



Committee of the Whole

May 07, 2019

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, April 02, 2019

3. Presentations

- a. NS Housing – (20 mins)

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 there is time remaining within the thirty-minute Public Input / Question Period.

5. Adjournment to In-Camera Meeting under *section 22(2)c & g Of the Municipal Government Act.*

- a. Personnel Matters – PAC Committee Appointment
- b. Legal Advice

6. Adjournment of In-Camera meeting



7. Regular Meeting Reconvened

8. Committee Reports (Internal)

- a. Accessibility Advisory Committee – *verbal update*
- b. Art in Public Spaces Committee
 - i. RFD 027-2019: Public Art Policy Update
- c. Audit Committee – *verbal update*
- d. Design Review Committee
- e. Environmental Sustainability Committee
- f. Planning Advisory Committee
- g. RCMP Advisory Board
- h. Source Water Protection Advisory Board

9. Staff Reports for Discussion

- a. RFD 020-2019: Kings REMO Flood Preparedness and Response Plan
- b. Info Report – Provincial CAP program
- c. Info Report – Parking & Traffic
- d. RFD 029-2019: Nuisance Party By-law
- e. RFD 030-2019: Temporary Borrowing Resolutions
- f. RFD 025-2019: PAC Committee Appointment
- g. RFD 028-2019: Information on Building Official Trainee & Revocation of Previous Building Official Appointments

10. CAO Report

11. Committee Reports (External)

- a. Valley Waste Resource Management (VWRM)
- b. Wolfville Business Development Corporation (WBDC)



12. Public Input / Question Period

13. Regular Meeting Adjourned



APPROVAL OF AGENDA

Moved

Seconded

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

APPROVAL OF MINUTES

a. Committee of the Whole Meeting, April 2, 2019

Moved

Seconded

That the minutes of April 2, 2019 Committee of the Whole meeting be approved as circulated and/or amended.

ADJOURNMENT TO IN-CAMERA

Moved

Seconded

That Council move to an in-camera meeting under section 22(2)c & g of *the Municipal Government Act* for Personnel Matters & Legal Advice eligible for solicitor-client privilege.

COMMITTEE REPORTS

a. RFD 027-2019: Public Art Policy Update

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council approve amendments to the Public Art Policy #760-002 as outlined in Attachment 1.

STAFF REPORTS FOR DISCUSSION

a. RFD 020-2019: Kings REMO Flood Preparedness and Response Plan

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council approve the Kings REMO Flood Preparedness and Response Plan dated March 2019.

b. RFD 029-2019: Nuisance Party Bylaw

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council give first reading to the Nuisance Party By-law.

c. RFD 030-2019: Temporary Borrowing Resolutions

Moved

Seconded



That Committee of the Whole forward the following motion to Council for decision: That Council approve the attached Temporary Borrowing Resolutions;

- TBR #19/20-01 Various purposes Town \$1,748,425

to cover loan facilities with the Bank of Montreal until such time as the short-term loans are replaced with debenture borrowings as part of the 2019/20 Town and Water Capital Project funding.

d. RFD 025-2019: PAC Committee Appointment

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council appoint the following community member to the Planning Advisory Committee effective June 1, 2019.

- Name – Planning Advisory Committee - Three-year Appointment expiring December 2023.

e. RFD 028-2019: Information on Building Official Trainee & Revocation of Previous Building Official Appointments

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council revoke the appointments of Glen LeLacheur, Mannie Withrow, Keith Fraser, Don Burns, Dawson Patterson and Charlie Crocker as Town Building Officials pursuant to Section 5(2) of the Building Code Act, Chapter 46 of the Revised Statutes, 1989.

ADJOURNMENT

Moved

Seconded

That the regular Committee of the Whole meeting be adjourned.

ATTENDING

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

ALSO ATTENDING

- Director of Finance, Mike MacLean,
- Director Planning & Development, Devin Lake,
- Director Parks and Recreation, Kelton Thomason,
- Manager Economic Development, Marianne Gates,
- Administrative Services Coordinator, Vanessa Pearson,
- Community Planner, Jeremy Banks, and
- Interested members of the public

ABSENT WITH REGRETS

- Councillor Mercedes Brian

CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:31 am

Agenda Item	Discussion and Decisions	
1. Approval of Agenda	01-03-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED	CARRIED
2. Approval of Minutes		
a. March 5, 2019	02-04-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 5, 2019 BE APPROVED AS CIRCULATED	CARRIED
b. March 5, 2019	03-04-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 5, 2019 BE APPROVED AS CIRCULATED	CARRIED

Agenda Item	Discussion and Decisions
3. Presentations	
a. Annapolis Valley Chamber of Commerce	Executive Director Judy Rafuse presented Council with a 3-year annual \$4,000 budget request for the AVCC to be used for tourism marketing of the Annapolis Valley. The AVCC represents 370 business members and their employees. Examples of marketing efforts include television commercials, CTV Morning Live and newspaper advertising.
b. Town of Windsor	Over the past 5 years, the Wolfville Planning Department has been providing planning and development support to the Town of Windsor. In light of the amalgamation between the Town of Windsor and Municipality of West Hants, Mayor Anna Allen and CAO Louis Coutinho presented Mayor Cantwell, CAO Erin Beaudin and Director of Planning and Development Devin Lake with an etched crystal vase, as a thank you for the support.
c. Flower Cart	The Flower Cart Group is an organization that manages social enterprises that promote the community participation of adults with barriers through training and employment. Executive Director Jeff Kelly presented to Council the projects they have lined up for the near future, one of which is a new fully accessible building for their operations. To date they have secured/requested funding from various sources and will have a campaign which will launch publicly in 2019.
4. Public Input / Question Period	A concerned member of the public approached Council asking for support on a declaration of Climate Emergency, based on the latest United Nations Intergovernmental Panel on Climate Change report, the Hot House Earth Report and the World Wildlife Fund's Global Living Planet Report which indicate that the earth is on a trajectory toward global temperatures exceeding 1.5 degrees Celsius above pre-industrial levels.
5. Committee Reports (Internal)	
a. Accessibility Advisory Committee	<ul style="list-style-type: none">• Councillor Proudfoot, Councillor Brian, and Chair, Agnieszka Hayes presented on March 13th as part of the Acadia University Accessibility Week, on the work of the Committee so far, and next steps.• The Committee is planning a launch event with a tentative date of May 1st at the Wolfville Farmers Market to inform the public of the newly approved workplan.
b. Planning Advisory Committee	<ul style="list-style-type: none">• Staff led a discussion on work-to-date related to parking management in the Town.• 2 Development Agreements were reviewed;<ul style="list-style-type: none">○ 249 Main Street Development Agreement○ Lot PM-1 Development Agreement changes• Staff announced that there are two open spots for Committee members to

Agenda Item

Discussion and Decisions

attend the LPPANS/NSPDA Spring Conference.

**i. RFD 017-2019:
292 Main Street**

Councillor Oldham left Council chambers at 9:27 am.

The Proposal for PID 55278675 is to construct a mixed use residential and commercial building at 292 Main Street, with 60 dwelling units and ground floor commercial space. The dwelling units shall be split between 10 permanent hotel units, 40 permanent residential dwellings and 10 units that are seasonal rentals (May through August only).

More detailed floor plans, a landscape plan provided by a landscape architect (and integrated with improvements envisioned for the East End Gateway), and other details requested by PAC and Council will be provided as the process moves forward and feedback is provided.

04-04-19 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55278675 TO A PUBLIC HEARING, SUBJECT TO A PROVISION OF ADEQUATE PARKING, INCLUDING THE PROVISION OF TWO ELECTRIC CAR-SHARE SPACES AND ADEQUATE INTERIOR BIKE SPACES, AND A COMMITMENT OF ONGOING MAINTENANCE OF THE EXTERIOR LIVING WALL.

CARRIED

Councillor Oldham returned to Council Chambers at 10:11 am and Mayor Cantwell called that the meeting adjourn for a short break.

The Committee of the Whole meeting resumed at 10:19 am.

**ii. RFD 016-2019:
Lot PM-1**

A new Development Agreement application for PID 55275671 was received to allow for the construction of a single unit dwelling with an attached garage and accessory dwelling. The development agreement is required as per the current MPS, as the home sits in the Architectural Control Area B.

05-04-19 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE APPROVE THE SUBSTANTIAL CHANGES TO THE INCOMPLETE DEVELOPMENT AGREEMENT FOR PID #55443048, ORIGINALLY APPROVED AT THE OCTOBER 16, 2018 MEETING OF COUNCIL, AND FORWARD A NEW DEVELOPMENT AGREEMENT FOR PID #55443048 TO A PUBLIC HEARING WHICH INCLUDES THE CHANGES OUTLINED IN THIS REPORT.

CARRIED

Agenda Item

**iii. RFD 018-2019:
249 Main Street**

Discussion and Decisions

A new Development Agreement application for PID 55275671 was received to allow for the construction of a single unit dwelling with an attached garage and accessory dwelling. The development agreement is required as per the current MPS, as the home sits in the Architectural Control Area B.

06-04-19 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55275671 TO A PUBLIC HEARING BEFORE A FINAL DECISION BY COUNCIL.

CARRIED

**c. Source Water Protection
Advisory Committee**

- 'Due Diligence and the 5 Step Process for Source Water Protection' presentation was provided by Dawn MacNeill, Water Shed Planner with N.S Environment.
- The Committee discussed the ABC's of Source Water Protection
- A tour of the Water Treatment Plant was suggested for Committee members.
- Future agenda items, were discussed including, reviewing the terms of references, reviewing Potential Sources of Contamination and sharing water quality tests with committee

6. Staff Reports for Discussion

**a. RFD 001-2019:
Travel Expense
Reimbursement Policy**

During the discussion at the January 8th COW meeting, staff were directed to research the details around the \$70/day per diem noted in the draft changes to the Town's Policy for childcare. The updated RFD deals with the results of that additional review. Staff made recommendations to increase the scope to any member of family residing in a Councillor's home requiring care, and that the maximum be set at \$70.00.

07-04-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION; THAT COUNCIL APPROVE THE AMENDED POLICY 120-008, ATTACHED, AND THE CHANGES BE EFFECTIVE APRIL 1, 2019.

CARRIED

**b. RFD 019-2019:
Skateboard Park Tower
Field**

Discussions were held with Acadia University about moving the skatepark to an area adjacent to the Tower Soccer fields. It was felt that developing the site with the addition of a basketball court, seating area and/or passive exercise space would provide an enhanced recreational experience for all users. The overall total project cost exceeds what was approved by Council (\$75,000) in the 2019-20 Capital Budget and requires further approval.

Council asked if any of the money from the Cash-in-lieu of Parking for the 292 Main Street Development Agreement could be used to cover the cost of the Skateboard Park Project as it was now above the initial budget, or if there could

Agenda Item

Discussion and Decisions

be a donation opportunity that could be possible with naming rights for the new park/recreation hub. It was pointed out that Acadia and the Town both also have very different naming policies. Council requested that staff ensure the users of the skatepark not be without a park for too long.

08-04-19 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DISCUSSION: THAT COUNCIL APPROVE INCREASING THE ALLOCATED CAPITAL SPENDING TO SUPPORT MOVING THE SKATEBOARD PARK FROM THE EAST END GATEWAY TO A NEWLY DEVELOPED RECREATION HUB LOCATED NEXT TO THE TOWER SOCCER FIELDS TO \$125,000. THE INCREASE IN TOWN SPENDING WOULD BE TO A MAXIMUM OF \$90,000.

CARRIED

**c. Information Report:
MPS Update**

Director of Planning and Development Devin Lake gave Council a verbal update on the Municipal Planning Strategy and Land Use By-law. The completed documents should be ready for review by Council in July of 2019.

7. CAO Report

The CAO report was attached as a regular agenda item. Chief Administrative Officer Erin Beaudin did mention that the Kings County Seniors' Safety Society did receive \$2,000 from the Community Partnership Program (CPP) and will be considered as part of a Strategic Partnership Program next year.

There will be a meeting with the consultants working on the Acadia Athletics Complex business plan to present their preliminary findings.

**8. Committee Reports
(External)**

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

- The authority approved issuing a credit to all the municipal parties for their proportional share of consulting costs totaling \$25,551.99 and will issue a refund before March 31, 2019.
- The budget for Valley Waste is still uncertain. Much depends on the success of Sustane's operation at Kaiser Meadow. Board members had a tour of the plant on March 20.
- Currently the authority is estimating a \$230,000 surplus, but finances due to the withdrawal of Annapolis County are challenging.
- If the Sustane Plant functions as intended, 90% - 95% of our garbage will be turned into various forms of fuel. The plant will employ 25 people and operate six 24-hour days per week.

Agenda Item

b. Kings Transit Authority (KTA)

Councillor Donovan

Discussion and Decisions

- A contract staff person has been assisting Chair and GM to prepare financial reports in preparation for upcoming audit process.
- The ASU will be voting on the MOU for the UPass at next week's Acadia Student Union meeting. If the MOU is approved by the Board to move forward a student vote will be held between September 29th – October 3rd, 2019. If approved the UPass program would begin in August 15th, 2020.
- The GM has initiated discussion with Department of Community Services to administer low income bus passes for eligible people to access KT busses.
- Ridership has decreased by 10.69% over the same month in 2018, with only Annapolis West and Digby showing increases for the month.
- For the Core Service Area (Greenwood to Hants Border) - Administration salaries and expenses are below budget as is bus maintenance and fuel. Supervisor, Mechanic and Operator wages are above budget. Annapolis East (Bridgetown to Greenwood) is below budget for revenue and operator wages but above budget for bus maintenance and fuel. Annapolis West (Cornwallis to Bridgetown) is below budget for fare revenue, operator wages and bus maintenance and above budget for fuel. Digby is below budget for fare revenue and operator wages and fuel, and above budget for bus maintenance.

c. Kings Point to Point Transit Authority (KPPT)
Councillor Brian

- The 2018-19 year to date surplus is \$52,826.
- The Manager Job Description was updated and approved by the Board.
- Passenger efficiency (paid kms/total driven kms) was 87.4%,
- Total drives in Feb 2019 were 1,923 with 256 originating in Wolfville. Total drives for the year to date were 22,625 with 2,689 originating in Wolfville.
- The Provincial Poverty Reduction Grant, a Rural Transportation Association (RTA) grant shared among the 18 RTA transit agencies was well-used. The grant allowed KPPT to offer free or reduced-rate rides to those in need. At the end of the year-long program there were 80-100 people who had been assisted by the grant.

9. Public Input / Question Period

There was no input.

10. Adjournment

09-04-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 11:01 AM

CARRIED

**Approved by Committee of the Whole Motion XX-05-19.
As recorded by Jean-Luc Prevost, Office of the CAO.**

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: 2019-05-07

Department: Committees of Council



UPDATE

The Accessibility Advisory Committee did not have its regular meeting on April 8, 2019 due to bad weather. The Committee did celebrate the launch of the Wolfville Accessibility Plan on May 1, 2019, at the Wednesday “Market Night” at the Wolfville Farmers’ Market. Below are a few photographs of the evening.



(Left); Mayor, Councillors, Staff and Committee members.

(Below); Councillor Donovan gets to see a hard copy of the long-anticipated plan.



(Left); Sign Language interpreter assisting residents with questions to the Committee.

COMMITTEE UPDATE

Title: Art in Public Spaces

Date: May 7, 2019

Department: Planning and Development



UPDATE

The Art in Public Spaces Committee met on April 11, 2019. Open discussions touched on art openings, including the Abraham Gesner Statue and the Uncommon Common Art piece now at Clock Park. The meeting addressed:

- 1) The results of recent arts consultations,
- 2) Draft RFP for public art, based on the results of the arts consultations, and
- 3) Policy update for Art in Public Spaces

This resulted in a motion to recommend that Council update the Public Art Policy, and that Committee of the Whole should anticipate a Staff report regarding an Artistic RFP at a future Committee of the Whole meeting.

REQUEST FOR DECISION 027-2019

Title: Art in Public Spaces Policy Update

Date: 2019-05-07

Department: Planning and Development



SUMMARY

Amendments to the Public Art Policy #760-002

The Art in Public Spaces Committee is recommending amendments to Public Art Policy #760-002 which make the Director of the Acadia Art Gallery an ex-officio member and require only commissioned public art to be through a jury. All other public art shall be reviewed by Art in Public Spaces and a recommendation can be made to Council if desired.

MOTION FROM APSC:

That Art in Public Spaces Committee recommend that Council approve amendments to the Public Art Policy #760-002 as outlined in Attachment 1.

DRAFT MOTION:

THAT COMMITTEE OF THE WHOLE RECOMMEND THAT COUNCIL APPROVE AMENDMENTS TO THE PUBLIC ART POLICY #760-002 AS OUTLINED IN ATTACHMENT 1.

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REQUEST FOR DECISION 027-2019

Title: Art in Public Spaces Policy Update

Date: 2019-05-07

Department: Planning and Development



1) CAO COMMENTS

The CAO supports the recommendations of staff.

The Committee has also raised some concerns about achieving quorum, the role of “ex-officio” and what constitutes a “member”. These issues will be referred to a broader review of Committees and are not addressed in this RFD.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* Section 47 enables Council to make decisions in the exercise of its powers on behalf of the Municipality, which includes directing staff and implementing policy.

3) STAFF RECOMMENDATION

Please refer to the draft motion.

4) REFERENCES AND ATTACHMENTS

1. A) Public Art Policy (Markup)
B) Public Art Policy (Non Markup)
2. Staff Report dated 2019-04-11 titled “2019-04-11”

5) DISCUSSION

Art in Public Spaces Committee has reviewed the Public Art Policy multiple times over the past 7 months. The policy updates as part of Attachment 1 respond to this. Alterations include:

- 1) The Director of the Acadia Art Gallery is an ex-officio voting member,
- 2) Members of Council shall be appointed, or re-appointed, to the Committee shall be for 1 year, in alignment with Council practices of assigning Council members to Committees for 1 year terms.
- 3) Commissioned art should be completed through a request for proposals,
- 4) All other art, including community-developed art or “small scale professional” art should be reviewed by the committee before being implemented or acquired by the Town of Wolfville,
- 5) Total membership has been reduced by one with the elimination of the Director of Economic Development which assists with achieving quorum,
- 6) The CAO membership can now be designated to another person in the event the CAO is not attending, and
- 7) Reviews of art projects can be conducted via email or teleconference.

6) FINANCIAL IMPLICATIONS

REQUEST FOR DECISION 027-2019

Title: Art in Public Spaces Policy Update

Date: 2019-05-07

Department: Planning and Development



No financial implications are identified at this time.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This approach aligns with the following strategic principles:

Council Strategic Principles:

1. Transparency

- It enables more clear self-governance and autonomy between the Art in Public Spaces Committee by requiring Staff to inform the committee of upcoming art projects

2. Community Capacity Building

- It builds capacity in members by empowering them with easier quorum targets, and empowers the CAO to select a representative and empower them to act on behalf of the CAO

8) COMMUNICATION REQUIREMENTS

No communication is required at this time.

9) ALTERNATIVES

- 1) Recommend that Council approve with stipulations or additions
- 2) Recommend that Council not-approve this policy update

REQUEST FOR DECISION 027-2019

Title: Art in Public Spaces Policy Update

Date: 2019-05-07

Department: Planning and Development



ATTACHMENT 1A (Markup Version)

Public Arts Policy	
Policy No. 1221-74	
Effective Date March 4, 2014	Approval By Council Resolution No. 03-03-14

PURPOSE

The purpose of this policy is to establish a standardized and transparent process for the acquisition, selection, maintenance, de-accession, monitoring and evaluation of art, to provide a strategic plan for the development, acquisition, placement and management of the Public Art for the Town of Wolfville.

Deleted: purchased and/or donated works of art for display in public spaces...

Deleted: to provide direction for placement of public art, and ...

Deleted: sustainable funding model

DEFINITIONS

Acquisition refers to the formal process used to accept an artwork into the Town’s Public Art Collection.

Artist refers to the designer/creator of a piece of artwork and can include, but is not limited to, professional artists, graphic designers, collaborative teams, architects and landscape designers.

Public Art is defined as works that are created by artists for display in public.

Commissioned Art is art which is commissioned by the Town of Wolfville.

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De-accessioning refers to the process of permanently removing a piece of Public Art from a site or from the Town’s permanent art collection.

Deleted: **Public Art** is defined as works that are created by artists and acquired by/donated to the Town with the specific intention of being sited in public space. Works of public art may be permanent acquisitions and may be characterized as aesthetic, functional, interactive, or any combination thereof, and created using any material or any combination of media, including but not limited to sculptures, water features, paintings, drawings, textiles, furnishings, installations, and kinetic works. ¶

Public Space refers to the space that is available and frequently used by the public within the public domain and can include, but is not limited to, parks, trail systems, open space, waterways, roads, bridges, gateways, street spaces, exterior and interior public areas associated with Town owned buildings and civic squares.

¶ **Art** that does not leave a lasting record of its creation (i.e. ice sculptures) is considered temporary art, and is not subject to this Policy. Furnishings, such as benches, light standards, and signage, are exempt from this Policy unless a design component is commissioned.

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Permanent Art Collection refers to public artworks acquired, maintained and preserved by the Town and exhibited in the public domain for the benefit of this and future generations.

REQUEST FOR DECISION 027-2019

Title: Art in Public Spaces Policy Update

Date: 2019-05-07

Department: Planning and Development



PROCEDURE

1. Roles & Responsibilities

The selection of Public Art is consultative process involving multiple participants, including Town staff, community representatives and Council.

1.1 Art in Public Spaces Committee

1.1.1 Membership

- a. The Arts in Public Spaces Committee will be a standing committee of Council. The Committee consists of six voting members, who serve without pay, together with one non-voting member.
- b. Council shall appoint four members as follows:
 - i. To 1 year terms – one member of Council, in December of each year;
 - ii. To 2 year terms – one member at large, in December
 - iii. To 3 year terms – two members at large, in December
- c. The Mayor is an ex-officio member and shall have all the powers and privileges of the member of the Art in Public Spaces Committee, including the right to vote.
- d. The Director of the Acadia Art Gallery is an ex-officio member and shall have all the powers and privileges of the member of the Art in Public Spaces Committee, including the right to vote.
- e. The Chief Administrative Officer, or a designated representative, is a non-voting member of the Committee.
- f. The Chair of the committee will be appointed by the committee, for a maximum of two years, in December.
- g. If a member of the Committee vacates for any reasons at any time before that member's term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- h. Applications for appointment to the Committee shall be invited by public advertisement.

1.1.2 Qualifications

- a. Community members at large shall have professional experience related to at least one of the following disciplines: urban planning or developing, landscape architecture, architecture, visual, literary or performing arts, art history, art administration or education, curating, visual arts consulting, civil engineering, art reviewing/writing, or heritage research and planning.
- b. At least two of the members at large shall be residents of the Town and shall demonstrate a significant knowledge of arts and culture.
- c. Any member of the Committee is eligible for reappointment.
- d. Every member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the

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REQUEST FOR DECISION 027-2019

Title: Art in Public Spaces Policy Update

Date: 2019-05-07

Department: Planning and Development



Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

1.1.3 Mandate and Responsibilities'

The Committee has the following responsibilities:

- a. Advise on the implementation of the Public Art Policy.
- b. Propose the project scope and terms of reference for each new public art project.
- c. Ensure application of established procedures and guidelines for each selection process.
- d. Recommend for approval the members of the jury for each project.
- e. Select three to five proposals to be considered by the jury based on the project scope and terms of reference for the project.
- f. Advise and promote communication and outreach of the policy to the community.
- g. Advise on the development and implementation of maintenance for the art collection and accessioning and de-accessioning of works associated with the Public Art Policy.
- h. Review staff's Public Art Site Plan for placing works within the public.

1.1.4 Jury

The purpose of the jury is to select the best proposal based on the selection criteria outlined in this policy.

- a. A new panel is convened for each project.
- b. The panel will consist of the following appointments with a member of the Committee acting as Chair:
 - 1 Member of the Committee to act as Chair,
 - 4 Members representing a combination of the Visual Arts Community, Architect, Landscape Architect.
- c. Panelists must be well informed about the project for which they are selecting an artist. It is important that an orientation meeting be provided for the panel members.
- d. Members of the jury should have one vote, and no member should have the right of veto. The panel should base the selection of an artist on a consensus vote. If a consensus cannot be reached, the majority vote carries the decision. The jury should have the option to make no selection if there is not a submission that warrants consideration.
- e. The selection process is not open to the public.

1.1.5 Rules of Engagement

- a. The Committee shall meet at least quarterly.
 - b. A majority of the voting members of the Committee constitutes a quorum.
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REQUEST FOR DECISION 027-2019

Title: Art in Public Spaces Policy Update

Date: 2019-05-07

Department: Planning and Development



- c. Subject to the principles set out in the *Municipal Conflict of Interest Act*, all committee members present including the person presiding shall vote on a question.
- d. Subject to Section 22 of the *Municipal Government Act*, meetings of the committee are open to the public.

1.2 Role of Staff

The implementation of the Public Art Policy will be the responsibility of the CAO or designate. Staff will:

- a. Assists the committee, as required, in policy development, research, community development, fundraising, work planning, circulating information, guidance, and recording of minutes.
- b. Liaise with the various community organizations and potential donors in managing and promoting the policy.
- c. Establish and maintain the Public Art Inventory.
- d. Provides public notification of installations or de-accessioning.
- e. Investigate Federal, Provincial or other sources of funding to promote and support the development of art in public spaces in Wolfville.

Deleted: Director of Economic & Community Development...

1.3 Role of Town Council

- a. Promote public art through the community.
- b. Approve the Public Art Policy and any changes to the policy, if warranted.
- c. Appoints five members of the community to sit on the Arts in Public Spaces Committee, one of which shall be a councillor.
- d. Approves any additions or deletions to the Town's Public Art Collection.
- e. Approves the annual level of funding
- f. Approves any Town initiated fundraising plan associated with the policy or program.

2. Funding

- a. Funding to support the Public Art Policy will be provided through the establishment of a Public Art Reserve Fund.
- b. Council will commit \$5,000 annually to the Public Art Reserve Fund from operations. The funding model will be re-evaluated at the end of the initial four year period.
- c. A minimum of 75% of all funds collected must be used for the design, fabrication, installation and documentation of public artworks chosen through an objective jurying selection process.
- d. Funds ranging up to 25% will be apportioned to the governance and administration of the selection process, collection, inventory, insurance, staffing, legal requirements, de-accessioning of works and the overall policy review.

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- e. The Public Art Reserve Fund will also be used to leverage funding from other governmental and private sources.
- f. Allocations of more than \$5,000 per annum from Council may be approved for major projects subject to Council approval.
- g. Maintenance costs for all site-specific works will be incorporated into the annual operating budget.

3. Acquisition

- a. The Town may acquire Public Art through:
 - Purchasing a finished work of art or commissioning a work of art through competition or proposal call.
 - Accepting a donation of a work of art, where the ownership is transferred from an individual, organization, group, corporation or other municipality.
- b. Commissioned Art shall be selected on merit through a process informed by expertise and community input through the Public Arts Committee and the Jury. The Director of Economic & Community Development, or designate, will make the final recommendation to Council for approval based on the recommendation from the Jury and the Committee.
- c. All other public art purchases, offers of gifts, donations and/or bequests of artworks shall be reviewed by Staff and the Committee in accordance with the selection criteria and prior to final acquisition designation or installation.
 - i. Review can be via email, telephone or at a special committee meeting.
- d. A recommendation can be made to Council if desired. All acquisitions, whether purchased or accepted as donation, will be accompanied by a maintenance plan that is supplied by the artist/donor.
- e. All donations must be unencumbered and the locations for donated works of art will be subject to the Public Art Site Plan. The donor of the work of art must have legal title to the work and is responsible for meeting the Canada Revenue Agency criteria to receive an Official Receipt for Income Tax Purposes for the donation.
- f. This process, which includes an appraisal of the work of art at the donor's expense to determine its fair market value, requires pre-approval of the Finance Department.
- g. Upon Council's approval of acquisition, the successful artist will enter into a written agreement that will address the artist's obligations including, but not limited to:
 - The scope of work
 - Materials
 - Timelines
 - Installation
 - Maintenance or conservations plans
 - Warranty
 - Copyright
 - Payments to sub-contractors
 - Ethical and legal consideration regarding ownership
- h. This written agreement will also provide the Town's obligations that will include:
 - Payment
 - Community notification

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- Artist recognition
- i. The Town may decline to consider or accept any gift, bequest or donation of art in its sole discretion.

4. Selection Criteria

Each work of art that is being considered for acquisition of the Town's permanent collection will be evaluated according to the following criteria:

- Relevance to the Public Art Policy
- In harmony with the Town's natural and/or build environment, and/or heritage
- Craftsmanship
- Compliment to the Town's permanent collection
- Appropriate materials
- Artistic merit
- Sustainability of the work for display in a public space
- Authenticity of the work
- Condition of the work
- Town's ability to maintain and conserve the work

5. De-accessioning

De-accessioning will only occur after an assessment is undertaken and reviewed by the Public Arts Committee, and a report justifying the recommendation, including recommended method of disposal, is provided to Council's consideration and approval. Public art can be de-accessioned under any of the following conditions:

- The work of art is deteriorating and restoration is not feasible.
- The work of art is discovered to be stolen, or was offered to the Town for acquisition using fraudulent means.

6. Insurance

Public art purchased by the Town will include the appraised value of the work of art for insurance purposes.

7. Policy Review

The policy will be reviewed after four years, or following the first installment of art through this policy, whichever one comes first.

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Department: Planning and Development



ATTACHMENT 1B – Non Markup Version

Public Arts Policy	
Policy No. 1221-74	
Effective Date March 4, 2014	Approval By Council Resolution No. 03-03-14

PURPOSE

The purpose of this policy is to establish a standardized and transparent process for the acquisition, selection, maintenance, de-accession, monitoring and evaluation of art , to provide a strategic plan for the development, acquisition, placement and management of the Public Art for the Town of Wolfville.

DEFINITIONS

Acquisition refers to the formal process used to accept an artwork into the Town’s Public Art Collection.

Artist refers to the designer/creator of a piece of artwork and can include, but is not limited to, professional artists, graphic designers, collaborative teams, architects and landscape designers.

Public Art is defined as works that are created by artists for display in public.

Commissioned Art is art which is commissioned by the Town of Wolfville

De-accessioning refers to the process of permanently removing a piece of Public Art from a site or from the Town’s permanent art collection.

Public Space refers to the space that is available and frequently used by the public within the public domain and can include, but is not limited to, parks, trail systems, open space, waterways, roads, bridges, gateways, street spaces, exterior and interior public areas associated with Town owned buildings and civic squares.

Permanent Art Collection refers to public artworks acquired, maintained and preserved by the Town and exhibited in the public domain for the benefit of this and future generations.

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PROCEDURE

8. Roles & Responsibilities

The selection of Public Art is consultative process involving multiple participants, including Town staff, community representatives and Council.

8.1 Art in Public Spaces Committee

8.1.1 Membership

- a. The Arts in Public Spaces Committee will be a standing committee of Council. The Committee consists of six voting members, who serve without pay, together with one non-voting member.
- b. Council shall appoint four members as follows:
 - i. To 1 year terms – **one** member of Council, in December of each year;
 - ii. To 2 year terms – **one** member at large, in December
 - iii. To 3 year terms – **two** members at large, in December
- c. **The Mayor** is an ex-officio member and shall have all the powers and privileges of the member of the Art in Public Spaces Committee, including the right to vote.
- d. **The Director of the Acadia Art Gallery** is an ex-officio member and shall have all the powers and privileges of the member of the Art in Public Spaces Committee, including the right to vote.
- e. **The Chief Administrative Officer, or a designated representative**, is a non-voting member of the Committee.
- f. The Chair of the committee will be appointed by the committee, for a maximum of two years, in December.
- g. If a member of the Committee vacates for any reasons at any time before that member's term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- h. Applications for appointment to the Committee shall be invited by public advertisement.

8.1.2 Qualifications

- a. Community members at large shall have professional experience related to at least one of the following disciplines: urban planning or developing, landscape architecture, architecture, visual, literary or performing arts, art history, art administration or education, curating, visual arts consulting, civil engineering, art reviewing/writing, or heritage research and planning.
- b. At least two of the members at large shall be residents of the Town and shall demonstrate a significant knowledge of arts and culture.
- c. Any member of the Committee is eligible for reappointment.

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- d. Every member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

8.1.3 Mandate and Responsibilities'

The Committee has the following responsibilities:

- i. Advise on the implementation of the Public Art Policy.
- j. Propose the project scope and terms of reference for each new public art project.
- k. Ensure application of established procedures and guidelines for each selection process.
- l. Recommend for approval the members of the jury for each project.
- m. Select three to five proposals to be considered by the jury based on the project scope and terms of reference for the project.
- n. Advise and promote communication and outreach of the policy to the community.
- o. Advise on the development and implementation of maintenance for the art collection and accessioning and de-accessioning of works associated with the Public Art Policy.
- p. Review staff's Public Art Site Plan for placing works within the public.

8.1.4 Jury

The purpose of the jury is to select the best proposal based on the selection criteria outlined in this policy.

- f. A new panel is convened for each project.
- g. The panel will consist of the following appointments with a member of the Committee acting as Chair:
 - 1 Member of the Committee to act as Chair,
 - 4 Members representing a combination of the Visual Arts Community, Architect, Landscape Architect.
- h. Panelists must be well informed about the project for which they are selecting an artist. It is important that an orientation meeting be provided for the panel members.
- i. Members of the jury should have one vote, and no member should have the right of veto. The panel should base the selection of an artist on a consensus vote. If a consensus cannot be reached, the majority vote carries the decision. The jury should have the option to make no selection if there is not a submission that warrants consideration.
- j. The selection process is not open to the public.

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8.1.5 Rules of Engagement

- e. The Committee shall meet at least quarterly.
- f. A majority of the voting members of the Committee constitutes a quorum.
- g. Subject to the principles set out in the *Municipal Conflict of Interest Act*, all committee members present including the person presiding shall vote on a question.
- h. Subject to Section 22 of the *Municipal Government Act*, meetings of the committee are open to the public.

8.2 Role of Staff

The implementation of the Public Art Policy will be the responsibility of the CAO, or designate. Staff will:

- f. Assists the committee, as required, in policy development, research, community development, fundraising, work planning, circulating information, guidance, and recording of minutes.
- g. Liaise with the various community organizations and potential donors in managing and promoting the policy.
- h. Establish and maintain the Public Art Inventory.
- i. Provides public notification of installations or de-accessioning.
- j. Investigate Federal, Provincial or other sources of funding to promote and support the development of art in public spaces in Wolfville.

8.3 Role of Town Council

- g. Promote public art through the community.
- h. Approve the Public Art Policy and any changes to the policy, if warranted.
- i. Appoints five members of the community to sit on the Arts in Public Spaces Committee, one of which shall be a councillor.
- j. Approves any additions or deletions to the Town's Public Art Collection.
- k. Approves the annual level of funding
- l. Approves any Town initiated fundraising plan associated with the policy or program.

9. Funding

- h. Funding to support the Public Art Policy will be provided through the establishment of a Public Art Reserve Fund.
- i. Council will commit \$5,000 annually to the Public Art Reserve Fund from operations. The funding model will be re-evaluated at the end of the initial four year period.
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- k. Funds ranging up to 25% will be apportioned to the governance and administration of the selection process, collection, inventory, insurance, staffing, legal requirements, de-accessioning of works and the overall policy review.
- l. The Public Art Reserve Fund will also be used to leverage funding from other governmental and private sources.
- m. Allocations of more than \$5,000 per annum from Council may be approved for major projects subject to Council approval.
- n. Maintenance costs for all site-specific works will be incorporated into the annual operating budget.

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 - b. Commissioned Art shall be selected on merit through a process informed by expertise and community input through the Public Arts Committee and the Jury. The Director of Economic & Community Development, or designate, will make the final recommendation to Council for approval based on the recommendation from the Jury and the Committee.
 - c. All other public art purchases, offers of gifts, donations and/or bequests of artworks shall be reviewed by Staff and the Committee in accordance with the selection criteria and prior to final acquisition designation or installation.
 - i. Review can be via email, telephone or at a special committee meeting.
 - d. A recommendation can be made to Council if desired. All acquisitions, whether purchased or accepted as donation, will be accompanied by a maintenance plan that is supplied by the artist/donor.
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 - f. This process, which includes an appraisal of the work of art at the donor's expense to determine its fair market value, requires pre-approval of the Finance Department.
 - g. Upon Council's approval of acquisition, the successful artist will enter into a written agreement that will address the artist's obligations including, but not limited to:
 - The scope of work
 - Materials

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- Timelines
- Installation
- Maintenance or conservations plans
- Warranty
- Copyright
- Payments to sub-contractors
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 - h. This written agreement will also provide the Town's obligations that will include:
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- Community notification
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 - i. The Town may decline to consider or accept any gift, bequest or donation of art in its sole discretion.

11. Selection Criteria

Each work of art that is being considered for acquisition of the Town's permanent collection will be evaluated according to the following criteria:

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13. Insurance

Public art purchased by the Town will include the appraised value of the work of art for insurance purposes.

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14. Policy Review

The policy will be reviewed after four years, or following the first installment of art through this policy, whichever one comes first.

ATTACHMENT 2

REQUEST FOR DECISION #057-2018

Amendments to Public Art Policy

Date: 2019-04-11

Department: Community Development



SUMMARY

Amendments to the Public Art Policy #760-002

For Art in Public Spaces Committee to recommend amendments to Public Art Policy #760-002 which make the Director of the Acadia Art Gallery an ex-officio member and require only commissioned public art to be through a jury. All other public art shall be reviewed by Art in Public Spaces and a recommendation can be made to Council if desired.

DRAFT MOTION:

That Art in Public Spaces Committee recommend that Council approve amendments to the Public Art Policy #760-002 as outlined in Attachment 1.

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10) CAO COMMENTS

No Comments Required.

11) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 47 enables Council to make decisions in the exercise of its powers on behalf of the Municipality, which includes directing staff and adopting policy. Public Art Policy #760-002 outlines the responsibilities of the Art in Public Spaces Committee in recommending and advising Council regarding Public Art.

12) STAFF RECOMMENDATION

As above.

13) REFERENCES AND ATTACHMENTS

- 1) Amendments to the Public Art Policy #760-0002 (attached)

2) DISCUSSION

Art in Public Spaces Committee has reviewed the Public Art Policy multiple times over the past 6 months and concluded that the Director of the Acadia Art Gallery be made an ex-officio voting member and that commissioned art should be completed through a request for proposals and that all other art, including community-developed art or “small scale professional” art should be reviewed by the committee before being implemented or acquired by the Town of Wolfville. These alterations respond to that and enable reviews to be conducted via email or teleconference. After a review, the Committee can make a recommendation if appropriate.

3) FINANCIAL IMPLICATIONS

There is no direct financial implication from this request for decision.

4) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No other existing policy addresses public art. The existing Cultural Development Policy (Policy No. 760 001) (attachment 2) requires Staff to encourage development of culture within the Town of Wolfville, which is made more-possible by enabling review of art projects via email.

5) COMMUNICATION REQUIREMENTS

None at this time.

6) ALTERNATIVES

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1. Alter the amendment as attached and recommend Council adopt a revised amendment.
2. Continue using the existing Public Art Policy # 760-002

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Department: Planning and Development



ATTACHMENT 1

Public Arts Policy	
Policy No. 1221-74	
Effective Date March 4, 2014	Approval By Council Resolution No. 03-03-14

PURPOSE

The purpose of this policy is to establish a standardized and transparent process for the acquisition, selection, maintenance, de-accession, monitoring and evaluation of art, to provide a strategic plan for the development, acquisition, placement and management of the Public Art for the Town of Wolfville.

Deleted: purchased and/or donated works of art for display in public spaces...

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DEFINITIONS

Acquisition refers to the formal process used to accept an artwork into the Town’s Public Art Collection.

Artist refers to the designer/creator of a piece of artwork and can include, but is not limited to, professional artists, graphic designers, collaborative teams, architects and landscape designers.

Public Art is defined as works that are created by artists for display in public.

Commissioned Art is art which is commissioned by the Town of Wolfville.

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De-accessioning refers to the process of permanently removing a piece of Public Art from a site or from the Town’s permanent art collection.

Deleted: **Public Art** is defined as works that are created by artists and acquired by/donated to the Town with the specific intention of being sited in public space. Works of public art may be permanent acquisitions and may be characterized as aesthetic, functional, interactive, or any combination thereof, and created using any material or any combination of media, including but not limited to sculptures, water features, paintings, drawings, textiles, furnishings, installations, and kinetic works. ¶

Public Space refers to the space that is available and frequently used by the public within the public domain and can include, but is not limited to, parks, trail systems, open space, waterways, roads, bridges, gateways, street spaces, exterior and interior public areas associated with Town owned buildings and civic squares.

Art that does not leave a lasting record of its creation (i.e. ice sculptures) is considered temporary art, and is not subject to this Policy. Furnishings, such as benches, light standards, and signage, are exempt from this Policy unless a design component is commissioned.

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Permanent Art Collection refers to public artworks acquired, maintained and preserved by the Town and exhibited in the public domain for the benefit of this and future generations.

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PROCEDURE

15. Roles & Responsibilities

The selection of Public Art is consultative process involving multiple participants, including Town staff, community representatives and Council.

15.1 Art in Public Spaces Committee

15.1.1 Membership

- i. The Arts in Public Spaces Committee will be a standing committee of Council. The Committee consists of six voting members, who serve without pay, together with one non-voting member.
- j. Council shall appoint four members as follows:
 - iv. To 1 year terms – one member of Council, in December of each year;
 - v. To 2 year terms – one member at large, in December
 - vi. To 3 year terms – two members at large, in December
- k. The Mayor is an ex-officio member and shall have all the powers and privileges of the member of the Art in Public Spaces Committee, including the right to vote.
- l. The Director of the Acadia Art Gallery is an ex-officio member and shall have all the powers and privileges of the member of the Art in Public Spaces Committee, including the right to vote.
- m. The Chief Administrative Officer, or a designated representative, is a non-voting member of the Committee.
- n. The Chair of the committee will be appointed by the committee, for a maximum of two years, in December.
- o. If a member of the Committee vacates for any reasons at any time before that member's term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- p. Applications for appointment to the Committee shall be invited by public advertisement.

15.1.2 Qualifications

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- f. At least two of the members at large shall be residents of the Town and shall demonstrate a significant knowledge of arts and culture.
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The Committee has the following responsibilities:

- q. Advise on the implementation of the Public Art Policy.
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- w. Advise on the development and implementation of maintenance for the art collection and accessioning and de-accessioning of works associated with the Public Art Policy.
- x. Review staff's Public Art Site Plan for placing works within the public.

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-

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15.2 Role of Staff

The implementation of the Public Art Policy will be the responsibility of the CAO or designate. Staff will:

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- n. Provides public notification of installations or de-accessioning.
- o. Investigate Federal, Provincial or other sources of funding to promote and support the development of art in public spaces in Wolfville.

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15.3 Role of Town Council

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- n. Approve the Public Art Policy and any changes to the policy, if warranted.
- o. Appoints five members of the community to sit on the Arts in Public Spaces Committee, one of which shall be a councillor.
- p. Approves any additions or deletions to the Town's Public Art Collection.
- q. Approves the annual level of funding
- r. Approves any Town initiated fundraising plan associated with the policy or program.

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o. This process, which includes an appraisal of the work of art at the donor's expense to determine its fair market value, requires pre-approval of the Finance Department.

p. Upon Council's approval of acquisition, the successful artist will enter into a written agreement that will address the artist's obligations including, but not limited to:

- The scope of work
- Materials
- Timelines
- Installation
- Maintenance or conservations plans
- Warranty

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- Copyright
- Payments to sub-contractors
- Ethical and legal consideration regarding ownership
 - q. This written agreement will also provide the Town's obligations that will include:
- Payment
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- Artist recognition
 - r. The Town may decline to consider or accept any gift, bequest or donation of art in its sole discretion.

18. Selection Criteria

Each work of art that is being considered for acquisition of the Town's permanent collection will be evaluated according to the following criteria:

- Relevance to the Public Art Policy
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- Craftsmanship
- Compliment to the Town's permanent collection
- Appropriate materials
- Artistic merit
- Sustainability of the work for display in a public space
- Authenticity of the work
- Condition of the work
- Town's ability to maintain and conserve the work

19. De-accessioning

De-accessioning will only occur after an assessment is undertaken and reviewed by the Public Arts Committee, and a report justifying the recommendation, including recommended method of disposal, is provided to Council's consideration and approval. Public art can be de-accessioned under any of the following conditions:

- The work of art is deteriorating and restoration is not feasible.
- The work of art is discovered to be stolen, or was offered to the Town for acquisition using fraudulent means.

20. Insurance

Public art purchased by the Town will include the appraised value of the work of art for insurance purposes.

21. Policy Review

REQUEST FOR DECISION 027-2019

Title: Art in Public Spaces Policy Update

Date: 2019-05-07

Department: Planning and Development



The policy will be reviewed after four years, or following the first installment of art through this policy, whichever one comes first.

COMMITTEE UPDATE

Title: Audit Committee

Date: 2019-05-07

Department: Finance



UPDATE

The Audit Committee meeting takes place on May 3, 2019. A verbal update will be provided at the May 7, 2019 Committee of the Whole meeting.

COMMITTEE UPDATE

Title: Design Review Committee
Date: May 7, 2019
Department: Planning and Development



UPDATE

The Design Review Committee met on April 10, 2019. The meeting summarized past email comments re: 249 Main Street and focused on the upcoming application(s) for:

- 1) 6 Prospect Street

Suggestions were made to incorporate parking with 2/4 Prospect, and to support parking at the rear instead of in the front yard at 6 Prospect, in accordance with the [Residential Architectural Guidelines](#).

COMMITTEE UPDATE

Title: Environmental Sustainability Committee

Date: May 7, 2019

Department: Planning & Development



UPDATE

The Environmental Sustainability Committee met on May 6, 2019. This Committee update was prepared in advance of the meeting and a more detailed update, including any motions or actions from the May 6 meeting, will be provided at the June Committee of the Whole. The Agenda for the May 6 meeting included the following:

1. Introduction of Climate Change Mitigation Coordinator (Omar Bhimji)
 - a. Overview and Draft Workplan Presentation
 - b. Discussion
2. Climate Change Adaptation (Flood Risk)
 - a. Overview Presentation
 - b. Discussion
3. Declaration of Climate Emergency
 - a. From April 2019 Committee of the Whole request/presentation
 - b. Discussion
4. Updates
 - a. Municipal Energy Learning Group (MELG) meeting in Wolfville
 - b. Environmental Summer programming
 - c. Fossil Fuel Motion and Advocacy Letters (attached)
 - d. Provincial Ban of Single Use Plastic Bags
 - e. Electric Vehicle Car Charging Station
 - f. Solar for Community Buildings installation (Tender update)
 - g. MPS status

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: May 7, 2019
Department: Planning and Development



UPDATE

The Planning Advisory Committee was scheduled to meet on April 18, 2019. The meeting did not have quorum and items were moved to a future Planning Advisory Committee meeting.

COMMITTEE UPDATE

Title: RCMP Advisory Board
Date: May 7, 2019
Department: Office of the CAO



UPDATE

The RCMP Advisory Board met on April 9, 2019.

Terry Hennigar finished up his last meeting with the RCMP Advisory Board. He enjoyed his time with the committee. His spot will be filled/replaced through the typical process of selecting a community member for the board.

The board decided that the next meeting will be held at the new RCMP location in New Minas. This location will not have the ability for a live feed or recording, so the next meeting will be recorded by a recording secretary only. The meeting is currently scheduled for July 16th and is, as always, open to the public.

Attached are the approved minutes of the January 15, 2019 meeting.

Councillor Oonagh Proudfoot
Town of Wolfville

ATTENDING

- Chair - Councillor Oonagh Proudfoot
- Mayor Jeff Cantwell
- Councillor Wendy Elliott
- Kathy Bird
- Michael Jeffrey
- RCMP Sgt Andrew Buckle
- Chief Administrative Officer Erin Beaudin
- Department of Justice Representative Terry Hennigar, and
- Recording Secretary Jean-Luc Prevost

ABSENT WITH REGRET

- Robert Lutes

ALSO ATTENDING

- Interested members of the public

CALL TO ORDER

Chief Administrative Office, Erin Beaudin, called the meeting to order at 10:02 am, as the Committee was without a Chair.

Agenda Item	Discussion and Decisions
1. Approval of Agenda	MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED Amendment: Addition of an item 6b. Setting the 2019/20 policing priorities THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES. CARRIED
2. Approval of Minutes a. September 18, 2018	MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SEPTEMBER 18, 2018 RCMP ADVISORY BOARD MEETING BE APPROVED CARRIED
3. Public Input / Question Period	George Lohnes of Main Street; <ul style="list-style-type: none">• Suggested that there should be a proper lectern in Council Chambers to help steer attention and facilitate a person's speaking notes during the Public Input/Question period.• Also suggested that the RCMP Quarterly Update be tracked on a spreadsheet with 5 year's history to help identify trends in Town policing matters, and with special event weekends kept separate.
4. Introductions / Nomination of Chair	Councillors Oonagh Proudfoot and Wendy Elliott were introduced as the new Council representatives for 2019.

In accordance with Section 59 of the *Nova Scotia Police Act* the RCMP

Agenda Item

Discussion and Decisions

Advisory Board Chair is appointed annually at the first meeting of the year

- Citizen Representative Kathy Bird nominated Councillor Oonagh Proudfoot to Chair the RCMP Advisory Board, the nomination was uncontested. Councillor Oonagh Proudfoot was appointed as the Chair of the RCMP Advisory Board for 2019.

Chair, Councillor Oonagh Proudfoot, continued as Chair for the rest of the meeting.

5. RCMP Report

**a. Quarterly Update
September 5, 2018 -
December 5, 2018**

1. Calls for Service Total: 541

2. Traffic Collisions

- a. 18 traffic collisions were investigated:
 - i. 1 non-fatal injury collision,
 - ii. 11 reportable property damage collisions,
 - iii. 6 non-reportable collisions.

3. Failure to remain at the scene of an accident:

- a. 3 offences were investigated. (2 Charges)

4. Dangerous Operation of a Motor Vehicle

- a. NIL

5. Driving with Suspended Licence

- a. NIL

6. Assault Offences

- a. 2 Sexual Assaults (ongoing)
- b. 1 Assault with weapons (1 Charge)
- c. 16 common assaults. (4 charges)

7. Uttering Threats

- a. 3 complaints - 0 Charges

8. Fail to Comply with Undertaking / Probation Orders

- a. 13 Complaint – 0 charges

Agenda Item

Discussion and Decisions

9. Mental Health Act

- a. Police responded to 41 calls for assistance under this act.

10. Foot Patrols

- a. Approximately 90 hours of foot patrols within the Town of Wolfville.
 - i. Liquor charges.
 - ii. Intoxicated individuals.
 - iii. Visibility within the town core.

11. Homecoming (Weekend)

Oct 13th – Oct 15th.

- a. 59 complaints received
 - i. 9 Liquor charges
 - ii. 6 Bylaw complaints (No Charge)
 - iii. 6 Mischief complaints (No charge)
 - iv. Various other complaints such as traffic etc.

12. Notable Investigations

Sept 5th – Dec 5th

- a. Sept 2018
 - i. 25 year old male arrested for assault and damage to property
 - ii. 18 year old male overdosed on drugs
 - iii. 2 reports of a male looking through windows. No charges. RCMP Forensic Artist was brought in from N.B. No suspects or charges.
 - iv. 21 Year old male failed to pay for his cab ride. Suspect identified and bill was paid and driver did not request charges.
 - v. 31 year old female reported being sexually assaulted along with a number of other local females by a 61 year old male. (Ongoing)

- b. October 2018
 - i. 18 Year old male reported being blackmailed by an unknown person who he had sent a nude photo to.

Agenda Item

Discussion and Decisions

- ii. 21 year old female stopped on Main Street in Wolfville and found to be intoxicated. Charged with Impaired Driving
- iii. 25 year old female was arrested and detained after she tried to charge the RCMP members that were called to address he attempted overdose on medication. She was transported to Valley Regional Hospital for mental health assessment.
- iv. 20 year old male from New Brunswick was arrested for public intoxication and found to be in possession of a small amount of cocaine.
- v. 30 year old male was arrested for domestic assault and assaulting his partner with a butcher knife.

c. November 2018

- i. 23 year old male stopped on Main Street in Wolfville and found to be drinking. Roadside Suspension issued.
- ii. 30 year old male stopped leaving the Anvil and found to be drinking. Charged with Impaired Driving.
- iii. 13 parking tickets issued by Traffic Services for interfering with snow removal
- iv. 13-year-old male arrested for damage to property and found to have 10 arrest warrants outstanding in New Brunswick and threatened suicide.

13. School Resource Officer

- a. Kings District once again has two School Resource Officers to service all schools in the county after there had been a recent transfer. Cst. Jennifer BRITTON has been attending the Wolfville School as needed and in the proactive role.

14. Street Crime Enforcement Unit

- a. The Street Crime Unit continues to investigate several investigations resulting in the execution of search

Agenda Item	Discussion and Decisions
b. 2018-2019 Annual Performance Plan	<p>warrants and the seizure of drugs throughout the county.</p> <ol style="list-style-type: none">1. Contribute to Safe Roads by:<ol style="list-style-type: none">a. Impaired Driving charges – 2 Charges + 3 Roadside Suspensionsb. Summary Offense Tickets – 39 Charges (Includes Traffic Services)c. Check stops – 21 2. Safety and security of all Nova Scotians<ol style="list-style-type: none">a. Human Trafficking Presentations – Ongoing throughout countyb. Domestic Violence Strategy – County Domestic Violence Positionc. Other Crime Reduction Strategies – ongoing efforts to address cyber bullying, sexting, senior safety 3. Wolfville, Safety and Peaceful Community<ol style="list-style-type: none">a. Liquor Act - 24 Chargesb. Police Presence – Foot Patrols (ongoing)c. Noise Bylaw – 46 Complaints (0 Charges)
6. New Business a. Crosswalk Safety	<p>There was conversation around the safety of the Town’s crosswalks and what traffic calming measures could be taken to avoid dangerous incidents between drivers and pedestrians. Director of Public Works, Kevin Kerr, mentioned that the new West End Lands development would see an implementation of raised crosswalks and sidewalk bump outs, which could be assessed and possibly implemented elsewhere if they show value.</p>
b. 2019/20 Police Priorities	<p>The Committee started to review the 2018/19 RCMP Policing Priorities and make updates to what they would like to see on the 2019/20 Priority list. The current changes are to include a safety plan around crosswalks as well as the inclusion of cannabis as an intoxicant where alcohol is mentioned. The list will be brought back to the March 2019 meeting for a final review.</p>
7. Roundtable Discussion	<ul style="list-style-type: none">• Michael Jeffrey mentioned that on this past Saturday (Jan 12), there was another Acadia student party which spilled on to the street and did not receive the proper attention from RCMP officers when responding to a complaint.

Agenda Item

Discussion and Decisions

- Andrew Buckle replied that any time a citizen does not feel the RCMP have properly seen to an issue, citizens should follow up by phone the next day and ask to have a conversation with the responding officers.
- Chief Administrative Officer Erin Beaudin also mentioned that a nuisance bylaw is being worked on by staff and is being reviewed by legal, before coming back for RCMP feedback in the spring.

**8. Public Input /
Question Period**

George Lohnes of Main Street;

- It was requested that citizens get an update on the Code of Conduct for off-campus student behavior as part of the fall 2018 Wolfville / Acadia / ASU MOU.
- The Public should have access to documents which are last minute additions to the Agenda.
- Traffic around Acadia should be reduced to 30 km/h.

9. Next meeting

- The next regular meeting of the RCMP Advisory Board is scheduled for March of 2019. A Doodlepoll will be sent for a specific date and advertised on the Town Calendar in advance for the public.

10. Adjournment

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE
REGULAR MEETING OF THE RCMP ADVISORY BOARD BE ADJOURNED
AT 11:50 AM**

CARRIED

Approved at the March XX, 2019 RCMP Advisory Board Meeting

As recorded by Jean-Luc Prevost, Administrative Assistant, Office of the C.A.O.

COMMITTEE UPDATE

Source Water Protection Advisory Committee

Date: May 7, 2019

Department: Public Works



1) UPDATE

The Source Water Protection Advisory Committee met on Wednesday, April 17th.

Areas highlighted were:

- 1) Discussed the Aqueous Film Forming Foam used by the Fire Department and its safety near Town Water Supplies.
- 2) Reviewed the list of future agenda items, some items were tagged as annual items that will be brought to future meetings.
- 3) The tour of the Water Treatment Plant and Well locations for Committee members is scheduled for July and an overview of the MPS/LUB will be presented to the SWP committee in October.
- 4) Plans to fill the position of At-Large Member
- 5) Policy 910-001 Updates

REQUEST FOR DECISION 020-2019

Title: Kings REMO Flood Preparedness and Response Plan (FPRP)

Date: May 7, 2019

Department: CAO

SUMMARY

Kings REMO Flood Preparedness and Response Plan (FPRP)

The Draft Kings REMO Flood Preparedness and Response Plan (FPRP), dated March 2019, has been developed to support flood response within Kings County. The Draft Plan has been reviewed by the Regional Emergency Management Planning Committee (REMPC), March 21, 2019, and the Regional Emergency Management Advisory Committee (REMAC), April 15, 2019.

In keeping with the Kings County municipalities Inter-Municipal Services Agreement (IMSA), dated January 16, 2018, for the adoption of a Regional Emergency Management Organization, the Flood Preparedness and Response Plan (FPRP) for Kings County will provide for a consistent standard for emergency response to a flood incident across all of Kings County.

DRAFT MOTION:

That Council approve the Kings REMO Flood Preparedness and Response Plan dated March 2019

REQUEST FOR DECISION 020-2019

Title: Kings REMO Flood Preparedness and Response Plan (FPRP)

Date: May 7, 2019

Department: CAO

1) COMMENT / RECOMMENDATION – CAO

Management met to discuss the draft plan and offer the following suggestions:

- The plan is fairly generic and could be refined to be more specific to Kings County;
- Individual maps for risk areas/flood zones should be included for reference;
- The plan should serve as a guideline and not be prescriptive in nature (note that Dan Stovel has made these changes to the plan as a result of this feedback); and
- The plan identifies the use of the Fire Department during a flood event. It is likely that the Department would be flooded themselves and this should be identified as a risk in the plan.

2) RECOMMENDATION

Staff recommends that Council approve the Kings REMO Flood Preparedness and Response Plan, dated March 2019, for the Town of Wolfville.

3) DRAFT MOTION

That Council approve the Kings REMO Flood Preparedness and Response Plan, dated March 2019.

4) PURPOSE OF REPORT

To support the Town of Wolfville adopting a Regional Flood Preparedness and Response Plan (FPRP) as part of the Kings Regional Emergency Management Organization (REMO), as adopted by the January 2018 Inter-Municipal Services Agreement.

5) DISCUSSION

Every two years NS EMO is required to report the state of Emergency Preparedness in the Province of Nova Scotia. In meeting this requirement, NS EMO Western Zone Coordinator, Andrew Mitton, conducted an Emergency Management Program Evaluation for Kings County's Municipalities in the Fall of 2016. In keeping with observations raised during this evaluation and the adoption of a Regional approach to Emergency Management, the Kings Regional Flood Preparedness and Response Plan (FPRP), dated March 2019, was drafted as a supporting Plan to the Regional Emergency Management Plan, dated September 2018, and is submitted to Council for approval.

This Kings REMO Flood Preparedness and Response Plan will support emergency response efforts to a flood incident within Kings County.

REQUEST FOR DECISION 020-2019

Title: Kings REMO Flood Preparedness and Response Plan (FPRP)

Date: May 7, 2019

Department: CAO

The [Nova Scotia Emergency Act](#) requires that all municipalities have:

- Emergency Management Organization;
- Emergency Bylaw (dated 1 November 1990 or later);
- **Emergency Management Plan;**
- Emergency Management Coordinator (EMC); and
- Standing Committee of Council

6) POLICY CONSIDERATIONS

- [Nova Scotia Emergency Measures Act](#)
- Kings REMO Inter-Municipal Services Agreement, January 16, 2018
- [Kings REMO Regional Emergency Management Plan \(REMP\), September 2018](#)

7) BUDGET CONSIDERATIONS

N/A

8) COMMUNICATIONS REQUIREMENTS

Subject to the approval of the Kings REMO Flood Preparedness and Response Plan by Kings County Municipal Councils, staff will publish the approved Kings REMO Flood Preparedness and Response Plan, dated March 2019, on the Town of Wolfville Website and post announcements via Social Media. The Draft Kings REMO Flood Preparedness and Response Plan will be put forward to Municipal Councils in accordance with the following schedule:

2019-05-07	Wolfville Committee of the Whole
2019-05-13	Kentville Council Advisory Committee
2019-05-21	Municipality of Kings Committee of the Whole
2019-05-21	Wolfville Council for approval
2019-05-27	Kentville Council for approval
2019-05-28	Berwick Committee of the Whole
2019-06-04	Municipality of Kings Council for approval
2019-06-11	Berwick Council for approval

REQUEST FOR DECISION 020-2019

Title: Kings REMO Flood Preparedness and Response Plan (FPRP)

Date: May 7, 2019

Department: CAO

9) REFERENCES TO COUNCIL STRATEGIC PLAN

Council Strategic Principles:

1. **Affordability:** N/A
2. **Transparency:** This decision supports municipal involvement with the approved Kings REMO EM Plan being posted to the [Town of Wolfville's Emergency Preparedness Website](#)
3. **Community Capacity Building:** The Kings REMO Flood Preparedness and Response Plan is focused on further preparing the Town and its residents and is in keeping with a regional approach to Emergency Management.
4. **Discipline to Stay the Course:** N/A
5. **United Front:** This supports a Regional Approach to Emergency Management as agreed upon in the Kings REMO Inter-Municipal Services Agreement (IMSA)
6. **Environmental Sustainability:** N/A

10) ATTACHMENTS

- Kings REMO Flood Preparedness and Response Plan, dated March 2019

11) SUMMARY

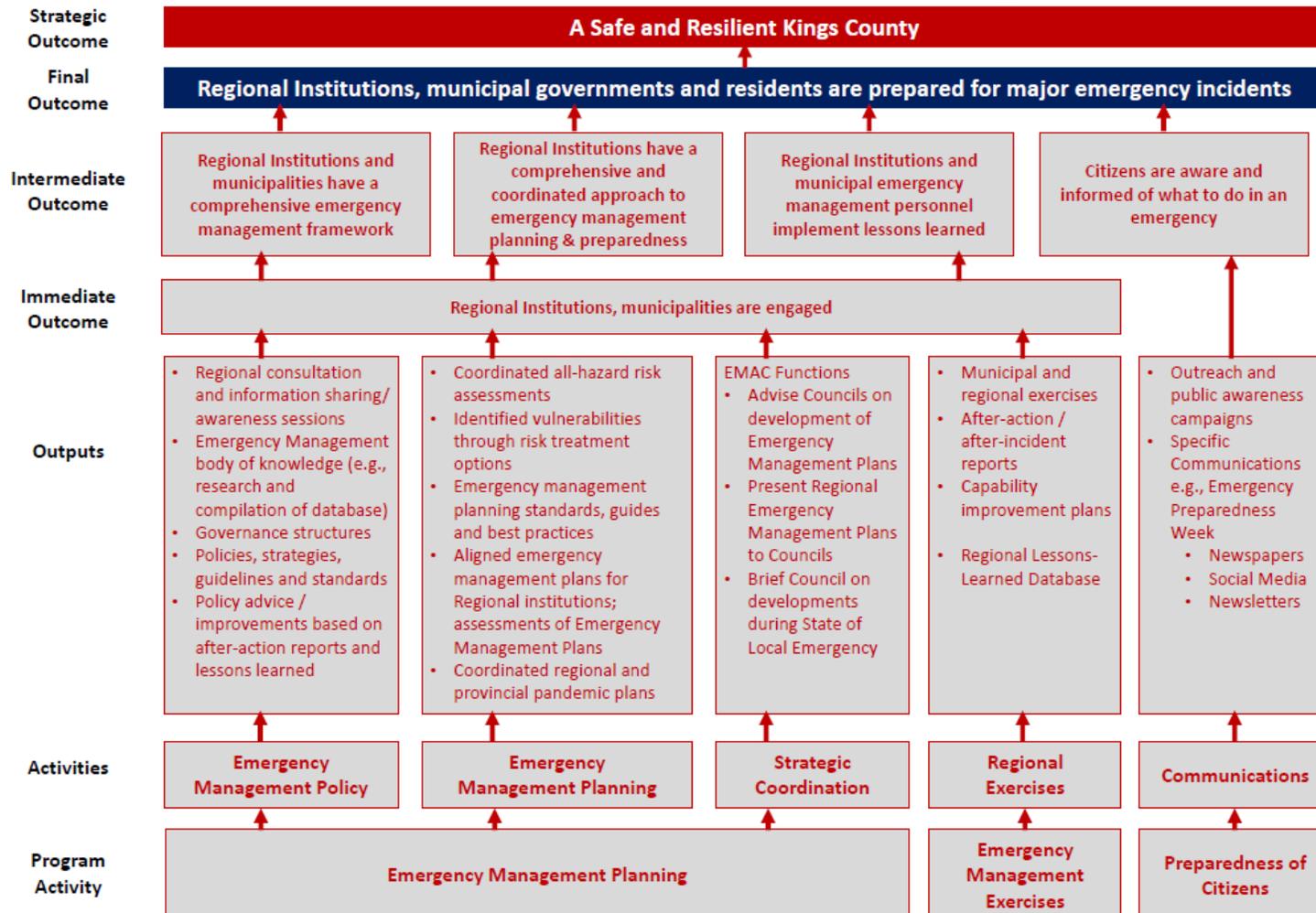
The Kings County Regional Emergency Management Coordinator (REMC) will continue to work towards ensuring that all of Kings County is fully prepared for any future Emergency that may impact any of the municipalities.

REQUEST FOR DECISION 020-2019

Title: Kings REMO Flood Preparedness and Response Plan (FPRP)
 Date: May 7, 2019
 Department: CAO



Kings County – Regional Emergency Management





Kings County, NS Flood Preparedness & Response Plan (FPRP)

March 2019



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DRAFT



FOREWORD

The development of a Kings County Regional Flood Preparedness and Response Plan (FPRP) is paramount to public safety in the case of man-made disasters and natural disaster threats. The Kings County Regional Flood Preparedness and Response Plan was prepared in consultation with County and Municipal stakeholders responsible for everyday management throughout Kings County. It serves as Kings County's Emergency Flood Plan to coordinate an integrated approach to Flood response.

As a Supporting Plan to the Kings REMO Regional Emergency Management Plan, the Kings County Regional Flood Preparedness and Response Plan is augmented by the Emergency Coordination Centre (ECC) Operational Guidelines and Evacuation Guidelines in order to provide the level of detail required for a comprehensive emergency response to a flood event.

Kings REMO strives for strong leadership within the emergency management community and is dedicated to continuous improvements and enhancements to this plan, training and exercising throughout the Kings County region. Therefore, this plan is a living document that will be amended as necessary through a planning process that is managed by the Regional Emergency Management Coordinator (REMC) in consultation with emergency management partners throughout the County.

Mayor
Municipality of the County of Kings

Mayor
Town of Berwick

Mayor
Town of Kentville

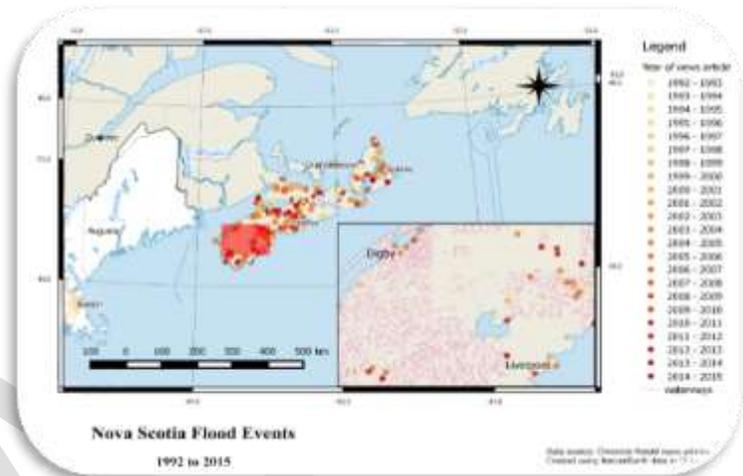
Mayor
Town of Wolfville

1.0 INTRODUCTION

1.1 Background

Floods are primarily caused by naturally occurring changes in the height of rivers, lakes and oceans. According to Public Safety Canada, floods are the most common natural hazard in the country and among the costliest. Historic floods have occurred across Canada, with many of the worst happening on major river systems that pass through populated areas. Scientists predict that flooding linked to the impacts of climate change will increase as the 21st century progresses, particularly in coastal areas of the country.

Nova Scotia's first flood on record hit Halifax in 1759, the result of a storm on the Bay of Fundy. Many of the province's subsequent floods have owed to a combination of snowmelt, heavy rain and ice jams. In January 1956, for example, a long period of thaw due to warm temperatures inundated waterways and created ice jams. Flooding occurred provincewide, destroying more than 100 bridges.



Nova Scotia has also been hit by flooding related to hurricanes and tropical storms. Among the most severe were Hurricane Beth in August 1971 and the "Groundhog Day Storm" in February 1976. Flood damage primarily occurred in coastal areas of the province at a combined cost of more than \$12 million.

This Regional Flood Preparedness and Response Plan is only one part of preparedness efforts that include training, exercises and the debriefing of actual events. As Kings County evolves, so should the Flood Plan, which will be regularly reviewed and adapted. Due to the nature of major emergencies, there may be a need to adapt the plan during a flood. Therefore, the following plan should not be seen as a final, rigid solution, but rather the foundation for continuous planning efforts

1.2 Authorities

The authority for an evacuation is afforded by the [Nova Scotia Municipal Government Act](#) and the [Emergency Management Act](#).

The legal authority for local authorities to order an evacuation rests within the Nova Scotia Emergency Management Act (1990) Section 14(f) – Protection of property and health or safety

Protection of property and health or safety – Section 14

Upon a state of local emergency being declared in respect to a municipality or an area thereof, the mayor may, during the state of local emergency, in respect of such municipality or an area thereof, do everything necessary for the protection of property and the health and safety of persons therein may:

- a. Cause an emergency management plan or any part thereof to be implemented;
- b. Acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;
- c. Authorize or require a qualified person to render aid of such type as that person may be qualified to provide;
- d. Control or prohibit travel to or from an area or on a road, street or highway;
- e. Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
- f. Cause or order the evacuation of persons and the removal of livestock and personal property threatened by an emergency and make arrangements for the adequate care and protection thereof;
- g. Authorize the entry by a person into any building or upon land without warrant;
- h. Cause or order the demolition or removal of any thing where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, or attempting to forestall its occurrence or of combating its progress;
- i. Order the assistance of persons needed to carry out the provisions mentioned in this Section;
- j. regulate the distribution and availability of essential goods, services and resources;
- k. authorize and make emergency payments;
- l. assess damage to any works, property or undertaking and the costs to repair, replace or restore the same;
- m. assess damage to the environment and the costs and methods to eliminate or alleviate the damage

1.3 References

- [Public Health Agency of Canada – Emergency Lodging Service, 2007](#)
- [Nova Scotia Emergency Management Act](#)
- [Kings REMO Regional Emergency Management Plan, 2018-09](#)
- Kings REMO Regional Emergency Evacuation Plan, 2018-12
- Kings REMO Evacuation Operational Guidelines, 2018-05-01
- Kings REMO Emergency Coordination Centre Operational Guidelines, 2018-05-01

1.4 Purpose

Flood preparedness and response planning is a strategy to minimize loss of life, injury and trauma and to reduce property damage as a result of a flood. No one can anticipate every contingency during a flood event, but a flood preparedness and response plan will help develop appropriate responses for a wide range of occurrences. A flood preparedness and response plan will enable a quicker, more effective and more efficient response, and lead to a speedier recovery.



The Plan should be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

1.5 Aim and Scope

The primary goal of this Plan is to provide an integrated planning framework that recognizes the role of individual residents, business owners, emergency responders and the Municipalities of Kings County. Together these individuals, groups and agencies represent the first line of defence in responding to a flood event within Kings County.

This goal is supported by overarching objective of enhancing public and emergency responder education, emergency preparedness and emergency response policies and procedures. Together these are intended to prevent or reduce loss of life or severe injury and/or damage to property and infrastructure during a major flooding event within Kings County.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Regional Emergency Evacuation Plan (REEP) shall be implemented. In such events, the Municipality shall discuss the need to declare a State of Local Emergency (SOLE), [Annex A](#), if a mandatory evacuation is needed. If there is a fire or the possibility of fire, the Fire Chief has the authority to declare the mandatory evacuation at the current time there is no advantage to declaring a SOLE.

2.0 CONCEPT OF OPERATIONS (CONOPS)

2.1 Planning Assumptions

The plan assumes the following:

- NS Department of Agriculture will provide dyke condition statements as they become available.
- Kings REMO and the Emergency Coordination Centre Management Team (ECCMT) will have the primary responsibility for mitigation, prevention, preparedness, response and recovery in flood emergency/disaster situations.
- It is highly probable that with events such as climate change and weather anomalies, Kings County could experience flash flooding or a major flooding event to some degree in the future.
- Kings County and partner agencies will follow the response activities set out in the Kings REMO Regional Emergency Management Plan (REMP), the Regional Emergency Evacuation Plan (REEP) and Municipal Operating Procedures.
- Residents of Kings County will take active measures to protect personal property.

2.2 Plan Limitations

- The Municipalities of Kings County do not currently have a formal policy for the protection of private property during flooding. While efforts will be made to assist residents in the protection of their property during a flood emergency, the protection of critical municipal infrastructure must be the first priority to ensure continuity of municipal services to the community.
- There may be factors that will adversely affect Kings County's ability to respond to flood emergencies. Response may be delayed if roads become impassable, normal channels of communications may be disrupted and utilities may be unavailable for extended periods of time.
- Response to flooding varies depending on the cause of flooding. In the event of a heavy rain fall / severe summer storm the response and recovery may take place simultaneously as there is little or no time to prepare.

2.3 Plan Activation

This plan may be activated in whole or in part, as required, by the Kings REMO Emergency Coordination Centre Management Team (ECCMT), with or without the formal declaration of a state of local emergency.

Upon activation, all participating agencies should respond in accordance with the procedures described within this plan and in accordance with their agency operating procedures.

2.3 Flood Information

2.3.1 Types of Floods

The causes of flooding within Kings County could include one of the following, or a combination thereof:

2.3.1.1 Fluvial Flooding

Fluvial flooding is caused when high or intense precipitation, or snow and ice melt within the watershed flows into the river, causing it to overtop its banks. High or intense precipitation can be defined using Environment Canada's Rainfall Warning Criteria, wherein warnings are issued when 25 mm of rain or more is expected in one hour, when 50 mm or more is expected within 24 hour or 75 mm or more within 48 hours during the summer, or when 25 mm or more is expected within 24 hours during the winter.

While flooding from snow and ice melt can be easy to predict, flash flooding from sudden downpours can be more of a challenge to forecast.

2.3.1.2 Pluvial Flooding

Heavy and intense rainfall that occurs away from a waterbody. This is common in flatter areas away from waterbodies as heavy rain ponds on saturated land, and in urban areas where there is insufficient drainage as land is used for parking lots and buildings. Urban flooding is made worse when water and sewer systems are overwhelmed, and water has nowhere to go and ends up in basements.

2.3.1.3 Spring Rainfall

In the spring, the predominant form of precipitation changes from solid (snow and ice) to liquid (rain). The impact of spring rainfall will vary depending on a number of factors including:

- How much rain falls
- How much melting occurred before a rain event
- The water content of the existing snow on the ground
- The ground conditions (frozen or unfrozen)

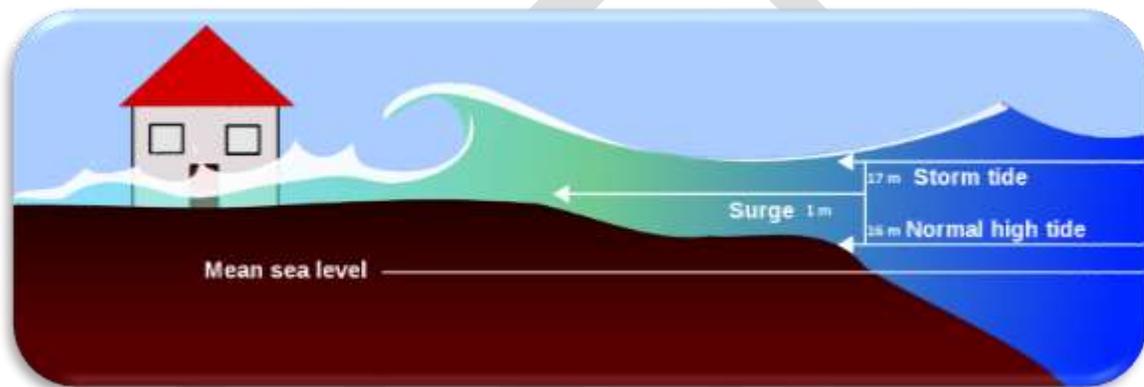


The worst-case scenario is above-zero temperatures combined with rain on frozen ground, or rain on snow with above-average water content. These conditions provide the greatest threat for flooding.

2.3.1.4 Storm Surge/Coastal Flooding

The strong tides of the Bay of Fundy affect the Cornwallis River up to 5 km west of the town of Kentville, making the towns of Kentville and Wolfville, and the villages of Port Williams and New Minas vulnerable to coastal flooding and storm surge.

Tidal range in the Minas Basin of the Bay of Fundy, Nova Scotia is between 13 and 16 m, the highest in the world. Following a semi-diurnal pattern, there are two high tides and two low tides every 24 hours and 50 minutes in the Bay of Fundy. When a high tide coincides with strong winds and low pressure of a storm, a storm surge can occur. A storm surge is an increase in the ocean water level above what is expected from the normal tidal level that can be predicted from astronomical observations. The strong tidal currents of the Minas Basin cause erosion of the fine glacial till sediments of the coastline at a rapid rate, making the coastal communities in this region ever more vulnerable to storm and flood events.



2.3.1.5 Dam Break or Breach

When a dam fails and water is released from a reservoir, the flood wave travelling downstream can cause significant property damage and possible loss of life.

Dam failures can be divided into two broad classifications:

- a. Failures caused by overtopping during extreme rainfall / snowmelt events, or failure of an upstream dam.
- b. Structural failures due to foundation problems (i.e. deterioration of concrete, erosion of earth, etc.), geological conditions, or earthquakes.

Overtopping the crest of the dam (i.e. dam breach), whether alone or in combination with a dam failure, can occur when an extreme hydrologic event or failure of an upstream dam causes large water inflows to exceed the capacity of the reservoir and its spillway. Overtopping may also be caused by an accumulation of debris or ice that restricts flow through the dam's spillway.

2.3.1.6 Water Main Break

In extreme circumstances, water main breaks could result in large volumes of water being released and result in flooding. During such situations the streets may become inundated, sewer systems may surcharge, and basements may fill with water, creating issues similar to floods caused by natural phenomenon.

2.4 Potential Adverse Affects Caused by Flooding

Flooding is generally accompanied by poor weather conditions. Significant flood events can be complex, and they can occur at any time day or night and last for an uncertain period of time. Responders may have to work in dangerous conditions, there may be considerable numbers of people displaced from their homes and there may be considerable business, infrastructure and utility interruption. All of the above are factors, which will have an influence on how to prepare a response in a flood emergency.

Significant flooding affecting a wide area can have substantial economic and public health impacts on affected communities and infrastructure.

A flooding event could result in, but is not limited to, the following:

- Threat to life and property;
- Destruction of public property;
- Utility failure (power, water / wastewater, gas);
- Communications disruption (telephone, internet, radio, television, newspaper production, delivery, etc.);
- Structural damage;
- Erosion;
- Damage to the watershed ecosystems;
- Traffic disruptions (road, bridge or rail closures, stranded motorists);
- Difficulty in attaining and delivering emergency services (Police, Fire, EHS, Public Works);
- Food and water shortages;
- Evacuation of people and animals;
- Crop damage; and
- Threat to public health (dangerous goods accidents, contaminated water – both potable and non-potable water sources).

2.5 Factors Affecting Emergency Response to a Flood Event

- Flooding can occur at any time during the year due to a variety of natural phenomenon (i.e. weather) and/or human induced circumstances (i.e. debris jamming, improper dam operation, etc.), but is most likely to occur during inclement weather conditions that will affect response times and procedures.
- The amount and extent of damage caused by any flood depends on several variables, including how much area is flooded, the depth of flooding, the velocity of flow, the rate of

rise, sediment and debris carried, the duration of flooding and the effectiveness of mitigation strategies.

- The potential for damage and/or loss of life due to flooding is magnified because, generally, the public may not recognize the safety hazards associated with flooding.
- Flooding does not necessarily occur in isolation of other emergency situations and may occur simultaneously with another unrelated type of emergency, whether it is a natural or human-induced emergency.
- Flooding can also result in secondary emergency events, including landslides, contamination of drinking water supplies, sewage back-up in homes and businesses, overloading of the sewage treatment plants resulting in the release of untreated sewage and a significant impact on the environment, etc.

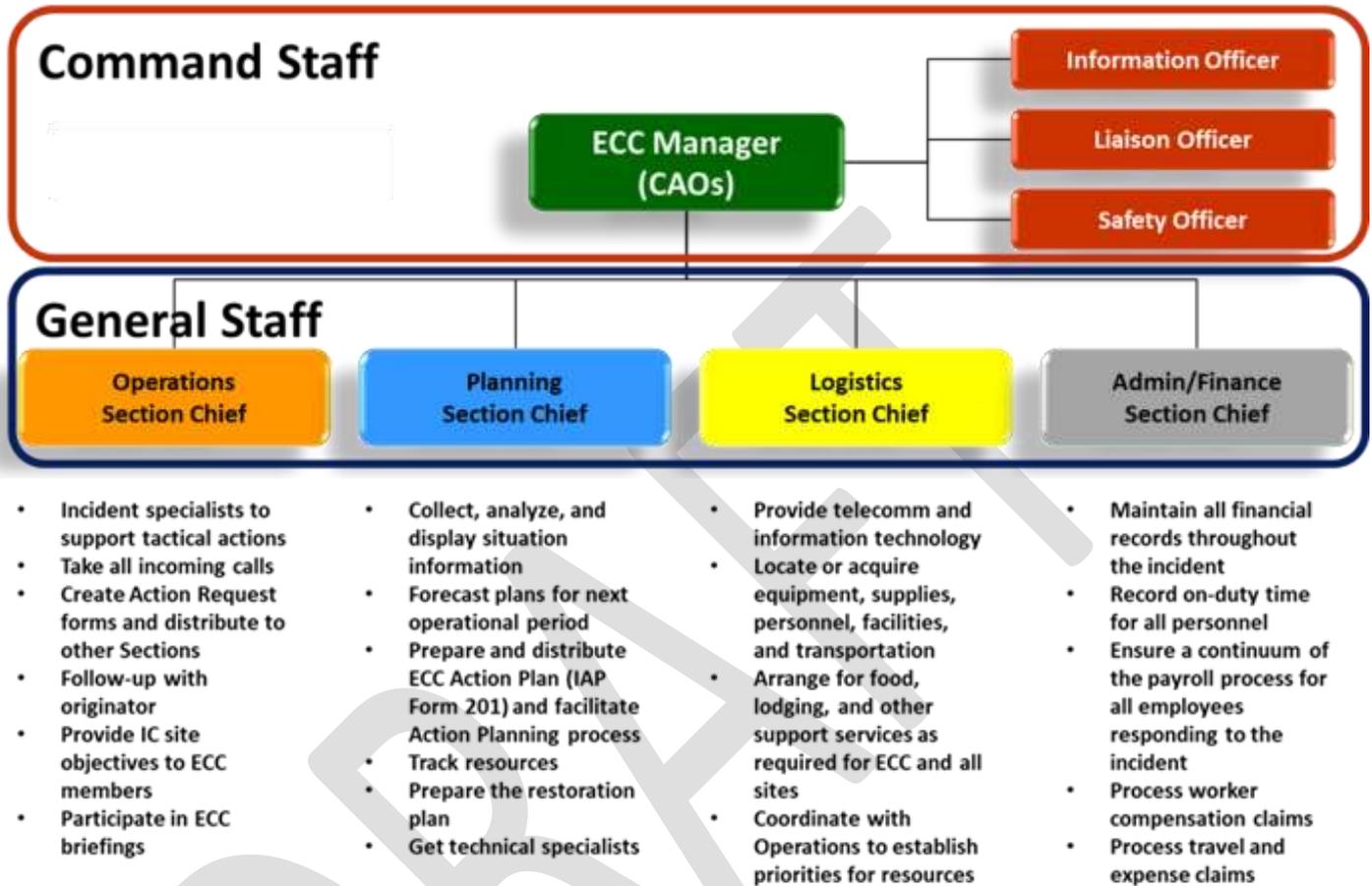
2.6 Flood Emergency Management Priorities

In a flood situation, Kings REMO and its partner agencies will focus their efforts on achieving the following objectives:

- Preservation of life and safety of emergency responders, residents and visitors.
- Support for stranded and evacuated persons.
- Protection of the water supply system, sewage treatment and other critical infrastructure of the Municipalities of Kings County.
- Protection of the environment, watercourses and potable water supplies.
- Reducing the economic and social suffering and losses to the residents of Kings County where possible.
- Returning communities to normal through a coordinated recovery process that includes re-entry of displaced persons.
- Reducing the impact to private property where possible and appropriate.

2.7 Flood Organizational Structure

To support a regional flood incident within Kings County the Kings REMO Emergency Coordination Centre is structured under the Incident Command System:



2.8 Municipal Public Warning Strategy

As there are limited audible warning systems within the Municipalities of Kings County, the public should be alerted to flooding conditions through local media (radio, television, newspaper) and social media (Facebook, Twitter). Warnings should also be posted on all Municipal websites and distributed through the Kings REMO Emergency Email Notification System. In extreme circumstances, public warning may also be done through vehicle public address systems and/or door-to-door contact by municipal services and/or volunteers.

2.9 Recovery

The ability to recover from the physical damage, injury, economic impairment and human suffering resulting from a disaster is a critical element of any emergency program. It is essential to recognize that successful recovery planning and activities depend on the rapid start-up of a recovery plan and must begin during the emergency response phase.

Through the implementation of a municipal disaster recovery strategy, Kings County Municipalities will work with their Departments, partner agencies, and volunteer resources to restore critical infrastructure (both public and private), systematically clean up affected areas, and return the community to a state of normalcy.

The prioritization of restoration and clean up efforts will be determined by the Kings REMO ECC Management Team based on a number of influencing factors, with the primary focus being on the protection of public safety.



3.0 RESPONSIBILITIES

3.1 Federal

The Government of Canada's Government Operations Centre (GOC) monitors the flood situation across the country. The GOC coordinates the federal government's response to events of national interest, such as floods, that may affect the safety and security of Canadians or critical infrastructure. Should a provincial or territorial government request assistance to deal with a flood, then the GOC would coordinate the Government of Canada response.

The Government of Canada has disaster assistance programs available to respond to the financial needs of provinces and territories in the wake of major natural disasters including the [Disaster Financial Assistance Arrangements](#)

Municipal staff across departments receive regular weather reports, advisories and warnings from Environment Canada weather services. These services are provided by weather meteorologists located in at Nova Scotia EMO Headquarters in Dartmouth, NS.

3.2 Provincial

A number of Nova Scotia government departments and agencies are engaged in flood related activities, including:

3.2.1 Nova Scotia Department of Agriculture (NSDA)

- The [NSDA](#) Land Protection Section is responsible for the management and maintenance of 240 kilometers of tidal dykes (including 260 aboiteau structures) along the Bay of Fundy for the purpose of protecting 17,400 hectares of agricultural land (marshbodies) from sea water incursions.



3.2.2 Department of Municipal Affairs (DMA)

- [Municipal Affairs](#) administers Statements of Provincial Interest (SPI) under the Municipal Government Act. The current SPI on Flood Risk Areas was put in place in 1999, and focused heavily on areas mapped under the Canada-Nova Scotia Flood Damage Reduction Program from the mid 1980's. This planning tool requires that any municipality with a comprehensive municipal planning strategy must be "reasonably consistent" with the intent of the SPI. The goal of the SPI is to "protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in the floodplains."
- Under the Federal Gas Tax Program all municipalities have submitted a Municipal Climate Change Action Plan. Each plan outlines priorities for climate change (adaptation and mitigation) and describes the range of actions the municipality will undertake to address climate impacts. In many communities flooding has been identified as a significant concern and is a top priority for taking action on climate change adaptation.

- The eligible project categories under the Federal Gas Tax Program have been expanded to include Disaster Mitigation. Projects that reduce or eliminate long-term impacts and risks associated with natural disasters are now eligible for funding.

3.2.3 Nova Scotia Emergency Management Office (NS EMO)(DMA)

- [NS EMO](#) takes an “all-hazards” approach to emergency management that recognizes that mitigation, preparedness, response and recovery can be used to address the impact of disasters.
- [NS EMO](#) regional staff (Emergency Management Planning Officers - EMPO’s) work with municipal emergency management coordinators to ensure there are emergency management plans in place for each municipality in Nova Scotia.
- Municipal planning and local knowledge is represented in the development of emergency management plans.
- The [MCCAP](#) process requires municipal emergency management coordinators to work with EMPOs in the development of their respective climate change action plans.



3.2.4 Nova Scotia Department of Transportation and Infrastructure Renewal (NS TIR)

- [NS TIR](#) is responsible for delivering quality public infrastructure for Nova Scotia and deal with approximately 23,000 km of roads, 4,100 bridges, 7 ferries, and 2,400 buildings.
- [NS TIR](#) designs, constructs and operates this infrastructure in accordance with nationally and internationally recognized standards.
- [NS TIR](#) consults with communities on infrastructure developments. Often this infrastructure is developed or renewed in partnership with the Federal or municipal governments.

3.2.5 Nova Scotia Department of Lands and Forestry (NS DLF)

- [Nova Scotia Department of Lands and Forestry](#) operates a long-term program to map the vulnerability of the province’s coast to flooding and erosion.
- NS DLF is very active throughout Nova Scotia’s watersheds, and forestry activities including road construction, and harvesting can have a large influence on flooding. Through [Forest Sustainability Regulations](#), silviculture programs are in place to establish and tend forest stands within water shed areas, and the Department administers and enforces [Wildlife Habitat and Water Course Protection Regulations](#).

3.2.6 Nova Scotia Environment (NSE)

- [NSE](#) is the lead provincial department partnering with Environment Canada on maintaining and monitoring 28 real-time hydrometric monitoring stations. This information is critical for monitoring rising water in real-time during extreme weather events where flooding is a high-risk.
- [NSE](#)’s Water for Life: Water Resource Management Strategy sets climate change impact studies as a priority action for the department. Flood risk studies will be a key component of studying climate change impacts to the province.

- The Climate Change Unit provides information and guidance on climatic factors relevant to flooding, such as historic data and future projections of sea levels, storms and rainfall amounts and intensity.
- The Climate Change Unit has funded and coordinated several community climate change assessments through the Atlantic Climate Adaptation Solutions program, which include aspects of coastal and inland flood mapping and risk in six pilot areas (13 municipalities) in Nova Scotia.
- **NSE** regulates 114 activities in the province by developing, implementing and monitoring standards and conditions of approval. Many of these have some relevance to flood management.

3.3 Regional – Kings REMO

3.3.1 Prevention and Mitigation

Kings REMO is responsible for developing and implementing mitigation strategies to prevent or lessen the occurrences and/or severity of flooding.

These strategies include:

- Controlling development in and around flood zones using Zoning by-laws, Official Plans and Site Plan Development.
- Working to map the flood areas and the impact on critical infrastructure.
- Developing and circulating public education material concerning flood prevention and clean-up.

3.3.2 Response / Recovery Responsibilities

When flooding occurs, the initial responsibility for the welfare of residents is at the Municipal level. As with any emergency, the first priority is responder and public safety. The second priority is the protection and maintenance of public critical infrastructure in order to maintain basic services (hydro, water / wastewater, gas, telecommunication systems, etc.).



When flood conditions are present within Kings County, Kings REMO should:

- Activate the Kings REMO Flood Preparedness and Response Plan
- Activate the Kings REMO Regional Emergency Management Plan.
- Convene the Emergency Coordination Centre Management Team
- Appoint an Incident Commander.
- If necessary, recommend the declaration of a Municipal emergency.
- Direct and control all flood response operations in Kings County.
- Coordinate the acquisition of emergency response equipment, personnel and other resources required at the incident site.
- Coordinate assistance to residents displaced by flooding.
- Address concerns related to homes in Kings County that are on private wells or have private surface water intakes.

- Disseminate vital emergency information to staff, the media and citizens using appropriate channels.
- Provide information to the public concerning water supply safety, alternative sources of water, and protective actions to be taken.
- Request assistance from agencies not under Municipal control, as required (i.e. Municipal Mutual Assistance Agreements, Red Cross, local industry, etc.).
- Request Provincial assistance to perform specific flood combat / control tasks as may be required.
- Coordinate community disaster financial assistance (Nova Scotia Disaster Relief Assistance Program) as deemed necessary.
- Facilitate arrangements for the inspection of evacuated premises and provide for their orderly re-occupation as appropriate.
- Assist the Provincial authorities with damage estimation and assessment after the flood.
- Provide residents and businesses with information on safe handling of items damaged by water / sewage.
- Explore mitigation and prevention strategies to reduce the impact of future flood events

3.3.3 Regional Emergency Management Coordinator (REMC)

Coordinate flood specific education materials for distribution to residents and business owners within identified water flood damage areas to include:

- The Flood Preparedness and Response Plan;
- Established evacuation routes (minimum of two) from each identified flood damage centre, including locations of a primary and secondary Evacuation Centre / Emergency Shelter;
- Emergency preparedness and response education information for residents and businesses including pre-event, during an event, and post event (including information related to sandbags and building a sandbag dike); and
- Contact information for the REMC.

3.3.4 Site Operations (Incident Commander)

The Incident Commander (IC) assumes responsibility for the overall coordination of all operations at the emergency site and is the point of contact between the ECC Management Team and site operations.

The Incident Commander is responsible for:

- Identifying the flood risk areas.
- Prioritizing response activities.
- Evaluating and identifying equipment and resources needed

3.3.5 Fire Services

- Conduct floodwater rescue, as required.
- Rescue / evacuate any persons in danger with minimum delay and provide first aid as necessary.
- Assist Police Services with evacuations in the affected areas as required.
- Control Fires, released chemicals and other hazards.

3.3.6 Kings RCMP/Kentville Police

- Evacuate the affected areas as required.
- Perform traffic and crowd control operations.
- Disperse people not directly connected with the operations who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the flood combat/control operation.
- Secure the affected areas (based on need and availability of staff).
- Provide community security to prevent against looting and other unruly activities.
- Identify and establish detour routes due to high water and maintain proper traffic flow patterns as deemed appropriate.

3.3.7 Infrastructure Services – Water / Wastewater

- Implement actions to protect water and sewer systems and identify threats to drinking water.
- Work with ECC Information Officer to advise the public of protective actions that may be required in the event of damage or concerns related to the sewer systems and/or drinking water sources.
- Request the disconnection or discontinuance of any service that may constitute a public hazard.
- In the event a flood emergency results in the release of untreated or partially treated sewage into lakes and rivers, implement internal procedures and notify the Ministry of the Environment, and the Department of Fisheries and Oceans Canada.

3.3.8 NS TIR & Engineering Departments

- Deploy sandbags for flood defence
- Free obstructions to storm and waste water drainage
- Repair breaches in flood defences
- Visually monitor creeks and streams
- Coordinate activities of utility companies

3.3.9 Infrastructure Services – Transit

- Provide transportation for residents and emergency responders as required.

3.3.10 Community Development – Social Services

- Provide assistance to residents displaced by flooding as required.
- Coordinate Emergency Shelter operations.

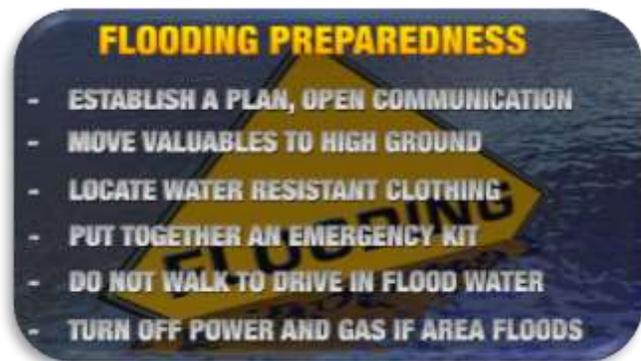
3.3.11 Utilities (NS Power, Berwick Electric, Gas etc.)

- Perform disconnect operations where this is considered necessary and in the interest of public safety.
- Secure services and equipment to ensure continuity of supply.
- Coordinate the priority restoration of affected services as dictated by emergency needs of municipal services and other essential users.
- Assist with clean up and restoration of services.
- Assess ability to resume normal operations.

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4.0 PUBLIC EDUCATION & AWARENESS OF FLOODING PREPAREDNESS

Since public awareness of flood preparedness and response will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Plan, as part of the Regional Emergency Management Plan, shall be posted on the [Municipality of the County of Kings](#), the Towns of [Berwick](#), [Kentville](#) & [Wolfville](#)'s websites in order that the public may have access to it and printed information shall be provided to residents in historically vulnerable areas. During an emergency evacuation, residents are to be able to access to the local media sources for information and instructions.



As part of Community Outreach, the Kings REMO Regional Emergency Management Coordinator should provide an overview of Emergency Evacuation procedures to members of the community on an ongoing basis.

4.1 Evacuation Warnings

To be effective, Evacuation Warnings/Announcements should have the following characteristics:

- Authority**—Warnings are more credible and more likely to stimulate appropriate public actions if they are issued by a recognised authority.
- Consistency**—To avoid confusion and uncertainty, it is important that consistency be maintained when multiple warnings are issued to the public.
- Accuracy**—Accuracy and currency of information contained in the warning also affect understanding and belief. Errors can cause people to doubt subsequent warnings.
- Clarity**—An unclear warning can cause people to misunderstand or ignore it. Warnings should be in simple language, without the use of jargon.
- Level of Certainty**—Certainty determines the level of belief in a warning and affects decision making by those to whom the warning is given.
- Level of Detail**—Insufficient information creates confusion, uncertainty and anxiety, and public imagination will tend to fill the information void. This can promote rumours, uninformed misconceptions or fears.

- ❑ **Clear Guidance**— Messages containing clear guidance about protective actions people should take and the time available for doing so are more effective than those which provide no specific instructions.
- ❑ **Repetition of Warnings**—Where time permits, warnings should be repeated preferably using more than one delivery method. This provides confirmation of the warning message, helps increase persuasiveness and overcomes the problem of people not responding after hearing a warning only once.
- ❑ **Impact Areas**—Warning information that clearly states the areas actually or likely to be affected by the event is most effective.
- ❑ **Methods of Information Dissemination**—Warnings are more effective if a range of methods is used rather than a single method, thereby reaching as many people as possible in the shortest time. Methods need to be chosen to fit the time-frame available and should recognise that some modes are appropriate in reaching many people but with only relatively simple or generalised information (e.g. radio, television) whereas others can provide more specific information to targeted individuals (e.g. telephone, facsimile machine, computer, two-way radio, door-knocking or use of community leaders or wardens). Use of the Standard Emergency Warning Signal (SEWS) “[Alert Ready](#)” can enhance the effectiveness of electronic media warnings by alerting listeners for an urgent safety message to follow.
- ❑ **Information Dissemination for Special Needs Groups**—Consideration must be given to the specific problems of special needs groups. Dissemination to, and receipt of information by, many of these groups will pose different challenges, for example, language. Neighbours can also help by checking on special-needs people in close proximity.

5.0 PLAN TESTING, REVIEW & MAINTENANCE

5.1 Plan Testing Schedule & Responsibility

The Kings County Regional Emergency Management Coordinator (REMC) is responsible for coordinating the annual testing (in whole or in part) of the Regional Flood Preparedness and Response Plan in order to verify its overall effectiveness and provide training to the emergency personnel. The exercise can take the form of a simple tabletop or a more elaborate functional exercise.

5.2 Plan Review & Maintenance

The Kings County FPRP will be maintained by the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Coordinator (REMC).

The FPRP will be reviewed annually and, where necessary, revised by a meeting(s) of the [Regional Emergency Management Planning Committee](#) (REMPC) and the [Regional Emergency Management Advisory Committee](#) (REMAC). The REMP shall be revised subject to the approval of Municipal Councils.

REVIEWS

MONTH	DAY	YEAR	BY

PLAN REVISIONS

MONTH	DAY	YEAR	CHANGE	APPROVED

6.0 DISTRIBUTION LIST

Distributed electronically:

Municipal Units:

- [Municipality of the County of Kings](#)
- [Town of Berwick](#)
- [Town of Kentville](#)
- [Town of Wolfville](#)

- [Village of Aylesford](#)
- [Village of Canning](#)
- Village of Cornwallis Square
- [Village of Greenwood](#)
- [Village of Kingston](#)
- [Village of New Minas](#)
- [Village of Port Williams](#)

Fire Departments

- Kings County Fire Departments

Regional Emergency Management Planning Committee (REMPC)

- [NS EMO](#) – Western Zone Planning Officer
- [Acadia University](#)
- [Annapolis Valley Amateur Radio Club](#) (AVARC)
- [Annapolis Valley First Nation](#)
- [Annapolis Valley Regional Centre for Education](#) (AVRCE)
- [Brigadoon Village](#)
- Community Services – Kings County
- [NS Department of Lands and Forestry](#)
- [NS Department of Transportation and Infrastructure Renewal](#) (DTIR)
- [NS Emergency Health Services](#)
- Fire Services
- [Glooscap First Nations EMO](#)
- [Kentville Police](#) / [Kings County RCMP](#)
- [Kings Transit Authority](#) (KTA)
- [NS Department of Agriculture](#)
- [NS Health Authority](#)
- [Canadian Red Cross](#)
- [Valley Communications](#)
- [Valley Search and Rescue](#) (SAR)

Annexes

A [Declaring a State of Local Emergency \(SOLE\)](#)

- [Form 4 \(Council\)](#)
- [Form 5 \(Mayor\)](#)

B [Potential Evacuation Routes – Flood Risk Areas](#)

C [Flood Event – Kings REMO Actions](#)

D [Flood Event Checklist](#)

E [Criteria for Public Weather Alerts](#)

F [Lessons Learned – Flood Disasters](#)

G [Floods – Frequently Asked Questions \(FAQ\)](#)

H [Floods – References \(Federal / Provincial\)](#)

- [Federal](#)
- [Provincial](#)
- [Regional](#)

I [Sandbagging – General Information](#)

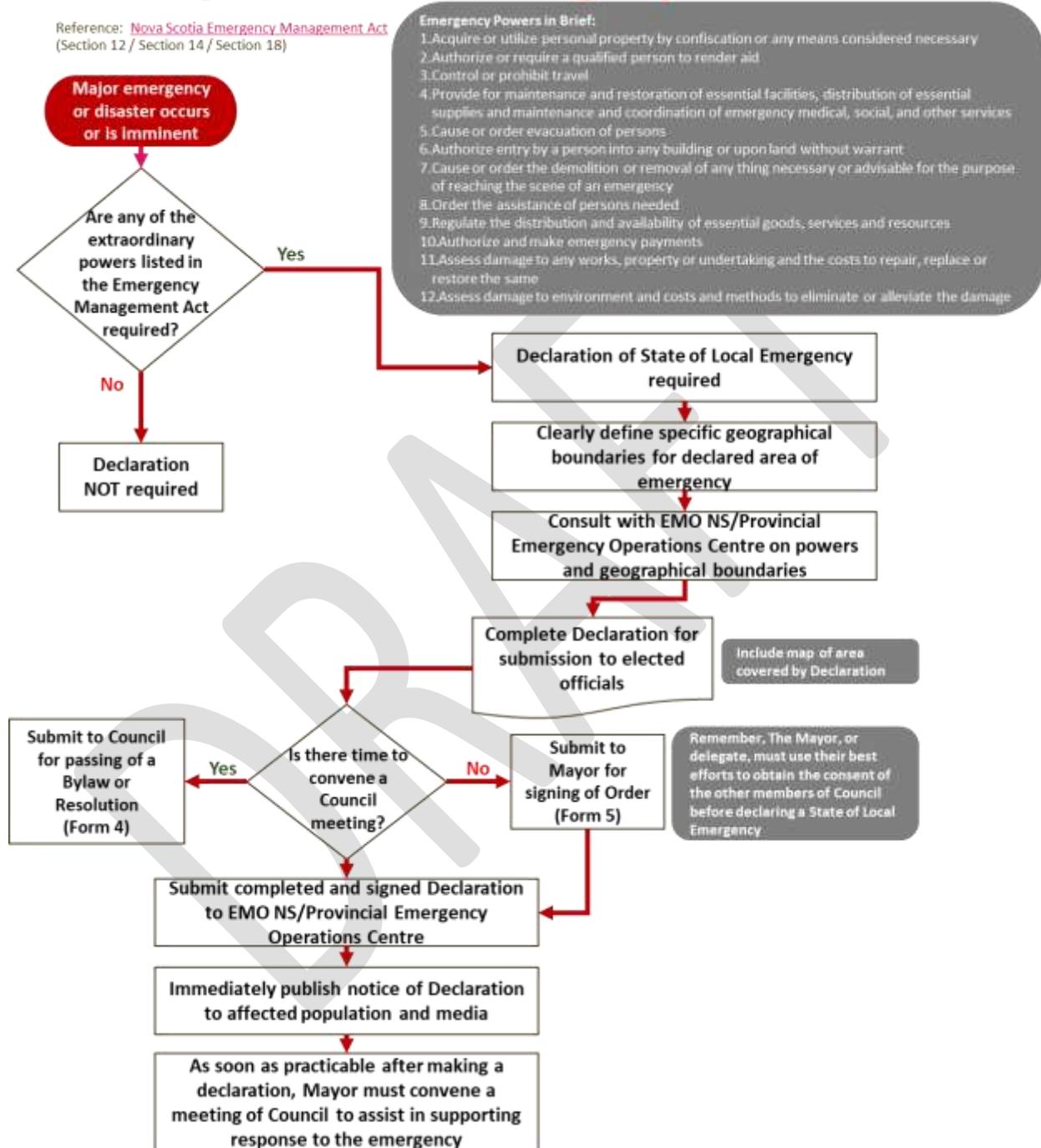
J [Abbreviations & Acronyms](#)

K [Glossary](#)

Annex A – Declaring a State of Local Emergency (SOLE)

Declaring a State of Local Emergency

Reference: [Nova Scotia Emergency Management Act](#)
(Section 12 / Section 14 / Section 18)



FORM 4

DECLARATION OF A STATE OF LOCAL EMERGENCY

MUNICIPALITY: _____

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area general described as:

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes

No

Nature of the Emergency:

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from _____ o'clock in the forenoon () or afternoon () of the _____ day of _____, 20____.

THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until _ o'clock in the forenoon () or afternoon () of the _____ day of _____, 20____, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this _____ day of _____, 20____.

Council, Municipality _____

Name _____

Positions _____

[Authorized by Resolution No. _____ dated the _____ Day of _____, 20____.

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY

MUNICIPALITY: _____

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area general described as:

[Empty rectangular box for describing the emergency area]

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes

No

Nature of the Emergency:

[Empty rectangular box for describing the nature of the emergency]

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

AND WHEREAS the Council of the Municipality is unable to act;

AND WHEREAS the undersigned has (check appropriate box)

- (a) Consulted with a majority of the members of the Municipal Emergency Management Committee Yes No
- (b) Found it impractical to consult with the majority of the Municipal Emergency Management Committee Yes No

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from ____ o'clock in the forenoon () or afternoon () of the _____ day of _____, 20____.

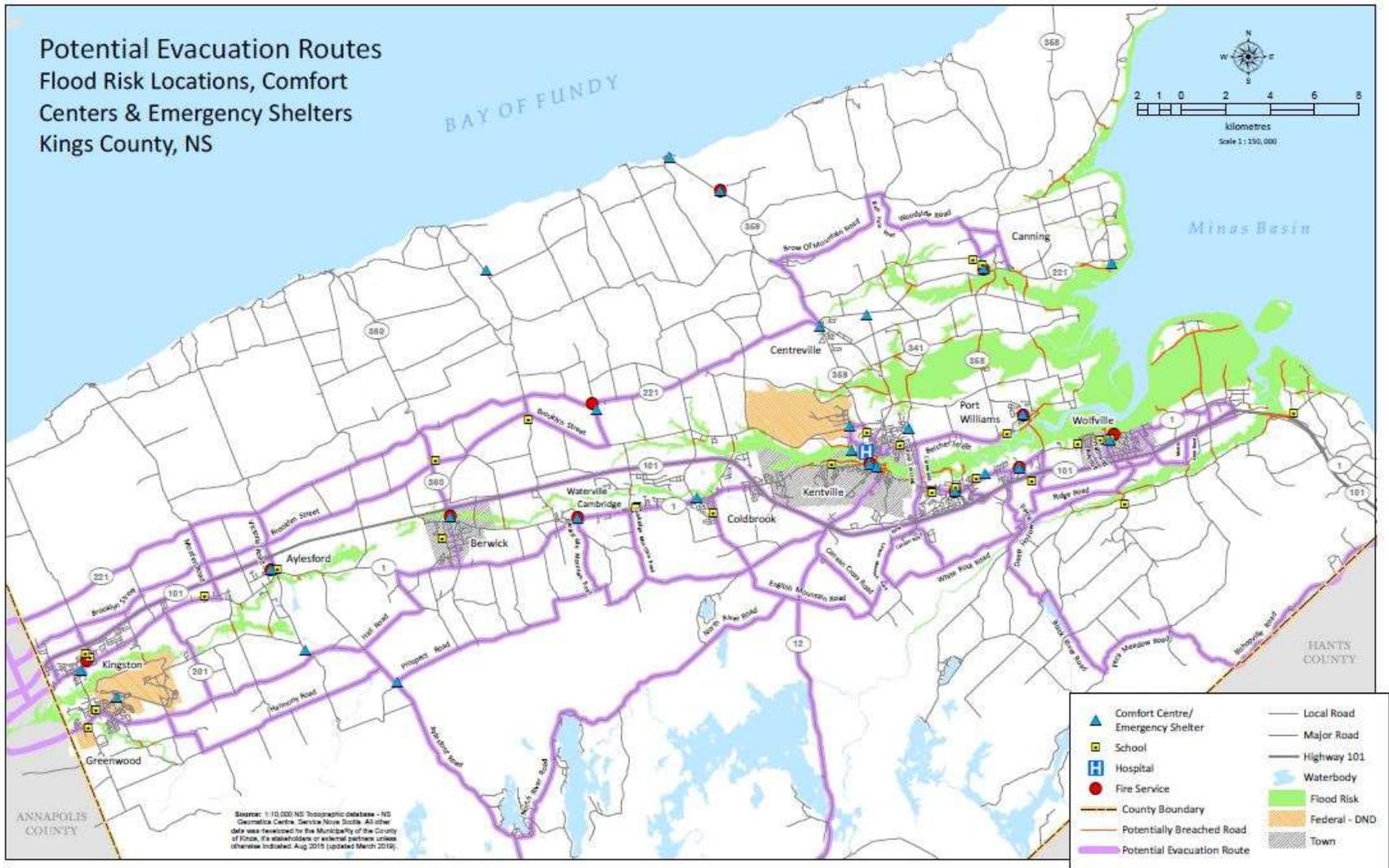
THIS DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until _ o'clock in the forenoon () or afternoon () of the _____ day of _____, 20____, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this _____ day of _____, 20____.

Mayor's Signature _____

Municipality of _____

Annex B – Potential Evacuation Routes – Flood Risk Areas



Annex C – Flood Event – Kings REMO Actions

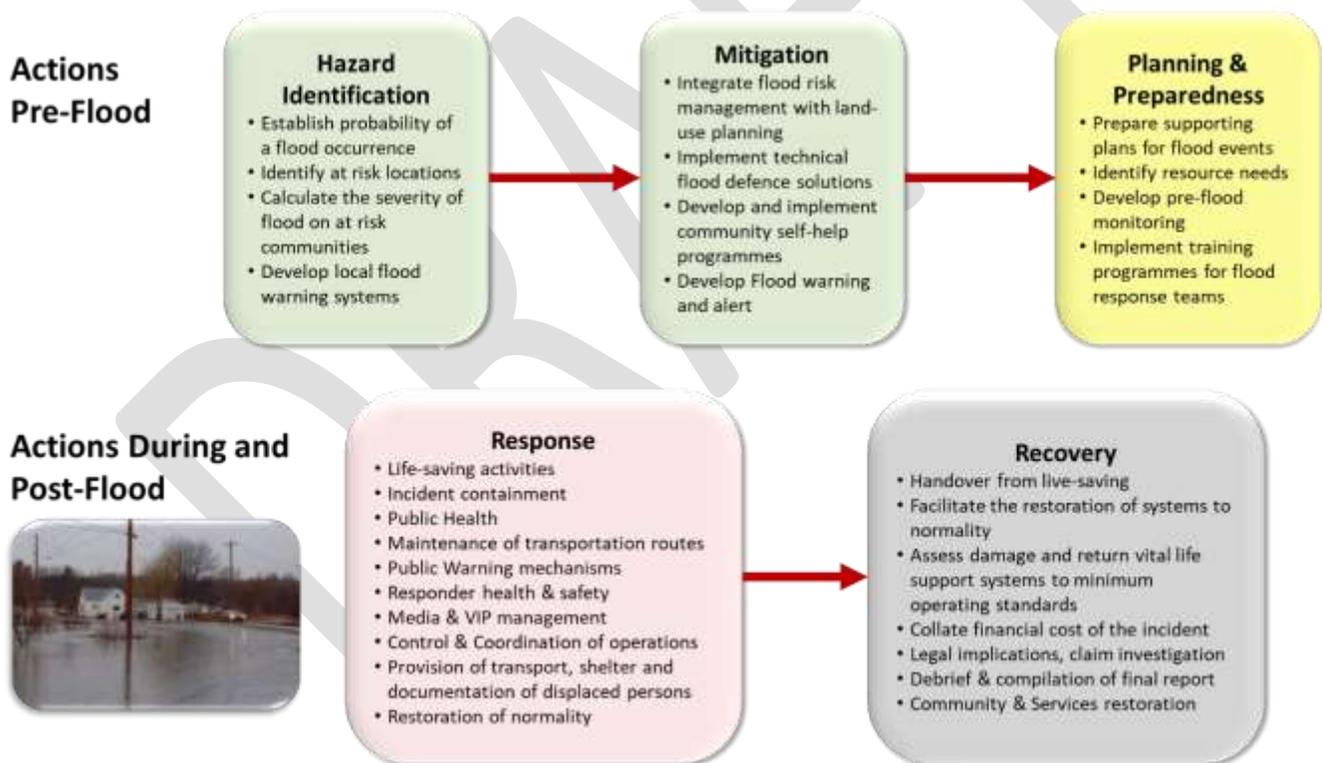
Reference: Kings REMO Regional Emergency Management Plan (REMP), 2018-09

Flood

A. Possible Major Effects	Probability
1. Casualties / Deaths	Low
2. Disruption of community	High and Localized
3. Disruption of utilities	Low to Moderate
4. Damage to property	High in localized areas
5. Disruption of traffic	High
6. Disruption of communications	Low to Moderate
7. Evacuation	Moderate to High
8. Contamination of normal water supplies	Moderate to High
9. Loss of economic activities	Low to Moderate

B. Potential Actions at the Scene	Agency Responsible
1. Warning of imminence	Provincial flood authority
a. Long term	Meteorological services/Canadian Tide & Current Tables (Environment Canada)
b. Short term	Police
2. Establish an emergency headquarters	Town Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Rescue	Fire/Police/Rescue services
8. Establish a temporary morgue	Medical Coordinator
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency welfare services	Welfare/Social Services/Volunteer agencies
11. Establish an inquiry service	Welfare/Social Services
12. Eliminate hazards from damaged utilities	Engineering/Utilities
13. Protection of property and relocate resources where necessary	Police
14. Provide auxiliary power	Engineering
15. Clear debris	Engineering
16. Mobilize necessary manpower & equipment	EMO/Canada Manpower Centres
17. Establish jurisdiction	Government
18. Establish traffic control	Police
19. Establish dyking as required	Engineering
20. Check stocks of sand and sandbags	Engineering
21. Evacuation of personnel, livestock, etc.	Welfare/Social Services/Volunteer agencies/Agriculture
22. Storage of furnishings and equipment	EMO
23. Establish emergency health facilities	Health service

C. Equipment	Sources
1. Rescue equipment	Police/EMO
2. Pumps	Engineering/Fire Department
3. Medical and health supplies	Health Services
4. Transportation/Boats	EMO/Various sources/Transportation Coordinator
5. Communication equipment	Province/Police/EMO/Communication Coordinator
6. Auxiliary generators	Various sources
7. Mobile public-address equipment	Police/EMO/Radio Stations/Fire Department
8. Food and lodging	Welfare/Social Services
9. Dying equipment	Engineering/Industry
10. Heavy equipment (bulldozers, etc.)	Engineering/Industry
11. Auxiliary lighting equipment	Engineering/Utilities/Fire Department
12. Storage facilities for equipment, furnishings, livestock	Province



Annex D – Flood Event Checklist

Pre-Incident Phase

- Arrange for personnel to participate in necessary training and develop exercises relevant to flood events in Kings County
- Coordinate the County's preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios
- Ensure that emergency contact lists are updated
- Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.)
- Annually review and update the Kings REMO Regional Emergency Management Plan and Supporting Plans
- Review flood-prone areas
- Familiarize staff with requirements for requesting a State of Local Emergency (SOLE)
- Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems
- Identify and review local contractor lists to see who may provide support specific to flood response
- Review, revise, and, where necessary, establish mutual aid agreements with local agencies and other County agencies and private contractors relevant to multiple agency response to floods

Response Phase

- The Kings REMO ECC Manager will provide overall guidance for the deployment of resources across Kings County

- Activate mutual aid agreements

- Activate the Kings REMO Emergency Coordination Centre (ECC) and implement appropriate staffing plans. Contact appropriate supporting agencies to assign liaisons to the ECC for coordination of specific response activities

- Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors

- Develop and initiate shift rotation plans, including briefing of replacements during shift changes (set the operational period briefing cycle)

- Submit request for State of Local Emergency (SOLE), as applicable

- Coordinate the evacuation of affected area, if necessary. Assign appropriate agency liaisons to the ECC, as the situation requires

- Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction

- Request the Canadian Red Cross to activate Emergency Shelters and open shelters, if needed

- Formulate Emergency public information messages and media response using “one voice, one message” concept

- Record all ECC activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in ECC logbooks

- Begin damage assessments in coordination with Public Works Departments

- Assist with coordinating Public Works activities, such as debris removal from:
 - Storm drains
 - Main arterial routes
 - Public right-of-way
 - Dams
 - Other structures, as needed
- Contact local contractors for support, if necessary. Establish contact with private sector partners
- Coordinate with law enforcement agency (Kentville Police and/or Kings RCMP) to provide law enforcement to affected areas (road closures, security, etc.)
- Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement (Finance/Administration Section)

Recovery Phase

- Monitor secondary hazards associated with floods (contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards
- Deactivate/demobilize the ECC. Deactivate mutual aid resources as soon as possible
- Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/governments plans until normal daily operations can be completely restored
- Implement revisions to the Kings REMO Regional Emergency Management Plan (REMP) and Supporting Plans based on lessons learned and best practices adopted during response
- Offer recommendations to Municipal Government and Public Works departments for changes in planning, zoning, and building code ordinances
- Participate in After Action Reports and critiques
- Submit valuable success stories and/or lessons learned to NS EMO and other County partners

Annex E – Criteria for Public Weather Alerts

Reference: [Environment and Climate Change Canada](#)

Rainfall Warning (Short Duration)

When 25mm or more of rain is expected within one hour



Rainfall Warning (Longs Duration) Summer

When 50mm or more of rain is expected within 24 hours
Or
When 75mm or more of rain is expected within 48 hours

Storm Surge Warning

Issued for abnormally high-water levels and high waves (storm surge or storm tide) caused by storms, which have the potential to cause coastal flooding. This usually occurs when astronomical tides are at their maximum.



Annex F – Lessons Learned – Flood Disasters

Flood Preparations

- Municipal staff need to be well-trained on flood preparedness plans

Personnel

- In a wide-spread regional disaster, competition for resources and contractors will become an issue
- Important to establish relationships with other municipalities to supplement existing capacity, and to know of alternate sources for potential resource requirements
- Staff fatigue, stress, and management of shift lengths can present significant challenges for the initial response
- Roles and responsibilities for positions and personnel need to be clearly defined
- Partnering staff with other departments during an emergency can provide an invaluable response experience, ultimately increasing knowledge and capacity
- There needs to be a clearly defined accountability system for municipal staff to check in and report that they were safe

Notification and Warning

- Damage to communications infrastructure can make it difficult to provide updates to citizens, including notifications to media outlets and information postings to municipal channels: website, Social media
- Door knocking and bullhorn announcements are important tools for communication when electronic options are not available

Rescues

- The requirement may arise to re-direct Operations services staff and contractors with large equipment from protecting infrastructure to conducting rescues
- Amphibious quads, zodiacs, front-end loaders, rock trucks and combines can be essential to rescue operations
- Traffic control is vital to rescue and evacuation operations

Evacuation

- Care facilities need to have an appropriate tracking system for their residents' final destination
- Better communication with residents who do not evacuate is required so they understand the strain that they are putting on fragile municipal infrastructure and that the increased resource requirements to do adequate security patrols takes away from other important response objectives
- A centralized people tracking system can facilitate more timely information about the location of evacuees
- Clear guidelines for all responding agencies assisting with the search and rescue / evacuation operations are required to provide the most efficient coordination of the evacuation and rescue operation
- Residents and contractors may need to be directed away from Fire Halls in order to not impede emergency rescue operations

Animal Rescue

- Once the threat to human safety has been resolved, bylaw/animal services are able to implement a formal animal rescue operation

Reception Centres for Evacuees

- Given the length of time evacuees may be in Reception Centres, personnel need to create a sense of community to build support networks for evacuees
- Daily visits by municipal Mayors provide much-needed information updates to the evacuees
- Information about evacuees needs to be shared among the Reception Centres, other agencies and any call centre/inquiry lines
- Providing updates to the ECC about emerging issues needs to occur in a timely fashion
- A lack of communication infrastructure can impact both the personnel trying to operate the Reception Centre and the evacuees
- Reception Centres need to have appropriate security
- Information about any special requirements of evacuees needs to be available to the Reception Centres in advance in order to coordinate the appropriate accommodation
- Appropriate support services need to be readily available to evacuees as the transition plan around closing of the Reception Centres is developed including their employment transportation requirements

Infrastructure Protection

- Sewage lift stations need to be more resilient to withstand higher rates of river flow
- Communication infrastructure is more vital than ever in this electronic age. Backup systems are required to support web services, phone and cellular service in order to access technical data and files for the communications between the ECC and, emergency workers in the field, critical facility operations staff, reception centres, residents and the media

Crisis Communications

- A major impediment to public communication during a flood event was the lack of delivery channels either because critical communication infrastructure was lost, or residents did not have access to electronic communications or were not in the immediate area to use local radio stations or local newspapers
- Establishing and maintaining credibility of the source and accuracy of information is critical to managing rumours
- Using opportunities to provide printed information to residents such as during evacuee registration can significantly help to supplement other forms of communication
- In the absence of direct channels of communication to residents, mass media has to be relied upon

Annex G – Floods – Frequently Asked Questions (FAQ)

When can floods occur?

Floods can occur in any region of Canada, at any time of the year, but most flooding occurs when the volume of water in a river or stream exceeds the capacity of the channel. Flooding also takes place along lake and coastal shorelines, when higher than normal water levels inundate low-lying areas.

Are you Flood Ready?

The first step towards reducing the potential harm of overland flooding is increasing your knowledge. See how much you know about overland flooding by trying the following quiz – [Are you Flood Ready?](#)

What is the meaning of a "100 year" flood?

The 100-year flood or x-year flood refers to the probability of those events occurring. That is, for a 100-year flood, there is a 1% chance in any given year of having a flood of that magnitude. For a 500-year flood, there is a 0.2% chance of having a flood of that magnitude occurring.

It should be stressed that the 100-year and 500-year events are independent events, from the perspective of probability. That means that if one of those events occurs, it has no effect on future events occurring. In other words, if a 100-year flood event occurs, that does NOT mean that people are “safe” for 99 years. The risk of having the flood in any given year is the same, regardless of if it occurred recently.

If your building is in the 100-year floodplain and has a 30-year Mortgage... it has a 26% chance of experiencing a 100-year flood during the life of the loan (vs. 4% chance of a fire).

What should I do in preparation for a flood?

Make an itemized list of personal property well in advance of a flood occurring. Photograph the interior and exterior of your home. Store the list, photos and documents in a safe place. Memorize the safest and fastest route to high ground. Assemble a disaster supplies kit containing: first aid kit, canned food and can opener, bottled water, extra clothing, rubber boots and gloves, Weather Radio, battery-operated radio, emergency cooking equipment, flashlight and extra batteries.

If you live in a frequently flooded area, keep sandbags, plastic sheets and lumber on hand to protect property. Install check valves in building sewer traps to prevent flood water from backing up into the drains of your home.

Know the elevation of your property in relation to nearby streams and other waterways, and plan what you will do and where you will go in a flood emergency.

What should I do when a flood threatens?

If forced to leave your property and time permits, move essential items to safe ground, fill tanks to keep them from floating away and grease immovable machinery.

Store a supply of drinking water in clean bathtubs and in large containers.

Get out of areas subject to flooding. This includes dips, low spots, floodplains, etc.

What should I do during a flood?

Avoid areas subject to sudden flooding.

Even 15 cm (6 inches) of fast-moving floodwater can knock you off your feet, and a depth of 60 cm (two feet) will float your car! Never try to walk, swim or drive through such swift water.

Do not attempt to drive over a flooded road. STOP! Turn around and go another way.

Keep children from playing in floodwaters or near culverts and storm drains.

What should I do after a flood?

Boil drinking water before using. If fresh food has come in contact with floodwaters, throw it out.

Seek necessary medical care at the nearest hospital. Food, clothing, shelter and first aid are available at Red Cross shelters – know the location of Emergency Shelters throughout Kings County.

Use flashlights, not lanterns or torches, to examine buildings. Flammables may be inside.

Do not handle live electrical equipment in wet areas. Electrical equipment should be checked and dried before being returned to service.

Is flood damage covered by your homeowners insurance?

Flood damage is excluded in nearly all homeowners and renters insurance policies but, if desired, can be purchased as a separate policy – check with your insurer as to whether or not flooding is covered under your current policy.

What about flood safety?

More than half of all flood related fatalities are a result of driving into hazardous water covered roadways. If you encounter a flooded roadway follow this simple advice: Turn Around, Don't Drown!

Annex H – Floods - References

Federal

- [Floods – What to Do?](#)
- [Disaster Financial Assistance Arrangements \(DFAA\)](#)
- [Natural Resources Canada - Floods](#)
- [FloodSmart Canada](#)



Provincial

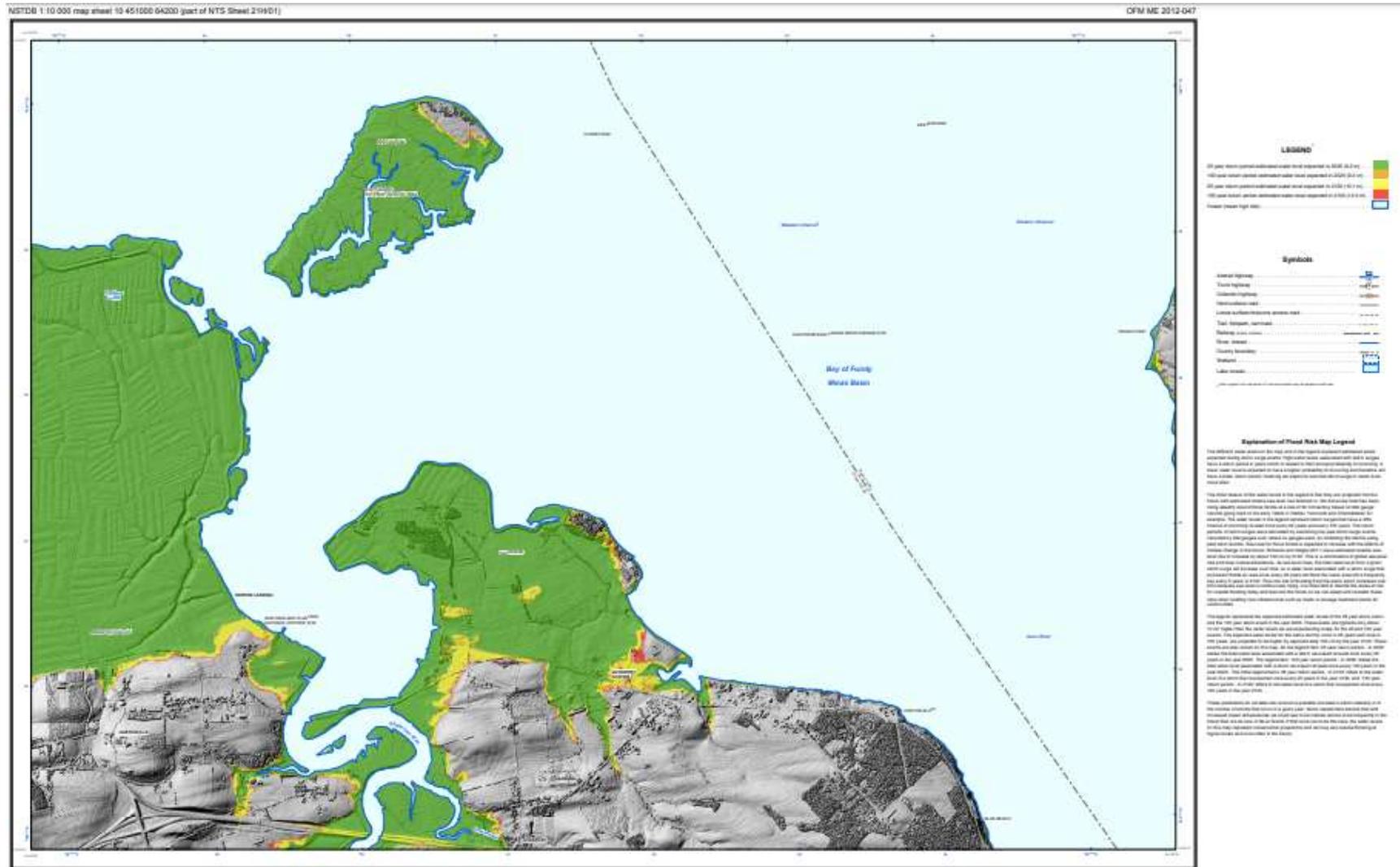
- [Flood Management in Nova Scotia: A Provincial Government Overview](#)
- [Nova Scotia Flood Mitigation Framework – our approach to flood management](#)
- [Building Flood Resilience in Nova Scotia](#)
(Presentation to Atlantic Flood Workshop, June 14, 2018)
- [Maritime Coastal Flood Risk Map – Nova Scotia](#)
- [Nova Scotia Flood Event Database \(1992-2015\)](#)
- [Nova Scotia Storm Surge Events - Mapping](#)
- [Real-Time Coastal Flood Risk Mapping Application](#)
- [NS Department of Health & Wellness – Environmental Health \(Floods\)](#)

Regional

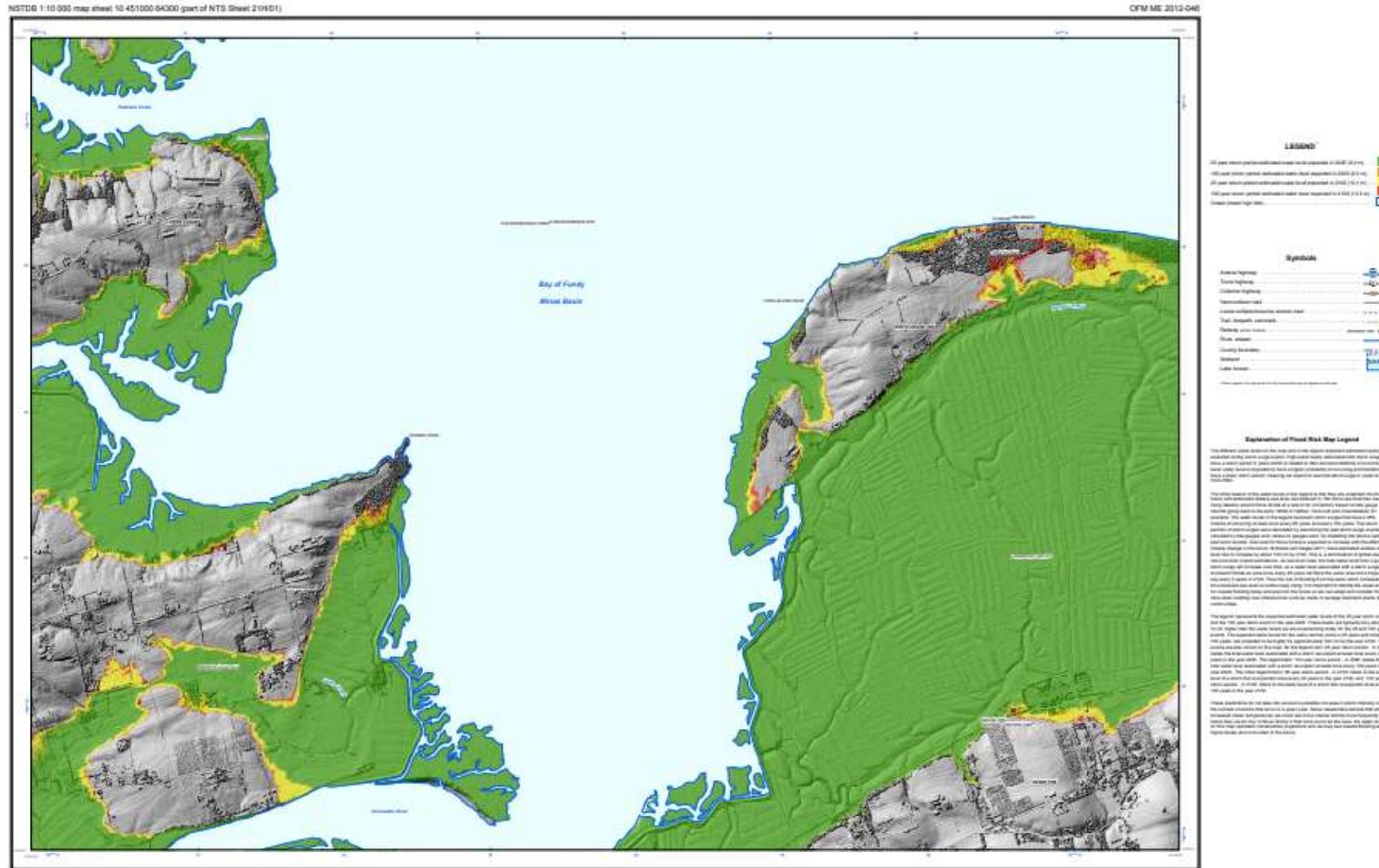
- [Maps of Coastal Flood Risk from Sea-Level Rise and Storm Surge](#)
 - [Avonport Station Area](#)
 - [Grand Pré Area](#)
 - [Wolfville Area](#)
 - [Canard Area](#)
 - [Canning Area](#)
 - [Kingsport Area](#)
 - [Kentville \(East\) Area](#)
 - [Kentville \(West\) Area](#)
 - [Centreville Area](#)



Map of Coastal Flood Risk from Sea-Level Rise and Storm Surge of the Avonport Station Area



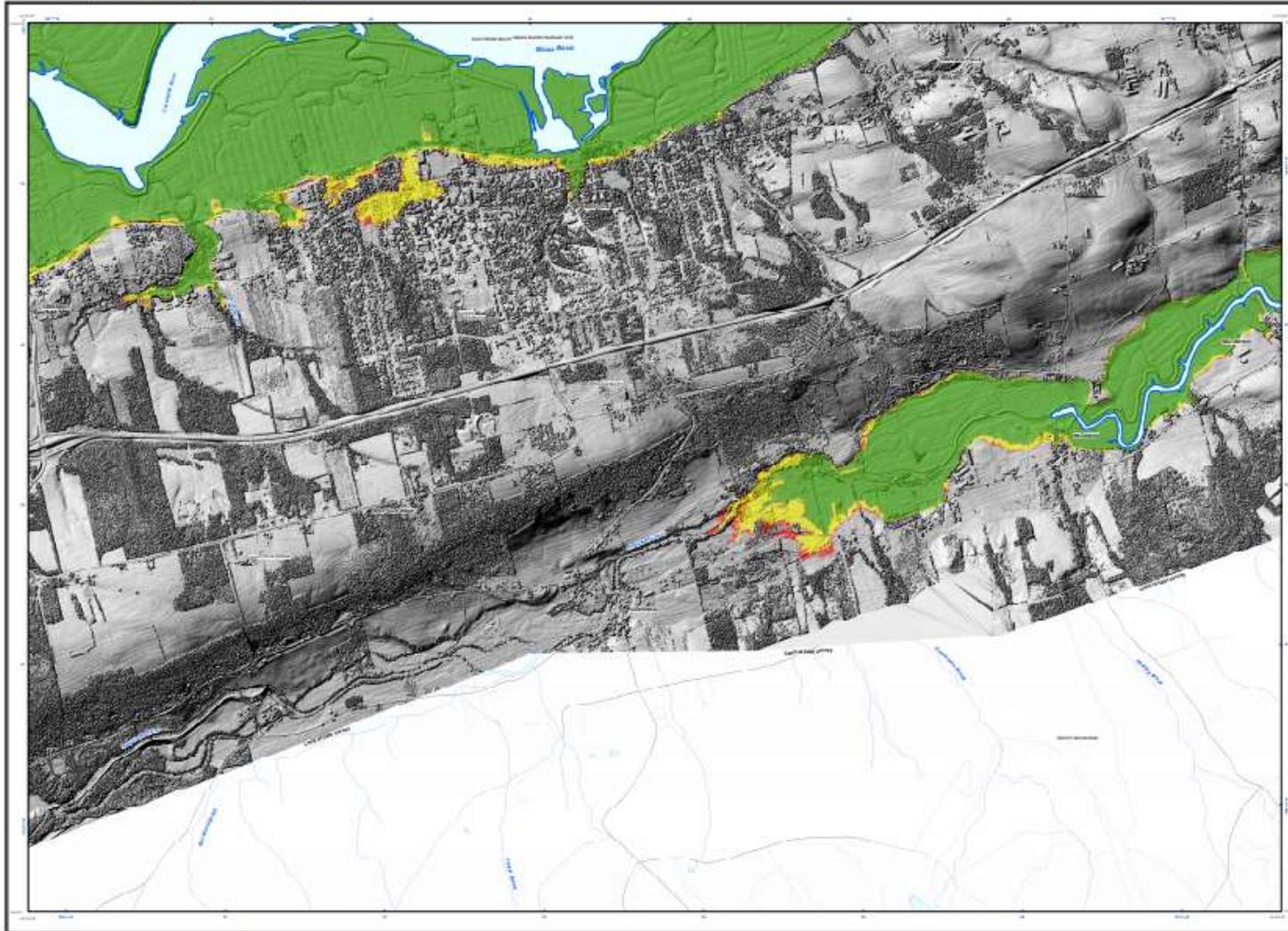
Map of Coastal Flood Risk from Sea-Level Rise and Storm Surge of the Grand Pré Area



Map of Coastal Flood Risk from Sea-Level Rise and Storm Surge of the Wolfville Area

NSTDB 1:10 000 map sheet 10-450500 04300 (part of NTS Sheet 21H01)

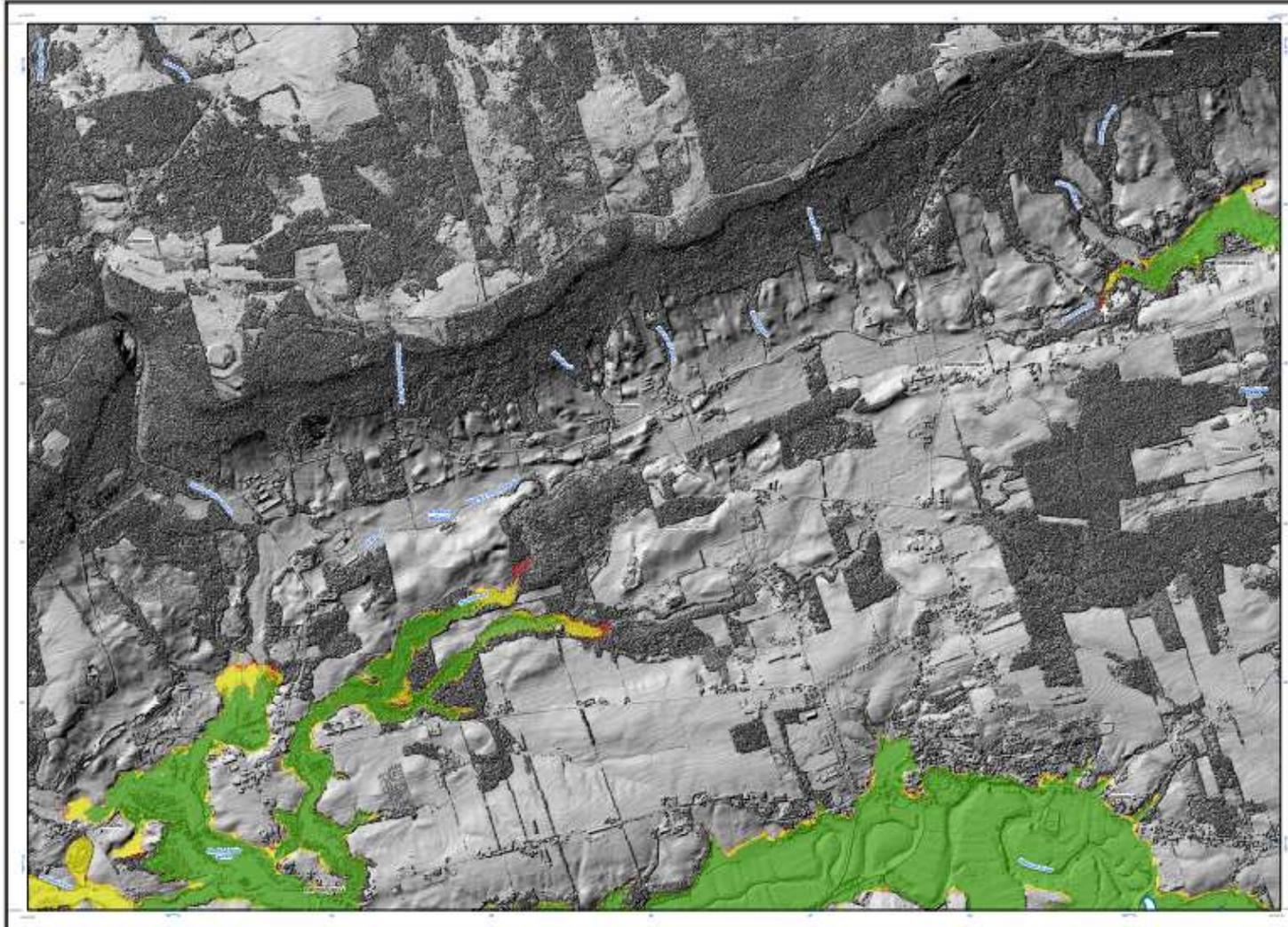
OPM ME 2012-051



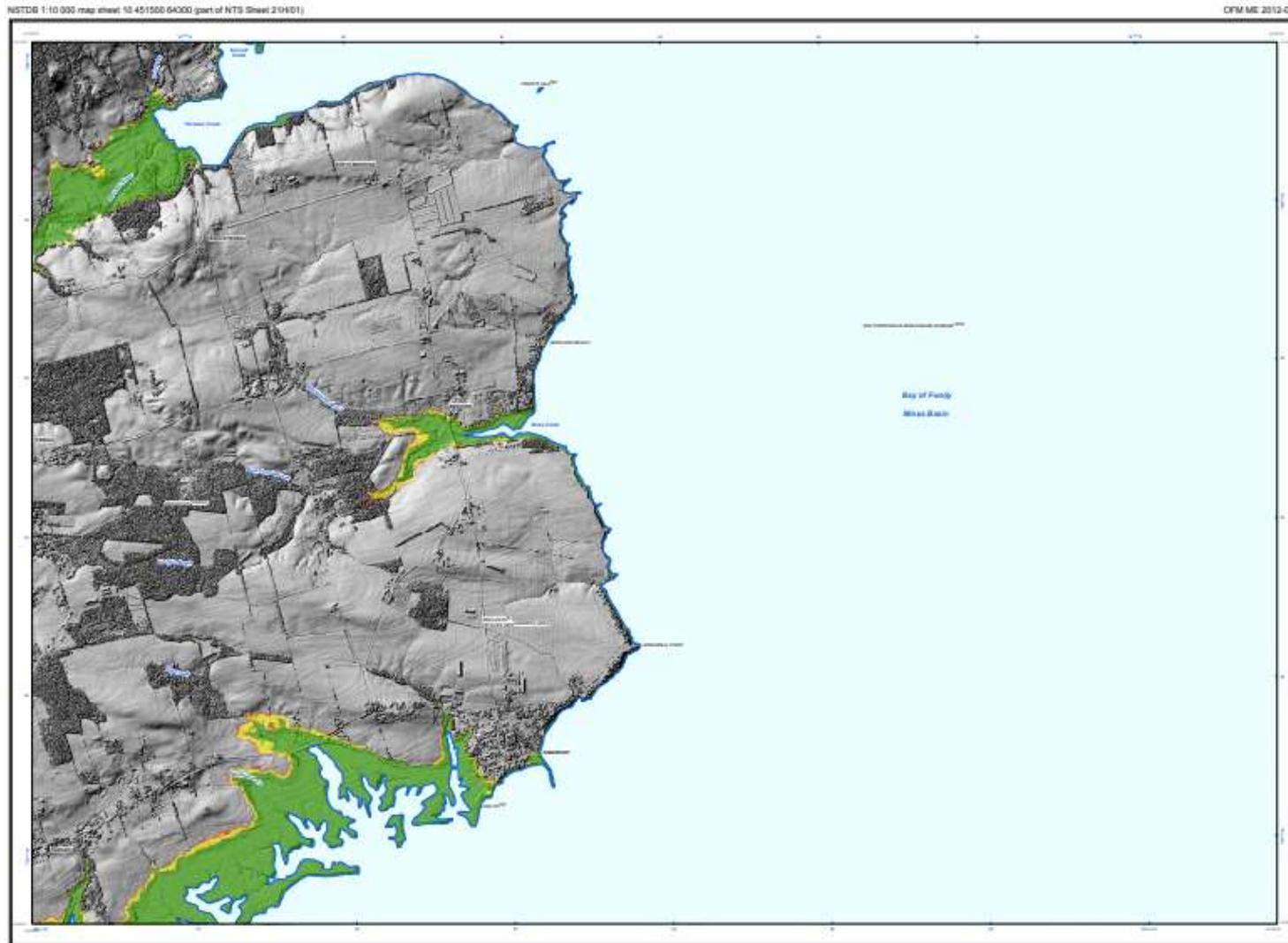
Map of Coastal Flood Risk from Sea-Level Rise and Storm Surge of the Canning Area

NETDB 1:10,000 map sheet 10 461500 G4400 (part of NTS Sheet 21HD1)

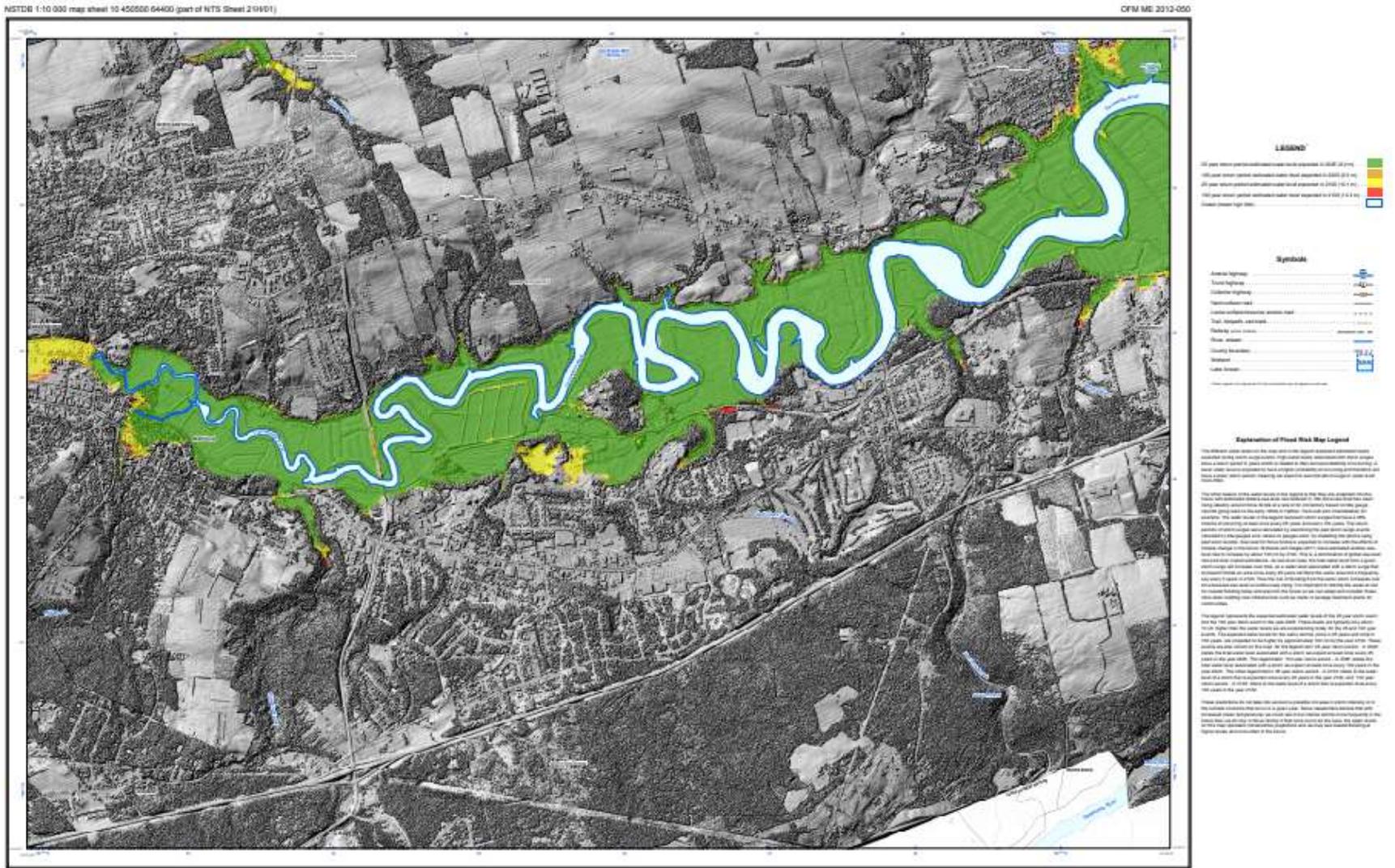
CFM ME 2012-041



Map of Coastal Flood Risk from Sea-Level Rise and Storm Surge of the Kingsport Area



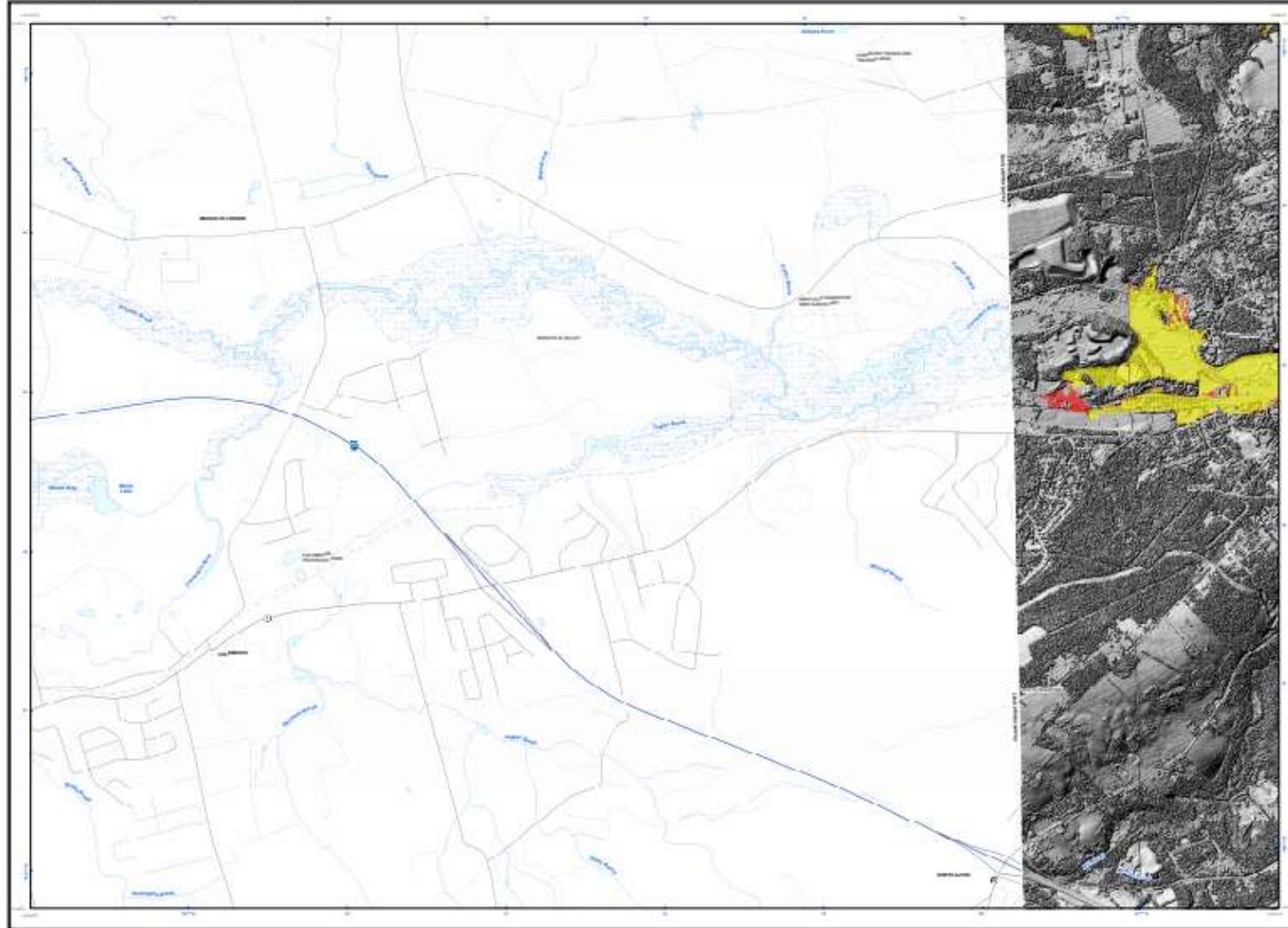
Map of Coastal Flood Risk from Sea-Level Rise and Storm Surge of the Kentville (East) Area



Map of Coastal Flood Risk from Sea-Level Rise and Storm Surge of the Kentville (West) Area

NSTDG 1:10 000 map sheet 10-452000 64500 (part of NTS Sheet 21H102)

DFM ME 2012-043



LEGEND

25 year return period water level exposure to 2025 (2.0 m)
 50 year return period water level exposure to 2050 (3.0 m)
 100 year return period water level exposure to 2100 (4.0 m)
 200 year return period water level exposure to 2150 (5.0 m)
 Ocean Mean High Tide

Symbols

Access Highway
 Local Highway
 Main Highway
 Railway
 Road
 County Boundary
 Water
 Lake/Stream

Explanation of Flood Risk Map Legend

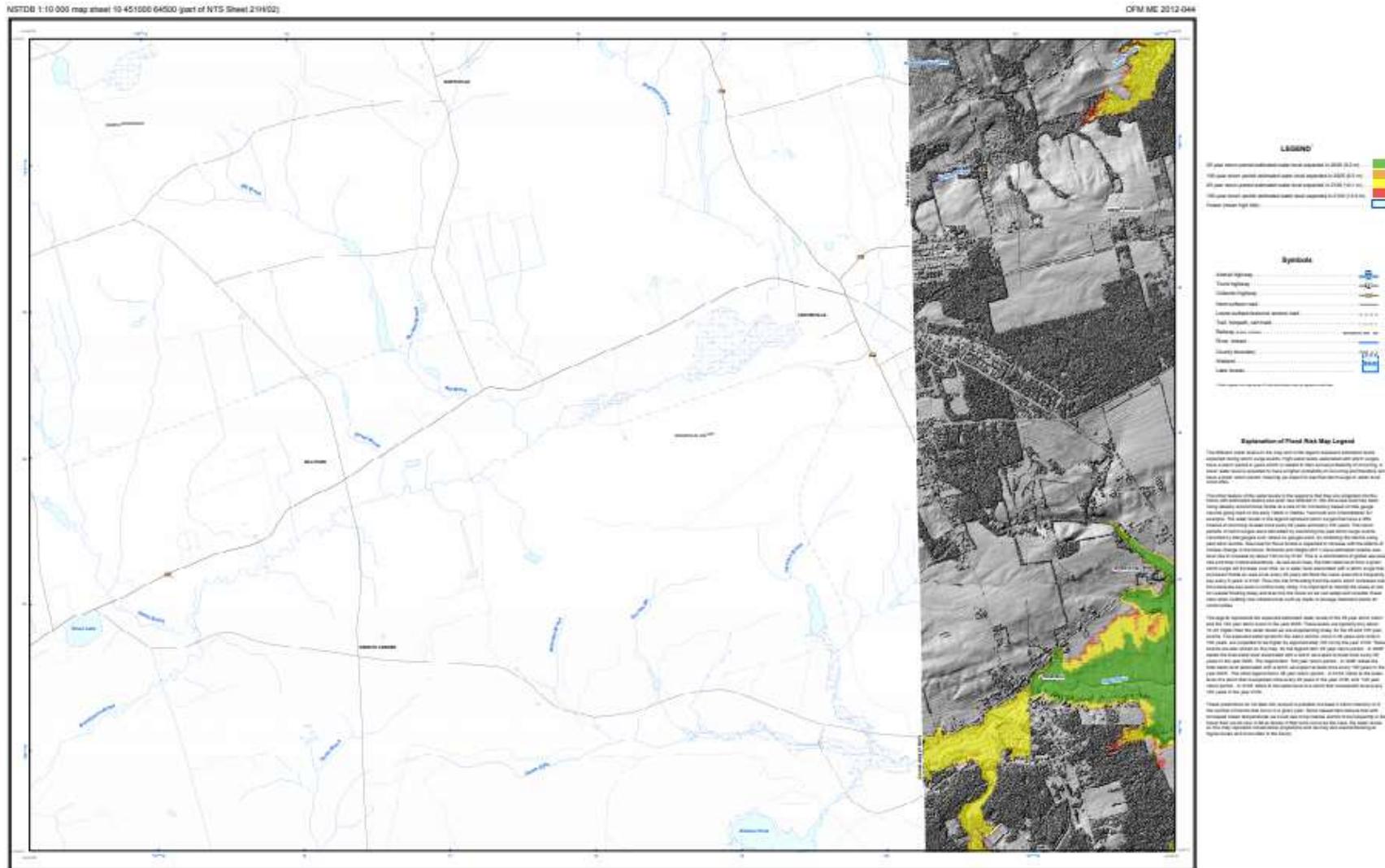
The information contained on this map is derived from the Digital Flood Hazard Assessment (DFHA) prepared during spring 2012. The DFHA was prepared using a range of data sources including aerial photography, satellite imagery, and ground truthing. The DFHA was prepared using a range of data sources including aerial photography, satellite imagery, and ground truthing. The DFHA was prepared using a range of data sources including aerial photography, satellite imagery, and ground truthing.

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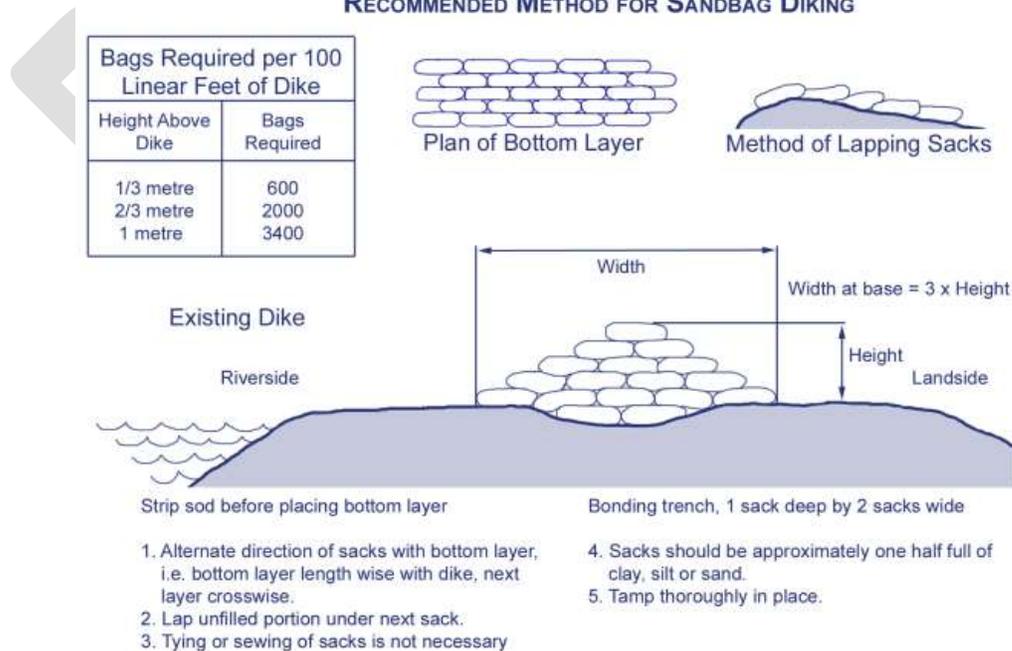
Map of Coastal Flood Risk from Sea-Level Rise and Storm Surge of the Centreville Area



Annex I – Sandbagging – General Information

- Construct the sandbag dike on high ground, as close as possible to your home or building. By being closer to your home or building, fewer bags will be needed, and the sandbag dike will be less exposed to the stream.
- Sandbagging should also focus along existing flood works or any low spots along dikes for maximum protection.
- Dig a trench one bag in depth and two bags wide as a foundation for the dike structure.
- To be effective, a dike must be three times as wide at its base as it is high.
- Sandbags should be turned right side out and filled half full. They need not be tied shut, just laid overlapping each other.
- The open ends of the sandbags should be facing upstream and/or uphill so that the moving water will not remove the sand from the bags as readily.
- Alternate direction of sandbags with bottom layer, i.e. bottom layer lengthwise with dike, next layer crosswise.
- As individual bags are put in place, walk on bags to tamp them into place to ensure maximum strength. Take care to avoid puncturing the bags.
- The butt ends of the bags should be placed facing the stream, for rows that are perpendicular to the stream.
- Each successive layer should be set back one-half sandbag width on both sides in each additional layer, so a completed dike has a triangular cross-section.
- The number of sandbags needed to protect a home or building varies depending on the local topography and the anticipated depth of water.

RECOMMENDED METHOD FOR SANDBAG DIKING



Annex J – Abbreviations & Acronyms

AREP	Agency Representative
DFAA	Disaster Financial Assistance Arrangements
ECC	Emergency Coordination Centre
ECCC	Environment and Climate Change Canada
ECCMT	Emergency Coordination Centre Management Team
EMO	Emergency Management Office
FPRP	Flood Prevention and Response Plan
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
IO	Information Officer
LO	Liaison Officer
LSC	Logistics Section Chief
MAC	Multiagency Coordination (MAC) Group
OSC	Operations Section Chief
PSC	Planning Section Chief
REMAC	Regional Emergency Management Advisory Committee
REMC	Regional Emergency Management Coordinator
REMP	Regional Emergency Management Plan
REMPC	Regional Emergency Management Planning Committee
SO	Safety Officer
UC	Unified Command

Annex K – Glossary

100-Year Flood	A flood event that statistically has a 1 out of 100 (or one percent) probability of being equalled or exceeded on a specific watercourse or water body in any given year.
Flood/Flooding	A temporary condition caused by the accumulation of runoff from any source, which exceeds the capacity of a natural or man-made drainage system and results in inundation of normally dry land areas.
Floodplain	The area, usually low lands adjoining a watercourse, which has been, or may be, covered by flood water.
Peak Flow	The maximum rate of flow through a watercourse for a given storm.
Runoff	The portion of precipitation on land that ultimately reaches streams, especially water from rain or melted snow that flows over ground surface.
Storm Drainage System	A drainage system for collecting runoff of stormwater on highways and removing it to appropriate outlets. The system includes inlets, catch basins, storm sewers, drains, reservoirs, pump stations, and detention basins
Storm Surge	high water levels that result from very low pressure, strong winds blowing toward land, and high tides (if present). Depending on the conditions and geographical setting, water levels may be “set up” by as much as several metres and have potential to cause severe flooding for low-lying coastal regions.
Stormwater	Precipitation from rain or snow that accumulates in a natural or man-made watercourse or conveyance system
Watercourse	A stream, river or channel in which a flow of water occurs, either continuously or intermittently, with some degree of regularity
Watershed	An area from which water drains into a lake, stream or other body of water. A watershed is also often referred to as a basin, with the basin boundary defined by a high ridge or divide, and with a lake or river located at a lower point



INFORMATION REPORT

Title: Property Tax Impact of Provincial CAP

Date: 2019-04-30

Department:



SUMMARY

Property Tax Impact of Provincial Capped Assessment Program

This is the second year in which Council is being provided an Info Report looking at some of the impacts of the Provincial CAPPED assessment program. There appears to be a growing interest by both municipal councils and senior staff in having the CAP system changed or eliminated. Reviewing the dollar impact on Wolfville residents over multiple years can help identify trends in this community.

In 2007 the Provincial Government expanded the scope of an assessment cap program that had more limited scope in the two years prior after it had been implemented in 2005. Another review was completed in 2010 by the province at which time the 2007 scope and process were reaffirmed and kept in place. The goal, as noted on the provincial website, of the provincial program was to protect Nova Scotia property owners from sudden and dramatic increases in property assessments.

Municipal administrators and finance representatives have believed that the program, as implemented, has had unintended consequences and in some cases put a higher tax burden on the very residential properties the goal was to protect.

This information report is a look at the impact the CAP has had on Wolfville residential accounts based on the recently approved 2019/20 Town Budget. This particular report is not meant to be a complete analysis of the impacts, but rather a high level overview to highlight what 2019/20 might look like without the CAP. It is meant to help Council and members of the public to understand that there are negative aspects of the CAP.

INFORMATION REPORT

Title: Property Tax Impact of Provincial CAP

Date: 2019-04-30

Department:



1) CAO COMMENTS

None required. This report is for informational purposes.

2) REFERENCES AND ATTACHMENTS

- [Provincial Website - CAP](#) (weblink)
- Town Map – Who Pays more/less without CAP
- May 1, 2018 Info Report – Property Tax Impact of Provincial CAP

3) DISCUSSION

Continuing the information noted over the last few years during budget discussions, and more formally through an Info Report at May 2018 Committee of the Whole (COW), the information contained here is meant to provide a high level overview of how the CAPPED assessment program has impacted Wolfville residential properties.

What is CAPPED Assessment?

- It is provincial legislation that **limits** the annual increase in taxable assessment on **eligible** properties to no more than annual change in Consumer Price Index (CPI).
- The CPI change for calendar 2018 for NS was 2.2% (often referred to as the Cost of Living Adjustment or COLA)
- Properties that qualify (eligible), would see their 2019 Assessments no more than 2.2% higher than their 2018 Assessment.
- Over the past few years the # of properties that qualified for the CAP limit has varied
 - 2019/20 36% rec'd CAP
 - 2018/19 45%
 - 2017/18 48%
 - 2016/17 54%
 - 2015/16 54%
- Applies to residential NOT commercial assessments

What are the General Weaknesses/Shortfalls of the CAP?

A number of negative impacts were expected going back to the year the first COLA limit was used for CAP (2007), and these have generally proven to be true.

Two more or less identical properties can pay materially different amounts in property tax. For example, if you had two essentially identical properties on the same street their taxes in 2019/20 could be dramatically different. Assume the following:

- Two houses are built in the year 2000, same design and same street. Property A has been owned by the same family since it was built, right up to 2019.
- Property B changed hands in 2018.

INFORMATION REPORT

Title: Property Tax Impact of Provincial CAP

Date: 2019-04-30

Department:



- Both properties have market values (as determined by PVSC) equal to \$300,000 in 2018, and CAP values of \$200,000.
 - Town taxes in 2018/19 would be \$2,900 (at a tax rate of \$1.46)

For practical purposes, the taxable assessments of both homes would remain the same from year 2000 thru to the 2018/19 fiscal year. Their tax bills would therefore be the same as well. What happens in 2019/20? Even without a tax rate change, the tax bills would be:

- Property B (which sold last year) taxes would be \$4,491 (2019 market increase @ 2% and tax rate of \$1.465)
- Property A (still capped...assume CAP increase 2.2%) taxes would be \$2,994
- Total difference of \$1,497 for the “same” homes Or 50% more for property B

There are a number of other negative impacts, some of which require further analysis. But this one simple, real world event, shows how inequities can result from the CAP. This example, and negative impact, *becomes larger in magnitude the longer the CAP is in place* and market values grow at a pace faster than the CAP percentage. Both HRM and CBRM have carried out more extensive analysis for their communities and the results can add to understanding how the CAP has had unintended consequences.

What is the Impact on Town of Wolfville Residential Property Taxes?

In terms of a more specific impact on the Town’s entire residential taxpayer base, it is possible to quantify what the results would be if the 2019/20 tax rate was set using PVSC market values, i.e. assume no CAP. The key data is (using 2019 Assessment Roll issued in January):

- Taxable Assessment under the CAP approach = \$410,950,900
 - **Results in tax rate of \$1.465 (refer to Town approved 2019/20 Budget)**
- Market value (from PVSC) = \$422,831,500
 - Results in tax rate of \$1.425
- No CAP Impact
 - **4 cents less per hundred dollars of taxable assessment. Same Town budget and expenditures!**

This occurs basically because the tax rate is derived after Council has set its priorities and arrived at a balanced budget. Without the CAP, the Town uses the higher market values as taxable assessments, resulting in a lower tax rate needed to generate the same tax \$\$ needed in arriving at the balanced budget.

INFORMATION REPORT

Title: Property Tax Impact of Provincial CAP

Date: 2019-04-30

Department:



How does the lower tax rate impact actual tax bills. It depends on the gap between market value and the CAP value. For Wolfville and the 2019/20 year, no CAP would mean **72% of accounts would have a lower tax bill**. This compares to a year ago, where 70% of accounts would have a lower tax bill (refer to May 2018 Info Report). It would appear clear, at least based on the two years analyzed, that a significant portion of residential properties pay higher taxes under the current CAP legislation than they would without it.

Trevor has created a map view of the dollar change info, providing a geographic depiction of how the impact is distributed within the town. There does not appear to be a clear geographic manner in which the CAP has impacted the Town, as there are those who would pay more and less showing up in all sections of Town.

As noted in last years Info Report, it would be expected that the percentage paying lower taxes would change moderately each year based on the gap between market and CAP values, and the number of properties qualifying for CAP. This assumption has proven true over the last year with modest change in accounts that would see lower taxes (72% this year compared to 70% last year). As noted, these results are similar to analysis carried out in Berwick around 2009 & 2010.

This year's analysis supports the results a year ago, and begins the trend analysis. Staff will continue this annual update to Council in an effort to highlight the negative impact the CAP legislation is having on the *majority* of residential taxpayers in Wolfville.

4) FINANCIAL IMPLICATIONS

Nothing further required for this report.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

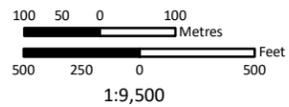
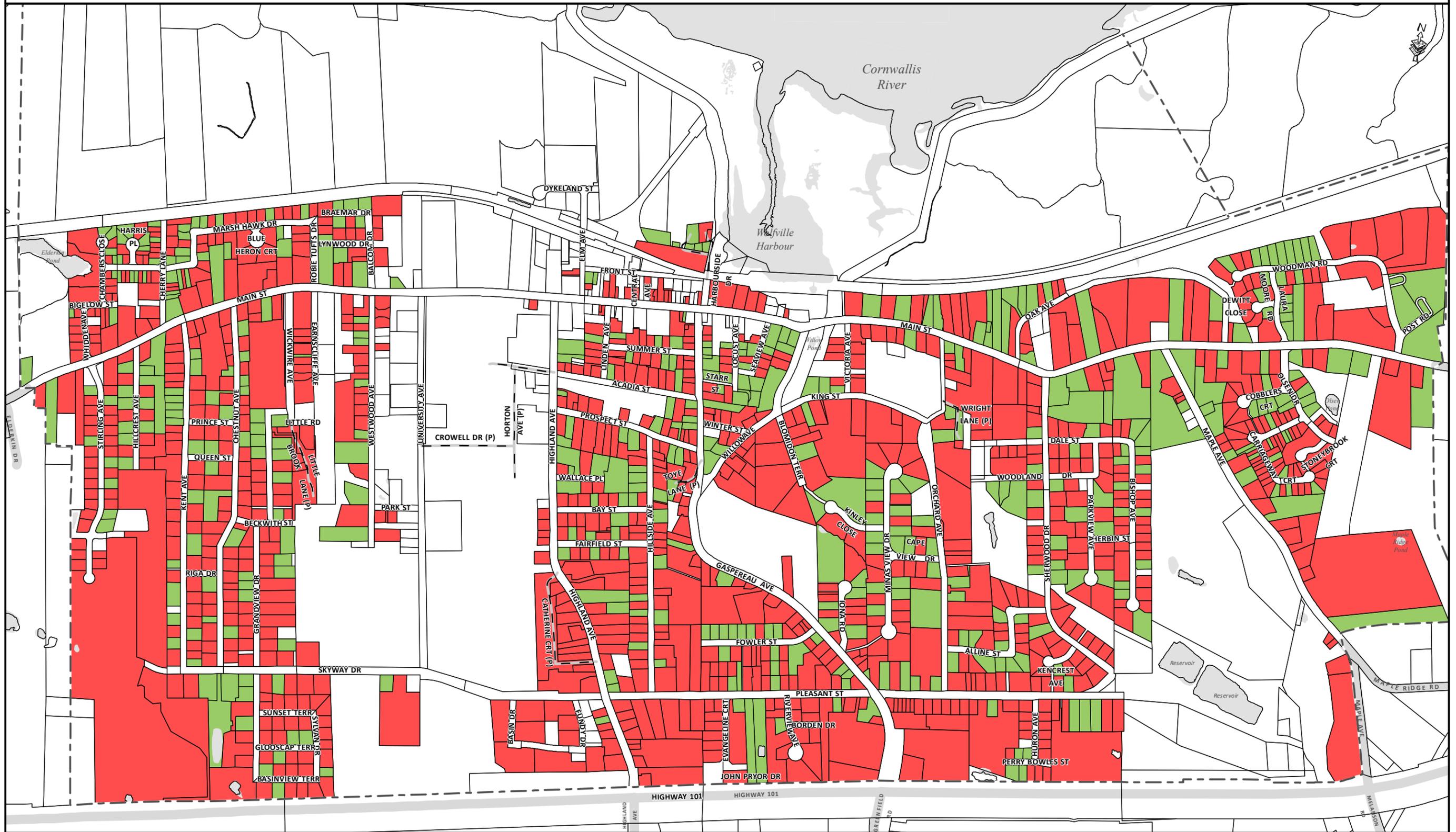
This report is part of Council's continued efforts in Accountability/Transparency with the public.

6) COMMUNICATION REQUIREMENTS

Last year's staff report was forwarded to a working group that originally planned to tour the province this Spring providing public information sessions. This report will be forwarded to that same group with the hope that it can provide further data for their presentations.

7) FUTURE COUNCIL INVOLVEMENT

Nothing further at this time, other than to spread the word of results of the analysis for this community.



■ Increase ■ Decrease

This map should not be used for navigation or legal purposes. It is intended for general reference use only.
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Walkability - Parking - Traffic Discussion
Committee of the Whole – May 2019

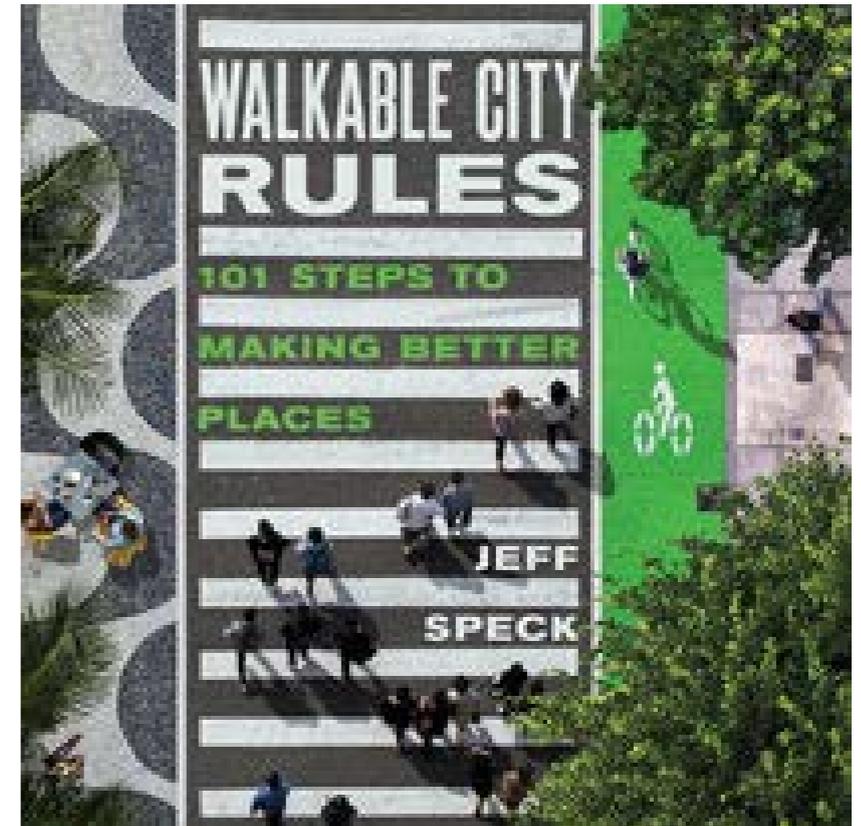
- We need to better manage our parking. We have been working on both understanding the situation and making improvements.
- The Town has accepted being a major provider of parking in the Town (no parking requirement in C-1 zone – downtown).
- We have limited commercial land availability and our historic development pattern presents further limitations for surface parking.
- We have to manage the suburban mindset and expectations around parking.
- We have limited resources and must balance this with other initiatives.

- Council was OK with the parking level of service presented in 2018, based on parking utilization counts (see RFD 040-2018). Additional parking counts have been carried out since that time and have been presented to Council.
- A discussion was requested by Council to focus in on 2019-2020 actions.
- This presentation is meant to frame the discussion on parking actions outlined in the Town's current (2019-2023) operations plan.

Walkability, Parking, Traffic



Parking, Traffic and Walkability are interrelated (with many other issues too).



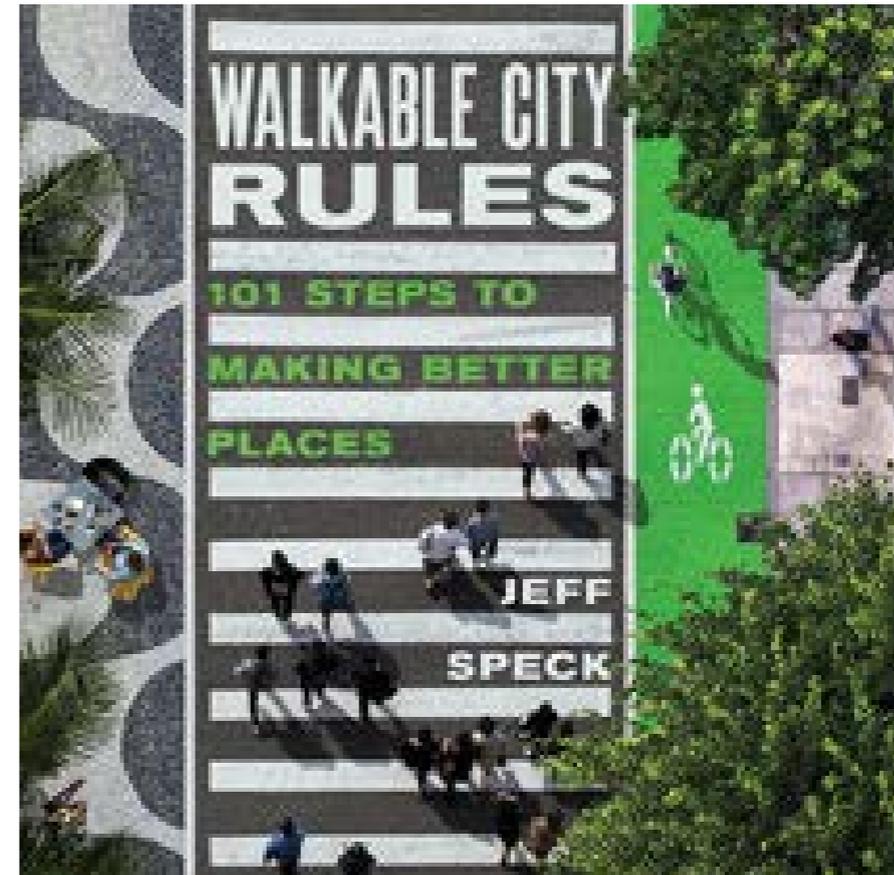
THE AVENUE

Stop trying to solve traffic and start building great places

Lara Fishbane, Joseph W. Kane, and Adie Tomer - Wednesday, March 20, 2019

Walkability Benefits

- Wealth
- Climate Change
- Community
- Health
- Equity



Walkable = Low Carbon

- Council has made various commitments to be a leader in taking action on climate change.
- Taking action on Climate Change is viewed as moral imperative in the Town's Municipal Planning Strategy.
- The Land Use decisions we make are “locked in” for many years.



PARKING. IT'S ALL ABOUT SPACE.

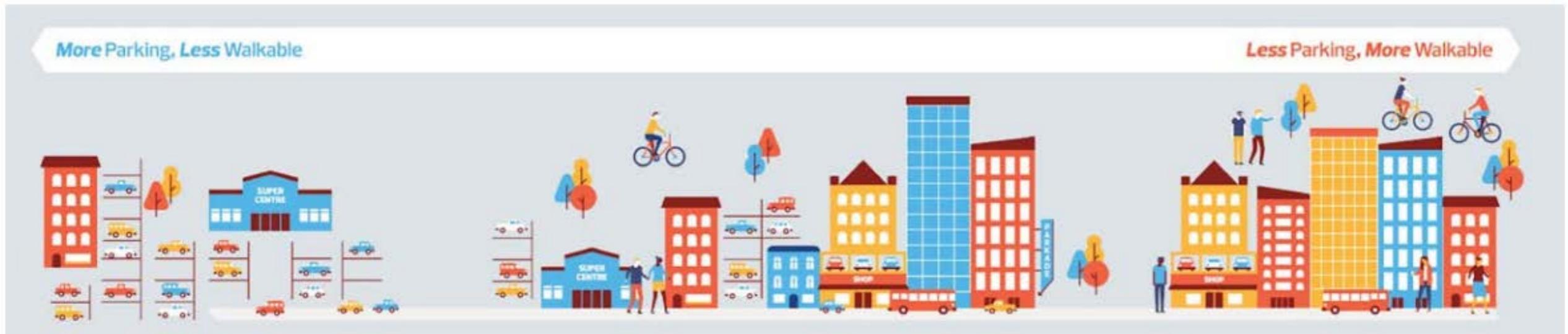
When it comes to parking, there are often trade-offs between the amount of available parking, the cost of homes and businesses, and the ability to walk to destinations in your neighbourhood.



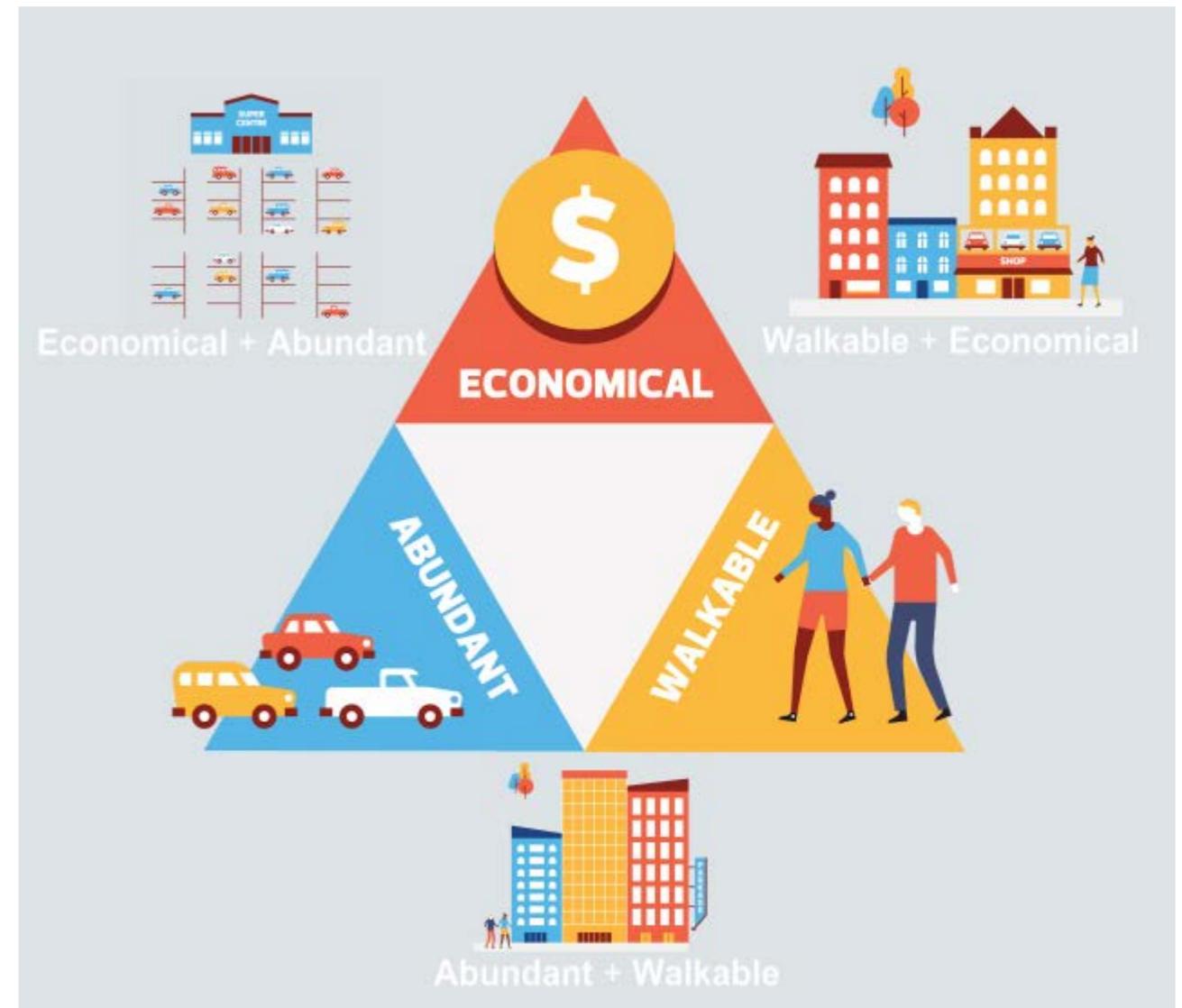
It is incredibly important to understand the linkage between parking and built form. The City of Edmonton has done a great job at framing a parking discussion, relevant to all Canadian municipalities, here:

https://www.edmonton.ca/city_government/urban_planning_and_design/comprehensive-parking-review.aspx

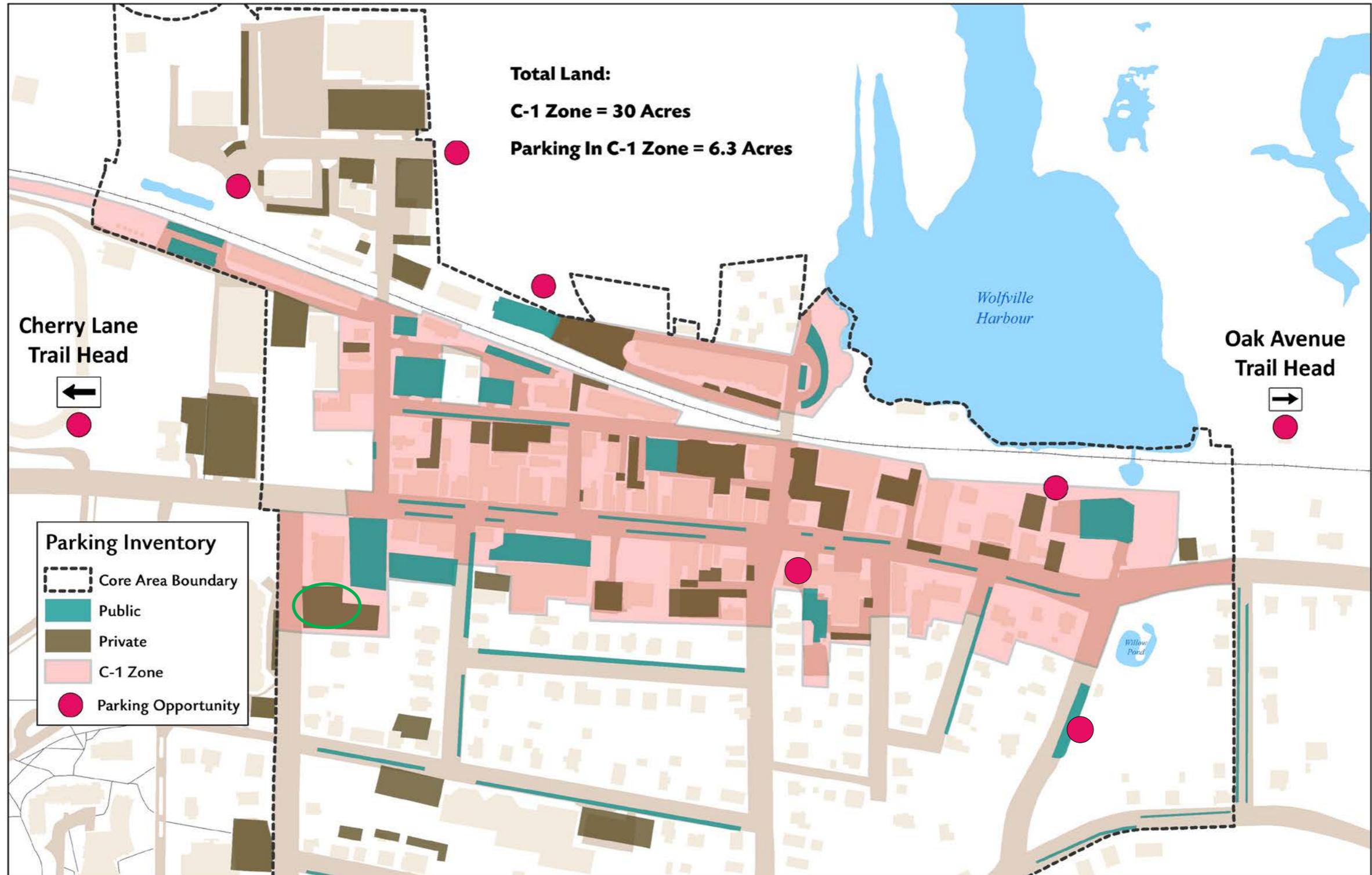
Parking



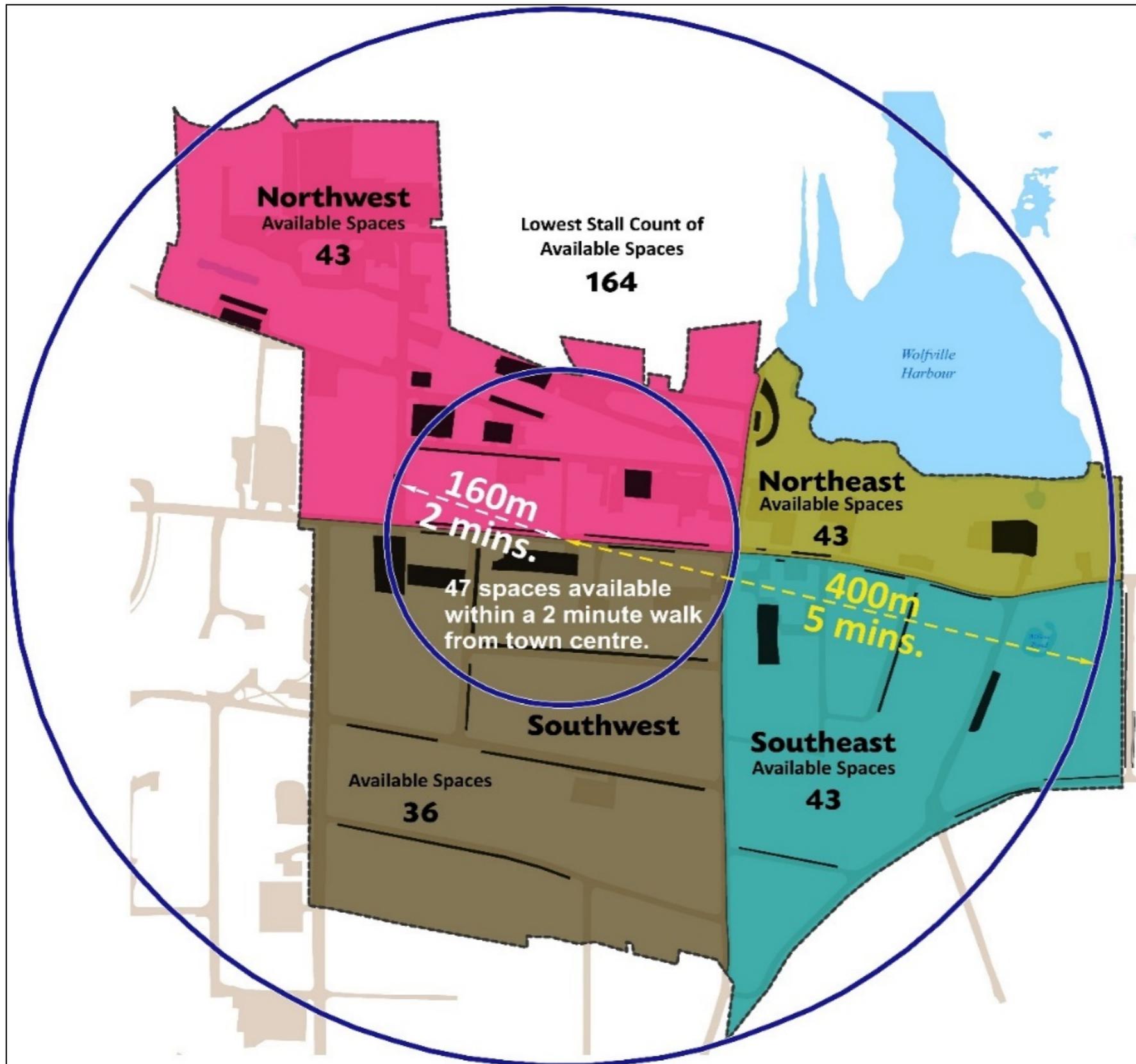
Parking will play a major role in defining the built form we achieve over time.



Current and Future Parking



Parking – Level of Service



~ 72%
parking
utilization,
on average,
overall for
counted
spaces.

- Level of service for something like parking is not a static measure. Many factors can influence and change the dynamics (e.g. a new land use).
- Importance of ongoing monitoring, data collection, discussion and being open to making changes - when required.

Wolfville Operations Plan

2019-2023

April 1, 2019



A cultivated experience for the mind, body, and soil

Walkability, Parking and Traffic are all priorities in the Town's current operations plan.

Walkability – Ops Plan Excerpts



Walkability

This initiative will comprehensively focus on walkability in the Core Area, along with improved signage and wayfinding on the Millennium Trail and in Reservoir Park. In conjunction with the Active Transportation Plan, this initiative will focus on making the Core Area more walkable by identifying and highlighting key destinations (with both permanent and temporary signage efforts), quantifying pedestrian patterns, ensuring an accessibility lens is applied to all improvements, making improvements to how sidewalk repairs are addressed, ensuring sufficient lighting is available on pathways, incorporating CEPTED principles in parking lots and on trail connections, improved parking lot signage, reviewing public art opportunities, piloting placemaking initiatives, introducing some temporary traffic-claiming measures for review and consideration, reviewing the purpose and role of existing kiosks, and leveraging the Cittaslow brand. A commitment to making walking safe, enjoyable, and interesting.

The following parking-related priorities will be tied into the Town's Walkability initiatives:

- recommendations on how to better connect parking lots to the business community;
- recommendations on how to link Active Transportation initiatives to parking opportunities;
- recommendations on how to utilize CEPTED guidelines (Crime Prevention Through Environmental Design) for public parking lots;
- communication initiatives, including signage, that will be required;

Parking – Ops Plan Excerpts



Parking Management

Addressing parking concerns within the Town remains a key priority in 2019/20. Staff will work in conjunction with key stakeholders such as the WBDC toward:

- draft changes to the MPS/LUB regarding parking requirements in the downtown and cash in lieu requirements;
- identification of future additional parking lot options to meet the needs of the downtown area (MPS);
- determination on the sufficiency of existing handicapped parking spots that are available (this will be accomplished through the built form analysis work through the implementation of the Accessibility Plan)
- determination on the sufficiency of parking length maximums at Town owned and leased lots (ie: Little Lane, Linden, overnight);
- opportunities for partnership (i.e. Acadia and the WBDC);
- increase parking supply to meet increasing East End demand through the relocation of the Skateboard Park;
- Explore overnight parking options;
- Explore other opportunities to improve parking management as identified through Council, staff and partners such as the WBDC.

Parking – Ops Plan Excerpts



The following parking-related priorities will be tied into the Town's Walkability initiatives:

- recommendations on how to better connect parking lots to the business community;
- recommendations on how to link Active Transportation initiatives to parking opportunities;
- recommendations on how to utilize CEPTED guidelines (Crime Prevention Through Environmental Design) for public parking lots;
- communication initiatives, including signage, that will be required;

Address Parking Lot Leases –Wade's, Acadia Lots and NSPI

The Town currently has a lease for the Wade's Parking Lot in front of Shopper's Drug Mart, which specifies public use of the parking lot and outlines maintenance responsibilities. The lease is now four years old and requires a few amendments should the relationship continue. The Town also has existing leases with Acadia University that need to be renewed and has a potential interest in acquiring additional NSPI land for parking in the East End.

The Town will decide as to whether these lots are integral to our parking management plan and if so, what should be required in the lease(s) on a go-forward basis. This is a carry-forward initiative from 2018/19.

Traffic – Ops Plan Excerpts



Traffic

Information gathering, similar to what is being undertaken for parking, will be undertaken for vehicle traffic patterns in key locations. Level of service targets will be identified and walkability initiatives will be pursued.

Crosswalks

Additional funds have been provided in the 2019/20 Operating Budget to continue to enhance crosswalk safety within the Town. Working with the Traffic Authority, the Town will pilot innovative and practical changes to our existing crosswalk system in strategic locations with the goal of enhancing visibility, awareness and safety. The Town will also proactively undertake educational awareness initiatives to improve local knowledge of crosswalk safety.

Communication is key (website, social media, etc)

- Internal and external
- Positive storytelling
- Show different data outputs (“best chance”)

Wayfinding Signage is going up

- Subway, East End Gateway, Robie Tufts, Raintown, Market (see examples)
- 12 or so small walkability signs on street poles (e.g. 5 mins to Willow Park)

Overnight Parking is being piloted

- No RVs
- Location likely East End Gateway/Skatepark or Raintown but needs to be finalized with operations (working with WBDC)
- Remove Signage – we will need additional signage

WE ARE CREATING MORE PARKING SUPPLY TO MEET DEMAND IN KEY AREAS.

Skatepark is being moved

- Will create additional spaces in the East End Gateway area
- Design of improvements in-progress

Dispersed Trailhead options being looked at

- Cherry Lane, Oak Avenue Extension
- Looking at a simple option in these areas, with signage.

Have identified other potential areas for future parking

- Not required yet
- See map of parking opportunities

ACTION SUMMARY



Customer Service Approach (with WBDC)

- “Fun facts”/education material being given to Commissionaires for summer 2019 season .

Updated Enforcement Signage

- Making all lots legally enforceable (eg 3 hour parking signs)

Testing of time limits (with WBDC)

- Linden Ave all day lot to test some 3 hour spots
- Medical Centre (Little Rd), timed parking signs
- Drop-off/Pick-up zones being coordinated with WBDC

AT/Bike Corral (with WBDC)

- Assessing locations – RCMP space, Main Street parking spot with business sponsor
- Bicycle NS and Annapolis Cider both engaged (Bicycle Friendly designation)
- Signage and communication, integration with sidewalk patios/seating

ACTION SUMMARY



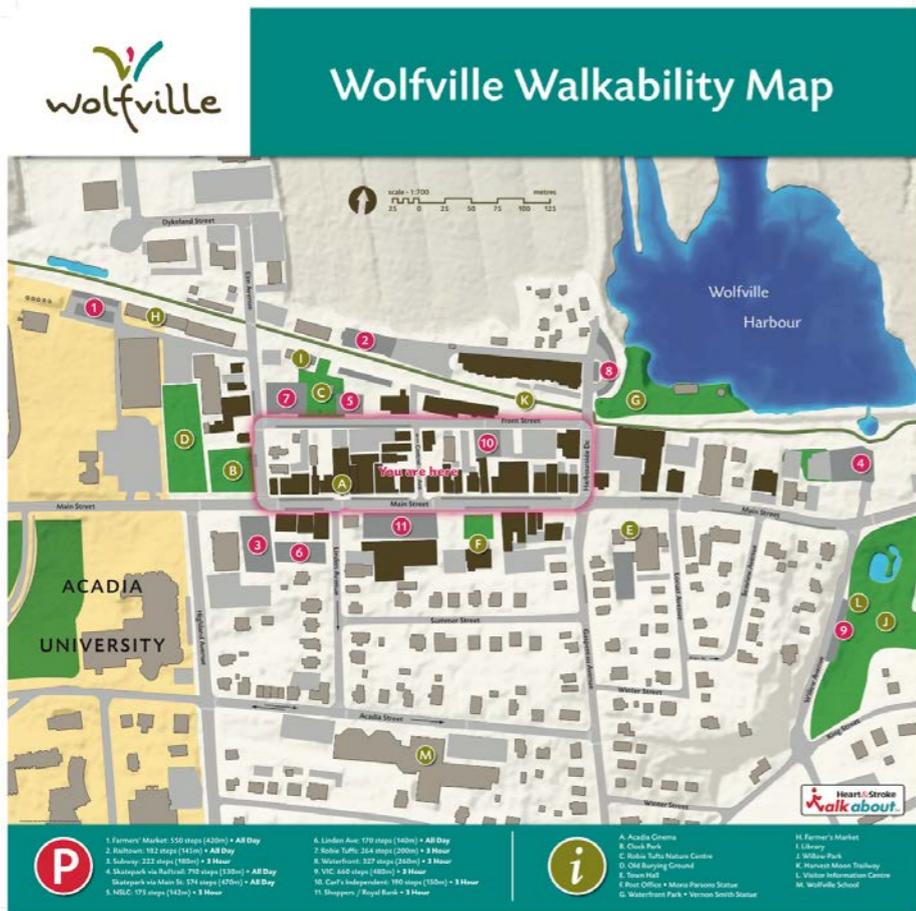
Traffic / Crosswalk Safety

- Low flashing signals at University and Main
- Other Safety Measures
 - o Painting, making sure signs are up-to-date, etc
- Traffic Count data collection (similar to parking)
- Other short-term, pilot project measures to test ideas.

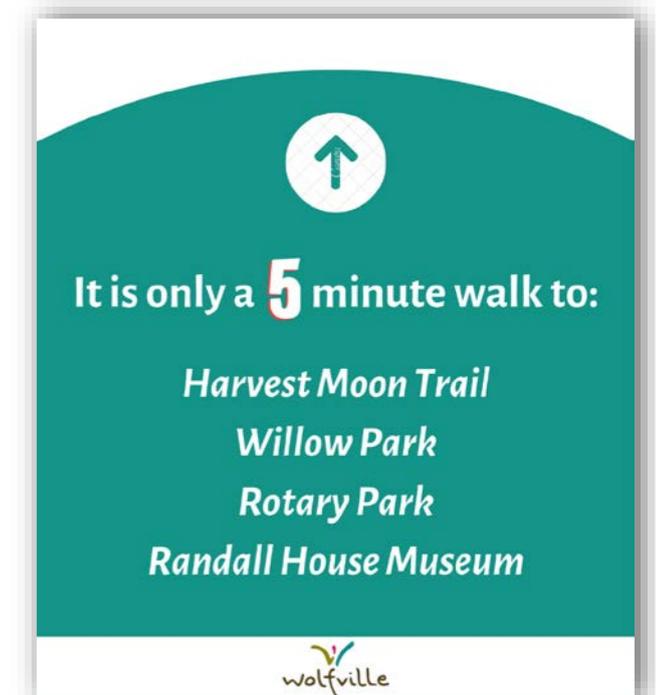
Some actions are not outlined here (eg 2019 parking counts) and there may be other items that come up and make sense.

Other parking actions have been identified in RFD 040-2018 (e.g. continue discussions with HotSpot parking, monitor problem areas, yearly counts, MPS and LUB amendments, lot leases, accessibility, loading zones, etc).

Examples - Walkability Wayfinding



Working on permanent Parking/Walkability Maps (an updated version of the one shown above)



Examples – Bike Infrastructure





SUMMARY

Nuisance Party Bylaw

The purpose of this report is to provide an overview of the proposed Nuisance Party Bylaw as an enforcement tool, to utilize best practices from other Municipalities and to outline the community needs that led to the development of this bylaw. An enacted Nuisance Party Bylaw would provide Police and Bylaw Enforcement with an ability to address the negative impacts on neighborhoods of behaviors associated with large social gatherings.

Under the proposed Nuisance Party Bylaw, Officers would have the authority to issue an order to cease a large social gathering and disperse the persons not residing at the residence of the occurrence. Bylaws of this nature have been used as an additional tool for enforcement, bridging the gap between existing bylaws and the criminal code offences of causing a disturbance, mischief, and unlawful assembly. In Canada, an assembly is unlawful not if it has an unlawful purpose but, rather, if it causes persons in the vicinity to fear that the assembly will disturb the peace tumultuously or cause others to do so.

The goal of this bylaw is to create a duty upon those hosting a social event or party to control the participants, and to give enforcement personnel a mechanism to control and disperse people where the event has become a public nuisance. Declaring a nuisance party will provide options beyond existing bylaws and statutes with the intent to address behavior specific to the content of a large social gathering or party, rather than a catch-all to curtail all public nuisances.

DRAFT MOTION:

That Council give first reading to the Nuisance Party Bylaw.

REQUEST FOR DECISION #029-2019

Title: Nuisance Party Bylaw

Date: 2019-05-07

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of staff. The creation of this Bylaw will provide an additional tool to address the adverse impacts associated with nuisance parties in Town.

A special RCMP Advisory Meeting will be scheduled for mid-May to get feedback from that Board prior to first reading occurring. The Alcohol Working Group received a presentation on this, and no additional feedback was provided. The RCMP are currently reviewing the draft and we await any additional feedback or concerns.

2) LEGISLATIVE AUTHORITY

The Nova Scotia Municipal Government Act (NS MGA), Section 172 gives Council the specific authority to establish Bylaws. Sections 172(1) of the NS MGA authorizes Council to establish bylaws for municipal purposes respecting (a) the health, well-being, safety and protection of persons; (b) the safety and protection of property; (c) persons, activities and things, in, on or near a public place or place that is open to the public; (d) nuisances, activities and things that maybe or may cause nuisances.

3) STAFF RECOMMENDATION

That Committee of the Whole provide feedback on the draft by-law and forward to Council for first reading.

4) REFERENCES AND ATTACHMENTS

Attachments:

1. Draft of the Nuisance Party Bylaw (attached)
2. Proposed schedule of fines for out of court settlement (attached)
3. Social Planning Guide - Acadia Student's Union (attached)

Reference:

4. R.F.A. 002-2017, Options to hold Landlords Accountable, October 23rd, 2017
5. R.F.D 007-2017, Community Standards (nuisance) Bylaw presentation

5) DISCUSSION

In 2002, Council repealed the Prevention of Disorderly or Impropropriety Bylaw. To fill a gap in the behavior issues brought forward by public consultation in 2013, a draft Nuisance Bylaw was brought forward to Council. In 2017, the process was completed with Council's decision that there was legislation already in place to handle the general nuisances reflected in anti-social and inappropriate behavior.

REQUEST FOR DECISION #029-2019

Title: Nuisance Party Bylaw

Date: 2019-05-07

Department: Planning & Development



Wolfville has been experiencing more frequent large social gatherings and parties. Some of these gatherings have involved nuisance behaviors of participants including excessive consumption of alcohol, excessive noise levels, excessive litter, overcrowding of premises and the congregation of large numbers of persons on public property resulting in the blockage of pedestrian and vehicular traffic in violation of federal, provincial statutes and municipal bylaws. Some of these gatherings have impacted the community, starting as early as 08:00 o'clock in the morning, with these disturbing behaviors. These parties have the potential to create a substantial risk to the health and safety of participants and to the neighbourhoods in which they take place.

Most of the ongoing concerns of residents are in the core district of the Town associated with the large gatherings and have prompted staff to assess what additional tools may be available to assist compliance in the control and deterrence to such large gatherings. Staff has conducted a search for existing regulatory mechanisms and best practices in other municipalities experiencing similar challenges. The trend reveals that other municipalities have used the Nuisance Party Bylaw approach to address the behavior specific to the context of the large gatherings, rather than as catch-all bylaw attempting to curtail all public nuisances which would be redundant to other existing statutes.

The intended scope of this bylaw is to give authority to the Enforcement Personnel to determine, based on the circumstances, that a gathering has become a nuisance and declare it a "Nuisance Party". A Nuisance Party would be declared by observation of conduct of one or more participants in attendance, characterized by any one or more of the following elements:

- (a) public intoxication;
- (b) the unlawful sale, furnishing, or distribution of alcoholic beverages or controlled substances;
- (c) the unauthorized deposit of litter on public or private property;
- (d) damage to public or private property;
- (e) the obstruction of vehicular or pedestrian traffic, or interference with the ability to provide emergency services;
- (f) sound that is unusual or excessive, or that is likely to be unwanted by or disturbing to persons, as described in the Prevention of Excessive Noise Bylaw;
- (g) unauthorized open burning as described in the Open Fires Bylaw;
- (h) public disturbance, including confrontations and violence;
- (a) outdoor public urination or defecation;
- (j) use of or entry upon a roof not intended for such occupancy.

The Nuisance Party Bylaw would provide Police and Enforcement with the ability under one statute to address the negative impacts on the neighbourhood(s) of the behaviors of larger gatherings at residences and in public spaces. Once a gathering has been declared a Nuisance party, based on the elements, the Officers would subsequently order the nuisance activities to cease and the participants not residing at that residence to disperse. The order to discontinue the nuisance party has certain requirements to identify the location, what elements that were observed, and the date and time of the

REQUEST FOR DECISION #029-2019

Title: Nuisance Party Bylaw

Date: 2019-05-07

Department: Planning & Development



compliance to discontinue. These three requirements are to be delivered, in an immediate situation, verbally or served on the person to whom the order was directed.

The order is further documented to be delivered, as outlined in the bylaw, to the property owner including the three requirements of the initial order. The focus of the delivered order could be holding responsible a landlord after failure to address repeated nuisance behavior on the part of their tenants. A subsequent nuisance party is determined when a re-occurrence within two years after the initial order to discontinue the initial nuisance party at the property.

The Nuisance Party Bylaw applies to occurrences in public spaces or on private property, including any yard appurtenant to a building, dwelling or vacant lands. This bylaw does not apply to gatherings contained wholly within a building or dwelling which is regulated by existing bylaws (Prevention of Excessive Noise Bylaw) and other statutes (i.e. Building and Fire regulations). Criminal charges (causing a disturbance, property damage), provincial statutes (Liquor Control Act, Cannabis Control Act, Motor Vehicle Act), and bylaws offences of excessive noise and littering would be enforced appropriately otherwise.

The Nuisance Party Bylaw has clauses specifically addressing certain violations beyond the cease and desist of the nuisance activities. Outlined are the offences of sponsoring, conducting, hosting, creating, or attending a Nuisance Party, allowing causing or permitting a Nuisance Party on property, failing to leave a property when directed, and obstructing or interfering with an Officer in the execution of duties. Other stand out offences not enforced in any other statutes, include the offence of urination and defecation in public view and the phenomenon of “brewfing”, the consumption of alcohol by persons on rooftops. The Nuisance Party Bylaw should not be interpreted as exempting any person from the requirement to comply with any other bylaw or statute.

In practice, the Nuisance Party Bylaw is intended to be used with discretion and allow Enforcement to expeditiously act to cease a Nuisance Party when observing any of the defined elements of a Nuisance Party. While only a single criterion from the elements list is required to be present or occurring to warrant a Nuisance Party declaration, it is expected more than one element will be present in most of such cases. The observation of one or more of the elements of conduct of participants, generally, would be witnessed early in the large social gatherings. This early detection may afford a time buffer to allow for compliance before an issuance of an offence ticket.

Officers are afforded the authorization to issue fines by way of a Summary Offence Ticket (S.O.T.) allowing for the immediate description of the offence to the recipient, an opportunity to an out of court settlement and a clear procedure to contest the offence. The Bylaw sets out a graduated fine provision of not less than four hundred dollars (\$400.00) for the first offence, not less than six hundred dollars (\$600.00) for the second offence and not less than nine hundred dollars (\$900.00) for third and subsequent offences.

REQUEST FOR DECISION #029-2019

Title: Nuisance Party Bylaw

Date: 2019-05-07

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In summary, the Nuisance Party Bylaw outlines what elements are needed to declare a party a nuisance. Furthermore, any one participant engaged in any one of the elements could result in the declaration of a Nuisance party. Moreover, the bylaw shall only be used in extreme circumstances and intended to be used with discretion. Not every social gathering will result in a declaration of a “nuisance party”. The bylaw details who could be charged and includes the “notified” landlord being held responsible after a failure to address a repeated nuisance behavior on the part of their tenants. Seemingly, the lower fines are not enough financial consequence for general deterrence, so the intent of higher penalties are necessary to achieve the specific deterrent to extreme and repeating behavior.

The positive outcome to the enacted Nuisance Party Bylaw will be the “catch”, to participate in the “Social Planning Guide”, the registration of the social events. The registration offers an opportunity for pro-active education before the gathering, explanation of the charging process, clarification of a higher graduated fine schedule as deterrent and allowing for early intervention by enforcement of a nuisance party gathering. The bylaw includes a process to make landlords responsible for subsequent nuisance gatherings at their rental properties, a goal expressed in many public consultations and public forums.

The down side to the enactment of the bylaw would be not to fulfill the expectations of the community, by not having full engagement by Police and Enforcement. The bylaw has been submitted to the R.C.M.P for review by their legal department and a decision on the enforcement commitment. The need for a commitment for possible charges is paramount to the success of the Bylaw and the Social Planning Guide. This commitment will require additional resources for investigation and follow up. The police must have the authority, under the M.G.A., from Council to declare a Nuisance Party, based on the elements, to proceed with an order to cease.

The draft bylaw has been recently presented (April 16th, 2019) to the Alcohol Strategy Committee. There was discussion on the need and focus of this bylaw.

The regulatory purpose of a Nuisance Party Bylaw is to create a duty upon those hosting a social event or party to control the participants and give enforcement personnel a mechanism to control and disperse people when the event has become a public nuisance but not to the extent of an unlawful assembly under the Criminal Code. In conclusion, this bylaw is one piece of the many efforts to manage the nuisance behaviors of large gatherings that annually impact neighbourhood quality of life in the Town of Wolfville.

6) FINANCIAL IMPLICATIONS

Financial implications related to the decision may include additional resources/time preparing for court challenges.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

REQUEST FOR DECISION #029-2019

Title: Nuisance Party Bylaw

Date: 2019-05-07

Department: Planning & Development



- **Improving quality of life for all** by fostering dignity through diverse housing options and harmonizing diverse lifestyle choices between all demographics.
- **Maximizing our infrastructure investments** by making the downtown core friendlier.

Council Strategic Principles:

1. **Affordability** – this bylaw falls within the parameters of our financial capacity.
2. **Transparency** – open dialogue and consultation with the community has and is taking place.
3. **Community Capacity Building** – citizen committee members and our partners have contributed to the formulation of this by-law.
4. **Discipline to Stay the Course**- by focusing on the goal set out by the public.
5. **United Front** – by engaged support to the decision.
6. **Environmental Sustainability** – N/A

8) PROCESS AND COMMUNICATION REQUIREMENTS

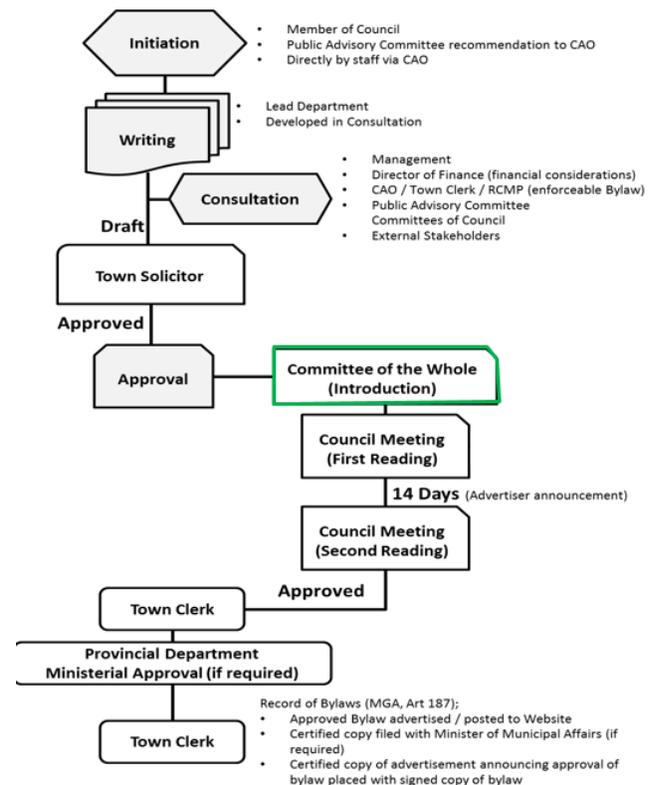
The Bylaw Development Process (as per the Municipal Government Act) is as follows:

There will be a need for public communication as the decision will impact residents, students, landlords, police, enforcement and town staff. Consultation with the Acadia Student Union, Acadia University, Landlords and Property Managers, Police and Enforcement staff.

9) ALTERNATIVES

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

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



1. Title:

This Bylaw shall be titled and referred to as the “Nuisance Party Bylaw”.

2. Background:

The Nova Scotia Municipal Government Act (NS MGA), Section 172 gives Council the specific authority to establish Bylaws. Sections 172(1) of the NS MGA authorizes Council to establish bylaws for municipal purposes respecting (a) the health, well-being, safety and protection of persons; (b) the safety and protection of property; (c) persons, activities and things, in, on or near a public place or place that is open to the public; (d) nuisances, activities and things that maybe or may cause nuisances.

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

3. Definitions:

In this Bylaw;

“**Building**” means any permanent structure consisting of a roof supported by walls that is used or intended to be used for the shelter, accommodation of persons, animals, goods, chattels or equipment;

“**Bylaw Enforcement Officer**” means a person appointed by the Chief Administrative Officer who is a Special Constable or Bylaw officer pursuant to the Nova Scotia Police Act or similar legislation and empowered by such appointment to enforce this bylaw;

“**Dwelling**” means a Building containing one or more units for human habitation;

“**Town**” means the Town of Wolfville;

“**Highway**” includes public highway, street, lane, road, alley, sidewalk, parking lot, driveway, park, beach, or place including bridges, any part of which is intended for or used by the general public for the passage of vehicles or persons, and includes private property that is designed to be and is accessible to the general public for the pedestrian and motor vehicle use;

“**Municipality**” means the land within the geographic limit of the Town of Wolfville;

“**Nuisance Party**” means a gathering on Property which, by reason of the conduct of any one or more of the Person(s) in attendance, is characterized by any one or more of the following elements:

- (a) public intoxication;
- (b) the unlawful sale, furnishing, or distribution of alcoholic beverages or

- controlled substances;
- (c) the unauthorized deposit of litter on public or private property;
- (d) damage to public or private property;
- (e) the obstruction of vehicular or pedestrian traffic, or interference with the ability to provide emergency services;
- (f) sound that is unusual or excessive, or that is likely to be unwanted by or disturbing to persons, as described in the Prevention of Excessive Noise Bylaw;
- (g) unauthorized open burning as described in the Open Fires Bylaw;
- (h) public disturbance, including confrontations and violence;
- (a) outdoor public urination or defecation;
- (j) use of or entry upon a roof not intended for such occupancy.

“Officer” means a Police Officer or any Bylaw Enforcement Officer, assigned to administering or enforcing this bylaw;

“Police Officer” means a member of the Royal Canadian Mounted Police or municipal police service authorized to provide police services to the Municipality;

“Person” means a corporation as well as an individual;

“Public Place” means a Highway, public park, parking lot or other lands to which the public has access as of right or by invitation and includes private property that is exposed to public view;

“Property” means any public or private place in the Municipality, including but not limited to Highways, parks, parking lots, yards appurtenant to a Building or Dwelling, or vacant lands.

4. Bylaw Offences:

4.1 No person shall sponsor, conduct, continue, host, create or attend a Nuisance Party.

4.2 No person who, individually or jointly with others, is an owner, occupant, tenant, or who otherwise has rightful possession of or possessory control of any Property, shall allow, cause or permit a Nuisance Party on the Property under their possession or control.

4.3 No person, not residing at the Property, shall fail to leave the Property after having been directed to leave by an order to discontinue activity under this bylaw.

4.4 No person shall urinate or defecate in a Public Place.

4.5 No person shall stand, sit upon or otherwise occupy any roof of any Building unless carrying out legitimate maintenance or construction.

4.6 No person shall fail to comply with an order pursuant to Section 5.1 of this bylaw.

4.7 No person shall willfully obstruct, hinder or otherwise interfere with an Officer in the performance of the Officer's duties, rights, functions, powers or authority under this bylaw.

5. Order to Discontinue Activity:

5.1 Upon an order of an Officer to discontinue a Nuisance Party, the Nuisance Party shall cease and all persons, not residing on the Property, shall leave the Property where it is occurring.

5.2 The order under this section shall identify:

- (a) the location of the Property of the Nuisance party occurrence;
- (b) the elements in determining the Nuisance Party;
- (c) the date and time by which there must be compliance with the order.

5.3 An order issued under this bylaw, as outlined in Section 5.1 and 5.2, may be given immediately verbally or may be served personally on the person to whom it is directed. If the order is given by regular mail to the last known address of that person, and if given by registered mail, it shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be carried out by registered mail to the corporate mailing address.

5.4 A Police Officer may temporarily close any Highway or portion thereof to public travel where a Nuisance party is occurring adjacent to the Highway to ensure public safety.

5.5 Where a Highway or portion of a Highway has been closed, the common law right of passage by the public over the Highway and the common law right of access to the Highway by an owner of land abutting the Highway are restricted as directed by a Police Officer.

5.6 No person shall use a Highway or portion of a Highway that has been temporarily closed under this bylaw except with lawful authority or in accordance with direction of a Police Officer.

6. Enforcement and Inspection:

6.1 The provisions of this bylaw may be enforced by an Officer of the Municipality.

6.2 Any Officer may enter upon Property for the purpose of investigation and enforcement of this bylaw.

6.3 Each Officer is hereby authorized to inform any person of the provisions of this bylaw and to request compliance.

6.4 When an Officer believes on reasonable grounds that an offence under this bylaw has been committed by a person, the Officer may require the name, address, proof of the identity of that person, and that person shall supply the required information.

6.5 Every person who contravenes or who causes or permits a contravention of any provisions of this bylaw is guilty of an offence.



6.6 Every director or officer of a corporation who knowingly concurs in the convention of any provision of this bylaw by the corporation is guilty of an offence.

6.7 Any Officer who believes on reasonable grounds that there has been a violation of this bylaw may issue a summary offence ticket to that person.

7. Ownership Provision:

7.1 As soon as practicable following the order to discontinue a Nuisance Party pursuant to Section 5.1 of this bylaw, a notice of the order shall be sent to the owner(s) of the property at which the Nuisance Party was discontinued;

7.2 The notice of the order to the owner will include all the information outlined in Section 5.2 of this bylaw;

7.3 The notice of the order will be deemed delivered as outlined in Section 5.3 of this bylaw;

7.4 A subsequent Nuisance Party is determined when a Nuisance party that re-occurs within two (2) years after an initial order to discontinue a Nuisance Party at the property is identified in an order, pursuant to Section 5.1 of this bylaw;

7.5 No person, who individually or jointly with others, is an owner or otherwise has rightful possession of or possessory control of any property, shall allow, cause, permit a subsequent Nuisance party on the said Property identified in the order.

8. Penalty:

8.1 Every person who contravenes or fails to comply with any provisions of this bylaw shall be liable to a penalty of not less than four hundred dollars (\$400.00) for a first offence, not less than six hundred dollars (\$600.00) for the second offence, and not less than nine hundred dollars (\$900.00) for a third and any subsequent offences.

<u>Clerk's Annotation for Official Bylaw Book</u>	
Date of first reading: _____	
Date of advertisement of Notice of Intent to Consider: _____	
Date of second reading: _____	
Date of advertisement of Passage of By-law: _____	
Date of mailing to Minister a certified copy of By-law: _____	
I certify that this Nuisance Party Bylaw ## -- was adopted by Council and published as indicated above.	
_____	_____
Town Clerk	Date

Schedule M-27

Town of Wolfville Nuisance Party Bylaw

Offence	Section	Out of Court Settlement
Sponsor, conduct, continue, host, create or attend a Nuisance Party	4.1	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50
Allow, cause or permit on property a Nuisance party	4.2	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50
Fail to leave after directed by order to discontinue a Nuisance Party	4.3	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50
Urinate or defecates in a Public Place	4.4	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50
Sit, stand or occupy roof of Building	4.5	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50
Fail to comply with an order to cease a Nuisance Party	4.6	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50
Obstruct, hinder or interfere an Officer	4.7	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50

Town of Wolfville Nuisance Party Bylaw

Offence	Section	Out of Court Settlement
Use a closed Highway	5.6	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50
Permit subsequent Nuisance Party after delivery of notice of initial order	7.5	first offence \$582.50 second offence \$812.50 third & subsequent offence \$1157.50



Social Planning Guide

Contact Information

Who is the **Primary Event Organizer (PEO)** for this event? While others may be involved in the coordination of an event, one member of the group hosting the event must be identified to lead the planning process.

PEO Name		Student ID	
PEO Telephone (contact during event)		Email	
Date of Event		Start and End Times	
Number of Guests expected		Location of Event (Civic Address)	

Please initial here, clarifying you are a resident, at the property location you are registering _____

Community Relations Details

Check all that apply

- | | | |
|---|-------------|--|
| <input type="checkbox"/> Event will use amplified sound equipment
<input type="checkbox"/> Event will be hosted in a residential neighbourhood
<input type="checkbox"/> Clean up of event will take place the following day | →
→
→ | <input type="checkbox"/> Town of Wolfville Noise By-Laws will be adhered to
<input type="checkbox"/> Neighbours will be notified
<input type="checkbox"/> Neighbours will be approached following the event for feedback |
|---|-------------|--|

I confirm that the information I have provided is accurate. I have received a Party Smart Pack and a copy of the Social Planning Guide Rules and Expectations. I understand that my name, address and phone number listed above will be provided to the RCMP.

Signature: _____

Date: _____



What is the Social Planning Guide?

A program that gives students hosting a social gathering off-campus the necessary information to plan ahead, and ensure they have taken steps to avoid complaints from neighbours or the RCMP. It also provides the RCMP a contact person to help determine how a complaint will be handled and perhaps avoid a charge that could lead to a fine.

Party Registration:

- Helps students host safer social gatherings and keep things under control.
- Reduces police calls and fines.
- Supports off campus students in their efforts to be good neighbours and community residents.

How do you register your party?

- Applicant must be a current Acadia University student living in Wolfville.
- Provide your address, your name as party host, your cell phone number, and 2 forms of IDs, etc. (Provincial and Student ID).
- Receive your Party Smart Pack and read the Party Smart Registration Rules and Expectations.
- Sign an acknowledgement that you have received your information packet and that all the information on your registration is correct.

How does Party Smart Registration work while I'm hosting my party?

1. The RCMP are obligated to follow up with all complaints in person, so they will show up shortly after the call to check in.
2. If you don't answer your phone, the police will leave a message that a noise complaint has been received.
3. Break up your party peacefully and quickly and you're all good!

What could go wrong?

- ☹ If you don't pick up the call, you may miss out on a chance to deal with the complaint. Keep your phone with you and make sure you can hear it ring.
- ☹ People at your party don't listen when you tell them to leave. Contact the RCMP at 902-679-5555 for help if you need assistance getting people to leave your party.
- ☹ If you fail to break up your party or a 2nd noise complaint is made, you may be charged with a bylaw violation.
- ☹ If you or your guests are doing things besides making noise (public intoxication, open liquor, drinking in a public place, damaging property, breaking glass, blocking traffic, engaging in dangerous behavior, etc.) you may not be able to avoid a charge. RCMP will respond immediately and you and/or your friends may face more serious charges.

Why register your party?

- 😊 **Stay out of trouble.** Registering your party can help you avoid charges and fines through the justice or non-academic judicial systems.
 - 😊 **Save money.** Fines for noisy or out of control parties can cost you and your friends hundreds of dollars.
 - 😊 **Be nice to your neighbours.** Registering a party keeps neighbours happier as noise complaints can be resolved quickly and effectively.
 - 😊 **Show some love to your town.** Resolving noise and nuisance complaints quickly and effectively saves Town of Wolfville resources.
-

REQUEST FOR DECISION 030-2019

Title: Temporary Borrowing Resolution – 2019/20 Capital

Date: 2019-05-07

Department: Finance



SUMMARY

Temporary Borrowing Resolution – 2019/20 Capital Program

This RFD deals with part of the **annual process** required each year by municipalities planning to use long term debt as part of their **funding source for their capital budget**. Permanent long term debt (debentures) can only be put in place after completion of the capital projects in scope and the Temporary Borrowing Resolution (TBR) provides the mechanism to have temporary debt to cover the cost until the first opportunity arrives to put in place a fixed term debenture. The TBR also provides the mechanism by which the Minister of Municipal Affairs approves a municipality's use of long term debt. Without the Minister's approval, a municipality may not access long term debt for capital funding purposes.

DRAFT MOTION:

That Council approve the attached Temporary Borrowing Resolutions;

- TBR #19/20-01 Various purposes Town \$1,748,425

to cover loan facilities with the Bank of Montreal until such time as the short-term loans are replaced with debenture borrowings as part of the 2019/20 Town and Water Capital Project funding.

REQUEST FOR DECISION 030-2019

Title: Temporary Borrowing Resolution – 2019/20 Capital

Date: 2019-05-07

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Refer to the MGA section 88 which requires Ministerial approval related to municipal borrowings.

3) STAFF RECOMMENDATION

That Council approve the TBR requirements for the 2019/20 capital budget season to ensure previously approved funding is in place in a timely manner.

4) REFERENCES AND ATTACHMENTS

- TBR 19/20-01 – Town (awaiting standard form from Dept. Municipal Affairs)
- 2019/20 Operations Plan, including Ten Year Capital Investment Plan
- Capital Asset Funding Policy
- RFD 021-2019 Gaspereau Ave. Project – amended cost approval (April Council)

5) DISCUSSION

Annually this is a housekeeping matter as it relates to capital purchases/projects previously approved by Council as part of the budget process. In this case it relates to the 2019/20 Budget approved on March 19, 2019. For this year, there is the additional debt borrowing approved at the April 16th Council Meeting.

The **TBR forms the first required step** in the process by which Town's obtain debenture funding through the NS Municipal Finance Corporation (MFC). It also becomes part of the paperwork required by the Bank of Montreal to set up the temporary loan facility. The TBR template issued by the Department of Municipal Affairs is a standard form with a twelve month term.

The budget plan is to replace the TBR funds with 10-20 year debenture proceeds (in accordance with Town Policy on capital asset funding). Based on our expected capital financing, the Town's total debt repayments over the next 4 years, page 67 of Operations Plan, (excluding Water Utility that functions with its own debt ratio) will be approximately:

2019/20	\$755,700	(7.3% DSR based on own sourced revenue of \$9.5 million)
2020/21	\$817,500	(8.4% DSR)
2021/22	\$936,000	(9.4% DSR)
2022/23	\$986,500	(9.9% DSR)

REQUEST FOR DECISION 030-2019

Title: Temporary Borrowing Resolution – 2019/20 Capital

Date: 2019-05-07

Department: Finance



Note the most recent indication of long term borrowing rates, 2019 Spring Debenture, shows rates dropping after a couple of years of gradual increases. The Town's long term capital funding models are based on an assumed 4% interest rate. The 2019 Spring Debenture has come in at under 3% for 20-25 year amortizations.

The additional debt approved by Council in April (\$175,000) will not materially impact the projected debt service ratios (DSR) noted above. If amortized over 20 years, this additional debt will add approximately \$10,000 per year in debt costs.

Our total own source revenue is budgeted to be \$9.5 million (total revenue less school board funding, corrections and regional housing, and provincial/federal grants). As demonstrated by the debt service ratio calculations, the town's debt costs are well within the capacity of town to manage. This is not unexpected as Council reviews this information annually as part of the budget setting process. Projections of future funding requirements (including increased debt payments) are based on transfers to reserves moving up or down with changes in debt repayments. This provides consistent/predictable capital contributions in relation to the town's tax requirement.

The Town's ability to take on the approved capital budget debt funding is reflected in the draft provincial financial indicators which notes Wolfville's Debt Service Ratio at 7.1% which is about half of the provinces required benchmark of 15%.

Note this year there is only one TBR for Town infrastructure. Typically the Water Utility participates in the debt funding process however for fiscal 2019/20 the Utility will be using other capital funding sources (see page 80 of the Town's approved 2019-2023 Operations Plan). Once Council approves the TBR's, the following occurs:

- Town related TBR (19/20-01 this year) goes back to Dept. Municipal Affairs (DMA) for Ministerial approval.

FINANCIAL IMPLICATIONS

Already covered as part of budget process, with noted additional borrowings for Gaspereau having no material impact on future operations.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable as this RFD is a **required step** for projects already approved in the 2019/20 Operations Plan, including Ten Year CIP.

REQUEST FOR DECISION 030-2019

Title: Temporary Borrowing Resolution – 2019/20 Capital

Date: 2019-05-07

Department: Finance



7) COMMUNICATION REQUIREMENTS

There will be formal communications with external sources in two areas:

- With Department of Municipal Affairs to obtain Ministerial approval;
- With BMO to arrange our line of credit renewal based on the approved TBR amounts.

8) ALTERNATIVES

No true alternatives exist as this TBR relates to previously approved capital project funding. Not approving the TBR would require putting major portions of the 2019/20 Capital Budget on hold pending identification of other funding sources

REQUEST FOR DECISION 025-2019

Title: Committee of Council Appointment – PAC

Date: 2019-05-07

Department: Office of the CAO



SUMMARY

Committee of Council Appointment – Planning Advisory Committee

The purpose of this RFD is for Council to appoint a new member to the Planning Advisory Committee to fill an existing vacancy. The appointment would finish up the remainder of 2019, and then commence a three-year term from 2020-23.

DRAFT MOTION:

That Council appoint the following community member to the Planning Advisory Committee effective June 1, 2019.

- Name – Planning Advisory Committee - Three-year Appointment expiring December 2023.

REQUEST FOR DECISION 025-2019

Title: Committee of Council Appointment – PAC
Date: 2019-05-07
Department: Office of the CAO



• CAO COMMENTS

No comments required.

• LEGISLATIVE AUTHORITY

- [Nova Scotia Municipal Government Act](#) (NS MGA)
- [Policy No. 610-002](#), Planning Advisory Committee
- [Policy No. 110-001](#), Committees of Council

• STAFF RECOMMENDATION

Committee appointments are at the discretion of Council. Staff do not make a recommendation on appointments.

• REFERENCES AND ATTACHMENTS

- Committee Application – Mark Bishop (attached)

• DISCUSSION

Planning Advisory Committee member Omar Bhimji was the successful candidate of a staff role with the Town Planning Department, and as such, had to resign from the Committee on April 17, 2019. Subsequent to this resignation, the Town did not advertise the vacancy as there was still an application from October 2018 for consideration by Council.

Planning Advisory Committee

Name	Appointed	Expiry
Deputy Mayor Jodi MacKay (Chair) ⁽²⁾	2018-10	2020-12
Councillor Wendy Donovan ⁽¹⁾	2018-11	2019-12
Councillor Oonagh Proudfoot ⁽¹⁾	2018-11	2019-12
Omar Bhimji ⁽³⁾	2017-12	2020-12
Stephen Mattson ⁽³⁾	2017-12	2020-12
Mary Costello ⁽³⁾	2017-12	2020-12
Melinda Norris ⁽⁴⁾	2016-12	2019-12
Isabel Madeira-Voss ⁽⁵⁾	2018-01	2020-01*

* Appointment is executing remaining two years of a three-year appointment expiring in 2020.

REQUEST FOR DECISION 025-2019

Title: Committee of Council Appointment – PAC

Date: 2019-05-07

Department: Office of the CAO



Ex-Officio Members

- [Mayor Jeff Cantwell](#) voting
- [Erin Beaudin](#), Chief Administrative Officer non-voting
- [Devin Lake](#), Director of Planning non-voting

• FINANCIAL IMPLICATIONS

Not Applicable

• REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Council Strategic Principles:

1. **Affordability:** N/A
2. **Transparency:** This decision supports municipal involvement in the Town of Wolfville Committees of Council
3. **Community Capacity Building:** Community involvement in the Committees of Council decision-making process
4. **Discipline to Stay the Course:** N/A
5. **United Front:** N/A
6. **Environmental Sustainability:** N/A

• COMMUNICATION REQUIREMENTS

Once appointed, the new Committee appointment will be updated to the Town of Wolfville website upon being effective. A letter acknowledging the appointment will be drafted for Mayoral signature.

• ALTERNATIVES

To not appoint a member to the Planning Advisory Committee and re-advertise.

REQUEST FOR DECISION 028-2019

Title: Appointment of the Assistant Building Official
& Revocation of Previous Building Official Appointments
Date: 2019-05-07
Department: Planning & Development



SUMMARY

Information on Building Official Trainee & Revocation of Previous Building Official Appointments

In order to provide uninterrupted building inspection services to residents it is necessary for the Town to engage a member of its Staff in the Nova Scotia Building Officials Association (NSBOA) professional studies program. Mr. Collicutt will complete the NSBOA program as part of the Town's succession planning to ensure the continued provision of building inspection services in the Town of Wolfville.

The revocation of the appointments of previous Building Officials no longer working for the Town is an administrative housekeeping item.

DRAFT MOTION:

That Council revoke the appointments of Glen LeLacheur, Mannie Withrow, Keith Fraser, Don Burns, Dawson Patterson and Charlie Crocker as Town Building Officials pursuant to Section 5(2) of the Building Code Act, Chapter 46 of the Revised Statutes, 1989.

REQUEST FOR DECISION 028-2019

Title: Appointment of the Assistant Building Official
& Revocation of Previous Building Official Appointments
Date: 2019-05-07
Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendations of Staff.

2) LEGISLATIVE AUTHORITY

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

3) STAFF RECOMMENDATION

Staff recommends that Council revoke the appointments of Glen LeLacheur, Mannie Withrow, Keith Fraser, Don Burns, Dawson Patterson and Charlie Crocker as Town Building Officials to ensure clarity and avoid any conflicts with building code consultants.

4) REFERENCES AND ATTACHMENTS

N/A

5) DISCUSSION

In order to provide continuous building inspection services to residents it is necessary for the Town to begin training a Building Official as a component of succession planning. Mr. Collicutt will complete the NSBOA professional studies program prior to the current Building Official's retirement from his full-time position.

The revocation of the appointments of previous Building Officials is a matter of administrative housekeeping.

6) FINANCIAL IMPLICATIONS

Mr. Collicutt is already a salaried employee of the Town and his Building Official training is part of his professional/career development with the Town.

The revocation of the Town's previously-appointed Building Officials will have no effect on Town finances.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

Staff will be advised of changes and contact information will be updated where necessary.

REQUEST FOR DECISION 028-2019

Title: Appointment of the Assistant Building Official
& Revocation of Previous Building Official Appointments

Date: 2019-05-07

Department: Planning & Development



9) ALTERNATIVES

N/A

1. Improving Quality of Life for All

- Staff have prepared a draft Nuisance Party By-law for review by Council;
- The Town's Visitor Information Centre opened on May 1st and will remain open until October 31st;
- Staff are working with Deep Roots to plan and deliver a summer concert series;

2. Maximizing Our Infrastructure Investments

- The tender for traffic line marking has been awarded to Provincial Pavement Marking and centre line and bike lane marking has begun. Line marking is scheduled to be completed by the end of May, weather permitting;
- The tender for asphalt supply has been awarded to Dexter Construction and contracted repairs will begin in May once the asphalt plant opens;
- Staff have begun pothole patching with the asphalt recycler and will continue throughout the season;
- The tender for reconstruction of a portion of Gaspereau Avenue has been awarded to Howard Little Excavating and work is expected to begin by early June;
- The tender for reconstruction of Seaview Avenue is out and scheduled to close May 9th;
- The conceptual design report for the wastewater treatment plant upgrades was received and will be reviewed by staff before design details are finalized;
- Staff are working to facilitate the relocation of the skateboard park;
- Staff are working to carry out repairs to a storm outfall as part of the Eastend Gateway project;
- Staff continues to meet with members of the WBDC to discuss walkability, active transportation and parking. Council is being presented an overview of 2019-2020 walkability, traffic, parking actions at the May Committee of the Whole;
- The Town Skateboard park has been removed and the space will be opening up for parking;
- Staff are working on a tender to go out shortly for construction of the new Skateboard park and basketball court;

3. Leveraging our Economic Opportunities

- Work continues toward a Library Feasibility study/report to be presented to Council. A special meeting of Council may be scheduled to review the report;

4. Operational Updates

- Staff continue to work with Developers on Development Proposals;

CAO REPORT

May 7th, 2019

Department: Office of the CAO



- Staff have now hired a Climate Change Mitigation Coordinator, Omar Bhimji. The Town's Environmental Sustainability Committee will act as a steering committee for the work he is undertaking over the next 2 years;
- Staff are on track to substantially complete the Municipal Planning Strategy and provide to Council in July for review before formal adoption in the fall (September-December);
- Staff will continue to supply limited service to the Town of Windsor related to planning and sustainability leading up to the consolidation of Windsor and West Hants;
- Staff continue focusing on Fire Inspections with training (FIANS home study course) proceeding for a pool of fire inspectors including members of the Fire Department;
- 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) and align definitions;
- Staff have submitted the following reports as required during the month
 - Gas Tax Advance Project Info
 - FOIPOP – fiscal year summary (will be one week late);
- The Fiscal 2018/19 financial records for VCFN have been compiled and the audit started;
- An Audit Committee meeting was held on May 3rd including PricewaterhouseCoopers (PwC) staff to review the planned 2018/19 audit;
- Staff are continuing to prepare the Town's year end financial information for audit;
- Staff have begun the first step of the Tax Sale Process by identifying potential properties;
- Staff have completed the new fiscal year payroll process including new hires, merit and COLA adjustments, and benefit plan premium changes;
- Interim Tax Bills have been finalized and issued;
- Staff have submitted the Spring Debenture Issue paperwork
 - 2019 Debenture issue through MFC has now been priced and rates have dropped slightly;
- Town's Accessibility Plan:
 - Staff have worked with the Province to finalize the Accessibility Plan document, paper and electronic versions
 - Public Launch event was held at the Wolfville Farmers Market on May 1st
 - CAO and Director of Finance met with representative from CBRM on accessibility planning;
- Staff have finalized and released the Routine Access Policy Information request;
- Finance and GIS support provided to Public Works regarding the Asset Management Plan to develop a work plan for continual improvement;
- Staff completed a hiring process for seasonal summer staff for recreation and events;
- Staff completed a hiring process for a summer student position to pilot environmental education camps and community engagement.

COMMITTEE UPDATE

Title: Valley Waste Resource Management (VWRM)
Date: May 7, 2019
Department: Town Council



UPDATE

The Valley Region Solid Waste Resource Management Authority met April 17 with the CAO group to hear a presentation from the Municipality of the District of Chester. There was much discussion about the Sustane plant operation and the Chester surplus. There are three options for that surplus: leave it with Chester for the closure of landfill cells, flow it to the parties or keep it with Valley Waste to help manage cash flow better. No motion was made. CAO Mark Phillips indicated that the IMSA speaks to the direction the surplus should take.

It is interesting to note that the agreement with Chester was signed in September 2016. It will continue until 2036. Valley Waste is by far the largest contributor of garbage.

In December the shortfall for the budget looked like it might be \$1.9 million, but now it's sitting closer to \$442,000 or a third of what it was. A budget focused special meeting of the board is set for May 1.

The new Valley Waste general manager Andrew Wort is keen to start a strategic planning process. He would like to look at how to balance the authority's stance not just on economics, but regarding societal and environmental planning.

The board of the Valley Waste Solid Waste Management Authority held a special meeting on May 1 to approve the 2019-2020 operating and capital budget at \$9.9 million. The final draft was prepared after consultation on April 29. It reflects the fact that 92 per cent of monies are devoted to major contracts and rates.

Furthermore, the contract for the provision of services for the collection and transportation of source separated solid waste was awarded to the low bidder and current contract holder EFR Environmental, which is based in Middleton.

The new general manager Andrew Wort forecast a transitional year in which he will call on outside legal and accounting resources to steer the authority into a better strategic position with better quantification of the waste stream. The impasse with Annapolis County's unpaid costs, of course, continues.

Wendy Elliott

Wolfville Town Councillor

COMMITTEE UPDATE

Title: Wolfville Business Development Corporation
Date: May 7, 2019
Department: Office of the CAO



UPDATE

The WBDC Board of Directors met on April 23, 2019.

I'd like to share some observations that I have had in attending the last few meetings. The relationship between the WBDC and the local business community is working very well. It is good to see the WBDC working together as a team. There is a strong relationship between WBDC and the Wolfville Economic Development Manager, Marianne Gates. When everyone is working together as a team, things start to happen!

Highlights from the meeting:

- Greenery Co-pay program being launched in May is to beautify the front of your business. A subsidy grant of \$200,00 is available if you spend \$400,00.
- A summer student was hired and will start May 6, 2019. He will attend the next WBDC meeting.
- Things to Do in Wolfville in 24 Hours - this is a new program that the summer student will work on.
- Find Your Way Around Wolfville - Bob Cassie from Acadia is exploring whether or not an app can be developed.
- Saltscapes Valley experience will take place April 26-28 in Exhibition Park. The Annapolis Valley will be promoted and those participating at the booth are very excited.
- WBDC AGM will take place on June 11th.
- WBDC is partnering with NS Tourism to create a video promoting Wolfville and surrounding area.
- AED (Defibrillator) - WBDC is exploring installing them in some downtown businesses.
- Valley Tour to Acadia will bring people from Halifax and WBDC is planning to work with Acadia to expand the tour to include more of Wolfville.
- WBDC is recommending specific 20 minute drop-off zones within the downtown Main St parking.

Next meeting is May 14, 2019.

Submitted by: Carl Oldham, Town Council rep on WBDC