
- Regrets
- Confirmation of Agenda
- Minutes of meeting October 23, 2018*Review and approval*
- Matters arising from the Minutes
- Old Business
- Financial report
 - Review October Financial Report
 - Review and approve CTAP Schedules C& D as of September 30, 2018
 - Approve purchase of 2 vehicles in the 2019-20 year based on receiving the Provincial ATAP grants. (See info attached)
 - Poverty Reduction Government Investment Program update
- Office report
- OH & S report
- Business Plan
- Chair's report
- New Business
- Correspondence
- Next meeting date: Tuesday, January 22, 2019 at 5:15 pm
Location: KTA Board Room, 29 Crescent Drive, New Minas
- Adjournment

**KINGS POINT TO POINT TRANSIT SOCIETY
PROPOSED 2019-20 VEHICLE PURCHASES**

2019-20 Situation:

Vehicles Needing Replacing:	Vehicle #	Anticipated Kilometers
2012 WC Caravan minivan	12-1 WC	395,000
2013 WC Ford F350 (2WC)	13-2 Ford	360,000

Pricing & Funding:

<u>Vehicle</u>	<u>COST</u>	<u>75 % ATAP GRANT</u>	<u>KPPT'S PORTION</u>
2019 PROMASTER VAN	77,700	58,275	19,425
2019 MINIBUS	110,000	75,000	35,000
TOTALS	187,700	133,275	54,425

Funding Sources:

2018-19 Capital Fund Carry Fwd	5,000
2019-20 Municipalities (assumed same as 2018-19 funding)	20,750
KPPT Term Dep. (Value \$40,000)	28,675
Total Funding	54,425

Kings Point –to –Point Transit

Board Meeting Minutes

October 23, 2018

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

ATTENDEES: Mercedes Brian (Chair), John Mroz, Jim Winsor, Margo Bishop, Fred Dominey, Helen Juskow, Glen Bannon (KTA), Faye Brown (Manager), Tanya Graves (KPPT staff)

GUESTS:

REGRETS: Chris Goddard, Shelley McMullin, Naomi Blanchard, Lynn Pulsifer

ABSENT:

The meeting was called to order at 5:15 PM by Mercedes Brian, Chair.

1. Agenda was confirmed (attached)

- Motion to approve the agenda made by Jim Winsor
seconded by, John Mroz
All in favor

2. Minutes of meeting

- Motion to approve the minutes made by Fred Dominey
seconded by Helen Juskow
All in favor

3. Matters arising from the Minutes:

- A letter was sent to the Town of Kentville Council requesting special permission for KPPT drivers to park in the accessible parking spot in front of the office for 10 minutes or less. **There is no update on this matter.**

4. Old Business:

- 2018 Passenger Caravan is now on the road.

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

- Motion to approve the financial report for September 2018, moved by Margo Bishop, seconded by Helen Juskow
All in favor

- Motion to approve the CTAP Budget for the 2018-19 year for release of the first installment of \$33,816 by the Province of NS made by Margo Bishop, seconded by Fred Dominey
All in favor

- Motion to approve the CTAP Schedules C & D with actuals to June 2018 for release of the 2nd installment of \$33,816 by the Province of NS made by Margo Bishop, seconded by Helen Juskow.

All in favor

- Motion to approve the application to ATAP for provincial grant funding to purchase two new accessible vehicles moved by Jim Winsor, seconded by John Mroz

6. Office Report

- Poverty Grant update, information has been made available to all the 3rd party contacts. KPPT clients have been accessing the grant for trips not covered by DCS or other agencies.

7. OH & S Report:

- WHIMIS and Violence in the Workplace on-line training to be completed by all KPPT drivers and staff on October 27, 2018.

8. Chair's report:

- None at this time

9. New Business:

- None at this time

10. Correspondence:

- None at this time

Next meeting date confirmed for November 27, 2018 at 5:15 pm at Kings Transit Authority

Motioned to adjourn made by: Fred Dominey

Meeting Adjourned at 6:10 PM

Signed: _____

Date: _____

Signed: _____

COMMITTEE UPDATE

Title: WBDC Board Meeting
Date: December 4th, 2018
Department: Council



UPDATE

The WBDC Board met on Tuesday, November 13th for the monthly meeting. Highlights of the meeting include:

- Board requests an update from Devour 2018 so that the Board can assess the impact of their contribution.
- WBDC Membership will be sent a calendar of events happening over the holiday season.
- WBDC Partnership with NS Tourism is underway to create a video promoting Wolfville and Area.
- Destination Acadia report – a spin-off study from the Women’s National Rugby event to be received in January.
- Discussed the opportunity of downtown businesses participating in a Façade Program, noting the success of a similar program with participating downtown businesses approximately 10 years ago where several businesses cost shared upgrades to their property façade.
- Speaker system for downtown discussed. Speakers can only be placed on the decorative light standards (which have electrical outlets). These lights are not currently on Front Street and don’t extend the full length of the commercial area of Main Street. As well, WBDC and Town resources would be insufficient to extend speaker system even if appropriate light standards were in place. Board agreed to postpone speaker system to the next budget year where additional resources may be available.
- Discussion of: future downtown infrastructure needs e.g., extension of upgraded sidewalk to Blomidon Inn; sidewalk and façade/beautification on other streets e.g., Gaspereau, Elm, Front to bring the “look” into the commercial zone; parking needs etc. President Parady will prepare correspondence to the Town for the end of November indicating the WBDC’s interest in being a partner in these discussions and future funding.
- The WBDC will also indicate their desire to present to Town Council during the upcoming Town budget process regarding their interest in (1) being an active partner in these initiatives and (2) ensuring that the Town is fully aware of the business community’s needs and interests with respect to infrastructure. The WBDC has presented to Town Council regularly in the past although stopped the process as it was viewed as the WBDC requesting their “rightful funds”. It is important to note that the purpose of the request for WBDC to present to Council is to participate as a strong partner in development of the commercial core, not to request their WBDC Funding.